

City of Ramsey
Agenda
City Council Work Session
Tuesday, July 24, 2018
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Provide Direction on Streetscape Plan/Manual
 2. Review and Discuss Proposed Changes to the Home Occupation Ordinance
 3. Review and Discuss Proposed Neighborhood Business District
- 3. Topics for Future Discussion**
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 07/24/2018

Information

Title:

Provide Direction on Streetscape Plan/Manual

Purpose/Background:

Staff has been working on creating a streetscape plan for the City of Ramsey at the direction of City Council. Staff has been directed to keep this low-cost, high-impact. With that in mind, staff is looking for feedback regarding the attached streetscape and signage plan. Specifically, this plan would be used at our gateways along Highway 10, Highway 47, and in the COR area to increase community visibility.

Timeframe:

30 Minutes

Funding Source:

The majority of this project was accomplished as part of normal Staff duties. Staff requested up to \$7,500 in professional services to aide with landscape architecture to provide high quality images to help supplement the plan. This came from an individual department professional services line item (already budgeted for in 2018).

Responsible Party(ies):

City Planner

Outcome:

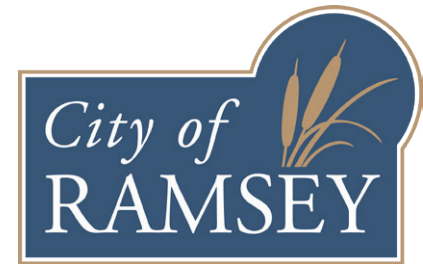
Provide Staff direction on preferred design of standard community sign(s) and provide direction to begin replacing sign at Bunker Lake Boulevard and TH 47 (Saint Francis Boulevard) that was previously removed due to damage.

Attachments

Ramsey Streetscape Manual

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	07/03/2018 01:28 PM
Kurt Ulrich	Kurt Ulrich	07/05/2018 02:06 PM
Form Started By: Chloe McGuire Brigl		Started On: 06/27/2018 08:13 AM
Final Approval Date: 07/05/2018		



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

DRAFT



Project Number: 011565-000
April 19, 2018

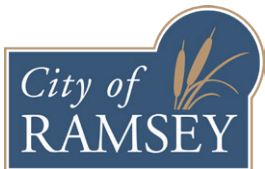


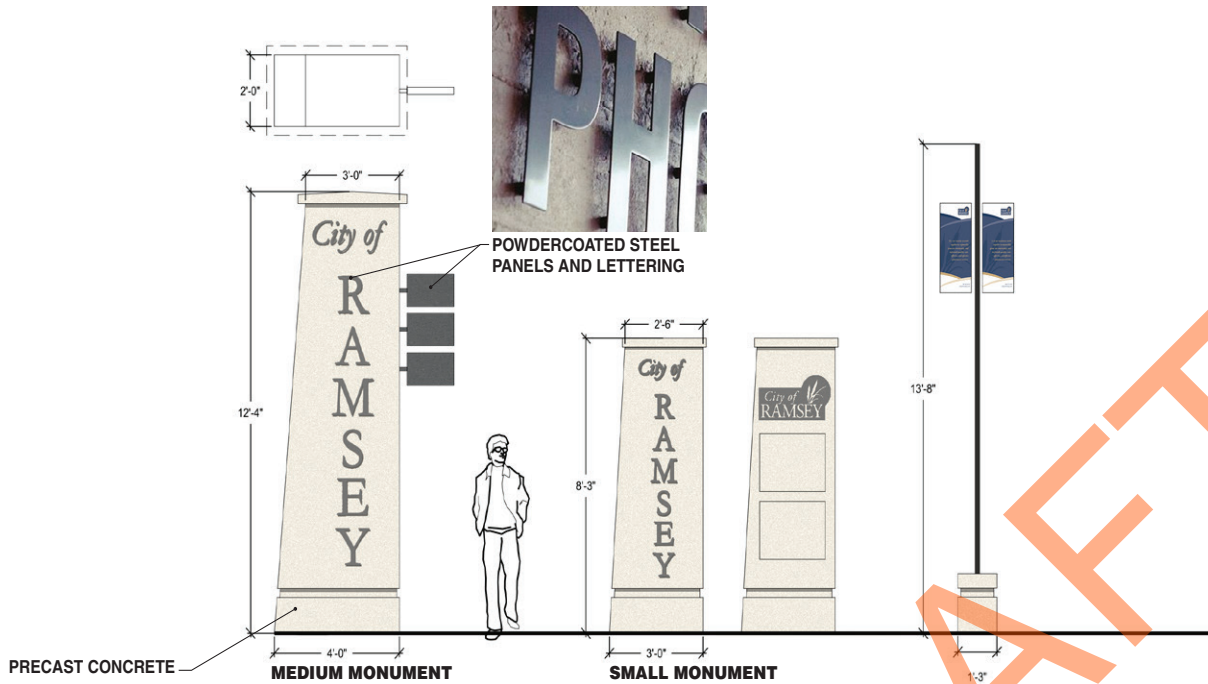
EXISTING X-LARGE SIGNAGE LOCATED ON HWY 10
NEAR CITY HALL

DRAFT



- RETROFITTED EXISTING X-LARGE SIGNAGE
- REPAINT WITH BLUE TO MATCH RAMSEY LOGO
 - ADD "CITY OF RAMSEY" PANEL TO TOP OF SIGN
 - REPLACE TENANT SIGNAGE WITH "THE COR" LOGO





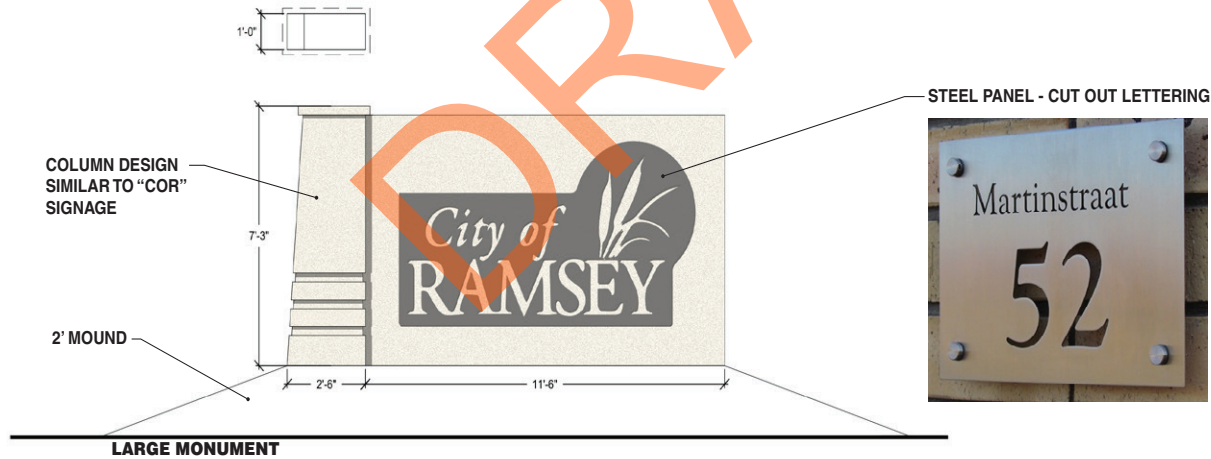
LIGHT COLORED CONCRETE WITH METAL PANEL CUT-OUT LETTERING



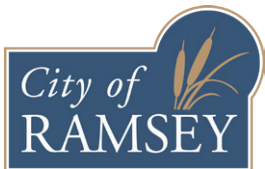
CONCRETE COLORS MATCH EXTERIOR BUILDING COLORS OF CITY HALL



CONCRETE COLOR MATCHES TAN COLOR OF CITY LOGO, METAL PANEL MATCHES BLUE OF CITY LOGO



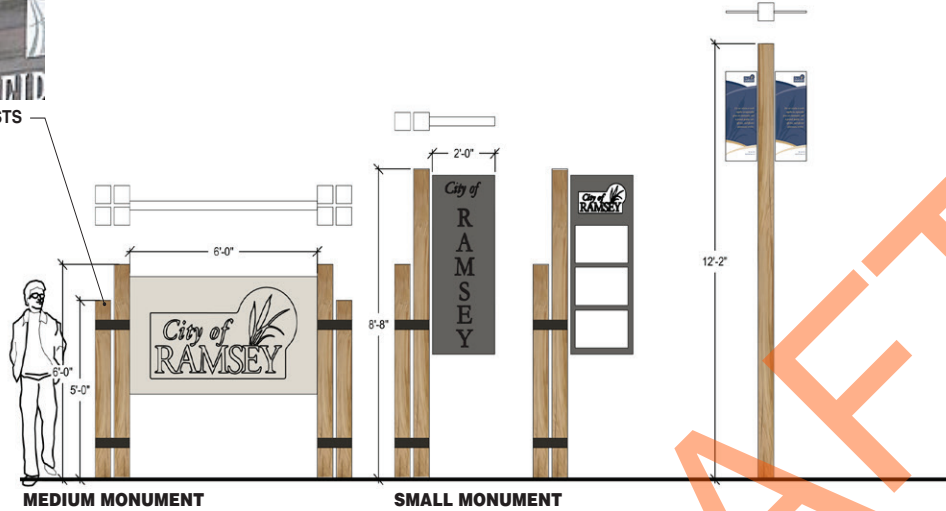
EXAMPLE SIGNAGE



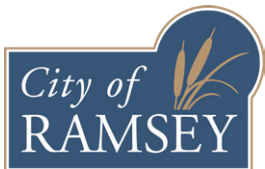
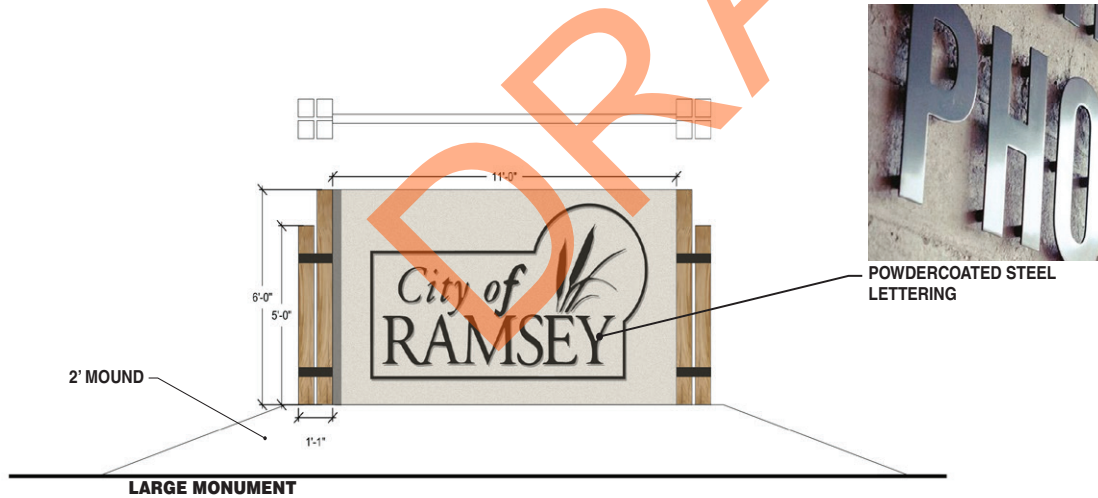
CITY OF RAMSEY KEY NODES AND STREETScape GUIDE
Signage Concept 1

