

City of Ramsey
Agenda
City Council Work Session
Tuesday, January 24, 2017
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Introductions and Definition of Success for The COR Exercise
 2. Presentation of Progress on Revised Vision Statement for The COR
 3. Presentation of Draft Work Plan for The COR Development Plan Update
 4. Discussion on Roles and Responsibilities in the Land Use Planning and Development Review Process
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 01/24/2017

Information

Title:

Introductions and Definition of Success for The COR Exercise

Purpose/Background:

The meeting will commence with introductions of participants of the Joint Work Session between the Planning Commission and City Council regarding The COR Development Plan. Economic Development Authority (EDA) Members have been invited to observe and participate as well.

As part of the introductions, participants are asked to provide a 30 second statement on how they define what will define The COR as a success in the future. Responses will be limited to 30 seconds as a brief ice-breaker.

Timeframe:

10 Minutes

Funding Source:

Responsible Party(ies):

Mayor Strommen

Outcome:

The desired outcome is a list of indicators of success that the Planning Commission will use to check their work in preparation of an update to The COR Development Plan.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/19/2017 05:07 PM
Form Started By: Tim Gladhill		Started On: 01/19/2017 02:05 PM
Final Approval Date: 01/19/2017		

Meeting Date: 01/24/2017

Information

Title:

Presentation of Progress on Revised Vision Statement for The COR

Purpose/Background:

Planning Commission Chair Randy Bauer will provide an update on the progress of a draft Vision Statement for The COR being prepared by the Planning Commission. The Planning Commission met on January 5, 2017 to hold a visioning work session to commence this work. This work is still in draft format, and a final draft has not been reviewed by the full Planning Commission, so a formal document has not yet been created.

Timeframe:

30 minutes.

Funding Source:

Responsible Party(ies):

Planning Commission Chair Randy Bauer

Outcome:

The desired outcome is to provide general feedback on the initial talking points for a draft Vision Statement for The COR and to check in on status to ensure that the City Council feels the Planning Commission is headed in the right direction.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/19/2017 05:07 PM
Form Started By: Tim Gladhill		Started On: 01/19/2017 02:09 PM
Final Approval Date: 01/19/2017		

Meeting Date: 01/24/2017

Information

Title:

Presentation of Draft Work Plan for The COR Development Plan Update

Purpose/Background:

The purpose of this exercise is to review a draft work plan prepared by the Planning Commission to move the discussion on vision for The COR into an action plan. The proposed work plan is generally as follows:

1. Preparation of a Vision Statement (see previous case)
2. Land Use/District Map Tabletop Exercise
3. Creation of Descriptions of Districts (land use districts)
4. Recommendations for Key Development and Design Standards

Preparation of a Vision Statement for The COR

Background on this case is covered in the previous case.

Land Use/District Map Tabletop Exercise

The Planning Commission proposes a collaborative tabletop exercise to adjust the proposed Sub-District Map for The COR. This exercise has been used successfully in the 2030 Comprehensive Plan Update (prepared in 2008) and the Old Municipal Center Redevelopment Project. This is the first key process in taking a Vision Statement to an action item.

District Descriptions

As part of the District Map exercise, descriptions of these land use districts will be created. For example, a district description will describe allowable land use and key design aspects for future development.

Key Development and Design Standards

The final step in preparing a draft land use plan for The COR is to define key development and design standards. This is the process that will resolve where key areas of agreement as well as areas needing clarification will be resolved. Some of the key standards to be reviewed by the Planning Commission and recommendations to the City Council include, but are not limited to the following:

1. Definition of Mixed Use (vertical mixed use or horizontal mixed use)
2. Parking Districts and Parking Strategies
3. Retail Strategy (appropriate scale of retail for our market)
4. Architectural Standards
5. Appropriate Densities

Future Steps

Due to the nature of the City being Property Owner for a number of parcels, key infrastructure cost estimates are needed to develop a more refined understanding of development costs and acceptable selling prices. This exercise will also be a valuable economic development tool for private developers as well to better understand project an individual pro-forma. Economic Development Manager Patrick Brama will provide an update on the next two steps in the process.

1. System Plan/Infrastructure Study
2. Project Pro-Forma

Timing

Attached to this case is a work plan with timing to complete key deliverables.

Timeframe:

30 Minutes

Funding Source:

Responsible Party(ies):

Community Development Director

Outcome:

The desired outcome for this case is to provide direction on future steps for an update to The COR Development Plan based on the recommended action plan by the Planning Commission.

