

Section 6: Concept Plan

SECTION 6:

- 6.01 Purpose
- 6.02 Filing and Review of Application
- 6.03 Information Required for Concept Plan

6.01 Purpose: The preparation and submittal of a Concept Plan shall be required. The purpose of the Concept Plan is to obtain informal review comments prior to filing a formal preliminary plat application. On the basis of the Concept Plan, the City shall informally advise the Developer as promptly as possible of the extent to which the proposed subdivision generally conforms to the design standards of this Ordinance. Comments on the Concept Plan shall not be considered binding in regard to subsequent plat review. Concept Plan review does not convey any legal development rights to the applicant.

6.02 Filing and Review of Concept Plan Application:

Subd. 1. Procedure.

A. Pre-Development Agreement. The City requires that Developers enter into an agreement with the City in which the Developer agrees to reimburse the City for its costs incurred in considering and reviewing the proposed development. This would include, but not be limited to, administrative fees, legal fees, engineering fees, planning fees, and other Consultants' fees. The agreement also requires that the Developer pre-pay a portion of these fees. The amount required shall be as set forth in the agreement.

B. Consultants' Meeting. Prior to any formal submission and review of a Concept Plan, the Developer shall request and attend a consultants' meeting for staff level review. If possible, the Developer should submit at least 5 reduced scale (11" x 17") copies of the draft Concept Plan to City Hall, and 1 reduced scale (11" x 17") copy directly to both the City Planner and City Engineer, at least 1 week prior to the consultants' meeting. If copies have not been previously submitted, the Developer must bring at least 7 reduced scale (11" x 17") copies of the Concept Plan to the consultants' meeting. Also at this stage, the Consultants shall identify what areas of the property, such as property corners and proposed parks and trails, shall be staked prior to the Planning Commission Meeting to allow

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city staff, board, and commission members and the City Council to view the subject site and areas proposed to be dedicated for public parks, open space, and trails.

- C. Park Board Meeting. A Park Board Meeting shall be held to review the Concept Plan and available comments from the Consultants. The Park Board shall make a preliminary determination as to the park needs and/or location. This preliminary determination shall be forwarded to the Planning Commission for review and consideration.
- D. Application and Placement on the Planning Commission Agenda. The City must receive a concept plan application form, 20 copies of the Concept Plan along with 20 copies of the required accompanying information at City Hall. The Concept Plan (1 large scale copy and 1 reduced scale (11" x 17") copy) and required accompanying information shall be submitted directly to the City Engineer and the City Planner on the same day as materials are submitted to City Hall. Upon receipt, the matter will be placed on the next Planning Commission Meeting agenda which is at least 21 days after the date the application was received. The Zoning Administrator shall submit copies of the Concept Plan and required accompanying information to other staff, committees, Consultants, or agencies, as appropriate, who may make written comments to the Planning Commission. If the Consultants suggest substantial changes to the Concept Plan, it may be advisable to submit a revised Concept Plan to City staff prior to submitting one to the Planning Commission.
- E. Planning Commission Meeting. The Concept Plan shall be submitted to the Planning Commission for their review and recommendation. The Planning Commission shall review and comment on the project's acceptability in relation to the Comprehensive Plan, utility availability, and development regulations. A recommendation may be made at that time or the matter may be tabled to allow further time for review and consideration.
- F. City Council Meeting. The Planning Commission's recommendation will be conveyed to the City Council. The City Council shall review

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and comment on the project's acceptability in relation to the Comprehensive Plan, utility availability, and development regulations. Action may be taken at that time or the matter may be tabled to allow further time for review and consideration. Comments on the Concept Plan shall not be considered binding in regard to subsequent plat review. Concept Plan review does not convey any legal development rights to the applicant.

Subd. 2. Attendance at Meetings Mandatory. The applicant, or a representative, is required to attend all meetings with advisory boards and the City Council. Failure of the applicant, or a representative, to attend a meeting may result in the denial of the application.

6.03 Information Required for Concept Plan:

Subd. 1. Number of Copies Required at the Time of Application.

- A. City Hall. The Developer shall submit 1 large scale copy and 20 reduced scale (11" x 17") copies of the Concept Plan and required accompanying information to City Hall at least 21 days prior to the Planning Commission Meeting.
- B. City Engineer and City Planner. The Concept Plan (1 large scale copy and 1 reduced scale (11" x 17") copy) and required accompanying information shall be submitted directly to the City Engineer and the City Planner on the same day as materials are submitted to City Hall.

Subd. 2. Required Accompanying Information.

- A. The required accompanying information shall consist of detailed written materials, plans, and specifications to include the following information:
 - 1. Name and Address of Developer and Owner, if Different.
 - 2. Date of Plan preparation and dates of revision.
 - 3. Scale of Plan.

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4. North arrow indication.
5. Property location map illustrating the site location relative to adjoining properties and streets.
6. Scaled drawing illustrating property boundaries.
7. Aerial photo with Concept Plan overlay detailing density, lot layouts, streets, possible park areas, preliminary wetland delineation, and surface waters.
8. Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable.
9. Street system and trails that interconnect neighborhoods and are consistent with the Comprehensive Plan.
10. Approximate total area of wetlands and uplands on site.
11. Additional information as required by the Zoning Administrator.