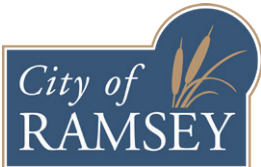
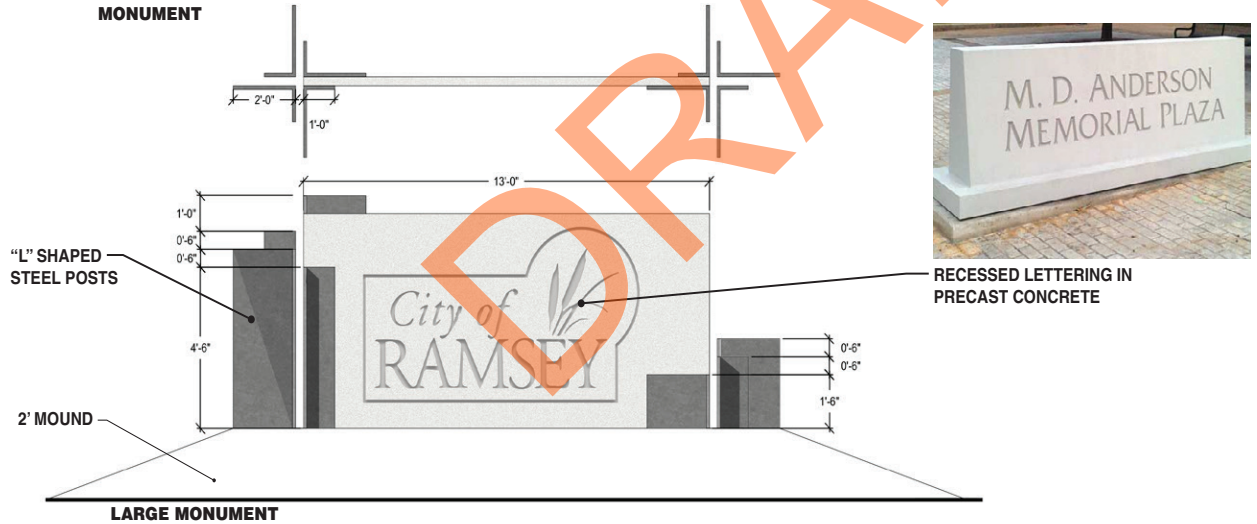
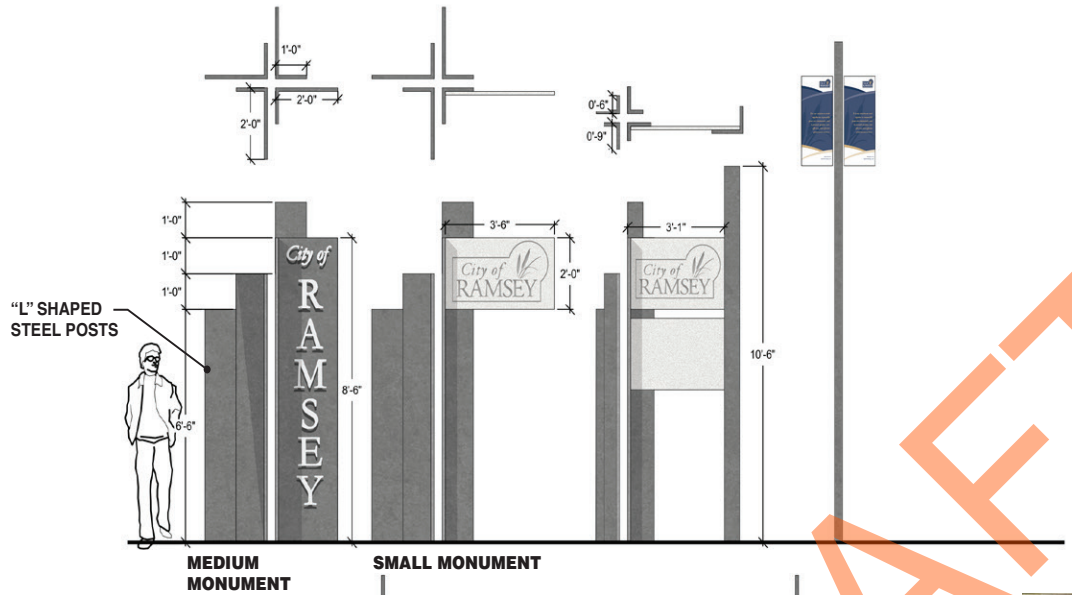


TIMBER POSTS



EXAMPLE SIGNAGE WITH TIMBER POSTS





CITY OF RAMSEY KEY NODES AND STREETScape GUIDE
Signage Concept 3

TREE SELECTIONS FROM COR DESIGN FRAMEWORK MANUAL

**UNDER POWER LINE TREES
(NORTH BOULEVARD)**

- SPRING SNOW CRABAPPLE
- KELSEY CRABAPPLE
- JAPANESE TREE LILAC

**SHADE TREES
(SOUTH BOULEVARD)**

- VALLEY FORGE ELM
- BOULEVARD LINDEN
- SKYLINE HONEYLOCUST

**PLANTINGS AROUND
MONUMENT SIGNS**

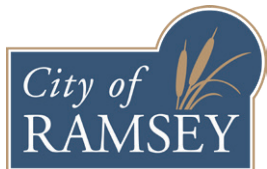
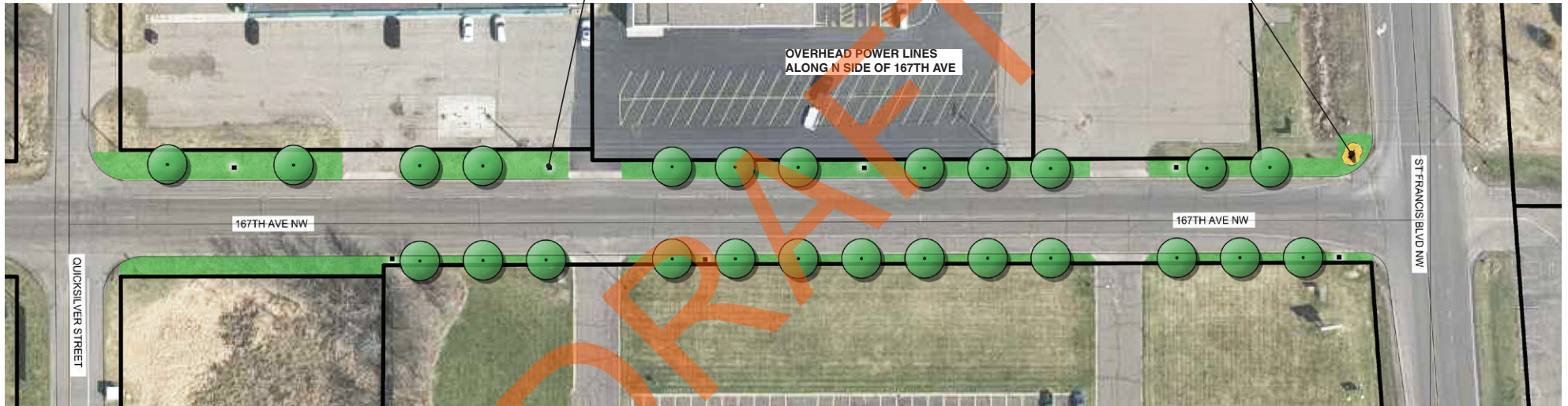
- CHICAGO APACHE DAYLILY
- WALKER'S LOW CATMINT
- PRAIRE DROPSEED



BANNERS ATTACHED TO LIGHTPOLES

CITY STANDARD LIGHTPOLE SPACED 100' APART - ALTERNATING SIDES OF ROAD

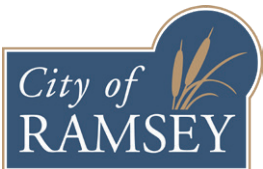
MEDIUM MONUMENT SIGN WITH PLANTINGS





BANNER POLE LOCATIONS (●) COULD BE PLACED:

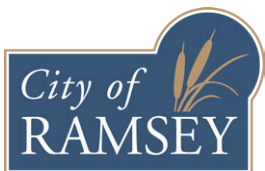
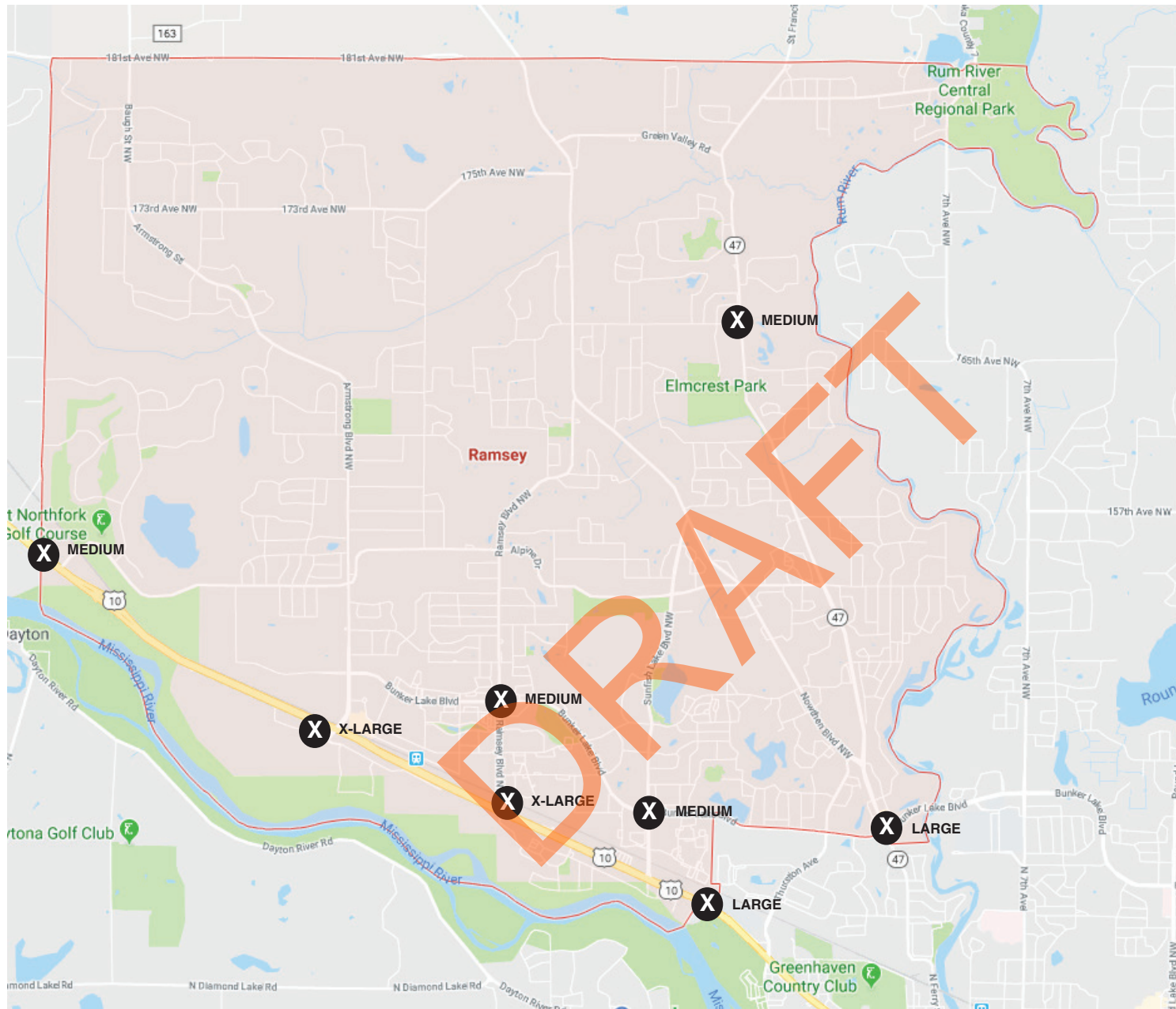
- 1. BUNKER LAKE BLVD MEDIAN
- 2. ST. FRANCIS BLVD MEDIAN
- 3. BEHIND MONUMENT SIGN



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

St Francis and Bunker Lake Blvd

X PROPOSED MONUMENT SIGN
LOCATION AND MONUMENT SIZE



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

Potential Signage Areas

Meeting Date: 07/24/2018

Information

Title:

Review and Discuss Proposed Changes to the Home Occupation Ordinance

Purpose/Background:

Summary

- Staff is looking to update the home occupation ordinance based upon recent code enforcement cases and resident compliants.
- The Planning Commission met on July 12, 2018 to discuss the proposed changes. The Planning Commission recommended focusing updates on outdoor storage and vehicles on residential properties.
- Staff researched surrounding communities' ordinances and found we are less restrictive than the majority of communities.

Key Issues

- Outdoor storage, outdoor evidence of home occupation
- Commercial vehicles and outdoor vehicle storage in residential district

Recommended Changes

- Add that there shall be no outdoor storage with any home occupation, even with the issuance of a Conditional Use Permit.
- Entertain some discussion on non-resident employees
 - How many employees on site is too many?
 - Etc.

Please see the attached July 12, 2018 Planning Commission case for a more detailed explanation of the discussion.

Timeframe:

30 minutes.

Funding Source:

No funding is being requested. Staff is handling this update as a portion of normal duties.

Responsible Party(ies):

Community Development Department (Planning)

Outcome:

Staff is looking for feedback on what items to include with a potential ordinance amendment.

Attachments

Planning Commission Case - July 12, 2018

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	07/18/2018 03:16 PM
Kurt Ulrich	Kathy Schmitz	07/18/2018 03:52 PM

Form Started By: Chloe McGuire Brigl
Final Approval Date: 07/18/2018

Started On: 07/18/2018 08:30 AM

Regular Planning Commission

5. 4.

Meeting Date: 07/12/2018

By: PeggySue Imihy, Community
Development

Information

Title:

PUBLIC HEARING: Consider Ordinance #18-12; Text Amendment to City Code Section 117-351 Home Occupations Ordinance

Purpose/Background:

Under staff direction from the City Council and the Planning Commission, a text amendment has been made to City Code Section 117-351, Home Occupations. This text amendment specifically limits the number of allowed employees and prohibits outdoor storage.

?Based on recent Applications, Staff was directed to consider additional standards based on the following:

- ?More explicit prohibition on outside storage.
- Creation of categorical prohibitions (such as contracting companies that traditionally have significant outdoor storage)
- Additional limitations on number of employees to reduce number of vehicle trips to site

Notification:

Staff published the Notice of Public Hearing in the Anoka County UnionHerald.

Observations/Alternatives:

Alternative #1. Recommend City Council adopts Ordinance #18-12. This would update the Zoning Regulations restrict the number of allowed employees and prohibit outdoor storage for home occupations. Staff supports this alternative.

Alternative #2. Recommend City Council denies Ordinance #18-12. This would leave the Zoning Regulations as-is, which has created concern about number of allowed employees and does not prohibit outdoor storage. Staff does not support this alternative.

Alternative #3. Table the ordinance amendment in order to have Staff research additional topics or draft ordinance amendments. Staff would support this alternative if there was specific language or other case studies the Planning Commission felt necessary to review before making a recommendation to City Council.

Funding Source:

This case is being handled as part of normal Staff duties.

Recommendation:

Staff recommends Alternative #1, recommending the City Council adopt ordinance #18-12.

Action:

Motion to recommend the City Council adopt Ordinance #18-12.

Attachments

City Code Section 117-351 Amended

Draft Ordinance

Memo

City Code Section 117-351

Form Review

Inbox

Tim Gladhill

Form Started By: PeggySue Imihy

Final Approval Date: 07/05/2018

Reviewed By

Tim Gladhill

Date

07/05/2018 10:30 PM

Started On: 06/19/2018 02:31 PM

COPY OF PREVIOUS CASE

Sec. 117-351. - Home occupations.

Home occupations shall be allowed to exist in the residential zoning districts in accordance with certain criteria established to protect the peace, quiet, and domestic tranquility in all residential neighborhoods within the city, and in order to guarantee all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard and other possible effects of said home occupation uses. It is the intent of this section that the property owner shall have a vested interest in the business, as the city does not desire to create business incubators for lease within the residential districts. Applications for a home occupation permit shall be processed administratively by the zoning administrator; or when circumstances necessitate, in accordance with the processing procedure established for conditional use permits in section 117-51. Home occupation permits may be suspended or revoked pursuant to the procedure established in section 117-51.

- (1) *Requirements.* Home occupations that operate under the following parameters shall be exempt from a permit. If a home occupation operates beyond the conditions below or if the home occupation creates conditions described in subsection (2), a permit shall be required.
- a. The home occupation shall be clearly incidental and secondary to the residential use of the premises, and shall result in no incompatibility with or disturbance to the surrounding area.
 - b. The owner of the home occupation shall occupy the dwelling unit on the site of the home occupation.
 - c. Home occupation operations are restricted to the dwelling unit, attached or detached garages or accessory buildings. If the owner of a home occupation is conducting operations in a detached accessory building, said accessory building must be located on the same parcel as the owners dwelling unit, or a parcel immediately adjacent to the owner's dwelling, to which the owner also has fee title.
 - d. The area set aside for the home occupation in the dwelling unit shall not exceed 20 percent of the gross living area of the dwelling unit.
 - e. The area set aside for the home occupation in attached or detached accessory buildings or garages shall not exceed total accessory building space or height allowed on the site of the home occupation, as established in section 117-349.
 - f. A minimum of 400 square feet of garage or accessory building space shall be maintained as a primary residential garage for indoor parking of vehicles and equipment.
 - g. There shall not be any exterior evidence of the existence of said home occupation such as displays, exterior storage of home occupation equipment and vehicles, materials, supplies, inventory or merchandise, with the following exceptions:
 1. One motor vehicle affiliated with the home occupation, either meeting the definition of a commercial vehicle or any vehicle having lettering or advertising for said home occupation, shall be allowed to be stored or parked outside on the site of the home occupation in accordance with section 117-355.
 2. One piece of commercial equipment affiliated with the home occupation shall be allowed to be stored or parked on the site of the home occupation in accordance with section 117-355.
 - h. There shall be no interior signs or display which are visible from outside the dwelling unit or accessory building where the home occupation is operated nor any exterior business signs or displays unless otherwise permitted in article II, division 8 of this chapter, with the following exception:
 1. A sign not exceeding two square feet in size may be displayed if affixed flat against the wall of either the home or accessory building where the home occupation is being conducted. The sign shall be non-illuminated and shall not have dynamic display capabilities.

- i. The home occupation shall not generate excessive vehicular traffic (customers, employees, deliveries, etc.) in the residential neighborhood. Excessive vehicular traffic for purposes of this section is defined as in excess of any combination of eight round-trip customer/client visits and/or deliveries per standard eight hour day and no more than one on the premises at any given time. For the purposes of this section, one customer/client visit shall be considered to include any number of persons arriving in a single vehicle. One round-trip visit per eligible employee shall also be allowed and is not counted toward the customer/client visits. An increase at a rate of 25 percent is permitted if the subject property has access from a county, state, or MSA street.
- j. The home occupation does not serve as headquarters or as a dispatch center where employees come to the site and are then dispatched to other locations.
- k. The receipt or shipment of deliveries shall be limited to those made by the USPS and/or an express shipping service that is characteristic of service to a residential neighborhood.
- l. The home occupation shall not constitute a fire hazard to neighboring residences, or a nuisance to neighbors because of excessive traffic, light glare, noise, odors, vibration or other circumstances, as determined by the fire marshal or zoning administrator.
- m. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sale, or any other objectionable uses as determined by the zoning administrator.
- n. The home occupation shall not change the fire rating of a structure nor require exterior alterations or modifications that change the residential character or appearance of the dwelling unit or accessory building to a commercial nature.

