

City of Ramsey
Agenda
City Council Work Session
Tuesday, April 26, 2022

5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Review Visual Quality Options for Ramsey Gateway Highway 10 Interchanges
 2. Review 2022 Strategic Action Plan Draft
 3. Review Ordinance Amending Digital Display Billboard Regulations
 4. Provide Direction on Terms of Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment***

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

Meeting Date: 04/26/2022

Information

Title:

Review Visual Quality Options for Ramsey Gateway Highway 10 Interchanges

Purpose/Background:

The purpose of this case is to review aesthetic / visual quality options for the design of both grade-separated interchanges that will be constructed as part of the Ramsey Gateway Highway 10 Improvements.

In summary, several levels of visual quality, along with general cost ranges, will be reviewed with the City Council and Staff to receive input on the desired level of visual quality to target during the final design process.

Dan Lonnes and other members of Bolton & Menk's design team will present and discuss the various visual quality options for the Sunfish Lake Boulevard and Ramsey Boulevard interchanges on Highway 10.

Anoka County Staff may also be in attendance.

Timeframe:

Staff anticipates 45 minutes will be needed for presentations and discussion.

Funding Source:

To be determined based on discussion.

Responsible Party(ies):

The City Administrator will introduce this case then turn it over to Bolton & Menk's design team for their formal presentation.

Outcome:

Obtain direction from the City Council regarding the desired level of visual quality to target during the design process.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	04/21/2022 03:51 PM
Form Started By: Bruce Westby		Started On: 04/21/2022 03:29 PM
Final Approval Date: 04/21/2022		

Meeting Date: 04/26/2022

Information

Title:

Review 2022 Strategic Action Plan Draft

Purpose/Background:

Each year, the City Council and city leadership staff review the city's strategic action plan and make updates as necessary.

At the February 15 special work session, the Council reviewed the city's values, vision, mission, objectives, and strategies. These item were found to be still relevant today, and few changes were made. Action items were reviewed and updated to reflect 9 strategies with 26 high priority action items for the coming year.

Attached is the 2021 version of the Strategic Action Plan for 2021, with notes reflecting progress made in 2021.

The purpose of this case is to review and develop consensus agreement on the 2022 Strategic Action Plan document, to be forwarded to a regular Council meeting for adoption. Staff priorities throughout the year will seek to focus on these items.

Timeframe:

30-40 minutes

Funding Source:

NA

Responsible Party(ies):

Kurt Ulrich, City Administrator
Brian Hagen, Deputy City Administrator

Outcome:

Review and develop consensus approval of Strategic Action Plan 2022 document, to be forwarded to a regular Council meeting for adoption.

Attachments

2021 Strategic Action Plan

2022 Strategic Action Plan DRAFT

Form Review

Inbox

Kurt Ulrich (Originator)
Form Started By: Kurt Ulrich
Final Approval Date: 04/21/2022

Reviewed By

Kurt Ulrich

Date

04/21/2022 02:38 PM
Started On: 04/21/2022 02:19 PM

2021-2022 Strategic Plan Update

VALUES

Ethics and Integrity

Fiscal Responsibility

Cooperation and Teamwork

Open and Honest Communications

Excellence and Quality in the Delivery of Service

Treating People with Respect and Fairness

Adaptability and Continuous Learning

VISION

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

MISSION

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

OBJECTIVES

Financial Stability

A Balance of Rural Character and Urban Growth

An Active and Connected Community

Smart, Citizen-Focused Government

An Effective Organization

STRATEGIES

Identify and implement operational efficiencies, cost savings and additional funding sources while maintaining and increasing transparency and accountability.

Promote economic growth and development.

Create a positive image for residential neighborhoods, business districts and key corridors.

Improve the safety and mobility of transportation corridors.

Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.

Spotlight sustainability and efficiency through public facilities and infrastructure investments.

Strengthen and enhance our identity, brand and image.

Improve City's communication.

Improve and sustain high organizational morale.

ACTION PLAN

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Identify and implement operational efficiencies, cost savings and additional funding sources while maintaining and increasing transparency and accountability.				
1. Evaluate current funding source of Pavement Management Program (and history) and determine whether or not to implement a new funding source for Program.	Q3 2021 Completed	Budget Impact = High	To bring all options for road funding including those in work session stated by Mayor Kuzma and council member survey, noted on 5/18/21 strategic planning work session as a part of the 22 budget discussion in July and August of 2021. Bring to Council a resolution to end Ordinances 20-11, 20-12, 20-13 as of 12/31/2021. Include regular pavement maintenance in discussion.	Kurt Ulrich
2. Implement a Workflow Tool	2021 Unbudgeted for 2021 and 2022	Budget Impact = Low	Experienced cost savings as a result of improved workflow. Improved service.	Jason Fredrickson
3. Consider refinancing debt to capitalize on low interest rate	2021 Completed	Budget Impact = Medium	Cost savings and debt service. City Hall refinance will save \$1 million over term.	Diana Lund
4. Consider better social media management platform	Q4 2021 Unbudgeted for 2021 and 2022	Existing Staff Budget Impact = Low	Simplified and streamlined social media posting process to increase breadth of messaging. Existing available resources are being utilized.	Megan Thorstad/Jason Fredrickson
5. Improve the Employee Union Contract Negotiation Process	Q3 2021 Completed	Existing Staff Budget Impact = Low	Improved communication and decision-making conduit with City Council. Negotiation process was started earlier and all union contracts were settled by year-end for 3-year terms through 2024.	Colleen Lasher
6. Consider interactive modules to enhance the customer experience to quickly find information.	Q1 2022 Incomplete	Budget Impact = Medium	Improved interaction with technology to improve customer self-service options. Website upgrade was pushed to 2022. New IT staff have been added.	Jason Fredrickson

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Promote economic growth and development.				
7. Continue Business Retention and Expansion efforts for retail and industrial.	Ongoing Completed: See notes under Outcomes Column	Existing Staff: Budget Impact = Low	<p>Stable base of local employers, representing the largest opportunity for future growth of jobs and tax base.</p> <ul style="list-style-type: none"> ❖ 581 business establishments with 7,084 employees. (MN Deed Data) ❖ Business Establishments up 26, Employment up 491. ❖ 30% of employees in manufacturing sector. <p>Increase the number of business visits.</p> <ul style="list-style-type: none"> ❖ 41 business visits conducted in 2021, 19 were done in 2020 ❖ Effort to visit businesses that received City Covid – Business Assistance grants <p>Improve the quality and attendance at EDA events.</p> <ul style="list-style-type: none"> ❖ Events impacted by Covid-19 ❖ Virtual Business Network on December 18, 2020 and recorded another update on January 11, 2021. <ul style="list-style-type: none"> ▪ Online event presented by Tim Gladhill, Sean Sullivan and Chloe McGuire Brigl ❖ Business Appreciation Day – August 17, 2021 <ul style="list-style-type: none"> ▪ 2020 Covid-adjusted Event at Rum River Hills (104 out of 128 participant spots) ▪ 2021 event at The Links at Northfork - Full (144 Participants) ▪ Armstrong Kennels 2021 Business of the Year ❖ Business Expo – October 16th, 2021 <ul style="list-style-type: none"> ▪ Did not hold Event in 2020 due to Covid-19 ▪ 2021 event held at Adrenaline Sports Center ▪ 51 booths out of 59 occupied ▪ 64% of participants were Ramsey Businesses <p>5,000 square feet of new retail space per year on average.</p> <ul style="list-style-type: none"> ❖ 16,000 SF of Retail under construction in 2021 (Gigi's Salon and Spa- 9,000 SF, O'Reilly Auto Parts – 7,000 SF) ❖ 15,000 SF completed in 2020 (West Armstrong Retail) <p>50,000 square feet of new industrial per year on average.</p> <ul style="list-style-type: none"> ❖ 132,000 SF completed or under construction in 2021 (Anderson-Dahlen, BLIP 3) ❖ 405,000 SF approved for Oppidan – TIF (2 buildings – 258,000 SF in 2022, 1 building 147,000 SF – 2023) ❖ 297,000 SF of industrial completed in 2020 (Delta ModTech (TIF), BLIP 3, Ace Solid Waste) 	Sean Sullivan/EDA

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
<p>8. Consider strategic infrastructure investments to prepare more shovel ready parcels.</p>	<p>Q2 2022 Completed: See notes under Outcomes Column</p>	<p>Budget Impact = Medium</p>	<p>Primary Effort = West Armstrong Retail/West Armstrong Industrial Redevelopment Area.</p> <ul style="list-style-type: none"> ❖ Running out of industrial land (20 acres left). Area West of Armstrong West of Ferret St Ideal location for additional industrial ❖ City Council approval Resolution 21-147 direct staff to obtain quotes for design of West Armstrong Infrastructure improvements (Sewer, Water, Road Design /Reconstruction) ❖ City Council approval Resolution 21-349 authorizing funding and ordering Design and Engineering services for West Armstrong Project (\$50,000) ❖ Potential for 2022 project construction 	<p>Sean Sullivan/EDA</p>
<p>9. Complete a Comprehensive City Code Audit and Update</p>	<p>Q1 2022 City reviewed development fee and made some process improvements to the code.</p>	<p>Budget Impact Medium</p>	<p>Reduce redundant regulations and regulations that conflict with City's vision or otherwise detract from City's economic development goals.</p>	<p>Chloe McGuire/Planning Commission</p>

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Create a positive image for residential neighborhoods, business districts and key corridors.				
10. Consider a Proactive Multifamily Property Management Program and Crime Free Multifamily Housing Program	2021 Status: see notes under Outcomes column	Existing Staff Budget Impact = High RCP Report	<p>Ensure that multifamily properties maintain high quality and free of nuisance.</p> <p>Consider a Crime Prevention Multifamily Program.</p> <p>Consider a coalition of multifamily property managers to ensure property managers hold each other accountable and provide adequate long-term maintenance.</p> <p>This has been initiated, and research has been done with other cities that have a similar program. The recommendation is that city ordinances be changed requiring participation in a Crime Free Multi-Housing Program. No permit for a rental license should issue without meeting CFMH requirements. Feedback from other cities has been this program will not work voluntarily. The city of Ramsey had a voluntary program in the mid-2000's when the city had fewer multi-family properties. Ramsey PD can assign officers to work on this program.</p> <p>Is the council willing to change ordinances and require participation in this program? If not, staff should not spend additional time with it. Note - there have been some <u>legal challenges</u> by advocacy groups to this program.</p> <p>The <u>Crime Free Multi-Housing Program</u> is approved by the MN Crime Prevention Association. Nearby cities with CFMH programs: https://www.coonrapidsmn.gov/262/Crime-Free-Multi-Housing https://www.anokaminnesota.com/278/Crime-Free-Multi-Housing-Program</p>	Jeff Katers Chloe McGuire
11. Create a Volunteer Program to partner with local community members that create opportunities for the community to own cleanup projects and spotlight in communications.	2022 Incomplete	Budget Impact = Medium	<p>Better community ownership of community events and community cleanup efforts.</p> <p>Spotlight existing community cleanup efforts on social media.</p>	Joint Venture between Public Works and Community Development

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve the safety and mobility of transportation corridors.				
12. Complete County Road 5 Corridor Study.	Q4 2022 In process and will be completed by June 2022	Budget Impact = Medium Budget impact to City is low due to Anoka County involvement.	Unified long term vision for Nowthen Boulevard. Improved safety and reduced congestion. Ensure adequate capacity for planned development.	Bruce Westby/Public Works Committee
13. Advance the Ramsey Gateway Plan.	Ongoing Completed. Project to commence in 2023.	Existing Staff/Resources Budget Impact = High RCP Report	Unified vision for Highway 10. Improved safety and reduced congestion. Secured final funding for the Highway 10/169 Plan (currently at \$92M of \$138M)	Bruce Westby/Public Works Committee
14. Update Priority Street Light Program and Pedestrian Safety Plan.	Q1 2022 This project has now been initiated.	Existing Staff/Resources Budget Impact = Medium	Improved pedestrian and vehicle safety at critical intersections.	Bruce Westby/Public Works Committee
Strategy: Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.				
15. Establish a Funding Plan to Complete Parks Capital Replacement Improvements.	Q2 2022 Completed and implemented local park improvement plan.	Existing Staff/Resources Budget Impact = Medium RCP Report	Adequate parks, trails and public spaces, both future and existing. Unique recreation destinations.	Mark Riverblood/Park and Recreation Commission
16. Implement and Spotlight the Recreation Programming Plan	Q3 2021 Ongoing Will restart effort following staffing vacancy and transition to 30Hrs per week in June 2022.	Existing Staff/Resources Budget Impact = Low	Increased awareness of recreational opportunities.	Mark Riverblood/Park and Recreation Commission

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Spotlight sustainability and efficiency through public facilities and infrastructure investments.				
17. Develop Implementation Plan for Water Supply Treatment.	Q4 2021 Initiated with completion expected in October 2023.	Budget Impact = High	Reduce levels of iron and manganese in municipal water supply.	Bruce Westby/Public Works Committee
18. Consider Local Open Space Preservation Funding, if initiated by Ballot Referendum.	2022 To be considered prior to 2022 General Election.	Budget Impact = High	Preservation of many Exceptional Quality Ecological Areas (as defined by Natural Resources Inventory).	Chris Anderson/EPB
Strategy: Strengthen and enhance our identity, brand and image.				
19. Provide quarterly updates to USPS to secure new Ramsey ZIP Code.	Ongoing Update sent to USPS Jan. 2022	Existing Staff Budget Impact = Low RCP Report (community identity)	ZIP Code will identify itself as Ramsey. Provide regular updates. Detailed Update in 2026.	Kurt Ulrich
20. Consider Creating and Promoting a Holiday Light Challenge	Q4 2021 Completed. Hosted first annual event with improvements to be made in 2022 based on experience and staffing capacity that has been added.	Existing Staff Budget Impact = Low	Create additional awareness of community and create additional social connections.	Megan Thorstad/Recreation Specialist
Strategy: Improve City's communication.				
21. Improve proactive and time-relevant communication.	Ongoing Completed	Existing Staff Budget Impact = Low RCP Report	Explore new avenues to tell the story of Ramsey and market the community to prospective residents and businesses. Stay relevant by harnessing new technologies and social media platforms to evolve with the ever-changing media landscape. Regular communications report added to council work sessions.	Megan Thorstad

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Improve and sustain high organizational morale.				
22. Update Telecommuting Policy	Q3 2021 To be initiated Q2 2022	Existing Staff Budget Impact = Low	Recruitment and retention tool for existing and future employees. Pending City Council WS discussion / add clarity around PT employee participation. Suggested new timeframe of Q2 2022	Colleen Lasher
23. Consider additional Employee Events to strengthen relationships.	Q2 2022 To be initiated Q3 2022	Existing Staff Budget Impact = Low	Improved organizational morale. <input checked="" type="checkbox"/> Revised Annual Staff Party with separate event for other community volunteers. <input checked="" type="checkbox"/> Added ice cream social with the City Administrator ❖ Consider wellness related programs – staff resources permitting ❖ Consider bringing back the employee “Ramsey Communicator” (monthly vs. weekly). ❖ Consider a monthly birthday event	Colleen Lasher
24. Complete an Employee Survey	Q4 2021 To be initiated Q3 2022	Existing Staff Budget Impact = Low	Establish baseline metric of existing organizational morale. Not started / reschedule for Q3 2022	Colleen Lasher

Budget Impact Key; Low = Existing Staff/thousands of dollars; Medium = Additional Staff/Consultants/tens of thousands of dollars; High = capital improvement/hundreds of thousands of dollars.

RCP Report = Partnership with the University of Minnesota completed in 2018. This partnership created a library of resources and policy alternatives. A full list of completed reports can be found online at rcp.umn.edu/ramsey-projects.

PARKING LOT LIST/FUTURE PROJECTS

Action	Strategy
Improve background data provided in conjunction with establishing Rates and Charges, especially for Development Impact Fees. .	Identify and implement operational efficiencies, cost savings and additional funding sources.
Complete Organization Staffing Plan.	Improve and sustain high organizational morale.
Complete Streetscape Plan for Key Corridors.	Create a positive image for residential neighborhoods, business districts and key corridors.
Complete a Highway 47 Plan (<i>after current Bunker/47 intersection improvements</i>)	Improve the safety and mobility of transportation corridors.

The above are important topics, but are not the highest priority of the Council and will only be worked on if not interfering with approved Action Items and as time/resources allow.

CULTURE

- Utilize Strategic Plan to prioritize budget requests.
- Leverage additional funding sources.
- Seek grants to do high priority projects.
- Seek public and private partnerships.
- Improve Park and Recreation revenue through user fees and sponsorships.
- Provide adequate public safety staffing based upon common metrics (i.e., calls for service, time of day caseload, land use and population, citizen expectations).
- Continue Staff Recognition Programs.
- Increase awareness of various employee resources.
- Enhance Community Engagement in policy decision-making processes.
- Enhance customer service through process improvement.
- Strive to reflect the demographics of the community.

2021-2022 Strategic Plan Update

VALUES

Ethics and Integrity

Fiscal Responsibility

Cooperation and Teamwork

Open and Honest Communications

Excellence and Quality in the Delivery of Service

Treating People with Respect and Fairness

Adaptability and Continuous Learning

VISION

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique suburban, rural, and natural environments.

MISSION

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

OBJECTIVES

Financial Stability

A Balance of Rural Character and SubuUrban Growth

An Active and Connected Community

Smart, Citizen-Focused Government

An Effective Organization

STRATEGIES

Identify and implement operational efficiencies, cost savings and additional funding sources.

~~Increase while maintaining and increasing~~ transparency and accountability by modernizing and streamlining City regulations.

Promote economic growth and development.

Create a positive image for residential neighborhoods, business districts and key corridors.

Improve the safety and mobility of transportation corridors.

Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.

Spotlight sustainability and efficiency through public facilities and infrastructure investments.

Strengthen and enhance our identity, brand and image.

Improve City's communication.

~~Improve and sustain~~ Strive for -high organizational morale and employee retention.

ACTION PLAN

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Identify and implement operational efficiencies, cost savings and additional funding sources while maintaining and increasing transparency and accountability.				
<u>1. Establish a committee for web site design update</u>	Q2	Budget Impact - Low	<u>Improve web site to allow City to identify and answer the most common questions in order to improve customer service and staff efficiency.</u>	Jason Fredrickson
<u>1-2. Review and analyze development review process</u>	Q3	Budget Impact - Low	<ul style="list-style-type: none"> Identify issues at the start of the development process (i.e., no last-minute surprises) eliminate mistakes in the preparation of development agreement 	Brian Hagen
<u>3. Review and analyze turf maintenance of City properties</u>	Q2	Budget Impact - Medium	Significantly reduced time and expense of maintaining City turf.	Mark Riverblood
<u>2-4. Seek ways to optimize cost savings from new Public Works Facility and communicate savings to Community</u>	Q4	Budget Impact - Low	Additional <u>documented</u> cost savings from new Public Works Facility	Grant Reimer
<u>3-5. Solicit support from Anoka County License Center to help with staffing front desk services</u>	Q2	Budget Impact = Low	Reduce City resources to staff front desk.	Colleen Lasher

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Promote economic growth and development.				
4.6. Continue Business Retention and Expansion efforts for retail and industrial.	Ongoing	Budget Impact – Low (use existing staff)	<p>Stable base of local employers, representing the largest opportunity for future growth of jobs and tax base.</p> <ul style="list-style-type: none"> • Increase the number of business visits from the 41 business visits conducted in 2021, and the 19 done in 2020 • Improve the quality and attendance at EDA events such as the Business Network, Business Appreciation Day, and the Business Expo • 5,000 square feet of new retail space per year on average. • 50,000 square feet of new industrial per year on average. 	Sean Sullivan/EDA
5.7. Consider strategic infrastructure investments to prepare more shovel ready parcels.	Q4	Budget Impact - Medium	<p>Primary Effort = West Armstrong Retail/West Armstrong Industrial Redevelopment Area.</p> <ul style="list-style-type: none"> • Construct improvements in area West of Armstrong West of Ferret St Ideal location for additional industrial • Construct Riverdale Drive and related improvements. • Import and place fill on City-owned property in the COR. 	Sean Sullivan/EDA

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
<p><u>6.8.</u> Complete a Comprehensive City Code Audit and Update</p>	<p>Q3</p>	<p>Budget Impact - Medium</p>	<p>Reduce redundant regulations and regulations that conflict with City's vision or otherwise detract from City's economic development goals.</p> <p>Continue to address code sections. In 2021-Q1 22 <u>the following code sections have been reviewed</u> and adopted:</p> <ul style="list-style-type: none"> • Update of Home Occupation Ordinance • Code amendment allowing restaurants in E3 Employment District • Amended City Code Section 117-56 Regarding Easement Vacations • Ordinance #22-08 Amending City Code Section 117-51 Regarding Conditional Use Permits • Ordinance #22-11 to Allow Taprooms, Breweries, Microbreweries, and Brewpubs • Ordinance #22-03 Amending Chapter 10 of City Code: Animals • Ordinance #22-05 Amending Sections 117-111, 117-349, and 117-355 of City Code Creating Additional Requirements for Driveways/Parking Pads • Ordinance #22-04 Amending Section 117-349 of City Code to Allow Accessory Dwelling Units (ADU's) 	<p>Brian Hagen/Planning Manager and Planning Commission</p>
<p><u>7.9.</u> Solicit input from the public and City staff for guidance on the modernization and streamlining of City Codes, and provide updates to all impacted parties.</p>	<p>Q2</p>	<p>Budget Impact - Low (use newsletter and social media)</p>	<ul style="list-style-type: none"> • Develop list of outdated or inefficient ordinances that can be improved. • Implementation of new ordinances. 	<p>Brian Hagen</p>

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Create a positive image for residential neighborhoods, business districts and key corridors.				
<u>8-10.</u> Consider a Proactive Multifamily Property Management Program	Q3	Budget Impact - Medium (RCP Report, use existing staff)	<p>Ensure that multifamily properties maintain high quality and free of nuisance.</p> <p>Consider a coalition of multifamily property managers to ensure property managers hold each other accountable and provide adequate long-term maintenance.</p>	Brian Hagen
<u>9-11.</u> Create a Crime Free Multifamily Housing Program	Q3	Budget Impact - Medium	<p>Ensure that multifamily properties maintain high quality and free of nuisance.</p> <p>Consider a Crime Prevention Multifamily Program.</p> <p>Note: The Crime Free Multi-Housing Program is approved by the MN Crime Prevention Association. Nearby cities with CFMH programs: https://www.coonrapidsmn.gov/262/Crime-Free-Multi-Housing https://www.anokaminnesota.com/278/Crime-Free-Multi-Housing-Program</p>	Jeff Katers
<u>10-12.</u> Support and recognize community volunteers	Q2	Budget Impact - Medium	<p>Better community ownership of community events and community cleanup efforts.</p> <ul style="list-style-type: none"> Create "Volunteer of the Month Award" to be presented at City Council meeting. Invite outside groups to lead Pledge at Council meetings Spotlight existing community cleanup efforts on social media. 	City Administrator

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve the safety and mobility of transportation corridors.				
<u>11-13.</u> Complete County Road 5 Corridor Study.	Q4	Budget Impact = Medium (Budget impact to City is low due to Anoka County involvement)	Unified long-term vision for Nowthen Boulevard (CR5) Improved safety and reduced congestion. Ensure adequate capacity for planned development. In process and will be completed by June 2022	Bruce Westby/Public Works Committee
<u>12-14.</u> Advance the Ramsey Gateway Plan.	Ongoing	Existing Staff/Resources Budget Impact = High RCP Report	Unified vision for Highway 10. Improved safety and reduced congestion. Secured final funding for the Highway 10/169 Plan (currently at \$92M of \$138M) Project construction to commence in 2023.	Bruce Westby/Public Works Committee
<u>13-15.</u> Update Priority Street Light Program and Pedestrian Safety Plan.	Q1	Existing Staff/Resources Budget Impact = Medium	Improved pedestrian and vehicle safety at critical intersections. This project has now been initiated.	Bruce Westby/Public Works Committee
Strategy: Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.				
<u>14-16.</u> Establish a Funding Plan to Complete Parks Capital Replacement Improvements.	Q2	Existing Staff/Resources Budget Impact = Medium RCP Report	Adequate parks, trails and public spaces, both future and existing. Unique recreation destinations. Complete and implement the local park improvement plan.	Mark Riverblood/Park and Recreation Commission
<u>15-17.</u> Implement and Spotlight the Recreation Programming Plan	Ongoing	Existing Staff/Resources Budget Impact = Low	Increased awareness of recreational opportunities. Will restart effort following staffing vacancy and transition to 30Hrs per week in June 2022.	Mark Riverblood/Park and Recreation Commission

