City of Ramsey
Agenda
Revised
Regular City Council
Tuesday, November 14, 2023
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

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

1. Call to Order

2. Presentation

1. Proclamation Declaring November 25, 2023, as Small Business Saturday in the City of Ramsey.

3. Citizen Input

4. Approve Agenda

5. Consent Agenda

1. Receive September Financial Reports - General Fund, EDA and Enterprise Funds

2. Receive Cash & Investments for Period Ending October 31, 2023

3. Note the Following Boards, Commissions, and Committee Meeting Minutes:
   - Planning Commission Meeting Minutes Dated September 28, 2023
   - Economic Development Authority Meeting Minutes Dated September 14, 2023
   - Public Works Committee Meeting Dated September 19, 2023
   - Park and Recreation Committee Meeting Dated September 14, 2023

4. Approve the Following Meeting Minutes:

   1. City Council Work Session dated 10/10/2023
   2. City Council Special Work Session dated 10/17/2023
   3. City Council Work Session dated 10/24/2023
   4. City Council Regular Session dated 10/24/2023

5. Approve Business Licenses

6. Approve Professional Services Agreement with LOGIS to Construct a Fiber Connection Between City Facilities.

7. Approve Field Use and Limited Cross-Parking Agreement, PACT Charter School and the City of Ramsey

8. Authorization to Hire a Full-time Parks Administrative Assistant

9. Adopt Resolution #23-284 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2023 through November 8, 2023.

10. Adopt Resolution #23-~~242~~ 272 Approving Final Plat and Development Agreement for Riverstone South Fourth Addition.

11. Adopt Resolution #23-266 for a Home Occupation Permit for Calabrese Tree Care LLC at 16201 Nowthen Blvd. NW

12. Adopt Resolution #23-273 Approving a Revised Final Plat for Bunker Lake Industrial Park 4th Addition (Project No. 23-106); Case of PSD, LLC

13. Adopt Resolution #23-275 Approving Agreement and Waiver of Objections to Assessment for Remedial Measures (Housekeeping Item Only)

14. Adopt Resolution #23-277 Approving Construction Contingency Expense No. 2 for Improvement Project #21-09, Centralized Water Treatment Plant

15. Adopt Resolution #23-278 Approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02

16. Adopt Resolution #23-279 Accepting Geotechnical Proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction

17. Adopt Resolution #23-280 Ordering Plans and Specifications for 180th Lane Drainage Improvements, Improvement Project #24-04

18. Adopt Resolution #23-281 Accepting Topographic Survey Proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

19. Adopt Resolution #23-282 Accepting Stabilized Full-Depth Reclamation Design Proposal for MSA Alpine Drive Reconstruction, Improvement Project #24-11

20. Adopt Resolution 23-283 to Appoint a Park and Recreation Commissioner Due to a Vacancy

6. Public Hearing

7. Council Business

1. Introduce Ordinance #23-17: 2024 Schedule of Rates, Fees and Charges

2. Adopt Ordinance #23-14 - Zoning Code Update

3. Introduce Ordinance #23-20, Amendment to Chapter 26, Licenses, Permits, and Miscellaneous Business Regulations, Article XVI. Tobacco, Division 2, Section 26-787(6)

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title:

Proclamation Declaring November 25, 2023, as Small Business Saturday in the City of Ramsey.

Purpose/Background:

Women Impacting Public Policy (WIPP) and the Small Business Saturday Coalition have asked Mayor Kuzma for his support for Small Business Saturday® in the City of Ramsey. This is an effort to drive consumers to shop at local independently owned businesses on the Saturday after Thanksgiving, November 25, 2023.

Small Business Saturday falls between Black Friday and Cyber Monday, Small Business Saturday is essential to the preservation of the neighborhoods that compose the landscape of your local economy and enrich its unique culture.

To proclaim November 25, 2023 as Small Business Saturday.

Attachments

Proclamation

Small Business Saturday Fact Sheet

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:27 AM
Form Started By: Katie Schmidt		Started On: 11/08/2023 10:19 AM
Final Approval Date: 11/08/2023		

City of RAMSEY

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

Mayoral Proclamation Declaring November 25, 2023 as Small Business Saturday

WHEREAS, the government of Ramsey, Minnesota, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are over 33 million small businesses in the United States, small businesses represent 99.9% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.4% of the employees in the private sector in the United States, and

WHEREAS, 72% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, and 72% report that the day makes them want to Shop Small all year long; and

WHEREAS, an estimated $17.9 billion was spent by U.S. consumers who shopped and dined at small businesses on Small Business Saturday in 2022; and

WHEREAS, Ramsey, Minnesota supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Mayor Kuzma of the City of Ramsey, Minnesota do hereby proclaim, November 25, 2023, as

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

_____
Mayor

LET'S GO SHOP SMALL®

ON SMALL BUSINESS SATURDAY®

WHAT IS SMALL BUSINESS SATURDAY®?

Since its inception in 2010, Small Business Saturday, proudly backed by American Express, has illuminated the significance of supporting small, independently owned businesses across the country. Falling between Black Friday and Cyber Monday, it's a day dedicated to supporting the diverse range of local businesses that help create jobs, boost the economy, and keep communities thriving across the country.

WHY SUPPORT SMALL BUSINESS SATURDAY?

- Demonstrates a conscious commitment to the communities in which we live.
- Creates goodwill within the communities.
- When we support small businesses, we help create jobs and local communities preserve their unique culture.

2022 SMALL BUSINESS SATURDAY FACTS:

- In 2022, U.S. consumers reported spending an estimated $17.9 billion at independent retailers and restaurants on Small Business Saturday.[1]
- Elected officials in all 50 states, Washington, D.C., Puerto Rico, and other U.S. territories championed Small Business Saturday.
- 832 local governments issued proclamations in support of Small Business Saturday covering all 50 states and Washington, D.C.
- American Express enlisted the support of 50 large companies, known as Corporate Supporters, to help drive excitement for and promote Small Business Saturday.
- The Small Business Saturday Coalition, comprised of national, state and local associations that help coordinate activities for Small Business Saturday with small business owners and consumers, had over 300 organizations help spread the Shop Small® message.
- According to the 2022 Small Business Saturday Consumer Insights Survey, more than two-thirds (72%) of shoppers strongly agreed they will continue to Shop Small

[1] The American Express 2022 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,471 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 27, 2022. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.

throughout the holiday season because of the impact it has on their local community.[2]

JOIN THE COALITION:

Building on the success of previous years, the Coalition of supporters are more committed than ever. This includes support from advocacy organizations that join the initiative to motivate constituents through incentives and offers to not only Shop Small on November 25, 2023 but Shop Small all year long.

The coalition will be led by Women Impacting Public Policy, a business advocacy organization representing small businesses. Join Us!

Contact Info:
Small Business Saturday Program
Women Impacting Public Policy
Phone: (415) 878-1576 |Email: sbscoalition@wipp.org

[2]The American Express 2022 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,471 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 27, 2022. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title

Receive September Financial Reports - General Fund, EDA and Enterprise Funds

Purpose/Background:

Purpose: Receive September financial reports for the funds of: General, EDA, Water, Sewer, Street Lighting, Recycling and Storm Drainage.

Brief summary of actual revenues an expenditures-to-date in comparison to adopted budget for the respective funds.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only

Attachments

September 2023 General Fund Financial Report - Budget to Actual

September 2023 EDA Financial Report - Budget to Actual

September 2023 Enterprise Funds Financial Reports - Budget to Actual

September 2023 Summary of Adopted budgets/expenditures to date

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:08 AM
Form Started By: Diana Lund		Started On: 10/18/2023 01:11 PM
Final Approval Date: 11/08/2023		

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: September 30, 2023

GENERAL FUND EXPENDITURES
- BY DEPARTMENT -

Dept	2023 BUDGET	2023 YTD GENERAL LEDGER
Admin (inlcd elections, legal & newsletter)	1,212,108.00	841,938.94
Building Inspections	721,415.00	497,283.60
Council/Commissions (incld charter, council contingen	258,433.00	96,222.75
Data Processing	818,662.00	634,479.10
Engineering	554,975.00	675,531.65
Finance (incld assessing)	516,910.00	511,639.58
Fire (incld Civil Defense)	1,805,110.00	1,492,974.83
Gen Govt Buildings	667,254.00	389,161.82
Parks	1,661,536.00	1,209,667.29
Planning & Zoning	854,650.00	621,255.73
Police (incld animal control & comm orient)	5,527,998.00	3,514,328.69
Streets (incld traffic eng & snow/ice)	2,456,102.00	1,894,705.72
Grand Total	**17,055,153.00**	**12,379,189.70**

GENERAL FUND EXPENDITURES
- BY CATEGORY -

Category	2023 BUDGET	2023 YTD GENERAL LEDGER
Capital Outlay	1,074,183.00	693,161.56
Other Services & Charges	2,939,067.00	2,361,025.63
Personal Services	11,609,269.00	8,400,064.41
Supplies	1,326,261.00	924,938.10
Transfers out	106,373.00	-
Grand Total	**17,055,153.00**	**12,379,189.70**

GENERAL FUND REVENUES
- BY CATEGORY -

Category	2023 BUDGET	2023 YTD GENERAL LEDGER
Taxes	13,088,820.00	6,888,400.02
Charges for Services	622,300.00	772,241.96
Business Licenses/Permits	75,400.00	63,653.92
Fines and Forfeits	50,000.00	28,916.78
Federal Intergovernmental	9,200.00	70,054.68
State Intergovernmental	687,500.00	769,591.99
Interest	25,000.00	-
Miscellaneous	15,750.00	25,674.41
Non-Business Licenses/Permits	624,000.00	707,909.09
Transfers in	1,857,183.00	-
Grand Total	**17,055,153.00**	**9,326,442.85**

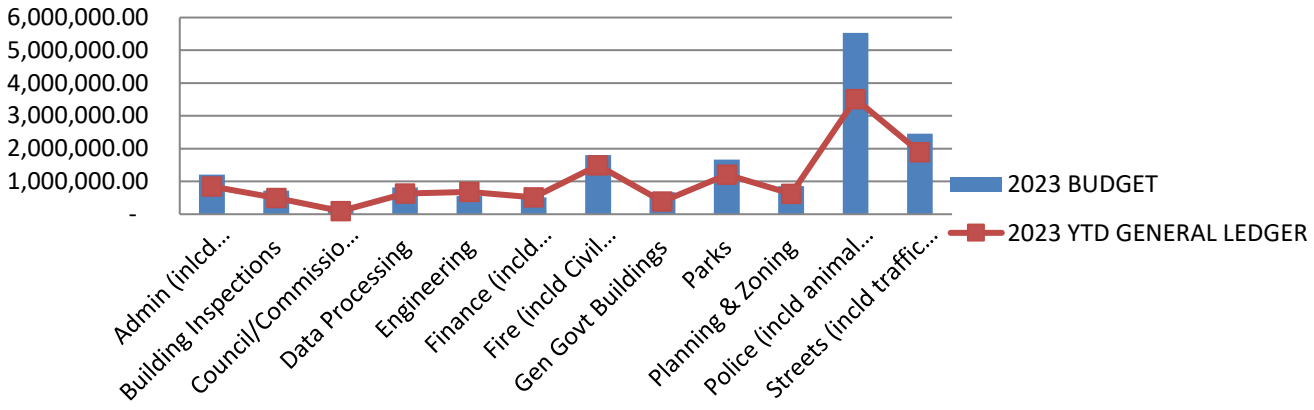
This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

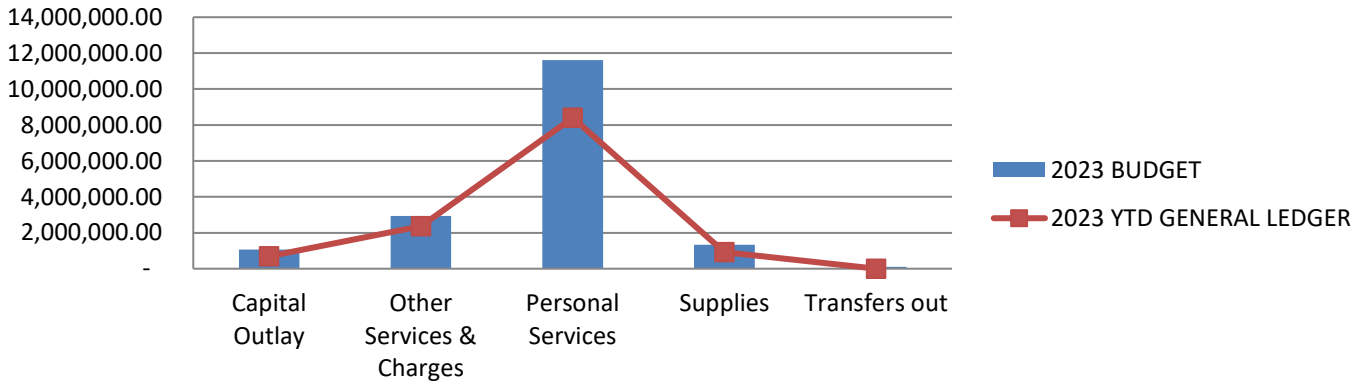
CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: September 30, 2023

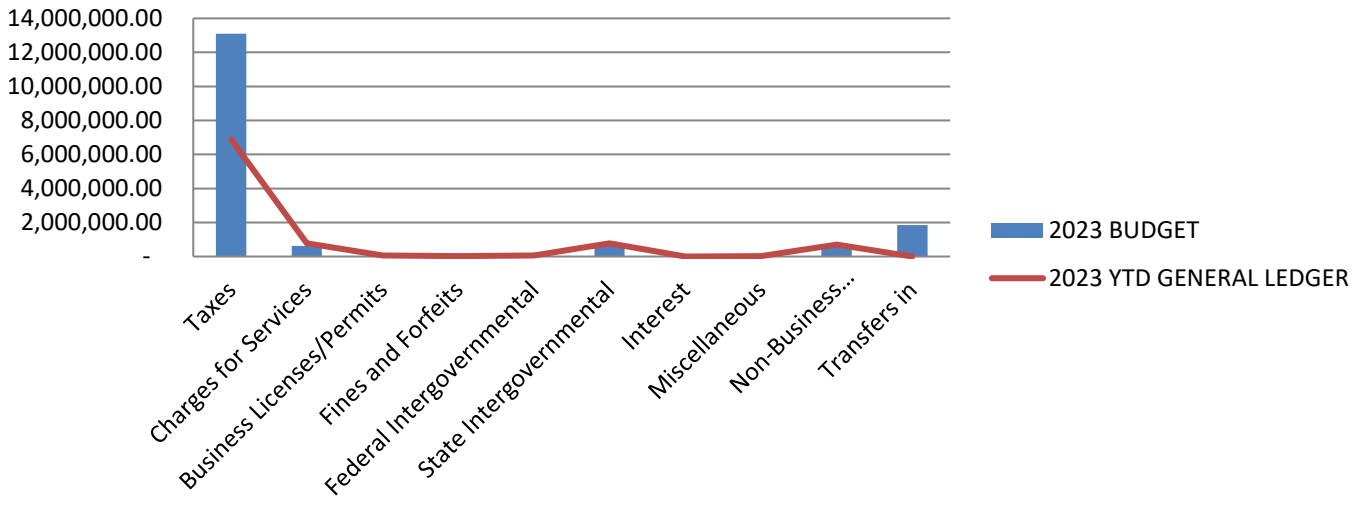
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



This report reflects year to date revenue and expenditures as compared to annual budget.
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PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: **September 30, 2023**

REVENUES

BUSINESS UNIT	9230	EDA	
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-
4011 CURRENT-AD VALOREM TAXES	82,610.00	38,082.98	46.10%
4012 DELINQUENT-AD VALOREM TAXES	-	118.06	0.00%
4014 FISCAL DISPARITIES	-	5,303.03	0.00%
4018 PENALTY/INT-AD VALOREM TAXES		(5.29)	0.00%
4609 OTHER MISCELLANEOUS REVENUES	-	275.42	0.00%
4701 INTEREST ON INVESTMENTS	5,000.00	-	0.00%
Grand Total	**87,610.00**	**43,774.20**	

EXPENDITURES

BUSINESS UNIT	9230	EDA	
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-
6105 TEMPORARY-WAGES & SALARIES	1,500.00	305.00	20.33%
6122 FICA/MEDICARE CONTRIBUTIONS	100.00	23.33	23.33%
6133 WORKERS COMP INSURANCE PREMIUM	10.00	-	0.00%
6208 MISCELLANEOUS OFFICE SUPPLIES		16.58	0.00%
6249 MISCELLANEOUS OPERATING SUPPLY	19,000.00	11,570.11	60.90%
6315 MISCELLANEOUS PROFESSIONAL SER	35,000.00	1,009.86	2.89%
6331 TRAVEL & LODGING	2,300.00	409.55	17.81%
6335 TRAINING	1,500.00	1,125.00	75.00%
6361 GENERAL LIABILITY/PROPERTY INS	1,000.00	312.89	31.29%
6371 ELECTRIC UTILITIES	-	76.27	0.00%
6451 MEMBERSHIP DUES	2,200.00	1,036.29	47.10%
6246 MARKETING & PROMOTIONS	25,000.00	6,626.00	26.50%
6351 LEGAL NOTICES PUBLISHING		65.00	0.00%
Grand Total	**87,610.00**	**22,575.88**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: September 30, 2023

REVENUES

BUSINESS UNIT 9601 WATER UTILITY

	GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(28,000.00)	(24,019.47)	85.78%
4609	OTHER MISCELLANEOUS REVENUES	5,000.00	43,415.86	868.32%
4652	WATER SALES - RESIDENTIAL	1,496,892.00	882,190.24	58.93%
4653	WATER SALES-COMMERCIAL	785,972.00	382,978.30	48.73%
4654	WATER PENALTIES	44,000.00	26,878.92	61.09%
4655	WATER METER INSTALLATION	15,000.00	17,700.00	118.00%
4656	WATER METERS	40,000.00	49,653.53	124.13%
4657	CONNECTION/RECONNECTION FEES	500.00	-	0.00%
4701	INTEREST ON INVESTMENTS	20,000.00	-	0.00%
4606	DEVELOPER FEES (WAC)	-	864,721.55	0.00%
4601	MISCELLANEOUS REVENUE		1,951.22	0.00%
Grand Total		**2,379,364.00**	**2,245,470.15**	

EXPENSES

BUSINESS UNIT 9601 WATER UTILITY

	GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	312,055.00	140,921.54	45.16%
6103	FULL TIME-REGULAR-OVERTIME	18,000.00	14,073.96	78.19%
6105	TEMPORARY-WAGES & SALARIES	19,167.00	13,253.06	69.15%
6121	PERA CONTRIBUTIONS	39,417.00	12,103.59	30.71%
6122	FICA/MEDICARE CONTRIBUTIONS	26,542.00	13,648.96	51.42%
6131	GROUP INSURANCE	45,000.00	32,014.62	71.14%
6133	WORKERS COMP INSURANCE PREMIUM	20,000.00	-	0.00%
6208	MISCELLANEOUS OFFICE SUPPLIES	500.00	299.60	59.92%
6223	GASOLINE	8,000.00	6,961.49	87.02%
6225	DIESEL FUEL	500.00	-	0.00%
6229	SHOP MATERIALS	1,000.00	358.51	35.85%
6231	UNIFORMS & TURN-OUT GEAR	3,000.00	4,181.30	139.38%
6239	FIRST AID SUPPLIES		85.05	0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	15,000.00	8,079.52	53.86%
6257	OTHER VEHICLE PARTS	10,000.00	631.39	6.31%
6273	UTILITY SYSTEM MAINT SUPPLIES	120,000.00	130,930.08	109.11%
6281	SMALL TOOLS & MINOR EQUIPMENT	10,000.00	4,508.67	45.09%
6292	WATER METERS FOR RESALE	100,000.00	102,964.67	102.96%
6315	MISCELLANEOUS PROFESSIONAL SER	83,000.00	3,652.71	4.40%
6322	POSTAGE	3,000.00	954.00	31.80%
6323	CELLULAR PHONES	4,000.00	-	0.00%
6334	MILEAGE REIMBURSEMENT	450.00	374.66	83.26%
6335	TRAINING	4,500.00	5,397.39	119.94%
6352	GENERAL NOTICE & PUBLIC INFOR	300.00	53.75	17.92%
6361	GENERAL LIABILITY/PROPERTY INS	45,000.00	30,665.79	68.15%
6371	ELECTRIC UTILITIES	175,000.00	113,287.16	64.74%
6372	WATER/IRRIGATION	2,000.00	773.51	38.68%
6373	GAS	9,000.00	4,853.23	53.92%
6374	REFUSE/RECYCLING	1,500.00	1,119.27	74.62%
6381	BUILDING & STRUCTURE REPAIR	6,000.00	729.74	12.16%
6415	OTHER EQUIPMENT RENTAL	-	75.72	0.00%
6439	OTHER MISCELLANEOUS	30,000.00	1,070.98	3.57%
6451	MEMBERSHIP DUES	1,400.00	400.00	28.57%
6489	OTHER CONTRACTED SERVICES	80,000.00	31,194.76	38.99%
6722	DEPRECIATION	871,256.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	51,000.00	-	0.00%
6436	WATER EFFICIENCY REBATE PROG		2,493.49	0.00%
Grand Total		**2,115,587.00**	**682,112.17**	

This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: September 30, 2023

REVENUES

BUSINESS UNIT 9602 SEWER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(22,000.00)	(17,169.74)	78.04%
4273	OTHER STATE GRANTS & AIDS		39,596.00	0.00%
4356	SEWER AVAILABILITY CHARGE-ADM	7,000.00	4,149.95	59.29%
4661	RESIDENTIAL-SEWER CHARGES	1,570,800.00	732,095.57	46.61%
4662	COMMERCIAL-SEWER CHARGES	466,400.00	181,543.19	38.92%
4663	SEWER PENALTIES	33,000.00	26,104.87	79.11%
4701	INTEREST ON INVESTMENTS	20,000.00	-	0.00%
4606	DEVELOPER FEES (WAC)	-	373,049.55	0.00%
4601	MISCELLANEOUS REVENUE		1,951.22	0.00%
Grand Total		**2,075,200.00**	**1,341,320.61**	

EXPENSES

BUSINESS UNIT 9602 SEWER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	229,231.00	93,995.89	41.00%
6103	FULL TIME-REGULAR-OVERTIME	-	501.40	0.00%
6105	TEMPORARY-WAGES & SALARIES	-	6,121.83	0.00%
6121	PERA CONTRIBUTIONS	32,192.00	7,226.01	22.45%
6122	FICA/MEDICARE CONTRIBUTIONS	17,640.00	8,014.60	45.43%
6131	GROUP INSURANCE	20,013.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	12,000.00	-	0.00%
6223	GASOLINE	4,300.00	1,771.17	41.19%
6225	DIESEL FUEL	3,500.00	2,393.32	68.38%
6229	SHOP MATERIALS	500.00	50.10	10.02%
6249	MISCELLANEOUS OPERATING SUPPLY	26,000.00	5,335.27	20.52%
6257	OTHER VEHICLE PARTS	10,000.00	1,790.63	17.91%
6273	UTILITY SYSTEM MAINT SUPPLIES	5,000.00	3,813.94	76.28%
6275	OTHER EQUIPMENT PARTS	9,000.00	2,572.57	28.58%
6315	MISCELLANEOUS PROFESSIONAL SER	15,000.00	184.88	1.23%
6323	CELLULAR PHONES	700.00	781.08	111.58%
6334	MILEAGE REIMBURSEMENT	400.00	30.42	7.61%
6335	TRAINING	2,400.00	4,907.16	204.47%
6361	GENERAL LIABILITY/PROPERTY INS	24,000.00	23,230.50	96.79%
6371	ELECTRIC UTILITIES	25,000.00	13,424.41	53.70%
6372	WATER/IRRIGATION	2,000.00	773.52	38.68%
6373	GAS	7,000.00	4,336.43	61.95%
6374	REFUSE/RECYCLING	1,500.00	770.76	51.38%
6377	SEWER SERVICE CHARGE	1,138,899.00	949,082.50	83.33%
6489	OTHER CONTRACTED SERVICES	45,000.00	18,522.95	41.16%
6722	DEPRECIATION	653,080.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	45,000.00	-	0.00%
Grand Total		**2,329,355.00**	**1,149,631.34**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: September 30, 2023

REVENUES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(3,182.85)	70.73%
4681 CHARGES FOR STREET LIGHTS	170,000.00	88,403.95	52.00%
4683 STREET LIGHTING PENALTIES	5,000.00	3,643.05	72.86%
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%
4684 PRIORITY STREET LIGHT	56,000.00	28,551.84	50.99%
Grand Total	**228,500.00**	**117,415.99**	

EXPENSES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6371 ELECTRIC UTILITIES	140,000.00	83,550.34	59.68%
6489 OTHER CONTRACTED SERVICES	18,000.00	14,347.00	79.71%
6722 DEPRECIATION	46,340.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	27,000.00	-	0.00%
Grand Total	**231,340.00**	**97,897.34**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: **September 30, 2023**

REVENUES

BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(7,000.00)	(5,287.00)	75.53%
4287	OTHER LOCAL GOVERNMENT GRANTS	75,000.00	28,728.70	38.30%
4609	OTHER MISCELLANEOUS REVENUES	1,000.00	919.50	91.95%
4671	RECYCLING CHARGES	446,500.00	226,581.13	50.75%
4672	RECYCLING PENALTIES	9,000.00	6,929.70	77.00%
4701	INTEREST ON INVESTMENTS	1,000.00	-	0.00%
Grand Total		**525,500.00**	**257,872.03**	

EXPENSES

BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	24,774.00	10,507.70	42.41%
6103	FULL TIME-REGULAR-OVERTIME	-	378.99	0.00%
6104	PART TIME-WAGES & SALARIES	-	26.36	0.00%
6121	PERA CONTRIBUTIONS	2,858.00	828.10	28.97%
6122	FICA/MEDICARE CONTRIBUTIONS	1,905.00	844.95	44.35%
6131	GROUP INSURANCE	3,696.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	300.00	-	0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	30,000.00	34,740.11	115.80%
6322	POSTAGE	300.00	-	0.00%
6489	OTHER CONTRACTED SERVICES	460,000.00	349,124.31	75.90%
Grand Total		**523,833.00**	**396,450.52**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2023 THROUGH PERIOD ENDING: **September 30, 2023**

REVENUES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(9,014.42)	81.95%
4693 STORM WATER-RESIDENTIAL	596,000.00	303,804.66	50.97%
4694 STORM WATER-COMMERCIAL	608,000.00	323,285.79	53.17%
4695 STORM WATER-PENALTIES	16,000.00	8,933.20	55.83%
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%
Grand Total	**1,211,000.00**	**627,009.23**	

EXPENSES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102 F.T. REGULAR-WAGES & SALARIES	209,384.00	34,688.18	16.57%
6105 TEMPORARY-WAGES & SALARIES	-	135.00	0.00%
6121 PERA CONTRIBUTIONS	30,704.00	2,601.74	8.47%
6122 FICA/MEDICARE CONTRIBUTIONS	16,047.00	2,688.02	16.75%
6131 GROUP INSURANCE	29,550.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	10,000.00	-	0.00%
6225 DIESEL FUEL	7,000.00	6,927.62	98.97%
6249 MISCELLANEOUS OPERATING SUPPLY	13,000.00	4,407.80	33.91%
6257 OTHER VEHICLE PARTS	10,000.00	3,032.72	30.33%
6315 MISCELLANEOUS PROFESSIONAL SER	50,000.00	1,742.14	3.48%
6361 GENERAL LIABILITY/PROPERTY INS	11,500.00	6,293.77	54.73%
6371 ELECTRIC UTILITIES	12,000.00	6,816.26	56.80%
6372 WATER/IRRIGATION	2,000.00	773.51	38.68%
6373 GAS	8,000.00	4,336.45	54.21%
6374 REFUSE/RECYCLING	2,000.00	634.48	31.72%
6451 MEMBERSHIP DUES	54,000.00	59,872.00	110.87%
6489 OTHER CONTRACTED SERVICES	50,000.00	15,985.33	31.97%
6722 DEPRECIATION	402,708.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	40,000.00	-	0.00%
Grand Total	**957,893.00**	**150,935.02**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
YEAR-TO-DATE BY BUSINESS UNIT

JANUARY 1, 2023 THROUGH PERIOD ENDING: **September 30, 2023**

GENERAL FUND EXPENDITURES BY DEPARTMENT	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	9/12 ADOPTED BUDGET (Sep)	% of Budget Used (75% is 9/12)	BUDGET AMOUNT REMAINING
Admin (inlcd elections, legal & newsletter)	1,212,108.00	841,938.94	909,081.00	69.46%	370,169.06
Building Inspections	721,415.00	497,283.60	541,061.25	68.93%	224,131.40
Council/Commissions (incld charter, council contingency)	258,433.00	96,222.75	193,824.75	37.23%	162,210.25
Data Processing	818,662.00	634,479.10	613,996.50	77.50%	184,182.90
Engineering (personnel costs allocated after year-end)	554,975.00	675,531.65	416,231.25	121.72%	(120,556.65)
Finance (incld assessing) (personnel costs allocated after year-end)	516,910.00	511,639.58	387,682.50	98.98%	5,270.42
Fire (incld Civil Defense)	1,805,110.00	1,492,974.83	1,353,832.50	82.71%	312,135.17
Gen Govt Buildings	667,254.00	389,161.82	500,440.50	58.32%	278,092.18
Parks	1,661,536.00	1,209,667.29	1,246,152.00	72.80%	451,868.71
Planning & Zoning	854,650.00	621,255.73	640,987.50	72.69%	233,394.27
Police (incld animal control & comm orient)	5,527,998.00	3,514,328.69	4,145,998.50	63.57%	2,013,669.31
Streets (incld traffic eng & snow/ice)	2,456,102.00	1,894,705.72	1,842,076.50	77.14%	561,396.28
TOTAL	*17,055,153.00*	*12,379,189.70*	*12,791,364.75*	*72.58%*	*4,675,963.30*

ENTERPRISE EXPENDITURES BY FUND	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	9/12 ADOPTED BUDGET (Sep)	% of Budget Used (75% is 9/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2023 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,079,587.00	682,112.17	1,559,690.25	32.80%	1,397,474.83	*$ 871,256.00*
Sewer (budgeted depreciation not booked until after year-end)	2,329,355.00	1,149,631.34	1,747,016.25	49.35%	1,179,723.66	*$ 653,080.00*
Street Light (budgeted depreciation not booked until after year-end)	231,340.00	97,897.34	173,505.00	42.32%	133,442.66	*$ 46,340.00*
Recycling	523,833.00	396,450.52	392,874.75	75.68%	127,382.48	*N/A*
Storm Water (budgeted depreciation not booked until after year-end)	957,893.00	150,935.02	638,595.33	15.76%	806,957.98	*$ 402,708.00*
TOTAL	*6,122,008.00*	*2,477,026.39*	*4,511,681.58*	*40.46%*	*3,644,981.61*	$ 1,973,384.00

EDA FUND EXPENDITURES	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	9/12 ADOPTED BUDGET (Sep)	% of Budget Used (75% is 9/12)	BUDGET AMOUNT REMAINING
Economic Development	87,610.00	22,575.88	65,707.50	25.77%	65,034.12

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title

Receive Cash & Investments for Period Ending October 31, 2023

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending October 31, 2023.

Cash and investment report shows the monthly cash flow - receipts and expenditures through October 31, 2023 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending October 31, 2023

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:08 AM
Form Started By: Diana Lund		Started On: 10/18/2023 01:08 PM
Final Approval Date: 11/08/2023		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended October 31, 2023

	October-23 CURRENT MONTH	2023 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	$ 104,444,330.56	$ 106,549,768.65
CASH INFLOWS:		
Daily Deposit	1,154,254.83	10,280,918.90
Tax Settlements	-	11,051,510.46
U/B Receipts	35,431.53	1,594,172.34
Credit Cards (Includes Utility Billing)	418,174.40	4,350,577.60
Interest Earnings [Net of Interest Paid on Investments]	252,626.30	2,332,006.26
Bond Proceeds-int	-	-
TOTAL CASH INFLOW	$ 1,860,487.06	$ 29,609,185.56
TOTAL CASH AVAILABLE	$ 106,304,817.62	$ 136,158,954.21
CASH OUTFLOWS:		
Prepaid Checks	1,100,018.01	9,713,792.80
Bills Lists	807,219.05	8,977,156.91
Pay Estimates	4,160,422.32	12,203,804.17
Credit Cards	7,201.05	86,730.04
Payroll - Net	471,601.26	5,111,419.57
Flex Reimbursement	2,171.30	16,981.99
Void Checks/Dormant Checks Paid	(7,146.39)	(52,548.27)
Debt Service	-	336,287.50
Miscellaneous [Bank Charges; etc.]	240.00	2,238.48
TOTAL CASH OUTFLOW	$ 6,541,726.60	$ 36,395,863.19
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 99,763,091.02**	**$ 99,763,091.02**
MEMO - NET 2023 CASH INFLOW (OUTFLOW)	**(4,681,239.54)**	**(6,786,677.63)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE - BV	**$ 77,960,015.87**	**89,614,560.81**
Purchases	-	28,947,736.90
Maturities/Sales	(4,448,016.76)	(45,050,298.60)
ENDING BALANCE	**$ 73,511,999.11**	**$ 73,511,999.11**

Prepared by the City of Ramsey Finance Department
11/2/2023

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
220809A	1/20/2023	4m	4M TERM SERIES			3,000,000.00		3,000,000.00	0.00
220809B	5/9/2023	4m	4M TERM SERIES			10,000,000.00		10,000,000.00	0.00
230113	7/28/2023	4M	4M TERM SERIES				4,000,000.00	4,000,000.00	0.00
230804	4/30/2024	4M	4M TERM SERIES				10,000,000.00	0.00	10,000,000.00
221117	5/19/2023	4m	4M TERM SERIES			1,000,000.00		1,000,000.00	0.00
220809C	8/9/2023	4m	4M TERM SERIES			7,000,000.00		7,000,000.00	0.00
									10,000,000.00
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6	135,000.00		135,000.00	0.00
220808	2/15/2023	Northland	JOHNSON COUNTY TX TAX		478898-FH-7	190,000.00		190,000.00	0.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		100,000.00	0.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		240,000.00	0.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		190,000.00	0.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	120,000.00		120,000.00	0.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		250,000.00	0.00
220714	7/1/2023	Northland	MANCHESTER NH TAX		562333-QS-6	250,000.00		250,000.00	0.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		245,000.00	0.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00	200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00	200,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00
									5,850,000.00
210604	7/1/2030	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29	1,245,000.00		1,245,000.00	0.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		245,000.00	0.00
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8	1,240,000.00		1,240,000.00	0.00
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5	1,260,000.00		1,260,000.00	0.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		250,000.00	0.00
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6	1,265,000.00		1,265,000.00	0.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		300,000.00	0.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		200,000.00	0.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2	245,000.00		245,000.00	0.00
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		200,000.00	0.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8	2,500,000.00		2,500,000.00	0.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7	2,500,000.00		2,500,000.00	0.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6	2,500,000.00		2,500,000.00	0.00
221102B	10/31/2023	UBS	US TREASURY NOTE		91282CDDO	213,000.00		213,000.00	0.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00	165,000.00
221014	1/12/2024	UBS	CD-ISRAEL DISCOUI	19977	465076TW7	244,000.00		0.00	244,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00	500,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U!	33954	14042TAP2	245,000.00		0.00	245,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00
221118	11/18/2024	UBS	CD-SALLLIE MAE	58177	795451CK7	243,000.00		0.00	243,000.00
191127	11/27/2024	UBS	CD-STATE BANK IN	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00	200,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78	750,000.00		0.00	750,000.00

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	105,000.00		0.00	105,000.00
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			245,000.00		0.00	245,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4	165,000.00		0.00	165,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4	250,000.00		0.00	250,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
230106	10/6/2023	UBS	CD-INB NATIONAL /	3664	44989FAA7		248,000.00	248,000.00	0.00
230131	9/30/2024	UBS	CD-PLANTERS BANI	34254	72741PGZ4		244,000.00	0.00	244,000.00
230303		UBS	UBS PRIME FUND				51,724.41	0.00	51,724.41
230317	3/17/2025	UBS	CD-MANUFACTURE	588	5647595C3		243,000.00	0.00	243,000.00
230322	3/24/2025	UBS	CD-PINNACLE BANI	35583	72345SLG4		248,000.00	0.00	248,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
201221	10/1/2026	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
230731		UBS	UBS PRIME FUND				554,843.90	0.00	554,843.90
230831A		UBS	UBS PRIME FUND				2,769,474.27	0.00	2,769,474.27
20831B		UBS	UBS PRIME FUND				6,001,637.81	0.00	6,001,637.81

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
230630		UBS	UBS PRIME FUND				859,359.98	0.00	859,359.98
230118		UBS	UBS PRIME FUND				1,515,697.17	1,515,697.17	0.00
230228		UBS	UBS PRIME FUND				825,284.10	122,040.62	703,243.48
23093023		UBS	UBS PRIME FUND				64,956.23	0.00	64,956.23
230430		UBS	UBS PRIME FUND				1,092,112.18	0.00	1,092,112.18
230531		UBS	UBS PRIME FUND				229,646.85	0.00	229,646.85
221102A		UBS	UBS PRIME FUND			40,367.65		40,367.65	0.00
221231		UBS	UBS PRIME FUND			1,699,750.74		1,699,750.74	0.00
221004		UBS	UBS PRIME FUND			411,292.57		411,292.57	0.00
210107		UBS	UBS PRIME FUND			0.00		0.00	0.00
211130		UBS	UBS PRIME FUND			0.00		0.00	0.00
210826		UBS	UBS PRIME FUND			0.00		0.00	0.00
220131		UBS	UBS PRIME FUND			0.00		0.00	0.00
220331		UBS	UBS PRIME FUND			0.00		0.00	0.00
220802		UBS	UBS PRIME FUND			130,149.85		130,149.85	0.00
						-			
									57,661,999.11
	TOTAL INVESTMENTS					89,614,560.81	28,947,736.90	45,050,298.60	**73,511,999.11**
			Unamortized Premiums			1,759,475.03			1,759,475.03
			Unamortized Discounts			(4,343,552.11)			(4,343,552.11)
			BOW			6,628,801.28	50,807,190.20	55,399,252.47	2,036,739.01
			Bond Proceeds			11,904,760.14		2,136,754.29	9,768,005.85
			Money Market Accounts			985,723.50	26,044,700.63	10,000,000.00	17,030,424.13
			Net Cash and Investments			106,549,768.65	105,799,627.73	112,586,305.36	99,763,091.02

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title

Note the Following Boards, Commissions, and Committee Meeting Minutes:

- Planning Commission Meeting Minutes Dated September 28, 2023
- Economic Development Authority Meeting Minutes Dated September 14, 2023
- Public Works Committee Meeting Dated September 19, 2023
- Park and Recreation Committee Meeting Dated September 14, 2023

Purpose/Background:

N.A

Recommendation:

N.A

Action:

N.A

Attachments

September PC Minutes
EDA Minutes Sept
September 19, 2023 PW Minutes
September 14, 2023 PR Minutes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:26 AM
Form Started By: Dana Verbeek		Started On: 11/07/2023 10:28 AM
Final Approval Date: 11/08/2023		

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, September 28, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Cheri Gengler Commissioner Bruce Anderson Commissioner Tom Hunt (via Zoom) Commissioner Eric Peters Commissioner Gary Van Scoy
Members Absent:	Commissioner Randy Bauer Commissioner Ryan Heineman
Also Present:	Planning Manager Todd Larson Senior Planner Chris Anderson City Planner Adam Martin City Council Liaison Michael Olson

1. CALL TO ORDER

Commissioner Anderson called the regular meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Anderson led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Van Scoy	aye
Commissioner Anderson	aye
Chairperson Gengler	aye
Commissioner Peters	aye

Commissioner Hunt aye

Motion Carried.

5. CONSENT AGENDA

5.01: Approve the August 24, 2023 Planning Commission Meeting Minutes

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

A roll call vote was performed:

Commissioner Hunt aye
Commissioner Peters aye
Chairperson Gengler aye
Commissioner Anderson aye
Commissioner Van Scoy aye

Motion Carried.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Consider Request for a Conditional Use Permit and Variance Related to a Proposed Addition of a Carport to a Detached Accessory Building (Project No. 23-112); Case of Jay and Carol McDonald

Public Hearing

Commissioner Anderson called the public hearing to order at 7:02 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of both the Conditional Use Permit (CUP) and variance requests.

Commissioner Anderson asked if the property would be in compliance, with the exception of the square footage, if the driveway were taken away on the side of the building.

Senior Planner Anderson replied that the variance was not approved, and the driveway portion were removed, back to the five foot minimum setback, the current property would be in compliance and the CUP would cover the additional square footage.

Commissioner Van Scoy asked the lifespan of the encroachment agreement.

Senior Planner Anderson replied that the City Attorney would be reviewing the document. He stated that as drafted there is language that states the agreement may be null and void if either property changes ownership. He noted that the City Attorney will determine if the agreement would need to run in perpetuity.

Commissioner Van Scoy commented that once the variance is approved, that would run with the property and not the owner.

Senior Planner Anderson confirmed that if the variance were approved, it would allow a zero-foot setback but would not address encroachment onto a neighboring property. He stated that a condition within the variance, if approved, is that the encroachment agreement must be approved and recorded against both properties.

Citizen Input

Jay McDonald, 14275 Alpaca Street, commented that he was present to address any questions.

Commissioner Van Scoy asked if it was a surprise that the driveway encroaches onto the neighbor's yard.

Mr. McDonald commented that when he purchased the property in 2018, he was still living in Fargo and did not move in until June of 2019. He stated that there was no driveway to the building, as the previous owner was driving across the grass, therefore he wanted to have a driveway put in. He stated that he had communication with the City about the driveway options, where he learned the driveway had to branch off of the existing driveway. He commented that he had someone install the driveway at a time he was not home and was under the impression that his property included the row of trees, but it turned out that was a mistake. He commented that once he learned of the mistake, he reached out to his neighbor who did not have an issue with it. He stated that when he applied for the CUP, the issue came up again. He commented that he would be happy to have it all cleared up at this time.

Councilmember Olson asked which side of the building the carport would be located.

Mr. McDonald replied that it would be on the north side, which would be the opposite side of the driveway.

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

A roll call vote was performed:

Commissioner Van Scoy	aye
Commissioner Anderson	aye
Chairperson Gengler	aye
Commissioner Peters	aye
Commissioner Hunt	aye

Motion Carried.

Commissioner Anderson closed the public hearing closed at 7:17 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner Van Scoy, to adopt Resolution #23-240 granting a variance to the driveway setback on the subject property.

Further discussion

Commissioner Van Scoy asked if the resolution includes the reference to the encroachment agreement. Senior Planner Anderson confirmed that is included.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Peters	aye
Chairperson Gengler	aye
Commissioner Anderson	aye
Commissioner Van Scoy	aye

Motion Carried.

Motion by Commissioner Van Scoy, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #23-239 approving a Conditional Use Permit for 700 square feet of accessory building space to allow the addition of a carport on the north side of the existing detached accessory building.

A roll call vote was performed:

Commissioner Van Scoy	aye
Commissioner Anderson	aye
Chairperson Gengler	aye
Commissioner Peters	aye
Commissioner Hunt	aye

Motion Carried.

6.02: Public Hearing: Consider a Site Plan and Conditional Use Permit from Dehn Oil at 6651 141st Avenue NW

Public Hearing

Commissioner Anderson called the public hearing to order at 7:20 p.m.

Presentation

City Planner Martin presented the staff report stating that staff recommends adoption of the resolution approving the Conditional Use Permit (CUP) and Site Plan on the subject property.

Commissioner Van Scoy commented that the ordinance allows for storage but does not specify what could be stored. He asked how fuel storage would fit into that.

City Planner Martin replied that the E-2 zoning district allows open and outdoor storage as a conditional use, therefore conditions could be placed upon that.

Commissioner Van Scoy asked if the fire department has reviewed this request.

City Planner Martin confirmed that the Fire Marshall has intensely been involved in the review and all his comments have been addressed.

Commissioner Van Scoy asked if a condition would be that the fire department approves.

Planning Manager Larson replied that there are review meetings where all departments are involved. He noted that the tanks would require tank permits through the fire department.

Commissioner Van Scoy asked if any other entity is required to license this activity.

Planning Manager Larson believed it would just be the City.

Councilmember Olson commented that the additional paved surface would add to the impervious surface and asked if drainage has been reviewed.

City Planner Martin confirmed that the drainage has been addressed. He noted that the impervious surface and access roads were required by the fire department.

Commissioner Anderson asked if there was a previous CUP for this site and the difference between the two.

City Planner Martin replied that the existing CUP is in place for other tenants on the property and this CUP would be separate from, and in addition to, the existing CUP. He stated that Soderholm and Sons will continue to occupy a portion of the site, therefore that CUP will remain, and the new CUP would apply to the new use and operation of Dehn Oil.

Commissioner Anderson commented that he visited the site today and noticed the pile of dirt, wondering if that would be going away.

Citizen Input

Rick Dehn, Dehn Oil, thanked City staff for their time. He commented that they are a fourth-generation family business and have experience with hazardous materials for over 93 years. He stated that their first priority is safety of their staff, families, neighbors, and city. He stated that they have a lot of expertise in this area and take it very seriously.

Commissioner Anderson asked if the current activity on the site would be continuing, noting that when he visited the site he noticed crushing and moving of material. He commented that would be heavy equipment around the tanks.

Mr. Dehn replied that for the time being, the plan is to share the space. He stated that the crushing operation is a short window. He noted that part of the condition of purchasing the property was to provide a five-year lease to Soder and Sons to continue to use a portion of the property. He noted that they have a good working relationship with that business and is not sure of the plans when that lease expires.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Peters	aye
Chairperson Gengler	aye
Commissioner Anderson	aye
Commissioner Van Scoy	aye

Motion Carried.

Commissioner Anderson closed the public hearing closed at 7:35 p.m.

Commission Business

Motion by Commissioner Van Scoy, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #23-235 approving the Conditional Use Permit and Site Plan for storage of fuel tanks at 6651 141st Avenue NW.

A roll call vote was performed:

Commissioner Van Scoy	aye
Commissioner Anderson	aye
Chairperson Gengler	aye
Commissioner Peters	aye
Commissioner Hunt	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Consider Sketch Plan for a Proposed Single Family Residential Development East of Nowthen Boulevard and South of Brookside Elementary School (Project No. 23-111); Case of Lennar

Presentation

Senior Planner Anderson presented the Staff Report stating that staff recommends that the applicant proceed with developing the preliminary plat plan set.

Commission Business

Commissioner Van Scoy recognized the requirements from the Comprehensive Plan which would be difficult to meet with the current standards. He asked why a minimum density of three units per acre was selected for low density residential.

Senior Planner Anderson replied that designation of three to four units per acre has been in previous iterations of the Comprehensive Plan and was not a new update in the most recent version of the plan.

Councilmember Olson asked if the density requirement is an average throughout the city or whether every neighborhood would have to comply.

Senior Planner Anderson replied that within the MUSA area, developments would need to fall into that density range of three to four units per acre with an average of 3.5 units per acre across the MUSA.

Commissioner Van Scoy asked if this requirement is a result of requirements related to the MUSA. He commented that the research that he did shows that 3.5 units per acre is the average across the entire zoning district and not each specific area.

Senior Planner Anderson confirmed that the requirement is related to the MUSA.

Commissioner Hunt asked how the average stands now, noting this proposed density of 3.1 units per acre.

Senior Planner Anderson replied that the City is just below three units per acre on average across the MUSA.

Commissioner Van Scoy asked if the MUSA requirement is related to specific zoning districts or only residential.

Senior Planner Anderson replied that the City has a MUSA district that does include single-family residential as well as townhomes and apartments which would be R-1, R-2 and R-3 as well as the COR.

Commissioner Van Scoy commented that as they developed the COR, the intention was to concentrate residential development to allow lesser density as you get outside the COR.

Senior Planner Anderson confirmed that is an accurate statement. He noted that the subject property has been within the MUSA since the 2030 Comprehensive Plan.

Commissioner Gengler asked if there would be a turn lane for the turn out for Nowthen Boulevard.

Senior Planner Anderson replied that a turn lane would be required along with an acceleration lane.

Commissioner Anderson invited the applicant to speak.

Josh Metzer, Lennar, commented that they are excited to be looking at a new project in Ramsey. He commented that on this site they would look to introduce their heritage lineup which is a split-level product that would be new to their Ramsey developments. He commented that the home ranges from two to four bedrooms and from 1,650 to 2,050 square feet in size. He noted that most of the homes would have a three-car garage but there would be a two-car garage option as well. He stated that the price would range from $350,000 to $450,000. He provided details on the anticipated timeline if the concept is well received, noting that they would hope to submit preliminary plat before the end of the year and begin earth work in the spring with a model constructed for the fall parade of homes. He estimated a three year build out with three to four years for sale to complete.

Senior Planner Anderson commented that a comment was received via email today from the property owner at the corner of 167th and Nowthen Boulevard and expressed concern with the lot size, noting that the email was provided to the Commission and will be part of the record.

Commissioner Van Scoy commented that in the middle of the sketch plan there is what appears to be a blank area and asked for details.

Mr. Metzer replied that would be a stormwater pond. He commented that they have not yet developed a utility and/or grading plan and therefore based it on the acreage and lots and is an example of where a pond could be located.

Commissioner Van Scoy commented that seems large.

Senior Planner Anderson replied that there are two different stormwater standards, infiltration and rate control. He stated that multiple departments reviewed the plan including the stormwater specialist and there were no comments that the facility would be over or undersized. He noted that when the plans become more developed, they will be able to hone in on what will be necessary to meet the requirements of the City and WMO.

Commissioner Gengler asked if the deeper lots would be on the western or eastern side.

Mr. Metzer replied that the interior lots are fairly deep because of the layout of the streets and to accommodate ponding. He commented that their lots are deeper than the minimum requirement in order to accommodate this type of home. He provided some of the lot depths.

Senior Planner Anderson commented that originally the plan had the pond as a separate outlot, but because of concerns with previous developments the City did not want to ultimately be in the position of maintaining that or receiving it through tax forfeiture and therefore worked with the applicant to adjust the lot lines to include the ponding area.

Councilmember Olson asked whether the home product would be different if the plan were for 80-foot lots.

Mr. Metzer replied that the homes probably would be different, but was unsure that the product that would fit that lot size would make sense financially. He noted that the 80-foot lot design would equate to 2.3 units per acre for density.

Tamara Bjornrud, 16850 Zirconium Street, asked if a barrier would be anticipated for the end of the driveway/road, which abuts her property. She was also concerned with headlights coming into her home, as most of her windows are western facing. She asked if they would be allowed to construct a taller fence on their property to block that and keep people off of their land.

Senior Planner Anderson commented that City Code would allow up to an eight foot tall fence, with a building permit. He stated that he did not believe there would be an intention to have bollards in terms of a barrier.

Planning Manager Larson commented that the standard for a street that ends would be the three-board mechanism that is commonly used.

Councilmember Olson read the letter aloud that was received prior to the meeting from the property owner at 16735 Nowthen Boulevard.

Commissioner Anderson commented that this property is designated R-1 MUSA-80 and the City Council has not yet approved the changes to Section 117 of City Code. He stated that he cannot see how they could talk about changing the lot size to anything other than 80 feet under those circumstances. He stated that he also has concern that staff has been discussing these changes with the developer related to lot size without input from the Commission and/or City Council. He referenced lots 51-53, which abutt against wetlands and stated that he has a difficult time understanding how homes could be built on those lots and still meet the buffer and floodplain requirements. He also expressed concern about the wetland and drainage easement in those areas.

Mr. Metzer commented that from the front yard setback to the closest wetland edge, the shallowest of the lots still had 180 feet, which is more than enough room for a home and useable yard before reaching the 16.5-foot wetland buffer edge.

Senior Planner Anderson commented that the lots have a minimum depth of 100 feet as required by City Code. He commented that there is an existing drainage and utility easement from the original plat and that easement would be vacated with new easements dedicated as part of this plat.

