

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Vacant



**City Council Work Session
Joint Meeting with Planning
Commission
Agenda
January 19, 2016
5:00 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. AGENDA ITEMS

1.A. 2016 Planning Commission Work Plan And Project Priorities Discussion

Planning Staff

Documents: [MEMO 1A.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),
[ATTACHMENT C.PDF](#), [MEMO 1A\(2\).PDF](#)

1.B. Goodwill Store - 1201 County Road E Discussion

Matthew Bachler, Senior Planner

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

1.C. Outdoor Display And Sales Zoning Regulations

Matthew Bachler, Senior Planner

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

1.D. Sanitary Sewer Realignment At 3280 Sandeen Road

John Anderson, Acting Public Works Director

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

1.E. Snow Plowing, Snow Removal And Ice Control Policy

John Anderson, Acting Public Works Director

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

1.F. 2016 Employee Compensation Plan Non-Union Employees

Amy Dietl, City Clerk
Dave Perrault, Finance Analyst

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

1.G. Proposed Highway 10 Median Discussion

Mayor Grant

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

1.H. Council Vacancy Discussion

Mayor Grant

Documents: [MEMO.PDF](#)

2. COUNCIL/STAFF COMMENTS

ADJOURN



DATE: January 19, 2016

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

FROM: Ryan Streff, City Planner

SUBJECT: **2016 Planning Commission Work Plan and Project Priorities Discussion**

Requested Action

Review the draft 2016 Planning Commission Work Plan and provide input and feedback to the Planning Commission. Discuss upcoming tasks, items of concern, and questions related to planning activities within the City.

Background

The City Council has asked the Planning Commission to join them for a joint Work Session to discuss the 2016 Planning Commission Work Plan and other planning-related items. The Planning Commission reviewed the draft Work Plan at a Work Session following their regular meeting on December 9, 2015. The minutes from the Work Session have been included as Attachment B.

Discussion

The City Council is being asked to provide input and feedback on the draft 2016 Work Plan (Attachment A). In addition, this meeting is an opportunity to discuss other planning-related items. The City Council may provide feedback to the Planning Commission on their role, ask questions and discuss items of concern. The Planning Commission may provide input to the City Council on important planning items they see in the community and bring up topics of interest or concern.

*City of Arden Hills
Joint City Council & Planning Commission Work Session Meeting for January 19, 2016*

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2016 Work Plan

The Planning Commission differs from the City's other committees and commissions in that the purpose and scope of the Commission's work is largely determined by State Statute. The majority of the Planning Commission Work Plan is dedicated to continuing the work of evaluating and providing recommendations on land use applications, zoning code amendments, and other planning related items that come before the City.

TCAAP Development

Two tasks are included under the planning goals for the TCAAP development project: the drafting of the TCAAP Master Parks and Open Space Plan and completing amendments to the City Code to reflect the adoption of the TCAAP Redevelopment Code (TRC). The purpose of the Parks and Open Space Plan is to provide information on the location, size, design, and character of the planned parks, open space, and trails on TCAAP as identified in the City's Comprehensive Plan. Staff will be working with the Planning Commission and the PTRC on the development of the TCAAP Master Parks and Open Space Plan.

The City Council adopted the TRC as Section 1380 of the Zoning Code and rezoned the 427-acre TCAAP property based on the TRC Regulating Plan in July 2015. Staff will be reviewing the City Code and making necessary revisions to remove references to the previous zoning of TCAAP as Mixed Residential and Mixed Business and to ensure that the TRC and new zoning districts are correctly referenced throughout the City Code. The Planning Commission will be asked to review these proposed updates to the City Code.

2040 Comprehensive Plan Update

Cities, townships, and counties in the seven-county metropolitan area are required by the Metropolitan Land Planning Act to update their Comprehensive Plans every 10 years. These updates are required to ensure consistency with the regional system plan that is prepared by the Metropolitan Council.

The current 2030 Comprehensive Plan for Arden Hills was adopted on September 28, 2009. Since its adoption in 2009, only one major amendment was subsequently adopted by the City Council. The amendment in 2015, included updates for the future development of the 427-acre TCAAP site in order to align the Comprehensive Plan to the TCAAP Master Plan.

The City of Arden Hills will commence a full update of its Comprehensive Plan over the next two years to ensure that a new 2040 Comprehensive Plan can be adopted in 2018. During this process the City will determine a public engagement strategy and gather public input, identify the components of the plan that need to be updated, evaluate changes to the Future Land Use Map, and draft the new plan.

B-4 Retail Center District

As property within the City continues to redevelop in the area along Lexington Avenue, staff would like to ensure that the existing zoning and district requirements for B-4 Retail Center District meet the City's vision for this area. The stated purpose of this district amongst other things is to meet the retail shopping needs of the community and create a functional and unified retail center, while phasing out existing uses and development that are currently more focused towards a mix of office, warehousing and production uses. In order to precede with this task the City would review the history of the district along with the stated purpose and allowed uses, evaluate existing buildings and their uses, and obtain market input regarding future trends.

B-2/B-3 Districts

The Planning Commission will be asked to complete a review of the existing Design Standards for the B-2 and B-3 Districts and make recommendations on how the standards could be modified to meet the City's vision for these areas. The first step in this process will be to look at recent development projects, such as Lexington Station and Goodwill, and evaluate how these sites were developed in relation to the existing Design Standards. Staff will present findings to the Planning Commission and City Council and determine which regulations in the Design Standards may be resulting in undesired outcomes.

Staff will research zoning and design standards adopted by similar cities for their commercial and mixed-use districts. Recommendations will then be made on how the B-2 and B-3 District Design Standards could be updated to address identified areas of concern.

TCAAP – Organized Collection

During the City Council Work Session on December 21, 2015, the Council directed staff to place organized garbage collection for TCAAP on the 2016 Planning Commission Work Plan. In many cases organized collection with a single hauler can reduce road wear, fuel consumption and emissions, and can provide lower service rates. Staff will review the organized collection procedures, recommend changes to the City Code, and work with the City Council to schedule appropriate public hearings.

Requested Action

Review the draft 2016 Planning Commission Work Plan and provide input and feedback to the Planning Commission. Discuss upcoming tasks, items of concern and questions related to planning activities within the City.

Attachments

- A. Draft 2016 Planning Commission Work Plan
- B. Planning Commission Work Session Minutes – December 9, 2015
- C. Planning Commission Report – December 9, 2015



Planning Commission 2016 Work Plan

2016 Planning Goals	Work Tasks	Schedule
TCAAP Development	<ul style="list-style-type: none"> • Master Parks & Open Space Plan • Amend City Code to reflect TRC 	February-July
2040 Comp Plan Update	<ul style="list-style-type: none"> • Determine Public Engagement Strategy • Identify and update plan components • Evaluate proposed changes to Future Land Use Map 	Yearlong
New Member Recruitment	<ul style="list-style-type: none"> • Newsletter article • Website advertisement • Word of mouth recruiting • Additional Alternate Position 	Yearlong
Continue to Review and Make Recommendations on Land Use Applications	<ul style="list-style-type: none"> • Meet monthly to review and hold public hearings • Review staff reports and recommendations 	Yearlong
Zoning Ordinance Update	<ul style="list-style-type: none"> • Review and make recommendations on periodic zoning code amendments • Continue ordinance updates as time allows 	Yearlong
I-1/I-Flex District	<ul style="list-style-type: none"> • Develop Design Standards 	June-August
Exterior Lighting	<ul style="list-style-type: none"> • Design Standards/Regulations • Decorative/Accents Lights • Research/Amend Zoning Code 	August-October
B-4 Retail Center District	<ul style="list-style-type: none"> • Review past Planning Cases and history • Review the purpose and allowed uses to ensure this district fits the intended vision of the City 	April-September
Retail/Resale	<ul style="list-style-type: none"> • Update table of uses & definitions 	January-February
B-2/B-3 Districts	<ul style="list-style-type: none"> • Review recent development patterns • Research similar Cities • Create an illustration guide • Update Design Standards 	March-November
Outdoor Display	<ul style="list-style-type: none"> • Review properties with outdoor sales and display • Research/Amend City Code 	January-February
TCAAP – Organized Collection	<ul style="list-style-type: none"> • Review organized collection procedure • Recommend changes to City Code • Conduct public hearing and select hauler 	February - November
Sign Code	<ul style="list-style-type: none"> • Review judicial decisions affecting sign regulations • Amend the Sign Code in accordance with legal advice 	May - August
Training	<ul style="list-style-type: none"> • Complete the League of Minnesota Cities online land use learning course • Attend a GTS land use planning course as available 	Yearlong

Notes

- December 9, 2015 – Planning Commission Work Session Meeting
- January 19, 2016 – Joint City Council/Planning Commission



Approved: January 6, 2016

**CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WORK SESSION
WEDNESDAY, DECEMBER 9, 2015
ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Chair Roberta Thompson called to order the work session meeting at 7:30 p.m.

ROLL CALL

Present were: Chair Roberta Thompson, Commissioners Andrew Holewa, Steven Jones, Phillip Neururer, and Clayton Zimmerman.

Absent: Commissioners Brent Bartel and Angela Hames.

Also present were: Community Development Director Jill Hutmacher; City Planner Ryan Streff; Associate Planner Matthew Bachler; and Councilmember Fran Holmes.

APPROVAL OF AGENDA – DECEMBER 9, 2015

The Agenda was approved as presented.

DISCUSSION ITEMS

A. Draft 2016 Work Plan

City Planner Streff reviewed the proposed 2016 Work Plan with the Commission. It was noted that the Work Plan would be presented to the City Council at a joint meeting with the Planning Commission on Tuesday, January 19th.

Chair Thompson opened the floor to the Commission.

Commissioner Jones was interested in seeing building material requirements addressed by the Planning Commission.

Chair Thompson questioned how the City addressed new building materials within the City Code.

City Planner Streff explained that staff has the ability to evaluate new building materials and review the Code for consistency.

Chair Thompson stated that she was concerned about the alignment of commercial buildings along Lexington Avenue. She discussed how difficult it was for delivery trucks to maneuver through these sites. She wanted to ensure that appropriate delivery space was provided for new developments in the City.

Commissioner Zimmerman asked how the Planning Commission would be involved in the TCAAP development.

Community Development Director Hutmacher discussed the TCAAP development timeline and noted that all proposed developments would go before the JDA, unless the plans required adjustments to the TRC.

Commissioner Holewa requested information from staff on the solar and geothermal situation on TCAAP.

City Planner Streff provided an update to the Commission noting that Ramsey County has been in contact with the City regarding the approval process for a solar array development. He explained that staff has no further information regarding the use of geothermal on the TCAAP site.