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Spotlight sustainability and efficiency through public facilities and infrastructure investments.				
16-18. Develop Implementation Plan for Water Supply Treatment.	Q4	Budget Impact = High	Reduce levels of iron and manganese in municipal water supply. Initiated design, bidding in mid-summer, construction to commence Fall 2022 with completion expected in October 2023	Bruce Westby/Public Works Committee
17-19. Consider Local Open Space Preservation Funding, if initiated by Ballot Referendum.	Q2	Budget Impact = High	Preservation of many Exceptional Quality Ecological Areas (as defined by Natural Resources Inventory). To be considered prior to 2022 General Election.	Chris Anderson/EPB
Strategy: Strengthen and enhance our identity, brand and image.				
18-20. Provide quarterly updates to USPS to secure new Ramsey ZIP Code.	Ongoing	Existing Staff Budget Impact = Low RCP Report (community identity)	ZIP Code will identify itself as Ramsey. Provide regular updates. Detailed Update in 2026. Note: Annual development update sent to USPS Jan. 2022	City Administrator
19-21. Consider Creating and Promoting a Holiday Light Challenge	Q4 2022	Existing Staff Budget Impact = Low	Create additional awareness of community and create additional social connections. The City hosted the first annual event in 2021 with improvements to be made in 2022 based on experience and staffing capacity that has been added.	Megan Thorstad/Recreation Specialist

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve City's communication.				
<u>20-22.</u> Improve proactive and time-relevant communication.	Ongoing	Existing Staff Budget Impact = Low RCP Report	Explore new avenues to tell the story of Ramsey and market the community to prospective residents and businesses. Stay relevant by harnessing new technologies and social media platforms to evolve with the ever-changing media landscape. Regular communications report added to council work sessions.	Megan Thorstad
<u>21-23.</u> Quantify cost savings for new Public Works Facility and communicate savings to Community.	Q4	Budget Impact = Low	Newsletter article and social media posts regarding savings achieved with new public works building.	Grant Reimer
Improve and sustain high organizational morale.				
<u>22-24.</u> Update Telecommuting Policy	Q2	Existing Staff Budget Impact = Low	Recruitment and retention tool for existing and future employees. Pending City Council WS discussion / add clarity around PT employee participation.	Colleen Lasher
<u>23-25.</u> Consider additional Employee Events to strengthen relationships.	Q3	Existing Staff Budget Impact = Low	Improved organizational morale. <ul style="list-style-type: none"> • Revised Annual Employee Recognition event with separate event for staff and community volunteers. • Added ice cream social with the City Administrator • To consider wellness related programs – staff resources permitting • To consider bringing back the Ramsey Communicator (monthly vs. weekly)/with an opt out option by the Police Department only. • To consider a monthly birthday event (E.g., every 2nd Wednesday have a birthday treat in the Lake Itasca Room) 	Colleen Lasher
<u>24-26.</u> Complete an Employee Survey	Q2	Existing Staff Budget Impact = Low	Establish baseline metric of existing organizational morale.	Colleen Lasher

Budget Impact Key; Low = Existing Staff/thousands of dollars; Medium = Additional Staff/Consultants/tens of thousands of dollars; High = capital improvement/hundreds of thousands of dollars.

RCP Report = Partnership with the University of Minnesota completed in 2018. This partnership created a library of resources and policy alternatives. A full list of completed reports can be found online at rcp.umn.edu/ramsey-projects.

PARKING LOT LIST/FUTURE PROJECTS

Action	Strategy
Improve background data provided in conjunction with establishing Rates and Charges, especially for Development Impact Fees. .	Identify and implement operational efficiencies, cost savings and additional funding sources.
Complete Organization Staffing Plan.	Improve and sustain high organizational morale.
Complete Streetscape Plan for Key Corridors.	Create a positive image for residential neighborhoods, business districts and key corridors.
Complete a Highway 47 Plan (<i>after current Bunker/47 intersection improvements</i>)	Improve the safety and mobility of transportation corridors.

The above are important topics, but are not the highest priority of the Council and will only be worked on if not interfering with approved Action Items and as time/resources allow.

CULTURE

- Utilize Strategic Plan to prioritize budget requests.
- Leverage additional funding sources.
- Seek grants to do high priority projects.
- Seek public and private partnerships.
- Improve Park and Recreation revenue through user fees and sponsorships.
- Provide adequate public safety staffing based upon common metrics (i.e., calls for service, time of day caseload, land use and population, citizen expectations).
- Continue staff and volunteer recognition programs.
- Increase awareness of various employee resources.
- Enhance community engagement in policy decision-making processes.
- Enhance customer service through process improvement.
- Strive to reflect the demographics of the community.

Meeting Date: 04/26/2022

Information

Title:

Review Ordinance Amending Digital Display Billboard Regulations

Purpose/Background:

The purpose of this case is to finalize direction on the ordinance language prior to holding a public hearing on the amendment. The public hearing is planned for the May Planning Commission meeting. Additionally, an Open House has been scheduled for 5:30-6:30 p.m. prior to the May Planning Commission meeting to provide the public an opportunity to learn more about the consideration.

The City Council, Planning Commission and EDA have all reviewed and provided input at various stages of this consideration. The EDA has also supported terms of a lease with a private company to construct a digital billboard on City owned land. The lease is attached to the case for reference. The City Council will consider the lease in June in conjunction with the ordinance amendment.

There remain discrepancies between what has been supported by the EDA and the Planning Commission. The ordinance in its current draft provides a size limit of 700 sq. ft., however, the Planning Commission discussed a smaller size of 400 sq. ft. Additionally, the terms of the lease identify a seven (7) duration for the ad to be displayed. The Planning Commission has supported no shorter than eight (8) seconds.

Additional observations by staff include the following:

- For spacing, current regulations state no closer than two (2) miles from each other with a total number allowed of three (3). Depending on the location of a sign near the midway point of the Highway 10 corridor, three signs may not be able to meet regulations.
- For setbacks, current regulations state the setback must meet principal structure setbacks. This would require a 35 foot setback from the front property line.
- For site restrictions, current regulations would not allow a sign to be placed on a site with a building already located on it. This would limit signs to only vacant parcels.

Timeframe:

Funding Source:

Staff is handling this case as part of regular duties. WSB & Associates helped draft the ordinance, but has not had recent input on the case.

Responsible Party(ies):

Outcome:

Provide direction to staff for any adjustments to the language prior to advertising for a public hearing at the May 26, 2022 Planning Commission meeting.

Specifically, staff is seeking direction on sign size limitation, ad display duration, spacing requirements, setback requirements and site restrictions.

Attachments

Digital Billboard Ordinance Section

Entire Sign Code with Billboard Revisions

Proposed Billboard Overlay District

Minn. Stat. 173.155

Timing Recommendation FHWA

PC Minutes 08-26-21

Jt. CC/PC/EDA Minutes 09-23-21

PC Work Session Minutes 10-28-21

PC Minutes 10-28-21

EDA Minutes 02-10-22

PC Draft Minutes 03-24-22

Proposed Lease Terms

Form Review

Inbox

Kurt Ulrich

Form Started By: Brian Hagen

Final Approval Date: 04/21/2022

Reviewed By

Kurt Ulrich

Date

04/21/2022 01:39 PM

Started On: 04/18/2022 01:13 PM

DIVISION 8. SIGNS

Sec. XXX-XXX. Off-Premises Digital Billboard Signs

(a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:

- (1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights of way;
- (2) To safeguard and enhance property values;
- (3) To control nuisances;
- (4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;
- (5) To eliminate excessive and confusing sign displays;
- (6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;
- (7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10 and
- (8) To promote the public health, safety, and general welfare.

(b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.

- (1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within two hundred fifty feet (250') of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential zoning district.

(2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.

(3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least 2 miles between each site in which they are located.

(4) *Site restrictions.* Off-premises digital billboard signs shall not be placed upon any property upon which a building already exists.

(5) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.

(6) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.

(7) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.

(8) *Conditional use.* Off-premises digital billboard signs 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.**

(c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:

(1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.

(2) Off-premises digital billboard signs shall meet all required principal structure setbacks of the underlying zoning district.

(3) Off-premises digital billboard signs must have an architecturally enhanced base.

(4) Off-premises digital billboard signs must have minimum display duration of **eight (8) seconds**. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.

(5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.

(6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.

(7) Off-premises digital billboard signs shall meet the following brightness standards:

a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.

(8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.

(9) Off-premises billboard signs must be part of the state of Minnesota's public safety alert system.

(10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

DIVISION 8. SIGNS

Subdivision I. In General

Sec. 117-457. Purpose.

The purpose of this division is to protect and promote the general welfare, health, safety and order within the city through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as a visual communicative media to persons situated within or upon public rights-of-way or properties. The provisions of this division are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication and a sense of concern for the visual amenities on the part of those designing and displaying communicative media for the types regulated by this division, while at the same time assuring that the public health and welfare is not endangered.

(Code 1978, § 9.12.01; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-458. Substitution clause.

The owner of any sign that is otherwise allowed by this division may substitute noncommercial speech in lieu of any other commercial speech or noncommercial speech. The owner of any sign that is otherwise allowed by this division may substitute commercial speech in lieu of any other commercial speech or noncommercial speech. This substitution of copy may be made without any additional approval or permitting. The purpose of this division is to prevent any inadvertent favoring of commercial speech over noncommercial speech, favoring of noncommercial speech over commercial speech, favoring any particular commercial speech over any other commercial speech, or favoring of any particular noncommercial speech over any other noncommercial speech. This division prevails over any more specific provision to the contrary.

Sec. 117-459. Variations.

Request for variations from the provisions of this division shall be processed by the applicant applying to the zoning administrator for a conditional use permit, which conditional use permit procedure shall be as prescribed in section 117-50.

(Code 1978, § 9.12.24; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-460. Conflict.

If any portion of this division is found to be in conflict with any other provision of any zoning, building, fire, safety or health ordinance of the city, the provision that establishes the higher standard shall prevail.

(Code 1978, § 9.12.25; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-461. Violations.

- (a) When, in the opinion of the zoning administrator, a violation of this Code exists, the zoning administrator shall issue a written order to either the owner of the sign, or the owner of the property, or tenant leasing the property, on which the sign is placed. The order shall specify those sections of this Code involved, describe the violation and shall direct that the violation be corrected within five days from the date of the order, unless otherwise specified by the zoning administrator. If the violation is not corrected, the violation will be penalized through the administrative citation or removal, whichever is appropriate.
- (b) If the zoning administrator or building official finds that a sign is abandoned or is structurally, or electrically defective, or in any way endangers the public, the zoning administrator or building official shall issue a written order to the owner of the sign and occupant of the premises stating the nature of the violation and requiring repair or removal of the sign within 60 days of the date of the order.

(Code 1978, § 9.12.21; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-462. Removal of signs by the zoning administrator.

- (a) The zoning administrator may cause the removal of any illegal sign, any sign remaining after a business permanently closes, or any sign not properly maintained in cases of emergency, or after failure to timely comply with written orders for removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the zoning administrator together with an additional 50 percent for inspection and incidental costs.
- (b) If the amount specified in the notice is not paid within 30 days after mailing of the notice, it shall become a lien against the parcel where the sign was located and shall be certified as an assessment against the property together with ten percent interest for collection in the same manner as the real estate taxes.
- (c) The owner of the parcel upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the zoning administrator.
- (d) In case of emergency, the zoning administrator or building official may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety as defined in the state building code.

(Code 1978, § 9.12.22; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-463. General restrictions.

- (a) *Address sign.* One address sign shall be required per main building in all districts.
- (b) *Bench sign.* Bench signs shall be permitted only at bus stops.
- (c) *Ground sign.* A ground sign shall not project higher than 25 feet as measured from base of sign or grade of the nearest adjacent roadway, whichever is lower. Any ground sign within 50 feet of any intersection of street right-of-way lines and/or driveway entrances shall have a minimum vertical clearance of 12 feet above the centerline of the pavement unless it can be shown that it can comply with subsections (e)(2)a and b of this section.

-
- (d) *Canopies or marquees.* Canopies and marquees shall be considered to be an integral part of the structure to which they are an accessory. Signs may be attached to a canopy or marquee, but such structures shall not be considered as part of the wall area and thus shall not warrant additional sign area.
- (e) *Location.*
- (1) No sign other than governmental signs shall be erected or temporarily placed within any street or public right-of-way or upon any public easement.
 - (2) A permit for a sign to be located within 50 feet of any street or highway regulatory or warning sign, or any traffic sign or signal, or of any crossroad or crosswalk, will not be issued unless:
 - a. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk; and
 - b. The sign will not distract drivers nor offer any confusion to any street or highway, sign, or any traffic sign or signal.
 - (3) A sign shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from a parcel to a public roadway.
- (f) *Dynamic display and illumination.*
- (1) Based on findings conducted by scientific studies, the city finds that dynamic displays should be allowed on signs with appropriate regulation in order to minimize their proliferation and their potential threats to public safety.
 - (2) Regulations. Dynamic displays on signs are subject to the following conditions:
 - a. Size. On-premise signs may include dynamic displays. Dynamic display signs shall not exceed the size allowed by this chapter. Dynamic displays are not in addition to the size allowed for static signs.
 - b. Frequency of display change. A dynamic display may not change more often than once every three seconds, and no part of the display may include flashing or scrolling text. The images display must be static, and the transition from one display to another must be instantaneous without special effects. The dynamic display shall not be allowed to project full-motion video. Subtle transition animations shall be allowed.
 - c. Brightness. No sign may be brighter than is necessary for clear and adequate visibility, or that it interferes with the effectiveness of a traffic sign or signal, or that it distracts a driver from motor vehicle operation.
 - d. Troubleshooting. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.
- (g) *Institutional and recreational identification sign.* One wall and/or ground sign shall be permitted to identify the civic, philanthropic, educational, public or religious organization or recreational use occupying the parcel. There shall not be more than one ground sign for each parcel. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. Such facilities having more than one point of entrance or street frontage may erect secondary identification signs not to exceed 50 square feet for each exposed face at the additional entrance points or street frontages.
- (h) *Institutional attraction boards.* There shall not be more than one institutional attraction board for each principal building and it may be either wall or ground type or constructed as a part of the institutional

identification sign. The gross surface area of an attraction board shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet. An attraction board shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from any parcel to a public roadway. Attraction boards shall not exceed 15 feet in height as measured from the base of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.

- (i) *Pennants.* The use of pennants is permitted in any commercial district provided the pennants are securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The zoning administrator, or his designee, shall have the authority to identify and notify property owners and/or occupants of the parcel on which the pennants have been determined to be in violation of this Code. Failure to remove or replace the pennants within ten days of notification shall be sufficient cause for the zoning administrator or his designee to remove said pennants. The property owner shall be billed for all costs incurred by the city in administering this subdivision.
- (j) *Banners.* The use of banners is permitted in any commercial district as permanent wall signage provided the banner is securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The square footage dedicated to banners is limited to 50 percent of the total square footage allowance for wall signs. Facilities choosing to utilize wall banners in addition to other permanent wall signage shall be required to obtain a separate sign permit for the maximum square footage allowed for banners and payment of the permanent sign fee.
- (k) *Flags.* The display of flags shall be permitted in all districts. However, the total square footage area of any flags used as advertising copy or as attention getting devices for commercial purposes shall be considered as permanent signage and counted towards the total allowable sign area permitted by this section for the parcel on which the flag is displayed. Flag height is restricted to 25 feet.
- (l) *Directional signs.* Directional or instructional signs are restricted to on-site direction and instruction, with the exception of governmental signs, temporary real estate signs and public event signs, and shall not exceed four square feet in size. Such signs shall only provide direction or instruction to guide persons to facilities intended to serve the public.
- (m) *Maintenance.*
 - (1) The surface and structure of all signs must be kept refinished as necessary to prevent the sign surface from becoming unkempt in appearance. The zoning administrator shall use the following guidelines to determine if the sign is unkempt: evidence of rust, peeling paint, structural damage, message damage, and/or weathering.
 - (2) When any sign for which a permit is required is removed, the zoning administrator shall be notified and the entire sign and its components shall be removed.
 - (3) The permit owner shall be responsible for all of the requirements of this section, including the liability for expense of removal and maintenance incurred by the city.
- (n) *Sign content.* No sign shall contain obscene images or statements in violation of Minn. Stats. § 617.241.

(Code 1978, § 9.12.03; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. XXX-XXX. Off-Premises Digital Billboard Signs

(a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be

controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:

- (1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights of way;
- (2) To safeguard and enhance property values;
- (3) To control nuisances;
- (4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;
- (5) To eliminate excessive and confusing sign displays;
- (6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;
- (7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10 and
- (8) To promote the public health, safety, and general welfare.

(b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.

- (1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within two hundred fifty feet (250') of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential zoning district.
- (2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.
- (3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least 2 miles between each site in which they are located.
- (4) *Site restrictions.* Off-premises digital billboard signs shall not be placed upon any property upon which a building already exists.
- (5) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.
- (6) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.

(7) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.

(8) *Conditional use.* Off-premises digital billboard signs 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.

(c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:

(1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.

(2) Off-premises digital billboard signs shall meet all required principal structure setbacks of the underlying zoning district.

(3) Off-premises digital billboard signs must have an architecturally enhanced base.

(4) Off-premises digital billboard signs must have minimum display duration of eight (8) seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.

(5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.

(6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.

(7) Off-premises digital billboard signs shall meet the following brightness standards:

a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign $\sqrt{(12 \times 100)} = 34.6$ feet measuring distance.

(8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.

(9) Off-premises billboard signs must be part of the state of Minnesota's public safety alert system.

(10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

Sec. 117-464. Prohibited signs.

- (a) *"A" frame or sandwich board signs.* "A" frame or sandwich board signs are prohibited.
- (b) *Advertising device signs.* Advertising device signs are prohibited except as provided for in section 117-465.
- (c) *Whirling devices, searchlights, streamers, balloons and other gas-filled figures.* Whirling devices, searchlights, streamers, balloons, and other gas filled figures, are prohibited except as a temporary sign as provided for in section 117-465.
- (d) *Flashing or scrolling signs, devices or lights.* Flashing signs, devices, or lights are not permitted in any district except as provided for in section 117-463(f).
- (e) *Portable signs.* Portable signs are prohibited except as temporary signs as provided for in section 117-465.
- (f) *Projecting signs.* No projecting sign shall be permitted in any district.
- (g) *Roof signs.* Roof signs are prohibited in any zoning district.
- (h) *Signs on parked vehicles.* Signs painted or mounted on or attached to vehicles, trailers or equipment where the apparent primary purpose of the vehicle or equipment is to display said sign are prohibited. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle, trailer and/or any other type of mobile equipment.
- (i) *Signs on trees and utility poles.* Signs which are attached or otherwise affixed to trees or other vegetation or utility poles are prohibited.
- (j) *Signs painted on walls.* Signs painted on an exterior wall, fascia, parapet or a chimney of a building or on a fence are prohibited.
- (k) *Signs which imitate traffic control devices.* Signs which imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other device are prohibited.

(Code 1978, § 9.12.04; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-465. Temporary signs.

- (a) Temporary signs are defined as signs which are erected or displayed for a limited period of time and not affixed to a state building code approved structure. A sign is considered temporary if it is not intended to remain on the property permanently and has not received a permanent sign permit and/or is not intended to be constructed per the state building code.
 - (1) *Duration.* Temporary signs shall be permitted for up to six weeks per year per parcel, or per business on multitenant business parcels. The six-week limit may be extended up to four weeks if there have been no sign violations in the past year by the entity who erects the sign.
 - (2) *Location.* Temporary signs must be located fully on private property, with the permission of the property owner. The city will remove any signs in the public right-of-way, or erected without permission from the property owner.
 - (3) *Number.* All properties are limited to two temporary signs per parcel. In locations where there are multiple businesses on one parcel (a multitenant facility), three signs are permitted.

-
- (4) *Size.* Temporary signs shall be limited to 50 square feet in size.
 - (5) *Permits and fees.* All temporary signs shall be required to obtain a temporary sign permit. The temporary sign permit application shall specify the exact times and dates the temporary sign is to be erected, the size of the sign, the location of the sign, contact information, and other information deemed necessary by the zoning administrator to determine that the temporary sign is erected within applicable code. The temporary sign permit shall be clearly displayed on the temporary sign. The fee for the temporary sign permit shall be established by ordinance as part of the rates and charges. The fee shall only be collected for the first permit per parcel or per business in a multi-tenant facility. The provisions of this division apply to all temporary signs, and appropriate penalties for violations will be assessed, as outlined in section 117-461.
 - a. *Exemptions from temporary sign Permit.* Signs less than 15 square feet in size and all temporary signs in residential districts (R-1 Residential, R-2 Residential, R-3 Residential) are exempt from temporary sign permitting requirements.
 - (6) *Dynamic display.* Temporary signs may consist of dynamic display, provided all standards of section 117-463(f) are complied with.
- (b) Balloons, gas filled figures, streamers, whirling devices and revolving searchlights or any such attention-getting device that is not specifically a sign may be permitted up to four weeks per year, for one week at a time.

(Code 1978, § 9.12.05; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-466. Other temporary signs.

- (a) *Real estate signs.* One temporary real estate sign constructed of durable materials located on the premises is permitted for sale or lease of building or vacant lot for each street frontage.
- (b) *Construction signs.* One temporary construction sign constructed of durable materials located on the premises is permitted on each street frontage of a development under construction.

(Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-467. Unified development signs.

- (a) *General provisions.* A unified development is a development that consists of multiple parcels of similar zoning district and bound by major roadways consisting of arterial or collector designation or higher. Signs for multi-tenant commercial and employment developments may be erected to include off-premise copy under the following conditions:
 - (1) The sign must identify the development at the top of the sign and may include provisions for individual users within the development.
 - (2) The sign must be located within 500 feet of the development and may not be separated from the development by an arterial road.
 - (3) The sign must not exceed 250 square feet per face (500 square feet aggregate) and 30 feet in height.
 - (4) The sign may include dynamic display not to exceed 100 square feet per face (200 square feet aggregate).
 - (5) The sign will not be included in the total signage permitted for the property in which it is located.

-
- (6) The general location of area identification signs for commercial and employment districts must be approved by the planning commission as part of a master sign plan approved as part of site plan approval.

(Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-468—117-483. Reserved.

Subdivision II. Permit

Sec. 117-484. Required; exemptions.

- (a) All permanent signs shall obtain a permit prior to installation. This permit is reviewed by the zoning administrator and the building official, or their assigns, for conformance with the regulations described herein. Temporary signs shall obtain a permit in accordance with section 117-465.
- (b) Exemptions. The exemptions permitted by this section shall apply only to the requirement of a permit and fee and shall not be construed as relieving the installer of the sign, or the owner of the property upon which the sign is located, from conforming with the other provisions of this division.
 - (1) A window sign not exceeding 30 percent of the window area.
 - (2) Holiday decorations temporarily displayed on traditionally accepted civic, patriotic, or religious holidays.
 - (3) On-premises address or nameplate identification signs having a sign area of four square feet or less.
 - (4) Memorial plaques or tablets, grave markers, statutory, or other remembrances of persons or events that are noncommercial in nature.
 - (5) Interior signs which are fully located within the interior of any building or stadium, or within an enclosed lobby or court of any building, or in the lobby or entrance of any theater which are intended solely for information relating to the interior operation of the building in which they are located.
 - (6) Pennants.
 - (7) Noncommercial speech signs, as exempted in the Minnesota Statutes.

