

City Council Meeting Agenda

September 15, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe
4. **DETERMINATION OF QUORUM**
5. **APPROVAL OF MINUTES**
 - A. Consideration to Approve Minutes – 09.01.2026 Council Meeting
6. **CONSENT ITEMS**
 - A. Payment of Claims and ACH Payments
7. **SCHEDULED BID LETTING**
8. **SCHEDULED PUBLIC HEARINGS**
9. **ADMINISTRATIVE APPEALS**
10. **FINANCIAL REPORTS**
11. **LICENSES AND PERMITS**
12. **OLD BUSINESS**
13. **NEW BUSINESS**
 - A. Consideration to Approve Park Advisory Committee Recommendation - Inclusive Park Project Proposal
 - B. Consideration to Approve Resolution 09.26.01 - Setting the Preliminary 2027 Tax Levy
 - C. Consideration to Approve Resolution 09.26.02 - Calling for the Truth-In-Taxation Public Hearing
 - D. Consideration to Approve Resolution 09.26.03 - Appointing Park Advisory Committee Vacancy
 - E. Consideration to Approve Resolution 09.26.04 - Granting Signage Approval Relating to 510 1st Avenue South
 - F. Consideration to Approve Resolution 09.26.05 - Granting a Variance for a Property Located at 340 12th Avenue South
 - G. Consideration to Approve Resolution 09.26.06 - Granting Special Use Permit to Allow for a Single-Family Residential Use in a B-2 "Service Business District"

- [H.](#) Consideration to Approve First Reading of Proposed Ordinance No. 039, 4th Series - Rezoning Property from I-2, General Industrial, to B-2, Service Business District

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

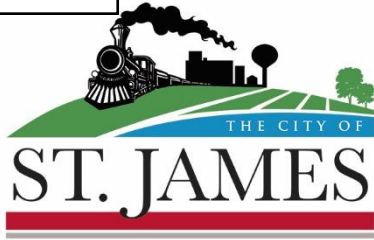
15. ADJOURNMENT

September 15, 2026

ITEM: Approval of Minutes – 09.01.2026 Council Minutes

BACKGROUND: The Minutes of September 1, 2026, City Council Meeting are attached for review and approval.

STAFF RECOMMENDATION: Approve/Deny Minutes.



City Council Meeting - Amended Agenda Minutes

September 01, 2026 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

PRESENT: Mayor Christopher Whitehead, Councilpersons Sue Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Mary Shupe

STAFF PRESENT: City Manager Amanda Knoll, City Clerk-Treasurer Kris Hurley, Attorney Steve Sunde

4. DETERMINATION OF QUORUM

5. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – 08.18.2026 Council Meeting

Motion made by Craig, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

6. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Payment of claims totaling \$821,249.66 is as follows: \$281,738.76 check no. 707069 - 707076, 707095 - 707161 and ACH no. 2453 - 2467 as listed in the check register.

Motion made by Hanson, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

7. SCHEDULED BID LETTING

8. SCHEDULED PUBLIC HEARINGS

9. ADMINISTRATIVE APPEALS

10. FINANCIAL REPORTS

11. LICENSES AND PERMITS

A. Consideration to Approve Special Event Permit - Watonwan County Relay for Life

Watonwan County Relay for Life - Applied for a Special Event Permit for Watonwan County Relay for Life event on September 19, 2026, from 4:00 - 9:00 p.m. in Deer Park.

Motion made by Harris, Seconded by Shupe.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

Upon voice vote, it was unanimously approved.

B. Consideration to Approve Cannabis Retail Business Registration - City of St. James

A cannabis retail registration application has been submitted on behalf of the City of St. James Liquor Store for the retail sale of lower-potency hemp edible products.

The application states that products purchased and sold are tracked through their point-of-sale system, inventory is stored in designated locations and checked regularly, and the point-of-sale system includes age verification capabilities.

The applicant has certified compliance with applicable local ordinances, and that applicable taxes, assessments, utility charges, and other financial obligations are current. The applicant has also received zoning approval, with no special use permit required.

The applicant has received their LPHE retailer operations endorsement/license from the State of Minnesota, Office of Cannabis Management.

Motion made by Harris, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Lindee

Voting Nay: Shupe

Upon voice vote, the registration passed 4-1.

12. OLD BUSINESS

13. NEW BUSINESS

A. Consideration to Review 2027 Preliminary Budget

City Manager, Amanda Knoll, presented the 2027 preliminary budget. The presentation was an overview of projected revenues and expenditures for 2027. The presentation highlighted the budget approval timeline, budget allocations, breakdown of General Fund revenues and expenditures, capital expenses, proposed tax levy compared, and staffing considerations.

This was a presentation; no action was needed. The 2027 preliminary levy will be on the September 15, 2026, council agenda.

14. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

15. ADJOURNMENT

Motion made by Craig, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Shupe

All Yea - motion carried. The meeting adjourned at 5:49 p.m.

Kristin Hurley, City Clerk-Treasurer

September 15, 2026

ITEM: New Business – Park Advisory Committee Recommended: Inclusive Park Project Proposal

BACKGROUND: The St. James Inclusive Park Committee has been working to develop a proposal for a new inclusive park designed to provide a welcoming recreational space where individuals of different ages and abilities can play, gather, and participate together. The proposal is intended to go beyond minimum accessibility requirements by incorporating accessible movement, sensory opportunities, age-appropriate play, supportive amenities, and design features that reduce physical, sensory, and social barriers.

As part of the Community Project Request process, the proposal was presented to the Park Advisory Committee for review. The Park Advisory Committee approved a recommendation to move the Inclusive Park project forward to the City Council for consideration.

The proposed project is currently estimated at approximately \$1.5 million at the planning level. Anticipated project components include inclusive playground equipment, accessible surfacing and routes, parking and sidewalks, potential landscaping, professional design and engineering, and installation.

Everett Garlisch has indicated a willingness to donate approximately two acres of a five-acre parcel for the project. Funding is anticipated to come from a combination of private donations, business and community sponsorships, grants, fundraising, in-kind contributions, and any City participation that may later be approved through the City's budgeting process.

At this stage, Council consideration is intended to provide authorization to continue advancing the project, rather than approval of the final design or a commitment of city funds. If the project moves forward, the next steps will include confirming the site and scope, continued community engagement, refining the concept design and cost estimate, developing a funding strategy, and ultimately returning to the City Council as necessary for land acceptance, agreements, expenditures, final plans, procurement, and construction authorization.

STAFF RECOMMENDATION: Approve/Deny the Project.



COMMUNITY PROJECT REQUEST FORM

City of St. James
 1205 6th Avenue South | PO Box 70
 St. James, MN 56081
 (507) 375-3241
<https://www.ci.stjames.mn.us>

Thank you for your interest in proposing a community project on City property. We recognize that working closely together with the community is an important way to develop long-term strategies, plans, and improvements that benefit the greatest number of residents possible and effectively use limited resources.

Each year there are numerous requests for community projects on City property seeking approval to change or add a city park amenity or seeking city funding of a park amenity. Community proposed projects must meet the mission to provide quality recreational opportunities and to plan, acquire, develop, and maintain quality, attractive parks and facilities that enhance the quality of life in the community of St. James.

Please note that acquiring funds for a project through grants, fundraising, donations, or other means does not guarantee project approval. It is strongly recommended that individuals and community organizations seek approval in advance of, or at least concurrent with, pursuing funding.

The Park Board evaluates proposed community projects based on:

1. Estimated cost of the proposed community project and available city funding, if any.
2. Economic impact to the community.
3. Impacts to any of the following: Electric, Gas, Water, Sewer, Storm Sewer, Street Infrastructure
4. Compatibility with surrounding and adjoining uses.
5. Compliance with zoning and land use.
6. Feasibility of completing the project.
7. Staff resources needed to implement and maintain proposed community project.
8. Whether the proposed community project duplicates existing amenities or conflicts with existing use.
9. How the proposed community project helps the community be more inclusive or welcoming to people of different backgrounds, including Americans with Disabilities Act requirements.
10. How the proposed community project enhances local quality of life.
11. Impacts to natural resources.
12. Permit requirements identified and ability to obtain.

Please submit the following Community Project Request Form to the City Manager to have your great idea and project considered by the Park Board.

TIPS FOR COMPLETING THE COMMUNITY PROJECT REQUEST FORM.

- ☒ Please do the necessary research, including soliciting cost estimates. The more complete the request form, the faster the review process will go.
- ☒ Seek support from partners and request letters of support.
- ☒ Have a plan for raising funds to implement the project. Projects with at least some outside funding are more likely to succeed due to limited city funding.
- ☒ Be patient. Gathering and reviewing information takes time.



COMMUNITY PROJECT REQUEST FORM

Submittal Date: 9/1/26

APPLICANT INFORMATION.

Emily Norland
 Applicant First Name Last Name
Inclusive park committee - St James Area Community Foundation
 Organization/Company/Committee
116 Sunset Drive St James MN 56081
 Address City State Zip Code
emily.norland.suxy@statefarm.com 612.209.6169
 Email Address (Primary Notification) Phone Number

PROJECT DESCRIPTION.

St James Inclusive Park

Project Title

Proposed approx. 2-acre site adjacent to Homestead on parcel # 200242600,
 Desired Project Location. Subject to land donation/conveyance to the city.

Project Overview (Describe the proposed project including a general description):

Develop a destination inclusive park design so children and families of all abilities can play, gather, and participate together. The concept includes accessible and inclusive playground equipment, age-appropriate play zones, accessible routes and surfacing & social opportunities, seating & shade. Anticipated budget = \$1.5 Million.

Intended Users (Describe the members of the public who would use and benefit from the proposed project):

Children of all ages and abilities, including children with mobility, sensory, cognitive, developmental, or other disabilities; parents & caregivers; siblings; school & childcare groups; older adults accompanying children; residents & visitors of Homestead and those seeking an accessible community gathering and recreation space.

Timelines (Describe proposed project start date, time needed to begin, duration of project. Please describe any specific events or grant deadlines that need to be considered):

The project should be phased and scheduled to align with applicable grant cycles, fundraising / donation goals, and construction seasons.

Committed Partners (List any committed partners and attach any letters of support):

CITY of St James, St. James Area Community Foundation, Inclusive Park Committee, Everett English Community. Future partners anticipated are St James School District, Mayo & Medelia Health, community members and business, churches, St Paul's Lutheran School

SUPPORTING THE MISSION.

Will the proposed community project support the mission of the Park Board? ☐ YES ☐ NO

If yes, please describe?

Yes. The project directly supports the Park Board's mission by expanding quality recreational opportunities and planning for an attractive, accessible public park facility that enhances quality of life. It is designed around inclusive, accessibility, community connection, and long-term recreational value.

Describe how the proposed project improves health and safety in the parks system.

The project promotes active play, outdoor recreation, social connection, and opportunities for children with and without disabilities to participate together. Final design will emphasize accessible routes and surfacing, age appropriate equipment, sightlines for caregivers, safe fall zones, shade and seating, and compliance with applicable playground safety and accessibility standards.

Describe how the proposed project adds or improves a recreational offering to St. James residents.

The park would provide a purpose-built inclusive play environment that goes beyond minimum accessibility by creating multiple ways for children with different abilities to participate. It would add a new community-wide destination with inclusive playground features, social and sensory experiences, and family-supporting amenities not presently available together at this scale in St James or surrounding communities. Describe any other amenities in our community that are of similar nature to the proposed project, or conflicts with existing amenities.