B. 2015 Planning Commission Year-End Report

City Planner Streff provided the Planning Commission with a summary of the planning activities for 2015. The following accomplishments were discussed:

- Reviewed and processed 25 planning cases that included 38 separate land use requests.
- City approved seven Zoning or City Code amendments, with three amendments still pending, that addressed window transparency, accessory telecommunication antennas, public use dedications, outdoor display and sales, resale businesses, temporary parking, and stormwater management.
- Processed the adoption of the TCAAP Redevelopment Code, the rezoning of the 427-acre TCAAP property, and the amendment to the Arden Hills Comprehensive Plan to incorporate the TCAAP Master Plan.

Chair Thompson opened the floor to Commission questions.

Chair Thompson thanked staff for their dedication to the City and for keeping the Commission members thoroughly informed on planning issues.

Councilmember Holmes appreciated all of the Planning Commission's efforts over the past year and thanked Commissioner Holewa for his service to the City of Arden Hills.

ADJOURN

Commissioner Holewa moved, seconded by Commissioner Jones, to adjourn the December 9, 2015, Planning Commission Work Session Meeting at 7:57 p.m. The motion carried unanimously (5-0).



ARDEN HILLS
MEMORANDUM

DATE: December 9, 2015

PC Work Session Item **2.A**

TO: Planning Commission

FROM: Ryan Streff, City Planner

SUBJECT: 2016 Work Plan and Project Priorities Discussion

Requested Action

Review the draft 2016 Work Plan and provide input.

Background

The City Council will be asking the Planning Commission to join them for a joint Work Session on January 19th to discuss the Work Plan for 2016. To assist in that discussion, staff would like the Planning Commission to provide input on topics that might be addressed at this meeting. While the Council will make the final determination as to the goals and priorities for the coming year, it will be useful for them to have input from the Planning Commission.

Discussion

2016 Work Plan

The Planning Commission differs from the City's other committees and commissions in that the purpose and scope of the Commission's work is largely determined by State Statute. The majority of the Planning Commission work plan is dedicated to continuing the work of evaluating and providing recommendations on land use applications, zoning code amendments, and other planning related items that come before the City.

*City of Arden Hills
Planning Commission Work Session Meeting for December 9, 2015*

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TCAAP Development

Two tasks are included under the planning goals for the TCAAP development project: the drafting of the TCAAP Master Parks and Open Space Plan and completing amendments to the City Code to reflect the adoption of the TCAAP Redevelopment Code (TRC). The purpose of the Parks and Open Space Plan is to provide information on the location, size, design, and character of the planned parks, open space, and trails on TCAAP as identified in the City's Comprehensive Plan. The Planning Commission will be asked to provide input on development and design standards that will be included in the Parks and Open Space Plan for improvements such as park structures, lighting, furnishings, and landscaping.

The City Council adopted the TRC as Section 1380 of the Zoning Code and rezoned the 427-acre TCAAP property based on the TRC Regulating Plan in July 2015. Staff will be reviewing the City Code and making necessary revisions to remove references to the previous zoning of TCAAP as Mixed Residential and Mixed Business and to ensure that the TRC and new zoning districts are correctly referenced throughout the City Code. The Planning Commission will be asked to review these proposed updates to the City Code.

2040 Comprehensive Plan Update

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B-4 Retail Center District

As property within the City continues to redevelop in the area along Lexington Avenue, staff would like to ensure that the existing zoning and district requirements for B-4 Retail Center District meet the City's vision for this area. The stated purpose of this district amongst other things is to meet the retail shopping needs of the community and create a functional and unified retail center, while phasing out existing uses and development that are currently more focused towards a mix of office, warehousing and production uses. In order proceed with this task the

City would review the history of the district along with the stated purpose and allowed uses, evaluate existing buildings and their uses, and obtain market input regarding future trends.

B-2/B-3 Districts

The Planning Commission will be asked to complete a review of the existing Design Standards for the B-2 and B-3 Districts and make recommendations on how the standards could be modified to meet the City's vision for these areas. The first step in this process will be to look at recent development projects, such as Lexington Station and Goodwill, and evaluate how these sites were developed in relation to the existing Design Standards. Staff will present findings to the Planning Commission and City Council and determine which regulations in the Design Standards may be resulting in undesired outcomes.

Staff will research zoning and design standards adopted by similar cities for their commercial and mixed-use districts. Recommendations will then be made on how the B-2 and B-3 District Design Standards could be updated to address identified areas of concern.

Planning Commission and City Council Training Opportunities

The League of MN Cities offers an e-learning land use series as part of their loss control program. All of the Planning Commissioners and Councilmembers were signed up to participate. To date there are still some that have not completed the course. The League, which provides liability insurance to Arden Hills, has found that cities that have Commissioners and Councilmembers who are educated about land use law and make sound rulings are less likely to be sued, or to lose lawsuits when they are filed. The website-based training is designed to make land use decisions less confusing, and will help cities avoid expensive land use claims and lawsuits. If you have not taken the online course please do so at your earliest convenience.

Government Training Services (GTS) also offers land use planning courses. Additional information regarding dates and locations for that series will be emailed out to the City Council and Planning Commission as they are made available by GTS. These courses are designed for Councilmembers and Planning Commissioners, and are typically offered in full and half day sessions throughout the Twin Cities. The courses are very well done and provide a wealth of information regarding land use fundamentals. Planning Commissioners are required to participate in at least one of the GTS courses during their term in order to be appointed to a subsequent term.

Joint City Council/Planning Commission Work Session

The joint Work Session to discuss the draft 2016 Work Plan with the City Council will be held at 5:00 on Tuesday, January 19, 2016, at City Hall.

Requested Action

Review the draft 2016 Work Plan and provide input.

Attachments

- A. Draft 2016 Work Plan



ARDEN HILLS
MEMORANDUM

DATE: January 19, 2016

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

FROM: Ryan Streff, City Planner
Matthew Bachler, Senior Planner

SUBJECT: 2015 Planning Commission Year-End Report

Requested Action

No action is required for this agenda item.

Summary

The purpose of this memo is to provide the City Council with a summary of the planning activities for 2015. The following is a list of the main accomplishments completed over the past year:

- Reviewed and processed 25 planning cases that included 38 separate land use requests.
- City approved eight Zoning or City Code amendments, with two amendments still pending, that addressed park dedication, window transparency, accessory telecommunication antennas, public use dedications, outdoor display and sales, resale businesses, temporary parking, and stormwater management.
- Processed the adoption of the TCAAP Redevelopment Code, the rezoning of the 427-acre TCAAP property, and the amendment to the Arden Hills Comprehensive Plan to incorporate the TCAAP Master Plan.

Planning and Zoning Activities

The City reviewed and processed 25 planning cases that incorporated 38 different land use requests in 2015. Three of these planning cases are still pending. In comparison, the City

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reviewed 36 planning cases with 44 different land use requests in 2014, and 23 planning cases with 26 different land use requests in 2013. The following chart displays the number of planning requests by type and their outcome for 2015:

2015 Planning Cases					
Land Use Request	Approved	Denied	Pending	Withdrawn	Total
Comprehensive Plan Amendment	2	-	-	-	2
Conditional Use Permit	2	-	-	-	2
CUP Amendment	2	-	1	-	3
Preliminary Plat	3	-	-	-	3
Final Plat	3	-	-	-	3
Final PUD	1	-	-	-	1
PUD Amendment	3	1	-	1	5
Site Plan Review	3	-	-	-	3
Zoning or City Code Amendment	8	-	2	-	10
Rezoning	2	-	-	-	2
Variance	1	-	-	-	1
Minor Subdivision	1	-	-	-	1
Concept Review	-	-	-	-	1
Other	1	-	-	-	1
Total	32	1	3	1	38

Significant Development Projects and Planning Efforts

The Community Development Department has reviewed the planning cases from the past year and selected several of the more significant development projects and planning efforts to highlight below:

TCAAP Redevelopment Code and Comprehensive Plan Amendment

The City Council approved the TCAAP Redevelopment Code, the rezoning of the TCAAP property, and an amendment to the Comprehensive Plan incorporating the TCAAP Master Plan on July 13, 2015. Together these approvals lay the groundwork for the redevelopment of the 427-acre TCAAP property owned by Ramsey County over the next 15 to 20 years into a vibrant, mixed-use community. The Metropolitan Council approved the TCAAP Comprehensive Plan Amendment on October 28, 2015. The TCAAP Joint Development Authority will become fully

activated upon approval of the Master Plan by the Ramsey County Board of Commissioners. Planning efforts on TCAAP Master Plan began in the spring of 2013, and included regular and detailed input from the Planning Commission.

Valentine Bluff

The City Council approved the Valentine Bluff project on March 30, 2015. This project required approvals for a Preliminary and Final Plat, Rezoning, and Comprehensive Plan Amendment for the redevelopment of the former Ramsey County Library and Baptist Conference office building sites on County Road E2 into seven single-family residential lots. The developer of the project, Hanson Builders, expects homes within the development to range from 4,500 square feet to 7,000 square feet in size. To date, one home has been completed and two others are now under construction.

Red Fox Business Center

The Red Fox Business Center development at 1235 Red Fox Road was approved by the City Council on February 23, 2015. Roberts Management applied for a Master and Final Planned Unit Development and Conditional Use Permit to develop two light industrial buildings on the property totaling 93,300 square feet. Both buildings are nearly complete and only the floors and windows still need to be installed. Roberts Management is marketing the tenant bays for a range of different uses including manufacturing, office, commercial showroom, and warehousing. Businesses are expected to move into the buildings in early 2016.

Tavern Grill

The City Council approved a Final Planned Unit Development on August 31, 2015 for a sit-down restaurant called the Tavern Grill within the Arden Plaza retail center. The developer of the project, Hemisphere Restaurant Partners, expects to begin construction on the site in spring 2016. The restaurant will have a footprint of 9,500 square feet with an attached 3,000 square foot outdoor patio for seasonal seating.

Zoning or City Code Amendments

The City has approved the following eight amendments to the Zoning Code or City Code over the last year:

1. Amendment to the Zoning Code to clarify that telecommunication antenna may be considered a secondary use and are not required to support the principal use on a property.
2. Amendment to the Zoning Code to revise the building façade transparency requirements in the B-2 and B-3 District Design Standards.
3. Amendment to the Zoning Code to adopt the TCAAP Redevelopment Code as the new Section 1380 of the Zoning Code.