Formatted: List 2

o. Outdoor storage of goods, supplies, materials, debris, equipment, machinery or maintenance items is prohibited. All home occupation related items shall be kept in an enclosed structure on properties

- (2) *Administrative home occupation permit required.* Home occupations that include one or more of the following practices or operational methods shall require a home occupation permit that is subject to the review and approval of the zoning administrator.
 - a. The home occupation employs persons, which includes but is not limited to co-owners, partners, and employees), that do not live in the dwelling unit on the property but conduct work on the property.
 - 1. The owner of a home ~~occupation~~ occupation on a parcel less than three acres in size may employ a maximum of one person that does not reside in the dwelling unit on the property but does conduct work on the property. ~~The owner of a home occupation on a parcel three acres or greater in size may employ a maximum of three persons that do not reside in the dwelling unit on the property but do conduct work on the property.~~
 - 2. Off-street parking for the dwelling unit occupants and any nonresident employees is provided in accordance with section 117-355.
 - b. The home occupation involves operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the site of the home occupation. The number of persons permitted on the site at any given time shall be limited so as not to create a parking demand in excess of that which can be accommodated on driveway on the site of the home occupation.
 - c. Retail sales are conducted on the site. Retail sales at the site shall be limited to products that are ancillary to the home occupation and shall be displayed or stored indoors.
- (3) *Conditional use.* ~~Home occupations that propose to operate beyond the scope of the parameters in subsection (1) and/or (2) of this section~~ Home occupations that do not involve prohibited activities and/or operate beyond the parameters in subsection (1) and/or (2) shall be processed in accordance with the procedures established for conditional use permits in section

117-51, with the exception of recording the home occupation permit should it be approved by city council.

- (4) *Nuisance prevention.* In order to guarantee that a home occupation, once authorized, will not become a nuisance to the neighbors or otherwise violate these guidelines, the city staff or city council may impose reasonable conditions necessary to protect the public health, safety, and welfare of residents of the city.
- (5) *Inspections.* There may be one or more inspections each year by the zoning administrator or his designee of any property covered by a home occupation permit. In addition, the zoning administrator and/or his designee, shall have the right at any time, upon reasonable request, 48 hours' notice shall be considered reasonable, to enter and inspect the premises covered by said permit for safety and compliance purposes.
- (6) *Term of home occupation permits.* Home occupation permits granted by this section shall be temporary in nature and shall be granted to a designated person who resides in the dwelling unit on the subject property. Permits are not transferable from person to person or from address to address, unless the transfer is in accordance with the provisions of subsection (7) of this section.
- (7) *Death or move of permit holder; suspension or revocation; businesses existing before adoption of article provisions.*
 - a. Should a home occupation permit holder die or move to a new location, the existing permit shall be automatically terminated. Except that in the case of death, should a surviving spouse or child, residing at the same address or receiving title to the property desire to continue the home occupation, written notice to that effect shall be given to the zoning administrator and the council may authorize continuation of the permit without further hearing.
 - b. A home occupation permit, once granted, may be suspended or revoked prior to its original revocation date by the council for cause after hearing before the council. Citizen complaints seeking the revocation of such permit shall be filed with the zoning administrator. All such revocation hearings, publication, and notice requirements shall be the same as for conditional use permits in accordance with section 117-51.
 - c. Persons conducting a business from property zoned for residential use on the effective date of the ordinance from which this section is derived shall be required to obtain a home occupation permit as required herein. The business may continue pending final determination of the application. Should the zoning administrator or council deny the application for a home occupation permit the use shall immediately cease at such residential premises.

(Code 1978, § 9.11.04; Ord. No. 73-05, 5-21-1973; Ord. No. 03-30, 9-15-2003; Ord. No. 03-54, 1-19-2004; Ord. No. 08-14, § 2, 5-13-2008; Ord. No. 15-03, § 2, 2-24-2015)

ORDINANCE #18-12

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

AN AMENDMENT TO CHAPTER 117 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS ZONING AND SUBDIVISIONS OF THE CITY CODE OF RAMSEY, MINNESOTA

AN ORDINANCE AMENDING ARTICLE II DIVISION 4 SECTION 117-351 (HOME OCCUPATIONS) OF THE RAMSEY CITY CODE.

The City of Ramsey Ordains:

SECTION 1 AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2 AMENDMENTS

Section 117-351 – Home Occupations, subdivision (1) is amended as follows:

- (o) Outdoor storage of goods, supplies, materials, debris, equipment, machinery or maintenance items is prohibited. All home occupation related items shall be kept in an enclosed structure on the property.

Section 117-351 – Home Occupations, subdivision (2a) is amended as follows:

1. The owner of a home occupation may employ a maximum of one person that does not reside in the dwelling unit on the property but does conduct work on the property.

Section 117-351 – Home Occupations, subdivision (3) is amended as follows:

Home occupations that do not involve prohibited activities and/or operate beyond the parameters in subsection (1) and/or (2) shall be processed in accordance with the procedures established for conditional use permits in section 117-51, with the exception of recording the home occupation permit should it be approved by City Council.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of _____, 2018.

Acting Mayor

ATTEST:

City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

DRAFT
COPY OF PREVIOUS CASE

To: Tim Gladhill, Community Development Director
From: PeggySue Imihy, Planning Intern
Re: Home Occupations Ordinance
Date: 05-08-18



Under staff direction from the City Council, a review and comparison of neighboring towns and their ordinances for home occupations, also known as home based businesses has been completed. This review specifically examines the number of employees, allowable outdoor storage and number of allowable vehicles on the property.

The current City of Ramsey Home Occupation Ordinance (Section 112-351) classifies employees as persons, including but is not limited to co-owners, partners, and employees, which do not live in the dwelling unit on the property but conduct work on the property.

The owner of a home occupation on a parcel **less than three acres in size may employ a maximum of one person that does not reside in the dwelling unit on the property but does conduct work on the property.** The owner of a home occupation on a parcel **three acres or greater in size may employ a maximum of three persons that do not reside in the dwelling unit on the property but do conduct work on the property.**

In terms of an accessory building within which the business can operate, home occupations are allowed in accessory buildings if the buildings meet the requirements of Section 117-349. Exterior storage is not allowed with the exception of one motor vehicle affiliated with the home occupation and one piece of commercial equipment affiliated with the home occupation, per Section 117-355.

In situations where those operating a home occupation cannot meet the requirements of Section 117-351, residents can apply for a conditional use permit in accordance with Section 117-51.

Several neighboring cities have ordinances restricting the number of employees who are allowed to work in a home occupation, as well as restrictions on exterior storage and accessory building use. Of the nine comparison cities, **most cities have more restrictive regulations on number of employees.**

Seven of the nine cities do not allow exterior/outdoor storage for home occupations. The City of Dayton allows outdoor storage if the home occupation is on a lot larger than 2.5 acres and if the storage is screened from right-of-way. The City of Andover has industry-specific limitations for outdoor storage, but requires lots must be larger than 3 acres, with accessory building or outdoor storage not to exceed 800 square feet.

Staff recommends a revisiting of the Home Occupation Ordinance to better align with neighboring communities, as well as preserve the residential characteristics of Ramsey neighborhoods.

	Allowed Employees	Exterior Storage Allowed	Home Occupation Allowed in Accessory Building	Number of Vehicles Allowed	Can apply for CUP
Andover	1 + those who live on property	Yes with CUP	Yes with CUP	N/A	Yes
Anoka	Members of the family who are residents of the property (1 allowed with CUP)	No	No	1 commercial vehicle with CUP	Yes
Dayton	2 + those who live on the property	No (allowed on lots bigger than 1 acre with CUP with specific requirements)	No	No vehicles onsite between 10pm and 7am. 1 vehicle 12,000 lbs. max (1 vehicle 18,000 lbs. max with CUP)	Yes
Champlin	Members of the family who are residents of the property	No	No	N/A	No
Elk River	1 + those who live on property	No	N/A	N/A	Yes
Forest Lake	Residents of the Property	No	Yes	No more than 1 additional Vehicle	No
Ham Lake	1 + those who live on property (2 allowed with CUP)	No	Yes with CUP	4 Vehicles associated with home occupation (1 12,000 lbs. vehicle with CUP)	Yes
Otsego	1 + those who live on property	No	No	N/A	No
Ramsey	1 + those on property if parcel is less than 3 acres, 3+ those who live on property if greater than three acres	No	Yes	1 motor vehicle and 1 commercial vehicle.	Yes

Rodgers	Residents of the property (1 + residents allowed with CUP)	Yes with CUP	No – restricted even with CUP	1 – if granted CUP	Yes
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Andover

Section 12-9-2 (B): The number of employees shall be limited to one person on site in addition to family members.

Section 12-9-2 (F): Vehicles associated with a home occupation shall be regulated as stated in Title 12, Chapter 13, Performance Standards and in Title 6, Motor Vehicle and Traffic.

Section 12-9-3 (A): A Conditional Use Permit shall be required for the following home occupations that are located in an accessory structure or detached garage and/or require exterior storage:

1. Cabinet making.
2. Woodworking.
3. Repair services.
4. Similar uses as those stated in Subsections A1 through A3 of this section.

Section 12-9-3 (B): These home occupations shall be subject to the following conditions:

1. Lot Size: The size of the lot or parcel of land shall be three (3) acres or larger.
2. Area of Use: The combined square footage of the accessory structure and/or outside storage area utilized by the home occupation shall not exceed eight hundred (800) square feet.
4. Storage Restrictions: The outside storage area and all commercial vehicles, materials and equipment for the business being stored on site shall be fenced, landscaped and screened in such a manner as to prevent them from being visible at any time of the year from road rights-of-way, public properties and surrounding properties. (Amended Ord. 314 10-4-2005)

Anoka

Chapter 74, Article 5, Division 2 (d) (7) e: Only members of the family occupying the dwelling unit may carry on the home occupation.

Chapter 74, Article 5, Division 2 (d) (7) g: No outside storage or display is permitted.

Chapter 74, Article 5, Division 2 (d) (7) l: All home occupations shall be conducted entirely within the dwelling and not in an attached or detached garage or in an accessory building.

Chapter 74, Article 5, Division 2 (d) (9) a: Interim use permits are allowed for home occupations with the following characteristics:

1. A maximum of one outside employee.
2. Outside parking of no more than one commercial type vehicle identified for business purposes not to exceed one-ton capacity and used for both personal and business transportation. The vehicle is to be owned and registered to an occupant of the property and parked in a screened location.

Champlin

Section 126-193 (b) 3: No person other than members of the family residing on the premises shall be engaged in such occupation (requires a certificate of occupancy);

Section 126-193 (b) 2: The home occupation shall be conducted entirely within a fully enclosed building. No exterior or interior alterations of the building or land, or other visible evidence of the conduct of the home occupation shall be permitted which are not customarily found in a dwelling

Dayton (*two categories of home occupation; Administrative Home Occupation and Home Extended Business*)

Both Categories must adhere to:

Section 1001.13 (14) No vehicles or machinery related to the home occupation shall be idling or running on site, outdoors, between the hours of 10:00 pm and 7:00 am.

