



**PLANNING COMMISSION AGENDA**

**MONDAY, OCTOBER 28, 2024**

**ABLE PARK BUILDING, 8200 ABLE STREET NE at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
  - [A.](#) Approval of Minutes - September 23, 2024 Meeting
- 5. PUBLIC HEARING**
  - [A.](#) Public Hearing - Variance Request for a Driveway at 673 81st Avenue NE - Hany Omar
- 6. OTHER**
  - [A.](#) Statement of Values Policy
- 7. ADJOURN**

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND  
DISCUSSION FROM THE FLOOR**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

## **CITY OF SPRING LAKE PARK RULES FOR PUBLIC HEARINGS**

Public hearings are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Planning Commission is required to hold public hearings include subdivisions, zoning changes, conditional use permits, and ordinance amendments.

The following format will be used to conduct a public hearing:

1. Planning Commission Chair opens the hearing.
2. City staff describes the proposal.
3. The applicant has an opportunity to further explain the proposal and respond to questions/ comments on the proposal from the Planning Commissioners.
4. Citizens will then have the opportunity to ask questions and/or comment on the proposed project.
  - a. Those wishing to comment are asked to limit their comments to 3 minutes
  - b. A group of residents wishing to have their collective opinions voiced may elect a spokesperson to represent them. The spokesperson may have a maximum of 10 minutes to express the views of the group.
  - c. People wishing to comment are asked to keep their comments succinct and specific.
5. After everyone wishing to address the subject of the hearing has done so, the Planning Commission Chair will close the hearing.
6. Planning Commissioners will have an additional opportunity to comment and ask questions on the issue.
7. The Planning Commission will make a formal recommendation on the issue to the City Council or defer decision pending additional information.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Planning Commission was held on September 23, 2024 at the Able Park Building, 8200 Able Street NE at 7:00 PM.

### 1. CALL TO ORDER

Chair Hansen called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

Commissioner Rick Cobbs  
Commissioner Brad Delfs  
Commissioner Eric Julien  
Chair Hans Hansen

#### MEMBERS ABSENT

Commissioner Sharon Weighous

#### STAFF PRESENT

Building Official Jeff Baker and Administrator Daniel Buchholtz

#### VISITORS

Carrie Klakeg, 1 <sup>st</sup> Choice Builders	157 St. Croix Trail N	Lakeland Mn 55043
Rich Pocrelli	8035 Hayes Street NE	Spring Lake Park MN 55432

### 3. PLEDGE OF ALLEGIANCE

### 4. APPROVAL OF MINUTES

#### A. Approval of Minutes – August 26, 2024 Meeting

Motion made by Commissioner Julien, seconded by Commissioner Cobbs, to approve the minutes from August 26, 2024 Planning Commission meeting.

Voting Aye: Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen.  
Motion carried.

### 5. PUBLIC HEARING

#### A. Public Hearing – Variance and Conditional Use Permit Request to Permit a Two-Family Dwelling for an In-Law Suite, Including Variances for Minimum Lot Size and Side Yard Setback

Administrator Buchholtz that the City received an application from 1<sup>st</sup> Choice Builders, LLC, on behalf of property owner, Julie Caffari, 8031 Hayes Street NE for a conditional use permit

to allow a two-family dwelling in the R-1 zoning district and variances from the minimum lot size required for a two-family dwelling and a variance from the side yard setback for an in-law suite for an elderly family member.

Administrator Buchholtz stated that the square footage of the lot is 11,249.50 square feet, or 3,750.50 square feet below the performance standard as set forth by City Code. He said that the applicant is also seeking a variance from the 10-foot side yard setback requirement on the south side of the house behind the garage. Administrator Buchholtz noted that the relocation of the deck stairs to the south side will encroach upon the setback, making a variance necessary.

Administrator Buchholtz stated the request is reasonable because it involves modifying a single-family home to create an in-law suite for an elderly family member. He noted that the use is consistent with the residential nature of the property and aligns with the character of the R-1 zoning district. He stated that the request supports multi-generational living, a common and increasingly supported residential arrangement, while the relocation of the deck stairs improves safety and accessibility without significantly altering the property's footprint.

