
CITY OF GLENWOOD

PLANNING COMMISSION

April 12, 2021



CITY OF GLENWOOD
AGENDA
PLANNING COMMISSION
April 12, 2021
4:30 PM

1. Call to Order / Roll Call
2. Additions or Deletions to the Agenda
3. Approve Previous Meeting Minutes
 - a. March 1, 2021
4. New Business
 - a. Requests related to the operation of a "tiny shop village". Approvals required include a conditional use to make use of the property for a planned unit development (outdoor retail village).
 - i. Applicant: Patrick/Jayme Baker
 - ii. Property Owner: Patrick and Jayme Baker/Glenwood CI & S LLC
 - iii. Property address: 114 W MINNESOTA AVE
 - iv. Zoning: B-1 (Community Business)
 - v. Parcel number(s): 21-1030-001
 - b. Requests relating to the use of the property as an recreational vehicle (RV) campground. Approvals required include a conditional use to make use of the property for a planned unit development (recreational vehicle campground).
 - i. Applicant: Melissa Haeckel
 - ii. Property Owner: Steven and Melissa Haeckel
 - iii. Property address: 255 ST HWY 55 N
 - iv. Zoning: B-1 (Community Business)
 - v. Parcel number(s): 21-1110-000
5. Old Business
6. Adjournment

This agenda is not exclusive. Other business may be discussed as deemed necessary.

Due to the COVID-19 health pandemic and associated state of emergency, this meeting shall be conducted telephonically and/or electronically pursuant to MN Statute 13D.021.

To attend this meeting via web or phone conference see the reverse side of this page.

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Password: 012790

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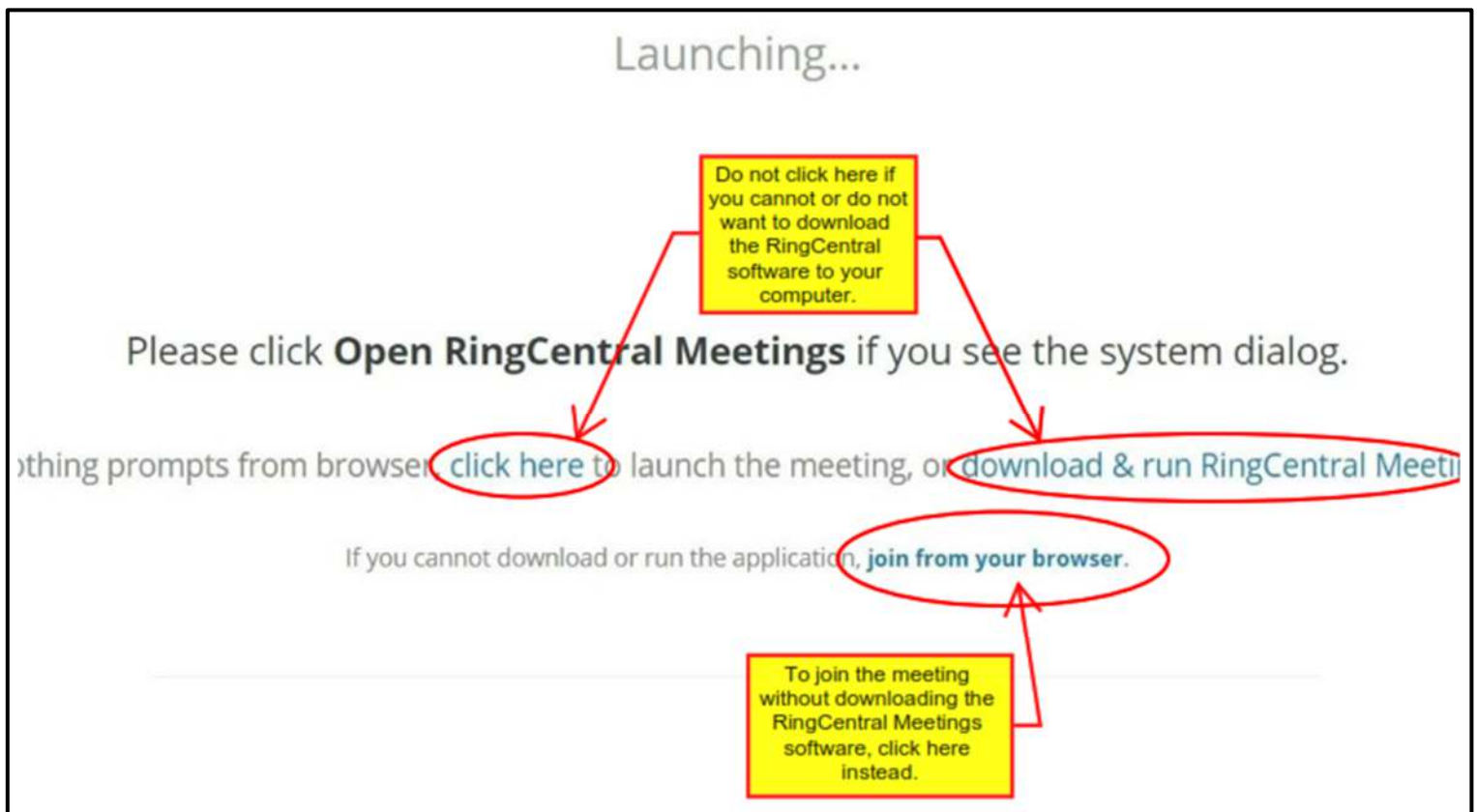
Web: Go to <https://meetings.ringcentral.com/join> and enter the Meeting ID and Password above. You will be able to talk, listen and view documents on your screen that are shared by the meeting host.

If your computer does not have a microphone, you will need to use the phone method above for your audio, but can use your computer to view shared documents.

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GLENWOOD PLANNING COMMISSION
MARCH 1, 2021

The March Planning Commission meeting was called to order by Commissioner Michael Pattee at 4:34 PM. The meeting was held electronically and telephonically due to the COVID-19 health pandemic and pursuant to MN Statute 13D.021.

Attending the meeting were Commissioners Cihlar, Ingersoll, Nelson, Pattee, and Schutt. Also present were Ben Oleson and Brenda Sargent.

Motion by Commissioner Schutt, seconded by Commissioner Nelson, to approve the minutes of the February 1, 2021 meeting. All were in favor.

Ben Oleson, of Hometown Planning, explained the request received from Scott Pederson of Bobber's Marine for a variance to have fewer off-street parking spaces than required by ordinance based on building size and use.

Mr. Pederson has recently been permitted to construct an addition on his existing business building. The addition will house four service bays and workshop area. When such an addition is completed on a commercial building, the City Code requires the property be brought into compliance with parking requirements. The applicant currently has 6 striped parking spaces, but City Code requires 20. Mr. Pederson feels the addition will not add to the traffic.

The Commission discussed whether the 6 available spots are suitable for the business as it currently exists. Mr. Oleson stated the property, which does not comply with City Code for parking requirements, was recently annexed into the City and allowed to continue.

The Commission also discussed whether some of the items in the front of the building could be moved to the rear to allow for more parking spots. Mr. Oleson said the applicant felt the front area used for display items is important to his business. Commissioner Ingersoll stated it appeared some items could be moved around in the front lot to free up some extra parking spots.

Commissioner Schutt questioned if 20 parking spots were necessary. Commissioner Pattee said when he has frequented the business, he has not seen more than one customer in there at a time. Commissioner Pattee mentioned the traffic circulation plan as suggested in the staff report. This plan would identify where customers picking up or dropping off boats can do so, without interfering with the identified customer parking spots.

Commissioner Cihlar said it appeared it was possible to have an additional four spots near the entrance of the building.

Commissioner Pattee said it was his opinion that if some items were moved to the rear of the building the applicant would be able to utilize four more spots for parking. He added he would be in favor of seeing a traffic circulation plan.

Motion by Commissioner Schutt, seconded by Commissioner Cihlar to recommend approval of a variance to have 10 parking spots, where 20 spots are required by ordinance, and to require the

applicant submit a traffic circulation plan that identifies where customers can pick up or drop off boats without interfering with identified customer parking spots. All were in favor.

Commissioner Ingersoll questioned if a variance could ever be revoked. Mr. Oleson said if an applicant violated the conditions it could be. He added that such action would require an additional public hearing.

Motion by Commissioner Schutt, seconded by Commissioner Ingersoll to nominate Michael Pattee as the 2021 Planning Commission Chair. All were in favor.

Motion by Commissioner Pattee, seconded by Commissioner Schutt to nominate Collin Cihlar as the 2021 Planning Commission Vice Chair. All were in favor.

The next meeting of the Planning Commission will be held Monday, April 12, 2021. A training session will also be held at this meeting.

The Planning Commission submitted a formal question to City Administrator Iverson or the City Commission, asking why the Planning Commission could not have a face-to-face meeting in the City Commission room. It was their opinion this could be done safely.

With no further business to come before the Commission, Commissioner Schutt moved to adjourn the meeting. Motion seconded by Commissioner Pattee. All were in favor.

Meeting adjourned at 5:10 PM.

Planning Commission Chair

STAFF REPORT

Application:	Requests related to the operation of a "tiny shop village". Approvals required include a conditional use to make use of the property for a planned unit development (outdoor retail village).
Applicant:	Patrick/Jayme Baker
Property Owner:	Patrick/Jayme Baker/Glenwood CI & S LLC
Agenda Item:	4(a)

Background Information:

- **Proposal:** The applicants state in their application that they are proposing to:

"operate a tiny shop village in Glenwood next to the Grandstay hotel. The plan consists of a 1000 sq ft main bldg with 10 smaller bldgs ranging in size from 120 - 288 sq ft. Typical shops will contain clothing, souvenirs, games, crafts, beach goods, home decor, and candy. The site would also have seasonal food trucks and carts. Bldgs are set apart at least 10 feet from overhangs. Lighting will be provided on the exterior of all bldgs. Additional lighting will be added if required. The main bldg will have two ADA compliant bathrooms and a kitchen. The property will be surrounded by a 114 x 160 foot privacy fence set back 75 feet from W. Minnesota Ave. A parking lot is planned for the rear of the property."
- **Location:**
 - Property address: 114 W MINNESOTA AVE
 - Sec/Twp/Range: 12-125-38
 - Parcel number(s): 21-1030-001
- **Zoning:** B-1 Community Business
- **Lot size:** Approx. 52,708 sq ft (1.21 acres) according to County GIS estimate. This area is a portion of the larger parcel on which it sits (the Grandstay Hotel property).
- **Septic System Status:** The property is proposed to be served by city sewer and water.
- **Natural Features:**
 - Floodplain: The existing and proposed structures are not within an identified floodplain.
 - Bluff/Steep Slopes: The lot does not contain a bluff.
 - Wetlands: There are not wetlands that are likely to be impacted by the proposed improvement(s) to the property.

Planning Commission Action: The Planning Commission may approve the request, deny the request(s), or table the request(s) if the Commission should need additional information from the applicant. If the Commission should approve or deny the request, the Commission should state the findings which support either of these actions.

Staff Comments:

1. The proposed use is for primarily retail services, but is unique in that the retail shops are leased out and located in an outdoor setting. It is, perhaps, the equivalent of an outdoor shopping mall. As such, it is considered a planned unit development by the City ordinance.

Staff Recommendation: Based on the findings of fact and discussion listed below, Staff recommends approval of the proposed outdoor retail village planned unit development only if the Board finds that the standards for approval have been met.

If the application or some version of the application is approved, Staff would recommend consideration for the following conditions of approval (or tabling of the application to allow for review of revised plans consistent with the following):

1. That the applicant must work with emergency service providers to meet any of their requirements to ensure adequate access to the interior of the retail village or other locations necessary for emergency responses.
2. That the applicant provides a copy to the City of any agreements with the hotel property regarding the use of its driveway and/or parking areas.
3. That the applicant shall maintain a minimum of 19 parking spaces meeting the requirements of the City's ordinances.
4. That the applicant shall meet all requirements of the City relating to connection to city sewer and water.
- 5.

Applicable Statutes/Ordinances: See Appendix A.

Findings of Fact: The following findings of fact are presented by Staff for consideration by the Planning Commission:

- 1) **The proposed use conforms to the district and conditional use provisions and all general regulations of this chapter.**

Findings Supporting Approval

The proposed use for an outdoor shopping "village" is not inconsistent with uses allowed in the B-1 zoning district as it is primarily retail in nature.

Findings Supporting Denial

None

- 2) **The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.**

Findings Supporting Approval

The specific standards that apply are those applicable to planned unit developments. See

separate findings below related to planned unit developments.

Findings Supporting Denial

None

- 3) **The proposed use shall not involve any element or cause any condition that may be dangerous, injurious or noxious to any other person or property, and shall comply with the performance standards set forth herein.**

Findings Supporting Approval

With proper management of the site and the types of products sold within the village the site would not be expected to create any dangerous, injurious or noxious conditions to persons or property.

Findings Supporting Denial

None

- 4) **The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.**

Findings Supporting Approval

The proposed use will be mostly screened from view from other properties through the use of a fence. It will be located adjacent to a hotel to the west and a variety of retail, eating establishment and other businesses on other nearby properties.

Findings Supporting Denial

None

- 5) **The proposed use shall be compatible with the surrounding area and produce a total visual impression and environment which is consistent with the environment of the neighborhood.**

Findings Supporting Approval

See Finding #4 above.

Findings Supporting Denial

None

- 6) **The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.**

Findings Supporting Approval

The site is accessed from W. Minnesota Avenue, which has a center turn lane to facilitate turning without creating congestion. The applicant has indicated that they will provide 19 off-street parking spaces for the property, one of which is identified as a handicap space. The City's ordinance requires 1 parking space for every 150 sq ft of retail floor space. The applicant is proposing 1,752 sq ft of retail store space, which equates to a requirement for 12 parking spaces. The main building is 1000 sq ft and will contain bathrooms and a kitchen. If this is classified as a "restaurant, cafe, bar, tavern, nightclub" it would require 1 space per 2 seats (approx. 3-5 additional spaces). If it is classified as retail space, it would require an additional 7 spaces. With either classification, the maximum number of required spaces would be the 19 that the applicant

has proposed. The applicant has further indicated that they have an agreement with the hotel that the hotel parking lot can be used for overflow parking (the hotel appears to have an excess of about 12-13 parking spaces beyond what the ordinance requires for them (1 space per rental unit)).

Findings Supporting Denial

While the proposal meets the minimum requirements for parking as outlined in the ordinance for retail space, the actual space that would be used by customers at any given time is actually larger (including the common outdoor space surrounding the retail stores) and as such the site is not likely to have sufficient off-street parking necessary to avoid congestion.

7) The proposed use shall preserve the objectives of this chapter and shall be consistent with the Land Use Plan.

Findings Supporting Approval

The proposed retail use of the site is not in conflict with any maps, policies or goals of the city's 1979 land use plan.

Findings Supporting Denial

None

8) Additional requirements with respect to conditional uses in the Conservation District have been met.

Findings Supporting Approval

The site is not located in a Conservation District.

Findings Supporting Denial

None

9) Performance Standards All conditional uses shall comply with required performance standards:

Noise. Noise which is determined to be objectionable because of volume, frequency or beat shall be muffled or otherwise controlled, except fire sirens and related apparatus used solely for public purposes which shall be exempt from this requirement.

Vibrations. Vibrations detectable without instruments on neighboring property in any district shall be prohibited.

Odors. No malodorous gas or matter shall be permitted which is discernible on any adjoining lot or property.

Air pollution. Air pollution shall be subject to the standards established by the State Pollution Control Agency.

Glare. Lighting devices which produce directly reflected glare on adjoining properties or thoroughfares shall not be permitted.

Erosion. No offensive erosion by wind or water shall be permitted onto adjacent properties.

Water pollution. Water pollution shall be subject to the standards established by the State Pollution Control Agency.

Findings Supporting Approval

It is expected that facilities will be managed such that all the above performance standards are met.

Findings Supporting Denial

None

- 10) (For Planned Unit Developments) The PUD is well designed, attractive, accessible and has usable common open space which has been utilized and landscaped for buffers and recreation areas.**

Findings Supporting Approval

The design of the site is expected to be attractive and well maintained and accessible for the intended use.

Findings Supporting Denial

None

- 11) (For Planned Unit Developments) The PUD demonstrates distinctiveness and excellence in siting, design and landscaping which reflects well upon both the project itself and upon the compatibility and harmony with the surrounding properties.**

Findings Supporting Approval

See Finding #4 above.

Findings Supporting Denial

None

- 12) (For Planned Unit Developments) The PUD provides for location adjacent to, and accessing, existing or proposed arterial streets in such a way as to provide for the minimum impact on traffic problems and safety.**

Findings Supporting Approval

See Finding #6 above.

Findings Supporting Denial

None

- 13) (For Planned Unit Developments) The plan is not in conflict with the city land use plan.**

Findings Supporting Approval

See Finding #7 above.

Findings Supporting Denial

None

- 14) (For Planned Unit Developments) The plan is designed to form a desirable and unified development within its own boundaries.**

Findings Supporting Approval

The design of the property will be unified and well-defined.

Findings Supporting Denial

None

- 15) (For Planned Unit Developments) The proposed uses will not be detrimental to present and future land uses in the surrounding area.**

Findings Supporting Approval

The proposed retail use of the site will fit in well with the other retail, lodging, eating and other variety of commercial uses in the area.

Findings Supporting Denial

None

- 16) (For Planned Unit Developments) Any exceptions to the standard requirements of the zoning and subdivision ordinance are justified by the design of the development.**

Findings Supporting Approval

The proposed use does not require exceptions from the zoning and subdivision ordinance as it is a planned unit development which is inherently intended to allow for flexibility in the use and design of a property.

Findings Supporting Denial

None

- 17) (For Planned Unit Developments) The planned development will be compatible with the surrounding property and land uses and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.**

Findings Supporting Approval

See Finding #4 above.

Findings Supporting Denial

None

- 18) (For Planned Unit Developments) The plan will not create an excessive burden on parks, schools, streets, fire protection and other public facilities and utilities which serve or are proposed to serve the planned development. These burdens could be in the form of economic hardship or as hazards to the health and safety of the neighborhood or the population in general.**

Findings Supporting Approval

The use of the site would have the potential to increase the use of parks, schools, streets and fire protection but the increased use would not appear to be burdensome provided that the applicant works with the Fire Department to ensure adequate access to the site.

Findings Supporting Denial

None

19) (For Planned Unit Developments) The plan does not create a public health, fire or safety hazard to the adjoining property owners.

Findings Supporting Approval

See Finding #3 above.

Findings Supporting Denial

None

Appendix A

Applicable Statutes and Ordinances

City of Glenwood Zoning Regulations

153.006 CONDITIONAL USES.

(A) *General.* Conditional uses as specified herein may be allowed or denied by the City Commission after recommendation by the Planning Commission in accordance with the criteria and provisions listed herein.

(D) *Criteria for approval.* A conditional use shall be approved if and only if it is found to meet the following criteria.

- (1) The proposed use conforms to the district and conditional use provisions and all general regulations of this chapter.
- (2) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
- (3) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious or noxious to any other person or property, and shall comply with the performance standards set forth herein.
- (4) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
- (5) The proposed use shall be compatible with the surrounding area and produce a total visual impression and environment which is consistent with the environment of the neighborhood.
- (6) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
- (7) The proposed use shall preserve the objectives of this chapter and shall be consistent with the Land Use Plan.
- (8) Additional requirements with respect to conditional uses in the Conservation District include the following.
 - (a) Development shall be permitted in such a manner that the maximum number of trees shall be preserved. Where trees are cut, at least 50% of the overstory shall remain.
 - (b) Development shall be permitted in such a manner that on-site soil erosion shall be at a minimum both during construction and when construction activity is completed.
 - (c) The quality of water run-off and water infiltration to the water table or aquifer shall remain undisturbed by the development of the site.
 - (d) The type and density of land use proposed shall be suited to the site and bedrock conditions shall not present a threat to the maintenance of groundwater quality, and shall not fail to correct problems due to soil limitations including bearing strength, shrink-swell potential and slope stability.

(E) *Performance standards.* All conditional uses shall comply with the requirements of this division (E). In order to determine whether a proposed use will conform to the requirements of this chapter, the City Commission may obtain a qualified consultant to testify, whose cost for services shall be borne by the applicant.

(1) *Fire protection.* Fire prevention and fire fighting equipment required by the Building Code as adopted by the City Commission shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.

(2) *Electrical disturbance.* No activity shall cause electrical disturbance adversely affecting radio or other equipment in the vicinity.

(3) *Noise.* Noise which is determined to be objectionable because of volume, frequency or beat shall be muffled or otherwise controlled, except fire sirens and related apparatus used solely for public purposes which shall be exempt from this requirement.

(4) *Vibrations.* Vibrations detectable without instruments on neighboring property in any district shall be prohibited.

(5) *Odors.* No malodorous gas or matter shall be permitted which is discernible on any adjoining lot or property.

(6) *Air pollution.* Air pollution shall be subject to the standards established by the State Pollution Control Agency.

(7) *Glare.* Lighting devices which produce directly reflected glare on adjoining properties or thoroughfares shall not be permitted.

(8) *Erosion.* No offensive erosion by wind or water shall be permitted onto adjacent properties.

(9) *Water pollution.* Water pollution shall be subject to the standards established by the State Pollution Control Agency.

153.076 PLANNED UNIT DEVELOPMENT (PUD).

(A) The City Commission may designate specific parcels of land as planned unit developments and authorize uses within the districts which are not consistent with the provisions of this chapter and the zoning map; provided, however, that approval of any such development is subject to strict compliance with the procedures and requirements set forth in this section.

(B) Any approval may also contain specific requirements governing the proposed development and the requirements shall be binding on all construction within the district.

(C) Any requirements so imposed shall prevail over conflicting requirements set forth elsewhere in this chapter.

