

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

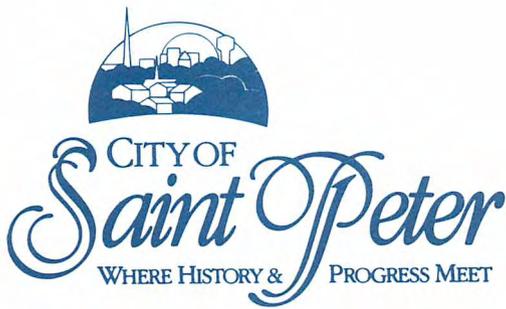
Regular Workshop Session of Tuesday, February 16, 2016
Library Meeting Room – 5:30 p.m.*
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Fire Station Proposal
 - B. School/City Housing Project Plan
 - C. Others
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal

*Councilmember Carlin will be participating through a remote video feed from Community Room, 5th Floor, 77 Jalan Dato Keramat, Birch Plaza, Penang Times Square, Georgetown, Penang, Malaysia. Time at her location will be 7:30 a.m. Wednesday.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/10/2016

FROM: Todd Prafke
City Administrator

RE: Fire Hall Architectural Proposal

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

At your last Goal Session the Council asked that I move to the next phase of the proposed Fire Hall development. Previously the Council hired ISG (at that time Paulsen Architects) to do an initial space analysis study which was completed and which the Council has reviewed.

As you may recall from that report the concern related to your current Fire Hall was that the Hall is too small to support your fire operations. It does not provide adequate space for training and other activities for your members nor, and maybe most importantly, it does not provide adequate space for your equipment. Additionally, it is anticipated that future equipment will continue to become larger and as the community grows, the addition of one or two more trucks is likely. Again, your current hall would not be able to accommodate that equipment over the next 10 to 20 years.

The proposal from ISG is attached.

The goal of the next phase of work would be to further define the cost of those specific current and future space needs of the Fire Department. After that highly defined data is available, then a financial plan can be put together.

Since you had worked with ISG for the first phase of development and were satisfied, you did not give me direction to solicit other proposals. You have had a positive history with Paulsen and I believe the price that they have proposed is certainly within the market for this type of work.

The process, should the Council wish to move forward, is that the Building Committee of the Fire Department will be reconstituted to work with the designers and regular reporting will be provided to the Council. It will be my goal to participate in a way that provides balance between the wants and needs of the department. This may also mean a look at some operations issues that are more internal to the department. In addition, we will rely on the expertise that ISG brings to the table. I would anticipate that this work be done in a few months and then a couple

of months will be taken to review to ensure budget issues can be met and then, if desired, move to the next phase decisions and development. Coincident to this work will be development timelines and some review of use and sale opportunities of your existing building.

As you may note from the proposal, the current assumed location is near the Broadway Water tower. This may not be the final location and we should be able to modify the work for other similarly situated locations which by that I mean "X" acres on a pretty development ready flat site. Location may change due to space needs once further analysis is done or for other reasons. You could do an additional location study as well. Cost estimated for that work is in the \$3,500 to \$5,000 range. I would suggest that we get our building needs figured out first, and then if a location change is driven by those needs we move forward and review other possible sites.

The cost of the study is \$17,700 and would be funded from General Fund reserves.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



NEW FIRE STATION

Schematic Design Phase Services

ARCHITECTURE ENGINEERING ENVIRONMENTAL PLANNING



PROPOSAL FOR:
Todd Prafke
City Administrator
City of Saint Peter
227 South Front Street
Saint Peter, MN 56082

FROM:
Bryan Paulsen, AIA, LEED AP
Director of Architecture
ISG
115 East Hickory Street, Suite 300
Mankato, MN 56001
507.387.6651
bryan.paulsen@is-grp.com





December 24 2015

Todd Prafke
City Administrator
City of Saint Peter
227 South Front Street
Saint Peter, MN 56082
Via Email: toddp@saintpetermn.gov

RE: SCHEMATIC DESIGN SERVICES PROPOSAL FOR NEW FIRE STATION
SAINT PETER, MINNESOTA

Todd:

Providing for the safety of the public you serve is one of the greatest responsibilities of any elected or appointed municipal leader. The citizens of Saint Peter expect to benefit from facilities that will be cost effective, yet durable; aesthetically pleasing, yet practical; and easily accessed, yet secure. Blending those community expectations into a well planned and thoughtful design response to the safety needs of a growing community will be the result of the schematic services ISG delivers.

As a multi-disciplined design firm with over 40 years of local experience and expertise in the field, which includes fire stations, police stations and combination public safety facilities, we understand that success comes from careful planning. ISG will tailor the schematic design process to meet Saint Peter's long-term strategic goals. It starts by reviewing any previously prepared planning documents available. To collaborate as a team, Saint Peter staff is included during programming review to determine whether space needs have changed. Armed with the information gathered in meetings with all stakeholders, ISG will provide a design that responds to the current as well as future needs of the city.

We are eager to provide a superior solution for Saint Peter's new fire station. Our previous work in the community has led to a long lasting professional relationship that ISG values. We look forward to further developing the connection with the community.

Sincerely,

Bryan Paulsen AIA, LEED AP
Director of Architecture
Architecture Group





New Fire Station - Saint Peter, Minnesota

PROJECT UNDERSTANDING

Saint Peter has performed preliminary planning and space needs assessments for public facilities and is ready to begin to take action on that planning. One of the needs expressed during the previous assessments is for a new fire station facility to replace the current fire station. To proceed with the development of a building, it will be necessary to revisit the space program that has been previously prepared. This review process will determine whether changes to the anticipated needs have occurred since planning was completed.

Utilizing this updated information, a schematic design phase study for the facility will be prepared. The property on Broadway Avenue has been identified as a preferred site for the future fire station and will be further evaluated for suitability during the design process.

SCOPE OF PROFESSIONAL SERVICES

ISG has prepared the following scope of services to meet the project requirements.

