

Minutes
of the
NORTH MANKATO PLANNING COMMISSION MEETING
North Mankato, Minnesota
August 20, 2020

A regular meeting of the North Mankato Planning Commission was held at 7 p.m., August 20, 2020, in the Council Chambers of the Municipal Building. City Administrator Harrenstein on March 31, 2020, under MN Statute Section 13D.021, declared the use of electronic meetings due to the COVID-19 pandemic. The following were present remotely through Zoom for roll call: Chair Stephanie Stoffel, Commissioners Nick Meyer, Jason Ceminsky, Grant Poehler, Randy King; Council Representative Sandra Oachs, City Attorney Chris Kennedy and Community Development Director Mike Fischer.

A motion was made by Commissioner Meyer, seconded by Commissioner King, to approve the minutes of the July 9, 2020, regular meeting of the North Mankato Planning Commission. Vote on the motion: all ayes, 0 nays; motion carried.

Final Plat of The Waters North, a request from Prairie Development, LLC

Staff indicated that the subdivision, which was previously called Prairie Heights, was renamed to The Waters North because of another Prairie Heights subdivision recorded in Nicollet County. Staff then described the final plat, which includes 47 residential lots for single-family development and the addition of several new streets, as well as outlots both for stormwater retention and for future development. Staff then explained the utility easements and conservation easements on the final plat. Staff indicated that they will be conducting research on the use of administrative lot splits and present findings at the September Planning Commission meeting. Commissioners discussed the final plat, including the proposed conservation easement which is intended to help preserve the integrity of the ravines. A motion was made by Commissioner Poehler, seconded by Commissioner Ceminsky, to approve the final plat of The Waters North. Vote on the motion: all ayes, 0 nays; motion carried.

Review Comprehensive Plan: Parks & Trails Chapter

Staff recognized Matt Lassonde from Bolton & Menk to present the draft Parks & Trails Chapter of the Comprehensive Plan. Lassonde summarized that chapter including the changes made to the chapter since its first adoption including the goals and objectives. Lassonde also informed the Commission about development of the City's trails system. Commissioners discussed the concept of utilizing ravine land as community "greenspace," and the establishment of trails within them. The Commission held discussions of the use of conservation easements in the future, indoor recreation opportunities and locations of future parks as set forth in the plan. A motion was made by Commissioner King, seconded by Commissioner Meyer, to accept the Parks & Trails Chapter of the Comprehensive Plan. Vote on the motion: all ayes, 0 nays; motion carried.

There being no further business, it was moved by Commissioner Meyer, seconded by Commissioner Ceminsky, to adjourn. Vote on the motion: all ayes, 0 nays; motion carried. The meeting was adjourned at 8:00 p.m.

Chairperson

Secretary

ADMINISTRATIVE LOT SPLITS

THE CITY OF NORTH MANKATO

SUBJECT: Administrative Lot Splits
APPLICANT: City of North Mankato
LOCATION: City Wide
EXISTING ZONING: -
DATE OF HEARING: September 10, 2020
DATE OF REPORT: September 2, 2020
REPORTED BY: Mike Fischer, Community Development Director

APPLICATION SUBMITTED

Request to consider a process for Administrative Lot Splits

COMMENT

Attached as Exhibit A is proposed City Code language regarding a process for staff to approve administrative lot splits. In summary, this process would be used in cases where minor lot line adjustments are made. For example, when someone buys two residential lots and combines them into one lot. Currently, if this was to occur, the property owner would need to hire a surveyor, replat the existing subdivision, have it reviewed by the Planning Commission and City Council and then record the plat with the County. This process is timely and expensive based on the surveyor cost needed prepared the documents for recording. Under the administrative lot split process, an applicant would need to hire a surveyor to create a Certificate of Survey that would be reviewed by staff and then recorded at the County. An example of a Certificate of Survey is shown on Exhibit B. Additionally, the applicant would need to have a surveyor install new property monuments (property pins) as part of the process.