(1) *General requirements.* The following requirements apply generally to all PUDs. An applicant should consider these requirements prior to preparation and submission of a preliminary plan:

(a) *Ownership.* The tract of land shall be under unified ownership and control at the time of application and scheduled to be developed as one unit.

(b) *Minimum size.* No planned unit development may include less buildable area than three acres of contiguous land.

(c) *Minimum building spacing and yards.*

1. *Spacing.* Spacing between buildings and dedicated streets shall be at least equivalent to the spacing (front yard) requirements of buildings similarly developed under the terms of this chapter on separate parcels.

2. *Lot line yards and buffers.* Notwithstanding other provisions of this section, every building in a PUD abutting the perimeter boundary of the PUD shall conform to yard requirements for the underlying zoning district plus buffer requirements; all of which are contained in the lot and yard requirements of this chapter.

3. *Internal yards.* As to those yards required between buildings for areas which are wholly within the development and not related to dedicated streets nor areas abutting perimeter boundaries, the front, side and rear yard requirements shall be equal to the average height of the two buildings; and any yard abutting a street or access way which is the property of, and internal to, the development shall equal the height of that building. In either case these requirements shall not exceed those for yard requirements of the underlying district if developed under this chapter on separate parcels.

(d) *Harmony.* The design of the planned unit development shall take into account the relationship of the site to the area surrounding it, and it shall be compatible with it. The perimeter of the PUD shall be so designed as to minimize the undesirable impact of the PUD on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use on the PUD.

(e) *Building heights.* The requirements of the underlying existing zoning district shall prevail; however, exceptions may be granted where distances are maintained from buildings and uses on adjacent tracts, and where the heights of the proposed structures will not create a height differential of more than 20 feet, or cause incompatibility with the appearance of structures in the surrounding area.

(f) *Permitted uses.* Permitted uses may include:

1. Any combination of dwelling units in single-family, two-family, town or row houses and apartments;

2. Any nonresidential uses, to the extent such nonresidential use is designed and intended to serve the residents of the planned unit development;

3. Public and private education facilities; and/or

4. Other uses permitted in the underlying zoning district in which the planned unit development is located.

(g) *Open spaces.* A minimum of 30% of the buildable area of the residential section of each PUD parcel shall be reserved for common open space which shall be either held in common ownership by all owners in the PUD or dedicated for public use with approval of the City Commission.

Whenever possible, common open space shall be linked to the open space areas of adjoining developments, and buffers created as required in this chapter shall be credited towards fulfilling open space requirements. Common open space shall be of such size, shape, character and locations as to be usable for its intended purpose or shall not be included in the open space calculation.

(h) *Minimum lot size and density.* The minimum lot size requirements of other sections of this chapter shall apply to a PUD only in that the minimum lot size requirements of the underlying zone and the stated maximum density from the table set forth in this chapter shall be used as the criterion in computing the overall maximum dwelling units per acre of buildable area (or the maximum dwelling unit density) and resulting open space requirements for the total parcel to be developed. An applicant may make a request to the Planning Commission for an increase in density from that computed above provided that: traffic and public safety will not be adversely affected, and that public utilities, services and facilities are adequate. The request shall allow an increase to a maximum of 20% under such a request. A request may be reviewed taking into consideration the unique characteristics of the PUD; provided, however, that such a request may be granted only if the applicant demonstrates and the Planning Commission finds that all of the following conditions are satisfied.

1. The PUD is well designed, attractive, accessible and has usable common open space which has been utilized and landscaped for buffers and recreation areas.

2. The PUD demonstrates distinctiveness and excellence in siting, design and landscaping which reflects well upon both the project itself and upon the compatibility and harmony with the surrounding properties.

3. The PUD provides for location adjacent to, and accessing, existing or proposed arterial streets in such a way as to provide for the minimum impact on traffic problems and safety.

4. Upon approval by the Planning Commission, the request shall be submitted to the City Commission for its consideration. The City Commission shall accept, reject or modify the approval granted by the Planning Commission.

(7) *Findings required.* The findings necessary for approval of the preliminary and final development plans shall be based on the following and describe in what respect the plan would or would not be in the public interest.

(a) The plan is not in conflict with the city land use plan.

(b) The plan is designed to form a desirable and unified development within its boundaries.

(c) The proposed uses will not be detrimental to present and future land uses in the surrounding area.

(d) Any exceptions to the standard requirements of the zoning and subdivision ordinance are justified by the design of the development.

(e) The planned development will be compatible with the surrounding property and land uses and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.

(f) The plan will not create an excessive burden on parks, schools, streets, fire protection and other public facilities and utilities which serve or are proposed to serve the planned development. These burdens could be in the form of economic hardship or as hazards to the health and safety of the neighborhood or the population in general.

(g) The plan does not create a public health, fire or safety hazard to the adjoining property owners.

(8) *Zoning*. Once the proposed plan has been approved, the Planning Commission shall propose an amendment to this chapter for action by the City Commission as outlined in the administrative portion of this chapter. The planned unit development shall be outlined on the city zoning map and labeled PUD.

POPE MINNESOTA COUNTY

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Conditional Use Permit Evaluation Criteria

In considering a Conditional Use Permit, the County Board shall consider the effect of the proposed use upon health, safety and general welfare of the occupants of surrounding lands, the effect of the proposed use on the environment, the effect of the use on existing and anticipated traffic conditions, including parking facilities on adjacent streets and land, and the effect on property values and scenic views in the surrounding area. It shall make at least the following findings, and others where applicable:

- 1. The project is in compliance with the setback and other provisions of this ordinance unless a variance has been granted.*
- 2. The use is not in conflict with the County Comprehensive Land Use Plan.*
- 3. That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair neighboring property values in the area, and will not interfere with the best interest of the surrounding area or the community as a whole.*
- 4. The use will not create an excessive burden on parks, schools, streets, water supply, public drainage systems and other public facilities and utilities which serve or are proposed to serve in the area.*
- 5. The structure and site shall have an appearance that will not have an adverse effect on adjacent properties.*
- 6. That the road on which the project is proposed is adequate to handle increased traffic during construction and operation, and that the use will not cause traffic hazards or congestion.*
- 7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, odor or general unsightliness.*
- 8. That the establishment of the use will not impede the normal and orderly development and improvement of surrounding vacant property uses predominant to the area.*
- 9. That adequate utilities, drainage, and other necessary facilities have been or are being provided.*
- 10. That adequate measures have been or will be taken to prevent or control rodents, insects, offensive odors, fumes, dust, noise and vibration in order that none of these will constitute a nuisance, and that adequate measures have been or will be taken to prevent negative impacts on surface water, groundwater and air quality, and that measures have been taken to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*

Applicant Signatures

- I hereby certify that I have examined this application and acknowledge the information submitted to be true.*
- I have submitted a complete site plan on the following page.*
- I acknowledge this conditional use permit does not constitute a building permit, septic system permit or the like. Separate permits shall be applied for and obtained prior to any construction activities.*
- I acknowledge the granting of this permit does not exempt the permittee from having to secure other permits from other state, federal or local units of government which may have jurisdiction over portions of the authorized project.*

Applicant Name	Signature	Date
Co-Applicant Name	Signature	Date

POPE MINNESOTA COUNTY

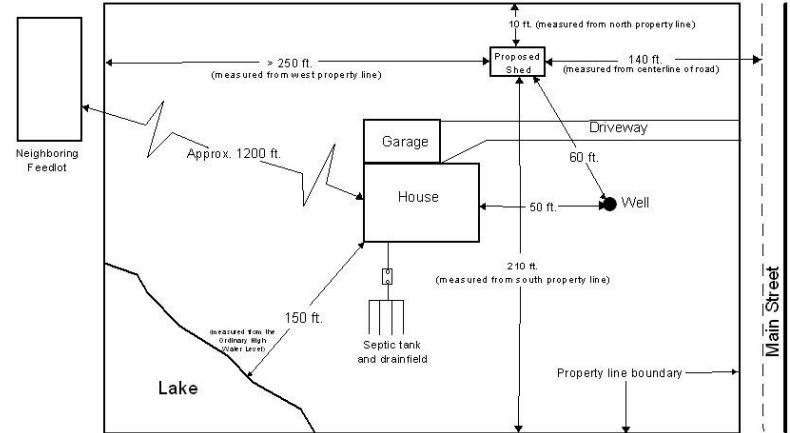
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SITE PLAN

Information to be included on the site plan:

1. North arrow and scale if applicable
2. Location/size of existing structures
3. Location of proposed Conditional Use and associated infrastructure such as roads, buildings, etc.
4. Location of property lines
5. Location of roads and driveways
6. Location of well and septic system components (tank and drainfield)
7. Distance from lake, road, property lines, septic components (tank and drainfield)
8. Distance to neighboring feedlots
9. Sign and date drawing

SITE DRAWING EXAMPLE - New Construction: Shed



Applicant Site Plan

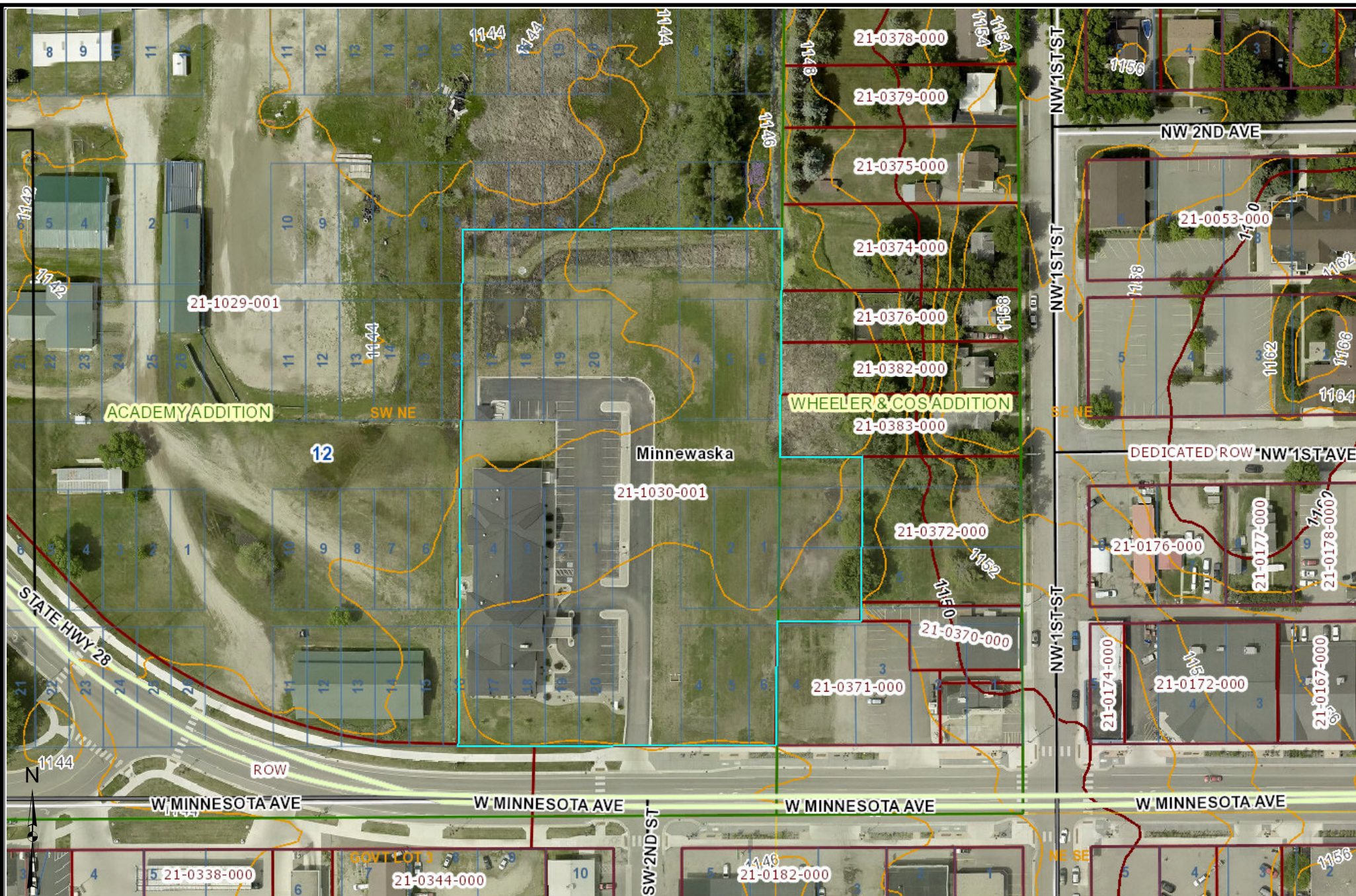
POPE MINNESOTA COUNTY

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L&RM OFFICE USE ONLY

Application Status & Further Information

Form Complete?	Yes / No
Zoning District	R / A-1 / A-2 / I / C / S-GD / S-RD / S-NE / S-RS / SP / SR / SC
Permit Type	Conditional Use
Fee	\$ 315 + \$ 46 Recording Fee (made out to Pope County, 2 separate checks are required)
Conditional Use Permit No	
Planning Advisory Commission Hearing Date	
Setbacks Met?	Yes / No
Project located in Floodplain?	Yes / No
Wetlands Present?	Yes / No
Impervious Surface?	%
Riparian Aid?	Yes / No
Permit Approved?	Yes / No
Findings	
<i>I have reviewed and determined the application is complete.</i>	
Director's Name David J. Green	Signature Date



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:2,113	Date: 4/6/2021
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

Pope County
Minnesota



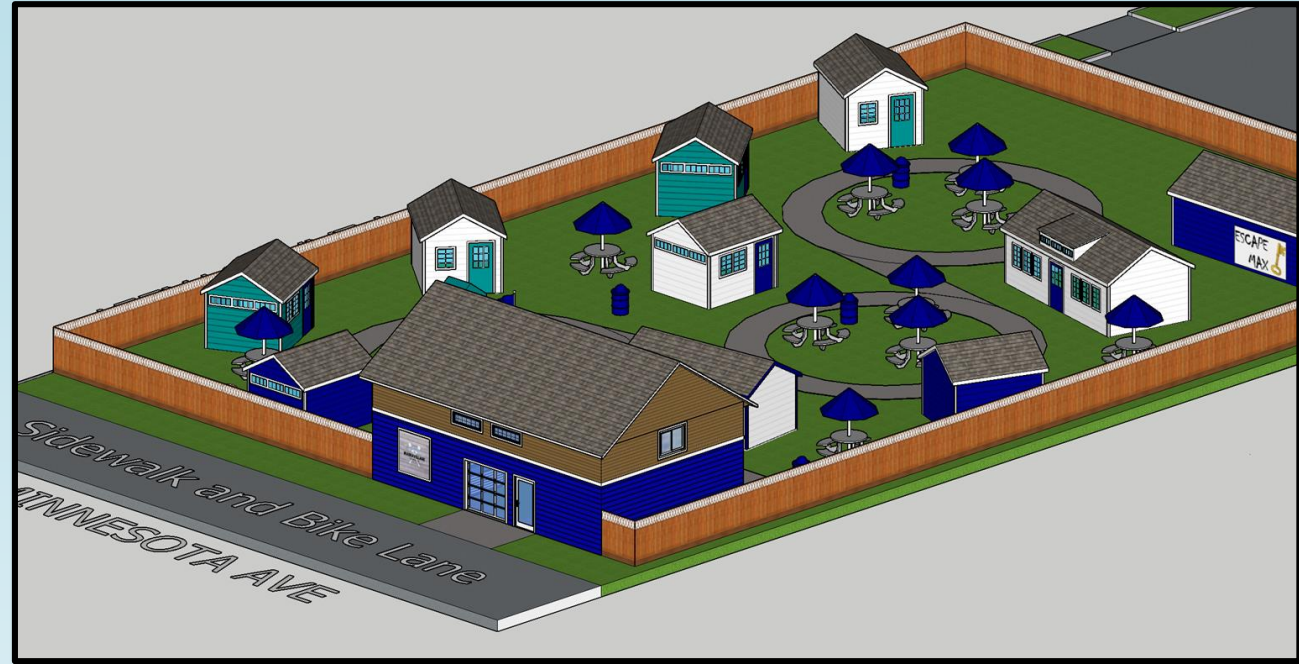
Proposal to Build and Operate a Shopping Village in Glenwood, MN

Submitted by:

Patrick Baker and Jayme Baker
September 3, 2020

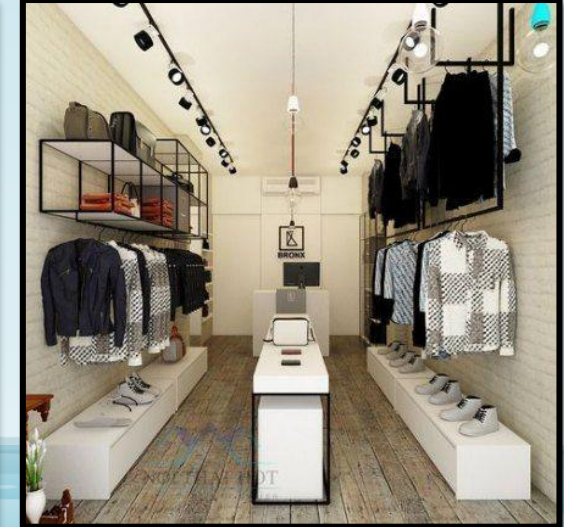
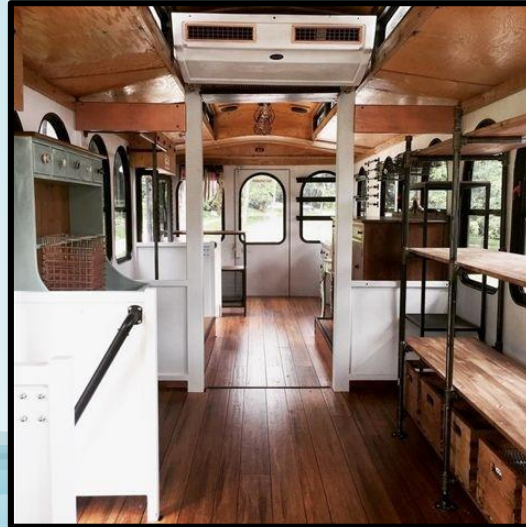
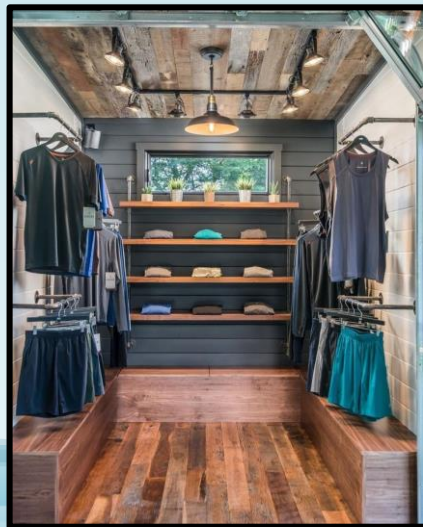
Waska Village Concept

- Tiny shops that encourage people to get outdoors.
- Similar in concept to shopping in Nisswa, MN
- Benefits:
 - Small shops to fill retail gaps in Glenwood
 - Increased tourism
 - Help local small business entrepreneurs and artisans start a business
 - Help encourage consumers to visit other Glenwood area small businesses



Waska Village Concept

Tiny shop examples



Shop Ideas

Beach Goods

Swim suits/trunks
Towels
Sandals
Sunglasses
Sunscreen
coolers

Clothing

Waska village printed items
Casual dresses
Shorts
Boutique type clothing

Gift Boxes

Wedding gift
Bath box
Activity kits

Home Décor

Handmade local artists
Beachy décor
Lake Minnewaska items

Jewelry Store

Candy Store

Games & Activities

Yard Games
Crafts
Coloring books
Board games

Checkout area items

Umbrella
Can Koozie
Bottle opener key chains
Reusable bags

Hand Scooped Ice Cream

Food Vendor/water/soda

Future Ideas

Beer & Wine?

Coffee

Mini golf

Tourism kiosk

Outdoor Paint & Sip

Outdoor live music

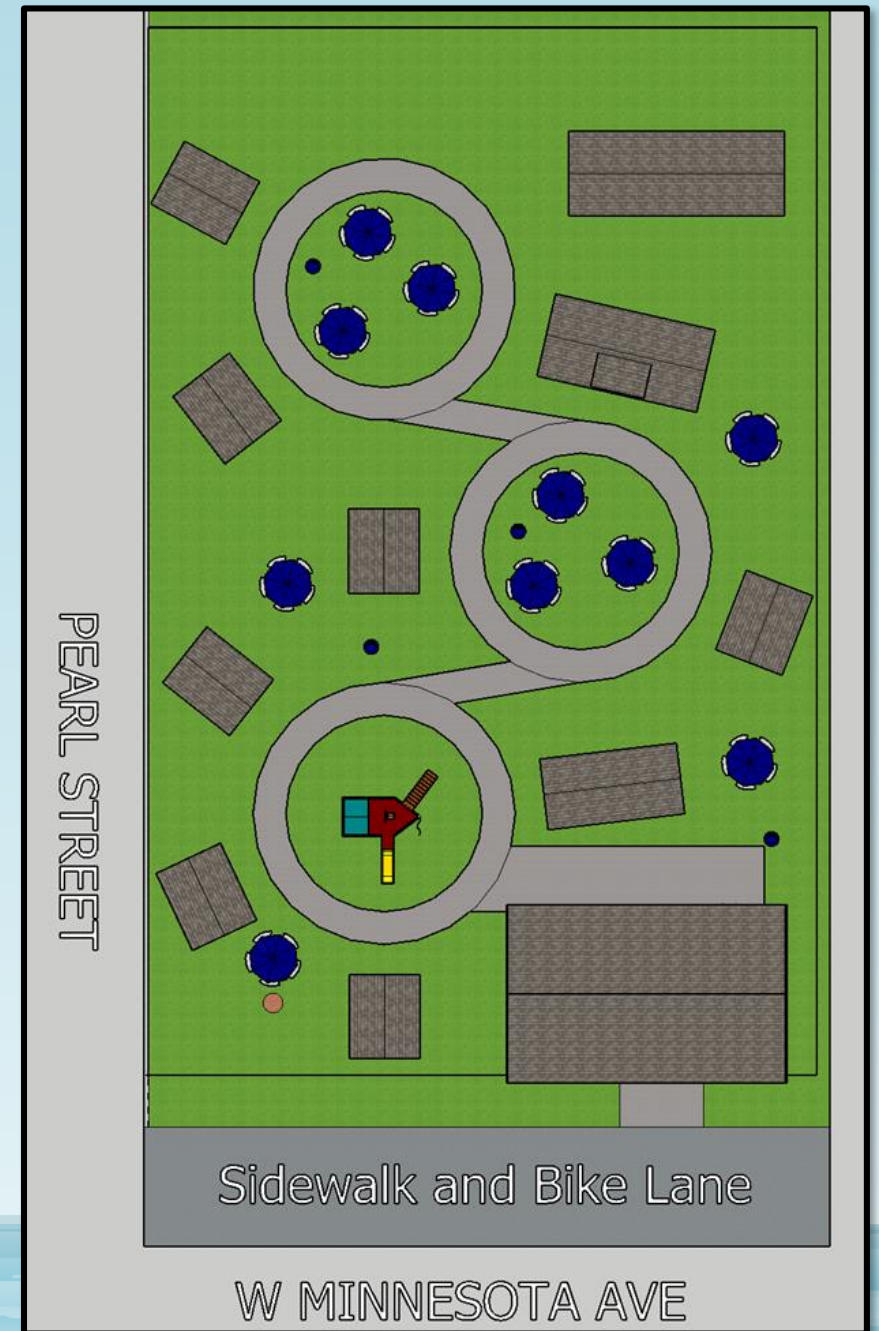
Proposed Location

Lot next to the Grandstay Hotel



Layout

- Main entrance building
- ADA accessible tiny shops in fenced in area (6 foot privacy fence)
- Lighting on exterior of buildings (can add light poles if required)
- All buildings are heated and cooled year round
- All buildings are at least ten feet apart from overhangs per fire code



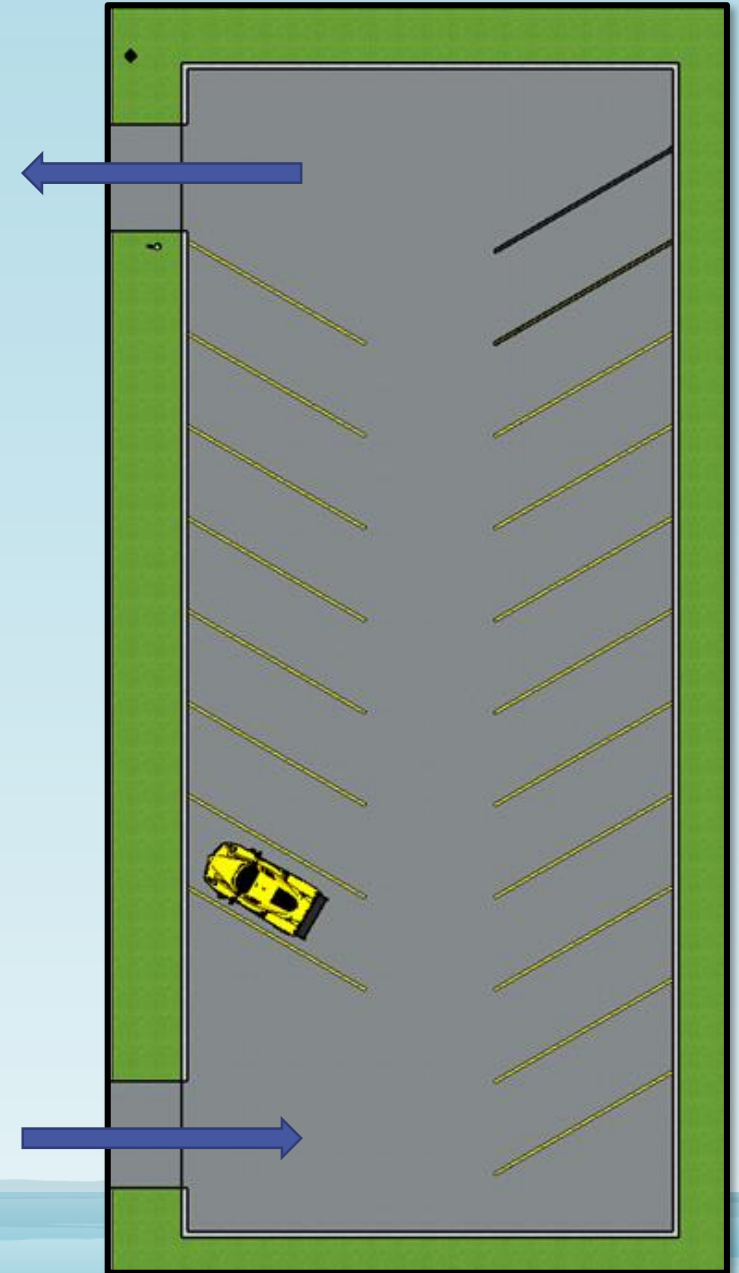
Main Entrance Building

- Main checkout
- 2 ADA compliant unisex restrooms
- Main kitchen to meet health code regulations and support smaller food vendors
- Serving bar

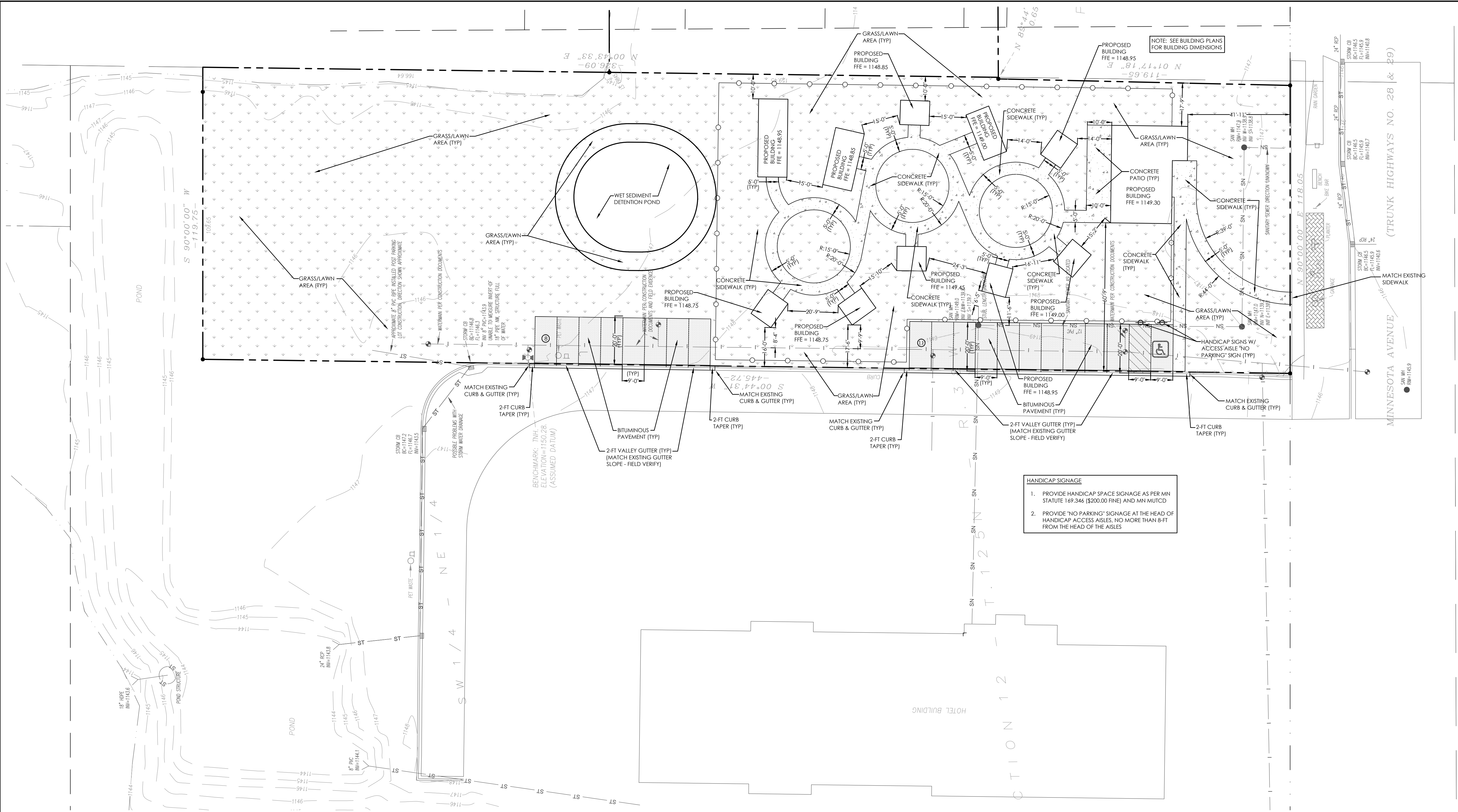


Parking

- Initial plan is to use Grandstay and street parking and add parking in the future if needed.
- If required we can add parking right away.
 - 1-way traffic
 - 60 degree parking lanes
 - Will be costly
- Parking lot in front would be difficult
 - Glenwood walking and bike trails already in place
 - Lot next to this lot has another owner (will sell, but costly)





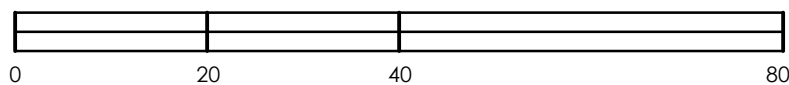


SURFACING NOTES:

- 1. SUBGRADES SHALL BE SCARIFIED AND/OR COMPACTED AS NECESSARY TO ATTAIN THE REQUIRED COMPACTION DESCRIBED IN THE GENERAL NOTES (SHEET C1). TEST ROLLING OF THE SUBGRADE SHALL BE OBSERVED BY A QUALIFIED GEOTECHNICAL ENGINEER OR TECHNICIAN. LOCATIONS EXHIBITING EXCESSIVE RUTTING (PER MNDOT SPEC. 2111) SHALL BE REPAIRED TO THE SATISFACTION OF THE ENGINEER PRIOR TO THE PLACEMENT OF AGGREGATE BASE. COMPACTION TESTING IN UTILITY TRENCHES SHALL BE PERFORMED BY AN INDEPENDENT TESTING FIRM.
- 2. GRAVEL BASE COURSES SHALL BE ROLLED AND COMPACTED. TEST ROLLING OF THE GRAVEL BASE SHALL BE OBSERVED BY A SOILS ENGINEER TO VERIFY STABILITY.
- 3. ALL EXISTING BITUMINOUS OR CONCRETE EDGES, WHICH WILL ABUT NEW BITUMINOUS OR CONCRETE SURFACING SHALL BE SAWCUT TO OBTAIN A VERTICAL EDGE.
- 4. EXPANSION JOINTS SHALL BE PLACED AT ALL LOCATIONS WHERE NEW CONCRETE ABUTS EXISTING CONCRETE, AND AT ALL LOCATIONS WHERE SEPARATE CONCRETE POURS ABUT EACH OTHER.
- 5. CONCRETE PAVEMENT OR APRONS, WHICH ABUT DOORWAY OPENINGS SHALL BE TIED TO THE FLOOR SLAB WITH #4 BARS ALONG THE ENTIRE WIDTH OF THE DOORWAY. SEE DETAIL ON SHEET C2.
- 6. SEE SHEET C1 FOR SPECIFICATIONS REGARDING THE CONSTRUCTION OF PAVEMENTS, AND CURB AND GUTTER.

CIVIL SHEET INDEX	
CS1.....	SITE PLAN
C1.....	STANDARD NOTES & SPECIFICATIONS
C2.....	STANDARD DETAILS
C3.....	GRADING PLAN
C4.....	SWPPP - STANDARD NOTES
C5.....	SWPPP - STANDARD DETAILS
C6.....	SWPPP - PLAN VIEW
C7.....	UTILITY PLAN

SITE PLAN



WASKA VILLAGE

PROJECT NUMBER:
20045

SCALE:
1"=20'

CS1 OF 1



SCHULTZ ENGINEERING & SITE DESIGN

18 South Riverside Avenue
Suite 230
Sartell, MN 56377

Ph: (320) 839-0669
Fx: (866) 638-1830
schultzeng@live.com

Brian J. Schultz, PE
Date: xx/xx/2021
License No.: 43129

PRELIMINARY - NOT FOR CONSTRUCTION

CIVIL CHECK SET (REVISED) - 03/15/2021

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 Engineer under the laws of the state of Minnesota

20045Site.dwg

STANDARDS AND REFERENCES

Materials and construction methods specified in the plans reference the Minnesota Department of Transportation (MNDOT) Standard Specifications for Construction. The Contractor shall obtain a current copy of MNDOT's Standard Specifications for Construction and review the specification sections applicable to the plans.

It is mandatory that the Contractor be knowledgeable of the applicable MNDOT specification sections during construction. No additional compensation will be paid to the Contractor for additional work due to unfamiliarity with the applicable specification sections.

Contractor shall refer to the geotechnical report for additional requirements and recommendations.

EARTHWORK NOTES

PROTECTION

- The Contractor shall maintain all benchmarks, monuments and other reference points. If any are disturbed or destroyed, they shall be replaced at the Contractor's expense.
- The Contractor shall contact the Engineer immediately if any unknown functioning underground utilities are discovered during the course of the project, which may interfere with construction. The Contractor shall wait for instructions before proceeding.
- The Contractor shall be responsible for any damage to functioning underground or overhead utility lines. Damaged utilities shall be repaired immediately and service restored at no additional cost to the Owner.
- The Contractor shall provide barricades, shoring and other safety measures required by OSHA.
- The Contractor shall protect all adjacent existing facilities from damage, including, but not limited to settlement due to excavations, erosion, etc. The Contractor shall be responsible for the repair of such damages.

PROJECT CONDITIONS

- The Contractor shall become familiar with the project site, and compare actual conditions in the field with those shown on the project drawings. The Contractor shall contact the Engineer immediately if any inconsistencies are found between the existing conditions and the project drawings.
- No extra compensation will be allowed due to unusual conditions which could have reasonably been determined or anticipated by examination of the project site and project drawings.

PLAN GRADES

- Elevations shown on the project drawings are finished grade elevations, unless noted otherwise. Elevations not specifically indicated shall be determined by interpolation of uniform slope between spot elevations and/or contours, or between such points and existing elevations. Adequate slope shall be constructed to provide positive drainage away from structures.
- If inconsistencies exist on the plans between contours and spot elevations, the spot elevations shall govern.

TOPSOIL

- Adequate imported and/or stockpiled salvageable topsoil shall be utilized for this project.
- Topsoil shall be free of clay lumps, roots, brush, large stones, and debris, and shall have a minimum organic content of 5 percent.
- Remove topsoil to its entire depth from areas, which are to be disturbed by new construction work. Existing lawn areas, which are not in the proposed construction area(s) shall remain in place. The Contractor shall field verify topsoil depths between any soil borings, and remove to greater depths than indicated in the soils report if such conditions are encountered. Salvaged topsoil shall be maintained in stockpiles.
- Stockpiled topsoil shall only be used for finish grading of new lawn areas. Excess topsoil shall be removed from the site by the Contractor.
- Protect all existing lawn areas, plantings, and other landscaping to remain in place. Any damaged areas shall be replaced at the Contractor's expense.

UNFORESEEN OBSTACLES

- The Engineer shall be contacted immediately if any unforeseen major obstacles are encountered during excavation, such as abandoned wells, abandoned or functioning utilities, subsurface streams or rock, etc., which would add significant expense to the Contractor.
- The Contractor shall still be responsible for completing all work required for this project where encountered conditions may be reasonably determined from a soils/geotechnical report and review of the project site and contract documents.

DEWATERING

- Surface drainage shall be provided during construction in a manner so as not to create a nuisance to adjacent areas.
- All excavations shall be free of water during construction within the excavations. Dewatering shall be accomplished by pumping or trenching, and shall be conducted regardless of the cause, source, or nature of the water.
- Berms, cofferdams, or piling shall be provided as necessary to protect excavations.
- Excavations shall be sloped to drain, and necessary pumps, hoses and other equipment shall be provided to keep excavation free of water.
- All temporary equipment used for dewatering shall be removed from the site when no longer necessary.

FILLING AND GRADING

- Rough grading of all areas within the construction limits, including adjacent transition areas shall be reasonably smooth and compacted. The rough graded subgrade surface generally shall not be more than 6 inches above or below the established subgrade elevations. All ditches, swales, and gutters shall be graded to drain adequately. The subgrade shall be evenly sloped to provide drainage away from building walls in all directions at a minimum slope of 1%. The Contractor shall provide rounded transitions at top and bottom of banks and other breaks in grade.
- Fill and backfill materials shall be inorganic soils free of roots, rocks, boulders, and debris.
- Bedding material or granular backfill larger than 2" in its largest dimension shall not be allowed within 2 feet of new underground pipes. Material larger than 3" in its largest dimension shall not be allowed within 1 foot of subgrade elevation.
- Imported compacted fill material shall have a maximum of 12 percent passing the #200 sieve, by weight. The proposed fill material shall be tested by an independent testing lab for suitability as compacted fill for this project. The Contractor shall pay for the testing services and provide a copy of the test results to the Engineer.
- The Contractor shall fill and grade as necessary to bring surface to required elevations, and provide all materials necessary, whether obtained on or off the project site.
- The Contractor shall place compacted material in uniform horizontal lifts not exceeding 8" in depth for clay soils, and 12" in depth for sandy soils, and compact as required to achieve specified density.
- Compaction shall be obtained with the use of vibratory rollers or rammers. During compaction, fill material shall contain moisture content, as necessary, for the required compaction as indicated by an independent testing laboratory. The moisture shall be uniform throughout each lift. If the material is too dry, water shall be added with approved equipment and methods, which will not wash out fine material. If the material is too wet, it shall be dried by harrowing, diskling, blading, or other approved methods recommended by the independent testing laboratory.
- Areas designated for pavement in excavated (cut) areas shall be scarified to a depth of 1 foot. The Contractor shall bring the subgrade material to optimum moisture content as indicated by the independent testing laboratory, and compact the subgrade to the specified density listed below for soils underneath pavements.
- The Contractor shall not place fill material when either the fill material, or the material on which it is to be placed, is frozen. Any soft or yielding areas appearing in the fill resulting from frost, rain, or any other reason whatsoever shall be scarified, removed, recompacted and/or otherwise rectified to the satisfaction of the Engineer before any new fill is placed.

COMPACTION TESTS

- Utility Trench Backfill: The Contractor's independent soils technician and approved testing laboratory shall perform in-place density and moisture tests at random depths in trench backfill at 100 foot intervals, or fraction thereof. Compaction of trenches shall be a minimum of 95% of the maximum dry density (as determined by the independent testing laboratory) in lawn areas, and at depths greater than 3 feet below areas designated for pavement. Compaction of trenches at depths within 3 feet of paved surfaces shall be a minimum of 100% of the maximum dry density.
- Compacted Fill Under Pavements: Compaction tests shall not be required beneath new pavements. Adequate compaction of materials under pavements shall be determined by test rolling the subgrade, and checking for excessive rutting. Test rolling shall be performed as per MNDOT Spec. 2111.
- Areas exhibiting a failed compaction test shall be re-compacted and re-tested to the satisfaction of the Engineer prior to acceptance of the project.
- Copies of all compaction testing and test roll observation reports shall be provided to the Engineer.
- Optimum moisture-density relationship will be determined by testing laboratory in accordance with ASTM D698 and maximum density determination made by Method D of ASTM D698 unless otherwise noted in these specifications.

SUBGRADE PREPARATION

1) Finished subgrade elevations shall be as follows:

- Bituminous pavement: 35" below finish grade.
 - Concrete sidewalk: 8" below finish grade.
 - Lawn areas: 4" below finish grade.
 - Planting areas: See Landscaping Plans/Details
- 2) The tolerance for areas to be paved shall not exceed 0.15 feet above or below plan subgrade.
- 3) The Contractor shall protect newly graded areas from erosion. Settlement or washing that occurs prior to acceptance of the Work shall be repaired and grades re-established.

DISPOSAL OF EXCESS WASTE MATERIALS

- The Contractor shall remove excess excavated material, debris, and waste materials, from the Owner's property and legally dispose of it in accordance with all governing codes.

SPREADING TOPSOIL AND FINISH GRADING

- Scarify subgrade to depth of 3" prior to placing topsoil. Spread topsoil evenly over complete subgrade as follows:
 - Lawn Areas on Private Property: Spread 4" lightly compacted layer of topsoil.
 - Lawn Areas in Public Right-of-way: Per City requirements
 - Planting Areas: See Landscape Plan/Details
- Finish grade accurately within 0.15 feet of finish grades shown on the project drawings, less the thickness of any sod where it is to be installed. Slope all grades away from buildings to provide positive drainage.
- Prepare topsoil suitable to receive seed and/or sod. Grading of areas designated for topsoil shall be reasonably smooth and even, and in accordance with MNDOT Spec. 2105.3C and 2574.3A4. All debris and stones exceeding 3" in diameter shall be removed from the soil surface of these areas prior to seeding. Areas compacted by vehicles or storage of materials shall be plowed, disked and harrowed to match texture of other finish graded areas.
- Grass seed shall be in accordance with MnDOT Spec. 3876, seed mix No. 25-131, applied at the rate of 220 pounds per acre or as indicated on the landscape plans. Mulch shall be applied and disanchored to all seeded areas and shall meet the requirements of MnDOT Spec. 3882, Type 3 or as otherwise indicated by the Engineer.

BITUMINOUS PAVEMENT NOTES

STANDARDS

- Minnesota Standard Specifications for Highway Construction, most recent edition.

GRANULAR BASE AND SURFACE COURSES

- Compacted thickness of finished base course: 8"
- Process material for aggregate base shall meet the requirements of MNDOT Spec. 3138, Class 5.
- The subgrade shall be tested and observed to the satisfaction of the Engineer prior to placement of aggregate base material. Install base material as required to accommodate new plan grades.
- Wet base material to approximate optimum moisture content either prior to delivery to job site or as soon as practical after being placed on subgrade.
- Place in layers not exceeding 4" thickness (loose).
- Compact with pneumatic or vibrating steel drum rollers.
- After base course has been graded and compacted, thoroughly wet and slush roll with roller until all aggregates are thoroughly embedded.
- Allow base course to cure for a minimum of 72 hours prior to bituminous course application.

BITUMINOUS BASE AND SURFACE COURSE

- Mix Designation Numbers for the bituminous mixtures on this project are per MNDOT Spec. 2360
- Pavement smoothness requirements will be waived for this project.
- Density for the bituminous mixture on this project will be the ordinary compaction method (MNDOT 2360.6C).
- Bituminous Base course shall conform to MnDOT 2360, Type SPNW8330B and shall be 1 1/2 inches thick after compaction. Bituminous Surface course shall conform to MnDOT 2360, Type SPWEA340B and shall be 1 1/2 inches thick after compaction.
- Place no asphaltic mixture when the atmospheric temperature is below 45 degrees and falling, nor should pavement be placed under wet conditions.
- Mixing
 - Paving mixture: Uniform mixture of course aggregate, fine aggregate, mineral filler and asphaltic material.
 - Grading and mixing: Conform to applicable sections of the Minnesota Standard Specifications for Highway Construction, Section 2360.

CONSTRUCTION METHODS

- Properly clean base course and deliver hot mix asphaltic concrete in clean light vehicles with covers if necessary.
- Lay to a smooth surface without segregation of material and attain compaction as early as possible. Commence rolling while the material is hot, (minimum spread temperature 250 degrees F.) as soon as it will support the roller without undue displacement or rutting and continue until a minimum of 94% of maximum has been attained, no further compression can be obtained and all roller marks are eliminated.
- The completed surface: Smooth, free of pockets that will retain water and shall not vary more than 1/16" per foot nor more than 1/4" under a 16' straight edge. Entire surface must drain. No flat areas are permitted.
- Perform all Work in accordance with the applicable requirements of the Minnesota Standard Specifications for Highway Construction.

PAINTED LINES

- Special marking paint compound especially for striping bituminous paving in one coat.
- Manufacturers: Pratt & Lambert, Inc.; Sherwin Williams Co. or DuPont Co.
- Colors: Use white paint for concrete and asphalt.
- All surfaces to be painted must be thoroughly clean and dry.
- Lay out painted lines with chalk on pavement in accordance with Project Drawings.
- Accurately apply paint to the chalk marks, using striping machines, 4" wide stripes.
- Apply paint in strict accordance with the manufacturer's directions.
- Protect all paint from damage by traffic until dry.
- Apply handicap logo at handicap stall.

FIELD QUALITY CONTROL

- Aggregate Base Testing:
 - The granular base course shall be test rolled and observed by the Contractor's independent soils technician as per MNDOT 2211.3C2 (Quality Compaction Method). Once the base course has been tested to the satisfaction of the Engineer, pavement may be placed.
 - One mechanical analysis (ASTM D-422) per 500 cubic yards of base or fraction thereof.
- Bituminous Testing:
 - Test temperature of first truck.
 - Ordinary compaction (MNDOT 2360.6C)

UTILITY NOTES

STANDARD SPECIFICATIONS

- The following standard specifications shall apply to this project:
 - Minnesota Plumbing Code - MN Rules Chapter 4714 (MN Dept. of Labor and Industry-MNDLI)
 - Uniform Plumbing Code, latest edition (UPC)
 - "What you need to know about utility service connections in the 2015 Minnesota Plumbing Code" http://www.dli.mn.gov/CCLD/PDF/pa_usc.pdf
 - City Engineers Association of Minnesota (CEAM) Standard Specifications
 - American Society for Testing Materials (ASTM)
 - American National Standards Institute (ANSI)
 - American Water Works Association (AWWA)
 - Minnesota Department of Transportation "Standard Specifications for Construction" (Mn/DOT)
- The Contractor shall comply with all local ordinances and codes
- Certifications of all utility materials, as well as shop drawings, shall be submitted to the Engineer for review

POLYVINYL CHLORIDE (PVC) PIPE AND FITTINGS - SANITARY

- Smooth walled polyvinyl chloride pipe and fittings shall consist of SDR 26 or SDR 35 pipe, unless noted otherwise, and meet the requirements of ASTM D3034 and Section 2621.2A5 of the CEAM Standard Specifications
- All pipe and fittings shall be SDR 35 for depths of up to 20 feet, and SDR 26 for depths exceeding 20'.
- Pipe joints shall meet the requirements of Section 2621.3A3 of the CEAM Standard Specifications.

DUCTILE IRON (DI) PIPE AND FITTINGS - WATER

- Ductile iron pipe and fittings shall meet the requirements of Table 604.1 of the UPC, and Section 2611.2A1 of the CEAM Standard Specifications
- Pipe joints shall meet the requirements of Section 605.5 of the UPC, and Section 2611.38 of the CEAM Standard Specifications. Stainless steel fasteners shall be prohibited.
- 6" pipe shall be Class 52. 8" and larger pipe shall be Class 50.

POLYVINYL CHLORIDE (CPVC) PIPE AND FITTINGS - WATER

- Polyvinyl chloride pressure pipe and fittings shall meet the requirements of Table 604.1 of the UPC, and Section 2611.2A3 of the CEAM Standard Specifications
- Pipe joints shall meet the requirements of Section 605.4 of the UPC, and Section 2611.38 of the CEAM Standard Specifications.

GATE VALVES - WATER

- Gate valves shall meet the requirements of Sections 2611.2C and 2611.3D of the CEAM Standard Specifications

HYDRANTS - WATER

- Hydrants shall meet the requirements of Sections 2611.2B and 2611.3D of the CEAM Standard Specifications
- Hydrants shall be Watertool WB67, or approved equal

BLOCKING AND ANCHORING - WATER

- Water main blocking and anchoring shall meet the requirements of Section 2611.3A4 of the CEAM Standard Specifications
- Provide thrust reaction blocking consisting of concrete with a minimum 28 day compressive strength of 2000 psi.
- Place between undisturbed ground and the fitting to be anchored. Place thrust blocking so that the pipe and fitting joints are accessible for repair.
- Mega-Lugs may be used in lieu of thrust block if allowed by local utility.

WATER SERVICE PIPE AND CURB STOPS

- Copper tubing for water services shall meet the requirements of Table 604.1 of the UPC, and Section 2611.2D of the CEAM Standard Specifications
- HDPE pressure pipe for water services shall meet the requirements of ASTM D2239, ASTM D2737, ASTM D3035, AWWA C901, CSA B137.1, and Section 2611.2D of the CEAM Standard Specifications
- Curb stops for water services Section 2611.2D of the CEAM Standard Specifications

HIGH DENSITY POLYETHYLENE PIPE (HDPE) AND FITTINGS - STORM

- HDPE pipe and fittings shall meet the requirements of ASTM F2306, and Section 2621.2AB of the CEAM Standard Specifications
- Pipe joints shall meet the requirements Section 2621.3A3 of the CEAM Standard Specifications
- Minimum wall thickness shall be 0.035 inches for 12 and 15 inch diameter pipe, and shall be 0.05 inches for 18 and 24 inch diameter pipe.
- POLYVINYL CHLORIDE (PVC) PIPE AND FITTINGS - STORM
 - PVC storm sewer pipe and fittings within 10-ft of a building and/or water pipe crossing, or when specified on the plans, shall consist of Schedule 40 PVC, and meet the requirements of ASTM D1785, ASTM D2665, and ASTM F794, and Section 2621.2A5 of the CEAM Standard Specifications
 - If further than 10-ft from a building and/or water pipe crossing, PVC storm sewer pipe and fittings may consist of SDR 26 or SDR 35 pipe, unless noted otherwise, and meet the requirements of ASTM D3034 and Section 2621.2A5 of the CEAM Standard Specifications
 - All pipe and fittings shall be SDR 35 for depths of up to 20 feet, and SDR 26 for depths exceeding 20'.
- Pipe joints shall meet the requirements of Section 2621.3A3 of the CEAM Standard Specifications.

REINFORCED CONCRETE SEWER PIPE (RCP) AND FITTINGS - STORM

- RCP pipe and fittings shall meet the requirements of ASTM C76, and Section 2621.2A3 of the CEAM Standard Specifications
- Pipe joints shall meet the requirements of Section 2621.3A3 of the CEAM Standard Specifications
- The ASTM strength class of pipe shall be Class III unless otherwise shown on the Plans.
- The pipe shall be drawn together by some approved method of jacking or winching. This pressure must be maintained until sufficient backfill is placed to keep the joint from opening.

END SECTIONS - STORM

- End sections shall be provided at all pipe inlets and outlets.
- The end sections shall consist of material matching the material of the pipe, which it is being connected to. Materials and joints shall be as per the specifications described above for the applicable pipe material.
- The last 3 joints of RCP shall be tied, and the end section shall be provided with an approved trash guard.

MANHOLES AND CATCH BASINS - STORM

- Unless otherwise noted, manhole and catch basin structures shall consist of "Noglas" structures as manufactured by ADS, or approved equivalent. Structures shall be fabricated and installed in strict accordance with the manufacturer's requirements, specifications, and relevant recommendations.

INSTALLATION

- Unless otherwise noted, installation of all water and sewer pipe, fittings, and appurtenances shall be as per the CEAM Standard Specifications.

TESTING REQUIREMENTS

- Water and sewer pipe, fittings, and appurtenances shall be inspected and tested as per Sections 2611.3E-2611.3H and 2621.3F-2621.3H of the CEAM Standard Specifications.
- In the event of discrepancies between the testing requirements of the MN Plumbing Code and the CEAM Standard Specifications, the most stringent will govern.

CONCRETE PAVEMENT, CURB & GUTTER, AND SIDEWALK

STANDARDS

- ACI 318, ACI 315, CRSI, ACI 301, latest adoptions.
- Minnesota Standard Specifications for Construction, most recent edition

GRANULAR BASE COURSE MATERIAL

- Compacted thickness of finished base: 6" - Concrete Pavement/Aprons
4" - Concrete Sidewalk

2) Base material shall consist of MNDOT 3149.2B2 Select Granular Barrow.

AGGREGATES

- Coarse: MnDOT Spec. 3137.
- Fine: MnDOT Spec. 3126.

WATER

- Clean, fresh and potable, MnDOT Spec. 3906.

AIR ENTRAINING ADMIXTURES

- ASTM C260.
- Provide entrainment of 4 - 7 percent by volume.

PORTLAND CEMENT

- ASTM C150, Type I plus an approved air entraining agent, or Type IA air-entraining Portland cement.

OTHER ADMIXTURES

- MnDOT Spec. 3113.
- Calcium Chloride or materials containing chlorides or nitrates shall not be allowed.

PROPORTIONING AND DESIGN OF MIXES

- Concrete Classifications
 - Curb and gutter, slip-formed concrete: MNDOT Spec. 2461, Mix Design 3F32
 - Sidewalk, aprons, incidental concrete, manual curb & gutter: MNDOT Spec. 2461, Mix Design 3F52
 - Concrete pavements: MNDOT Spec. 2301, Mix Design 3A41
 - Repair concrete, fast strength concrete: MNDOT Spec. 2301, Mix Design 3A41HE
- Concrete Specifications:
 - 3F32: +/- 3" slump, 4500 psi, 5-8% air
 - 3F52: 2 - 5" slump, 4500 psi, 5-8% air
 - 3A41: 2 - 5" slump, 4500 psi, 5-8% air
 - Temperatures of all concrete during placement shall be 50-deg F to 90-deg F

CONCRETE PLACEMENT

- Place concrete as soon as possible after mixing. Place before initial set has occurred, and in no event after it has contained its water content for more than one hour.
- Avoid overworking concrete or allowing concrete to fall unrestricted for excessive vertical distances, and other situations which can cause segregation of the aggregates.
- Concrete pavements shall be placed in accordance with applicable portions of MnDOT 2301.
- Sidewalks shall be placed in accordance with MnDOT 2521.
- Curb and gutter shall be placed in accordance with MnDOT 2531.

PROTECTION

- Provide adequate protection against rain, steel and snow before and during placement and finishing of concrete.
- Protect concrete from premature drying. Provide temporary covering as required. Keep concrete continuously moist for 7 days.
- Treat concrete with membrane curing compound in accordance with MnDOT 2531.3G.

COLD WEATHER CONCRETE

- Do not place concrete when the atmospheric temperature is below 40 degrees F., or when the concrete is likely to be subjected to freezing temperatures within 24 hours after it has been deposited unless adequate temporary heating is provided.
- Maintain concrete temperature of 40 to 90 degrees F. for 3 days. Protect from freezing for the following 5 days.
- No frozen materials may be used in the concrete. Chemicals may not be used to prevent freezing unless approved by the Engineer.
- Perform all cold weather concreting in accord with ACI 306.

HOT WEATHER CONCRETE

- Do not place concrete when the atmospheric temperature is above 100 degrees F.
- Maintain concrete temperature of 40 to 90 degrees F. for 3 days. Protect from temperatures over 90 degrees for the following 5 days.
- Thoroughly wet dry porous surfaces before concreting.
- Water reducing admixtures with retarding properties are required for all concrete placed when the temperature exceeds 80 degrees F.
- Perform all hot weather concreting in accord with ACI 305.

FINISHING

- Provide a broomed finish on exterior sidewalks and ramps unless noted otherwise.

QUALITY CONTROL

- The Contractor shall hire an independent testing firm to provide the following tests:
 - The independent testing technician shall perform random field testing of the fresh concrete including slump, air content, and temperature. (ASTM C143, C173, C231 and C138). One series of the aforementioned tests shall be performed on the first load of concrete.
 - The independent testing technician shall cast a set of four compression test cylinders for the first load of concrete as well as 1 set for every 100 cubic yards, or fraction thereof, of concrete thereafter. Compression tests shall be performed on one test cylinder at 7 days and two test cylinders at 28 days. The fourth test cylinder shall be retained in the event of failing compression tests on the 28-day test cylinders.

2004S Specs.dwg

PRELIMINARY - NOT FOR CONSTRUCTION

REVISIONS

WASKA VILLAGE

PROJECT NUMBER: 2004S

C1 of 7

CITY SUBMITTAL (REVISED - 03/15/2021)

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 Engineer under the laws of the state of Minnesota

Brian J. Schultz, PE
Date: xx/xx/2021
License No.: 43129

www.schultzengineeringdesign.com

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Ph: (320) 839-0669
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schultz@live.com

SCHULTZ ENGINEERING & SITE DESIGN

WASKA VILLAGE

C2 OF 6

**SCHULTZ ENGINEERING
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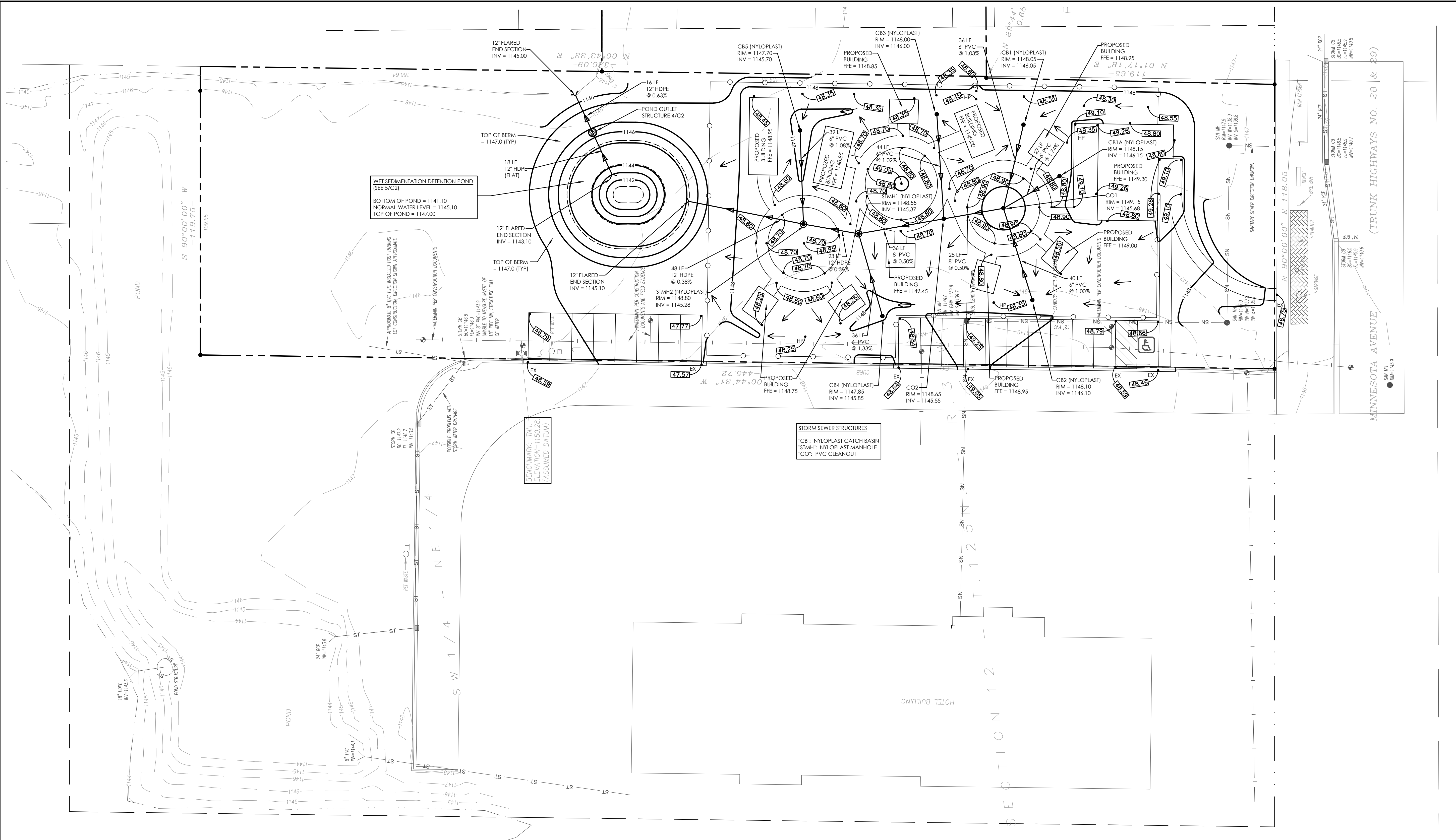
Brian J. Schultz, PE
Date: xx/xx/2021
License No.: 43129

PRELIMINARY - NOT FOR CONSTRUCTION

CITY SUBMITTAL (REVISED - 03/15/2021)

20045Details.dwg

STANDARD DETAILS

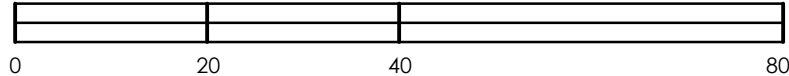


- GRADING NOTES:**
- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS INCLUDING LOCATIONS, AND RIM AND INVERT ELEVATIONS, OF EXISTING DRAINAGE AND SANITARY STRUCTURES. LOCATION AND SIZE OF EXISTING SANITARY, WATER, AND STORM SEWER STUBS, AND EXISTING GRADES SHALL ALSO BE VERIFIED.
 - EXISTING TOPOGRAPHICAL INFORMATION WAS OBTAINED FROM A TOPOGRAPHICAL SURVEY COMPLETED BY STOECKEL - JAHNER SURVEYING INC., ALEXANDRIA, MN, (320) 763-6855
 - BENCHMARK: TOP NUT OF HYDRANT LOCATED ALONG THE WEST PROPERTY LINE, APPROX. 130-FT SOUTH OF NW PROPERTY CORNER (SEE PLAN) - ELEV = 1150.28 (ASSUMED DATUM)
 - NOTIFY ENGINEER IMMEDIATELY IF ANY INCONSISTENCIES ARE DISCOVERED BETWEEN ACTUAL SITE CONDITIONS AND WHAT IS SHOWN ON THE PLANS, WHICH ARE SIGNIFICANT ENOUGH TO ALTER THE INTENT OF THE DRAWINGS.
 - IF REQUIRED BY THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY, THE OWNER OR CONTRACTOR SHALL OBTAIN A PLUMBING PERMIT PRIOR TO THE INSTALLATION OF ANY STORM SEWER UTILITIES.
 - THE CONTRACTOR SHALL CONTACT GOPHER ONE CALL AT (800) 252-1146 FOR A UTILITY LOCATE PRIOR TO THE START OF CONSTRUCTION AND VERIFY LOCATIONS OF UTILITIES BEFORE BEGINNING WORK.
 - SEE SHEET C2 FOR STANDARD DETAILS.
 - ALL LENGTHS OF STORM SEWER OR CULVERT PIPE SPECIFIED ON THIS PLAN INCLUDE THE LENGTHS OF ANY ASSOCIATED FLARED END SECTIONS.

- TRASH GUARDS SHALL BE INSTALLED ON ALL STORM SEWER END SECTIONS.
- FINISHED ELEVATIONS OF LAWN/GREEN AREAS ADJACENT TO BUILDINGS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR OR TOP-OF-BLOCK ELEVATION.
- CONTRACTOR SHALL PERFORM CALCULATIONS TO VERIFY EARTHWORK QUANTITIES. CONTRACTOR'S BID SHALL BE BASED ON EARTHWORK CALCULATIONS COMPLETED BY THE CONTRACTOR
- SPOT ELEVATIONS ARE FLOW LINE AND/OR FINISHED GRADES, UNLESS OTHERWISE INDICATED. TOP OF CURB ELEVATIONS ARE 6" ABOVE THE FLOW LINE SPOT ELEVATION SHOWN ON THE PLANS, UNLESS NOTED OTHERWISE.
- "EX" DENOTES EXISTING SPOT ELEVATIONS. "HP" DENOTES HIGH POINTS.
- ALL PROPOSED ELEVATIONS ARE TOP OF PAVING OR GUTTER, UNLESS NOTED OTHERWISE. PROPOSED ELEVATIONS ARE INTENDED TO PROVIDE POSITIVE DRAINAGE TOWARDS CATCH BASINS AND/OR OUTLETS. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE THE REQUIRED ELEVATIONS, WHICH WILL PROMOTE POSITIVE DRAINAGE THROUGHOUT THE PROJECT SITE.

NOTE: CADD FILES FOR ESTIMATING EARTHWORK QUANTITIES ARE AVAILABLE TO CONTRACTORS FOR PREPARING BIDS. IN ORDER TO RECEIVE THE CADD FILES, THE CONTRACTOR WILL NEED TO SIGN A HOLD-HARMLESS AGREEMENT PROVIDED BY SCHULTZ ENGINEERING & SITE DESIGN, AND AGREE TO PAY A \$50 PROCESSING FEE. THE CADD FILES WILL BE RELEASED UPON RECEIPT OF THE CHECK.

GRADING PLAN



PRELIMINARY - NOT FOR CONSTRUCTION

CIVIL CHECK SET (REVISED) - 03/15/2021

WASKA VILLAGE

PROJECT NUMBER: 20045

SCALE: 1"=20'

C3 OF 7

SCHULTZ ENGINEERING & SITE DESIGN

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schultzeng@live.com

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		

20045Grading.dwg

www.schultzengineeringdesign.com

By: Brian J. Schultz, PE

Date: xx/xx/2021

License No.: 43129

hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the state of Minnesota

PROJECT INFORMATION

Project Description

This project will consist of the construction of a new outdoor retail facility, which will include several small buildings with footprints totaling approx. 2,800 sf, as well as parking space areas, and sidewalk. Storm water management for this project will consist of a wet sedimentation detention pond.

Disturbed Area and Impervious Surface Tabulation

Existing Impervious Area	0.00 acres
Proposed Impervious Area	0.18 acres
Net Impervious Area Increase	0.18 acres
Estimated Disturbed Area	0.90 acres

Permanent Site Drainage

Site drainage will be routed to a new wet sedimentation detention pond, as the property is part of a common-lot development, via surface drainage and storm sewer to be constructed on-site. The pond will be provided with a permanent volume (dead storage) equal to or exceeding 1,800 cubic feet per acre draining to the pond, and a water quality volume equal to or exceeding 1" of runoff off impervious area draining to the pond (see table below). A skimmer structure outlet to control floatables has been included as well, which will be sized such that the discharge of the water quality volume will not exceed 5.66 cfs per acre of pond surface area.

Sediment Pond Data	Required	Provided
Permanent Storage Volume	> 990 cf	2,100 cf
Water Quality Volume	> 641 cf	3,840 cf
Discharge Rate	<0.24 cfs	0.18 cfs
Bottom of Pond		1141.1
Normal Water Level		1145.1
Top of Pond		1147.0

Note: Based on soil borings completed at the site, the site's subsolls consist of fill soils, consisting of a mix of silty and clayey sands, as well as peats and muck. Additionally, ground water was observed at depths as shallow as 2-ft below existing grade. Due to the shallow ground water, as well as the significant portion of subsolls that are considered hydrologic soil group (HSG) "D", infiltration is considered impractical for this project. For these reasons, a wet sediment detention pond is specified to provide water quality and rate control for the development.

Receiving Surface Waters

The following surface waters could receive storm water runoff from this project, and are within 1 mile of the project site:

Surface Water	Type of Surface Water	Impaired Water?	Special Water?	USEPA Approved TMDL for Impaired Water?	Comments
Nearby Wetlands	Wetland	No	No		
Lake Minnewaska	Lake	No	No		

SEDIMENT AND OTHER POLLUTANTS

This SWPPP has been designed mainly to provide erosion and sediment control of naturally occurring soils of this site (ie: sands, loams, and clays). Although this SWPPP does address pollution prevention of other man-made materials, it is assumed that these materials will consist of debris from existing structures and pavements to be demolished, or debris and chemicals (ie: fuels, new paints, etc.) resulting from new construction.

There are no known solid wastes or hazardous materials buried below grade at this site. If such wastes or hazard materials are discovered during construction, the SWPPP Coordinator (described below) will be responsible for notifying the Engineer. This SWPPP will then be revised to address he presence and disposal of these additional pollutants

EROSION PREVENTION AND SEDIMENT CONTROL RESPONSIBILITIES

SWPPP Design Engineer and Qualifications

Design Engineer	Brian J. Schultz, PE
Training Course	Design of SWPPP Recert.
Training Entity	University of Minnesota
Instructor	John Chapman
Dates of Training Course	March 3, 2020
Total Training Hours	7.0

* "Design of SWPPP" is a recertification course offered by the University of Minnesota. The Engineer's certification for "Design of SWPPP" is current, and will expire May 31, 2023. Certification documentation is on file at the Engineer's office and a copy can be provided upon request.

SWPPP Coordinator and Qualifications

The Contractor shall provide an individual who shall serve as the SWPPP Coordinator for this project. The SWPPP coordinator shall oversee the implementation of this SWPPP, as well as the necessary inspections (described below) of erosion prevention and sediment control BMPs. The SWPPP Coordinator shall also oversee the installation, maintenance, and repair of the BMPs to be completed in accordance with this SWPPP. The SWPPP Coordinator shall be responsible for the items listed above during the period from the start of the project to the establishment of final stabilization. During this period, the SWPPP Coordinator, or their assigned, qualified (see below) representative shall be available for an on-site inspection within 72 hours upon request by the MPCA.

If shall be the Contractor's responsibility to complete the table below, which will identify the SWPPP Coordinator and that person's qualifications. This person shall acknowledge that he/she has been assigned to serve as SWPPP Coordinator and will be overseeing the items listed in this section, by providing their signature in the space below. Please note that this SWPPP will not be considered complete if the table below is not filled in.

* Typically, the identity of the SWPPP Coordinator is unknown until the project is awarded. The SWPPP Coordinator may be identified at the project's Preconstruction Conference.

SWPPP Coordinator	
Company Name	
Office Phone #	
Cell Phone #	
Training Course	
Training Entity	
Instructor	
Dates of Training Course	
Total Training Hours	

I, _____, hereby
(Printed Name)
acknowledge that I will be serving as SWPPP
Coordinator for this project and will be
responsible for overseeing the items identified in
this section.

(Signature)

(Date)

The SWPPP Coordinator may assign other personnel to supervise or perform the duties listed above. However, in completing the duties listed above, at least one person shall be trained in erosion prevention and sediment control as related to that particular part of the SWPPP.

If the SWPPP Coordinator chooses to delegate some of the duties and responsibilities listed above to other personnel, a list of the personnel, as well as their qualifications, shall be kept with and shall become part of this SWPPP. The qualifications shall be considered complete in a manner similar to the table shown above. A copy of this list shall be provided to the Engineer.

Once the project has been completed and accepted by the Owner, and Final Stabilization has been established and "Notice of Termination" submitted to the MPCA, the Owner assumes responsibility for the long term maintenance of the storm water management system.

The SWPPP Coordinator shall be responsible for ensuring that the Contractor properly disposes of the temporary erosion and sediments control measures within 30 days after site stabilization is achieved or after the temporary measures are no longer needed.

Record Retention

The SWPPP and associated records shall be stored and maintained by an employee or representative of the Owner for 3 years after the submission of the Notice of Termination (NOT). Responsibility for overseeing the records will be transferred to another employee or representative should the current personnel become uninvolved with the project or Owner. These records shall include the following:

- 1). The final SWPPP
- 2). Any other stormwater related permits required for the project
- 3). Records of all inspection and maintenance conducted during construction
- 4). All permanent operation and maintenance agreements that have been implemented, including all right-of-way, contracts, covenants and other binding requirements regarding perpetual maintenance
- 5). All required calculations for design of the temporary and permanent Stormwater Management Systems.

BMP INSPECTIONS

Inspection Frequency

The SWPPP Coordinator shall inspect, or designate someone else who is qualified to inspect (see above), the construction site erosion prevention and sediment control BMPs per the following time frames:

- 1). Once every 7 days
- 2). Within 24 hours of a rain event (1/2" or greater over 24 hours)

Inspections shall be conducted per the time frames listed above with the following exceptions:

- 1). Where parts of the construction site have permanent cover, but work remains on other parts of the site, inspections of areas with permanent cover may be reduced to once per month
- 2). Where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, the site must be inspected for a period of 12 months (inspections may be suspended during frozen ground conditions). Following the 12th month of permanent cover with no construction activity, inspections may be terminated until construction activity is once again initiated or sooner if notified in writing by the MPCA.
- 3). Where work has been suspended due to frozen ground conditions, the required inspections and maintenance schedule must begin within 24 hours after runoff occurs at the site or prior to resuming construction, whichever occurs first.

Inspection Records

The SWPPP Coordinator shall maintain inspection records during construction. These must be recorded in writing within 24 hours of the inspection and/or maintenance activity. The inspection records shall include the following:

- 1). Date and time of inspections
- 2). Name of person(s) conducting inspection
- 3). Findings of inspections, including recommendations for corrective actions
- 4). Corrective actions taken (including dates, times, and party completing maintenance activities)
- 5). Date and amount of any rainfall events greater than 1/2" in 24 hours
 - a). The Contractor shall install and maintain a rain gauge at the construction site in order to verify rainfall amounts.
- 6). If any discharge is observed to be occurring during the inspection, a record of all points of the property from which there is a discharge must be made, and the discharge shall be described (ie:, color, odor, floating, settled, or suspended solids, foam, oil, grease, and other obvious indicators of pollutants) and photographed.
- 7). Documentation of any changes to the SWPPP made during construction
 - a). If the SWPPP coordinator observes that a BMP fails on a regular basis and believes that it is ineffective, it shall be his/her responsibility to notify the Engineer of such deficiencies. The Engineer may then amend the SWPPP (see "Amending the SWPPP")

Note: Copies of all inspection records shall be submitted to the Engineer.

AMENDING THE SWPPP

During the construction of this project it may become necessary to amend this SWPPP. Should the responsibility of installing, inspecting and maintaining the erosion and sediment control devices and techniques described in this SWPPP be transferred from the current Contractor to another Contractor, or from the current Contractor to the Owner, this SWPPP shall be updated accordingly. The Owner will also be required to complete an "Permit Modification Form".

Should it be determined, during construction, by the SWPPP Coordinator, Engineer, or Regulatory Officials that deficiencies in this SWPPP exist, or if significant changes are made to the design/scope of this project that impact erosion prevention and sediment control, the Engineer shall be notified immediately. The Engineer will then review potential deficiencies and/or significant changes to project design/scope, and make necessary changes to the SWPPP.

After changes are made to the SWPPP, the Engineer will issue the necessary documentation, reflecting the changes, to the owner and to the SWPPP Coordinator. The SWPPP Coordinator shall be responsible to make sure that this documentation is added to the on-site SWPPP copy and that the changes described in the documentation is implemented on-site.

EROSION PREVENTION AND SEDIMENT CONTROL BMPs

Standards and References

Materials and construction methods of all BMPs included in this SWPPP shall be as per the Minnesota Department of Transportation (MNDOT) Standard Specifications for Construction, latest edition. The Contractor and SWPPP Coordinator shall obtain a current copy of MNDOT's Standard Specifications for Construction and familiarize themselves with the specification sections applicable to this SWPPP, as there are several BMPs that specifically reference these sections.

The Contractor and SWPPP Coordinator shall be expected to be familiar with the applicable MNDOT specification sections during construction. No additional compensation will be paid to the Contractor for additional work due to unfamiliarity with these specification sections.

Undisturbed Areas

If shown on the plan, the Contractor shall delineate areas that are not to be disturbed on the site. This may be done with flags, stakes, silt fence, etc., and shall be completed prior to the start of any grading operations. Regardless of the delineation method the Contractor chooses to use, the Contractor must communicate to his/her personnel and subcontractors that these areas are not to be disturbed and construction equipment (including trucks and personal vehicles) shall not be allowed in these areas.

The Contractor shall minimize compaction and preserve topsoil as much as possible at the site., in previous ("green") areas that are not essential to the construction of the project, the Contractor shall avoid construction traffic and maintain the existing condition of these areas.

Temporary and Permanent Stabilization

All exposed soil areas (including stockpiles) shall be provided with temporary or permanent cover within 14 days of construction activity temporarily or permanently ceasing in that portion of the site. Temporary or permanent drainage ditches or swales, which drain off-site or to a surface water, and are within 200 lineal feet of the property line or surface water shall be provided with temporary or permanent cover within 24 hours of construction. Placement of temporary or permanent cover shall be initiated immediately upon suspension or completion of excavation operations.

Temporary Cover:

If the Contractor chooses to halt grading operations in a portion of the site (or the whole site) for a period exceeding 14 days, and grading operations (rough or finish grading) in the affected areas has not yet been completed, temporary cover shall be placed. Affected areas consisting of drainage ditches or swales connected to, and within 200 lineal feet of a property line or surface water shall be provided with temporary cover within 24 hours of connection. Depending on the Contractor's schedule, the temporary cover shall consist of one of the following BMPs:

- 1). Disanchored Mulch
 - a). Disanchored mulch may be used in an area of the site (or the whole site) if the Contractor is halting grading operations for a period that is relatively short, but exceeds 14 days.
 - b). The mulch shall be Type 3 per MNDOT Spec. 3882
 - c). An adequate quantity of mulch shall be evenly distributed to achieve 90% coverage of the exposed soils.
 - d). Mulch shall be placed as per MNDOT 2575.3C.
 - e). All mulch shall be disc anchored as per MNDOT 2575.3D. Prior to the placement and disanchoring of the mulch, the soils shall be loosened and the area smooth-rough graded per MNDOT 2574.
 - f). Any areas that are exposed as a result of wind action after the initial mulch placement shall be covered with additional mulch to maintain 90% coverage.
- 2). Temporary Seeding with Mulch
 - a). Temporary seeding with mulch may be used in areas of the site (or the whole site) if the Contractor is halting grading operations for a period that is relatively long. Although mulch still needs to be applied as described above, once the temporary seeding/turf is established, the mulch will no longer need to be maintained. The temporary seeding/turf will require very little maintenance.
 - b). Prior to the sowing of temporary seed, the soils shall be loosened and the area smooth-rough graded per MNDOT 2574.
 - c). Contractor shall utilize Seed Mixes 21-111, 21-112, or 21-113 per MNDOT Spec. 3876 for temporary seeding.
 - d). Temporary seeding shall be sown per MNDOT Spec. 2575.3B.
 - e). Once temporary seeding has been sown, mulch shall be placed over the area as described above.

Permanent Cover:

Upon completion of finish grading and/or placement of topsoil, initiation of the placement of permanent cover shall begin immediately over all exposed areas. This includes areas designated for impervious surfacing (ie: buildings, pavements/gravel bases, sidewalks, etc.). Where the construction schedule will not allow for the placement of the permanent impervious surfacing within 14 days of the completion of finish grading, temporary cover shall be provided in these areas, as described above, until the permanent impervious surfacing can be constructed. Affected areas consisting of drainage ditches or swales connected to, and within 200 lineal feet of a property line or surface water, shall be provided with permanent cover within 24 hours of connection.

Areas designated for permanent turf establishment shall be provided with one or more of the following BMPs (see plan):

- 1). Permanent Seeding with Mulch
 - a). Unless otherwise noted on the plans, all areas designated for turf establishment shall be provided with permanent seeding.
 - b). In addition to the plan included as part of this SWPPP, the Contractor shall verify if a Landscaping Plan has been included in the plans by the Architect. If a Landscape Architect has specified higher quality permanent cover (ie: sod, hydroseeding, etc.), the Contractor shall provide this permanent cover in lieu of the permanent seeding specified in this SWPPP.
 - c). Prior to the sowing of permanent seed, the soils shall be loosened and the area smooth-rough graded per MNDOT 2574.
 - d). Contractor shall utilize Seed Mix 25-131 per MNDOT Spec. 3876 for permanent seeding.
 - e). Permanent seeding shall be sown per MNDOT Spec. 2575.3B.
 - f). Once permanent seeding has been sown, mulch shall be placed over the area as described above (under Temporary Cover), unless noted otherwise.
- 2). Erosion Control Blanket
 - a). Erosion control blanket shall be placed in areas as shown on the plan included in this SWPPP. These areas shall still be provided with permanent seeding, as described above, beneath the erosion control blanket.
 - b). Erosion control blanket shall meet the requirements indicated in MNDOT Spec. 3885. See plan for category(s) of erosion control blanket.
 - c). Erosion control blanket shall be installed as per MNDOT Spec. 2575.3G2.
 - d). Erosion control blanket specified in drainage ditches and swales connected to, and within 200 lineal feet, of a property line or surface water shall be installed within 24 hours of the completion of finish grading (including permanent seeding).
- 3). Riprap
 - a). Riprap shall be placed in areas as shown on the plan included in this SWPPP.
 - b). All riprap shall be underlain with Type 4 geotextile fabric. The fabric shall meet the requirements of MNDOT Spec. 3733 and shall be installed as per MNDOT Spec. 2511.3B2.
 - c). Riprap materials shall meet the requirements of MNDOT Spec. 3601, and shall be Class 3, unless noted otherwise on the plans.
 - d). Riprap shall be considered "Random Riprap" and shall be placed as per MNDOT Spec. 2511.
 - e). Although it is permitted for the riprap to be placed with machinery, it will be necessary for the Contractor to hand place some of the riprap in order to provide a dense, well-keyed layer of stones with the least practical quantity of void space.
 - f). The minimum thickness of the riprap shall be 18 inches, unless otherwise noted on the plans.
 - g). Riprap designated at the end of pipe outlets shall be placed within 24 hours of installation of the pipe outlet end section.
 - h). Riprap specified in drainage ditches and swales connected to, and within 200 lineal feet, of a property line or surface water shall be installed within 24 hours of the completion of finish grading.

Sediment Control

The following sediment control BMPs shall be implemented as part of this project:

- 1). Silt Fence
 - a). Silt fence shall be installed at the locations shown on the plan included in this SWPPP.
 - b). Silt fence shall be machine sliced and materials shall meet the requirements of MNDOT Spec. 3886.
 - c). Silt fence shall be installed as per MNDOT Spec. 2573.3B2.
 - d). Silt fence shall be installed prior to any upgradient grading operations, and shall remain in place and maintained adequately until upgradient areas achieve Final Stabilization (see below)
 - e). Silt fence shall be repaired or replaced if damaged during, or after, rain events, or if accumulated sediment on the upstream side of the fence reaches 1/3 of the height of the fence. Repair or replacement of silt fence shall be completed within 24 hours of discovery.
 - f). Portions of silt fence may be removed to accommodate short-term activities, such as vehicle passage. Short-term activities shall be completed as quickly as possible, and new silt fence installed immediately after completion of the short-term activity. If rainfall is imminent or forecasted in the near future, new silt shall be installed regardless of if the short term activity has been completed or not. The Contractor is advised to schedule short term activities during dry weather as much as practicable. No additional compensation will be paid due to additional silt fence associated with short-term activities.
 - g). Temporary soil stockpiles shall be placed on the site in areas upgradient from silt fence. Where the Contractor chooses to place temporary soil stockpiles outside designated silt fenced areas, the stockpiles shall be surrounded by additional silt fence. Under no circumstances shall temporary soil stockpiles be placed over surface waters, curb and gutter, catch basins, culvert inlets or outlets, or ditches.
 - 2). Catch Basin Protection
 - a). WIMCO Road Drain protection devices, as manufactured by WIMCO, shall be used for catch basin protection on this project. WIMCO can be contacted at (952)-233-3055, and their web page is www.roadrain.com.
 - b). "Road Drain Top Slab" devices shall be installed at all catch basin locations immediately after placement of the catch basin structures. "Road Drain Top Slab" devices shall remain in place and be adequately maintained until permanent surfacing is constructed (ie: curb and gutter, pavements, and/or gravel surfacing). In areas designated for turf establishment, "Road Drain Top Slab" devices shall remain in place until Final Stabilization of all upgradient areas is established.
 - c). Upon construction of the permanent surfacing, the "Road Drain Top Slab" devices shall be replaced with the WIMCO product specified on the plans. The WIMCO devices shall remain in place until Final Stabilization of all upgradient areas has been established.
 - d). The Contractor shall install and maintain the catch basin protection devices as per the manufacturer's instructions and specifications.
- 3). Culvert Inlet Protection
 - a). Culvert inlet protection shall be provided at all culvert inlet locations immediately after construction of the culvert. See plan included in this SWPPP for culvert inlet locations.
 - b). Culvert inlet protection shall consist of geotextile fabric wrapped around, and completely covering the inlet end section. The geotextile fabric shall be the same fabric used in silt fence applications and meet the requirements of MNDOT Spec. 3886.
 - c). The culvert inlet protection shall remain in place and adequately maintained until Final Stabilization of all upgradient areas has been established.
 - d). Culvert inlet protection shall be repaired or replaced if damaged during, or after, rain events, or if accumulated sediment reaches 1/2 of the diameter of the culvert pipe. Repair or replacement of culvert inlet protection shall be completed within 24 hours of discovery.

4). Temporary Rock Construction Entrance

- a). Temporary rock construction entrances shall be installed at the locations shown on the plan included in this SWPPP. See detail for temporary rock entrance design.
 - b). If the Contractor chooses to access the site from locations other than where temporary rock entrances are specified on the plans, additional temporary rock entrances shall be placed at these locations, as well.
 - c). Temporary rock entrance shall be constructed prior to the start of grading operations, and shall remain in place and be adequately maintained until Final Stabilization has been established.
 - d). Temporary rock entrances shall be maintained in such a manner that the entrances prevent sediment tracking onto adjacent streets. If a temporary rock entrance is found to be ineffective, it shall be replaced or improved within 24 hours of discovery.
 - e). The Contractor has the option to place Type 4 geotextile fabric beneath the temporary rock entrance. The fabric may extend the life of the entrance as it will reduce rock "sinking" into the underlying soils. If the Contractor chooses to use fabric, it should meet the requirements of MNDOT Spec. 3733 and shall be installed as per MNDOT Spec. 2511.3B2.
 - f). If sediment tracking from the site is discovered on adjacent streets, the sediment shall be removed with a street sweeper or other approved method within 24 hours of discovery. This shall be done throughout construction of the project. This sediment may be returned and graded over exposed areas of the site, or disposed of off site per MPCA requirements.
- The City may order street sweeping to be performed at the Contractor's or Owner's expense if City staff find that construction activities are resulting in sediment or debris being tracked onto City streets.
- 5). Filter Logs
 - a). Filter logs shall be installed at the locations shown on the plan included in this SWPPP.
 - b). Filter logs shall consist of Type Wood Fiber biorolls and meet the requirements of MNDOT Spec. 3897.
 - c). Filter logs shall be installed as per MNDOT Spec. 2573.3F.
 - d). Filter logs shall be installed immediately after placement of erosion control blanket.
 - e). Filter logs shall remain in place for the life of the project, and shall be allowed to degrade naturally.

Dewatering

If dewatering of sandy subsolls is required for this project, the pump discharge shall be treated prior to discharge off-site or into a surface water. Treatment of discharge shall be achieved with the use of a "Dandy Dewatering Bag" (or approved equivalent), as manufactured by Dandy Products, Inc. Dandy Products, Inc. can be contacted at (877) 307-0141, and their web page is www.dandyproducts.com. The "Dandy Dewatering Bag" shall be installed, utilized, and maintained per the manufacturer's instructions and specifications.

Once dewatering water has been treated, it may be discharged off-site or to a surface water. The discharge shall be visually checked to ensure that it is relatively clean and not visibly different from any receiving waters. If discharge is noticeably "dirty", the Engineer shall be contacted as additional treatment methods may be necessary.

Adequate erosion control shall be provided at the point of discharge if it is located in an area with exposed soils or established turf. This erosion control may consist of temporarily placed rip rap, or other approved energy dissipation measures. The type of erosion control measure shall be at the Contractor's discretion, depending on the location of the dewatering discharge and the unique site characteristics. The erosion control measures shall be effective and shall be maintained adequately such that no erosion occurs at the point of discharge.

Pollution Prevention Management

Solid waste accumulated during construction, including collected sediment, construction materials, floating debris, construction debris, paper, plastics, and other solid wastes shall be disposed of in accordance with MPCA disposal requirements:

- 1). Building products that have the potential to leach pollutants shall be maintained under cover (e.g., plastic sheeting or temporary roof) to prevent the discharge of pollutants or protected by a similarly effective means designed to minimize contact with storm water.
 - 2). Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscape materials shall be maintained under cover (e.g., plastic sheeting or temporary roof) to prevent the discharge of pollutants or protected by similarly effective means designed to minimize contact with stormwater.
 - 3). Hazardous materials, toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) shall be properly stored in sealed containers to prevent spills, leaks or other discharge. Restricted access storage areas shall be provided to prevent vandalism. Storage and disposal of hazardous waste or hazardous materials shall be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
 - 4). Solid waste shall be stored, collected and disposed of properly in compliance with Minn. R. ch. 7035.
 - 5). Portable toilets shall be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. ch. 7041.
- The Contractor shall take steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. The Contractor shall conduct fueling in a contained area unless infeasible. The Contractor shall ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. The Contractor shall report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.

If the Contractor washes the exterior of vehicles or equipment on the project site, washing shall be limited to a defined area of the site. Runoff from the washing area shall be contained in a sediment basin or other similarly effective control and waste from the washing activity shall be properly disposed of. The Contractor shall properly use and store soaps, detergents, or solvents. No engine degreasing shall be allowed on site.

The Contractor shall provide effective containment for all liquid and solid wastes generated by washout operations (concrete, slucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. The liquid and solid washout wastes shall not contact the ground, and the containment shall be designed so that it does not result in runoff from the washout operations or areas. Liquid and solid wastes shall be disposed of properly and in compliance with MPCA rules. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

FINAL STABILIZATION

Final Stabilization shall be considered established once the following requirements have been achieved:

- 1). All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent of its expected final growth density over the entire previous surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
- 2). The permanent storm water management system is constructed, and is operating as designed. Temporary or permanent sedimentation basins that are to be used as permanent water quality management basins have been cleaned of any accumulated sediment. All sediment has been removed from conveyance systems and ditches are stabilized with permanent cover.
- 3). All temporary synthetic and structural erosion prevention and sediment control BMPs have been removed from the project site. BMPs designed to decompose on site may be left in place.

ADDITIONAL COMMENTS

The Contractor is solely responsible for the cleanup of any wetlands, rivers, streams, lakes, reservoirs, other waters of the State (as defined by the MPCA's General Storm Water Permit), ground or roadway surfaces or other property damaged by construction activity related to this project.

Besides the NPDES permit (MPCA General Storm Water Permit), the Contractor shall also obtain all other necessary local government permits related to storm water management, and erosion and sediment control, if applicable (ie: Watershed District, City, County, etc.).

This SWPPP is intended to provide a plan for addressing the erosion prevention and storm water management issues associated with this project. It is to be used in conjunction with the project plans, specifications, and the MPCA General Storm Water Permit. In addition to the SWPPP, the Owner, Contractor, and SWPPP Coordinator shall familiarize themselves with the actual requirements indicated in the MPCA General Storm Water Permit itself and are responsible for compliance with the permit's terms, requirements, and conditions. The Engineer can provide a copy of the permit upon request.

SWPPP - STANDARD NOTES

PRELIMINARY - NOT FOR CONSTRUCTION CITY SUBMITTAL (REVISED - 03/15/2021)

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 Engineer under the laws of the state of Minnesota

Brian J. Schultz, PE
Date: xx/xx/2021
License No.: 43129

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18 South Riverside Avenue
Sartell, MN 56377

REVIEWS	NO.	DATE	DESCRIPTION			
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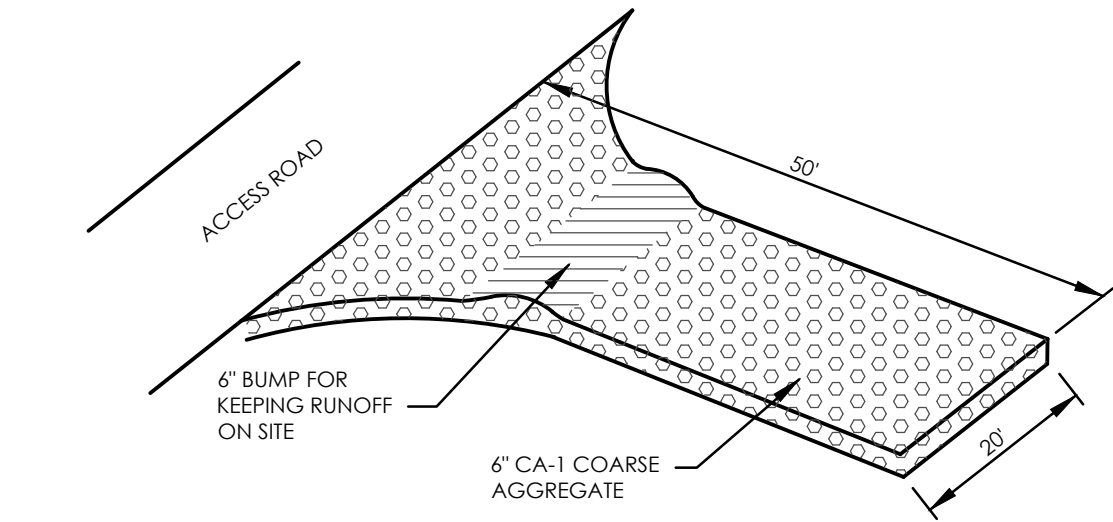
WASKA VILLAGE

PROJECT NUMBER: 20045

C4 OF 7

GLENWOOD, MN

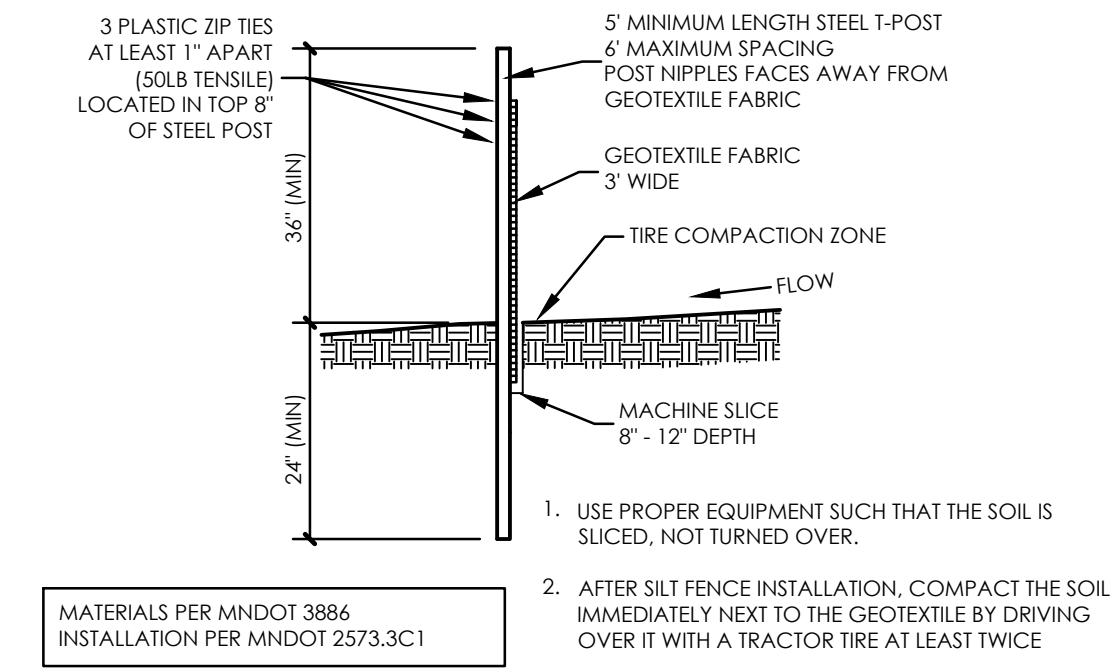
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NOTE: PLACING FILTER FABRIC UNDER THE ROCK ENTRANCE MAY REDUCE THE AMOUNT OF MAINTENANCE IT WOULD REQUIRE.

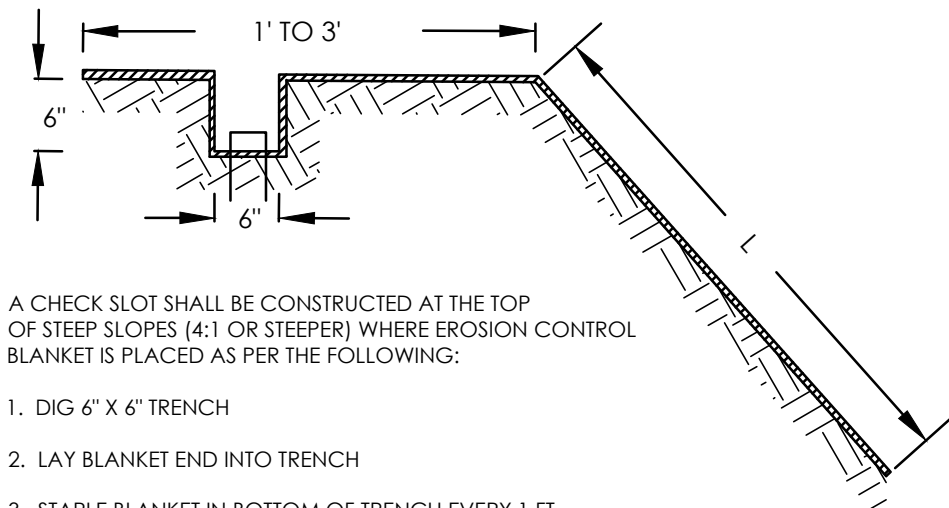
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NTS



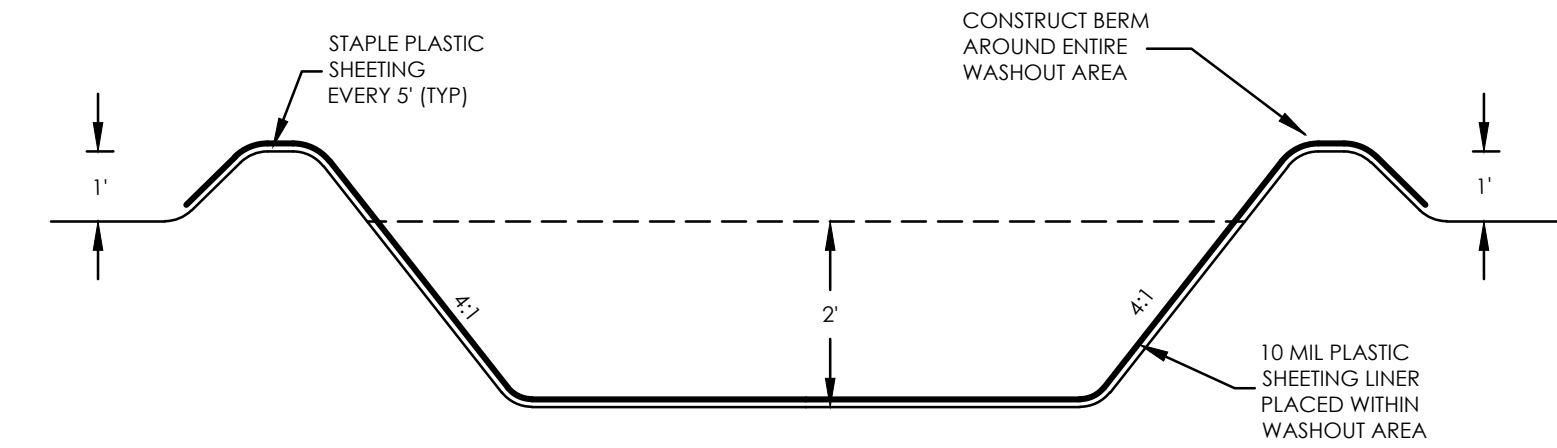
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NTS



4 EROSION CONTROL BLANKET

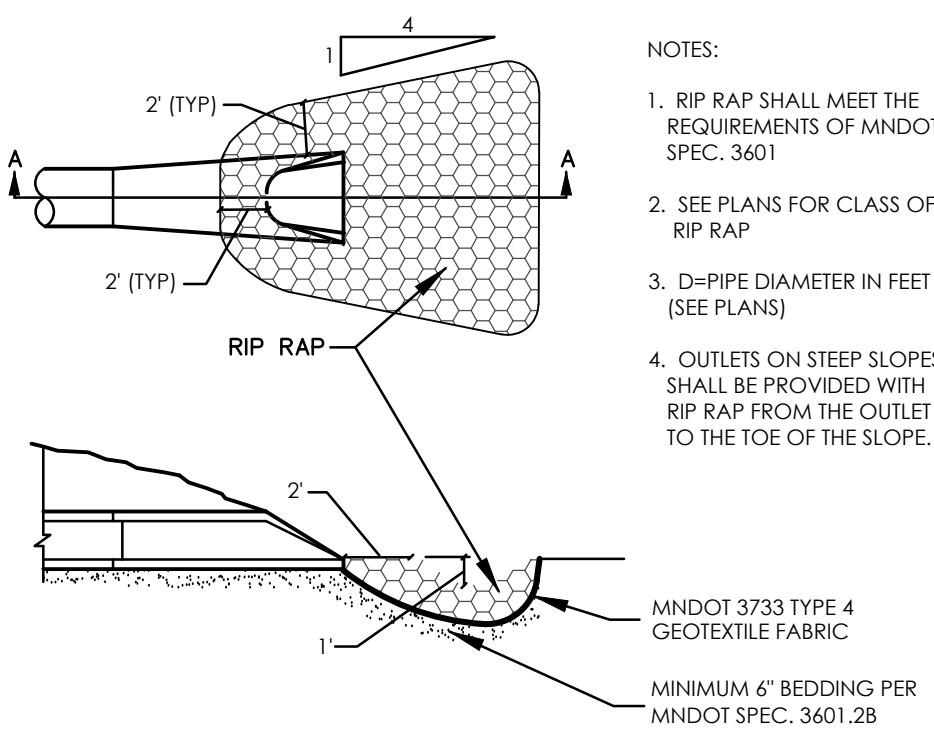
NTS



1. BOTTOM OF CONCRETE WASHOUT AREA SHALL BE 10'X10'
2. CONTRACTOR SHALL REMOVE WASH LIQUID FROM CONCRETE WASHOUT AREA AND DISPOSE OF PER MPCA REQUIREMENTS WHEN WASHOUT AREA BECOMES HALF FULL.
3. CONTRACTOR SHALL SELECT THE MOST OPTIMAL LOCATION FOR THE CONCRETE WASHOUT

2 CONCRETE WASHOUT

NTS



5 RIP RAP AT PIPE OUTLETS

NTS

CITY SUBMITTAL (REVISED - 03/15/2021)

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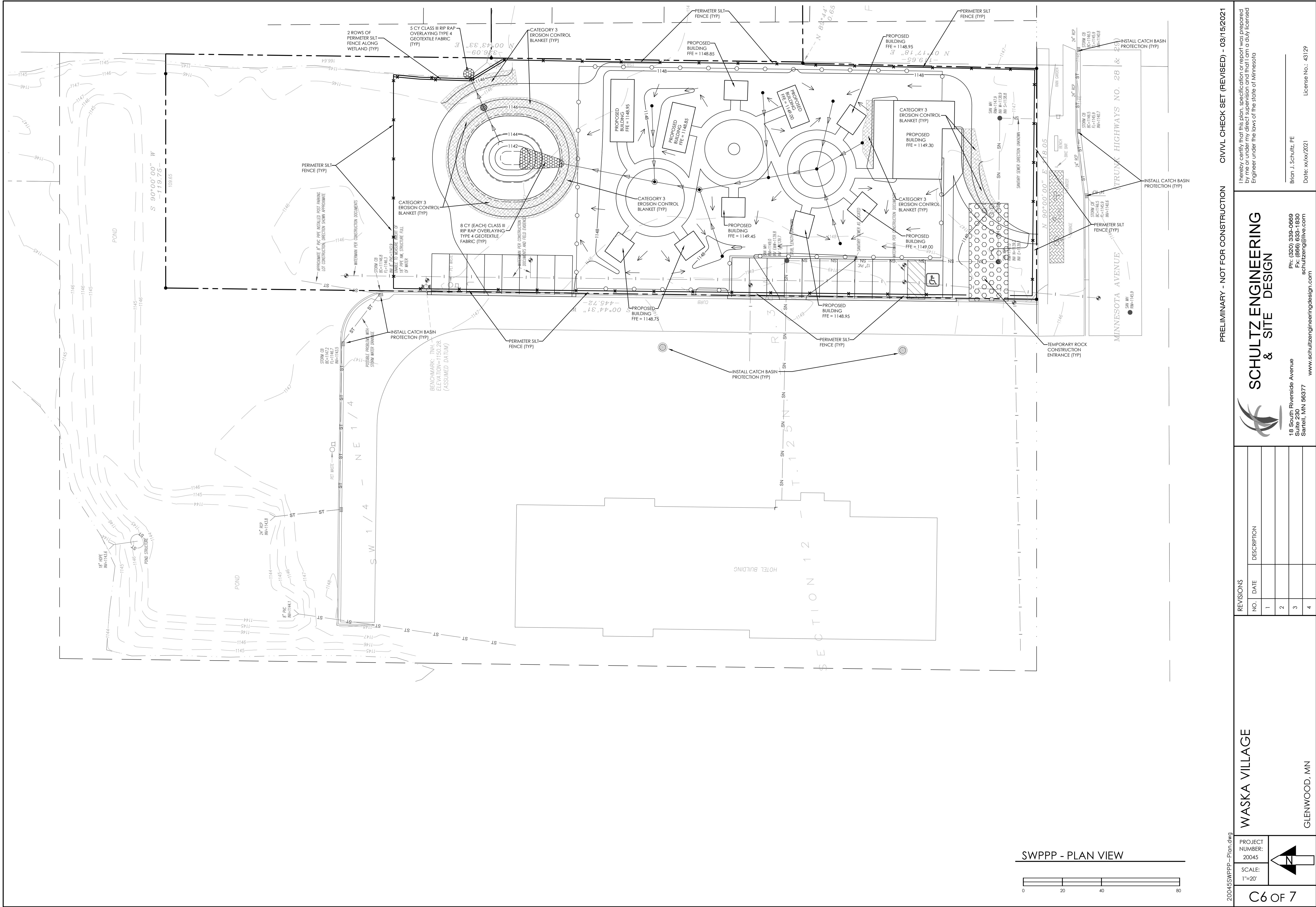
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GLENWOOD, MN

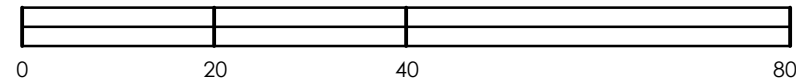
PROJECT NUMBER:
20045

C5 of 7

SWPPP - STANDARD DETAILS



SWPPP - PLAN VIEW



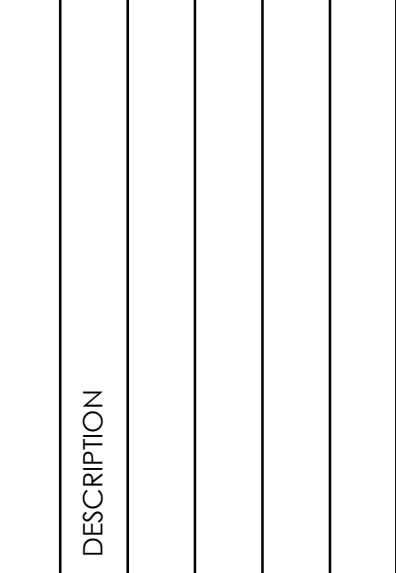
PROJECT NUMBER:
20045

SCALE:
1"=20'

WASKA VILLAGE

GLENWOOD, MN

REVISIONS	
NO.	DESCRIPTION
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4	



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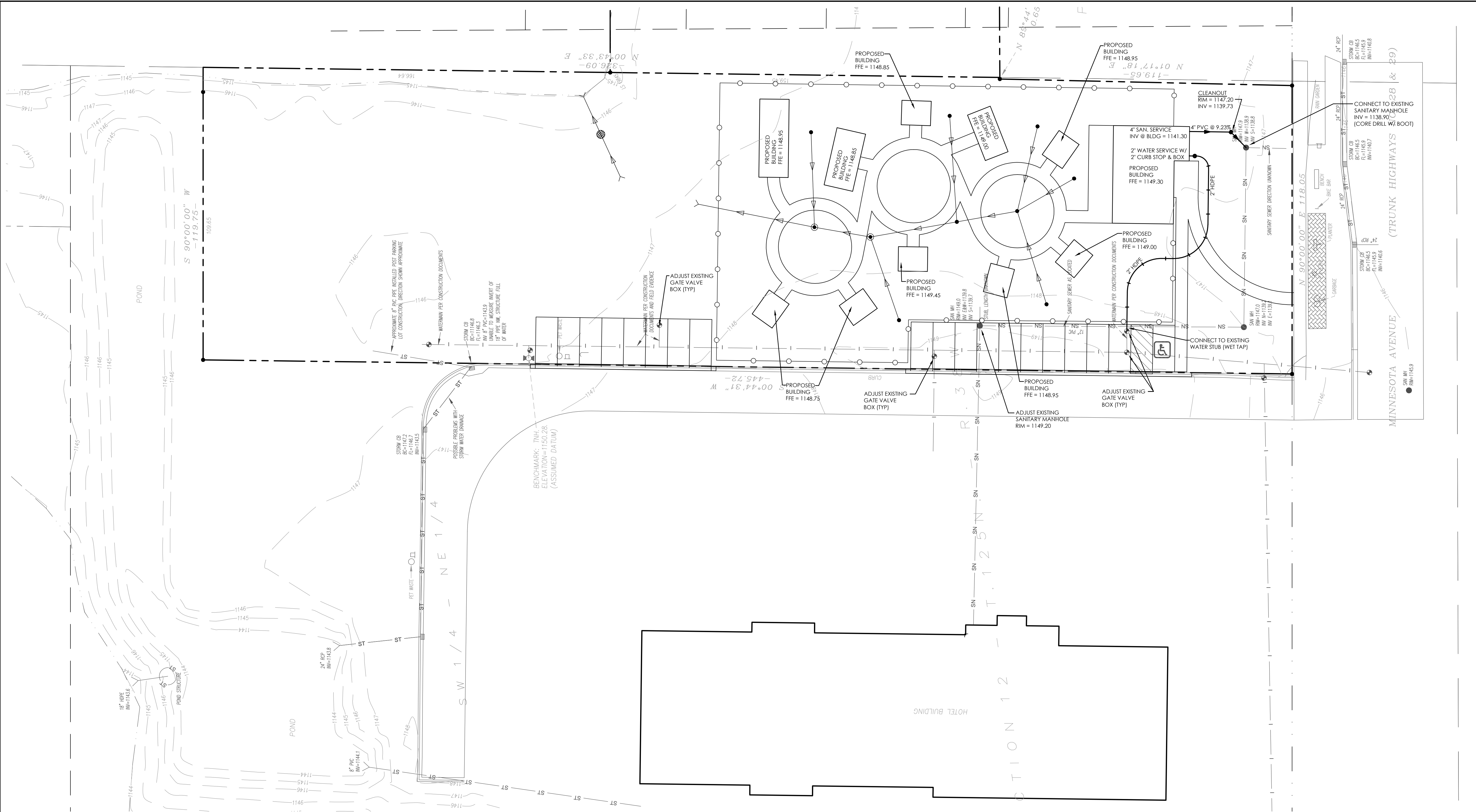
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ONVVL CHECK SET (REVISED) - 03/15/2021

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Brian J. Schultz, PE
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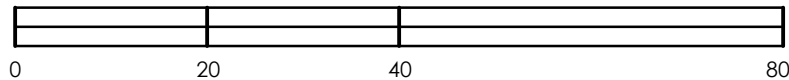


UTILITY NOTES:

WATER AND SANITARY SEWER UTILITIES

1. WATER MAIN AND ANY WATER SERVICE LINES SHALL BE PLACED AT A MINIMUM DEPTH OF 8 FEET BELOW FINISHED GRADE.
2. IF CONFLICTS ARE DISCOVERED WHERE WATER MAIN CROSSES EXISTING SANITARY SEWER, SERVICE LINES, OR STORM SEWER, THE WATER MAIN SHALL BE RAISED OR LOWERED APPROPRIATELY WHILE STILL MAINTAINING A MINIMUM DEPTH OF 8 FEET BELOW FINISHED GRADE.
3. INSULATION SHALL BE PLACED AT ALL LOCATIONS WHERE STORM SEWER CROSSES SANITARY SEWER, WATER MAIN, OR ASSOCIATED SERVICES. INSULATION SHALL CONSIST OF AN 8-FT X 8-FT SQUARE OF 3"-THICK RIGID INSULATION. INSULATION SHALL BE PLACED BETWEEN THE STORM SEWER AND PIPE CROSSING WITH THE EDGES OF THE INSULATION PARALLEL TO THE PIPING AS MUCH AS POSSIBLE.
4. INSTALL SANITARY SEWER SERVICE LINE CLEANOUTS AS REQUIRED BY THE MINNESOTA PLUMBING CODE
5. SEE SHEET C3 FOR STORM SEWER GRADING, AND SHEET C2 FOR MISCELLANEOUS DETAILS RELATING TO THE PLACEMENT OF THE UTILITIES.

UTILITY PLAN



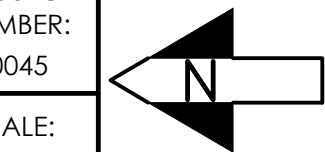
6. CONTRACTOR SHALL VERIFY LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
7. PRIOR TO CONSTRUCTION OF SANITARY SEWER, AND ORDERING ASSOCIATED MATERIALS, THE CONTRACTOR'S PLUMBING DESIGNER SHALL PROVIDE THE ENGINEER WITH THE TOTAL DRAINAGE FIXTURE UNITS (DFU) FOR THE INTERIOR PLUMBING TO VERIFY THE CORRECT SIZING AND SLOPE OF THE SANITARY SEWER SERVICE

OWNER/CONTRACTOR SHALL OBTAIN A PLUMBING PERMIT FROM THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PRIOR TO THE INSTALLATION OF ANY SANITARY SEWER OR WATER UTILITIES. CONSTRUCTION OF SANITARY SEWER OR WATER UTILITIES SHALL NOT COMMENCE UNTIL AFTER THE PLUMBING PERMIT HAS BEEN OBTAINED, AND ANY AND ALL PERTINENT COMMENTS HAVE BEEN ADDRESSED ON THE PLAN AND IN THE PROJECT SPECIFICATIONS.

20045Utility.dwg

PROJECT NUMBER:
20045

SCALE:
1"=20'



C7 OF 7

WASKA VILLAGE

GLENWOOD, MN

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		



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ONVVL CHECK SET (REVISED) - 03/15/2021

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Brian J. Schultz, PE
Date: xx/xx/2021
License No.: 43129

STAFF REPORT

Application:	Requests relating to the use of the property as an recreational vehicle (RV) campground. Approvals required include a conditional use to make use of the property for a planned unit development (recreational vehicle campground).
Applicant:	Melissa Haeckel
Property Owner:	Steven and Melissa Haeckel
Agenda Item:	4(b)

Background Information:

- **Proposal:** The applicants state in their application that they are proposing to:

“Demolish old motel building and convert that space into seasonal camping lots (6) for recreational vehicles. The desire is to beautify the property and stimulate the local economy while promoting the benefits of green space and nature.”

The proposal would involve two single-family dwellings plus the above-mentioned six RV camping sites on the property. The RV sites would be in the location of the old hotel. The RV sites would be rented out on a seasonal basis. Sites would have access to water, but would not be connected to either city water or sewer. The two existing dwellings would continue to make use of private well water and private sewer systems. The RV sites would have sewage pumped from their internal tanks at least once per week by a septic pumping company. The campground would be required to meet all Minnesota Department of Health regulations for campgrounds.
- **Location:**
 - Property address: 255 ST HWY 55 N
 - Sec/Twp/Range: 7-125-37
 - Parcel number(s): 21-1110-000
- **Zoning:** B-1 Community Business
- **Lot size:** Approx. 342,382 sq ft (7.86 acres) according to County GIS estimate.

Existing Impervious Coverage: About 29,088 sq ft (8.50%)

Proposed Impervious Coverage: About 29,088 sq ft (8.50%)
- **Septic System Status:** The property is served by private sewer. There are currently three septic systems on the property, one of which would be removed (previously served the motel units). The other two would remain for the applicant's personal dwelling and for a rental house that would remain on the property.
- **Natural Features:** The site contains a wooded area along the south, west and north boundaries. The remainder of the property is the developed area and mowed grass.
 - Floodplain: N/A

- Bluff/Steep Slopes: N/A
- Wetlands: N/A

Planning Commission Action: The Planning Commission may recommend approval of the request, denial of the request(s), or tabling the request(s) if the Commission should need additional information from the applicant. If the Commission should recommend approval or denial of the request, the Commission should state its recommended findings which support either of these actions.

Staff Comments:

1. The City's Zoning Ordinance does not specifically address RV campgrounds as a use. Planned unit developments are allowed as a conditional use, which are defined as "A development or subdivision designed where buildings (residential or combined residential and commercial/industrial) are clustered or grouped so as to provide for common and/or public open space." The proposed use represents a mix of one residential dwelling, one rental residential dwelling and six seasonally leased RV sites. The remainder of the site would remain a mix of wooded land and mowed lawn.

There are specific regulations for RV campgrounds (regulated as "commercial planned unit developments" within shoreland areas that lays out specific standards for the maximum number of camp sites allowed, the management of stormwater, the design and use of common areas, and minimum amounts of common open space. However, this site is not in a shoreland area and as such there are few specific standards.

Typically, the idea behind a planned unit development is that it allows for greater flexibility in the design and use of a site than the standard "one lot, one use" manner of land development. The site is planned out as a whole and the types of uses may be mixed, rather than separated onto different lots or in different zoning districts.

The general requirements for a planned unit development include a minimum lot size (3 acres) which is exceeded by this proposal and that the ownership of the property be unified under one owner (this proposal would be under the control of the applicants). Spacing between units and setbacks to exterior property boundaries are to be similar to those required of similar uses. Additional detail on the requirements and criteria for review can be found in the findings of fact section of this report.

2. In order to grant a conditional use, the City needs to find that a property owner has met the criteria established in the City Code (state law does not identify any required criteria for conditional use permits and leaves that up to local governments). In making its decision, the City will need to state its "findings of fact" indicating why those criteria have been met or not met and as such, why the conditional use request should be approved or denied.
3. The primary questions, in Staff's opinion, that need to be addressed with this application are:
 - a) Whether an RV campground is a use that is suitable and consistent with the City's ordinance;

- b) Whether the potential for negative impacts on the adjacent residential areas to the south, west and east are adequately mitigated by the applicant's plan; and
- c) Whether the applicant's plan for sewage treatment is adequate for the proposed use.

Staff Recommendation: Based on the findings of fact and discussion listed below, Staff recommends approval of the proposed planned unit development only if the Board finds that the standards for approval have been met as stipulated in the Findings of Fact.

If the application or some version of the application is approved, Staff would recommend consideration for the following conditions of approval (or tabling of the application to allow for review of revised plans consistent with the following):

1. That the applicant submits pumping records to the City on a monthly basis for the first six months of use and on a quarterly basis thereafter.
OR
That the applicant must install a dump station or common holding tank for the RV sites such that pumping needs not occur so frequently and that pumping can be conducted from one common site rather than from each individual RV unit.
2. That the applicant must provide evidence of MN Department of Health approval of the site.
3. That the RV sites may only be rented on a seasonal basis, as opposed to by the night or week.

Applicable Statutes/Ordinances: See Appendix A.

Findings of Fact: The following findings of fact are presented by Staff for consideration by the Planning Commission:

1) The proposed use conforms to the district and conditional use provisions and all general regulations of this chapter.

Findings Supporting Approval

The proposed use for a recreational vehicle campground is not inconsistent with uses allowed in the B-1 zoning district as its transitory nature of use is similar in nature to other allowed uses, such as a hotel/motel.

Findings Supporting Denial

The proposed use for a recreational vehicle campground is not consistent with the B-1 district because it is not specifically listed as an allowed use and is not a typical use found in the district.

2) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.

Findings Supporting Approval

The specific standards that apply are those applicable to planned unit developments. See separate findings below related to planned unit developments.

Findings Supporting Denial

None

- 3) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious or noxious to any other person or property, and shall comply with the performance standards set forth herein.**

Findings Supporting Approval

With proper management of wastewater, the site would not be expected to create any dangerous situations for person or property.

Findings Supporting Denial

None

- 4) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.**

Findings Supporting Approval

See Finding #8 above

Findings Supporting Denial

See Finding #8 above

- 5) The proposed use shall be compatible with the surrounding area and produce a total visual impression and environment which is consistent with the environment of the neighborhood.**

Findings Supporting Approval

See Finding #14 above.

Findings Supporting Denial

See Finding #14 above.

- 6) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.**

Findings Supporting Approval

See Finding #3 above.

Findings Supporting Denial

See Finding #3 above.

- 7) The proposed use shall preserve the objectives of this chapter and shall be consistent with the Land Use Plan.**

Findings Supporting Approval

See Finding #4 above.

Findings Supporting Denial

See Finding #4 above.

- 8) **Additional requirements with respect to conditional uses in the Conservation District have been met.**

Findings Supporting Approval

The site is not located in a Conservation District.

Findings Supporting Denial

None

- 9) **Performance Standards All conditional uses shall comply with required performance standards:**

Fire protection. Fire prevention and fire fighting equipment required by the Building Code as adopted by the City Commission shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.

Electrical disturbance. No activity shall cause electrical disturbance adversely affecting radio or other equipment in the vicinity.

Noise. Noise which is determined to be objectionable because of volume, frequency or beat shall be muffled or otherwise controlled, except fire sirens and related apparatus used solely for public purposes which shall be exempt from this requirement.

Vibrations. Vibrations detectable without instruments on neighboring property in any district shall be prohibited.

Odors. No malodorous gas or matter shall be permitted which is discernible on any adjoining lot or property.

Air pollution. Air pollution shall be subject to the standards established by the State Pollution Control Agency.

Glare. Lighting devices which produce directly reflected glare on adjoining properties or thoroughfares shall not be permitted.

Erosion. No offensive erosion by wind or water shall be permitted onto adjacent properties.

Water pollution. Water pollution shall be subject to the standards established by the State Pollution Control Agency.

Findings Supporting Approval

It is expected that facilities will be managed such that all the above performance standards are met.

Findings Supporting Denial

None

- 10) **(For Planned Unit Developments) The PUD is well designed, attractive, accessible and has usable common open space which has been utilized and landscaped for buffers and recreation areas.**

Findings Supporting Approval

The site would include two single-family dwellings (one lived in by the applicants and the other to be rented) and six seasonally leased RV sites. The layout of the development would very

closely mirror that which has historically existed on the property when it was being used as a hotel site. The majority of the site would remain in its current open space designation.

Findings Supporting Denial

None

- 11) (For Planned Unit Developments) The PUD demonstrates distinctiveness and excellence in siting, design and landscaping which reflects well upon both the project itself and upon the compatibility and harmony with the surrounding properties.**

Findings Supporting Approval

The site would continue to look very much as it does now, except that there would be six RV sites rather than a motel. The landscaping of the remainder of the site would remain as it is now.

Findings Supporting Denial

The design of the proposed planned unit development does not provide for connection to city water or sewer and creates challenges related to wastewater management in that it requires regular pumping of sewage directly from RV campers.

- 12) (For Planned Unit Developments) The PUD provides for location adjacent to, and accessing, existing or proposed arterial streets in such a way as to provide for the minimum impact on traffic problems and safety.**

Findings Supporting Approval

The existing site is accessed from the frontage road along State Highway 55 north of 1st Avenue NE and Staff is not aware of any existing traffic problems that have resulted from that access.

Findings Supporting Denial

None

- 13) (For Planned Unit Developments) The plan is not in conflict with the city land use plan.**

Findings Supporting Approval

The existing and proposed residential use of the site is not in conflict with any maps, policies or goals of the city's 1979 land use plan.

Findings Supporting Denial

None

- 14) (For Planned Unit Developments) The plan is designed to form a desirable and unified development within its own boundaries.**

Findings Supporting Approval

The design of the development is very similar to what has existed on the site for years, except that it replaces a motel building with the 6 RV campsites.

Findings Supporting Denial

None

- 15) (For Planned Unit Developments) The proposed uses will not be detrimental to present and future land uses in the surrounding area.**

Findings Supporting Approval

The proposed use is similar to what has occurred on the property for many years (a mix of long-term and transient residential use) and the surrounding land is already largely developed.

Findings Supporting Denial

None.

- 16) (For Planned Unit Developments) Any exceptions to the standard requirements of the zoning and subdivision ordinance are justified by the design of the development.**

Findings Supporting Approval

The proposed use does not require exceptions from the zoning and subdivision ordinance as it is a planned unit development which is inherently intended to allow for flexibility in the use and design of a property.

Findings Supporting Denial

None

- 17) (For Planned Unit Developments) The planned development will be compatible with the surrounding property and land uses and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.**

Findings Supporting Approval

The proposed use and RV sites are located on a large parcel of land which is well screened by natural trees and vegetation from the residential properties which are to the south, west and north. To the east is State Highway 55 and industrial uses.

Findings Supporting Denial

The use of the property as an RV campground increases the potential for negative impacts from nuisances to neighboring residential areas, due to noise, trespass or other.

- 18) (For Planned Unit Developments) The plan will not create an excessive burden on parks, schools, streets, fire protection and other public facilities and utilities which serve or are proposed to serve the planned development. These burdens could be in the form of economic hardship or as hazards to the health and safety of the neighborhood or the population in general.**

Findings Supporting Approval

The use of the site would not be expected to increase the use of parks, schools, streets or fire protection beyond what already existed on the site when it was used as a motel. The site is not connected to city sewer or water and as such would not place any burden on those facilities. The site is zoned for commercial uses and will be used as such, with less traffic than would likely be generated by many other potential commercial uses.

Findings Supporting Denial

The site, being that it is not connected to city sewer, but will generate sewage not connected to any private sewer system, will require at least weekly trips to the site by a pumper, increasing

traffic from heavy trucks to the site on a regular basis.

- 19) (For Planned Unit Developments) The plan does not create a public health, fire or safety hazard to the adjoining property owners.**

Findings Supporting Approval

Provided sewage is properly managed and that any campfire areas are properly contained, the use should not pose any excessive hazard to public health, fire or safety.

Findings Supporting Denial

The additional challenges related to wastewater management from having to have regular visits from a pumper truck could increase the potential for public health concerns if it is not properly managed.

Appendix A

Applicable Statutes and Ordinances

City of Glenwood Zoning Regulations

153.006 CONDITIONAL USES.

(A) *General.* Conditional uses as specified herein may be allowed or denied by the City Commission after recommendation by the Planning Commission in accordance with the criteria and provisions listed herein.

(D) *Criteria for approval.* A conditional use shall be approved if and only if it is found to meet the following criteria.

- (1) The proposed use conforms to the district and conditional use provisions and all general regulations of this chapter.
- (2) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
- (3) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious or noxious to any other person or property, and shall comply with the performance standards set forth herein.
- (4) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
- (5) The proposed use shall be compatible with the surrounding area and produce a total visual impression and environment which is consistent with the environment of the neighborhood.
- (6) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
- (7) The proposed use shall preserve the objectives of this chapter and shall be consistent with the Land Use Plan.
- (8) Additional requirements with respect to conditional uses in the Conservation District include the following.
 - (a) Development shall be permitted in such a manner that the maximum number of trees shall be preserved. Where trees are cut, at least 50% of the overstory shall remain.
 - (b) Development shall be permitted in such a manner that on-site soil erosion shall be at a minimum both during construction and when construction activity is completed.
 - (c) The quality of water run-off and water infiltration to the water table or aquifer shall remain undisturbed by the development of the site.
 - (d) The type and density of land use proposed shall be suited to the site and bedrock conditions shall not present a threat to the maintenance of groundwater quality, and shall not fail to correct problems due to soil limitations including bearing strength, shrink-swell potential and slope stability.

(E) *Performance standards.* All conditional uses shall comply with the requirements of this division (E). In order to determine whether a proposed use will conform to the requirements of this chapter, the City Commission may obtain a qualified consultant to testify, whose cost for services shall be borne by the applicant.

(1) *Fire protection.* Fire prevention and fire fighting equipment required by the Building Code as adopted by the City Commission shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.

(2) *Electrical disturbance.* No activity shall cause electrical disturbance adversely affecting radio or other equipment in the vicinity.

(3) *Noise.* Noise which is determined to be objectionable because of volume, frequency or beat shall be muffled or otherwise controlled, except fire sirens and related apparatus used solely for public purposes which shall be exempt from this requirement.

(4) *Vibrations.* Vibrations detectable without instruments on neighboring property in any district shall be prohibited.

(5) *Odors.* No malodorous gas or matter shall be permitted which is discernible on any adjoining lot or property.

(6) *Air pollution.* Air pollution shall be subject to the standards established by the State Pollution Control Agency.

(7) *Glare.* Lighting devices which produce directly reflected glare on adjoining properties or thoroughfares shall not be permitted.

(8) *Erosion.* No offensive erosion by wind or water shall be permitted onto adjacent properties.

(9) *Water pollution.* Water pollution shall be subject to the standards established by the State Pollution Control Agency.

153.076 PLANNED UNIT DEVELOPMENT (PUD).

(A) The City Commission may designate specific parcels of land as planned unit developments and authorize uses within the districts which are not consistent with the provisions of this chapter and the zoning map; provided, however, that approval of any such development is subject to strict compliance with the procedures and requirements set forth in this section.

(B) Any approval may also contain specific requirements governing the proposed development and the requirements shall be binding on all construction within the district.

(C) Any requirements so imposed shall prevail over conflicting requirements set forth elsewhere in this chapter.

(1) *General requirements.* The following requirements apply generally to all PUDs. An applicant should consider these requirements prior to preparation and submission of a preliminary plan:

(a) *Ownership.* The tract of land shall be under unified ownership and control at the time of application and scheduled to be developed as one unit.

(b) *Minimum size.* No planned unit development may include less buildable area than three acres of contiguous land.

(c) *Minimum building spacing and yards.*

1. *Spacing.* Spacing between buildings and dedicated streets shall be at least equivalent to the spacing (front yard) requirements of buildings similarly developed under the terms of this chapter on separate parcels.

2. *Lot line yards and buffers.* Notwithstanding other provisions of this section, every building in a PUD abutting the perimeter boundary of the PUD shall conform to yard requirements for the underlying zoning district plus buffer requirements; all of which are contained in the lot and yard requirements of this chapter.

3. *Internal yards.* As to those yards required between buildings for areas which are wholly within the development and not related to dedicated streets nor areas abutting perimeter boundaries, the front, side and rear yard requirements shall be equal to the average height of the two buildings; and any yard abutting a street or access way which is the property of, and internal to, the development shall equal the height of that building. In either case these requirements shall not exceed those for yard requirements of the underlying district if developed under this chapter on separate parcels.

(d) *Harmony.* The design of the planned unit development shall take into account the relationship of the site to the area surrounding it, and it shall be compatible with it. The perimeter of the PUD shall be so designed as to minimize the undesirable impact of the PUD on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use on the PUD.

(e) *Building heights.* The requirements of the underlying existing zoning district shall prevail; however, exceptions may be granted where distances are maintained from buildings and uses on adjacent tracts, and where the heights of the proposed structures will not create a height differential of more than 20 feet, or cause incompatibility with the appearance of structures in the surrounding area.

(f) *Permitted uses.* Permitted uses may include:

1. Any combination of dwelling units in single-family, two-family, town or row houses and apartments;

2. Any nonresidential uses, to the extent such nonresidential use is designed and intended to serve the residents of the planned unit development;

3. Public and private education facilities; and/or

4. Other uses permitted in the underlying zoning district in which the planned unit development is located.

(g) *Open spaces.* A minimum of 30% of the buildable area of the residential section of each PUD parcel shall be reserved for common open space which shall be either held in common ownership by all owners in the PUD or dedicated for public use with approval of the City Commission.

Whenever possible, common open space shall be linked to the open space areas of adjoining developments, and buffers created as required in this chapter shall be credited towards fulfilling open space requirements. Common open space shall be of such size, shape, character and locations as to be usable for its intended purpose or shall not be included in the open space calculation.

(h) *Minimum lot size and density.* The minimum lot size requirements of other sections of this chapter shall apply to a PUD only in that the minimum lot size requirements of the underlying zone and the stated maximum density from the table set forth in this chapter shall be used as the criterion in computing the overall maximum dwelling units per acre of buildable area (or the maximum dwelling unit density) and resulting open space requirements for the total parcel to be developed. An applicant may make a request to the Planning Commission for an increase in density from that computed above provided that: traffic and public safety will not be adversely affected, and that public utilities, services and facilities are adequate. The request shall allow an increase to a maximum of 20% under such a request. A request may be reviewed taking into consideration the unique characteristics of the PUD; provided, however, that such a request may be granted only if the applicant demonstrates and the Planning Commission finds that all of the following conditions are satisfied.

1. The PUD is well designed, attractive, accessible and has usable common open space which has been utilized and landscaped for buffers and recreation areas.

2. The PUD demonstrates distinctiveness and excellence in siting, design and landscaping which reflects well upon both the project itself and upon the compatibility and harmony with the surrounding properties.

3. The PUD provides for location adjacent to, and accessing, existing or proposed arterial streets in such a way as to provide for the minimum impact on traffic problems and safety.

4. Upon approval by the Planning Commission, the request shall be submitted to the City Commission for its consideration. The City Commission shall accept, reject or modify the approval granted by the Planning Commission.

(7) *Findings required.* The findings necessary for approval of the preliminary and final development plans shall be based on the following and describe in what respect the plan would or would not be in the public interest.

(a) The plan is not in conflict with the city land use plan.

(b) The plan is designed to form a desirable and unified development within its boundaries.

(c) The proposed uses will not be detrimental to present and future land uses in the surrounding area.

(d) Any exceptions to the standard requirements of the zoning and subdivision ordinance are justified by the design of the development.

(e) The planned development will be compatible with the surrounding property and land uses and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.

(f) The plan will not create an excessive burden on parks, schools, streets, fire protection and other public facilities and utilities which serve or are proposed to serve the planned development. These burdens could be in the form of economic hardship or as hazards to the health and safety of the neighborhood or the population in general.

(g) The plan does not create a public health, fire or safety hazard to the adjoining property owners.

(8) *Zoning*. Once the proposed plan has been approved, the Planning Commission shall propose an amendment to this chapter for action by the City Commission as outlined in the administrative portion of this chapter. The planned unit development shall be outlined on the city zoning map and labeled PUD.



Planning Request Application

100 17th Avenue NW, Glenwood, MN 56334

Phone: 320-634-5433

~~Building Inspector: Michael Friedrichs 320-377-9029~~

(1 lot, 2 mailboxes)

Street address of property: 235/255 State Hwy 55, Glenwood Zoning Dist. Residential + Commercial

Legal Description: Sect-07, TWP-125, Rang-37, Glenwood City, Unplatted area 125-37, PT NE 1/4: Comm at point on N line of alley on N side of PID# 21-1110-000 Lyslos Hillview Addn 100 ft E of Intersection of Eden St & alley, N 588

Property Owner

Name: Steve & Melissa Haackel Phone: 320-424-0673 (melissa)

Address: 235 State Hwy 55 City: Glenwood State: MN Zip: 56334

Type of Request:

() Variance () Rezoning (X) Conditional Use Permit () Plan Review () Preliminary Plat () Final Plat () Other

Description of request Demolition of old motel building, space converted into seasonal camping lots (6) for recreational vehicles. Desire to beautify the property & stimulate the local economy while promoting the benefits of green space and nature.

If this request is for the construction of a structure, a building permit and drawing must also be submitted.

Existing use old motel building currently used for personal storage, formerly 12-unit motel.

Is this a permitted use under the current zoning ordinance X Yes No

Has a variance, conditional use permit, or rezoning been applied for previously Yes X No When

If Yes, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

property was used as a motel (short term rental) in the past.

If and/or when the City is subject to get outside review such as legal, engineering, etc., or there are direct costs for processing the application such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request agrees to pay such fees.

The undersigned further agrees the City of Glenwood and its administrative staff relied on the accurateness of this application, plans, and specifications relative to this project and holds the City of Glenwood and its employees harmless from all liability arising from the granting of this permit.

Melissa Haackel

Applicant Signature

3-15-21

Date

FOR OFFICE USE ONLY.

Permit Fee Schedule:

Permit Fee: \$ _____

Date Paid: _____

Variance Fee: \$ _____

Penalty \$ _____

Other \$ _____

Request: _____
____ Approved Date: _____
____ Denied

Total Permit Fee: \$ _____

Authorized By: _____

Planning Commission

City Commission

Action _____ Action _____

Signature

Date

Signature

Date

Property Disclaimer

The undersigned is the owner of record of the following property located within the City of Glenwood, Pope County, Minnesota, whose address is: 235 + 255 State Hwy 55. As part of the process of obtaining a building/zoning permit, the undersigned certifies that all of the information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements and/or wetlands existing on the subject property and identify them on his/her site plan and application.

The undersigned further agrees that the City of Glenwood, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Glenwood and its' employees harmless from all liability arising from the granting of this permit.

Melissa Haackel

Signature

3-15-21

Date

Utilities Disclaimer

1. Will you be connecting to Municipal Water? NO
2. Will you be connecting to Municipal Sewer? NO
3. Will you be connecting to Municipal Storm Sewer? NO
4. Will you be excavating in City Right -of-Way? NO
5. What is the intended use for the application?
Residential _____ Commercial X Industrial _____
If Commercial or Industrial, what is the application seasonal campsites for 6 recreational vehicles
6. Will one acre or more of land be disturbed No
If so, a storm water permit must be applied for with the Minnesota Pollution Control Agency. A copy of this permit must be attached to this form.

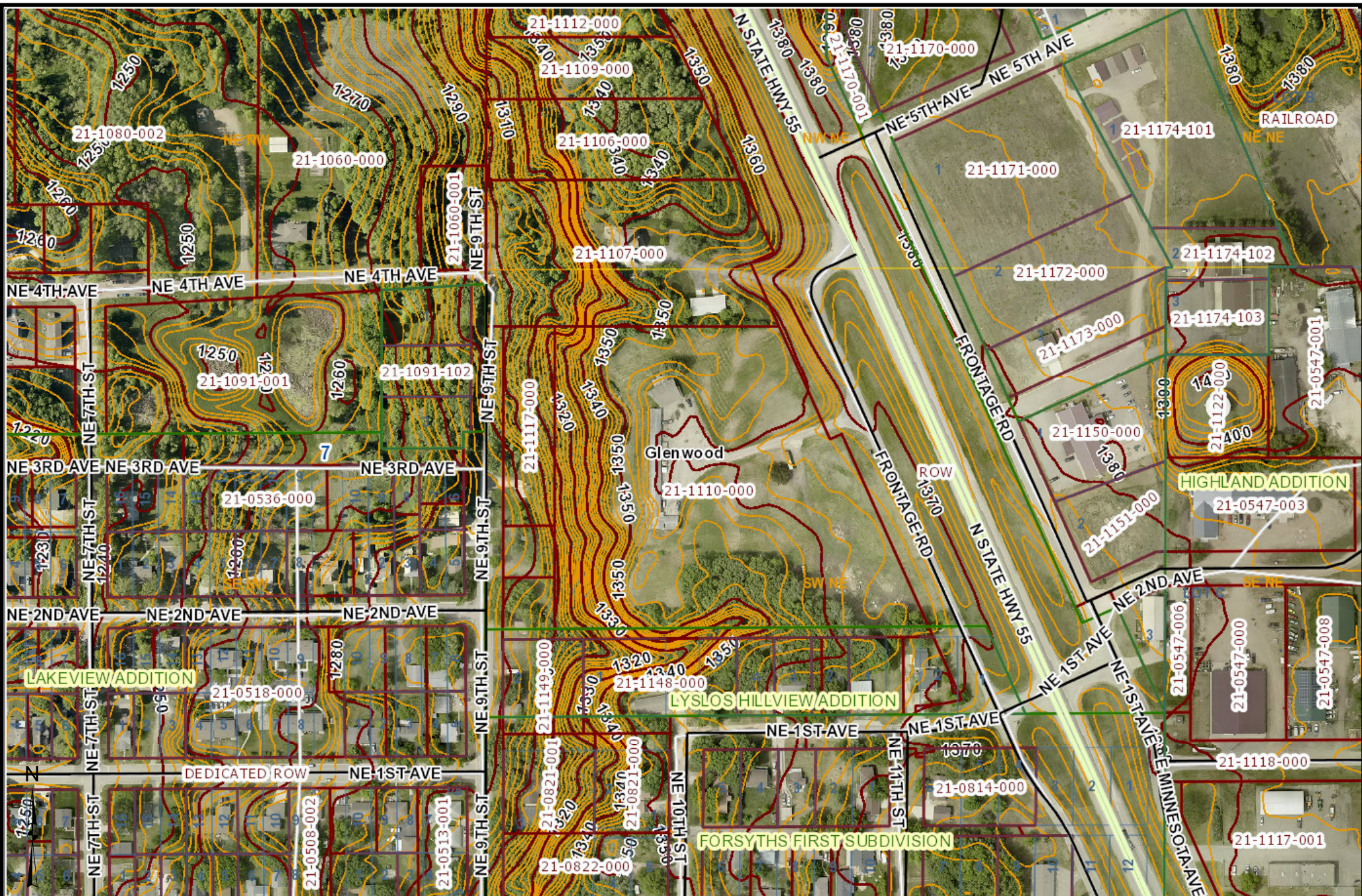
Melissa Haackel

Signature

3-15-21

Date

**If any of the above situations change it is the property owners responsibility to notify City Hall.



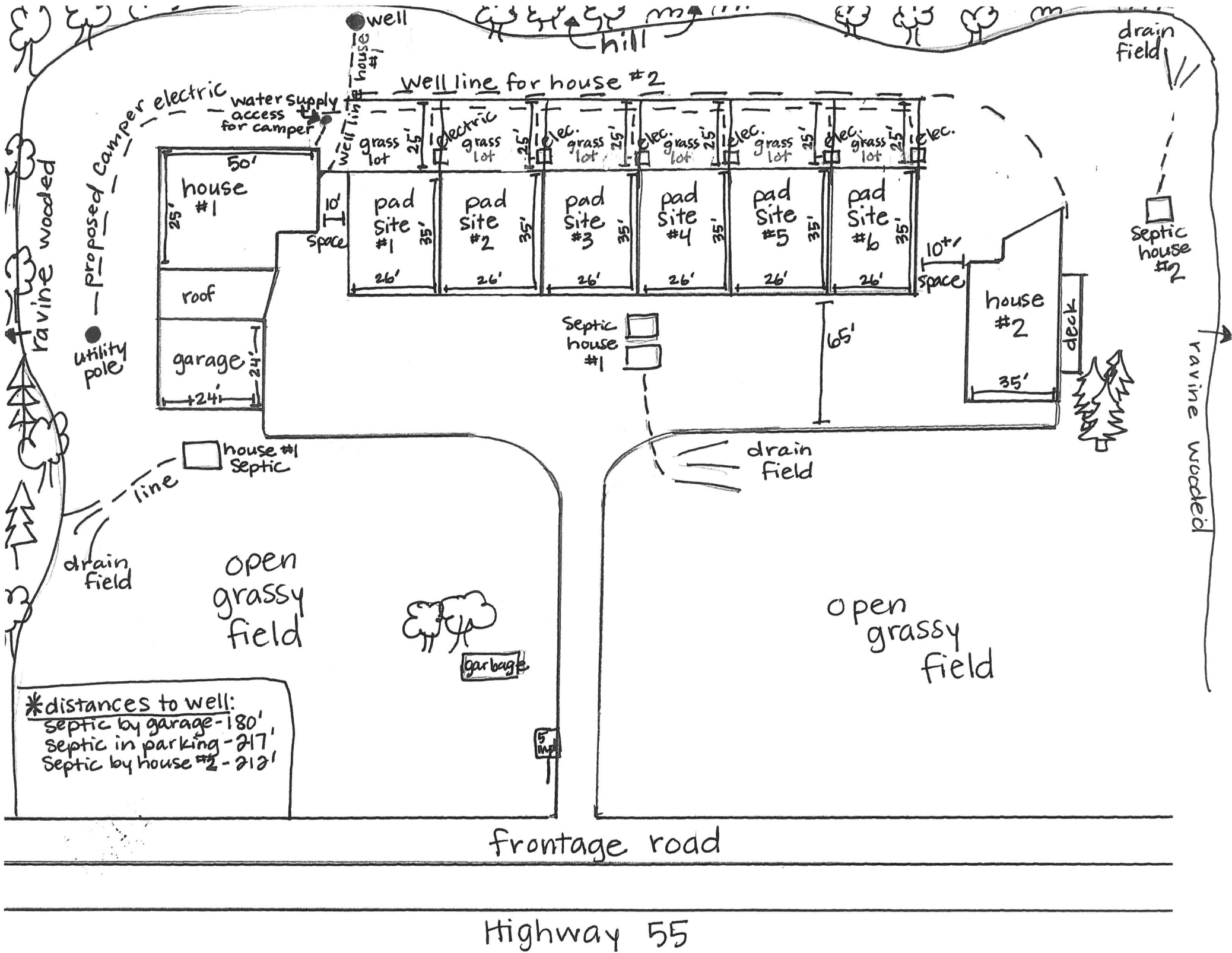
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:4,225

Date: 4/6/2021

Pope County
Minnesota

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



MANUFACTURED HOME PARK/RECREATIONAL CAMPING AREA/SPECIAL EVENT CAMPING AREA

NEW CONSTRUCTION OR REMODEL PLAN REVIEW APPLICATION

Park/ camp information

Park/ camp name Hi-View Campground & RV Park

Park/ camp address 255 State Highway 55 Glenwood Mn 56334
Street City State ZIP

County Pope Business Phone 320-424-0673

Proposed date for start of construction 4/16/21 Proposed date for completion of construction 5/31/21

Submitter information

Submitter/co. Melissa Haeckel

First name Melissa Last name Haeckel

Mailing address 235 State Hwy 55 Glenwood Mn 56334
Street City State ZIP

Contact phone — Cell phone 320.424-0673 Email melissa.haeckel@gmail.com

Owner information (if different from submitter)

Owner/co. —

First name — Last name —

Mailing address —
Street City State ZIP

Contact phone — Cell phone — Email —

Additional park/camp information

Type of operation: ☐ Year round ☒ Seasonal Months of operation May to Oct

Type of water Type of sewage treatment

☒ Private water ☐ Private sewer ☐ Municipal water ☐ Municipal sewer
If private water, unique well # none none for campsites, will be contracted with licensed sanitation company to pump directly from campers & they haul away/dispose

Number of sites applied for

— Independent camp sites (sites with sewer connections) — Manufactured home sites

6 Dependent camp sites (tent or rv without sewer connections) — Special event camp sites

MANUFACTURED HOME PARK/RECREATIONAL CAMPING AREA/SPECIAL EVENT CAMPING AREA

Is there a public pool/spa at the park/camp? ☐ Yes ☒ No License# _____

Is there food/beverage service at the park/camp? ☐ Yes ☒ No License# _____

Is there a lodging at the park/camp? ☐ Yes ☒ No License# _____

Number of fixtures, if provided - none, Self-contained RVs only

Men none ☐ Flush Toilets ☐ Privies ☐ Showers ☐ Urinals ☐ Sinks
Women none ☐ Flush Toilets ☐ Privies ☐ Showers ☐ Urinals ☐ Sinks

Manufactured home parks only

Date of evacuation plan approval _____ or date of storm shelter construction _____

Plan review fee schedule

The plan review fee is a separate fee from the license fee. After your plan review application has been reviewed and approved, you will receive a license application from the Sanitarian noted in your approval report.

Notice: Any MHP or RCA must be constructed and operated according to all applicable state electrical, fire, plumbing and building codes. Evidence of compliance is required.

New construction

Remodel or addition

Manufactured home park (MHP)

☐ MHP: < 25 sites \$375 \$ _____
☐ MHP: 25 < 100 sites \$400 \$ _____
☐ MHP: 100 or > sites \$500 \$ _____

☐ MHP: < 25 sites \$250 \$ _____
☐ MHP: 25 < 100 sites \$300 \$ _____
☐ MHP: 100 or > sites \$450 \$ _____

Recreational camping area (RCA)

☒ RCA: < 25 sites \$375 \$ 375
☐ RCA: 25 < 100 sites \$400 \$ _____
☐ RCA: 100 or > sites \$500 \$ _____

☐ RCA: < 25 sites \$250 \$ _____
☐ RCA: 25 < 100 sites \$300 \$ _____
☐ RCA: 100 or > sites \$450 \$ _____

Special event camping (SECA)

☐ SECA: < 25 sites \$375 \$ _____
☐ SECA: 25 < 100 sites \$400 \$ _____
☐ SECA: 100 or > sites \$500 \$ _____

☐ SECA: < 25 sites \$250 \$ _____
☐ SECA: 25 < 100 sites \$300 \$ _____
☐ SECA: 100 or > sites \$450 \$ _____

Total plan review fee submitted \$ 375

Total plan review fee submitted \$ _____