

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday August 9, 2011**  
**Immediately Following Personnel Committee**  
**Lake Itasca Room 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Topics for Discussion**
  1. Consider Counter Offer for the Purchase of a Drainage and Utility Easement at 16259 Coquina Street NW  
**PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC**
  2. Consider Sanitary Sewer Options for the Property Located at 5220 156th Lane NW
  3. Consider Application for MnDOT Cooperative Agreement Program Related to the Future Armstrong Boulevard and TH 10 Interchange
  4. Review The COR Design Guidelines
  5. Discuss Extension vs. (Request for Proposals) RFP for General Legal Services
  6. Review 2011 Happy Days Budget
3. **Future Topics for Discussion - *See Attached Calendar***
4. **Mayor/Council/Staff Input**
  1. Review Future Work Session Topics/Calendar
5. **Adjournment**

**CC Work Session**

**2. 1.**

**Meeting Date:** 08/09/2011

**By:** Tim Himmer, Engineering/Public Works

**Title:**

Consider Counter Offer for the Purchase of a Drainage and Utility Easement at 16259 Coquina Street NW  
**PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC**

**Background:**

This matter was discussed in work session on July 26, 2011. Council provided direction at that time, and staff has presented the formal offer to the property owner. They have reviewed the information and are requesting consideration of a counter offer. Additional information will be presented at the meeting.

**Funding Source:**

Funding for this acquisition would be from the City's Stormwater Utility Fund

**Council Action:**

Based upon discussion.

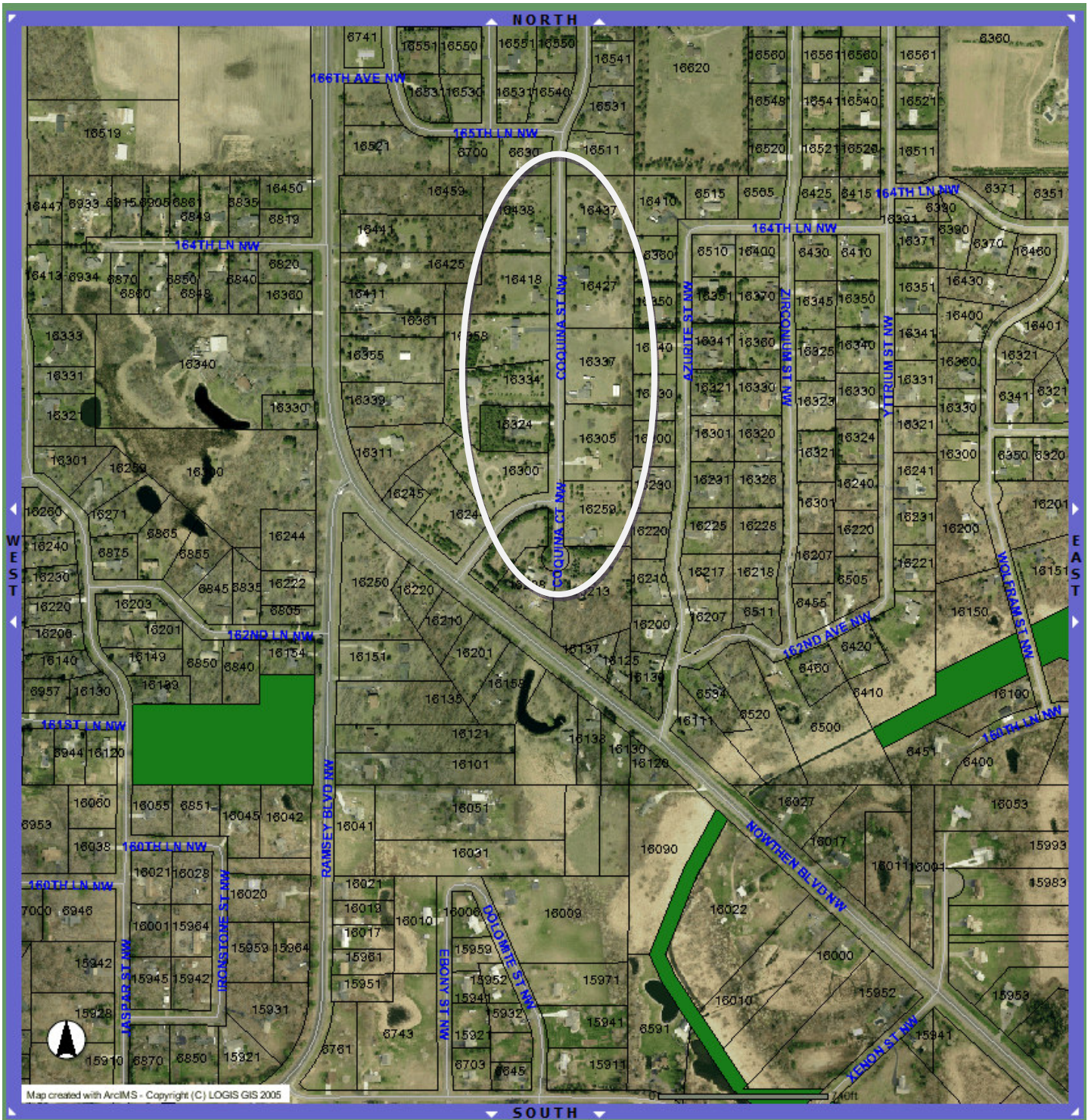
**Attachments**

Location Map

Easement Sketch

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	08/04/2011 02:25 PM
Kurt Ulrich	Amy Dietl	08/04/2011 02:31 PM
Form Started By: Tim Himmer		Started On: 08/04/2011 11:16 AM
	Final Approval Date: 08/04/2011	



**COQUINA STREET NW – 2011 STREET MAINTENANCE PROGRAM - DIVISION B (BITUMINOUS OVERLAY)**



0 50 100 200 Feet

EXISTING CONDITIONS  
PROPOSED CORRECTIONS



**CC Work Session**

2. 2.

**Meeting Date:** 08/09/2011**By:** Tim Himmer, Engineering/Public Works

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**Title:**

Consider Sanitary Sewer Options for the Property Located at 5220 156th Lane NW

**Background:**

The Woodland Green Subdivision, located east of TH 47 south of the Boy Scout Camp, was platted in 1973. Lot 4, Block 3 (5220 156th Lane NW) was platted with a 75 ft drainage and utility easement across the back of the lot.

The owners of the lot applied for a building permit in 1988, and since the back of the proposed house was shown at the platted easement line they applied to the City to vacate the north 50 feet of the easement (leaving a 25 ft drainage and utility easement across the back of the lot). The vacation was approved by resolution of the City Council (see attached).

The Wildlife Sanctuary subdivision was platted on the west side of TH47 in 2002, with the stormwater from the development discharging into the adjacent wetland. An equalizer pipe was placed under TH47 and storm sewer pipe was installed along 155th Lane and Barium Street in 2003, with the ultimate stormwater discharge to the wetland adjacent to Woodland Green park located at the rear of 5220 156th Lane. The Highlands at River Park subdivision was platted in 2001 (located to the east of Woodland Green); which included a storm sewer pipe that connected the Woodland Green park pond to an existing pipe west of Juniper Ridge Drive, and this existing pipe discharges to the Rum River (see attached area overview map).

The property owners at 5220 156th Lane NW, Jason and Ruth Obermaier, contacted the City at the end of June/beginning of July regarding standing water in their back yard; and specifically the potential impacts to their septic drainfield in that location. City staff visited the site to collect some survey data and verify elevations on the downstream storm sewer system to ensure that the water was flowing properly. Based on a septic system sketch in the City's property records it appears that the drainfield is constructed entirely outside of the City's 25' drainage and utility easement, and the water elevation at the time was approximately 3' - 5' outside of the drainage and utility easement and potentially over one lateral of the drainfield (see attached lot detail sketch).

**Observations:**

This item was discussed at the Public Works Committee in July, and several options were discussed relative to the downstream storm sewer system, and potential modifications for improved long term drainage to the Rum River; including enlargement of ponds, lowering of existing storm sewer pipe, and installation of additional storm sewer pipes. The recommendation from that meeting was to address the immediate concern related to the septic system, and evaluate options to correct this matter such that additional easements could be reacquired in this location.

**Option 1**

There is room to install a finger of the drainfield closer to the house; however current regulations require 3 feet of vertical separation between the invert of the drainfield pipe and saturated soils. It is unlikely this requirement could be met under the current condition, since the water table is approximately the same elevation as the surface water and this area has been inundated on several occasions.

**Option 2**

The existing well that serves this property is located on the east side of the house, so a relocated drainfield would need to be placed on the west side of the house to maintain proper separation. The lot slopes from front to back and there are mature trees that would need to be removed (along with considerable grading efforts), and a pump would be required to lift the discharge from the existing septic tank to the drain field. The property owner has stated they are not interested in this option, as they want to preserve the existing conditions on their property (trees, swimming pool, irrigation system, etc.).

Septic tank standards do allow for construction of a mound system over an existing drainfield, and this option was evaluated for size and cost considerations. The mound system would need to be approximately 40' wide x 80 long x 5' high, and is estimated to cost \$15,000 - \$18,000. Additional items that would also need to be completed with this approach include; the installation of fill material and grading to raise the grades at the rear of the property (to reduce water flow outside of the City easement in the future), restoration work (turf establishment and irrigation revisions), and the vacation of additional easement because the 40' dimension on the mound width would extend approximately another 10 feet in the remaining 25 foot easement retained by the City. Due to the need for additional easement vacation, and placing the new drainfield within the area adjacent to this further reduced easement, staff is not supportive of this option.

### Option 3

Staff evaluated the option for connected the property to the City's municipal sanitary sewer system; which includes directional drilling of a force main to the existing septic tank on the property, pipe materials, restoration, a pump and vault at the septic tank to lift the discharge to the city system (due to grade constraints), road work (bituminous removal and patching), and connecting to an existing manhole. This item is currently be estimated, and additional information will be provided at the meeting. The property owner is also concerned with the service charge for this connection (currently \$67 per month).

### Recommendation:

It appears as if the best option at this point is to consider connecting this property to the City's municipal sanitary sewer system. Once better estimates are prepared we can discuss further at the meeting. In an effort to expedite this matter staff has placed a case on the regular Council agenda for later this evening and would like to receive formal authorization to advance a resolution to this situation at that meeting. Ultimately it would probably make the most sense to have the property owner contract directly for this work so they can actively manage the contractor of their choice.

### Funding Source:

The funding source for these potential improvements would most likely be the City Stormwater Utility Fund.

### Council Action:

Based upon discussion.

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### Attachments

[Easement Vacation Resolution](#)

[Overview Map](#)

[Lot Sketch](#)

### Form Review

Inbox	Reviewed By	Date
Brian Olson	Brian Olson	08/04/2011 02:24 PM
Kurt Ulrich	Amy Dietl	08/04/2011 02:31 PM
Form Started By: Tim Himmer		Started On: 08/04/2011 11:07 AM

Final Approval Date: 08/04/2011

Councilmember Bawden introduced the following resolution and moved for its adoption:

**RESOLUTION #88-193**

**WHEREAS**, Glen and Brock Hammerschmidt are the fee owners of Lots 3 and 4, Block 3, Woodland Green; and

**WHEREAS**, the City has an easement for drainage purposes over the South 75 feet of said Lot 4 and the South 75 feet of the East 22 feet of said Lot 3; and

**WHEREAS**, Mr. Brock Hammerschmidt is proposing to build a house on said Lot 4 which abuts the north line of the 75 feet wide drainage easement; and

**WHEREAS**, Mr. Brock Hammerschmidt has requested the City to vacate the north 50 feet of its drainage easement on said Lot 4 to allow for sloping the fill to the proposed elevation of the house; and

**WHEREAS**, Mr. Glen Hammerschmidt has requested the City to vacate the North 50 feet of its drainage easement on Lot 3 to provide a consistent drainage easement on each lot; and

**WHEREAS**, the City Engineer has reviewed the request to vacate the North 50 feet of the easement and finds that the vacation will not affect the drainage in the area.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City hereby vacates the North 50 feet of drainage easements over Lots 3 and 4, Block 3, Woodland Green.
- 2) That the City shall retain the South 25 feet of the drainage easements over and across Lots 3 and 4, Block 3, Woodland Green.
- 3) That Glen and Brock Hammerschmidt reimburse the City for all expenses involved in the vacation of the drainage easements.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Bawden  
Councilmember DeLuca  
Councilmember Pearson  
Councilmember Sorteberg

and the following voted against the same:

None

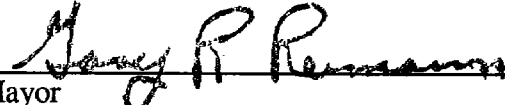
and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the City Council this 11th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember Bowden introduced the following resolution and moved for its adoption:

**RESOLUTION #88-194**

**RESOLUTION GRANTING FINAL PLAT APPROVAL TO HY-10 RAMSEY 4TH ADDITION**

WHEREAS, Mr. Norman D. Holm and Mr. Gilbert A. Menkveld, hereinafter referred to as "developers", have properly applied for plat approval of the following described property located in the City of Ramsey:

Lot 1, Block 1, Hy-10 Ramsey 3rd Addition, Anoka County,  
Minnesota

which plat is known as Hy-10 Ramsey 4th Addition, hereinafter known as "plat";  
and

WHEREAS, the Ramsey Planning and Zoning Commission, pursuant to Chapter 170.03 of the Ramsey City Code, held a public hearing on the proposed plat on August 2 and 18, 1988, which hearing was duly published in the City's legal newspaper and written notice of the hearing was given pursuant to law;  
and

WHEREAS, the Ramsey Planning and Zoning Commission, at a special meeting on August 18, 1988, recommended that the City Council grant preliminary plat approval of the plat; and

WHEREAS, the City Council reviewed the Planning and Zoning Commission's public hearing and meeting minutes, which minutes are incorporated as is fully set forth herein; and

WHEREAS, at a regular meeting on August 23, 1988 the Ramsey City Council granted preliminary plat approval of the plat as recommended by the Planning and Zoning Commission contingent upon the developers extending Ferret Street N.W. to the northern boundary of the plat and limiting access to Lot 3 to Ferret Street N.W.; and

WHEREAS, at a regular meeting on October 11, 1988 the Ramsey City Council granted final plat approval of the plat contingent upon the developers constructing Ferret Street N.W. as a cul-de-sac with an easement dedicated for the possible future extension of Ferret Street N.W. to the northern boundary of the plat and access to Lot 3 being limited to Ferret Street N.W.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1) That final approval of the plat of Hy-10 Ramsey 4th Addition is hereby granted contingent upon the developers providing proof of marketable title for the property to the City.

2) That the developers execute a development agreement with the City outlining the conditions for development of Hy-10 Ramsey 4th Addition.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

- Mayor Reinman
- Councilmember Bawden
- Councilmember DeLuca
- Councilmember Sorteberg
- Councilmember Pearson

and the following voted against the same:

None

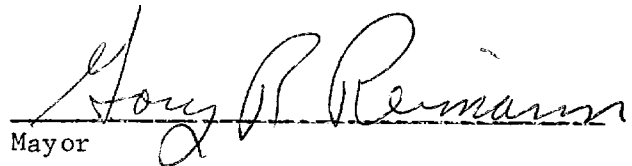
and the following abstained:

None

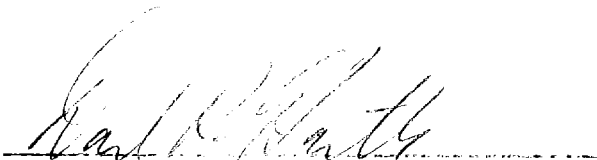
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council on the 11th day of October, 1988.

  
 \_\_\_\_\_  
 Mayor

ATTEST:

  
 \_\_\_\_\_  
 City Administrator

Councilmember Sorteberg introduced the following resolution and moved for its adoption:

RESOLUTION #88-195

RESOLUTION RELATING TO PARKING RESTRICTIONS ON S.A.P. 199-112-02 FROM ANDRIE STREET N.W. TO TRUNK HIGHWAY NO. 10 AND 159 IN THE CITY OF RAMSEY, MINNESOTA

WHEREAS, the City of Ramsey has planned the improvement of MSAS 112 - 153rd Avenue N.W. from Andrie Street N.W. to Trunk Highway No. 10 and 169; and

WHEREAS, the City of Ramsey will be expending Municipal State Aid funds on the improvement of this street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street. Approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions; and

WHEREAS, the extent of these restrictions that would be a necessary prerequisite to the approval of this construction as a Municipal State Aid project in the City of Ramsey has been determined.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1) That the City of Ramsey shall ban the parking of motor vehicles on both sides of MSAS 112 (153rd Avenue N.W.) at all times.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Bawden and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reinman  
Councilmember Sorteberg  
Councilmember Bawden  
Councilmember Pearson  
Councilmember DeLuca

and the following voted against the same:

None

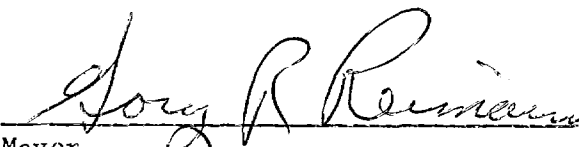
and the following abstained:

None

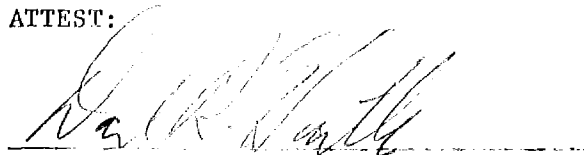
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember Sorteberg introduced the following resolution and moved for its adoption:

**RESOLUTION #88-196**

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS (IMPROVEMENT PROJECT #88-21 - 153RD AVENUE N.W.)**

**WHEREAS**, the City Engineer has prepared right-of-way plans for the acquisition of 153rd Avenue N.W. between Andrie Street N.W. and Highway #10 and Highway #169; and

**WHEREAS**, MnDOT has approved the right-of-way plans; and

**WHEREAS**, a resolution of the City Council of the City of Ramsey adopted the 11th day of October, 1988, authorized the City Attorney to acquire the right-of-way for 153rd Avenue N.W.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That such improvement is hereby ordered as proposed in the Council Resolution adopted the 11th day of October, 1988.
- 2) That Mr. Peter R. Raatikka of Hakanson Anderson Associates, Inc. is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Bawden and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Sorteberg  
Councilmember Bawden  
Councilmember DeLuca  
Councilmember Pearson

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October.