Administrator Buchholtz stated that the current lot size does not meet the minimum requirements for a two-family dwelling under the current zoning regulations, therefore, making it impossible to accommodate the in-law suite without a variance. He noted that the existing placement of the house on the lot and the required side setback limit the possibility of expanding the structure.

Administrator Buchholtz said granting the variance will not alter the essential character of the locality. He stated that the proposed addition is designed to match or complement the existing structure, ensuring it blends seamlessly with the neighborhood's architectural style. He stated that the variance allows the homeowner to enhance the property in a manner that aligns with the neighborhood's character and the intent of the zoning regulations.

Administrator Buchholtz stated that if the variance is granted, staff believes that the use will qualify for a conditional use permit. He stated that the project is necessary for the homeowner to provide a safe and suitable living arrangement for an elderly family member, contributing to the general welfare by supporting multi-generational living within the community. He stated that the project is designed to be compatible with the surrounding neighborhood, ensuring that the changes will not be detrimental to the health, safety, or general welfare of residents in the vicinity.

Staff recommends approval of the variances and conditional use permit with the following conditions:

1. The in-law suite shall not be licensed or utilized as a rental property for non-family members. This suite is intended solely for the accommodation of family members and shall not be leased or rented to individuals outside of the property owner's immediate

- family. This condition is to preserve the residential character of the neighborhood and uphold the intent of the variance and conditional use permit.
2. Exterior materials, design and color of the addition and deck must match or complement the existing structure to ensure architectural consistency. This includes using similar siding, roofing materials, trim and window styles to maintain the visual coherence of the property.
  3. Any existing landscaping that is disturbed or removed during construction must be replaced or restored to its original condition or better.
  4. The applicant must ensure that the addition does not negatively impact the natural drainage system. Proper grading and drainage must be maintained to direct water away from the foundation and adjacent properties. Any changes to the property's topography or drainage patterns must be reviewed and approved by the City Engineer.
  5. Any new exterior lighting installed as part of the addition should be downward-facing and shielded to minimize light spillover onto adjacent properties. The lighting should comply with the City's exterior lighting regulations to ensure it does not create a nuisance for neighboring residents.
  6. The addition and deck must comply with all applicable building, safety, and fire codes. This includes ensuring that the addition is constructed according to the approved plans and meets egress, fire separation, and other safety requirements.
  7. Any existing mature trees or significant vegetation near the construction site should be preserved where possible. If removal is necessary, the applicant must replace the vegetation with appropriate species to maintain the property's aesthetic and environmental quality.

Applicant Carrie Klakeg, 1<sup>st</sup> Choice Builders, project manager on the addition at 8301 Hayes Street NE stated that the project stated that they call it an in-law suite, but there's not an actual separate entrance for this project. Ms. Klakeg stated it is called an in-law suite for the homeowner's benefit and that it would never be rented. She noted that the additional space basically mimics what is already present, enlarging the deck above.

Commissioner Cobbs inquired if the conditional use permit was necessary since it just looks like an additional bedroom is being added to the property. Ms. Klakefg said that there is just a guest bedroom with a closet. Building Official Baker stated that he was wondering if the lower level was going to have a kitchen based off the plans. Ms. Klakeg stated that it is a bar with a sink. Administrator Buchholtz noted that the according to the City Planner that whenever you have water, if adding a refrigerator, the area turns into a second family dwelling.

Chairperson Hansen inquired whether additional parking would be needed with an additional person occupying the home. Ms. Klakeg stated that there is a large garage with a separate stall on the side that would accommodate the additional resident.

Chairperson Hansen opened the public hearing at 7:16 pm

Mr. Rich Pocrelli, 8035 Hayes Street NE, inquired about a request for a waiver on the side yard setback and how does that work for the stairs? Mr. Baker stated that the setback would be seven feet from the edge of the stairs to the property.