Site Survey

Site survey information will be required to determine feasibility of the site relating to the proposed schematic building footprint. ISG will perform a boundary and topographic survey to locate the property boundaries, setbacks, and any potential easements or encroachments that may affect the construction of the new building as well as existing elevations and topographic features including buildings, streets, and utilities that may be incorporated into the overall site design.

Geotechnical Assessment Coordination

ISG will coordinate with a qualified geotechnical consultant for the completion of a geotechnical assessment and preparation a corresponding final report summarizing the existing soil conditions and associated recommendations. Site and structural design requirements will be based on these recommendations and the soils information identified during the assessment. This proposal has anticipated that the Owner will directly contract with the selected geotechnical consultant to provide these services.

Architecture

ISG will develop schematic phase architectural documents including floor plans, exterior elevations, and a general building section. We will also provide a preliminary code analysis which will address building code compliance as it relates to exiting, fire protection, and accessibility requirements.

Civil Engineering

ISG will provide schematic civil engineering design including a site plan for the proposed building. Preliminary grading, drainage, utilities, vehicle access, pedestrian ways, and paving to accommodate parking and emergency vehicle traffic will be considered. The schematic site plan will indicate the building location, parking and drive areas, and general utility locations and information.

Structural Engineering

At this time the construction type of the facility is not known. This determination will be made during the schematic design phase, and will be based upon budgetary information gathered from all stakeholders. As the architectural schematic design is being performed, a structural review of the program and concept will be performed by engineering staff at ISG. The purpose of this review is to determine the constructibility of the proposed facility and assist in the preparation of preliminary cost estimating.

Mechanical Engineering (HVAC and Plumbing)

ISG will provide preliminary schematic HVAC recommendations for appropriate heating, cooling, and ventilation.

Electrical Engineering

ISG will provide preliminary electrical schematic recommendations for appropriate electrical service and power distribution.



New Fire Station - Saint Peter, Minnesota

SCHEDULE + PROJECT TEAM

ISG is prepared to dedicate the following professional resources to assist you with meeting the proposed timeline. The team for this project was assembled based on their expertise in the field of municipal facilities and in-depth knowledge of the fire station design process.

PRIMARY POINT OF CONTACT
 Bryan Paulsen, AIA, LEED AP - Director of Architecture

ENGINEERING + ARCHITECTURE SERVICES

Justin Steffl - Associate Principal + Project Manager

Chris Larson, PE - Associate Principal - Senior Civil Engineer

Jason Hoehn, PE - Principal + Senior Structural Engineer

Tony Effenberger, PE, LEED AP - Principal + Senior Mechanical Engineer

Mike Nelson, PE - Electrical Engineer

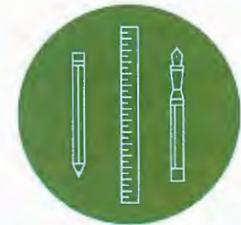
COMPENSATION

ISG proposes to provide the scope of services described within this proposal in accordance with the following schedule of compensation. Please note that fees are inclusive of reimbursable expenses such as mileage, equipment costs, and plan printing costs.

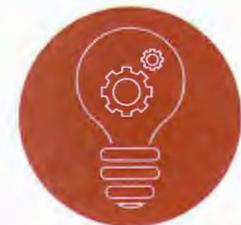
PROFESSIONAL SERVICES	COMPENSATION
Site Survey (Topographic)	\$ 2,050.00
Boundary Survey	\$ 1,150.00
Civil Engineering	\$ 2,500.00
Architecture	\$ 10,000.00
Structural Engineering	\$ 1,000.00
Mechanical Engineering	\$ 500.00
Electrical Engineering	\$ 500.00
Total	\$ 17,700.00



RESPONSIVE



CREATIVE



INGENIOUS



EAGER



ACCOUNTABLE

Appendix

Conceptual Site Plans





PROPOSED FIRE STATION

PROPOSED BUILDING - 13,340 sf
PROPOSED PARKING - 50 parking stalls

COST ESTIMATE

LOW ESTIMATE - \$1,550,000
PRE-ENGINEERED METAL BUILDING
HIGH ESTIMATE - \$2,200,000
ARCHITECTURAL PRECAST BUILDING

PROPOSED SITE PLAN

6

EXPERTISE

Architecture
Engineering
Environmental
Planning

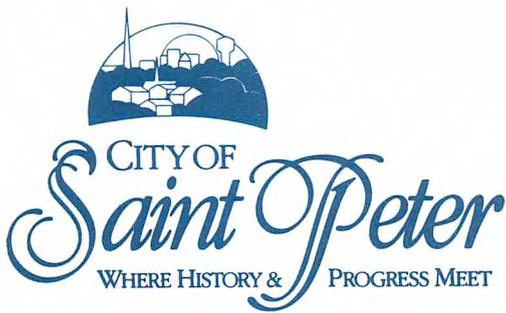
WORK

Agriculture
Civic and Culture
Commercial
Education
Energy
Government
Healthcare
Housing
Industrial
Mining
Public Works
Sports and Recreation



Mankato, MN
Minneapolis/St. Paul, MN
Faribault, MN
Des Moines, IA
Storm Lake, IA
Algona, IA
La Crosse, WI

www.is-grp.com



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/9/2016

FROM: Todd Prafke
City Administrator

RE: Housing Subdivision

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members certainly recall the numerous discussions on this project. My hope and need has been to break this overall report in to two primary parts. The first, at this workshop, and the second at your Goal Session on the 29th.

By breaking it into two parts I hope to present information that is more usable (less cramped for time) and give us a bit longer to work on some of the financing details that take longer because of their complexity and coordination with other entities.