Attachments

Key Tasks

Plan of Action

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 01/19/2017

Reviewed By

Kurt Ulrich

Date

01/19/2017 05:11 PM

Started On: 01/19/2017 02:13 PM

Major Planning COR Planning Efforts

EFFORT #1

COR Re-Visioning

PURPOSE

Update/ amend the vision for The COR.

1. Update COR Master Plan (map that shows vision, how the COR will look, how buildings will be oriented, where infrastructure should be located, etc.)
2. Update zoning district map (underlying land use regulations that will ensure the master plan will be implemented at the time individual projects come forward for review by the City)
3. Direction on outstanding major policy items:
 - Is vertically mixed use development a requirement?
 - appropriate size and location of retail uses?
 - Is there flexibility in location of zoning district borders?
 - Define basic vision and policy for community center.
 - Define basic vision and policy for parking ramps.

RESPONSIBLE BOARD

Planning Commission will draft a recommendation for Council consideration.

TIMING

Anticipated to have draft completed by April 2017. Once a draft is completed, it should be checked against COR System Plans and COR Pro-Forma. May need to be adjusted.

EFFORT #2

COR System Plans

PURPOSE

The City purchased The COR with two goals in mind (a) recover previous public investments, and (b) ensure the vision of The COR is implemented.

As a result, the City of Ramsey has taken the role of master developer for The COR. With the role, various assumed responsibilities are assigned to the City. Developers, businesses, and residents expect the city to have concept plans/ policies in place for the following items:

1. Storm water plan (regional)
2. Road plan (public roads)
3. Sign plan (development signs, way finding signs, etc.)
4. Park & Trails plans
5. Community Center plan/ policy
6. Parking Ramp(s) plan/ policy
7. Cut/fill basic plan

There are many benefits to having this preliminary information ready—please see system plan dashboard for details. These plans are intended to be preliminary/ concept level only—for the sake of planning and budgeting.

RESPONSIBLE BOARD

Likely, all boards will be involved with this process. However, for the sake of efficiencies, the EDA will lead this effort. Findings will be presented to the Planning Commission and City Council.

TIMING

Upon completion of 1st draft of COR re-vision, staff would like to order this work for completion (i.e. begin May 2017). This work will take 6-9 months. Once draft is completed, it should be checked against COR Master Plan and COR Pro-Forma. May need to be adjusted.

EFFORT #3

COR Pro-Forma

PURPOSE

1. Update COR pro-forma based on updated vision and system plans. COR pro-forma will display the city's financial performance forecast/ project cash-flow over time (expenditures/ obligations versus revenues/ available funding).
2. Update COR TIF plan/ TIF analysis previously completed by Ehlers. This plan plays a major role in the "funding" side of the COR pro-forma. Because actual TIF revenues are based on actual completed projects, it would be helpful to update periodically. NOTE: TIF can only be used for projects completed before 2021.
3. Update COR land proceeds policy. Staff would like to (a) clearly identify what previous expenditures the City wishes to repay itself, (b) consider using land proceeds only for non TIF eligible costs, and (c) update the City's land sale proceeds forecasts.

RESPONSIBLE BOARD

EDA will draft a recommendation for Council consideration.

TIMING

Upon completion of COR re-vision and COR system plans, staff will complete this work (i.e. begin late 2017). This work will take 1-2 months. Once draft is completed, it should be checked against COR Master Plan and COR system plans. May need to be adjusted

Meeting Date: 01/24/2017

Information

Title:

Discussion on Roles and Responsibilities in the Land Use Planning and Development Review Process

Purpose/Background:

The purpose of this case is to highlight the various roles and responsibilities that overlap and provide multiple perspectives in the land use planning and development review process.

Attached is an illustration intended to frame the discussion.

Timeframe:

10 minutes.

Funding Source:

Responsible Party(ies):

Mayor Strommen

Outcome:

The desired outcome is to review the roles and responsibilities within the land use planning and development review process.