Chairperson Hansen closed the public hearing at 7:18 pm

Motion made by Commissioner Cobbs, seconded by Commissioner Julien to Approve Variance and Conditional Use Permit Request to Permit a Two-Family Dwelling for an In-Law Suite, Including Variances for Minimum Lot Size and Side Yard Setback with the following conditions:

1. The in-law suite shall not be licensed or utilized as a rental property for non-family members. This suite is intended solely for the accommodation of family members and shall not be leased or rented to individuals outside of the property owner's immediate family. This condition is to preserve the residential character of the neighborhood and uphold the intent of the variance and conditional use permit.
2. Exterior materials, design and color of the addition and deck must match or complement the existing structure to ensure architectural consistency. This includes using similar siding, roofing materials, trim and window styles to maintain the visual coherence of the property.
3. Any existing landscaping that is disturbed or removed during construction must be replaced or restored to its original condition or better.
4. The applicant must ensure that the addition does not negatively impact the natural drainage system. Proper grading and drainage must be maintained to direct water away from the foundation and adjacent properties. Any changes to the property's topography or drainage patterns must be reviewed and approved by the City Engineer.
5. Any new exterior lighting installed as part of the addition should be downward-facing and shielded to minimize light spillover onto adjacent properties. The lighting should comply with the City's exterior lighting regulations to ensure it does not create a nuisance for neighboring residents.
6. The addition and deck must comply with all applicable building, safety, and fire codes. This includes ensuring that the addition is constructed according to the approved plans and meets egress, fire separation, and other safety requirements.
7. Any existing mature trees or significant vegetation near the construction site should be preserved where possible. If removal is necessary, the applicant must replace the vegetation with appropriate species to maintain the property's aesthetic and environmental quality.

Voting Aye: Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen.  
Motion carried.

## 6. NEW BUSINESS

A. Review Acquisition of Properties for Conformance to the City of Spring Lake Park 2040 Comprehensive Plan

Administrator Buchholz stated that the City Council is considering the acquisition of two properties at 8076 Highway 65 NE and 8092 Highway 65 NE to complete the redevelopment area outlined in the City's long-term vision. He stated that as part of the law, specifically statute 462.356, provides the planning commission an opportunity to determine if the proposed property acquisitions are in conformance with the City's comprehensive plan.

Administrator Buchholtz noted that the targeted redevelopment area is at the southwest corner of Highway 65 and 85th Avenue. He stated that funding for these acquisitions will come from the city's HRA access fund and a grant from Anoka County Housing and Redevelopment Authority. He said the plan advocates for revitalizing underutilized properties to eliminate blight, boost the tax base, and minimize impacts on neighboring areas.

Administrator Buchholtz stated the proposed properties, which are highly visible and accessible, are considered ideal for redevelopment. He said 2040 Comprehensive Plan has been provided for the Commission's review, and it is recommended that the commission approve or support these acquisitions to help the city achieve its redevelopment objectives and further the council's vision.

Commissioner Cobbs asked if there were any future plans. Administrator Buchholtz stated that there are no specific projects in mind, and the City will be acquiring the properties subject to the leases. He said that the City will likely not have full control of the property until 2033.

Chair Hansen inquired about the funds from the leases will be used. Administrator Buchholtz stated that the lease revenues will be deposited into the HRA Excess Fund for future economic development initiatives.

Motion made by Commissioner Julien, seconded by Commissioners Cobbs to determine that the acquisitions follow the City's Comprehensive Plan.

Voting Aye: Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen.  
Motion carried.

**7. OTHER**

Administrator Buchholtz gave an overview on the Metropolitan Council's policy plan to support the 2050 Comprehensive Plan. He stated that the Metropolitan Council has issued its policy plan to support the 2050, comprehensive planning process across the metropolitan area. He noted that the Metropolitan Council was transitioning Spring Lake Park from the suburban classification to an urban edge classification, which would increase the required density for future development to be from five units an acre under the 2040 plan to 14 units an acre under the 2050 plan. Administrator Buchholtz stated that he

worked with the Metropolitan Council to get the City's suburban classification back. He stated that the City would be submitting comments by October 7, 2024.