Commissioner Van Scoy commented that currently as the zoning is, there should be transitioning between this development and the property to the east. He asked if those transitioning requirements would be vacated or remain under the new zoning that has not been implemented.

Senior Planner Anderson replied that the Comprehensive Plan states that density transitioning is required when low density lots butt against rural developing guided lots. He noted that in this instance both areas are guided as low density residential. He stated that the current zoning, directly east are zoned rural developing. He stated that when there is a conflict, the Comprehensive Plan takes precedent.

Commissioner Van Scoy asked the designation under the pending zoning.

Senior Planner Anderson replied that would be urban reserve.

Planning Manager Larson commented that under the proposed zoning changes, rural developing would be used for properties that would remain rural. He stated that properties within the MUSA would no longer be zoned rural developing and would be changed to urban reserve.

Commissioner Van Scoy commented that this would place 65 lots next to acreage lots, which would currently require density transitioning.

Senior Planner Anderson commented that they would need to go by the Comprehensive Plan guidance, as there is a conflict between the current zoning and the Comprehensive Plan.

Planning Manager Larson commented that the properties on Zirconium would have the same right to request to subdivide.

Senior Planner Anderson noted that the Comprehensive Plan was adopted in 2020, and therefore the zoning changes should have been made by this time and will need to be done, regardless of this application.

Commissioner Van Scoy commented that it would seem then that this action should be considered against the Comprehensive Plan rather than the current zoning.

Senior Planner Anderson commented that they are not ignoring what is there, but they are in the process of adopting a new zoning map and therefore they are attempting to work with where they are.

Commissioner Van Scoy commented that the intention to allow 65-foot lots was to have that within the more urban area. He did not think a 65-foot lot in this rural area would be appropriate and would like to see 80- or 75-foot lots. He acknowledged the MUSA requirement to have three units per acre, but noted that the plan to reach that was through increasing residential activity in the

COR and towards Highway 10. He recognized that the Council has question as to whether allow more apartments in the COR, but that was the intention in order to allow flexibility to have larger lots in more rural areas.

Senior Planner Anderson commented that there was a recommendation of approval for the zoning changes from the Planning Commission.

Commissioner Van Scoy commented that in the past there has been density transitioning.

Senior Planner Anderson referenced some previous developments that required density transitioning, noting that those developments abutted property that was guided as rural developing, whereas this property is not guided in that same manner.

Commissioner Gengler commented that this is exactly the place for smaller lots as it is adjacent to an elementary school where young families would want to have their starter home and near another low-density MUSA development, therefore this seems to be a good location for this type of development. She acknowledged that the City loves 80-foot lots, but not everyone is looking for that product and this would offer families more options. She also recognized that there is a need to get density to a certain level. She noted that perhaps some larger lots could be put on the exterior of the property with smaller lots interior.

Commissioner Peters asked if there was action from City Council to put a moratorium on City owned land in the COR for the purpose of high-density housing in the last year.

Senior Planner Anderson replied that has existed for more than one year that the City would not sell City owned land for apartments or high-density residential development.

Commissioner Peters asked and received confirmation that there has been interest from developers for that purpose in the COR.

Planning Manager Larson commented that some proposals have come forward through the EDA and to the Council for townhomes and apartment complex concepts that will soon come before the Planning Commission.

Commissioner Peters asked if those developments would bring up the units per acre average to allow 80-foot lots on this parcel.

Planning Manager Larson replied that those developments would help the average, but he was unsure if that would allow 80-foot lots on this parcel. He explained that the zoning code exercise was so important because of the conflicts that exist between the Comprehensive Plan and the zoning code. He noted that there is a conflict in that there is no physical way the development could meet the current regulations in terms of width and density.

Commissioner Peters asked if there would legal or other dangers in not following the Comprehensive Plan.

Planning Manager Larson replied that the City could be sued by the developer and property owners. He noted that there could also be a danger in being sued by the Metropolitan Council related to the MUSA.

Commissioner Hunt commented that he agrees with Commissioner Gengler. He stated that this is located near a school and while he may not want a 65-foot lot, others may want that and do not desire a large yard to take care of. He referenced the 167th corridor and asked if that is more of a formality that will be worked out through the process or whether there is a scenario where that does not go through.

Senior Planner Anderson replied that staff would strongly recommend that road connection be made. He stated that the entire purpose of creating the 66-foot wide outlot within the original Harmony Farms development, with additional language in the Development Agreement to eventually eliminate the shared driveway and provide that road connection.

Commissioner Peters asked who would be responsible for the funding of that road.

Senior Planner Anderson replied that is a discussion that would still need to be had. He stated that they have relayed that information to the applicant and staff has had discussions. He recognized that is not part of this parcel and perhaps the language should have been worded differently in the Development Agreement for Harmony Farms. He stated that the applicant has met with one of those property owners thus far and that property owner was going to reach out to the other neighbor.

Commissioner Peters commented that he would be interested to hear the input of those two neighbors.

Senior Planner Anderson commented that the resident that provided comments via email that were read aloud from Councilmember Olson has joined the meeting via Zoom.

John Rowe, 16735 Nowthen Blvd NW, commented that he submitted his comments in writing and believes that when there are acreage properties there should not be lots allowed under the width required in City Code. He stated that he is not against development, but believes that the standard 80-foot lot size should be used against the acreage homes.

Commissioner Anderson commented that until the City Council approves the zoning changes, he cannot support anything other than 80-foot properties. He stated that if the Council approves the new zoning plan, they could then consider something else.

7.02: Review and Adopt 2024 Planning Commission Meeting Calendar

Presentation

Planning Manager Larson presented the Staff Report stating that staff recommends adopting the calendar for 2024 with a start time of 6:30 p.m.

Commission Business

Commissioner Anderson preferred December 19th over January 2nd and confirmed the consensus of the Commission.

Commissioner Peters commented that he prefers the 7:00 p.m. start time because of his work schedule.

The Commission adopted the 2024 calendar with the December 19 meeting date and a 7:00 p.m. start time.

8. COMMISSION / STAFF INPUT

Planning Manager Larson highlighted some of the development considerations that will be coming forward in the near future.

Commissioner Hunt noted that absentee voting has begun for the Anoka Hennepin School District.

9. ADJOURNMENT

Motion by Commissioner Peters, seconded by Commissioner Van Scoy, to adjourn the meeting.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Peters	aye
Chairperson Gengler	aye
Commissioner Anderson	aye
Commissioner Van Scoy	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 8:49 p.m.

Respectfully submitted,

_____

Todd Larson
Planning Manager

ATTEST:

_____
Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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 14, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Scott Wiyninger Member Chelsee Howell Member Rachal Johnson Member Chris Riley Member Shanna Stewart
Members Absent:	Member Brittany Lindahl Member William MacLennan
Also Present:	Sean Sullivan, Economic Development Manager Stephanie Hanson, Community Development Director

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

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

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated August 10, 2023

Motion by Member Johnson, seconded by Member Stewart, to approve the August 10, 2023, minutes as presented.

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

4. EDA BUSINESS

4.01: Consider Amendment to Temporary Signage Regulations During Highway 10 Ramsey Gateway Project

Economic Development Manager Sullivan presented the staff report.

Member Johnson asked if there would be temporary signage that identifies the route to reach businesses that are directly impacted by the construction and detours.

Economic Development Manager Sullivan replied that would not be part of the proposed amendment to sign regulations and would be addressed by communications during the project, such as business district signage which is done by MnDOT. He stated that perhaps the City could look into supplemental signage above what would be done by MnDOT. He explained that this discussion today would allow for businesses themselves to have temporary signage during construction.

Chairperson Wiyninger asked what businesses would be hoping to use these signs for, using the example of advertising or direction.

Economic Development Manager Sullivan replied that the responses have been varied but multi-tenant businesses are limited in signage, and this would allow additional opportunity. He noted that if people decide to take Bunker Lake Boulevard rather than the highway, it would be nice to have signage on that roadway to direct traffic and gain new customers. He noted that directional signage would not be as helpful as offsite signage is not allowed.

Member Riley acknowledged that this will be hard on the businesses but for the greater good and therefore believes that this would be a good thing they could do for the businesses. He stated that he does not have a strong feeling on the map. He asked if there has been consideration of waiving the cost.

Economic Development Manager Sullivan replied that was discussed internally but when they did that for advertising in the newsletter, it did become an accounting issue and there was still a cost which was paid by the EDA. He stated that the problem would also be if this is not offered city-wide, the City could be seen as helping one business at the cost of another business.

Member Howell stated that she is also generally supportive of this and asked if an addendum could be added that the businesses be revisited one month into the program to see how it is going and see if there are any tweaks necessary such as allowing off-site signage, larger signs, or more signage.

Economic Development Manager Sullivan asked if that would be done with a survey. He stated that could be done and there would be minimal cost if that were done through email.

Member Howell confirmed that is what she was thinking.

Economic Development Manager Sullivan suggested that they let the program roll out for a bit longer. He noted that if March 1st is the start date, construction would probably not begin until April or May. He suggested sending the survey in August or later to get better feedback.

Member Howell agreed.

Member Stewart asked what the issue would be with letting all Ramsey businesses do this versus just the options within the case.

Economic Development Manager Sullivan replied that was a suggestion staff discussed noting that all businesses would most likely enjoy the option. He commented that his thought was to start with the businesses more directly impacted by the construction project in the case that the Council did not want the city to be a sea of signs for 18 months.

Motion by Member Stewart, seconded by Member Johnson, to recommend extending the duration of temporary signs for the whole of Ramsey for 12 to 20 weeks during the period of March 1, 2024 through December 31, 2025 and bring that forward to the City Council for consideration.

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

4.02: 2023 Business Appreciation Day Wrap Up and Selection of 2024 Date and Location

Economic Development Manager Sullivan presented the staff report.

Member Johnson commented that the event was fantastic, and the hole sponsors were great. She noted that perhaps they could review the sponsor setups for each hole as some holes just had a table and you were not really sure who it was. She commented that some of the hole sponsor setups were a lot of fun and provided good networking opportunities.

Economic Development Manager Sullivan replied that staff set up tables for the holes that were going to be sponsored but sometimes the organization staffing the hole cannot attend. He noted that there were two or three holes that did not have people show up and the EDA was able to sell multiple hole sponsorships for some holes this year.

Member Johnson stated that she also liked that the prizes were drawn ahead so that people are not waiting around. She commented that she would be willing to show up early and go around to check whether the holes are staffed or not.

Chairperson Wiyninger commented that the event was great and staff did a phenomenal job. He thanked Economic Development Manager Sullivan and his staff.

Motion by Member Johnson, seconded by Member Stewart, to select an event date of Tuesday, August 20, 2024, the Links of Northfork as the venue for the 2024 Business Appreciation Day Event, and to allocate $5,500 for the event.

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

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan provided an update on development activity and interest by developers.

6. ADJOURNMENT

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

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

The regular meeting of the Economic Development Authority adjourned at 8:10 a.m.

Respectfully submitted,

Sean Sullivan
Economic Development Manager

ATTEST:

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Public Works Committee conducted a regular meeting on Tuesday, September 19, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
Councilmember Debra Musgrove
Councilmember Matt Woestehoff (Remote)

Members Absent: None

Also Present: City Engineer/Public Works Director Bruce Westby

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:33 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the agenda, as presented.

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Woestehoff aye
Chairperson Riley aye

Motion carried.

4. APPROVE MINUTES

4.01: Approve July 18, 2023, Meeting Minutes

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the following minutes:

Regular Meeting Minutes dated July 18, 2023

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Woestehoff aye
Chairperson Riley aye

Motion carried.

5. COMMITTEE BUSINESS

5.01: Review Drainage Concerns at 5725 180th Lane NW

City Engineer/Public Works Director Westby reviewed the staff report.

Chairperson Riley asked the property owners at 5725 180th Lane NW, Scott and Lisa Monserud, if they wanted to add anything to staff's presentation. The Monserud's stated that more water has been ponding on their property since the street was reconstructed. They also stated they feel the City is responsible for fixing this issue since all stormwater runoff from their neighborhood ends up on their property.

City Engineer/Public Works Director Westby displayed the drainage plan from the Ford Brook Estates Street Reconstruction project, Improvement Project #19-01, and confirmed that stormwater runoff from the street and front yards of most of the properties do generally drain to the southeast corner of the Monserud's property via drainage ditches and a culvert crossing 180th Lane NW.

Councilmember Musgrove asked if the driveway culvert on the Monserud's neighbor's property to the east was upsized with IP #19-01.

City Engineer/Public Works Director Westby stated he was uncertain if the culvert had been upsized, but he recalled that the new culvert was raised several inches and the ditch bottom in this area was regraded to help remove the low point west of their neighbor's driveway to reduce the amount of standing water next to and on the Monserud's property.

Chairperson Riley asked if the drainage issues previously raised by the property owners Southeast of the Krypton Street cul-de-sac were proposed to or could be addressed with these drainage improvements.

City Engineer/Public Works Director Westby stated the improvements as currently proposed do not address the concerns previously raised by these property owners.

Chairperson Riley asked if the property owners drainage concerns could be addressed as part of these improvements.

City Engineer/Public Works Director Westby confirmed that staff could further explore this if the Committee directed staff to do so.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to direct staff to prepare preliminary design plans based on the concept plan presented and to update the cost estimate for further review at the October Public Works Committee meeting, and to explore proposed improvements to address the drainage concerns of the property owners Southeast of the Krypton Street cul-de-sac.

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Woestehoff aye
Chairperson Riley aye

Motion carried.

5.02: Receive Updates on Improvement Projects, Studies and Items of Interest

City Engineer/Public Works Director Westby reviewed the staff report and provided a brief update on the current status of pothole patching across the City, and noted that Staff plans to present a formal update on all 2023 pothole patching work to the City Council at an upcoming work session, as well as how Staff plans to prepare for 2024.

Councilmember Woestehoff stated that the south parking lot at Central Park was recently paved but that the pavement surface of the new basketball courts is slick and asked staff to look into this.

A vote was not called for.

6. COMMITTEE / STAFF INPUT

6.01: Review Future Topics Calendar

Chairperson Riley asked if Committee members had questions or comments on the calendar.

Chairperson Riley asked staff to add dates in place of "Future/TBD" for the last two items under "Topics for Discussion – Planning and Budget" titled "Replace City monument sign TH 47 & Bunker Lk Blvd" and "Targeted Trail Gap Connection Planning". He noted that these items have been on the list for a long time and he would like them to be addressed in the near future.

Chairperson Riley inquired if others have noticed any traffic issues at the intersection of TH 47 and Bunker Lake Boulevard due to traffic backing up from the signal system at McKinley Street. He noted that this signal system is proposed to become permanent so he wanted to make sure no signal modifications were needed.

City Engineer/Public Works Director Westby stated staff is not aware of any issues resulting from the McKinley Street signal system.

None of the Committee members had noticed or heard of any traffic issues in this area either.

7. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the Public Works Committee meeting.

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Woestehoff aye
Chairperson Riley aye

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:34 p.m.

Respectfully submitted,

Bruce Westby
City Engineer/Public Works Director

Drafted by Katie Schmidt *
City Clerk

* Timesavers did not prepare these minutes as the meeting was not recorded due to technical difficulties.

PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Park and Recreation Commission conducted a regular meeting on September 14, 2023, at The Hollow park, 14642 Snowy Owl Street NW, Ramsey, Minnesota.

Commission Members Present:	Chair Nathan Barten Vice Chair Brandon Sis Commissioner Todd Arts Commissioner Shane Bennett Commissioner Jennifer Leistico Commissioner Dean Olson
Commission Members Absent:	Commissioner Justin Loss
Also Present:	City Council Liaison Debra Musgrove Parks & Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

Chair Barten called the Park and Recreation Commission meeting to order at 6:30 p.m.

2. CITIZEN INPUT

Wendy Walton, Northgate Church, commented that they partnered with the City to hold pop-up play events this summer, for the second year. She commented that the idea is to provide a place where there can be a safe sense of community for parents and children.

Sarah Perkins, Northgate Church commented that she noticed this occurring in other communities and reached out to the City in attempt to partner and it has been going well. She commented that the church appreciates the City and the ability to partner on programing.

Parks & Assistant Public Works Director Riverblood commented that they also have a great location for the event on the lawn at The Draw.

Ms. Perkins confirmed that has been a great location as there is a large shady lawn with a ballfield.

Commissioner Leistico asked the general age range for the programing.

Ms. Walton replied that it varies from parents with young children (toddlers/preschoolers) as well as older children. She noted that they tend to offer a sensory activity along with a sports activity for the older children.

Councilmember Musgrove asked the number of volunteers that assist with the events.

Ms. Perkins estimated about ten volunteers noting both adults and youth.

Ms. Walton commented that they are excited to continue the program next summer as well, and continue to look for new opportunities for programing.

3. APPROVE AGENDA

Motion by Commissioner Sis, seconded by Commissioner Leistico, to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Leistico, Arts, Bennett, and Olson. Voting No: None. Absent: Loss.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

Commissioner Sis noted that under call to order, it should state, "Chair ~~Bennett~~ Barten…"

Motion by Commissioner Sis, seconded by Commissioner Olson, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- Park and Recreation Commission Meeting Minutes date August 10, 2023 as amended

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Olson, Arts, Bennett, and Leistico,. Voting No: None. Absent: Loss.

5. COMMISSION BUSINESS

5.01: Approve Concept for Restroom for the Neighborhood Park South of Riverdale Drive

Parks & Assistant Public Works Director Riverblood commented that late in 2022 the Commission approved the playground plans for this park, but the plan for the restroom was not included and therefore is before the Commission tonight. He stated that the plans proposed show a small, concrete, unisex bathroom that would have running water and lights. He stated that it would be programable to lock at 10 p.m. and open at 6 a.m. He stated that the plans could be approved for same or similar, to provide flexibility should there be a more economical option that is presented through the bidding process. He stated that the original budget for this park included $75,000 for this restroom.

Commissioner Sis asked if there is a similar alternate that might be available on the State contract.

Parks & Assistant Public Works Director Riverblood stated that he could ask that question but is not aware of a State bid for these restrooms. He commented that he will check on it.

Chair Barten commented that he appreciates staff bringing this forward and it seems pretty straightforward within the staff report.

Motion by Commissioner Sis, seconded by Commissioner Olson, to recommend staff proceed with developing specifications and obtaining bids for a restroom as described in the case.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Olson, Arts, Bennett, and Leistico,. Voting No: None. Absent: Loss.

5.02: Recommend the 2024-2033 Parks Capital Improvement Plan

Parks & Assistant Public Works Director Riverblood stated that at the August meeting the Commission reviewed the proposed projects within the plan and provided consensus of the order of the projects, along with direction to remove some projects. He stated that one additional project was added since that time, making improvements to the farmstead house in the Trott Brook development so that house could be rented as well as reinforcing the barn structure. He estimated $95,000 for that project, noting that it would be proposed for 2024 and staff would bring forward those plans soon to ensure that the barn could be stabilized before winter. He commented that the ten-year CIP would move forward to the City Council and be discussed at one or more work sessions this fall before moving to a public hearing where the Council would consider adoption of the citywide CIP. He reiterated that the CIP is a planning document and does not authorize the specific projects.

Chair Barten asked for details on the renting of the home as mentioned.

Parks & Assistant Public Works Director Riverblood provided details on the rental of that home which could net about $2,500 per month and would secure that property as a person or family would be living in the home.

Councilmember Musgrove commented that there are three pages where the total costs on the top do not equal the costs within the table. She asked if the table cost is accurate or the cost on the top.

Parks & Assistant Public Works Director Riverblood commented that is a worksheet program used by finance that he does not have access to. He stated that he will send this to finance to update the figures appropriately before the City Council reviews this document.

Commissioner Sis referenced the bracing for the barn property and asked if that is expected to be the final bracing or an interim solution.

Parks & Assistant Public Works Director Riverblood replied that a structural engineer was hired to ensure this would be a good plan and that the bracing would provide the stability without impacting the view from the interior. He confirmed that this would be the final plan for bracing.

Motion by Commissioner Sis, seconded by Commissioner Arts, to recommend approval of the 2024-2033 Parks Capital Improvement Plan.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Arts, Bennett, Leistico, Loss, and Olson. Voting No: None. Absent: None.

5.03: Recommend 2024 Park Development Fees

Parks & Assistant Public Works Director Riverblood stated that annually the Commission reviews the Park Dedication and Trail Fees to make a recommendation to the City Council. He provided background information on the in-depth discussion related to parks and trail fees in 2020, which were then adopted as recommended in 2022 for implementation in 2023. He stated that staff does not recommend any changes in 2024 for Park Dedication or Trail Fees.

Chair Barten asked if Ramsey falls in the middle in comparison to other communities.

Parks & Assistant Public Works Director Riverblood replied that it would depend on which cities are used as comparison, noting that every city is different in how it builds its park system. He noted that some cities use municipal liquor stores as a funding source for their parks and therefore may have lower park dedication rates. He commented that park dedication also needs to be indexed upon the need, not on what others are doing. He stated that there is over $30,000,000 identified in improvements within the parks CIP planning document and therefore in theory, the Park Dedication should pay for those new improvements that are planned.

Commissioner Sis asked if staff believes that the current park and trail fees are sufficient to support those plans.

Parks & Assistant Public Works Director Riverblood noted that the Commission was very thoughtful when suggesting the last increase to park dedication and trail fees. He believed that the rates should be reviewed again in 2024 and then make a recommendation for adjustment. He stated that in this development, the developer has stated that they are selling homes faster than they can build them, therefore it could be assumed that the park dedication and trail fees are not an impediment to development. He commented that given the number of residents enjoying the park tonight, it is easy to see that the residents enjoy the park amenities.

Commissioner Leistico commented that she would agree that it would be appropriate to delay another increase as there was just an increase implemented in 2023.

Councilmember Musgrove agreed that it would make sense for the Commission to do another review in 2024 related to the fees. She asked if they could also review whether all the improvements would be realistic in terms of what could be done.

Parks & Assistant Public Works Director Riverblood provided details on the rates of park development for different types of development based on the impact the development would have on the parks system. He noted that developers will always say that fees are too high but continue to sell homes faster than they can build them and also want parks and trails, using those features to advertise their development to new residents.

Chair Barten commented that he is also in favor of keeping the fees as is and then revisiting the fees again in 2024.

Motion by Commissioner Leistico, seconded by Commissioner Sis, to recommend to City Council that Park Dedication and Trail Fees for 2024 remain unchanged.

Motion carried. Voting Yes: Chair Barten; Commissioners Leistico, Sis, Arts, Bennett, and Olson. Voting No: None. Absent: Loss.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Director Riverblood noted items that will be before the Commission at its October meeting.

7. ADJOURNMENT

Motion by Commissioner Sis, seconded by Commissioner Arts, to adjourn the meeting.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Arts, Bennett, Leistico, Loss, and Olson. Voting No: None. Absent: None.

The Park and Recreation Commission meeting adjourned at 7:11 p.m.

Respectfully submitted,

Parks & Assistant Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Enhance City's communication through transparency and accountability.

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 10/10/2023
2. City Council Special Work Session dated 10/17/2023
3. City Council Work Session dated 10/24/2023
4. City Council Regular Session dated 10/24/2023

Purpose/Background:

Purpose: The purpose of this case is for Council review and approval of meeting minutes.

Background: Attached are the meeting minutes referenced above.

Recommendation:

Approve the meeting minutes.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 10/10/2023
2. City Council Special Work Session dated 10/17/2023
3. City Council Work Session dated 10/24/2023
4. City Council Regular Session dated 10/24/2023

Attachments

10-10-2023 CCWS

10-17-23 Special WS

10-24-23 CCWS

10-24-23 Meeting

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:20 AM
Form Started By: Katie Schmidt		Started On: 11/02/2023 03:08 PM
Final Approval Date: 11/08/2023		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 10, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
Parks and Assistant Public Works Director Mark Riverblood
Administrative Services Director Colleen Lasher
Planning Manager Todd Larson
City Attorney Fritz Knaak
Community Development Director Stephanie Hanson
IT Manager Jason Fredrickson

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:32 p.m.

2. TOPICS FOR DISCUSSION

2.01: Update Regarding Recruitment Timelines for 2024 City Positions

Administrative Services Director Lasher reviewed the Staff report concerning the timelines for recruitment for the eight open positions for 2024 that have passed the preliminary budget.

Councilmember Woestehoff asked if the start date for these positions will be within two weeks of when the Council authorizes the hire.

Administrative Services Director Lasher explained that is how it generally works unless the applicant is not working and could start earlier.

Councilmember Riley stated that during the budget discussion they had agreed to all of the positions with staggered start times. He noted that this timeline seems to hire everyone all at once. He asked for clarification on this.

Administrator Services Director Lasher explained that the start times would be staggered. She reviewed the beginning of recruitment dates versus the start dates for these positions. She stated that they are all staggered through the first few months of the year.

Councilmember Riley asked if this timeline works with the budget and spreading out the staff coming on board.

City Administrator Hagen explained that originally all of the Public Works positions were to start January 1; however, they shifted the positions to start anywhere from January 1 to March 1 to save one full year of salary across all of the positions.

Councilmember Specht asked if benefits start right away for these positions.

Administrative Services Director Lasher shared that it has been the City's practice since 2005 that City benefits start on day one of being hired. She noted that if the individual comes on board after the 15th of a month then they are not charged for the benefits for the first month.

Councilmember Musgrove stated that she does not support the early hiring. She noted that they have a lot of State funds in the budget that are going to cushion them this year; however, they will not be there next year. She stated that she tried to present some alternatives to the Staff hiring but it was not accepted. She added that next year they are likely going to have a more difficult time with this. She stated that she would rather wait until after the budget starts to approve this if the budget passes.

The consensus of the Council was to move forward with the hiring timeline as presented in the case. Councilmembers Musgrove and Howell did not agree with the timeline as presented and preferred to wait until after the budges was approved to start the hiring process.

2.02: Contract for Civil Municipal Legal Services

City Administrator Hagen reviewed the Staff report in regard to the contract for City Attorney Knaak's services. He reviewed the draft agreement and shared that this contract is the same as the two year contract that is currently in place, with a new effective date and a 2% increase to the monthly rate.

Councilmember Specht stated that he has been very happy with City Attorney Knaak's work on the issues that have been worked through. He shared support for continuing the contract.

Councilmember Woestehoff agreed. He asked if there is room in the budget for the 2% rate increase.

City Administrator Hagen said yes.

Mayor Kuzma shared that he has also been pleased with City Attorney Knaak's services and he will support continuing the contract.

City Administrator Hagen noted that they have not given formal feedback from the Council to City Attorney Knaak. He stated that in the next few weeks they can discuss this to give City Attorney Knaak some feedback.

The unanimous consensus of the Council was to move forward with the contract.

2.03: City of Ramsey 50th Anniversary

City Administrator Hagen reviewed the Staff report concerning the City of Ramsey 50th Anniversary. He noted that there have been residents asking if anything special will be done. He asked the Council for ideas and direction on ways to celebrate this milestone.

Councilmember Musgrove shared her thoughts on seeing what the EDA may come up with as far as a way to promote businesses in the City along with the 50th anniversary celebration and make this more of a day where it is acknowledged publicly but have it come mainly from the businesses in the City.

Mayor Kuzma suggested putting flags down Center Street.

City Administrator Hagen asked if this would be a unique Ramsey 50th Anniversary flag.

Mayor Kuzma said yes.

Councilmember Olson asked about the actual date of the anniversary.

City Administrator Hagen stated that he does not know the date.

Councilmember Olson noted that it would be nice to do something special on the actual anniversary date.

Councilmember Specht suggested a medallion hunt. He noted that other groups within Ramsey could also do something.

Councilmember Riley shared that this should be tied in with Happy Days, which could be the feature of the anniversary. He noted that they could do a series in the *Ramsey Resident*. He shared that they could do a display similar to the one that is currently outside of the Police Department. He added that they could also have the theme of every City event be around the 50th anniversary. He stated that none of these ideas would cost any extra money to the City. He noted that he would also be interested in a medallion hunt.

Councilmember Specht asked if there would be a way to make Ramsey 50th Anniversary items to sell on the City website. He noted that he is not sure of the interest in this.

Mayor Kuzma suggested a sub-committee for this.

Councilmember Specht stated that if Staff feels confident with this then he does not see a need for a committee.

City Administrator Hagen shared that Staff can work through some of these ideas and come back to the Council to discuss and consider a sub-committee.

Parks and Assistant Public Works Director Riverblood added that in September, the Ramsey Foundation had expressed an interest in supporting the 50th anniversary.

The unanimous consensus of the Council was to have staff take the suggested ideas and bring them back for discussion on more specific ideas for potential implementation of ways to Celebrate the City of Ramsey 50th Anniversary.

2.04: Zoning Code Update Discussion

Planning Manager Larson reviewed the Staff report in regard to the zoning code updates, including updates for home occupation permits.

Councilmember Musgrove noted that there was a bit of redundancy that she shared with Planning Manager Larson.

Planning Manager Larson shared the updates that were made to make it less redundant.

Councilmember Howell asked to revisit the changes on the prohibited list.

Planning Manager Larson shared the home occupations that are not allowed have to do with internal combustion engines and dispatch and transportation centers.

Councilmember Specht asked if there are any restrictions on weapons.

Planning Manager Larson stated that ammunition manufacturing is not allowed by the fire code due to the explosive nature.

Councilmember Howell asked if retail sales were prohibited before and how this would affect someone who sells something out of their home. She gave an example of a resident selling eyeglasses out of their home.

Planning Manager Larson explained that his interpretation of this is that if they are selling something that is a product where the seller is working with the client on creating it for the client then he would not consider it retail sales. He stated that if someone was just selling off-the-rack items out of their homes then this would be an issue as they do not want people running stores out of their homes.

City Administrator Hagen asked if this could be worded to state that retail sales and pre-manufactured products are not allowed.

Councilmember Howell suggested changing this to address appointment only sales. She stated that she does not see it as a concern for what people sell out of their homes but rather the traffic of having a store run out of their home. She noted that she does not want to be overly burdensome on residents. She shared that there was a situation in a different city where a man selling eyeglasses out of his home was going to have his business shut down.

Councilmember Specht gave an example of his neighbor who had a very successful Etsy shop who would have an open house a few times a year at their home to sell some of their products. He noted that this was not consistent retail sales out of the home with customers coming and going.

Planning Manager Larson stated that this would likely fall under the garage sale code.

Councilmember Howell asked about excluding occasional sales through multi-level marketing.

Planning Manager Larson explained that retail sales have the in-person qualifier. He noted that if it is sold online then it would not be restricted. He stated that if someone is selling products and are constantly hosting parties out of their home to sell their products then the neighbors would be calling the City to step in.

Councilmember Howell stated that she does not want to make this overly burdensome, especially since side-gigs are becoming increasingly popular.

Councilmember Woestehoff stated that a lot of this seems to come down to Staff's interpretation of allowed uses. He asked what happens when it is both an allowed use and prohibited use and which of the two would take priority.

Planning Manager Larson noted that they would fall back on looking at the other aspects of the Code and the totality of the circumstances.

Councilmember Woestehoff gave the example that firearm repairs and sales are considered an allowed use while retail sales are prohibited. He stated that he likes the clarification of these being by appointment only. He suggested that if it is something made in the home then it can be an allowed use; however, if it is shipped from a bulk order then it would be prohibited as retail sales.

Councilmember Howell reiterated that her appointment only suggestion would cut down on traffic as people would be aware that the intent is not to have people constantly flowing through their homes. She noted that it should not matter to the City what people choose to sell.

Councilmember Musgrove asked for more clarification on sales or storage yards. She asked if this refers to cars. She also asked about the use table and if the things that are allowed still need to get the qualifying permits.

Planning Manager Larson said yes and explained that these are broad terms that most of the permits would fall under.

Mayor Kuzma asked if the Council is in agreement to add the appointment only component.

The Council was in agreement.

Councilmember Howell asked why palm reading and fortune telling is a prohibited home occupation.

Planning Manager Larson shared that a lot of cities have prohibited this as there have been instances where palm readers have been caught doing nefarious acts and swindling customers out of large sums of money.

Community Development Director Hanson asked if the Council would like a definition for a sales and storage yard.

Councilmember Musgrove said yes as this would be helpful.

Councilmember Woestehoff asked if it is common for home occupations to require something that has a different level of building permits. He suggested adding something about if the space is so large that it requires a commercial building permit then it would be a prohibited use.

City Administrator Hagen shared that there is a statement in the code that says there should be no other exterior evidence of the existence of a home occupation, including outdoor storage of materials or commercial vehicles.

Councilmember Howell asked about limiting instructional classes to having no more than four people in attendance. She shared that she knows of someone in another city who teaches 15 kids a week and asked how this would affect someone in Ramsey attempting to do the same.

Planning Manager Larson asked if this is something that the Council would like to allow. He shared that he has dealt with something similar years ago that was run through the public hearing notice and neighbors of the individual running the classes out of her home showed up and were not happy with the traffic that it caused.

Councilmember Howell asked if it was a full time school or just something that happened once a week.

Planning Manager Larson stated that it was something that occurred a few evenings a week.

Councilmember Howell asked how this would affect someone who tutors kids out of their home, hosts a bible study, or has a home based church.

Planning Manager Larson stated that the home based church could become problematic under building code. He noted that religious institutions are already called out in the code. He added that people getting together for a bible study would not be affected as it is not a business.

Councilmember Musgrove asked how they differentiate a home based church versus someone who has a lot of people living in their home that are also causing traffic concerns. She asked why

someone could not host church in their home once a week but someone else could have multiple non-related people living in the same home and coming and going everyday.

Planning Manager Larson explained that the home based church would be turning the home into some other use altogether. He noted that people can have their friends over to practice religion together as long as it is not an organized church.

Councilmember Howell stated that she knows someone who volunteers to teach kids once a week out of his home. She added that she can see not allowing schools for profit to run out of homes; however, people getting together to learn or volunteer together should not be restricted.

Planning Manager Larson noted that if it is volunteering and not a business then it would not be a home occupation.

Mayor Kuzma stated that it would become a problem when someone applies for a tax exempt status and uses their home as the official address.

Councilmember Woestehoff related this to someone having friends over to their home and drinking versus someone wanting to run a bar out of their home, the first is acceptable but the second creates the problem.

Councilmember Specht stated that churches met in homes during COVID. He noted that the church still had its building but was meeting at different homes because of the times. He stated that they need to put some kind of caveats to this.

Planning Manager Larson said this would get very messy to try to write something about this; however, if they just leave it out and people have home churches or bible studies in their homes and they are not disturbing the neighbors then the City won't know about it. He stated that there is always the option for a special event permit if a church is hosting a service in someone's home.

City Attorney Knaak stated that this is getting into a gray area. He shared concerns with directly calling out religious gatherings as this can run into constitutional issues. He noted that these religious gatherings would likely be sporadic and incidental and he believes this should be allowed.

Councilmember Howell agreed that the City should stay out of the way of these religious gatherings. She noted that there also do not seem to be existing problems with this.

City Attorney Knaak stated that education is another circumstance where the City would not want to be involved in. He explained that if someone is homeschooling their children as well as children from other families then he would not want to get involved with this unless it is causing issues.

Councilmember Specht asked how they write this so that future Councils and Staff would know how to follow this.

City Attorney Knaak stated that the Staff the City has is very well trained. He said that he does not think that they have to worry about continuity on this issue.

Mayor Kuzma asked if the Council was in agreement with the current wording.

Councilmember Howell said yes as long as what City Attorney Knaak is saying meets what she is saying.

City Attorney Knaak stated that this ordinance does just that as long as it is enforced intelligently.

Planning Manager Larson reviewed the updated zoning map. He discussed the Lord of Life Church requests.

Councilmember Musgrove asked if this would not be conforming to the comprehensive plan.

Planning Manager Larson explained that in the proposed zoning district religious institutions are allowed in the R-1 district so this would be fine. He reviewed the requests from Voice of Hope Church for their property on Armstrong Boulevard as well as the requests for the non-residential properties on the south side of Ramsey and the COR parcel 46.

Councilmember Musgrove asked if the parcel 46 changes would be proactive changes so that the developers would not have to come back in the future for a zoning permit change.

Planning Manager Larson explained that part of the developer's application will be the plat and site plan reviews and adding a rezoning on top of this would be another thing that they would need to pay for and an extra step in this process. He noted that the Council has already given direction on both of these projects to move forward so Staff figured that this was enough direction to move forward with the rezoning. He stated that it is a proactive change. He shared that there is an interactive map that allows anyone to click on any property in town and it will show what the property is currently zoned and what it is proposed to be zoned.

Councilmember Woestehoff asked if this was able to be viewed by the public.

Planning Manager Larson said yes and shared that it is available on the zoning code update website since earlier this year.

Councilmember Musgrove asked if there were any residents that had any feedback regarding the zoning for some of the properties east of Variolite. She noted that some of these residents have come to speak at meetings and have been very frustrated with the zoning and developments.

Planning Manager Larson explained that basically nothing has changed in that area.

Councilmember Woestehoff stated that the residents who he has talked to over the years are more of the mindset of wanting to split their lots into multiple lots.

Councilmember Musgrove asked if this limits them based off of the number of houses.

Councilmember Woestehoff said yes as the lots would have to be kept above two and a half acres.

Planning Manager Larson discussed the urban reserve and how this would help satisfy the larger property owners in the City.

Councilmember Woestehoff stated that this does not seem to match the nature of the comprehensive plan. He asked if they would also update the comprehensive plan with a new map.

Planning Manager Larson said no and explained that this is tied to the staging map in the comprehensive plan where they are saying that development will happen somewhere down the line, just not right away which is when it would be rezoned.

Councilmember Woestehoff asked if this is an opportunity to look at some of the density requirements in this area or if they will look at this later because it concerns future use.

Planning Manager Larson stated that since it is future use they do not need to look at it now.

Councilmember Riley added that he understands the purpose of the urban reserve. He asked if they can call it something else without the word 'urban.'

Planning Manager Larson explained that part of the goal is to keep it consistent with all of the terms in the zoning code and the 'U' in MUSA stands for urban. He added that 'urban' can also have a very broad definition.

Councilmember Woestehoff suggested calling it the MUSA reserve.

Councilmember Riley suggested just calling it the reserve.

Community Development Director Hanson stated that the MET Council also calls it the urban reserve.

Planning Manager Larson added that this is a common term.

Councilmember Riley stated that he is always happier with the word 'suburban' rather than 'urban' as it fits better with Ramsey. He also suggested calling it the future reserve or the development reserve.

Councilmember Specht agreed.

Planning Manager Larson suggested keeping this as the urban reserve for consistency with other communities and the MET Council.

Councilmember Musgrove asked how this is defined in the definitions.

Planning Manager Larson reviewed the definition of urban reserve.

Councilmember Howell suggested just calling it the reserve district which should keep residents happy.

City Administrator Hagen suggested calling it the MUSA reserve.

Councilmember Riley agreed.

Planning Manager Larson explained the goal of consistency with keeping these terms lined up through the document.

Councilmember Specht noted that people may not know what MUSA means.

Mayor Kuzma asked if the Council was in agreement with calling it the MUSA reserve.

The Council was in agreement.

Planning Manager Larson asked if the Council was in agreement with this to be brought forward for adoption on October 24.

Councilmember Riley stated that he has additional comments on the updates. He noted that he can send them directly to Planning Manager Larson. He added that they also discussed the R-1B and R-1C at the last meeting and asked if these areas are on the map.

Planning Manager Larson stated that they are on the map in certain areas. He showed them on the map.

Councilmember Riley stated that he does not want to see this on the map; however, he understands that it is allowed.

City Administrator Hagen asked if the other comments that Councilmember Riley has would generate more discussion.

Councilmember Riley said they are not big discussion items, just clarifying questions. He noted that this is a bigger discussion to be had around what is driving the decisions that the R-1B and R-1C be on the map. He noted that if it is being driven by the comprehensive plan then they need to discuss if the comprehensive plan should be adjusted.

City Administrator Hagen added that it would be beneficial to discuss this at the special work session next week to work through these last questions.

There was a consensus of the Council to hold a special work session on October 17, 2023 to further discuss the zoning code update.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

Councilmember Musgrove asked if there was some more information that they could get on the recycling program when that will be discussed.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:54 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

CITY COUNCIL SPECIAL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, October 17, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
Community Development Director Stephanie Hanson

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 6:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Zoning Code Update

Planning Manager Larson reviewed the Staff report concerning the zoning code and zoning map updates.

Councilmember Riley stated that he does not approve of this map as he does not approve of less than 80 feet lots. He noted that it seems like they are going about this the wrong way. He shared that he would be in favor of changing the Comprehensive Plan.

Mayor Kuzma asked how this would work with the Met Council.

Planning Manager Larson reviewed the Comprehensive Plan map. He shared that every 10 years the Met Council puts together their system statement which is basically a vision for the entire Twin Cities area. He explained that they look at growth and other factors and divvy up the growth amongst all communities and every city is allocated a number of how many units they should anticipate over the next 20 years. He noted that it is then up to the cities to figure out what they would like to do with these units. He stated that the City set aside very little land for higher density housing and because of this, a lot of the units that were allocated fell onto the low density category. He explained that if more spots were set aside for higher densities then there would be less spots

that they need to put in the lower densities. He added that a lot of the other communities have a MUSA line running through them and have a lot more high and medium density lands designated.

Councilmember Specht noted that something unique with Ramsey is how they have differentiated the more rural side of the City to keep it with larger lots. He stated that this is what a lot of residents expect. He noted that the larger lots should be kept in one area and then consolidate lots towards the COR.

Councilmember Howell agreed with Councilmember Riley. She asked if any cities have ever challenged the Met Council on their recommendations.

Planning Manager Larson explained that when these system statements come out there is an opportunity to work with the Met Council on these numbers. He shared that Lake Elmo had issues with this in the past and what they did is designate areas of the city to still have the rural character and put density in other areas.

Community Development Director Hanson shared that she has had experience in working with the Met Council on many occasions for comprehensive plan amendments. She reiterated that the City will need to have areas that they can designate as higher density to make up for the areas that they will be switching to more rural areas.

Administrator Hagen asked when the Met Council calculates density if they go on the lower or the higher end of the projection.

Planning Manager Larson stated that it would be the lower number of the range. He stated that the COR is calculated at five units per acre as the range is five to 75 units per acre. He added that as things come into the City the Met Council tallies these things against the totals to make sure that they are still within their ranges. He stated that the Norhart and Centra Homes proposals will help these numbers.

Councilmember Woestehoff noted that these are still what he would consider low density residential even at the 65 foot lots. He said if they want to go down this path it seems like they will need to do some higher density somewhere else in the City. He noted if this is the goal, there are a lot of areas that are currently zoned light industrial that could be rezoned to high density. He shared that a major concern of his is affordability. He noted that the average home cost in Ramsey has increased over $100,000 since he started on the Council. He shared that these values are growing more than they need to be as the City does not have enough affordable housing. He asked if they did want to do a comprehensive plan amendment to have this change go from three to four lots per acre to two to four lots per acre what the process would look like.

Community Development Director Hanson explained that Staff would need to sit down with the Met Council to determine their support of something like this.

Mayor Kuzma shared that he lives in a neighborhood with a 55 foot lot with an HOA that handles most landscaping for him. He stated that this works out very well for him. He noted that having a range of all sorts of housing is something that would benefit the City.

Councilmember Musgrove agreed with Councilmember Riley and added that she met with Staff regarding this concern. She noted that she is more in favor of looking for potential areas where they could make high density to see if this would satisfy some of the concerns of the Met Council. She stated that the area that is designated to go high density is over a swamp. She added that there are other factors involved in the cost of housing increasing and it is not just because the City has not built enough houses. She stated that she would be willing to look at areas that could be potential for adding some high density housing. She added that she does not see the area off of Highway 47 being developed for high density very quickly.

Councilmember Riley noted that changing the COR zoning would not really help with this.

Planning Manager Larson explained that they can discuss this with the Met Council to see if there is a benefit of just doing a change in the COR.

Councilmember Riley added that this area has changed a lot over the last few years. He noted that where the townhomes are going in was originally meant to be big box stores.

Councilmember Howell shared her frustration with the Met Council being more focused on density rather than affordability. She added that tiny homes should be something that can be considered which would give people property and a house that they could afford. She asked if there is a limit on how tall they can go with buildings in the City.

Planning Manager Larson stated that the Met Council puts the density numbers and leaves it up to the cities to determine what this housing would look like. He noted that they could look at high rise apartment buildings or they could do tiny home villages.

Councilmember Howell shared that if they were to pursue a project like a tiny home village she would like the Met Council to work with them on the number of density requirements, understanding that this is an affordable option that they are providing for people.

Planning Manager Larson explained that right now in the zoning code the minimum house size is 745 square feet; however, this could be reduced. He stated that a lot of cities have put these kinds of communities in as they do not want to have trailer parks in their city and would rather have something with more substantial construction.

Councilmember Woestehoff said that they could lower the threshold for house footprints and have large setbacks on each side of the house to make it fit into place to shrink the buildable lot size.

Councilmember Specht asked if there was anywhere south of Highway 10 where they could fit some of this high density housing.

Planning Manager Larson explained that this exercise is implementing the comprehensive plan. He added that they are keeping all of the densities in the comprehensive plan and using the zoning as a tool to implement this. He stated that if they are looking at areas that are currently zoned commercial or lower density residential and want to change it to high density residential then it

would have to go through the comprehensive plan update process which would take a long time to update. He noted that the next comprehensive plan is due in 2028 and they will start working on this in 2026.

Councilmember Woestehoff asked if they removed the R-1B on Brookside and the R-1C in the Nowthen area if it would still meet the spirit of the comprehensive plan.

Planning Manager Larson explained that there would need to be commitment that when a smaller lot area comes in it would get approved and be built. He stated that if they only have one place designated for this, they would have to hope that it is enough to offset this and make the total number work.

Councilmember Musgrove stated that there have also been concerns from the Planning Commission with some lots that are not a good size for a house as they would run into easements and other things. She noted that there may be some concerns for the size of these lots with the density that they are able to achieve.

Planning Manager Larson explained that the lots she is referring to were 65 foot lots that abutted the wetland, which ended up looking a lot smaller than the lots next to them. He added that this lot still met all of the requirements and the other lots were just larger than the minimum.

Councilmember Musgrove added that property owners may not know that this is a wetland.

Mayor Kuzma asked what is needed from the Council to move forward.

Planning Manager Larson shared that he needs direction on updating the text and the zoning map.

Mayor Kuzma stated that it seems that there is consensus to reduce the density down to two lots per acre rather than three.

Councilmember Riley shared that it appears that is what other cities have done.

Planning Manager Larson stated that in order to do this there will need to be a comprehensive plan amendment.

Community Development Director Hanson added that they will also need to identify areas in the City where they will be picking up some of the density otherwise this will not be approved by the Met Council.

Mayor Kuzma asked if Staff could figure out how much they needed to transfer and where it could be transferred to.

Community Development Director Hanson suggested that she and Planning Manager Larson first meet with the Met Council to make sure that they would support this. She stated that if they do not have the support of the Met Council then this will not be approved.

Councilmember Riley asked that Community Development Director Hanson and Planning Manager Larson be strong advocates of the City's position.

Councilmember Musgrove asked about the urban reserve areas that are east of Highway 10. She asked why they are putting these areas in the urban reserve category.

Planning Manager Larson explained that the comprehensive plan has a staging plan in it which designated the growth over the next 40 years to be towards the end of the 40 year period. He stated that this identifies the areas that are within the MUSA but are areas that they are not targeting for development currently. He added that the expectation is also that these areas will not be hooked up to services. He explained what happened with the North Brook Meadows property where they wanted to develop the land that was within the MUSA but the utilities were not going to be put out there for years. He added that this gave the developers a false expectation that they had developable property.

City Administrator Hagen added that these developers met with Staff and asked when the utilities would go in which would not be happening for years. He stated that this urban reserve adds another layer of protection for the City to not have to spend money on infrastructure before the City has the funds to do so.

Councilmember Musgrove asked if it protects them in some ways and in others it counts against them as they cannot designate this as medium or high density.

Planning Manager Larson explained that the numbers come from the comprehensive plan and the zoning code implements this. He noted that the urban reserve talks about when the time comes that the utilities are there the Council can rezone it to whichever zoning district is in conformance with the comprehensive plan.

Councilmember Musgrove asked if it still works against the numbers while it is not being developed as they cannot tell the Met Council that this is potentially high density.

Planning Manager Larson reiterated that the comprehensive plan is the underlying land use plan.

Councilmember Woestehoff added that the property right next to the urban reserve is zoned for medium density anyway.

City Administrator Hagen explained that if they wanted to change the densities in this area there would need to be a comprehensive plan amendment at that time. He stated that they cannot go from urban reserve to any residential zoning, it would have to go to whatever it is guided for in the comprehensive plan.

Councilmember Musgrove asked if there is an underlying designation for the urban reserve that counts towards the comprehensive plan numbers.

Planning Manager Larson said yes.

Mayor Kuzma asked if Staff is comfortable changing the language to the MUSA reserve from the urban reserve.

City Administrator Hagen said yes. He added that Staff will meet with the Met Council and talk about the plan to submit a comprehensive plan amendment to reguide and adjust some of the existing or approved developments in the COR. He asked if there are any areas that they would like to adjust from commercial in case they are not meeting the numbers required. He noted that they had previously discussed the land that is north of the solar farm which is guided for commercial use.

Planning Manager Larson added that the Lord of Life property with the Presbyterian Homes proposal is still pending. He noted that it is currently zoned and guided for various densities of residential; however, it is more than what it is currently guided for. He explained that they will need to do a comprehensive plan amendment for this site for around 100 more units. He stated that Presbyterian Homes told Staff to leave this be for now so he is not sure if they are not looking to move forward with this or if they will deal with it after they have everything that they need to start working on an actual site plan.

Councilmember Riley asked if they are already looking to make a comprehensive plan amendment and this potential change would be favorable why not just make the change now.

City Administrator Hagen stated that if they changed this now and added more high density then this would give more rights to the developer to put in more high density down the road, which Council may not like as much as the Presbyterian Homes proposal.

Councilmember Woestehoff shared that he would be more in favor of focusing on the north side adjacent to the COR area as there does not seem to be a lot of very good walking or bike paths safely across Highway 10 if they put anything to the south of it.

City Administrator Hagen asked if the commercial property east of Ferret and west of Armstrong fall under the mixed use category of the COR and would there be benefits of changing this to a mixed use. He asked if the mixed use minimum should increase based on actual projects that they have seen.

Planning Manager Larson said yes. He noted that this land is currently designated as commercial and some is mixed use. He stated that the only people who are inquiring to do anything in this area are for retail use.

Councilmember Woestehoff stated that he would not mind some high density designation south of Highway 10; however, it would feel better to have this closer to the COR.

Planning Manager Larson stated that a lot of the areas south of Highway 10 are in the MRCA that does have a height limitation. He noted that a three story building would likely be feasible but a lot of apartment buildings these days are four or five stories tall.

Councilmember Woestehoff asked if the MRCA district covers the entire area of the Mississippi River. He noted that there is a tall apartment complex right off of the river in Champlin.

Planning Manager Larson shared that he believes they have an urban river designation in that area.

Mayor Kuzma asked if they have everything that they need to move forward.

Planning Manager Larson explained that in order to move the zoning code updates forward they need to have a map that would accompany this.

Councilmember Woestehoff explained that in order to make the zoning code updates there must be a map that goes along with it and the current map is reflective of the current comprehensive plan. He stated that if they wanted to make these zoning code changes then they would have to have a map to go along with it that would match the comprehensive plan. He noted that they could table this discussion for a few months or move forward with a comprehensive plan amendment.

Planning Manager Larson stated that this is a good time of year to adopt the comprehensive plan as this is a slower time of the year. He added that they would want to adopt this before the construction season begins. He noted that if they are comfortable with all of the commercial changes then this could be adopted as proposed and then they could put a moratorium over everything residential.

Community Development Director Hanson asked if they would want to make the 65 foot lots that Councilmember Riley shared concerns with 80 foot lots. She noted that Staff would still be able to work with the Met Council during this time.

City Administrator Hagen asked how long a comprehensive plan amendment takes.

Community Development Director Hanson said it can take six months to a year.

Planning Manager Larson added that they will likely have to give the surrounding communities time to respond.

Community Development Director Hanson asked the Council to get the zoning map to a point where they would approve it as part of the zoning code.