Administrative Home Occupation

1001.13 Subd. 4 (1) b. No part of any detached garage or accessory building can be used for the occupation.

1001.13 Subd 4 (1) d. The home occupation is conducted entirely by the occupants of the home and up to two (2) nonresident employee, or contract employee, working on, or reporting to, the home.

1001.13 Subd 4 (1) c. No outdoor storage of supplies, materials, debris, equipment or maintenance items; all home occupation related items shall be kept in an enclosed structure.

1001.13 Subd 4 (1) f. Up to 1 vehicle associated with the business with a gross vehicle weight rating under 12,000 lbs. may be parked on the home property. No vehicles over a gross vehicle weight rating of 12,000 lbs. associated with the occupation shall be parked at or near the home.

1001.13 Subd 4 (1) g. If the proposed home occupation cannot comply with all of the above rules, an interim use permit for a Home Extended Business is required.

Home Extended business (property more than one acre)

1001.13 Subd 4(2) b. No outdoor storage of supplies, materials, debris, equipment, machinery or maintenance items; all home occupation related items shall be kept in an enclosed structure on properties less than two and one half (2.5) acres. On properties which are at least two and one half (2.5) acres, outdoor storage may be allowed provided the outdoor storage area is significantly screened from view from the street and adjacent properties and does not exceed 20% of the lot. Screening shall consist of a combination of existing or proposed landscaping and fencing.

1001.13 Subd 4(2) e. The home occupation is conducted entirely by the occupants of the home and up to two (2) nonresident employee, or contract employee, working on, or reporting to, the home.

1001.13 Subd 4 (2) f. No more than 1 vehicle, which shall be under a gross vehicle weight of 12,000 lbs., associated with the business can be parked overnight outside or near the home. One vehicle which exceeds 12,000 lbs. may be stored on site provided the vehicle does not exceed a gross vehicle weight

rating of 18,000 lbs and the vehicle is stored entirely within a building or is significantly screened from view from the road or surrounding properties.

Elk River

Section 30-801 (C) 4: A maximum of one full-time employee, or equivalent, other than those persons who customarily reside on the premises shall be employed. This provision shall not apply to dwellings where the permitted home occupation is a meeting place for employees and the work is done off-premises.

Section 30-801 (C) 2: There shall be no exterior evidence of the home occupation such as displays or exterior storage of business equipment, materials, merchandise, inventory or heavy equipment.

Section 30-801 (D): Conditional home occupations. Home occupations that do not involve prohibited activities but that exceed the permitted home occupation criteria may be allowed with approval of a conditional use permit by the city council pursuant to the provisions of subdivision 11 of division 2 of this article.

Forest Lake

Section 153.096 (1): No person, other than the residents of the premises, shall be engaged in a home occupation. The home occupation shall be located in the main principal structure or permitted accessory structures

Section 153.096 (2): Vehicular traffic and parking shall not increase by more than one (1) additional vehicle at a time. All parking needs generated shall be on-site.

Section 153.096 (12): There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.

Ham Lake

Section 9-350.1 (b) All activities must be carried on indoors. No outside storage, except the parking of motor vehicles, shall be permitted;

Section 9-350.1 (c) No on-street parking shall be generated, and no more than a total of four passenger motor vehicles may be parked at the premises in conjunction with the occupation, including employee and customer parking. All parking shall be on paved surfaces;

Section 9-350.1 (d) No more than one employee who does not live at the residence shall be permitted;

9-350.3 Special Home Occupation Permits: A party desiring to conduct a Home Occupation in a Garage or Accessory Building under conditions meeting the remaining requirements of Article 9-350 may apply for a Special Home Occupation Permit under the following procedure:

a) The applicant shall submit a site plan drawn to scale showing the locations and dimensions of all buildings and driveways on the premises, and identifying the location where the Home Occupation activity will take place.

b) The applicant shall submit a narrative in sufficient detail to describe all aspects of the activity to be conducted and the locations of all such activity.

c) The Planning Commission shall conduct a Public Hearing on the proposed application, with mailed notice to all resident whose property lines come within 750 feet of the property lines of the applicant's lot, and published notice at least ten days prior to the hearing.

d) Following the Public Hearing, the Planning Commission shall make recommendations to the City Council, including such conditions as are deemed appropriate.

Otsego

Section 20-28-4 (A) 12: A maximum of one (1) full-time employee, or equivalent, other than those persons who customarily reside on the premises shall be employed. This provision shall not apply where the home occupation is a meeting place for employees and the work is done off-premise.

Section 20-28-4 (A) 5: There shall be no exterior storage of equipment or materials used in the home occupation, except personal vehicles used in the home occupation which comply with applicable provisions of this Chapter may be parked on the site.

Section 20-28-4 (A) 13: All home occupations shall be conducted entirely within the principal building, including attached garage, except that not less than two hundred (200) square feet of floor area in such garage shall be reserved for the parking of vehicles. In no case shall home occupations be conducted in a detached accessory building.

Rodgers

Residents can operate a home occupation with no permit provided:

Section 125-36 (B) (1) h. No employees shall conduct the business other than residents of the property on which the home occupation is located.

Section 125-36 (B) (1) a. The business activity is enclosed fully within the principal residential dwelling and is not conducted in any attached or detached garage or other accessory building, nor on any outdoor portion of the property.

Residents can apply for a special home occupation permit if they do not meet the above criteria, and must adhere to the following requirements:

Section 125-36 (B)(2)(a) 6: The home occupation is conducted entirely by the occupants of the home and up to one nonresident employee;

Section 125-36 (B)(2)(a) 5: No part of any detached garage or accessory building can be used for the occupation;

Section 125-36 (B)(2)(a) 8: Up to one vehicle associated with the home occupation with a gross vehicle weight under four tons may be parked on the home property.

Sec. 117-351. - Home occupations.

Home occupations shall be allowed to exist in the residential zoning districts in accordance with certain criteria established to protect the peace, quiet, and domestic tranquility in all residential neighborhoods within the city, and in order to guarantee all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard and other possible effects of said home occupation uses. It is the intent of this section that the property owner shall have a vested interest in the business, as the city does not desire to create business incubators for lease within the residential districts. Applications for a home occupation permit shall be processed administratively by the zoning administrator; or when circumstances necessitate, in accordance with the processing procedure established for conditional use permits in section 117-51. Home occupation permits may be suspended or revoked pursuant to the procedure established in section 117-51.

- (1) *Requirements.* Home occupations that operate under the following parameters shall be exempt from a permit. If a home occupation operates beyond the conditions below or if the home occupation creates conditions described in subsection (2), a permit shall be required.
 - a. The home occupation shall be clearly incidental and secondary to the residential use of the premises, and shall result in no incompatibility with or disturbances to the surrounding area.
 - b. The owner of the home occupation shall occupy the dwelling unit on the site of the home occupation.
 - c. Home occupation operations are restricted to the dwelling unit, attached or detached garages or accessory buildings. If the owner of a home occupation is conducting operations in a detached accessory building, said accessory building must be located on the same parcel as the owners dwelling unit, or a parcel immediately adjacent to the owner's dwelling, to which the owner also has fee title.
 - d. The area set aside for the home occupation in the dwelling unit shall not exceed 20 percent of the gross living area of the dwelling unit.
 - e. The area set aside for the home occupation in attached or detached accessory buildings or garages shall not exceed total accessory building space or height allowed on the site of the home occupation, as established in section 117-349.
 - f. A minimum of 400 square feet of garage or accessory building space shall be maintained as a primary residential garage for indoor parking of vehicles and equipment.
 - g. There shall not be any exterior evidence of the existence of said home occupation such as displays, exterior storage of home occupation equipment and vehicles, materials, supplies, inventory or merchandise, with the following exceptions:
 1. One motor vehicle affiliated with the home occupation, either meeting the definition of a commercial vehicle or any vehicle having lettering or advertising for said home occupation, shall be allowed to be stored or parked outside on the site of the home occupation in accordance with section 117-355.
 2. One piece of commercial equipment affiliated with the home occupation shall be allowed to be stored or parked on the site of the home occupation in accordance with section 117-355.
 - h. There shall be no interior signs or display which are visible from outside the dwelling unit or accessory building where the home occupation is operated nor any exterior business signs or displays unless otherwise permitted in article II, division 8 of this chapter, with the following exception:
 1. A sign not exceeding two square feet in size may be displayed if affixed flat against the wall of either the home or accessory building where the home occupation is being conducted. The sign shall be non-illuminated and shall not have dynamic display capabilities.

- i. The home occupation shall not generate excessive vehicular traffic (customers, employees, deliveries, etc.) in the residential neighborhood. Excessive vehicular traffic for purposes of this section is defined as in excess of any combination of eight round-trip customer/client visits and/or deliveries per standard eight hour day and no more than one on the premises at any given time. For the purposes of this section, one customer/client visit shall be considered to include any number of persons arriving in a single vehicle. One round-trip visit per eligible employee shall also be allowed and is not counted toward the customer/client visits. An increase at a rate of 25 percent is permitted if the subject property has access from a county, state, or MSA street.
 - j. The home occupation does not serve as headquarters or as a dispatch center where employees come to the site and are then dispatched to other locations.
 - k. The receipt or shipment of deliveries shall be limited to those made by the USPS and/or an express shipping service that is characteristic of service to a residential neighborhood.
 - l. The home occupation shall not constitute a fire hazard to neighboring residences, or a nuisance to neighbors because of excessive traffic, light glare, noise, odors, vibration or other circumstances, as determined by the fire marshal or zoning administrator.
 - m. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sale, or any other objectionable uses as determined by the zoning administrator.
 - n. The home occupation shall not change the fire rating of a structure nor require exterior alterations or modifications that change the residential character or appearance of the dwelling unit or accessory building to a commercial nature.
- (2) *Administrative home occupation permit required.* Home occupations that include one or more of the following practices or operational methods shall require a home occupation permit that is subject to the review and approval of the zoning administrator.
- a. The home occupation employs persons, which includes but is not limited to co-owners, partners, and employees), that do not live in the dwelling unit on the property but conduct work on the property.
 - 1. The owner of a home occupation on a parcel less than three acres in size may employ a maximum of one person that does not reside in the dwelling unit on the property but does conduct work on the property. The owner of a home occupation on a parcel three acres or greater in size may employ a maximum of three persons that do not reside in the dwelling unit on the property but do conduct work on the property.
 - 2. Off-street parking for the dwelling unit occupants and any nonresident employees is provided in accordance with section 117-355.
 - b. The home occupation involves operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the site of the home occupation. The number of persons permitted on the site at any given time shall be limited so as not to create a parking demand in excess of that which can be accommodated on driveway on the site of the home occupation.
 - c. Retail sales are conducted on the site. Retail sales at the site shall be limited to products that are ancillary to the home occupation and shall be displayed or stored indoors.
- (3) *Conditional use.* Home occupations that propose to operate beyond the scope of the parameters in subsection (1) and/or (2) of this section shall be processed in accordance with the procedures established for conditional use permits in section 117-51, with the exception of recording the home occupation permit should it be approved by city council.
- (4) *Nuisance prevention.* In order to guarantee that a home occupation, once authorized, will not become a nuisance to the neighbors or otherwise violate these guidelines, the city staff or city

council may impose reasonable conditions necessary to protect the public health, safety, and welfare of residents of the city.

