



CITY OF SPRING PARK
PLANNING COMMISSION MEETING
JANUARY 10, 2024 – 6:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. July 12, 2023, Planning Commission Minutes
3. AS BUILT SURVEYS
4. MISCELLANEOUS
 - Spring Park Flag (Mason)
5. ADJOURNMENT

Memorandum

To: Mike Anderson, City Administrator

From: Lori Johnson, Consulting Planner, WSB

Date: January 10, 2024

Re: Ordinance Revision Regarding As-Built Requirements
WSB Project No. 021860-000

The City of Spring Park is proposing to amend Article III (Subdivision and Platting) of the city's Code of Ordinances by creating Section 42-104 (As-Built Requirements). This new section will require all persons subdividing and developing property in the city to submit as-built surveys of all required improvements associated with the subdivision. This will include the requirement to submit as-built surveys prior to the issuance of a certificate of occupancy for homes on each lot in the subdivision.

Background:

Currently, the City of Spring Park does not require as-built surveys of lots where new homes are being constructed. As-built surveys are a precise measurement of constructed improvements on a site. They are conducted once all improvements are complete to ensure ordinance requirements, such as building height, setbacks and impervious surface percentages, are met by the new construction. Most cities require as-built surveys of residential lots with new construction prior to the issuance of a certificate of occupancy. This ensures that staff has the ability to accurately determine if all requirements have been met. If requirements have not been met, the applicant/homeowner must take measures to rectify the identified problem.

If, for some reason, an as-built survey identifies that a setback or height requirement has not been met, the applicant or homeowner may need to apply for a variance or try and rework the construction to meet requirements. If, for some reason, an impervious surface percentage requirement is not met on an as-built survey, the applicant or homeowner would either need to apply for a variance or remove some of the impervious surface on site.

The ordinance revision that is before you is one step in the process of requiring as-built surveys to be submitted upon completion of residential construction. The new ordinance language reads as such:

Sec. 42-104—As-Built Requirements

As-built drawings shall be furnished to the city by the subdivider of all required improvements upon their completion and prior to a certificate of occupancy for each home/structure or building addition that is part of such subdivision. Such as-built drawings shall be certified to be true and accurate by the registered engineer responsible for the installation of improvements. As-built surveys shall include the following:

- *Shall certify the final topography of the site.*
- *Shall verify the drainage patterns existing upon completion of work.*

- *Shall include the distance from average ground level to the highest roof peak for individual residential buildings.*
- *Shall include calculations of setback information for all structures and hard surfaces/groundcover.*
- *As-built surveys must be approved prior to placement of trees, sod, and lawn irrigation systems.*
- *Shall include any additional information needed by the city to ensure compliance with code.*

It is my understanding that the City Council will be approached regarding the establishment of a policy requiring as-builts for all new single family home construction. This ordinance pertains specifically to subdivisions so if a property is subdivided in the future, these requirements will provide another method of enforcing the as-built survey submittal requirement.

**CITY OF SPRING PARK
COUNTY OF HENNEPIN
SPRING PARK, MINNESOTA**

ORDINANCE NO. 24-

**AN ORDINANCE AMENDING CHAPTER 42, ZONING/SHORELAND ORDINANCE OF
THE SPRING PARK, MINNESOTA CITY CODE ADDING ARTICLE III SECTION 42-104
AND AMENDING THE SUBDIVISION CODE REGARDING AS-BUILT SURVEY
REQUIREMENTS WITHIN SPRING PARK MINNESOTA**

SECTION 1: The Spring Park, Minnesota City Code Chapter 42, Article III, Section 42-104 is hereby amended to add the following regarding as-built survey requirements in the subdivision code:

ARTICLE III. – SUBDIVISION/PLATTING

Sec. 42-104. –As-Built Requirements.

As-built drawings shall be furnished to the city by the subdivider of all required improvements upon their completion and prior to a certificate of occupancy for each home/structure or building addition that is part of such subdivision. Such as-built drawings shall be certified to be true and accurate by the registered engineer responsible for the installation of improvements. As-built surveys shall include the following:

- 1) *Shall certify the final topography of the site.*
- 2) *Shall verify the drainage patterns existing upon completion of work.*
- 3) *Shall include the distance from average ground level to the highest roof peak for individual residential buildings.*
- 4) *Shall include calculations of setback information for all structures and hard surfaces/groundcover.*
- 5) *As-built surveys must be approved prior to placement of trees, sod, and lawn irrigation systems.*
- 6) *Shall include any additional information needed by the city to ensure compliance with code.*

SECTION 2. Effective Date. This ordinance shall be in full force and effect immediately upon its adoption and publication.

ADOPTED by the City of Spring Park this 10th day of January 2024.

CITY OF SPRING PARK

By: _____
Jerome P. Rockvam, Mayor

ATTEST:

By: _____

Jamie Hoffman, City Clerk