Councilmember Riley suggested changing the R-1B and R-1C to R-1A for the land that has not yet been developed.

Planning Manager Larson asked about the area on Bunker and if they would like to rezone this area. He noted that this area is on the market, and he has received many phone calls on it.

Councilmember Specht asked what is around this area.

Councilmember Riley noted that this area is surrounded by the lake.

Councilmember Specht asked if this is where they are going to put the higher density.

Planning Manager Larson noted that density and zoning are two different things. He noted that they would be taking the same number of units but consolidating it into one area.

Councilmember Specht asked if the phone calls that have been coming in for this area have been from businesses.

Planning Manager Larson shared that the listing for the property is for 17 acres; however, many of those calling in do not realize that a lot of the area is wetlands. He noted that they would not be able to develop all 17 acres of land. He stated that the way that the comprehensive plan is guided does not identify this area to have open space and units were assigned to it. He noted that this area would still pass the density test with the Met Council; however, the form that it would take would not necessarily be a single family lot. He added that if someone were to build an apartment on this lot it would have to be a very small apartment building or an assisted living facility. He stated that there could also be a few row homes on this lot.

Councilmember Specht asked if someone would be able to drain the wetlands to have more buildable area.

Planning Manager Larson explained that this is one of the most photographed water bodies in town.

Councilmember Musgrove asked if they could have an apartment building with adequate parking in this area.

Planning Manager Larson explained that they could have a small or underground parking structure.

Councilmember Riley stated that if this land is for sale then he would not want to limit it and say that it is zoned something different if there is already interest.

Planning Manager Larson stated that it would be a very awkward spot for any kind of 80 foot lots as the County would not allow anymore driveways so the driveways would have to be shared. He added that they would also not want a public street that would be very strangely shaped in this area in order to meet the frontage requirements. He noted that a builder would have to be very creative in their design on this lot. He explained that they would also need to bring sanitary sewer to this area which could be costly and would not make sense to do for just a few lots.

Councilmember Specht said that he would be fine with allowing a different use in this area to make it more open to development.

Planning Manager Larson shared that he has been encouraging those who have shown interest in the lot that they would have to be creative to figure out something that would work and make sense in this area. He asked if the Council had any other recommended changes to the text.

Councilmember Woestehoff added that he would be in support of removing the heliport section.

Councilmember Musgrove agreed.

Councilmember Riley asked if the Planning Commission and Staff could handle this without it being a part of the zoning code.

Planning Manager Larson shared that if someone comes forward and wants a heliport then they can deal with that at the time of the request.

Councilmember Musgrove mentioned the utility scale windmills which are only allowed in the landfill. She stated that she would like to have this section removed.

Councilmember Woestehoff asked why she wanting this removed.

Councilmember Musgrove shared that she is not sure how many windmills someone could try to get in the landfill area. She stated that this is also very close to Sunfish Lake which is not much different than being in proximity to the MCRA with regard to wildlife. She added that there are a lot of eagles that live within this area. She stated that this area is also very close to residential. She said that there are studies that show that these windmills are not good for residential areas due to interruptions. She added that part of the quality of life in Ramsey is geared around some of the rural and nature areas and she does not think these windmills would be necessary to have in this area.

Councilmember Riley asked if the landfill would support this. He shared that he has heard that putting footings could be a problem.

Councilmember Musgrove stated that if they have this in the zoning code and someone comes in later to put these in then they would have to allow it.

City Administrator Hagen shared that Connexus is still planning on moving forward with their solar farm on any flat land. He stated that the landfill had also said that they did not want anything on top.

Councilmember Musgrove added that she did not think they would be able to put anything on top of the landfill but potentially on the side. She stated that if it is not allowed in the MRCA then it should not be allowed in this area as well as it is not much different.

City Administrator Hagen asked if this was an item that had to be allowed somewhere in the City.

Planning Manager Larson said no and if they removed this, they would just be striking what is in the code today.

Councilmember Howell recommended striking the utility-scale altogether as there is a lot of research that supports this killing wildlife and causes health issues for people. She noted that she does not see this as an asset to the community.

Councilmember Specht agreed.

Councilmember Riley asked if this would be striking all of 331.

Councilmember Woestehoff stated it would strike 331b and 331c.

Councilmember Musgrove asked about all new businesses being required to have bicycle racks. She stated that she does not know if all new businesses need to have bicycle racks. She noted that if a business wants to put up a bicycle rack, then they can.

Planning Manager Larson stated that businesses in general do not mind adding bicycle racks in as they would rather spend a small amount of money on this rather than someone having to chain their bike to a tree or a light pole that could cause damage. He stated that this is more conducive for employees and customers who choose to bike into town.

Councilmember Howell asked if the private sector would be able to solve this on their own. She stated that she is not sure about the City mandating bike racks.

Planning Manager Larson stated that this part of code is left very open and can just be a very simple bike rack which does not cost much in the grand scheme of a new building. He noted that this could be a private sector decision; however, the same thing could be said about most things in the zoning code.

Councilmember Musgrove asked if they could change the word ‘shall’ to ‘may’ and then put a section that stated that businesses can share bike racks amongst themselves, this way not every business would be required to have a bike rack. She asked if the main entrances off of Sunwood already have bike racks.

Planning Manager Larson stated that a person who is riding a bike is not going to spend a lot of time searching for a bike rack and if it is around the back of a building and in an inconvenient spot then they will not use it and it would be a waste of money as they would rather just tie their bike up to a post, which is not where the City would like people to put their bikes.

Councilmember Woestehoff stated that he would be in favor of leaving this in the zoning code as is.

Councilmember Howell suggested changing this to say that all non-residential uses may provide a bike rack near an entrance to the building.

Community Development Director Hanson stated that if they change the language to say ‘may’ then they should just strike the section as a whole since it would no longer be a requirement.

Councilmember Woestehoff stated that he does not support striking this.

Councilmember Musgrove asked if there are any businesses that are currently non-compliant with this.

Planning Manager Larson stated that there are plenty of businesses that do not have bike racks; however, this requirement would be for any new businesses moving forward.

Councilmember Howell shared that she thinks this is overreaching.

Councilmember Specht asked if a lack of bike racks is a big problem that is being seen and if they are getting complaints.

Planning Manager Larson explained that this could go along with the addition of trails. He noted that people who would be using these trails may be riding their bikes into town to go to businesses and may not just be using the trails to ride their bike and go home. He stated that this would allow people not to worry about where they will put their bike if they do go into any of the businesses in town.

Mayor Kuzma asked the Council if they were in favor of keeping this requirement or removing it.

The Council was in support of removing the bike rack requirement.

Councilmember Musgrove asked about the requirements for removing the abandoned or unused wind energy conversion systems (WECS) being 12 months and suggested that they be required to remove them after six months of being abandoned.

Planning Manager Larson explained what is currently in code for this. He noted that they took out parts of this that dealt with what deems the system as being abandoned. He stated that he is not sure if they would need a demolition permit for this.

Councilmember Musgrove stated that 12 months is a long time to leave something like this abandoned. She thinks that six months is more of a reasonable timeframe.

Planning Manager Larson noted that they will not know if solar panels are operational or not so this is something that would be hard to enforce. He added that the other way that they would be able to notice that it was not operational is if it were broken which would then fall under nuisance code.

City Administrator Hagen explained that if there is a home that has solar panels on the roof and they unplug them and stop using them, Staff would not know whether or not the solar panels were in use or not.

Councilmember Musgrove stated that she is not sure if this even needs to be in the code if this issue could be resolved with the nuisance code.

Councilmember Riley shared that he was more concerned about this from a different perspective as these can turn into toxic waste rather than being removed. He noted that there is a cost to removing these and abandoning them could be dangerous. He stated that if it has not been used for

12 months then it would have to be removed otherwise it could turn into a cost problem.

City Administrator Hagen stated that if the City becomes aware of it then they could remove it, but if it is generally being kept up and they are not aware of it then it would be hard to enforce.

Councilmember Riley stated that he did not think that the City would go out and test to see if they have electricity but would rather just enforce this when they become aware that it is no longer in use.

Councilmember Musgrove agreed. She asked if there is any way that they would be able to contact an electricity company to know whether or not the solar panels are in use.

Planning Manager Larson stated that he is not sure that they would want to do that.

Councilmember Olson asked if the nuisance code would handle the toxic waste issue.

Planning Manager Larson said yes as long as something is causing a nuisance. He explained that there are many vacant houses in the City that are well kept and do not look like vacant homes; however, there are other homes that are vacant but not well kept making those homes a nuisance. He reiterated that the issue would be how these solar panels are kept up.

Mayor Kuzma asked if Council would like to keep this section in the code.

Planning Manager Larson stated that they can remove this.

Councilmember Howell asked if this is removed if they would also remove the language on the in-ground source heat pump systems or if this would be considered different.

Planning Manager Larson stated that section could also be removed.

Councilmember Musgrove asked if these points concerning the non-functional and non-operational and the expense of the owner are all included in the nuisance code.

City Administrator Hagen stated that the nuisance code is scheduled to come forward and can be addressed then.

Councilmember Howell asked about the EV charging stations. She asked if the parking spots that are labelled at EV are restricted for only electric vehicles and if this also applies to City owned parking spaces.

Planning Manager Larson said yes. He shared that the complaints that they hear are that people with non-electric vehicles are parking in the electric vehicle only parking spots. He noted that the signs in the parking lots for these EV parking spots are really just suggestions and are not enforceable.

City Administrator Hagen asked if they would become responsible for this from a code enforcement standpoint.

Planning Manager Larson explained that there is a separate section in the code for parking that they could add this to and work with the Police Department on enforceability. He added that he has not seen anything in State statute that can enforce any other type of parking other than handicapped parking.

Councilmember Howell shared that she likes the idea of business owners being able to do what they want to do and restrict this parking if they wish. She noted that if the taxpayers are paying for the spots that the City owns then she does not think that they should restrict the City owned spots.

Councilmember Woestehoff noted that this sounds like a policy change rather than a code change.

Planning Manager Larson explained that this was put into code because when electric vehicles started being used, some cities considered the charging stations to be the same as gas stations. He explained that this was then changed as these spots are not gas stations.

Mayor Kuzma asked if they are pulling this item from code.

Planning Manager Larson stated they will be pulling section B.

Councilmember Riley stated that under COR 1, the code reads that most parking will be done in parking structures. He noted that this is not true and the City is not having these parking structures. He added that he would like this section to be removed. He also mentioned that the code states that each block in this area should contain at least two of the differing uses. He noted that they do strive for this but he does not think they need to make this a rule.

Planning Manager Larson explained that COR 1 is the center of the COR area right around City Hall. He noted that a lot of these items will be policy decisions. He noted that there are going to be areas that are not as convenient to the parking ramp. He added that the old COR framework likely had a lot more office and business use than what is there today. He stated that they are likely going to be seeing a lot of mixed use in these areas.

Councilmember Woestehoff stated that he is not opposed to removing this section. He noted that one of the reasons he likes this is because when the City provides a parking structure or there is one available, it allows for Sunwood to stay the main street. He stated that without a parking structure people will be relying on service lots, which he does not like in the COR area as it is not an appropriate use of square footage. He stated that he is not in favor of removing this section; however, he also does not want to build another parking ramp.

Councilmember Specht asked if there is a map that shows what COR 1 is versus COR 2.

Planning Manager Larson showed these areas on the map.

Councilmember Musgrove stated that there were originally four proposed parking ramps which then became three. She noted that these are not in COR 1.

City Administrator Hagen stated that there is a parking ramp proposed north of City Hall and showed the area on a map.

Councilmember Specht added that they may not need to add this parking structure right away as it may not be needed currently but if they were to add a community center or a splash pad it may be needed. He noted that he would be okay removing this section of the code.

Planning Manager Larson noted that the code does not specify that this would be a publicly owned parking structure.

Councilmember Specht added that this would not stop someone from buying a parking structure it just would not require it.

Councilmember Riley asked if the City ensures that there are at least two uses in every block.

Councilmember Woestehoff stated that if they remove this then an apartment could be in COR 1 and have no other use.

Planning Manager Larson explained that this helps to reenforce the retail components.

Councilmember Specht asked if developers have been intimidated by this since any development would have to have two uses.

Planning Manager Larson stated that there are some things that are coming that are including a second use.

Councilmember Riley shared that he has heard that apartments do not like including a secondary use.

City Administrator Hagen explained that there has not been an interest in leasing out the retail space of these apartments right away; however, the apartment aspect could still make the project work. He added that the framework is for the long term vision, which is to get some retail along Sunwood.

Planning Manager Larson explained that the next steps would be to have Staff update this as it will be a completely new code to remove all strike through items.

Mayor Kuzma shared his appreciation for all of the work that was done on these updates as it will save the City a lot of money.

Planning Manager Larson added that once this is updated there will be other codes that will come forward for review, including the nuisance code, signage code, subdivision code, and others.

City Administrator Hagen stated that these codes have not been gone through in a very long time.

Planning Manager Larson added that they will be contacting the Met Council.

Councilmember Musgrove thanked Planning Manager Larson for his hard work on this. She stated that she would appreciate having a chance to look through the final code document without all of the distractions of the different colors and the strike through items. She added that it may be helpful to go through the updates to the additional codes with the Planning Commission before bringing them to the Council.

Planning manager Larson explained that the other codes they will be reviewing will go through the Planning Commission before coming to the Council.

Councilmember Musgrove suggested bringing the code updates to Council in smaller pieces rather than all at once.

City Administrator Hagen asked if there will be public hearing associated with the next code update.

Planning Manager Larson said yes.

City Administrator Hagen stated that it may be helpful to have the Council review these before they go to a public hearing.

Planning Manager Larson shared that the sign code can also be discussed with the EDA.

Councilmember Riley stated that if there is anything in these codes that Staff thinks the Council should weigh in on then this should be discussed early on in the process. He added that he is hopeful for a good response from the Met Council on their requests.

Planning Manager Larson noted that the Met Council is in a pretty good spot right now and they are more helpful than they have been in the past.

The consensus of the Council was to direct Staff to meet with the Met Council to determine if they would support adjusting the proposed comprehensive plan amendment, and to make changes to the discussed sections of the code pertaining to WECS, bicycle racks, parking structures, and areas of the COR.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Mayor Kuzma asked if there was an update to the status of the train station.

City Administrator Hagen stated that he can give an update to this at the next Council meeting.

5. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 8:12 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 24, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: Councilmember Howell

Also Present: City Administrator Brian Hagen
City Engineer/Public Works Director Bruce Westby
Finance Director Diana Lund
Parks and Assistant Public Works Director Mark Riverblood
Administrative Services Director Colleen Lasher
Building Official Jesse Szykulski
Community Development Director Stephanie Hanson
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Review Proposed 2024 Schedule of Rates, Fees, and Charges

Finance Director Lund reviewed the Staff report and the proposed 2024 rates, fees, and charges. She reviewed all of the proposed changes to the rates, fees, and charges.

Building Official Szykulski discussed the changes in regard to the building permit fees. He noted that there are three different types of building permits, all have different fees due to different Staff and administrative needs. He explained that they will be going from the ICC 2017 rates to the 2021 rates to get them up to the market.

Mayor Kuzma asked how these rates will compare to neighboring cities.

Building Official Szykulski stated that when he spoke with Elk River, they are taking the evaluations that are being provided, which is not consistent. He added that he asked Andover what

their rates were and they did not provide him with any information. He shared that Ramsey seems to be a lot more sophisticated and consistent with these rates.

Mayor Kuzma asked if these rates will cover City costs.

Building Official Szykulski explained the income that was brought in for permits over the last year and how they are currently covering the costs. He noted that they are in a position where they are needing extra help to cover the amount of inspections and permits. He added that the building staff have even been working extra hours. He shared that he may need to request more personnel or more contracted services to keep up with demands.

City Administrator Hagen confirmed that the building department's revenue is exceeding their expenses; however, there are numbers that are not factored into their department's budget, such as vehicles and computers. He stated that with this increase they still would be covering their costs.

Councilmember Musgrove asked if there is a reason why the air conditioner and furnace replacement fees are listed as individual fees if the systems are combined.

Building Official Szykulski stated these fees are for if they are separated. He noted that sometimes people will only replace one unit.

Councilmember Musgrove asked if the fee for the combined replacement should be higher as it would take more time.

Building Official Szykulski explained that if they replace both at one time, the inspection barely takes anymore time and can be completed in the same half hour visit. He added that it would still only be one visit unless the inspector sees anything concerning.

Councilmember Olson stated that these are essentially one system whether it is heating or cooling as most of it is the same.

Building Official Szykulski noted that keeping all three inspections at the same rate alleviates questions that the residents could have.

Councilmember Musgrove reiterated that it may be beneficial to have the combination inspection be a little bit more than the individual inspections. She asked about the erosion control escrow for home improvements and why it has no charge.

Building Official Szykulski explained that these numbers are set by the engineering department. He noted that there is a charge for erosion control escrow for new home construction. He added that removing this fee will help with the efficiency of getting the review complete if engineering does not have to determine an erosion control amount.

Councilmember Musgrove asked if there should be a flat fee for the Staff time for this.

Building Official Szykulski stated that he cannot speak to this as it was set by the engineering department.

Councilmember Woestehoff asked about the difference between the items that are escrow and the items that have permits.

Building Official Szykulski explained that all of the funds will be returned for the escrow items if they are not used.

Councilmember Musgrove asked about the PACT Charter School fee going up and if this covers costs.

Parks and Assistant Public Works Director Riverblood explained that this charge originated to provide a small amount of maintenance to offset what occurred in the park that was shared by the community and the athletic association. He noted that they patterned this same charge for the new facility next to Central Park and made the fee per field. He added that PACT has agreed to these fees. He explained that this fee was indexed from the original fee that was established back in 2006 with a 5% increase every year.

Councilmember Musgrove stated that if PACT could have the private sector do this and considering the understaffing, then she would like to see that they are at least getting ample funding for this. She added that she does not want this to be a detriment to the City.

Parks and Assistant Public Works Director Riverblood noted that this is just a flat fee that recognizes the broad spectrum of maintenance that occurs at Central Park. He added that they still pay separately for the dragging and striping of the fields.

City Administrator Hagen added that they would have this maintenance anyway.

Parks and Assistant Public Works Director Riverblood reiterated that all the work being done would still be done regardless of PACT.

Building Official Szykulski explained that they did adjust the septic fees and added that they may need to contract out work for the biggest systems that the inspectors are not trained on. He added that solar panels were also added to this list as a fixed fee.

Community Development Director Hanson reiterated that they added the septic 'other' system fee.

Building Official Szykulski reviewed the 2024 building valuations and how this affects the fee schedule.

Councilmember Woestehoff asked if this went from a 4% cost of the value down to about 3% cost of the value. He asked if the value has increased if the developer would be paying less than they would have before.

Building Official Szykulski reviewed the numbers and the calculations that show that the cost did not go down. He stated that when the valuation goes up and the permit fee goes up, then the percentage of the surcharge that is paid to the State also goes up.

City Administrator Hagen explained that in 2023 the permits were 3.5% of the value; however, in 2024 the permits will be 3.19% of the value.

Councilmember Riley stated that the City needs to cover their costs; however, he asked if they are adding too much to these fees.

Finance Director Lund shared that she has to submit a report every year in regard to building permit fees that shows the revenue that comes in versus the expenditure. She added that there is also an inspection budget; however, this does not include any overhead related to building, vehicles, the computer system or any other Staff time that is involved with these permits.

Councilmember Musgrove asked why there was no increase for maps and if there should be an increase.

Administrative Services Director Lasher stated that the City Clerk Schmidt oversees this and has done a lot of the leg work on putting these rates and fees together. She noted that if City Clerk Schmidt did not propose a change, then it was still looked at and does not warrant a change in cost.

Councilmember Musgrove asked about the increase in meters being cost plus 5%.

City Engineer/Public Works Director Westby explained that the 5% is for the administrative time spent for these meters.

Councilmember Musgrove asked if this fee was where it should be and not charging too much or too little.

City Engineer/Public Works Director Westby stated that this is an average charge.

Councilmember Woestehoff asked whether the bituminous charge of $38 a square yard is within market rates and asked if this is charged frequently.

City Engineer/Public Works Director Westby stated that he is not sure how they arrived at this number.

Parks and Assistant Public Works Director Riverblood explained that this comes into play if a contractor damages a piece of roadway as part of underground utility work and did not properly patch it. He stated that the street supervisor looked at these numbers and thought they were fair to charge.

Councilmember Woestehoff noted that all of the tobacco charges are listed on the schedule. He asked if the goal in 2024 is to look at the cannabis licenses fees to add these to the schedule or if this will wait until the moratorium is lifted.

Community Development Director Hanson shared her thought is to wait until the moratorium is lifted to discuss these fees.

City Administrator Hagen circled back to the question concerning the erosion control escrow for home improvements.

City Engineer/Public Works Director Westby explained that this fee has changed over the years. He stated that in 2022 the fee was $100 plus an assessment fee and in 2023 there was a $100 minimum and a $1,000 maximum fee. He noted that these home improvement projects do not typically result in a lot of erosion issues. He added that they had discussed removing it, which they did do. He stated that he would like to go back and look at this to make sure it should have been removed.

City Administrator Hagen noted that if there is a case that they need to have this fee they can still fall back on other MS4 requirements and still have the property or the contractor correct any issues that may arise. He reiterated that they do not see this issue come up very often.

The consensus of the Council was to support the proposed 2024 schedule of rates, fee, and charges.

2.02: Discuss Employee Sick and Safe Time

Administrative Services Director Lasher reviewed the Staff report concerning employee sick and safe time. She shared that a new law is going into place on January 1, 2024 called Earned Sick and Safe Time (ESST) which was part of the legislative session. She explained that this law grants up to 48 hours or more, if an employer so chooses, of sick and safe time. She shared the recommendation to administer ESST to the minimum requirement since this law is new and likely has bugs that need fixing.

Councilmember Specht asked if this is a good idea legally.

City Attorney Knaak stated that he is in agreement with this. He noted that the recommendation is conservative and sound.

Councilmember Specht asked if there is an easier way to manage this.

Administrator Services Director Lasher said she is not aware of any software or systems that would make this easier for Staff.

City Administrator Hagen added that there has been a lot of support to go back to the legislators to try to clean this up specific to cities. He noted that this law applies to both the private and the public sector. He said that the easiest way to move forward with this is to focus on what is minimally required so that they can work this out and hopefully have the legislators clarify some of the questions that are out there.

Councilmember Olson asked if the current sick time allowed carries over year to year.

Administrative Services Director Lasher said yes and explained that the City has an extensive sick leave policy which has worked very well. She added that it would be difficult to make any revisions to this. She stated that anyone is an employee if they work more than 80 hours a year and they are not an independent contractor. She noted that all seasonal and part-time Staff will also get this ESST as long as they work 80 hours in a year. She reviewed what is considered a family member under this law. She added that there is also a rule within the law that if someone leaves their employment and has ESST left, it would be paid out to them; however, if they return to their position within 180 days, then they will get the ESST back.

City Administrator Hagen reiterated that there is a lot of confusion surrounding this.

Councilmember Olson asked if these ESST hours carry over as well.

Administrative Services Director Lasher explained that 48 hours or more can be accrued in the first year and in the second year they could cap this at 80 hours, which is what the City would plan to do with this.

Councilmember Olson asked how this compares to the regular sick leave.

Administrative Services Director Lasher explained that full-time employees earn 12 days a year, or 96 hours a year, and the hours can be accrued up to 960 hours.

Councilmember Riley applauded the decisions that have been made with this so far. He noted the odd nature of those who are considered employees, including City Councilmembers. He asked if this would be a time to reconsider this to see if they should be considered private contractors.

Administrative Services Director Lasher stated that she would not recommend that at this time.

Finance Director Lund added that they have spoken with the League of Minnesota Cities and they were of the opinion that the Councilmembers also do not count.

Councilmember Woestehoff stated that he was in agreement with this. He asked if an employee accrues all 960 hours if they would be paid out for this in full.

Administrative Services Director Lasher said no and explained that there is a lot of detail that goes into this. She noted that some employee groups convert this time to vacation or the post-employment healthcare savings plan.

Finance Director Lund stated that if someone has 960 hours left when they leave the City, they would get 40% severance.

Councilmember Wpestehoff asked if they could look at flattening sick time payout to 80 hours to match the ESST.

Administrative Services Director Lasher noted that this would be a huge cut in benefits to long term employees. She shared that there is another employee benefit that is coming effective January 1, 2026 for paid family and medical leave. She noted that this will be administered by DEED and the City will have to pay a portion of the administration and the employees will also have to pay a portion of the administration. She added that they are not sure what this will look like when it comes about.

The consensus of the Council was to administer ESST to the minimum legal requirements using the accrual method and capping the ESST hours to 80 hours.

2.03: Discussion Regarding Upcoming Memorandum of Agreements with the Unions and Revisions to the Personnel Policy.

Administrative Services Director Lasher reviewed the Staff report in regard to the upcoming memorandum of agreements with the unions and revisions to the personnel policy. She stated that there are several things that are in the works that will be brought to the Council for consideration, including a memorandum of agreement for ESST, addressing Juneteenth, and some items to work out with the unions. She noted that there are also a lot of updates that need to be made to the personnel policies. She added that they will also need to address a memorandum of agreement with AFSCME and when Christmas Eve is celebrated, which differs from the personnel policy.

Councilmember Specht asked if these memorandums of agreement will go on a consent agenda.

City Administrator Hagen stated that they would like to send these through the Council.

Councilmember Riley noted that some of these items seem like contract negotiation items. He asked if any of these memorandums of agreement have to do with any contract negotiations.

Administrative Services Director Lasher stated that the matter of Juneteenth and the issue with AFSCME need to be addressed for this coming year and will not exceed the length of the current contract. She noted that this would be a decision that is made for the current contract only.

Mayor Kuzma asked if they had a choice in this.

City Administrator Hagen said no.

The consensus of the Council was to move forward with the upcoming memorandum of agreements.

2:03: Consider Reduction in Ice Skating Operations and Maintenance

Parks and Assistant Public Works Director Riverblood reviewed the Staff report concerning the reduction in ice skating operations and maintenance. He stated that there has been a steady decline in ice skating interest over the recent years. He shared the recommendation to close the ice skating rink at Ramsey Elementary School for the 2023-2024 season as a trial to see if the facilities at Central Park will be adequate.

Councilmember Specht asked if there is a contract with the School District for this rink.

Parks and Assistant Public Works Director Riverblood stated that there is not any kind of formal agreement to have these facilities on school property. He added that he has spoken to the School District's administration who are in support of this as they have seen it in other areas around the District.

Councilmember Specht asked if the District would want to reuse this space.

Parks and Assistant Public Works Director Riverblood noted that he had concerns that the District may worry about the demolition of these facilities; however, they stated that they could just use the warming house for storage.

Councilmember Riley stated that he supports having the ice skating at Central Park.

Councilmember Musgrove thanked Parks and Assistant Public Works Director Riverblood and the Parks and Recreation Commission for their discussion on this item as it was a good one to have. She added that it will be good to try this for a season and see the outcome. She shared her support.

Councilmember Olson stated that he is very much in support of this as it is a great plan and well executed. He noted that the costs exceed $100,000 per facility; however, the cost savings is not that great.

Parks and Assistant Public Works Director Riverblood explained how they arrived at the $100,000 cost between water trucks, street sweeping, and other items. He stated that closing the facility at the school will save the cost of municipal water that they put on the rinks to make the ice and the lighting. He noted that there will not be any cash costs beyond the more nominal items. He stated that the value comes from the labor that will be able to be assigned to other areas. He added that they have only had a few rink attendants apply for this year.

Councilmember Woestehoff shared that he cautiously agrees with closing the rink at the school. He noted that he would not want to dismantle anything at this point. He stated that COVID did close down a lot of things; however, they are back to around the same level that they were at almost 10 years ago.

Councilmember Specht agreed that nothing should be demolished. He stated that there should be some proactive communication with this.

The consensus of the Council was to close the ice skating rink at Ramsey Elementary for the 2023-2024 season.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Specht stated that when the road contraction season is over it would be nice to get an overview of how the road construction season went and what was learned.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:52 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

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CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, October 24, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: Councilmember Chelsee Howell

Also Present: City Administrator Brian Hagen
Finance Director Diana Lund
Planning Manager Todd Larson
Community Development Director Stephanie Hanson
City Attorney Knaak

1. CALL TO ORDER

Mayor Kuzma called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Kuzma.

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Specht Olson, Riley, and Woestehoff. Voting No: None. Absent: Councilmember Howell.

5. CONSENT AGENDA

Councilmember Musgrove stated that she would like to pull the approval of minutes for the October 10, 2023 Council Work Session to have them reviewed by Staff.

Motion by Councilmember Specht, seconded by Councilmember Woestehoff, to approve the following items on the Consent Agenda, with the removal of approval of minutes for the October 10, 2023 Council Work Session:

5.01: Approve the Following Meeting Minutes:
1) ~~City Council Work Session dated 10/10/2023~~ - Pulled from consent agenda to be discussed and put on the 11/14/23 agenda for approval.
2) City Council Regular Session dated 10/10/2023

5.02: Approve Business Licenses

5.03: Approve Rental Licenses

5.04: Approve Contract for Civil Legal Services with the Firm of Holstad & Knaak, PLC.

5.05: Authorization to Hire a Full-time Parks Administrative Assistant

5.06: Adopt Resolution #23-270 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 5, 2023 through October 18, 2023.

5.07: Adopt Resolution #23-244 Approving Final Payment to Douglas-Kerr Underground, LLC for IP #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive.

5.08: Adopt Resolution #23-255 Approving Partial Payment to Veit & Company, Inc. for Improvement Project #23-02, Central Park Parking Lot Reconstruction.

5.09: Adopt Resolution #23-256 Approving Partial Payment to North Valley, Inc. for Improvement Project #23-06, 2023 MSA Pavement Overlay Improvements.

5:10: Adopt Resolution #23-257 Approving Partial Payment to Douglas-Kerr Underground, LLC for Improvement Project #23-05, Barthel's Rum River Acres 2nd Street Reconstruction.

5:11: Adopt Resolution #23-258 Approving Partial Payment to Landall Services, LLC for Improvement Project #23-10; Whispering Pines Estates Plat 3 Street Reconstructions.

5:12: Adopt Resolution #23-260 Approving Partial Payment to Meyer Contracting, Inc. for Improvement Project #23-11; Lift Station 10 improvements.

5:13: Adopt Resolution #23-261 Approving Partial Payment to Enebak Construction Company for Improvement Project #23-20; COR Mass Grading.

5:14: Adopt Resolution #23-262 Approving Partial Payment to Diversified Paving, Inc. for Pavement Maintenance Project #23-21; 2023 Deep Pothole Patching Contracted Services.

5:15: Adopt Resolution #23-263 Approving Partial Payment to Northern Lines Contracting for Improvement Project #23-01; 161st Avenue Reconstruction.

5:16: Adopt Resolution #23-264 Approving Partial Payment to Asphalt Surface Technologies Corp. for Improvement Project #23-04, 167th Avenue Reconstruction.

5:17: Adopt Resolution #23-265 Approving Partial Payment to Douglas-Kerr Underground, LLC. for IP #23-12; HY-10 Ramsey Improvements.

5:18: Adopt Resolution #23-267 Authorizing Partial Payment No. 4 to Magney Construction, Inc. for Improvement Project #21-09; Centralized Water Treatment Plant.

5:19: Adopt Resolution #23-269 to Authorize an Adjustment to the Pay Scale for Temporary On-call Snow Plow Drivers

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Specht, Woestehoff, Musgrove, Olson, and Riley. Voting No: None. Absent: Councilmember Howell.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Resolution # 23-268 Providing for the Issuance and Sale of $8,315,000 General Obligation (GO) Bonds, Series 2023A and Levying a Tax for the Payment Thereof

Finance Director Lund reviewed the Staff report in regard to the issuance of general obligation bonds for the COR. She noted that the bonds were sold this morning in a competitive market at a premium.

Councilmember Specht thanked Staff for their hard work on this.

Motion by Councilmember Specht, seconded by Councilmember Woestehoff, to adopt Resolution #23-268 Providing for the Issuance and Sale of $8,315,000 General Obligation (GO) Bonds, Series 2023A and Levying a Tax for the Payment Thereof.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Specht, Woestehoff, Musgrove, Olson, and Riley. Voting No: None.

7.02: Adopt Resolution #23-223 approving the Haviland Fields EAW, Findings of Fact, and Record of Decision

Planning Manager Larson reviewed the staff report concerning the Haviland Fields environmental assessment worksheet (EAW) and its findings. He stated that the Kimley-Horn and Presbyterian Homes teams are both in attendance to answer any questions.

Councilmember Riley asked about the traffic study and the trip generation. He asked where these numbers came from.

Jacob Rojer, Traffic Engineer with Kimley-Horn, came forward and shared that everything used in the study was based on the Institute of Transportation Engineer's guidelines. He noted that these numbers are taken from surveys done at all sorts of multi-family development across the country. He stated that these numbers are industry standards.

Councilmember Woestehoff asked if the idea is that a multi-family housing unit with 303 units would result in approximately 1376 daily trips, making it an average of four and a half daily trips per unit.

Mr. Rojer said yes.

Councilmember Musgrove asked about the intersection at Highway 47 and Sunwood and the ratings on the left turn of D and E, then through street ratings of D and A. She added that the overall rating is also an A. She asked how this can be that the rating is so high. She asked about the relationship between the operations by movement and the overall intersection.

Mr. Rojer explained that the overall intersection rating is a weighted rating. He noted that on Highway 47, MnDOT gives priority to their main line and making sure that people can travel north and south through Ramsey. He noted that the worse ratings only have a handful of people making the movement in an hour; however, there may be 500 people going through the intersection on Highway 47. He noted that Highway 47 is the driving factor of what the overall rating will be.

Motion by Councilmember Woestehoff, seconded by Councilmember Olson, to Resolution #23-223 approving the Haviland Fields EAW, Findings of Fact, and Record of Decision.

Further discussion:

Councilmember Musgrove shared her appreciation for the County's input as it gave more direction. She asked if this EAW is now taken as a model and if there will be more input in the future that could drive potential change for road structure and development as this project moves forward.

Planning Manager Larson explained that an EAW is generally good for five years and if the project is not built out in that time, then there would be an update done to it.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Olson, Musgrove, Riley, and Specht. Voting No: None. Absent: Councilmember Howell.

7.03: Adopt Ordinance #23-15, Amending Chapter 34 Regarding Tobacco and Cannabis Use on Public Property

Community Development Director Hanson reviewed the staff report in regard to the chapter amendments regarding tobacco and cannabis use on public property.

Mayor Kuzma stated that the Council has had extensive discussions on this matter.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to waive the City Charter Requirement that the Ordinance be read aloud and adopt Ordinance #23-15 Amending Chapter 34 Offenses and Miscellaneous Provisions, Article I. In General, of the City Code by Adding Section 34-2 Regarding Tobacco and Cannabis Use Within Public Property.

Further discussion:

Councilmember Olson asked if all members of the Council needed to be present to vote on this.

City Attorney Knaak said no.

Councilmember Specht shared that he will not be voting in favor of this as he believes it is too restrictive on tobacco use. He noted that he has also heard feedback from residents on this as well.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Riley	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Councilmember Specht	nay
Mayor Kuzma	aye

Motion carried.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events.

Councilmember Woestehoff stated that if any resident is in Ward 2, Precinct 2, all of Ward 3, and all of Ward 1, there is an election on November 7th for the Anoka-Hennepin School Board.

Councilmember Specht offered his condolences for long-time Ramsey resident and former PACT Charter School Teacher Bryan Olson who passed away.

9. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the meeting.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Woestehoff, Olson, Riley, and Specht. Voting No: None. Absent: Councilmember Howell.

The regular meeting of the City Council adjourned at 7:25 p.m.

Respectfully submitted,

_____

Brian S. Hagen
City Administrator

ATTEST:

_____

Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

A recording of this meeting is available for viewing online at www.qctv.org <http://www.qctv.org>. Recordings are available for 36 months after the date of the meeting.

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Create a positive image for residential neighborhoods, business districts and key corridors.

Information

Title

Approve Business Licenses

Purpose/Background:

The purpose of this case is to obtain City Council approval of business license requests (not including Rental or BRC).

Background: Certain businesses or groups in the City of Ramsey are required to apply for a business license in addition to the Business Registration Certificate (BRC). Other businesses that may require a license, but are not required to have a BRC, may also be included in this approval. Those new license requests and/or renewals are attached for City Council approval.

Recommendation:

Staff recommends approval of business license applications contingent upon completion and approval of background checks or review by required city departments.

Action:

Motion to approve the attached business license applications contingent upon completion and approval of background checks or review by required city departments.

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	11/08/2023 02:46 PM
Brian Hagen	Brian Hagen	11/09/2023 11:01 AM
Form Started By: Wendy Schlueter		Started On: 10/31/2023 01:26 PM
Final Approval Date: 11/09/2023		

Report Name: License Report - License Types
Council Dates: 11/14/2023 to 11/14/2023
Status: Active, Inactive
License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale Temporary, Amusement Center, Amusement Devices/Billiard Tables, Broker/Precious Metals Dealer, Business License-1st Year, Business License-Renewal, Garbage Haulers, Gasoline Sales, Liquor 2 A.M. Closing, Liquor Off-Sale, Liquor On-Sale, Liquor On-Sale Sunday, Mobile Food Unit–90 Days, Mobile Food Unit–Annual, Motor Vehicle Sales/Repair/Rentals, Pawnbroker, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Temporary Intoxicating, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor, Wine Off-Sale, Wine On-Sale

City of Ramsey
License Report - License Types

Company	DBA	Complex_Name	Applicant	Location	Exp. Date	Council Date	Status
Therapeutic Massage Therapist							
Phelps, Emily		Rum River Chiropractic	Emily Ann Phelps	14245 St Francis Blvd NW #104	12/31/2023	11/14/2023	A

Therapeutic Massage Therapist License Count: 1

Total Licenses: 1

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title

Approve Professional Services Agreement with LOGIS to Construct a Fiber Connection Between City Facilities.

Purpose/Background:

Approve the installation of a fiber optic network to connect the Impound / storage facility to the new Public Works building. The cost estimate includes materials (including switches), labor and splicing needed to complete this connection. This fiber line is needed to connect to existing city infrastructure, and allow for off-site CCTV monitoring and door access control.

LOGIS will do a competitive bid process for the project.

Materials $8,232.00
Labor $22,207.50
CCTV Cameras / Door controls $8,774.36

Total $39,213.86

Funding Source:

Public Facilities Fund, Impound Lot Fund, Forfeiture Funds

Recommendation:

Police Department and IT staff reviewed project and recommend council approve it.

Action:

Authorize LOGIS to start bid process for fiber project connecting existing City of Ramsey buildings.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/09/2023 11:02 AM
Form Started By: Jeff Katers		Started On: 11/01/2023 11:06 AM
Final Approval Date: 11/09/2023		

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title

Approve Field Use and Limited Cross-Parking Agreement, PACT Charter School and the City of Ramsey

Purpose/Background:

As part of approvals for PACT Charter School, it was understood that the school would need day-time athletic field use within Central Park, and periodically throughout the year, the city may need overflow parking at the school. The purpose of this case is to approve the agreement governing these uses, and authorize the city administrator to sign the agreement on behalf of the city.

Observations/Alternatives:

PACT Charter School's Board of Directors approved the Field Use and Limited Cross-Parking Agreement on November 2nd, 2023.

Funding Source:

There is no funding needed for approval of this agreement—rather, the city benefits by achieving limited overflow parking for large events at Central Park, and PACT Charter School shall pay the city annually for athletic field use.

Recommendation:

Staff recommends approval of the Field Use and Limited Cross-Parking Agreement, noting that amendments may be made annually, at the discretion, and to the benefit of the city.

Action:

Motion to Approve the PACT Charter School and City of Ramsey Field Use and Limited Cross-Parking Agreement,

Attachments

Field Use and Parking Agreement
Exhibit A

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:11 AM
Form Started By: Mark Riverblood		Started On: 10/20/2023 11:16 AM
Final Approval Date: 11/08/2023		

FIELD USE AND LIMITED CROSS-PARKING AGREEMENT
PACT Charter School and the City of Ramsey

This agreement is entered into between the City of Ramsey, MN, hereinafter referred to as the "City", and PACT Charter School, hereinafter referred to as the "School", acting by and through their duly authorized representatives, respectfully. FOR AND IN CONSIDERATION of the mutual undertakings hereinafter set out, the parties agree as follows:

I. DESCRIPTION OF PREMISES

The City agrees to permit the use of certain park areas known as Loral I Armstrong Delaney Central Park, hereinafter called "Park", for the term of this agreement, (map of Park and School attached) as Exhibit "A" and made part here for all purposes for the term of this agreement.

II. TERM

The term of this agreement shall be effective as of November___, 2023 (the "Effective Date"), and shall continue in good faith until either party cancels or terminates this agreement in accordance with the terms set forth in this agreement. The purpose of this agreement is for using the Park for organizing and implementing athletic and school related activities—and for using the School's parking lot(s) by specially permitted athletic associations or for public use by the City as described below. The School shall pay for such use the sum as determined by the City's established rates and charges, payable annually. At any time during the term of this agreement, either party may cancel by giving ninety (90) calendar days advance written notice to the other party. This right to cancel is exercisable with or without an occurrence of default as provided in paragraph XXI hereof; provided, however, in the event that City cancels not due to an occurrence of default, the City shall refund to the School a prorated portion of any annual fee paid in advance by the School.

III. ASSIGNMENT/SUBLEASE

The School shall not assign this agreement nor shall it sublease or rent out any property of the Park without prior written consent of the City.

IV. GENERAL USE OF PARK

The School shall not engage in any activity on the Park or do anything in connection therewith which shall be in violation of any existing state or federal law or municipal ordinances, or use the same in such manner as to constitute a nuisance. The City reserves the right to exclude any individual or group from the Park based on conduct, which it determines in its sole discretion to be objectionable or contrary to City interests. The School hereby consents to the exercise of such authority by the City.

V. GENERAL USE OF SCHOOL PARKING LOTS

Any permitted users of the School parking lots shall not engage in any business on the premises or do anything in connection therewith which shall be in violation of any existing state or federal law or municipal ordinances, or use the same in such manner as to constitute a nuisance.

The School reserves the right to exclude any individual or group from the School property based on conduct, which it determines in its sole discretion to be objectionable or contrary to School interests. The City hereby consents to the exercise of such authority by the School.

VI. SPECIFIC USE OF PARK

Athletic field use shall be allowed as described above and governed by the Park and Facility Use Policy, and the City's established rates and charges, and is understood to be one athletic field at a time, for an annual fee ($630 in 2023), For example, a softball field may be used for Phy-Ed during one weekday, and a soccer field another weekday. In the Fall (as an example), one football field may be used certain weekdays, and Phy-Ed may use another athletic field on other days. During any period where multiple athletic fields are used (e.g., two fields on a single day), then the field use fee would double ($1,260 in 2023) for that year.

All athletic fields shall be reserved through the City's on-line reservation system, and the School must have a representative in attendance at the late Winter athletic field use organizing meeting, attended by the cities of Anoka and Ramsey, the Anoka Ramsey Athletic Association and others using Anoka and Ramsey's parks for the upcoming calendar year.

This agreement addresses only the weekday, daytime use of athletic field(s), 8 am to 4 pm by the School, other park and facility use shall be governed by the Park and Facility Use Policy, or the Special Event Permit discussed below.

VII. SPECIFIC USE OF PARK PARKING AREAS

It is anticipated that occasional use of the Park's parking lots may be used as an example, by persons attending the School's regular Friday night football games. This shall be at no cost to the School—however, the School shall monitor any events requiring a Special Event Permit at the Park (like youth athletic tournaments) to ensure demand for parking spaces by School patrons and visitors in the Park are minimized. For periods when it is known that Park parking is used by School visitors, students or faculty, School maintenance staff shall monitor the Park for associated litter/trash pick-up. The School shall be responsible for paying any damage to the City's property to the extent such damage is caused by the School's use of the City's parking areas for the foregoing purposes.

VIII. SPECIFIC USE OF SCHOOL PARKING AREAS

It is anticipated that certain tournaments will occur at the Park, and the City may request the School allow parking on their North, West and South Parking Lots. It is understood that this is to occur six or less times per year, and the City would make the request with a minimum 30-days advance written notice. This parking, if allowed, would be at no cost to the City, and further it is understood that the School has a Reciprocal Easement Agreement with the property owner to the east, that may prevent the allowance of parking in one or more of the parking lots—and further, that unanticipated parking demand may occur with little notice, preventing the City Park users from parking on the School property. In any instances, the City shall cooperate and enforce any improper parking on the School property that is not permitted. For periods when it is known that School parking is used by Park visitors, Park maintenance staff shall monitor the School site for associated litter/trash pick-up. The City shall be responsible for any damage to the School's

property to the extent such damage is caused by the City's use of the School's parking areas for the foregoing purposes.

IX. NON-DISCRIMINATION

During the performance of its respective duties and responsibilities, as related to the execution of this agreement, the School shall not discriminate on the basis of race, creed, color, age, national origin, religion, gender or disability in accordance with current state or federal laws.

X. INDEMNIFICATION/INSURANCE

The City shall not be liable to the School or its agents, officials, employees, contractors, members and participants for any damage to person or property caused by an act of negligence or malfeasance of the School or its agents, officials, employees, contractors, members or participants, and the School agrees to indemnify and hold harmless the City, its agents, officials and employees and contractors from any and all claims for any such damage arising out of the activities of the School, its agents, officials, employees, contractors, members and participants. The School shall provide the City, at least thirty (30) days prior to the beginning of each playing season (unless a shorter period of time is acceptable to the City), with a policy of public liability insurance in a reasonable amount to be agreed upon by the City. Likewise, the City shall provide the School documentation of public liability insurance for permitted parking on the School property if requested.

XI. FOOD/DRINK AND OTHER SALES

All food or drink prepared, served, sold, or stored shall be done so in strict conformity with all City ordinances, county, state and federal statutes.

XII. CRIMINAL BACKGROUND CHECKS

One of the primary goals of the City is to continually ensure the safety and welfare of its youth during their participation in all sports and athletic activities that occur on or in City athletic facilities. The School shall conduct criminal background checks on all persons acting as head coaches, board members and any other person acting in an official capacity and directly overseeing its youth activities occurring within the Park. These checks shall be conducted prior to the beginning of each playing season and shall remain valid for the calendar year. The School shall employ a reputable company licensed by the State of MN to conduct such checks. The School shall also maintain and publish a criminal background check policy to be used for determining an individual's eligibility to coach. Should an individual be disqualified as a result of the check, the School will prohibit that individual from serving in any official capacity with school activities.

XIII. SCHEDULES AND RESERVING FIELD

The School shall furnish to the City a full schedule for each seasonal sport(s) requiring the use of the Park within thirty (30) days prior to the beginning of each season via the City's on-line reservation system. Any additions or changes to any schedules requiring the use of the Park may be considered and submitted on-line to the City. The intentions and expectations for the upcoming year, would also be generally addressed in the annual Addendum referenced in paragraph XXII below.

The School shall have use of the agreed-to athletic field(s) on each school day from 8:00 a.m. to

4:00 p.m. for the purposes of physical education classes and other education and extracurricular activities. All other school activities will be considered by the City based upon availability (i.e. weekend tournaments, the annual Field Day, other school functions), by the submission of the City's Special Event Permit request.

XIV. ATHLETIC FIELD MAINTENANCE COSTS

The School shall pay to the City the established fee for field maintenance consistent with fees charged by the City to other youth athletic organizations, for athletic field maintenance requested (chalking, dragging, stripping of lines). This specific maintenance shall be requested on the City's on-line park and facility reservation system. This agreement does not preclude the School from performing certain athletic field maintenance at the Park, however this maintenance if desired by the School, would be addressed in the annual Addendum referenced in paragraph XXII below.

XV. USE BY CITY

The City reserves the right to utilize and maintain the Park when School games, practices and activities are not scheduled. Further, the City may preempt the Schools scheduled day-time use of the Park, if it is deemed to be reasonable and in the City's interest to do so. The City shall attempt to provide at least 7 days advance notice for any such occurrence—however, certain maintenance activity like repairing irrigation breaks may prevent the aforementioned advance notice.

XVI. PARK USE NOT COVERED BY THIS AGREEMENT

This agreement does not address in any way the use or development of the Northeast parcel of the Park property notated in the attached Exhibit A. Use or development of this parcel may be performed by a future amendment to this agreement, or by another instrument.

XVII. OFFICERS AND BOARD MEMBERS

The School shall post on their web site a copy of their most current board roster and contact information, constitution, bylaws, criminal background check policy, grievance procedures and playing rules. The School shall post any adopted changes to this information in a timely manner, as an update to their web site. If the School does not have a web site, they shall make a hard copy available to the public when requested.

XVIII. PACT CHARTER SCHOOL APPEALS PROCESS

It is the understanding of the parties that persons wishing to submit concerns and/or complaints related to any School operations on the Park shall first submit such concerns and/or complaints to the School's administration and/or School Board under the School's established grievance procedures. Only if such person does not get his/her grievance addressed or resolved by such process, then he/she may appeal that issue to the City. The City's responsibility shall be limited to the review of appeals related to any alleged violation of this agreement. Should the City find that the School is engaged in conduct that is objectionable or contrary to City's interests or detrimental to or against the public interests, the City may choose to cancel this agreement should such conduct continue after written notice of such conduct is received by the School and the School has an opportunity to cure such conduct.

XIX. EXHIBITS

It is especially provided and agreed by and between the School and the City that the exhibits attached hereto shall be part and parcel of this agreement as if set out in their entirety, said exhibit being entitled:

a. FIELD USE AND LIMITED CROSS-PARKING AGREEMENT EXHIBIT A

b. FIELD MAINTENANCE AGREEMENT EXHIBIT B

Failure of the School or City to comply with the terms and conditions set forth in Exhibit B shall constitute a breach of this agreement as if such terms and conditions were set forth herein.

XX. INDEPENDENT AGENT

Nothing contained herein shall be deemed or construed by the parties hereto or by any third party, as creating the relationship of principal and agent, partners, joint ventures or any other similar such relationship, between the parties hereto. It is understood and agreed that no provision contained herein nor any acts of the parties hereto create a relationship other than the relationship specified within this agreement.

XXI. TERMINATION

The violation of any of the provisions of this agreement constitutes a default, which may result in the termination hereof. In the event of such a default, the non-defaulting party may enforce the performance of this agreement in any mode provided by law, and this agreement may be terminated at the non-defaulting party's discretion if such default continues for a period of thirty (30) days after the non-defaulting party notified the defaulting party, in writing, of such default and the non-defaulting party's intention to declare the agreement terminated, such notice to be sent by the non-defaulting party as set forth in paragraph XXIV below. Thereupon, unless the defaulting party shall have completely removed or cured said default, this agreement shall terminate. The City's agent or attorney shall thereafter have the right, without further notice or demand and without resort to legal process, to re-enter and remove all persons and any School property from the Park after such termination. Any School property which remains in or on the Park after termination of this agreement shall be deemed to have become the property of the City and may be removed and disposed of by the City as the City sees fit, without resort to legal process and without the City being deemed guilty of any manner of trespass or becoming liable for any loss or damage which may be occasioned thereby, and the City's agent or attorney may resume possession of the Park.

XXII. AMENDMENTS, ANNUAL ADDENDUM, GOVERNING LAW AND VENUE

Amendments and alterations to this agreement shall be made in writing. This agreement shall be governed by the laws of the State of Minnesota, and the parties agree that this agreement is performable in Ramsey, Minnesota. Further, it is understood that annually, or as necessary the School and the City shall jointly issue a dated Addendum that sets forth the details and expectations for the year, or half school-year ahead. Failure of the School or City to comply with the terms and conditions set forth in the Addendum shall constitute a breach of this agreement as if such terms and conditions were set forth herein.

XXIII. SEVERABILITY

If any provision of this agreement shall fail or be stricken for any reason whatsoever, the remainder of this agreement shall remain in full force and effect.