- (5) *Inspections.* There may be one or more inspections each year by the zoning administrator or his designee of any property covered by a home occupation permit. In addition, the zoning administrator and/or his designee, shall have the right at any time, upon reasonable request, 48 hours' notice shall be considered reasonable, to enter and inspect the premises covered by said permit for safety and compliance purposes.
- (6) *Term of home occupation permits.* Home occupation permits granted by this section shall be temporary in nature and shall be granted to a designated person who resides in the dwelling unit on the subject property. Permits are not transferable from person to person or from address to address, unless the transfer is in accordance with the provisions of subsection (7) of this section.
- (7) *Death or move of permit holder; suspension or revocation; businesses existing before adoption of article provisions.*
 - a. Should a home occupation permit holder die or move to a new location, the existing permit shall be automatically terminated. Except that in the case of death, should a surviving spouse or child, residing at the same address or receiving title to the property desire to continue the home occupation, written notice to that effect shall be given to the zoning administrator and the council may authorize continuation of that permit without further hearing.
 - b. A home occupation permit, once granted, may be suspended or revoked prior to its original revocation date by the council for cause after hearing before the council. Citizen complaints seeking the revocation of such permit shall be filed with the zoning administrator. All such revocation hearings, publication, and notice requirements shall be the same as for conditional use permits in accordance with section 117-51.
 - c. Persons conducting a business from property zoned for residential use on the effective date of the ordinance from which this section is derived shall be required to obtain a home occupation permit as required herein. The business may continue pending final determination of the application. Should the zoning administrator or council deny the application for a home occupation permit the use shall immediately cease at such residential premises.

(Code 1978, § 9.11.04; Ord. No. 73-05, 5-21-1973; Ord. No. 03-30, 9-15-2003; Ord. No. 03-54, 1-19-2004; Ord. No. 08-14, § 2, 5-13-2008; Ord. No. 15-03, § 2, 2-24-2015)

Meeting Date: 07/24/2018

Information

Title:

Review and Discuss Proposed Neighborhood Business District

Purpose/Background:

Summary

- For some time, the City Council and staff have discussed creating a neighborhood business district that would allow for small-scale neighborhood commercial for area generally not along Highway 10 or Highway 47.
- The Planning Commission met on July 12, 2018 to discuss the proposed Neighborhood Business District.
- The district would allow for a parcels that don't currently fit the City's zoning ordinance to rezone and comply with new standards.
- The Planning Commission recommended allowing on-sale liquor sales in the district, to allow for liquor sales in small cafes and restaurants.

Key Issues

- Providing opportunity for non-conforming, small-scale commercial in residential neighborhoods to conform to existing code
- Create future opportunities for small, neighborhood businesses

Please see the attached July 12, 2018 Planning Commission case.

Additionally, please note that this case is being triggered to correct a zoning conformance issue with The Learning Lodge/Northern Secretarial Services. Several years ago, the City issued a Conditional Use Permit for these uses when Lord of Life vacated this building to relocate to their current location. Unfortunately, these uses were not listed as a Conditional Use, and the City Attorney has directed Staff to provide a zoning correction so that this use is an allowable use. This nonconformity has created issues for financing for the Owner of The Learning Lodge/Northern Counties Secretarial Service.

This new district would also have some utility based on some recent land use discussions. For example, a microbrewery is being proposed along TH 47 surrounded by a residential area that this district could be applied to. Additionally, certain parcels near the new elementary school may be a candidate for this type of utility. The City Council is not obligated to consider these areas, but Staff offers them for discussion.

?Finally, no actual parcels, other than The Learning Lodge/Northern Counties Secretarial Services, are formally proposed to utilize this proposed district at this time. As a future step, parcels that could utilize this new district would be identified.

Timeframe:

Staff would like to create the new district by the end of 2019.

Funding Source:

No funding is being requested. Staff is handling this update as a portion of normal duties.

Responsible Party(ies):

Community Development Department (Planning)

Outcome:

Staff is looking for direction on how to move forward with proposed changes, and if the City Council feels any changes need to be made to the proposed district.

Attachments

Planning Commission Case - July 12, 2018

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	07/18/2018 03:15 PM
Kurt Ulrich	Kathy Schmitz	07/18/2018 03:52 PM
Form Started By: Chloe McGuire Brigl		Started On: 07/18/2018 09:15 AM
Final Approval Date: 07/18/2018		

Regular Planning Commission

5.3.

Meeting Date: 07/12/2018

By: PeggySue Imihy, Community
Development

Information

Title:

PUBLIC HEARING: Consider Ordinance #18-13; Amendment to City Code Chapter 117 (Zoning and Subdivision of Land) to add a Neighborhood Business District.

Purpose/Background:

In 2016, following the Public Hearing regarding the property located at 6139 157th Lane NW, staff was instructed to create a new zoning district within the City of Ramsey for the purposes of commercial property located near or adjacent to residential properties. Primarily, this Zoning District is needed to correct a previous zoning action (improper use of a conditional use permit).

This zoning district did not move forward in 2016 and staff has been directed to bring the case back to the Planning Commission as a discussion item. This proposed zoning district is slightly more restrictive than the current B-1 district and would not occur along Highways 47 or 10. The intent of this ordinance is truly small-scale, neighborhood-scale commercial uses. The intent is not to allow higher intensity uses most commonly found along highway corridors. This district can be a valuable tool moving forward as the City attempts to accomplish comprehensive plan goals to provide a mix of uses focused on neighborhoods. For example, another potential area for this zoning district could be used would be near the new elementary school (not proposed at this time).

Staff drafted a proposed zoning district which included four permitted uses, four conditional uses and six prohibited uses. Following the feedback from last month's Planning Commission, Staff has moved on-sale liquor to a conditional use and added the sales of tobacco, tobacco products or tobacco related devices to the prohibited uses.

Notification:

Staff published the Notice of Public Hearing in the Anoka County UnionHerald.

Observations/Alternatives:

Permitted uses in the new Neighborhood Business District include: administrative and business offices, personal or professional services, restaurants and cafes, and day care centers. Potential conditional uses include: expansion or enlargement of lawful nonconforming uses, animal clinics, medical clinics, and on-sale liquor. Prohibited uses include: Motor vehicle sales or repair, retail operations with drive through, gas stations, off-sale liquor.

The permitted accessory uses as well as the bulk standards are generally the same as the B-1 General Business District, and include regulations regarding setbacks, off-street parking, landscaping, and building materials.

Provided the Planning Commission approves moving this ordinance forward, the zoning map will be amended at a later time.

Alternative #1. Recommend City Council adopts Ordinance #18-13. This would update the Zoning Code to include a new district called the Neighborhood Business District. Staff supports this alternative.

Alternative #2. Recommend City Council denies Ordinance #18-13. This would leave the Zoning Code as-is and would not create a Neighborhood Business District. This alternative would leave the property at 6139 157th Lane NW in illegal non-conforming status. Staff does not support this alternative.

Alternative #3. Table the ordinance amendment in order to have Staff research additional topics or draft ordinance amendments. Staff would support this alternative if there was specific language or other case studies the Planning Commission felt necessary to review before making a recommendation to City Council.

Funding Source:

This case is being handled as part of normal Staff duties.

Recommendation:

Staff recommends Alternative #1, recommending the City Council adopt ordinance #18-13.

Action:

Motion to recommend the City Council adopt Ordinance #18-13.

Attachments

Planning Commission Minutes dated January 7, 2016

Previous Public Comment

Draft Ordinance Neighborhood Business District

Form Review

Inbox

Tim Gladhill

Form Started By: PeggySue Imihy

Final Approval Date: 07/05/2018

Reviewed By

Tim Gladhill

Date

07/05/2018 09:10 PM

Started On: 07/19/2018 02:41 PM

COPY OF PREVIOUS CASE

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, January 7, 2016, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Gary Levine
 Commissioner Andrew Andrusko
 Commissioner Randy Bauer
 Commissioner Ralph Brauer
 Commissioner Cindy Nosan
 Commissioner Gary VanScoy

Members Absent: Commissioner Matthew Maul

Also Present: Community Development Director Timothy Gladhill
 City Planner Chris Anderson
 Housing Intern Michael Heary

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 amended removing Item 5.02 under Public Hearing/Commission Business.

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

4. APPROVE PLANNING COMMISSION MINUTES

4.01: Approve the Following Planning Commission Minutes:

4.01.1: Planning Commission Meeting Minutes Dated December 3, 2015

Motion by Commissioner VanScoy, seconded by Commissioner Nosan, to approve the following minutes as presented: Planning Commission Meeting Minutes dated December 3, 2015.

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

5. PUBLIC HEARINGS/COMMISSION BUSINESS

5.01: Public Hearing: Consider Resolutions #16-01-005 through #16-01-008 related to a Request for a Variance to Minimum Lot Size, Lot Width and Side Yard Setbacks in the Critical River Overlay District on the Properties Located at 14510 and 14500 Bowers Drive NW (Project 16-01); Case of Central Bank

Public Hearing

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

Presentation

City Planner Anderson presented the staff report stating the City has received an application for a Variance to the minimum required lot size and width requirements in the Critical River Overlay District (the "Overlay District") for the property located at 14510 Bowers Drive NW (the "Subject Property"). The purpose of the request is to address an existing structure encroachment from the adjacent property at 14500 Bowers Drive NW. The Subject Property is presently vacant with the exception of the aforementioned encroachments. Should the Variance to lot size and lot width be approved, the applicant would then proceed with an Administrative Subdivision to realign the common lot line between the Subject Property and the adjacent lot to eliminate the existing encroachments.

Citizen Input

Commissioner Bauer requested further information on the ordinary high watermark setback. City Planner Anderson explained the lot was platted prior to the ordinary high watermark standards being in place. He believed that a structure could be built on the lot at approximately 140 to 150 feet. Community Development Director Gladhill commented a stringline test could also be proposed for this lot.

Commissioner VanScoy understood both lots were owned by a single owner. He asked if this had always been the case. City Planner Anderson stated this may have been the case.