My goal for the Council at this workshop is to get you into a position to make the following decisions:

- Make sure you are feeling good about the layout, concept to design, sidewalks, park location, boulevard width, street widths etc. (maps are attached)
- Finalize naming of the subdivision and street names. (Name list previously approved is attached.)
- Ongoing discussion on infrastructure costs and average lot costs (cost estimate attached). Staff plans to submit a final price list on the 29th after additional work and review of desirability and marketability of specific lots.
- Preliminary financing of the Tax Increment Financing (TIF), estimated interest rate (what TIF can be provided to buyers).
- Finishing the discussion on the covenants. (A draft is attached)
- Review of development rules and marketing plan and rules. (A draft is attached)
- Review of important timelines.
- Get tentative agreement to stop or to go to the next phase of work which includes:
 - Finalizing development budget
 - Focus on housing funding
 - Construction (who, how timelines)

- Entry assistance opportunities/assistance opportunity timelines (who, how, timelines)
- Outline possible partners and participants
- Further outline marketing strategy
- Outline of some of the housing images and cost estimates
- Get Councilmembers ready to pull the many triggers that need to be pulled.
- Review SWMHP agreement mortgage products, finalizing TIF numbers, housing and process for development of houses and construction financing.

As always, I hope to touch base on a few of the overarching issues that you have reviewed in an effort to make sure we are addressing them and meeting your goals. That list is:

- Affordability (very close and should be clear by the 29th)
- Design of neighborhood (this meeting)
- Housing study and its' data (ongoing)
- Changes in the ownership marketplace (ongoing)
- Money (discussion on both 16th and 29th)
- Timeline (discussion on both 16th and 29th)
- Market (discussion on both 16th and 29th)
- School relationship (ongoing)
- Marketing plan (discussion on both 16th and 29th)
- Community concerns about development (ongoing)
- Change in the development standards exemplified by getting rid of sidewalks (this meeting)

Please also know that should the Council continue to move forward, we will be requesting approval to solicit bids for first phase infrastructure as early as your first Council meeting in March.

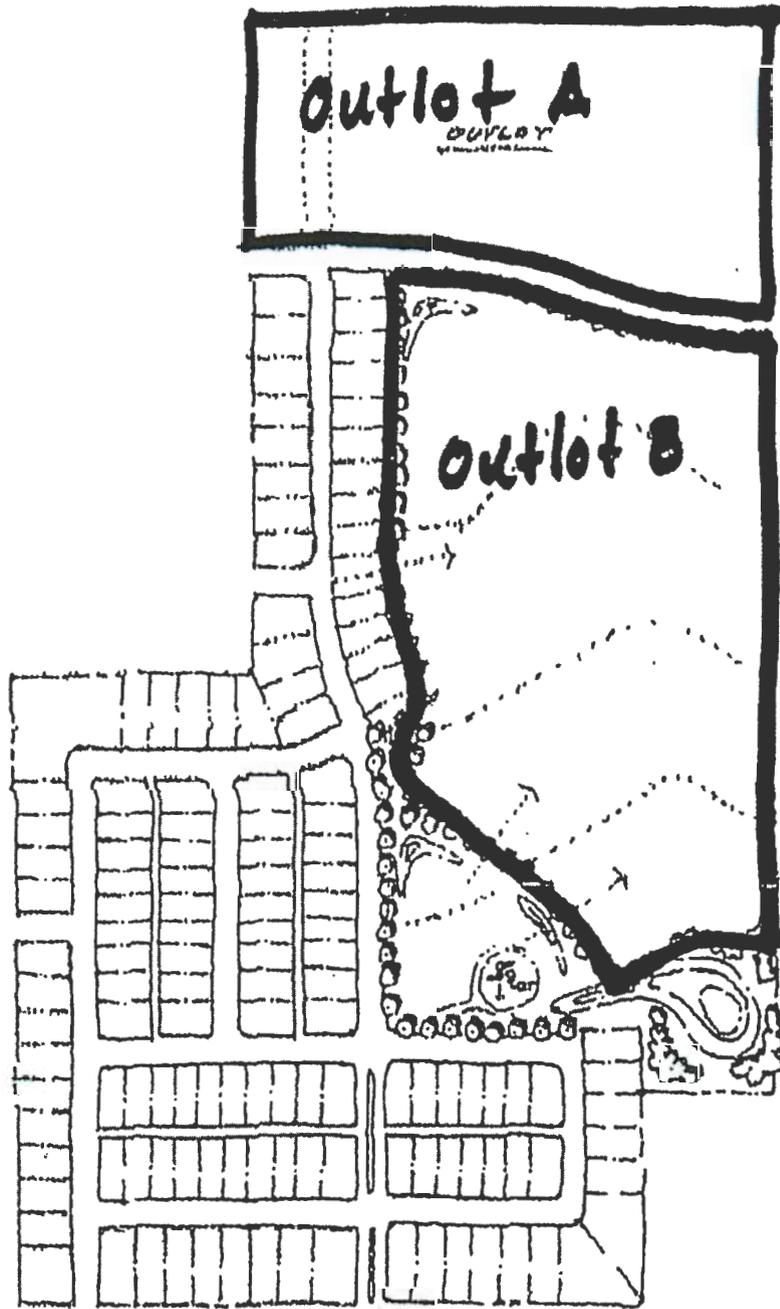
The project continues to have four major goals that you discussed at your last goal session. They were:

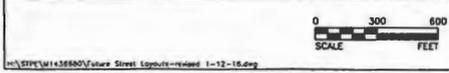
- Maintain the affordability we discussed at the \$190,00 range and working family incomes
- Provide for a component, working with a private developer, that can augment the diminishing supply of lots for homes in the \$230,000+ range
- Take advantage of the infrastructure construction market as able
- Work closely with our partners in the School District

As we walk away from any discussion on this project, we need to make sure we are addressing those goals.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal





BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FARMINGTON, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN ANES, IA

