

**City of Ramsey**  
**Agenda**  
**Regular Planning Commission**  
**Thursday, March 24, 2022**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
  1. Approve February Planning Commission Meeting Minutes
6. **Public Hearing**
  1. PUBLIC HEARING: Consider a Request for a Variance to City Services for a Lot on Green Valley Road; Case of Josh Hunt
  2. PUBLIC HEARING: Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of Mabel LLC
  3. PUBLIC HEARING: Consider Preliminary Plat for Rivenwick Village 4th Addition
7. **Commission Business**
  1. Discussion Topic: Conceptual Architecture for Potential Townhome Project in The COR; Case of Jason Palmby and M / I Homes
  2. Review Ordinance Amending Digital Display Billboard Regulations
8. **Commission/Staff Input**
9. **Adjournment**

**Regular Planning Commission**

**5. 1.**

**Meeting Date:** 03/24/2022

**By:** Brian McCann, Community  
Development

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**Information**

**Title:**

Approve February Planning Commission Meeting Minutes

**Purpose/Background:**

The purpose of this case is to approve the Planning Commission regular meeting minutes for the February 24, 2022 meeting.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

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**Attachments**

February PC Minutes

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 03/17/2022

**Reviewed By**

Brian Hagen

**Date**

03/17/2022 09:14 AM

Started On: 03/11/2022 09:51 AM

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

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

Members Present:           Chairperson Randy Bauer  
                                  Commissioner Bruce Anderson  
                                  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.

Community Development Director Brian Hagen stated that Commissioner Dunaway has resigned from the Commission as he is moving out of Ramsey.

**4.     APPROVAL OF AGENDA**

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

A roll call vote was performed:

Commissioner VanScoy	aye
Chairperson Bauer	aye
Commissioner Gengler	aye
Commissioner Walker	aye
Commissioner Peters	aye
Commissioner Anderson	abstain

Motion Carried.

## **5. CONSENT AGENDA**

**5.01: Approve the November 18, 2021 Planning Commission Meeting Minutes**

**5.02: Approve the January 27, 2022 Planning Commission Meeting Minutes**

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

A roll call vote was performed:

Commissioner Anderson	abstain
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Walker	aye
Commissioner Peters	aye
Chairperson Bauer	aye

Motion Carried.

## **6. PUBLIC HEARINGS/COMMISSION BUSINESS**

**6.01: Public Hearing: Consider Request for a Variance to Setbacks from the Ordinary High Watermark of the Rum River for the Construction of a Detached Accessory Building at 5280 161<sup>st</sup> Avenue NW (Project No. 22-103); Case of Mark Rice**

### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:04 p.m.

### **Presentation**

Senior Planner Anderson presented the staff report stating that staff recommends approval of the requested variance.

Chairperson Bauer noted that the written comments will become a part of the public record.

Commissioner VanScoy referenced the sketch plan with the building and asked for clarification on the hatched area.

Senior Planner Anderson replied that indicates a drainage and utility easement that would be vacated. He noted that new drainage and utility easements would be dedicated with final plat. He stated that there should not be any impact to the functionality of the easement.

Commissioner VanScoy asked where the OHW mark is on the drawing.

Senior Planner Anderson identified the dashed line that indicates the OHW mark of the river.

**Citizen Input**

No comments.

Motion by Commissioner Peters, seconded by Commissioner Walker, to close the public hearing.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 7:16 p.m.

**Commission Business**

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to adopt Resolution #22-043 granting a variance to setbacks from the OHW of the Rum River for the construction of a detached accessory building on the subject property.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

**6.02: Public Hearing: Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161<sup>st</sup> Avenue NW (Project No. 22-107); Case of PACT Charter School**

**Public Hearing**

Chairperson Bauer explained how he and Commissioner VanScoy are involved in the Church of Saint Katharine Drexel, which owns the subject property, and therefore both will be abstaining from this discussion and vote.

Commissioner Gengler called the public hearing to order at 7:19 p.m.

**Presentation**

Senior Planner Anderson presented the staff report stating that a sketch plan is intended to provide the Planning Commission an opportunity to review a proposal and provide initial feedback to the applicant before development of more detailed engineering plans which can be very costly. No formal action is required on the sketch plan. If the Planning Commission is supportive of PACT establishing a new school campus on the subject property, then it should recommend that the City Council adopt Resolution #22-050 and Ordinance #22-15. The former would approve a Comprehensive Plan Amendment and direct staff to formally submit an application to the Metropolitan Council to reguide the western 18 acres of the subject property to Public/Institutional. The latter would rezone the western 18 acres to Public/Quasi-Public and be subject to the Comprehensive Plan Amendment approval.

Commissioner Walker asked the residential lot sizes along 161<sup>st</sup> to the north of the subject property.

Senior Planner Anderson replied that those lots range from about one acre to a few acres in size. He stated that east of Variolite Street there are properties roughly one quarter acre in size that are zoned for 80 foot lots with sewer and water. He stated that the lots to the north and south are still larger lots on private septic.

Commissioner Walker stated that he believes 161<sup>st</sup> is scheduled to be resurfaced in 2023 or 2024. He noted that the road would require upgrades in order to support a school and asked who would be responsible for those costs.

Senior Planner Anderson replied that the developer would be responsible for any road improvements needed to support the development.

Commissioner Walker asked how the existing residents would be buffered from this use and sports activity on the property.

Senior Planner Anderson stated that will come with further plan development, should that step of the process be reached. He noted that there is concern from neighboring property owners related to lighting and noise. He stated that a noise study could be required to determine where a stadium use would fit and inform mitigation strategies.

Commissioner Walker stated that two traffic studies were done related to the Trott Brook development. He asked if there is data on the traffic from the study related to traffic turning from Variolite onto 161<sup>st</sup>. He noted that would have been an opportunity to complete a more holistic study of the corridor rather than completing studies in small areas.

Senior Planner Anderson replied that when the City initiated its traffic study in relation to residential developments north, there were no formal applications to identify what might come forward for this site. He stated that without a specific proposal, it would have been hard to accurately include the parcel in the study.

Commissioner Walker stated that if this project moves forward, he would like to see a traffic study completed by the consultants that completed the City's Trott Brook study in order to have a detailed traffic report on this whole area.

Councilmember Woestehoff stated that when Trott Brook North was reviewed at the last meeting, it did include the most up to date study and there were comments on a school going northbound, but not at that particular intersection. He agreed that the same consultant should be used to analyze the traffic for this proposal.

Community Development Director Hagen stated that the traffic study is a public document that can be shared with the developer.

### **Citizen Input**

Justin Fincher, representing the applicant, stated that PACT has hired his firm as the Development Manager for the project. He stated that he is present to answer any questions related to the proposed development and sketch plan. He stated that PACT is in its 27<sup>th</sup> year of operation and is a public charter school with open enrollment to the public. He stated that there are not additional enrollment fees and enrollment is capped based on the size of the facility. He noted that the school has been in Ramsey for 18 years and considers itself an asset to the community. He stated that of the existing student body, over half the students are Ramsey residents and of those students, over 80 percent live within a three-mile radius of the site. He stated that there is demand for enrollment at the school and this proposed expansion would allow more opportunity. He stated that the school wants to continue to expand within Ramsey to cater to the current student body and its wait list. He recognized that this is in a residential area but would also provide for safety of students and the surrounding community. He commented that they are willing to work with the City on a traffic study. He noted that the peak demand hours for a school happen twice per day when the school opens and closes. He stated that both periods are a 15-to-20-minute window. He recognized that there will be off peak extracurricular activities that will occur. He stated that this site is centrally located for PACT, its current student body, and the extensive wait list. He stated that this is already a tax-exempt property, therefore there would not be an impact to the City's tax roll. He commented

that the church has its own plans for development and there have been conversations about a shared parking agreement. He stated that they have facilitated shared parking between charter schools and churches in the past as the peak hours differ for the uses. He provided details on financing for the project, noting that public charter schools are issued through bonds by the State of Minnesota and not the City of Ramsey, although the City would need to approve the bonds. He clarified that the City of Ramsey would not be providing any financing for the project. He hoped that the Commission considered approval of the actions before it tonight so that PACT can continue to meet the needs of the students and families in Ramsey.

Commissioner Peters asked if there would be enough parking for sporting events. He stated that currently when there are games, people are parked on the side of the roads and in many different places.

Mr. Fincher stated that this is a sketch plan and therefore early in the process, therefore a detailed analysis has not been done for parking needs. He stated that there is a benefit to having a shared parking agreement with the future church development as that would provide additional parking for those events.

Commissioner Anderson asked for more information on other schools in residential areas.

Mr. Fincher provided two examples of charter schools recently constructed within residential settings in Brooklyn Park and White Bear Lake. He stated that he could provide additional examples if desired.

Commissioner Anderson commented that he would be interested in seeing the expanded list. He asked how the noise and lights would be mitigated.

Mr. Fincher commented that they would be interested in pursuing the noise and light studies as mentioned by staff as PACT would like to be a good neighbor. He again noted that this is early in the process, and they will look into buffering and site layout as well.

Gayle Graw, 7930 161<sup>st</sup> Avenue NW, stated that the school has stated that its goal is to address its future waiting list and need for a facility to include more students, yet they are building on every square foot of a lot which would not allow for future expansion. She commented on the traffic implications as well as the problems that will arise from noise and lighting. She stated that this lot would be completely built out from the beginning which would not create opportunity for future expansion.

Danielle Holder, 7826 161<sup>st</sup> Avenue NW, stated that residents were given seven days to prepare for this meeting. She stated that she has heard that PACT wants to be a good neighbor and needs to expand, but it is a disservice to the school and community to not make it clear what can and will happen here. She stated that if built to capacity she would estimate 600 students. She noted that 161<sup>st</sup> is already stressed from the activities of Central Park. She stated that people park along their yards and smoke in the boulevard as there is no smoking in the park. She asked how the road would accommodate the park traffic along with school traffic. She stated that when the bus comes down the road to collect children, traffic speeds up to pass the bus. She believed there would be

conflict from student drivers and buses going to PACT. She asked if there would be sidewalks added throughout the neighborhood to provide safety to residents. She stated that there is a beautiful high school proposed but PACT is not thinking about the impact on the neighbors that already live there. She asked if PACT is aware of the limitations that would be put upon them to ensure they would be a good neighbor. She asked that the City provide PACT with the information and regulations that would be put upon PACT to ensure their proposal could fit on the site. She noted that PACT is proposing to fill every square inch of the site which does not leave room for future expansion needs. She stated that if this rezoning is approved, would the eight existing residents also be afforded a rezoning when they can no longer exist with the traffic from the park and school. She stated that when there are games at the park, the noise carries and impacts the homes. She commented that the neighborhood is already unsafe for children because of the traffic on the road and that would apply the same for the students that would be attending PACT. She stated that zoning is meant to provide gentle transition between uses to ensure everyone can enjoy their property. She urged the Commission to take a step back and ensure that PACT is aware of the actual regulations that would be placed upon the property, such as setbacks, and whether the school could be constructed without creating a nuisance to the neighborhood.

Sarah Schmidt, 5435 144<sup>th</sup> Way NW, commented that she has been a Ramsey resident since 2007 and has three children at PACT. She stated that she would like her kids to stay at PACT and not to have to go to Anoka. She stated that she loves that a residential area was chosen over an industrial area as that provides safety to the children. She stated that there are hundreds of families in the Ramsey area that are interested in PACT. She stated that PACT is a part of the community and has a stake in this.

Leo Eiden, 16068 Uraninite St NW, stated that he is opposed to this request. He commented that traveling northbound on Variolite there is a slope down, therefore having an access road with another intersection at 161<sup>st</sup> could be an issue. He stated that he is interested in the traffic study as to how that could layout. He stated that he is also concerned that the developer could come to the City to request cost-share funding on the road improvements. He did not believe 161<sup>st</sup> currently has a storm sewer and instead uses a ditch. He stated that there is a potential that the road reconstruction could be more expensive than people are thinking about, and the residents should be aware if they would be responsible for any portion of the cost. He asked that the Commission deny the rezoning. He noted that he moved to his home five years ago with the knowledge that the land was a park and he did not anticipate having a high school in his backyard. He believed there is much due diligence to be completed and hoped that is done before the ball rolls downhill.

Ryan Heineman, 16931 Helium Street NW, stated that he is a PACT alumni and his children attend PACT. He stated that he attended the informational session prior to this meeting as well. He stated that 161<sup>st</sup> is scheduled to be repaved and redone as part of the CIP and there would not be a new levy of taxes to pay for the road. He stated that PACT would not be asking for help on the road improvements. He stated that PACT currently has a pollinator garden as its existing location and would have plans to replicate that to some degree at the new location. He commented that there would be a lot of wildlife to the east of the field, which would be a great opportunity to teach students about nature. He stated that PACT is a charter school and therefore the State regulates that a lottery system must be used for enrollment. He noted that there are currently 500 students on the waiting list and the vast majority of those are Ramsey residents. He stated that many of the

students would be using buses to access the school. He stated when older students become of driving age, they often drive younger siblings as well, therefore the two campuses should be somewhat close together. He commented that he grew up off Armstrong and 155<sup>th</sup> and played sports at Central Park. He understands the want to keep the area the same but noted that the pandemic has impacted churches and schools. He noted that this is a situation where the church needs money for its future plans and the school needs land and has available funds, therefore the uses would work together to benefit both nonprofit organizations that benefit the community. He stated that a traffic study was done for Trott Brook North, and they redid the study during school hours, and it was still deemed to be safe. He stated that if the land does not go through, the other option would be for more homes with 80-foot lots. He stated that Central Park already has games in that location with lights and noise, therefore adding this use would not change the characteristic of the neighborhood as this would place a football field next to a football field. He stated that PACT looked at land within The COR and at another parcel but those would not support the needs of the school and meet the regulations of The COR. He commented that this is a great spot for the school. He stated that PACT expanded 18 years ago, therefore it is unrealistic to say the school would want to expand further in five years. He believed that PACT meets the values of the community and has local control on its Board. He commented that while seven days for residents to get their thoughts in order may not seem like a long time, PACT has been working on this with its development team for a long time and has planned accordingly to meet the regulations of the City.

Robert Buchannan, 6738 153<sup>rd</sup> Lane NW, stated that he supports a new PACT location as he has four children at the school and a fifth that will also go to the school. He believed that this is a good location because of the proximity to the existing location. He noted that once his oldest can drive, she would be bringing the younger children to school as well. He did not believe that residents were opposed to a school, or PACT, but concerned about the impact.

Ron Lindenberg, 7600 163<sup>rd</sup> Lane, stated that he believes PACT is a great school with a great reputation but believes this issue is more of placing a square peg in a round hole. He asked if the recently redone sewer for Variolite can support this use. He stated that he has lived on his property for 25 years. He stated that there are six more acres above the land the church would propose to use and what PACT would use and asked what the use would be for that land. He stated that Variolite shrunk a little in its last improvement and was unsure if that road is capable of carrying the capacity for the school and football field. He identified the marsh area, noting that if the hard surface is not controlled, water would flood those homes out if not planned appropriately. He stated that he moved to his property to have acreage for a reason and not to be next to a high school. He stated that the residents in this area have gotten used to the sports activities of the park, but they do not have a stadium with stadium lighting 40 feet from someone's property. He did not believe 40 feet is a realistic buffer from an acreage lot for a school. He stated that his biggest concern is related to traffic. He acknowledged that 161<sup>st</sup> needs to be redone but this would require the road to have a different capacity. He stated that he has accepted the development that has come over the years but did not believe this high school use would fit into this neighborhood area.

Samuel Mater, 16410 Court Street, stated that from his home he can hear the activity from the park on busy nights. He stated that he moved to his home about 18 months ago, noting that in Fridley he lived about the same distance from the middle school and high school. He noted that the roads

were much wider and designed for the schools to be there, but there were still traffic problems. He stated that while there is already noise from the park, the noise generated from a stadium and other school activities such as band practice would generate more noise. He stated that he moved to get away from that noise pollution from the schools. He asked if there is a better location for the school that would not be as intrusive.

Mr. Lindenberg commented that one mile from this proposed location there is 150 acres, undeveloped and listed for sale.

Commissioner Walker noted that the City Council recently approved a development for that parcel.

Mr. Lindenberg commented on the traffic that will be added from the residential development. He stated that site would have been a great location for a school. He hoped that the City does what is best for the surrounding land uses in its decisions.

Mr. Heineman stated that the traffic study that was completed was to support the 150-acre development and was redone during school hours to account for that use. He stated that there have been a lot of studies in this area prior to this point.

Jeff Lubarski, 7826 161<sup>st</sup> Avenue, stated that he has lived on his property for over 20 years and 161<sup>st</sup> has gained in traffic, congestion, and speeding vehicles since that time. He stated that those issues would only increase if a school were added. He stated that 161<sup>st</sup> needs to have a traffic study completed on it as well. He stated that he has well and septic which are running fine. He stated that when games are happening people are parking in his yard and in areas marked no parking. He commented on the speeding activity down the road and within the park area that already occurs. He stated that the school and its amenities would encompass the entire site which would cause overflow parking going into the park and onto the neighborhood roads without consideration for the people that live there. He asked where buffering would occur to keep people off the residential properties and where the protection would be for the residents that their children that live in that neighborhood. He recognized the growth that has occurred in that area over the past 24 years including the park. He stated that there is not salt, and sand put onto the roads and asked the environmental impact that would have as the school use would require those to be used. He also had questions about drainage and the impact that would have to adjacent lands.

Patrick Surma, 161<sup>st</sup> Avenue, commented that 161<sup>st</sup> will deteriorate further before its scheduled improvement. He stated that the park needs to be enhanced to have more parking and a second entrance. He suggested that the City purchase the land to properly expand the park. He stated that he is a supporter of PACT but believes there is a better place for it. He commented that 161<sup>st</sup> is already a deadly road. He stated that the land could also be used for a church cemetery.

Dave Berg, 16210 Uraninite Street, commented that the church was donated 33 acres of land several years ago. He noted that the church would now be selling a good portion of that donated land. He stated that there would also be an easement from Variolite to the school which would cut through the church property. He stated that the remaining 15 acres for the church would be divided up into two parcels and asked what would be planned for the northeast corner and whether the church would only use 6.5 acres. He asked if the school would eventually swallow up the entire

33 acres from the church. He stated that he visited the PACT website and there are a lot of plans on there for the future. He noted that this proposal would use up the entirety of the proposed site and asked where additional expansion would occur.

Randy Bauer, representing the Church of Saint Katharine Drexel, stated that development fees are based upon the size of the lot developed. He noted that the church only needs 6.5 acres for the future improvements and therefore would propose to split the land in order to avoid payment of development fees on the entire parcel. He stated that the church does not know what the church may wish to do in 50 or 75 years. He stated that the church is in the middle of its capital campaign to move forward with its phase one plan and this land sale would assist in beginning construction in 2023. He noted that even the phase two improvements would fit within the 6.5-acre portion. He stated that the remainder of the land could not be sold, noting that approval has been gained from the archdiocese to sell the 18 acres in discussion tonight. He referenced the suggestion to sell the land to the City, noting that the church was in negotiations with the City for years related to expansion of Central Park and the City decided it did not need additional land. He stated that the church has also looked at selling to a developer, but developers have stated that 80-foot-wide lots would not be economically feasible and smaller lots would be needed to create a successful project. He stated that the church consulted the Council, and it was determined that the City would not support 55-foot-wide lots. He stated that the church never intended to maintain 33 acres and always intended to sell some of the western acreage to support its future needs.

Josh Nyquist, PACT Charter School, thanked the Commission for its time and for the residents that came out to express their views. He stated that PACT is proud to have a waiting list of 500 students, many of which are Ramsey residents. He stated that the school emphasizes academic, character and parent involvement. He stated that parents are welcomed to be involved in classrooms and in the governance of the school. He stated that each year when the lottery is done, there are over 100 kindergarten students that cannot attend, therefore there is a need for expansion. He stated that in their enrollment growth plan they would like to double the attendance over the next four years. He stated that they would want to ensure that they are good neighbors to those that live in Ramsey while serving Ramsey residents. He commented that they viewed multiple sites in their search. He noted that the school is limited in what it can afford because it is not a typical public school and advised that this location also works because of the proximity to the existing campus. He noted that this would allow the school to create the programing and amenities that it would like to provide for its students. He noted that they would be open to the noise, light and traffic studies mentioned.

Jason Patrow, 16209 Sapphire Street, stated that he has nothing against the school but does not believe this is the right area for it because of concerns for the traffic, utilities, and easements. He stated that he is also concerned with drainage to the north side of the property. He stated that wetland runs through his backyard and in the spring the water level creeps close to flooding into his home. He noted that the additional hardcover would cause additional water to flow in that direction as he did not notice a stormwater pond on the site. He stated that he also has concern with traffic flow. He stated that they moved to this area because it is quiet and peaceful with wildlife. He stated that after the Lennar development to the south, traffic has increased dramatically. He noted that the area around the park is extremely congested for events and the game fair and was unsure how that area could handle more traffic. He was extremely concerned

with the impact to the wetland and watershed in that area. He again stated that he supports the school and the need for a school but believes this is the wrong location.

Dean Thiele, 16611 Coquina Street, commented that he believes the City should purchase the property. He noted that the City recently changed the name of the park from Central Park to Delaney Park, noting that the Delaney family donated the park land to the City and therefore believed the City should purchase the additional property. He stated that he notices a football field but asked where other sports would be played. He asked the City to consider purchasing the property to improve the park, noting that the original land was donated. He noted that expansion of the park would ensure adequate parking for the park use.

Mr. Fincher thanked all the residents that have provided input thus far. He commented that this is early in the process, noting that the purpose of tonight is to receive comments and feedback that could be incorporated should this move forward. He stated that there is a development team that would help to evolve the plans, should this move forward. He referenced the concern with traffic, noting that they would work with a traffic engineer and the previous reports to address that concern. He stated that they also have a civil engineer to address drainage and runoff to ensure those are met. He stated that the building footprint size, parking stalls, and needs for track and field, football and soccer were incorporated into this sketch plan. He noted that the water needs would be reviewed by the watershed to gain proper permitting. He stated that the water from this site would be treated and maintained on the site and would not be allowed to pass onto neighboring properties. He stated that they would need to pay fees to connect to storm sewer and sanitary sewer, through both the City and Metropolitan Council. He stated that if this moves forward, they would conduct a photometric plan as required by the City to ensure the regulations within City Code are met for lighting. He stated that the concerns related to noise will need to be worked through and hoped that it could be a collaborative process with residents to ensure the least amount of disruption.

Mr. Patrow (Jason) stated that there is already unsafe drinking water in Ramsey and asked where the water would come from to service the school as the City's water supply and quality is insufficient.

Councilmember Woestehoff commented that the water issue is a priority for the City and a water treatment plant facility has been budgeted for and will break ground this year to address water quality and water pressure issues. He commented on the funding the City has already allocated through water utility funds in order to address the issues. He recognized that Variolite was recently reconstructed and noted that improvement was completed in anticipation of the additional capacity it would serve. He stated that the narrowing was meant to address concerns with speeding. He clarified that the watershed organization is the Lower Rum River Water Management Organization (LRRWMO) and that review process will be extensive. He acknowledged that 161<sup>st</sup> is one of the worst roads in the community in terms of condition. He stated that the Central Park parking lot is scheduled to be repaired at the same time as the road, noting that \$700,000 has been allocated for those projects within the CIP. He appreciated the comments related to stormwater, which is also a question he had. He stated that generically roads are reconstructed to the same state, meaning that if storm sewer is not in place, it is not added. He recognized that but for the school, there

would not be additional improvements, therefore any additional improvements that are needed for the road/infrastructure would need to be funded by the school.

Mr. Patrow asked about impacts to the wetlands on neighboring properties in addition to the wells and septic systems on adjacent properties.

Councilmember Woestehoff stated that he cannot answer that as he is unsure of well depths.

Mr. Patrow replied that to his knowledge the wells do not go down 300 feet. He asked if the well water would be tested and who would be responsible for negative impacts, should that occur.

Motion by Commissioner Walker, seconded by Commissioner Peters, to close the public hearing.

Further discussion: Ryan Pflager, 16510 Yolite Street, asked if the state has guidelines on the acreage required for high schools. He noted that when looking online he noticed guidelines of 35 to 40 acres minimum. He believed that this parcel is too small for what PACT will need.

Ms. Graw stated that there have been a lot of comments from the school that more details will be forth coming and asked when that would occur. She stated that it is hard to make an informed decision when there is a lot more study to be done before this could continue forward.

Senior Planner Anderson commented that this is a conceptual review noting that there are a number of steps in platting property and provided more explanation. He noted that if this moves forward to Preliminary Plat, all those additional details would be provided for the proposed development. He stated that the water management plans and wetland delineations would also be reviewed by the LRRWMO.

A roll call vote was performed:

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

Motion Carried.

Commissioner Gengler closed the public hearing closed at 9:09 p.m.

### **Commission Business**

Councilmember Woestehoff asked staff to provide more explanation on the requested action tonight. He asked if Public/Quasi-Public would allow for a school or whether that would be a conditional use. He also asked for additional details on the next steps.

Senior Planner Anderson stated that no formal action is necessary for the sketch plan, noting that the intent is to provide feedback for the applicant. He stated that there are two proposed actions

before the Commission tonight, the first would be related to the requested rezoning from R-1/MUSA-80 to Public/Quasi-Public. He stated that a school would be a permitted use within that zoning district. He stated that the second action would be related to the requested Comprehensive Plan amendment. He noted that the site is currently zoned for low density residential, and the request would be to rezone the property to public/institutional, which would allow a school to operate on the property. He stated that a Comprehensive Plan amendment would need to go before the City Council for formal action and then to the Metropolitan Council for consideration and approval. He recognized that the process may seem odd but noted that this is the typical process that is followed for development. He noted that these actions tonight would need to occur before the developer undergoes the expense of developing more detailed plans.

Councilmember Woestehoff asked if the City is under a 60-day review period. He asked if the Commission could take no action tonight.

Senior Planner Anderson stated that no formal action is needed on the sketch plan. He stated that there is a 60-day review period for the formal applications related to rezoning request and the Comprehensive Plan amendment. He stated that if there are additional questions and information desired, the Commission could choose to table consideration with direction for what would need to be brought back. He noted that the City would have the ability to extend the review period once by an additional 60 days but then action would need to be taken after that time or approval would automatically be gained.

Commissioner Gengler asked if the rezoning were not allowed, would the project be unable to move forward.

Senior Planner Anderson replied that the action by the Commission tonight does not determine whether the project can move forward. He noted that the recommendations from the Commission would move forward to the City Council for decision. He stated that if the City Council does not adopt the rezoning and/or Comprehensive Plan amendment, the project would be unable to move forward.

Commissioner Walker commented that the Commission received all the letters and emails sent to the City related to this topic. He stated that the letters in support are from parents with children at PACT while the letters of those opposed are not related to PACT. He stated that those that spoke tonight were split in favor or opposed. He noted that there were no residents that spoke in favor of the project that do not have ties to PACT. He stated that he has concerns related to traffic, a buffer for residents, and a desire for more detailed plans. He stated that he also has a concern with water capacity and whether the site could support a high school per the guidance mentioned by a resident. He stated that he is not opposed to PACT expanding and putting in a building but was not convinced that this is the right location for it. He stated that he sides with residents on almost every issue that comes before the Commission and therefore cannot vote to support a Comprehensive Plan amendment or zoning change for this project.

Commissioner Gengler stated that Commissioner Walker did a great job summarizing the internal debate that she has had as she heard the input from residents tonight. She stated that on paper it does make sense to have the school in this location as there are positives for this use on this site.

She stated that they also have not heard support from the residents in this area for the project. She felt that compromises could be made and improvements that could be made to 161<sup>st</sup> that would actually benefit the area. She stated that without supporting the project, she would like to see the process move forward to bring forward more detailed plans and specifics. She stated that the school and residents can speak to determine where compromises can be made.

Commissioner Walker asked what would happen if the rezoning and Comprehensive Plan amendment were not approved tonight. He stated that he is not comfortable moving these actions forward, changing what can happen in the area if a resolution cannot be gained for the list of concerns. He noted that PACT could then back out and the door would be open for other uses that may not be desired.

Senior Planner Anderson stated that the recommendation from the Commission would move forward to the Council for consideration. He stated that the actions of the Council could be made contingent upon formal approval of Site Plan and Final Plat so that those actions only move forward if the PACT plans are ultimately approved. He noted that if PACT were unable to gain the necessary approvals, the rezoning and Comprehensive Plan amendment would become null and void. He noted that the Commission could also include that contingency in its motion.

Commissioner Walker asked what would happen if this is passed and PACT brings something forward that makes the residents uncomfortable in the next steps, which causes the Commission to recommend denial of the plans.

Senior Planner Anderson explained that the Commission would need to review the proposal to determine whether it complies with the City Code and all other regulations. He stated that if those standards are met, legally the City should not be denying the project. He stated that if there are elements that are deficient in terms of Code standards, those could be identified in support of a denial.

Commissioner Walker asked if there were anything in the City Code that would allow for the input of residents and their comfort level.

Senior Planner Anderson stated that when the next step is reached, there is the potential to work with the applicant if there are additional protections or modifications that they would like to see in the proposal, perhaps even above and beyond the minimum standards of the Code. He acknowledged that the applicant would need to be a willing partner in that as it would be above what is required.

Commissioner Walker stated that he cannot get to the point of support until he knows that the residents will be okay with the project.

Commissioner Anderson commented that he does see a path forward, adding the contingency onto these recommendations that the Preliminary Plat must be approved in order for these approvals to become valid. He noted that there would be another public hearing at Preliminary Plat and if the developer does not meet the regulations, that request would be denied. He stated that Preliminary Plat would be the opportunity to review the project as a whole including traffic, water management,

etc. He noted a different project that had opposition from residents and stated that input was received, everyone came to agreement, and it moved forward. He stated that although he has reservations about the project, he supports moving to the next step. He stated that the applicant has heard the comments expressed and they will have to meet the goals in order to receive the necessary approvals.

Motion by Commissioner Anderson, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #22-050 and Ordinance #22-15, approving a Comprehensive Plan Amendment regarding a portion of the subject property to Public/Institutional and approving a rezoning of a portion of the subject property to Public/Quasi-Public with the contingency that these approvals would only be gained upon Preliminary Plat approval.

A roll call vote was performed:

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

Motion Carried.

Councilmember Woestehoff commented that he believes the motion failed with a vote of three to three, as two members abstained. He noted that regardless of whether the motion failed or passed, the item will move forward.

Randy Bauer clarified that an abstention is a non-vote and is not counted as a nay.

Senior Planner Anderson confirmed that staff will verify the vote with the City Attorney. He noted that this is tentatively scheduled to move to the City Council on March 8<sup>th</sup>.

Chairperson Bauer and Commissioner VanScoy rejoined the Commission. He briefly recessed the meeting.

Chairperson Bauer reconvened the meeting.

**6.03: Public Hearing: Consider Request to Amend a Home Occupation Permit for Peace Keepers, Inc. at 6025 177<sup>th</sup> Ln NW; Case of Derek Trout**

**Public Hearing**

Chairperson Bauer called the public hearing to order at 9:42 p.m.

**Presentation**

Community Development Director Hagen presented the staff report stating that City staff does not have a recommendation based on the regulations identified in City Code.

Commissioner VanScoy asked if the building inspection would include inspection of the safety procedures for the firearms.

Community Development Director Hagen replied that a building inspection would only inspect the building.

Commissioner VanScoy stated that this would expand from online sales to in-person sales and asked if the intention would be to allow both types of sales.

Community Development Director Hagen stated that the permit could outline what is allowed online and what is allowed in person. He stated that the applicant could provide more details on what is intended.

### **Citizen Input**

Derek Trout, applicant, stated that he has been the President and owner of the company since 2018, noting that the company was started in 2016 by a retired police officer. He stated that the business is owned by an army veteran and provided details on the licensing and registration that his business has and maintains annually. He stated that he would continue to primarily online sales with a small amount of in person transfers and sales. He stated that he is not looking to expand greatly noting that the business would transition from a 200 square foot space in the home to a 400 square foot space outside the home. He stated that the building is steel and would meet all regulations for weapons storage. He noted that a member of the Commission inspected the building yesterday.

Community Development Director Hagen confirmed that City Planner McCann conducted a site visit to get a better understanding of the setup.

Mr. Trout provided additional details on the security of the building, noting that the garage and sales portion would be completely separate and noted that he has 24/7 surveillance of the property. He stated that there are no signs posted on the property and many Ramsey residents were unaware that the business was there because that is their intention.

Commissioner VanScoy commented that it sounds like there is a lot of equipment on the site and asked what would happen if power were lost.

Mr. Trout replied that they have battery backup, so they would never lose power and would always have security.

Commissioner VanScoy asked how often the carry training would be done and how many people would be involved.

Mr. Trout replied that most of the training is done offsite but they would like the capability to host onsite at times, estimating a class of up to ten people once a month or every other month. He noted that all shooting is done at Total Defense or at another offsite location.

Commissioner VanScoy asked for details on the steel building and codes that it meets.

Mr. Trout replied that the steel building meets the requirements of the FBI and ATF, noting that there are additional gun safes inside the building.

Commissioner VanScoy stated that he would personally like to see the Chief of Police inspect the building to verify those statements and would like that added as a condition.

Chairperson Bauer asked and received confirmation that the class would have ten people participating at one time.

Kelly Schmidt, 6000 177<sup>th</sup> Lane, stated that she sent a 60- or 70-page document to the City for review. He stated that this came about because of recent complaints, noting that she made several complaints to the code official for the City that the business was no longer operating in the house and was operating in the pole barn. She stated that in September 2019, the initial Home Occupation Permit was approved, noting that was done administratively between Mr. Trout and the City staff. He noted that she now finds out that this is a running gun shop and noted that not all the sales occur online. She stated that in January of 2022, the letter was sent to Mr. Trout in response to complaints and he then applied for the upgraded Home Occupation Permit. She stated that the staff members previously involved in the permit have since left the City. She noted that the original permit was approved by one staff member with the clause that there be no exterior evidence of the business activity. She stated that as a resident she does not believe there should be a gun shop in the neighborhood. She noted that Total Defense already offers these services nearby in a commercial area. She stated that the residential area should remain residential and not have a visible gun shop. She stated that in February 2019 there were resolutions passed for a riding arena, horse barn and camp within proximity to this location. She noted that her statements are easily proven through Mr. Trout's security footage, own admittance, and social media posts. She noted that the videos have since been removed. She requested that the Home Occupation Permit be denied and that the original permit be revoked because of ongoing violations. She believed the City's vague and inadequate requirements prevented residents from being notified of this business request. She stated that Mr. Trout has been operating out of the pole barn for the past year. She commented that automatic weapons are hanging on the wall with open ammunition and without trigger locks. She acknowledged that the initial level one permit language was so vague that it most likely allowed the applicant to think this activity was okay. She stated that if the business is expanding, it should be moved to a commercial location. She stated that the business is being conducted in the pole barn. She provided a list of complaints and did not believe Mr. Trout resides at the property. She did not believe the conditions in the original Home Occupation Permit have been met and asked that the request be denied along with revocation of the original permit.

Chairperson Bauer asked staff to explain when a home occupational permit can be approved administratively and when a public hearing is required.

Community Development Director Hagen stated that generally an administrative review is for low use that would have little impact to the area. He noted that more intense uses that would still be compatible for the area often include a public hearing and review by the Commission and/or City Council.

Darrin Wong, 14600 Iodine Court NW, stated that his white truck is often in the driveway noting that he has personal property at the location and often assists Mr. Trout. He referenced the mentioned Facebook videos as he runs the Facebook component and confirmed videos were deleted by Facebook. He stated that he did not put a sign up because the neighbor that just spoke verbally complained to them about people parking on the street and they wanted those people to park in the actual spot. He noted that all the licensing is up to date.

Mike Schmidt, 6000 177<sup>th</sup> Lane, stated that he opposes this request. He commented that this is a residential area and there is plenty of commercial area where a gun shop could be located. He stated that if the business is growing, it should be moved to the appropriate location.

Michael Maas, 5936 177<sup>th</sup> Lane NW, stated that he also opposes this. He stated that he is a gun owner but lives in a neighborhood. He stated that if he wanted to live by a gun shop, he would have selected a location near a commercial area. He did not believe this business fits within a residential area.

Michael Kemp, 6003 178<sup>th</sup> Lane, stated that he has nothing against guns, but the property is zoned residential and should remain as such. He stated that the neighborhood is full of empty nesters and young families with one way in and one way out, therefore there should not be commercial activity.