Commissioner VanScoy questioned if the 100-foot lot width was typical for this neighborhood. City Planner Anderson reported the majority of the Bowers Mississippi Neighborhood had 100-foot wide lots.

Commissioner VanScoy inquired if these lots had City water and sewer. City Planner Anderson explained these lots all had private well and septic. He provided further comment on another lot within this neighborhood that required a variance.

Steve Nash, 14500 Bowers Drive, explained he purchased his property in 1989. He was not aware of the deck situation when he purchased his property. He discussed how the proposed notch would impact his property. He did not oppose the bank and believed they had a right to use the property. While he preferred to have straight property lines, he understood this may not be the case. He then discussed the location of his well and septic system with respect to the notch.

Commissioner VanScoy questioned where the new well and septic system was located. Mr. Nash reviewed his site plan with the Commission along with the well and septic system location.

Community Development Director Gladhill recommended that the Commission state within their motion for approval that all State requirements regarding the placement of wells be followed.

Mark Madsen, 14520 Bowers Drive, reported he lives north of the subject property. He stated he was not aware of the fact that the lot between him and the Nash's was owned by another party. He did not support another home being built on the vacant lot.

Kerry Koller, 2989 Lady Nichole Lane in Duluth, explained he was a representative of Central Bank. He thanked staff for their thorough report on this Planning Case. He reported he was unaware of the neighboring properties well location and stated he would investigate this matter further.

Commissioner VanScoy asked if the applicant had a preference on how to address the setbacks. Mr. Koller preferred the box out option as it would provide a builder with more options for well and septic placement.

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

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

Chairperson Levine closed the public hearing closed at 7:32 p.m.

Commission Business

Commissioner Andrusko stated after reviewing the Anoka County GIS website, he found the properties were linked up prior to December 24th. After which time, the bank took possession of the abstract. He stated originally these lots were each 100 feet wide.

Commissioner VanScoy supported the box out option for this property as it would provide the most future opportunities for this lot.

Commissioner Nosan found it odd that the City was unaware of the situation on this lot until now. She also supported the box out option for this property as the best solution.

Motion by Commissioner Bauer, seconded by Commissioner Andrusko, to adopt Resolution #16-01-005 approving the Findings of Fact inserting in Items 8 and 9 that a well was located on this property.

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

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adopt Resolution #16-01-006 granting a variance to lot size and lot area at 14510 Bowers Drive NW, as depicted on the Subdivision Sketch, prepared by Rum River Land Surveyors & Engineers, adjusting the box out for the well on the adjacent property, if necessary.

Further discussion

Community Development Director Gladhill asked if the Commission wanted the setback to be to the ordinary high watermark or if this stipulation should be addressed when building plans were submitted for the property.

Commissioner Bauer recommended the matter wait until someone was proposing to build on the property. The Planning Commission was in agreement.

Commissioner Brauer noted for the record that the applicant did not create the situation on the property.

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

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adopt Resolution #16-01-007 approving the Findings of Fact.

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

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adopt Resolution #16-01-008 granting a variance to the minimum side yard setback for the existing deck at 14500 Bowers Drive NW.

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

5.02: Public Hearing: Consider Resolutions #16-01-012 and #16-01-13 Related to a Request for a Home Occupation Permit for a Food Truck Business with a Commercial Grade Kitchen on the Property Located at 7960 171st Lane NW (Project No. 16-04); Case of John and Anne Reineck

This Planning Case was withdrawn from consideration by the applicant.

5.03: Review Sketch Plan for Northfork Alpine Addition (Project No. 16-02); Case of Double T, LLC

Presentation

Community Development Director Gladhill presented the staff report stating the purpose of this file is to review the official Sketch Plan prepared by A.P.A Consulting Engineers & Surveyors, P.A. for the purpose of a four-lot subdivision located on Alpine Drive within the Northfork Planned Unit Development. The Sketch Plan Review process affords the Planning Commission to opportunity to provide early direction on the layout of the proposed plat, before the Developer prepares detailed Preliminary Plat plans. A key decision will occur at Preliminary Plat, in which the layout will be approved, subject to approving final construction plans and Final Plat documents. At that time, the City will review items including, but not limited to, Grading Plan, Utility Plan, Landscape Plan, and Street Light Plan. Staff recommended the Planning Commission provide feedback on the Sketch Plan and direct the Developer to proceed to preparing a Preliminary Plat, with the considerations listed in this staff report.

Commission Business

Commissioner Bauer asked where a common septic system would be located if this option were recommended. Community Development Director Gladhill reported the system would be located on one of the existing lots and would not impact minimum lot sizes.

Commissioner VanScoy questioned what assurances the City had that the proposed homeowners association (HOA) would still be in place in 20 years to provide maintenance to the shared septic system. Community Development Director Gladhill discussed the requirements that would have to be put in place to ensure the HOA was still in existence.

Commissioner Bauer inquired if the cul-de-sac would be a public or private roadway. Community Development Director Gladhill stated the cul-de-sac was proposed to be a public street that would be owned and maintained by the City.

Chairperson Levine asked if the City received any comment from surrounding property owners. Community Development Director Gladhill reported staff has not received any comments to date.

Chairperson Levine questioned what information staff was seeking from the Commission this evening. Community Development Director Gladhill requested the Planning Commission provide

feedback to the developer on the proposed sketch plan and whether or not the group supported the use of a shared septic system.

Mike Thompson, 15721 Andre Street, supported the properties having separate septic systems. He further discussed his vision for the four lots with the Commission noting each would have a basement.

Community Development Director Gladhill inquired if the four lots would have an HOA as was previously proposed by the developer. Mr. Thompson stated that because the development has been downsized to four lots, he believed it would be difficult to build maintenance free senior housing with an HOA. He was in favor of building single-family housing requiring each homeowner to maintain their landscaping and snow removal. It was noted the four lots would be a part of the existing North Fork HOA.

Bill Kingston, North Fork HOA President, noted the current HOA had five elected members and oversaw 271 lots. He reported the lots ranged in size from one to three acres. He noted the lots within the sketch plan were within the original PUD and would be a part of the North Fork HOA. He reported that Mr. Thompson was aware of the HOA building requirements and covenants. He explained the HOA supported the proposed development of the four lots with four separate septic systems.

Commissioner Bauer did not support a separate HOA for the four unique lots. In addition, he was comfortable with four separate septic systems given the size of the proposed lots. The Planning Commission was in agreement.

Commissioner VanScoy asked if there were any other developments with septic systems closer to the lake than the four proposed lots. Community Development Director Gladhill stated there were parcels on Andrie Court and Andrie Street that were closer in proximity to Lake Itasca.

The Planning Commission recommended the developer move forward taking into consideration the comments provided this evening.

5.04: Discuss Creation of Neighborhood Office Zoning District (Project No. 16-26); Case of the City of Ramsey

Presentation

Community Development Director Gladhill presented the staff report stating that after the Public Hearing regarding the property located at 6139 157th Lane NW, staff was instructed to create a new zoning district within the City of Ramsey for the purposes of commercial property located near or adjacent to residential properties. This came about due resident concern about the current secretarial/daycare business moving from this property, and what business might replace it. Stated concerns included a new business negatively affecting property values, high speed and level of traffic along Nowthen Boulevard, gas stations creating too much traffic if it were to locate on this site and potential expansion of the current building. The initial thought was to re-zone this

property B-1, however that would allow some of the types of businesses that residents were concerned about to potentially locate on the property. The Commission suggested the possibility of creating an entirely new zoning district that would allow the types of businesses that fit well in a residential area, and restrict the ones that do not. Residents that were present for the public hearing were amenable to that option. The purpose of the discussion tonight is to review the draft zoning district, collect feedback from the Planning Commission regarding the new zoning district, and bring an ordinance back to a later meeting.

Commission Business

Commissioner Bauer questioned how staff was defining “small scale” coffee shop or deli. Community Development Director Gladhill reported this would be a coffee shop or deli without a drive-thru.

Commissioner Bauer did not oppose a Jimmy John’s or Subway on this property.

Commissioner Andrusko believed other properties should be considered for the new zoning district as well so as not to spot zone this parcel. His main concern with rezoning the property was the amount of traffic that would be flowing in and out of the site.

Chairperson Levine agreed with the traffic concerns and stated he did not want to see the property restricted.

Commissioner Brauer saw value in having quaint neighborhood businesses and creating walkable areas within the community. He recommended the word drive-thru be eliminated from the proposed zoning district. He wanted to see the City pursue developments that were walkable. He suggested medical and animal clinics be removed from the allowed uses.

Commissioner explained she used to live in this neighborhood and supported a small deli, coffee shop or daycare in this area.

Commissioner Andrusko questioned if Walgreens could locate on this corner. Community Development Director Gladhill reported this would not be allowed under the current zoning.

Commissioner Brauer recommended staff address the scale of a development that would be allowed on this property. Community Development Director Gladhill reviewed the bulk design standards for the site currently and reported he would revise them further to address the Commission’s concerns.

Commissioner VanScoy requested the buffering language also be addressed by staff.

Community Development Director Gladhill thanked the Commission for their feedback. He stated he would revise the language within the zoning district and report back to the Commission at a future meeting.

5.05: Discuss Amending the Approved Format for Warranties on Stage I and Stage II Improvements (Project NO. 16-21); Case of the City of Ramsey

Presentation

Housing Intern Healy presented the Staff Report stating the purpose of this discussion is to consider amendments to City Code to align City Code language with the City's current policy regarding warranties for Stage 1 and Stage II improvements on private developments. When private developments construct Stage 1 improvements (public improvements such as sidewalks, roads, storm drainage, etc.) and Stage 2 improvements (seal coating, street striping, streetlights, etc.), the developer must warranty their work for one (1) year following the final acceptance of any required improvements. If the improvements are defective or fail within that year, the City can draw from the warranty funds to make repairs.

Housing Intern Healy reported the City has a longstanding informal policy of requiring developers to warranty their work by giving the City cash or a letter of credit equal to 25% of the cost of the improvements. The money is refunded at the end of the one-year warranty period. Currently, however, the code suggests that developers also have the option of submitting a bond for warranty and maintenance. The City historically has not accepted bonds in these situations because the logistical difficulties involved in trying to collect on a bond to pay for repairs. The proposed amendment would remove the language that states that bonds are acceptable for warranties and replace it with new language formalizing the City's policy of requiring 25% of the project costs as a warranty in the form of either cash or a letter of credit. Leaving the language in its current form could create confusion among developers who might reasonably expect the City to honor the current language that bonds are an acceptable format for warranties.

Commission Business

Commissioner Bauer was in favor of the City's Ordinances aligning with the City's practices.

