

**CITY OF HOLDINGFORD
STEARNS COUNTY
STATE OF MINNESOTA**

ORDINANCE NO. 2021-152

**AN ORDINANCE AMENDING SECTION 1.8 OF THE HOLDINGFORD
SUBDIVISION ORDINANCE PERTAINING TO ADMINISTRATIVE SUBDIVISIONS**

THE CITY COUNCIL OF THE CITY OF HOLDINGFORD, MINNESOTA DOES
HEREBY ORDAIN AS FOLLOWS:

Section I. Section 1.8 of the Holdingford Subdivision Ordinance is hereby deleted in its entirety and replaced with the following new language:

1.8 Administrative Subdivisions:

- A. Purpose. The City Council recognizes that strict compliance with the platting process may be unnecessary in certain situations where the purpose of the subdivision regulations or other official controls may be fulfilled through an administrative approval process. This section is established to provide for administrative review of subdivisions or lot line rearrangements that meet specified criteria and for the waiver of standard platting requirements specified elsewhere in this Chapter when those criteria are met.
- B. Definition. The process outlined in this section shall apply to any Administrative Subdivision, which is defined as either (i) a subdivision of one lot or parcel that does not create more than one additional lot or parcel; or (ii) a rearrangement of a shared boundary between two lots or parcels that does not otherwise increase the total number of lots or parcels.
- C. Application. Any person having a legal or equitable interest in property may file an application for an Administrative Subdivision with the City Clerk on an approved form and pay the required fee. Said application shall be accompanied by an accurate boundary survey and legal description of the existing parcel(s) and a survey and legal description identifying the resulting parcel(s) after the requested subdivision or lot line rearrangement. The surveys shall be prepared and signed by a Minnesota licensed land surveyor.
- D. Review. The City Clerk shall review all applications to determine compliance with the standards identified in this section and all other pertinent requirements of this Chapter. Upon written approval of the request and the satisfaction of any conditions, the applicant shall be responsible for filing the subdivision or lot line rearrangement with the county recorder's office. If the request is denied, the City Clerk shall provide to the applicant a written statement of denial stating the reasons for the denial. Any appeal of City staff's decision shall be made to the City Council in accordance with the procedures specified in Section 17 of the Zoning Ordinance.

E. Findings for Approval. If the proposed Administrative Subdivision will not cause the land or any structure located thereon to be in violation of this Chapter, the City's comprehensive plan, the City's zoning ordinance, or any other provision of state or local law, then it shall be approved by the City Clerk in writing with any conditions deemed necessary.

F. Conditions. The approval shall impose reasonable conditions on any proposed Administrative Subdivision when deemed necessary to protect the public interest and to ensure compliance with the provisions of this Chapter including, but not limited to, the following:

1. The provision of road, trail, sidewalk, conservation, and drainage and utility easements, as deemed necessary by City staff or consultants, and the responsibility for the cost of preparing and recording such easements with the county.
2. The vacation of easements no longer required, as determined by City staff or consultants.
3. The satisfaction of any park dedication requirements.
4. The construction of any public improvements deemed necessary by City staff or consultants, and the execution of any agreements related thereto.
5. The payment to the City for reimbursement of costs incurred for reviewing or processing the application, including any consultant fees related to the application.

G. Processing; Filing.

1. Upon receipt of a completed application for an Administrative Subdivision, the City Clerk shall thereafter review such application, determine conformance with the provisions of this section, and seek any desired input or direction from staff or consultants. Applications shall be either approved or denied by the City Clerk, in writing, within 60 days of receipt of a completed application.
2. If an approved Administrative Subdivision is not recorded with the county recorder within ninety (90) days after the date of approval, the City Clerk may, upon ten days written notice to the applicant, revoke the approval in writing. Nothing contained herein shall be interpreted to excuse or otherwise absolve an applicant from strictly adhering to any conditions expressly included in an Administrative Subdivision approval.

Section II. This ordinance shall take effect following its adoption and publication in accordance with law.

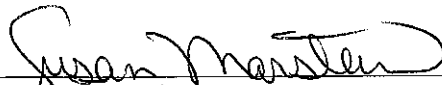
Adopted by the City Council of the City of Holdingford, Minnesota on this 8th day of March, 2021.

CITY OF HOLDINGFORD:

ATTEST:



Sandra Meer, City Clerk-Treasurer



Susan Marstein, Mayor

