

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund



**Regular City Council
Agenda
March 28, 2016
7:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

CALL TO ORDER

1. APPROVAL OF AGENDA

2. PUBLIC INQUIRIES/INFORMATIONAL

Public inquiries/informational is an opportunity for citizens to bring to the Council's attention any items not currently on the agenda. In addressing the Council, please state your name and address for the record, and a brief summary of the specific item being addressed to the Council. To allow adequate time for each person wishing to address the Council, we ask that individuals limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the meeting, or as bench copies, to allow a more timely presentation.

3. STAFF COMMENTS

3.A. Rice Creek Commons (TCAAP) Update

Jill Hutmacher, Community Development Director

Documents: [MEMO.PDF](#)

3.B. Transportation Update

John Anderson, Acting Public Works Director/City Engineer

Documents: [MEMO.PDF](#)

4. APPROVAL OF MINUTES

4.A. February 16, 2016, City Council Work Session

Documents: [02-16-16-WS.PDF](#)

4.B. February 29, 2016, Special Closed City Council Meeting

Documents: [02-29-16-CLOSED.PDF](#)

4.C. February 29, 2016, Regular City Council

Documents: [02-29-16-R.PDF](#)

4.D. February 29, 2016, Special City Council Work Session

Documents: [02-29-16-WS.PDF](#)

5. CONSENT CALENDAR

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items, unless a Councilmember so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

5.A. Motion To Approve Claims And Payroll

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services
Dave Perrault, Finance Analyst

Documents: [MEMO.PDF](#)

5.B. Motion To Approve Ordinance 2016-004 In Planning Case 15-021 (Outdoor Display And Sale) And Motion To Approve Publishing A Summary Of Ordinance 2016-004

Matthew Bachler, Senior Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#)

5.C. Motion To Approve Ordinance 2016-005 In Planning Case 16-001 (Rezoning TCAAP/AHATS) And Motion To Approve Publishing A Summary Of Summary Of Ordinance 16-005

Ryan Streff, City Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#),
[ATTACHMENT F.PDF](#), [ATTACHMENT G.PDF](#), [ATTACHMENT H.PDF](#),
[ATTACHMENT I.PDF](#), [ATTACHMENT J.PDF](#)

5.D. Cooperative Agreement Amendment For Final Design Of TCAAP Infrastructure

John Anderson, Acting Public Works Director/City Engineer

5.D.i. Approval Of Cooperative Agreement Amendment

John Anderson, Acting Public Works Director/City Engineer

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#), [ATTACHMENT C.PDF](#)

5.D.ii. Adopt Resolution 2016-012 Declaring The Official Intent To Reimburse Certain Expenditures From The Proceeds Of Tax-Exempt Bonds To Be Issued By The City

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#)

5.E. County Road E Bridge Pedestrian Lighting

John Anderson, Acting Public Works Director/City Engineer

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#)

5.F. 2016 Rain Water Garden Planting, Engineering Services

John Anderson, Acting Public Works Director/City Engineer

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#),
[ATTACHMENT F.PDF](#), [ATTACHMENT G.PDF](#), [ATTACHMENT H.PDF](#),
[ATTACHMENT I.PDF](#), [ATTACHMENT J.PDF](#), [ATTACHMENT K.PDF](#)

5.G. PC 16-007 PUD Amendment - Red Fox Business Center - 1235 Red Fox Rd

Ryan Streff, City Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#),
[ATTACHMENT F.PDF](#), [ATTACHMENT G.PDF](#), [ATTACHMENT H.PDF](#),
[ATTACHMENT I.PDF](#), [ATTACHMENT J.PDF](#), [ATTACHMENT K.PDF](#)

5.H. Approval Of PUD Amendment Agreement - Planning Case 16-007

Ryan Streff, City Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#)

5.I. Appointment Of Nick Gehrig To The Planning Commission - Resolution 2016-011

Ryan Streff, City Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#)

5.J. Accept Resignation Of EDC Member Michael Hands

Jill Hutmacher, Community Development Director

Documents: [MEMO.PDF](#), [ATTACHMENT.PDF](#)

6. PULLED CONSENT ITEMS

Those items that are pulled from the Consent Calendar will be removed from the general order of business and considered separately in its normal sequence on the agenda.

7. PUBLIC HEARINGS

8. NEW BUSINESS

8.A. PC 16-005 Variance - 3382 Lake Johanna Boulevard

Matthew Bachler, Senior Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#),
[ATTACHMENT F.PDF](#), [ATTACHMENT G.PDF](#), [ATTACHMENT H.PDF](#)

9. UNFINISHED BUSINESS

10. COUNCIL COMMENTS

ADJOURN



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Jill Hutmacher, Community Development Director

SUBJECT: Rice Creek Commons (TCAAP) Update

Responses to the Solicitation for Master Developer were received on Wednesday, March 9, 2016. Four proposals were received representing partnerships as follows:

- Alatus, LLC
- Kraus-Anderson and Elion Partners
- Opus Development Company, LLC and Pulte Homes
- Ryan Companies and Lennar Corporation

The JDA is scheduled to choose a master developer at its next regular meeting on May 2, 2016. Staff is working to schedule special JDA meetings in late April for developer interviews and deliberation. Once scheduled, special meeting dates and agenda information will be posted on the City website.



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Transportation Update

Background

A brief oral update will be provided at the meeting regarding road construction/transportation in the City of Arden Hills.



DRAFT

Approved: March 28, 2016

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
FEBRUARY 16, 2016
5:00 P.M. – MARSDEN ROOM - PUBLIC WORKS FACILITY**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Pro-Tem Holden called to order the City Council work session at 5:00 p.m.

Present: Mayor Grant (arrived at 5:20 p.m.); Councilmembers Brenda Holden, Fran Holmes (attended meeting via telephone), Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; Acting Public Works Director John Anderson; City Planner Ryan Streff; and Deputy City Clerk Julie Hanson

Public Works Maintenance Workers: Max Arvidson, Michael Christofore, Jeff Frid, Thomas Mikacevich, Tony Nowlan, Darien Schifsky, Mike Schifsky and Dave Winkel

1. AGENDA ITEMS

A. Red Fox Road – Lexington Avenue Intersection

Joe Lux, Ramsey County, provided the Council with an update on the Lexington Avenue and Red Fox intersection operations and possible improvements to deal with congestion. He noted he has held several discussions with County and MnDOT staff. He explained he had visited this intersection during the lunch hour on several occasions. He expressed concern with the number of vehicles that were running red lights. He then reviewed several potential scenarios that could be tried to improve traffic at this intersection. He indicated the County would like to wait to make any changes until the right turn lanes were constructed.

Mayor Pro-Tem Holden expressed concern with the amount of truck traffic that would be funneling through this intersection to get to I-694.

Mr. Lux understood this was the crux of the issue. He discussed how the intersection was being impacted as the area around it continues to develop. He indicated the County would continue to monitor this intersection and the lights.

Mayor Pro-Tem Holden was concerned with Arden Hills' residents and business owners being able to get in and out in a timely manner.

Mr. Lux stated the business owners that are developing now were willing to contribute to intersection improvements. Due to the fact there were no obvious solutions, in the interim options would continue to be considered by the County.

Councilmember McClung questioned how long the County would wait given the fact status quo was no longer acceptable. He stated the City was not comfortable with waiting and wanted to understand the County's plans.

Mr. Lux believed if the County was able to gather several more opinions regarding the concerns at this intersection he would have a better understanding on how to proceed. He did not anticipate the County would want to wait much longer than a few weeks after the construction was completed.

Councilmember McClung understood the County was proposing both some short-term and long-term solutions for the intersection. He asked when the County's project would be completed.

Mr. Lux hoped the Lexington Avenue project would be completed by the second week of August. He commented further on the short-term and long-term solutions for the intersection. He anticipated that the short-term fixes could be in place by October 1.

Councilmember Holden stated she was tired of receiving phone calls from local businesses complaining about this intersection. She wanted to see a solution from the County that would address the City's concerns prior to October 1.

Mr. Lux commented the County could continue to adjust the signal light timing.

Mayor Grant indicated the signal light tweaking led to only fractional improvements. It was his hope a second signal could be added to the south end of Target. He believed this would improve the traffic in the area.

Mr. Lux explained Target was not agreeable to participating financially in an additional light, but noted the Lexington Station developer was. He reported he could contact these businesses again. He provided further comment on how to address the Red Fox Road/Lexington Avenue intersection and indicated it would be difficult to prohibit right turns on red at this intersection. He stated he could speak with the sheriff about patrolling this intersection to reduce the number of vehicles running red lights.

Mayor Grant supported the County exploring the addition of another light on the south side of Target.

Further discussion ensued regarding the flow of traffic in and around the Red Fox Road and Lexington Avenue intersection.

Mayor Grant thanked Mr. Lux for his attendance and looked forward to continued conversations with the County regarding this topic.

B. Interstate I-35W North Corridor

Jerome Adams, Project Engineer with MnDOT, presented a project overview on the I-35W North Corridor for the City Council. He explained he was responsible for the I-35W north preliminary design. He discussed the location of the MnPASS lanes and described where noise walls would be located. He then noted where concrete would be used within the project area. The positive impact the new lanes would have on I-35W and I-694 traffic was reviewed. He clarified that the northbound entrance loop from County Road I would be closed in 2017. It was noted the I-35W North Corridor project was slated to start in the spring of 2019.

Mayor Grant asked if MnDOT was coordinating this project with the proposed improvements that would take place at County Road H.

Mr. Adams explained all of the traffic modeling for I-35W had included the development plans for TCAAP.

Mayor Grant questioned how MnDOT was raising capital for this project.

Mr. Adams stated the engineering for this project was brought to the district engineer of MnDOT. He reported this project was one of the top five priorities for MnDOT at this time. He explained MnDOT was not asking for money from the County or cities within the project area. He noted the ADA sidewalks at the top of terminals may require upgrades which may require City participation.

Further discussion ensued regarding the proposed improvements for I-35W.

Mr. Adams provided further comment on where sound walls would be located and who would be able to vote on them. He reported the proposed sound walls would be 20 feet in height and would have a decrease in traffic noise of five decibels.

Mayor Grant requested further information on the portion of Arden Hills that would not be receiving a noise wall.

Councilmember McClung believed that this neighborhood may require an explanation from MnDOT as to why they were not receiving a sound wall.

Mr. Adams indicated this neighborhood would not receive a five decibel decrease in noise, and therefore would not be receiving a sound wall.

Councilmember Holmes asked if there would be a noise wall on I-35W from I-694 to County Road D.

Mr. Adams reported there would be no noise wall north of County Road E2 to I-694 on the Arden Hills side.

Mayor Grant questioned if an 80 yard connection could be added to the County Road F ramp to the cloverleaf to improve traffic flow for Arden Hills' residents.

Mr. Adams stated he would look into this further and would ask the question. He did not believe MnDOT would likely support this connection.

Mayor Grant looked forward to hearing back from MnDOT regarding this issue.

C. Public Works Presentation

Acting Public Works Director Anderson hosted a shop tour and provided comment on some of the recent additions to the Public Works Equipment fleet. He then gave a presentation on work the Public Works Department would be involved in this spring. He noted the increased workload led to the use of more technology to increase efficiencies. He explained the Gopher One locates had become a huge drain on his department as the number of requests had gone up 44%. This work required one-half of a person devoted to locating utilities.

Acting Public Works Director Anderson reported another major focus for the Public Works Department staff was the monitoring of the City's 14 lift stations. He provided comment on how staff monitored the alarms and kept the lift stations working round the clock. He discussed how the City was utilizing the mobile 311 app. It was noted staff was also working on sign replacement within the City.

Acting Public Works Director Anderson explained the Public Works staff was also addressing problem water mains within the City. He discussed the number of valves and lines that his department was responsible for. He indicated a valve replacement plan would be implemented in 2016 to assist with reducing the number of water line breaks. He commented the City's new jetter has assisted the Public Works Department with keeping the City's water and sewer lines properly maintained. The great strides the City has made on lining its sanitary sewer lines was reviewed. He commented on the storm sewer improvements and repairs the City has been making. It was noted 23 rain gardens were included in the 2015 PMP project.

Councilmember Wicklund asked what the greatest challenges were for Public Works and asked how many FTE's they had.

Acting Public Works Director Anderson discussed the department's biggest challenges and noted the number of Public Works full time and seasonal employees.

Councilmember Wicklund was shocked by all of the work that was completed by the Public Works Department on a daily, weekly and annual basis. He was intrigued by how staff was utilizing technology to streamline Public Works tasks.

Councilmember Holden questioned how the Public Works Department was addressing the City's stormwater ponds.

Acting Public Works Director Anderson reported the City was required to create a pond maintenance program over the next five years. He stated the City does not have a full-fledged program in place at this time.

Councilmember Holden requested further information on the cost benefit analysis of having lights on at the City's skating rinks.

Acting Public Works Director Anderson explained the lights were push button at Cummings and the cost was \$1,500. He reported staff did not have a way to monitor usage. He believed it was beneficial at some rinks to have an attendant. He indicated the skating rinks were an anomaly and each year usage varied depending on winter weather.

Mayor Grant understood the Arden Hills Foundation was considering funding the push button light controls at other rinks.

Councilmember Holden inquired if the Public Works Department had a list of tools and equipment, and where it was stored.

Acting Public Works Director Anderson stated equipment was stored in different locations based on the season.

Councilmember Holden commented that the Council may want to consider keeping a portion of the old City Hall property for additional storage for additional Public Works storage.

Further discussion ensued regarding the City Hall generator.

Councilmember Holden asked if there was a market for used generators.

Acting Public Works Director Anderson believed there would be a market for this generator.

Councilmember Holden questioned what percentage of the City's manholes have been replaced.

Acting Public Works Director Anderson did not have an answer for this question. He explained he would have to review the City's maps in order to find an answer.

Mayor Grant asked how many water breaks the City had in 2015.

Acting Public Works Director Anderson estimated the City had six in 2015, four of which were along County Road E.

Mayor Grant thanked the Public Works Department workers for attending the worksession meeting.

D. Public Works Retirement

Interim City Administrator/Director of Finance and Administrative Services Iverson stated the City Council has received a letter from Dave Winkel, Public Works Maintenance Worker,

announcing his intent to retire from the City on February 29, 2016. It was noted the letter was received while she was out on vacation, thus it was not put on a previous City Council meeting. Staff would like to discuss with the City Council the timeline for advertising and filling this position.

Mayor Grant questioned if this was a busy time of the year for the Public Works Department.

Acting Public Works Director Anderson commented that the department would soon be very busy.

Mayor Grant asked how long the hiring process would take.

Interim City Administrator/Director of Finance and Administrative Services Iverson anticipated the hiring process would take at least two months.

Councilmember Holden questioned if the posting time period could be less than two weeks.

Mayor Grant did not recommend this time period be shorter than two weeks as this may reduce the number of qualified candidates that apply for the position.

The City Council supported this item being placed on the February 29, 2016 City Council agenda.

E. Discussion on Mounds View High School Athletic Field Improvements

City Planner Streff stated that the property is located in the R-1 - Single Family Residential District where general educational uses and their facilities are permitted by Conditional Use Permit (CUP). The Mounds View High School operates under a CUP, which was granted for the site in 1978. The original CUP has been amended from time-to-time as the school and campus have expanded over the years. The property is located at 1900 Lake Valentine Road which is generally positioned north of County Road E2 West, south of Lake Valentine Road, east of Interstate 35W, and west of Snelling Avenue North.

City Planner Streff reported that the High School is proposing to replace the existing scoreboard located at the football stadium with a new scoreboard that utilizes modern technology for its sound, display, and messaging functions. The new scoreboard as proposed would be constructed in the same general location at the south end of the stadium and would be approximately 12'-8" in width by 32' in length. Included in the upgrade proposal for the football stadium is the replacement of the existing press box which is located along the top edge of the west bleachers. The new press box would be 54' in length and 9' wide. The existing press box is 30' long and 8' wide. The applicant is also requesting to construct a 20' by 20' storage shed next to the baseball field between the batting cage and the bleachers. Staff requested the Council review and provide feedback on the proposed scoreboard and press box replacement at the football stadium and the proposed construction of a storage shed at the baseball field.

Councilmember Holden asked what time the lights had to be off at the Mounds View High School.

City Planner Streff indicated the lights had to be off at 10:00 p.m.

Councilmember Wicklund requested staff provide Council with a copy of the Mounds View High School conditional use permit when this item proceeds to Council for formal action.

City Planner Streff stated that he would provide this as an attachment to the Planning Case.

Robert Madison, Activities Director at Mounds View High School, thanked the Council for their time. He explained that the school works to be a good neighbor and stated he was not aware of any time the stadium lights were on after 10:00 p.m. He commented that he does receive an occasional call concerning the noise coming from the stadium.

Mr. Madison provided the Council with a short presentation on the proposed athletic field improvements at the Mounds View High School. He described how the press box and scoreboard would be improved. It was noted the press box improvements would provide additional space for coaches and media members. He reported the new scoreboard would be a Daktronics LED multi-activity board with no advertisements. He explained the new scoreboard came with one speaker that would direct all sound into the stadium. All other speakers within the stadium would be removed.

Councilmember Holden requested further information on the lighting within the press box.

Mr. Madison anticipated one light may be on for up to 30 minutes after a game to allow coaches and/or reporters to finish up their work.

Councilmember Holden encouraged the school to have the lights within the press box to be on separate switches to ensure only one light will remain on. She asked what material would be on the outside of the press box.

Mr. Madison commented the press box would have a metal roof and siding.

Councilmember McClung requested further information on the new sound system and how other school districts are managing the new technology.

Mr. Madison knew East Ridge, Stillwater and Woodbury already had the same scoreboard system in place. He reported he could reach out to the Activities Directors at these school districts to gain further information on the sound system.

Councilmember Holden questioned if the LED lighting brightness would be adjustable. She wanted to be sure the LED lights were dimmed in the evening hours.

Mr. Madison stated he would have a Daktronics representative with him at the Planning Commission to address these specific issues.

Mayor Grant inquired if the scoreboard would be visible from Lake Valentine Road.

City Planner Streff stated the scoreboard would be visible from this roadway.

Councilmember Holden asked why the new scoreboard would be two feet higher.

Mr. Madison discussed how the new scoreboard would be installed and aligned within the stadium.

Councilmember Wicklund inquired if the City had any decibel level ordinances in place.

City Planner Streff explained Arden Hills did not have anything within its City Code, but rather deferred to EPA requirements.

Councilmember Wicklund questioned if the school district was in contact with the neighbors regarding the proposed changes at the stadium. He suggested the school district hold an informal meeting with the neighborhood.

Mr. Madison indicated he had been in contact with the neighbors when the baseball stadium was constructed. He anticipated many of the neighbors would be attending the Planning Commission meeting.

Councilmember Holden inquired why the size of the scoreboard had to change.

Mr. Madison stated after reviewing the size of the stadium, Daktronics made a recommendation to the school district regarding the scoreboards size and sound system. He reported the scoreboard would be on the small side based on Daktronics recommendation.

Councilmember Holden requested further information on the sound system.

Mr. Madison reviewed a diagram and pamphlet regarding the sound system with the City Council.

Councilmember McClung encouraged Mr. Madison to have additional information available regarding the sound system for the Planning Commission meeting.

Further discussion ensued regarding noise and light pollution.

Mayor Grant recommended a dimmer be mandatory on the LED scoreboard. He understood the new scoreboard had directional sound technology. He looked forward to seeing additional information regarding how this would work in the stadium.

Councilmember Holden questioned when the most recent storage shed was built.

Mr. Madison indicated the storage shed was built three years ago at the north end of the stadium. He commented the 20' x 20' storage shed would assist the school district in keeping all of its equipment indoors. He reviewed the building materials that were selected for this shed.

Councilmember Wicklund recommended the building materials for the sheds match.

Mayor Grant agreed with this suggestion and believed this would create a cohesive look within the stadium. He stated he did not object to the new press box or scoreboard. He looked forward to reviewing this item further at the upcoming Planning Commission meeting.

F. Personnel Policy

Interim City Administrator/Director of Finance and Administrative Services Iverson stated the Personnel Committee has been working on updating the Personnel Policy over the last year. The current Policy was last updated in 2004 with minor updates occurring over time. The Committee has gone over the entire policy and has used the LMC's new updated sample policy language on most sections to bring the policy in compliance with current Federal and State laws. The City Attorney has also provided feedback and made revisions. Some sections were changed and approved earlier this summer by the Council; such as, PTO and the maximum deposit into HSA accounts. These changes have been incorporated into the new document.

Interim City Administrator/Director of Finance and Administrative Services Iverson indicated staff has a clean copy and two versions showing the changes with comments and notes from the City Attorney and a copy showing the changes with notes from the Personnel Committee. Staff requested feedback on the basic policy and noted she would then proceed to clean the document up and present it for approval to the City Council at the next meeting on February 29, 2016.

Councilmember Holden believed the proposed changes to the personnel policy were hard to follow.

Interim City Administrator/Director of Finance and Administrative Services Iverson discussed how she incorporated the City Council and City Attorney changes.

Councilmember Holden discussed an issue she had with the Personnel Policy. She commented that if an exempt employee took off less than four hours in a work day this was not calculated into PTO. She feared that this could be interpreted to mean that employees could take three hours off every day. She recommended that this portion of the policy be amended.

Interim City Administrator/Director of Finance and Administrative Services Iverson reviewed Attachment C with the City Council noting the corrections from both the City Council and the City Attorney.

Councilmember Wicklund asked if the Personnel Policy had to be approved by the City Council.

Mayor Grant commented the City Council would wordsmith the document this evening and it would be brought forward on February 29, 2016, for approval.

Councilmember Holden expressed concern with the use of social media on City issued cell phones. She questioned if the City wanted to address this issue and require employees to carry two cell phones (personal and City-owned) or provide these phones and forego the social media concerns.

Acting Public Works Director Anderson reported most of the Public Works employees carried two cell phones.

Councilmember McClung asked if there was any liability for items that appear on the City that are non-City related/inappropriate.

Councilmember Holden stated this was also a concern for her.

Interim City Administrator/Director of Finance and Administrative Services Iverson explained she had a City-owned phone, but noted she preferred to use her personal phone for City business than to carry around two cell phones.

Mayor Grant questioned how much data City staff was using on their cell phones.

Acting Public Works Director Anderson was uncertain as he had not ever reviewed a cell phone bill for the City of Arden Hills.

Interim City Administrator/Director of Finance and Administrative Services Iverson reported the City had unlimited minutes and data.

Mayor Grant was in favor of staff reviewing the amount of data that was being used. He believed that the City's bill could be reduced if small amounts of data were being used by employees.

Interim City Administrator/Director of Finance and Administrative Services Iverson indicated she spoke with a Verizon cell phone representative quarterly to assess the City's usage and to see if a switch should be made to a more cost effective plan.

Councilmember Wicklund encouraged the City to continue providing every employee with a phone, but require all personal use to be done on another phone.

Councilmember Holden feared that employees with two phones would have crossover issues by receiving voice mails and emails on their personal phone for work.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated if she conducts City business on a personal phone, her phone would have to be open for review. She explained she kept all of her Arden Hills emails separate from her personal emails. She then reviewed the City's cell phone use policy.

The consensus of the City Council was to not allow City cell phones to be used for personal use.

Councilmember Holden discussed the City's tuition reimbursement policy. She noted all classes have to be job related in order to receive reimbursement. In addition, the City employee would have to receive prior approval from staff and the Personnel Committee.

Councilmember Wicklund asked if any City employees have asked for full degree programs.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated some employees have asked.

Councilmember Wicklund questioned if these employees then have to remain with the City of Arden Hills for any length of time.

Interim City Administrator/Director of Finance and Administrative Services Iverson suggested this language be added to the policy. She commented she has seen cities require one or two years.

The Council recommended the policy be amended to require employees to stay with the City of Arden Hills for one year after completion of their degree program.

Councilmember Holden commented on the drug testing language.

Interim City Administrator/Director of Finance and Administrative Services Iverson reviewed the language within this section in further detail with the Council.

Councilmember Holden asked why the political reference was taken out of Page 33. She believed this language was part of every employment policy.

Interim City Administrator/Director of Finance and Administrative Services Iverson commented this language was covered in another section of the personnel policy.

Councilmember McClung requested staff provide the City Council with a reference on where this language was within the policy.

Councilmember Holmes recommended the holiday reference for Christmas Eve and New Year's Eve refer to the afternoon and not the morning.

Interim City Administrator/Director of Finance and Administrative Services Iverson thanked Councilmember Holmes for catching this. She clarified that City Hall was open on Christmas Eve and New Year's Eve from 8:00 a.m. to noon.

Mayor Grant questioned how the Council wanted to proceed with the personnel policy.

Councilmember McClung stated he would like to see the political language reference within the personnel policy.

Councilmember Wicklund commented it would benefit him to see one "final" document prior to the February 29, 2016, City Council meeting without red-lines or comments.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated she would address the comments and concerns of the Council prior to the next Council meeting.

2. COUNCIL COMMENTS AND STAFF UPDATES

Mayor Grant reported Harry Brull contacted him by phone regarding a potential City Administrator candidate that lives in Siren, Wisconsin. He asked if the Council wanted to consider this candidate now or wait to continue the hiring process this summer.

Councilmember Holden supported the City Council interviewing the potential candidate.

Councilmember Wicklund requested further information on the process typically used in hiring a candidate.

Mayor Grant described the process the City has followed to date.

Councilmember Holden stated the City had no way of knowing if there would be better or more candidates available this summer. She indicated there were a number of cities in the metro area looking for City Administrators at this time.

Mayor Grant understood this to be the case.

Councilmember Holden believed it would not harm anything to interview the potential candidate that was recommended by Harry Brull.

Councilmember McClung stated he was inclined to wait until this summer.

Interim City Administrator/Director of Finance and Administrative Services Iverson discussed the potential applicant's resume with the Council.

Councilmember Holmes stated she could support the Council interviewing the candidate to find out further information as to why he wanted to relocate.

Councilmember Wicklund could support interviewing the candidate this summer or suggested the entire hiring process begin at this time.

The consensus of the Council was to wait on the interview until this summer.

Interim City Administrator/Director of Finance and Administrative Services Iverson questioned when the City Council wanted to repost the position.

The Council supported the City Administrator position being posted in June.

Interim City Administrator/Director of Finance and Administrative Services Iverson recommended that an all employee meeting be held and that Mayor Grant inform staff on how the City Council was proceeding with the City Administrator hiring process.

Mayor Grant was more than happy to attend this meeting and provide an update to staff on the hiring process.

Councilmember McClung questioned how long it would take to have a City Administrator in place if the position was posted in June.

Interim City Administrator/Director of Finance and Administrative Services Iverson anticipated the new City Administrator would not be working for the City until October.

Councilmember McClung commented he would like to have a discussion on how the Council wanted to move forward with the Public Works Director position.

Interim City Administrator/Director of Finance and Administrative Services Iverson suggested this matter be addressed at a future worksession meeting.

Councilmember Holden expressed concern with the traffic flow in and out of the pork chop.

Acting Public Works Director Anderson stated this was an enforcement issue that could be brought to the Sheriff's Department.

Councilmember Holden requested that staff also speak with the Sheriff's Department regarding the number of vehicles running red lights at Red Fox Road.

Interim City Administrator/Director of Finance and Administrative Services Iverson explained she would talk to the Sheriff's Department and the contract Cities at the meeting that Thursday.

Mayor Grant asked that staff clarify the offenders are coming from the City of Shoreview.

Councilmember Wicklund questioned how items were placed on the City Council worksession agendas.

Mayor Grant discussed how items were placed on agendas.

Councilmember Wicklund reported he would not be able to attend the March 14th City Council meeting.

ADJOURN

Mayor Grant adjourned the City Council work session at 9:35 p.m.

Julie Hanson
Deputy Clerk

David Grant
Mayor



DRAFT

Approved: March 28, 2016

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CLOSED CITY COUNCIL MEETING
FEBRUARY 29, 2016
6:30 PM - ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the special closed City Council meeting at 6:30 p.m.

Present: Mayor David Grant; Councilmembers Dave McClung, Brenda Holden, Fran Holmes and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator and Director of Finance and Administrative Services Sue Iverson; City Attorney Joel Jarnik, and Attorney Elisa Hatlevig.

1. APPROVAL OF AGENDA

The Council accepted the agenda as presented.

2. AGENDA ITEMS

A. Closed Session to Discuss Pending Litigation as Allowed Per State Law [M.S. § 13D.05 Subd. 3(b)]

The City Council and staff received a briefing from the League of Minnesota Cities Insurance Trust appointed Attorney, Elisa Hatlevig, regarding pending litigation.

ADJOURN

Mayor Grant adjourned the special closed City Council meeting at 6:55 p.m.

Sue Iverson
Interim City Administrator

David Grant
Mayor



Approved: March 28, 2016

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
FEBRUARY 29, 2016
7:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the regular City Council meeting at 7:00 p.m.

Present: Mayor David Grant, Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; Community Development Director Jill Hutmacher; Acting Public Works Director John Anderson; City Planner Ryan Streff; Senior Planner Matthew Bachler; and City Clerk Amy Dietl

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Mayor Grant requested the Personnel Policy be moved to the Consent Calendar.

Mayor Grant suggested the County Road E Bridge Pedestrian Lighting item on the Consent Calendar be removed and placed on a future worksession agenda for further discussion. The Council supported this item being discussed at the March 14, 2016, work session.

Mayor Grant recommended the 2016 Rain Water Garden Planting also be further explored by the City Council as well. The Council supported this item being discussed at the March 14, 2016, work session.

Councilmember Holden requested the Shoreline Lane Development Agreement Determination Letter be moved to the Consent Calendar.

Councilmember Holden requested to add Item 9C under New Business to allow for a discussion regarding Permit Inspections.

MOTION: Councilmember McClung moved and Councilmember Holmes seconded a motion to approve the meeting agenda as amended. The motion carried unanimously (5-0).

2. PUBLIC INQUIRIES/INFORMATIONAL

None.

3. PUBLIC PRESENTATIONS

- A. Mayoral Proclamation in Recognition of Dave Winkel, Public Works Maintenance Worker

Mayor Grant read a proclamation in full for the record recognizing Dave Winkel for his 38 years of dedicated service to the City of Arden Hills as a Public Works Maintenance Worker. He wished Mr. Winkel well in his retirement. A round of applause was offered by all in attendance.

4. STAFF COMMENTS

- A. Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

Community Development Director Hutmacher stated the pre-solicitation conference was held at Landmark Center in Saint Paul on Thursday, February 18, 2016. Over 30 people attended including developers and consultants. Although few questions were received during the meeting, approximately 12 questions were submitted by the deadline of 4:00 pm on Friday, February 19. Responses to all questions will be sent to all plan-holders and posted on the County's Onvia Demandstar site on Friday, February 26.

Community Development Director Hutmacher reported the majority of the 55 plan holders are from the planning, engineering and construction sectors, but 15 can be characterized as developers or from the real estate field. The County is marketing the solicitation through professional organizations including ULI (Urban Land Institute-Minnesota), NAIOP-MN (Commercial Real Estate Development Association) and MNCAR (Minnesota Commercial Association of Real Estate/Realtors).

Councilmember Holden questioned when the Master Developer Solicitation Review Committee would be meeting.

Community Development Director Hutmacher indicated this group had its first scheduled meeting at the end of February.

- B. Transportation Update

Acting Public Works Director Anderson discussed the County's Lexington Avenue at County Road F project which began in 2015. He described the work that would be completed in 2016 and anticipated the roadway would be down to one lane at times.

Acting Public Works Director Anderson reported the County was also working on the creek re-meandering project this year. The creek re-meandering would allow for the interchange work to be completed at County Road H. He provided further comment on the proposed roundabout at County Road H.

Acting Public Works Director Anderson explained MnDOT bid the County Road E2 Bridge project and anticipates construction would begin in several months. He stated the City of New Brighton would be opening bids on their project on Friday, March 4, 2016.

Acting Public Works Director Anderson commented on the MnDOT's I-694 third lane improvements project, noting this would be an extensive two-year project. He indicated the additional lane would serve as a MnPASS lane from Rice Street to Lexington Avenue. He encouraged residents that traveled I-694 daily to view the MnDOT website for updates throughout the summer.

Acting Public Works Director Anderson reported MnDOT would be completing an overlay of I-35W from Trunk Highway 36 to I-694.

Councilmember Holmes asked if staff knew how long the intersection of County Road H and Highway 10 would be closed.

Acting Public Works Director Anderson stated the bridge would be removed which meant the intersection could not be accessed until the bridge was replaced. However, he anticipated the intersection of County Road 10 and County Road H would remain open throughout construction.

Mayor Grant questioned what work New Brighton was proposing to complete on the other side of the County Road E2 bridge.

Acting Public Works Director Anderson reported New Brighton would be reconstructing 5th Street while also addressing the grade changes from the new bridge.

Mayor Grant inquired if both roundabouts would be completed with the County Road H project.

Acting Public Works Director Anderson commented both roundabouts would be completed with this this project.

5. APPROVAL OF MINUTES

- A. January 11, 2016, Special City Council Work Session
- B. February 8, 2016, Regular City Council

Councilmember Holden stated she had a change to the February 8, 2016, minutes on Page 7. The reference to the Goodwill break room should be changed to the Goodwill donation bay.

MOTION: **Councilmember Holden moved and Councilmember McClung seconded a motion to approve the January 11, 2016, Special City Council Work Session**

meeting minutes; and February 8, 2016, Regular City Council meeting minutes as amended. The motion carried unanimously (5-0).

6. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve Planning Case 16-004 – Boston Scientific – Site Plan Review and Deadline Extension Request – 4100 Hamline Avenue North
- C. Motion to Approve Resolution 2016-008 Regarding the Support of a Job Creation Fund Application in Connection with Land O’ Lakes, Inc.
- D. Motion to Approve Authorization to Accept Resignation and Authorize Advertisement of Public Works Maintenance Worker Position
- ~~E. County Road E Bridge Pedestrian Lighting~~
- ~~F. 2016 Rain Water Garden Planting, Engineering Services~~
- G. Motion to Approve Personnel Policy
- H. Motion to Approve Planning Case 15-026 – Development Agreement Determination Letter – 3177 Shoreline Lane

MOTION: Councilmember Holden moved and Councilmember McClung seconded a motion to approve the Consent Calendar as amended and to authorize execution of all necessary documents contained therein. The motion carried unanimously (5-0).

7. PULLED CONSENT ITEMS

None.

8. PUBLIC HEARINGS

None.

9. NEW BUSINESS

A. Personnel Policy

This item was approved on the Consent Calendar.

B. Planning Case 15-020 – Zoning Code Amendment – Retail and Thrift Business

City Planner Streff stated the *Retail Sales and Service* land use category in the Zoning Code is broadly defined and includes businesses that sell both new and used merchandise. Over the last several months, staff has completed research on the operational characteristics of thrift stores that distinguish these businesses from retail stores that sell primarily new goods.

City Planner Streff indicated that thrift stores operate differently than other retail businesses in that they receive used materials from the general public at their place of business and process

items for resale. Larger thrift stores often have unique operational characteristics related to managing the collection, processing, and disposal of donated items. These characteristics may include a dedicated donation drop-off area on the exterior of the building, use of container or semi-trailers for exterior storage, and larger waste and recycling collection areas for disposal of non-saleable items.

City Planner Streff reported that staff presented options for amending the Zoning Code to address thrift store businesses at the City Council Work Sessions on October 19, 2015, and December 21, 2015. The City Council directed staff to proceed with a Zoning Code Amendment that would create a new land use category for *Thrift Store* and establish specific Conditional Use Permit criteria for thrift store businesses. Additionally, the City Council agreed that the thrift store land use should only be allowed in the B-4 Zoning District and be classified as a conditional use.

City Planner Streff reviewed the proposed Ordinance amendments in detail with the City Council. He explained at the Planning Commission meeting on February 3, 2016, the Commission discussed the Code amendments for retail and thrift store establishments at length. The discussion largely focused on the limited Zoning Districts in which thrift stores would be either permitted or conditional and the need for additional standards for these establishments. The majority of the Commission agreed that the proposed Code amendments were reasonable in order to clarify the different uses, update the Land Use Chart, and to include the Conditional Use Permit criteria for thrift stores. The Commission recommended approval (3-2, Holewa and Bartel) of the proposed amendment but decided to also include the B-2, B-3, and I-Flex Districts as districts where thrift stores should be classified as conditional.

City Planner Streff stated that the Planning Commission reviewed Planning Case 15-020 at their regular meeting on February 3, 2016. The Planning Commission offers the following findings of fact for consideration:

General Findings:

- 1) The proposed amendments advance the City's land use goals by further clarifying the difference between the sale of new and used goods in order to achieve the highest possible development standards.
- 2) The proposed amendments advance the City's land use goals by creating development standards that visually enhance development and promote compatibility with nearby properties and neighborhood character.
- 3) The proposed amendments advance the City's land use goals by adopting specific Conditional Use Permit (CUP) criteria for Thrift Stores to ensure that that the vision of the City is met.
- 4) The proposed amendments advance the City's implementation strategies identified in the Land Use Chapter of the Comprehensive Plan to ensure the construction of high quality, sustainable, and aesthetically enhanced developments.
- 5) The proposed amendment advances the City's implementation strategies identified in the Economic Development Chapter of the Comprehensive Plan by identifying and promoting the market strengths of Arden Hills.

City Planner Streff indicated that the findings of fact for the Zoning Code Amendment support approval. The Planning Commission reviewed Planning Case 15-020 and recommended approval

(3-2, Holewa and Bartel opposed) for an amendment to Section 1305.04, Section 1320.05, and Section 1325.046 of the Zoning Code Ordinance, as presented in the February 29, 2016, Report to the City Council.

Mayor Grant understood there were some dissenting opinions from the Planning Commission. He asked how the thrift store use would be impacted if the B-2 Zoning District were removed.

City Planner Streff commented that the thrift store use would only be allowed as a conditional use in I-Flex, B-3, and B-4 Zoning Districts if the B-2 District was removed. He explained thrift store uses would be grandfathered in the B-2 Zoning District.

Councilmember Wicklund requested information on why the Council wanted to specifically allow thrift store uses in the B-4 zoning district.

City Planner Streff explained this was Council's initial direction to staff.

Councilmember Holden stated the Council was not interested in having additional thrift stores in the B-2 Zoning District.

Councilmember McClung added that after discussing the City's business zoning districts, it was determined the B-2 and B-3 Zoning Districts were not desirable given their prominent location along Lexington Avenue and County Road E. For this reason, the option was left for thrift stores to be located in the B-4 Zoning District.

Mayor Grant requested the Council consider which zoning districts were the most desirable for thrift stores going forward.

Councilmember Holden supported thrift store uses only being located in the B-4 Zoning District.

Councilmember Holmes questioned where the I-Flex Zoning District was located.

City Planner Streff reviewed the location of the I-Flex Zoning District with the Council.

Councilmember Holmes was in favor of thrift stores being located in the I-Flex and B-4 Zoning Districts, along with the Neighborhood Business Zoning District.

City Planner Streff discussed the location of the Neighborhood Business Zoning Districts in the City of Arden Hills.

Councilmember McClung did not support thrift stores being located within the Neighborhood Business Zoning District. He feared this would be a concern to the adjacent residential property owners.

Mayor Grant wanted to see thrift stores located only within the B-4 and I-Flex Zoning Districts.

Councilmember Wicklund agreed that thrift store uses would fit best in the B-4 and I-Flex Zoning Districts.

Councilmember Holden did not want to see thrift stores in the Neighborhood Business Zoning District.

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to adopt Ordinance No. 2016-003 in Planning Case 15-020 for an amendment to Chapter 13, Section 1305.04, 1320.05, and 1325.046, of the Arden Hills City Code, based on the findings of fact, as presented in the February 29, 2016, Report to the City Council.

AMENDMENT: Councilmember Holden moved and Councilmember Holmes seconded a motion to amend the Ordinance to only allow thrift stores as a conditional use in the B-4 and I-Flex Zoning Districts. The amendment carried (5-0).

AMENDMENT: Councilmember Holmes moved and Councilmember McClung seconded to amend the language on Attachment E suggesting the second bullet read: a business for which the stock of goods is primarily used and may include the following operational characteristics. The amendment carried (5-0).

The amended motion carried (5-0).

MOTION: Councilmember Holden moved and Councilmember McClung seconded a motion to approve publishing a Summary of Ordinance No. 2016-003. The motion carried (5-0).

C. Permit Inspections

Councilmember Holden explained the City had 660 open construction permits at this time. She reported there were 280 outstanding building permits, 55 electrical and a number of plumbing. She wanted to see staff address this issue prior to the building season getting underway in 2016. She supported the City hiring a part-time inspector for six months to assist the City in closing this gap and to prepare for the development of TCAAP.

Mayor Grant believed the City's building inspectors needed to speak further with the Council before moving forward on this item.

Councilmember Holden indicated she was hoping the Council could provide staff with direction and allow staff to seek part-time inspector candidates.

Councilmember Wicklund stated he would also like to see a proposal brought forth from staff that would address the concern before approving the hire of another inspector.

Mayor Grant supported the Council moving forward in this manner as well. He wanted to learn more about why the City had so many outstanding permits and believed it would benefit the Council to have a sit down discussion with its current inspectors.

Councilmember McClung questioned how many inspections the City typically had on a yearly basis. He supported the Council having additional information on this matter before moving forward. He recommended the Council discuss this topic further at an upcoming worksession.

Councilmember Holden recalled 10 years ago, the Council hired a part-time inspector to assist the City in getting caught up with its outstanding permits. She believed this action would again benefit the City prior to TCAAP being developed.

Mayor Grant commented the consensus of the Council was to further explore the outstanding permit situation at a future worksession meeting.

10. UNFINISHED BUSINESS

A. Planning Case 15-026 – Development Agreement Determination Letter – 3177 Shoreline Lane

This item was approved on the Consent Calendar.

11. COUNCIL COMMENTS

Mayor Grant announced with regret that Planning Commissioner Andy Holewa recently passed away. He discussed the numerous ways Andy Holewa had been involved in the community and sent his condolences to the Holewa family.

Mayor Grant reported Sherri Eisenbraun passed the permit technician exam and could now act as a certified permit technician for the City of Arden Hills.

Mayor Grant reviewed the 911 Dispatch call log with the Council and commented on the changes the dispatch center would be making when addressing mental illness cases and would now be receiving assistance from the Ramsey County Public Health Department.

Councilmember Wicklund stated he attended the Ramsey County League of Local Government meeting on February 25, 2016. He provided a summary of events this organization would be hosting in the coming weeks.

Councilmember McClung noted he also attended the Ramsey County League of Local Governments meeting on February 25, 2016. He reported 2016 would be Senator Scalze's last legislative session.

Councilmember McClung encouraged the public to participate in the Friends of the Ramsey County Parks tree sale this spring. He stated information regarding the tree sale was available on the City's website.

Councilmember Holmes explained she sent an email to Acting City Administrator Iverson regarding the Beyond the Yellow Ribbon campaign. She believed she had found two volunteers for this program and asked if the Council wanted to take any formal action.

The Council recommended this item be addressed by the City Council as a future consent item.

Councilmember Holmes discussed the Alliance for Sustainability Seminar stating it would be held on Monday, March 28, 2016. She noted this was a free seminar for staff from 1:00 p.m. to 4:00 p.m. noting another session would be held in the evening hours. She indicated she would be forwarding the details regarding this seminar to staff.

Councilmember Holmes supported the City Council discussing potential City Administrator candidates at the next worksession meeting.

Councilmember Holden stated she too attended the Ramsey County League of Local Governments meeting on February 25th and noted the City's Metropolitan Council Member, Marie McCarthy, was in attendance. She explained she spoke with Metropolitan Council Member McCarthy for quite a long time and requested her presence at a future meeting to discuss TCAAP.

Councilmember Holden suggested the City investigate the potential of putting some sort of emblem or logo on the City's sound walls.

Councilmember Holden commented on Wednesday, February 17, 2016, there was a meeting in Shoreview regarding TCAAP. She asked if staff was aware of this meeting. She supported the City holding a Public Meeting or Open House to explain where the TCAAP planning process was at this time.

Councilmember Holden wanted the name Rice Creek Commons to only be used for marketing purposes. She feared that the numerous references to Rice Creek in Shoreview would lead people to believe the new development was in Shoreview and not Arden Hills. She stated one way to eliminate the confusion would be to refer to the site as Rice Creek Commons of Arden Hills.

Councilmember Wicklund recommended this concern be addressed with the JDA.

Councilmember Holden reviewed the minutes of the Wednesday, February 3, 2016, Planning Commission meeting. She provided clarification on several of the comments that were made at the meeting.

Councilmember Holden discussed the recent housing meeting she attended and encouraged the Council to consider what type of rental housing policies should be put in place prior to the development of TCAAP. She asked that staff provide the Council with a map of the homes within the City that were considered affordable housing.

Councilmember Holden requested staff provide her with a list of grants that Ramsey County had received for TCAAP.

Mayor Grant asked if the City would be applying for bridge bonding. He supported the City applying again this year.

ADJOURN

MOTION: Mayor Grant moved and Councilmember Holden seconded a motion to adjourn. The motion carried unanimously (5-0).

Mayor Grant adjourned the regular City Council meeting at 8:17 p.m.

Amy Dietl
City Clerk

David Grant
Mayor



Approved: March 28, 2016

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
FEBRUARY 29, 2016
ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the special City Council work session at 8:20 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; Community Development Director Jill Hutmacher; City Planner Ryan Streff; and City Clerk Amy Dietl

1. AGENDA ITEMS

A. Red Fox Business Center – Building 1 Façade Discussion

City Planner Streff explained on February 23, 2015, the City Council approved Planning Case 14-036 for a Master and Final Planned Unit Development (PUD) and Conditional Use Permit (CUP) for the Red Fox Business Center located at 1235 Red Fox Road for the construction of two multi-tenant light industrial buildings.

City Planner Streff stated the approved PUD included a specific plan set for the development that addressed amongst other things, the façade materials to be used on the two buildings. The approved development plan set indicates where windows and doors will be located, areas where decorative metals and aluminum will be used, and where different colors and aggregate techniques will be used to reduce the monotony of large tilt-up panels and to provide architectural interest.

City Planner Streff reported at the City Council Work Session on June 15, 2015, the Council discussed a change in façade design for the two buildings. The discussion of this change was prompted by condition #18 of the PUD that stated “The Developer shall provide additional façade treatments on the south façade (loading dock area) of Building 2 similar to the north façade but not requiring use of the anodized aluminum materials”. The proposed façade change included a horizontal sand colored band along the top edge of the building wall and the removal of a third

color along with bottom edge of each building. The Council supported this change and the two buildings were constructed using this design.

City Planner Streff explained as with any building project, certain inspections are required as the developer nears the completion of the project. Staff conducted a façade inspection of the building shells on February 11, 2016, and found that the west elevation on Building 1 was missing a large bank of windows and other façade enhancement around the window opening area. The omission of the windows and façade enhancements were not included in the approved PUD plan set or the plan set that was submitted to the City for the building permit plan review. Staff believes that the change in façade for Building 1 is significant and requires a PUD Amendment in order for the change to be permitted.

City Planner Streff stated the developer has informed the City that the prospective tenant for this space is scheduled to begin moving in on March 1, 2016. The City Council is asked to provide direction on whether a Temporary Certificate of Occupancy could be issued in advance of this issue being resolved.

City Planner Streff indicated staff has consulted with the City Attorney on this matter and it has been determined that a PUD Amendment would be required for these façade changes. If the Council shows support for the façade changes as constructed, staff will work with the applicant and the City Attorney to prepare a PUD Amendment. The amendment in this case is not required to go back to the Planning Commission unless the Council directs staff to proceed to the Planning Commission first.

City Planner Streff requested the City Council discuss the façade changes to Building 1 of the Red Fox Business Center and provide feedback to the developer regarding these changes.

Councilmember Wicklund questioned how the City typically addressed minor changes to a PUD.

City Planner Streff explained all minor changes are submitted to staff and are reviewed by the building, engineering and planning departments.

Councilmember Wicklund asked how the City has managed a situation like this in the past.

City Planner Streff stated he was not aware of this happening in the past.

Community Development Director Hutmacher commented this was a very unusual situation and explained that commercial projects do not typically have any significant changes that occur during the actual construction without prior City approval.

Councilmember Holden inquired if the City could keep the building occupants off the premises.

City Planner Streff indicated it would be difficult for the City to require a business to vacate the premises if allowed to move into the space. He explained he spoke with the City Attorney regarding this matter and was advised that City staff should not be issuing a certificate of occupancy until the Council reviews the façade changes.

Nick Roberts, Red Fox Business Center representative, understood his tenant would not be able to move in until the issues were resolved with the City. He discussed why a change was made to the building and explained why changes were made during construction. He assumed the new windows would be fine; however, there were some design issues. In hindsight, he knew he had made a mistake and wished he had come to the City. It was his hope he would be able to find a solution that worked for everybody.

Mayor Grant discussed the previously approved plan and the process that was to be followed for changes to the approved plan. He asked if the Council had questions for Mr. Roberts.

Councilmember Holmes requested further information on the changes that were made to the building.

Mr. Roberts commented on the changes that were made to the building and noted several windows were omitted.

Councilmember Holmes asked if Mr. Roberts had any suggestions on how additional windows could be added.

Mr. Roberts stated windows could potentially be added, however, this would mean the existing panels would have to be removed. He stated a concrete wall would also have to be constructed between the windows and the electrical transformer.

Councilmember Holmes questioned if Mr. Roberts was thinking of leaving the building as is.

Mr. Roberts stated this was the case.

Councilmember McClung inquired where the transformer was supposed to be located.

Mr. Roberts indicated there was discussion of moving the transformer to the south side of the building, or move it within the building. However, this would have required the meters to be visible from the street.

Councilmember Wicklund understood a mistake occurred. He stated this whole situation was a non-issue for him. He encouraged the City and the Council to fast-track a solution and did not want to see this mistake happen again.

Mayor Grant discussed the City's options. He did not think it was reasonable to cut into the tip-up concrete panels. He understood that one option would be for the building to remain as is.

Councilmember Holden asked if the proposed tenant would be the only occupant of the building.

Mr. Roberts stated he had two tenants ready to occupy the building.

Councilmember Holden questioned if the occupancy of Building 2 could be tied to Building 1. She explained this building was on a prominent corner. She stated the windows were placed on

this building for a purpose and she believed a decorative element should be placed on the corner of this building. She was not in favor of leaving the building as is.

Mr. Roberts inquired if the City would support granting temporary permits and then allow the developer to plant additional landscaping at the corner of the building.

Councilmember Holden did not support this recommendation.

Mayor Grant believed that it was reasonable to assume there would be landscaping at this corner to screen the trucks. He indicated this would be far less expensive than trying to install windows at this point in time. He stated the windows were originally required to give the building more of an office look.

Councilmember Wicklund supported granting temporary permits requiring the applicant to plant additional landscaping.

Councilmember Holden wanted this corner of the building to have a more professional look and feel.

Councilmember Holmes would also support the additional screening and granting of temporary permits. She believed it would be too onerous to require the developer to install the windows at this time. It was her opinion this was the most reasonable way for the City and the developer to move forward.

Councilmember Holden understood there was 20 feet on the northeast corner where trees could be planted. She stated this would shade the entire building considerably.

Councilmember McClung wanted to review a screening plan from the developer. He did not believe the Council would be able to create this tonight. He understood the transformers created a problem for the developer.

Mayor Grant believed the developer would be able to adequately determine how to screen the transformers. He questioned if this matter could be turned over to staff.

Councilmember Holden discussed the fake windows that are placed on movie theaters and questioned if this could be used on this building, along with screening.

Mr. Roberts reiterated that the transformer location was known after the plans were approved by the City. He stated this had a substantial impact on the building plans.

Councilmember Holden felt the bank of windows was significant given the fact the City did not want a warehouse building on this corner.

Mr. Roberts wanted his building to look nice. He commented again on how the transformer impacted his plans for the building.

Mayor Grant asked if there was a window type that could be installed without cutting into the tip up panels.

Mr. Roberts commented on several window-type products that may work on this building.

Councilmember Wicklund believed there was consensus of the Council to grant the temporary occupancy permits and that the only issue that remained was with the screening of the building.

Mayor Grant agreed this was the direction of the Council.

Councilmember Holden requested that the developer still pursue some type of window medium that could be adhered to the exterior of the building.

Mr. Roberts supported the building being further screened and stated he did not want to attract undo attention to the building with fake windows. He wanted the building to blend into the corner.

Mayor Grant stated there was general agreement for staff to work with the developer on additional screening.

Councilmember Holden requested that this item be reviewed by the Council at a future meeting.

Councilmember Holmes did not believe the matter had to come back to the City Council. She encouraged the Council to work with Roberts Management on this issue given their level of commitment to the City of Arden Hills.

Mayor Grant agreed, stating Lexington Station was a high quality development in the City.

Councilmember McClung supported Councilmember Holmes. While he was upset the approved plans were not followed, he understood that Roberts Management had completed great work in the community. He did not anticipate the developer would make the same mistake again in Arden Hills.

Community Development Director Hutmacher reported this matter would have to come back to the City Council for a PUD amendment.

Mayor Grant recommended the item be brought back to the Council on a future Consent Calendar and directed staff to move forward with granting temporary occupancy permits.

Mr. Roberts thanked the Council for working with him to resolve this issue.

2. COUNCIL COMMENTS AND STAFF UPDATES

Councilmember Holden requested staff investigate the GreenStep Cities Program.

Mayor Grant was in favor of the Council reviewing its previous goals.

Councilmember Wicklund questioned what was required of him as the Ramsey County League of Local Government liaison for the City.

Mayor Grant discussed the expectations of Council liaisons.

ADJOURN

Mayor Grant adjourned the special City Council work session at 9:13 p.m.

Amy Dietl
City Clerk

David Grant
Mayor



DATE: March 28, 2016
TO: Honorable Mayor and City Council Members
FROM: Sue Iverson, Acting City Administrator/Director of Finance and Admin Services,
 Dave Perrault, Finance Analyst
SUBJECT: Claims & Payroll

Requested Action:

- 1. Motion to Approve Consent Agenda Item – Claims and Payroll**

Supporting Documents:

Payroll

2016 Payroll #6	\$	84,759.67
Total Payroll	\$	84,759.67

Accounts Payable Claims Through 03/25/2016

Paid Claims (Check No 45559-Check No 45570)	\$	43,262.79
Paid Claims (Check No 45572-Check No 45588)	\$	22,192.36
Total Accounts Payable	\$	65,455.15
Total Claims	\$	150,214.82

CITY OF ARDEN HILLS

PAYROLL # 6

CHECKS DATED: 03/25/16

Biweekly:

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	5,953.55		EFT
SIT	2,457.59		EFT
FICA Oasdi	3,595.67	3,595.67	EFT
FICA Medicare	840.91	840.91	EFT
TOTAL TAXES	12,847.72	4,436.58	
Health Premium	2,113.84		A/P Check*
Dental Premium			A/P Check*
FSA Health Care Reimb.	133.33		A/P Check*
FSA Dependent Care Reimb.	383.33		A/P Check*
TOTAL FLEXIBLE SPENDING	2,630.50	0.00	
HSA Health Saving	627.59		
Health Care Savings Plan			EFT
Health Care Savings Plan-2%	288.46		EFT
Health Care Savings Plan-4%	13,900.62		EFT
TOTAL HEALTH SAVINGS	14,816.67	0.00	
PERA	4,037.39	4,655.06	EFT
ICMA	1,346.22	0.00	EFT
Central Pension Fund-Union	537.60		A/P Check*
MN State Retirement System	706.26		EFT
TOTAL RETIREMENT	6,627.47	4,655.06	
IUOE 49 Dues (Union)	117.25		A/P Check*
LTD/STD Insurance			A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	115.20		A/P Check*
Public Employee Long Term Care	93.72		A/P Check*
UNUM	42.55		A/P Check*
AFLAC	226.15		EFT
Avesis-Vision Care	5.43		A/P Check*
TOTAL VOLUNTARY	632.30	0.00	
Total Employee Deductions	37,554.66		
Net Payroll	0.00		
Direct Deposit	38,116.37		EFT
Gross Payroll Tie-Out	75,668.03		
STD/LTD Gross - Up	0.00		
Plus City Paid Benefit	9,091.64		
ICMA Benefit Held	0.00		
TOTAL PAYROLL COST	84,759.67		

FICA TIE-OUT	
Gross Payroll	75,668.03
Less Total FSA	2,630.50
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	73,037.53
FICA Oasdi @ 6.20%	3,595.67
FICA Medicare @ 1.45%	840.91

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the "Taxtel" Electronic Tax Deposit Service. Transfers are typically made two business days after the payroll date.

* A/P Checks can be found on the *ACCOUNTS PAYABLE Check Approval* report. Checks may be paid this week or the following week.

