

**PLANNING COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, December 4, 2014, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Gary Levine  
  Commissioner Randy Bauer  
  Commissioner Matthew Maul  
  Commissioner Cindy Nosan  
  Commissioner Gary VanScoy

Members Absent:                   Commissioner Ralph Brauer

Also Present:                      Community Development Director Timothy Gladhill  
  City Planner Chris Anderson

**1.     CALL TO ORDER**

Chairperson Levine called the regular meeting to order at 7:00 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Maul and Nosan. Voting No: None. Absent: Commissioner Brauer.

**4.     APPROVE PLANNING COMMISSION MINUTES**

None.

**5.     PUBLIC HEARINGS/COMMISSION BUSINESS**

**5.01: Public Hearing: Consider Request for a Home Occupation Permit to Operate a Frozen Foods Sales and Delivery Business on the Property Located at 14920 Chameleon Street NW; Case of Abdelfettah Benzoubair**

## **Public Hearing**

Chairperson Levine called the public hearing to order at 7:02 p.m.

## **Presentation**

City Planner Anderson presented the staff report stating through the Code Enforcement program, the City became aware of a Home Occupation being operated at 14920 Chameleon Street NW. In response to Notice of Violation, the City received an application for a Home Occupation Permit to operate Pipestone Deliveries, a frozen foods sales and delivery business from the subject property. Due to the number of 'non-resident' employees (2) and the fact that there is exterior evidence of the Home Occupation (vehicles) this request is subject to review by the Planning Commission and action by the City Council. Staff reviewed the request in further detail, noting the applicant was working to find a commercial site and recommended approval of the Home Occupation Permit.

## **Citizen Input**

Sharon White, 14921 Chameleon Street NW, explained the applicant has improved the yard and house greatly over the past three years. She fully supported the home occupation.

Abdelfettah Benzoubair, 14920 Chameleon Street NW, discussed his home occupation in further detail with the Commission. It was his hope to expand his business to a commercial site in the near future. He thanked the Commission for considering his request.

Commissioner Bauer asked how long the employee vehicles were parked onsite along with the vans. Mr. Benzoubair estimated there was a 20 to 30 minute span each morning and evening.

Commissioner Bauer recommended striking the trips per hour restriction within the Findings of Fact. City Planner Anderson supported this recommendation.

Commissioner VanScoy inquired if the applicant would be placing any screening on his property. Mr. Benzoubair explained he would be placing a fence along the side of his garage that would screen 50% of the vans.

Motion by Commissioner VanScoy, seconded by Commissioner Nosan, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Nosan, Bauer and Maul. Voting No: None. Absent: Commissioner Brauer.

Chairperson Levine closed the public hearing closed at 7:13 p.m.

## **Commission Business**

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend approval of Resolution #14-12-248 adopting Findings of Fact, amending Finding #4 eliminating the traffic trips restriction.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Maul, and Nosan. Voting No: None. Absent: Commissioner Brauer.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #14-12-249 approving a Home Occupation Permit for a frozen foods sales and delivery business at 14920 Chameleon Street NW, eliminating Item #4 regarding the number of traffic trips per hour.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Maul, and Nosan. Voting No: None. Absent: Commissioner Brauer.

**5.02: Consider Recommendation for Resolution #15-01-002 Granting Site Plan Approval of Fire Station No. 2 Replacement to be Located at 5650 Alpine Drive NW; Case of the City of Ramsey**

**Presentation**

Community Development Director Gladhill presented the staff report stating the purpose of this case was to consider a recommendation to the Council on a proposed site plan for a new Fire Station No. 2 to be located at 5650 Alpine Drive NW. This is the first of multiple steps for the City Council to consider in advancing towards construction of a new Fire Station No. 2. Approval of a Site Plan for Fire Station No. 2 does not give final authorization to commence construction. The Council will still need to advertise for competitive bids and award a contract if it chooses to move forward with construction.

Community Development Director Gladhill explained that the proposed 10,000+ square foot building will provide office, meeting, locker room, and apparatus bay areas for a paid on-call fire department to replace the existing fire station located at 15153 Nowthen Boulevard NW, the former municipal center. The facility is not designed for a full-time Fire Department staff. This will be a multi-purpose facility with space for a Police Department sub-station, Allina Health Emergency Medical Services, and polling location for local elections. The site also currently is the location of an Anoka County Communications Tower (800 MHz). The proposed facility will gain access from both Helium Street and Alpine Drive. Staff reviewed the request and recommended approval of the Site Plan for Fire Station No. 2.

Fire Chief Dean Kapler further reviewed the layout of proposed Fire Station No. 2 in detail with the Commission. He believed that the paid on-call fire department would be needed going into the foreseeable future. He explained how the proposed location was in a prime location to serve the City of Ramsey. He provided comment on the building design noting it would be multi-use, serving both the police and fire department.

Commissioner Bauer questioned if additional space would be needed to allow for polling at the new fire station. Fire Chief Kapler stated the proposed building design would allow for polling and now additional space was being requested.

### **Commission Business**

Motion by Commissioner Bauer, seconded by Commissioner Maul, to recommend that City Council adopt Resolution #15-01-002 approving the Site Plan for Fire Station No. 2.

### **Further discussion**

Commissioner VanScoy questioned why the site was proposing to have two water runoff ponds. Community Development Director Gladhill reviewed the topography and natural grades on the site noting this led to the two runoff ponds that could manage 100 year rain events.

Chairperson Levine requested further information on the timing of the proposed fire station. Assistant City Administrator/Economic Development Manager Brama indicated the final design was nearly complete. He explained that bids for the project would be authorized by the Council this winter and would be authorized for bid in the spring with construction beginning shortly thereafter. It was noted the fire station would take nearly a year to complete. This would mean the new fire station would be open for use in the spring of 2016.

Commissioner VanScoy expressed concern that the pond would be eight to ten feet deep. Community Development Director Gladhill indicated there were other technologies available but this would greatly increase expenses for the project. He believed that staff would continue to evaluate the need and depth of the ponds.

Commissioner Bauer asked what the plans were for existing Fire Station No. 2. Community Development Director Gladhill stated staff was evaluating uses for this property and was entertaining a single family residential development with 47 units. He anticipated that the existing Fire Station and City Hall would be demolished.

Commissioner Nosan supported the proposed location of the Fire Station, but questioned how this would impact the surrounding homeowners. Fire Chief Kapler reported that each call dictates a different response from the Fire Department. He stated that lights and sirens have been used from the current station location. He discussed the positive comments he has received regarding the fire station being a good neighbor.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Maul, Nosan, and VanScoy. Voting No: None. Absent: Commissioner Brauer.

## **5.03: Review Resident Survey Results**

### **Presentation**

City Administrator Ulrich presented the staff report stating during the 2013 City Council Strategic Planning process, discussion ensued related to initiating a resident surveying process. Generally speaking, survey results would benefit the City in a wide range of applications. However, relating to the Strategic Plan specifically, a resident survey allows the City to clearly analyze organizational performance measurements; including, the City's Strategic Plan balanced scorecard. He discussed the City's vision and mission along with a recap of the Strategic Plan.

Commissioner Nosan thanked staff for communicating these results to the Commission and commended staff for their efforts on behalf of the City.

Assistant City Administrator/Economic Development Manager Brama reviewed the survey methods and results. It was noted a third party survey was chosen to assist the City with gathering information from residents. He explained that benchmarks were created to compare Ramsey to local and regional cities. The design and layout of the survey was discussed along with the results. Highlights from the survey included the fact that Ramsey was a great place to live in raise a family, had affordable housing and was a safe community. Opportunities for growth were to improve the image of Ramsey, the quality of business services, and there was a lack of education/recreation center.

Assistant City Administrator/Economic Development Manager Brama discussed how the City would use the information gathered to move forward. He anticipated the Council would be referring to the survey results when making future policy decisions or when discussing future budgets. In addition, Boards and Commissions would be able to refer to the results. He believed the data will become more and more valuable with time. He reported that the survey results would be posted on the City or Ramsey's website.

### **Commission Business**

Commissioner Bauer understood the City did not have enough job opportunities locally based on the survey results. He encouraged staff to continue to gather citizen input regarding this topic as it would be valuable when addressing the 2040 Comprehensive Plan.

Chairperson Levine was pleased with the direction the City was heading and discussed how the survey results addressed this vision. He appreciated staff's work on the survey.

### **5.04: Review and Recommend a Response to the Anoka Conservation District's Draft 2015-2019**

#### **Presentation**

City Planner Anderson presented the staff report stating the Soil and Water Conservation Districts are required to prepare Comprehensive Plans in accordance with the requirements of the Board of Water and Soil Resources (BWSR). The Anoka Conservation District (ACD), whose primary purpose is to address natural resource management challenges within the county, has

prepared a draft 2015-2019 Comprehensive Plan for comment/feedback. It was noted the Rum River was the highest priority for the time being. The ACD also compiles annual work plans geared toward addressing the priorities outlined in their Comprehensive Plan. Staff reported the purpose of this case is to draft a response to the ACD's Draft 2015-2019 Comprehensive Plan.

### **Commission Business**

Chairperson Levine thanked staff for the thorough report and for being proactive when addressing the City's watershed.

Commissioner VanScoy was impressed with how the City's Comprehensive Plan and Anoka County's water plans were consistent. He recommended the City remain proactive when addressing this topic.

Motion by Commissioner VanScoy, seconded by Commissioner Maul, to recommend support of the draft response to the Anoka Conservation District, with strengthened language added to Item #3.

### **Further Discussion**

Commissioner Bauer requested staff review the proposed language for Item #3. City Planner Anderson read the language in full for the Commission regarding how the City would address water draw down issues.

Chairperson Levine recommended the word "proactive" be added into this language. Community Development Director Gladhill explained that staff understood this direction and would work to further refine the language for Item #3.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Maul, Bauer, and Nosan. Voting No: None. Absent: Commissioner Brauer.

## **5.05: Introduce Discussion to Develop Work Plan and Outline for 2040 Comprehensive Plan Update**

### **Presentation**

Community Development Director Gladhill presented the Staff Report stating this case was originally prepared for the November 6, 2014 meeting, and is being brought back to the Commission for further consideration. The purpose of this case was to introduce a discussion on developing a work plan to complete the 2040 Comprehensive Plan Update. By adopting this preliminary work plan, the City is not approving any expenditures or components of the update. This step will ensure that the framework is in place before time and resources are put into developing a more detailed work plan and ultimately the update itself. Staff reviewed the policy discussions at hand, requested comment from the Commission on how to proceed and recommended approval of the Preliminary Work Plan.

### **Commission Business**

Commissioner Bauer recommended economic and housing needs for the City be addressed prior to the land use plan. Community Development Director Gladhill appreciated this comment and discussed how the City's goals and visions would drive the land use plan. He suggested that a front end and back end check in be completed with regarding to the land use plan.

Commissioner VanScoy supported the proposed approach presented by staff. He suggested that the community survey be considered and that citizen input be gathered throughout the 2040 Comprehensive Plan updating process. Community Development Director Gladhill discussed the success rates of the neighborhood meetings for gathering information from residents.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend the City Council approve the Preliminary Work Plan for the 2040 Comprehensive Plan Update.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Maul, and Nosan. Voting No: None. Absent: Commissioner Brauer.

### **5.06: Consider Work Plan for Highway 10 South Small Area Plan**

#### **Presentation**

Community Development Director Gladhill presented the Staff Report stating this case was originally prepared for the November 6, 2014 Planning Commission meeting and was brought back for full board consideration. The purpose of the case was to consider a small area land use planning exercise similar to that used for the 167/47 Retail Node, Future Business Park, and Old Municipal Center. He discussed the proposed Study Area in further detail with the Commission and recommended approval of the work plan for a small area planning exercise.

### **Commission Business**

Commissioner VanScoy understood there was another business park was located adjacent to this site. He questioned how the Armstrong Interchange would impact this area. Community Development Director Gladhill commented the area was previously zoned residential. However, the City has a need for future business and industrial growth, which shifted the residential to another area. He explained that this node would be developed to handle the Armstrong Interchange and a future river crossing.

Commissioner Nosan asked if the City had a need for additional office and warehouse property. Community Development Director Gladhill reported there was a need as the City has exhausted its current business, office and warehouse space.

Motion by Commissioner Bauer, seconded by Commissioner Nosan, to recommend the City Council approve a work plan for a small area planning exercise as outlined by staff.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Nosan, Maul, and VanScoy. Voting No: None. Absent: Commissioner Brauer.

## **6. COMMISSION / STAFF INPUT**

### **6.01: Staff Update**

The Staff Update was noted.

Commissioner Nosan was in favor of scheduling a team building meeting for the Planning Commission members. Community Development Director Gladhill recommended this be completed after a new member was appointed in the New Year.

Chairperson Levine supported this recommendation.

Commissioner Nosan recommended a street light be added at the intersection of Lord of Life.

### **6.02: Note City Council Meeting Minutes dated November 12, 2014 for the Adoption of Ordinance #14-14 Amending City Code Section 117-118 Entitled The COR Amending Minimum Floor Area Ratio and Maximum Parking Requirements in The COR-1 Sub-District**

Community Development Director Gladhill reviewed the City Council minutes from November 12<sup>th</sup> and provided comment on their action regarding the minimum floor area ratio.

### **6.03: Zoning Bulletins**

Zoning Bulletins were noted.

## **7. ADJOURNMENT**

Motion by Commissioner VanScoy, seconded by Commissioner Bauer, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Bauer, Maul, and Nosan. Voting No: None. Absent: Commissioner Brauer.

The regular meeting of the Planning Commission adjourned at 8:56 p.m.

Respectfully submitted,

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Tim Gladhill  
Community Development Director

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

Drafted by Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*