St James has existing parks and playgrounds that provide important recreational opportunities, but the proposed project is intended to complement those facilities rather than duplicate or replace them. The concept is comprehensive focus on inclusive and accessible play. No known conflict with an existing park-use has been identified; compatibility will be confirmed through final site planning.

Does this proposed project replace an existing amenity? ☐ YES ☒ NO

Does this proposed project have support of residents or other community members/groups that may be impacted by the proposed project? ☒ YES ☐ NO

List examples of how this proposed project will improve inclusiveness and enhance the quality of life in our community.

The park will be designed so children using wheelchairs or other mobility devices can access meaningful play opportunities; include sensory, social, and developmentally play choices; provide accessible routes, seating, and gathering areas; support caregivers & families with different needs; and create a welcoming place where children with and without disabilities can play side by side.

Describe how the project impacts natural resources such as plants, wildlife, and water. If threatened or endangered species are identified, describe the impacts, and list the measures that will be taken to ensure a full life cycle?

Natural-resource impacts are expected to be limited to the selected site but will be evaluated during final site plan. Grading, drainage, stormwater management, tree and vegetation impacts, water and sewer connections, and opportunity for native or pollinator friendly landscaping should be incorporated into the design.

Describe the design and visual impacts of the proposed project. Attach any supporting renderings or images.

The park is envisioned as an attractive, low-impact, family-oriented destination with distinct play areas appropriate for different ages and abilities, connected by accessible routes. Inclusive play equipment, shade, seating, landscape, shelter/restroom facilities, parking, and pedestrian connections will be coordinated into one site plan.

MAINTENANCE AND OPERATIONS.

The City of St. James relies on partnerships to improve, maintain, and operate park improvements.

Does the proposed project require any specific permitting? ☒ YES ☐ NO

If yes, please describe the permits needed?

Final requirements will depend on the approved site plan and amenities. Anticipated approvals may include zoning, building permits, plumbing/electrical permits, utility approvals, and ~~***Note: It is generally advised to have a full understanding of all permit requirements, but not pursue these until approval of the proposed project is granted.~~ accessibility/code review.

Describe the proposed maintenance, repair, and restoration plan for the project.

The park should be incorporated into the city's regular park-inspection and maintenance operations after completion. Maintenance will include routine playground and surfacing inspections, possible mowing/landscape care, litter/waste removal, cleaning of any restroom or shelter facilities, repair/damaged equipment, and periodic replacement of high-wear components.

Describe how this proposed project will impact the general maintenance needs and the expectations from city staff and departments to perform these duties.

The project will create additional city maintenance responsibilities. Park/street staff would be expected to perform routine grounds care, inspections, litter collection, minor repairs, and seasonal maintenance.

If the proposed project is approved, how would impacts of vandalism or damage need to be handled. Please describe the expectations of replacing damage items or handling vandalism.

Vandalism or damage should be documented and reported. Safety-related damage should be isolated or removed from service until repaired. Minor repairs would be handled through normal park maintenance; significant replacement costs would be addressed through city capital funding, insurance when appropriate, and donations or fundraising through the inclusive park committee.

Describe the operations plan for the proposed project such as staffing, daily oversight, reporting, marketing, etc.

The park is intended to operate as a public city park and is not anticipated to require dedicated on-site staff. City staff would provide routine oversight through normal park operations and inspections. The inclusive park committee and community partners may continue to assist with fundraising, promotion, donor recognition, and special project support.

Attach any additional project drawings, site plans, maps, or photos.

FINANCIAL INFORMATION.

Provide budget details, describe sources and uses of funds, and attach a full project budget.

Planning-level project budget: approx. \$1.5M. Anticipated uses include inclusive playground equipment; accessible safety surfacing and routes. Request includes city providing grading and site prep, along with utility work and engineering. If funding is available through fundraising, donations and grants, the committee would contribute to parking, shelter/seating, landscape, and restroom facilities.

List major funding sources and attach evidence of funding which may include letters or pledges from financial institutions, donors, grant acceptance, or other financial commitments.

Anticipated funding sources include private donations, business & community sponsorships, land donation, foundation & public grants, fundraising campaigns, in-kind donations, and any city capital participation approved through the city's budget process.

direct or indirect financial benefit or economic impact to the City of St. James.

The park would strengthen St. James as a family-friendly and inclusive community, support resident and work-force attraction and retention, and provide a recreation destination that may draw visitors from the surrounding area. Visitor trips can create secondary spending at local businesses and community events. The project can also leverage outside grants, donations, sponsorships, and an in-kind contribution to create a long-lived public asset while expanding access to recreation.

Emily Norand
Applicant's Signature

9/1/26
Date

Inclusive Park Proposal



A Community-Driven Vision
City of St. James



A place where everyone can play, connect, and belong

THE PROPOSAL

Every child deserves a place to play and feel welcome.

Community members have expressed a strong desire for an inclusive park in St. James: a welcoming public space intentionally designed so people of different ages and abilities can play, gather, explore, and connect together.

Unlike a traditional playground that simply meets minimum accessibility requirements, an inclusive park is designed around meaningful participation. The goal is to reduce physical, sensory, and social barriers so children and adults can enjoy the same space alongside family members and friends.

This proposal responds to that community-driven vision by establishing a framework for planning an inclusive park that can serve St. James residents while becoming a welcoming recreational destination for families throughout the region.

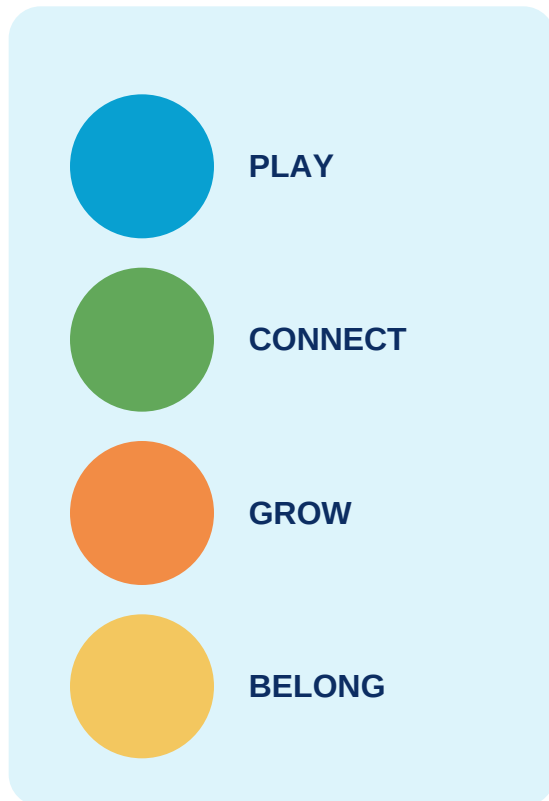


THE VISION

- Create a place where ability is not a barrier to participation.
- Provide opportunities for play, movement, sensory experiences, and social connection.
- Design a park that supports children, caregivers, adults, and multi-generational families.
- Build a community asset that reflects St. James' commitment to belonging and quality of life.

BENEFITS

Inclusive play strengthens children, families, and communities.



- Encourages children of different abilities to play together rather than in separate spaces.
- Supports physical activity, balance, coordination, confidence, and healthy outdoor recreation.
- Creates opportunities for communication, friendship, cooperation, and social development.
- Provides sensory-rich experiences as well as calmer areas for visitors who may become overwhelmed.
- Gives parents and caregivers more opportunities to participate alongside their children.
- Creates a gathering place for families, schools, community organizations, and visitors.
- Demonstrates that St. James values accessibility, inclusion, and community connection.

Inclusive Play is Community Building

When children share spaces, they learn from one another. Inclusive environments encourage empathy, confidence, independence, and a sense of belonging while allowing families to participate together in everyday community life.

INCLUSIVE DESIGN

A successful inclusive park is designed for participation, comfort, choice, and dignity.

ACCESSIBLE MOVEMENT

Firm, stable routes; transfer opportunities; ramped play; wheelchair-accessible equipment; and spaces that support mobility devices.

SENSORY CHOICE

Music, texture, movement, tactile features, imaginative play, and quieter spaces for visitors who need lower stimulation.

PLAY FOR MANY AGES

A mix of activities for younger children, older children, caregivers, and families so the park functions as a true community destination.

COMFORT & SUPPORT

Shade, seating, accessible picnic areas, clear sightlines, rest areas, and convenient access to supporting amenities.

COMMUNICATION & WAYFINDING

Clear signs, intuitive circulation, visual cues, and opportunities to incorporate communication boards or other supportive tools.

SAFETY BY DESIGN

Age-appropriate zones, accessible surfacing, separation from traffic, thoughtful fall zones, and layouts that help caregivers supervise.

NEXT STEPS

1

Confirm Site & Project Scope

Identify the preferred location, available space, supporting infrastructure, and initial project boundaries.

2

Community Engagement

Gather feedback from families, accessibility advocates, schools, community organizations, and future users.

3

Concept Design

Work with qualified designers to develop a concept plan, preliminary amenities, accessibility strategy, and cost estimate.

4

Funding Strategy

Pursue grants, donations, sponsorships, partnerships, and local funding opportunities appropriate for the final scope.

5

Final Design & Construction

Complete engineering/design, procure equipment and construction services, and establish long-term maintenance expectations.

6

Celebrate & Sustain

Open the park as a community destination and continue evaluating how well it serves residents over time.

COMMUNITY-DRIVEN. ACCESSIBLE. WELCOMING.

A shared vision for play and belonging in St. James.

Thank You

Together, we can create a park where everyone belongs!

The St. James Inclusive Park proposal reflects a community-driven desire to create a welcoming destination centered on accessibility, connection, play, and opportunity for all.

September 15, 2026

ITEM: New Business – Resolution 09.26.01: Setting the Preliminary 2027 Tax Levy

BACKGROUND: The attached resolution sets the preliminary 2027 tax levy. Approval of this resolution directs the City Clerk to transmit a certified copy of the resolution to the County Auditor/Treasurer.

Preliminary amounts are used by counties to compute property tax estimates for the following year, which are mailed to property owners in November in the form of Truth-in-Taxation notices.

After input from citizens at the Truth-in-Taxation public hearing, local governments must set their final property tax levies by December 30th of each year. The final levies can be set lower, but not higher, than preliminary levies.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.01

RESOLUTION SETTING THE PRELIMINARY 2027 TAX LEVY

WHEREAS, the City of St. James is required by Minnesota Statute §275.065 to adopt a proposed tax levy and to certify to Watonwan County on or before September 30th of each year; and

WHEREAS, the City Council has reviewed and established a proposed tax levy for Fiscal Year 2027 beginning January 1, 2027, and ending December 31, 2027; and

WHEREAS, the Council is proposing the tax levy to be set for \$1,729,350.00; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the following sums of money be levied for the current year, collectible in 2027, upon taxable property in the City of St. James for the following purposes:

Proposed Tax Levy	2026 FINAL	2027 PROPOSED
General Fund	\$1,407,758.00	\$1,548,586.00
Special Levy – 2022A: 2nd Ave S Improvement	\$62,850.00	\$62,764.00
Swimming Pool Levy	\$20,995.00	\$0.00
Airport Project Levy	\$75,000.00	\$75,000.00
Capital Expense Levy	\$20,000.00	\$20,000.00
Housing Demolition Program Levy	\$20,000.00	\$20,000.00
Total Levy	\$ 1,606,603.00	\$ 1,729,350.00

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, the following proposed 2027 tax levy is hereby adopted:

1. Total 2027 tax levy \$1,729,350.00

NOW, THEREFORE, BE IT ALSO RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor/Treasurer of Watonwan County, Minnesota.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

September 15, 2026

ITEM: New Business – Resolution 09.26.02: Calling for the Truth-In-Taxation Public Hearing

BACKGROUND: The attached resolution calls for the Truth-in-Taxation public hearing to be set for Tuesday, December 1, 2026, at 6:00 PM in the Council Chambers.

