
Meeting Announcement and Agenda of the Cambridge Planning Commission
City Hall Council Chambers
Regular Meeting, **Tuesday**, December 1, 2015, 7:00 pm

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p. 1)
3. Approval of Minutes
 - A. November 4, 2015 Regular Meeting (p. 3)
4. Public Comment: For items not on the agenda; speakers may not exceed 5 minutes each.
5. **New Business**
 - A. Approve Resolution R15-XXX Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-17 Conforms to the General Plans for the Development and Redevelopment of the City (p. 7)
 - B. **Public Hearing** Greenberg Addition Preliminary Plat (p. 19)
 - C. Final Plat-Greenberg Addition Plat (p. 25)
 - D. Schlagel Addition Preliminary Plat (p. 29)
 - E. Schlagel Addition Final Plat (p. 35)
 - F. 2016 meeting schedule dates (Wed or Thurs if Tuesday is unavailable) (p. 41)
 - G. MN Design Team Information on 2016 visit (p. 44)
6. **Other Business/Miscellaneous**
 - A. City Council Update
 - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. **Adjourn**

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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PLANNING COMMISSION MEETING MINUTES

Wednesday, November 4, 2015

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Jim Godfrey, Joe Morin, Chad Struss, Shirley Basta, and Robert Nelson

Members Absent: John Klossner and Bob Erickson (Excused)

Staff Present: Marcia Westover, City Planner

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Godfrey called the meeting to order at 7:00 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Items 5A and 5B under New Business were tabled to the December 1, 2015 Planning Commission Meeting. Morin moved, seconded by Struss to approve the agenda as amended. The motion carried 5/0.

APPROVAL OF MINUTES

October 6, 2015 Regular Meeting Minutes

Morin moved, seconded by Struss to approve the October 6, 2015 meeting minutes as presented. Motion carried 5/0.

PUBLIC COMMENT

Godfrey opened the public comment period at 7:01 pm and without comments, closed the public comment period at 7:02 pm.

NEW BUSINESS

Zoning Amendment, Driveways and Parking Areas

Westover stated this item was tabled from the October 6, 2015 Planning Commission meeting. Westover stated staff was to bring back a recommendation for easing the distance from the road for driveway widths and for consideration of a 24' wide driveway. Westover said it was suggested the City allow the driveway to angle 10' back from the

curb rather than to the property line. Westover explained currently, driveways must be maintained at 22 feet wide from the curb to the property line.

Westover stated last month, a suggestion was made to not continue the 22' all the way to the property line and possibly go from the curb 10' back to allow people to start to angle prior to the property line. Westover stated the Commission asked staff to take a look at what other cities have done for their driveway widths. Westover stated staff contacted the cities of Isanti, Blaine, East Bethel, North Branch, and Lino Lakes and all these cities require the driveway width to be maintained from curb to property line. Westover concluded there are no other cities she looked at that vary from this. Westover explained the driveway can angle once it hits the property line; however, each city has differing driveway widths depending on the needs of their community. Westover noted this is not a one size fits all requirement for all cities.

Westover stated staff's recommendation would be to not make any changes to the right-of-way because it would muddle the City ordinances and changing requirements on a case-by-case basis is confusing to Commissioners, City staff and Cambridge residents. Westover said the Commission can make a recommendation on the driveway width to best meet the needs of the City and this would be brought to the City Council for approval.

Westover stated in another consideration, staff recommends adding language in the code to address second driveways. Westover reviewed the language change that was included in the staff report.

Westover stated staff finds it reasonable to require the standards proposed as driveways are required to be impervious and should lead to a structure. Westover further explained if a driveway is constructed with no accessory structure, it would be considered a parking lot. Westover explained parking lots are not typical of single family residential homes and, while parking pads are allowed, they typically do not have access to the street. Westover stated it is staff's recommendation to only allow driveways that lead to a structure.

Westover reviewed the additional proposed language amendments in Title XV Land Usage in Sections 156.081 and 156.060 and Appendix's A and C in an effort to clarify language.

Commissioners discussed the proposed changes to the plan in Appendix C and recommended changes for staff to make.

Godfrey believes the 28' width is more appropriate for what is being built now in the City with the extra stalls off to the side of the houses. Nelson questioned why the City wouldn't go with 30' or 32' as some of our closest neighbors do, like the cities of Isanti and North Branch.

Godfrey stated some of the lot lengths are not much more than 60' or 66' which would be almost half of the length of the house. Nelson added homeowners are still limited by 30% lot coverage and side setbacks.

Westover stated Godfrey has a good point; some of the lots in the City are narrow. Westover added the City Engineer's recommendation is 16' which is typical for one car to gain access when thinking of snow stacking, parking and clarity.

Godfrey voiced concerns regarding the angle of the driveway and how currently, the language can create a zigzag effect and by allowing wider driveways, this could remedy this issue.

Commissioners discussed driveway widths, parking surfaces, parking pads, snowplowing, curb cuts, home based businesses, etc.

Westover reported staff is trying to avoid a second driveway being allowed when no building present which then becomes a property maintenance issue since it will be used for storing items.

Struss asked if the City has received a lot of complaints about the width of driveways. Westover stated there have not been a lot of complaints and most of these kinds of issues arise because an inquiry is not made with the City regarding the requirements before the driveway is installed and it is done incorrectly. Struss expressed his concern once again about changing the rules now because a couple of people have made the request and then in a few months, changing it again due to a request from a few more people. Struss suggested waiting until the Comprehensive Plan is completed in 2016 before making changes of this kind.

Godfrey moved, seconded by Morin to recommend Council approve the draft ordinance amending the driveway width to 28'.

Struss voiced concern regarding making an ordinance change based on what one or two people want rather than what is best for the City as a whole. Struss said he isn't opposed to changing the driveway width, but the Commission keeps revisiting this issue and others every time someone wants a change.

Basta agreed with Struss, stating it seems like the Commission is reacting to a couple of complaints. Basta added these issues come back time and time again to the Commission and all the issues should be looked at as a whole.

Upon call of the roll, Nelson, Godfrey, Morin, and Basta voted aye; Struss voted nay. Motion carried 4/1.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

Westover updated the Commission on the previous City Council meetings.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the last Parks, Trails, and Recreation Commission meeting.

ADJOURNMENT

Morin moved, seconded by Struss, to adjourn the meeting at 7:55 pm. The motion carried 5/0.

Jim Godfrey
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover
City Planner

Approve Resolution R15-01 Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-17 conforms to the General Plans for the Development and redevelopment of the City

December 1, 2015

Author: Stan Gustafson, Economic Development Director

Request

The Planning Commission is requested to review and approve Resolution R15-01 Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-17 conforms to the general plans for the development and redevelopment of the City.

BACKGROUND

Staff has been working with Oppidan on the potential redevelopment of the Greenberg Motors site. Oppidan provided a site plan that would remove the current building and parking area and transform the current site to three retail buildings that are 17,500 square feet, 9,000 square feet, and 5,700 square feet. The current 2015 property value is \$597,300.00. With the proposed project the estimated property value would increase to approximately \$3,170,000.00 based on the County Assessor's estimates. Oppidan estimates their overall project costs to be \$5.5 million. Staff brought their concepts to City Council on September 8, 2015 for discussion. The consensus of the City Council was to continue discussion and hold a public hearing. This project will go to the EDA on December 7 and City Council December 21, 2015

Throughout various discussions with Oppidan on this project, the need was identified to obtain Right of Way for future extension of 2nd Avenue SE of public water, sewer, storm and necessary street infrastructure to service lots that would be otherwise landlocked or have no option to receive city utilities. McKinley Street N would be brought up to city standards with the planned 2016 street projects. The City Engineer estimated cost of improving McKinley Street upgrades at \$160,000 and the creation of 2nd Avenue with the extension of utilities at \$390,000. The 2nd Avenue extension would bring future City utilities to Becklin's property directly west of the Greenberg's Motors current location and to Greenberg's lot to the northwest as well.

The developer has been going through their due diligence period and staff has been working with Oppidan, City Attorney and Ehlers to move this project along. The plan is to create a Tax Increment Financing District to finance the cost related for the infrastructure, demolition, soil remediation, asbestos remediation, Right of Way acquisition and underground storm water

treatment. The developer would pay for the cost of the infrastructure up front and get reimbursed through Tax Increment Financing.

This project will obtain several goals, Right of Way, allowing for adjoin properties to have future access to city utilities which they do not have it at this time. Infrastructure brought up to City standards on McKinley St N and increase tax base of all parcels.

As part of the creation of this district, The Planning Commission is required to find that the TIF District is in conformance with the City's general plans for development and redevelopment of the City. As described above, the program Modification and tax Increment Financing (TIF) Plan for Development District No. 6 and TIF District No. 6-17 is in conformance with the City's Comprehensive Plan and current zoning.

Recommendation

Staff is recommending the Planning Commission approve the attached Resolution R15-01 as presented, finding that the Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for TIF District No. 6-17 is in conformance with the City's Comprehensive Plan.

Attachments:

1. Tax Increment Financing District Overview
2. Resolution R15-01
3. Site Map
4. Building and site plan
5. City's Future Land Use Map
6. City Council minutes 9-8-15

**PLANNING COMMISSION
CITY OF CAMBRIDGE, MINNESOTA**

RESOLUTION NO. 15-01

**RESOLUTION OF THE CITY OF CAMBRIDGE PLANNING COMMISSION
FINDING THAT A MODIFICATION TO THE DEVELOPMENT PROGRAM
FOR DEVELOPMENT DISTRICT NO. 6 AND A TAX INCREMENT FINANCING
PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 6-17 CONFORM TO
THE GENERAL PLANS FOR THE DEVELOPMENT AND REDEVELOPMENT
OF THE CITY.**

WHEREAS, the City of Cambridge (the "City") has proposed to adopt a Modification to the Development Program for Development District No. 6 (the "Development Program Modification") and a Tax Increment Financing Plan for Tax Increment Financing District No. 6-17 (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan") and has submitted the Program and Plan to the City Planning Commission (the "Commission") pursuant to Minnesota Statutes, Section 469.175, Subd. 3, and

WHEREAS, the Commission has reviewed the Program and Plan to determine their conformity with the general plans for the development and redevelopment of the City as described in the comprehensive plan for the City.

NOW, THEREFORE, BE IT RESOLVED by the Commission that the Program and Plan conform to the general plans for the development and redevelopment of the City as a whole.