Commissioner Nosan agreed.

There was consensus of the Commission for staff to proceed with the proposed amendment for the approved format for warranties on Stage I and Stage II improvements.

6. COMMISSION / STAFF INPUT

6.01: Staff Update

The Staff Update was noted.

6.02: Zoning Bulletins

Zoning Bulletins were noted.

7. ADJOURNMENT

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

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

The regular meeting of the Planning Commission adjourned at 8:50 p.m.

Respectfully submitted,

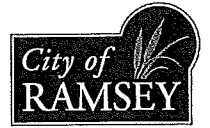
Tim Gladhill
Community Development Director

ATTEST:

JoAnn Shaw
Community Development Assistant

Drafted by Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

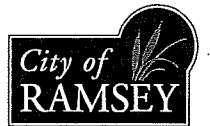
COPY OF PREVIOUS CASE



Comments:

• Limited use & limited amount of expansion of current property.
 No expansion of business district with ~~the~~ the current daycare/property.

COPY OF PREVIOUS CASE



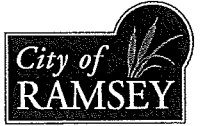
Comments

OK

PROF. SERVICE OFFICE

SORT OF

BANK



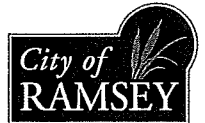
Comments:

we do not want any type of high traffic type businesses.

NO - Gas Station, bars, retail restaurants, liquor stores, or strip malls.

PROJECT NO. 16-?

NEIGHBOR HOOD OFFICE DISTRICT



Comments:

- Maintain the rural ambience & ~~continue~~ continue to limit the amount of traffic into the neighborhood.

Comments:

- Press for speed reduction in the neighborhood, ~~with~~ with a retail or like business in the area. Speeds & amount of traffic will increase. Traffic noise now is somewhat bearable. As far as safety - Now then Blvd has had many severe / fatal accidents, with more traffic - more accidents.

Comments:

- Maintain current buffers of adjacent properties.

COPY OF PREVIOUS CASE

ORDINANCE #18-13

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

AN AMENDMENT TO CHAPTER 117 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS ZONING AND SUBDIVISIONS OF THE CITY CODE OF RAMSEY, MINNESOTA

AN ORDINANCE AMENDING ARTICLE II DIVISION 4 SECTION 117 (ZONING AND SUBDIVISIONS) OF THE RAMSEY CITY CODE.

The City of Ramsey Ordains:

SECTION 1 AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2 AMENDMENTS

Section 117-XXX. – Neighborhood Business District is amended as follows:

- (a) Intent. The intent of the Neighborhood Business District is to provide a commercial area for office space, daycare uses and other similar uses, which are compatible with the neighboring residential properties.
- (b) Permitted uses. The following are permitted uses, subject to general requirements and performance standards as specified by this chapter:
 - (1) Restaurants and cafes.
 - (2) Administrative and business offices.
 - (3) Personal and professional services.
 - (4) Day care centers.
- (c) Conditional uses.
 - (1) Expansion or enlargement of lawful nonconforming uses.
 - (2) Animal Clinics.
 - (3) Medical Clinics.
 - (4) On-Sale Liquor.
- (d) Accessory uses.
 - (1) Off-street parking as regulated and required by this chapter.

- (2) Off-street loading as regulated and required by this chapter.
- (3) Signing as regulated by article II, division 8 of this chapter.

(e) Prohibited Uses.

- (1) Motor vehicle sales or repair.
- (2) Retail operations with drive-through.
- (3) Gas stations.
- (4) Off -sale liquor.
- (5) Adult uses - principal and adult uses - accessory.
- (6) Sales of tobacco, tobacco products, or tobacco-related devices.

(e) Standards. (Also refer to article II, division 6 of this chapter for general performance standards.)

(1) Bulk standards.

Standard	Requirement
Minimum lot area	½ acre 1 acre without municipal water and sewer
Minimum lot width	100 feet 200 feet without municipal water and sewer
Minimum lot depth	150 feet
Maximum building height	35 feet
Maximum structure area	35% of lot area
Minimum building setbacks	
Front yard	35 feet
Side yard	10 feet
Side yard on corner lot	20 feet
Rear yard	35 feet
Major and minor arterials and state and county roads	60 feet from centerline of road right-of-way plus the local applicable setback
Public/private service road	25 feet
Off-street parking and pavement (includes maneuvering areas) setback from street right-of-way	20
Setbacks from residential districts:	35 feet
Structure setback from property boundary line	

- (2) All exterior wall finishes on any building shall be:
 - a. Face brick;
 - b. Stucco;
 - c. Glass;
 - d. Wood;
 - e. Natural stone;
 - f. Specifically designed pre-cast concrete units whose surfaces have been integrally treated with an applied decorative material or texture;
 - g. Other material as may be approved by the city.Combinations of such materials shall be permitted.
- (3) Vehicular access points shall be limited, shall create a minimum of conflict with through traffic movements, and shall be subject to the approval of the city engineer.
- (4) The entire site shall have a drainage system which is subject to the approval of the city engineer.
- (5) All signing and information or visual communication devices shall be in compliance with the applicable provisions of this Code.
- (6) All magazing or stacking space for vehicles shall be off-street and shall be constructed to a size that will accommodate that number of vehicles which can be serviced during a maximum 30 minute period and shall be subject to the approval of the city engineer.
- (7) Parking or car magazine storage space shall be screened from view of abutting residential districts.
- (8) Provisions are made to control and reduce noise.
- (9) A concrete curb not less than six inches above grade shall separate the public sidewalk from motor vehicle service areas.
- (10) Off-street parking areas, loading areas, driveways, and traffic maneuvering areas shall be surfaced with concrete or blacktop and finished with continuous concrete curbing as recommended by the city engineer and reflected on an approved site plan. Any site proposing to install any of the above named site improvements is subject to the site plan review process established in section 117-52.
- (11) All conditions pertaining to a specific site are subject to change when the council, upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying the conditions.
- (12) Lighting. Any lighting used to illuminate an off-street parking area, sign or structure, shall be arranged to deflect light away from adjoining residential properties and/or

public street. Bulbs emitting in excess of 3,000 lumens (150 watts) shall be so directed that the bulb is not visible from off of the property where such light source is located.

(13) Landscaping and buffering.

a. Site landscaping.

1. Minimum landscaping requirements. All open space areas of a lot which are not used or improved for required parking areas, drives or storage shall be landscaped with a combination of overstory trees, ornamental trees, shrubs, flowers, ground cover, decorative walks, or other similar site design materials in a quantity and placement suitable for the site. A reasonable attempt should be made to preserve as many existing trees as is practicable and to incorporate them into the development. For each existing significant tree retained one overstory tree can be deducted from the minimum requirements.
2. Number of plantings. The minimum number of overstory trees on any given site shall be as indicated below. These are minimum requirements that are typically supplemented with other understory trees, shrubs, flowers and ground covers deemed appropriate for a complete quality landscape treatment of a site.

	Business Districts
Deciduous/coniferous trees	1 per 50 lineal feet of site perimeter, or 1 tree per 1,000 square feet of building footprint, whichever is greater. For expansions to buildings, 1 additional tree is required for each 1,000 square feet of additional building footprint area.
Shrubs	1 per 30 feet of site perimeter or 1 per 300 square feet of building footprint area, whichever is greater.

3. Minimum size of plantings. Landscaping material shall be of the following minimum planting size:

Landscape Material	Size
Deciduous trees	2.5 inches diameter as measured three feet above ground
Coniferous trees	6 feet in height
Deciduous shrubs	2 feet in height
Evergreen shrubs	2 feet in height or 2 feet in width, whichever applies
Ornamental trees	1.5 inches diameter as measured three feet above ground **None required in R1

4. Planting types.

- (i) Acceptable plantings shall be determined by the City of Ramsey Tree Book.
 - (ii) The compliment of trees fulfilling the landscaping requirements shall be not less than 25 percent deciduous and not less than 25 percent coniferous. No more than 25 percent of the required plantings shall consist of ornamental trees.
 - (iii) For every 35 feet of public road frontage, one overstory tree shall be planted on the private property adjacent to the public road right-of-way.
- b. Topsoil. All exposed ground areas of a site not occupied by building, parking or storage, excluding natural areas that are left undisturbed, shall be covered with four inches of topsoil, as defined in section 117-1, or an approved alternative as referenced in section 117-348.
- c. Sodding and ground cover. All areas not otherwise improved in accordance with approved site plans shall be finished with sod up to the edge of improved streets. Any alternative to the sod requirement shall require city council approval.
- d. Irrigation.
 - 1. All landscaping areas required under this section shall include underground irrigation systems.
 - 2. Exceptions include natural areas that are left undisturbed.
- e. Parking lot landscaping. All parking lots are required to provide internal overstory tree plantings in an effort to shade parking surfaces and provide visual relief. Plantings are required at the following minimum schedule. The planting schedule is established to provide an acceptable number of plantings that may be planted in regular symmetrical patterns or irregular clusters or groupings.
 - 1. 1 tree per every ten parking spaces.
 - 2. Every overstory tree planting shall be provided with a planting area of 162 square feet.
 - 3. Acceptable ground cover materials include sod, mulch, and other natural ground cover. Landscaping rock and plastic underlayment is not allowed.
 - 4. All parking lot planting areas shall include underground irrigation systems.
- f. Bufferyards. This section is intended to be minimum requirements to achieve screening between differing uses with varied intensities and impacts that are not always complementary when adjacent to one another. When a bufferyard is required under this section, the yard space and planting requirements are not to be reduced for other purposes such as future parking and driveways, building expansions, or other activities that are not in keeping with the purposes of buffering and screening.
 - 1. Bufferyards are intended to provide additional screening of businesses that are adjacent to residential areas. The following table details the width of the bufferyard along the common adjacent property line. An additional increase of landscape plantings would be required in the bufferyard. That increase is

expressed in the table below as a percentage of the total required site landscaping:

		Existing Adjacent Development		
		R-1	R-2	R-3
Proposed Development	NBD Bufferyard width	40 ft.	30 ft.	20 ft.
	% increase in plantings required	25%	20%	20%
	NBD Bufferyard width	50 ft.	40 ft.	30 ft.
	% increase in plantings required	30%	25%	20%

- As an alternative method for screening, fences that are 100 percent opaque may be used to mitigate the impacts of businesses that are adjacent to residential areas. Fences shall be subject to the provisions found in all applicable ordinances. When a fence is used for screening purposes, the bufferyard planting requirements may be reduced by ten percent from the stated minimum requirement.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of _____, 2018.

Acting Mayor

ATTEST:

City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date: