

**City of Ramsey**  
**Agenda**  
**Regular Planning Commission**  
**Thursday, September 29, 2022**  
**7:00 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings).  
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 August Planning Commission Meeting Minutes
  2. Continue the Public Hearing for the Tom Dehn Subdivision Proposal to the October Planning Commission Meeting
6. **Public Hearing**
  1. Public Hearing - Consider a Code Amendment Pertaining to Mobile Food Units (food trucks).
7. **Commission Business**
  1. Conditional use permit for iDigital for a digital billboard at the northwest corner of Riverdale Drive and Traprock St. NW.
  2. Discuss Eliminating Zoning Permits
  3. Overview of Abatement Regulations and Process
  4. Discuss the relationship between the Comprehensive Plan's Land Use and the Zoning Code's Zoning Districts and provide direction on Zoning Code districts.
8. **Commission/Staff Input**
9. **Adjournment**

**Regular Planning Commission**

**5. 1.**

**Meeting Date:** 09/29/2022

**Submitted For:** Dana Verbeek, Community Development

**By:** Brian McCann, Community Development

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**Information**

**Title:**

Approve August Planning Commission Meeting Minutes

**Purpose/Background:**

The purpose of this case is to approve the Planning Commission regular meeting minutes for the August 25, 2022 meeting.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

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**Attachments**

August Planning Commission Meeting Minutes

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 09/20/2022

**Reviewed By**

Brian Hagen

**Date**

09/20/2022 08:18 AM

Started On: 09/16/2022 09:47 AM

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, August 25, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent:                   Commissioner Eric Peters

Also Present:                       Planning Manager Todd Larson  
  City Planner Brian McCann  
  Senior Planner Chris Anderson  
  City Council Liaison Matt Woestehoff

**1.     CALL TO ORDER**

Acting Chairperson Gengler called the regular meeting to order at 7:01 p.m.

**2.     PLEDGE OF ALLEGIANCE**

Acting Chairperson Gengler led the group in the Pledge of Allegiance.

**3.     CITIZEN INPUT**

None.

**4.     APPROVAL OF AGENDA**

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Bauer	aye

Acting Chairperson Gengler aye  
Commissioner Walker aye

Motion Carried.

## **5. CONSENT AGENDA**

### **5.01: Approve the July 28, 2022 Planning Commission Meeting Minutes**

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

A roll call vote was performed:

Commissioner Bauer aye  
Commissioner Walker aye  
Commissioner VanScoy abstain  
Commissioner Anderson aye  
Commissioner Hunt aye  
Acting Chairperson Gengler aye

Motion Carried.

## **6. PUBLIC HEARINGS**

### **6.01: Public Hearing: Consider Request for a Conditional Use Permit to Exceed Allowable Square Footage for Detached Accessory Buildings at 15410 Nutria Street (Project No. 22-131); Case of Brady Doble**

#### **Public Hearing**

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

#### **Presentation**

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Conditional Use Permit contingent upon removal of one of the existing detached accessory buildings within 30 days of approval of the final building permit inspection for the new accessory building.

#### **Citizen Input**

Brady Doble, applicant, stated that he agrees with the presentation of staff and is available to address any questions.

Commissioner Walker noted that the staff report mentioned that the applicant plans to store his 36-foot camper inside the building, which would leave four additional feet in length. He asked if there was a reason the applicant chose 40 feet instead of 45 feet for length of the building.

Mr. Doble replied that it was the standard building size and would allow for him to also store his boat and other items inside.

Commissioner Walker asked if the applicant would support him requesting an additional five feet in length.

Mr. Doble replied that he would not have a problem with that.

Commissioner Anderson asked what is stored in the 10 by 10 shed.

Mr. Doble replied that a snowmobile and lawnmower are stored in that shed.

Commissioner Anderson asked if the 10 by 10 shed were required for removal, would the applicant be able to fit everything in the new building.

Mr. Doble was unsure noting that he has not staked out parking for the items he planned to park in the new building. He also provided details of what is stored in the 12 by 14 building. He commented that the existing accessory buildings are full of equipment and storage. He noted that he prefers inside storage rather than storing items outdoors.

Commissioner Anderson asked how the square footage would fall within code if the proposed building were allowed to increase in size, suggesting a 30 by 50 building.

Senior Planner Anderson provided those calculations, noting about 550 square feet over what would be allowed. He noted that would include the 10 by 10 shed.

Commissioner Anderson asked if the Commission were to approve a building of 30 by 40 feet, but the applicant discovered he actually needed a building 30 by 50, would the applicant then need to go through the entire process again.

Senior Planner Anderson confirmed that the entire process would begin again including notice for the public hearing.

Commissioner Hunt acknowledged that if the property were slightly larger, additional square footage would be allowed, and asked if the number of accessory structures allowed would also increase.

Senior Planner Anderson replied that the number of allowed accessory structures would not increase. He stated that the applicant did investigate the option of attaching a building, but the cost was prohibitive because of the frost footings that would be required. He stated that staff worked with the applicant in attempt to avoid how this CUP process could have been avoided.

Commissioner Walker commented that adding additional space to an accessory building at a later date would be cost prohibitive and that is why he would advocate for increasing the size of the building to 30 by 50 feet, with elimination of the 10 by 10 shed in return.

Commissioner VanScoy stated that the Commission is discussing options that would add cost to the project and asked the applicant for input. He noted that it seems the Commission would support a slightly larger structure but believed the applicant should provide input on whether that would be affordable or something he would be interested in.

Mr. Doble replied that he would have to price out that but agreed that it would be nice to store everything in the one accessory building. He stated that he would support that option.

Senior Planner Anderson commented that the CUP could be reworded to allow up to a certain square footage which would provide the flexibility for the applicant to increase the size of the building. He asked if the shed would need to be removed if the size of the building were increased and whether the shed could remain if the building is kept at the proposed size.

Mr. Doble confirmed that he would like that flexibility.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 7:21 p.m.

### **Commission Business**

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-189 Approving a Conditional Use Permit to Exceed the Square Footage for Detached Accessory Buildings on the Property Generally Known as 15410 Nutria Street NW, contingent upon the removal of the 10 by 10 detached building within 30 days upon completion of the new structure with the new structure allowed to be up to 1,500 square feet.

A roll call vote was performed:

Commissioner Bauer	aye
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Commissioner Walker        aye  
Commissioner VanScoy       aye  
Commissioner Anderson     aye  
Commissioner Hunt         aye  
Acting Chairperson Gengler aye

Motion Carried.

**6.02: Public Hearing: Consider a Site Plan and Conditional Use Permit for Lil Explorers at 14725 Ramsey Boulevard NW**

**Public Hearing**

Acting Chairperson Gengler called the public hearing to order at 7:23 p.m.

**Presentation**

City Planner McCann presented the staff report stating that staff recommends adoption of Resolution #22-194 and Resolution #22-195 approving the Conditional Use Permit and Site Plan on the subject property.

**Citizen Input**

Jeremey Spaude, applicant, stated that they have been working with staff to adjust the lighting plan and provided details. He noted that they would also be moving trees to the eastern side of the property. He commented that there are a lot of trees, and they will be able to provide more details once the tree company is onsite, noting that they will move as many trees as they can.

Commissioner Walker asked for more details on the business.

Mr. Spaude replied that there will be 120 children of preschool age with a full preschool program, along with an infant toddler program. He noted that there are four playgrounds that will be age specific.

Commissioner VanScoy asked if the purpose of moving trees is to provide a buffer between uses.

Mr. Spaude replied that they would move trees in attempt to better comply with the tree preservation guidelines of the City and to provide a buffer to the residential properties. He provided additional details on the landscaping plan which includes the berm, plantings, and relocation of trees.

Commissioner VanScoy agreed the two staged approach seems to provide the most benefit to both properties.

Acting Chairperson Gengler asked if there are playgrounds on both sides of the building.

Mr. Spaude confirmed that there are playgrounds on two sides of the building. He explained that the infant/toddler rooms would go out on their side of the building to those playgrounds while the preschool groups would go out of the building on their side to their age specific playgrounds. He stated that the concept of allowing access from the building to the designated playground also increases safety as they are not walking children around on sidewalks.

Commissioner Hunt referenced the mention of moving the eastern playgrounds to the western side.

Mr. Spaude replied that was a staff comment but is not something that is feasible for their operations. He stated that they are attempting to place as much buffer between their site and the residential sites in order to screen the playground activity.

Commissioner Anderson commented that the neighbors on the east side were very vocal on the other project and asked if those neighbors were notified.

City Planner McCann commented that those residents received public hearing notice and noted that the applicant also reached out and worked with those neighbors to resolve their concerns.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 7:35 p.m.

### **Commission Business**

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-194 Approving a Conditional Use Permit for a Daycare Center at 14725 Ramsey Boulevard NW and Declaring Terms of Permit.

### **Further discussion**

Commissioner Walker commented the applicant as this is a well thought out plan to buffer from the neighboring properties. He believed this is one the best thought out plans that has been presented in some type. He thanked the applicant for reaching out to the neighbors prior to the meeting.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

Motion by Commissioner Anderson, seconded by Commissioner Walker, to recommend that City Council adopt Resolution #22-195 Approving Site Plan for Lil Explorers.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

**6.03: Public Hearing: Consider an Interim Use Permit (IUP) for 14700 Armstrong Boulevard NW**

**Public Hearing**

Acting Chairperson Gengler called the public hearing to order at 7:38 p.m.

**Presentation**

Planning Manager Larson presented the staff report stating that staff recommends approval of the Interim Use Permit with the conditions listed in the proposed resolution.

**Citizen Input**

Ken Hockert, applicant, stated that a lot of the businesses they serve are located in Ramsey. He commented that most of their lawncare and snow removal equipment is new and kept in good condition. He stated that he also has a floor removal business noting that business only deals in removal and does not do any installation or sales. He stated that both of the companies are not retail in nature. He stated that they purchased the property last year and had reached out to the City to ask if there were any plans for that area, but he did not know to ask whether the code has

changed as the previous business was an electrical contracting business. He stated that the building was built for contractor use and they would like to continue to do that. He stated that they would keep the property clean and orderly. He stated that he would also plan to install a line of trees along Armstrong to screen the property. He stated that although he did not want to give up the fence space, he realizes that is important for the City and would be willing to plant trees along that area as well. He stated that he owns a landscaping company and is excited to make the property look better. He stated that once they gain some revenue, they would plan to restore the building exterior as well to better fit with the area.

Commissioner VanScoy asked to what extent the fence would be moved.

Mr. Hockert replied that on the south end of the property they were asked to move the fence to provide more road frontage, which would reduce the square footage of the caged area, but they would be willing to do so if desired. He stated that there is barbed wire around the caged area for security but noted that they would be willing to remove that strip from the southern area to make it more appealing from the street view.

Commissioner Anderson asked why the fence would need to be moved.

Planning Manager Larson replied that the fence would not be allowed to be constructed today and therefore moving the fence would provide a better street appearance. He noted that if the Commission is fine with the fence as it stands, it could remove that condition.

Commissioner Anderson asked the types of trailers coming and going from the site.

Mr. Hockert replied that he has tree enclosed trailers that are professionally labeled for the business. He stated that there are also two dump trailers and one flatbed trailer. He noted that those would be parked in a nice line on the property.

Commissioner Anderson commented that the class five gravel is nonexistent and has basically become weeds. He asked if the applicant agrees to cover the lot in class five gravel.

Mr. Hockert replied that he would either do class five gravel or bituminous.

Commissioner Anderson asked if the building would be painted.

Mr. Hockert replied that he would like to begin with the landscaping project this year and next spring implement the remainder of the improvement of the site. He stated that once they are able to generate revenue, they would improve the face of the building facing Armstrong.

Councilmember Woestehoff commented that this is an IUP and asked if the applicant is willing to make all these improvements with the assumption that after five years, they would need to convert this to a retail space.

Mr. Hockert stated that he missed that part in the preplanning meetings. He stated that his thought process was more in the five-to-ten-year period. He noted that he recently learned that things in

that area of the city are changing and perhaps that will happen in the next five years, where a larger business may want to buy their property. He requested that the IUP be for a period of seven to ten years. He also desired the option to lease out the front of the building, noting that perhaps that would be a retail user or office use.

Councilmember Woestehoff commented that those are noble goals, but his concern for the resident would be that area around the property is ripe for redevelopment. He stated that this property and the property behind it would be ripe for redevelopment in the coming years, therefore he would not want the applicant to invest a lot of resources into the property with the expectation it would last more than five years. He stated that he would love any improvements on the site, but even if the building were subleased for retail, he believed that the COR requirements would be triggered. He acknowledged that the applicant is in a tough spot and appreciated the efforts he would be taking to improve the property but also wanted to ensure the applicant is clear on the intention for redevelopment and what would be allowed in the space.

Mr. Hockert restated that he believed Councilmember Woestehoff is stating that the IUP would allow him to run his businesses out of the building for a period of five years and after that time the property would need to be retail.

Planning Manager Larson stated that the applicant could come back to request an additional five years for the IUP and at that time the Commission and Council would make a determination on whether the IUP could be extended.

Commissioner Walker asked if the applicant was in the parking lot area after the heavy rains the previous week. He asked how solid the parking lot is.

Mr. Hockert replied that he was not on site at that time. He stated that there are two pieces of equipment on the property that allowed him to test if there was a class five base. He stated that he discovered that was a sand base, although there is a patch of old asphalt. He stated that the remainder of the caged area is extremely permeable because of the sand base. He stated that one of his customers for lawn care and snow removal is The Residence at The COR, and he has heard the importance of finding drainage in the area.

Commissioner Walker stated that his attempt would have been to save the applicant some money. He noted that there may have been class five material that sunk down a bit. He acknowledged that the applicant would like to make the site look better but was attempting to save the expense of hauling additional class five material for the applicant.

Mr. Hockert stated that he appreciates that but does believe class five needs to be hauled in as it will help to keep the weeds down and is a rule that vehicles must be parked on that type of surface. He stated that he does not want to lose his fence base but would agree to it if needed and would plant additional trees. He stated that his brand is professional maintenance services and therefore he would want his business to represent his brand.

Councilmember Woestehoff stated that he worked for a landscape company almost 30 years ago and asked if there would be additional outside storage, such as mulch or other materials that would be kept in the outdoor area.

Mr. Hockert replied that he has owned his business for 30 years and has never stocked any landscaping material. He stated that if there is excess material, such as block, he returns that after the job is completed. He noted that he has another business he works with that does mulch and that type of work.

Matt Kuker, PSD LLC, stated that this is bittersweet. He commented that they recently constructed the strip mall adjacent to this site and bought that property with the intention that the COR zoning would be along Armstrong. He stated that he has invested \$2,500,000 into the strip mall with interest from three national food users looking at the pad lot. He understands that the person owns the lot, but national users do not want to be across the street from a landscaping business. He stated that when PSD purchased the property from the City, it should have been better disclosed that the COR zoning would not immediately be implemented along Armstrong. He commented that Lawn Monster is behind their property as only that first row along Armstrong falls within COR zoning standards. He stated that they built an area appropriate building, making a big investment and doing the work to market the property. He understood the difficult position the applicant is in but noted that he is also attempting to do his job in promoting Ramsey and bringing businesses like Adrenaline, industrial users, and the VA to Ramsey. He stated that he purchased an adjacent property already to avoid having to look at semi-trailers on that site. He stated that there have been different messages from the City on when redevelopment would occur in this area and when standards would be enacted. He commented that the property along Armstrong is prime, and he would hate to see the applicant invest this money into his site for five years of use. He acknowledged that this is a difficult situation.

Acting Chairperson Gengler asked and received clarification on the pad site mentioned.

Mr. Kuker replied that he has one concept for another strip mall but noted that he is attempting to pursue a restaurant user as that is the desire of the Council and residents. He stated that he has interest from two national brands and one local brand and would hate for them to have this view from their windows as that pad is directly across the street from this site.

Councilmember Woestehoff noted the potential sports dome sites and asked if that proposed access would come from 147<sup>th</sup>.

Mr. Kuker commented that the reason staff wants to push the fence back is because of the proposed widening of 147<sup>th</sup>.

Planning Manager Larson provided a copy of an email received today that was provided to the Commission and will become a part of the public record.

Commissioner Anderson commented that the Commission is in a difficult position, as the previous speaker stated. He stated that after receiving the input from Mr. Kuker, he asked the possibility of hiding the property behind trees along the fence line.

Mr. Hockert replied that is their goal. He noted that they would plant trees along Armstrong and on the southern side as well. He stated that they could plant trees on the outside and inside of the fence to provide additional layers of screening.

Commissioner Anderson referenced the retail use across the street and sports user in the back and understands the desire to shield this use as much as possible.

Mr. Hockert confirmed that he would place landscaping along the southern side as well. He stated that he would love to work with Mr. Kuker in whatever way possible. He stated that while he would love to improve the building right now, they need to generate income in order to support those improvements. He asked for grace and the opportunity to move into the site and clean up the site.

Mr. Kuker agreed that shielding helps but he would hate to see the whole area redeveloped with this person on a five-year plan investing in the site. He agreed that screening would help. He stated that as he bought his property, the property behind him was sold and the City has abated that site. He stated that the applicant seems like a nice guy, and he would hate to see him invest money that may be lost. He agreed that screening would help, and he could agree to it if the business is not an eyesore.

Mr. Hockert stated that someone else also suggested placing fabric in the fence to shield but stated in his opinion that makes it look worse. He believed that the better path would be to shield with trees, placing a row of trees on both the inside and outside of the fence as fast as they can. He commented that he purchased the land with his money and owns it and if he wants to invest more money into the site, he should be able to do that in the effort of wanting to make things better. He recognized that his property will be ideal for redevelopment in the future, and he should be able to make a profit at that time.

Commissioner VanScoy asked if someone were to offer to purchase the property in two to three years, would the applicant be amenable to that.

Mr. Hockert confirmed that for the right price he would sell the property, but he also has to make sure it would be something that would be beneficial for everyone involved (himself, the City, the neighbors, etc.).

Commissioner VanScoy commented that if the applicant does not do anything to the property, as it sits, it is an eyesore. He stated that having the applicant make some improvement to the site and use it in the interim would seem to be positive. He stated that the applicant will be investing money into an area that is marked for redevelopment and therefore he would not want the applicant to invest to the point where it would become a barrier to selling in the future.

Mr. Hockert replied that his wife would also like him out of the site faster than five years.

Commissioner Walker stated that he kind of had his mind made up on how he would vote on this case but wanted to make sure the applicant would be okay with knowing he could invest into this

property and in five years he may not be able to use it anymore for this business. He stated that if the applicant is okay with that, he would be okay with that.

Mr. Hockert stated that what is important to him is doing the right thing in the right time and at this moment, this is what is important to him. He recognizes that this is an investment for future gain, and he can use the property for his business in the time being. He commented that he would not want to stand in the way of progress. He stated that he paid a little more for the property than anyone else was willing to pay for it, noting that he is not afraid to invest to make something better.

Mr. Kuker stated that his intention was to talk about the big picture and also shared the concern of Commissioner Walker that the applicant would be investing in the property only to have the IUP taken away after five years.

Mr. Hockert appreciated the input from the neighboring property owner so they can ensure they address those concerns. He commented that he is also prepared for whatever may come in the future and appreciated the concerns.

Commissioner Hunt asked when the property was purchased.

Mr. Hockert replied that he purchased the property in November and started moving things to the property. He stated that he was alerted through the leasing agent of the zoning of the property.

Commissioner Hunt asked if the zoning of the property is disclosed at the time of sale.

Senior Planner Anderson replied that the City is not involved in the transaction of sale for private property. He stated that if someone were to call, staff could disclose the zoning and any other pertinent information.

Commissioner Hunt stated that he does not like telling someone what to do with their property. He stated that if the applicant is able to sell his property in five years, that could be a good investment strategy if the IUP expires in five years.

Councilmember Woestehoff asked if the entire fence has barbed wire.

Planning Manager Larson replied that the entire perimeter fence is barbed wire. He stated that because the fence was not going to be touched, staff stated that could be left alone and only the barbed wire on the section to be moved should be removed.

Councilmember Woestehoff stated that removing the barbed wire would make the property look more friendly and asked if the applicant would agree to removing that.

Mr. Hockert replied that he was doing some work on the building, and someone stormed into his building asking if there were cameras on the building. He stated that the person owns Lawn Monster, and they had an issue with thousands of dollars of equipment stolen. He stated that he would prefer to leave the barbed wire unless Mr. Kuker would like it removed.

Mr. Kuker commented that he owns a boat shop that is now Power Lodge and was robbed 17 times. He recommended leaving the barbed wire up. He stated that if the property is shielded, he has no issue. He commented that the barbed wire will not stop a user from coming to his site, but piles of junk would.

Commissioner Hunt referenced the comment that the fence should be moved because of the improvements to the street and asked for clarification.

Mr. Kuker commented that the City has plans in the works to redo 147<sup>th</sup> and Ferret along the back. He stated that as that is done, more right-of-way is needed.

Planning Manager Larson commented that the relocation of the fence would be to allow space for landscaping and screening. He believed there was most likely right-of-way available for the road project and if more is needed, they would purchase that.

Commissioner Walker stated that if the City is going to do work on 147<sup>th</sup> and would need a fence moved, would it not then be the cost of the City to move the fence.

Councilmember Woestehoff confirmed that to be true.

Planning Manager Larson replied that the fence is at the front property line and therefore planting of the trees could not occur within the right-of-way, therefore the fence would need to be moved back to put the trees in.

Commissioner Walker asked how far out are the 147<sup>th</sup> Street improvements.

Planning Manager Larson replied that the reconstruction would occur in 2023 or 2024.

Councilmember Woestehoff stated that the Public Works Committee or City Council has not yet reviewed plans for that road project.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 8:27 p.m.

### **Commission Business**

Commissioner Walker asked if it is the recommendation of staff to move the fence and asked how far it should be moved.

Planning Manager Larson confirmed that to be true and estimated six to ten feet to allow room for the tree planting.

Motion by Commissioner Hunt, seconded by Commissioner Anderson, to Adopt Resolution #22-196 Approving an Interim Use Permit for 14700 Armstrong Boulevard Northwest, removing condition five and adding tree planting screening.

### **Further discussion**

Commissioner Anderson clarified that the screening is as shown on the plan with additional screening on the south side. Commissioner Hunt confirmed that to be true. Senior Planner Anderson asked if there would be flexibility in the type of trees to be planted, as they would want species that are tolerant to salt because of the location near the road. The Commission agreed that staff could work with the applicant to determine appropriate vegetation screening. Acting Chairperson Gengler noted that if the fence is not moved there is not space for the trees. Commissioner Hunt noted that the trees could be planted inside the fence along that property line. Commissioner Walker asked and Mr. Kuker agreed that he does not mind seeing the fence, he just does not want to see piles of stuff. Commissioner Walker commented that if the City wants the fence moved, that should be at the cost of the City. Councilmember Woestehoff stated that if the City needed that land for right-of-way, they would purchase it from the property owner and the fence would be moved at that time. Planning Manager Larson confirmed that anything that is altered, changed, or taken must be compensated.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

### **6.04: Public Hearing: Consider Request for a Site Plan and Conditional Use Permit for Blue Line Collision at 6710 Highway 10 NW**

### **Public Hearing**

Acting Chairperson Gengler called the public hearing to order at 8:34 p.m.

## **Presentation**

City Planner McCann presented the staff report stating that staff recommends adoption of Resolution #22-190 and #22-191 approving the Conditional Use Permit and Site Plan on the subject property respectively.

## **Citizen Input**

John Kinghorn, Kinghorn Construction, spoke on behalf of the applicant. He stated that they have no issues with any of the recommended conditions.

Commissioner Anderson asked what someone would see of the business when driving down Highway 10.

Mr. Kinghorn displayed the draft elevation that would face the highway. He commented that the parking lot does continue out as far as the building towards the highway.

Commissioner Anderson stated that his concern would be visibility of damaged vehicles being parked in view of the highway.

Mr. Kinghorn commented that they have a six-foot chain-link fence included in their proposal for security reasons. He stated that they would be open to providing more screening along the highway if desired.

Commissioner Anderson stated that the business will be working on damaged vehicles and would prefer some type of screening to shield travelers on the highway from seeing damaged vehicles parked in the lot.

Mr. Kinghorn confirmed that they could address that with landscaping.

Senior Planner Anderson commented that there are a variety of oak trees proposed in the landscaping plan.

Commissioner Anderson stated that he would prefer evergreen or slats in the chain link fence along the highway.

Senior Planner Anderson commented that from the perspective of staff, they would recommend a true privacy fence versus a chain link fence with slats.

Acting Chairperson Gengler asked for an indication on where the fence starts and ends.

Mr. Kinghorn identified the start and end of the fence.

Matt Kuker, PSD LLC, commented that Blue Line does an excellent job as they have been in the community for a number of years and keep a clean site. He stated that they have used this business

to repair vehicles and are always happy with the service provided. He stated that Mr. Kinghorn does a great job building buildings and this will be a great improvement to the blighted site.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 8:45 p.m.

### **Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #22-190 Approving Conditional Use Permit for Blue Line Collision for Automotive Repair on the Subject Property.

### **Further discussion**

Commissioner Walker asked if a condition should be added requesting the plan be revised. Commissioner VanScoy noted that would be included in the site plan.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #22-191 Approving Site Plan for Blue Line Collision, with consideration for additional screening along Highway 10.

### **Further discussion**

Senior Planner Anderson asked if the motion would include all options such as fencing and vegetative screening. Commissioner VanScoy stated that City staff and the applicant should work together to determine what would be appropriate. He stated that he would not want to dictate one or the other would prefer to leave that flexibility.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

**6.05: Public Hearing: Conditional Use Permit for iDigital for a Digital Billboard at the Northwest Corner of Riverdale Drive and Traprock Street NW**

**Public Hearing**

Acting Chairperson Gengler called the public hearing to order at 8:48 p.m.

**Presentation**

Planning Manager Larson presented the staff report stating that staff recommends approval of the Conditional Use Permit for the billboard.

**Citizen Input**

Josh Gilleland, iDigital, representing the applicant stated that they have been working with the City for the past two years on this project. He stated that they have been approached by several business owners in Ramsey that were attempting to attract larger businesses into the community that had been deterred by lack of signage. He stated that they worked with the EDA to develop a plan along with City staff. He stated that they are proposing a vertical structure as they believe it to be more unique with a better sightline and base. He recognized that a primary function of the Planning Commission is to ensure things look good and noted that is also a desire of theirs as they sell advertising. He displayed an example of another vertical board they have in North Dakota. He stated that this sign will help to advertise businesses in the community but recognized that the scope of the Commission will focus more on the design and aesthetic.

Commissioner Anderson asked if this has an auto dimming feature.

Mr. Gilleland confirmed that there is an auto dimming feature and they also have remote capabilities to make the sign dim with sunrise and sunset. He noted that the auto feature will also dim the sign on a cloudy day.

Commissioner Anderson asked how the brightness is set.

Mr. Gilleland stated that they use industry standards to set the NIT rate. He stated that if there are complaints, they can remotely dim the sign as well.

Commissioner VanScoy asked where the sign would be located.

Senior Planner Anderson provided clarity on the sign location.

Planning Manager Larson noted that Traprock Street is also the entrance to the park.

Acting Chairperson Gengler asked for clarification on the facing of the sign.

Mr. Gilleland replied that the sign will be perpendicular so that the faces of the sign face either direction of traffic. He stated that typically they would put a slight V between the faces, but because they want it to appear like a monument sign, they would place the digitals back-to-back.

Acting Chairperson Gengler asked the height of the existing City of Ramsey monument sign.

Planning Manager Larson was unsure but estimated that sign falls in the 30s in terms of height in feet. He stated that this sign would be slightly taller than the Ramsey sign but could provide that information in the presentation to the Council.

Councilmember Woestehoff stated that the case indicates that the sign is in a drainage and utility easement and also noted the location of the power lines. He asked if there is any concern with conflicts.

Planning Manager Larson commented that the power lines are in the Highway 10 right-of-way, not the City right-of-way. He stated that the plan includes underground stormwater system plans. He stated that there would be an encroachment agreement, should this move forward, and provided those details. He stated that they believe this sign will be outside the construction impacts for the highway.

Mr. Gilleland stated that the electric provider agreed to bury those lines if needed. He stated that the provider was very welcoming and may have plans to bury those lines anyways, which provided an opportunity to cost-share.

Matt Kuker, PSD LLC, commented that PSD owns the old Diamonds property as well as the field to the old Hope Fellowship property. He stated that it is nice to see the City understand that signage is needed. He stated that he does not have an issue with the sign but does not like that location as they have been attempting to attract major users to that site. He stated that they previously worked with Fleet Farm to bring a store to that location, but the company was sold, and the project fell

through. He stated that they are in discussions with Scheels, and he would hate to see the sign come up and the City then declining a business to put a sign in that area. He stated that the City does own a site two lots to the east of the current Power Lodge which is vacant and does not have redevelopment plans and suggested the sign be placed in that location. He agreed that signage is needed for properties in the COR. He stated that when they gave the property for the Riverdale Drive extension, it was a friendly acquisition for the road improvement, and they did not anticipate that a sign would be placed on that corner. He stated that this would be almost directly across from the existing City sign and believed there would be benefit in spreading them out. He stated that PSD is not for the sign in this location, but they are not anti-sign.

Mr. Gilleland stated that they work with Scheels on their signage, and they could work with that company on signage locations. He stated that they would do what needed to be done in order to accommodate but would hate to plan on what ifs. He stated that if the billboard needs to be moved, that could be done, and they could still reuse the parts in another location.

Acting Chairperson Gengler asked for context on the other site mentioned by Mr. Kuker.

Senior Planner Anderson stated that location is between Ramsey Boulevard and Sunfish Lake Boulevard and identified the location.

Mr. Gilleland stated that his concern would be the proximity to the overpass as that would ruin the ability to read the board.

Commissioner VanScoy referenced the ordinance that allows digital billboards and asked if there could be up to three billboards.

Planning Manager Larson replied that the ordinance does allow up to three billboards, but they do need to be spaced apart.

Commissioner VanScoy asked how changing the location would impact the ability to have additional signs.

Planning Manager Larson replied that most likely only two would be allowed in that scenario.

Mr. Gilleland stated that the current location would still limit the community to two signs as the distance to the Anoka border is less than two miles. He noted that one additional sign could be located two miles to the northwest towards Elk River.

Mr. Kuker stated that PSD purchased the Diamonds property when PACT had plans to expand to online services but that fell through. He stated that over the years he has been approached by multiple businesses that wanted to locate on the site, but they refused because of the prime location and desire to attract a better user. He stated that they have held onto the property for many years in order to attract a better user. He stated that Scheels will be coming out to the site in the next month and would hate for this sign to detract from the site. He commented that there are decisions that need to be made in order to move forward in the right way for Ramsey. He noted that he could have sold the property years ago to be a car lot but that was not the right user they wanted for

Ramsey. He commented that they are on the fringe of getting what they want, and he would hate for signage to blow that deal.

Commissioner VanScoy asked if other locations were considered and what the process was for selecting this site.

Planning Manager Larson replied that this decision predated his time with the City.

Councilmember Woestehoff stated that in the two years he has heard about this, several sites were discussed but does not recall any being truly defined.

Mr. Gilleland stated that they mocked up four locations, although more were discussed. He noted that some of those locations were eliminated because of the upcoming changes to Highway 10. He stated that the last location was the site to the north on the other side of Highway 10 but recalled a conflict with an entity that owned the property other than the City which is when the location was pushed across the street.

Acting Chairperson Gengler stated that these digital billboards are different than a typical business sign and asked the type of restrictions that this sign would have on a business that would want to have a sign on their parcel.

Planning Manager Larson replied that there would be no restrictions about sign proximity, it would just be one sign per property. He stated that the business would have more leniency than the billboard given the recent code updates to allow higher signs for businesses along the highway. He noted that a large retailer could have typical business signage along with a tall freestanding sign. He stated that perhaps the concern is whether this sign could potentially block sightlines.

Mr. Gilleland stated that is what is nice about the vertical signs, is that they do not block much from other sites. He asked the window of time for Scheels with Mr. Kuker.

Mr. Kuker replied that he does not have a definite timeline.

Mr. Gilleland stated that they have been working for two years and was unsure the length of this process before final approvals, noting that it could be a few more months between CUP approval, building permit approval, and lease signing. He noted that they may wait for spring until construction, noting that he would be fine with an alternative site if that meant Scheels was coming to this site. He stated that they do have several billboard leases with Scheels. He stated that if they had an idea of the site plan, they could go on the opposite side of the property to allow additional spacing. He noted that they would be willing to work together and accommodate both uses.

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

A roll call vote was performed:

Commissioner Hunt                      aye

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

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 9:23 p.m.

### **Commission Business**

Commissioner Walker commented that he has not been a fan of the billboard since this came up 18 months ago and is not one to change his mind easily, therefore he will not support this request.

Councilmember Woestehoff stated that he agrees in his position on billboards but noted that this meets every condition of a CUP and the opportunity to stop this has passed, therefore he would not want to encourage the Commission to deny things which are lawful.

Commissioner VanScoy stated that he agrees and while he does not like the concept of billboards and is disappointed the City changed its policy, he also understands that this is a legal request. He stated that his difficulty tonight is that he does not know the process in selecting this location and it appears to be convenient, small, and easily used but does not seem to be the right location. He commented that it would interfere with the actual intent of the ordinance because it would eliminate an intended billboards allowed by ordinance. He stated that he would have a conflict with this location for that reason.

Commissioner Hunt commented that many members are not fans of billboards, but they are allowed by code and in that respect the location would not be bad because it would eliminate the ability for another sign to be located between this sign and the border of Anoka. He was unsure that anyone may desire a sign two miles towards Elk River, which then might reduce the total number of signs as well, therefore this location might be perfect in terms of limiting overall signage.

Commissioner Anderson asked if the exact location of the sign is fixed in concrete or whether it could move to the other end if it had to.

Planning Manager Larson replied that staff would need to do additional research with the applicant as there is a stormwater system that cannot be touched without damage. He stated that there might be some room, but he is unsure.

Acting Chairperson Gengler stated that although a billboard was not what many of them wanted for the community, she does appreciate the vertical design and architecture. She commented that she feels that there has been work done to make this something that is less unattractive in the community. She agrees that this is a lawful request and as much as she personally may not wish to see it, it does comply.

Commissioner Walker stated that the City changed the ordinance to allow billboards on City owned property and noted that he had a problem with the City changing its rules to benefit its own properties. He stated that there is nothing that states the City cannot amend the ordinance to reduce the space between signs below two miles as well. He stated that if there is a chance that Scheels could come to Ramsey and this sign could deter that, he would not support the sign.

Commissioner VanScoy stated that he is uncomfortable because he does not know the history on this site choice and asked if this could be tabled to allow additional information to be brought to the Commission.

Planning Manager Larson confirmed that the Commission could choose that action, as long as the additional information requested is specified.

Acting Chair Gengler asked if the intention in gathering that information would be to determine if another location would be more suitable.

Commissioner VanScoy agreed.

Commissioner Anderson stated that he agrees he does not like signs, but one digital sign could eliminate many others. He stated that a business could still install their own signage at a height of 75 feet, which would be above the 40 feet proposed for this billboard. He agreed this item should be tabled to look at other possible locations. He stated that this application meets all the requirements and therefore should be approved, but there could potentially be a better place to locate the sign.

Commissioner Walker commented that just because this sign goes up, does not mean more signs will be removed or more signs will not be installed.

Commissioner Anderson commented that the purpose of the digital sign is to advertise for the businesses in the COR, not the ones on Highway 10.

Commissioner VanScoy stated that is not true because the COR framework has signage for the COR that has not yet occurred. He stated that this billboard would allow advertising for businesses in Ramsey and would not be limited to only those in the COR.

Commissioner Anderson clarified that the intent is to get traffic off the highway and into the COR.

Mr. Gilleland stated that within the lease there are a specified number of slots for advertising for Ramsey businesses at a reduced rate.

Commissioner Walker commented that Scheels has been thrown out as a possibility. He stated that Scheels has enough money to purchase every slot on the billboard if they wanted.

Mr. Gilleland stated that per the terms of the lease that would not be allowed and provided additional details.

Councilmember Woestehoff stated that if the idea is to table for additional recommendation, perhaps more information could be provided from Economic Development Manager Sullivan related to the lease terms.

Mr. Kuker stated that he believes that a national brand will want to advertise on the sign. He stated that the example in Fargo that was displayed showed other signs in the area. He stated that if the purpose is to stop other signs, that will not be the outcome as businesses want their own signs as well. He stated that the City is doing this to generate revenue for businesses in the COR but there will be national brands that advertise as well.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to table this to the September meeting with direction for staff to bring back information on other potential locations and additional input from the EDA.

### **Further discussion**

Commissioner Walker asked for clarification as he believed lease terms were also desired. Commissioner Anderson replied that data will be provided from the EDA. Planning Manager Larson confirmed that staff has adequate direction.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

## **7. COMMISSION BUSINESS**

### **7.01: Discuss the Relationship between the Comprehensive Plan's Land Use and the Zoning Code's Zoning Districts and Provide Direction on Zoning Code Districts**

#### **Presentation**

Planning Manager Larson noted that this item was intended to include more discussion and recognized that the meeting is running long. He stated that this item could be tabled to the September meeting which has a lighter agenda.

The Commission agreed to postpone this item to the September meeting.

### **7.02: Discuss Eliminating Zoning Permits**

## **Presentation**

City Planner McCann presented the Staff Report stating that staff has contemplated the removal of zoning permits for several years due to several issues and is seeking guidance from the Planning Commission about the potential elimination of zoning permits from the Zoning Code.

## **Commission Business**

Commissioner VanScoy commented that he is a little conflicted on this and asked if the City has avoided a lot of issues by having its current process.

Planning Manager Larson stated that in some cases it has opened more problems. He stated that the service just checks the plans, not the work completed. He noted that same service could be provided if a resident came to the counter to have the discussion with staff. He stated that in the current process there is no assurance that the project is completed right, and it takes a lot of time to review the plans. He stated that staff would prefer to better focus on the bigger development plans, rather than reviewing plans related to fencing.

Commissioner VanScoy asked if service would still be provided to residents if they came in to discuss their plans.

Planning Manager Larson confirmed that residents could still have discussions with staff and ask questions. He noted that staff could also add more information to the available handouts.

Acting Chairperson Gengler asked for examples of the zoning permit projects.

City Planner McCann reviewed examples such as fencing under seven feet, swimming pools of 5,000 gallons or less, accessory structures under 200 square feet, and driveways. He stated that recently staff was discussing that through the ordinance section of code, bee keeping is considered a zoning permit and therefore that could be a consideration as well.

Commissioner Anderson asked if a resident wanted to build a shed over 200 square feet, they would apply for a permit and then build it. He asked if that would no longer be necessary, and the resident could just build it.

City Planner McCann stated that a shed over 200 square feet would still require a permit. He noted that the proposed change would apply to a shed under 200 square feet and the resident could then get information from staff and could then proceed to build the shed.

Planning Manager Larson noted that the resident would have the choice of whether or not to consult with staff. He stated that the difference would be that the resident would no longer have to develop a plan, submit that to staff for review, and provide approval. He noted that is a lot of unnecessary work and expense for residents and that permit fee does not cover the expense of City staff time either.

Commissioner Anderson commented that there are times accessory structures are placed in the wrong location and therefore he would still want checks and balances.

Planning Manager Larson replied that the zoning permit does not have inspection, so it is still up to the resident to properly place the shed on the property.

Senior Planner Anderson stated that typically the very same process is followed in the sense that the resident would reach out and ask questions about what they want to do. He stated that what would change is that the resident would not have to formally submit the plan that goes through the plan review system, which is then reviewed by planning and engineering. He stated that if there is an issue related to placement, staff would not know about the issue until there is a complaint which is the same whether a zoning permit was required or not. He stated that the only thing that would change is the review of the permit and issuance of the permit. He stated that in most cases residents do reach out to the City to determine if there is anything they need to know but there will always be property owners that do what they want. He stated that the enforcement side would not change whether or not there was a permit issued.

Commissioner Walker asked if it would be possible to keep the permit only for the fact of providing rules and regulations. He stated that the City would know what is going on for tracking purposes. He commented that would make it easier for staff to know which properties may need to be followed up on for code enforcement. He stated that he would still agree with removing the need for plan submittal and staff review. He agreed that some residents will continue to do things without permits, but for those that do apply for the permit, they could still be given the applicable rules.

Planning Manager Larson commented that part of this is also the value of the \$25. He stated that in that scenario the resident would be paying \$25 to receive the rules, which are also available for free on the website. He stated that Brooklyn Park does not have this type of permit. He stated that it was the personable responsibility of the resident to follow the rules and code enforcement would be used for those that do not follow the rules. He stated that this would be a better service to the residents rather than requiring them to go through all the steps without an inspection to know it was done right. He commented that the \$25 fee does not even begin to cover the cost for staff review as well as the added delay to residents. He stated that if the cost is increased to better cover the staff cost, more people will skip the step of getting a permit.

Acting Chairperson Gengler commented that this seems beneficial to both residents and staff.

Councilmember Woestehoff stated that using the data, there have been about 100 zoning permits per year, and he would believe that there are many more residents completing these projects without permits. He asked the time staff is spending on these permit reviews.

City Planner McCann stated that when a resident submits a permit, he estimates that the review would take about one week. He estimated that each staff member involved in the process spends at least 15 minutes.

Councilmember Woestehoff stated that staff has stated that they would still be willing to answer any questions residents may have, but this would remove the need for residents to submit plans and for staff to spend time reviewing those plans, which also causes delays to residents.

Acting Chairperson Gengler asked for input from the Commission on the direction staff should follow.

Commissioner Walker stated that he is unsure he has an opinion one way or another. He stated that his suggestion was just another option that would provide a method of tracking for potential follow up later. He stated that he is not concerned with whether money is lost for the City reviewing permits as that is a cost of being a governmental unit and providing a service to its residents.

Commissioner VanScoy stated that it is his understanding that code enforcement is based on complaints and therefore there would not be typical follow up just because someone obtained a zoning permit.

Planning Manager Larson confirmed that staff addresses complaints and does not look to see who received permits and if the project was built in that manner. He confirmed that having a record would not be a benefit in terms of code enforcement.

Councilmember Woestehoff stated that from a Council perspective, when a code enforcement escalates to the level of the Council for review, one of the questions is whether they received a zoning permit. He commented that he is not saying whether that is good or bad, but if a resident did not get a zoning permit when they should have, it might impact the decision of the Council. He noted that would not be a code enforcement action, just something the Council may consider.

City Planner Anderson stated that in his opinion any property owner should be completing due diligence before making an improvement on their property to ensure it meets standards. He stated that whether or not there is a zoning permit, the resident would still need to ensure they follow applicable rules and regulations of the City or their HOA. He stated that whether there is a zoning permit does not change that line of thinking.

Planning Manager Larson welcomed any other questions the Commission may find helpful, and staff can bring this back for additional discussion.

Commissioner VanScoy asked if the Council would make the final decision on this matter.

Senior Planner Anderson confirmed that this would be an ordinance change and therefore it would involve a public hearing and two readings by the City Council.

Commissioner VanScoy stated that he would be interested in what other cities, in addition to Brooklyn Park, do.

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

The Staff Update was noted.

Planning Manager Larson noted a staff conflict with the September meeting date and the Commission agreed to delay the September meeting by one week. He also noted a conflict with Thanksgiving, stating that meeting could be held December 1<sup>st</sup>. He advised of a potential conflict with the December meeting due to the Christmas holiday but noted that decision would not need to be made tonight.

The Commission agreed to delay the September meeting by one week.

## 9. ADJOURNMENT

Motion by Commissioner Anderson, seconded by Commissioner Hunt, to adjourn the meeting.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 10:10 p.m.

Respectfully submitted,

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Todd Larson  
Planning Manager

ATTEST:

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Dana Verbeek  
Planning Administrative Assistant

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

## Regular Planning Commission

5. 2.

**Meeting Date:** 09/29/2022

**By:** Brian McCann, Community  
Development

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### Information

**Title:**

Continue the Public Hearing for the Tom Dehn Subdivision Proposal to the October Planning Commission Meeting

**Purpose/Background:**

Tom Dehn (the "Applicant") has applied for a Major Plat (Sketch Plan and Preliminary Plat) and Variance to minimum lot size to subdivide his property at 15060 Armstrong Blvd NW (the "Subject Property"). At this time, City Staff have properly advertised the public hearing but are missing crucial supporting documentation to conduct a formal public hearing. City Staff are requesting the public hearing to continue at the October 27, 2022 regular meeting of the Planning Commission.

**Notification:**

Staff attempted to notify property owners within 700 feet of the Subject Property, as reflected in the Anoka County Property Records, of the request for Sketch Plan / Preliminary Plat and Variance consideration and the Public Hearing to be held by the Planning Commission on September 29, 2022. A notice of the Public Hearing was published in the Anoka County UnionHerald, the City's official newspaper. A proposed development sign was placed on the property, and a copy of the mailing map is provided in the case attachments.

Continuing the public hearing would not result in additional public notification (i.e. additional posting in the newspaper or letters sent to neighboring residents).

**Observations/Alternatives:**

**Continuation of the Public Hearing:**

At this time, the City only has a Concept Plan to bring forward to the Planning Commission. Until all plans are received, City Staff will not be able to provide an accurate evaluation of the proposal. City Staff will provide a full summary of the project and related plans at the October Planning Commission meeting.

**Alternatives:**

**Alternative 1:** Continue the public hearing to the October Planning Commission meeting. This would allow the Applicant adequate time to gather plans and submit to City Staff for review, prior to bringing forward to the Planning Commission. Staff attempt to bring the best plans to the Planning Commission at the time of the public hearing, which is not possible at this time. City Staff support this alternative.

**Alternative 2:** Move forward with the public hearing at the September meeting to approve the Variance, and recommend approval of the Sketch Plan / Preliminary Plat. Staff does not recommend this alternative as the necessary plans for review have not been received at this time.

**Alternative 3:** Move forward with the public hearing at the September meeting to deny the Variance, and recommend denial of the Sketch Plan / Preliminary Plat. Staff does not recommend this alternative, and wishes to provide the Applicant additional time to submit the appropriate application materials.

**Funding Source:**

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

**Recommendation:**

Staff recommend to continue the public hearing to the October 27, 2022 regular meeting of the Planning Commission.

**Action:**

Motion to continue the public hearing to the October 27, 2022 regular meeting of the Planning Commission.

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**Attachments**

[Site Location Map](#)

[Public Hearing Notice](#)

[Mailing Map - 700 Feet](#)

[Land Use Application](#)

[Narrative](#)

[Concept Plan](#)

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 09/20/2022

**Reviewed By**

Brian Hagen

**Date**

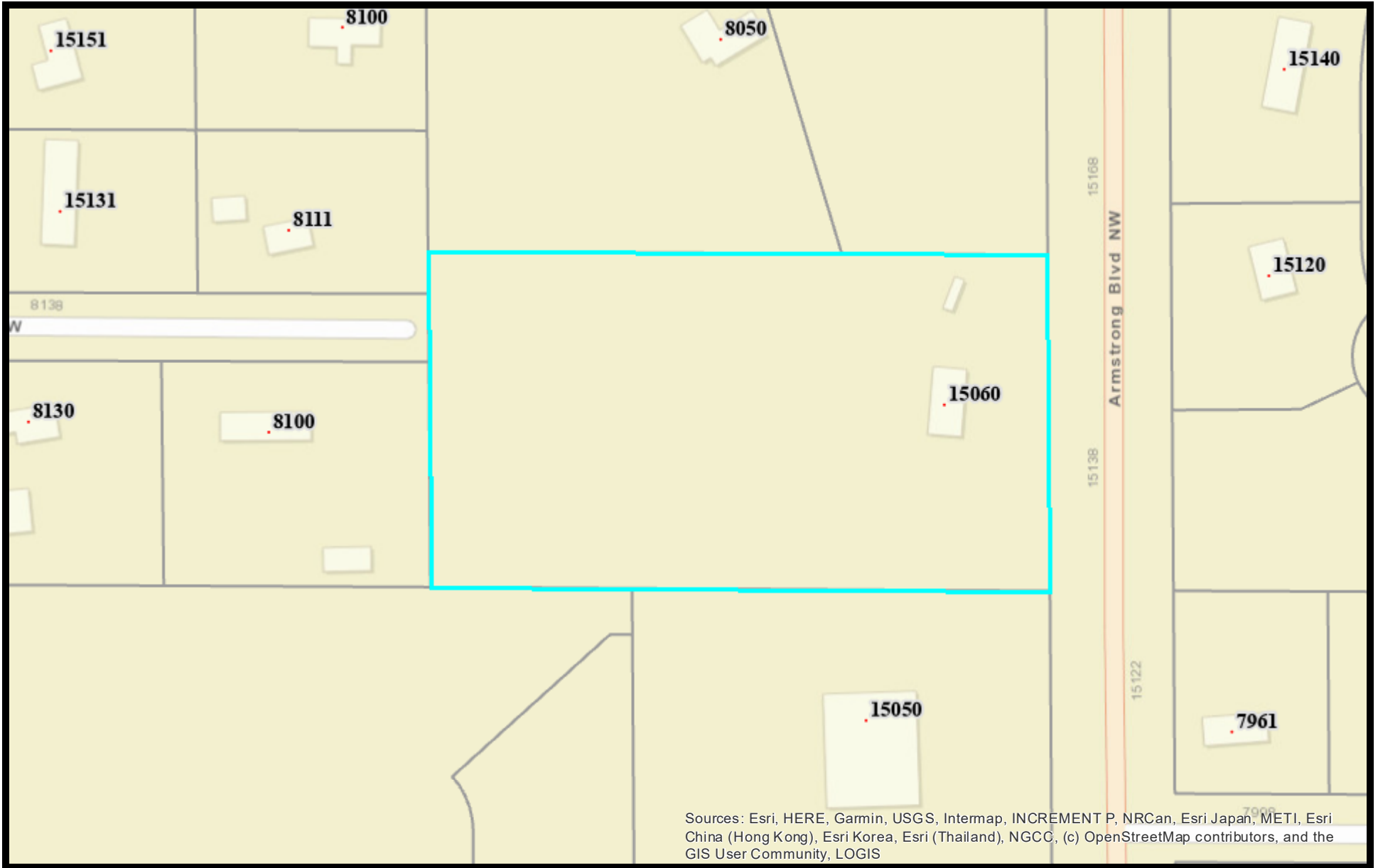
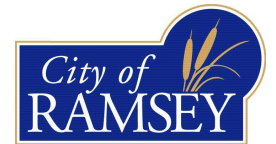
09/20/2022 08:22 AM

Started On: 09/19/2022 08:09 AM

20-32-25-41-0017

15060 Armstrong Blvd NW

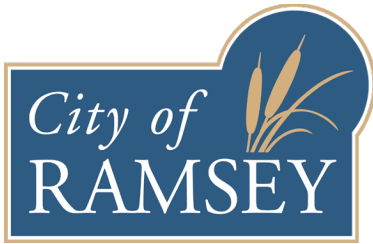
# Lot Split Proposal



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

08/29/2022

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7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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

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**NOTICE OF PUBLIC HEARING  
PROJECT 22-136: TOM DEHN PLAT**

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

**TO WHOM IT MAY CONCERN:**

Notice is hereby given that the Planning Commission of the City of Ramsey will hold a public hearing on Thursday, September 29, 2022 at 7:00 p.m. at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303. All interested persons are invited to attend and comment on the proposed requests.

Due to scheduled technical maintenance, the meeting will be in the Lake Itasca Room at Ramsey Municipal Center and the meeting will not be broadcast through QCTV. You can still join remotely at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings).

The purpose of the hearing is to consider a request for a Sketch Plan, Preliminary Plat, and Variance to minimum lot size for a three lot subdivision with an extension of the cul-de-sac on 151<sup>st</sup> Ln on the property generally known as 15060 Armstrong Blvd NW and legally described as follows:

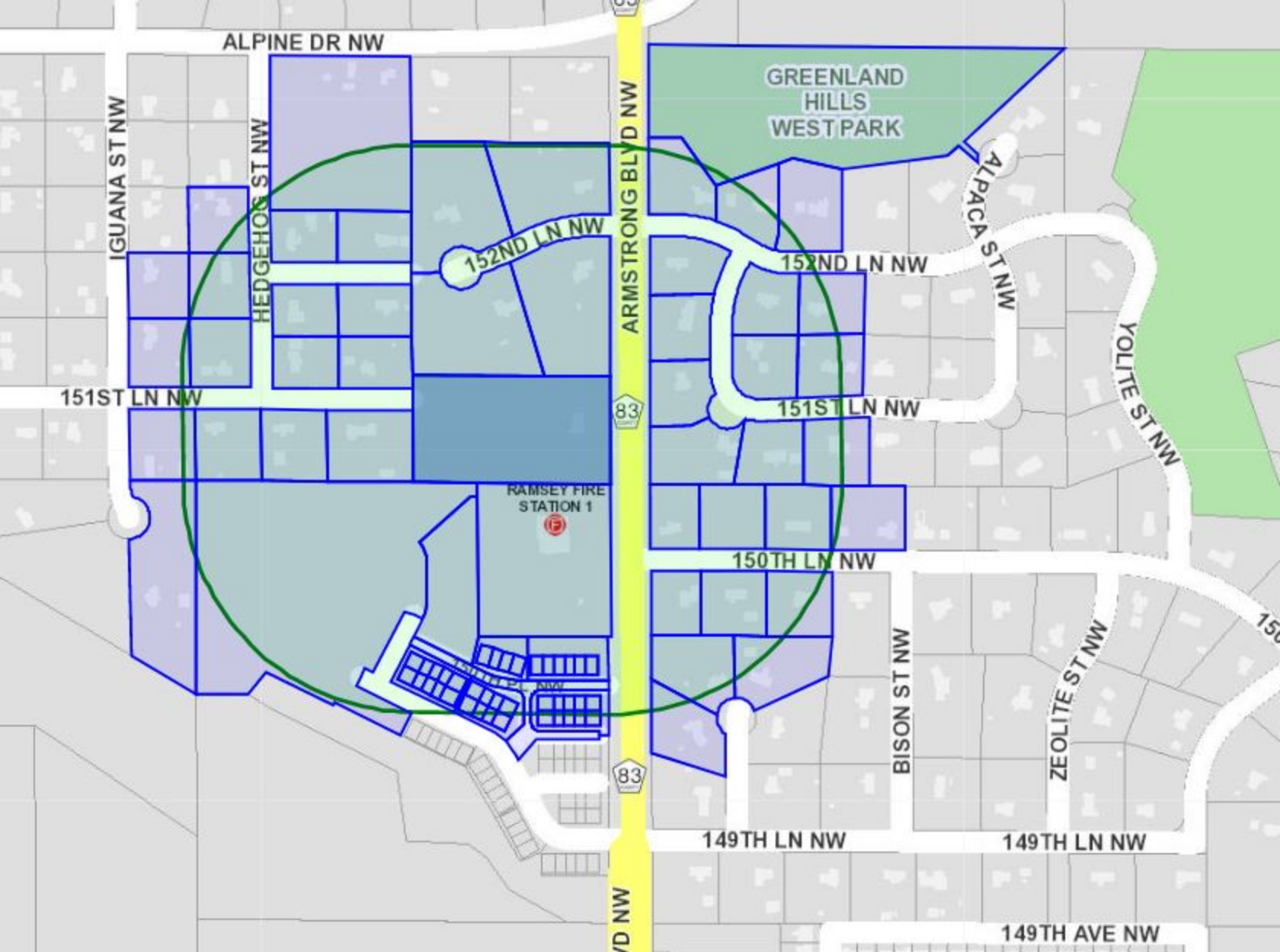
THE S 325 FT OF E1/2 OF NE1/4 OF SE1/4 OF SEC 20 TWP 32 RGE  
25, AS MEAS ALG E & W LINES THEREOF, EX RD, SUBJ TO EASE OF  
REC, Anoka County, Minnesota

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, September 21, 2022.

Comments are welcome and shall be sent to [planning@cityoframsey.com](mailto:planning@cityoframsey.com) or addressed to the Ramsey Planning Commission, at 7550 Sunwood Drive NW, Ramsey, MN 55303. Any comments must be received at the above email or address prior to 4:00 p.m. on September 29, 2022. For any other inquiries relating to this project contact Brian McCann at 763-433-9860 or [bmccann@cityoframsey.com](mailto:bmccann@cityoframsey.com).

Brian McCann  
City Planner

Date: September 14, 2022



ALPINE DR NW

IGUANA ST NW

HEDGEHOG ST NW

151ST LN NW

152ND LN NW

ARMSTRONG BLYD NW

83

83

RD NW

GREENLAND  
HILLS  
WEST PARK

ALPACA ST NW

152ND LN NW

151ST LN NW

YOLITE ST NW

RAMSEY FIRE  
STATION 1

150TH LN NW

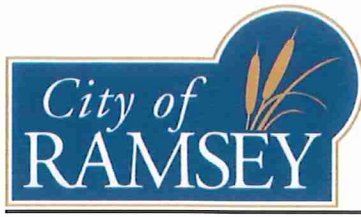
BISON ST NW

ZEOLITE ST NW

149TH LN NW

149TH LN NW

149TH AVE NW



## Land Use Application

<input checked="" type="checkbox"/> Plat – Sketch Plan	<input checked="" 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 checked="" 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:	Thomas A Dehn		
Street Address:	735 158th Ave NW		
City, State, ZIP:	Andover, MN 55304		
Home Phone:		Work Phone:	763-576-1706
Email:	tom.dehn@powerlodge.com	Fax Number:	763-576-1710
Name of Business (if applicable):	5 Star Property Ventures LLC		
Business Address (if applicable)	735 158th Ave NW		
Business City, State, ZIP	Andover, MN 55304		
Business Phone:	763-576-1706	Business Fax:	763-576-1710

### Subject Property Information

*(Location of Application)*

Address	15060 Armstrong Blvd NW Ramsey, MN 55303
PIN	20-32-25-41-0017
Legal Description	<small>THE S 325 FT OF E1/2 OF NE1/4 OF SE1/4 OF SEC 20 TWP 32 RGE 25, AS MEAS ALG E &amp; W LINES THEREOF, EX RD, SUBJ TO EASE OF REC</small>
Zoning District	R1

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

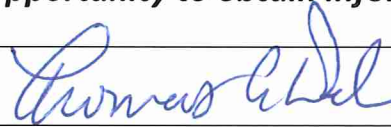
**Property Owner Information**  
(If different than Applicant)

Name:	same as applicant information		
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

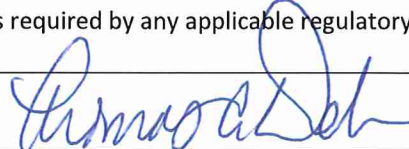
Please provide a detailed description of your request and attached a copy of a scaled site plan

To split/divide the lot into 2 separate lots.	
one with the existing house & a vacant lot	
to build a new house	

**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	Thomas A Dehn	Printed Name	
Title	Owner	Title	
Date	08/25/22	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	Thomas A Dehn	Printed Name	
Title	Owner	Title	
Date	8/25/22	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.

August 29, 2022

City of Ramsey  
7550 Sunwood Dr. NW  
Ramsey, MN 55303  
Attn: Brian McCann

Dear Mr. McCann:

We are requesting a variance of one of the two proposed lots to be less than the City of Ramsey requirements 2.5 acres for the following reasons:

1. The proposed lot split would match the character of the existing homes to the west on 151<sup>st</sup> Lane NW in the Whispering Pine Estates development. The average lot size in that development is .85 acres per lot with some of the larger lots being located closer to the proposed site being closer to 1.1 acres in size.

2. Initially we proposed to sub divide the property with city sewer and water and connect it with the Lennar project to the south of it.

Although the proposed lot size is under the 2.5 acre requirement it would still be much larger than the newly platted lots directly to the south and larger to the lots to the west.

3. The existing lot at 15060 Armstrong Blvd. is a total of 4.56 acres.

4. There is city road access to the east and west side of the property, so it does not require any new roads.

5. On the West side of the property, we would improve 151<sup>st</sup> lane by building a new 100-foot cul-de-sac.

6. We have completed the septic boring and it confirms the property can handle new buildable sites.

We feel splitting the land would better utilize the property and bring further growth to the Community of Ramsey. We appreciate you taking time to consider this proposal.

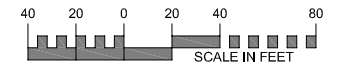
Sincerely,

A handwritten signature in blue ink that reads "Thomas A. Dehn". The signature is written in a cursive style with a large initial 'T' and 'D'.

5 Star Property Ventures, LLC

Thomas A. Dehn

SYMBOL LEGEND		
DESCRIPTION	PROPOSED	EXISTING
MINOR CONTOUR		
MAJOR CONTOUR		
LOT LINE		
BUILDING SETBACK LINE		
GARAGE SETBACK LINE		
PARCEL BOUNDARY LINE		
DRAINAGE AND UTILITY EASEMENTS		
CURB AND GUTTER		
RIGHT-OF-WAY		
BACKYARD CATCH BASIN		
CATCH BASIN		
STORM SEWER MANHOLE		
FLARED END SECTION WRAP-UP		
SANITARY SEWER MANHOLE		
HYDRANT		
GATE VALVE		
DRAIN FLOW/RUNOFF ARROW		
EMERGENCY OVERFLOW SWALE		
SILT FENCE (PRE CONSTRUCTION)		
SILT FENCE (POST CONSTRUCTION)		
SPOT ELEVATION		
TBC SPOT ELEVATION		



**DEVELOPMENT DATA**  
**ZONING - R1 RURAL**  
**DEVELOPMENT**  
**LARGE SINGLE FAMILY LOTS**  
**2.5 AC MIN**

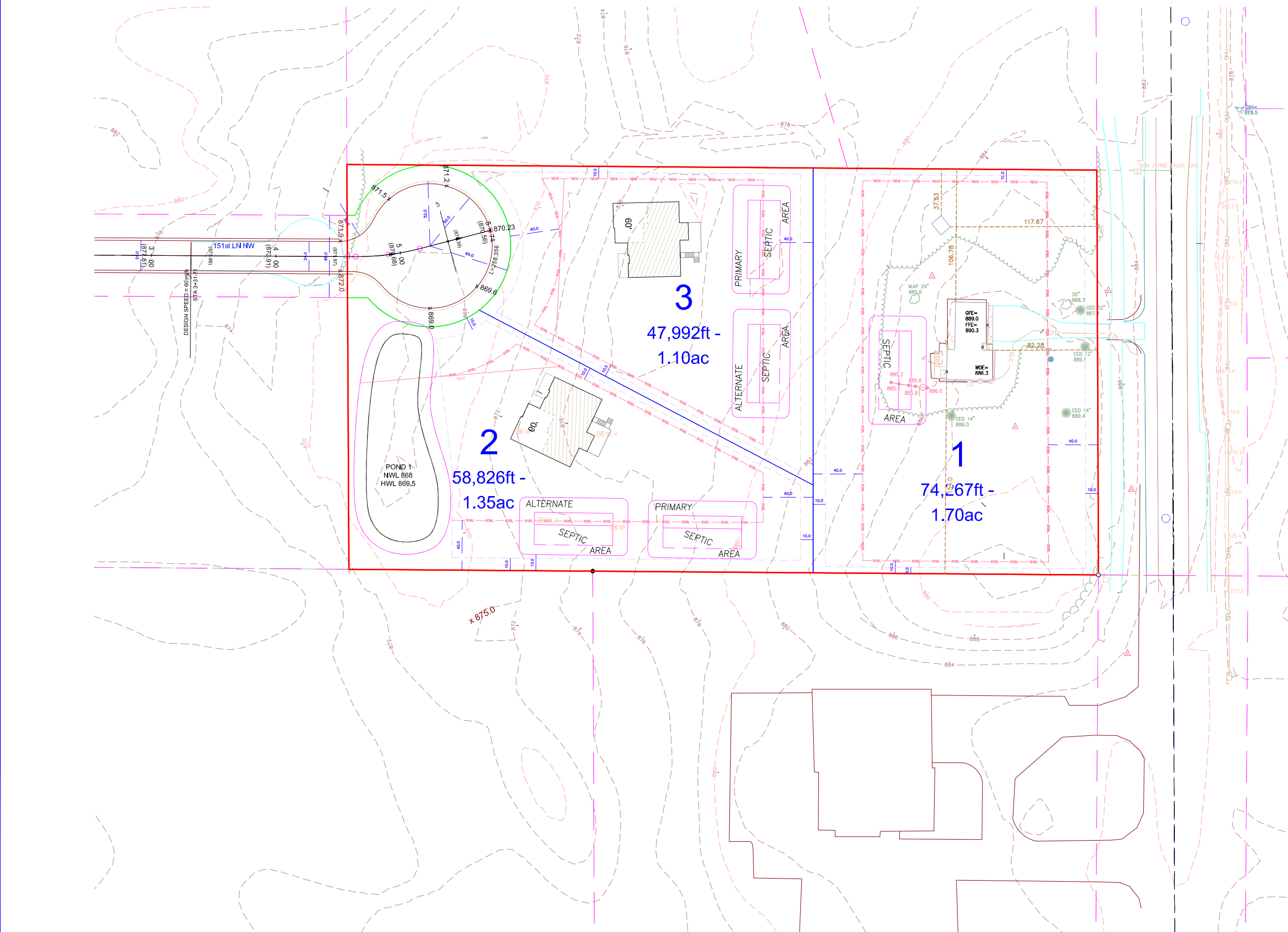
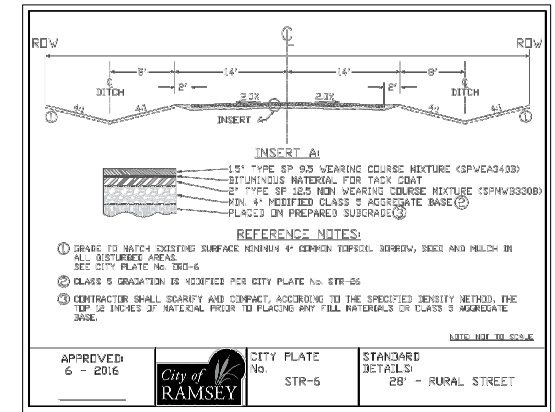
MUSA - 65FT LOTS  
 MIN LOT WIDTH - 65FT  
 MIN DENSITY - 2.5 UNITS/ AC  
 MAX DENSIT - 3 UNITS/AC - 4 WITH PUD

Street: 66'  
 ROW - 32' B-B  
 CDS - 50' R  
 CDS ROW 65' R

**SETBACKS**

Frontyard Setback: 40'  
 Corner Setback: 40'  
 Sideyard Setback: 10/10'  
 Rearyard Setback: 40'  
 Setback at Major/Minor arterial: 60'

**CUL-DE-SAC**  
 Min Frontage - 100ft  
 MAX 600FT LENGTH  
 PROPOSED 571FT



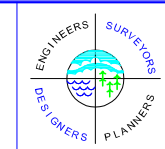
EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.

DRAWING NAME	NO.	BY	DATE	REVISIONS
xxx				
DRAWN BY				
xxx				
CHECKED BY				
xxx				
DATE				
xxx/xxx/xx				

USE (INCLUDING COPYING, DISTRIBUTION, AND/OR CONVEYANCE OF INFORMATION) OF THIS PRODUCT IS STRICTLY PROHIBITED WITHOUT SATHRE-BERGQUIST, INC.'S EXPRESS WRITTEN AUTHORIZATION. USE WITHOUT SAID AUTHORIZATION CONSTITUTES AN ILLEGITIMATE USE AND SHALL THEREBY INDEMNIFY SATHRE-BERGQUIST, INC. OF ALL RESPONSIBILITY. SATHRE-BERGQUIST, INC. RESERVES THE RIGHT TO HOLD ANY ILLEGITIMATE USER OR PARTY LEGALLY RESPONSIBLE FOR DAMAGES OR LOSSES RESULTING FROM ILLEGITIMATE USE.

I HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Name, P.E. \_\_\_\_\_  
 Date: \_\_\_\_\_ Lic. No. \_\_\_\_\_



**SATHRE-BERGQUIST, INC.**  
 150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000

CITY PROJECT NO. ---  
**RAMSEY, MINNESOTA**

**CONCEPT C1 - LARGE LOTS**  
**15060 ARMSTRONG BLVD**  
**DEHN DEVELOPMENT**

FILE NO. 19214-004  
**1**  
**1**

**Meeting Date:** 09/29/2022

**By:** Todd Larson, Community Development

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**Information**

**Title:**

Public Hearing - Consider a Code Amendment Pertaining to Mobile Food Units (food trucks).

**Purpose/Background:**

Food trucks have been growing in popularity in recent years. Some operators start out as a food truck then grow into a traditional brick-and-mortar restaurant space since independent restaurants are difficult businesses to start. Some trucks are offshoots of established restaurants taking their fares on the road. Some food trucks generally only operate at community events, fairs, and festivals, where some like to partner with other business types, such as brewery taprooms.

Currently, the City treats mobile food units (a broader term for food trucks) the same as transient merchants. Operationally, they are quite different from vendors that go door-to-door. Staff feels that amendments to City Code are necessary so that these businesses are treated fairly according to their use. This code amendment is intended to regulate food trucks that are open to the general public. Other than the proposed licensing requirements, private food trucks can still be hired as catered events, such as a business' employee appreciation lunch.

Proposed are two ordinance sections. The first section creates a mobile food unit as an accessory use to an existing primary business use in Chapter 117 (Zoning Code). Upon adoption, a food truck could locate on most business properties with the consent of the landowner (nothing is prohibiting the landowner from charging the operator a fee to locate there). As an accessory use, the truck could not operate on vacant property or on a property when the primary business is closed for the day. The food truck must leave the site at the end of its business day as well. Exceptions can be made in conjunction with the host business' multi-day special event permit.

A provision that the food truck must not locate within 100 feet of the entrance to a restaurant is included. The intent of this provision is to protect the established restaurants. This provision can be waived by the owner of the restaurant.

The second section establishes business licensing procedures in Chapter 26. Since Anoka County has health jurisdiction, a County health license is required to obtain the City's license ensuring proper food safety and handling techniques. The bulk of the licensing requirements are the same or similar to other business license types.

The City invites mobile food units to vend at various City events in parks throughout the year. This ordinance does not affect those events, though the operators will need to get a City license for their unit.

This ordinance does not authorize food trucks parking on public roadways to conduct business. Additional sections of City Code will need to be modified to allow that. Ice cream trucks and carts that traditionally drive up and down streets, only stopping when flagged down, are still being considered transient merchants.

**Notification:**

Notification was provided in the legals section of the Anoka UnionHearld on September 16. Courtesy notices were also sent to the six food truck operators currently holding transient merchant licenses.

**Observations/Alternatives:**

The Economic Development Authority reviewed the proposed ordinance on September 8, 2022. They raised concerns about fairness to other established businesses and if the 100-foot separation was far enough from an existing restaurant business. No formal recommendation was requested, though individual members expressed a desire to have more food trucks in town. Minutes of that meeting are attached to this report.

**Alternatives:**

1. Recommend approval of the ordinance as recommended by staff.
2. Recommend approval of the ordinance with modifications that the Planning Commission desires.
3. Recommend denial of the ordinance keeping the existing regulations in place.

**Funding Source:**

Preparation of this ordinance is done through staff's normal duties. If approved, a license fee will be required of the operator.

**Recommendation:**

Staff recommends approval of the Ordinance pertaining to Mobile Food Units.

**Action:**

Motion to recommend approval of Ordinance #22-25 modifying City Code pertaining to Mobile Food Units.

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**Attachments**

Draft Ordinance #22-25

Draft EDA Minutes - 9/8/22

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**Form Review**

**Inbox**

Sean Sullivan

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 09/15/2022

**Reviewed By**

Sean Sullivan

Brian Hagen

**Date**

09/13/2022 04:25 PM

09/15/2022 04:44 PM

Started On: 08/29/2022 09:49 AM

**ORDINANCE #22-25**

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

**AMENDMENTS TO CHAPTER 26 AND CHAPTER 117  
OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING ZONING CODE TO ALLOW MOBILE FOOD UNITS  
AND CHAPTER 26 FOR BUSINESS LICENSING REGULATION**

The City of Ramsey ordains:

**SECTION 1. AUTHORITY**

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

**SECTION 2. AMENDMENT TO CITY CODE SECTION 117, ARTICLE I**

The current City Code Section 117, Article I, is amended as follows (additions indicated by underlined text):

**Chapter 117-1 Definitions:**

**MOBILE FOOD UNIT.** A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd 9.

**SECTION 3. AMENDMENT TO CITY CODE SECTION 117, ARTICLE II**

The current City Code Section 117, Article II, Division 6, is amended as follows (additions indicated by underlined text):

**Sec. 117-365 Mobile food units.**

A mobile food unit is considered an accessory use to an established business use with the following requirements:

(1) The owner/operator of the mobile food unit shall have written permission of the current property owner to locate in a designated area.

(2) The owner/operator of the mobile food unit must keep a copy of the mobile food unit license with the unit and demonstrate compliance with the license set forth in Chapter 26 upon inspection.

(3) The area(s) designated for the mobile food unit and accessory outdoor seating may not block sidewalks, walkways, impede pedestrian or vehicular traffic, or interfere with public safety.

(4) Mobile food unit locations are limited to private property located in a COR, Business, or Employment District as listed in Chapter 117.

(5) Mobile food units shall be located on an asphalt or concrete surface.

(6) The owner/operator must provide trash/recycling receptacles for customer use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.

(7) Temporary freestanding signage is permitted in the form of up to two "A" frame or sandwich boards not to exceed six square feet per side. The signs must be placed within 10 feet of the mobile food unit.

(8) Mobile food units cannot be located within 100 feet of the main entrance of a restaurant or any outdoor dining area. This provision may be waived with written permission from the restaurant business owner.

(9) Mobile food units must vacate the property between 11:00 pm and 8:00 am the following day and return to its commissary kitchen or permanent registered business location. In no case shall a mobile food unit be open for business while the business at the property is closed.

(A) Exception. A mobile food unit may remain in place overnight in conjunction with a multi-day special event permit.

(10) Deviations from the standards above may be considered with a special event permit.

#### **SECTION 4. AMENDMENT TO CITY CODE SECTION 26**

The current City Code Section 26, Article XIX, is added as follows (additions indicated by underlined text):

#### **Chapter 26 Article XIX - Mobile Food Units**

##### **Sec. 26-870 FINDINGS AND PURPOSE.**

(A) Purpose. This chapter is enacted to establish standards for the regulation of mobile food units to protect the health, safety and general welfare of the people of the city.

(B) Objectives. The general objectives of this chapter are as follows:

(1) To ensure standards for the proper placement and operation of mobile food units.

(2) To meet consumer expectations of the safety of mobile food units.

(3) To ensure the temporary nature of this type of business.

(C) Scope. This chapter is applicable to all mobile food units where food, meals, snacks, beverages, or ingredients thereof are stored, prepared, or sold for consumption on or off the premises.

##### **Sec. 26-871 DEFINITIONS.**

For the purpose of this section, the following definitions apply unless the context clearly indicates or requires a different meaning.

**CITY.** The City of Ramsey and its designated employees or person-in-charges.

**MOBILE FOOD UNIT.** A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd. 9.

##### **Sec. 26-872 LICENSE ADMINISTRATION.**

(A) License required. It is unlawful to operate a mobile food unit within the city or engage in any enterprises described herein, unless a license has been obtained. Each license must be obtained in accordance with the requirements of the city code.

(B) General licensing. The application for such licenses must be made on forms furnished by the city and must describe the general nature of the business, the permanent business location, commissary kitchen, and any other information deemed necessary by the city.

(C) License expiration. Licenses issued pursuant to this chapter commence and expire on the dates indicated on the license certificate. All mobile food unit licenses will be issued for the applicable license year.

(D) Transfer and display of license. Only a person who complies with the requirements of this chapter is entitled to receive a license. A license is not transferable as to person. A valid license must be located on the mobile food unit and posted so that it is clearly visible to the public.

(E) Anoka County Health or Minnesota Department of Agriculture License Required. As part of the City license application, evidence of an active health license issued by Anoka County or Minnesota Department of Agriculture is required for each mobile food unit. Expiration or revocation of these licenses will automatically void the City license.

(F) Background Checks - Every application shall bear the written report and recommendation of the chief of police. The police chief or his designee shall immediately institute an investigation of the applicant including, but not limited to, a criminal history and wanted persons check with the Bureau of Criminal Apprehension, for the protection of the public good.

(G) Insurance - The Applicant shall carry a general policy of liability insurance which shall provide a limit of coverage of not less than \$300,000/\$100,000 for bodily injury and \$25,000 for property damage. Mobile Food Units operating on any public property must provide a certificate of insurance showing the City listed as coinsured.

(H) Adequate Parking / Traffic Flow - No mobile food unit license shall be issued for any location which does not have sufficient parking for customers and for areas where customer parking would interfere with normal traffic flow.

### **Sec. 26-873 LICENSE FEES.**

(A) Fees. Fees for licenses issued hereunder must be in the amount set forth by the City Council. An additional fee will be charged for each additional mobile food unit that is separate, distinct or unique from the central or main food establishment.

### **Sec. 26-874 INSPECTIONS.**

(A) Inspection authorized. The City may inspect each mobile food unit's site to ensure compliance with the standards set forth in Chapter 117 or other chapters of City Code.

(B) Interference with Health Authority. It is unlawful to interfere with or hinder the Health Authority in the performance of its duties, or refuse to permit the Health Authority to make such inspections.

(C) Removal and correction of violations. The owner, or operator, or person-in-charge of a mobile food unit, upon receipt of a report giving notification of one or more violations of this chapter or Chapter 117, must correct or remove each violation in a reasonable length of time as determined by the City.

(D) Penalties. Failure to correct violations can result in revocation of the City license or misdemeanor citation.

## **SECTION 5. EFFECTIVE DATE**

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

PASSED by the City Council of the City of Ramsey, Minnesota, the \_\_\_ day of \_\_\_\_, 2022.

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Mayor

ATTEST:

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City Clerk

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, September 8, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson  
Member Rachal Johnson  
Member William MacLennan  
Member Chris Riley  
Member Shanna Stewart  
Member Scott Wiyninger

Members Absent: Member Chelsee Howell

Also Present: Sean Sullivan, Economic Development Manager

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

Motion by Member Johnson, seconded by Member Wiyninger, to approve the agenda.

Motion carried. Voting Yes: Chairperson Olson, Members Johnson, Wiyninger, MacLennan, Riley, and Stewart. Voting No: None. Absent: Member Howell.

**3. CONSENT AGENDA**

**3.01: Approve Meeting Minutes Dated August 11, 2022**

Motion by Member Riley, seconded by Member Stewart, to approve the August 11, 2022, minutes as presented.

Motion carried. Voting Yes: Chairperson Olson, Members Riley, Stewart, Johnson, MacLennan, and Wiyninger. Voting No: None. Absent: Member Howell.

**4. EDA BUSINESS**

**4.01: Receive 2022 Summary of Business Appreciation Day Event**

Economic Development Manager Sullivan presented the staff report. He asked whether the EDA would be interested in offering a box lunch. This suggestion was made by one participant the past two years.

Member Stewart noted that was one suggestion out of the 100 plus attendees and therefore she would not support adding that element.

Member MacLennan stated that he does like the lunch and perhaps there would be an opportunity for a sponsorship for that element. He commented that it is not always easy to go to the clubhouse to get something to eat when you are on the course.

Member Riley stated that he would lean towards following the existing format. He stated that there continues to be positive feedback about the dinner and the price of the event, therefore he would hate to take away from the dinner or increase the cost of the event. He stated that he would be open to the option if there was a sponsorship of that cost.

Member Johnson stated that perhaps that is offered as an add-on option for registration and that way participants could make the choice on whether they would like to add that.

Economic Development Manager Sullivan commented that while that sounds like a good concept, it would be difficult logistically. He stated that there could be an option to offer box lunches for purchase prior to the event but is unsure the course would want to do that without having solid numbers. He stated that he would prefer an all or nothing approach.

Chair Olson agreed with the all or none approach. He stated that perhaps they could publicize that lunch will not be provided in the event flyer, but food would be available for purchase at the clubhouse.

Member Winyinger stated that personally he believes there would be benefit in pursuing a corporate sponsorship by a Ramsey business to determine if they would be willing to sponsor that lunch offering. He acknowledged the administrative burden as they would perhaps need to consider dietary restrictions. He agreed that the admission charge should not be raised in order to offer lunch.

Chair Olson agreed that the City or EDA should not contribute additional funds towards lunch, nor should the participants. He echoed the notion that perhaps a business would be willing to sponsor a box lunch for the event.

Economic Development Manager Sullivan stated that the registration form offers the opportunity for hole sponsorship or prize donations. He stated that staff does not solicit donations therefore asking for a sponsor would be a fundamental change as the event is meant to recognize and appreciate businesses. He also did not want to see businesses react negatively if one business was allowed to sponsor the lunch but perhaps another could not. He agreed that only one person requested this option. He agreed that staff could work with Northfork and perhaps patrons could purchase something in advance of their round. He noted that utilization of the clubhouse also financially benefits (The Links of) Northfork, a Ramsey business.

The consensus of the EDA to state in registration that food is available for purchase at the clubhouse.

Economic Development Manager Sullivan continued to review feedback received from the survey. He stated that there were comments that some events have more activities at the holes. He noted that perhaps they encourage businesses to do more at the sponsored holes.

Member MacLennan agreed that it is more fun to have interaction at the holes and would also be a benefit for the business to interact with the golfers.

Member Wyingner encouraged a dropdown menu on the registration that would provide some options for businesses to select, such as having signage, having employees at the hole, or having an activity. He noted that if there were more sponsors than holes, one business could have a sign with another business running an activity.

Member MacLennan noted that the activities could then be spaced out a bit.

Economic Development Manager Sullivan confirmed that staff attempts to space out those that have planned activities.

Member Johnson stated that perhaps staff could have some suggestions of what type of activities could be done at holes.

Economic Development Manager Sullivan confirmed that staff does provide ideas to those that reach out.

Member Riley liked the use of encourage rather than require. He stated that staff does have contact with sponsors and perhaps there is a goal for 50 percent of the holes to have activities and if they are running short on that goal, staff could suggest some ideas. He noted that they would also want to be mindful of the speed of play.

Member Stewart stated that if the best hole sponsor is acknowledged that could encourage businesses to do more.

Economic Development Manager Sullivan commented that ultimately staff would just have to pick the best hole sponsor during what is already a busy time for staff.

Member Riley commented that they could have fun with some of the prizes such as best hole, best dressed, etc.

It was the consensus of the EDA to offer prizes for the best hole sponsor and best dressed team.

Economic Development Manager Sullivan confirmed the consensus to continue with pre-draw. He asked for direction from the EDA to select the 2023 date for the event and to select Northfork

as the location. He stated that while he would love to go between the two courses in Ramsey, Rum River Hills does not have enough space to host the banquet portion for the event.

Member Riley commented that the event was recently held at Rum River Hills during COVID when there was not a dinner included.

Motion by Member Johnson, seconded by Member MacLennan, to select August 15, 2023 as the date for the 2023 Business Appreciation Day event and Northfork for the venue.

Motion carried. Voting Yes: Chairperson Olson, Members Johnson, MacLennan, Riley, Stewart, and Wyingner. Voting No: None. Absent: Member Howell.

Member Riley thanked staff for the great event this year.

Economic Development Manager Sullivan recognized the other staff members that assisted in the event.

#### **4.02: Review Draft Mobile Food Unit (Food Truck) Ordinance**

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson asked if there are a lot of changes in the proposed ordinance as opposed to what currently happens.

Economic Development Manager Sullivan replied that it is currently regulated through a Transient Merchant License and explained the differences.

Member Stewart noted that there was recently a food truck in the parking lot of Sammy's Pizza and asked if that created a conflict which brought this forward.

Economic Development Manager Sullivan replied that the ordinance was not drafted because of that. He acknowledged that a multi-tenant building can be tricky because a landowner can sign off on the application for the Transient Merchant License.

Member Stewart asked if the food truck only needs permission from the landowner and not the businesses.

Economic Development Manager Sullivan replied that currently that is true but that would not be the case under the draft ordinance.

Member MacLennan noted that the permission of the business would not be needed if the food truck is 100 feet or more from the business. He used the example of a food truck being in the grocery store development parking lot, but far enough from Acapulco to need the permission of that business, noting that the food truck could take business from the restaurant. He stated that the brick-and-mortar businesses invest a lot of money in their business and pay taxes, while food trucks do not pay the same taxes.

Economic Development Manager Sullivan replied that he does understand that argument but there are not that many food trucks in the community and did not anticipate an influx based on the implementation of a new ordinance. He stated that he would find it hard pressed for the ownership of the Acapulco development to allow a food truck because of the restaurant being in the development. He noted that if it were to happen, he did not think it would happen more than once because the restaurant would most likely voice concern to the ownership, who would want to protect their tenant.

Member MacLennan stated that he likes food trucks, but in a certain venue.

Economic Development Manager Sullivan stated that this is the type of feedback he expected from the EDA, and it is on point. He noted that Anoka is the only community around the area that does not allow food trucks, with the exception of its food truck festival. He stated that if Connexus wanted to bring in a food truck for their employees, this would provide that opportunity and would also ensure the truck is licensed and follows proper health and safety measures. He noted that if the EDA only wants to allow food trucks for special events, that could be the recommendation.

Member Stewart asked if an employer bringing in a food truck would be considered a special event.

Economic Development Manager Sullivan replied that special events are handled in a different way than a Transient Merchant License. He stated that a special event is a more extensive process as it is reviewed by police and fire in addition to the other departments involved. He noted that it would be more administrative work for different departments.

Member Stewart stated that there are a lot of industrial businesses in the community that may wish to bring in a food truck for employees and perhaps the special event process may deter an employer from choosing that.

Member Johnson asked if there is an estimate of the number of food trucks in the area.

Economic Development Manager Sullivan replied that he was unsure but could look into it.

Member Johnson stated that she does not anticipate there is a large number of food trucks in the area. She commented that this would be a good way to make food trucks attractive to the area and perhaps one of those businesses may consider Ramsey if they get to the point where they want a sit-down location.

Member Riley commented that he likes the draft ordinance concept. He recognized that they do not want food trucks to compete with local restaurants but also recognized the trend. He asked if the draft ordinance was developed using a template or based off other cities.

Economic Development Manager Sullivan replied that this process began in 2019 with a review of many different ordinances of other communities. He noted that originally the intent was to create a section within Transient Merchant Licenses, but it was too messy and therefore the idea

arose to create a separate ordinance was pursued. He confirmed that staff has reviewed the ordinances of many other communities as well as information from the League of Minnesota Cities.

Member Riley stated that he likes that this has requirements without being overly burdensome. He referenced the fees and asked if the City would incur most cost for an annual license rather than a 90-day license.

Economic Development Manager Sullivan confirmed that there would be the potential for more enforcement if a truck is operating for a longer period of time.

Member Riley asked if the fee has been analyzed to ensure it is a cost driven fee.

Economic Development Manager Sullivan confirmed that staff did compare the costs from many other communities and that it was in the middle.

Member Wyingner stated that he is generally in favor of the draft ordinance as it provides businesses with the ability to have an easier path to have a food truck. He commented that often restaurant entrepreneurs begin with a food truck and as they have success, they take the step to open a restaurant. He asked if the fee could be discounted for businesses that are headquartered in Ramsey. He stated that would show the City supporting its local businesses.

Economic Development Manager Sullivan asked for clarification on whether the intent would be to have a discount for restaurants that have a brick-and-mortar location and food truck or for residents of Ramsey that own a food truck.

Member Wyingner replied that the policy refers to the homebase and therefore he would intend to apply that for businesses that choose to have their headquarters/homebase in Ramsey.

Chairperson Olson stated that he has a neighbor that has a food truck and would agree that it would be appropriate to offer a discount for those food truck businesses that are based in Ramsey.

Economic Development Manager Sullivan stated that a license for one year is \$250. He noted that a brick-and-mortar restaurant has taken the step to invest in that business to have a sit-down location and is paying taxes at that location, therefore he would be more likely to support a discount for that license compared to a home-based business.

Member MacLennan stated that the one-year license is very cheap and did not believe it needed to be discounted. He stated that if a truck is doing well, not everyone would spend the extra money to open a brick-and-mortar location and could instead buy another truck or two. He stated that if the intent is to attract restaurant in The COR, perhaps food trucks should not be allowed in that area.

Chairperson Olson commented that he did not think there is a huge risk in adopting this ordinance and believed it adds nice definition. He stated that if the city were to become overrun with food

trucks, they could make an amendment to address that. He stated that food trucks also offer service for weddings, graduations, and other celebrations.

Member Johnson agreed noting that she does not see many food trucks in the area in general. She stated that they could also ask food truck vendors what their thoughts would be on opening a brick-and-mortar location.

Member Stewart asked if the Anoka regulation only applies to the business district area or whether the food trucks are not allowed for residential events.

Economic Development Manager Sullivan was unsure if there were residential restrictions. He noted that in the review there was no license option and the only exception specified was for a special event like the food truck festival. He stated that the intent today was to solicit feedback as this will go through the Planning Commission and City Council. He referenced the comments of Member MacLennan and asked if he would suggest limiting the licenses to a certain number per year, noting that some communities only issue a certain number of licenses per year. He stated that can be tricky for businesses that want to bring in a food truck if the licenses are already procured. He noted that feedback will be solicited from businesses and residents over the next year if this is enacted and they can continue to monitor.

Member MacLennan stated that he does not have a problem with a business bringing in a food truck for its employees. He stated that he would have an issue with a food truck coming to The COR each day and parking in the same spot which could deter a restaurant from coming to Ramsey. He stated that perhaps there is a limitation on where the truck and be located or how many times within a period the truck could be located in a certain spot. He stated that he does like the health and safety requirements.

Member Johnson stated that this is pretty limited to the summer months as most food trucks are not roaming communities in the winter. He did not believe many people would frequent a truck in the winter.

Member MacLennan stated that there is a food truck located at Do All Printing year round.

It was noted that food truck only serves food on a seasonal basis.

Member Stewart commented that there are food trucks that run year-round, but in more walking orientated metro areas such as Minneapolis and Saint Paul.

Economic Development Manager Sullivan commented that sometimes locations become unavailable. He noted that Do All Printing is part of the property that will likely be acquired for the Highway 10 project. He noted that the food truck business is working to potentially relocate to a brick and mortar space in Sunfish Lake Commons. He stated that method of operation that has gone on for the past many years, would not be allowed under the draft ordinance.

Member Johnson stated that if a food truck is becoming more successful and would like to move to a brick-and-mortar space, perhaps there is something that could be done to help with that transition.

Economic Development Manager Sullivan reviewed some of the current incentives that could be utilized for a restaurant. He noted that staff is looking at additional policies that could also be used as an incentive. He stated that he will provide the minutes from this meeting in the Planning Commission packet to assist in that review.

Member Wyingner stated that perhaps the distance from a business is considered, noting that 100 feet from a restaurant is not that far.

Member MacLennan stated that he is not totally against food trucks but want to ensure that restaurants are considered and protected as well.

Economic Development Manager Sullivan confirmed the consensus of the EDA to support the draft Mobile Food Truck Ordinance with additional consideration to proximity of restaurants.

**5. MEMBER / STAFF UPDATE**

Economic Development Manager Sullivan provided an update on proposed and ongoing development activity.

**6. ADJOURNMENT**

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

Motion carried. Voting Yes: Chairperson Olson, Members Wyingner, Johnson, MacLennan, Riley, and Stewart. Voting No: None. Absent: Member Howell.

The regular meeting of the Economic Development Authority adjourned at 8:35 a.m.

Respectfully submitted,

---

Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

DRAFT

**Meeting Date:** 09/29/2022

**By:** Todd Larson, Community Development

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**Information**

**Title:**

Conditional use permit for iDigital for a digital billboard at the northwest corner of Riverdale Drive and Traprock St. NW.

**Purpose/Background:**

This spring, the City Council approved a City Code amendment to allow a limited number of digital billboards along Highway 10. The City is the property owner and the Council has approved a lease with iDigital to place a digital billboard at this location. The Economic Development Authority recommended approval of the amendment and lease to help support local businesses (the lease agreement allows for Ramsey-based businesses to purchase ad time at a reduced rate).

The Planning Commission held the public hearing for this item on August 25. The Commission tabled the review in order to learn more about the history of this particular site versus other sites that were ultimately not selected for the sign. The public hearing was closed, though if the Commission desires, it can take any additional public comment on the request.

This site was selected for two reasons. The first reason is that nearly all of the City-owned parcels along the north side of Highway 10 are in the RALF program, a restrictive right-of-way land acquisition loan program that would not allow for use of the property in that manner without a true City buyout of the property (RALF uses Metropolitan Council money loaned to cities to buy land to hold for pending roadway projects in advance of MNDOT acquisition). The second is that the site is relatively close to the COR, even though on the opposite side of Highway 10. The City Council approved the lease for this site on June 14, 2022, and now the applicant is going through the CUP process.

The Applicant provided an alternative location for the sign at the western end of the same parcel. This would slide the sign about 520 feet further west. Staff feels this site is equally viable for a sign.

There was concern expressed by a property owner that the placement of this sign could impact the visibility of his developable property from Highway 10. The proposed site is at the eastern end of neighboring property owner's land and it will maintain its visibility from Highway 10. Any proposed retailer(s) will be able to construct a 75-foot tall sign under current ordinances, taller than what is allowed for a digital billboard. The alternate location for the digital billboard will likely be more impactful to this property.

**Notification:**

Notification was provided in the August 12 Anoka Union Herald and mailed to property owners within 350 feet of the site. A sign was also placed at the site indicating a development proposal. The public hearing was held on August 25 and one property owner gave verbal comments.

**Observations/Alternatives:**

A 41-foot tall vertically-aligned billboard is proposed for the northwest corner of Riverdale Drive and Traprock Street. The site is located along the south side of Highway 10. The structure for the former Wyatt Earp's Saloon is in the approximate location.

The billboard is proposed to have an "architecturally enhanced base" as required by Code in the way of a stacked stone finish. Instead of the grays and blues that are shown on the rendering, it is recommended that the colors of the stone are tans and reds in order to complement the City's 30.5-foot tall message sign on the other side of Highway 10.

The proposed 434-square foot sign meets all of the other site requirements in City Code, except for that it is placed within a platted drainage and utility easement. It is not recommended to vacate the easement as it could be needed for utilities associated with the final phase of the Highway 10 Ramsey Gateway reconstruction project. Instead, an encroachment agreement will need to be approved by the Council. This type of agreement allows for construction of specified structures with the caveat that it could need to be removed if the easement is needed for its intended purpose.

Messages must stay for at least 7 seconds with an instantaneous change to another message. Animation is not permitted. The maximum height allowed is 50 feet with a maximum area of 700 square feet.

### **Alternatives**

1. Approve the CUP as recommended by staff with the conditions listed in the attached resolution, noting the east or west location.
2. Modify the CUP with conditions as deemed reasonable by the Planning Commission.
3. Deny the CUP based on certain findings.

### **Funding Source:**

All costs associated with this request are the responsibility of the applicant. If approved, the City will take in lease revenue as the City is the land owner.

### **Recommendation:**

Staff recommends approval of the CUP for the billboard.

### **Action:**

Motion to recommend approval of Resolution #22-193 approving a Conditional Use Permit for a digital billboard at 7559 Riverdale Drive NW (state east or west location for clarity).

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### **Attachments**

[Site Location Map](#)

[Proposed Site Plan](#)

[Front Elevation](#)

[Draft Resolution #22-193](#)

[Photos](#)

[Alternative West Location](#)

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### **Form Review**

**Inbox**  
Brian Hagen

**Reviewed By**  
Brian Hagen

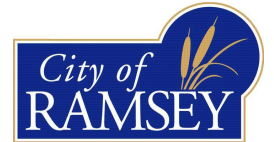
**Date**  
09/01/2022 03:18 PM

Brian Hagen  
Form Started By: Todd Larson  
Final Approval Date: 09/20/2022

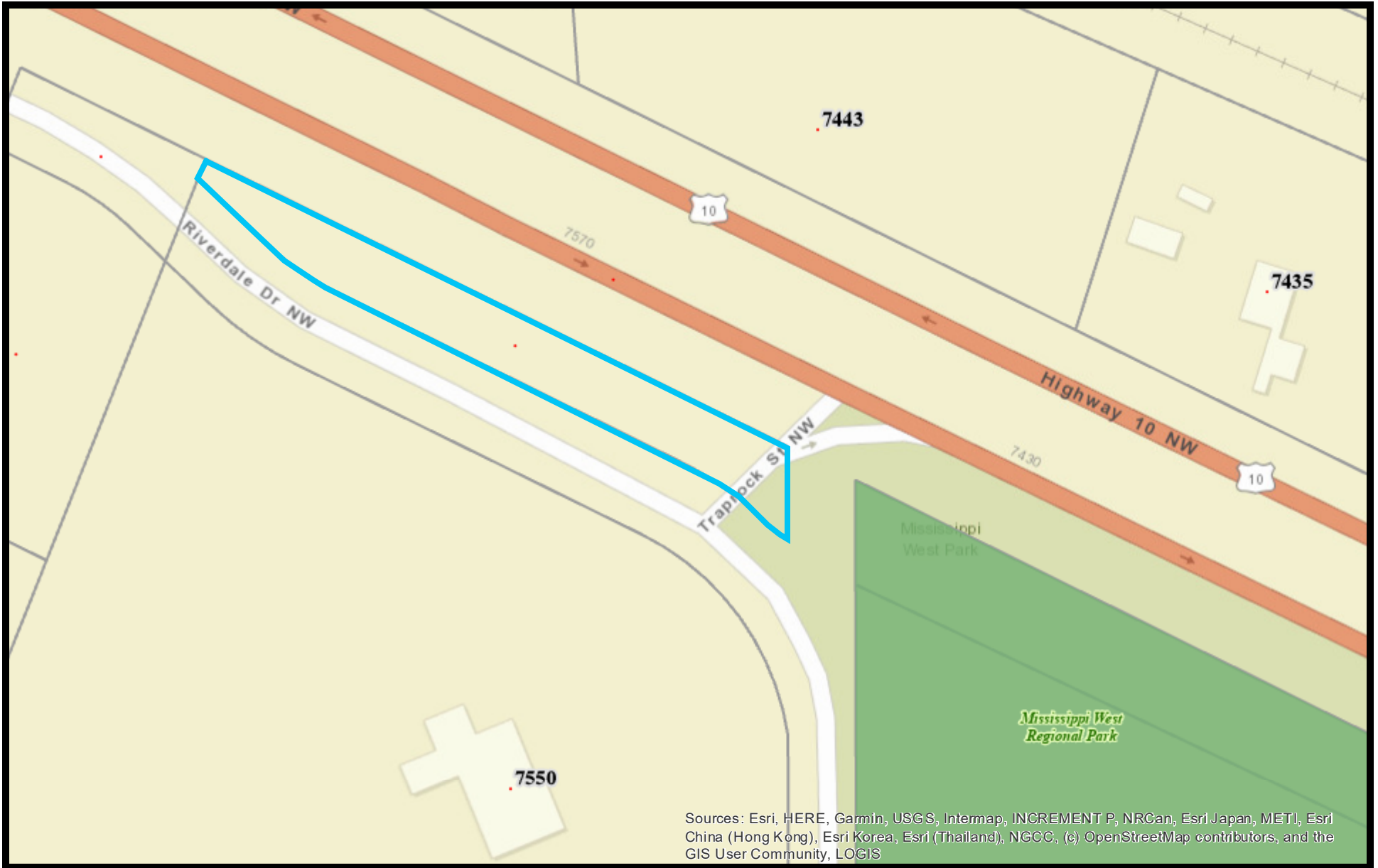
Brian Hagen

09/20/2022 07:44 AM  
Started On: 08/30/2022 08:24 AM

# iDigital Outdoor CUP



PID #: 28-32-25-43-0008



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: July 22, 2022

0.0005 0.015 0.03 0.045 0.06  
mi



# Exhibit B – Sign Design and Dimensions

**iDIGITAL**

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Hwy 169 - Minnesota

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CORS PROJECT

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Ramsey, MN

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Project Manager:  
Josh Gilleland

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Drawn by: REM

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

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

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**X**

The above plan design contained in this original and unpublished drawing is the property of Digital Outdoor and may not be copied or reproduced in whole or part without written permission from Digital Outdoor.

Due to the limitation of the printing process, the colors shown may not reflect actual colors.

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DigitalOutdoor.com

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

216.00"  
180.00"

24"

468.00"

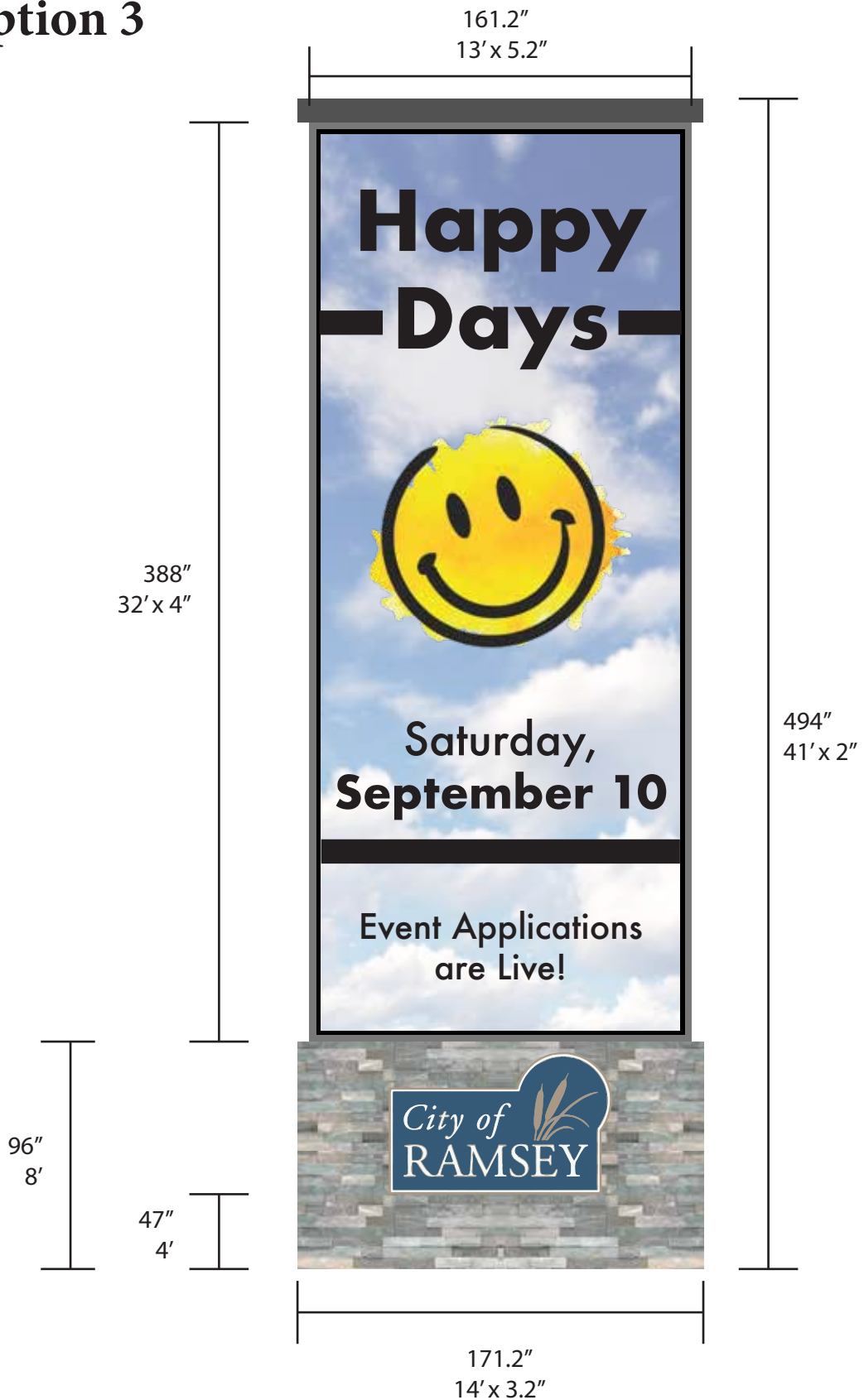
480.00"

50' - 0"

96"

240.00"

# Option 3



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

**RESOLUTION #22-193**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR DIGITAL  
BILLBOARD AT 7559 RIVERDALE DRIVE NORTHWEST**

**RECITALS**

1. iDigital, hereafter referred to as the “**Permittee**”, has properly applied for a Conditional Use Permit to construct and operate a digital billboard on the property generally known as 7559 Riverdale Drive NW and legally described as:

Outlot A, The Diamonds, Anoka County, Minnesota

(the ‘**Subject Property**’);

2. That the **Subject Property** is zoned B-2 Business District and is approximately 0.83 acres in size.
3. That the **Subject Property** is guided as Commercial in the City’s 2040 Comprehensive Plan.
4. That a billboard is classified as a conditional use in the B-2 Business District.
5. That the Planning Commission met on August 25, 2022, conducted a public hearing, and recommended **approval/denial** of the request.

**FINDINGS OF FACT**

1. That the billboard 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 billboard 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.
3. That the billboard will not be hazardous to existing or future neighboring uses.
4. That the billboard will not negatively impact essential public facilities and services, such as highways, streets, police and fire protection.
5. That the billboard 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.
6. That the billboard 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 a Conditional Use Permit (the “**Permit**”) for the construction and operation of a billboard on the **Subject Property** contingent upon the following conditions:

**CONDITIONS**

1. That this **Permit** conform to site plan “Exhibit A.”
2. That this Permit conform to elevations labeled “Option 3” as modified with base stone colors closely resembling the tans and reds on the City-owned message sign across Highway 10.
3. That an encroachment agreement is signed and recorded against the property for construction of the billboard within the platted drainage and utility easement.
4. That a signed lease be executed for the property.
5. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
6. 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 sign.
7. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.
8. That this **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 \_\_\_ day of \_\_\_, 2022.



iDigital Conditional Use Permit photos.



Photo 1. The City’s digital message sign along westbound Hwy. 10 (08/15/2022).

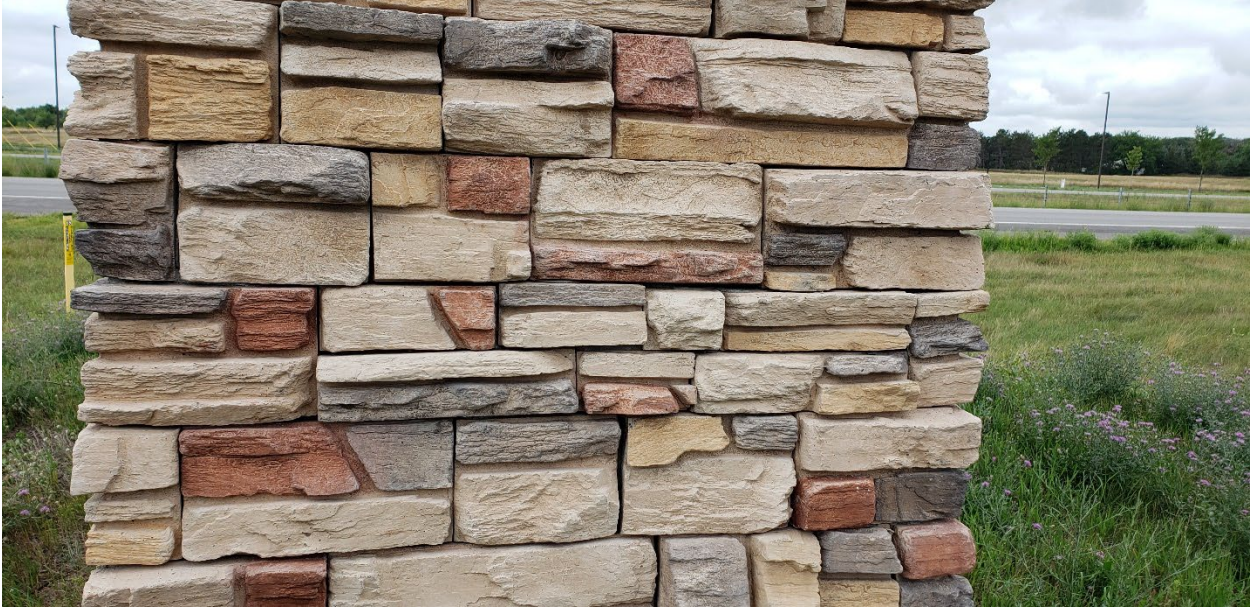


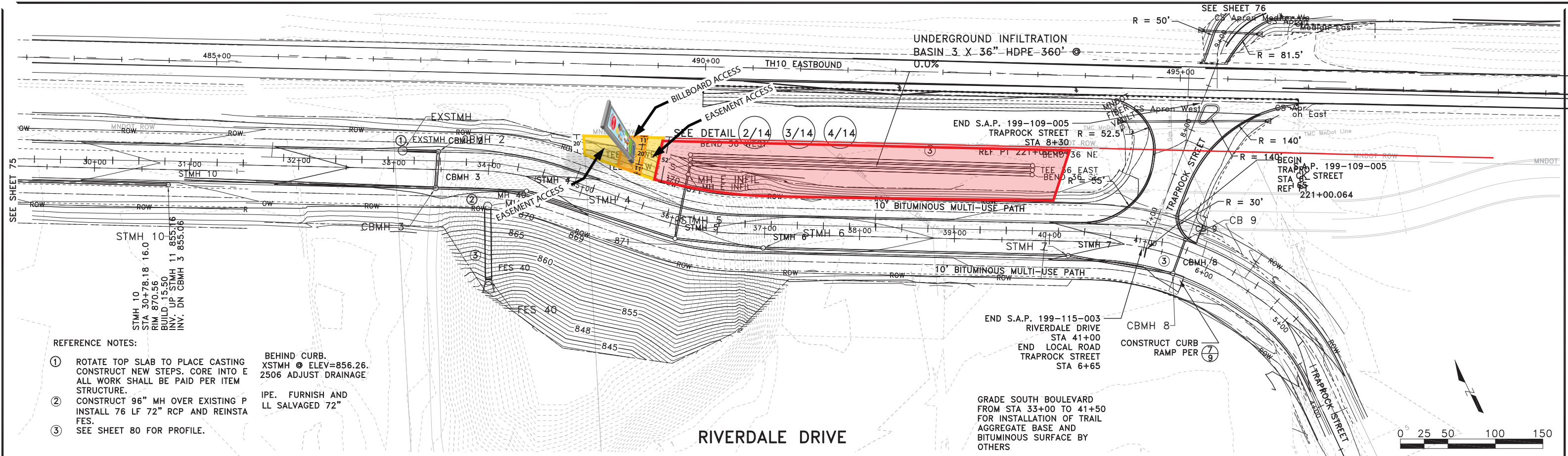
Photo 2. Close-up of City's sign showing the colors (08/15/2022).



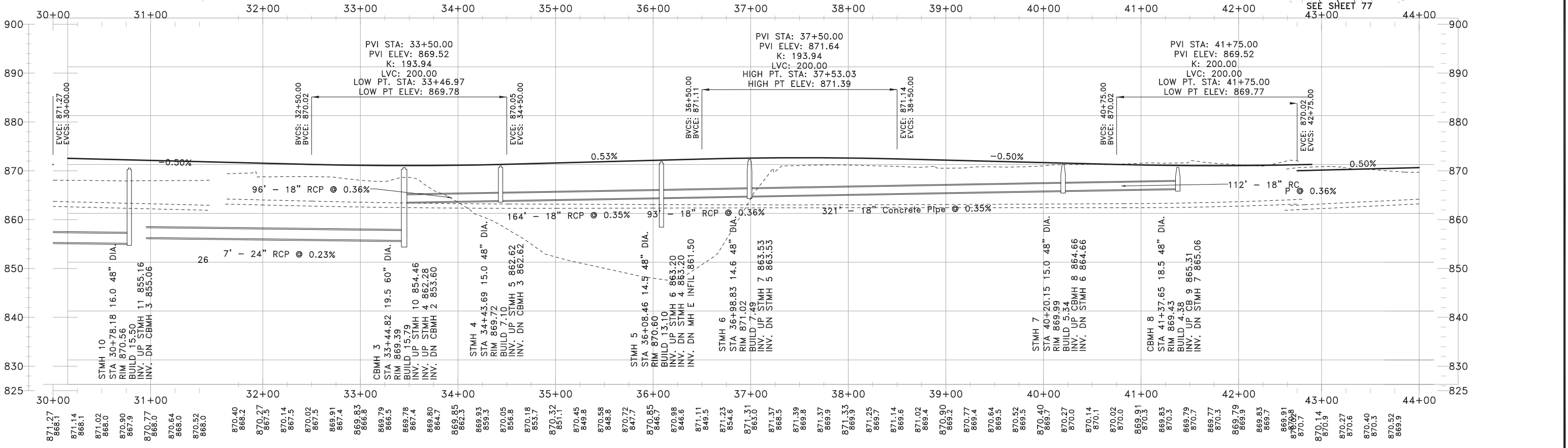
Photo 3. The proposed sign location looking eastbound (08/15/2022).

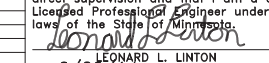



Photo 4. The proposed sign location looking westbound (08/15/2022).



- REFERENCE NOTES:
- ① ROTATE TOP SLAB TO PLACE CASTING CONSTRUCT NEW STEPS. CORE INTO E ALL WORK SHALL BE PAID PER ITEM STRUCTURE.
  - ② CONSTRUCT 96" MH OVER EXISTING P INSTALL 76 LF 72" RCP AND REINSTA FES.
  - ③ SEE SHEET 80 FOR PROFILE.
- BEHIND CURB.  
XSTMH @ ELEV=856.26.  
2506 ADJUST DRAINAGE
- IPE. FURNISH AND  
LL SALVAGED 72"



DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  LEONARD L. LINTON Date 6/20/14 Lic. No. 21112	DESIGNED BY: LLL DRAWN BY: LLL CHECKED BY: CJJ	DATE: 6/20/14 FILE NO. 12-22	 <b>CITY OF RAMSEY</b> 7550 SUNWOOD DRIVE RAMSEY, MN 55303 (763) 427-1410 FAX (763) 433-9898	<b>PP STREET AND STORM</b> S.P. 0202-97 (TH 10), S.A.P. 199-109-005, S.A.P. 199-115-001 and S.A.P. 199-116-003	<b>RIVERDALE DRIVE ARMSTRONG - TRAPROCK</b> <b>RAMSEY CITY PROJECT NO. 12-22</b> CITY OF RAMSEY, MINNESOTA	SHEET <b>76</b> OF <b>147</b>
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## Regular Planning Commission

7. 2.

**Meeting Date:** 09/29/2022

**By:** Brian McCann, Community  
Development

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### Information

**Title:**

Discuss Eliminating Zoning Permits

**Purpose/Background:**

Staff has contemplated the removal of zoning permits for several years due to several issues and is seeking guidance from the Planning Commission about the potential elimination of zoning permits from Zoning Code.

**Notification:**

Notification is not required for a discussion item. If an ordinance is brought forward, a public hearing will be properly advertised in the newspaper.

**Observations/Alternatives:**

**Background**

Zoning Permits were initially implemented by the City in an attempt to reduce complaints about small, common homeowner improvements after they were completed (e.g. fence facing the wrong direction, shed too close to a property line, etc.). Zoning Permits address improvements that do not require a Building Permit but still have to meet certain zoning standards. There are no inspections associated with a Zoning Permit. Thus, these permits have a minimal fee (\$25.00). Typical projects include fences up to seven feet (7') in height, accessory structures less than 200 square feet in size, smaller swimming pools, and new or replacement driveways. Staff have reviewed about 1,300 zoning permits since they were added to the zoning code in 2007.

**Issues with Zoning Permits**

Staff has encountered several issues with zoning permits since their introduction:

- Staff time handling zoning permits greatly outweighs associated costs. Time includes:
  - Entering in the City's record management and permitting systems.
  - Review time. In some cases, multiple review cycles are required spanning multiple weeks.
  - Handling communications with property owners, contractors, and other interested parties.
- Negatives for residents
  - In some instances, property owners are relayed the standards for their project and construct without a permit. This could leave them subject to code enforcement actions because they do not have a permit, even though they completed the project correctly.
  - Some residents aren't aware of zoning permits, and their projects are delayed when they have to go through the permitting process. At least once a month, Staff has spoken with residents who have a scheduled date for project completion with a contractor that has to be delayed because they do not have a zoning permit.

**Solution**

Staff is proposing to eliminate the requirement of zoning permits from the Zoning Code, and opting for an educational approach. Staff has simple guides that property owners could reference for their project, without having to go through the permitting process. Staff is and will be available to discuss projects with residents and explain the applicable rules. This would eliminate staff time associated with zoning permits, and leave property owners to their own to complete projects. If a complaint is received and an issue is verified by the City's code enforcement process, the property owner would be required to remediate the situation (even with Zoning Permits in place, this same process is implemented).

## **City's Zoning Permit Information**

Since April 12, 2007, there have been 1,221 zoning permits applied for in the City of Ramsey.

- Accessory Structure: 283
- Agricultural Building: 2
- Dock: 4
- Fence: 658
- Driveway: 216
- Hot Tub: 14
- Parking Pad: 6
- Patio: 13
- Swimming Pool/Spa: 18
- Other/Misc./Unknown: 7

The typical turnover time from the application date until the final plans are approved is approximately five (5) business days. During this time, past applicants have had to reschedule contractors at additional costs and delayed their improvements. An operational flowchart is attached to help visually represent the week timeframe.

Example handouts that the City currently has on-hand for fences and swimming pools. Staff could create additional handouts for driveways, parking pads, and structures that are 200 square feet or less.

## **Neighboring City Research**

Dana Verbeek, the City's Planning Administrative Assistant, also reached out to several other cities about their zoning permit processes and requirements. It was discovered that many of the cities contacted do not require zoning permits. A copy of the research is attached.

## **Funding Source:**

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

## **Recommendation:**

Direct Staff to prepare and present an ordinance at the regular meeting of the Planning Commission on October 27, 2022 for the removal of zoning permits from the Zoning Code.

## **Action:**

Based on discussion.

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## **Attachments**

Current and Proposed Processes

Fences Handout

Pools and Spas Handout

Zoning Permit Research

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## **Form Review**

### **Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 09/20/2022

### **Reviewed By**

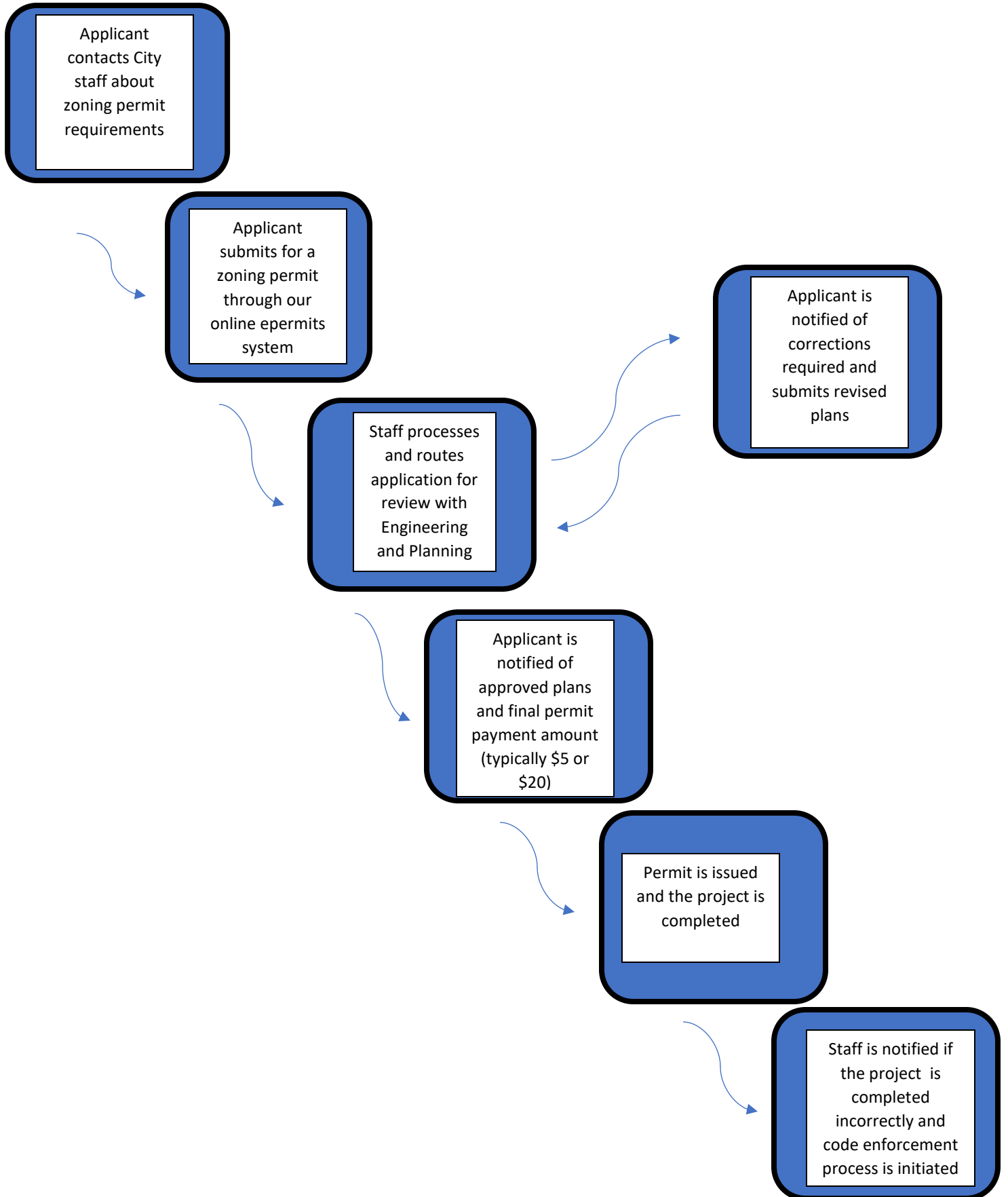
Brian Hagen

### **Date**

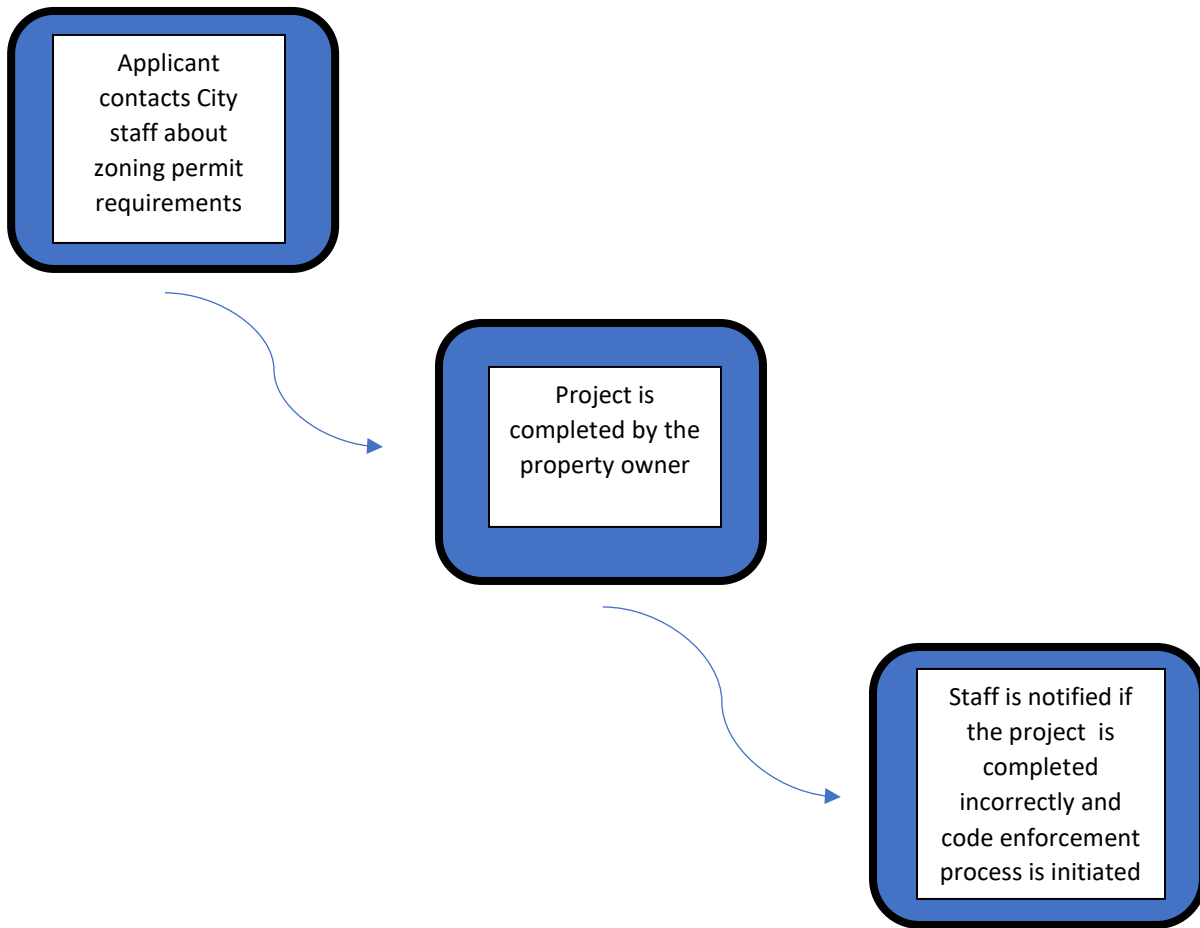
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Started On: 09/16/2022 03:54 PM

## CURRENT PROCESS



## **PROPOSED PROCESS**

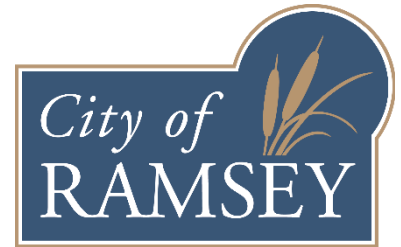


This would eliminate all the City review processes outside of providing property owners with handouts instructing how to complete the project according to City Code standards. They will not have to wait additional time for City staff to review permits, route permits, contact the applicant and other staff regarding corrections, etc. Ultimately, the property owner would save the cost of the permit and complete the project at their convenience.

If the project is not done correctly, and Staff is made aware of the situation, then the code enforcement process would be initiated. This process already occurs if a project isn't completed according to plan.

# FENCES

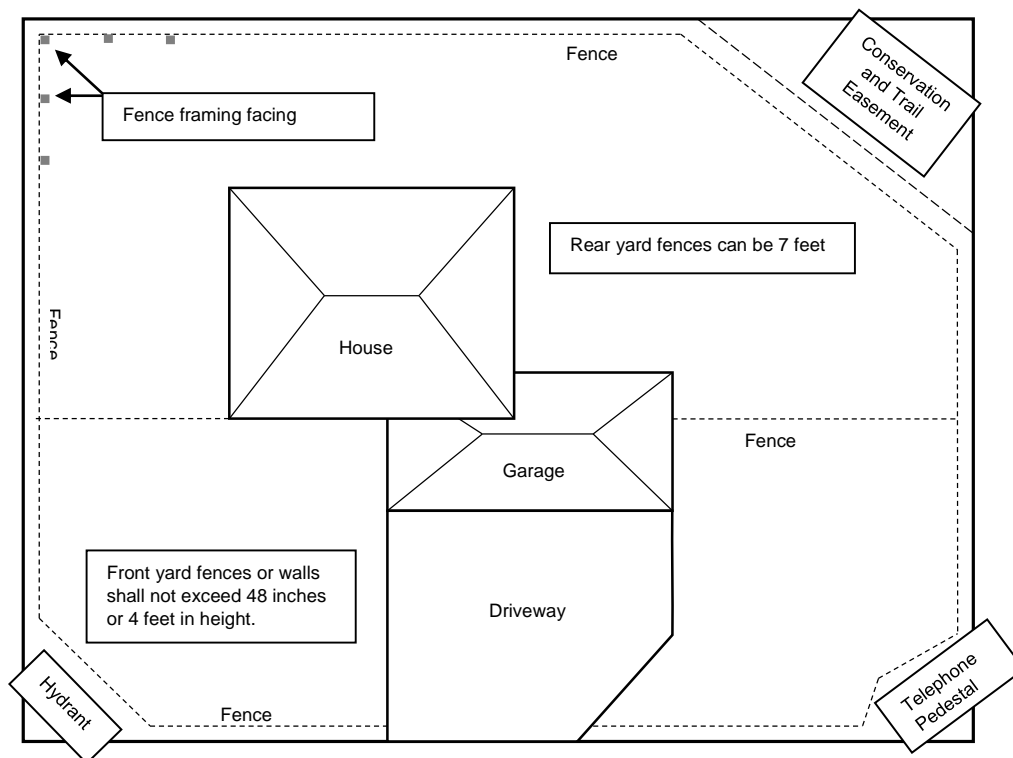
7550 Sunwood Drive NW  
Ramsey, Minnesota 55303  
City Hall: 763-427-1410  
Building and Inspections: 763-433-9850  
Fax: 763-433-9848  
www.cityoframsey.com/permits  
permits@cityoframsey.com



*This pamphlet is a compilation of some of the standard requirements based on the State Building Code and City Zoning Code for projects of this type. This information packet does not contain all of the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.*

## General Information

- Fencing or walls located in the side or rear yard shall not exceed eight (8) feet in height. Any fence **exceeding seven (7) feet** shall require a **building permit** and any fence **seven (7) feet or less** shall require a **zoning permit**. Fences higher than 8 feet require a variance.
- Fences shall be located entirely on the owner's property and the fence location and the placement shall be the owner's responsibility.
- Fence framing must face inward on the fence owner's lot.
- Fences shall be located such that, they do not interfere with traffic visibility, water hydrants, telephone pedestals, or electrical box access.
- Fences cannot be placed in conservation or trail easements.
- Fences cannot be placed in easements, without the permission of the easement owner.
- No fence or wall (except retaining walls) located in the front yard of property shall be over forty-eight (48) inches in height.
- Fencing material shall consist only of wood, chain link, wrought iron, maintenance free vinyl, aluminum, or steel. Any other material must be approved by the zoning administrator prior to installation.
- No boards, planks, or panels shall be larger than 12 inches in width.



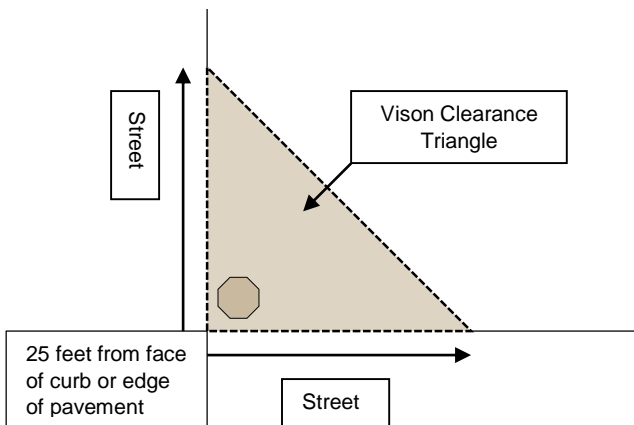
## Application

- A building permit is required for the construction/repair/replacement of a fence **exceeding seven (7) feet**.
- A zoning permit is required for the construction/repair/replacement of a fence **seven (7) feet or less**.
- A detailed site map or surveyor site plan shall be included with the application depicting the location of the property boundaries, the proposed fence, any existing structures, and all information pertaining to the site (septic and drain field information, wells, easements, etc.) (See attached site plan examples.)

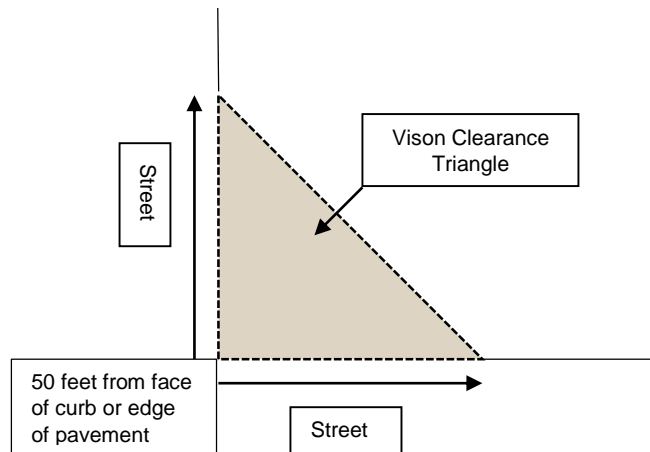
## Corner Lots

- For corner lots, a vision clearance triangle is required for adequate site distance.

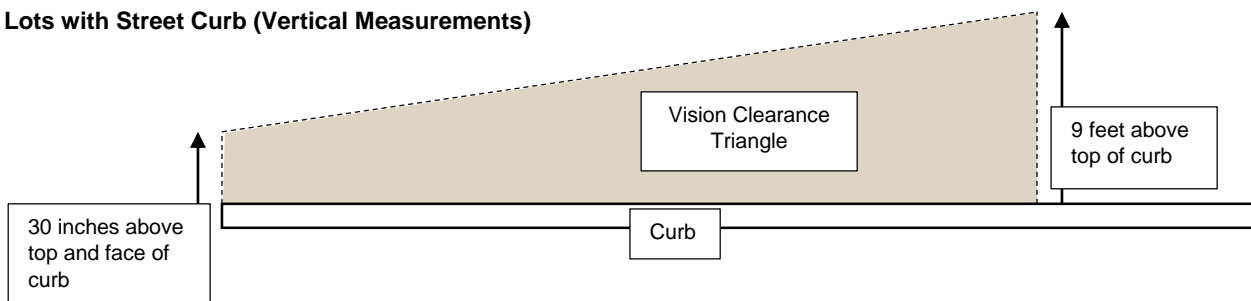
### Lots with Stop Sign on Corner, Alleys, and Commercial Driveways



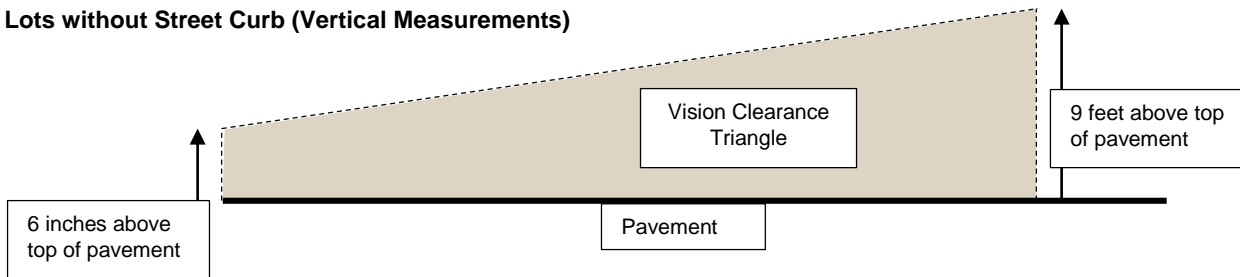
### Corner Lots without Stop Sign



### Lots with Street Curb (Vertical Measurements)



### Lots without Street Curb (Vertical Measurements)



## Site Plan

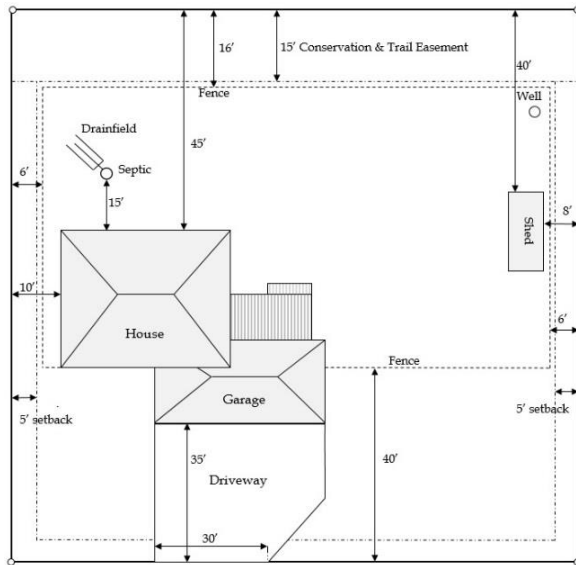
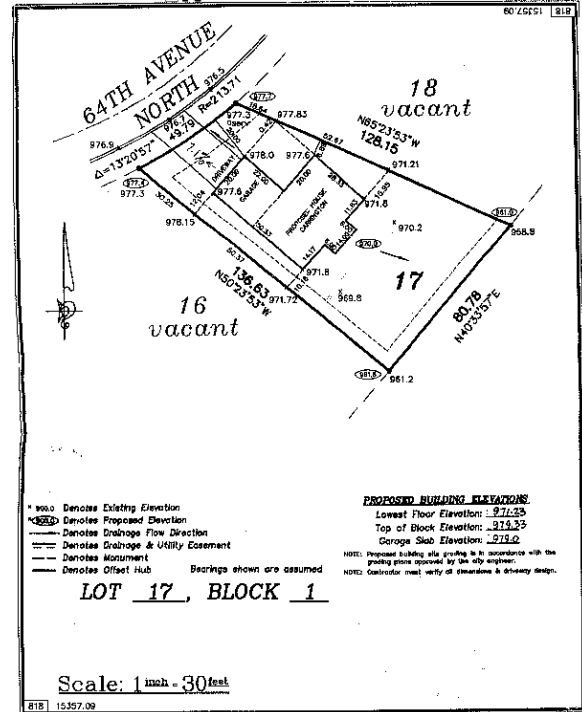
Site plans are required for building permits involving accessory structures, garages, pools, decks, or additions and for all zoning permits.

Information to be included:

- Property boundaries
- Principle structures (house/garage)
- Existing driveway(s)
- Proposed location(s) of fence, deck, pool/spa, accessory building, or addition

Information, if present, to be included:

- Existing fences, decks, pools/spas, additions, accessory buildings and/or structures
- Septic & drain-field location
- Well location
- Drainage & utility easements
- Conservation & trail easements
- Any unique physical characteristic of the lot



Site Plans may be in the form of an official survey document (most preferred), a scaled computer drawing, or a scaled hand-drawing.

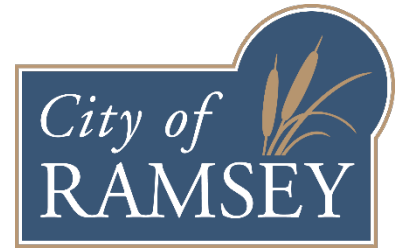
Aerial images are not a preferred means of a site map because most do not include a scale and also due to the loss of information when scanning images into the respective property file. However, aerial images can be used to provide the applicant with an initial site map to trace over for a clear, scanner-friendly site plan.

It is the responsibility of the applicant to provide a site plan with the application showing the proposed modifications to the property.



# POOL/SPA PERMIT REQUIREMENTS

7550 Sunwood Drive NW  
Ramsey, Minnesota 55303  
City Hall: 763-427-1410  
Building and Inspections: 763-433-9850  
Fax: 763-433-9848  
[www.cityoframsey.com/permits](http://www.cityoframsey.com/permits)  
[permits@cityoframsey.com](mailto:permits@cityoframsey.com)



*This pamphlet is a compilation of some of the standard requirements based on the State Building Code and City Zoning Code for projects of this type. This information packet does not contain all of the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.*

## Pool/Spa Definitions

A swimming pool is defined as any pool, permanent or portable, above or below ground, and which is more than 24 inches in depth and has a surface area which exceeds 200 square feet (equivalent of 16 foot diameter).

A spa is defined as a unit primarily designed for therapeutic and/or recreational use, which is not drained, cleaned or refilled for each individual. It may include, but not be limited to: hydro-jet circulation, hot water, cold water, mineral baths, air induction bubbles or any combination thereof. Industry terminology for a spa includes, but it not limited to: therapeutic pool, hydrotherapy pool, whirlpool, hot spa, and hot tub.

## Required Permits

Swimming pools which exceed both ~~contain~~ 5,000 gallons in capacity and a 24" depth ~~or more~~ shall require a building permit. Pools or spas less than 5,000 gallons do not require a building permit; however, will require a zoning permit prior to being constructed or installed.

The permit application shall be submitted with a site plan showing the proposed location on the lot along with location and proximity of other buildings and structures, lot lines and septic system (if applicable). Also needed are the pool drawings or specifications.

## Construction Requirements

Precaution shall be taken during construction to avoid damage, hazard or inconvenience to adjacent or nearby properties, and to assure that proper care is taken in stock piling excavated material in order to avoid erosion, dust, or other infringements onto adjacent property. During construction of any in-ground pool or spa, the construction area must be secured with a portable fence which is not less than 4 feet in height.

## Setback Requirements

Swimming pools and spas shall be setback a minimum of 10 feet from all adjoining lots. For corner lots, swimming pools and spas shall meet the required side yard setback for buildings in the applicable zoning district.

Pools and spas shall not be located closer than 4 feet to the principal structure, within 10 feet of the edge of septic tank(s) and 20 feet of the edge of the drainfield. Pools and spas cannot be located any closer than 3' from a private well. All heating and filtering equipment shall be located at least 30 feet from the inhabited portion of neighboring residences.

No pool/spa walkway, patio, decking, or any other portion of a pool/spa shall be located in an easement or setback of any kind.

## Fence Requirements

Above ground pools that have a minimum side-wall height of 4 feet do not need to be fenced, but shall have removable steps which are not in place when the pool is unattended.

An above ground pool with less than 4 foot sidewalls shall be fenced as would an in-ground pool.

An in-ground pool, or the yard in which it is located, must be surrounded by a non-climbing type fence (with no external handholds or footholds) at least 4 feet high.

All fence openings shall be equipped with self-closing, self-latching devices that are lockable.

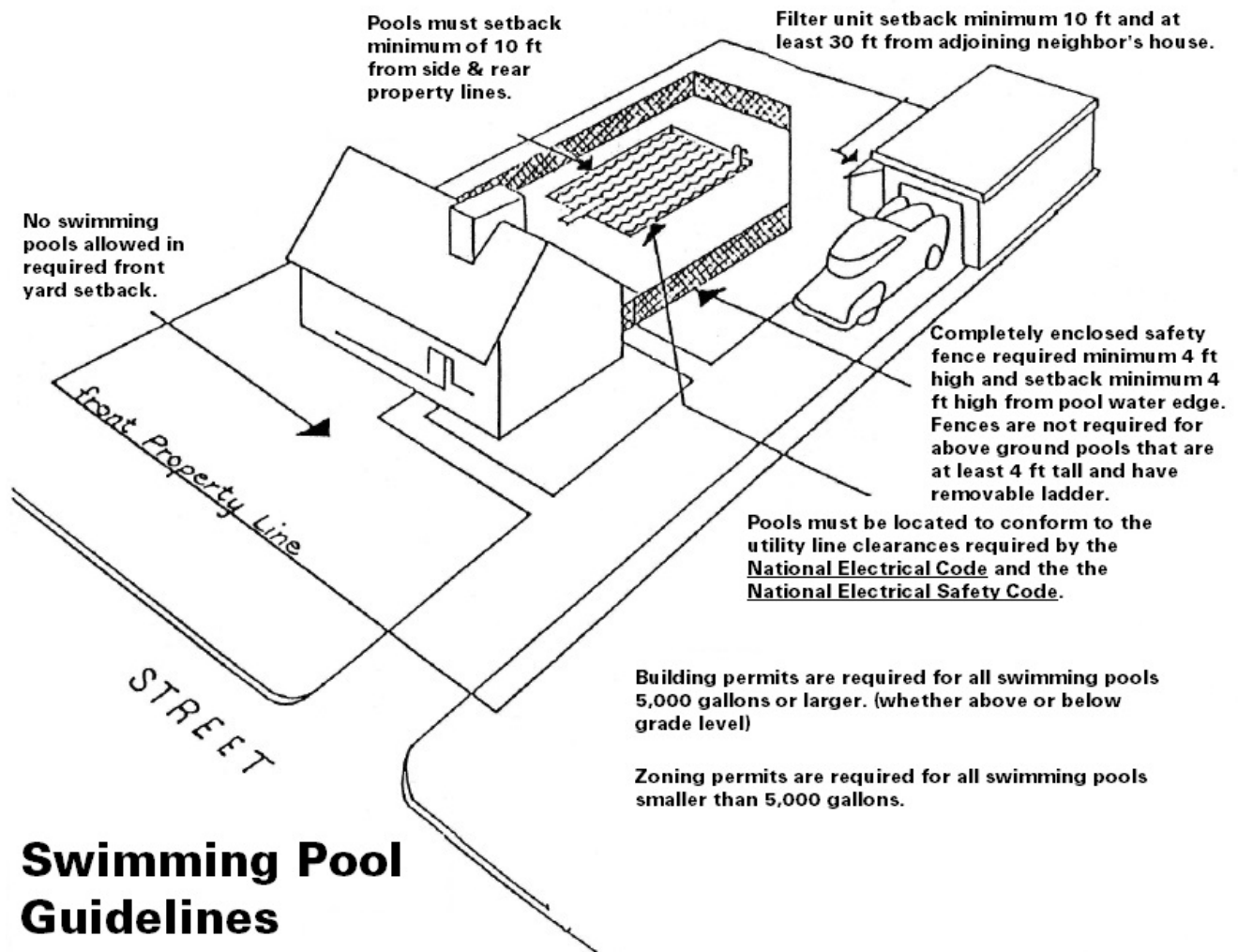
## Required Inspections

A footing inspection is required for in-ground pools after the excavation, temporary fence installation and forms and/or reinforcing is supported in place. For above ground pools, a site inspection is required after the location has been staked. Plumbing and mechanical inspections shall be required as applicable for the scope of work being performed prior to concealing or covering work. Electrical permits and inspections as required by the Minnesota State Electrical Code. A final inspection is required after all the work is completed.

## Miscellaneous

A backflow prevention device must be provided on the water faucet used for filling the pool or spa. Provide an anti-vortex main drain for all pools. Tempered glass is required when the pool/spa is located within five feet of glass and the glazing is 60 inches or less in height from the walking surface.

Discuss your proposed pool, or spa, addition with your insurance provider and homeowner's association (if applicable). They may have additional regulations.



## Swimming Pool Guidelines

## **Zoning Permit Info:**

### **Ham Lake:**

**Sheds** (up to 200 sq. ft) – A Building Permit is not required for a yard shed. Residents are allowed one of these.

**Fences:** The City does not require a Building Permit for residential fences. Only commercial fences

**Driveways:** The City does not require a permit for driveways. Residents or Contractors must follow stipulations for length and width for driveways noted in City Code

**Pools:** (up to 5,000 gallon) – The City requires a Building Permit for in-ground and above-ground pools

**Play equipment/tree forts/etc.:** The City does not require a Building Permit for these items

If a Building Permit is required, one or more inspections are to be done

### **Elk River:**

No zoning or building permits are required for

**Sheds** (up to 200 sq. ft)

**Fences**

**Driveways**

**Play equipment/tree forts/etc.**

**Pools:** in-ground pools = all require a permit regardless of size. This requires an inspection

### **Maple Grove:**

**Fence:** A permit is not required to install a fence. Property lines are identified with the site survey

**Driveways:** A permit is not required to install a driveway. It cannot be larger than 24 feet wide on the street and must be 5 feet from the property line and 1 foot from the side of the garage

**Garages and sheds:** Attached and detached garages and detached sheds are classified as accessory buildings and the size, height, and location of each are regulated by the zoning ordinance. Permits are required for most garages and sheds.

**Pools:** no permit

### **Blaine:**

**Sheds:** If the size is greater than 120 square feet or the structure has a poured slab or footings, a zoning permit is required (permit fee is \$50). Accessory buildings that are 120 square feet or less do not require a permit unless a permanent slab or footings are proposed, but they must meet all zoning requirements. For accessory buildings larger than 200 square feet, please see the Residential Garage Handout.

**Fences:** No fence shall be erected or substantially altered without obtaining a permit from the Building Inspections Department. The fee for a fence permit is \$50.00.

**Pools:** \$61 – Above Ground Pools (includes the inspection of required barrier/fencing) \$101 – In-Ground Pools (includes the inspection of required barrier/fencing) after plan review and possible site inspections of any proposed swimming pool, a permit fee shall be paid for prior to issuance of the building permit and any work starting.

**Driveways:** No permit

**Play equipment:** No Permit/ but have setback requirements

### **Dayton:**

Building permits are not required by the state for accessory structures under 200 sqft.

**Fence:** permits are required. \$50 this is more a zoning permit since we don't go out and inspect anymore on fences.

**Driveway Pools:** require permits for any pool that exceeds 100 square feet in surface area and a depth of 18 inches. Don't charge for below 5,000 gallons. If there was a charge it would be based on valuation and state surcharge.

**Play Equipment:** no charge for this unless it was above 200 square feet and then it might be considered an accessory structure, (never had one)

inspection for the pools and any accessory building above 200 square feet in size.

### **Plymouth:**

**Pools:** Under 5,000 gallons do not require a permit

**Fence:** A no-fee Fence/Wall Permit is required from the Planning Division prior to installation

**Sheds:** Does not require a permit but must still meet all city regulations

**Driveway:**

### **Shoreview:**

**Sheds:** \$29 A permit is required

**Driveways:** \$29 A permit is required to install a new driveway or reconstruct or expand an existing driveway on a residential lot

**Fences:** \$29 A permit is required to build or replace a fence on a residential lot

**Pools:** \$29 permit is required/ if 3 ft deep really enforce

**Play Equipment:** no permit

**Anoka:**

**Sheds:** \$25 fee under 200 sq. ft permit required

**Driveway:** \$25 fee permit is required

**Fence:** \$25 fee permit is required

**Pools:** building permit is required

**Oakdale:**

**Fence:** 6ft or less \$40

**Shed:** no permit under 200sq ft

**Pools:** Building Permit 3,000 gallons or more

**Chaska:**

**Fence:** under 6ft needs permit \$10 fee

**Shed:** no permit under 200sq ft

**Pools:** no permit

**Play equip.:** no permit

**Driveways:** no permit

**Coon Rapids:**

**Sheds:** requires exterior site work app. under 200 sq. ft. (App is free)

**Pools:** Pools under 5,000 gallons require exterior site work application, over 5,000 gallons requires building permit (App is free)

**Fence:** 7ft. or less an exterior site work app. is required (App is free)

**Driveways:** Residential driveways require exterior site work application

Application is free, but inspections cost \$103

We require two inspections – one to inspect the base forms before concrete/asphalt is poured and another after it is poured

**Play Equip.:** no permit required

**Fridley:** Does not require zoning permits, however they are talking about adopting them in the future

### **Otsego:**

**Sheds:** No permits under 200sf

**Fence:** Permit \$50 (\$100 if easement encroachment agreement needed)

**Driveway:** Permit \$100

**Pools:** admin permit \$50 (in ground based on value)

**Play equip/tree forts:** No permit for; bus shelters only allowed in agric areas

### **Nowthen:**

**Shed:** No permits for shed under 200sf --but temporary structures are only allowed for 6 months (tarp-covered, metal/open sided)

**Fence:** No permits – but commercial/ind fences for screening are inspected

**Driveway:** \$125 driveway permit – all uses

**Pools:** Seasonal Residential Swimming Pools \$50

Over 24" high and 5000 gallons, installed entirely above grade. Allowed to be installed with a single application and approval, provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.

**Play Equip:** No permit

### **Andover:**

**Sheds:** no permit

**Fence:** no permit

**Driveway:** no permit

**Pools:** no permit

**Play Equip.:** no permit

### **Champlin:**

**Sheds:** no permit under 200 sq ft

**Fence:** no permit 6ft or less

**Driveway:** no permit

**Pools:** no permit Building Permit inground \$40 and above ground \$30 with inspections

**Play Equip.:** no permit

**Rogers:**

**Sheds:** no permit

**Fence:** no permit

**Driveway:** Street cut permit required and a \$500 Bond

**Pools:** permit required, price based on size and what is being built, inspection required

**Play Equip:** no permit

**Brooklyn Park:**

**Sheds:** no permit

**Fence:** no permit under 7ft

**Driveway:** no permit

**Pools:** no permit but building permit if greater than 24 inches

**Play Equip:** no permit

**St Michael:**

**Sheds:** no permit however, sheds 120 sq. ft. to 200 sq. ft. must meet zoning architectural and setback

**Fence:** no permit if under 6ft

**Driveway:** no permit

**Pools:** permit required permit to verify fencing and setback zoning requirements

\$45 and requires a setback inspection and a final inspection

**Play Equip:** no permit



## Regular Planning Commission

7. 3.

**Meeting Date:** 09/29/2022

**By:** Craig Swalchick, Community  
Development

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### Information

**Title:**

Overview of Abatement Regulations and Process

**Purpose/Background:**

With the Code Enforcement process, City Staff meet with the property owner to explain the violation with a verbal warning followed up by a letter with the deadline for compliance. A follow-up inspection then occurs and if it is found to be non-compliant, a second letter is then issued. If still no compliance, an administrative citation (fine), a court citation, and/or an abatement of the nuisance is possible. An abatement is where City Staff (and often a City-hired contractor) cleans up the property and removes the public nuisance.

The purpose of this agenda item is to discuss the current abatement process and how the City can better streamline it. This will help reduce the cost for the community, in both staff time and fees associated with abatements. We will also streamline those who oversee the abatement process to ensure expeditious action and create an opportunity to appeal those actions in a more community-orientated fashion.

**Notification:**

Notification is not required for a discussion topic.

**Observations/Alternatives:**

City Staff have observed instances where the ability to remove public nuisances could be streamlined in a more efficient way, effectively costing less money, less staff time, and more easily understood by our community. In doing this, we will allow for a more streamlined appeal process that allows our residents to ultimately appeal these decisions to Council.

Currently, the City of Ramsey places the Chief of Police as the administrator of the abatement process and the one responsible party to ensure appeals are heard in a timely manner, although the Community Development Department investigates, addresses, and ultimately abates public nuisances. Changing the code will allow the Community Development Department to oversee the abatement and appeal process and remove the Chief of Police from this process altogether. This will allow residents to work directly with the staff that oversee the code enforcement processes to address any appeal concerns.

We will also be changing the requirement to obtain a hearing officer. Currently, when used, hiring an outside attorney as a mediator costs more than the \$250.00 obtained as a hearing fee. One of the concerns of using a hearing officer is that that officer is paid by the City and that it may be biased in the decisions.

The new process would essentially require the subject to request a conference with the Planning Manager and/or Community Development Director to go over the violations, if the resident feels like the violation determination was wrongful. If a case cannot be resolved during the conference, the subject can then escalate to the City Council through a public hearing to determine the validity of the case through their appeal. This enables the resident to be heard by elected officials about code concerns, and provides an opportunity for elected officials to potentially change or correct codes they believe to be unfair to our residents. While using a hearing officer, if the decision is disliked by the resident, they would have the option to appeal through the City Council. By changing the code, we eliminate the cost of a hearing officer and create an opportunity to resolve code matters in-house.

With the code change, we are looking for the ability to post notice on the primary door of residences as this will streamline service of any abatement notice. Currently, mail is increasing in the length of time for services and some notices arrive, only providing a few days to remove a violation.

We are also looking at allowances for the immediate removal of hazardous conditions, or long grass through administrative action versus a City Council process. Many cities surrounding us allow for the abatement of nuisance weeds and grass through processes to expedite the remediation versus waiting several weeks. Instances where long grass or noxious weeds will grow or regrow within the time frame of a notice or instances where we have rotting carcasses, chemical hazards, or public health emergencies that warrant immediate action and not a delayed response.

**Funding Source:**

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

**Recommendation:**

Please offer feedback on the attached Code Amendment. Chapter 2 is where the abatement procedures are found which is not a chapter under the Planning Commission's general pervue. The City Council will hold a public hearing on the proposed Code amendment.

**Action:**

Recommend staff to bring forward the proposed ordinance to City Council.

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**Attachments**

Planning Commission Draft

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian McCann	Brian McCann	09/14/2022 12:06 PM
Brian Hagen	Brian Hagen	09/20/2022 08:15 AM
Brian Hagen	Brian Hagen	09/20/2022 02:30 PM
Form Started By: Craig Swalchick		Started On: 09/14/2022 09:12 AM
Final Approval Date: 09/20/2022		

ARTICLE VII. - ADMINISTRATIVE ENFORCEMENT OF ORDINANCE VIOLATIONS

**Sec. 2-331. - Findings.**

The city council has determined that the health, safety, good order, general welfare, and convenience of the public is threatened by certain public nuisances or violations of this Code on property within the city limits and finds the need for alternative methods of enforcing this Code. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the city and the accused. The delay inherent in that system does not ensure prompt resolution. Accordingly, the city council finds that the use of abatement, administrative citations citationing, and administrative hearings is an addition to any other legal remedy that may be pursued. The city has the option to utilize any of the following three procedures to enforce this Code. These procedures may be used separately, or in combination, to alleviate the violation.

(Code 1978, § 5.20, subd. 1; Ord. No. 07-14, § 3, 9-11-2007; Ord. No. 08-32, § 2(5.20, subd. 1), 12-9-2008)

**Sec. 2-332. - Abatement.**

(a) *Application.* This article shall apply to the abatement of all public nuisances and other violations as defined within this Code unless another procedure is specifically provided.

~~(b) *Hearing examiner and the administrative hearing.*~~

~~(1) *Position created.* The position of hearing examiner is hereby created. The city administrator or his designee may, at their discretion and with approval of the city council, contract with third parties for the furnishing of all services of the hearing examiner as contained in this subsection and set the rate of compensation therefor in the city's rates and charges.~~

~~(2) *Duties of hearing examiner.* The hearing examiner shall have the following duties:~~

~~a. Set dates and hear all contested cases following appeals of orders of the city administrator or his designee.~~

~~b. Take testimony from all interested parties.~~

~~c. Make a complete record of all proceedings.~~

~~d. Affirm, repeal or modify the order of the city administrator and his designees, and prepare written findings of fact.~~

~~(c)~~(b) *Inspections and investigations.*

(1) *Periodic inspections.* The city administrator or ~~his~~ their designee shall cause to be inspected all public and private places within the city which might contain a public nuisance or violation as defined in this Code as often as practicable to determine whether any such conditions exist. The city administrator or his designee shall also investigate all reports of public nuisances located within the city.

(2) *Entry on public and private places.* The city administrator or his duly authorized agents may enter upon all public and private places at any reasonable time for the purposes of inspecting those places for public nuisances.

~~(d)~~(c) Abatement procedure.

(1) *Abatement authorization.* Upon a determination by the city administrator or ~~his~~ ~~their~~ designee that a public nuisance or violation of this Code exists on any public or private property within the city, the city administrator or his designee shall order the public nuisance or violation to be abated in a manner consistent with this Code.

(2) *Procedure for removal of public nuisances.* Whenever the city administrator or ~~his~~ ~~their~~ designee finds within reasonable certainty that a public nuisance or violation exists on any public or private property in the city, he shall:

- a. Notify the affected property owner by personal service, ~~posting on primary door of structure~~, U.S. mail, or by certified mail that the nuisance or violation must be abated ~~within the time designated on the notice, or 14 days from the date of service of the notice. Service by U.S. mail or certified mail shall be deemed complete upon mailing.~~
  1. The notice shall state with specificity the nature of the nuisance or violations and the requirements for compliance.
  2. ~~With the exception to abatements for long grass, weeds and exigent public health or safety issues, any notice that accompanies a fine, citation, or pending abatement~~ ~~The notice~~ shall also state that the property owner may, within 14 days of the date of the order, request a ~~settlement conference hearing~~ ~~before the hearing examiner~~ ~~Planning Manager or Community Development Director, or for appeals of the settlement conference, City Council, and shall set out the procedure by which that hearing may be requested.~~
  3. ~~(i)~~ The notice shall also state that failure to abate the nuisance or violation, or request a hearing within the applicable time periods will result in abatement procedures, and that the cost of abatement with penalties and interest will be billed to the property owner. Pursuant to applicable state statutes, any unpaid fees and fines will be charged against the benefited property via special assessment under Minnesota Statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments not exceeding ten, as the council may determine in each case.
    - ~~ii. Notwithstanding the 14 day notice described in subsection 2-332(d)(2)a. above, and in the case of a public nuisance defined in section 30-3 relating to grass, weeds, or noxious growths of vegetation upon public or private property exceeding eight inches in height, the notice shall also state that in the event more than one abatement process for the same public nuisance has been undertaken on the same property within the previous 12-month term, the nuisance or violation must be abated within five business days from the date of service of the notice.~~
    - ~~iii. Notwithstanding subsection 2-332(d)(2)a. 2. the notice shall state that the property owner may within five business days of the date of the order, request a hearing before the hearing examiner and shall set out the procedure by which the hearing may be requested.~~
4. The notice shall state that any items removed from the property by the city or the city's designee will be held for 15 days prior to disposal. Within those 15 days, the property owner can reclaim any items held by the city or the city's designee after paying all fees incurred by the city associated with the abatement. If the property owner does not contact the city within 15 days to reclaim the items, all items will be disposed of or sold. Any abated items that are reclaimed and returned to the property by the property owner that are found to be in violation of this article shall be abated immediately by the city.
5. Any item that is deemed hazardous, considered a public health nuisance or consists of brush, wood, or grass clippings may be disposed of immediately and is exempt from the holding period.
6. A property owner may waive the 15-day holding period and request all abated items are immediately disposed of provided that it is requested at least 48 hours prior to the scheduled abatement, excluding weekends and observed holidays.

b. Upon expiration of the time required by the notice, the city administrator or his designee shall notify the property owner of the date on which the nuisance or violation will be abated and proceed with the abatement, unless a request for a hearing has been timely filed.

c. The city shall, within seven days after any appeal period has expired or as soon as it can be reasonably accomplished, have the property abated in accordance with this section.

d. Once a property has been approved for abatement, the City reserves the right to enter the property to remove the public nuisance completely; if the work is not able to be fully carried out in one day, the City can return until the nuisance is completely abated.

(3) Hearing procedure. Any property owner who feels aggrieved by an order of the city administrator or ~~his~~ ~~their~~ designee issued pursuant to this article may request a hearing before the ~~hearing examiner~~ City Council.

a. *Request.*

1. Such request shall identify with specificity the basis for the property owner's objection to the interpretation of this Code and notice of violation.

2. Such request shall be filed in writing with the ~~Community Development Department~~ ~~office of the chief of police~~ within 14 days after the date of the service of the notice by the city administrator or ~~his~~ ~~their~~ designee.

3. Such request shall include a filing fee as established by the city's rates and charges. This fee will be refundable to the petitioner if found to be the prevailing party.

b. *Settlement conference.*

1. The ~~chief of police~~ ~~Planning manager~~ or ~~Community Development Director~~ shall schedule a settlement conference, to be conducted no more than ten days after receipt of the hearing request and filing fee. A later date may be mutually agreed upon by the parties. The settlement conference will be held between the city and the property owner to encourage a resolution prior to a ~~hearing~~ ~~Settlement Hearing~~ brought before City Council.

2. If after the conference, no resolution has been made, the ~~chief of police~~ ~~Planning Manager~~, ~~Community Development Director~~, or his designee shall notify the ~~hearing examiner~~ property owner of the date, time and place of a ~~Settlement~~ hearing.

~~c. d.~~ *Conference Resolution.*

1. ~~The hearing examiner shall render a decision~~ A decision shall be made to affirm, repeal or modify the order of the city at the conclusion of the ~~conference~~ ~~hearing~~. Within 14 days after such hearing, the findings of fact and final decision shall be provided to the property owner. ~~the hearing examiner shall provide written findings of fact.~~

2. Any person aggrieved by the decision ~~of the hearing examiner~~ reached during the settlement conference may appeal that decision to the city council by filing notice, in writing, of such appeal with the ~~office of the chief of police~~ ~~Community Development department~~ within ~~24 hours or next business day~~ 10 days of the decision reached during the Settlement Conference. ~~, of the hearing examiner's decision.~~

3. Within 30 days of the filing of a notice of appeal of the ~~Conferences~~ ~~hearing examiner's~~ decision, the city council shall review the decision and findings of fact reached during the ~~Settlement Conference~~ ~~of the hearing examiner~~ and shall affirm, repeal or modify that decision.

~~e~~ d. *Settlement Hearing.*

1. A settlement hearing shall be conducted during the first practical City Council meeting after an appeal request from the settlement conference is received. Appeals to the Settlement conference must be received within ten days of final resolution of the conference. ~~no more than ten days after the hearing examiner receives notice of the request,~~ unless a later date is mutually agreed to by the ~~hearing examiner,~~ the property owner and the city.
2. Both the property owner and the city may appear at the hearing with counsel and may call such witnesses and present such evidence relevant to the case. ~~as is determined by the hearing examiner to be relevant.~~
3. Any history of the property owner's prior violations shall be deemed relevant and admissible as evidence.

~~d. Resolution.~~

- ~~1. The hearing examiner shall render a decision to affirm, repeal or modify the order of the city at the conclusion of the hearing. Within 14 days after such hearing, the hearing examiner shall provide written findings of fact.~~
- ~~2. Any person aggrieved by the decision of the hearing examiner may appeal that decision to the city council by filing notice, in writing, of such appeal with the office of the chief of police within 24 hours or next business day, of the hearing examiner's decision.~~
- ~~3. Within 30 days of the filing of a notice of appeal of the hearing examiner's decision, the city council shall review the decision and findings of fact of the hearing examiner and shall affirm, repeal or modify that decision.~~

The city shall take no action to abate any nuisance or violation while the matter is still pending.

(4) *Implementation of ~~hearing examiner settlement conference~~ or city council determination.* Upon a final determination by the ~~hearing examiner settlement conference~~, or the city council, if the determination of the ~~settlement conference hearing examiner~~ is appealed, the city shall implement the decisions accordingly.

- a. If it is determined during the ~~by the hearing examiner settlement conference~~ or the city council hearing that no public nuisance or violation exists, then the city shall notify the affected property owner in writing to confirm the determination of the ~~hearing examiner settlement conference~~ or city council and all abatement processes shall be ceased.
- b. If the ~~hearing examiner settlement conference~~ or the city council finds that a public nuisance or violation of this Code does exist, then the city shall notify the affected property owner by personal service, *posting notice on primary entry to home*, or by certified mail that the nuisance must be abated within 14 days from the date of service of the notice. Service by certified mail shall be deemed complete upon mailing.
  1. The order shall also state that failure to abate the nuisance within the applicable time period will result in summary abatement procedures, and that the cost of abatement will be assessed against the subject property.
  2. Upon expiration of the time required by the notice, the city administrator or his designee may abate the nuisance or violation.

(5) *Abated property storage.*

- a. Any items, *other than hazardous materials, public health nuisances, and grass, weeds, and brush* removed from the property by the city or the city's designee will be held for 15 days prior to disposal.
- b. Within those 15 days, the property owner can reclaim any items held by the city or the city's designee after paying all fees incurred by the city associated with the abatement.
- c. If the property owner does not contact the city within 15 days to reclaim the items, all items will be disposed of or sold.
- d. Any abated items that are reclaimed and returned to the property by the property owner that are found to be in violation of this article shall be abated immediately by the city *without the need to begin a new abatement process*.
- e. *The property owner may request the items stored to be disposed of anytime within the 15-day storage period, excluding weekends and observed holidays. The property owner will only be billed for the time stored until the disposal request is made.*

(6) *Record of abatement costs and billing.* The *City Administrator* ~~chief of police~~, or ~~his~~ *their* designee, shall keep a record of the costs of abatement performed under this article and shall report monthly to the finance officer all work performed for which the property owners shall be billed. The invoices shall state and certify the description of the land, lots or parcels involved and the amount assessable to each.

(7) *Certification of unpaid abatement costs to county auditor.* On or before September 1 of each year, the finance officer shall list the total unpaid charge for each abatement or administrative citation against each separate lot or parcel to which they are attributable under this article. After notice and hearing as provided in Minn. Stats. § 429.061, the council may then spread the charges against property benefited as a special assessment under Minn. Stats. § 429.101 and other pertinent statutes for certification to the county auditor and collection along with current taxes the following year, or in annual installments, not exceeding ten, as the council may determine in each case.

(e) *Interference prohibited.* It is a misdemeanor for any person to prevent, delay or interfere with the city or its agents while they are engaged in the performance of duties set forth in this article.

(Code 1978, § 5.20, subd. 2; Ord. No. 07-14, § 3, 9-11-2007; Ord. No. 08-32, § 2(5.20, subd. 2), 12-9-2008; Ord. No. 11-06, § 2B, 4-26-2011)

### **Sec. 2-333. - Administrative citation.**

- (a) *Application.* An administrative citation may be issued in conjunction with, or in lieu of, prosecution or abatement for any violation of any section of this Code, as described by resolution of the city council and is subject to the administrative hearing process described herein.
- (b) *Notice.* ~~Any member of the police department and his assigns~~ *The Chief of Police and their designees, as well as the City Administrator and their designees,* upon determining there has been a violation, shall notify the violator, or person responsible for the violation, or in the case of a vehicular violation, by attaching to said vehicle notice of the violation, said notice setting forth the nature, date, time of the violation, the name of the official issuing the notice and the amount of the scheduled initial penalty and where applicable, any other charges relating thereto.
- (c) *Penalties.* Upon expiration of the time required by the notice and the nuisance has not been abated by the property owner, an administrative citation may be issued.
  - (1) *An administrative civil penalty may be imposed per the city's rates and charges for each violation.*

~~(1) For the first violation within a 12-month period, an administrative civil penalty shall be imposed per the city's rates and charges.~~

~~(2) For the second violation with a 12-month period, an administrative civil penalty shall be imposed per the city's rates and charges.~~

~~(3) For the third violation within a 12-month period, an administrative civil penalty shall be imposed per the city's rates and charges.~~

(d) *Payment.* Once such notice is given, the person responsible for the violation shall, within 14 days of the time of issuance of the notice, pay full satisfaction of the stated violation, scheduled to the city finance department. The penalty may be paid in person or by mail and payment shall be admission of the violation.

(e) *Appeals.* Any disputes and appeals shall be heard during the settlement conference or appeals hearing, ~~by the hearing examiner~~ unless otherwise defined, and shall follow procedure set forth in this article.

(f) *Failure to pay.* If a violator fails to pay the penalty imposed by this section, the matter may be abated, certified to property records and/or prosecuted, in accordance with this article.

(g) *Duties of the police chief.* The police chief may delegate and supervise the work of city employees implementing and administering the administrative citation process for the police department. The police chief and his assigns shall make and have custody of all records necessary and shall keep proper accounts of the proceeds received.

(h) *Duties of City Administrator.* The City Administrator or their designee(s) may delegate and supervise the work of the city employees implementing and administering the administrative citation process for all other departments. They shall make and have custody of all records necessary and shall keep proper accounts of the proceeds received.

(Code 1978, § 5.20, subd. 3; Ord. No. 07-14, § 3, 9-11-2007; Ord. No. 08-32, § 2(5.20, subd. 3), 12-9-2008)

#### **Sec. 2-334. - Prosecution.**

Nothing in this article shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this article.

(Code 1978, § 5.20, subd. 4; Ord. No. 07-14, § 3, 9-11-2007; Ord. No. 08-32, § 2(5.20, subd. 4), 12-9-2008)

#### **Sec. 2-335. - Scheduled penalties.**

Penalties and costs of abatement procedures shall be imposed according to the rates and fee schedule duly established and adopted annually by ordinance.

(Code 1978, § 5.20, subd. 5; Ord. No. 07-14, § 3, 9-11-2007; Ord. No. 08-32, § 2(5.20, subd. 5), 12-9-2008)

**Meeting Date:** 09/29/2022

**By:** Todd Larson, Community Development

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### **Information**

**Title:**

Discuss the relationship between the Comprehensive Plan's Land Use and the Zoning Code's Zoning Districts and provide direction on Zoning Code districts.

**Purpose/Background:**

The City's Zoning Code has never had a major overhaul. As various issues and proposals have come up throughout the years, the Zoning Code has been updated as a response. This has left the Code inconsistent in many areas, especially with uses, their definitions, and their respective districts. Additionally, state law requires a community to update its Zoning Code following a Comprehensive Plan cycle to ensure consistency.

In June, Planning Commission members brainstormed a list of topics that members would like to discuss more in detail. We will present items as time warrants over the next few months. Tonight, we will examine the Comprehensive Plan and its various land use categories. The purpose statement for each of the zoning districts in the Zoning Code should be an extension of those categories as the Zoning Code is the tool that is used to implement the Comprehensive Plan. Attached to this report is a side-by-side comparison of the Comprehensive Plan Land Use categories and the various Zoning Code zoning districts aligned the best they can be. Note that the residential districts do not line up perfectly.

**Notification:**

None required. The recent edition of the Ramsey Resident newsletter asked readers to respond to a survey asking for their thoughts on the current regulations and ease of use to help guide this process.

**Observations/Alternatives:**

The Zoning Code currently has one district that was intended to be around while planning for the Highway 10 Ramsey Gateway reconstruction project. The H-1 Highway 10 Business District was created to help businesses operate until such time that they were to be acquired for construction. Since this district was established, the highway plans have changed to allow for many of the businesses to remain via a frontage road. These properties will need to be rezoned to a more applicable district if they remain after construction is complete.

The Zoning Code has a district that is not on the map--The Neighborhood Business District. Its intent is to be for uses that would make good neighbors to residential properties. The challenge is that the list of allowed uses is so limiting that it is not very practical.

Within the mixed use districts, the purposes have taken on a lot of regulations and performance standards. These elements should be split up so that it is easier to administer and understand. We will not be discussing these a great deal tonight as the discussion could be lengthy.

Lastly, there are various Land Use categories for public uses (ie governmental buildings) though many of the actual sites are zoned differently. Though governmental uses are allowed uses in those zoning districts, the specialized nature of the governmental uses makes it difficult to apply the same set of standards that a business follows.

**Funding Source:**

This review is being done through staff's normal course of duties.

**Recommendation:**

Staff is recommending streamlining the Zoning Code use categories. With direction from the Planning Commission, staff will develop these concepts further and bring back a draft at a future meeting.

1. Business districts--create various districts based on changes in intensity. The least intense contain those uses that would be good residential neighbors with the most intense having manufacturing and outdoor operations.
2. Adjust the residential districts to align density with the Comprehensive Plan and to eliminate confusion about the four subdistricts of R-1.
3. Create use tables and performance standard tables to easily see uses across multiple districts and ensure consistency.
4. Provide clarity to the public zoning districts acknowledging the specialized nature of government, schools, parks, and the landfill.
4. Introduce an Urban Reserve district to use the staging plan to acknowledge that some properties will develop with urban services, but are several years away from getting utility access. This allows for reasonable use of properties in the short term without precluding development from occurring when it is time.

**Action:**

Provide direction on the number and nature of the various zoning districts the Commission would like to see. Staff will go back and start to develop use tables based on the direction of the Commission. There is likely going to be follow-up discussion on particular uses and where they should go as well as more discussion of Mixed Use zoning districts.

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**Attachments**

Comprehensive Plan - Zoning Comparison

2040 Land Use Plan

2040 Staging Plan

Land Use/Zoning Comparison Maps

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 09/15/2022

**Reviewed By**

Brian Hagen

**Date**

09/15/2022 04:30 PM

Started On: 08/29/2022 09:48 AM

Residential	
Comprehensive Plan Land Use Designations	Zoning Code Applicable Districts
<p><b>Rural Developing (RD)</b> Areas guided Rural Developing are those areas that may be developed utilizing private utilities. These areas are expected to develop at a minimum of 1 unit per 10 acres and a maximum of 1 unit per 2.5 acres.</p>	<p><b>R-1 Residential District.</b> The intent of the R-1 Residential District is to accommodate single-family dwelling units on suitable land in the 2040 Metropolitan Urban Service Area (MUSA) and rural developing areas of the city. All newly created lots, except the remnant of a lot of record not less than five acres in size and located within the 2040 MUSA, shall be serviced by sanitary sewer and municipal water. All developing lots located within the rural developing area shall be served with individual septic systems and wells.</p>
<p><b>Low Density Residential (LDR)</b> Areas guided Low Density Residential must have urban services before development can take place. These areas are expected to develop at a minimum of 3 units per acre and a maximum of 4 units per acre for an average of 3.5 units per acre and contain single family, detached dwellings. Where Low Density Residential is directly adjacent to areas guided Rural Developing that contain 2.5 acre lots, strategies for density transitioning will be employed. This means that while an area of Low Density Residential may average three (3) units per acre, those lots directly adjacent to 2.5 acre lots will be required to provide an effective transition that maintains the existing character of the neighborhood. Screening methods, such as landscaping must also be employed to transition between very low-density areas and urban lots.</p>	
<p><b>Medium Density Residential (MDR)</b> These areas are within the MUSA and intended to receive medium density housing including lower density multi-family housing and higher density single-family housing. These areas are expected to develop at a minimum of four (4) units per acre and a maximum of <u>eight (8)</u> units per acre. Average density will be six (6) units per acre. Medium density detached single-family is becoming an increasingly popular development pattern for Ramsey.</p>	<p><b>R-2 Residential District.</b> The intent of the R-2 Residential District is to accommodate dwellings at a density of four to <u>seven</u> dwelling units per acre and multiple-dwelling complexes within the 2040 MUSA. All lots created by subdivision located within the 2040 MUSA shall be serviced by sanitary sewer and municipal water.</p>
<p><b>High Density Residential (HDR)</b> These areas are within the MUSA and intended to accommodate multi-family housing such as townhomes and apartment buildings. These areas are expected to develop at a minimum of eight (8) units per acre and a maximum of fifteen (15) units per acre. The average density will be 12.5 units per acre.</p>	<p><b>R-3 Residential District.</b> The intent of the R-3 Residential District is to accommodate high-density residential housing at a density greater than <u>seven</u> units per acre but not to exceed 15 units per acre within the 2020 MUSA. All lots created by subdivision located within the 2020 MUSA shall be serviced by sanitary sewer and municipal water.</p>

Business	
Comprehensive Plan Land Use Designations	Zoning Code Applicable Districts
<p><b>Commercial (C)</b> Areas guided Commercial may include a range of neighborhood and community commercial/retail development.</p>	<p><b>B-1 General Business District.</b> The intent of the B-1 General Business District is to provide a commercial area for goods and services for the surrounding neighborhoods and community on a smaller scale than the B-2 Highway Commercial District.</p> <p><b>B-2 Highway Business District.</b> The purpose of the B-2 Highway Business District is to provide for and limit the establishment of motor vehicle oriented or dependent and convenience type, high intensity commercial and service activities characteristically located along major traffic carriers.</p> <p><b>B-3 Business District.</b> The purpose of the B-3 Business District is to provide for large-scale commercial development, including retail, entertainment, restaurant, and other complementary commercial uses. The B-3 Business District is intended to provide a commercial environment that is functional for both pedestrians and automobiles, complete with high-quality building design, materials, and landscaping. The B-3 Business District is further intended to accommodate larger-scale and more convenience-oriented commercial users than are envisioned for the Town Center zoning district located east of Armstrong Boulevard.</p> <p><b>H-1 Highway 10 Business District.</b> The city finds that the properties lying between Highway 10 and Burlington Railroad tracks are integral to the future improvement of the U.S. Highway 10 transportation system. These properties are therefore in a state of transition. The intent of the H-1 Highway 10 Business District is to allow for uses that minimize traffic, vehicular access, and facilitate orderly transition of the corridor while allowing the property owners the ability to utilize their property for economic benefit until such time as the U.S. Highway 10 transportation system improvements are initiated.</p> <p><b>Neighborhood Business District.</b> The intent of the Neighborhood Business District is to provide a commercial area for office space, daycare uses and other similar uses, which are compatible with the neighboring residential properties.</p>
<p><b>Business Park (BP)</b> Areas guided Business Park are reserved for office and industrial development.</p>	<p><b>E-1 Employment District.</b> To accommodate general industrial activities.</p> <p><b>E-2 Employment District.</b> The purpose of the E-2 Employment District is to provide for the mix of typically large volumes or bulk commercial goods and services, wholesale/warehouse activities and limited retail activities.</p> <p><b>E-3 Employment District.</b> The purpose of the E-3 Employment District is to provide for the mix of typically large volumes or bulk commercial goods and services, wholesale/warehouse activities and limited retail activities and limited outdoor storage.</p>

Mixed Use	
Comprehensive Plan Land Use Designations	Zoning Code Applicable Districts
<p><b>Mixed Use (MU)</b> Mixed Use areas may include a combination of residential, commercial, light industrial, open space, and a transit hub and are broken into the following three categories:</p> <p><b>Mixed Use (Low).</b> Areas guided as Mixed Use (Low) are expected to develop at a minimum of five (5) units per acre and a maximum of fifteen (15) units per acre. It is expected that 50% of the land area will be developed as residential.</p> <p><b>Mixed Use (Medium).</b> Areas guided as Mixed Use (Medium) are expected to develop at a minimum of eight (8) units per acre and a maximum of twenty-five (25) units per acre. It is expected that 50% of the land area will be developed as residential. Mixed Use (High). Areas guided as</p> <p><b>Mixed Use (High)</b> are expected to develop at a minimum of fifteen (15) units per acre and a maximum of seventy-five (75) units per acre. It is expected that 50% of the land area will be developed as residential.</p>	<p><b>The COR District.</b> The primary intent of the COR district is to create a focal point in the community that embodies the principles of transit-oriented and mixed-use development. The COR district envisions a distinctly different development pattern, with a more urban structure of streets and blocks, than the suburban and rural patterns that have shaped the community to date. The COR area is comprised of a number of distinct subdistricts intended to define the type and intensity of uses, location of amenities and overall character of development. The COR district incorporates the COR development plan and development framework by reference to provide necessary building and site design features that are essential to a pedestrian environment.</p> <p>The COR subdistrict definition. The COR district consists of five subdistricts that define the type and intensity of land use.</p> <p><b>COR-1 mixed-use core subdistrict.</b> The mixed-use core is intended to provide a mix of residential, retail, service, professional, community service, recreational and similar uses on every block near, and within easy walking distance of the transit station. The broadest variety and highest intensity of uses, including high density housing and lodging facilities, are encouraged near the station. Vertically-integrated mixed use projects with retail, restaurant and service uses, especially at corner locations, are strongly encouraged. This district incorporates the highest architectural and design standards to encourage pedestrian mobility and street activity. The majority of the uses within this district will rely on parking structures to accommodate the parking needs of customers and employees. In order to contribute to an active pedestrian environment, each block within the COR-1 subdistrict shall include at least two of the following uses: commercial, office, civic and/or residential use.</p> <p><b>COR-2 (COR-2 and 2b) commercial subdistrict.</b> The COR-2 commercial subdistrict is designated to provide a location for retail commercial that has building and/or site designs inconsistent with the COR-1 subdistrict, including larger scale retail and other auto-oriented commercial uses. Such uses tend to benefit from direct highway access and good visibility, and may have market areas that extend beyond the community. These commercial and auto-oriented uses shall be clustered in compact identifiable areas and not present the look of typical strip suburban development. Buildings shall be designed with a pedestrian orientation and relationship to the primary street that is compatible with the adjacent COR-1 subdistrict. The COR-2 subdistrict is further defined by a COR-2b subdistrict that allows for additional flexibility in allowing larger-scale retail that is intended to anchor the development and support the mixed-uses within the development.</p> <p><b>COR-3 and COR-3a workplace subdistrict.</b> The workplace area is intended to accommodate medical and technology-related office and research uses, as well as other office uses and ancillary retail and service uses designed to support serve employees and office visitors. Uses with high concentrations of employees are most desirable. The COR-3 subdistrict is further defined by a COR-3a subdistrict that allows exclusively schools. Due to the unique design and site layout needs of a school, different standards are in place in the COR-3a subdistrict than other development within the COR-3 subdistrict.</p> <p><b>COR-4 (COR-4a, COR-4b and COR-4c) neighborhood subdistrict.</b> The neighborhood subdistrict is intended to include a full range of housing types, from small-lot single-family detached to high-density senior and general apartments, as well as a limited number of small-scale retail and office uses at appropriate locations (i.e., at corners). Neighborhood design incorporates many traditional single-family neighborhood features such as alleys, carriage houses (secondary units), front porches, and traditional street lighting. Neighborhoods shall be designed with suitable transitions between different housing types, and with well-integrated open space and natural amenities within walking distance of all homes. Traditional neighborhood design of streets, sidewalks and paths provide easy pedestrian mobility</p>

throughout the subdistrict. Protection of natural areas and corridors that link the natural environment to everyday life is emphasized in this area. The COR-4 subdistrict is further defined into three categories according to the residential net density:

**The COR-4a subdistrict** is the lowest density area in the COR-4 district allowing up to ten dwelling units per acre.

**The COR-4b subdistrict** is the medium density area in the COR-4 district allowing up to 15 dwelling units per acre. This area is located along higher volume roadways within the COR and along its perimeter.

**The COR-4c subdistrict** shall provide the highest densities in the COR-4 District requiring a minimum of 15 dwelling units per acre. This area is adjacent to the mixed-use core.

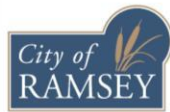
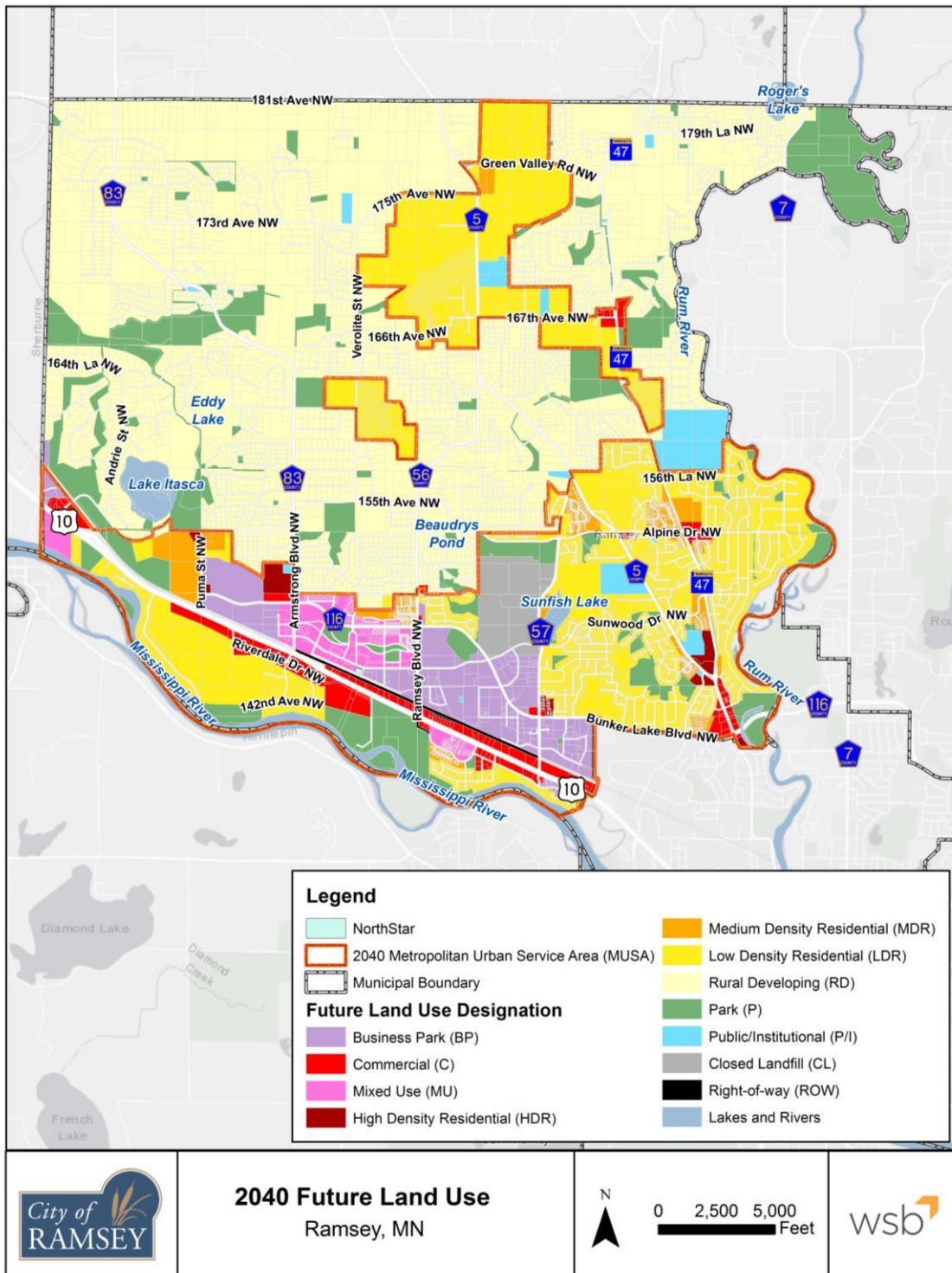
**COR-5 park and open space subdistrict.** The park and open space subdistrict is intended to preserve environmental features, provide amenities and create focal points and community gathering places within easy access of all areas of the COR.

**Mixed Use Planned Unit Development (MU-PUD) District.** The intent of the Mixed Use Planned Unit Development (MU-PUD) District is to provide a range of retail and service commercial, office, and residential uses that are organized and planned in a comprehensive manner. The MU-PUD District is created for development seeking alternative development regulations that embody more traditional neighborhood design (TND) principles to promote a better integration of uses that might typically be separated and to provide for an adequate mixture of commercial and residential uses and in no case shall a development contain more than 75 percent of one use.

<b>Public/Governmental/Institutional</b>	
<b>Comprehensive Plan Land Use Designations</b>	<b>Zoning Code Applicable Districts</b>
<p><b>Public/Institutional (P/I)</b> This category generally includes city offices, public works facilities, churches, schools, other non-profit or government facilities, and bridges/major rights-of-way.</p>	<p><b>Public/Quasi-Public District.</b> The intent of the Public/Quasi-Public District is to provide for and regulate uses that are public or semi-public in nature and to provide the community with area designated specifically for open spaces, community gathering places, public and private recreational spaces, educational facilities, and government buildings.</p>
<p><b>Park (P)</b> Parks, trails and open space include the City Park and trail system, golf courses, regional parks, wetlands, and the greenway. Lands in this category are intended to preserve the natural resource base and provide an adequate supply of active and passive recreational lands in Ramsey.</p>	
<p><b>Closed Landfill (CL)</b> The risk to public health and safety associated with the closed landfill in Ramsey is mitigated by implementing land-use controls that minimize public exposure to landfill hazards and protect the state’s response action equipment. In other words, future use of land at and around closed landfills needs to be planned carefully and responsibly. The purpose, then, for preparing a Closed Landfill Use Plan (CLUP) for each landfill is to protect the integrity of the landfill’s remediation and monitoring systems, protect human health and public safety at each landfill, and accommodate local government needs and desires for land use at the qualified facility with consideration for health and safety requirements.</p>	
<p><b>Right of Way (ROW)</b> Right of way identifies area designated for public roadways.</p>	

# Future Land Uses

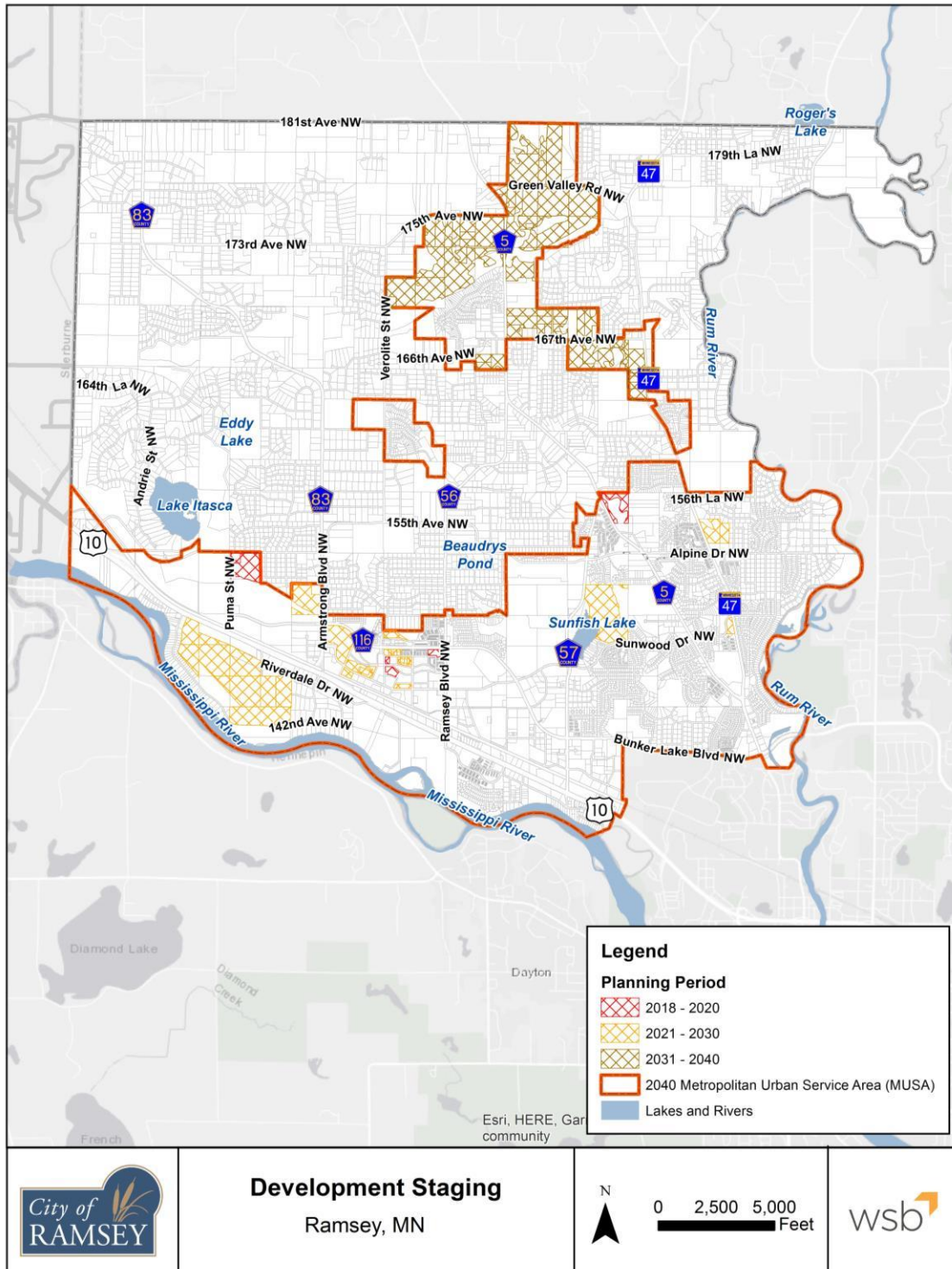
Figure 4: Future Land Use Map

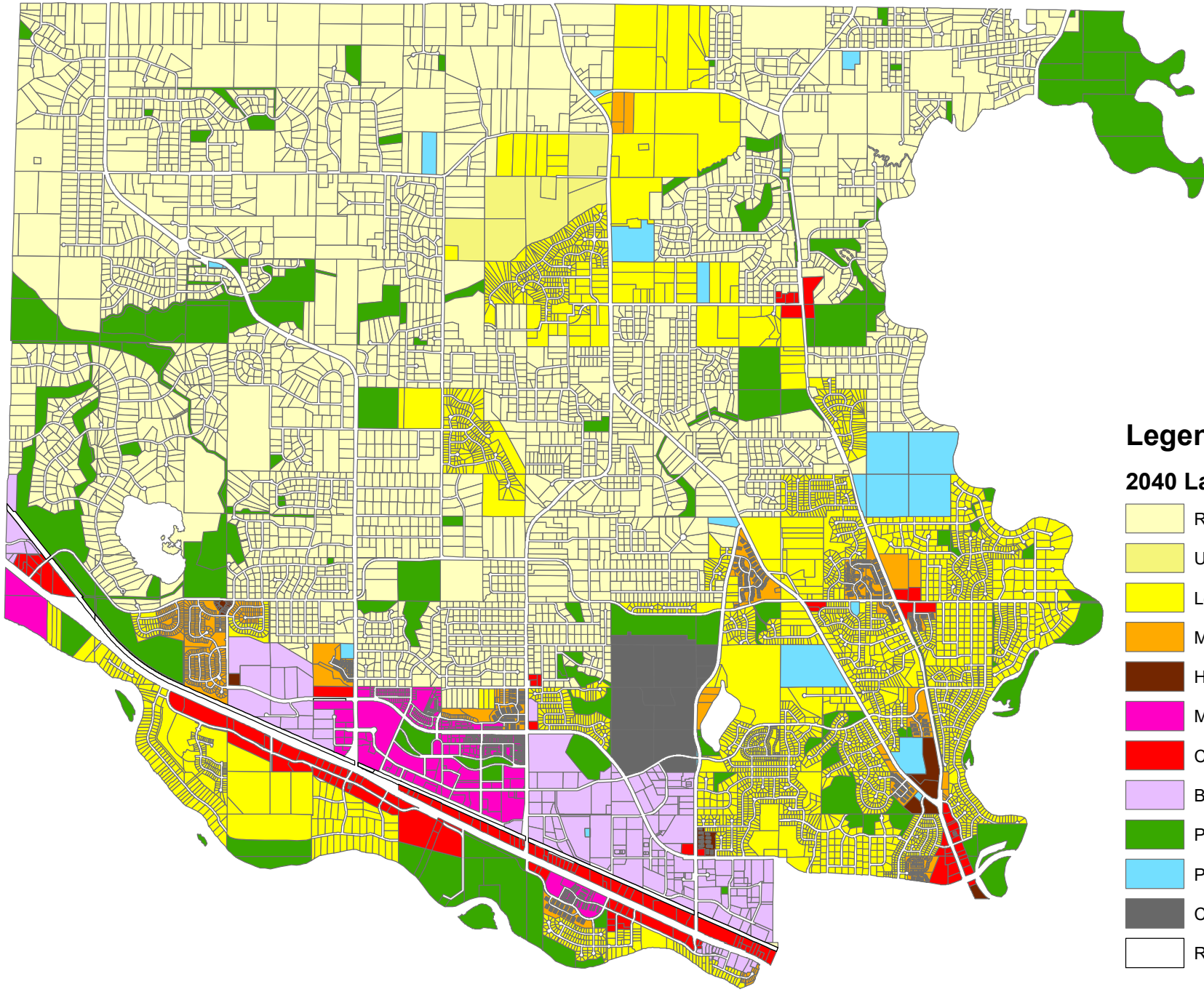


**2040 Future Land Use**  
Ramsey, MN



Figure 6: Development Staging by Planning Period

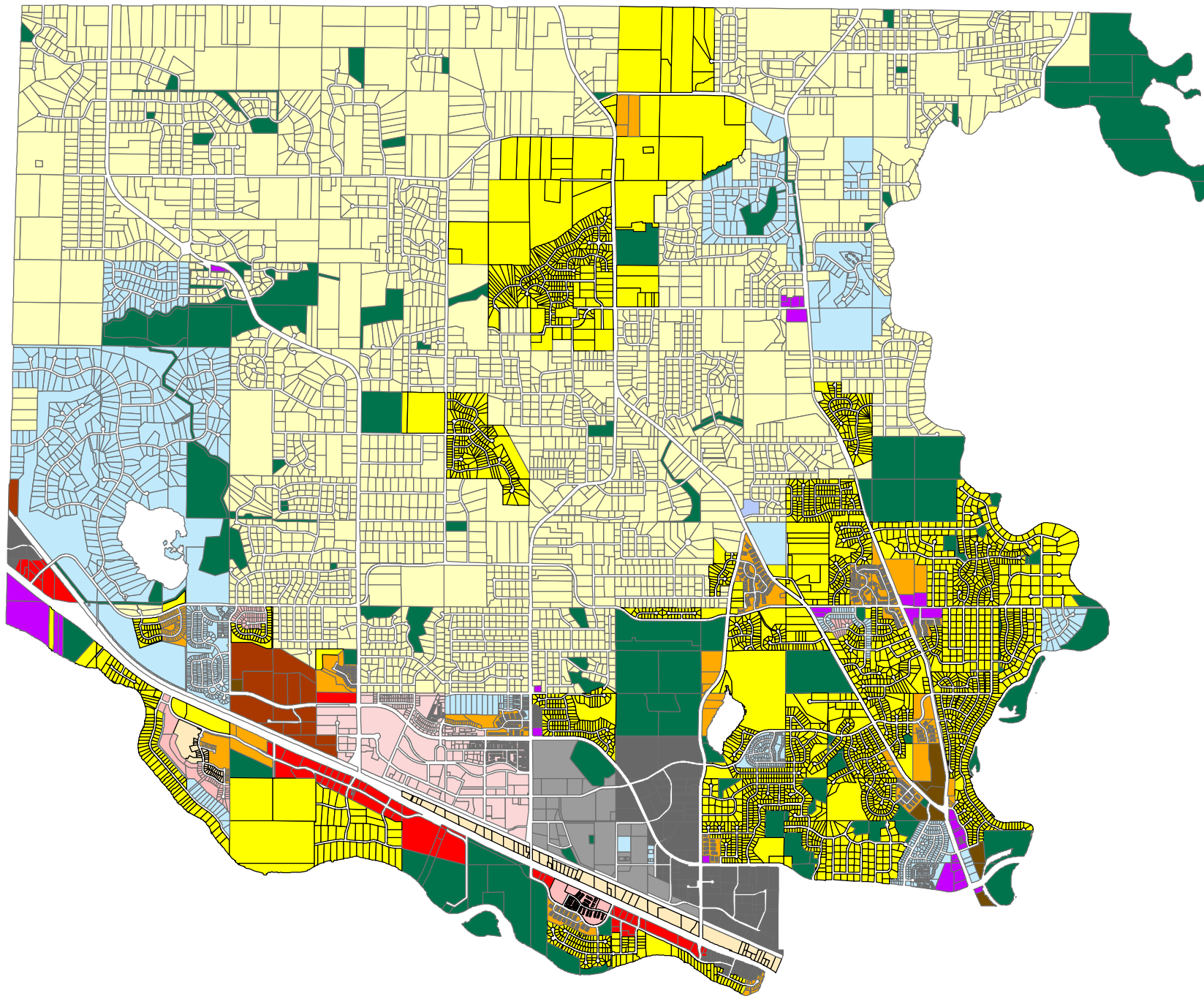




## Legend

### 2040 Land Use Plan

-  Rural Developing
-  Urban Low Density Res
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  Mixed Use
-  Commercial
-  Business Park
-  Park
-  Public
-  Closed Landfill
-  Rights-of-Way



## Legend

### Zoning

#### Business Park

- E-1
- E-2
- E-3

#### Residential

- R-1 RD
- R-1 MUSA
- R-1 DV
- R-1 50
- R-2
- R-3

#### Mixed Use

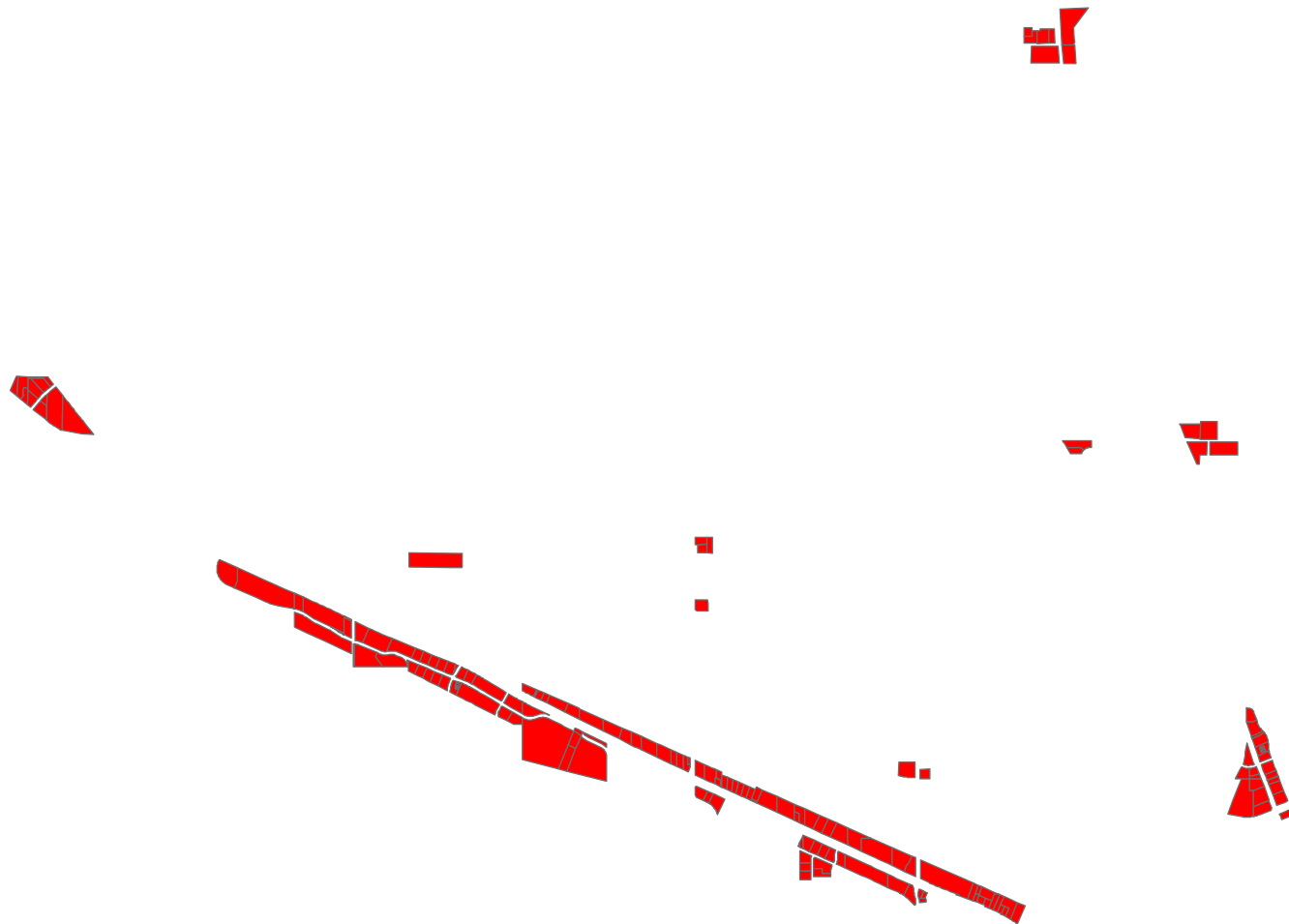
- COR
- MU-PUD

#### Commercial

- B-1
- B-2
- B-3
- H-1


#### Public

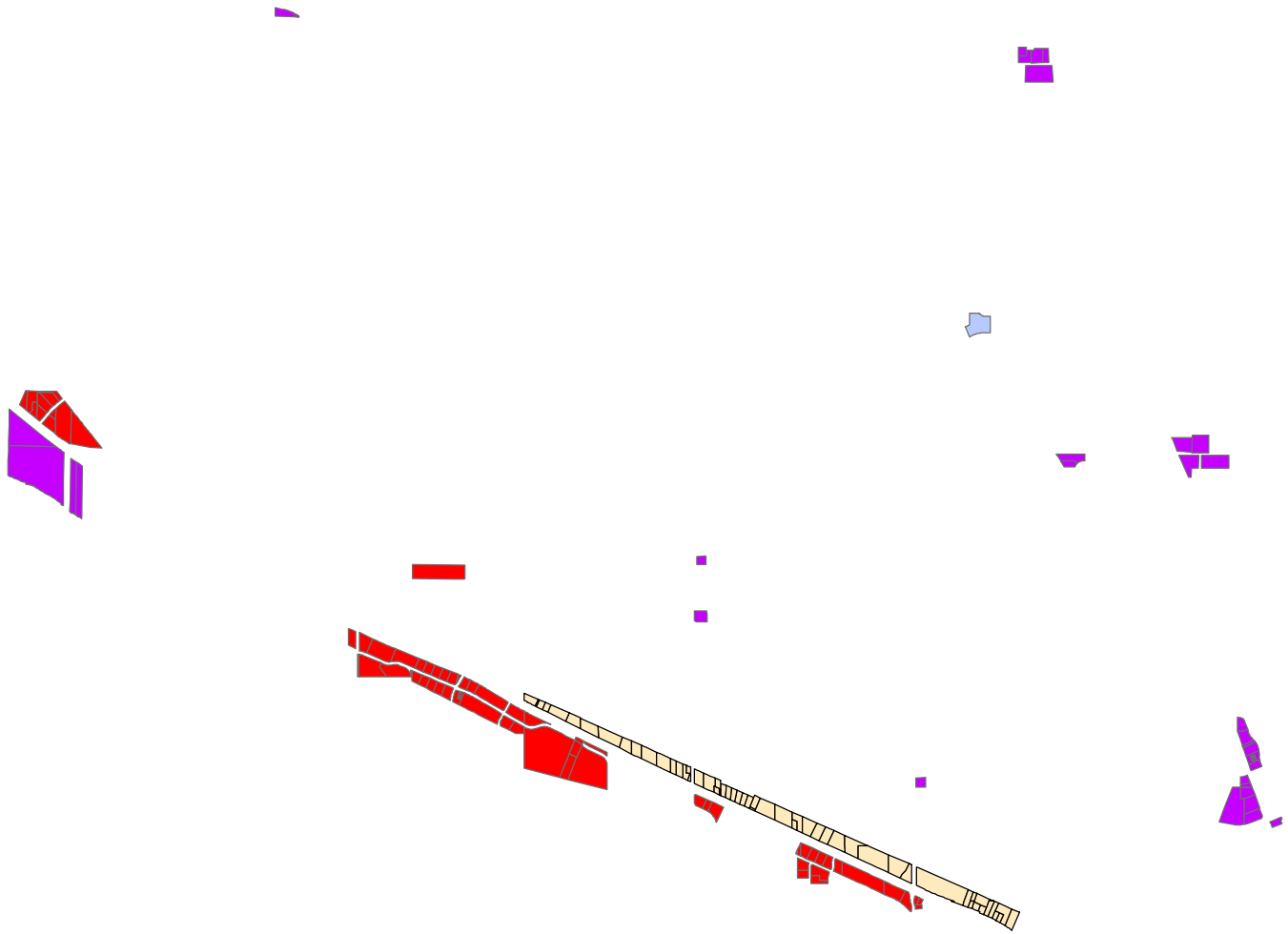
- P
- PUD
- Right-Of-Way



## Legend

2040 Land Use Plan

 Commercial



**Legend**

**Zoning**

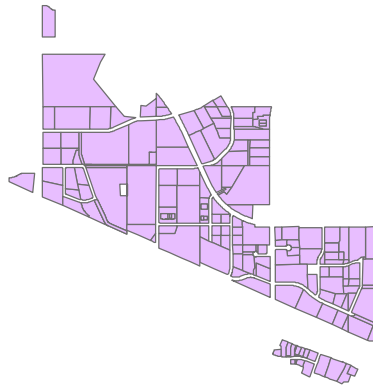
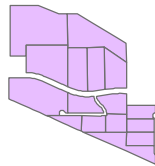
**Commercial**

 B-1

 B-2


 B-3

 H-1



## Legend

### 2040 Land Use Plan

 Business Park

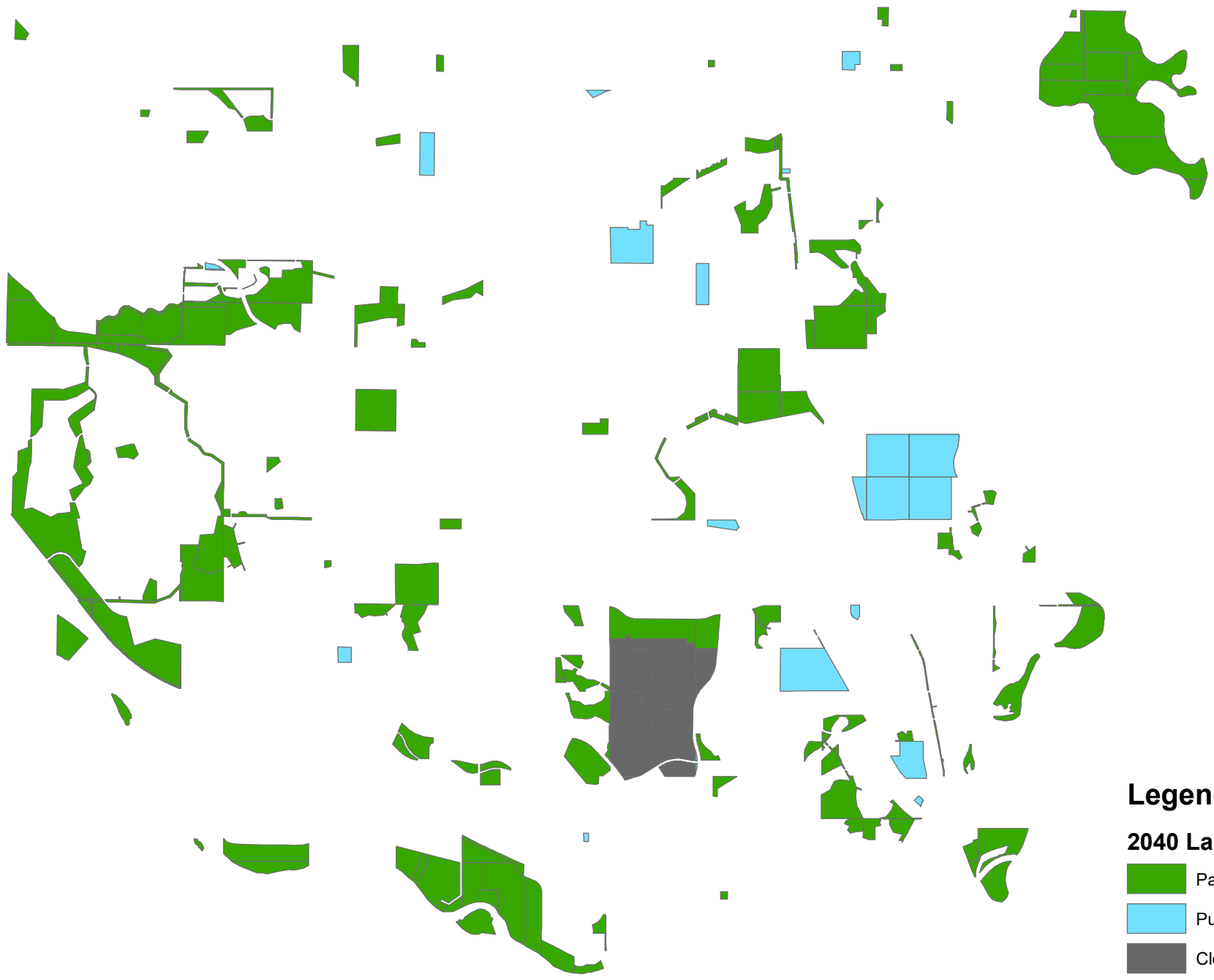


## Legend

### Zoning




#### Business Park

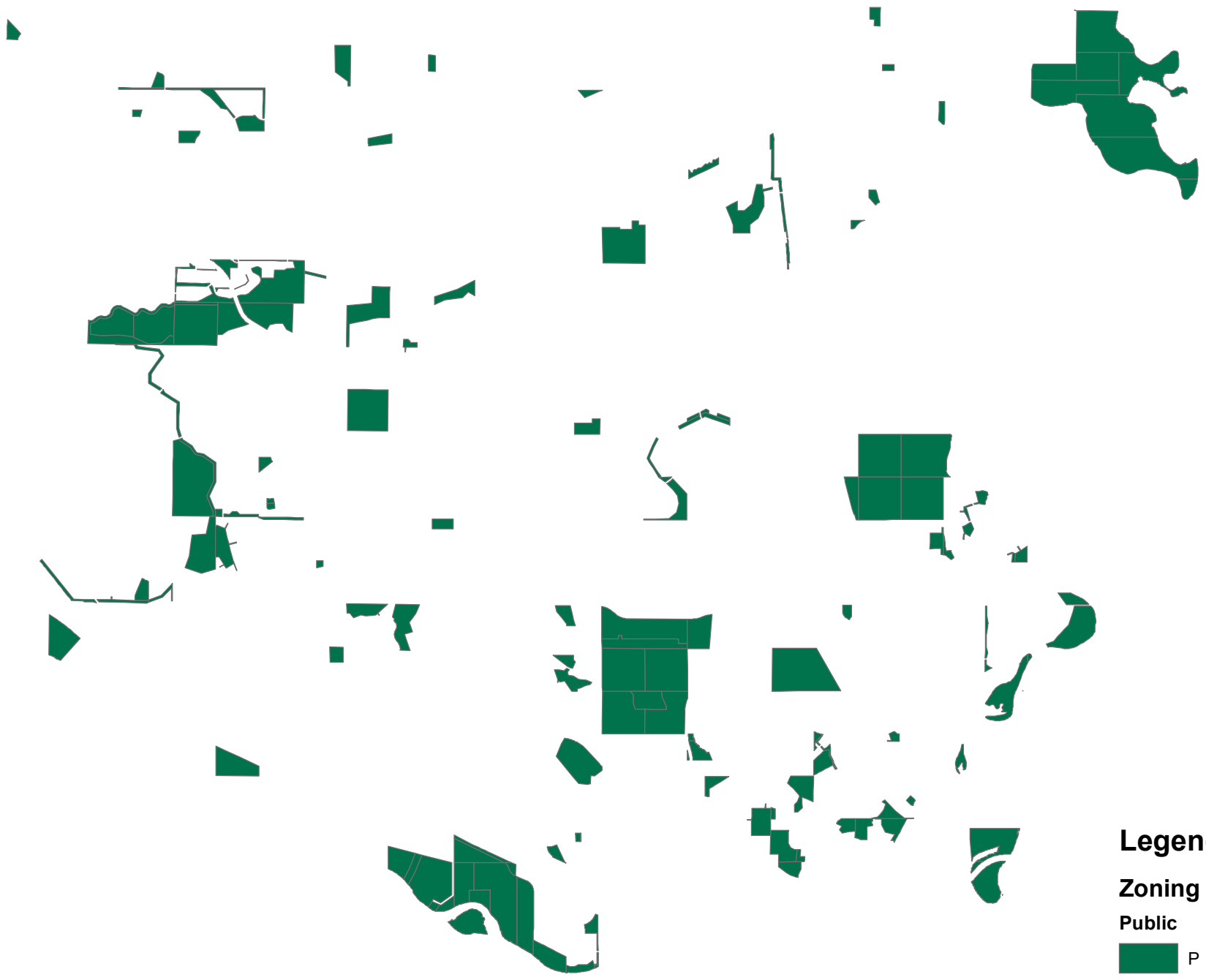
-  E-1
-  E-2
-  E-3



### Legend

#### 2040 Land Use Plan

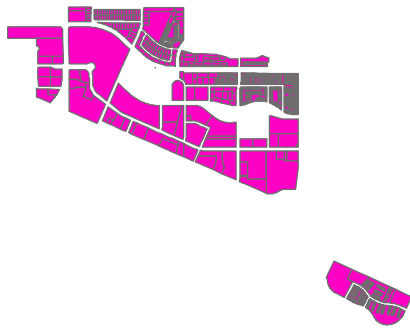
-  Park
-  Public
-  Closed Landfill



**Legend**

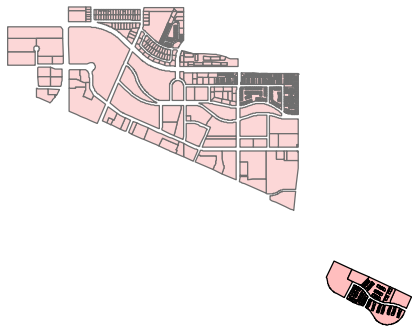
**Zoning**

Public  
P



**Legend**  
**2040 Land Use Plan**

 Mixed Use



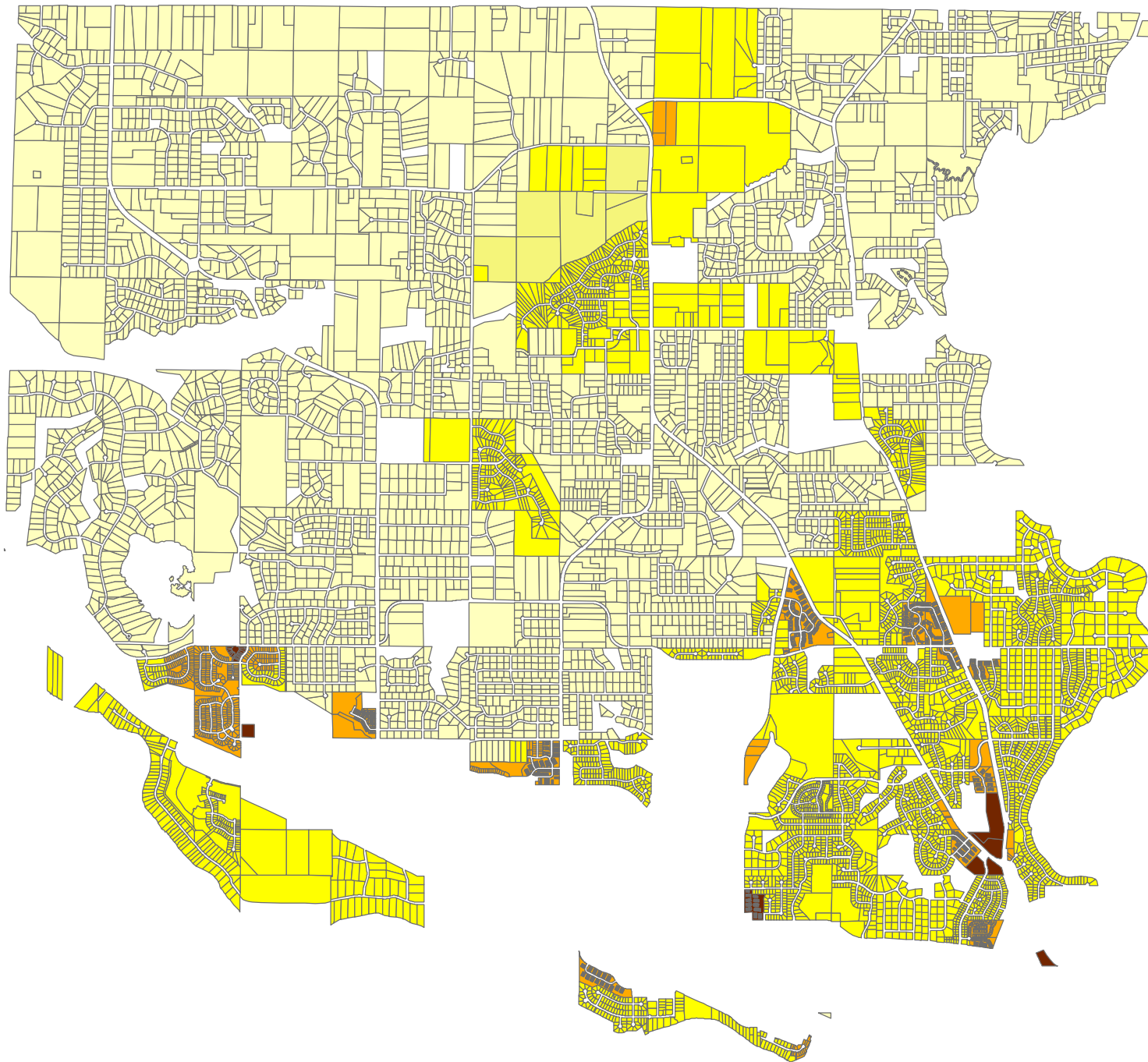
## Legend

### Zoning

#### Mixed Use






 COR

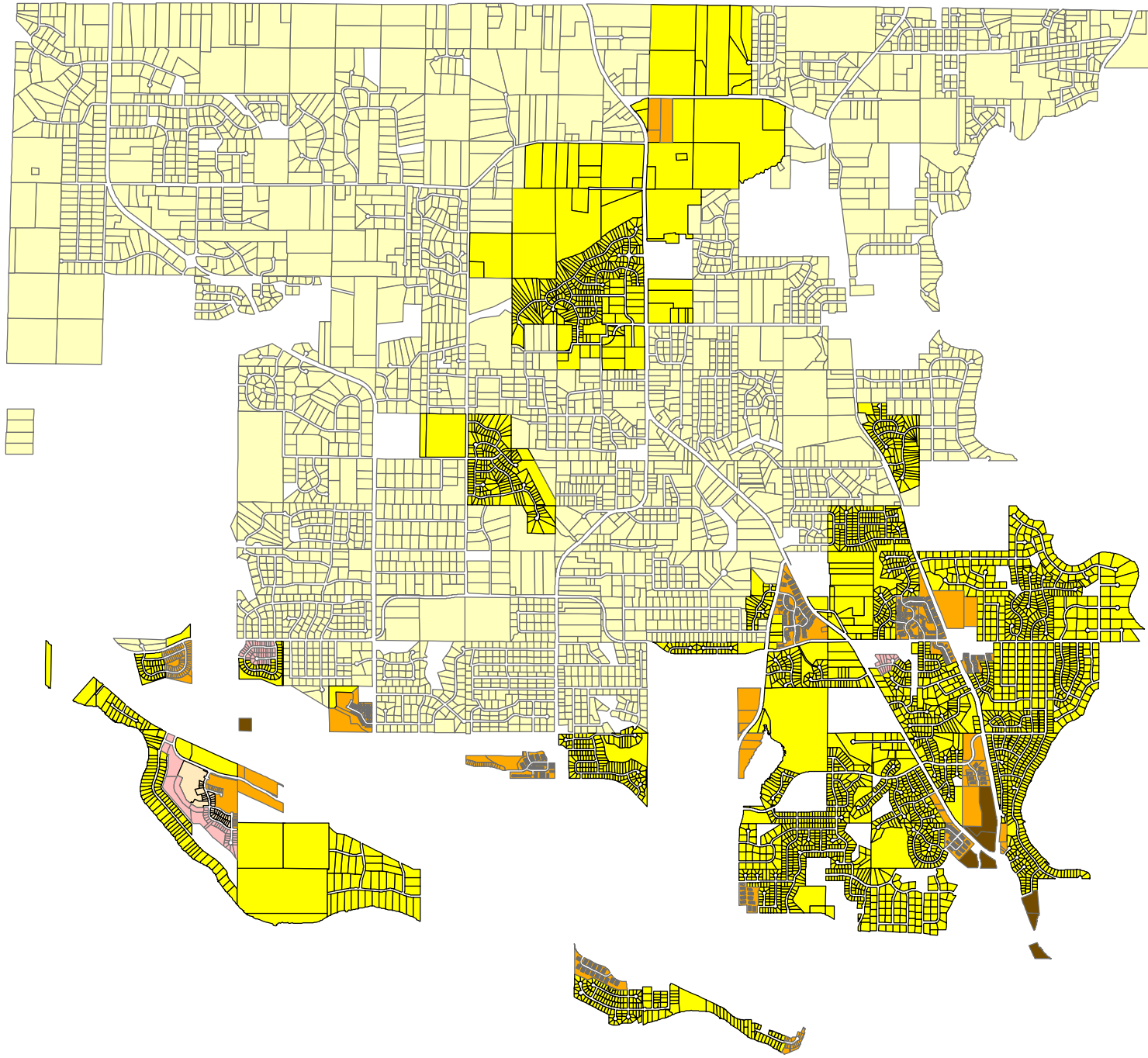
 MU-PUD



## Legend

### 2040 Land Use Plan







-  Rural Developing
-  Urban Low Density Res
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential

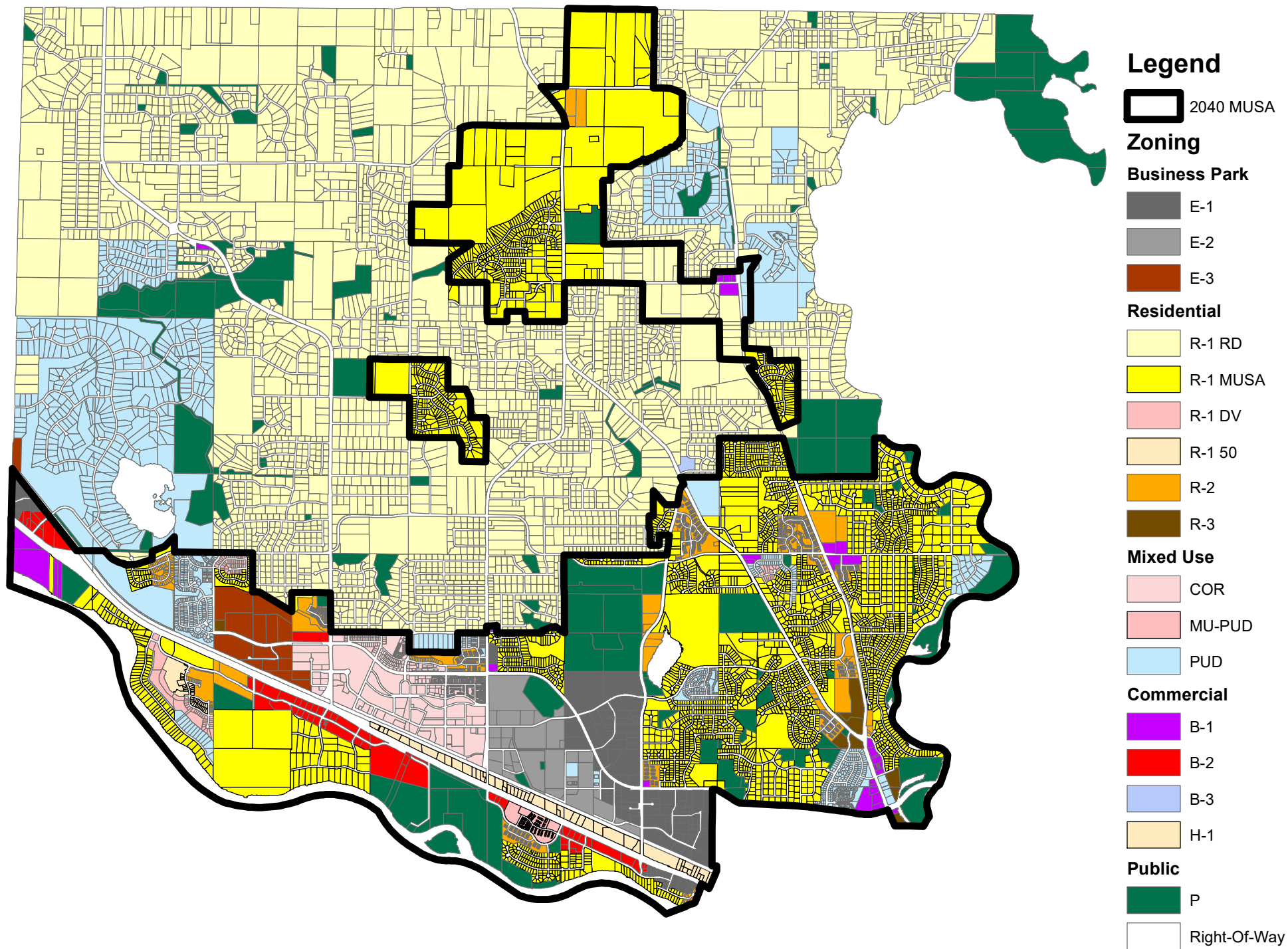


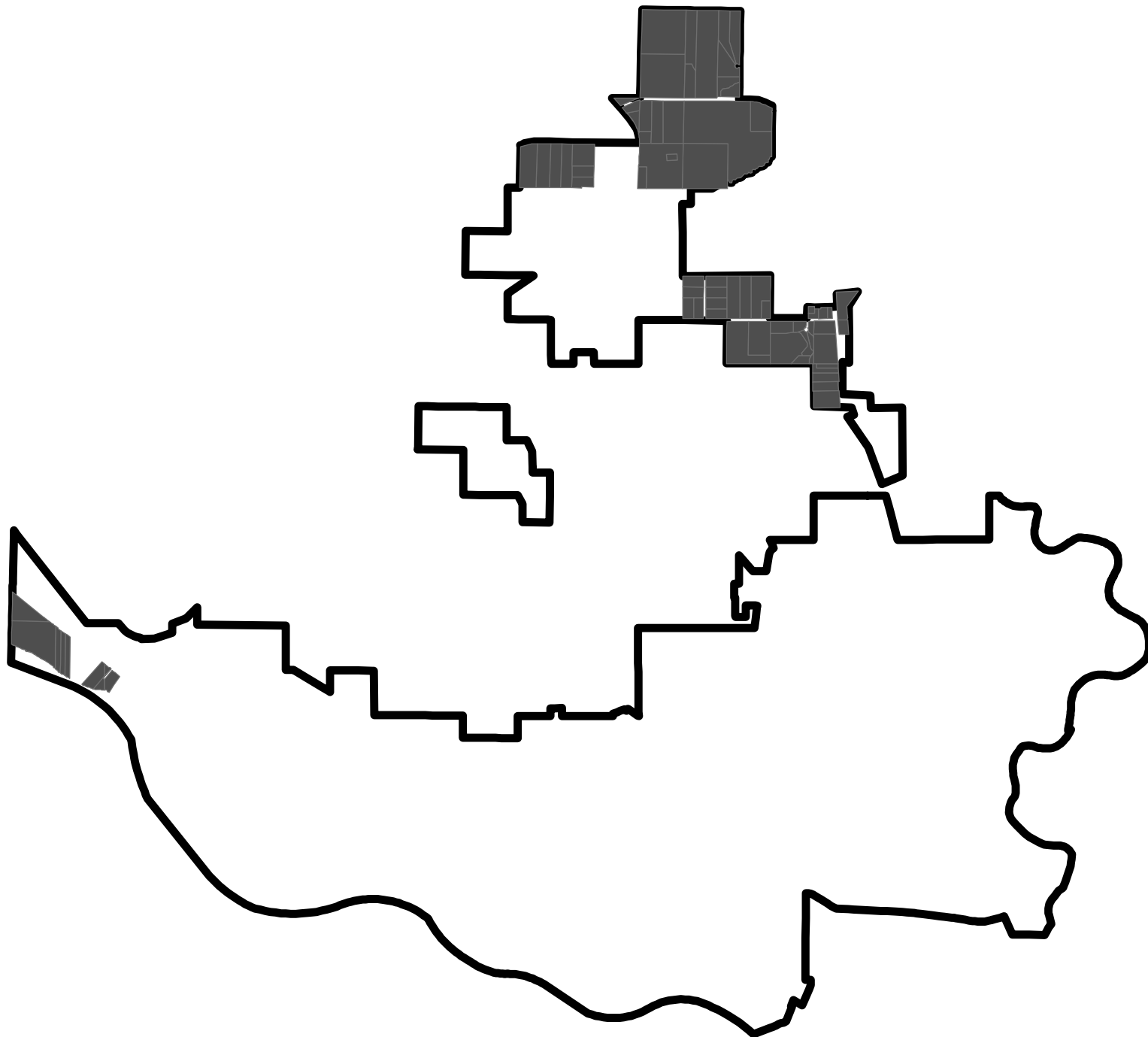
### Legend

#### Zoning



##### Residential

-  R-1 RD
-  R-1 MUSA
-  R-1 DV
-  R-1 50
-  R-2
-  R-3





**Legend**

-  Urban Reserve
-  2040 MUSA