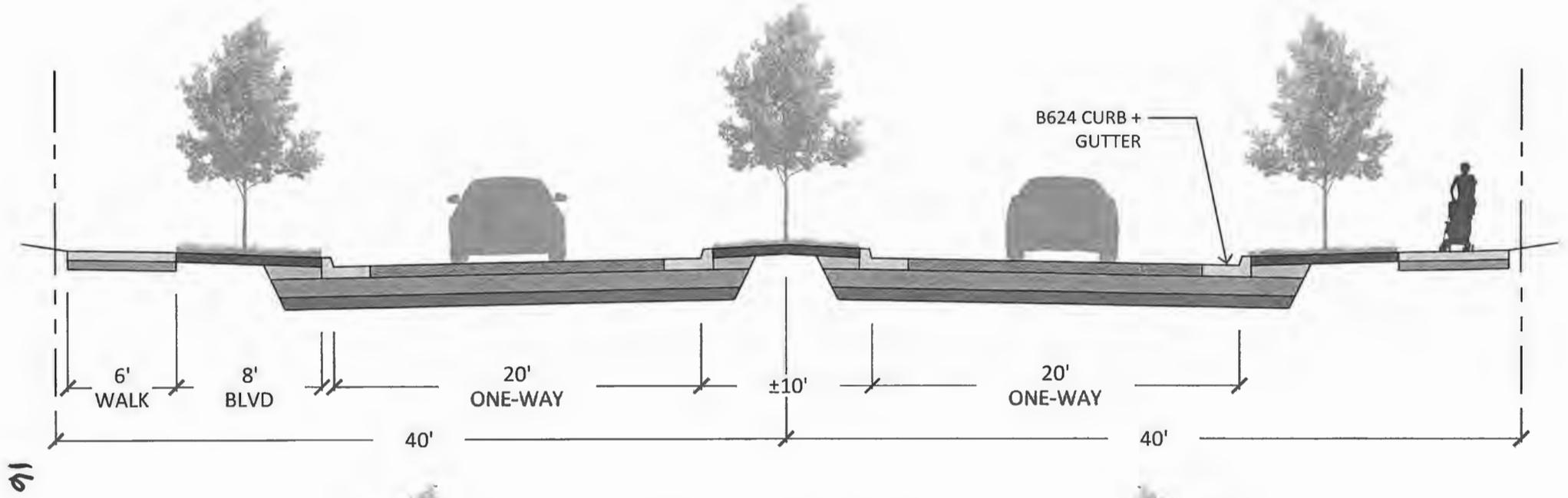
NO.	BY	DATE

CITY OF SAINT PETER
 AERIAL PHOTO
 FUTURE STREET LAYOUT

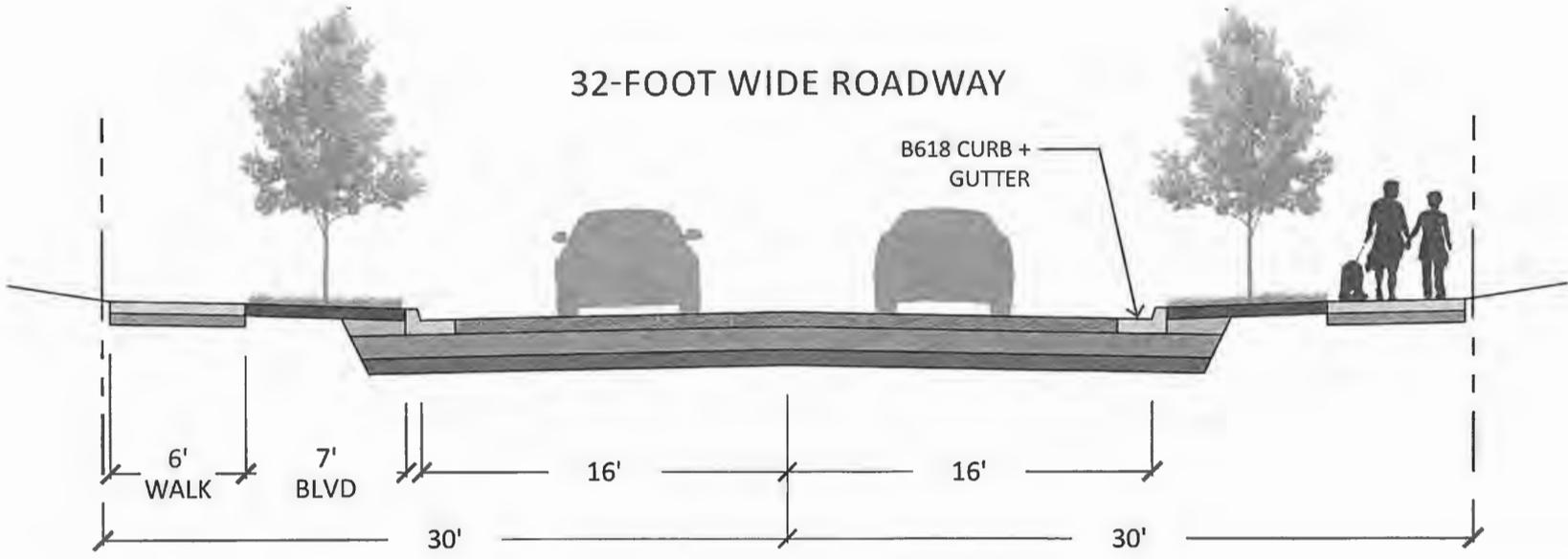
SHEET
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51

CULLEN STREET



32-FOOT WIDE ROADWAY



PRELIMINARY LOT COST ANALYSIS
AFFORDABLE HOUSING SUBDIVISION 02/10/2016
NW CORNER NICOLLET AVENUE AND TRAVERSE ROAD
SAINT PETER, MN
 #N/A

Total Cost of Land (Includes all Phases, Park, Outlots, Pond, ROW) \$450,000.00
 Traverse Rd San Cost \$53,712.23
 Traverse Rd WMN Cost \$41,113.41

