

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax (763) 434-9599

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, OCTOBER 12, 2026

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: August 24, 2026

PUBLIC HEARING:

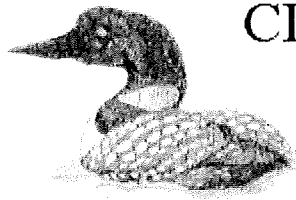
6:01 p.m. Kennedy Okonkwo of Relief Auto LLC, requesting a Conditional Use Permit for an automotive repair shop located at 1354 McKay Drive NE.

NEW BUSINESS:

1. T.E.S Construction requesting Sketch Plan approval for Acre Hills, a Residential Development (R-1) (two lots) in Section 23

COMMISSION BUSINESS:

1. City Council Update.



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CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, AUGUST 24, 2026

The Ham Lake Planning Commission met for its regular meeting on Monday, August 24, 2026, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Dave Ringler, Jeff Entsminger, Lorrie Albers, Michael Frid, and Erin Dixon

MEMBERS ABSENT: Commissioner Kyle Lejonvarn

OTHERS PRESENT: City Planner, Matt Holzworth

CALL TO ORDER: Chair Pogalz called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Dixon, seconded by Entsminger, to approve the minutes of the August 10, 2026 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Piotr Kendysh requesting a Conditional Use Permit to operate PK autobody, a light auto repair shop, at 13408 Highway 65 NE, Unit #110.

Mr. Kendysh was present and stated that he is requesting to operate a light auto repair shop at 13408 Highway 65 NE. Mr. Kendysh stated that he replaces damaged parts and body panels. Mr. Kendysh stated that he does not do auto-body painting, everything is located within the building and only has a limited number of vehicles at a time.

Commissioner Ringler stated that he was assigned to do the inspection. Commissioner Ringler stated that it is a steel garage with tools, it has two parking spaces that will be screened within the designated parking lot. Chair Pogalz asked how the property looks currently. Commissioner Ringler stated that the property looked good.

Chair Pogalz acknowledged the staff report from City Planner Holzworth providing a recommendation for approval.

Chair Pogalz opened the public hearing at 6:07 p.m. and asked for public comment and with there being none, closed the public hearing at 6:08 p.m.

Motion by Ringler, seconded by Frid, to recommend approval of the request of Piotr Kendysh to consider the application for a Conditional Use Permit to operate PK Autobody, a light auto repair shop, at 13408 Highway 65 NE, Unit #110, with the following conditions:

1. No motor vehicle sales
2. Allocating a total of three parking spaces; All parking to be on approved surfaces in designated areas shown on the site plan: one in front of the suite the business is renting and two in the fenced in area.
3. A maximum of one other employee.
4. All fluids to be done inside the building – repairs include general auto maintenance and mechanical work such as replacing breaks, headlights, and bulbs.
5. No body work or painting of vehicles at this location.
6. No outdoor storage of any kind is permitted. All automotive parts must be stored indoors.
7. All hours of operation must be between Monday through Saturday 7:00 a.m. to 9:00 p.m.
8. Security lighting required.
9. All City, County, and State requirements are met for an auto body shop.

All present in favor, motion carried.

NEW BUSINESS: - None

COMMISSION BUSINESS:

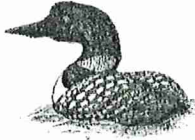
City Council Update

City Planner Holzworth stated that there were no new items from the Planning Commissions previous meeting that needed to be approved by the City Council. A Planning Commissioner will not be attending the City Council's September 8, 2026, meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Entsminger, to adjourn the Planning Commission meeting at 6:11 p.m. All present in favor, motion carried.

Matt Holzworth, City Planner



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 434-9555 Fax (763) 235-1697

Date of Application 09/22/26 Date of Receipt 09/22/26
Receipt # 0107413 Amount \$ 1000

Meeting Appearance Dates:

Planning Commission 10/12/2026 City Council 10/19/2026

Please check request(s):

☐ Metes & Bounds Conveyance	☐ Commercial Building Permit
☐ Sketch Plan	☐ Certificate of Occupancy
☐ Preliminary Plat Approval*	☐ Home Occupation Permit
☐ Final Plat Approval	☒ Conditional Use Permit (New)*
☐ Rezoning*	☐ Conditional Use Permit (Renewal)
☐ Multiple Dog License*	☐ Other _____

***NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.**

Development/Business Name: Relief Auto LLC

Address/Location of property: 1354 McKay DR NE Ham Lake MN 55304-6118, Anoka County
Legal Description of property: THAT PRT OF E 219.42 FT OF N 434.91 FT OF NE1/4 OF SW1/4 OF SEC 20 TWP 32 RGE 23 LYG S OF C/L OF CRANDALL DR , AKA MCKAY DRIVE NE, EX RD, SUBJ TO EASE OF REC

PIN # 203223310001 Business/Commercial, Other CD-2
Current Zoning CD-2 Proposed Zoning CD-2

Notes: _____

Applicant's Name: Kennedy Chidiebere Okonkwo

Business Name: Relief Auto LLC

Address 1354 McKay DR NE,

City Ham Lake, State MN Zip Code 55304-6118

Phone +1 (612) 481-4706 Cell Phone +1 (612) 481-4706 Fax _____

Email address _____

You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE [Signature] DATE 9/22/26

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission _____ PROPERTY TAXES CURRENT YES NO
City Council _____ Any Active/Deferred Assessments YES NO

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL
PERMITS, LICENSES,
OR OTHER MUNICIPAL ACTION**

- 1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.***

- 2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.***

- 3. *The information you supply will be public and available to any entity requesting to inspect the information.***

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

Authentisign
Kennedy Okonkwo

SIGNED BY _____

COMPANY/TITLE: _____ RELIEF AUTO

DATE: _____ 03/10/26

CITY OF HAM LAKE

STAFF REPORT

To: Planning Commission

From: Matt Holzworth, City Planner

Subject: Conditional Use Permit for Relief Auto, LLC at 1354 McKay Drive NE.

Introduction/Discussion:

Mr. Okonkwo is requesting a Conditional Use Permit to operate Relief Auto LLC, an automotive vehicle repair shop and dealership. The applicant's narrative states that Relief Auto LLC intends for the primary business to be for purchasing vehicles with additional mechanical repairs, bodywork, cleaning, or detailing before being displayed for purchase. The proposed business is owner-operated and the primary interaction with the public will be with customers seeking to purchase a motor vehicle. The proposed business hours of operation will be between 9 A.M. and 6 P.M. Monday through Friday for auto sales. The auto mechanical work including bodywork, cleaning, and detailing will be done within the garage from the hours of 9 P.M. to 10 P.M. and will not be open to the public. The applicant states that one sales employee will be needed, depending on demand.

Overview:

The site is currently zoned CD-2 (Commercial Development Tier 2) and is guided for Commercial Use in the 2040 Comprehensive Plan. Used Vehicle Sales are an approved use in this zoning district under **City Code 9-220.3 (c) Conditional Uses**. The sales are limited to passenger cars and pickup trucks only. The applicant proposes a solid concrete or asphalt base to display vehicles for sale. No other alterations to the site are proposed. The existing garage on the property will be used by the applicant to prepare the vehicles to be displayed for sale. City staff have determined that a new certificate of occupancy for the existing commercial building is not necessary at this time after reviewing the original building permit was commercially rated for a warehouse/office space for a previous electrical company. Warehouse occupancy is a more restrictive use, and the building was reviewed as an S1 use.

Landscaping/Site Plan:

Lighting:

The existing property currently has mounted non-hooded lighting that is non-compliant. Under **City Code 9-220.1(g) Standards Common to All Mercantile Districts:**

“No light or combination of lights that cast light upon a Residential Land Use shall exceed 4-foot candle meter reading as measured at the residential property line. All measurements shall be made after dark at the property line or edge of roadway.”

Any existing lighting that is shining into neighboring residential land uses needs to be removed.

Parking:

The proposed parking plan shows eight parking stalls with one handicapped stall that includes van access. The second handicapped stall that abuts the existing building is not permitted due to the existing door and canopy access. There are four proposed display parking stalls in the northern portion of the property. The Building and Zoning Official has reviewed the proposed parking stalls and finds that the applicants' request is suitable for the site. The applicants survey shows a shaded area in the south of the property for “Cars that need repair” any vehicle that requires mechanical work is only permitted inside the existing commercial building. Any outdoor storage area for vehicles needs to be screened. No mechanical repairs may occur within any other structure on the property.

