

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: September 4, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Final Plat of Rabbit Lake Cemetery

Requested Meeting Date: September 11, 2012 Estimated Presentation Time: ██████

Presenter: Terry Neff

Type of Action Requested (check all that apply)

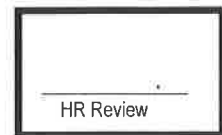
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes N/A No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

Aitkin County Environmental Services Planning and Zoning

209 Second Street NW, Rm 100

Aitkin, MN 56431


Phone: 218-927-7342 Fax: 218-927-4372



MEMORANDUM

DATE: September 4, 2012

TO: Aitkin County Board of Commissioners

FROM: Terry Neff, Environmental Services Director 

RE: Final Plat of Rabbit Lake Cemetery 2nd Addition

Enclosed is a final plat of Rabbit Lake Cemetery 2nd Addition and supporting documents. The Aitkin County Planning Commission approved the plat on June 18, 2012. A conditional use permit was required for the proposed cemetery's 2nd Addition due to the expansion onto neighboring property which is owned by Glen Township. The plat is located in Section 18 of Glen Township. The project proposer has satisfied all requirements for final plat submittal.

At the September 11, 2012, Aitkin County Board of Commissioner meeting, I will be requesting approval of the final plat and the Board Chair's signature on the final plat documents.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2012

Check-list for Plat Approval

** Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: Rabbit Lake Cemetery Developer: Glen Township

Owner: Glen Township

Address: 31479 331st pl City: Aitkin State: MN Zip: 56431

Surveyor: Terry Butler

1. Final Approval of Planning Commission: (Date) June 18, 2002
Any conditions necessary for final approval: None

2. Surveyor's Plat Inspection Fee Paid: \$ N/A On (Date): _____
Zoning Administrator [Signature]
8-26-12

_____ see attached letter
County Surveyor

3. Title Opinion Approved by County Attorney: (Date) _____
see attached letter
County Attorney

4. Roads Approved by County Engineer: (Date) _____
N/A
County Engineer

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:
Amount of Surety: \$ _____ Date: _____
N/A
County Auditor

6. Plat Inspection Fee Paid: \$ N/A Date: _____
9-4-12
County Auditor

7. Current Taxes Paid: \$ _____ Date: _____
N/A - tax attempt 9-4-12
County Auditor

8. Delinquent Taxes Paid: \$ _____ Date: _____
N/A - tax attempt 9-4-12
County Treasurer

9. Approved by County Board: Date: _____
9-4-12
County Auditor

10. Filing Fee Paid: _____
Date: _____

Chairman, Aitkin County Board of Commissioners

County Recorder

**AITKIN COUNTY LAND SURVEY
COORDINATOR**

Thomas H. Veenker,
Registered Land Surveyor
209 2nd Street NW, Rm. 204
Aitkin, MN. 56431
Tele. (218) 927-7326
FAX (218) 927-7324
Email: tveenker@co.aitkin.mn.us

August 28, 2012

Terry Neff, Director

Aitkin County Environmental Services Office
209 2nd Street NW
Aitkin, MN. 56431

Re: Final Plat Review –RABBIT LAKE CEMETERY SECOND ADDITION

Dear Mr. Neff:

The above referenced Final Plat prepared by Terry J. Betley was furnished to me for review and checking on August 23, 2012.

My review is based strictly on the Final Plat document furnished to me.

I have reviewed this Final Plat with reference to Minnesota Statutes 505.02, 505.03 and 505.08 as well as with reference to "Subdivision Platting Regulations of Aitkin County", Section 6.01 through 6.03.

I find this Final Plat to be in general conformance with the above referenced State Statutes and County Platting regulations.

Just a point of information – Minnesota Statutes do NOT require that a "public" cemetery be "officially" platted and filed with the County Recorder. I will say that Glen Township and the Surveyor have done the general public a "favor", if you will, by having this Addition platted and recorded.

I therefore recommend that this Final Plat be approved.

If you have any questions or if I may provide anything further, please let me know.