Accounts Payable

Checks by Date - Detail by Check Date

User: dave.perrault
 Printed: 3/25/2016 7:30 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0220 ALR0059438I	Minnesota Department of Labor & Industry Elevator Annual Inspec	03/21/2016 Elevator Annual Inspec	100.00
Total for this ACH Check for Vendor 0220:				100.00
ACH	0225 FEB16LS FEB16LS FEB16LS FEB16LS	Lillie Suburban Newspapers Feb Publishing/Newsletter Feb Publishing/Newsletter Feb Publishing/Newsletter Feb Publishing/Newsletter	03/21/2016 Feb Publishing/Newsletter Feb Publishing/Newsletter Feb Publishing/Newsletter Feb Publishing/Newsletter	41.58 62.37 27.72 69.80
Total for this ACH Check for Vendor 0225:				201.47
ACH	0339 0180199-1 0182674 0182682	Ferguson Waterworks 2516 Maint/Materials Maint/Materials Maint/Materials	03/21/2016 Maint/Materials Maint/Materials Maint/Materials	1,259.83 769.19 108.84
Total for this ACH Check for Vendor 0339:				2,137.86
ACH	0387 ICMAPR52016 ICMAPR52016	ICMA Retirement Trust- #302482 PR Batch 00100.03.2016 ICMA Employee Dedu PR Batch 00100.03.2016 ICMA Employee Perce	03/21/2016 PR Batch 00100.03.2016 ICM. PR Batch 00100.03.2016 ICM.	575.00 782.80
Total for this ACH Check for Vendor 0387:				1,357.80
ACH	1125 0187987	Bolton & Menk, Inc. LIFT STATION 11 ENG SVCS	03/21/2016 LIFT STATION 11 ENG SVC	3,283.26
Total for this ACH Check for Vendor 1125:				3,283.26
ACH	1223 2397715	Adam's Pest Control, Inc. Monthly Service	03/21/2016 Monthly Service	62.54
Total for this ACH Check for Vendor 1223:				62.54
ACH	1252 JAN16CKLEGAL JAN16CKLEGAL JAN16CKLEGAL JAN16CKLEGAL JAN16CKLEGAL	Campbell Knutson - Attorneys at Law Jan Legal Services Jan Legal Services Jan Legal Services Jan Legal Services Jan Legal Services	03/21/2016 Jan Legal Services Jan Legal Services Jan Legal Services Jan Legal Services Jan Legal Services	1,680.00 1,064.70 1,550.90 1,650.90 42.00
Total for this ACH Check for Vendor 1252:				5,988.50
ACH	1408 9059	Supply Solutions Supplies	03/21/2016 Supplies	78.72
Total for this ACH Check for Vendor 1408:				78.72
ACH	5596	Jamar Company	03/21/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	451152	Maint Materials	Maint Materials	58.00
			Total for this ACH Check for Vendor 5596:	58.00
ACH	6060 028-458745	Batteries Plus Maint Materials	03/21/2016 Maint Materials	79.80
			Total for this ACH Check for Vendor 6060:	79.80
ACH	6129 204-42058	Fast Signs Nameplate - Nambeth	03/21/2016 Nameplate - Nambeth	12.50
			Total for this ACH Check for Vendor 6129:	12.50
ACH	TOII MARTOKLEINSPEC	Tokle Inspections, Inc March Inspections	03/21/2016 March Inspections	8,394.60
			Total for this ACH Check for Vendor TOII:	8,394.60
45559	6999 160485-01	Anderberg Innovative Print Solutions Rec Guides 2016	03/21/2016 Rec Guides 2016	3,466.00
			Total for Check Number 45559:	3,466.00
45560	1700 CALTEXREFUND CALTEXREFUND	Cal Tex Electric Permit Refund 2015-00427 Permit Refund 2015-00430	03/21/2016 Permit Refund Permit Refund	1,858.00 1,660.00
			Total for Check Number 45560:	3,518.00
45561	5065 2016FMAMDUES	Fire Marshals Assoc. Of MN Annual Dues	03/21/2016 Annual Dues	40.00
			Total for Check Number 45561:	40.00
45562	0176 069304/a	Frattallone's Hardware, Inc. Materials	03/21/2016 Materials	0.33
			Total for Check Number 45562:	0.33
45563	5518 16260 16260 16260	KorTerra, Inc. Mapping Fee Mapping Fee Mapping Fee	03/21/2016 Mapping Fee Mapping Fee Mapping Fee	433.33 433.34 433.33
			Total for Check Number 45563:	1,300.00
45564	6402 2016BIZJOURNREN	Minneapolis/St. Paul Business Journal Subscription Renewal	03/21/2016 Subscription Renewal	95.00
			Total for Check Number 45564:	95.00
45565	0811 PRREL-000430	Ramsey County Election Contract Quarterly Payment	03/21/2016 Election Contract Quarterly P:	4,682.00
			Total for Check Number 45565:	4,682.00
45566	0282 0899-0028182457	Republic Services #899 FEB RECYCLING CHARGES	03/21/2016 FEB RECYCLING CHARGE	7,568.94
			Total for Check Number 45566:	7,568.94
45567	1193	SelectAccount	03/21/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1138982	March Dues	March Dues	33.76
			Total for Check Number 45567:	33.76
45568	0925 MAR16TMOBILE	T-Mobile Feb Charges	03/21/2016 Feb Charges	388.61
			Total for Check Number 45568:	388.61
45569	1300 090 0295324	UniFirst Corporation Mat service	03/21/2016 Mat service	92.95
			Total for Check Number 45569:	92.95
45570	9755 OSV000000365643	Verizon Networkfleet Inc Feb Charges	03/21/2016 Feb Charges	322.15
			Total for Check Number 45570:	322.15
			Total for 3/21/2016:	43,262.79
ACH	0192 9056867386	Grainger, Inc Parts/Maint	03/25/2016 Parts/Maint	258.10
			Total for this ACH Check for Vendor 0192:	258.10
ACH	0234 2162066	Mac Queen Equipment Inc. Parts for Sweeper 85105	03/25/2016 Parts for Sweeper 85105	806.40
			Total for this ACH Check for Vendor 0234:	806.40
ACH	0387 MAR16PR2ICMA MAR16PR2ICMA	ICMA Retirement Trust- #302482 PR Batch 00200.03.2016 ICMA Employee Perce PR Batch 00200.03.2016 ICMA Employee Dedu	03/25/2016 PR Batch 00200.03.2016 ICM PR Batch 00200.03.2016 ICM	771.22 575.00
			Total for this ACH Check for Vendor 0387:	1,346.22
ACH	0453 432704-CRC-1	Continental Research Corp. Chemicals	03/25/2016 Chemicals	1,859.00
			Total for this ACH Check for Vendor 0453:	1,859.00
ACH	0750 9761725632	Verizon Wireless Monthly Charges	03/25/2016 Monthly Charges	120.06
			Total for this ACH Check for Vendor 0750:	120.06
ACH	0922 16-008	North Suburban Access Corporation Monthly Contract	03/25/2016 Monthly Contract	257.40
			Total for this ACH Check for Vendor 0922:	257.40
ACH	1001 196110738-034	Sprint/Nextel Communications Monthly Charges	03/25/2016 Monthly Charges	169.28
			Total for this ACH Check for Vendor 1001:	169.28
ACH	1041 MAR16EXPTHLEN	Aaron Thelen Expense Report Reimb	03/25/2016 Expense Report Reimb	14.56
			Total for this ACH Check for Vendor 1041:	14.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	2226 97492	Sharrow Lifting Products Parts/Maint	03/25/2016 Parts/Maint	85.56
Total for this ACH Check for Vendor 2226:				85.56
ACH	5025 MAR16EXPENSE MAR16EXPENSE	Sara Grant Expense Report Expense Report	03/25/2016 Expense Report Expense Report	67.50 32.65
Total for this ACH Check for Vendor 5025:				100.15
ACH	6349 16-003	Mary Nosek March Publishing Charges	03/25/2016 March Publishing Charges	160.00
Total for this ACH Check for Vendor 6349:				160.00
ACH	8029 39137 39137 39137 39137 39137	MMKR & Co, PA Audit Services Audit Services Audit Services Audit Services Audit Services	03/25/2016 Audit Services Audit Services Audit Services Audit Services Audit Services	685.00 685.00 685.00 685.00 685.00
Total for this ACH Check for Vendor 8029:				3,425.00
ACH	ALPI 147045	Allegra Print & Imaging March Newsletter	03/25/2016 March Newsletter	1,582.94
Total for this ACH Check for Vendor ALPI:				1,582.94
ACH	JOHC 1-31581349971	Johnson Controls Repairs/Maint	03/25/2016 Repairs/Maint	127.68
Total for this ACH Check for Vendor JOHC:				127.68
ACH	ZARN 0158871-IN	Zarnoth Brush Works, Inc Parts for Sweeper 85105	03/25/2016 Parts for Sweeper 85105	446.00
Total for this ACH Check for Vendor ZARN:				446.00
45572	1199 220416	Anchor Scientific Inc. Maint Mainterials	03/25/2016 Maint Mainterials	561.54
Total for Check Number 45572:				561.54
45573	7504 2016MUSICTOGETH	Clarice Auluck-Wilson 2016 Music Together	03/25/2016 2016 Music Together	2,290.70
Total for Check Number 45573:				2,290.70
45574	0131 706366 706473 707022 707071	Beisswenger's How-To Store Parts Parts/Maint Parts Parts	03/25/2016 Parts Parts/Maint Parts Parts	14.62 9.43 10.79 2.99
Total for Check Number 45574:				37.83
45575	canon 15870530 15870530	Canon Financial Services Copier Services Copier Services	03/25/2016 Copier Services Copier Services	1,215.08 214.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45575:	1,429.50
45576	0617 38252	DAVE'S SPORT SHOP, INC. Adult softball	03/25/2016 Adult softball	879.48
			Total for Check Number 45576:	879.48
45577	0841 70079 70080	Ehlers & Associates, Inc. TCAAP Expenses Project Sapphire Expenses	03/25/2016 TCAAP Expenses Project Sapphire Expenses	840.00 977.50
			Total for Check Number 45577:	1,817.50
45578	0176 069367/A 069393/A	Frattallone's Hardware, Inc. Maint/Repairs Maint/Repairs	03/25/2016 Maint/Repairs	0.78 6.58
			Total for Check Number 45578:	7.36
45579	0210 548816	Kath Fuel Oil Service Sweeper 85105 Maint	03/25/2016 Sweeper 85105 Maint	116.00
			Total for Check Number 45579:	116.00
45580	0222 233866	League of Minnesota Cities Safety and Loss Workshop	03/25/2016 Safety and Loss Workshop	40.00
			Total for Check Number 45580:	40.00
45581	0245 21885	Midwest Fire Protection Inc. Annual Inspec	03/25/2016 Annual Inspec	245.00
			Total for Check Number 45581:	245.00
45582	8600 31706	Quality Flow Systems, INC Lift Station Parts	03/25/2016 Lift Station Parts	270.18
			Total for Check Number 45582:	270.18
45583	1193 006103032016	SelectAccount Monthly Charges	03/25/2016 Monthly Charges	33.76
			Total for Check Number 45583:	33.76
45584	0751 312600	Short Elliott Hendrickson, Inc. SEH Charges PW-12-0029-003-05	03/25/2016 SEH Charges PW-12-0029-00	1,382.42
			Total for Check Number 45584:	1,382.42
45585	0327 3295489262 32957997966	Staples Business Advantage Supplies Supplies	03/25/2016 Supplies Supplies	69.78 62.67
			Total for Check Number 45585:	132.45
45586	0576 M21978 M21978 M21978 M21978	TimeSaver Off Site Secretarial Secretarial/Minutes Secretarial/Minutes Secretarial/Minutes Secretarial/Minutes	03/25/2016 Secretarial/Minutes Secretarial/Minutes Secretarial/Minutes Secretarial/Minutes	293.13 136.00 218.00 370.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 45586:	1,017.63
45587	1248 135669543-001	United Rentals (North America), INC. Training - Christofore	03/25/2016 Training - Christofore	300.00
			Total for Check Number 45587:	300.00
45588	8568 1234857 1234925 1235513 CM672282	Viking Electrical Supply PW Parts PW Parts PW Parts PW Parts	03/25/2016 PW PARTS PW Parts PW Parts PW Parts	818.50 88.63 30.80 -65.27
			Total for Check Number 45588:	872.66
			Total for 3/25/2016:	22,192.36
			Report Total (56 checks):	65,455.15



MEMORANDUM

DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #15-021
Applicant: City of Arden Hills
Request: Zoning Code Amendment – Outdoor Display and Sales

Recommended Action

- 1) Motion to approve Ordinance Number 2016-004 in Planning Case 15-021 for an amendment to Chapter 13, Section 1305.04 and Section 1325.02 of the Arden Hills City Code based on the findings of fact as presented in the March 28, 2016, Report to the City Council.
- 1) Motion to approve publishing a Summary of Ordinance Number 2016-004 (4/5 vote required).

Background

The City Council directed staff to complete a review of the Zoning Code regulations on commercial outdoor display and sales in 2015. Retail stores and gas stations often have outdoor display areas for merchandise that cannot be stored inside or that is more easily kept outside because of size and weight. This would include items such as fuel, plants, landscaping materials, and salt. Currently, the Zoning Code does not address outdoor display and sales and the use is not specifically permitted or prohibited. Staff has interpreted the silence in the Zoning Code to mean that these activities are not permitted unless they have received previous land use approval from the City.

Ordinances from the cities of Brooklyn Park, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, and Roseville were reviewed to determine how other cities regulate outdoor displays and sales. Based on its research, staff drafted an amendment to the Zoning Code to permit these uses after administrative review and if certain performance standards are met. Draft regulations were

discussed by the City Council at several meetings in the fall of 2015 and staff was directed at the Work Session on January 19, 2016 to process the proposed Zoning Code amendment. The required public hearing and review for the amendment were held by the Planning Commission on March 9, 2016.

While it can be in a community's interest to allow outdoor display and sales for retail stores and service stations since it supports businesses and is an added convenience for customers, unregulated display areas can become disorderly. The purpose of the amendment is to put in place regulations to permit outdoor display and sales for certain businesses if standards on dimension area, location, screening, and merchandise are met.

Ordinance Number 2016-004 and the Summary for publication are included in Attachment A. The red-lined version of the proposed amendment has also been provided in Attachment B. The City Attorney has reviewed the Ordinance and approved of the proposed language.

Findings of Fact

Municipalities have broad discretion when reviewing and adopting zoning regulations. However, because the Zoning Code is a tool used to implement the City's Comprehensive Plan it is necessary to understand the connection between the two documents when reviewing proposed Zoning Code amendments.

The Planning Commission reviewed Planning Case 15-021 at their regular meeting on March 9, 2016. Draft minutes from the meeting are included in Attachment E. The Planning Commission offers the following findings of fact for consideration:

1. The proposed amendment advances the land use goals in the City's Comprehensive Plan because it provides land use regulations that promote development that is compatible with nearby properties and neighborhood character.
2. The proposed amendment advances the economic development goals in the City's Comprehensive Plan because it provides for land use regulations in commercial zones that provide flexibility for economic development while requiring high aesthetic standards.
3. The proposed amendment would support local businesses and provide a convenience for customers while establishing standards to limit the impacts of outdoor display and sales on adjacent properties.

Recommendation

The Planning Commission reviewed Planning Case 15-021 at their regular meeting on March 9, 2016, and unanimously recommends approval (4-0) of the proposed amendment to Chapter 13,

Section 1305.04 and Section 1325.02 of the Arden Hills City Code based on the findings of fact as presented in the March 28, 2016, Report to the City Council.

Proposed Motion Language

1. Approve the Ordinance as submitted (Recommended Action).
2. Approve the Ordinance with the following changes...
3. Deny the Ordinance with reasons for denial.
4. Table for additional information.

Notice

Notice on this planning case was published in the *Arden Hills/Shoreview Bulletin* on February 17, 2016.

Public Comments

The City has not received any public comments regarding this planning case.

Attachments

- A. Ordinance Number 2016-004 and Publication Summary
- B. Proposed Amendments to Section 1305.04 and Section 1325.02 - Red-lined Version
- C. Arden Hills Zoning Map
- D. Planning Commission Report, March 9, 2016
- E. Draft Planning Commission Meeting Minutes, March 9, 2016

ORDINANCE NO. 2016-004

CITY OF ARDEN HILLS RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 13, SECTION 1305.04 AND SECTION 1325.02, SUBD. 4 OF THE ARDEN HILLS CITY CODE

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 13, Zoning Code, Section 1305.04, Definitions, is amended to include the following definitions:

1305.04 Definitions

- Outdoor display and sales. The display of goods for sale or rent outside an enclosed building.

SECTION 2. Chapter 13, Zoning Code, Section 1325.04, Subd. 4 Accessory Outdoor Display and Sales, has been added to include:

Subd. 4 Accessory Outdoor Display and Sales.

A. Outdoor display and sales shall only be permitted as an accessory use on a property where the principal use is either Retail Sales and Services or Service Station.

B. Outdoor display and sales shall only be permitted in the following Zoning Districts: B-2, B-3, B-4, NB, and GB.

C. An Administrative Permit shall be required from the Community Development Department to allow outdoor display and sales of goods. The Community Development Department shall review a site plan and specifics of the proposed outdoor display and sales area and may issue the permit, subject to, but not limited to, the following requirements:

1. The total display and sales area shall be determined based on the following formula:

a. For properties with a principal building of 15,000 square feet or less in size, the permitted display and sales area shall be a maximum of 300 square feet.

b. For properties with a principal building greater than 15,000 square feet in size, the permitted display and sales area shall be

two percent of the base area of the principal building, but not to exceed 1,000 square feet.

2. Merchandise shall be stacked and/or arranged neatly on a hard surface and may be up to six feet in height.
3. The display and sales area shall be located adjacent to the principal building and on the side of the principal building with the main entrance. No merchandise shall be permitted to be displayed on Service Station islands.
4. The display and sales area shall not obstruct pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
5. The display and sales area shall not occupy or obstruct on-site parking spaces.
6. The type of merchandise displayed shall be limited to items which require an outdoor location, such as plants or fuel, and any items which because of large volume or weight are housed outdoors, such as vending machines, salt, or landscaping materials.
7. Outdoor display and sales areas shall be screened when located within 200 feet of a residentially zoned property.

SECTION 3. This Ordinance shall become effective the day following its publication.

PASSED and ADOPTED this _____ day of _____, 2016, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

Amy Dietl, City Clerk

Published in the _____ on _____, 2016.

**CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA**

**SUMMARY OF
ORDINANCE NO. 2016-004**

On the 28th day of March, 2016, the Arden Hills City Council adopted Ordinance No. 2016-004, and by the four affirmative votes pursuant to Minn. Stat. §412.191, Subd. 4, the Arden Hills City Council directed that a summary of Ordinance 2016-004 be published.

Ordinance 2016-004 is entitled “An Ordinance Amending Chapter 13, Section 1305.04 and Section 1325.02 of the Arden Hills City Code.” The primary purpose of the amendment is to create regulations for accessory outdoor display and sales uses in the City’s commercial Zoning Districts. The amendment establishes dimension and location standards for outdoor display areas and creates an administrative review and approval process for these uses.

A full copy of Ordinance 2016-004 is available for inspection by any person during regular business hours at the office of the City Administrator, 1245 West Highway 96, Arden Hills, Minnesota 55112. The Ordinance is also available online at <http://www.cityofardenhills.org>.

Chapter 13 – Zoning Code

Section 1305 - Rules, Scope, Interpretation, & Definitions

1305.04 Definitions. *(revised 01/20/11)*

- Ordinary high water level. The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape and as determined by the Minnesota Department of Natural Resources. The ordinary high water mark is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. *(revised 02/22/10)*
- Outdoor display and sales. The display of goods for sale or rent outside an enclosed building.
- Park facilities. The use of any lots or parcel of land and any structure or building thereon for public active and passive recreation purposes by the Arden Hills Parks and Recreation Department or the Ramsey County Parks and Recreation Department. *(added 11/25/13)*

Chapter 13 – Zoning Code

Section 1325 - General Regulations

1325.02 Accessory Uses.

Subd. 1 Accessory Retail Sales, Processing, and Storage. Accessory retail sales shall be permitted in industrial districts, and accessory processing, assembly, repair, and storage of materials shall be permitted in business districts when such uses are directly associated with the principal use, and when such accessory uses are clearly incidental.

Subd. 2 Day Care Facilities for Houses of Worship and Schools. Day care facilities for over ten (10) persons shall be considered as accessory uses for houses of worship and schools within all residential districts if located in the principal building.

Subd. 3 Home Occupations. Home occupations are allowed as either accessory uses or conditional uses depending on the characteristics of the operation.

A. All home occupations shall comply with the following conditions:

1. It shall not result in traffic, parking, noise, light, fumes and odors to such an extent that it is noticeable that the property is being used for non-residential purposes.
2. It shall be conducted entirely within the dwelling.
3. There is no exterior evidence of the home occupation.
4. It does not require any special entrances to the dwelling.

B. Class I Accessory Home Occupations.

1. Home Occupations will be permitted as accessory uses if they meet the conditions stipulated in the home occupation definition and following conditions:
 - a) The business is engaged only by the occupants of the premises;
 - b) The business activity does not occupy more than twenty-five (25) percent of the gross floor area of the dwelling;
 - c) There will be no patrons visiting the premises;
 - d) It requires no delivery of products other than those delivered by private passenger vehicle.

City of Arden Hills Chapter 13 Zoning Code

2. Applicants for Class I Accessory Home Occupations shall be required to obtain an Accessory Home Occupation Permit from the City prior to engaging the activity. Review by the Planning Commission and City Council is not required. Application forms as prescribed by the Administrator shall be accompanied by the following information:

- a) A photograph of the residence;
- b) A floor plan indicating the floor area to be used by the home occupation along with a tabulation of the total floor area and the floor area to be used for the home occupation;
- c) A statement describing the home occupation and the compliance with the required conditions; and,
- d) A copy of the state or county license or permit if such a license or permit is required by the state or county for the proposed home occupation.

C. Class II Conditional Accessory Home Occupations.

1. Home occupations may be allowed by Conditional Use Permit as regulated in Section 1355.04 Subd 3 if they meet the conditions stipulated above for all Home Occupations and the following conditions:

- a) The primary business activity shall be conducted by an occupant of the residence;
- b) One person not residing in the residence may be employed to assist in the business activity;
- c) It does not occupy more than thirty-three (33) percent of the floor area of the dwelling;
- d) It has a limited number of patrons visiting the premises;
- e) Off-street parking for no more than two (2) additional vehicles other than those required by the occupants shall be permitted. On-street parking shall not be used to satisfy required parking; and,
- f) It requires delivery of products to the premises no more than once per day.

2. Applicants for Class II Conditional Accessory Home Occupations shall follow the procedures prescribed in the Conditional Use Permit

section of Appendix A, Procedure Manual. The application shall be accompanied by the information required for Class I Home Occupations in Section 1325.02 above and a site plan showing any additional parking or other modifications to the site required to accommodate the home occupation. A copy of any required State or County license or permit as discussed in Class I Home Occupations shall be submitted prior to the issuance of a Conditional Use Permit, however, evidence that the proposed Home Occupation meets all the requirements for State or County licenses or permits shall be submitted with the Conditional Use Permit application.

3. In reviewing applications for Class II Conditional Accessory Use Permits for Home Occupations the City shall consider criteria which affect the appropriateness of a particular use in the location proposed, as discussed in Section 1355.04 Subd 3 and Appendix A, Procedural Manual.

Subd. 4 Accessory Outdoor Display and Sales.

A. Outdoor display and sales shall only be permitted as an accessory use on a property where the principal use is either Retail Sales and Services or Service Station.

B. Outdoor display and sales shall only be permitted in the following Zoning Districts: B-2, B-3, B-4, NB, and GB.

C. An Administrative Permit shall be required from the Community Development Department to allow outdoor display and sales of goods. The Community Development Department shall review a site plan and specifics of the proposed outdoor display and sales area and may issue the permit, subject to, but not limited to, the following requirements:

1. The total display and sales area shall be determined based on the following formula:

a. For properties with a principal building of 15,000 square feet or less in size, the permitted display and sales area shall be a maximum of 300 square feet.

b. For properties with a principal building greater than 15,000 square feet in size, the permitted display and sales area shall be two percent of the base area of the principal building, but not to exceed 1,000 square feet.

2. Merchandise shall be stacked and/or arranged neatly on a hard surface and may be up to six feet in height.

3. The display and sales area shall be located adjacent to the principal building and on the side of the principal building with the

main entrance. No merchandise shall be permitted to be displayed on Service Station islands.

4. The display and sales area shall not obstruct pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.

5. The display and sales area shall not occupy or obstruct on-site parking spaces.

6. The type of merchandise displayed shall be limited to items which require an outdoor location, such as plants or fuel, and any items which because of large volume or weight are housed outdoors, such as vending machines, salt, or landscaping materials.

7. Outdoor display and sales areas shall be screened when located within 200 feet of a residentially zoned property.

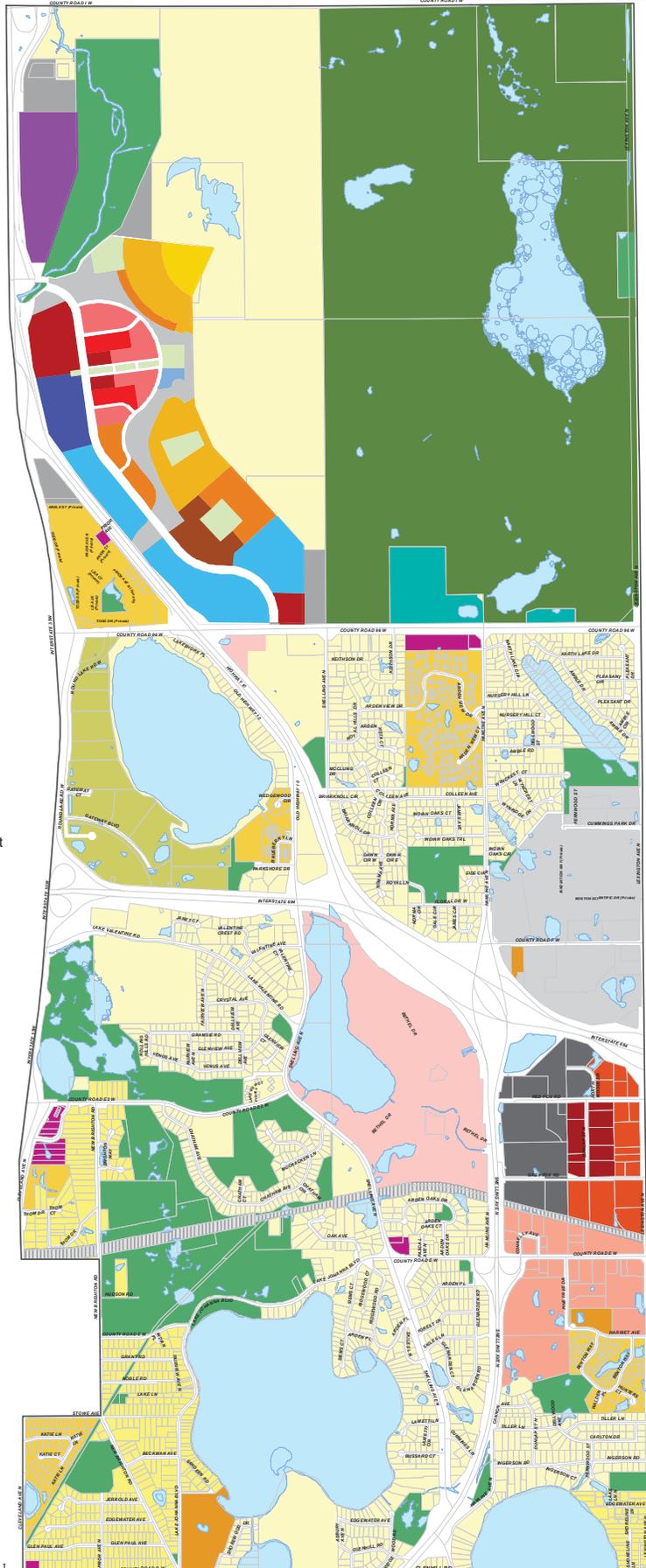


Zoning Map

- TRC CC – Campus Commercial
- TRC – Civic/Open Space
- TRC FO – Flex Office
- TRC RMU – Retail Mixed Use
- TRC NR-1 – Residential
- TRC NR-2 – Residential
- TRC NR-3 – Residential
- TRC NR-4 – Residential
- TRC NT – Neighborhood Transition
- TRC OMU – Office Mixed Use
- TRC OS – Open Space
- TRC TC – Town Center
- TRC – Water Infrastructure
- R-1 - Single Family Residential District
- R-2 - Single & Two Family Residential District
- R-3 - Townhouse & Low Density Multiple Dwelling District
- R-4 - Multiple Dwelling District
- B-1 - Limited Business District
- B-2 - General Business District
- B-3 - Service Business District
- B-4 - Retail Center District
- NB - Neighborhood Business District
- CC - Civic Center District
- GB - Gateway Business
- I-1 - Limited Industrial District
- I-2 - General Industrial District
- I-FLEX District
- POS - Parks and Open Space District
- CD - Conservation District
- Railroad
- ROW
- WATER

The zoning district designations represented on this map correspond to the City of Arden Hills official Zoning Map. Questions concerning the Zoning Map should be directed to City Hall. Zoning designations are subject to change. Please refer to the Zoning Code for complete information.

Adopted: April 12, 1993
Printed: November 2, 2015





DATE: March 9, 2016 PC Agenda Item **4.C**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #15-021 – Public Hearing Required
Applicant: City of Arden Hills
Request: Zoning Code Amendment – Outdoor Display and Sales

Requested Action

Consider approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, Report to the Planning Commission.

Background

The City Council directed staff to complete a review of the Zoning Code regulations on commercial outdoor display and sales in 2015. Retail stores and gas stations often have outdoor display areas for merchandise that cannot be stored inside or that is more easily kept outside because of size and weight. This would include items such as fuel, plants, landscaping materials, and salt. Currently, the Zoning Code does not address outdoor display and sales and the use is not specifically permitted or prohibited in the Land Use Chart (Section 1320.05). Staff has interpreted the silence in the Zoning Code to mean that these activities are not permitted unless they have received previous land use approval from the City.

Ordinances from the cities of Brooklyn Park, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, and Roseville were reviewed to determine how other cities regulate outdoor displays and sales. Based on its research, staff drafted an amendment to the Zoning Code to permit these uses after administrative review and if certain performance standards are met. The proposed regulations were discussed by the City Council at several meetings and staff was directed at the Work Session on January 19, 2016 to bring the proposed Zoning Code amendment to the Planning Commission for review and public hearing. The City Attorney has reviewed the amendment and has no concerns with the proposed language.

Discussion

While it can be in a community's interest to allow outdoor display and sales for retail stores and service stations since it supports businesses and is an added convenience for customers, unregulated display areas can become disorderly. The proposed amendment would put in place regulations to permit outdoor display and sales for certain businesses if standards on dimension area, location, screening, and merchandise are met. The following section provides a summary of the amendment, which is included in Attachment A.

1305.04 – Definitions

Staff is proposing that the following definition be added to Section 1305.04 of the Zoning Code for Outdoor Display and Sales: *The display of goods for sale or rent outside an enclosed building.*

1325.02 – Accessory Uses

Section 1325.02 of the Zoning Code includes additional regulations and requirements for accessory uses. A new Subdivision 4 would be added to this section specifically for outdoor display and sales. Provided below is a summary of the proposed regulations in this section:

Permitted Districts and Use Classification

Outdoor display and sales would be permitted in the following Zoning Districts: B-2 - General Business, B-3 - Service Business, B-4 - Retail Center, Neighborhood Business, and Gateway Business. The Arden Hills Zoning Map has been provided in Attachment B.

Outdoor display and sales would only be permitted as an accessory use on properties where the existing principal use is either Retail Sales and Services or Service Station.

Approval Process

An administrative permit would be required from the Community Development Department for outdoor display and sales areas. Applicants would be required to provide a site plan showing the location and dimensions of the display and sales area.

Dimension Standards

The following dimension standards would be used by staff when reviewing permits for outdoor display and sales:

- For properties with a principal building of 15,000 square feet or less in size, the permitted display and sales area would be a maximum of 300 square feet.
- For properties with a principal building greater than 15,000 square feet in size, the permitted display and sales area would be two percent of the base area of the principal building, but not exceed 1,000 square feet.

Location and Screening Standards

The following location and screening standards would be used by staff when reviewing permits for outdoor display and sales:

- Merchandise must be stacked and arranged neatly on a hard surface and may be up to six feet in height.
- Display area must be located adjacent to principal building and on side of building with main entrance. No merchandise permitted on service station islands.
- Display area must not obstruct pedestrian access on the site.
- Display area must not occupy or obstruct on-site parking spaces.
- Screening required for display and sales areas located within 200 feet of a residentially zoned property.

Merchandise Restrictions

The type of merchandise that could be displayed would be limited to items that require an outdoor location, such as plants or fuel, and any items that because of large volume or weight are kept indoors, such as vending machines, salts, or landscaping materials.

Findings of Fact

Municipalities have broad discretion when reviewing and adopting zoning regulations. However, because the Zoning Code is a tool used to implement the City's Comprehensive Plan, it is necessary to understand the connection between the two documents when reviewing proposed Zoning Code amendments. Staff offers the following findings of fact for the Planning Commission's consideration:

1. The proposed amendment advances the land use goals in the City's Comprehensive Plan because it provides land use regulations that promote development that is compatible with nearby properties and neighborhood character.
2. The proposed amendment advances the economic development goals in the City's Comprehensive Plan because it provides for land use regulations in commercial zones that provide flexibility for economic development while requiring high aesthetic standards.
3. The proposed amendment would support local businesses and provide a convenience for customers while establishing standards to limit the impacts of outdoor display and sales on adjacent properties.

Recommendation

Staff recommends approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission.

Notice

Notice on this planning case was published in the *Arden Hills/Shoreview Bulletin* on February 17, 2016.

Public Comments

The City has not received any public comments regarding this planning case.

Options & Proposed Motion Language

1. **Recommend Approval as Submitted:** Motion to recommend *approval* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission.
2. **Recommend Approval with Changes:** Motion to recommend *approval* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission, with the following changes...
3. **Recommend Denial:** Motion to recommend *denial* of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission: *findings to deny should specifically reference the reasons for denial.*
4. **Table:** Motion to *table* Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission: *a specific reason and information request should be included with a motion to table.*

Attachments

- A. Proposed Amendments to Section 1305.04 and Section 1325.02 - Black-lined Version
- B. Arden Hills Zoning Map
- C. City Council Work Session Minutes, January 19, 2016



Approved:

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, MARCH 9, 2016
6:30 P.M. - ARDEN HILLS CITY HALL**

PLANNING CASES

C. Planning Case 15-021; Zoning Code Amendment – Outdoor Display and Sales – *Public Hearing*

Senior Planner Bachler reported that the City Council directed staff to complete a review of the Zoning Code regulations on commercial outdoor display and sales in 2015. Retail stores and gas stations often have outdoor display areas for merchandise that cannot be stored inside or that is more easily kept outside because of size and weight. This would include items such as fuel, plants, landscaping materials, and salt. Currently, the Zoning Code does not address outdoor display and sales and the use is not specifically permitted or prohibited in the Land Use Chart (Section 1320.05). Staff has interpreted the silence in the Zoning Code to mean that these activities are not permitted unless they have received previous land use approval from the City.

Senior Planner Bachler indicated Ordinances from the cities of Brooklyn Park, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, and Roseville were reviewed to determine how other cities regulate outdoor displays and sales. Based on its research, staff drafted an amendment to the Zoning Code to permit these uses after administrative review and if certain performance standards are met. The proposed regulations were discussed by the City Council at several meetings and staff was directed at the Work Session on January 19, 2016 to bring the proposed Zoning Code amendment to the Planning Commission for review and a public hearing. The City Attorney has reviewed the amendment and has no concerns with the proposed language.

Senior Planner Bachler commented that while it can be in a community's interest to allow outdoor display and sales for retail stores and service stations since it supports businesses and is an added convenience for customers, unregulated display areas can become disorderly. The proposed amendment would put in place regulations to permit outdoor display and sales for certain businesses if standards on dimension area, location, screening, and merchandise are met.

Senior Planner Bachler reviewed the Definitions and Accessory Uses portions of the City Code.

Senior Planner Bachler provided the Findings of Fact for review:

1. The proposed amendment advances the land use goals in the City's Comprehensive Plan because it provides land use regulations that promote development that is compatible with nearby properties and neighborhood character.

2. The proposed amendment advances the economic development goals in the City's Comprehensive Plan because it provides for land use regulations in commercial zones that provide flexibility for economic development while requiring high aesthetic standards.
3. The proposed amendment would support local businesses and provide a convenience for customers while establishing standards to limit the impacts of outdoor display and sales on adjacent properties.

Senior Planner Bachler stated staff that recommends approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission.

Senior Planner Bachler reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted.
3. Recommend Denial
4. Table

Chair Thompson opened the floor to Commissioner comments.

Commissioner Lambeth asked how the City would be enforcing the proposed Code amendment.

Senior Planner Bachler stated that all businesses requesting an outdoor display area would be required to obtain an administrative permit and provide the City with a site plan showing where the outdoor display area would be located. Staff would review the plan based on the City Code requirements. A permit would be granted with specific standards and the City would be responsible for policing the permit.

Commissioner Lambeth questioned what kind of signage would be allowed on outdoor display areas.

Senior Planner Bachler commented that the proposed Code amendment does not address signage. Properties would be required to conform to the existing standards in the Sign Code.

Chair Thompson supported the proposed amendment and believed the City would now have an opportunity to educate business owners on what was and was not allowed within outdoor displays.

Commissioner Neururer asked how long the administrative permit would be in effect.

Senior Planner Bachler reported the permit would be permanent as long as the approved display area was not modified. If changes were made, a permit update may be required.

Commissioner Jones discussed the outdoor display area that was approved for the Frattalone's Ace Hardware store.

Senior Planner Bachler clarified that the City approved a Conditional Use Permit for a seasonal garden center for Frattallone's and that the outdoor display amendment being reviewed this evening was distinct from this.

Commissioner Jones inquired if the City addressed the seasonal turnover of outdoor products.

Senior Planner Bachler indicated that the amendment did not address this issue. He explained all display areas had to be orderly and well maintained. If areas became unsightly, the City would follow up with the permit holder.

Chair Thompson opened the public hearing at 7:44 p.m.

Chair Thompson invited anyone for or against the application to come forward and make comment.

There being no additional comment Chair Thompson closed the public hearing at 7:45 p.m.

Chair Thompson was pleased by the language included in the proposed Code amendment.

Commissioner Neururer moved and Commissioner Jones seconded a motion to recommend approval of Planning Case 15-021 to amend Section 1305.04 and Section 1325.02 of the Zoning Code pertaining to new regulations on outdoor display and sales areas for commercial properties, as presented in the March 9, 2016, report to the Planning Commission. The motion carried unanimously (4-0).



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: Planning Case #16-001
Request: Zoning Code Amendment – Rezoning – Conservation District, Parks and Open Space District, and Civic Center District

Requested Action

- 1) Motion to approve Ordinance Number 2016-005 in Planning Case 16-001 for an amendment to Chapter 13, Section 1315.01 (Official Zoning Map) of the Arden Hills City Code related to the proposed Conservation District, Parks and Open Space District, and Civic Center District rezoning, based on the findings of fact, as presented in the March 28, 2016, Report to the City Council.
- 2) Motion to approve publishing a Summary of Ordinance Number 2016-005 (4/5 vote required).

Background

In April of 2014, the City Council began the process of rezoning the land owned by the federal government east of the Twin Cities Army Ammunition Plant (TCAAP) known as the Arden Hills Army Training Site (AHATS). At that time, four parcels or approximately 2/3 of the AHATS property was rezoned to Conservation District (CD) in order for the City’s Zoning Map (Attachment B) to correspond with the approved Future Land Use Map (Attachment C).

The remaining parcels, adjacent to the eastern half of the TCAAP site, to be rezoned to either Conservation District or Park and Open Space District, were not included in the rezoning in 2014, as Ramsey County was working with the federal government to purchase some of these lands to be incorporated into their park system. Three additional properties, to the north of

TCAAP, to be rezoned Civic Center District, also remained unchanged during the rezoning in 2014, as these properties were expected to be rezoned with the remaining properties east of TCAAP.

Summary of Proposed Rezoning

The proposed amendment would rezone the remaining four parcels on AHATS to Conservation District (Attachment A). These parcels cover the area bounded by County I on the north, Highway 96 to the south, to the east by a line extending directly north from Snelling Avenue North to County Road I, and west by TCAAP and the Rice Creek North Regional Trail. The rezoning to Conservation District would not include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D).

The parcels to be rezoned to the Parks and Open Space District are located directly adjacent to TCAAP and the Rice Creek North Regional Trail (Attachment A) and include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D) and a portion of 1900 County Road I West. The Minnesota Department of Transportation facility adjacent to the Rice Creek North Regional Trail area would not be included in the rezoning to the Parks and Open Space District.

As proposed three parcels located in the southeast quadrant of Interstate 35W and County Road I would be rezoned to the Civic Center District (Attachment A). These properties include 1900 County Road I West (less the Rice Creek North Regional Trail area), 5400 Old Highway 8, and 5420 Old Highway 8.

Consistency with the Arden Hills Comprehensive Plan

In September of 2009, the City Council adopted the Arden Hills 2030 Comprehensive Plan. The plan outlines the City's general vision and goals, which are intended to guide the City's policies and strategies. The adopted Future Land Use Map designates 1,472 acres on AHATS as Park Preserve, approximately 120 acres of Park & Open Space immediately adjacent to the TCAAP Development and the Rice Creek North Regional Trail, and approximately 34 acres of Public & Institutional in the southeast quadrant of Interstate 35W and County Road I (Attachment C).

Minnesota State law mandates that local zoning codes be consistent with adopted comprehensive plans. The proposed Conservation District, Parks and Open Space, and Civic Center rezoning would help the City meet this requirement. Further, the rezoning will assist in the implementation of the goals identified in the Land Use and Protected Resources chapters in the Comprehensive Plan.

Findings of Fact

The Planning Commission reviewed Planning Case 16-001 at their regular meeting on March 9, 2016. Draft minutes from the meeting are included in Attachment G. The Planning Commission offers the following findings of fact for consideration:

1. The proposed amendment will create greater consistency between the City Zoning Code and the adopted Future Land Use Map.
2. The proposed amendment advances the Comprehensive Plan's land use goals because it assists in providing a balanced mix of residential, park, open space, and commercial land uses.
3. The proposed amendment advances the Comprehensive Plan's protected resources goals because it implements regulations to protect the City's natural resources, including trees, lakes, wetlands, and other unique or significant natural resources.

Recommendation

The findings of fact for the Zoning Code Amendment to Section 1315.01 (Official Zoning Map) support approval. The Planning Commission reviewed Planning Case 16-001 and unanimously recommends approval (4-0) for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills City Code related to the proposed Conservation District, Parks and Open Space District, and Civic Center District rezoning, as presented in the March 28, 2016, Report to the City Council.

Proposed Motion Language

1. Approve the proposed amendment (Recommended Action).
2. Deny the proposed amendment with reasons for denial.
3. Table the amendment for additional information.

Public Notice

Notice of the public hearing was published in the *Shoreview-Arden Hills Bulletin* on February 17, 2016, and mailed to all property owners within 500 feet of where the rezoning has been proposed.

Public Comments

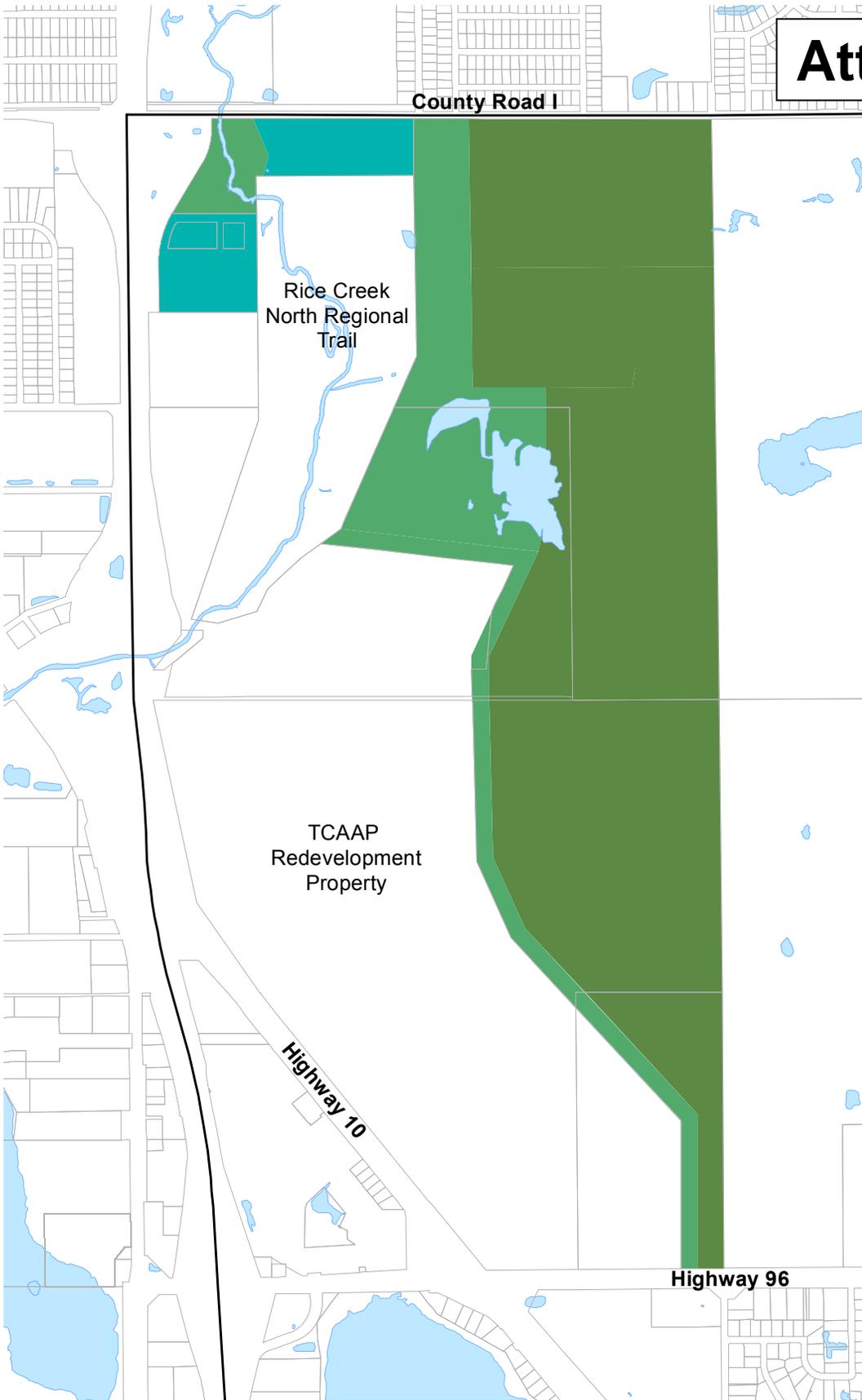
The City received a letter from the Minnesota Department of Administration expressing that they respectfully object to the rezoning of their properties located at 5400 and 5420 Old Highway 8 (Attachment E). The State operates the driver's examination station and federal surplus auction at the properties mentioned above. In this case, the proposed rezoning of the property would not create additional nonconformities as the Zoning Code defines the State's use of these properties as a "Public Use" and a "Public Use" is permitted by Conditional Use Permit (CUP) in the proposed district as well as the existing district.

Attachments

- A. Proposed Rezoning Map
- B. Arden Hills Zoning Map
- C. Arden Hills Future Land Use Map
- D. Rice Creek North Regional Trail Parcels A, B, C, and D
- E. Letter from MN Department of Administration
- F. Land Use Chart
- G. Draft Planning Commission meeting minutes – March 9, 2016
- H. Planning Commission Report – March 9, 2016
- I. Ordinance 2016-005
- J. Summary of Ordinance 2016-005



Attachment A



Proposed Rezoning

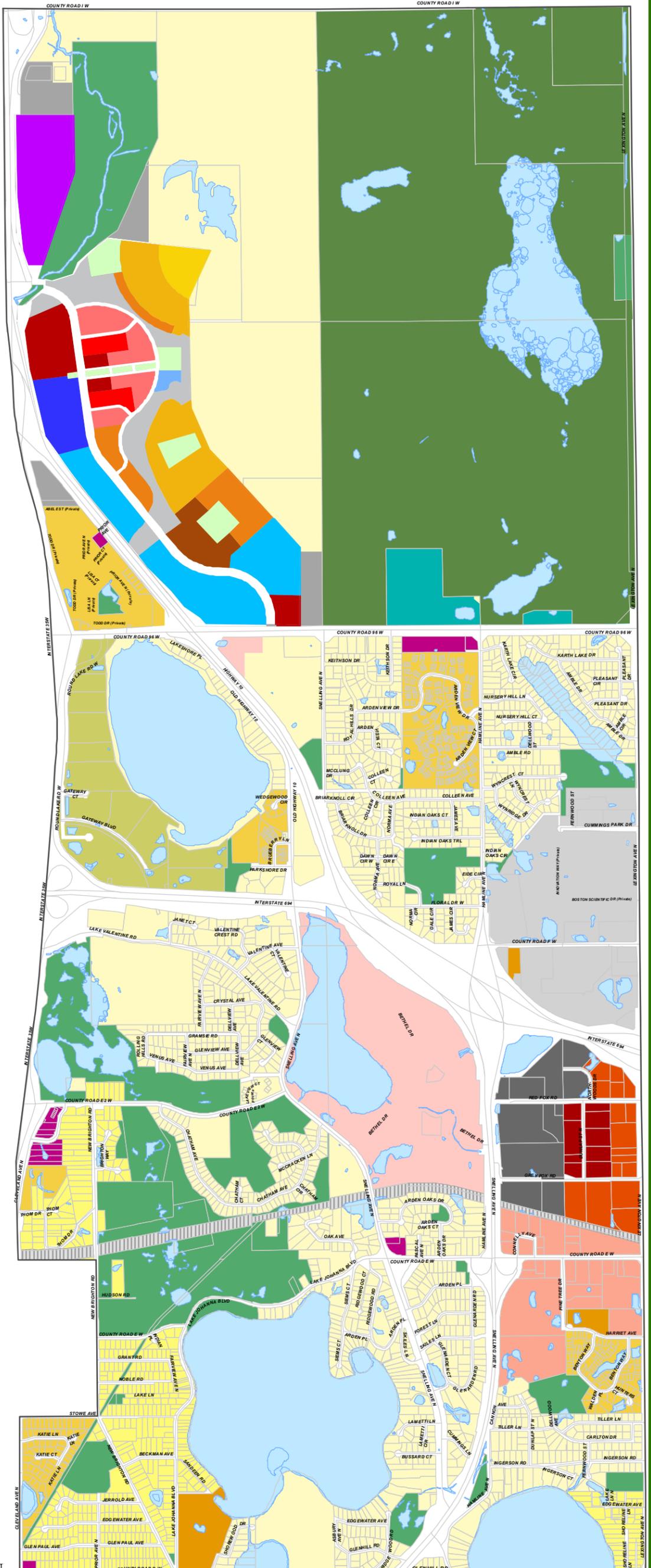
- Parks and Open Space District
- Conservation District
- Civic Center District

2,000 1,000 0 2,000 Feet



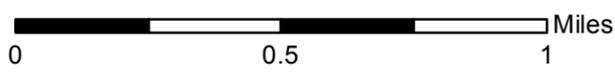
Zoning Map

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- TRC TC – Town Center
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- R-2 - Single & Two Family Residential District
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- R-4 - Multiple Dwelling District
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- I-2 - General Industrial District
- I-FLEX District
- POS - Parks and Open Space District
- CD - Conservation District
- Railroad
- ROW
- WATER



The zoning district designations represented on this map correspond to the City of Arden Hills official Zoning Map. Questions concerning the Zoning Map should be directed to City Hall. Zoning designations are subject to change. Please refer to the Zoning Code for complete information.

Adopted: April 12, 1993
 Printed: November 2, 2015





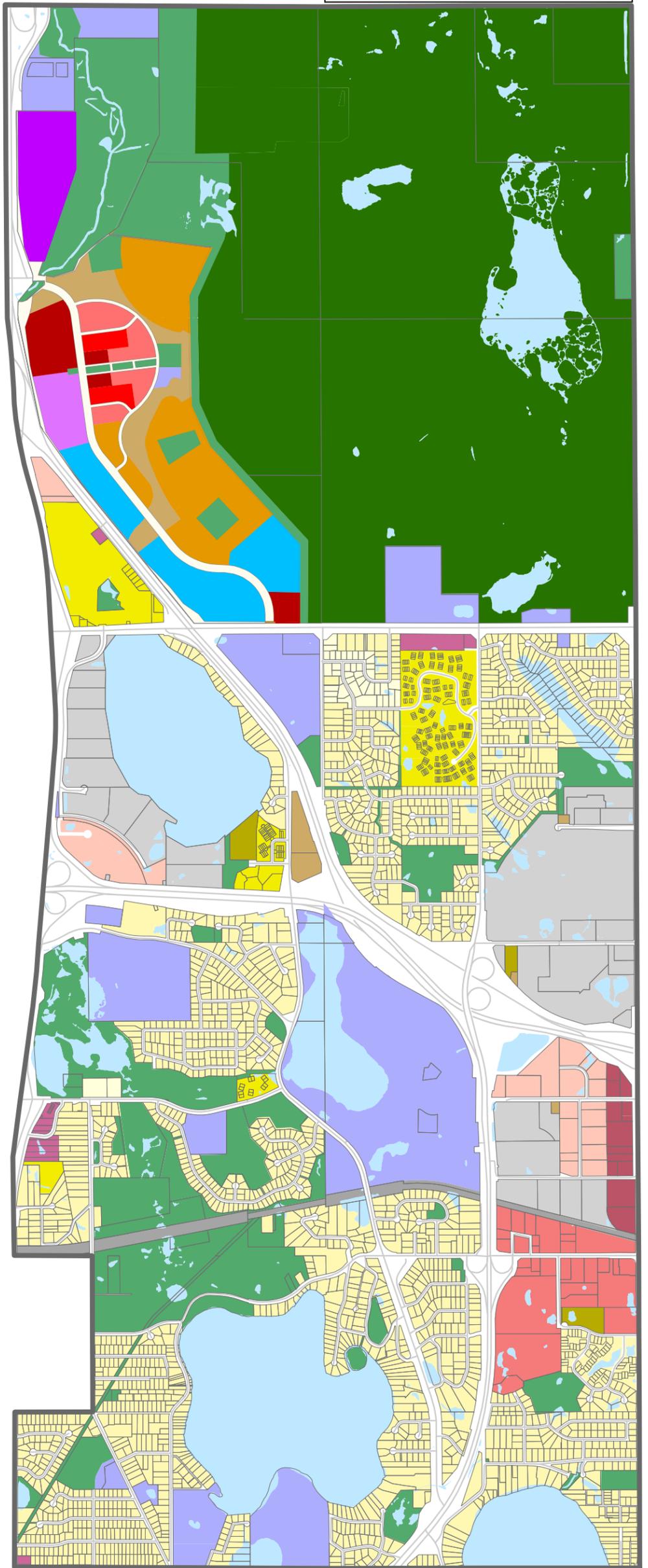
2030 Future Land Use

Figure 6.3

- VLDR - Very Low Density Residential
- LDR - Low Density Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- NR - Neighborhood Residential
- NT - Neighborhood Transition
- TC - Town Center
- NB - Neighborhood Business
- MB - Mixed Business
- COM - Commercial
- CMU - Community Mixed Use
- CC - Campus Commercial
- RMU - Retail Mixed Use
- OMU - Office Mixed Use
- FO - Flex Office
- I/O - Light Industrial and Office
- P/I - Public & Institutional
- UTL - Utility
- P/OS - Park and Open Space
- PP - Park Preserve
- WAT - Water
- RR - Railroad right-of-way
- ROW - Right-of-Way



0 0.5 1 Miles



**2015 Comprehensive Plan Amendment
(2030 Comprehensive Plan)**

Updated: June 25, 2015
 Approved by the City Council: July 13, 2015
 Printed: November 10, 2015
 Source: City of Arden Hills

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data from various sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

5 HNW a Ybh8



PARCEL C

PARCEL B

PARCEL A

PARCEL D

109 ACRE RICE CREEK CORRIDOR

PRIMER TRACER AREA
POTENTIAL MDPS OPERATIONS CENTER (20 +/- ACRES)
FUTURE SOLAR INSTALLATION (40 ACRES)

WILDLIFE CORRIDOR

427 ACRE REDEVELOPMENT SITE

PARCEL D



February 26, 2016

Ryan Streff
City Planner
1245 West Highway 96
Arden Hills, MN 55112

Re: Planning Case #16-001 Zoning Code Amendment/Rezoning

Dear Mr. Streff:

We have received the public meeting notice for Planning Commission Case #16-001 concerning the Arden Hills Zoning Code Amendment and Rezoning. The State of Minnesota currently operates (i) a driver's examination station for Class A, B, and C vehicles at 5400 Old Highway 8 and (ii) a facility that supplies transportation solutions, including long term vehicle leasing to state and local government for use in official government business, and a distribution system for repurposing state and federal surplus personal property at 5420 Old Highway 8. The State of Minnesota has served the public at this location for years and plans to continue to do so for years to come.

On this basis, while the State maintains that (i) it is grandfathered under the current zoning code to continue with its current uses permitted in that area and (ii) under Minn. Stat. §645.27, the State is not bound by the passage of zoning code changes, the State nevertheless respectfully objects to the rezoning of the quadrant on Interstate 35W and County Road I to a Civic Center District.

Thank you for your consideration.

Respectfully



Roger F. Behrens, Esq.
Real Property Specialist

cc: Holly Gustner, Fleet & Surplus Services, Department of Administration (via email: holly.gustner@state.mn.us)
Ash Scharffbillig, Department of Public Safety (via email: Ashley.Scharffbillig@state.mn.us)
Wayne Waslaski, Real Estate and Construction Services Division, Department of Administration (via email: wayne.waslaski@state.mn.us)

1320.05 Land Use Chart. (revised 11/25/13)

Uses:	Zoning Districts:																	
	R-1	R-2	R-3	R-4	NB	B-1	B-2	B-3	B-4	CC	GB	I-1	I-2	I-FLEX	MR	MB	CD	POS
Antenna, Dish or Tower	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
Boarding house	C	C	C	C						C								
Brewpub							C	C	C							C		
Business service						A	P	P	P	C	P	P	P	P		P		
Clinic, medical office					P	P	P	P	P	C	P	P	P	P		P		
Club or lodge (non-profit)						P	P	P		C						P		
Club, sports & fitness						A	P	P	P	C	P	P		P		P		
Commercial recreation - indoor							P	P	P			P				P		
Daycare Facility, over 10					P	P	P	P	P		P	P	P	P		P		
Daycare, family - 10 or less	A	A	A	A	A		A								A			
Daycare, group family - 14 or less	CA	CA	CA	CA	CA		CA								CA			
Dog kennel							C	C										
Dog run	A	A	A												A			
Drive-up windows							C	C	C		A					CA		
Dry cleaning & laundry, pick-up station					C		A	A			A					P		
Dry cleaning & laundry, self-service laundry					C		C	C										
Dwelling: density zoning	D	D	D	D											P			
Dwelling: multiple family			C	C	C		C			C	C				P			
Dwelling: single-family attached	C	C	D	D											P			
Dwelling: single-family detached	P	P	P	P											P			
Dwelling: two-family	C	C	P	P	C										P			
Dwelling: live-work unit					C										C			
Financial institution & service					P	P	P	P	P	C	P	P	P	P		P		
Garage, truck												C	C					
Home occupation: Class I	A	A	A	A	A					A					A			
Home occupation: Class II	CA	CA	CA	CA	CA					C					CA			
Hospital																D		
Hotel/motel							C	P	C	C	C			C		P		
House of worship	C	C	C	C	C	C	C	C	C	C					C	P		
Manufactured home park			C															
Manufacturing & processing: Class I							A	A	A		P	P	P	P		C		
Manufacturing & processing: Class II													P					
Microbrewery							C	C	C		C			C		C		
Microdistillery							C	C	C		C			C		C		
Mortuary, funeral home							P	P		C						C		
Multiple occupancy building					C	C	C	C	C	C	C	C	C	C		P		
Nursery	C	C	C	C												CA		
Nursing home and assisted living	C	C	C	C			D			C					C	P		

City of Arden Hills Chapter 13 Zoning Code

Uses:	Zoning Districts:																	
	R-1	R-2	R-3	R-4	NB	B-1	B-2	B-3	B-4	CC	GB	I-1	I-2	I-FLEX	MR	MB	CD	POS
Office					P	P	P	P	P	P	P	P	P	P		P		
Park Facilities																		P
Pawn shop																		
Personal services					C	A	P	P	P	C	P			A		P		
Public use	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	P	C	C
Research and development facility					C	P	C	C	C		P	P	P	P		P		
Research animals							C					C	C			P		
Residence Hall, dormitory				C		C	D								C	P		
Residential facility, state licensed, serving 1-6	P	P	P	P	P		P								P			
Residential facility, state licensed, serving 7-16	C	C	C	C	C		C								C			
Restaurant and restaurant-fast food					C	A	P	P	P	C	P	C	C			P		
Retail sales & service					P	A	P	P	P	C	A	A	A	A		P		
School, general education	C	C	C	C						C					C	P		
School, higher education	D					C	C		C	C					C	P		
School, specialized education						C	C	C	C	C					C	P		
Service station							C	C			C	C	C			C		
Storage, exterior													CA					
Studio					C	C	P	P	P	C						P		
Theater, indoor						A	C	P		C						P		
Utility distribution line	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	A	P
Utility substation												C	C		C	C		
Utility transmission	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C	C
Vehicle – motorized, leasing and rentals								C								C		
Vehicle - motorized, service							C	C								C		
Warehousing						A	A	A	A		C	P	P	C		A		

"P" = Permitted; "D" = Planned Unit; "■" = Not Permitted;
 "C" = Conditional Use Permit; "A" = Accessory; "CA" = Conditional Accessory Use Permit, "I" = Interim Use Permit



DRAFT

Approved:

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, MARCH 9, 2016
6:30 P.M. - ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Chair Roberta Thompson called to order the regular Planning Commission meeting at 6:30 p.m.

ROLL CALL

Present were: Chair Roberta Thompson, Commissioners Steven Jones, James Lambeth, and Phillip Neururer.

Absent: Commissioners Brent Bartel, Angela Hames, and Clayton Zimmerman (excused).

Also present were: City Planner Ryan Streff; Senior Planner Matthew Bachler; and Mayor David Grant.

APPROVAL OF AGENDA – MARCH 9, 2016

Chair Thompson commented that the agenda will stand as amended postponing action on Item 3B to the April Planning Commission meeting.

Chair Thompson announced with deep regret the passing of Planning Commissioner Andy Holewa. She thanked Andy for his years of dedicated service to the City of Arden Hills on the Planning Commission and ERAB. She explained a celebration of his life will be held on Friday, March 11th from 5:00 to 8:00 p.m. at TCF Stadium in the Indoor Club Room. She sent her condolences to his family and friends.