Dated: December 1, 2015

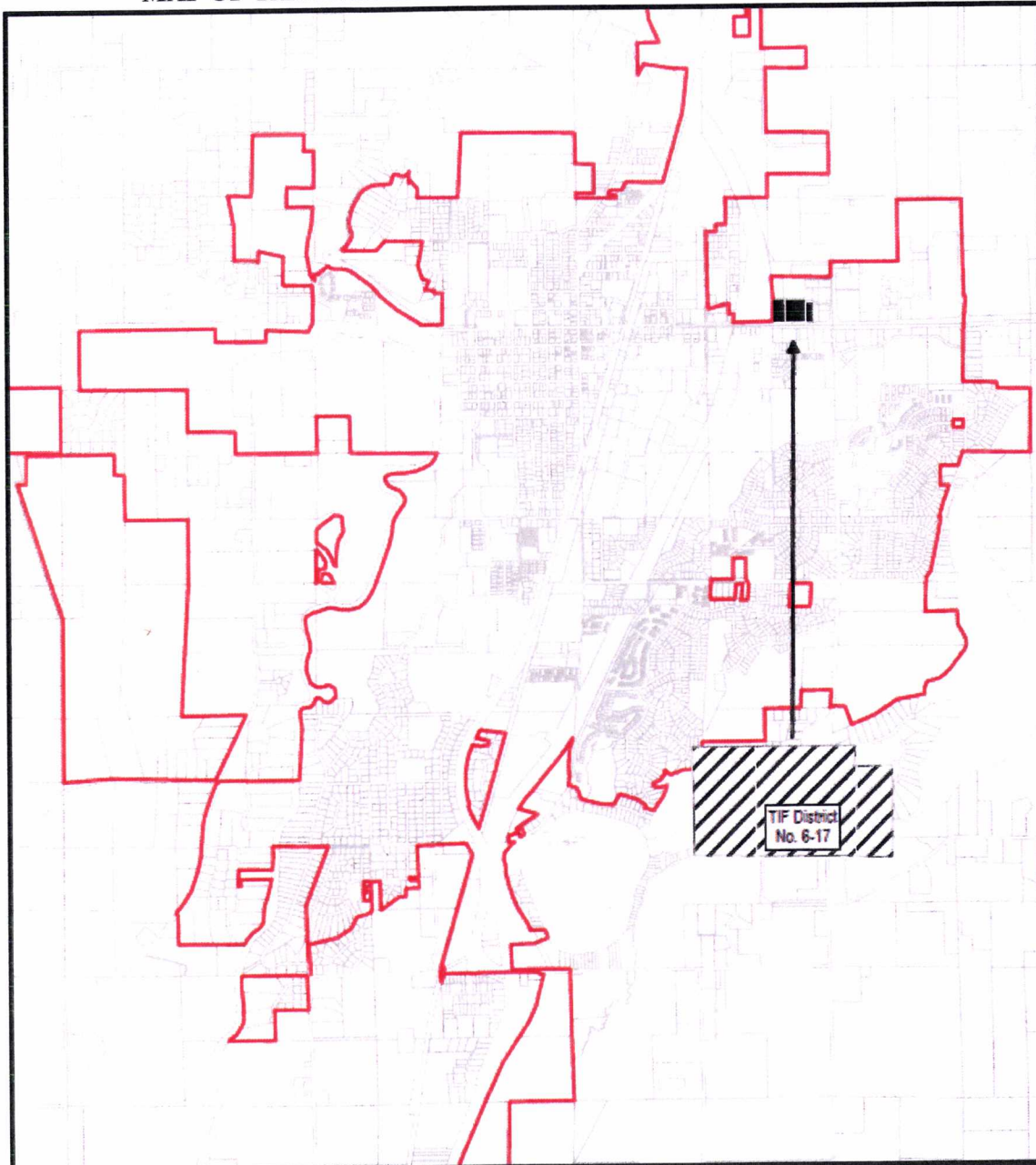
Chair

ATTEST:

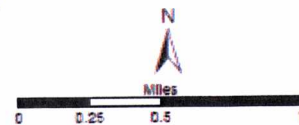
Secretary

Authorized uses:	<p>The TIF Plan contains a budget that authorizes the maximum amount that may be expended:</p> <table border="0"> <tr> <td>Land/Building Acquisition</td> <td>\$400,000</td> </tr> <tr> <td>Site Improvements/Preparation</td> <td>\$800,000</td> </tr> <tr> <td>Utilities</td> <td>\$750,000</td> </tr> <tr> <td>Other Qualifying Improvements</td> <td>\$926,349</td> </tr> <tr> <td><u>Administrative Costs (up to 10%)</u></td> <td><u>\$417,129</u></td> </tr> <tr> <td>PROJECT COSTS TOTAL</td> <td>\$3,293,478</td> </tr> <tr> <td><u>Interest</u></td> <td><u>\$1,294,940</u></td> </tr> <tr> <td>PROJECT COSTS TOTAL</td> <td>\$4,588,418</td> </tr> </table> <p>See the TIF Plan for the full budget authorization.</p>	Land/Building Acquisition	\$400,000	Site Improvements/Preparation	\$800,000	Utilities	\$750,000	Other Qualifying Improvements	\$926,349	<u>Administrative Costs (up to 10%)</u>	<u>\$417,129</u>	PROJECT COSTS TOTAL	\$3,293,478	<u>Interest</u>	<u>\$1,294,940</u>	PROJECT COSTS TOTAL	\$4,588,418
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PROJECT COSTS TOTAL	\$4,588,418																
Form of financing:	The project is proposed to be financed by a pay-as-you-go note issued to the developer and potentially an interfund loan from the City for its costs.																
Administrative fee:	Up to 10% of annual increment, if costs are justified.																
4 Year Activity Rule (§ 469.176 Subd. 6)	<p>After four years from the date of certification of the District one of the following activities must have been commenced on each parcel in the District:</p> <ul style="list-style-type: none"> • Demolition • Rehabilitation • Renovation • Other site preparation (not including utility services such as sewer and water) <p>If the qualifying activity has not been started by early 2020, no additional tax increment may be taken from that parcel until the commencement of a qualifying activity.</p>																
5 Year Rule (§ 469.1763 Subd. 3)	<p>Within 5 years of certification revenues derived from tax increments must be either expended or obligated for payment of bonds, loans or notes issued for future repayment.</p> <p>Any obligations in the District made after early 2021, will not be eligible for repayment from tax increments.</p>																

MAP OF TAX INCREMENT FINANCING DISTRICT NO. 6-17

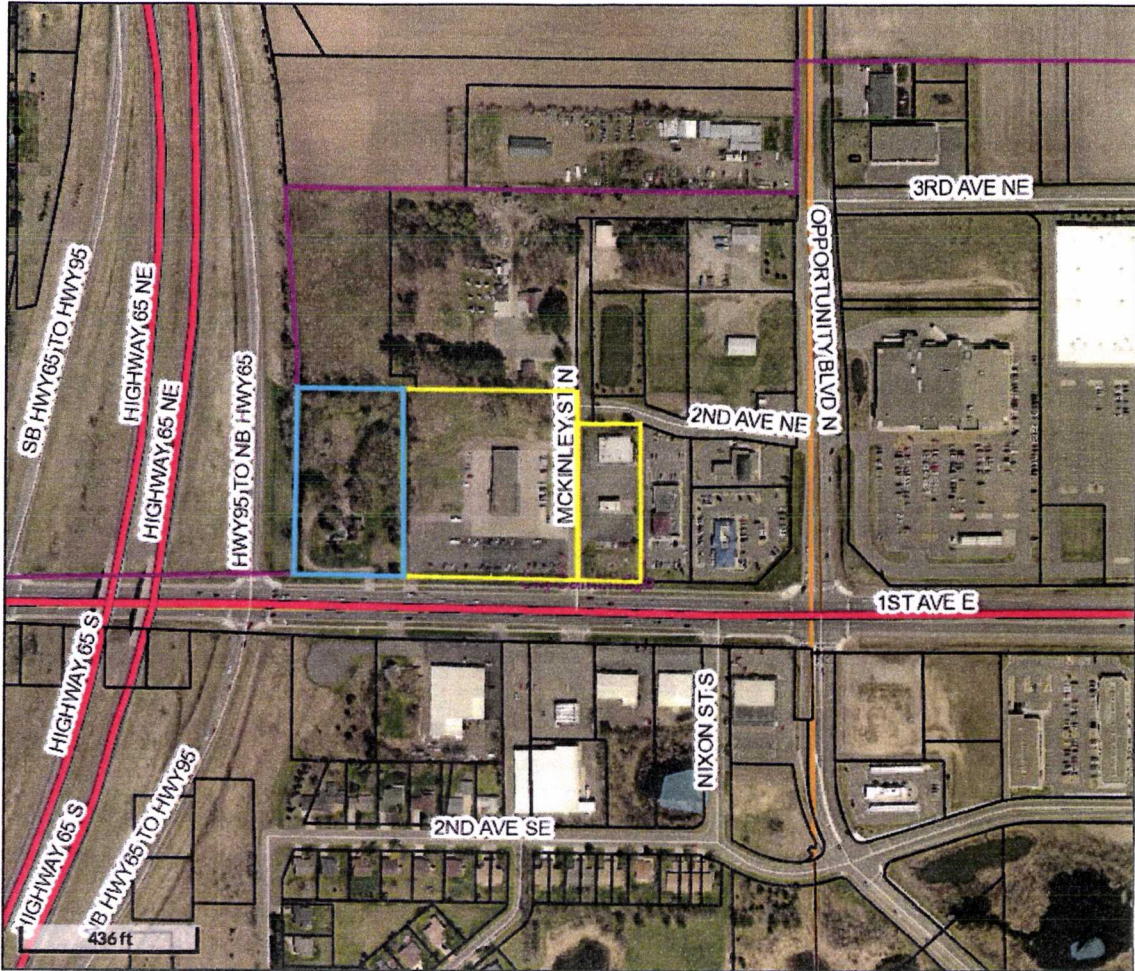


Tax Increment Financing District No. 6-17
Development District No. 6
City of Cambridge
Isanti County, Minnesota

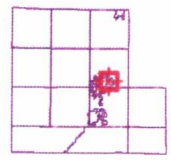


The boundaries of Development District No. 6 are being expanded to include any property previously annexed into the City.
The boundaries of Development District No. 6 shall be coterminous with the corporate boundaries of the City of Cambridge.





Overview



Legend

- Corporate Limits
- Survey Townships
- Political Township
- USPLS Sections
- Parcels
- Roads**
- A25
- A30
- A40; A63; A66
- Streams
- Lakes

Parcel ID	150281601	Alternate ID	n/a	Owner Address	DOLORES BECKLIN
Sec/Twp/Rng	28-36-23	Class	1A-Residential Homestead		1314 FIRST AVE E
Property Address	1314 1ST AVE E CAMBRIDGE	Acreage	3.33		CAMBRIDGE MN 55008

District CAMB CITY/911

Brief Tax Description THAT PT OF SE/4 SE/4 DESCR AS: COMM AT SW CNR OF SE/4 SE/4; THEN N 32 RODS; THEN E 20 RODS; THEN S 32 RODS; THEN W TO POB

(Note: Not to be used on legal documents)

Date created: 10/28/2015
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CAMBRIDGE RETAIL

Cambridge, Minnesota

11-6-2015

Perspective Rendering

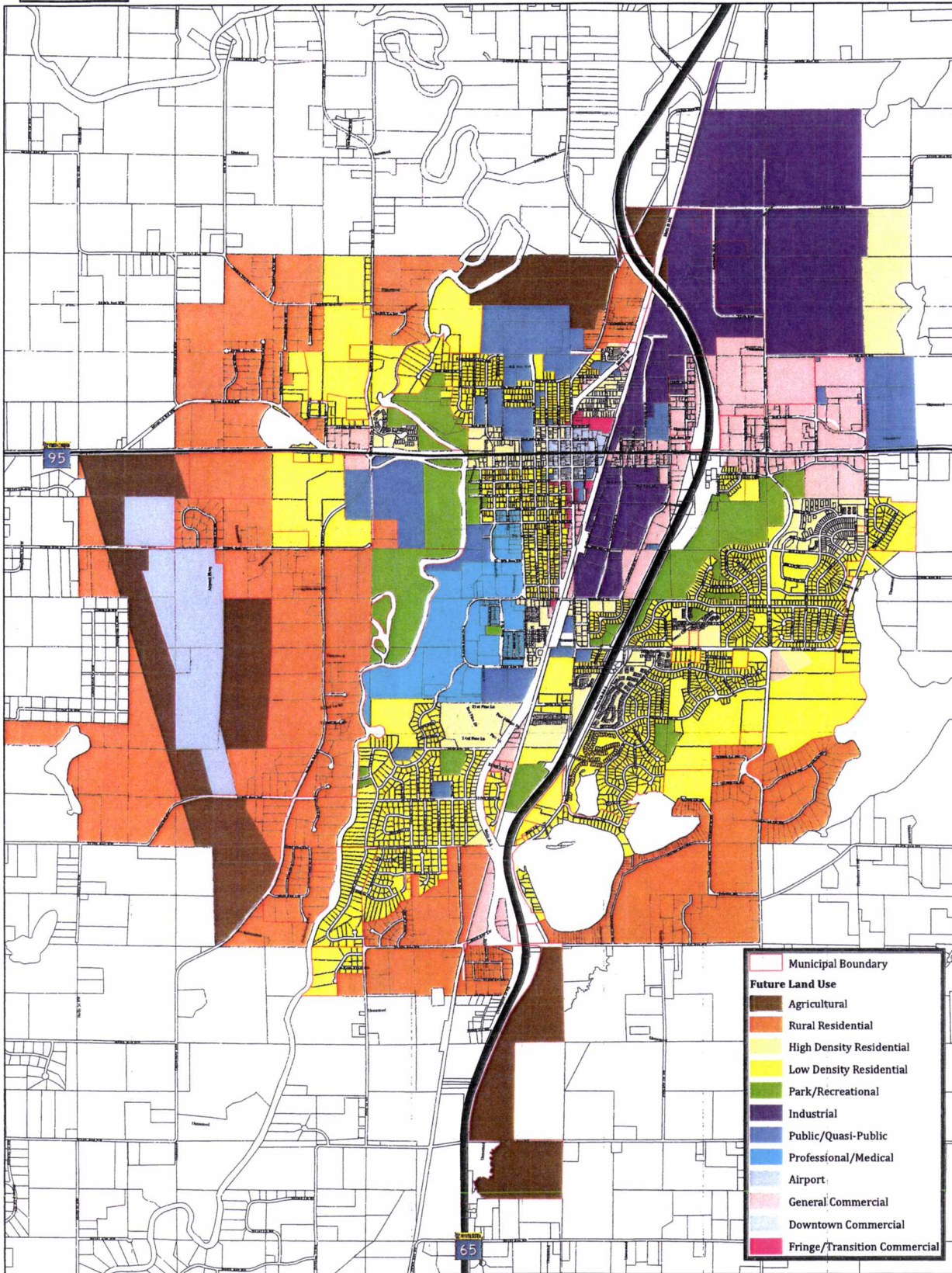
15-079





City of Cambridge Future Land Use Map

November, 2012



This map is a compilation of various data sources and is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The City of Cambridge makes no warranties, express or implied as to the use of data and is not responsible for any inaccuracies contained herein. This drawing is to be used for reference purposes only. The user acknowledges and accepts the limitations of the data, including the fact that the data is dynamic and is in a constant state of maintenance, correction and update.



