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Chisago County, Minnesota



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RECORD OF CHISAGO COUNTY BOARD OF COMMISSIONERS ACTION ZONING ORDINANCE AMENDMENT

This document shall amend Chisago County Zoning Ordinance No. 08-3 (recorded as Document #538919) by action of the Chisago County Board of Commissioners on May 18, 2011, through adoption of the following Resolution, approving said Amendment:

A-541730

RESOLUTION NO. 11/0518-I APPROVING AN AMENDMENT TO ORDINANCE NO. 08-3, SECTION 4.12 CONCERNING OFF-STREET PARKING AND LOADING

SECTION 4.12

Section 4.12 Off-Street Parking and Loading

H. Special Event Temporary Parking Administrative Permit

I. Administrative Permit Required:

A Special Event Temporary Parking Administrative Permit shall be required for landowners wishing to provide temporary accommodation to attendees at a County-approved (permitted or conditional approval) large gathering event. Such permits shall be processed through the Department of Environmental Services and Zoning, and approved by the Zoning Administrator. Applications shall be filed with the Department a minimum of 45 days in advance of the event.

2. Application Requirements: The application for Administrative Permit shall include the following:

- a) Completed Administrative Permit Application
- b) Accompanying permit fee as determined by County Board
- c) Detailed narrative description of operating plan for parking vehicles, including days and hours during which access to parking sites will be permitted
- d) Detailed site plan drawn to scale and showing the following:

- Ø The entire parent parcel of land proposed to host parking
- Ø The access road which will serve the affected property
- Ø The number and location of parking sites proposed
- Ø A scaled representation of each parking space

- e) Aerial photo depicting affected property and lands within one half mile
- f) Emergency egress/severe weather plan

- g) Copy of written approval issued by the regulating road authority
- h) Certificate of liability insurance, homeowners or otherwise with appropriate endorsements
- i) Financial surety in an appropriate amount in favor of Chisago County, guaranteeing reclamation of the property and/or the access off of the public road, as deemed necessary by the regulating road authority.
- j) Event access plan or route for parking clients to use
- k) Copy of contract with a sanitation company providing an appropriate number of portable toilets for the number of parking spaces provided.
- l) Copy of notice provided by applicant to appropriate emergency response agencies

3. **Review of Application:** The application shall be reviewed by the Zoning Administrator, and forwarded for informational purposes to:

- Ø The affected Town Board
- Ø The governing road authority
- Ø The Chisago County Sheriff's Department
- Ø Chisago County Public Works

4. **Approval of Administrative Permit:** Administrative Permits shall be approved and issued by the Zoning Administrator following satisfactory review, including any required approval (if applicable) by any other regulating agencies.

5. **Permit Expiration:** Administrative Permits shall remain in effect for a period of time not exceeding seven consecutive days in any case, or a period of time not exceeding 72 hours prior to, or 72 hours after the conclusion of the special event, whichever is less.

6. **Permit Limitations:** In no case shall any Temporary Administrative Recreational Parking Permit be approved for a time period exceeding seven consecutive days, and no property shall be issued such a Permit or Permit Renewal more than twice in one calendar year.

7. **Permit Renewal:** For landowners wishing to provide these parking accommodations to attendees at regularly scheduled annual events, an application for Administrative Permit Renewal shall be applied for 45 days in advance of the annual event, certifying that the circumstances, site characteristics, number of allowed parking sites and operating plan remains the same as permitted by the original Administrative Permit. The Administrative Permit Renewal application shall carry as fee determined by the County Board.

8. **Other Standards:** Each application shall be reviewed by the Department on a case by case basis. Subject property shall be determined by the Department to be suitable for the proposed use and number of parking spaces through evaluation of the following:

- a) Size of host property
- b) Soils at the site
- c) Access to the site
- d) Proximity to Special Event site
- e) Other criteria deemed by Department to be appropriate for consideration.

Should the subject property be found by the Department to be unsuitable for the intended use based upon the above, or any other relevant criteria, it shall be the prerogative of the Department to deny or modify the terms of approval of the Administrative Permit for just cause.

This document was drafted by the undersigned in accordance with the record of official proceedings of the Chisago County Board of Commissioners on May 18, 2011.

Tara M. Guy 2/23/12
 Tara M. Guy, Assistant Zoning Director Date

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