Building Official Baker gave an update on the City Hall Renovation/Expansion project.

## **8. ADJOURN**

Motion made by Commissioner Julien, seconded by Commissioner Cobbs to adjourn.

Voting Aye: Commissioner Cobbs, Commissioner Julien, Commissioner Delfs, Chair Hansen.  
Motion carried.

Meeting adjourned at 7:40 PM.



# Memorandum

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** October 24, 2024  
**Subject:** Variance – 673 81<sup>st</sup> Avenue NE

## Background

Hany Omar, representing YSMN Investment, LLC has submitted an application for a variance from the side yard setback for a driveway addition to his property at 673 81<sup>st</sup> Avenue NE.

The applicant is seeking a variance from the 5 foot side yard setback requirement, as set forth in SLPC 16.40.030 of the Spring Lake Park City Code.



The site is located on the 600 block of 81st Avenue NE. The

property is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential – allowed uses include single-family homes and duplexes. Property records show that the house on the property was constructed in 1958. The property is a licensed rental property in the City.

The City’s current yard setback standards for the R-1 zoning district is as follows:

Dwelling, single family – front yard	35 feet
Dwelling, single family – rear yard	40 feet
Dwelling, single family – side yard	10 feet
Accessory uses, rear yard	5 feet
Accessory uses, side yard	5 feet

SLPC 16.40.030 governs parking and loading spaces.

**§ 16.40.030 Yards; Setbacks**

Off-street parking and loading facilities shall be subject to the front yard, side yard, and rear yard regulations for the use district in which the parking is located, with the following exceptions.

In any of the residence districts, no parking or loading space shall be located within 15 feet of any property line. Driveways, garages and carports in conjunction with any single- or two-family residence shall be exempted from this requirement; however, they shall not be located less than five feet from the property line, except by variance obtained in the manner provided in this code. Variances in the case of driveways may be allowed down to zero feet setback from the property line. Recreational vehicles parked in conformance with SLPC 16.20.120 paragraph B,2 are also exempted from the above yard setback regulations.

The applicant is seeking a 5 foot variance from the side yard setback (0 feet from the western property line instead of 5 feet). This will allow the tenant residing in this property to park a small boat on an approved surface.

*Previous applications:* None

**Variance**

Section §16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

“The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. “Practical difficulties” as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.”

## Recommendations

Staff recommended approval of the variance. Staff's analysis of the application shows that the proposed driveway expansion will not alter the character of the neighborhood as there are other driveways in the vicinity of this property that are located within the side yard setback, including the neighbor to the north.

The Planning Commission unanimously voted to recommend approval of the variance, subject to the following conditions:

1. Driveway modifications must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit, after the fact, from the Code Enforcement Department for the expanded driveway.
2. Drainage must be handled in such a way not to deposit storm water or snow onto a neighboring property.

If you have any questions regarding this application, please don't hesitate to contact me at 763-784-6491.



**City of Spring Lake Park**  
 1301 81<sup>st</sup> Avenue NE  
 Spring Lake Park, MN 55432  
 763-784-6491 (p) 763-792-7257 (f)  
[info@slpmn.org](mailto:info@slpmn.org)

For Office Use Only	
Case Number:	
Fee Paid:	500
Received by:	WZ
Date Filed:	
Date Complete:	
Base Fee:	200
Escrow:	300

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 673 81 <sup>st</sup> ave Spring Lake Park MN 55432		
Property Identification Number (PIN#): 02-3024-18-0073 Current Zoning:		
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: Hany Omar		Business Name:
Address: 6207 Heather place NE Fridley		
City: Fridley	State: MN	Zip Code: 55432
Telephone: 6127307424	Fax:	E-mail: hanyomar@207gmail.com
Contact:		Title:
OWNER INFORMATION (if different from applicant)		
Name: <del> </del>		Business Name:
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:		Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: <i>n</i>		
Nature of Proposed Use: <i>need to repair drive way. I also want to expand it to the left side by another 7 feet so my tenant can put his small boat.</i>		
Reason(s) to Approve Request: <i>(check drawing). The variance is we will extend drive way on the 5 feet of the left of property - need variance for use for Czar of Tar Company</i>		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See City Code		