1 in = 2,500 feet

**Cambridge City Council Meeting Minutes
Tuesday, September 8, 2015**

A regular meeting of the Cambridge City Council was held on Tuesday, September 8, 2015, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson, Tiffany Kafer, Joe Morin, and Howard Lewis. All present, no absences.

Staff Present: City Administrator Woulfe, Finance Director Moe, City Engineer Blank, Utilities Director Schwab, and Economic Development Director Gustafson

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 4:10 pm and led the public in the Pledge of Allegiance.

Approval of the Agenda

Morin added "Off Street Parking" to Council Concerns. Lewis added "Update from the Planning Commission Meeting" to Council Concerns. Iverson moved, seconded by Lewis, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Woulfe requested that item 4E be pulled for discussion due to new information being available. Iverson moved, seconded by Morin to approve consent agenda Items A-D, F & G:

- A. Regular and Summary Council Meeting Minutes for August 17, 2015
- B. Draft financial statements for July 2015
- C. Approve Resolution R15-048 Accept donation of land
- D. Approve Resolution R15-049 Calling for a Public Hearing Date Related to an Economic Development Tax Abatement proposal
- F. Approve Cash Register System Purchase for Northbound Liquor
- G. Resolution R15-050 Application for Payment #21 from Robert L. Carr Company for Wastewater Treatment Facility Improvements

Upon call of the roll, Lewis, Kafer, Palmer, Iverson, and Morin voted aye, no nays. Motion carried unanimously.

- E. 2016 Street Improvements-Accept Geotechnical and Sewer Televising Proposals

Blank distributed a new staff report and explained it was revised to include the geotechnical proposal from NTI. Blank reported their proposal was submitted via email before the due date, but was not discovered by staff until after the Council packet was published.

Morin moved, seconded by Iverson to approve Northern Technologies (NTI) for geotechnical services not to exceed \$4,350 and Empire Pipe Services for the sewer televising not to exceed \$10,555. Motion carried unanimously.

Work Session

Annual Report from Isanti County Attorney's Office

County Attorney Jeffrey Edblad gave an update on prosecution services his staff provided from June 1, 2014 to May 31, 2015. Council thanked Edblad for his report and the continued service the City of Cambridge receives.

Redevelopment Proposal for Greenberg Motors Site

Gustafson explained staff has been working with RIC Properties and Oppidan on the potential redevelopment of the Greenberg Motors site. Gustafson stated Oppidan provided a site plan that would remove the current building and parking area and transform the current site to three retail buildings that will be approximately 17,500 square feet, 9,000 square feet, and 5,700 square feet. Gustafson reported the current 2015 property value is \$486,300.00 and with the proposed project the estimated property value would increase to approximately \$3,170,000.00 based on the County Assessor's estimates.

Gustafson stated throughout various discussions on this project, the need has been identified to extend public water, public sewer, and street infrastructure to service lots that would be landlocked without this access and to provide a secondary access for the Becklin and Greenberg lots which are west of the Greenberg Motors parcel. Gustafson stated staff has also discussed the desire to bring McKinley up to City standards and to have it dedicated as a public street. Gustafson reported the estimated cost of improving McKinley Street at \$90,000 and the creation of 2nd Avenue with the extension of utilities would be approximately \$390,000.

Gustafson stated the developer is going through their due diligence period and felt now would be the time to bring this issue to City Council for discussion on the creation of a Tax Increment Financing District to finance the cost of the infrastructure, demolition, and soil remediation, if necessary.

Morin moved, seconded by Iverson to call for a public hearing. It was noted this was a work session and voting was not necessary, only a consensus of the Council. Morin and Iverson withdrew their motions.

Lewis stated he wasn't sure about a subsidy for commercial property. Woulfe explained the creation of the TIF district benefits the community because of the right of way acquisition and street improvements which meets the "but for" test.

Kafer asked where the landlocked properties were located. Gustafson identified the properties that would be landlocked without the street infrastructure.

It was the consensus of the City Council to continue discussions and hold a public hearing.

Unfinished Business

There was no Unfinished Business.

PUBLIC HEARING...PRELIMINARY PLAT...GREENBERG ADDITION...

Request

Oppidan Investment Co. 400 Water St., Suite 200, Excelsior, MN 55331, is requesting approval of the Greenberg Addition Preliminary Plat.

Zoning & Land Use

The future land use of the subject property is General Commercial and the current zoning is B-2 Highway Business District. Properties to the north, south, east, and west are also currently/future zoned for commercial.

Background/Overview

Oppidan Investment Co. is negotiating with Greenberg Motor's to purchase the property and redevelop the site. The Greenberg Motor's site is currently described by a metes and bounds description. The proposed plat will create one lot and clean up all of the confusing legal description language. The total lot area is 3.62 acres.

In addition to creating one lot, the plat will dedicate street right-of-way. McKinley St. N is currently a private street maintained by the surrounding owners and not by the city. The plat will dedicate the street and the city will take over maintenance. The street is proposed to be reconstructed with the 2016 street project and will be brought up to city street standards.

Also, 2nd Ave NE will be dedicated as right-of-way on the north end of the property. This street is necessary for access to the properties west of the Greenberg Motor's site. Greenberg's also own a parcel to the north/west that would be landlocked without the 2nd Ave NE dedicated street. The 2nd Ave NE street will also provide necessary utilities to the parcels to the west. This street will be built with the future development of the parcels to the west.

MNDOT must review, comment, and approve the plat as it is adjacent to Highway 95. A condition of plat approval will be that the city receives MNDOT review/approval and that the applicant make any changes required by MNDOT. The plat also needs to show all drainage and utility easements along the entire perimeter of the site.

Recommendation

Staff is supportive of the request provided the following conditions of approval are met:

1. MNDOT review and approval must be submitted to the city. All required changes by MNDOT must be made prior to approval.
2. The Preliminary and Final Plat must show all of the utility easements around the perimeter of the site. These should be 6' wide on the west property line and 12' wide on all others.
3. The Final Plat must be recorded with the Isanti County Recorder's Office.

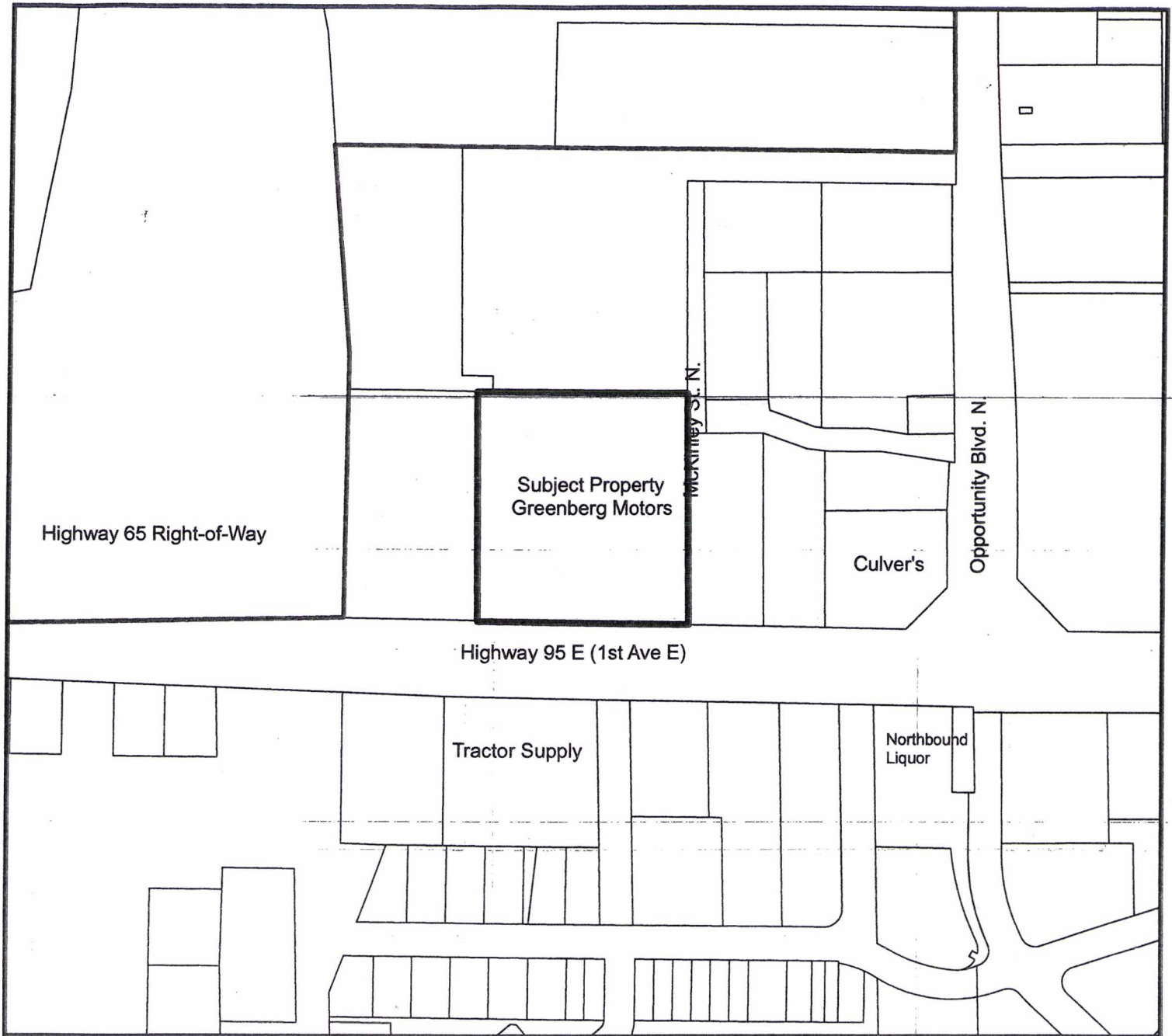
4. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

Planning Commission Action

Motion on the attached draft resolution, as may be modified by the Commission, recommending approval of the Greenberg Addition Preliminary Plat provided the conditions as listed above are met.