(Code 1978, §§ 9.12.14, 9.12.16; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010)

State law reference(s)—Exemptions for noncommercial signs, Minn. Stats. § 211B.045.

Sec. 117-485. Application.

Application for permits shall be made upon forms provided by the zoning administrator and shall state or have attached thereto the following information:

- (1) The names, addresses, and telephone numbers of the applicant, the owner of the parcel on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
- (2) Type of sign.
- (3) Type of construction materials to be used.
- (4) Location of building, structure or parcel to which, or upon which, the sign is to be attached or erected.

-
- (5) Position of the sign or other advertising structures in relation to the nearest buildings, structures, public streets, rights-of-way and property lines, along with location and square footage areas for all existing signs on the same premises. The drawing showing such position shall be prepared "to scale."
 - (6) Blueprint or ink drawing of the plans and specifications, and method of construction or attachment to the building or in the ground, including all dimensions, locating all light sources, wattage, type and color of lights and details of any light shields or shades.
 - (7) Copy of stress sheets and calculations, showing the structure is designated for dead load and wind velocity in the amount required by this division and all other ordinances of the city, if required by the zoning administrator or building official. The zoning administrator or building official may require additional information concerning safety.
 - (8) An agreement with the city which would authorize and direct the city to remove the sign and sign structure, at the expense of the applicant, where maintenance is required and the maintenance is not furnished, but only after a notice of 60 days specifying the maintenance required by the city.

(Code 1978, § 9.12.17; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008;)

Sec. 117-486. Administration.

The zoning administrator shall process applications for permits. The building official is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or parcel in the city for the purpose of inspection of a sign and its structural and electrical connections to ensure compliance with all applicable codes and ordinances.

(Code 1978, § 9.12.20; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-487. Permit issuance or denial.

- (a) The zoning administrator shall issue a permit for the erection, alteration, or relocation of a sign within 14 days of receipt of a completed application and nonrefundable application fee provided that the sign complies with all applicable laws and regulations of the city.
- (b) When a permit is denied, written notice shall be provided to the applicant along with a brief statement of the reasons for denial. The zoning administrator or building official may suspend or revoke an issued permit for any false statement or misrepresentation of fact in the application.

(Code 1978, § 9.12.18; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-488. Permit fees.

The permit fee for permanent and temporary signs shall be as provided by ordinance.

(Code 1978, § 9.12.15; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

State law reference(s)—Fees, Minn. Stats. § 462.353, subds. 4, 4a.

Sec. 117-489. Fee refunds and permit expiration; commencing work without permit.

- (a) If an issued permit is withdrawn by the applicant within 90 days of issuance, and if no inspections have been made and no work authorized by the permit has been performed, 50 percent of the permit fee may be refunded to the applicant.

-
- (b) A permit issued by the zoning administrator becomes null and void if work is suspended or abandoned or not completed within six months of issuance, but may be reinstated with an additional payment of one-half of the original fee.
 - (c) Any sign installed or placed on any parcel prior to receipt of a permit, the specified permit fee shall be doubled. However, the payment of the doubled fee shall not relieve any person of any other requirement or penalties prescribed in this section.

(Code 1978, § 9.12.19; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-490—117-516. Reserved.

Subdivision III. District Regulations

Sec. 117-517. District regulations.

In addition to those signs permitted or required in all districts as described in sections 117-463 and 117-465, the following signs are permitted in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth.

(Code 1978, § 9.12.06; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-518. Residential type districts.

- (a) *Area identification signs.* One sign per vehicular access to a development, not to exceed 32 square feet in area is permitted.
- (b) *Temporary signs.* Temporary signs are permitted in accordance with section 117-465.
- (c) *Home occupation signs.* Home occupations signs may be permitted in accordance with section 117-351.

(Code 1978, § 9.12.07; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-519. Business type districts.

- (a) *Business use signs.*
 - (1) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Businesses in multitenant buildings shall be allowed the proportionate share of the total wall sign area. The total wall signage permitted may be distributed on any other building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:
 - a. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed; and
 - b. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.

-
- (2) *Ground sign.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measure in section 117-463(c) of this section.
 - (3) *Service bay identification signs.* Service bay identification signs providing direction or instruction to persons using the facility and containing no advertising material of any kind shall be subject to the following:
 - a. All service bay identification signs shall be wall signs.
 - b. There shall not be more than one service bay identification sign for each service bay located on the parcel.
 - c. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance.
 - d. A service bay identification sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
 - (4) *Fuel pump island identification sign.* Fuel pump island identification signs indicating the type of service offered; the price of gasoline; and other relevant information, within reason, pertaining to the facility; or direction to persons using the facility shall be subject to the following: The gross surface area of a service island identification sign shall be counted against the maximum allowable sign area for the subject parcel.
 - (5) *Menu board.* Menu board for drive-up or walk-up lane of a drive-in business are allowed up to a maximum of 50 square feet of total signage. Menu boards are allowed a message on one side only and cannot contain an advertising message.
 - (6) *Directional signs.*
 - a. Directional or instructional signs are permitted in accordance with section 117-463(l).
 - b. Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - c. Parking lot instructional signs designating the conditions of use or identifying parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.
 - d. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.
 - (b) *Shopping center signs.* In accordance with section 117-54, the developer shall submit a sign plan for approval, drawn to scale with elevations, at the time application is made for site plan approval. The sign plan shall include but not be limited to the following information: number of signs, type of signs, sign sizes, type of construction materials, sign messages, and proposed sign locations.
 - (c) Permitted freestanding signs under previous section 117-519(a) (business use signs), and located within the Armstrong Boulevard Interchange Overlay District as defined by this section, shall be allowed to a height of not more than 50 feet and an area of not greater than 150 square feet. Signs permitted under this section

shall have a monument style base constructed of materials that are consistent with the principal building to a minimum height of six feet.

(Code 1978, § 9.12.08; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 13-15, § 2, 8-27-2013)

Sec. 117-520. E-1 and E-2 Employment Districts.

- (a) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. Where a principal building is devoted to two or more permitted uses, the operator of each such use may install a wall sign upon his proportionate share of the building wall to which the sign is to be affixed. The maximum gross surface area of each such wall sign shall be determined by calculating the proportionate share of the area of the building wall, including doors and windows to which the sign is to be affixed and applying such proportion to the total permitted wall sign aggregate gross surface area for the building. The gross surface area of a wall sign may be increased by ten percent if such wall sign:
- (1) Consists only of individual, outlined alphabetic, numeric, and/or symbolic characters without background except provided by the building surface to which the sign is to be affixed; and
 - (2) Any illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.
- (b) *Ground signs.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measured in section 117-463(c) of this section.
- (c) *Directional signs.*
- (1) Directional or instructional signs are permitted in accordance with section 117-463(l).
 - (2) Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - (3) Parking lot instructional signs designating the conditions of use or identification of parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.
- (d) *Window signs.* Window signs shall not exceed 30 percent of the area of the window in which the sign is proposed to be displayed.

(Code 1978, § 9.12.09; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 17-01, § 2, 1-10-2017)

Sec. 117-521. Business and industrial park signs.

- (a) *Park identification signs.* Industrial or business park signs shall be permitted to contain the following information: the name and address of the park, the management or the developer thereof, and the names of the individual businesses located within said park. Park identification signs shall contain no advertising material of any kind, and shall be subject to the following:
- (1) All industrial and business park signs shall be ground or wall signs.
 - (2) There shall not be more than one industrial or business park sign for each point of vehicular access to an office or industrial park.
 - (3) The gross surface area of an industrial or business park sign shall not exceed 100 square feet in gross surface area for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
 - (4) A ground industrial or business park sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.
- (b) *Park member identification signs.*
- (1) There shall not be more than one wall sign for each principal building or tenant or use within a building, except where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
 - (2) There shall not be more than one ground sign for each principal building.
 - (3) The gross surface area of a wall sign shall not exceed 15 percent of the occupant's proportionate share of the building wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
 - (4) The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
 - (5) A ground sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

(Code 1978, § 9.12.10; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-522. Construction specifications.

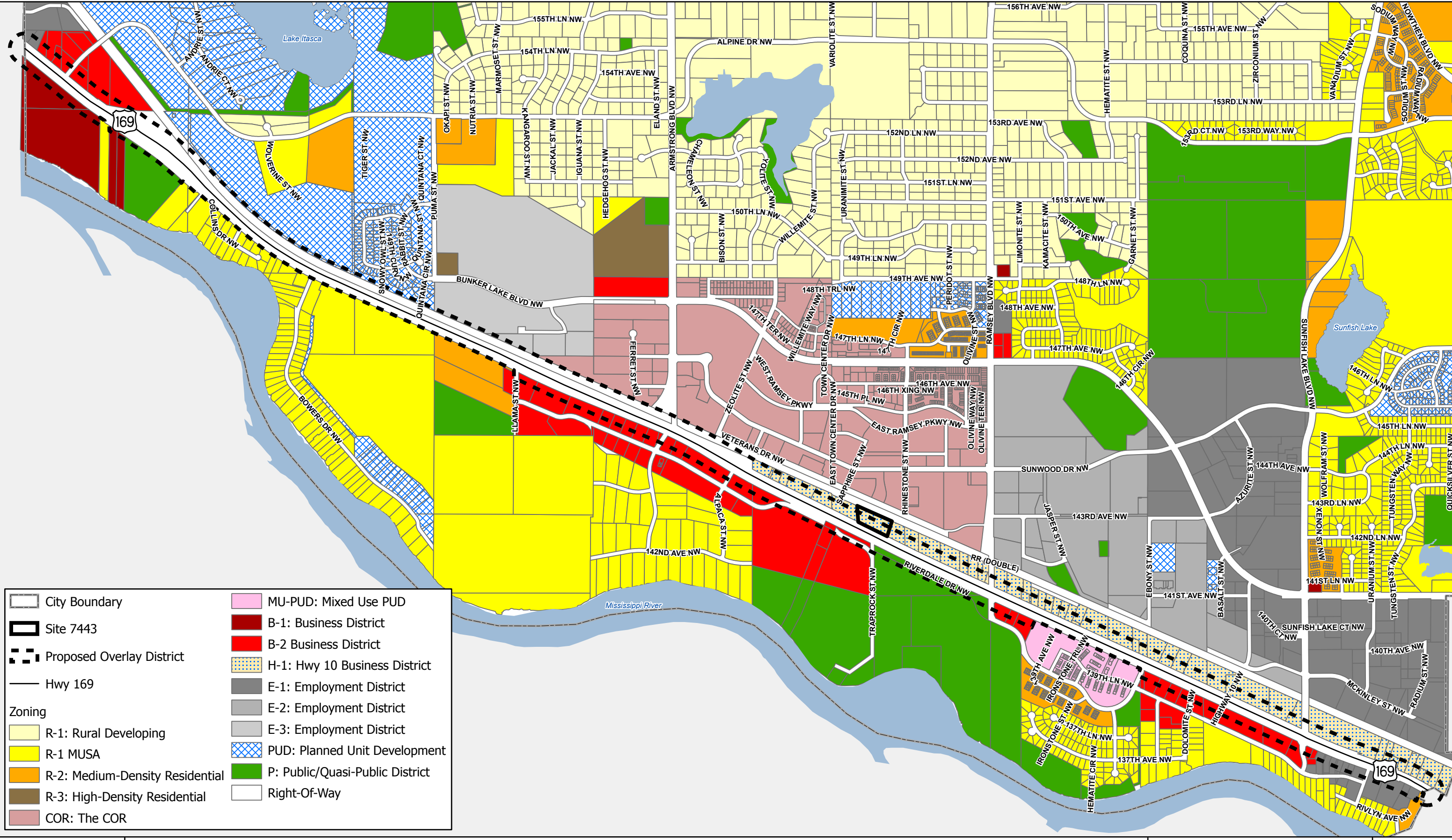
- (a) All signs permitted by this division in excess of 16 square feet shall be painted, lettered, or faced to the workmanship standards and best commercial practices of companies normally engaged in the business of providing commercial signs, using materials designed and marketed specifically for use on outdoor signs.
- (b) In addition to complying with the provisions of this division, all signs shall be constructed in accordance with the applicable provisions of the 1991 Edition of the Uniform Sign Code and State Electrical Code and as subsequently amended.
- (c) All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communication lines.
- (d) All signs and their supporting structures shall maintain clearance and non-interference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with natural or artificial drainage or surface or underground water.

(e) All signs, except those attached flat against the wall of a building, shall be constructed to withstand minimum wind loads as follows:

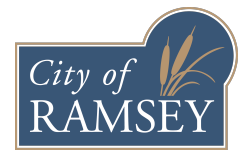
- (1) Solid signs: 30 pounds per square foot per face of the sign.
- (2) Open signs: 36 pounds per square foot of the total face area of the letters and other sign surfaces, or ten pounds per square foot of the gross surface area of the sign, whichever is greater.

(Code 1978, § 9.12.12; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

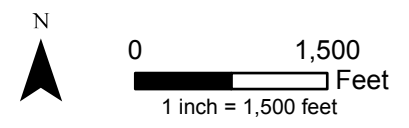
Secs. 117-523—117-554. Reserved.



	City Boundary		MU-PUD: Mixed Use PUD
	Site 7443		B-1: Business District
	Proposed Overlay District		B-2 Business District
	Hwy 169		H-1: Hwy 10 Business District
Zoning			E-1: Employment District
	R-1: Rural Developing		E-2: Employment District
	R-1 MUSA		E-3: Employment District
	R-2: Medium-Density Residential		PUD: Planned Unit Development
	R-3: High-Density Residential		P: Public/Quasi-Public District
	COR: The COR		Right-Of-Way



Project Location Map
Billboard Project
Ramsey, MN



173.155 CHANGEABLE ELECTRONIC VARIABLE MESSAGE SIGNS.

Subdivision 1. **Definition.** For the purposes of this section, "changeable electronic variable message sign" or "CEVMS" means an outdoor advertising device that contains light-emitting diodes or other technology to display copy visible during the day and during the night, with the copy changes initiated electronically.

Subd. 2. **Prohibition.** Intermittent, animated, scrolling, full-motion video elements, or moving lights are prohibited on outdoor advertising devices, including CEVMS.

Subd. 3. **Exceptions.** (a) Notwithstanding subdivision 2, a CEVMS is permissible if:

- (1) the message does not change more frequently than once every six seconds;
- (2) the transition between messages or copy does not exceed two seconds in duration;

(3) the message brightness does not exceed 0.3 foot-candles over ambient light, as measured using a foot candle meter from the following distances:

- (i) for signs with a nominal face size of 12 feet by 25 feet, from 150 feet;
- (ii) for signs with a nominal face size of ten feet, six inches, by 36 feet, from 200 feet; and
- (iii) for signs with a nominal face size of 14 feet by 48 feet, from 250 feet; and

(4) the sign must not cause beams or rays of light to be directed at the traveled way if the light is of such intensity or brilliance as to cause glare that impairs the vision of the driver of a motor vehicle, or interfere with any driver's operation of a motor vehicle.

(b) The brightness measurement under paragraph (a), clause (3), must be conducted at least 30 minutes after sunset or at least 30 minutes before sunrise. Each CEVMS must have automatic dimming technology that adjusts the device's brightness levels in response to changes in ambient light.

History: *1Sp2017 c 3 art 3 s 89*



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **INFORMATION**: Guidance on
Off-Premise Changeable Message Signs

Date: September 25, 2007

In Reply Refer To:
HEPR -20

From: Original signed by:
Gloria M. Shepherd
Associate Administrator for
Planning, Environment, and Realty

To: Division Administrators
Attn: Division Realty Professionals

Purpose

The purpose of this memorandum is to provide guidance to Division offices concerning off-premises changeable message signs adjacent to routes subject to requirements for effective control under the Highway Beautification Act (HBA) codified at 23 U.S.C. 131. It clarifies the application of the Federal Highway Administration (FHWA) July 17, 1996 memorandum on this subject. This office may provide further guidance in the future as a result of additional information received through safety research, stakeholder input, and other sources.

Pursuant to 23 CFR 750.705, a State DOT is required to obtain FHWA Division approval of any changes to its laws, regulations, and procedures to implement the requirements of its outdoor advertising control program. A State DOT should request and Division offices should provide a determination as to whether the State should allow off-premises changeable electronic variable message signs (CEVMS) adjacent to controlled routes, as required by our delegation of responsibilities under 23 CFR 750.705(j). Those Divisions that already have formally approved CEVMS use on HBA controlled routes, as well as those that have not yet issued a decision, should re-evaluate their position in light of the following considerations. The decision of the Division should be based upon a review and approval of a State's affirmation and policy that: (1) is consistent with the existing Federal/State Agreement (FSA) for the particular State, and (2) includes but is not limited to consideration of requirements associated with the duration of message, transition time, brightness, spacing, and location, submitted for FHWA approval, that evidence reasonable and safe standards to regulate such signs are in place for the protection of the motoring public. **Proposed laws, regulations, and procedures that would allow permitting CEVMS subject to acceptable criteria (as described below) do not violate a prohibition against "intermittent" or "flashing" or "moving" lights as those terms are used in the various FSAs that have been entered into during the 1960s and 1970s.**

This Guidance is applicable to conforming signs, as applying updated technology to nonconforming signs would be considered a substantial change and inconsistent with the requirements of 23 CFR 750.707(d)(5). As noted below, all of the requirements in the HBA and its implementing regulations, and the specific provisions of the FSAs, continue to apply.

Background

The HBA requires States to maintain effective control of outdoor advertising adjacent to certain controlled routes. The reasonable, orderly and effective display of outdoor advertising is permitted in zoned or unzoned commercial or industrial areas. Signs displays and devices whose size, lighting and spacing are consistent with customary use determined by agreement between the several States and the Secretary, may be erected and maintained in these areas (23 U.S.C. § 131(d)). Most of these agreements between the States and the Secretary that determined the size, lighting and spacing of conforming signs were signed in the late 1960's and the early 1970's.

On July 17, 1996, this Office issued a Memorandum to Regional Administrators to provide guidance on off-premise changeable message signs and confirmed that FHWA has “always applied the Federal law 23 U.S.C. 131 as it is interpreted and implemented under the Federal regulations and individual Federal/State agreements.”. It was expressly noted that “in the twenty-odd years since the agreements have been signed, there have been many technological changes in signs, including changes that were unforeseen at the time the agreements were executed. While most of the agreements have not changed, the changes in technology require the State and FHWA to interpret the agreements with those changes in mind”. The 1996 Memorandum primarily addressed tri-vision signs, which were the leading technology at the time, but it specifically noted that changeable message signs “regardless of the type of technology used” are permitted if the interpretation of the FSA allowed them. Further advances in technology and affordability of LED and other complex electronic message signs, unanticipated at the time the FSAs were entered into, require the FHWA to confirm and expand on the principles set forth in the 1996 Memorandum.

The policy espoused in the 1996 Memorandum was premised upon the concept that changeable messages that were fixed for a reasonable time period do not constitute a moving sign. If the State set a reasonable time period, the agreed-upon prohibition against moving signs is not violated. Electronic signs that have stationary messages for a reasonably fixed time merit the same considerations.

Discussion

Changeable message signs, including Digital/LED Display CEVMS, are acceptable for conforming off-premise signs, if found to be consistent with the FSA and with acceptable and approved State regulations, policies and procedures.

This Guidance does not prohibit States from adopting more restrictive requirements for permitting CEVMS to the extent those requirements are not inconsistent with the HBA, Federal regulations, and existing FSAs. Similarly, Divisions are not required to concur with State proposed regulations, policies, and procedures if the Division review determines, based upon all relevant information, that the proposed regulations, policies and procedures are not consistent with the FSA or do not include adequate standards to address the safety of the motoring public. If the Division Office has any question that the FSA is being fully complied with, this should be discussed with the State and a process to change the FSA may be considered and completed before such CEVMS may be allowed on HBA controlled routes. The Office of Real Estate Services is available to discuss this process with the Division, if requested.

If the Division accepts the State's assertions that their FSA permits CEVMS, in reviewing State-proposed regulations, policy and procedures for acceptability, Divisions should consider all relevant information, including but not limited to duration of message, transition time, brightness, spacing, and location, to ensure that they are consistent with their FSA and that there are adequate standards to address safety for the motoring public. Divisions should also confirm that the State provided for appropriate public input, consistent with applicable State law and requirements, in its interpretation of the terms of their FSA as allowing CEVMS in accordance with their proposed regulations, policies, and procedures.

Based upon contacts with all Divisions, we have identified certain ranges of acceptability that have been adopted in those States that do allow CEVMS that will be useful in reviewing State proposals on this topic. Available information indicates that State regulations, policy and procedures that have been approved by Divisions to date, contain some or all of the following standards:

- Duration of Message
 - Duration of each display is generally between 4 and 10 seconds – 8 seconds is recommended.
- Transition Time
 - Transition between messages is generally between 1 and 4 seconds – 1-2 seconds is recommended.
- Brightness
 - Adjust brightness in response to changes in light levels so that the signs are not unreasonably bright for the safety of the motoring public.
- Spacing
 - Spacing between such signs not less than minimum spacing requirements for signs under the FSA, or greater if determined appropriate to ensure the safety of the motoring public.
- Locations
 - Locations where allowed for signs under the FSA except such locations where determined inappropriate to ensure safety of the motoring public.

Other standards that States have found helpful to ensure driver safety include a default designed to freeze a display in one still position if a malfunction occurs; a process for modifying displays and lighting levels where directed by the State DOT to assure safety of the motoring public; and requirements that a display contain static messages without movement such as animation, flashing, scrolling, intermittent or full-motion video.

Conclusion

This Memorandum is intended to provide information to assist the Divisions in evaluating proposals and to achieve national consistency given the variations in FSAs, State law, and State regulations, policies and procedures. It is not intended to amend applicable legal requirements. Divisions are strongly encouraged to work with their State in its review of their existing FSAs and, if appropriate, assist in pursuing amendments to address proposed changes relating to CEVMS or other matters. In this regard, our Office is currently reviewing the process for amending FSAs, as established in 1980, to determine appropriate revisions to streamline requirements while continuing to ensure there is adequate opportunity for public involvement.

For further information, please contact your Office of Real Estate Point of Contact or Catherine O'Hara (Catherine.O'Hara@dot.gov).

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, August 26, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer (virtual)
 Commissioner Bruce Anderson
 Commissioner Cheri Gengler
 Commissioner Eric Peters
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: Commissioner Andrew Dunaway

Also Present: Senior Planner Chloe McGuire Brigl
 City Planner Chris Anderson
 Zoning Code Enforcement Officer Bria Raines
 Planning Technician Brian McCann
 City Council Liaison Matt Woestehoff

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye

problems with a parking, the parking standards would be able to regulate that activity. She stated that if a family member were at your home, they would park in the driveway. She noted that the intent would be to have the property remain looking like one home or single-family home property.

Chairperson Bauer asked if the Commission would like to continue to study this issue and what additional information, they would like staff to gather.

Commissioner Peters stated that he would be open to additional discussion. He noted that if people have sufficient space, he does not see a problem allowing this activity. He stated that he would be concerned with allowing a camper in the backyard of an 80-foot lot. He stated that residents should be provided direction.

Commissioner Gengler stated that she supports this and agree it bears further discussion. She stated that the majority of requests are not going to be for an Airbnb activity but to allow an older family member to live on the property and spend time with their loved ones. She stated that some people will view it as a way to make money, but noted that could be included in the regulations, specifying that rental could not be done. She stated that additional regulation could also be added that would prevent a camper on wheels from being used.

Commissioner Anderson stated that he is not strongly in favor of this, noting that he would want a lot more information on the maximum square footage, minimum lot size, whether there would be inspection of the structures, and the type of neighborhoods where this would be allowed. He stated that if someone has 20 acres of land and wants to build a tiny house next to their home, that would be different than that same structure on a one-acre lot.

Commissioner VanScoy stated that he did not think he would support this but as discussion continues, he is more interested in continuing the discussion. He stated that this could have value for the community, especially related to care for aging parents. He stated that he would like to see more information on surrounding communities and their requirements along with any issues they may have experienced. He believed this would be worth the time necessary to complete additional study.

