Concept Review

A Concept Review is an optional process and designed to address the appropriateness of a development proposal from the perspective of general land use compatibility without incurring substantial cost. This process provides a forum in which more specific development issues and potential concerns can be identified and may require further information and additional analysis at the development stage.

There are two general types of concept review: Policy and Land Use. A Policy Concept Review process allows the City Council to provide informal comments related to land use policy: i.e. would the City Council be willing to consider a rezoning or land use amendment. A Land Use Concept Review process provides the applicant with an opportunity to submit a plan showing the basic intent and the general nature of the entire development.

Neither the City Council nor the Planning Commission will take any formal action to approve or deny the application. No comments, remarks, or observations made by the City Council, Planning Commission, or city staff on the Concept Plan are binding on the city for subsequent stages.

**Subject Property Information (please print)**

- Address: ________________________________________________________________
- Parcel Number: 75 - _____ - _____
- Complete legal description - this may be obtained from the county or title company, or found on your property deed or in your closing documents.
  - Please submit legal description in a Word document. Without it, your application will be returned as incomplete.

**Applicant Information (please print)**

Business/Company name: ________________________________________________

Name: ___________________________ E-mail address: ________________________@__________

Address: ________________________ ___________________________ ___________
  Street       City        State      Zip Code

Phone: __________________________

Signature: ______________________ Date: ______________

**Property Owner Information (please print)**

Same as Applicant [ ] Different, as below [ ] (Check one)

Name: ___________________________ E-mail address: ________________________@__________

Address: ________________________ ___________________________ ___________
  Street       City        State      Zip Code

Phone: __________________________

Signature: ______________________ Date: ______________

All signature lines on all pages must be signed for the application to be considered complete.

Information will be sent via email unless otherwise requested.
Application Fees
$100 fee and $500 escrow

Fees
The application fees pay for administrative staff time related to the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in the Elk River Star News, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees, or additional fees that may occur.

Escrow
The escrow is used to pay consultants for review of land use cases, hours applied to an application by professional staff, as well as recording and additional fees, where required. Staff hours may include time spent on review, site visits, documentation, presentations, meetings, and all inspections. Professional staff services are billed at $75 per hour.

If the escrow is used in its entirety, the responsible party indicated in Billing Information will be billed monthly for additional services (see Agreement to Pay Costs of Review). Remaining balances will be refunded to the party that posted the escrow.

Agreement to Pay Costs of Review
It is the policy of the City of Elk River to require the party indicated in Billing Information for land use approvals and licenses to reimburse the city for costs incurred by the city in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the city. These costs include all of the city’s out-of-pocket costs for expenses, including the city’s costs for review of the application by the city’s environmental consultant, city engineer, planning staff, city attorney, or other consultants; recording fees, and necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

If payment is not received with the application, the city may return the application for failure to comply with the requirements for processing the application or may suspend the application review process.

The city will invoice the party indicated in Billing Information for costs incurred after the escrow is depleted, and payment will be due within thirty (30) days.

Payment for costs will be required whether the application is granted or denied and unpaid fees may be assessed to property taxes, with penalty.

The undersigned has received the above policy regarding the payment of costs of review, understands that reimbursement to the city of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the city as required in the policy, and make payment when billed by the city.

Billing Information
Same as Applicant ☐ Same as Property Owner ☐ Different, as below ☐
(Check one)

Name: ___________________________ E-mail address: ___________________________ @ ___________________________
Address: ___________________________ Street ___________________________ City ___________________________ State ______ Zip Code __________
Phone: ___________________________

Signature: ___________________________ Date: __________

Public Information
Except for personal information, all forms of correspondence to and from staff, consultants, city attorney, and public officials are considered public information.
**Application Requirements**

Each of following applicable requirements (unless waived by staff) shall be submitted:

- Application Fee
- A typewritten narrative (see Description of Project Narrative)
- Sufficiently detailed information (written or illustrated) to adequately convey your request
- All submitted documents shall be:
  - One (1) hard copy of all required drawings at a scale no smaller than 1” = 50’, and no larger than 24”x36”
  - Two (2) sets of hard copies of all required drawings at 11”x17”
  - Provided in a digital format (e.g. .pdf, .jpeg, .doc, .dwg) at a resolution of at least 300 dpi. *Flash drives, CDs, and email are acceptable.*
  - Folded (rolled drawings will not be accepted)
- All other information as determined by city staff

I understand if all of the required/requested information is not submitted within 15 calendar days after my application has been submitted, this application will be returned incomplete and the next application deadline will be the following month.

**Applicant Signature:** ____________________________________________  **Date:** __________

**Print Name:** __________________________________________________
Description of Project Narrative

The narrative is your opportunity to describe, promote, and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project
  - What is being proposed?
  - How is the request consistent with City of Elk River Comprehensive Plan?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
  - How do they comply with applicable design standards?
- Signage – *(at time of installation, a separate permit is required for each sign)*
  - How many?
  - Proposed sizes?
  - Locations?
  - What type?
- Is there outdoor storage?
  - What is being stored?
  - How much?
  - Proposed screening?
Please contact staff listed below if you have questions regarding the submittal requirements.

