

**City of Ramsey**  
**Agenda**  
**Regular Planning Commission**  
**Thursday, April 28, 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 March Planning Commission Meeting Minutes
6. **Commission Business**
  1. Appoint Chairperson and Vice Chairperson of the Planning Commission
7. **Public Hearing**
  1. PUBLIC HEARING: Consider Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company
  2. PUBLIC HEARING: Consider Request for an Amended Conditional Use Permit to Expand an Existing Natural Gas Substation at 7607 173rd Ave NW (Project No. 22-119); Case of CenterPoint Energy
  3. PUBLIC HEARING: Consider Resolution #22-083 Approving a Variance for 16165 Olivine St NW (Project 22-115); Case of Charles Hansen
  4. PUBLIC HEARING: Consider Request for a Conditional Use Permit to Exceed Accessory Building Square Footage Allotment at 18055 Saint Francis Blvd NW (Project No. 22-114); Case of Trevor and Ashley Nordick
  5. PUBLIC HEARING: Consider Request for a Conditional Use Permit for an Oversized Accessory Building at 16501 Jarvis St NW (Project No. 22-113); Case of Allen Skogquist
8. **Commission/Staff Input**

**9. Adjournment**

**Regular Planning Commission**

**5. 1.**

**Meeting Date:** 04/28/2022

**By:** Brian McCann, Community  
Development

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**Information**

**Title:**

Approve March Planning Commission Meeting Minutes

**Purpose/Background:**

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

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

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**Attachments**

March 24, 2022 Planning Commission Regular Meeting Minutes

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 04/13/2022

**Reviewed By**

Brian Hagen

**Date**

04/13/2022 11:45 AM

Started On: 03/30/2022 02:41 PM

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

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

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

Members Absent:                   None

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

**1.       CALL TO ORDER**

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

**2.       PLEDGE OF ALLEGIANCE**

Chairperson Bauer led the group in the Pledge of Allegiance.

**3.       CITIZEN INPUT**

None.

**4.       APPROVAL OF AGENDA**

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

A roll call vote was performed:

|                      |     |
|----------------------|-----|
| Commissioner Peters  | aye |
| Commissioner Walker  | aye |
| Commissioner Gengler | aye |

Commissioner VanScoy     aye  
Commissioner Anderson     aye  
Chairperson Bauer         aye

Motion Carried.

**5.     CONSENT AGENDA**

**5.01:   Approve the February 24, 2022 Planning Commission Meeting Minutes:**

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

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.     PUBLIC HEARINGS/COMMISSION BUSINESS**

**6.01:   Public Hearing: Consider Request for a Variance to City Services for a Lot on Green Valley Road; Case of Josh Hunt**

**Public Hearing**

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

**Presentation**

City Planner McCann presented the staff report stating that staff believes the request meets the three-factor test and recommends approval of the variance.

Chairperson Bauer commented that the property is about 40 acres in size and the proposal would be to construct one home. He asked what would happen if the property desired to subdivide in the future in terms of utility connection.

Senior Planner Anderson stated that based on the City Charter, the City cannot force a property to connect to City sewer as long as there is a functioning septic system on the property, or as long as a failing system can be replaced on the property.

Commissioner Walker asked when the property was zoned into R-1 MUSA.

City Planner McCann commented that he did not have that information on hand.

Commissioner Walker asked if the rezoning was more recent or whether it occurred in 2011 and sewer and water has not been brought to this area.

Senior Planner Anderson commented that he did not have the date but believed that it could have been tied to a previous Comprehensive Plan update and confirmed that it was not done in the past few years. He explained that when a property is zoned MUSA, it is not the intention of the City to bring utilities to that property, but if the property were to develop, the developer would be charged with bringing utilities to the site.

Commissioner Walker asked how long the current owner has owned the property.

Senior Planner Anderson replied that the property has been in the family for a number of years.

Commissioner VanScoy commented that the statement was made that this property is a long distance from existing services and asked where the closest access would be.

Senior Planner Anderson replied that the closest access is south of Trott Brook right now, which would be one half mile to three quarters of a mile from this location. He noted that even if the two developments north of Trott Brook move forward, there would still be a quarter mile to this site.

Commissioner VanScoy stated that under normal circumstances a property of this size would be developed in multiple lots which would make it more feasible to bring in those services.

Senior Planner Anderson confirmed that is an accurate statement.

### **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 7:10 p.m.

### **Commission Business**

Commissioner Walker stated that this would propose to build one home on the corner of the lot with well and septic. He asked if it would be feasible to include a provision in the variance that if the property is sold and subdivided, the new properties would need to be connected to services.

Chairperson Bauer commented that he believes this action would only apply to this home and not the entire property.

Deputy City Administrator/Community Development Director Hagen stated that typically an existing lot of record would have entitlement to build one home. He stated that this parcel is guided for public services, therefore any further subdivision would require utilities to be brought to the site to support that development.

Commissioner Walker commented that his concern is that if the lot is sold in ten years with the intention to build multiple homes, there could be additional variance requests if the proposal includes larger lots. He stated that he would worry about multiple septic systems because of the wetlands.

Deputy City Administrator/Community Development Director Hagen noted that although an applicant could make that request, staff would recommend denial as it would not meet the standards.

Commissioner VanScoy asked if the Metropolitan Council would need to be involved because this is a variance for a MUSA parcel.

Senior Planner Anderson replied that the Met Council would not be involved as this does not change information within the Comprehensive Plan.

Commissioner Anderson stated that if City services come to this area, he would want to know whether the home would need to connect to those services.

Senior Planner Anderson replied that the City cannot require anyone on a functioning septic system to connect to City sewer. He stated that if the system is not functioning but could be replaced on the property, the City could not force connection to City utilities. He confirmed that this home would not be required to connect to services even if the remainder of the lot were subdivided. He noted that in that scenario, if the property were subdivided, the new homes created would need to connect to utilities.

Chairperson Bauer noted that utilities are still a distance from the property, but if the property were subdivided, the utilities would need to be brought to the property to support that development.

Commissioner Walker used the scenario that the property subdivides into two 20 acre parcels and asked if the other 20 acre lot would be required to connect to City services.

Senior Planner Anderson confirmed that under City Code, the new lot would be required to connect to City services. He stated that the lot could apply for a variance, but that would need to go through the review process and the minutes from this meeting would be documented.

Councilmember Woestehoff commented that in the 2040 Comprehensive Plan, the property to the west is still set as rural development, which means that this is the edge of the MUSA. He noted that the properties to the north, east, and south are all guided as MUSA.

Commissioner Peters used the scenario that City services are brought to the lot for development and asked if the applicant would then be responsible for that cost.

Senior Planner Anderson confirmed that is a cost born by a developer/applicant.

Motion by Commissioner Gengler, seconded by Commissioner VanScoy, to Adopt Resolution #22-066 Granting a Variance to City Services for the Construction of a Single-Family Dwelling 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 Approving a Home Occupation Permit at 7230 175<sup>th</sup> Avenue NW; Case of Mabel LLC**

### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:20 p.m.

### **Presentation**

City Planner McCann presented the staff report stating that staff recommends approval of the Home Occupation Permit.

### **Citizen Input**

Carmen Schmitz, applicant, stated that she is aware of the regulations and is present to answer any questions.

Commissioner Gengler noted that there were quite a few semis on the aerial image and asked if those were from a previous property owner.

Ms. Schmitz confirmed that those were from the previous property owner and are no longer onsite.

Chairperson Bauer stated that the application notes that one vehicle would be stored outdoors and asked which vehicle that would be.

Ms. Schmitz replied that the camper would most likely be stored outdoors as that is more of a recreational vehicle. She explained that they need the camper when they travel for events.

Commissioner VanScoy asked if the camper is labeled as a commercial vehicle.

Ms. Schmitz replied that it is not and is just a recreational vehicle.

Commissioner VanScoy commented that it would then not be considered as a commercial vehicle. He stated that the recommendation recommends allowing the parking of one commercial vehicle outside, noting that it appears all the commercial vehicles would be parked indoors.

City Planner McCann stated that staff does not have any concern with the vehicles to be parked indoors but listed the vehicles for clarification.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, 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 7:28 p.m.

### **Commission Business**

City Planner McCann noted that the hours of operation were left blank and therefore should be addressed during the discussion.

Chairperson Bauer asked if the hours of operation would include the delivery time as the remainder of the business would be driving on and off the property to attend events. He noted that this is not

a typical occupation permit as the business will not be conducted onsite. He asked the applicant for input on the desired hours.

Ms. Schmitz commented that the only operations that would occur onsite would be stocking the vehicles, deliveries, and any other preparation. She stated that they have one vendor that delivers to them on Wednesday or Thursday of the week. She noted that the deliveries typically occur between 10 a.m. and 2 p.m.

Commissioner VanScoy asked the times the vehicles would typically leave and return to the property.

Ms. Schmitz commented that it would depend on the event. She stated that they could leave the property at 6 a.m. or 2 p.m.

Commissioner VanScoy suggested the hours of operation of 6 a.m. to 6 p.m. and confirmed that would cover the needs of the applicant.

Commissioner Walker commented that this is not a typical home occupation and therefore sees this conversation as a waste of time.

Chairperson Bauer asked if the hours need to be restricted.

Deputy City Administrator/Community Development Director Hagen confirmed that Commissioner Walker makes a good point that this is not a typical permit and therefore hours of operation are probably not as important for this request.

Chairperson Bauer suggested that be left out and noted that the Council could add it back in if it feels it necessary.

Commissioner Anderson asked if there was any input from neighbors.

City Planner McCann stated that he received one inquiry and that caller did not have any concerns.

Commissioner VanScoy commented that there has been a significant amount of cleanup on the site and everything would be stored indoors with the exception of the camper, therefore he views this as an improvement.

Commissioner Walker noted that he lives near this property and has seen the semis on the site for years. He commented that he does not have an issue with this use and welcomed Ms. Schmitz to the neighborhood.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-067 approving a Home Occupation Permit for a concession business at 7230 175<sup>th</sup> Avenue NW with no restriction on hours of operation.

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.

### **6.03: Public Hearing: Consider Preliminary Plat for Rivenwick 4<sup>th</sup> Addition**

#### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:36 p.m.

#### **Presentation**

Deputy City Administrator/Community Development Director Hagen presented the staff report stating that staff recommends approval of Rivenwick Village 4<sup>th</sup> Addition Preliminary Plat subject to compliance with staff review comments.

Commissioner VanScoy noted that there were a number of comments and asked if that is typical of preliminary plat.

Deputy City Administrator/Community Development Director Hagen replied that it is not uncommon to have a number of comments upon the first review. He noted that a number of the comments were minor in nature and would not change the overall look and feel. He stated that there are also some redundant comments from different City departments.

Commissioner VanScoy referenced the comment related to the outlot and whether that would be adequate for the intended use and asked for input.

Deputy City Administrator/Community Development Director Hagen replied that comment came from Economic Development, but the site is about three acres in size which is in line with the 2020 vision.

Commissioner Walker commented that he worries that if this moves forward as proposed with townhomes, the City could get stuck with an empty lot on Highway 10.

Chairperson Bauer asked if the EDA has provided input on the type of business that could fit on the three acre parcel.

Deputy City Administrator/Community Development Director Hagen stated that it is zoned commercial and could accommodate retail or office use. He stated that three acres is a fair amount of space.

Senior Planner Anderson stated that Village Bank is on a two-acre parcel and also provided sizes of adjacent commercial uses. He believed there would be viable space for a commercial use even with reserving a portion for stormwater use.

Commissioner Walker stated that he has concern with moving townhomes forward. He stated that perhaps enough money is generated from townhomes that the remainder of the lot remains empty.

Deputy City Administrator/Community Development Director Hagen stated that this site is a remnant of a large site that was developed in 2004. He stated that the ratio of commercial/residential has changed with the current rate of 80 percent residential and 20 percent commercial. He stated that this layout would fit into the ratio. He stated that the three acres is larger than neighboring commercial sites.

Commissioner Gengler asked for details on the proposal for street B and where that would be if it connected to Jaspar.

Deputy City Administrator/Community Development Director Hagen displayed an aerial photo of the site and traced the path street B would take.

Commissioner Gengler asked if there is benefit to having the road alignments match up.

Deputy City Administrator/Community Development Director Hagen replied that when possible staff prefers to have the streets match up, but they are overlapping in this scenario and there may be opportunity to shift them slightly south.

### **Citizen Input**

Jay Roos, applicant, commented that they have a purchase option on the entire parcel, including the portion north of 139<sup>th</sup> and are proposing 27 townhomes. He stated that the streets within the townhome development are private and therefore maintained privately by the HOA, including snow removal. He commented that the private street does not align with the private street in the neighboring addition and do not have the opportunity to move the buildings south because of setbacks. He noted that was why they chose not to connect. He stated that one of the concerns in providing a connection would be cut through traffic to reach the commercial area. He stated that when the property to the north is developed, additional ponding would need to be dug in that area as there is a cross ponding agreement with Suite Living and the commercial site. He stated that the idea would be to expand that pond to have the more efficient use of space. He stated that the developable area of the commercial parcel would be reduced by the additional ponding. He noted that there is adequate stormwater storage for the townhome project on its own. He stated that they would be interested in expanding the townhomes onto the commercial portion of the property. He commented that they will be updating the tree replacement plan.

Commissioner Walker asked if there is a timeline for when the commercial portion of the property would be developed.

Mr. Roos commented that they are a residential developer and therefore will market that for sale to a commercial buyer. He stated that the site had been marketed in the past, around the time Suite Living developed.

Chairperson Bauer stated that in looking at the location he would anticipate that people would be reluctant to do something with that site when Highway 10 is under construction. He stated that once that road project is completed, the property could be highly desired.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, 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 7:57 p.m.

### **Commission Business**

Commissioner Anderson stated that he is having serious issues with the number of staff comments related to the preliminary plat given the past history of this site. He suggested that the applicant come back with a revised preliminary plat.

Chairperson Bauer stated that generally the process for preliminary plat includes review of staff to identify items that need to be addressed with final plat. He stated that although there were a number of comments, he did not believe there were major concerns identified. He noted that most of the comments were fairly routine.

Commissioner Walker asked to see the condensed list of comments.

Commissioner Gengler stated that she would like to see a condition related to lighting and architectural review.

Mr. Roos stated that could be made available for the Council review. He stated that they do not own the property and currently have it under contract for purchase. He stated that he would like to keep the process moving to ensure there is not an issue with timing. He stated that there are a lot of comments, but he did not see any of the comments as significant and most are housekeeping items that will be changed with final plat. He stated that WSB was contracted to provide a review

and was very thorough in its review. He stated that they did expect comments and revisions that would be needed, as preliminary plat never hits all the marks from the beginning.

Commissioner VanScoy stated that perhaps WSB providing a review added to the number of comments. He asked if this is pretty much a standard preliminary plat in the eyes of staff.

Deputy City Administrator/Community Development Director Hagen replied that staff does view this as complete or would have deemed it as incomplete before bringing it to the Commission. He stated that it does appear that the application will meet the standards.

Commissioner Walker echoed the comments of Commissioner Anderson. He stated that he is not comfortable with this group purchasing the property with the intention of selling part of the property at a later date for the commercial portion. He stated that with the Highway 10 project and inflation, he worries that the City will end up with three acres of nothing. He stated that he would prefer to see a complete plan for the entire site and therefore will not support the request.

Commissioner Anderson stated that he was unable to find the staff comments within the case. He stated that too many questions were raised that he could not do the research on and believed the case to be incomplete at this time. He suggested tabling this to the next meeting which would provide more time for review to provide an honest recommendation to the City Council.

Deputy City Administrator/Community Development Director Hagen replied that the staff comments were included in the attachment to the case titled plans with review comments. He stated that the Commission would have the ability to table if desired.

Commissioner VanScoy stated that he shared some of the concerns about what he read and how he interpreted it. He stated that the staff recommendation is that this is ready to be approved as preliminary plat and move forward.

Deputy City Administrator/Community Development Director Hagen confirmed that is correct. He noted that the R-2 and R-3 standards are very similar and therefore the majority of what will change will be those standards but believed that those standards are met in the request as the bulk standards are very similar for those districts. He agreed that many of these items are housekeeping in nature, such as showing the setbacks on the plan. He stated that the applicant could make some of the changes and updated documents could be provided to the City Council for its review, or the conditions could remain for that review and the project could be approved contingent upon those conditions.

Senior Planner Anderson stated that this goes through the full development review with every City department reviewing the plans. He noted that if one of those departments identified a significant issue, it would not be before the Commission for consideration. He stated that it is not the volume of comments but how impactful those comments would be to a layout. He stated that while there are a handful of comments, none of them raised to that level where staff believed it should not move forward. He stated that the recommendation is contingent upon compliance with all of those comments.

Mr. Roos stated that they will review through the comments to determine what is an ordinance requirement versus a want or request. He hoped that this could move forward, but noted that if this is continued, he would like clear direction on the expectations and what is wrong or does not meet the ordinance. He stated that he has great concerns with the commercial property as they are not a commercial developer and cannot come forward with a plan for that outlot. He stated that if that is a requirement, it would require someone to purchase the property that is a residential and commercial developer and would stop them from purchasing the property. He stated that he cannot guarantee that they will build or develop that property, but they will market the property for sale.

Commissioner VanScoy commented that this parcel is mixed use PUD, which holds a requirement that part of the property be developed as commercial. He stated that this plat would put the commercial portion into an outlot.

Deputy City Administrator/Community Development Director Hagen confirmed that residential portion of the property is in line with the residential/commercial ratios for the site and holds the desired commercial property for commercial development.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council approve Rivenwick Village 4<sup>th</sup> Addition Preliminary Plat, subject to compliance with staff review comments.

A roll call vote was performed:

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

Motion Carried.

## **7. COMMISSION BUSINESS**

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

#### **Presentation**

Senior Planner Anderson presented the Staff Report and asked for input on the front entryways proposed by the developer.

#### **Commission Business**

Chairperson Bauer stated that he asked staff to find supporting information on the original intent of requiring front porches.

Senior Planner Anderson stated that it was his recollection that the intention of The COR is to have everything pulled closer to the street to create a sense of community where people can gather, rather than segregate in backyards. He believed that previous discussions focused on single-family homes related to the front porch issue. He stated that he was unable to find anything that captured the discussion in review of previous minutes.

Commissioner VanScoy commented that there were discussions for both. He stated that at one time there was an architectural review committee that seems to have dissipated. He agreed that the intent was to create a sense of community in an area that is pedestrian oriented. He stated that the idea was that if a porch was provided, people would sit out there and it would make for easy conversation between neighbors. He stated that the developer has presented his preferred style, which appear to be a covered stoop. He noted that many of those include pillars and architectural features which look nice. He stated that he would not consider purchasing this type of architectural style home. He recognized that not all the townhomes that have been constructed in The COR are pleasing to him in terms of aesthetics. He stated that the stoop is functional but does not stand out. He was unsure how a six by six front porch would reduce lighting in the interior of the home.

Chairperson Bauer referenced examples of existing townhomes in The COR that were shown in the presentation and asked where those homes are located.

Senior Planner Anderson identified the areas in which those homes exist. He noted that one the examples would face this potential project site.

Chairperson Bauer invited the developer to address the Commission.

Jason Palmby, property owner, thanked the Commission for its consideration and the ability to provide feedback. He stated that in his initial discussions with staff, the theme was to create a sense of community. He noted that one of the ways to do that was through a covered front porch. He stated that in the research he has done, there are not a lot of layouts that meet that current requirement with the various plans they have reviewed. He stated that this project has done very well in the Chicago market. He recognized that this model is a bit more urban than what is currently in that area.

Emily Becker, representing the applicant, stated that she understands the significance of requiring a front porch as she was previously a City Planner. She felt that creating a sense of community is established with the patio and overhang and noted that the townhomes would still provide architectural significance. She stated that the customers of their townhomes like that the homes provide a lot of sunlight and the porch does block the sunlight. She stated that the porch also adds cost, which could hinder them moving forward with this project. She noted that this property has been vacant for a number of years.

Mr. Palmby stated that they are exploring the idea of creating a common area with picnic benches, or a barbeque area to create an added sense of community. He believed that would meet that desire.

Commissioner Gengler asked the approximate areas of the patios in front of the doors.

Mr. Palmby stated that they have been discussing that and the patio would go about four to five feet out and extend past the canopy above the door.

Ms. Becker stated that the City could set a minimum size for that patio area.

Commissioner Anderson stated that he is in agreement with Commissioner VanScoy. He commented that the proposed buildings look like Lego blocks and he does not prefer that style. He believed there should be covers on the steps. He asked whether there was a moratorium on townhomes in the City.

Senior Planner Anderson commented that the moratorium applies to City owned land and for multi-family apartment buildings.

Commissioner Anderson stated that he does not care for the proposed designs. He stated that he would want to see a different style building if this comes forward formally.

Commissioner Walker commented that there is a group that owns the property and will be investing money to complete the project. He stated that if they build something that people do not want to buy, that will fall onto them, not the City. He stated that perhaps this is a more modern design versus traditional. He commented that while he would not purchase a home like this, if the applicant believes it could be sold, they should be allowed to move forward.

Commissioner Gengler agreed that styles and tastes vary from person to person. She stated that she finds the buildings to be attractive. She stated that she agrees with having a strong front entrance that encourages people to be out and pedestrian friendly. She believed that the patio would encourage that activity more than some of the front porches that exist on other townhomes. She believed the patio reaches the goal.

Commissioner Peters also commented that he likes the look of the buildings.

Commissioner VanScoy stated that the City has had a requirement for the townhomes in The COR to have some sort of porch. He asked how many of those homes are currently vacant, as the comment was made that this is not a desire in the market.

Senior Planner Anderson stated that he would not have that figure.

Deputy City Administrator/Community Development Director Hagen commented that the townhomes are individually owned and are not rental units. He stated that the vacancy rate of the apartments is very low and therefore would suspect that the homes are well occupied.

Commissioner VanScoy commented that he has not noticed for sale signs for lengths of time. He stated that since The COR was initiated, the intent was to have a certain basic view of how things would be to encourage variety but also consistency. He stated that this townhome model does not

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

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

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

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

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

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

Mr. Palmby thanked the Commission for its input.

## **7.02: Review Ordinance Amending Digital Display Billboard Regulations**

### **Presentation**

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

### **Commission Business**

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

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

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

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

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

Chairperson Bauer asked where the billboard would be located.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **8. COMMISSION / STAFF INPUT**

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

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

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

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

City Planner McCann commented that was a plat that was approved last year which combined two lots for the purposes of building a home.

Senior Planner Anderson commented that staff works with applicants to provide information on trees. He noted in that instance the property owner was not desiring to build themselves but combined the properties for sale. He stated once the property is sold, the individual property owner can remove trees on their property if they choose. He noted that the tree preservation standards apply towards development. He stated that he would love to be able to say there is something that could prevent that, but a private property owner would have the right to remove trees if desired.

Commissioner VanScoy stated as he was reading the minutes, it occurred that whoever does that job does an outstanding job. He stated that the minutes are consistently well written and very accurate.

## 9. ADJOURNMENT

Motion by Commissioner Anderson, 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 9:26 p.m.