Gary R. Remanni  
Mayor

ATTEST:

[Signature]  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-197**

**RESOLUTION AUTHORIZING ACQUISITION FOR CERTAIN STREET AND UTILITY EASEMENTS**

WHEREAS, the City of Ramsey proposes to construct an improvement project known as Improvement Project #88-21, which project will facilitate the construction of streets and drainage facilities generally in:

Outlot C, Northfork; and  
Part of SW 1/4 of NW 1/4 of Section 19, Township 32, Range 25

all in the City of Ramsey, Anoka County, Minnesota; and

WHEREAS, the improvement consists of the construction of drainage facilities and a new street, all of which improvements are necessary in order to provide for the health, welfare and safety of the residents of the City of Ramsey; and

WHEREAS, certain lands are required to provide perpetual easements for said improvement construction; and

WHEREAS, the property owners from whom easements are required have been identified by the City as follows, to-wit:

<u>Parcel No.</u>	<u>Owner</u>	<u>Street &amp; Utility Easement</u>	<u>Drainage Easement</u>
1	Norfolk Dev., Inc.	Obtained	22,610 SF
2	Carol D & Francis Y. Welte	18,130 SF	0 SF
3	Charles L. Christian & Ralph Birdsall	26,430 SF	22,225 SF
4	Charles L. Christian	15,990 SF	0 SF

AND WHEREAS, the Ramsey City Council finds that it is in the public's interest, that the project be expedited to the extent allowable by law and that there is a need to acquire use of the real property prior to the award of the court-appointed commissioners.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the street improvements as described herein are public projects and that the real property is reasonably necessary and convenient to the furtherance of said public projects and the acquisition of interests in the real property as described herein will further the public health, welfare, safety and convenience of the City of Ramsey.
- 2) That the Ramsey City Council hereby authorizes the City Engineer, Mr. Peter R. Raatikka of Hakanson Anderson Associates, Inc. to proceed to acquire the fee title and easement rights to said real property in accordance with Minnesota Statutes and the City Charter.
- 3) That if the interests in the real property as described above cannot be acquired by direct negotiation, it shall be acquired by eminent domain and the City Council hereby requests the City Attorney to file the necessary petition therefore, and to prosecute such action to a

successful conclusion or until it is abandoned, dismissed or terminated by the City or Court and to acquire possession of the real property as described on attached Exhibit "A" prior to the awards being issued by the court-appointed commissioners pursuant to the "Quick-take" procedures of Minnesota Statute MSA 117.042.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

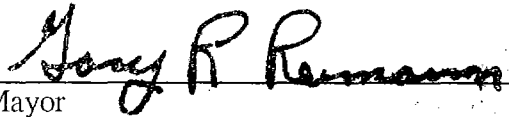
and the following abstained:

None

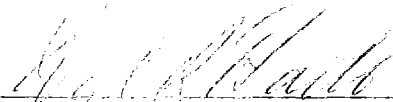
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember DeLuca introduced the following resolution and moved for its adoption:

**RESOLUTION #88-198**

**RESOLUTION ADOPTING THE 1989 OPERATIONAL BUDGET**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1 ) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 1989 is hereby adopted for the General Fund and Special Revenue Funds as follows:

1 0 1 GENERAL FUND

Revenues:

Taxes -

Current ad valorem	\$ 852,112
All other	83,000
Licenses and permits	175,970
Intergovernmental -	
Homestead credit (current ad valorem)	268,767
All other	497,389
Charges for services	52,100
Fines and forfeits	30,000
Interest earnings	70,000
Miscellaneous	8,100

Total Revenues \$ 2,037,438

Expenditures:

General Government	\$ 756,730
Public Safety	643,594
Streets and Highways	275,298
Culture and Recreation	92,863
Conservation of Natural Resources	14,861
Expenditure Reserve	22,101
G. O. Debt Service	5,906
Capital Outlay	634,950

Total Expenditures \$ 2,446,303

Other Financing Sources and Uses:

Transfers in	541,100
Transfers out	(132,235)

Total Other Financing Sources \$ 408,865

202 FLINTWOOD SPECIAL REVENUE FUND

Revenues:

Interest earnings	\$ 50
Miscellaneous	<u>1,000</u>
	<u>\$ 1,050</u>

Expenditures:

General Government	\$ 800
Future year uses	<u>250</u>
	<u>\$ 1,050</u>

203 RIVER'S BEND SPECIAL REVENUE FUND

Revenues:

Interest earnings	\$ 100
Miscellaneous	<u>2,000</u>
	<u>\$ 2,100</u>

Expenditures:

General Government	\$ 1,600
Future year uses	<u>500</u>
	<u>\$ 2,100</u>

204 TAX INCREMENT REVOLVING FUND

Revenues:

Tax increment	<u>\$ 155,000</u>
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Expenditures:

Future year uses	<u>\$ 155,000</u>
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225 TIPPING FEE FUND

Revenues:

Interest earnings	\$ 12,000
Miscellaneous	<u>150,000</u>
	<u>\$ 162,000</u>

Expenditures:

General Government	\$ 25,000
Future year uses	<u>137,000</u>
	<u>\$ 162,000</u>

2) That the City Administrator/Clerk be directed to cause the appropriate accounting entries be made in the financial ledgers of the City of Ramsey.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilmember Bawden and upon vote being taken thereon, the following voted in favor thereof:

Mayor Heimann  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg  
Councilmember Pearson

and the following voted against the same:

None

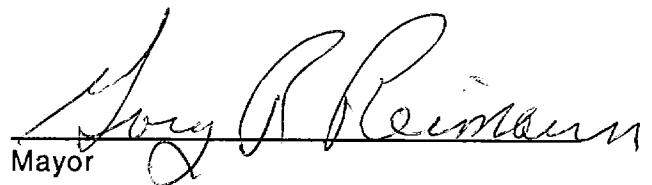
and the following abstained:

None

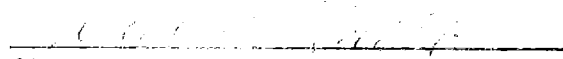
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator/Clerk

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-199**

**RESOLUTION APPROVING OF BILLS FOR THE FIRST HALF OF OCTOBER, 1988**

**WHEREAS**, the City of Ramsey Finance Department has received certain bills for the first half of October, 1988 that require payment; and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment of the attached bills.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council of Ramsey hereby approves the payment of bills for the first half of the month of October, 1988 in the amount of \$\_\_\_\_\_.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Sorteberg  
Councilmember Bawden

and the following voted against the same:

None


and the following abstained:

None

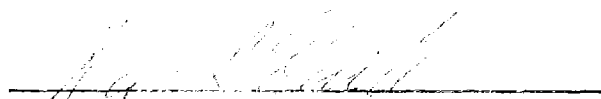
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October, 1988.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-200**

**RESOLUTION APPROVING PAYMENT OF BILLS FOR THE SECOND HALF OF OCTOBER, 1988**

**WHEREAS**, the City of Ramsey Finance Department has received certain bills for the second half of October, 1988 that require payment; and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment of the attached bills.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council of Ramsey hereby approves the payment of bills for the second half of the month of October, 1988 in the amount of \$182,939.05.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

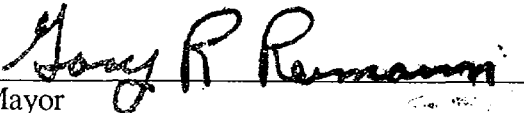
and the following abstained:

None


and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-201**

**RESOLUTION ESTABLISHING EMPLOYEE STATUS**

**WHEREAS,** Gregory Talbot was promoted to full-time probationary status as a maintenance worker in the Public Works Department on March 28, 1988 and has received a confirming review from the City Administrator to end the six month probationary period.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) Gregory Talbot, Maintenance Worker, is hereby recognized as a regular full-time employee of the City of Ramsey.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

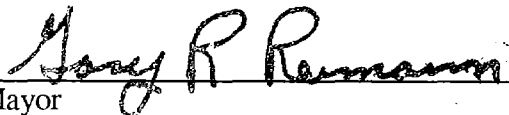
and the following abstained:

None

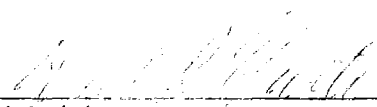
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-202**

**RESOLUTION APPROVING PARTIAL PAY FOR C.B.I. NA-CON, INC.  
(PROJECT #87-19 ELEVATED STORAGE TANK NO. 1)**

WHEREAS, the City Council of the City of Ramsey approved this project on April 14, 1988; and

WHEREAS, the City Council of the City of Ramsey adopted a resolution awarding the bid to C.B.I. Na-Con, Inc. for the construction of elevated Storage Tank No. 1; and

WHEREAS, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to C.B.I. Na-Con, Inc. in the amount of \$29,640.00.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to C.B.I. Na-Con, Inc. for the construction of elevated Storage Tank No. 1 in the amount of \$29,640.00
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release form for this partial payment.
- 3) That the total amount of this partial payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

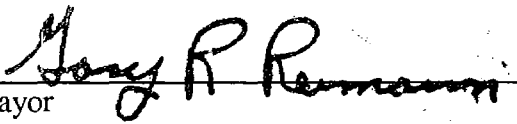
and the following abstained:

None

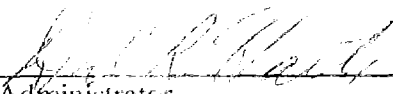
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-203**

**RESOLUTION APPROVING PARTIAL PAY FOR NORTHDAL  
CONSTRUCTION CO., INC. (PROJECT #88-9 FRONT STREET N.W.)**

WHEREAS, the City Council of the City of Ramsey approved this project on June 28, 1988; and

WHEREAS, the City Council of the City of Ramsey adopted a resolution awarding the bid to Northdale Construction Co. for the improvements to Front Street N.W.; and

WHEREAS, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to Northdale Construction Co., Inc. in the amount of \$88,911.45.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to Northdale Construction Co., Inc. for the improvements to Front Street N.W. in the amount of \$88,911.45.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release form for this partial payment.
- 3) That the total amount of this partial payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

George R. Remanni  
Mayor

ATTEST:

John R. Hill  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-204**

**RESOLUTION APPROVING PARTIAL PAY FOR W. B. MILLER, INC.  
(PROJECT #88-13 RUM RIVER TERRACE SITE IMPROVEMENT)**

WHEREAS, the City Council of the City of Ramsey approved this project in March, 1988; and

WHEREAS, the City Council of the City of Ramsey adopted a resolution awarding the bid to W. B. Miller, Inc. for the site improvements to Rum River Terrace; and

WHEREAS, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to W. B. Miller, Inc. in the amount of \$8,480.65.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to W. B. Miller, Inc. for the site improvements to Rum River Terrace in the amount of \$8,480.65.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release form for this partial payment.
- 3) That the total amount of this partial payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reinmann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

Gay R. Remann  
Mayor

ATTEST:

[Signature]  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-205**

**RESOLUTION APPROVING PARTIAL PAY FOR STIGLICH CONSTRUCTION  
(PROJECT #88-15 ANOKA SPORTS CENTER SITE IMPROVEMENT)**

**WHEREAS**, the City Council of the City of Ramsey approved this project on April 12, 1988; and

**WHEREAS**, the City Council of the City of Ramsey adopted Resolution #88-85 awarding the bid to Stiglich Construction for the site improvements to Anoka Sports Center; and

**WHEREAS**, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended final payment to Stiglich Construction in the amount of \$7,962.37.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes final payment to Stiglich Construction for the site improvements to the Anoka Sports Center in the amount of \$7,962.37.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release form for this partial payment.
- 3) That the total amount of this final payment is not included in the resolution approving payment for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

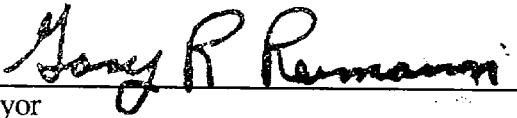
and the following abstained:

None

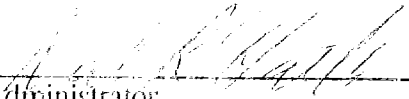
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-206**

**RESOLUTION APPROVING PARTIAL PAY FOR COTTONWOOD CONSTRUCTION, INC. (PROJECT #88-17 CENTRAL PARK PARK CENTER)**

**WHEREAS**, the City Council of the City of Ramsey approved this project on July 13, 1988; and

**WHEREAS**, the City Council of the City of Ramsey adopted Resolution #88-116 awarding the bid to Cottonwood Construction, Inc. for the construction of the Central Park Park Center.

**WHEREAS**, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to Cottonwood Construction in the amount of \$58,827.46.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to Cottonwood Construction for the Park Center construction in the amount of \$58,827.46.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release form for this partial payment.
- 3) That the total amount of this partial payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

Gay R Remann  
Mayor

ATTEST:

[Signature]  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-207**

**RESOLUTION APPROVING PARTIAL PAY FOR COTTONWOOD CONSTRUCTION, INC. (PROJECT #88-16 CENTRAL PARK WARMING HOUSE)**

**WHEREAS**, the City Council of the City of Ramsey approved this project on July 13, 1988; and

**WHEREAS**, the City Council of the City of Ramsey adopted a resolution awarding the bid to Cottonwood Construction, inc. for the construction of the Central Park Warming House; and

**WHEREAS**, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to Cottonwood Construction in the amount of \$22,340.96.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to Cottonwood Construction for the Warming House Construction in the amount of \$22,340.96.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release for this partial payment.
- 3) That the total amount of this partial payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

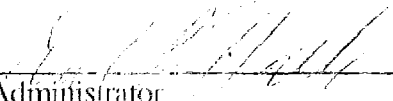
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-208**

**RESOLUTION APPROVING PARTIAL PAY FOR KILLMER ELECTRIC (PROJECT #87-28 CENTRAL PARK HOCKEY RINK AND TEMPORARY WARMING HOUSE ELECTRICAL LIGHTING)**

**WHEREAS**, the City Council of the City of Ramsey approved this project on November 10, 1987; and

**WHEREAS**, the City Council of the City of Ramsey adopted Resolution #87-85 awarding the bid to Killmer Electric for the electrical work and Central Park hockey rinks and temporary warming house; and

**WHEREAS**, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended final payment to Killmer Electric in the amount of \$1,111.80.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to Killmer Electric for the electrical work at Central Park Hockey Rinks and Temporary Warming House in the amount of \$1,111.80.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release for this final payment.
- 3) That the total amount of this final payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reinmann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

Gary R. Remanni  
Mayor

ATTEST:

[Signature]  
City Administrator

Councilmember Pearson introduced the following resolution and moved for its adoption:

**RESOLUTION #88-209**

**RESOLUTION APPROVING PARTIAL PAY FOR W. B. MILLER, INC.  
(PROJECT #88-14 IMPROVEMENTS TO RIVER'S BEND PARK)**

**WHEREAS**, the City Council of the City of Ramsey approved this project on March, 1988; and

**WHEREAS**, the City Council of the City of Ramsey adopted Resolution #88-105 awarding the bid to W. B. Miller, Inc. for the improvements to River's Bend Park; and

**WHEREAS**, City Engineer Pete Raatikka of Hakanson Anderson Associates, Inc. recommended partial payment to W. B. Miller, Inc. in the amount of \$7,721.60.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council hereby authorizes partial payment to W. B. Miller, Inc. for the improvements to River's Bend Park in the amount of \$7,721.60.
- 2) That the City Council hereby authorizes the Mayor or City Administrator to sign the release for this partial payment.
- 3) That the total amount of this final payment is not included in the resolution approving payment of bills for the month of October, 1988.
- 4) That the City of Ramsey Finance Department be provided a signed copy of this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Pearson  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

Gary R Remanni  
Mayor

ATTEST:

[Signature]  
City Administrator

Councilmember Sorteberg introduced the following resolution and moved for its adoption:

**RESOLUTION #88-210**

WHEREAS, Mr. Mel Boser, hereinafter referred to as "applicant" has applied for plat approval of the minor subdivision of the following described property located in the City of Ramsey:

The South Half of the Northwest Quarter of the  
Northeast Quarter of Section 9, Township 32, Range  
25, Anoka County, Minnesota.

AND WHEREAS, the above described property is to be known as Ramsey Ridge, hereinafter referred to as "plat"; and

WHEREAS, City Staff and the Planning and Zoning Commission have reviewed the proposed plat pursuant to Chapter 170.0317 of the Ramsey City Code.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1) That final approval of Ramsey Ridge is granted contingent upon:

- a) Mr. Boser providing proof of marketable title for the property to the City;
- b) Mr. Boser entering into a development agreement with the City;
- c) Mr. Boser providing a 66 foot wide easement between Lots 1 and 2 and a 66 foot wide easement starting at the center of the lot line dividing Lots 1 and 2 and extending north to the plat boundary;
- d) Mr. Boser including easements for future street extensions to the north in the plat.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Sorteberg  
Councilmember DeLuca  
Councilmember Pearson  
Councilmember Bawden

and the following voted against the same:

None


and the following abstained:

None

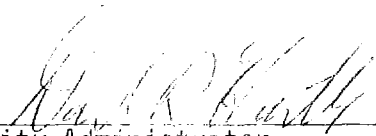
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember DeLuca introduced the following resolution and moved for its adoption:

**RESOLUTION #88-211**

**RESOLUTION RECEIVING BIDS AND AWARDING CONTRACT FOR CENTRAL PARK PARK CENTER WELL (PROJECT #88-16)**

WHEREAS, pursuant to a solicitation for bids for the construction of a well at Central Park Park Center (Project #88-16), bids were received, opened and tabulated according to law, and the following bids were received:

<u>Bidder</u>	<u>Amount of Bid</u>
E.H. Renner & Sons, Inc.	\$7,267.50
North Star Drilling, Inc.	\$9,865.00

AND WHEREAS, it appears that E.H. Renner & Sons, Inc. of Elk River, Minnesota is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with E.H. Renner & sons, Inc. of Elk River, Minnesota in the name of the City of Ramsey for the construction of a well for the Central Park Park Center according to the plans and specifications therefore approved by the Ramsey City Council and on file in the office of the City Administrator.
- 2) That the city Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Bawden and upon vote being taken thereon, the following voted in favor thereof:

Mayor Keirnann  
Councilmember DeLuca  
Councilmember Bawden  
Councilmember Pearson  
Councilmember Sorteberg

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolutions was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

*Gary R. Remann*  
Mayor

ATTEST:

*[Signature]*  
City Administrator

Councilmember Sorteberg introduced the following resolution and moved for its adoption:

**RESOLUTION #88-212**

**RESOLUTION RECEIVING BIDS AND AWARDED CONTRACT FOR PARKING LOT LIGHTING FOR CITY HALL (IMPROVEMENT PROJECT #88-24)**

WHEREAS, pursuant to an advertisement for bids for the improvement of parking lot lighting for city hall (Project #88-24) bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Bidder</u>	<u>Amount of Bid</u>
Electrical Systems of Anoka, Inc.	\$22,695.00
Electrical Services Co.	\$24,943.00
Killmer Electric Co.	\$25,375.00
Ridgedale Electric	\$29,800.00

AND WHEREAS, it appears that Electrical Systems of Anoka, Minnesota is the lowest responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with Electrical Systems of Anoka, Minnesota in the name of the City of Ramsey for the improvement of parking lot lighting (Project #88-24) according to the plans and specifications therefore approved by the Ramsey City Council and on file in the office of the City Administrator/Clerk.
- 2) The City Administrator/Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and next lowest bidder shall be retained until a contract has been signed.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember DeLuca and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember Sorteberg  
Councilmember DeLuca  
Councilmember Pearson  
Councilmember Bawden

and the following voted against the same:

None

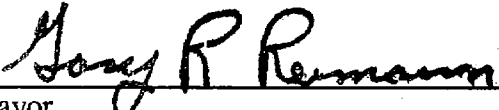
and the following abstained:

None

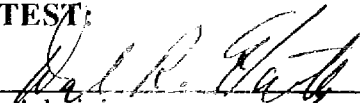
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

Councilmember SORTEBERG introduced the following resolution and moved for its adoption:

**RESOLUTION #88-213**

**RESOLUTION RECEIVING REPORT AND CALLING HEARING ON STREET IMPROVEMENT (WACO DRIVE AND WACO STREET)**

WHEREAS, pursuant to a resolution of the Ramsey City Council adopted July 12, 1988, a report has been prepared by Mr. Pete Raatikka of Hakanson Anderson Associates, Inc. with reference to the tarvia surfacing improvement of the following streets:

- a) Waco Drive N.W. between Waco St. N.W. and Burns Township
- b) Waco Street N.W. between 179th Lane N.W. and Burns Township

WHEREAS, the report was received by the Ramsey City Council on October 25, 1988 which report indicates the following:

Estimated Total Cost of Project	\$40,730.00
Estimated Total Assessment per unit (individual property cost):	\$ 3,702.73
Estimated Annual Assessment per unit 10 year term	\$ 576.89

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the Ramsey City Council will consider the tarvia surfacing improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to the Ramsey City Charter at an estimated total cost of the improvement of \$40,730.00.
- 2) That a public hearing shall be held on such proposed improvement on the 29th day of November, 1988, in the Council Chambers of the Ramsey Municipal Center at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Bawden and upon vote being taken thereon, the following voted in favor thereof:

Mayor Reimann  
Councilmember SORTEBERG  
Councilmember Bawden  
Councilmember DeLuca  
Councilmember Pearson

and the following voted against the same:

None

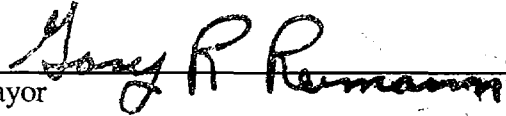
and the following abstained:

None

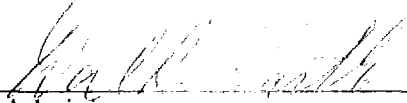
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator

# WOODLAND GREEN - HIGHLANDS AT RIVER PARK





210'

10 FOOT DRAINAGE EASEMENT

55'

175'

SEPTIC TANK

80'

DRAIN FIELD LINE

EDGE OF WATER

70'

25 FOOT DRAINAGE EASEMENT

**CC Work Session**

**2. 3.**

**Meeting Date:** 08/09/2011

**By:** Tim Himmer, Engineering/Public Works

**Title:**

Consider Application for MnDOT Cooperative Agreement Program Related to the Future Armstrong Boulevard and TH 10 Interchange

**Background:**

The TH 10 and Armstrong Boulevard interchange project continues to advance through the environmental assessment process. The proposed frontage road system along the south side of TH 10 includes an extension of Riverdale Drive to Traprock Street (see attached alignment). MnDOT offers a cooperative agreement program, which could fund a portion of this frontage road work if it provides a benefit to their trunk highway system. This program was identified as a potential funding source for a portion of the larger project.

We will be scheduling a meeting with MnDOT staff to discuss our anticipated request under this program, and evaluate the frontage road project in relation to the larger scope of improvements being contemplated in this area. Staff wants to discuss this matter with Council; to outline our proposal and address any concerns related to potential roadway reconfigurations and/or access revisions along TH 10.

**Observations:**

A City resolution requesting funding under this program is required so, if directed by Council to proceed with an application, an item will be placed on the August 23rd consent agenda.

**Funding Source:**

There is no funding request associated with this case but depending on the results of the meeting with MnDOT, staff may request funding in the future to compile and complete the application materials. Once we have an idea of whether MnDOT would be supportive of our potential application we can evaluate what additional work would be necessary to complete the application and come back to Council for consideration of funding (if necessary).

**Council Action:**

Based upon discussion.

**Attachments**

MnDOT Agreement Solicitation  
Interchange Alignment Plan

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	08/04/2011 02:25 PM
Kurt Ulrich	Amy Dietl	08/04/2011 02:31 PM
Form Started By: Tim Himmer		Started On: 08/04/2011 11:26 AM

Final Approval Date: 08/04/2011



**Minnesota Department of Transportation**

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**Metro District, State Aid Office**  
1500 West County Road B-2  
Roseville, MN 55113

Phone: 651/234-7768  
Fax: 651/234-7765

April 28, 2011

To: METRO DISTRICT COUNTIES and CITIES

Subject: Mn/DOT Fiscal Year (FY) 2013 (7/1/12 - 6/30/13)  
Metro Municipal Agreement Program - Solicitation of Projects

The Metro District will be accepting candidate projects for the FY 2013 Municipal Agreement Program in July 2011. The proposed budget for FY 2013 is 4 million dollars. The maximum award available for any individual project is \$650,000 for construction plus 8% for construction engineering and inspection for a total of \$702,000. This solicitation letter is also posted on the Metro State Aid website at: [www.dot.state.mn.us/metro/stateaid/2013prog.html](http://www.dot.state.mn.us/metro/stateaid/2013prog.html)

The Municipal Agreement Program provides funding to construction projects that are developed and administered by local agencies and provide a benefit to both the local community and the trunk highway system. These funds are intended to pay for a portion of the construction costs of the project. Right of Way, Utility Relocation, Preliminary Design (including social, environmental and economic impact evaluation) and Final Design costs are not eligible for funding. Metro District's participation in the projects is based on eligibility as determined in Mn/DOT's Cost Participation Policy. This policy can be viewed at the following web address:

<http://www.dot.state.mn.us/stateaid/ProjDeliv/agreements/information/ds11.pdf>

**The selection process/priority of projects has been updated in order to more closely align with the Metro District's Transportation System Plan (TSP) and Highway Investment Plan (HIP). The goal is to have a program that is balanced across all investment categories and not follow an investment hierarchy. This is addressed in more detail in the Municipal Agreement Program, Planning and Programming Guide, which is posted on the Metro State Aid web site at the following address: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>**

**The Municipal Agreement Program utilizes the following four Investment Categories: Maintain Existing Infrastructure (Preservation), Improve Safety, Improve Mobility, Support Community Development**

When preparing your submittal cover letter please address these categories in describing the benefits of the project. Additional information on these categories is contained in the updated documents referenced earlier.

A great deal of planning must occur to ensure that the proposed projects are developed into designs that meet the needs and requirements of all involved parties. Preliminary discussions with the appropriate Mn/DOT Area Manager and/or Area Engineer and Cooperative Agreements Engineer are an essential part of this planning. For the proposed planning timeline see the April 2011 version of the Municipal Agreement Program, Planning and Programming Guide. It is posted on the Metro State Aid website, Municipal Agreement page: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>

Project proposals need to be submitted by July 29, 2011 to be considered for the FY 2013 program. Proposals are routed internally at Mn/DOT for comment and then returned to submitting agencies for modification as applicable prior to selection. It is anticipated that the actual project selection will occur in November of 2011 with the funds becoming available July 1, 2012.

The following items need to be included in the submittal package, please submit **10 copies of each item and either provide an electronic version of the package or a link to an electronic version. Portable Document Format (PDF) is preferred.** This number of copies and the electronic version allows a quicker review by Mn/DOT functional areas allowing more time for the submitting agency to prepare its final submittal.

1. **Request letter** from the local agency describing the project and requesting funding from the Municipal Agreement Program. Included in this cover letter should be the requested amount of Mn/DOT funding as well as the trunk highway and local roadway benefit(s). [Attached to this cover letter should be any supporting documentation (studies, reports, Intersection Control Evaluations (ICE), etc)]
2. **A geometric layout** of the proposed project. This should be as detailed and complete as possible so that a clear picture of the proposed project and benefits are shown. A Mn/DOT “staff approved” layout may be required later as part of the project development depending on the type and complexity of project. Work types that require a Level 1 layout require a preliminary layout in Mn/DOT format. Layout criteria can be found at <http://dotapp7.dot.state.mn.us/edms/download?docId=636152> . Consideration should be given to starting the layout development and approval process prior to project selection due to the time required for review and approval.
3. **Cost estimate.** This should include the total project cost, the contribution from any partners and the amount requested from the Municipal Agreement Program.
4. A **signed Local Agency Resolution** stating that the local agency is requesting funding from Mn/DOT through the Municipal Agreement Program and if funding is provided, the local agency will complete the project. This document must include the appropriate signatures, seals etc.
5. A **“one page summary”** of the project listing reasons for the project, benefits and proposed costs. Include whether there is an opportunity to advance the work and/or leverage local and/or private funding as applicable. This document will be used as a quick reference during the actual selection process.

6. **Additional Materials** such as:
  - a. Traffic Study (as applicable)
  - b. Approved Intersection Control Evaluation (ICE) (if all way stop, signal or roundabout is proposed)
  - c. Environmental studies or documentation available such as the following:
    - i. Contaminated Properties/Regulated Waste Screening Checklist
    - ii. Phase 1 and/or 2 Environmental Site Assessment
    - iii. Clearance Letters from pertinent Regulatory Agencies
    - iv. Project Memo, EA, EIS, etc. as applicable or available at time of submittal
  - d. Compliance with Metropolitan Council Transportation Policy Plan (TPP), Mn/DOT/Metro Highway Investment Plan (HIP), Local Comprehensive Plans as applicable and how the proposal supports community development.

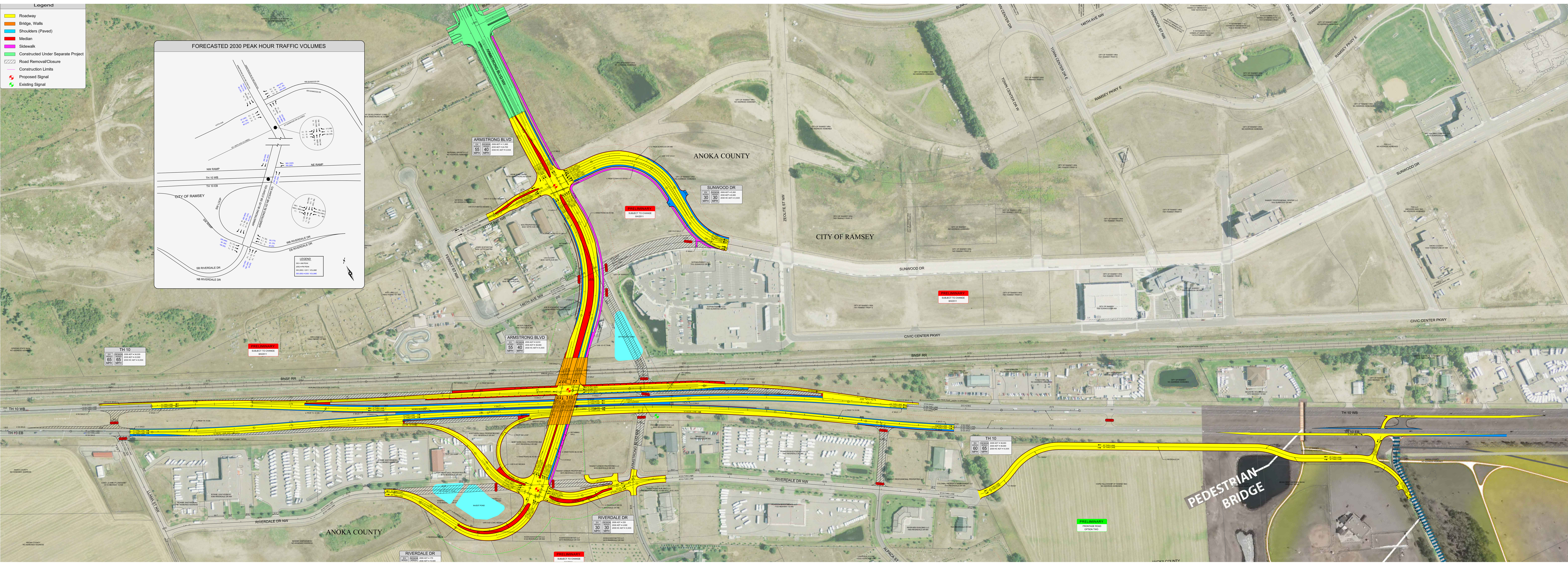
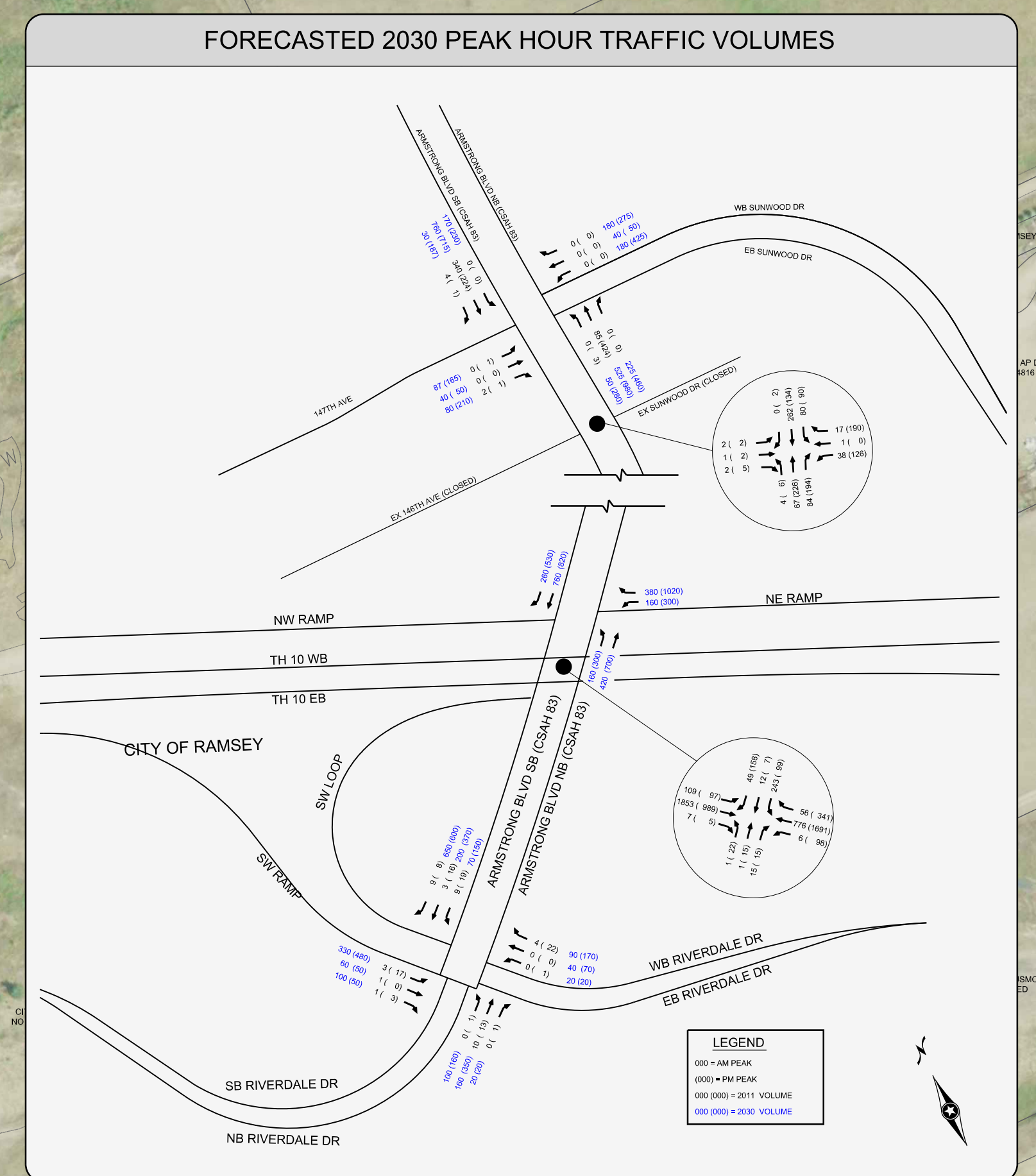
**Please submit all application packages to me no later than July 29, 2011.** For questions regarding the Municipal Agreement Program, please contact me at 651-234-7768.

We look forward to working with you.

Sincerely,

Gregory Kern, P.E.  
Cooperative Agreements Engineer (Acting)

- Legend**
- █ Roadway
  - █ Bridge, Walls
  - █ Shoulders (Paved)
  - █ Median
  - █ Sidewalk
  - █ Constructed Under Separate Project
  - Road Removal/Closure
  - Construction Limits
  - Proposed Signal
  - Existing Signal



**CC Work Session**

2. 4.

**Meeting Date:** 08/09/2011**By:** Tim Gladhill, Community Development**Title:**

Review The COR Design Guidelines

**Background:**

As the City embarks on an amendment to the Comprehensive Plan, including the new Development Plan for The COR, as well as an update to the Zoning Code related to the 2030 Comprehensive Plan, Staff would like to discuss if there is any desire to include revisions to the Design Guidelines for The COR. Based on feedback received over time, staff would like to discuss specifically design guidelines as it relates to the residential portions of the development. These areas are indicated as COR 4 (identified as TC 4 in the Design Guidelines). The current Design Guidelines are attached to this report.

**Notification:**

Notification not required at this time. If changes are desired to the Design Guidelines, Staff recommends outreach to existing and potential developers in the area.

**Observations:**

When the Ramsey Town Center development was originally conceived, a high emphasis on architectural standards was placed on the development through a separate document known as the Design Guidelines. The Design Guidelines are a part of the City's Zoning Ordinance, adopted by reference. The emphasis was added partially in response to the high density of the development as well as the desire of the development to be a large emphasis as the identity of the community. There is a considerable amount of flexibility built into the Design Guidelines, allowing a developer to propose an alternative construction method that still achieves the design objectives of the Design Guidelines.

The commercial and office park areas of The COR continue to meet or exceed the Design Guideline standards. However, given changes in the residential market, the City has continually experienced requests from residential developers to relax certain design guidelines. Staff has had to balance the desire from builders for flexibility and relaxation on certain regulations with the ultimate vision for the development and the community as a whole.

As part of the site plan approval for portions of the development and private restrictive covenants, the original vision did not include typical split level single-family homes. However, as the Master Developer and Architectural Review Board became inactive, these private covenants have not been able to be enforced. Certain drafts of the restrictive covenants included such things as roof pitch, specific architectural materials, and fences. Not all of these additional regulations found in the private, restrictive covenants are found in the City's Design Guidelines, thus the City has limited ability to enforce. Staff has also identified fences and accessory structures (sheds) as topics for additional discussion as it relates to the Design Guidelines.

In response to market conditions, and based on feedback received from developers, various split-level models have been approved in the small-lot single-family portions of the development. This has come with mixed reviews, especially from existing builders who have already invested in the development. It became apparent during these similar requests that if the City desired to continue to control roof pitch and split-level dwelling units as originally intended, some of these standards should be included in the Design Guidelines.

