

Submittal Checklist Guide and Narrative

Good Counsel Hill Preliminary and Final Plat, Planned Unit Development, and Conditional Use Development Application

Submitted electronically on 1.27.2026

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Checklist for preliminary plat

For items 1a-f, 2a-g: See Exhibit 1: Preliminary Plat

1. Identification and description:
 - a. Proposed name of subdivision.
 - b. Location by section, township and range, or by other legal description.
 - c. Names and addresses of owner and subdivider having control over the land, and designer and the surveyor.
 - d. Graphic scale of not less than one inch to 100 feet.
 - e. North point designated as true north
 - f. Date of preparation.

For Items 2a-g; see Exhibit 11: Good Counsel ALTA Survey

2. Existing conditions
 - a. Boundary line survey, unless waived by the planning agency, including measured distance and angles, which shall not close by latitude and departure with an error of closure not exceeding one foot in 10,000 feet.
 - b. Total acreage in the preliminary plat and individual lots computed to one hundredth (.01) of an acre.
 - c. Location and names of existing or platted streets or other public rights-of-way, parks or other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of 100 feet beyond the tract.
 - d. If the proposed subdivision is a rearrangement or a replat of any former plat, the lot and block arrangement of the original plat, along with its original name, shall be indicated by dotted or dashed lines. Any revised or vacated roadways of the original plat should also be indicated.
 - e. Location and size of existing paved streets, width of rights-of-way, railroads, sewers, water mains, quarries, gravel pits, culverts, or other underground facilities within the tract. Also such data as grades, invert elevations and location of catch basins, maintenance holes, and fire hydrants.
 - f. Boundary lines of adjoining platted or unplatted land and owners of all tracts of land within 100 feet.

- g. Complete topographic map with contour intervals not greater than two feet, watercourses, marshes, rock outcrops and other significant features; all superimposed on at least two prints of the preliminary plat. United States Geodetic Survey Datum shall be used for all topographic mapping. High water elevation and date thereof if part or all of plat joins a watercourse.

- h. A separate copy of restrictive covenants, if any, of all adjoining subdivisions.

Not applicable.

3. Design features

- a. Layout of streets showing right of way widths and names

There are no proposed public streets within the development. The private streets and parking lots contain 25 ft drive / access aisles.

- b. Locations and widths of alleys, pedestrian ways, and utility easements

There are no proposed alleys and/or public utility easements. Private sidewalks are proposed at a minimum 5 ft width.

Item c can be found on Exhibit 2: Sanitary Sewer Plan

- c. Location, size, and approximate gradient of sewer lines

Item d can be found on Exhibit 3: Water Supply Plan

- d. Location, size, and valving of water lines

Item e can be found on Exhibit 4: Storm sewer plan and Exhibit 5; Drainage Report and Exhibit 14: Grading and Drainage Plan

- e. Location and size of drainage facilities and general grading.

Item f can be found on Exhibit 6: Final Plat

- f. Layout, lot and block numbers, and typical lot dimensions scaled to the nearest foot.
- g. Areas other than those mentioned above intended to be dedicated for public use, including size.