Senior Planner McGuire Brigl commented that people are already doing this to some extent and therefore having a way to permit the activity and make it safe would be great. She stated that they are attempting to streamline the ordinances and make the process more efficient and easier to use.

7.02: Review Ordinance Amending Digital Display Billboard Regulations

Presentation

Senior Planner McGuire Brigl presented the Staff Report stating that the Planning Commission should provide feedback on the draft ordinance and direct staff to bring the ordinance forward to City Council for final approval.

Commission Business

Commissioner Walker asked if this is City owned property that would be leased to a sign company. He asked if this ordinance would be intended to allow the City to do something that no other property could do.

Senior Planner McGuire Brigl commented that three signs would be allowed with spacing two miles between signs, therefore other properties would be allowed if they met that distance.

Commissioner Walker stated that his issue is that the Commission would be recommending an ordinance that only the City would benefit from financially.

Commissioner Anderson asked the size of the sign that the City currently has on Highway 10.

Senior Planner McGuire Brigl estimated the digital display section to be about 150 square feet.

Commissioner Anderson noted that the digital display section of the City sign is clearly too small while he believes the Champlin billboard is much too big. He stated that perhaps half of that size be allowed. He stated that it would be nice to generate revenue from the sign, but he was unsure that he wanted it to be owned by the City. He stated that perhaps the land is rented, which would generate income. He stated that sign height will also be an issue because the new interchanges may impact views.

Commissioner Gengler stated that she believes that the current proposal would have a sign company leasing the space from the City and the City would only have the one sign, which would leave two additional spots open for others that are interested.

Senior Planner McGuire Brigl confirmed that the City does have a vendor it has been working with and the City is working on lease negotiations with that vendor. She stated that the EDA and City Council have chosen the vendor and made the decision to allow this, therefore an ordinance is needed.

Chairperson Bauer noted that two other private parties could come forward with proposals if they met the requirements of the ordinance and spacing.

Senior Planner McGuire Brigl stated that the draft ordinance includes a stipulation that there would need to be some benefit to Ramsey, such as a welcome to Ramsey statement, or advertising space for the City.

Commissioner Gengler stated that she is concerned with the two privately owned lots. She stated that parts of the overlay are close to residential areas and asked if there could be stipulations on where the sign could shine to avoid impact to the adjacent residential areas.

Senior Planner McGuire Brigl commented that the residential zoned and mixed-use zoned properties were not allowed and noted that an additional stipulation could be added requiring a certain distance from residential property.

Commissioner Peters referenced the sign for Suite Living, noting that the sign is very bright.

Commissioner VanScoy commented that he likes the idea of consolidating the signage into certain areas. He stated that the City currently has a master sign plan for The COR, which states that there will be three monuments. He asked how this would interact with the signage for The COR.

Senior Planner McGuire Brigl commented that this would be a privately owned sign and would not be counted as a monument sign for the City.

Commissioner VanScoy asked if the concept of having three monuments for the businesses in The COR would be maintained. He believed that this should be reviewed as separate signage has been allowed within The COR and noted that there would be benefit to reviewing that signage plan.

Chairperson Bauer agreed that the sign ordinance should be reviewed because of the continued exceptions and variances that have been granted.

Councilmember Woestehoff commented that the Council discussed this when it made the selection for the vendor. He stated that the Council was not unanimously supportive, as he opposed this. He noted that this would however generate about \$60,000 a year in revenue for the City from the land lease and the portion of the advertising sales the City would receive. He noted that the City would also be allowed to advertise its own messaging. He stated that there are currently three billboards between Armstrong traveling toward Anoka, noting that they are not always full with messaging. He noted that the other signage is related to business signage and would not be consolidated. He stated that he would believe that the regular billboards would be replaced with digital billboards if this is adopted. He stated that the EDA was unanimously supportive of this action.

Chairperson Bauer asked why Councilmember Woestehoff opposed this item.

Councilmember Woestehoff stated that he had several hesitations, one of which was that there were 80 signs between Armstrong and Anoka, on one side of the road. He stated that he is also concerned with the timing as the final plans for Highway 10 have not yet been finalized and could impact visibility. He stated that he also feels that digital billboard detracts from the rural character of Ramsey. He stated that he would also be concerned that businesses akin to advertising on digital billboards would be mainstream fast food type businesses. He stated that he does not want to see Ramsey overwhelmed with fast food restaurants and believes that Ramsey should aspire to be more of a Main Street community rather than a Coon Rapids.

Commissioner Anderson stated that his strongest objection is the size of 700 square feet. He stated that he would like to see that number much smaller. He stated that the nighttime illumination section may address the brightness concerns. He stated that his biggest concern is the size of the sign and whether the visibility would be impacted following the Highway 10 project.

Chairperson Bauer asked for input from the Commission on the maximum sign size.

Commissioner Anderson stated that he would suggest perhaps 400 square feet. He stated that he does not want to see a 600 square foot sign in Ramsey.

Commissioner Walker stated that if the sign is going to be leased out, businesses in surrounding communities can advertise in Ramsey versus the actual Ramsey businesses.

Councilmember Woestehoff commented that the vendor did provide preferential pricing to Ramsey businesses, it would allow businesses from other communities to advertise as well. He stated that the lease period was proposed at 30 or 35 years and the company committed to maintaining the sign during that period.

Chairperson Bauer commented that he did not believe the City could restrict businesses from other communities from advertising on the sign.

Councilmember Woestehoff noted that he found the proposed language in the previous vendor proposal which stated that 50 percent of advertising would be reserved for City messages and Ramsey businesses.

Commissioner Peters asked if there is language related to election messaging.

Councilmember Woestehoff confirmed there are stipulations that would prevent certain content, such as adult and political. He stated that although he agrees with Commissioner Walker, noting that he does not like the City being the only beneficiary, this City land might be the opportunity to test this out.

Chairperson Bauer asked if the language related to regulated content would be part of the lease or ordinance language.

Councilmember Woestehoff commented that he believed that language was within the lease but noted that the ordinance could also have language related to content.

Commissioner VanScoy stated that he is also concerned with the number of signs and is disappointed that this will not result in consolidation. He stated that he does not support this type of sign, but if this moves forward he would like to see a restriction related to the size of the sign.

Senior Planner McGuire Brigl commented that the pending lease would have a sign slightly smaller than 700 square feet. She recommended the discussion focus on location, distance between signs, number of signs, and architectural standards. She noted that the size of the sign has already been set.

Commissioner Anderson did not believe enough information has been provided. He stated that he would like information on placement, size, brightness, etc.

Senior Planner McGuire Brigl stated that the discussion from the Commission could be forwarded to the Council, but he would not recommend that this goes forward to ordinance.

Senior Planner McGuire Brigl stated that distance, location, brightness, and size of the sign is included in the draft ordinance.

Commissioner Anderson commented that he is not comfortable with the size of the sign.

Chairperson Bauer asked and received confirmation from staff that the City owned site has already been selected for one sign.

Senior Planner McGuire Brigl stated that the proposed size of the sign is 672 square feet.

Commissioner Gengler stated that perhaps an overall square footage is allowed for all three signs in total, so that the 672 square feet is subtracted, and the other two signs would have to split the remaining size allowed.

Commissioner Walker stated that he does not support this type of sign in Ramsey.

Senior Planner McGuire Brigl commented that the Commission can recommend denial.

Commissioner Walker stated that if the motion is for denial, it will most likely be overridden by the City Council and therefore the Commission would miss its opportunity to provide input.

Chairperson Bauer agreed that if the Commission has recommendations, it should include those for the Council.

Motion by Commissioner Anderson, seconded by Commissioner Walker, to recommend that City Council deny the ordinance.

Further discussion

Commissioner Anderson stated that he feels he does not have enough information. Senior Planner McGuire Brigl commented that the issue could be tabled. Councilmember Woestehoff advised of the upcoming joint meeting between the Planning Commission, City Council, and EDA and perhaps that would be a good time to discuss this item. Chairperson Bauer stated that the motion and second could be withdrawn and the issue could be tabled.

Commissioner Anderson withdrew his motion.

Commissioner Walker withdrew his second.

Motion by Commissioner Anderson, seconded by Commissioner Walker, to table this item until the time the joint meeting occurs with the City Council and EDA.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Walker	aye
Commissioner Peters	aye
Commissioner Gengler	aye

**CITY COUNCIL JOINT WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a Special City Council Work Session on Tuesday, September 23, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Planning Commission

Members Present: Chairperson Randy Bauer
Commissioner Bruce Anderson
Commissioner Cheri Gengler
Commissioner Eric Peters
Commissioner Gary VanScoy
Commissioner Brian Walker

EDA Members

Present: Member Scott Cords
Member William MacLennan

Also Present: City Administrator Kurtis Ulrich
City Engineer Bruce Westby
Senior Planner Chloe McGuire Brigl
Economic Development Manager Sean Sullivan

1. CALL TO ORDER

Mayor Kuzma called the Special City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discuss COR and Highway 10 Planning/Vision

Planning Commissioner Chair Bauer stated that the Planning Commission requested this joint meeting to ensure that everyone is on the same page as opportunity arises. He stated that there are frequent requests that come forward with changes to the zoning. He stated that clarity is needed to ensure whether everyone wants to continue to follow the plan, or whether changes should be made to the zoning. He stated that the discussion should also include Highway 10, as retailers

have continued to say that visibility from Highway 10 is important. He stated that there have continued to be variance requests for sign height and therefore he would like clarity on that as well and whether that ordinance should be amended to allow taller signs. He stated that the important element is that all bodies are on the same page to ensure the review of applications is consistent throughout the development review process. He referenced the development north of the roundabout at Sunwood and Armstrong, noting that the area is zoned for mixed use (residential and retail) and noted that there was a recent proposal that requested all residential, but the decision was made to stay with mixed use. He stated that additional requests for development will come in and therefore it is important that the vision is clarified to ensure whether the zoning is flexible or whether the plan should be adhered to. He wanted to ensure that all parties are moving in the same direction.

Mayor Kuzma asked for clarity on the sign variances.

Planning Commission Chair Bauer stated that the Commission has reviewed variances for both height and size as retailers and businesses would like to ensure their sign is visible from Highway 10. He stated that if the City is okay with the larger/taller signs, the ordinance should simply be changed rather than requiring an applicant to go through the time and expense of the variance process.

EDA Chair Cords asked if the sign ordinance is blanket across Ramsey or differs depending upon the zoning district. He asked if the variances have come from businesses that are more hidden inside The COR and desire more visibility.

Planning Commission Chair Bauer replied that the sign ordinance has different regulations for each zoning district. He confirmed that the variance requests are coming from businesses within The COR.

Councilmember Musgrove asked for more information on the current process for the variance and whether there would be a suggestion to streamline the process.

Planning Commission Chair Bauer stated that currently the applicant must go through the variance process with the Planning Commission, which requires a public hearing.

Senior Planner McGuire Brigl clarified that the request is actually granted through a Conditional Use Permit (CUP).

Planning Commission Chair Bauer clarified that the applicant would then be required to go through both the Planning Commission and City Council in order to obtain the CUP. He stated that if the ordinance were changed, and the applicant met the updated requirements, the applicant would not be required to go through that additional process and expense.

Councilmember Specht commented that he would be in favor of loosening the requirements within The COR in order to make it easier for businesses.

EDA Chair Cords asked if the sign variance requests are somewhat consistent in manner or whether they are drastically different from one request to another. He explained that his thought was whether there is a formula that could be applied to the ordinance.

Planning Commission Chair Bauer stated that the Commission has attempted to remain consistent in terms of allowed size and height.

Economic Development Manager Sullivan asked if there would be discussion on billboards.

Planning Commissioner Anderson referenced the upcoming Highway 10 project and stated that the City will continue to receive requests for taller signs because the visibility will be impacted by that project. He cautioned the City to think about where signs are placed, the height, and size.

Economic Development Manager Sullivan stated that staff is currently working towards putting together a billboard and sign ordinance along with a lease agreement with iDigital for the billboard. He stated that from a staff perspective he will speak in favor of a larger sign, as that is what businesses continue to ask for, recognizing that the Planning Commission would favor a smaller sign. He stated that when working on the lease agreement, there has been a question of whether political advertising would be allowed. He explained that political advertising is not allowed on City property, but in this instance a private company would be leasing the property. He noted that there would not be adult content advertising allowed.

EDA Member MacLennan stated that the challenge to attracting businesses to The COR is the lack of visibility, which is why a larger sign is needed. He stated that the purpose of the billboard is to advertise for businesses and therefore he would support a larger sign only for the purpose of business advertising and would not support political advertising.

Councilmember Musgrove stated that part of the messaging can include community events, which may have political involvement and therefore there could be a gray area.

Economic Development Manager Sullivan stated that this private company will sell ads to pay the lease and earn revenue. He asked whether this would be considered City land, which would then not allow political advertising, or whether this would be considered private as it is land that is being leased and therefore political ads could be purchased.

Councilmember Specht stated that he would prefer to leave it open for the company to decide. He suggested that legal counsel be consulted to determine whether or not that would be considered City property.

Planning Commissioner VanScoy stated that the ordinance is clear that if the City owns the land that type of advertising is not allowed.

Economic Development Manager Sullivan stated that legal counsel was consulted and there is a difference if the land is being leased.

Planning Commissioner Walker stated that when this came before the Commission he was opposed because the ordinance is being changed for the benefit of the City which he has a problem with. He stated that if this moves forward and the company leases the land, he does not see why political ads would not be allowed as those would generate revenue.

Councilmember Heineman asked if that would take away from the opportunity for businesses to advertise.

EDA Chair Cords replied that there are stipulations in the lease that would state the percentage of advertising that must be for businesses.

Planning Commissioner Walker suggested only allowing political ads for 30 days prior to an election rather than three months prior.

EDA Chair Cords asked if the City is leasing property to any businesses and whether those businesses are placing political signs on that property.

Economic Development Manager Sullivan confirmed that the City leases multiple properties along Highway 10 and those leases include language that does not allow political advertising on the property.

Planning Commissioner Walker stated that if the opportunity is open to other landowners, he would be supportive but at this time feels that the change in ordinance was done in a way to allow the City to generate revenue.

Mayor Kuzma stated that the intent of the billboard is to allow opportunity for businesses to advertise on Highway 10.

Economic Development Manager Sullivan stated that there will always be time allocated to Ramsey businesses and City events, per the lease. He confirmed that Ramsey businesses would also have a reduced rate for advertising.

Councilmember Heineman stated that related to signage he is more inclined to look at intent. He noted that the intent of the ordinance language is to prevent political advertising on City property and the intent of the billboard is to create advertising opportunity for businesses. He therefore did not see why political advertising would be allowed.

EDA Member MacLennan stated that when it comes down to it, the company pushed back requesting an allowance for political ads. He stated that perhaps that is an opportunity to generate additional income.

Economic Development Manager Sullivan stated that the comment was made that political ads are a good revenue source that can be counted on every two years.

Councilmember Musgrove stated that while she agrees with the intent stated by Councilmember Heineman, she would also be open to having the company provide additional information on political ads.

Councilmember Woestehoff stated that when he was on the Planning Commission it felt that there historically have been decisions where the vision for The COR have been sidestepped. He stated that it would be great to have it solidified that the desire is for a Main Street concept down Sunwood, but variations continue to be allowed. He asked if the vision is for a Main Street and small-town feel, or whether the desire is for something else. He stated that he would favor holding out to create the desired vision rather than continuing to accommodate variations.

Councilmember Heineman stated that it appears that Champlin does not allow political, tobacco, vaping or other adult ads on their billboard.

Planning Commissioner VanScoy commented that there is a plan for monuments along Highway 10 to advertise for the businesses within The COR. He stated that those monuments would serve a good purpose.

City Administrator Ulrich stated that the broader topic is development within The COR. He referenced the parcel at the corner of Ramsey Boulevard and Sunwood Drive which has had some retail development and has additional interest from PACT Charter School for a High School location. He stated that although that type of tax-exempt development within The COR does not generate income, it does create a destination use. He stated that the original vision for that area was office type use. He asked whether the Council would be open to different use on that parcel, whether that be PACT or retail. He stated that options will come forward as that corner will continue to have good visibility. He recognized that the retail market has changed and there has to be some flexibility to the vision in order to accommodate market forces. He stated that The COR has been in existence for 20 years and this is a time where adjustment may be needed to adjust to the market.

Jason Tossey, PACT Charter School Board of Directors member, stated that the school has a vision to double, which would include multiple sites. He stated that the school can financially support the vision to expand. He stated that PACT uses Northgate Church for its plays and other programs. He explained that PACT is a public charter school and they would like the opportunity for students to continue from kindergarten to 12th grade. He stated that utilizing the space across Sunwood would allow them to create a campus feeling. He stated that they would like to work with the City to possibly double the size of the school within The COR.

Josh Nyquist, Executive Director of Building Operations, PACT, stated that they are a public school and they continue to grow with a waiting list. He stated that they want to be the high school for Ramsey. He stated that they have looked at a number of sites but would prefer to have a site close to the existing school.

Kao Vang, Development Manager, PACT stated that they are early in the process. He stated that using the existing enrollment and waiting list, they have generated a model to predict future space needs. He stated that they have reviewed opportunities within Ramsey and did not find many

options that would fit their needs. He stated that even though a portion of the site has been sold, they would still have sufficient space to fit the school building and regulation sized football field. He stated that if there is support from the City, they would continue to work on plans and bring them forward.

Mr. Tossey stated that when he explained it to the Board of Directors, he used the concept of Friday night lights, noting that this would create a destination in the community which would support ancillary businesses. He stated that Ramsey and PACT have worked in partnership since 2004 and they would like to continue that.

Councilmember Musgrove recognized that this is early in the process but noted that she likes the idea. She asked when this would be anticipated to begin construction if this is supported.

Mr. Tossey stated that they would hope to be open by August of 2023, recognizing that is an ambitious timeline.

Councilmember Riley asked if PACT would be stuck on a location within The COR. He stated that he supports the expansion but is hesitant on the location within The COR.

Mr. Nyquist replied that they feel vested in The COR as they have been in their location since 2004. He stated that they do have other options they are looking at but would prefer this location.

Councilmember Riley stated that he likes the idea but would be open to looking at other locations.

Councilmember Heineman stated that it would make sense to have the PACT buildings near each other for parent drop off. He stated that bringing a school into that area would help to improve the local economy. He stated that the field would be a great attraction as well and would increase business activity. He stated that what may be lost in tax revenue, would be gained through additional customers for businesses. He stated that it would also be a draw for additional residents to come to Ramsey and would be part of the identity for Ramsey to have its own high school. He believed this is a great idea.

EDA Chair Cords asked what other sites have been considered.

Mr. Nyquist stated that he would rather not share those locations.

Mr. Vang stated that they have reviewed 29 sites within a four-mile radius, which was then reduced to 11 and then to four. He stated that the City zoning is very restrictive and educational uses are not permitted uses on any site other than the site within The COR. He stated that if the location is moved too far from the original campus there would be additional challenges.

Mr. Nyquist stated that there are some teachers that teach in both elementary and secondary and noted that there would be benefit to keeping the buildings close.

Councilmember Specht commented that he believes this would add a lot to the community. He recognized the statement that staff could go between buildings and asked if students would go between schools too.

Mr. Nyquist replied that there would be older students going between the buildings to help with younger students.

Councilmember Howell stated that she is very supportive of the plan. She stated that kids could get jobs within The COR that they could walk to or could walk to the apartments if they live there. She also liked the idea of football games bringing in additional patrons to other businesses.

Councilmember Heineman stated that he used to live in Blaine and that sports center has a huge draw for local businesses. He stated that PACT sports do bring in additional customers for businesses.

EDA Member MacLennan stated that his children attend Spectrum and one of the main reasons was because they have an expanded campus. He stated that expansion within the same area is very convenient for parent drop off. He stated that having a larger charter school would be a great draw for Ramsey. He acknowledged that it would change the vision for that area, but did not believe it would take away from the area.

Councilmember Woestehoff asked the number of acres that would be necessary.

Mr. Vang replied that they would need 15 to 18 acres.

Councilmember Woestehoff stated that across from his home is a large site owned by Connexus that he did not believe is used.

Economic Development Manager Sullivan stated that Anderson Dahlen is purchasing 13 of those 15 acres for its expansion and therefore that site will be off the market.

EDA Chair Cords asked if there is sufficient road and traffic control capacity to handle a high school and sporting event traffic.

Mr. Nyquist stated that for sporting events they would be able to utilize the parking for the elementary and secondary schools. He believed that would provide sufficient parking for special events and sporting events. He noted that the proximity to Highway 10 would also be convenient for moving traffic in and out of the site.

Councilmember Riley stated that he is supportive of the idea but would prefer a different location. He noted that this parcel is within a TIF district and would not generate any TIF. He stated that this parcel would also contribute to the regional stormwater basin that was designed for high density use while this would be a low-density use.

Mr. Nyquist stated that 80 percent of the students are from Anoka County while about 50-60 percent are from Ramsey.

Mr. Tossey stated that they have considered adding to the PACT name to clarify the location in Ramsey within the name.

Planning Commissioner Gengler stated that when she first reviewed the request, she was not sure this was the best use for the space. She asked if there have been conversations about shared facilities; whether the campus would be closed or whether there would be opportunity for community and athletic groups to share the facility.

Mr. Nyquist confirmed that they are open to sharing the amenities with community groups, such as the auditorium and athletic areas. He noted that they have been in discussion with ARAA to get input on the types of spaces that group would be interested in for their needs.

Planning Commissioner VanScoy stated that there was discussion of a split campus and people moving between the sites. He asked how pedestrian safety would be addressed.

Mr. Nyquist stated that in a typical day students would remain within their building. He stated that for after school activities there would be a crossing guard to assist with crossing.

Councilmember Specht stated that he believes there would be community and/or business use interest in using the auditorium.

City Administrator Ulrich stated that the project would rely on the purchase of private property along with the City owned property. He noted that if the Council agrees with the concept, they could continue to work out the details through a staff review process. He stated that the cost and benefits to the City would be determined through that process and shared with the Council.

Economic Development Manager Sullivan asked if the group would like to discuss the other proposal. He stated that he has an active development proposal that would like to place the property under purchase agreement. He stated that if the desire is to move forward with PACT, he would like to provide that direction to the other proposer.

Councilmember Riley asked for details on the other proposal, whether it is a concept or whether there are businesses attached.

Economic Development Manager Sullivan stated that Java Companies submitted the proposal. He stated that Java has spoken with a number of businesses that are interested including a coffee business and carwash. He stated that a restaurant and general retailer are also shown in the concept. He noted that a four-story hotel was also shown in the concept, although he was not fully supportive of that option in that location.

City Administrator Ulrich stated that this would not have to be an either/or situation. He noted that perhaps staff could work with both groups on locating within The COR. He stated that perhaps with flexibility they could accomplish both retail and a high school campus within The COR.

Councilmember Specht asked if the carwash and coffee business are tied in firm or whether it is just a concept.

Economic Development Manager Sullivan stated that in his discussions with Java, there appear to be agreements with those two businesses, should it be approved. He stated that Java believes that the traffic that would be generated from those two uses would bring in interest from other components. He stated that Java is willing to enter into the purchase agreement process and he wants to be fair to that process and alert Java if this site will be reserved for PACT.

Senior Planner McGuire Brigl commented that Java has stated that this would be the desired retail corner for Ramey and the only one that would have this type of interest.

Councilmember Heineman stated that based on this concept he would not favor a hotel with that amount of parking and would not be a huge fan of the car wash. He stated that while retail would be great, there is vacant retail on the other side of The COR already. He stated that he does want retail but believes that this would be a great location for PACT and the PACT project would bring in additional business interest. He stated that as presented he would not favor the Java proposal over the high school.

Councilmember Musgrove stated that the original COR plan included multiple parking garages that may not be needed and perhaps some of that space could be freed up for additional retail use. She stated that she also prefers the school in that location.

Economic Development Manager Sullivan stated that he also was not a supporter of the hotel in that location and provided that feedback to Java. He stated that he asked about an Aldi at that location as it would provide additional opportunity without directly competing with Coborn's. He stated that Java took that feedback and is having discussions with Aldi. He stated that retailers and developers are stating that the hard corners are where they want to be. He stated that while retail can be created more in the heart of The COR, the corners are where they want to be.