Sincerely,

Thomas H. Veenker, RLS
Aitkin County Land Survey Coordinator

P&Z/FinalPlat/
RABBITLAKECEMETERYSECONDADDITION
08/28/2012TV

JAMES P. RATZ
AITKIN COUNTY ATTORNEY
217 SECOND STREET N.W., ROOM 231
AITKIN, MINNESOTA 56431

TELEPHONE (218) 927-7347
TOLL FREE 1-888-422-7347
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS
SARAH WINGE
REBECCA A. TRAPP

PARALEGALS
MICHELE J. MOTHERWAY
TAMMY K. SPELDRICH

CRIME VICTIM COORDINATOR
JESSICA L. BROWN
TELEPHONE (218) 927-7446

MEMO

To: Terry Neff, Director of Environmental Services

From: Jim Ratz, Co. Atty. 

Date: August 29, 2012

Re: Review of Rabbit Lake Cemetery/ Glen Township

Upon review of the documentation and recordings for the above-referenced plat, I find that the requirements of the ordinance have been met.

CONDITIONAL USE PERMIT/VARIANCE/REZONING APPLICATION

OFFICE USE ONLY

APPLICATION DATE 5-22-12

MEETING DATE 6-18-12

60-DAY EXPIRATION DATE 7-20-12 (MEETING MUST OCCUR BEFORE THIS DATE, UNLESS WRITTEN EXTENSION OF THE 60-DAY TIME PERIOD IS MADE. WRITTEN EXTENSION MUST BE MADE PRIOR TO THE EXPIRATION OF THE FIRST 60-DAY TIME PERIOD)

FIRST NAME CHARLES MIDDLE NAME STEVEN LAST NAME CHRISTENSEN

TELE # 3206842013 DATE OF BIRTH 04-16-57

MAIL ADDRESS 30535 283RD LANE

CITY Aitkin STATE MN ZIP 56431

911 ADDRESS OF PROPERTY 31479 331ST PLACE

CITY Aitkin STATE MN ZIP 56431

TOWNSHIP GLEN

LEGAL DESCRIPTION PART OF SE NE 1/4 DUL 407083 & PT COV LOT 7

SECTION 18 TOWNSHIP 46 RANGE 25

(circle) RESIDENTIAL COMMERCIAL ACCESSORY NEW BUILDING ALTERATION

SIZE OF ALL BUILDINGS COVERED BY THIS APPLICATION none

OFFICE USE ONLY

DATE 6-18-12 APPROVE / DENY

PERMIT# 38867C

PARCEL# 09-0-030001

RECEIPT# _____

CONFORMING SEPTIC

YES P# NO SEPTIC NO NEW

COMMENTS: Glen township is expanding the RABBIT LAKE Cemetery that the township owns. The land was donated BY JOHN APPLE to the township

6-18-12 Approved with no conditions. Will go to County Board for final approval.

The undersigned hereby makes application for permit to construct as herein specified, agreeing to do all such work in strict accordance with the Ordinances of the County of Aitkin, Minnesota; Minnesota Individual Sewage Disposal Code Minimum Standards set forth by Minnesota Department of Health; and Shoreland Management Standards set forth by Minnesota Department of Natural Resources. Applicant agrees that plot plan, sketches and specifications submitted herewith and which are approved by the Zoning Official, shall become a part of the permit.

X Charles Christensen / Glen Township Supervisor
SIGNATURE APPLICANT/AGENT

DO NOT WRITE BELOW THIS LINE

ZONING DISTRICT & FLOOD PLAIN

ZONING DISTRICT Shoreland

LAKE/STREAM RIVER NAME Rabbit Lake

LAKE/RIVER ID NUMBER 1-91

LAKE/RIVER/STREAM CLASSIF. Rec Dev

PARCEL LOCATED IN FLOOD PLAIN? Y N X

10/100-YR. FLOOD ELEVATION _____

LOWEST FLOOR ELEVATION _____

ELEV. CERTIFICATE REQUIRED Y N

BEFORE CONSTRUCTION Y N

AFTER CONSTRUCTION Y N

STRUCTURE SETBACK DISTANCE REQUIREMENTS

(Measure from eaves or overhang)

OHW TO LAKE/RIVER/STREAM 100'

PROPERTY LINE SETBACK (10-ft.) 20-ft.

SETBACK TO ROAD R-O-W (30-ft. Twp. 50-ft. Co., State, Fed.)

SETBACK TO BLUFF (30-ft.)