Trash:

The proposed dumpster location is shown to be on the southern edge of the property.

The applicant stated that they are in contact with a waste management company on where the dumpster can be located to pick up. The applicant has stated that they are going to fully screen the trash container with an opaque fence and will need to provide an updated narrative stating that the dumpster will be stored within this enclosure unless for pick up days. **Per City Code 9-220.1 (f):**

“Refuse containers shall be stored in a location which are completely screened from outside view; hazardous materials shall be stored and disposed of in the manner provided by law.

Staff Recommendation: City staff is recommending approval of the application to operate a motor vehicle dealership and auto mechanical repair shop out of 1354 McKay Drive NE with the following conditions:

- Allocating a total of eight parking spaces; All parking spaces to be on approved surfaces in designated areas as shown on the site plan:
- A maximum of one other employee
- All fluids to be contained and disposed of according to County and State requirements.
- All repairs to be done inside the building – repairs include general auto maintenance and mechanical work such as replacing breaks, headlights, and bulbs.
- No outdoor storage of any kind is permitted. All automotive parts must be stored indoors or approved through an amendment to the Conditional Use Permit. All refuse containers shall be stored in a location that is completely screened from outside view. Hazardous materials shall be stored and disposed of in a manner provided by law.
- All hours of operation must be between Monday through Sunday 9:00 A.M. to 6:00P.M. Any work not involving the public is limited to 9 P.M. to 10 P.M.
- Security lighting required to be adjusted and may not be cast above 4-foot candle meter reading as measured at the residential property line.

- A motor vehicle sales lot license application with payment and insurance verified by City staff before any motor vehicle sales may commence at the property.
- All City, County, and State requirements are met for an auto body shop and motor vehicle sales.

To Planning Commission and City Council
Application for *Motor Vehicles Sales Lot License*

Dear Sir/Madam,

I am writing to formally request that 1354 McKay DR NE, Ham Lake, MN, be licensed for the sale and repair of motor vehicles by Relief Auto, which has a motor vehicle dealership license from the State of Minnesota.

Relief Auto's primary business is purchasing vehicles for resale. Some of these vehicles might need mechanical repairs, bodywork, cleaning, or detailing before being displayed for customers to buy.

Relief Auto is an owner-operated business. The primary interaction with the public will be with customers seeking to purchase a motor vehicle.

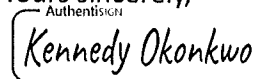
The construction of a motor vehicle sales lot, as shown on the survey map, is to meet the city's guidelines for a solid concrete or asphalt base to display vehicles for sale. I have attached the map showing the property and the slots to display the vehicles. The garages will be used to get our vehicles ready for market.

Relief Auto business operations will start at 9 am and end at 6 pm for auto sales. The auto mechanical, bodywork, cleaning, and detailing will be done in the garage and will not involve the public, as it is only to get the vehicles ready for sale. The hours of operation for auto body work, mechanical, and cleaning will be from 9 am to 10 pm, depending on the demand. Relief Auto, for a start, will need one sales employee.

I want to express my sincere appreciation to the City of Ham Lake for the encouragement and help we have received so far.

Thank you for your time and consideration. I look forward to hearing from you soon.

Yours sincerely,

 Kennedy Okonkwo

03/10/26

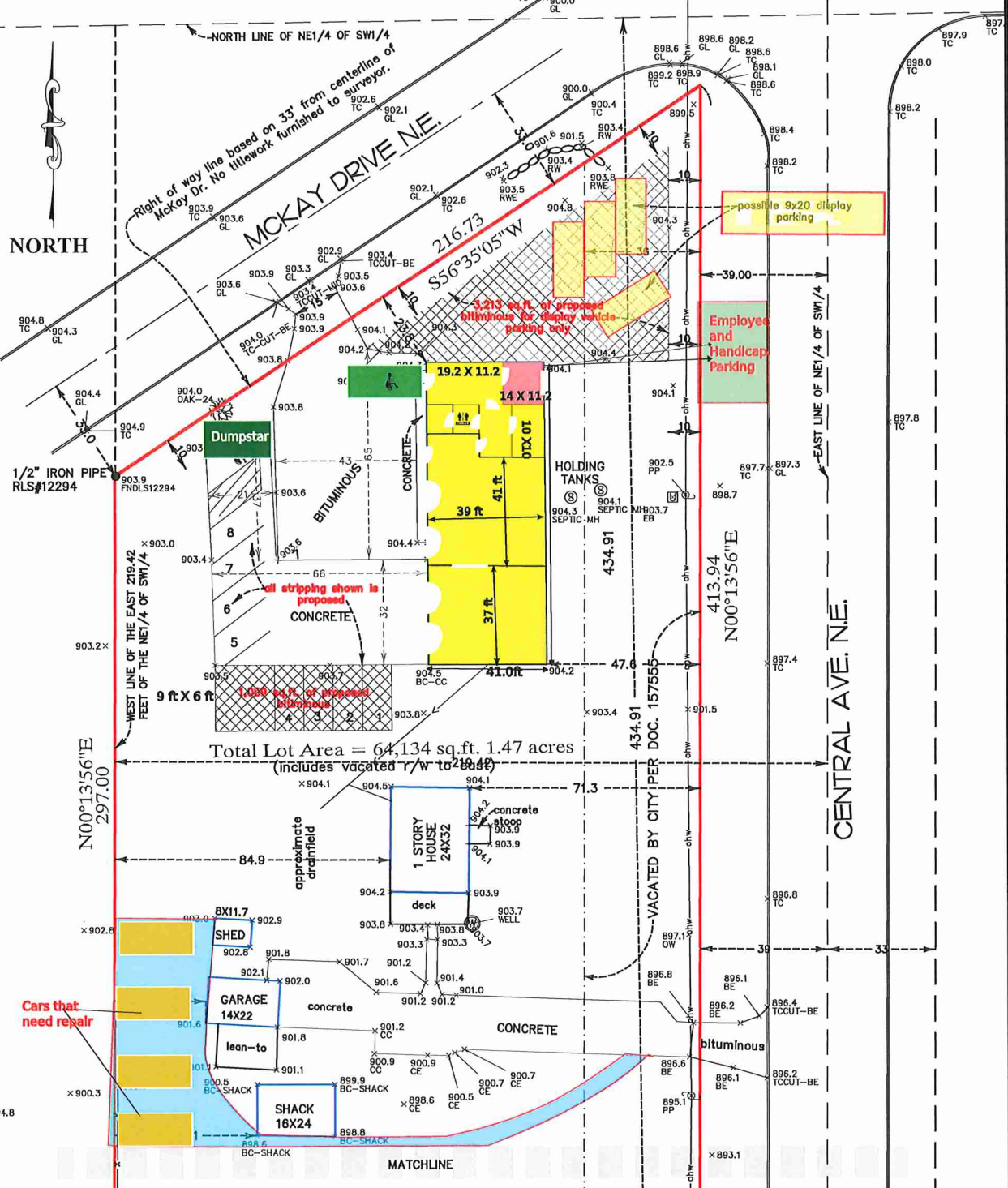
Kennedy Chidiebere Okonkwo

Owner

CERTIFICATE OF SURVEY

PROPERTY ADDRESS: #15238 Central Ave NE, Ham Lake, MN
(SHEET 1 OF 2 SHEETS)

0 30
(IN FEET)
1 inch = 30 ft.