EDA Member MacLennan commented that with the overpass, that corner will be a premier location whether it is PACT or retail. He agreed that staff should have flexibility to see what they could work out with both parties.

Planning Commissioner Gengler stated that this is a prime retail location that would benefit all residents of Ramsey. She asked if there is any data that schools would bring in additional customers for the existing businesses.

Councilmember Woestehoff stated that Anoka High School is a great example where it probably only generates customers for the gas stations adjacent. He noted that Ramsey would have a better opportunity with more businesses in that area, but would also want to see more data to support that this use would bring in more business interest and/or customers.

Councilmember Heineman did not believe this could be compared to Anoka High School as that school has existed for decades and there is not much retail development opportunity in that area.

Councilmember Specht stated that perhaps staff could work with both parties to find a solution that would allow both. He noted that the City has been promised that businesses want to come, but that often falls through. He stated that PACT would be guaranteed to move forward to fruition and therefore he would support the school in that location.

Councilmember Musgrove stated that residents have brought forward concern with development proposals within the rural area of Ramsey and asked if that would be discussed. She suggested that there be more discussion and public input on the rezoning of properties within the rural areas. She asked if there is willingness to change the zoning and move that type of development closer to The COR.

City Administrator Ulrich stated that perhaps that be discussed at a future worksession as that would be a policy decision.

Planning Commission Chair Bauer stated that part of the 2040 Comprehensive Plan included development in certain areas. He noted that developers have provided input that there is a desire for smaller lots in order to lower the price point on homes. He stated that there is a shortage of affordable homes for first time buyers.

Councilmember Musgrove commented that residents are providing feedback that should also be considered in addition to the comments from developers.

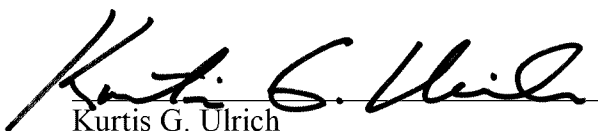
Councilmember Woestehoff stated that there is good case law about down zoning or up zoning. He stated that if there is a developer already in the process, there would be legal ramifications in changing the zoning.

Councilmember Howell stated that she would also like to have that conversation as she would be interested in what the residents want in addition to what the developers want.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 7:00 p.m.

Respectfully submitted,



Kurtis G. Ulrich
City Administrator

ATTEST:


Katie M. Schmidt

Deputy City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey Planning Commission conducted a worksession meeting on Thursday, October 28, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer
 Commissioner Bruce Anderson
 Commissioner Andrew Dunaway (attending virtually)
 Commissioner Cheri Gengler
 Commissioner Eric Peters
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: None

Also Present: Senior Planner Chloe McGuire Brigl
 Code Enforcement Officer Bria Raines
 Planning Technician Brian McCann
 City Council Liaison Matt Woestehoff
 City Councilmember Debra Musgrove

1. CALL TO ORDER

Chairperson Bauer called the regular meeting to order at 5:34 p.m.

2. TOPICS FOR DISCUSSION

2.01: Review Ordinance Amending Digital Display Billboard Regulations

Senior Planner McGuire Brigl reviewed the staff report.

Commissioner VanScoy asked if billboards are not currently allowed.

Senior Planner McGuire Brigl confirmed that to be true but noted that there are a few legal nonconforming which predate the existing ordinance.

Commissioner VanScoy commented that this change would then allow up to three billboards. He stated that it would seem one company is requesting this.

Senior Planner McGuire Brigl commented that the City is requesting this and put out an RFP.

Commissioner VanScoy asked if there would be a public hearing related to this change.

Senior Planner McGuire Brigl confirmed that the City Council would hold a public hearing at the first reading of the ordinance.

Commissioner VanScoy commented that he does not support allowing billboards. He stated that he is bothered that this change is being brought forward by a request from one company but understood that the City initiated the process.

Councilmember Woestehoff clarified that this is not a request by one company, as the City initiated the request. He stated the other two billboards could be through different companies.

Senior Planner McGuire Brigl commented that the sign previously discussed would be placed upon City property and the other two signs could be placed upon private properties.

Commissioner Walker asked the number of properties that would fit the necessary criteria.

Senior Planner McGuire Brigl commented that the vacant spaces along the highway would qualify, or a portion of the property could be split off for the billboard. She noted that signs would only be allowed within commercial or industrial areas.

Councilmember Woestehoff stated that the purpose of having the sign on a parcel without a building would ensure the existing company would not have advertising on the site as well.

Commissioner VanScoy asked if there would be an impact to the monument sign that exists or whether the billboard would be in addition.

Senior Planner McGuire Brigl confirmed that the monument signs of the City would not be impacted. She stated that a billboard would not be classified as a monument sign. She clarified that the City would maintain ownership of the land and lease it to the business that operates the sign.

Chairperson Bauer referenced pages four and five which provides additional background information. He stated that some of the language seems duplicative to the information found within the sign ordinance.

Senior Planner McGuire Brigl commented that an intent section of an ordinance is common to include. She stated that if there is pushback on the ordinance, it helps to have the intent.

Chairperson Bauer stated that on page five there is language related to the distance between signs and asked if the two miles would be exact or a minimum distance.

Senior Planner McGuire Brigl commented that it would be intended as a minimum distance and that language could be updated.

Commissioner Walker stated that he does not like this idea and finds billboards to be tacky. He noted that he would not support the ordinance.

Councilmember Musgrove asked if more research was completed related to the duration of messaging. She specifically asked for the message duration near the intersections of highways 10 and 65.

Senior Planner McGuire Brigl provided details on the minimum message durations allowed by different communities.

Councilmember Musgrove commented that she believes longer message durations are better in order to avoid driver distraction.

Chairperson Bauer agreed that messages that change too quickly become distracting and hard to read. He recognized that some members of the Commission are opposed to billboards and asked the Commission if there is consensus to continue working on this topic.

Commissioner Gengler stated that she would rather provide input on the restrictions rather than saying the Commission is opposed and losing the opportunity to have input.

Commissioner Peters agreed that he would rather be able to provide input as well. He stated that location and light pollution are important issues. He noted that not everyone uses social media and therefore the messages can be helpful.

Commissioner Dunaway commented that he believes the Council will move this forward and therefore he would agree that it would be better to provide input on the restrictions as well.

Councilmember Woestehoff stated that he was the only Councilmember opposed to the concept of billboards, therefore he would believe the item will move forward.

Councilmember Musgrove commented that there was consensus from the Council to pursue the RFP, based on the support from the EDA. She did not believe that the concept had returned to the Council again since that time.

Chairperson Bauer suggested that the Commission focus on the proposed regulations which the Council will be reviewing.

Senior Planner McGuire Brigl suggested that billboards be allowed through Conditional Use Permit (CUP), which would mean the Commission would still have the opportunity to review a request that comes forward and provide input.

Councilmember Woestehoff asked if the signs could perhaps only be allowed in a specific zoning district, meaning that the property would need to be rezoned and a public process would be required.

Chairperson Bauer noted that would become an issue of spot zoning and therefore would prefer to use the CUP tool.

Commissioner Anderson stated that his concern is related to safety. He noted that if drivers are taking their eyes off the road to look at a sign, it causes a safety concern. He did not see the need for additional distractions until the stoplights are taken off Highway 10.

Commissioner Gengler commented that there are digital billboards throughout the metro and therefore she is unable to make the connection that the sign is responsible for accidents. She stated that perhaps fewer signs be allowed within The COR if these larger signs are going to be allowed.

Commissioner VanScoy commented that The COR Framework is specific to what is allowed, but the City continues to issue variances outside of that framework. He stated that the monuments were meant to communicate what is within The COR. He expects that this ordinance will pass even though he does not like the idea of allowing billboards in Ramsey. He commented that billboards are a distraction and, in his opinion, are not worth looking at and detract from the look of the community. He stated that he does like using a CUP as that would allow additional review of each proposed location. He commented that perhaps eight seconds is too low for message duration.

Senior Planner McGuire Brigl commented that she would recommend ten seconds.

Commissioner Walker commented that people are often caught up on how short eight or ten seconds is when it is longer than it seems. He noted that by the time a driver sees the sign, they would only see one or two messages before they pass the sign.

Chairperson Bauer reviewed the consensus items from the Commission related to this ordinance.

Councilmember Woestehoff stated that based on the comments he would suggest taking this item off the Consent Agenda for the regular meeting to allow those opposed to vote against the request.

2.02: Consider Ordinance #21-18 Allowing Accessory Dwelling Units on Single-Family Residential Properties

Planning Technician McCann reviewed the staff report.

Senior Planner McGuire Brigl noted that staff attempted to make this as simple as possible.

Chairperson Bauer suggested a language change.

Commissioner Dunaway stated that the ordinance states that an accessory dwelling unit would be allowed for properties over 2.5 acres. He noted that there is also language related to a garage conversion and found that confusing as to whether properties under 2.5 acres would qualify.

Chairperson Bauer replied that only properties 2.5 acres or larger would be eligible.

Commissioner Dunaway commented that in the previous discussion he recalls discussion about elderly family members that may require direct care and whether the regulations would be too restrictive.

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, October 28, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer
 Commissioner Bruce Anderson
 Commissioner Andrew Dunaway
 Commissioner Cheri Gengler
 Commissioner Eric Peters
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: None

Also Present: Senior Planner Chloe McGuire Brigl
 Zoning Code Enforcement Officer Bria Raines
 Planning Technician Brian McCann
 City Council Liaison Matt Woestehoff

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Dunaway, Anderson, Gengler, Peters, and Walker. Voting No: None. Absent: None.

5. CONSENT AGENDA

Permit at 7127 Highway 10 NW and for the applicant and staff to work together on the site plan changing the number of dealers from nine to ten.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Anderson, Dunaway, Gengler, Peters, VanScoy, and Walker. Voting No: None. Absent: None.

7. COMMISSION BUSINESS

7.01: Review Ordinance Amending Digital Display Billboard Regulations

Chairperson Bauer noted that the group thoroughly discussed this at the worksession earlier in the night.

Motion by Commissioner Gengler, seconded by Commissioner Peters, to recommend the City Council introduce the ordinance amending digital display billboard regulations with the changes proposed by the Commission.

Further discussion

Commissioner VanScoy commented that he does not approve of allowing billboards in the City of Ramsey. He stated that this would change the current restriction, as billboards are not currently allowed. He did not want to see billboards, even along Highway 10.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Gengler, Peters, and Dunaway. Voting No: Commissioners Anderson, VanScoy, and Walker. Absent: None.

8. COMMISSION / STAFF INPUT

Senior Planner McGuire Brigl stated that Joann Shaw, a long-term planning employee, is retiring on November 4th and advised of the Administrative Assistant that will be joining the team. She stated that the new Community Development Director/Deputy City Administrator will also be joining the team the following week.

Councilmember Woestehoff provided additional details on the experience of the new Community Development Director/Deputy City Administrator.

Commissioner VanScoy commented that there were many comments related to the lack of communication. He asked if placing public announcements in the newspaper is standard practice.

Senior Planner McGuire Brigl confirmed that is the standard practice. She confirmed that the notice in 2011 would have been published in the newspaper as required as well.

Commissioner Anderson referenced the small number of residents that read the public notice portion of the paper and/or read the City newsletter. He commented that the City website is difficult to navigate. He stated that perhaps there should be a banner with public announcements on the website. He acknowledged that communication is a tough issue, and the Council has to

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, February 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
 Member Chelsee Howell
 Member Rachal Johnson
 Member William MacLennan
 Member Chris Riley
 Member Jim Steffen (via Zoom)

Members Absent: None

Also Present: Sean Sullivan, Economic Development Manager
 Brian Hagen, Community Development Director/Deputy City Admin

1. CALL TO ORDER

Chairperson Olson called the Economic Development Authority meeting to order at 7:30 a.m.

2. APPROVE AGENDA

Economic Development Manager Sullivan requested to add an item to the agenda as Item 4, Proclamation for Scott Cords Day.

Motion by Member Riley, seconded by Member Johnson, to approve the agenda as amended.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated January 13, 2022

Motion by Member MacLennan, seconded by Member Johnson, to approve the January 13, 2022, minutes as presented.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

4. PROCLAMATION FOR SCOTT CORDS DAY

Chairperson Olson stated that the Ramsey City Council adopted a proclamation recognizing Scott Cords, who passed away unexpectedly on January 27, 2022. He read the proclamation aloud which designates this day as Scott Cords Day. He noted that the EDA left an open seat where Scott would normally be sitting. He stated that in the one year that he knew Scott, he became a friend and mentor and will be deeply missed. He paused for a moment of silence in Scott's memory. He stated that a framed copy of the proclamation was delivered to Mrs. Cords.

5. EDA BUSINESS

5.01: Consider Purchase Agreement and Right of Re-Entry Agreement for Lot 4, Block 1, Riverside West; Case of Reliable Holdings, LLC (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Motion by Member Johnson, seconded by Member MacLennan, to recommend to City Council to approve the Purchase Agreement and Right of Reentry Agreement for Purchase Agreement for Lot 4, Block 1, Riverside West, subject to City Attorney review.

Further discussion: Member Riley commented that he is excited about this, believes it would be a good fit for the area, and also keeps a Ramsey business in Ramsey. He invited the applicant to address the EDA. Rob Twedt, applicant, stated that he hopes to move forward quickly. He stated that his current property is being taken by the County and therefore they are on a timeline. He stated that it will be nice to get more space and have less congestion on the property. Member Riley stated that he is glad to see a Ramsey business staying in Ramsey.

A roll call vote was performed:

Member Steffen	aye
----------------	-----

Member MacLennan aye
Member Johnson aye
Chairperson Olson aye
Member Riley aye
Member Howell aye

Motion carried.

5.02: Consider Recommendation of Lease Structure for Dynamic Display Billboard with iDigital Media

Economic Development Manager Sullivan presented the staff report.

Member MacLennan asked if the Champlin billboard is the same size and height as what would be proposed.

Economic Development Manager Sullivan stated that the Ramsey proposal would be for a vertical board rather than a horizontal board. He commented that it would be similar in size to the Champlin board, just taller rather than wider.

Member MacLennan stated that he believed there was previous discussion that political ads only be allowed during a certain timeframe.

Economic Development Manager Sullivan replied that there are limits on campaign advertisements as regulated by the legislature.

Member Johnson asked if the company owns/leases the billboard in Champlin.

Economic Development Manager Sullivan replied that the Champlin sign is owned by Blue Ox Media.

Member Johnson stated that while she understands that political ads generate income, she would prefer to see Ramsey business advertisements and current events.

Economic Development Manager Sullivan replied that political advertising would be included in the non-Ramsey advertisements. He stated that there is a block of advertising designated towards Ramsey businesses, if Ramsey businesses choose to advertise.

Chairperson Olson invited the applicant to address the EDA.

Paul Hilt, iDigital Media, stated that the Federal Highway Administration recommends a message duration of eight seconds. He explained that would mean each ad would have a stationary period of eight seconds. He noted that typically across the nation they use seven seconds for the duration. He stated that they have 600 billboards across five states, 125 of which are digital, ranging in duration from six to ten seconds. He stated that Minnesota allows a six second ad hold time.

Chairperson Olson asked what drives the decision for message duration.

Mr. Hilt explained that different elements that are used to make that determination including speed. He stated that they would prefer a seven second duration for this sign. He noted that it is their goal that Ramsey businesses have the first ability to purchase ads. He stated that in terms of political ads there are regulations as to when those can be allowed and those would only be available to users if there is available space on the sign. He stated that they have allowed the City of Ramsey to advertise on their board in Saint Cloud and Northern Market as part of the proposed lease package. He commented that they are a partner with the City, advertising for local community events and working with local high school student.

Member MacLennan asked if the ads would be proportionate or whether there are different sizes.

Mr. Hilt reviewed some of the different advertising choices. He stated that unless businesses work together on an ad, each turn would have one full ad. He stated that a business could choose to have their ad come up every few times in the rotation.

Chairperson Olson asked if this would be a revenue generator for the City.

Economic Development Manager Sullivan confirmed that this would generate revenue for the City, anticipating about \$60,000 or \$70,000 annually based on the seven second duration and all ad slots being purchased.

Member MacLennan asked if the revenue is earmarked for something.

Economic Development Manager Sullivan stated that the revenue has not been earmarked as of yet and that decision would be made by finance and the City Council.

Motion by Member Johnson, seconded by Member MacLennan, to recommend to City Council to approve the Lease Structure for Dynamic Display Billboard with iDigital Media as presented, subject to City Attorney review.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

Motion by Member Olson, seconded by Member Johnson, to provide comments to the Planning Commission and City Council an ad display duration interval of seven seconds and the approval of the sign spacing outlined in the draft ordinance.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

5.03: Anoka Area Chamber of Commerce: Manufacture Cohort: 2021-2022 Renewal

Economic Development Manager Sullivan presented the staff report.

Pete Turok, Anoka Area Chamber of Commerce, expressed condolences on the passing of Scott Cords, noting that he had spoken with him many times over the past several years and his presence will be missed. He stated that 30 percent of Ramsey residents work in manufacturing, which fits perfectly into the cohort. He provided background information on the manufacturing cohort, how it was created and how it has evolved since that time.

Member MacLennan referenced the grant and asked if there was a reason only two companies participated.

Mr. Turok stated that the opportunity was for businesses with 20 employees and two Ramsey businesses took advantage. He stated that the grant maxed out immediately with businesses that participated. He stated that they work with the school district to develop curriculum and to start thinking about manufacturing. He stated that the dual training grant is for an existing employee to help train them to a higher level. He stated that they hope to continue the program.

Member MacLennan agreed that manufacturing is a huge industry, especially for Ramsey, and is often overlooked by students. He believed this would be great to continue.

Member Johnson asked the type of training.

Mr. Turok replied that the business put forth the candidate and the technical college creates the curriculum for that. He stated that traditionally businesses had to apply to the program, but the cohort was allowed to request the grant on behalf of the businesses. He stated that applying for grants take time and resources that some businesses do not have. He stated that the cohort is excited to step in and be the catalyst for that grant.

Member Riley commented that he is excited about the grant and that there have been questions and answers about what has been done by the cohort. He appreciated the work Mr. Turok is doing and believed that this is helpful for Ramsey businesses.

Chairperson Olson asked what would constitute participation by a Ramsey business.

Mr. Turok stated that showing up at one meeting would qualify as participation. He reviewed some of the topics that are discussed at meetings noting that the 26 listed Ramsey businesses have participating in one way or another.

Member Howell stated that there are 20 slots for the grant and asked if any of the other 18 slots are taken by other cities.

Mr. Turok clarified that the slots are taken by businesses, not cities. He confirmed that the other slots are taken by other businesses within the region that participate in the cohort.

Member Howell asked the number of slots left.

Mr. Turok replied that all the slots were filled immediately which is why they would like to apply for another grant.

Member Howell asked how many cities contribute into this effort.

Mr. Turok replied that the City of Anoka and City of Ramsey make annual contributions.

Member Howell asked and received confirmation that Mr. LeTourneau is a contract employee. She stated that if Mr. LeTourneau is able to provide the services needed to make the cohort successful through the cohort, why it would be run through another company (CO2). She stated that it typically costs a company more to do it in that manner rather than directly working as a contract employee or through a 1099.

Mr. Turok replied that CO2 is hired to do multiple services for the Chamber of Commerce and not just the cohort duties. He reviewed some of the services that CO2 provides, noting that it is a shared effort between the Chamber and cohort.

Member MacLennan referenced the 20 businesses participating in the grant and asked how that was decided.

Mr. Turok replied that it was a first come first serve basis, as the Chamber did not want to make decisions on any other basis.

Member MacLennan asked how businesses that are not currently participating in the cohort would find information on this program.

Mr. Turok replied that they do reach out to businesses with mailers. He stated that they advise businesses of meetings and explained that they do not require businesses to be a member of the Chamber to participate in the cohort. He commented that they meet every other month, meeting in different locations.

Member MacLennan asked if that meeting information is available on the Chamber website.

Mr. Turok replied that it is not currently, but it should be.

Economic Development Manager Sullivan recognized the difficulties of meeting in person during COVID and asked how that impacted the meetings.

Mr. Turok stated that they attempted to meet via Zoom but have returned to in person attendance. He noted that in person participation is beginning to increase and they will continue to offer Zoom participation for the time being.

Economic Development Manager Sullivan provided details on the manufacturing signing day that the cohort previously facilitated with the school districts and Anoka Technical College for students, recognizing that could not occur during COVID. He hoped that would return once COVID allows for.

Mr. Turok agreed that it is a great idea and creates great positive energy for the students. He stated that they have worked to change the mentality that manufacturing is a dirty place, noting that those businesses are clean, provide good income, and career opportunities. He stated that Anoka Hennepin School District has been a great partner that has been excited about the partnership and has made changes to its curriculum. He stated that it brings the idea to students and parents that four-year college is not for everyone and there are other opportunities out there.

Member Johnson asked if the City could assist with posting meeting details and increasing awareness for the cohort.

Economic Development Manager Sullivan replied that the City does link to the Chamber website and believes that it would be best to have that remain as a separate entity. He stated that he does receive emails from manufacturers that he can then link with the manufacturing businesses and cohort.

Mr. Turok stated that there is information about the cohort on the Chamber website, and they can easily add meeting details. He stated that Mr. LeTourneau does email businesses about the meetings.

Member Howell referenced CO2 and asked if anyone else at CO2 provides services to the Chamber outside of Mr. LeTourneau.

Mr. Turok was unsure. He stated that they contract with CO2 to get the work completed that they need, and that work is completed. He stated that whether that is completed by Mr. LeTourneau or other employees is not a concern of his.

Member Howell asked if the Chamber goes out for RFP to determine if the pricing is competitive.

Mr. Turok replied that they have not.

Member Howell stated that is one concern that she has as to why the contract is run through a firm rather than having Mr. LeTourneau as a contract employee. She referenced a grant awarded to DecoPac in 2017 and asked if the cohort was instrumental in that.

Mr. Turok replied that he does not have the specific details on that. He stated that from the standpoint of a dual grant, he would guess that in 2017, DecoPac did that themselves.

Member Howell stated that it is also a concern that cohort is providing a service that a business could do itself. She stated that it seems that Ramsey businesses are able to do these things themselves and therefore she will not be supporting this action.

Mr. Turok thanked the EDA for the opportunity to have a discussion today.

Member Johnson recognized that some businesses could do those things themselves, but others cannot as applying for a grant is extremely challenging. She stated that many Ramsey businesses are still small and do not have those resources. She stated that she would like to see contributions from all cities that have participation in the cohort but recognizes that there is value provided by the cohort.

Member MacLennan agreed with the comments of Member Johnson. He stated that he deals with a lot of businesses that are overwhelmed and do not have the extra time. He commented that anything that helps those businesses provides assistance.

Member Riley stated that the goal of the EDA is to help businesses and at least 26 Ramsey businesses have been involved with the cohort. He stated that a contribution of \$5,000 provides a great return on the small investment.

Motion by Member Johnson, seconded by Member MacLennan, to recommend that the City continue its \$5,000 contribution to the Anoka Area Chamber of Commerce Manufacturers Cohort.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	nay

Motion carried.

5.04: Consider Creation of an Economic Development Facebook Page

Economic Development Manager Sullivan presented the staff report.

Member Johnson stated that she understands the purpose of not allowing public comments, as one negative experience from someone does not necessarily need to be shared. She stated that younger people use Instagram much more than Facebook and therefore if this is going to be done, it should be a dual account.

Economic Development Manager Sullivan confirmed that staff could look into that.

Member MacLennan agreed that it would be important to reach out to the younger crowd as well. He stated that the ability to not have public comment is important, noting that posts often get ugly on the Ramsey Community Facebook page.

Member Steffen stated that he understands the intent. He stated that the City of Ramsey Facebook page already has 5,600 followers and advertises for EDA events. He stated that he would prefer to stay with that method rather than creating more work to get less attention.

Economic Development Manager Sullivan agreed it would be more work but stated that it would also allow posts to be more targeted. He stated that perhaps some Ramsey businesses are not following the City page because of the general posts that do not apply to them. He stated that if it is not successful, they could take the page down. He stated that there was a company that the City completed a spotlight on and there were a number of residents that did not have a positive experience with the business and therefore provided negative comments. He stated that this would be a way to highlight businesses without allowing opportunity for people to provide negative comments. He stated that he does not feel strongly that they have to pursue this option, as it was just an idea.

Chairperson Olson stated that his wife has a social media business and in order to have an effective social media presence requires constant effort, otherwise it would go dormant. He believed that the time needed to make it successful may be underestimated. He stated that he does see value in going to social media as tentacles from the City website, with the City website remaining as the main information source. He stated that allowing comments can be dangerous, but perhaps there is an ability for someone to provide a comment or reach out through messenger.

Economic Development Manager Sullivan stated that he would include his contact information on the page and could also include a representative from the EDA if desired. He stated that the goal is not to provide communication, but not to facilitate discussion in a public manner.

Member Johnson commented that at different times of the year businesses would offer different specials and perhaps businesses could submit their information to be shared on the EDA page.

Economic Development Manager Sullivan stated that he would lean towards not doing that as it would be difficult to provide direct advertising for a specific business. He stated that the City offers advertising through the *Ramsey Resident* at a set price. He noted that he also does not want to create that additional work for staff to sift through requests to create advertisements for the Facebook page.

Member Riley stated that he does not have a strong feeling on this but would lean towards using the City Facebook page more. He stated that he would think residents would like to hear more about the business community and the City website already has an established following.

Member Howell agreed with members Riley and Steffen. She stated that if this does go forward, she would ask that the value be measured to determine if there is more participation. She stated that perhaps the City page continue to be used, boosting business information.

Economic Development Manager Sullivan stated that currently there is only one staff member that can post to the City page and noted that another option would be to recommend that Economic Development staff be allowed to post to the City page in order to highlight economic development.

Member MacLennan agreed that it could be helpful to have the ability for Economic Development staff to post on the City page. He stated that if it does move forward, he would want to ensure it does not overburden staff.

Motion by Member MacLennan, seconded by Member Johnson, to recommend that the EDA presence be enhanced on the City Facebook page and to allow EDA staff to add content.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

6. MEMBER / STAFF UPDATE

6.01: Receive Update on Parcel 46 Development Status

Economic Development Manager Sullivan reviewed the staff report and provided an update on the development status of Parcel 46. Currently Parcel 46 needs fill, wetlands need to be mitigated and stormwater ponds might need to be reconfigured.

Chairperson Olson asked the depth of the water feature.

Economic Development Manager Sullivan replied that he was unsure of the depth but acknowledged that it would be deep.

Chairperson Olson asked how a water feature would be maintained to ensure algae does not grow.

Economic Development Manager Sullivan replied that he also does not have that answer.

Member Riley commented that there are plans for what this eventually look like, noting that the Council has reviewed concepts for the future of this area which could include a splashpad. He stated that this area would collect stormwater but would also be a water feature.

Member MacLennan commented that it would seem to be similar to the water feature in Champlin which keeps water moving and provides a good aesthetic.

Economic Development Manager Sullivan stated that staff has received positive feedback from the business networking event and provided an update on that event.

Member Riley stated that perhaps there be an informational case in the future highlighting partial and full takings for the Highway 10 project and to discuss if there is a role for the EDA to minimize impacts on businesses.

Economic Development Manager Sullivan stated that perhaps someone from the lead agency could make a presentation to the EDA and based on that discussion it could lead to direct recommendations from the EDA.

Member Riley commented that construction in Ramsey is still a ways out so there is not a strong urgency, but he also would not want to wait too long.

Chairperson Olson agreed that timing would be an important element.

Community Development Director/Deputy City Administrator Hagen agreed that it would be helpful to find out about easements and therefore perhaps it would be appropriate to bring it forward in the next few months. He recognized that properties will be impacted in some fashion.

Economic Development Manager Sullivan stated that the EDA has approved the purchase agreement for Parcel 50 and provided an update, noting that the City is working with the County to determine access options. He stated that there will be a requirement for a turn lane from Ramsey Boulevard and believes the developer will request a cost-share for that in the future, noting that would be worked out in the development agreement. He stated that the developer does have two tenants that would be ready to go once those details are known.

Member Steffen asked for an update on PACT Charter School and RGH.

Economic Development Manager Sullivan stated that PACT Charter School is looking at a site adjacent to Central Park at this time and anticipates a site plan application coming forward in the near future.

Community Development Director/Deputy City Administrator Hagen stated that PACT has submitted a request for a Comprehensive Plan amendment and rezoning, as the parcel is currently zoned for residential use. He stated that a sketch plan has also been submitted for review that will go before the Planning Commission on February 24th, with a public open house to take place prior to that meeting.

Member Steffen asked if that is a Katherine Drexel site or whether that would include some City owned land.

Economic Development Manager Sullivan confirmed that it is a site owned by Katherine Drexel and therefore would need to be split in order to accommodate for both the church and school use. He stated that in regard to RGH, the City has been working with a commercial grocer on the site and has received a preliminary site plan that staff has provided feedback to the developer. He stated that once a location is determined that would not make the remnant parcels unusable, they would move forward with site plan.

Member Riley stated that it would be a good idea to provide a presentation to the EDA on the potential sports dome in the future.

Economic Development Manager Sullivan commented that is very early in the process and therefore it would be premature to bring that to this group. He stated that once that is further along in the process, the association would likely be able provide a presentation to the EDA.

Member Riley recognized some zoning and ordinance changes that were adopted by the Council recently and asked staff to provide an update.

Community Development Director/Deputy City Administrator Hagen provided an update on recent ordinance and zoning changes that were made in anticipation of future requests.

7. ADJOURNMENT

Motion by Member MacLennan, seconded by Member Johnson, to adjourn the meeting.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 9:16 a.m.

Respectfully submitted,



Sean Sullivan
Economic Development Manager

ATTEST:

A handwritten signature in cursive script that reads "Wendy Schlueter".

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, March 24, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer
 Commissioner Bruce Anderson (via Zoom)
 Commissioner Cheri Gengler
 Commissioner Eric Peters
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: None

Also Present: City Planner Brian McCann
 Senior Planner Chris Anderson
 Community Development Dir/Deputy City Admin Brian Hagen
 City Council Liaison Matt Woestehoff
 City Engineer Bruce Westby

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

Motion by Commissioner Peters, seconded by Commissioner Gengler, to approve the agenda as presented.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye

appear to fit in with what exists in The COR. He stated that this would be a significant difference in architectural quality.

Commissioner Walker stated that he is hearing that the City was trying to dictate how some of this is developed to encourage people to have a sense of community and want to talk to each other. He stated that he struggles with making people want to be a part of a community. He noted that people will do what they want to do, whether that is socializing or keeping to themselves. He believed that variety is good and would drive competition. He stated that if these homes are on the market and the existing homes are on the market, it will be clear which homes people prefer. He stated that the risk would be of the developer, not the City and therefore he does not see a problem with what is proposed.

Commissioner VanScoy acknowledged differences in taste. He noted that they are not forcing people to communicate and gather but encouraging that and making it easier.

Commissioner Walker commented that if people want to engage with others, they will do so regardless of how their home is designed.

Chairperson Bauer stated that there was a change to allow 55 foot lots in the City, which some people did not think was a good idea but noted that those lots are selling as fast as they go up. He acknowledged that people have different taste and preference for their home and what they want. He agreed that this is the developer's money and risk and they would not build something they do not believe would sell. He agreed that variety is needed.

Commissioner Gengler commented that The COR was created with the idea of being a planned development and design aesthetic in mind. She commented that it is a more urban residential environment with doorways facing towards the sidewalks. She believed that the patio space still achieves the overall intent.

Mr. Palmby thanked the Commission for its input.

7.02: Review Ordinance Amending Digital Display Billboard Regulations

Presentation

Deputy City Administrator/Community Development Director Hagen presented the Staff Report and asked for direction on any adjustments to the language prior to advertising for a public hearing to be held at the April 28, 2022 Planning Commission meeting.

Commission Business

Chairperson Bauer noted that once the Highway 10 projects are completed and the stoplights in Anoka and Ramsey removed, a vehicle would most likely only see one ad as they drive by. He did not believe that shortening the time by one second would provide much benefit and could instead cause conflict. He supported eight seconds for the message duration.

Commissioner VanScoy believed the original message duration recommendation from the Commission was ten seconds. He stated that he would support the eight second duration if that is the national standard.

Commissioner Walker stated that he did not support the billboard concept when it was originally discussed and believes it is a horrible idea.

Commissioner VanScoy agreed with Commissioner Walker and did not support the idea of having billboards in Ramsey. He commented that the billboard will be massive, distracting, and ugly and did not believe it would be safe.

Commissioner Anderson stated that he also agrees with Commissioner Walker. He referenced the recommendation of the EDA, noting that a sign that large would illuminate a long distance. He did not believe this should move forward.

Chairperson Bauer asked where the billboard would be located.

Deputy City Administrator/Community Development Director Hagen stated that this has been reviewed a number of times and this is the most current version. He stated that a public hearing will be required for this item and welcomed any recommendations from the Commission towards this version. He stated that this has been supported by the EDA and Council.

Councilmember Woestehoff commented that he was the lone person against this concept upon prior review. He explained that this was originally brought forward through the EDA as it would provide better opportunity for the businesses that do not have frontage on Highway 10. He stated that his prior recommendation, and still today, was to be patient as development is starting to pickup again in The COR. He believed that the Highway 10 project would also alter that landscape. He stated that there is support for this under the premise that this will help the businesses in Ramsey. He stated that safety is the most important aspect for timing, but message duration also relates to the number of available time slots for advertising. He noted that perhaps that is why the EDA suggested the shorter timeframe for message duration as it would provide more advertising opportunity.

Commissioner Walker referenced the requirement for notification of a public hearing. He asked if there would be any way to expand that notification for the billboard public hearing. He stated that he would like to receive more input from residents of the community versus the four to six properties that surround the proposed sign location.

Deputy City Administrator/Community Development Director Hagen replied that general ordinance public hearings do not require mailed public hearing notices, only published notice. He stated that mailed notice would be provided to properties within 350 feet when a conditional use permit is requested.

Councilmember Woestehoff stated that perhaps this would be an opportunity for the Commission to hold a public open house prior to the regular meeting in order to obtain additional feedback from the community.

Chairperson Bauer asked if there could be an article in the next *Ramsey Resident* related to this concept and then hold a public open house and public hearing.

Deputy City Administrator/Community Development Director Hagen replied that the next Ramsey Resident will be mailed May 1st and therefore the deadline for article submission is next week. He confirmed that staff could draft an article on this topic. He asked if the Commission would like to hold the open house and public hearing in the same evening.

Chairperson Bauer agreed that it has worked well to hold the open house prior to the regular meeting. He suggested having an article in the *Ramsey Resident* and then holding a public open house prior to the regular May meeting.

Commissioner Walker asked if there is a way to place public notices in the *Ramsey Resident*.

Deputy City Administrator/Community Development Director Hagen replied that the Ramsey Resident is delivered every two months, with a deadline for articles one month prior to that date therefore that is not a good option. He stated that the City can use social media and can advertise on the City's electronic message sign. He believed there would be an upcoming discussion on public notice, recognizing there are State minimums for notification, but the City can choose to go above that.

Commissioner VanScoy stated that while he opposes the concept, he expects that it will ultimately pass. He confirmed the consensus of the Commission to support a duration of eight seconds for messages. He asked if the Commission would also like to pass on a recommendation for a size of 400 square feet.

Commissioner Walker commented that if the recommendation was already passed on once and changed, it would seem that recommendation is not going to be accepted.

Deputy City Administrator/Community Development Director Hagen replied that this language was drafted by staff that is no longer with the City. He stated that he can attempt to track the changes from previous versions.

8. COMMISSION / STAFF INPUT

Chairperson Bauer noted that a new member should be joining the Commission at its next meeting.

Deputy City Administrator/Community Development Director Hagen provided an update on the hiring process for the vacant planning staff position.

Commissioner Anderson stated that he hopes to be back for in person attendance at the next meeting.

Commissioner Walker referenced a property that adjoins the north side of his property, on the end of Sapphire, which has been clear cut. He asked if there are any regulations against that activity.

STANDARD OUTDOOR SIGN LEASE

iDigital Outdoor, LLC
4302 13th Ave So, Suite 4375
Fargo, ND 58103

031621

SECTION I:	AGREEMENT
-------------------	------------------

Agreement of lease made this _____ day of _____ of 2022, by & between _____
City of Ramsey _____ as Lessor, and iDigital Outdoor, LLC, as Lessee.

SECTION II:	LOCATION OF SIGN STRUCTURE
--------------------	-----------------------------------

Sign Address: _____ XXXX HWY 10 NW _____ City: _____ Ramsey _____ State: _____ MN _____ Zip: _____ 55303
Property Identification Number (PIN): _____ 28-32-25-43-0008
Legal Description: Part of Outlot A, The Diamonds _____
Addition Name: _____
County: _____ Anoka _____
State: _____ Minnesota _____
Tax Parcel #: _____ 28-32-25-43-0008

SECTION III:	LESSOR/LESSEE INFORMATION
---------------------	----------------------------------

Lessor:	CITY OF RAMSEY	Lessee:	IDIGITAL OUTDOOR, LLC
Address:	7550 Sunwood Dr NW Ramsey, MN 55303	Address:	4302 13 th Ave So, Suite 4375 Fargo, ND 58103
Contact:	Kurtis G. Ulrich	Contact:	Josh Gilleland
Phone:		Phone:	701.369.6100
Email:	KUlrich@ci.ramsey.mn.us	Email:	josh@idigitaloutdoor.com

SECTION IV:	LEASE TERM - RENTAL/ADVERTISING PAYMENTS
--------------------	---

Term: This Lease is for an initial term of 20 years. The Lessee will have the option to renew this Lease for two additional ten year terms which will automatically renew unless notice is given by Lessor two months before the expiration of the Lease term. Notwithstanding any other provision herein, this Lease shall terminate upon written notice from Lessor and Lessee shall have 30 days to cure if the digital sign ceases to display images and the screen is black or blank for a time period of 14 consecutive days due to a malfunction, lack of maintenance or if the Lessee has become operationally defunct unless said cessation is caused by the act or omission of Lessor. A termination notice cannot be issued in the event the sign was damaged by an outside force, natural disasters, or acts of God. If the sign becomes damaged by an outside force, the Lessor and Lessee will work together to create a reconstruction plan, which may be 120 to 180 days depending on supply side issues at the time of the sign damage. If Lessee decides not to rebuild, notice will be given to Lessor and this Lease will terminate.

Payment: Lessor will be paid monthly at a rate of 25 % of the gross monthly billing per month. Payments to Lessor will commence 60 days after the billboard goes live. Two years after billboard goes live, a minimum payment of \$1,500 / month (\$18,000/year) shall be made by the Lessee to the Lessor.

Special Condition(s): Lessee agrees to reserve up to 8 slots of the advertisement inventory for Local Business Enterprises, in the event this inventory is not sold within 120 days, Lessee reserves the right to open that inventory for sale to entities outside of Ramsey city limits. Lessee will work in good faith with the city of Ramsey to prioritize local businesses that wish to advertise on the billboard.

Lessee agrees to allow City of Ramsey to use advertising space on the Ramsey billboard for Public Service Announcements (PSA) as inventory is available; Lessee will do its best to accommodate any PSA requests.

Lessee agrees to allow the City of Ramsey to advertise up to 1 slot each on its St Cloud Network and Northern MN network at no cost based on open inventory.

Lessee will raise advertising rates annually based upon prime and/or market conditions. Local Business Enterprises or "LBE" will have a special rate, called the "local rate". The local rate shall be 33% less than the standard rate card rates as published by iDigital annually. An LBE shall be defined as a business headquartered or which maintains a Substantial Local Office that performs the significant functions of the business in the City of Ramsey or a business of which at least 51% of the stock, equity, or beneficial interest is owned, held, or controlled and whose day-to-day management is under the control of an individual residing in the City of Ramsey. All businesses in the COR shall also carry an LBE designation. There is no formal certification process for LBE designation and it is determined and assigned based upon the criteria referenced in this definition.

Lessee further agrees to give the City of Ramsey open inventory for free on Lessees other networks to advertise events and announcements.

In light of Lessor's status as a governmental entity, Lessee agrees political advertisements, meaning advertisements appealing for votes for or against a candidate or issue in any election campaign will be treated with equal opportunity and be unbiased to any one party. This will include equal inventory offerings and equal rates to all political parties. Lessee further agrees to prohibit advertisement of adult use businesses or products sold or marketed by adult use businesses as such businesses are defined in Section 117-1 of the City Code, as well as advertisement of tobacco products, including cigarettes, e-cigarettes, chewing tobacco, cigars and vapor products, and any advertisement that promotes the use or consumption of such products .

Lessee agrees to place on the sign pedestal permanent City of Ramsey verbiage and logo visible from both directions on Highway 10.

Lessee's sign erected pursuant to this Lease is subject to Ramsey City Code § 117-463(f)(b-d).

SECTION V:	CONSTRUCTION OF SIGNS
-------------------	------------------------------

The Lessee will have the right to erect, place and maintain advertising sign structures and equipment at Lessee's own expense on the demised premises and post, paint, illuminate and maintain advertisements on such structures. All structures, equipment and materials placed upon the

said premises by the Lessee shall always remain the personal property of, and may be removed by, the Lessee at any time prior to or within a reasonable time after the expiration of the term hereof or any extension thereof or as otherwise provided herein. Exhibit "B" will be attached hereto with the sign plans, specifications, renderings and placements. These and future sign changes that are significant in nature are subject to approval by the city of Ramsey. All signs, structures, equipment and materials shall comport with Federal, State and local law, including any City of Ramsey permit requirements.

SECTION VI:

EASEMENT

Lessor hereby grants unto Lessee, its successors and assigns an easement over, upon and in the following described tract of property:

Legal Description: Part of Outlot A, The Diamonds

Addition Name: _____

County: Anoka

State: Minnesota

Tax Parcel #: 28-32-25-43-0008

The purpose is constructing, operating and maintaining, repairing its advertising sign structures and equipment, together with the customary utilities including, but not limited to, the electrical utilities described in Section VII below. The easement area is pictorially represented on the attached Exhibit "A." Lessor, its successors and assigns, further agree that they will not disturb, injure, molest or in any manner interfere with the advertising structures and equipment, including utilities, over and upon the above described premises and Lessor expressly warrants and states no buildings, trees, shrubs or other obstacles of any kind shall be placed or located upon the above described premises so as to interfere in any manner with the construction, operation, maintenance or repair of said advertising sign, structures and equipment including utilities or customary appurtenances provided that Lessee, at its own expense, shall refill any excavation it makes, and level the ground thereafter, leaving the easement area in as good condition as it was prior to the time of constructing said advertising structure and equipment and customary appurtenances has begun. Lessee further maintains the right to remove brush, trees or obstructions impairing the full view of the sign(s).

SECTION VII:

ACCESS, ELECTRIC POWER, INSURANCE, MAINTENANCE

Lessor guarantees to lessee free access to and use of any part of any ground or structure on said premises as may be necessary for Lessee to hang scaffolds, or construct, post, paint, illuminate, repair or remove its advertisements and structures. Lessee may equip the signs with electric wires and other equipment necessary or incidental to operation and maintenance of the sign and lessor agrees to grant to lessee such easements and other rights of access and use as are reasonably necessary to install and repair any such electrical wires or equipment provided that such wires and equipment shall not interfere with lessors quiet enjoyment of the demised premise. Lessee shall supply and pay the charges for all electric power for the sign. Lessee will cover all maintenance costs of the digital billboard and will cover this sign location under its existing general liability and property damage insurance policy.

SECTION VIII:

LESSEE'S OPTION TO TERMINATE

If at any time (a) the signs or structures of the lessee on the demised premises shall be or become entirely or partially obscured or destroyed; or (b) the said premises shall be or become unsafe for the maintenance of the lessee structures thereon, or unable to support such structures; or (c) the value of said location for advertising purposes shall be or become diminished; or (d) there be a permanent diversion of traffic from the street or streets adjacent to, or leading to or past, the said premises, or a change in the direction of traffic on such street or streets; or (e) the lessee be unable to obtain from authorities having jurisdiction any necessary permit for the erection or maintenance of such sign or signs (of special or standard size, design and construction) as the lessee may desire to construct or maintain for the purpose of its business; or (f) the lessee be prevented by any present or future law or ordinance, or by the authorities having jurisdiction, from construction or maintaining on said premise such signs (of special or standard size, design and construction), as the lessee may so desire to construct, use or maintain them and in such event, at the option of the lessee, this lease shall terminate on fifteen (15) days' notice in writing to the lessor, by registered mail addressed to him at his address shown below, or such other addresses as the lessor may here after in writing specify. If for any reason prior to the renewal date of this contract the lease is terminated outside the forces of the lessee, or if at the end of the term of this lease the lessee does not renew, the lessee shall remove the structure, equipment, all above ground components of the sign, and repair the grounds at grade to their original condition, unless otherwise directed in writing by Lessor. Lessee maintains the ability, authority and right to remove Lessee's property which includes any structure, signage, and equipment, upon the end or termination of this lease. Upon the end of or termination of this lease, lessee shall have 60 days to remove any structure, signage, or components during the months of May through October and 90 days after October 30 to remove during the months of November through April due to cold weather conditions.

SECTION IX:

CONTRACT

Payments for this contract shall commence 60 days after the date that the digital billboard is live. This Contract shall be construed and enforced in accordance with the laws of the state of Minnesota without regard to principles of conflicts of laws. The parties agree that jurisdiction; rule of law, venue and the interpretation of this lease agreement shall be pursuant to the state of Minnesota. Shall any disputes arise, it is agreed that the state of Minnesota shall hold jurisdictional governing law and any actions taken will be done so through the Minnesota judicial system.

SECTION X:

LESSOR'S WARRANTIES

The lessor represents and warrants that Kurtis G. Ulrich (Lessor Representative) the City Administrator (Title of Representative) of the premises above described and has authority to make this lease and covenants. Lessor also warrants that it will not permit Lessee's signs to be obstructed.

SECTION XI:

OBLIGATION; BINDING ON SUCCESSORS

It is expressly understood that neither the lessor nor the lessee is bound by any stipulations, representations, or agreements not printed or written in the lease. This lease shall inure to the benefit of and be binding upon the personal representative, successors and assigns of the parties hereto.

SECTION XII:

LESSEE'S RIGHT TO ASSIGN

Lessee hereby reserves the right, and said right, is granted to lessee to sell, assign and set over all of the lessee's rights, title and interest in this lease to any financially responsible assignee upon the express and written assumption by the assignee of all the obligations of the lessee herein named and upon such assumption, lessee shall be fully discharged from any and all obligations under this instrument.

SECTION XIII:	MEMORANDUM OF LEASE
----------------------	----------------------------

The parties agree to execute a Memorandum of Lease setting forth basic terms of the lease in order to give notice of record of the existence of the lease. The Memorandum of Lease will not contain the financial terms of the lease. Both parties agree to execute the Memorandum of Lease which will be recorded by lessee. Lessor agrees not to record the outdoor sign lease.

SECTION XIV:	CONTINGENCY
---------------------	--------------------

This contract is contingent upon permit approval from city, state and any other governing body that may regulate signage, digital signage, or billboard signage. This contract and any memorandums will be deemed null and void in the event a permit is not granted by any of the aforementioned permitting authorities.

SECTION XV:	EXCLUSIVITY
--------------------	--------------------

Lessee and its successors and assigns shall have the exclusive right to install and operate any advertising or billboard sign upon the Property consistent with local, State and Federal law. Lessor shall not allow or permit any other advertising sign, billboard sign or other sign upon the Property, except for the existing signage or on-premise signage for any subsequent tenant or occupant operating upon the Property. Any new signage will not encumber or obstruct the Lessee's billboard sign. Lessee and its successors and assigns shall have the right to enforce by any proceeding at law or in equity the exclusivity restriction imposed by this Lease.