APPROVAL OF MINUTES

February 3, 2016 – Planning Commission Regular Meeting

Commissioner Jones moved, seconded by Commissioner Neururer, to approve the February 3, 2016, Planning Commission Regular Meeting minutes as presented. The motion carried unanimously (4-0).

PLANNING CASES

B. Planning Case 16-001; Zoning Code Amendment – Rezoning – *Public Hearing*

City Planner Streff stated that in April of 2014, the City Council approved a change to the Zoning Map to begin the process of rezoning the land owned by the federal government east of the Twin Cities Army Ammunition Plant (TCAAP) known as the Arden Hills Army Training Site (AHATS). At that time, four parcels or approximately 2/3 of the AHATS property was rezoned to Conservation District (CD) in order for the City’s Zoning Map to correspond with the approved Future Land Use Map.

City Planner Streff indicated that the remaining properties, adjacent to the eastern half of the TCAAP site, to be rezoned to either Conservation District or Park and Open Space District, were not included in the rezoning in 2014, as the Ramsey County Parks and Recreation Department was working with the federal government to purchase some of these lands to be incorporated into their park system. Three additional properties, to the north of TCAAP, to be rezoned Civic Center District, also remained unchanged during the rezoning in 2014, as these properties were expected to be rezoned with the remaining properties east of TCAAP.

City Planner Streff reported that while the majority of the property to be rezoned to Conservation District remains under federal ownership and is being leased to the Minnesota National Guard, the City recognizes that portions of AHATS could be sold to private parties in the future and developed based on the underlying zoning classification. The main purpose of the Conservation District is to provide a “holding zone” for these lands to ensure that any future development on AHATS maintains a sustainable level of public expenditures for utilities and services.

City Planner Streff explained that the proposed amendment would rezone the remaining four parcels on AHATS to Conservation District. These parcels cover the area bounded by County I on the north, Highway 96 to the south, to the east by a line extending directly north from Snelling Avenue North to County Road I, and west by TCAAP and the Rice Creek North Regional Trail. The rezoning to Conservation District would not include the Rice Creek North Regional Trail Parcels A, B, C, and D.

City Planner Streff noted that parcels to be rezoned to the Parks and Open Space District are located directly adjacent to TCAAP and the Rice Creek North Regional Trail and include the Rice Creek North Regional Trail Parcels A, B, C, and D and a portion of 1900 County Road I West. The Minnesota Department of Transportation facility adjacent to the Rice Creek North Regional Trail area would not be included in the rezoning to the Parks and Open Space District.

City Planner Streff stated that as proposed three parcels located in the southeast quadrant of Interstate 35W and County Road I would be rezoned to the Civic Center District. These properties include 1900 County Road I West (less the Rice Creek North Regional Trail area), 5400 Old Highway 8, and 5420 Old Highway 8.

City Planner Streff commented that in September of 2009, the City Council adopted the Arden Hills 2030 Comprehensive Plan. The plan outlines the City’s general vision and goals, which are intended to guide the City’s policies and strategies. The adopted Future Land Use Map designates 1,472 acres on AHATS as Park Preserve, approximately 120 acres of Park & Open Space immediately adjacent to the TCAAP Development and the Rice Creek North Regional Trail, and

approximately 34 acres of Public & Institutional in the southeast quadrant of Interstate 35W and County Road I.

City Planner Streff indicated that the majority of the AHATS site that remains to be rezoned is currently zoned R-1 Single-Family Residential. Within the same general area there are a total of three additional sites that are zoned I-1 General Industrial that require rezoning to reflect the approved Future Land Use Map. Minnesota State law mandates that local zoning codes be consistent with adopted comprehensive plans. The proposed Conservation District, Parks and Open Space, and Civic Center rezoning would help the City meet this requirement. Further, the rezoning will assist in the implementation of the goals identified in the Land Use and Protected Resources chapters in the Comprehensive Plan.

City Planner Streff provided the Findings of Fact for review:

1. The proposed amendment will create greater consistency between the City Zoning Code and the adopted Future Land Use Map.
2. The proposed amendment advances the Comprehensive Plan's land use goals because it assists in providing a balanced mix of residential, park, open space, and commercial land uses.
3. The proposed amendment advances the Comprehensive Plan's protected resources goals because it implements regulations to protect the City's natural resources, including trees, lakes, wetlands, and other unique or significant natural resources.

City Planner Streff stated that staff recommends approval of Planning Case 16-001 for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills Zoning Code, based on the findings of fact, as presented in the March 9, 2016, Report to the Planning Commission.

City Planner Streff reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Submitted
2. Recommend Approval with Changes
3. Recommend Denial
4. Table

Chair Thompson opened the floor to Commissioner comments.

Commissioner Jones asked who owned the parcel of land at this time.

City Planner Streff explained that Ramsey County, the State of Minnesota and the Federal Government owned the parcels proposed for rezoning. He indicated that none of the parcels would be owned by the City of Arden Hills.

Commissioner Jones inquired if the Parks and Open Space parcels would be accessible to the public.

City Planner Streff reported this was the case.

Commissioner Jones inquired if the Conservation District would be open to the public.

City Planner Streff commented that he was not aware of these Federal lands being open to the public. At this time, the parcels are used by the Minnesota National Guard for training purposes.

Chair Thompson opened the public hearing at 7:16 p.m.

Chair Thompson invited anyone for or against the application to come forward and make comment.

Ben Blomberg, 704 Terrace Drive in Shoreview, requested further information on the properties proposed for rezoning along County Road I.

City Planner Streff reviewed the properties proposed for rezoning in further detail.

Mr. Blomberg questioned what activities could occur on the Civic Center properties.

City Planner Streff explained that the Civic Center District was reserved for a mix of uses including small retail, office, educational, semi-public facilities, and other similar uses.

Mr. Blomberg asked if any roadway changes were being proposed.

City Planner Streff reported that no roadway changes were being proposed.

There being no additional comment Chair Thompson closed the public hearing at 7:20 p.m.

Commissioner Lambeth questioned why the City was proposing the rezoning.

City Planner Streff reviewed the current and proposed zoning maps and Future Land Use map with the Planning Commission. He explained the proposed changes would align the City's zoning of the site to the approved Future Land Use map.

Commissioner Neururer moved and Commissioner Jones seconded a motion to recommend approval of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission. The motion carried unanimously (4-0).



DATE: March 9, 2016 PC Agenda Item **4.B**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: **Planning Case #16-001 –Public Hearing Required**
Request: Zoning Code Amendment – Rezoning – Conservation District, Parks and Open Space District, and Civic Center District

Requested Action

Consider approval of Planning Case 16-001 for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills City Code, based on the finding of facts, as presented in the March 9, 2016, Report to the Planning Commission.

Background

In April of 2014, the City Council approved a change to the Zoning Map to begin the process of rezoning the land owned by the federal government east of the Twin Cities Army Ammunition Plant (TCAAP) known as the Arden Hills Army Training Site (AHATS). At that time, four parcels or approximately 2/3 of the AHATS property was rezoned to Conservation District (CD) in order for the City’s Zoning Map (Attachment B) to correspond with the approved Future Land Use Map (Attachment C).

The remaining properties, adjacent to the eastern half of the TCAAP site, to be rezoned to either Conservation District or Park and Open Space District, were not included in the rezoning in 2014, as the Ramsey County Parks and Recreation Department was working with the federal government to purchase some of these lands to be incorporated into their park system. Three additional properties, to the north of TCAAP, to be rezoned Civic Center District, also remained unchanged during the rezoning in 2014, as these properties were expected to be rezoned with the remaining properties east of TCAAP.

While the majority of the property to be rezoned to Conservation District remains under federal ownership and is being leased to the Minnesota National Guard, the City recognizes that portions of AHATS could be sold to private parties in the future and developed based on the underlying zoning classification. The main purpose of the Conservation District is to provide a “holding zone” for these lands to ensure that any future development on AHATS maintains a sustainable level of public expenditures for utilities and services.

Summary of Proposed Rezoning

The proposed amendment would rezone the remaining four parcels on AHATS to Conservation District (Attachment A). These parcels cover the area bounded by County I on the north, Highway 96 to the south, to the east by a line extending directly north from Snelling Avenue North to County Road I, and west by TCAAP and the Rice Creek North Regional Trail. The rezoning to Conservation District would not include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D).

The parcels to be rezoned to the Parks and Open Space District are located directly adjacent to TCAAP and the Rice Creek North Regional Trail (Attachment A) and include the Rice Creek North Regional Trail Parcels A, B, C, and D (Attachment D) and a portion of 1900 County Road I West. The Minnesota Department of Transportation facility adjacent to the Rice Creek North Regional Trail area would not be included in the rezoning to the Parks and Open Space District.

As proposed three parcels located in the southeast quadrant of Interstate 35W and County Road I would be rezoned to the Civic Center District (Attachment A). These properties include 1900 County Road I West (less the Rice Creek North Regional Trail area), 5400 Old Highway 8, and 5420 Old Highway 8.

Consistency with the Arden Hills Comprehensive Plan

In September of 2009, the City Council adopted the Arden Hills 2030 Comprehensive Plan. The plan outlines the City’s general vision and goals, which are intended to guide the City’s policies and strategies. The adopted Future Land Use Map designates 1,472 acres on AHATS as Park Preserve, approximately 120 acres of Park & Open Space immediately adjacent to the TCAAP Development and the Rice Creek North Regional Trail, and approximately 34 acres of Public & Institutional in the southeast quadrant of Interstate 35W and County Road I (Attachment C).

The majority of the AHATS site that remains to be rezoned is currently zoned R-1 Single-Family Residential. Within the same general area there are a total of three additional sites that are zoned I-1 General Industrial that require rezoning to reflect the approved Future Land Use Map. Minnesota State law mandates that local zoning codes be consistent with adopted comprehensive

plans. The proposed Conservation District, Parks and Open Space, and Civic Center rezoning would help the City meet this requirement. Further, the rezoning will assist in the implementation of the goals identified in the Land Use and Protected Resources chapters in the Comprehensive Plan.

Findings of Fact

Cities have broad discretion when reviewing and adopting zoning regulations; however, as a tool to implement a city's comprehensive plan, it is necessary to understand the connection between the two documents when reviewing amendments to the Zoning Code. Staff offers the following three (3) findings of fact for the Planning Commission's consideration:

1. The proposed amendment will create greater consistency between the City Zoning Code and the adopted Future Land Use Map.
2. The proposed amendment advances the Comprehensive Plan's land use goals because it assists in providing a balanced mix of residential, park, open space, and commercial land uses.
3. The proposed amendment advances the Comprehensive Plan's protected resources goals because it implements regulations to protect the City's natural resources, including trees, lakes, wetlands, and other unique or significant natural resources.

Staff Recommendation

Staff recommends approval of Planning Case 16-001 for an amendment to Section 1315.01 (Official Zoning Map) of the Arden Hills Zoning Code, based on the findings of fact, as presented in the March 9, 2016, Report to the Planning Commission.

Proposed Motion Language

1. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission.
2. Recommend Approval with Changes: Motion to recommend *approval* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission, with the following changes.
3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented

in the March 9, 2016, Report to the Planning Commission: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*

4. Table: Motion to *table* Planning Case 16-001 for an amendment to Section 1315.01 – Zoning Map of the Arden Hills Zoning Code as presented in the March 9, 2016, Report to the Planning Commission: *a specific reason and information request should be included with a motion to table.*

Public Notice

Notice of the public hearing was published in the *Shoreview-Arden Hills Bulletin* on February 17, 2016, and mailed to all property owners within 500 feet of where the rezoning has been proposed.

Public Comments

The City received a letter from the Minnesota Department of Administration expressing that they respectfully object to the rezoning of their properties located at 5400 and 5420 Old Highway 8 (Attachment E). At these locations the State operates the driver's examination station and federal surplus auction. In this case, the proposed rezoning of the property would not create additional nonconformities as the Zoning Code defines the State's use of these properties as a "Public Use" and a "Public Use" is permitted by Conditional Use Permit (CUP) in the proposed district as well as the existing district.

A phone call from the City of Shoreview was received questioning the list of uses that are either permitted by right or conditional for the Civic Center District and if the City anticipated a change with respect to the users on the site. The City responded to the City of Shoreview by providing the City's Land Use Chart to indicate the list of approved uses within the district and explaining that the City was not aware of any change to the use of the properties at this time.

Attachments

- A. Proposed Rezoning Map
- B. Arden Hills Zoning Map
- C. Arden Hills Future Land Use Map
- D. Rice Creek North Regional Trail Parcels A, B, C, and D
- E. Letter from MN Department of Administration
- F. Land Use Chart

ORDINANCE NO. 2016-005

CITY OF ARDEN HILLS RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 13, SECTION 1315.01, THE OFFICIAL ZONING MAP OF THE ARDEN HILLS CITY CODE RELATING TO THE REZONING OF PROPERTIES

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS THAT THE OFFICIAL ZONING MAP OF ARDEN HILLS, MINNESOTA, AS DESCRIBED IN SECTION 1315.01 IS HEREBY AMENDED AS FOLLOWS:

SECTION 1. The official Zoning Map in Chapter 13, Section 1315.01 of the Arden Hills City Code has been amended to indicate that the following described properties have been rezoned to the CD (Conservation District):

The properties are identified as 0 County Road I W (PID 093023110002); 1661 Highway 96 W (PID 093023420001); 1661 Highway 96 W (PID 163023110002); 1661 Highway 96 W (PID 163023440003); less the Rice Creek North Regional Trail Parcels A, B, C, and D as depicted on the Certificate of Survey dated 5-18-15 on file with the City of Arden Hills.

SECTION 2. The official Zoning Map in Chapter 13, Section 1315.01 of the Arden Hills City Code has been amended to indicate that the following described properties have been rezoned to the POS District (Parks and Open Space District):

The properties are identified as The Rice Creek North Regional Trail Parcels A, B, C, and D as depicted on the Certificate of Survey dated 5-18-15 on file with the City of Arden Hills; and 1900 County Road I W (PID 093023220001) less the Minnesota Department of Transportation Facility adjacent to the Rice Creek North Regional Trail area.

SECTION 3. The official Zoning Map in Chapter 13, Section 1315.01 of the Arden Hills City Code has been amended to indicate that the following described properties have been rezoned to the CC District (Civic Center District):

The properties are identified as 1900 County Road I W (PID 093023220001) less the Rice Creek North Regional Trail area; 5400 Old Highway 8 (PID 093023220003); and 5420 Old Highway 8 (PID 093023220004).

SECTION 4. This Ordinance shall become effective the day following its publication.

PASSED and ADOPTED this 28th day of March, 2016, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

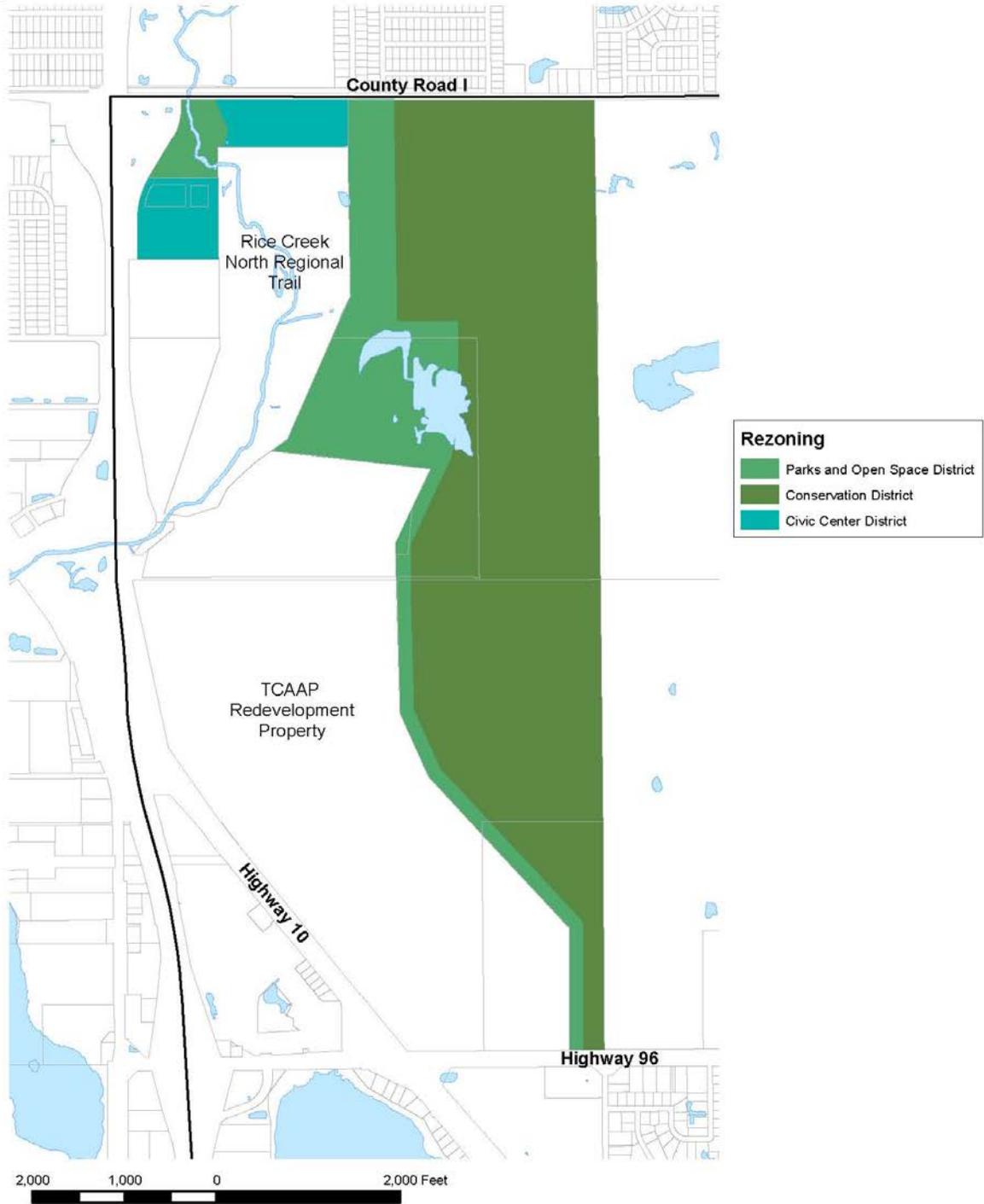
ATTEST:

Amy Dietl, City Clerk

Published in the Shoreview – Arden Hills Bulletin on Wednesday, April 6, 2016.



City of Arden Hills Rezoning - Ordinance 2016-005 (Planning Case 16-001)



**CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA**

**SUMMARY OF
ORDINANCE NO. 2016-005**

On the 28th day of March, 2016, the Arden Hills City Council adopted Ordinance No. 2016-005, and by the four affirmative votes pursuant to Minn. Stat. §412.191, Subd. 4, the Arden Hills City Council directed that a Summary of Ordinance 2016-005 be published.

Ordinance 2016-005 is entitled “An ordinance amending Chapter 13, Section 1315.01, the official Zoning Map of the Arden Hills City Code relating to the rezoning of properties”. The primary purpose of the amendment is to rezone the property/parcels located north of Highway 96 West, south of County Road I West, east Interstate 35W & Highway 10, and west of Lexington Avenue North to correspond with the Future Land Use Map. Minnesota State law mandates that local zoning codes be consistent with adopted comprehensive plans. The rezoning to Conservation District, Parks and Open Space District, and Civic Center District would help the City meet this requirement.

A full copy of Ordinance 2016-005 is available for inspection by any person during regular business hours at the office of the City Administrator, 1245 West Highway 96, Arden Hills, Minnesota 55112. The Ordinance is also available online at <http://www.cityofardenhills.org>.



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Susan Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Cooperative Agreement Amendment for Final Design- TCAAP

Requested Action

Approve “Amendment No.1 to Cost Sharing Agreement for Consulting Services (TCAAP Site Redevelopment Infrastructure Development and Design) Between The City of Arden Hills and Ramsey County.

Background

The City Council approved a Cooperative Agreement with Ramsey County for the preliminary design of TCAAP on December 8, 2014 (Attachment B). The City’s share of the Cooperative Agreement is \$144,312.00; the County’s share of that agreement is \$721,648.00.

Discussion

The preliminary site development process has moved ahead to the point where final design must begin to ensure plans are ready for construction in 2017. Ramsey County has obtained a proposal from Kimley Horn to complete final design on the infrastructure (Attachment A).

The project scope as described in the Kimley Horn proposal is divided between the City of Arden Hills and Ramsey County as detailed in the Cooperative Agreement Amendment for Final Design (Attachment C). Table 1 below summarizes the cost break down between the two parties. The total amount of the Final Design is \$1,243,109.70. The Amendment to the Cooperative Agreement identifies the City cost to be \$357,142.94 and the County’s share to be \$885,966.76.

The scope of work as it relates to the water tower and booster station provides additional modeling to determine the final sizing of the water tower, timing of when the tower is needed, and to what extent the tower and booster station benefits the TCAAP site and the existing north

pressure zone. Additional design work will be needed to complete a design and bid package for construction of the water tower and booster station when they are needed to serve the site.

It is anticipated that the City's costs associated with preliminary design, final design and construction will be recouped through a combination of assessments and utility fees. The project is intended to be financed through the sale of bonds. The bonds then would in turn be repaid through collection of utility fees and assessment payments.

Table 1 - Final Design Engineering Cost - TCAAP

	Description	Total	County	City	County	City
section 12	project management	\$ 19,800.00	50%	50%	\$ 9,900.00	\$ 9,900.00
section 13	stormwater	\$ 46,665.00	50%	50%	\$ 23,332.50	\$ 23,332.50
section 14	spine road	\$ 899,240.00	78%	22%	\$ 701,407.20	\$ 197,832.80
section 15	thumb road	\$ 144,540.00	70%	30%	\$ 101,178.00	\$ 43,362.00
section 16	water tower / booster	\$ 15,000.00	0%	100%	\$ -	\$ 15,000.00
section 17	lift station	\$ 47,500.00	0%	100%	\$ -	\$ 47,500.00
	Subtotal	\$ 1,172,745.00			\$ 835,817.70	\$ 336,927.30
section 18	Reimbursable expenses (6%)	\$ 70,364.70			\$ 50,149.06	\$ 20,215.64
	Total	\$ 1,243,109.70			\$ 885,966.76	\$ 357,142.94

Attachments

Attachment A: Kimley Horn proposal for Final Design Services

Attachment B: Cooperative Agreement

Attachment C: Cooperative Agreement Amendment for Final Design - TCAAP



March 16, 2016

Ms. Beth Engum, PE
Project Manager
Ramsey County Public Works
1425 Paul Kirkwold Drive
Arden Hills, MN 55112-3933

Re: Additional Consulting Services
TCAAP Site Redevelopment Infrastructure Development and Design (Agreement PW2014-24)
Amendment No.1 to City of Arden Hills Cost Sharing Agreement for Consulting Services

Dear Ms. Engum:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") and Ramsey County ("County") have entered into Agreement PW2014-24, dated June 9, 2014, for professional civil engineering consulting services for the TCAAP Site Redevelopment Infrastructure Development and Design Project ("Project") in Arden Hills, MN.

The County and the City of Arden Hills ("City") have executed a Cost Sharing Agreement for Consultant Services dated April 29, 2015. The Cost Sharing Agreement identifies financial responsibilities for some of the services included in Agreement PW2014-24.

Additional services have been requested that were not included in Agreement PW2014-24 and/or the original Cost Sharing Agreement requiring an amendment to the Cost Sharing Agreement. The following is a summary of these additional services.

Project Management

Additional project management services will be required for the final design phase of the project. These services will include up to twenty-four (24) final design coordination meetings with County and City staff.

Project Management Additional Cost: \$ 19,800

Stormwater Preliminary Design

Additional stormwater preliminary design services have been required to obtain Rice Creek Watershed District approval of the Comprehensive Stormwater Management Plan (CSMP). These services have included additional agency coordination meetings; numerous updates to the HydroCAD, P8 and HEC-RAS models; and updates to the CSMP and appendices.

Stormwater Preliminary Design Additional Cost: \$ 46,665

Spine Road and Public Utilities Final Design

The Spine Road and public utilities final design task includes the preparation of final plans and specifications for the following improvements as identified in the Preliminary Design Report:

- Spine Road between Highway 96 and County Road H
- Highway 96 Traffic Signal
- Spine Road Bridge over Rice Creek
- Water Main
- Sanitary Sewer
- Storm Sewer
- Natural Resources Corridor Ponds, Wetlands, and Trail
- Regional Trail between Highway 96 and County Road H
- Sidewalk Extension along Highway 96
- Earthwork Balance/Site Grading

Spine Road and Public Utilities Final Design Cost:

\$899,240

Thumb Road and Public Utility Design

The Thumb Road and public utility design task will include the preparation of final plans and specifications for the following improvements as identified in the Preliminary Design Report:

- Thumb Road between County Road H and County Road I
- Storm Sewer
- Water Main Extension from County Road H to Approximately 4,600' South
- Interconnect with Mounds View Water System
- Water Service Connection to State of Minnesota Facilities

Thumb Road and Public Utility Design Cost:

\$144,540

Water Tower and Booster Station Final Design

Final design of the water tower and booster station will require additional water system modeling from that completed with the preliminary design. The City of Arden Hills has expressed interest in adjusting the preliminary water system design parameters in an attempt to reduce the elevated storage requirements. Construction sequencing may leave out portions of the trunk water main system requiring modeling to determine resulting fire flows. We will complete six runs of the water main model to address these issues as follows:

- Reduced duration and/or fire flow requirement and impact on required elevated storage while maintaining a minimum 20 PSI residual pressure (continue to assume worst-case low water level in tower at start of fire flow event)
- Reduced duration and fire flow requirement and impact on required elevated storage while maintaining a minimum 20 PSI residual pressure (continue to assume worst-case low water level in tower at start of fire flow event)
- Reduced duration, reduced fire flow requirement, and adjusted assumption on the water level in tower at start of fire flow event to determine the impact on required elevated storage while maintaining a minimum 20 PSI residual pressure
- One addition iteration similar to the three previous runs
- Based on final tower design assumptions determined above, run analysis of one alternate trunk water main layout to address potential construction sequencing

- Based on final tower design assumptions determined above, run analysis of a second alternate trunk water main layout to address potential construction sequencing

We will also evaluate, model and refine the pump hydraulics and requirements.

Modeling results will be documented in a short technical memorandum and modeling files will be archived with the City.

Water Tower and Booster Station Final Design Cost: \$15,000

Lift Station Final Design

It has been determined that a lift station is required to meet the sanitary sewer needs of the TCAAP redevelopment area. The final design of a lift station was not included in Agreement PW2014-24.

The proposed lift station design will utilize a duplex submersible pump system with variable frequency drives (VFD) in order to allow for greater flexibility in adjusting the capacity of the lift station as the development is phased out.

Based on our Technical Memorandum, dated November 20, 2014, the average flow used for design of the lift station will be 500 gpm with a peaking factor of 3.3. The pump size will be selected to handle the peak full developed flow with only one pump operating and the second pump serving as a back-up. The proposed lift station will also be backed up with an on-site generator. The peak flow anticipated for the design of the lift station is 1600 gpm or 3.6 cfs.

The proposed lift station will be located along the US Highway 10/I-35W right-of-way. The lift station wet well will be 12 feet in diameter with a separate meter/valve vault. Kimley-Horn will review the MPCA permitting requirements for lift station design and confirm assumptions.

Kimley-Horn will work with Electric Pump as the supplier of the Flygt Pumps that the City of Arden Hills is requesting. Kimley-Horn will investigate the use of a flush valve with the selected pumps. Variable frequency drive (VFD) pumps will be considered which can accommodate varying sanitary sewer flows. Dual force mains will be design to accommodate varying sanitary sewer flows. Septicity will need to be addressed during initial low flows as development is occurring. Casing pipes for these dual force mains have been installed under Rice Creek with the Rice Creek Remeander project and the receiving sanitary sewer manhole will be installed as a part of the County Road H interchange project.

Kimley-Horn will prepare design and construction documents for a new lift station using City of Arden Hills utility design standards. Our services will include the following:

- Coordination with Ramsey County, Arden Hills and the regulatory/permitting agencies
- Calculations and design of the proposed lift station (electrical, mechanical, & structural)
- Prepare construction drawings for the lift station including structure and foundation details, site grading, access road, electrical and telemetry design, drainage and landscaping, piping and equipment details, and electrical and instrumentation design
- Prepare a detailed engineer's opinion of probable construction cost
- Furnish sets of construction drawings and specifications in such quantities as may be required by Ramsey County and Arden Hills for submission to State regulatory agencies and other review authorities

- Assist Ramsey County and Arden Hills with necessary permit applications

Lift Station Final Design Cost: **\$47,500**

Reimbursable Expenses

Estimated reimbursable expenses for the additional services detailed above are as follows:

\$1,172,745 x 6% = \$70,365

Additional Reimbursable Expenses: **\$70,365**

Summary

The following is a summary of the additional services and costs to be included in the amendment to the Cost Sharing Agreement.

	<u>Amendment No. 1 to Cost Sharing Agreement</u>
Project Management	\$ 19,800
Stormwater Preliminary Design	\$ 46,665
Spine Road and Public Utilities Final Design	\$ 899,240
Thumb Road and Public Utility Design	\$ 144,540
Water Tower and Booster Station Final Design	\$ 15,000
Lift Station Final Design	\$ 47,500
Expenses	<u>\$ 70,365</u>
Total	\$1,243,110

Please let me know if you have questions or we can provide any additional information.

Sincerely,

Kimley-Horn and Associates, Inc.



Jon B. Horn, PE
Sr. Vice President



RAMSEY COUNTY
REQUEST FOR COUNTY MANAGER SIGNATURE

Attachment B

Include this form with the document for County Manager's signature.

1. Type of Document:	Revenue Agreement Cost Sharing Agreement
2. Requesting Department: Additional Department(s):	Public Works
3. Authority for County Manager Signature	County Board Resolution # 2012-045 2014-088
4. Contracted Vendor or Grantor Name: Aspen and SVN Vendor ID Numbers:	City of Arden Hills <input type="checkbox"/> CERT Vendor SVN:
5. Other Vendors Solicited:	<input type="checkbox"/> CERT Vendor <input type="checkbox"/> CERT Vendor
6. Brief Description of Services, Goods, or Grant Duties to be Provided:	Cost Share - Consultant Services for TCAAP Site Redevelopment
7. Type of Good or Service: Program/Project/Service/Grant Name:	Other Professional Services
8. Contract/Grant Period Date From: Contract/Grant Period Date Through:	
9. This Document's Amount Not to Exceed: This Document's Rate Setting Amount:	<input type="checkbox"/> Not to exceed <input type="checkbox"/> Rate Setting
10. Original Document's Amount Not to Exceed: Previous Amendments' Total Amount NTE:	
11. Funding String and Funding Source: For Revenue Agreements, Budgeted Amt:	17301 210180 314110 BY2013 <input type="checkbox"/> Select Source \$144,312.00 CITY'S SHARE <input type="checkbox"/> Budgeted
12. Aspen PO, Contract, or Document Nmbr: Original Document Number:	\$721,648 COUNTY'S SHARE 865,960
13. County Contact Person for this Agreement:	Beth Engum 6-7115
14. Is this either a Lease or I.T. related?	Neither Lease nor I.T.

Prepared by: Tina Westling 6-7103 1/23/2015
Preparer Phone # Date

Reviewed by: [Signature] 6-8045 1-25-2015
Finance Dept Phone # Date

EXECUTION COPY

COST SHARING AGREEMENT FOR CONSULTANT SERVICES (TCAAP Site Redevelopment Infrastructure Development and Design)

By and Between

THE CITY OF
ARDEN HILLS, MINNESOTA

and

THE COUNTY OF RAMSEY
STATE OF MINNESOTA

Dated as of: 4-29-15, 2014

This document was drafted by:

KENNEDY & GRAVEN, Chartered (MTN)
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
Telephone: (612) 337-9300

THIS COST SHARING AGREEMENT (the "Agreement") is made and entered into as of the 29 day of April, 2017, by and between the City of Arden Hills, a Minnesota municipal corporation (the "City") and the County of Ramsey, a political subdivision under the laws of Minnesota (the "County").

RECITALS

A. The County of Ramsey (the "County") and the City of Arden Hills (the "City") (collectively, the "Parties", individually a "Party") have entered into that certain **JOINT POWERS AGREEMENT FOR THE REDEVELOPMENT OF THE TWIN CITIES ARMY AMMUNITION PLANT** (the "JPA"), for the redevelopment of real property located in the City commonly referred to as the Twin Cities Army Ammunition Plant ("TCAAP"), the "TCAAP Project".

B. The JPA contemplates that the Parties individually will incur certain costs for defined obligations identified and defined in the JPA respectively as County Investment, County Public Improvements; City Investment and City Public Improvements.

C. The JPA contemplates that the Parties will undertake other activities individually and collectively in support of the TCAAP Project, but that the costs for some or all of such activities will be allocated to each Party, as provided in the JPA and more specifically set forth in this Agreement. These obligations are defined generally by the JPA as: *Groundwater Treatment Infrastructure*; *Public Improvements* (not otherwise specifically allocated to a Party in the JPA); *Shared Public Improvements*; and any other public infrastructure improvements ("Other Public Improvements") determined by the Parties to require and be appropriate for, shared responsibility.

D. The Improvement(s) shall be constructed consistent with applicable requirements of the TCAAP Master Plan. Cost sharing will be determined prior to commencement of construction in a Cost Sharing Agreement to be developed by the Parties.

E. The purpose of this Agreement is to identify the tasks of the TCAAP Site Redevelopment Infrastructure Development and Design to be performed by Kimley-Horn and Associates, Inc. (the "Consultants") as defined more specifically in the scope of work contained in the request for proposals (the "RFP"), incorporated into this Agreement by reference, and define the financial responsibility of each Party for the cost of the Consultants. This Agreement addresses financial responsibility for consultant tasks of a preliminary design nature only (Group 1 Services). This includes Tasks 1 through 10, 12, and 15 through 18. Financial responsibility of final design tasks will be addressed by separate Cost Sharing Agreement at a future date when the preliminary design is nearing completion and outcomes are known. Final design tasks include Tasks 11, 13, and 14.

AGREEMENT

Section 1. City/County Obligations Generally.

1.1. Joint Obligations Defined by the JPA. The JPA specifically identifies certain categories of TCAAP Site improvements subject to joint cost allocation which will be identified in future Cost Allocation Agreements.

1.2. Shared Obligations Defined by the JPA. The JPA specifically identifies certain categories of TCAAP Site improvements subject to shared cost allocation as follows:

Shared Public Improvements means the design and construction of the TCAAP Site regional storm water retention pond system to be developed as part of the Public Improvements, the cost of which shall be shared by the Parties; and any other public infrastructure improvements determined by the Parties to require, or be appropriate for, shared responsibility.

1.3. Individual Party Obligations Defined by the JPA. The JPA specifically identifies certain categories of TCAAP Site improvements subject to individual Party cost allocation as follows:

City Public Improvements means construction by the City of the trunk or sub-trunk water mains, storm and sanitary sewer and other public amenities identified as the City's direct responsibility, and the City's allocated responsibilities for Shared Public Improvements in the TCAAP Master Plan needed for the New Development.

County Public Improvements means survey and plat of the TCAAP Site, construction by the County of the Spine Road; initial survey and plat of the TCAAP Site; off site transportation improvements; associated private utilities; relocation of existing private utilities; maintenance of County Public Improvements;

Section 2. Project Management and Public and Agency Involvement. The Parties intend to allocate consultant costs for Project Management and Public and Agency Involvement, RFP Tasks 1 and 2:

RESPONSIBLE/LEAD PARTY: County

Shared: 86% County, 14% City

TOTAL COST: \$ 151,080; \$ _129,928 County, \$ _21,152 City

Section 3. Stormwater Preliminary Design. The Parties intend to allocate consultant costs for Stormwater Preliminary Design (existing site hydrology, comprehensive stormwater management plan, regional stormwater plan, and summary report), RFP Task 3:

RESPONSIBLE/LEAD PARTY: County

Shared: 50% County, 50% City

TOTAL COST: \$ 77,940; \$ 38,970County, \$ 38,970City

Section 4. Wetlands, Rice Creek Remeander, and Grading. The Parties intend to allocate the consultant costs for Wetlands (delineation, sequencing of wetland impacts, mitigation, and monitoring), Rice Creek Remeander, and Grading, RFP Tasks 4, 5, and 6:

RESPONSIBLE/LEAD PARTY: County

COST: \$ 160,280

Section 5. Sanitary Sewer and Water System Preliminary Design. The Parties intend to allocate consultant costs for Sanitary Sewer and Water System Preliminary Design, RFP Tasks 7 and 8:

RESPONSIBLE/LEAD PARTY: City

COST: \$ 72,980

Section 6. Spine Road, Spine Road Bridge, and Old Highway 8/County Road I Preliminary Design. The Parties intend to allocate consultant costs for Preliminary Design of these features, including sidewalks and trails, RFP Tasks 9, 10, and 12:

RESPONSIBLE/LEAD PARTY: County

COST: \$ 152,180

Section 7. Soil Testing and Analysis and Surveying and Platting. The Parties intend to allocate consultant costs for the Soil Testing and Analysis and Surveying and Platting, RFP Tasks 15 and 16:

RESPONSIBLE/LEAD PARTY: County

COST: \$ 78,580

Section 8. Thumb Road and Public Utility Design. The parties intend to allocate consultant costs for the Thumb Road and Public Utility Design, RFP Task 17:

RESPONSIBLE/LEAD PARTY: County

COST: \$ 119,540

It is difficult at this time to allocate costs between Thumb road design and Thumb public utility design. A further breakdown of such costs will be determined when further information is

known (development needs, timing of construction, etc.). At that time the costs will be allocated to provide that the City will reimburse the County for design costs of public utilities to serve the Thumb.

Section 9. Design Charrette. The parties intend to allocate consultant costs for performing a half-day design charrette to incorporate landscape architecture/urban design placemaking elements into the infrastructure at the County Road H entrance to the site, Task 18:

RESPONSIBLE/LEAD PARTY: County

Shared: 50% County, 50% City

TOTAL COST: \$ 10,380; \$ 5,190 County, \$ 5,190 City

Section 10. Group 1 Reimbursable Expenses. The parties intend to allocate consultant reimbursable expenses for Group 1 Tasks:

Shared: 86% County, 14% City

TOTAL COST: \$ 43,000; \$ 36,980 County, \$ 6,020 City

Section 11. Payment of Allocated Share. The final total net cost for the described element of the work of the consultant which is a shared responsibility (the "Allocated Cost") shall be invoiced by the County to the City upon substantial completion of the respective study element as determined by the responsible Party. A Party shall pay its Allocated Cost within 30 days of receipt, or such other date as the Parties jointly determine.

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(Signature and acknowledgment page for Arden Hills)

CITY OF ARDEN HILLS, MINNESOTA

Date: July 28, 201

By: David Grant
Its Mayor

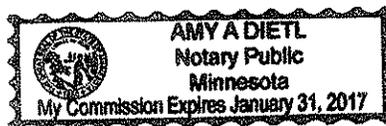
Date: July 28, 2014

By: Patrick Klaers
Its City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 8th day of December, 2014 by David Grant and Patrick Klaers, the Mayor and City Administrator, respectively, of the City of Arden Hills, Minnesota, on behalf of the City.

Amy A. Diets
Notary Public



EXECUTION COPY

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By and Between

THE CITY OF
ARDEN HILLS, MINNESOTA

and

THE COUNTY OF RAMSEY
STATE OF MINNESOTA

Dated as of: 4-29-15, 2014

This document was drafted by:

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470 U.S. Bank Plaza
200 South Sixth Street
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Shared: 86% County, 14% City

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RESPONSIBLE/LEAD PARTY: City

COST: \$ 72,980

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RESPONSIBLE/LEAD PARTY: County

COST: \$ 152,180

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RESPONSIBLE/LEAD PARTY: County

COST: \$ 78,580

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COST: \$ 119,540

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TOTAL COST: \$ 10,380; \$ 5,190 County, \$ 5,190 City

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TOTAL COST: \$ 43,000; \$ 36,980 County, \$ 6,020 City

Section 11. Payment of Allocated Share. The final total net cost for the described element of the work of the consultant which is a shared responsibility (the "Allocated Cost") shall be invoiced by the County to the City upon substantial completion of the respective study element as determined by the responsible Party. A Party shall pay its Allocated Cost within 30 days of receipt, or such other date as the Parties jointly determine.

(Remainder of page intentionally left blank)

(Signature and acknowledgment page for Arden Hills)

CITY OF ARDEN HILLS, MINNESOTA

Date: July 28, 201

By: David Grant
Its Mayor

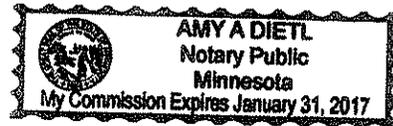
Date: July 28, 2014

By: Patrick Klaers
Its City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 8th day of December, 2014 by David Grant and Patrick Klaers, the Mayor and City Administrator, respectively, of the City of Arden Hills, Minnesota, on behalf of the City.

Amy A. Dietl
Notary Public



**Amendment No. 1 to Cost Sharing Agreement for Consulting Services
(TCAAP Site Redevelopment Infrastructure Development and Design)
Between The City of Arden Hills and Ramsey County**

THIS AMENDMENT NO. 1 to Cost Sharing Agreement for Consulting Services (the “Amendment”) is made as of _____, 2016 and is by and between the City of Arden Hills, a Minnesota municipal corporation (the “City”) and the County of Ramsey, a political subdivision under the laws of the State of Minnesota (the “County”).

Recitals

WHEREAS, the City and County executed a Cost Sharing Agreement for Consulting Services effective as of April 29, 2015 (the “Agreement”) to identify and define financial responsibility for the tasks of the TCAAP Site Redevelopment Infrastructure Development and Design to be performed by Kimley-Horn and Associates, Inc. (the “Consultant”); and

WHEREAS, The Agreement addressed financial responsibility for Consultant tasks of a preliminary design nature only which include Tasks 1 through 10, 12, and 15 through 18; and

WHEREAS, The scope of work for each of the Consultant Tasks identified in the Agreement are more specifically defined in the RFP; and

WHEREAS, The Agreement states that financial responsibility of final design tasks will be addressed by a separate Cost Sharing Agreement at a future date when the preliminary design is nearing completion and outcomes are known; and

WHEREAS, The County has entered into an agreement with the Consultant for all the Tasks identified in the RFP (“Consultant Agreement”) and has executed an amendment to the Consultant Agreement to add final design tasks (“Final Design Amendment”); and

WHEREAS, The parties wish to amend the Agreement to include financial responsibility for Tasks 1, 3, and 11 and Additional Tasks 17, 23, and 24.

NOW THEREFORE, the City and County hereby amend the Agreement as follows:

1. Recital E. of the Agreement is modified by changing “Financial responsibility of final design tasks will be addressed by separate Cost Sharing Agreement” to “Financial responsibility of final design tasks will be addressed by Amendment to Cost Sharing Agreement”.
2. The Agreement is modified by adding the following Sections allocating financial responsibility for design tasks as outlined below:

Section 12. Project Management. The Consultant scope and cost for Project Management, RFP Task 1, has increased to include additional meetings for final design. The parties intend to allocate Consultant costs for additional meetings for final design as follows:

Responsible/Lead Party: County
Shared: 50% County, 50% City
Total Cost: \$19,800; \$9,900 County, \$9,900 City

Section 13. Stormwater Preliminary Design. The parties intend to allocate Consultant costs for Stormwater Preliminary Design, RFP Task 3, 50% County, 50% City as in the Agreement. The Consultant cost for Task 3 has increased from the original cost of \$77,940 to \$124,605. The increase of \$46,665 is due to additional design work performed by the Consultant to meet the requirements of the stormwater permitting agency, the Rice Creek Watershed District, and will be shared as follows:

Responsible/Lead Party: County
Shared: 50% County, 50% City
Total Cost: \$46,665; \$23,332.50 County, \$23,332.50 City

Section 14. Spine Road and Public Utilities Final Design. The Parties intend to allocate the Consultant costs for Spine Road and Public Utilities Final Design, RFP Task 11:

Responsible/Lead Party: County
Shared: 78% County, 22% City
Total Cost: \$899,240; \$701,407 County, \$197,833 City

Section 15. Thumb Road and Public Utility Design. The Parties intend to allocate the Consultant costs for Thumb Road and Public Utility Design, Task 17:

Responsible/Lead Party: County
Shared: 70% County, 30% City
Total Cost: \$144,540; \$101,178 County, \$43,362 City

Section 16. Water Tower and Booster Station Final Design. It was determined during preliminary design of the water system that a water tower and booster station would be required to accommodate water demand generated by the New Development. Additional design work beyond what was included in the original scope of water system design is required, including additional modeling to determine if water tower storage requirements can be reduced and at what stage of development the water tower would be required. The parties intend to allocate the Consultant costs for Water Tower and Booster Station Final Design, Task 23:

Responsible/Lead Party: City
Total Cost: \$15,000

Section 17. Lift Station Final Design. It was determined during preliminary design of the sanitary sewer that a lift station would be required to accommodate sanitary sewer service to the New Development. The Parties intend to allocate the Consultant costs for Lift Station Final Design, Task 24:

Responsible/Lead Party: City
Total Cost: \$47,500

Amendment No. 1 to Cost Sharing Agreement for Consulting Services
(TCAAP Redevelopment Infrastructure Development and Design)

Section 18. Reimbursable Expenses. The Parties intend to allocate Consultant reimbursable expenses for services included in this Amendment based on 6% of the Consultant cost of services in this amendment as follows:

Total City Cost: $\$336,927.50 \times 6\% = \$20,215.65$

3. Except as modified herein, the terms of the Agreement shall remain in full force and effect.

WHEREFORE, this Agreement is duly executed on the last date written below.
Amendment No. 1 to Cost Sharing Agreement for Consulting Services
(TCAAP Redevelopment Infrastructure Development and Design)

RAMSEY COUNTY

CITY OF ARDEN HILLS, MINNESOTA

Julie Kleinschmidt, County Manager

By: _____
Its Mayor

Date: _____

Date: _____

By: _____
Its City Administrator

Date: _____

Approval recommended:

Jim Tolaas, Director
Public Works Department

Date

Approved as to form

Assistant County Attorney

Date



DATE: March 28, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

SUBJECT: Intent to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Bonds to be issued by the City for TCCAP Infrastructure

Background

The City Council discussed the Cooperative Agreement Amendment for the Final Design of TCAAP Infrastructure at its March 21, 2016, work session. As part of that discussion staff told the Council that in order to recapture expenditures related to this project from future bond proceeds that a “Reimbursement Resolution” would need to be adopted by the City Council.

Discussion

Attached is the Resolution for Council approval. The Reimbursement Resolution constitutes the City’s official intent to reimburse the expenditures made for certain costs of public improvements related to the Twin Cities Army Ammunition Plan site from the proceeds of general obligation bonds to be issued by the City in an estimated maximum principal amount of \$10,000,000. This is a maximum amount which includes trunk utilities, possible water tower and planning/engineering. The amount of the actual bond will be determined at some point in the future, we are setting an estimate in order to adopt a resolution of an intent to reimburse for these expenses before we incur expenditures so they will be eligible to be reimbursed.

Requested Action

Motion to adopt Resolution 2016-012, a resolution declaring the official intent of the City of Arden Hills, Minnesota to reimburse certain expenditures from the proceeds of tax-exempt bonds to be issued by the City.

Attachments

Attachment A: Resolution 2016-012



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION No. 2016-012

**DECLARING THE OFFICIAL INTENT OF THE CITY OF ARDEN HILLS,
MINNESOTA TO REIMBURSE CERTAIN EXPENDITURES FROM THE
PROCEEDS OF TAX-EXEMPT BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the City of Arden Hills, Minnesota (the “City”) is a statutory city duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures, including costs of public improvements related to the Twin Cities Army Ammunition Plant site in the City (the Project”), that may be financed temporarily from sources other than tax-exempt bonds and other obligations, and reimbursed from the proceeds of a tax-exempt bonds or other obligations;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of tax-exempt bonds or other obligations in accordance with the Reimbursement Regulations.

THEREFORE, BE IT RESOLVED that:

1. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of general obligation bonds of the City in an estimated maximum principal amount of \$10,000,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt bonds or other obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

2. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds or other obligations, except for the following expenditures: (a) costs of issuance of bonds or other obligations; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue of bonds or other obligations; or (c) “preliminary expenditures” up to an

amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

3. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt bonds or other obligations described in paragraph 1 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of tax-exempt bonds or other obligations to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

4. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Arden Hills, Minnesota, this 28th day of March, 2016.

David Grant, Mayor

ATTEST:

Sue Iverson, Interim City Administrator



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: County Road E Bridge Pedestrian Lighting

Requested Action

Approve proposal from Forest Lake Contracting in the amount of \$17,173.00 for the installation of two LED light fixtures and poles on the County Road E / TH 51 Bridge to light the pedestrian facility on the south side of this bridge.

Background

MnDOT reconstructed the bridge over TH 51 at County Road E in 2015. Included in that construction was placement of conduit in the bridge structure to route a power supply to two locations on the ends of the bridge for light poles if the City wished to someday install lighting. Also in 2015, the City of Arden Hills and Ramsey County had a joint improvement project along County Road E. Part of that project was the addition of pedestrian lighting along both sides of the street. The lights that were added are owned and maintained by Xcel Energy.

Discussion

Xcel will not install and maintain lighting on a bridge. MnDOT and Ramsey County are the two road authorities involved in the bridge over TH 51 at County Road E. The City is responsible for improvements on the bridge above and beyond the basic installation. The City Council expressed an interest in the addition of pedestrian lighting along the bridge. Public Works has obtained two quotes for the installation of lighting with two fixture options (HPS, LED). The quotes include placing a power supply cabinet on the west end of the bridge and directional boring a conduit to the bridge and installing all wiring and fixtures on the bridge. A power drop would be required from Xcel energy in the park, and to date we have not received an estimate on this cost. From a maintenance standpoint, we recommend using LED fixtures. The City will be responsible to maintain these poles and fixtures in the future.

We obtained two quotes for the work, one from Forest Lake Contracting and one from Peoples Electric. The results are listed in Table 1 below. We have requested three quotes but have only had two responses to date.

Table 1 - Co Rd E Bridge Lighting Quotes

No.	Contractor	LED Option
1	Forest Lake Contracting	\$ 17,173.00
2	Peoples Electric	\$ 24,400.00

The light fixture and poles are similar to that of the pedestrian lights along County Road E that Xcel maintains. The lights quoted have LED bulbs and should require less maintenance than the high pressure sodium option. The color of the fixture and pole is black and should coordinate with the existing pedestrian lighting installed by Xcel. Details of the fixtures and poles are included in Attachment C

Attachments

Attachment A: Forest Lake Contracting quote 2/26/16

Attachment B: Peoples Electric quote 3/11/16

Attachment C: LED light fixture and pole details



Attachment A

14777 Lake Drive
Forest Lake, MN 55025
PH: (651) 464-4500
FAX: (651)464-4722

PROPOSAL SUBMITTED TO

NAME City of Arden Hills: Joe Mooney
ADDRESS 1245 West Hwy 96.
CITY Arden STATE MN. ZIP 55112.
PHONE 651 792 7800

DATE 2/26/16

WORK TO BE PERFORMED AT

NAME Co. E Bridge @ Snelling
ADDRESS _____
CITY Arden Hills STATE MN. ZIP 55112

PROPOSAL TO DO THE FOLLOWING WORK:

Add a 120v/240v Type L1 Mndot lighting service on a type B pad to the west side of bridge.
Run 2" conduit to bridge Handhole from service.
Provide #6 xhhw wire from service to lights.
Furnish and install poles and fixtures, Per Arden Hills Spec.
Rake and seed area disturbed.
Electrical permit included.

Pole and fixture shop drawings to be checked by City of Arden Hills before ordering.
No replacement of sod or turf.

THE COST TO COMPLETE THIS WORK USING THE LED FIXTURES IS **\$17,173.00**
THE COST TO COMPLETE THIS WORK USING THE HPS FIXTURES IS **\$16,333.00**

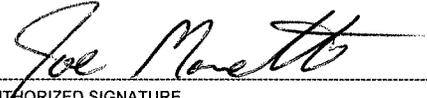
PAYMENT TO BE MADE AS FOLLOWS 30 DAYS NET.

A 1.5% per month interest fee shall be charged on any balance 30 days past due.

ACCEPTANCE OF PROPOSAL

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO COMPLETE THIS CONTRACT AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.



AUTHORIZED SIGNATURE
Joe Monette

COMPANY

AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

3/11/2016

Joe Mooney
City of Arden Hills

Re: Snelling & CR-E Lighting

Joe,

The cost to install the two lights on the County Rd. E and Snelling bridge is as follows:

With HPS lighting – Lump Sum \$23,400.00

With LED lighting – Lump Sum \$24,400.00

This price includes the following:

- Boring under CR-F to the nearest Xcel pole to pick up power, not exceeding 130' from the hand hole on the SW quadrant of the bridge and assuming that there is 120/240 volt service available from the Xcel pole.
- Installing a lighting cabinet and foundation on the S.W. quadrant of the CR-F Bridge.
- Installing all wiring for the service and lighting.
- Installing light standards and heads.
- Quote does not include any Xcel fees if needed.

We thank you for the continued opportunity to provide for your electrical needs. Please contact us if there is any further information needed.

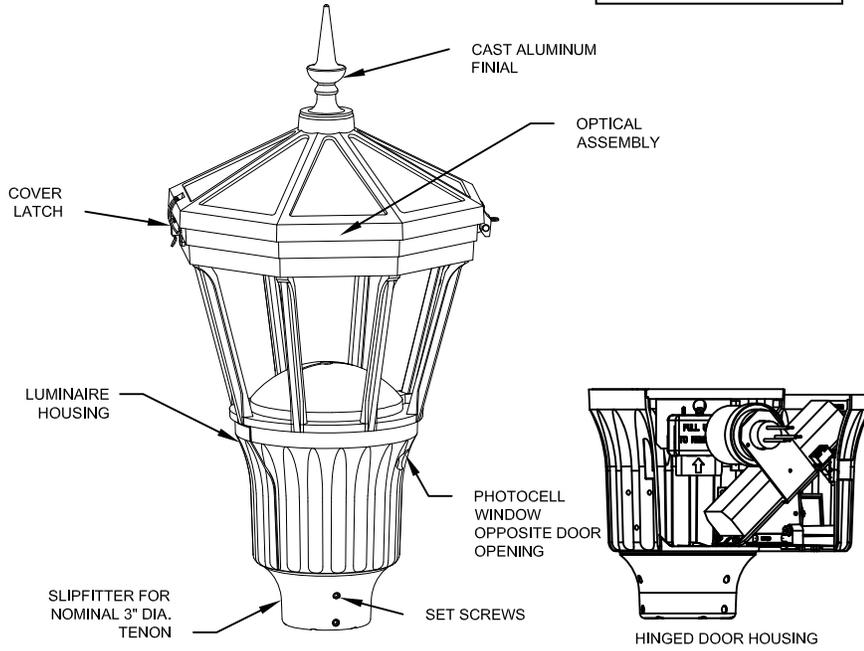
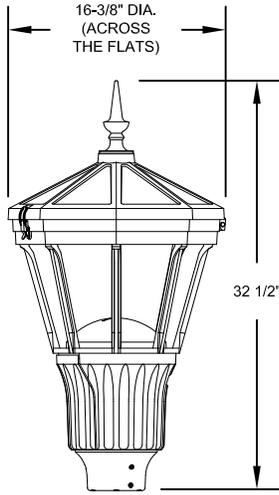
Sincerely,



Rodney Kowarsch,
Peoples Electric Company

Maximum weight - 40 lbs
 Maximum effective projected area - 1.38 sq. ft.

Attachment C

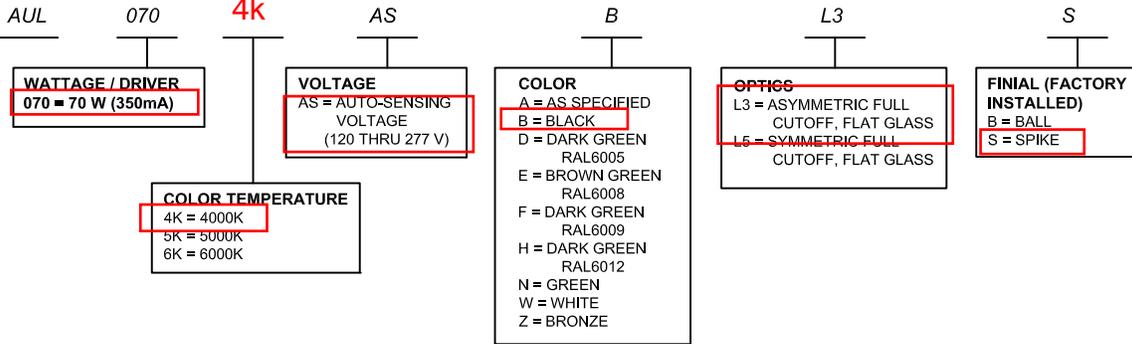


Utility Arlington[®]
 Series Luminaire
 Full Cutoff LED

DECORATIVE
 OUTDOOR

HOLOPHANE[®]
 LEADER IN LIGHTING SOLUTIONS
 An Acuity Brands Company

ORDERING INFORMATION:

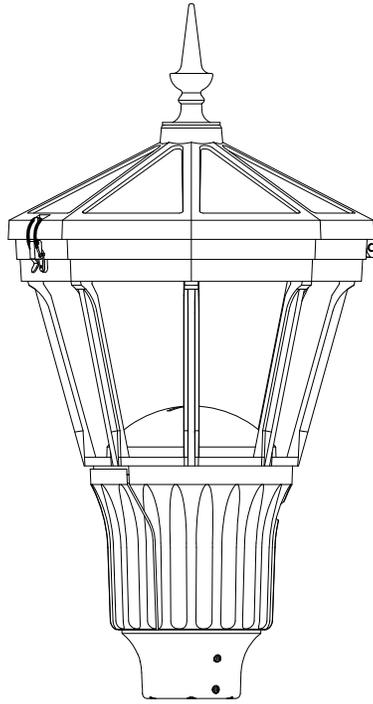


OPTIONS

- H = NEMA TWISTLOCK PHOTOCONTROL RECEPTACLE ONLY
- L1H = 1.5 FEET OF PREWIRED LEADS
- L03 = 3 FEET OF PREWIRED LEADS
- L10 = 10 FEET OF PREWIRED LEADS
- L20 = 20 FEET OF PREWIRED LEADS
- L25 = 25 FEET OF PREWIRED LEADS
- L30 = 30 FEET OF PREWIRED LEADS
- P27 = DTL TWISTLOCK PHOTOCONTROL 120-277 VOLT (MUST BE USED WITH OPTION "H")
- PSC = SHORTING CAP (MUST BE USED WITH OPTION "H")

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ORDER #:	
TYPE:	
DRAWN:	KRW
DATE:	04/01/10
DWG #:	LUM_AUL



FINIALS

BALL



SPIKE



Specifications

GENERAL DESCRIPTION

The Utility Arlington LED is designed for ease of maintenance with the plug-in driver module common to each of the luminaires in Holophane's Utility Luminaire LED Series. A precision optical system maximizes post spacings while maintaining uniform illumination.

OPTICAL SYSTEM

The optical system consists of a precisely engineered LED circuit board located in the top cover. A gasket between the cover and ring along with a flat glass plate and gasket beneath the reflector create a sealed optical compartment that meets an IP65 rating. Optics designed to provide an I.E.S. Asymmetric or Symmetric full cutoff distribution are available.

LUMINAIRE HOUSING

The luminaire housing, cast of aluminum, anchors the optical system and provides an enclosure for the plug in electrical module. The electrical enclosure conforms to an IP55 rating. For use with units with an E.E.I.-N.E.M.A. twist lock photocell receptacle, the housing contains a glass "window" to allow light to reach the cell. The three station incoming line terminal block are pre-wired to a five conductor receptacle for ease in connecting the electrical module. A slipfitter will accept a 3" high by 2 7/8" to 3 1/8" O.D. pole tenon.

