

CITY OF KIMBALL
MUNICIPAL POLICY NUMBER 01-2025
DEVELOPMENT APPLICATION REVIEW POLICY

DATE COUNCIL APPROVED: February 3, 2025

I. Purpose and Scope

The City of Kimball (the City) is committed to consistency and transparency in reviewing and processing applications for subdivision and redevelopment projects. These procedures apply to Residential, Commercial, Industrial or Mixed-Use projects that include Conditional Use Permits, subdivisions and preliminary plat actions.

II. Policy

Prospective developers will anticipate the following procedural steps in coordination with Staff, the City Council and the Public for considering approval of project applications.

III. Project Definition and Fact-finding

Staff will provide prospective development applicants with specific Comprehensive Plan guidelines, zoning code requirements and references, zoning performance standards, anticipated administrative timelines, and application procedures, fees, charges and escrow amounts that are anticipated for the proposed project. The privacy of the applicant and project details will be respected throughout fact finding activities.

IV. City Council Concept Introduction

The proposal shall be introduced at a City Council workshop providing the Council with an opportunity to review the basic elements of the proposed project and to provide direction about any refinements or additional issues it wishes to be researched or addressed prior to making an application. The meeting includes a presentation of the relevant conceptual sketches and ideas by the Developer, but not detailed engineering or architectural drawings (i.e., a single-line site plan showing property lines, building footprints, parking, access and circulation, single-line building elevations, a project narrative and a listing of the anticipated applications for the project). No staff recommendations shall be provided at this time, and Council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.

V. Neighborhood Meeting

Based on Developer preference and/or feedback from the City Council received during the concept introduction; the Developer may host a neighborhood meeting to review a potential project and solicit resident feedback. City officials may attend the neighborhood meeting, but

only to observe. The Developer will plan the venue, announcement, invite, and publicity and host the meeting independently; and provide those details to Staff for information only.

VI. Formal Project Application

Submission of an application triggers certain timelines for completion of final decision actions by the City Council as defined in *Minn. St. Stat. §15.99*. Staff shall make a determination on the completeness of the application materials within fifteen (15) days. For complete applications, Staff will distribute application materials to coordinating agencies for review and prepare agency comments, staff review, and recommendations for earliest review by the City Council.

Applications determined to be complete and received no later than the first of the month will typically be docketed for City Council review at the meeting of the following month (i.e., completed applications received by March 1 will be reviewed at the first City Council meeting in April). All application materials will be posted to the City website upon determination of completeness for public review and maintained until withdrawn or acted upon by the City Council.

VII. City Council Review

Based on input from City Staff, Consultants and the public, the City Council takes final action to approve or deny the proposed project. Notification of City Council review and any required hearings are provided per *Minn. St. Stat. §462.357, subd. 3* (i.e., mailed notice to property owners within three hundred fifty (350) feet of the property lines of the project site within prescribed timelines before the docketed meeting).

VIII. Approval of Development Application Review Policy

This policy shall be formally approved and adopted by the City Council.