XXIV. NOTICES

Any notices required or permitted to be given in writing, shall be either hand delivered or delivered by overnight courier to the other party, or mailed to such party by certified or registered mail at the following addresses:

If to School:

PACT Charter School | Secondary Campus
Attn: Ben Poidinger, Athletic Director
7729 - 161st Avenue Northwest
Ramsey, MN 55303
Phone: 763-712-4200 ext. 3110

If to City:

City of Ramsey
Attn: Mark Riverblood, Parks & Asst. Public Works Director
7550 Sunwood Drive NW
Ramsey, MN 55303
Phone: 763-433-9853

In the event that notice is required under this agreement and such notice is not required to be in writing, then notice by telephone shall be effective.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in counterparts as of the Effective Date.

CITY OF RAMSEY:

ATTEST:

By:_____
Brian Hagen, Its City Adminstrator

PACT CHARTER SCHOOL

By:_____
Josh Nyquist, Its Executive Director

EXHIBIT "B"

FIELD MAINTENANCE AGREEMENT

1. The Parks and Recreation Department (City) shall create and maintain all necessary turf areas on the fields to include mowing, fertilizing, herbicide treatment and irrigation.

2. The City shall perform all pre-season turf maintenance to include ag lime, sand, soil, etc. to be used in leveling or backfilling low areas when deemed necessary.

3. The City shall maintain all goals, fences, bleachers and gates in a safe and secure condition.

4. The school shall inspect the playfield and appurtenances to ensure conditions are safe for use; and prohibit play if any concerns are noted. The school shall notify the City promptly upon discovery of an unsafe condition.

5. The City shall provide and maintain all area and field lighting systems (when applicable).

6. The City shall be responsible for the maintenance of any irrigation system and watering schedules of turf areas.

7. The School shall be responsible for daily school day policing of all litter on the field(s) used by the School to include playing areas, dugouts, fences, backstops, bleachers, and adjacent grounds. All litter shall be disposed of in the School's dumpster, unless receptacles have been provided by the City. This litter policing shall include any restrooms or facilities used by the School.

8. There will be no storage of any equipment at the Park.

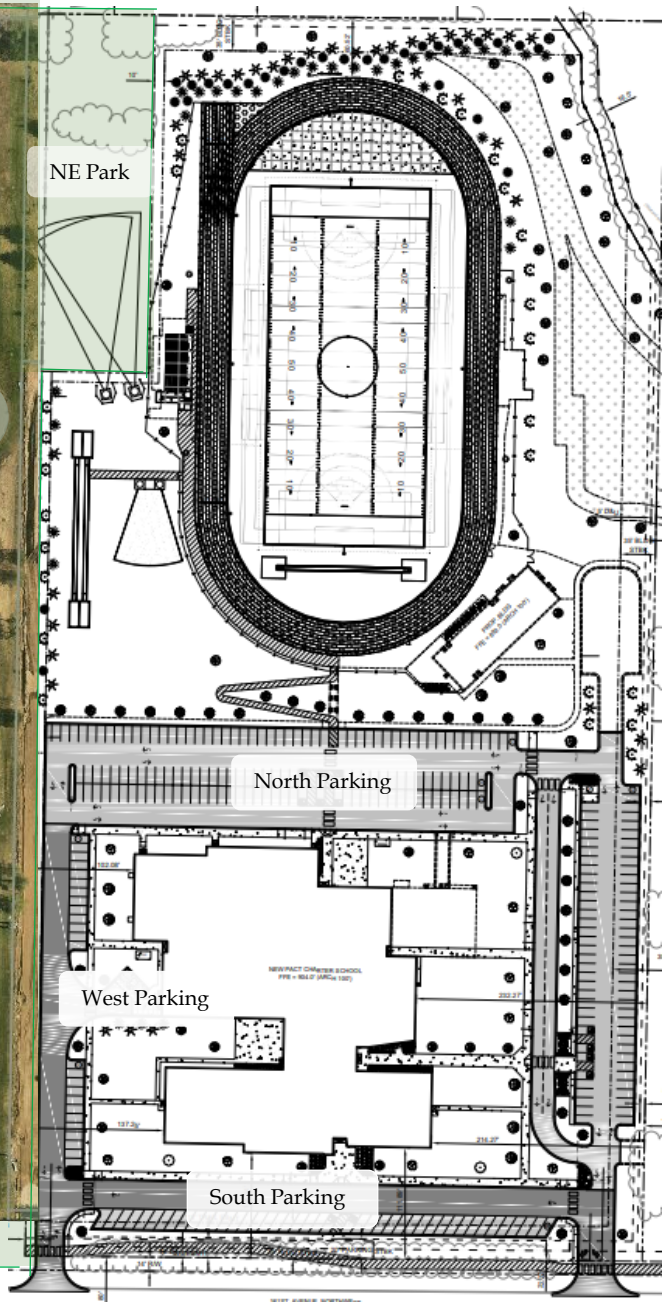
9. The School shall be prohibited from performing any maintenance to any turf or field areas without written permission from the City.

10. Nothing in this agreement shall prevent or dissuade the School from collaborating with the City on athletic field investments and improvements, like the on-going collaboration between the City and the Anoka Ramsey Athletic Association. E.g. the City may agree to core aerate the School's football field with City forces and equipment, following the School's application of topdressing on its football field and any athletic field in the Park.

11. The School shall submit requests for field use and athletic field maintenance on the City of Ramsey's on-line reservation system before the start of each season for games and practices.

12. Further, the dated annual Addendum referenced in paragraph XXII of the FIELD USE AND LIMITED CROSS-PARKING AGREEMENT may supersede details in this FIELD MAINTENANCE AGREEMENT, or prescribe additional maintenance activity between the City and the School. E.g. the intention of the City to sweep parking lots at the School annually, at the time the Park driveways and parking lots are swept in the Spring.

LIMITED CROSS-PARKING AND FIELD USE AGREEMENT EXHIBIT A



CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention

Information

Title

Authorization to Hire a Full-time Parks Administrative Assistant

Purpose/Background:

The purpose of this case is to request authorization to hire a full-time Parks Administrative Assistant. This case replaces case number 5.5 from October 24, 2023, which appointed Ms. Lynn Bauer; Ms. Bauer withdrew prior to her first day.

In order to fill this position, an internal and external recruitment was conducted. Ms. Maria Albrecht was selected for the position after Ms. Bauer withdrew. Ms. Albrecht passed the City's pre-employment testing. The City extended a contingent job offer which is pending City Council approval. If hired, Ms. Albrecht will be subject to a six-month probationary period, the personnel policy and the AFSCME labor agreement.

The primary objectives of this position are to perform a variety of responsible administrative support functions for the Public Works Department, primarily related to the Parks Division. This may include, but is not limited to: overseeing all park reservations, providing excellent customer service to residents, contractors, staff and others; routing phone calls, preparing written correspondence, etc. This position will be cross-trained to provide back-up coverage to the Public Works Administrative Assistant, which primarily handles Streets and Utilities Divisions related work.

Funding Source:

The funding required for this position is included in the 2023 approved budget and represents a savings compared to the amount budgeted for this role.

Recommendation:

To hire Ms. Mariah Albrecht as a full-time Parks Administrative Assistant, effective on or near December 4, 2023, at $23.96 per hour, which is step 1 of the 2023 wage scale with a credit of three vacation days.

Action:

Motion to authorize hiring Ms. Mariah Albrecht as a full-time Parks Administrative Assistant, effective on or near December 4, 2023, at $23.96 per hour, which is step 1 of the 2023 wage scale with a credit of three vacation days.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/09/2023 10:59 AM
Form Started By: Colleen Lasher		Started On: 11/01/2023 03:27 PM
Final Approval Date: 11/09/2023		

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative:

Information

Title

Adopt Resolution #23-284 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2023 through November 8, 2023.

Purpose/Background:

Adopt Resolution #23-284 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2023 through November 8, 2023.

Recommendation:

Staff Recommends to Adopt Resolution #23-284 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2023 through November 8, 2023.

Action:

Motion to Adopt Resolution #23-284 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2023 through November 8, 2023.

Attachments

Bills List 11/14/2023

Resolution 23-284

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	11/08/2023 03:03 PM
Brian Hagen	Brian Hagen	11/09/2023 11:15 AM
Form Started By: Jennifer Morrison		Started On: 11/08/2023 02:52 PM
Final Approval Date: 11/09/2023		

CITY OF RAMSEY - FINANCE OFFICE PRINTED 11/8/2023

RAMSEY CITY COUNCIL MEETING

11.14.23

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:		SUBMITTED FOR APPROVAL
Prepaids 10.19.23 - 11.8.23		$ 943,760.38
Accounts Payable 10.19.23 - 11.8.23		389,821.55
Payroll	10.27.23	246,048.94
Debt Service		
Pay Estimates- Projects		
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)		**$ 1,579,630.87**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	APPROVED PREVIOUS MTG	2023 Y.T.D.
PREPAIDS	$ 296,343.21	$ 9,089,637.24
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	509,129.32	8,977,156.91
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	225,552.32	4,845,246.41
CORRECTION TO PAYROLL		
DEBT SERVICE		333,437.50
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	4,160,422.32	12,203,804.17
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 5,191,447.17**	**$ 35,449,282.23**

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10/19/2023– 11/8/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
117655	**10/19/2023**		**111377 ANOKA MUNICIPAL UTILITY**							
		74.30	TRAFFIC SIGNALS		121591	22-613120-01 SEPT 2023	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		78.80	STREET LIGHTING		121592	22-990005-01 SEPT 2023	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		40.27	STREET LIGHTING		121593	22-610280-00 SEPT 2023	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		44.80	TRAFFIC SIGNALS		121594	22-612000-01 SEPT 2023	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		238.17								
117656	**10/19/2023**		**120477 BLIP IV, LLC**							
		498,532.00	BLIP IV STAGE 1 SURETY		121579	10192023	9804.6433	00118702	REFUNDS	ESCROW ACCOUNTS
		33,235.00	BLIP IV ENG ESC		121579	10192023	9804.6433	00118697	REFUNDS	ESCROW ACCOUNTS
		531,767.00								
117657	**10/19/2023**		**110734 CITY OF RAMSEY**							
		250.00	ACCT 62855296 6263 RIVLYN AVE		121580	10192023	9601.4651		WATER REVENUE	WATER FUND
		250.00								
117658	**10/19/2023**		**100167 CORNERSTONE FORD**							
		33.41-	EARLY PAY DISCOUNT		121589	15434877	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		334.14	TRK. #692		121589	15434877	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		11.41-	EARLY PAY DISCOUNT		121590	15434636	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		114.13	TRK. #692		121590	15434636	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		403.45								
117659	**10/19/2023**		**120463 MARKS, THOMAS M**							
		1,500.00	REFUND EROSION ESCROW RA054117		121586	A120328	9804.6433	00120328	REFUNDS	ESCROW ACCOUNTS
		1,500.00								
117660	**10/19/2023**		**100391 POSTMASTER**							
		2,245.58	POSTAGE FOR 2023 NOV/DEC RR		121595	101723	0195.6322		POSTAGE	NEWSLETTER
		2,245.58								
117661	**10/19/2023**		**119155 ROBERTS, EARL & MOLLY**							
		164.83	UB REF ACCT 446774028 REISSUE		121584	06152023	9601.4651		WATER REVENUE	WATER FUND
		164.83								
117662	**10/19/2023**		**120461 SMITH, DESIREE**							
		500.00	WATER EFF REBATE 24-D SMITH		121588	101323	9601.6436		WATER EFFICIENCY REBATE PROG	WATER FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
117662	**10/19/2023**		**120461 SMITH, DESIREE**							
		500.00								
117713	**10/26/2023**		**120476 AMEGANDJI, FANDOALA**							
		200.00	WATER EFF PROG 23-F AMEGANDJI		121684	101823	9601.6436		WATER EFFICIENCY REBATE PROG	WATER FUND
		200.00								
117714	**10/26/2023**		**100297 CENTERPOINT ENERGY**							
		29.91	9/7-10/6-23 GAS USAGE		121685	6011580-5 SEPT 2023	9410.6373	00041012	GAS	RALF FUNDED PROJECTS
		26.00	GAS UTILITIES STATION 1		121686	5914352-9 SEPT 2023	0220.6373		GAS	FIRE PROTECTION
		91.08	GAS UTILITIES STATION 2		121687	5961540-1 SEPT 2023	0220.6373		GAS	FIRE PROTECTION
		1,859.52	C/H GAS		121688	6702493-5 SEPT 2023	0194.6373		GAS	GENERAL GOVERNMENT BUILDINGS
		16.84	CENTERPOINT NATURAL GAS PH 3		121689	8782239-1 SEPT 2023	9601.6373		GAS	WATER FUND
		2,023.35								
117715	**10/26/2023**		**100116 CONNEXUS ENERGY**							
		816.90	ELMCREST PARK ELECTRIC		121692	444931-267449 SEPT 2023	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
		816.90								
117716	**10/26/2023**		**120487 MERRILL, PAUL**							
		200.00	WATER EFF REBATE 23-P MERRILL		121691	102023	9601.6436		WATER EFFICIENCY REBATE PROG	WATER FUND
		200.00								
117717	**10/26/2023**		**120078 NORTH CENTRAL INTERNATIONAL OF CORCORAN**							
		5,332.39	TRK. #693		121701	R225001872	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		187.50-	CREDIT		121702	X225009897	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		681.59-	TRK. #693		121703	M225008976	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		869.10-	CREDIT		121704	M225008975	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		3,594.20								
117718	**10/26/2023**		**117544 QUADIENT FINANCE USA INC**							
		41.52	LATE FEES/FINANCE CHRG		121706	779000432854032 85462009	0130.6208		MISCELLANEOUS OFFICE SUPPLIES	ADMINISTRATION
		41.52								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
117719	10/27/2023		100179 FIRE FIGHTERS RELIEF ASSN							
		630.00			121597	1020231437551	9101.2177		UNION DUES	GENERAL FUND
		630.00								
117720	11/2/2023		100297 CENTERPOINT ENERGY							
		110.90	MONTHLY GAS CHARGES		121793	8000014064-2 SEPT 2023	0452.6373		GAS	PARK & RECREATION
		65.22	MONTHLY GAS CHARGES		121793	8000014064-2 SEPT 2023	0311.6373		GAS	STREET MAINTENANCE
		65.22	MONTHLY GAS CHARGES		121793	8000014064-2 SEPT 2023	9601.6373		GAS	WATER FUND
		65.22	MONTHLY GAS CHARGES		121793	8000014064-2 SEPT 2023	9602.6373		GAS	SEWER FUND
		65.22	MONTHLY GAS CHARGES		121793	8000014064-2 SEPT 2023	9605.6373		GAS	STORM WATER UTILITY
		371.78								
117721	11/2/2023		110734 CITY OF RAMSEY							
		29.26	ACCT 731147 15840 JUNIPER RIDG		121773	11022023	9601.4651		WATER REVENUE	WATER FUND
		29.26								
117722	11/2/2023		100116 CONNEXUS ENERGY							
		13,690.61	ELECTRICITY- WATER		121781	759126.303102 OCT 2023	9601.6371		ELECTRIC UTILITIES	WATER FUND
		756.52	ELECTRICITY-SEWER		121781	759126.303102 OCT 2023	9602.6371		ELECTRIC UTILITIES	SEWER FUND
		171.90	ELECTRICITY-STORM		121781	759126.303102 OCT 2023	9605.6371		ELECTRIC UTILITIES	STORM WATER UTILITY
		9,872.23	759126-303101		121782	759126-303101 OCT 2023	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		856.24	9/19-10/18/23 ELECTRIC USE		121783	759126-303107 OCT 2023	0220.6371		ELECTRIC UTILITIES	FIRE PROTECTION
		9,615.33	9/19-10/18/23 ELECTRIC USE		121783	759126-303107 OCT 2023	0194.6371		ELECTRIC UTILITIES	GENERAL GOVERNMENT BUILDINGS
		69.50	9/19-10/18/23 ELECTRIC USE		121783	759126-303107 OCT 2023	9230.6249		MISCELLANEOUS OPERATING SUPPLY	ECONOMIC DEVELOPMENT AUTHORIT
		2,551.98	9/19-10/18/23 ELECTRIC USE		121783	759126-303107 OCT 2023	9240.6371		ELECTRIC UTILITIES	PARKING RAMP MAINTENANCE
		28.89	9/19-10/18/23 ELECTRIC USE		121783	759126-303107 OCT 2023	9410.6371	00041018	ELECTRIC UTILITIES	RALF FUNDED PROJECTS
		518.31	9/19-10/18/23 ELECTRIC USE		121783	759126-303107	9410.6371	00041012	ELECTRIC UTILITIES	RALF FUNDED PROJECTS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
117722	**11/2/2023**		**100116 CONNEXUS ENERGY**							
						OCT 2023				
		89.25	SIREN UTILITIES		121785	759126-303095 OCT 2023	0250.6371		ELECTRIC UTILITIES	CIVIL DEFENSE
		936.97	ELECTRICITY 10/2023		121794	759126-303100 OCT 2023	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		2,684.99	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
		534.54	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	0311.6371		ELECTRIC UTILITIES	STREET MAINTENANCE
		18.49	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	0220.6371		ELECTRIC UTILITIES	FIRE PROTECTION
		519.26	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	9601.6371		ELECTRIC UTILITIES	WATER FUND
		519.26	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	9602.6371		ELECTRIC UTILITIES	SEWER FUND
		519.26	ELECTRICITY 10/2023		121795	759126-303106 OCT 2023	9605.6371		ELECTRIC UTILITIES	STORM WATER UTILITY
		43,953.53								
117723	**11/2/2023**		**106583 DELTA DENTAL PLAN OF MINNESOTA**							
		5,087.76	NOV 2023 DENTAL PREM		121798	RIS0005287273	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		5,087.76								
117724	**11/2/2023**		**115887 DVS RENEWAL**							
		52.00	NEW SQUADS 330 335 TITLE ONLY		121786	C12252340	0211.6249		MISCELLANEOUS OPERATING SUPPLY	POLICE PROTECTION
		52.00								
117725	**11/2/2023**		**120498 ESTATES OF SILVER OAKS**							
		100.00	DMG DEP REF 12.7.21		121779	10252023	9101.2201		DEPOSITS PAYABLE	GENERAL FUND
		100.00								
117726	**11/2/2023**		**115574 HEALTHPARTNERS**							
		1,649.00	NOV 2023 JB, KH HEALTH PREM		121796	124597083	0211.6131		GROUP INSURANCE	POLICE PROTECTION
		82,783.50	NOV 2023 HEALTH PREM		121796	124597083	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		84,432.50								
117727	**11/2/2023**		**100259 LEAGUE OF MN CITIES INS TRUST**							
		2,075.65	WC DED. FEES 9-2023		121780	1001389 SEPT 2023	0130.6315		MISCELLANEOUS PROFESSIONAL SER	ADMINISTRATION
		2,075.65								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
117727	11/2/2023		100259 LEAGUE OF MN CITIES INS TRUST						Continued...	
117728	11/2/2023		100351 NCPERS GROUP LIFE INS							
		368.00	NOV 2023 PERA LIFE PREM		121799	704800112023	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		368.00								
117729	11/2/2023		117544 QUADIENT FINANCE USA INC							
		2,000.00	REFILL POSTAGE METER		121778	10242023	9101.1551		POSTAGE METER DEPOSIT	GENERAL FUND
		2,000.00								
117730	11/2/2023		120204 VISION 11 DANCE							
		100.00	REISSUE CHK11721 AR RM DD REF		121776	06292023	9101.2201		DEPOSITS PAYABLE	GENERAL FUND
		100.00								
1005642	10/20/2023		120462 ALLEN, DAN							
		50.00	BOLIER EXAM FEE 7.21.23		121578	10192023	0194.6249		MISCELLANEOUS OPERATING SUPPLY	GENERAL GOVERNMENT BUILDINGS
		20.00	BOILER LIC FEE 10.9.23		121578	10192023	0194.6249		MISCELLANEOUS OPERATING SUPPLY	GENERAL GOVERNMENT BUILDINGS
		70.00								
1005643	10/20/2023		116027 ELLIOTT, BRANDON							
		11.86	9.27.23 EMR TRAIN LUNCH		121581	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		16.00	9.28.23 EMR TRAIN LUNCH		121581	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		27.86								
1005644	10/20/2023		100291 MET COUNCIL SAC							
		64,610.00	SAC REMITTANCE		121582	10192023	9602.2083		SAC CHARGES	SEWER FUND
		646.10-	SAC REMITTANCE DISCOUNT		121582	10192023	9602.4356		SEWER AVAILABILITY CHARGE-ADM	SEWER FUND
		63,963.90								
1005645	10/20/2023		115841 PULLAR, ROBERT							
		15.67	10.2.23 FIREARM TRAIN LUNCH		121583	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		16.00	10.3.23 FIREARM TRAIN LUNCH		121583	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		14.14	10.4.23 FIREARM TRAIN LUNCH		121583	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		16.00	10.5.23 FIREARM TRAIN LUNCH		121583	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		16.00	10.6.23 FIREARM TRAIN LUNCH		121583	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		77.81								
1005646	10/20/2023		103119 ROSSUM, BEN							
		20.53	10.11.23 ANOKA HS EXPLOR CANDY		121585	10192023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		20.53								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1005647	10/20/2023		100510 VERIZON WIRELESS						Continued...	
		45.04	DATA FOR LIFT STATION		121587	9945754165 SEPT 2023	9602.6323		CELLULAR PHONES	SEWER FUND
		45.04								
1005698	10/27/2023		110402 ADVANCE AUTO PARTS							
		206.25	MISC PARTS		121683	09302023	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		206.25								
1005699	10/27/2023		116846 MC TOOL AND SAFETY SALES							
		2.91-	EARLY PAY DISCOUNT		121698	017711A	0311.6267		OTHER STREET MAINTENANCE SUPPL	STREET MAINTENANCE
		290.85	SAFETY CANS		121698	017711A	0311.6267		OTHER STREET MAINTENANCE SUPPL	STREET MAINTENANCE
		6.10-	EARLY PAY DISCOUNT		121699	017711	0311.6267		OTHER STREET MAINTENANCE SUPPL	STREET MAINTENANCE
		610.43	SAFETY CANS/PROTECTIVE GLOVES		121699	017711	0311.6267		OTHER STREET MAINTENANCE SUPPL	STREET MAINTENANCE
		892.27								
1005700	10/27/2023		119638 O'REILLY AUTO PARTS							
		.54-	EARLY PAY DISCOUNT		121693	6193-140690	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		26.98	TARAUS		121693	6193-140690	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		2.55-	EARLY PAY DISCOUNT		121694	6193-140786	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		127.51	FIRE #575		121694	6193-140786	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		2.58-	EARLY PAY DISCOUNT		121695	6193-141235	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		150.79	PORTABLE PRESSURE WASHER		121695	6193-141235	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		22.00-	RETURN-ORIG INV 6193-141235		121696	6193-141236	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.84-	EARLY PAY DISCOUNT		121697	6193-141369	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		41.98	POLICE #311		121697	6193-141369	0311.6227		LUBRICANTS & ADDITIVES	STREET MAINTENANCE
		.32-	EARLY PAY DISCOUNT		121700	6193-141636	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		15.97	TRK. #678		121700	6193-141636	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.44-	EARLY PAY DISCOUNT		121705	6193-141571	0220.6257		OTHER VEHICLE PARTS	FIRE PROTECTION
		21.99	DEF FLUID		121705	6193-141571	0220.6257		OTHER VEHICLE PARTS	FIRE PROTECTION
		355.95								
1005701	10/27/2023		100459 STANDARD INSURANCE COMPANY							
		2,255.25	OCT 2023 LIFE INS PREM		121708	7725960001 OCT 2023	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		2,255.25								
1005702	10/27/2023		114486 SUN LIFE ASSURANCE COMPANY OF CANADA							
		440.18	OCT 2023 NON VOL LTD PREM		121707	237724 OCT 2023	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		377.10	OCT 2023 VOL LTD PREM		121707	237724 OCT 2023	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		817.28								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1005702	10/27/2023		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						Continued...	
1005703	10/27/2023		100510 VERIZON WIRELESS							
		4,009.87	STAFF CELL PHONES		121690	9946424858 SEPT 2023	0192.6323		CELLULAR PHONES	DATA PROCESSING
		594.37	SQUAD LAPTOPS/CAMS		121690	9946424858 SEPT 2023	0211.6415		OTHER EQUIPMENT RENTAL	POLICE PROTECTION
		4,604.24								
1005704	10/30/2023		100257 LAW ENFORCEMENT LABOR SRV INC							
		978.75			121675	1025231620382	9101.2177		UNION DUES	GENERAL FUND
		978.75								
1005705	10/30/2023		100298 MN AFSCME COUNCIL 5							
		447.20			121676	1025231620383	9101.2177		UNION DUES	GENERAL FUND
		447.20								
1005706	10/31/2023		100257 LAW ENFORCEMENT LABOR SRV INC							
		978.75			121390	1011231350042	9101.2177		UNION DUES	GENERAL FUND
		978.75								
1005707	10/31/2023		100298 MN AFSCME COUNCIL 5							
		447.20			121391	1011231350043	9101.2177		UNION DUES	GENERAL FUND
		447.20								
1005708	11/3/2023		116114 AVESIS THIRD PARTY ADMINISTRATORS							
		324.05	NOV 2023 VISION PREM		121797	3033256	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		324.05								
1005709	11/3/2023		120506 DEVINE, ANDREW							
		16.00	SUBWAY 10.10.23 EVOC DRIVE SCH		121774	11022023	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		16.00								
1005710	11/3/2023		120499 KUZMA, MARK							
		166.31	9.14.23 MRCTI MTG HOTEL		121775	11022023	0111.6331		TRAVEL & LODGING	MAYOR AND COUNCIL
		166.31								
1005711	11/3/2023		119638 O'REILLY AUTO PARTS							
		.17-	EARLY PAY DISCOUNT		121784	6193-142043	0220.6281		SMALL TOOLS & MINOR EQUIPMENT	FIRE PROTECTION
		8.49	HEAT SHRINK		121784	6193-142043	0220.6281		SMALL TOOLS & MINOR EQUIPMENT	FIRE PROTECTION
		.16-	EARLY PAY DISCOUNT		121789	6193-141887	0311.6281		SMALL TOOLS & MINOR EQUIPMENT	STREET MAINTENANCE

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1005711	11/3/2023		119638 O'REILLY AUTO PARTS						Continued...	
		7.99	FILTER WRENCH		121789	6193-141887	0311.6281		SMALL TOOLS & MINOR EQUIPMENT	STREET MAINTENANCE
		1.34-	EARLY PAY DISCOUNT		121790	6193-142119	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		66.84	TRK. #680		121790	6193-142119	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		2.44-	EARLY PAY DISCOUNT		121791	6193-142155	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		122.23	TRK. #680		121791	6193-142155	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		201.44								
1005712	11/3/2023		106812 TWIN CITY FILTER SERVICE INC							
		642.81	MISC SUPPLIES-REISS ACH1005695		121777	0748367-IN	0194.6259		BUILDING MAINT/REPAIR SUPPLIES	GENERAL GOVERNMENT BUILDINGS
		642.81								
1005713	11/3/2023		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC							
		28.95	POLICE SECURITY		121787	150-1682-6501 NOV 2023	0211.6489		OTHER CONTRACTED SERVICES	POLICE PROTECTION
		52.95	PW FIRE PANEL MONT/TEST		121788	150-1681-4280 NOV 2023	0311.6489		OTHER CONTRACTED SERVICES	STREET MAINTENANCE
		52.95	FS#2 FIRE PANEL MONIT		121788	150-1681-4280 NOV 2023	0220.6489		OTHER CONTRACTED SERVICES	FIRE PROTECTION
		36.90	7550 SUNWOOD MONITORING		121788	150-1681-4280 NOV 2023	0194.6489		OTHER CONTRACTED SERVICES	GENERAL GOVERNMENT BUILDINGS
		36.90	PW MONITORING		121788	150-1681-4280 NOV 2023	0311.6489		OTHER CONTRACTED SERVICES	STREET MAINTENANCE
		48.95	RAMP FIRE PANEL TEST/MONIT		121788	150-1681-4280 NOV 2023	9240.6315		MISCELLANEOUS PROFESSIONAL SER	PARKING RAMP MAINTENANCE
		27.95	YOUTH FIRST FIRE PANEL MONIT		121788	150-1681-4280 NOV 2023	9410.6315	00041012	MISCELLANEOUS PROFESSIONAL SER	RALF FUNDED PROJECTS
		27.95	C/H FIRE MONITORING		121792	150-1681-6340 NOV 2023	0194.6489		OTHER CONTRACTED SERVICES	GENERAL GOVERNMENT BUILDINGS
		313.50								
98102723	10/27/2023		115568 ALERUS FINANCIAL NA							
		7,239.63			121674	10252316203814	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		7,239.63								
99101923	10/19/2023		100629 MN DEPT OF REV SALES TX							
		28.14	SEPT 2023 SALES,TRANS,USE TAX		121596	10192023	9101.4305		RENTAL FEES	GENERAL FUND
		5.15	SEPT 2023 SALES,TRANS,USE TAX		121596	10192023	9101.4328		ACCIDENT REPORTS	GENERAL FUND
		.48	SEPT 2023 SALES,TRANS,USE TAX		121596	10192023	9101.4609		OTHER MISCELLANEOUS REVENUES	GENERAL FUND
		443.23	SEPT 2023 SALES,TRANS,USE TAX		121596	10192023	9601.2082		SALES/USE TAX PAYABLE	WATER FUND
		477.00								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99101923	10/19/2023		100629 MN DEPT OF REV SALES TX						Continued...	
99102423	10/24/2023		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM							
		180.54	MISC SUPPLIES		121603	10242023	0220.6249		MISCELLANEOUS OPERATING SUPPLY	FIRE PROTECTION
		3.61-	EARLY PAY DISCOUNT		121603	10242023	0220.6249		MISCELLANEOUS OPERATING SUPPLY	FIRE PROTECTION
		213.69	MISC EQUIPMENT/TOOLS		121603	10242023	0194.6281		SMALL TOOLS & MINOR EQUIPMENT	GENERAL GOVERNMENT BUILDINGS
		4.27-	EARLY PAY DISCOUNT		121603	10242023	0194.6281		SMALL TOOLS & MINOR EQUIPMENT	GENERAL GOVERNMENT BUILDINGS
		386.35								
99102723	10/27/2023		107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)							
		1,035.00			121671	10252316203811	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		1,035.00								
99230044	10/27/2023		100301 MN CHILD SUPPORT PAYMENT CNTR							
		211.60			121598	1020231437552	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		266.72			121677	1025231620384	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		478.32								
99262112	10/27/2023		100601 MN DEPT OF REV WH							
		250.17			121599	1020231437553	9101.2172		STATE WITHHOLDING	GENERAL FUND
		50.00			121606	102423911433	9101.2172		STATE WITHHOLDING	GENERAL FUND
		14,357.90			121680	1025231620387	9101.2172		STATE WITHHOLDING	GENERAL FUND
		14,658.07								
99405485	10/27/2023		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		13,830.74			121672	10252316203812	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		13,830.74								
99408200	10/27/2023		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		4,415.27			121673	10252316203813	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		4,415.27								
99722965	10/27/2023		100398 PUBLIC EMPLOYEES RETIREMENT ASSN							
		133.33			121604	102423911431	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		133.33			121605	102423911432	9101.2183		PERA-EMPLOYER	GENERAL FUND
		29,287.29			121678	1025231620385	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		39,202.17			121679	1025231620386	9101.2183		PERA-EMPLOYER	GENERAL FUND
		68,756.12								
99911934	10/27/2023		101306 IRS							
		428.76			121600	1020231437554	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99911934	**10/27/2023**		**101306 IRS**						**Continued...**	
		1,392.12			121601	1020231437555	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		1,392.12			121602	1020231437556	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		375.00			121607	102423911434	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		304.23			121608	102423911435	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		304.23			121609	102423911436	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		18,180.91			121670	10252316203810	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		30,147.73			121681	1025231620388	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		18,180.91			121682	1025231620389	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		70,706.01								
99951184	**10/27/2023**		**100223 ICMA RETIREMENT TRUST 457**							
		780.00			121669	1025231620381	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		780.00								
		943,760.38	Grand Total							

Payment Instrument Totals

Checks	683,145.48
EFT Payments	182,762.51
A/P ACH Payment	77,852.39
Total Payments	943,760.38

Payment Group Control Number 3722
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
117990	AMERICAN PRINT AND DIGITAL LLC	10/22/23 Amer Print Bus Cards	PV	121712	001	00999	10/22/2023	PC-25	130.26		117990	AMERICAN PRINT AND DIGITAL LLC
	AMERICAN PRINT AND DIGITAL LLC 6320 HIGHWAY 10 NW RAMSEY MN 55303			Summary Total					130.26			
				Payment Amount					130.26			
106615	AMERICAN TEST CENTER INC		PV	121736	001	00999	10/17/2023	2231943	1,281.00		106615	AMERICAN TEST CENTE INC
	AMERICAN TEST CENTER, INC P O BOX 408, 2773 PRAIRIE DRIVE RIVER FALLS WI 54022			Summary Total					1,281.00			
				Payment Amount					1,281.00			
100030	ANOKA CONSERVATION DISTRICT		PV	121621	001	00999	10/18/2023	2023231	1,056.25		100030	ANOKA CONSERVATION DISTRICT
	ANOKA CONSERVATION DISTRICT 1318 MCKAY DRIVE NE SUITE 300 HAM LAKE MN 55304			Summary Total					1,056.25			
				Payment Amount					1,056.25			
100052	ANOKA POLICE DEPARTMENT		PV	121837	001	00999	11/3/2023	10 2023	225.00		100052	ANOKA POLICE DEPARTMENT
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303			Summary Total					225.00			
				Payment Amount					225.00			

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Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
100063	ASPEN MILLS		PV	121651	001	00999	10/23/2023	321745	79.99		100063	ASPEN MILLS
	ASPEN MILLS			Summary Total					79.99			
	8201 C CENTRAL AVE NE		PV	121729	001	00999	10/24/2023	321809	1,118.90			
	SPRING LAKE PARK MN 55432			Summary Total					1,118.90			
			PV	121730	001	00999	10/23/2023	321757	41.10			
				Summary Total					41.10			
			PV	121733	001	00999	10/26/2023	321963	1,800.49			
				Summary Total					1,800.49			
			PV	121757	001	00999	10/25/2023	321936	32.85			
				Summary Total					32.85			
		not eligible mn or fed grant	PV	121820	001	00999	10/31/2023	322241	698.00			
				Summary Total					698.00			
			PV	121838	001	00999	11/2/2023	322438	1,416.95			
				Summary Total					1,416.95			
			PV	121884	001	00999	10/30/2023	322184	368.64			
				Summary Total					368.64			
			PV	121885	001	00999	10/30/2023	322173	103.90			
				Summary Total					103.90			
				Payment Amount					5,660.82			
114529	BRUCE JACOBSON LANDSCAPE ARCHITECT		PV	121724	001	00999	10/25/2023	4	2,000.00		114529	BRUCE JACOBSON LANDSCAPE ARCHITEC
	BRUCE JACOBSON LANDSCAPE ARCHITECT			Summary Total					2,000.00			
	4204 PILLSBURY AVENUE S											

Payment Group Control Number 3722
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	MINNEAPOLIS MN 55409											
				Payment Amount					2,000.00			
119134	CINTAS (FIRST AID VENDOR)		PV	121876	001	00999	10/31/2023	5182204907	110.04		119134	CINTAS (FIRST AID VENDOR)
	CINTAS											
	PO BOX 631025											
	CINCINNATI OH 45263-1025											
				Summary Total					110.04			
				Payment Amount					110.04			
113910	CMDC	Soderholm - RLF Loan Documents	PV	121809	001	00999	10/30/2023	20231030	750.00		113910	CMDC
	CMDC											
	1885 STATION PARKWAY STE A											
	ANDOVER MN 55304											
				Summary Total					750.00			
				Payment Amount					750.00			
118176	COLBY VERDEGAN/CHOSEN VALLEY TESTING INC		PV	121709	001	00999	10/17/2023	49144	8,160.00		118176	COLBY VERDEGAN/CHOSEN VALLEY TESTING INC
	CHOSEN VALLEY TESTING INC											
	1410 7TH STREET NW											
	ROCHESTER MN 55901											
				Summary Total					8,160.00			
				Payment Amount					8,160.00			
100112	COMMISSIONER OF TRANSPORTATION		PV	121640	001	00999	10/16/2023	P00017754	1,006.68		100112	COMMISSIONER OF TRANSPORTATION

Payment Group Control Number 3722
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	COMMISSIONER OF TRANSPORTATION MN DEPT MS 215 -395 JOHN IRELAND BLVD ST PAUL MN 55155			Summary Total					1,006.68			
				Payment Amount					1,006.68			
100167	CORNERSTONE FORD	EP DISCOUNT TAKEN	PV	121874	001	00999	10/25/2023	15438026	450.19		100167	CORNERSTONE FORD
	CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330			Summary Total					450.19			
				Payment Amount					450.19			
119240	CORY JOLICOEUR/ CHEWYS TOOL&SUPPLY LLC		PV	121868	001	00999	10/25/2023	64245	15.47		119240	CORY JOLICOEUR/ CHEWYS TOOL&SUPPLY LLC
	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER) 14885 191ST AVENUE NW ELK RIVER MN 55330			Summary Total					15.47			
			PV	121870	001	00999	10/25/2023	64246	50.54			
				Summary Total					50.54			
				Payment Amount					66.01			
112411	COUNTRY SIDE SERVICES OF MN INC		PV	121881	001	00999	10/30/2023	1-108535-01	12,355.00		112411	COUNTRY SIDE SERVICES OF MN INC
	COUNTRY SIDE SERVICES OF MN INC 6228 HIGHWAY 10 NW RAMSEY MN 55303			Summary Total					12,355.00			
				Payment Amount					12,355.00			

Payment Group Control Number 3722
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
114117	CRAWFORD'S EQUIPMENT INC		PV	121748	001	00999	10/24/2023	01-85250	623.93		114117	CRAWFORD'S EQUIPME INC
	CRAWFORD'S EQUIPMENT INC 4898 HIGHWAY 95 NW CAMBRIDGE MN 55008			Summary Total					623.93			
				Payment Amount					623.93			
111932	CUSTOM SEPTIC INC	PERMIT CANCEL	PV	121808	001	00999	10/30/2023	10302023	113.25		111932	CUSTOM SEPTIC INC
	CUSTOM SEPTIC INC 32749 199TH AVENUE MENAHGA MN 56464			Summary Total					113.25			
				Payment Amount					113.25			
120341	DAMON FARBER ASSOCIATES, INC		PV	121888	001	00999	10/23/2023	98528	7,622.50		120341	DAMON FARBER ASSOCIATES, INC
	DAMON FARBER ASSOCIATES, INC 310 SOUTH 4TH AVE STE 7050 MNNEAPOLIS MN 55415			Summary Total					7,622.50			
				Payment Amount					7,622.50			
114363	EAGLE TREE SERVICE		PV	121863	001	00999	10/24/2023	10242023	700.00		114363	EAGLE TREE SERVICE
	EAGLE TREE SERVICE 8637 225TH AVENUE NW NOWTHEN MN 55330			Summary Total					700.00			
				Payment Amount					700.00			
100155	EARL F ANDERSEN INC		PV	121660	001	00999	10/19/2023	0134359-IN	986.95		100155	EARL F ANDERSEN INC

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	EARL F ANDERSEN INC 19784 KENRICK AVENUE LAKEVILLE MN 55044-7636			Summary Total					986.95			
				Payment Amount					986.95			
119788	ECM/UNION HERALD		PV	121717	001	00999	9/30/2023	37814	20.00		119788	ECM/UNION HERALD
	ECM/UNION HERALD 4095 COON RAPIDS BLVD COON RAPIDS MN 55433-2523			Summary Total					20.00			
				Payment Amount					20.00			
104267	ELITE SANITATION		PV	121633	001	00999	10/13/2023	30212	590.40		104267	ELITE SANITATION
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330			Summary Total					590.40			
				Payment Amount					590.40			
119765	EMERGENCY TECHNICAL DECON		PV	121737	001	00999	10/26/2023	969	167.50		119765	EMERGENCY TECHNICAL DECON
	EMERGENCY TECHNICAL DECON 3711 KENNEBEC DR STE 100 EAGAN MN 55122			Summary Total					167.50			
				Payment Amount					167.50			
110388	FRATTALLONE'S / CAPITAL ONE TRADE CREDIT		PV	121639	001	00999	10/23/2023	B86753/J	33.00		110388	FRATTALLONE'S / CAPITAL ONE TRADE CREDIT

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	CAPITAL ONE TRADE CREDIT			Summary Total					33.00			
	PO BOX 105525		PV	121738	001	00999	10/26/2023	B87442/J	14.88			
	ATLANTA GA 30348-5525			Summary Total					14.88			
				Payment Amount					47.88			
120442	GOLIATH TOOLS		PV	121867	001	00999	10/27/2023	3203	353.00		120442	GOLIATH TOOLS
	GOLIATH TOOLS			Summary Total					353.00			
	1434 - 138TH LANE NW		PV	121869	001	00999	10/27/2023	3197	549.95			
	ANDOVER MN 55304			Summary Total					549.95			
				Payment Amount					902.95			
100201	GOVERNMENT FINANCE OFFICERS ASSN	Renewal Member ID 185223003	PV	121819	001	00999	10/27/2023	2323003	225.00		100201	GOVERNMENT FINANCE OFFICERS ASSN
	GOVERNMENT FINANCE OFFICERS ASSN 203 N. LASALLE STREET SUITE 2700 CHICAGO IL 60601-1210			Summary Total					225.00			
				Payment Amount					225.00			
109910	GREAT NORTHERN LANDSCAPE INC		PV	121847	001	00999	10/31/2023	15399	13,970.54		109910	GREAT NORTHERN LANDSCAPE INC
	GREAT NORTHERN LANDSCAPE INC 19720 IGUANA STREET NW ELK RIVER MN 55330			Summary Total					13,970.54			
				Payment Amount					13,970.54			
117332	HEARTLAND TIRE INC		PV	121883	001	00999	10/30/2023	9036728	96.12		117332	HEARTLAND TIRE INC

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303			Summary Total					96.12			
				Payment Amount					96.12			
119617	HIRSHFIELD'S		PV	121722	001	00999	10/24/2023	22182408	35.99		119617	HIRSHFIELD'S
	HIRSHFIELD'S 725 2ND AVENUE N			Summary Total					35.99			
			PV	121723	001	00999	10/24/2023	22182415	103.98			
	MINNEAPOLIS MN 55405			Summary Total					103.98			
				Payment Amount					139.97			
100256	LANO EQUIPMENT INC		PV	121658	001	00999	10/19/2023	02-1032436	17.45		100256	LANO EQUIPMENT INC
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW			Summary Total					17.45			
			PV	121751	001	00999	10/25/2023	02-1033929	34.72			
	ANOKA MN 55303			Summary Total					34.72			
			PV	121873	001	00999	10/31/2023	02-1035544	105.72			
				Summary Total					105.72			
			PV	121878	001	00999	11/1/2023	02-1035810	10.80			
				Summary Total					10.80			
				Payment Amount					168.69			
100259	LEAGUE OF MN CITIES INS TRUST		PV	121718	001	00999	10/1/2023	1001389 OCT 2023	242.25		100259	LEAGUE OF MN CITIES INS TRUST
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517			Summary Total					242.25			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	MINNEAPOLIS MN 55458-1517											
				Payment Amount					242.25			
119352	LEE, JENNIFER		PV	121886	001	00999	10/26/2023	10262023	400.00		119352	LEE, JENNIFER
	JENNIFER LEE			Summary Total					400.00			
	102 SUNSET DRIVE											
	CHAMPLIN MN 55316											
				Payment Amount					400.00			
107138	M AND G TRAILER SALES		PV	121641	001	00999	10/19/2023	79600	4,381.00		107138	M AND G TRAILER SALES
	M AND G TRAILER SALES			Summary Total					4,381.00			
	9387 HWY 10 NW											
	RAMSEY MN 55303											
				Payment Amount					4,381.00			
120041	MARTIN MARIETTA MATERIALS		PV	121662	001	00999	10/18/2023	40769343	457.22		120041	MARTIN MARIETTA MATERIALS
	MARTIN MARIETTA MATERIALS			Summary Total					457.22			
	PO BOX 93186		PV	121666	001	00999	10/20/2023	40797299	262.37			
	CHICAGO IL 60673-3186			Summary Total					262.37			
			PV	121756	001	00999	10/25/2023	40843478	218.20			
				Summary Total					218.20			
			PV	121762	001	00999	10/26/2023	40861055	235.54			
				Summary Total					235.54			
			PV	121877	001	00999	10/26/2023	40861094	207.12			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Summary Total					207.12			
				Payment Amount					1,380.45			
108208	METRO PRODUCTS INC		PV	121653	001	00999	10/11/2023	176825	36.51		108208	METRO PRODUCTS INC
	METRO PRODUCTS INC			Summary Total					36.51			
	7401 CENTRAL AVENUE NE		PV	121663	001	00999	10/20/2023	176982	178.00			
	FRIDLEY MN 55432			Summary Total					178.00			
			PV	121664	001	00999	10/18/2023	176957	62.50			
				Summary Total					62.50			
			PV	121765	001	00999	10/25/2023	177080	45.71			
				Summary Total					45.71			
			PV	121766	001	00999	10/25/2023	177081	76.81			
				Summary Total					76.81			
			PV	121767	001	00999	10/11/2023	176826	234.07			
				Summary Total					234.07			
				Payment Amount					633.60			
101164	MILLER CHEVROLET LLC		PV	121617	001	00999	10/17/2023	712684	4,189.77		101164	MILLER CHEVROLET LL(
	MILLER CHEVROLET			Summary Total					4,189.77			
	21150 JOHN MILLESS DRIVE		PV	121732	001	00999	10/25/2023	713252	940.94			
	ROGERS MN 55374			Summary Total					940.94			
				Payment Amount					5,130.71			
118388	MITCHELL 1		PV	121879	001	00999	10/23/2023	IB30007864	80.00		118388	MITCHELL 1

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	MITCHELL 1 25029 NETWORK PLACE CHICAGO IL 60673-1250			Summary Total					80.00			
				Payment Amount					80.00			
100345	NAPA AUTO PARTS ELK RIVER		PV	121755	001	00999	10/27/2023	226918	14.10		100345	NAPA AUTO PARTS ELK RIVER
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW			Summary Total					14.10			
			PD	121758	001	00999	11/15/2023	226937	81.00-			
	P O BOX 1041 ELK RIVER MN 55330			Summary Total					81.00-			
			PV	121759	001	00999	10/27/2023	226936	538.74			
				Summary Total					538.74			
			PV	121764	001	00999	10/30/2023	227141	30.26			
				Summary Total					30.26			
			PV	121875	001	00999	10/31/2023	227408	152.58			
				Summary Total					152.58			
				Payment Amount					654.68			
115543	NATURAL ENDEAVORS LANDSCAPING INC	Prop Mgmt 6701 Hwy 10 Snow	PV	121844	001	00999	11/1/2023	2023 OCT 2023	195.00		115543	NATURAL ENDEAVORS LANDSCAPING INC
	NATURAL ENDEAVORS LANDSCAPING INC 2662 S COON CREEK DRIVE NW ANDOVER MN 55304			Summary Total					195.00			
				Payment Amount					195.00			
111368	POLLARDWATER		PV	121625	001	00999	10/4/2023	0247738	131.18		111368	POLLARDWATER

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	POLLARDWATER			Summary Total					131.18			
	P O BOX 417592		PV	121642	001	00999	10/12/2023	0247740	1,099.00			
	BOSTON MA 02241-7592			Summary Total					1,099.00			
				Payment Amount					1,230.18			
100421	REGAL AWARDS AND TROPHIES		PV	121620	001	00999	10/12/2023	07108	30.00		100421	REGAL AWARDS AND TROPHIES
	REGAL AWARDS AND TROPHIES			Summary Total					30.00			
	15454 HEMATITE STREET NW	10/26/23 Regal Award Adopt-A-F	PV	121801	001	00999	10/26/2023	07112	20.00			
	ANOKA MN 55303			Summary Total					20.00			
				Payment Amount					50.00			
117891	RUM RIVER CHIROPRACTIC	REFUND KATIE SIMON LICENSE WD	PV	121887	001	00999	11/7/2023	110723	85.00		117891	RUM RIVER CHIROPRACTIC
	RUM RIVER CHIROPRACTIC 14245 ST FRANCIS BLVD NW SUITE 104 RAMSEY MN 55303			Summary Total					85.00			
				Payment Amount					85.00			
110794	SCHMIDT CURB COMPANY INC		PV	121752	001	00999	10/26/2023	23-62 B1	4,964.00		110794	SCHMIDT CURB COMPA INC
	SCHMIDT CURB COMPANY INC 13195 95TH STREET NE ELK RIVER MN 55330			Summary Total					4,964.00			
				Payment Amount					4,964.00			

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Payment Instrument	Check Payment		
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118921	SHRED RIGHT		PV	121714	001	00999	10/17/2023	0010400	17.73		118921	SHRED RIGHT
	SHRED RIGHT 6301 W OLD SHAKOPEE ROAD SUITE A BLOOMINGTON MN 55438			Summary Total					17.73			
				Payment Amount					17.73			
100468	STOP STICK LTD		PV	121619	001	00999	10/17/2023	0031047-IN	222.00		100468	STOP STICK LTD
	STOP STICK LTD 365 INDUSTRIAL DRIVE HARRISON OH 45030-1483			Summary Total					222.00			
				Payment Amount					222.00			
114151	TASC (FEES)		PV	121719	001	00999	10/18/2023	IN2897091	141.94		114151	TASC (FEES)
	TASC CLIENT INVOICES			Summary Total					141.94			
			PV	121720	001	00999	10/18/2023	IN2897090	234.75			
	P O BOX 88278 MILWAUKEE WI 53288-0001			Summary Total					234.75			
				Payment Amount					376.69			
119653	UNIVERSAL APPAREL	Univers App Nov/Dec RR Ad Sale	PV	121628	001	00999	10/12/2023	11904	694.50		119653	UNIVERSAL APPAREL
	UNIVERSAL APPAREL 112 MAIN ST S STE 1 PO BOX 341 BRAHAM MN 55006			Summary Total					694.50			
				Payment Amount					694.50			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
116648	WATER CONSERVATION SERVICES, INC		PV	121839	001	00999	11/1/2023	13575	6,420.00		116648	WATER CONSERVATION SERVICES, INC
	WATER CONSERVATION SERVICES, INC 6251 WEST SHADOW LAKE DR LINO LAKES MN 55014			Summary Total					6,420.00			
				Payment Amount					6,420.00			
120508	WINDOW NATION LLC	PERMIT CANCEL	PV	121843	001	00999	11/1/2023	1112023	81.00		120508	WINDOW NATION LLC
	WINDOW NATION LLC 8110 MAPLE LAWN BLVD STE 335 FULTON MD 20759			Summary Total					81.00			
				Payment Amount					81.00			
106402	ZEP MANUFACTURING COMPANY		PV	121761	001	00999	10/27/2023	9009128962	92.57		106402	ZEP MANUFACTURING COMPANY
	ZEP SALES & SERVICE 13237 COLLECTIONS CENTER DRIVE			Summary Total					92.57			
			PV	121771	001	00999	10/27/2023	9009128961	127.44			
	CHICAGO IL 60693			Summary Total					127.44			
				Payment Amount					220.01			
				Total Amount to be Processed					87,085.73			
				Total Number of Payments to be Processed					48			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
110789	4IMPRINT		PV	121618	001	00999	10/6/2023	11762825	1,577.69		110789	4IMPRINT
	4IMPRINT 25303 NETWORK PLACE CHICAGO IL 60673-1253			Summary Total					1,577.69			
				Payment Amount					1,577.69			
100017	AIRGAS USA, LLC		PV	121749	001	00999	10/24/2023	9143362299	813.50		100017	AIRGAS USA, LLC
	AIRGAS USA LLC P O BOX 734445 CHICAGO IL 60673-4445			Summary Total					813.50			
			PV	121753	001	00999	10/25/2023	9143452202	118.93			
				Summary Total					118.93			
			PD	121763	001	00999	11/15/2023	9600878509	54.59-			
				Summary Total					54.59-			
				Payment Amount					877.84			
117343	AMAZON CAPITAL SERVICES INC		PV	121611	001	00999	10/16/2023	1RG4-YK4L-9JN4	37.97		117343	AMAZON CAPITAL SERVICES INC
	AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184			Summary Total					37.97			
			PV	121615	001	00999	10/16/2023	166G-F64F-76DX	66.66			
				Summary Total					66.66			
			PV	121627	001	00999	10/16/2023	1VK4-M69C-9WLN	46.65			
				Summary Total					46.65			
			PV	121740	001	00999	10/30/2023	1RRY-MWXP-P7HR	193.25			
				Summary Total					193.25			
			PV	121743	001	00999	10/30/2023	14T1-YK6X-P3CR	87.60			
				Summary Total					87.60			
			PV	121746	001	00999	10/30/2023	1XNH-6CV9-PJWF	95.97			