**APPLICATION FEES AND EXPENSES:**

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

E-mail haryomar02@gmail.com  Fax \_\_\_\_\_  USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Hary Omar Date: 9/20/2024  
Owner: Hary Omar Date: 9/20/2024

**NOTE: Applications only accepted with ALL required support documents.  
See City Code**

**City of Spring Lake Park  
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the intent of any of the standards set below.

1. Applicant Information:

Name: Hany Omar (6207 Heather place) Telephone: 6127307424  
Address: 673 81<sup>st</sup> ave Spring City/State/Zip: Spring Lake MN 55432 Cell Phone: 6127307424  
E-mail: \_\_\_\_\_

2. Property Owner Information (if different from above):

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Project Location (Address and Legal Description): 673 81<sup>st</sup> ave. Spring Lake 55432

4. Present Use of Property: Rental

5. Description of Project: single family home

6. Specify Section of the Ordinance from which variance is sought: extend drive way 7 feet to the left of the current drive way to allow for boat to be parked.

7. Explain how you wish to vary from the applicable provisions of this Ordinance: currently there is 5 feet required from property line, I will need to extend drive way on st. Do asphalt will be up to property line / (slightly shorter)

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?

Yes  No Why or why not?

The asphalt will be done professionally, allowing better ~~st~~ parking space and will make property more presentable/it should not impact easement at front of property for any city construction.

b. In your opinion, is the variance consistent with the Comprehensive Plan?

Yes  No Why or why not?

this will bring property to better view from street due  
to new drive way, and better parking space will be better  
organized vs a boat parked in front of Garage.

c. In your opinion, does the proposal put property to use in a reasonable manner?

Yes  No Why or why not?

the work will be done by professional / commercial organization

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

Yes  No Why or why not?

No wetlands

e. In your opinion, will the variance maintain the essential character of the locality?

Yes  No Why or why not?

No it's just drive way extension

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant Signature:

[Signature]

Date:

9/20/2024

Fee Owner's (Property Owner) Signature:

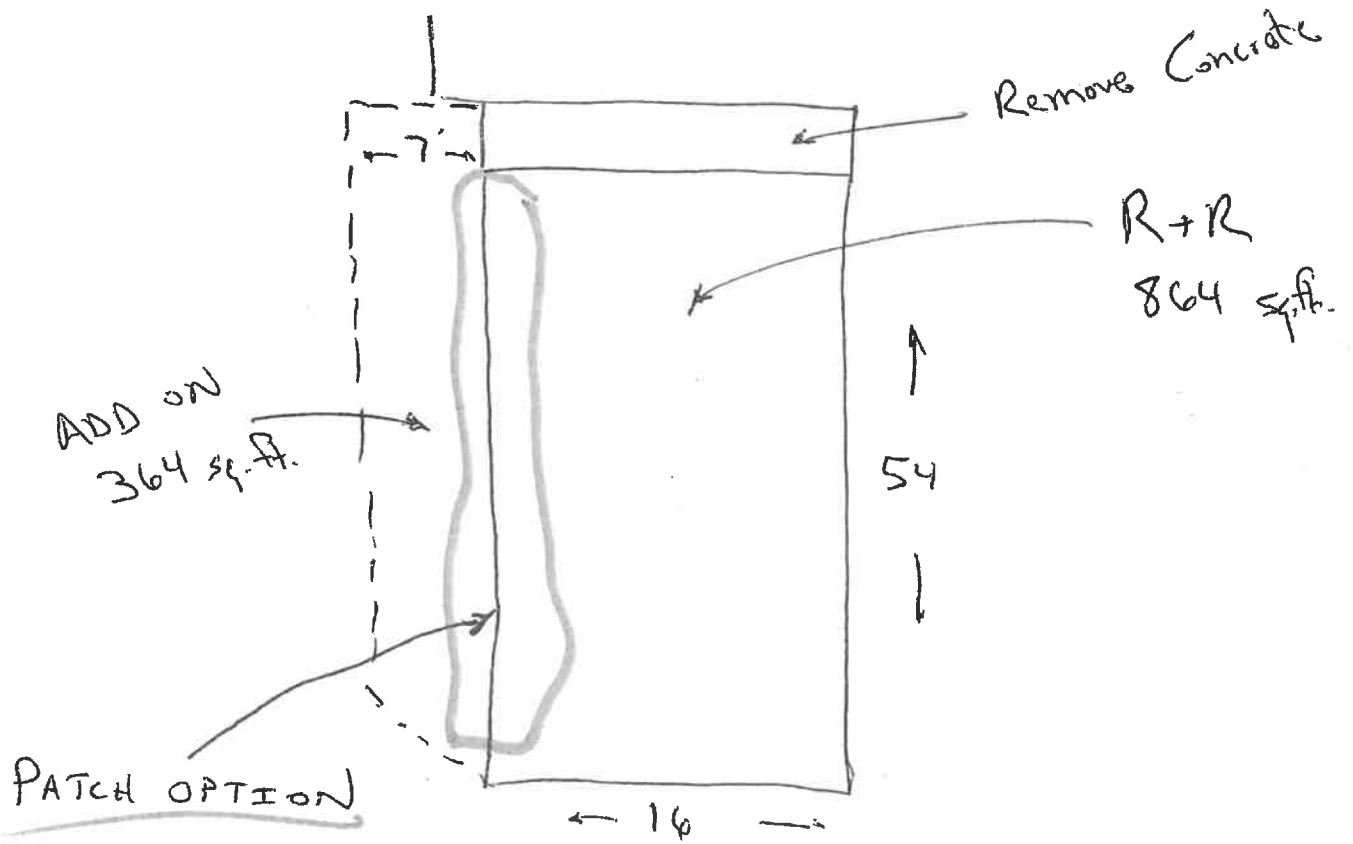
[Signature]

Date:

9/20/2024

HANY OMAR

Address: 673 81<sup>st</sup> AVE NE Spring Lake Park



Total NEW Drive Approx 1228 sq. ft.





# Czars of Tar Inc.

1345 157th Avenue Northeast | Ham Lake, Minnesota 55304  
763-421-6417 | office@czarsoftar.com | www.czarsoftar.com

**RECIPIENT:**

**Hany Omar**

673 81st Avenue Northeast  
Minneapolis, Minnesota 55432

Quote #1489	
Sent on	Sep 12, 2024
<b>Total</b>	<b>\$6,400.00</b>

Product/Service	Description	Qty.	Unit Price	Total
Remove and Replace driveway / add on area	- see attached site map  1) Remove and Haul away existing asphalt, broken concrete apron and sod / dirt in add on area. 2) Excavate in add on area 7" below finish grade. Install 4" compacted base using MNDOT spec Class 5 foundation material. 3) Grade and compact existing base under asphalt driveway adding foundation material as needed. 4) Pave 3" compacted mat using MNDOT spec MV4R hot mix asphalt.	1228	\$5.21173	\$6,400.00
Option to Patch along left edge of driveway where erosion is taking place	- see site map This option to just patch as needed along left side of drive = \$1500. area approx 4'x54'	1	\$0.00	\$0.00

**A deposit of \$3,200.00 will be required to begin.**

**Total** **\$6,400.00**

This quote is valid for the next 30 days, after which values may be subject to change.