4. Amendment to Chapter 8 – Traffic and Motor Vehicles of the City Code to address parking issues by allowing temporary parking restrictions.
5. Amendment to the Zoning Code to specify that, where required, stormwater management plans must comply with Rice Creek Watershed District rules.
6. Amendment to the Subdivision Code to specify that, where required, stormwater plans management must comply with Rice Creek Watershed District rules.
7. Amendment to the Erosion and Sediment Control Ordinance to revise the definition for land disturbance activity and to update permitting requirements.
8. Amendment to the Subdivision Code to update park dedication requirements to ensure that sufficient resources are available for park development on TCAAP and to clarify park dedication requirements throughout the City.

The City is also in the process of reviewing the two amendments listed below and will continue their work on these items into early 2016:

1. Amendment to the Zoning Code to create new regulations and standards for outdoor display and sales areas within the City's commercial districts.
2. Amendment to the Zoning Code to add a new definition for resale business and to direct this type of development to appropriate zoning districts.

Requested Action

No action is required for this agenda item.



DATE: January 19, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Goodwill Store – 1201 County Road E

Requested Action

Review proposal from Goodwill for modifications to the County Road E exterior elevation and provide staff with direction.

Discussion

Goodwill is completing final work on the interior of their store at 1201 County Road E and is expecting to hold a grand opening at the end of this month. Staff was recently contacted by Goodwill with a request to modify the approved exterior elevation plan for the County Road E façade (Attachment A). The proposal would replace two spandrel glass windows to the immediate right of the County Road E entrance doorway with two transparent glass windows. The windows that would be replaced are outlined in the plan provided in Attachment A.

The B-2 District Design Standards require commercial buildings with frontage on a public street to have a minimum façade transparency of 50 percent. The approved development plans granted Goodwill flexibility on this requirement, allowing for transparent window coverage of 26.4 percent on the County Road E façade. The addition of the two transparent windows would bring the development into closer conformity with the B-2 District Design Standards.

The Development Contract and PUD Agreement for the project requires that any significant changes to the approved plans be reviewed and approved by the Planning Commission and City Council. The City Attorney has advised that because the modification is minor and brings the building in closer conformance with the City’s standards the proposal could be approved

administratively. Staff is requesting that the City Council review the proposed modifications and provide direction on whether the request can be approved administratively or whether Goodwill should proceed with a formal land use application.

Attachment

- A. Goodwill Store Exterior Elevation Plan



MEMORANDUM

DATE: January 19, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Outdoor Display and Sales Zoning Regulations

Background

The City is currently reviewing the use of outdoor display and sales areas in commercial districts and considering whether the Zoning Code should be updated to further regulate these activities. At the City Council Work Session on October 19, 2015, staff presented initial recommendations for regulatory standards that could be added to the Zoning Code. The City Council directed staff to complete further work on display area dimension standards, the types of products that could be displayed, and screening from residential properties.

Discussion**Dimension Standards**

At the City Council Work Session on October 19, 2015, staff presented the following recommendation for permitted outdoor display areas: two percent of the floor area of the principal building or 300 square feet, whichever area is greater. The City Council directed staff to establish an overall cap of 1,000 square feet for display areas. The dimension standard has since been revised to read as follows:

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.

The table below provides what three local businesses would be allowed for a display and sales area if this standard were adopted:

Business	Total Floor Area (s.f.)	2% of Floor Area (s.f.)	Permitted Display Area (s.f.)
Cub Foods	68,566 sf	1,371	1,000
Goodwill	17,743 sf	355	355
Holiday Gas Station	5,563 sf	-	300

Restrictions on Merchandise

The City Council discussed limiting the types of products that could be displayed to items that require an outdoor location or that are more easily kept outdoors because of larger volume or weight. Staff would recommend the following language be used for this standard:

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.

Screening

The City Council discussed requiring screening for display and sales areas located within a certain distance of residential properties. Of the metro cities that staff reviewed, only Maple Grove has a screening requirement. In Maple Grove, screening is required along all lot lines and display areas must be a minimum of 200 feet from any residential property unless separated by an arterial street. Staff would recommend the following language be used for the City’s screening requirements:

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

Recommendations and Next Steps

Staff has drafted amendments to the Zoning Code that would incorporate the new standards discussed in this memo and at the October 19, 2015 Work Session. A red-lined version of the amendments to Section 1305 (Definitions) and Section 1325 (General Regulations) of the Zoning Code is included in Attachment C. The City Attorney has reviewed the draft language and does

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not have any concerns at this time. Staff is requesting that the City Council review Attachment C and provide additional feedback.

The next step in this process would be to have staff draft a final version of an Ordinance amending the Zoning Code to include the regulations on outdoor display and sales. The Planning Commission would be required to hold a public hearing on the Ordinance prior to formal action by the City Council.

Attachments

- A. Staff Report to the City Council, October 19, 2015
- B. City Council Work Session Minutes, October 19, 2015
- C. Proposed Amendments to Section 1305 and Section 1325 of the Zoning Code – Red-lined Version



MEMORANDUM

DATE: October 19, 2015

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

FROM: Matthew Bachler, Associate Planner

SUBJECT: Outdoor Display and Sales Zoning Regulations

Background

The City is currently reviewing outdoor display and sales in its commercial districts and whether the Zoning Code should be updated to further regulate these activities. At the City Council Work Session on September 21, 2015, staff presented research on different ways that several cities in the metro area regulate outdoor display and sales. Based on the review of best practices used in other communities, staff provided initial recommendations for updates to the Zoning Code. The City Council directed staff to complete further work on the recommended dimension standards for display areas and to report back at a future Work Session meeting.

Discussion

The initial recommendation in the staff report for the September 21, 2015 Work Session was for a maximum outdoor display area of 200 square feet. Staff has since revised its recommendation for the permitted display area to the following: two (2) percent of the gross floor area of the principal building or 300 square feet, whichever is greater. This modification would increase the minimum area allowed for all properties from 200 to 300 square feet and would allow larger retailers, such as grocery or home improvement stores, to have slightly larger display areas more proportional to the size of their store footprints. The table below provides what three local businesses would be allowed for display areas if this standard were adopted:

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- Prohibit display areas from obstructing pedestrian access and utilizing required on-site parking.
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- Establish a maximum height of 6 feet for display areas, or as determined by the Community Development Department.
- Require that merchandise be stacked and arranged neatly at all times and be located on a hard surface.

The next step in this process would be to have staff draft an ordinance amending the Zoning Code to include the new regulations on outdoor display and sales. The Planning Commission would be required to hold a public hearing on the ordinance prior to formal action by the City Council on this item.

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City of Arden Hills

City Council Work Session for October 19, 2015

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Approved: November 30, 2015

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
OCTOBER 19, 2015
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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Discussion continued regarding various scenarios, the minimum square footage and a potential cap of the allowed display area. Also discussed was limiting the type of display items as the recommendation by staff would allow any items that are incidental to the primary use of the property.

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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 Uses.

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.



DATE: January 19, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Sanitary Sewer Realignment - 3280 Sandeen Road

Requested Action

Provide feedback to applicant as to a course of action on this request.

Background/Discussion

The property owner, Steven Nelson, at 3280 Sandeen Road is interested in realigning the rear yard sanitary sewer on his property to provide more buildable area as shown in Attachment A. This issue has been discussed in the past by the City Council, and minutes of previous Council meetings are attached (see Attachments B thru E). Mr. Nelson is interested in constructing the relocation of this sewer this spring.

The proposal has been reviewed by Planning and a recommended course of action has been laid out by Senior Planner Matthew Bachler in his memo dated January 11, 2016 (Attachment F).

The rear yard sewer is a public sanitary sewer that was originally constructed with clay pipe. This sewer has since been lined. The proposed sewer would be constructed with PVC pipe. Public Works will need to clean this sewer periodically and to accomplish that that will need access from the street to a new manhole in the back yard with an easement machine. Public Works will need this access protected by an easement and kept clear of all obstacles such as fences, retaining walls, gardens, plantings, etc.

Attachments

- Attachment A: Proposed sewer realignment Plan
- Attachment B: City Council Minutes 06/28/93
- Attachment C: City Council Minutes 08/09/93
- Attachment D: City Council Minutes 08/30/93
- Attachment E: City Council Minutes 04/08/96
- Attachment F: Memo 01/11/16



MEMORANDUM

DATE: October 19, 2015

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

FROM: Matthew Bachler, Associate Planner

SUBJECT: Outdoor Display and Sales Zoning Regulations

Background

The City is currently reviewing outdoor display and sales in its commercial districts and whether the Zoning Code should be updated to further regulate these activities. At the City Council Work Session on September 21, 2015, staff presented research on different ways that several cities in the metro area regulate outdoor display and sales. Based on the review of best practices used in other communities, staff provided initial recommendations for updates to the Zoning Code. The City Council directed staff to complete further work on the recommended dimension standards for display areas and to report back at a future Work Session meeting.

Discussion

The initial recommendation in the staff report for the September 21, 2015 Work Session was for a maximum outdoor display area of 200 square feet. Staff has since revised its recommendation for the permitted display area to the following: two (2) percent of the gross floor area of the principal building or 300 square feet, whichever is greater. This modification would increase the minimum area allowed for all properties from 200 to 300 square feet and would allow larger retailers, such as grocery or home improvement stores, to have slightly larger display areas more proportional to the size of their store footprints. The table below provides what three local businesses would be allowed for display areas if this standard were adopted:

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City of Arden Hills Chapter 13 Zoning Code

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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;
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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.

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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.

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

WETLAND CONSERVATION ACT

Councilmember Malone reminded that effective the first of the year, permanent Wetland Conservation Act rules become effective whereby two to one mitigation for wetland will be required. He commented that some cities fear WCA rules may supersede or complicate their zoning regulations.

Councilmember Aplikowski commented that the Housing Committee of the Association of Metropolitan Municipalities is doing what it can to assure that those concerns are considered and addressed.

UPDATE - SANDEEN ROAD SEWER

Councilmember Probst recalled that on August 9, 1993, the Council had tabled consideration of Steve Nelson's requests for sanitary sewer easement vacation and sewer reconnection/extension (3280 Sandeen Road) until August 30. He reported that Nelson and neighbors are in further discussions and this matter will likely come before Council again at a later time.

TCAAP UPDATE

Councilmember Probst said he would be attending an upcoming meeting regarding the Twin Cities Army Ammunitions Plant and continued pursuit of property at that location.

COUNCIL WORKSESSION

Administrator Person reminded Council that a worksession must be set to finalize the 1994 City budget.

MOTION: Malone moved, seconded by Probst, to set a Council worksession primarily for the purpose of finalizing the 1994 budget, for Wednesday, September 1, 1993 at 4:45 p.m. Motion carried unanimously (5-0).

DOOR-TO-DOOR SOLICITATION

Mayor Sather commented that he was of the understanding that door-to-door solicitation requests approved by the Council in the past were only for non-profit organizations.