None

h. A draft of proposed restrictive covenants, if any are contemplated

Not applicable

Checklist for Final Plat

Items a-o: See Exhibit 6: Final Plat

- (a) Subdivision boundary lines (including measured distances and angles, which shall close by latitude and departure with an error of closure not exceeding one foot in 10,000 feet), street rights-of-way, easements, lot lines, lines of all other sites and of all reservations; with accurate dimensions. Points on the boundary of the final plat shall be shown as coordinate value of the state plane coordinate system when such coordinate system becomes available.
- (b) Dimensions of the plat shall be one inch equals 100 feet.
- (c) When there is more than one sheet, an index sheet shall be attached, showing the entire subdivision, including boundary and streets, at an appropriate scale. On each sheet, there shall be match lines for matching all adjoining sheets.
- (d) Municipal, township, county, or section lines accurately tied to the lines of the subdivision by distance and angles.
- (e) Streets and roadways to be named and the names indicated on the plat. A sequence of street naming shall be followed, consistent to the pattern that has been established by policy in the particular area under consideration. All dimensions shall be shown for streets, roadways, etc. Horizontal curve data shall be indicated by radius and degree. Chord bearings and lengths of all arcs shall be shown.
- (f) The boundary line of the property to be included within the plat is to be fully dimensioned; all angles of the boundary to be indicated; all monuments and surveyor's irons to be indicated; each angle point of the boundary perimeter to be so monumented. Location and ties of monuments that cannot be set at proper location because of physical hardship shall be delineated on the outside boundary of the final plat.
- (g) Pipes or steel rods shall be placed at each corner of each lot and at each intersection of street centerlines. All federal, state, county, or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position and shall be recorded on the plat. All lot and block dimensions shall be shown on the plat and all necessary angles pertaining to the lots and blocks, as an aid to future surveys, shall be shown on the plat. No ditto marks will be permitted in indicating dimensions.
- (h) Lots are to be numbered in numerical order and in tracts containing more than one block, the blocks are to be numbered in numerical order.
- (i) Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision, with the purposes indicated therein.
- (j) In case of a rearrangement or replat, the original platting of the subdivision shall be shown in dotted lines.
- (k) Low land and water areas shall be indicated by proper identification symbols. Floodway and flood fringe zones shall be shown as delineated by current floodplain maps.

- (l) All easements for utilities and drainage, being of record, of nonrecorded agreement or intended for dedication shall be indicated and dimensioned.
- (m) The name of the subdivision shall be lettered in prominent print at the top of the plat, together with the name of the city, township and county wherein the subdivision lies. The name of the subdivision shall be simple in nature, easy to pronounce and shall not duplicate in exact name any plat of record in the city or the county.
- (n) Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
- (o) Notarized certification by owner, and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.

Items p and q are forthcoming, prior to recording the final plat

- (p) Certification showing all delinquent taxes and special assessments due on the property have been paid in full.
- (q) Forms of approval, available in the office of the city clerk, shall be as determined from time to time by the city council.