**Primary City Staff Resources**

**Zack Carlton** - Community Development Director  
763.635.1035  
zcarlton@ElkRiverMN.gov

**Jennifer Green** - Senior Administrative Assistant  
763.635.1032  
jgreen@ElkRiverMN.gov

**Chris Leeseberg** - Senior Planner  
763.635.1033  
cleeseberg@ElkRiverMN.gov

**Justin Femrite** - Public Works Director/Chief Engineer  
763.635.1051  
jfemrite@ElkRiverMN.gov

**Suzanne Fischer** - Environmental Services  
763.635.1030  
sfischer@ElkRiverMN.gov

**Brandon Wisner** - Stormwater Coordinator  
763.635.1054  
bwisner@ElkRiverMN.gov

**Mark Pistulka** - Building Official  
763.635.1066  
mpistulka@ElkRiverMN.gov

**Jolene Richter** - Deputy Clerk  
763.635.1004  
jrichter@ElkRiverMN.gov

**Additional Resources**

**Roxy Robertson** - WSB Wetland Contact  
763.541.4800  
RRobertson@wsbeng.com

**Elk River Municipal Utilities**

**Theresa Slominski** - General Manager  
763.635.1334  
tsloiminski@ermumn.com

**Sherburne County**

**Andrew Witter** - Public Works Director  
763.765.3302  
publicworks@co.sherburne.mn.us

**MnDOT**

**Tom Cruikshank** – Principal Planner District 3  
320.223.6526  
thomas.cruikshank@state.mn.us

**MnDOT**

Metro Development Reviews  
metrodevreviews.dot@state.mn.us

**Northern Natural Gas Company**

**Bryan Kruger** - Senior Right-of-Way Agent  
651.456.1735  
bryan.kruger@nngco.com

**CenterPoint Energy**

**Andrew Balgobin**  
612.321.5480  
andrew.balgobin@CenterPointEnergy.com

**Connexus Energy**

**Jake Schwietering**  
763.785.5432  
jake.schwietering@CenterPointEnergy.com

**info@connexusenergy.com**
# 2022 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Parks and Recreation</th>
<th>Planning Commission* and Board of Adjustments**</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31</td>
<td>February 9</td>
<td>February 23</td>
<td>March 21</td>
</tr>
<tr>
<td>February 28</td>
<td>March 9</td>
<td>March 22</td>
<td>April 18</td>
</tr>
<tr>
<td>March 28</td>
<td>April 13</td>
<td>April 26</td>
<td>May 16</td>
</tr>
<tr>
<td>April 25</td>
<td>May 11</td>
<td>May 24</td>
<td>June 20</td>
</tr>
<tr>
<td>May 31</td>
<td>June 8</td>
<td>June 28</td>
<td>July 18</td>
</tr>
<tr>
<td>June 27</td>
<td>July 13</td>
<td>July 26</td>
<td>August 15</td>
</tr>
<tr>
<td>July 25</td>
<td>August 10</td>
<td>August 23</td>
<td>September 19</td>
</tr>
<tr>
<td>August 29</td>
<td>September 14</td>
<td>September 27</td>
<td>October 17</td>
</tr>
<tr>
<td>September 26</td>
<td>October 12</td>
<td>October 25</td>
<td>November 21</td>
</tr>
<tr>
<td>October 31</td>
<td>November 9</td>
<td>November 22</td>
<td>December 19</td>
</tr>
<tr>
<td>November 28</td>
<td>December 14</td>
<td>December 20</td>
<td>Jan 17, 2023 (Tues)</td>
</tr>
<tr>
<td>December 27</td>
<td>January 11, 2023</td>
<td>Jan 24, 2023</td>
<td>Feb 21, 2023 (Tues)</td>
</tr>
</tbody>
</table>

* Major revisions to projects as a result of the Wetland Technical Evaluation Panel review will cause a tabling to the following month’s Planning Commission meeting.

** Variances – the Planning Commission meets as the Board of Adjustments (Automatic appeal to City Council if denied)

### Applications requiring only City Council review:
- Administrative Subdivision (Simple Plat or Lot Split)
- Easement Vacation
- Final Plat
- Platted Exemption (Consent Agenda)

### Applications requiring both Planning Commission and City Council review:
- Appeal
- Conditional Use Permit
- Interim Use Permit
- Land Use Amendment
- Ordinance Amendment
- Preliminary Plat
- ** Variances – the Planning Commission meets as the Board of Adjustments

*All required application materials must be submitted by the deadline. Incomplete applications will be returned to the applicant for submission during the next application cycle.*