Staff would like to discuss any potential changes the City Council would like to see in design guidelines for residential developments in The COR. Specifically, Staff is seeking direction on any inclusion of standards such as roof pitch, specific architectural materials (beyond what is already included in the Design Guidelines), fencing, accessory structures, etc.

**Recommendation:**

Based on discussion.

**Funding Source:**

All costs associated with reviewing the Design Guidelines are being handled as part of regular staff duties.

**Council Action:**

Based on discussion.

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**Attachments**

Design Guidelines

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Heidi Nelson	JoAnn Shaw	08/03/2011 03:26 PM
Tim Gladhill (Originator)	JoAnn Shaw	08/03/2011 03:27 PM
Heidi Nelson	Heidi Nelson	08/03/2011 04:28 PM
Kurt Ulrich	Amy Dietl	08/04/2011 02:31 PM
Form Started By: Tim Gladhill		Started On: 07/25/2011 08:59 AM
	Final Approval Date: 08/04/2011	

Ramsey Town Center

# Development Guidelines

Final Draft 6/8/04



The Future is Ramsey.

# Ramsey Town Center Development Guidelines

## Introduction

This is the third in the series of documents created to help direct design solutions and define project character for the Town Center. With increasing levels of detail and specificity, the Master Plan, the Zoning Code and these Development Guidelines clarify and promote the desired outcomes expressed in the illustrative Concept Plan. Each of these documents serves a specific purpose as part of the Town Center reference library, but also work in concert with other city codes and criteria to provide the information needed for review, critique and approval of development projects within the Town Center district.

## Purpose

The primary purpose of Development Guidelines is to set basic parameters, describe preferences and illustrate design intent. These guidelines serve as a framework within which creative design can and should occur – there is no one solution, but many options that meet the basic requirements of this document.

## Application

The format and content of these guidelines are specifically tailored for use as a reference workbook and are organized into two sections. The first section outlines issues and recommendations that apply to the entire Town Center district. The second section highlights specific guidelines that apply to each sub-district within the Town Center.

## Implied Responsibility

All participants in the development of the Town Center recognize the local and regional impacts of this project and the various systems that play an important role. Each parcel and each building must fit within the context of the entire plan. Individual projects must complement, not compete with, adjacent development in terms of public green space, walk and trail connections, stormwater management solutions, street layout, parking strategies, land use mix and building design.

## Part One: Overall Guidelines

There are a number of guidelines that apply to the entire Town Center including recommendations for stormwater management, parks, streets, land use, parking, transit and other development components. Many of these overall Town Center guidelines overlap, or are integrated with one another. For ease of discussion they are categorized according to the same list of 'layers' that formed the basic structure for the Master Plan:

- Context – local, city, regional
- Blue System – surface water features, stormwater management
- Green Structure – parks, trails and open space
- Land Use Mix – preferred uses, horizontal/vertical mixed use
- Architecture – built form, character of development
- Streets and Blocks – access, circulation, arrangement
- Parking Strategies – quantity, location, type
- Transit – rail, bus, other options
- Utilities and Infrastructure – sewer, water, electric, gas

It is essential that proposed design solutions for development projects and other improvements within the Town Center demonstrate an understanding of the interplay between these layers.

# Overall Guidelines - Context

## Overview

Although unique to Ramsey, the Town Center is not intended to be a stand alone district within the the City; instead it will be a part of, and connect with, a variety of local, city-wide and regional systems. Each development project, whether a single building, one lot, or a series of blocks, must provide reasonable links to these systems as a primary design objective.

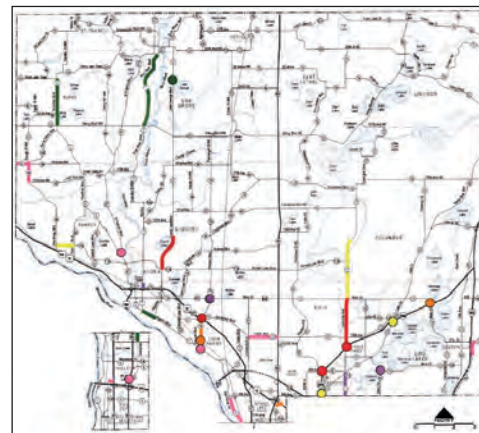
## Guideline Recommendations

To ensure that the Town Center takes full advantage of local and regional systems, development should:

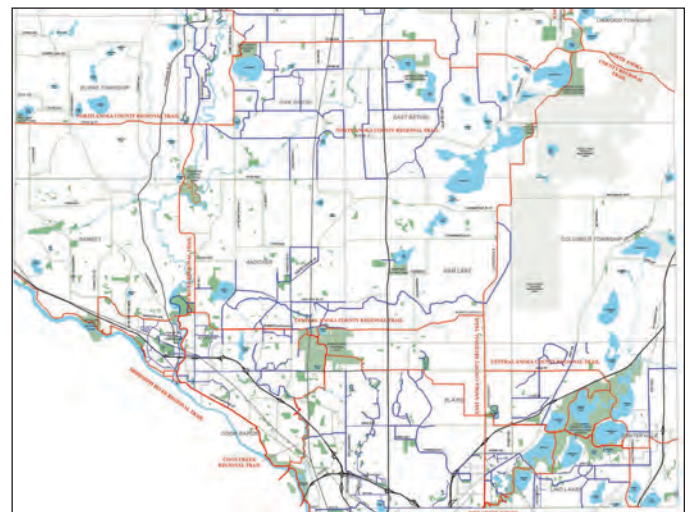
- Provide safe, easily recognized connections to city, county and state trail corridors
- Make provisions for city and regional transit service and amenities (including the future Northstar Line) and encourage their use
- Tie into, and improve, the Ramsey utility network
- Integrate with and complement the existing (and future) street framework
- Become an integral part of the city and county drainage/ stormwater management plan

## Objectives

- Overall Town Center design (and all new private development within the Center) will accommodate stormwater from new projects and from off-site, and highlight stormwater features as an amenity
- Bikeways and pedestrian routes into the Town Center from adjacent neighborhoods must be designed for safety and ease of access, suggesting that a child on a bicycle has an equally accessible route to downtown.
- Parks and open space will be easily accessible to all Town Center residents, visitors, people who work here and also for the citizens of Ramsey and the surrounding area. This connected green system is reminiscent of the world renowned 'Grand Rounds' of Minneapolis



Regional Transit Map



Anoka Parks, Trails Map

# Overall Guidelines - Blue System

## Overview

Water features and drainage systems are essential components of the Town Center Master Plan. The potential mix of ponds, streams, fountains and other water elements will provide focal amenities and year round activities within the framework of an environmentally responsible, visually pleasing strategy to manage stormwater. Because the Mississippi River is a restricted discharge water of the state, and because we are creating a new discharge from this development, each sub-district and each site has a responsibility to utilize 'best management practices' (BMP) to pretreat run-off, reduce erosion and encourage infiltration. Water elements are not intended to be separate stand alone features, but instead should be integrated with the variety of parks, trails and public open space proposed for the Town Center. Water and landscape should be designed and utilized within multipurpose areas that accommodate both active and passive recreational use.



## Objectives

Integration of water and landscape, design creativity, use of high quality materials and safety concerns are the critical objectives to be met – the following examples illustrate only a few of many possibilities:

- Innovative new products, such as special soil systems (Netlon, structural soils), pervious pavements for parking areas, storm ceptors, underground storage and other creative techniques should be used to BMP standards
- 'Green architecture', expressed through green roofs, gray water recycling and other techniques should be included to reduce the impact of new development on stormwater systems
- Water feature design should include both formal elements (such as reflecting pools or fountains) and natural/informal forms (such as ponds, streams, waterfalls) and should explore creative ways to integrate wetland/rain garden landscapes with active, urban spaces.



## Guideline Recommendations

Blue System guidelines not only define the overall role and character of public space, but also encourage each development parcel to address the following:

- **Create** signature water features (ponds, pools, fountains, waterfalls, etc.) as major visual amenities throughout the Town Center
- **Promote** high quality, creative and appealing aesthetics for all blue system elements
- **Integrate** stormwater management components (meeting both water quality and quantity requirements)

A great deal of time and effort has gone into the calculation and design of a 'watershed-based' stormwater management plan to support Town Center development. While this overall strategy addresses the water quantity issue for the entire Town Center by providing storage and conveyance facilities for storm events, individual development projects (block-by-block) have an equal responsibility to meet water quality standards as a primary goal. Each project should integrate a variety of techniques, materials and methods (listed in the examples below) to promote multiple use, maximum flexibility, improved aesthetics for parking areas, park spaces, drainage swales and other site features.



# Overall Guidelines - Green Structure

## Overview

The overall design framework of the Town Center is based on a system of linked parks, trails and open space. The City of Ramsey, Anoka County, and to some extent, the State of Minnesota all play a role in local and regional parks programming, design review, construction sequencing, implementation and ultimately maintenance and operation of key public spaces within this framework. The goal is to link existing and proposed parks and trails defined in regional park plans with proposed new parks and trails within the Town Center. Of equal importance is the contribution from each block and each development project to this network of green, adding a variety of private, semi-private, and perhaps some additional public space throughout the Town Center. Private development will share the responsibility to provide inviting, innovative and useable green space as integral parts of individual parcel site design.

## Guideline Recommendations

Ramsey Town Center will set a new standard for the design of parks and open space in suburban Twin Cities communities. Toward that end, Green Structure guidelines encourage the following:

- Work with the City to create an integrated, comprehensive open space system that links with existing city and county trails and open space networks
- Encourage private development (block-by-block) to share in the responsibility to provide inviting, innovative and useable green space as integral parts of each development project
- Integrate stormwater management components (meeting water quality and quantity requirements) within both public / private park and open space improvements

Together, the system of public and semi-public green space will result in a welcoming public realm throughout the new community.



## Objectives

Based on the Parks, Trails and Open Space Concept Plan for the Town Center, a variety of public and private green space is proposed including:

- Each block and each project will provide intentional, creative, innovative, useable green areas as integral components of site development and building design.
- At the individual block scale, small squares and greens will provide places for gathering and relaxation, especially targeted to meet the demands of adjacent, or nearby buildings. Elements such as gardens, gazebos and fountains should characterize these more intimate public spaces.
- At the neighborhood scale, parks will provide space for more active recreation, and should be flexible enough to accommodate a variety of recreational activities. Playgrounds, game fields and park buildings are suggested park amenities and will target a wider user demand from the surrounding community.
- At the Town Center scale, the central linear park will connect with all other parks and open space elements, providing a focal point for activity and a sense of place similar to Minnehaha Creek in Minneapolis. Gardens, public pavilions and shelters, playlots and open play fields are suggested amenities that will provide built-in flexibility to meet the demands of both the local population and regional visitors to the Town Center.

# Overall Guidelines - Land Use Mix

## Overview

The Town Center Master Plan identifies the preferred mix and approximate location of a variety of land use types. Together with the Zoning Code, these guidelines focus on the following overall objectives:

- Promote vertical and horizontal mixed use (within a building, within a block, within a district)
- Provide a variety of housing types, styles, pricing
- Encourage increased density in and around the central core area
- Promote an interesting mix of building styles, scales and massing for each sub-district
- Support creative, innovative, high quality design solutions as the benchmark for success
- Integrate mix of uses with public green space within each district
- Provide a variety of commercial types
- Mix residential and commercial uses to promote street-level activity throughout the day

## Guideline Recommendations

The mix of land uses in the Town Center will encourage activity during the day and into the evening and nighttime hours. As a focus of commerce, employment, recreation and housing, the Center closely resembles a small to medium size Midwestern downtown in scale and character. Land uses are intentionally mixed, to bring shoppers and workers into the area during the day and attract new residents and visitors to entertainment venues in the evening.

The civic component of the Town Center, exemplified by the new City Hall, Police Station and variety of public spaces and squares, adds an important element to the land use mix and brings a level of authenticity to the district.



## Objectives

- Encourage vertical mixed-use in the core with housing and office space over retail uses along the street.
- In residential districts, particularly closer to the core, a limited amount of retail uses will be encouraged to service residents and provide nearby places to gather.
- Promote innovative models for housing that include a mix of townhomes, flats and lofts within single buildings or on the same block.
- Accommodate larger, 'big box' retailing within the Town Center; only if innovative design approaches are used including two story buildings, use of liner stores facing the street, minimal blank walls, creative parking strategies, etc.
- Where similar uses create a 'family' or campus of buildings (e.g. medical campus), buildings should reinforce the street edge and parking should be set within the core of the block.
- Uses shall promote pedestrian friendly streets, contributing to street level activities and overall visual character of each district
- All uses should reinforce the street edge



# Overall Guidelines - Architecture

## Overview

High quality architecture is an essential component in fulfilling the objectives of the Master Plan. Rather than prescribing a particular style, these architectural guidelines are intended to encourage an integration of both traditional and contemporary design. Architectural designs should provide a consistent quality, measured, to a great degree, by the pedestrian experience along the street and by an architectural expression that provides character without being thematic, obtrusive, or artificial. Architectural character should strive to be authentic and varied, but not 'thematic'.

## Guideline Recommendations

Of all the layers that combine to form the Ramsey Town Center Master Plan, architecture will typically be the most prominent development component. Both visually and physically, architecture will play a major role in defining the overall design character and mix of uses for the Town Center. It is crucial that the design and location of buildings address these architectural guidelines, with specific emphasis on the following:

- Promote an animated street presence with a mix of street-level uses, interesting building façades, many doors and windows on the street, careful design of lighting, awnings, signage and other elements that animate the pedestrian experience
- Promote variety in building design, character and expression; not one theme or building style, but a thoughtful integration of many design solutions
- Promote a variety of building types including a range of height, scale and proportion, that support an integrated mix of housing options, shopping destinations, entertainment venues, civic structures and other Town Center uses
- Encourage the use of high quality materials, suggesting a preference toward native materials and masonry elements, with respect for local building techniques
- Building location is as important as building style; special architectural elements, character, transparency and a higher level of materials and detailing should be used to highlight key streets (corridors) and important crossroads (nodes) throughout the Town Center
- Buildings should always be located at all four corners of intersections



## Examples

Providing a creative mix of building types, scales and expressions are critical objectives to be met – photographs on this page (and throughout these guidelines) suggest some of the many possibilities.

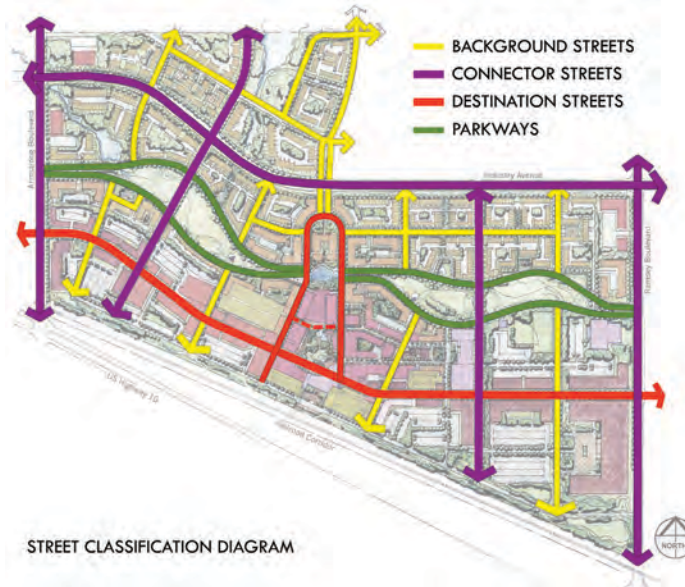


# Overall Guidelines - Streets and Blocks

## Overview

The Master Plan defines a specific strategy for the layout of streets and blocks within, and around the Town Center. The size, type and configuration of this street hierarchy is based on a combination of projected traffic volume, level of service at intersections, proposed adjacent land use (destination commercial, residential, civic, recreation, etc.) and desired aesthetic character.

Great streets are essential components of an attractive and inviting public realm. These guidelines promote a street system that balances pedestrian and vehicular use. Providing streets that support traffic flow is important, but also creating ample



STREET CLASSIFICATION DIAGRAM



Background Street – quiet residential neighborhood, parking one side



Destination Street – active shopping district with streetscape amenities



Connector Street – equally inviting for both pedestrians and cars

space for street-side activities, gracious strolling promenades, pockets of green and other amenities is critical to the success of the Town Center. Streets will promote convenient access by car – to storefronts, to parking lots and ramps, to entertainment attractions – but will also encourage foot traffic as the primary way to move about and conduct business in the core area.

## Guideline Recommendations

The proposed street and block pattern reflects a compact urban character, not allowing dead end streets or cul-de-sacs, in favor of a traditional grid pattern and connected streets including the following:

- Provide a street network that distributes pedestrian and vehicular traffic throughout the various districts in the Town Center and encourages a more dispersed and less congested traffic flow (many choices or travel paths)
- Provide a clear hierarchy of streets resulting in a simple and understandable system for movement – easy access and convenient circulation throughout the Town Center
- Convert primary perimeter streets (arterials such as Ramsey, Armstrong and Bunker Lake Boulevards) to urban street sections, providing sidewalks and street trees to replace roadside ditches
- Promote improvements that invite pedestrian and bicycle use including wide sidewalks, streetscape amenities and designated bicycle trails (both on and off-street)

## Objectives

Creative design solutions for public realm improvements should reflect these basic street classifications (street hierarchy) including:

- Destination street – signature addresses for shopping, entertainment, services, work place and other primary amenities (Sunwood Drive is an example)
- Connector street – primary routes that link various districts within the Town Center, usually providing the most direct means of getting from point A to point B (Rhinstone Street is an example)
- Background street – neither destination nor primary connector routes, these streets provide much of the rest of the street grid throughout the Town Center (residential streets are an example)
- Parkway – premier ‘green streets’ adjacent to primary public park / green space (Town Center Parkway is an example)
- Service – still considered public streets, service corridors provide important access to delivery areas, parking lots/ramps and maintenance functions (Civic Center Drive is an example)

# Overall Guidelines - Parking

## Overview

Balancing the realities of car-related necessities (streets, parking and so on) with future transit service and the desired character of the Town Center is a significant challenge. The goal is to provide adequate parking, both quantity and location, while promoting new strategies that support the overall needs of the Town Center. Parking will be provided through a combination of on-street spaces, off-street surface lots, underground lots and structured ramps to support the mix of uses at the core.

Parking structures should contribute to the overall character and image of the Town Center. Ramp design should include elements, colors and materials that reflect, or complement surrounding buildings. Liner stores or other street-level uses should be integrated into ramp design along important street frontages.

## Guideline Recommendations

Parking guidelines encourage the following:

- Locate off-street surface parking lots away from the major streets, either behind or to the side of primary buildings
- Provide a combination of fencing, landscaping and landform to screen parking areas from major streets and important views
- Create strategies for shared parking between adjacent uses, taking advantage of peak and off-peak cycles, business hours, nighttime activities, special events and other needs
- Provide alternative surfaces for secondary (less frequently used) parking areas including porous pavements, green pavements and so on
- Provide facilities or services that respond to and connect with future transit to reduce required parking, including shuttle/circulator bus, bicycle lockers
- Work with the City to review existing standards to provide flexibility including hours for on-street parking, security and enforcement practices, permit or metering



Parking ramp design (building on the right) includes awnings, arched openings and similar materials to reflect character of adjacent building.