SECTION XVI:	SIGNATURE
---------------------	------------------

Lessee:

Legal Name: IDIGITAL OUTDOOR, LLC	Authorized Signature:
Printed Name/Title:	Date:

STATE OF _____)
) ss.
COUNTY OF _____)
On this _____ day of _____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared _____, known to me to be the _____ of iDigital Outdoor, LLC, the limited liability company that is described in and that executed the within and foregoing instrument and acknowledged to me that such corporation executed the same.

(Seal)	Notary Public Signature:
	Commission Expires:

Lessor:

Legal Name: City of Ramsey	Authorized Signature:
Printed Name/Title: Kurtis G. Ulrich / City Administrator	Date:

STATE OF _____)
) ss.
COUNTY OF _____)
On this _____ day of _____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared _____ known to me to be person who is described in and who executed the within instrument and acknowledged to me that said person executed the same.

(Seal)	Notary Public Signature:
	Commission Expires:

Authorizing Agent: (If Applicable)

Legal Name: City of Ramsey	Authorized Signature:
--------------------------------------	------------------------------

Printed Name/Title:

Mark E. Kuzma / Mayor

Date:

STATE OF _____)

) ss.

COUNTY OF _____)

On this _____ day of _____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared _____ known to me to be person who is described in and who executed the within instrument and acknowledged to me that said person executed the same.

(Seal)

Notary Public Signature:

Commission

Expires:

Exhibit A – Sign Location and Access

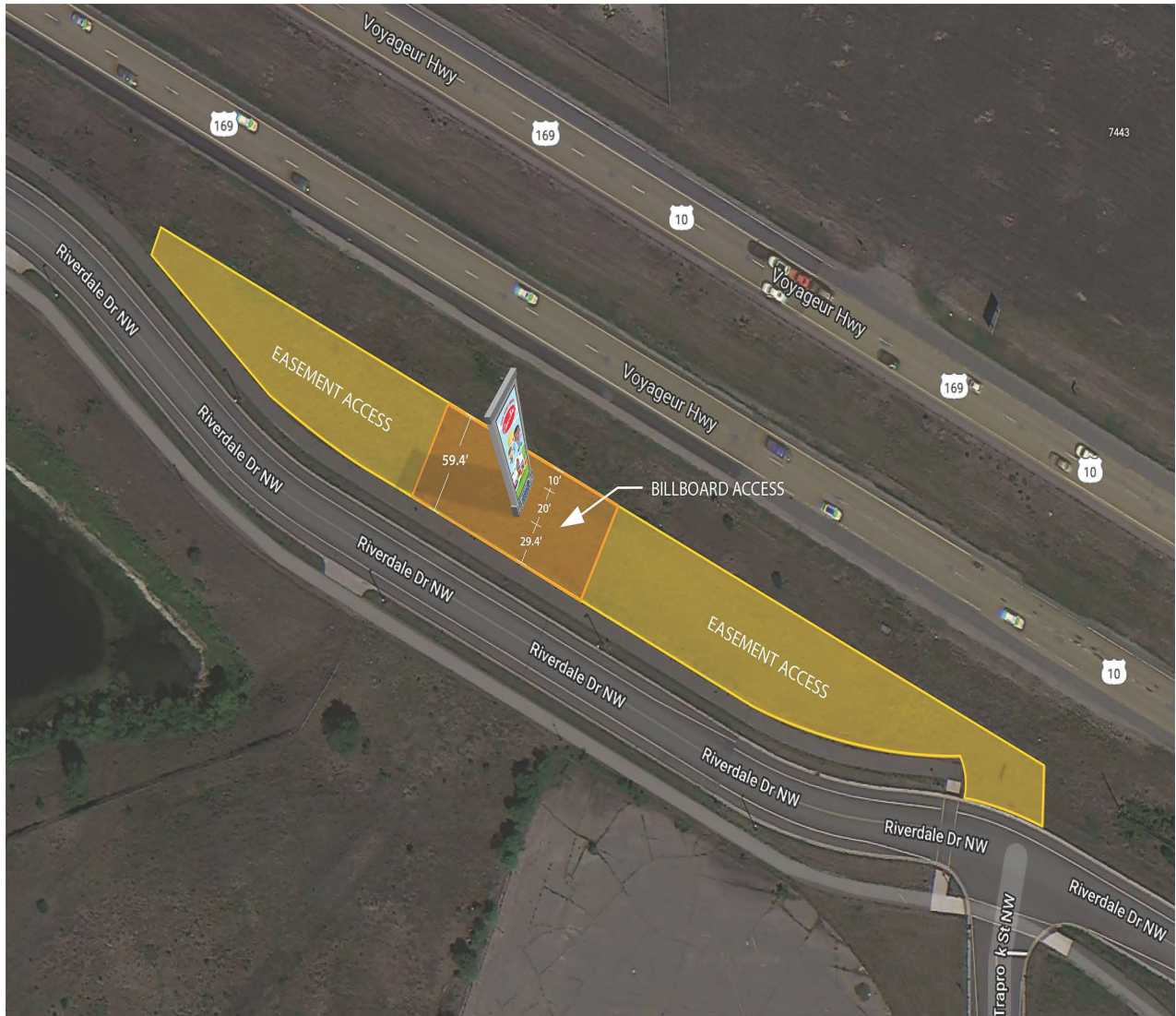


Exhibit B – Sign Design and Dimensions

iDIGITAL

Hwy 169 - Minnesota

CORS PROJECT

Ramsey, MN

Project Manager:
Josh Gilleland

Drawn by: REM

Page Scale: 1/8" = 1' 0"
Page Size: 11 x 17

Drawing Date: 10/01/2021
Rev1 Date:
Rev2 Date:

X

The above plan design contained is the original and unpublished drawing
the property of iDigital Outdoor and may not be reproduced in
whole or part without written permission from iDigital Outdoor.
Due to the limitation of the printing process, the colors shown may not
reflect actual colors.

iDigitalOutdoor.com

3035 Oak Ridge Loop E West Fargo ND 58078
josh@digitaloutdoor.com 701-369-6300

216.00"
180.00"

24"

468.00"

480.00"

50' - 0"

96"

240.00"

Electronic Message Center
 Make: LED Matrix
 - G6 x 832 x 320-10-RGB-2V
 Matrix: 832 x 320
 Line Spacing: 30 mm
 LED Color: Full-color spectrum (RGB)

Meeting Date: 04/26/2022

Information

Title:

Provide Direction on Terms of Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001

Purpose/Background:

Purpose:

The purpose of this case is to provide direction to Staff regarding various conditions of the Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001.

Background:

On August 18, 2021, the City of Ramsey received an official petition pursuant to Minnesota Statute 435.37 requesting establishment of a cartway to access the landlocked Thorn Lake parcel having PID #04-32-25-31-0001 (the "Subject Property"). A copy of the petition is attached.

Minnesota Statute 435.37, subd. 1(a), requires a city council to establish a cartway at least two rods wide connecting a petitioner's land to a public road if a petition is presented by the owner of a tract of land containing at least five acres who has no access thereto except over lands of others.

Minnesota Statute 435.37, subd. 1(b), states that the city council may select an alternate route other than that petitioned for if the alternate route is deemed by the city council to be less disruptive and less damaging to the affected landowners and in the public's best interest.

Minnesota Statute 435.37, subd. 1(c), states that the amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of said subdivision, damages means (1) the compensation (if any) awarded to the owner of the land upon which the cartway is established and (2) the costs of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway.

On September 14, 2021, Staff presented the petition for cartway access to the Subject Property to the City Council, outlined the petitioner's requested cartway route, and presented two alternate routes developed by City Staff.

On October 12, 2021, the City Council adopted Resolution #21-291 designating the route for the petitioned cartway access to the Subject Property using Staff's recommended route through Shawn Acres Park, and ordering a Public Hearing for 7 pm on December 14, 2021.

On November 9, 2021, the City Council adopted Resolution #21-316 rescheduling the Public Hearing at the request of the petitioner to 7 pm on February 8, 2022, to allow the petitioner to attend the hearing and to provide additional time for the petitioner to serve required hearing notices.

On February 2, 2022, the petitioner submitted notarized affidavits to the City verifying that the required Public Hearing notices were delivered to all parties within the required timelines and provided an escrow payment of \$20,000 to cover the City's costs and expenses related to their petition request. The petitioner also posted Public Hearing notices at the City's posting places within the required timelines.

On February 8, 2022, the Ramsey City Council held a Public Hearing to receive public testimony, evidence, opinions, or views, and to approve the designated cartway route over, under, and across the southerly and easterly

33 feet of Shawn Acres Park, as well as over a 33-foot wide portion of the private property located at 7705 173rd Avenue NW.

Since February 8, 2022, Staff has been working, in coordination with the petitioner, to develop two draft Cartway Easement Agreements. One cartway easement agreement is between the petitioner and the owner of the property at 7705 173rd Avenue NW to acquire a cartway easement over, under, and across 2,899 square feet of their private property. The other easement agreement is between the petitioner and the City of Ramsey to acquire a cartway easement over, under, and across the southerly and easterly 33 feet of Shawn Acres Park, totaling 32,132 square feet.

Both easement agreements generally include 4 conditions including conditions for;

1. Compensation requirement to acquire cartway easement area, and
2. Petitioner's right to clear and remove brush from easement area, and
3. Assignment of maintenance rights and responsibilities over easement area, and
4. Verification that cartway easement runs with land and that the property owner has the right to convey the easement to petitioner.

Prior to April 15th, Staff was of the understanding that the petitioner approved of the existing 4 conditions. But then on April 15th the petitioner sent an email to the City Administrator and City Engineer, as well as to all City Council members, noting their objections to two (unspecified) conditions, and stating that they "want to be heard by the Council at their next meeting date of 4/26/22 either during work session, or preferably during an official council meeting, so Council can give direction to staff regarding the discrepancies we feel are in the attached agreement between the City of Ramsey and the Kuraks". A copy of this email is attached.

On April 19th, the petitioner sent another email to the same Staff members and all City Council members stating their two objections to "The fees and the width 33 ft of the cartway...". A copy of this email is also attached.

Staff is therefore seeking direction from the City Council on these two conditions (fees and easement width) as related to the Shawn Acres Park cartway easement agreement, as well as any other conditions that Council would like to weigh in on.

Staff feels the required compensation sum of \$5,550 is reasonable considering that all costs are not yet known, but that various costs will occur during the life of this easement including such costs as installing "No Parking" signs to allow unimpeded access to the easement from Chameleon Street, possible enforcement of these signs, loss of public use of the portion of the park within the easement area while the petitioner clears and removes brush within the easement area, loss of wildlife habitat, responding to questions from the public, etc.

Timeframe:

Staff anticipates 30 minutes will be needed to present this case and respond to questions.

Funding Source:

Unless the City Council directs otherwise, the petitioner is responsible for all costs related to this cartway easement.

Responsible Party(ies):

The City Engineer will present the case. The City Administrator and City Attorney will be available for questions.

Outcome:

The City Council is asked to provide direction to Staff regarding various conditions of the Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001.

Petition

MN Statute 435.37

Email dated April 15

Email dated April 19

Cartway Easement Agrmnt 7705 173rd

Cartway Easement Agrmnt Shawn Acres Park

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 04/21/2022

Reviewed By

Kurt Ulrich

Date

04/21/2022 03:36 PM

Started On: 04/21/2022 07:29 AM

Exhibit A

Chris Anderson

From: PATTI KURAK <twcorp@comcast.net>
Sent: Monday, August 16, 2021 11:40 AM
To: Chris Anderson; Chloe McGuire Brigl
Cc: Mark Kuzma; Chris Riley; Chelsee Howell; Ryan Heineman; Matt Woestehoff; Dan Specht; Debra Musgrove
Subject: Cart way to land locked parcel and Thorne Lake

REGARDING: Thomas and Pattiann Kurak petition for Cart way easement to access landlocked 40 acre parcel in north Ramsey, MN. PARCEL # 04-32--25-31-0001 per Minnesota State Statutes # 435-37.

Contact at Ramsey MN Chris Anderson.

Mr. Anderson this is my petition to gain access to my landlocked parcel.

The access I think would be best going into the northeast quadrant of my 40 acres. I have reviewed the proposed plat of Williams Woods and I think an easement from their city in Williams Woods to my northeast quadrant would be best.

Thomas Kurak
15001 Sunfish Lake Blvd NW, Ramsey, MN.
763-242-7953

435.37 EASEMENT FOR CARTWAY.

Subdivision 1. **Mandatory establishment; conditions.** (a) Upon petition presented to the city council by the owner of a tract of land containing at least five acres, who has no access thereto except over a navigable waterway or over the lands of others, or whose access thereto is less than two rods in width, the city council by resolution shall establish a cartway at least two rods wide connecting the petitioner's land with a public road.

(b) The city council may select an alternative route other than that petitioned for if the alternative is deemed by the city council to be less disruptive and damaging to the affected landowners and in the public's best interest.

(c) The amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of this subdivision, damages means the compensation, if any, awarded to the owner of the land upon which the cartway is established together with the cost of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway. The city council may by resolution require the petitioner to post a bond or other security acceptable to the city council for the total estimated damages before the city council takes action on the petition.

(d) The city may not expend street or bridge funds on the cartway unless the city council, by resolution, determines that an expenditure is in the public interest. If no resolution is adopted to that effect, the grading or other construction work and the maintenance of the cartway is the responsibility of the petitioner.

(e) After the cartway has been constructed, the city council may by resolution designate the cartway as a private driveway with the written consent of the affected landowner, in which case from the effective date of the resolution no town road and bridge funds may be expended for maintenance of the driveway.

Subd. 2. **Maintenance costs.** When a cartway is not maintained by the city, one or more of the private property owners who own land adjacent to a cartway, or one or more of the private property owners who has no access to the owner's land except by way of the cartway, may maintain the cartway. The cost of maintenance must be equitably divided among all of the private property owners who own land adjacent to the cartway and all of the private property owners who have no access to their land except by way of the cartway. The following factors may be taken into consideration when determining an equitable share of maintenance expenses: the frequency of use, the type and weight of the vehicles or equipment, and the distance traveled on the cartway to the individual's property. The city council may determine the maintenance costs to be apportioned to each private property owner if the private property owners cannot agree on the division of the costs. The city council's decision may be appealed within 30 days to the district court of the county in which the cartway is located. Private property owners who pay the cost of maintenance have a civil cause of action against any of the private property owners who refuse to pay their share of the maintenance cost.

Subd. 3. **City defined.** For purposes of this section, "city" includes statutory and home rule charter cities.

Subd. 4. **Procedure.** For the purposes of this section, the proceedings of the city council shall be in accordance with the procedures set forth in section 164.07, except that references in section 164.07 to "town," "town clerk," "town board," or "town costs" shall be construed to mean references to "city," "city clerk," "city council," or "city costs," respectively, or equivalent terms, as required by the context.

History: 2006 c 236 art 1 s 3; 2009 c 30 art 3 s 3

From: twcorp@comcast.net
To: [Ryan Heineman](#); [Chelsee Howell](#); [Mark Kuzma](#); [Debra Musgrove](#); [Chris Riley](#); [Dan Specht](#); [Kurt Ulrich](#); [Matt Woestehoff](#); [Bruce Westby](#)
Subject: Fwd: RE: Cartway easement update
Date: Friday, April 15, 2022 10:36:22 AM
Attachments: [Cartway Easement Agreement 7705 173rd Ave 040122 DRAFT.pdf](#)
[Cartway Easement Agreement 17421 Chameleon St 040122 DRAFT.pdf](#)

To All,

We have been patiently working toward getting a cartway assigned to our landlocked 40 acres in northern Ramsey. City Council passed a resolution allowing staff to go forward with the details and complete the process.

We are having great difficulty completely our request as the final document put forth by the city has two items we do not agree to. The last communication regarding these agreements was sent to Bruce Westby by Tom Kurak on 4/4/22 with no response.

As this request has been going on since last year, we are asking the City Council to review the process so far and weigh in on the details of the easement agreement provided to us by staff. (See attached)

We want to be heard by the Council at their next meeting date of 4/26/22 either during work session, or preferably during an official council meeting, so Council can give direction to staff regarding the discrepancies we feel are in the attached agreement between the City of Ramsey and the Kuraks.

Thank you,

Tom and Patti Kurak
15001 Sunfish Lake Blvd NW
Ramsey, MN 55303

> ----- Original Message -----

> From: Bruce Westby <bwestby@ci.ramsey.mn.us>

> To: "'twcorp@comcast.net'" <twcorp@comcast.net>

> Date: 04/04/2022 3:05 PM

> Subject: RE: Cartway easement update

>

>

> Good afternoon, Tom.

>

> Attached are final drafts of the two cartway easement agreements, which were reviewed by the City Attorney and approved as to form. Please review the agreements and provide comments at your earliest convenience.

>

> Please note the Shawn Acres Park easement agreement (17421 Chameleon St) is between you and the City and requires compensation from you in the amount of \$5,500 for reasons noted in the agreement. Regarding your assertion that as a person you won't have any more right to use the easement than anyone else and that park land used for a cartway involves no change of control or ownership, one could reasonably counter that when public property is used for a cartway the petitioner has more rights than the general public to prevent the City, and others, from using the park property within the cartway easement for various purposes at various times.

>

> Also, please note that the 7705 173rd Ave easement agreement is between you and the private property owner.

The City is not party to this agreement.

>

> As to next steps, I will work to hire a surveyor to set the cartway easement boundary stakes after the easement agreements are approved by all parties, executed and recorded.

>

> Please contact me with any questions, or to request Word documents of either or both agreements.

>

> Thanks, Bruce

>

>

> -----Original Message-----

> From: Bruce Westby

> Sent: Thursday, March 31, 2022 3:44 PM

> To: 'twcorp@comcast.net' <twcorp@comcast.net>

> Subject: RE: Cartway easement update

>

> Hi, Tom.

>

> I will provide final drafts of the cartway easement agreements to the City Attorney tomorrow for review and approval. I then hope to provide City approved agreements to you by early next week for your review and approval.

>

> Sincerely, Bruce

>

>

> -----Original Message-----

> From: twcorp@comcast.net <twcorp@comcast.net>

> Sent: Monday, March 21, 2022 12:29 PM

> To: Bruce Westby <bwestby@ci.ramsey.mn.us>

> Subject: RE: Cartway easement update

>

> Bruce , Thank you for the email .I have no questions .

> Sincerely Tom Kurak

>> On 03/18/2022 12:08 PM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>

>>

>> Tom:

>>

>> I understand you have a verbal agreement with the Campbell's and we are proceeding to prepare the required easement agreement to create the cartway easement on their property. We are also preparing the easement agreement needed to create the cartway easement on the City's park property.

>>

>> Regarding your previous question regarding whether you can hire a surveyor to set the easement corner pins, I was advised by the City Attorney that the City should hire the surveyor to complete this work. I am therefore proceeding to hire a surveyor to complete this work after the easement agreements are executed and recorded.

>>

>> Regarding your request to return your bond funds, Minnesota Cartway statutes authorize the City to recover all costs associated with creating cartway easements in response to cartway petitions, along with requiring bond funds from petitioners to ensure the City will be compensated for the costs it incurs while creating the cartway easements. The City Council cases related to this matter include all applicable details regarding the City's rights and responsibilities, as well as your rights and responsibilities. Please understand the City has spent a significant amount of time addressing your petition and all costs for this time will be paid from the bond funds you submitted. As such, the City must retain your bond funds until the cartway process is complete.

>>

>> At this time, I anticipate providing copies of the draft easement agreements for your review next week. In the meantime, please let me know if you have further questions.

>>

>> Sincerely, Bruce

>>
>>

>> -----Original Message-----

>> From: twcorp@comcast.net <twcorp@comcast.net>
>> Sent: Friday, March 18, 2022 6:52 AM
>> To: Bruce Westby <bwestby@ci.ramsey.mn.us>
>> Subject: Re: Cartway easement update
>>

>> Mr. Bruce Westby, I have made a hand shake agreement with affected land owners, the Campbells . I have agreed with the Campbells that they should receive \$1,000.00 in compensation for their granting of a public Cartway across private property they own.

>> Minnesota State law will sometimes require bonds . The Cartway Statute does not require a Bond .

>> Please return to me \$19,000.00 ,of the \$20,000.00 the City asked me for as a condition of creating a Cartway to my land locked parcell. I am asking that the \$1,000.00 I am leaving at the City be turned over to the Campbells for the public easement .The City has an obligation to create the easement but the city allowed me to offer the Campbells compensation and I have . If the City won't pay the Campbells for the Cartway Easement then return all of the \$20,000.00 the city asked me for as the Cartway Statute does not require a bond from a Cartway Petitioner .

>> Bruce I am sorry for the inconvenience of addressing this return of my funds . It is true as you said ,we haven't gone thru the Cartway Easement process before . If we follow the statute we will be done soon .

>> Sincerely Tom Kurak

>>> On 03/16/2022 8:16 AM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>>
>>>

>>> Hi, Tom.

>>>
>>>

>>> The purpose of this email is to provide a quick update for you.

>>>
>>>

>>> I am working with the City Attorney to prepare a cartway easement agreement for the Campbell's property, and to prepare a resolution for Council approval, most likely at one of the April City Council meetings. I am also waiting for his input on whether the City needs to hire the surveyor, or whether you can. Please understand this is all new to me so I need the City Attorney's input on such decisions to make sure we are complying with all applicable Cartway laws.

>>>
>>>

>>> Also, for the sake of transparency, I want to inform you that Staff is discussing whether compensation should be provided to the City for your use of public park land for your cartway easement. I hope to be able to reach out to you within the next several days with more details on this. At this time we have not reached a decision but I wanted you to know we are considering this option.

>>>
>>>

>>> Please know that I am on vacation today, and that I will be taking another vacation day on Friday, but I will provide another update by the end of the week via email so you can be assured that we are actively working on this.

>>>
>>>

>>> Thanks, Bruce

>>>
>>>

>>> Bruce Westby, P.E.

>>>
>>>

>>> City Engineer

>>>
>>>

>>> 7550 Sunwood Drive NW | Ramsey, MN 55303

>>>
>>>

>>> 763-433-9825 (Direct) | 763-647-4485 (Cell)

>>>

>>> bwestby@cityoframsey.com<<mailto:bwestby@cityoframsey.com>>

>>>

>>> www.cityoframsey.com<<http://www.cityoframsey.com>>

From: twcorp@comcast.net
To: [Ryan Heineman](#); [Chelsee Howell](#); [Mark Kuzma](#); [Debra Musgrove](#); [Chris Riley](#); [Dan Specht](#); [Kurt Ulrich](#); [Bruce Westby](#); [Matt Woestehoff](#)
Subject: Fwd: RE: Cartway easement update,,,Patti I want to answer Bruce
Date: Tuesday, April 19, 2022 10:06:28 AM

> ----- Original Message -----

> From: twcorp@comcast.net
> To: PATTI KURAK <twcorp@comcast.net>
> Date: 04/19/2022 8:39 AM
> Subject: Fwd: RE: Cartway easement update,,,Patti I want to answer Bruce

>
>

> Bruce,,

> Good morning. The fees and the width 33 ft of the cartway are the only 2 items .
> The width is the minimum width by law . I wonder if it is the best you could do considering all other property can be accessed by a street width easement ? Second ,the fee should be addressed and commented on by the City Council before I sign the Easement Documents.

> Sincerely Tom Kurak

>
>

>> ----- Original Message -----

>> From: Bruce Westby <bwestby@ci.ramsey.mn.us>
>> To: "twcorp@comcast.net" <twcorp@comcast.net>
>> Cc: Kurt Ulrich <kulrich@ci.ramsey.mn.us>
>> Date: 04/18/2022 5:05 PM
>> Subject: RE: Cartway easement update

>>
>>

>> Good afternoon, Tom.

>>

>> Staff plans to discuss the proposed fees for the City Park property cartway easement with the City Council at their April 26th Work Session. Based on your voicemail message from Friday I believe this is your only outstanding issue related to the agreements. If other issues remain, please advise at your earliest convenience.