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Rev. 12/06/24, add proposed Improvements

Eric R. Vickaryous
ERIC R. VICKARYOUS

Date: Nov. 26th, 2024 Reg. No. 44125

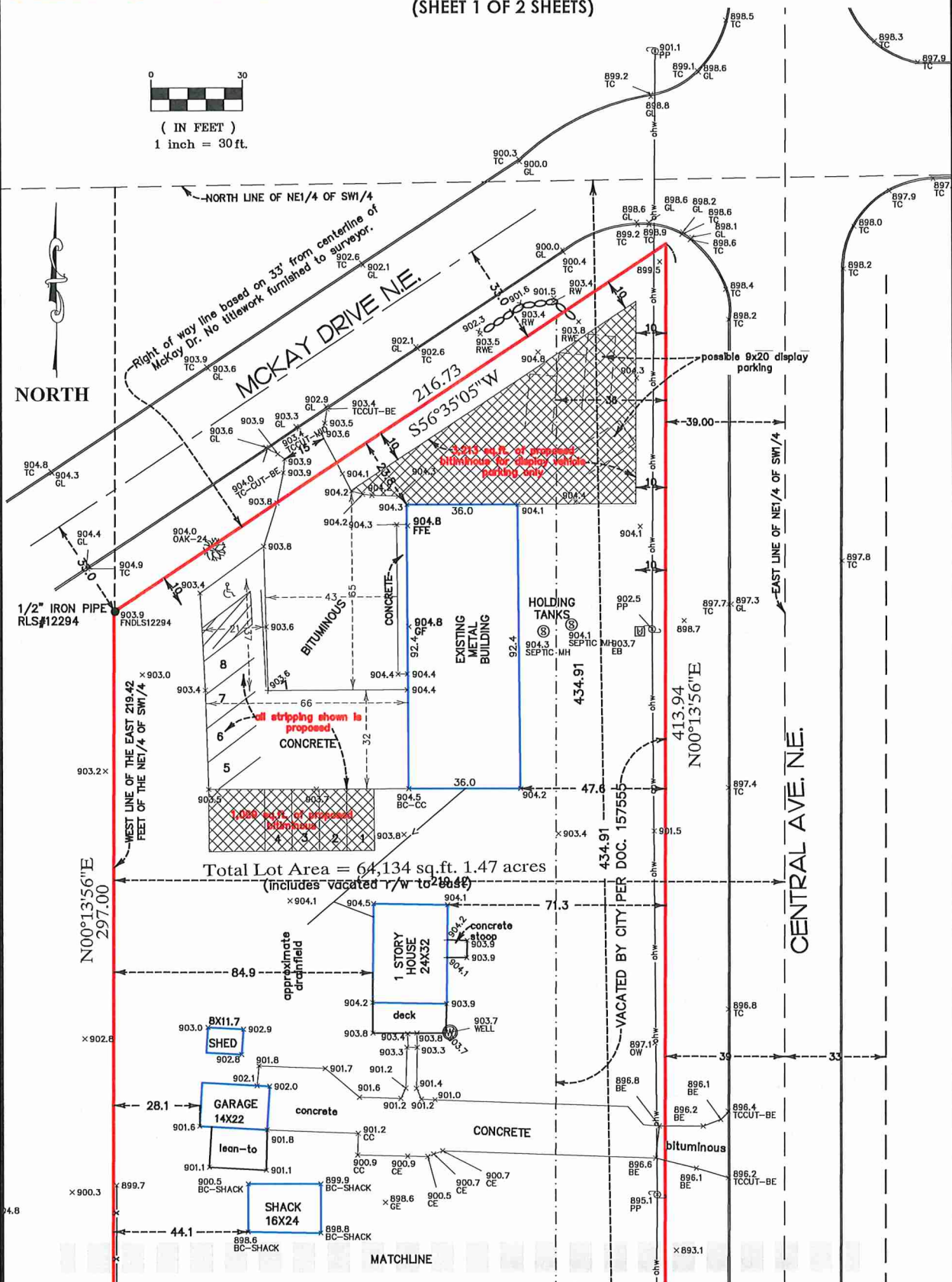
JOB #24234

ACRE LAND SURVEYING
Serving Twin Cities Metro area and beyond
763-458-2997 acrelandsurvey@gmail.com

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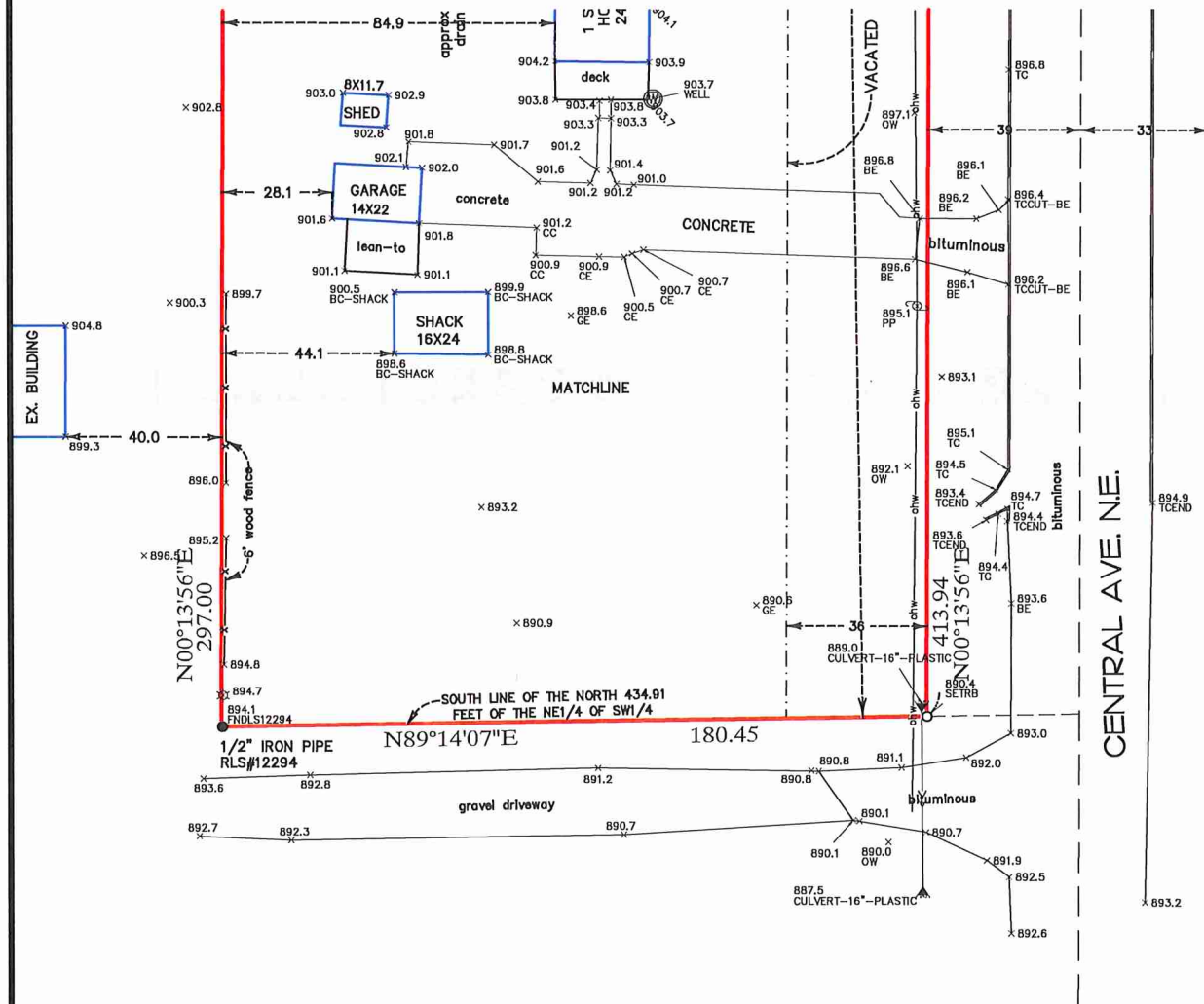
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(SHEET 2 OF 2 SHEETS)



NOTES

- CITY TO VERIFY ALL BUILDINGS ELEVATIONS AND SETBACKS.
- Bearing's shown are on assumed datum.
- Field survey conducted on 11/20/2024.
- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.
- Curb shots taken at top and back of curb.

EXISTING PROPERTY DESCRIPTION

That part of the East 219.42 of the North 434.91 of the Northeast Quarter of the Southwest Quarter of Section 30, Township 32, Range 23, Anoka County, Minnesota, lying south of the centerline of McKay Drive N.E., EXCEPT ROAD.