	Initial Phase Cost	Initial Phase Cost Per Lot	Phase 2 Cost	Phase 2 Cost Per Lot	Phase 3 Cost	Phase 3 Cost Per Lot	Clark Street	Outlot N Side Clark St
CONSTRUCTION COSTS								
Est Construction Cost	\$1,907,319.75		\$1,338,690.00		\$567,203.25		\$663,434.50	
Construction Contingency (2.5%)	\$47,682.99		\$33,467.25		\$14,180.08		\$16,585.86	
Total Estimated Construction Cost	\$1,955,002.74		\$1,372,157.25		\$581,383.33		\$680,020.36	
Engineering Design & Construction	\$254,200.00		\$185,200.00		\$81,400.00		\$95,200.00	
City Construction Observation & Admin Bonding	\$48,900.00		\$34,300.00		\$14,500.00		\$17,000.00	
TOTAL	\$2,258,102.74		\$1,591,657.25		\$677,283.33		\$792,220.36	
Share of Traverse Rd Sanitary Sewer	\$24,269.97		\$21,484.89		\$7,957.37			
Share of Traverse Rd Watermain	\$18,577.17		\$16,445.36		\$6,090.88			
Total Construction, Engr, City Admin	\$2,300,949.88		\$1,629,587.50		\$691,331.58		\$792,220.36	
Total Frontage (LF)=	4,257.04		3,726.41		1,584.48			
Const Cost Per LF Frontage	\$540.50		\$437.31		\$436.32			
Total Lot Area (SF)=	533,691.20		406,841.83		201,726.79			
Construction Cost Per SF of Lot	\$4.31		\$4.01		\$3.43			
OTHER COSTS								
SWMHP PLANNING & FUNDING APPS	\$33,500.00	\$549.18	\$10,000.00	\$185.19	\$5,000.00	\$250.00		
SWMHP DEVELOPMENT ADMIN	\$12,000.00	\$196.72	\$10,000.00	\$185.19	\$2,000.00	\$100.00		
TRAVERSE RD LIGHTING								
SUBD STREET LIGHTING								
SUBD ELEC SERVICE								
MARKETING	\$20,000.00	\$327.87	\$10,000.00	\$185.19	\$10,000.00	\$500.00		
LEGAL	\$22,000.00	\$360.66	\$19,500.00	\$361.11	\$7,250.00	\$362.50		
ADMIN								
PARKLAND DED								
TOTAL	\$87,500.00	\$1,434.43	\$49,500.00	\$916.67	\$24,250.00	\$1,212.50		
LAND COSTS								
LAND COST		\$163,830.63		\$113,646.46		\$45,086.70	\$15,692.40	\$111,743.82
TOTAL LAND AREA (SQ FT)		993,847.94		689,415.04		273,510.02	95,195.00	677,873.00
LAND COST PER SQ FT		\$0.1648		\$0.1648		\$0.1648	\$0.1648	\$1.1738
Total Construction, Engr, Admin, Other Costs and Land Costs for Each Phase=	\$2,552,280.51		\$1,792,733.96		\$760,668.28		\$807,912.76	\$111,743.82

Plat	BLOCK	LOT	FRONTAGE	LOT AREA (SQ. FEET)	CALC'D LOT COST BASED ON FRONTAGE			CALC'D LOT COST BASED ON AREA			CALC'D LOT COST (BASED ON SPLIT)	
					LAND + OTHER COSTS	CONSTRUCTION COST	TOTAL LOT COST (BASED ON FRONTAGE)	LAND + OTHER COSTS	CONSTRUCTION COST	TOTAL LOT COST (BASED ON AREA)		
			AVERAGE FRONTAGE	70.87	LF							
			AVERAGE LOT AREA	8,461.18	SF							
												MINIMUM RESIDENTIAL LOT COST= \$27,037.31
												MAXIMUM RESIDENTIAL LOT COST= \$68,417.76
												AVERAGE RESIDENTIAL LOT COST= \$35,398.28
												Note, Min, Max, Avg Costs above only represent single family lots and DO NOT include multi-family

Area of Proposed Parcel for Park= 4.36
 Area of Proposed Parcel for Pond= 1.45
 Total Required Parkland Dedication= 3.84

Parkland Ded

0.523121212

0.173625344

3.84

MINIMUM RESIDENTIAL LOT COST= \$27,037.31
 MAXIMUM RESIDENTIAL LOT COST= \$68,417.76
 AVERAGE RESIDENTIAL LOT COST= \$35,398.28
Note, Min, Max, Avg Costs above only represent single family lots and DO NOT include multi-family

This is the data we want to key on.

Name List

Allison Lane		Minnesota Avenue	Sioux Lane
Alpine Way		Mission Lane	Skaro Street
Aspen Court	Flandrau Street	Moore Drive	Skyview Ridge Road
Aspen Drive	Fort Road	Mulberry Street	Spruce Place
Austin Drive	Fourth Street	Myrtle Street	Stark Street
Bassford Street	Freeman Drive	Nassau Street	Stones Way
Bonnie Lane	Front Street	Nichols Court	Strafford Blvd.
Boulder Street	Gault Street	Nichols Street	Sumner Street
Broadway Avenue	Grace Street	Nicollet Avenue	Sunrise Drive
Brown Street	Hampton Road	Ninth Street	Swift Street
Bunker Lane	Harralson Court	North Sunrise Drive	Third Street
Cambridge Street	Highland Court	North Washington Ave.	Thomas Street
Campus Drive	Howard Street	Nottingham Blvd	Traverse Road
Capitol Drive	Hubbard Street	Old Minnesota Ave.	Turpin Street
Cedar Ridge Road	Inverness Lane	Orchard Street	Union Street
Center Street	Jackson Street	Oxford Lane	Valley View Road
Charles Street	Jefferson Avenue	Park Row Street	Victoria Street
Chatham Street	Johnson Circle	Peachy's Lane	Vista View Road
Chestnut Street	Klein Street	Pheasant Run Street	Wabasha Street
Church Street	Knight Street	Pine Street	Walnut Street
Churchill Court	Kristine Court	Pine Pointe Curve	Washington Avenue
Clark Street	Leonard Street	Pratt Circle	Wealthy Circle
College Avenue	Lincoln Drive	Ramsey Street	Welco Drive
Daisy Lane	Livermore Street	Red Iron Lane	West Menk Drive
Daniels Street	Lloyd Lane	Riggs Road	Wettergren Street
Daun Place	Locust Street	Ritt Street	Wilkinson Court
Davis Street	Loren Street	Riverview Road	Williams Court
Dodd Avenue	MacIntosh Court	Rock Ridge Lane	Willow Court
Dover Court	Mackenzie Court	Rockbend Parkway	Willow Street
Dranttel Street	Madison Street	Ronell Street	Wilson Court
Edgerton Street	Marshall Street	St. Julien Street	Winchester Blvd.
Eighth Street	Martin Street	St. Paul Street	Windsor Lane
Elm Street	Mason Street	Seventh Street	Winona Street
Engesser Lane	McGill Place	Sheffield Court	Wood Duck Street
Evenson Street	McLeod Avenue	Sheffield Road	Woodland Street
Fair Street	Meadowlark Lane	Sheppard Drive	Wrigley Court
Fifth Street	Medary Street	Sibley Street	York Street
	Menk Drive		
	Meridian Street		Delaney Street