- Provide parallel parking on both public and private streets throughout the Town Center, to add parking and create a traffic calming, pedestrian buffer
- Explore options to integrate stormwater management requirements into parking area design
- Explore various landscape approaches to soften parking area edges, provide shade, integrate native plantings, offset islands and other ideas to reduce to 'sea of parking' image

## Objectives

The primary objective is to provide a balance of surface lots, on-street and structured parking, with ample quantities and close proximity to serve the mix of uses in the Town Center. In addition to providing adequate space, excellent design is a major factor as well. Guidelines for the Town Center encourage creativity, innovation, quality and attention to detail in every aspect of project development, including parking solutions. Photographs on this page (and throughout these guidelines) suggest some of the many possibilities.



Surface parking lot located to the side and behind grocery store, also illustrates walkway edge improvements including ornamental fence and plantings.



Structured parking (see entrance sign mid-block) imbedded within mixed-use development that includes ground level commercial and residential above.



This photo shows both on-street parking and parking lot edge improvements that together provide a safe and inviting pedestrian walkway.

# Overall Guidelines - Transit

## Overview

The Town Center is designed to be 'transit ready' in a variety of ways that go beyond providing a walkable public realm and connected street grid. The Master Plan also includes a multi-modal transit station, with dedicated commuter parking, integrated with other uses at the heart of the retail, restaurant and entertainment district. This station functions as a hub where local circulator transit comes together with regional transit service and the Northstar Corridor. This station is designed to meet the short term needs of the Northstar Commuter Coach service, and also the long term objectives for proposed commuter rail service in the future. Transit components include the following:

- North Star Commuter Coach service provides peak period, peak direction bus service between downtown Minneapolis and Elk River
- North Star Commuter Rail will provide train service between St. Cloud and downtown Minneapolis
- 400 park and ride parking spaces are provided for commuters adjacent to the transit station
- Pedestrian and bicycle connections are emphasized in the Master Plan as major links between the transit station, various districts within the Town Center and into the surrounding neighborhoods
- The Town Center can accommodate Metro Mobility, citywide circulator bus or town trolley connections as part of local and regional service to the transit station

The Town Center also uses a Travel Demand Management (TDM) program to both assist and encourage residents and visitors to take advantage of the various modes available for their commuting and travel needs. This TDM program draws from incentives and services available through Anoka County and Metro Commuter Services that match riders with carpools and vanpools, provide discounted transit passes and manage work hours among other functions. The Town Center will use a coordinator to manage the delivery of these services and to promote and market the TDM program.

## Guideline Recommendations

Transit is an important component of the overall plan, with expectations for more ridership, using a greater range of transit options as they become available. More people, together with the mix of activities and amenities in the Town Center, encourages better designed, better connected transit service. It is a shared responsibility between city, county and developer to promote transit use, with both policy and bricks-and-mortar attention to the following guidelines:

- Understand and take advantage of opportunities to use existing and proposed transit components
- Provide transit related facilities specifically linked to uses and character within each Town Center district, including signage and lighting for way-finding and bicycle amenities

## Objectives

The primary objective is to provide a balance of transit service, bicycle and pedestrian connections and lanes to move traffic. Guidelines for the Town Center promote public transportation as part of the solution and suggest a variety of street improvements and other amenities to invite increased use. Photographs on this page (and throughout these guidelines) suggest some of the many possibilities.



# Overall Guidelines - Utilities

## Overview

The Master Plan, together with detailed engineering drawings for site improvements, defines a network of utilities that will serve the Town Center. While understanding the location, size and characteristics of sanitary sewer, storm sewer and water system components is important, development proposals must also acknowledge awareness of the Town Center's relationship to the city water supply – specifically, its relationship to the regional aquifer. New development projects have a responsibility to use best practices for proper connection to utilities, monitor flow of materials into storm sewer and provide recommendations for landscape and pavement maintenance in an effort to reduce, or eliminate, potential pollution sources.

The Town Center will also be served by a full complement of utility connections including cable, fiber optic, electric, telephone and so on. As always call for location of all site utilities prior to construction.

## Guideline Recommendations

An important part of the Master Plan, utility guidelines promote the idea of balancing quality service, adequate capacity and the physical needs of site development with the more qualitative issues of aesthetics, proper maintenance and environmental health. These guidelines encourage the following:

- Subscribe to, and implement best management practices as the benchmark for utility design and maintenance

- Electrical service, and other utilities as appropriate, should be buried underground or located along service corridors and other 'back of house' locations

## Objectives

Not easily photographed (mostly underground), the intent is to suggest that even site utilities have a role in the overall success of the Town Center.



# Part Two: Subdistrict Guidelines

## Overview

The Master Plan and Zoning Code identify five distinct, but overlapping sub-districts within the Town Center. Each of these sub-districts (outlined on the plan below) is defined by a unique mix of uses, specific site development patterns and perhaps a distinctive character or image. The sub-districts complement one another as part of the overall plan. They include:

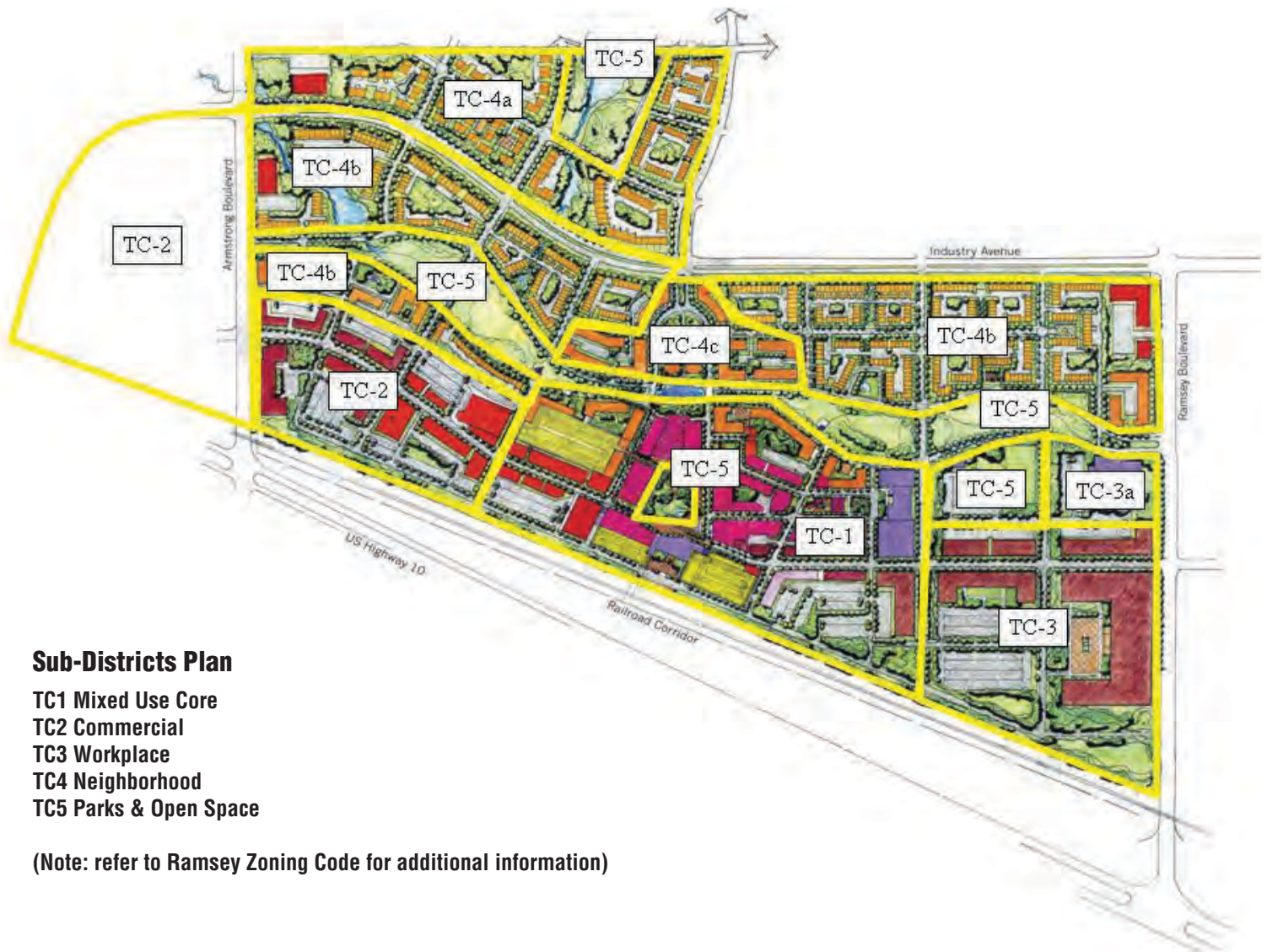
- **TC1 Mixed Use Core** – provides the broadest variety, highest density and greatest intensity of development, encouraging both vertical and horizontal mixed use
- **TC2 Commercial** – provides a location for larger scale retail and other auto-orientated commercial uses

- **TC3 Workplace** – provides a location for uses with high concentrations of employees, such as medical/technology related office, and other corporate or institutional uses
- **TC4 Neighborhood** – provides opportunities for a range of housing types from small lot single family to townhouse, to high density senior or rental apartment
- **TC5 Parks and Open Space** – preserves environmental features and provides neighborhood/community amenities throughout the Town Center

Development plans must respond to the overall Town Center guidelines described in Part One of this document, but also must address the following detailed guidelines for each sub-district. To further clarify and illustrate proposed features in the Master Plan, these sub-district guidelines are organized under the following categories:

- Public Realm / Streetscape Guidelines
- Site Development Guidelines
- Architectural Guidelines

In all cases, the sub-district guidelines must be applied in harmony with the overall Town Center guidelines and with other existing city, county, state codes, design criteria, plans and studies that support broader goals for regional growth and development.



## Sub-Districts Plan

- TC1 Mixed Use Core
- TC2 Commercial
- TC3 Workplace
- TC4 Neighborhood
- TC5 Parks & Open Space

(Note: refer to Ramsey Zoning Code for additional information)

## Public Realm/Streetscape Guidelines



Public realm/streetscape guidelines define the visual character and physical improvements for all public spaces within the Town Center. These guidelines also provide the general framework and examples for design of proposed quasi-public and private space located within each development parcel. Public realm/streetscape guidelines focus on the following elements:

- Parks, plazas and other public gathering spaces
- Street/sidewalk character and streetscape elements
- Bicycle/pedestrian connections (on-street and off-street)
- Residential courts, pocket parks and other private green space

The goal is to foster a safe and interesting public realm that will invite pedestrian activity, promote traffic calming, increase transit use and encourage community gathering. Street trees, lighting and decorative fencing provide the backbone for streetscape improvements. Added detail, such as special pavements, street furniture, public art and layered plantings will highlight specific nodes or uses. Materials, colors and intensity of improvements can vary for each sub-district, but should also reflect the desired character and identity of the entire Town Center.

## Site Development Guidelines



Site development guidelines describe the relationship between building edge and public space. These guidelines imply a strong link between architecture and site - how buildings define, or are defined by the spaces around them, and the visual and physical connections between the private and public realm. Site development guidelines focus on the following elements:

- Land Use – proposed mix of uses defined in the Zoning Code
  - Building Placement – street frontage, set back and orientation all contribute to a continuous edge, while providing some flexibility to add interest with recessed or projected elements
  - Parking Strategies – district parking solutions to support a mix of uses
- Issues related to density, land use, safety and security, access, public space and views inform decisions about building placement, scale and massing. Various combinations of these pieces come together to define the unique character and identity of each sub-district within the Town Center.

## Architectural Guidelines

Architectural guidelines describe the character, quality and design direction for proposed buildings within each sub-district. Architectural guidelines focus on the following elements:

- Building design, character and expression – buildings should not imitate historic examples, but rather promote the integration of both traditional and contemporary styles

- Scale – provide emphasis and detailing to create interest and promote ‘human scale’ experience for the pedestrian
- Proportion – provide a harmonious relation of one part to another (or parts to the whole)
- Massing – include a variety of building forms, building types and building heights
- Materials – maintain regional traditions and local building techniques with a preference toward masonry and other natural materials
- Windows and doors – emphasize transparency of streetside façade
- Street presence – buildings should be placed parallel to the street, should contribute to the vitality of the street scene, should minimize blank walls along the public right of way and should consider all street frontage (including buildings at corners) as primary elevations

These architectural guidelines suggest an important balance between design continuity, desirable variety and the notion that buildings should complement, and perhaps contrast, but not compete with one another. The lasting appeal of the final outcome must be grounded in the authenticity of the design and the acceptable level of ‘messiness’ that comes with creating a real downtown over time; ‘faux’ second floors, stage set or themed solutions, and large faceless buildings are not acceptable.



# Sub-District Guidelines - TCi Mixed Use Core

## Public Realm / Streetscape

### Overview

Public realm and streetscape improvements define the character of the Town Center and create a memorable signature for the Mixed Use Core sub-district. Great parks and great streets, encourage intensified levels of activity, support the proposed mix of uses, invite community gathering and accommodate special events throughout the year. Public realm and streetscape guidelines include the following:

### TC1 Parks, plazas and other public gathering spaces

Public spaces in the Mixed Use Core should:

- Blend both contemporary and traditional motifs with a focus on pedestrian use
- Encourage a balance of hardscape with landscape; a mix of pavements with plantings.
- Promote an overall landscape character that tends toward a more urban park or plaza feel, with structured spaces and highly maintained gardens
- Provide a variety of opportunities to capture different microclimates with many choices for seating- including movable chairs- and access to both sun and shade
- Provide a variety of levels or elevations to add interest to the ground plane and to provide informal steps for sitting
- Promote safety and security in all design solutions, including landscape lighting, open views into the site, and accessibility
- Provide seasonal interest and color; promote high quality materials and finishes
- Provide opportunities and specific sites for public art, performances and markets

### TC1 Street/sidewalk dimensions and streetscape elements

Destination streets (like Sunwood) and connector streets (like Rhinestone) must balance a high level of service for the automobile with attractive and inviting amenities for the pedestrian (see street/sidewalk diagram) including:

- Provide gracious sidewalk width to support intensity of pedestrian traffic in the core
- Install street trees to frame the street and provide shade
- Provide street lighting that meets all safety standards and design criteria, while creating a signature character for this district
- Explore street light spacing, height and a mix of fixture types to support the increased intensity of uses and activities in the core, (note however, that too much light is as bad as too little)
- Explore a range of options for streetscape improvements including special pavements, interesting concrete tinting or scoring patterns, additional plantings, ornamental fencing and other features (note, however, that simpler is better and too much clutter is a negative)

### TC1 Bicycle/pedestrian connections (on-street and off-street)

The Town Center Master Plan describes a network of bicycle/pedestrian trails and walkways (both on and off-street) that connect adjacent sub-districts to the

Mixed Use Core. As you approach the core, these connections tend to become part of the shared right of way along the major streets, or become part of the urban park spaces (specifically Civic Square and Downtown Commons). Bicycle riders may choose to share the street with vehicular traffic, or dismount and walk their bicycles along with the other pedestrians using the sidewalks. Providing and maintaining these bicycle and pedestrian connections should be a key component for all development projects in the core.

### TC1 Residential courts, pocket parks and other private green space

Along with proposed public parks and great streets, there are many opportunities to integrate private courtyards and pocket parks within this sub-district. These small-scale greens provide important 'breathing space', contribute to stormwater management and offer additional recreational amenities (tot lot, sitting areas) to serve specific building tenants or residents. Back gardens, auto-courts and other options should be considered as part of residential and commercial development plans in the core.



### Overview

Guidelines that address building location, organization of space and parking options tend to focus on what can be measured – dimensions, setbacks, number of spaces and so on. But in addition to these issues, site development guidelines must also describe the aesthetic qualities and design character of a preferred ‘urban form’ for the Mixed Use Core. The compact and higher density blocks that define this sub-district encourage a mix of uses, with a continuous built edge along street frontage. Innovative parking strategies support this mix, providing easy access to destination shopping, restaurant and entertainment venues. Together these elements will promote the core area as the center of activity – the place to see and be seen within the Town Center. Site development guidelines include the following:

### TC1 Land Use

- Encourage both vertical mixed use (within each building) and horizontal mixed use (within each block) throughout this district
- Promote housing density at the core, specifically targeting locations along Sunwood Drive, Town Center Drive, along park edges and above street-level uses around the Civic Square and Downtown Commons
- Include a mix of housing, civic, retail, restaurant, entertainment, performance and other uses that encourage a variety of activities throughout the day.