Respectfully submitted,

---

Brian Hagen  
Deputy City Administrator/Community Development Director

ATTEST:

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Nicole Laubach  
Planning Administrative Assistant

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

**Regular Planning Commission**

**6. 1.**

**Meeting Date:** 04/28/2022

**By:** Brian McCann, Community  
Development

---

**Information**

**Title:**

Appoint Chairperson and Vice Chairperson of the Planning Commission

**Purpose/Background:**

Each year the Planning Commission appoints a chairperson and vice-chairperson. Currently, Commissioner Randy Bauer serves as Chairperson and Commissioner Gary VanScoy serves as the Vice Chairperson. The term of appointment is April 28, 2022 to April 27, 2023.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

Motion to appoint \_\_\_\_\_ as Chairperson of the Planning Commission.

-and-

Motion to appoint \_\_\_\_\_ as Vice Chairperson of the Planning Commission.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 04/13/2022

**Reviewed By**

Brian Hagen

**Date**

04/13/2022 11:45 AM

Started On: 02/10/2022 08:56 AM

## Regular Planning Commission

7. 1.

**Meeting Date:** 04/28/2022

**By:** Brian McCann, Community  
Development

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### Information

**Title:**

PUBLIC HEARING: Consider Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company

**Purpose/Background:**

The City received an application from Jeff Hillman (the "Applicant") requesting a Level II Home Occupation Permit for a container business in the home as well as in a detached accessory structure located on the property generally known as 6131 Green Valley Rd NW (the "Subject Property").

**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 for the public hearing.

**Observations/Alternatives:**

**Summary**

The Applicant has requested a Home Occupation Permit (HOP) for their corrugated box container business at 6131 Green Valley Rd NW. The Subject Property does not have an existing HOP and thus has an open code enforcement case for violations of the City's Home Occupation section of City Code. The Level II HOP is required due to the following criteria outlined in Ordinance #22-06:

- Nature of the business not being typical for a residential neighborhood (i.e. manufacturing, dispatch center, and/or warehousing);
- Multiple non-resident employees coming to the home (noted 4 in questionnaire - maximum of 3 allowed by ordinance).
- Total accessory structure space devoted to the business exceeds what's allowed in City Code.

**Code Enforcement**

The request was initiated due to a code enforcement complaint and Staff interactions with the Property Owner. The Applicant has been compliant with Staff's requests for inspections and correspondence. The Subject Property is currently in violation of home-based business violations, as well as off-street parking violations with commercial vehicles parked on the grass.

**Subject Property**

The Subject Property is zoned R-1 Rural Developing and guided the same in the 2040 Comprehensive Plan. Surrounding properties are also zoned Rural Developing, or Planned Unit Development (PUD). The property is 7.20 acres in size with a single-family home and a detached accessory structure that is approximately 15,000 square feet in size. The accessory structure has an approved variance from December 1986, and a Conditional Use Permit from 1999 with two (2) previous owners. Copies of the Variance and Conditional Use Permit are attached to this case.

**Home Occupation**

The business, J. Hill Container Company, is a corrugated boxing business that makes and assembles cardboard partitions. The accessory structure is used for a majority of the business operations, including warehousing and manufacturing of products. Drivers are dispatched from the location for deliveries.

Staff completed an onsite inspection of the premises on April 13, 2022, where the Applicant gave a tour of the inside of the accessory structure used for the business. Most of the items were used for personal storage, with about 25% of the space devoted to warehousing operations for the business. An aerial outline of the areas devoted to the business is attached to this case. The Applicant also stated in their questionnaire that the home will be used for general office work related to the request.

Since the Applicant stated their business is moving from Elk River, Staff did contact the City of Elk River about the previous business location listed on their Minnesota Business Filing, which was another residential address. The City of Elk River stated they did not have any code enforcement records, nor CUP's or HOP's for the business at the Elk River address.

### **Ordinance #22-06**

The request must be reviewed with standards set in Ordinance #22-06, which was adopted earlier this year. Staff has concerns about the proposal in regards to two (2) items noted in the ordinance:

1. The number of allowed employees cannot exceed three (3) employees for parcels larger than five (5) acres in size. The Applicant has proposed four (4) regular employees, and has mentioned hiring more during the summers.
2. The business cannot operate as a dispatch center. The Applicant has vehicles entering and exiting the property with drivers coming to the site to deliver the corrugated boxes.
3. The business cannot exceed accessory structure space allowed in City Code. The Applicant is proposing to utilize the entire structure for the business, which is larger than what's allowed through the CUP from 1999.

### **City Code Sections and Ordinances**

- City Code Chapter 30. - Nuisances
- City Code Section 117-111. - R-1 Residential District
- City Code Section 117-351. - Home Occupations
- Ordinance #22-06 regarding Home Occupations

### **Alternatives**

Alternative #1: Recommend the City Council deny the requested Home Occupation Permit. The proposal exceeds standards set in Ordinance #22-06 regarding allowed number of employees, and the "dispatch center" nature of the business. Staff supports this alternative.

Alternative #2: Recommend the City Council approve the requested Home Occupation Permit. Staff could be supportive of this alternative if specific conditions are applied.

### **Funding Source:**

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

### **Recommendation:**

Staff recommends adopting Resolution #22-085 denying a Home Occupation Permit for a container business at 6131 Green Valley Rd NW.

### **Action:**

Motion to recommend the City Council adopt Resolution #22-085 denying a Home Occupation Permit for a container business at 6131 Green Valley Rd NW.

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## **Attachments**

Public Hearing Notice

Site Location Map

Land Use Application

Narrative

HOP Questionnaire

Variance from 1986

Current Building Uses with Size

CUP from 1999

Resolution #22-085

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### Form Review

**Inbox**

Chris Anderson

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 04/22/2022

**Reviewed By**

Chris Anderson

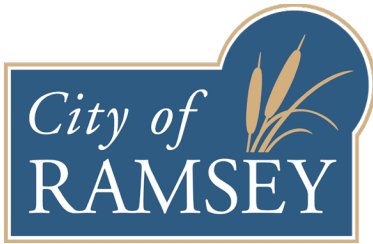
Brian Hagen

**Date**

04/21/2022 08:43 AM

04/22/2022 10:18 AM

Started On: 04/07/2022 10:32 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. 22-118: J. HILL CONTAINER COMPANY, INC.**

**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, April 28<sup>th</sup>, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of this hearing is to consider a request for a Home Occupational Permit to allow the storage, assembly, and transport of corrugated boxes within the accessory structure located on the property generally known as 6131 Green Valley Road NW and legally described as follows:

LOT 10A BLK 1 GREEN VALLEY ESTATES 2ND ADD; 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, April 20<sup>th</sup>, 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.

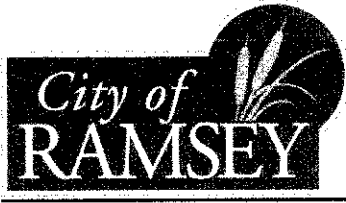
Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on April 28<sup>th</sup>, 2022.

Sincerely,

Brian McCann  
City Planner

Date: April 13, 2022





## 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:                             | Jeffrey Hillman               |               |              |
| Street Address:                   | 6131 Green Valley Rd          |               |              |
| City, State, ZIP:                 | Ramsey, MN 55303              |               |              |
| Home Phone:                       | 612.220.4864                  | Work Phone:   | 763.273.2960 |
| Email:                            | jeff@jhillcontainer.com       | Fax Number:   |              |
| Name of Business (if applicable): | J Hill Container Company, Inc |               |              |
| Business Address (if applicable)  | 6131 Green Valley Rd          |               |              |
| Business City, State, ZIP         | Ramsey, MN 55303              |               |              |
| Business Phone:                   | 763.241.3895                  | Business Fax: |              |

### Subject Property Information

*(Location of Application)*

|                   |                                   |
|-------------------|-----------------------------------|
| Address           | 6131 Green Valley Rd              |
| PIN               | 02-32-25-31-0006                  |
| Legal Description | GREEN VALLEY ESTATES 2ND ADDITION |
| Zoning District   | 1a RESIDENTIAL                    |

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

## Property Owner Information

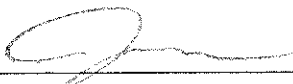
*(If different than Applicant)*

|                   |  |             |  |
|-------------------|--|-------------|--|
| Name:             |  |             |  |
| Street Address:   |  |             |  |
| City, State, ZIP: |  |             |  |
| Home Phone:       |  | Work Phone: |  |
| Email:            |  | Fax Number: |  |

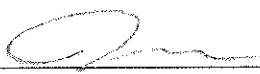
Please provide a detailed description of your request and attached a copy of a scaled site plan

|   |
|---|
| <p>The property is just over 10 acres Has a pole barn 64x30 (1920sq) a Heated shop 48x66 (3168sq) Cold storage 152x66 (10,032sq) connected with a breezeway 14x18 (252sq) so in total approximately 15,372 sqft The building would be mainly used to store corrugated boxes and materials along some other misc packaging materials. Tape, glue, staples, paper, pallets etc.</p> <p style="padding-left: 40px;">The barn and shop would be used assembly of corrugated partitions, boxes and other miscellaneous labor fulfillment jobs as needed.</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        | <b>Jeff Hillman</b>   | Printed Name           |  |
| Title               | <b>President</b>  | Title                  |  |
| Date                | <b>3/23/22</b>  | Date                   |  |

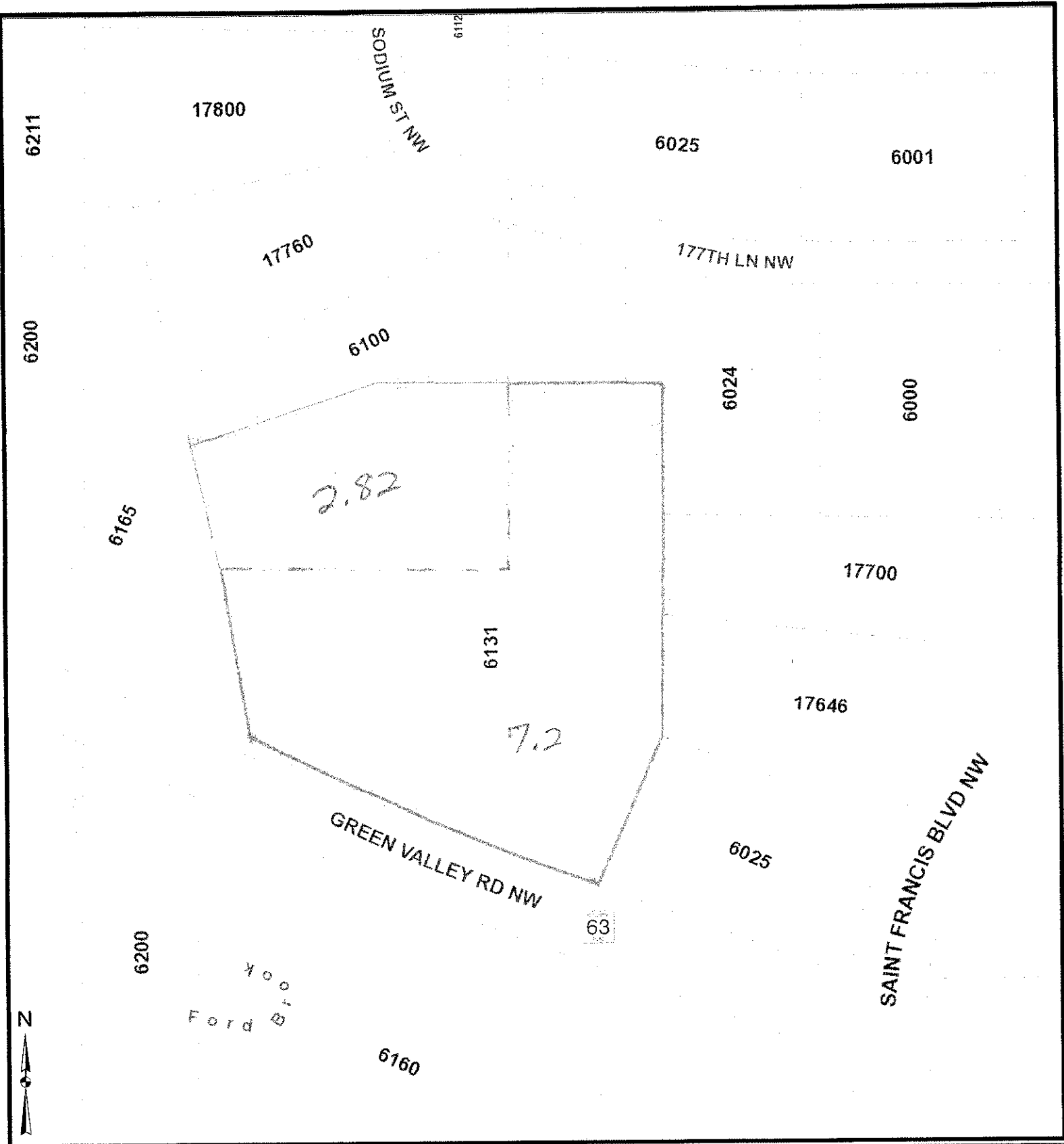
I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account 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             | <b>Jeff Hillman</b>   | Printed Name             |  |
| Title                    | <b>Owner</b>  | Title                    |  |
| Date                     | <b>3/23/22</b>  | Date                     |  |

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.



# Anoka County Parcel Viewer



**Parcel Information:**    Approx. Acres: 7.2  
 02-32-25-31-0006    Commissioner: MATT LOOK  
 6131 GREEN VALLEY RD NW  
 RAMSEY  
 MN 55303  
 Plat: GREEN VALLEY ESTATES 2ND ADDITION

**Owner Information:**  
 HILLMAN, DESIREE  
 6131 GREEN VALLEY RD NW  
 RAMSEY  
 MN  
 55303

Hi Brian,

We are a small company that started in the corrugated box business of making and assembling cardboard partitions, the business of J Hill Container. These are divider inserts that fit into boxes to separate parts or materials and add protection during shipments, storage, or transportation.

Being established in Nov of 2007, we have grown a fair amount from the start, but still remain a small company. We now do more fulfillment work which not only includes partition assembly, but box handle placement, labeling, gluing, box erecting, packing, etc. Basically, a lot of hands-on work labor. We have used a lot of my personal family along with our own kids and their teenage friends over the years. It has let us to working with high schools such as Elk River and Big Lake and getting kids into work release education programs.

J Hill Container is not a large-scale manufacturing company but unfortunately would be categorized because we manufacture wholesale products. We would more resemble a small cabinet making shop. We have table saws and radial arm saws for cutting and slotting the corrugated materials. Not big machinery that is traditionally foreseen with the large manufactures in the corrugated business.

J Hill also acts as a broker or middleman as to buying and selling products mainly corrugated boxes and materials. This comes with purchasing larger quantities due to today's economy. In turn, whereas this large building comes into play for storage and usage to us

We'd like to propose future potential for the building / property. We might have 1-2 trucks coming on property daily. Potentially, could have 3-4 trucks max. Trucks would be considered mostly dock trucks, van trucks, occasionally semi-trailers. We could also have 2-4 personal on site at one time.

This is more of an abnormal residential property due the acreage and the size of our outbuildings. The access is off County Road 63, Green Valley Road, which acts a cut through road between Co Rd 47 and Co Rd 5. There is a numerous number of dock truck and semi traffic coming through daily. I believe the truck traffic we would have wouldn't be noticeable or out of the ordinary.

Please let me know if you have any other questions. Hopefully I provided a good clear picture of our business and what we'd like to potentially have with the building and property.

Thank you

Address: 6131 Green Valley Rd  
Ramsey, MN 55303  
**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)?

|  |
|--|
| accounts payable, accounts receivables - Computer work |
|  |
|  |

What is the gross living area of the home? 3240 sq ft

How much of that area will be used for the occupation? 50 sq ft.

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

If so, explain:

|  |
|--|
| at this point we are warehousing some materials. |
|  |
|  |

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:

|  |
|--|
|  |
|  |

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? 3

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

If so, explain:

|  |
|--|
| <u>We have a truck driver come to the warehouse.</u> |
|  |

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.)?

|            |
|------------|
| <u>3-4</u> |
|------------|

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:

|                     |
|---------------------|
| <u>1 dock Truck</u> |
|                     |

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

Please describe items to be stored and where?

|   |
|---|
| <u>Corrugated sheets + Boxes, misc materials.</u> |
|   |

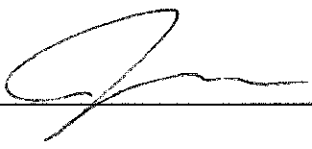
Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes  -or- No

If so, explain and/or provide necessary documents.

|  |
|--|
|  |
|  |

Homeowner's Name: Jeffrey Hillman

Date: 3-10-22

Homeowner's Signature: 

Email: Jeff@JHillcontainer.com

Phone: 612-220-4864

Brief Description of Home Occupation:

Small Corrugated Box Company. We manufacturer Boxes and corrugated partitions/dividers, At our site in Elk River, that we would like to eventually move to this location. We also brokerage boxes and corrugate materials.

As of right now we are warehousing materials and have 1 to 2 trucks a day. Sometimes no trucks. Our hours that trucks may come and go are between 8-5.

Commissioner Deemer moved the adoption of the following findings of fact:

FINDINGS OF FACT #0153  
GERALD BAUER

1. That Gerald Bauer, hereinafter referred to as "Applicant", has properly applied for a Board of Adjustment variance to construct an accessory structure taller than permitted by City Code.
2. That the Applicant appeared before the Board of Adjustment for a public hearing pursuant to Section 170.013G of the City Code on December 29, 1986 and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.
3. That the subject property is generally known as 6131 Green Valley Road and is legally described as follows:  

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.
4. That the subject property is located in the R-1R Residential District and is approximately 8 acres in size.
5. That the Applicant is requesting a variance to construct a 23 foot tall accessory structure.
6. That Section 170.015G of the City Code states that no accessory structure shall exceed 16 feet in height.
7. That the Applicant has stated that he is proposing to construct the accessory structure to house his horses.
8. That the Applicant has stated that he is requesting a variance in order to maintain the roofline and rural character of the accessory structure.
9. That the Applicant has stated that such variance is necessary to preserve a substantial property right similar to that possessed by other properties in the R-1R Residential district.
10. That if the variance is granted, the variance will not grant the Applicant any special privileges.
11. That if the variance is granted, the variance will not be materially detrimental to the purposes of the zoning ordinance or to other properties in the R-1R Residential district.
12. That if the variance is granted, the variance will not substantially increase demand for services or impair property values in the neighborhood.
13. That the proposed accessory structure shall comply with all other requirements and specifications of the City.
14. That the Applicant completed a minor subdivision of the subject property as

directed by the Planning and Zoning Commission and if the property had not been subdivided, no variance would be necessary as the structure could be constructed as an agricultural structure.

15. That Cindy Rychner, 6200 177th Lane N.W., telephoned City staff on December 29, 1986 and commented that she had no concerns with Mr. Bauer's request.

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

Chairman Zimmerman, Commissioners Deemer, Shumway, Hendriksen, LaDue and Peterson

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Commissioner Howell

whereupon said findings of fact were declared duly adopted by the Ramsey Board of Adjustment this the 29th day of December, 1986.

---

Chairman

ATTEST:

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Secretary

VARIANCE

GERALD BAUER  
6131 GREEN VALLEY ROAD  
RAMSEY, MINNESOTA

On December 29, 1986 a variance was issued by the Ramsey Board of Adjustment to Gerald Bauer for the construction of an accessory structure taller than allowed by City Code on the property at 6131 Green Valley Road, which property is legally described as follows:

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.

This variance was issued pursuant to Section 170.013 of the Ramsey City Code. This variance is perpetual in its duration so long as the conditions imposed herein are complied with. The conditions of this variance are as follows:

1. The accessory structure shall be constructed in accordance with the specifications of the City.
2. No commercial or industrial activity shall be conducted from the site or accessory structure.
3. The accessory structure shall have a design and exterior facing finish which is compatible with the principal structure.
4. The height of the accessory structure shall not exceed the height of the principal structure on the property.

Gerald Bauer hereby acknowledges receipt of this variance and that he has reviewed the conditions of the variance and has agreed that he will comply with the terms of this variance.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Gerald Bauer

Truck Terminal

71.8sq ft  
113.5'  
33.4'

22.4'  
13.3'  
43.4'  
33.0'

Personal Storage and Manufacturing

6,838.1sq ft

424.6'  
50.7'

73.6'

Personal Storage and Warehousing

9,445.3sq ft

405.7'

131.1'

131.8'

117.4'

38.2'

33.5'



333740  
1427221

A 02-32-25-31-0006  
T 24-0013

Councilmember Haas Steffen introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 99-03-052**

**A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT BASED ON FINDINGS OF FACT #0487 AND DECLARING TERMS OF PERMIT TO EXCEED THE TOTAL AMOUNT OF ACCESSORY STRUCTURE SPACE ALLOWED ON A PARCEL OF LAND, AND THE SINGLE BUILDING AREA AND HEIGHT RESTRICTIONS**

WHEREAS, the Ramsey City Council adopted Resolution No. 98-03-051 adopting Findings of Fact #0487 for this use and herein approves the Conditional Use Permit subject to the following conditions.

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

On March 23, 1999, a Conditional Use Permit ("CUP") was issued by the City of Ramsey ("City") to Gregory Landowski ("Permittee") for an overage in total accessory structure space, and single building area and height restrictions on the property generally known as 6131 Green Valley Road and legally described as follows:

Lot 10 and 10A, Block 1, Green Valley Estates 2<sup>nd</sup> Addition, Anoka County, Minnesota

("Subject Property")

This permit is issued pursuant to Section 9.03.04 and 9.11.02 of the Ramsey City Code. The conditions of this permit are as follows:

1. That this resolution shall allow for the construction of a 13,200 square foot indoor riding arena ("Structure") on the Subject Property that shall not exceed 26 feet in height from grade to peak. Said Structure is approved for construction with 29 gauge steel panels, color matched to the home.
2. The Permittee shall obtain all necessary permits prior to commencing any construction of the Structure.

**Resolution #99-03-052**

**Page 1 of 3**

3. That no commercial or industrial activity of any type shall be permitted in said Structure unless the necessary permits have been obtained from the City of Ramsey.
4. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this conditional use permit.
5. That the Permittee herein agrees to remedy a justifiable nuisance complaint resulting from the horse related activities on the property within a 24 hour period. The City Administrator or his/her designee shall have the authority to determine whether a nuisance complaint is justified or not.
6. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.

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

Mayor Thomas Gamec  
Councilmember Natalie Haas Steffen  
Councilmember Terry Hendriksen  
Councilmember Susan Anderson  
Councilmember Gerald Zimmerman

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 23rd day of March, 1999.

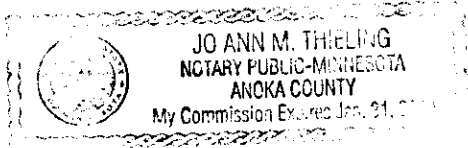
Gregory Landowski, hereby acknowledge receipt of this permit and that he has reviewed the conditions of this permit and has agreed that he will comply with the terms of this permit.

GREGORY LANDOWSKI

[Signature]

STATE OF MINNESOTA )  
COUNTY OF Anoka ) SS.

On this 12 day of April, 1999, before me a Notary Public, personally appeared Gregory Landowski, a single person, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.



[Signature]  
Notary Public

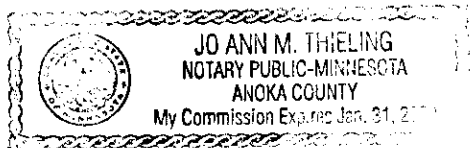
CITY OF RAMSEY:

By: [Signature]  
Mayor

By: [Signature]  
City Administrator

STATE OF MINNESOTA )  
COUNTY OF ANOKA ) SS.

On this 12 day of April, 1999, before me, a Notary Public, personally appeared Thomas G. Gamec and James E. Norman, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Administrator 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 Thomas G. Gamec and James E. Norman acknowledge said instrument to be the free act and deed of said Municipal Corporation.



[Signature]  
Notary Public

The document was drafted by:  
The City of Ramsey  
15153 Nowthen Blvd. NW  
Ramsey, Minnesota

This document was reviewed by:  
Randall, Dehn and Goodrich  
2140 Fourth Avenue  
Anoka, Mn 55303

**TORRENS**

|   |  |
|---|--|
| Receipt # <u>48873/19.50</u>                          | <input type="checkbox"/> Certified Copy<br>Date Mailed _____                 |
| Date/Time: <u>5/06/99/17</u>                          | <input type="checkbox"/> Tax Liens / Releases                                |
| Doc. Order <u>1</u> of <u>1</u>                       | <input type="checkbox"/> Multi-Co Doc Tax Pd                                 |
| ✓ by: Recordability: <u>Jap</u>                       | <input type="checkbox"/> Transfer <input type="checkbox"/> New Desc.         |
| Filing Fees: <u>19.50</u>                             | <input type="checkbox"/> Division <input type="checkbox"/> GAC               |
| Well Certificate Received this Date: _____            | <input type="checkbox"/> Status <input type="checkbox"/> Def. Spec           |
| Refund Rect # _____                                   | <input type="checkbox"/> Other <input checked="" type="checkbox"/> No Change |
| From Cert. # <u>75097</u> A # of New Certs.: <u>0</u> | Notes: _____   |
| Tract Updated: _____ / _____                          | Comp. Entry Complete _____   |

BK 237 PG 57 NO 75097

**DOCUMENT NO. 333740.0 TORRENS  
ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE FOR RECORD ON **MAY 06 1999** AT **5:00 PM** AND WAS DULY RECORDED. FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

RECEIPT NO. **1999048873**  
EDWARD M. TRESKA  
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES  
BY **BLP**  
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

**ABSTRACT**

|   |  |
|---|--|
| Receipt # <u>48876/19.50</u>  | <input type="checkbox"/> Certified Copy<br>Date Mailed _____                 |
| Date/Time: <u>5/6/17:00</u>   | <input type="checkbox"/> Tax Liens / Releases                                |
| Doc. Order <u>1</u> of <u>1</u>                                     | <input type="checkbox"/> Multi-Co Doc Tax Pd                                 |
| ✓ by: Pins: <u>X</u>  | <input type="checkbox"/> Transfer <input type="checkbox"/> New Desc.         |
| Recordability / Delqs: <u>BP</u>                                    | <input type="checkbox"/> Division <input type="checkbox"/> GAC               |
| Filing Fees: <u>19.50</u>   | <input type="checkbox"/> Status <input type="checkbox"/> Def. Spec           |
| Well Certificate Received this Date: _____<br>Anoka County Recorder | <input type="checkbox"/> Other <input checked="" type="checkbox"/> No Change |
| Notes: _____  |  |

**DOCUMENT NO. 1427221.0 ABSTRACT  
ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE FOR RECORD ON **MAY 06 1999** AT **5:00 PM** AND WAS DULY RECORDED. FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

RECEIPT NO. **1999048876**  
EDWARD M. TRESKA  
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES  
BY **BLP**  
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

**FILE IN TORRENS**

333740.0 TORRENS  
RAMSEY CITY OF  
ATTN LINDA MEYER  
15153 NOWTHEN BLVD NW  
ANOKA, MN 55303

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

**RESOLUTION #22-085**

**A RESOLUTION DENYING A HOME OCCUPATION PERMIT  
TO OPERATE A CONTAINER BUSINESS ON THE PROPERTY LOCATED AT 6131  
GREEN VALLEY RD NW AND DECLARING TERMS OF PERMIT**

**RECITALS**

1. Jeff Hillman, hereinafter referred to as the “**Permittee**”, has properly applied for a Home Occupation Permit (the “**Permit**”) to operate a container business (the “**Home Occupation**”) on the property located at 6131 Green Valley Rd NW and legally described as follows:

LOT 10 BLK 1 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF REC,  
Anoka County, Minnesota

(the “**Subject Property**”)

2. That on February 11, 2022, a code enforcement case was opened for a home occupation violation at the **Subject Property**, and a first notice of violation was sent to the **Permittee**.
3. That on February 23, 2022, the **Permittee** contacted Staff and stated that he would address the violations and apply for the Home Occupation Permit.
4. That on March 23, 2022, the **Permittee** submitted a completed questionnaire regarding the **Home Occupation** on the **Subject Property**.
5. That on March 24, 2022 the **Permittee**, submitted a completed land use application for a Home Occupation Permit to operate a container business on the **Subject Property**.
6. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and the surrounding parcels to the east, west, and north are also zoned R-1 Residential (Rural Developing). The parcels to the south of the **Subject Property** are zoned PUD (Planned Unit Development).
7. That the **Subject Property** is approximately 7.20 acres in size and is surrounding lots range in size from 2.60 acres to 8.34 acres.
8. That the **Subject Property** is guided for Rural Developing (residential) in the City’s Future Land Use Map.
9. That the **Permittee** owns the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**.

10. That the **Home Occupation** is proposed to be based out of the large accessory structure on site where the container equipment and materials will be stored. A site plan has been included.
11. That the **Permittee** 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).
12. There are no business signs at the **Subject Property**.
13. That the **Permittee** has stated there will be no more than four (4) employee vehicles coming to the property per day. Employees may not park on Green Valley Road NW.
14. That the **Home Occupation** employs four (4) other employees.
15. That the **Permittee** has proposed to store two (2) semi-trailers, and a dock truck outside related to the **Home Occupation**. Employee vehicles parked at the **Subject Property** are not included in this proposal.
16. That the **Permittee** has stated employee parking will be off of the public street on the driveway.
17. That 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 call and email in an office inside the home. Customers do not come to the **Subject Property**.
18. That the City finds the **Home Occupation** operates beyond the parameters of Level I home occupation permit requirements (City Code Section 117-351 and Ordinance #22-06) and therefore requires Planning Commission and City Council review and approval.
19. That City Staff inspected the **Subject Property** on April 13, 2022 and is not in compliance with City Code requirements related to home-based businesses related to the request, or off-street parking due to the presence of commercial vehicles.
20. That the Planning Commission met and held a duly noticed public hearing on April 28, 2022 during their regularly scheduled meeting and recommended **approval/denial** of the **Permit**.
21. That the City Council **approved/denied** the request during their regularly scheduled meeting on May 10, 2022.

**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 (the “**Permit**”) for the operation of J. Hill Container Company (the “**Home Occupation**”) on the **Subject Property** is hereby denied pursuant to Sections 117-51 and 117-351 of the Ramsey City Code due to the following:

1. The **Home Occupation** exceeds the number of employees allowed.
2. The **Home Occupation** exceeds the allowed accessory structure space devoted to the use.
3. The **Home Occupation** operates as a dispatch center which is not allowed.

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 10<sup>th</sup> day of May, 2022.

---

Mayor

**ATTEST:**

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City Clerk

## Regular Planning Commission

7. 2.

**Meeting Date:** 04/28/2022

**By:** Chris Anderson, Community  
Development

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### Information

**Title:**

PUBLIC HEARING: Consider Request for an Amended Conditional Use Permit to Expand an Existing Natural Gas Substation at 7607 173rd Ave NW (Project No. 22-119); Case of CenterPoint Energy

**Purpose/Background:**

CenterPoint Energy (the "Applicant") has applied for an Amended Conditional Use Permit to expand their natural gas substation at 7607 173rd Avenue NW (the "Subject Property") with the installation of a 12,000-gallon odorant tank and associated equipment.

**Notification:**

The City attempted to send a mailing via Standard U.S. Mail to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records, notifying them of the public hearing. The notice was also published in the Anoka County UnionHerald.

**Observations/Alternatives:**

The Subject Property is about 13.60 acres in size and is zoned R-1 Residential (Rural Developing). The 2040 Comprehensive Plan guides the Subject Property as Public. Essential Services are a Conditional Use in the R-1 Residential District. The surrounding properties are zoned R-1 Residential (Rural Development) and are guided as Rural Developing. Surrounding property sizes range from about 0.90 acres (south of 173rd Avenue) to 40 acres.

The Applicant intends to install a 12,000-gallon odorant tank and associated equipment on the Subject Property. Additionally, the Applicant will be adding four (4) inches of class V gravel to the entrances and maneuvering areas. They are not proposing any modifications to existing access points nor are they proposing any additional access points.

During the colder, heating season months (generally considered November - March), the Applicant's personnel would access the Subject Property approximately 3-4 instances per month with 1-ton or 2-ton pick-up trucks that have been modified to carry the odorant. On site, they would use the storage tank to fill their trucks and then travel to various odorant injection sites throughout the state to disperse the odorant into the natural gas. The storage tank itself would require filling about 4 times per year (again, over the colder, heating season months, it would likely require filling 2-3 times, and over the remainder of the year, one additional filling). This is accomplished via a tanker truck.

In addition to the odorant storage tank, the Applicant is proposing the installation of a small (10' x 10') equipment building, security fencing, a security light, and a twenty-five foot tall flare. The flare is necessary to control pressure within the storage tank during filling procedures for both the bulk storage tank and the odorant trucks. Personnel would be on site at all times while flaring is occurring. Flaring would last approximately 20 minutes per occurrence and would only be done during normal, daytime business hours, reducing the visible light to an almost non-detectable level.

In the late 1990s, the Applicant received a Conditional Use Permit to add a Peak Shaving Plant to the substation operation on the Subject Property. That part of the operation ceased in 2003. However, there are still remnants of that system on the Subject Property. As part of this project, the Applicant would be removing the remaining portions of the former tank foundation and building slabs, as well as the old security fencing. As previously noted,

new security fencing is being installed but the Applicant is keeping it about five (5) feet inside the old fence location to avoid removal of large diameter trees (clearing/grubbing will be necessary within the fenced area).

### **Alternatives**

Alternative 1: Recommend approval of the Amended Conditional Use Permit for expansion of the natural gas substation on the Subject Property. The footprint of the natural gas substation is not changing, there would just be additional equipment installed on site. There is sufficient maneuvering area for a tanker truck to enter the site, fill the storage tank and exit back onto 173rd Avenue without disrupting traffic. Personnel would be on site any time flaring occurs and said occurrences would only occur during regular, daytime business hours, reducing the visible light from the flare to a nearly non-detectable light source. Staff supports this option.

Alternative 2: Recommend denial of the Amended Conditional Use Permit. There is already a Conditional Use Permit for a natural gas substation on the Subject Property. Essential Services are a Conditional Use in this zoning district and the Subject Property is guided as Public in the 2040 Comprehensive Plan, which is appropriate for a substation. Staff does not support this alternative.

### **Funding Source:**

All costs associated with this request are the Applicant's responsibility.

### **Recommendation:**

Staff recommends approving the request for an Amended Conditional Use Permit.

### **Action:**

Motion to recommend City Council adopt Resolution #22-093 granting an Amended Conditional Use Permit to expand the substation with an odorant storage tank and associated equipment.

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### **Attachments**

Public Hearing Notice

Site Location Map

Applicant Narrative

Site Plan

Landscape Plan

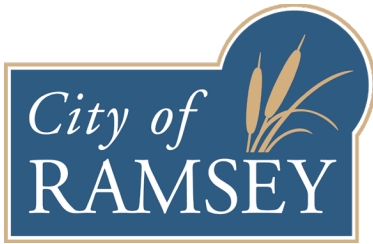
Erosion Control Plan

Resolution #22-093: Draft Amended Conditional Use Permit

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### **Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Brian McCann                    | Brian McCann       | 04/18/2022 01:56 PM             |
| Brian Hagen                     | Brian Hagen        | 04/22/2022 10:19 AM             |
| Form Started By: Chris Anderson |                    | Started On: 04/12/2022 03:22 PM |
| Final Approval Date: 04/22/2022 |                    |                                 |



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. 22-119: CENTERPOINT ENERGY - CUP**

**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, April 28, 2022 at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request from Centerpoint Energy for a Conditional Use Permit to allow the installation and operation of a 12,000-gallon bulk storage odorant tank and associated equipment at its 13.60-acre property generally known as 7607 173<sup>rd</sup> Ave NW and legally described as follows:

UNPLATTED RAMSEY TWP ALL TH PART OF THE SE1/4 OF SW1/4 OF SEC 4-32-25 ANOKA CNTY, MN LYING E OF A LINE PRLN WITH & 700 FT W OF THE E LINE OF SAID SE1/4 OF SW1/4 & EXTENDING FROM THE N LINE OF SD SE1/4 OF SW1/4 TO THE S LINE THEREOF (EX THEREFROM THE E 250, 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 Chris Anderson at 763-433-9817 by noon on Wednesday, April 20, 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 April 28, 2022.

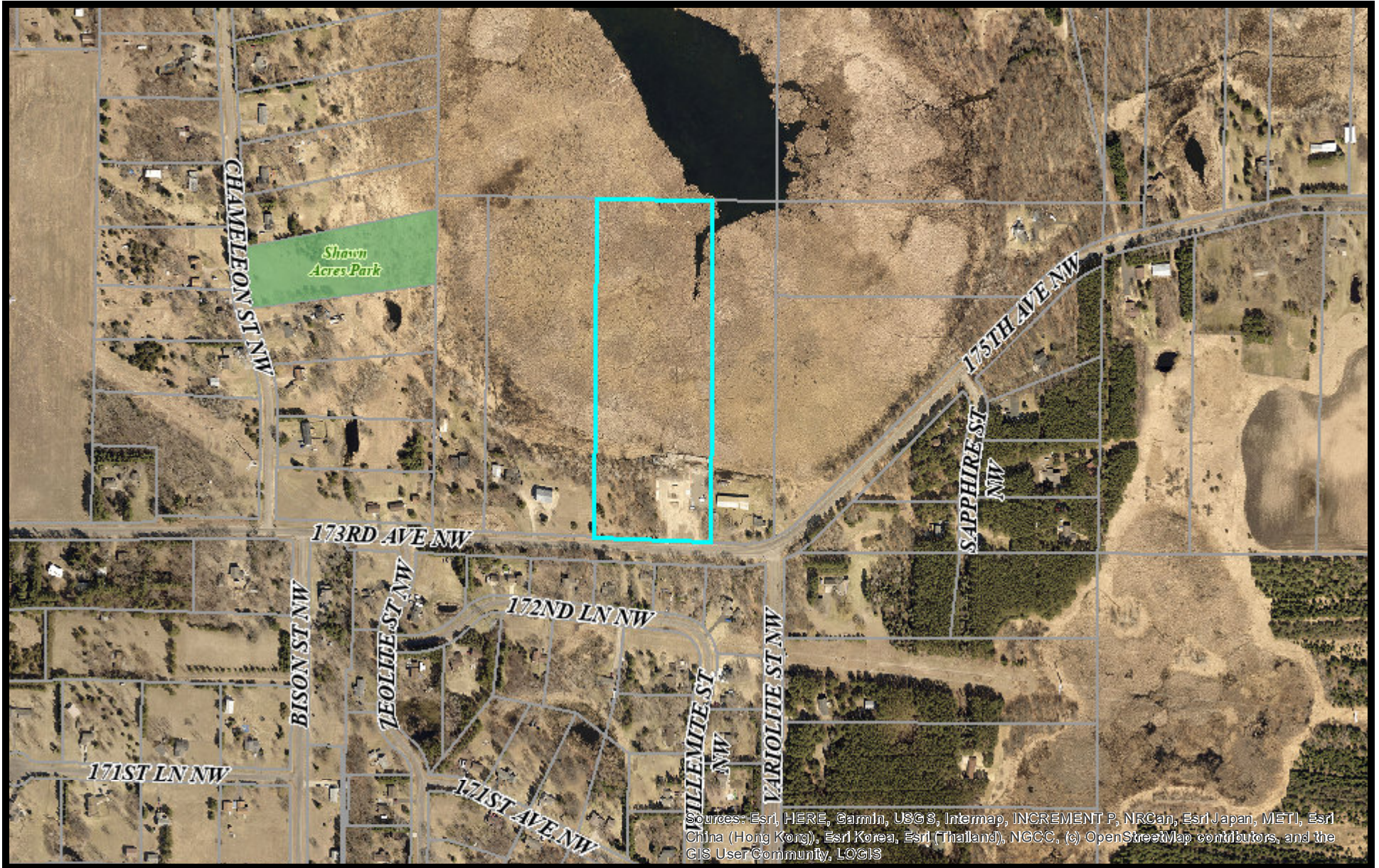
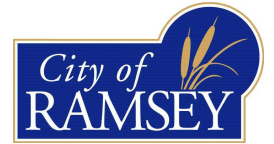
Sincerely,

Chris Anderson  
Senior Planner

Date: April 13, 2022

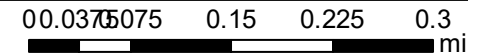
# Site Location Map

7607 173rd Ave NW



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: April 12, 2022



## **Narrative for Modification to Existing Conditional Use Permit Application Proposed CenterPoint Energy Bulk Storage Odorant Tank**

### **Project Summary**

CenterPoint Energy is proposing to install and operate a 12,000-gallon bulk storage odorant tank at its 13.60-acre property located at 7607 173<sup>rd</sup> Ave NW, Ramsey MN.

Currently Northern Natural Gas (NNG) operates a Town Border Station within the southern and eastern portion of this property delivering natural gas to CenterPoint Energy and includes fencing surrounding NNG's facilities.

Adjacent and west of this facility are remaining portions tank foundations and building slabs along with CenterPoint Energy fencing that previously limited access to a CenterPoint Energy Peak Shaving Plant. CenterPoint Energy ceased operations of the Peak Shaving Plant in 2003.

CenterPoint Energy intends to remove all existing fencing not associated with the NNG facility and remove any remaining concrete footings, supports or slabs during this project.

Included with the improvements to this site will be new security fencing, a 12,000-gallon odorant tank including supports, concrete dyke and footings, 100 square foot equipment shelter building, flare and one LED security light. This security light will be located at the southeast corner of the new fence and will shine across the property northwesterly toward the wetland complex north of the project site.

Clearing and grubbing within the existing fencing will be required but no tree removal is anticipated outside of the existing fence line. The design fence location was revised to be approximately 5-feet inside the existing fence location to eliminate any large diameter tree removal.

A CenterPoint Energy security sign including contact information will be affixed to the security fencing surrounding this facility and facing the site access.

### **Site Use**

The bulk storage odorant tank will be a storage site for CenterPoint Energy odorant. Odorant is an industry term and is a mixture of t-Butyl Mercaptan (Mercaptan) and Methyl Ethyl Sulfide and is a chemical that for safety purposes is injected into the gas system to give it a recognizable natural gas odor.

CenterPoint Energy's odorant supplier will access the site by tanker truck to fill the storage tank. The frequency of filling the tank fluctuates yearly and is dependent on temperatures. During the colder heating months (November – March) the tank will require replenishment two to three times

while during the warmer season the tank will only need to be replenished one time. A colder than normal heating season typically requires CenterPoint Energy's supplier to access the site three times.

CenterPoint Energy will fill its odorant trucks at this location prior to traveling to odorant injection sites throughout the state. These trucks are 1-ton or 2-ton pickup trucks (Ford F350/F550) that have been modified to carry this material. Similar to the replenishment of the bulk storage tank, the frequency of filling of these trucks will vary from year to year and will be weather dependent. During the colder heating season CenterPoint Energy personnel will need to access this site approximately four times a month while this site should only need to be accessed twice during the remainder of the year.

A natural gas flare will be installed and operated at this site. During filling procedures of both the bulk storage tank and the odorant trucks, pressure within the storage tank will be controlled by flaring. Filling procedures will only take place during normal daytime business hours reducing the visible light from the flare flame to a nearly non-detectable light source. Flaring procedures are anticipated to take approximately 20 minutes during each filling occurrence.





**SCREENING & PLANTING NOTES**

REMOVE WIRING, TWINE OR ROPES AND BURLAP FROM THE TOP AND SIDES OF THE ROOT BALL FOR BALLED AND BURLAPPED TREES.

REMOVE WIRING, TWINE, OR ROPES FROM THE TOP AND SIDES OF THE ROOT BALL FOR BALLED AND BURLAPPED PLANTS.

ALL SHRUB BEDS TO RECEIVE 4" SHREDDED HARDWOOD MULCH. MULCH DEPTH SHALL BE A MAXIMUM OF FOUR INCHES, AND SHALL BE KEPT AT LEAST TWO INCHES AWAY FROM THE STEM OF THE TREES.

THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.

ALL TREES SHALL RECEIVE FERTILIZER AS FOLLOWS: (NO PHOSPHORUS)

\*10-0-20 GRANULAR FERTILIZER APPLIED AT THE TIME OF PLANTING AT A RATE OF 12 OZ PER 2.5 CALIPER INCHES OF TREE AND 6 OZ PER SHRUB

\*10-0-10 FERTILIZER APPLIED THE FOLLOWING SPRING AT SAME RATE.




ALL SEED INSTALLATION AREAS SHALL INCLUDE SITE PREPARATION INCLUDING PRE-SEEDING HERBICIDE TREATMENT AND TILLING PRIOR TO SEEDING.

SEEDING SHALL BE ACCOMPLISHED USING A BROADCAST SEEDER IN THE PERIMETER FENCE PLANTING ZONE AND A SEED DRILL IN THE GREENSPACE ZONE.

PLANTED TREES SHOULD BE WATERED WEEKLY DURING THE FIRST YEAR. SEEDED NATIVE GRASSES AND FORBS SHOULD BE WATERED WEEKLY IN THE FIRST YEAR IF THERE ARE NO RAIN EVENTS IN A SEVEN DAY PERIOD DURING THE GROWING SEASON.

SEEDED AREAS SHALL BE SUBJECTED TO ROUTINE ADAPTIVE MANAGEMENT FOR THREE YEARS FOLLOWING SEED INSTALLATION INCLUDING: SPOT HERBICIDE TREATMENTS AND MOWING.

**PLANTING NOTES**

| CODE  | QTY | COMMON NAME/ SEED MIX*             | SIZE**   | ROOT | REMARKS                        |
|---|-----|------------------------------------|----------|------|--------------------------------|
|  | 6   | PYRAMIDAL ARBORVITAE               | 6'       | B&B  | PLANT 10'-0" O.C. SPACE EVENLY |
|  | PA  | Thuja occidentalis 'Pyramidal'     |          |      |                                |
|  |     | WOODLAND EDGE MIX (36-211)         | 1 POUND  | SEED | BROADCAST SEED                 |
|   |     | Native grasses and forbs           |          |      |                                |
|   |     | MESIC PRAIRIE GENERAL MIX (35-241) | 2 POUNDS | SEED | DRILL SEED                     |

\*Corresponding seed mix formula numbers are from Minnesota State Seed Mixes (e.g. 36-211, 35-241).

\*\*B&B is ball and burlap of root mass Pound is the quantity amount of seed to be applied.

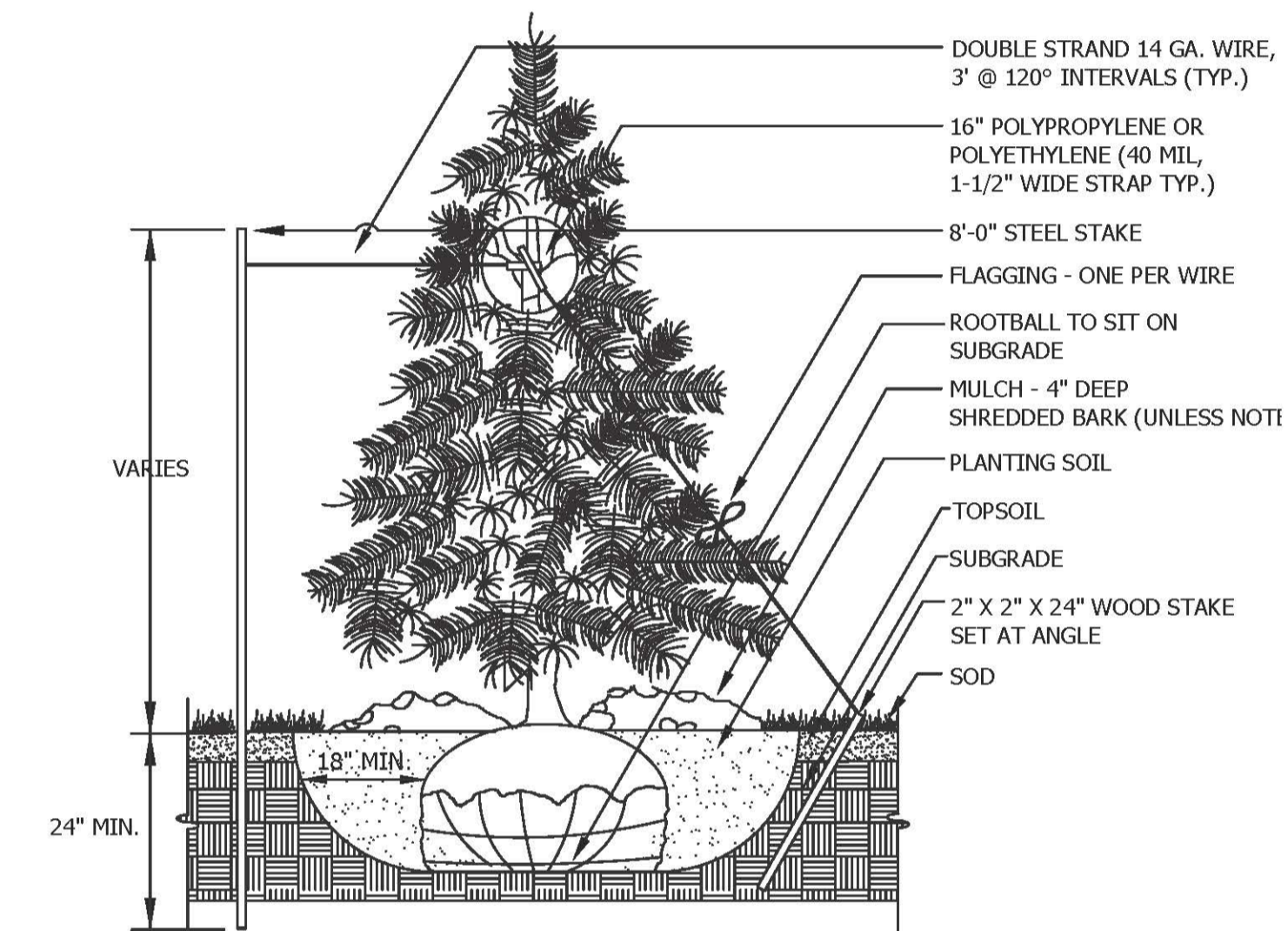
NOTE:

Clearing and grubbing vegetation will occur within the fence line.

**EXISTING CONDITIONS AT SITE**



**TREE/ARBORVITAE**



NOTES:

TREE TO HAVE SHREDDED HARDWOOD MULCH UNLESS NOTED OTHERWISE.

NO MULCH TO BE IN CONTACT WITH TRUNK.

SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.

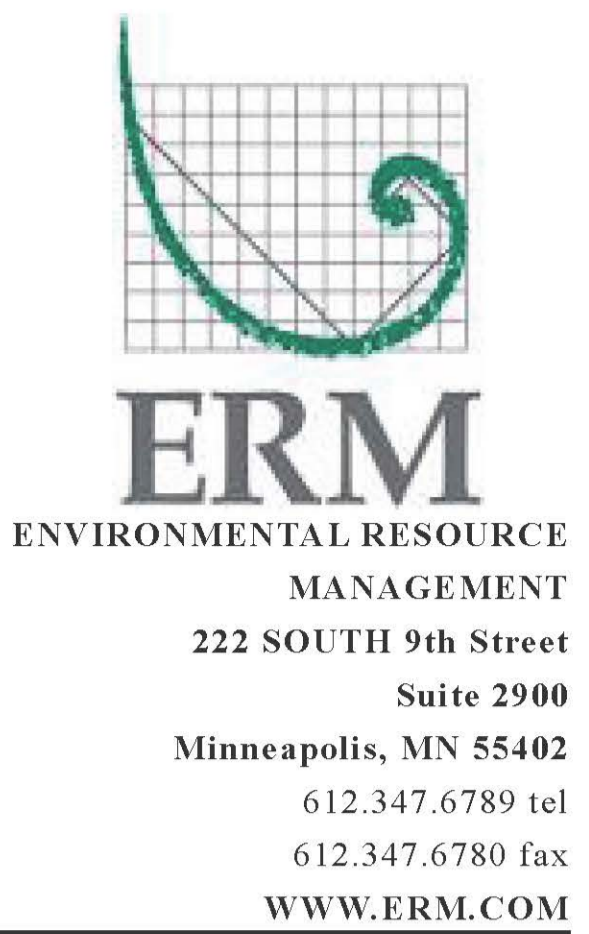
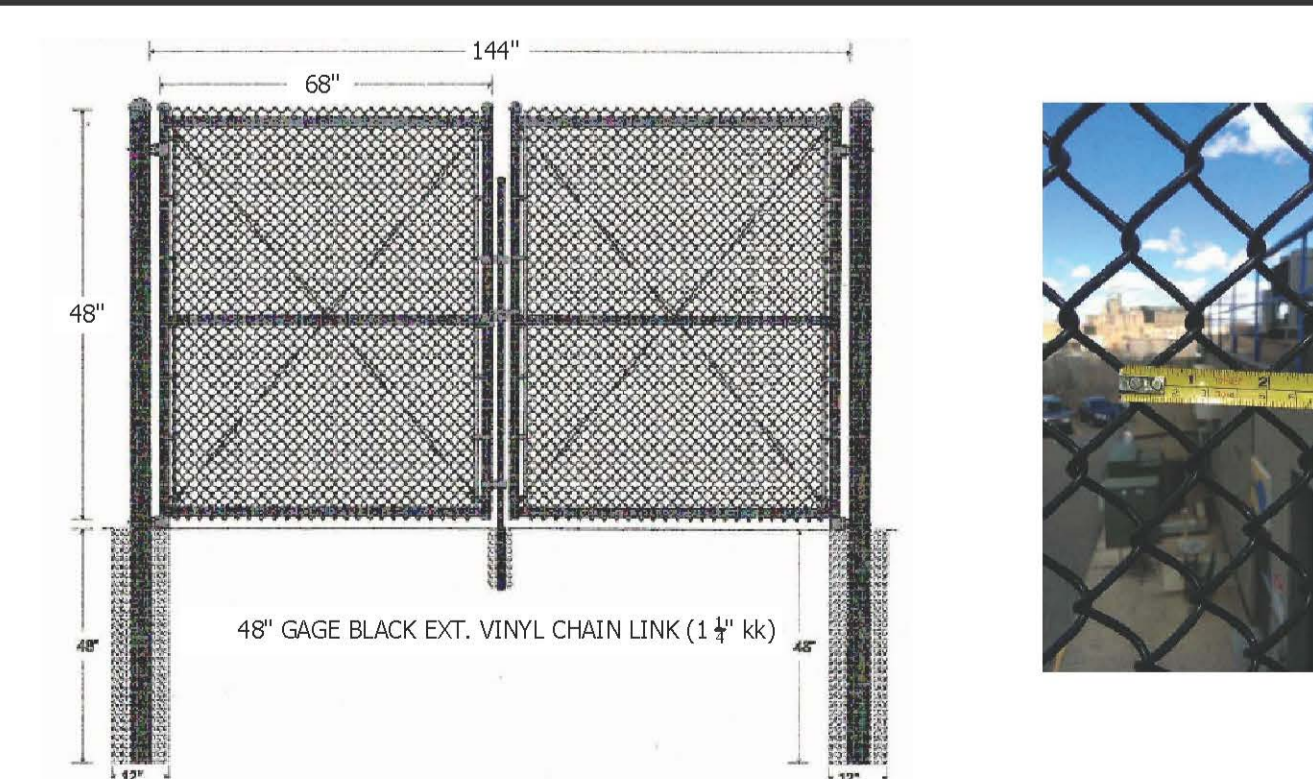
TWO ALTERNATE METHODS OF TREE STAKING ARE ILLUSTRATED.

IT IS THE CONTRACTOR'S OPTION TO STAKE TREES; HOWEVER, THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TREES IN A PLUMB POSITION THROUGHOUT THE GUARANTEE PERIOD.

ALL TREES TO BE PLANTED WITH THE ROOT COLLAR LEVEL OR SLIGHTLY ABOVE GRADE.

THE HOLE FOR PLANTING MUST BE AT LEAST TWICE THE WIDTH OF THE ROOT BALL.

**CHAIN LINK GATE**



**PROJECT NAME**  
**ANOKA 1A TANK**

**PREPARED FOR**  
**CENTERPOINT ENERGY**

**LOCATION**  
**RAMSEY MINNESOTA**

**SHEET TITLE**  
**LANDSCAPE PLAN**

**REVISIONS**

**JOB NUMBER HISTORY**

**SHEET NUMBER**

**S1**

**JOB NUMBER**  
WCH 97655689

**DATE**  
03.24.2022



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

**RESOLUTION #22-093**

**A RESOLUTION APPROVING THE ISSUANCE OF AN AMENDED CONDITIONAL USE PERMIT FOR AN EXPANSION OF A NATURAL GAS SUBSTATION AT 7607 173<sup>RD</sup> AVENUE NW AND DECLARING TERMS OF SAME.**

**RECITALS**

1. CenterPoint Energy Resources Corp. dba CenterPoint Energy Minnesota Gas, hereafter referred to as the “**Permittee**”, has properly applied for an Amended Conditional Use Permit to expand a natural gas substation with the addition of a 12,000-gallon odorant storage tank and associated equipment on the property generally known as 7607 173<sup>rd</sup> Avenue NW and legally described as:

All that part of the Southeast Quarter of the Southwest Quarter of Section 4, Township 32, Range 25, Anoka County, Minnesota lying east of a line parallel with and 700 feet west of the east line of said Southeast Quarter of the southwest Quarter and extending from the north line of said Southeast Quarter of Southwest Quarter to the south line thereof (excluding therefrom the east 250 feet thereof) as measured between parallel lines (excluding easement of record).

(the ‘**Subject Property**’);

2. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and is approximately 13.60 acres in size.
3. That the **Subject Property** is guided as Public in the City’s 2040 Comprehensive Plan.
4. That a natural gas substation would be classified as an essential service, and Essential Services are a Conditional Use in the R-1 Residential District.
5. That in 1997, Resolution #97-01-011 was approved by the Ramsey City Council and authorized a Propane Air Peaking Plant (also known as Peak Shaving Plant) on the Subject Property, which, in essence, provided a means to enhance the natural gas system as energy demands increased.
6. That the **Permittee** ceased operations of the Propane Air Peaking Plant in 2003.
7. That the **Permittee** is proposing to install a 12,000-gallon bulk storage odorant tank, along with associated equipment including tank supports, concrete dyke, a 100 square foot shelter building, a flare, and security lighting and fencing.
8. That the **Permittee** will be removing the remnants of the Propane Air Peaking Plant from the **Subject Property**, including old security fencing and concrete slabs.
9. That the odorant tank will store a mixture of t-Butyl Mercaptan (Mercaptan) and Methyl Ethyl Sulfide, which is the product that gives natural gas its distinctive ‘natural gas odor’.
10. That the **Permittee** will fill their odorant trucks (1- or 2-ton pickup trucks) at the **Subject Property** before dispersing to odorant injection sites throughout Minnesota.

11. That the frequency of filling the odorant trucks will be weather dependent, but during the colder heating season, the **Permittee's** personnel will likely need to access the **Subject Property** for filling purposes approximately four (4) times per month.
12. That the **Permittee** has stated the filling of the odorant storage tank itself will be done via a tanker truck and it is anticipated to require 2-3 fillings during the colder, heating season months and one (1) time during the remainder of the year.
13. That the **Permittee** will be installing a natural gas flare to address pressure within the storage tank during filling of both the tank itself as well as the odorant trucks.
14. That the **Permittee** stated that filling procedures would only occur during normal, daytime business hours, which will reduce the visible light from the flare flame to a nearly non-detectable light source and that flaring procedures are anticipated to take about twenty (20) minutes per filling.
15. That the Planning Commission met on April 28, 2022, and conducted a public hearing and recommended approval/denial of the request.

#### **FINDINGS OF FACT**

1. That the natural gas substation expansion will not be unduly dangerous or detrimental to persons residing or working in the vicinity of the use, or to the public welfare.
2. That the natural gas substation expansion will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That the natural gas substation expansion will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
4. That the natural gas substation expansion will not be hazardous to existing or future neighboring uses.
5. That the natural gas substation expansion will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That the natural gas substation expansion will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
7. That the natural gas substation expansion will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of an Amended Conditional Use Permit (the “**Permit**”) for the natural gas substation expansion on the **Subject Property** contingent upon the following conditions:

**CONDITIONS**

1. That this **Permit** shall supersede and replace the Conditional Use Permit approved by the Ramsey City Council in Resolution #97-01-011 and issued on January 14, 1997.
2. That enhancements to the **Subject Property** to expand the natural gas substation shall be done in accordance with the plans prepared by Stantec, dated March 18, 2022 and revised April 5, 2022, including an Erosion Control Plan and Site Plan, and the Landscape Plan prepared by Environmental Resource Management, dated March 24.
3. That the **Permittee** shall maintain the **Subject Property** in compliance with all Minnesota Pollution Control Agency (MPCA) noise and odor standards and upon any substantiated complaint of noise or odor, the **Permittee** shall be notified by the City and given twenty-four (24) hours to develop a corrective action plan and seven (7) days to remedy/correct the problem.
4. That flaring on the **Subject Property** shall only be permitted during daylight hours and there shall always be personnel onsite throughout the duration of each flaring.
5. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
6. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
7. That the **Permittee** shall be responsible for operating in full compliance with all applicable local, county, state and federal regulations and agrees to provide a copy of any other required permits for ongoing operation of the bulk odorant storage tank.
8. 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.
9. That this **Permit** shall automatically expire if the use is not initiated within one (1) year of approval and issuance of a Building Permit shall constitute initiation.

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 passed and adopted by the Ramsey City Council this 10<sup>th</sup> day of May, 2022.

**CITY OF RAMSEY**

By: \_\_\_\_\_  
Mayor

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA        )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me a Notary Public personally appeared Mark E. Kuzma and Colleen Lasher, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor 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 Mark E. Kuzma and Colleen Lasher acknowledge said instrument to be the free act and deed of said Municipal Corporation.

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

## Regular Planning Commission

7. 3.

**Meeting Date:** 04/28/2022

**By:** Brian McCann, Community  
Development

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### Information

#### **Title:**

PUBLIC HEARING: Consider Resolution #22-083 Approving a Variance for 16165 Olivine St NW (Project 22-115); Case of Charles Hansen

#### **Purpose/Background:**

The purpose of this case is to consider a request from Charles Hansen (the "Applicant") for a detached building to be built within the front yard setback of the property at 16165 Olivine St NW (the "Subject Property"). The Subject Property is approximately 1.22 acres. The proposed building is a 30 x 64 foot garage to store personal equipment and vehicles. The Subject Property is in the R-1 Residential (Rural Developing) Zoning District and guided as Rural Developing in the Comprehensive Plan. The Subject Property is surrounded by other residential properties zoned and guided the same.

#### **Notification:**

The City attempted to send a mailing via Standard US Mail to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records, notifying them of the public hearing. The notice was also published in the Anoka County Union Herald.

#### **Observations/Alternatives:**

##### Summary

The Applicant has requested a variance to build a 30' x 64' foot detached structure approximately 40 feet off the western lot line (Olivine St) of the Subject Property. While the Rural Developing district designates a 40 foot front setback, accessory structures cannot be closer to the road than the home. In this case, the proposed structure would meet the 40 foot setback but would be closer to the road than the home, requiring the variance. The home is approximately 75 feet from the front property line which would require any structures to be at least that far from the front property line. City Code also has a standard permitting structures to be closer than the principal dwelling if the property is at least two (2) acres in size, but the Subject Property is only 1.22 acres in size so it does not meet this requirement either.

The proposed building is 1,920 square feet (30 x 64 feet). The property is allowed 2,200 square feet of detached structures, and would meet this requirement if the structure is built. The building would comply with the minimum side yard setback of 10 feet, and the rear setback of 5 feet. The structure would also meet the height requirement with a proposed height of 15 feet at the mean gable. The proposed structure meets all other criteria, except for the distance from the front property line.

##### Variance Considerations

When considering granting a variance, statute states that the Planning Commission should consider the following three questions, which is the three-pronged test to decide if there is a practical difficulty onsite:

- **Is the request reasonable?** Accessory buildings are an allowed use in the residential district, and are common throughout the City of Ramsey. This building is an allowable size under current City ordinances.
- **Is the situation unique?** Staff does feel that the situation is unique. The variance is needed because of the location of the septic system on the property. There are not any other viable options for the location of the detached structure that would be in line with the distance of the home.
- **Would the request alter the essential character of the neighborhood?** Staff does not feel that the request

would alter the character of the neighborhood. Pole barns and detached structures are a common feature throughout Ramsey, and in this neighborhood. The Subject Property also has a row of trees that would provide adequate screening of the proposed detached structure.

Based on the three factor test above, Staff does feel that the request meets the requirements to pass a variance.

### **City Code Sections**

- 117-349 (Accessory Uses and Buildings)
- 117- 111 (R-1 Residential District).

### **Alternatives**

**Alternative 1:** Approve the variance request. Staff supports this alternative. Staff does feel the variance request is reasonable, unique, and meets the criteria for a variance.

**Alternative 2:** Deny the variance request. Staff does not support this alternative.

### **Funding Source:**

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

### **Recommendation:**

Staff recommends Planning Commission adopt Resolution #22-083 approving a Variance allowing a detached garage nearer the front property line than the home at 16165 Olivine St NW.

### **Action:**

Motion to adopt Resolution #22-083 granting a variance to setbacks for a detached garage at 16165 Olivine St NW.

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## **Attachments**

Public Hearing Notice

Site Location Map

Site and Building Plans

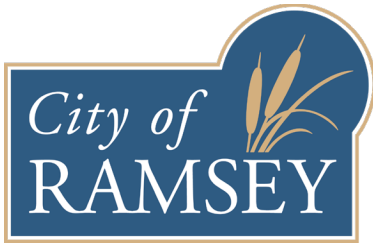
ACTION - Resolution #22-083

Aerial View of Property

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## **Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Chris Anderson                  | Chris Anderson     | 04/18/2022 02:14 PM             |
| Brian Hagen                     | Brian Hagen        | 04/22/2022 11:00 AM             |
| Form Started By: Brian McCann   |                    | Started On: 03/30/2022 02:16 PM |
| Final Approval Date: 04/22/2022 |                    |                                 |



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. 22-115: HANSEN 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, April 28<sup>th</sup>, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request for a Variance to the front setback requirements to build an accessory structure on the property generally known as 16165 Olivine Street NW and legally described as follows:

THAT PRT OF SE1/4 OF NE1/4 OF SEC 16 TWP 32 RGE 25 DESC AS FOL: COM AT NE COR OF SD 1/4 1/4, TH N 89 DEG 15 MIN 46 SEC W ALG N LINE OF SD 1/4 1/4 270 FT, TH S 0 DEG 29 MIN 11 SEC W 486.18 FT TO POB, T H CONT S 0 DEG 29 MIN 11 SEC W 225 FT, TH S 89 DEG 30, 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, April 20<sup>th</sup>, 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 April 28<sup>th</sup>, 2022.

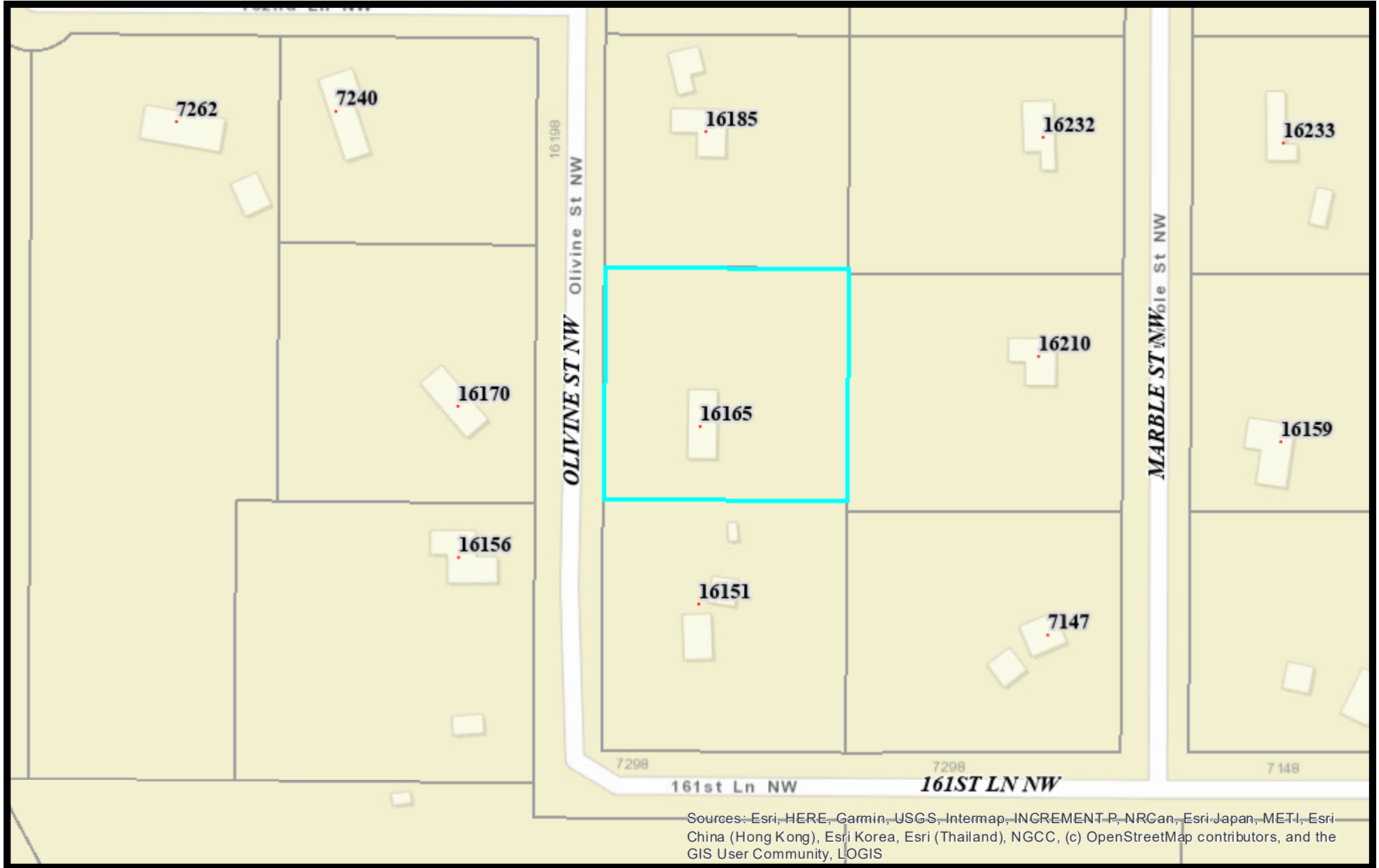
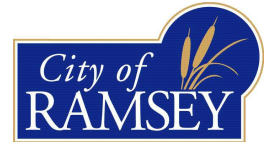
Sincerely,

Brian McCann  
City Planner

Date: April 13, 2022

# Hansen Variance

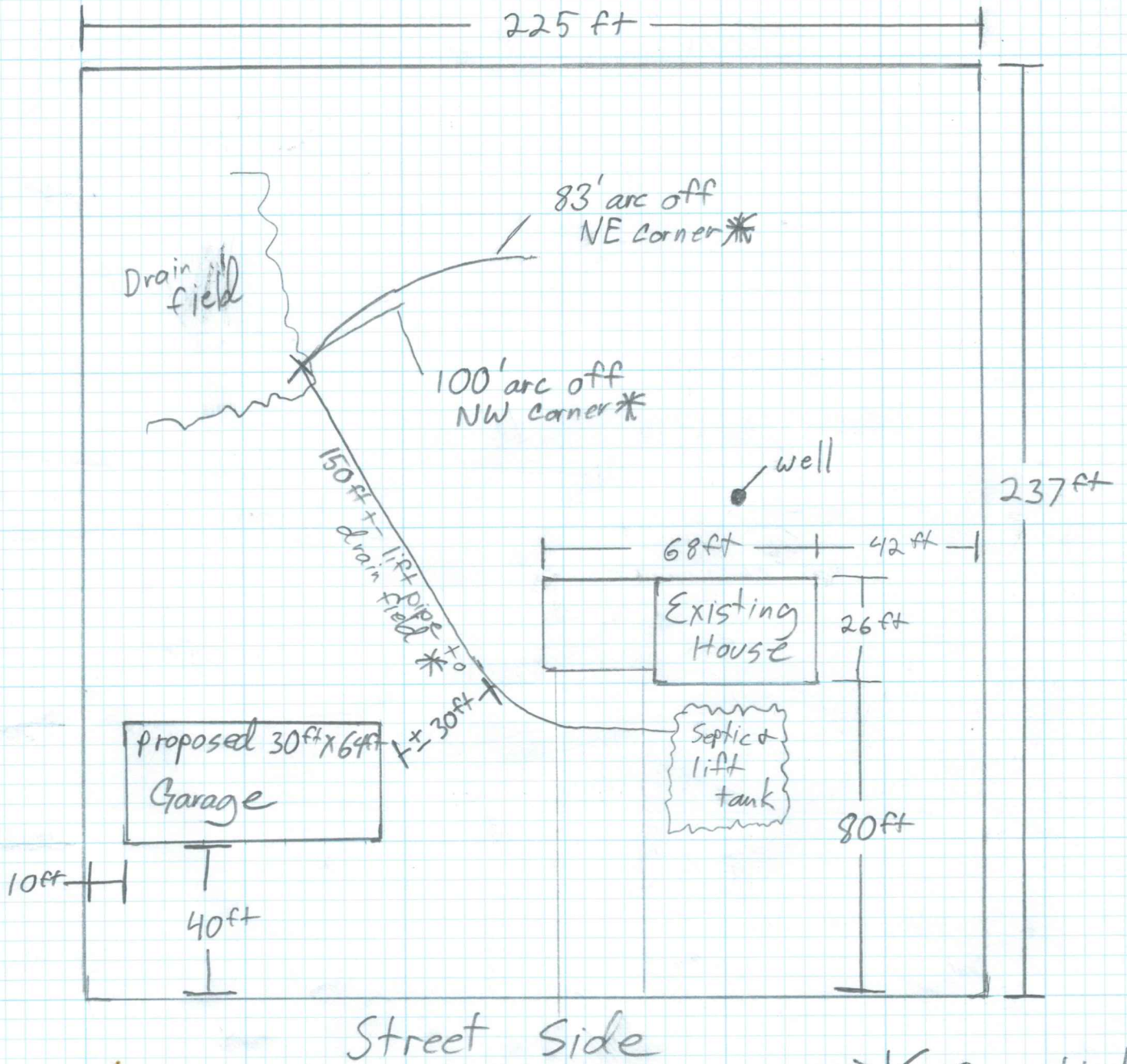
16165 Olivine St NW



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

Hansen

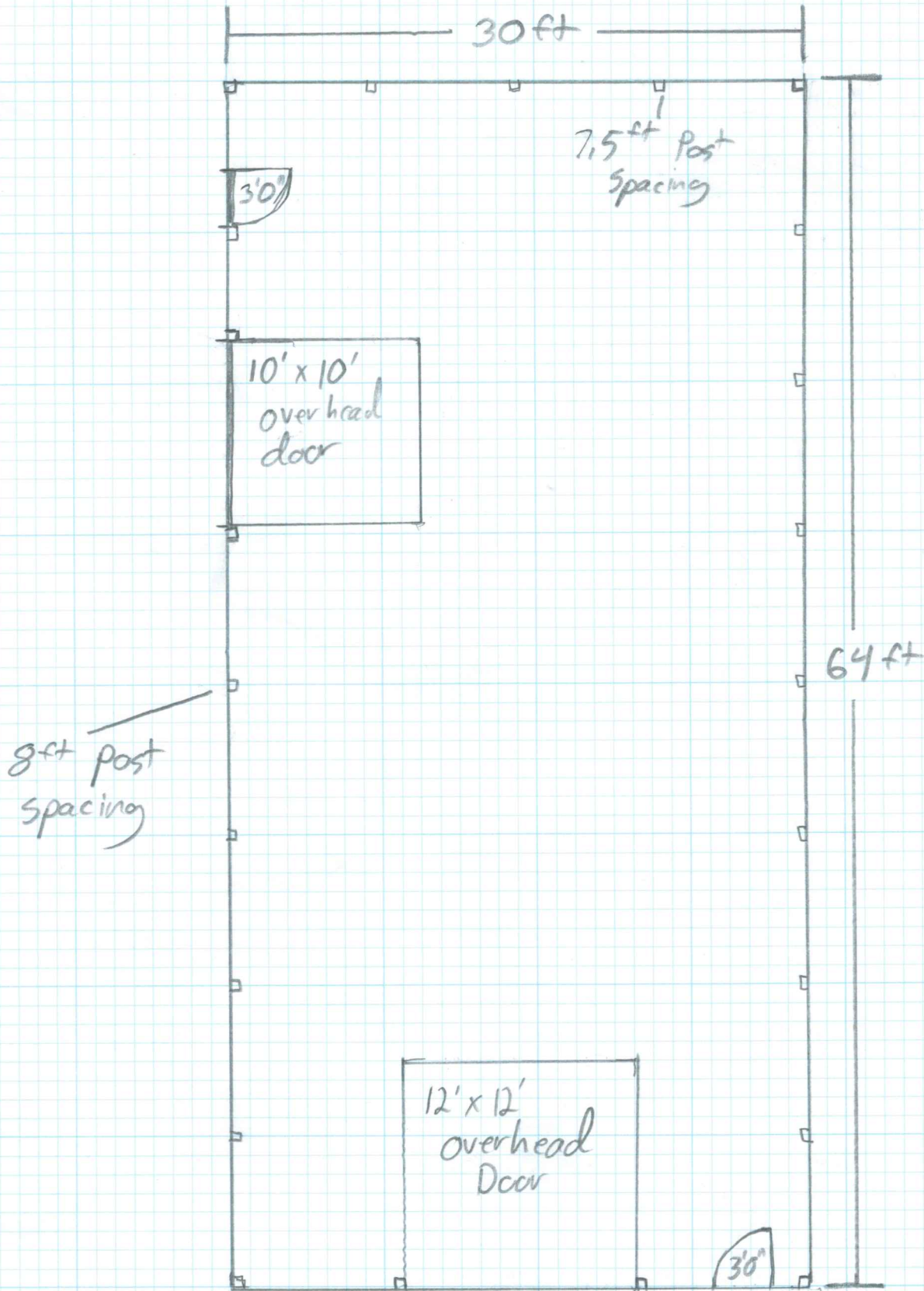
16165 Olivine st. NW  
Ramsey, MN 55303



\* See attached  
Septic plan

Hansen

16165 Olivine st. NW  
Ramsey, MN 55303

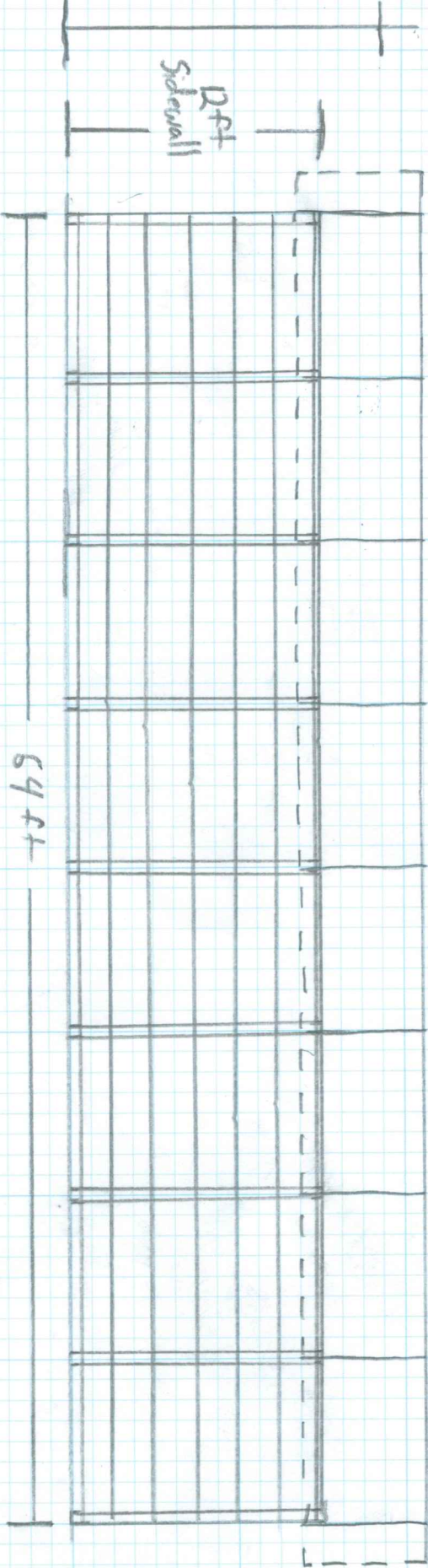


15 ft mean  
roof height

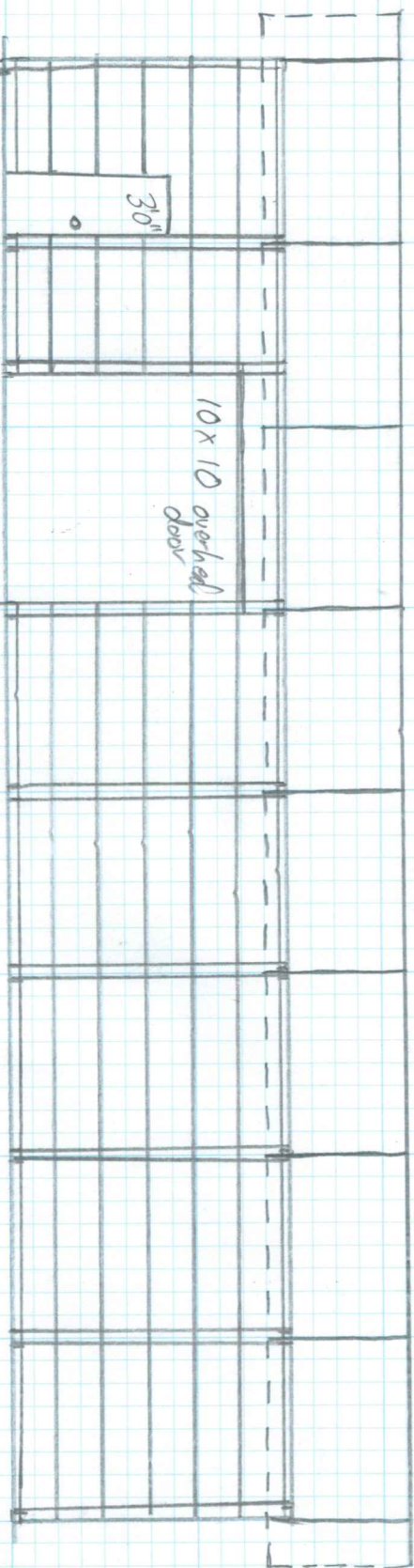
12 ft  
Sidelwall

Hansen

16165 Olive St NW  
Ramsey, MN 55303



54 ft



10 x 10 overhead door

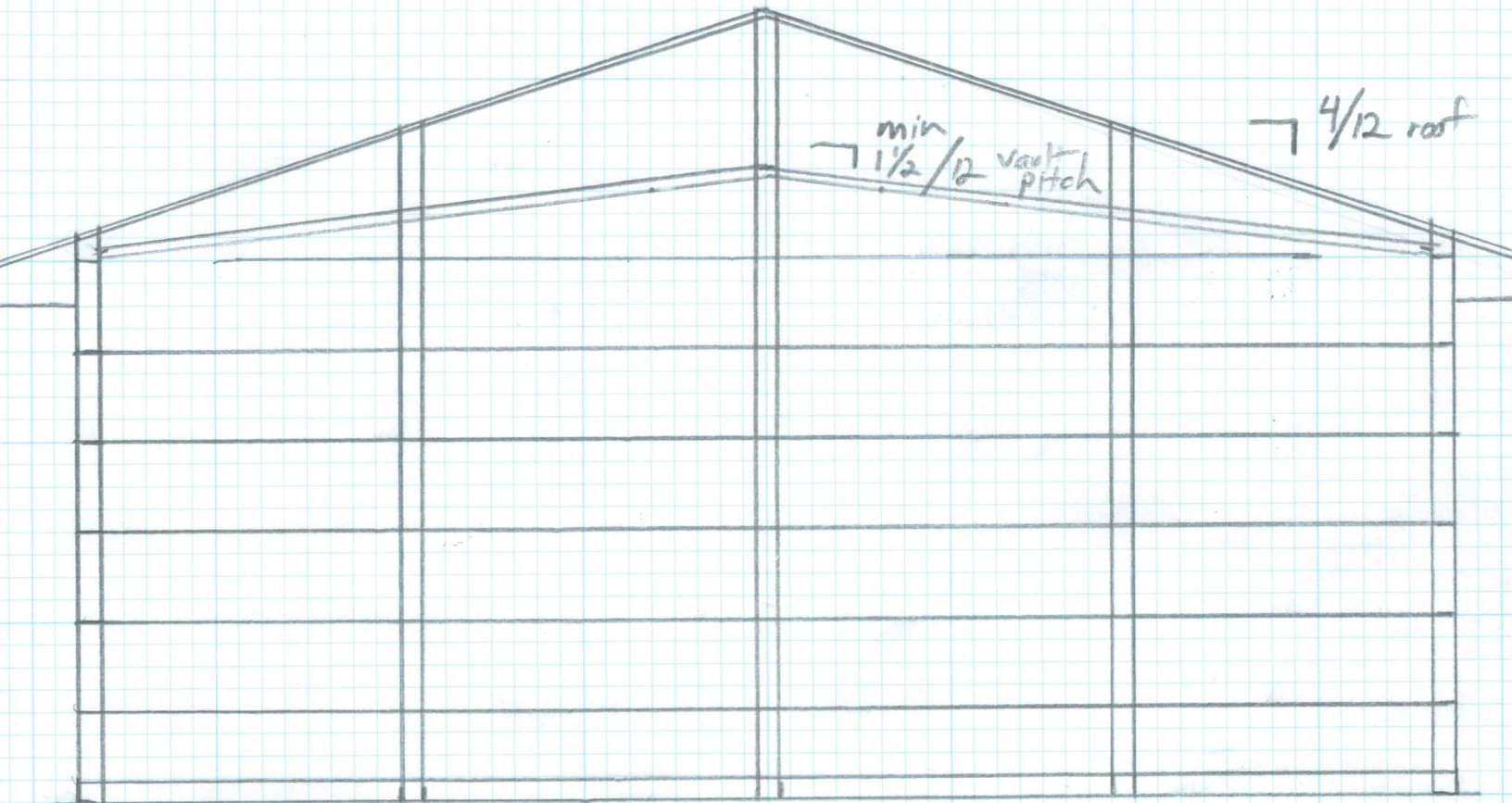
30"

48 in footing  
w/ 6 in x 16 in concrete curb  
uplift cleats

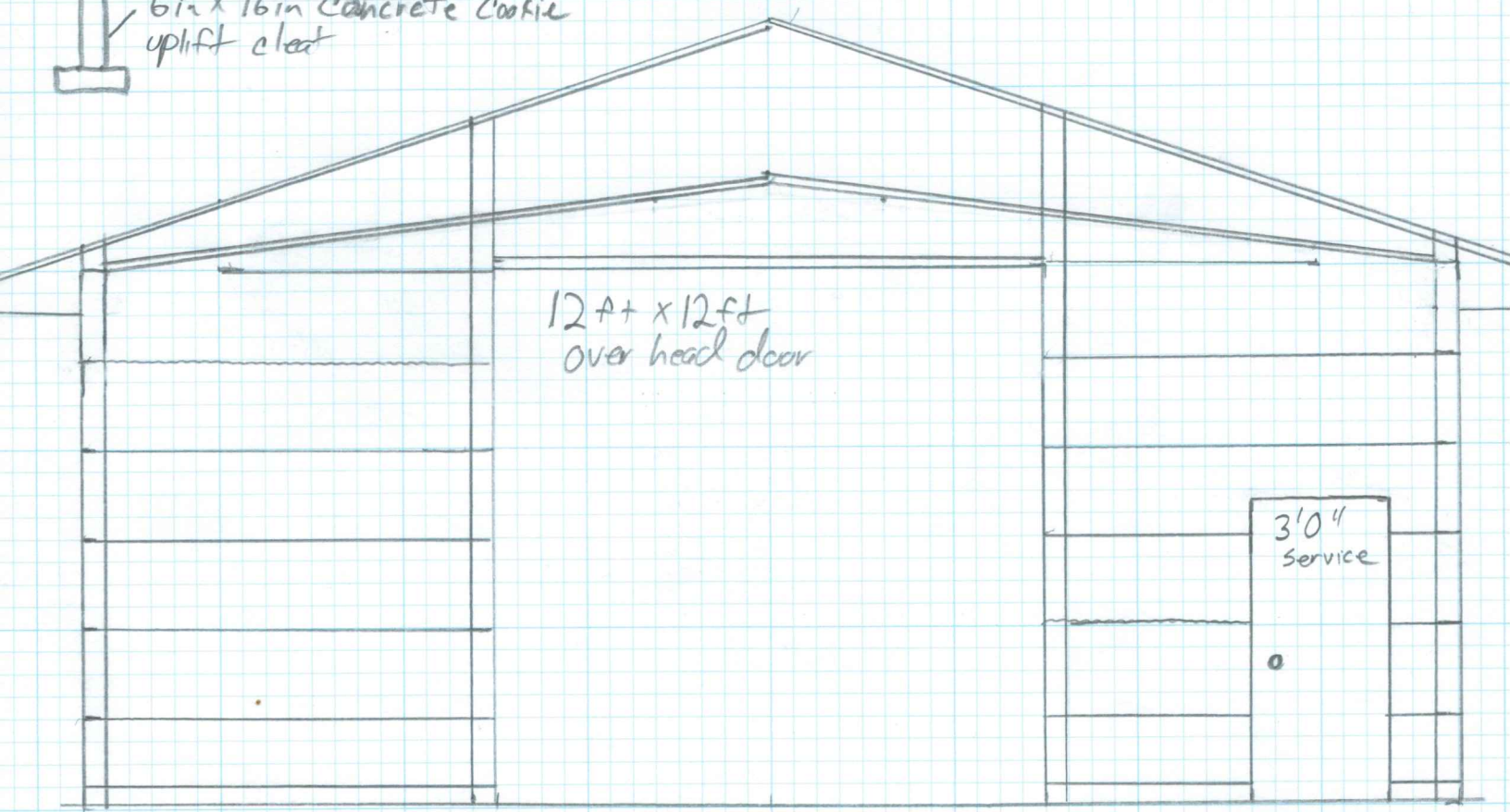
- 8 ft post spacing
- 24 in girt spacing
- 24 in purlin spacing

Hansen

16165 Olivine st NW  
Ramsey, MN 55303



48 in footing  
6 in x 16 in concrete cookie  
uplift cleat



30 ft

11:30  
574-92

# City of Ramsey

15153 NOWTHEN BOULEVARD N.W., RAMSEY, MINNESOTA 55303  
PHONE (612) 427-1410

No 2029

## APPLICATION FOR SEWAGE DISPOSAL SYSTEMS

Application is hereby made for permit to do work listed below in accord with the ordinances of the City of Ramsey.

16-32-25-14001

Location of job 16165 Olivine St.

New Work ( )

Owner Jeff Grandall Address same

Replacement (X)

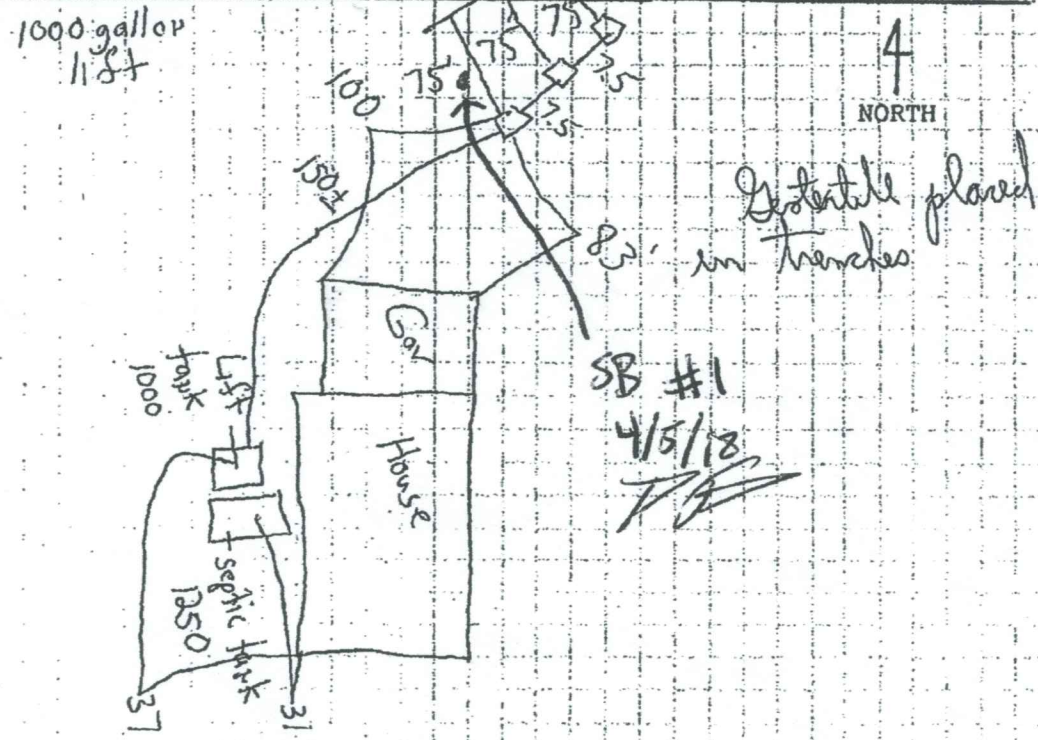
Licensed Installer Leo L. Deschauer

Addition ( )

Permit Validation  Check  Money Order  Cash (Circle One)

(Show location of house, tank, drainfield, property line and well.)

|                                   |                |
|-----------------------------------|----------------|
| Tank Size                         | 1250           |
| Square footage of drainfield area | 675            |
| Depth of rock under pipe          | 12"            |
| Depth of rock over pipe           | 2"             |
| Depth of dirt cover               | 16"            |
| Number of bedrooms                |                |
| Water Table                       |                |
| Sewer pipe                        | <u>Plastic</u> |
| House to tank                     | Cast           |
| Outside lift                      | ( )            |
| Ejector                           | ( )            |
| Gravity                           | ( )            |
| Permit fee                        | 50.00          |
| Surtax                            | 50             |
| Total                             | 50.50          |



Note: On ALL replacements and additions, tanks must be exposed for baffle inspection.

Signature Leo L. Deschauer Licensed Installer Phone: 441-1449

Signature \_\_\_\_\_ Other than Licensed Installer Phone: \_\_\_\_\_

Date 5-11-92 By C. Rybak

Commissioner Anderson introduced the following resolution and moved for its adoption:

**RESOLUTION #22-083**

**A RESOLUTION APPROVING THE ISSUANCE OF A VARIANCE TO CONSTRUCT  
A DETACHED ACCESSORY BUILDING WITHIN THE REQUIRED FRONT YARD  
SETBACK AT THE PROPERTY AT 16165 OLIVINE ST NW**

**RECITALS**

1. Charles Hansen, hereinafter referred to as the “**Permittee**”, has properly applied for a Variance to construct a detached accessory building (the “**Accessory Building**”) within the required front yard setback on the property located at 16165 Olivine St NW and legally described as follows:

THAT PRT OF SE1/4 OF NE1/4 OF SEC 16 TWP 32 RGE 25 DESC AS FOL: COM AT NE COR OF SD 1/4 1/4, TH N 89 DEG 15 MIN 46 SEC W ALG N LINE OF SD 1/4 1/4 270 FT, TH S 0 DEG 29 MIN 11 SEC W 486.18 FT TO POB, T H CONT S 0 DEG 29 MIN 11 SEC W 225 FT, TH S 89 DEG 30, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Subject Property** is zoned R-1 Residential (Rural Developing) District and the surrounding parcels are also zoned R-1 Residential (Rural Developing).
3. That the **Subject Property** is approximately 1.22 acres in size.
4. That the proposed **Accessory Building** would be 30’ x 64’ feet and 1,920 square feet in size, would have an exterior finish that is similar to the home, and would include soffit, fascia, and eave overhangs to match the home.
5. That the proposed detached building would comply with all other applicable standards for detached accessory buildings.

**FINDINGS OF FACT**

1. That the proposed use will not adversely impact traffic in the area.
2. That the proposed use will not substantially or adversely impair the use, enjoyment or market value of surrounding properties.
3. That the proposed use will be constructed so as to 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.
4. That the proposed use will not create additional requirements at public cost for public

facilities and services.

5. That the proposed use will not be detrimental to the economic welfare of the community.
6. That the proposed use will not be disturbing or hazardous to existing or future neighboring uses.
7. That the proposed use will not involve uses, activities, processes, materials and equipment and conditions of operation that may be detrimental to any persons, property or the general welfare, by reason of excessive production of traffic, noise, smoke or glare.

**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 construct the detached accessory building (the “**Accessory Building**”) on the **Subject Property** contingent upon the following conditions:

**CONDITIONS**

1. That there shall be no additional accessory structures constructed on the **Subject Property**, unless in accordance with City Code.
2. That the **Permittee** shall construct the **Accessory Building** in accordance with all other provisions of City Code Section 117-349 (Accessory Uses and Buildings) and City Code Section 117- 111 (R-1 Residential District).
3. That the **Permittee** agrees that there will not be any commercial activities, including storage of business materials, vehicles, or offices, within the **Accessory Building** unless in full compliance with City Code Section 117-351 (Home Occupations).
4. That the **Permittee** agrees to construct the **Accessory Building** as shown in **Exhibit 1**.
5. That the **Permittee** agrees that there will not be any habitation within the **Accessory Building**.
6. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
7. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
8. That the **Permittee** shall obtain all necessary permits prior to commencing any construction

of the **Addition**, including a building permit.

9. 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.
10. That this **Permit** shall automatically expire if the use is not initiated by April 28, 2023 and issuance of the building permit 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:

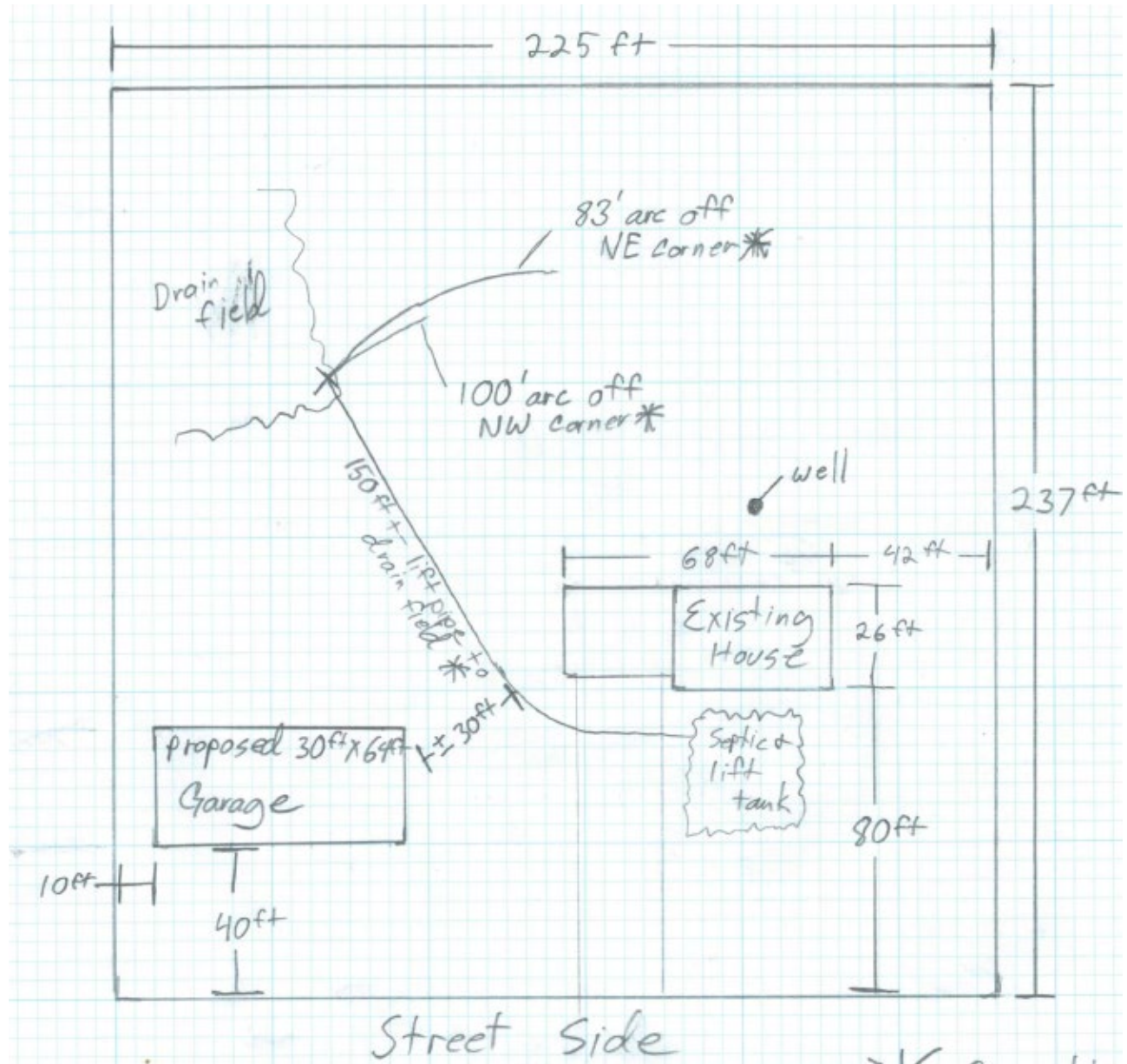
and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey Planning Commission this the 28<sup>th</sup> day of April, 2022.

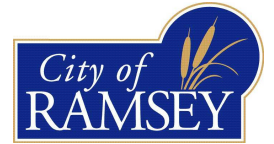


**Exhibit 1  
Site Plan**



16-32-25-14-0011  
16165 Olivine St NW

# Hansen Variance



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

4/21/2022

00.0045009 0.018 0.027 0.036  
mi

**Meeting Date:** 04/28/2022

**By:** Chris Anderson, Community  
Development

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**Information**

**Title:**

PUBLIC HEARING: Consider Request for a Conditional Use Permit to Exceed Accessory Building Square Footage Allotment at 18055 Saint Francis Blvd NW (Project No. 22-114); Case of Trevor and Ashley Nordick

**Purpose/Background:**

The City has received an application for a Conditional Use Permit from Trevor and Ashley Nordick (the "Applicant") for additional, detached accessory building square footage to construct an indoor horse riding arena (the "Accessory Building") at 18055 Saint Francis Boulevard (the "Subject Property").

**Notification:**

The City attempted to send a mailing via Standard U.S. Mail to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records, notifying them of the public hearing. The notice was also published in the Anoka County UnionHerald.

**Observations/Alternatives:**

**Subject Property Information**

The Subject Property is approximately 5.28 acres in size and abuts the city of Nowthen to the north. The Applicant owns two (2) additional, abutting parcels, which are located in the city of Nowthen. These two parcels combined equal 1.83 acres of additional land. However, since they are not within the jurisdiction of Ramsey, they are excluded from the property size calculation. Based on the acreage of the Subject Property (5.28 acres), the Applicant would be eligible for a total of 3,500 square feet of detached accessory building space and a total of four (4) detached accessory buildings. For reference, if the two parcels in Nowthen were included, the Applicant would be eligible for 4,300 square feet of accessory building space and a total of five (5) detached accessory buildings.

The Subject Property is zoned R-1 Residential (Rural Developing) and is guided as Rural Developing in the 2040 Comprehensive Plan. The surrounding parcels to the west and south are also zoned R-1 Residential (Rural Developing) and are also designated as Rural Developing in the 2040 Comprehensive Plan. The parcel to the east (Ford Brook Park) is zoned Public/Quasi-Public and is guided as Park. North of the Subject Property (in the city of Nowthen), the zoning and future land use designations are not known. However, based on aerial images, it appears to be large lot residential properties.

**Proposal**

The Applicant is proposing construction of a 60' x 120' (7,200) square foot detached accessory building to serve as an indoor horse riding arena for their family. The Accessory Building would be a post-frame (pole building) style construction with metal paneling that is compatible with the dwelling on the Subject Property. The Accessory Building would include three (3) stalls, a horse washing station, a bathroom, and a 'TV/play room'. The Applicant has stated that all portions of the Accessory Building, with the exception of the bathroom and 'TV/play room', would have a dirt floor for the benefit of the horses. Per City Code Section 117-349, the mean gable height of the Accessory Building shall not exceed twenty-two (22) feet. Furthermore, the Accessory Building will need to be finished with soffit, fascia, and eave overhangs to match the home.

The Accessory Building would be located directly south of the dwelling on the Subject Property and the Applicant has confirmed that it will not be nearer the front lot line than the home (it would be approximately 175 feet from Saint Francis Boulevard). There is a small berm with mature trees that would provide some screening of the

building from the public view. The Accessory Building would comply with all other setbacks as well (side, rear, and from the well and septic system too).

The Applicant has stated that no part of the Accessory Building would be used for commercial purposes. Furthermore, they have noted that no part would be utilized as an accessory apartment.

### **Existing Buildings**

There are presently five (5) detached accessory buildings, along with a membrane-type structure, on the Subject Property. This exceeds the allowable number of detached accessory buildings for the parcel size and City Code does not allow for membrane-type structures. The Applicant has stated that one of the smaller accessory buildings actually belongs to the previous property owner (and contains some of their belongings still) and that they were in the process of 'tinning' the membrane-type structure (it's used as a wood shed). If it were converted to a 'permanent' structure (metal paneled walls and roof), there would actually be a total of six (6) existing, detached accessory buildings on the Subject Property, excluding the proposed Accessory Building.

The combined square footage of the existing detached accessory buildings (excluding the membrane-type structure) is approximately 2,170 square feet. If the membrane-type structure were included (if it were converted to a more 'permanent' structure), that would be approximately another 300 square feet (2,470 total). The Applicant has stated that they would be willing to remove one of the smaller, existing accessory buildings if necessary. If all existing buildings were to remain, then the total square footage, including the proposed Accessory Building, on the Subject Property would be approximately 9,670 square feet.

### **Alternatives**

Alternative 1: Recommend approval of the Conditional Use Permit, with the contingency that the membrane-type structure is removed and/or converted to a more 'permanent' type of structure and one of the smaller accessory buildings is removed altogether from the Subject Property. The proposed use (indoor horse riding arena) seems reasonable based on the zoning and guidance of the Subject Property. The Applicant has stated that it would be compatible in color with the dwelling and, based on existing conditions, it would be somewhat screened from public view (especially considering the speed limit on Saint Francis Boulevard). The total number of detached accessory buildings could be addressed via the Conditional Use Permit. Staff would support this alternative.

Alternative 2: Recommend approval of the Conditional Use Permit contingent upon the membrane-type structure being removed and reducing the total number of detached accessory buildings so that there are no more than four (4) on the Subject Property, including the proposed Accessory Building. This would be more consistent with City Code in terms of the number of buildings on site. Staff will note that there is decent screening on all sides of the Subject Property, so the number of buildings likely would not be as noticeable. Staff would also support this alternative.

Alternative 3: Recommend denial of the Conditional Use Permit. While the requested additional square footage is significant, it is necessary for the proposed type of personal use (indoor horse riding arena). Based on the existing screening and speed of vehicles traveling on Saint Francis Boulevard, it does not appear that the Accessory Building would be as noticeable compared to other parcels. The only potential concern would be possible future uses of the building. If no longer used as an indoor horse riding arena, it could be viewed by some as an ideal building for a commercial use. However, that is specifically addressed in the conditions of the Resolution. Staff does not support this alternative.

### **Funding Source:**

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

### **Recommendation:**

Staff recommends approving the request for a Conditional Use Permit.

### **Action:**

Motion to recommend City Council adopt Resolution #22-084 granting a Conditional Use Permit to exceed the allowable square footage for detached accessory buildings on the Subject Property.

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### **Attachments**

Site Location Map

Applicant's Example Architecture

Proposed Interior Layout of Building

Pictures of Existing Detached Accessory Buildings on Property

Resolution #22-084: Draft CUP

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### **Form Review**

#### **Inbox**

Brian McCann  
Chris Anderson (Originator)  
Brian McCann  
Brian Hagen  
Form Started By: Chris Anderson  
Final Approval Date: 04/22/2022

#### **Reviewed By**

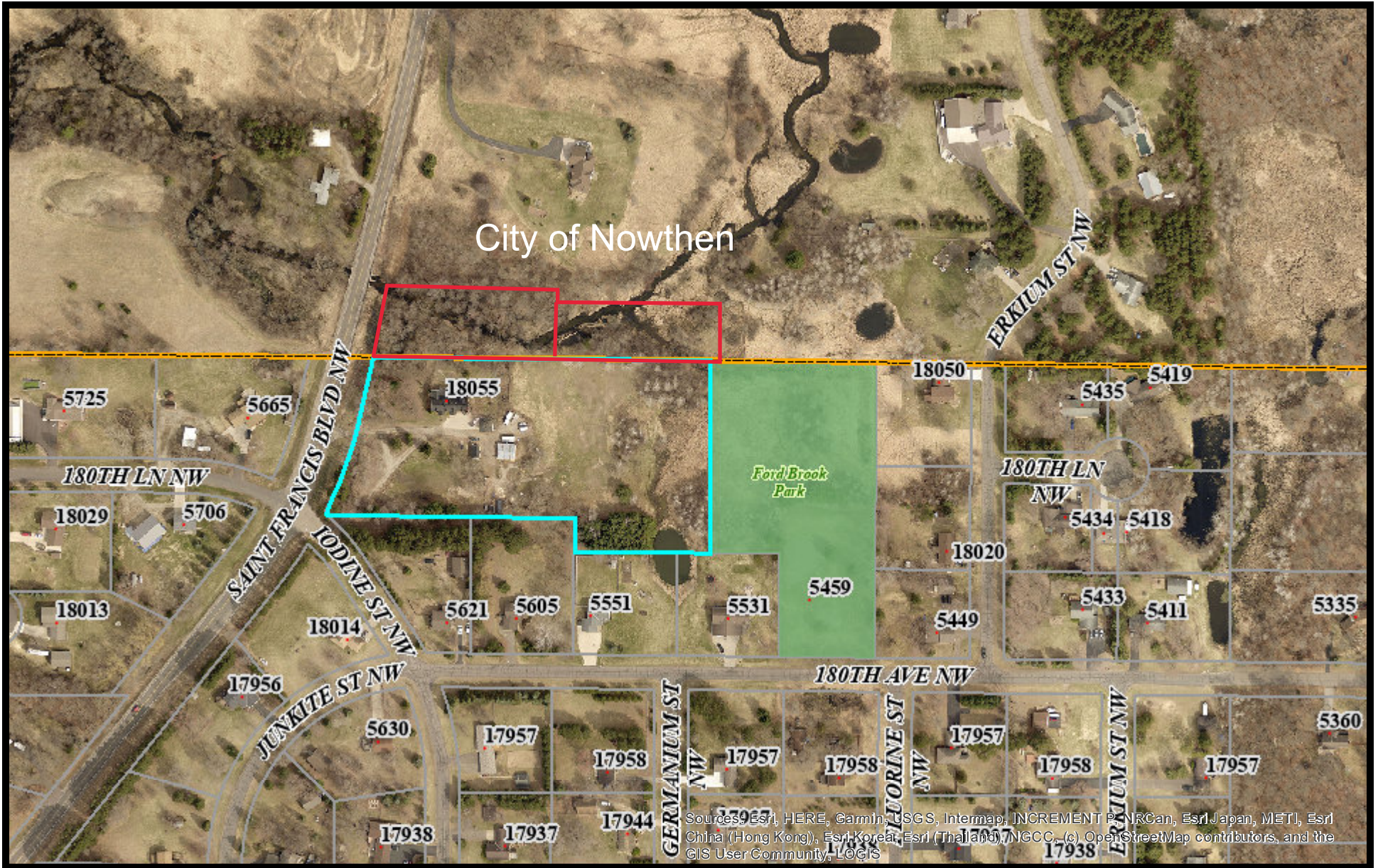
Brian McCann  
Chris Anderson  
Brian McCann  
Brian Hagen

#### **Date**

04/21/2022 03:58 PM  
04/21/2022 04:27 PM  
04/21/2022 04:29 PM  
04/22/2022 10:20 AM  
Started On: 04/12/2022 03:23 PM

# 18055 Saint Francis Boulevard

Site Location Map



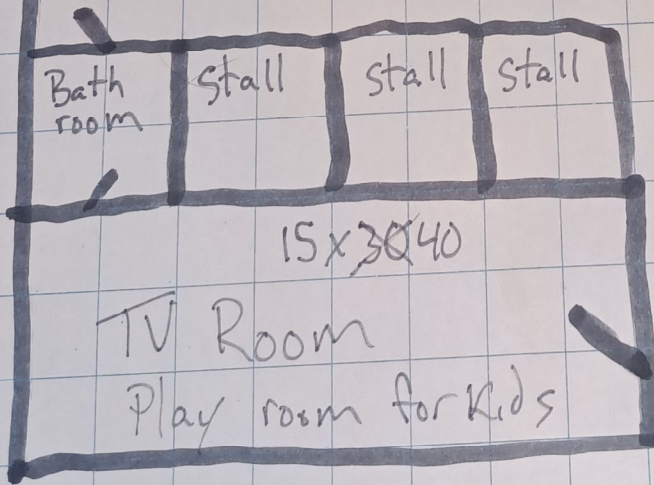
Sources: Esri, HERE, Garmin, Swisstopo, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

Print Date: April 13, 2022

00.01 0.035 0.07 0.105 0.14 mi



Riding  
arena  
95x60.







**Building (and contents) belong to previous property owner.**



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

**RESOLUTION #22-084**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT ALLOWING A DETACHED ACCESSORY BUILDING THAT EXCEEDS THE MAXIMUM ALLOWABLE SQUARE FOOTAGE ON THE PROPERTY GENERALLY KNOWN AS 18055 SAINT FRANCIS BLVD NW AND DECLARING TERMS OF SAME**

**RECITALS**

1. Trevor Nordick, hereinafter referred to as the “**Permittee**,” has properly applied for a Conditional Use Permit to exceed the maximum allowable square footage for detached accessory buildings to construct an indoor riding arena (the “**Accessory Building**”) on the property generally known as 18055 Saint Francis Blvd NW and legally described as follows:

FORD BROOK ESTATES OUTLOT A, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Permittee** appeared before the Planning Commission for a public hearing pursuant to Section 117-51 of the Ramsey City Code on April 28<sup>th</sup>, 2022, and that the public hearing was properly advertised and the minutes of said public hearing are hereby incorporated by reference.
3. That the **Subject Property** is approximately 5.28 acres in size and is eligible for a total of 3,500 square feet of accessory building space and a maximum of four (4) detached accessory buildings.
4. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and that the surrounding parcels to the west and south are also zoned R-1 Residential (Rural Developing), the parcel to the east is Ford Brook Park, which is zoned Public/Quasi-Public, and the adjacent parcels to the north are in the city of Nowthen (the **Permittee** owns both of the two abutting parcels).
5. That the acreage of the two (2) parcels owned by the **Permittee** in Nowthen would actually increase the allowed square footage of accessory structure space to 4,300 square feet and a total of five (5) detached accessory structures, if they were to be included in the property calculations (they are not included).
6. That the **Subject Property** currently has five (5) detached accessory buildings totaling in approximately 2,170 square feet as well as a member-type structure, which is used as a wood shed.
7. That the **Permittee** has stated that he is working on converting the membrane-type structure into a permanent, detached accessory building with tin walls and roof, which

would add approximately 300 square feet of yet additional detached accessory structure space to the **Subject Property**.

8. That the **Permittee** has agreed to remove one of the existing detached accessory buildings so that, in total, there would be five (5) on the **Subject Property** (including the wood shed noted in #7 above).
9. That the **Permittee** is seeking to construct the **Accessory Building** as an indoor riding arena that is sixty feet by one hundred and twenty feet (60' x 120') or 7,200 square feet.
10. That the **Subject Property** would have a total of approximately 9,670 square feet of accessory buildings with the proposed **Accessory Building**.
11. That the proposed **Accessory Building** would comply with all setbacks and height limitations for the R-1 Residential (Rural Developing) district.
12. That the **Permittee** has stated that no part of the **Accessory Building** would be used for a home occupation, nor would anything stored in the **Accessory Building** be associated with a home occupation.
13. That the **Permittee** has stated that the **Accessory Building** would be used to ride their horses year-round on the **Subject Property**.
14. That per City Code Section 10-24 (Horses), the **Permittee** may maintain up to six (6) horses on the **Subject Property**. This is based on not only the **Subject Property** but also the additional abutting acreage (in Nowthen) owned by the **Permittee**.
15. That the **Permittee** has stated that the **Accessory Building** would have 3 stalls, a horse wash station, a bathroom, and a 'TV/play room' for kids.
16. That the **Permittee** has stated that aside from the bathroom and the 'TV/play room', the remainder of the building will have a dirt floor for riding purposes.
17. That the **Accessory Building** would be a post-frame style (pole building) with an exterior finish of metal paneling that would match the colors and style of the home as close as possible.
18. That the **Accessory Building** will be outside all utility and drainage easements on the **Subject Property**.
19. That the **Accessory Building** shall comply with required setbacks from both the well and the septic system on the **Subject Property**.
20. That the surrounding properties are smaller in size but also contain large detached buildings.

21. That the Ramsey Planning Commission reviewed the request on April 28, 2022 and recommended **approval/denial** of the Conditional Use Permit.
22. That the City Council reviewed the Conditional Use Permit during their regularly scheduled meeting on May 10, 2022.

## **FINDINGS OF FACT**

1. That the size of the **Accessory Building** will not impair an adequate supply of light and air to adjacent property.
2. That the size of the **Accessory Building** use will not unreasonably increase the congestion on the public street.
3. That the size of the **Accessory Building** will not have the effect of allowing any use prohibited in the R-1 Residential (Rural Developing) District.
4. That the size of the **Accessory Building** will not permit a lesser degree of public health, safety, and general welfare protection that established by Chapter 117 of the Ramsey City Code or permit standards which are lower than those required by state law.
5. That the size of the **Accessory Building** will not increase the danger of fire or endanger the public safety.
6. That the size of the **Accessory Building** 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 size of the **Accessory Building** 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 size of the **Accessory Building** will not violate the intent and purpose of the Comprehensive Plan.
9. That the size of the **Accessory Building** will be in accordance with the objectives of the intent of Section 117-51 (Conditional Use Permits) of the Ramsey City Code.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the “**Permit**”) to construct a sixty foot by one-hundred and twenty foot (60’ x 120’) detached riding arena (the “**Accessory Building**”) on the **Subject Property**, that would otherwise exceed the maximum allowable square footage as set by the Ramsey City Code, contingent upon the following conditions:

## CONDITIONS

1. That this **Permit** allows for the construction of a 7,200 **Accessory Building** on the **Subject Property**.
2. That the **Subject Property** would have a total of approximately 9,670 square feet of detached accessory buildings and six (6) detached accessory buildings in total.
3. That there shall be no other accessory buildings constructed on the **Subject Property**, unless in accordance with City Code.
4. That the **Permittee** shall construct the **Accessory Building** in accordance with all other provisions of City Code Sections 117-111 (R-1 Residential District) and 117-349 (Accessory Uses and Buildings), including soffit, fascia, and eave overhangs.
5. That the **Accessory Building** shall comply with the height restrictions outlined in City Code Section 117-349 (Accessory Uses and Buildings).
6. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for a home occupation unless in compliance with City Code Section 117-351 (Home Occupations).
7. That the **Permittee** agrees that no part of the **Accessory Building** shall be used as an accessory dwelling.
8. That the **Permittee** agrees that, with the exception of the bathroom and ‘TV/play room’, all other portions of the **Accessory Building** floor shall remain as dirt.
9. That the **Permittee** agrees that any future building modifications will be subject to review by the City of Ramsey, either via a Building Permit Application or updated interior layout if a permit is not required.
10. That this **Permit** does not allow for commercial horse boarding within the **Accessory Building** or on the **Subject Property**.
11. That the **Permittee** shall submit a Sketch Drawing for review and filing in accordance with City Code Section 10-24 (Horses).
12. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
13. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.



Notary Public

The document drafted by:  
The City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, Minnesota 55303

**Meeting Date:** 04/28/2022

**By:** Brian McCann, Community  
Development

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**Information**

**Title:**

PUBLIC HEARING: Consider Request for a Conditional Use Permit for an Oversized Accessory Building at 16501 Jarvis St NW (Project No. 22-113); Case of Allen Skogquist

**Purpose/Background:**

The City has received an application from Allen Skogquist (the "Applicant") for a Conditional Use Permit for a proposed detached accessory structure on the property generally known as 16501 Jarvis St NW (the "Subject Property"). The Applicant has proposed constructing a 60 x84 foot (5,040 square feet) detached accessory building. A Conditional Use Permit is required because the proposed structure would exceed the total maximum allowable square footage for the property as set in City Code; the Applicant already has a 12,000 square foot accessory structure on the Subject Property, which is the maximum allowable square footage based on parcel size. The Subject Property would have a total square footage of approximately 17,040 square feet if the Conditional Use Permit is approved.

**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. The Public Hearing Notice was also published in the City's Official Newspaper, the Anoka County UnionHerald.

**Observations/Alternatives:**

**General Information**

The Applicant is proposing to construct a 60 x 84 foot (5,040 square foot) detached accessory structure on the Subject Property. The proposed building size, in addition to other accessory structures on the Subject Property, exceeds the total maximum allowable total square footage for detached accessory structures for this property, which is 12,000 square feet. Because of this, a Conditional Use Permit is required. The Applicant has stated they will use the building for storage of animal feed, maintenance equipment, as well as personal and recreational equipment and vehicles. There will be no home occupation from the detached building or onsite, including commercial storage.

The approximately 5,040 square foot detached building would have a height of 27'2" and would be used to store personal items. City Code allows a maximum height of 22 feet for detached accessory buildings. Note that the dwelling is taller, with a height of 33 feet. The proposed height of the structure is an additional aspect of the Conditional Use Permit for the oversized accessory structure.

**Zoning**

The Subject Property is currently zoned R-1 Residential (Rural Developing), and guided with a split designation between Park and Rural Developing. The surrounding properties are also zoned R-1 Residential (Rural Developing) and several are guided the same, with properties to the south exclusively guided as Rural Developing. The intent of this zoning district is to accommodate single-family dwelling units on suitable land served by individual wells and septic systems.

**Conditions**

Staff believes that the issuance of a Conditional Use Permit will help improve the Subject Property by providing space inside for the Applicant's animal feed, recreational equipment, maintenance equipment, and other personal

items. A condition is included in the CUP that the building cannot be used for a home-based business, but Staff is open to other conditions of approval as well and is looking for the Planning Commission's feedback on the request.

### **City Code Sections**

- City Code Section 117-52. Conditional use permits
- City Code Section 117-111. R-1 Residential District
- City Code Section 117-349. Accessory uses and buildings.

### **Alternatives**

Alternative 1: Recommend the City Council approve the Conditional Use Permit.

Alternative 2: Recommend the City Council deny the Conditional Use Permit.

### **Funding Source:**

All costs associated with this project are the Applicant's responsibility.

### **Recommendation:**

Staff recommends the City Council adopt Resolution #22-082 Approving the Conditional Use Permit for an oversized accessory building addition, contingent upon compliance with conditions outlined in said Resolution and any others identified by the Planning Commission.

### **Action:**

Motion to recommend City Council adopt Resolution #22-082 Approving the Conditional Use Permit for an oversized accessory building contingent upon compliance with conditions.

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### **Attachments**

[Public Hearing Notice](#)

[Site Location Map](#)

[Proposed Building Specifications](#)

[Existing Building Specifications](#)

[Proposed Building Location](#)

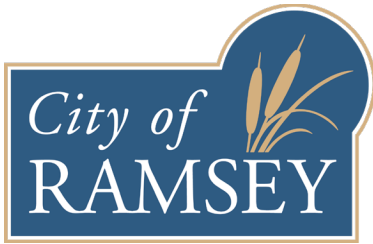
[Land Use Application](#)

[Resolution #22-082](#)

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### **Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Chris Anderson                  | Chris Anderson     | 04/21/2022 08:33 AM             |
| Brian Hagen                     | Brian Hagen        | 04/22/2022 10:11 AM             |
| Form Started By: Brian McCann   |                    | Started On: 03/30/2022 03:25 PM |
| Final Approval Date: 04/22/2022 |                    |                                 |



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. 22-113: SKOGQUIST ACCESSORY STRUCTURE**

**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, April 28<sup>th</sup>, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request for a Conditional Use Permit to allow for additional square footage for an additional pole barn for personal property maintenance equipment at the property generally known as 16501 Jarvis Street NW and legally described as follows:

UNPLATTED RAMSEY TWP SW1/4 OF SW1/4 SEC 7-32-25, 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, April 20<sup>th</sup>, 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 April 28<sup>th</sup>, 2022.

Sincerely,

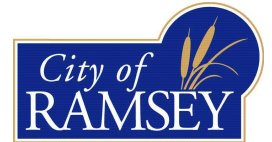
Brian McCann  
City Planner

Date: April 13, 2022

# Skogquist Accessory Structure (CUP)

PID #: 07-32-25-33-0001

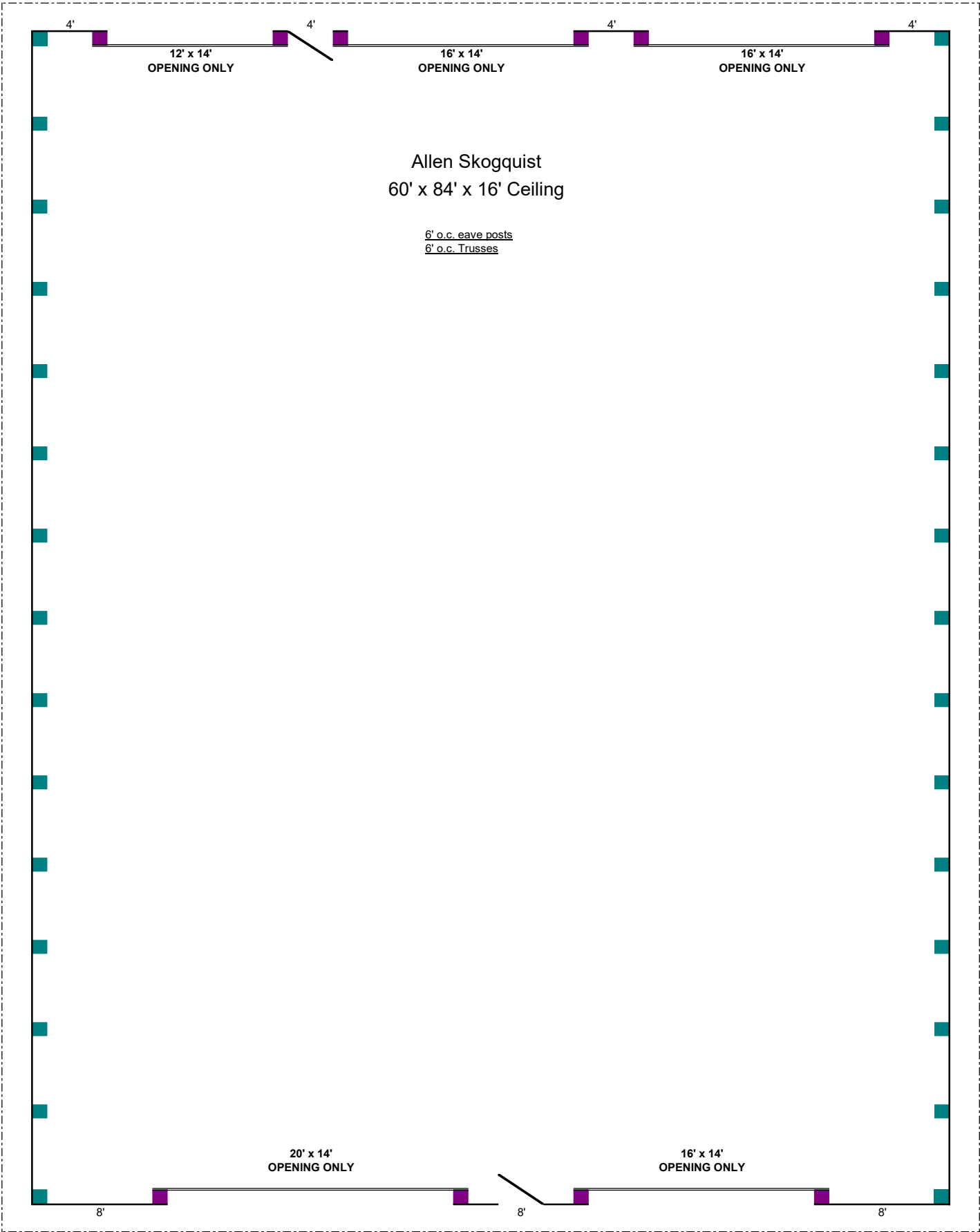
16501 Jarvis Street NW



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

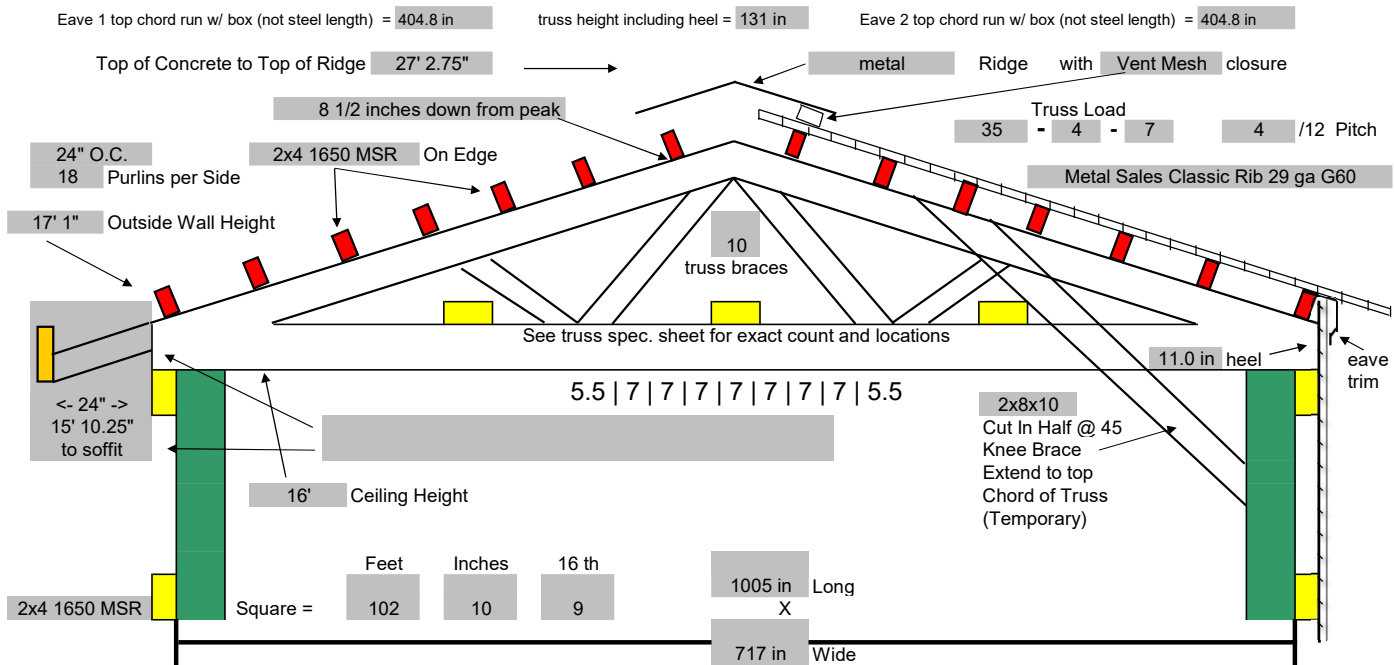
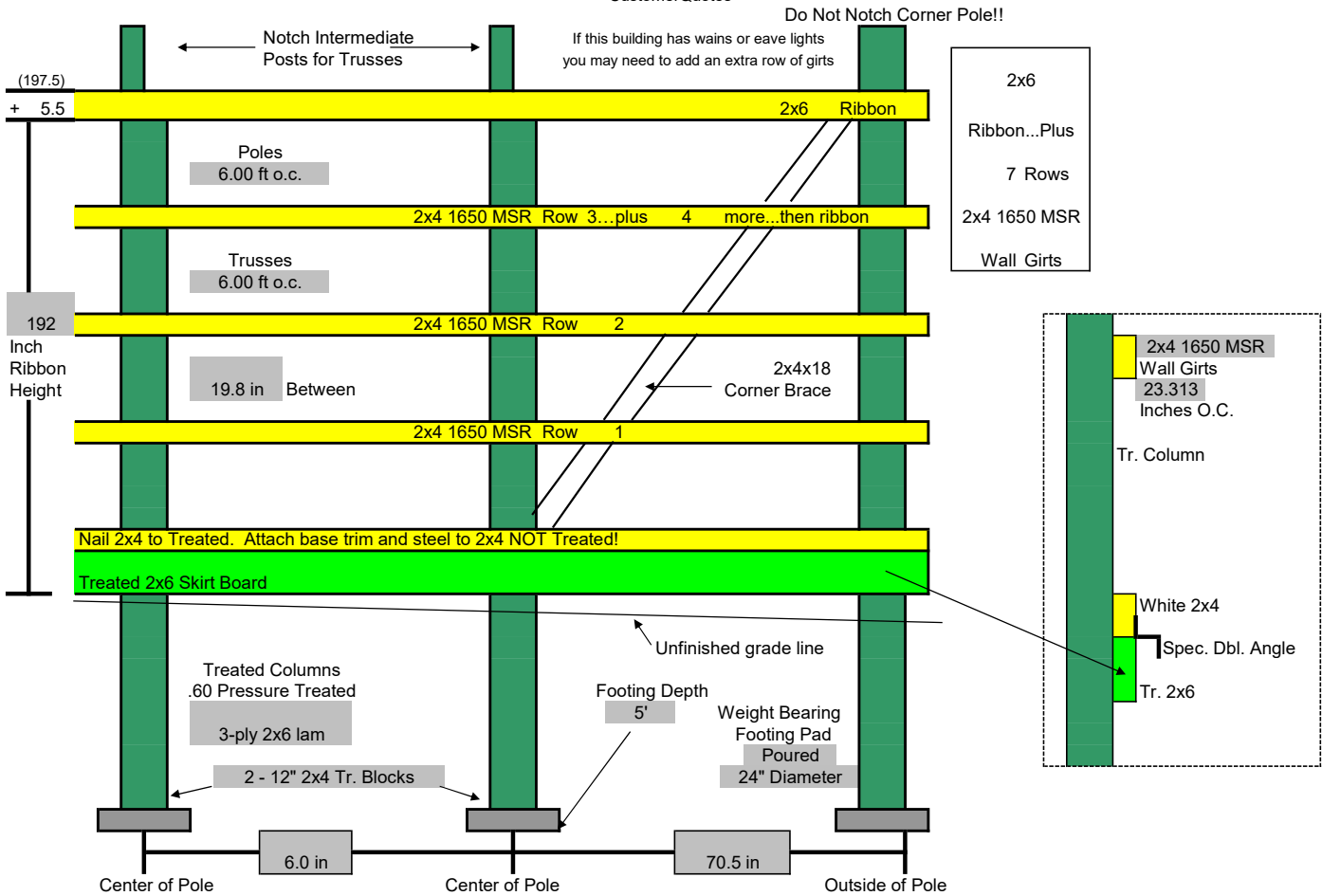
Print Date: March 23, 2022

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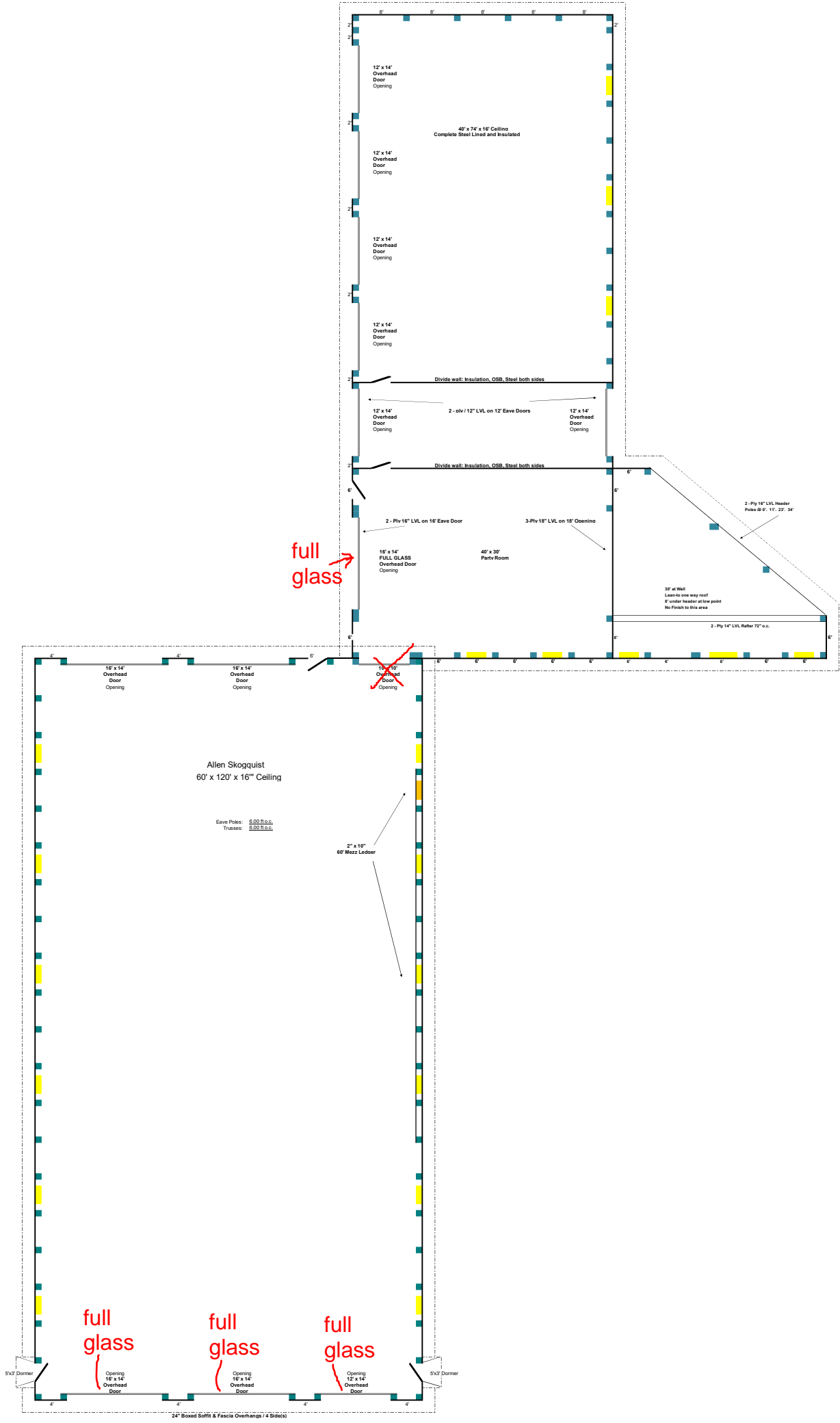
24" Boxed Soffit & Fascia Overhangs on 4 Sides





Building Design And Prices Are Subject To Local Building Codes





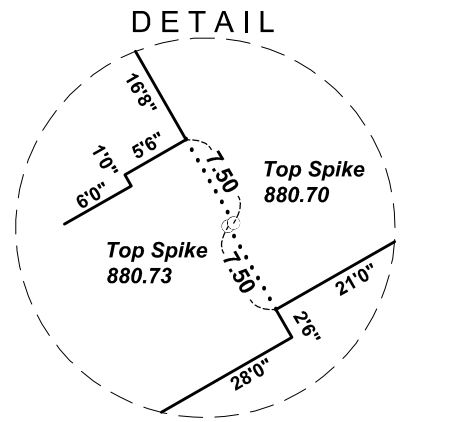
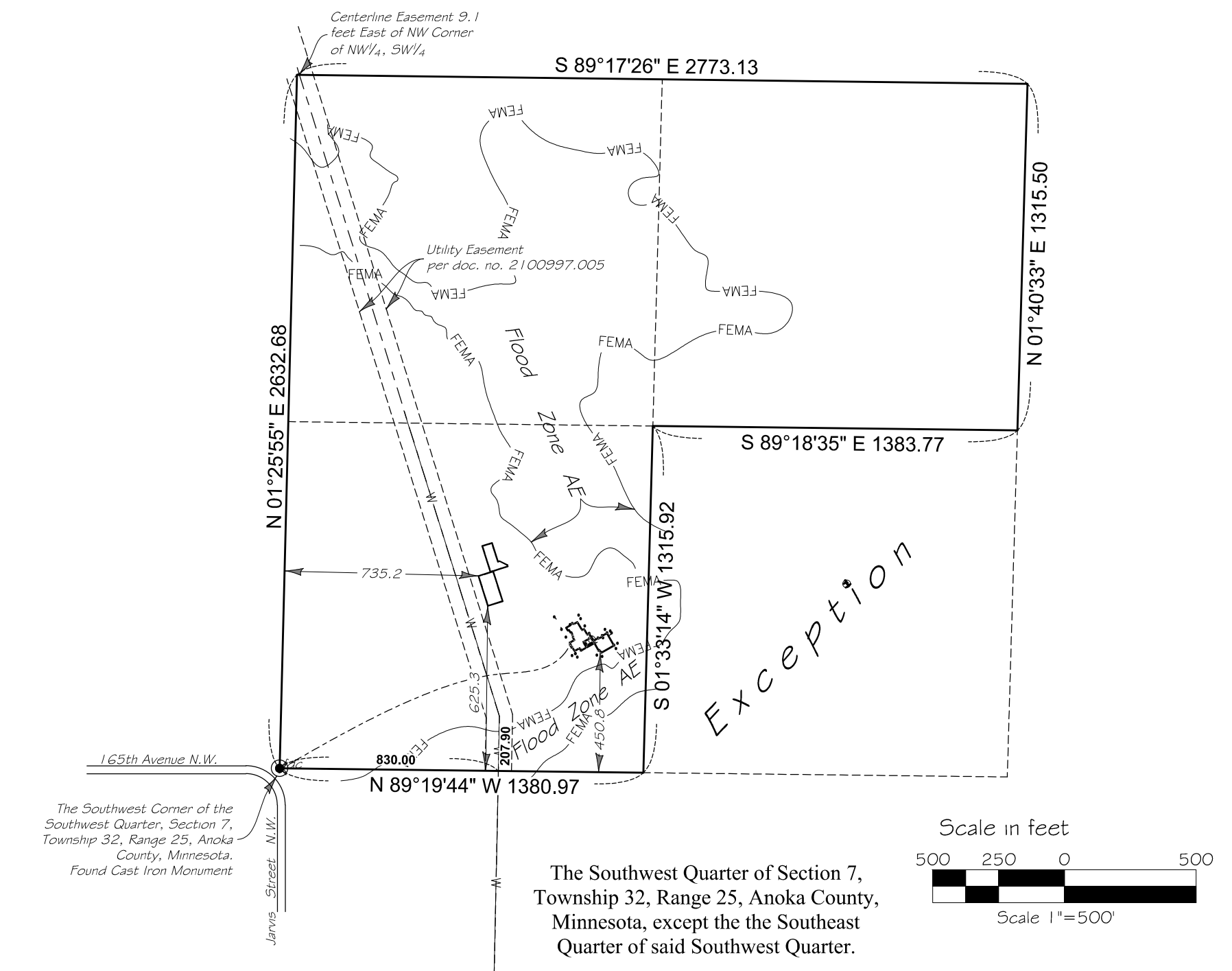
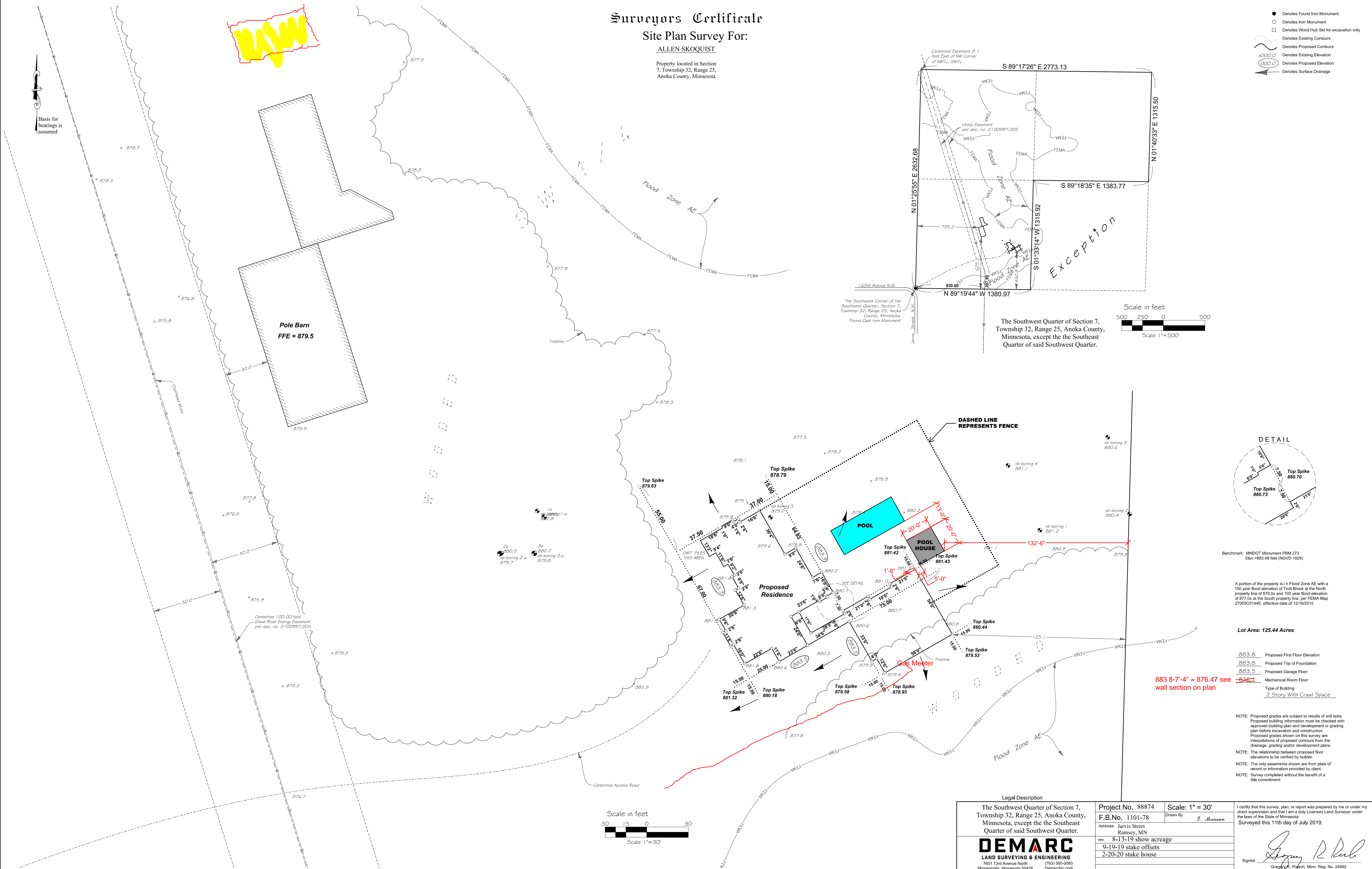
# Surveyors Certificate

## Site Plan Survey For:

ALLEN SKOQUIST

Property located in Section 7, Township 32, Range 25, Anoka County, Minnesota

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- ~ Denotes Existing Contours
- ~ Denotes Proposed Contours
- Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Surface Drainage



Benchmark: MNDOT Monument PBM 273  
Elev. = 883.48 feet (NGVD 1929)

A portion of the property is in Flood Zone AE with a 100 year flood elevation of Troit Brook at the North property line of 878.0s and 100 year flood elevation of 877.0s at the South property line, per FEMA Map 2700302144E, effective date of 12/16/2015

Lot Area: 125.44 Acres

|       |                                |
|-------|--------------------------------|
| 883.8 | Proposed First Floor Elevation |
| 883.8 | Proposed Top of Foundation     |
| 883.5 | Proposed Garage Floor          |
| 876.1 | Mechanical Room Floor          |
|       | Type of Building               |
|       | 2 Story With Crawl Space       |

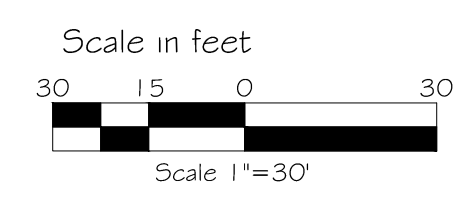
NOTE: Proposed grades are subject to results of soil tests. Proposed building information must be checked with approved building plan and development or grading plan before excavation and construction. Proposed grades shown on this survey are interpolations of proposed contours from the drainage, grading and/or development plans.

NOTE: The relationship between proposed floor elevations to be verified by builder.

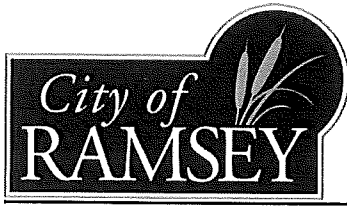
NOTE: The only easements shown are from plats of record or information provided by client.

NOTE: Survey completed without the benefit of a title commitment.

883.8'-4" = 876.47 see wall section on plan



|   |  |  |   |
|---|--|--|---|
| The Southwest Quarter of Section 7, Township 32, Range 25, Anoka County, Minnesota, except the the Southeast Quarter of said Southwest Quarter.<br><b>DEMARC</b><br>LAND SURVEYING & ENGINEERING<br>7001 73rd Avenue North<br>Minneapolis, Minnesota 55428<br>(763) 563-3693<br>Demarcinc.com | Project No. 88874<br>F.B.No. 1101-78<br>Address: Jarvis Street<br>Ramsey, MN | Scale: 1" = 30'<br>Drawn By: J. Munson | I 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.<br>Surveyed this 11th day of July 2019.<br>Signed: <i>Allen Skoquist</i><br>Allen Skoquist, P.L.S., Minn., Reg. No. 24992 |
|   | rev 8-13-19 show acreage<br>9-19-19 stake offsets<br>2-20-20 stake house     |  |   |



## 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 checked="" 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 checked="" type="checkbox"/> Variance <i>A5/</i> |
| <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:                             | ALLEN SKOGQUIST        |               |              |
| Street Address:                   | 16501 JARVIS STREET NW |               |              |
| City, State, ZIP:                 | RAMSEY, MN 55303       |               |              |
| Home Phone:                       | 612-363-2974           | Work Phone:   | 612-363-2974 |
| Email:                            | ASKogquist@NORTHLAND   | Fax Number:   | N/A          |
| Name of Business (if applicable): | PERSONAL RESIDENCE     |               |              |
| Business Address (if applicable)  | N/A                    |               |              |
| Business City, State, ZIP         | N/A                    |               |              |
| Business Phone:                   | N/A                    | Business Fax: | N/A          |

### Subject Property Information

*(Location of Application)*

|                   |   |
|-------------------|---|
| Address           | 16501 JARVIS ST. NW RAMSEY, MN 55303              |
| PIN               | 07-32-25-33-0001                                  |
| Legal Description | UNPLATTED RAMSEY TWP SW 1/4 of SW 1/4 SEC 7-32-25 |
| Zoning District   | R-1: RURAL DEVELOPING                             |

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

## Property Owner Information

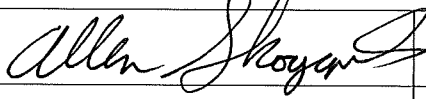
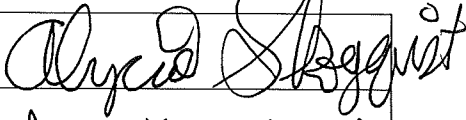
(If different than Applicant)

|                   |                   |             |  |
|-------------------|-------------------|-------------|--|
| Name:             | SAME AS APPLICANT |             |  |
| Street Address:   |                   |             |  |
| City, State, ZIP: |                   |             |  |
| Home Phone:       |                   | Work Phone: |  |
| Email:            |                   | Fax Number: |  |



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

|   |
|---|
| <p>CURRENT BARN ONSITE MEETS MAXIMUM SF ALLOWED FOR 40 ACRES. THIS VARIANCE IS TO ALLOW ADDITIONAL SQUARE FOOTAGE FOR AN ADDITIONAL POLE BARN TO MATCH THE EXISTING POLE BARN. THIS POLE BARN IS NEEDED TO STORE ANIMAL FEED AND FARM EQUIPMENT ALONG WITH OTHER PERSONAL PROPERTY MAINTENANCE EQUIPMENT. THIS EQUIPMENT IS TOO EXPENSIVE TO BE STORED OUTSIDE AND IS NEEDED ON THE PROPERTY DAILY.</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        | ALLEN SKOGQUIST   | Printed Name           | ALYCIA SKOGQUIST  |
| Title               | OWNER   | Title                  | OWNER   |
| Date                | 3-10-2022   | Date                   | 3-10-2022   |

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             | ALLEN SKOGQUIST   | Printed Name             | ALYCIA SKOGQUIST  |
| Title                    | OWNER   | Title                    | OWNER   |
| Date                     | 3-10-2022   | Date                     | 3-10-2022   |

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.

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

**RESOLUTION #22-082**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A DETACHED ACCESSORY BUILDING THAT WOULD EXCEED THE MAXIMUM ALLOWABLE SQUARE FOOTAGE ON THE PROPERTY GENERALLY KNOWN AS 16501 JARVIS ST NW NW AND DECLARING TERMS OF SAME**

**RECITALS**

1. Allen Skogquist, hereinafter referred to as the “**Permittee**,” has properly applied for a Conditional Use Permit to allow a proposed detached accessory building that would exceed the maximum allowable square footage on the property generally known as 16501 Jarvis St NW and legally described as follows:

UNPLATTED RAMSEY TWP SW1/4 OF SW1/4 SEC 7-32-25, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Subject Property** is approximately 43.44 acres in size and is eligible for a total of 12,000 square feet of accessory building space and a maximum of eight (8) detached accessory buildings.
3. That the **Subject Property** currently has a single detached accessory structure that is 12,000 square feet in size, which is the maximum square footage allowed by Ramsey City Code Section 117-349 but not the maximum number of structures allowed.
4. That the Permittee is requesting a Conditional Use Permit to construct an additional 60’ x 84’ accessory structure (the “**Accessory Structure**”) on the Subject Property.
5. That the **Subject Property** is zoned R-1 Residential (Rural Developing) the surrounding parcels to the north and east are also zoned R-1 Residential (Rural Developing), parcels to the south are zoned PUD (Planned Unit Development), and the parcels to the west are in Elk River, Sherburne County, Minnesota.
6. That the **Subject Property** would have a total of 17,040 square feet of accessory buildings with the proposed **Accessory Building**.
7. That the proposed **Accessory Building** meets all setback requirements for the R-1 Residential (Rural Developing) district.
8. That the proposed **Accessory Building** will be twenty-seven feet and two inches (27’2”) tall at the peak, which exceeds the allowed height of accessory structures as designated by City Code Section 117-349.

9. That the **Permittee** has stated that no part of the **Accessory Building** would be used for a home occupation, nor would anything stored in the **Accessory Building** be associated with a home occupation.
10. That the **Permittee** has stated that the **Accessory Building** would be used to store animal feed, farm equipment, and personal recreational and maintenance equipment.
11. That the **Accessory Building** would be post-frame style (pole building) with an exterior finish of siding that would match the colors and style of the home and existing barn as close as possible.
12. That the **Accessory Building** will be outside all utility and drainage easements on the **Subject Property**.
13. That the **Accessory Building** will not disrupt the current individual well and septic systems on the **Subject Property**.
14. That the Ramsey Planning Commission duly held a public hearing and recommended **approval/denial** of the Conditional Use Permit during their regularly scheduled meeting on April 28, 2022.
15. That the City Council **approved/denied** the Conditional Use Permit during their regularly scheduled meeting on May 10, 2022.

## **FINDINGS OF FACT**

1. That the size of the **Accessory Building** will not impair an adequate supply of light and air to adjacent property.
2. That the size of the **Accessory Building** use will not unreasonably increase the congestion on the public street.
3. That the size of the **Accessory Building** will not have the effect of allowing any use prohibited in the R-1 Residential (Rural Developing) District.
4. That the size and location of the **Accessory Building** will not permit a lesser degree of public health, safety, and general welfare protection that established by Chapter 117 of the Ramsey City Code or permit standards which are lower than those required by state law.
5. That the size of the **Accessory Building** will not increase the danger of fire or endanger the public safety.

6. That the size of the **Accessory Building** 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 size of the **Accessory Building** 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 size of the **Accessory Building** will not violate the intent and purpose of the Comprehensive Plan.
9. That the size of the **Accessory Building** will be in accordance with the objectives of the intent of Section 117-51 (Conditional Use Permits) of the Ramsey City Code.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the “**Permit**”) to construct a sixty foot by eighty-four foot (60’ x 84’) detached accessory structure (the “**Accessory Building**”) on the **Subject Property**, that would otherwise exceed the maximum allowable square footage as set by the Ramsey City Code, contingent upon the following conditions:

**CONDITIONS**

1. That this **Permit** allows for a 5,040 **Accessory Building**, resulting in a total of 17,040 square feet of detached structures on the **Subject Property**.
2. That this **Permit** allows for an **Accessory Building** with a height of twenty-seven feet and two inches (27’2”) on the **Subject Property**.
3. That there shall be no other accessory buildings constructed on the **Subject Property**, unless in accordance with City Code.
4. That the **Permittee** shall construct the **Accessory Building** in accordance with all other provisions of City Code Sections 117-111 (R-1 Residential District) and 117-349 (Accessory Uses and Buildings).
5. That the **Permittee** agrees to construct the **Accessory Building** as shown in **Exhibit 1**.
6. That the **Accessory Building** shall be architecturally similar to the dwelling and existing accessory structures on the **Subject Property**. The Zoning Administrator must approve the architectural finish to ensure it is architecturally compatible with the existing home and detached buildings at time of building permit.

7. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for a home occupation unless in compliance with City Code Section 117-351 (Home Occupations).
8. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for living space.
9. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
10. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
11. That the **Permittee** shall obtain all necessary permits prior to commencing any construction of the **Accessory Building**, including a building permit.
12. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes.
13. That this **Permit** shall automatically expire if the use is not initiated by May 10, 2023, and issuance of the building permit shall constitute initiation.
14. That the **Permittee** agrees to have the **Accessory Building** be serviced by a driveway of compliant material as stated in the Ramsey City Code for the R-1 Residential (**Rural Developing**) District that will gain access from Jarvis Street NW.
15. That the **Permittee** agrees to store all animal feed, recreational vehicles, farm equipment, etc. within the **Accessory Building** or in a manner compliant with City Code Section 117-355 (Residential Off-Street Parking). All vehicles and items currently in violation of City Code shall be stored properly once the building is completed.
16. That the **Permittee** agrees to build the **Accessory Building** as provided in Exhibit A.

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 passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of May, 2022.

**CITY OF RAMSEY:**

By: \_\_\_\_\_  
Mayor

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA        )

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public, personally appeared Mark E. Kuzma and Colleen Lasher, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor 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 Mark E. Kuzma and Colleen Lasher acknowledge said instrument to be the free act and deed of said Municipal Corporation.

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

The document drafted by:  
The City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, Minnesota 55303