Cities with a population of over 500 are required by state statutes to hold a public hearing at which the proposed budget and levy are discussed. The public hearing must be held after November 24, but before December 28, and after 6:00 PM each year. The public must be allowed to speak at the public hearing.

Historically, we have set the Truth-in-Taxation public hearing at the first regular City Council meeting in December. After the public hearing at the following council meeting, the City Council will adopt the final 2027 property tax levy and 2027 budget.

The City Council must set the Truth-in-Taxation public hearing prior to October 1 each year. If not, the county auditor will set a date within the same range of days allowed by law for cities.

If the City fails to certify a preliminary levy by September 30 each year, the county auditor will use the prior year's final levy for property tax notices. The county auditor shall mail Truth-In-Taxation notices to be delivered between November 10 and November 24.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.02

RESOLUTION CALLING FOR THE TRUTH-IN-TAXATION PUBLIC HEARING

WHEREAS, pursuant to Minn. Stat. §275.065, cities with a population over 500 are required to hold a public hearing at which the proposed budget and levy are discussed; and

WHEREAS, the public hearing must be held after November 24, but before December 28, and after 6:00 PM each year; and

WHEREAS, the City of St. James must allow the public to speak at the public hearing; and

WHEREAS, the City of St. James must set the Truth-in-Taxation public hearing prior to October 1 of each year; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the Truth-in-Taxation public hearing shall be held on the 1st day of December 2026, in the Council Chambers at the City Hall, 1205 6th Avenue South, St. James, MN at 6:00 PM.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City of St. James City Council will adopt the final 2027 property tax levy and 2027 budget by Resolution at the following city council meeting.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

September 15, 2026

ITEM: New Business – Resolution 09.26.03: Appointing Park Advisory Committee Vacancy

BACKGROUND: The attached resolution appointing Liam Skogen to the Park Advisory Committee.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.03

RESOLUTION APPOINTING PARK ADVISORY COMMITTEE VACANCY

WHEREAS, the Mayor has authority to appoint board and commission members for the City of St. James;

WHEREAS, the Council confirms Liam Skogen to fill the Park Advisory Committee vacancy;

WHEREAS, it is necessary to keep an accurate record of these appointments and to individuals appointed;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, that the City Council approves Liam Skogen to the Park Advisory Committee.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

September 15, 2026

ITEM: New Business – Resolution 09.26.04: Granting Signage Approval Relating 510 1st Avenue South

BACKGROUND: Please see the attached resolution granting signage approval at 510 1st Avenue South. The Planning and Zoning Commission approved this sign permit at their special meeting on August 31, 2026.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.04

**RESOLUTION GRANTING SIGNAGE APPROVAL RELATING TO
510 1ST AVENUE SOUTH**

WHEREAS, Roberto Vicente Tema Aguilon (“Applicant”) submitted an application for GM Supermarket requesting signage approval for property located at 510 1st Avenue South, St. James, MN which is legally described as follows (“Property”):

THE EAST 25 FEET OF LOT FOUR (4), WHICH SAID 25 FEET INCLUDES 5 FEET OF ALLEY VACATED ON THE EAST SIDE OF SAID LOT FOUR (4), ALL IN BLOCK SIXTEEN (16) OF THE CITY OF ST. JAMES, WATONWAN COUNTY, MINNESOTA.

WHEREAS, the subject property is located in the B-3 “General Business District”; and

WHEREAS, the Applicant seeks approval to erect one sign located on a wall of a structure; and

WHEREAS, St. James City Code §156.033 requires that the plan of the proposed sign be received by the Planning and Zoning Commission, and approved by the City Council; and

WHEREAS, the Planning and Zoning Commission made its decision in this matter based on the documentation set forth at the time of the August 31, 2026, meeting; and

WHEREAS, the meeting was open to the public and there were no comments on the application; and

WHEREAS, based upon the factual findings, the Planning and Zoning Commission has come to the following conclusion:

- 1) It was the finding of the Planning and Zoning Commission that the sign permit should be granted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, as follows:

- 1) The City of St. James is hereby granting signage approval to Roberto Vicente Tema Aguilon for GM Supermarket located at 510 1st Avenue South.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: August 31, 2026
RE: Sign Permit – 510 1st Ave South

Applicant

GM SUPERMARKET
CONTACT: ROBERTO VICENTE TEMA AGUILON
ADDRESS: 510 1ST AVE SOUTH

Request

The applicant is requesting a sign permit to display their business name of “GM Supermarket”. The sign is anticipated to be a wall painted sign.

Proposal

Applicant desires to construct signage to display their organization name and design. The sign does not exceed 10% of the building frontage area. The northern wall of the building has a frontage length of approximately 25 feet. The sign will be approximately 3 ft by 6 ft.

Location

The property is located in a B-3 “General Business District”. is surrounded by B-3 (east, south, west, north).

Existing Land Use

The parcels is proposed to be used for a food market.

Recommendations

Staff recommendation is approval

Exhibits

Exhibit 7 –Sign Permit Application

City Code

Section 156.002 defines an on-premise sign, which is proposed, as a sign advertising a business, commodity, service, or entertainment, offered upon the same premises on which the sign is located.

§ 156.033 SIGNS.

(C) *Permit required for signs.* A permit shall be required to erect any sign in the city, unless exempted above. No sign shall be erected by any person until the plan for the proposed sign has been received by the Planning and Zoning Commission, and approved by the Council. Permit fees shall be determined by the Council.

sign surface area (on-premises signage).

(1) *Total surface area; exceeding limitations.* Unless otherwise provided in this section, the total surface area devoted to all signs on any lot shall not exceed the limitations set forth in this section, and all signs, except temporary signs, shall be included in this calculation.

(2) *Maximum sign surface area; residential districts.* Unless otherwise provided in this section, the maximum sign surface area permitted on any lot in any residential district is four square feet.

(3) *Maximum sign surface area; business districts.* Subject to the other provisions of this section, the maximum on-premises sign surface area permitted on any lot in any business district shall be determined as follows:

(a) The total sign surface area allowed shall be two square feet per linear foot of lot street frontage, or 10% of the building frontage area, or 75 square feet in area, whichever is greater. Only one face of a double faced, or V-type, sign shall be considered in determining the display surface area;

(b) For uses on corner lots, the frontage measurement to be used in the signage area calculation shall be the smallest dimension. In this case, the business owner shall be permitted to have two equivalent signs, one facing each street, subject to other regulations contained herein; and

(c) The maximum on-premises sign surface area on any lot in any business district shall be 200 square feet, unless specified differently in other sections.

(4) *Maximum sign surface area; industrial districts.* Subject to other provisions of this section, the maximum sign surface area on any lot in any industrial district shall be determined by multiplying the number of linear feet of street frontage of the lot by three feet, or 20% of the building frontage, or 300 square feet, whichever is greater.

(5) *Sign surface area; wall of structure.* The sign surface area of any sign located on a wall of a structure may not exceed 50% of the total surface area of the wall on which the sign is located.

(J) *Sign illumination and signs containing lights.*

(1) *General.* Unless otherwise prohibited by this section, signs may be illuminated if the illumination is in accordance with this section.

(2) *Lighting.* Lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign, and does not shine directly into a public right-of-way or residential premises.

(3) *Illuminated tubings, or strings of light.* Illuminated tubings, or strings of lights, that outline property lines, sales areas, roof lines, doors, windows, or similar areas are prohibited.

(4) *Flashing lights.* No sign may contain, or be illuminated, by flashing or intermittent lights, or lights of changing degrees of intensity, except signs indicating the time, date, or weather conditions.

GENERAL BUSINESS DISTRICT (B-3)

§ 156.130 PURPOSE.

The B-3 (General Business) District is intended for retail stores and office space which are mutually compatible, and can benefit from, and contribute to, a compact shopping area serving the city or region. No off-street parking standards are required in this district.

(Prior Code, § 11.31) (Ord. 165, second series, passed 7-5-2000)

PERMITTED USES.

The following are permitted uses in the B-3 District:

- (A) Retail stores, including antique shops, gift or jewelry stores, clothing stores, department stores, shoe sales, drug stores, video rental stores, book and stationary stores, hardware stores, sporting goods stores, bicycle sales and service, furniture sales and other household furnishing sales, hobby stores, appliance stores, paint and wallpaper sales, and other retail sales uses similar in nature;
- (B) Bakeries, grocery stores, or other retail food sales, excluding drive-in service;
- (C) Personal services, including banks and loan associations, barber and beauty shops, dry cleaners, tailor shops and leather repair shops, small appliance repair shops, and other similar service types conducted with a building;
- (D) Professional services including lawyer offices, accountants, employment agencies, and other business offices of a similar nature;
- (E) Restaurants, cafes, taverns, and liquor stores; provided, they are not a drive-in style service;
- (F) Clinics or medical services for people only, and dentist offices;
- (G) Business or trade schools;
- (H) Theaters, museums, art gallery, or sales;
- (I) Health clubs or gyms;
- (J) Post office, municipal offices, or other governmental office uses, or community centers; and
- (K) Other retail sales, on-site food service, personal, or professional, services, and business offices that would be of a similar nature to those listed above, and are not excluded by other sections of this chapter.

(Prior Code, § 11.31) (Ord. 211, second series, passed 1-15-2008)

§ 156.132 PERMITTED ACCESSORY USES.

The following are permitted accessory uses in the B-3 District: Any use that is clearly incidental to the primary use, and conforms to applicable performance standards listed elsewhere in this chapter.

(Prior Code, § 11.31)

§ 156.133 SPECIAL USES.

The following are special uses in the B-3 District: retail stores including antique shops, gift or jewelry stores, clothing stores, department stores, shoe sales, drug stores, video rental stores, book and stationery stores, hardware stores, sporting goods stores, bicycle sales and service, furniture sales and other furnishing sales, hobby stores, appliance stores, paint and wallpaper sales, secondhand merchandise, and other retail sales uses similar in nature.

(Prior Code, § 11.31) (Ord. 211, second series, passed 1-15-2008)

§ 156.134 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.

The following are the lot area, width, and minimum setback standards in the B-3 District:

- (A) No setback requirements, no minimum lot size requirement, no minimum lot width requirement, and no lot coverage restrictions; and
- (B) Height regulations: 45 feet.

(Prior Code, § 11.31)

§ 156.135 ADDITIONAL REQUIREMENTS.

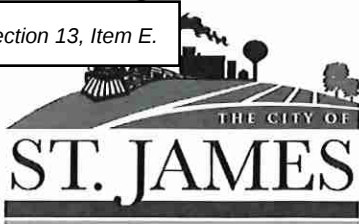
No off-street parking standards are required in this district. Developments in this district are subject to performance standards regarding signage, screening of storage areas, loading spaces, and other requirements as detailed in §§ [71.20](#), [156.020](#) through [156.038](#).

(Prior Code, § 11.31) (Ord. 165, second series, passed 7-5-2000)

§ 156.136 SIGNS PERMITTED TO PROJECT OVER PUBLIC RIGHT-OF-WAY.

An awning, canopy, sign, or marquee suspended from a building may extend over the public right-of-way eight feet, and not closer than four feet of the curb line extended. The structure shall not be less than eight feet from the sidewalk or ground grade line.