### TC1 Building Placement

- Generally, buildings should be located at the street right-of-way line (zero setback), but also allow recessed space for outdoor dining and other street level activities providing some minor deviation for variety
- Greater emphasis should be given to architectural elements, materials and other design features for buildings located at primary intersections, for example, at Sunwood and Town Center Drives, or where streets intersect with parks, such as the streets that front on or end near the Civic Square. These locations can often be seen from



several directions, perhaps terminate a view from a distance down the street or sit at a prominent node; They will likely become future landmarks or helpful orientation/wayfinding icons as the Town Center develops

- Minimize openings between buildings, although limited driveway access and some provision for pedestrian connections through blocks are encouraged – gaps between buildings to accommodate surface parking lots, greater building setbacks or other purposes are discouraged
- Encourage recessed entries and windows to create street-level interest, variety and enhance pedestrian scale along street frontage

### TC1 Parking Strategies

- Provide parking spaces for typical daily use, satisfying both quantity and location needs through a mix of on-street, small surface lot, underground and ramped parking solutions

- Provide options for additional/overflow parking to support holiday traffic and special events including porous pavements, turf parking areas (Netlon and other soil amendments) or shuttle service from nearby parking areas
- Encourage shared parking solutions that target around the clock shifts in destination, audience or take advantage of peak/off-peak hours of operation for various uses within the core area
- Promote municipal parking ramps as the primary facility to meet public parking needs within the core area
- Minimize surface parking lots in favor of other solutions including underground parking to serve residential buildings, on-street parking to serve retail shops and parking ramps
- Locate surface parking lots away from the major streets, either behind or to the side of primary buildings; surface parking lots along major street frontage are not allowed in the core area
- Discourage driveway access to parking facilities along Sunwood Drive in favor of side streets or Civic Center Drive

### Overview

Buildings in the Mixed Use Core will play a major role in defining the overall character of the Town Center. The proposed mix of uses for this signature destination suggests the potential for a variety of building types, demanding creativity and innovation to highlight unique architecture, while knitting the entire sub-district together as a coherent whole. Overall building design is an important consideration, but emphasis on first floor façade treatments is essential to encourage street-level activity and enhance the pedestrian experience. Architecture to be '4-sided' at all locations visible to public areas. Emphasis to be on great design along public street frontage. Architecture guidelines include the following:

### TC1 Building Design, Character and Expression

- Provide a variety of building types and styles, expressed both in large scale (overall building) and small scale (design details)
- Emphasize transparency at street level to encourage two way viewing – both window shopping and 'eyes on the street'
- Promote interesting, animated architectural features without being thematic or artificial – faux decorative elements are discouraged
- Avoid large, unarticulated façades



- Emphasize important intersections and other nodes by placing distinctive architectural elements or interesting façades at these prominent locations
- Provide a variety of front elevations for rows of buildings along any given block

### TC1 Scale, Proportion and Building Height

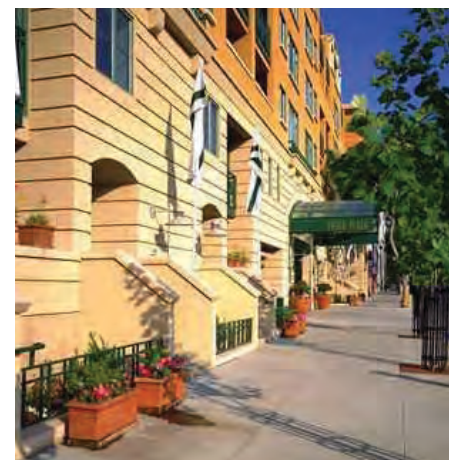
- Provide a variety of building heights along any given block, perhaps related to changes in use or at demising walls
- Articulate front façades with projections and recesses
- Encourage increased building height, higher density and larger scale buildings adjacent to the Civic Square and Downtown Commons



- Promote multiple stories as the norm in this sub-district, but occasional single story buildings are acceptable; single story buildings should not dominate any street frontage and should be a minimum of 20 feet to the roofline

### TC1 Street Presence

- Emphasize pedestrian experience with architectural features at street level – canopies, decorative light fixtures and material detail
- Encourage variety of color, texture and materials to complement other streetscape elements
- Conceal service entries, loading facilities and mechanical services from view along public streets
- Create a continuous building edge along street frontage, visually connecting adjacent buildings with complementary façade treatments



### TC1 Windows and Doors

- Maximize glass openings for all ground level, street front façades – especially for retail, restaurant and other commercial uses – recommend 50% minimum of total ground level façade, or demonstrate great design through other means
- Provide real window openings for all street facing façades above ground level – recommend 40% minimum of total façade
- Provide recessed entries wherever possible
- Use clear or lightly tinted glass for all windows and doors – mirrored, reflective or highly tinted glazing is not acceptable
- Provide primary access doors facing public streets



### TC1 Materials

- Provide a diverse mix of materials, applied in a variety of proportions, exposures and detailing within a block, or along a street
- Encourage durable, high quality materials - local sources if available
- Siding is not allowed (vinyl, metal, wood) except as a complimentary use
- Encourage the use of mostly brick or comparable alternative; minimum requirement of 50% of non-glazed wall area
- Metal and wood components are acceptable as a complimentary use
- Encourage overhead projections, either as a specific building component or as permanent/temporary canopies
- Select materials that relate to the building use, not artificially contrived or themed
- Avoid overly complex or arbitrary use of materials
- Include smaller scale elements, variety of materials and careful detailing to support street level activities and enhance the pedestrian experience



# Sub-District Guidelines - TC2 Commercial

## Public Realm / Streetscape

### Overview

While the Commercial Sub-district encourages a mix of large and small floor plates, accommodating auto-oriented uses, this suggests even greater attention be paid to public realm and streetscape improvements that not only accommodate vehicles, but also invite bicycle and pedestrian traffic. Surface parking lots provide convenient access to storefronts, but present an additional challenge to the overall visual character and aesthetic appeal of this area. While no large public parks are identified for this sub-district, small pocket parks, squares or other gathering spaces are encouraged. A consistent, attractive streetscape is also essential. Public realm and streetscape guidelines include the following:

### TC2 Parks, plazas and other public gathering spaces

Public spaces in the Mixed Use Core should:

- Blend both contemporary and traditional motifs with a focus on pedestrian connections and small group sitting areas
- Encourage a balance of hardscape with landscape; a mix of pavements with plantings.
- Provide small urban parks or plazas integrated with building entries or taking advantage of shared space between buildings
- Promote safety and security in all design solutions, including landscape lighting, views into the site, and accessibility
- Provide seasonal interest and color; promote high quality materials and finishes
- Provide opportunities and specific sites for public art

### TC2 Street/sidewalk dimensions and streetscape elements

Destination streets (like Sunwood) and connector streets (like Zeolite) must balance a high level of service for the automobile with attractive and inviting amenities for the pedestrian including:

- Provide gracious sidewalk width to invite pedestrian traffic
- Install street trees to frame the street and provide shade
- Provide street lighting that meets all safety standards and design criteria, while creating a unique character for this district
- Explore street light spacing, height and a variety of fixture type that would support proposed mix of uses and activities (note, however, that too much light is as bad as too little)
- Explore a range of options for streetscape improvements including special pavements, interesting concrete tinting or scoring patterns, additional plantings, ornamental fencing and other features (note, however, that simpler is better and too much clutter is a negative)

### TC2 Bicycle/pedestrian connections (on-street and off-street)

The Town Center Master Plan describes a network of bicycle/pedestrian trails and walkways (both on and off-street) that connect adjacent sub-districts to one another. These connections tend to become part of the shared right of way along the major streets. Bicycle riders may choose to share the street with vehicular traffic, or dismount and walk their bicycles along with the other pedestrians using the sidewalks. However, providing and maintaining these bicycle and pedestrian connections should be a key component for all development projects.

### TC2 Residential courts, pocket parks and other private green space

As previously mentioned, there are many opportunities to integrate privately owned and maintained courtyards and pocket parks within this sub-district. These small-scale greens provide important 'breathing space', contribute to stormwater management and offer additional amenities (sitting areas) to serve specific building tenants and adjacent uses. Back gardens, auto-courts and other options should also be considered as part of residential and commercial development plans in this sub-district.



### Overview

Site development guidelines for this sub-district focus on a unique opportunity to recast typical commercial development patterns into a contemporary and innovative strategy that responds to overall objectives for the Town Center. Specifically this suggests that the majority of buildings front on the primary through streets, with parking and service areas on the side or in the back, away from view. A mix of uses within individual blocks, including retail, restaurant and residential, further enhances this model, addresses design character/aesthetics and promotes activity throughout much of the day and evening hours. Site development guidelines include the following:

### TC2 Land Use

- Encourage mixed use (within specific blocks) throughout this district
- Promote housing in close proximity to retail uses, specifically targeting locations along the edge of Town Center Park
- Include a mix of large floor plate variety stores, service and convenience uses (grocery, drug and hardware stores), specialty shops and other destination retailers
- Emphasize Sunwood Drive as the commercial 'Main Street'

### TC2 Building Placement

- Generally, buildings should be located at the street right-of-way line (zero setback), allowing recessed space for outdoor dining and other sidewalk activities; no more than 40% of building beyond maximum setback
- Generally, buildings should be located parallel to the street they face
- Buildings should be placed at all four corners of key intersections
- Reduce the scale and mass (street side visual impacts) of large floor plate buildings by including liner stores or break up building façades into smaller sections
- Large, blank walls along any public street are unacceptable
- Greater emphasis should be given to architectural elements, materials and other design features for buildings located at primary intersections, for example, at Sunwood and Zeolite, or at key development entries, for example, at Sunwood and Armstrong – frequently these locations can be seen from several directions, from a distance, or sit at prominent crossroads and will likely become future landmarks as the Town Center develops
- Minimize openings between buildings where storefronts line the street, although limited driveway access (one per block along destination streets) and some provision for pedestrian connections through blocks are encouraged – large gaps in the building wall along street frontage to accommodate surface parking lots, greater building setbacks or other purposes are discouraged



- No more than 25% of street frontage can be utilized for surface parking lots

### TC2 Parking Strategies

- Provide parking spaces for typical daily use satisfying both quantity and location needs through a combination of on-street and surface lot parking solutions
- Provide options for additional/overflow parking to support holiday traffic and special events including porous pavements, turf parking areas (Netlon and other soil amendments) or shuttle service from nearby parking areas
- Encourage shared parking solutions that target around the clock shifts in destination, audience or take advantage of peak/off-peak hours of operation for various uses within the sub-district
- Minimize surface parking lots fronting on primary streets, locate surface parking lots away from the major streets, either behind or to the side of buildings



### Overview

Buildings in the Commercial Sub-district make a significant contribution to first impressions of the Town Center. Buildings form gateways at the major entries into the site, architectural elements and choice of materials convey a certain character and the scale or massing of structures begins to define the feel or experience of this place. These are not just 'commodity' buildings, but instead should raise the bar in terms of overall design and specific details that make the Town Center unique, inviting and memorable. Architecture to be '4-sided' at all locations visible to public areas. Emphasis to be on great design along public street frontage. Architecture guidelines include the following:



### TC2 Building Design, Character and Expression

- Provide a variety of building types and styles, expressed both in large scale (overall building) and small scale (design details)
- Emphasize transparency at street level to encourage two way viewing – both window shopping and eyes on the street
- Promote interesting, animated architectural features without being thematic or artificial – faux decorative elements are discouraged
- Avoid large, unarticulated façades
- Emphasize important intersections and other nodes by placing distinctive architectural elements or interesting façades at these prominent locations
- Provide a variety of front elevations for rows of buildings along any given block



### TC2 Scale, Proportion and Building Height

- Provide a variety of building heights along any given block, perhaps related to changes in use or at demising walls – commercial buildings should express 12 foot first floor height
- Articulate front façades with projections and recesses
- Encourage increased building height and larger scale buildings adjacent to the railroad corridor, Armstrong Boulevard and as you approach the core sub-district
- Promote multiple stories in this sub-district, but single story buildings are acceptable; continuous height rooflines should not dominate any street frontage and should be a minimum of 18 feet to the roofline

### TC2 Street Presence

- Emphasize pedestrian experience with architectural features at street level – canopies, decorative light fixtures and material details
- Encourage variety of color, texture and materials to complement other streetscape elements
- Conceal service entries, loading facilities and mechanical services from view along public streets as much as possible
- Create a continuous building edge for the majority of street frontage, visually connecting adjacent buildings with complimentary façade treatments – in limited areas where gaps occur, architectural treatments, windows and detailing of side façades should match front façade



### TC2 Windows and Doors

- Maximize glass openings for all ground level, street front façades - especially for retail, restaurant and other commercial uses – recommend 535% minimum of total ground level façade, or demonstrate great design through other means
- Provide real window openings for all street facing façades
- Provide recessed entries wherever possible
- Use clear or lightly tinted glass for all windows and doors – mirrored, reflective or highly tinted glazing is unacceptable; faux windows are not allowed
- Provide primary access doors facing public streets



### TC2 Materials

- Provide a diverse mix of materials, applied in a variety of proportions, exposures and detailing within a block, or along a street
- Encourage durable, high quality materials - local sources if available
- Siding is not allowed (vinyl, metal, wood) except as a complimentary use
- Encourage the use of mostly brick or comparable alternative; minimum requirement of 50% of non-glazed wall area
- Metal and wood components are acceptable as a complimentary use
- Accommodate changes in material as follows – return 8 foot minimum at side walls and avoid terminating in the same plane
- Encourage overhead projections, either as a specific building component or as permanent/temporary canopies
- Avoid overly complex or arbitrary use of materials
- Include smaller scale elements, variety of materials and careful detailing to support street level activities and enhance the pedestrian experience



### Overview

The Workplace Sub-district also encourages a mix of large and small floor plate buildings, but instead of commercial or entertainment, this area of the Town Center is dominated by office and institutional uses. With opportunities for corporate or medical campus development comes the attendant auto-related infrastructure – easy access, bigger streets and large surface parking lots. Once again, this suggests that equal attention be paid to public realm and streetscape improvements that not only accommodate vehicles, but also invite bicycle and pedestrian traffic. South Park, an active, neighborhood scale, recreational play space has been proposed for this sub-district, but small pocket parks, squares or other gathering places are also encouraged. In addition, streetscape improvements provide an important public amenity and inviting pedestrian connection to adjacent sub-districts. Public realm and streetscape guidelines include the following:

### TC<sub>3</sub> Parks, plazas and other public gathering spaces

Public spaces in the Mixed Use Core should:

- Blend both contemporary and traditional motifs with a focus on pedestrian use
- Encourage a balance of hardscape with landscape; a mix of pavements with plantings.
- Promote an overall landscape character that tends toward a more urban park or campus feel, with structured spaces, open lawns and layered garden plantings
- Provide a variety of opportunities to capture different microclimates with many choices for seating and access to both sun and shade
- Promote safety and security in all design solutions, including landscape lighting, open views into the site, and accessibility
- Provide seasonal interest and color; promote high quality materials and finishes
- Provide opportunities and specific sites for public art

### TC<sub>3</sub> Street/sidewalk dimensions and streetscape elements

Destination streets (like Sunwood) and connector streets (like Rhinestone) must balance a high level of service for the automobile with attractive and inviting amenities for the pedestrian (see street/sidewalk diagram) including:

- Provide gracious sidewalk width to support intensity of pedestrian traffic
- Install street trees to frame the street and provide shade
- Provide street lighting that meets all safety standards and design criteria, while creating a signature character for this district
- Explore street light spacing, height and type of fixtures to support the uses and activities in this sub-district (note however that too much light is as bad as too little)
- Explore a range of options for streetscape improvements including special pavements, interesting concrete tinting or scoring patterns, additional plantings, ornamental fencing and other features (note however that simpler is better and too much clutter is a negative)



### TC<sub>3</sub> Bicycle/pedestrian connections (on-street and off-street)

The Town Center Master Plan describes a network of bicycle/pedestrian trails and walkways (both on and off-street) that connect adjacent sub-districts to one another. These connections tend to become part of the shared right of way along the major streets. Bicycle riders may choose to share the street with vehicular traffic, or dismount and walk their bicycles along with the other pedestrians using the sidewalks. There is no provision for dedicated bike lanes on any of the Workplace Sub-district streets at this time. However, providing and maintaining these bicycle and pedestrian connections should be a key component for all development projects.

### TC<sub>3</sub> Residential courts, pocket parks and other private green space

Along with proposed public parks and great streets, there are many opportunities to integrate private courtyards and pocket parks within this sub-district. These small-scale greens provide important 'breathing space', contribute to stormwater management and offer additional recreational amenities (tot lot, sitting areas) to serve specific building tenants or residents. Back gardens, auto-courts and other options should be considered as part of residential and commercial development plans in this sub-district.



### Overview

The mix of medical, office, institutional and other uses in this sub-district suggest the potential for a campus-like arrangement of buildings on some blocks. These blocks would tend to be more internally oriented than in other districts, with driveways, parking lots, courtyards and walkway connections in the center, ringed by buildings around the outside. Buildings would still face adjacent streets, with both primary and secondary entries provided to animate these important façades, particularly along Ramsey Boulevard, Sunwood Drive and Rhinestone Street. While the Workplace sub-district also encourages mixed use, this desired development objective will likely occur mostly within blocks, not within individual buildings as seen in other districts. Site development guidelines include the following:

### TC<sub>3</sub> Land Use

- Encourage horizontal mixed use (within each block) throughout this district, and explore potential for vertical mixed use (within each building) where possible
- Encourage residential development, perhaps targeting senior housing near the core sub-district and rental units above storefronts along Sunwood Drive or adjacent to the park
- Include a mix of office, medical, institutional, housing, food venues and other uses that encourage a variety of activities throughout the day.

### TC<sub>3</sub> Building Placement

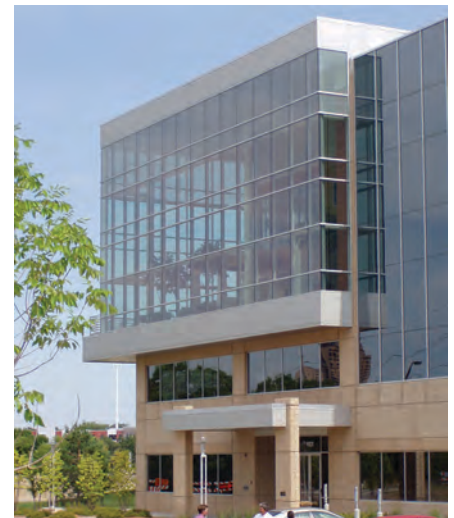
- Generally, buildings should be located at the street right-of-way line (zero setback), allowing recessed areas for building entries; no more than 60% of building beyond maximum setback
- Buildings should be placed at all four corners of key intersections
- Greater emphasis should be given to architectural elements, materials and other design features for buildings located at primary intersections, for example, at Sunwood and Rhinestone, or where streets intersect with parks, for example the streets that front on

South Park – frequently these locations can be seen from several directions, perhaps terminate a view from a distance down the street or sit at a prominent activity node and will likely become future landmarks or helpful orientation/wayfinding icons as the Town Center develops

- Minimize openings between buildings, although limited driveway access (one per block along destination streets) and some provision for pedestrian connections through blocks are encouraged – gaps in the building wall along street frontage to accommodate large surface parking lots, greater building setbacks or other purposes are discouraged
- Encourage recessed entries and windows to create street-level interest, variety and pedestrian scale along street frontage
- No more than 25% of street frontage can be utilized for surface parking lots

### TC<sub>3</sub> Parking Strategies

- Provide parking spaces to support typical daily use, satisfying both quantity and location needs through a mix of on-street, surface lots internal to the block, underground and ramped parking solutions
- Encourage shared parking solutions that support special events or around the clock shifts in destination, audience – take advantage of peak/off-peak hours of operation for various uses within this, and adjacent sub-districts
- Locate surface parking lots away from the major streets, either behind or to the side of primary buildings; large surface parking lots along major street frontage are not allowed
- Discourage driveway access to parking facilities along Sunwood Drive in favor of side streets or along Civic Center Drive



### Overview

Buildings in the Workplace Sub-district also make a significant contribution to first impressions as people enter the Town Center via Highway 10, Ramsey Boulevard and Sunwood Drive. Buildings form gateways at the major entries into the site, architectural elements and choice of materials convey quality and permanence, and the scale or massing of structures begins to define the feel and character of this place. The proposed mix of uses within this subdistrict suggest a variety of potential building types – blending medical campus with small office, storefront and some housing demands design creativity and innovation to highlight unique architecture, and knit the entire sub-district together as a coherent whole. Architecture to be ‘4-sided’ at all locations visible to public areas. Emphasis to be on great design along public street frontage. Architecture guidelines include the following:

### TC<sub>3</sub> Building Design, Character and Expression

- Provide a variety of building types and styles, expressed both in large scale (overall building) and small scale (design details)
- Emphasize transparency at street level to encourage two way viewing – both window shopping and eyes on the street
- Promote interesting, animated architectural features without being thematic or artificial – faux decorative elements are discouraged
- Avoid large, unbroken façades
- Emphasize important intersections and other nodes by placing distinctive architectural elements or interesting façades at these prominent locations
- Provide a variety of front elevations for rows of buildings along any given block