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				Summary Total					95.97			
			PV	121770	001	00999	10/30/2023	1HXJ-TP9R-N946	112.69			
				Summary Total					112.69			
				Payment Amount					640.79			
109256	AMERICAN ENGINEERING TESTING INC		PV	121747	001	00999	10/26/2023	INV-158340	3,852.00		109256	AMERICAN ENGINEERIN TESTING INC
	AMERICAN ENGINEERING TESTING INC			Summary Total					3,852.00			
	PO BOX 860678		PV	121804	001	00999	10/24/2023	INV-159600	2,653.00			
	MINNEAPOLIS MN 55486			Summary Total					2,653.00			
			PV	121805	001	00999	10/24/2023	INV-159412	1,014.00			
				Summary Total					1,014.00			
			PV	121806	001	00999	10/25/2023	INV-158596	376.00			
				Summary Total					376.00			
				Payment Amount					7,895.00			
100026	ANDERSON IRRIGATION		PV	121846	001	00999	11/1/2023	18282	7,932.00		100026	ANDERSON IRRIGATION
	ANDERSON IRRIGATION			Summary Total					7,932.00			
	27066 103RD STREET NW											
	ZIMMERMAN MN 55398											
				Payment Amount					7,932.00			
107587	ANOKA COUNTY TREASURY DEPARTMENT		PV	121645	001	00999	10/18/2023	B231017M	492.00		107587	ANOKA COUNTY TREASURY DEPARTMEN
	ANOKA COUNTY TREASURY DEPARTMENT			Summary Total					492.00			
	2100 3RD AVE STE 300		PV	121726	001	00999	10/20/2023	AR021431/AR021439	3,887.28			

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	ANOKA MN 55303-5029			Summary Total					3,887.28			
				Payment Amount					4,379.28			
106346	BAUER BUILT INCORPORATED		PV	121632	001	00999	10/18/2023	940103788	974.96		106346	BAUER BUILT INCORPORATED
	BAUER BUILT INCORPORATED			Summary Total					974.96			
	8270 W 35W SERVICE DR NE		PV	121741	001	00999	10/30/2023	940103883	504.48			
	BLAINE MN 55449			Summary Total					504.48			
			PV	121750	001	00999	10/25/2023	940104025	323.16			
				Summary Total					323.16			
				Payment Amount					1,802.60			
116848	BAYCOM INC		PV	121851	001	00999	3/15/2023	EQUIPINV_042740	8,794.00		116848	BAYCOM INC
	BAYCOM INC			Summary Total					8,794.00			
	PO BOX 88013		PV	121852	001	00999	3/15/2023	EQUIPINV_042767	339.00			
	MILWAUKEE WI 53288-8013			Summary Total					339.00			
				Payment Amount					9,133.00			
120422	BLAINE BROTHERS		PV	121668	001	00999	10/20/2023	010001372557	3,972.93		120422	BLAINE BROTHERS
	BLAINE BROTHERS			Summary Total					3,972.93			
	10011 XYLITE STREET NE											
	BLAINE MN 55449											
				Payment Amount					3,972.93			
103641	BOYER TRUCKS		PV	121657	001	00999	10/18/2023	093P3711	93.97		103641	BOYER TRUCKS

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	BOYER TRUCKS			Summary Total					93.97			
	P O BOX 335		PV	121857	001	00999	11/2/2023	093P4533	27.61			
	BRIGHTON CO 80601			Summary Total					27.61			
			PV	121861	001	00999	10/26/2023	093P4092	475.17			
				Summary Total					475.17			
			PV	121862	001	00999	10/17/2023	093P3586	301.76			
				Summary Total					301.76			
			PD	121880	001	00999	11/15/2023	003P46332 CM	156.36-			
				Summary Total					156.36-			
			PV	121882	001	00999	10/20/2023	F237129	50,923.38			
				Summary Total					50,923.38			
				Payment Amount					51,665.53			
100619	BRAUN INTERTEC CORPORATION		PV	121710	001	00999	10/16/2023	B362037	3,730.00		100619	BRAUN INTERTEC CORPORATION
	BRAUN INTERTEC CORPORATION LOCKBOX 446035 P O BOX 64384 ST PAUL MN 55164-0384			Summary Total					3,730.00			
				Payment Amount					3,730.00			
116439	CANTEEN VENDING		PV	121613	001	00999	10/17/2023	MSP81499	204.35		116439	CANTEEN VENDING
	CANTEEN VENDING P O BOX 91337 CHICAGO IL 60693-1337			Summary Total					204.35			
				Payment Amount					204.35			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
112019	CENTRAL HYDRAULICS INC		PV	121859	001	00999	10/31/2023	84268	449.58		112019	CENTRAL HYDRAULICS INC
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374			Summary Total					449.58			
			PV	121860	001	00999	10/30/2023	84238	187.85			
				Summary Total					187.85			
				Payment Amount					637.43			
114549	CHETS SHOES INC		PV	121769	001	00999	10/26/2023	RW50009	150.00		114549	CHETS SHOES INC
	CHETS SHOES INC 8870 RENDOVA STREET NE CIRCLE PINES MN 55014			Summary Total					150.00			
				Payment Amount					150.00			
119607	CHRISTIAN PATE DBA GREEN TECH SANITATION		PV	121772	001	00999	10/30/2023	509A	2,580.00		119607	CHRISTIAN PATE DBA GREEN TECH SANITATION
	GREEN TECH SANITATION 1820 OLD HIGHWAY 8 ST PAUL MN 55112			Summary Total					2,580.00			
				Payment Amount					2,580.00			
116197	CINTAS CORPORATION		PV	121610	001	00999	10/16/2023	4170924066	60.14		116197	CINTAS CORPORATION
	CINTAS CORPORATION CINTAS LOC #4K P O BOX 650838			Summary Total					60.14			
			PV	121637	001	00999	10/23/2023	4171650829	45.50			
				Summary Total					45.50			

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	DALLAS TX 75265-0838		PV	121661	001	00999	10/19/2023	4171398125	44.61			
				Summary Total					44.61			
			PV	121754	001	00999	10/26/2023	4172110890	94.86			
				Summary Total					94.86			
			PV	121858	001	00999	11/2/2023	4172812841	44.61			
				Summary Total					44.61			
				Payment Amount					289.72			
115896	CIVICPLUS LLC		PV	121849	001	00999	10/31/2023	282085	1,310.24		115896	CIVICPLUS LLC
	CIVIC PLUS LLC P O BOX 1572 MANHATTAN KS 66505			Summary Total					1,310.24			
				Payment Amount					1,310.24			
100120	CONTINENTAL RESEARCH CORP		PV	121727	001	00999	10/27/2023	0048927	228.00		100120	CONTINENTAL RESEAR(CORP
	CONTINENTAL RESEARCH CORP PO BOX 15204 ST LOUIS MO 63110			Summary Total					228.00			
				Payment Amount					228.00			
111818	DEANO'S COLLISION SPECIALISTS INC		PV	121731	001	00999	10/23/2023	64662	679.89		111818	DEANO'S COLLISION SPECIALISTS INC
	DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330			Summary Total					679.89			
				Payment Amount								

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									679.89			
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV	121643	001	00999	10/20/2023	INV261761	753.29		113306	DEFINITIVE TECHNOLOGY SOLUTIO INC
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549	Summary Total							753.29			
		Payment Amount							753.29			
100144	DEHN OIL COMPANY		PV	121654	001	00999	10/13/2023	25218745	2,246.94		100144	DEHN OIL COMPANY
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303	Summary Total							2,246.94			
			PV	121655	001	00999	10/13/2023	25218746	3,492.67			
		Summary Total							3,492.67			
			PV	121665	001	00999	10/19/2023	103561	2,648.70			
		Summary Total							2,648.70			
			PV	121760	001	00999	10/26/2023	103237	2,097.76			
		Summary Total							2,097.76			
			PV	121865	001	00999	11/2/2023	2201827	486.93			
		Summary Total							486.93			
		Payment Amount							10,973.00			
117344	DINGES FIRE COMPANY		PV	121814	001	00999	10/31/2023	46503	127.59		117344	DINGES FIRE COMPANY
	DINGES FIRE COMPANY 243 E. MAIN STREET AMBOY IL 61310	Summary Total							127.59			

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				Payment Amount					127.59			
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	Inv 10 2023	PV	121818	001	00999	10/31/2023	10 2023	6,280.77		116175	ECKBERG LAMMERS ATTORNEYS AT LAW
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082			Summary Total					6,280.77			
				Payment Amount					6,280.77			
100158	ECM PUBLISHERS INC	ECM	PV	121646	001	00999	10/13/2023	968741	112.87		100158	ECM PUBLISHERS INC
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433			Summary Total					112.87			
			PV	121803	001	00999	10/27/2023	970609	59.12			
				Summary Total					59.12			
				Payment Amount					171.99			
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	121614	001	00999	10/13/2023	DL081723-20	2,361.95		108737	EMERGENCY AUTOMOT TECHNOLOGY INC
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					2,361.95			
			PV	121715	001	00999	10/23/2023	DL102323-20	551.36			
				Summary Total					551.36			
				Payment Amount					2,913.31			
100143	FERGUSON WATERWORKS # 2518		PV	121623	001	00999	10/13/2023	0521103-1	920.00		100143	FERGUSON WATERWOF # 2518
	FERGUSON WATERWORKS 2516 P O BOX 802817			Summary Total					920.00			
			PV	121745	001	00999	10/30/2023	0522237	115.00			

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	CHICAGO IL 60680-2817			Summary Total					115.00			
			PV	121841	001	00999	11/1/2023	0515613	458.21			
				Summary Total					458.21			
				Payment Amount					1,493.21			
100200	GOPHER STATE ONE CALL INC		PV	121840	001	00999	10/31/2023	3100696	459.00		100200	GOPHER STATE ONE CALL INC
	GOPHER STATE ONE CALL 7223 PARKWAY DRIVE SUITE 210 HANOVER MD 21076-1317			Summary Total					459.00			
				Payment Amount					459.00			
100650	GRAINGER		PV	121742	001	00999	10/27/2023	9885885609	113.38		100650	GRAINGER
	GRAINGER INC DEPT. 806511127			Summary Total					113.38			
			PV	121853	001	00999	10/27/2023	9885885617	863.66			
	PALATINE IL 60038-0001			Summary Total					863.66			
			PV	121854	001	00999	10/27/2023	9886428243	164.18			
				Summary Total					164.18			
				Payment Amount					1,141.22			
112564	GROUP HEALTH INC WORKSITE		PV	121728	001	00999	10/18/2023	7016028	103.00		112564	GROUP HEALTH INC WORKSITE
	GROUP HEALTH INC WORKSITE M.S. # 21109A P O BOX 1309 MINNEAPOLIS MN 55440-1309			Summary Total					103.00			
				Payment Amount					103.00			

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100211	HAWKINS INC		PV	121624	001	00999	10/15/2023	6602221	50.00		100211	HAWKINS INC
	HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263			Summary Total					50.00			
			PV	121725	001	00999	10/23/2023	6611084	3,104.87			
				Summary Total					3,104.87			
				Payment Amount					3,154.87			
112160	HOLIDAY COMPANIES		PV	121815	001	00999	11/1/2023	046801112300	153.00		112160	HOLIDAY COMPANIES
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437			Summary Total					153.00			
				Payment Amount					153.00			
119037	HOLSTAD & KNAAK, PLC	Oct Civil	PV	121739	001	00999	10/27/2023	10272023	4,050.00		119037	HOLSTAD & KNAAK, PLC
	HOLSTAD & KNAAK,/ NORTH STAR LAW GROUP SUITE 550 413 WACOUTA STREET ST PAUL MN 55101			Summary Total					4,050.00			
				Payment Amount					4,050.00			
112475	INNOVATIVE OFFICE SOLUTIONS	S27569	PV	121802	001	00999	10/27/2023	IN4365108	228.34		112475	INNOVATIVE OFFICE SOLUTIONS
	INNOVATIVE OFFICE SOLUTIONS LOCKBOX 131434 P O BOX 1414 MINNEAPOLIS MN 55480-1414			Summary Total					228.34			

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				Payment Amount					228.34			
107763	JEFFERSON FIRE AND SAFETY INC		PV	121811	001	00999	10/27/2023	IN308164	337.80		107763	JEFFERSON FIRE AND SAFETY INC
	JEFFERSON FIRE AND SAFETY INC 7620 DONNA DRIVE MIDDLETON WI 53562			Summary Total					337.80			
			PV	121812	001	00999	10/27/2023	IN308158	737.24			
				Summary Total					737.24			
				Payment Amount					1,075.04			
116789	KIESLER POLICE SUPPLY INC		PV	121836	001	00999	8/10/2023	IN221240	795.06		116789	KIESLER POLICE SUPPLY INC
	KIESLER POLICE SUPPLY INC 2802 SABLE MILL ROAD JEFFERSONVILLE IN 47130			Summary Total					795.06			
				Payment Amount					795.06			
102954	LITTLE FALLS MACHINE INC		PV	121866	001	00999	10/25/2023	369299	574.86		102954	LITTLE FALLS MACHINE INC
	LITTLE FALLS MACHINE INC 300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598			Summary Total					574.86			
				Payment Amount					574.86			
100266	LOGIS		PV	121612	001	00999	10/15/2023	54287	10,831.17		100266	LOGIS
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS 5750 DULUTH STREET			Summary Total					10,831.17			
			PV	121644	001	00999	10/23/2023	54362	30.00			

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	GOLDEN VALLEY MN 55422-4036			Summary Total					30.00			
			PV	121810	001	00999	11/1/2023	54169	21,557.00			
				Summary Total					21,557.00			
				Payment Amount					32,418.17			
106616	MARTIN MCALLISTER, INC		PV	121807	001	00999	10/31/2023	15731	625.00		106616	MARTIN MCALLISTER, INC
	MARTIN MCALLISTER, INC 7650 EDINBOROUGH WAY #550 EDINA MN 55435			Summary Total					625.00			
				Payment Amount					625.00			
100283	MENARDS COON RAPIDS		PV	121634	001	00999	10/17/2023	5217	15.39		100283	MENARDS COON RAPID
	MENARDS COON RAPIDS			Summary Total					15.39			
	3045 MAIN STREET		PV	121635	001	00999	10/20/2023	5447	75.00			
	COON RAPIDS MN 55448			Summary Total					75.00			
			PV	121636	001	00999	10/18/2023	5307	742.93			
				Summary Total					742.93			
				Payment Amount					833.32			
100284	MENARDS ELK RIVER		PV	121630	001	00999	10/10/2023	83099	234.66		100284	MENARDS ELK RIVER
	MENARDS ELK RIVER			Summary Total					234.66			
	19521 EVANS STREET NW		PV	121649	001	00999	10/17/2023	83514	163.68			
	ELK RIVER MN 55330-1077			Summary Total					163.68			
			PV	121650	001	00999	10/17/2023	83519	74.72			
				Summary Total					74.72			

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			PV	121744	001	00999	10/26/2023	84125	239.90			
				Summary Total					239.90			
			PV	121813	001	00999	10/23/2023	83900	111.31			
				Summary Total					111.31			
				Payment Amount					824.27			
100285	MET COUNCIL ENVIRONMENTAL SRV	1164386	PV	121817	001	00999	11/1/2023	0001164386	94,908.25		100285	MET COUNCIL ENVIRONMENTAL SRV
	MET COUNCIL ENVIRONMENTAL SRV P O BOX 856513 MINNEAPOLIS MN 55485-6513			Summary Total					94,908.25			
				Payment Amount					94,908.25			
119825	METRO CREATIVE GRAPHICS INC		PV	121848	001	00999	10/31/2023	230516	99.00		119825	METRO CREATIVE GRAPHICS INC
	METRO CREATIVE GRAPHICS INC PO BOX 2085 LIVINGSTON NJ 07039			Summary Total					99.00			
				Payment Amount					99.00			
108208	METRO PRODUCTS INC		PV	121864	001	00999	10/24/2023	177037	59.40		108208	METRO PRODUCTS INC
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432			Summary Total					59.40			
				Payment Amount					59.40			

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100341	MTI DISTRIBUTING INC		PV	121652	001	00999	10/13/2023	1409215-00	15.09		100341	MTI DISTRIBUTING INC
	MTI DISTRIBUTING INC			Summary Total					15.09			
	SDS 12-1900		PV	121656	001	00999	10/16/2023	1409215-01	122.94			
	P O BOX 86			Summary Total					122.94			
	MINNEAPOLIS MN		PV	121667	001	00999	10/17/2023	1406695-00	267.50			
	55486-1900											
				Summary Total					267.50			
				Payment Amount					405.53			
115167	NET TRANSCRIPTS INC		PV	121716	001	00999	10/15/2023	NT17207	37.76		115167	NET TRANSCRIPTS INC
	NET TRANSCRIPTS INC			Summary Total					37.76			
	PO BOX 95777											
	CHICAGO IL 60694-5777											
				Payment Amount					37.76			
100363	NORTHERN SANITARY SUPPLY CO		PV	121638	001	00999	10/23/2023	207807	503.97		100363	NORTHERN SANITARY SUPPLY CO
	NORTHERN SANITARY SUPPLY CO			Summary Total					503.97			
	341 COON RAPIDS BLVD											
	MINNEAPOLIS MN 55433											
				Payment Amount					503.97			
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	121629	001	00999	10/19/2023	20142	50.00		115071	NORTHLAND OCCUPATIONAL HEALTH
	NORTHLAND OCCUPATIONAL HEALTH			Summary Total					50.00			
	7533 SUNWOOD DRIVE NW		PV	121631	001	00999	10/18/2023	20139	420.00			
	SUITE 212											

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	RAMSEY MN 55303			Summary Total					420.00			
			PV	121711	001	00999	10/20/2023	20154	150.00			
				Summary Total					150.00			
			PV	121800	001	00999	10/24/2023	20196	200.00			
				Summary Total					200.00			
			PV	121816	001	00999	11/1/2023	20285	140.00			
				Summary Total					140.00			
				Payment Amount					960.00			
110547	NORTHWEST LIGHTING SYSTEMS CO.		PV	121622	001	00999	10/18/2023	130922	390.00		110547	NORTHWEST LIGHTING SYSTEMS CO.
	NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175			Summary Total					390.00			
				Payment Amount					390.00			
100384	PLAISTED COMPANIES INC		PV	121856	001	00999	10/31/2023	66616	1,218.74		100384	PLAISTED COMPANIES INC
	PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330			Summary Total					1,218.74			
				Payment Amount					1,218.74			
111488	POPP.COM INC		PV	121835	001	00999	10/31/2023	992807331	643.92		111488	POPP.COM INC
	POPP.COM INC 620 MENDELSSOHN AVE NO SUITE 101			Summary Total					643.92			

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	GOLDEN VALLEY MN 55427											
				Payment Amount					643.92			
113444	PRECISE		PV	121871	001	00999	10/30/2023	IN200-1045316	850.00		113444	PRECISE
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					850.00			
				Payment Amount					850.00			
107978	PREMIER COMMERCIAL PROPERTIES INC	Prop Mgmt 6781 Hwy 10	PV	121647	001	00999	10/19/2023	9076	600.00		107978	PREMIER COMMERCIAL PROPERTIES INC
	PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433			Summary Total					600.00			
				Payment Amount					600.00			
100921	RETROFIT COMPANIES INC		PV	121721	001	00999	10/20/2023	0122441-IN	500.00		100921	RETROFIT COMPANIES INC
	RETROFIT COMPANIES INC 1010 HOFFMAN DRIVE SUITE A OWATONNA MN 55060			Summary Total					500.00			
				Payment Amount					500.00			
116092	ROADKILL ANIMAL CONTROL		PV	121855	001	00999	10/31/2023	10312023	721.00		116092	ROADKILL ANIMAL CONTROL
	ROADKILL ANIMAL CONTROL 520 HAROLD DRIVE			Summary Total					721.00			

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	BURNSVILLE MN 55337											
				Payment Amount					721.00			
117285	RUM RIVER CONSULTANTS		PV	121626	001	00999	10/14/2023	681	20,140.00		117285	RUM RIVER CONSULTANTS
	RUM RIVER CONSULTANTS			Summary Total					20,140.00			
	32134 111 1\2 STREET											
	PRINCETON MN 55371											
				Payment Amount					20,140.00			
107711	SCHINDLER ELEVATOR		PV	121842	001	00999	11/1/2023	8106393642	788.73		107711	SCHINDLER ELEVATOR
	SCHINDLER ELEVATOR			Summary Total					788.73			
	P O BOX 93050											
	CHICAGO IL 60673-3050											
				Payment Amount					788.73			
108703	STERLING TROPHY		PV	121735	001	00999	10/12/2023	32269	8.50		108703	STERLING TROPHY
	STERLING TROPHY			Summary Total					8.50			
	3824 7TH AVENUE											
	ANOKA MN 55303											
				Payment Amount					8.50			
100469	STREICHER'S POLICE EQUIPMENT		PV	121616	001	00999	10/4/2023	I1658161	381.99		100469	STREICHER'S POLICE EQUIPMENT
	STREICHER'S POLICE EQUIPMENT			Summary Total					381.99			
	10911 WEST HWY 55		PV	121734	001	00999	10/17/2023	I1660450	209.97			

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	MINNEAPOLIS MN 55441			Summary Total					209.97			
				Payment Amount					591.96			
110313	SUMMIT FIRE PROTECTION		PV	121845	001	00999	10/31/2023	130091201	66.50		110313	SUMMIT FIRE PROTECTION
	SUMMIT FIRE PROTECTION P O BOX 6205 CAROL STREAM IL 60197-6205			Summary Total					66.50			
				Payment Amount					66.50			
119474	THE MPX GROUP & MINUTEMA		PV	121648	001	00999	10/18/2023	404929	304.05		119474	THE MPX GROUP & MINUTEMA
	THE MPX GROUP 7105 MEDICINE LAKE ROAD GOLDEN VALLEY MN 55427			Summary Total					304.05			
				Payment Amount					304.05			
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	121713	001	00999	10/14/2023	M28634	600.00		100485	TIMESAVER OFF SITE SECRETARIAL INC
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N			Summary Total					600.00			
			PV	121850	001	00999	10/31/2023	M28676	1,313.25			
	FOREST LAKE MN 55025			Summary Total					1,313.25			
				Payment Amount					1,913.25			
112024	TOWMASTER		PV	121768	001	00999	10/27/2023	464389	1,159.00		112024	TOWMASTER
	TOWMASTER			Summary Total					1,159.00			

Payment Group Control Number 3723
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 11/15/2023

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	61381 US HWY 12 LITCHFIELD MN 55355											
								Payment Amount	1,159.00			
106638	UNIQUE PAVING MATERIALS CORPORATION		PV	121872	001	00999	10/27/2023	76832	3,321.66		106638	UNIQUE PAVING MATERIALS CORPORATION
	UNIQUE PAVING MATERIALS CORPORATION 3993 EAST 93RD STREET CLEVELAND OH 44105-4096											
								Summary Total	3,321.66			
								Payment Amount	3,321.66			
100541	ZARNOTH BRUSH WORKS INC		PV	121659	001	00999	10/12/2023	0195840-IN	3,710.00		100541	ZARNOTH BRUSH WORKS INC
	ZARNOTH BRUSH WORKS INC PO BOX 141 CHILTON WI 53014-0141											
								Summary Total	3,710.00			
								Payment Amount	3,710.00			
								Total Amount to be Processed	302,735.82			
								Total Number of Payments to be Processed	64			

CHECKS - 87,085.73
ACH - 302,735.82
389,821.55

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #23-284

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF OCTOBER 19, 2023 THROUGH NOVEMBER 8, 2023

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of October 19, 2023 through November 8, 2023 in the amount of $1,579,630.87 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period October 19, 2023 through November 8, 2023, in the amount of $,1579,630.87.

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:

Mayor Kuzma
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Councilmember

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Promote economic growth and development.

Information

Title

Adopt Resolution #23-~~242~~ 272 Approving Final Plat and Development Agreement for Riverstone South Fourth Addition.

Purpose/Background:

Capstone Homes is requesting final plat approval for the next phase of Riverstone South--the Fourth Addition. This phase of 54 single-family and villa lots is on the western side of the development. It is consistent with the approved preliminary plat.

Also submitted for Council approval is the corresponding standard development agreement.

Notification:

None required for final plats and development agreements.

Funding Source:

All costs associated with the development are the responsibility of the developer, Capstone Homes.

Recommendation:

Staff recommends approval of the final plat and devleopment agreement for "Riverstone South Fourth Addition."

Action:

Motion to adopt Resolution #23-~~242~~ 272 approving the final plat and development agreement for "Riverstone South Fourth Addition."

Attachments

Resolution #23-272
Final Plat
Development Agreement
Location Map

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:16 AM
Form Started By: Todd Larson		Started On: 10/25/2023 03:26 PM
Final Approval Date: 11/08/2023		

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

RESOLUTION #23-272

RESOLUTION APPROVING FINAL PLAT AND DEVELOPMENT AGREEMENT FOR RIVERSTONE SOUTH FOURTH ADDITION

WHEREAS, Riverstone Development LLC, hereafter referred to as "**Developer**", properly applied for Final Plat approval of the following described property located in the City of Ramsey:

Outlot N, Riverstone South, Anoka County, Minnesota, and
Outlot A, Riverstone South Third Addition, Anoka County, Minnesota

(the '**Subject Property**'); and

WHEREAS, the proposed final plat is consistent with the approved preliminary plat of Riverstone South; and

WHEREAS, the City Council reviewed the Final Plat of Riverstone South Fourth Addition on November 14, 2023.

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

1. That the Ramsey City Council hereby approves the Final Plat and Development Agreement for Riverstone South Fourth Addition, contingent upon:
    a. Approval by the City Attorney as to legal form.
    b. Construction plans subject to current Staff Review Comments in ProjectDox.
2. The Mayor and City Administrator are authorized to sign the Development Agreement.

RIVERSTONE SOUTH FOURTH ADDITION

CITY OF RAMSEY
COUNTY OF ANOKA
SECS. 29 & 30, TWP. 32, RGE. 25

KNOW ALL PERSONS BY THESE PRESENTS: That Pearson Properties of Ramsey, LLC, a Minnesota limited liability company, and Alan R. Pearson and Elizabeth J. Pearson, Trustees of the Alan R. Pearson Revocable Trust, under Trust Agreement dated April 7, 2005, owners of the following described property:

Outlot N, RIVERSTONE SOUTH, Anoka County, Minnesota

And that Riverstone Development L.L.C., a Minnesota limited liability company, owner of the following described property:

Outlot A, RIVERSTONE SOUTH THIRD ADDITION, Anoka County, Minnesota

Have caused the same to be surveyed and platted as RIVERSTONE SOUTH FOURTH ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Pearson Properties of Ramsey, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20 ____.

PEARSON PROPERTIES OF RAMSEY, LLC

_____
Alan R. Pearson, President

STATE OF_____
COUNTY OF_____

This instrument was acknowledged before me on_____ by Alan R. Pearson, President of Pearson Properties of Ramsey, LLC, a Minnesota limited liability company.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

In witness whereof said Alan R. Pearson, Trustee of the Alan R. Pearson Revocable Trust, under Trust Agreement dated April 7, 2005, has caused these presents to be signed by its proper officer this _____ day of _____, 20 ____.

ALAN R. PEARSON, AS TRUSTEE OF THE ALAN R. REVOCABLE TRUST UNDER TRUST AGREEMENT DATED APRIL 7, 2005

_____
Alan R. Pearson, Trustee

STATE OF_____
COUNTY OF_____

This instrument was acknowledged before me on_____ by Alan R. Pearson, Trustee of the Alan R. Pearson Revocable Trust, under Trust Agreement dated April 7, 2005.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

In witness whereof said Elizabeth J. Pearson, Trustee of the Alan R. Pearson Revocable Trust, under Trust Agreement dated April 7, 2005, has caused these presents to be signed by its proper officer this _____ day of _____, 20 ____.

ELIZABETH J. PEARSON, AS TRUSTEE OF THE ALAN R. REVOCABLE TRUST UNDER TRUST AGREEMENT DATED APRIL 7, 2005

_____
Elizabeth J. Pearson, Trustee

STATE OF_____
COUNTY OF_____

This instrument was acknowledged before me on_____ by Elizabeth J. Pearson, Trustee of the Alan R. Pearson Revocable Trust, under Trust Agreement dated April 7, 2005.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

In witness whereof said Riverstone Development L.L.C., a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20 ____.

RIVERSTONE DEVELOPMENT L.L.C.

_____
Stephen A. Bona, Vice President of Land

STATE OF_____
COUNTY OF_____

This instrument was acknowledged before me on_____ by Stephen A. Bona, Vice President of Land of Riverstone Development L.L.C., a Minnesota limited liability company.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

I Thomas R. Balluff do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40361

STATE OF_____
COUNTY OF_____

This instrument was acknowledged before me on _____ by Thomas R. Balluff.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

This plat of RIVERSTONE SOUTH FOURTH ADDITION was approved and accepted by the City Council of the City of Ramsey, Minnesota at a regular meeting thereof held this _____ day of _____, 20_____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20_____.

_____
David M. Zieglmeier
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20_____.

_____
Property Tax Administrator

By: _____, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES

County of Anoka, State of Minnesota

I hereby certify that this plat of RIVERSTONE SOUTH FOURTH ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock ___.M. and was duly recorded as Document Number_____.

_____
County Recorder/Registrar of Title

By: _____, Deputy

CARLSON McCAIN
ENGINEERING \ SURVEYING \ ENVIRONMENTAL

RIVERSTONE SOUTH
FOURTH ADDITION

CITY OF RAMSEY
COUNTY OF ANOKA
SECS. 29 & 30, TWP. 32, RGE. 25

RIVERSTONE SOUTH

RIVERSTONE

RIVERSTON SOUTH

RIVERSTONE SOUTH THIRD ADDITION

RIVERSTONE SOUTH SECOND ADDITION

RIVERSTONE SOUTH ADDITION

RIVERDALE DRIVE N.W.

SNOWY OWL STREET N.W.

147TH AVE. N.W.

TIGER STREET N.W.

PEARSON STREET N.W.

147TH AVENUE N.W.

OUTLOT A

OUTLOT B

OUTLOT C

OUTLOT N

S23°58'23"W 130.00

45.39 N66°01'37"W

60.00 S23°58'23"W

50.39 S66°01'37"E

S23°58'23"W 34.23

Δ=12°02'40" R=435.00 91.44

S66°01'37"E 145.78

S23°58'23"W 30.00

S66°01'37"E 617.20

427.60 S66°01'37"E

572.98 S66°01'37"E

North line of Outlot N, RIVERSTONE SOUTH

139.58 N66°01'37"W

N66°01'37"W 228.75

S03°19'43"W 164.00

S03°12'51"E 67.24

S74°48'25"W 129.15

S22°54'26"E 184.27

N22°54'26"W 223.40

S20°05'28"E 55.03

S04°51'02"E 56.54

S00°22'48"W 91.22

105.27 N89°47'35"W

121.18 N75°37'53"E

54.07 N68°20'41"W

C.B.=N06°04'17"E C.L.=121.12 Δ=57°57'26" R=125.00 126.44

60.27 N60°10'38"W

S36°42'28"W 117.78

45.14 N53°17'32"W

60.00 S36°42'28"W

109.81 S53°17'32"E

177.00 N53°17'32"W

120.47 N48°03'21"W

120.47 N37°35'00"W

279.78 N32°20'49"W

267.46 N32°20'49"W

182.78 R=500.00 Δ=20°56'43"

PEARSON STREET N.W. 311.36 N23°58'23"E

243.91

676.98 N23°58'23"E

365.62

147.45 R=150.00 Δ=56°19'12"

91.52 N15°53'40"E

N01°51'59"W 91.52

65.02 N16°21'56"W

43.67 N25°07'06"W

Δ=15°00'54" R=300.00 78.62

52.29 N07°53'32"W

Δ=26°26'05" R=430.00 274.82

Δ=12°02'40" R=435.00 91.44

Δ=37°59'30" R=300.00 198.98

Δ=18°54'18" CL=98.24 R=300.00 98.81

Δ=05°24'19" R=330.00 31.13 C.L.=31.12 C.B.=N79°01'02"E

Δ=18°52'09" R=150.41 49.49

Δ=05°08'58" 46.77

Δ=03°31'18" 16.59

Δ=02°27'48" 16.32

Δ=33°41'00" 35.21

Δ=04°07'47" 21.81

Δ=36°10'22" 37.88

Δ=36°10'22" 37.88

Δ=02°24'51" 22.33

Δ=05°06'10" 47.20

Δ=05°06'25" 62.11

Δ=03°18'56" 19.10

Δ=07°32'53" 43.47

Δ=31°41'57" 27.95

Δ=26°41'41" 27.95

Δ=31°17'49" 118.81

Δ=38°34'21" 40.39

Δ=16°57'32" 53.28

Δ=19°54'14" 62.53

Δ=17°10'53" 53.98

Δ=02°16'33" 7.15

Δ=59°36'53" 52.08

Δ=01°13'10" R=280.00 7.67

Δ=17°58'47" 48.64

Δ=19°02'44" 51.52

Δ=19°55'05" 53.88

Δ=06°43'57" 55.56

Δ=08°17'48" 67.37

Δ=00°35'35" 43.08

Δ=05°42'51" 128.04

Δ=02°24'51" 22.33

Δ=05°06'10" 15.60

Δ=05°06'25" 15.52

CITY OF RAMSEY
DEVELOPMENT AGREEMENT FOR RIVERSTONE SOUTH FOURTH ADDITION

This Agreement (hereinafter the "Agreement") is dated as of this 14th day of November, 2023 and is by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (the "**CITY**") and **RIVERSTONE DEVELOPMENT, LLC**, a Minnesota Limited Liability Company under the laws of Minnesota (the "**PERMITTEE**").

Recitals

A. The **PERMITTEE** is the owner of land legally described on the attached Exhibit A (the "Subject Property").

B. The **PERMITTEE** has received approval from the **CITY** to subdivide the Subject Property and plat the same as **RIVERSTONE SOUTH FOURTH ADDITION** (the "Plat").

C. The Plat re-subdivides the Subject Property into:

Lots 1-18, Block 1(inclusive); and
Lots 1-4, Block 2 (inclusive); and
Lots 1-29, Block 3 (inclusive); and
Lots 1-3, Block 4 (inclusive), and
Outlots A, B, and C;
Riverstone South Fourth Addition, Anoka County, Minnesota.

D. The **PERMITTEE** has requested revisions to the Development Agreement to resolve typographical errors and implement a method to request reductions to their Letter of Credit as improvements are completed.

Agreement

1. Recitals. Recitals incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.

2. Conditions of Approval. The **CITY** has approved the Plat subject to satisfaction of the following conditions subsequent:

   a. The **PERMITTEE'S** Execution of this Agreement. That the **PERMITTEE** enter into this Agreement.

   b. Marketable Title. That prior to recording the Plat, the **PERMITTEE** shall provide the **CITY** with proof of marketable title to the Subject Property either through a currently certified abstract, registered property abstract or title insurance commitment or policy**.**

   c. Proof of Authority. That the **PERMITTEE** provide proof that the respective governing boards of the **PERMITTEE** have authorized the **PERMITTEE'S** execution of this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of the minutes of the governing board of each entity which grants such authority.

3. The Plans. The term "Plans" as used in this Agreement means the Final Plat Plans prepared by Carlson McCain, Inc., dated September 8, 2023 and last updated October 25, 2023. The Plans remain subject to: (a) **CITY** Staff's review and approval of the Plans to, among other things, confirm that the revisions requested in the **CITY** Staff's review letter have been made; and (b) such further revisions as the **PERMITTEE** may propose and the **CITY** approves. The Plans shall not be attached to this Agreement, but are in the **CITY'S** files.

4. Stage I Improvements. The public improvements the **PERMITTEE** will construct or install are as follows:

   a. Trunk and lateral sanitary sewer.
   b. Trunk and lateral water main.
   c. Storm drainage facilities (when specified).
   d. Stormwater maintenance through 90 percent buildout.
   e. Streets.
   f. Concrete curb and gutter (urban).
   g. Street traffic control signs.
   h. Sidewalks.
   i. Electricity.
   j. Telephone or Cable.
   k. Natural gas.
   l. Boulevard sodding.
   m. Water shut off boxes.

   (the "Stage I Improvements").

   The **PERMITTEE** agrees to construct the Stage I Improvements according to the terms and conditions of this Agreement and in accordance with the Plans and the City Code. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of reproducible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage I Improvements and acceptance by the **CITY**. As as-built plans are a required

Stage I Improvement item per City Code Section 117-615, the **CITY** will not release in its entirety the required Stage I Improvement Financial Guaranty noted in Section 12 below until such as-built plans are received by the **CITY**. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage I Improvements.

5. Lot Corner Staking. The **PERMITTEE** must install lot corner stakes at all lot corners.

6. Installation of the Stage I Improvements. The **PERMITTEE** shall obtain all necessary permits from all governmental agencies before commencing construction of the Stage I Improvements. The **PERMITTEE** must provide the **CITY** with copies of all necessary permits from other governmental agencies prior to or when the **PERMITTEE** applies for a building permit to construct improvements on a lot within the Plat. Within thirty (30) days after the completion of the Stage I Improvements, the **PERMITTEE** shall provide the **CITY** with a complete set of reproducible "As Built" plans for the Stage I Improvements.

7. Time of Performance for the Stage I Improvements. The **PERMITTEE** must complete the Stage I Improvements within one (1) year after the recording of the Plat.

8. Ownership of the Stage I Improvements. The **PERMITTEE** owns the Stage I Improvements until the **CITY'S** acceptance of the Stage I Improvements. Title to the Stage I Improvements automatically passes to the **CITY** upon the **CITY'S** written acceptance of the Stage I Improvements. Except to the extent the **CITY** has accepted all or portions of the Stage I Improvements, in writing, prior to the lapse, expiration, or other termination of the **CITY'S** financial guaranty described in Section 11 and except to the extent the **CITY** and the **PERMITTEE** may agree, in writing, to defer the **CITY'S** acceptance of certain specified Stage I Improvements, the **CITY** is deemed to have accepted the Stage I Improvements when the **CITY** releases the financial guaranty described in Section 11 or allows such financial guaranty to lapse, expire or otherwise terminate.

9. Stage I Improvements License. The **PERMITTEE** hereby grants the **CITY** and the **CITY'S** agents, employees, officers, and contractors an irrevocable license to enter the Subject Property to perform all necessary work and/or inspections the **CITY** deems appropriate during the **PERMITTEE'S** installation of the Stage I Improvements. The license shall expire after the **CITY** accepts ownership of Stage I Improvements.

10. Stage II Improvements. The public improvements the **PERMITTEE** must construct or install are as follows:

    a. Street striping (if required by Plans).
    b. Street lights per agreement with Connexus Energy
    c. Street and traffic control signs.
        (i) **CITY** will provide and install Street Name and Traffic Control signs per the Plans, following payment by **PERMITTEE** pursuant to the established rates and charges in effect and outlined in Exhibit B attached hereto.
    d. Installation of survey monumentation.

    (the "Stage II Improvements"). The **PERMITTEE** must complete the construction of the Stage II Improvements within one (1) year after the date upon which the Plat is recorded.

PERMITTEE must install the Stage II Improvements in accordance with the Plans, excluding the street and traffic control signs, which will be installed by the **CITY**.

11. Financial Guaranty for Stage I Improvements, and Stage II Improvements. The **PERMITTEE** shall provide a financial guaranty to the **CITY** guaranteeing the construction of the Stage I Improvements, and Stage II Improvements, as well as their timely completion. The **PERMITTEE** shall be responsible for a financial guarantee in the amount of **$1,882,197.00** which amount is 125% of the **CITY** Engineer's estimated cost of the Stage I and Stage II Improvements (30% of the grading estimate included).

12. Inspection Escrow for the Stage I Improvements, and Stage II Improvements. The **PERMITTEE** shall provide an inspection escrow to the **CITY** to inspect the Stage I Improvements, and Stage II Improvements. The **PERMITTEE** shall be responsible for an inspection escrow in the amount of **$75,288.00** which amount is 5% of the City Engineer's estimated cost of the Stage I Improvements, and Stage II Improvements. The inspection escrow must be in the form of cash. The **PERMITTEE** may request a refund of the remaining balance in the escrow upon completion of the Stage I Improvements, and Stage II Improvements, after acceptance by the **CITY**.

13. Warranty for Stage I and Stage II Improvements. The **PERMITTEE** shall provide a one-year warranty in the amount of **$345,562.00**, which is 25% of the cost of the Stage I and Stage II Improvements, less grading. Said warranty shall be in force for one year following the final acceptance of any required improvements and shall guarantee satisfactory performance of said improvements. The warranty must be in the form of a Letter of Credit, approved as to form by the **CITY**, or a cash escrow.

14. Letter of Credit. Prior to release of the Final Plat for recording, the **PERMITTEE** shall deposit with the **CITY** an irrevocable Letter of Credit (LOC) for the sureties and inspection fees outlined in Sections 11, 12, and 13. In lieu of an irrevocable LOC, the **PERMITTEE** may provide a cash escrow to the **CITY**. The **CITY** shall use the LOC proceeds to reimburse the **CITY** for its costs of Stage I and Stage II Improvements to be constructed to the extent practicable; if the City Engineer determines that the Stage I and Stage II Improvements have been constructed and after retaining 10% of the proceeds for later distribution pursuant to Section 15, the remaining proceeds shall be distributed to the **PERMITTEE**.

15. Reductions to the Letter of Credit. With **CITY** approval, the irrevocable LOC may be reduced from time to time as financial obligations are paid. The **PERMITTEE** may request that the LOC or cash deposits be reduced at the following intervals:

    a. Pond cleaning portion of the LOC is retained until all homes within the development have been issued a full certificate of occupancy;
    b. Three site improvement reductions at least two months apart;
    c. Final streets is retained in full until completion of the final streets;
    d. One landscape reduction of 50% upon complete installation required per the approved landscape plan.

16. Street Cleaning and Clean Up. After the street surfacing that is a part of the Stage I Improvements is installed, the **PERMITTEE** shall clear any soil, earth, or debris from the streets. From time to time, the **CITY** may remove accumulations of soil, earth, and debris from the streets resulting from the construction of the Stage I Improvements. It shall be the **PERMITTEE'S** responsibility to pay the costs associated with this necessary street cleaning. Invoices from the **CITY** to the **PERMITTEE** for such costs shall be paid within fifteen (15) days of the date of the invoice.

17. Payment of Development Fees. The **PERMITTEE** must pay to the **CITY** the fees described on Exhibit B which may include, but are not limited to Trail Development Fees, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees, Sanitary Sewer Lateral Fees, Water Lateral Fees, Storm Management Fees, Street Signage Fees, and Street Light Operation and Maintenance Fees.

18. Requirements for Building and Occupancy Permits.

    a. No building permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) installed a Class 5 driving surface to within 300 feet of the structure; (b) provided the **CITY** Building Official with a Certificate of Survey; c.) the financial guaranty described in Section 12 to the **CITY**; and

    b. No occupancy permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; (b) constructed all utilities and storm water facilities this Agreement requires to serve the lot and such utilities and storm water facilities are in place, operational and accepted by the **CITY**; (c) for lots that have a slope of less than 2%, provided the **CITY** with a certificate of grading, prepared by a licensed (State of Minnesota) professional land surveyor, certifying that the flattest grade on the lot is 1% or greater; and (d) installed and planted the sod and landscaping that are required as a part of the Stage I Improvements.

    c. All building sites must be clearly identified with house numbers at all times. Failure to display address numbers may result in the cancellation of an inspection.

19. **PERMITTEE** Defaults. If the **PERMITTEE** defaults in the performance of one or more of the **PERMITTEE'S** obligations under this Agreement, i) the **CITY** gives the **PERMITTEE** thirty (30) days written notice of the default and ii) the **PERMITTEE** fails to cure the default within said thirty (30), then the **CITY** may pursue any and all remedies available at law or in equity including, but not limited to, the following:

    a. The **CITY** may, at its option, perform or engage one or more third parties to perform the **PERMITTEE'S** obligations. If, in the reasonable judgment of the **CITY'S** staff, the **PERMITTEE'S** default creates an immediate risk to public health or safety, the **CITY** may perform or engage one or more third parties to perform the work before the **CITY** provides the notice described in the initial paragraph of this Section, but the **CITY** must use commercially reasonable efforts to notify the **PERMITTEE** as promptly as possible that the **CITY** is undertaking

to perform the **PERMITTEE'S** obligation or obligations. If the **CITY** performs one or more obligations of the **PERMITTEE**, the **PERMITTEE** must reimburse the **CITY** for any costs or expenses the **CITY** incurs, including costs and expenses for **CITY** staff time, to perform the work within 30 days after the **CITY** notifies the **PERMITTEE**, in writing, of the costs and expenses the **CITY** incurred to perform the work. If the **PERMITTEE** does not reimburse the **CITY** within said 30 day period, the **CITY** may pursue any remedies available to the **CITY** either at law or in equity or, in the alternative, the **CITY** may draw on the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to this Agreement to reimburse itself for the expenses the **CITY** incurs to perform the work. This Agreement is a license for the **CITY** to act, and it shall not be necessary for the **CITY** to seek a Court Order for permission to enter the **PERMITTEE** Property. As an alternative to seeking recovery from the **PERMITTEE** or the financial guaranty, the **CITY** may levy special assessments against the **PERMITTEE** Property in accordance with Minnesota Statutes Section 429, and the **PERMITTEE**, for itself and its successors in title, hereby expressly waives any and all substantive and procedural objections or defenses the **PERMITTEE** may have to such special assessments.

b. The **CITY** may commence an action in Anoka County District Court to pursue any remedy available to the **CITY** at law or in equity including, but not limited to, injunctive relief.

c. The **CITY** may refuse to grant building permits for improvements to be constructed on any lots within the Plat until the **PERMITTEE** has cured all of its defaults.

d. The **CITY** may draw upon all or any portion of the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to Section 12 and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the **CITY** pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the **CITY** obtains against the **PERMITTEE** pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the **CITY** pursuant to Section 20 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this Section 19 (d).

20. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the **CITY** or the **PERMITTEE** shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by

the parties, and approved by a resolution of the **CITY** Council. The **CITY'S** or the **PERMITTEE'S** failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. The **PERMITTEE** represents to the **CITY** that the Plat complies with all **CITY**, County, metropolitan, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the **CITY** determines that the Plat does not comply, the **CITY** may, at its option, refuse to allow any construction or development work in the Plat until the **PERMITTEE** does comply. Upon the **CITY'S** demand **PERMITTEE** shall cease work until there is compliance.

d. Mailbox Locations. If the **PERMITTEE** desires to construct mailboxes within the public right of way, the **PERMITTEE** agrees that the placement of mailboxes along public streets is subject to the approval by the **CITY**. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The **PERMITTEE** shall be responsible for the cost of establishing seed in all boulevards within thirty (30) days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The **PERMITTEE** shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

f. Construction, Hours and Entrance Signs. The **CITY** restricts construction and delivery hours to Monday through Saturday 7:00 a.m. to 10:00 p.m. The **PERMITTEE** is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed eighty (80) square feet in size and must be clearly visible at all times during the construction period.

g. Construction Site Maintenance. The **PERMITTEE** shall adhere to all of the **CITY** ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The **CITY** reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, and Stage II Improvements, unless qualified as fixed amounts, are estimated. The **PERMITTEE** agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. The **PERMITTEE** agrees that it will pay to **CITY** all **CITY** expenses incurred in the approval of the Plat, including, but not limited to,

administration expenses, engineering and legal fees. Said expenses incurred after recording of the Final Plat shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY'S** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this Agreement for payment.

j. Reimbursement to the **CITY**. The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the **CITY'S** Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO PERMITTEE:
Riverstone Development, LLC
Attn: Stephen Bona, Vice President
14015 Sunfish Lake Blvd NW
Ramsey, MN 55303

TO THE CITY:
City of Ramsey
Attn: Community Development Director
7550 Sunwood Drive NW
Ramsey, MN 55303

[The remainder of this page is intentionally left blank.]

THE PERMITTEE:

RIVERSTONE DEVELOPMENT, LLC

By:_____, Stephen Bona
Its: Vice President

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by Stephen Bona, Vice President of **RIVERSTONE DEVELOPMENT, LLC**, a Minnesota Corporation, under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

THE CITY:

CITY OF RAMSEY

By:_____
Mark E. Kuzma
Its: Mayor

By:_____
Brian Hagen
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The forgoing instrument was acknowledged before me on this_____ day of_____ _____, by Mark E. Kuzma and Brian Hagen, the Mayor and the City Administrator of the City of Ramsey, a charter city and municipal corporation organized under the laws of the state of Minnesota on behalf of the City.

_____

Notary Public

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

This document reviewed by:
HKB Law, PA
413 Wacouta St., Suite 500
St. Paul, MN 55101

EXHIBIT A
Legal Description of the Subject Property

Outlot N, RIVERSTONE SOUTH, and Outlot A, RIVERSTONE SOUTH THIRD ADDITION, Anoka County, Minnesota.

Or Upon Recording:

Lots 1-18, Block 1(inclusive); and
Lots 1-4, Block 2 (inclusive); and
Lots 1-29, Block 3 (inclusive); and
Lots 1-3, Block 4 (inclusive), and
Outlots A, B, and C;
RIVERSTONE SOUTH FOURTH ADDITION, Anoka County, Minnesota

EXHIBIT B

Fees Payable to the City (2023 Rates)

1. Trail Development Fees. The **PERMITTEE** is responsible for satisfying applicable Trail Development Fee requirements. **PERMITTEE** must pay a Trail Development Fee of **$81,000.00** (54 units x $1,500.00 per unit).

2. Sanitary Sewer Connection (Trunk) Fees. The **PERMITTEE** is responsible for satisfying applicable Sanitary Sewer Trunk Fee requirements. **PERMITTEE** must pay a Sanitary Sewer Trunk Fee of **$72,846.00** (54 units x $1,349.00).