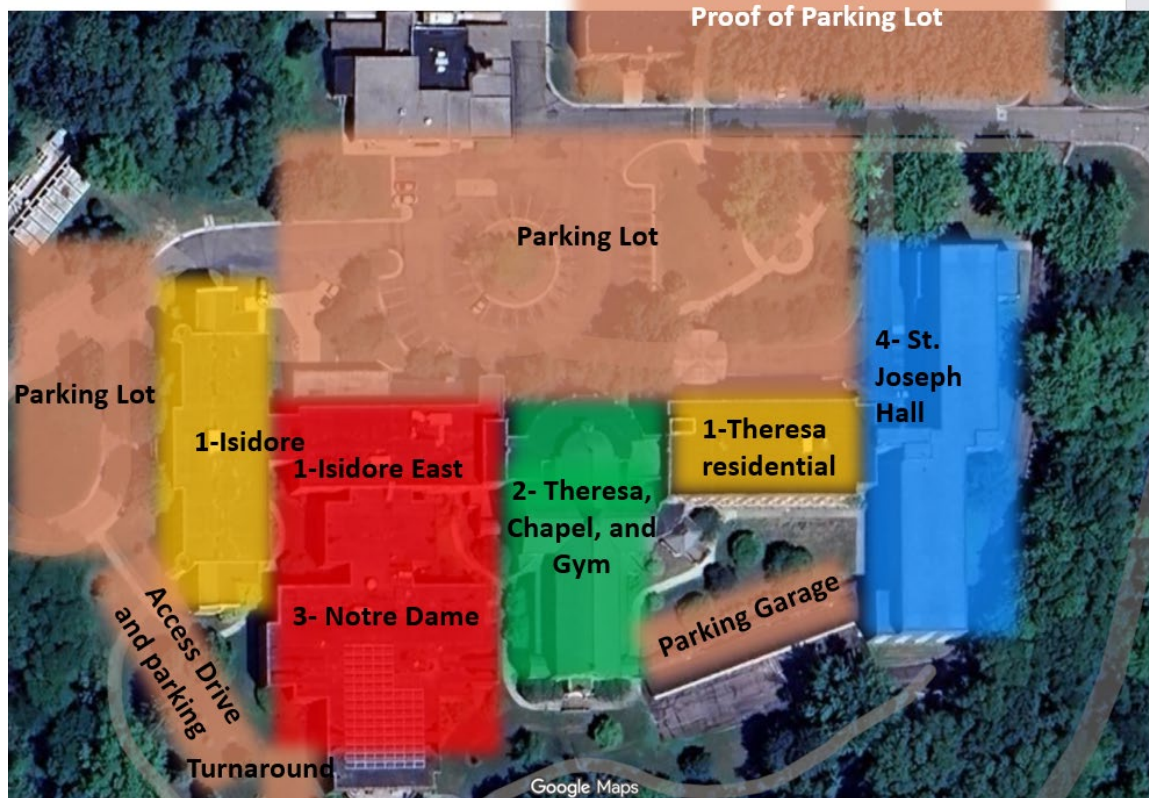
Checklist for Planned Unit Development

Items 1a-c are located on application page.

1. General Information.
 - a. The applicant's name, address, telephone number, and interest in the property.
 - b. The owner's name, address, and telephone number, if different than the applicant, and the owner's signed consent to the filing of the application.
 - c. The street address and legal description of the property.
 - d. The zoning classification, zoning district boundaries, and present use of the property.

The property is zoned Office-Residential with an Institutional Overlay. The existing and proposed uses are largely consistent with the existing permitted and historical uses of the property. The PUD is sought to acknowledge the mixed-use nature of the property, allow for shared parking arrangements and resolve any future zoning questions or conflicts with the continued use of the property consistent with the historical use, as outlined.

The goal of SWMHP's acquisition of this property is to use the property as closely as possible to the historic use of the land and its buildings. Below is a phasing plan for the re-use projects to be completed as part of this PUD.



Items 1e and 2a can be found on Exhibit 8: Site Plan

- e. The proposed title of the project and the names, addresses, and telephone numbers of the architect, landscape architect, planner or engineer on the project.
- 2. Preliminary Development Site Plan. A development site plan shall be drawn at a scale of twenty (20) feet to one (1) inch and shall contain at least the following, unless determined not applicable by the Zoning Administrator:
 - a. The location, dimensions, and total area of the site.

Item b can be found on Exhibit 11: Good Counsel ALTA Survey

- b. The location, dimensions, floor area, type of construction, and use of each proposed building or structure and setbacks from property lines.

Item c can be found on Exhibit 13: Floor Plans

- c. The number, the size, and type of dwelling units in each building, and the overall dwelling unit density

The overall PUD/project proposes up to 110 residential units and 51 assisted living beds. It also proposed up to 30,000 square feet of office and supporting space for the residential (including a potential School Sisters museum, catering kitchens, educational space, maker space, leasing office, and accessory space to the apartment uses). Finally, a prominent, but occasional (up to ten events per year), use of the property will be for events and recreational use to make use of the historic chapel and organ and gym space on the property.

Below is a unit breakdown, by phase:

Project	Proposed Uses for PUD	Size
1 – Isidore Hall West	Office - SWMHP & General	10K sq. ft leasable
	Corridor, Stairs, Restrm, Stor, Mech, etc.	8934 sq. ft
	Maker Space	3K sq ft
	Residential Apts	17 units
1 – Theresa Hall (resi)	Residential Apts	25 units
2 – Chapel and Gym	Assembly Use/Performance	350 people capacity
	Private Recreational Use/Retail Recreational Use	200 people capacity
2 – Theresa Hall (non-resi)	Conference 1	97 people capacity
	Office/Accessory Retail	888 sq. ft.
	Office/Educational	3K estimated
1 – Isidore Hall East	Offices and support areas for assisted living and other	5,000 sq. ft. estimate
	Residential Apts	10 units
3 – Notre Dame Hall	Assisted Living/Healthcare	51 beds
4 – St. Joseph Hall	Residential Apts	54 units
	Office/Museum	7,000 sq. ft. estimate
	Corridor, Stairs, Restrm, Stor, Mech, etc.	5,270 sq. ft. estimate
Florian Hall	Live/Work Artist Studio	TBD
	Residential Apt	1
	Office - Property Maintenance	400 sq. ft. estimate
Shied Hall	Residential Congregate Housing	6 units
Marian Hall	TBD	
Future Phase - SF	TBD	

- d. The proposed treatment of open spaces and the exterior surfaces of all structures, with sketches of proposed landscaping and structures, including typical elevations.