LUMINAIRE HOUSING DOOR

Cast of aluminum, the housing door is hinged and latched to the housing. The door forms the mount for the electrical module, and allows easy access during maintenance.

ELECTRICAL MODULE

The electrical components are mounted to an aluminum plate that is removable with standard tools. A matching five plug connector connects the electrical components to the surge protector for quick replacement. For Photoelectric operation, the electrical module is provided with an E.E.I.-N.E.M.A. twist lock Photocell receptacle.

TOP COVER

The octagonal cover, cast of aluminum, is attached to the top ring of the luminaire housing by two stainless steel hinge pins. The cover is latched by an overcenter, positive action, stainless steel latch which allows for optical chamber access

DRIVER

(Refer to Driver Data Sheet for specific operating characteristics) 50 or 60 Hz voltage sensing 120-277V >90% efficient electronic. Potted for increased thermal management. Removable through hinged door housing.

FINISH

The luminaire is finished with polyester powder paint to ensure maximum durability.

UL

The luminaire is UL listed as suitable for wet locations at a maximum of 40 degrees C ambient temperature.

**Utility Arlington[®]
Series Luminaire
Full Cutoff LED**

**DECORATIVE
OUTDOOR**

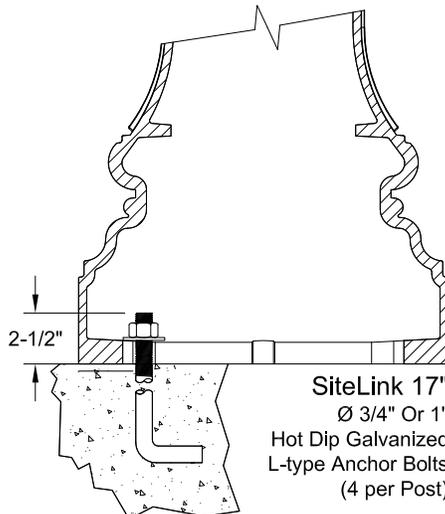
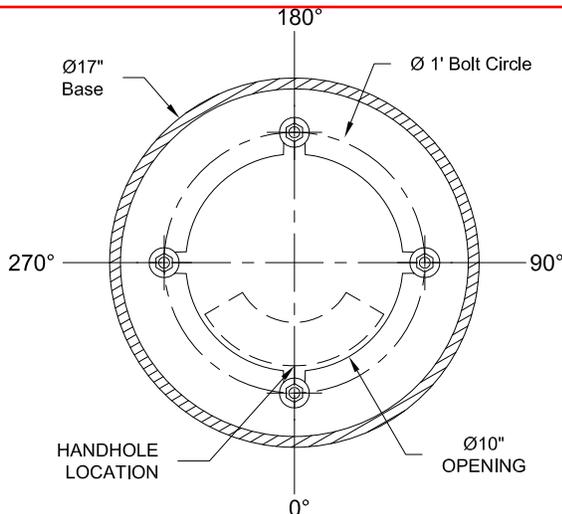
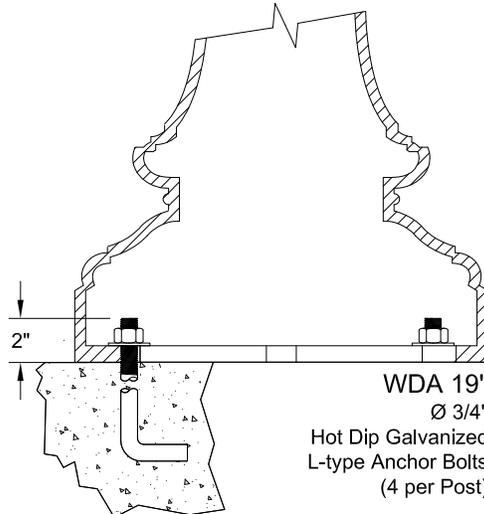
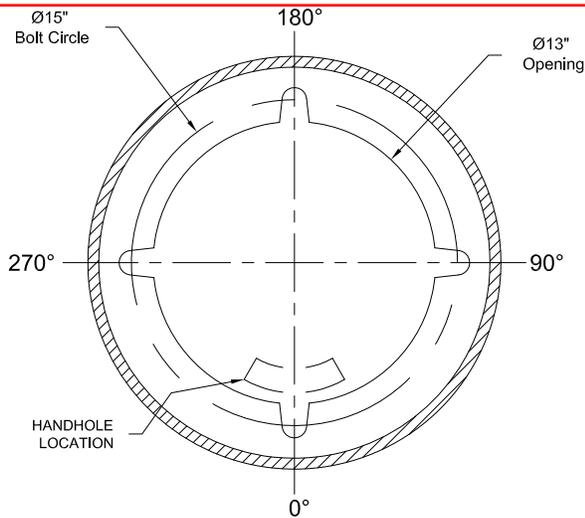
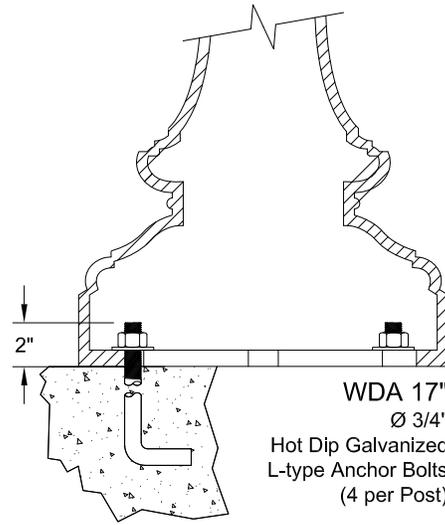
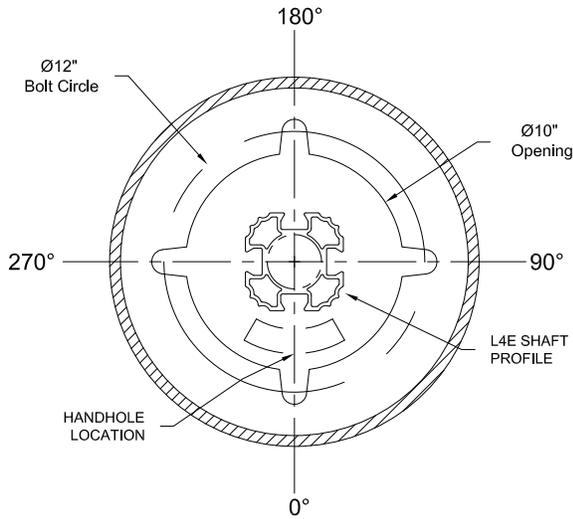
HOLOPHANE[®]
LEADER IN LIGHTING SOLUTIONS
An Acuity Brands Company

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ORDER #:	
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DRAWN:	KRW
DATE:	04/01/10
DWG #:	LUM_AUL

2 OF 2

ANCHORAGE GUIDE



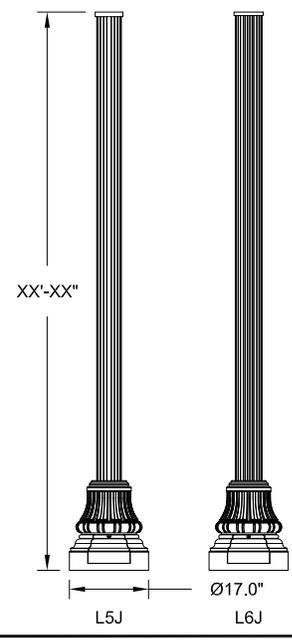
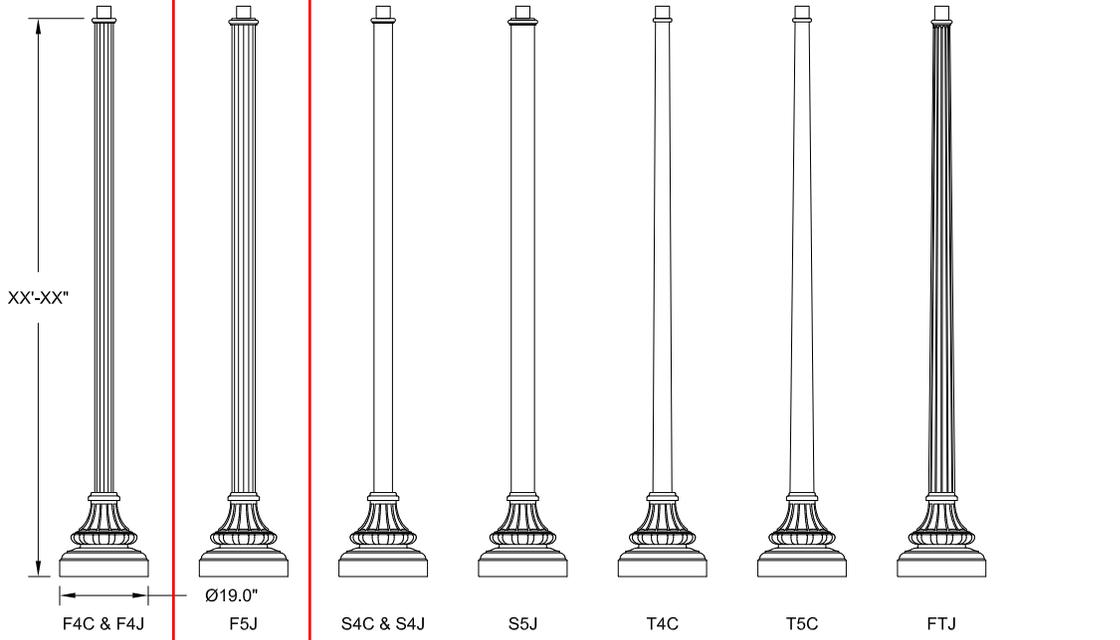
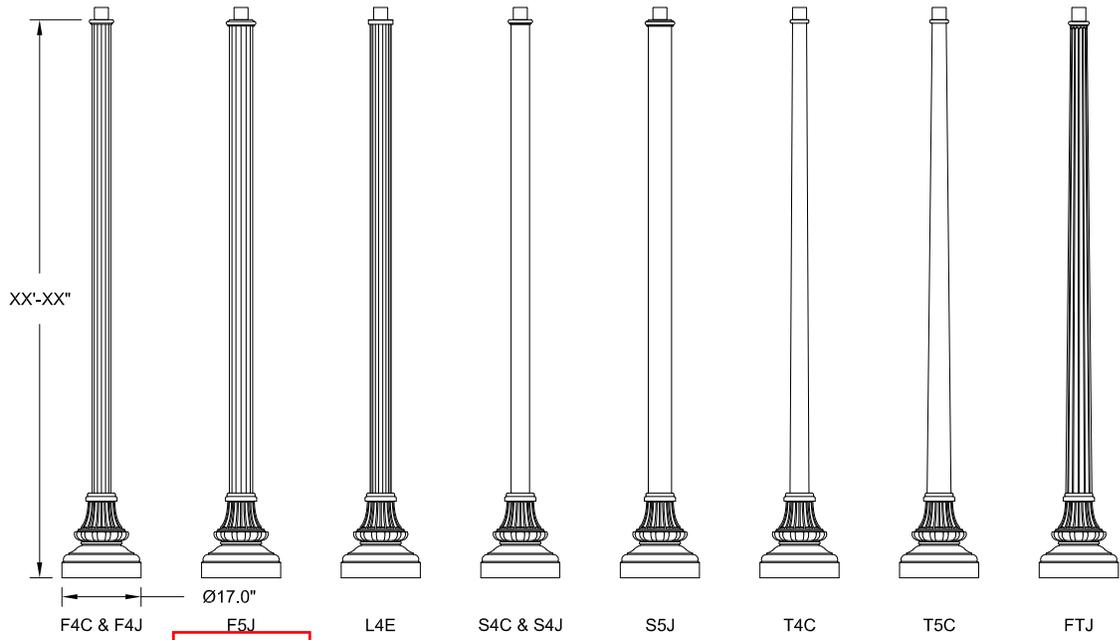
WADSWORTH™
Aluminum Pole

Architectural
Outdoor

HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS
An Acuity Brands Company
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ORDER #:
TYPE:
DRAWN: KRW
DATE: 05/19/11
DWG #: POL_WDA



WADSWORTH™
Aluminum Pole

**Architectural
 Outdoor**



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ORDER #:	
TYPE:	3
DRAWN:	KRW
DATE:	05/19/11
DWG #:	POL_WDA



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: 2016 Rain Water Garden Planting

Requested Action

Approve proposal from Elfering and Associates in an amount not to exceed \$8,900 to complete design of planting layouts, coordination with residents, obtaining pricing for plant materials and assisting in planting layout of the 21 front yard rain water gardens and 2 larger City gardens along trails.

Background

The Rice Creek Watershed District Rules require the City install storm water treatment in conjunction with construction of the 2015 PMP. The construction that took place in 2015 prepared rain water gardens for planting by excavating, installing drain tile, and placement of planting soil and mulch. Rain Water Gardens located in front yards were only put in if the residents volunteered the space. When we solicited volunteers for rain water gardens, residents were told the planting would be done in 2016. We also told residents that the City would partner with them on maintenance of the gardens. Some basic planting plans were described but residents were told specific plans to each garden would be developed and shared before planting begins. Attachment A is the letter that was sent to prospective rain garden hosts. Attachment B contains materials provided to potential rain garden participants about design, construction and planting options. Attachments C and D shows the rain garden footprint proposed to be constructed.

Discussion

In order to proceed with the rain water garden planting, we need to assemble planting layouts, coordinate with residents, get quotes for plant materials, physically mark layout, and plant the plant materials. In 2015, we had planned to do this work though the Assistant City Engineer as the lead and I did most of the leg work in collecting volunteers, mailing information to residents, etc. With the current limitations on my time, I am unable to devote the time needed to this

process and need assistance to complete the preparations for planting. All of this work described is the planning and preparation prior to the actual planting of the plants.

Once the plant materials arrive and are ready to be planted, we will need to coordinate this work. I anticipate the installation of the plant material will be done by a combination of residents, seasonal employees, and public works employees.

Proposals for this work were solicited from multiple vendors (Attachment E) including Ramsey Conservation District, greenhouse and plant supply vendors, and an engineering firm. Vendors not used previously were chosen from a list provided by the Minnesota DNR of Native plant nurseries that listed rain garden design as a service. We received 2 proposals, neither of which were from greenhouse or plant material supply vendors. Responses to the RFP are included in Attachments F thru K. Table 1 below shows the vendors contacted and their response.

Table 1 - 2016 Rain Garden Planting RFP Response

No	Company	Phone	Reply
1	Cedar Hill Natives	651-252-7598	not interested in providing a quote
2	Minnesota Native Landscapes	763-295-0010	no response
3	Native plant nursery	763-780-9717	not interested in providing a quote
4	Naturalshore technologies	612-703-7581	no response
5	Outback nursery	651-438-2771	not interested in providing a quote
6	Prairie restoration	763-389-4342 612-708-9874	not interested in providing a quote
7	Applewood Nursery	651-462-5554	no response
8	Ramsey Conservation District	651-266-7270	\$ 9,800.00
9	Elfering and associates	763-780-0450	\$ 8,900.00

The cost for the design, plant materials and related costs would be funded by the Surface Water Management enterprise fund.

Attachments

Attachment A: Solicitation letter sent to residents interested in rain gardens (April 10, 2015)

Attachment B: Typical design and planting options included with April 10, 2015 letter

Attachment C: Specific rain garden location map by address

Attachment D: layout of 2 larger rain gardens along city trails

Attachment E: Request for proposals (RFP)

Attachment F: Response to RFP from Cedar Hill Natives

Attachment G: Response to RFP from Native Plant Nursery

Attachment H: Response to RFP from Out Back Nursery

Attachment I: Response to RFP from Prairie Restoration

Attachment J: Response to RFP from Ramsey Conservation District

Attachment K: Response to RFP from Elfering and Associates

Attachment A

April 10, 2015

Name
Street
City

NAME:

Thank You for your interest in having a rainwater garden on your property. We have made a sketch of a possible layout of a rainwater garden on your property to give you an idea of where and what size we envision fitting into your yard. Additionally we have included information showing a typical cross-section of the construction as well as possible planting plans. The planting plan will need to be customized to your site based on how much sun the garden location gets. We will be looking into this next. We would not plan on planting the gardens this year but focus on getting the grading, soil amendments and drainage in place so that we can follow up with planting in 2016.

We wanted to get these layouts to you as well as the samples of the planting plans so you can start thinking about any feedback you would like to share with us.

I am more than happy to meet with you at your home to answer any questions you may have. My Contact information is as follows:

John Anderson, Assistant City Engineer, at (651) 792-7846 or janderson@cityofardenhills.org.

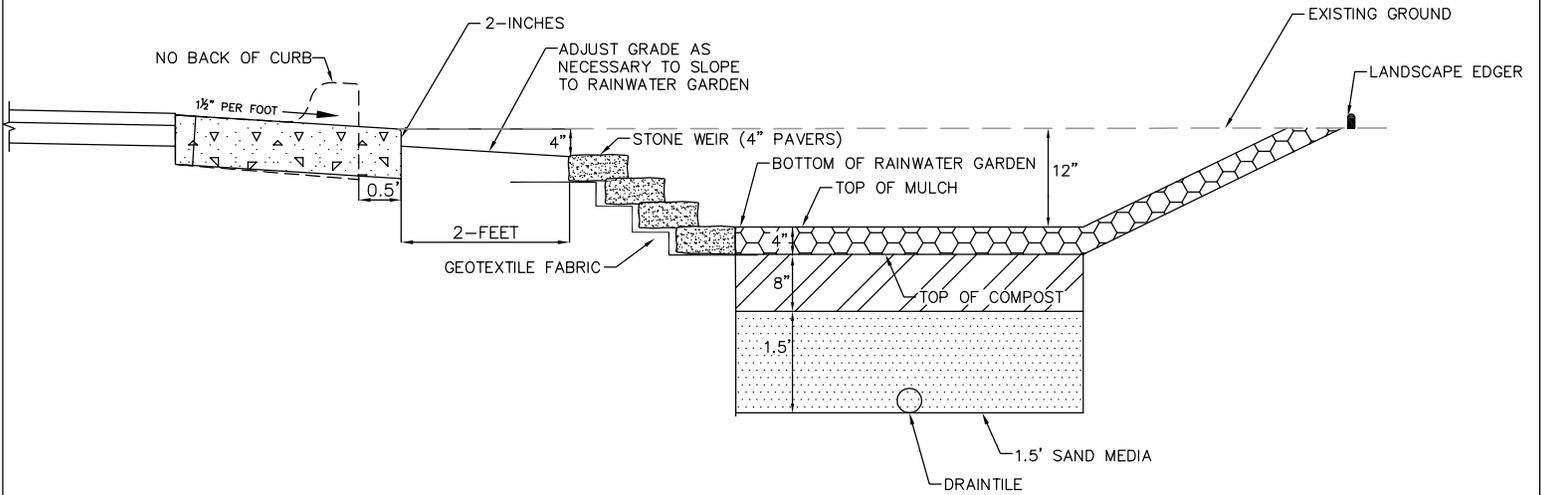
Sincerely,

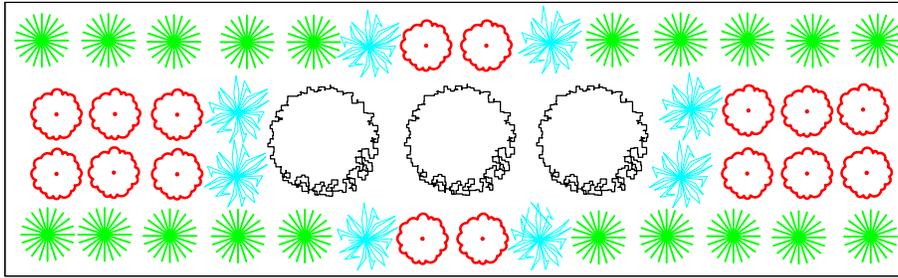


John Anderson
Assistant City Engineer

enc: Rainwater Garden Layout
sample planting plan
typical cross-section

Attachment B

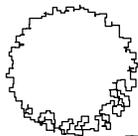




 BLUE EYED GRASS (20)
  BLUE FLAG IRIS (8)

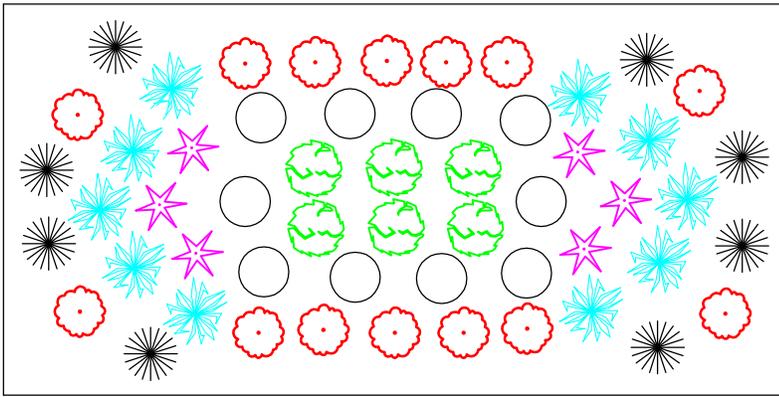


 BLACK EYED SUSANS & PURPLE CONEFLOWER (16)



AMERICAN CRANBERRY BUSH (3)





☼ BLUE EYED GRASS



★ BLAZING STAR (6)



☼ BLUE FLAG IRIS (10)



☼ BLACK EYED SUSANS & PURPLE CONEFLOWER (14)

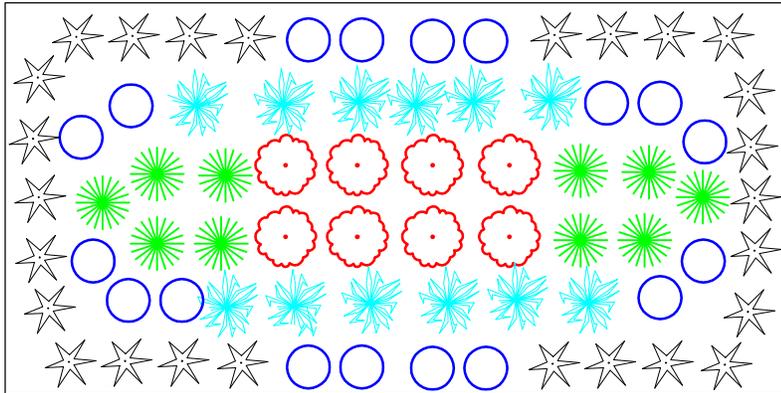


☼ PRAIRIE CORDGRASS (6)



○ BONESET (10)





○ HOSTA (18)



🌸 CARDINAL FLOWER (8)



🌿 OSTRICH FERN (10)



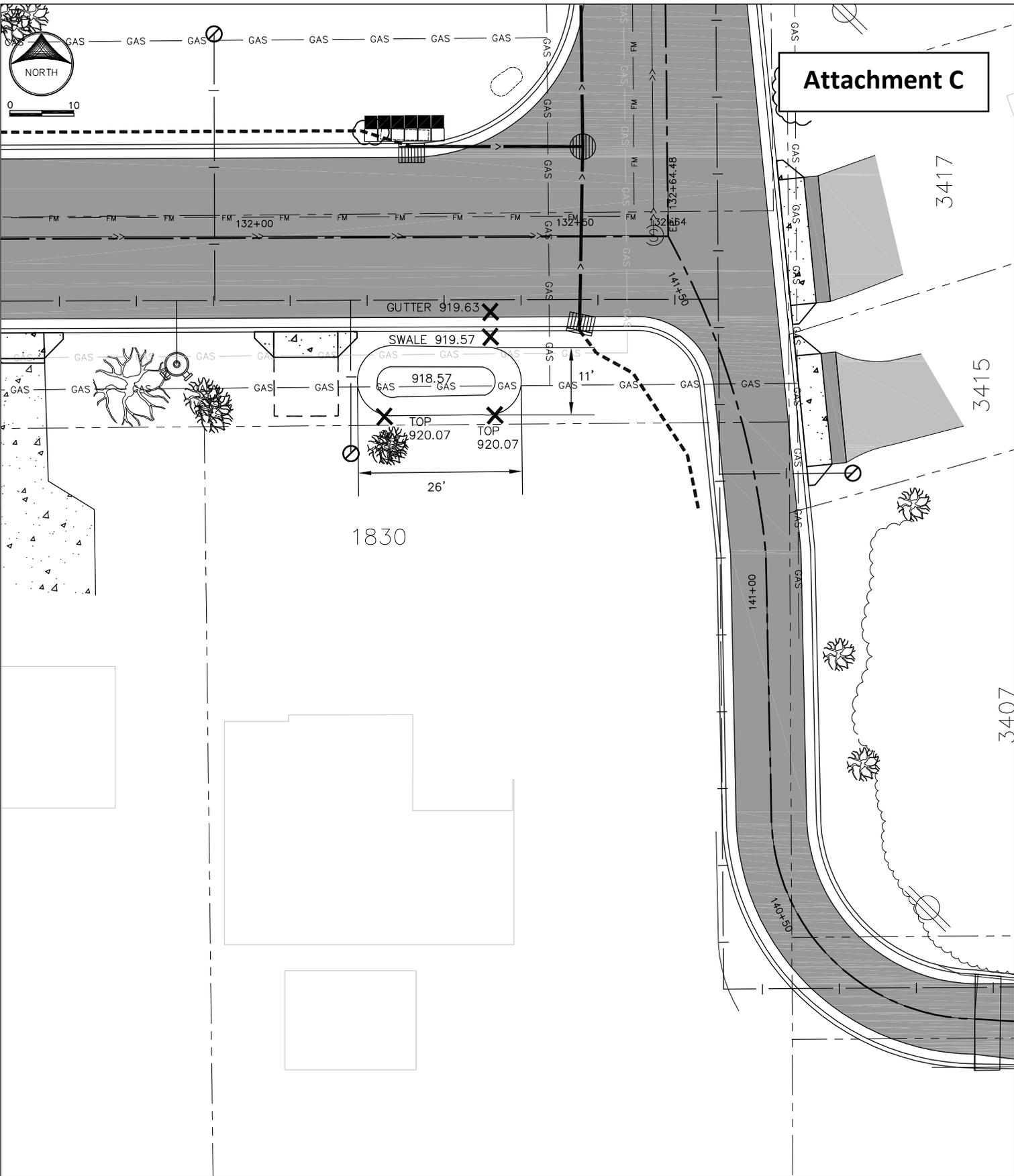
★ MARSH MARIGOLD (26)



🌸 VIRGINIA BLUEBELLS (12)



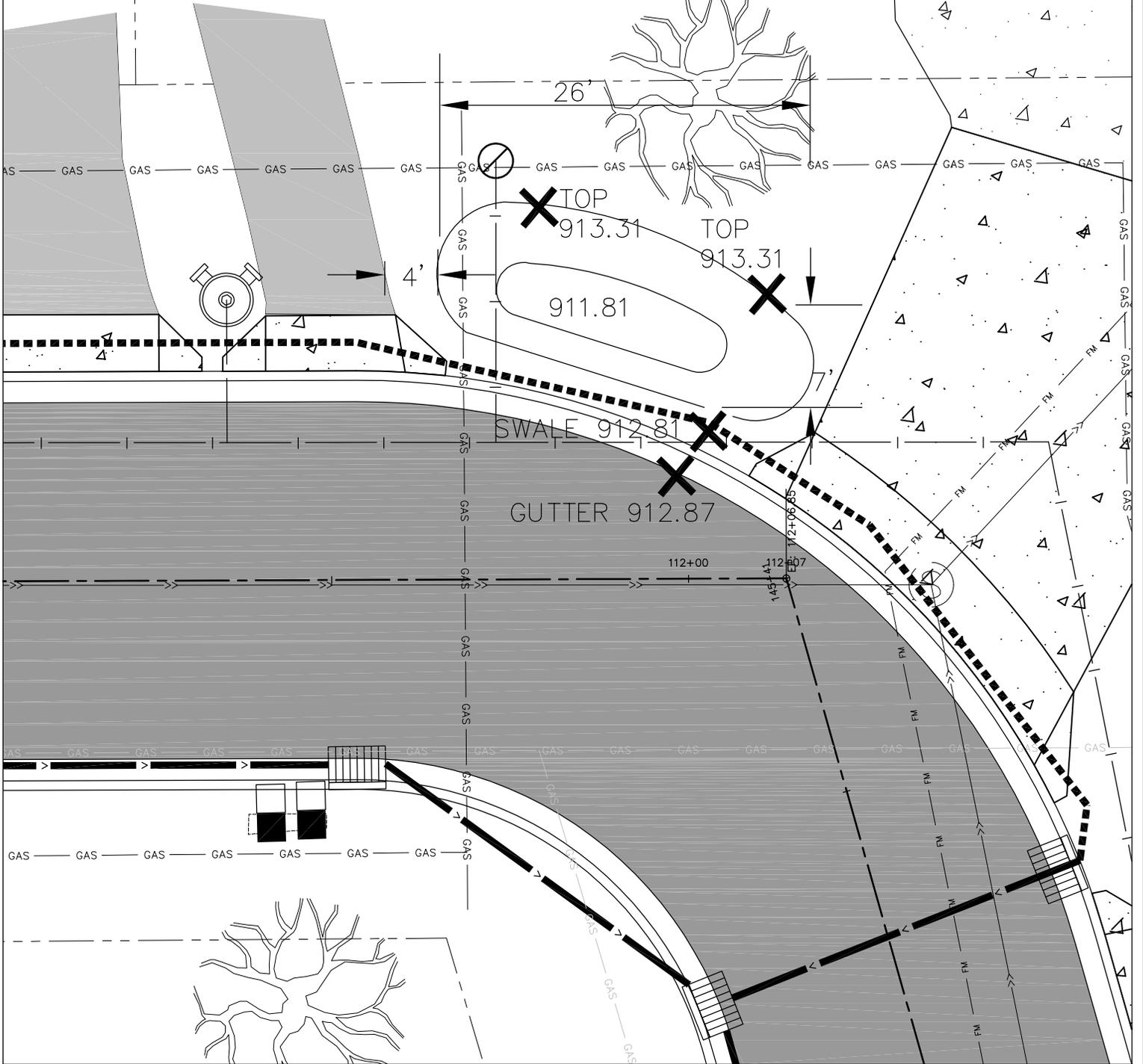
Attachment C





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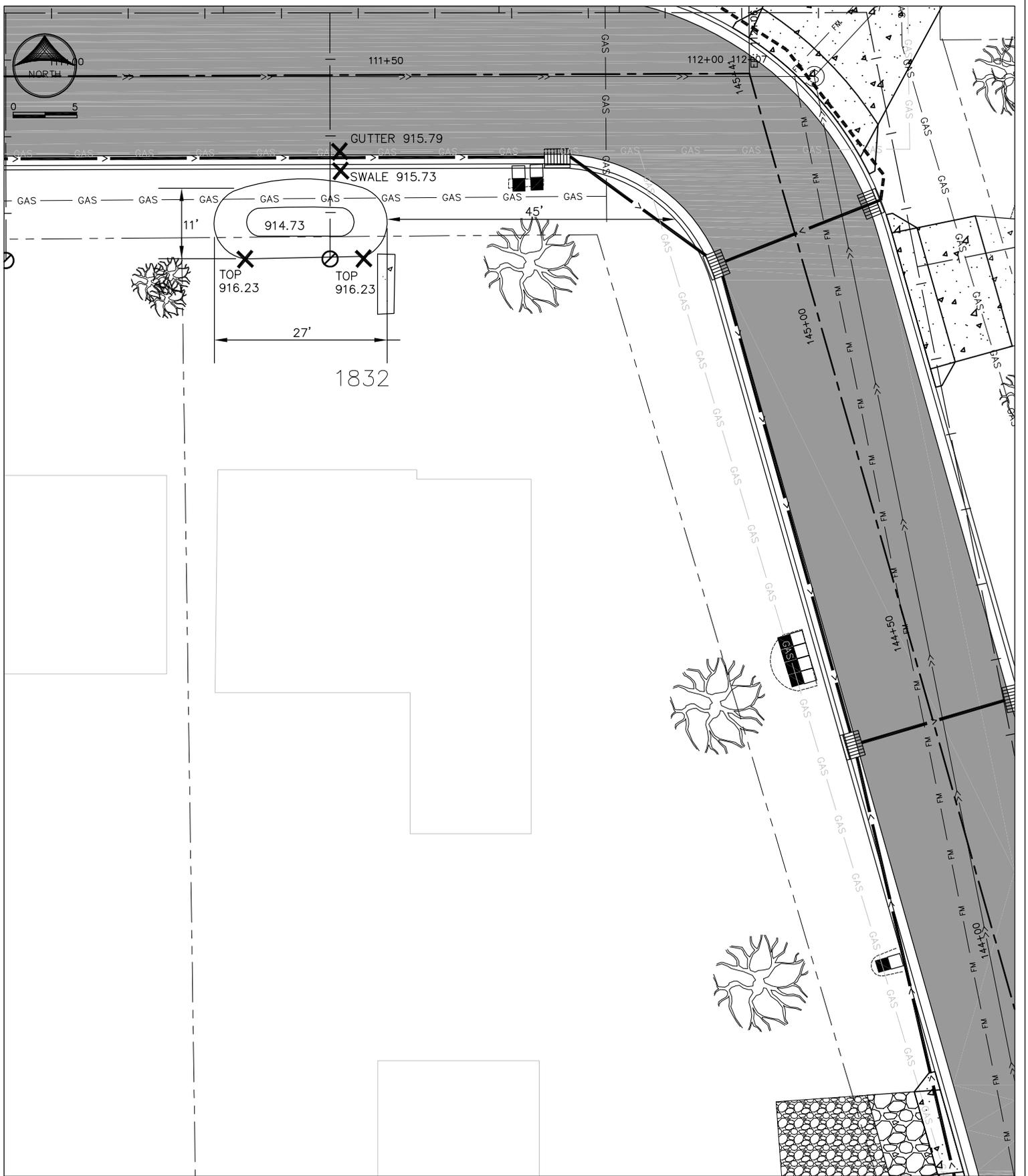
ELFERING & ASSOCIATES

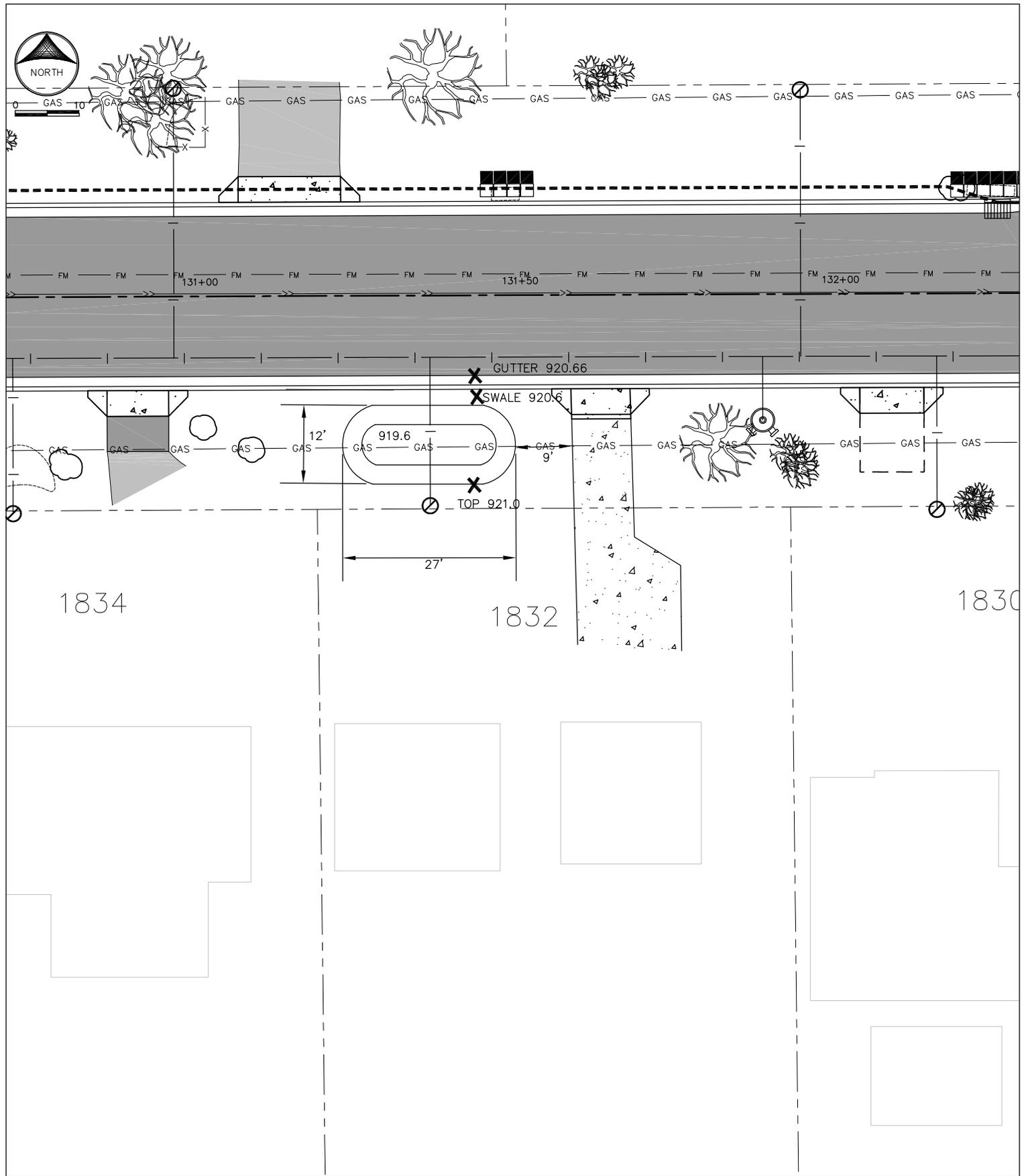


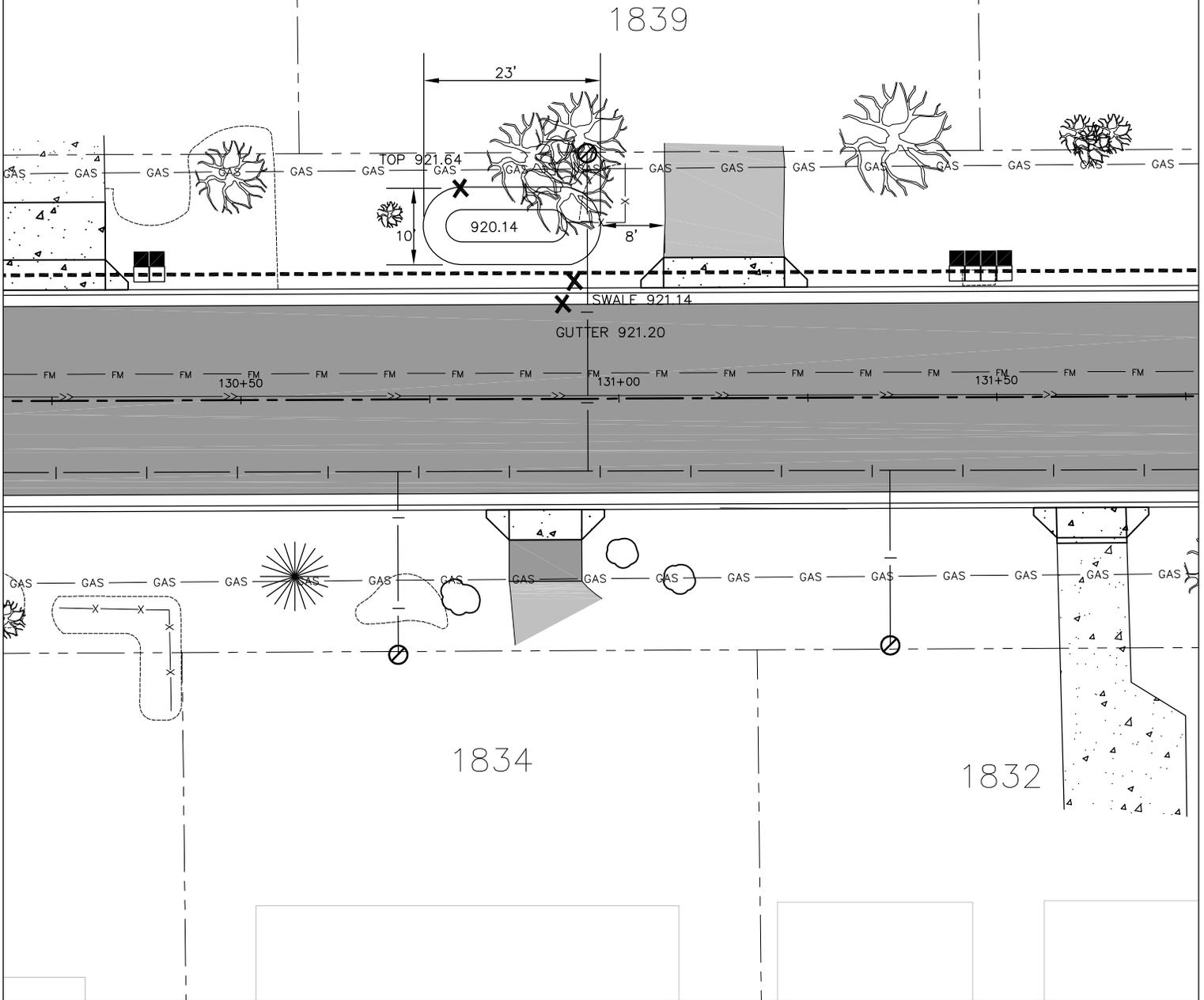
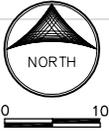
10062 FLANDERS COURT • BLAINE, MN 55449
(763) 780-0450

Rain Water Garden
1831 Grant Road



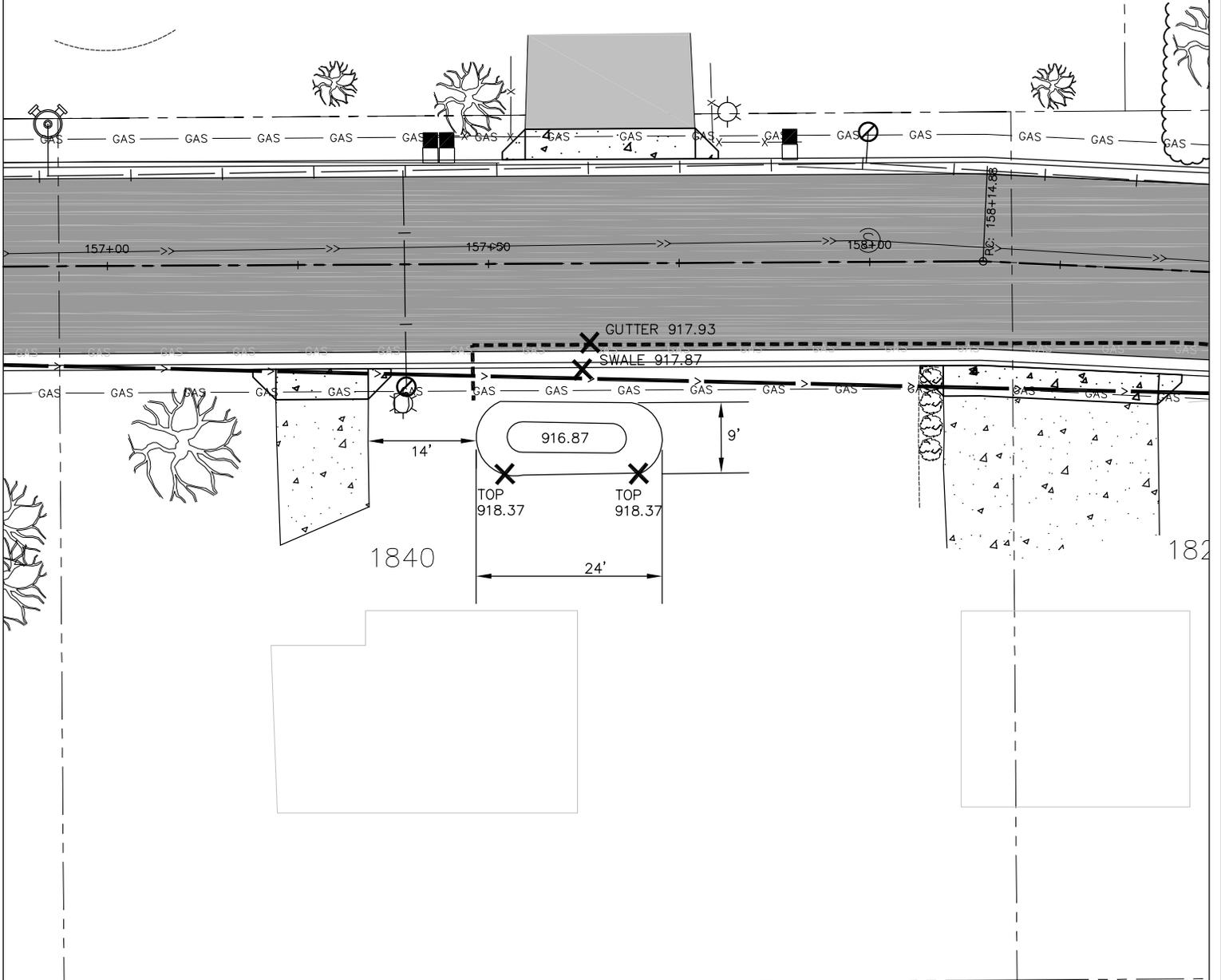








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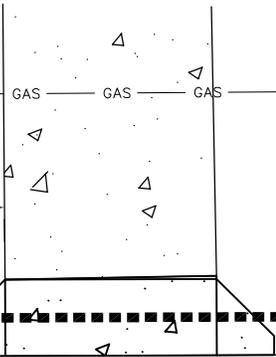
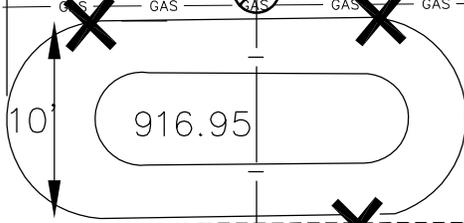
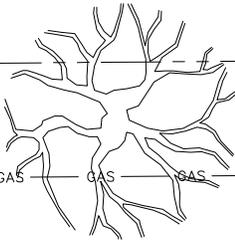
24'

TOP
918.15

TOP
918.15

GAS — GAS — GAS — GAS — GAS

GAS — GAS



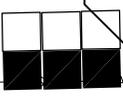
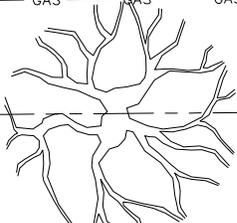
SWALE 917.95

GUTTER 918.01

110+50

GAS — GAS

GAS — GAS



ELFERING & ASSOCIATES



10062 FLANDERS COURT • BLAINE, MN 55449
(763) 780-0450

Rain Water Garden
1843 Grant Road





0 10

1849

26'

TOP
921.97

TOP
921.97

920.47

21'

SWALE 921.47

GUTTER 921.53

FM 129+50 FM 130+00 FM 130+50

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ELFERING & ASSOCIATES



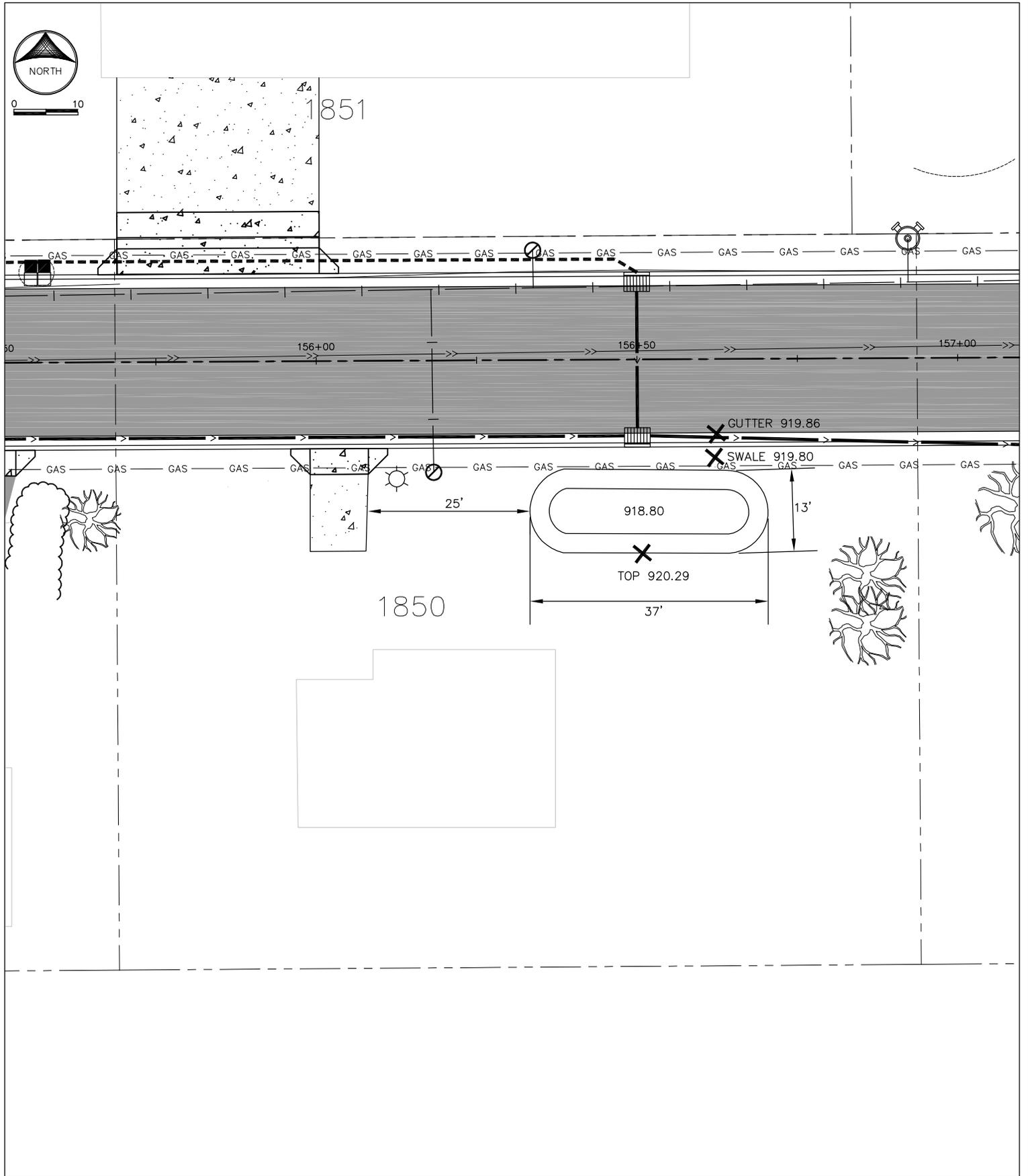
Rain Water Garden
1849 Noble Road

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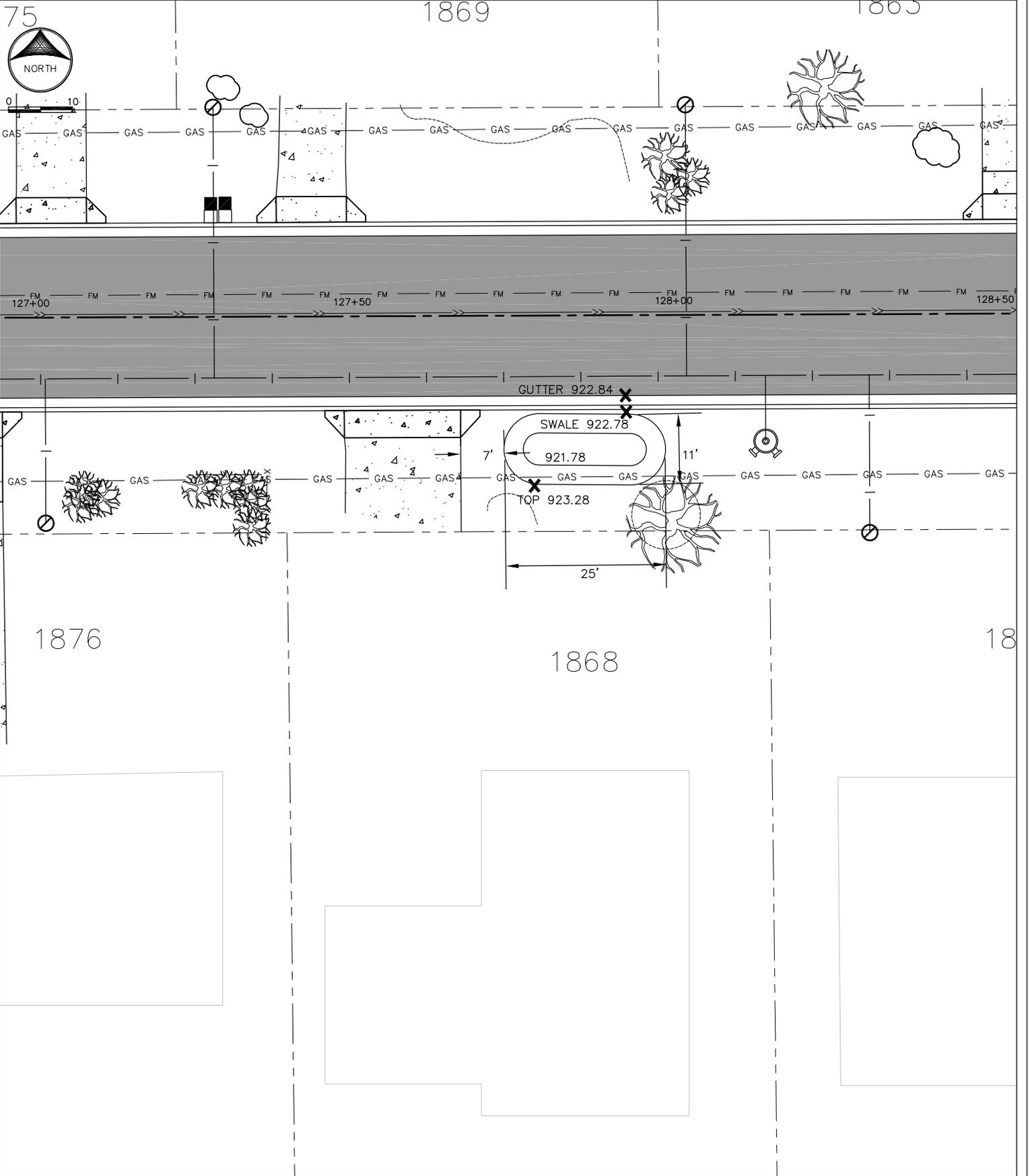
ELFERING & ASSOCIATES

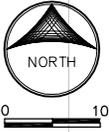


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Rain Water Garden
1850 Lake Lane

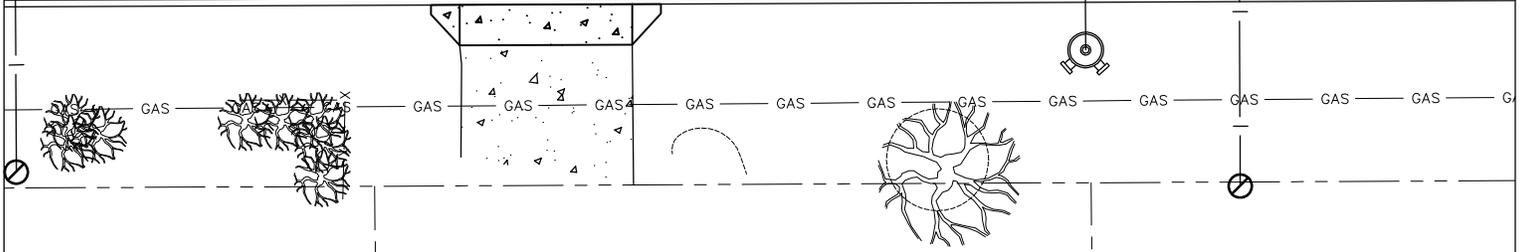
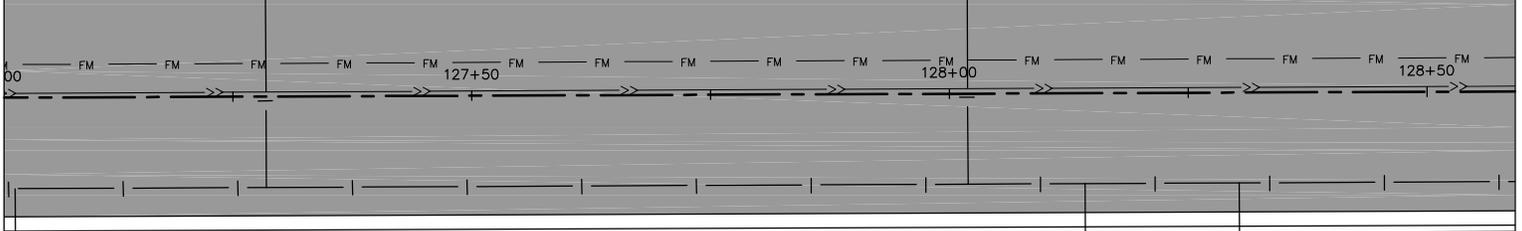
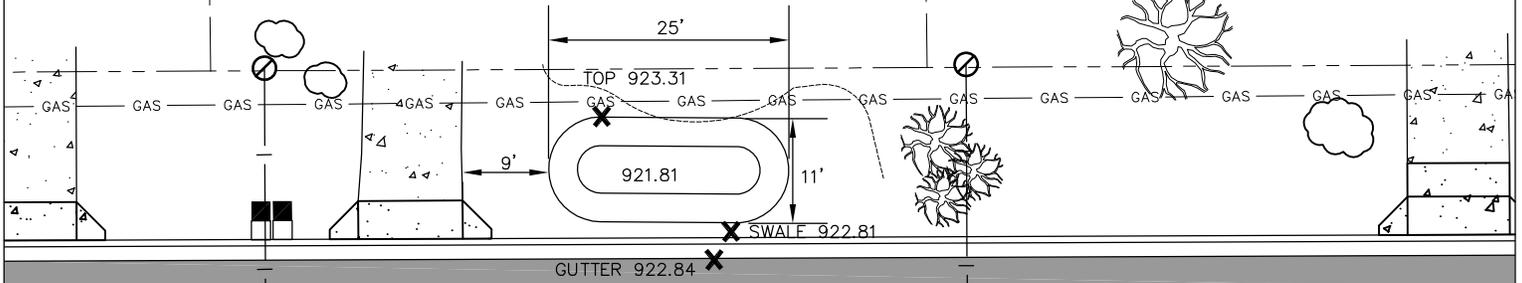