City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park, MN 55432  
763-784-6491

Receipt: 000005192  
Receipt: 09/20/24  
Cashier: WBROWN  
Received Of: YSMN INVESTMENT LLC

6207 HEATHER PL NE  
FRIDLEY MN 55432

The sum of: \$200.00

BDINV 000000444

Remaining Balance: \$150.00

Total: \$200.00

TENDERED: Check 2776

\$200.00

*Application*



City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park, MN 55432  
763-784-6491

Receipt: 0000005194  
Receipt: 09/20/24  
Cashier: WBROWN  
Received Of: HANY OMAR

673 81ST AVE NE  
SPRING LAKE PARK MN 55432-1906

The sum of: \$300.00

BDINV	000000445		\$300.00
		Remaining Balance: \$192.96	Total: \$300.00
		TENDERED: Check 2776	\$300.00

*Escrw*

# City of Spring Lake Park Statement of Values

## Preamble:

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The City of Spring Lake Park has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials<sup>1</sup> are required to subscribe to this statement, understand how it applies to their specific responsibilities and practice its 9 core values in their work. Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

## The Values:

As a representative of the City of Spring Lake Park,

1. I serve the public interest.
2. I fulfill the duties and responsibilities of holding public office.
3. I am ethical.
4. I am professional.
5. I am fiscally responsible.
6. I am conscientious.
7. I communicate effectively.
8. I am collaborative.
9. I am forward thinking.

## Value examples/expressions:

- 1. I serve the public interest. In practice this value means that:**
  - a. I provide courteous, equitable, and prompt service to everyone.
  - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and city workers.
  - c. I am interested, engaged, and responsive in my interactions with constituents.
  - d. I recognize and support the public's right to know the public's business.
  
- 2. I fulfill the duties and responsibilities of holding public office. In practice this value means that:**
  - a. I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.

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<sup>1</sup> For purposes of this policy, an elected official is a member of the City Council. An appointed official is an individual who has been appointed by the City Council to serve on a Board or Commission as a representative of the City of Spring Lake Park. City staff are subject to the City's Personnel Policy, as approved by the City Council.

- b. I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest is my primary concern.
- c. I uphold the Constitution of the United States and the Constitution of the State of Minnesota and carry out impartially the laws of the nation, state, and municipality and thus foster respect for all government.
- d. I comply with both the letter and the spirit of the laws and policies affecting operations of the City.
- e. I recognize my obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
- f. I conduct myself in both my official and personal actions in a manner that is above reproach.
- g. I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
- h. I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
- i. I am independent, impartial, and fair in my judgment and actions.

**3. I am ethical. In practice this value means that:**

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, do what I say I will do, and am reliable.
- c. I am accountable for my actions and behavior and accept responsibility for my decisions.
- d. I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- e. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- f. I oppose all forms of harassment and unlawful discrimination.
- g. I extend equal opportunities and due process to all parties in matters under consideration.
- h. I show respect for confidences and confidential information.
- i. I avoid giving the appearance of impropriety and of using my position for personal gain.

**4. I am professional. In practice this value means that:**

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude, contributing to a supportive, respectful, and non-threatening work environment.
- c. I keep my professional knowledge and skills current and growing.
- d. I am respectful of all city staff, officials, volunteers, and others who participate in the City's government.

**5. I am fiscally responsible. In practice this value means that:**

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.
- b. I demonstrate concern for the proper use of City assets (e.g., personnel, time, property, equipment, funds), follow established procedures, and do not use public resources for personal gain.
- c. I make decisions that seek to preserve the financial capacity of the City to provide programs and services for City residents.
- d. I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
- e. I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
- f. I report any misuse of public funds of which I am aware.

**6. I am conscientious. In practice this value means that:**

- a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established City processes and guidelines.
- d. I prioritize my duties so that the work of the City may move forward.
- e. I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting.
- f. I attentively listen to the discussions and presentations that are taking place during the City Council meetings, and will present my opinions in a respectful and constructive manner.
- g. I commit to abstaining from substances that impair my judgment and cognitive functions during and immediately before official city events and meetings.