Attachments

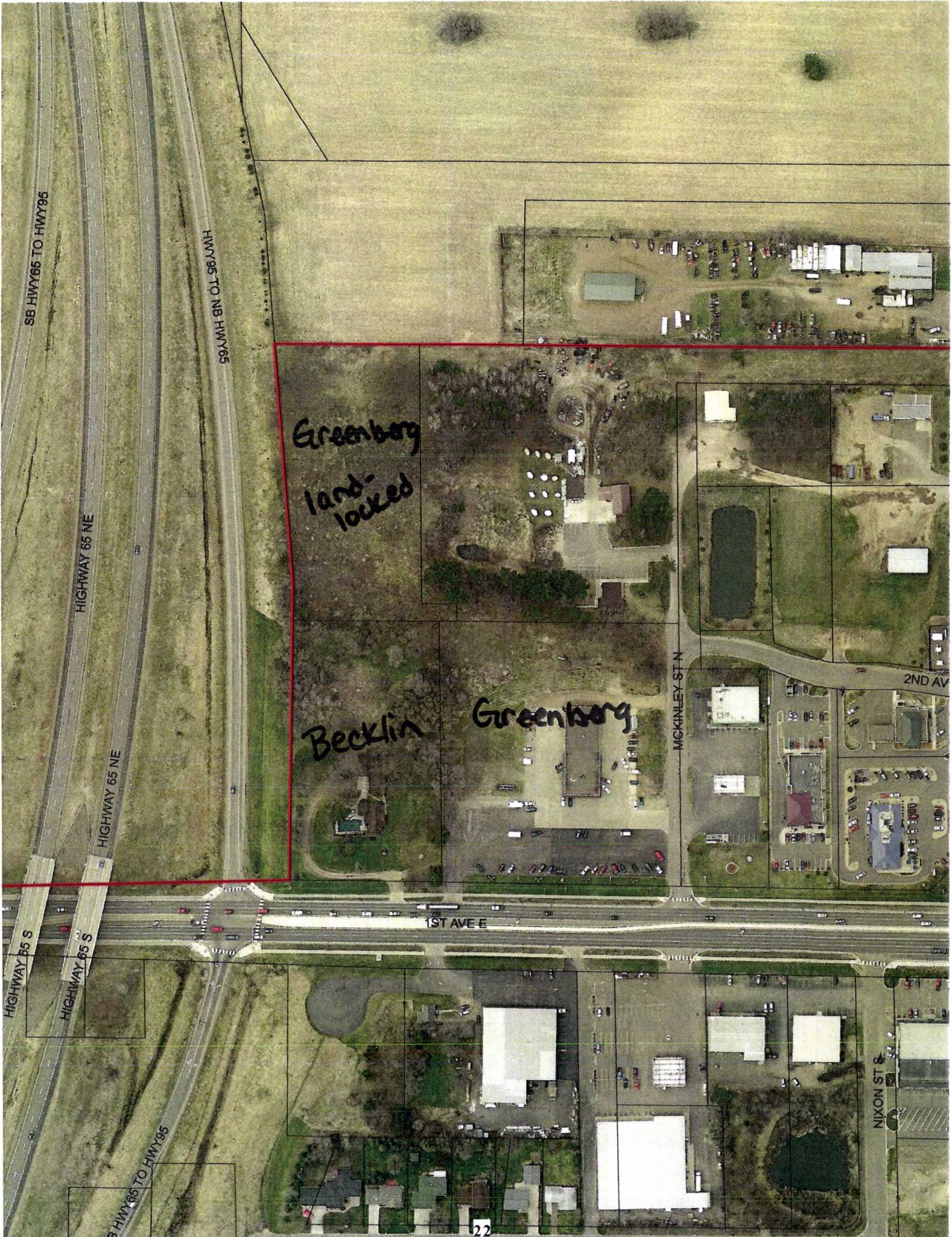
1. General Location Map
2. Aerial photo
3. Preliminary Plat Application submittal
4. Draft Resolution



A request by Oppidan Investment Company for a Preliminary and Final Plat. The plat includes right-of-way on McKinley St. N. and also right-of-way for 2nd Ave NE on the north end of the property. The plat is intended to create one lot out of a lengthy metes and bounds description. The end use of the site will be retail.

 <p>CAMBRIDGE Minnesota's Opportunity Community® 300 Third Ave NE, Cambridge, MN 55008 - 763-689-3211 www.ci.cambridge.mn.us</p>	<h2>Greenberg Addition</h2> <p>Cambridge, Minnesota</p>	 <p>N Feet 0 120 240 480</p>
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This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources and is to be used for reference purposes only. The City of Cambridge does not warrant that the GIS data used to prepare this map are error free, and the City of Cambridge does not represent that the GIS data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.



Greenberg
land-
locked

Becklin

Greenberg

SB HWY 65 TO HWY 95

HWY 95 TO NB HWY 65

HIGHWAY 65 NE

HIGHWAY 65 NE

HIGHWAY 65 S

HIGHWAY 65 S

NB HWY 95 TO HWY 65

1ST AVE E

MCKINLEY ST N

2ND AV

NIXON ST S

Resolution No. R15-XXX

**RESOLUTION APPROVING A PRELIMINARY PLAT
FOR GREENBERG ADDITION**

WHEREAS, the applicant Oppidan Investment Co., has requested approval of a Preliminary Plat on the following described property:

The legal description includes part of the SE 1/4 of the SE 1/4 of Section 28, Township 36, Range 23. (PIN: 15.028.1101)

WHEREAS, the Planning Commission of the city, on the 1st day of December, 2015, following proper notice, held a public hearing regarding the Greenberg Addition Preliminary Plat request; and

WHEREAS, the Planning Commission recommended that the Greenberg Addition Preliminary Plat be approved and brought forward to City Council for consideration, subject to the following conditions:

1. MNDOT review and approval must be submitted to the city. All required changes by MNDOT must be made prior to approval.
2. The Preliminary and Final Plat must show all of the utility easements around the perimeter of the site. These should be 6' wide on the west property line and 12' wide on all others.
3. The Final Plat must be recorded with the Isanti County Recorder's Office.
4. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

WHEREAS, it is found that such plat is in compliance with the Cambridge Zoning and Subdivision Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, hereby approves the Greenberg Addition Preliminary Plat with the conditions as identified above.

Adopted this 21st day of December, 2015

Marlys A. Palmer, Mayor

ATTEST: _____
Lynda J. Woulfe, City Administrator

Request

Oppidan Investment Co. 400 Water St., Suite 200, Excelsior, MN 55331, is requesting approval of the Greenberg Addition Final Plat.

Background/Overview

Oppidan Investment Co. is negotiating with Greenberg Motor's to purchase the property and redevelop the site. The Greenberg Motor's site is currently described by a metes and bounds description. The proposed plat will create one lot and clean up all of the confusing legal description language. The total lot area is 3.62 acres. Staff finds that the final plat is consistent with the preliminary plat.

In addition to creating one lot, the plat will dedicate street right-of-way for McKinley St. N. and 2nd Ave NE.

MNDOT must review, comment, and approve the plat as it is adjacent to Highway 95. A condition of plat approval will be that the city receives MNDOT review/approval and that the applicant make any changes required by MNDOT. The plat also needs to show all drainage and utility easements along the entire perimeter of the site.

Recommendation

Staff is supportive of the request provided the following conditions of approval are met:

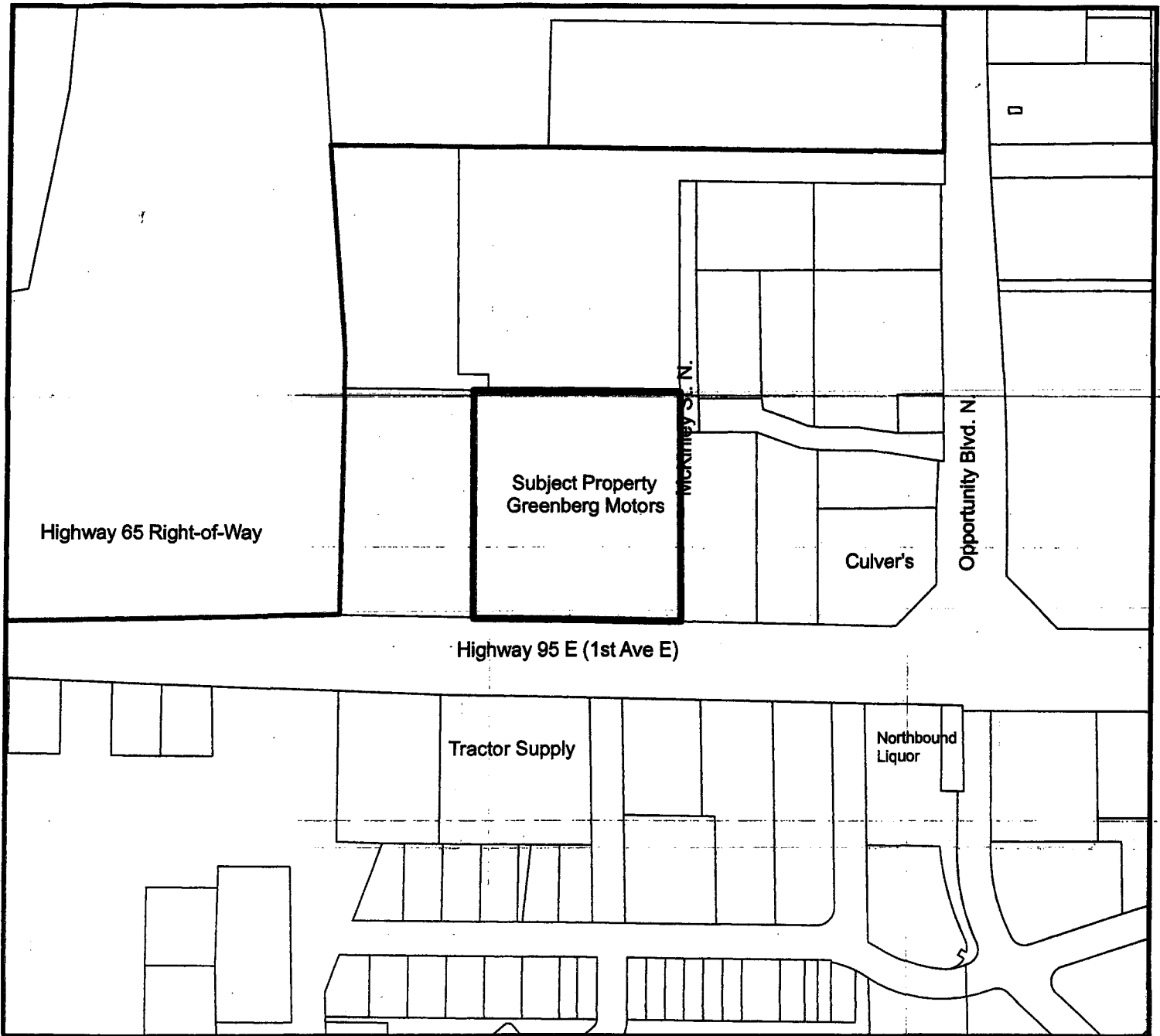
1. MNDOT review and approval must be submitted to the city. All required changes by MNDOT must be made prior to approval.
2. The Preliminary and Final Plat must show all of the utility easements around the perimeter of the site. These should be 6' wide on the west property line and 12' wide on all others.
3. The Final Plat must be recorded with the Isanti County Recorder's Office.
4. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

Planning Commission Action

Motion on the attached draft resolution, as may be modified by the Commission, recommending approval of the Greenberg Addition Final Plat provided the conditions as listed above are met.

Attachments

1. General Location Map
2. Final Plat Application submittal
3. Draft Resolution



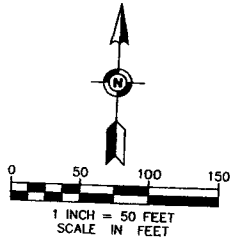
A request by Oppidan Investment Company for a Preliminary and Final Plat. The plat includes right-of-way on McKinley St. N. and also right-of-way for 2nd Ave NE on the north end of the property. The plat is intended to create one lot out of a lengthy metes and bounds description. The end use of the site will be retail.