With the exception of the required parking and stormwater areas shown on Exhibit 8: Site Plan and Exhibit 9: Landscape and Lighting Plan, the remainder of the property's open and green space will remain. The wooded areas and bluffs will not be impacted. The exterior structures are also proposed to remain unchanged, and include predominantly brick and stone exteriors.

Item e can be found on Exhibit 13: Floor Plans

- e. Architectural graphics, including typical floor plans and elevations, profiles, and cross-sections.

Item f and g can be found on Exhibit 8: Site Plan (sheets 1-5) for parking layout, and Exhibit 10: Fire Protection & Traffic Circulation Plan

- f. The number, location, and dimensions of parking spaces and loading docks, with means of ingress and egress.

SWMHP acknowledges that more parking will be needed to accommodate the re-use of this property, even if there is a continuation of existing/historic uses on the property. In addition to the 100 existing stalls, SWMHP will construct up to 158 additional parking stalls in phases 3 and 4 of the re-use of the building. SWMHP is requesting 75 of these be shown as “proof of parking” and be constructed if needed. SWMHP is also currently negotiating shared parking agreements with Loyola for the shared use of their parking areas during nights and weekend for an additional 100 stalls to be used for large events at the Chapel. The total parking stalls provided at full re-occupancy will be 358, including shared parking.

Handling the parking needs for events is particularly challenging, as the code would require much more parking than what is needed on an average day. It is proposed that the event spaces (chapel and gym) be scheduled at different times from a programming perspective to eliminate the double counting of event spaces in parking calculation. Furthermore, it is anticipated that the office uses and event uses would not be used concurrently, as office uses would have daytime, weekday needs and events would be evenings and weekends. Therefore, the SWMHP proposes a total of 83 new parking stalls (phased with development phasing) 100 shared spaces for events, and 75 “proof of parking” stalls to best right-size the parking needs with the desire to maintain historic feel and green space on the property.

Below is a chart of the parking code analysis:

Project	Proposed Uses for PUD	Size	Parking Code	Code Analysis	Proposed Parking
1 – Isidore Hall West	Office - SWMHP & General	10K sq. ft. leasable	1:250 sq ft gross	40	100 existing stalls be used for first two phases, plus execution of shared parking agreement for additional 100 stalls of Loyola
	Corridor, Stairs, Restrm, Stor, Mech, etc.	8934 sq. ft	NA	Exempt	
	Maker Space	3K sq ft		14	
	Residential Apts	17 units	1.5:1 unit	26	
1 – Isidore Hall East	Offices and support areas for assisted living and other	5,000 sq. ft. estimate	1:250 sq ft	20	
	Residential Apts	10 units	1.5:1 unit	18	
1 – Theresa Hall (resi)	Residential Apts	25 units	1.5:1 unit	37	158 future stalls to be added with projects 3 and 4 (75 are being requested as "proof of parking" to be constructed only if needed)
2 – Chapel and Gym	Assembly Use/Performance	350 people capacity	1:4 people	88	
	Private Recreational Use/Retail Recreational Use	200 people capacity	1:4 people	50	
2 – Theresa Hall (non-resi)	Conference 1	97 people capacity	1:4 people	25	
	Office/Accessory Retail	888 sq. ft.	1:250 sq ft	4	
	Office/Educational	3K estimated	1:250 sq ft	12	
3 – Notre Dame Hall	Assisted Living/Healthcare	51 beds	1:4 beds + 1:3 employees	19	
4 – St. Joseph Hall	Residential Apts	54 units	1.5:1 unit	75	
	Office/Museum	7,000 sq. ft. estimate	1:300 sq ft gross	23	
	Corridor, Stairs, Restrm, Stor, Mech, etc.	5,270 sq. ft. estimate	NA	Exempt	
Florian Hall	Live/Work Artist Studio	TBD	1.5:1 unit	NA	
	Residential Apt	1	1.5:1 unit	2	
	Office - Property Maintenance	400 sq. ft. estimate	1:250 sq ft	2	
Shied Hall	Residential Congregate Housing	6 units	0.5:1 unit	9	
Marian Hall	TBD			NA	
Future Phase - SF homes	TBD			NA	
				464	358 total proposed parking stalls proposed (with shared and proof of parking)