**7. I communicate effectively. In practice this value means that:**

- a. I convey the City's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded, and willing to participate in dialog.
- c. I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately which adds value to conversations.
- d. I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
- e. I follow up on inquiries in a timely manner.
- f. I encourage and facilitate citizen involvement in policy decision-making.
- g. I am respectful in disagreements and contribute constructively to discussions on the issue.

**8. I am collaborative. In practice this value means that:**

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
- b. I share information with others in a timely manner so that, together, we can make informed decisions.
- c. I work towards consensus building and gain value from diverse opinions.
- d. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

**9. I am forward thinking. In practice this value means that:**

- a. I promote intelligent, proactive, and thoughtful innovation in order to advance the City's policy agenda and provide City services while considering the broader regional, state-wide, national, and international implications of the City's decisions and issues.
- b. I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
- c. I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and effective service.
- d. I consider the potential long-term consequences and implications of my words, actions and inactions.

**Enforcement:**

**1. Reporting a Violation**

Any City Council Member, staff member, or resident who believes an elected or appointed official has violated the Statement of Values may bring the matter to the attention of the Mayor (or the Acting Mayor if the Mayor is the subject of the alleged violation) or City Administrator, in writing. The report should include:

- The specific value(s) alleged to have been violated.
- A description of the actions or behavior in question.
- Any supporting evidence or documentation.

**2. Preliminary Review**

Upon receiving a report, the party receiving the report shall refer the matter to the City Administrator and the City Administrator will:

- Conduct an initial review of the allegation.
- Determine if the claim has sufficient merit to proceed. If the claim is deemed unsubstantiated, the matter will be dismissed and no further action will be taken.

If the claim is determined to merit further action, the City Administrator will notify the elected or appointed official involved and the City Council.

### 3. Informal Resolution

For minor violations, the City Administrator and/or Mayor (or Acting Mayor, if the Mayor is involved in the alleged violation) may attempt an informal resolution:

- Meeting with the involved Council Member or appointed official to discuss the violation.
- Issuing a verbal or written warning.
- Developing a plan to ensure future adherence to the City's Statement of Values.

If an information resolution is successful, the matter will be considered closed.

### 4. Formal Investigation

For more serious or repeated violations, the City Administrator will request the City Council to initiate a formal investigation. The following steps will be taken:

- **Appointment of an Investigative Committee or Other Investigator:** The City Council may appoint an Investigative Committee, consisting of two Council Members not involved in the alleged violation (to the extent feasible) to oversee the investigation. Alternatively, the Council may nominate a third party investigator designee or empower the Investigative Committee to designate an investigator.
- **Gathering Evidence:** The Investigative Committee or designated investigator will collect relevant evidence including, without limitation, documents, emails and statements from witnesses.
- **Interview Process:** The Investigative Committee or designated investigator will interview the involved elected or appointed official(s) and appropriate witnesses.
- **Making Findings:** The Investigative Committee or designated investigator shall thereafter make findings and present them to the City Council.

### 5. Council Deliberation and Action

The City Council will review the findings of the Investigative Committee or designated investigator at a work session or other meeting as determined by the City Council. Potential responsive actions include, without limitation:

- Dismiss the complaint, if the violation is not substantiated or is deemed resolved.
- Issue a formal written reprimand.
- Censure the elected or appointed official (public disapproval).
- Recommend additional training on ethics, professional conduct, or other appropriate subject matter.
- Initiate steps for removal from office, as permitted by state law.

The City Council's election to pursue any responsive action shall not bar the implementation of any other responsive action not inconsistent with it and permitted by applicable law.



## **6. Appeal**

The involved elected or appointed official may appeal any decision, in writing, to the City Council within 10 business days of receiving notice of this decision. The Council will review the appeal and, if necessary, hold a follow-up hearing to reconsider the disciplinary action.

## **7. Public Communication**

For formal actions such as censure or removal from office, the City will provide public notice in the interest of transparency.

Adopted by the Spring Lake Park City Council on this 16th day of January, 2018.

Amended by the Spring Lake Park City Council on March 6, 2023, September 18, 2023 and October 22, 2024.