SEPTIC SYSTEM SETBACK DISTANCES

SETBACK TO STRUCTURES 10-ft. Tank 20-ft. Drain field

OHW TO LAKE/RIVER _____

PROPERTY LINE SETBACK - 10-ft. _____

SETBACK TO ROAD R-O-W - 10-ft. _____

PROPERTY LINE SETBACK - 10-ft. _____

EXPIRES IN ONE YEAR • Aitkin County Zoning

Courthouse - 209 2nd St. NW. Room 118 • Aitkin, Minnesota 56431 \$ tbd

Telephone 218/927-7342

WHITE - COUNTY

FEE

YELLOW - APPLICANT

BLW

RECEIVED BY

PINK - TOWNSHIP

NOTICE OF REVIEW

**NOTICE OF REVIEW OF APPLICATION FOR CONDITIONAL USE AS REQUIRED BY
THE AITKIN COUNTY ZONING ORDINANCE**

=====

TO WHOM IT MAY CONCERN:

**RABBIT LAKE CEMETERY/
GLEN TOWNSHIP
NAME**

**31479 331ST PL
ADDRESS**

**AITKIN MN 55748
CITY, STATE & ZIP**

Has made application to the Aitkin County Planning Commission for a Conditional Use Permit. A Public Hearing will be held by the Planning Commission on **Monday, June 18, 2012 at 4:00 P.M.** at the **Aitkin County Courthouse**, Aitkin, Minnesota 56431, at which time you may submit your views on the matter in person, by mail or by representative. Any views submitted by mail must be signed.

THE PROPERTY CONCERNED IN THE APPLICATION IS LEGALLY DESCRIBED AS:
PART OF SE NE IN DOC 407083 & PT GOVT LOT 7 IN DOC 409177. Section Eighteen (18), Township Forty-six (46), Range Twenty-five (25), Aitkin County, Minnesota 56431.

PERMIT #38867C

THE PURPOSE OF THE APPLICATION IS: requesting a conditional use permit to expand the existing Rabbit Lake Cemetery Plat, in an area zoned Shoreland.

If you know of any interested property owner who, for any reason, has not received a copy of this notification, it would be greatly appreciated if you would inform them of the time and place of the hearing. This notice is also published in the Independent Age.

**THE DECISION OF A CONDITIONAL USE IS USUALLY MADE AT
THE SAME TIME AS THE HEARING!**

DATED: May 25, 2012

AITKIN COUNTY PLANNING COMMISSION
C/O AITKIN COUNTY PLANNING & ZONING
209 2ND STREET NW, ROOM #100
AITKIN, MINNESOTA 56431

TELEPHONE: (218) 927-7342
FAX: (218) 927-4372

AITKIN COUNTY ZONING
Supplemental Data for Conditional Use Permit

Permit # <p style="text-align: center;">38867C</p>
Parcel # <p style="text-align: center;">09-0-030001</p>

A. GENERAL DATA

NAME OF APPLICANT <p style="text-align: center;"><u>GLEN TOWNSHIP</u></p>

The above named individual, firm or corporation hereby respectfully submits the following supplemental data in support of the preliminary information provided on the accompanying Zoning Permit Application for the purpose of a securing a conditional use permit.

Name of Contact Person:	Day Phone #	Evening Phone #						
<table><tr><td style="text-align: center;">Last</td><td style="text-align: center;">First</td><td style="text-align: center;">M.I.</td></tr><tr><td style="text-align: center;"><u>CHRISTENSEN</u></td><td style="text-align: center;"><u>CHARLES</u></td><td style="text-align: center;"><u>S</u></td></tr></table>	Last	First	M.I.	<u>CHRISTENSEN</u>	<u>CHARLES</u>	<u>S</u>	<u>320-684-2013</u>	<u>320-684-2013</u>
Last	First	M.I.						
<u>CHRISTENSEN</u>	<u>CHARLES</u>	<u>S</u>						

B. PROJECT INFORMATION

- Specify the section of the ordinance which applies to this project: _____
- Brief narrative of this request: Glen township is expanding the cemetery (Rabbit Lake cemetery) that the public owns.
- Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized:
There are no potential conflicts with existing land / land owners. The expansion of cemetery is on donated land that was given to the township
- Attach a detailed operation plan.
- Check all additional supporting documents and data which are being submitted to help explain this project proposal:
 Sketch plan Topographic map Detailed narrative Operation Plans
 Engineering plans Flood proofing plans & specifications
 Other (specify) _____

I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge:

Charles Christensen / Glen Twp 5-22-12
Signature of Applicant/Landowner Date

1. This permit is not valid until it has been recorded at the Office of the County Recorder. A true and correct copy of the full legal description of the affected property must be attached.
2. This permit does not constitute a building permit, sewage system permit, grading permit, land alteration permit, well permit or the like. Separate permits may have to be applied for and obtained in order to accomplish all the goals of the project.
3. The issuance of this permit does not negate the need to secure other permits from other local units of government, state agencies, or federal agencies who may also have jurisdiction over portions of your project.