### TC<sub>3</sub> Scale, Proportion and Building Height

- Provide a variety of building heights along any given block, perhaps related to changes in use or at demising walls
- Articulate front façades with projections and recesses
- Encourage increased building height, higher density and larger scale buildings adjacent to the Civic Square and Downtown Commons
- Promote multiple stories in this sub-district, but occasional single story buildings are acceptable; continuous height rooflines and single story buildings should not dominate any street frontage and should be a minimum of 18 feet to the roofline

### TC<sub>3</sub> Street Presence

- Emphasize pedestrian experience with architectural features at street level – canopies, decorative light fixtures and material detail
- Encourage variety of color, texture and materials to complement other streetscape elements
- Conceal service entries, loading facilities and mechanical services from view along public streets
- Create a continuous building edge along street frontage, visually connecting adjacent buildings with complimentary façade treatments

### TC3 Windows and Doors

- Maximize glass openings for all ground level, street front façades – especially for retail, restaurant and other commercial uses – recommend 35% minimum of total ground level façade, or demonstrate great design through other means
- Provide real window openings for all street facing façades above ground level – recommend 40% minimum of total façade
- Provide recessed entries wherever possible
- Use clear glass for all windows and doors – mirrored, reflective or highly tinted glazing is discouraged
- Provide primary access doors facing public streets

### TC3 Materials

- Provide a diverse mix of materials, applied in a variety of proportions, exposures and detailing within a block, or along a street
- Encourage durable, high quality materials - local sources if available
- Siding is not allowed (vinyl, metal, wood) except as a complimentary use
- Encourage the use of mostly brick or comparable alternative; minimum requirement of 35% of non-glazed wall area
- Encourage overhead projections, either as a specific building component or as permanent/temporary canopies
- Avoid overly complex or arbitrary use of materials
- Include smaller scale elements, variety of materials and careful detailing to support street level activities and enhance the pedestrian experience



### Overview

Two prominent public parks supply much of the informal green space for the Town Center, and more specifically, provide the valuable park frontage and mix of amenities needed to support housing development within the Neighborhood Sub-district. North Park surrounds an existing wetland and provides open space for year-round activities including a proposed sledding hill. Town Center Park cuts through the heart of the property and is characterized by wetlands, ponds and a meandering stream channel surrounded by gently sloping hills. Other park features include active and passive recreation areas, natural and manicured landscapes, education and interpretation opportunities, pedestrian and bicycle trails and many other amenities. Tree-lined streets connect these parks to surrounding residential neighborhoods and to nearby parks and amenities throughout the Town Center. Public realm and streetscape guidelines include the following:

### TC<sub>4</sub> Parks, plazas and other public gathering spaces

Public spaces in the Neighborhood Sub-district should:

- Blend both contemporary and traditional motifs with a focus on pedestrian and bicycle use, large and small group gatherings
- Emphasize informal green space, but also include a balance of hardscape with landscape; some paved areas integrated with plantings.
- Promote an informal or natural landscape appearance – this does not mean it isn't mown and maintained, but instead reflects the idea of soft landforms, groves of trees, meandering walks and other less structured elements
- Integrate stormwater management practices and features into park design as described in overall guidelines
- Take advantage of different microclimates, including sun and shade, orientation (north, south, east, west), top of slope/bottom of slope, water's edge
- Promote safety and security in all design solutions, including landscape lighting, open views into the site, and accessibility
- Provide seasonal interest and color; promote high quality materials and finishes
- Provide opportunities and specific sites for public art, special events, performance

### TC<sub>4</sub> Street/sidewalk dimensions and streetscape elements

Destination streets (like Town Center Parkway) and connector streets (like Rhinestone) should not only work for the automobile, but should also provide a safe, attractive and inviting experience for the pedestrian (see street/sidewalk diagram) including:

- Provide ample walk widths to support intensity of pedestrian use and bicycle traffic – recommend 6 foot minimum for pedestrian walks and 10 foot minimum for bicycle paths
- Provide urban streetscape solutions (sidewalks, boulevard plantings, curb and gutter) along Ramsey, Armstrong and Bunker Lake Boulevards, replacing the existing rural road sections (road shoulder, drainage ditch)
- Install street trees to frame the street and provide shade

- Provide street lighting that meets all safety standards and design criteria, creates a signature for this sub-district and compliments overall lighting design for the Town Center
- Explore street light spacing, height and type of fixtures that fit with residential use (note, however, that too much light is as bad as too little)
- Explore a range of options for streetscape improvements including special pavements, interesting concrete tinting or scoring patterns, additional plantings, ornamental fencing and other features (note, however, that simpler is better and too much clutter is a negative)

### TC<sub>4</sub> Bicycle/pedestrian connections (on-street and off-street)

The Master Plan describes a network of bicycle/pedestrian trails and walkways (both on and off-street) that connect sub-districts to various amenities within the Town Center and to the rest of the City. Proposed park improvements include off-street pedestrian and bicycle paths including grade-separated crossings through Town Center Park at Rhinestone and Zeolite Streets. Bicycle riders may choose to share the street with vehicular traffic, but there is no provision for dedicated bike lanes on any of the Town Center streets at this time. Providing and maintaining bicycle and pedestrian connections should be a key component for all development projects in this sub-district.

### TC<sub>4</sub> Residential courts, pocket parks and other private green space

Along with proposed public parks and great streets, there are many opportunities to integrate private courtyards and pocket parks within the Neighborhood Sub-district. These small-scale greens provide important 'breathing space', contribute to stormwater management and offer additional recreational amenities (tot lot, sitting areas) to serve specific building tenants or residents. Back gardens, auto-courts and other options should be considered as part of every residential site development plan.



### Overview

The Neighborhood Sub-district emphasizes residential development. To support the proposed mix of housing, a framework of streets and blocks, based on the traditional grid system, encourages compact development patterns with increasing densities closer to the heart of the Town Center. Typical blocks either front onto signature parks or include some private green space within the site; many blocks have both. The major streets that frame this property, including Ramsey, Armstrong and Bunker Lake Boulevards, provide an important 'face' for this sub-district. Residential front doors will connect with public walks along each of these streets promoting the urban character of the Town Center. Site development guidelines include the following:

### TC4 Land Use

- Provide a mix of housing types, styles and price range including a variety of unit and building types within each block
- Promote increased density closer to the Mixed Use Core Sub-district and along major streets, specifically targeting locations along Town Center Parkway and the surrounding boulevard streets

### TC4 Building Placement

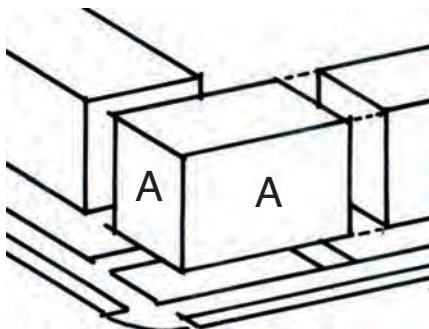
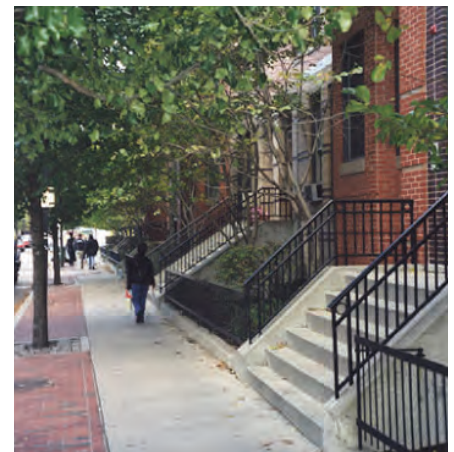
- Building setbacks are based on three factors – housing type, street width and the combination of desired public streetscape improvements and private 'garden' spaces
- Special consideration should be given to architectural elements, materials and other design features for buildings located at primary intersections, for example, at Bunker Lake Boulevard and Town Center Drive
- Special attention should be given where streets intersect with parks, for example many of the streets that front on or end near Town Center Park
- No more than 25% of building beyond maximum setback



- Minimize openings between buildings, although limited driveway access and some provision for pedestrian connections through blocks are encouraged – gaps in the building wall along street frontage to accommodate surface parking lots, greater building setbacks or other purposes are discouraged
- Build to corners of each block, maintaining the building wall at street intersections

### TC4 Parking Strategies

- Incorporate surface parking lots into the center of blocks, screened from public streets with landscape, fencing and other ornamental elements
- Locate majority of visitor parking on-street
- Locate garage doors away from public view; garage doors fronting on public streets are not allowed
- Avoid long stretches of garage doors in the same plane – recesses and projections, landscape features and other site elements will provide some relief to this building face



- Build to corners
- Treat both sides as fronts

### Overview

The largest in terms of overall acreage, the Neighborhood Sub-district will define the character and quality of the entire northern half of the Town Center property. With prominent street frontage along most of the major thoroughfares that serve this site, the variety of choices for building type, architectural style and design detailing are crucial decisions that together will promote a safe and attractive residential neighborhood. Integrating contemporary and traditional styles is also an important consideration, central to the notion that a unique and creative model for housing development will be a signature for the Town Center. Architecture to be '4-sided' at all locations visible to public areas. Emphasis to be on great design along public street frontage. Architecture guidelines include the following:

### TC4 Building Design, Character and Expression

- Provide a variety of building types and styles, expressed both in large scale (overall building) and small scale (design details)
- Express residential character through definition and identification of individual units within larger buildings
- Vary roof styles along street fronts including some recesses and setbacks
- Promote interesting, animated architectural features without being thematic or artificial – faux decorative elements are discouraged
- Avoid large, unbroken façades, specifically at 'side elevations' facing streets
- Emphasize important intersections and other nodes by placing distinctive architectural elements or interesting façades at these prominent locations
- Provide distinctly different front elevations for each building type along any given block

### TC4 Scale, Proportion and Building Height

- Provide a variety of architectural elements of different heights along any given block that serve to break up the predominant building mass including porches, entry canopies, bay extensions and other features
- Emphasize individual building and unit entries through changes in height, scale and massing
- Minimize single story portions of any façade along street frontage
- Encourage increased building height, higher density and larger scale buildings along major streets, along park frontage and close to the core sub-district



### TC4 Street Presence

- Locate building and unit entrances on primary façade; articulate entrances to ensure easy visibility and access
- Provide public / visitor access doors on building façades that face streets having on-street parking; buildings facing streets without on-street parking should treat the street-side elevation as the primary façade including covered porches, canopies, recesses and projections
- Provide windows and other architectural features for end units to enhance building character; blank walls are not allowed
- Address both street-facing elevations for corner buildings; treat both façades equally as primary elevations
- Provide outdoor living space (garden, terrace) along all public streets





#### **TC4 Windows and Doors**

- Maximize window area and design diversity along street front façades
- Provide windows into below grade levels that extend more than 3 feet above grade
- Provide recessed entries wherever possible
- Use clear glass for all windows and doors – mirrored, reflective or highly tinted glazing is discouraged
- Provide primary access doors facing public streets

#### **TC4 Materials**

- Provide a diverse mix of materials, applied in a variety of proportions, exposures and detailing within a block, or along a street
- Encourage durable, high quality materials - local sources if available
- Encourage the use of brick, stone and a variety of high quality materials
- Discourage the use of vinyl siding; large expanses of continuous siding is discouraged
- Include smaller scale elements, variety of materials and careful detailing that appeal to pedestrian activities; material or color changes should occur at these elements



- Horizontal material changes should only occur at inside corners or should return 8' of any wall
- 35% of non-glazed street front wall are should be brick unless building design is enhanced through other means such as covered porch areas, broken roof lines, articulated façade and material or color changes.

### Overview

The Town Center Master Plan illustrates a strong armature of green, including a mix of public parks, destination amenities, courtyards, commons and other features. As a key component of the overall plan, this integrated system of parks, trails and open space provides the framework around which all other land uses are organized. Placemaking and connectivity are important site development considerations, linking each block and each sub-district with major public spaces nearby and with many other amenities and attractions in the Town Center. Site development guidelines include the following:

### TC5 Land Use

- Encourage connections to proposed public parks via streets, walkways and trails as part of every development plan
- Encourage the creation of additional park space, perhaps mostly private or semi-public greens, as part of every development plan
- Include park features and recreational amenities specifically related to surrounding land use, sub-district character and defined needs of adjacent buildings
- Uses, structures and events, other than those specifically related to parks and recreational programs and activities, are not allowed



### TC5 Building Placement

- Locate park structures within reasonable viewing distance from adjacent streets, or park walkways and trails, for easy access and visual surveillance
- Locate park structures near primary intersections, pedestrian crosswalks and bridge crossings to create visual markers and interesting objects within the park landscape – frequently these locations can be seen from several directions, perhaps terminate a view from a distance down the street or sit at a prominent activity node and will likely become future landmarks



### TC5 Parking Strategies

- Provide on-street parking spaces adjacent to all public and private parks
- Provide options for additional/overflow parking on park property to support holiday traffic and special events including porous pavements and turf parking areas (Netlon and other soil amendments)
- Minimize surface parking lots on park property whenever possible to maximize green space
- Locate surface parking lots away from the major streets and provide adequate screening that includes plantings, fencing, earth berms or other attractive solutions

### Overview

There are numerous opportunities to include buildings and other structures as significant design features within the proposed parks, trails and open space system for the Town Center. These could range from simple picnic shelters and landscaped arbors to more complex park buildings that might contain meeting rooms, rest rooms, storage areas and other facilities. Design of these important buildings should respond to the specific setting and landscape features in each park, and complement the overall character and quality of buildings located within surrounding blocks. Architecture guidelines include the following:

### TC5 Building Design, Character and Expression

- Create structures that reflect, and perhaps blend qualities of both the natural landscape and the unique urban form of various sub-districts and specific blocks within the Town Center

- Provide structures that add character, comfort and support proposed uses within each park
- Provide structures that are unique, highly detailed and durable
- Provide structures that heighten the overall design character and quality of the Town Center, where park buildings, as a separate category, distinguish themselves as great architecture

### TC5 Scale, Proportion and Building Height

- Emphasize intimate scale to support street level activities and promote pedestrian comfort
- Emphasize scale and proportion that will complement, not compete, with surrounding character of park space

### TC5 Materials

- Provide a diverse mix of materials, applied in a variety of proportions and design details
- Encourage the use of durable, high quality materials, including brick and stone, together with woods and metals to promote the idea of permanence



### Overview

The overall structure of the Town Center is based on a system of linked parks, trails and open space. This includes existing and proposed parks and trails defined in city and regional parks plans, joined with new parks and trails within the Town Center. Of equal importance is the contribution from each block and each development project to this green structure, adding a variety of private, semi-private and perhaps some additional public space throughout each sub-district. Great strolling streets provide connections between commercial, workplace, entertainment and residential neighborhoods and encourage shared use for cars, pedestrians and bicycles. Public realm and streetscape guidelines include the following:

### TC5 Parks, plazas and other public gathering spaces

Public spaces throughout the Town Center should:

- Blend both contemporary and traditional motifs with a focus on pedestrian use
- Encourage a balance of natural/informal landscapes with formal/urban plazas and squares; a mix of pavements and plantings, promenades and meandering trails
- Integrate stormwater management practices and features into every park design
- Provide a variety of opportunities to capture different microclimates with many choices for seating - including movable chairs, fixed benches, open lawn - and access to both sun and shade
- Provide a variety of levels or elevations to add interest to the ground plane and to provide informal steps, or lawn terraces for sitting
- Promote safety and security in all design solutions, including landscape lighting, open views into the site, and accessibility
- Provide seasonal interest and color; promote high quality materials and finishes
- Provide opportunities and specific sites for public art, special events, performance and markets



### TC5 Street/sidewalk dimensions and streetscape elements

Destination streets (like Sunwood), connector streets (like Rhinestone), and background streets (like many of the residential neighborhood streets) all front on public parks and all contribute to the desired connectivity throughout this new community. While each street must provide a defined level of service for the automobile, creating attractive and inviting amenities for pedestrian and bicycle use is equally important. Streets adjacent to public parks in the Town Center will include the following:

- Provide gracious sidewalk width to support intensity of pedestrian traffic in the various sub-districts
- Provide off-street bicycle trails wherever possible
- Install street trees to frame the street and provide shade
- Provide street lighting that meets all safety standards and design criteria, while creating a signature character for each sub-district
- Explore street light spacing, height and type of fixtures to support uses and activities (note, however, that too much light is as bad as too little)
- Explore a range of options for streetscape improvements including special pavements, interesting concrete tinting or scoring patterns, additional plantings, ornamental fencing and other features (note, however, that simpler is better and too much clutter is a negative)



**TC5 Bicycle/pedestrian connections (on-street and off-street)**

The Master Plan describes a network of bicycle/pedestrian trails and walkways (both on and off-street) that connect sub-districts to various amenities within the Town Center and to the rest of the City. Proposed park improvements include off-street pedestrian and bicycle paths including grade-separated crossings through Town Center Park at Rhinestone and Zeolite Streets. Bicycle riders may choose to share the street with vehicular traffic, but there is no provision for dedicated bike lanes on any of the Town Center streets at this time. Providing and maintaining bicycle and pedestrian connections should be a key component for all development projects in this sub-district.

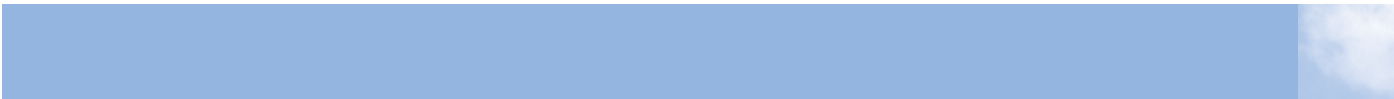
small-scale greens provide important 'breathing space', contribute to stormwater management and offer additional recreational amenities (tot lot, sitting areas) to serve specific building tenants or residents. Back gardens, auto-courts and other options should be considered as part of every residential site development plan.


**TC5 Residential courts, pocket parks and other private green space**

Along with proposed public parks and great streets, there are many opportunities to integrate private courtyards and pocket parks within the Neighborhood Sub-district. These



# Sub-District Guidelines - Signs & Lights





Ramsey  
Town Center,  
L.L.C.

**CC Work Session**

**2. 5.**

**Meeting Date:** 08/09/2011

**By:** Jo Thieling, Administrative Services

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**Title:**

Discuss Extension vs. (Request for Proposals) RFP for General Legal Services

**Background:**

In 2009, the City solicited proposals for attorney services for civil legal services and criminal prosecution legal services. The Council selected the law firm of Randall and Goodrich, P.L.C. to serve as city attorney to provide the legal services and authorized a contract between the City and the attorney. The agreement was effective July 1, 2009 and was valid through June 30, 2011, inclusive.

The agreement with Mr. Goodrich has expired and staff is requesting Council direction to extend the current contract or solicit RFP's for legal services. The current (expired) contract is attached for Council review.

City professional services contracts are generally reviewed every 2-3 years and have generally been extended beyond the initial term if the Council is satisfied with performance. The RFP process takes a significant amount of staff and Council time and is recommended for larger professional service contracts of this type.

**Observations:**

The City Attorney has agreed to extend the contract for an additional year, under current contract rates.

**Recommendation:**

It is recommended that the Council consider extending the current contract for one year.

**Funding Source:**

N/A

**Council Action:**

Based upon discussion.