Attachments

Advisory Board Roles and Responsibilities

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 01/19/2017

Reviewed By

Kurt Ulrich

Date

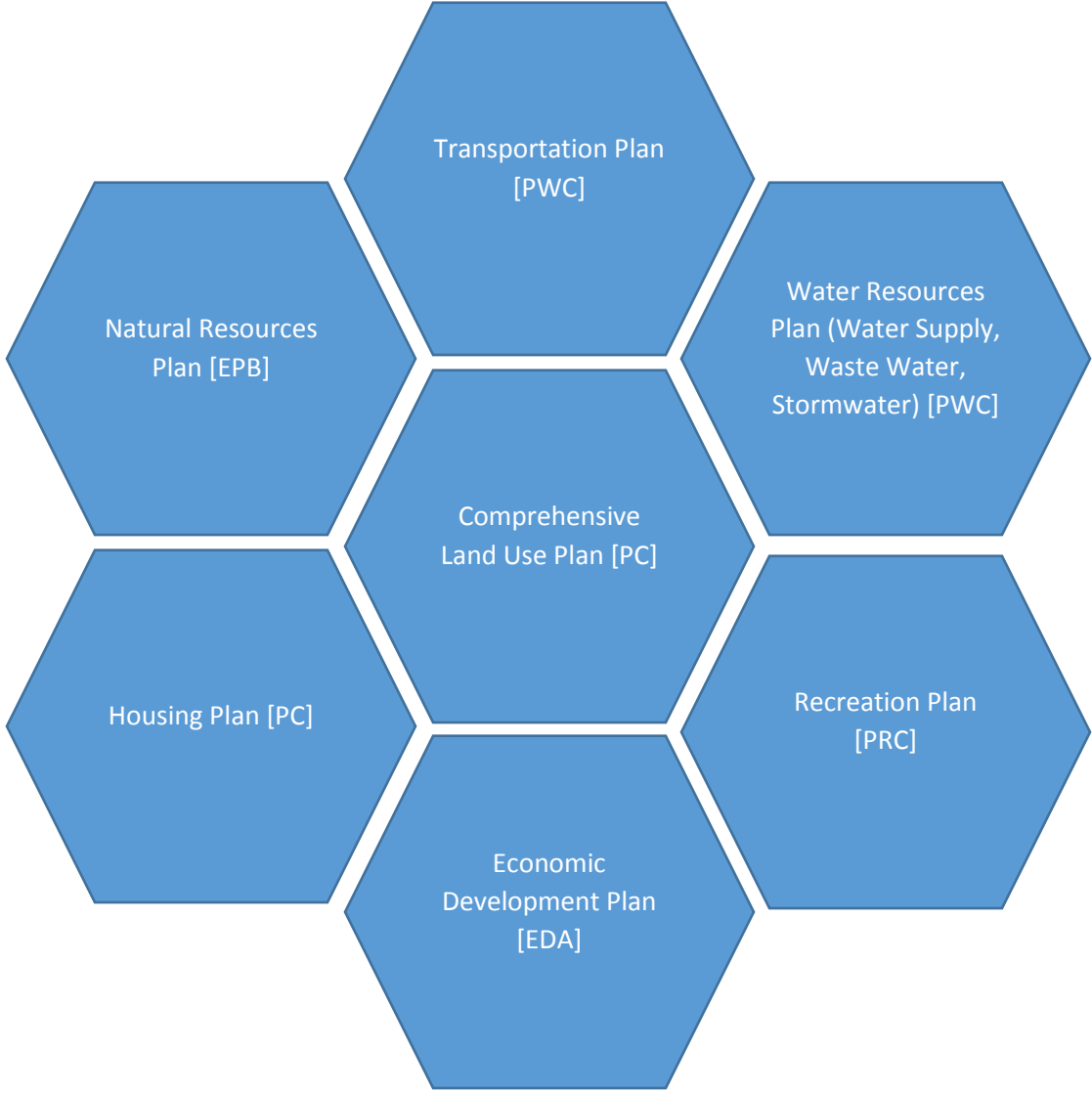
01/19/2017 05:11 PM

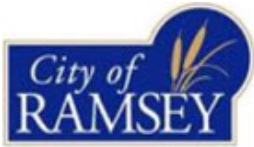
Started On: 01/19/2017 02:41 PM

Clarifying Boards, Commissions, and Committee Responsibilities – Physical Development Projects and Policies