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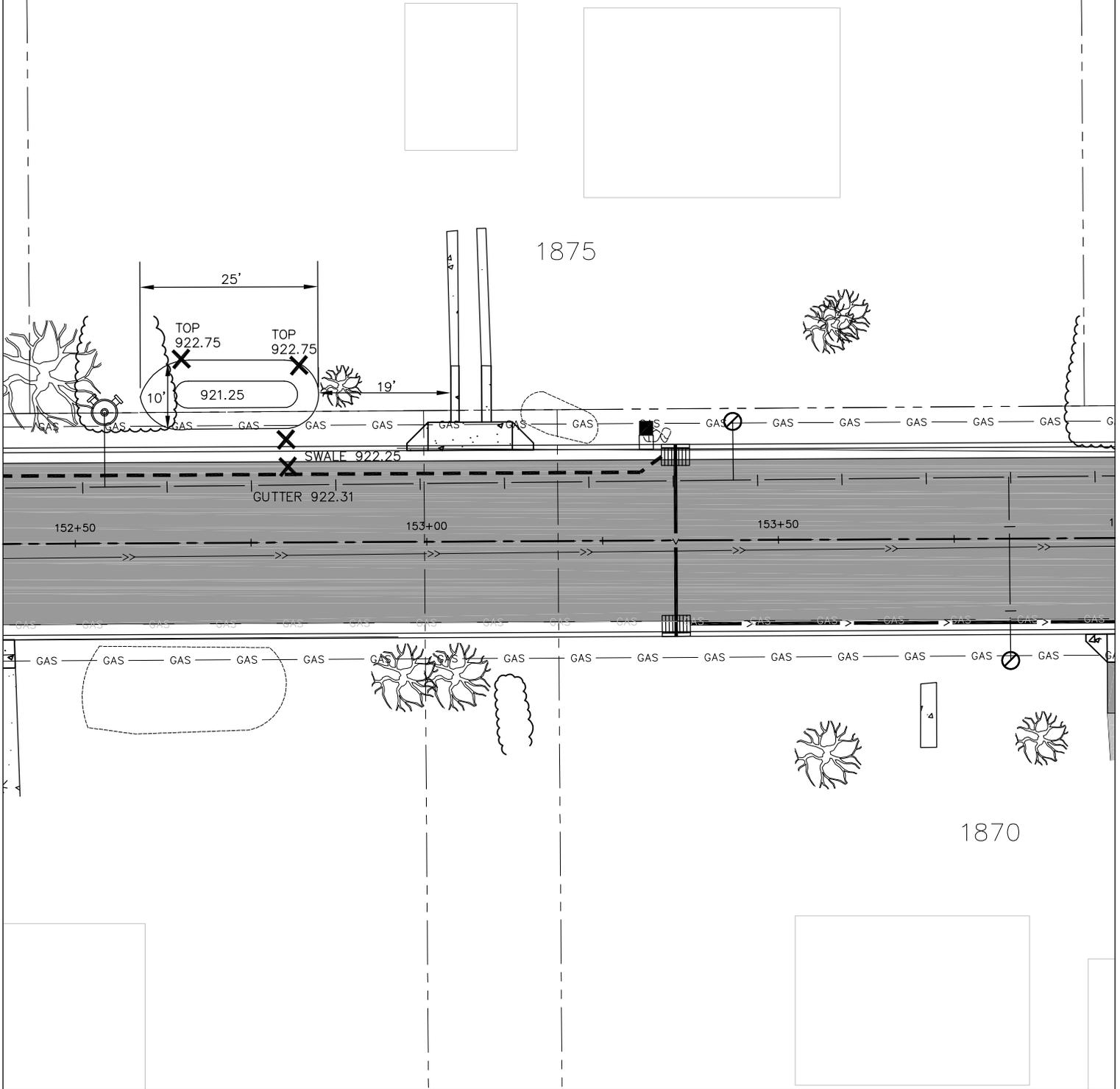
10062 FLANDERS COURT • BLAINE, MN 55449
(763) 780-0450

Rain Water Garden
1869 Noble Road





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ELFERING & ASSOCIATES

TRUE NORTH

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Rain Water Garden
1875 Lake Lane



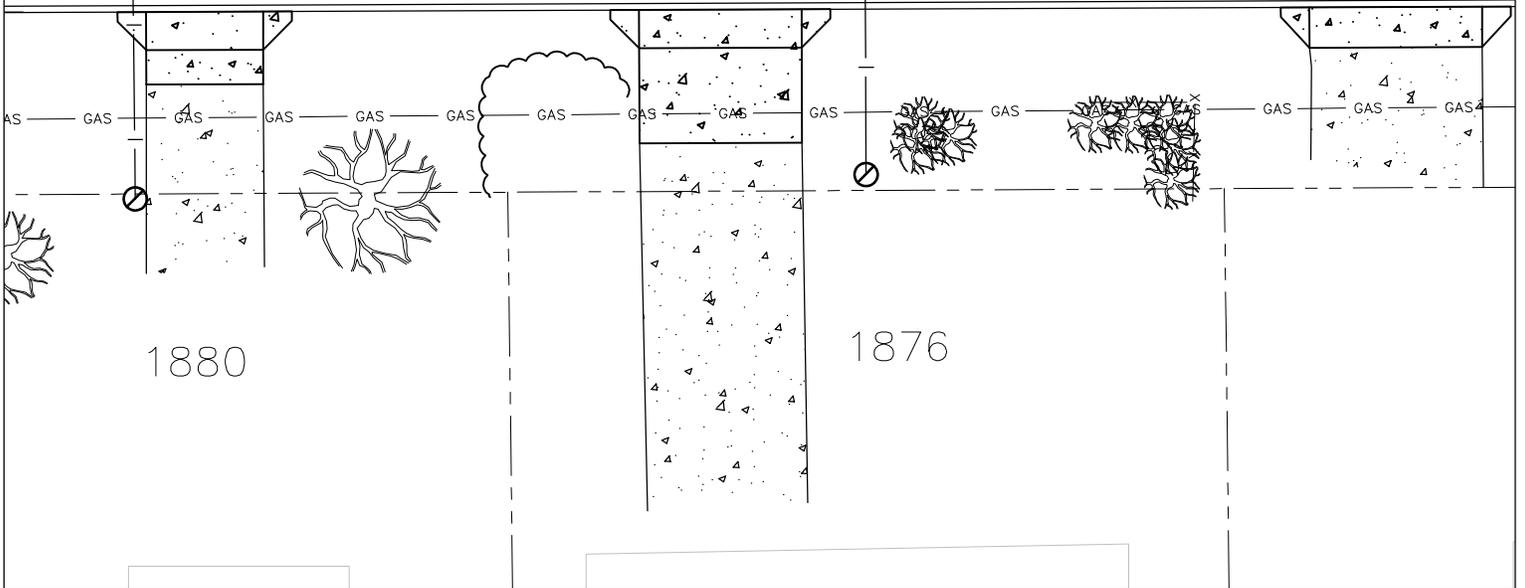
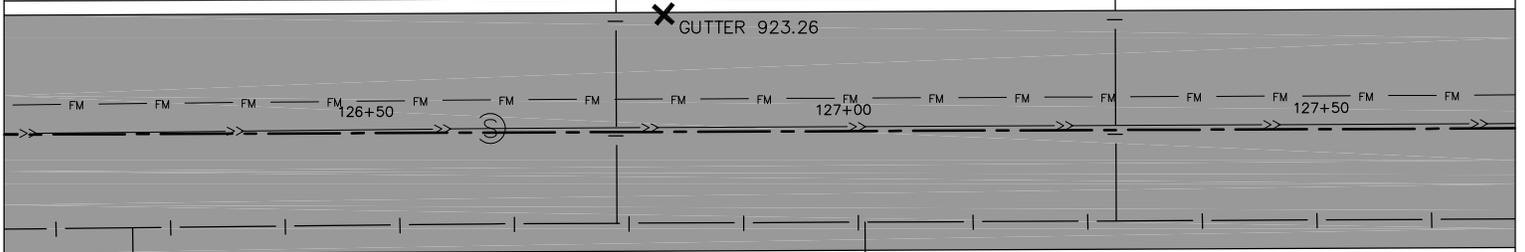
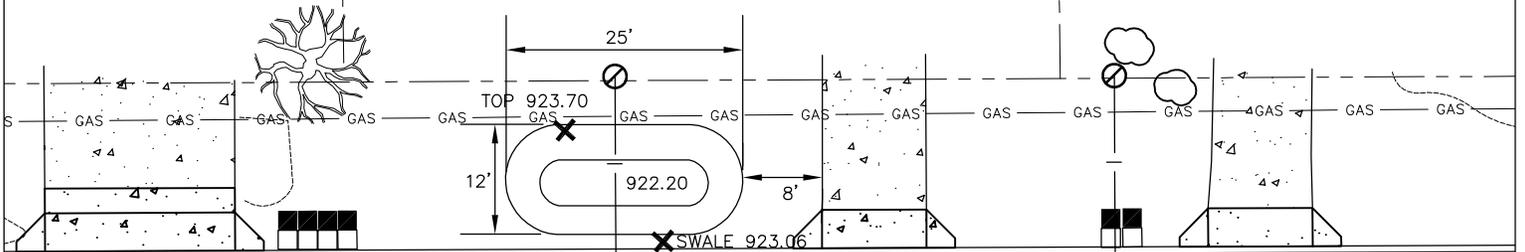


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1875

1869



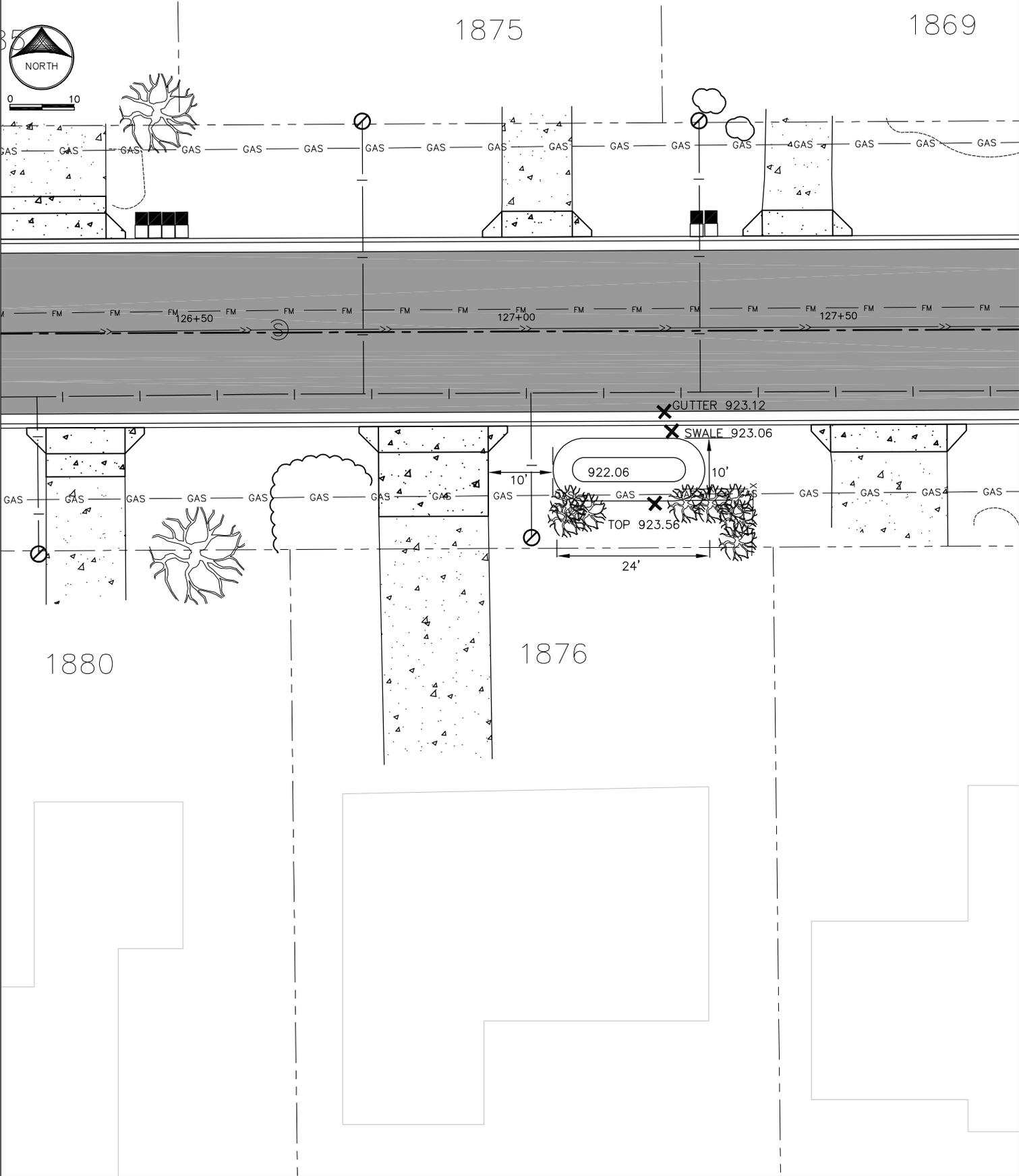
ELFERING & ASSOCIATES



10062 FLANDERS COURT • BLAINE, MN 55449
(763) 780-0450

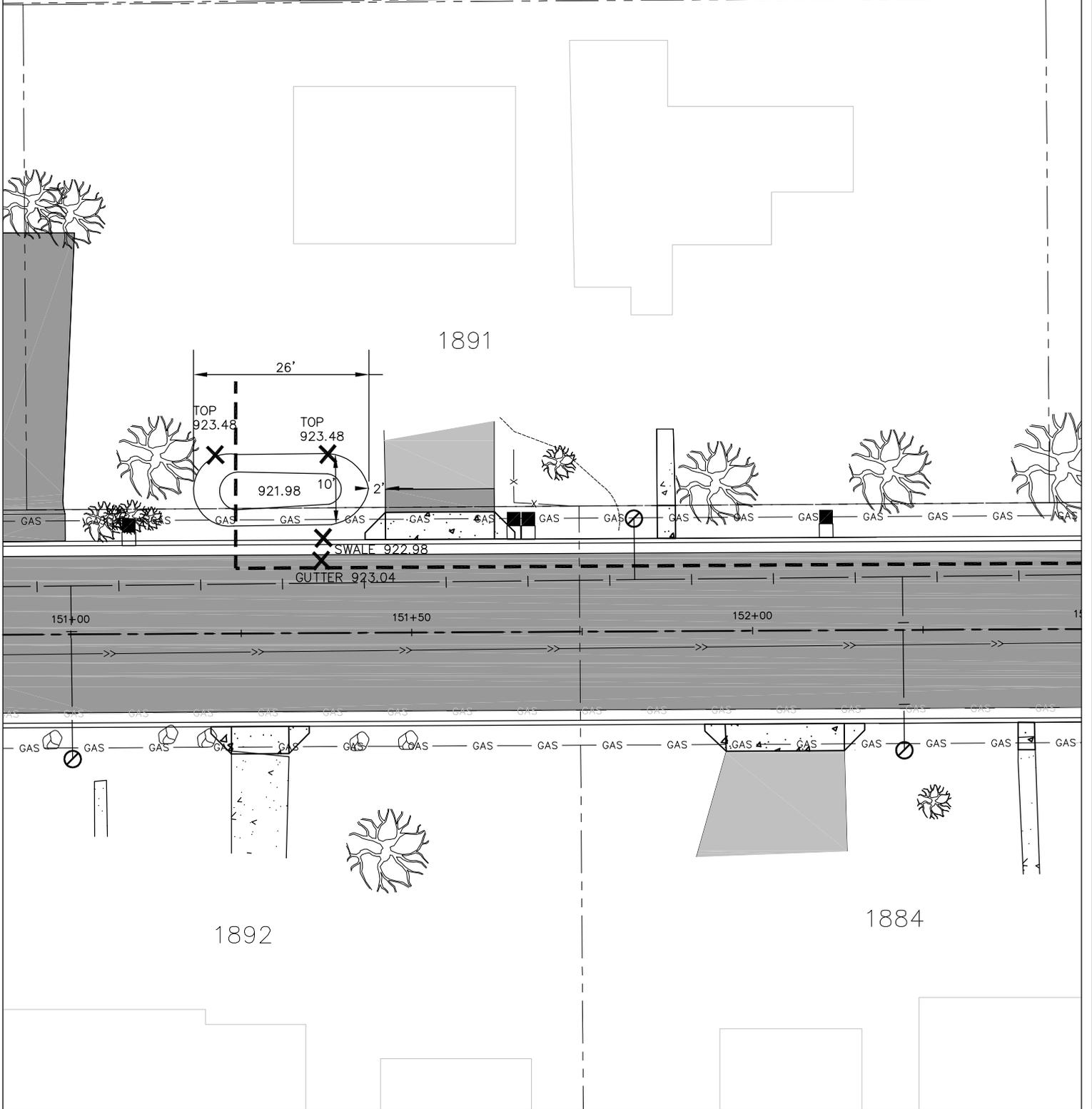
Rain Water Garden
1875 Noble Road







0 10



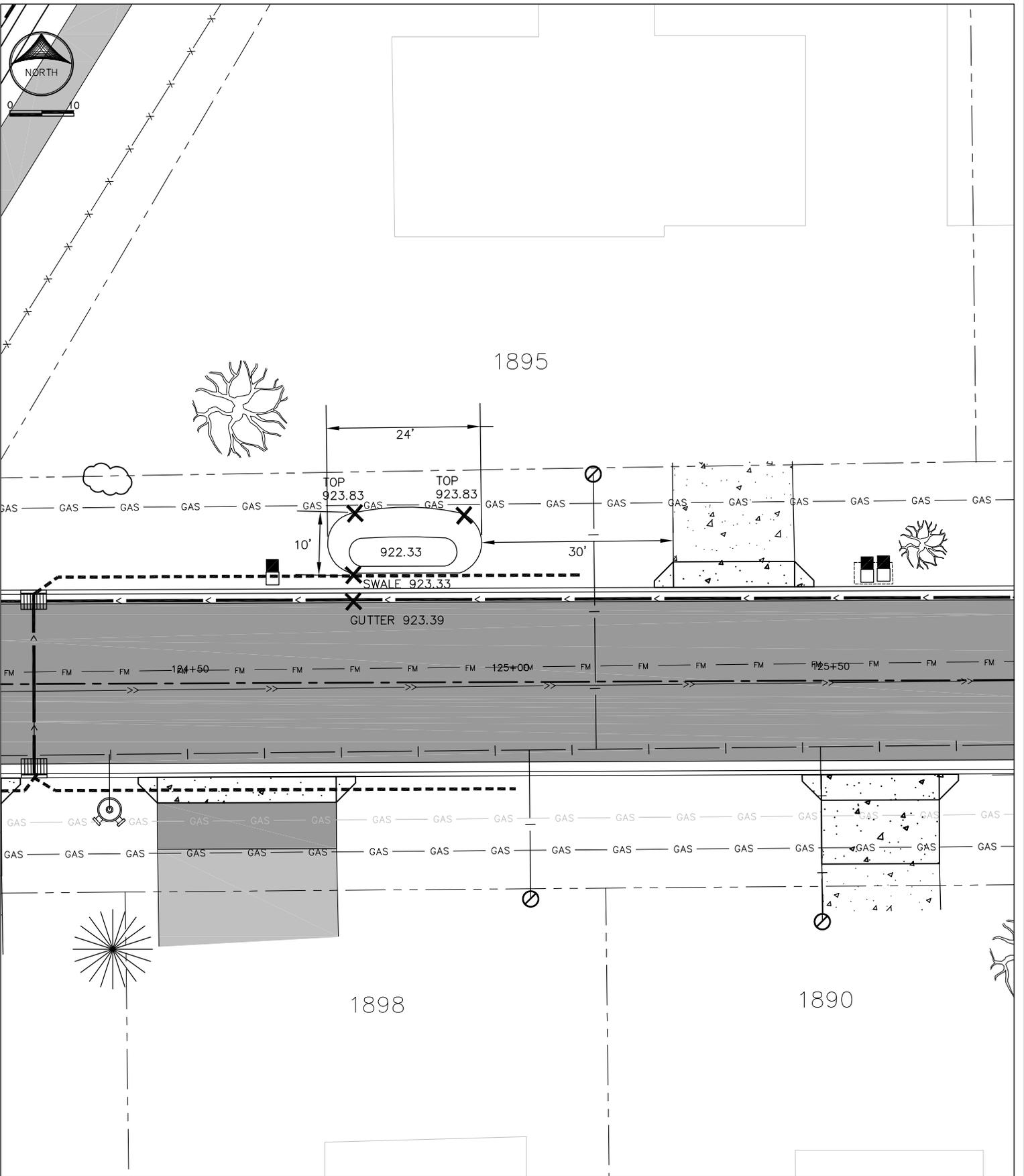
ELFERING & ASSOCIATES

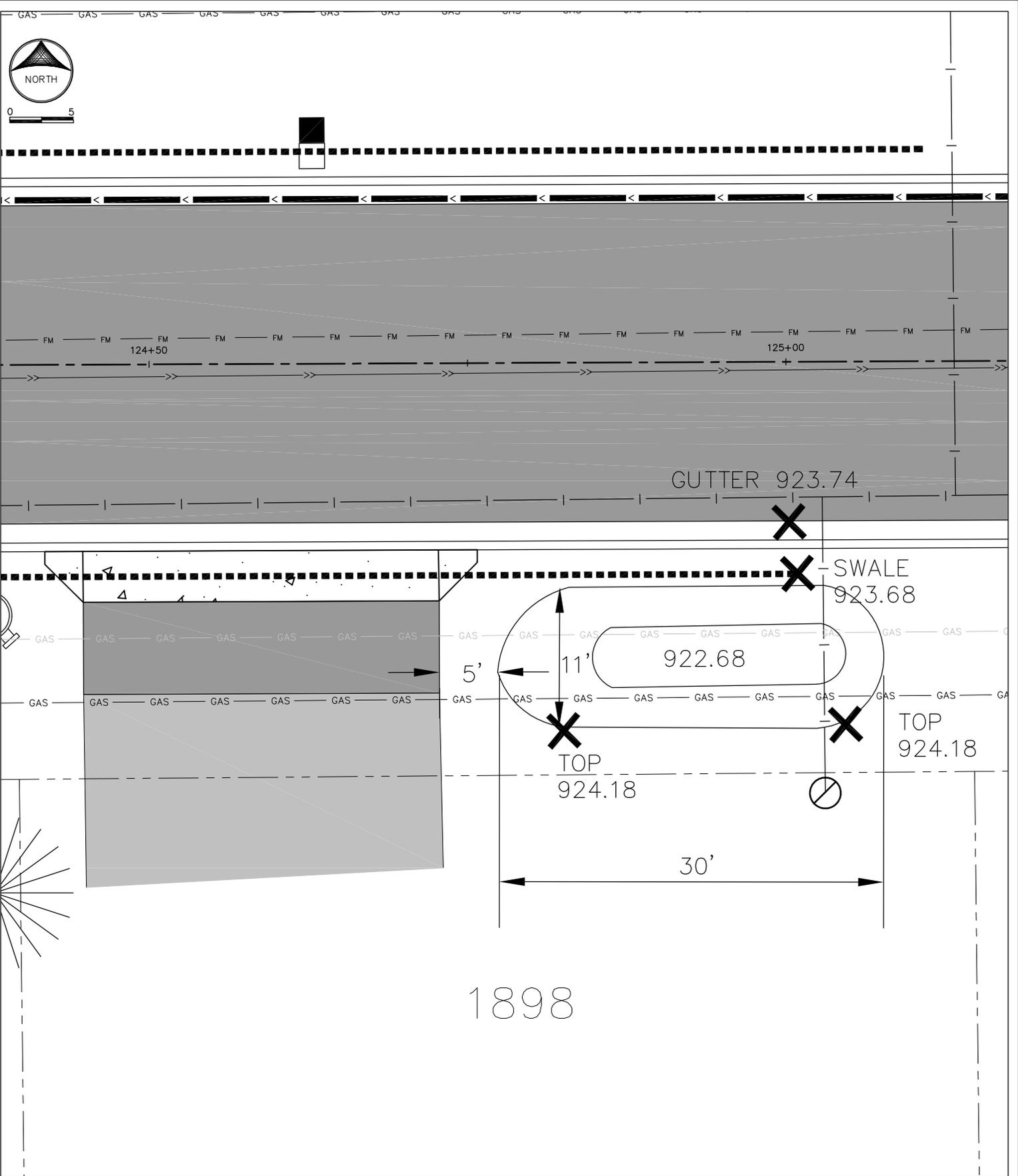
TRUE NORTH

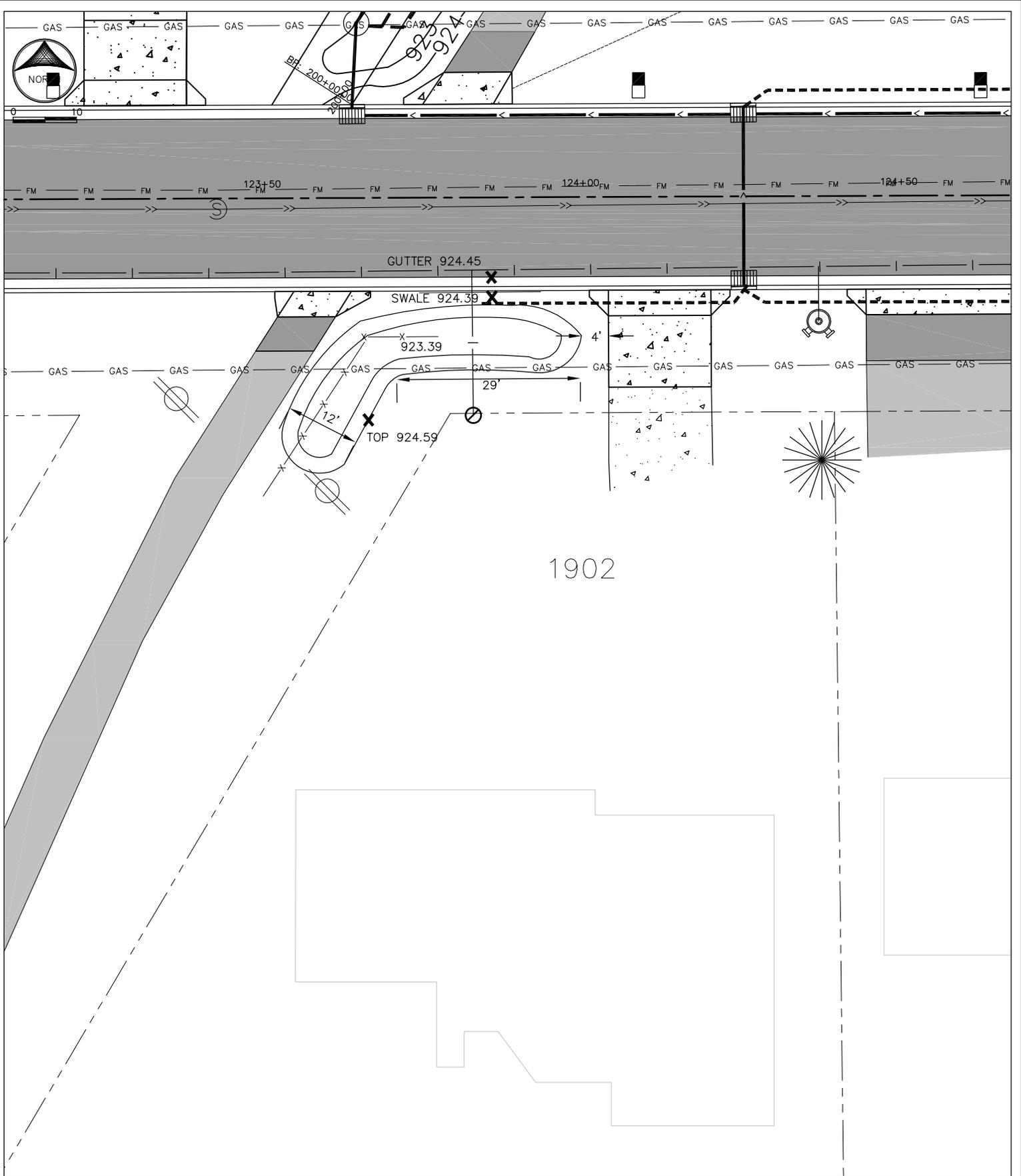
10062 FLANDERS COURT • BLAINE, MN 55449
(763) 780-0450

Rain Water Garden
1891 Lake Lane







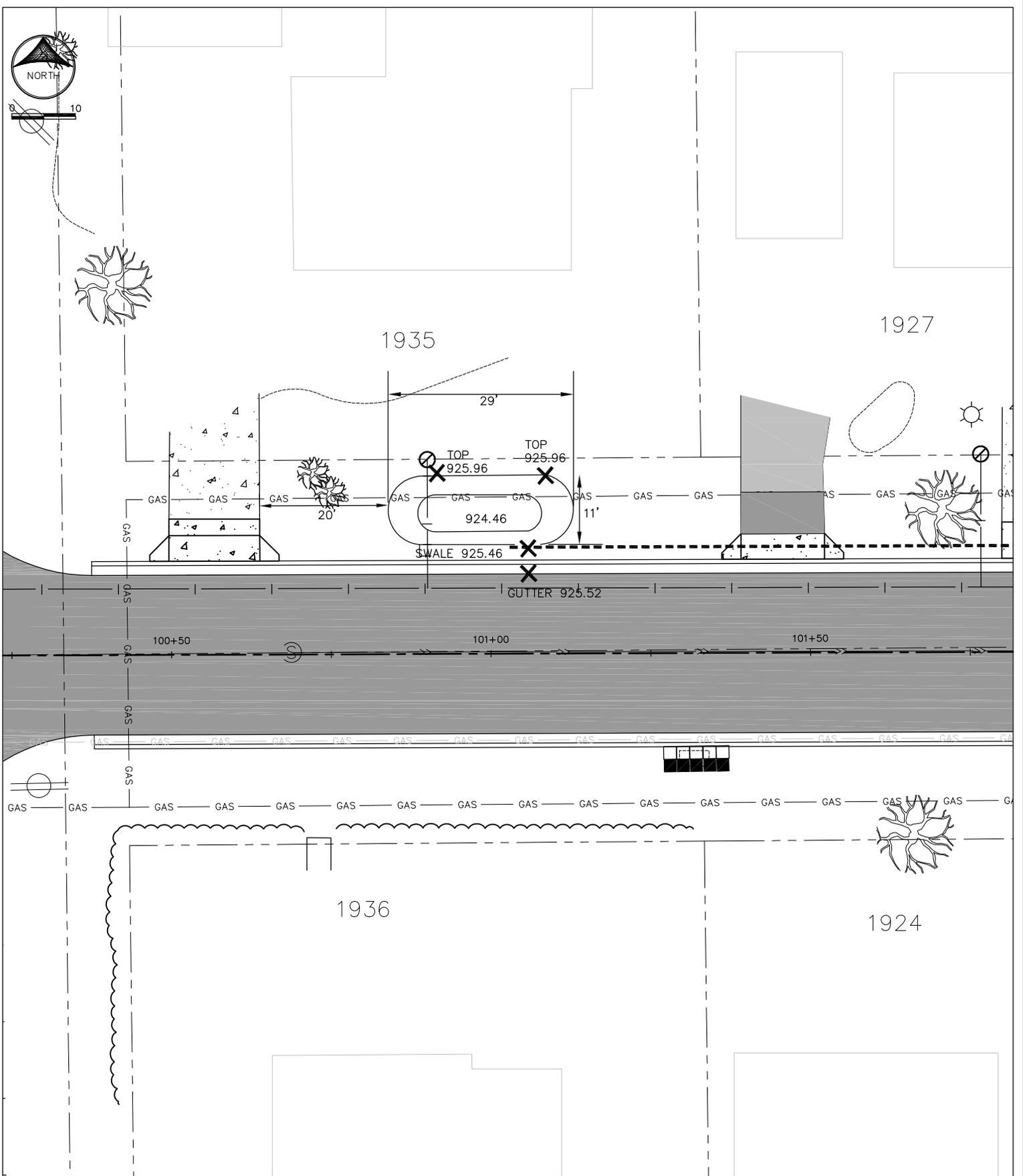
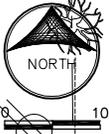


ELFERING & ASSOCIATES

 TRUE NORTH
 10062 FLANDERS COURT • BLAINE, MN 55449
 (763) 780-0450

Rain Water Garden
 1902 Noble Road



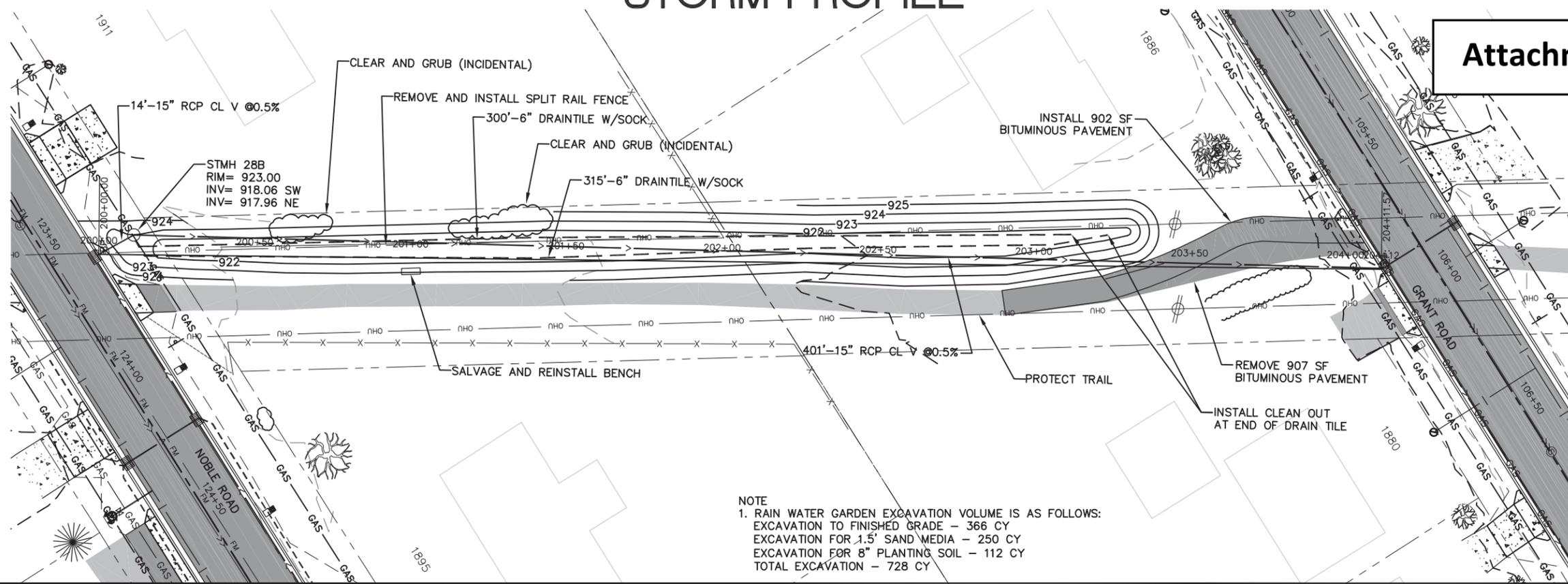


STORM PROFILE

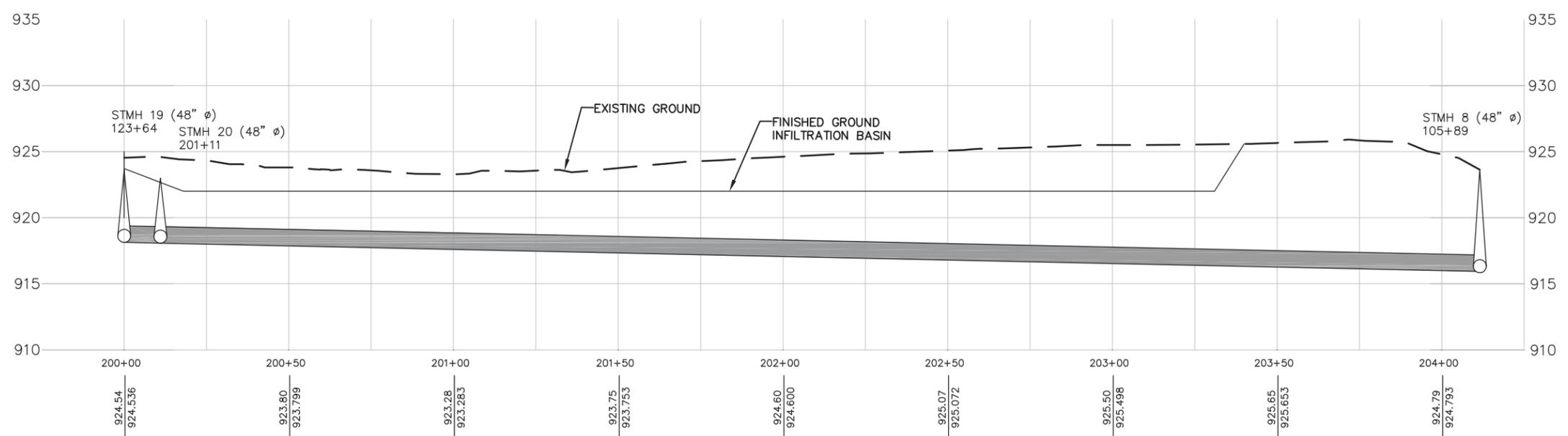


0 20
0 5
VERT.

Attachment D



NOTE
1. RAIN WATER GARDEN EXCAVATION VOLUME IS AS FOLLOWS:
EXCAVATION TO FINISHED GRADE - 366 CY
EXCAVATION FOR 1.5' SAND MEDIA - 250 CY
EXCAVATION FOR 8" PLANTING SOIL - 112 CY
TOTAL EXCAVATION - 728 CY

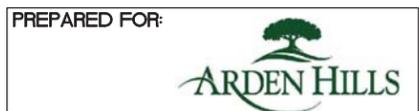


10062 FLANDERS CT NE
BLAINE, MN 55449
PH: (763) 780-0450
FAX: (763) 780-0452

DESIGNED BY: KJE DRAWN BY: ADC
APPROVED BY: KJE JOB NUMBER: 170026E
CAD DATE: January 15, 2015
CAD FILE: CAD\170026E\Proposed.DWG

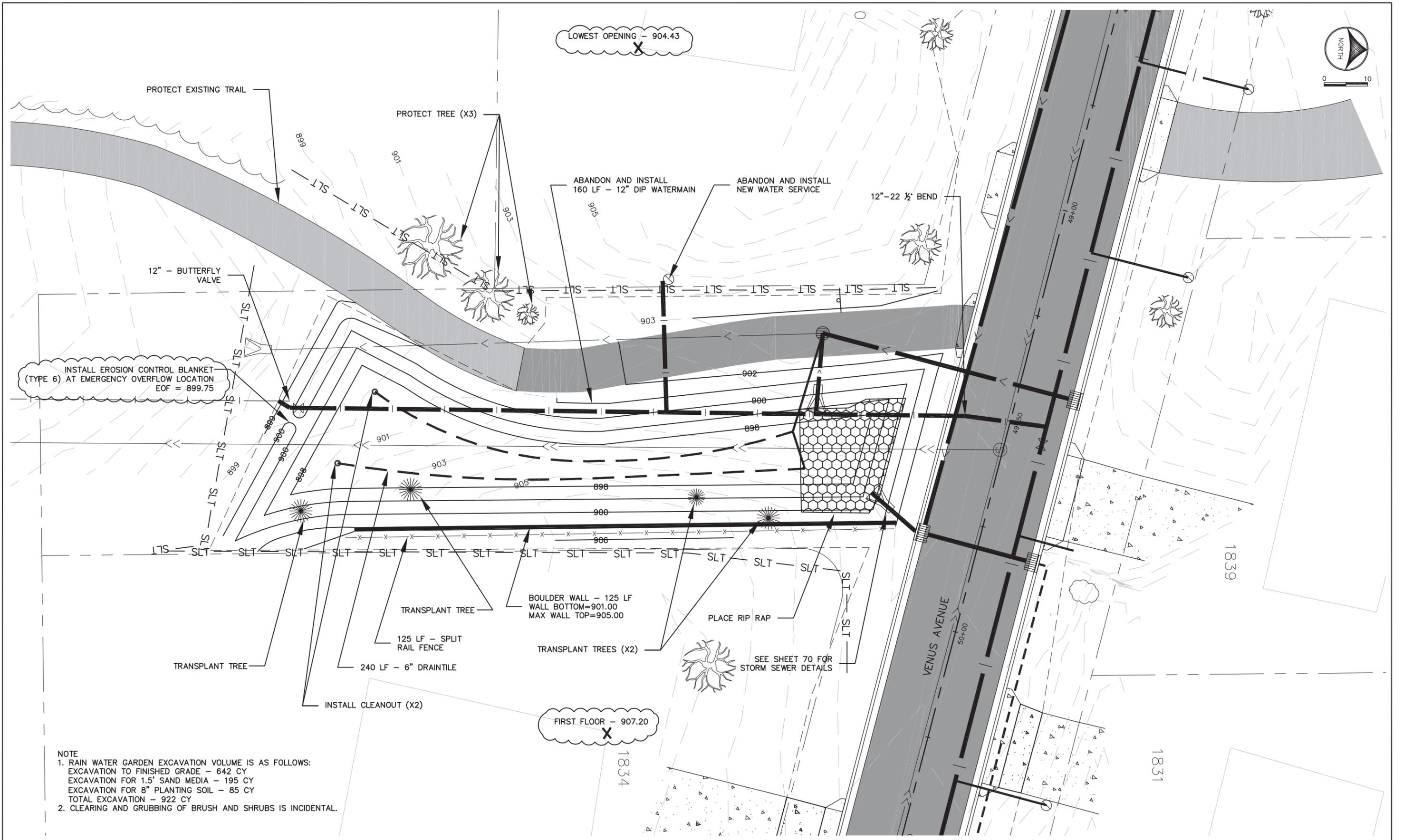
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE: *Kristina Elfering* DATE: 2/20/15
PRINTED NAME: KRISTINA ELFERING LIC. NO.: 42350

NO.	DATE	BY	REVISION DESCRIPTION



PREPARED FOR:
2015 PMP IMPROVEMENTS
BIOFILTRATION POND
200+00 TO 204+12

SHEET NO.
87



INSTALL EROSION CONTROL BLANKET (TYPE 6) AT EMERGENCY OVERFLOW LOCATION EOF = 899.75

LOWEST OPENING - 904.43

FIRST FLOOR - 907.20

NOTE
 1. RAIN WATER GARDEN EXCAVATION VOLUME IS AS FOLLOWS:
 EXCAVATION TO FINISHED GRADE - 642 CY
 EXCAVATION FOR 1.5' SAND MEDIA - 195 CY
 EXCAVATION FOR 8" PLANTING SOIL - 85 CY
 TOTAL EXCAVATION - 922 CY
 2. CLEARING AND GRUBBING OF BRUSH AND SHRUBS IS INCIDENTAL.

ELFERING & ASSOCIATES
 10062 FLANDERS CT NE
 BLAINE, MN 55449
 PH: (763) 780-0450
 FAX: (763) 780-0452

DESIGNED BY: KJE DRAWN BY: ADC
 APPROVED BY: KJE JOB NUMBER: 170025E
 CAD DATE: February 2, 2015
 CAD FILE: CAD\170025E\DWG\Rain Water Garden

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 SIGNATURE: *Kristina Elfering* DATE: 02/20/15
 PRINTED NAME: KRISTINA ELFERING LIC. NO.: 42350

NO.	DATE	BY	REVISION DESCRIPTION
1	4/6/15	AA	ELEVATIONS AT HOMES

PREPARED FOR:

2015 PMP IMPROVEMENTS
 INFILTRATION POND

SHEET NO.
88

John Anderson

From: John Anderson
Sent: Monday, March 07, 2016 9:10 AM
To: 'Connie@cedarhillnatives.com'; 'joe@mnlcorp.com'; 'nativeplantnurseryinc@yahoo.com'; 'rob.i@naturalshore.com'; 'erik@outbacknursery.com'; 'info@prairieresto.com'; 'sales@applewoodnursery.com'
Subject: FW: 2016 rain garden design
Attachments: 1895 Noble.pdf; 1898 Noble.pdf; 1935 Grant.pdf; Binder2.pdf; 1902 Noble.pdf; 1831 Noble.pdf; 1832 Noble.pdf; 1839 Noble.pdf; 1850 Lake.pdf; 1868 Noble.pdf; 1869 Noble.pdf; 1875 Noble.pdf; 1876 Noble.pdf; 1830 Noble.pdf; 1831 Grant.pdf; 1832 Grant.pdf; 1840 Lake.pdf; 1843 Grant.pdf; 1849 Noble.pdf; 1875 Lake.pdf; 1891 Lake.pdf; 4-3-15 RWG letter.doc; city owned gardens.pdf

The City of Arden Hills is looking for proposals for services related to rain garden planting design and coordination with residents.

Attached are sketches that were shown to residents last year before be built the rain gardens. Along with the construction last year we built the drainage and planting beds for the rain gardens as shown in the attached **binder2.pdf** file. We provided a letter to residents (file attached 4-3-15 RWG letter) describing the process and giving some example plantings. At this point we need to finalize the planting design and assemble an order of plant materials and get quotes on plant materials. Along the way we will need to communicate with residents our plant layout and get buy in from the residents on the plantings we are proposing. We are looking for a proposal from you to do the following:

1. Design a planting layout specific to each site (21 residential, 2 city) with thought given to how much shade and sun of each site sees as well as tolerance to occasional inundation of water for short durations (24 hrs would be a typical max).
2. Communicate this layout to the resident in a sketch accompanied with a letter and get agreement on the planting plan from the resident
3. Assemble a plant material list based on approved sketches
4. Get quotes from 3 plant suppliers for these materials
5. Organize plant materials to sort out which plans go with which garden the day of planting
6. Mark plantings in each garden the day of planting to assist public works / residents to plan

If you can get back to me by Wed this week that would be great. If you have any questions please feel free to contact me

John Anderson PE
Acting Public Works Director / City Engineer
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112-5743
(651) 792-7846 janderson@cityofardenhills.org

John Anderson

From: connie@cedarhillnatives.com
Sent: Monday, March 07, 2016 7:28 PM
To: John Anderson
Subject: Re: FW: 2016 rain garden design

Hi John,

Thank you for contacting me. I do not offer the services you are requesting so I will not be submitting a quote.

Thanks again,

Connie

Connie Taillon, P.E.
Stormwater Strategies LLC/Cedar Hill Natives
Stillwater, MN
651-252-7598
connie@cedarhillnatives.com

www.cedarhillnatives.com

On 3/7/2016 9:09 AM, John Anderson wrote:

John Anderson

From: Native Plant Nursery, Inc. [nativeplantnurseryinc@yahoo.com]
Sent: Tuesday, March 08, 2016 9:05 AM
To: John Anderson
Subject: RE: 2016 rain garden design

Good Morning John,

Thank you for considering Native Plant Nursery, Inc. for such a large project! As exciting as this sounds, we primarily are a distributor of native plant plugs. If you are looking for, or have a contractor looking to purchase plugs, we would be more than happy to help you out. We suggest that you/they visit our website to see what plants we have available @ www.nativeplantnurseryinc.com.

Thank you again, and good luck on the project!

Christine

Native Plant Nursery

Office: 763-780-9006

Greenhouse: 763-434-2722

Fax: 763-780-9265

nativeplantnurseryinc@yahoo.com

John Anderson

From: Erik Olsen [erik@outbacknursery.com]
Sent: Tuesday, March 08, 2016 3:39 PM
To: John Anderson
Subject: RE: 2016 rain garden design

Hi John,
Thank you for considering us with your rain garden project, but I will have to decline at this time.

Erik James Olsen
Landscape Designer, MLA

Out Back Nursery & Landscaping

Where Ecology & Horticulture Unite
651-438-2771 ext.12
651-438-3816 fax
612-290-9269 cell
erik@outbacknursery.com

John Anderson

From: Jeff West [jwest@prairieresto.com]
Sent: Tuesday, March 08, 2016 5:02 PM
To: John Anderson
Subject: RE: 2016 rain garden design

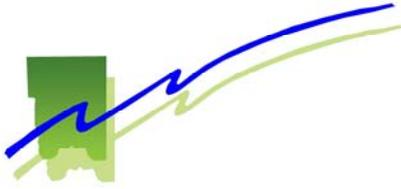
Hi John,

In looking at the project and talking to our main sales staff we are going to have to pass on this. This type of project isn't really in our wheel house – typically engineering/architecture/consulting firms put together plans and coordinate work such as this – although often we give some input on plant/species selection they would be the ones to put together actual plans/drawings and then run the project coordination. Our role would typically be providing and/or installing the plants. We'd be happy to provide a quote on supplying the plants once you get to that stage or give some advice on plant selection once you have plans drawn. Let me know if there is anything else I can do to help.

Thank you,

Jeff West
612.708.9874 c
763.220.5986 o

Site Manager
Two Oaks Office
Prairie Restorations, Inc.
PO Box 95
Scandia MN 55073



March 8, 2016

Arden Hills Public Works
John Anderson
Interim Public Works Director/City Engineer
Arden Hills, MN 55112

Re: **Proposal for Professional Services Agreement**
Project: **2016 Raingarden Designs**

Mr. Anderson,

On behalf of the Ramsey Conservation District, please accept the enclosed, as our formal proposal to provide the technical services requested in connection with the above-referenced project. It is based on the following conditions and scope of work stated, that this proposal is in response to:

1. Design a planting layout specific to each site (21 residential, 2 city) with thought given to how much shade and sun of each site sees as well as tolerance to occasional inundation of water for short durations (24hrs would be a typical max).
2. Communicate this layout to the resident in a sketch accompanied with a letter and get agreement on the planting plan from the resident
3. Assemble a plant material list based on approved sketches
4. Get quotes from 3 plant suppliers for these materials
5. Organize plant materials to sort out which plans go with which garden the day of planting
6. Mark plantings in each garden the day of planting to assist public works / residents to plan

We agree to perform the work for the project as described above, for the total fee of \$9,800.00. Please review the attached Exhibit A, for our technical service fee proposal. Detailed narrative descriptions per line item can be provided by request. In addition, please review the attached Exhibit B, for an example design product.

Thank you for your advanced consideration and interest in partnering with the Ramsey Conservation District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Schumann'.

Michael Schumann
Natural Resource Specialist
Ramsey Conservation District
Phone: [651]-266-7275
michael.schumann@co.ramsey.mn.us

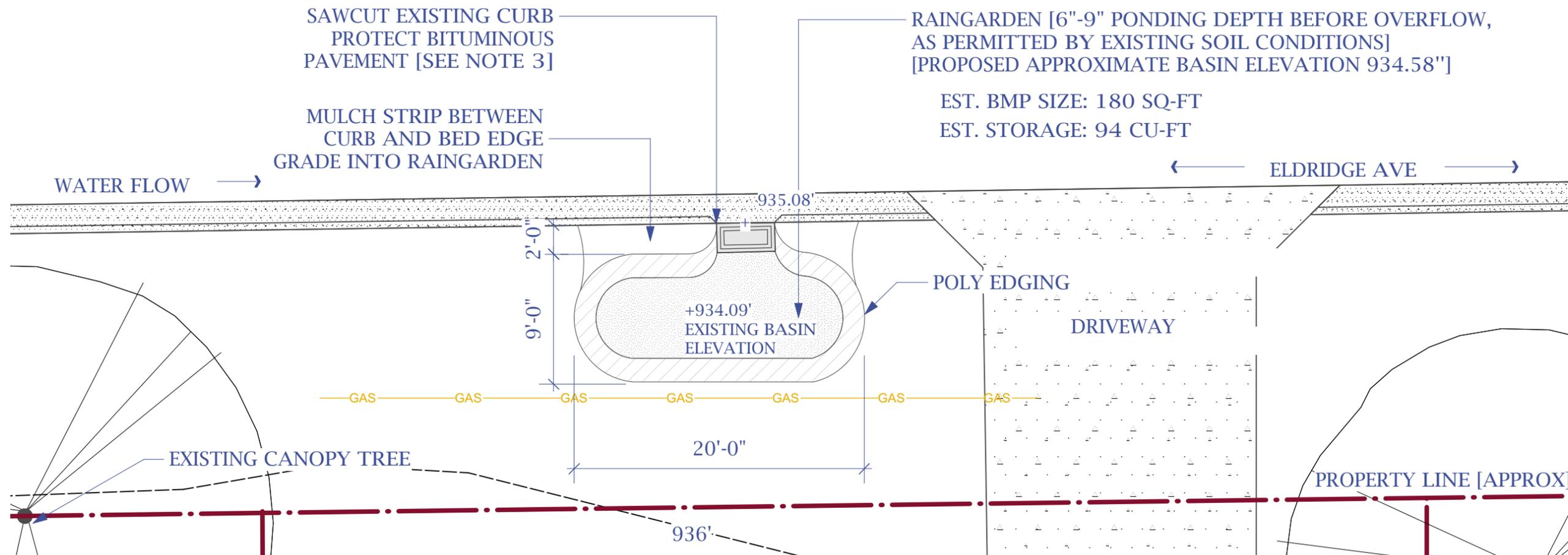
Appendix A

2016 Ramsey Conservation District Service Agreement Fee Schedule:

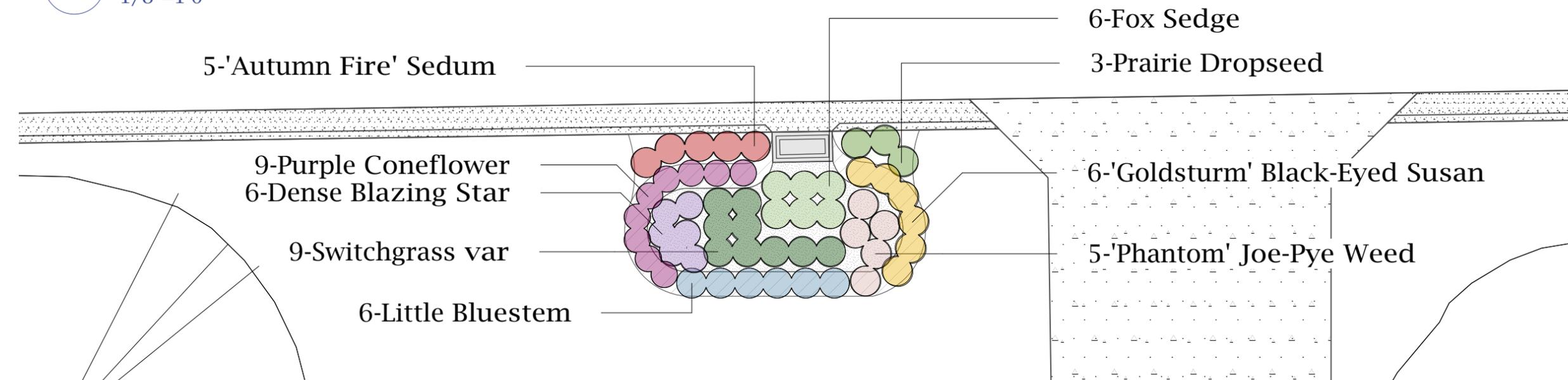
2016 Raingarden Planting Design Project

Line	Service	Conservation Specialist		
		Hours	Hr. Rate	Cost
A	General Administration	6	\$70.00	\$420.00
B	Site Assessment and Evaluation	12	\$70.00	\$840.00
C	Preliminary Design Development	4	\$70.00	\$280.00
D	Design Correspondence	16	\$70.00	\$1,120.00
E	Final Design Development	78	\$70.00	\$5,460.00
F	Landowner Agreements/Project Bids/Coordination	4	\$70.00	\$280.00
G	Mobiliation/Onsite Materials Staging	16	\$70.00	\$1,120.00
I	Post Construction Review/Approval	4	\$70.00	\$280.00
Total		140	\$70.00	\$9,800.00

1 RAINGARDEN LAYOUT
1/8"=1'0"



2 RAINGARDEN PLANTING
1/8"=1'0"



Ramsey
Conservation District

RAMSEY CONSERVATION DISTRICT
1425 PAUL KIRKWOLD DR
ARDEN HILLS, MN 55112
651-266-7274
www.ramseyconservation.org

PROJECT: RAINGARDEN RETROFIT
LOCATION:
384 ELDRIDGE AVE E
MAPLEWOOD, MN 55109
WATERSHED DISTRICT:

Ramsey-Washington Metro Watershed District

DESIGNER: Michael Schumann
DATE: 10/20/15
REVISION:
REVISION:
REVISION:
REVISION:
CHECKED BY:

NOTES:
-DRAWING FOR REVIEW ONLY
-NOT FOR CONSTRUCTION USE

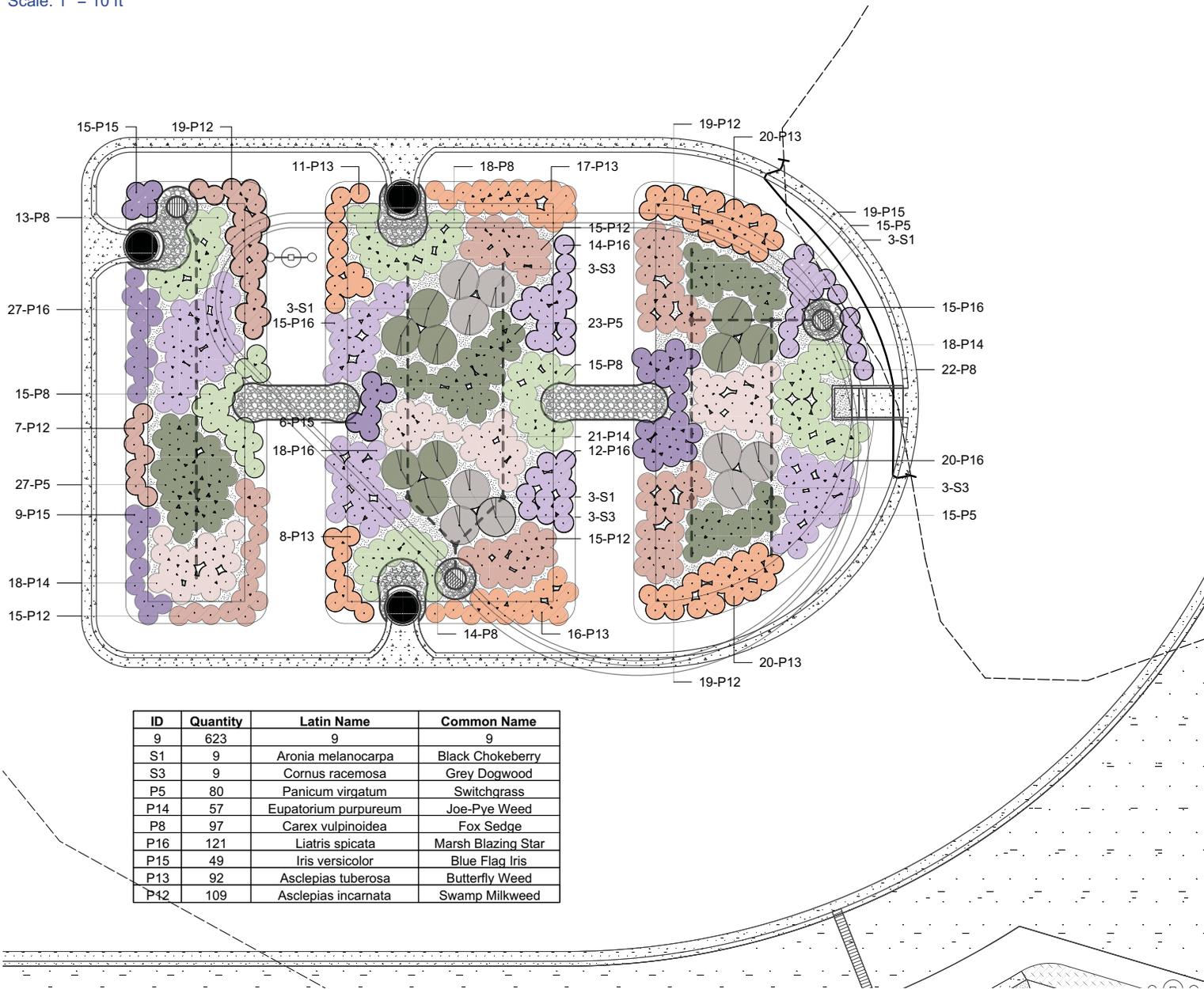
SCALE:

LAYOUT

L1.2

RAINGARDEN D, E & F PLANTING

Scale: 1" = 10 ft



RAMSEY CONSERVATION DISTRICT
 1425 PAUL KIRKWOLD DR
 ARDEN HILLS, MN 55112
 651-266-7274
 www.ramseyconservation.org

PROJECT: HARAMBEE ELEMENTARY
 LOCATION:
 30 COUNTY RD B EAST
 MAPLEWOOD, MN 55117
 WATERSHED DISTRICT
 CAPITOL REGION
 WATERSHED DISTRICT
 [CRWD]



DESIGNER: JL
 DATE: 2/24/16
 REVISION: 1/25/16
 REVISION: 8/11/15
 REVISION: 11/10/15
 REVISION: 11/20/15
 CHECKED BY: JL

NOTES:
 -ELEVATIONS ARE APPROXIMATE
 -SIZE AND SHAPE OF RAINGARDEN
 MAY VARY
 -MAINTAIN SQUARE FEET AND PONDING
 DEPTH

SCALE: 1" = 10'-0" ←

**RAINGARDEN D, E & F
 PLANTING**

L1.3



February 4, 2016

John M. Anderson P.E.
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

RE: 2016 Rain Water Garden Plantings

Dear Mr. Anderson:

As you are aware we have provided the City assistance with design and construction administration on the 2015 Pavement Management Project (PMP) in the Noble/Grant and Venus/Crystal neighborhoods. Part of the project included the installation of rain water gardens to meet the stormwater treatment requirements of the Rice Creek Watershed District. We determined the volume of treatment required and worked with the City to provide that volume in two large gardens adjacent to the City's trails and 21 small gardens in front of residential properties that combined meet the Watershed's volume requirements. As you are aware, the construction of the rain water gardens was part of the 2015 PMP project, but the actual plantings were separate from the responsibilities of the street contractor.

