



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: February 28, 2020

Subject: Site Development Agreement – JP Brooks, Inc.

Included with this memorandum is the proposed “Site Development Agreement” between the City of Spring Lake Park and JP Brooks, Inc. The Site Development Agreement spells out the developer’s responsibilities for the construction of the project.

A summary of these responsibilities include:

- Grants Developer permission to subdivide the Monroe Park Addition property into six lots total, each of which shall contain a single family home.
- Requires Developer to construct the improvements in accordance with plan and specifications approved by the City Engineer.
- Mandates Developer to comply with the PUD Ordinance (Ordinance 459) for this project. As part of this, the Developer is required to submit individual lot site plans and certificates of survey specific to the lot prior to the issuance of a building permit. This is to ensure that the requirement that no one house plan can be used on adjacent lots.
- Obligates Developer to pay all development fees and post financial guarantees to ensure compliance with the agreement.
- Requires Developer to perform erosion and siltation control on the property.
- Obligates the developer to post cash escrow of \$14,000 and requires the Developer to make additional cash escrow payments if the escrow is insufficient. Any remaining escrow will be returned to the Developer once the project is complete.
- Places responsibility on the Developer to obtain all applicable permits.

Upon approval of the Site Development Agreement by the City Council and execution of the agreement by the City and JP Brooks, Inc, the document will be recorded with Anoka County.

City Attorney Thames will be at the City Council meeting to answer any questions you may have about the development agreement. If you have any questions prior, please don’t hesitate to contact me at 763-784-6491.