** shaded indicates already used*

TRAVERSE DES SIOUX PLAT		
Coleman	Redstone	Dacota
Emerals	Terrance	Ewing
Miniowa	Liberty	Cedar
Mazasha		
EARLY SETTLER:		
Birdsall, Daniel	Original surveyor of town.	
Wainright	First grist mill and sawmill.	
Howes	First warehouse.	
Rolette, Joseph	Stole bill naming St. Peter capitol.	
Smith	Established 1st National Bank	
Donahower, F.A.	Established 1st National Bank	
Miller	Owned meat market .	311 S. Minnesota Ave.
Strand, S.O.	Owned millinery.	214 S. Minnesota Ave.
Rost, A.J.	Owned jewelry store.	223 S. Minnesota Ave.
Lunden	Owned general store.	218 S. Minnesota Ave.
Satory	Owned drug store.	216 S. Minnesota Ave.
Herald	St. Peter Newspaper	
Anderson, Oliver	Built 201-215 S. Minnesota Ave.	
Swanbeck	Built 204 S. Minnesota Ave.	
Lamberton	Built 207 S. Minnesota Ave.	
Cook, Andrew	Built 212 S. Minnesota Ave.	
Malmo, L.A.	Built cigar factory	209 S. Minnesota Ave.
Menton, F.J.	Saloon owner.	209 S. Minnesota Ave.
Hanson	Early undertaker, furniture maker.	
Smesrud	Early undertaker, furniture maker.	
Meade, Col. D.R.	Owned hardware store.	
Sporing, Herman	Businessman	
Schmidt, A.W.	Built shoe store.	221 S. Minnesota Ave.
Lantz	Built shoe factory.	300 S. Minnesota Ave.
Randall	Grocer	
Bennett, James	Pharmacist	
Fay, Charles	Built saloon	301 S. Minnesota Ave.
Warning, C.	Built harness / tin shop.	303 S. Minnesota Ave.
Dick, Phillip	Built grocery store.	302 S. Minnesota Ave.
Martinson	Built saloon	309 S. Minnesota Ave.
Volk	Built furniture store.	319 S. Minnesota Ave.
Schaefer, John Peter	Built drug store.	322 S. Minnesota Ave.
Schimmel, Wm.	Built grain warehouse	325 S. Minnesota Ave.
Maltby	Owend plumbing shop.	
Schumacher	Built cabinet shop.	217 Park Row
Babcock, Joseph W.	Stone mine & fabricator.	
Hermel, Adolph	Founded tobacco / candy company.	
Brinker	St. Peter Wollen Mill	
Seitzer, H.B.	Ford dealership.	
Rounseville, W.H.		
Carlson, Gus & Frank	Tile and Sidewalk Co.	
Essler, Jim	Founded St. Peter Herald.	
Cullen, Lizzie	1900's school teacher.	

Caminski, Prof.	Early teacher at John Ireland School	
Cox, E. St. Julien	First Mayor	
Benson, Henry	City Attorney & City Clerk (1898)	
Williams, Dr. T.W.	Dentist / City Council President (1800s)	
Trench, Dr. W.M.	Dentist / City Council President (1800s)	
Wright, Thomas C.	First School District Clerk (1865)	
Heslip, George	1st Postmaster (1856)	
Green, J.J.	Postmaster (1856-59)	
Delaney, James	Postmaster (1885-89)	
Gresham, W.G.	Postmaster (1889-96)	
McCabe, John	Postmaster (1896-01)	
Tomlinson, Mrs. H.A.	First library board	
McIntyre, Dr. George	Early physician. (1883)	
Merrit, Dr. George	Early physician. (1872)	
Stathern, Dr. F.P.	Early physician (1899)	
Nelson, Andrew	Reorganized county fair in 1870	
O'Brien		
Ludeke		
Pell		
Bornemann		
Moll		
Laumann		
Pettijohn		
Lurth		
Jones, Henry	Developer / Pharmacist (1854)	
Smith, J.H.	Blacksmith / Hotel Keeper (1854)	
Snyder, J.H.	Surveyor / Farmer / Book Store Owner	
Dunning, Samuel	Harness maker (1855)	
Catlin, Dr. Hiram Wesley	Early physician (1855)	
Nutter, James	Owner hardware store (1856)	
Rogers, Benjamin	County Auditor (1856)	
Sackett, J.B.	County Auditor (1857)	
Olmanson	Family of physicians.	
Moline	Airport manager	
<u>MINNESOTA GOVERNORS</u>		
Pillsbury	Merriam	Nelson
Clough	Lind	VanSant
Eberhart	Hammond	Burnquist
Preus	Christianson	Olson
Peterson	Benson	Stassen
Thye	Youngdahl	Anderson / Andersen
Rolvaag	LeVander	Perpitch
Quie	Carlson	Ventura
Pawlenty	Dayton	

TBA SUBDIVISION Covenant and Design Review

Section 1: Intent: The intent and purpose of the _____ Covenant and Design Review process is to ensure minimum standards that guide the development of single family residential properties within the subdivision. The City of Saint Peter, as owner of the property, hereby establishes the following restrictive covenants. The restrictions and limitations of the covenants are binding on all parties and all persons claiming under them and for the benefit of and the limitation on all future owners in said subdivision. The covenants are intended to ensure the appropriate aesthetic development of the property, the prevention of nuisances and the compatibility of uses. The covenants are intended to provide the minimum restrictions on the properties while protecting the free and undisturbed use of the lots by all owners equally.