Administrator Person clarified that the door-to-door solicitation request included in this evening's Consent Calendar is from an organization which is not non-profit. She added that City Attorney Filla has advised that internal clarification is needed with regard to consideration of door-to-door solicitation requests. She noted that Filla has

waive the monetary limits on tort liability established by MN Statutes, as the assumption that any coverage beyond the basic \$600,000 was an acceptance of liability beyond the statutory limitation of \$600,000, and the maximum the City would be liable for was \$600,000.

Mr. Lenz explained the Minnesota State Statute liability limit is \$600,000, but the City is exposed to some kinds of liability to which the statutory limits do not apply. He stated by waiving the monetary limit, the City was actually stating the higher coverage limits would be available for all claims, including claims to which the statutory liability limits would have applied.

Councilmember Keim inquired if purchasing excess coverage from the League of Minnesota Cities Insurance Trust and waiving the monetary limits would be sufficient if both the City and EDA were found liable. Mr. Lenz stated the \$1,600,000 liability insurance is the limit, and that the EDA is written with the same policy as the City. He stated it would have no change on the waiver versus non-waiver issue.

Councilmember Malone stated the Council has considered this before, and the understanding then was that the City could not purchase excess insurance for claims not covered if not waived. Mr. Lenz stated excess insurance could be purchased.

Councilmember Malone inquired what the amount of excess insurance would be. Mr. Fritsinger stated the amount would be \$1,000,000.

MOTION: Malone moved and Hicks seconded a motion to adopt the Liability Insurance and Open Meeting Defense Coverage Changes as presented, Purchase Excess Liability in the amount of \$1,000,000, Elect to not Waive the Monetary Limits on Tort Liability, and authorize execution of all necessary documents contained therein. The motion carried (3-1), Keim voting nay.

B. Planning Case #96-02, Stephen Nelson - Front Yard Setback Variance and Utility and Drainage Easement Vacation

Kevin Ringwald, Community Development Director, reviewed for the Council that the applicant is requesting approval of a utility easement vacation for sanitary sewer to allow for more buildable area on the subject property. He stated the applicant is requesting the utility easement be vacated and rededicated to allow for greater buildable area in the direction of Lake Johanna's west shore. He stated the Planning Commission recommends the application be approved based on the following conditions:

1. Construction of the new sanitary sewer line and demolition of the existing sanitary sewer line is to be accomplished without the loss of service to any residential property;

2. Payment for the relocation of the sanitary sewer line is to be the responsibility of the applicant;
3. Provision of plans and specifications for the new sanitary sewer line which are designed to City engineering standards;
4. Approval of the plans and specifications for the new sanitary sewer line by the City Council;
5. Inspection and acceptance of the new sanitary sewer line by the City prior to the elimination of the existing sanitary sewer line;
6. Installation of silt fencing is required between the construction area and the lake prior to the commencement of construction activities;
7. Approval of the necessary grading permit;
8. Provision of the smallest amount of bare ground is exposed for as short a time as feasible;
9. Provision of temporary ground cover, such as mulch, is used and permanent ground cover, such as sod, is established;
10. Provision of methods to prevent erosion and trap sediments are employed;
11. Provision of fill that is stabilized to accepted engineering standards, approved by the City Engineer;
12. Compliance with the requirements of City Code, specifically Chapter 20.5;
13. Agreement with the applicant indemnifying the City in the case of service interruption; and
14. The City needs to accept and convey the easement and proposed sanitary sewer line from the applicant to the City.

Mr. Ringwald also stated the applicant is requesting approval of a 30 foot front yard building setback when a 40 foot setback is required. He stated the applicant is requesting the variance so the property would have a similar building setback from Sandeen Road as the adjacent properties. Mr. Ringwald noted the property is within the shoreland management zone of Lake Johanna, and subject to the Shoreland Management regulations (Chapter 20.5) of the City Code. He stated the Planning Commission recommends approval of a five foot front yard variance

based on the property's steep topography and prevailing front yard setback on the adjacent properties, subject to the following condition:

1. Compliance with the requirements of the City Code, specifically Chapter 20.5.

Councilmember Malone inquired if the Department of Natural Resources (DNR) understood the maximum allowable impervious area. Mr. Ringwald stated the front yard of this property is adjacent to Sandeen Road, not Lake Johanna as the DNR letter indicates.

Councilmember Malone noted the applicant owns approximately 80 percent of Lot 19, and the neighbor owns 20 percent. He stated the lot's configuration is unusual, and not suitable for a lakeside lot. He inquired if the lot could be subdivided and reconfigured, merging Lots 19 and 20.

Mr. Ringwald stated that a consolidation could be accomplished with a Registered Land Survey (RLS).

Councilmember Malone inquired if the manhole between Lot 20 and 21 meets current engineering standards. Dwayne Stafford, Public Works Superintendent, stated the manhole has a six percent slope, and a one percent drop in the other manhole. He stated it is not the best configuration, but is adequate.

Councilmember Hicks inquired if Lot 19 was not consolidated. He stated the building footprint will have to be confined to the sideyard setback for Lot 20.

Stephen Nelson, 3280 Sandeen Road, stated the lots are on a single tax statement, and was consolidated previously. He stated, in relationship to Lot 19, that there is approximately 50 feet along the road, and 12 feet along the lake, and the remaining parts were sold to Mrs. McCloskey. Mr. Nelson stated there is minimal shoreland frontage. Councilmember Hicks stated he did not want the applicant to come before the Council in 10 years with a variance request on Lot 19.

Councilmember Hicks inquired if the applicant was willing to consolidate the lots. Mr. Nelson stated it would be cost prohibitive, but he would be willing to state that he has no intention of subdividing or combining the subject lots.

Councilmember Keim verified that there was only one abstract, so the lots were already combined.

Councilmember Hicks inquired what the existing structure would be used for. Mr. Nelson stated he intends to use it as it is, as rental property. He stated it may be removed in the future, but now he only wants to know the potential building area.

Councilmember Hicks inquired what the distance was of the sideyard on the north end of Lot 20. Mr. Ringwald stated it was approximately 10 feet.

Acting Mayor Aplikowski inquired how one lot could be created under one abstract. Mr. Ringwald replied that an RLS could accomplish that. Mr. Nelson stated a RLS would be approximately \$4,000, and would not be willing to pay the additional costs, as the project is already more than he anticipated.

Mr. Ringwald suggested, if the Council is uncomfortable with proceeding, then postpone the planning case while staff researches to verify if the property has been consolidated. Acting Mayor Aplikowski stated the Council does not wish to postpone the project, but only wished to clarify the lot divisions.

Mr. Nelson noted the Lot 19 is not a full lot, and cannot be built on anyway. He stated he needs to move forward on the project.

Councilmember Hicks inquired what the total square footage of the lot was. Mr. Ringwald stated it is 15,485, and includes the Lot 19 portion. Councilmember Hicks stated he assumes it is one lot, as R-2 zoning does not allow lot sizes less than 11,000 square feet. Council discussed lot sizes at length, and determined that Lot 19 was unbuildable and should not be subdivided in the future, based upon its smaller size.

MOTION: Hicks moved and Malone seconded a motion to adopt Planning Case #96-02, Stephen Nelson - Front Yard Setback Variance and Utility and Drainage Easement Vacation, subject to the conditions as set forth by the Planning Commission recommendations. The motion carried unanimously (4-0).

Mr. Nelson clarified that there will be approximately four hours of lost service during the sanitary sewer line construction.

C. **Resolution No. 96-24, Accepting Bid and Authorizing Execution of Contract in the Matter of the Lift Station #6 Modifications**

Dwayne Stafford, Public Works Superintendent, reviewed for the Council that Lift Station #6 has been identified for modifications due to its age, type of construction, and safety reasons. He stated proposals were received from three companies; Tri-State Pump and Equipment Company, Waldor Pump Company, and Quality Flow Systems. Mr. Stafford stated after reviewing the proposals with Mr. Janski, MSA Engineer, Staff recommends accepting the bid of \$23,544.50 from Quality Flow Systems. Mr. Stafford stated Tri-State's bid did not include a new concrete top with aluminum hatch, and Waldor Pump's bid did not include site restoration. Mr. Stafford stated \$26,600 has been included in the 1996 budget for this modification.



MEMORANDUM

DATE: January 11, 2016

TO: John Anderson, Interim Public Works Director/City Engineer
Jill Hutmacher, Community Development Director

FROM: Matthew Bachler, Senior Planner

SUBJECT: 3280 Sandeen Road Sanitary Sewer Easement Vacation

I have reviewed the information provided on the request to reorient the existing sanitary sewer line and vacate a portion of the sewer easement on the property at 3280 Sandeen Road. Provided below is a summary of the planning case history for the property and the process for vacating the easement.

Planning Case History

The property owner previously submitted a request to reorient the sanitary sewer line and vacate a portion of the easement in 1993 (PC #93-09) and again in 1996 (PC #96-02). The City Council discussed the first request at several meetings in 1993, but no formal action was taken. The minutes from the City Council meeting on April 8, 1996 indicate that PC #96-02 was approved (4-0). However, there are no records in the City's files of a resolution approving the vacation or of a revised easement corresponding with the realignment being recorded with Ramsey County. I would recommend that we contact the City Attorney about whether the previous approval of the vacation in PC #96-02 still has any validity, or if it's now void.

Approval Process

Assuming that the property owner will need to resubmit the vacation request, I believe we would follow the process below:

1. Property owner submits Land Use Application for Vacation of Easement (application fee: \$150, escrow: \$1,000). Application should include following materials:
 - Certificate of Survey
 - Proposed realignment of sanitary sewer line
 - Written narrative explaining need for realignment
2. Bring item to a City Council work session to discuss the proposal.
3. Schedule required public hearing for easement vacation during regular City Council meeting.
4. Publish notice in *Arden Hills/Shoreview Bulletin* two weeks prior to public hearing.

5. Mail notice to property owners within 500 feet of 3280 Sandeen Road a minimum of 10 days prior to public hearing. A copy of the proposed resolution approving the vacation is required to be included in this mailing.
6. City Council holds public hearing during regular meeting.
7. City Council approves resolution for easement vacation and sewer line relocation.
8. City Attorney drafts revised sanitary sewer easement based on realignment. Document is signed by property owner and recorded concurrently with easement vacation with Ramsey County.
9. Property owner constructs new sewer alignment to City's specifications with City inspection of work.
10. New sewer line inspected before removal of existing sewer line.

Since 3280 Sandeen Road is on Lake Johanna, the Department of Natural Resources may need to be notified about the relocation of the sanitary sewer line. This may be another question to follow-up with the City Attorney on.



DATE: January 19, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Snow Plowing, Snow Removal and Ice Control Policy

Requested Action

Provide feedback to Public Works on the level of service provided relative to snowplowing and ice control on City streets, trails, walks, and parking lots.

Background/Discussion

The City Council approved the current Snow Plowing, Snow Removal and Ice Control Policy in 2006. Since nearly ten (10) years have elapsed since last adopted, it is appropriate to check in with the City Council to determine if the policy and implementation are providing the level of service that the Council is looking to provide to residents.

Public Works plows 30 miles of public streets, 12.6 miles of trails, 4 parking lots, 3 hockey and 3 pleasure rinks, as well as driveways at 11 lift stations and 2 water towers. The plow routes include three street routes, and one trail and walk route. Each street route is plowed by one large truck, and a small truck plows cul-de-sacs and narrow streets. Trails and walks are usually plowed by either pickup trucks or toolcats.

The current policy is sometimes thought of as having a trigger of requiring two inches to have fallen before we consider plowing the streets. The reference to two inches of snowfall is one factor used in the decision process as to when to begin snow plowing, but it is not the test as to whether or not to plow. We weigh a number of factors when it comes to making decisions regarding snow plowing which include the following: accumulation, weather forecast, timing to morning and evening commutes, and what others communities are doing. We communicate with other agencies and municipalities leading up to and during a snow event to stay informed about how our neighbors are responding to a snow event.

Some of the changes that have taken place in our procedures since the policy was adopted are as follows:

1. Shift in the use of sand/salt mixture to 100% salt with brine activation
2. Reduction in volume of ice control materials in exchange for more plowing
3. Addition of salt brine pretreatment prior to a snow event

Additionally, some of the challenges that have complicated our workload when it comes to snow and ice control are:

1. More obstacles adjacent to walks (County Road E and County Road 96)
2. 36% increase in total walk/trail mileage in the last 10 years

Other issues covered in our snow plowing policy is damage to yards and mailboxes during plowing. Public Works repairs plow sod damage with topsoil and seed in the spring. We do not repair salt damage or damaged sprinkler heads in the right of way. Damaged mailboxes will be repaired if there is a physical hit between the plow and the mailbox. If the force of the snow caused the mailbox to drop, it is the homeowners' responsibility to repair it.

Recommendation

Public Works is comfortable that the current policy gives adequate direction to our staff to maintain the same level of service we have been providing. If there are no concerns about the operations from the City Council, it is recommended that no changes be made to the policy as written.

Attachments

- Attachment A: Snow Plowing, Snow Removal, and Ice Control Policy
- Attachment B: Street Snow Plow Route Map
- Attachment C: Walk and Trail Snow Plow Map



MEMORANDUM

DATE: October 19, 2015

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

FROM: Matthew Bachler, Associate Planner

SUBJECT: Outdoor Display and Sales Zoning Regulations

Background

The City is currently reviewing outdoor display and sales in its commercial districts and whether the Zoning Code should be updated to further regulate these activities. At the City Council Work Session on September 21, 2015, staff presented research on different ways that several cities in the metro area regulate outdoor display and sales. Based on the review of best practices used in other communities, staff provided initial recommendations for updates to the Zoning Code. The City Council directed staff to complete further work on the recommended dimension standards for display areas and to report back at a future Work Session meeting.

Discussion

The initial recommendation in the staff report for the September 21, 2015 Work Session was for a maximum outdoor display area of 200 square feet. Staff has since revised its recommendation for the permitted display area to the following: two (2) percent of the gross floor area of the principal building or 300 square feet, whichever is greater. This modification would increase the minimum area allowed for all properties from 200 to 300 square feet and would allow larger retailers, such as grocery or home improvement stores, to have slightly larger display areas more proportional to the size of their store footprints. The table below provides what three local businesses would be allowed for display areas if this standard were adopted:

Business	Total Gross Floor Area (s.f.)	2% Gross Floor Area (s.f.)	Permitted Display Area (s.f.)
Cub Foods	68,566 sf	1,371	1,371
Walgreens	14,490 sf	290	300
Holiday Service Station	5,563 sf	111	300

Staff has also created aerial maps in GIS to provide a visual of the display area footprints for the Cub Foods store and the Holiday service station (Attachment D).

Recommendations and Next Steps

The recommendations discussed at the Work Session on September 21, 2015 have been updated based on the direction provided by the City Council. Staff is requesting that the City Council review the list below and provide any additional feedback:

- Add a definition to the Zoning Code for *Outdoor Display and Sales* land use classification.
- Restrict use to the B-2, B-3, B-4, Neighborhood Business, and Gateway Business Zoning Districts.
- Permit outdoor display and sales as an accessory use to Retail Sales and Services and Service Station uses only. Require an Administrative Permit and Site Plan for each business proposing to have an outdoor display and sales area.
- Limit types of products displayed or sold to merchandise incidental to the primary use on the property.
- Require display areas to be adjacent to the principal building and on the side of building with main entrance. Prohibit display areas from being located on service station islands.
- Prohibit display areas from obstructing pedestrian access and utilizing required on-site parking.
- Limit display areas to a footprint of no more than two (2) percent of the gross floor area of the principal building or 300 square feet, whichever is greater.
- Establish a maximum height of 6 feet for display areas, or as determined by the Community Development Department.
- Require that merchandise be stacked and arranged neatly at all times and be located on a hard surface.

The next step in this process would be to have staff draft an ordinance amending the Zoning Code to include the new regulations on outdoor display and sales. The Planning Commission would be required to hold a public hearing on the ordinance prior to formal action by the City Council on this item.

Attachments

- A. Outdoor Display and Sales Regulations - Minneapolis/St. Paul Metro Area Examples
- B. Staff Report to the City Council, September 21, 2015
- C. City Council Work Session Minutes, September 21, 2015
- D. Aerial Maps – Cub Foods and Holiday Display Areas

City of Arden Hills

City Council Work Session for October 19, 2015

P:\Planning\Planning Cases\2015\PC 15-021 - Zoning Code Amendment - Outdoor Display and Sales\Memos_15-021



Approved: November 30, 2015

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
OCTOBER 19, 2015
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

1. AGENDA ITEMS

B. Outdoor Display and Sales Zoning Regulations

Associate Planner Bachler stated that at the City Council's work session in September, City staff presented research regarding the way other cities regulate outdoor display and sales.

Associate Planner Bachler referenced updated revisions to the recommendations for display dimensions which would allow no more than two (2) percent of the gross floor area of the principal building or 300 square feet, whichever is greater. For properties with a principal building greater than 15,000 square feet in size, the permitted display area would be based on two (2) percent of the building footprint (such as grocery stores or home improvement stores).

Associate Planner Bachler noted there are other provisions which would have the effect of limiting the size of the overall display area, including that pedestrian access cannot be obstructed and that the display must be located adjacent to the principal building.

Associate Planner Bachler provided examples of three local businesses and what their permitted display areas would be, and stated the recommendations from September's work session have been updated to include the revised display area and prohibit display areas on service station islands. He stated the next step would be for City staff to draft an ordinance to bring to the Planning Commission for a public hearing.

Councilmember Holden asked for clarification of "gross floor area" as it would pertain to a two-story building. She asked if this is the gross floor area of just one level of the building or the combination of the two levels.

Associate Planner Bachler stated that gross floor area refers to the total square footage of the building, so for a two story building it would include the second floor.

Councilmember Holden stated this would mean a building with more levels can potentially have a larger display area than a building of the exact same size with only level.

Associate Planner Bachler stated this was not necessarily the intent of staff. He noted that the outdoor display and sales area would be limited to retail and service station uses that typically do not have additional stories. He said that City staff will go back and amend this language.

Councilmember McClung suggested using the gross floor area of the existing retail area only of a business as generally businesses would not have a retail area located on the second floor.

Mayor Grant asked for clarification of a display area. He asked if it included the area for people to walk through the display or is it the actual dimensions of the display itself.

Associate Planner Bachler stated that the display area just refers to the dimensions of the display itself. He added that the current recommendation made by City staff is that all businesses that desire an outdoor display must submit a site plan detailing the display area and obtain an administrative permit.

Mayor Grant asked how City staff arrived at 300 square feet as the maximum display area.

Associate Planner Bachler stated in review of other cities, only two have set limitations on the size of the display area for all businesses regardless of size. He said a number of cities allow display areas based on the square footage of the building, some up to 10% of the total square footage.

Associate Planner Bachler indicated that the recommendation to increase the minimum display area from 200 square feet to 300 square feet was in part due to a review of the Holiday Station Store and the Shell Station. An aerial review of the Holiday property showed that a 200 square foot display area would not cover what they currently have on display. Increasing the minimum area to 300 square feet allowed more space to accommodate this building's current display needs.

Councilmember Holden asked about a temporary display in the Cub Foods parking lot, such as a fireworks tent.

Associate Planner Bachler stated this type of seasonal, temporary display is allowed under Cub Foods' original PUD that was approved for their site.

Mayor Grant suggested capping the allowable display area between 1,000 and 1,200 square feet.

Discussion ensued regarding the Frattallone's Ace Hardware business and their outdoor display area.

Discussion continued regarding various scenarios, the minimum square footage and a potential cap of the allowed display area. Also discussed was limiting the type of display items as the recommendation by staff would allow any items that are incidental to the primary use of the property.

Councilmember Holmes referenced the City of Maple Grove's restrictions on the types of display, which limit items to those which require an outdoor sales location (plants, fuel) and items that because of large volume/weight are more easily housed outdoors (salt, fertilizer).

Associate Planner Bachler stated some businesses leave their displays outside at all times and others bring the items inside the building each night. He said the intent is to cover both types of businesses.

City Planner Streff pointed out that some businesses do have common items displayed outside that are available for purchase inside as well.

Councilmember McClung stated that the City should not be crafting this change based on the existing businesses; the change should be crafted to include businesses that could potentially come into the city in the future.

Councilmember Holden noted it appears the businesses that leave their displays outside overnight are those which are generally open 24 hours a day and those businesses that are not open overnight bring their items indoors. She asked if there should be a distinction between the two types of displays (overnight versus brought indoors).

Councilmember Holden asked if there could be a limit on the number of times a business would receive a permit for outdoor display.

Associate Planner Bachler stated that the recommendation is that once a permit for outdoor display is issued, it is permanent as long the business continues to conform to the approved site plan.

A discussion ensued regarding Maple Grove's dimensional/location standards language of 200 feet from a residential property line unless separated by an arterial street and screened from all lot lines, and how this language could apply in Arden Hills.

Associate Planner Bachler stated that language will be added regarding the additional requirement that display areas be screened if they are less than 200 feet from a residential property line as well as limiting the type of items as described in the City of Maple Grove's requirements. He said he will check directly with the City of Maple Grove.