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**Attachments**

Contract for Legal Services

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

07/29/2011 05:43 PM

Form Started By: Jo Thieling

Started On: 07/27/2011 10:56 AM

Final Approval Date: 07/29/2011

**CITY OF RAMSEY,  
ANOKA COUNTY, MINNESOTA  
AGREEMENT FOR  
GENERAL LEGAL SERVICES**

Whereas the City of Ramsey ("City"), a public body corporate and politic operating as a home rule charter city under the laws of the State of Minnesota and located within the County of Anoka, desires to have certain attorney services provided; and

Whereas the City solicited proposals for attorney services for civil legal services and criminal Prosecution legal services (collectively the "Legal Services"); and

Whereas the council of the City has selected the law firm of Randall and Goodrich, P.L.C. ("Attorney") to serve as city attorney to provide the Legal Services and authorized a contract between the City and the Attorney; and

Whereas the contract between the City and the Attorney is hereinafter referred to as this Agreement.

Now, therefore, it is hereby agreed that this document by and between the City and the Attorney, shall be a binding obligation on behalf of all parties named.

**I. Term.**

This Agreement shall be effective July 1, 2009. It shall be valid through June 30, 2011, inclusive. It shall, however, be severable as provided in Section X.

**II. Scope of Civil Legal Services.**

The following civil legal services shall be provided to the City by the Attorney as a matter of right under the terms of this Agreement:

- Attendance at all regular and special City Council meetings and work session meetings as directed by the City Administrator
- Attendance at Commission meetings, including Charter as directed by the City Administrator
- Review and drafting of ordinances
- Regular office hours at the Municipal Center from 9:00 am to 12:00 pm on the first and third Mondays of each month.
- Contract, purchase agreement and easement review
- Advising Staff on legal matters by telephone or in person, at our offices or at the Municipal Center
- Legal research and opinions as directed by City Council, City Administrator and/or Department Heads
- Advice on day-to-day personnel matters
- HRA and EDA representation as directed by the City Administrator

- Data practices/open meeting law advice
  - Updates on relevant new legislation and case law affecting municipal government
- (the “Civil Retainer Services”)

**III. Fees.**

**a. Civil Retainer Services**

The City shall compensate the Attorney at the rate of \$4,000.00 per month for the Civil Retainer Services.

**b. Hourly Services**

In addition to this monthly retainer, the City shall compensate the Attorney at the rate of \$110.00 per hour for civil legal services not included within the Civil Retainer Services. The legal services for which this \$110.00 per hour fee shall apply include the following:

- Personnel matters requiring in excess of three hours of consultation, research or hearing
- Other legal research and opinions in excess of eight hours on a specific matter
- City, EDA and/or HRA real estate sales and/or acquisitions
- Easement drafting, acquisition process
- Administrative hearings and litigation, including eminent domain

(the “Hourly Civil Services”)

The Attorney shall submit a bill to the City on a monthly basis. This bill shall detail all time spent working on behalf of the City with the Hourly Civil Services being separated from the Civil Retainer Services. All charges made in addition to the established monthly charge shall be clearly documented. The precise format of the billing statement shall be agreed to by the City and the Attorney.

**c. Criminal Legal Services**

The City shall compensate the Attorney at the rate of \$5,666.00 per month for all criminal legal services. Criminal appeals to any Minnesota or Federal appeals court are not included in the \$5,666.00 monthly retainer and the City will compensate Attorney at the rate of \$103.00 per hour.

**d. Reimbursable Costs**

In addition to the Retainer and Hourly charges described above, the City shall reimburse the Attorney for its following costs:

Photocopies..... \$15¢ per copy

Westlaw or Lexis Fees..... per hour rate  
(charged to us by these data base providers)

Other charges as necessary:

Filing Fees  
Document Recording Fees  
Brief Printing Costs  
Deposition Fees  
Process Service Fees  
Other costs incurred for our services charged at the actual rate Attorney is charged by these providers.  
Before incurring any substantial fees for the above, Attorney shall consult with the City Administrator for authorization).

**IV. Responsible Attorney and Staff.**

- a. William K. Goodrich shall be the primary attorney for the City. Mr. Goodrich shall be responsible for the performance of this agreement, although he may be assisted by other attorneys or support staff in the firm. Mr. Goodrich shall supervise all work performed on behalf of the City.
- b. Any licensed attorney employed by Attorney as an associate or hired by Attorney as an independent contractor will be assigned as the City's chief criminal prosecutor. The said chief criminal prosecutor shall be under the direct supervision of Mr. Goodrich if an associate of Attorney and if an independent contractor will perform the prosecution duties pursuant to the terms of an independent contractor agreement with Attorney.

**V. Conflict of Interest.**

The Attorney shall not accept any client or project which would knowingly place it in a conflict of interest with the services to be provided to the City under this agreement. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility. The Attorney shall be responsible for any additional costs incurred by the City in obtaining additional legal representation if such representation becomes necessary due to a conflict of interest:

**VI. Assignment of Services and Agreement.**

The Attorney shall not assign any interest or obligation of this Agreement without the prior written consent of the City; provided, however, that it is agreed that if William K. Goodrich shall cease to be associated with the law firm of Randall and Goodrich, P.L.C., the City may assign this agreement directly to William K. Goodrich.

**VII. Affirmative Action.**

Because the City requires and follows a policy of Affirmative Action and will not tolerate discriminatory acts, the Attorney shall not discriminate against any person on the basis of age, sex, religious beliefs, political affiliations, or other protected classifications under federal, state, or local laws or regulations.

**VIII. Work Product.**

All ordinances, resolutions, correspondences, and other documents or materials drafted for the City by the Attorney shall, upon their completion, become the property of the City.

**IX. Insurance and Indemnification.**

Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this agreement. The value of the policy shall not be less than the cap for municipal tort liability as established by Minnesota Statutes.

Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and, employees, against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Attorney's actions or advice under the terms of this agreement.

**X. Severability.**

The City or Attorney may sever the terms' of this agreement upon sixty days written notice. Failure by the City or the Attorney to comply with any of the terms of this agreement shall be grounds for terminating this agreement, as shall be the City's dissatisfaction with the Attorney's performance under the agreement. Upon termination of this agreement, the City shall only be responsible for the monthly fee and any additional billings accrued as of the date of termination.

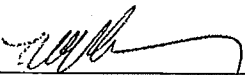
Further, the City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with more experience or expertise in a particular field. In such a situation, the City shall remain responsible to the Attorney for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Attorney for extra expenses in relation to the matter for which special counsel is retained if the City names the Attorney as co-counsel in the matter or otherwise requests the Attorney's participation.

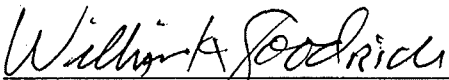
**XI. Acceptance.**

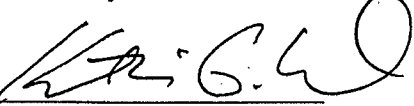
The terms of this agreement are hereby accepted and made binding upon and between the City of Ramsey and the law firm of Randall and Goodrich, P.L.C.

On behalf of the City of Ramsey:

On behalf of Randall and Goodrich, P.L.C.

By:   
Bob Ramsey

By:   
William K. Goodrich, a partner

Its: Mayor  
Attest By:   
Kurtis Ulrich

Its: City Administrator

Date: 7/1, 2009

Date: 7/1, 2009

**CC Work Session**

**2. 6.**

**Meeting Date:** 08/09/2011

**By:** Jo Thieling, Administrative Services

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**Title:**

Review 2011 Happy Days Budget

**Background:**

The City's Happy Days Committee has been meeting monthly working on the event as well as the budget. Staff is taking this opportunity to review the status of the budget and sponsorships and gather any input from Council relating to same.

**Funding Source:**

Happy Days is supported by event revenue, sponsorships, and the City General Fund. In addition, revenues from the Ramsey Raceway will eventually be made available to support the event.

**Council Action:**

Based upon discussion.

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**Attachments**

Happy Days Financial

2011 Sponsorship

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	07/29/2011 05:57 PM
Form Started By: Jo Thieling		Started On: 07/29/2011 08:30 AM
		Final Approval Date: 07/29/2011

U Doc	Doc No	GL Date	Rec/Ck#	Account Number	Description	Debit Amount	Credit Amount	GL Explanation / Remark	Address	Name
<b>09297 SPECIAL PROJECTS-GENERAL GOVT</b>										
<hr/>										
<b>0296 HAPPY DAYS</b>										
JE	33203	1/1/2011		0296.4609	OTHER MISCELLANEOUS REVENUES		500.00	2011 H.D. SPONSORSHIP - PSD		
JE	33203	1/1/2011		0296.4609	OTHER MISCELLANEOUS REVENUES		250.00	2011 H.D. SPONSOR-WEIKEL & BOY		
RC	32844	1/6/2011	28032	0296.4609	OTHER MISCELLANEOUS REVENUES		5.00	Sale of extra HD Pop		Sale of extra HD Pop
RC	32845	1/6/2011	28033	0296.4609	OTHER MISCELLANEOUS REVENUES		9.50	Sale of extra HD Pop		Sale of extra HD Pop
RC	32862	1/6/2011	28050	0296.4609	OTHER MISCELLANEOUS REVENUES		250.00	11 H.D'S DONATION CANVAS CRAFT		11 H.D'S DONATION CANVAS CRAFT
RC	32897	1/13/2011	28082	0296.4609	OTHER MISCELLANEOUS REVENUES		100.00	11 H.D'S DNATN HEALING THERAPE		11 H.D'S DNATN HEALING THERAPE
RC	32914	1/18/2011	28106	0296.4609	OTHER MISCELLANEOUS REVENUES		500.00	2011 H.D'S DONATION COBORN'S		2011 H.D'S DONATION COBORN'S
RC	33018	2/3/2011	28194	0296.4609	OTHER MISCELLANEOUS REVENUES		260.00	ACAPULCO FOOD VENDOR CONTRIBUT		ACAPULCO FOOD VENDOR CONTRIBUT
JE	33160	2/28/2011		0296.4609	OTHER MISCELLANEOUS REVENUES	5.00		CC SALE OF POP		
JE	33160	2/28/2011		0296.4609	OTHER MISCELLANEOUS REVENUES	9.50		CC SALE OF POP		
RC	33591	4/25/2011	28635	0296.4609	OTHER MISCELLANEOUS REVENUES		35.00	11 PARADE REG ACE SOLID WASTE		11 PARADE REG ACE SOLID WASTE
RC	33685	5/9/2011	28711	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	2011 H.D'S CRAFT FAIR/ FINSTAD		2011 H.D'S CRAFT FAIR/ FINSTAD
RC	33686	5/9/2011	28712	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	2011 H.D'S CRAFT FAIR CHIOPRA		2011 H.D'S CRAFT FAIR CHIOPRA
RC	33687	5/9/2011	28713	0296.4609	OTHER MISCELLANEOUS REVENUES		30.00	2011 H.D'S CRAFT FAIR SCENTSY		2011 H.D'S CRAFT FAIR SCENTSY
RC	33689	5/9/2011	28715	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	2011 H.D'S CRAFT JEWELRY DIETL		2011 H.D'S CRAFT JEWELRY DIETL
RC	33715	5/11/2011	28749	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	11 H.D'S CRAFT FAIR L CANYON		11 H.D'S CRAFT FAIR L CANYON
RC	33755	5/16/2011	28785	0296.4609	OTHER MISCELLANEOUS REVENUES		50.00	11 H.D'S SPONSORSHIP END ZONE		11 H.D'S SPONSORSHIP END ZONE
RC	33775	5/19/2011	28805	0296.4609	OTHER MISCELLANEOUS REVENUES		5,000.00	H.D'S SPONSOR NORTHGATE CHUCH		H.D'S SPONSOR NORTHGATE CHUCH
RC	33800	5/23/2011	28819	0296.4609	OTHER MISCELLANEOUS REVENUES		35.00	H.D'S PARAGE REG VILLAGE BANK		H.D'S PARAGE REG VILLAGE BANK
RC	33823	5/26/2011	28841	0296.4609	OTHER MISCELLANEOUS REVENUES		50.00	11 HD CRAFT RUM RIVER CREATION		11 HD CRAFT RUM RIVER CREATION
RC	33828	5/26/2011	28846	0296.4609	OTHER MISCELLANEOUS REVENUES		35.00	H.D'S PARADE CUSTOM REMODELERS		H.D'S PARADE CUSTOM REMODELERS
RC	33854	6/1/2011	28868	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	HD Craft Fair Registration		HD Craft Fair Registration
RC	33855	6/1/2011	28869	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	HD Craft Fair Registration		HD Craft Fair Registration
RC	33856	6/1/2011	28870	0296.4609	OTHER MISCELLANEOUS REVENUES		35.00	HD Parade Registration		HD Parade Registration
RC	33857	6/1/2011	28871	0296.4609	OTHER MISCELLANEOUS REVENUES		2,500.00	HD Sponsorship Donation		HD Sponsorship Donation
RC	33931	6/14/2011	28933	0296.4609	OTHER MISCELLANEOUS REVENUES		30.00	2011 H.D'S THIRTY ONE GIFTS		2011 H.D'S THIRTY ONE GIFTS
RC	33933	6/15/2011	28935	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	HD'S CRAFT FAIR H SULLIVAN		HD'S CRAFT FAIR H SULLIVAN
RC	33937	6/16/2011	28939	0296.4609	OTHER MISCELLANEOUS REVENUES		1,250.00	HD'S SPONSOR -MAIN STAGE		HD'S SPONSOR -MAIN STAGE
RC	33953	6/21/2011	28955	0296.4609	OTHER MISCELLANEOUS REVENUES		5.00	H.D'S CAR SHOW ERIK GUNDERSON		H.D'S CAR SHOW ERIK GUNDERSON
RC	34001	6/27/2011	28996	0296.4609	OTHER MISCELLANEOUS REVENUES		25.00	BOBBY MELCHER-HD CRAFT FAIR		BOBBY MELCHER-HD CRAFT FAIR
RC	34009	6/27/2011	29004	0296.4609	OTHER MISCELLANEOUS REVENUES		30.00	H.D'S CRAFT FAIR S MCGAVER		H.D'S CRAFT FAIR S MCGAVER
RC	34013	6/28/2011	29010	0296.4609	OTHER MISCELLANEOUS REVENUES		35.00	H.D'S PARADE CREATIVE KIDS ACA		H.D'S PARADE CREATIVE KIDS ACA
RC	34024	6/29/2011	29021	0296.4609	OTHER MISCELLANEOUS REVENUES		30.00	HD Craft Fair/Bus Expo Registr		HD Craft Fair/Bus Expo Registr
PV	58305	7/12/2011	86060	0296.4609	OTHER MISCELLANEOUS REVENUES	5.00		REFUND 29021 NO ELEC	112673	CREATIVE KIDS ACADEMY
PV	58313	7/12/2011	86092	0296.4609	OTHER MISCELLANEOUS REVENUES	5.00		REFUND 29004- NO ELEC	112672	MCGAVER,SHANON

U Doc	Doc No	GL Date	Rec/Ck#	Account Number	Description	Debit Amount	Credit Amount	GL Explanation / Remark	Address	Name
Company 09297 Div Continued										
				0296.4609	Total	24.50	11,224.50	11,200.00- Net		
JE	33791	5/31/2011		0296.6247	HAPPY DAYS SUPPLIES	1.76		POSTAGE ALLOCATION		
				0296.6247	Total	1.76		1.76 Net		
JE	33160	2/28/2011		0296.6249	MISCELLANEOUS OPERATING SUPPLY		5.00	CC SALE OF POP		
JE	33160	2/28/2011		0296.6249	MISCELLANEOUS OPERATING SUPPLY		9.50	CC SALE OF POP		
PV	57551	5/17/2011	85594	0296.6249	MISCELLANEOUS OPERATING SUPPLY	50.00		HAPPY DAYS DEP DJ	112164	NEON EXPRESS ENTERTAINMENT
PV	57552	5/17/2011	85592	0296.6249	MISCELLANEOUS OPERATING SUPPLY	1,300.00		DEP JOHNNY HOLM 9-17-11	111145	HORIZON TALENT AGENCY
PV	57553	5/17/2011	85595	0296.6249	MISCELLANEOUS OPERATING SUPPLY	1,827.50		HAPPY DAYS- INFLATABLES	111532	USA INFLATABLES
				0296.6249	Total	3,177.50	14.50	3,163.00 Net		
				0296	HAPPY DAYS	3,203.76	11,239.00	8,035.24- Net		
						3,203.76	11,239.00	8,035.24- Net		
				09297	SPECIAL PROJECTS-GENERAL GOVT	3,203.76	11,239.00	8,035.24- Net		



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**CC Work Session**

**4. 1.**

**Meeting Date:** 08/09/2011

**By:** Amy Dietl, Administrative Services

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**Title:**

Review Future Work Session Topics/Calendar

**Background:**

Attached is the list of Future Topics/Calendar for Council review and information.

**Funding Source:**

n/a

**Council Action:**

No formal action necessary - for review and informational purposes only.

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**Attachments**

Future Topics/Calendar

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Amy Dietl	08/04/2011 04:10 PM
Form Started By: Amy Dietl		Started On: 08/04/2011 04:08 PM
	Final Approval Date: 08/04/2011	

**Work Session Calendar  
2011**

<b>Month</b>	<b>Date</b>	<b>Topics for Discussion</b>
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> <li>• Look at pilot programs (e.g. volunteer programs – low maintenance)</li> <li>• Proactively recruit residential development and seek builders input</li> <li>• Review development fees and standards regarding construction</li> <li>• Develop TIF tracking plan with regard to fiscal disparities impact</li> <li>• Establish fund reserve policy</li> <li>• Review City-owned lands and create plan for it – <i>scheduled for July 12 agenda</i></li> <li>• Review park programming and potential reallocation of parks – <i>scheduled for July 12 agenda – included in Review City owned land . . .</i></li> <li>• Construct boat landing at River’s Bend – <i>was reviewed with Council and determined it was not a priority at this location.</i></li> <li>• Build on outdoors/sportsmen’s market (e.g. stock pond/lake)</li> <li>• Coordinate COR marketing and City marketing</li> <li>• Create Master Plan 167<sup>th</sup> Avenue/Highway 47 – plan for redevelopment – <i>Discuss after Joint Meeting between CC &amp; EDA</i></li> <li>• Develop community center/indoor sports complex</li> <li>• Old Town Hall relocation</li> <li>• Review &amp; revise Development Management contract and manage COR expenditures</li> <li>• Consider creation of a Transportation Taxing District</li> <li>• Seek grant funding for transportation projects and service delivery</li> <li>• Complete US 10/ County Road 83 interchange design – pursue funding</li> <li>• Establish position on TH #47 South of Bunker to Highway #10</li> </ul> <p><b><u>Public Works</u></b></p> <ul style="list-style-type: none"> <li>• Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp</li> <li>• Review Dirt Road Elimination Policy (DREP)</li> <li>• Create opportunities for snowmobile, four-wheeler &amp; golf cart use</li> <li>• Review sidewalk plowing policy</li> </ul>