Arnie Cox, 6001 177<sup>th</sup> Lane, stated that he is an immediate neighbor and has seen the barn be constructed and vehicles coming and going. He commented that the applicant does not care if vehicles block other drivers that live there. He believed that the entire neighborhood should have been notified. He stated that when the original permit was requested, gun sales should have triggered a public hearing. He asked if the Commission members would want this next to their home. He stated that he was only allowed to build a small accessory building and was questioned about his drain field, yet Mr. Trout was allowed to construct a large building with vehicles driving over the drain field. He stated that the City policies should be straightened out as this activity should not be allowed in a residential area. He stated that other businesses are required to operate in commercial areas, as this should be. He stated that people drive in and out of their neighborhood at all times in order to go to this business. He commented that it was outrageous that a permit was obtained to sell guns out of the house and the barn. He asked why the City did not follow up on the permit after issuance.

Chairperson Bauer commented that City staff does not have the capacity to follow up on every permit issued and therefore relies on complaints.

Mr. Cox asked if the type of business is specified on the permit application.

Chairperson Bauer confirmed that the application does include the type of business. He provided additional details on how violations occur and the process that is followed once complaints are received.

Mr. Cox commented that gun sales is much different than a salon or electrical business.

Deb Kemp, 6003 178<sup>th</sup> Lane NW, stated that she would not have even known about this tonight if a neighbor did not tell her. She stated that this building has had activity for months and months with strange vehicles coming and going. She noted that the development only has 20 homes and therefore seeing strange vehicles makes the residents nervous. She commented that there are not streetlights, sewer and water and there should not be commercial activity. She was disappointed that someone has not paid closer attention to this and that it has been allowed for this length of time. She stated that the business has a website with the residential address listed already. She believed that all the neighbors should have been notified of the request. She stated that this area was intended for residential and should remain as such.

Chairperson Bauer referenced the notice, which was sent to properties within 350 feet, noting that distance is set by State statute.

Ms. Kemp stated that people live outside the 350 feet area and yet they care and are disappointed and angry.

Brian Heigl, 17826 Potassium Street, stated that in the last few years there has been drastic increases in firearms break ins and thefts for gun shops. He noted that most shops are in well-lit commercial areas that are visible. He stated that this is a location on a small side street in a building setback from the driveway with no streetlights, which does not seem like a good location. He stated that there will also be a camp and riding arena using the one entrance to the neighborhood. He noted that this is already off a dangerous part of highway 47 and there should not be a businesses added that increases traffic. He stated that this is not the right location for this type of business.

Sherry Johnson, 17757 Potassium Street, stated that she was not notified, and she only lives one house down from the subject property. She stated that the properties in this area are large, therefore 350 feet does not even cover a yard. She stated that the applicant has been selling out of the pole barn for well over a year, sells ammunition, and holds conceal and carry classes. She stated that this is a quiet neighborhood with one way in and out and the people coming in are the people that live there and should not be gun shop customers. She stated that having a gun shop in the neighborhood makes the neighborhood more susceptible for unwanted activity. She stated that she has no problem with the applicant wanting to make a living selling guns, but this residential setting is not the right place for that business. She stated that everyone in the neighborhood has wondered why the applicant was allowed to build a pole barn of that size when no one else has been allowed to construct something that large.

Mrs. Schmidt stated that the residents that have spoken have stated their names and addresses and asked that there be no retaliation as a result of speaking their opinions.

Eric Renna, 6112 178<sup>th</sup> Lane, stated that he is opposed to this request. He noted that his backyard overlooks the pole barn. He stated that he moved out to Ramsey to be away from activity because he has two disabled children. He stated that he does not oppose the business itself but does not believe it should be in this area.

Mr. Trout commented that this is not an unregulated, unlicensed business operating out of a backdoor. He stated that they have held licenses with the FBI, ATF, and Chief Local Law Enforcement Officer for about eight years. He stated that everyone has to be up to code and is highly regulated. He stated that his business meets all of the regulations. He stated that while hours of availability are listed, people must schedule an appointment. He stated that neighbors told him they had no idea his business existed until they received the letter. He was unsure how they disrupted the neighborhood when people did not know they existed. He stated that his license is active and is renewed every three years. He stated that the sign was posted to bring people into the house. He commented that there was a bridal shower at the home for his fiancé, who drives the red car Mrs. Schmidt mentioned that comes and goes from the property, as they are getting married in three months. He stated that he also just returned from deployment in Kuwait and therefore people are coming and going to visit because he was gone.

Chairperson Bauer asked if there are trigger locks on the guns and whether ammunition is open.

Mr. Trout stated that photographs are taken on display and the guns are then returned to the safes. He stated that the building is secured and locked and meets all the storage requirements, but they go above that in storing the guns in the locked cabinets/safes. He stated that the City Inspector came to visit the pole barn to verify it met City Code.

Commissioner Walker asked the applicant to reference the claim that there is a bazooka on premise.

Mr. Trout stated that there is a Halloween decoration that is a piece of plastic and another that is fiberglass and are display pieces that are unable to be reloaded or used. He stated that he is a weapons instructor with the Army for the last ten years.

Commissioner Walker referenced a claim that Mrs. Schmidt also made related to automatic weapons and stated that he would assume they are semi-automatic weapons.

Mr. Trout stated that every weapon they carry is legal with full background check. He confirmed that there are no fully automatic weapons. He stated that one member made a post to the Ramsey community Facebook page stating that they could not believe this activity was allowed in Ramsey, which has since been deleted. He stated that post had over 100 comments of support for the business.

Commissioner Gengler stated that the neighbors have stated that activity has been occurring in the pole barn, although the original permit did not allow for that. She asked if the applicant was aware that the business needed to stay within the home.

Mr. Trout stated that the permit was vague, and he was not aware he could not expand to the pole barn. He stated that once the complaint was received, he immediately filed for the new permit. He stated that once he was aware that he was in violation, he took immediate action to correct that.

Commissioner VanScoy stated that the verbiage in the case states that it is okay to run a business in the pole barn. He asked if a residence is considered the property or whether there is a difference between the home and pole barn.

Senior Planner Anderson replied that the City Code regulations would allow for home occupation to occur in a residence and/or accessory building. He stated that the permit itself would look at the proposal and then specify where the home occupation would be conducted on the property. He assumed that the permit was drafted specific to the home because that was how the initial proposal came forward. He noted that since that time an accessory building was added and operations were shifted to that building, which would be in conflict with the previously issued permit.

Mr. Trout referenced the claim that gunshots were heard in the area and noted that did not come from his property. He stated that they have never fired weapons on the property and all testing is done offsite.

Commissioner VanScoy stated that many of the concerns seem to result from excessive parking and asked if that was related to business activity.

Mr. Trout replied that when they first moved to the driveway, they did not have a large driveway and therefore friends visiting their home, unrelated to the business, would park on the road. He stated that they have since received the permit to expand the driveway and if they held a class, vehicles would be parked on the driveway.

Mrs. Schmidt stated that she pulled the original home occupational permit request which included the requirements and conditions. She reviewed the requirements and conditions listed which she believed were violated. She stated that the permit states that he must reside at the property to operate his business, regardless of whether he is away from the home on active duty. She stated that if he is away on active duty, he should not be operating the permit. She stated that she is not complaining about the safety of the building. She noted that now the residents are aware of the business and want to stop the new request and request that the original permit also be revoked.

Chairperson Bauer commented that the applicant had a permit to operate his business under the conditions listed. He stated that the applicant was in violation of that and has since submitted a new application for consideration. He stated that if the permit is denied, the original permit would remain in place and Mr. Trout could operate under those conditions.

Mr. Schmidt stated that he is a witness that weapons have been fired on the applicant's property more than once. He commented that when the incidents occurring there were no other people around and believed the firing of the weapon came from inside the pole barn.

Commissioner Peters asked if the resident called the police.

Mr. Schmidt replied that he did not.

Commissioner Peters asked why the resident did not phone the police.

Mr. Schmidt stated that he is not aware of what the deal is at the property.

Commissioner Peters stated that if it is such a concern, the police should have been called.

Mr. Wong commented that he does not know what Mr. Schmidt is referring to. He noted that he is at the property quite a bit with his children, ages seven and three months, and he would never allow gunshots near his children. He stated that the white truck that was mentioned is his truck. He noted that his boat is stored at the property, and he works on the boat at that location. He noted that if he would have heard gunshots in his neighborhood, he would have called the police. He stated that he can confidently say that there are not gunshots coming from this property.

Ms. Johnson asked why the original permit would be allowed to remain if the conditions were violated.

Chairperson Bauer commented that a permit can be revoked if there are violations, or the permit holder can come into compliance to continue.

Senior Planner Anderson confirmed that is correct. He stated that violations were identified, and notification was provided to the permit holder. The permit holder then has the opportunity to respond to those violations, noting that this request tonight is one path to take. He stated that this request will be reviewed by the City Council as well and if denied, the terms of the original permit would need to be followed or a revocation can be considered that would include a public hearing process.

Ms. Johnson commented that she made the post on the Ramsey community Facebook page and believed that most the comments were made in a joking manner. She confirmed that she deleted the post.

Ms. Kemp asked the clientele that would be attracted with toy bazookas.

Mr. Trout commented that 80 percent of his customers are current military members while another ten percent are active or retired police officers. He stated that the majority of his sales are made to military members that have thorough background checks. He noted that the nonmilitary people that he conducts sales with are people that he knows, like his father or grandpa. He noted that everyone has to pass the required background checks. He stated that the people that come to his property are clean and cannot have a criminal record. He stated that if someone has a drunk driving charge, they are denied a weapon, therefore it is not criminals and drug dealers coming to his property. He stated that no one even knew his business existed outside of people that he trusts. He stated that this is not the only home-based FFL gun seller in Ramsey. He stated that it is approved by the ATF to conduct this business in a home or pole barn. He stated that he is the owner of the home and resides at the property. He commented that he is only away from the home when he is called to active duty. He stated that they screen everyone that attempts to make an appointment as he does not allow someone to come to his home that he does not know.

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 10:58 p.m.

### **Commission Business**

Chairperson Bauer clarified that the Commission is a recommending body that will make a recommendation to be reviewed by the City Council.

Commissioner Walker asked staff to provide details on the size of the pole barn on the subject property versus what others were allowed to build.

Senior Planner Anderson stated that he did some checking of City Code when those comments were made. He noted that the subject property is roughly 2.2 acres in size which would make it eligible for detached accessory buildings totally 2,400 square feet in size. He commented that based on the dimensions in the building permit, the pole barn would be 2,016 square feet which falls under that allowance. He reviewed the eligibilities for total square footage of detached accessory buildings compared to lot size. He noted that if someone has a property similar in size, they would be allowed a similar square footage of accessory buildings. He noted that if a property has existing detached accessory buildings, that would reduce the footprint for an additional building.

Commissioner Walker asked if staff could check previous building permit applications for that area to review what was denied versus accepted.

Mr. Kemp stated that he has lived on his property for 32 years and provided an example of limitations that were placed upon an accessory buildings. He noted that stick garages were required rather than a pole building.

Commissioner VanScoy stated that he has been on the Planning Commission for many years, and he cannot recall denial of applications of that manner.

Commissioner Walker stated that it would be helpful for staff to research that in order to provide the documentation at the City Council review.

Chairperson Bauer asked that any residents in attendance that were denied a pole barn contact City staff to make that process easier.

Commissioner VanScoy asked if there is a legal definition of residence. He stated that he spent a year in Vietnam and that did not mean he lived there, his residence remained in Minnesota.

Community Development Director Hagen stated that he does not have the definition in front of him. He believed that the situation would be different if a property owner is deployed rather than spending time at a second property they own or rent. He stated that the focus could remain on the number of employees and permit conditions rather than residency.

Chairperson Bauer agreed that residence remains as one's home during deployment.

Senior Planner Anderson noted that he can also gain the opinion of legal counsel prior to the Council meeting.

Community Development Director Hagen stated that if the Commission recommends approval, he would encourage the Commission to list any specific conditions it feels appropriate.

Motion by Commissioner Anderson, seconded by Commissioner Gengler, to recommend that City Council deny an Amended Home Occupation Permit for a firearms business at 6025 177<sup>th</sup> Lane NW.

### **Further discussion**

Commissioner VanScoy commented that if the Commission recommends denial and the Council overrides that, he would like to see a condition added that the site be inspected by the appropriate authority (Chief of Police) to ensure the safety conditions are met. Senior Planner Anderson suggested that be added as a condition to the Home Occupation Permit, therefore even if the motion to recommend denial is approved, the language would still move forward. Councilmember Woestehoff suggested that the Commission provide input on conditions it would want to see included, should the permit ultimately be approved. Commissioner Walker stated that he would worry that specifying a number of business trips would interfere with friends and family that may be visiting the home as Mr. Trout returned from deployment as the residents in the neighborhood will not be able to distinguish between business visitors and home visitors. He commented that Mr. Trout has a lot of people visiting after a year of deployment. Commissioner Gengler commented that regardless of the type of business a Home Occupation Permit is to allow a small business to exist without generating a lot of trips back and forth. She stated that if more trips are needed, the business should be in a commercial space. Chairperson Bauer asked if the maker and seconder of the motion would be acceptable to amending the motion to include the conditions requiring inspection with a limitation on business trips to four per day with the exception of permit to carry classes to be held once per quarter. Commissioners Anderson and Gengler agreed. Commissioner VanScoy asked if the selling of firearms is allowed as a home business. Community Development Director Hagen confirmed that the sale of firearms is not prohibited. Commissioner Walker received confirmation that the motion before the Commission is to deny the requested permit.

A roll call vote was performed:

Commissioner Peters	nay
Commissioner Walker	nay
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Senior Planner Anderson clarified that the Planning Commission provided a recommendation of denial of the Home Occupation Permit, but the recommendation including adding two conditions to the permit as discussed, should the City Council choose to approve the permit.

Commissioner Walker commented that even though the Commission recommended denial of the permit, he personally would like for the business owner and neighbors to try to work something out.

**7. COMMISSION BUSINESS**

None.

**8. COMMISSION / STAFF INPUT**

The Staff Update was noted.

**9. ADJOURNMENT**

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 11:23 p.m.

Respectfully submitted,



Brian Hagen  
Deputy City Administrator/Community Development Director

ATTEST:



Nicole Laubach  
Planning Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

## Regular Planning Commission

6. 1.

**Meeting Date:** 03/24/2022

**By:** Brian McCann, Community  
Development

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### Information

**Title:**

PUBLIC HEARING: Consider a Request for a Variance to City Services for a Lot on Green Valley Road; Case of Josh Hunt

**Purpose/Background:**

The City has received an application for a variance to connection to City services for the purpose of constructing a single-family home on a property located on the north side of Green Valley Road.

**Notification:**

Staff attempted to notify all Property Owners within 350 feet of the Subject Property, as listed in the Anoka County records, via Standard US Mail of the Public Hearing, and published a notice in the Anoka Union Herald as well.

**Observations/Alternatives:**

**Summary:**

The Subject Property is approximately 40 acres in size and 1,300 feet in width. The Applicant (Josh Hunt) is proposing to construct a single-family home on the existing parcel, but does not wish to connect to City services as they are a significant distance away from the parcel.

The Subject Property is currently zoned R-1: MUSA and guided for Low-Density Residential in the City's 2040 Comprehensive Plan. Any future proposed development on the property would require expansion of City services to the area. The Applicant is not proposing to subdivide the property at this time.

**Variance Considerations:**

When considering any variance request, three (3) factors must be met, together known as the practical difficulties test. They include:

- Is the property owner proposing to use the property in a reasonable manner?
  - Utilizing a septic and well system for the construction of a single-family dwelling on a lot of record is a reasonable request.
- Is the landowner's problem due to circumstances unique to the property and not caused by the landowner?
  - City services are not yet available for this area, which is not at the fault of the landowner.
- If granted, will the variance alter the essential character of the neighborhood?
  - City services are not yet available in the area, so the use of a septic and well system on the Subject Property would suit the essential character of the neighborhood.

Surrounding lots along and near Green Valley Road utilize individual wells and septic systems, as City services are still a considerable distance away. The proposed location of the home appears to be generally consistent with the structures on the adjacent parcels as well (approximately the average of the setbacks of the two adjacent properties). Staff believes this request passes the three-factor test.

**Alternatives:**

**Alternative 1:** Adopt Resolution #22-066 for a variance to city services. Staff believes the request meets the three factor test, and recommends this alternative.

Alternative 2: Deny Resolution #22-066 for a variance to city services. Staff does not support this alternative.

**Funding Source:**

The Applicant is responsible for all costs incurred while processing this request.

**Recommendation:**

City Staff recommend approval of the requested variance.

**Action:**

Motion to adopt Resolution #22-066 granting a variance to city services for the construction of a single-family dwelling on the Subject Property.

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**Attachments**

Public Hearing Notice

Site Location Map

Soil Testing Report

Resolution #22-066

Property Survey with Proposed Dwelling and Septic Locations

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**Form Review**

**Inbox**

Chris Anderson

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 03/17/2022

**Reviewed By**

Chris Anderson

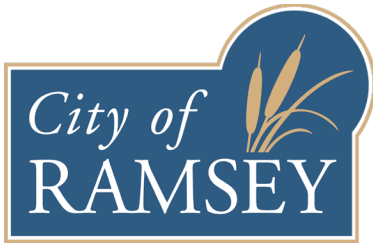
Brian Hagen

**Date**

03/15/2022 04:55 PM

03/17/2022 09:16 AM

Started On: 03/11/2022 10:44 AM



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

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**NOTICE OF PUBLIC HEARING  
PROJECT NO. 22-110: JOSH HUNT VARIANCE**

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

**TO WHOM IT MAY CONCERN:**

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, March 24, 2022 at 7:00 p.m.

The purpose of the hearing is to consider a request for a variance for personal septic and well use on the land, while building a house on the property generally located north of Green Valley Rd NW and east of Nowthen Blvd NW, and legally described as follows:

THE SW1/4 OF NE1/4 OF SEC 3 TWP 32 RGE 25, EX RD, SUBJ TO EASE OF REC,  
Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Wednesday, March 16, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

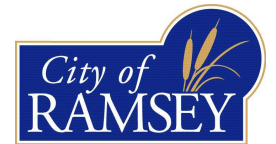
Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on March 24, 2022.

Brian McCann  
City Planner

Date: March 10, 2022

# Josh Hunt Property

PID #: 03-32-25-13-0001



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) ©openStreetMap contributors, and the GIS User Community, LOGIS

Print Date: March 9, 2022

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**TRADEWELL SOIL TESTING**  
**18330 Dahlia Street NW**  
**Cedar, MN 55011**  
**(763) 286- 9095**

**Contractor/Owner:** Josh Hunt  
**Address/Lot/Block:** XXXX Green Valley Road NW  
**City:** Ramsey                      **County:** Anoka

This On-Site Sewage Treatment System is designed for a Type 1, 4 bedroom home in accordance with the Minnesota Pollution Control Agency Chapter 7080 and local ordinance.

A seasonally high water table or saturated soil layer was located at 28" to 76", (mottled soil). The bottom of the rock bed must be located at least 3' above the seasonally high water table or saturated soil.

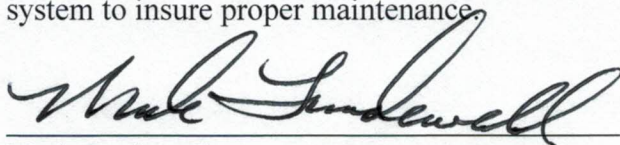
The soils at a depth of 18" have a percolation rate averaging .10 – 5.0 MPI.

All neighboring wells are located greater than 50' away from the proposed treatment area.

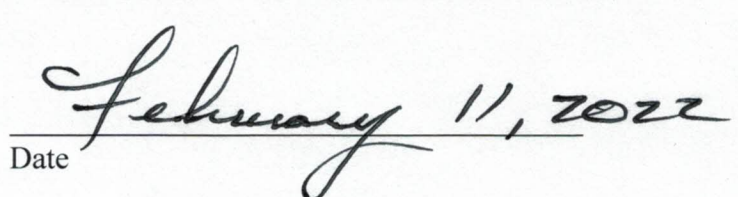
Keep all heavy equipment off of the proposed treatment area before and after construction. The treatment area should be marked off before construction. This design is not valid and the system will need to be relocated if failure to protect the areas proposed for On-Site Sewage Treatment occurs.

With proper installation and maintenance, this system should have no problem in treating septic effluent effectively.

Nothing other than gray water, (laundry, showers, etc.) human waste and toilet tissue should be disposed of into the septic tanks. Garbage disposals are not recommended. Smaller amounts of laundry soaps, dish soaps, cleaning agents, etc. are better for the system. Antibacterial soaps and chlorine agents may kill the bacteria needed to treat septic effluent properly. Additives are not recommended, they may cause harmful damage to your system. Recommend to pump and clean your tanks by a certified pumper every other year if you have 1 tank and every 2-3 years if you have a 2-tank system to insure proper maintenance.



Mark Tradewell  
MPCA #307



Date

**\*\*Septic design is subject to test pit soil verification by local unit of government at time of installation.**

**Tradewell Soil Testing  
18330 Dahlia Street NW  
Cedar, MN 55011**

Date: February 11<sup>th</sup>, 2022

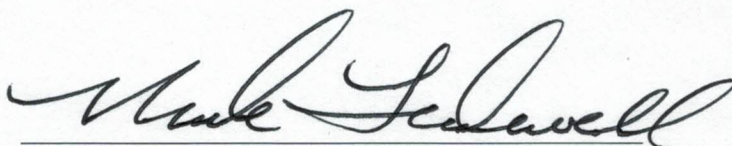
Name: Josh Hunt

Address: XXXX Green Valley Road NW, Ramsey, MN

**SOIL BORING TEST REPORT**

Boring #1	Boring #2	Boring #3	Boring #4
0" – 8" Topsoil Loamy Sand 10YR 3/2	0" – 8" Topsoil Loamy Sand 10YR 3/2	0" – 6" Topsoil Loamy Sand 10YR 3/2	0" – 6" Topsoil Loamy Sand 10YR 3/2
8" – 28" Medium Coarse Sand 10YR 3/4 4/4	8" – 38" Medium Coarse Sand 10YR 3/4 4/4	6" – 38" Medium Coarse Sand 10YR 3/4 4/4	6" – 24" Medium Sand 10YR 3/4 4/4
28" – 36" Silty Clay Loam 2.5Y 4/4 4/3	38" – 52" Coarse Sand 10YR 4/3 3/3	38" – 50" Coarse Sand 10YR 4/3 5/3 with Loamy Bands 7.5YR 3/4	24" – 52" Medium Sand 10YR 4/6 3/6
			52" – 77" Coarse Sand 10YR 5/4 with Loamy Bands 7.5YR 3/4
Mottles @ 28" Dry Hole	Mottles @ 38" Dry Hole	Mottles @ 38" Dry Hole	No Mottles Found Dry Hole

4 Bedroom, Type 1 Home (600 GPD Flow)  
 Perc Rate - .10 – 5.0 MPI                      1.67 SSF                      .60 Soil Loading  
 1500 gallon 2 – compartment septic tank  
 1000 gallon pump tank  
 1000 square feet of drainfield with 6" of rock below the pipe  
 31 cubic yards or 44 ton of clean rock  
 Maintain 36" between mottled soil and bottom of rock treatment area

  
 Mark Tradewell  
 MPCA #307

**Tradewell Soil Testing  
18330 Dahlia Street NW  
Cedar, MN 55011**


Date: February 11<sup>th</sup>, 2022

Name: Josh Hunt

Address: XXXX Green Valley Road NW, Ramsey, MN

**SOIL BORING TEST REPORT**

<b>Boring #5</b>	<b>Boring #6</b>	<b>Boring #7</b>	<b>Boring #8</b>
0" – 6" Topsoil Loamy Sand 10YR 3/2	0" – 8" Topsoil Loamy Sand 10YR 3/2	0" – 8" Topsoil Loamy Sand 10YR 3/2	0" – 10" Topsoil Loamy Sand 10YR 3/2
6" – 14" Clay Loam 7.5YR 4/4 4/6	8" – 22" Medium Fine Sand 10YR 3/4 4/4	8" – 26" Medium Sand 10YR 3/4 4/4	10" – 20" Medium Sand 10YR 3/4 4/4
14" – 36" Medium Sand 7.5YR 4/4 4/6	22" – 32" Fine Sandy Loam 7.5YR 4/4	26" – 36" Coarse Loamy Sand & Gravel 10YR 3/4 3/6	20" – 32" Coarse Loamy Sand & Gravel 7.5YR 4/4 4/6
36" – 48" Medium Coarse Sand 10YR 4/3 4/4 4/6	32" – 62" Coarse Sand & Gravel 10YR 4/6 4/4 4/3	36" – 68" Coarse Sand & Gravel 10YR 4/4 4/3 5/3	32" – 52" Coarse Sand & Gravel 10YR 4/4 4/3
	62" – 76" Medium Fine Sand 10YR 5/4 5/3	**Hit Large Root	52" – 66" Coarse Loamy Sand & Gravel 10YR 3/3 3/4
Mottles @ 44" Dry Hole	No Mottles Found Dry Hole	No Mottles @ 68" Dry Hole	Faint Mottles @ 52" Dry Hole



Mark Tradewell  
MPCA #307

**Tradewell Soil Testing  
18330 Dahlia Street NW  
Cedar, MN 55011**


Date: February 11<sup>th</sup>, 2022

Name: Josh Hunt

Address: XXXX Green Valley Road NW, Ramsey, MN

**SOIL BORING TEST REPORT**

Boring #9 (House)			
0" – 14"	Topsoil		
	Loamy Sand		
	10YR 3/3		
14" – 20"	Fine Sandy Loam		
	10YR 2/1		
20" – 30"	Silty Clay Loam (Mottled Gray)		
	Mottles @ 14"		
	Dry Hole		



Mark Tradewell  
MPCA #307



# OSTP Bed Design Worksheet



1. SYSTEM SIZING: Project ID: 22052 v 04.06.2017

- A. Design Flow (Design Sum.1A):  GPD
- B. Code Maximum Depth\*:  inches Designers Maximum Depth:  inches
- C. Soil Loading Rate:  GPD/ft<sup>2</sup>
- D. Required Bottom Area: Design Flow (1.A) ÷ Loading Rate (1.C) = Initial Required Bottom Area  
 GPD ÷  GPD/ft<sup>2</sup> =  ft<sup>2</sup>
- E. Select Distribution Method:  Pressure  Gravity
- F. Select Dispersal Type:  Rock  Registered
- G. If distribution media is installed in contact with sandy or loamy sand or with a percolation rate of 0.1 to 5 mpi indicate distribution or treatment method:

2. BED CONFIGURATION: (for sites with less than 6% slope)

- A. Select size Multiplier:  1.0 = pressurized or 1.5 = gravity
- B. Req'd Bottom Area = Bottom Area (1.D) X Size Multiplier =  
 ft<sup>2</sup> X  ft =  ft<sup>2</sup>
- C. Designed Bottom Area:  ft *Optional upsizing of bed area*
- D. Select Bed Width:  ft
- E. Calculate Bed Length: Designed Bottom Area ÷ Bed Width = Bed Length  
 ft<sup>2</sup> ÷  ft =  ft

3. MATERIAL CALCULATION: ROCK

- A. If drainfield rock is being used, select sidewall height  
 ft
- B. Media Volume: (Media Depth + depth to cover pipe) X Designed Bottom Area = ft<sup>3</sup>  
 ft +  ft X  ft<sup>2</sup> =  ft<sup>3</sup>
- C. Calculate Volume in cubic yards: Media volume in cubic feet ÷ 27 = cubic yards  
 ft<sup>3</sup> ÷ 27 =  yd<sup>3</sup>

4. MATERIAL CALCULATION: REGISTERED PRODUCTS - CHAMBERS AND EZFLOW

- A. Registered Product:
- B. Component Length:  ft
- C. Component Width:  ft
- D. Component depth (louver or depth of sidewall loading)  in
- E. Number of Components per Row = Bed Length divided by Component Length (Round up)  
 ft ÷  ft =  components
- F. Actual Bed Length = Number of Components X Component Length:  
 components X  ft =  ft
- G. Number of Rows = Bed Width divided by Component Width  
 ft ÷  ft =  rows *Adjust width so this is a whole number.*
- H. Total Number of Components = Number of Components per Row X Number of Rows  
 X  =  components



# OSTP Pressure Distribution Design Worksheet



Project ID: 22052

v 04.06.2017

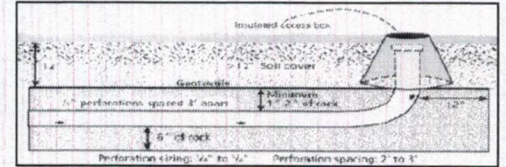
1. Media Bed Width:  ft
2. Minimum Number of Laterals in system/zone = Rounded up number of  $[(\text{Media Bed Width} - 4) \div 3] + 1$ .
- $[(\text{ }  \text{ } - 4) \div 3] + 1 =$   laterals *Does not apply to at-grades*

3. Designer Selected Number of Laterals:  laterals

*Cannot be less than line 2 (accept in at-grades)*

4. Select Perforation Spacing:  ft

5. Select Perforation Diameter Size:  in



6. Length of Laterals = Media Bed Length - 2 Feet.

- 2ft =  ft *Perforation can not be closer than 1 foot from edge.*

7. Determine the Number of Perforation Spaces. Divide the Length of Laterals by the Perforation Spacing and round down to the nearest whole number.

Number of Perforation Spaces =  ft  $\div$   ft =  Spaces

Number of Perforations per Lateral is equal to 1.0 plus the Number of Perforation Spaces. Check table

8. below to verify the number of perforations per lateral guarantees less than a 10% discharge variation. The value is double with a center manifold.

Perforations Per Lateral =  Spaces + 1 =  Perfs. Per Lateral

Maximum Number of Perforations Per Lateral to Guarantee <10% Discharge Variation											
1/4 Inch Perforations						7/32 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	10	13	18	30	60	2	11	16	21	34	68
2 1/2	8	12	16	28	54	2 1/2	10	14	20	32	64
3	8	12	16	25	52	3	9	14	19	30	60
3/16 Inch Perforations						1/8 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	12	18	26	46	87	2	21	33	44	74	149
2 1/2	12	17	24	40	80	2 1/2	20	30	41	69	135
3	12	16	22	37	75	3	20	29	38	64	128

9. Total Number of Perforations equals the Number of Perforations per Lateral multiplied by the Number of Perforated Laterals.

Perf. Per Lat. X  Number of Perf. Lat. =  Total Number of Perf.

10. Select Type of Manifold Connection (End or Center):

11. Select Lateral Diameter (See Table):  in



# OSTP Pressure Distribution Design Worksheet



12. Calculate the *Square Feet per Perforation*. Recommended value is 4-11 ft<sup>2</sup> per perforation.

*Does not apply to At-Grades*

a. *Bed Area* = Bed Width (ft) X Bed Length (ft)

16 ft X 63 ft = 1008 ft<sup>2</sup>

b. *Square Foot per Perforation* = *Bed Area* divided by the *Total Number of Perforations*.

1008 ft<sup>2</sup> ÷ 105 perforations = 9.6 ft<sup>2</sup>/perforations

13. Select *Minimum Average Head*: 1.0 ft

14. Select *Perforation Discharge* (GPM) based on Table: 0.41 GPM per Perforation

15. Determine required *Flow Rate* by multiplying the *Total Number of Perfs.* by the *Perforation Discharge*.

105 Perfs X 0.41 GPM per Perforation = 44 GPM

16. *Volume of Liquid Per Foot of Distribution Piping* (Table II): 0.110 Gallons/ft

17. *Volume of Distribution Piping* =

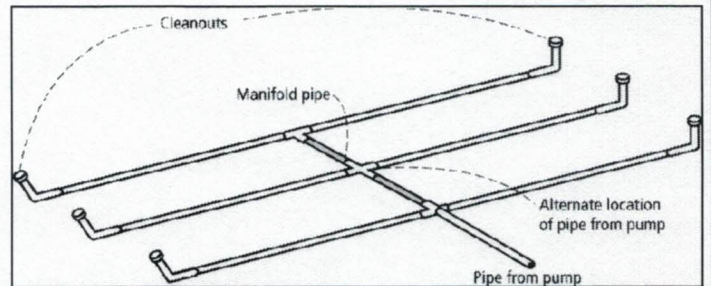
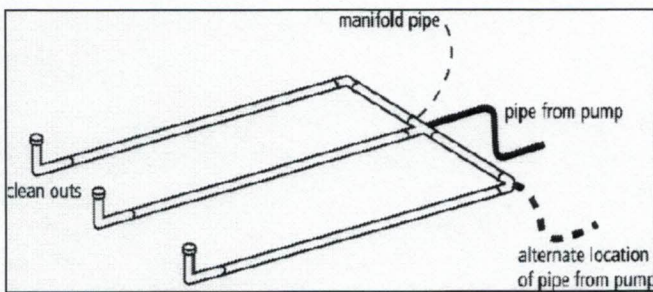
= [Number of Perforated Laterals X Length of Laterals X (Volume of Liquid Per Foot of Distribution Piping)]

5 X 61 ft X 0.110 gal/ft = 33.6 Gallons

18. *Minimum Delivered Volume* = *Volume of Distribution Piping* X 4

33.6 gals X 4 = 134.2 Gallons

Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661



Comments/Special Design Considerations:

Blank area for comments or special design considerations.



## 1. PUMP CAPACITY

Project ID: 22052

v 04.06.2017

Pumping to Gravity or Pressure Distribution:

Pressure

1. If pumping to gravity enter the gallon per minute of the pump:  GPM (10 - 45 gpm)

2. If pumping to a pressurized distribution system:  GPM

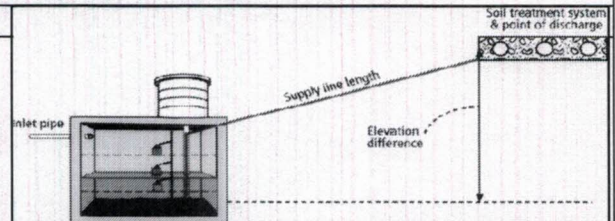
3. Enter pump description:

## 2. HEAD REQUIREMENTS

A. Elevation Difference  ft between pump and point of discharge:

B. Distribution Head Loss:  ft

C. Additional Head Loss:  ft (due to special equipment, etc.)



Distribution Head Loss	
Gravity Distribution = 0ft	
Pressure Distribution based on Minimum Average Head Value on Pressure Distribution Worksheet:	
Minimum Average Head	Distribution Head Loss
1ft	5ft
2ft	6ft
5ft	10ft

Table I. Friction Loss in Plastic Pipe per 100ft

Flow Rate (GPM)	Pipe Diameter (inches)			
	1	1.25	1.5	2
10	9.1	3.1	1.3	0.3
12	12.8	4.3	1.8	0.4
14	17.0	5.7	2.4	0.6
16	21.8	7.3	3.0	0.7
18		9.1	3.8	0.9
20		11.1	4.6	1.1
25		16.8	6.9	1.7
30		23.5	9.7	2.4
35			12.9	3.2
40			16.5	4.1
45			20.5	5.0
50				6.1
55				7.3
60				8.6
65				10.0
70				11.4
75				13.0
85				16.4
95				20.1

D. 1. Supply Pipe Diameter:  in

2. Supply Pipe Length:  ft

E. Friction Loss in Plastic Pipe per 100ft from Table I:

Friction Loss =  ft per 100ft of pipe

F. Determine *Equivalent Pipe Length* from pump discharge to soil dispersal area discharge point. Estimate by adding 25% to supply pipe length for fitting loss.  $Supply\ Pipe\ Length\ (D.2) \times 1.25 = Equivalent\ Pipe\ Length$

ft X 1.25 =  ft

G. Calculate *Supply Friction Loss* by multiplying *Friction Loss Per 100ft* (Line E) by the *Equivalent Pipe Length* (Line F) and divide by 100.

Supply Friction Loss =

ft per 100ft X  ft + 100 =  ft

H. *Total Head* requirement is the sum of the *Elevation Difference* (Line A), the *Distribution Head Loss* (Line B), *Additional Head Loss* (Line C), and the *Supply Friction Loss* (Line G)

ft +  ft +  ft +  ft =  ft

## 3. PUMP SELECTION

A pump must be selected to deliver at least **44.0** GPM (Line 1 or Line 2) with at least **20.8** feet of total head.