It is our understanding that assistance is desired for this next phase in completing the rain water gardens. You have made initial contact with residents to secure the garden locations, but due to work load have limited time to dedicate to the final steps in order to complete the process. The additional scope of services that we would provide as assistance to you and under your direction would include:

- Providing residents with individual plant layouts
- Meeting with residents as necessary to modify the design as desired
- Obtaining quotes and ordering plant material
- Assisting on a planting day or weekend to provide support on plant layout

Based on this understanding of the proposed process and our discussion with you we estimate our fees at \$8,900. We are prepared to assist as soon as directed and will work to begin contact with each resident. Please feel free to contact us directly at (763) 780-0450.

Sincerely,

Elfering & Associates

Kristina Elfering
Kristie Elfering, P.E.
Principal

Accepted:

City of Arden Hills

Date



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: Planning Case #16-007
Applicant: Roberts Management Group
Property Location: 1235 Red Fox Road
Request: Planned Unit Development (PUD) Amendment – Red Fox Business Center

Requested Action

- 1) Motion to approve Planning Case 16-007 for a Planned Unit Development (PUD) Amendment for changes to the façade on Building 1 of the Red Fox Business Center located at 1235 Red Fox Road, based on the findings of fact, submitted plans, and the eleven (11) conditions in the March 28, 2016, Report to the City Council.

Background

During the City Council Work Session on February 29, 2016, the Council discussed the design changes that occurred during the construction of Building 1 of the Red Fox Business Center. The draft meeting minutes from this Work Session have been included as Attachment A. The changes in design to the northwest corner of Building 1 included the omission of a section of windows and the corresponding façade enhancements around the window opening area. Attachment D depicts the proposed Exterior Elevation Plan (A3.1) as constructed and Attachment E depicts the Exterior Elevation Plan (A3.1) as approved in Planning Case 14-036.

The Master and Final Planned Unit Development (PUD) and Conditional Use Permit (CUP) for the property were approved by the City Council on February 23, 2015, in Planning Case 14-036. In this case, the approval granted the construction of two (2) multi-tenant light industrial buildings at 1235 Red Fox Road (Attachment I). The approved PUD included a specific plan set

*City of Arden Hills
City Council Meeting for March 28, 2016*

P:\Planning\Planning Cases\2016\PC 16-007 - Red Fox Business Center PUD Amendment\Memos_Reports_16-007

for the development that addressed amongst other things the façade materials to be used on the two (2) buildings. The approved development plan set indicates where windows and doors will be located, areas where decorative metals and aluminum will be used, and where different colors and aggregate techniques will be used to reduce the monotony of the large tilt-up panels and to provide architectural interest.

Overview of Request

The applicant is requesting a PUD Amendment in order to incorporate the changes that occurred to the façade on Building 1 during the construction of the Red Fox Business Center. If the request is approved the window section and corresponding façade enhancements around the window opening area that were to be constructed on the west elevation of Building 1 would be omitted from the Elevation Plan A3.1 (Attachment D). The change to the design of Building 1 can be compared to the approved Elevation Plan A3.1 (Attachment E) which includes the window section and enhancements around the window opening area.

Within the project narrative (Attachment C) provided by the applicant it explains that the decision to modify the façade occurred when Xcel Energy finalized the gas and electrical meter locations. In the narrative the applicant states that the only alternative location for the gas and electrical meters was in front of Building 1 along Red Fox Road. Knowing that the meters, if placed along Red Fox Road, would detract from the property's curb appeal the applicant decided to have the meters placed in the northwest corner of Building 1. The placement of the utility meters in this area resulted in the omission of the window section and associated enhancements as a non-combustible barrier would have been needed to be constructed between the meters and the window section.

In order to mitigate these changes the applicant has elected to revise the approved Landscaping Plan in order to enhance the screening coverage of the affected area based on the comments received by the Council during the Work Session on February 29, 2016. The approved Landscaping Plan would be modified to include; three (3) Spruce trees and American Ivy immediately adjacent to the affected area where the window section and façade enhancements were omitted (Attachment F); and eight (8) Lilac trees along the western property line adjacent to the property occupied by United Technologies (Attachment G).

The proposed Landscaping Plan would remove one (1) Swamp White Oak and one (1) Princeton Elm along the northwest side of Building 1 in order to alleviate concerns that their root systems would interfere with the utilities in this area. The trees to be removed from the Landscaping Plan are labeled as B and D respectively within Attachment F. In this case, the Princeton Elm is being replaced with three (3) Spruce trees as indicated above. Staff has included a condition that requires the Swamp White Oak to be replaced with a different tree species with a shallow root system or with shrubs that will not interfere with the utilities below grade. In addition, three (3) shrubs in the corner of Building 1 are being relocated further west to accommodate the concrete

stoop that has been constructed for fire safety and access purposes. The shrubs that are to be relocated are labeled as M in Attachment F.

As stated in the narrative, the applicant met with the Operations Manager of United Technologies, located adjacent to the property at 1275 Red Fox Road, and he felt that the abovementioned modifications were acceptable in order to properly screen the affected area.

Findings of Fact:

Staff offers the following seven (7) findings of fact for this proposal:

General Findings:

1. The applicant is requesting a Planned Unit Development (PUD) Amendment for the Red Fox Business Center.
2. The property is located at 1235 Red Fox Road within the I-Flex Zoning District.
3. The applicant has constructed two (2) multi-tenant light industrial building on the site.
4. The amendment to the PUD is being requested in order to permit the design changes that occurred during the construction of Building 1.
5. The design change includes the omission of a section of windows and corresponding façade enhancements around the window opening area.
6. The applicant is updating the Exterior Elevation Plan (A3.1) to depict the façade changes that occurred on the west elevation of Building 1.
7. The applicant is updating the landscaping plan to include additional screening for the areas that have been affected by the window omission.

Recommendation

The findings of fact for the Planned Unit Development (PUD) Amendment support approval. However, if the City Council chooses to deny the application, the findings of fact would need to be amended to reflect the reasons for the denial.

Based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-007 for a Planned Unit Development (PUD) Amendment for changes to the façade on Building 1 of the Red Fox Business Center located at 1235 Red Fox Road. If the City Council recommends approval of this request, staff recommends that the following eleven (11) conditions be included with the approval:

1. That the project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.

2. That the applicant shall continue to abide by all previous agreements, as amended by the conditions of approval of this application.
3. That a Planned Unit Development (PUD) Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The PUD Amendment Agreement shall be signed by the applicant and approved by Council prior to the issuance of a Final Certificate of Occupancy for Building 1.
4. That the approved Landscaping Plan (L3) shall be amended to include three (3) spruce trees in the northwest corner of Building 1. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1A and 1D.
5. That the approved Landscaping Plan (L3) shall be amended to include eight (8) lilac trees along the western property line. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1C and 1E.
6. That the approved Landscaping Plan (L3) shall be amended to include climbing ivy in the northwest corner of Building 1. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1A and 1D. The ivy when established shall significantly cover the panel section where the window omission occurred.
7. That the approved Landscaping Plan (L3) shall be amended to relocate three (3) shrubs in the northwest corner of Building 1. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1A and 1D.
8. That the approved Landscaping Plan (L3) shall be amended to remove the one (1) Swamp White Oak and the one (1) Princeton Elm as shown on the Landscaping Screen Graphic 1A located in the northwest corner of Building 1.
9. That the Swamp White Oak to be removed shall be replaced with a different tree species with a shallow root structure or with shrubs that will not interfere with the utilities below grade.
10. That the approved west elevation on the Exterior Elevation Plan (A3.1) for Building 1 shall be amended in order to omit the section of windows and façade enhancement around the window opening area. The change to A3.1 shall be completed as depicted on the updated A3.1 dated 6/1/15 (Color Option Final) as submitted.
11. That the gas lines located in the northwest corner of Building 1 shall be painted to match the adjacent panel color.

Proposed Motion Language

1. Approve the proposal as submitted.

2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Public Notice

In this case, a public hearing was not required per Section 1355.06 Subd. 4 of the Arden Hills City Code. However, a public meeting notice was mailed to the neighboring properties to the west that may be affected by the change to the design of Building 1 or that may have views of the façade omission.

Public Comments

Staff has not received any letters, e-mails, or telephone calls from property owners or residents in regard to this planning case.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on March 10, 2016. Pursuant to Minnesota State Statute, the City is required to act on this request by May 8, 2016 (60 days), unless the city provides the petitioner with written reasons for an additional 60 day review period. The City may, with the consent of the applicant, extend the review period beyond the initial 120 days.

Attachments

- A. Draft City Council Work Session Minutes – February 29, 2016
- B. City Council Memo – February 29, 2016
- C. Project Narrative
- D. Proposed Building 1 Elevation Plan A3.1 (area of façade change indicated in red)
- E. Approved Building 1 Elevation Plan A3.1 (area of façade change indicated in red)
- F. Proposed modifications to Landscaping Plan – Northwest Corner of Building 1
- G. Proposed modifications to Landscaping Plan – West Property Line
- H. Approved Landscaping Plan L3
- I. Approved Site Plan A1.1 (area of façade change indicated in red)
- J. Photos of Building 1 as constructed – (missing window section is shown in red)
- K. Aerial Site Map

**DRAFT**

Approved:

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
FEBRUARY 29, 2016
ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the Special City Council Work Session at 8:20 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: None

Also present: Interim City Administrator Sue Iverson; Community Development Director Jill Hutmacher; City Planner Ryan Streff; and City Clerk Amy Dietl

1. AGENDA ITEMS**A. Red Fox Business Center – Building 1 Façade Discussion**

City Planner Streff explained on February 23, 2015, the City Council approved Planning Case 14-036 for a Master and Final Planned Unit Development (PUD) and Conditional Use Permit (CUP) for the Red Fox Business Center located at 1235 Red Fox Road for the construction of two multi-tenant light industrial buildings.

City Planner Streff stated the approved PUD included a specific plan set for the development that addressed amongst other things, the façade materials to be used on the two buildings. The approved development plan set indicates where windows and doors will be located, areas where decorative metals and aluminum will be used, and where different colors and aggregate techniques will be used to reduce the monotony of large tilt-up panels and to provide architectural interest.

City Planner Streff reported at the City Council Work Session on June 15, 2015, the Council discussed a change in façade design for the two buildings. The discussion of this change was prompted by condition #18 of the PUD that stated “The Developer shall provide additional façade treatments on the south façade (loading dock area) of Building 2 similar to the north façade but not requiring use of the anodized aluminum materials”. The proposed façade change included a horizontal sand colored band along the top edge of the building wall and the removal of a third

color along with bottom edge of each building. The Council supported this change and the two buildings were constructed using this design.

City Planner Streff explained as with any building project, certain inspections are required as the developer nears the completion of the project. Staff conducted a façade inspection of the building shells on February 11, 2016, and found that the west elevation on Building 1 was missing a large bank of windows and other façade enhancement around the window opening area. The omission of the windows and façade enhancements were not included in the approved PUD plan set or the plan set that was submitted to the City for the building permit plan review. Staff believes that the change in façade for Building 1 is significant and requires a PUD Amendment in order for the change to be permitted.

City Planner Streff stated the developer has informed the City that the prospective tenant for this space is scheduled to begin moving in on March 1, 2016. The City Council is asked to provide direction on whether a Temporary Certificate of Occupancy could be issued in advance of this issue being resolved.

City Planner Streff indicated staff has consulted with the City Attorney on this matter and it has been determined that a PUD Amendment would be required for these façade changes. If the Council shows support for the façade changes as constructed, staff will work with the applicant and the City Attorney to prepare a PUD Amendment. The amendment in this case is not required to go back to the Planning Commission unless the Council directs staff to proceed to the Planning Commission first.

City Planner Streff requested the City Council discuss the façade changes to Building 1 of the Red Fox Business Center and provide feedback to the developer regarding these changes.

Councilmember Wicklund questioned how the City typically addressed minor changes to a PUD.

City Planner Streff explained all minor changes are submitted to staff and are reviewed by the building, engineering and planning departments.

Councilmember Wicklund asked how the City has managed a situation like this in the past.

City Planner Streff stated he was not aware of this happening in the past.

Community Development Director Hutmacher commented this was a very unusual situation and explained that commercial projects do not typically have any significant changes that occur during the actual construction without prior City approval.

Councilmember Holden inquired if the City could keep the building occupants off the premises.

City Planner Streff indicated it would be difficult for the City to require a business to vacate the premises if allowed to move into the space. He explained he spoke with the City Attorney regarding this matter and was advised that City staff should not be issuing a certificate of occupancy until the Council reviews the façade changes.

Nick Roberts, Red Fox Business Center representative, understood his tenant would not be able to move in until the issues were resolved with the City. He discussed why a change was made to the building and explained why changes were made during construction. He assumed the new windows would be fine; however, there were some design issues. In hindsight, he knew he had made a mistake and wished he had come to the City. It was his hope he would be able to find a solution that worked for everybody.

Mayor Grant discussed the previously approved plan and the process that was to be followed for changes to the approved plan. He asked if the Council had questions for Mr. Roberts.

Councilmember Holmes requested further information on the changes that were made to the building.

Mr. Roberts commented on the changes that were made to the building and noted several windows were omitted.

Councilmember Holmes asked if Mr. Roberts had any suggestions on how additional windows could be added.

Mr. Roberts stated windows could potentially be added, however, this would mean the existing panels would have to be removed. He stated a concrete wall would also have to be constructed between the windows and the electrical transformer.

Councilmember Holmes questioned if Mr. Roberts was thinking of leaving the building as is.

Mr. Roberts stated this was the case.

Councilmember McClung inquired where the transformer was supposed to be located.

Mr. Roberts indicated there was discussion of moving the transformer to the south side of the building, or move it within the building. However, this would have required the meters to be visible from the street.

Councilmember Wicklund understood a mistake occurred. He stated this whole situation was a non-issue for him. He encouraged the City and the Council to fast-track a solution and did not want to see this mistake happen again.

Mayor Grant discussed the City's options. He did not think it was reasonable to cut into the tip-up concrete panels. He understood that one option would be for the building to remain as is.

Councilmember Holden asked if the proposed tenant would be the only occupant of the building.

Mr. Roberts stated he had two tenants ready to occupy the building.

Councilmember Holden questioned if the occupancy of Building 2 could be tied to Building 1. She explained this building was on a prominent corner. She stated the windows were placed on

this building for a purpose and she believed a decorative element should be placed on the corner of this building. She was not in favor of leaving the building as is.

Mr. Roberts inquired if the City would support granting temporary permits and then allow the developer to plant additional landscaping at the corner of the building.

Councilmember Holden did not support this recommendation.

Mayor Grant believed that it was reasonable to assume there would be landscaping at this corner to screen the trucks. He indicated this would be far less expensive than trying to install windows at this point in time. He stated the windows were originally required to give the building more of an office look.

Councilmember Wicklund supported granting temporary permits requiring the applicant to plant additional landscaping.

Councilmember Holden wanted this corner of the building to have a more professional look and feel.

Councilmember Holmes would also support the additional screening and granting of temporary permits. She believed it would be too onerous to require the developer to install the windows at this time. It was her opinion this was the most reasonable way for the City and the developer to move forward.

Councilmember Holden understood there was 20 feet on the northeast corner where trees could be planted. She stated this would shade the entire building considerably.

Councilmember McClung wanted to review a screening plan from the developer. He did not believe the Council would be able to create this tonight. He understood the transformers created a problem for the developer.

Mayor Grant believed the developer would be able to adequately determine how to screen the transformers. He questioned if this matter could be turned over to staff.

Councilmember Holden discussed the fake windows that are placed on movie theaters and questioned if this could be used on this building, along with screening.

Mr. Roberts reiterated that the transformer location was known after the plans were approved by the City. He stated this had a substantial impact on the building plans.

Councilmember Holden felt the bank of windows was significant given the fact the City did not want a warehouse building on this corner.

Mr. Roberts wanted his building to look nice. He commented again on how the transformer impacted his plans for the building.

Mayor Grant asked if there was a window type that could be installed without cutting into the tip up panels.

Mr. Roberts commented on several window-type products that may work on this building.

Councilmember Wicklund believed there was consensus of the Council to grant the temporary occupancy permits and that the only issue that remained was with the screening of the building.

Mayor Grant agreed this was the direction of the Council.

Councilmember Holden requested that the developer still pursue some type of window medium that could be adhered to the exterior of the building.

Mr. Roberts supported the building being further screened and stated he did not want to attract undo attention to the building with fake windows. He wanted the building to blend into the corner.

Mayor Grant stated there was general agreement for staff to work with the developer on additional screening.

Councilmember Holden requested that this item be reviewed by the Council at a future meeting.

Councilmember Holmes did not believe the matter had to come back to the City Council. She encouraged the Council to work with Roberts Management on this issue given their level of commitment to the City of Arden Hills.

Mayor Grant agreed, stating Lexington Station was a high quality development in the City.

Councilmember McClung supported Councilmember Holmes. While he was upset the approved plans were not followed, he understood that Roberts Management had completed great work in the community. He did not anticipate the developer would make the same mistake again in Arden Hills.

Community Development Director Hutmacher reported this matter would have to come back to the City Council for a PUD amendment.

Mayor Grant recommended the item be brought back to the Council on a future Consent Calendar and directed staff to move forward with granting temporary occupancy permits.

Mr. Roberts thanked the Council for working with him to resolve this issue.

2. COUNCIL COMMENTS AND STAFF UPDATES

Councilmember Holden requested staff investigate the GreenStep Cities Program.

Mayor Grant was in favor of the Council reviewing its previous goals.

Councilmember Wicklund questioned what was required of him as the Ramsey County League of Local Government liaison for the City.

Mayor Grant discussed the expectations of Council liaisons.

ADJOURN

Mayor Grant adjourned the Special City Council Work Session meeting at 9:13 p.m.

Amy Dietl
City Clerk

David Grant
Mayor



DATE: February 29, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: Red Fox Business Center – Building 1 Façade Discussion

Requested Action

Staff is requesting that the City Council discuss the façade changes to Building 1 of the Red Fox Business Center and provide feedback to the developer regarding these changes.

Background

On February 23, 2015, the City Council approved Planning Case 14-036 for a Master and Final Planned Unit Development (PUD) and Conditional Use Permit (CUP) for the Red Fox Business Center located at 1235 Red Fox Road for the construction of two multi-tenant light industrial buildings.

The approved PUD included a specific plan set for the development that addressed amongst other things the façade materials to be used on the two buildings. The approved development plan set indicates where windows and doors will be located, areas where decorative metals and aluminum will be used, and where different colors and aggregate techniques will be used to reduce the monotony of large tilt-up panels and to provide architectural interest.

At the City Council Work Session on June 15, 2015, the Council discussed a change in façade design for the two buildings. The discussion of this change was prompted by condition #18 of the PUD that stated “The Developer shall provide additional façade treatments on the south façade (loading dock area) of Building 2 similar to the north façade but not requiring use of the anodized aluminum materials”. The proposed façade change included a horizontal sand colored band along the top edge of the building wall and the removal of a third color along with bottom

edge of each building. The Council supported this change and the two building were constructed using this design (Attachment E).

Discussion

As with any building project certain inspections are required as the developer nears the completion of the project. Staff conducted a façade inspection of the building shells on February 11, 2016, and found that the west elevation on Building 1 was missing a large bank of windows and other façade enhancement around the window opening area. The omission of the windows and façade enhancements were not included in the approved PUD plan set or the plan set that was submitted to the City for the building permit plan review. Staff believes that the change in façade for Building 1 is significant and requires a PUD Amendment in order for the change to be permitted. The façade for Building 1 as approved can be reviewed in Attachment A, and the change to the façade can be reviewed in Attachment B and C.

The developer has informed the City that the prospective tenant for this space is scheduled to begin moving in on March 1, 2016. The City Council is asked to provide direction on whether a Temporary Certificate of Occupancy could be issued in advance of this issue being resolved.

Next Steps

Staff has consulted with the City Attorney on this matter and it has been determined that a PUD Amendment would be required for these façade changes. If the Council shows support for the façade changes as constructed staff will work with the applicant and the City Attorney to prepare a PUD Amendment. The amendment in this case is not required to go back to the Planning Commission unless the Council directs staff to proceed to the Planning Commission first.

Attachments

- A. Approved façade Building 1 (area of façade change indicated in red)
- B. Site Plan (area of façade change indicated in red)
- C. Building 1 exterior photos as constructed – (missing windows are shown in red)
- D. Aerial Site Map
- E. Approved façade change – June 15, 2015

Roberts Management Group, LLC

1851 Buerkle Road | White Bear Lake, MN 55110
(651) 773-3485 | FAX: (651) 773-3490

March 9, 2016

RE: PUD Amendment Narrative
1235 Red Fox Road, Arden Hills

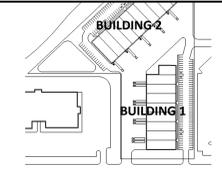
We are requesting a PUD Amendment to address a change to the loading dock façade on the west side of building 1.

The decision to remove the bank of windows occurred during construction as the final Xcel Energy gas and electrical meter locations were being determined. We didn't want the meters to be located on the south end of the building as they would be visible from Red Fox Road, so the decision was made to locate them in the northwest corner where they would be most hidden. As a result, we needed to remove a bank of windows because, (i) they would be in the way of the meters, and (ii) a 6 foot high "non-combustible barrier" would need to be constructed between the transformer and the windows for safety reasons, which would negatively impact the aesthetics of the area.

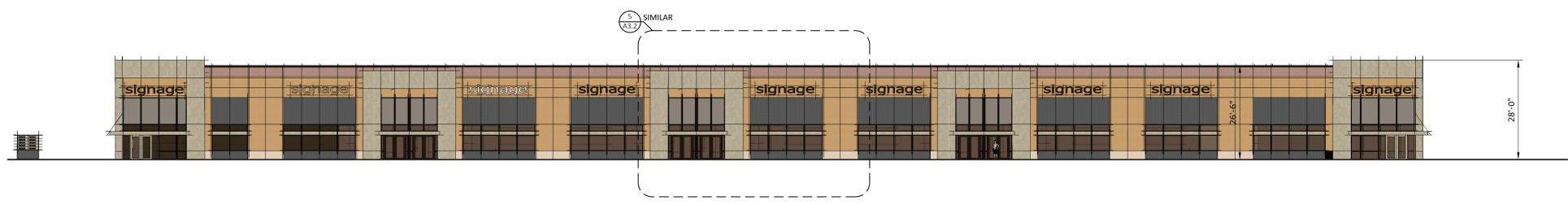
To improve the appearance of the façade where the windows were removed, and help screen the meters from the neighboring landowners we recommend updating the landscape plan and paint the gas lines to match the adjacent panel color. First, we will add three (3) spruce trees to the grass area by the transformers, secondly we will add wall climbing ivy where the gas meters are housed, and thirdly we will coordinate with the neighboring landowner to add eight (8) lilac trees on the property line that will be ~15' in height when fully matured. These changes are depicted on the color renderings included.

We think that making the above improvements to the landscaping is the most feasible option. Adding false windows would end up drawing attention to the area, and wouldn't solve the issue of screening the meters. Installing windows would be extremely expensive as we would need to replace the precast panels, and install a "non-combustible barrier".

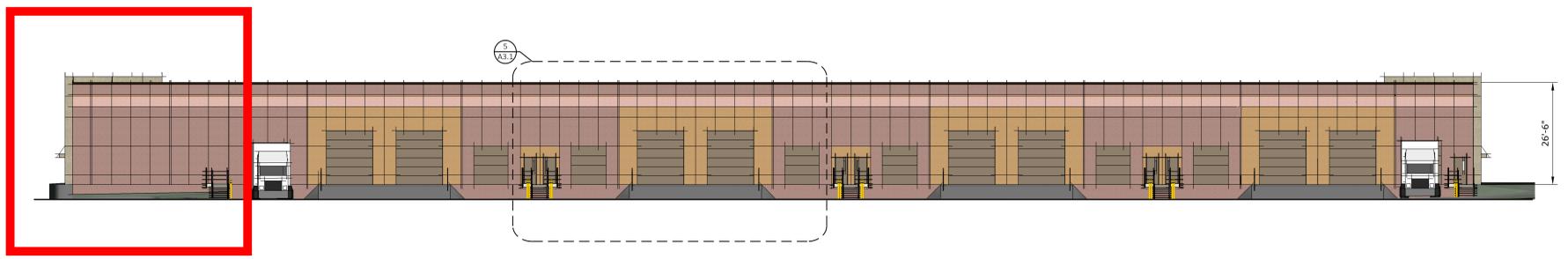
We also met with the Operations Manager of United Technologies, who occupies the neighboring building, to get his opinion on landscaping in the area. He felt that the modifications we discussed were acceptable in screening the area.



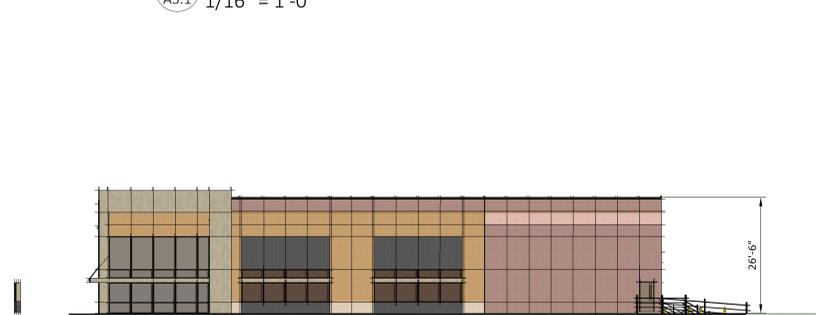
KEY PLAN



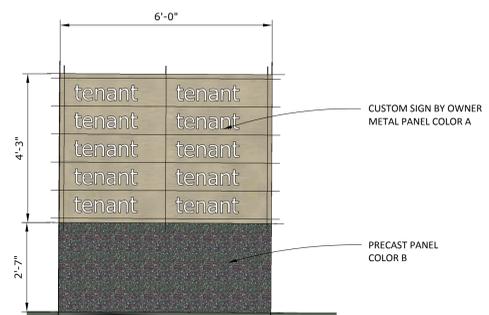
1 BUILDING 1 - EAST ELEVATION
A3.1 1/16" = 1'-0"



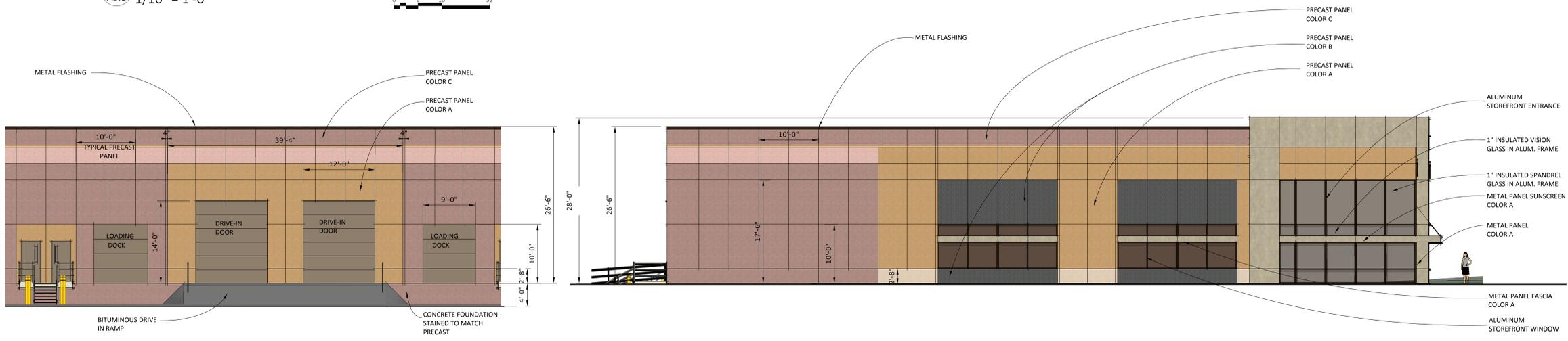
2 BUILDING 1 - WEST ELEVATION
A3.1 1/16" = 1'-0"



3 BUILDING 1 - NORTH ELEVATION
A3.1 1/16" = 1'-0"



6 MONUMENT SIGN
A3.1 1/2" = 1'-0"



5 BUILDING 1 - TYPICAL DOCK ELEVATION
A3.1 1/8" = 1'-0" (building 2 similar)

4 BUILDING 1 - SOUTH ELEVATION
A3.1 1/8" = 1'-0"

EXTERIOR ELEVATIONS - BUILDING 1

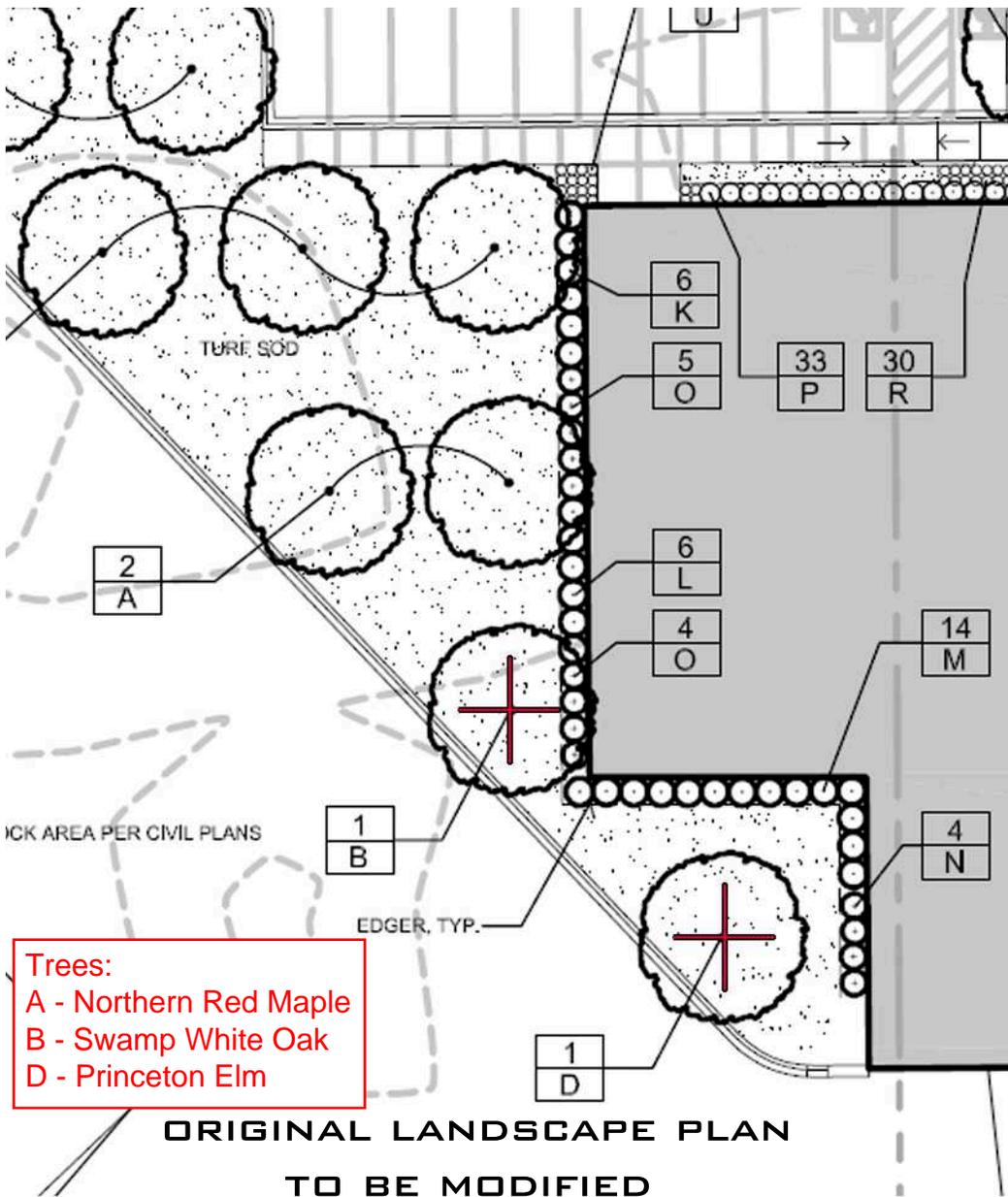
Issues and Revisions:

CITY SUBMITTAL	12/01/14
CITY RESUBMITTAL	12/12/14
COLOR OPTION FINAL	06/01/15

Commission No:	65127-14136
Drawn by:	DO
Checked by:	GV

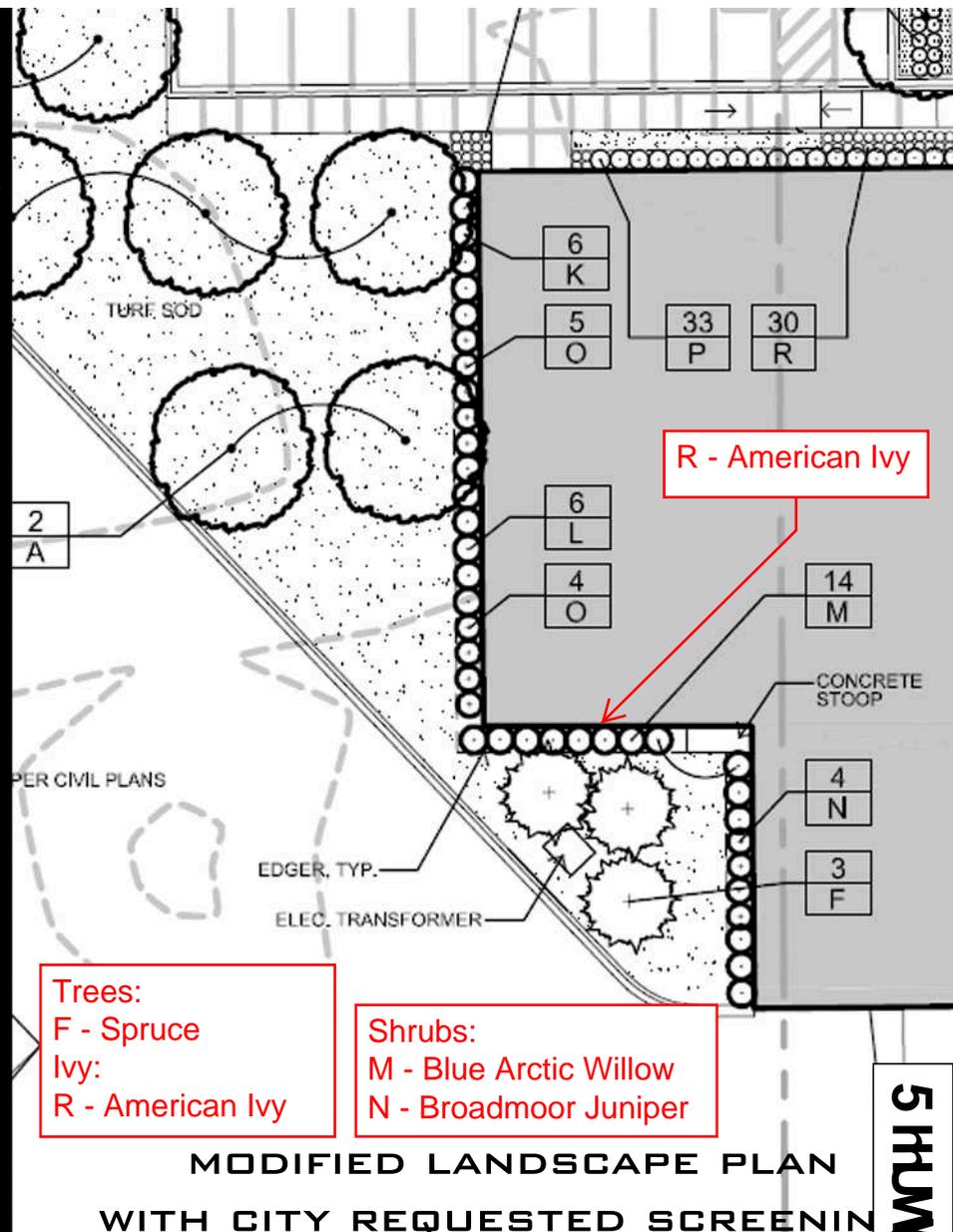
SHEET

A3.1



Trees:
 A - Northern Red Maple
 B - Swamp White Oak
 D - Princeton Elm

ORIGINAL LANDSCAPE PLAN
 TO BE MODIFIED



Trees:
 F - Spruce
 Ivy:
 R - American Ivy

Shrubs:
 M - Blue Arctic Willow
 N - Broadmoor Juniper

MODIFIED LANDSCAPE PLAN
 WITH CITY REQUESTED SCREENING

5 HWY a Yohi



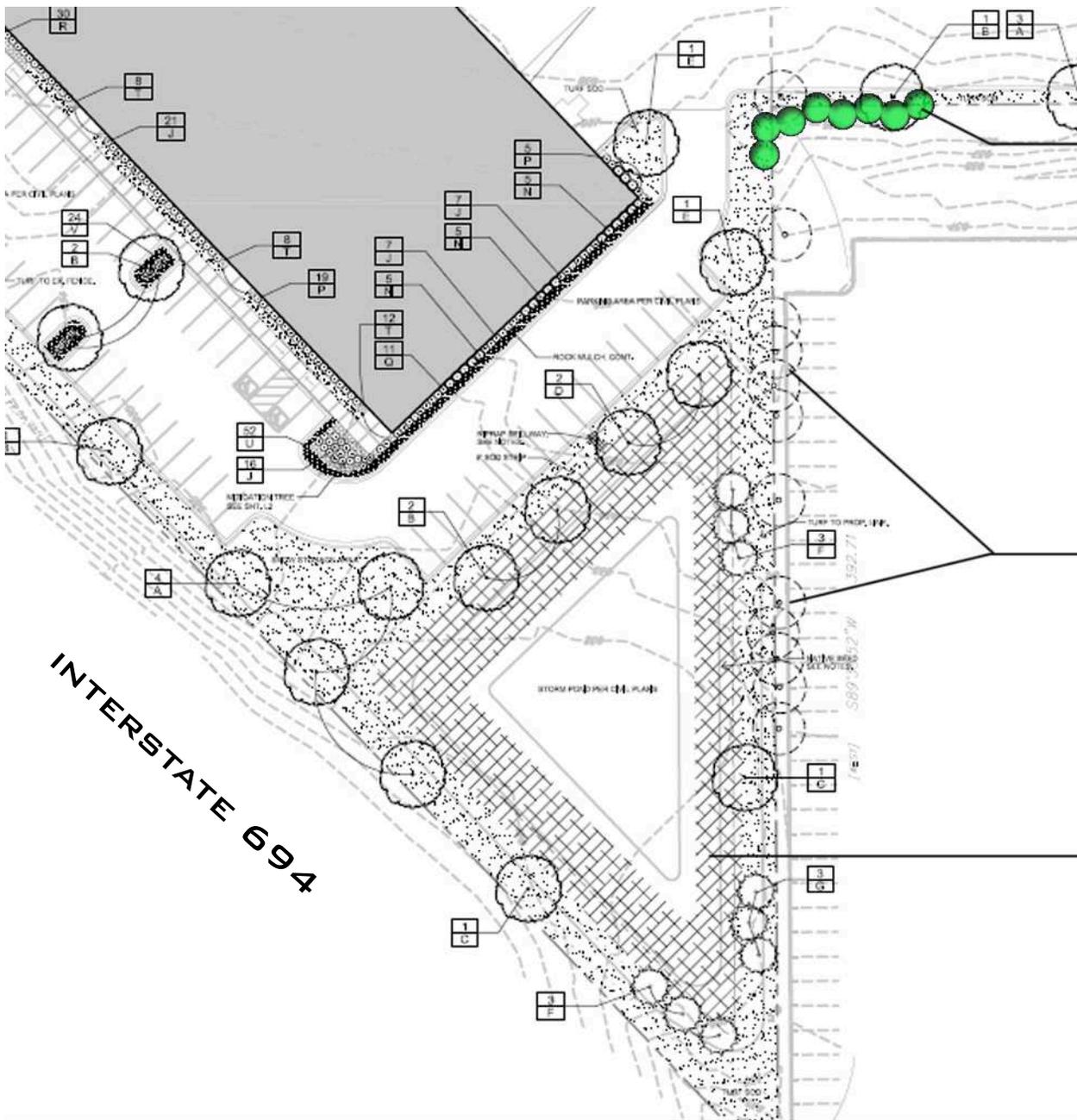
RED FOX BUSINESS CENTER

ARDEN HILLS, MN

LANDSCAPE SCREENING GRAPHIC 1 D

Roberts
Management
Group

cdg



PROPOSED COMMON LILAC SHRUB ROW BETWEEN BOTH PROPERTIES FOR ADDED SCREENING.

Trees:
 A - Northern Red Maple
 B - Swamp White Oak
 E - Bur Oak

EXISTING TREES & SHRUBS TO REMAIN.

ORIGINAL LANDSCAPE PLAN POND AREA PLANTINGS

RED FOX BUSINESS CENTER
 ARDEN HILLS, MN
 LANDSCAPE SCREENING GRAPHIC 1E





RED FOX BUSINESS CENTER

ARDEN HILLS, MN

LANDSCAPE SCREENING GRAPHIC 1C

Roberts
Management
Group

cdg

5 hLW a Ybh

cdg
Calyx Design Group, L.P.
 Landscape Architecture + Sustainability
 1892 Berkeley Avenue | Suite A | St. Paul, MN 55110
 Telephone: 651.354.5488
 Website: www.calyxdesigngroup.com
 Email: ben@calyxdesigngroup.com

Client:
Roberts Management Group
 1851 Buerkle Road
 White Bear Lake, MN 55110

Project Title:
RED FOX BUSINESS CENTER
 RED FOX ROAD
 ARDEN HILLS, MN 55112

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the state of Minnesota.

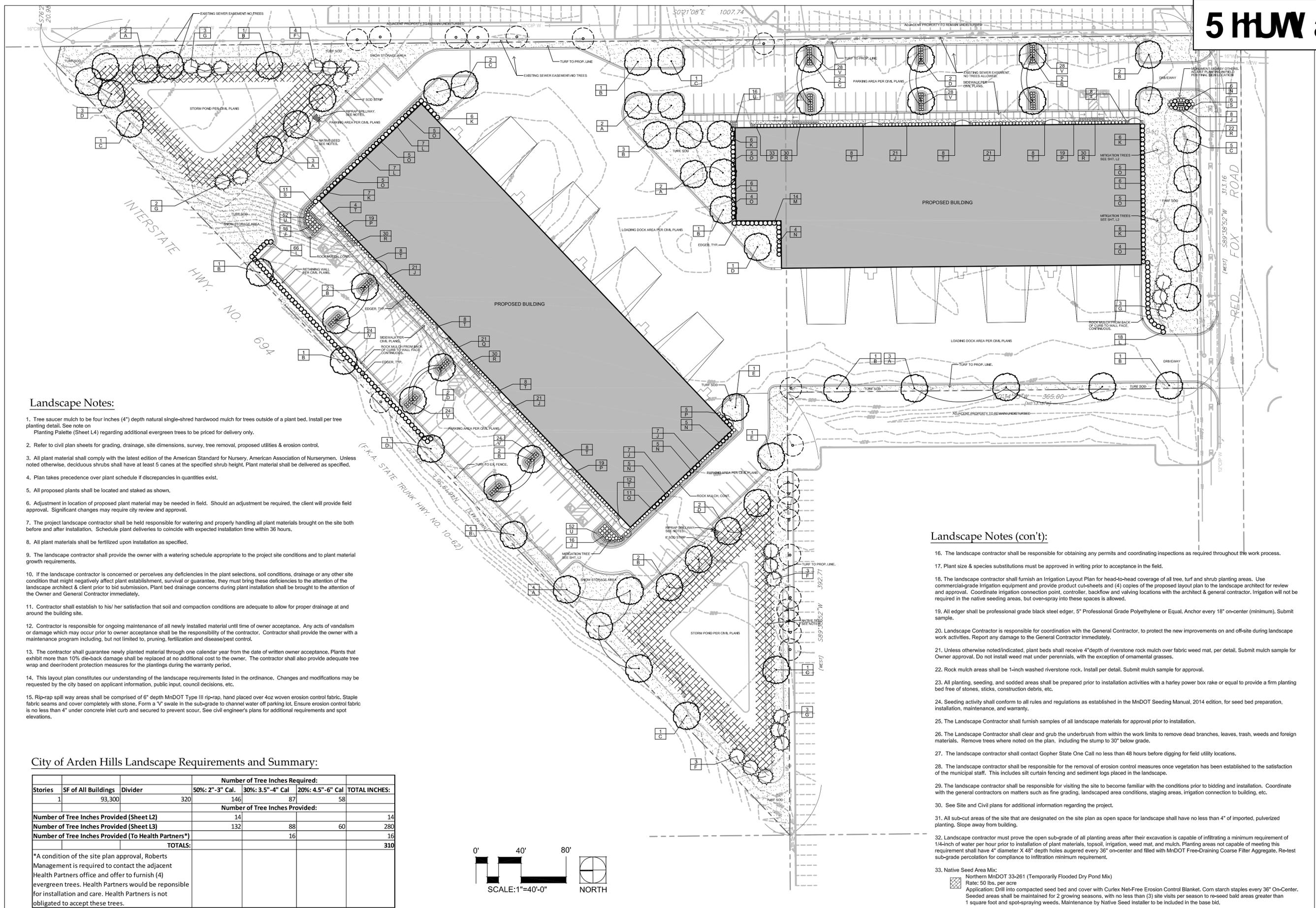
 Benjamin D. Hartberg, PLA
 Date: 04.22.15 Reg. No.: 48084

Rev.	Date	Description
1	12.12.14	CITY COMMENTS
	01.09.15	LAYOUT REV.
	01.29.15	CITY COMMENTS
	04.02.15	PRICING SET
	04.22.15	CITY PERMIT SET
	05.28.15	REV. CITY PERMIT SET

Project #: 12146174.000
 Drawn By: BH
 Checked By: BH
 Issue Date: 04.22.15
 Sheet Title:

LANDSCAPE PLAN

L3
 Sheet: of 8



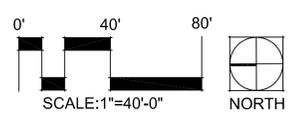
Landscape Notes:

- Tree saucer mulch to be four inches (4") depth natural single-shred hardwood mulch for trees outside of a plant bed. Install per tree planting detail. See note on Planting Palette (Sheet L4) regarding additional evergreen trees to be priced for delivery only.
- Refer to civil plan sheets for grading, drainage, site dimensions, survey, tree removal, proposed utilities & erosion control.
- All plant material shall comply with the latest edition of the American Standard for Nurserymen, American Association of Nurserymen. Unless noted otherwise, deciduous shrubs shall have at least 5 canes at the specified shrub height. Plant material shall be delivered as specified.
- Plan takes precedence over plant schedule if discrepancies in quantities exist.
- All proposed plants shall be located and staked as shown.
- Adjustment in location of proposed plant material may be needed in field. Should an adjustment be required, the client will provide field approval. Significant changes may require city review and approval.
- The project landscape contractor shall be held responsible for watering and properly handling all plant materials brought on the site both before and after installation. Schedule plant deliveries to coincide with expected installation time within 36 hours.
- All plant materials shall be fertilized upon installation as specified.
- The landscape contractor shall provide the owner with a watering schedule appropriate to the project site conditions and to plant material growth requirements.
- If the landscape contractor is concerned or perceives any deficiencies in the plant selections, soil conditions, drainage or any other site condition that might negatively affect plant establishment, survival or guarantee, they must bring these deficiencies to the attention of the landscape architect & client prior to bid submission. Plant bed drainage concerns during plant installation shall be brought to the attention of the Owner and General Contractor immediately.
- Contractor shall establish to his/ her satisfaction that soil and compaction conditions are adequate to allow for proper drainage at and around the building site.
- Contractor is responsible for ongoing maintenance of all newly installed material until time of owner acceptance. Any acts of vandalism or damage which may occur prior to owner acceptance shall be the responsibility of the contractor. Contractor shall provide the owner with a maintenance program including, but not limited to, pruning, fertilization and disease/pest control.
- The contractor shall guarantee newly planted material through one calendar year from the date of written owner acceptance. Plants that exhibit more than 10% die-back damage shall be replaced at no additional cost to the owner. The contractor shall also provide adequate tree wrap and deer/rodent protection measures for the plantings during the warranty period.
- This layout plan constitutes our understanding of the landscape requirements listed in the ordinance. Changes and modifications may be requested by the city based on applicant information, public input, council decisions, etc.
- Rip-rap spill way areas shall be comprised of 6" depth MnDOT Type III rip-rap, hand placed over 4oz woven erosion control fabric. Staple fabric seams and cover completely with stone. Form a "V" swale in the sub-grade to channel water off parking lot. Ensure erosion control fabric is no less than 4" under concrete inlet curb and secured to prevent scour. See civil engineer's plans for additional requirements and spot elevations.

City of Arden Hills Landscape Requirements and Summary:

Stories	SF of All Buildings	Divider	Number of Tree Inches Required:			TOTAL INCHES:
			50%: 2"-3" Cal.	30%: 3.5"-4" Cal	20%: 4.5"-6" Cal	
1	93,300	320	146	87	58	
			Number of Tree Inches Provided:			
Number of Tree Inches Provided (Sheet L2)			14			14
Number of Tree Inches Provided (Sheet L3)			132	88	60	280
Number of Tree Inches Provided (To Health Partners*)				16		16
TOTALS:						310

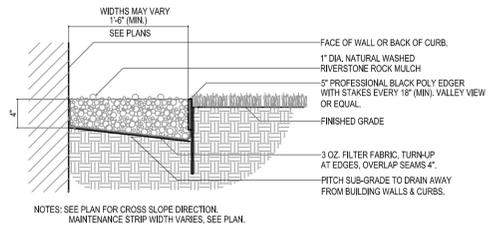
*A condition of the site plan approval, Roberts Management is required to contact the adjacent Health Partners office and offer to furnish (4) evergreen trees. Health Partners would be responsible for installation and care. Health Partners is not obligated to accept these trees.



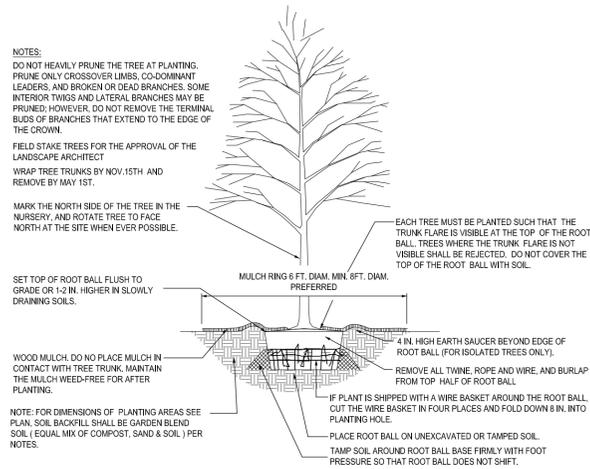
Landscape Notes (con't):

- The landscape contractor shall be responsible for obtaining any permits and coordinating inspections as required throughout the work process.
- Plant size & species substitutions must be approved in writing prior to acceptance in the field.
- The landscape contractor shall furnish an Irrigation Layout Plan for head-to-head coverage of all tree, turf and shrub planting areas. Use commercial-grade irrigation equipment and provide product cut-sheets and (4) copies of the proposed layout plan to the landscape architect for review and approval. Coordinate irrigation connection point, controller, backflow and valving locations with the architect & general contractor. Irrigation will not be required in the native seeding areas, but over-spray into these spaces is allowed.
- All edger shall be professional grade black steel edger, 5" Professional Grade Polyethylene or Equal. Anchor every 18" on-center (minimum). Submit sample.
- Landscape Contractor is responsible for coordination with the General Contractor, to protect the new improvements on and off-site during landscape work activities. Report any damage to the General Contractor immediately.
- Unless otherwise noted/indicated, plant beds shall receive 4" depth of riverstone rock mulch over fabric weed mat, per detail. Submit mulch sample for Owner approval. Do not install weed mat under perennials, with the exception of ornamental grasses.
- Rock mulch areas shall be 1-inch washed riverstone rock. Install per detail. Submit mulch sample for approval.
- All planting, seeding, and sodded areas shall be prepared prior to installation activities with a harley power box rake or equal to provide a firm planting bed free of stones, sticks, construction debris, etc.
- Seeding activity shall conform to all rules and regulations as established in the MnDOT Seeding Manual, 2014 edition, for seed bed preparation, installation, maintenance, and warranty.
- The Landscape Contractor shall furnish samples of all landscape materials for approval prior to installation.
- The Landscape Contractor shall clear and grub the underbrush from within the work limits to remove dead branches, leaves, trash, weeds and foreign materials. Remove trees where noted on the plan, including the stump to 30" below grade.
- The landscape contractor shall contact Gopher State One Call no less than 48 hours before digging for field utility locations.
- The landscape contractor shall be responsible for the removal of erosion control measures once vegetation has been established to the satisfaction of the municipal staff. This includes silt curtain fencing and sediment logs placed in the landscape.
- The landscape contractor shall be responsible for visiting the site to become familiar with the conditions prior to bidding and installation. Coordinate with the general contractors on matters such as fine grading, landscaped area conditions, staging areas, irrigation connection to building, etc.
- See Site and Civil plans for additional information regarding the project.
- All sub-cut areas of the site that are designated on the site plan as open space for landscape shall have no less than 4" of imported, pulverized planting. Slope away from building.
- Landscape contractor must prove the open sub-grade of all planting areas after their excavation is capable of infiltrating a minimum requirement of 1/4-inch of water per hour prior to installation of plant materials, topsoil, irrigation, weed mat, and mulch. Planting areas not capable of meeting this requirement shall have 4" diameter X 48" depth holes augered every 36" on-center and filled with MnDOT Free-Draining Coarse Filter Aggregate. Re-test sub-grade percolation for compliance to infiltration minimum requirement.
- Native Seed Area Mix:
 Northern MnDOT 33-261 (Temporarily Flooded Dry Pond Mix)
 Rate: 50 lbs. per acre
 Application: Drill into compacted seed bed and cover with Curlex Net-Free Erosion Control Blanket. Corn starch staples every 36" On-Center. Seeded areas shall be maintained for 2 growing seasons, with no less than (3) site visits per season to re-seed bald areas greater than 1 square foot and spot-spraying weeds. Maintenance by Native Seed Installer to be included in the base bid.

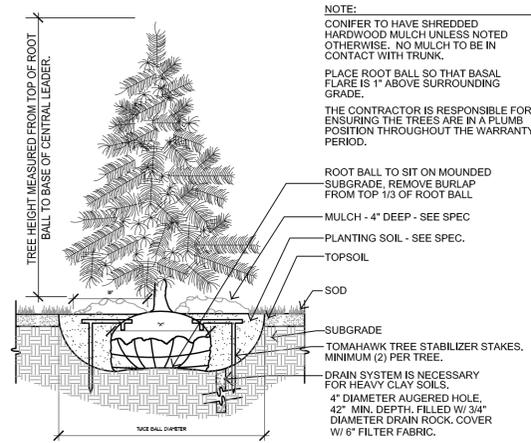
Refer to Sheet L1 for Tree Protection and Sheet L4 for Details and Specifications



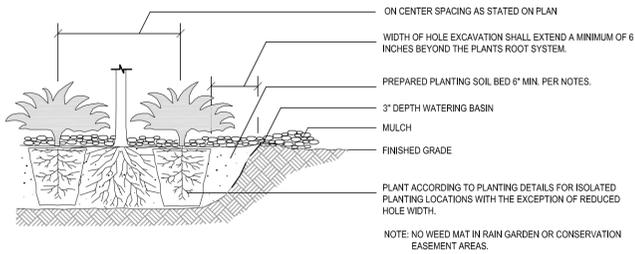
1 TYP. ROCK MULCH DETAIL
L4 NOT TO SCALE



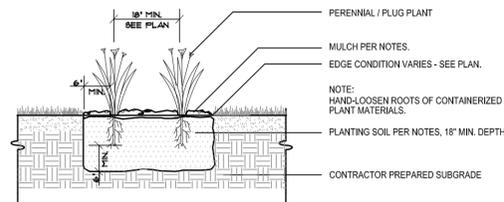
2 DECIDUOUS TREE PLANTING - SECTION
L4 NOT TO SCALE



3 CONIFEROUS TREE PLANTING - SECTION
L4



4 TYP. SHRUB PLANTING - SECTION
L4 NOT TO SCALE



5 TYP. PERENNIAL PLANTING DETAIL
L4 NOT TO SCALE

Planting Palette:

ON-SITE TREES:

Qty.	Key	Scientific Name	Common Name	Size	Root	Notes
16	A	Acer rubrum	Northern Red Maple	2.5" Cal.	B&B	
21	B	Quercus bicolor	Swamp White Oak	2.5" Cal.	B&B	
13	C	Celtis occidentalis	Common Hackberry	3" Cal.	B&B	
11	D	Ulmus americana 'Princeton'	Princeton Elm	4" Cal.	B&B	
2	E	Quercus marocarpa	Bur Oak	5" Cal.	B&B	
10	F	Picea glauca densata	Black Hills Spruce	10' Hgt./5" Cal.	B&B	Full Form
11	G	Abies concolor	White Fir	8' Hgt./4" Cal.	B&B	Full Form

OFF-SITE TREES:

Qty.	Key	Scientific Name	Common Name	Size	Root	Notes
4		Picea glauca densata	Black Hills Spruce	8' Hgt./4" Cal.	B&B	Provide to Health Partners Staff. If They So Choose, Roberts Mgt. to Coordinate.

NOTE: Landscape Contractor to price the delivery of (4) Black Hills Spruce at 8' Hgt. B+B, to be installed by Health Partners on their property.