Planning Commission (PC)	Economic Development Authority (EDA)	Park and Recreation Commission (PRC)	Environmental Policy Board (EPB)	Charter Commission	Public Works Committee (PWC)
<u>City Code References</u>	<u>City Code References</u>	<u>City Code References</u>	<u>City Code References</u>	<u>Minnesota Constitution Reference</u>	<u>Organizational Resolution:</u>
Statutory Powers of 462.351 to 462.364	Statutory Powers of 469.091	Comprehensive Plan for recreation and natural resources.	Promote environmental awareness.	Can exercise any powers in City Charter as long as they do not conflict with state laws.	A Sub-Committee of the City Council
Serve at the official Planning Agency for the City.	Administration of economic development and redevelopment plans.	Park System development and programming.	Policy development regarding natural resources.	Provides for more control over City's powers.	Develop comprehensive plans for public infrastructure systems (roads, utilities, etc.).
Prepare the Comprehensive Land Use Plan.	Develop a plan for financing of economic development and redevelopment projects.	Coordination of interchangeable use of school facilities.	Review of new development proposals related to natural resources.	Provides guidance on how the City will adopt the Comprehensive Plan.	Review of public improvement projects.
Develop the Zoning Code.	Recommend development and redevelopment plans that are consistent with the Comprehensive Plan.	Coordination with athletic and youth groups regarding recreation and natural resources	Promote education.		Recommend strategies for the operations and maintenance of publicly owned infrastructure.
Develop the Subdivision Code.			Development a Comprehensive Plan for Natural Resource Management.		
Review applications for compliance with the Comprehensive Plan, Subdivision Code, and Zoning Code.					
Provides recommendations to the City Council (except for Variances).	Provides recommendations to the City Council.	Provides recommendations to the City Council.	Provides recommendations to the City Council.	Provides recommendations to the City Council. Can initiate Citizen Referendums.	Provides recommendations to the full City Council.
<u>Additional Responsibilities:</u>	<u>Additional Responsibilities:</u>	<u>Additional Responsibilities:</u>	<u>Additional Responsibilities:</u>		
Housing Plan	Real Estate Management for The COR and other City owned property.				
Housing Assistance Policy					

Comprehensive Plan/System Plan Integration – Physical Development





Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

3.1.

Meeting Date: 01/24/2017

Submitted For: Kurt Ulrich, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

[Future Topics 1 24 17](#)

Form Review

Inbox

Kurt Ulrich

Jo Thieling (Originator)

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 01/19/2017

Reviewed By

Kurt Ulrich

Jo Thieling

Kurt Ulrich

Date

01/19/2017 03:24 PM

01/19/2017 03:40 PM

01/19/2017 03:59 PM

Started On: 01/18/2017 11:31 AM

City Council Future Topics – Work Session
(Draft)

Date	Topics for Discussion – Council Action
Future	Review Bidding Process for Towing Contract (<i>Katers</i>)
Future	Discuss Ordinance Governing Unmanned Aerial Vehicle Use (<i>Katers</i>)
Future	Review and Potentially Adopt Ramsey’s Portion of Previous Highway 47 Study (<i>Westby</i>)
Future	Cost Share a Corridor Study for Nowthen (<i>Westby</i>)
Future	ICE Reports for Spot Improvements on Armstrong (<i>Westby</i>)
Future	Website Design and Website Services Update (<i>Fredrickson</i>)
Future	Pollinator-Friendly Community proclamation (<i>Anderson</i>)
February	Commercial Assessments for Public Improvement Assessments (<i>Westby</i>)
February	Discussion re the 2016 All-Staff Survey and Work Plan (<i>Lasher</i>)
Date	Topics for Discussion – Regulatory
Future	Commercial Signage Standards and Community Sign Plan(<i>Gladhill</i>)
Future	Property Maintenance Code (Maintenance of Buildings and Structures) (<i>Gladhill</i>)
Date	Topics for Discussion – Policy
Future	Future Business Park Policy (<i>Brama</i>)
Future	Public Facilities Naming Policy (<i>Riverblood</i>)
Future	Trail Maintenance Policy (<i>Westby</i>)
Future	Stormwater Pond Maintenance Policy (<i>Westby</i>)
Future	Citizen Volunteer and Recognition Program (<i>Ulrich</i>)
Future	Newsletter Policy (<i>Brama</i>)
February	Discussion re Updating the City’s Personnel Policy (<i>Lasher</i>)
February	Discussion Communications Plan (<i>Wenberg</i>)
Date	Topics for Discussion – Planning and Budget
Future	Summary of Compensation/Development Plan for Employees (<i>Lasher</i>)
Future	Review Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Future	Review Corridor Improvement Initiatives (<i>Ulrich</i>)
Date	Topics for Discussion – Information
Future	Follow Up Discussions with ARAA (<i>Riverblood</i>) <ul style="list-style-type: none"> • Special Use Permits • What improvements can we make • Communication – in General
Future	Review Area Recreation Opportunity Assessment (<i>Riverblood</i>)