 <p>CAMBRIDGE Minnesota's Opportunity Community® 300 Third Ave NE, Cambridge, MN 55008 - 763-680-3211 www.ci.cambridge.mn.us</p>	<h2>Greenberg Addition</h2> <p>Cambridge, Minnesota</p>	 <p>N Feet 0 120 240 480</p>
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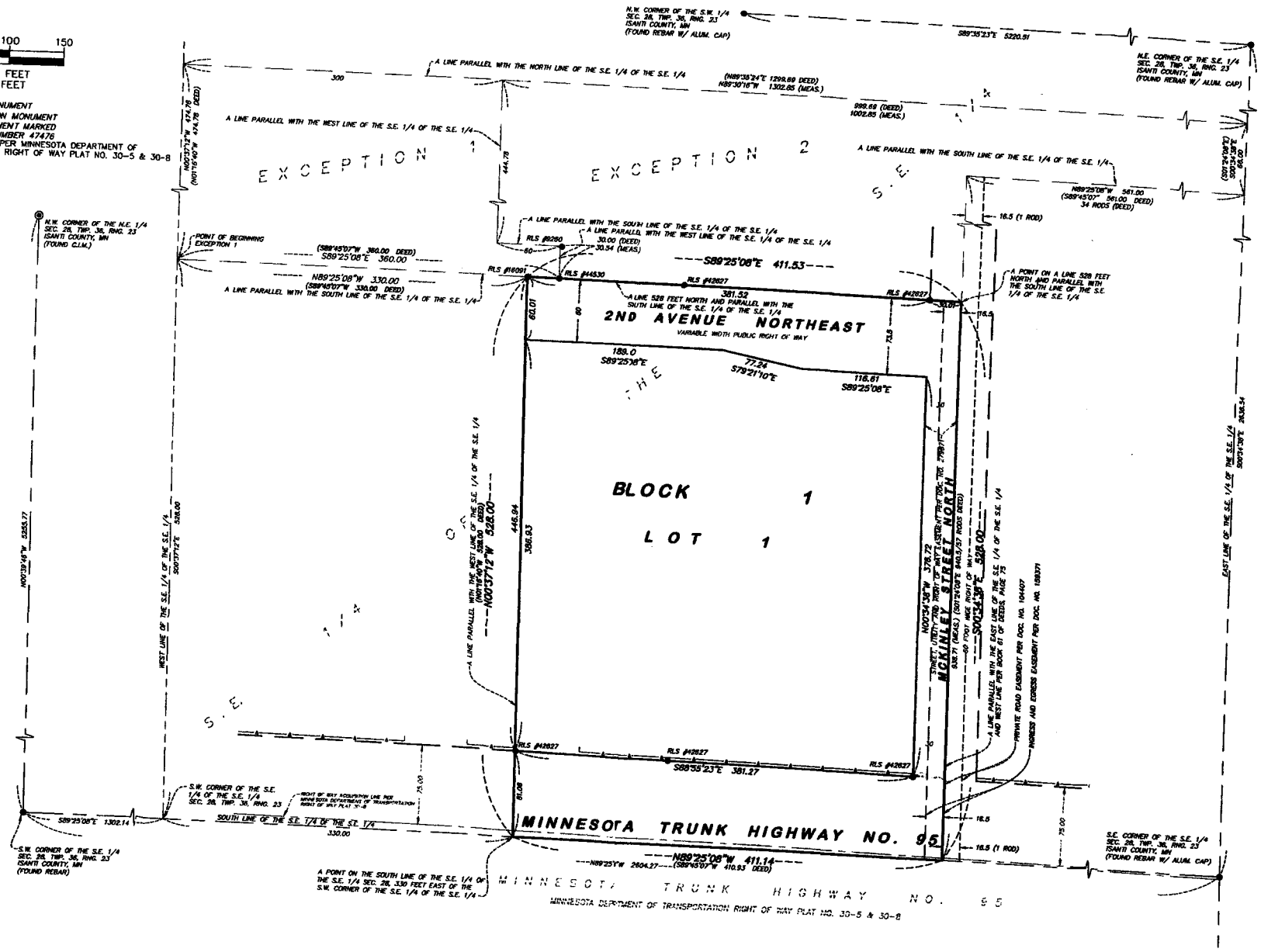
This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources and is to be used for reference purposes only. The City of Cambridge does not warrant that the GIS data used to prepare this map are error free, and the City of Cambridge does not represent that the GIS data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.

GREENBERG ADDITION

C.R. DOC. NO.



- FOUND IRON MONUMENT
- ⊙ FOUND CAST IRON MONUMENT
- ⊙ SET IRON MONUMENT MARKED WITH LICENSE NUMBER 47476 LIMITED ACCESS PER MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 30-5 & 30-8



27

Orientation of this bearing system is based upon a Hennepin County Coordinate system Hans Goodrich MAD 83 (1988 Adj).



Resolution No. R15-XXX

**RESOLUTION APPROVING A FINAL PLAT
FOR GREENBERG ADDITION**

WHEREAS, the applicant Oppidan Investment Co., has requested approval of a Final Plat on the following described property:

The legal description includes part of the SE 1/4 of the SE 1/4 of Section 28, Township 36, Range 23. (PIN: 15.028.1101)

WHEREAS, the Planning Commission of the city, on the 1st day of December, 2015, held a meeting regarding the Greenberg Addition Final Plat request; and

WHEREAS, the Planning Commission recommended that the Greenberg Addition Final Plat be approved and brought forward to City Council for consideration, subject to the following conditions:

1. MNDOT review and approval must be submitted to the city. All required changes by MNDOT must be made prior to approval.
2. The Preliminary and Final Plat must show all of the utility easements around the perimeter of the site. These should be 6' wide on the west property line and 12' wide on all others.
3. The Final Plat must be recorded with the Isanti County Recorder's Office.
4. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

WHEREAS, it is found that such plat is in compliance with the Cambridge Zoning and Subdivision Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, hereby approves the Greenberg Addition Final Plat with the conditions as identified above.

Adopted this 21st day of December, 2015

Marlys A. Palmer, Mayor

ATTEST: _____
Lynda J. Woulfe, City Administrator

Request

Schlagel, Inc., 491 Emerson St. N, Cambridge, MN 55008, is requesting approval of the Schlagel Addition Preliminary Plat.

Zoning & Land Use

The Future Land Use of the subject property is Industrial and the current zoning is I-3 General Industrial District.

Background/Overview

This item was tabled from the November 4, 2015 meeting. Schlagel, Inc. currently owns several properties all described by metes and bounds descriptions. The property is pieced together by separate parcels and platting the property will create one lot and clean up all of the confusing legal descriptions. The total lot area is 9.8 acres.

According to the surveyor, the title work for this plat is still being reviewed and prepared. It appears that there are missing utility easements that should show on the plat however the surveyor cannot show them until the title work is complete. In addition, there may be existing easements along old lot lines that will need to be vacated if they show up in the title work. All of the easements and easement vacations need to be completed and shown on the preliminary and final plat prior to the final plat being recorded. This will be a condition of approval as identified below.

The applicant is expediting the plat process without the title work being completed due to a cost saving measure. All property taxes must be paid in full prior to a plat being recorded. If they wait until 2016, they will have to pay all of 2016 taxes as well. They intend to have all of the title work and final revisions done prior to the end of 2015.

Recommendation

Staff is supportive of the request provided the following conditions of approval are met:

1. The title work must be completed and submitted to the City prior to recording the final plat.
2. The Preliminary and Final Plat must show all of the utility easements that show up as a result of the title work.
3. If the title work shows any easements along old lot lines, those easements must be vacated prior to recording the final plat.
4. The Preliminary and Final Plat must be approved by the City.
5. The Final Plat must be recorded with the Isanti County Recorder's Office.
6. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

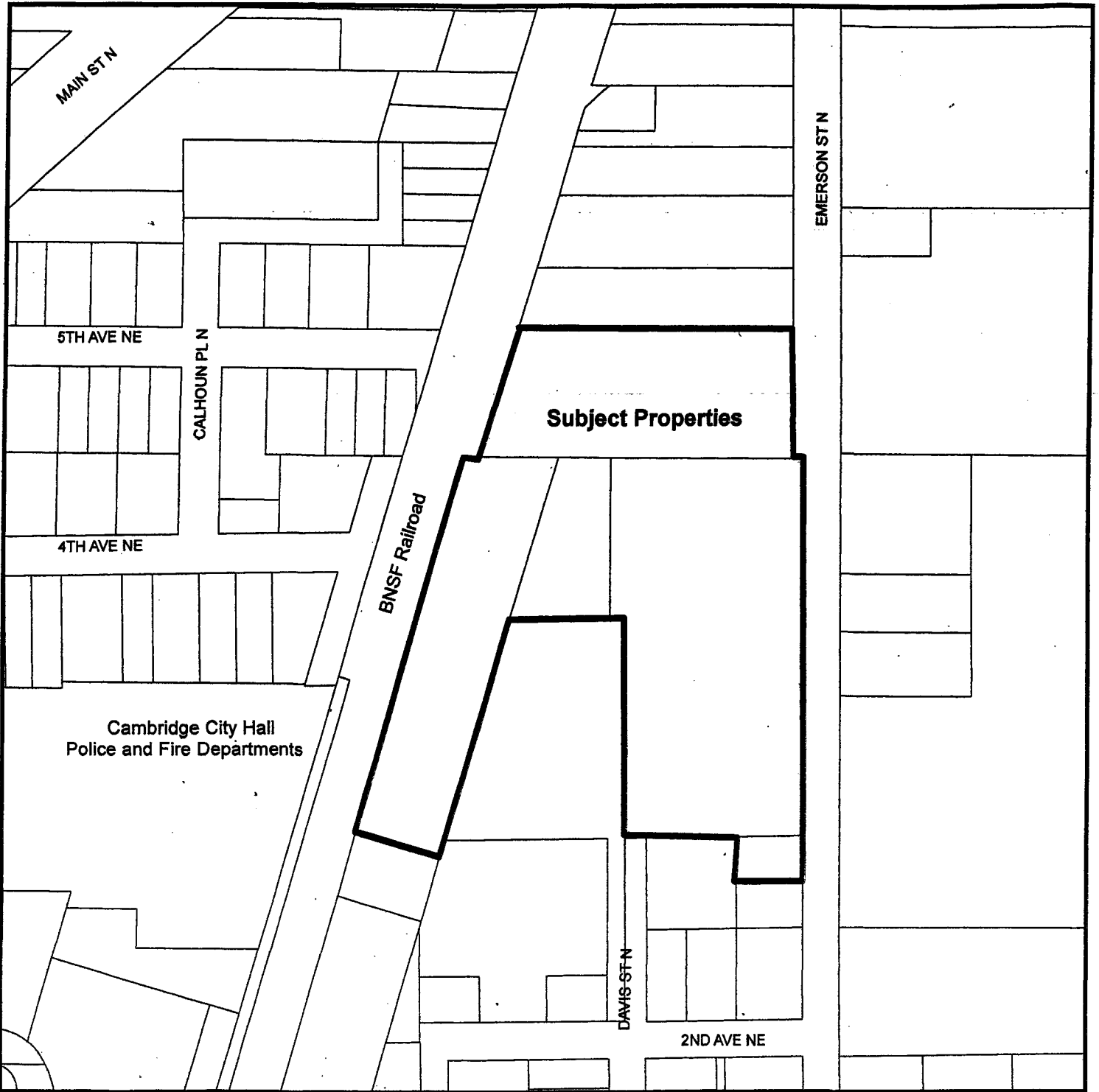
Planning Commission Action

Motion on the attached draft resolution, as may be modified by the Commission, recommending approval of the Schlagel Addition Preliminary Plat provided the conditions


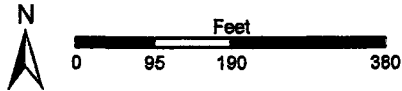
as listed above are met.

Attachments

1. General Location Map
2. Preliminary Plat Application submittal
3. Draft Resolution



A request by Schlager, Inc. to have the City approve a Preliminary and Final Plat. The plat will combine their five (5) parcels into one parcel.