“DIRECTIONS TO PROPERTY (PLEASE BE SPECIFIC)”

HWY 47 SOUTH FROM ATKINS to 327th AV,
go Right on 327th N FOR APX 1 BLOCK
Cemetery on Right

RABBIT LAKE CEMETERY 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That the Township of Glen, a municipal corporation, is the owner of the following described property situated in Aitkin County, Minnesota, to-wit:

That part of the Southeast Quarter of the Northeast Quarter and that part of Government Lot 7 of Section 18, Township 46, Range 25, to be described as follows:

Commencing at the East Quarter Corner of said Section 18; thence South 83 degrees 57 minutes 09 seconds West (assuming the East line of said Government Lot 7 has an assigned bearing of North 01 degrees 42 minutes 09 seconds East), a distance of 33.00 feet, to the Northeasterly Corner of Rabbit Lake Cemetery, according to the recorded plat thereof, said point being the actual point of beginning of the tract of land to be described; thence continuing South 83 degrees 57 minutes 09 seconds West, along the North line of said Cemetery, a distance of 191.00 feet, to the Northwest Corner thereof; thence North 00 degrees 30 minutes 27 seconds East, a distance of 100.00 feet; thence North 83 degrees 57 minutes 09 seconds East, parallel with said North line of Rabbit Lake Cemetery, a distance of 191.00 feet; thence South 00 degrees 30 minutes 27 seconds West, parallel with the East line of said Southeast Quarter of the Northeast Quarter, a distance of 100.00 feet, to the actual point of beginning.

Has caused the same to be surveyed and platted as RABBIT LAKE CEMETERY 2ND ADDITION and does hereby donate to the public for public use forever the PARKING AREA and WALKWAYS as shown.

IN WITNESS WHEREOF, said Township of Glen has caused these presents to be signed by its proper officers this _____ day of _____, 2012.

OWNER:
Township of Glen

Owen Heins, Chairperson

Roberta Elvecrog, Clerk

The foregoing instrument was acknowledged before me this _____ day of _____, 2012, by Owen Heins, Chairman and Roberta Elvecrog, Clerk of Glen Township, a Minnesota municipal corporation on behalf of the corporation.

Notary Public
Aitkin County, Minnesota
My Commission Expires: _____

I hereby certify that I have surveyed and platted the property described on this plat as RABBIT LAKE CEMETERY 2ND ADDITION, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown, that the outside boundary lines are correctly designated on the plat and that there are no welllands as defined by MS 505.02, Subd. 1, or public highways to be designated other than as shown.

Terry J. Betley, Land Surveyor
Minnesota Registration No. 15811

State of Minnesota
County of Aitkin

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2012 by Terry J. Betley, LS, Registration No. 15811.

