



ADMIN POLICY – Evaluation of requests to Consider Sale, Release, or Conveyance of City-Owned Parcels of Land		
Original Adoption:	11 /12/19	Reference No. ADMIN-010
Reviewed/Updated:	TBD	

This policy is intended to respond to inquiries to the City of Mound to evaluate and consider the disposal of City-owned parcels.

1. The City of Mound, on a case-by-case basis, will consider and evaluate inquiries or requests for possible purchase, release or conveyance of City-owned parcels that are not in current use or needed for future public use.

2. In evaluating requests, the City will consider the following potential benefits to the community of a purchase, release, or conveyance:

a. Many of the City-owned parcels are already in use and maintained by adjacent property owners. Disposal of these parcels may reduce City maintenance costs.

b. City-owned land conveyed to private owners increases the City’s tax base.

3. In evaluating requests, the following considerations will be made:

a. The City of Mound wishes to formally recognize that many parcels may have been conveyed for a specific purpose and may not be eligible or recommended for release or may require formal action by the City Council.

b. Land platted as “park” on official subdivision plats is not eligible for consideration for possible sale or release under this policy.

c. City-owned parcels that abut, extend to, or terminate at public waters will be evaluated to determine if it is in public use or providing a public benefit. If yes, the parcel will not be supported or recommended for release.

d. An undeveloped, vacant City-owned parcel that includes frontage on an improved public road, has municipal utilities available, and meets the minimum requirements of the specific zoning district will be considered for public sale by auction.

e. A City-owned parcel that is undersized will be considered for disposition, sale or conveyance to adjacent properties to provide development opportunities and flexibility

to abutting properties. An undersized lot is a parcel that does not meet the minimum required lot standards for a zoning district in City Code Chapter 129 (Zoning.). Additionally, the City recognizes that the addition of an undersized property may allow for an existing lot to become more conforming related to zoning. Any undersized parcel that is disposed, sold or conveyed is required to be combined at Hennepin County.

- f. City-owned parcels that include municipal utilities including water main, sewer main, or stormwater ponds will not be supported for release unless easements can satisfactorily be put in place to protect the City's ability to maintain the infrastructure.
4. The following process for evaluating requests will be used:
- a. An interested party may submit a written proposal, if an official City form is not available, to request preliminary staff review of a City-owned parcel to evaluate the possibility of future acquisition.
 - b. The fee for a Preliminary Staff Evaluation of a City-owned parcel shall be determined by the City Council and adopted by ordinance and included in City Code Chapter 101.
 - c. A written proposal or application for Preliminary Staff Evaluation for release or sale of a City-owned parcel is not subject to the timelines in Minnesota Statutes Sec. 15.99.
 - d. City staff will review and distribute the submitted request materials to City departments. A written response, which will include a summary of City informal review and Staff determination whether the parcel is recommended to be eligible for release, will be provided to the interested party within 15-business days. If needed, Staff will consult with the State of Minnesota and Hennepin County.
 - e. If a parcel is recommended by Staff for release, the interested party is required to schedule a meeting with Staff to discuss the status of the parcel; the involved costs for City's review, to include a preliminary estimate of the involved consultant cost(s) for the process; the need for an appraisal; and an estimated timeline for review of the request by the City's Commissions, as needed, and as described below, prior to formal consideration/action by the City Council.
 - i. Review by the Docks Advisory Commission
 - ii. Review by the Parks and Open Space Commission
 - iii. Review by the Planning Commission, to include a determination that the proposed transaction is consistent with the policies of the Mound Comprehensive Plan, as required by Minnesota state statute.

- f. It is the City of Mound's intention that any and/or all fees incurred as a result of sale or conveyance of a City-owned parcel will be paid for by the interested party (purchaser) and not the general tax payers. This includes, but is not limited to, the preparation of an appraisal, all required legal documents (i.e., warranty deed, etc.) and consultant and recording fees.

5. The value of the land to be disposed will be determined as follows:
 - a. A vacant, non-conservation parcel will be sold at market value, to be determined either by an appraisal, in cooperation with Hennepin County or as required by state statute. A minimum sale amount or bid will be established.

 - b. A conservation parcel will be sold for a minimum amount, to be determined in cooperation with Hennepin County. If the parcel is to remain in its current state and is not to be developed, a deed restriction will be required and recorded.

6. The City Council will consider and act on the request to sell a City-owned parcel following review and recommendation by Staff and the City's Commissions. If the City Council's decision is to proceed with sale, conveyance or disposal of a City-held parcel, Staff will be directed to begin work with the interested party and City Attorney for preparation of all involved instruments and legal documents required to undertake a real estate transaction, including, but not limited to, the preparation of an appraisal and purchase agreement, etc. which shall be subject to final review and approval by the City Council.