(Prior Code, § 11.31) (Ord. 168, second series, passed 1-2-2001)



CITY OF ST. JAMES

APPLICATION FOR A SIGN PERMIT

Mailing Address
715 10th Ave N.
St. James, MN

Name of Applicant: Roberto Vicente Tama Aguilon

Address: 510 1st ave S st james

City/State/Zip: st james MN 56081

Phone Number: 507 - 822 - 4060

Address of Sign (if different from above): 510 1st ave S st james MN 56081



Wall sign



Wall sign with illumination (lights)



Free-standing or monument sign



Free-standing or monument sign with illumination (lights)



Application Permit Fee (\$50.00): ☒ PAID AV Initial by City Staff

The information below can be found on <https://beacon.schneidercorp.com>

Legal Description of Property: _____

Parcel ID 201001340

Evidence of ownership or enforceable option: ☐ submitted ☐ not submitted

Current Zoning District of Property: _____

Provide a brief narrative description of the existing signage on-site and of the signage improvements proposed in this application (use a separate sheet of paper if needed): _____

No current sign onsite, adding attached sign
3x6 ft,

Applicant has provided a photo or drawing of sign. ☒ complete ☐ incomplete

Sketch Plan Submitted on: ____ / ____ / ____

Value of proposed work: \$400

Dimensions of Sign: _____

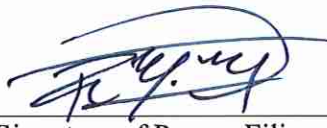
Sketch Plan information to be provided:

1. North arrow and parcel boundaries drawn to scale (preferably 1"=100')
2. Location of existing buildings, their size, use, and setbacks from parcel boundary lines, existing signage on site, existing driveway locations, existing streets/roads on or immediately adjacent to the parcel, existing easements, power utility poles/underground utility lines on or serving the parcel, and existing parcel areas
3. Location of proposed signage, the type of signage carrier (freestanding, attached to building), the message display area, a description of any proposed lighting if external lighting sources are to be used, the location of the lighting source, and distances of all signage elements from parcel boundary lines;
4. A line drawing of the new sign, message display area, with dimensions
5. Identification of adjacent landowners

Information supplied was: ☐ complete ☐ incomplete _____ initialed by City Staff

The above information and attached drawing of request are true and correct to the best of my knowledge.

07-29-2026
Date



Signature of Person Filing Application

Last revised 2/13/2023

Watonwan County, MN

Summary

Parcel ID **201001340**
 Property Address 510 FIRST AVE S
 ST JAMES MN 56081
 Sec/Twp/Rng N/A
 Brief ORIGINAL - ST JAMES CITY LOT-004 BLOCK-016 E20; W1/2 OF ADJ VAC
 Tax Description ALLEY
 (Note: Not to be used on legal documents)
 Deeded Acres 0.00
 Class 233 - (NON-HSTD) 3A COMMERCIAL LAND AND BUILDING
 District (2001) CITY OF ST JAMES-0840
 School District 0840

[View Map](#)


Owners

Primary Owner
CASTILLO PROPERTIES LLC
 33466 725TH AVE
 ST JAMES MN 56081

Land

Seq	Code	CER	Dim 1	Dim 2	Dim 3	Units	UT
1	ST JAMES COMMERCIAL	0	25	140	0	3,500.000	S
Total						3,500.000	

Buildings

Building 1
 Year Built 1910
 Architecture
 Above Grade Living Area 2000
 Construction Quality 02
 Foundation Type ROCK/POUR
 Frame Type Frame with Concrete (C)
 Exterior Walls FACE BRICK
 Roof Structure FLAT
 Roof Cover
 Interior Walls PANEL
 Floor Cover VINYL ASB
 Heat FORCED AIR
 Air Conditioning CEN EVAPOR
 Bedrooms 0
 Bathrooms
 Stories 1

Sales

Multi Parcel	Instr Type	Qualified Sale	Sale Date	Buyer	Seller	Sale Price	Adjusted Sale Price	eCRV
N	WD	U	8/30/2022	CASTILLO PROPERTIES LLC	FIRST NATIONAL BANK	\$30,000	\$30,000	1461365
N	WD	Q	3/7/2008	CAMPILLO,LIZBETH & FRANCISCO	NORDBY,MICHAEL & CHRISTINE	\$33,000	\$33,000	667779
N	WD	Q	12/1/1998	NORDBY,MICHAEL	HELLER,DENNIS & LENORA	\$27,000	\$27,000	661698
N	WD	U	1/31/1997	HELLER,LENORA J & DENNIS R	FIRST NATIONAL BANK AT ST JAMES	\$22,000	\$22,000	453619

Valuation

	2026 Assessment	2025 Assessment	2024 Assessment	2023 Assessment	2022 Assessment
+ Estimated Building Value	\$20,700	\$20,700	\$20,700	\$21,600	\$21,600
+ Estimated Land Value	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
+ Estimated Machinery Value	\$0	\$0	\$0	\$0	\$0
= Estimated Market Value	\$31,900	\$31,900	\$31,900	\$32,800	\$32,800

The logo for GIM Supermarket features the letters "GIM" in a large, bold, black, sans-serif font. A thick horizontal line is positioned directly beneath the "GIM" text. Below this line, the word "Supermarket" is written in a smaller, black, sans-serif font.

GIM

Supermarket

September 15, 2026

ITEM: New Business – Resolution 09.26.05: Granting Signage Approval Relating 340 12th Avenue South

BACKGROUND: The attached resolution grants the requested variance for the property located at 340 12th Avenue South for an accessory building with a gross area of 1,200 square feet. The Planning and Zoning Commission met on August 31, 2026, and recommend granting the requested variance.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.05

**RESOLUTION GRANTING A VARIANCE FOR A PROPERTY LOCATED AT
340 12TH AVENUE SOUTH**

WHEREAS, Adam and Alana Busboom (“Applicant”) submitted an application requesting the approval of a variance of the property owned by the Applicant located at 340 12th Avenue South which is legally described as follows (“Property”):

**LOT 9, BLOCK 1, MATTHEW’S ADDITION, CITY OF ST. JAMES,
WATONWAN COUNTY, MINNESOTA**

WHEREAS, a public hearing before the St. James Planning Commission was held August 31, 2026, for the purpose of hearing the variance request from the Applicant; and

WHEREAS, the Applicant is requesting a variance to grant an accessory building with a gross area of 1,200 square feet in a R1 “One-and Two-Family Residential District” per St. James City Code §156.004(F)(3); and

WHEREAS, the Property is located in a R-1 “One- and Two-Family Residential District”; and

WHEREAS, the St. James City Code §156.004(F)(3); states no private, unattached garage shall exceed 1,000 square feet of gross area; and

WHEREAS, based upon the factual findings, the Planning Commission has come to the following conclusion:

- 1) It was the finding of the Planning and Zoning Commission that the requested variance should be granted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. JAMES, WATONWAN COUNTY, MINNESOTA, as follows:

- 1) The City of St. James is hereby granting a variance to Adam and Alana Busboom for an accessory building with a gross area of 1,200 square feet at the Property located at 340 12th Avenue South in St. James, Minnesota.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

Attest:

Kristin Hurley, City Clerk - Treasurer

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: August 31, 2026
RE: Variance – 340 12th Ave S

Applicant

ADAM AND ALANA BUSBOOM
ADDRESS – 340 12TH AVE SOUTH

Request

The applicant is requesting a variance to grant an accessory building with a gross area of 1,200 square feet in a One- and Two-Family Residential District (R-1) per St. James City Code §156.004 (F)(3). The St. James City Code allows for accessory buildings to have a gross area of 1,000 square feet.

Proposal

Applicant desires to a detached garage in the rear yard of their property. The detached garage is proposed to be 30 ft by 40 ft.

Location

The property is located at 340 12th Ave South legally described as Lot 9, Block 1, Matthew's Addition, City of St. James, Watonwan County, Minnesota.

Existing Land Use

The building is zoned as a R-1 "One- and Two- Family Residential District". The surrounding zoning designations include R-1 (north, east, west) and agriculture (south).

Recommendations

Staff recommendation is approval.

Exhibits

Exhibit 4 – Zoning Request Application
Exhibit 5 – Notice of Public Hearing
Exhibit 6 – Property Map

§ 156.004 GENERAL PROVISIONS.

(F) Accessory buildings and structures.

(1) *Accessory buildings on internal lot.* No accessory buildings on an internal lot may be located within five feet of the side or rear lot lines, or from the designated setback on a corner lot.

(2) *Detached accessory building height.* The height of detached accessory buildings shall not exceed 18 feet.

(3) *Garages.* The area of an attached garage shall not exceed the total ground floor living area of the principal structure, and shall be incorporated in the building's total design. No private, unattached garage used, or intended, for the storage of passenger automobiles or motor vehicles, recreation vehicles, boats, and the like, shall exceed 1,000 square feet of gross area, nor shall any access door, or other opening, exceed the height of 12 feet.

(4) *Accessory buildings and rear yards.* Accessory buildings shall not occupy more than 50% of the rear yard.

(5) *Principal building.* Accessory buildings, including garages, shall not be constructed prior to, or in lieu of, the principal building.

(6) *Human habitation.* No accessory building may be used for human habitation.

(7) *Private kennel.* Private kennels in residential zoning districts shall not be allowed in the required front or side yards. Kennels may be located in the rear yard setback; provided, all portions of the kennel are located at least five feet from any property line.

(8) *Defining finish materials for accessory buildings.* Accessory buildings, for the purposes of this section, are buildings that can be either a slab on grade, or frost protected footings with a concrete, asphalt, sand, gravel, crushed rock, or natural earth floor. Garden sheds with self-contained floors must be placed on gravel, crushed rock, concrete, or asphalt surface, and protected from rodents. Exterior materials and finish must match, or complement, the exterior finish of the principal structure in material, color, and texture. The accessory use, or structure, shall not be injurious to the use, and enjoyment, of surrounding properties.

(G) *Uses not provided for within zoning districts (prohibited uses).* Whenever, in any zoning district, a use is neither specifically permitted nor denied, the use shall be considered prohibited. In such cases, the Council, Planning and Zoning Commission, or property owner may request a study by the city to determine if the use is acceptable and, if so, what zoning would be most appropriate, and the determination as to conditions, and standards, relating to development of the use. The Planning and Zoning Commission, upon receipt of the staff study, may initiate an amendment to this chapter to provide for the particular use under consideration, or may find that the use is not compatible for development within the district, or the city.

(Prior Code, § 11.04) (Ord. 165, second series, passed 7-5-2000; Ord. 30, third series, passed 10-15-2013; Ord. 47, third series, passed 8-4-2020)

ONE- AND TWO-FAMILY RESIDENTIAL DISTRICT (R-1)

§ 156.070 PURPOSE.

The R-1 (One- and Two-Family Residential) District is intended for low density residential development in those areas where the development fits the land use plan and its policies, and where municipal utilities are available.

(Prior Code, § 11.20)

§ 156.071 PERMITTED USES.

The following are permitted uses in the R-1 District:

- (A) One- and two-family dwellings; and
- (B) Parks or public recreation areas.

(Prior Code, § 11.20)

§ 156.072 PERMITTED ACCESSORY USES.