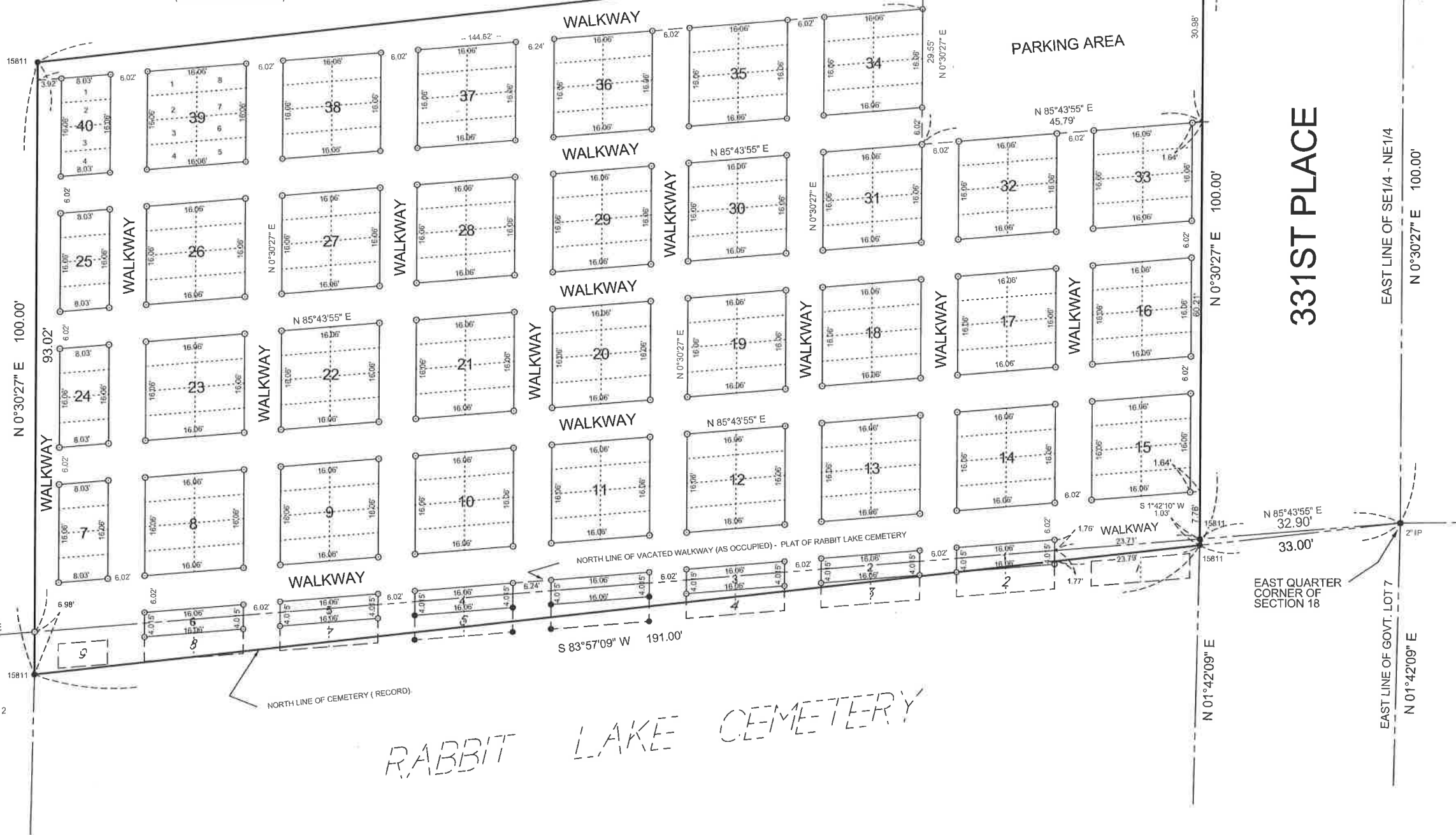
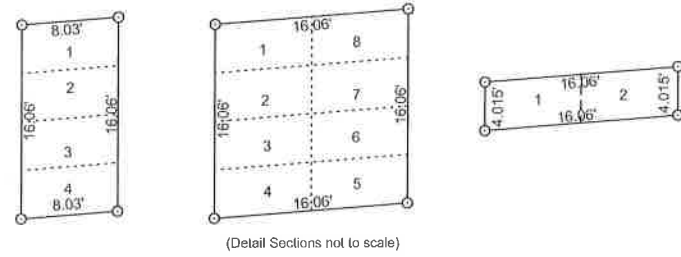
Notary Public, Aitkin County, Minnesota.
My Commission Expires: _____

Bearings are based on the East line of Government Lot 7 having an assigned bearing of: N 01°42'09" E

Graphic Scale: 1 inch = 10 feet.
Bearing Datum is Local Assumed.
● Denotes found iron monument.
○ Denotes set 1/2" x 12" gal. iron monument.



Terry J. Betley
Land Surveyor
Aitkin County Abstract Company Building
112 Third Street Northwest
Aitkin, Minnesota 56431



I hereby certify that this plat has been checked and approved on this _____ day of _____, 2012

Thomas H. Veerker, LS
Aitkin County Land Survey Coordinator, Minnesota Registration No.: 12254

This plat of RABBIT LAKE CEMETERY 2ND ADDITION was accepted and approved by the Aitkin County Board of Commissioners on this _____ day of _____, 2012.

J. Mark Wedel - Chairperson

Kirk Peysar - Auditor

I hereby certify that this instrument was filed in my office on this _____ day of _____, 2012 at _____ o'clock _____ M.

Diane M. Lafferty, Aitkin County Recorder