g. The proposed traffic circulation pattern within the area of the development, including the location and description of public improvements to be installed, including any streets and access easements.

There is currently one, public street, Good Counsel Drive, that serves the hill, including both Loyola and the remaining Good Counsel property. This public road terminates at the parking areas of the two uses, and the remaining driveways are privately maintained. SWMHP is proposing utilizing the public street as the primary access to the property. A second, emergency access is proposed to be maintained from Thompson Ravine Road.

Item h can be found on Exhibit 15: Traffic Study

- h. A vehicular traffic analysis.

Item i can be found on Exhibit 10: Fire Protection & Traffic Circulation Plan

- i. The location of all fire hydrants on the property and the location of all fire hydrants within one-hundred fifty (150) feet of the property.

The locations of each existing hydrant is shown, along with a 200' hydrant service radius.

- j. The location and dimensions of all accesses for fire and emergency vehicles.

The existing public street access from Good Counsel Drive will continue to provide access to the hill for fire and emergency vehicles. The secondary access for emergency vehicle use from Thompson Ravine Road will continue to be maintained.

Item k can be found on Exhibit 16: Building Fire Suppression System

- k. Statement of whether or not the building will be sprinkled and fire flow availability for the sprinkler system and fire hydrants.

All buildings are sprinkled and meet the fire flow requirements in Theresa, Isidore Hall (east and west), and Notre Dame Hall. The Chapel and St. Joseph's, Marian, Florian, and Schied are not sprinkled. It is anticipated that sprinklers would be added, as required by the building code to serve St Joseph, Marian, Florian and Schied Halls. In conversations with the building official, it is not anticipated that the Chapel will be required to be sprinkled.

Item l can be found on Exhibit 9: Landscape and Lighting Plan

- l. The location and intensity of safety and security lighting.

All site and security lighting will conform with City of Mankato standards. A photometric plan will be provided with construction permit documents.

Item m can be found on Exhibit 11: Good Counsel ALTA Survey

- m. The location and purpose of any existing or proposed dedication or easement.

The locations and purpose of existing easements are shown. GC Mankato Hill LLC and Loyola Catholic Schools will enter into private easement agreements for private utility services across the two properties.

Item n can be found on Exhibit 14: Grading and Drainage Plan and Exhibit 5: Drainage Report.

- n. The general drainage plan for the development tract.

Item o and p can be found on Exhibit 11: Good Counsel ALTA Survey

- o. The location and dimensions of adjacent properties, abutting public right-of-ways and easements, and utilities serving the site.
- p. Significant topographical or physical features of the site, including existing trees.

Item q can be found on Exhibit 12: Wetland NOD 10-21.

- q. Wetland delineation showing all wetlands present on the site.

There is one delineated wetland on the property that lies south and east of the emergency access route. The Notice of Decision was issued by the LGU in October of 2021. The wetland is outside of the proposed grading areas.

Item r can be found on Exhibit 17: Historical Study. The location and proposed treatment of any historical structure or other historical design element or feature.

A full historical analysis has been completed by New History.

Item 3 can be found on Exhibit 1: Preliminary Plat

- 3. Preliminary Plat of Survey. A preliminary plat of the property shall be submitted in conformance with Chapter 11. The layout of the plat shall conform to the development plan.