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 Uses.

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.



DATE: January 19, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: 2016 Employee Compensation Plan – Non Union Employees

Background

Annually the City sets the compensation for non-union employees for the next calendar year at its meeting in December. This item was originally brought to the regular City Council meeting on December 14, 2015, but was tabled to tonight’s work session for discussion.

Discussion

Annually the City Council evaluates its compensation plan and determines if a cost of living adjustment (COLA) is appropriate. The 2016 budget was prepared with a 3.0% increase for non-union employees.

The seasonal and part-time recreation employee compensation plan has been reviewed by staff and adjustments have been based on the attached memo from John Anderson and Sara Grant.

Attached are the compensation plans for January 1, 2016, for non-union employees for Council approval.

Recommendation

Direct staff to bring this agenda item to the regular City Council meeting on January 25, 2016, to approve the 2016 Employee Compensation Plan for non-union employees retroactive to January 1, 2016, as presented and the Seasonal Employee 2016 Part-time scale as presented.

Attachment

- Attachment A: 2016 City of Arden Hills Pay Matrix
- Attachment B: Memo from John Anderson and Sara Grant
- Attachment C: Surrounding Cities Comparison for Seasonal and Recreation Employees
- Attachment D: Public Works Seasonal/Parks & Recreation 2016 Part-Time Pay Scale

Attachment A

2016 City of Arden Hills Pay Matrix

3.00% COLA

2016 - Yearly

	Points	Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
24	756 - 800	\$ 115,355.20	\$ 118,815.86	\$ 122,380.34	\$ 126,051.74	\$ 129,833.30	\$ 133,728.30	\$ 137,740.14	\$ 141,872.35	\$ 146,128.52
23	711 - 755	\$ 108,825.66	\$ 112,090.43	\$ 115,453.14	\$ 118,916.73	\$ 122,484.24	\$ 126,158.76	\$ 129,943.53	\$ 133,841.83	\$ 137,857.09
22	666 - 710	\$ 102,665.72	\$ 105,745.69	\$ 108,918.06	\$ 112,185.60	\$ 115,551.17	\$ 119,017.71	\$ 122,588.24	\$ 126,265.89	\$ 130,053.86
21	621 - 665	\$ 96,854.45	\$ 99,760.09	\$ 102,752.89	\$ 105,835.47	\$ 109,010.54	\$ 112,280.86	\$ 115,649.28	\$ 119,118.76	\$ 122,692.32
20	576 - 620	\$ 91,372.12	\$ 94,113.29	\$ 96,936.68	\$ 99,844.78	\$ 102,840.13	\$ 105,925.33	\$ 109,103.09	\$ 112,376.18	\$ 115,747.47
19	531 - 575	\$ 86,200.12	\$ 88,786.12	\$ 91,449.70	\$ 94,193.19	\$ 97,018.99	\$ 99,929.56	\$ 102,927.45	\$ 106,015.27	\$ 109,195.73
18	488 - 530	\$ 81,320.87	\$ 83,760.49	\$ 86,273.31	\$ 88,861.50	\$ 91,527.35	\$ 94,273.17	\$ 97,101.37	\$ 100,014.41	\$ 103,014.84
17	447 - 487	\$ 76,717.80	\$ 79,019.34	\$ 81,389.92	\$ 83,831.61	\$ 86,346.56	\$ 88,936.96	\$ 91,605.07	\$ 94,353.22	\$ 97,183.82
16	408 - 446	\$ 72,375.28	\$ 74,546.54	\$ 76,782.94	\$ 79,086.42	\$ 81,459.02	\$ 83,902.79	\$ 86,419.87	\$ 89,012.47	\$ 91,682.84
15	371 - 407	\$ 68,278.57	\$ 70,326.93	\$ 72,436.73	\$ 74,609.83	\$ 76,848.13	\$ 79,153.57	\$ 81,528.18	\$ 83,974.03	\$ 86,493.25
14	336 - 370	\$ 64,413.74	\$ 66,346.15	\$ 68,336.54	\$ 70,386.63	\$ 72,498.23	\$ 74,673.18	\$ 76,913.38	\$ 79,220.78	\$ 81,597.40
13	303 - 335	\$ 60,767.68	\$ 62,590.71	\$ 64,468.43	\$ 66,402.48	\$ 68,394.56	\$ 70,446.40	\$ 72,559.79	\$ 74,736.58	\$ 76,978.68
12	272 - 302	\$ 57,328.00	\$ 59,047.84	\$ 60,819.28	\$ 62,643.85	\$ 64,523.17	\$ 66,458.87	\$ 68,452.63	\$ 70,506.21	\$ 72,621.40
11	243 - 271	\$ 54,083.02	\$ 55,705.51	\$ 57,376.67	\$ 59,097.97	\$ 60,870.91	\$ 62,697.04	\$ 64,577.95	\$ 66,515.29	\$ 68,510.75
10	216 - 242	\$ 51,021.72	\$ 52,552.38	\$ 54,128.95	\$ 55,752.81	\$ 57,425.40	\$ 59,148.16	\$ 60,922.61	\$ 62,750.28	\$ 64,632.79
9	190 - 215	\$ 48,133.70	\$ 49,577.71	\$ 51,065.04	\$ 52,596.99	\$ 54,174.90	\$ 55,800.15	\$ 57,474.16	\$ 59,198.38	\$ 60,974.33
8	166 - 189	\$ 45,409.15	\$ 46,771.43	\$ 48,174.57	\$ 49,619.80	\$ 51,108.40	\$ 52,641.65	\$ 54,220.90	\$ 55,847.53	\$ 57,522.95
7	143 - 165	\$ 42,838.82	\$ 44,123.98	\$ 45,447.70	\$ 46,811.13	\$ 48,215.47	\$ 49,661.93	\$ 51,151.79	\$ 52,686.34	\$ 54,266.93
6	121 - 142	\$ 40,413.98	\$ 41,626.40	\$ 42,875.19	\$ 44,161.44	\$ 45,486.29	\$ 46,850.88	\$ 48,256.40	\$ 49,704.09	\$ 51,195.22
5	101 - 120	\$ 38,126.40	\$ 39,270.19	\$ 40,448.30	\$ 41,661.74	\$ 42,911.60	\$ 44,198.94	\$ 45,524.91	\$ 46,890.66	\$ 48,297.38
4	83 - 100	\$ 35,968.30	\$ 37,047.35	\$ 38,158.77	\$ 39,303.53	\$ 40,482.64	\$ 41,697.12	\$ 42,948.03	\$ 44,236.47	\$ 45,563.57
3	65 - 82	\$ 33,932.36	\$ 34,950.33	\$ 35,998.84	\$ 37,078.80	\$ 38,191.17	\$ 39,336.90	\$ 40,517.01	\$ 41,732.52	\$ 42,984.50
2	49 - 64	\$ 32,011.66	\$ 32,972.01	\$ 33,961.17	\$ 34,980.00	\$ 36,029.40	\$ 37,110.29	\$ 38,223.60	\$ 39,370.30	\$ 40,551.41
1	0 - 48	\$ 30,199.68	\$ 31,105.67	\$ 32,038.84	\$ 33,000.00	\$ 33,990.00	\$ 35,009.70	\$ 36,060.00	\$ 37,141.80	\$ 38,256.05

2016 - Monthly

	Points		Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
24	756	- 800	\$ 9,612.94	\$ 9,901.33	\$ 10,198.37	\$ 10,504.32	\$ 10,819.45	\$ 11,144.03	\$ 11,478.35	\$ 11,822.70	\$ 12,177.38
23	711	755	\$ 9,068.81	\$ 9,340.87	\$ 9,621.10	\$ 9,909.73	\$ 10,207.02	\$ 10,513.23	\$ 10,828.63	\$ 11,153.49	\$ 11,488.10
22	666	710	\$ 8,555.48	\$ 8,812.15	\$ 9,076.51	\$ 9,348.80	\$ 9,629.27	\$ 9,918.15	\$ 10,215.69	\$ 10,522.16	\$ 10,837.83
21	621	665	\$ 8,071.21	\$ 8,313.35	\$ 8,562.75	\$ 8,819.63	\$ 9,084.22	\$ 9,356.74	\$ 9,637.44	\$ 9,926.57	\$ 10,224.36
20	576	620	\$ 7,614.35	\$ 7,842.78	\$ 8,078.06	\$ 8,320.40	\$ 8,570.02	\$ 8,827.12	\$ 9,091.93	\$ 9,364.69	\$ 9,645.63
19	531	575	\$ 7,183.35	\$ 7,398.85	\$ 7,620.81	\$ 7,849.44	\$ 8,084.92	\$ 8,327.47	\$ 8,577.29	\$ 8,834.61	\$ 9,099.65
18	488	530	\$ 6,776.74	\$ 6,980.05	\$ 7,189.45	\$ 7,405.13	\$ 7,627.28	\$ 7,856.10	\$ 8,091.79	\$ 8,334.54	\$ 8,584.57
17	447	487	\$ 6,393.15	\$ 6,584.95	\$ 6,782.50	\$ 6,985.97	\$ 7,195.55	\$ 7,411.42	\$ 7,633.76	\$ 7,862.77	\$ 8,098.66
16	408	446	\$ 6,031.28	\$ 6,212.22	\$ 6,398.58	\$ 6,590.54	\$ 6,788.26	\$ 6,991.90	\$ 7,201.66	\$ 7,417.71	\$ 7,640.24
15	371	407	\$ 5,689.89	\$ 5,860.58	\$ 6,036.40	\$ 6,217.49	\$ 6,404.02	\$ 6,596.14	\$ 6,794.02	\$ 6,997.84	\$ 7,207.78
14	336	370	\$ 5,367.82	\$ 5,528.85	\$ 5,694.72	\$ 5,865.56	\$ 6,041.52	\$ 6,222.77	\$ 6,409.45	\$ 6,601.74	\$ 6,799.79
13	303	335	\$ 5,063.98	\$ 5,215.90	\$ 5,372.37	\$ 5,533.54	\$ 5,699.55	\$ 5,870.54	\$ 6,046.65	\$ 6,228.05	\$ 6,414.89
12	272	302	\$ 4,777.34	\$ 4,920.66	\$ 5,068.28	\$ 5,220.33	\$ 5,376.94	\$ 5,538.24	\$ 5,704.39	\$ 5,875.52	\$ 6,051.79
11	243	271	\$ 4,506.92	\$ 4,642.13	\$ 4,781.39	\$ 4,924.84	\$ 5,072.58	\$ 5,224.76	\$ 5,381.50	\$ 5,542.95	\$ 5,709.23
10	216	242	\$ 4,251.81	\$ 4,379.37	\$ 4,510.75	\$ 4,646.07	\$ 4,785.45	\$ 4,929.02	\$ 5,076.89	\$ 5,229.19	\$ 5,386.07
9	190	215	\$ 4,011.15	\$ 4,131.48	\$ 4,255.42	\$ 4,383.09	\$ 4,514.58	\$ 4,650.02	\$ 4,789.52	\$ 4,933.20	\$ 5,081.20
8	166	189	\$ 3,784.10	\$ 3,897.62	\$ 4,014.55	\$ 4,134.99	\$ 4,259.04	\$ 4,386.81	\$ 4,518.41	\$ 4,653.97	\$ 4,793.58
7	143	165	\$ 3,569.91	\$ 3,677.00	\$ 3,787.31	\$ 3,900.93	\$ 4,017.96	\$ 4,138.50	\$ 4,262.65	\$ 4,390.53	\$ 4,522.25
6	121	142	\$ 3,367.84	\$ 3,468.87	\$ 3,572.94	\$ 3,680.12	\$ 3,790.53	\$ 3,904.24	\$ 4,021.37	\$ 4,142.01	\$ 4,266.27
5	101	120	\$ 3,177.20	\$ 3,272.52	\$ 3,370.70	\$ 3,471.82	\$ 3,575.97	\$ 3,683.25	\$ 3,793.75	\$ 3,907.56	\$ 4,024.79
4	83	100	\$ 2,997.36	\$ 3,087.28	\$ 3,179.90	\$ 3,275.30	\$ 3,373.56	\$ 3,474.76	\$ 3,579.01	\$ 3,686.38	\$ 3,796.97
3	65	82	\$ 2,827.70	\$ 2,912.53	\$ 2,999.91	\$ 3,089.90	\$ 3,182.60	\$ 3,278.08	\$ 3,376.42	\$ 3,477.71	\$ 3,582.05
2	49	64	\$ 2,667.64	\$ 2,747.67	\$ 2,830.10	\$ 2,915.00	\$ 3,002.45	\$ 3,092.53	\$ 3,185.30	\$ 3,280.86	\$ 3,379.29
1	0	48	\$ 2,516.64	\$ 2,592.14	\$ 2,669.91	\$ 2,750.00	\$ 2,832.50	\$ 2,917.48	\$ 3,005.00	\$ 3,095.15	\$ 3,188.01

2016 - Hourly

	Points		Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Eight
24	756	800	\$ 55.46	\$ 57.13	\$ 58.84	\$ 60.61	\$ 62.42	\$ 64.30	\$ 66.23	\$ 68.21	\$ 70.26
23	711	755	\$ 52.33	\$ 53.89	\$ 55.51	\$ 57.18	\$ 58.89	\$ 60.66	\$ 62.48	\$ 64.35	\$ 66.28
22	666	710	\$ 49.36	\$ 50.84	\$ 52.37	\$ 53.94	\$ 55.56	\$ 57.23	\$ 58.94	\$ 60.71	\$ 62.53
21	621	665	\$ 46.57	\$ 47.97	\$ 49.41	\$ 50.89	\$ 52.41	\$ 53.99	\$ 55.61	\$ 57.27	\$ 58.99
20	576	620	\$ 43.93	\$ 45.25	\$ 46.61	\$ 48.01	\$ 49.45	\$ 50.93	\$ 52.46	\$ 54.03	\$ 55.65
19	531	575	\$ 41.45	\$ 42.69	\$ 43.97	\$ 45.29	\$ 46.65	\$ 48.05	\$ 49.49	\$ 50.97	\$ 52.50
18	488	530	\$ 39.10	\$ 40.27	\$ 41.48	\$ 42.73	\$ 44.01	\$ 45.33	\$ 46.69	\$ 48.09	\$ 49.53
17	447	487	\$ 36.89	\$ 38.00	\$ 39.13	\$ 40.31	\$ 41.52	\$ 42.76	\$ 44.05	\$ 45.37	\$ 46.73
16	408	446	\$ 34.80	\$ 35.84	\$ 36.92	\$ 38.03	\$ 39.17	\$ 40.34	\$ 41.55	\$ 42.80	\$ 44.08
15	371	407	\$ 32.83	\$ 33.82	\$ 34.83	\$ 35.88	\$ 36.95	\$ 38.06	\$ 39.20	\$ 40.38	\$ 41.59
14	336	370	\$ 30.97	\$ 31.90	\$ 32.86	\$ 33.84	\$ 34.86	\$ 35.91	\$ 36.98	\$ 38.09	\$ 39.23
13	303	335	\$ 29.22	\$ 30.10	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.87	\$ 34.89	\$ 35.94	\$ 37.01
12	272	302	\$ 27.57	\$ 28.39	\$ 29.25	\$ 30.12	\$ 31.03	\$ 31.96	\$ 32.91	\$ 33.90	\$ 34.92
11	243	271	\$ 26.01	\$ 26.79	\$ 27.59	\$ 28.42	\$ 29.27	\$ 30.15	\$ 31.05	\$ 31.98	\$ 32.94
10	216	242	\$ 24.53	\$ 25.27	\$ 26.03	\$ 26.81	\$ 27.61	\$ 28.44	\$ 29.29	\$ 30.17	\$ 31.08
9	190	215	\$ 23.15	\$ 23.84	\$ 24.56	\$ 25.29	\$ 26.05	\$ 26.83	\$ 27.64	\$ 28.47	\$ 29.32
8	166	189	\$ 21.84	\$ 22.49	\$ 23.17	\$ 23.86	\$ 24.58	\$ 25.31	\$ 26.07	\$ 26.85	\$ 27.66
7	143	165	\$ 20.60	\$ 21.22	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.88	\$ 24.60	\$ 25.33	\$ 26.09
6	121	142	\$ 19.43	\$ 20.02	\$ 20.62	\$ 21.24	\$ 21.87	\$ 22.53	\$ 23.21	\$ 23.90	\$ 24.62
5	101	120	\$ 18.33	\$ 18.88	\$ 19.45	\$ 20.03	\$ 20.64	\$ 21.25	\$ 21.89	\$ 22.55	\$ 23.22
4	83	100	\$ 17.30	\$ 17.82	\$ 18.35	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.91
3	65	82	\$ 16.32	\$ 16.81	\$ 17.31	\$ 17.83	\$ 18.37	\$ 18.92	\$ 19.48	\$ 20.07	\$ 20.67
2	49	64	\$ 15.40	\$ 15.86	\$ 16.33	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.38	\$ 18.93	\$ 19.50
1	0	48	\$ 14.52	\$ 14.96	\$ 15.41	\$ 15.87	\$ 16.35	\$ 16.84	\$ 17.34	\$ 17.86	\$ 18.40

Attachment B



DATE: December 2, 2015

TO: Honorable Mayor and City Council Members
Sue Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director / City Engineer
Sara Grant, Parks and Recreation Coordinator

SUBJECT: Review of Pay Levels for Temporary/Seasonal Positions

Background

Each year, the City hires a number of temporary/seasonal employees for positions in recreation programs and parks maintenance. The 2015 and the proposed 2016 temporary/seasonal pay ranges are attached. The 2015 pay ranges were approved by the Council at the December 8, 2014 Council meeting.

The pay levels for these positions are based on compiled results of a survey that was done on pay scales for surrounding cities. The City of Arden Hills is competing with these cities to attract quality and experienced candidates. The results of the survey of adjacent cities indicated that the cities are maintaining their seasonal pay levels at or above the 2015 pay levels the City of Arden Hills currently has.

The pay scale is broken down into different categories for different positions. We are recommending a pay increase may be given from step one to step two for first time employees at the Public Works Superintendent's discretion.

Action Requested

Adopt the proposed 2016 part time / seasonal pay scale.

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Seasonal Positions	Roseville	Shoreview	New Brighton	Mounds View	Vadnais Heights	Arden Hills 2016 Proposed
Position	Pay Range	Pay Range	Pay Range	Pay Range	Pay Range	Pay Range
Adult Leaders	\$10.00-\$14.00	\$9.50-\$12.50	\$9.00-\$11.50	\$10.50-\$14.00	\$9.00-\$11.50	\$11.00-\$12.00
Assistant Playground Leaders	\$8.00-\$10.00	\$10.50-\$12.50	\$9.00-\$10.50	\$10.50-\$14.00	\$9.00-\$12.50	\$11.00-\$12.00
Building Attendant	\$8.00-\$10.00	\$10.00-\$11.00	\$10.00-\$12.50	\$12.50-\$14.50	\$10.00-\$11.50	\$9.00-\$10.00
Building Maintenance	\$10.50-\$12.50	\$11.00-\$13.00	\$9.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.50	\$10.50-\$14.00
Gym Supervisor	\$10.00-\$12.00	\$10.00-\$11.00	\$9.50-\$11.00	\$10.0-\$12.50	\$10.00-\$11.50	N/A
Other Recreations Positions						
Youth Softball Umpire (per game)	\$12.00-\$13.00	\$15.00-\$25.00	\$12.00-\$18.00	\$10.50-\$14.00	\$12.00-\$14.00	\$13.00-\$15.00
Soccer Referee (per game)	\$14.00-\$16.00	\$15.00-\$25.00	\$12.00-\$16.00	\$10.50-\$14.00	\$12.00-\$16.00	\$13.00-\$15.00
Playground Supervisor	\$11.00-\$13.50	\$10.50-\$12.50	\$10.00-\$11.50	\$10.50-\$14.00	\$11.00-\$13.00	\$13.00-\$14.00
Playground Leader	\$9.00-\$11.00	\$9.00-\$11.00	\$8.50-\$10.50	\$10.50-\$14.00	\$9.00-\$12.50	\$9.00-\$10.00
Public Service Laborer Seasonal						
Parks:	\$10.00-\$14.00	\$12.50-\$14.50	\$10.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.00	\$10.50-\$14.00
Sewer:	\$10.00-\$14.00	\$12.50-\$14.50	\$10.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.00	\$10.50-\$14.00
Streets:	\$10.00-\$14.00	\$12.50-\$14.50	\$10.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.00	\$10.50-\$14.00
Water:	\$10.00-\$14.00	\$12.50-\$14.50	\$10.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.00	\$10.50-\$14.00
Scorekeeper	N/A	\$10.00-\$11.00	\$10.50-\$12.50	\$13.00-\$17.00	\$10.00-\$12.00	N/A
Warming House Attendant	\$9.00-\$11.50	\$9.00-\$10.50	\$9.00-\$10.50	\$10.00-\$13.50	\$10.00-\$11.50	\$9.00-\$10.00
Youth Instructor I (After School, ROCKS, T-ball, Special Events)	\$12.00-\$15.00	\$10.00-\$12.50	\$11.50-\$13.50	\$11.50-\$20.00	\$11.50-\$14.50	\$11.00-\$12.00
Youth Instructor II (Gymnastics, Tennis)	\$15.00	\$10.50-\$12.50	\$12.00-\$14.00	\$11.50-\$20.00	\$12.50-\$15.00	\$13.00-\$14.00
Youth Instructor III (Gymnastics Head, Tennis, Aerobics, Ice Skating)	\$15.00	\$13.00-\$16.00	\$12.00-\$14.00	\$11.50-\$20.00	\$12.50-\$15.00	\$15.00-\$16.25
Youth Worker	\$7.00-\$8.00	\$9.00-\$12.00	\$8.50-\$10.50	\$8.50-\$10.50	\$8.50-\$10.00	\$9.00-\$10.00
Seasonal Positions						
Position	Roseville	Shoreview	New Brighton	Mounds View	Vadnais Heights	Arden Hills
Position	Pay Range	Pay Range	Pay Range	Pay Range	Pay Range	Pay Range
Youth Worker I (Playgrounds, Chill, Summer Special Events)	\$10.00-\$12.00	\$10.00-\$14.00	\$10.00-\$12.00	\$10.50-\$12.50	\$11.50-\$14.50	\$9.00-\$10.00
Youth Worker Lead Staff	\$12.00-\$14.00	\$15.00-\$18.00	\$12.50-\$14.50	\$11.50-\$20.00	\$12.50-\$15.00	\$13.00-\$14.00
Youth Worker III (Zone- Underground Evenings)	\$10.00-\$12.00	\$10.00-\$14.00	\$10.00-\$12.00	\$11.50-\$20.00	\$11.50-\$14.50	\$11.00-\$12.00