PROPOSED TREE COUNT:

280	TREE INCHES SHOWN ON SHEET L3
14	TREE INCHES SHOWN ON SHEET L2
294 TOTAL TREE INCHES TO BE PLANTED ON-SITE	
+ 16	ADDITIONAL INCHES PROVIDED TO HEALTH PARTNERS
310 TOTAL TREE INCHES PROVIDED	

NOTE: SEE SHEET L3 FOR CITY TREE REQUIREMENTS AND SUMMARY DATA TABLE

SHRUBS:

Qty.	Key	Scientific Name	Common Name	Size	Root	Notes
66	I	Viburnum trilobum 'Bailey Compact'	Compact America Cranberrybush	#3	POT	
138	J	Diervilla lonicera	Dwarf Bush Honeysuckle	#2	POT	
31	K	Aronia melanocarpa 'Morton'	Iroquois Beauty Chokeberry	#5	POT	
44	L	Cornus alba 'Regnzam'	Red Gnome Dogwood	#5	POT	
14	M	Salix purpurea	Blue Arctic Willow	#2	POT	
25	N	Juniperus sabina 'Broadmoor'	Broadmoor Juniper	#5	POT	
38	O	Thuja occidentalis 'Techny Globe'	Techny Globe Arborvitae	#5	POT	
95	P	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry	#3	POT	
32	Q	Weigela florida 'Rumba'	Rumba Weigela	#2	POT	

PERENNIALS:

Qty.	Key	Scientific Name	Common Name	Size	Root	Notes
142	R	Hemerocallis X 'Stella de Oro'	Stella de Oro Daylily	#1	POT	
17	S	Miscanthus purpurascens	Flame Grass	#1	POT	
80	T	Deschampsia caespitosa 'Northern Lights'	Tufted Hair Grass	#1	POT	
120	U	Rudbeckia fulgida 'Goldsturm'	Black-Eyed Susan	#1	POT	
156	V	Calamagrostis acutiflora 'Karl Foerster'	Feather Reed Grass	#1	POT	

cdg
calyx Design Group, LLC
Landscape Architecture + Sustainable Design
1992 Berkeley Avenue | Suite A | St. Paul, MN 55105
Telephone: 651.234.5489
Internet: www.calyxdesigngroup.com
E-mail: ben@calyxdesigngroup.com

Roberts Management Group
1851 Buerkle Road
White Bear Lake, MN 55110

RED FOX BUSINESS CENTER
RED FOX ROAD
ARDEN HILLS, MN 55112

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the state of Minnesota.
Benjamin D. Hartberg, PLA
Benjamin D. Hartberg, PLA
Date: 04.22.15 Reg. No.: 48084

Rev.	Date	Description
1	12.12.14	CITY COMMENTS
	01.09.15	LAYOUT REV.
	01.29.15	CITY COMMENTS
	04.02.15	PRICING SET
	04.22.15	CITY PERMIT SET
	05.28.15	REV. CITY PERMIT SET

Project #: 12146174.000
Drawn By: BH
Checked By: BH
Issue Date: 04.22.15
Sheet Title:

LANDSCAPE DETAILS

L4

Sheet: 8 of 8

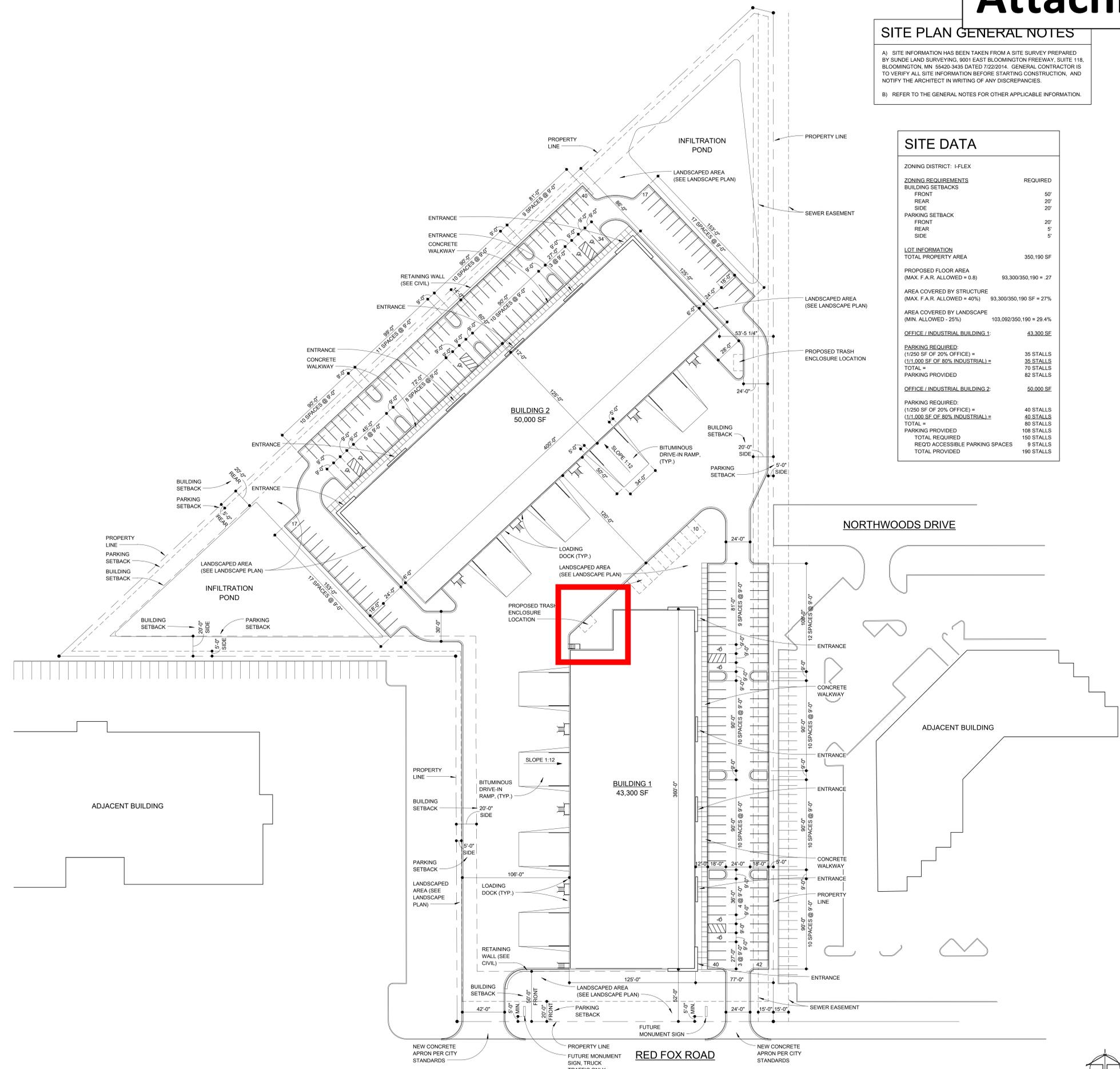
Attachment I

SITE PLAN GENERAL NOTES

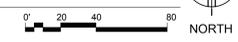
- A) SITE INFORMATION HAS BEEN TAKEN FROM A SITE SURVEY PREPARED BY SUNDE LAND SURVEYING, 9001 EAST BLOOMINGTON FREEWAY, SUITE 118, BLOOMINGTON, MN 55420-3435 DATED 7/22/2014. GENERAL CONTRACTOR IS TO VERIFY ALL SITE INFORMATION BEFORE STARTING CONSTRUCTION, AND NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.
- B) REFER TO THE GENERAL NOTES FOR OTHER APPLICABLE INFORMATION.

SITE DATA

ZONING DISTRICT:	I-FLEX
ZONING REQUIREMENTS	REQUIRED
BUILDING SETBACKS	
FRONT	50'
REAR	20'
SIDE	20'
PARKING SETBACK	
FRONT	20'
REAR	5'
SIDE	5'
LOT INFORMATION	
TOTAL PROPERTY AREA	350,190 SF
PROPOSED FLOOR AREA (MAX. F.A.R. ALLOWED = 0.8)	93,300/350,190 = 27%
AREA COVERED BY STRUCTURE (MAX. F.A.R. ALLOWED = 40%)	93,300/350,190 SF = 27%
AREA COVERED BY LANDSCAPE (MIN. ALLOWED - 25%)	103,092/350,190 = 29.4%
OFFICE / INDUSTRIAL BUILDING 1:	43,300 SF
PARKING REQUIRED: (1/250 SF OF 20% OFFICE) = (11,100 SF OF 80% INDUSTRIAL) =	35 STALLS 82 STALLS
TOTAL =	117 STALLS
PARKING PROVIDED	82 STALLS
OFFICE / INDUSTRIAL BUILDING 2:	50,000 SF
PARKING REQUIRED: (1/250 SF OF 20% OFFICE) = (11,100 SF OF 80% INDUSTRIAL) =	40 STALLS 80 STALLS
TOTAL =	120 STALLS
PARKING PROVIDED	150 STALLS
TOTAL REQUIRED	150 STALLS
REQ'D ACCESSIBLE PARKING SPACES	9 STALLS
TOTAL PROVIDED	150 STALLS



1 ARCHITECTURAL SITE PLAN
A1.1 1" = 40'-0"



POPE ARCHITECTS
1295 BANGOR BLVD N, SUITE 300
ST. PAUL, MN 55108-2735
(651) 642-9200 | FAX (651) 642-1101
www.popearch.com



RED FOX BUSINESS CENTER
ARDEN HILLS, MN

CITY SUBMITTAL
12/01/14
NOT FOR CONSTRUCTION

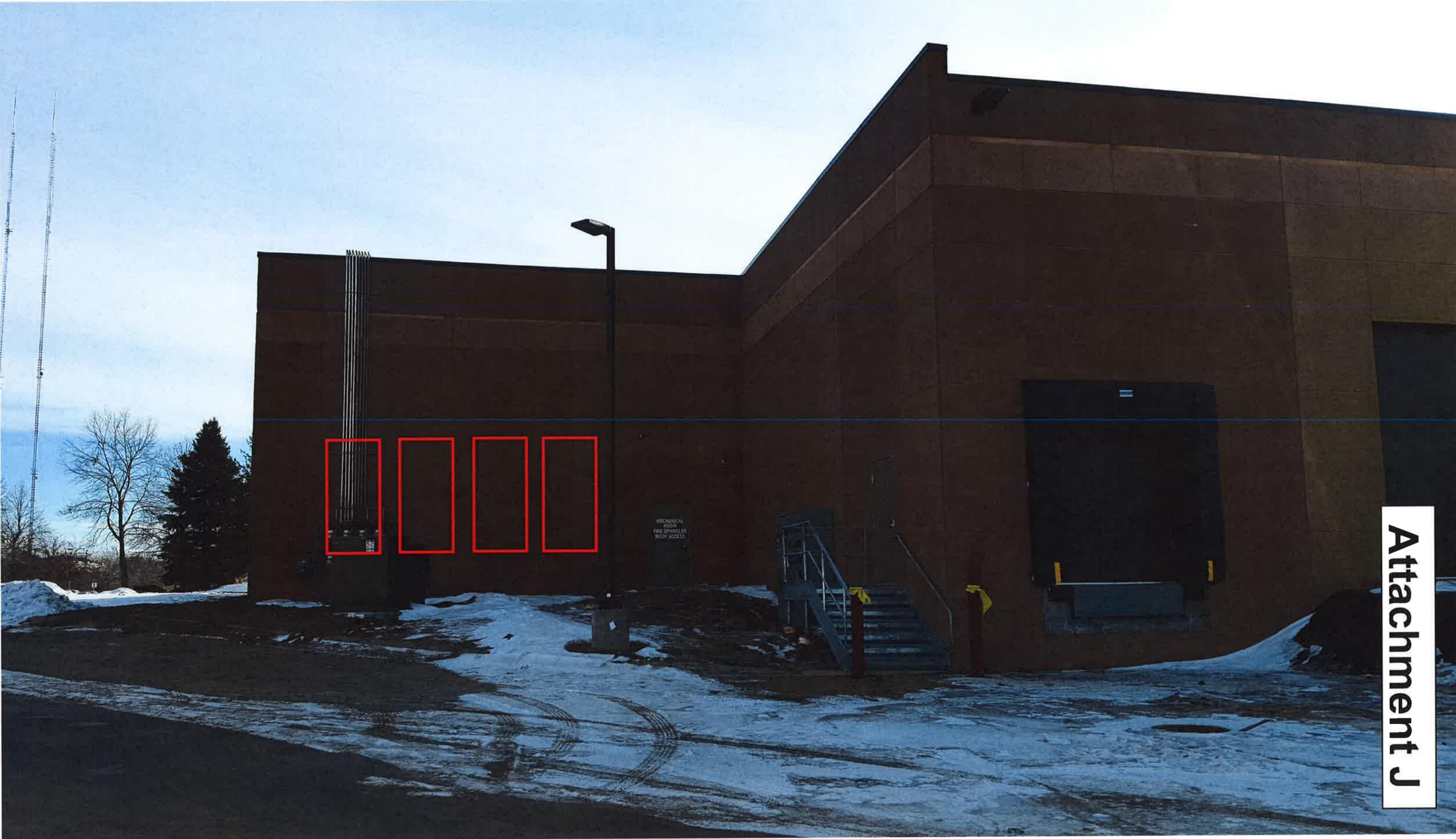
ARCHITECTURAL SITE PLAN

Issues and Revisions:	
CITY SUBMITTAL	12/01/14
CITY RESUBMITTAL	12/12/14
CITY RESUBMITTAL #2	01/26/15

Commission No: 65127-14136
Drawn by: DO
Checked by: GV

SHEET

A1.1



Attachment J



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports



400.0 0 200.00 400.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Enter Map Description

Attachment K



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: Planning Case #16-007
Applicant: Roberts Management Group
Property Location: 1235 Red Fox Road
Request: Planned Unit Development (PUD) Amendment Agreement – Red Fox Business Center

Requested Action

Motion to approve the Planned Unit Development (PUD) Amendment Agreement, based on the March 28, 2016, City Council approval of Planning Case 16-007.

Background

On March 28, 2016, the City Council will consider approval of Planning Case 16-007 for a Planned Unit Development (PUD) Amendment for changes to the façade on Building 1 of the Red Fox Business Center located at 1235 Red Fox Road. If Planning Case 16-007 is approved the Council will then consider approval of the PUD Amendment Agreement.

The City Attorney has prepared the PUD Amendment Agreement (Attachment A). The document has been reviewed and signed by the North American Land Company and Roberts Management Group.

Attachments

- A. Red Fox Business Center - Development Amendment Agreement

(reserved for recording information)

**FIRST AMENDMENT TO
MASTER AND FINAL
PLANNED UNIT DEVELOPMENT AGREEMENT
AND CONDITIONAL USE PERMIT

RED FOX BUSINESS CENTER
(PC# 16-007)**

THIS FIRST AMENDMENT TO MASTER AND FINAL PLANNED UNIT DEVELOPMENT AGREEMENT AND CONDITIONAL USE PERMIT (“Amendment”) is made this ____ day of _____, 2016, and is entered into by and between the **CITY OF ARDEN HILLS**, a Minnesota statutory city (“City”); **NORTH AMERICAN LAND COMPANY, LLC**, a Minnesota limited liability company (“North American”) and **ROBERTS MANAGEMENT GROUP, LLC**, a Minnesota limited liability company (“Roberts”) (North American Land Company, LLC and Roberts Management Group, LLC collectively “Developer”).

1. The City and Developer entered into a Master and Final Planned Unit Development Agreement and Conditional Use Permit on March 30, 2015 and filed for record with the Ramsey County Registrar of Titles on June 5, 2015 as Document No. T02531645 (the “Development Agreement”) for property legally described on Exhibit A attached hereto

(“Property”). Said Development Agreement shall remain in full force and effect except as specifically amended herein.

2. The Development Agreement references plans and documents which represent the nature, scope and configuration of the development, approved by the City, relating to, among other items, landscaping and exterior elevations. Said Plans are as follows:

- L1 Tree Preservation Plan dated 1/29/15
- L2 Tree Mitigation Plan dated 1/29/15
- L3 Landscaping Plan dated 1/29/15
- L4 Landscape Detail dated 1/29/15
- A3.1 Exterior Elevations Building 1 dated 12/12/14

3. During the construction phase of Building 1 of the Red Fox Business Center, the Developer omitted a section of windows and facade enhancements around the window opening area. The City is willing to review Addendums to the above-referenced Plans to correct the deficiencies as long as the Developer agrees to include additional screening on the revised Landscaping and Building Plans attached hereto as Exhibit B, which Plans shall be pre-approved by the City prior to the issuance of a final Certificate of Occupancy for Building 1.

4. Conditions. The PUD Amendment is issued subject to the following conditions:

1. That the project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. That the applicant shall continue to abide by all previous agreements, as amended by the conditions of approval of this application.
3. That a Planned Unit Development (PUD) Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The PUD Amendment Agreement shall be signed by the applicant and approved by Council prior to the issuance of a Final Certificate of Occupancy for Building 1.
4. That the approved Landscaping Plan (L3) shall be amended to include three (3) spruce trees in the northwest corner of Building 1. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1A and 1D.
5. That the approved Landscaping Plan (L3) shall be amended to include eight (8) lilac trees along the western property line. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1C and 1E.
6. That the approved Landscaping Plan (L3) shall be amended to include climbing ivy in the northwest corner of Building 1. The change to L3

shall be completed as depicted on the Landscape Screening Graphics 1A and 1D. The ivy when established shall significantly cover the panel section where the window omission occurred.

7. That the approved Landscaping Plan (L3) shall be amended to relocate three (3) shrubs in the northwest corner of Building 1. The change to L3 shall be completed as depicted on the Landscape Screening Graphics 1A and 1D.
8. That the approved Landscaping Plan (L3) shall be amended to remove the one (1) Swamp White Oak and the one (1) Princeton Elm as shown on the Landscaping Screen Graphic 1A located in the northwest corner of Building 1.
9. That the Swamp White Oak to be removed shall be replaced with a different tree species with a shallow root structure or with shrubs that will not interfere with the utilities below grade.
10. That the approved west elevation on the Exterior Elevation Plan (A3.1) for Building 1 shall be amended in order to omit the section of windows and façade enhancement around the window opening area. The change to A3.1 shall be completed as depicted on the updated A3.1 dated 6/1/15 (Color Option Final) as submitted.
11. That the gas lines located in the northwest corner of Building 1 shall be painted to match the adjacent panel color.

5. Except as specifically provided herein, the Development Agreement remains unchanged and in full force and effect. Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Development Agreement.

6. This Amendment shall run with the Property and shall be recorded in the office of the Ramsey County Registrar of Titles with proof thereof shown to the City prior to the issuance of any permits.

IN WITNESS WHEREOF, the City and the Developer have caused this Agreement to be executed as of the date and year first above written.

*[Remainder of page intentionally left blank.
Signatures on the following pages.]*

CITY OF ARDEN HILLS

By: _____
David Grant, Mayor

(SEAL)

And _____
Amy Dietl, Deputy Clerk

STATE OF MINNESOTA)
 (ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by **David Grant** and by **Amy Dietl**, respectively the Mayor and Deputy Clerk of the City of Arden Hills, a Minnesota statutory city, on behalf of the City and pursuant to the authority granted by its City Council.

Notary Public

NORTH AMERICAN LAND COMPANY, LLC
A Minnesota Limited Liability Company

By: _____
Nicholas S. Roberts, Chief Manager

STATE OF MINNESOTA)
 (ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by **Nicholas S. Roberts**, the Chief Manager of **North American Land Company, LLC**, a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

ROBERTS MANAGEMENT GROUP, LLC
A Minnesota Limited Liability Company

By: _____
Nicholas S. Roberts, Chief Manager

STATE OF MINNESOTA)
 (ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ___ day of _____, 2016, by **Nicholas S. Roberts**, the Chief Manager of **Roberts Management Group, LLC**, a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

DRAFTED BY:
Campbell Knutson
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
(JJJ)

**EXHIBIT A
TO
FIRST AMENDMENT**

Address: 1235 Red Fox Road, Arden Hills, Minnesota,

PARCELS 1 and 2:

Lot 3, Block 1, Northwoods,
Outlot A, Northwoods,
Ramsey County, Minnesota.

Subject to the restrictions and snow fence easement in favor of the State of Minnesota as set forth in the instrument recorded in Book 2064 of Ramsey County Records, page 157. Covers part of highway adjoining Outlot A.

(Torrens property)

PARCEL 3:

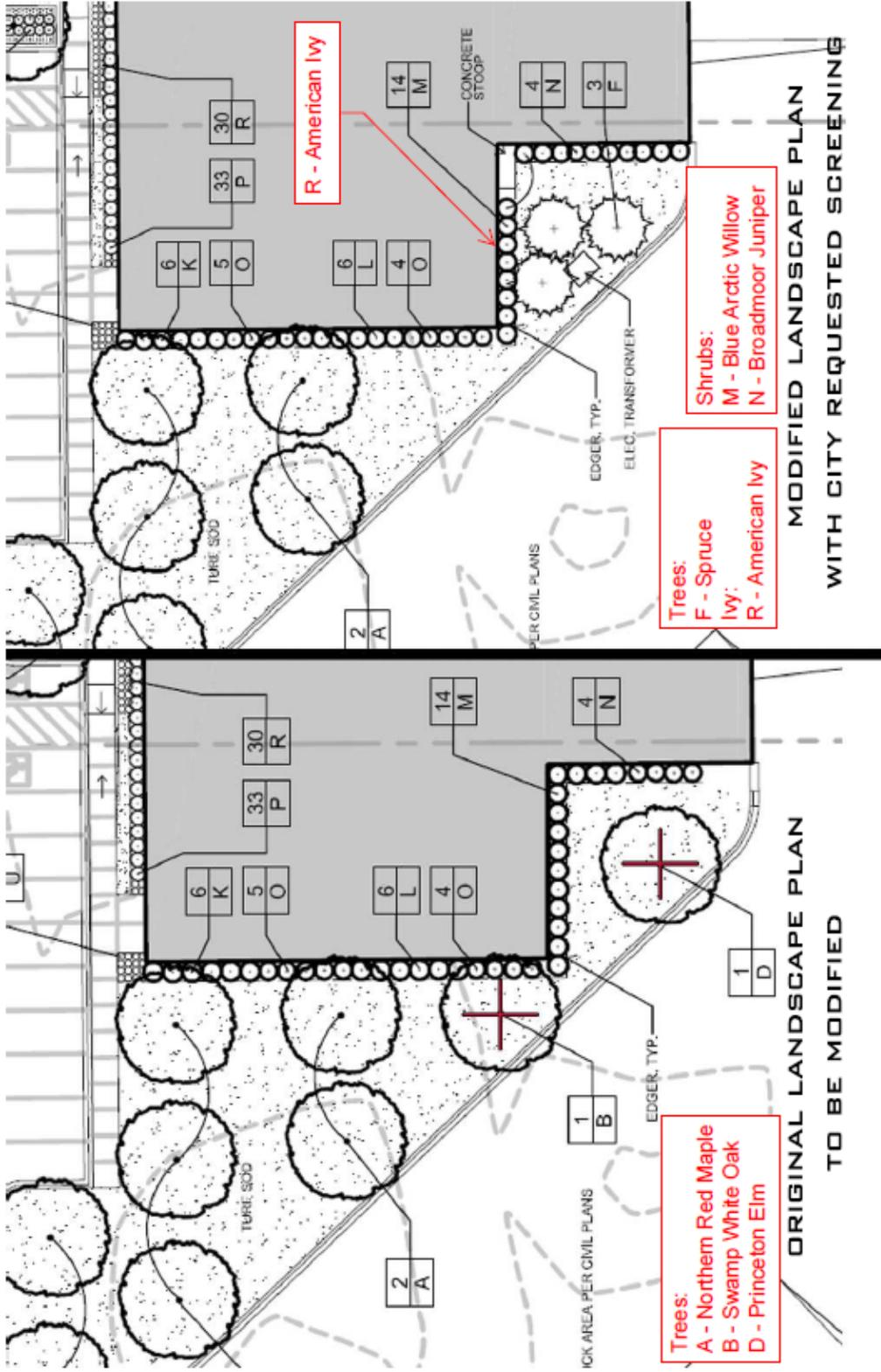
Part of Lot 4, Block 1, Northwoods, lying North of the South 271 feet thereof, Ramsey County, Minnesota.

Subject to the restrictions and snow fence easement in favor of the State of Minnesota as set forth in the instrument recorded in Book 2064 of Ramsey County Records, page 157. Covers part of highway adjoining Outlot A.

(Torrens property)

**EXHIBIT B
TO
FIRST AMENDMENT**

Exhibit B consists of the five following pages.



RED FOX BUSINESS CENTER
 ARDEN HILLS, MN
 LANDSCAPE SCREENING GRAPHIC 1A

Roberts Management Group

cdg



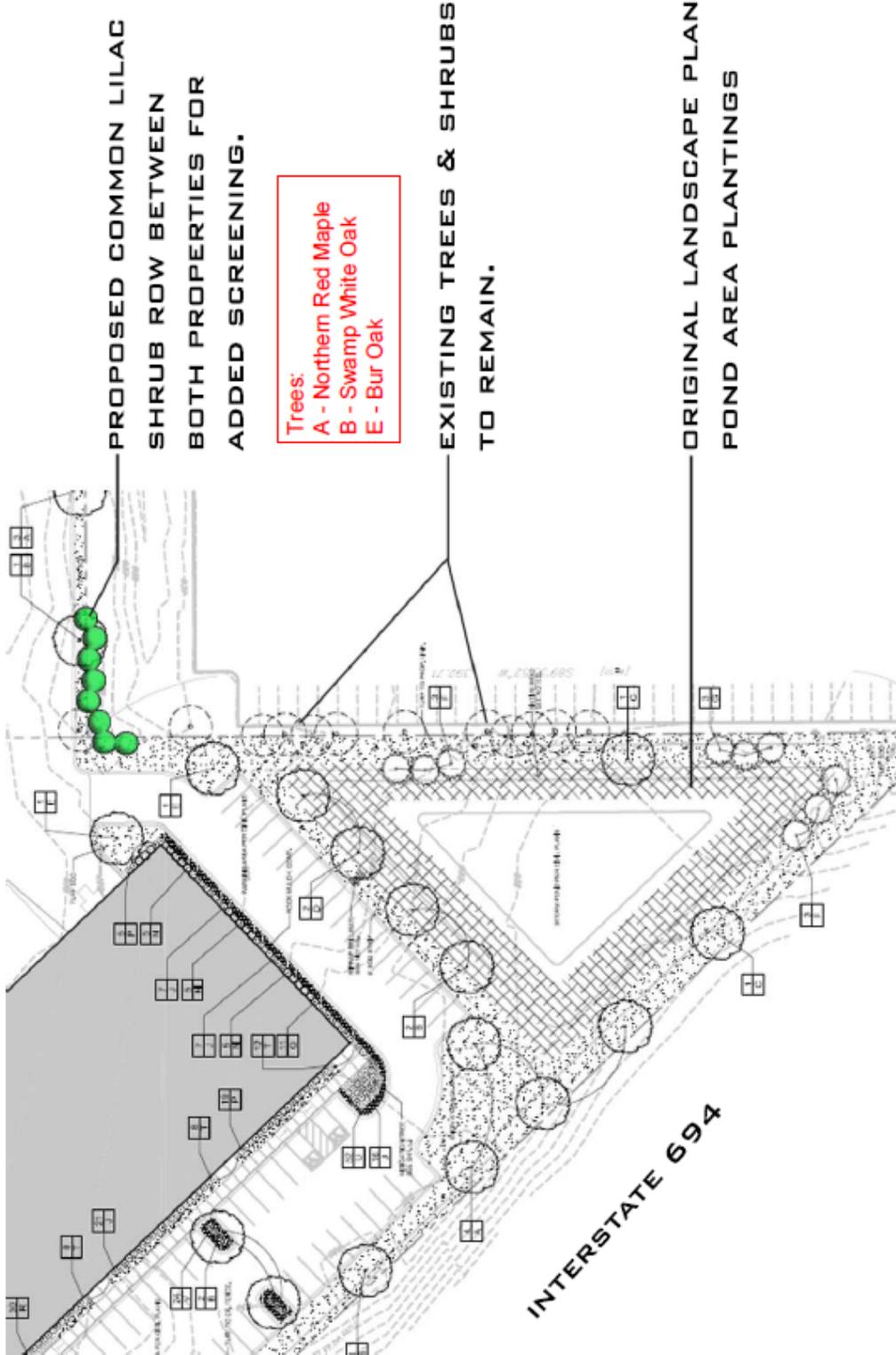
RED FOX BUSINESS CENTER

ARDEN HILLS, MN

LANDSCAPE SCREENING GRAPHIC 1 D

Roberts
Management
Group

cdg



RED FOX BUSINESS CENTER
 ARDEN HILLS, MN
 LANDSCAPE SCREENING GRAPHIC 1 E

Roberts Management Group

cdg



RED FOX BUSINESS CENTER

ARDEN HILLS, MN

LANDSCAPE SCREENING GRAPHIC 1 C

Roberts
Management
Group

cdg



ARDEN HILLS
MEMORANDUM

DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Ryan Streff, City Planner

SUBJECT: Planning Commission Appointment – Nick Gehrig

Requested Action

Motion to approve Resolution 2016-011 appointing Nick Gehrig as an alternate member of the Planning Commission with a term expiration of December 31, 2018.

Background

The City of Arden Hills Planning Commission has seven members, plus one named alternate who sits as a voting member when a regular member must be absent.

Nick Gehrig, an Arden Hills resident, submitted an application to serve on the Planning Commission. Mr. Gehrig has extensive knowledge and experience working with the public sector, excels in group decision-making situations, and has significant project management experience.

Pursuant to City policy on appointments to the Planning Commission, Mr. Gehrig was interviewed by the City on Tuesday, March 15. Following the interview with Mr. Gehrig, Mayor Grant asked that staff prepare a recommendation to the City Council to appoint Mr. Gehrig as an alternate member of the Planning Commission.

Recommendation

The Planning Commission liaison (Mayor Grant) recommends that the City Council appoint Nick Gehrig as an alternate member of the Planning Commission in order to fill the current vacancy on the Commission.

*City of Arden Hills
City Council Meeting for March 28, 2016*

P:\Planning\Planning Commission\PC Miscellaneous\Appointments_Resignations\2016\Nick Gehrig\CC Packet_(3-28-16)

Attachments

- A. Resolution 2016-011
- B. Application – Nick Gehrig

Attachment A



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2016-011

**A RESOLUTION APPOINTING NICK GEHRIG AS AN ALTERNATE MEMBER TO
THE PLANNING COMMISSION FOR A TERM EXPIRING DECEMBER 31, 2018.**

WHEREAS, the City Council appoints residents to serve in an advisory capacity to the City Council regarding planning and zoning issues;

THEREFORE, BE IT RESOLVED: The City Council appoints Nick Gehrig to serve as an alternate member on the Planning Commission for a term expiring on December 31, 2018.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS
28th DAY OF MARCH, 2016.**

David Grant, MAYOR

ATTEST:

Amy Dietl, CITY CLERK

Attachment B

Nick R. Gehrig

1562 Keithson Dr. ▪ Arden Hills, MN 55112
(612) 616-8126 ▪ gehrigni@gmail.com

February 12, 2016

To Whom It May Concern:

Please accept this letter and corresponding documentation as my application for the City of Arden Hills Planning Commission.

Warm Regards,

A handwritten signature in black ink that reads "Nick Gehrig". The signature is written in a cursive style with a large, stylized "N" and "G".

Print

City Commission/Committee Application Form - Submission #825

Date Submitted: 2/12/2016

Last Name*

Nick

First Name*

Gehrig

Middle Initial

Address1*

1562 Keithson Drive

Address2

City*

Arden Hills

State*

MN

Zip*

55112

Home Number*

612-616-8126

Home Fax

Work Number*



Work Fax

Email Address

gehrigni@gmail.com

If you wish to be considered for more than one committee, please order in number of preference.

1st Choice*

Planning Commission

2nd Choice*

Planning Commission

3rd Choice*

Planning Commission

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests*

NA

List any Civic, Professional, and Community Activity involvement.

Why do you want to be on a committee?*

As a relatively new resident of Arden Hills, I have a keen interest in helping to shape it's future and ensure it leverages the attributes that make it a unique city.

What skills, strengths, or abilities do you believe you will add to the committee?*

In my professional and personal life, I manage complex issues and projects to successful outcomes in a thoughtful and thorough manner. I think these skills can apply to the issues and opportunities facing the Planning Commission.

List any additional comments:

References

1. Name*	Address	Phone Number
-----------------	----------------	---------------------

[REDACTED]		
------------	--	--

2. Name*	Address	Phone Number
-----------------	----------------	---------------------

[REDACTED]		
------------	--	--

3. Name*	Address	Phone Number
-----------------	----------------	---------------------

[REDACTED]		
------------	--	--

Upload Letter of Interest*

Planning Comm.pdf

Upload Resume*

Nick R. Gehrig resume.pdf

Note:

Please be advised that per Minnesota Statute 13.601, Subd. 3, the following information is considered public for applicants to a public committee or commission: name, city, education, employment record, volunteer experience. Once an individual has been appointed to a public committee or commission, all information on this application will be considered public.

Nick R. Gehrig

1562 Keithson Dr. ▪ Arden Hills, MN 55112
(612) 616-8126 ▪ gehrigni@gmail.com

Communications and Management Leader

Dynamic communications and public relations leader with more than 15 years of success building brand engagement, delivering bottom-line results and leading change for \$1M to \$2B organizations.

- Media Relations
- Social Media Engagement
- Public & Gov't Relations
- Crisis Communications
- Strategic Planning
- Project Management
- Cross-Functional Collaboration
- Agency Management
- Staff Development
- Internal Communications
- Executive Communications
- Change Management

RELEVANT EXPERIENCE & SELECT ACCOMPLISHMENTS

American Red Cross Biomedical Services, Washington, D.C.

NATIONAL COMMUNICATIONS DIRECTOR, *National Headquarters* (2014-present)

Lead strategic communications and public relations in the field for the \$2B biomedical line of service within the American Red Cross. Selected for newly created position to consolidate and centralize communications and public relations across five divisions and 36 blood services regions, hire and lead team of 40+, and optimize performance.

- **Exceptional business acumen, aligning objectives and strategy to deliver bottom-line results.**
 - Bring an intense focus on front-end PR, softening markets for sales force to successfully penetrate.
 - Grew national blood donation earned media campaign results by 53 percent over prior year and exceeded social media engagement benchmarks by 30 percent.
 - Established robust strategy for supporting local visibility events, accounting for 100K donations annually during the most critical times of the production cycle.
 - Implemented standard media CRM solution nationwide, enabling increased market penetration, productivity and visibility into efforts and outcomes.
- **Effective collaborator with functional partners, including executive leadership, marketing and sales, to drive organizational success.**
 - Provide communications vision and content for centralized sales support intranet site including media relations guidance and resources, market defense and expansion competitive tools, social media guidance and assets, and customer testimonials.
 - Successfully partner with executive leadership, Union Labor Relations, Human Resources and Office of General Counsel to prepare for and mitigate crisis situations through sound counsel and thorough and thoughtful strategic communications.
 - PR leader for first-ever Blood Donor App launch team; exceeded first month download goal of 150k through an aggressive and highly effective earned media and social engagement strategy.
 - Developed messaging architecture and social engagement strategy for channel marketing retention program, which doubled retention rates among key target donor segments.
- **Recognized leader who increases employee engagement and productivity at all levels.**
 - Leadership Education and Development (LEAD) graduate, a highly-selective and enterprise-wide program designed to groom Red Cross executives.
 - Team employee engagement scored 17 percentage points above overall organizational score in annual survey; performance enablement and manager effectiveness were 11 and 12 points above organizational score.
 - Developed engaging internal communications program for more than 15K employees, including leadership alignment resources, employee communications, and expert change management counsel and support.

COMMUNICATIONS DIRECTOR, *Mid-America Division* (2006-2014)

Directed a 12-member professional communications team, spanning eight regional offices and 12 states, for a \$325M Biomedical Services Division. Successfully centralized communications and public relations functions through two internal division mergers, creating a model that was subsequently applied to the national organization.

- Generated approximately \$5 million annually in advertising-equivalent earned and in-kind media through comprehensive divisional media relations strategy, fostering consistent media support within diverse designated market areas.
- Successfully managed agency relations and work, including a recipient testimonial video that garnered an international Hermes Award.
- Executive editor of all printed and electronic newsletters for stakeholders and supporters.
- Directed strategic communications for public policy initiatives, including the 16-year-old blood donor state legislation that resulted in wide spread media coverage and broad public support.
- Recognized for operations acumen and selected as communications lead for BioArch Release 1.0, 2.0 and the Donor Relationship Management System deployments – the largest technology infrastructure upgrades ever made by the Red Cross Biomedical Services.

Kohnstamm Communications, Inc., Saint Paul, Minn.

SENIOR ACCOUNT EXECUTIVE (2005-2006)

Led planning of public relations campaigns, with accountability for measurable outcomes, for national and local business and consumer clients. Primary client representative, responsible for account growth, retention and daily counsel.

- Secured syndicated media coverage for a natural beverage client vying to go public resulting in more than 1,000 investor inquiries in just three days and nearly half of the \$3 million offering goal.
- Co-coordinated and supported media relations for two signature recruitment events on behalf of a higher-education client resulting in a 40 percent increase in prospective student inquiries.
- Fostered productive relationships with media, including, but not limited to, *The Wall Street Journal*, Associated Press, *Los Angeles Times*, National Public Radio, *Entrepreneur*, and local media outlets.

Saint Paul Area Chamber of Commerce, Saint Paul, Minn.

COMMUNICATIONS DIRECTOR (2004-2005)

MARKETING COMMUNICATIONS MANAGER (2002-2004)

PUBLICATIONS MANAGER (2000-2002)

Supported and led strategic communications for the largest local and regional chamber of commerce in Minnesota. Rapidly promoted throughout tenure due to innovativeness and results-orientation.

- Composed impactful speeches, policy position articles, legislative testimony and talking points for leadership about business and economic development issues.
- Developed media relations strategy, increasing earned media hits 95 percent.
- Successfully developed and launched re-engineered website increasing web traffic 306 percent and online sponsorship revenue 68 percent.
- Editor of monthly *Advocate* newsletter, which earned an American Chamber of Commerce Executives “Best Newsletter” Award.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Arts, Communication Studies, Hamline University
Mini Masters in Business Communication, University of St. Thomas
Leadership Saint Paul, Saint Paul Area Chamber of Commerce
Master’s Certificate, Project Management, George Washington University
Leadership Education and Development program, American Red Cross National Headquarters

REFERENCES

[Redacted references]



ARDEN HILLS
MEMORANDUM

DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Jill Hutmacher, Community Development Director

SUBJECT: Resignation of Michael Hands

Requested Action

Motion to accept the resignation of Michael Hands from the Arden Hills Economic Development Commission (EDC).

Background

Michael Hands has submitted his resignation from the EDC due to work commitments. As stated in the City ordinance the vacant commission position will resume with the term of the resigning commission member.

With the acceptance of Mr. Hand's resignation, the EDC will have five members and four vacancies.

Recommendation

Staff recommends that the City Council accept the resignation of Michael Hands from the Arden Hills Economic Development Commission.

Attachment

- Letter of resignation – March 20, 2016

Jill Hutmacher

From: Michael Hands <michael.a.hands@gmail.com>
Sent: Sunday, March 20, 2016 7:08 PM
To: Jill Hutmacher
Subject: EDC Resignation

Hi Jill,

I have to regretfully resign from the EDC due to work commitments. Thank you so much for the opportunity to have participated with the EDC. Please express my regret and thanks to the other members.

Very best,
Mike



DATE: March 28, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Acting City Administrator

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-005
Applicant: Mitch and Ramona Erickson
Property Location: 3382 Lake Johanna Boulevard
Request: Variance

Requested Action

Motion to approve Planning Case 16-005 for a Variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans, as amended by the five conditions in the March 28, 2016, Report to the City Council.

Background

The property at 3382 Lake Johanna Boulevard is irregularly shaped and is nonconforming due to its overall size and dimensions. A variance was granted in 1967 when the existing house was constructed for a front yard setback of 10 feet (PC #67-025). The property was otherwise in conformance with the Zoning Code at that time. Based on the current survey of the property, the house is setback only 8.3 feet from the front property line and is also encroaching on the required setback from the Lake Johanna shoreline. Additionally, the gross square footage of the house exceeds the maximum floor area ratio permitted in the R-2 District and the impervious surface coverage on the lot is not in conformance with the Zoning Code.

Overview of Request

The applicants have requested a Variance in order to construct a 151 square foot entry and a 434 square foot second floor addition. The entry would provide an enclosed connection between the

garage and house and includes a stairwell to the second floor addition. The project would require the following four separate variances from the Zoning Code:

1. Expansion of nonconforming single-family dwelling footprint by 151 square feet with proposed entry encroaching 24.1 feet into the required 40-foot front yard setback, creating a setback of 15.9 feet from the front property line.
2. Expansion of structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent. City Code allows a maximum of 25 percent structure coverage.
3. Expansion of nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent. City Code allows a maximum of 35 percent impervious coverage.
4. Expansion of nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38. City Code allows a maximum FAR of 0.3.

The addition would not bring the dwelling any closer to the front property line or the Lake Johanna shoreline than the existing nonconforming setbacks. The roof of the covered walkway between the garage and the house is 15.9 feet from the front property line. With the proposed enclosure of this area, the entry setback from the front property line would remain 15.9 feet. The second floor addition would maintain the existing setbacks of 7.2 feet from the south property line and 19.5 feet from the front property line at its closest point.

Along with the new construction, the property owners would also improve the exterior materials of the house. The existing brown wood siding would be replaced with weathered gray vertical barn board, and the roof would be replaced with asphalt shingles and metal accents. The decks on the lake side of the house and landscaping near the entry would also be replaced. The applicants have submitted a letter addressing the variance criteria and additional information on the proposed exterior improvements (Attachments A and E). A site plan of the property and floor plans and elevations of the proposed structure have also been provided (Attachments C and D).

Plan Evaluation

A full evaluation of the proposal was presented to the Planning Commission at their regular meeting on March 9, 2016. The staff report to the Planning Commission is included in Attachment G.

Additional Review

Building Official

The Building Official has reviewed the plans and has no additional comments at this time. A building permit will be required prior to any construction taking place.

City of Arden Hills

City Council Meeting for March 28, 2016

P:\Planning\Planning Cases\2016\PC 16-005 - 3382 Lake Johanna Blvd - Variance\Memos_Reports_16-005

City Engineer

The City Engineer has reviewed the plans and noted that a Grading and Erosion Control Permit will be required for the project.

Rice Creek Watershed District

The Rice Creek Watershed District has reviewed the plans and determined that a permit is not required for the project.

Minnesota Department of Natural Resources

Municipalities are required to provide the Minnesota Department of Natural Resources (DNR) with a copy of the variance request for properties within designated shoreland areas at least 10 days before the public meeting. Staff notified the DNR about this application on February 17, 2016. No comments have been provided by the DNR at this time.

Variance Evaluation Criteria

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from “undue hardship” to “practical difficulties,” but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan.”

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

Findings of Fact

The Planning Commission reviewed Planning Case 16-005 at their regular meeting on March 9, 2016. Draft minutes from the meeting are included in Attachment H. The Planning Commission offers the following findings of fact for consideration:

General Findings

1. The property at 3382 Lake Johanna Boulevard is located in the R-2 Single & Two Family Residential Zoning District and in the Shoreland Management District.
2. The lot is 8,581 square feet with a width of approximately 157 feet and average depth of 72.5 feet. The lot does not meet the minimum area and depth requirements of the R-2 District.
3. The existing dwelling encroaches 31.7 feet into the required 40-foot front yard setback and 26.8 feet into the required 50-foot lakeshore setback.
4. The existing impervious coverage on the property is 36.28 percent. Section 1330.03, Subd. 1 of the Zoning Code allows properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces.
5. The existing dwelling has a total floor area of 2,686 square feet and an FAR of 0.31. The maximum FAR permitted in the R-2 District is 0.3.
6. The proposal would expand the nonconforming single-family dwelling footprint by 151 square feet with the proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
7. The second floor garage addition would maintain the existing setbacks of 7.2 feet from the south property line and 19.5 feet from the front property line.
8. The proposal would not bring the dwelling any closer to the front property line or Lake Johanna than the existing nonconforming setbacks.
9. The proposal would expand structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent. The maximum structure coverage permitted in the R-2 District is 25 percent.
10. The proposal would expand nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
11. The proposal would expand nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.
12. The proposed construction would not encroach on any flood plains, wetlands, or easements.
13. The proposed construction is not expected to impact any significant trees on the property.

Variance Findings:

14. The variance would be in harmony with the purpose and intent of the City's Code because the request minimizes the impacts of the addition by maintaining the dwelling's existing setbacks.

15. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging redevelopment that is complementary to and enhances the character of the City's established neighborhoods.
16. The proposed addition to the house is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variances.
17. The property is unique because of its small size and narrow depth. When the home was constructed a variance for a 10-foot front yard setback was required, however, it appears the dwelling was otherwise in conformance with the Zoning Code at that time. The unique characteristics of the property were not created by the property owners.
18. The proposed addition would not alter the essential character of the neighborhood because it would maintain the existing dwelling's setbacks and result in a structure that is consistent and compatible with other construction in the area.
19. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The Planning Commission unanimously recommends approval (4-0) of Planning Case 16-005 for a Variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans in the March 28, 2016, Report to the City Council, as amended by the following five conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. The property owner shall obtain a Grading and Erosion Control Permit from the City before the building permit is issued.
3. A building permit shall be required prior to commencement of construction.
4. The addition shall match the color and architectural style of the rest of the principal structure.
5. The structure shall conform to all other regulations in the City Code.

Options

1. Approve the proposal as submitted.
2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Resident Comments

Staff has received comments from the residents at 3356, 3368, and 3379 Lake Johanna Boulevard and 1825 Lake Lane regarding this project. The property owners at 3379 Lake Johanna Boulevard object to the plans because the project would obscure views of the lake and the University of Northwestern's campus. All three of the other property owners stated that they were not opposed to the requested variance. Copies of the four emails received by staff are included in Attachment F.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on February 1, 2016. Pursuant to Minnesota State Statute, the City must act on this request by April 1, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

- A. Land Use Application and Variance Request Letter
- B. Location and Aerial Maps
- C. Existing and Proposed Site Plan
- D. Proposed Building Floor Plans and Elevations
- E. Property Owners' Description of Project
- F. Resident Comments
- G. Planning Commission Report, March 9, 2016
- H. Draft Planning Commission Minutes, March 9, 2016



1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only	
Planning Case No.	16-005
Submittal Date	2/1/16
Application Completed Date	
Accepted by	[Signature]
Receipt Number	
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: MITCH AND RAMONA ERIKSON
 Address: 3382 LAKE JOHANNA BOULEVARD
 Telephone No.: 651-324-9586 Other: 612-238-4688
 Fax No.: 612-238-4689
 Email Address: RErikson@providenthmc.com

Property Information

Property Owner: SAME AS APPLICANT
 Owner Address: "
 Owner Telephone No. " Other:
 Address of Property Involved: 3382 LAKE JOHANNA BOULEVARD
 Legal Description: EX. N 60 FT Part Ely OF Lk Johanna Blvd OF Lot 6
 Property ID No.: 33.30.23.13.0020
 Type of Use: RESIDENTIAL
 Zone: R-2 Property Acreage: 0.197

Type of Request

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Preliminary Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Final Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Concept Plan Review (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Site Plan Review (Fee: \$350 + Escrow: \$1,000) | <ul style="list-style-type: none"> <input type="checkbox"/> Rezoning or TCAAP Regulating Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> City Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,000) <input checked="" type="checkbox"/> Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
|---|--|

Brief Description of Request (please also include a typed, detailed letter explaining the project):

REQUESTING SETBACK AND FAR VARIANCES FOR
A PROPOSED RENOVATION PROJECT. PLEASE
SEE ATTACHED

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the City Planner to discuss the application process, requirements, and deadlines. Unless waived by the City Planner or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) working days following the submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting provided that all required public notices have been sent and published.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the City Planner on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Agenda Deadline and Meeting Schedule

The deadline for submittal of land use applications is required according to the schedule outlined below. There are **no exceptions**. Failure to submit all application materials by the deadline date may delay the review process. Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. Applicants are advised that additional meetings and/or workshops are scheduled when necessary upon approval of the Planning Commission.

2016 SCHEDULE (*subject to change)

APPLICATION DEADLINE DATE*	TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the last Monday at 7:00 p.m.)
December 7 (2015)	January 6	January 25
January 4	February 3	February 29
February 1	March 9	March 28
March 7	April 6	April 25
April 4	May 4	May 31
May 2	June 8	June 27
June 6	July 6	July 25
July 5	August 3	August 29
August 1	September 7	September 26
September 6	October 5	October 31
October 3	November 9	November 28
November 7	December 7	December 27
December 5	January 4 (2017)	January 30 (2017)

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of Arden Hills Land Use Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



 Property Owner Signature (Required)

2-1-16

 Date

 Applicant Signature (If different than the property owner)

 Date

Please contact the City Planner at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

TCO Design

9330 Thomas Avenue North, Brooklyn Park, MN 55444

Office 763-424-3676 cell 952-994-8276

todd@tcodesign.net

February 1, 2016

To: City of Arden Hills Staff, Commissioners and Council members

Re: Mitch and Ramona Erickson
3382 Lake Johanna Boulevard
Arden Hills, MN 55112

My name is Todd Ofsthun, I'm with TCO Design. I am writing this narrative on behalf of Mitch and Ramona Erickson, the owners and residents of 3382 Lake Johanna Boulevard. Mitch and Ramona would like to improve their home and property by adding an entry between their detached garage and a bonus room above the garage. The proposed entry will connect the garage to the house and provide an interesting transition space for the home. The bonus room, along with the entry, provides an opportunity to greatly enhance the lackluster curb appeal of the existing house.

As part of the addition and renovation, Mitch and Ramona are going to improve the exterior materials of the entire house. The siding will be a weathered gray vertical barn board. The roofing is currently being proposed as architectural asphalt for the main bodies of roof area with metal roofing accents on the porch, dormers and decorative eyebrow above the garage door. They are proposing to cover the existing brick fireplace chase on the North with a stone that will match the stone accent being proposed near the front entry door.

Landscaping near the proposed entry will be updated. No significant trees or landscaping will be affected by this remodeling project on neither the road side nor the lake side. The Contractor will provide erosion control protection with the use of approved silt fences along the front and rear around the construction area to protect the street and lake from any silt movement.

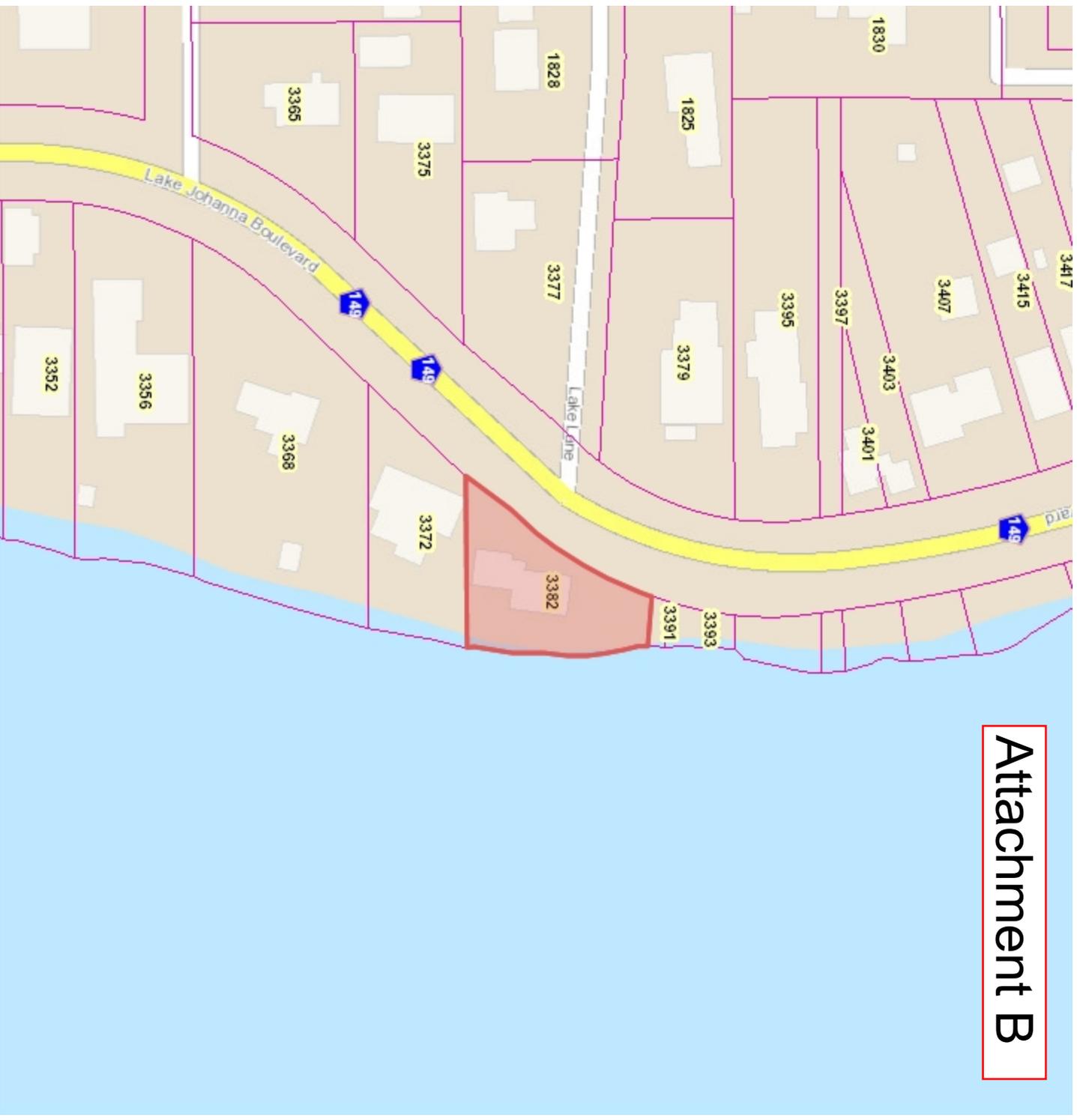
There are three variances Mitch and Ramona are asking for in order to improve their property. The proposed Northwest corner of the entry setback will be 15.0' from the road. The proposed Northwest corner of the bonus room setback will be 20.0'. Both of these proposed setbacks are greater than the existing 8.3' setback of the existing Northwest corner of the existing house. Second, proposed floor area ratio is .39. This is caused by the unusually small size of the lot, which is only 8581s.f. The standard lot for this zoning district is 11,000s.f. If we are allowed to use that size for our calculation, they would be able to have a total of 3300s.f. of living space. We are proposing a total of 3293s.f. Third they are asking for a structure hardcover of 27% and total hardcover of 41%. Again, if we used the minimum zoning district lot size of 11,000s.f. the percentage of structure hardcover would be 21% with a total hardcover percentage of 32%.

We are hoping you can grant the variances necessary for the following reasons:

- Because of the size and shape of the property the reasonable proposed renovation is not possible without a variance.
- The unique nature of the property creates a plight not created by the homeowners.
- The deviation from the Ordinance of the proposed renovation is in keeping with the spirit and intent of the zoning district and Ordinance.
- The variances do not create a land use not permitted in the current zoning district.
- The variances do not alter the essential character of the City, in fact the proposed renovation will improve the essential character of the neighborhood.
- The variances are not for economic reasons.

Thank you again for your consideration,
Todd Ofsthun, TCO Design, 763-424-3676

Attachment B



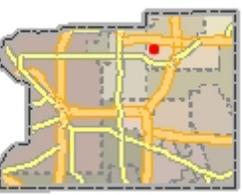
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© Ramsey County Enterprise GIS Division

Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Planning Case 16-005 - 3382 Lake Johanna Boulevard - Variance



Lake Johanna Boulevard

Lake
Johanna



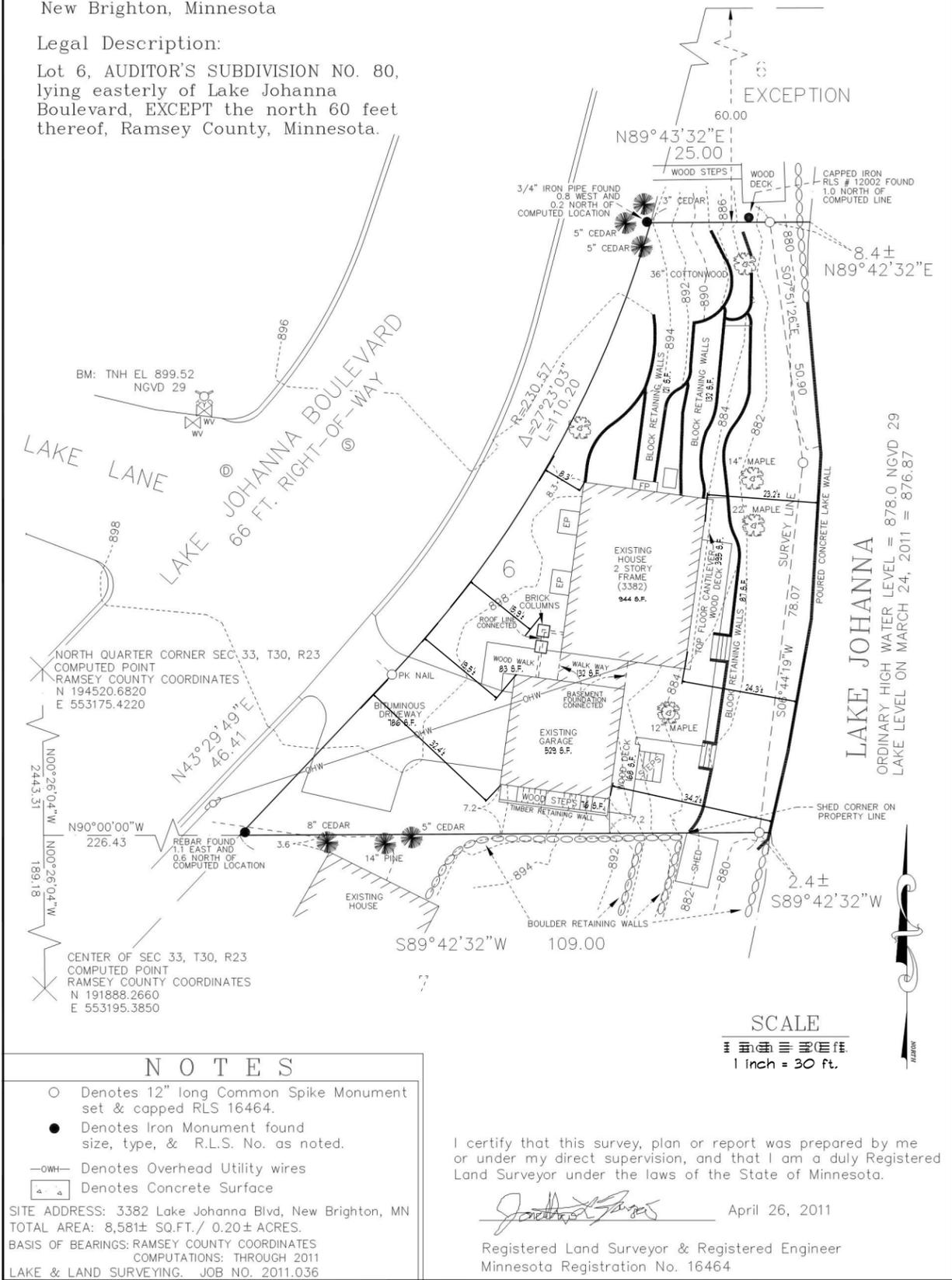
0 12.5 25 50 Feet

CERTIFICATE OF SURVEY

LAKE AND LAND SURVEYING, INC.
 1296 Hudson Road, St. Paul, Minnesota 55106
 Phone: 651-776-6211

Survey Made For:
 Ramona Erickson
 3382 Lake Johanna Boulevard,
 New Brighton, Minnesota

Legal Description:
 Lot 6, AUDITOR'S SUBDIVISION NO. 80,
 lying easterly of Lake Johanna
 Boulevard, EXCEPT the north 60 feet
 thereof, Ramsey County, Minnesota.