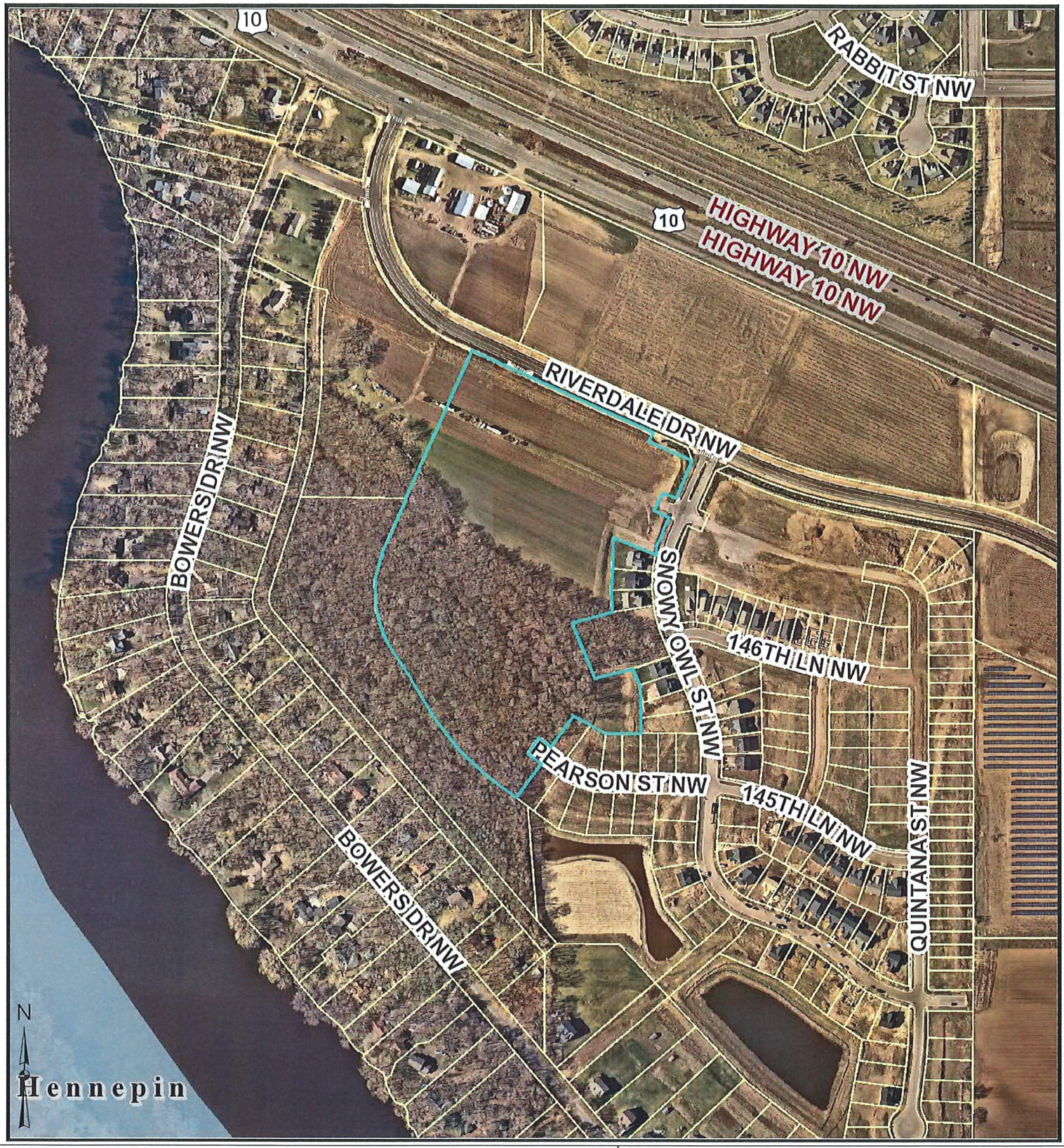
3. Water Connection (Trunk) Fees. The **PERMITTEE** is responsible for satisfying applicable Water Trunk Fee requirements. **PERMITTEE** must pay a Water Trunk Fee of **$108,486.00** (54 units x $2,009.00 per unit).

4. Stormwater Management Fee. The **PERMITTEE** is responsible for satisfying applicable Stormwater Trunk Fee requirements. **PERMITTEE** must pay a Stormwater Management Fee of **$28,836.00** (54 units x $534.00 per unit).

5. Street Sign Fee. While the **CITY** provides and installs the street name and traffic control signage, the **PERMITTEE** is responsible for paying for them at a rate of **$245** per sign. **PERMITTEE** must pay a Street Sign Fee of **$4,165.00** ($245 x 2 street name signs; $245x 12 no parking signs; $245 x 3 stop signs).

6. Development Fees for the Outlots. The **PERMITTEE** acknowledges that development fees are not being collected for any Outlots. The **PERMITTEE** acknowledges that development fees will be due upon development of any of the Outlots. The rate in effect at the time said future plat(s) is recorded will be collected.

Anoka County Parcel Viewer



Parcel Information:
30-32-25-14-0038

RAMSEY
MN 55303
Plat: RIVERSTONE SOUTH

Approx. Acres: 17.97367784
Commissioner: MATT LOOK

Owner Information:
PEARSON PROPERTIES OF RAMSEY LLC
14821 BOWERS DR
RAMSEY
MN
55303

Anoka County GIS	1:4,800	Date: 8/8/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Create a positive image for residential neighborhoods, business districts and key corridors.

Information

Title:

Adopt Resolution #23-266 for a Home Occupation Permit for Calabrese Tree Care LLC at 16201 Nowthen Blvd. NW

Purpose/Background:

The City has received an application from Steve Calabrese (the "Applicant") for a Home Occupation Permit for a tree care business called Calabrese Tree Care LLC at 16201 Nowthen Blvd NW (the "Subject Property"). The business has operated from the property since 2022, per filings with the Minnesota Secretary of State, although City staff did not become aware of the business until September 2023. The Applicant is seeking a Home Occupation Permit to help bring the property into compliance with City Code.

Notification:

Staff attempted to notify property owners within 350 feet of the Subject Property, as reflected in the Anoka County Property Records, of the request for Home Occupation Permit consideration and the Public Hearing to be held by the Planning Commission. A notice of the Planning Commission's Public Hearing was published in the Anoka County UnionHerald, the City's official newspaper. A proposed development sign was placed on the property.

Time Frame/Observations/Alternatives:

Subject Property

The Subject Property is located along the southwest side of Nowthen Blvd NW, between Ramsey Blvd NW and Xenon Street NW, just south of Nowthen Blvd's intersection with Coquina Street NW. The Subject Property is zoned R-1, Rural Developing, and is guided Rural Developing in the City's 2040 Comprehensive Plan. It is 1.39 acres in size and accesses Nowthen Blvd to the northeast with a paved driveway. Surrounding properties are similar in size and are also zoned and guided for Rural Developing land uses.

Summary

Calabrese Tree Care LLC has been operating on the Subject Property since 2022, according to filings from the Minnesota Secretary of State. However, the Applicant purchased the property in 2019, and aerial imagery indicates business operations were occurring on the Subject Property as early as September 2020. The business mainly consists of storage of materials and vehicles, including a wood mill, a loader, and a dump trailer. The Applicant has stated he has one employee that comes to the site and carpools with the Applicant to conduct business for clients at various off-site locations. The Applicant is requesting to store the wood mill and dump trailer outside, in addition to storing the loader and other non-vehicular equipment, including ropes and harnesses, inside the attached garage. This requires the Level II HOP due to an increase in use related to additional commercial vehicles and outdoor storage.

Additional Considerations

The request for a Home Occupation Permit was code enforcement initiated after a complaint was received in September 2023 for a sign illegally constructed in the right-of-way of Nowthen Blvd. The complaint was verified and a phone call was made to the property owner to remove the sign and obtain a Home Occupation Permit for the tree care business operating on site. Over the last few months, Staff has worked with the Applicant on

explaining the regulations for Home Occupation Permits, and the Applicant intends to follow the standard Home Occupation Permit signage regulations, as well as intending to follow all HOP II regulations, as defined in Section 117-351 of City Code.

Upon inspecting the property as part of the application, staff found a few Code violations, including the following:
1) A wooden sign frame illegally constructed in the right-of-way of Nowthen Blvd; (Note: at the time of writing this case, the Applicant has removed the sign.)
2) Exceeding the limit of six items allowed for outdoor storage and parking on parcels less than two acres in size;
3) Several vehicles with expired registration;
4) Two items, including a camper and a flatbed trailer, parked on an unimproved surface.
Staff has included the remediation of the above items as conditions of approval in Resolution #23-266.

In addition to the tree care business, there is a licensed home daycare operating on the property. Licensed home daycares are allowed in the R-1, Rural Developing zoning district. Upon visiting the site, Staff confirmed there is adequate separation between the daycare and tree care uses.

Public Correspondence
At the time of writing this case, Staff received one general inquiry call and they did not state opposition or support for the request.

Alternatives
Alternative 1: Approve the Home Occupation Permit with conditions attached to the resolution as recommended by the Planning Commission. The use aligns with Zoning Code standards.

Alternative 2: Approve the Home Occupation Permit with modifications that the Council sees appropriate.

Alternative 3: Deny the Home Occupation Permit based on certain findings.

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

Recommendation:
At the Planning Commission meeting on October 26, 2023, the Commission unanimously voted to recommend approval of the Home Occupation Permit.

Outcome/Action:
Motion to adopt Resolution #23-266 Approving a Home Occupation Permit for Calabrese Tree Care LLC at 16201 Nowthen Blvd NW.

Attachments

Site Location Map
Public Hearing Notice
Mailing Map - 350 Feet
Land Use Application
Home Occupation Questionaire
Site Photos
Resolution #23-266

Form Review

Inbox	Reviewed By	Date

Brian Hagen	Brian Hagen	11/08/2023 11:17 AM
Form Started By: Adam Martin		Started On: 11/02/2023 08:37 AM
Final Approval Date: 11/08/2023		

15-32-25-13-0007

16201 Nowthen Blvd NW

Calabrese Tree Care LLC

Print Date: September 22, 2023

0 0.01 0.01 0.03 0.04 0.06 mi

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

NOTICE OF SKETCH PLAN REVIEW
PROJECT 23-117: CALABRESE TREE CARE LLC- HOP

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, October 26, 2023, 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 request.

The purpose of the hearing is to consider a request for a Home Occupation Permit for a tree servicing business on the property located at 16201 Nowthen Blvd. NW and legally described as follows:

> *That part of the Southwest quarter of the Northeast quarter of Section 15, Township 32, Range 25, described as follows: Commencing at Northwest Corner of Said Northeast quarter, thence South 00 Degrees, 09 Minutes, 28 Seconds East along West line thereof 1326.92 feet, thence South 52 Degrees, 45 Minutes, 58 Seconds East along center line of CSAH NO 5 843.22 feet to point of beginning, thence continue South 52 Degrees, 45 Minutes, 58 Seconds East 200 feet, thence South 31 Degrees, 24 Minutes, 02 Seconds West 398.69 feet, thence North 34 Degrees, 13 Minutes, 58 Seconds West 218.38 feet, thence North 31 Degrees, 24 Minutes, 02 Seconds East 328.97 feet to point of beginning, except road, Subject to easement of record, 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 Dana Verbeek at 763-433-9824 by noon on Wednesday, October 18, 2023.

All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings. If attending remotely, please identify yourself with your first and last name before admittance into the meeting.

Comments are welcome and shall be sent to 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 October 26, 2023. For any other inquiries relating to this project contact Adam Martin at 763-433-9860 or amartin@cityoframsey.com.

Adam Martin,
City Planner

Date: October 13, 2023

15-32-25-13-0007

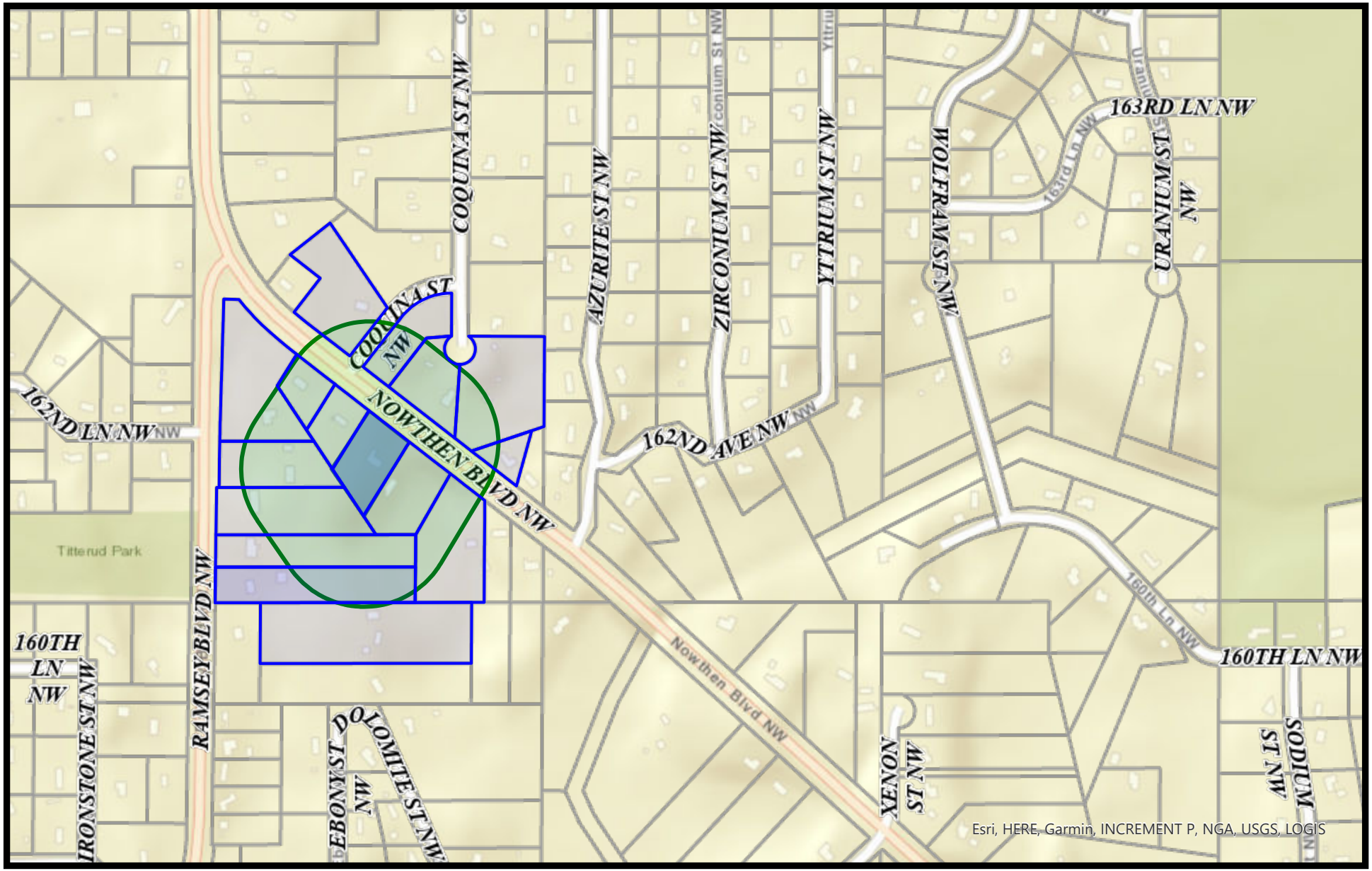
16201 Nowthen Blvd NW

Calabrese Tree Care LLC

Print Date: September 22, 2023

0 0.01 0.01 0.03 0.04 0.06 mi

350 Ft Mailing Map



Print Date: September 28, 2023

0 0.040.07 0.15 0.22 0.3 mi

Land Use Application

☐ Plat – Sketch Plan	☐ Plat – Preliminary Plat	☐ Plat – Final Plat
☐ Administrative Plat	☐ Site Plan Review	☐ Administrative Site Plan Review
☐ Conditional Use Permit	☐ Interim Use Permit	☐ Comprehensive Plan Amendment
☐ Zoning Amendment	☒ Home Occupation Permit	☐ Variance
☐ Dwelling Moving Permit	☐ Environmental Permit	☐ Registered Land Survey
☐ Non-Traditional Animal License	☐ ROW Vacation	☐ Private Kennel License
☐ Easement Encroachment	☐ Easement Vacation	☐ Other

Applicant Contact Information

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

Name:	Steven Calabrese		
Street Address:	16201 Nowthen Blvd		
City, State, ZIP:	Ramsey, MN, 55303		
Home Phone:	7634394510	Work Phone:	6123063336
Email:	stevetony9008@gmail.com	Fax Number:	
Name of Business (if applicable):	Calabrese Tree Care LLC		
Business Address (if applicable)	16201 Nowthen Blvd		
Business City, State, ZIP	Ramsey, MN, 55303		
Business Phone:	6123063336	Business Fax:	

Subject Property Information

(Location of Application)

Address	16201 Nowthen Blvd, Ramsey, MN, 55303
PIN	
Legal Description	
Zoning District	

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

CUP PH-350f4.

23-117

Property Owner Information

(If different than Applicant)

Name:	Steven Calabrese		
Street Address:	16201 Nowthen Blvd		
City, State, ZIP:	Ramsey, MN, 55303		
Home Phone:	7634394510	Work Phone:	6123063336
Email:	Stevetony9008@gmail.com	Fax Number:	

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

I would like to put up a sign, with my business name and phone number, next to or on the right of way of the road. Attached is a scaled site plan showing the sign will be next to the tree line, 45ft. from the center line of the road, and 17ft off the edge of the road

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	Steven Calabrese	Co-Applicant Signature	
Printed Name	Steven Calabrese	Printed Name	
Title	Owner	Title	
Date		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. With notice from the City, I understand the City may need to access the property for purposes related to the application.

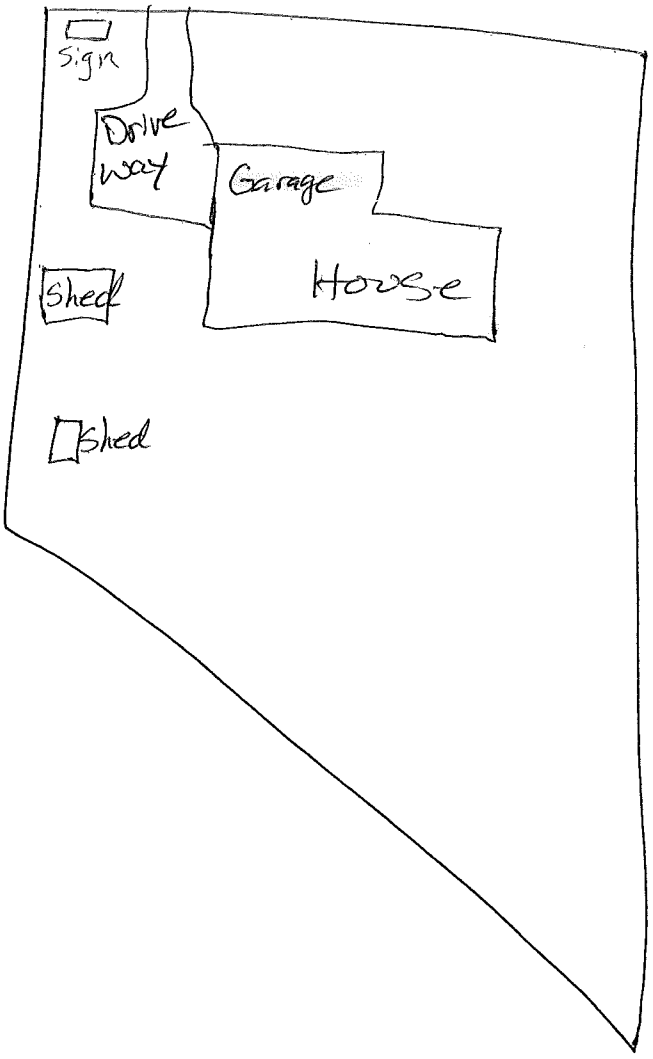
Property Owner Signature	Steven Calabrese	Property Owner Signature	
Printed Name	Steven Calabrese	Printed Name	
Title	Owner	Title	
Date		Date	

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.

List of Individuals Associated with the Land Use Application

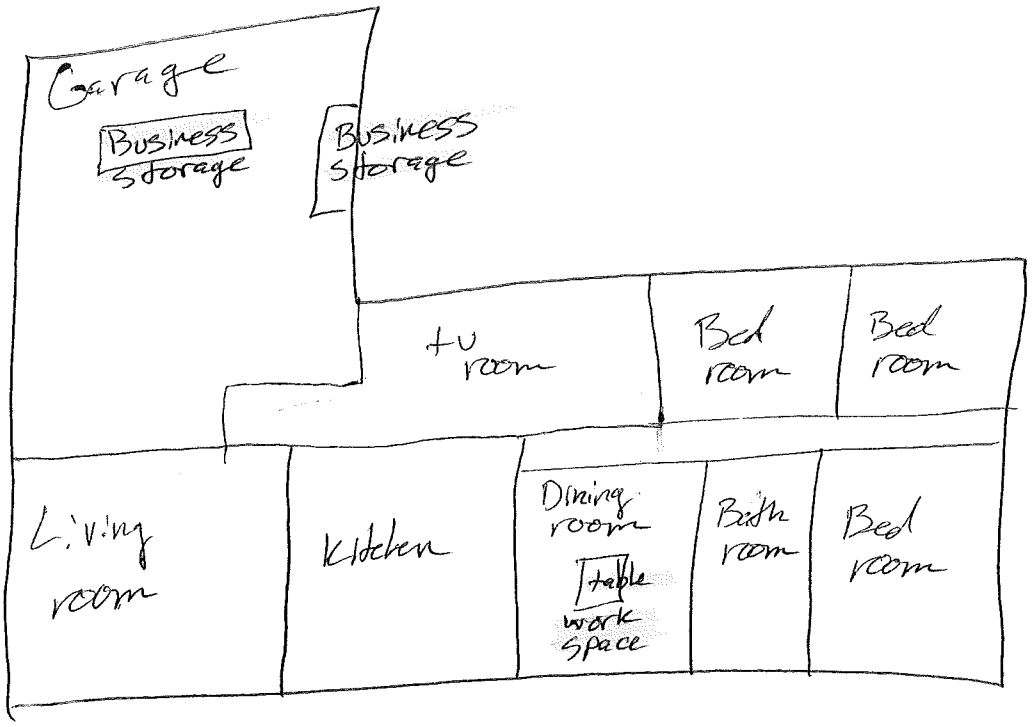
	Name	Association/Title	Phone	Email
Primary Contact	Steven Calabrese	owner	7634394510	stevetony9008@gmail.com

Site Plan



Indication of outdoor storage

Floor Plan



location of Business operations

List of equipment used for business that are stored on property;

Bobcat MT100
Surtrack Dump Trailer

The stockpile of wood on the property is for personal use.

Address: 16201 Nowthen Blvd

Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes ☑ No ☐

Does the home occupation owner rent, or own, the property? Rent ☐ Own ☑

Will any part of the occupation be conducted in the home? Yes ☑ No ☐

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

Calling customers and scheduling work

What is the gross living area of the home? 2975 sq. ft.

How much of that area will be used for the occupation? 100 sq. ft.

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes ☑ No ☐

If so, explain

To store equipment and gear such as ropes and harnesses

Will there be at least 200 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes ☑ No ☐

Will any structural additions or alterations to the home or accessory building(s) be required for this occupation? Yes ☐ No ☑

If so, explain

Will customers or clients come to the property? Yes ☐ No ☑

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

Zero - four

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

If so, how many non-resident employees will work on the site? one

Is it necessary for employees that work off-site to come to the home? Yes ☑ No ☐

If so, explain

employees park their car at my house then we carpool to the worksite

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

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

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

Please describe the items to be stored, and where they will be stored

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

If so, explain and/or provide necessary documents

Homeowner's insurance may increase for properties with home-based businesses, or not cover the business. Have you spoke with your homeowner's insurance? Yes ☑ No ☐

Anoka County may implement a split tax classification (residential and commercial) for your property if there is a home-based business onsite. Have you spoke with Anoka County about split tax classification for your business? Yes ☑ No ☐

Any business modifications to existing or new structures may require meeting commercial Building Code standards. Have you spoke to the City's Building Official and your architect regarding modifications to meet commercial Building Code standards? Yes ☐ No ☑

Some Homeowner's Associations (HOA) may prohibit home-based businesses. If applicable, have you spoke with your HOA about your proposed home-based business? You will need to provide a letter from the HOA approving the business. Yes ☐ No ☑

Homeowner's Name	Steven and Lee Calabrese
Email	Stevetony9008@gmail.com
Phone	7634394510
Signature	Steven Calabrese
Date	

Brief Description of Home Occupation:

I operate and own a tree Care service. This is a part time job I do on some weekends. I work one to three days a month. Employees meet at my home on work days and we carpool to the work site. A small part of my garage is used to store equipment and gear.

Sign Frame in Nowthen Blvd NW Right-of-Way, which has been removed since this photo was taken.

Photo taken 9/20/23

Dump Trailer parked on unimproved surface.

Photo taken 9/20/23

Dump Trailer, Flatbed Trailer, and Camper parked on unimproved surface.

Photo taken 9/20/23

Wood Mill parked on unimproved surface.

Photo taken 9/20/23

The Home Daycare playground is fenced in and separated from the tree care equipment.

Photo taken 9/20/23

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

RESOLUTION #23-266

A RESOLUTION APPROVING A HOME OCCUPATION PERMIT FOR A TREE CARE BUSINESS ON THE PROPERTY LOCATED AT 16201 NOWTHEN BLVD NW AND DECLARING TERMS OF PERMIT

RECITALS

1. Steven Calabrese, hereinafter referred to as the "**Permittee**", has properly applied for a Home Occupation Permit (the "**Permit**") to operate a tree care business (the "**Home Occupation**") on the property located at 16201 Nowthen Blvd NW and legally described as follows:

   > That part of the Southwest quarter of the Northeast quarter of Section 15, Township 32, Range 25, described as follows: Commencing at Northwest Corner of Said Northeast quarter, thence South 00 Degrees, 09 Minutes, 28 Seconds East along West line thereof 1326.92 feet, thence South 52 Degrees, 45 Minutes, 58 Seconds East along center line of CSAH NO 5 843.22 feet to point of beginning, thence continue South 52 Degrees, 45 Minutes, 58 Seconds East 200 feet, thence South 31 Degrees, 24 Minutes, 02 Seconds West 398.69 feet, thence North 34 Degrees, 13 Minutes, 58 Seconds West 218.38 feet, thence North 31 Degrees, 24 Minutes, 02 Seconds East 328.97 feet to point of beginning, except road, Subject to easement of record, Anoka County, Minnesota.

   (the "**Subject Property**")

2. That in early September 2023, a code enforcement case was opened for a sign illegally constructed in the right-of-way of Nowthen Blvd NW, as well as home occupation violations at the **Subject Property**, and a first notice of violation was sent to the **Permittee.**

3. That on September 18, 2023, the **Permittee**, submitted a completed questionnaire and land use application for a Home Occupation Permit to operate a tree care business on the **Subject Property**.

4. That on September 20, 2023, City Staff conducted an inspection on the **Subject Property** and identified additional code violations, including nine items parked outside on the property, including one wood mill, one boat, one camper, two trailers, and four vehicles.

5. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and the surrounding parcels are also zoned R-1 Residential (Rural Developing).

6. That the **Subject Property** is approximately 1.39 acres in size and is surrounded by lots ranging in size from 0.92 acres to 2.38 acres.

7. That the **Subject Property** is guided for Rural Developing (residential) in the City's Future Land Use Map.

8. That the **Permittee** owns the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**.

9. That the **Home Occupation** is proposed to be based out of the home, and the attached garage on site where equipment, one loader, and business materials will be stored.

10. That the **Permittee** has stated there will be at least 400 square feet of garage space reserved for indoor residential parking and storage in an attached garage related to residential use on the **Subject Property**, as established in City Code Section 117-351 (Home Occupation).

11. That the **Permittee** plans to store the wood mill and dump trailer outdoors, on an improved surface.

12. That at the time of writing this resolution, there are no business signs at the **Subject Property**.

13. That the **Permittee** has stated they will work with one (1) employee who will come to the **Subject Property**. The employee vehicle will be stored on the driveway of the property.

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

15. That the **Permittee** is requesting hours of operation of 7:00 am through 8:00 pm, Fridays and Saturdays.

16. That the City finds the **Home Occupation** operates beyond the parameters of Level I Home Occupation Permit requirements (City Code Section 117-351) and therefore requires Planning Commission and City Council review and approval.

17. That the Planning Commission met and held a duly noticed public hearing on October 26, 2023, during their regularly scheduled meeting and recommended approval of the **Permit**, contingent upon addressing code violation on the **Subject Property**.

18. That the City Council reviewed the request during their regularly scheduled meeting on November 14, 2023, and approved/denied the request.

FINDINGS OF FACT

1. That the proposed use **will not** adversely impact traffic in the area.

2. That the proposed use **will** be compatible with the residential neighborhood due to (in part) density, lot size and use of the surrounding lots.

3. That the proposed use **will not** be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or the public welfare.

4. That the proposed use **will not** substantially or adversely impair the use, enjoyment, or market value of neighboring properties.

5. That the proposed use **will not** be hazardous or disturbing to existing or future neighboring uses.

6. That the proposed use **will** be served adequately by public facilities and services such as highways and streets.

7. That the proposed use **will not** create excessive additional requirements at public cost for public facilities and services, and it will be detrimental to the economic welfare of the community.

8. That the proposed use **will not** involve activities and uses that would 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 THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

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

1. That this agreement shall permit the **Home Occupation** of a tree care business on the **Subject Property**.

2. That customers never visit the **Subject Property**.

3. That this **Permit** allows for one (1) employee to come to the **Subject Property**.

4. This **Permit** allows for the single business, Calabrese Tree Care LLC, to operate on the **Subject Property**.

5. That equipment and vehicles will be placed on the driveway; not at any time on the public streets.

6. That the **Permittee** agrees there will be no exterior evidence of the **Home Occupation** permitted on the **Subject Property** unless in compliance with Chapter 117-351 (Home Occupations) of City Code, except the vehicles mentioned above.

7. That the **Permittee** is responsible to verify and ensure that the primary structure is compliant with all applicable state and local codes.

8. That should the **Permittee** die or should the **Subject Property** be sold, the **Permit** shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the **Home Occupation**, written notice to that effect shall be given to the Zoning Administrator may authorize continuation of the **Permit** without further hearing.

9. The **Permittee** shall reside on the **Subject Property**; if the **Permittee** does not reside on the **Subject Property**, the **Permit** shall be automatically terminated.

10. That the **Permittee** agrees that if the operation expands, they will notify the City of Ramsey and apply for an amendment to this **Permit**.

11. That the **Permittee** is limited to hours of operation of 7:00 am to 8:00 pm, Fridays and Saturdays.

12. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the **Permittee**.

13. That the **Permittee** shall be responsible for obtaining and having in full force and effect all applicable State, County, and City licenses. This includes a Business License with the City and registering with the State of Minnesota.

14. That the **Permittee** shall be responsible for all costs incurred in the administration and enforcement of this **Permit**.

15. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request to the **Permittee**.

16. That the **Permittee** agrees to take additional measures to keep the **Subject Property** in compliance with City Code regulations related to off-street parking and nuisance violations.

17. That this **Permit** does not authorize a future homeowner of the **Subject Property** from utilizing the attached garage for a home-based business.

18. That there shall be no outdoor storage at any time related to the **Home Occupation** besides the wood mill, dump trailer, and one (1) vehicle associated with the use.

19. That the salvage of inoperable commercial vehicles for purposes of parts for other operable commercial vehicles is not a permitted use within the District and is declared a public nuisance.

20. That the **Permittee** shall follow all signage regulations for **Home Occupations** as specified in City Code.

21. That the use shall not cause any other nuisance violations or City Code violations, and the **Subject Property** must remain in compliance with off-street parking violations, public nuisance code provisions, and in compliance with the International Property Maintenance Code. This includes but is not limited to: no junk being stored outside, parking only on the driveway(s), no driving on the grass, or collection of diseased tree limbs and branches.

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly approved and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

Steven Calabrese and Lee Calabrese, co-owners of fee title to the **Subject Property**, hereby acknowledge receipt of this **Permit** and have reviewed the conditions of this **Permit** and have agreed to comply with the terms of this **Permit**.

_____ _____

STEVEN CALABRESE LEE CALABRESE

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2023, before me a Notary Public, personally appeared Steven Calabrese and Lee Calabrese, fee title co-owners of the **Subject Property**, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

_____

Notary Public

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Promote economic growth and development.

Information

Title

Adopt Resolution #23-273 Approving a Revised Final Plat for Bunker Lake Industrial Park 4th Addition (Project No. 23-106); Case of PSD, LLC

Purpose/Background:

On July 11, 2023, the City Council approved the Final Plat for Bunker Lake Industrial Park 4th Addition, located east of Puma Street, south of Bunker Lake Boulevard, and west of 147th Lane (the "Subject Property"). The plat, which has not yet been filed with Anoka County, created two (2) lots. PSD, LLC (the "Applicant") has been in discussions with a potential buyer of Lot 2 for construction of approximately a 100,000 square foot facility. A revised plat is necessary because there is a twenty (20) foot wide drainage and utility easement that essentially splits Lot 2 down the middle, preventing construction of a single, large building. The revised plat does not modify the property boundaries of either lot. Rather, it simply eliminates the drainage and utility easement that 'splits' Lot 2, and also adds a ten (10) foot drainage and utility easement along the southern boundary connecting to the 147th Lane right-of-way. No other modifications are proposed.

Notification:

Notification is not required.

Funding Source:

The Applicant is responsible for all costs associated with this application.

Recommendation:

Staff recommends approval of the revised Final Plat.

Action:

Motion to adopt Resolution #23-273 approved a revised Final Plat for Bunker Lake Industrial Park 4th Addition.

Attachments

Site Location Map

Final Plat Approved by City Council on July 11, 2023

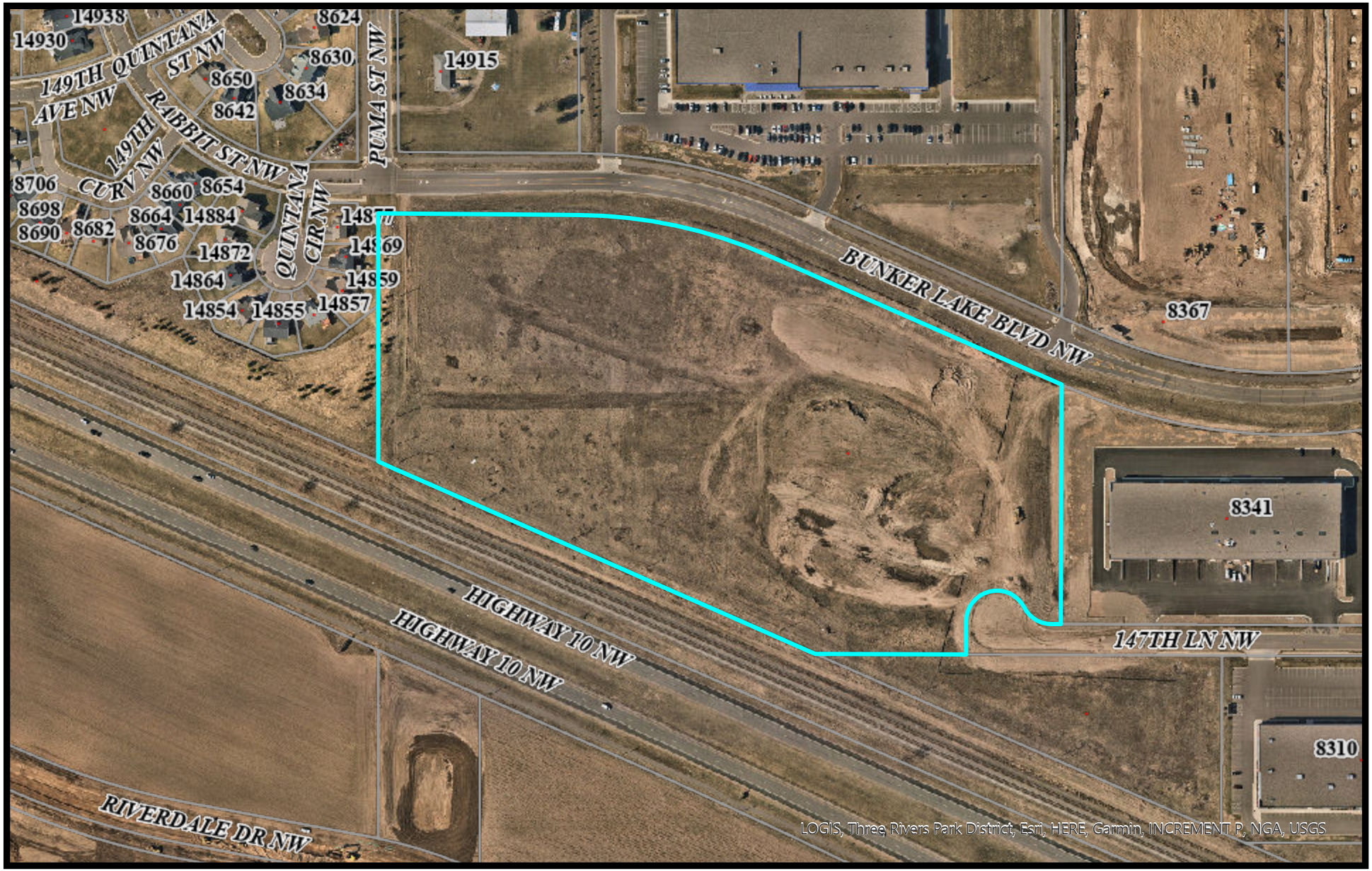
Final Plat - Revised

Resolution #23-273: Revised Final Plat

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:17 AM
Form Started By: Chris Anderson		Started On: 10/30/2023 08:27 AM
Final Approval Date: 11/08/2023		

Site Location Map: Bunker Lake Industrial Park 4th Addition



BUNKER LAKE INDUSTRIAL PARK FOURTH ADDITION

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 29, T. 32, R. 25

PINE SHADOWS
BLOCK 1
LOT 1
PUMA ST. NW
RABBIT ST.
AMSTERDAM
BUNKER LAKE BOULEVARD
EXTENSION
RIVERSTONE
OUTLOT A
BUNKER LAKE
INDUSTRIAL PARK
BLOCK 1
OUTLOT A
BURLINGTON NORTHERN INC. RAILROAD
OUTLOT C
THIRD ADDITION
VACATED 147TH LANE NW
147TH LANE NW
LOT 1
BLOCK 1
BUNKER LAKE INDUSTRIAL PARK ADDITION

Found Iron Pipe (LS No. 40361)
N89°23'49"W 392.29
Found Iron Pipe (LS No. 41813)
L=380.92 R=940.00 Δ=23°13'06"
L=332.00 Δ=20°14'12"
Drainage & Utility Easement per plat of BUNKER LAKE INDUSTRIAL PARK ADDITION
Found Iron Pipe (LS No. 41813)
L=48.92 Δ=2°58'34"
52.30 N77°29'06"W
N66°10'43"W 625.10
Drainage & Utility Easement N66°10'43"W 478.72
S23°49'17"W 16.00
Found Iron Pipe (LS No. 49138)
N66°10'43"W 61.86
N21°10'43"W 5.85
48.00
N00°08'36"E 483.38
West line of Outlot A, BUNKER LAKE INDUSTRIAL PARK THIRD ADDITION
Drainage & Utility Easement per plat of BUNKER LAKE INDUSTRIAL PARK ADDITION
Drainage & Utility Easement
218.60
50.28
N24°01'23"E 35.01
194.79 N85°35'19"W
N04°24'41"E 14.02
228.06 N77°29'06"W
340.54 S24°01'25"W
N15°07'43"E 87.37
70.35 S10°01'48"W
N35°54'14"W 49.20
S66°10'43"E 455.69
460.76 N66°10'43"W
419.29 N66°10'43"W
Electric Easement per Doc. No. 494501 as shown on BUNKER LAKE INDUSTRIAL PARK ADDITION
488.08
Found Iron Pipe
932.12 S66°10'43"E
444.04
99.80
N23°49'17"E 403.74
672.20 S23°49'17"W
N23°49'17"E 506.69
533.98 S23°49'17"W
S66°10'43"E 563.87
577.30 N66°10'43"W
616.95 N66°10'43"W
Drainage & Utility Easement per plat of BUNKER LAKE INDUSTRIAL PARK ADDITION
Drainage & Utility Easement per plat of BUNKER LAKE INDUSTRIAL PARK THIRD ADDITION
34.54
21.37
71.91
127.82 S86°47'51"E
20.03
132.46 N86°47'51"W
31.99
64.55 N00°19'28"E
Found Iron Pipe (LS No. 49138)
L=159.75 R=60.00 Δ=152°33'11"
Found Iron Pipe (LS No. 49138)
L=85.46 R=60.00 Δ=82°30'22"
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Drainage & Utility Easement per plat of BUNKER LAKE INDUSTRIAL PARK THIRD ADDITION
S89°37'43"E 18.66
Found Iron Pipe (LS No. 41813)
294.30 S89°37'43"E
Found Iron Pipe (LS No. 49138)

N

60 0 60 120
SCALE IN FEET

1 INCH = 60 FEET

For the purposes of this plat the West line of OUTLOT A, BUNKER LAKE INDUSTRIAL PARK THIRD ADDITION is assumed to bear N00°08'36"E.

○ Denotes a 1/2 inch by 14 inch iron pipe set with a plastic cap marked R.L.S. No. 49138

● Denotes a found capped 1/2 inch iron pipe

Hakanson Anderson

BUNKER LAKE INDUSTRIAL PARK FOURTH ADDITION

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 29, T. 32, R. 25

PINE SHADOWS
BLOCK 1
LOT 1
PUMA ST. NW
RABBIT ST.
AMSTERDAM
BUNKER LAKE BOULEVARD
EXTENSION
RIVERSTONE
OUTLOT A
BUNKER LAKE
INDUSTRIAL PARK
BLOCK 1
OUTLOT A
BURLINGTON NORTHERN INC. RAILROAD
OUTLOT C
THIRD ADDITION
VACATED 147TH LANE NW
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SCALE IN FEET

1 INCH = 60 FEET

For the purposes of this plat the West line of OUTLOT A, BUNKER LAKE INDUSTRIAL PARK THIRD ADDITION is assumed to bear N00°08'36"E.

○ Denotes a 1/2 inch by 14 inch iron pipe set with a plastic cap marked R.L.S. No. 49138

● Denotes a found capped 1/2 inch iron pipe

Hakanson Anderson

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

RESOLUTION #23-273

RESOLUTION APPROVING A REVISED FINAL PLAT FOR BUNKER LAKE INDUSTRIAL PARK FOURTH ADDITION

WHEREAS, PSD, LLC, hereafter referred to as "Developer", properly applied for Final Plat approval of the following described property located in the City of Ramsey:

Outlot A, Bunker Lake Industrial Park 3rd Addition, Anoka County, Minnesota

Or upon platting:

Lots 1-2, Block 1, Bunker Lake Industrial Park Fourth Addition, Anoka County, Minnesota

(the 'Subject Property');

WHEREAS, the Planning Commission reviewed the Final Plat (and a Site Plan for BLIP Building #5, located on Lot 1, Block 1 Bunker Lake Industrial Park Fourth Addition) on June 22, 2023; and

WHEREAS, the City Council reviewed and approved the Final Plat (and a Site Plan for BLIP Building #5 on Lot 1) for Bunker Lake Industrial Park Fourth Addition on July 11, 2023; and

WHEREAS, on October 19, 2023, the Developer met with City Staff to discuss necessary steps to accommodate a prospective buyer of Lot 2, Block 1 Bunker Lake Industrial Park 4th Addition; and

WHEREAS, on October 24, 2023, the Developer submitted a revised Final Plat for Bunker Lake Industrial Park Fourth Addition.

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

1) That the Ramsey City Council hereby grants approval of the revised Final Plat for Bunker Lake Industrial Park Fourth Addition in accordance with relevant City Codes, subject to the following conditions:

    a) That the development of Lot 2 is still subject to Site Plan review.

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 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title

Adopt Resolution #23-275 Approving Agreement and Waiver of Objections to Assessment for Remedial Measures (Housekeeping Item Only)

Purpose/Background:

The City Council approved the Abatement Agreement for 14501 Sunfish Lake Boulevard NW at its regular meeting of December 13, 2022. At the time of approval, a resolution was not adopted. To be certified to property taxes, Anoka County requires the adoption of a formal resolution by November 15, 2023 to be included with 2024 property taxes payable.

Recommendation:

Staff recommends approval of Resolution #23-275

Action:

Motion to adopt Resolution #23-275 Approving Agreement and Waiver of Objections to Assessment for Remedial Measures.

Attachments

Abatement Agreement 14501 Sunfish Lake Boulevard & CC Case 12-13-22

Reso #23-275

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:19 AM
Form Started By: Diana Lund		Started On: 11/02/2023 12:25 PM
Final Approval Date: 11/08/2023		

City of RAMSEY

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

AGREEMENT AND WAIVER OF OBJECTIONS TO ASSESSMENT FOR REMEDIAL MEASURES

This Agreement between the City of Ramsey (hereinafter referred to as "the City") and, **Benjamin J Deemer**, the Owner (hereinafter referred to as "the Owner" of property located at: **14501 Sunfish Lake Blvd NW** (Property ID#) **26-32-25-23-0029** (hereinafter referred to as "the Property), in the City of Ramsey, Minnesota.

The City has identified certain conditions on the Property that qualify as abatable nuisances under the Ramsey City Code, to-wit the following:

- Large Accumulations of junk, junk boats, metal, wood and other debris as indicated by included aerial image on page #2.

The Owner agrees that the aforesaid conditions do exist on the property.

The City and Owner agree that the aforesaid conditions are, in fact, legally abatable conditions and that the City could abate them and, after allowing the Owner a hearing thereon, add the costs of abatement to the taxes owed on the Property by the Owner.

The Owner wants the City to abate the aforesaid conditions and waives any and all rights to a hearing or any other challenge thereto as the Owner might otherwise be entitled. The Owner expressly agrees to allow the City to assess the costs of the aforesaid abatement to the taxes otherwise due and owing on the Property.

Dated this 10 day of Jan, 2022. 2023

For the City of Ramsey, Minnesota

Its Mayor

City Clerk

Owner

CC Regular Session
Meeting Date: 12/13/2022
By: Craig Swalchick, Community Development

Information

Title
Approve Abatement Agreement for property located at 14501 Sunfish Lake Blvd NW (PID 26-32-25-23-0029)

Purpose/Background:
The property owner was notified of the extensive code violations on his property and does not have the immediate financial ability to obtain dumpsters to aid in the removal of the existing code violations. The property owner has requested assistance in obtaining dumpsters that he can self load to remove those violations.

Due to the waiting period of thirty (30) days from the adoption of our new abatement ordinance, we would like to request approval of the abatement agreement for this property owner to be effective January 1st, 2023.

This abatement agreement will authorize staff to obtain dumpsters and labor as the property owner requests to abate all of the code violations and bring the property into compliance.

Notification:
Notification is not required.

Funding Source:
Costs will be assessed to taxes of property owner.

Recommendation:
Recommend approval of Abatement Agreement for 14501 Sunfish Lake Blvd NW, known by PID as 26-32-25-23-0029

Action:
Motion to approve Abatement Agreement for 14501 Sunfish Lake Blvd. NW, known by PID as 26-32-25-23-0029

Attachments

Abatement Agreement
Property Aerial

Form Review

Inbox	Reviewed By	Date
Brian McCann	Brian McCann	12/06/2022 01:33 PM
Brian Hagen	Brian Hagen	12/07/2022 06:55 PM

Form Started By: Craig Swalchick **Started On:** 12/06/2022 01:14 PM
Final Approval Date: 12/07/2022

GO TO PREVIOUS PAGE | GO TO THE TOP OF THE PAGE

W3C WAI-AA WCAG 2.0
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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #23-275

RESOLUTION APPROVING AGREEMENT AND WAIVER OF OBJECTIONS TO ASSESSMENT FOR REMEDIAL MEASURES

WHEREAS, the City Council approved the Abatement Agreement for 14501 Sunfish Lake Boulevard NW at its regular meeting of December 13, 2022; and

WHEREAS, at the time of approval, a Resolution was not assigned; and

WHEREAS, to certify to property taxes for year payable 2024, an adopted resolution is required by Anoka County;

WHEREAS, for taxes payable 2024, the certified assessment will be $3,903.74 which includes the cost of said abatement - $3,596.22, $35.00 administrative fee, plus 6% interest ($272.52) through December 31, 2024; and

WHEREAS, the City is willing to levy such costs to the aforementioned property.

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

1) The City Council hereby approves the assessment of up to $3,903.74 to be certified to Anoka County for taxes payable 2024.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title

Adopt Resolution #23-277 Approving Construction Contingency Expense No. 2 for Improvement Project #21-09, Centralized Water Treatment Plant

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-277 approving Construction Contingency Expense No. 2 for Improvement Project #21-09, Centralized Water Treatment Plant.

Background:

The Water Treatment Plant (WTP) project includes a construction contingency cost of $950,000. This contingency cost is intended to pay for new items during construction that were not contemplated during the design process, or for items that the owner, engineer or contractor(s) propose to revise during construction.

Attached is a letter from the Construction Lead that works for the Project Engineering firm of AE2S that identifies items requiring adjustments during construction. The letter is intended to outline the adjustments and to summarize the current project budget to allow the City to fully understand the status of the project before spending a portion of the construction contingency costs.

To date, seven requests for pricing (RFP) have been submitted to Magney Construction, the awarded contractor for this project. A full list of these requests is included in the attached letter. AE2S has since received pricing back from Magney on six of the RFP's. AE2S therefore recommends moving forward with Construction Contingency Expense No. 2, which includes prices for RFP 002, RFP 004, and the proposals for reimbursement for all building permit costs and the groundbreaking signage requested by City staff. No time extensions are associated with these requests.

Details on the two RFP's addressed within this case are summarized in the attached letter from AE2S. The letter also summarizes all known construction contingency expenses at this time to assist the City of Ramsey in better understanding the current contingency status. As construction progresses, AE2S will continue to provide cost updates and will coordinate closely with the City on all issues impacting project costs. AE2S will also continue to support and track the progress of the WTP and will provide updates as necessary for the City of Ramsey to make responsible decisions on the progress of the WTP.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Alternative #1:

Motion to adopt Resolution #23-277 approving Construction Contingency Expense No. 2 for Improvement Project #21-09, Centralized Water Treatment Plant.

Funding Source:

The attached letter from AE2S identifies project cost impacts due to Construction Contingency Expense No. 2 totaling $135,654.02 and includes supporting documentation.

The original Construction Contingency amount was $950,000. By approving Construction Contingency Expense No. 2, the available construction contingency will be reduced to $737,899.45.

Funding sources and amounts for the WTP project are currently proposed as follows:

- $33,500,000 from sewer ($8,900,000) and water ($24,600,000) utility funds
- $9M from bonding (estimated)

The actual amount of bonding needed will be known when the WTP trunk watermain improvements bids are accepted and approved on November 28, 2023. The actual bonding amount will determine how much sewer and water rates will need to increase.

The City is also working to fully understand project cost impacts related to the grant funding appropriated to the project during the 2023 Legislative Session, as well as project cost savings related to sales and use tax exemptions (HF1177 & SF1197). Funds received from the legislative session will have the direct result of reducing bonding needs and the possible reduction of double-digit utility rate increases. The status of these legislative requests is not yet fully understood.

Recommendation:

Staff and AE2S recommend approving alternative #1.

Action:

Motion to adopt Resolution #23-277 approving Construction Contingency Expense No. 2 for Improvement Project #21-09, Centralized Water Treatment Plant.

Attachments

Resolution 23-277

AE2S Ltr CCE 2

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/09/2023 02:23 PM
Form Started By: Bruce Westby		Started On: 11/06/2023 07:50 AM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-277

RESOLUTION APPROVING CONSTRUCTION CONTINGENCY EXPENSE NO. 2 FOR IMPROVEMENT PROJECT #21-09, CENTRALIZED WATER TREATMENT PLANT

WHEREAS, pursuant to Ramsey City Council Resolution #23-061 adopted March 28, 2023, a contract was awarded to Magney Construction, Inc. in the amount of $31,528,500.00 for construction of a centralized Water Treatment Plant and an amendment was accepted from Advanced Engineering and Environmental Services in the amount of $225,100.00 for additional construction phase services for the Water Treatment Plant, and

WHEREAS, the project includes a general construction contingency cost in the amount of $950,000 to pay for new items during construction that were not contemplated during the design process, or for items that the owner, engineer, or contractor(s) propose to revise during construction; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-226 adopted September 26, 2023, Construction Contingency Expense No. 1 was approved in the amount of $76,446.53; and

WHEREAS, AE2S has identified additional items requiring adjustments during construction under Construction Contingency Expense No. 2.

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

1) The City Administrator is hereby authorized and directed to execute Construction Contingency Expense No. 2 for Improvement Project #21-09 in the amount of $135,654.02 for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

www.ae2s.com

October 23, 2023

Bruce Westby
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Water Treatment Plant – Construction Contingency Expense No. 2

Dear Mr. Westby:

AE2S continues to oversee the construction of the City of Ramsey's new WTP. Magney has almost completed pouring the walls in the Reservoir and are getting prepared to pour the pipe gallery level in the Water Treatment Plant. Our engineering team has continued to coordinate with Magney and further refine the installation details of other pieces of equipment. Through those investigations we have identified some items that will require adjustments. This letter is intended to outline those adjustments and summarize the current project budget in order for the City to fully understand the status of the project.