Rev. 12/06/24, add proposed improvements

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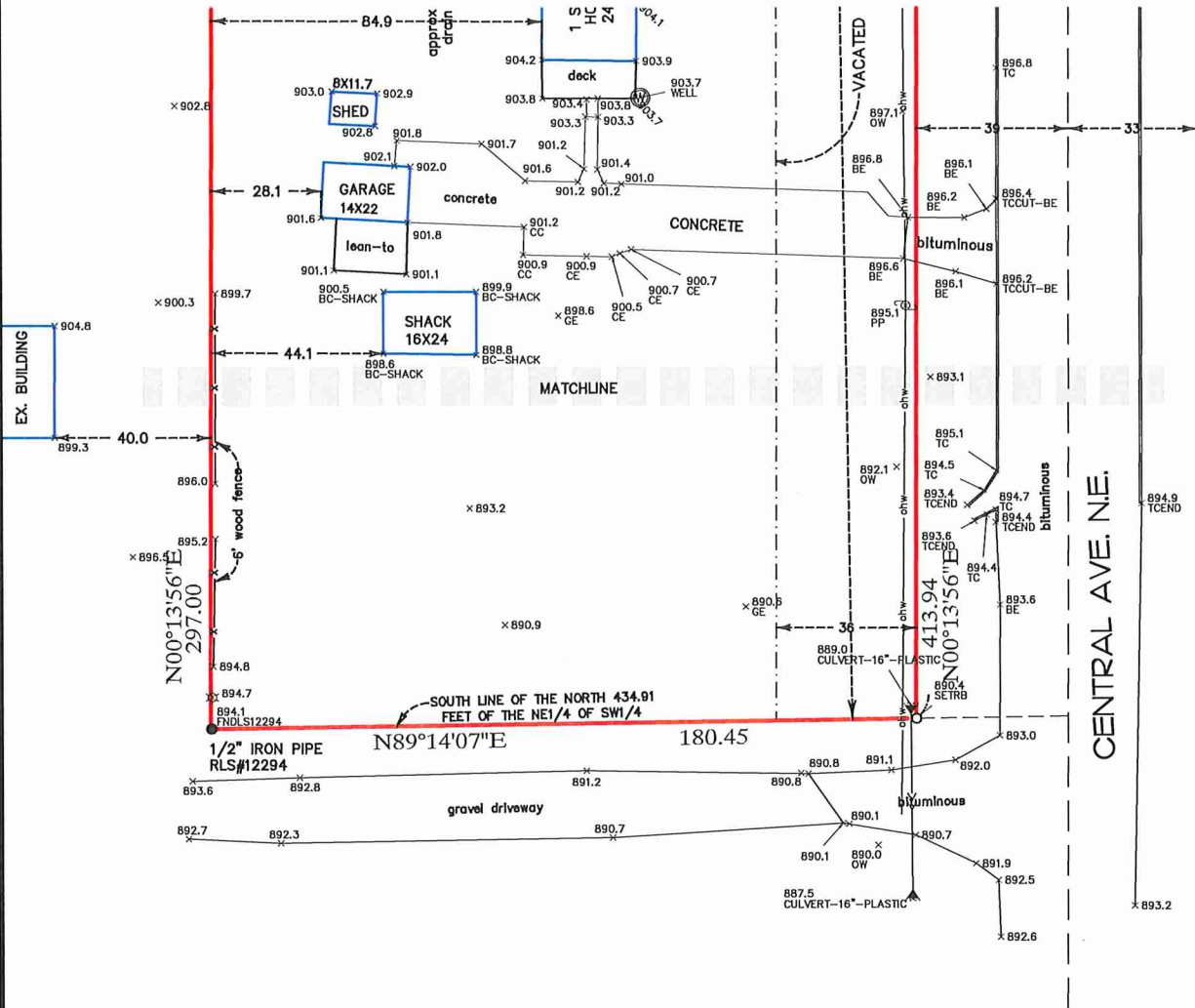
- ### LEGEND
- DENOTES IRON MONUMENT FOUND
 - DENOTES IRON MONUMENT SET
 - ⊕ DENOTES UTILITY POLE
 - DENOTES UTILITY BOX
 - ===== DENOTES RETAINING WALL
 - ohw — DENOTES OVERHEAD WIRE
 - x — DENOTES EXISTING FENCE
 - x1011.2 DENOTES EXISTING ELEVATION.
 - >> — DENOTES STORM SEWER
 - > — DENOTES SANITARY UTILITY
 - Ⓢ DENOTES SANITARY SEWER MANHOLE
 - Ⓜ DENOTES WELL

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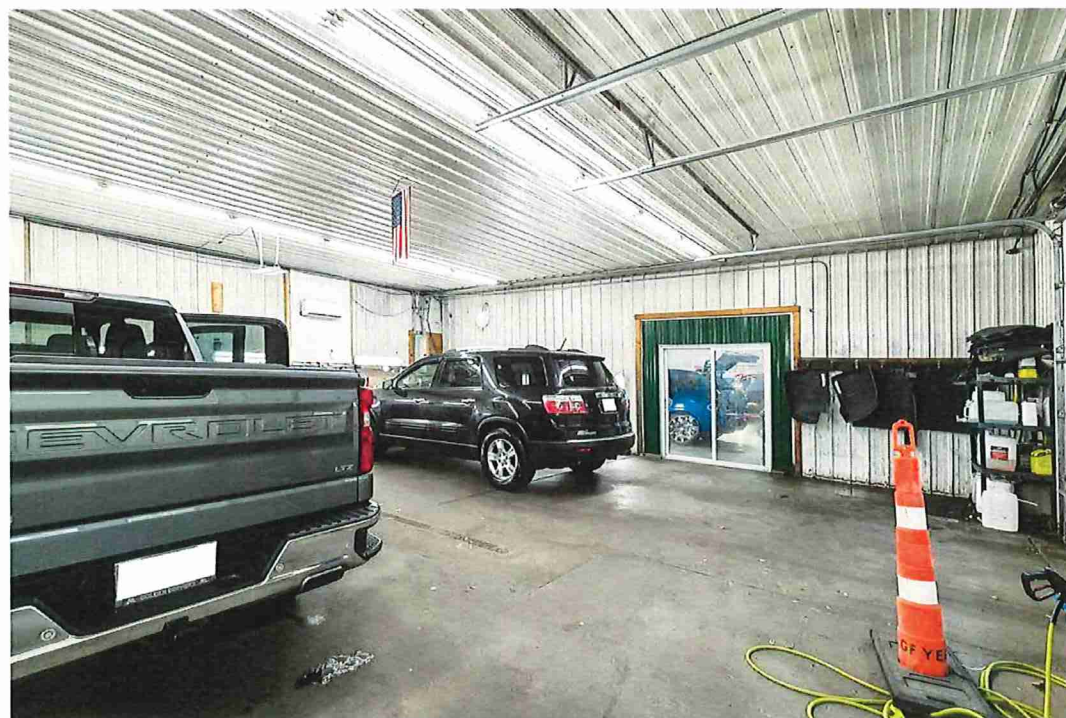
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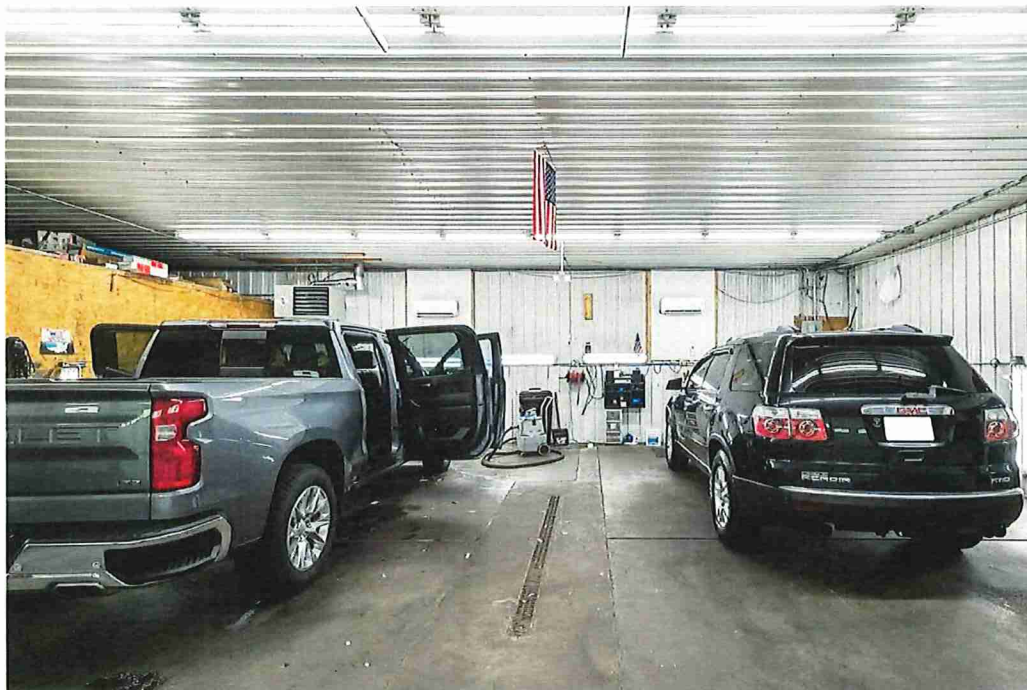
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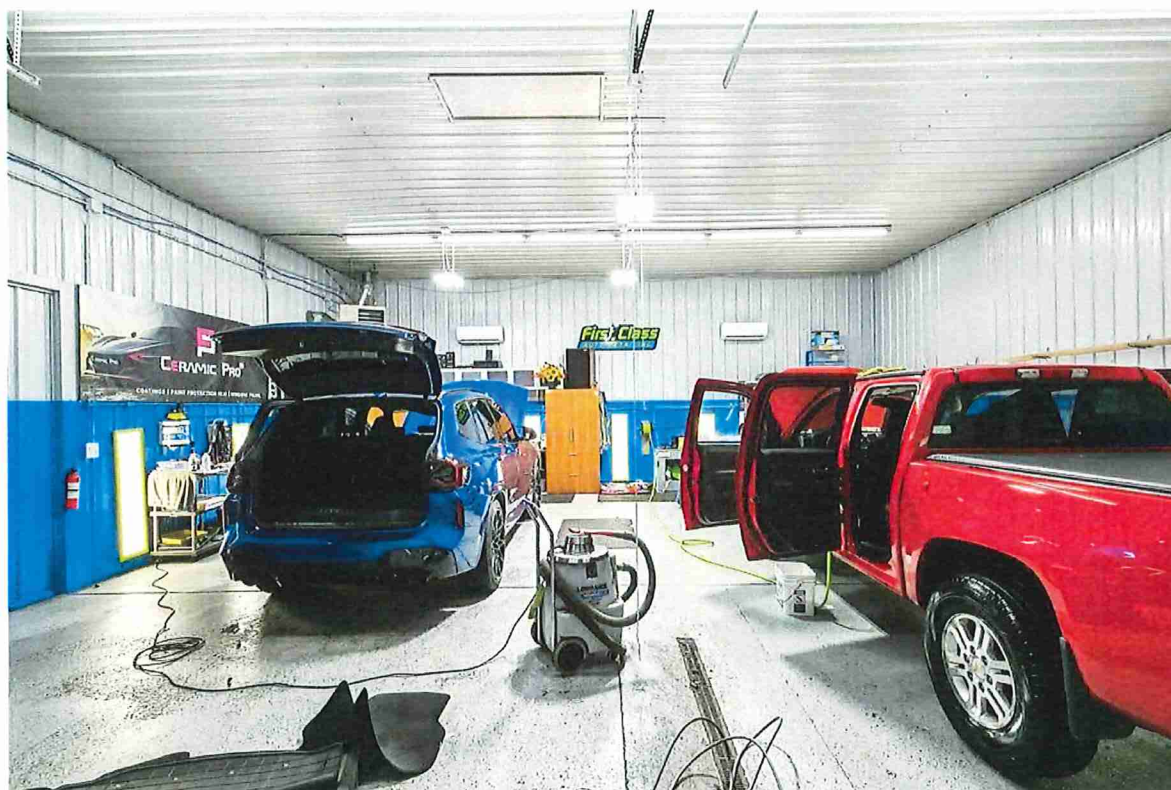
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- Ⓢ DENOTES SANITARY SEWER MANHOLE
- Ⓜ DENOTES WELL

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NOTICE OF PUBLIC HEARING
CITY OF HAM LAKE
COUNTY OF ANOKA
STATE OF MINNESOTA

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, October 12, 2026 at 6:01 p.m. at the Ham Lake City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Kennedy Okonkwo requesting a Conditional Use Permit to operate Relief Auto LLC (Auto Mechanical Repair Shop) at 1354 McKay Drive NE, such land is zoned Commercial Development Tier 2 (CD-2) and situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PID: 20-32-23-31-0001

THAT PRT OF E 219.42 FT OF N 434.91 FT OF NE1/4 OF SW1/4 OF SEC 20 TWP 32 RGE 23 LYG S OF C/L OF CRANDALL DR , AKA MCKAY DRIVE NE, EX RD, SUBJ TO EASE OF REC

At such hearing both written and oral comments will be heard.

DATED: October 2, 2026

Matt Holzworth
City Planner
City of Ham Lake

See back side for location map →



R & T PROPERTIES HAM LAKE LLC	PIN: 20-32-23-42-0004	15255 CENTRAL AVE NE	HAM LAKE, MN 55304
WIENER KIRK R & KAREN E	PIN: 20-32-23-31-0003	1333 MCKAY DR NE	HAM LAKE, MN 55304
NELSON, PATRICK M	PIN: 20-32-23-31-0008	1312 MCKAY DR NE	HAM LAKE, MN 55304
DELIGHT AUTOS LLC	PIN: 20-32-23-31-0001	10550 MAJOR AVE N	BROOKLYN PARK, MN 55443
ANOKA COUNTY SOIL CONSERVATION DISTRICT	PIN: 20-32-23-31-0010	1328 MCKAY DR NE	HAM LAKE, MN 55304
SCIORROTTA JR, NICHOLAS J	PIN: 20-32-23-31-0004	1319 MCKAY DR NE	HAM LAKE, MN 55304
NORLING WILLIAM L	PIN: 20-32-23-13-0012	15300 HWY 65 NE	HAM LAKE, MN 55304
ANYTIME INC	PIN: 20-32-23-24-0011	15312 CENTRAL AVE NE	HAM LAKE, MN 55304
DHANRAJ, DAVINDRA	PIN: 20-32-23-31-0002	1267 MCKAY DR NE	HAM LAKE, MN 55304
JEVNE, JEREMY A	PIN: 20-32-23-24-0008	1314 153RD LN NE	HAM LAKE, MN 55304

R & T PROPERTIES HAM LAKE LLC

PIN: 20-32-23-42-0004

15255 CENTRAL AVE NE, HAM LAKE,
MN 55304

DELIGHT AUTOS LLC

PIN: 20-32-23-31-0001

10550 MAJOR AVE N, BROOKLYN
PARK, MN 55443

NORLING WILLIAM L

PIN: 20-32-23-13-0012

15300 HWY 65 NE, HAM LAKE, MN
55304

JEVNE, JEREMY A

PIN: 20-32-23-24-0008

1314 153RD LN NE, HAM LAKE, MN
55304

WIENER KIRK R & KAREN E

PIN: 20-32-23-31-0003

1333 MCKAY DR NE, HAM LAKE, MN
55304

ANOKA COUNTY SOIL
CONSERVATION DISTRICT

PIN: 20-32-23-31-0010

1328 MCKAY DR NE, HAM LAKE, MN

ANYTIME INC

PIN: 20-32-23-24-0011

15312 CENTRAL AVE NE, HAM LAKE,
MN 55304

NELSON, PATRICK M

PIN: 20-32-23-31-0008

1312 MCKAY DR NE, HAM LAKE, MN
55304

SCIORROTTA JR, NICHOLAS J

PIN: 20-32-23-31-0004

1319 MCKAY DR NE, HAM LAKE, MN
55304

DHANRAJ, DAVINDRA

PIN: 20-32-23-31-0002

1267 MCKAY DR NE, HAM LAKE, MN
55304



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

(763) 434-9555 info@hamlakemn.gov

PLANNING REQUEST

Date of Application 9/29/26

Date of Receipt _____

Receipt # _____

Amount \$ 700.00

Meeting Appearance Dates:

Planning Commission 10/12/2026 City Council 10/19/2026

Please check request(s):

- ☐ Metes & Bounds Conveyance \$500.00
- ☒ Sketch Plan \$700.00 per lot/unit
- ☐ Preliminary Plat Approval*
- ☐ Final Plat Approval
- ☐ Rezoning* \$400.00
- ☐ Multiple Dog License* \$400.00

- ☐ Commercial Building Permit \$1,000.00
- ☐ Certificate of Occupancy
- ☐ Home Occupation Permit \$200.00
- ☐ Special Home Occupation Permit \$400.00
- ☐ Conditional Use Permit* New or Amend. \$1,000.00
- ☐ Other _____

***NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.**

Development/Business Name: T.E.S Construction Inc.

Address/Location of property: 3631 155th Ave NE Ham Lake

Legal Description of property: NE 1/4 of NW 1/4 of sec 23 TWP 32 RGE 23 E3 631 FT OF E 660-ft
There of EX RD, SUBJ TO EASE OF REC

PIN # 23-32-23-21-0005 Current Zoning RA Proposed Zoning RA

Notes: minor plat request (Sketch Plan)

Applicant's Name: Tony Schwieters

Business Name: T.E.S. Construction Inc

Address 17149 Lincoln St NE Suite 600

City Ham Lake State MN Zip Code 55304

Phone 612-860-6770 Email _____
612-369-7186-TES

You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE [Signature] T.E.S. Construction DATE Sept 16 2026

- FOR STAFF USE ONLY -

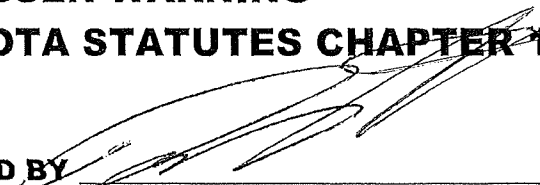
Action By: Planning Commission _____
City Council _____

Property Taxes Current YES NO
Any Active/Deferred Assessments YES NO

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL
PERMITS, LICENSES,
OR OTHER MUNICIPAL ACTION**

1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.*
2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.*
3. *The information you supply will be public and available to any entity requesting to inspect the information.*

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

X SIGNED BY 
COMPANY/TITLE: PKS. Const / Pres
DATE: Sept 16 - 26

**CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES**

The undersigned, _____, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

Sketch Plan / minor PLAT

Type of Application

acknowledges that the sum of \$ 700, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature T.E.S. Construction Dated Sept 16 2026

The following statement must be signed if the applicant is not the property owner:

[Signature], as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

I am aware of the application being submitted by the applicant and approve the request.

X Property Owner Signature [Signature] Dated Sept 16 - 2026

Memorandum

Date: October 8, 2026
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Acre Hills Sketch Plan

Introduction:

The Sketch Plan proposes to subdivide the 31.3-acre 3631 155th Avenue (PID 23-32-23-21-0005) parcel (<https://gis.anokacountymn.gov/propertysearch/?find=23-32-23-21-0005>) into two lots. The parcel is zoned Rural Single Family Residential (R-A), with Lot 2 proposed to be rezoned Single Family Residential (R-1). A 400-scale zoning map, aerial map and half section map are attached.

Discussion:

The proposed subdivision falls under the Minor Plat provisions of City Code Section 10-101. Consideration of both the preliminary and final plat will be before the Planning Commission at the same meeting, following the public hearing. Drainage and utility easements will be required around the perimeter of each proposed lot. Per correspondence with Public Works Superintendent John Witkowski, it is recommended that parkland dedication fees be collected rather than requiring the dedication of parkland or trail easements.

The existing house and accessory buildings are proposed to remain. Soil borings establishing a viable secondary septic system will be required for Lot 2. The Sketch Plan identifies the location and surface elevation of one septic soil boring and one building pad boring for Lot 1. Per City Code Section 10-204.B.iii, the building pad boring shall be located approximately in the center of the Eligible Building Area. The proposed building pad boring for Lot 1 will need to be relocated accordingly; otherwise, additional soil boring logs will be required to establish a suitable Eligible Building Area.

Coon Creek Watershed District (CCWD) approval is required for the Minor Subdivision, although CCWD has confirmed that the subdivision of this property into two lots does not trigger its stormwater management requirements. The wetland delineation will need to be reviewed by the Technical Evaluation Panel (TEP), consisting of representatives from CCWD, the Anoka Conservation District, and the Board of Water and Soil Resources. The preliminary/final plat submittals will need to include the approved wetland boundary. CCWD will also determine whether a review of the Minnesota DNR Natural Heritage Information System is necessary to identify potential state-protected species within the Minor Subdivision boundary.

The Sketch Plan shows the required 10-foot drainage and utility easements adjacent to all proposed lot lines. The northerly portion of Lot 2 is designated FEMA Zone A, representing an approximate 100-year floodplain boundary for which a base flood elevation has not been determined. The preliminary/final plat submittals will need to identify the Zone A boundary to verify that the proposed building pad is located entirely outside the designated floodplain.

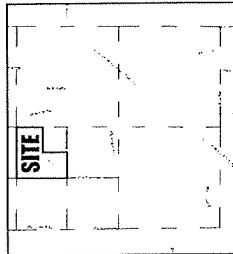
Recommendations:

It is recommended that the Acre Hills Sketch Plan be recommended for approval.

~for~ TES CONSTRUCTION
~of~ ACRE HILLS
3631 155TH AVENUE NE
HAM LAKE, MN 55304

(PER POLICY NO. 0-9301-004159412)

PART OF SEC. 23, TWP. 32, RING. 23

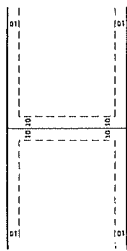


GRAPHICAL ABSTRACT



TYPICAL EASEMENT DETAIL

(SCALE: 1" = 50')



LEGEND

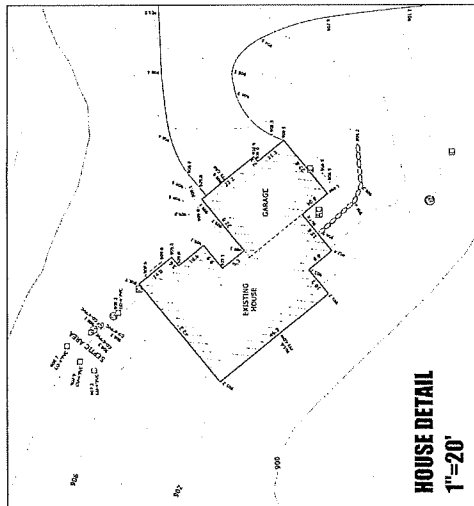
- [illegible]

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

YACON E BUD
22/04/2012

DATE:	7/17/2026	LICENSE NO. 41378
PRINTED BY:	RAF	JOB NO: 26087797 DATE: 05-18-26
CHECK BY:	JEA	FIELD CREW: NR
1	05-25-26	ADDED WETLAND POINTS
2	05-25-26	ADDED FIELD INFO.
3		
NO.	DATE	DESCRIPTION
		BY

HOUSE DETAIL
1"=20'



DEVELOPMENT DATA

TOTAL SITE AREA = 31.27± ACRES
2 PROPOSED SINGLE-FAMILY LOTS
AVERAGE LOT SIZE = 15.64 ACRES
MINIMUM STREET FRONTAGE = 200 FEET
PROPOSED ZONING = R-1
BUILDING SETBACKS
FRONT = 30 FEET
SIDE = 10 FEET
REAR = 30 FEET

SURVEY NOTES

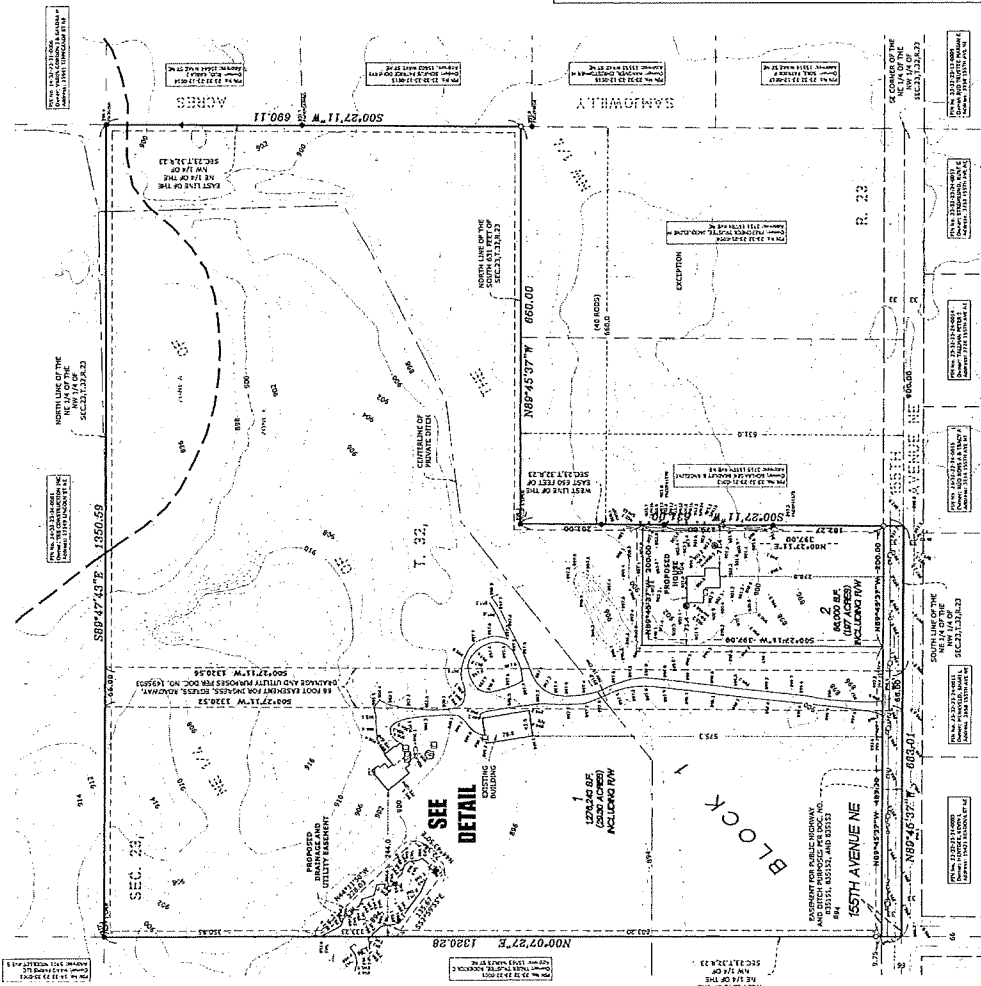
Field survey was completed by E.G. Budd and Sons, Inc. on 09/17/06. Hearings shown are on Amake County datum.

This survey was prepared with a title commitment prepared by Stewart Title Guaranty Company, Inc. No. 0-9201-01 dated 01/01/01, and 0-9201-02 dated 01/01/01.

Surveyed premises are shown on the survey map as 35,441 sq. ft. and 35,441 sq. ft. Conours shown per a combination of LDMR and field information.

Surveyed premises shown on this survey map is in Flood Zone A (Areas determined to be outside the 0.2% annual chance floodplain), and Flood Zone A (No base flood elevations shown).

12/20/06. Survey by the Federal Emergency Management Agency, effective date December 16, 2005.



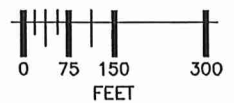
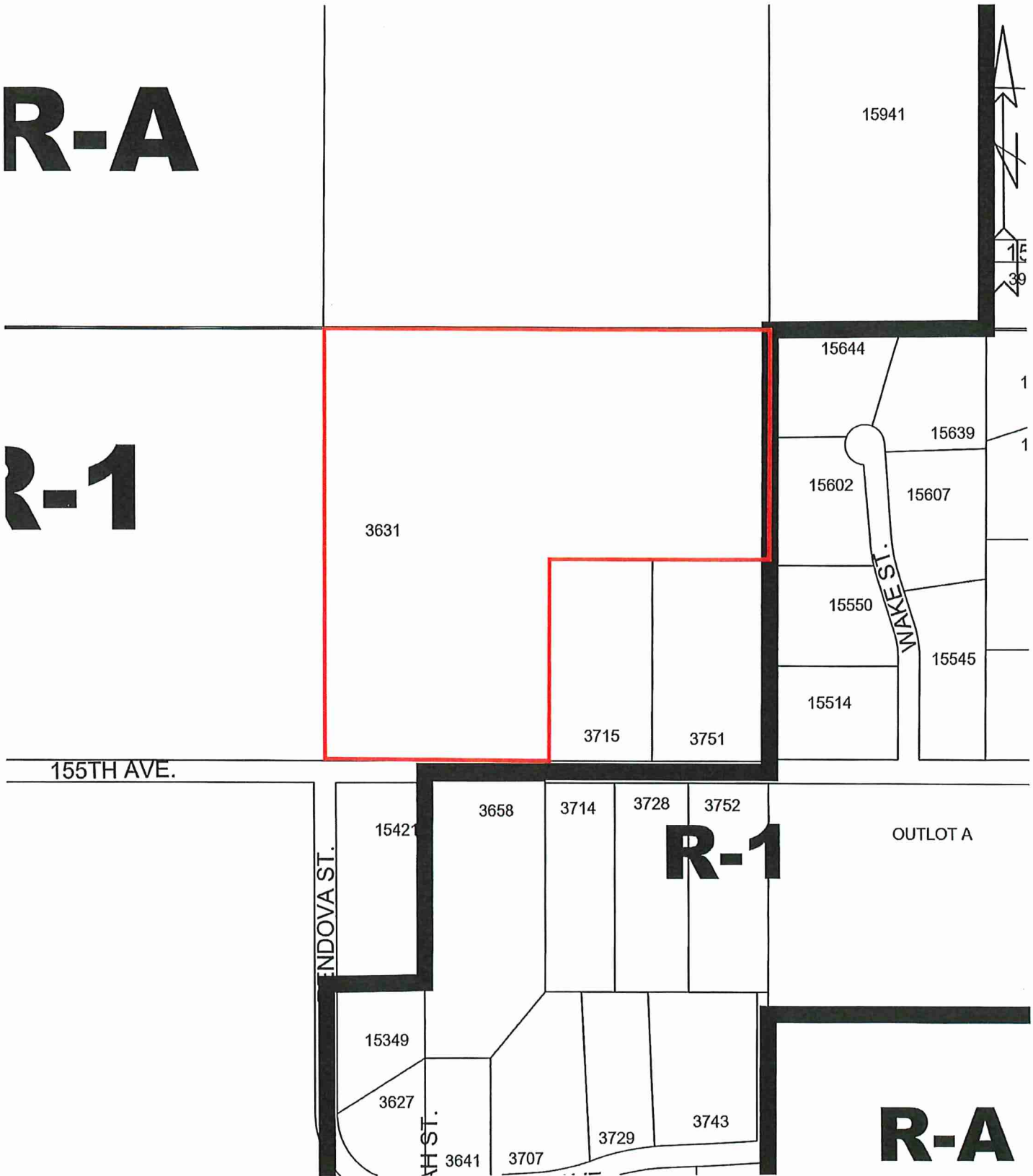
BENCHMARK

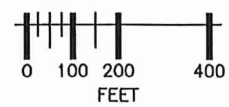
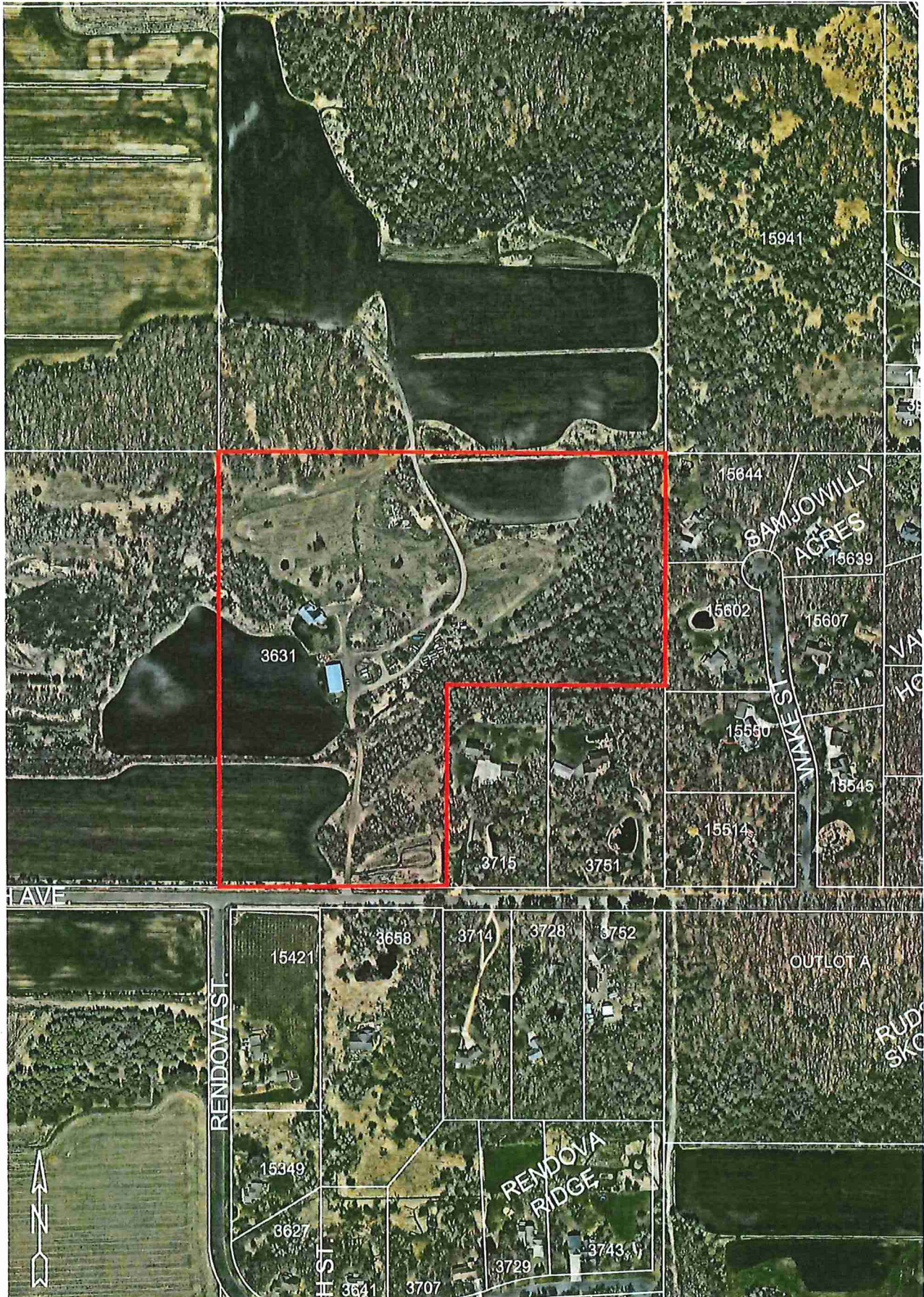
BENCHMARK; ANOKA COUNTY BENCHMARK 2005
ELEVATION: 905.73 (NAVD83)



R-A

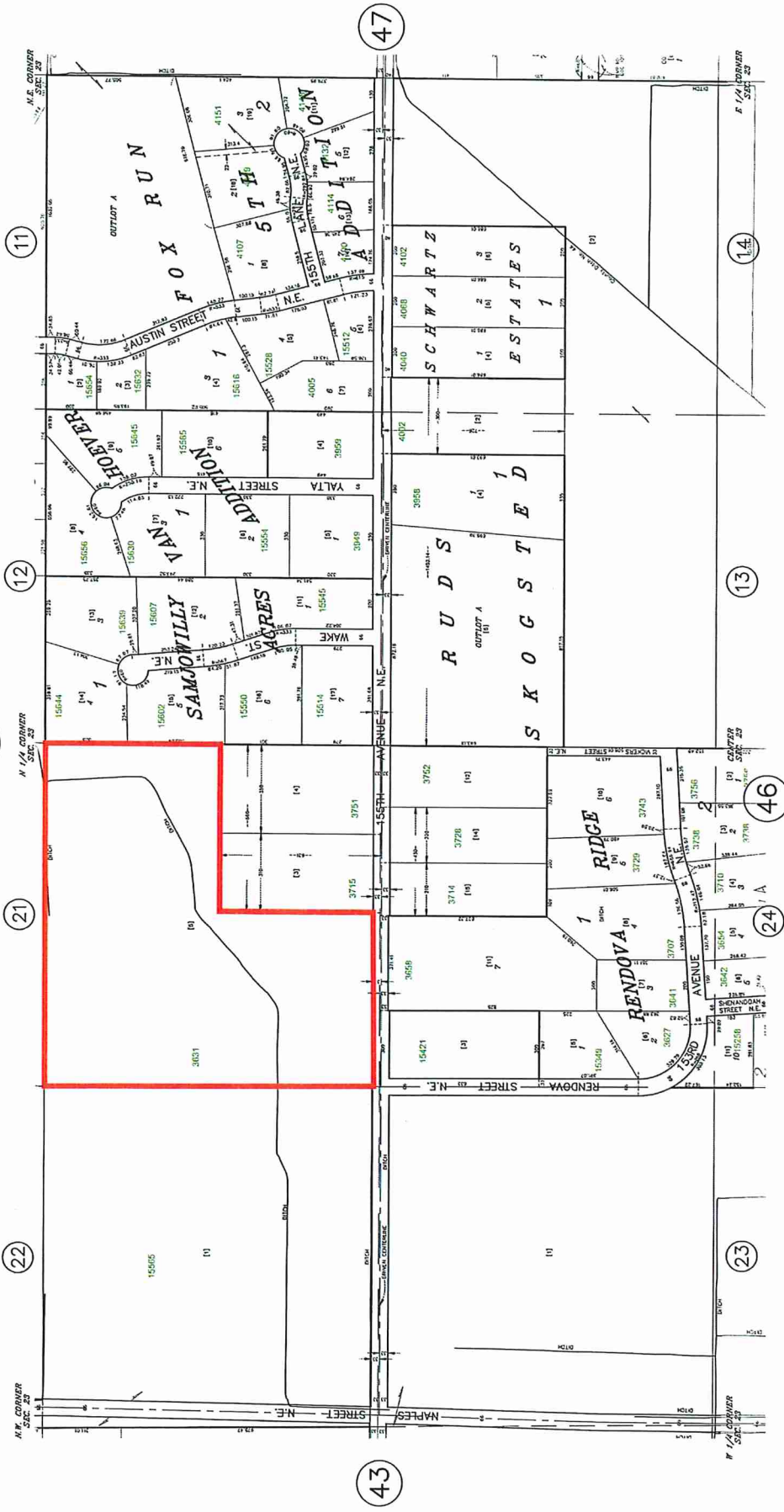
R-1





N 1/2 SECTION 23, T. 32, R. 23

CITY OF HAM LAKE



THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE SOURCE OFFICES AFFECTING THE AREA SHOWN. THE DRAWING IS TO BE USED ONLY FOR REFERENCE AND DOES NOT Warrant ANY INACCURACIES HEREIN CONTAINED.

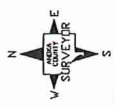
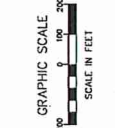
PROPERTY IDENTIFICATION NUMBER
 Section Range Quarter Specific
 XX XX XX XX
 SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]
 EXAMPLE OF PIN NUMBER: 23-32-23-4000

QUARTER QUARTER INDEX

22	31	32	33	34	35
23	31	32	33	34	35
24	31	32	33	34	35
25	31	32	33	34	35

NORTH HALF OF SECTION
 SOUTH HALF OF SECTION

ANOKA COUNTY
 SURVEYOR'S OFFICE
 ROOM 224
 2100 3RD AVENUE
 ANOKA, MN 55303
 (763) 324-3200



Last Revised: August 13, 2020
 ANOKA COUNTY SURVEYOR