Section 2. Applicability: The covenants shall apply to all residential property constructed within _____. The covenants shall apply in addition to all other applicable codes such as the State Building Code including the International Residential Code, State Electrical Code, State Mechanical Code, Minnesota Energy Code and Saint Peter City Code. The Community Development Director shall review all pending development within _____ for compliance with the adopted covenants prior to the issuance of a building permit. The Community Development Director must provide the owner with an executed _____ Covenant and Design Review , Certificate of Approval prior to the owner applying for a required building permit.

Section 3. Process: The owner shall submit the required information prior to making application for a building permit from the City of Saint Peter. The required information shall include a minimum of:

- a. Site plan (drawn to scale). The plan must depict the location of all structures and buildings upon the lot.
- b. Exterior finish materials and colors (siding, trim, shingle, etc).
- c. Two building elevations drawn to scale. One elevation must include the front elevation of the structure.
- d. Landscaping plan depicting materials and species of plantings.

Upon submission of all required materials by the owner, the Community Development Director shall either issue the certificate or provide for denial of the certificate within 5 working days. Denial of the certificate shall be in writing and shall identify the reason(s) for such denial. In the absence of the Community Development Director, the City Administrator shall designate the appropriate individual or official to fulfill the duties outlined in this Section.

Restrictive Covenants

GENERAL:

1. Each dwelling shall be used exclusively for private residential purposes. Home occupations may be established in conformance within the provision of the zoning code.
2. No trailer, tent or similar temporary quarters may be used for living purposes for more than two months during the construction of the dwelling.
3. All construction of single family dwellings and accessory structures shall be new. All new construction must be built, at a minimum, to State Building Code requirements for single family residential construction.
4. The exterior of all buildings or other structures must be completed within one (1) year after the commencement of construction, except where such completion is impossible or would result in great hardship due to strikes, fire, national emergency or natural disaster. If not so completed, the unfinished structure or unfinished portion thereof shall be deemed a nuisance and shall be removed forthwith by, and at the cost of the owner.
5. Home designs shall incorporate architectural details such as window, soffit and fascia trim; shutters; built-up columns and not 4 x 4 posts; and a variety of siding materials such as lap siding, shakes or battens that complement the style of the home.
6. Each home shall display at least three (3) exterior colors, including the color of the roof, the main siding, accent siding and trim. The roof color shall be considered a color only if it is a color other than black or grey.
7. The entry of the home shall be articulated as a focal point of the front elevation through the appropriate use of roof elements, columns, porches, pilasters, urns, windows or other architectural features.
8. Homes must be oriented on the lot such that the front of the home faces the adjacent street. On corner lots, the front of the home must bear the same orientation as other homes along the street upon which it is constructed.
9. Homes must provide direct access to the front and rear yard from the public areas of the home such as the kitchen, dining room, living room or family room.
10. No accessory building larger than 120 square feet that has been completely constructed at any location other than on the lot or building site which it shall occupy shall be moved on to any lot or building site within the subdivision.
11. Dwellings, excluding porches, shall not be set back further than 30 feet from the front property line.
12. No dwelling shall be constructed which, exclusive of basements, porches, patios, decks and other storage areas, has a total gross floor area of less than 930 square feet.
13. No dwelling shall have a roof with less than a 5:12 pitch.

14. Electrical, cable, natural gas and other utility services may not be provided to the residential dwelling or accessory buildings within the required front yard to the extent that they are above ground and visible.
15. No property owner shall attempt to further subdivide, replat or otherwise partition any property into a lot smaller than depicted upon the original plat of the subdivision.
16. Front porches or covered sitting areas, visible from the front street shall be incorporated into the front façade of each dwelling. Each such area shall be of at least 40 square feet in area.

DRIVEWAYS / GARAGES:

17. All driveways must contain a hard surfaced drive running from the garage door to the street or alley.
18. Driveways shall be constructed of asphalt, concrete, exposed aggregate concrete, concrete pattern stamped and / or colored concrete, concrete pavers, brick or stone.
19. No front yard driveway curb cuts are permitted on lots abutting an alley.
20. Side yard driveway curb cuts are not permitted on corner lots abutting an alley.
21. Driveway curb cuts will be not greater than 24 feet in width.
22. Homes on lots without abutting alleys must set back the garage behind the front wall of the home a minimum of 2 feet.
23. Every residence must include a garage of at least 320 feet and include a minimum width of 16 feet on the façade of the garage from which motor vehicles enter the structure.

ACCESSORY STRUCTURES:

24. No more than 1 accessory building shall be permitted on a lot. Accessory buildings, with the exception of detached garages, shall be no larger than 120 square feet.
25. The exterior finish of accessory buildings, including detached garages, must match the exterior finish of the dwelling.
26. All exterior mechanical equipment, with the exception of solar panels and satellite dishes, shall be ground mounted. Such equipment must be effectively screened from public view by walls, fences or plantings.
27. Satellite dishes, antennae or other electronic receiving or transmitting devices of a similar nature must be set a minimum of 10 feet from all property lines and may not be mounted in the either front yard.
28. Decks and ground level patios may be established only within a rear yard.

FENCES:

26. Fences may be constructed where appropriate and necessary for screening, security, containment or aesthetic purposes. All fences must be architecturally compatible with the homes and surrounding properties.

LANDSCAPING:

27. Within 30 days after issuance of a Certificate of Occupancy, the property owner must establish the minimum landscaping. The 30 day time limit will be extended due to the limitations of the normal growing season. The minimum landscaping shall include:
- a. The seeding or sodding of all yards.
 - b. The establishment of 1 ornamental tree within the front yard. Such tree shall have a trunk diameter of at least 1 ½ inches.
28. All existing trees or natural plantings that are designated to remain during construction are to be protected from damage due to construction, maintenance or the use of the property.
29. Composting of yard waste shall be restricted to the rear yard. Any composting must be properly located and maintained to prevent odors from adversely affecting surrounding properties.
30. Woodpiles, logs, split-logs, and kindling may not be stored in the front yard or any side yard where the materials would be visible from a public street. The wood must meet all State and Local regulations and best disease management practices must be implemented.
31. No soil may be moved in a manner which materially alters the grade, slope, pitch or drainage of the properties. The existing grade of the property must be maintained so as to divert surface water runoff away from the residence, but shall not be altered in a manner so as to unreasonably divert surface runoff on to the adjoining properties or across sidewalks.

_____ SUBDIVISION
SALES PLAN AND POLICIES

OWNER

- ◆ The lots within the _____ Subdivision are owned by the City of Saint Peter, hereinafter referred to as the CITY.

LOTS

- ◆ Lots within the _____ Subdivision are identified by lot and block numbers as shown on the recorded final plat.

INCOME RESTRICTIONS

- ◆ Tax Increment Financing income restrictions apply to the ____ single-family lots. Those buyers with eligible household incomes will receive a \$XXX reduction from the lot price established by the City Council.
- ◆ Lot price reduction eligibility is determined based upon the following criteria:

<u>Household Size</u>	<u>Gross Household Income</u>
1 - 2 persons:	Less than \$77,400.00
3 or more persons:	Less than \$89,010.00
- ◆ Qualifying household incomes will be adjusted annually.

MODEL HOMES AND HOUSING CONSTRUCTION

- ◆ The Economic Development Authority (EDA) will be constructing speculative model homes for purchase by eligible buyers. Eligibility is determined by the regulations applicable to the construction financing utilized.
- ◆ The City will reserve a number of lots for the construction of speculative homes to be constructed by the Saint Peter Economic Development Authority or Southwest Minnesota Housing Partnership. These lots will not be available for sale to the public.
- ◆ Model home styles, design, amenities, finishings and lots will be selected by the EDA.
- ◆ The EDA will not amend the model homes as per buyer requests. Buyers may elect to proceed with a pre-sold home if they wish to modify the structure.

BARE LOT SALES

- ◆ Buyers may purchase a bare lot and construct any home style they desire that meets applicable building code requirements, covenant restrictions and zoning regulations.

- ◆ Buyers of bare lots may access special permanent financing products awarded to the project as long as the buyer meets the program eligibility criteria.
- ◆ Individuals or developers may own or reserve a maximum of two (2) lots at any given time.
- ◆ Individuals wishing to buy up to two (2) lots may not hold an interest simultaneously in any other entity also purchasing lots for speculation.

COVENANTS

- ◆ Restrictive covenants have been filed for record covering all single-family parcels within the _____ Subdivision.
- ◆ Buyers shall be provided with a copy of the covenants prior to the execution of a lot reservation or purchase agreement.

RESERVATION AND SELECTION OF LOTS

- ◆ Lots may be reserved prior to entering into a purchase agreement with the CITY. Lots will be reserved / sold on a first come, first served basis.
- ◆ A \$200 fee will secure a 61 day reservation while the buyer seeks construction financing, house plans and a contractor to provide for construction.
- ◆ The Community Development Director will maintain a roster of those reserving lots.
- ◆ Only the Office of Community Development shall have the authority to execute lot reservations on behalf of the CITY.
- ◆ Individuals or developers may reserve a maximum of two (2) lots at any given time.
- ◆ Within 61 days, the buyer is required to enter into a purchase agreement with the CITY or the reservation will expire. Exceptions will be made for buyers who have made a construction escrow deposit of \$500 with the Southwest Minnesota Housing Partnership.
- ◆ Reservations may be renewed for an additional 61 day period by payment of an additional \$200 fee. However, only one \$200 fee will be applied to the purchase price upon closing, prior reservations fees will be forfeited at the expiration of the 61 reservation period.
- ◆ Lots upon which the reservation has expired will be offered for sale to the public on a first come, first served basis. All applicable fees shall be forfeited upon expiration of the 61 day reservation period.

PURCHASE AGREEMENTS

- ◆ Buyers must enter into a purchase agreement with the CITY. \$500 in earnest money shall be deposited upon execution of the purchase agreement. The \$200 lot reservation fee, if applicable, may be applied to the required \$500 earnest money deposit.
- ◆ A purchase agreement will establish the date of closing. The date of closing will be no sooner than 14 days, and no later than 60 days, from the date the purchase agreement is signed by the buyer and CITY.
- ◆ The City Administrator is authorized by the City Council to execute purchase agreements, at the established lot price, for the sale of lots within _____ Subdivision.
- ◆ The purchase agreement shall require that the buyer obtain a Certificate of Occupancy for the dwelling within twelve (12) months of the date of closing on the sale of the lot. If the Purchaser fails to obtain a Certificate of Occupancy within the twelve months, the real estate shall revert to the Seller. This condition shall survive the delivery of the Warranty Deed.

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

- ◆ Prospective buyers of EDA model homes and those wishing to seek low interest permanent mortgage products will be referred to the Southwest Minnesota Housing Partnership (SWMHP). The SWMHP will determine eligibility of buyers based upon household income criteria of the applicable funding source.

SPECIAL CONTINGENCIES

- ◆ On or before closing, the Purchaser shall provide the Seller with the following items:
 1. Building construction plans;
 2. Building permit – paid at closing;
 3. Proof of construction financing;
 4. Executed contract for construction conditioned solely upon purchase;

In the event the Purchaser fails to meet the above conditions as of the date of closing, the Seller may declare the Purchase Agreement null and void, the earnest money shall be forfeited to the Seller; Purchaser and Seller shall immediately sign a Cancellation of Purchase Agreement.

- ◆ Purchaser may at Purchaser's expense complete soil testing. In the event the soil tests indicate that the property may only be improved with incurring extraordinary building methods or expenses, at the Purchaser's option, the Purchase Agreement shall become null and void and all earnest money shall be

refunded to the Purchaser. The Purchaser and Seller agree to sign a Cancellation of Purchase Agreement.