Comments:



**DETERMINE TANK CAPACITY AND DIMENSIONS**

Project ID: 22052

v 04.06.2017

1. A. *Design Flow (Design Sum. 1A):*  GPD

B. *Min. required pump tank capacity:*  Gal    C. *Recommended pump tank capacity:*  Gal

2. A. *Tank Manufacturer:*     B. *Tank Model:*

C. *Capacity from manufacturer:*  Gallons

D. *Gallons per inch from manufacturer:*  Gallons per inch

E. *Liquid depth of tank from manufacturer:*  inches

*Note: Design calculations are based on this specific tank. Substituting a different tank model will change the pump float or timer settings. Contact designer if changes are necessary.*

**DETERMINE DOSING VOLUME**

3 Calculate *Volume to Cover Pump* (The inlet of the pump must be at least 4-inches from the bottom of the pump tank & 2 inches of water covering the pump is recommended)

(Pump and block height + 2 inches) X *Gallons Per Inch* (2C or 3E)

(  in + 2 inches ) X  Gallons Per Inch =  Gallons

4 *Minimum Delivered Volume* = 4 X Volume of Distribution Piping:

- *Line 17 of the Pressure Distribution or Line 11 of Non-level*

Gallons (minimum dose)

5 Calculate *Maximum Pumpout Volume* (25% of Design Flow)

Design Flow:  GPD X 0.25 =  Gallons (maximum dose)

6 *Select a pumpout volume that meets both Minimum and Maximum:*  Gallons

7 Calculate *Doses Per Day* = Design Flow ÷ *Delivered Volume*

gpd ÷  gal =  Doses

8 Calculate Drainback:

A. *Diameter of Supply Pipe* =  inches

B. *Length of Supply Pipe* =  feet

C. *Volume of Liquid Per Lineal Foot of Pipe* =  Gallons/ft

D. *Drainback* = *Length of Supply Pipe* X *Volume of Liquid Per Lineal Foot of Pipe*  
 ft X  gal/ft =  Gallons

9. *Total Dosing Volume* = *Delivered Volume* plus *Drainback*

gal +  gal =  Gallons

10. *Minimum Alarm Volume* = *Depth of alarm* (2 or 3 inches) X *gallons per inch of tank*

in X  gal/in =  Gallons

**Volume of Liquid in Pipe**

Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

**DEMAND DOSE FLOAT SETTINGS**

11. Calculate *Float Separation Distance* using *Dosing Volume*.

*Total Dosing Volume* / *Gallons Per Inch*

gal ÷  gal/in =  Inches

12. Measuring from bottom of tank:

A. *Distance to set Pump Off Float* = Pump + block height + 2 inches

in +  in =  Inches

B. *Distance to set Pump On Float* = *Distance to Set Pump-Off Float* + *Float Separation Distance*

in +  in =  Inches

C. *Distance to set Alarm Float* = *Distance to set Pump-On Float* + *Alarm Depth* (2-3 inches)

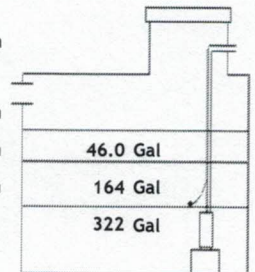
in +  in =  Inches

Inches for Dose:  in

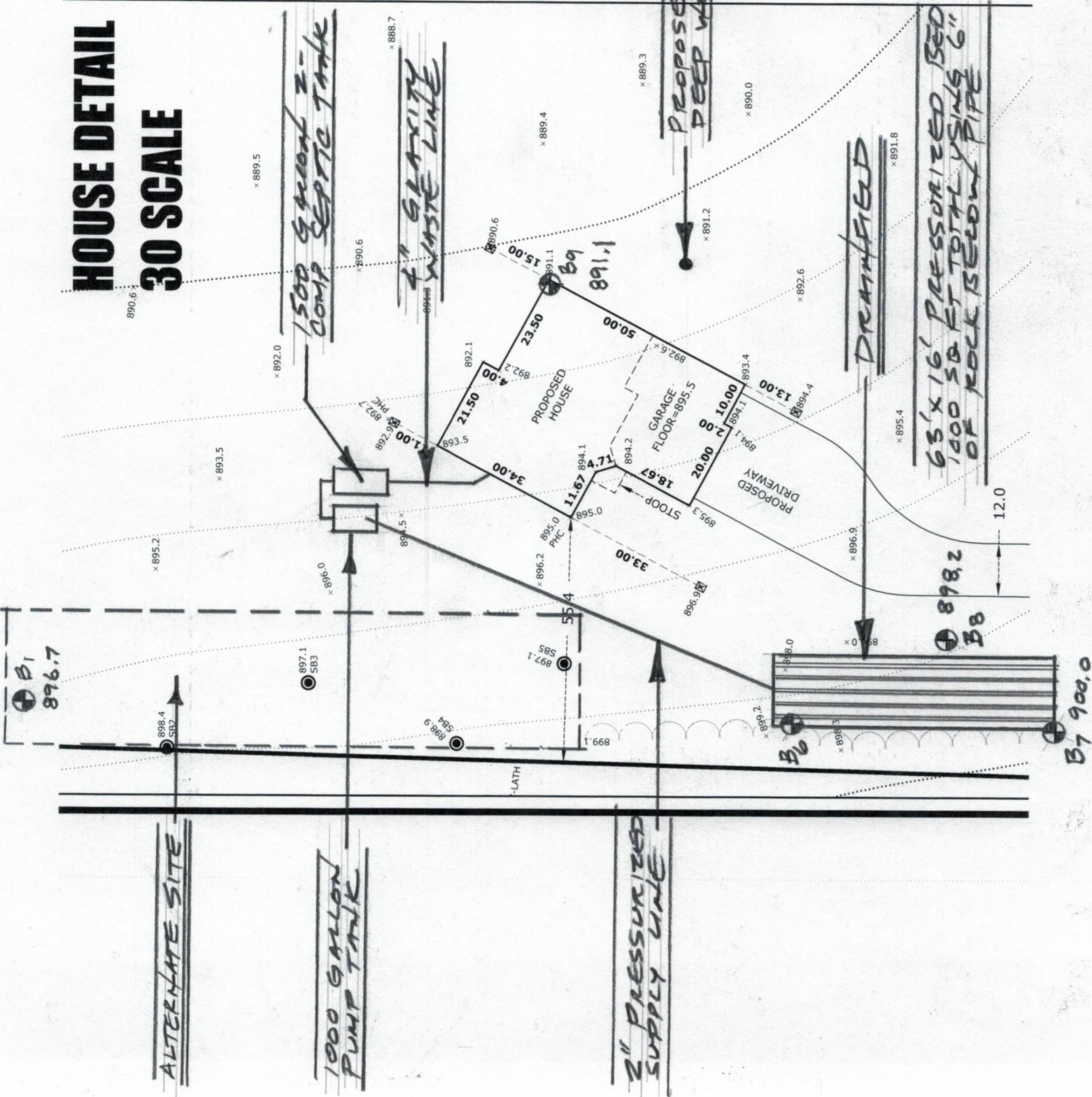
Alarm Depth  in

Pump On  in

Pump Off  in



# HOUSE DETAIL 30 SCALE





Property Owner/Client:

Project ID:  v 04.06.2017

Site Address:

Date:

Email Address:

Phone Number:

## 1. DESIGN FLOW, STRENGTH OF WASTE, AND TANKS

A. Design Flow:  Gallons Per Day (GPD) Number of Bedrooms (Residential):

Type of Wastewater:  Treatment Level:  *Select Treatment Level C for residential septic tank effluent*

Other Est. flow (select method and provide data):  Measured Flow:  GPD  Estimated Flow:  GPD

Other Est. waste strength (attach data or estimate basis): BOD:  mg/L TSS:  mg/L Oil&Grease:  mg/L

### B. Septic Tank Sizing

#### 1. Residential dwellings

Min Code Required Septic Tank Capacity:  Gallons, in  Tanks or Compartments

Recommended Septic Tank Capacity:  Gallons, in  Tanks or Compartments

#### 2. Other Establishments

Waste received by:

Min Code Required Septic Tank Capacity:  GPD X  =  Gallons, in  Tanks or Compartments

Designer Recommended Septic Tank Capacity:  Gallons, in  Tanks or Compartments

#### 3. Effluent Screen & Alarm (Y/N):

Manufacturer/Model:

### C. Holding Tanks Only: Minimum Capacity: Residential =400 gal/bedroom, Other Establishment = Design Flow x 5.0, Minimum size 1000 gallons

Minimum Code Required Capacity:  Gallons, in  Tanks Type of High Level Alarm:

Designer Recommended Capacity:  Gallons, in  Tanks

D. Pump Tank 1 Capacity (Code Minimum):  Gallons Pump Tank 2 Capacity (Code Minimum):  Gallons

Pump Tank 1 Capacity (Designer Rec):  Gallons Pump Tank 2 Capacity (Designer Rec):  Gallons

Pump 1  GPM Total Head  ft Pump 2  GPM Total Head  ft

Supply Pipe Dia.  in Dose Volume:  gal Supply Pipe Dia.  in Dose Volume:  gal

## 2. SYSTEM AND DISTRIBUTION TYPE

Soil Treatment Area Type:  Distribution Type:

Benchmark Reference Elevation:  ft Benchmark Location:

MPCA System Type:  Type of Distribution Media:  Drainfield Rock  Registered Treatment Media:

Type III/IV Details:

## 3. SITE EVALUATION SUMMARY:

A. Depth to Limiting Layer:  in  ft G. Soil Texture:

B. Elevation of Limiting Layer:

H. Soil Hyd. Loading Rate:  GPD/ft<sup>2</sup>

C. Loc. of Restrictive Elevation:  I. Perc Rate:  MPI

D. Minimum Required Separation:  in  ft J. Soil with >35% Rock Fragments Present?  Yes  No

E. Code Maximum Depth of System:  in If yes describe below: % rock and layer thickness, amount of soil credit and any additional information for addressing the rock fragments in this design.

F. Measured Land Slope:  %

Comments:



## 4. SOIL TREATMENT AREA DESIGN SUMMARY

### Trench Design Summary

Dispersal Area  ft<sup>2</sup>      Sidewall Depth  in      Trench Width  ft  
 Total Lineal Feet  ft      Number of Trenches       Code Maximum Trench Depth  in  
 Contour Loading Rate  ft      Min Trench Length  ft      Designer's Max Trench Depth  in

### Bed Design Summary

Absorption Area  ft<sup>2</sup>      Depth of sidewall  in      Code Maximum Bed Depth  in  
 Bed Width  ft      Bed Length  ft      Designer's Max Bed Depth  in

### Mound Design Summary

Absorption Bed Area  ft<sup>2</sup>      Bed Length  ft      Bed Width  ft  
 Absorption Width  ft      Clean Sand Lift  ft      Berm Width (0-1%)  ft  
 Upslope Berm Width  ft      Downslope Berm Width  ft      Endslope Berm Width  ft  
 Total System Length  ft      Total System Width  ft      Contour Loading Rate  gal/ft

### At-Grade Design Summary

Absorption Bed Width  ft      Absorption Bed Length  ft      System Finished Height  ft  
 Contour Loading Rate  gal/ft      Upslope Berm Width  ft      Downslope Berm Width  ft  
 Endslope Berm Width  ft      System Length  ft      System Width  ft

### Level & Equal Pressure Distribution Summary

No. of Perforated Laterals       Perforation Spacing  ft      Perforation Diameter  in  
 Lateral Diameter  in      Min. Delivered Volume  gal      Maximum Delivered Volume  gal

### Non-Level and Unequal Pressure Distribution Summary

	Elevation (ft)	Pipe Size (in)	Pipe Volume (gal/ft)	Pipe Length (ft)	Perforation Size (in)	Spacing (ft)	Spacing (in)
Lateral 1							
Lateral 2							
Lateral 3							
Lateral 4							
Lateral 5							
Lateral 6							

Minimum Delivered Volume  gal

Maximum Delivered Volume  gal

## 5. Additional Info for At-Risk, HSW or Type IV Design

### A. Calculate the organic loading

1. Organic Loading to Pretreatment Unit = Design Flow X Estimated BOD in mg/L in the effluent X 8.35 ÷ 1,000,000

gpd X  mg/L X 8.35 ÷ 1,000,000 =  lbs. BOD/day

2. Type of Pretreatment Unit Being Installed:

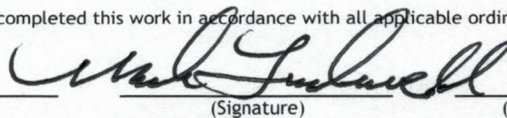
3. Calculate Soil Treatment System Organic Loading: BOD concentration after pretreatment ÷ Bottom Area = lbs./day/ft<sup>2</sup>

mg/L X 8.35 ÷ 1,000,000 ÷  ft<sup>2</sup> =  lbs./day/ft<sup>2</sup>

### Comments/Special Design Considerations:

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Mark Tradewell  
(Designer)

  
(Signature)

307  
(License #)

02/11/22  
(Date)



## Septic System Management Plan for Below Grade Systems

The goal of a septic system is to protect human health and the environment by properly treating wastewater before returning it to the environment. Your septic system is designed to kill harmful organisms and remove pollutants before the water is recycled back into our lakes, streams and groundwater.

This **management plan** will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic maintainer or service provider. However, it is **YOUR** responsibility to make sure all tasks get accomplished in a timely manner.

The University of Minnesota's *Septic System Owner's Guide* contains additional tips and recommendations designed to extend the effective life of your system and save you money over time.

*Proper septic system design, installation, operation and maintenance means safe and clean water!*

Property Owner	Josh Hunt	Email
Property Address	XXXX Green Valley Road NW	Property ID
System Designer	Mark Tradewell	Contact Info (763) 286-9095
System Installer		Contact Info
Service Provider/Maintainer		Contact Info
Permitting Authority	City of Ramsey	Contact Info (763) 433-9850
Permit #		Date Inspected

Keep this Management Plan with your Septic System Owner's Guide. The Septic System Owner's Guide includes a folder to hold maintenance records including pumping, inspection and evaluation reports. Ask your septic professional to also:

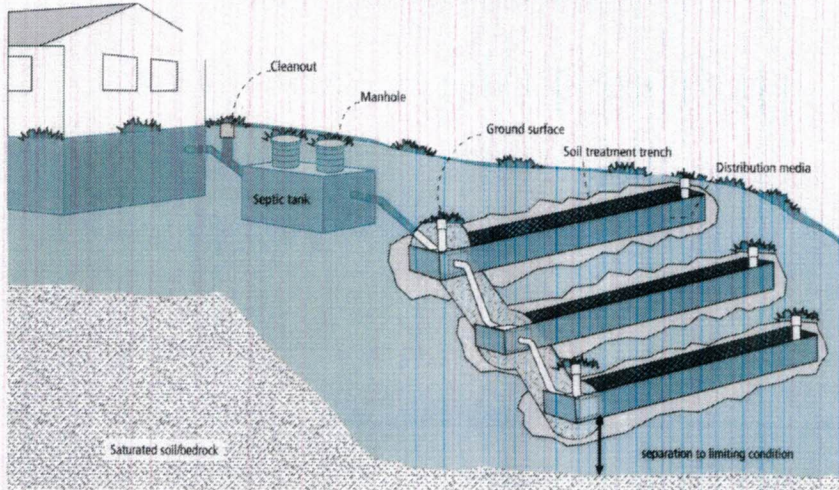
- Attach permit information, designer drawings and as-built of your system, if they are available.
- Keep copies of all pumping records and other maintenance and repair invoices with this document.
- Review this document with your maintenance professional at each visit; discuss any changes in product use, activities, or water-use appliances.

For a copy of the *Septic System Owner's Guide*, visit [www.bookstores.umn.edu](http://www.bookstores.umn.edu) and search for the word "septic" or call 800-322-8642.

**For more information see <http://septic.umn.edu>**



Your Septic System



Septic System Specifics	
System Type: <input checked="" type="radio"/> I <input type="radio"/> II <input type="radio"/> III <input type="radio"/> IV* <input type="radio"/> V* (Based on MN Rules Chapter 7080.2200 – 2400) *Additional Management Plan required	<input type="checkbox"/> System is subject to operating permit* <input type="checkbox"/> System uses UV disinfection unit* Type of advanced treatment unit _____

Dwelling Type	Well Construction
Number of bedrooms: <u>4</u> System capacity/ design flow (gpd): <u>600</u> Average daily flow (gpd): <u>360</u> Comments _____ Business? <input type="radio"/> Y <input checked="" type="radio"/> N What type? _____	Well depth (ft): _____ <input type="checkbox"/> Cased well Casing depth: ?? <input type="checkbox"/> Other (specify): _____ Distance from septic (ft): <u>50'+</u> Is the well on the design drawing? <input checked="" type="radio"/> Y <input type="radio"/> N

Septic Tank	
<input type="checkbox"/> First tank Tank volume: <u>1500</u> gallons Does tank have two compartments? <input checked="" type="radio"/> Y <input type="radio"/> N <input type="checkbox"/> Second tank Tank volume: _____ gallons <input type="checkbox"/> Tank is constructed of <u>Precast Concrete</u> <input type="checkbox"/> Effluent screen: <input type="radio"/> Y <input checked="" type="radio"/> N Alarm <input type="radio"/> Y <input checked="" type="radio"/> N	<input type="checkbox"/> Pump tank (if one) <u>1000</u> gallons <input type="checkbox"/> Effluent pump make/model: <u>Gould PE51</u> Pump capacity <u>44</u> GPM TDH <u>21</u> Feet of head <input type="checkbox"/> Alarm <input checked="" type="radio"/> Y <input type="radio"/> N Location <u>Post</u>

Soil Treatment Area (STA)	
Trenches: _____ total lineal feet Number of trenches: _____ at _____ feet each STA size (width x length): <u>63</u> ft x <u>16</u> ft Location of additional STA: <u>Adjacent</u> Type of distribution media: <u>Rock</u>	<input type="checkbox"/> Gravity distribution <input checked="" type="checkbox"/> Pressure distribution <input type="checkbox"/> Inspection ports <input type="checkbox"/> Cleanouts <input type="checkbox"/> Additional STA not available <input type="checkbox"/> Surface water diversions

Commissioner \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-066**

**A RESOLUTION APPROVING THE ISSUANCE OF A VARIANCE TO CITY SERVICES AND DECLARING TERMS OF SAME**

**RECITALS**

1. Josh Hunt, hereinafter referred to as the “**Permittee**”, has properly applied for a Variance to city services with the intention of constructing a single-family dwelling (the “**Building**”) on a private septic and well system (the “**System**”) on the property legally described as follows:

THE SW1/4 OF NE1/4 OF SEC 3 TWP 32 RGE 25, EX RD, SUBJ TO EASE OF REC, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Permittee** appeared before the Planning Commission for a public hearing pursuant to Section 117-53 of the Ramsey City Code on March 24, 2022 and that the public hearing was properly advertised.
3. That the **Subject Property** is zoned R-1 Residential (MUSA) and is approximately 39.94 acres in size.
4. That the surrounding parcels to the west are zoned R-1 Residential (Rural Developing), properties to the north and east are zoned R-1 Residential (MUSA), and properties to the south of the **Subject Property** are zoned R-1 Residential (MUSA) and R-2 Residential.
5. That the surrounding parcels range in size from about 3.13 acres to 40.22 acres.
6. That the **Permittee** is proposing dimensions of approximately forty feet wide and fifty feet deep (40’ x 50’) for the proposed **Building**.
7. That the **Permittee** is proposing to construct the proposed **Building** at the southwest area of the parcel.
8. That residential dwellings are a permitted use in the R-1 Residential (MUSA) zoning district.
9. That surrounding properties of the **Subject Property** are on private wells and septic systems.
10. That the proposed **System** is located northwest of the proposed **Building**.

**RESOLUTION #22-066**

**Page 1 of 5**

## FINDINGS OF FACT

1. That the location of the **System** will not impair an adequate supply of light and air to adjacent property.
2. That the location of the **System** will not unreasonably increase the congestion on the public street.
3. That the location of the **System** will not have the effect of allowing any use prohibited in the R-1 Residential (MUSA) District.
4. That the location of the **System** will not permit a lesser degree of public health, safety, and general welfare protection than established by Chapter 117 of the Ramsey City Code or permit standards which are lower than those required by state law.
5. That the location of the **System** will not increase the danger of fire or endanger the public safety.
6. That the location of the **System** will not unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of Chapter 117 of the Ramsey City Code.
7. That the location of the **System** will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and such use will not change the essential character of the area.
8. That the location of the **System** will not violate the intent and purpose of the Comprehensive Plan.
9. That the location of the **System** will be in accordance with the objectives of the intent of Section 117-53 (Variances) of the Ramsey City Code.

## NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

That the Ramsey Planning Commission hereby grants approval of a variance (the “**Variance**”) to city services with a well and septic system (the “**System**”) for the construction of a single-family dwelling (the “**Building**”) on the **Subject Property** contingent upon the following conditions:

## CONDITIONS

1. That there shall be no other improvements constructed on the **Subject Property**, unless in full accordance with City Code.
2. That the **Permittee** shall construct the **Building** in accordance with all other provisions of City Code Sections 117-111 (R-1 Residential).

3. That the **Permittee** agrees to construct the **Building** in the location shown in **Exhibit 1**.
4. That this **Variance** shall be perpetual in duration as long as the terms are herein complied with.
5. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Variance**.
6. That the **Permittee** shall obtain all necessary permits prior to commencing any construction of the **Building**, including a Building Permit.
7. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.
8. That this **Variance** shall automatically expire if the use is not initiated by March 24, 2023, and issuance of the Building Permit for the **Building** shall constitute initiation.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey Planning Commission this the 24<sup>th</sup> day of March, 2022.

**CITY OF RAMSEY**

By: \_\_\_\_\_  
Planning Commission Chair

By: \_\_\_\_\_  
City Clerk

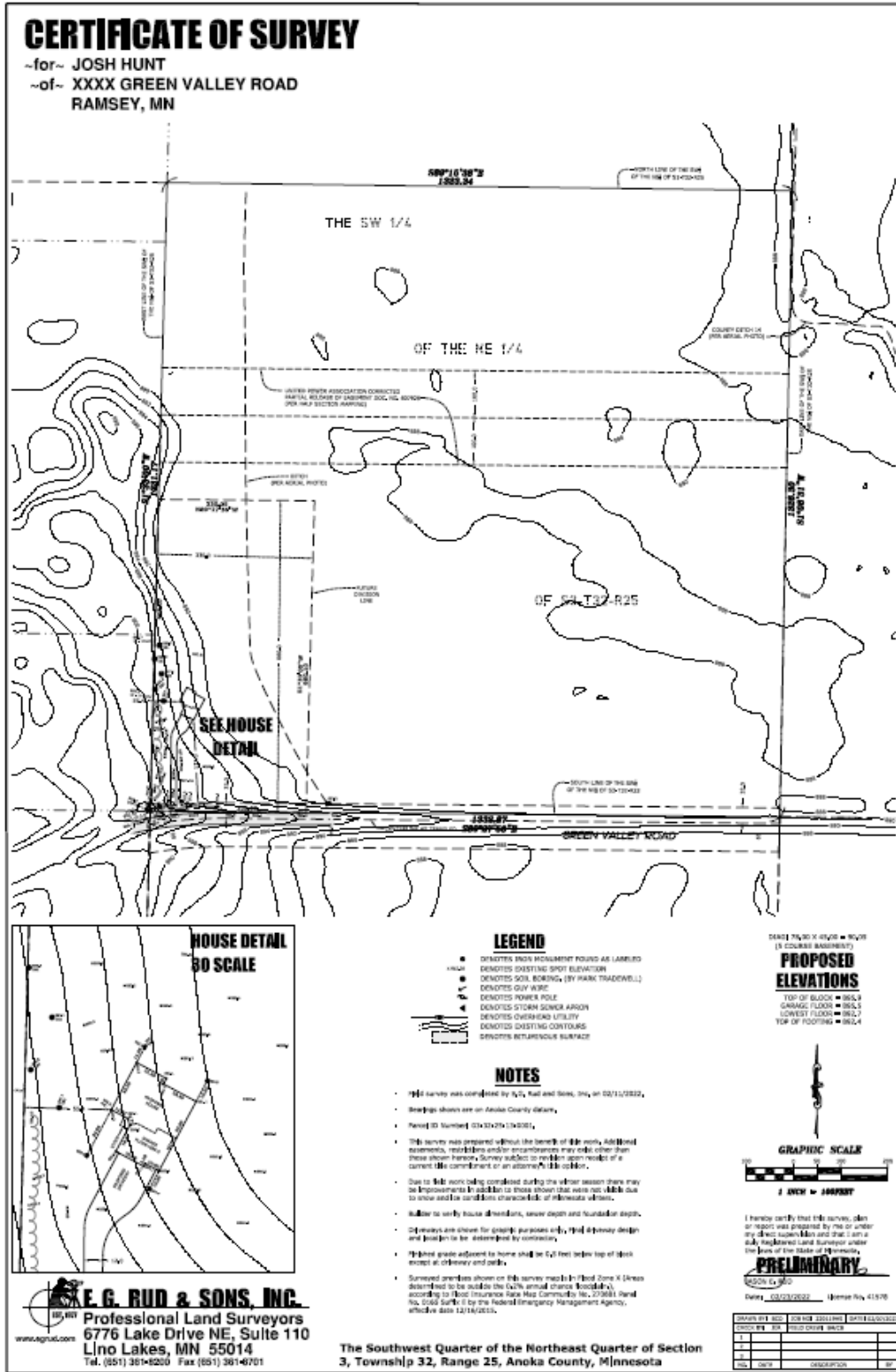
STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA        )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me a Notary Public personally appeared Randy Bauer and Colleen Lasher, to me personally known, who, being each by me duly sworn, did say that they are respectively the Planning Commission Chairperson and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Randy Bauer and Colleen Lasher acknowledge said instrument to be the free act and deed of said Municipal Corporation.

\_\_\_\_\_  
Notary Public

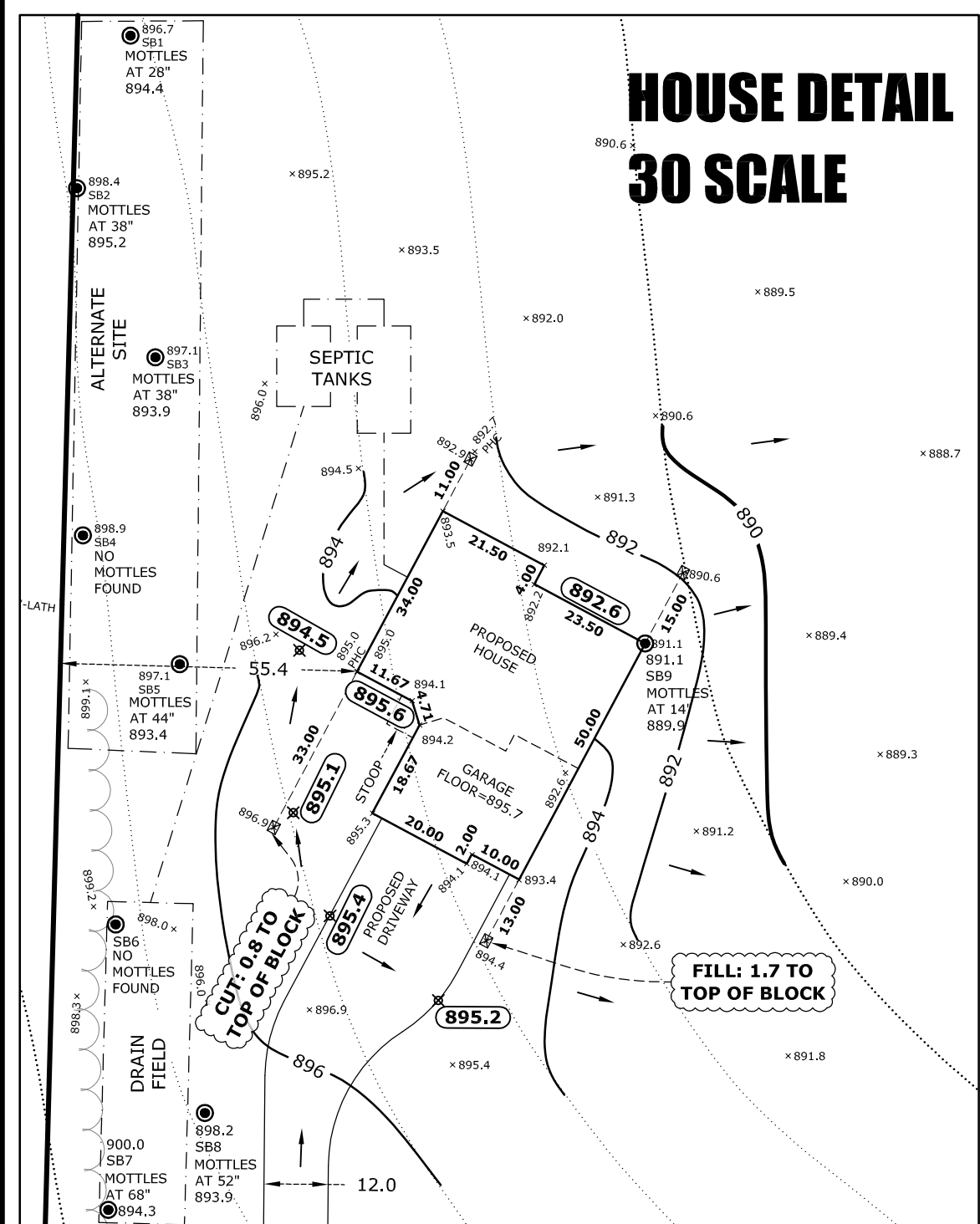
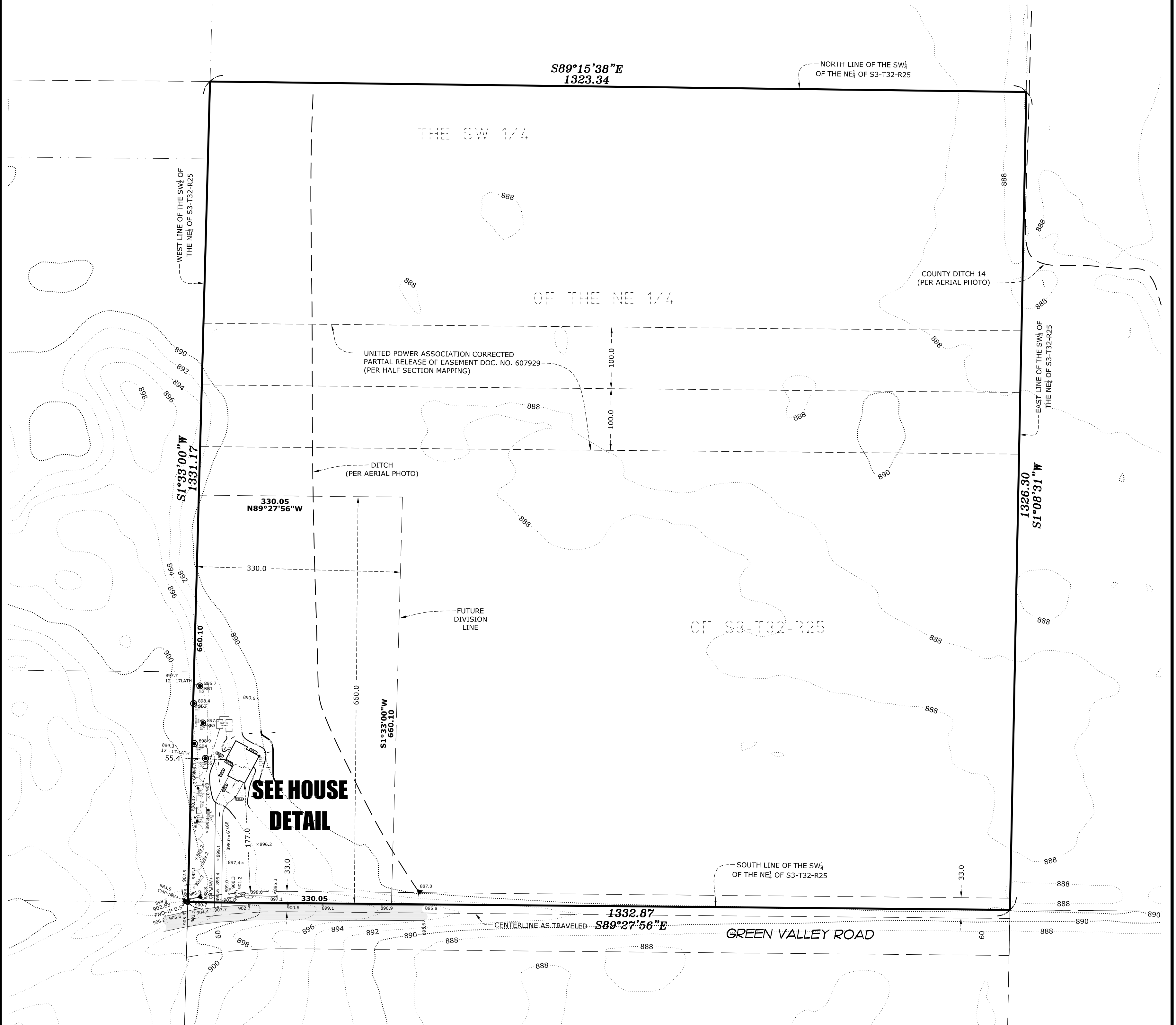
This document drafted by:  
The City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

# Exhibit 1 Certificate of Survey



# CERTIFICATE OF SURVEY

~for~ JOSH HUNT  
 ~of~ XXXX GREEN VALLEY ROAD  
 RAMSEY, MN



## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- X 952.36 DENOTES EXISTING SPOT ELEVATION
- ⊙ DENOTES SOIL BORING. (BY MARK TRADEWELL)
- DENOTES GUY WIRE
- DENOTES POWER POLE
- ▲ DENOTES STORM SEWER APRON
- DENOTES OVERHEAD UTILITY
- DENOTES EXISTING CONTOURS
- DENOTES BITUMINOUS SURFACE

## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 02/11/2022.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 03-32-25-13-0001.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters.
- Builder to verify house dimensions, sewer depth and foundation depth.
- Driveways are shown for graphic purposes only. Final driveway design and location to be determined by contractor.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community No. 270681 Panel No. 0165 Suffix E by the Federal Emergency Management Agency, effective date 12/16/2015.

DIAG: 78.00 X 45.00 = 90.05  
 (5 COURSE WALKOUT BASEMENT)

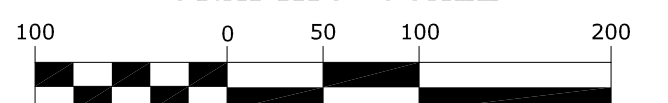
## PROPOSED ELEVATIONS

TOP OF BLOCK = 896.1  
 GARAGE FLOOR = 895.7  
 LOWEST FLOOR = 892.9  
 TOP OF FOOTING = 892.6

(HOUSE BORING, MOTTLES=889.9)



GRAPHIC SCALE



1 INCH = 100 FEET

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Jason E. Rud*  
 JASON E. RUD

Date: 03/15/2022 License No. 41578

NO.	DATE	DESCRIPTION	BY
1	03/15/22	ADD BORINGS	BCD
2			
3			

**E. G. RUD & SONS, INC.**  
 EST. 1977  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

The Southwest Quarter of the Northeast Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota

**Regular Planning Commission**

6. 2.

**Meeting Date:** 03/24/2022

**By:** Brian McCann, Community  
Development

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**Information**

**Title:**

PUBLIC HEARING: Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of Mabel LLC

**Purpose/Background:**

The purpose of this case is to consider an application for a Home Occupation Permit for a concession company at 7230 175th Ave NW (the "Subject Property"), including the outdoor storage of vehicles. Carmen Schmitz, Amy Schmitz, and Jake Hoffman (the "Applicants") of Mabel LLC (the "Occupation") have properly applied for the Home Occupation Permit (HOP) and are requesting approval of their business proposal.

**Notification:**

Notifications of this proposal were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property, as reflected by Anoka County Property Records. A notice was also published in the Anoka UnionHerald, the City's Official newspaper.

**Observations/Alternatives:**

**General**

The Subject property is located at 7230 175th Avenue NW. The Subject Property is zoned R-1 Residential (MUSA) and is approximately 12.39 acres in size. Abutting properties to the east, south, and west are also zoned R-1 Residential (MUSA), but properties to the north across 175th Ave are zoned R-1 Residential (Rural Developing). This property is in close proximity to the North Brook Meadows and Trott Brook Crossing developments.

**Summary of Request**

The Applicant is seeking permission to use the Subject Property as a base for their concession company. Plans for business operations would include:

- Storage of several vehicles and pieces of equipment including:
  - Camper (26 feet in length)
  - Concession trailer (21 feet in length)
  - Supply truck (20 feet in length)
  - Food truck (26 feet in length)
  - Pickup truck (20 feet in length)
- Storage of business supplies and concessions
- Utilize one (1) nonresident employee
- Expansion of the current accessory structure with the purpose of vehicle, equipment, concessions, and materials storage indoors

The Applicants would store the vehicles, equipment, materials, and concessions in the detached accessory structure to be brought to future events for vending services. This would result in a single round trip throughout the week, during weeks when they have scheduled vending events.

The business typically operates during the summer, running from May through September, as this is the busy season for this type of business. Deliveries could occur once per week at the most, but likely once every few weeks, in a standard courier sized vehicle. Occasionally, they do take the supply truck to pick up food orders as well which could involve another round trip. The concessions will be prepared and loaded into the vehicles prior to

departing the property.

**Level II Required:**

Although their proposal does not exceed the standards of the administrative permit by many categories, Staff believed the Level II HOP was required based on the following criteria received in their questionnaire outlining their proposal:

- Use of more than one (1) commercial vehicle. The Applicant listed five (5) vehicles related to the business in their proposal.
- Large quantity and frequent food delivery services are not typical of a residential neighborhood

**Alternatives:**

Alternative 1: Recommend the City Council approve the Home Occupation Permit (HOP) as presented. Most, if not all, of the vehicles and storage would be concealed within the accessory structure with few round trips throughout the week. Staff supports this alternative.

Alternative 2: Recommend the City Council approve the Home Occupation Permit (HOP) with additional conditions. Staff would be supportive of this alternative if specific conditions need to be applied based on discussion.

Alternative 3: Recommend the City Council deny the proposed Home Occupation Permit. Staff does not recommend this alternative.

**Funding Source:**

The Applicant is responsible for all costs related to this request.

**Recommendation:**

Staff recommends approving the Home Occupation Permit.

**Action:**

Motion to recommend that the City Council adopt Resolution #22-067 approving a Home Occupation Permit for a concession business at 7230 175th Avenue NW.

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**Attachments**

Land Use Application

Site Location Map

Public Hearing Notice

Applicant Narrative

HOP Questionnaire

Applicant Drawings

Resolution #22-067

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**Form Review**

**Inbox**

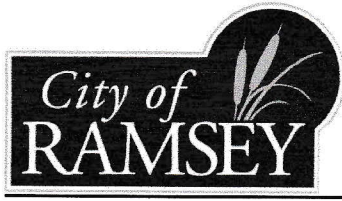
Chris Anderson  
Brian Hagen  
Brian McCann (Originator)  
Form Started By: Brian McCann  
Final Approval Date: 03/18/2022

**Reviewed By**

Chris Anderson  
Brian Hagen  
Brian McCann

**Date**

03/17/2022 11:51 AM  
03/18/2022 10:11 AM  
03/18/2022 10:18 AM  
Started On: 03/11/2022 03:11 PM



## Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

### Applicant Contact Information

*Please note: All official communication will be routed through this contact.*

Name:	CARMEN SCHMITZ/AMY SCHMITZ/JAKE HOFFMAN		
Street Address:	3895 86TH LANE NE		
City, State, ZIP:	CIRCLE PINES, MN 55014		
Home Phone:	612-889-2361	Work Phone:	
Email:	CKSCHMITZ@HOTMAIL.COM	Fax Number:	
Name of Business (if applicable):	<b>MABEL LLC</b>		
Business Address (if applicable)	PO BOX 545		
Business City, State, ZIP	CIRCLE PINES, MN 55014		
Business Phone:	612-889-2361	Business Fax:	

### Subject Property Information

*(Location of Application)*

Address	7230 175TH AVE NW
PIN	04-32-25-44-0010
Legal Description	THE EAST 410 FT OF SE1/4 OF SE 1/4 OF SEC 4 TWP 32 RGE 25, EX RD, SUBJ TO EASE OF REC
Zoning District	201-1a RESIDENTIAL SINGLE

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

## Property Owner Information

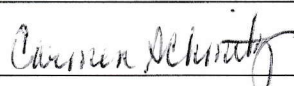
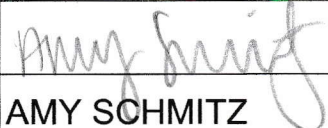
*(If different than Applicant)*

Name:	JAKE HOFFMAN AND AMY SCHMITZ		
Street Address:	7230 175TH AVE NW		
City, State, ZIP:	RAMSEY, MN 55303		
Home Phone:	612-636-6431	Work Phone:	
Email:	AMY.SCHMITZ@STTHOMAS.EDU	Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan

<p><b>WE CURRENTLY OWN AND OPERATE A CONCESSION BUSINESS, MABEL LLC. WE ARE PLANNING TO STORE THE EQUIPMENT ON SITE. WE OPERATE THE BUSINESS SEASONALLY FROM MAY TO OCTOBER. THE EQUIPMENT IS THEN PUT INTO STORAGE FOR THE WINTER MONTHS. CURRENTLY WE HAVE 1-TRAILER, 1-FOOD TRUCK, 1-SUPPLY TRUCK, A DODGE PICK UP TO TOW THE TRAILER, AND A CAMPER. OUR INTENTION IS TO BUILD A POLE BARN TO HOUSE THE EQUIPMENT. THE POLE BARN WOULD BE APPROX 60X100.</b></p>	

***A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.***

Applicant Signature		Co-Applicant Signature	
Printed Name	CARMEN SCHMITZ	Printed Name	AMY SCHMITZ
Title	OWNER/MABEL LLC	Title	OWNER/MABEL LLC
Date	2/22/2022	Date	2/22/2022

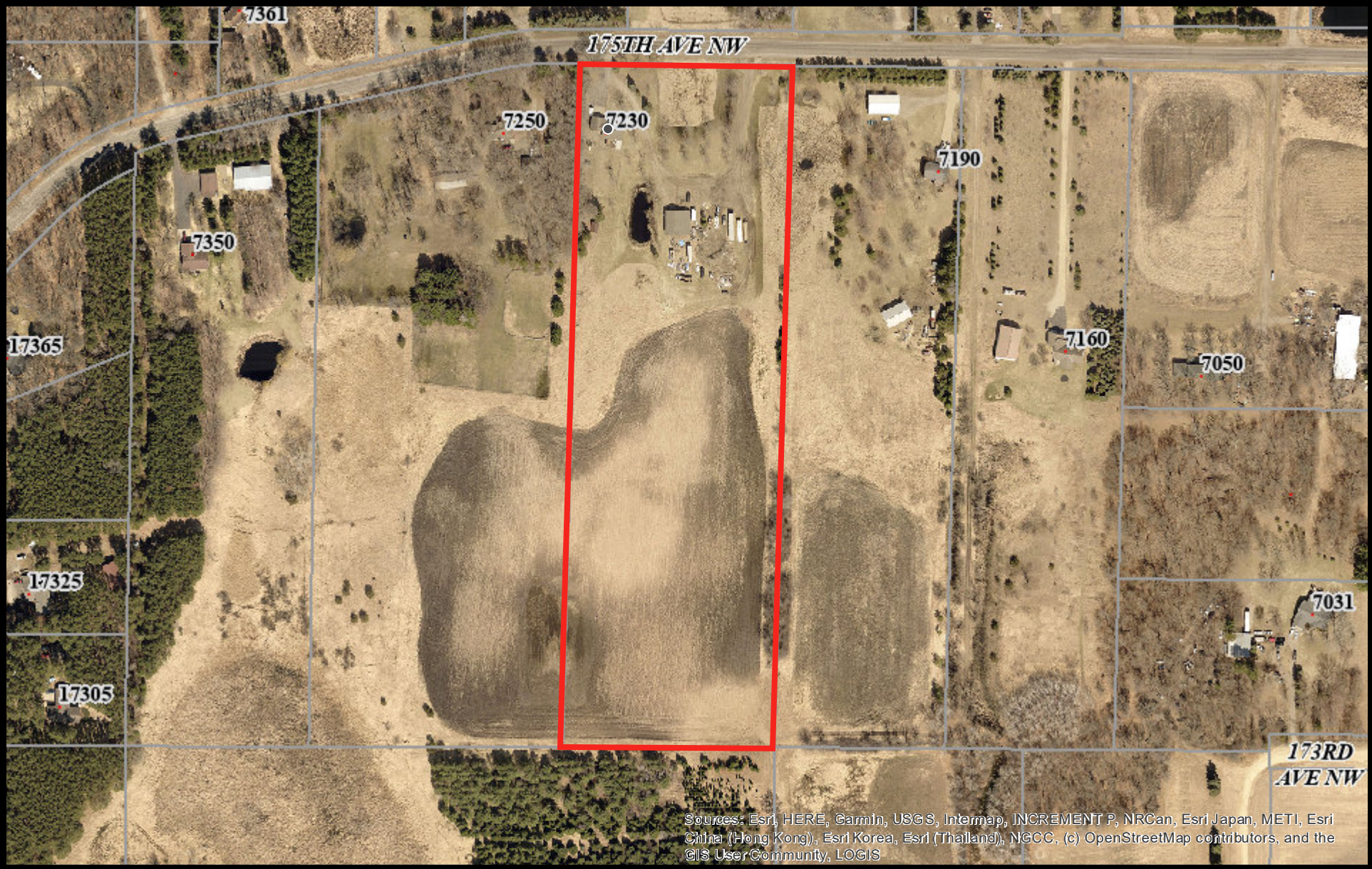
I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	AMY SCHMITZ	Printed Name	JAKE HOFFMAN
Title	PROPERTY OWNER/MABEL LLC OWNER	Title	PROOPERTY OWNER/MABEL LLC OWNER
Date	2/22/2022	Date	2/22/2022

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

# 7230 175th Ave NW

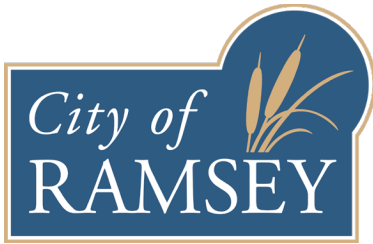
PID #: 04-32-25-44-0010



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NCCO, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

Print Date: March 8, 2022

00.0175035 0.07 0.105 0.14 mi



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

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**NOTICE OF PUBLIC HEARING  
PROJECT #22-112 – MABEL LLC HOP**

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

**TO WHOM IT MAY CONCERN:**

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, March 24, 2022, at 7:00 pm.

The purpose of the hearing is to consider a request for a Home Occupational Permit (HOP) to allow on-site storage and equipment in an accessory structure related to a concession business on the property generally known as 7230 175<sup>th</sup> Ave NW and legally described as follows:

THE EAST 410 FT OF SE1/4 OF SE 1/4 OF SEC 4 TWP 32 RGE 25, EX RD,  
SUBJ TO EASE OF REC, Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann 763-433-9860 by noon on Wednesday, March 16, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on March 24, 2022.

Brian McCann  
City Planner

Date: March 10, 2022

Schmitz/Hoffman Business Information

My mother, myself, and my partner own a mobile food concession business called MABEL LLC which includes two mobile food units: Taco Palace (trailer) and a newly purchased, but not currently in service food truck. We are hoping to discuss the possibility of building a larger accessory building at 7230 175<sup>th</sup> Avenue, Ramsey, Minnesota 55303.

Considering the business is mobile, typical business operations such as customers on site, employees utilizing the lot for parking, etc. are not conducted at the business housing site. Our business season typically begins in May (earliest) and ends in September/early October (latest). Typically, we bring the trailer to events on Thursdays or early Friday mornings and do not return until Sunday evenings. The vehicles will traditionally be housed on the property from Monday to Wednesday/Thursday and are assumed to be parked indoors in the proposed structure. As of now, the business owns a camper (used two to three times per season for especially far events such as Brainerd Nationals or Hay Days in North Branch), Dodge Ram (tows the taco trailer), the currently non-operating food truck (the taco trailer) and a supply truck. There is a possibility that the supply truck may come back to the property during the weekend, but this is unlikely. Otherwise, vehicles will be leaving and returning once per week.

The proposed structure is simply to house all vehicles related to the business.

Deliveries to the property could occur as frequently as once per week. However, based on previous seasons, deliveries are typically made every two to three weeks. Deliveries are made to the property in a UPS-sized vehicle. The delivery vehicle will not be larger than this. We can and do take the supply truck to pick up our food orders also which would be 1-2 times per week.

We do not have employees coming to the site. We do not sell anything from the site. We will, however, prep the food and load the trailer and food truck for sales off site. Carmen Schmitz is the owner of MABEL LLC, but not the property owner. Carmen will be on site to prep, load, clean and move the equipment to the weekend event. Only family will be onsite.

Hours of operation are not an issue as nothing is being sold there.

Should you have any further questions, please reach us by email.

Regards,

Carmen Schmitz      ckschmitz@hotmail.com      612-889-2361

Amy Schmitz      amy.schmitz@stthomas.edu

Jake Hoffman

Address: 7230 175th Ave

### Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes  -or- No

Does the home occupation owner rent or own the property? Yes  -or- No

Will any part of the occupation be conducted in the home? Yes  -or- No

If so, what activities will be conducted in the home and in which room(s)?


What is the gross living area of the home? \_\_\_\_\_

How much of that area will be used for the occupation? \_\_\_\_\_

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes (  ) -or- No (  )

If so, explain:

<i>Pole building to be constructed.</i>

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes  -or- No

Will any structural additions or alterations to home or garages be required for this occupation? Yes  -or- No

If so, explain:

<i>Construct a pole barn, no alterations to home or</i>
<i>attached garage</i>

Will you employ persons that do not live in the home on the property? Yes  -or- No

If yes, how many non-resident employees will work on the site? 1

How many non-resident employees will work off-site? \_\_\_\_\_

Will it be necessary employees working off-site to come to the home? Very occasionally

If so, explain:

DINNER OF THE BUSINESS TO TOW & MOVE EQUIPMENT  
+ FOOD PREP.

Will customers or clients come to the property? Yes  -or- No

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? (this includes employees, customers, deliveries, etc.)?

2

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes () -or- No ()

If so, provide number, size and type of vehicles:

Camper (26 FT) Concession trailer (21 FT) Supply Truck (20 FT)  
Food Truck (26 FT) Pickup Truck (20 FT)

Do you intend to store supplies and/or materials on the site? Yes  -or- No

Please describe items to be stored and where?

Property currently has detached double garage -  
Freezers, supplies to be stored in garage.

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes  -or- No

If so, explain and/or provide necessary documents.

\_\_\_\_\_  
\_\_\_\_\_

Homeowner's Name: Amy Schmitz

Date: 2/11/22

Homeowner's Signature: Amy Schmitz

Email: ckschmitz@hotmail.com

Phone: 612-889-2361

CARMEN SCHMITZ

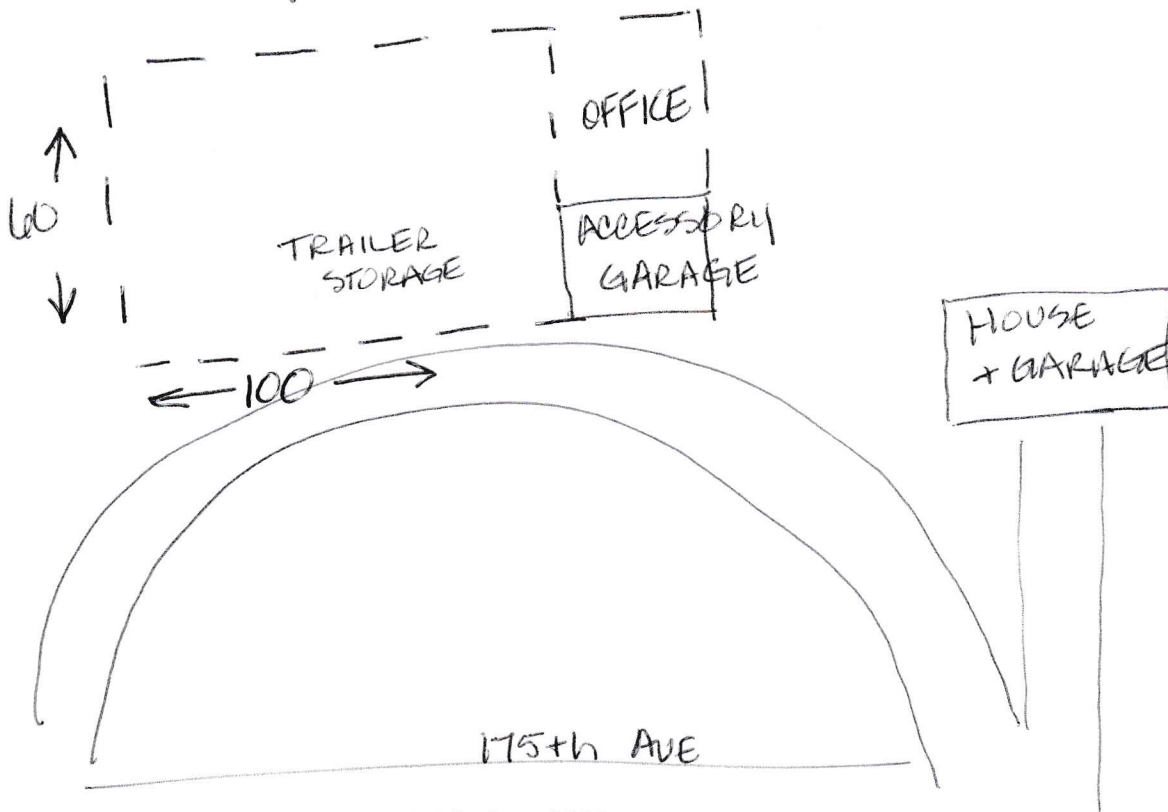
Brief Description of Home Occupation:

7230 175th Ave.

Amy Schmitz + Jake Hoffman are in the process of purchasing the property

Amy, Jake + Carmen Schmitz are owners of MABEL LLC, a food concession business.

The trailers will be stored on the property and brought to events for vending.





EXISTING DETACHED GARAGE



# Anoka County Parcel Viewer

**Parcel Information:**

04-32-25-44-0010  
7230 175TH AVE NW  
RAMSEY  
MN 55303  
Plat:

Approx. Acres: 12.39

Commissioner: MATT LOOK

**Owner Information:**

# Anoka County Parcel Viewer



**Parcel Information:**

04-32-25-44-0010  
7230 175TH AVE NW  
RAMSEY  
MN 55303  
Plat:

Approx. Acres: 12.39  
Commissioner: MATT LOOK

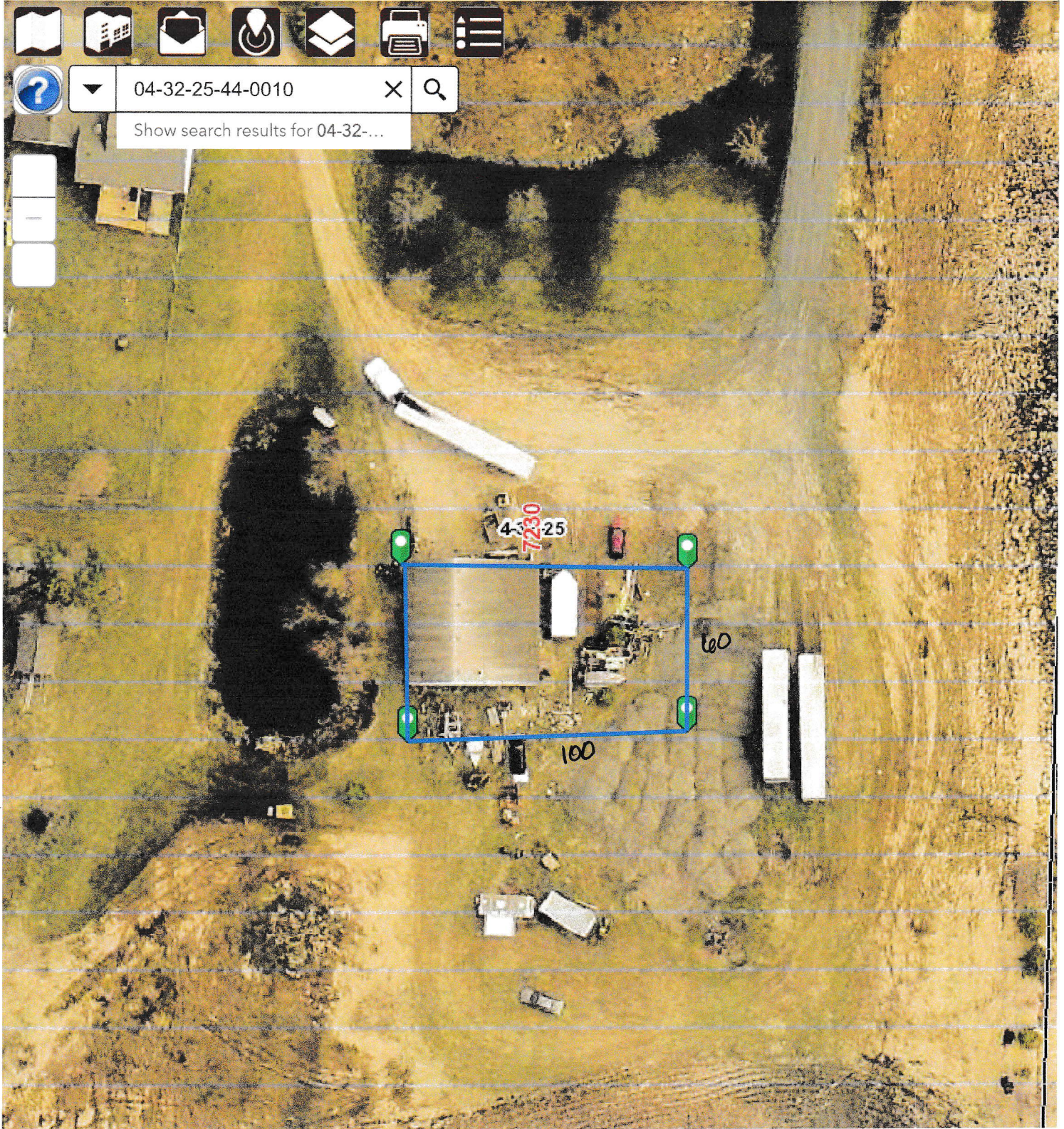
**Owner Information:**





04-32-25-44-0010 X Q

Show search results for 04-32-...



60ft

452,766.736 191,989.749 Feet

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-067**

**A RESOLUTION APPROVING A HOME OCCUPATION PERMIT  
TO OPERATE A CONCESSION BUSINESS ON THE PROPERTY LOCATED AT 7230 175<sup>TH</sup>  
AVENUE NW AND DECLARING TERMS OF PERMIT**

**WHEREAS**, Carmen Schmitz, Amy Schmitz, and Jake Hoffman, hereinafter referred to as the “**Applicants**”, have properly applied for a Home Occupation Permit to operate a concession business on the property located at 7230 175<sup>th</sup> Avenue NW and legally described as follows:

THE E 410 FT OF SE1/4 OF SE1/4 OF SEC 4 TWP 32 RGE 25, EX RD, SUBJ TO EASE  
OF REC, Anoka County, Minnesota

(the “**Subject Property**”); and

**WHEREAS**, the **Subject Property** is zoned R-1 Residential (MUSA) and the surrounding parcels are zoned R-1 Residential (Rural Developing) and R-1 (MUSA); and

**WHEREAS**, the **Subject Property** is approximately 12.39 acres and is surrounded by lots of similar size; and

**WHEREAS**, the **Subject Property** is guided for Low Density Residential in the City’s Future Land Use Map; and

**WHEREAS**, the **Applicants** submitted a completed Home Occupation Permit Questionnaire and a completed application for a Level II Home Occupation Permit to operate a concession business (the “**Home Occupation**”) on the **Subject Property** on March 7, 2022; and

**WHEREAS**, the **Applicants** own the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**; and

**WHEREAS**, the **Home Occupation** is proposed to be based out of the accessory structure onsite with a proposed future expansion to house vehicles, equipment, and materials for the business;

**WHEREAS**, That the Applicant has stated there will be at least 400 square feet of garage space reserved for indoor residential parking and storage in an attached garage related to residential use on the **Subject Property**, as established in City Code Section 117-351 (Home Occupation). The proposed detached 6,000 square foot garage will be used for storage, food preparation, and loading related to the **Home Occupation**. The proposed 6.000 square feet is the maximum allowed accessory structure space for the **Subject Property**; and

**WHEREAS**, there are no business signs at the **Subject Property**, and the Applicants do not plan to utilize signage for the **Home Occupation**; and

**WHEREAS**, the **Applicants** have stated there will be no more than one (1) employee coming to the **Subject Property** per week. The employee would park on the **Subject Property** in accordance with City Code Section 117-355; and

**WHERAS**, the **Applicants** have proposed to store five (5) vehicles onsite related to the business including a camper, concession trailer, supply truck, food truck, and a pickup truck. All vehicles are proposed to be stored inside or on an allowed parking surface. Employee vehicles parked at the **Subject Property** are not included in this proposal; and

**WHERAS**, the **Home Occupation** does not involve operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the **Subject Property** but does involve operating the business via phone and email in an office inside the home. Customers do not come to the **Subject Property**; and

**WHERAS**, the **Applicants** have not proposed business hours for their **Home Occupation**; and

**WHERAS**, the City finds the **Home Occupation** operates beyond the parameters of general and administrative home occupation permit requirements (City Code Section 117-351) and therefore requires Planning Commission and City Council review and approval; and

**WHERAS**, the Planning Commission met and held a duly noticed public hearing on March 24, 2022 during their regularly scheduled meeting and recommended **approval/denial** of the **Home Occupation**.

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

That the request for a Home Occupation Permit for the operation of Mabel LLC on the **Subject Property** is hereby approved pursuant to Sections 117-51 and 117-351 of the Ramsey City Code with the following conditions:

1. That this agreement shall permit the operation of a concession business (the “**Home Occupation**”) on the **Subject Property** consisting in entirety of:
  - a. Onsite storage of vehicles devoted to the **Home Occupation** with one (1) vehicle maximum stored outside;
  - b. Storage of business supplies and concessions;
  - c. Utilize one (1) nonresident employee; and
  - d. Expansion of the current accessory structure with the purpose of vehicle, equipment, concessions, and materials storage indoors.
2. That customers never visit the **Subject Property**.
3. That all outdoor vehicles and equipment shall be placed on appropriate parking surfaces at all times on the **Subject Property**.
4. That the Permittee agrees there will be no exterior evidence of the Home Occupation permitted on the **Subject Property** unless in compliance with Chapter 117-351 (Home Occupations) of City Code except for one (1) vehicle at a single time, unless vehicles are transferring to other locations related to the **Home Occupation**.

5. That the **Applicants** are responsible to verify and ensure that the structure(s) is compliant with all applicable state and local codes.
6. That should the Permittee die or should the **Subject Property** be sold, the Permit shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the **Home Occupation**, written notice to that effect shall be given to the Zoning Administrator may authorize continuation of the Permit without further hearing.
7. The Permittee shall reside on the Subject Property; if the Permittee does not reside on the Subject Property, the Permit shall be automatically terminated.
8. That the Permittee agrees that if the operation expands, they will notify the City of Ramsey and reapply for a Permit.
9. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the Permittee.
10. The Permittee shall be responsible for obtaining and having in full force and effect all applicable State, County and City licenses. This includes a Business License with the City, registering with the State of Minnesota. The permit will not be issued until all required permits/licenses are received.
11. The Permittee shall be responsible for all costs incurred in the administration and enforcement of this Permit.
12. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request to the Permittee.
13. That the allowed hours of operation are [redacted]:00 a.m. to [redacted]:00 p.m., Monday through Friday barring any inclement weather or holidays. If holiday or weather changes the regular schedule, the Permittee may shift hours of operation to Saturday or Sunday; weekend hours of operation are [redacted]:00 a.m. to [redacted]:00 p.m. and pursuant to limit of five (5) total workdays per week. The Permittee may not expand the hours of operation on any day without express consent from the City. The Permittee is limited to five (5) total workdays per week.
14. That this Permit does not authorize a future homeowner of the **Subject Property** from utilizing the detached accessory building for a home-based business.
15. That there shall be no outdoor storage at any time related to the home occupation besides one vehicle associated with the use.
16. That the salvage of inoperable commercial vehicles for purposes of parts for other operable commercial vehicles is not a permitted use within the District and is declared a public nuisance.
17. That the use shall not cause any other nuisance violations or City Code violations, and the **Subject Property** must remain in compliance with off-street parking violations, public nuisance code provisions, and in compliance with the International Property Maintenance Code. This

includes but is not limited to: no junk being stored outside, parking only on the driveway(s), no driving on the grass, etc.

18. That the City reserves the right to revoke the permit for any violation of the above conditions.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly approved and adopted by the Ramsey City Council this the 12<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Meeting Date:** 03/24/2022

**By:** Brian Hagen, Community Development

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**Information**

**Title:**

PUBLIC HEARING: Consider Preliminary Plat for Rivenwick Village 4th Addition

**Purpose/Background:**

The purpose of this case is to review a request from LGI Homes - Minnesota, LLC (the "Applicant") for a Preliminary Plat application for Rivenwick Village 4th Addition. The Subject Property is located south of Hwy 10, north of Riverdale Dr NW and west of Jasper St NW and is approximately 7.2 acres. The Subject Property is zoned MU-PUD: Mixed-Use PUD.

On November 24, 2020 the City Council, as recommended by the Planning Commission, confirmed direction for future development of this site. The current proposal is within the direction as provided by Resolution #20-266, attached. The current proposal would split the existing parcel, and the request is to plat the residential portion of the remaining vacant land. The commercial portion would be platted into an outlot for future development.

**Notification:**

The City attempted to notify Property Owners, as reflected in the Anoka County Property Records, within 700 feet of the Subject Property of the request.

The Public Hearing Notice was also properly posted in the Anoka County Union Herald, the City's Official Newspaper.

**Observations/Alternatives:**

Staff has completed a first review of the request and has found the proposal generally conforms to regulations. Staff comments are attached to the case for review. Due to current staffing levels in Community Development, the City has hired WSB & Associates to complete the majority of the planning review. Ramsey staff assisted WSB with the review where needed. WSB's review memo is also attached.

This project is being reviewed against the R-3 Residential District standards.

**Next Steps:**

Next steps in the platting process include formal consideration of the preliminary plat by the City Council. The Applicant would then proceed forward with final plat and developer's agreement.

**Funding Source:**

The Applicant is responsible for all costs associated with project review.

**Recommendation:**

Staff recommends approval of Rivenwick Village 4th Addition Preliminary Plat, subject to compliance with Staff Review Comments.

**Action:**

Motion to recommend the City Council approve Rivenwick Village 4th Addition Preliminary Plat, subject to compliance with Staff Review Comments.

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## Attachments

Public Hearing Notice

Site Location Map

Previous Direction Provided by City

Plans with Staff Review Comments

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## Form Review

**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 03/18/2022

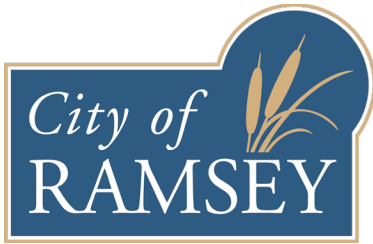
**Reviewed By**

Brian Hagen

**Date**

03/18/2022 10:58 AM

Started On: 03/17/2022 01:12 PM



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

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**NOTICE OF PUBLIC HEARING  
PROJECT NO. 22-109: RIVENWICK VILLAGE 4th ADDITION**

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

**TO WHOM IT MAY CONCERN:**

Notice is hereby given that the Planning Commission of the City of Ramsey will hold a Public Hearing on Thursday, March 24, 2022 at 7:00 p.m. at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of this hearing is to consider a Sketch Plan and Preliminary Plat for Rivenwick Village Fourth Addition, a proposed 27 attached townhome residential development with the units split between five buildings, and a commercial outlot. Although, the plat is not proposing any commercial use at this time. The plat is proposed for the property generally located south of Highway 10 NW, north of Riverdale Drive NW, west of Jasper St NW, and legally described as follows:

Outlot A Rivenwick Village 3<sup>rd</sup> Addition, Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Monday, March 16, 2022.

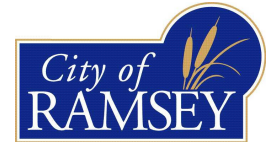
Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on March 24, 2022.

Brian McCann  
City Planner

Date: March 10, 2022

# Rivenwick Village 4th Addition



PID #: 34-32-25-22-0057



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, LOGIS

2/23/2022, 3:23:58 PM

00.0175035 0.07 0.105 0.14 mi

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

**RESOLUTION #20-266**

**RESOLUTION CONFIRMING LAND USE DIRECTION RELATED TO REMAINING LAND IN RIVENWICK 4<sup>TH</sup> ADDITION**

**RECITALS.**

1. Lennar, the “Applicant” has requested that the City consider modifying their direction for the Rivenwick Planned Unit Development (PUD) to allow additional residential guidance.
2. The original Rivenwick Planned Unit Development (PUD) was proposed as a retail and residential hybrid, with 70% residential and 30% retail.
3. The City has twice revised the PUD standards to include 75% residential and most recently, 80% residential for the Suite Living Project.
4. Lennar has requested the City consider approximately 93% residential and 7% retail/commercial.
5. The Planning Commission considered the request on November 5, 2020 for an informal review and unanimously recommending retaining the existing guidance based on the following findings:
  - a. Staff has heard from retailers that visibility along Highway 10 is key to a successful retail pro-forma. This land is directly adjacent to Highway 10 and has great visibility. The City's Economic Development Department reviewed the viability of the site as-is (guided retail/commercial) and feels it is a strong site for retail/commercial.
  - b. Housing units along Highway 10 require sound studies and based on nearby housing, will require a sound wall along Highway 10. With recent instruction to improve the image of Highway 10, Staff does not feel a sound wall would meet that goal. Additionally, after the units are built, the City is liable for any additional noise or impacts from the Highway to residential units. The City would prefer to not take on that liability and potential future cost (unless constructed by the Developer at Developer Cost today). The City prefers to enhance the vision and corridor of Highway 10 and does not favor the aesthetics of noise walls in this location.
  - c. Residents continue to request additional retail and commercial in the City. The City has previously amended the plan to allow additional residential, thereby reducing the amount of planned retail in the community. Although this is a relatively small parcel, Staff is concerned about removing additional land guided for retail/commercial, especially land along Highway 10.
  - d. The Public Works, Engineering, and Public Safety team preferred the previously directed option which included a public through-road, room for ponding, and

division of uses. The currently proposed plan has housing directly adjacent to retail/commercial with no room for buffering, and a public road ending in a T intersection with private roads. The existing guidance in terms of land uses is more logical, with the Suite Living project (senior care) buffering residential townhomes to a commercial use.

6. Existing guidance, shown in Exhibit A, retains land along Highway 10 NW for retail/commercial.
7. The City's Development Review Committee, including Planning, Building, Economic Development, Police, Fire, and Engineering, were in favor of retaining the existing guidance.
8. The City Council confirmed their direction and maintained the guidance for this site as shown in Exhibit A on November 24, 2020.

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

- 1) That the City Council hereby confirms the direction of the remaining land in Rivenwick 4<sup>th</sup> to be that as shown in Exhibit A, retaining retail/commercial pads along Highway 10.

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

Mayor LeTourneau  
Councilmember Menth  
Councilmember Riley  
Councilmember Kuzma  
Councilmember Musgrove  
Councilmember Specht

and the following voted against the same:

None

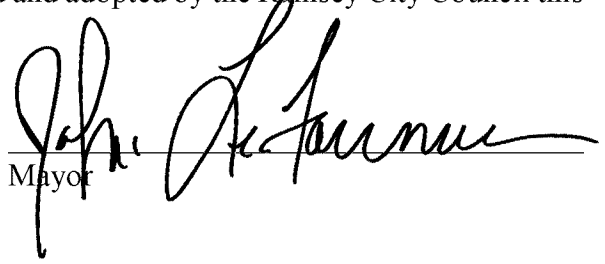
and the following abstained:

None

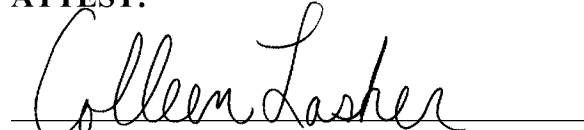
and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of December, 2020.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

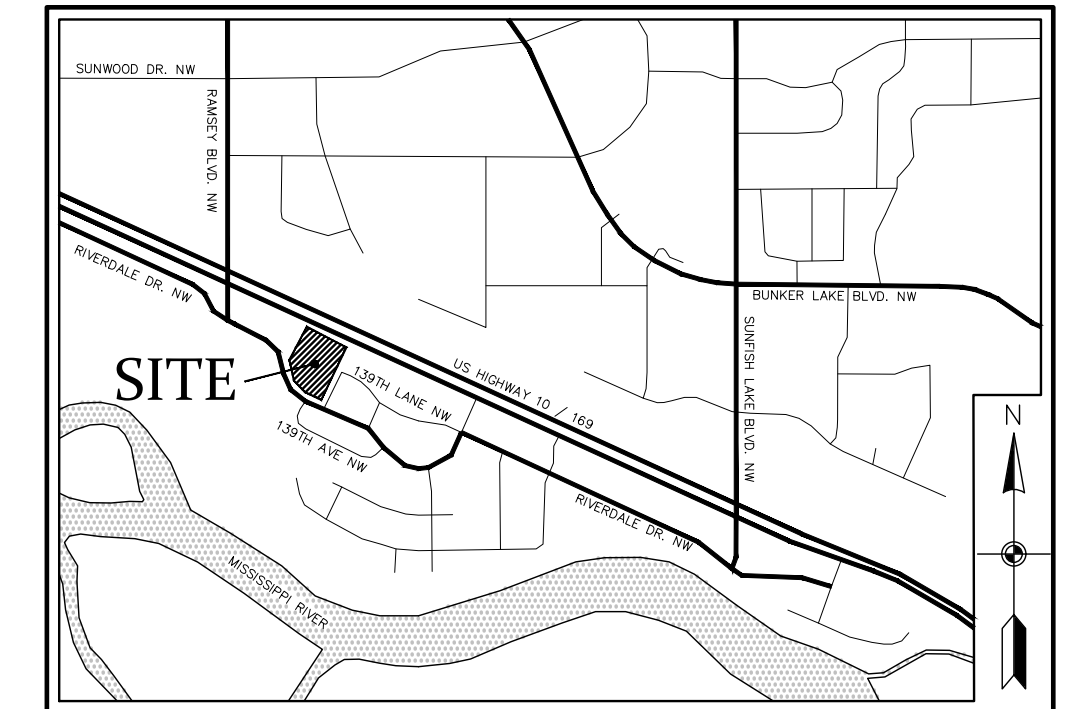
  
\_\_\_\_\_  
City Clerk



# RIVENWICK VILLAGE 4TH ADDITION

## RAMSEY, MINNESOTA

### VICINITY MAP



NOT TO SCALE

RIVENWICK VILLAGE ④

1

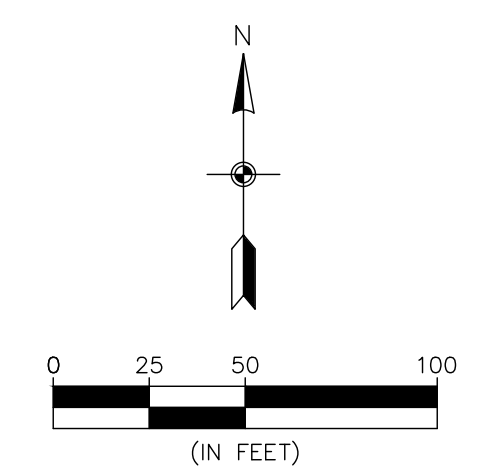
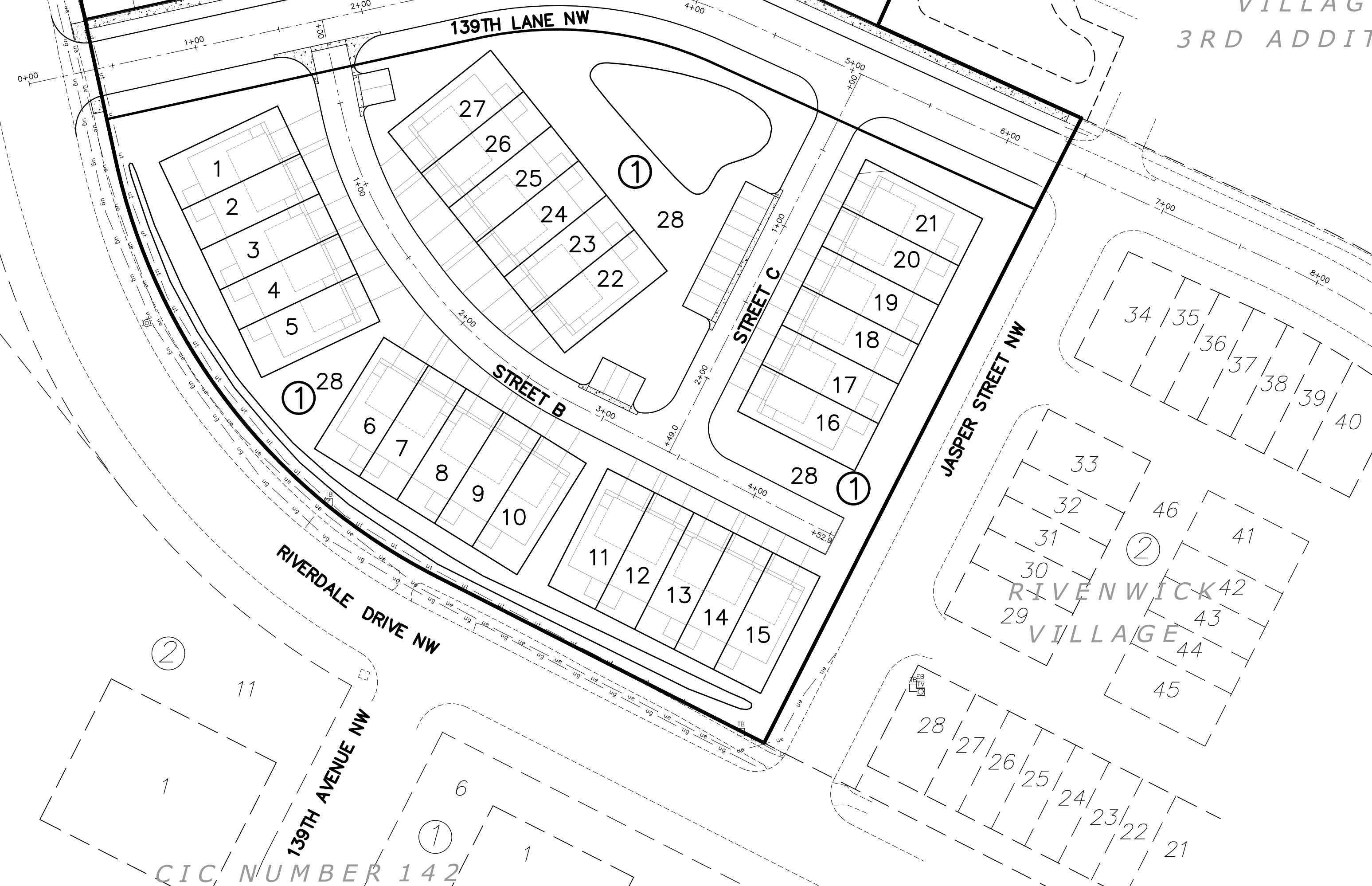
U.S. HWY 10 / HWY 169

OUTLOT A

RIVENWICK VILLAGE 3RD ADDITION

### SHEET INDEX

1. COVER
2. EXISTING CONDITIONS
3. PRELIMINARY PLAT
4. PRELIMINARY SITE & UTILITY PLAN
5. PRELIMINARY GRADING & EROSION CONTROL PLAN
- 6-7. DETAILS



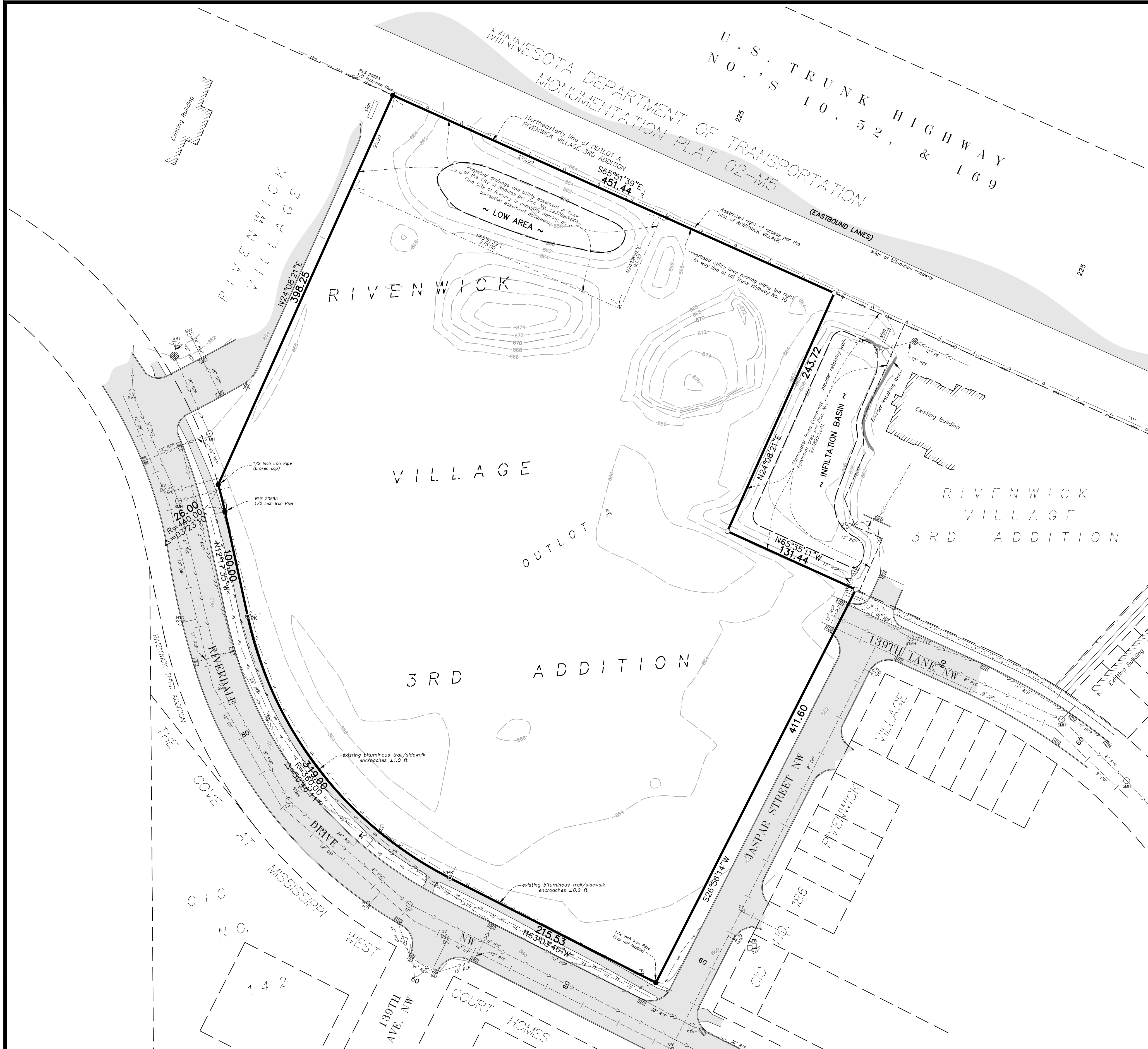
BENCHMARK	
1.	Minnesota Department of Transportation Geodetic GSID Station No. 781 (MnDot Name F 257) - Elevation 864.76 ft.
2.	Minnesota Department of Transportation Geodetic GSID Station No. 93781 (MnDot Name 0202 B) - Elevation 865.02 ft.

CALL BEFORE YOU DIG

Know what's below.  
Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

<p><b>CARLSON MCCAIN</b> ENGINEERING SURVEYING ENVIRONMENTAL</p>	<p>3890 PHEASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL 763.489.7900 FAX 763.489.7959 CARLSONMCCAIN.COM</p>	<p>I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota</p>	<p>Print Name: Brian J. Krystofiak, P.E. Signature: <i>Brian J. Krystofiak</i> Date: 2/24/22 License #: 25063</p>	<p>Drawn: ADB Designed: BJK Date: 2/24/22</p>	<p>Revisions: 1.</p>	<p><b>LGI HOMES - MINNESOTA, LLC</b> 2850 Cutters Grove Ave., Suite 207 Anoka, Minnesota 55303</p>	<p><b>RIVENWICK VILLAGE 4TH ADDITION</b> Ramsey, Minnesota</p>	<p><b>COVER</b></p>	<p>1 of 7</p>
--	---	--	---	---	--------------------------	--	--	---------------------	---------------



**PROPERTY DESCRIPTION:** (Per Schedule A of Title Commitment File No. NCS-1081757-8-MPLS, with a commitment date of December 03, 2021 at 7:30 AM, prepared by First American Title Insurance Company)

Outlot A, Rivenwick Village 3rd Addition, Anoka County, Minnesota.  
(abstract property)

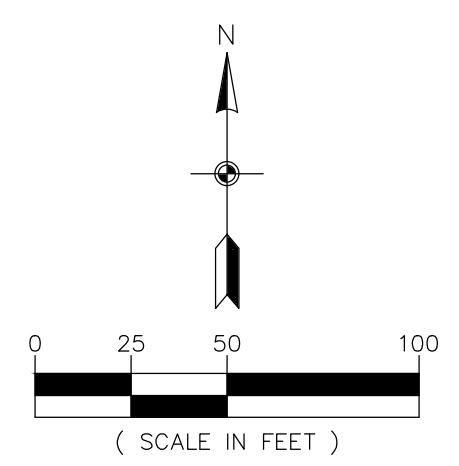
**GENERAL NOTES:**

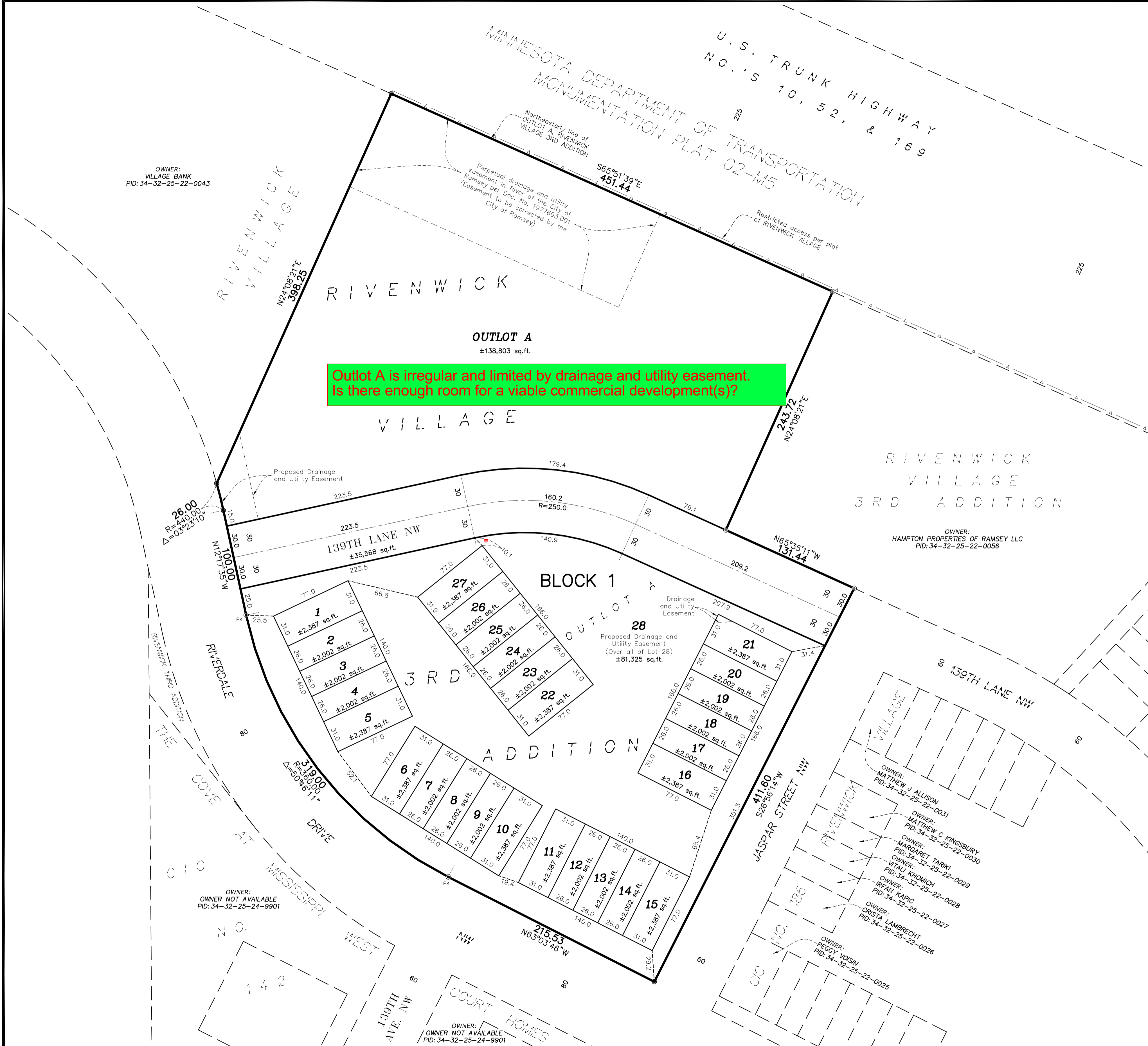
- 1) Bearings shown hereon are based on the northeasterly line of Outlot A, RIVENWICK VILLAGE 3RD ADDITION, which is assumed to bear S65°51'39"E.
- 2) Surveyed property address, per title commitment - unassigned, Ramsey, MN 55303
- 3) Surveyed property contains ±313,600 sq. ft. (±7.20 acres).
- 4) Due to snow and winter conditions, additional improvements may not have been visible or located at the time of survey.
- 5) Above ground utilities have been field located as shown. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).
- 6) We have been advised that the City of Ramsey is currently working on a corrective easement description for the perpetual drainage and utility easement per Doc. No. 1977693.001.

**LEGEND**

- - Denotes Found Iron Monument, as noted
- PK - Denotes Found PK Nail
- - Denotes 5/8 inch by 14 inch rebar, marked with RLS 40361
- ☼ - Denotes Light Pole
- ⊕ - Denotes Miscellaneous Sign
- ⚑ - Denotes Flag Pole
- - Denotes Sanitary Manhole
- ⊕ - Denotes Storm Manhole
- ⊕ - Denotes Catch Basin
- ⊕ - Denotes Overflow Control Structure
- ⊕ - Denotes Fire Hydrant
- ⊕ - Denotes Gate Valve
- ⊕ - Denotes Utility Pole
- ☒ - Denotes Telephone Box
- ☒ - Denotes Electric Box
- ☒ - Denotes Television Box
- u1 — u1 — - Denotes Underground Telephone
- ue — ue — - Denotes Underground Electric
- ug — ug — - Denotes Underground Gas
- ohe — - Denotes Overhead Utility Line(s)
- | — | — - Denotes Watermain
- - - - - Denotes Sanitary Sewer
- - - - - Denotes Storm Sewer
- Δ — - Denotes Restricted Right of Access per the plat of RIVENWICK VILLAGE
- ▒ - Denotes Concrete Surface
- - Denotes Bituminous Surface
- - - - - Denotes Existing 2 Ft. Contour

**BENCHMARK**  
 1. Minnesota Department of Transportation  
 Geodetic GSD Station No. 781 (MnDot Name F 257) - Elevation 864.76 ft.  
 2. Minnesota Department of Transportation  
 Geodetic GSD Station No. 93781 (MnDot Name O202 B) - Elevation 865.02 ft.





**Outlot A is irregular and limited by drainage and utility easement. Is there enough room for a viable commercial development(s)?**

**PROPERTY DESCRIPTION:** (Per Schedule A of Title Commitment File No. NCS-1081757-8-MPLS, with a commitment date of December 03, 2021 at 7:30 AM, prepared by First American Title Insurance Company)

Outlot A, Rivenwick Village 3rd Addition, Anoka County, Minnesota.  
(abstract property)

**GENERAL NOTES:**

- 1) Bearings shown hereon are based on the northeasterly line of Outlot A, RIVENWICK VILLAGE 3RD ADDITION, which is assumed to bear S65°51'39"E.
- 2) Surveyed property address, per title commitment - unassigned, Ramsey, MN 55303



**SITE DATA**

TOTAL SITE AREA ——— ±7.20 AC. EXISTING ZONING ——— MU-PUD  
 TOTAL ROW AREA ——— ±0.81 AC.  
 TOTAL OUTLOT AREA ——— ±3.19 AC. UTILITIES ——— AVAILABLE

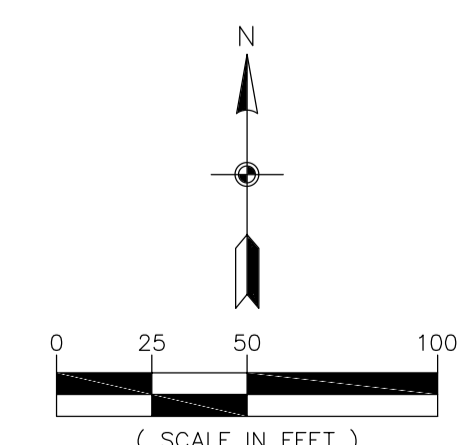
TOTAL LOT AREA ——— ±3.19 AC. MINIMUM TOWNHOME SETBACK DATA:  
 TOTAL NUMBER OF LOTS ——— 28 FRONT (TO BACK OF CURB) ——— 25 FT.  
 RESIDENTIAL ——— 27 SIDE (BETWEEN BUILDINGS) ——— 20 FT.  
 COMMON LOTS ——— 1 (LOT 28) SIDE CORNER (TO BACK OF CURB) ——— 20 FT.  
 REAR BUILDING (TO PLAT BOUNDARY) ——— 30 FT.

GROSS DENSITY ——— 3.75 LOTS/AC.



**LEGEND**

- — Denotes Found Iron Monument
- ⊙ — Denotes Found PK Nail
- — Denotes 5/8 inch by 14 inch rebar, marked with RLS 40361
- Δ — Denotes Restricted Access shown on the plat of RIVENWICK VILLAGE



3890 PHEASANT RIDGE DR NE  
 SUITE 100  
 BLAINE, MN 55449  
 TEL 763.489.7900  
 FAX 763.489.7959  
 CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.  
 Signature: *Thomas R. Balluff*  
 Date: 2/24/22 License #: 40361

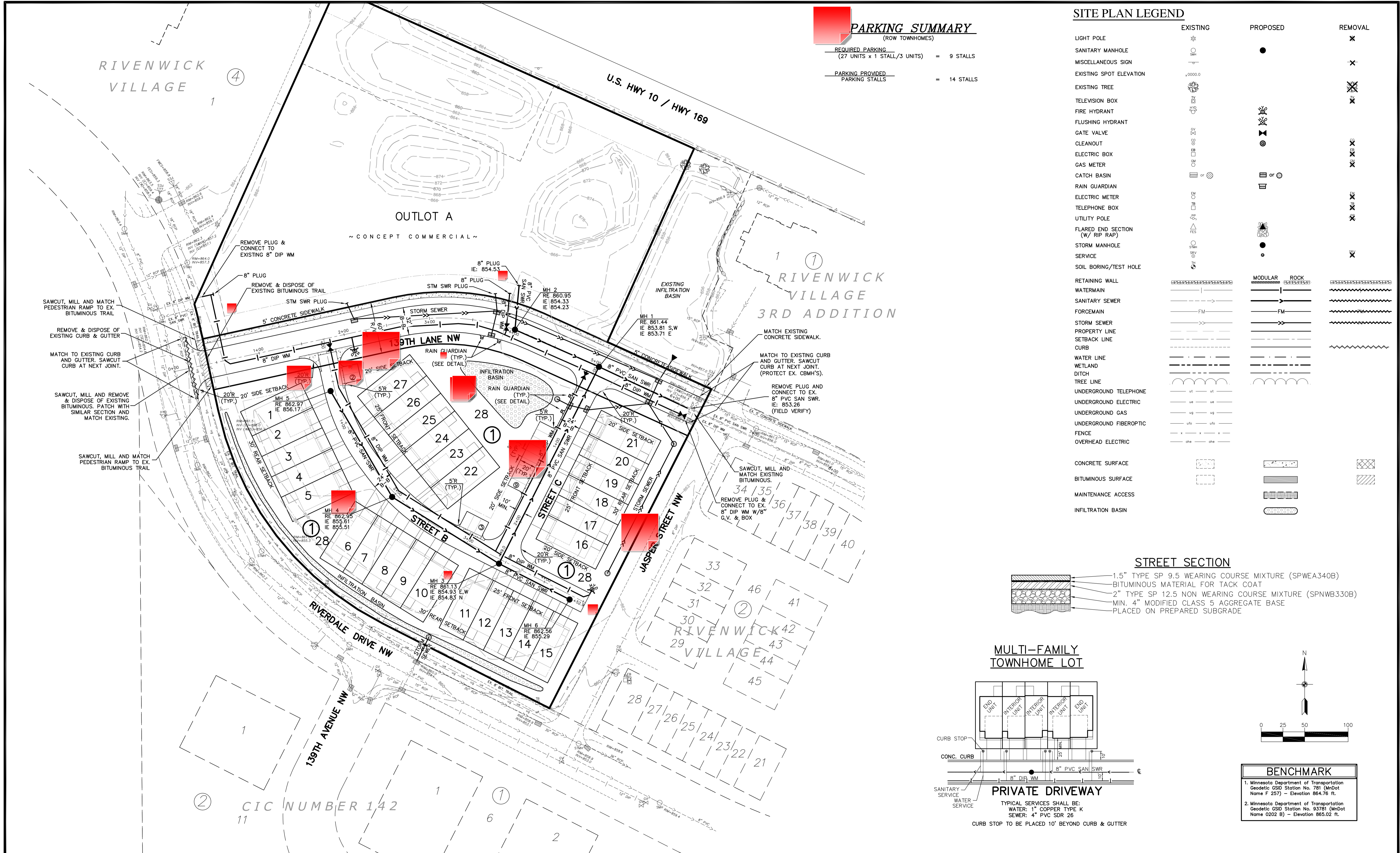
DRAWN BY: KCM/NJS  
 ISSUE DATE: 2/24/22  
 FILE NO: 264

Revisions:

**LGI HOMES - MINNESOTA, LLC**  
 2850 Cutters Grove Ave., Suite 207  
 Anoka, MN 55303

**RIVENWICK VILLAGE  
 4TH ADDITION**  
 Ramsey, Minnesota

**PRELIMINARY PLAT**



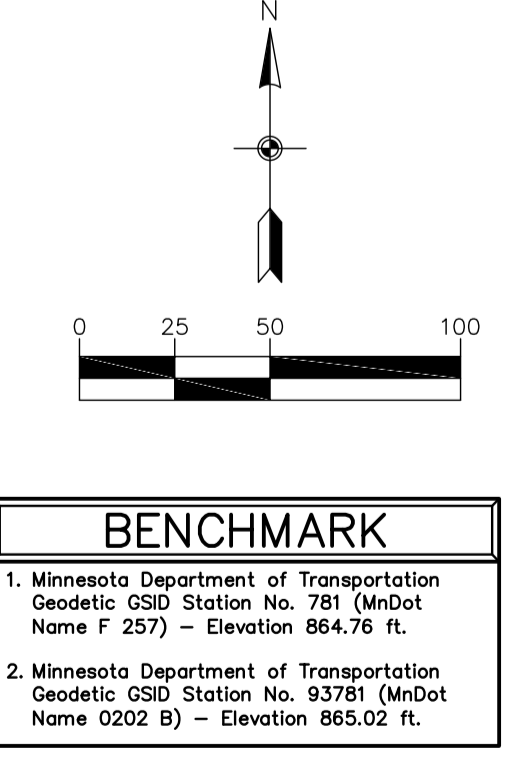
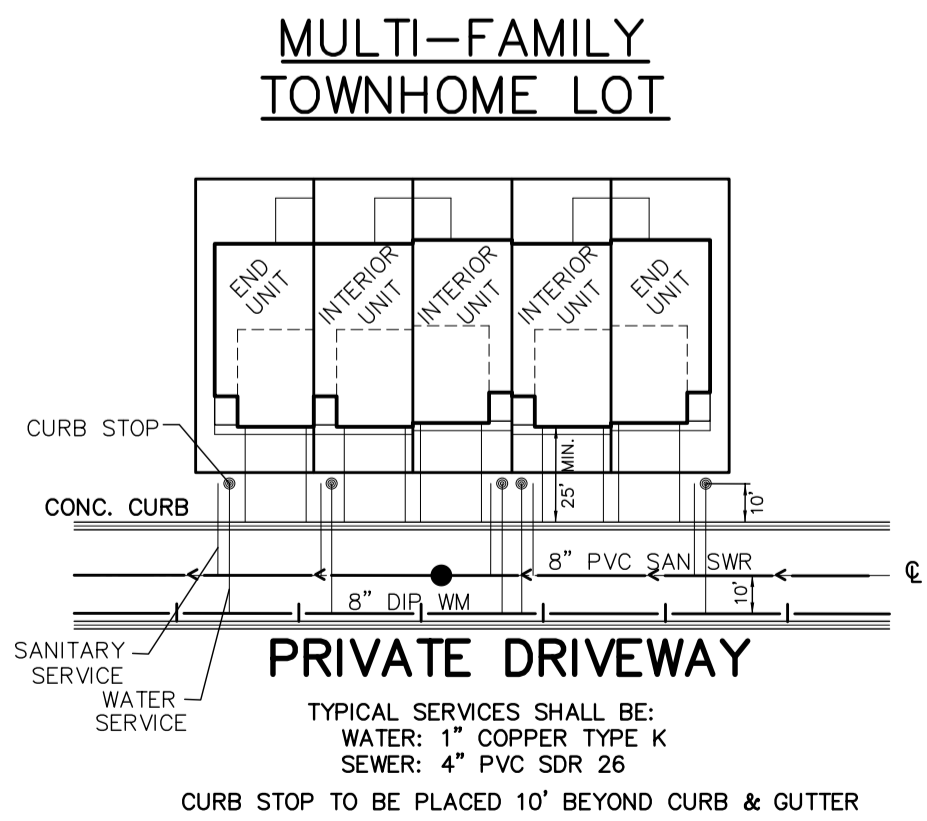
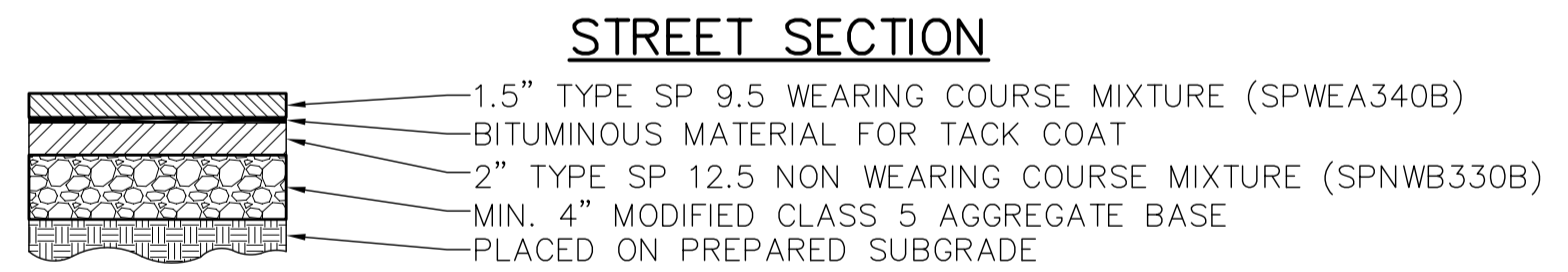
### PARKING SUMMARY

(ROW TOWNHOMES)

REQUIRED PARKING (27 UNITS x 1 STALL/3 UNITS)	=	9 STALLS
PARKING PROVIDED PARKING STALLS	=	14 STALLS

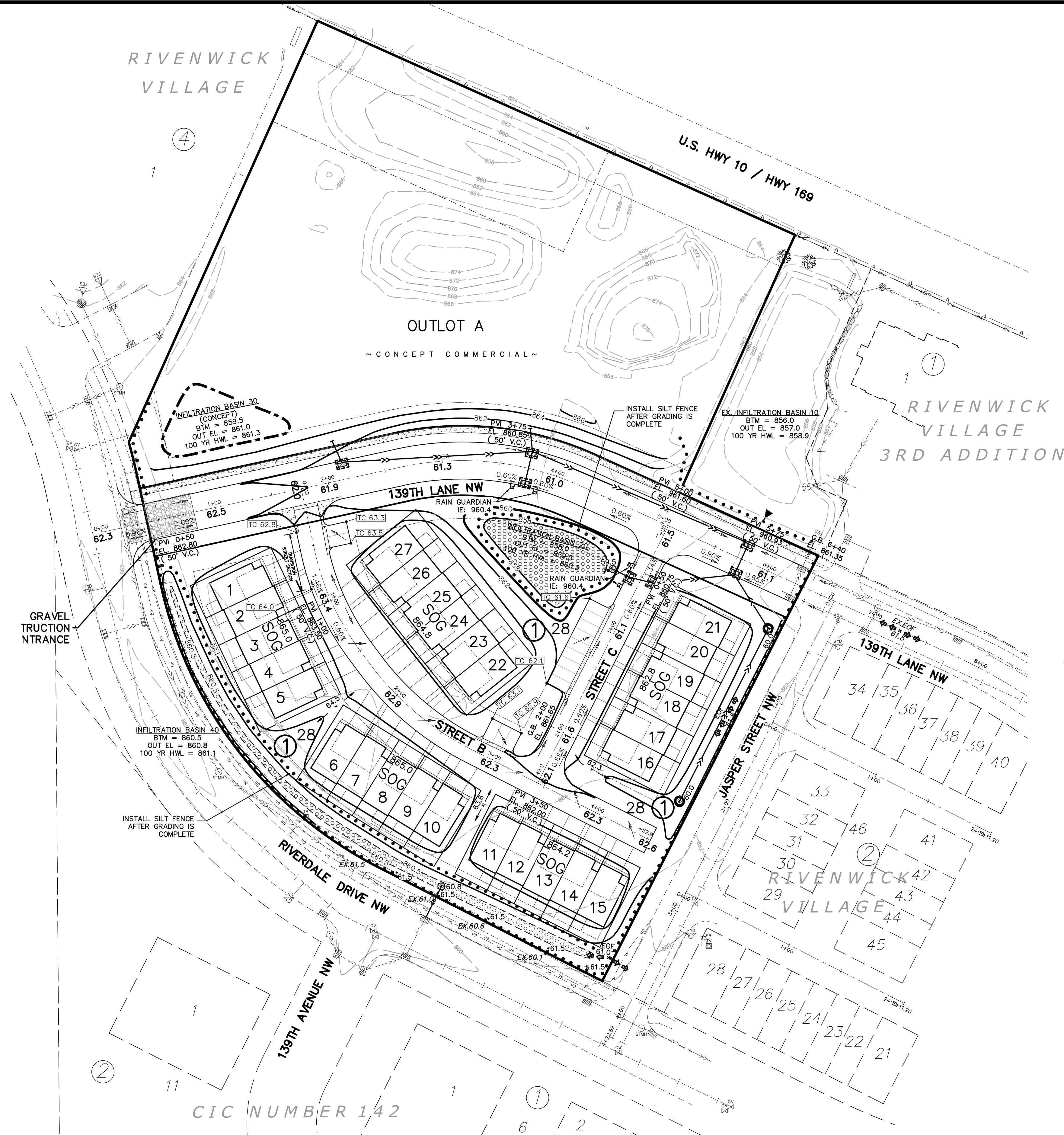
### SITE PLAN LEGEND

	EXISTING	PROPOSED	REMOVAL
LIGHT POLE			
SANITARY MANHOLE			
MISCELLANEOUS SIGN			
EXISTING SPOT ELEVATION			
EXISTING TREE			
TELEVISION BOX			
FIRE HYDRANT			
FLUSHING HYDRANT			
GATE VALVE			
CLEANOUT			
ELECTRIC BOX			
GAS METER			
CATCH BASIN			
RAIN GUARDIAN			
ELECTRIC METER			
TELEPHONE BOX			
UTILITY POLE			
FLARED END SECTION (W/ RIP RAP)			
STORM MANHOLE			
SERVICE			
SOIL BORING/TEST HOLE			
RETAINING WALL			
WATERMAIN			
SANITARY SEWER			
FORCEMAIN			
STORM SEWER			
PROPERTY LINE			
SETBACK LINE			
CURB			
WATER LINE			
WETLAND			
DITCH			
TREE LINE			
UNDERGROUND TELEPHONE			
UNDERGROUND ELECTRIC			
UNDERGROUND GAS			
UNDERGROUND FIBEROPTIC			
FENCE			
OVERHEAD ELECTRIC			
CONCRETE SURFACE			
BITUMINOUS SURFACE			
MAINTENANCE ACCESS			
INFILTRATION BASIN			



**LOT TABULATION**

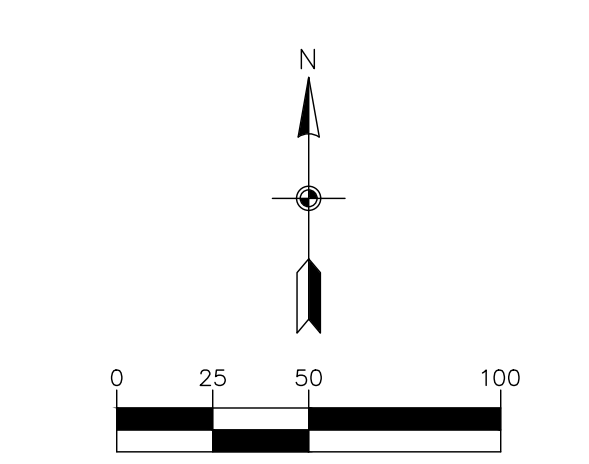
Block	Lot	House Type	Garage Floor Elevation	Proposed Lowest Floor Elevation	Lowest opening Elevation	EOF	100 Year	Water Table	Controlling Elevation		Method
									LF	LO	
1	1	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	2	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	3	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	4	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	5	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	6	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	7	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	8	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	9	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	10	SOG	865.0	865.0	865.0	861.5	861.1	853.0	863.1	-	100-YR
1	11	SOG	864.2	864.2	864.2	861.5	861.1	853.0	863.1	-	100-YR
1	12	SOG	864.2	864.2	864.2	861.5	861.1	853.0	863.1	-	100-YR
1	13	SOG	864.2	864.2	864.2	861.5	861.1	853.0	863.1	-	100-YR
1	14	SOG	864.2	864.2	864.2	861.5	861.1	853.0	863.1	-	100-YR
1	15	SOG	864.2	864.2	864.2	861.5	861.1	853.0	863.1	-	100-YR
1	16	SOG	862.8	862.8	862.8	861.8	-	853.0	-	862.8	EOF
1	17	SOG	862.8	862.8	862.8	861.8	-	853.0	-	862.8	EOF
1	18	SOG	862.8	862.8	862.8	861.8	-	853.0	-	862.8	EOF
1	19	SOG	862.8	862.8	862.8	861.5	-	853.0	-	862.5	EOF
1	20	SOG	862.8	862.8	862.8	861.5	-	853.0	-	862.5	EOF
1	21	SOG	862.8	862.8	862.8	861.5	-	853.0	-	862.5	EOF
1	22	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF
1	23	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF
1	24	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF
1	25	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF
1	26	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF
1	27	SOG	864.8	864.8	864.8	861.5	860.3	853.0	-	862.5	EOF



**LEGEND**

	EXISTING	PROPOSED
PROPERTY LINE	---	---
EASEMENT LINE	---	---
CURB LINE	---	---
BITUMINOUS	---	---
CONCRETE	---	---
MAINTENANCE ACCESS	---	---
INFILTRATION BASIN	---	---
SANITARY SEWER	---	---
STORM SEWER	---	---
WATER MAIN	---	---
OVERHEAD UTILITY	---	---
STORM CATCH BASIN	---	---
STORM MANHOLE	---	---
OUTLET CONTROL STRUCTURE	---	---
MANHOLE	---	---
HYDRANT	---	---
GATE VALVE	---	---
TELEVISION BOX	---	---
TELEPHONE BOX	---	---
UTILITY POLE	---	---
RETAINING WALL	---	---
FENCE	---	---
10' CONTOUR	---	---
2' CONTOUR	---	---
SPECIFIED CONTOUR	---	---
FEMA FLOODWAY	FW	FW
FEMA FLOODPLAIN	FP	FP
100' BUFFER	buffer	buffer
WETLAND LINE	---	---
SPOT ELEVATION	00.0	00.0
EMERGENCY OVERFLOW	E.O.F.	E.O.F.
SILT FENCE	---	---
TREE FENCE	---	---
GRADING LIMITS	---	---
TREELINE	---	---
SOIL BORING	---	---

**WETLAND FILL SUMMARY**  
THERE ARE NO DELINEATED WETLAND ONSITE



**BENCHMARK**

1. Minnesota Department of Transportation Geodetic GSD Station No. 781 (MnDot Name F 257) - Elevation 864.76 ft.
2. Minnesota Department of Transportation Geodetic GSD Station No. 93781 (MnDot Name 0202 B) - Elevation 865.02 ft.

