



# MEMORANDUM

DATE: January 11, 2016  
TO: Members of the Planning Commission, Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 6.1 Minor Subdivision Request: Paul Chard - 412 Elm Street North

## REQUEST SUMMARY

**PZ Task:** Review request for minor subdivision. Recommend action to City Council.

**Overview:** In the summer of 2015 the Applicant received a variance to required corner lot width for the purpose of being able to split a parcel at 425 Elm Street North. Although a variance was processed/approved, staff finds no record of a minor subdivision being processed. The property split has been recorded at the County so this is an 'after the fact' review process.

**History/Locale:** Locale is single family residential.

**Applicant:** Paul Chard

**Planned Use & Zoning Classification:** Planned (2008 Comp. Plan): Low density residential  
Zoning, current: R-3 Single and Two Family Residential

**Attachments to Report:** (a) Application and survey  
(b) Draft Resolution No. 16-002.

**Action Options:** Action on Resolution 16-002 recommending approval or denial (specify) of concept plan to City Council. Alternatively the PZ may postpone action pending receipt of additional information.

**Staff Recommendation:** Approval, with conditions specified in Resolution 16-002.





# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: Z-Minor Subdivision

Parcel No.: 200018361

Work Valuation: \$0.00

Permit No.: **D-150019**

Approved Date: 12/10/15

Expiration Date: 02/10/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



**Owner Information:**

CHARD, PAUL  
1010 PARK LANE  
Belle Plaine MN 56011

**Contractor Information:**

**Work Description/Requirement:**

**Type of Inspection**

APPLICATION TO ADMIN ASST.  
VERIFY PROPERTY INFORMATION  
APPLICATION TO CD DIRECTOR  
INTERNAL COMMENTS  
EXTERNAL COMMENTS  
PLANNING COMMISSION ACTION  
CITY COUNCIL ACTION  
FINAL DECISION  
FINAL RULING SENT  
OKAY TO ISSUE BUILDING PERMIT

**Inspection    Completion    Comment**


**Fee Description:**

Minor Subdivision Fee	\$250.00		
TOTAL FEE:	\$250.00	PAID:	\$0.00

**412 ELM STREET NORTH**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

Annex	CUP	Home Occ.	Interim Use	Move Building	Non - Conform	Plan Consid.	PUD	Variance
Driveway	Land Excavation		Land Fill	Rental		ROW	Sign	



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Department  
 Phone: 952-873-5553  
 Fax: 952-873-5509  
 www.belleplainemn.com

Fee: \$ 250.<sup>00</sup>

**PLANNING CONSIDERATION APPLICATION**

Permit Number: \_\_\_\_\_

PROPERTY Address: 412 N. ELM Belle Plaine, MN P.I.N.: 200018361

Lot Number: 10-11 Block Number: 134 Subdivision: City of Belle Plaine

Zoning: R-3

APPLICANT  Owner Name: Paul Chard Phone: \_\_\_\_\_

Mailing Address: 1010 Park Lane Cell: 612-685-8873

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

OWNER Name: Paul Chard Phone: \_\_\_\_\_

Mailing Address: 1010 Park Lane Cell: 612-685-8873

E-mail: PLChard1@aol.com Fax: \_\_\_\_\_

- APPLICATION TYPE:** (Check all that apply)
- |  |       |  |         |   |       |
|--|-------|--|---------|---|-------|
| <input type="checkbox"/> Concept Plan-Subdivision  | \$200 | <input type="checkbox"/> Site Plan       | \$100   | <input checked="" type="checkbox"/> Minor Subdivision | \$250 |
| <input type="checkbox"/> Preliminary Plat Approval   | \$500 | <input type="checkbox"/> Rezoning        | \$200   | <input type="checkbox"/> Alley/Street Vacation        | \$500 |
| <input type="checkbox"/> Final Plat Approval   | \$500 | <input type="checkbox"/> Comp Plan Amend | \$1,000 | <input type="checkbox"/> Easement Vacation            | \$500 |
| <input type="checkbox"/> Other (bldg. materials, landscape, lighting, parking & misc. plans) |       |  |         |   |       |

**Improvement Description:**  
 \_\_\_\_\_  
 \_\_\_\_\_

- Attached to this application and made a part thereof, are:**
- |   |   |                                       |   |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Concept Plan           | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat   | <input type="checkbox"/> Sketch of Improvement Layout |
| <input type="checkbox"/> Plans & Specifications | <input type="checkbox"/> Photographs      | <input type="checkbox"/> Other: _____ |   |

I certify that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application that the foregoing statements and answers herein contained and the information on the attached maps or site plans and any other documents submitted herewith are in all respects true and accurate to the best of my knowledge and behalf.