Since City Code requires all new lots to have utility easements platted around the perimeter of all lots, any lot line adjustment would likely require the vacation of a utility easement. It would be the responsibility of the applicant to petition the City to vacate any easement and assume any costs associated with the utility vacation process. Furthermore, any cost to relocate any existing above-ground or below-ground utility would be the responsibility of the applicant.

In researching this issue, staff spoke with the cities of Mankato, New Ulm and St. Peter who all have a process to approve simple lot splits.

Should there be support for the administrative lot split process, Section 155,51 would be added into the City Code Subdivision Regulations.

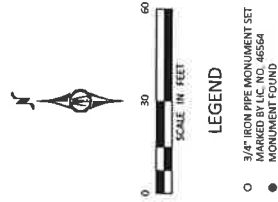
RECOMMENDATION

Staff recommends approval of the administrative lot split process

155.51 Administrative Lot Splits

The Community Development Director may administratively approve the relocation of platted lot lines provided:

- a. All the requirements of Chapters 155 and 156 are satisfied and no substandard lots are created
- b. The applicant submits an application for an Administrative Lot Split
- c. The Applicant submits a Certificate of Survey of the replatted properties to be recorded at the Nicollet County Recorder's Office by the applicant
- d. Should any lot adjustment require the vacation of any platted utility easement(s), it will be the responsibility of the applicant to petition for the vacation of any utility easement(s)
- e. Should any existing above or below ground utility need to be relocated as a result of a lot line adjustment, the applicant is responsible for any associated costs
- f. Any relocation of a lot line(s) requires new property monuments to be installed by a licensed surveyor



LEGEND

- 3/4" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 46564
- MONUMENT FOUND

DESCRIPTION

Parcel A

Lot 2, and that part of Lot 3, all in Block 1, Ironwood Estates, according to the plat thereof on file and of record with the Blue Earth County Recorder, which lies westerly and northwesterly of the following described line:

Beginning at the most westerly corner of said Lot 3 (the westerly line of said Lot 3 which bears North 19 degrees 27 minutes 24 seconds East, Minnesota County Coordinate System - Blue Earth County Zone - NAD83 - 1986); thence North 23 degrees 08 minutes 11 seconds East, a distance of 99.00 feet; thence North 30 degrees 32 minutes 31 seconds East, a distance of 204.59 feet to the northeasterly corner of said Lot 3 and there terminating.

Parcel A contains 52,620 square feet.

DESCRIPTION

Parcel B

All that part of Lot 3, Block 1, Ironwood Estates, according to the plat thereof on file and of record with the Blue Earth County Recorder, which lies easterly and southeasterly of the following described line:

Beginning at the most westerly corner of said Lot 3 (the westerly line of said Lot 3 which bears North 19 degrees 27 minutes 24 seconds East, Minnesota County Coordinate System - Blue Earth County Zone - NAD83 - 1986); thence North 23 degrees 08 minutes 11 seconds East, a distance of 99.00 feet; thence North 30 degrees 32 minutes 31 seconds East, a distance of 204.59 feet to the northeasterly corner of said Lot 3 and there terminating.

Parcel B contains 38,506 square feet.

CITY ACKNOWLEDGMENT

This Lot Split has been reviewed and approved pursuant to Section 11.14 of the Mankato City Code by the City Engineer and the Planning Director.

Signed this _____ day of _____ 20__

Mankato City Engineer _____

Signed this _____ day of _____ 20__

Mankato Planning Director _____

SURVEYOR'S CERTIFICATION

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

Michael M. Eichers
 License Number 46564

Date 01/01/2020

ADMINISTRATIVE LOT SPLIT
 MANKATO, MINNESOTA

LOTS 2 & 3, BLOCK 1, IRONWOOD ESTATES

1960 PREMIER DRIVE
 MANKATO, MINNESOTA 56001
 (507) 615-1171

FOR: _____



FOR NUMBER: M36.121303 FIELD BOOK: _____

Horizontal Datum: 1986 County Coordinate System

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