**CARLSON McCAIN** ENGINEERING SURVEYING ENVIRONMENTAL  
3890 PHEASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL 763.489.7900 FAX 763.489.7959 CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota  
Print Name: Brian J. Krystofiak, P.E.  
Signature: *Brian J. Krystofiak*  
Date: 2/24/22 License #: 25063

Drawn: ADB  
Designed: BJK  
Date: 2/24/22

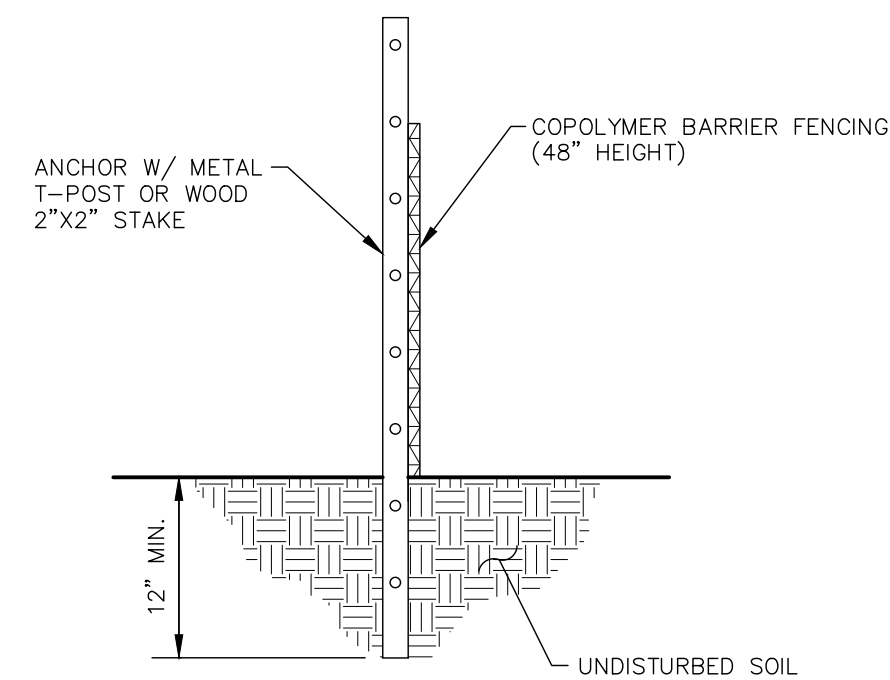
**LGI HOMES - MINNESOTA, LLC**  
2850 Cutters Grove Ave., Suite 207  
Anoka, Minnesota 55303

**RIVENWICK VILLAGE 4TH ADDITION**  
Ramsey, Minnesota

**PRELIMINARY GRADING & EROSION CONTROL PLAN**

Save Date: 02/22/22 F:\jpb\7835-02 rivenwick 4th addition\cadd\engineering\preliminary\7835-02\_grade.dwg

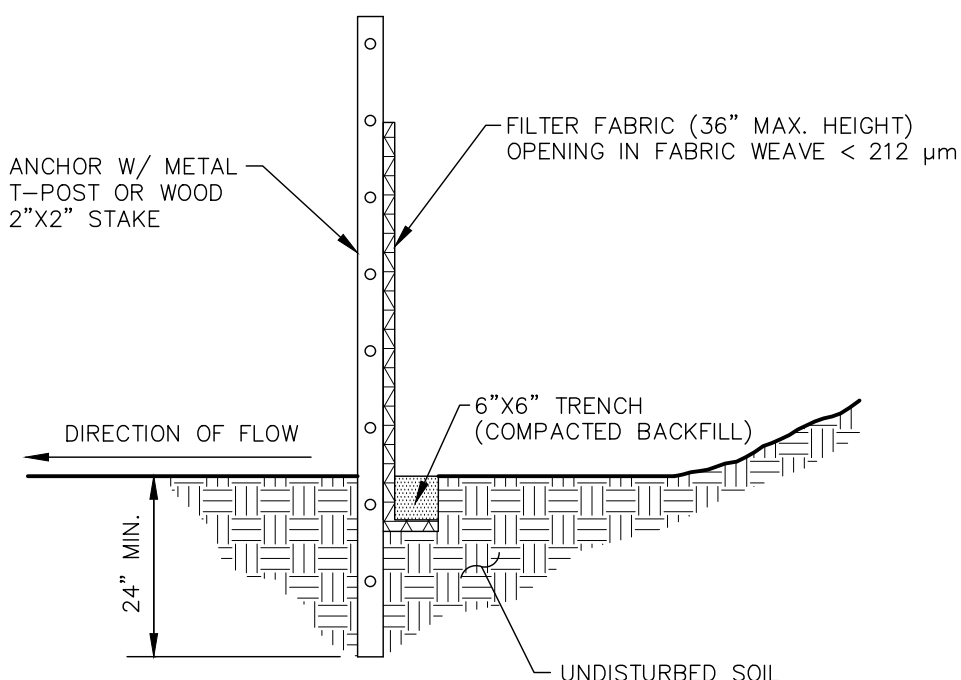
### TREE FENCE



#### NOTES:

- TREE FENCING SHALL BE PLACED A MINIMUM OF 1 FOOT PER CALIPER INCH OF TREE DIAMETER FROM TREE(S) THAT IS/ARE TO BE SAVED.
- ANCHOR POST MAY BE SPACED UP TO 10 FEET APART.
- SECURELY ATTACH TREE FENCE TO ANCHOR POSTS W/ MINIMUM OF TWO ATTACHMENTS PER POST.
- SEE MNDOT SPECIFICATION 2572.

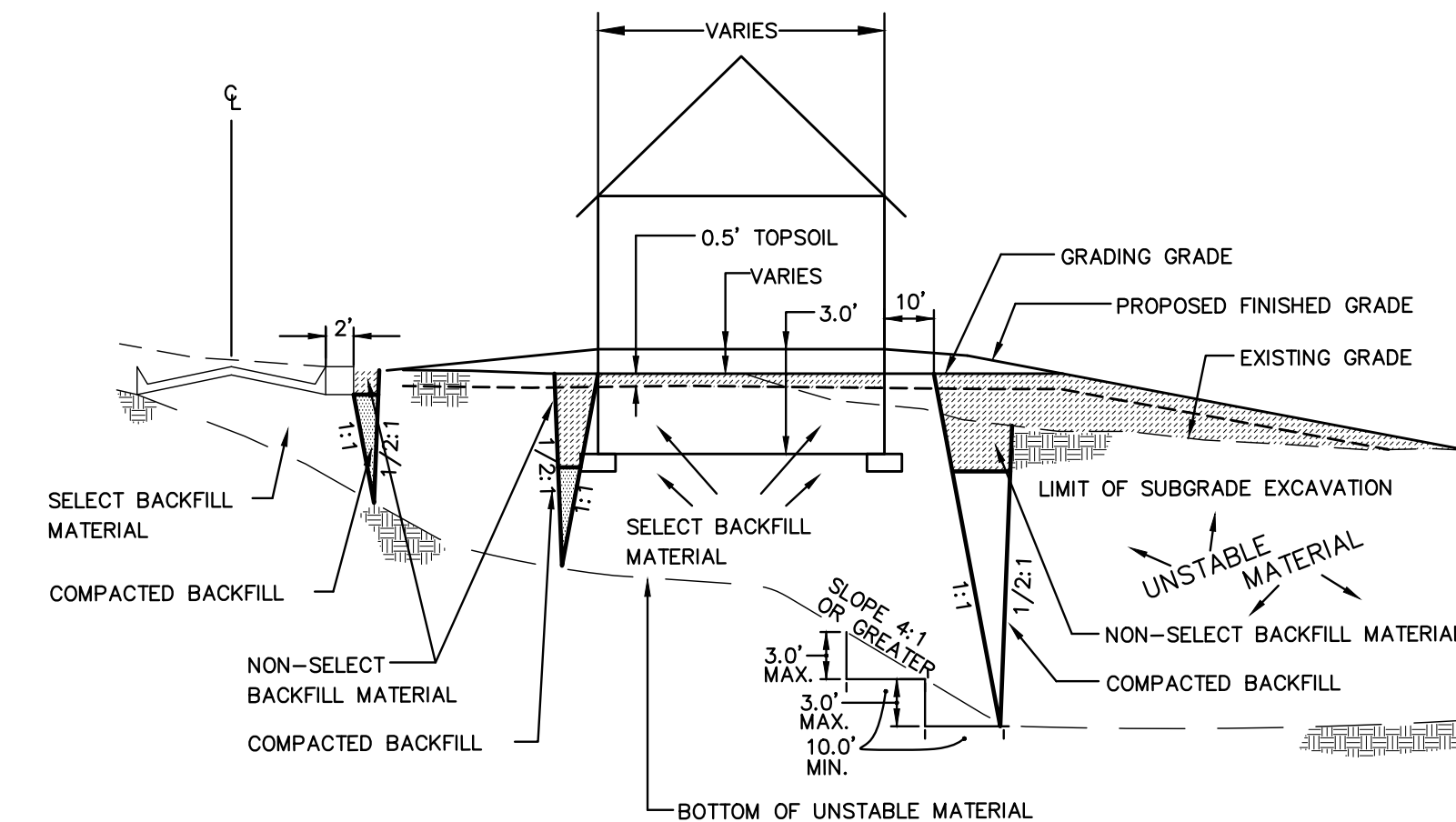
### SILT FENCE



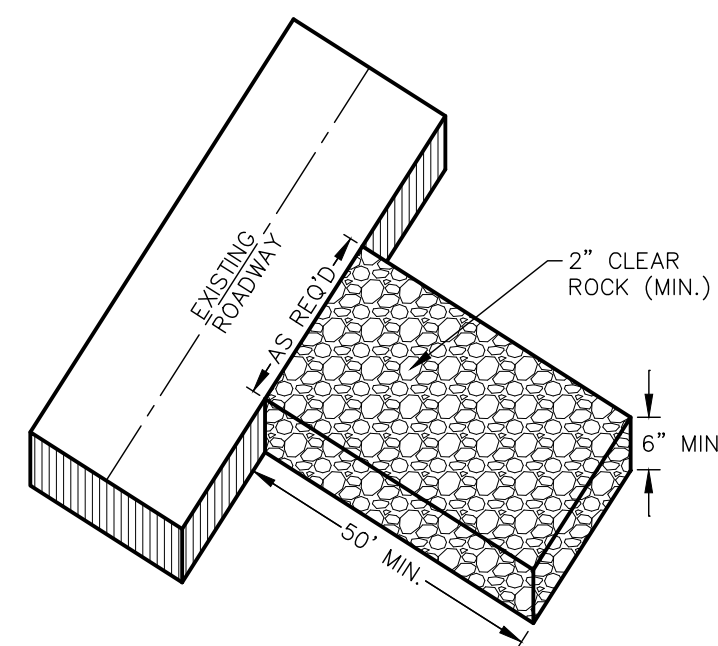
#### NOTES:

- DIG A 6"x6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
- DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
- POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
- LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"x6" TRENCH.
- SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
- SEE MNDOT SPECIFICATIONS 2573 & 3886.

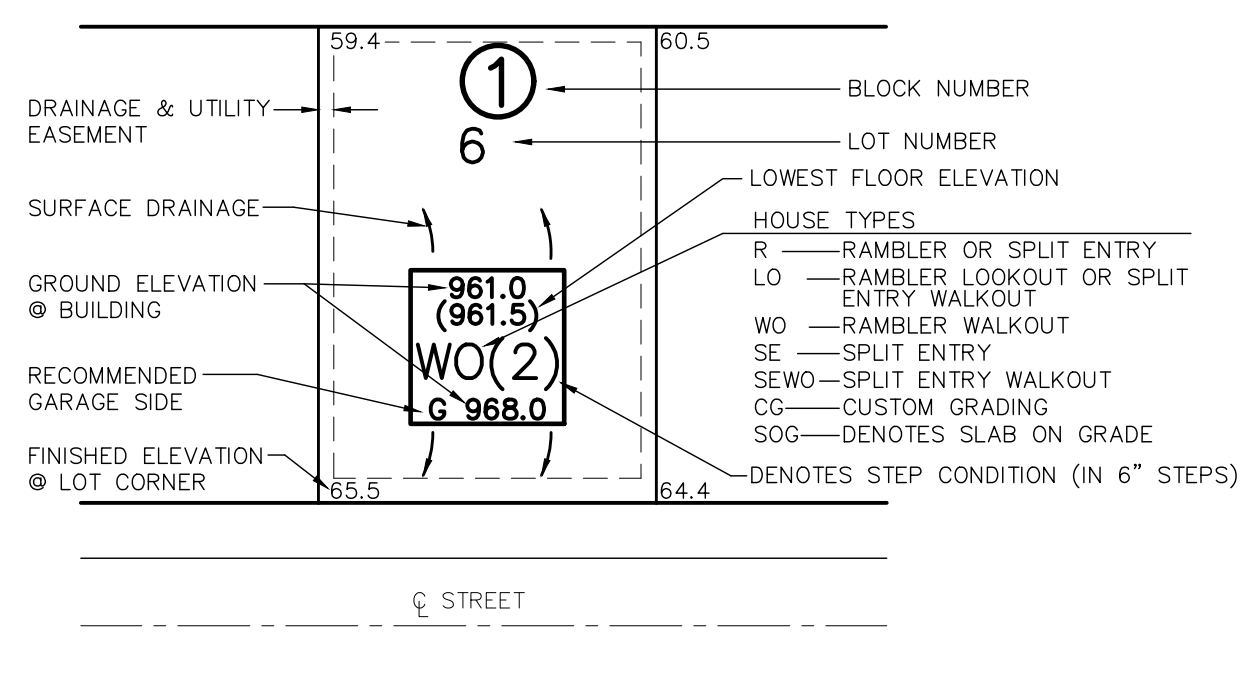
### SUBGRADE CORRECTION



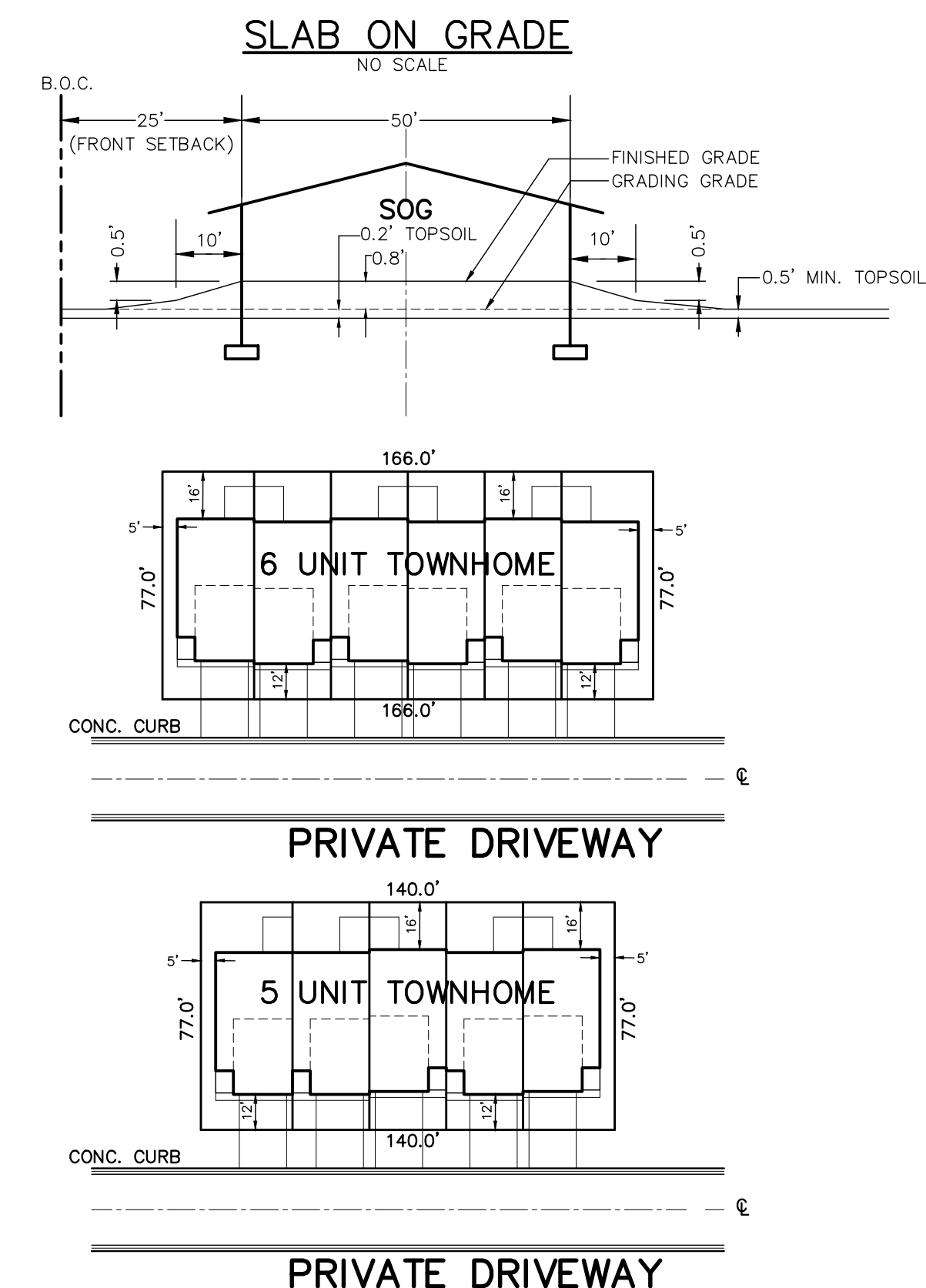
### ROCK CONSTRUCTION ENTRANCE



### GRADING PLAN LOT KEY



### ROW TOWNHOME HOLDDOWN



### TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

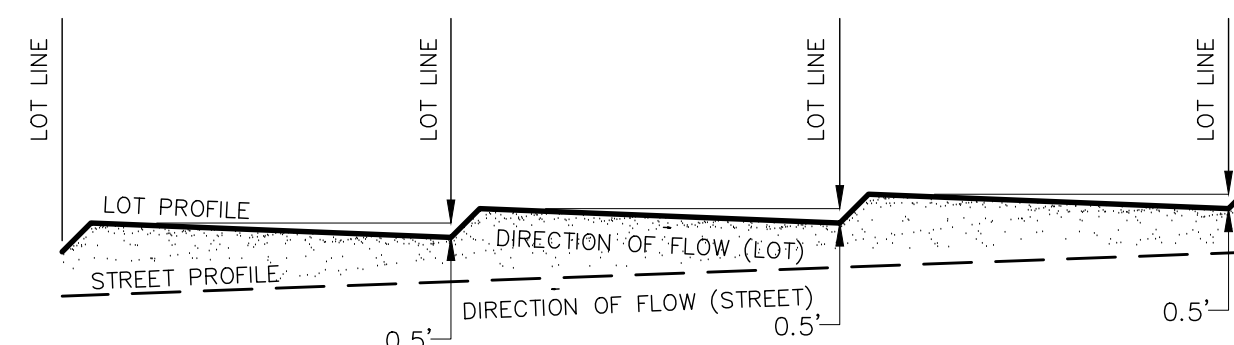
SEED: MNDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE.

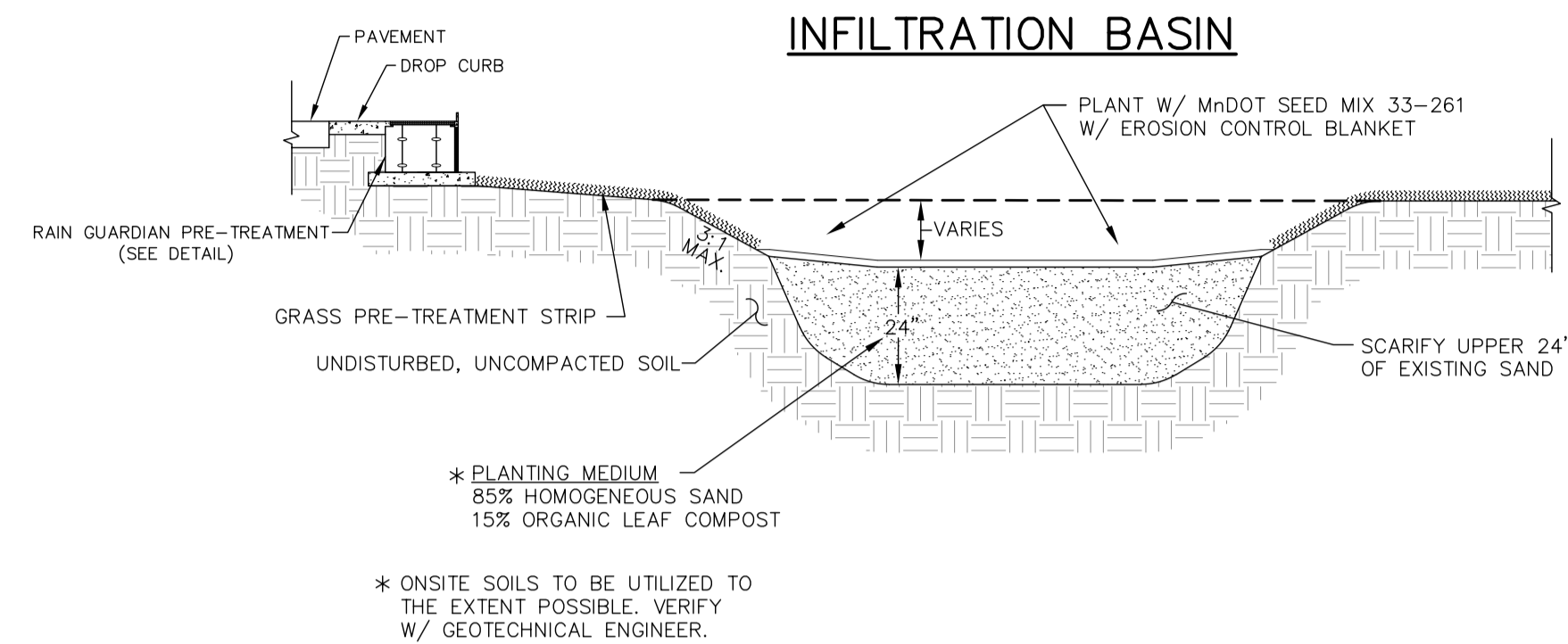
DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

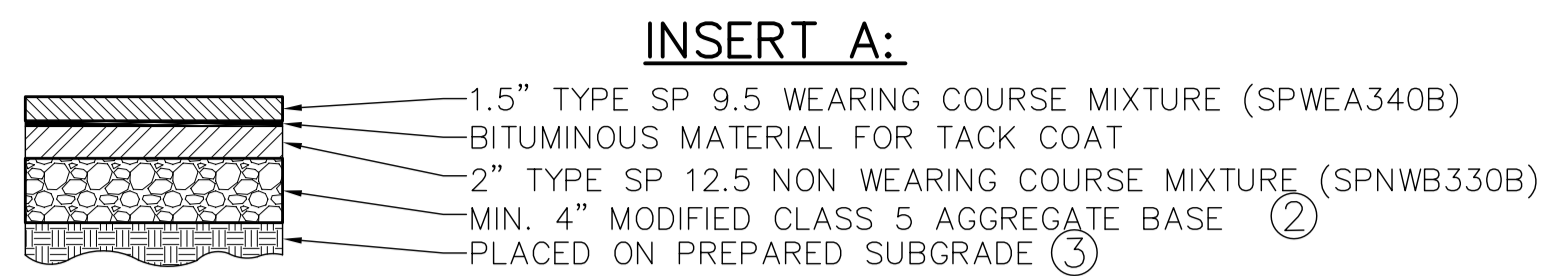
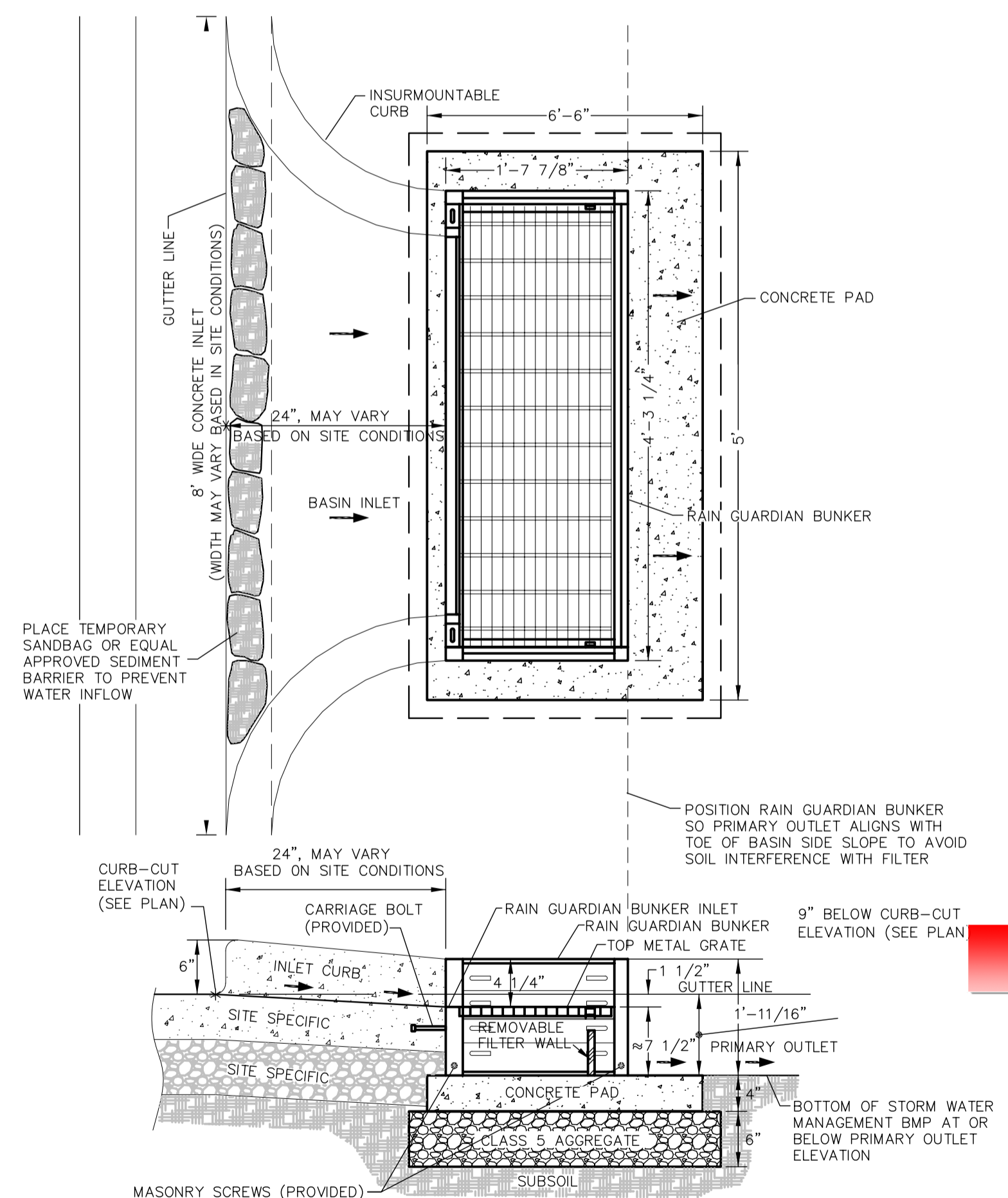
FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

### LOT BENCHING DETAIL





**RAIN GUARDIAN DETAIL**



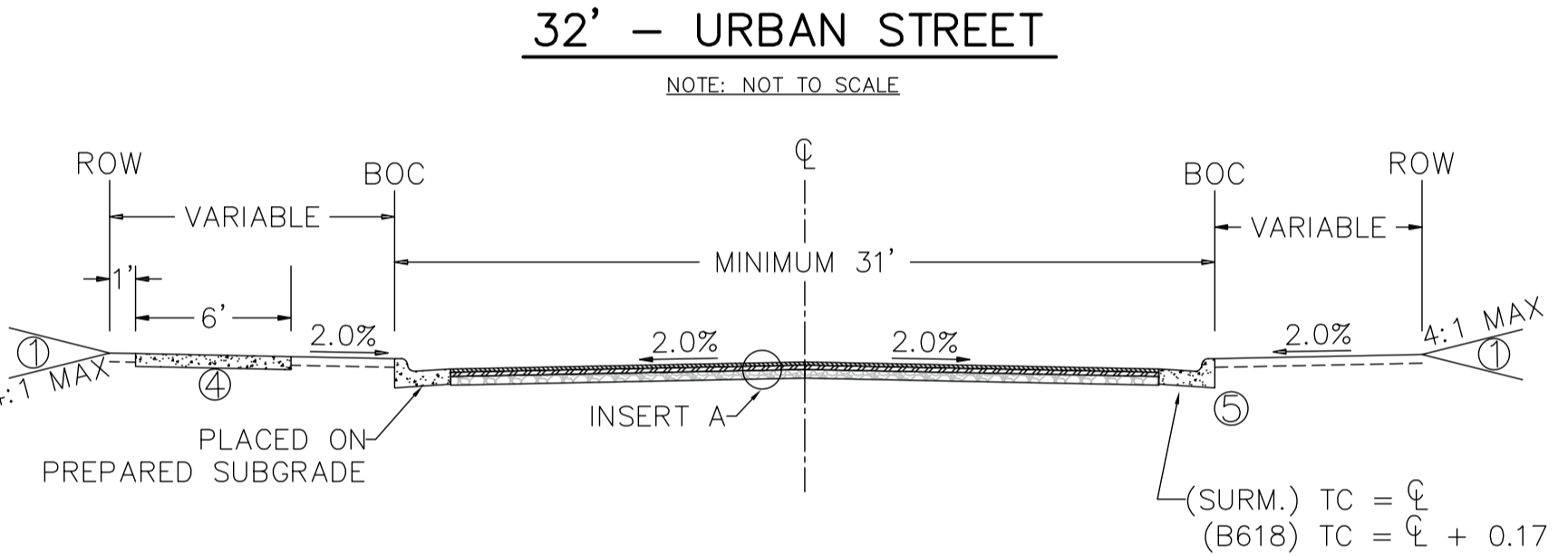
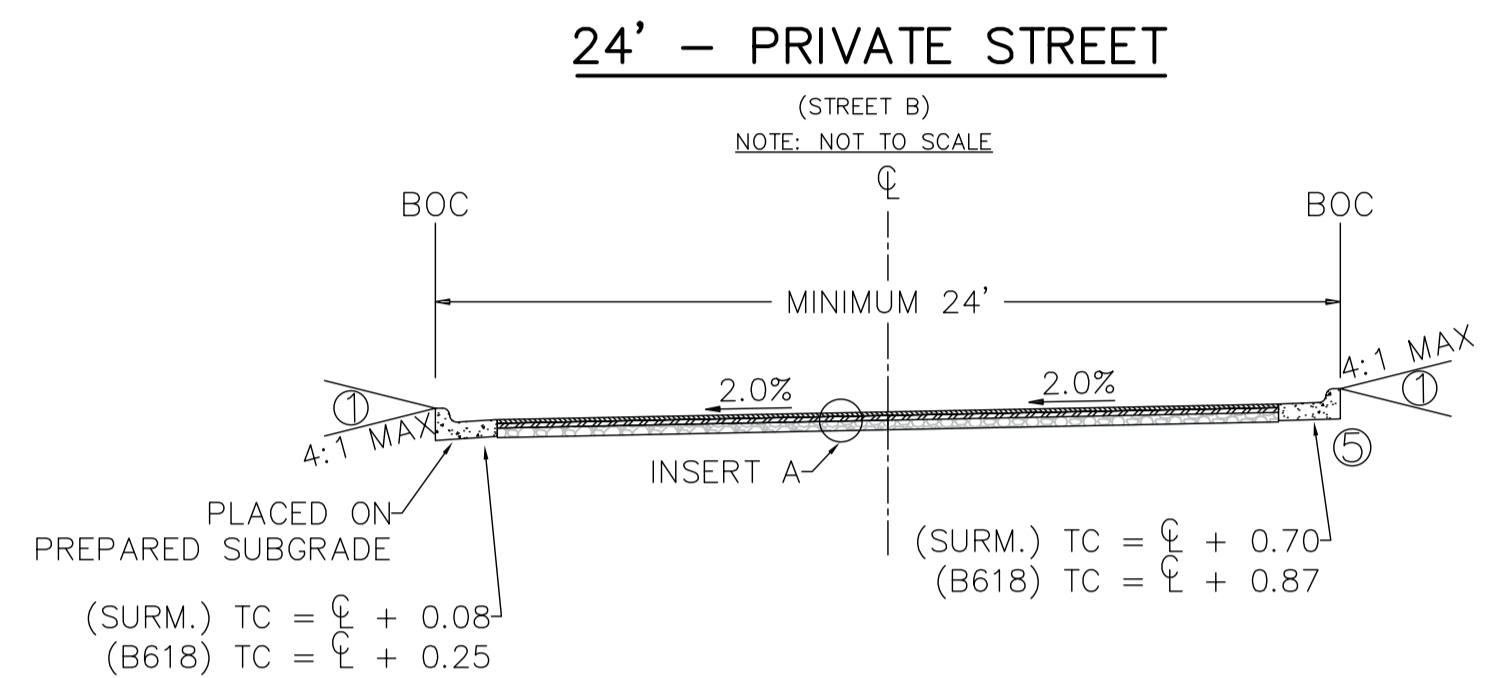
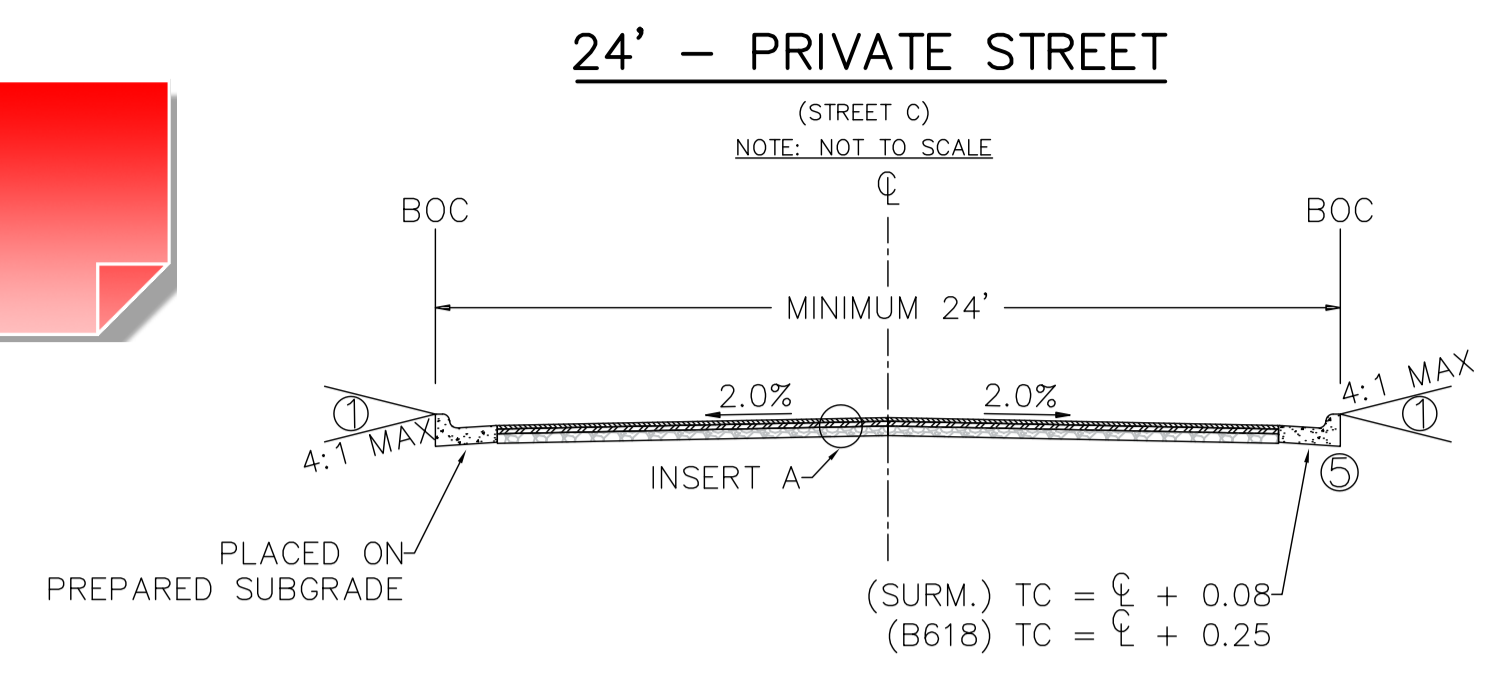
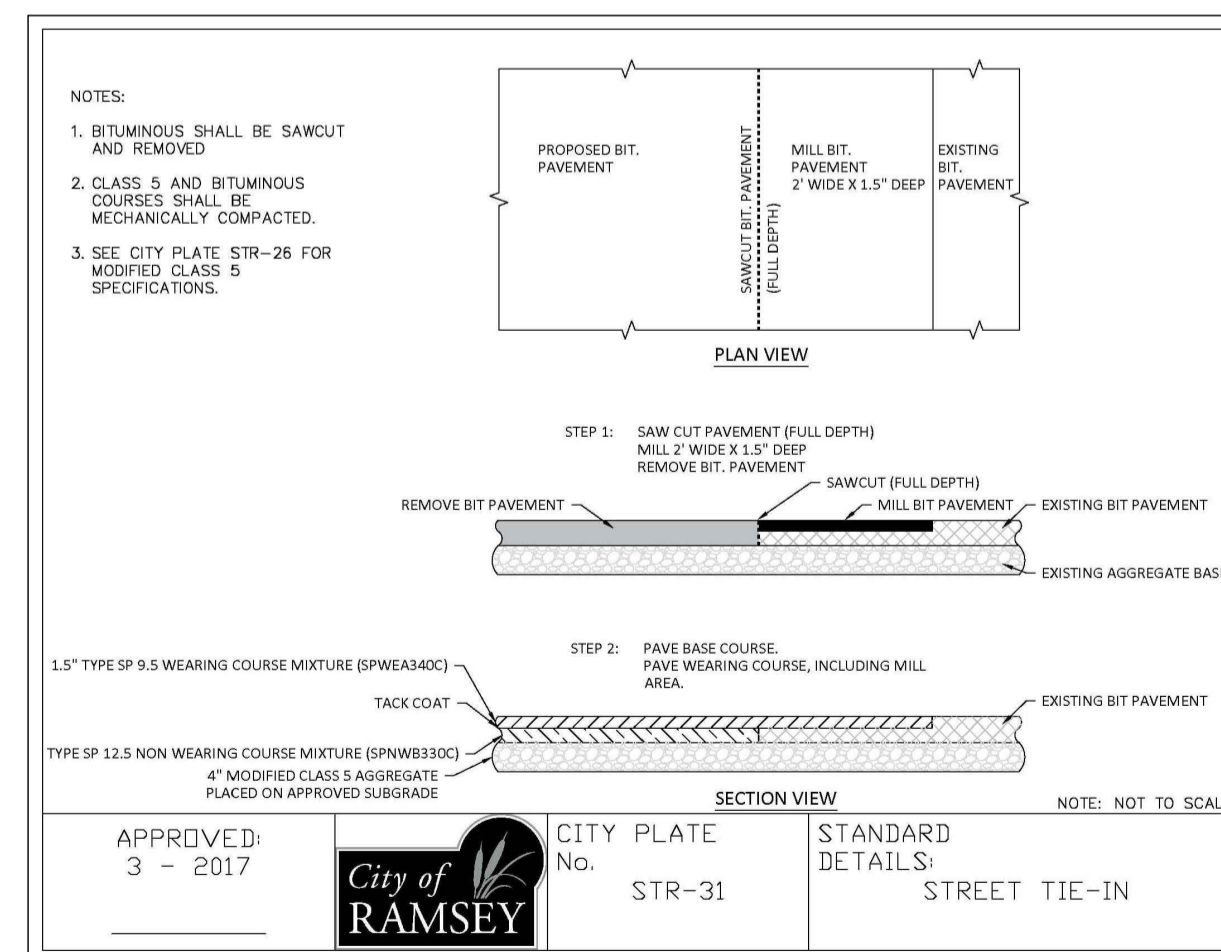
- REFERENCE NOTES:**
- GRADE TO MATCH EXISTING SURFACE MINIMUM 4" COMMON TOPSOIL BORROW IN BOULEVARDS. SEE CITY PLATE No. ERO-6
  - CLASS 5 GRADATION IS MODIFIED PER CITY PLATE No. STR-26
  - CONTRACTOR SHALL SCARIFY AND COMPACT, ACCORDING TO THE SPECIFIED DENSITY METHOD, THE TOP 12 INCHES OF MATERIAL PRIOR TO PLACING ANY FILL MATERIALS OR CLASS 5 AGGREGATE BASE.
  - ALL SIDEWALKS SHALL BE 6" THICK, 6' WIDE, PLACED ON PREPARED SUBGRADE.
  - CONCRETE CURB AND GUTTER PER PLAN. SEE CITY PLATE No. STR-1.

**TABLE A  
MODIFIED CLASS 5  
SPECIFICATIONS**

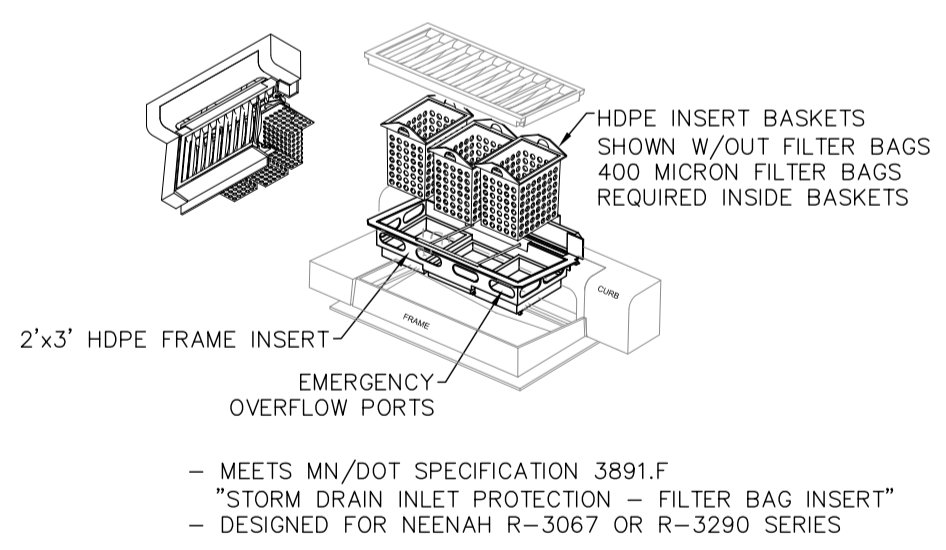
	% PASSING
1"	100
3/4"	90 - 100
3/8"	50 - 80
No.4	35 - 70
No.10	20 - 60
No.40	10 - 35
No.200	5 - 10

NOTES:  
1. THE AGGREGATE BASE CONSTRUCTION WILL BE ACCEPTED FOR PAYMENT IN ACCORDANCE WITH THE PROVISIONS IN TABLE A.  
2. IF THE AGGREGATE BASE FAILS TO MEET THE REQUIREMENTS OF TABLE A THE MATERIAL CAN BE CORRECTED IN PLACE OR REMOVED AND REPLACED WITH MATERIAL THAT MEET THE REQUIREMENTS OF TABLE A.  
3. IN THE EVENT THAT RECYCLED MATERIAL IS USE IT MUST MEET MNDOT REQUIREMENTS FOR RECYCLED BASE.

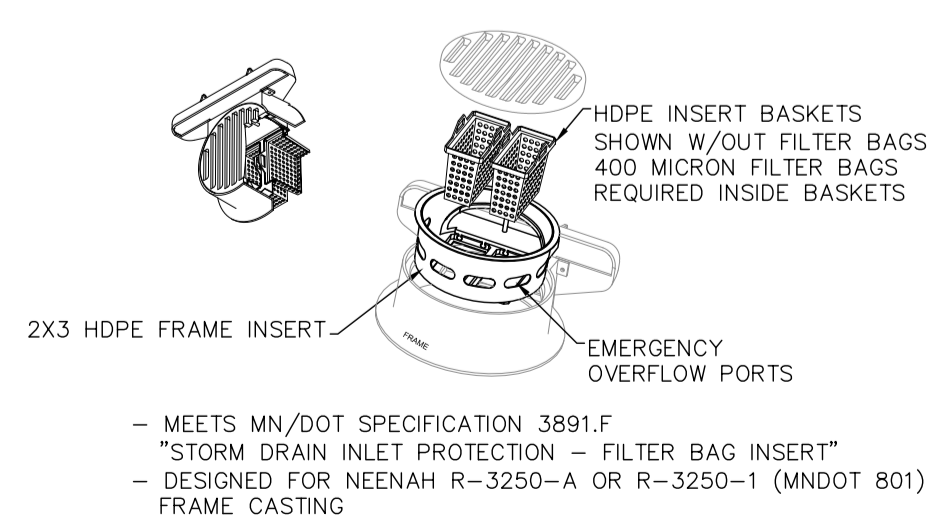
APPROVED: 2 - 2003  
CITY OF RAMSEY  
STANDARD DETAILS: MODIFIED CLASS 5 SPECIFICATIONS  
CITY PLATE No. STR-26



**INFRA SAFE - 2'x3' DEBRIS COLLECTION DEVICE**



**INFRA SAFE - 27" DEBRIS COLLECTION DEVICE**



**CITY OF RAMSEY NOTES**

- CONTRACTOR SHALL GUARANTEE ALL NEW PLANT MATERIAL FOR TWO (2) FULL GROWING SEASONS AFTER THE DATE OF WRITTEN FINAL ACCEPTANCE BY THE landscape architect. ANY PLANT MATERIAL THAT DIES, TURNS BROWN OR DEFOLIATES DURING THE GUARANTEE PERIOD SHALL BE IMMEDIATELY REPLACED AT NO ADDITIONAL COST TO THE OWNER AND SHALL BE COVERED BY THE SAME GUARANTEE.
- TREES SHALL NOT BE PLANTED WITHIN THE VISION TRIANGLE AS DEFINED IN CITY CODE 117-348.
- ALL TREES IN ISLANDS/CENTER MEDIAN SHALL BE PRIVATELY MAINTAINED PER THE PER THE HOME OWNERS ASSOCIATION DOCTRINE.
- TOPSOIL MEETING THE CITY'S SPECIFICATION SHALL BE REQUIRED PER EACH LOT. COPIES OF THE LOAD TICKET SHALL BE PROVIDED AND CITY INSPECTION IS REQUIRED PRIOR TO INSTALLATION OF SOD.
- NO TOPSOIL (OR OTHER FILL) SHALL BE PLACED WITHIN ANY WETLAND OR WETLAND SETBACK AREA.
- IRRIGATION SYSTEM SHALL BE DESIGN BUILT BY THE CONTRACTOR TO UTILIZE MATCH PRECIPITATION HEADS, HEAD TO HEAD (COVERAGE AND) WEATHER COMPENSATING SMART CONTROLLER.

**CITY OF RAMSEY LANDSCAPE REQUIREMENTS**

1. R2/R3 RESIDENTIAL DISTRICTS (SEC. 117-364.06) - MINIMUM CANOPY COVERAGE FOR ATTACHED UNITS.

CANOPY COVERAGE REQUIRED (482 X 72,088 SF) = 34,746 SF

IMPERVIOUS COVER = 67,141 SF (48.2%)  
 PERVIOUS COVER = 72,088 SF  
 TOTAL SITE AREA = 139,229

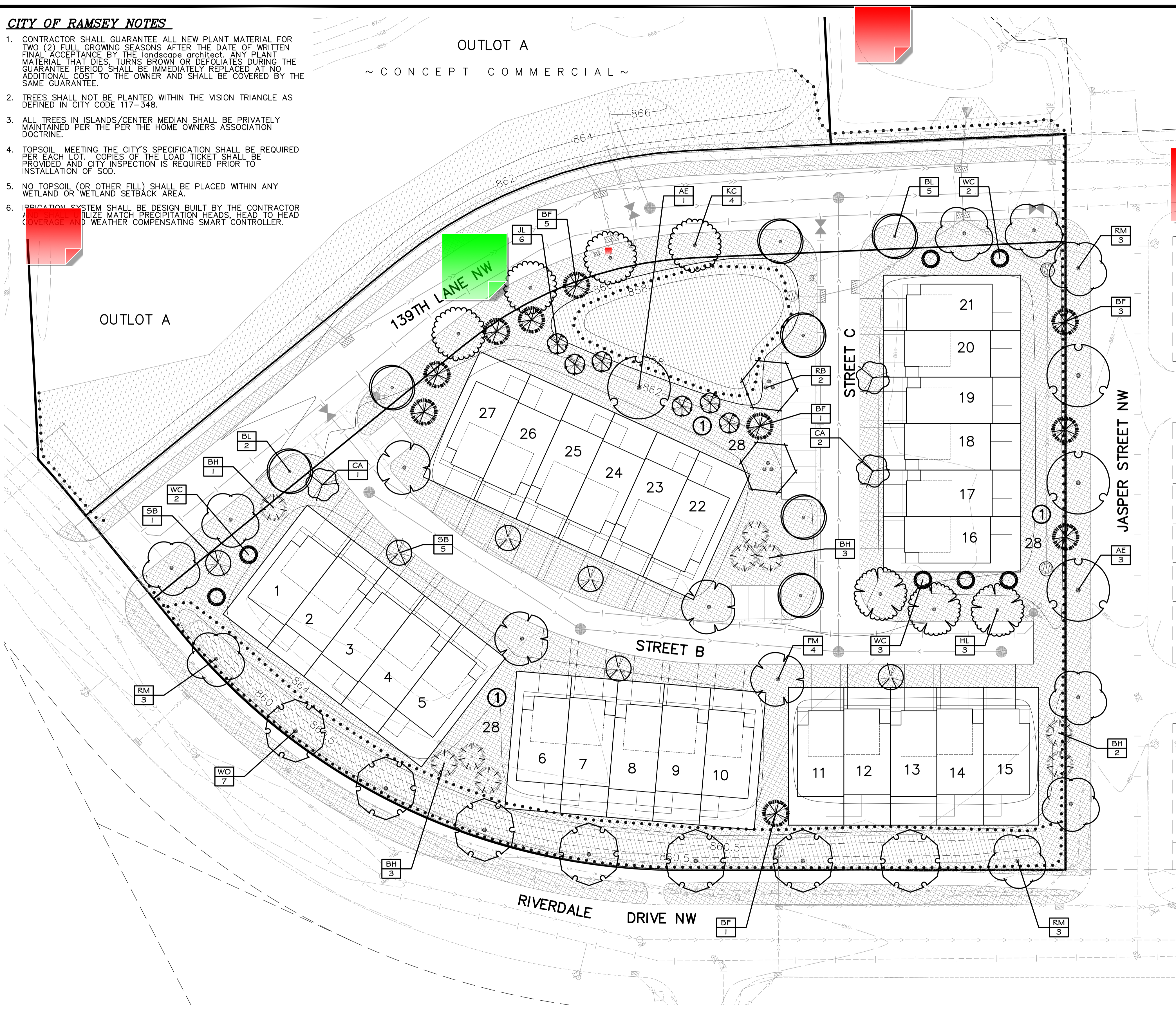
CANOPY COVERAGE PROVIDED = 34,912 SF

PREFERRED TREES	CANOPY	QTY	SUBTOTAL
AUTUMN BRILLIANCE SERVICEBERRY	115	6	690
SWAMP WHITE OAK	718	7	5,026
NORTHERN WHITE CEDAR	626	7	4,382
BALSAM FIR	319	10	3,190
BLACK HILLS SPRUCE	386	9	3,474
<b>TOTAL</b>			<b>16,762</b>

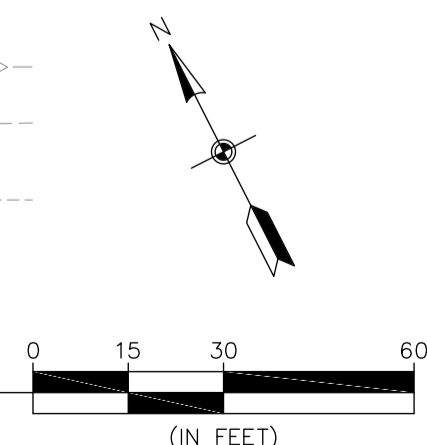
ACCEPTABLE TREES	CANOPY	QTY	SUBTOTAL
KENTUCKY COFFEE TREE	629	4	2,516
CRABAPPLE	157	3	471
PRINCETON ELM	552	4	2,208
NORTHERN ACCLAIM HONEYLOCUST	481	3	1,443
IVORY SILK LILAC	120	6	720
BOULEVARD LINDEN	354	7	2,478
SIENNA GLEN MAPLE	629	4	2,516
NORTHWOODS RED MAPLE	552	9	4,968
RIVER BIRCH	415	2	830
<b>TOTAL</b>			<b>18,150</b>

**LANDSCAPE PLAN NOTES**

- EXISTING CONDITIONS.** CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND CONSTRUCTION START. ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO THE OWNER/LANDSCAPE ARCHITECT FOR CLARIFICATION PRIOR TO BIDDING OR APPROVING ANY ADDITIONAL WORK REQUIRED.
- UTILITY LOCATES.** CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL PUBLIC AND PRIVATE UTILITIES, INCLUDING IRRIGATION LINES, AT LEAST 48 HOURS BEFORE EXCAVATING OR IN ACCORDANCE WITH STATE LAW. IN MINNESOTA, CALL GOPHER STATE ONE-CALL AT 651-454-0002 FOR FIELD LOCATION OF PUBLIC UNDERGROUND UTILITY LINES. ALL LOCATES AND ITEMS NOTED AS 'FIELD VERIFY' ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR AT THEIR EXPENSE.
- PERMITS.** CONTRACTOR SHALL VERIFY WITH THE OWNER/LANDSCAPE ARCHITECT THAT THE REQUIRED PERMITS HAVE BEEN OBTAINED PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
- EXISTING ITEMS TO REMAIN.** CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING PAVEMENT, STRUCTURES, UTILITIES, TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE (AT CONTRACTOR'S EXPENSE) TO EXISTING ITEMS TO REMAIN.
- CONSTRUCTION STAGING AND ACCESS.** CONTRACTOR SHALL VERIFY THE LOCATION FOR CONSTRUCTION STAGING AND SITE ACCESS WITH THE OWNER/LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING PEDESTRIAN AND VEHICLE ACCESS WITHIN AND ADJACENT TO THE SITE THROUGHOUT THE CONSTRUCTION PERIOD UNLESS OTHERWISE NOTED. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE PERMITTED. ALL WASTE AND/OR UNUSED MATERIAL SHALL BE PROMPTLY REMOVED FROM THE SITE.
- SITE REMOVALS.** REFER TO CIVIL PLANS FOR GENERAL SITE REMOVALS. ALL ITEMS NOTED TO BE REMOVED SHALL BE COMPLETED BY THE CONTRACTOR AND IMMEDIATELY DISPOSED OF OFF-SITE, IN ACCORDANCE WITH LOCAL REGULATIONS, UNLESS OTHERWISE NOTED. COORDINATE WITH OWNER/LANDSCAPE ARCHITECT FOR ANY ITEMS NOTED AS 'REMOVED BY OTHERS' OR 'REMOVE AND SALVAGE.'
- UTILITY COORDINATION.** REFER TO CIVIL PLAN SHEETS FOR INFORMATION RELATED TO PROPOSED UTILITIES. COORDINATE WITH ELECTRICAL CONTRACTORS FOR SITE ELECTRICAL WORK AND SITE LIGHTING.
- CONSTRUCTION STAKING.** UNLESS OTHERWISE NOTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING CONTROL POINTS AND ALL CONSTRUCTION FIELD STAKING DURING THE COURSE OF THE PROJECT.
- DIMENSIONS.** DIMENSIONS TAKE PRECEDENCE OVER SCALE. DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT/WALKWAY, OR OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
- PLAN QUANTITIES.** CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL MATERIAL QUANTITIES PER PLAN. MATERIAL SCHEDULES ARE PROVIDED SOLELY FOR CONTRACTOR'S CONVENIENCE.
- REFERENCE SPECIFICATIONS.** THE FOLLOWING SPECIFICATIONS SHALL GOVERN THIS PROJECT ACCORDING TO THE FOLLOWING ORDER:
  - ADDENDA, WITH THOSE OF A LATER DATE HAVING PRECEDENCE OVER THOSE OF AN EARLIER DATE
  - LANDSCAPE SPECIFICATIONS.
  - PLAN DRAWINGS.
  - PLANT / MATERIAL SCHEDULES.
  - CITY STANDARD SPECIFICATIONS AND DETAILS.
  - MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.



1 OVERALL LANDSCAPE PLAN  
 L1



**PRELIMINARY PLANS**  
 PRELIMINARY PLANS FOR CITY REVIEW ONLY. FINAL LANDSCAPE PLANS TO INCLUDE ADDITIONAL SHURB AND PERENNIAL PLANTING BEDS AND FOUNDATION PLANTING DETAILS.

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**CARLSON MCCAIN** ENGINEERING SURVEYING ENVIRONMENTAL  
 3890 PHEASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449  
 TEL 763.489.7900 FAX 763.489.7959 CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA  
 Signature: [Signature]  
 Date: 2/24/22 License #: 56346  
 Drawn: RJR  
 Designed: RJR  
 Date: 2/24/22

Revisions:  
 1.

**LGI HOMES - MINNESOTA, LLC**  
 2850 Cutters Grove Ave., Suite 207  
 Anoka, Minnesota 55303

**RIVENWICK VILLAGE 4TH ADDITION**  
 Ramsey, Minnesota

**PRELIMINARY LANDSCAPE PLAN**

L1 of 2

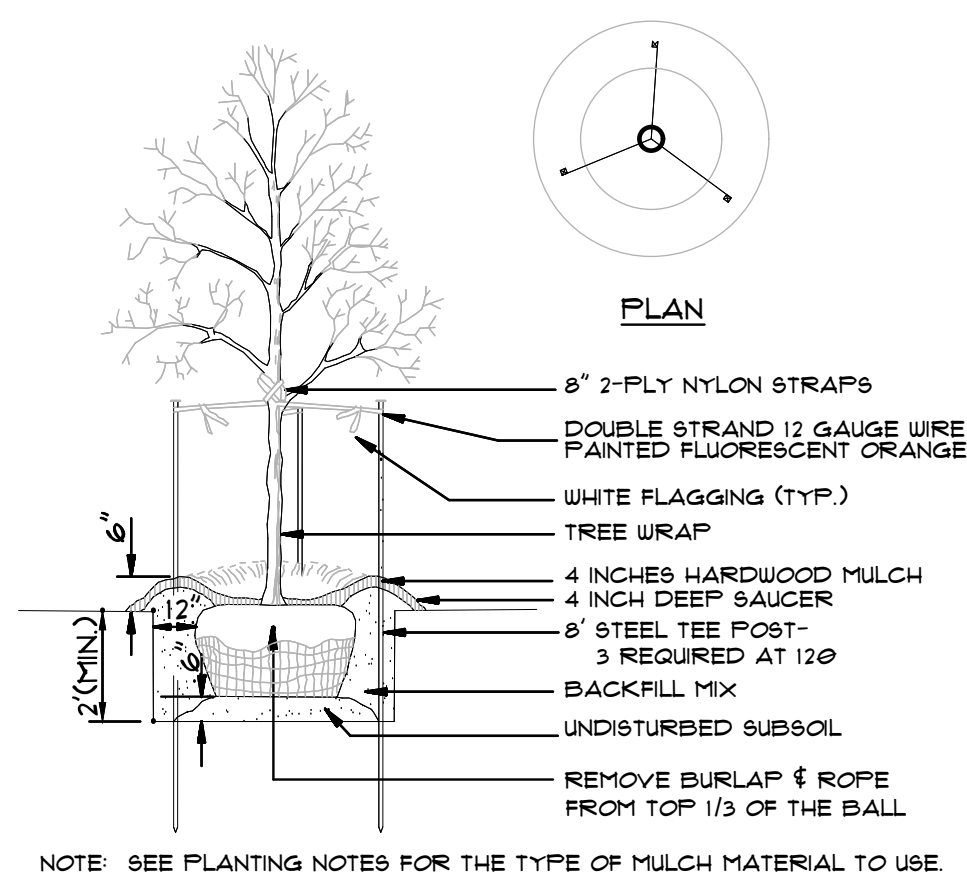
Save Date: 02/24/22 | I:\jobs\7821 - 7840\7835-02 rivenwick 4th addition\c3d\landscape\7835-02\_landscape.dwg

**LANDSCAPE SPECIFICATIONS**

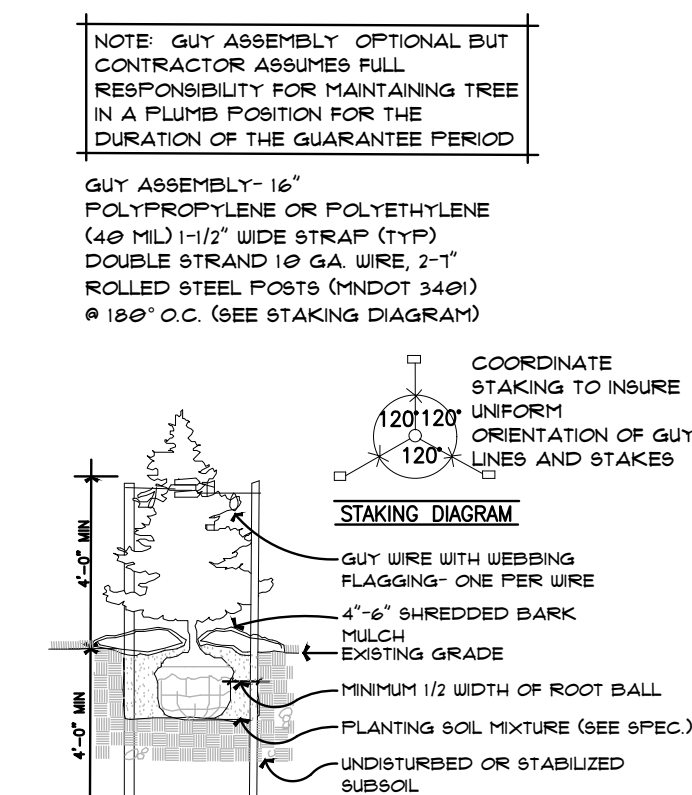
- TREE PROTECTION.** ALL TREES NOT SPECIFICALLY NOTED OR MARKED ON SITE FOR REMOVAL SHALL REMAIN PROTECTED AND UNDISTURBED DURING CONSTRUCTION. TREE PROTECTION SHALL EXTEND TO THE DRIP LINE, WITHIN WHICH NO CONSTRUCTION ACTIVITY, MATERIAL STORAGE, OR VEHICLE PARKING SHALL BE PERMITTED. TREE PROTECTION FENCING SHALL BE ERRECTED PRIOR TO CONSTRUCTION START PER PLANS OR AS DIRECTED BY OWNER/LANDSCAPE ARCHITECT AND SHALL CONSIST OF 4' TALL HEAVY DUTY ORANGE CONSTRUCTION FENCING WITH 6" STEEL FENCE POSTS SPACED 6' O.C. MAX.
- EROSION CONTROL.** REFER TO CIVIL PLAN SHEETS FOR STORMWATER POLLUTION PREVENTION PLAN (SWPPP), AND TEMPORARY AND PERMANENT STORMWATER BMPs, INCLUDING SILT FENCE, BIO-RILLS, INLET PROTECTION, EROSION CONTROL BLANKET, DUST CONTROL, SWEEPING AND ROCK CONSTRUCTION ENTRANCE. ALL DISTURBED AREAS SHALL RECEIVE PERMANENT STABILIZATION IN ACCORDANCE WITH THE LANDSCAPE PLAN WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED. IN THE EVENT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS, TEMPORARY STABILIZATION BMPs MUST BE IMPLEMENTED WITHIN 7 DAYS USING.
- CLEARING AND GRUBBING.** CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING AND GRUBBING ALL AREAS INDICATED AS BEING DISTURBED OR OTHERWISE SHOWN ON PLANS. CLEARING AND GRUBBING SHALL INCLUDE REMOVAL AND DISPOSAL OF ALL TREES, STUMPS, BRUSH, GRASS, ROOTS AND OTHER ORGANIC MATERIAL AT AN APPROVED OFF-SITE DISPOSAL LOCATION.
- SOIL PREPARATION.** REFER TO GEOTECHNICAL REPORT FOR ANY REQUIRED SOIL CORRECTIONS, AMENDMENTS OR ADDITIONAL INFORMATION (IF APPLICABLE). EXISTING TOPSOIL SHALL BE STRIPPED FROM ALL DISTURBED AREAS AND STOCKPILED IN AN APPROVED LOCATION FOR RE-SPREAD. ALL AREAS WHERE SOIL HAS BEEN COMPACTED BY CONSTRUCTION ACTIVITY AND THAT ARE INDICATED TO BE SODDED, SEEDED OR PLANTING BED SHALL BE DE-COMPACTED TO A MINIMUM DEPTH OF 12 INCHES BY SOIL RIPPING, TILLING OR OTHER APPROVED SOIL LOOSENING METHOD.
- TOPSOIL MATERIAL.** ALL EXISTING, AMENDED OR IMPORTED TOPSOIL SHALL MEET THE REQUIREMENTS OF MNDOT TOPSOIL TYPE A. A MINIMUM 4 INCH DEPTH OF TOPSOIL SHALL BE PLACED ON ALL AREAS TO BE SODDED OR SEEDDED. A MINIMUM 12 INCH DEPTH OF TOPSOIL SHALL BE PLACED WITHIN ALL PLANTING BED AREAS. ALL TOPSOIL SHALL BE FINE GRADED, RAKED AND DRAGGED TO PROVIDE A SMOOTH, UNIFORM SURFACE. TOPSOIL GRADES SHALL BE WITHIN .1 FEET OF INDICATED FINISHED GRADE AND SHALL BE TRUE TO GRADIENTS SHOWN ON PLANS. REFER TO CIVIL PLAN SHEETS FOR FILTRATION BASIN SOIL REQUIREMENTS.
- SEEDING AND TURF ESTABLISHMENT.** CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SEEDING. APPLY 12-12 GRANULAR STARTER FERTILIZER AT A RATE OF 250 LBS PER ACRE PRIOR TO SEEDING. SEEDS SHALL BE SOWN IN 2 PERPENDICULAR PASSES, EACH PASS AT ONE-HALF THE INDICATED RATE, VIA BROADCAST SPREADER, DROP SEEDER OR DRILL SEEDER. FOLLOWING SEED APPLICATION, INSTALL TYPE 3N EROSION CONTROL BLANKET ON ALL SLOPES GREATER THAN 4:1. IN ALL OTHER AREAS, APPLY HYDROMULCH COVER (MUST BE A SEPARATE OPERATION FROM SEEDING) AT A TARGETED DRY WEIGHT RATE OF 3500 LBS PER ACRE. SOIL SHALL BE KEPT MOIST DURING ESTABLISHMENT WITH ADDITIONAL RE-SEEDING AS NECESSARY TO ACHIEVE A HEALTHY, UNIFORM STAND OF GRASS, FREE OF WEEDS AND WITH COVERAGE EXCEEDING 75% IN ANY 10'x10' AREA PRIOR TO FINAL ACCEPTANCE.
- SODDING.** CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SODDING. APPLY 12-12 GRANULAR STARTER FERTILIZER AT A RATE OF 250 LBS PER ACRE PRIOR TO SODDING AND ROLL TOPSOIL TO CREATE A UNIFORM SURFACE FOR LAYING SOD. SOD SHALL NOT BE CUT MORE THAN 24-HOURS IN ADVANCE OF INSTALLATION. CONTRACTOR SHALL KEEP SOD MOIST FOR A MINIMUM OF 30 DAYS AND SHALL BE RESPONSIBLE FOR MAINTAINING THE SOD UNTIL FINAL ACCEPTANCE.
- PLANT MATERIAL.** ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS. OWNER/LANDSCAPE ARCHITECT RESERVE THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION. NO SUBSTITUTION OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- PLANT MATERIAL SUBSTITUTIONS.** ALL REQUESTS FOR PLANT SUBSTITUTIONS SHALL BE MADE IN WRITING TO THE OWNER/LANDSCAPE ARCHITECT AND MUST BE APPROVED BY THE CITY.
- PLANT INSTALLATION AND ESTABLISHMENT.** REFER TO STANDARD PLANTING DETAILS. CONTRACTOR SHALL STAKE TREE LOCATIONS FOR APPROVAL BY OWNER/LANDSCAPE ARCHITECT PRIOR TO PLANTING. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE.