APPLICANT SIGNATURE: Paul Chard DATE: 12-10-15

OWNER(S) SIGNATURE: Paul Chard DATE: 12-10-15

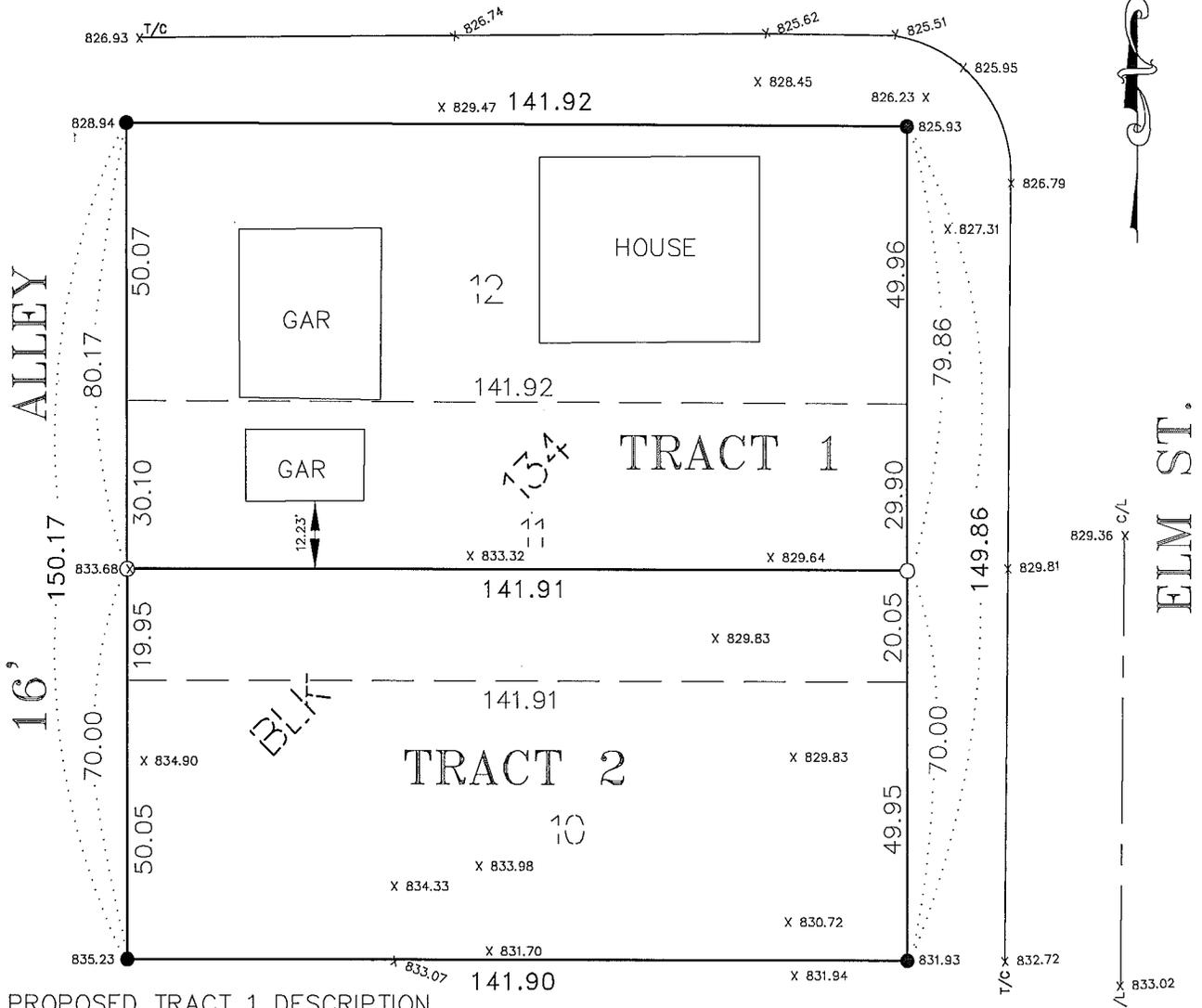
**OFFICE USE ONLY**

Date Received: <u>12-10-15</u>	Form of Payment: <u>Cheq 2299</u>	Transaction Number: <u>120442</u>
Application Fee: <u>6250.00</u>	Date: <u>12-10-15</u>	Collected By: <u>CLS</u>

Reviewed by Community Development Director	<input checked="" type="checkbox"/> Application Complete	Date: <u>12-10-15</u>
Reviewed by Planning Commission	<input type="checkbox"/> Tabled <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Reviewed by City Council	<input type="checkbox"/> Tabled <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____

# CERTIFICATE OF SURVEY

## FOREST ST.



**PROPOSED TRACT 1 DESCRIPTION**  
 Lots 10, 11 and 12 of Block 134, City of Belle Plaine, Minnesota, EXCEPT the South 70.00 feet thereof.

**PROPOSED TRACT 2 DESCRIPTION**  
 The South 70.00 feet of Lots 10 and 11 of Block 134, City of Belle Plaine, Minnesota.

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

*[Signature]*  
 AVERY GROCHOW, L.S.  
 DATE 6/9/15 REGISTRATION NO. 15475  
 REVISED: 7/24/15

LOT SURVEY FOR  
**PAUL CHARD**  
 LOTS 10, 11 & 12, BLOCK 134  
 ORIGINAL TOWN  
 BELLE PLAINE, MINNESOTA

● DENOTES IRON PIPE FOUND  
 ○ DENOTES IRON PIPE SET BY RLS NO. 15475  
 SCALE: 1 INCH = 30 FEET

Jun., 2015 FILE NO. 1068



**BELLE PLAINE PLANNING COMMISSION  
RESOLUTION PZ 16-002**

**A RESOLUTION RECOMMENDING APPROVAL OF A MINOR SUBDIVISION OF PROPERTY AT ELM  
STREET NORTH**

**PID 200018361 (new lot) & 200018360 (parent parcel)**

**Proposed Legal (new lot):**

**Legal: The south 70 feet of Lot 10 and 11 Block 134 City of Belle Plaine, Scott County, Minnesota**

WHEREAS, Paul Chard, 1010 Park Lane has submitted an application for a minor subdivision resulting in split of the property at 425 Forest Street East into two parcel;

WHEREAS, the new parcel identification number is 200018361 and is legally defined as: the south 70 feet of Lots 10 and 11, Block 134, City of Belle Plaine, Minnesota; and,

WHEREAS, the subject property in question is zoned R-3, Single and Two Family Residential; and,

WHEREAS, the subject property is guided toward continued low density residential development in the Comprehensive Plan; and,

WHEREAS, the Planning Commission has reviewed the proposed lot boundary adjustment; and,

WHEREAS, The Planning Commission has reviewed the following criteria for approving a minor subdivision and has found:

1. A variance was issued on May 18, 2015 (City Council Resolution No. 15-055) approving a reduction in the minimum corner lot width required under Section 1105.07, Subd. 5 of the City Code.
2. The proposed minor subdivision results in two lots of record which meet the remaining performance standards specified in Section 1105.07, Subd. 5.
3. The proposed minor subdivision request, subject to the condition below, is consistent with the requirements of §1207 of the City Code relating to minor subdivisions.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELLE PLAINE THAT: It hereby recommends the City Council approve a minor subdivision as requested by Paul Chard to provide for a lot boundary line adjustment, contingent upon the following:

1. The boundary adjustment shall be as represented in a certificate of survey dated June 9, 2015 and revised July 24, 2015.

The adoption of the foregoing resolution was duly moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, and after full discussion thereof and upon a vote being taken thereon, the following Commissioners voted in favor thereof: \_\_\_\_\_.

and the following voted against the same: \_\_\_\_\_.

Whereupon said resolution was declared duly passed and adopted. Dated this 11<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
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Planning Commission Chairperson

\_\_\_\_\_  
Cynthia Smith Strack  
Community Development Director