Item 4 can be found on Exhibit 2: Sanitary Sewer Plan and Exhibit 3: Water Supply Plan

- 4. Additional Information. The application shall also contain the following information and be accompanied by the following submissions, as well as such additional information, drawings, plans or documentation as may be requested by the Zoning Administrator or the Planning Agency, if determined necessary or appropriate for a full and proper consideration and disposition of the application.

The city has requested a Utility Service Plan. Provision of water from the public system is not available on the site at this date, and that the city would like the property to eventually connect to the public water system.

City sewer services are currently provided by the city to the Good Counsel hill. A fee has been established to cover the costs of these services, and the origin of the amount of the fee is unknown. It is desired that a series of water meters are installed to accurately measure the sewer usage, and separate from Loyola.

Item a can be found on Exhibit 18: Warranty Deed

- a. A certificate of disclosure of ownership interest.

b. When the proposed planned unit development includes provisions for common open space or recreational facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities. If it is proposed that such open space be owned and/or maintained by an entity other than a government authority, copies of the proposed articles of incorporation and bylaws of such entity shall be submitted.

All open space will be maintained in the manner that the School Sisters previously maintained it. The orchard will be available into the near future and the Living Earth non-profit will continue to run the community gardens. The remaining space not used for parking will be available to residents and workers for enjoyment.

c. Copies of any restrictive covenants that are to be recorded with respect to property in the proposed planned unit development.

None are proposed.

d. When the planned unit development is to be constructed in stages, a schedule for the development of such stages shall be submitted stating the approximate beginning and completion time for each stage. When the development provides for common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire development as the stages completed or under development bear to the entire development.

Below is the proposed phasing for the adaptive re-use of the building:

Phase One - Isidore West, Theresa Hall, Schied, Chapel, and top two floors of Isidore East – 2026/2027

Phase Two – bottom floor of Isidore East – 2026/2027

Phase Three – Notre Dame Hall – 2027 through 2028

Phase Four – St. Joseph Hall – 2028 through 2030

Phase Five – Florian and/or Marian – 2028 through 2030

e. A statement showing the relationship of the proposed planned unit development to any adopted general plan of the City.

The property is zoned Office Residential with an institutional overlay. This is a mixed office/residential district intended to accommodate mixed uses, and this Planned Unit Development is consistent with that use. As part of this review and approval, we are asking that the Land Use Plan reflect Office Residential, consistent with the zoning.

f. A statement showing why the proposed planned unit development is compatible with other property in the neighborhood.

The Sisters have been an integral and meaningful part of the Mankato community for over 100 years, and SWMHP seeks to continue the land uses and legacy of the Sisters, while improving the Good Counsel hill to be open and available to the broader community. This is a unique piece of property with a large, mixed use, primary building and several smaller buildings, which will require creativity, flexibility and partnership in the adaptive re-use of the property. This transition of ownership necessitates the review and approval of a Planned Unit Development (PUD) to establish and memorialize the uses, required infrastructure components, and payment of appropriate fees associated with the updating of buildings, property, and a welcoming, inclusive mix of housing, event space, offices for businesses and non-profits, and educational spaces. It is the intent of SWMHP to use the property and its buildings in the same land use and general manner that the School Sisters used it for.

Checklist for conditional use permit

Items a-d can be found on the CUP application

- a. The applicant's name, address, and proof of interest in the property.
- b. The owner's name and address, if different than the applicant, and the owner's signed consent to the filing of the application.
- c. The names and addresses of all professional consultants advising the applicant with respect to the proposed development.
- d. The street address and legal description of the property.
- e. The zoning classification and present use of the subject property.

See above.

- f. A general description of the proposed conditional use.

Per staff's guidance, a conditional use permit request is included to accommodate more than one building on a single lot. Because the main, Good Counsel building, Florian, Schied, and Marian are all located on one lot, it is necessary to obtain these conditional use permit for any future use of these buildings.

- g. A statement indicating whether the applicant will require a variance in connection with the proposed conditional use.

It is not anticipated that any variances will be needed.

- h. A site plan

Please see Exhibit 8: Site Plan

- i. Such other information or documentation as the zoning administrator may deem to be necessary or appropriate for a full and proper consideration and disposition of the application.