NOTES

- Denotes 12" long Common Spike Monument set & capped RLS 16464.
 - Denotes Iron Monument found size, type, & R.L.S. No. as noted.
 - OWH— Denotes Overhead Utility wires
 - ▭ Denotes Concrete Surface
- SITE ADDRESS: 3382 Lake Johanna Blvd, New Brighton, MN
 TOTAL AREA: 8,581± SQ.FT./ 0.20± ACRES.
 BASIS OF BEARINGS: RAMSEY COUNTY COORDINATES
 COMPUTATIONS: THROUGH 2011
 LAKE & LAND SURVEYING. JOB NO. 2011.036

I certify that this survey, plan or report was prepared by me or under my direct supervision, and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Jonathan Sures April 26, 2011
 Registered Land Surveyor & Registered Engineer
 Minnesota Registration No. 16464

HARDCOVER CALCULATIONS:

BUILDING STRUCTURE.....	1473 S.F.
CONCRETE WALK.....	132 S.F.
WOOD DECK AND STAIRS.....	639 S.F.
STRUCTURE COVER.....	2244 S.F.
TOTAL LOT AREA.....	8581 S.F.
STRUCTURE HARDCOVER CALCULATION.....	26.2%

DRIVEWAY.....	786 S.F.
WOOD WALK.....	83 S.F.
RETAINING WALLS.....	340 S.F.
TOTAL COVER.....	3453 S.F.
TOTAL LOT AREA.....	8581 S.F.
TOTAL HARDCOVER CALCULATION.....	40.2%

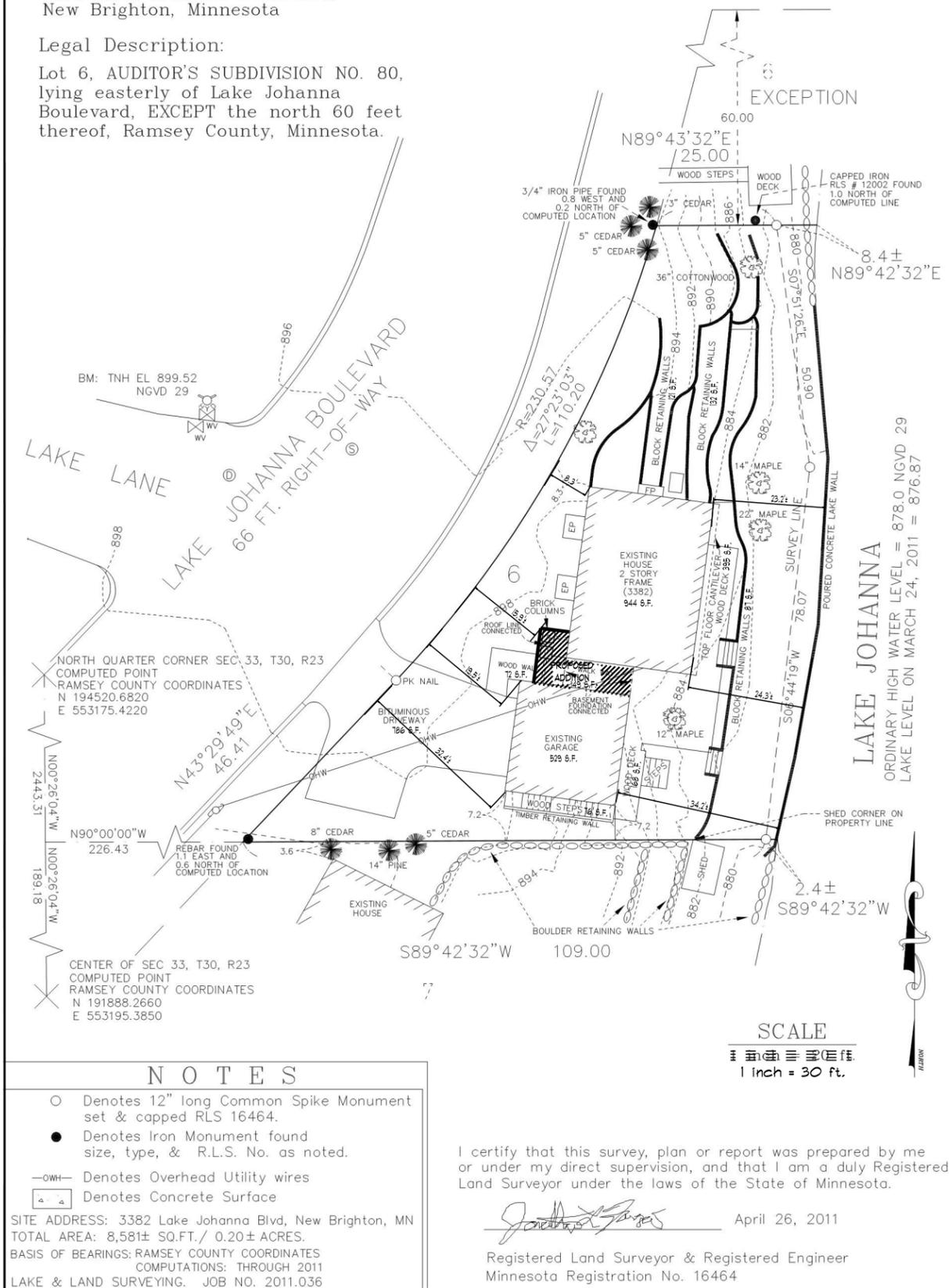
EXISTING SITE PLAN

CERTIFICATE OF SURVEY

LAKE AND LAND SURVEYING, INC.
 1296 Hudson Road, St. Paul, Minnesota 55106
 Phone: 651-776-6211

Survey Made For:
 Ramona Erickson
 3382 Lake Johanna Boulevard,
 New Brighton, Minnesota

Legal Description:
 Lot 6, AUDITOR'S SUBDIVISION NO. 80,
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SITE ADDRESS: 3382 Lake Johanna Blvd, New Brighton, MN
 TOTAL AREA: 8,581± SQ.FT./ 0.20± ACRES.
 BASIS OF BEARINGS: RAMSEY COUNTY COORDINATES
 COMPUTATIONS: THROUGH 2011
 LAKE & LAND SURVEYING. JOB NO. 2011.036

I certify that this survey, plan or report was prepared by me or under my direct supervision, and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

[Signature] April 26, 2011

Registered Land Surveyor & Registered Engineer
 Minnesota Registration No. 16464

HARDCOVER CALCULATIONS:

PROPOSED BUILDING STRUCTURE.....1622 S.F.
 WOOD DECK AND STAIRS.....639 S.F.
 STRUCTURE COVER.....2261 S.F.
 TOTAL LOT AREA.....8581 S.F.
 STRUCTURE HARDCOVER CALCULATION.....26.3%

DRIVEWAY.....186 S.F.
 WOOD WALK.....72 S.F.
 RETAINING WALLS.....340 S.F.
 TOTAL COVER.....3462 S.F.
 TOTAL LOT AREA.....8581 S.F.
 TOTAL HARDCOVER CALCULATION.....40.3%

PROPOSED SITE PLAN



TCO DESIGN
 drafting and home design

9330 Thomas Avenue North
 Brooklyn Park, MN 55444

Office 763-434-3676
 Cell 952-934-8276

dedication to excellence

Prepared by:
Todd Ofathun

Office 763-434-3676
 Cell 952-934-8276
 todd@tco-design.net

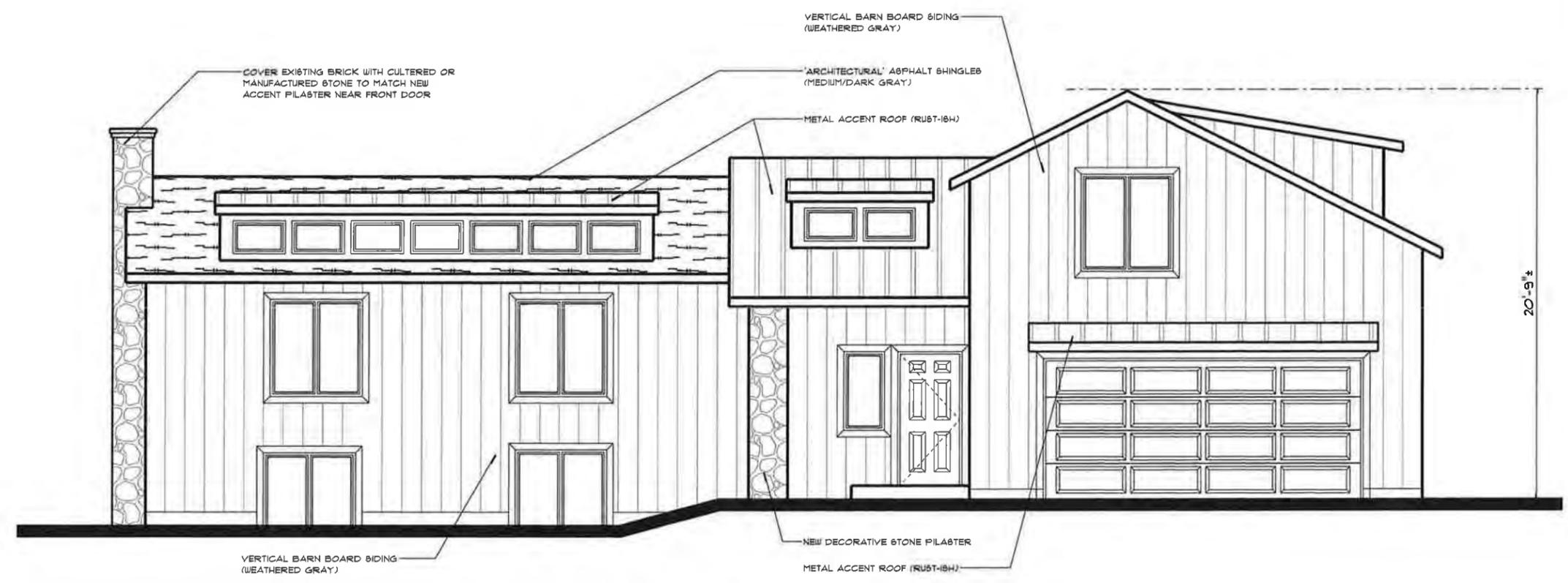
Plan Date
 2-1-16

MITCH and RAMONA ERICKSON
 3382 Lake Johanna Blvd. Arden Hills

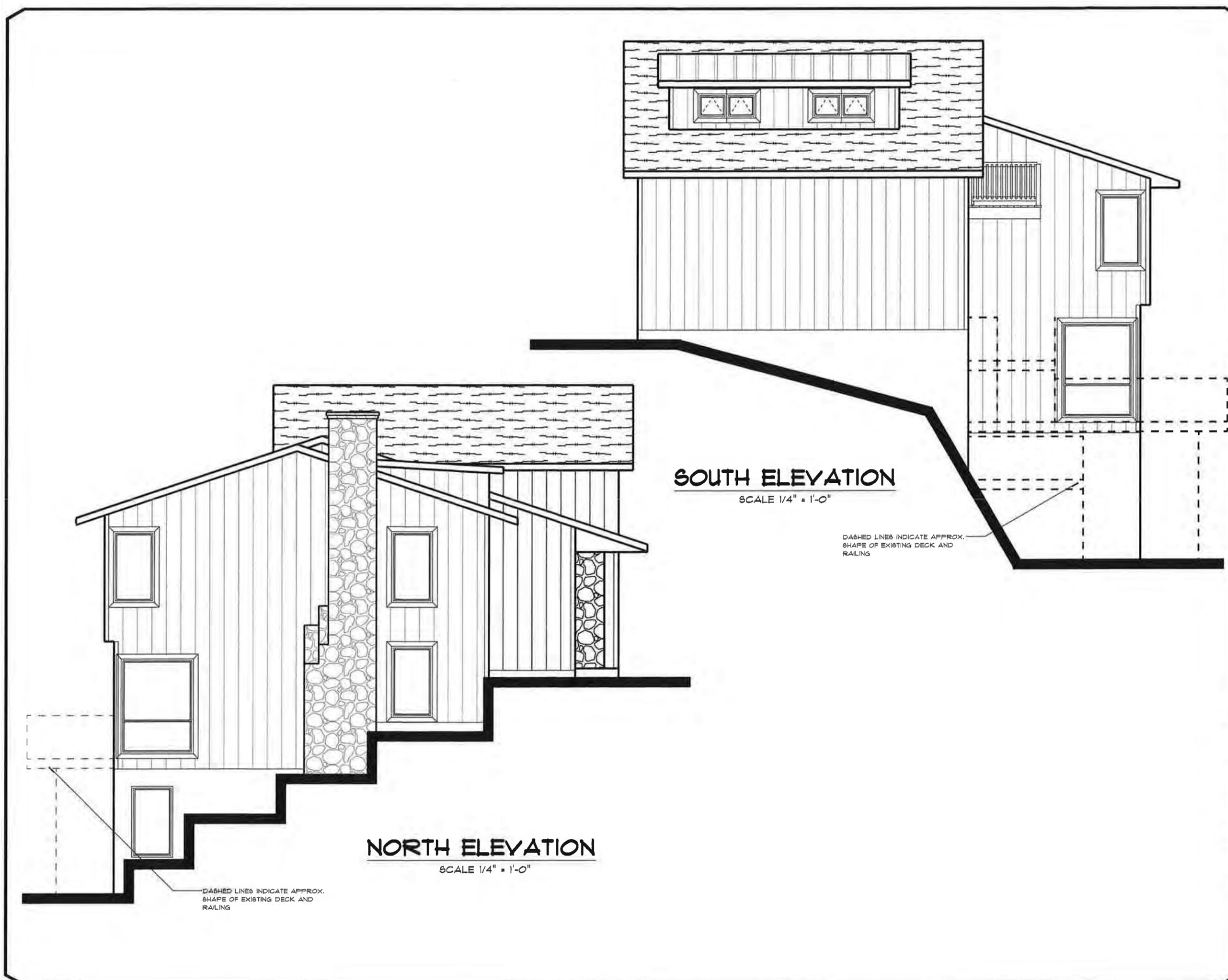


Design #
tco201603

A1
 A1 OF 6



WEST ELEVATION

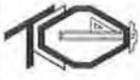


SOUTH ELEVATION
SCALE 1/4" = 1'-0"

DASHED LINES INDICATE APPROX. SHAPE OF EXISTING DECK AND RAILING

NORTH ELEVATION
SCALE 1/4" = 1'-0"

DASHED LINES INDICATE APPROX. SHAPE OF EXISTING DECK AND RAILING



TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-434-3676
Cell 952-934-8276

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-434-3676
Cell 952-934-8276
todd@tco-design.net

Plan Date
2-1-16

MITCH and RAMONA ERICKSON
3382 Lake Johanna Blvd. Arden Hills



TCO DESIGN
drafting and home design

Design #
tco201603

A2
A2 OF 6



MID POINT OF HIGHEST GABLE

20'-9 1/4"

24'-2 1/4"

35'-3 1/4"

AVERAGE GRADE

DASHED LINES INDICATE APPROX. SHAPE OF EXISTING DECK AND RAILING

EAST ELEVATION

SCALE 1/4" = 1'-0"



TCO DESIGN
drafting and home design

TCO DESIGN
drafting and home design

9330 Thomas Avenue North
Brooklyn Park, MN 55444

Office 763-424-3676
Cell 952-994-8716

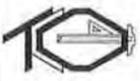
dedication to excellence

Prepared by
Todd Ofethun

Office 763-424-3676
Cell 952-994-8716
todd@tco-design.net

Plan Date
2-1-16

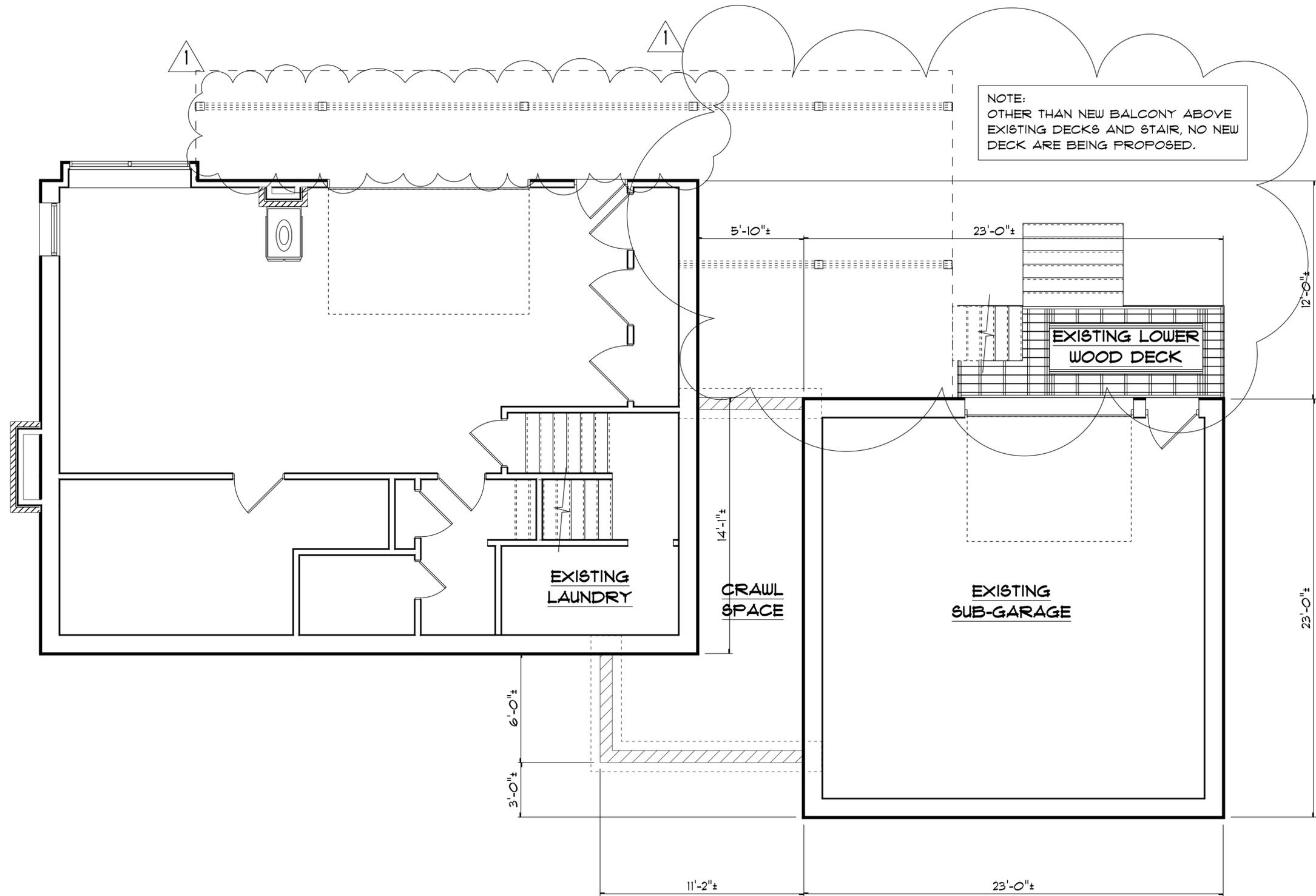
MITCH and RAMONA ERICKSON
3982 Lake Johanna Blvd. Arden Hills



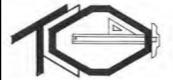
TCO DESIGN
drafting and home design

Design #
tco201603

A3
A3 OF 6



LOWER LEVEL FLOOR PLAN 850 S.F.
 SCALE 1/4" = 1'-0"



TCO DESIGN
 drafting and home design

TCO DESIGN
 drafting and home design

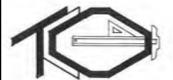
9330 Thomas Avenue North
 Brooklyn Park, MN 55444
 Office 763-424-3676
 Cell 952-934-8276
 dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
 Cell 952-934-8276
 todd@tco design.net

Plan Date
 2-1-16
 2-17-16

MITCH and RAMONA ERICKSON
 3382 Lake Johanna Blvd. Arden Hills

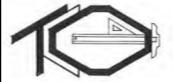


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A4

A4 OF 6



TCO DESIGN
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9330 Thomas Avenue North
Brooklyn Park, MN 55444

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Todd Ofsthun

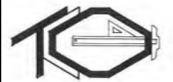
Office 763-424-3676
Cell 952-994-8276

todd@tco-design.net

Plan Date

2-1-16
2-17-16

MITCH and RAMONA ERICKSON
3982 Lake Johanna Blvd. Arden Hills



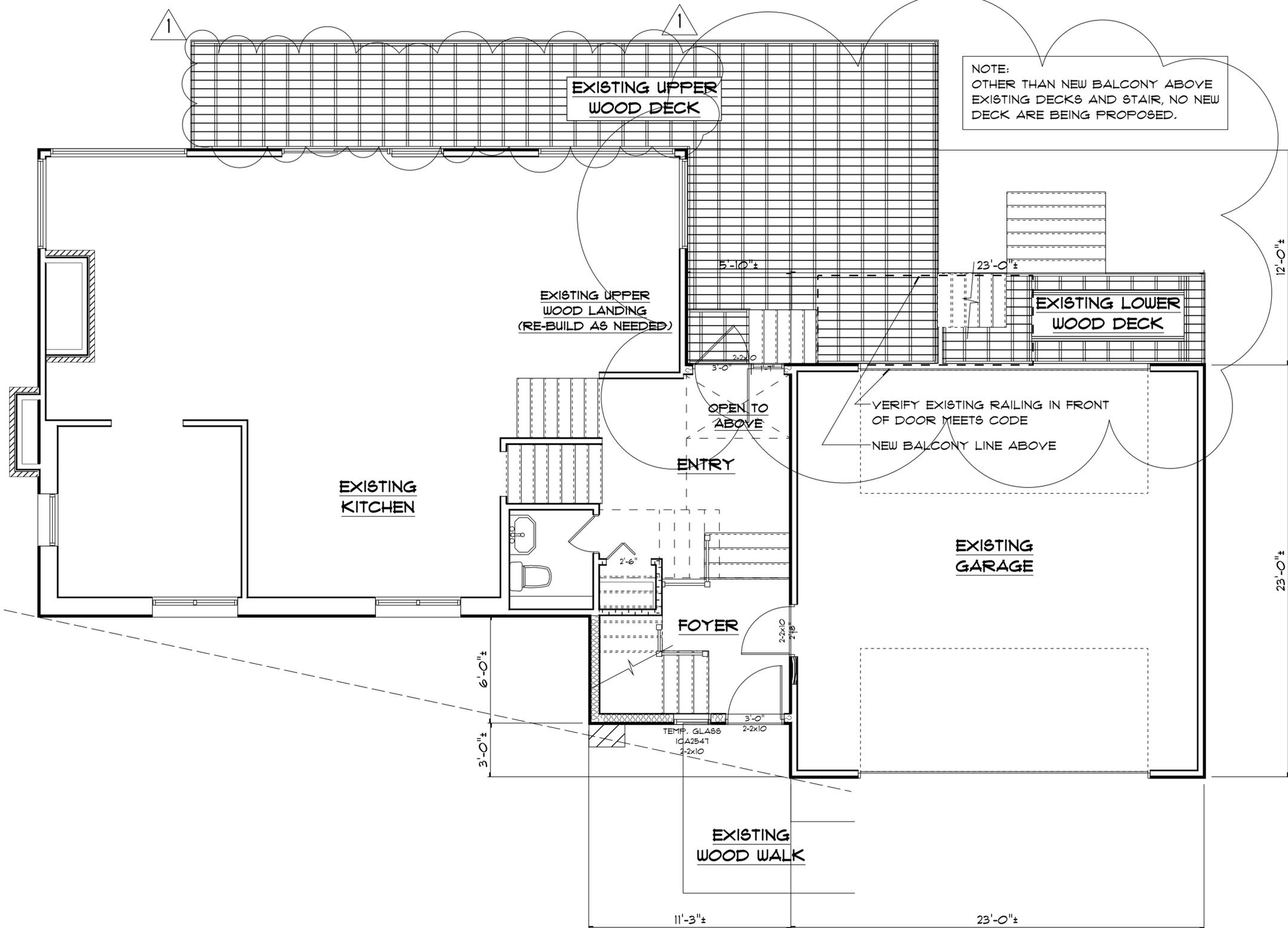
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Design #

tco201603

A5

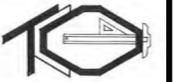
A5 OF 6



MAIN LEVEL FLOOR PLAN

1056 S.F.

SCALE 1/4" = 1'-0"



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drafting and home design

TCO DESIGN
drafting and home design

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Todd Ofsthun

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Cell 952-934-8276
todd@tcoDesign.net

Plan Date
2-1-16
2-17-16

MITCH and RAMONA ERICKSON
3982 Lake Johanna Blvd. Arden Hills

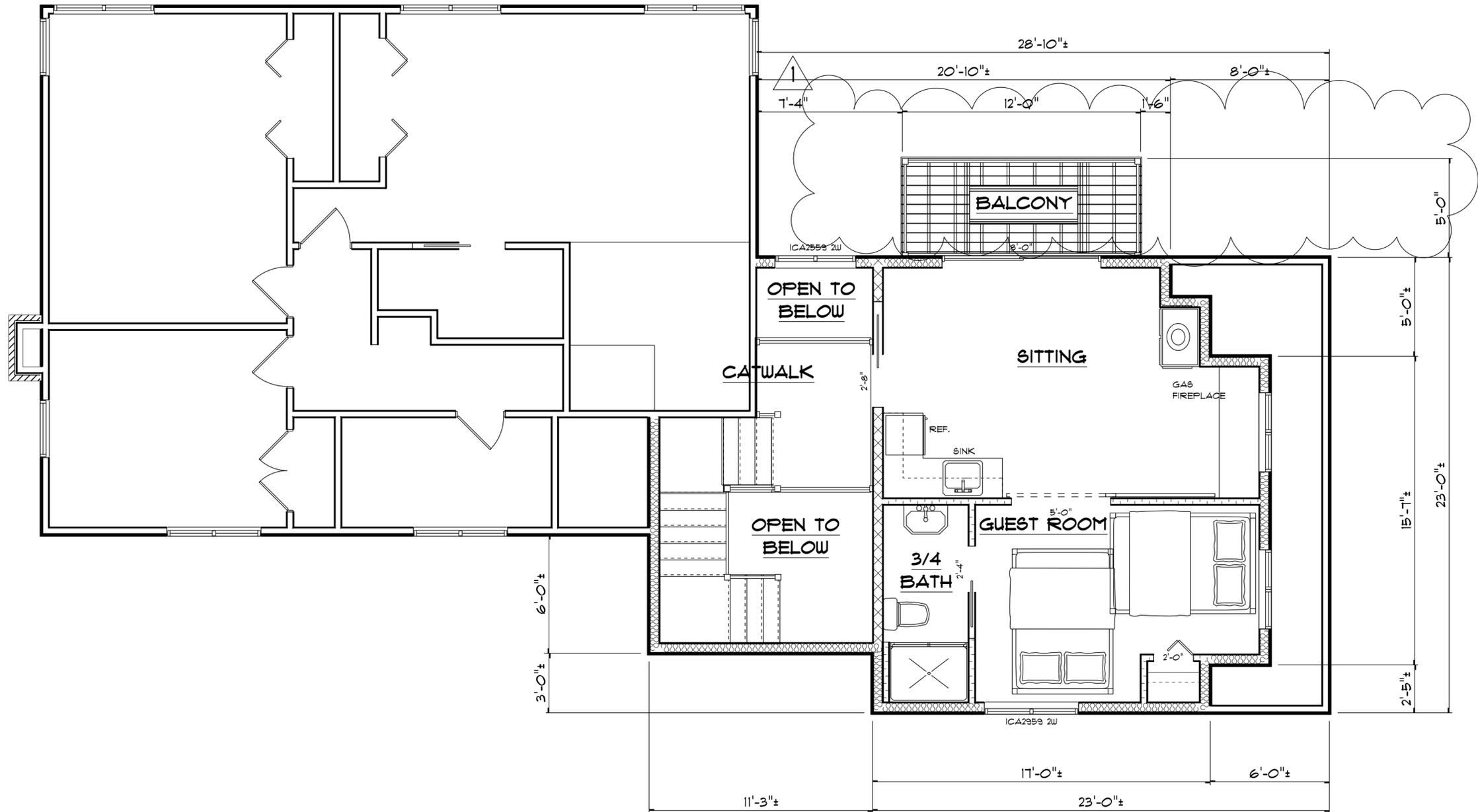


TCO DESIGN
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Design #
tco201603

A6

A6 OF 6



UPPER LEVEL FLOOR PLAN

1365 S.F.

SCALE 1/4" = 1'-0"

TOTAL 3211 S.F.

ADDITIONAL INFORMATION FOR 3382 LAKE JOHANNA BOULEVARD

PREPARED FOR:
CITY OF ARDEN HILLS

PROPOSED ADDITION/ RENOVATION BUILDING PLANS
(SHOWS IN DETAIL PROPOSED ELEVATIONS AND SPACES)

OWNER'S DESCRIPTION OF PROJECT
(SHOWS OWNER'S MOTIVATION TO IMPROVE HOME)

OWNER'S PROPOSED SKETCHES AND PROPOSED PICTURES
(SHOWS EXISTING EXTERIOR'S NEED FOR RENOVATION)

OWNER'S PICTURES OF PREVIOUS BEFORE AND AFTER PROJECTS
(SHOWS OWNER'S ABILITY TO IMPROVE EXISTING HOME)

3382 Lake Johanna Blvd

2016 Exterior Proposal

Projects and Materials

- Reside entire house – Weathered gray barn boards
- Reroof entire house – Medium dark gray asphalt shingles with metal accents (rust-ish color)
- Reface chimney with field stone to match decorative stone in entry
- Replace deck with maintenance free deck boards (gray) and wire railing
- Replace wooden stairs along south side of garage – with similar wood
- Reposition stone steps from lower garage to back yard
- Add small living space over garage

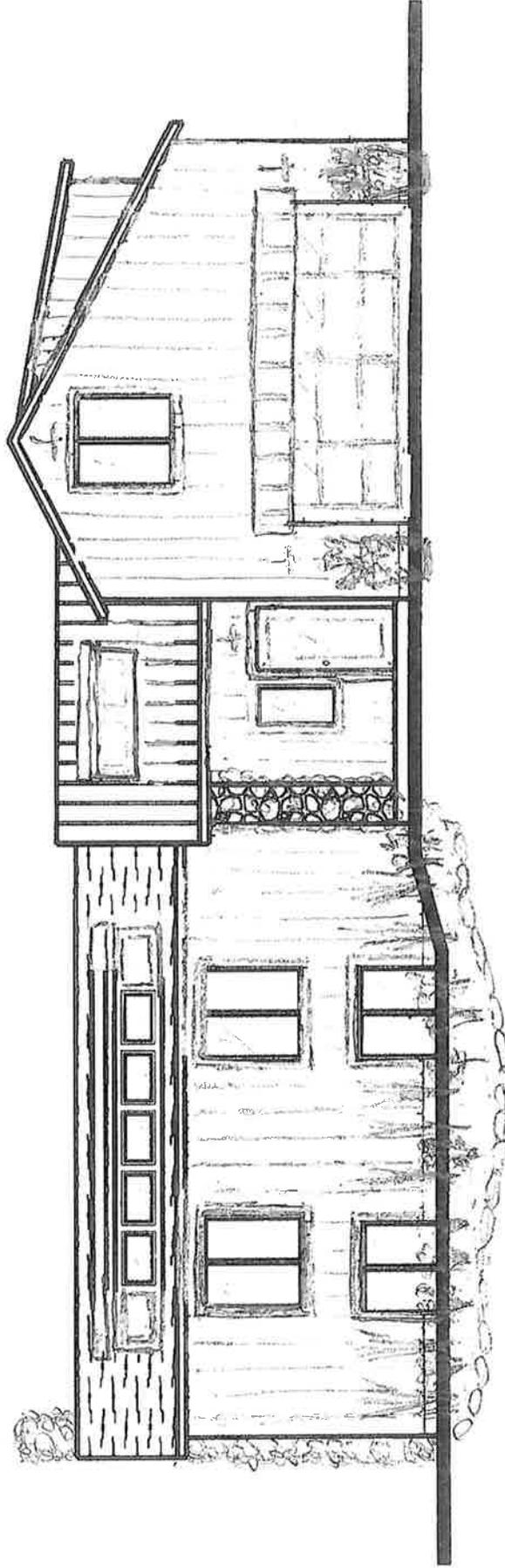
Resolutions of Exterior Update and Modification

- Replace roof. Current roof is two layers (cedar shakes under asphalt shingles). Roof leaks in two places and is damaged in several others.
- Enclose breezeway and restructure front entry.
 - House was hit by a drunk driver in a high-speed car chase in May of 2014, which destroyed one of two support pillars for the front of the breezeway overhang. Currently, one footing and mound of brick remains. Modifications will restructure that area.
 - Current breezeway allows wind, rain and snow to blow through. The storm door has been ripped off the hinges multiple times. Breezeway fills up with snow in the winter.
 - Current breezeway is a safety hazard, as going from the garage to the house (even with the light on)—an unwanted guest could easily step out from behind the garage.
- Replace 3 garage doors. The lower level garage door that we installed with our 2014 remodel is an industrial, aluminum door—which is a mismatch of the other garage doors, but consistent with the modern/rustic style that we are trying to achieve with the exterior.
- Replace service door on lower level garage, which is rotted out at the bottom.
- Replace wood stairs along south side of garage. Wood is rotting and the last step is sloped and is a slip hazard.
- Reposition landscaped stone stairs going from the lower level garage to lake. Ground has sunk and stairs are now sloping to the side, and stones are loose.
- Replace deck. Current deck is rotting, the railing is loose and the deck supports have sunk in some places, causing the deck to be higher at some points and lower in others.
- Small living space addition over garage. Provide a little elbow room and privacy for our family and/or guests.

3382 Lake Johanna Blvd

2016 Exterior Proposal

PROPOSED – Front View (West-facing)



WEST ELEVATION

3382 Lake Johanna Blvd
2016 Exterior Proposal

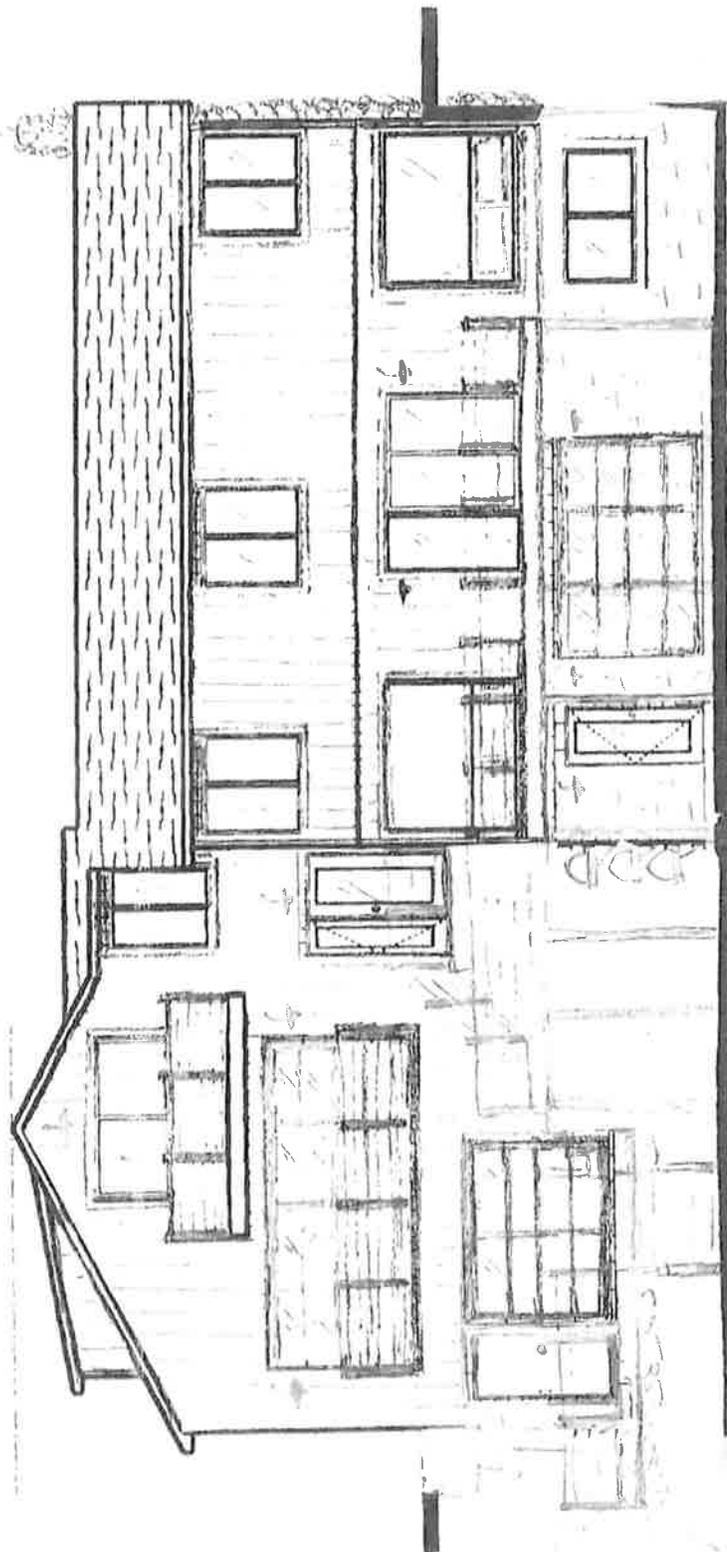
CURRENT – Front View (West-facing)



3382 Lake Johanna Blvd

2016 Exterior Proposal

PROPOSED – Back View (East-facing)



3382 Lake Johanna Blvd

2016 Exterior Proposal

CURRENT – Back View (East-facing)



3382 Lake Johanna Blvd

2008 – Remodeled Main and Upper Levels

2014 – Remodeled Lower Level

KITCHEN – BEFORE



MAIN LEVEL

KITCHEN - AFTER



LIVING ROOM - BEFORE



LIVING ROOM - AFTER



3382 Lake Johanna Blvd

2008 – Remodeled Main and Upper Levels

2014 – Remodeled Lower Level

LOWER LEVEL – BEFORE



LOWER LEVEL – AFTER



Attachment F

From: [REDACTED]
To: [Matthew Bachler](#)
Subject: PC#16-005
Date: Tuesday, March 01, 2016 7:53:02 PM

I am writing to state that I am not opposed to the variances needed to the property at 3382 Lake Johanna Blvd. This property is close to the lake and the boulevard. There are several other properties that have garages nearer the road.

I am certain Mitch and Ramona will do tasteful additions that will enhance the area.

If you have any questions, please contact me at this e mail or by telephone [REDACTED]
[REDACTED]

Nancy Hansen
3368 Lake Johanna Blvd
Arden Hills, MN 55112

Matthew Bachler

From: [REDACTED]
Sent: Wednesday, March 02, 2016 4:28 PM
To: Matthew Bachler
Subject: Project PC# 16-005

Hi Matthew,

I have no problem with this.

Fred Becker
1825 Lake LN
Arden Hills MN 55112
Thanks

From: [REDACTED]
To: [Matthew Bachler](#)
Subject: Re: 3382 Lake Johanna Boulevard - Building Plans
Date: Friday, March 04, 2016 3:25:27 PM

Hi Matthew,

I reviewed the plans and discussed my concerns with Mitch and Ramona. They want to raise the level of the garage by about 8-10 ft. Their design would completely obscure our view of the Northwestern campus and that side of the lake. A view we are very fond of.

They said this is understood, that they would object if they were us, but they intend to go ahead anyway. They told me they didn't consider other possible designs.

We strongly object to this proposal. I know they have a non-compliant house. I know the city has denied applications for some of our neighbors to the North. I know Mitch is a nice guy, but they could have come to us earlier. My brother and sister in law are both highly respected architects familiar with such challenges.

Mitch and Ramona offered nothing and don't intend to be flexible unless the City denies their permit. Therefore, we can not support, and it seems, we will need to fight their plans. We will be out of town for the next week and so we will not be able to attend the meeting next week. We are also concerned that there was such a short time notification time frame to respond to this issue.

I told them I would be happy to work with them (but they are approaching us pretty late in the design) so we object to their plans and do not support their request for a variance.

We would like to speak with or address to the planning dept, the city council, and/or the mayor.

Sincerely,

William Mason & Ellie Sakhi
3379 Lake Johanna Blvd
Arden Hills, MN 55112



From: [REDACTED]
To: [Matthew Bachler](#)
Subject: PC#16-005
Date: Tuesday, March 08, 2016 12:58:53 PM

To; Matt Bachler

From: Ken and Marie Bezdicek
3356 Lake Johanna Blvd.
Arden Hills, MN

Re: PC# 16-005

Ken and Marie Bezdicek live three houses south of the Erickson home. We have reviewed the proposed plans of the Erickson home. We find the proposed improvements to be positive. This improvement will enhancement their home and the homes in the neighborhood. We hope that the Planning Commission will recommend affirmative action to the City Council. Thank you.

Marie and Ken Bezdicek
March 8, 2016



DATE: March 9, 2016

PC Agenda Item **4.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-005 – No Public Hearing Required

Applicant: Mitch and Ramona Erickson

Property Location: 3382 Lake Johanna Boulevard

Request: Variance

Requested Action

The applicants are requesting four variances to construct a 151 square foot entry between the existing detached garage and house and a 434 square foot second floor addition above the garage at 3382 Lake Johanna Boulevard:

- Encroachment of entryway 24.1 feet into the required 40-foot front yard setback.
- Increase structure coverage on the lot from 24.61 percent to 26.37 percent. City Code allows a maximum of 25 percent structure coverage.
- Increase impervious coverage on the lot from 36.28 percent to 36.37 percent. City Code allows a maximum of 35 percent impervious coverage.
- Increase floor area ratio from 0.31 to 0.38. City Code allows a maximum FAR of 0.3.

Background

1. Overview of Request

The applicants are the owners of the property at 3382 Lake Johanna Boulevard, which is located in the R-2 District on the west side of Lake Johanna. The lot is irregularly shaped and is nonconforming due to its overall size and lot dimensions. At the time the existing house was constructed in 1967, the City granted a variance for the dwelling to be located 10 feet from the front property line (PC #67-025). Based on the current survey of the property, the existing house is setback only 8.3 feet from the front lot line and is also encroaching on the required setback from the Lake Johanna shoreline. Additionally, the gross square footage of the house exceeds the

maximum floor area ratio permitted in the R-2 District and the impervious surface coverage on the lot is not in conformance with the Shoreland Regulations.

The applicants are requesting four separate variances to construct an entry and a second floor addition above the garage. The entry would provide an enclosed connection between the existing detached garage and house and include a stairwell to the second floor addition. The project would require the following four variances from the Zoning Code:

- Expansion of nonconforming single-family dwelling footprint by 151 square feet with proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
- Expansion of structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent.
- Expansion of nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
- Expansion of nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.

Along with the addition, the property owners would also improve the exterior materials of the entire house. The existing brown wood siding would be replaced with weathered gray vertical barn board, and the roof would be replaced with asphalt shingles and metal accents. The decks on the lake side of the house and landscaping near the entry would also be replaced. The applicants have submitted a letter addressing the variance criteria and additional information on the proposed exterior improvements (Attachments A and E). A site plan of the property and floor plans and elevations of the proposed structure have also been provided (Attachments C and D).

2. Site Data

Future Land Use Plan:	Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-2: Single Family & Two Family Residential
Lot Size:	.20 Acres (8,581 square feet)
Topography:	Slopes down towards Lake Johanna

3. Surrounding Area

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential
South	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential
East	Water (Lake Johanna)	Water (Lake Johanna)	Water (Lake Johanna)
West	Low Density Residential	R-2: Single & Two Family Residential	Single Family Detached Residential

City of Arden Hills

Planning Commission Meeting for March 9, 2016

P:\Planning\Planning Cases\2016\PC 16-005 - 3382 Lake Johanna Blvd - Variance\Memos_Reports_16-005

Plan Evaluation

1. R-2 Regulations, Existing Conditions, and Proposed Redevelopment

A. Lot Size & Dimensions – Nonconforming

The survey indicates the lot is 8,581 square feet. The width of the lot is approximately 157 feet along Lake Johanna Boulevard and 129 feet on Lake Johanna. The average depth of the lot between the north and south property lines is 72.5 feet. The lot does not meet the minimum size or depth requirements for the R-2 District.

B. Structure Setback – Variance Required

The existing principal structure is nonconforming due to an encroachment in the required front yard and lakeshore setbacks. At its closest point, the house is setback 8.3 feet from the front property line and 23.2 feet from the Lake Johanna shoreline. The minimum front yard setback is 40 feet and the minimum structure setback from the ordinary high water level of Lake Johanna is 50 feet.

The proposed addition would not bring the house any closer to the front property line or Lake Johanna than these existing nonconforming setbacks of the structure. The roofline of the covered walkway between the garage and the house is 15.9 feet from the front property line. With the proposed enclosure of this area, the structure setback from the front property line would remain 15.9 feet. On the lake side of the house, the back of the entry would be in line with the back side of the garage and approximately 36 feet from the Lake Johanna shoreline.

The addition above the garage would expand the structure vertically but would not bring it any closer to a property line. The second floor addition would maintain the existing setbacks of 7.2 feet from the south side property line and 19.5 feet from the front property line at its closest point.

Section 1325.03, Subd.2 (D) of the Zoning Code permits the footprint of nonconforming single-family dwellings to be expanded so long as the proposed addition extends no closer than 30 feet from the front property line or create any new nonconforming conditions. This exception would not apply in this case because the addition would be located 15.9 feet from the front property line and it would result in several new nonconforming conditions.

Applicable R-2 Lot Requirements	
1. Minimum Lot Area (sf.)	11,000
2. Minimum Lot Size (ft., width/depth)	85/120
3. Height (ft.)	35
4. Floor Area Ratio (FAR)	0.3
5. Lot Covered by Structure	25%
6. Minimum Landscape Lot Area	65%
7. Minimum Building Setbacks (ft)	
Front Yard	40
Rear Yard (Principle)	30
Rear Yard (Accessory)	10
Side Yard Interior - Principal (Minimum/total both yards on lot)	5/15
Side Yard Interior - Accessory	10
Side Yard Corner	40

C. Lot Coverage – Variance Required

The existing impervious surface coverage on the property is nonconforming. The Shoreland Regulations included in Section 1330 of the Zoning Code require properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces. The survey indicates existing impervious coverage of 36.28 percent. Because the proposed addition would enclose an area mostly covered by concrete and wood walkways, impervious surface coverage would only increase by 8 square feet for a total coverage of 36.37 percent. The addition would increase structure area by 151 square feet resulting in an increase in structure coverage from 24.61 percent to 26.37 percent. City Code allows a maximum of 25 percent structure coverage.

Lot Coverage	Existing		Proposed		R-2 Regulations	
	Square Feet	%	Square Feet	%	Square Feet	%
Dwelling	944	11.00%	1,095	12.76%	-	-
Garage	529	6.16%	529	6.16%	-	-
Decks	639	7.45%	639	7.45%		
Total Structure	2,112	24.61%	2,263	26.37%	2,145	25%
Driveway	786	9.16%	786	9.16%		
Walkways	215	2.51%	72	0.84%		
Total Lot Coverage	3,113	36.28%	3,121	36.37%	3,003	35%
Landscape Area	5,468	63.72%	5,462	63.63%	5,578	65%
Lot Size	8,581		8,581		11,000 s.f. (Min. Lot Area)	

D. Structure Height – Conforming

The maximum height for structures in the R-2 District is 35 feet. The proposed second floor addition above the garage would have a height of 24 feet – 2 inches.

E. Floor Area Ratio – Variance Required

The floor area ratio (FAR) is calculated by dividing the gross square footage of the dwelling by the lot area. In the R-2 District the maximum FAR permitted is 0.3. The existing dwelling has a total floor area of 2,686 square feet for a FAR of 0.31. The proposed addition would increase total floor area by 585 square feet for a new FAR of 0.38.

	Existing	Proposed	R-2 Regulations
Total Floor Area	2,686 square feet	3,271 square feet	3,300 square feet
Floor Area Ratio	0.31	0.38	0.3
Lot Size	8,581	8,581	11,000 s.f. (Min. Lot Area)

F. Tree Preservation

The proposed project is not expected to impact any significant trees on the property. If any significant trees are removed as a result of the project, mitigation may be required.

2. Flood Plain, Wetlands, and Easements

The proposed addition is outside of any flood plains, wetlands, or easements.

3. Additional Review

Building Official

The Building Official has reviewed the plans and has no additional comments at this time. A building permit will be required prior to any construction taking place.

City Engineer

The City Engineer has reviewed the plans and noted that a Grading and Erosion Control Permit will be required for the project.

Rice Creek Watershed District

The Rice Creek Watershed District has reviewed the plans and determined that a permit is not required for the project.

Minnesota Department of Natural Resources

Municipalities are required to provide the Minnesota Department of Natural Resources (DNR) with a copy of the variance request for properties within designated shoreland areas at least 10 days before the public meeting. Staff notified the DNR about this application on February 17, 2016. No comments have been provided by the DNR at this time.

Variance Evaluation Criteria

On May 5, 2011, the Governor signed into law new variance legislation that changed the review criteria cities must use when evaluating variance requests. The new law renames the municipal variance standard from “undue hardship” to “practical difficulties,” but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan.”

Therefore, in evaluating variance requests under the new law, in order to find a practical difficulty, cities should adopt findings addressing the following questions:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

As was the case before the new legislation took effect, economic considerations alone cannot constitute a practical difficulty. Furthermore, the new law clarifies that conditions may be imposed on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

Findings of Fact

Staff offers the following findings of fact for review:

General Findings

1. The property at 3382 Lake Johanna Boulevard is located in the R-2 Single & Two Family Residential Zoning District and in the Shoreland Management District.
2. The lot is 8,581 square feet with a width of approximately 157 feet and average depth of 72.5 feet. The lot does not meet the minimum area and depth requirements of the R-2 District.
3. The existing dwelling encroaches 31.7 feet into the required 40-foot front yard setback and 26.8 feet into the required 50-foot lakeshore setback.
4. The existing impervious coverage on the property is 36.28 percent. Section 1330.03, Subd. 1 of the Zoning Code allows properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces.
5. The existing dwelling has a total floor area of 2,686 square feet and an FAR of 0.31. The maximum FAR permitted in the R-2 District is 0.3.
6. The proposal would expand the nonconforming single-family dwelling footprint by 151 square feet with the proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
7. The second floor garage addition would maintain the existing setbacks of 7.2 feet from the south property line and 19.5 feet from the front property line.
8. The proposal would not bring the dwelling any closer to the front property line or Lake Johanna than the existing nonconforming setbacks.
9. The proposal would expand structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent. The maximum structure coverage permitted in the R-2 District is 25 percent.

10. The proposal would expand nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
11. The proposal would expand nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.
12. The proposed construction would not encroach on any flood plains, wetlands, or easements.
13. The proposed construction is not expected to impact any significant trees on the property.

Variance Findings:

14. The variance would be in harmony with the purpose and intent of the City's Code because the request minimizes the impacts of the addition by maintaining the dwelling's existing setbacks.
15. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging redevelopment that is complementary to and enhances the character of the City's established neighborhoods.
16. The proposed addition to the house is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variances.
17. The property is unique because of its small size and narrow depth. When the home was constructed a variance for a 10-foot front yard setback was required, however, it appears the dwelling was otherwise in conformance with the Zoning Code at that time. The unique characteristics of the property were not created by the property owners.
18. The proposed addition would not alter the essential character of the neighborhood because it would maintain the existing dwelling's setbacks and result in a structure that is consistent and compatible with other construction in the area.
19. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial.

The property is unique compared to other properties in the R-2 District because of its small size of only 8,581 square feet and narrow depth of approximately 72.5 feet. Staff reviewed all properties within the R-2 District and only 17 are smaller in size than 3382 Lake Johanna Boulevard. The majority of these smaller lots were developed in the 1920s and 1930s. Because of the shallow depth of the lot and the required 40-foot front yard and 50-foot lakeshore setbacks, the lot would be considered unbuildable today. If the lot was in conformance with the minimum lot area and width requirements it is likely that minimal variation from the Zoning Code would be needed for the proposed addition.

The design of the addition would minimize the expansion of existing and creation of new nonconforming conditions because most of the additional livable space will be constructed above the garage rather than expanding the footprint of the dwelling. The proposed addition and planned improvements to the siding, roof, and decks would be consistent and compatible with other single family homes in the area and would enhance the overall appearance of the structure.

If the Planning Commission recommends approval of this variance, staff recommends the following four conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. The property owner shall obtain a Grading and Erosion Control Permit from the City before the building permit is issued.
3. A building permit shall be required prior to commencement of construction.
4. The addition shall match the color and architectural style of the rest of the principal structure.
5. The structure shall conform to all other regulations in the City Code.

Proposed Motion Language

1. Recommend Approval with Conditions: Motion to recommend *approval* of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans, as amendment by the five conditions in the March 9, 2016, Report to the Planning Commission.
2. Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans in the March 9, 2016, Report to the Planning Commission.
3. Recommend Denial: Motion to recommend *denial* of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard based on the following findings of fact: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*
4. Table: Motion to *table* Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard: *a specific reason and/or information request should be included with a motion to table.*

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Resident Comment

Staff has received comments from the residents at 3368 Lake Johanna Boulevard and 1825 Lake Lane stating they are not opposed to the requested variance. Copies of these emails are included in Attachment F.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on February 1, 2016. Pursuant to Minnesota State Statute, the City must act on this request by April 1, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

- A. Land Use Application and Variance Request Letter
- B. Location and Aerial Maps
- C. Existing and Proposed Site Plan
- D. Proposed Building Floor Plans and Elevations
- E. Property Owner's Description of Project
- F. Resident Comments



Approved:

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, MARCH 9, 2016
6:30 P.M. - ARDEN HILLS CITY HALL**

PLANNING CASES

A. Planning Case 16-005; Variance; 3382 Lake Johanna Boulevard –*No Public Hearing Required*

Senior Planner Bachler stated that the applicants are the owners of the property at 3382 Lake Johanna Boulevard, which is located in the R-2 District on the west side of Lake Johanna. The lot is irregularly shaped and is nonconforming due to its overall size and lot dimensions. At the time the existing house was constructed in 1967, the City granted a variance for the dwelling to be located 10 feet from the front property line (PC #67-025). Based on the current survey of the property, the existing house is setback only 8.3 feet from the front lot line and is also encroaching on the required setback from the Lake Johanna shoreline. Additionally, the gross square footage of the house exceeds the maximum floor area ratio permitted in the R-2 District and the impervious surface coverage on the lot is not in conformance with the Shoreland Regulations.

Senior Planner Bachler indicated that the applicants are requesting four separate variances to construct an entry and a second floor addition above the garage. The entry would provide an enclosed connection between the existing detached garage and house and include a stairwell to the second floor addition. The project would require the following four variances from the Zoning Code:

- Expansion of nonconforming single-family dwelling footprint by 151 square feet with proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
- Expansion of structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent.
- Expansion of nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
- Expansion of nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.

Senior Planner Bachler reported that along with the addition, the property owners would also improve the exterior materials of the entire house. The existing brown wood siding would be replaced with weathered gray vertical barn board, and the roof would be replaced with asphalt shingles and metal accents. The decks on the lake side of the house and landscaping near the entry would also be replaced. The applicants have submitted a letter addressing the variance

criteria and additional information on the proposed exterior improvements. A site plan of the property and floor plans and elevations of the proposed structure have also been provided.

Site Data

Land Use Plan:	Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-2: Single Family & Two Family Residential
Current Lot Sizes:	.20 Acres (8,581 square feet)
Topography:	Slopes down towards Lake Johanna

Senior Planner Bachler reviewed the surrounding area, the Plan Evaluation and the Variance Evaluation Criteria.

Senior Planner Bachler provided the Findings of Fact for review:

General Findings

1. The property at 3382 Lake Johanna Boulevard is located in the R-2 Single & Two Family Residential Zoning District and in the Shoreland Management District.
2. The lot is 8,581 square feet with a width of approximately 157 feet and average depth of 72.5 feet. The lot does not meet the minimum area and depth requirements of the R-2 District.
3. The existing dwelling encroaches 31.7 feet into the required 40-foot front yard setback and 26.8 feet into the required 50-foot lakeshore setback.
4. The existing impervious coverage on the property is 36.28 percent. Section 1330.03, Subd. 1 of the Zoning Code allows properties on Lake Johanna to have a maximum of 35 percent of the lot area covered by impervious surfaces.
5. The existing dwelling has a total floor area of 2,686 square feet and an FAR of 0.31. The maximum FAR permitted in the R-2 District is 0.3.
6. The proposal would expand the nonconforming single-family dwelling footprint by 151 square feet with the proposed entryway encroaching 24.1 feet into the front yard setback, creating a setback of 15.9 feet from the front property line.
7. The second floor garage addition would maintain the existing setbacks of 7.2 feet from the south property line and 19.5 feet from the front property line.
8. The proposal would not bring the dwelling any closer to the front property line or Lake Johanna than the existing nonconforming setbacks.
9. The proposal would expand structure area by 151 square feet for proposed structure coverage on the lot of 26.37 percent. The maximum structure coverage permitted in the R-2 District is 25 percent.
10. The proposal would expand nonconforming impervious surface coverage by 8 square feet for proposed impervious coverage on the lot of 36.37 percent.
11. The proposal would expand nonconforming floor area by 585 square feet for proposed floor area ratio (FAR) of 0.38.
12. The proposed construction would not encroach on any flood plains, wetlands, or easements.
13. The proposed construction is not expected to impact any significant trees on the property.

Variance Findings:

14. The variance would be in harmony with the purpose and intent of the City's Code because the request minimizes the impacts of the addition by maintaining the dwelling's existing setbacks.
15. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging redevelopment that is complementary to and enhances the character of the City's established neighborhoods.
16. The proposed addition to the house is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variances.
17. The property is unique because of its small size and narrow depth. When the home was constructed a variance for a 10-foot front yard setback was required, however, it appears the dwelling was otherwise in conformance with the Zoning Code at that time. The unique characteristics of the property were not created by the property owners.
18. The proposed addition would not alter the essential character of the neighborhood because it would maintain the existing dwelling's setbacks and result in a structure that is consistent and compatible with other construction in the area.
19. The requested variance does not appear to be based on economic considerations alone.

Senior Planner Bachler stated that the findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial. The property is unique compared to other properties in the R-2 District because of its small size of only 8,581 square feet and narrow depth of approximately 72.5 feet. Staff reviewed all properties within the R-2 District and only 17 are smaller in size than 3382 Lake Johanna Boulevard. The majority of these smaller lots were developed in the 1920s and 1930s. Because of the shallow depth of the lot and the required 40-foot front yard and 50-foot lakeshore setbacks, the lot would be considered unbuildable today. If the lot was in conformance with the minimum lot area and width requirements it is likely that minimal variation from the Zoning Code would be needed for the proposed addition.

Senior Planner Bachler indicated that the design of the addition would minimize the expansion of existing and creation of new nonconforming conditions because most of the additional livable space will be constructed above the garage rather than expanding the footprint of the dwelling. The proposed addition and planned improvements to the siding, roof, and decks would be consistent and compatible with other single family homes in the area and would enhance the overall appearance of the structure. If the Planning Commission recommends approval of this variance, staff recommends the following five conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. The property owner shall obtain a Grading and Erosion Control Permit from the City before the building permit is issued.
3. A building permit shall be required prior to commencement of construction.
4. The addition shall match the color and architectural style of the rest of the principal structure.
5. The structure shall conform to all other regulations in the City Code.

Chair Thompson opened the floor to Commissioner comments.

Commissioner Lambeth understood this home was built years ago, under different lot size and setback requirements.

Senior Planner Bachler stated this was the case. He reported the home was constructed in 1967 and that a 10-foot front yard setback variance was granted. He noted that it appears the property was otherwise in conformance with the Zoning Code at that time.

Commissioner Jones asked how many non-conformities the property had at this time.

Senior Planner Bachler explained the property currently had four known non-conformities. He reported four variances were being requested in this case and would not be viewed as non-conformities if approved through the variance process.

Commissioner Jones supported the proposed improvements and variances. His only concern was with the second story garage. He feared the second story could be used for living space.

Senior Planner Bachler clarified that the second story above the garage would be accessed from the house. He explained that City Code did not allow for second story dwellings above a detached garage and noted the applicant's garage was attached to the home so this space could be used for living space.

Commissioner Neururer questioned what the height of the garage with the addition would be.

Senior Planner Bachler stated the height of the garage after construction would be 24 feet - 2 inches.

Commissioner Jones asked if there would be access between the second floor above the garage and the house.

Ramona Ericson, 3382 Lake Johanna Boulevard, stated there would not be access between the two upper levels. However, an internal stairway in the new entry would be constructed to provide access to the upper level of the garage.

Chair Thompson noted for the record that several letters were received from neighboring properties.

Commissioner Lambeth believed that the claim the addition would block the view of the University of Northwestern campus was baseless. He fully supported the variance requests from the Ericksons.

Commissioner Jones moved and Commissioner Neururer seconded a motion to recommend approval of Planning Case 16-005 for a variance at 3382 Lake Johanna Boulevard, based on the findings of fact and submitted plans, as amendment by the five conditions in the March 9, 2016, Report to the Planning Commission.

Chair Thompson believed this was a very unique property and for that reason, she could support the requested variances.

The motion carried unanimously (4-0).

DRAFT