- MULCH MATERIAL.** DOUBLE SHREDDED HARDWOOD MULCH OR ROCK MULCH AS INDICATED ON PLANS. ALL MULCH SHALL BE CLEAN AND FREE OF NOXIOUS WEEDS, SOIL, OR OTHER DELETERIOUS MATERIAL. AND SHALL BE INSTALLED OVER A NON-WOVEN GEOTEXTILE FABRIC (INCIDENTAL) OR OTHER APPROVED WEED BARRIER TO A MINIMUM SETTLED DEPTH OF 4". MULCH SHALL BE HELD BACK FROM PLANT STEMS/TRUNKS A MINIMUM OF 3". WOOD MULCH SHALL BE PLACED AROUND INDIVIDUAL TREES TO A 4" MINIMUM DIAMETER. MULCH SHALL BE INSTALLED WITHIN 48-HOURS OF PLANT INSTALLATION.
- LANDSCAPE EDGING.** INSTALL LANDSCAPE EDGING BETWEEN ALL MULCH AREAS AND TURF. EDGING SHALL BE COMMERCIAL GRADE BLACK POLYETHYLENE OR VINYL EDGING, 0.1 INCH THICK BY 5 INCHES DEEP, V-LIPPED BOTTOM, HORIZONTALLY GROOVED, 1-INCH ROUND TOP, EXTRUDED IN STANDARD LENGTHS, WITH 9-INCH STEEL ANGLE STAKES.
- IRRIGATION.** DESIGN, FURNISH AND INSTALL A COMPLETE UNDERGROUND IRRIGATION SYSTEM FROM APPROVED POINT(S)-OF-CONNECTION WITHIN THE SITE COVERING ALL TURF AND PLANTING AREAS AS SHOWN ON THE LANDSCAPE PLAN. INCLUDES FLOW/PRESSURE TESTING, PLANS WITH DESIGN CALCULATIONS, AS-BUILT DRAWINGS, LABOR, MATERIALS, EQUIPMENT, AND SERVICES FOR THE TESTING, ADJUSTING, RETESTING AND READJUSTING AS REQUIRED TO PLACE THE SYSTEM IN AN APPROVED OPERATING CONDITION. THE IRRIGATION SYSTEM SHALL INCLUDE THE DESIGN AND INSTALLATION OF THE FOLLOWING: PIPING, METER AND BACKFLOW ASSEMBLIES, SPRINKLER HEADS, CABINETS, VALVES AND VALVE BOXES, CONTROLLERS, CONTROL WIRING, FITTINGS, ELECTRICAL CONNECTIONS, QUICK-COUPERS, ALL OTHER NECESSARY ACCESSORIES, SYSTEM MANUALS, 1-YEAR MAINTENANCE PERIOD INCLUDING 1 FALL WINTERIZATION AND 1 SPRING START-UP. IRRIGATION PLANS TO BE PREPARED BY A QUALIFIED IRRIGATION DESIGNER AND SUBMITTED TO OWNER/LANDSCAPE ARCHITECT FOR APPROVAL.
- MAINTENANCE.** MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE MOWING, TRIMMING, WATERING, FERTILIZING, WEED AND PESTICIDE CONTROL, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES, HOWEVER, THE CONTRACTOR SHALL RETAIN RESPONSIBILITY FOR ALL PLANT MATERIAL THROUGH THE COMPLETION OF THE WARRANTY PERIOD.
- WATERING.** UPON ESTABLISHMENT OF SEED AND INSTALLATION OF PLANTS, CONTRACTOR SHALL MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS AND TURF AREAS A MINIMUM OF ONCE A WEEK. MORE FREQUENT WATERING MAY BE REQUIRED DURING PERIODS OF HOT, DRY WEATHER. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER. IN THE ABSENCE OF PERMANENT IRRIGATION, TEMPORARY IRRIGATION, TREE WATERING BAGS, OR HAND-WATERING ARE ACCEPTABLE.
- NATIVE PLANT ESTABLISHMENT.** THIS PROJECT INCLUDES ONE OR MORE NATIVE PLANT SEED MIXES CONSISTING OF A VARIETY OF GRASSES, SEDGES AND FLOWERING FORBS. BECAUSE THESE PLANTS TYPICALLY HAVE A LONGER GERMINATION PERIOD, A COVER CROP SPECIES IS REQUIRED TO PROVIDE TEMPORARY COVER AND STABILIZATION. MAINTENANCE OF THESE SEEDING AREAS IS CRITICAL DURING THE FIRST SEVERAL YEARS TO ESTABLISH A SUCCESSFUL NATIVE PLANT COMMUNITY. SEEDING AREAS SHALL BE MOWED / WEED-WHIPPED TO A HEIGHT OF 6-10 INCHES IN MID-JULY AND EARLY SEPTEMBER DURING THE FIRST 2-3 YEARS OF ESTABLISHMENT. IN ADDITION, ALL NON-NATIVE SPECIES / WEEDS SHALL BE SPOT SPRAYED NO LESS THAN 3 TIMES A YEAR WITH HERBICIDE BY A LICENSED APPLICATOR. RE-SEEDING AS NECESSARY SHALL OCCUR IN MAY. A NATIVE PLANT COMMUNITY SHALL BE CONSIDERED SUCCESSFULLY ESTABLISHED NO SOONER THAN 3 YEARS AFTER INITIAL SEEDING - ONCE THE COVER CROP HAS BEEN SUFFICIENTLY REPLACED BY NATIVE PLANTS AND THE AREA IS FREE OF ALL NON-NATIVE AND INVASIVE SPECIES. AT THIS TIME, MAINTENANCE CAN BE REDUCED TO MOWING / WEED-WHIPPING TO A HEIGHT OF 6-10 INCHES ONCE A YEAR IN EARLY SEPTEMBER AND SPOT SPRAYING OF HERBACIDE ONLY AS NEEDED.
- FINAL ACCEPTANCE.** UPON SUBSTANTIAL COMPLETION OF THE WORK, CONTRACTOR SHALL REQUEST FINAL ACCEPTANCE OF THE WORK IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT. IF ANY WORK IS FOUND TO BE INCOMPLETE OR UNSATISFACTORY IN THE OPINION OF THE OWNER/LANDSCAPE ARCHITECT, A WRITTEN PUNCH LIST WILL BE PREPARED LISTING ALL ITEMS THAT REQUIRE COMPLETION OR CORRECTING BEFORE FINAL ACCEPTANCE.
- WARRANTY.** ALL PLANTS, MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND MATERIAL.

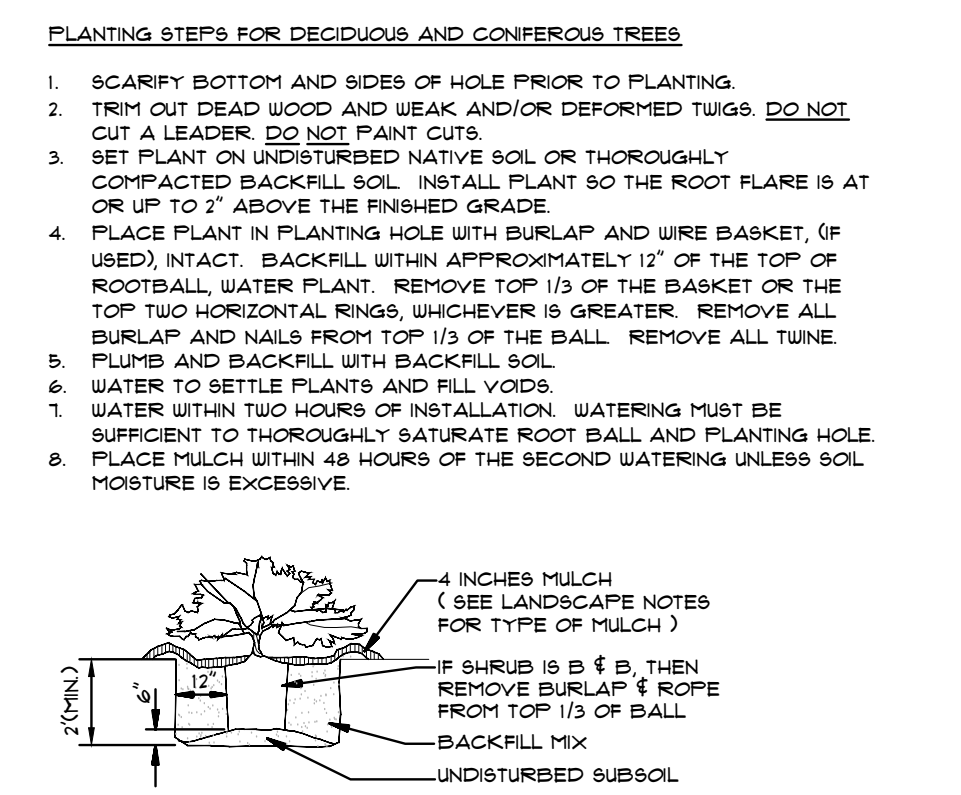
PLANT SCHEDULE						
TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	RM	9	Acer rubrum 'Northwood'	Northwoods Red Maple	2" Cal.	B&B
	FM	4	Acer x freemanii 'Sienna'	Sienna Glen Maple	2" Cal.	B&B
	RB	2	Betula nigra Clump Form, 2" Cal Equivalent	River Birch Multi-Trunk	8' Ht.	B&B
	HL	3	Gleditsia triacanthos inermis 'Harve'	Northern Acclaim Thornless Honey Locust	2" Cal.	B&B
	KC	4	Gymnocladus dioica 'Espresso'	Kentucky Coffeetree	2" Cal.	B&B
	WO	7	Quercus bicolor	Swamp White Oak	2" Cal.	B&B
	BL	7	Tilia americana 'Boulevard'	Boulevard Linden	2" Cal.	B&B
	AE	4	Ulmus americana 'Princeton'	American Elm	2" Cal.	B&B
CONIFEROUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	BF	10	Abies balsamea	Balsam Fir	6' Ht.	B&B
	BH	9	Picea glauca densata	Black Hills Spruce	6' Ht.	B&B
	WC	7	Thuja occidentalis	White Cedar	6' Ht.	B&B
ORNAMENTAL TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	SB	6	Amelanchier x grandiflora 'Autumn Brilliance' Clump Form, 1.5" Cal Equivalent	Autumn Brilliance Serviceberry	7' Ht.	B&B
	CA	3	Malus x 'Adirondack' White Flowers	Adirondack Crabapple	1.5" Cal.	B&B
	JL	6	Syringa reticulata 'Ivory Silk' White Flowers	Ivory Silk Japanese Tree Lilac	1.5" Cal.	B&B
GROUND COVERS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	SOD	75,303 sf	Bluegrass Sod Irrigated Turfgrass	Kentucky Bluegrass	sod	
	TIV	14,365 sf	Type I - Infiltration Basin Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 50.0 lb/ac	MnDOT Seed Mix 35-241	seed	
	TII	2,445 sf	Type II - Native Construction Seed Mix Install with mass grading. Refer to notes for acceptable seeding methods. Seeding Rate 57.0 lb/ac	MnDOT Seed Mix 32-241	seed	



**A DECIDUOUS TREE PLANTING DETAIL**  
NOT TO SCALE



**B CONIFEROUS TREE PLANTING DETAIL**  
NOT TO SCALE



**C SHRUB & CONTAINER PLANTING DETAIL**  
NOT TO SCALE

- PLANTING STEPS FOR DECIDUOUS AND CONIFEROUS TREES**
- SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.
  - TRIM OUT DEAD WOOD AND WEAK AND/OR DEFORMED TWIGS. DO NOT CUT A LEADER. DO NOT PAINT CUTS.
  - SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED BACKFILL SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE.
  - PLACE PLANT IN PLANTING HOLE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT. BACKFILL WITH APPROXIMATELY 12" OF THE TOP OF ROOTBALL, WATER PLANT. REMOVE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS, WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM TOP 1/3 OF THE BALL. REMOVE ALL TWINE.
  - PLUMB AND BACKFILL WITH BACKFILL SOIL.
  - WATER TO SETTLE PLANTS AND FILL VOIDS.
  - WATER WITHIN TWO HOURS OF INSTALLATION. WATERING MUST BE SUFFICIENT TO THOROUGHLY SATURATE ROOT BALL AND PLANTING HOLE.
  - PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Rutger, R.L.A.  
Signature:   
Date: 2/24/22 License #: 56346

Drawn: RJR  
Designed: RJR  
Date: 2/24/22

Revisions:  
1.

**LGI HOMES - MINNESOTA, LLC**  
2850 Cutters Grove Ave., Suite 207  
Anoka, Minnesota 55303

**RIVENWICK VILLAGE  
4TH ADDITION**  
Ramsey, Minnesota

**PRELIMINARY  
LANDSCAPE PLAN**

L2  
of  
2



# Current Project - Project Markups Listing

## Rivenwick Village Fourth

File Name	Markup Name	Markup Text	Markup Date	Created by
3 Preplat.pdf	Brandy Howe2	Add a notation regarding the maximum lot coverage of the site. The R3 zoning district sets a maximum lot coverage of 35% for all principal and accessory buildings (excluding impervious surfaces) of 35%.	03/18/2022	Planning WSB
3 Preplat.pdf	Brandy Howe3	Indicate that structures fit within the building setback limitations per Section 117.113(d), which requires: <ul style="list-style-type: none"> <li>- 25 feet setback from (public) street right-of-way</li> <li>- 25 feet setback from private street (measured from back of curb line)</li> <li>- 30 feet setback from exterior development boundary</li> <li>- 20 feet minimum separation between buildings</li> </ul>	03/18/2022	Planning WSB
4 Site.pdf	Brandy2	Add building separation measurement; should be 20' between buildings	03/18/2022	Planning WSB
4 Site.pdf	Brandy2	Indicate that structures fit within the building setback limitations per Section 117.113(d), which requires: <ul style="list-style-type: none"> <li>a. 25 feet setback from (public) street right-of-way</li> <li>b. 25 feet setback from private street (measured from back of curb line)</li> <li>c. 30 feet setback from exterior development boundary</li> <li>d. 20 feet minimum separation between buildings</li> </ul>	03/18/2022	Planning WSB
4 Site.pdf	Brandy2	Indicate common open space on the site. Staff interprets identifiable community space as a common area that is clearly understood to be open to all residents (i.e. seating area, for example). Staff suggests near the storm water pond as that is the largest open space area.	03/18/2022	Planning WSB

## Current Project - Project Markups Listing

File Name	Markup Name	Markup Text	Markup Date	Created by
4 Site.pdf	Brandy2	Guest parking is not required. Staff suggests removing all guest parking spaces on the site to increase open space. If guest parking is retained, it should meet the city's dimensional standards for parking stalls, which is 9'x18' per 117.356(c).	03/18/2022	Planning WSB
3 Preplat.pdf	Brandy Howe	Refer to the R-3 zoning district for setback requirements. See Sec. 117-113(d) of the municipal code.	03/17/2022	Planning WSB
3 Preplat.pdf	Brandy Howe	Density should be NET rather than gross. Calculate as follows:  Gross density less ROW, less wetlands, less Outlot A.	03/17/2022	Planning WSB
3 Preplat.pdf	CA	Please add net density caculation to the Site Data.	03/16/2022	Chris Anderson
3 Preplat.pdf	JF	The angle chosen is not the closest distance to the proposed right of way, which is only 7.5 feet. Adjust to make minimum 10' drainage & utility easement behind the right of way.	03/15/2022	Joe Feriancek
4 Site.pdf	JF	I'm not in favor of parking stalls close this close to the entrance, can these be pushed further south?	03/15/2022	Joe Feriancek
4 Site.pdf	JF	Is there a possibility of connecting Street B to Jasper? If not I think a parking area and/or hammerhead turnaround would be more appropriate than a simple dead end.	03/15/2022	Joe Feriancek
4 Site.pdf	JF	Need to use the heavy duty model, City has been having issues maintaining the light duty.	03/15/2022	Joe Feriancek
4 Site.pdf	JF	Are these locations generalized for ease of construction, or based off an assumed future use?	03/15/2022	Joe Feriancek
4 Site.pdf	JF	Verify rim elevations are correct, grading plan shows this as approximatey 862. Also, showing below minimum cover on sanitary sewer.	03/15/2022	Joe Feriancek

## Current Project - Project Markups Listing

File Name	Markup Name	Markup Text	Markup Date	Created by
L1.pdf	JF	how big do these trees get? its scaling at only 6 feet center from the rain guardian. If this tree gets large, would like to see it moved further away so roots dont interfere with structure and drainage down to infiltration basin.	03/15/2022	Joe Feriancek
L1.pdf	CA	May want to consider clustering some evergreen plantings to shield headlights from future commercial parcel north of 139th from lots 22-27.	03/15/2022	Chris Anderson
Tree Preservation Plan 10.23.19 - Rivenwick.pdf	CA		03/15/2022	Chris Anderson
Tree Preservation Plan 10.23.19 - Rivenwick.pdf	CA	Approximately 302 diameter inches were removed south of this line as part of Rivenwick Village 3rd Addition. Per the Tree Preservation Ordinance, 40% of those diameter inches should have been preserved (121 inches). Replacement at 1.25 inches per 1 inch removed = 151 diameter inches required for reforestation.	03/15/2022	Chris Anderson
Tree Preservation Plan 10.23.19 - Rivenwick.pdf	CA		03/15/2022	Chris Anderson
L1.pdf	CA1	Please include caliper size for each proposed species. The entire site was clear cut during Rivenwick Village 3rd Addition, an after the fact inventory of tree stumps was completed. Since all trees were removed, reforestation is required and the caliper size is needed to determine if the proposed landscaping will satisfy the reforestation. Approximately 302 significant tree inches were removed from this area; required to preserve at least 40% of those inches (121). For each inch beyond that threshold, need to replant 1.25 inches. 121 x 1.25 = 151 inches of reforestation required. Proposed landscaping can count toward this requirement.	03/15/2022	Chris Anderson

## Current Project - Project Markups Listing

File Name	Markup Name	Markup Text	Markup Date	Created by
L1.pdf	Brandy Howe Review	Section 117-364(c)(2) requires irrigation systems be equipped with the following: a. Technology that inhibits or interrupts operation of the irrigation system during periods of sufficient moisture (rain sensor). b. One or more water efficient technologies. This could include, but is not limited to, WaterSense labeled weather-based irrigation controllers, soil moisture sensors, and/or evapotranspiration (ET) sensors.	03/14/2022	Planning WSB
L1.pdf	Brandy Howe Review	Existing landscaping not shown on plan.	03/14/2022	Planning WSB
L1.pdf	Brandy Howe Review	The Ramsey Tree Guide does not include the following species:  Princeton Elm Northern Acclaim Honey Locust Sienna Glen Maple River Birch  Their spread calculations for these, however, are in conformance with the landscaping requirements.	03/14/2022	Planning WSB
4 Site.pdf	Brandy Howe review	Divide this summary into private and guest parking. Presumably, for the private parking, there is at least a 1-car garage and driveway for each unit, which would meet the requirement for two off-street spaces.	03/14/2022	Planning WSB
4 Site.pdf	Brandy Howe review	Sidewalk not shown on south side of 139th Lane NW	03/14/2022	Planning WSB
4 Site.pdf	Brandy Howe review	No sidewalk shown on Jasper	03/14/2022	Planning WSB
4 Site.pdf	Brandy Howe review	Dimensions of the guest parking stalls are 8'x20', which are different than the commercial parking standards which require 9'x18' per 117-356(c).	03/14/2022	Planning WSB
Application - Final Plat, Rivenwick 4th, SIGNED.pdf	Brandy Howe	No lighting or architectural details or renderings were provided, which is required per 117-112(e) (8)-(9).	03/14/2022	Planning WSB

## Current Project - Project Markups Listing

File Name	Markup Name	Markup Text	Markup Date	Created by
Application - Final Plat, Rivenwick 4th, SIGNED.pdf	Brandy Howe	Section 117.112(e)(1) requires minimum building area standards for townhomes. This information was not provided.	03/14/2022	Planning WSB
7 Details.pdf	LC	Base and wear course to use C oil instead of B, City has changed standard in recent years.	03/11/2022	Logan Czech
4 Site.pdf	LL	A maintenance agreement will be required for the infiltration basin and Rain Guardian Devices.	03/09/2022	Len Linton
7 Details.pdf	LL	Rain Guardian - Bunker Style is not accepted in the City of Ramsey right of way. They break during routine maintenance.  Consider installing a different BMP.  These are private streets. A maintenance agreement will be required for the infiltration basin and Rain Guardian.	03/09/2022	Len Linton
3 Preplat.pdf	Sullivan - Outlot A Configuration	Outlot A is irregular and limited by drainage and utility easement. Is there enough room for a viable commercial development(s)?	03/08/2022	Sean Sullivan
4 Site.pdf	Aaron	Use bit as a form, do not patch riverdale	03/07/2022	Aaron Madsen
4 Site.pdf	Aaron	Casting will ned to be adjusted after Wm is connectected	03/07/2022	Aaron Madsen



March 18, 2022

Brian Hagen,  
City of Ramsey  
Deputy City Administrator/Community Development Director  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Re: Rivenwick Village 4<sup>th</sup> Addition PUD/Final Plat  
WSB Project No. 019569 Phase 002

Dear Mr. Hagen,

WSB has completed its review of the Rivenwick Village 4<sup>th</sup> Addition PUD / Final Plat. Below are our review comments. As directed, this project was reviewed against the R-3 zoning district standards, based on staff review from the first phase. It was also reviewed against the conceptual layout that was reviewed by Planning Commission and approved by City Council in December 2020. This proposal matches the approved concept plan in terms of site layout and unit count.

City Planner Review:

1. Sheet 3 of 7, Preliminary Plat needs to be updated to reflect the R3 zoning district density and setback standards.
2. Sheet 3 of 7, Preliminary Plat needs to be updated to reflect net density instead of gross density.
3. Sheet 3 of 7, Preliminary Plat – add a notation regarding the maximum lot coverage of the site. The R3 zoning district sets a maximum lot coverage of 35% for all principal and accessory buildings (excluding impervious surfaces) of 35%.
4. Sheet 4 of 7, Site Plan – indicate that structures fit within the building setback limitations per Section 117.113(d), which requires:
  - a. 25 feet setback from (public) street right-of-way
  - b. 25 feet setback from private street (measured from back of curb line)
  - c. 30 feet setback from exterior development boundary
  - d. 20 feet minimum separation between buildings
5. Sheet 4 of 7, Site Plan – provide dimensions for open space.
  - a. Section 117.113(5) requires 40% open space, 10% of which is identifiable community space. “Qualifying areas include grassed lawns, landscape areas, gardens, natural areas, landscape rock, mulch, wetlands, and ponding areas. Of the 40 percent open space, ten percent is to be dedicated as an identifiable common area for use by residents of the development.” The landscape plan indicates that 48.2% of the site is impervious cover. Presumably the plans meet this requirement.
6. Page 4 of 7, Site Plan depicts 14 guest parking stalls. Guest parking is not required. Staff suggests removing all guest parking on the site to increase open space. If guest parking is retained, it should meet the city’s dimensional standards for parking stalls, which is 9’x18’ per 117.356(c), rather than the 8’x20’ as depicted.
7. Page 4 of 7, Site Plan does not provide sidewalk on the south side of 139th Avenue and none on Jasper Street.
8. Provide building elevations to demonstrate compliance with Section 117.113(d), which requires:
  - a. Maximum building height of 35 feet.
  - b. Minimum floor area measured at or above lot grade:
    - i. 640 SF for 1-bedroom units
    - ii. 760 SF for 2-bedroom units
    - iii. 860 SF for 3-bedroom units
    - iv. 125 SF for each additional bedroom
9. Provide lighting details to demonstrate compliance with Section 117.113(7).
10. Provide architectural renderings to demonstrate compliance with 117.113(8).
11. Sheets L1-L2, Landscape plan – existing landscaping/trees not shown.

12. Sheets L1-L2, Landscape plan. Section 117-364(c)(2) requires irrigation systems be equipped with the following:
- a. Technology that inhibits or interrupts operation of the irrigation system during periods of sufficient moisture (rain sensor).
  - b. One or more water efficient technologies. This could include, but is not limited to, WaterSense labeled weather-based irrigation controllers, soil moisture sensors, and/or evapotranspiration (ET) sensors.

Should you have any questions regarding this list, please don't hesitate to reach out if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandy Howe". The signature is fluid and cursive, with the first name "Brandy" being more prominent than the last name "Howe".

Brandy Howe, AICP  
WSB & Associates, Inc.  
City Planner

cc: Brian McCann, City Planner (email only)

**Regular Planning Commission**

7. 1.

**Meeting Date:** 03/24/2022

**By:** Chris Anderson, Community Development

**Information**

**Title:**

Discussion Topic: Conceptual Architecture for Potential Townhome Project in The COR; Case of Jason Palmby and M / I Homes

**Purpose/Background:**

Jason Palmby, a prospective developer (the "Developer"), has acquired multiple parcels within The COR that were formerly owned by KHovnanian Homes and were part of the original Ramsey Town Center 7th Addition (Symphony at Town Center). The parcels are located west of Rhinestone Street, south of Bunker Lake Boulevard, north of East Ramsey Parkway, and are bisected by 146th Avenue (combined, the "Subject Property"). The Developer is working with M / I Homes to finalize a townhome product that would be unique to The COR, while still meeting the vision and intent of the architectural standards.

The Developer has provided a narrative generally summarizing their project as well as some photos of the proposed attached townhome units. The Developer is interested in feedback on the design and more specifically, the front entryway as it relates to the Design Framework and covered front porches.

**Notification:**

**Observations/Alternatives:**

The Developer has noted that there would be a covered front entry; however, it would not be 36 square feet in area (see photos in attached Developer Summary). In lieu of the full 36 square foot covered front porch/balcony, the Developer has proposed a covered front entry with uncovered patio space on each side of the front entrance. Additionally, there would be a decorative fence to demark the private/public boundary. The Developer has noted in discussions with City Staff that they would also be open to incorporating other 'gathering' areas to aid in developing that sense of community within the development.

**Funding Source:**

This case is being handled as part of Staff's regular duties.

**Recommendation:**

**Action:**

Provide feedback on the front entryways proposed by the Developer.

**Attachments**

Site Location Map

Developer Summary

Examples of Existing Front Entryways in The COR

**Form Review**

**Inbox**

**Reviewed By**

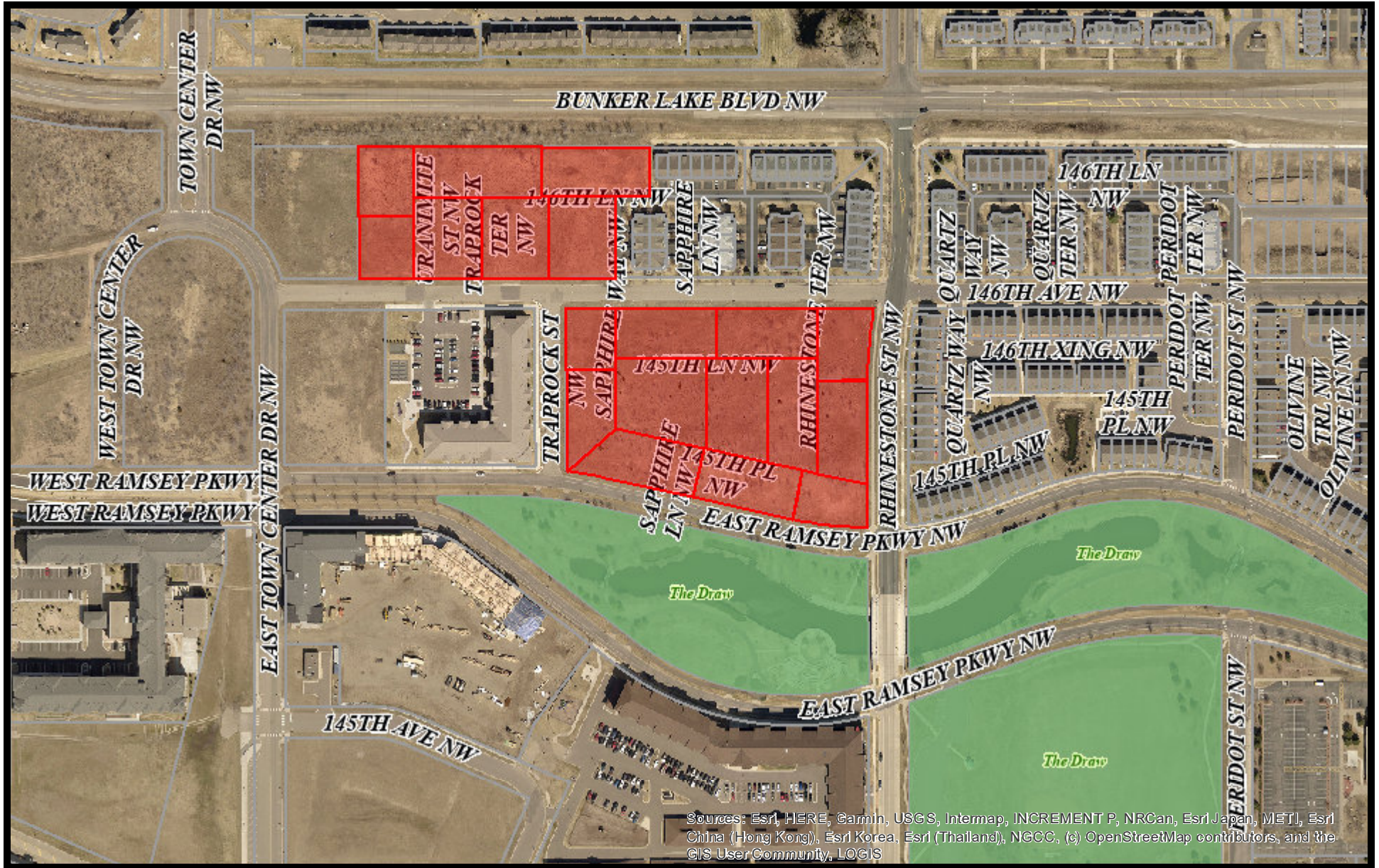
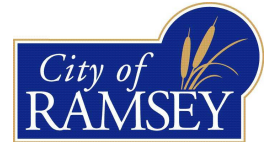
**Date**

Brian Hagen  
Form Started By: Chris Anderson  
Final Approval Date: 03/18/2022

Brian Hagen

03/18/2022 10:12 AM  
Started On: 03/17/2022 12:33 PM

# Site Location Map



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

## **Symphony at Ramsey Town Center**

M/I Homes would like to build out the remaining portion of Symphony at Ramsey Town Center. The attached location map shows the area. At build out the site will consist of roughly 110 to 120 townhomes. This project was started in 2007. During the housing recession a large portion of the project was shuttered by K. Hovanian Homes. Jason Palmby, a local developer, has recently purchased the property from K. Hovanian Homes and is partnering with M/I Homes to complete the project.

The City has recently adopted some new design guidelines for the area. The townhomes proposed by M/I Homes comply with many of the components within that design framework . The one component that has some concern is the covered balcony/patio on the front entry. M/I has found through market research and trial and error with other projects that buyers simply do not have a great desire for front porches. They simply don't get used and the added cost makes the home less appealing. Moreover, the porch cuts off natural light into the interior of the home.. This takes away a bright, open concept floorplan that many buyers desire.

We have attached some elevations that M/I like to build within this development. We feel it is generally consistent with the current ordinance and meets the intent of providing some outdoor private space adjacent to the public sidewalk and street. As you can see with the attached townhomes, we will achieve a covered porch/stoop and will have a fenced front yard with a patio. The fence is provided as a separation between the public space and private patio. Landscaping will soften the view and provide a more aesthetically space for residents of the townhomes. This product has been very well received in the Chicago market and we feel it would do well in Ramsey, MN and the overall Twin Cities market. You will also note the material used to beak up the townhomes is purposely done to create separation with each individual unit.

We look forward to a great project in Ramsey and look forward building over the next few years. Thank you for your time.

**Ramsey Town Center**

















**Regular Planning Commission**

7. 2.

**Meeting Date:** 03/24/2022

**By:** Brian Hagen, Community Development

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**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 staff scheduling a public hearing on the amendment. The public hearing is tentatively planned for the April Planning Commission meeting.

The City Council, Planning Commission and EDA have provided input on the ordinance amendment at past meetings. Excerpts of the minutes for those meetings are attached.

**Notification:**

No notification required at this time due to discussion only. Future Public Hearing notification will occur.

**Observations/Alternatives:**

The EDA has reviewed a lease structure for a Dynamic Display Billboard. As part of the lease review, they passed a motion that the Planning Commission consider adjusting the minimum timing of the display duration to seven (7) seconds. They further supported the spacing regulation between signs.

Discussion on regulating political advertising occurred as part of the lease structure. It was recognized that overall political advertising is regulated by the State.

**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.

**Recommendation:**

**Action:**

Provide direction to staff for any adjustments to the language prior to advertising for a public hearing at the April 28, 2022 Planning Commission meeting.

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**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

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 03/18/2022

**Reviewed By**

Brian Hagen

**Date**

03/18/2022 01:15 PM

Started On: 03/09/2022 02:35 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.

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(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.

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(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)

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### **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.

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- (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

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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

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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.

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(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.

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## 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.

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- (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.

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- (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.

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- (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.

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- (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.

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- (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

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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)

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### **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.

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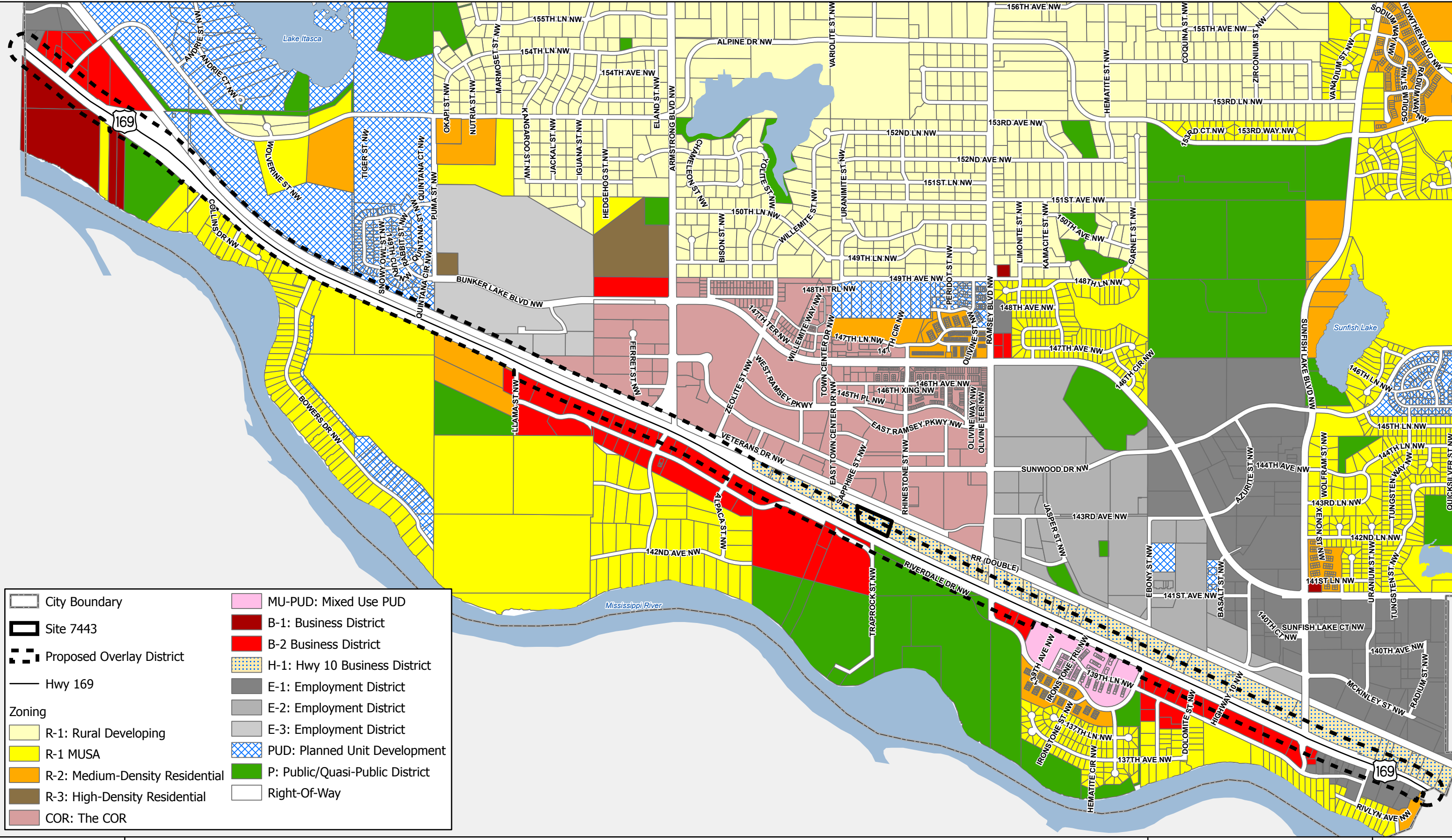
(e) All signs, except those attached flat against the wall of a building, shall be constructed to withstand minimum wind loads as follows:

(1) Solid signs: 30 pounds per square foot per face of the sign.

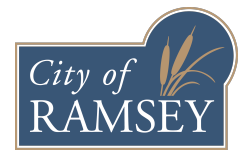
(2) Open signs: 36 pounds per square foot of the total face area of the letters and other sign surfaces, or ten pounds per square foot of the gross surface area of the sign, whichever is greater.

(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)

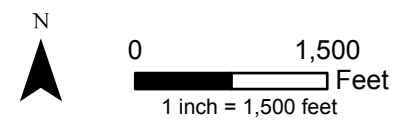
**Secs. 117-523—117-554. Reserved.**



	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
<b>Zoning</b>			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

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

In Reply Refer To:  
HEPR -20

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](mailto: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 12<sup>th</sup> 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.

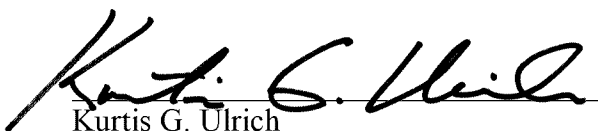
Councilmember Woestehoff stated that there is good case law about down zoning or up zoning. He stated that if there is a developer already in the process, there would be legal ramifications in changing the zoning.

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:



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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 4<sup>th</sup> 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
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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 24<sup>th</sup>, 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 black ink that reads "Wendy Schlueter". The signature is written in a cursive, flowing style.

Wendy Schlueter  
Economic Development Administrative Assistant

Draft by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*