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Parks and Recreation 2016 (Proposed) Part-Time Pay Scale

Playground Leaders/Special Event/Trip Chaperone:					
Steps:	1	2	3	4	5+
	\$9.00	\$9.25	*\$9.50	\$9.75	\$10.00

* Pay Rate based on qualifications and experience

Program Instructor I: Soccer/pre-soccer; basketball; sports hour/Pee Wee sports; pre-t-ball; flag football; soccer/tball mini camp; art programs, floor hockey; volleyball Specialty crafts/ceramics; drawing; special event classes,					
Steps:	1	2	3	4	5
	\$11.00	\$11.25	*\$11.50	\$11.75	\$12.00

* Pay Rate based on qualifications and experience

Program Instructor II: Tennis, Baby-Sitting					
Steps:	1	2	3	4	5
	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Program Instructor III: Ice skating instructor, hockey skills instructor.					
Steps:	1	2	3	4	5+
	\$15.00	\$15.25	\$15.50	\$15.75	\$16.25

Program Instructor IV: Sports Coordinator, Lead Summer Staff.					
Steps:	1	2	3	4	5+
	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Youth Umpires/Referees: Softball Umpire per game / Soccer referee per game / Flag Football					
Steps:	1	2	3	4	5
	\$13.00	\$13.50	*\$14.00	\$14.50	\$15.00

* Certified Entry

Maintenance Worker:					
Steps:	1	2	3+	4	5+
	\$10.50	\$11.50	\$12.50	\$13.50	\$14.00

A pay increase will be given from step one to step two for first time employees at the Public Works Superintendant's discretion.

Ice Rink Attendants:					
Steps:	1	2	3	4	5+
	\$9.00	\$9.25	*\$9.50	\$9.75	\$10.00

* Pay Rate based on qualifications and experience

Park Attendants: Adult Softball; Soccer.					
Steps:	1	2	3	4	5+
	\$9.00	\$9.25	*\$9.50	\$9.75	\$10.00

* Pay Rate based on qualifications and experience



DATE: January 19, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: Proposed Highway 10 Median Discussion

Background

During an update on projects to the City Council from MnDOT, Mark Lindeberg mentioned that as part of a MnDOT safety project, the center median on Trunk Highway 10 in front of Welsch’s Big Ten Tavern and Scherer Bros. Lumber Co. will be closed permanently.

Discussion

Staff has been asked to draft a letter regarding this project. Staff is asking for Council discussion on the content of the letter, our concerns, and who it should be sent to. A draft letter containing the content of the letter has been attached for a starting point on that discussion.

Recommendation

Provide input to staff on the content of the letter, who it should be sent to, and direct the letter to come from the Mayor on behalf of the City Council.

Attachments

- A. Draft letter
- B. Big Ten Tavern Alternative Routes Map

Attachment A

January 25, 2016

MnDOT – 2
State Reps – 1
State Senator - 1

RE: US Hwy 10 Road Proposed Road Construction - Median

Dear _____:

It is our understanding MnDOT is considering permanently closing the center median on Trunk Highway 10 as part of a MnDOT safety project. While the road is not under our jurisdiction, the project will be within our City borders and is a significant transportation corridor for our residents and businesses as well as the County and the region.

This center median currently serves as the northbound entrance to two of our businesses, Welsch's Big Ten Tavern and Scherer Bros. Lumber Co. While the southbound entrances will remain open, northbound travelers will now have to bypass these businesses and make a u-turn up at The Mermaid in Mounds View or travel west on Co. Road 96 over Interstate 35W and then north to Mounds View to connect to a road which then goes southbound. Please see the attached map for illustrations.

One of our main concerns is that Welsch's Big Ten Tavern will be adversely affected as it will cut off a substantial amount of its business and access. It will also affect access from the anticipated development in Rice Creek Commons. This business has been in Arden Hills for the past 57 years. This could eventually mean the business will close or move out of the City of Arden Hills.

The City of Arden Hills would like to work with the State to discuss and review options for the future of this median. Please feel free to contact me, or Interim City Administrator Sue Iverson in regards to this matter.

Sincerely,

David Grant
Mayor

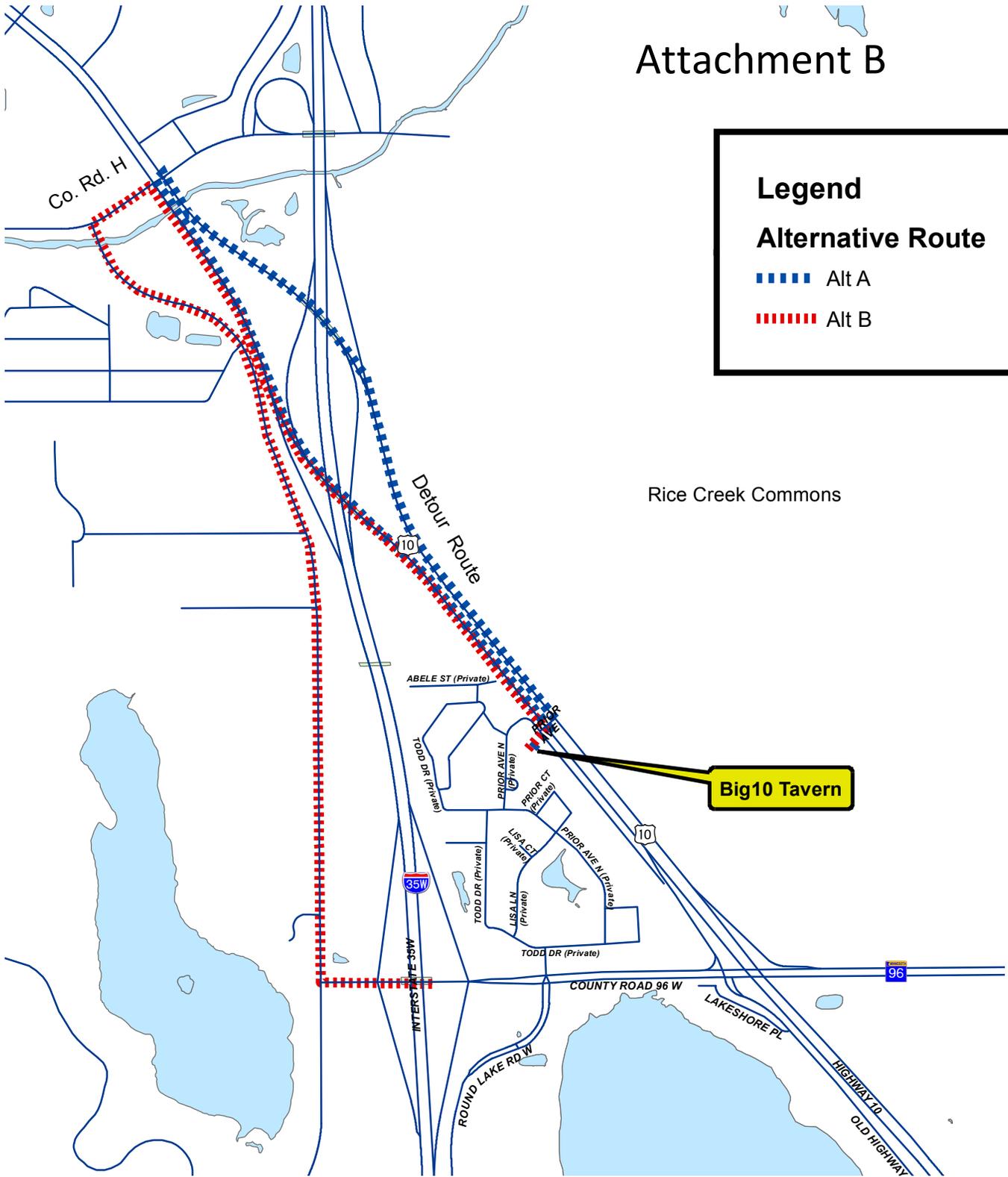
cc: Brenda Holden, City Councilmember
Dave McClung, City Councilmember
Fran Holmes, City Councilmember
Sue Iverson, Interim City Administrator
John Anderson, Acting Public Works Director/City Engineer
Jill Hutmacher, Community Development Director

Attachment B

Legend

Alternative Route

- Alt A
- Alt B



Big 10 Tavern

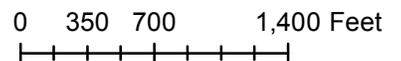
Big 10 Tavern Alternative Routes



Prepared by:
City of Arden Hills
1/13/16

Data Sources and Contacts:
* Ramsey County GIS Base Map (4/30/12)
* City of Arden Hills

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DATE: January 19, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: Council Vacancy Discussion

Background

The City Council currently has a vacancy due to the death of Robert Woodburn. The City Council advertised this vacancy and held interviews on January 11, 2016, and January 13, 2016.

Discussion

The Council will hold a discussion to determine who will fill this vacancy.

Recommendation

Direct staff to bring this agenda item to the regular City Council meeting on January 25, 2016, to approve the appointment of the new City Councilmember for the remainder of 2016.