The following are permitted accessory uses in the R-1 District:

- (A) Garages;
- (B) Gardening and horticultural uses, but no sales structure;
- (C) Private swimming pools enclosed within a chain link, or similar, fence at least five feet in height;
- (D) Boarding, or rental, of rooms to four, or fewer, persons within the principal structure;

ing of one recreational vehicle when used by the resident occupant so long as the vehicle does not encroach on any dedicated public rights-of-way, platted rights-of-way, public easements, or utility easements. The vehicle, in its entirety, must be located on the driveway, and parked in compliance with § [151.27](#), and all other applicable code sections; and

(F) Accessory buildings and structures, including private kennels, excluding conex and truck boxes. (Prior Code, § 11.20) (Ord. 5, third series, passed 10-7-2008; Ord. 30, third series, passed 10-15-2013)

§ 156.073 SPECIAL USES.

The following are special uses in the R-1 District:

(A) Public buildings, including administration buildings, police and fire stations, libraries, post offices, municipal utility buildings, and structures, such as reservoirs, wells, elevated tanks, and similar essential public utility and service structures;

(B) Schools;

(C) Churches;

(D) Golf courses, clubhouses, public swimming pools, and private swimming pools serving more than one family;

(E) Home occupations meeting the criteria in § [156.034](#);

(F) Cemetery or memorial garden;

(G) Apartment building containing no more than four units;

(H) Boarding, or rental, of rooms for between five and eight persons within the principal structure;

(I) Day activity center meeting the criteria in § [156.021](#); and

(J) Keeping of horses meeting the criteria in § [156.022](#).

(Prior Code, § 11.20)

§ 156.074 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.

Setback, Lot Size	Size Standard
Front yard	25 feet
Height regulations	30 feet
Lot coverage	35% maximum lot coverage by any impervious surface
Minimum lot area	9,000 feet
Minimum lot width	75 feet
Rear yard	20 feet*
Side yard	8 feet**
Notes to Table: Rear yard setback for a garage accessed from an alley is five feet Side yard setback for a garage accessed from an alley is five feet	

(Prior Code, § 11.20) (Ord. 007, fourth series, passed 11-24-2022; Ord. 027, fourth series, passed 5-6-2025)

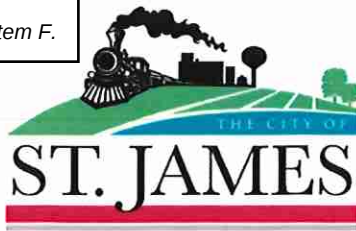
§ 156.075 CORNER LOT REQUIREMENTS.

The front yard setback standard shall be applied to all street side areas of a lot. Exceptions shall apply to legally-created lots of record that are too narrow to conform to this requirement. In this instance, the side yard shall be reduced to 15 feet. The front of the lot will be defined as that portion of a lot bounded by a dedicated public street, and in the case of a corner lot, the shortest dimension of the lot on a public street. Or, if the property owner disputes this definition, the city may consider the front of a lot as the portion of the lot that is defined as the delivery address by the U.S. Postal Service.

(Prior Code, § 11.20)

§ 156.076 ADDITIONAL REQUIREMENTS.

Development occurring in this district shall meet applicable criteria as found in §§ [71.20](#), [156.004](#), and [156.020](#) through [156.038](#).



CITY OF ST. JAMES PLANNING COMMISSION REQUEST

Application for: <u>X</u> Variance	\$175.00 plus 3.00 per notice
<u> </u> Rezoning	\$175.00 plus 3.00 per notice
<u> </u> Ordinance Change	\$175.00 plus 3.00 per notice
<u> </u> Special Use Permit	\$175.00 plus 3.00 per notice
<u> </u> Annexation Petition	\$5.00/acre (min \$150 – max \$600)
<u> </u> Lot Division/Property Split	\$175.00 plus 3.00 per notice
<u> </u> Plat Subdivision – Prelim	\$75 plus 3.00 per notice
<u> </u> Plat Subdivision – Final	\$75 plus 3.00 per notice
<u> </u> Vacation initiated by citizen petitioner	\$175.00 plus 3.00 per notice
<u> </u> Notification billing	\$3.00 for each required notice

Applicant: Name: Alana Busboom

Mailing Address: 340 12th Ave S

Phone Number: 217-202-9696

Email: alana.busboom@ci.stjames.mn.us

Property Address (if different from Applicant's address):

Parcel ID: 204300180

Description of area affected: new construction detached garage 30x40

Present Zone R1

Present Set-back See diagram

Present Use Residential

Proposed Zone (if different) _____

Proposed Set-back (if different) _____

Proposed Use (if different) _____

Request

Variance 30 x 40 detached garage 1200 sq feet

☒ Attached drawing of request

The above information and attached drawing of request are true and correct to the best of my knowledge.

8/4/20
Date

Alana B.
Signature of Person Filing Application

HEARING: The Commission will not render a decision unless applicant or a designated representative is present at the hearing. Commission meetings are scheduled on the last Monday of each month. A completed application must be submitted by the second Tuesday of each month to be considered at that month's meeting.

DRAWING: A drawing of the affected area must be attached showing present lot lines and existing buildings and the requested change. Applications will not be accepted without all information. The Zoning Administrator will notify the applicant within 10 business days if the application is incomplete.

FEE: SEE ABOVE. The fee for request is due at the time of this application submittal. The notice fee will be due on or before the public hearing. If the notice fee is not submitted, the public hearing will be cancelled at the applicants cost.



City of St. James
1205 6th Ave S. | PO Box 70 | St. James, MN 56081
P. 507-375-3241 | F. 507-375-4376 | www.ci.stjames.mn.us

NOTICE OF PUBLIC HEARING ST. JAMES PLANNING COMMISSION

NOTICE IS HEREBY GIVEN, that the St. James Planning Commission will meet on Monday, August 31, 2026, at 5:15 p.m. at City Hall located at 1205 6th Ave S, St. James, Minnesota, for the following purpose:

To consider a request for variance for the property located at 340 12th Ave S owned by Adam and Alana Busboom. The property is legally described as Lot 9, Block 1, Matthew's Addition, City of St. James, Watonwan County, Minnesota. The variance request is to grant an accessory building with a gross area of 1,200 square feet in a One- and Two-Family Residential District (R-1) per St. James City Code §156.004 (F)(3).

All persons are invited to attend the August 31, 2026 Public Hearing and to present their views relating to this request either orally or in writing.

Dated this 20th Day of August 2026.

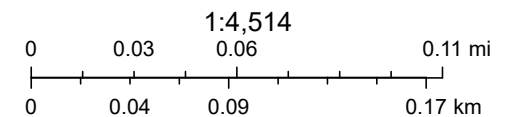
Brianna Sanders
Zoning Administrator

Publish August 20, 2026: St. James Plaindealer

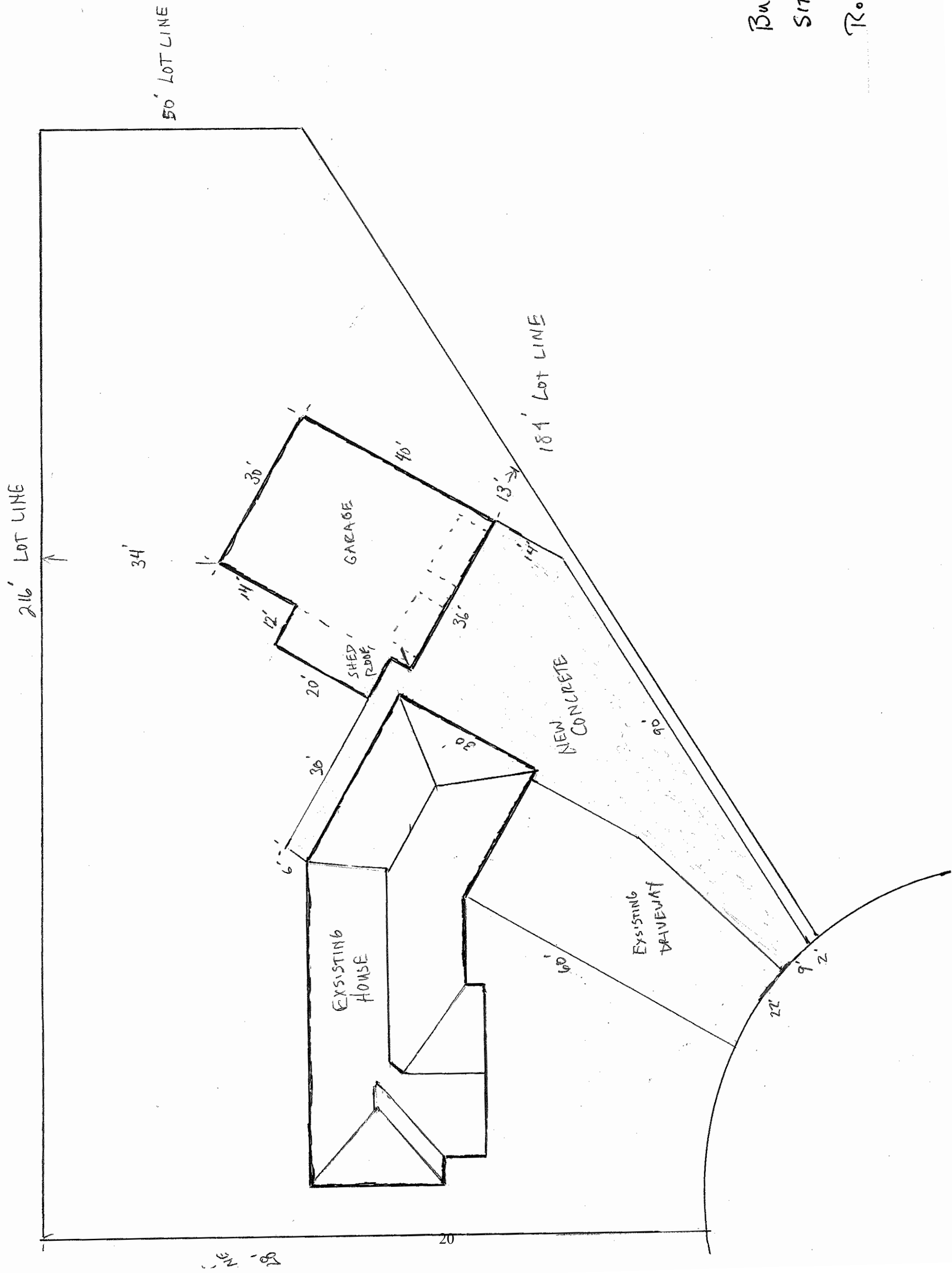


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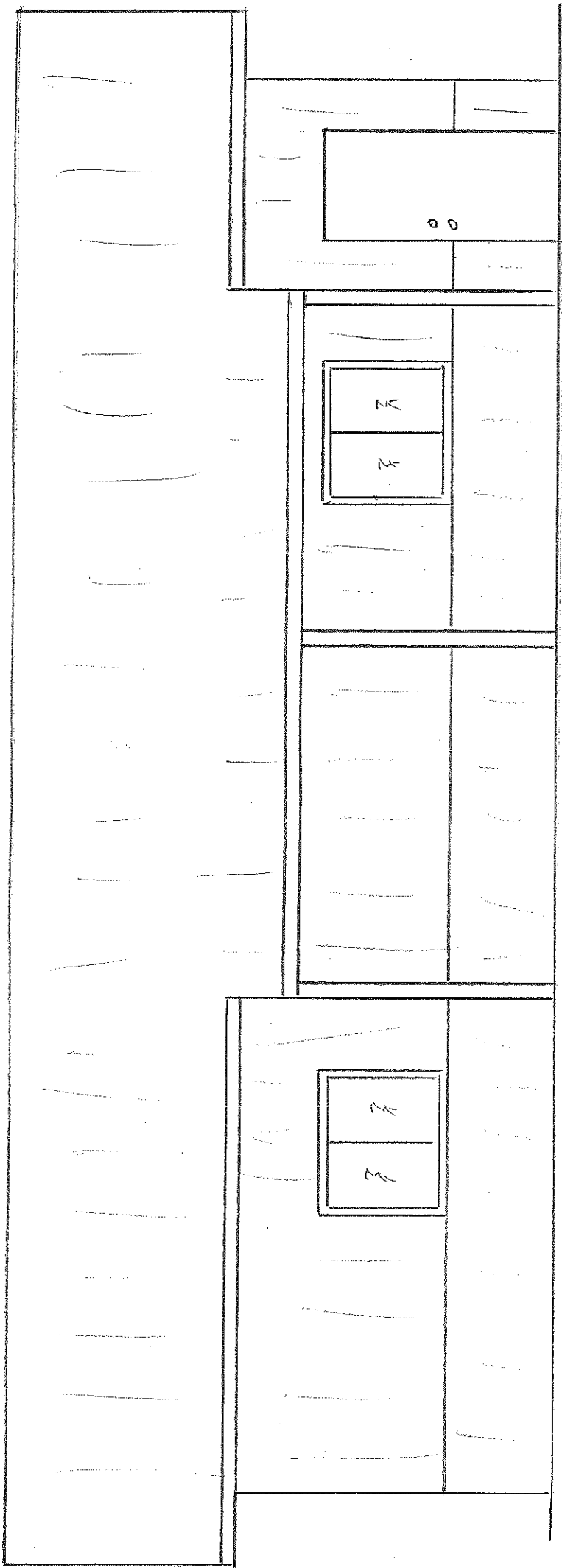
 Parcels



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor



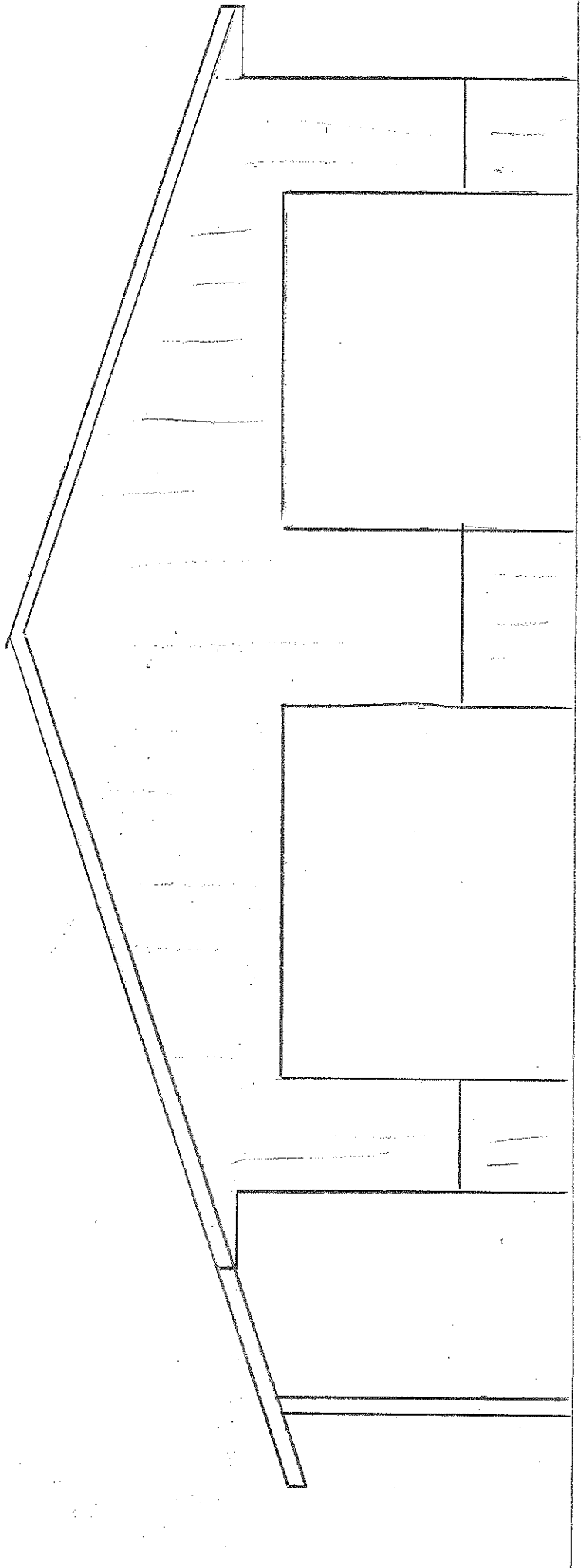
Busboom's
SITE PLAN
Ron Aden Const.



EAST ELEVATION

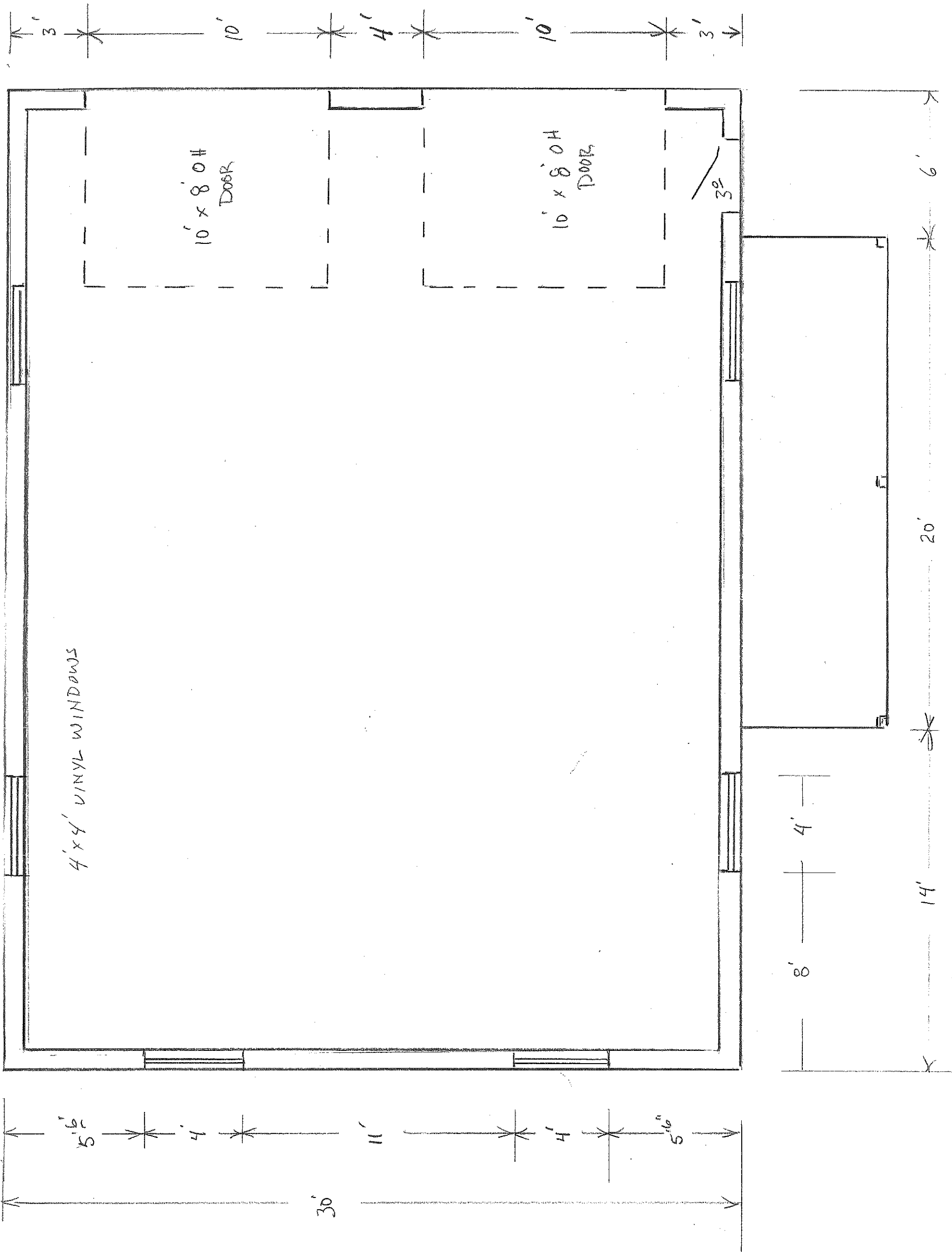
SCALE $\frac{1}{4}" = 1' 0"$ RA

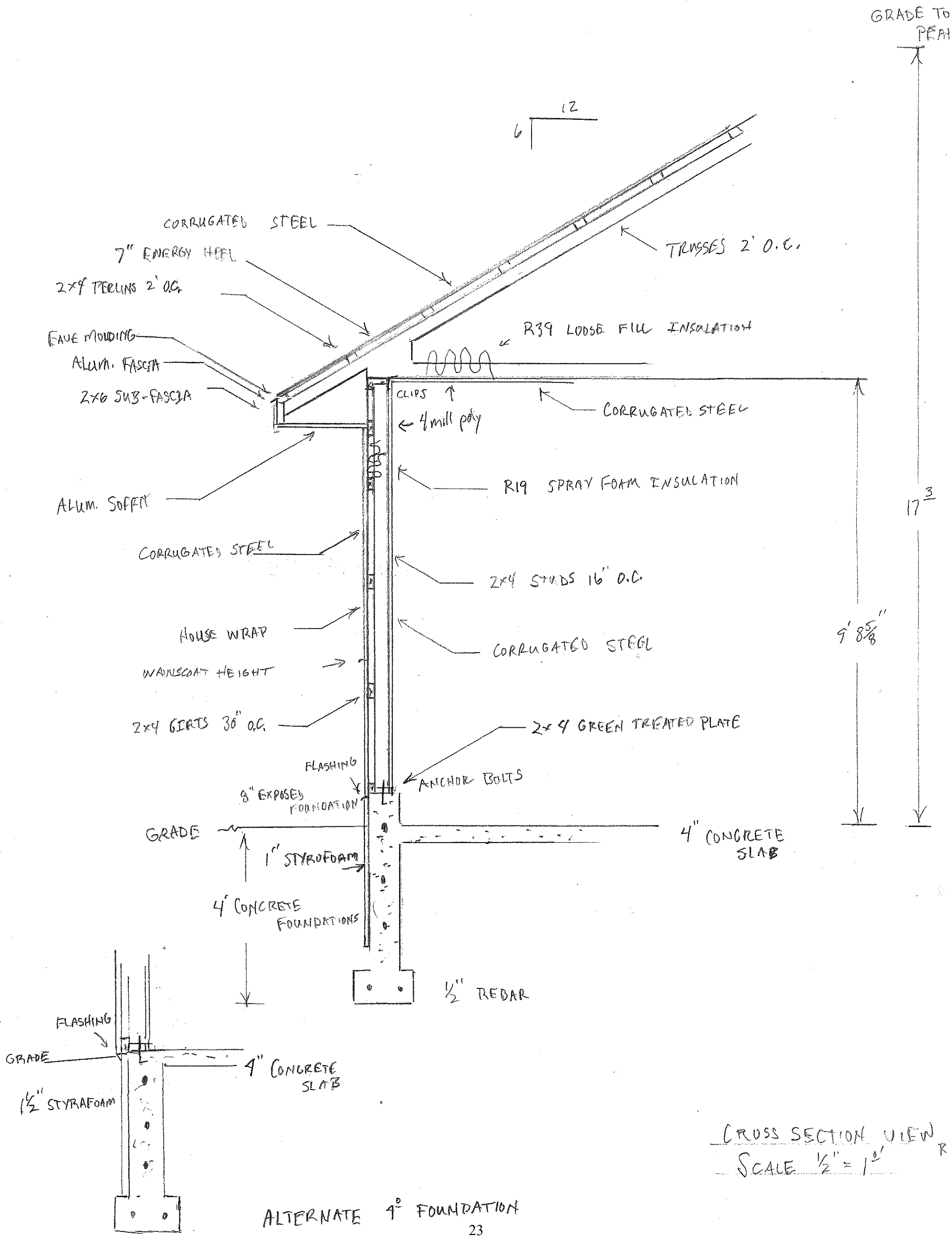
NORTH ELEVATION



GRADE

1,200 SQ FT
FLOOR PLAN
 $\frac{1}{4}" = 10'$ RA





September 15, 2026

ITEM: New Business – Resolution 09.26.06: Granting Special Use Permit to Allow for a Single-Family Residential Use in a B-2 “Service Business District”

BACKGROUND: The attached resolution grants a special use permit recommended by the Planning Commission to convert a commercial building into mixed-use for both commercial business and single-family dwelling at the Property located at 309 Armstrong Blvd North.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 09.26.06

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 09.26.06

**RESOLUTION GRANTING SPECIAL USE PERMIT TO ALLOW FOR A SINGLE
FAMILY RESIDENTIAL USE IN A B-2 “SERVICE BUSINESS DISTRICT”**

WHEREAS, Michael Menssen (“Applicant”) submitted an application requesting approval of a special use permit to allow for single family residential use on a Property owned by the Applicant located at 309 Armstrong Blvd North which is legally described as:

“EXHIBIT A”

WHEREAS, a public hearing before the St. James Planning Commission was held August 31, 2026 for the purpose of hearing the request for a special use permit at the property located in a B-2 “Service Business District”; and

WHEREAS, the Applicant desires to convert a commercial building into a mixed-use for both commercial business and single-family dwelling; and

WHEREAS, the St. James City Code §156.054 describes the criteria for granting special use permits and ensures the City Council will consider the effect of the proposed use on the comprehensive plan and upon the health, safety, morals, and general welfare of occupants of the surrounding area; and

WHEREAS, based upon the factual findings, the Planning Commission has come to the following conclusion:

1. It was the finding of the Planning Commission that the special use permit should be granted contingent on the rezoning of the property.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF ST. JAMES, MINNESOTA:**

1. The City of St. James is hereby granting a special use permit to convert a commercial building into a mixed-use for both commercial business and single-family dwelling at the Property located at 309 Armstrong Blvd North in St. James, Minnesota.

Adopted by the City Council this 15th day of September 2026.

Christopher Whitehead, Mayor

RESOLUTION NO.: 09.26.06

ATTEST:

Kristin Hurley, City Clerk-Treasurer

RESOLUTION NO.: 09.26.06

“EXHIBIT A”

That part of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 13, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southwest corner of Lot 3 of Block 70 of the First Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 27 degrees 06 minutes 48 seconds East, along the southwesterly line of Armstrong Boulevard, a distance of 90.65 feet to an iron monument; thence South 62 degrees 53 minutes 12 seconds West a distance of 130.00 feet to an iron monument; thence North 27 degrees 06 minutes 48 seconds West a distance of 44.00 feet to an iron monument; thence North 45 degrees 00 minutes West a distance of 49.02 feet to an iron monument located on the southeast line of said Lot 3; thence North 62 degrees 53 minutes 12 seconds East, along said southeast line, a distance of 145.06 feet to the point of beginning.

ST. JAMES PLANNING COMMISSION

TO: Planning Commission Members
FROM: Brianna Sanders, Zoning Administrator
DATE: August 31, 2026
RE: Rezoning – 309 Armstrong Blvd N

Applicant

MICHAEL MENSSEN
ADDRESS – 301 ARMSTRONG BLVD N

Request

The applicant is requesting a change in the zoning designation for the parcel from a I-2 “General Industrial District” to B-2 “Service Business District”. The applicant asked for a special use permit to be process in connection with the rezoning request. The special use permit is for the single family residential use in the building.

Proposal

The building has been recently renovated to separate some of the space into separated rooms.

Location

The property is located at 309 Armstrong Blvd N legally described as That part of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 13, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southwest corner of Lot 3 of Block 70 of the First Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 27 degrees 06 minutes 48 seconds East, along the southwesterly line of Armstrong Boulevard, a distance of 90.65 feet to an iron monument; thence South 62 degrees 53 minutes 12 seconds West a distance of 130.00 feet to an iron monument; thence North 27 degrees 06 minutes 48 seconds West a distance of 44.00 feet to an iron monument; thence North 45 degrees 00 minutes West a distance of 49.02 feet to an iron monument located on the southeast line of said Lot 3; thence North 62 degrees 53 minutes 12 seconds East, along said southeast line, a distance of 145.06 feet to the point of beginning.

Existing Land Use

The building is zoned as a I-2 “General Industrial District”. The surrounding zoning designations include B-2 (north, south) and city-owned (east, west).

Recommendations

Staff recommendation is approval.

Exhibits

Exhibit 1 – Zoning Request Application
Exhibit 2 – Notice of Public Hearing
Exhibit 3 – Property Map

City Code**§ 156.190 PURPOSE.**

The I-2 (General Industrial) District is intended for general industrial uses, which, due to their size and nature, would not be appropriate elsewhere.

(Prior Code, § 11.41)

§ 156.191 PERMITTED USES.

The following are permitted uses in the I-2 District:

- (A) Any use listed in § [156.171](#);
- (B) Welding shops;
- (C) Canning factories, creameries, and other food product processing facilities;
- (D) Contractor's offices and storage yards, storage areas for plumbing, heating, and ventilating, or air conditioning contractors, roofing contractors, lumber yards, masonry manufacturing and storage, electrical contractor, or refrigeration contractor;
- (E) Freight terminals;
- (F) Bulk fuel sales and storage facilities;
- (G) Vehicle repair shops and storage facilities;
- (H) Highway maintenance shops and storage yards;
- (I) Public service structures, including power substations, gas regulator stations, sewage disposal plants, telephone exchanges, police or fire stations, elevated storage tanks, and waterworks; and
- (J) Other manufacturing, or industrial, uses whose operations are inappropriate for any other district, but could be located within this District without causing harm to neighboring uses when complying with the District's standards.

(Prior Code, § 11.41)

§ 156.192 PERMITTED ACCESSORY USES.

The following are permitted accessory uses in the I-2 District: Any use that is clearly incidental to the primary use, and conforms to applicable performance standards listed elsewhere in this chapter.

(Prior Code, § 11.41)

§ 156.193 SPECIAL USES.

The following are special uses in the I-2 District:

- (A) The extraction, processing, or storage of sand, gravel, stone, or other like materials;
- (B) Retail and service establishments essential to the operation of this District; and
- (C) Auto salvage yards.

(Prior Code, § 11.41)

§ 156.194 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.

<i>Setback, Lot Size</i>	<i>Setback Standard</i>
Front, side, and rear yard	25 feet from any residential district lot line
Height regulations	75 feet
Lot coverage	No maximum
Minimum lot area or width requirement	None

(Prior Code, § 11.41)

§ 156.195 ADDITIONAL REQUIREMENTS.

Development occurring in this District shall meet applicable criteria as found in

§§ [71.20](#), [156.020](#) through [156.038](#).

(Prior Code, § 11.41) (Ord. 165, second series, passed 7-5-2000)

§ 156.110 PURPOSE.

The B-2 (Service Business) District is intended for commercial activities which might be incompatible with uses in other business districts by reason of traffic considerations, marketing characteristics, area requirements, and other characteristics inherent in these uses.

(Prior Code, § 11.30)

§ 156.111 PERMITTED USES.

ing are permitted uses in the B-2 District:

- (A) Restaurants or taverns;
- (B) Indoor recreational or leisure activities, such as bowling, pool halls, skating rinks, or other similar kinds of uses;
- (C) Retail sales of groceries, meats, vegetables, fruit, or other food products, frozen food storage locker establishments, and variety stores;
- (D) Retail sales, including service and repair of household appliances, including computers, audio equipment, televisions, washers, dryers, dishwashers, air conditioners, and other similar household items;
- (E) Secondhand merchandise retail sales;
- (F) Cabinet maker, carpentry shop, furniture or upholstering repair shops, and artisan production shop;
- (G) Dry cleaning establishments, and self service laundromats;
- (H) Plumbers, heating system contractors shops, sales, and showrooms, and general contractors' shops;
- (I) Copy shops;
- (J) Bakeries;
- (K) Funeral homes;
- (L) Motels or hotels;
- (M) Newspaper distribution centers;
- (N) Convention halls, or civic centers;
- (O) Municipal and government buildings, or public utility structures; and
- (P) Other business activities of a similar character.

(Prior Code, § 11.30)

§ 156.112 PERMITTED ACCESSORY USES.

The following are permitted accessory uses in the B-2 District: Uses customarily incidental to the permitted uses including outside vending machines, telephone booths, and screened storage areas.

(Prior Code, § 11.30)

§ 156.113 SPECIAL USES.

The following are special uses in the B-2 District:

- (A) Drive-in restaurants;
- (B) Lumber yards;
- (C) Greenhouses, landscape nurseries, and garden stores;
- (D) Miniature golf courses, golf driving ranges, and archery ranges;
- (E) Marine and boat sales, and servicing businesses;
- (F) New, or used, automobile and truck sales and service, and storage lots;
- (G) Auto service stations, auto convenience markets, car wash business, and auto repair shops;
- (H) Animal hospitals, veterinary clinics, and kennels;
- (I) Self service storage facilities; and
- (J) Other business activities of a similar character.

(Prior Code, § 11.30)

§ 156.114 LOT AREA, WIDTH, AND MINIMUM SETBACK STANDARDS.

Setback, Lot Size	Size Standard
Front yard setback	No front yard setback required
Height regulations	45 feet
Lot coverage	50% maximum lot coverage by buildings
Minimum lot area	No minimum lot size required in this district
Minimum lot width	No minimum lot width required in this district
Rear yard setback	20 feet
Side yard setback	No side yard setback required*
Notes to Table: Except on lots abutting lots zoned residential, then the side yard standard that applies to that residential lot shall apply.	

(Prior Code, § 11.30)

§ 156.115 ADDITIONAL REQUIREMENTS.

Developments occurring in this district shall meet applicable criteria as found in §§ [71.20](#), 156.020 through 156.038, such as signage regulations, parking standards, screening requirements, landscaping standards, or others as appropriate.

JUN 29 2026

BY: AVERA



CITY OF ST. JAMES PLANNING COMMISSION REQUEST

Application for: <u>X</u> Variance	\$175.00 plus 3.00 per notice
<u>X</u> Rezoning	\$175.00 plus 3.00 per notice
<u> </u> Ordinance Change	\$175.00 plus 3.00 per notice
<u> </u> Special Use Permit	\$175.00 plus 3.00 per notice
<u> </u> Annexation Petition	\$5.00/acre (min \$150 – max \$600)
<u> </u> Lot Division/Property Split	\$175.00 plus 3.00 per notice
<u> </u> Plat Subdivision – Prelim	\$75 plus 3.00 per notice
<u> </u> Plat Subdivision – Final	\$75 plus 3.00 per notice
<u> </u> Vacation initiated by citizen petitioner	\$175.00 plus 3.00 per notice
<u> </u> Notification billing	\$3.00 for each required notice

Applicant: Name: Michael Menssen

Mailing Address: 914 4th St S

Phone Number: 507-621-0539

Email: mrmenissen@earthlink.net

Property Address (if different from Applicant's address):

309 Armstrong Blvd N

Parcel ID: 202761420

Description of area affected: _____

1st addition 90.65' X 130' on Armstrong Blvd N, Adj to block 70

Present Zone I-2

Present Set-back _____

Present Use Vacant building

Proposed Zone (if different) B-2

Proposed Set-back (if different) _____

Proposed Use (if different) Residential and business

Request

I am requesting a rezoning of 309 Armstrong Blvd N from industrial 2 to Business 2

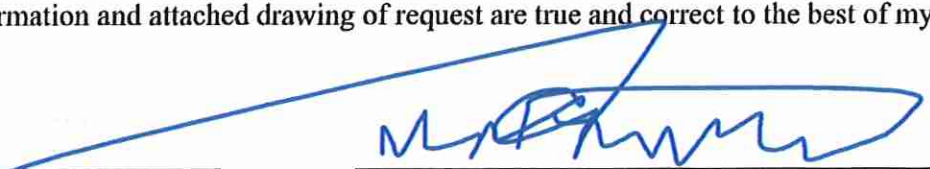
I am also requesting a variance on the property to allow a single-family residence in part of the building along with my business on the property.

☒ Attached drawing of request

The above information and attached drawing of request are true and correct to the best of my knowledge.

6-29-26

Date


Signature of Person Filing Application

HEARING: The Commission will not render a decision unless applicant or a designated representative is present at the hearing. Commission meetings are scheduled on the last Monday of each month. A completed application must be submitted by the second Tuesday of each month to be considered at that month's meeting.

DRAWING: A drawing of the affected area must be attached showing present lot lines and existing buildings and the requested change. Applications will not be accepted without all information. The Zoning Administrator will notify the applicant within 10 business days if the application is incomplete.

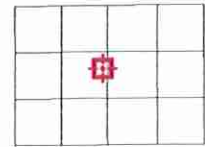
FEE: SEE ABOVE. The fee for request is due at the time of this application submittal. The notice fee will be due on or before the public hearing. If the notice fee is not submitted, the public hearing will be cancelled at the applicants cost.



Watonwan County, MN



Overview



Legend

-  RR_Rights_of_Way
-  Political Townships
-  Parcels
-  USPLS Sections
-  Corporation Limits
-  Subdivisions
-  Blocks
-  Lots
-  Road Rights of Way
-  Government Lots
-  Qtrtr Qtrtr Sections
-  Qtrtr Sections

Parcel ID	202761420	Alternate ID	n/a	Owner Address	MICHAEL J MENSSSEN
Sec/Twp/Rng	--	Class	203 - 1A/1B/4B1 RESIDENTIAL 1-3 UNITS		23 SIXTH AVE S
Property Address	309 ARMSTRONG BLVD N	Acres	0.2786		ST JAMES, MN 56001
	ST JAMES				
District	2001				
Brief Tax Description	FIRST ADDITION 90.65' X 130' ON ARM BLVD N ADJ TO BLK 70				
	(Note: Not to be used on legal documents)				

Date created: 6/29/2026
Last Data Uploaded: 6/29/2026 5:39:05 AM

Developed by  **SCHNEIDER**
GEOSPATIAL



City of St. James
1205 6th Ave S. | PO Box 70 | St. James, MN 56081
P. 507-375-3241 | F. 507-375-4376 | www.ci.stjames.mn.us

NOTICE OF PUBLIC HEARING ST. JAMES PLANNING COMMISSION

NOTICE IS HEREBY GIVEN, that the St. James Planning Commission will meet on Monday, August 31, 2026, at 5:15 p.m. at City Hall located at 1205 6th Ave S, St. James, Minnesota, for the following purpose:

To consider a request for rezoning from I-2 “General Industrial District” to B-2 “Service Business District” and for a special use permit for the property located at 309 Armstrong Blvd N owned by Michael Menssen. The property is legally described as That part of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 13, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows: Beginning at the Southwest corner of Lot 3 of Block 70 of the First Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 27 degrees 06 minutes 48 seconds East, along the southwesterly line of Armstrong Boulevard, a distance of 90.65 feet to an iron monument; thence South 62 degrees 53 minutes 12 seconds West a distance of 130.00 feet to an iron monument; thence North 27 degrees 06 minutes 48 seconds West a distance of 44.00 feet to an iron monument; thence North 45 degrees 00 minutes West a distance of 49.02 feet to an iron monument located on the southeast line of said Lot 3; thence North 62 degrees 53 minutes 12 seconds East, along said southeast line, a distance of 145.06 feet to the point of beginning. The special use permit would allow for residential use in a B-2 “Service Business District”.

All persons are invited to attend the August 31, 2026 Public Hearing and to present their views relating to this request either orally or in writing.

Dated this 20th Day of August 2026.

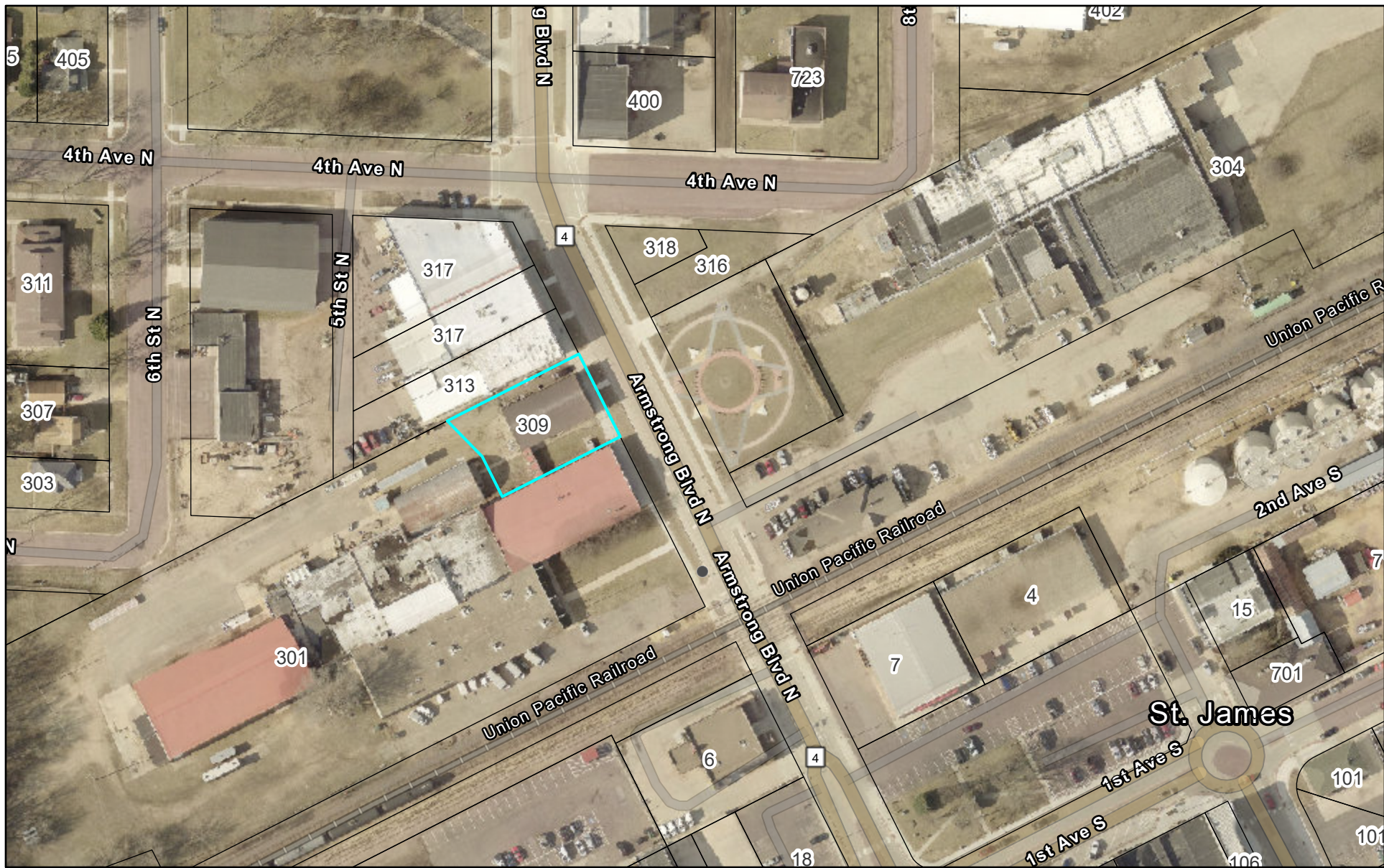
Brianna Sanders
Zoning Administrator

Publish August 20, 2026: St. James Plaindealer

Rezoning 309 Armstrong Blvd N

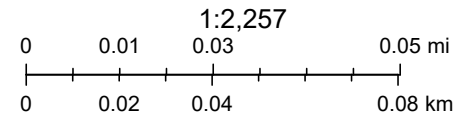
EXHIBIT 3

Section 13, Item G.



7/17/2026, 9:17:23 AM

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Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Microsoft, Vantor

City of St. James
Watonwan County, St. James, ESRI

September 15, 2026

ITEM: New Business – Proposed Ordinance No. 039, 4th Series: Rezoning Property from I-2, General Business District, to B-2, Service Business District

BACKGROUND: The attached proposed ordinance rezone property located at 309 Armstrong Blvd North from I-2, General Industrial, to B-2, Service Business District.

First Reading: September 15, 2026

Notice of Proposed Ordinance: September 18, 2026

Second Reading and Final Vote: October 6, 2026

Approval of Publication of Title and Summary of Ordinance by the Council:

Publication of Title and Summary of Ordinance:

Publication of Entire Text of Ordinance at Watonwan County Library:

Recorded in the Ordinance Book and Available on Website:

Effective Date of Ordinance:

ACTION REQUESTED: Approve/Deny the 1st Reading of Proposed Ordinance.

**State of Minnesota
County of Watonwan**

ORDINANCE 039, 4TH SERIES

**AN ORDINANCE REZONING PROPERTY FROM I-2, GENERAL INDUSTRIAL, TO
B-2, SERVICE BUSINESS DISTRICT**

BE IT ORDAINED, by the City Council of St. James, Watonwan County, Minnesota as follows:

“EXHIBIT A”

Be rezoned from I-2, General Industrial District, to B-2, Service Business District.

The Official Zoning Map shall hereby be amended to reflect said zoning change.

The Ordinance shall be in full force and effect from and after its publication as provided by law.

Adopted by the City Council this ____ day of _____, 2026.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

“EXHIBIT A”

Parcel: 20.276.1420

That part of the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 13, Township 106 North, Range 32 West, City of St. James, Watonwan County, Minnesota, described as follows:

Beginning at the Southwest corner of Lot 3 of Block 70 of the First Addition to the City of St. James, according to the recorded plat thereof; thence on an assumed bearing of South 27 degrees 06 minutes 48 seconds East, along the southwesterly line of Armstrong Boulevard, a distance of 90.65 feet to an iron monument; thence South 62 degrees 53 minutes 12 seconds West a distance of 130.00 feet to an iron monument; thence North 27 degrees 06 minutes 48 seconds West a distance of 44.00 feet to an iron monument; thence North 45 degrees 00 minutes West a distance of 49.02 feet to an iron monument located on the southeast line of said Lot 3; thence North 62 degrees 53 minutes 12 seconds East, along said southeast line, a distance of 145.06 feet to the point of beginning.