



S-2 REDEVELOPMENT DISTRICT PROJECT PLAN APPROVAL - AMENDMENT TO MASTER PLAN

Application Process Summary

What is the S-2 Redevelopment District?

The S-2 special zoning district was created to allow for mixed use development within a special redevelopment district set up under Chapter 462 of Minnesota State Statutes; allow for maximum flexibility in promotion of difficult redevelopment projects; and to allow for development by a plan which is acceptable to, and in the best interest of, the City and the overall district and development plan. This flexibility is similar to what is provided by Planned Unit Development (PUD) ordinances in other communities.

Any change made to a property in the S-2 zoning district requires master plan approval from the Planning Commission and City Council.

What is the application process?

Those interested in pursuing a S-2 Redevelopment Approval are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed project before an official application is made.

The approval process begins by filling out a S-2 REDEVELOPMENT DISTRICT APPLICATION. Beginning in 2022, applications will be accepted online. A complete application, along with the necessary fee(s) and submittal requirements listed in this handout must be submitted. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with processing the request.

State Statute 15.99 gives cities 15 business days to review land use items, such as a SUP request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the anticipated Planning Commission and City Council meeting where your request will be considered. State statute also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

Notice of the request is sent by the City to those property owners within 350 ft of the property. In order to meet public notice requirements, there are approximately four weeks between the application due date and the Planning Commission meeting.

Prior to the Planning Commission meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval are frequently included. The staff report is presented to the Planning Commission to review at a regularly-scheduled meeting. Applicants will also receive a copy of the staff report.

The Planning Commission is made up of five residents of the community. Planning Commission meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding S-2 Redevelopment District plans. The plan must be approved by the City Council following review by the Planning Commission. Applicants are expected to attend the Planning Commission and City Council meetings where their applications will be discussed.

Once a decision has been made either by the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the S-2 District redevelopment process may be obtained by contacting the City of Fridley Planning Department at planningdivision@fridleymn.gov or 763-572-3595 or 763-572-3599.

What are the application requirements?

The following information is needed to process a Special Use Permit application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Legal description
 - Current zoning
 - Square footage of property
- Description of proposed project
 - A brief one-sentence summary
 - A full narrative explaining the reason for the Special Use Permit
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application
- Property owner information (if different from petitioner)
 - Name
 - Signature authorizing application
- Application fee
 - \$1,500
- Attachments
 - To-scale certificate of survey, by a licensed surveyor, showing north arrow, existing and proposed structures, legal description, adjacent street names, and buildings on adjacent lots within 10 feet of the common lot lines.
 - To-scale site plan, showing building square footage, code compliant building and parking setbacks, lot coverage, and parking calculations.
 - Elevation drawings of proposed building(s) and description of materials
 - Code-compliant landscape plan for all projects requiring a parking lot expansion of four or more parking stalls
 - For those projects that will require a change in utilities, grading, or draining, the following plans are required:
 - Grading & drainage plan
 - Erosion control plan
 - Calculations for stormwater runoff
 - Calculations for excavation and/or fill
 - Utility Map for Water, Sewer, & Storm Water (if item does not exist, note on plan)

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.