



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 Jewish 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, landscaping, 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 staffing 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.

Describe the 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