>>

>> Sincerely, Bruce

>>
>>

>> -----Original Message-----

>> From: twcorp@comcast.net <twcorp@comcast.net>
>> Sent: Monday, April 18, 2022 4:56 PM
>> To: Bruce Westby <bwestby@ci.ramsey.mn.us>; Ryan Heineman <RHeineman@ci.ramsey.mn.us>; Chelsee Howell <CHowell@ci.ramsey.mn.us>; Mark Kuzma <mkuzma@ci.ramsey.mn.us>; Debra Musgrove <DMusgrove@ci.ramsey.mn.us>; Chris Riley <criley@ci.ramsey.mn.us>; Dan Specht <dspecht@ci.ramsey.mn.us>; Kurt Ulrich <kulrich@ci.ramsey.mn.us>; Matt Woestehoff <MWoestehoff@ci.ramsey.mn.us>
>> Subject: RE: Cartway easement update

>>

>>> Bruce Westby,

>>

>>> Please get the advisement of the City Council at their next meeting. When they review and approve your Cartway Documents I will consider the City's proposal. What is on the table right now is not City Council direction.

>>

>>> Thank you Bruce . Please keep me updated.

>>>

>> Sincerely

>>

>> Tom Kurak

>>

>>

>>> On 04/15/2022 4:42 PM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>>

>>>

>>> Good afternoon, Tom.

>>>

>>> After consulting with the City Attorney I removed provision 4 from both agreements. Attached are final versions of both agreements. Please sign the agreement for 17421 Chameleon Street and submit it to me at your earliest convenience. I will then present the signed agreement to the City Council for approval at their next regularly scheduled City Council meeting. Please understand that you will need to submit the required compensation before the City will execute this agreement and have it recorded.

>>>

>>> Again, I will work to hire a surveyor to set the cartway easement boundary stakes after the easement agreements are approved by all parties, executed and recorded.

>>>

>>> As a reminder, the City is not party to the 7705 173rd Ave easement agreement, which is between you and the private property owner.

>>>

>>> Please let me know if you have any final questions or concerns.

>>>

>>> Sincerely, Bruce

>>>

>>>

>>> -----Original Message-----

>>> From: twcorp@comcast.net <twcorp@comcast.net>

>>> Sent: Monday, April 4, 2022 4:53 PM

>>> To: Bruce Westby <bwestby@ci.ramsey.mn.us>

>>> Subject: RE: Cartway easement update

>>>

>>> Bruce , I understand the terms and accept except I don't like provision number 4 on each agreement . Years from now the access to the SW corner of my property will have the same utility for ingress and egress as today . I think my purchase of the access is not to be considered as for a period of time with conditions . Please let me know when the agreement is ready to sign . The other items in your letter are agreeable . I am only opposed to # 4 on each agreement.

>>> Sincerely Tom Kurak

>>>> On 04/04/2022 3:05 PM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>>>

>>>>

>>>> Good afternoon, Tom.

>>>>

>>>> Attached are final drafts of the two cartway easement agreements, which were reviewed by the City Attorney and approved as to form. Please review the agreements and provide comments at your earliest convenience.

>>>>

>>>> Please note the Shawn Acres Park easement agreement (17421 Chameleon St) is between you and the City and requires compensation from you in the amount of \$5,500 for reasons noted in the agreement. Regarding your assertion that as a person you won't have any more right to use the easement than anyone else and that park land used for a cartway involves no change of control or ownership, one could reasonably counter that when public property is used for a cartway the petitioner has more rights than the general public to prevent the City, and others, from using the park property within the cartway easement for various purposes at various times.

>>>>

>>>> Also, please note that the 7705 173rd Ave easement agreement is between you and the private property

owner. The City is not party to this agreement.

>>>>

>>>> As to next steps, I will work to hire a surveyor to set the cartway easement boundary stakes after the easement agreements are approved by all parties, executed and recorded.

>>>>

>>>> Please contact me with any questions, or to request Word documents of either or both agreements.

>>>>

>>>> Thanks, Bruce

>>>>

>>>>

>>>> -----Original Message-----

>>>> From: Bruce Westby

>>>> Sent: Thursday, March 31, 2022 3:44 PM

>>>> To: 'twcorp@comcast.net' <twcorp@comcast.net>

>>>> Subject: RE: Cartway easement update

>>>>

>>>> Hi, Tom.

>>>>

>>>> I will provide final drafts of the cartway easement agreements to the City Attorney tomorrow for review and approval. I then hope to provide City approved agreements to you by early next week for your review and approval.

>>>>

>>>> Sincerely, Bruce

>>>>

>>>>

>>>> -----Original Message-----

>>>> From: twcorp@comcast.net <twcorp@comcast.net>

>>>> Sent: Monday, March 21, 2022 12:29 PM

>>>> To: Bruce Westby <bwestby@ci.ramsey.mn.us>

>>>> Subject: RE: Cartway easement update

>>>>

>>>> Bruce , Thank you for the email .I have no questions .

>>>> Sincercly Tom Kurak

>>>>> On 03/18/2022 12:08 PM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>>>>

>>>>>

>>>>> Tom:

>>>>>

>>>>> I understand you have a verbal agreement with the Campbell's and we are proceeding to prepare the required easement agreement to create the cartway easement on their property. We are also preparing the easement agreement needed to create the cartway easement on the City's park property.

>>>>>

>>>>> Regarding your previous question regarding whether you can hire a surveyor to set the easement corner pins, I was advised by the City Attorney that the City should hire the surveyor to complete this work. I am therefore proceeding to hire a surveyor to complete this work after the easement agreements are executed and recorded.

>>>>>

>>>>> Regarding your request to return your bond funds, Minnesota Cartway statutes authorize the City to recover all costs associated with creating cartway easements in response to cartway petitions, along with requiring bond funds from petitioners to ensure the City will be compensated for the costs it incurs while creating the cartway easements. The City Council cases related to this matter include all applicable details regarding the City's rights and responsibilities, as well as your rights and responsibilities. Please understand the City has spent a significant amount of time addressing your petition and all costs for this time will be paid from the bond funds you submitted. As such, the City must retain your bond funds until the cartway process is complete.

>>>>>

>>>>> At this time, I anticipate providing copies of the draft easement agreements for your review next week. In the meantime, please let me know if you have further questions.

>>>>>

>>>>> Sincerely, Bruce

>>>>>
>>>>>

>>>>> -----Original Message-----

>>>>> From: twcorp@comcast.net <twcorp@comcast.net>

>>>>> Sent: Friday, March 18, 2022 6:52 AM

>>>>> To: Bruce Westby <bwestby@ci.ramsey.mn.us>

>>>>> Subject: Re: Cartway easement update

>>>>>

>>>>> Mr. Bruce Westby, I have made a hand shake agreement with affected land owners, the Campbells . I have agreed with the Campbells that they should receive \$1,000.00 in compensation for their granting of a public Cartway across private property they own.

>>>>> Minnesota State law will sometimes require bonds . The Cartway Statute does not require a Bond .

>>>>> Please return to me \$19,000.00 ,of the \$20,000.00 the City asked me for as a condition of creating a Cartway to my land locked parcell. I am asking that the \$1,000.00 I am leaving at the City be turned over to the Campbells for the public easement .The City has an obligation to create the easement but the city allowed me to offer the Campbells compensation and I have . If the City won't pay the Campbells for the Cartway Easement then return all of the \$20,000.00 the city asked me for as the Cartway Statute does not require a bond from a Cartway Petitioner .

>>>>> Bruce I am sorry for the inconvenience of addressing this return of my funds . It is true as you said ,we haven't gone thru the Cartway Easement process before . If we follow the statute we will be done soon .

>>>>> Sincerely Tom Kurak

>>>>>> On 03/16/2022 8:16 AM Bruce Westby <bwestby@ci.ramsey.mn.us> wrote:

>>>>>>

>>>>>>

>>>>>> Hi, Tom.

>>>>>>

>>>>>>

>>>>>> The purpose of this email is to provide a quick update for you.

>>>>>>

>>>>>>

>>>>>> I am working with the City Attorney to prepare a cartway easement agreement for the Campbell's property, and to prepare a resolution for Council approval, most likely at one of the April City Council meetings. I am also waiting for his input on whether the City needs to hire the surveyor, or whether you can. Please understand this is all new to me so I need the City Attorney's input on such decisions to make sure we are complying with all applicable Cartway laws.

>>>>>>

>>>>>>

>>>>>> Also, for the sake of transparency, I want to inform you that Staff is discussing whether compensation should be provided to the City for your use of public park land for your cartway easement. I hope to be able to reach out to you within the next several days with more details on this. At this time we have not reached a decision but I wanted you to know we are considering this option.

>>>>>>

>>>>>>

>>>>>> Please know that I am on vacation today, and that I will be taking another vacation day on Friday, but I will provide another update by the end of the week via email so you can be assured that we are actively working on this.

>>>>>>

>>>>>>

>>>>>> Thanks, Bruce

>>>>>>

>>>>>>

>>>>>> Bruce Westby, P.E.

>>>>>>

>>>>>> City Engineer

>>>>>>

>>>>>> 7550 Sunwood Drive NW | Ramsey, MN 55303

>>>>>>

>>>>> 763-433-9825 (Direct) | 763-647-4485 (Cell)

>>>>>

>>>>> bwestby@cityoframsey.com<<mailto:bwestby@cityoframsey.com>>

>>>>>

>>>>> www.cityoframsey.com<<http://www.cityoframsey.com>>

CARTWAY EASEMENT

This indenture (“Easement”) is made and entered into this the ____ day of April, 2022.

Recitals

1. The real property located at 7705 173rd Avenue NW, Ramsey, Minnesota, Property ID No. 04-32-25-34-0004 (“the Property”), is owned by **Scott W. and Jackie K. Campbell** (“Grantor”), and is legally described as follows:

UNPLATTED RAMSEY TWP THAT PART OF THE SE 1/4 OF SW 1/4 OF SEC 4-32-25 ANOKA CNTY, MN DESC AS FOL-BEG AT THE SW CORNER OF SAID SE 1/4 OF SW 1/4-THE ALONG THE S LINE THEREOF A DIST OF 200 FT-TH N & PRLI WITH THE W LINE OF SAID SE 1/4 OF SW 1/4 TO THE POINT OF INTERSECTION WITH THE N LINE OF SAID SE 1/4 OF SW 1/4-TH W ALONG THE SAID N LINE TO ITS INTERSECTION WITH THE W LINE THEREOF-TH S ALONG THE W LINE OF SAID SE 1/4 OF SW 1/4 TO THE POINT OF BEG (SUBJ TO EASE RESTRICTIONS & RESERVATIONS OF RECORD IF ANY)

2. Grantor desires to grant, and **Thomas Kurak** (“Grantee”), the owner of the land-locked property legally described as follows:

The NE 1/4 of SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record

wishes to receive a permanent easement across a portion of the Property for cartway purposes.

Easement

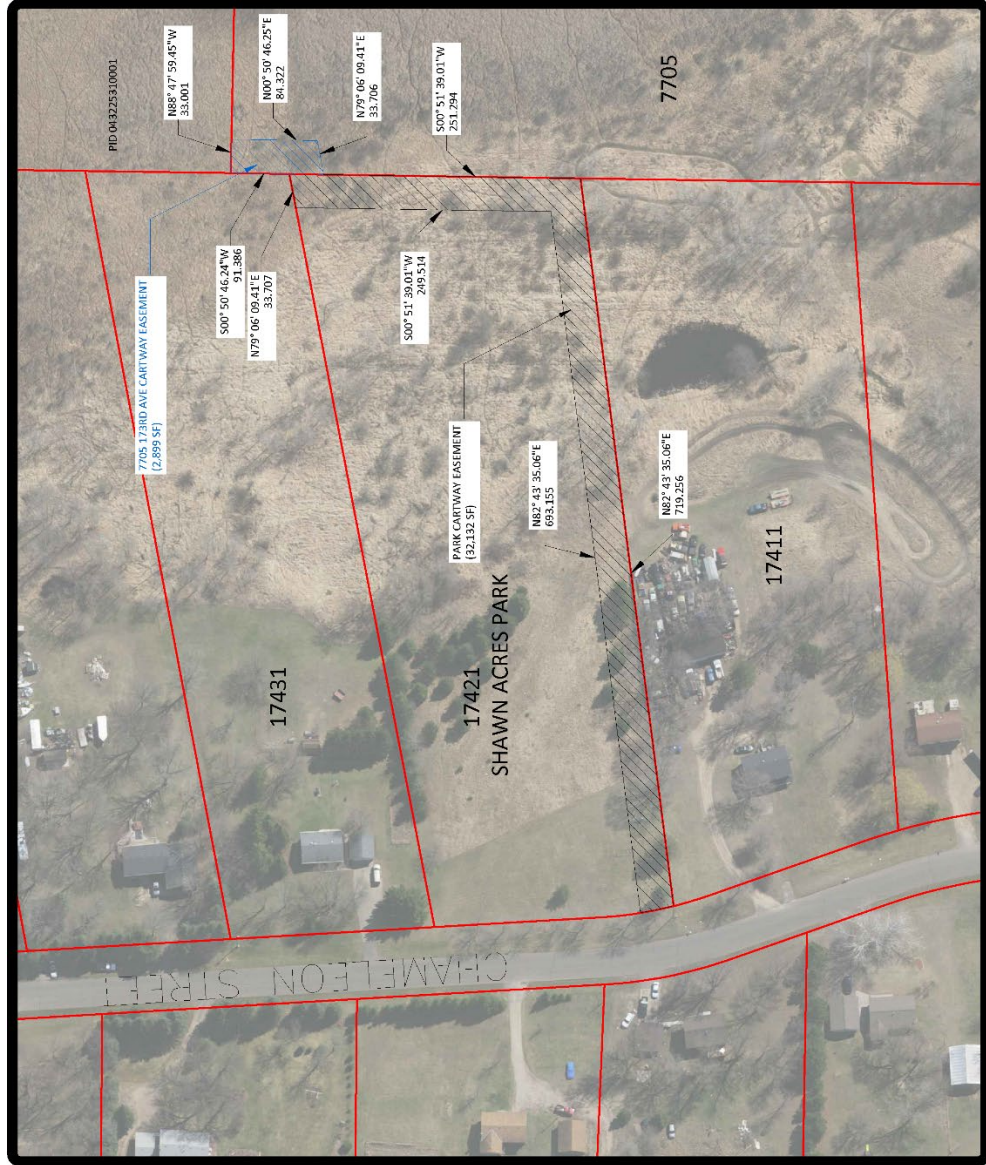
1. Grantor, in exchange for the sum of \$1,000 to offset full use of their property due to Grantee's intermittent use of the Easement Area to access their land-locked property and to clear and remove brush from the Easement Area, hereby grants to Grantee an easement, as further described below, across that portion of the Property as legally described in the attached Cartway Easement Exhibit ("Cartway Easement Area").
2. Grantor grants Grantee a Cartway Easement over and across the Cartway Easement Area for the purpose of accessing their land-locked property. This Easement includes the right to clear and remove brush from the Easement Area to allow Grantee to access to their land-locked property.
3. Upon Grantee's acceptance of the Cartway Easement, Grantee shall be responsible for all costs and expenses incurred in connection with clearing and removing brush from the Cartway Easement Area, and Grantor shall be allowed to clear dead or diseased trees, mow grass, and maintain landscaping as desired within the Cartway Easement Area. Neither Grantee or Grantor shall plant trees or erect fences or signs within the Cartway Easement Area.
4. This Cartway Access Easement shall run with the land. Grantor warrants it is the owner of the Property and has the right, title and capacity to convey this Easement to Grantee.

[Remainder of page left blank.]

Cartway Easement Exhibit



CARTWAY EASEMENT PARK, SHAWN ACRES



CARTWAY Easement

PARK, SHAWN ACRES (32132 SF)
A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

7705 173RD AVE PROPERTY DESCRIPTION
A permanent easement for cartway purposes over, under, and across that part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 4, Township 32, Range 25 corner of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of intersection with the North line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence West along the said North line to its intersection with the West line thereof; thence South along the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of beginning. Subject to easement restrictions and reservations of record if any.

7705 173RD AVE EASEMENT DESCRIPTION (2899 SF)
Commencing at the Northwest corner of said Parcel; thence South 00 degrees 50 minutes 46 seconds West a distance of 91.39 along the assumed west line of said Parcel; thence North 79 degrees 06 minutes 09 seconds East a distance of 33.71 feet; thence North 00 degrees 51 minutes 46 seconds East a distance of 84.32 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.



CARTWAY EASEMENT

This indenture (“Easement”) is made and entered into this the ____ day of April, 2022.

Recitals

1. The real property located at 17421 Chameleon Street N.W., Ramsey, Minnesota, Property ID No. 04-32-25-33-0014 (“the Property”), is owned by the **City of Ramsey**, Minnesota, a municipal corporation (“Grantor”), and is legally described as follows:

Park, Shawn Acres, Anoka County, Minnesota

2. Grantor desires to grant, and **Thomas Kurak** (“Grantee”), the owner of the land-locked property legally described as follows:

The NE 1/4 of SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record

wishes to receive a permanent easement across a portion of the Property for cartway purposes.

Easement

1. Grantor, in exchange for the sum of \$5,500 to offset loss of use by the public over the Easement Area due to Grantee’s intermittent use of the Easement Area to access their land-locked property and to clear and remove brush from the Easement Area, hereby grants to Grantee an easement, as further described below,

across that portion of the Property as legally described in the attached Cartway Easement Exhibit (“Cartway Easement Area”).

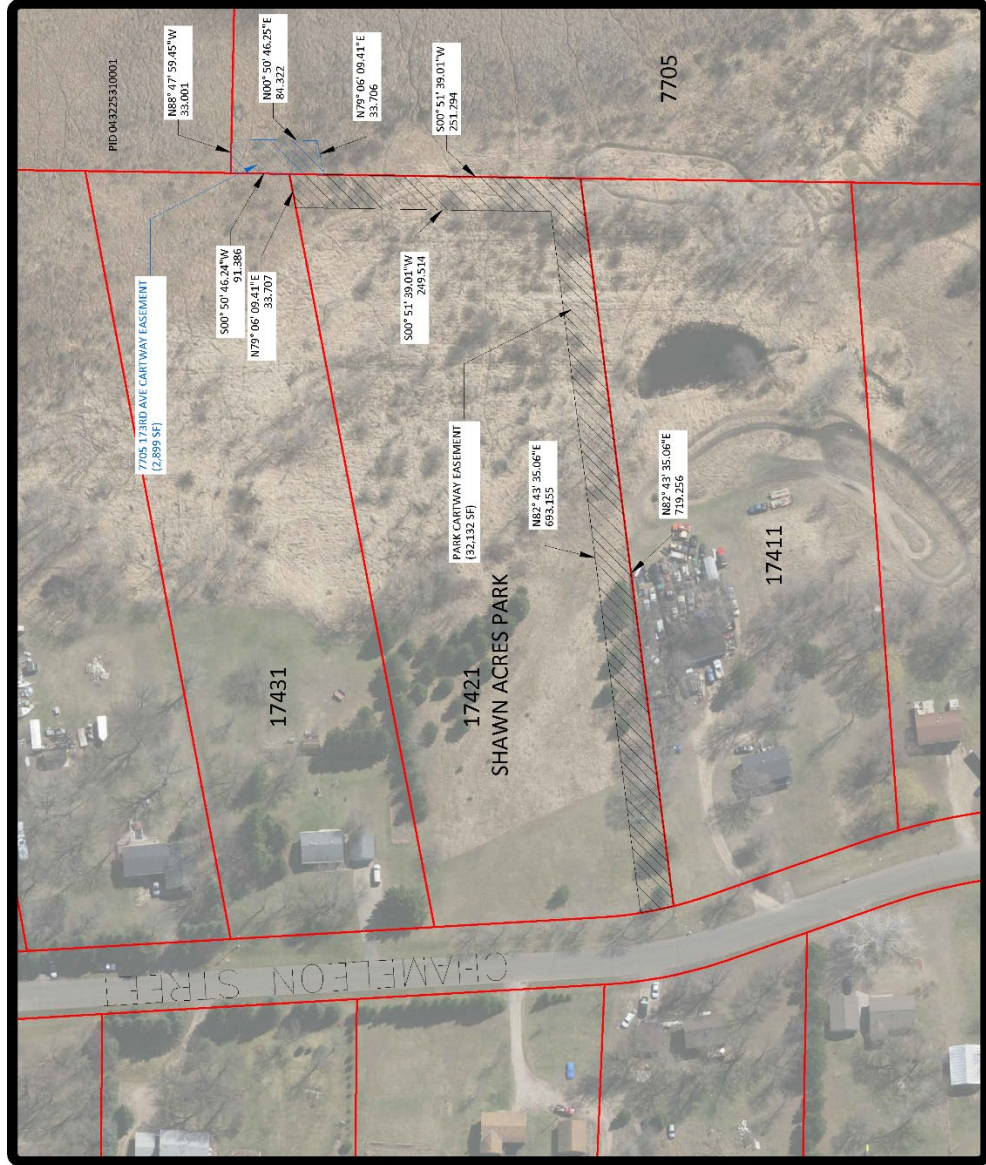
2. Grantor grants Grantee a Cartway Easement over and across the Cartway Easement Area for the purpose of accessing their land-locked property. This Easement includes the right to clear and remove brush from the Easement Area to allow Grantee to access to their land-locked property.
3. Upon Grantee’s acceptance of the Cartway Easement, Grantee shall be responsible for all costs and expenses incurred in connection with clearing and removing brush from the Cartway Easement Area, and Grantor shall be allowed to clear dead or diseased trees, mow grass, and maintain landscaping as desired within the Cartway Easement Area. Neither Grantee or Grantor shall plant trees or erect fences or signs within the Cartway Easement Area.
4. This Cartway Access Easement shall run with the land. Grantor warrants it is the owner of the Property and has the right, title and capacity to convey this Easement to Grantee.

[Remainder of page left blank.]

Cartway Easement Exhibit



CARTWAY EASEMENT PARK, SHAWN ACRES



CARTWAY Easement

PARK, SHAWN ACRES (32132 SF)
A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

7705 173RD AVE PROPERTY DESCRIPTION
A permanent easement for cartway purposes over, under, and across that part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 4, Township 32, Range 25 corner of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of intersection with the North line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence West along the said North line to its intersection with the West line thereof; thence South along the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of beginning. Subject to easement restrictions and reservations of record if any.

7705 173RD AVE EASEMENT DESCRIPTION (2899 SF)
Commencing at the Northwest corner of said Parcel; thence South 00 degrees 50 minutes 46 seconds West a distance of 91.39 along the assumed west line of said Parcel; thence North 79 degrees 06 minutes 09 seconds East a distance of 33.71 feet; thence North 00 degrees 51 minutes 46 seconds East a distance of 84.32 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.



CC Work Session

3.1.

Meeting Date: 04/26/2022

By: Katie Schmidt, 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. Tentative dates have been assigned.

Recommendation:

N/A

Outcome/Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 04/21/2022

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

04/21/2022 10:23 AM

04/21/2022 01:29 PM

Started On: 04/13/2022 01:26 PM

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
2022		
May 10	Review Time Limits to City Council Meetings and Review procedure/policy/best practice for introduction of resolutions/proclamations	30
May 10	Review Current City Social Media Policy - Thorstad	30-45
May 10	Q1 Communications Update & Website Redesign Update Thorstad/Fredrickson	20
May 24	Draft Trail Maintenance Policy – Westby/Riemer	30
May 24	Recycling Report (trends, costs, programs)	10
May 24	Review Draft Stormwater Pond Maintenance Policy – Westby/Riemer	30
May 24	Continue Discussions Regarding the Charter Commission Recruitment Policy - Staff	15
June	Rental Property Ordinance - Hagen	15
July 12	Begin 2023 Budget Discussions – Lund	30
June 28	Discuss the Annual Comprehensive Report – Lund	20
TBD	Review Charter Commission Recommendations on Election Section - Staff	
TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
TBD	Review Street maintenance Scheduling and Rating System (Westby/Riemer) -	TBD
TBD	Review Ordinance Requirements for Trash and Recycling Container Screening - TBD	TBD
TBD	Discuss Updating to the Employee Telecommuting Policy- Staff	20