Basis for of Construction Contingency Expenses:

Currently seven (7) requests for pricing (RFP) have been submitted to Magney. A full list of those requests are shown below. To date AE2S has received pricing back on six (6) of the RFP's, and two (2) separate proposals. We would like to move forward and process Construction Contingency Expense No. 2, which will include price RFP 002, RFP 004, and the two (2) proposals for reimbursement. If the Contractor would like to include a request for extension as a result of these changes, a formal Change Order request will be issued at a different time.

Expense No.	RFP No.	Description	Total Cost	Required	Status
1	001	Mixing Pumps Pipe Upsizing	$51,287.38	Y	Approved
2	002	Upsizing Air Exchange in Plate Settler Room	$16,580.02	N	Pending
1	003	Admin Ceiling Grid Color	$2,609.25	N	Approved
2	004	Blower Pipe Upsizing	$55,230.60	Y	Pending
~~-~~	~~005~~	~~Flowable Fill~~	~~-~~	~~N~~	~~Rejected~~
1	006	Storm and Plumbing Updates	$22,550.28	Y	Approved
2		Building Permit Reimbursement	$62,887.28	Y	Approved
2		Groundbreaking Signage Reimbursement	$956.12	Y	Approved
	007	Backwash Supply Piping Modifications		Y	Expected
Note: Any extension delays will be approved as a separate Change Order and will not be included in this Construction Contingency Expense.					

RFP No. 002: Air Exchange Modifications in Plate Settler Room:

The initial plans for the project were to include an emissions hood over the top of each plate settler to vent out any potential radon emissions. As a result, the size of the air exchange system in the plate settler room was reduced. After talking with several utilities with similar plate settlers, it was determined that a vent hood would make it difficult for operators to access and maintain integral parts of the plate settler. It is our recommendation that we remove the radon emissions hood from the project and accurately size the air exchange system for the space. This will include costs associated with increasing ductwork and louver sizes for the room. The proposal also includes a cost deduction for the original bid price of the radon emissions hood and associated ductwork.

RFP No. 004: Blower Pipe Upsizing:

The air scour blower supplier is recommending that the suction and discharge piping on the blower be upsized from the proposed 8" to 10" to velocity and noise from the system. This change will not alter the price of the blower system package that will be supplied by the manufacturer. However, it will require Magney to upsize the blower suction and distribution pipes and valves from the blower to the air scour system at the filters. In addition to pipes and valves being upsized, we requested Magney to include pricing for the suction and bypass pipes from the blower to penetrate the roof rather than the west exterior wall. This will reduce exterior noise from the blower and allow for better operator access for cleaning the bug screen and any other future maintenance.

Building Permit Reimbursement:

In accordance with the Supplementary Conditions 7.09 (specifically, SC-7.09 B, 3) Magney Construction is seeking reimbursement of the costs associated with the City of Ramsey Building Permit. This reimbursement was approved and applied to Pay Application No. 4 as a Construction Contingency Expense.

Groundbreaking Sign Reimbursement:

Magney Construction, Inc. is seeking compensation for necessary labor, material and/or equipment to provide the groundbreaking ceremony sign, as requested in our email correspondences on 7/13/23. Magney Construction expedited the fabrication and delivery of the AE2S' designed signage for the City of Ramsey's Groundbreaking Ceremony. This reimbursement was approved and applied to Pay Application No. 4 as a Construction Contingency Expense.

Summary of General Construction Contingency Costs:

AE2S has summarized all known construction contingency expenses at this time in order to help the City of Ramsey better understand the current contingency status. As Construction progresses, AE2S will continue to provide cost updates and coordinate with City staff.

Original	General Construction Contingency Amount
	$ 950,000.00
Expense No. 1	$76,446.53
Expense No. 2	$135,654.02
Net Expenses to Date:	**$212,100.55**
Available Construction Contingency =	**$737,899.45**

www.ae2s.com

In summary, AE2S continues to support and track the progress of the WTP and will provide updates as necessary for the City to make responsible decisions on the progress of the WTP. This document is being submitted as Construction Contingency Expense No. 2 for the City to formally consider and take action on. Should you have any further questions please do not hesitate to contact me at my e-mail Ryan.Hanson@ae2s.com or on my cell phone at 612-220-0154.

Submitted in Service,
AE2S

Ryan Hanson
Construction Lead

Attachments: *RFP Proposal Documents 002 & 004*

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By:	Ryan Hanson	By:		By:	
	Engineer (if required)		Owner (Authorized Signature)		Contractor (Authorized Signature)
Title:	Project Engineer	Title:		Title:	
Date:	October 23, 2023	Date:		Date:	

MAGNEY CONSTRUCTION
COMMERCIAL & INDUSTRIAL CONTRACTORS
1401 Park Road - Chanhassen, MN 55317
952.474.1674 Office 952.474.1679 Fax
www.magneyconstruction.com

Proposal

SEND TO		
Company name AE2S		*From* Kevin Vranicar
Attention Mr. Ryan Hanson		*Date* 9/27/2023
E-mail Ryan.Hanson@ae2s.com	*Phone* (612) 220-0154	*Magney Proposal # 007* RFP No.002 Air Exchange Modifications @ Plate Settler Rm

☐ ***Urgent*** ☐ ***Please comment*** ☒ ***Please review*** ☐ ***For your information***

Total pages, including cover: 4

COMMENTS

Re: Ramsey Water Treatment Plant - Ramsey, MN

Ryan,
Magney Construction, Inc. is pleased to present the following quotation to furnish the necessary labor, material, and equipment to complete the Air Exchange Modifications, as described in your Request for Proposal No. 002, dated 5/25/23. Please see the attached proposals from our vendor and subcontractor for additional information and/or specific scopes of work. The costs associated with this change are summarized below.

Labor:	$	-
Material: Treatment Resources, Inc. (see attached) - CREDIT	$	(2,800.00)
Equipment:	$	-
Subcontractor: Major Mechanical (see attached)	$	18,631.00
Subtotal	$	15,831.00
General Contractor's Overhead	$	511.55
Bond & Insurance premiums	$	237.47
Lump Sum Total:	**$**	**16,580.02**

Additional Calendar Days Required for this Change (Including material lead time)**:**	**TBD**

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Kevin Vranicar
Vice President

Accepted By	*Date*

Quotation

TREATMENT RESOURCES
11670 FOUNTAINS DRIVE SUITE 200
MAPLE GROVE, MN 55369
612-201-5630

This Proposal is Valid for 30 Days from the date of Issue

Date	Estimate
8/22/23	

Name / Address	Ship To
Magney Construction 1401 Park Rd, Chanhassen, MN 55317 Attn: Noah Pundsack	Ramsey Water Treatment Plant

Terms	Rep	Project
NET 30		Ramsey, MN WTP

Item	Description	Qty	U/M	Unit Price	Total
Radon Hood	Deduct request for removing radon duct/hood for HEI plate settller in section			2,800.00	2,800.00

Subtotal	$2,800.00
Sales Tax (6.875%)	$
Total	$2,800.00

MAJOR MECHANICAL

7601 Northland Drive North • Brooklyn Park, MN 55428 • Ph: (763) 424-6680 • www.majormech.com

September 19, 2023

Magney Construction
1401 Park Road
Chanhassen, MN 55317
Attn: Noah Pundsack

RE: Ramsey Water Treatment Plant
Ramsey, Minnesota
PR-002 – Air Exchange Modifications

Noah,

Added cost to increase equipment and ductwork sizes per PR-002.

Major Mechanical		
Increase Equipment Size (MAU, AC Coil, CU, Inline Fan)		$ 3,800.00
Increase Louver, Damper and Added Registers		$ 2,200.00
Added Material for Increased Duct Sizes		$ 3,632.00
Material Added Material		$ 9,632.00
Taxes		$ 724.81
Sub-Total		$ 10,356.81
Labor 42 hours x $105.00=		$ 4,410.00
Sub-Total		$ 14,766.81
Mark-Up (15%)		$ 2,216.52
Major Mechanical Total		**$ 16,993.33**
Sub-Contractors		
Insulation	$ 1,360.00	
Test & Balance	$ 200.00	
Sub-Total	$ 1,560.00	
Mark-Up (5%)	$ 78.00	
Sub-Contractor Total	$ 1,638.00	
Major Mechanical Total	$ 16,993.33	
Total Add PR-002	**$ 18,631.00**	

PR-OO2 Notes:

- No Drawing Provided. Pricing based on ductwork sized to match original drawings. If sizes are different than what Engineer will require, pricing may change.

If you have any questions or would like to discuss the scope or pricing, please feel free to contact me at 763-296-5649 office or 763-331-4735 mobile.

Thank You,

Jay Johnson
Project Manager
Major Mechanical

MAGNEY CONSTRUCTION
COMMERCIAL & INDUSTRIAL CONTRACTORS
1401 Park Road - Chanhassen, MN 55317
952.474.1674 Office 952.474.1679 Fax
www.magneyconstruction.com

Proposal

SEND TO	
Company name AE2S	*From* Kevin Vranicar
Attention Mr. Ryan Hanson	*Date* 10/2/2023
E-mail Ryan.Hanson@ae2s.com *Phone* (612) 220-0154	*Magney Proposal # 004* Request For Proposal No. 004 Blower Piping Modifications

☐ ***Urgent*** ☐ ***Please comment*** ☒ ***Please review*** ☐ ***For your information***

Total pages, including cover: 6

COMMENTS

Re: Ramsey Water Treatment Plant - Ramsey, MN

Ryan,
Magney Construction, Inc. is pleased to present the following quotation to provide the necessary labor, material and equipment to modify and upsize the specified 8-inch blower system piping, fittings, valves, nuts, bolts and gaskets to10-inch piping, fittings, valves, nuts, bolts and gaskets, per your Request For Proposal No. 004. We have also included the costs to relocate the blower inlet/discharge piping locations from the sidewall to the roof, as shown. The costs associated with this change are summarized below.

Labor: Additional Labor Required for 10" Pipe vs. 8" Pipe	$	5,878.49
Material: Additional Costs for 10" vs. 8" Pipe, Fittings, N,B&G, (incl. tax)	$	34,145.74
Material: Vessco, Inc. - 10" vs. 8" Valves (incl. tax) (see attached)	$	2,789.63
Material: Major Mechanical - Roof Curb & Curb Cover (see attached)	$	1,192.46
Equipment: Misc. Small Tools and Equipment (10% of Labor)	$	587.85
Subcontractor: RTL Construction, Inc. - Install Roof Curb (see attached)	$	288.31
Subcontractor: Central Roofing Company - Roofing Work (see attached)	$	750.00
Subcontractor: Fresh Blast Painting - Additional Painting (see attached)	$	2,040.00
Subtotal	$	47,672.47
General Contractor's Overhead	$	6,843.04
Bond & Insurance premiums	$	715.09
Lump Sum Total:	**$**	**55,230.60**

Additional Working Days Required for this Change (Including material lead time):	**TBD**

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Kevin Vranicar
Vice President

Accepted By	*Date*

Kevin Vranicar

From: Cory Stough <CStough@vessco.com>
Sent: Thursday, July 20, 2023 3:24 PM
To: Noah Pundsack; Megan Harwick
Subject: RE: Ramsey Mn WTP Valve pricing

Noah,

$430 a valve increase. $2580 total.

Plus Tax

Thank you,

Cory Stough | Inside Sales - Central Region
C: (612) 417-7530 | W (763) 297-2027 | cstough@vessco.com

8217 Upland Circle, Chanhassen, MN 55317
Vessco Holdings | Celebrating Over 40 Years of Clean Water

From: Noah Pundsack <npundsack@magneyconstruction.com>
Sent: Thursday, July 20, 2023 10:03 AM
To: Cory Stough <CStough@vessco.com>; Megan Harwick <MHarwick@vessco.com>
Subject: Ramsey Mn WTP Valve pricing

Cory / Megan,

Regarding the Ramsey Mn WTP Project.

Can you give us a price quote for the following valves as 10”? And the price increase from the 8” versions?

FLT1-ABW-BFV1
FLT2-ABW-BFV1
FLT3-ABW-BFV1
FLT4-ABW-BFV1
FLT5-ABW-BFV1
FLT6-ABW-BFV1

Thank you,

Noah Pundsack
Project Engineer
Mobile: (320) 429-1186
NPundsack@magneyconstruction.com

7601 Northland Drive North • Brooklyn Park, MN 55428 • Ph: (763) 424-6680 • www.majormech.com

September 19, 2023

Magney Construction
1401 Park Road
Chanhassen, MN 55317
Attn: Noah Pundsack

RE: Ramsey Water Treatment Plant
Ramsey, Minnesota
PR-004 – Curb and Cover

Noah,

Added cost to provide curb and curb cover for piping.

Major Mechanical		
Material	$	959.00
Taxes	$	~~72.16~~ 77.92
Sub-Total	$	~~1,031.16~~ 1,036.92
Mark-Up (15%)	$	~~154.67~~ 155.54
Major Mechanical Total	**$**	**~~1,186.00~~** 1,192.46

If you have any questions or would like to discuss the scope or pricing, please feel free to contact me at 763-296-5649 office or 763-331-4735 mobile.

Thank You,

Jay Johnson
Project Manager
Major Mechanical

Ramsey WTP Request for Change
6900 143rd Ave NW
Ramsey, MN 55303

To: Magney Construction

RFC Number: RFP #004

This Request: **$288.31** RTL Job **#** 23-217 Date:9/1/2023

COST SUMMARY			
Description of Change:	Added roof blocking for a roof curb (provided by others).		
		Cost	Notes/Attachments
Labor	$	200.00	
Material	$	62.10	
Total Cost	$	262.10	
Overhead and Profit	$	26.21	10%
Self-Performed Total		**$288.31**	
Subcontractors	$	0.00	
Overhead and Profit on Subs	$	0.00	
Subcontractor Total		**$0.00**	
Total Change in Contract		**$288.31**	

Detail Breakdown Below:

Labor	Hours	Rate	Total
Labor	2	$100.00	$200.00
Labor Total	2		$200.00

Material	Total
Material Total	$62.10

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated. Upon approval the sum of $288.31 will be added to the contract price.

Authorized Signature: _____ Date: _____

Magney Construction

CENTRAL ROOFING COMPANY
- Since 1929 -

4550 Main Street NE, Minneapolis, MN 55421 * (763)572-0660, Fax (763)572-0230

Change Order Request

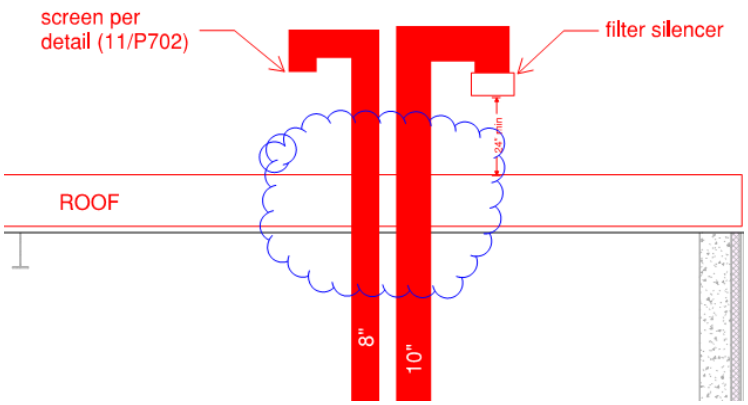
Magney Construction
1401 Park Road
Chanhassen, MN
Attn: Noah Pundsack

RE: Ramsey Water Treatment Plant

This change order request is in regards to the following item:

Added roof curb for pipe penetrations for blower piping modifications.

Change Order Total: **$750.00**



Should you require any additional information please feel free to contact us at your earliest convenience.

Thanks,

Jeremy Stuhr

Office: 651-447-2218

Date 08/11/2023

We are pleased to submit a proposal for the following project:

Ramsey MN WTP

For the following sections:

RFP 004 - Paint

Our Proposal is for:
Two Thousand, Forty Dollars. ***$2,040.00***

RFP dated: 5/26/2023
Addenda: N/A

Unit Prices: None
Allowances: None
Alternates: None

OUR BASE BID INCLUDES:

1. Prep and coatings per specification on larger blower piping and valves.
2. Labor, Materials, Equipment, Sales Tax, & Mobilization.

OUR BASE BID DOES NOT INCLUDE:

1. Any bonds required by Owner or GC.
2. Prevailing wage or Davis-Bacon wage rates.
3. Pipe labeling.
4. Temp heat—indirect, externally-vented temp heat to be provided by GC or Owner if needed.

OTHER BID NOTES:

1. All paint systems included in this bid will be Sherwin-Williams products. Where factory/shop priming is required by spec, please ensure manufacturers are using the appropriately compatible Sherwin-Williams primer.

MAGNEY CONSTRUCTION
COMMERCIAL & INDUSTRIAL CONTRACTORS
1401 Park Road - Chanhassen, MN 55317
952.474.1674 Office 952.474.1679 Fax
www.magneyconstruction.com

Proposal

SEND TO		
Company name AE2S		*From* Kevin Vranicar
Attention Mr. Ryan Hanson		*Date* 8/22/2023
E-mail Ryan.Hanson@ae2s.com	*Phone* (612) 220-0154	*Proposal #* 003 - Building Permit Reimbursement

☐ ***Urgent*** ☐ ***Please comment*** ☒ ***Please review*** ☐ ***For your information***

Total pages, including cover: 6

COMMENTS

Re: Ramsey Water Treatment Plant - Ramsey, MN

Ryan,
In accordance with the Supplementary Conditions 7.09 (specifically, SC-7.09 B, 3) Magney Construction is seeking reimbursement of the costs associated with the City of Ramsey Building Permit. If the cost of this reimbursement will be run through the project (i.e. change order) please use the lump sum total below. If a direct payment will be made from the City of Ramsey to Magney Construction, please deduct the associated bonding and insurance premiums noted below.

Labor:	$	-
Material: Building Permit Fee Reimbursement (see attached)	$	61,957.91
Equipment:	$	-
Subcontractor:	$	-
Subtotal	$	61,957.91
General Contractor's Overhead		N/A
Bond & Insurance premiums	$	929.37
Lump Sum Total:	**$**	**62,887.28**

Additional Working Days Required for this Change (Including material lead time):	**TBD**

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Kevin Vranicar
Vice President

Accepted By	*Date*

City of Ramsey

License Number: 2023232
Expiration: 12/31/2023

Magney Construction, Inc.
1401 Park Road
Chanhassen MN 55317

Pursuant to City Ordinances and regulations and conditioned upon payment of the required fee, License is hereby granted for the term and purpose stated.

License Type:
General Building Contractor

Jesse Sayphulah
Building Official

City Clerk

POST AT LOCATION LICENSED
NOT TRANSFERABLE
NOT VALID UNLESS COUNTERSIGNED

CUT HERE

City of Ramsey

License Type	Fee	Expiration	License Nbr
General Building Contractor	$50.00	12/31/2023	2023232

Chapter 26 Article VI. Construction Contractors
Sec. 26-201. Expiration. All licenses issued under the Code of the City shall expire on December 31st following the date of issuance. If a license is granted hereunder and is not renewed prior to expiration then all rights granted by such license shall cease and any work performed after the expiration of the license shall be in violation of the Code of the City. All licenses are subject to revocation or forfeiture prior to expiration date.

Mail To:

Magney Construction, Inc.
1401 Park Road
Chanhassen MN 55317

CITY OF RAMSEY
7550 SUNWOOD DR NW
ANOKA, MN 55303
7634271410

City of Ramsey
reference #10592

Cashier: Chao X.
19-Apr-2023 1:07:08P

Transaction **201906**

1 Contractor License	$50.00
Total	**$50.00**
CREDIT CARD SALE	$50.00
VISA 9258	

Retain this copy for statement validation

Station: Building Dept

19-Apr-2023 1:21:41P
$50.00 | Method: KEYED
VISA XXXXXXXXXXXX9258
MANUALLY ENTERED
Reference ID: 310900530283
Auth ID: 042529
MID: ********7996
AthNtwkNm: VISA

Thank you and have a great day!

Clover ID: MZ50EVSK0DZMA
Payment 75W7NXVHGS1W8

Clover Privacy Policy
https://clover.com/privacy

Kevin Vranicar

From: epermits@logis.org
Sent: Friday, April 21, 2023 4:23 PM
To: Kevin Vranicar
Subject: ePermits Order Confirmation

Hello Kevin Vranicar

Thank you for using the Ramsey ePermits website!

Here is the information for the permit(s) you purchased.

Permit Number: RA054130
Commercial Building New
6900 143rd Ave Nw

This permit requires a plan review and needs to be approved before it is issued.
This plan review permit may require additional actions on the part of the applicant before it can be approved. Please contact the city for additional instructions.

Comments:
A series of inspections are required for new commercial construction.
Please call 763-433-9850 to schedule inspections -OR- schedule online at http://www.cityoframsey.com/permits
Please Note: The Application Fee is non-refundable.
Thank you!!

Order Total: $20.00

Please remember, it is the permit holder's responsibility to call and schedule inspections. Please call City of Ramsey at (763) 433-9850 to setup the inspection times and dates or if you have any questions regarding this permit.

DO NOT REPLY TO THIS EMAIL

PERMIT

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9850
www.ci.ramsey.mn.us

Permit Type:	**Building**
Permit Number:	**RA054130**
Date Issued:	**07/25/2023**
Permit Category:	**ePermit**

Site Address: 6900 143rd Ave NW

Lot: Block: Addition: Unplatted
PID: 99-99-99-99-6900
Use: City of Ramsey Water Treatment Plant

Description:

Sub Type:	Institutional	Construction Type:	Type II B
Work Type:	New		
Description:	New Building		
Census Code:	-	Occupancy:	B
Zoning:			F-2
Square Feet:	0		H-3

Comments:

New Commercial Construction: Water Treatment Plant.
Please call 763-433-9850 to schedule inspections -OR- schedule online at http://www.cityoframsey.com/permits
Please Note: The Application Fee is non-refundable. Check #129380
Thank you!!

Fee Summary:

Valuation: 1,677,300.00

Description	Amount	Revenue Code
BL - Plan Review - Commercial	$5,033.89	9101.4307
Building Application Fee Credit	($20.00)	9101.4307
Permit - Base Fee	$7,744.45	9101.4205
Surcharge - Based on Valuation	$770.92	9101.2081
SAC/Sewer Availability - Commercial/Instituti	$24,850.00	9602.2083
WAC - Water Availability Charge	$14,810.00	9601.4606
Total:	**$53,189.26**	

Contractor:

- Applicant -

Magney Construction, Inc.
1401 Park Road
Chanhassen MN 55317
(952) 474-1674
Lic. #: 2023232

Owner:

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303
(763) 427-1410

THIS PERMIT BECOMES VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. PERMIT EXPIRES AFTER 1 YEAR FROM DATE OF ISSUANCE. CITY CODE CHAPTER 105 SEC. 105-24.

X _____
Applicant/Permitee: Signature

_____ 7/25/2023
Issued By: Signature

PERMIT

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9850
www.ci.ramsey.mn.us

Permit Type:	**Plumbing**
Permit Number:	**RA054713**
Date Issued:	**08/03/2023**
Permit Category:	**ePermit**

Site Address: 6900 143rd Ave NW

Lot: Block: Addition: Unplatted
PID:99-99-99-99-6900
Use: Ramsey Water Treatment

Description:

Sub Type: Commercial
Work Type: New
Description: New Commercial Plumbing

Meter Size	Meter Type	Manufacturer	Serial Number	Remote Number	Line Size

Comments: Domestic water meter to be a 4" Mach10 and landscape irrigation will be a 1.5" mach10 irrigation meter. Price for both water meters $5,085.40 This City project is a tax exempt project so no sales tax on the meters
Please call 763-433-9850 to schedule inspections -OR- schedule online at http://www.cityoframsey.com/permits. Please Note: The Application Fee is non-refundable. Thank you!!

Fee Summary:

Valuation: 346,500.00

Description	Amount	Revenue Code
Plbg Permit Commercial 1% of Value	$3,465.00	9101.4206
Plumbing Application Fee Credit	($25.00)	9101.4206
Surcharge - Based on Valuation	$173.25	9101.2081
PL - 4" Compound Water Meter	$5,085.40	9601.4656
Total:	**$8,698.65**	

Contractor:

Northern Plumbing Tech, Inc.
16376-230th NW Avenue
Elk River MN 55330
(612) 910-2784

- Applicant -
Lic. #: PC001745
Lic. #: 2023264

Owner:

City of Ramsey
7550 Sunwood Drive
Ramsey MN 55303
(612) 910-2794

THIS PERMIT BECOMES VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF WORK IS SUSPENDE ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. PERMIT EXPIRES AFTER 1 YEAR DATE OF ISSUANCE. CITY CODE CHAPTER 105 SEC. 105-24.

Applicant/Permitee: Signature

Chas 8/3/23
Issued By: Signature

MAGNEY CONSTRUCTION
COMMERCIAL & INDUSTRIAL CONTRACTORS
1401 Park Road - Chanhassen, MN 55317
952.474.1674 Office 952.474.1679 Fax
www.magneyconstruction.com

Proposal

SEND TO		From
Company name: AE2S		Kevin Vranicar
Attention: Mr. Ryan Hanson		Date: 10/2/2023
E-mail: Ryan.Hanson@ae2s.com	Phone: (612) 220-0154	Magney Proposal # 008: Groundbreaking Ceremony Sign

☐ *Urgent* ☐ *Please comment* ☒ *Please review* ☐ *For your information*

Total pages, including cover: 2

COMMENTS

Re: Ramsey Water Treatment Plant - Ramsey, MN

Ryan,
Magney Construction, Inc. is seeking compensation for necessary labor, material and/or equipment to provide the groundbreaking ceremony sign, as requested in our email correspondences on 7/13/23. Magney Construction expedited the fabrication and delivery of the AE2S' designed signage for the City of Ramsey's Groundbreaking Ceremony. The costs associated with this change are summarized below.

Labor: Pickup & Deliver Sign to City of Ramsey Public Works	$	269.52
Material: Dahlen Sign Co. (see attached)	$	456.98
Equipment: 1/2 Ton Pickup Truck (97.5 Miles @ $0.95/Mile)	$	92.63
Subcontractor:	$	-
Subtotal	$	819.13
General Contractor's Overhead	$	122.87
Bond & Insurance premiums	$	14.13
Lump Sum Total:	**$**	**956.12**

Additional Calendar Days Required for this Change (Including material lead time):	**0.0**

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Kevin Vranicar
Vice President

Accepted By	*Date*

FAMILY OWNED SINCE 1956

Dahlen SIGN COMPANY

Tjanst Kvalitet Integritet

INVOICE

Invoice Number: 24725

Invoice Date: Jul 19, 2023

RECEIVED JUL 24 2023

Voice: 952-888-3413

Fax: 952-888-7178

901 Stagecoach Road Shakopee, MN 55379

Bill To:	Ship to:
Magney Construction Inc. 1401 Park Road Chanhassen, MN 55317	Magney Construction Inc. 1401 Park Road Chanhassen, MN 55317

Customer ID	Customer PO	Payment Terms	
6619-2-E		Net 15 Days	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
	Airborne		8/3/23

Quantity	Description	Unit Price	Amount
1.00	4x8 ACM panel for Ramsey WTP Groundbreaking Ceremony	425.00	425.00

Subtotal	425.00
Sales Tax	31.98
Freight	
Total Invoice Amount	456.98
Payment/Credit Applied	
TOTAL	**456.98**

Check/Credit Memo No:

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Connect the community through Parks, Trails and Recreational Programming.

Information

Title

Adopt Resolution #23-278 Approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-278 approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

Background:

To reduce project costs, the City bid this project using recycled reclamation material as aggregate base, which was stockpiled excess from the Whispering Pines Estates Plat 3 street reconstruction project. The Whispering Pines Estates Plat 3 project was not started until after the Central Park parking lot project was let, so the stockpiled material was an estimate and not yet in-place. During construction of the parking lot, the Contractor and City became aware that the stockpiled material was not sufficient to construct the parking lot improvements, and additional material would need to be purchased.

With this change order the City is compensating the Contractor for material which was supplied and hauled to the site from sources other than the City stockpile. The change order, including contractor material and trucking costs, is attached to this case.

This material has already been placed, and the project is substantially complete.

Staff strives to present Change Orders to the City Council before the work is completed. However, staff may sometimes authorize Change Order work without prior Council approval when a significant cost savings can be realized without sacrificing quality, when there is an emergency situation that must be promptly addressed, or when work needs to be done to avoid costly project delays. In such instances, staff strives to present the Change Order to Council for their after-the-fact approval in as timely a manner as possible.

Notification:

Notifications are not required with this case.

Observations/Alternatives:

Alternatives:

Motion to adopt Resolution #23-278 approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

Funding Source:

Funding for Change Order #1 is proposed to come from Park Improvement Trust Funds and Capital Maintenance Funds. Change Order #1 increases the construction costs by $6,871.20.

Recommendation:

Staff recommends adopting Resolution #23-278 approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

Action:

Adopt Resolution #23-278 approving Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

Attachments

Res 23-278

IP 23-02 CO#1

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	11/08/2023 11:16 AM
Bruce Westby	Bruce Westby	11/09/2023 12:09 PM
Brian Hagen	Brian Hagen	11/09/2023 12:37 PM
Form Started By: Joe Feriancek		Started On: 11/06/2023 02:29 PM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-278

RESOLUTION APPROVING CHANGE ORDER #1 FOR CENTRAL PARK MAIN PARKING LOT RECONSTRUCTION, IMPROVEMENT PROJECT #23-02

WHEREAS, the City of Ramsey proposes to reconstruct the Central Park main parking lot; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-089, adopted April 12th, 2022, the City Council accepted and awarded the proposal to Bolten & Menk, Inc. for Topographic Survey of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-285, adopted December 13, 2022, the City Council ordered the City Engineer to prepare plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-166, adopted July 25, 2023 the, City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for the same improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-184, adopted August 22, 2023, the City Council awarded a contract to Veit & Company, Inc. for construction of the improvements in accordance with the approved plans and specifications for a total bid of $561,036.71; and

WHEREAS, approval to compensate the contractor for supplying aggregate base as required to complete construction of said improvements, with Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

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

1) The Mayor and City Administrator hereby approves Change Order #1 for Central Park Main Parking Lot Reconstruction, Improvement Project #23-02.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CHANGE ORDER REQUEST

230330 : Central Park Main Parking Lot Reconstruction
PCO#: **1 - Additional Class Five for Parking Area.**

Date: 10/31/2023

To: **Joe Feriancek**
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9893 (O)
jferiancek@cityoframsey.com

From: **Brad Holtz**
Veit & Company, Inc
14000 Veit Place
Rogers, MN 55374
(763) 428-2242 (O)
bholtz@veitusa.com

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** Veit needed additional class 5 for the parking lot causing us to purchase and place additional outside of city provided gravel.

PCO Item	*Change in Days*	*Quantity*	*UM*	*Unit Price*	*Amount*
1 : Additional Class Five for Parking Area.		336	CY	$20.45	$6,871.20

Submitted By:

Brad Holtz

Approved By:

Joe Feriancek Date

Sauter & Sons Excavating, Inc
6651 141st Ave NW Unit 3
Ramsey, MN 55303
763-421-7919
office@sauterexc.com

BILL TO
Veit
14000 Veit Place
Rogers, MN 55374

INVOICE 1319

DATE 10/11/2023 **TERMS** Due on receipt

DUE DATE 10/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/09/2023	**Class 5/6 Recycle**	Class 5/6 Recycle- For Job #230330	423	10.90	4,610.70T
	Trucking		9	140.00	1,260.00
		Please see attached detail.			

SUBTOTAL	5,870.70
TAX	374.62
TOTAL	6,245.32
TOTAL DUE	$6,245.32

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title

Adopt Resolution #23-279 Accepting Geotechnical Proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-279 accepting geotechnical proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction.

Background:

Geotechnical reports inform design Staff of subsoil conditions, which is essential when designing the pavement section for reconstructed streets. Also included are groundwater elevations and support capabilities of the soils for utilities and trenches, as well as associated backfilling recommendations.

Hakanson Anderson, the design engineer for these projects, sent requests for proposals to three (3) firms. The two (2) quotes received are shown below.

Contractor	IP 24-03 2024 NE Ramsey Street Reconstructions	IP 24-05 MSA Xkimo Street Reconstruction	Total
Haugo Geotechnical Services, LLC	$18,300.00	$5,880.00	$24,180.00
American Engineering Testing, Inc.	$17,500.00	$7,450.00	$24,950.00

Haugo Geotechnical Services submitted the lowest responsible total quote, and also has the capacity to perform the field work within 2-3 weeks of notice to proceed. Staff recommends accepting the proposal for Improvement Projects 24-03 and 24-05 from Haugo Geotechnical Services.

Notification:

If awarded, Staff will update the project webpage with notification of the geotechnical soil boring crews working in their neighborhoods. Staff has previously send out project notification letters to impacted residents, notifying them of the project webpage as the best source for project information.

Observations/Alternatives:

Alternatives:

Motion to adopt Resolution #23-279 Accepting geotechnical proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction.

Funding Source:

Funding for this improvement is proposed to come from Pavement Management Funds.

Recommendation:

Staff recommends adopting Resolution #23-279 Accepting geotechnical proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction.

A recommendation letter from the Hakanson Anderson design engineer, Shane Nelson, is attached to this case. Hakanson Anderson recommends the proposal from Haugo Geotechnical Services, LLC is accepted, based on the estimated cost and schedule.

Action:

Adopt Resolution #23-279 accepting geotechnical proposals for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions, and Improvement Project #24-05, MSA Xkimo Street Reconstruction.

Attachments

Res 23-279

Hakanson Anderson Recommendation

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/09/2023 01:01 PM
Brian Hagen	Brian Hagen	11/09/2023 01:40 PM
Form Started By: Joe Feriancek		Started On: 11/06/2023 02:32 PM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-279

RESOLUTION ACCEPTING GEOTECHNICAL PROPOSALS FOR IMPROVEMENT PROJECT #24-03, 2024 NE RAMSEY STREET RECONSTRUCTION, AND IMPROVEMENT PROJECT #24-05 MSA XKIMO STREET RECONSTRUCTION

WHEREAS, the City of Ramsey proposes to reconstruct the streets within the Ford Brook Estates 3rd, Rodeo Hills Estates, Valley View Acres, and Section 01 Unplatted north of CR 27 subdivisions. The City of Ramsey also proposes to reconstruct MSA Xkimo Street between Trunk Highway 47 and 142nd Avenue, as identified within the 2023 – 2032 10-Year Capital Improvement Program; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-199, adopted August 22, 2023, the City Council awarded the proposal from Hakanson Anderson to prepare final plans and specifications for 2024 NE Ramsey Street Reconstructions, Improvement Project #24-03; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-200, adopted August 22, 2023, the City Council awarded the proposal from Hakanson Anderson to prepare final plans and specifications for MSA Xkimo Street Reconstruction, Improvement Project #24-05; and

WHEREAS, request for proposals were submitted on behalf of Hakanson Anderson to three (3) firms for the purpose of obtaining quotes completing necessary geotechnical services; and

WHEREAS, one firm declined to submit a proposal and the remaining two (2) geotechnical quotes received are tabulated below; and

Contractor	IP 24-03 2024 NE Ramsey Street Reconstructions	IP 24-05 MSA Xkimo Street Reconstruction	Total
Haugo Geotechnical Services, LLC	$18,300.00	$5,880.00	$24,180.00
American Engineering Testing, Inc.	$17,500.00	$7,450.00	$24,950.00

WHEREAS, the quote of Haugo Geotechnical Services, LLC in the amount of $24,180.00 for the geotechnical reports of IP 24-03 2024 NE Ramsey Street Reconstruction and IP 24-05 Xkimo Street MSA Reconstruction for said services in accordance with the prepared proposal is the lowest responsible quote and their quote shall and hereby is accepted.

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

1) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Haugo Geotechnical Services, LLC for said geotechnical services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

Mayor

ATTEST:

City Clerk

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860
www.haa-inc.com

45 YEARS

November 8, 2023

Joe Feriancek, Assistant City Engineer
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

RE: Geotechnical Evaluation Proposals
IP 24-03 and IP 24-05

Dear Mr. Feriancek:

As requested, we have solicited proposals for Geotechnical Evaluations for two project areas. We requested proposals from three firms. One firm declined to submit a proposal due to their current backlog in contracted work. The two proposals that were received are summarized below:

Geotechnical Firm	Total Estimated Cost	Schedule for Soil Borings
Haugo Geotechnical Services, LLC	$24,180	2-3 weeks
American Engineering Testing, Inc.	$24,950	5 weeks +

We have worked with both geotechnical firms on past projects and both firms have successfully completed several similar projects. Therefore, we would recommend awarding the project based on cost and schedule and we recommend that the proposal from Haugo Geotechnical Services, LLC is accepted.

Sincerely,
Hakanson Anderson

Shane Nelson, P.E.
Project Engineer

Enclosures

cc: Bruce Westby, City Engineer/Public Works Director

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title

Adopt Resolution #23-280 Ordering Plans and Specifications for 180th Lane Drainage Improvements, Improvement Project #24-04

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-280 ordering plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

Background:

The property owners at 5725 180th Lane NW, Scott and Lisa Monserud, have concerns with stormwater runoff that backs up into their property from the drainage ditch in City right-of-way north of 180th Lane NW. They first shared these concerns with Staff during the design and construction of the 2019 City Improvement Project #19-01, Ford Brook Estates Street Reconstructions, which addressed minor drainage improvements as part of the project. After the project was completed, Staff informed the property owners that if they wanted the City to address their drainage concerns in greater detail, Staff could explore drainage improvement options and present them to the Public Works Committee for consideration of further action.

On September 19, 2023, Staff presented the attached to the Public Works Committee outlining drainage improvement options which would address the Monserud's concerns. The Committee directed Staff to develop preliminary design plans for drainage improvements providing positive drainage to prevent stormwater runoff from temporarily ponding on/near the Southeast corner of the Monserud's property, which can then back up into their yard through the existing swale. The Committee also directed Staff to explore providing an outlet for stormwater runoff that temporarily ponds West of Highway 47 on the East side of the property at 18013 Krypton Street NW in response to concerns previously raised by these property owners.

The preliminary design proposed in the attached plan sheets includes constructing an underground storm sewer system North of 180 th Lane and West of Highway 47 to convey stormwater runoff collected within drainage ditches along both sides of 180th Lane and Krypton Street, and from the low-lying area partially within MnDOT right-of-way on the West side of Highway 47 and partially on the East side of the property at 18013 Krypton Street, to an outlet to the Ford Brook in the City of Nowthen. MnDOT's right-of-way along this segment of Highway 47 is 120 feet wide, so all storm sewer along Highway 47 can be constructed within MnDOT's right-of-way, and the low-lying area on the East side of 18013 Krypton Street that has an elevation of less than 884 as shown in the attached figure titled "Ford Brook Estates 2-Foot Contours" extends into MnDOT's right-of-way.

To complete design and prepare final plans and specifications, additional topo survey and geotechnical evaluation work is required. Staff has received a proposal for topographic survey, which can be performed this fall, ideally before snow becomes a hindrance. Based on discussions with geotechnical engineering firms, the timeline for geotechnical work is several months out. Staff is proposing to obtain proposals for geotechnical evaluations in the coming months.

To complete the project several permits are required, including a MnDOT right of way permit and a Lower Rum River WMO permit. Additionally, the City of Nowthen will need to be contacted to ensure they don't restrict such work within their City limits.

The preliminary design indicates a possibility for the improvements and disturbed areas to be contained within city and state-owned right-of-ways. During final design, if it is deemed necessary to extend the work outside of right-of-way, City Staff will work with property owners to obtain right of entry and/or temporary construction easements as necessary.

Project Timelines

Staff is proposing to prepare plans and specifications for this project in-house, as part of their normal duties. The following are the proposed general project timelines:

November 14, 2023	City Council authorization to prepare plans and specifications
	City Council awards topographic survey proposal
Jan – April 2024	Staff prepares plans and specifications
	City Council awards geotechnical evaluation proposal
May – June 2024	City Council approves plans, authorizes bidding
June - July 2024	Bid opening, City Council awards contracts
July - Aug 2024	Begin Construction
Summer 2024	Finish Construction

Due to the nature of the work, the ideal time to perform construction is the typically drier months of July and August.

Notification:

If City Council orders plans and specifications for this improvement project, Staff will send notification letters to residents impacted by these improvements.

Observations/Alternatives:

Observations:

Estimates are based off of preliminary plans and will be updated during the design process.

Alternatives:

Motion to adopt Resolution #23-280 ordering plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

Funding Source:

Estimated construction costs for this preliminary design totals $225,000 with approximately $130,000 attributable to the storm sewer system between the Monserud's property and Ford Brook, and $95,000 attributable to the storm sewer system South of 180th Lane. These costs include 10-percent contingency costs.

Staff received a proposal for topographic survey of the proposed storm sewer routes from Bolton & Menk for a Not-to-Exceed amount of $3,460.00. Before finalizing plans a geotechnical report will also be required. Costs for this report are estimated at $7,000 to $10,000.

Funding for this improvement is proposed to come from Storm Water Utility Funds.

Recommendation:

Staff recommends adopting Resolution #23-280 ordering plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

The City of Ramsey Public Works Committee reviewed the 180th Lane Drainage concerns during the October 17, 2023 committee meeting. The Public Works Committee unanimously recommended preparation of final plans and specifications for these improvements, including obtaining any additional topographic surveys and geotechnical explorations as necessary to complete the final design plans.

Action:

Adopt Resolution #23-280 ordering plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

Attachments

Res 23-280

BMI Topo Proposal

09_19_23 PWC Case

IP 24-04 Preliminary Design

Ford Brook Estates 2-Foot Contours

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Joe Feriancek	11/08/2023 04:02 PM
Bruce Westby	Bruce Westby	11/09/2023 01:17 PM
Brian Hagen	Brian Hagen	11/09/2023 01:40 PM
Form Started By: Joe Feriancek		Started On: 11/06/2023 02:40 PM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-280

RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR 180th LANE DRAINAGE IMPROVEMENTS; IMPROVEMENT PROJECT #24-04

WHEREAS, the City of Ramsey proposes to construct drainage improvements along 180th Lane NW to prevent stormwater runoff generated from the City-owned right-of-way for 180th Lane from continuing to enter private property; and

WHEREAS, Bolton & Menk, Inc. submitted a proposal for topographic survey of the project area in the total amount of $3,460.00; and

WHEREAS, City Staff has the capacity to prepare plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

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

1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for 180th Lane Drainage Improvements, Improvement Project #24-04.

2) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Bolton & Menk, Inc. for said survey services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____

Mayor

ATTEST:

_____

City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

November 2, 2023

Joe Feriancek, P.E.
Assistant City Engineer
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Survey Related Services – IP 24-04 180th Lane Drainage Improvements

Dear Mr. Feriancek:

We appreciate the opportunity to assist the City of Ramsey topographical surveying services for the above referenced project.

Generally, the survey includes obtaining the edge of pavement and the entire right of way following the proposed routes of the pipe. We will also locate a retaining wall along TH 47 at 5665 180th Lane property. Finally, perform a utility locate Gopher One Call and include that data in the survey as well.

Our proposed Not-to-Exceed amount is $3,460.00.

If there are any questions, please call me at (651) 968-7760.

Sincerely,
BOLTON & MENK, INC.

Kevin P. Kielb, P.E.
Principal Engineer

Public Works Committee
Meeting Date: 09/19/2023

Primary Strategic Plan Initiative: Not Applicable

Title:
Review Drainage Concerns at 5725 180th Lane NW

Purpose/Background:
Purpose:
The purpose of this case is review drainage concerns of the property owners at 5725 180th Lane NW. Staff will also present and discuss optional improvements to address their concerns and will seek direction for further action.

Background:
The property owners at 5725 180th Lane NW, Scott and Lisa Monserud, shared their drainage concerns with City Staff during the design and construction of City Improvement Project #19-01, Ford Brook Estates Street Reconstructions. In summary, they purchased this property over 25 years ago and have had concerns about stormwater runoff backing up into the property from the drainage ditch located within City right-of-way along 180th Lane.

When the street was reconstructed in 2019, minor drainage improvements were completed as part of the project. At the time staff informed the property owners that if they wanted the City to address their drainage concerns in greater detail following completion of the project Staff would explore options and present them to the Public Works Committee for review and consideration of further action.

Staff has since identified two primary options.

1. Option 1 - Fill the swale in between the ditch and the shallow pond east of their home that allows water to back up onto their private property. If this option is pursued the fill would have to be designed to allow runoff from the back yard to drain south into the drainage ditch unimpeded. Estimated costs for this option could approach $25,000 depending on the scope of the work.
2. Option 2 - Construct an underground storm sewer system to direct runoff from the ditch to Ford Brook. Estimated costs for this option total $183,000 if completed as a City Improvement project. Below is a cost breakout.

<u>Option 2 estimated project costs -</u>

48” Inlet Structure w/HC casting	$ 10,000
4 x 48” Storm MH w/casting	$ 30,000
18” Flared End Section w/ grate	$ 3,000
650 LF 18” RCP	$ 60,000
2 Driveway remove & replace	$ 6,000

83 LF Culvert Removal	$ 1,200
0.25 Acre Seeding	$ 1,500
155 CY Topsoil	$ 8,000
Erosion Control	$ 1,200
Traffic Control (TH 47)	$ 5,000
Mobilization	$ 15,000
Construction Total	**$140,900**
Contingency (10%)	$ 14,090
Indirect (18%)	$ 27,898
Total Project	**$182,888 è say $183,000**

A MnDOT right of way permit would be required to construct this project.

A LRRWMO permit would also likely be required since work will likely be required in close proximity to Ford Brook.

Permission from the City of Nowthen would also be required to construct this project.

Staff have visited the site numerous times since 2018 when Improvement Project #19-01 was first being scoped. Staff have taken numerous pictures of the streets, drainage ditches, driveways, culverts and abutting properties. Staff will share some of these pictures during the meeting.

The property owners have also taken and shared many pictures and videos with Staff, some of which will also be shared during Staff's presentation.

Drainage generally runs north to south, towards 180th Lane NW, across the property. Attached is a figure showing 2023 aerial photography with 2-foot contours.

Attached is a figure that shows the proposed storm sewer system outlined in option 2.

Notification:
N/A

Time Frame/Observations/Alternatives:
Timeframe:
Staff anticipates up to 45 minutes will be required to present this case and respond to questions.

Observations/Alternatives:
The property owners received notice of this meeting and a link to the Public Works agenda, including this case, and are planning to attend the meeting in person.

Funding Source:
Dependent on discussions and direction from the Public Works Committee.

Recommendation:
Staff has no recommendations to offer at this time.

Outcome/Action:
Dependent on discussions and direction from the Public Works Committee.

Attachments

Option 2 Project Layout
2023 Aerial w 2' Contours

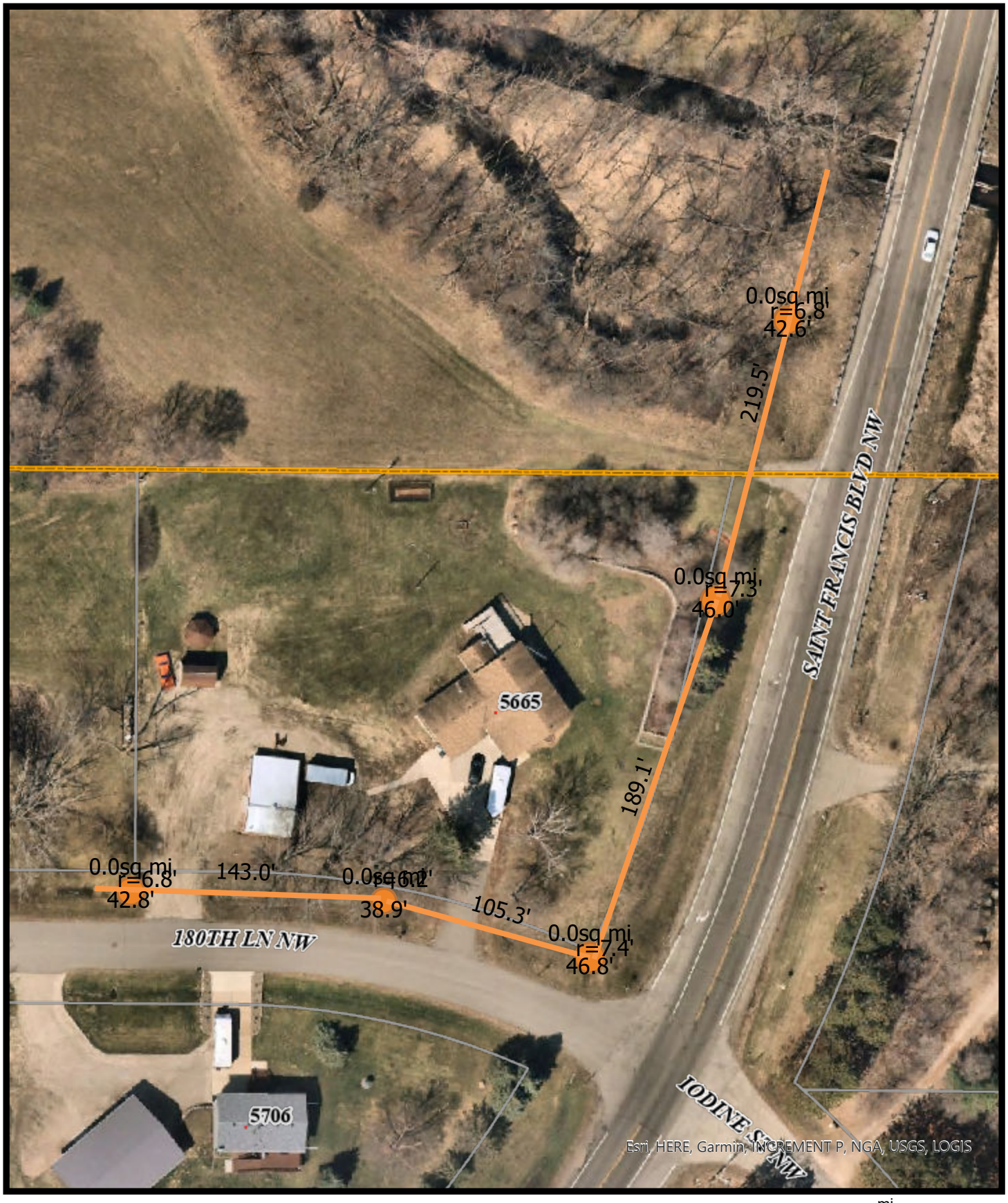
Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	09/14/2023 03:20 PM

Form Started By: Bruce Westby Started On: 09/12/2023 01:38 PM

Final Approval Date: 09/14/2023

5725 180th Ln Storm Sewer Improvements



Print Date: May 26, 2023

2023 Aerial Image with 2-Foot Contours

Print Date: September 14, 2023

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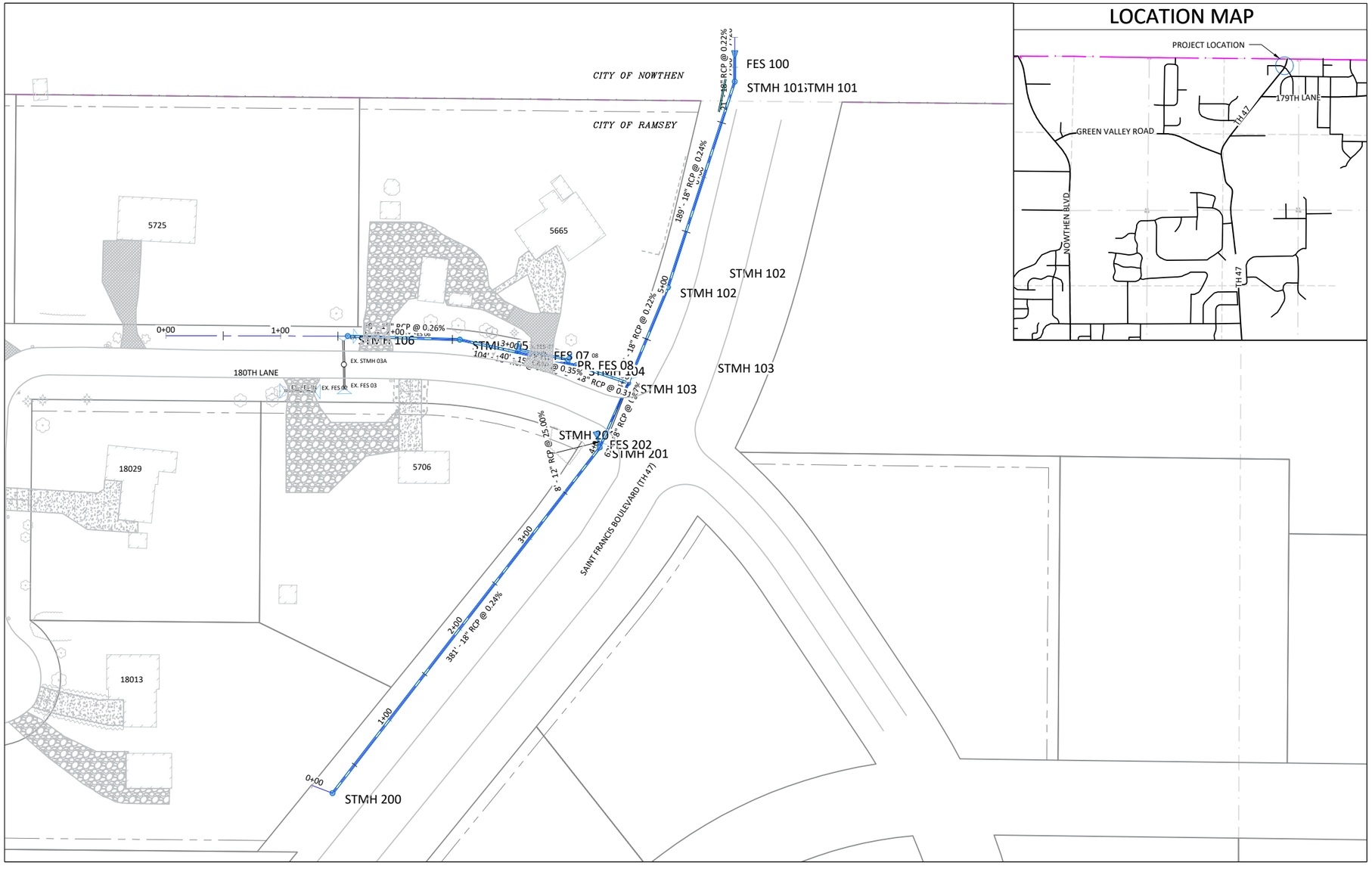
mi

CITY OF RAMSEY
180TH LANE DRAINAGE IMPROVEMENTS
CITY IMPROVEMENT PROJECT NO. 22-16



LOCATION MAP

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

THIS PLAN CONTAINS 07 SHEETS

SHEET No.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	STORM SEWER INDEX SHEET
4 - 6	STORM SEWER CONSTRUCTION
7	EROSION CONTROL & RESTORATION

LEGEND

SANITARY MANHOLE	Easement - Drainage & Utility
STORM SEWER MANHOLE	Easement - Roadway
CATCH BASIN MANHOLE	LOT LINE
CATCH BASIN	ELECTRIC LINE
CATCH BASIN - GROUT	ELECTRIC LINE - BURIED
CATCH BASIN - RESET	ELECTRIC LINE - OVERHEAD
FLARED END SECTION	GAS LINE
CULVERT END SECTION	TELECOMMUNICATION LINE
HYDRANT	TELECOMM - OVERHEAD
VALVE	FIBER OPTIC LINE
TREE - CONIFEROUS	TREE LINE
TREE - DECIDUOUS	LANDSCAPE
SHRUB	RETAINING WALL
LIGHT POLE	FENCE
SIGN	SILT FENCE
MAILBOX	WATERMAIN
PEDESTAL - TELECOM	SANITARY SEWER
PEDESTAL - ELECTRIC	STORM SEWER
HAND HOLE	DRAIN TILE
DRIVE - BITUMINOUS	LANDSCAPE - ROCK
DRIVE - CONCRETE	LANDSCAPE - MULCH
DRIVE - GRAVEL	LANDSCAPE - RIP RAP
CONCRETE WALK	PR. DRIVE - BITUMINOUS
BITUMINOUS TRAIL	PR. DRIVE - CONCRETE
REMOVE BIT PAVE	PR. DRIVE - GRAVEL
REMOVE CONCRETE PAVE	PR. CONCRETE WALK
REMOVE GRAVEL SURFACE	PR. CONCRETE
MILL BIT PAVEMENT	PR. SEEDING AREA
RECLAIM BIT PAVEMENT	PR. SODDING AREA

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.