 <p>CAMBRIDGE Minnesota's Opportunity Community® 300 Third Ave NE, Cambridge, MN 55008 - 763-689-3211 www.ci.cambridge.mn.us</p>	<p>Schlager, Inc. Preliminary and Final Plat</p>	 <p>N Feet 0 95 190 380</p>
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This map is made by a survey and/or map not a survey map and is not intended to be used as one. This map is a compilation of historic, existing, and proposed information and is to be used for informational purposes only. The City of Cambridge does not warrant that the data used to prepare this map are accurate, and the City of Cambridge does not represent that the data can be used for navigational, trading, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of this provided.

Resolution No. R15-XXX

**RESOLUTION APPROVING A PRELIMINARY PLAT
FOR SCHLAGEL ADDITION**

WHEREAS, the applicant Schlager, Inc., has requested approval of a Preliminary Plat on the following described property:

Several metes and bounds descriptions generally described as Lot 9, and commencement at the SE corner of Lot 9 of Cambridge Industrial Park, commencement at the intersection of the East line of Lot 5, and parts of Lot 5 Auditor's Subdivision No. 8.; a portion of the S 1/2 of the SE 1/4 of Section 28, Township 36, Range 23, Isanti County, Minnesota.

WHEREAS, the Planning Commission of the city, on the 4th day of November, 2015, following proper notice, held a public hearing regarding the Schlager Addition Preliminary Plat request and tabled the item to December 1, 2015; and

WHEREAS, the Planning Commission of the city, on the 1st day of December, held a meeting regarding the Schlager Addition Preliminary Plat; and

WHEREAS, the Planning Commission recommended that the Schlager Addition Preliminary Plat be approved and brought forward to City Council for consideration, subject to the following conditions:

1. The title work must be completed and submitted to the City prior to recording the final plat.
2. The Preliminary and Final Plat must show all of the utility easements that show up as a result of the title work.
3. If the title work shows any easements along old lot lines, those easements must be vacated prior to recording the final plat.
4. The Preliminary and Final Plat must be approved by the City.
5. The Final Plat must be recorded with the Isanti County Recorder's Office.
6. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

WHEREAS, it is found that such plat is in compliance with the Cambridge Zoning and Subdivision Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, hereby approves the Schlager Addition Preliminary Plat with the conditions as identified above.

Adopted this 21st day of December, 2015

Marlys A. Palmer, Mayor

ATTEST: _____
Lynda J. Woulfe, City Administrator

Request

Schlagel, Inc., 491 Emerson St. N, Cambridge, MN 55008, is requesting approval of the Schlagel Addition Final Plat.

Background/Overview

Schlagel, Inc. currently owns several properties all described by metes and bounds descriptions. The property is pieced together by separate parcels and platting the property will create one lot and clean up all of the confusing legal descriptions. The total lot area is 9.8 acres. The preliminary and final plat may be reviewed concurrently as no new infrastructure is needed. Staff finds that the final plat is consistent with the preliminary plat.

According to the surveyor, the title work for this plat is still being reviewed and prepared. It appears that there are missing utility easements that should show on the plat however the surveyor cannot show them until the title work is complete. In addition, there may be existing easements along old lot lines that will need to be vacated if they show up in the title work. All of the easements and easement vacations need to be completed and shown on the preliminary and final plat prior to the final plat being recorded. This will be a condition of approval as identified below.

The applicant is expediting the plat process without the title work being completed due to a cost saving measure. All property taxes must be paid in full prior to a plat being recorded. If they wait until 2016, they will have to pay all of 2016 taxes as well. They intend to have all of the title work and final revisions done prior to the end of 2015.

Recommendation

Staff is supportive of the request provided the following conditions of approval are met:

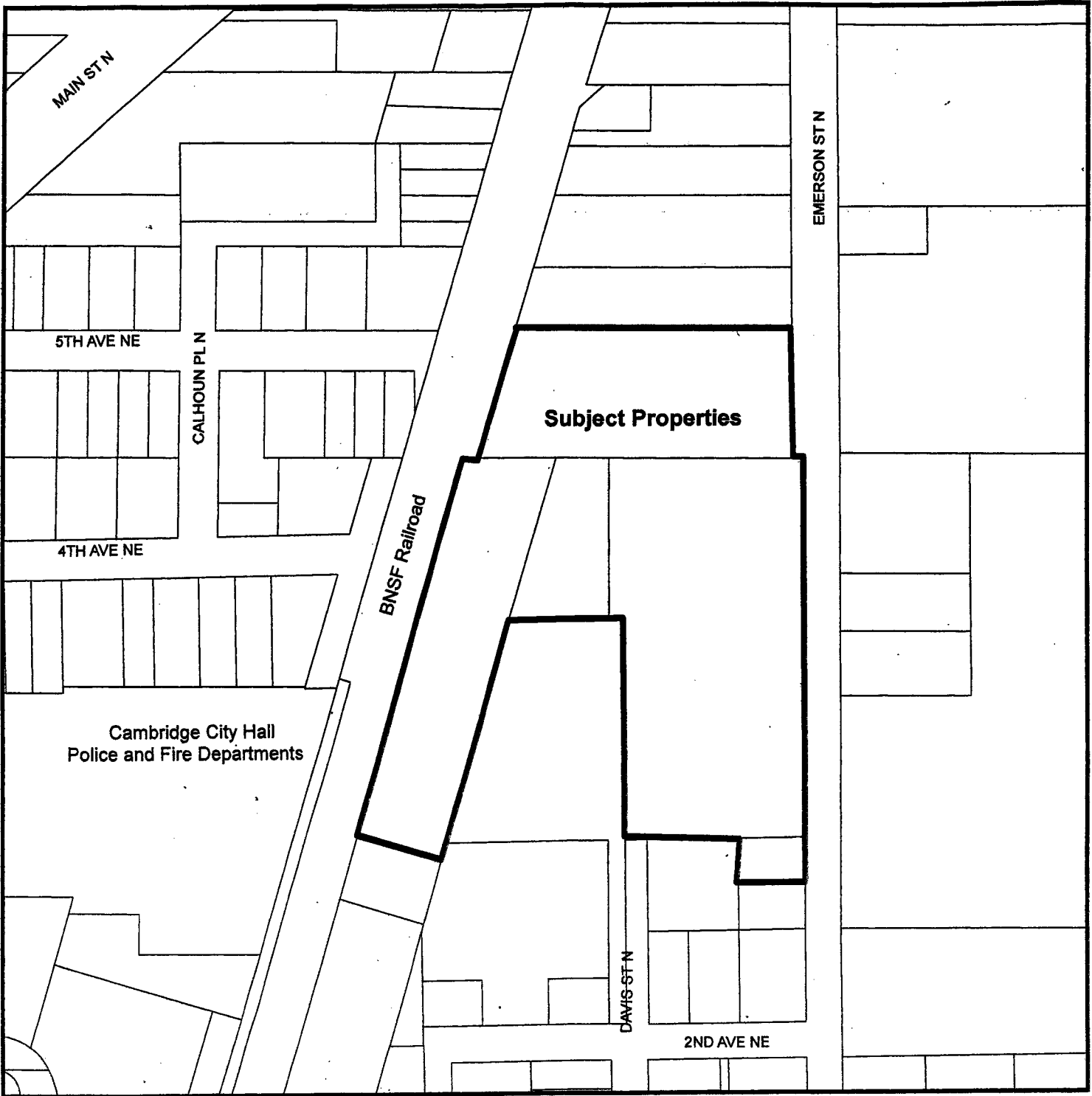
1. The title work must be completed and submitted to the City prior to recording the final plat.
2. The Preliminary and Final Plat must show all of the utility easements that show up as a result of the title work.
3. If the title work shows any easements along old lot lines, those easements must be vacated prior to recording the final plat.
4. The Preliminary and Final Plat must be approved by the City.
5. The Final Plat must be recorded with the Isanti County Recorder's Office.
6. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

Planning Commission Action


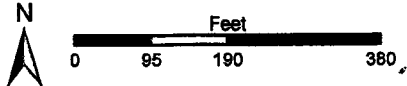
Motion on the attached draft resolution, as may be modified by the Commission, recommending approval of the Schlagel Addition Final Plat provided the conditions as listed above are met.

Attachments

1. General Location Map
2. Final Plat Application submittal
3. Draft Resolution



A request by Schlager, Inc. to have the City approve a Preliminary and Final Plat. The plat will combine their five (5) parcels into one parcel.

 <p>CAMBRIDGE Minnesota's Opportunity Community® 300 Third Ave NE, Cambridge, MN 55008 - 763-689-3211 www.ci.cambridge.mn.us</p>	<p>Schlager, Inc. Preliminary and Final Plat</p>	 <p>N Feet 0 95 190 380</p> <p style="text-align: right; font-size: small;">clefield</p>
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This map is made by a surveyor and is a survey map and is not intended to be used as a map. This map is a compilation of records, diagrams, and data provided to the City of Cambridge and is not intended to be used as a map. The City of Cambridge does not warrant that the City has used or prepared this map, or that the City of Cambridge does not represent that the data can be used for navigational, tracking, or any other purpose requiring accurate measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.

SCHLAGEL ADDITION

KNOW ALL PERSONS BY THESE PRESENTS that Schlagen, Inc., a Minnesota Corporation, the owner of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

PARCEL 1
Lot Nine (9), Cambridge Industrial Park.

PARCEL 2
Commencing at the Southeast corner of Lot 8, Cambridge Industrial Park, thence East along an extension of the South line of said Lot 8 for a distance of 7 feet, more or less, to the West right of way line of North Emerson Street as now located, thence South along the West right of way line of said North Emerson Street a distance of 150 feet, thence West and parallel to the South line of said Lot 8 to a point 328.5 feet West of the East line of Lot 8, Auditor's Subdivision Mayor 8; thence North and parallel to the East line of said Lot 8, to the South line of said Lot 8, thence East along the South line of said Lot 8 to the point of commencement and there to terminate.
Subject to easements and reservations of record, if any.

AND

Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southwest Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 328.5 feet; thence South and parallel to the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 and to the East line of said Lot 5; thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.
Subject to a 32 foot parcel of land and agreement for a street recorded in Book "53" of Deeds, page 603, and appurtenant therewith the East 68 feet thereof, and further accepting the real estate described in the deed recorded in Book "58" of Deeds, page 603, and subject to an easement for telephone cables, recorded in Book "7" of Maps, page 283.

PARCEL 3
All that part of Lot Five (5) in Auditor's Sub-division No. Eight (8) in the Village (now City) of Cambridge, lying West of a North and South boundary line which is parallel with and 328.5 feet West of the East boundary of said Lot Five (5), (said line being an extension of the center line of Denmark Street as located), lying southerly of the 1/16th line (North line of the Southwest Quarter of the Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23)) running between the Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) and the Southwest Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); lying Northerly of a line drawn parallel with and distant 600 feet North of the North line of Carlton Street (formerly known as Second Avenue Northwest) as measured at right angles to said North line of Carlton Street, and lying Easterly of the Easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

PARCEL 4
That part of Lot Five (5), Auditor's Sub-division Number 8, of the Village (now City) of Cambridge, described by metes and bounds as follows:

Commencing at a point on the East line of said Lot Five a distance of 225 feet North of the Southeast corner of said Lot Five; thence North along the East line of said Lot Five a distance of 75 feet; thence West and parallel with the South line of said Lot Five a distance of 176.5 feet; thence South and parallel with the East line of said Lot Five a distance of 75 feet; thence East and parallel with the South line of said Lot Five to the point of commencement, amounting, however, the East 80 feet thereof.

PARCEL 5
That portion of the South 1/2 of Southwest 1/4 of Section 25, Township 36 North, Range 23 West, 4th P.M., Isanti County, Minnesota, described as follows, to-wit: Beginning at the intersection of the East-West centerline of the SW 1/4 of said Section 25 and a line drawn parallel with and distant 225.0 feet southerly of, as measured at right angles to, Burlington Northern Railroad Company's Main Trunk centerline, thence Southeasterly parallel with said Main Trunk centerline to the point of intersection with a line drawn easterly with and distant 10.0 feet Easterly of, as measured easterly to, said Railroad Company's Spur track centerline, thence Northerly parallel with said Spur track centerline to the point of intersection with a line drawn parallel with and distant 52.0 feet Southeasterly of, as measured at right angles to, said Main Trunk centerline, thence Northeasterly parallel with said Main Trunk centerline to the point of intersection with said East-West centerline of the SW 1/4; thence Easterly along said East-West centerline to the Point of Beginning. EXCEPTING THEREFROM that portion of the above described property lying southerly of the following described line: Commencing at the Southeast corner of said Section 25, thence southerly along the south line of said Section 25 a distance of 658.2 feet, more or less, to the centerline of Burlington Northern Railroad Company's (formerly Great Northern Railway Company's) Main Trunk, thence easterly to the left an angle of 74 degrees 10 minutes 30 seconds, along said main trunk centerline a distance of 740.36 feet, thence southeasterly at right angles to said main trunk centerline a distance of 52.00 feet to the point of beginning of said line to be described; thence continuing southeasterly at right angles to said main trunk centerline a distance of 148.0 feet and said line there to terminate.

Have caused the same to be surveyed, plotted and known as SCHLAGEL ADDITION, and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof, Schlagen, Inc., has caused these presents to be signed by its properly officer this _____ day of _____, 20____.

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, Schlagen, Inc.

SIGNATURE
Notary Public, _____ County, Minnesota
My commission expires _____

(DO NOT USE STAMP)

I hereby certify that I have surveyed and plotted or directly supervised the surveying and plotting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown.

Kyle J. Reddy
MN Licensed Surveyor No. 42627

STATE OF MINNESOTA
COUNTY OF _____
The foregoing Surveyor's Certificate by Kyle J. Reddy, Minnesota License No. 42627, was acknowledged before me this _____ day of _____, 20____.

SIGNATURE (DO NOT USE STAMP)
Notary Public, _____ County, Minnesota
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 205, Minnesota Statutes this _____ day of _____, 20____.

Isanti County Surveyor
Mtn. License No. _____

This plat was recommended for approval this _____ day of _____, 20____.

Cambridge City Engineer

Approved by the Planning Council, City of Cambridge, Minnesota this _____ day of _____, 20____.

Chairperson

Secretary

Approved by the City Council, City of Cambridge, Minnesota this _____ day of _____, 20____, and in compliance with the provisions of Chapter 205.03, Sub-division 2, Minnesota Statutes.

Mayor

City Administrator

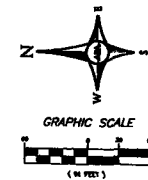
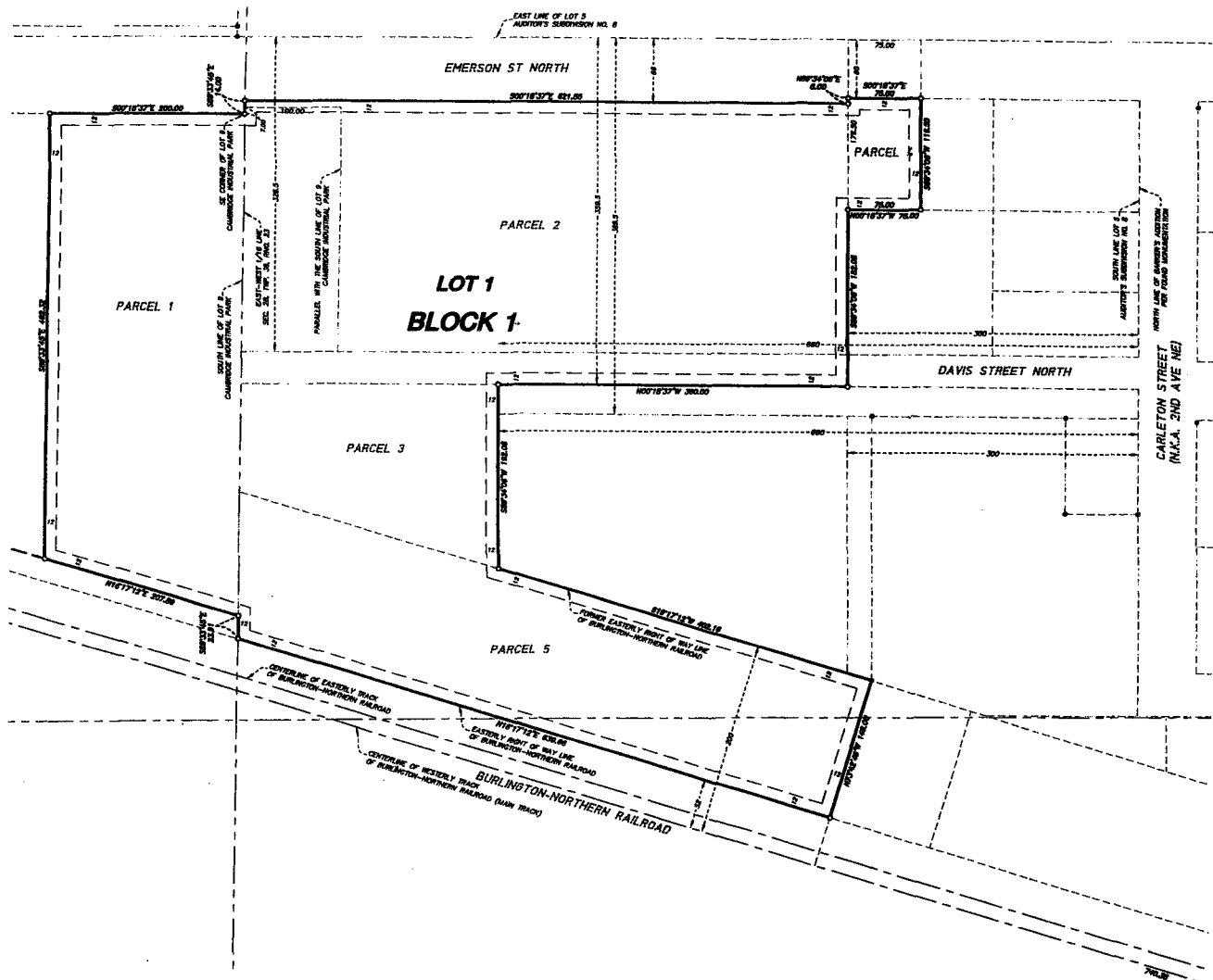
I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20____.

Isanti County Auditor-Treasurer
By _____ Deputy

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, of _____ o'clock _____ M. and was duly recorded in the Isanti County Records as Document No. _____.

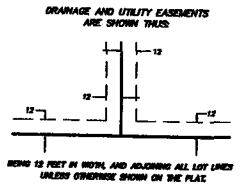
Isanti County Recorder

SCHLAGEL ADDITION



- LEGEND**
- SHOWS FOUND IRON PIPE
 - SHOWS SET 1/2" IRON PIPE WITH CAP MARKED FILE 4427
 - SHOWS BARN COUNTY LAND CORNER MARKING

BEARING NOTE
 FOR THE PURPOSES OF THIS PLAN, THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 20, RANGE 62 IS ASSUMED TO BEAR NORTH 80 DEGREES 30 MINUTES OF SECONDARY WEST.



NOTE REGARDING WETLANDS
 THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND GREAT LAKES MANAGEMENT AUTHORITY HAVE CONDUCTED SPECIAL SURVEYS WHICH ARE NOT ACCOMPANIED BY CURRENT SOIL, BATHYMETRY & OF SURVEYED ELEVATION AND MAY NOT BE SUITABLE FOR DEVELOPMENT OF LAND COVERED AND WETLANDS MAY BE SUBJECT TO SPECIAL CONSIDERATION OR LIMITATIONS.

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Resolution No. R15-XXX

**RESOLUTION APPROVING A FINAL PLAT
FOR SCHLAGEL ADDITION**

WHEREAS, the applicant Schlager, Inc., has requested approval of a Final Plat on the following described property:

Several metes and bounds descriptions generally described as Lot 9, and commencement at the SE corner of Lot 9 of Cambridge Industrial Park, commencement at the intersection of the East line of Lot 5, and parts of Lot 5 Auditor's Subdivision No. 8.; a portion of the S 1/2 of the SE 1/4 of Section 28, Township 36, Range 23, Isanti County, Minnesota.

WHEREAS, the Planning Commission of the city, on the 4th day of November, 2015, held a meeting regarding the Schlager Addition Final Plat request and tabled the item to December 1, 2015; and

WHEREAS, the Planning Commission of the city, on the 1st day of December, held a meeting regarding the Schlager Addition Final Plat; and

WHEREAS, the Planning Commission recommended that the Schlager Addition Final Plat be approved and brought forward to City Council for consideration, subject to the following conditions:

1. The title work must be completed and submitted to the City prior to recording the final plat.
2. The Preliminary and Final Plat must show all of the utility easements that show up as a result of the title work.
3. If the title work shows any easements along old lot lines, those easements must be vacated prior to recording the final plat.
4. The Preliminary and Final Plat must be approved by the City.
5. The Final Plat must be recorded with the Isanti County Recorder's Office.
6. A copy of the recorded final plat must be submitted to the City within 5 days of recording.

WHEREAS, it is found that such plat is in compliance with the Cambridge Zoning and Subdivision Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, hereby approves the Schlager Addition Final Plat with the conditions as identified above.

Adopted this 21st day of December, 2015

Marlys A. Palmer, Mayor

ATTEST: _____
Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
2016 DEVELOPMENT REVIEW SCHEDULE
PLANNING & ZONING AND CITY COUNCIL ACTION

The Planning and Zoning Commission is a seven member volunteer commission. Members are appointed by the City Council. Meetings are scheduled for the first Tuesday of each month unless otherwise noted. Identified below is the 2013 schedule for all items brought before the Planning Commission.

Application Submittal Date:	December	11 th
Publication Deadline:	December	21 th
Planning and Zoning Commission:	January	5th
City Council Meeting:	January	18th
60 Day Agency Action:	February	9 th
Application Submittal Date:	January	8 th
Publication Deadline:	January	18 th
Planning and Zoning Commission:	February	3rd (Wed.)
City Council Meeting:	February	16th
60 Day Agency Action:	March	8 th
Application Submittal Date:	February	5 th
Publication Deadline:	February	15 th
Planning and Zoning Commission:	March	1st
City Council Meeting:	March	21st
60 Day Agency Action:	April	5 th
Application Submittal Date:	March	11 th
Publication Deadline:	March	21 st
Planning and Zoning Commission:	April	5th
City Council Meeting:	April	18th
60 Day Agency Action:	May	10 th
Application Submittal Date:	April	8 th
Publication Deadline:	April	18 th
Planning and Zoning Commission:	May	3rd
City Council Meeting:	May	16th
60 Day Agency Action:	June	6 th
Application Submittal Date:	May	13 th
Publication Deadline:	May	23 rd
Planning and Zoning Commission:	June	7th
City Council Meeting:	June	20th
60 Day Agency Action:	July	12 th
Application Submittal Date:	June	10 th
Publication Deadline:	June	20 th
Planning and Zoning Commission:	July	6th (WED)
City Council Meeting:	July	18th
60 Day Agency Action:	August	9 th
Application Submittal Date:	July	8 th

<p>CITY OF CAMBRIDGE 2016 DEVELOPMENT REVIEW SCHEDULE PLANNING & ZONING AND CITY COUNCIL ACTION</p>

Publication Deadline:	July	18 th
Planning and Zoning Commission:	August	2nd
City Council Meeting:	August	15th
60 Day Agency Action:	September	6 th
Application Submittal Date:	August	12 th
Publication Deadline:	August	22 nd
Planning and Zoning Commission:	September	7th (Wed.)
City Council Meeting:	September	19th
60 Day Agency Action:	October	11 th
Application Submittal Date:	September	9 th
Publication Deadline:	September	19 th
Planning and Zoning Commission:	October	4th
City Council Meeting:	October	17th
60 Day Agency Action:	November	8 th
Application Submittal Date:	October	7 th
Publication Deadline:	October	17 th
Planning and Zoning Commission:	November	1st
City Council Meeting:	November	21st
60 Day Agency Action:	December	6 th
Application Submittal Date:	November	10 th
Publication Deadline:	November	21 st
Planning and Zoning Commission:	December	6th
City Council Meeting:	December	19th
60 Day Agency Action:	January	9 th
2017		
Application Submittal Date:	December	9 th
Publication Deadline:	December	19 th
Planning and Zoning Commission:	January	3rd
City Council Meeting:	January	17th
60 Day Agency Action:	February	7 th

- Applicants are required to carry out pre-application meetings with city staff prior to the application submittal dates. Applicants are strongly encouraged to schedule pre-application meetings well in advance of listed application dates.
- **Applications not received by 4:30 p.m. on the Application Submittal Date or determined to be incomplete within ten (10) days following the application submittal date will not be processed.** Applicants will be notified by mail if an application is determined to be insufficient.
- Succession of meeting dates is contingent on completeness of application materials and the outcome of the Planning and Zoning Commission meeting. Meeting dates are subject to cancellation and/or change.

CITY OF CAMBRIDGE
2016 DEVELOPMENT REVIEW SCHEDULE
PLANNING & ZONING AND CITY COUNCIL ACTION

- The 60-day agency action date is calculated using the Application Submittal Date as a start date. Every Effort will be made to process all applications within 60 days. The City reserves the rights to extend the 60-day agency action date to 120 days upon notification of the applicant as required by law.

Page 2 of 2

December 2, 2015

Author: Stan Gustafson

Background

Staff has been working to bring the MN Design Team to Cambridge. They have accepted our application and the visit has been scheduled for March 31 through April 2, 2016.

Who is the Minnesota Design Team: Their a group of professionals with backgrounds in Architecture, Landscaping, Planning, and Concept Design that will take a fresh look at our community? MDT has evolved over many years and through thousands of volunteer hours and has helped over 100 cities

MN Design Team Purpose: To work with local citizens, business owners, and City staff to plan a potential future for Cambridge. They will help our community focus on Cambridge's potential and areas for improvement. This is done through a series of community meetings held on March 31 and April 1 where input is solicited from participants and then culminates in a design presentation on Saturday, April 2.

The Design Team three objectives:

- to increase awareness of the benefits of quality design in a community's development
- to preserve each community's identity through images and words to construct a sustainable vision with existing assets such as the people, institutions, buildings, and natural environment.
- to use participatory democracy and a grassroots initiative; and
- to inspire community-based development through a positive experience of bringing together people to better understand their community, one another and the future.

The City is seeking city residents of all ages to be part of a team working on this project. We will select up to 300 people. The only requirement is that you either live within the City limits or operate a business within the City limits. MDT will gather your thoughts and ideas and bring them forward at a community meeting to be held at the Hardy Center April 2. We would be looking for person or groups to provide presentation to MDT during the day on

Friday and Friday evening will be a community dinner and work session for these 300 individuals.

Host Families are also needed for this event. Visiting members of the Design Team stay with residents in an effort to keep the costs of a Design Team visit down for the local community. It also provides an opportunity for Design Team members to speak on a one on one basis with a local resident. If you are willing to host a member of the Design Team on Thursday, March 31 – Saturday, April 2, please call Stan Gustafson at 763-552-3209 or email sgustafson@ci.cambridge.mn.us .

The Minnesota Design Team's visit is made possible through a grant from the Initiative Foundation's Thriving Communities Program. The Initiative Foundation's goal is to build a stronger Cambridge and build social capital.

Attachments

- Press release
- Citizens application
- Presentation

Cambridge to Host Minnesota Design Team

Do you ever envision what the City of Cambridge will look like in 2025? Do you care about the City's future and overall development? Here is an opportunity for you to get involved. Cambridge is hosting a visit by the Minnesota Design Team (MRT) on March 31 through April 2, 2016. The Minnesota Design Team is a group of professionals from a variety of backgrounds such as Architecture, Landscaping, Planning, and Concept Design that takes a fresh look at our community. The Minnesota Design Team was initially created as the Governor's Design Team in 1983 and was created by Governor Rudy Perpich. It has evolved over many years and through thousands of volunteer hours has helped over 100 cities.

Starting on March 31, 2016 the Design Team will work with local citizens, business owners, and City staff to plan a potential future for Cambridge. They will help our community focus on Cambridge's potential and areas for improvement. This is done through a series of community meetings held on March 31 and April 1 where input is solicited from participants and then culminates in a design presentation on Saturday, April 2.

The Design Team has three objectives when working with communities:

- to increase awareness of the benefits of quality design in a community's development
- to preserve each community's identity through images and words to construct a sustainable vision with existing assets such as the people, institutions, buildings, and natural environment.
- to use participatory democracy and a grassroots initiative; and
- to inspire community-based development through a positive experience of bringing together people to better understand their community, one another and the future.

These objectives will be met through the community work session(s) and the Design Team's final presentation on Saturday.

The Minnesota Design Team is here to gather your thoughts and ideas then present a compilation of these thoughts through design and pictures. This effort will set the course for Cambridge's future. The City is seeking city residents of all ages to be part of a team working on this project. We will select up to 300 people. The only requirement is that you either live within the City limits or operate a business within the City limits.

Host Families are also needed for this event. Visiting members of the Design Team stay with residents in an effort to keep the costs of a Design Team visit down for the local community. It also provides an opportunity for Design Team members to speak on a one on one basis with a local resident. If you are willing to host a member of the Design Team on Thursday, March 31 – Saturday, April 2, please call Stan Gustafson at 763-552-3209 or email sgustafson@ci.cambridge.mn.us .

This is a great opportunity to assist the project and give your input on the future of Cambridge. To participate please fill out a Minnesota Design Team Citizens Application Form located on the City's website at www.ci.cambridge.mn.us.

Please get involved. Your help and vision is needed to shape the future of Cambridge. Lend us your voice and make a difference.

The Minnesota Design Team’s visit is made possible through a grant from the Initiative Foundation’s Thriving Communities Program. The Initiative Foundation’s goal is to build a stronger Cambridge and build social capital.

Minnesota Design Team Visit Timeline for March 31 – April 2

March 31	5:00 – 8:30 pm	Community Reception, Information Collection, Meet Host Families
April 1	9:00 am–5:00 pm	Community presentations from the Chamber, Downtown Task Force, CI School District, Anoka Ramsey Community College, Isanti Commission on Aging, ACT on Alzheimer’s, Teen Center, youth groups, non-profits, etc.
April 1	5:30 - 9:00 pm	Community dinner for participants to gather input and prioritize community needs
April 2	6:30 – 8:00 pm	Presentation by Design Team based upon input gathered

Apply for your place at the Minnesota Design Team visit by visiting the City’s website at www.ci.cambridge.mn.us. Limited to 300 applicants.

2016 Minnesota Design Team Member Application

The Minnesota Design Team is limited to the first 300 people. To participate you must be either be a City resident or own a business within the City limits of Cambridge.

Application Deadline: January 31, 2016

Name: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>	Home Address: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> Street <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> City, Zip <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>
Email address: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>	Home Phone: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>
Preferred Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Cell Phone: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/>

Tell us a little bit about yourself:

What is your occupation and where do you work?

How long have you lived in Cambridge and what drew you here? _____

Tell us how you can help with the Minnesota Design Team Visit:

Why do you wish to participate in the Minnesota Design Team Process for the City of Cambridge?

Will you be able to commit to attend the Thursday, March 31 – April 2 sessions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you interested in providing housing for a Minnesota Design Team Member for Thursday, March 31; Friday, April 1; and Saturday, April 2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

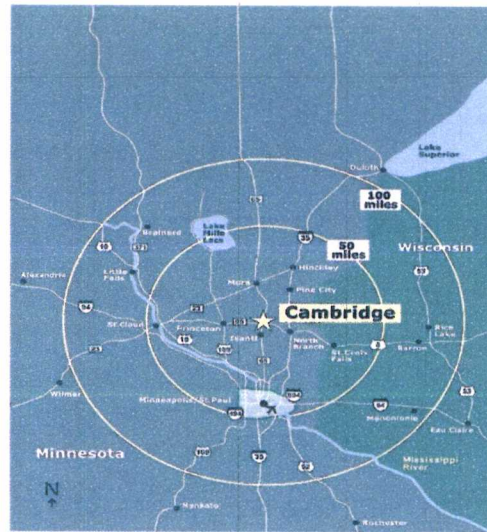
Signature: _____ Date: _____

Please return application to:

Lynda Woulfe, City Administrator
 City of Cambridge
 300 3rd Ave NE
 Cambridge MN 55008

Or e-mail to lwoulfe@ci.cambridge.mn.us

Welcome MN Design Team



Who is the MN Design Team

- The MDT formed in 1983, assisted over 100 communities, all volunteers in Planning, Concept Design, Architects and Landscaping to assist City's, fresh ideas, design, learning from involved citizens
- This initiative was originally brought about by Governor Rudy Perpich and was called the Governor's Design Team
- The Minnesota Star City Program initiative came from the Design Team

Why the MN Design Team

- The idea was to bring in professionals from a variety of backgrounds to take a fresh look at your community.
- Over a weekend the Design Team works together with local citizens to plan for the future.
- What can MDT do in three days- help from citizens, presentations from community groups-committees willing to share thoughts/ideas of how Cambridge should look over the next 5, 10 & 20 years

MN Design Team Objective

MDT's objectives when working with communities:

- Increase awareness of the benefits of quality design in the development of communities
- Increase awareness of community amenities
- Preserve each community's identity with images and words to construct a sustainable vision with existing assets, including people and institutions, buildings, and the natural environment
- Participatory democracy and grassroots initiative. Inspire community-based development through a positive experience of bringing together people to better understand their community, one another and the future

Community Assistance Needed

- Be a part of the Team to strengthen Cambridge for years to come
- Your group
 - Your presentation
 - Your ideas
 - Your future
- Host Families are need for the Design Team member stay at their home.

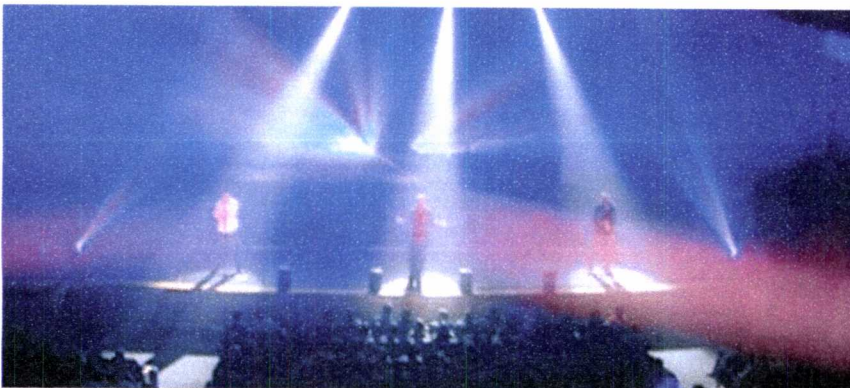
Schedule of events

Minnesota Design Team Visit Timeline for March 31 – April 2

- | | | |
|----------|-----------------|---|
| March 31 | 5:00 – 8:30 pm | Community Reception, Information Collection, Meet Host Families |
| April 1 | 9:00 am–5:00 pm | Community presentations from the Chamber, Downtown Task Force, CI School District, Anoka Ramsey Community College, Isanti Commission on Aging, ACT on Alzheimer's, Teen Center, youth groups, non-profits, etc. |
| April 1 | 5:30 - 9:00 pm | Community dinner for participants to gather input and prioritize community needs |
| April 2 | 6:30 – 8:00 pm | Presentation by Design Team based upon input gathered |

(Cont.) Schedule of events

- Saturday day MDT works on your ideas gathered and committee presentations
- Saturday evening community presentation, Hardy Center from 6:30 pm to 8:00 pm with seating up to 700 people. Following presentation there will be time for questions and answers from 8:00 pm to 8:30 pm
- *The Minnesota Design Team's visit is made possible through a grant from the Initiative Foundation's Thriving Communities Program.*



Special Recognition

The Minnesota Design Team's visit is made possible through a grant from the Initiative Foundation's Thriving Communities Program. The Initiative Foundation's goal is to build a stronger Cambridge and build social capital.

Questions/Contacts

Stan Gustafson

763-552-3209

sgustafson@ci.Cambridge.mn.us