57095 DATE -- / -- / --
LIC. NO.

JOE FERIANCEK, P.E.
ASSISTANT CITY ENGINEER

DATE	REVISION

SHEET 01 OF 07 SHEETS

0 50 100 150
SCALE (FEET)

N

City of RAMSEY

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002

GSOC

Call before you dig
811
651 454-0002 Metro
800 252-1166 Outstate
www.gopherstateonecall.org

Sep 28, 2023 - 4:09pm
G:\Engineering\AutoCad Dwgs\Projects A-M\180th Lane Drainage Improvements 22-16\Plan Drawings\22-16 Title Sheet.dwg

STATEMENT OF ESTIMATED QUANTITIES

22-16 180TH LANE DRAINAGE IMPROVEMENTS

						SOUTH OF 180TH LANE	NORTH OF 180TH LANE
NOTES	ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	ESTIMATED QUANTITY	ESTIMATED QUANTITY
	1		MOBILIZATION	LS	1	0.5	0.5
	2		SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	139	119	20
	3		REMOVE BITUMINOUS PAVEMENT	SY	266	212	54
	4		REMOVE GRAVEL PAVEMENT	SY	93	0	93
	5		REMOVE CULVERT	LF	105	50	55
	6		SALVAGE CULVERT	LF	46	0	46
	7		SALVAGE AND INSTALL RETAINING WALL - BLOCK	LF	32	0	32
	8		EXCAVATION - COMMON	CY	176	62	114
	9		AGGREGATE BASE CLASS 5 MODIFIED	CY	38	30	8
	10		AGGEGATE SURFACE CLASS 5 MODIFIED	CY	31	0	31
	11		BITMINOUS MATERIAL FOR TACK COAT	GAL	19	15	4
	12		TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	24	24	0
	13		TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	25	18	7
	14		12" RCP PIPE SEWER	LF	8	8	0
	15		15" CMP PIPE SEWER	LF	40	0	40
	16		18" RCP PIPE SEWER	LF	993	443	550
	17		12" RC PIPE APRON	EA	1	1	0
	18		15" CMP PIPE APRON	EA	2	0	2
	19		18" RC PIPE APRON	EA	1	0	1
	20		CLEAN & VIDEO PIPE SEWER	LF	1033	443	590
	21		CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EA	8	2	6
	22		CASTING ASSEMBLY (STORM)	EA	8	2	6
	23		TRAFFIC CONTROL	LS	1	0.5	0.5
	24		ROLLED EROSION PREVENTION CATEGORY 20	SY	2475	1511	964
	25		STORM DRAIN INLET PROTECTION	EA	10	2	8
	26		SILT FENCE, TYPE MS	LF	65	0	65
	27		SEDIMENT CONTROL LOG TYPE STRAW	LF	240	140	100
	28		TOPSOIL (LV)	CY	406	218	188
	29		FERTILIZER TYPE 3 (120 LB/AC.)	LBS	75	40	35
	30		SEEDING	ACRE	0.58	0.31	0.27
	31		HYDRAULIC MULCH MATRIX (4000 LB/AC.)	LBS	280	0	280
	32		SEED MIXTURE (100 LB/AC.)	LBS	65	35	30

0 40 80 120
SCALE (FEET)

N

CITY OF NOWTHEN

CITY OF RAMSEY

FES 100

STMH 101

21' - 18" RCP @ 0.22%

189' - 18" RCP @ 0.24%

STORM SEWER
TH 47 DITCH NORTH
SEE SHEET 05

5400

STMH 102

STORM SEWER
180TH LANE
SEE SHEET 04

5745

5725

5665

0+00

1+00

98' - 18" RCP @ 0.26%

STMH 106

STMH 105

PR. FES 07

PR. FES 08

104' - 18" - 15" CMP @ 0.35%

STMH 104

90' - 18" RCP @ 0.22%

STMH 103

180TH LANE

EX. STMH 03A

EX. FES 02

Structure - (11)

400' - 30" RCP @ 0.50%

8' - 12" RCP @ 0.37%

Structure - (10)

S 202
TMH 201

18030

18029

5706

KRYPTON STREET

SAINT FRANCIS BOULEVARD (TH 47)

3+00

2+00

381' - 18" RCP @ 0.24%

1+00

0+00

STMH 200

18013

18012

STORM SEWER
TH 47 DTICH SOUTH
SEE SHEET 06

DATE	REVISION

Sep 28, 2023 - 4:16pm
G:\Engineering\AutoCad Dwgs\Projects A-M\180th Lane Drainage Improvements 22-16\Plan Drawings\22-16 Storm Sewer.dwg

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

JOE FERIANCEK
Date -- / -- / -- Lic. No. 57095

DESIGNED BY:	JJF	
DRAWN BY:	JJF	DATE: 09/28/23
CHECKED BY:	---	FILE: 22-16

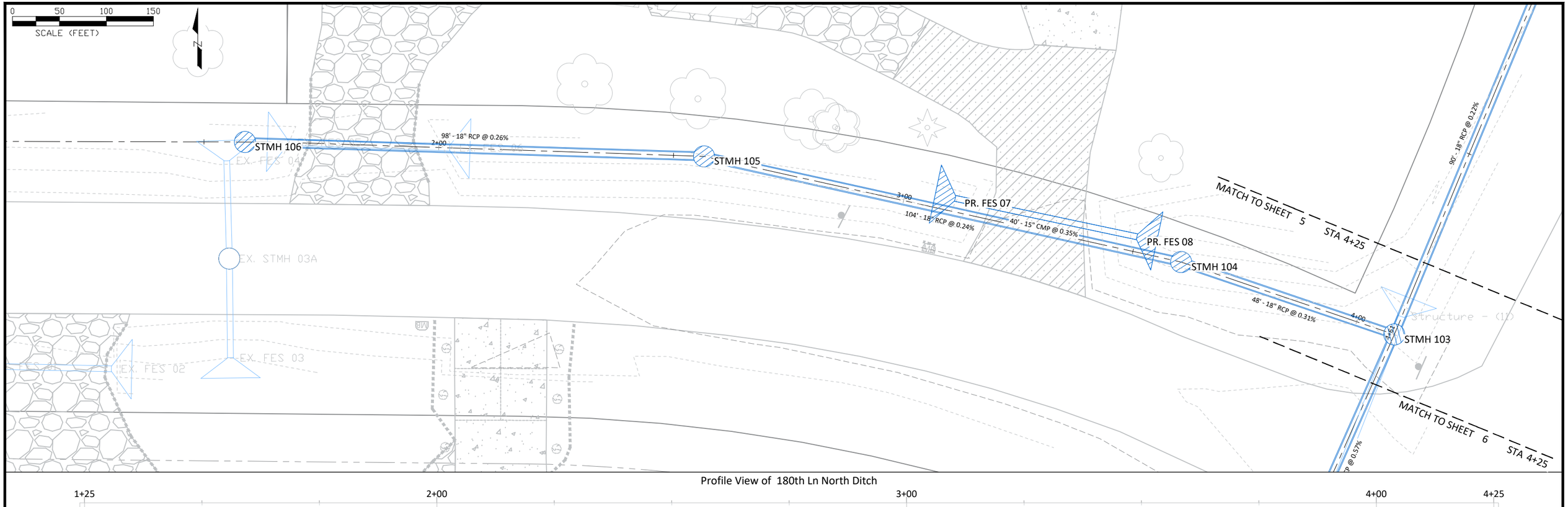
City of RAMSEY

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

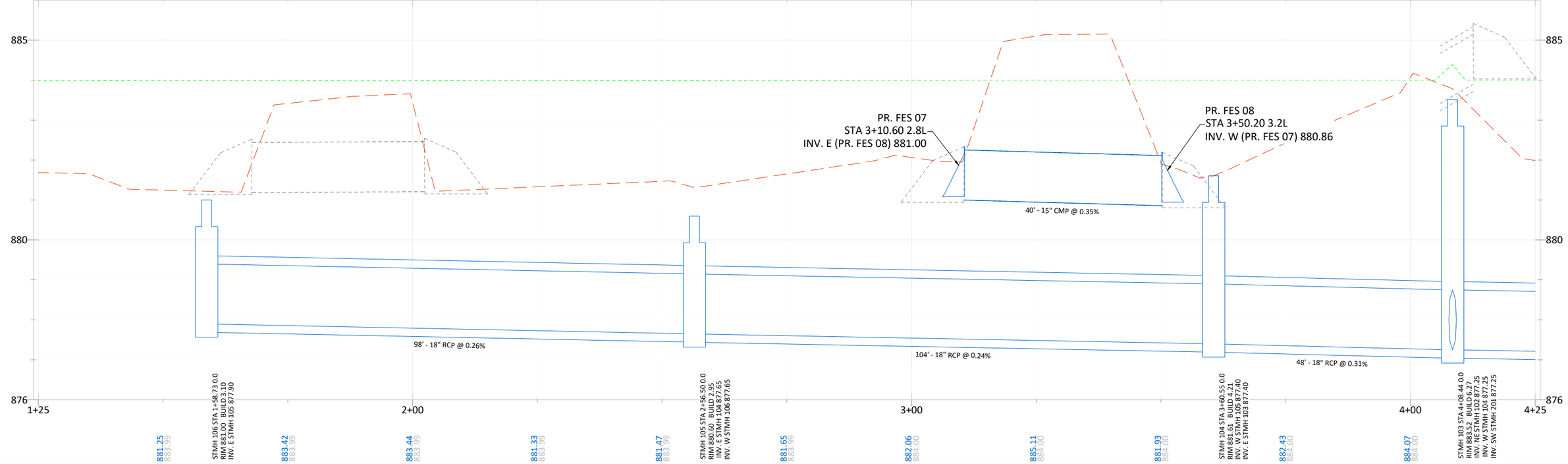
STORM SEWER INDEX SHEET

180TH LANE DRAINAGE IMPROVEMENTS
CITY PROJECT NO. 22-16
CITY OF RAMSEY, MINNESOTA

SHEET 03 OF 07 SHEETS



Profile View of 180th Ln North Ditch



DATE	REVISION

Sep 28, 2023 - 4:11pm
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JOE FERIANCEK
Date -- / -- / -- Lic. No. 57095

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DRAWN BY:	JJF	DATE: 09/28/23
CHECKED BY:	---	FILE: 22-16

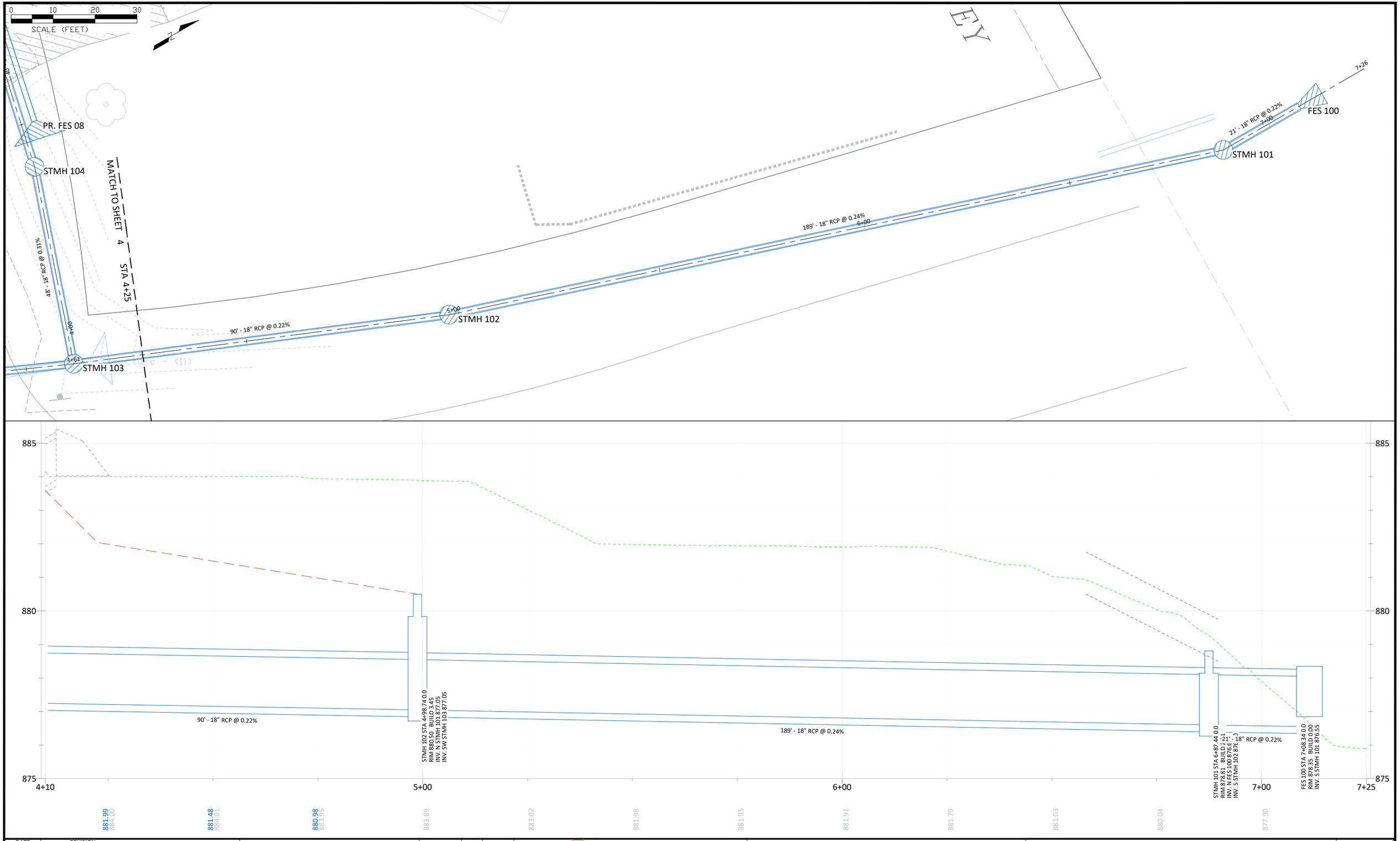
City of RAMSEY

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

STORM SEWER
180TH LANE

180TH LANE DRAINAGE IMPROVEMENTS
CITY PROJECT NO. 22-16
CITY OF RAMSEY, MINNESOTA

SHEET 04 OF 07 SHEETS



DATE	REVISION

Sep 26, 2023 - 8:12pm
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JOE FERIANCEK
Date -- / -- / -- Lic. No. 57095

DESIGNED BY:	JJF	
DRAWN BY:	JJF	DATE: 09/28/23
CHECKED BY:	---	FILE: 22-16

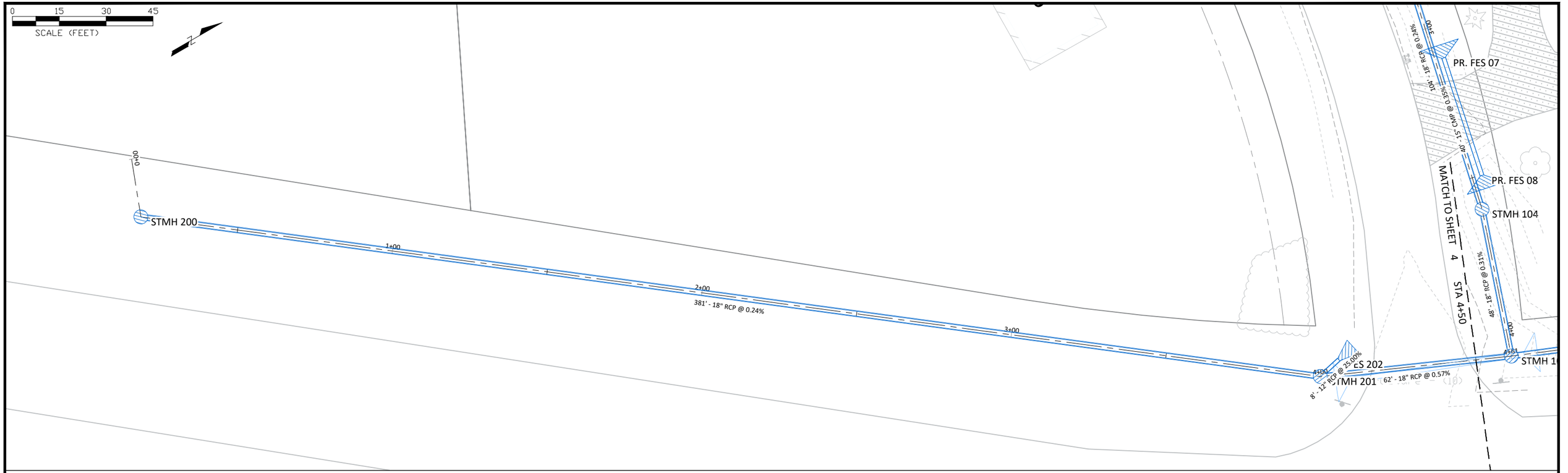
City of RAMSEY

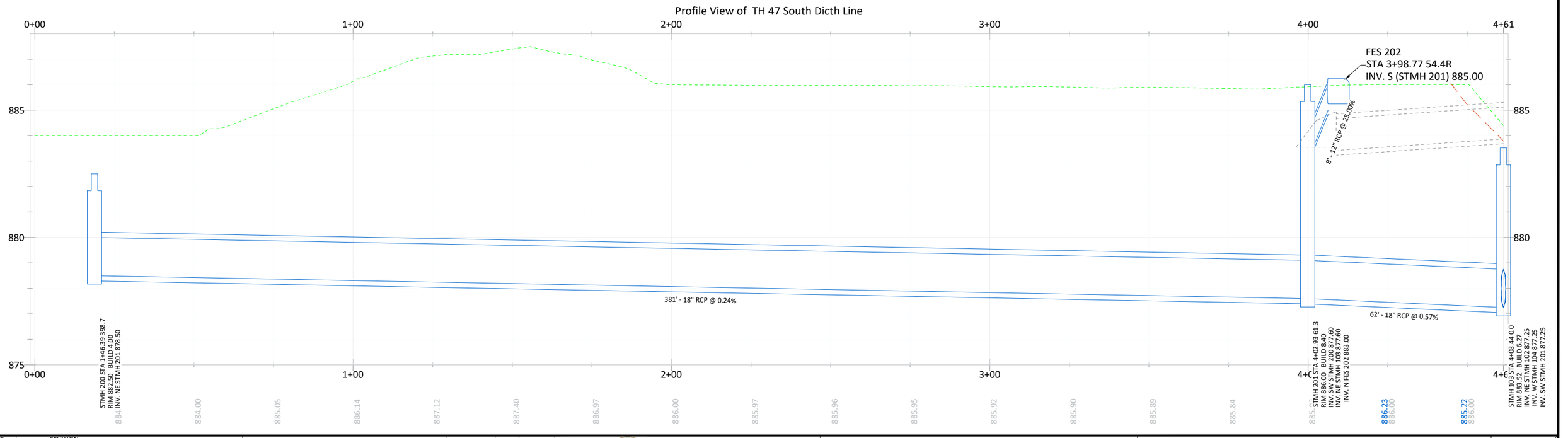
CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

STORM SEWER
TH 47 DITCH NORTH

180TH LANE DRAINAGE IMPROVEMENTS
CITY PROJECT NO. 22-16
CITY OF RAMSEY, MINNESOTA

SHEET 05 OF 07 SHEETS





DATE	REVISION

Sep 28, 2023 - 8:13pm
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

JOE FERIANCEK
Date -- / -- / -- Lic. No. 57095

DESIGNED BY:	JJF		
DRAWN BY:	JJF	DATE:	09/28/23
CHECKED BY:	---	FILE:	22-16

City of RAMSEY

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

STORM SEWER
TH 47 DTICH SOUTH

180TH LANE DRAINAGE IMPROVEMENTS
CITY PROJECT NO. 22-16
CITY OF RAMSEY, MINNESOTA

SHEET 06 OF 07 SHEETS

0 40 80 120
SCALE (FEET)

N

REMOVE & REPLACE DRIVEWAY GRAVEL (33 SY)

2 ROWS SILT FENCE (65 LF)

CITY OF NOWTHEN

FES 100

INLET PROTECTION

STMH 101

CITY OF RAMSEY

REMOVE & REPLACE DRIVEWAY BIT (54 SY)

5725

5665

REMOVE & REPLACE DRIVEWAY GRAVEL (60 SY)

5745

INLET PROTECTION

INLET PROTECTION

STMH 102

INLET PROTECTION (3)

0+00

1+00

STMH 106

STMH 105

PR. FES 08

PR. FES 07

STMH 104

REMOVE & REPLACE PAVEMENT BIT - (212 SY)

180TH LANE

STMH 103

REMOVE & REPLACE RETAINING WALL BLOCK (32 LF)

INLET PROTECTION

FES 202

STMH 201

INLET PROTECTION

18030

18029

5706

KRYPTON STREET

SAINT FRANCIS BOULEVARD (TH 47)

DITCH CATCH TYP. BIO ROLL (20LF)

18013

18012

STMH 200

INLET PROTECTION

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

JOE FERIANCEK
Date -- / -- / -- Lic. No. 57095

DESIGNED BY:	JJF	
DRAWN BY:	JJF	DATE: 09/28/23
CHECKED BY:	---	FILE: 22-16

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

EROSION CONTROL & RESTORATION

180TH LANE DRAINAGE IMPROVEMENTS
CITY PROJECT NO. 22-16
CITY OF RAMSEY, MINNESOTA

SHEET 07 OF 07 SHEETS

Sep 28, 2023 - 4:13pm
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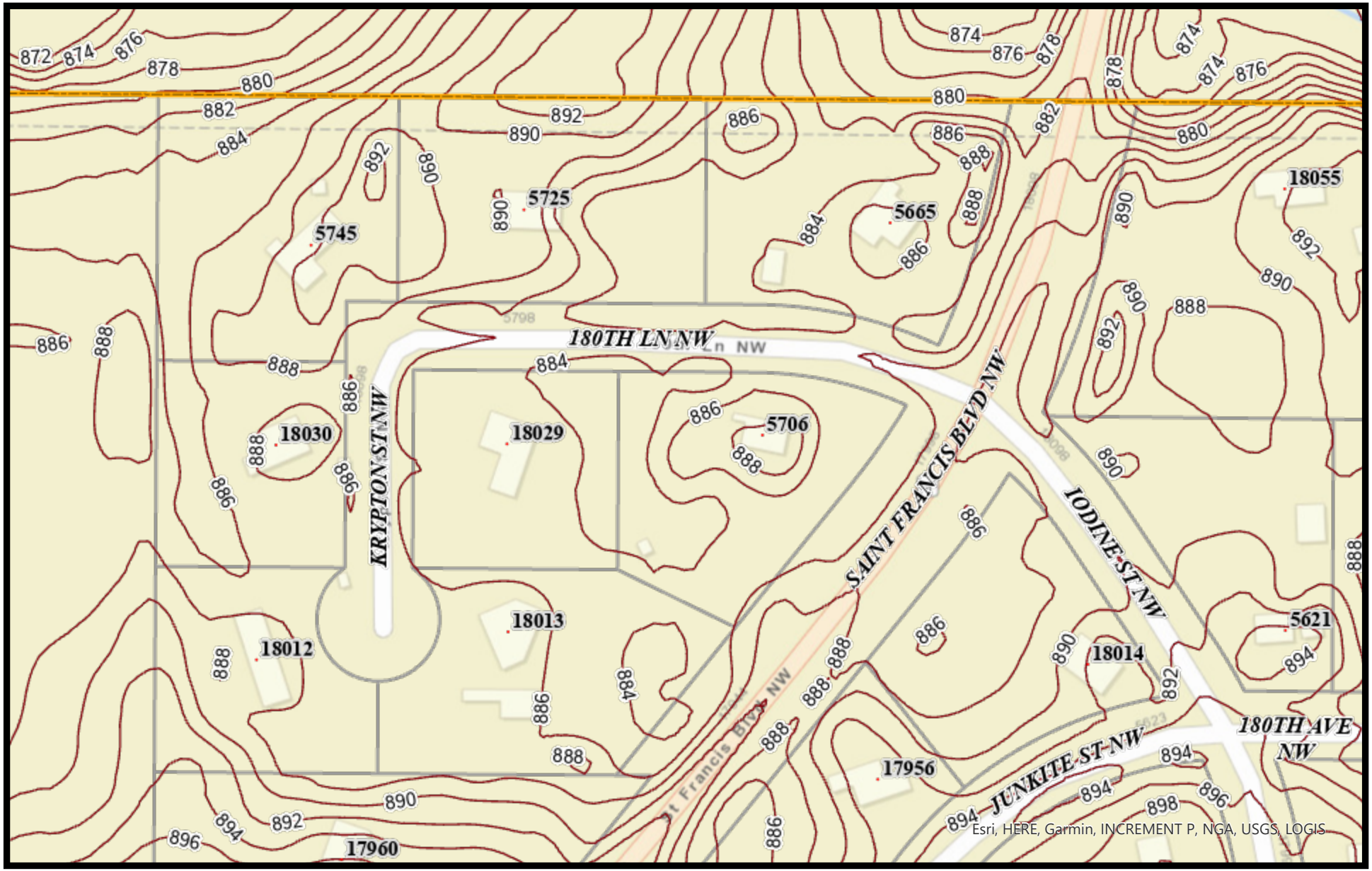
Ford Brook Estates 2-Ft Contours



Print Date: October 12, 2023

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mi

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Improve the safety and mobility of transportation corridors.

Information

Title

Adopt Resolution #23-281 Accepting Topographic Survey Proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-281 accepting topographic survey proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

Background:

The 2024 – 2032 10-Year Capital Improvement Plan (CIP) has not yet been approved by City Council, but to solicit bids this winter for the proposed 2024 Neighborhood Pavement Overlay Improvements, Staff needs to begin designing the project and preparing plans. The proposed 2024 Neighborhood Pavement Overlay Improvements includes several street segments with concrete sidewalks. Initial review of the sidewalks indicate they do not meet current American with Disability Act (ADA) requirements for pedestrian ramps at street crossings, and will require updates as part of this project.

Topographic surveys are essential to locate all existing site features and to create an existing ground surface, used as the base for designing the pedestrian ramp improvements. Staff sent request for proposals for a topographic survey for 2024 Overlay Improvements ADA Pedestrian Ramp Upgrades, a copy of which is attached to this case. The request for proposal identified 101 pedestrian ramps which need to be surveyed.

Proposals received are shown below.

Bolton & Menk, Inc.	$3,400.00
Hakanson Anderson	$3,625.00

Bolton & Menk, Inc. submitted the lowest responsible proposal. Based on the submitted proposals, Staff recommends accepting the survey proposal for 2024 Neighborhood Pavement Overlay Improvements from Bolton & Menk, Inc.

Bolton & Menk is required to complete their work by December 29, 2023, bused upon the schedule in the Request for Proposal.

Notification:

If awarded, Staff will send notification letters out to impacted residents to inform them of the survey crews working in the neighborhood.

Observations/Alternatives:

Alternatives:

Motion to adopt Resolution #23-281 accepting topographic survey proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

Funding Source:

Funding for these services is proposed to come from Pavement Management Funds.

Recommendation:

Staff recommends adopting Resolution #23-281 accepting topographic survey proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

Action:

Adopt Resolution #23-281 accepting topographic survey proposals for 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07.

Attachments

Res 23-281

IP 24-07 Topo RFP

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/09/2023 01:20 PM
Brian Hagen	Brian Hagen	11/09/2023 01:40 PM
Form Started By: Joe Feriancek		Started On: 11/06/2023 02:47 PM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-281

RESOLUTION ACCEPTING TOPOGRAPHIC SURVEY PROPOSALS FOR 2024 NEIGHBORHOOD PAVEMENT OVERLAY IMPROVEMENTS, IMPROVEMENT PROJECT #24-07

WHEREAS, request for proposals were submitted to two (2) firms for the purpose of obtaining proposals for completing a topographic survey of pedestrian ramps within the 2024 Neighborhood Pavement Overlay Improvements, Improvement Project #24-07; and

WHEREAS, the two (2) topographic survey quotes received are tabulated below; and

Project	Bolton & Menk, Inc.	Hakanson Anderson
IP 24-07, 2024 Neighborhood Pavement Overlay Improvements	$3,400.00	$3,625.00

WHEREAS, the quote of Bolton & Menk, Inc. in the total amount of $3,400.00 for said services in accordance with the prepared proposals is the lowest responsible quote and their quote shall be and hereby is accepted.

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

The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Bolton & Menk, Inc. for said survey services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

Mayor

ATTEST:

City Clerk

REQUEST FOR PROPOSAL
2024 OVERLAY IMPROVEMENTS
Pedestrian Ramp
Topographic Surveys
City of Ramsey

ISSUE DATE
November 1, 2023

PROPOSAL MUST BE RECEIVED BY:
4:00 pm on Wednesday, November 8, 2023

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Joe Feriancek
763-433-9893

INTRODUCTION: The City of Ramsey (City) is requesting proposals for a topographic survey for 2024 Overlay Improvements ADA Pedestrian Ramp Upgrades. If selected, Staff will bring the proposal to the Tuesday, November 14, 2023 City Council meeting for award.

1. IP 24-07, 2024 Neighborhood Overlay Improvements
    a. Alpine Acres 1st & 2nd; located east of Sunfish Lake Blvd, north of Alpine Drive
        i. 30 Pedestrian Ramp survey locations
        ii. 31-foot wide, with concrete curb and gutter
        iii. Town House Development
    b. Orchard Hills Townhomes; located on Cobalt Street and Barium Street, south of Alpine Drive (east of TH 47)
        i. 10 Pedestrian Ramp survey locations
        ii. 31-foot wide, with concrete curb and gutter
        iii. Town House Development
    c. Season of Ramsey; located along 147th Lane between Center Street and Rhinestone Street (north of Bunker Lake Blvd, west of Ramsey Blvd)
        i. 6 Pedestrian Ramp survey locations
        ii. 32-foot wide, with concrete curb and gutter
        iii. Mix of Single Family and Town House Development
    d. Town Center Gardens 1st, 2nd & 3rd; located north of Bunker Lake Blvd, west of Ramsey Blvd
        i. 55 Pedestrian Ramp survey locations
        ii. 31-foot wide, with concrete curb and gutter
        iii. Town House Development
2. The scope of this work includes:
    a. Topographic Survey
    b. Contacting Gopher State One Call to locate utility markings
    c. Delivery of survey points in an Excel/CSV format
    d. Point Code listing

FIELD SURVEY REQUIREMENTS: The field survey is not limited to, but is expected to include the following:

- Adequate survey of existing pedestrian facilities to upgrade to current ADA standard
    - Elevations along the curb and gutter; flow line, top back of curb, and front edge from the existing ramps to approximately 20 feet either side
    - Elevations and location of the edge of concrete and bituminous walks to approximately 20 feet back from the street
    - Locations of any potential obstructions, i.e. light poles, mail boxes, landscaping, fencing, signage, etc. adjacent to the pedestrian facilities.
    - If valley gutter is between pedestrian ramps, need shots along flow of valley gutter to verify drainage patterns

SCHEDULE: A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule. The final Topographic Survey must be delivered to the City by Friday, December 29, 2023.

PROPOSAL SUBMITTAL: A lump sum quote for each project shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

COMMUNICATION WITH THE CITY: If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

SUBMISSION: A signed copy of the attached proposal form is requested by **4:00 P.M. Wednesday, November 8, 2023.** Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Joe Feriancek. E-mail quotes will be accepted and may be sent to JFeriancek@cityoframsey.com.

PROPOSAL UNDERSTANDING: By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

COSTS OF PREPARATION: Under no condition will any costs of preparation of the proposal be reimbursed by the City.

LICENSE AND INSURANCE: By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability $1,000,000 per occurrence (written on an occurrence based form bodily injury and property damage); automobile liability $1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

WORKING HOURS: The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 7:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties, right of way, and drainage & utility easements. No equipment shall be left on City streets outside normal working hours.

TRAFFIC CONTROL: Work shall be conducted in conformance with the specifications set forth herein and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction, 2020 Edition, which is incorporated by reference to these specifications.

PAYMENT: Payment will be made upon submittal of an invoice to the City on a net 30-day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project. The City is also requesting an hourly rate for additional survey work to be submitted, if we find a need to expand the project scope after reviewing the initial survey.

PROPOSAL

_____ accepts the terms and conditions herein and agrees to complete all work described herein, and to deliver the final Topographic Surveys to the City by Friday, December 29, 2023.

IP 24-07; 2024 NEIGHBORHOOD OVERLAY TOPOGRAPHIC SURVEY	
Description	**Cost Extension**
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

Contractor Name _____

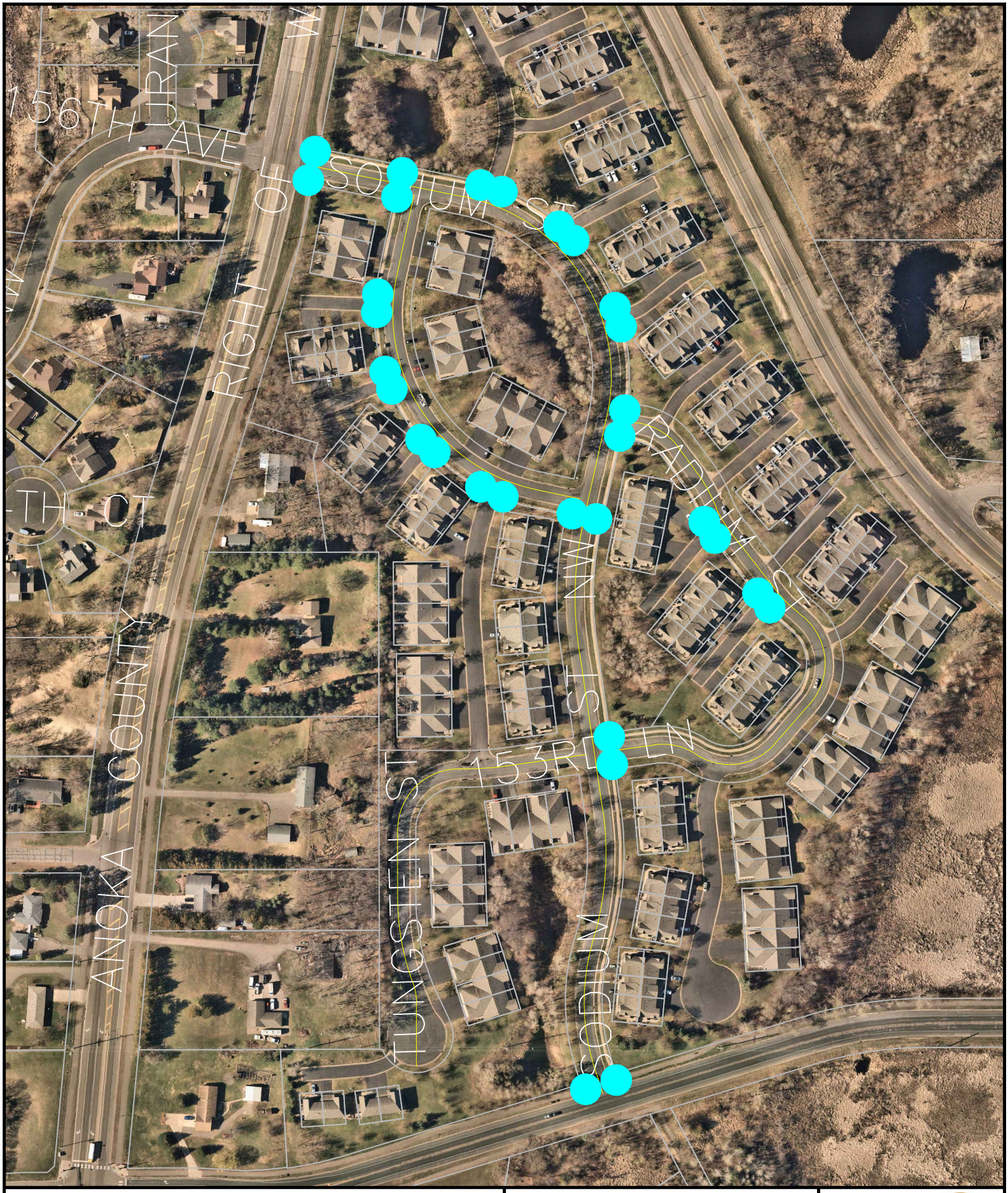
Owner or representative _____

Phone(s) _____

E-mail _____

Signature _____

Date _____

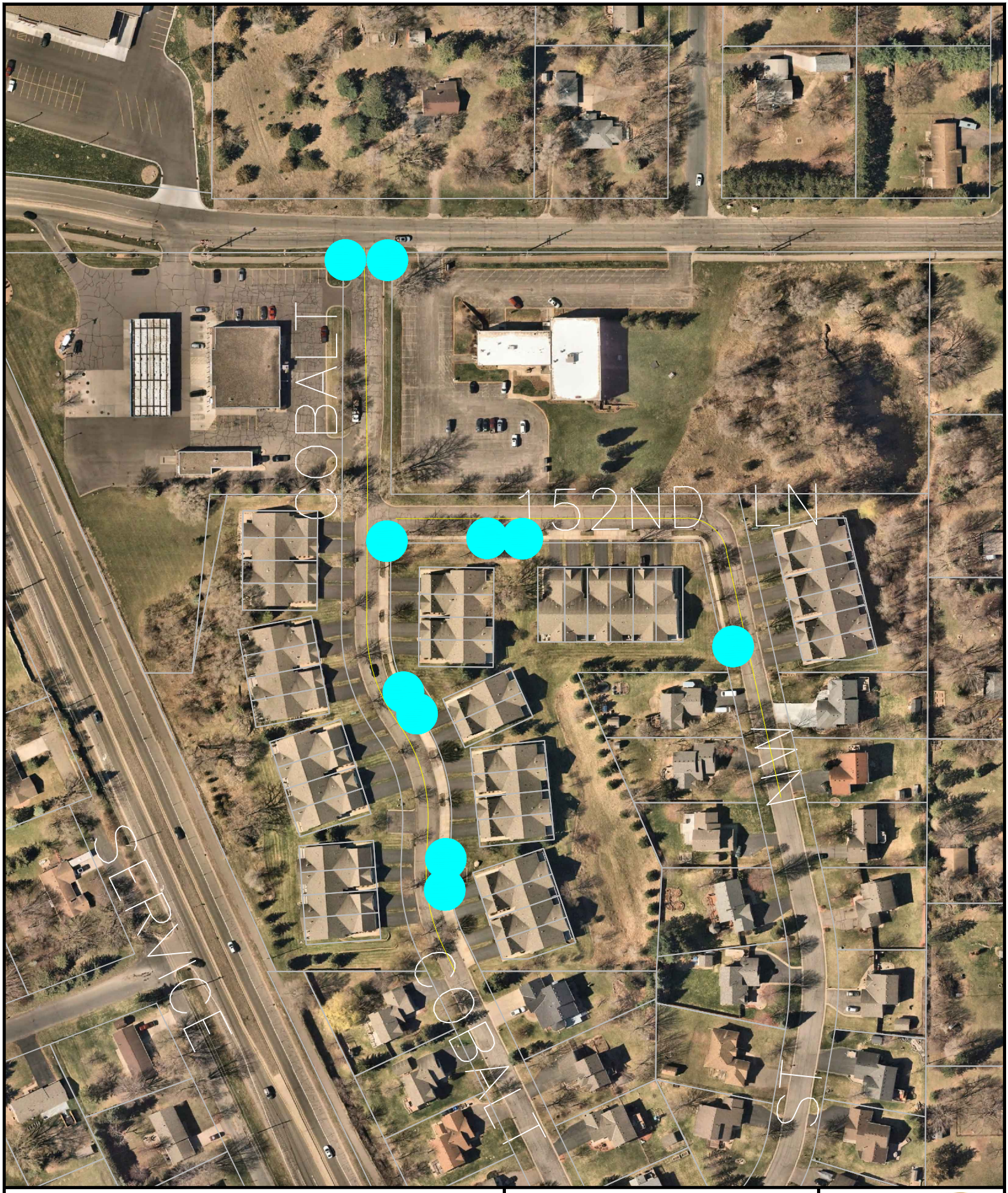


ALPINE ACRES 1ST & 2ND
30 PEDESTRIAN RAMPS

0 200 400 600
SCALE (FEET)

N

City of RAMSEY



ORCHARD HILLS TOWNHOMES
10 PEDESTRIAN RAMPS

0 150 300 450
SCALE (FEET)

N

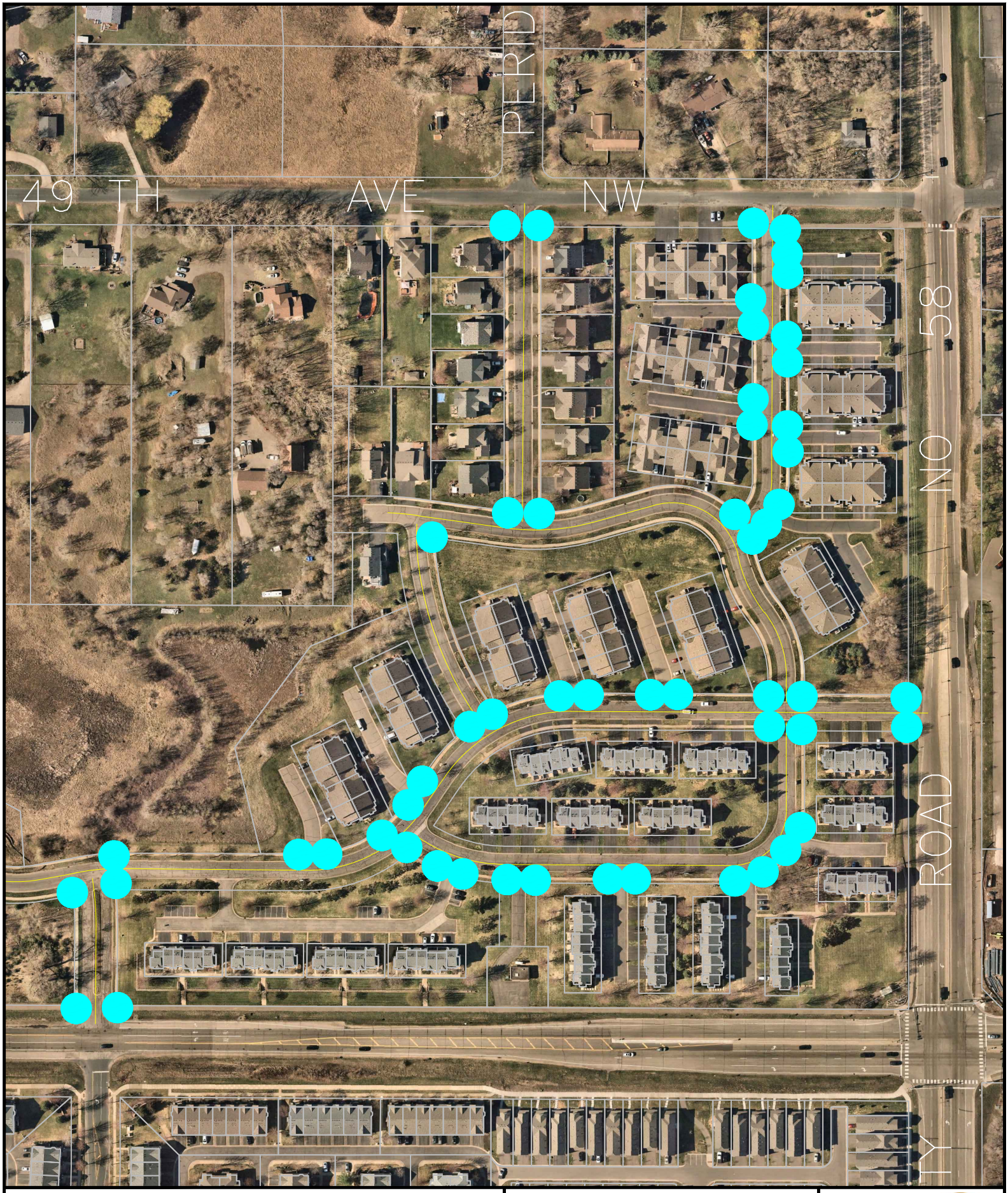
City of RAMSEY

SEASONS OF RAMSEY
6 PEDESTRIAN RAMPS

0 150 300 450
SCALE (FEET)

N

City of RAMSEY



TOWN CENTER GARDENS 1ST - 3RD
55 PEDESTRIAN RAMPS

0 200 400 600
SCALE (FEET)

N

City of RAMSEY

IP 24-07
2024 Neighborhood Pavement Overlay Improvements
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2023 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Alpine Acres	153rd Lane	Sodium Street / Radium Street	296	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			3.5*	4.0*	7.5*
	Radium Street	153rd Lane / Sodium Street	745	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			3.5*	4.0*	7.5*
	Sodium Street	Alpine Drive / CR 57	1949	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			3.5*	4.0*	7.5*
	Alpine Acres Total		*2990*	*0.57 mi.*											
Alpine Acres 2nd	153rd Lane	Sodium Street / Tungsten Street	317	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			3.5*	4.0*	7.5*
	Tungsten Street	153rd Lane / CDS south	484	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			4.3	5.1	9.4
	Tungsten Street	Sodium Street / Sodium Street	703	Urban	Conc.	6	2004	SC 2009	SC 2016	CS 2023			4.1	4.6	8.7
	Alpine Acres 2nd Total		*1504*	*0.28 mi.*											
Bowers Mississippi Acres 1st, 2nd & 3rd	Bowers Drive	CDS south / 148th Avenue	5227	Urban / Rural	Bit	6	1982	SC 1996	OL 2004	SC 2009	SC 2016		3.6**	3.0**	6.6**
	Bowers Mississippi Acres 1st, 2nd & 3rd Total		*5227*	*0.99 mi.*											
Gateway Industrial Park 2	141st Avenue	Basalt Avenue / Azurite Street	481	Urban	Conc.	8	1991	SC 2003	SC 2017				4.1	1.8	5.9
	Azurite Street	Bunker Lake Boulevard / EOP south	507	Urban	Conc.	7	1991	SC 2003	SC 2012				4.5	0.0	4.5
	Basalt Street	Bunker Lake Boulevard / 141st Avenue	702	Urban	Conc.	7	2003	SC 2017					4.1	1.8	5.9
	Gateway Industrial Park 2 Total		*1690*	*0.32 mi.*											
Orchard Hills Townhomes	152nd Lane	Cobalt Street / Barium Street	434	Urban	Conc.	6	2001	SC 2006	SC 2013	CS 2021			2.9	5.6	8.5
	Barium Street	152nd Lane / EOP south	199	Urban	Conc.	6	2001	SC 2006	SC 2013	CS 2021			2.6	6.0	8.6
	Cobalt Street	152nd Lane / EOP south	582	Urban	Conc.	6	2001	SC 2006	SC 2013	CS 2021			3.0	3.8	6.8
	Cobalt Street	Alpine Drive / 152nd Lane	367	Urban	Conc.	4	2001	SC 2006	SC 2013	CS 2021			3.0	3.8	6.8
	Orchard Hills Townhomes Total		*1582*	*0.3 mi.*											
Seasons of Ramsey	147th Lane	147th Circle / Center Street	444	Urban	Conc.	7	2013						4.7	6.1	10.8
	Seasons of Ramsey Total		*444*	*0.08 mi.*											
Section 27 Unplatted	141st Avenue	Basalt Street / Ebony Street	1194	Urban	Conc.	7	2001	SC 2006	SC 2018				4.5*	6.0*	10.5*
	Ebony Street	141st Avenue / 143rd Avenue	1291	Urban	Conc.	7	2001	SC 2006	SC 2018				3.5*	6.0*	9.5*
	Section 27 Unplatted Total		*2485*	*0.47 mi.*											

* Per As-Built, GPR not available
**GPR poor GPS Reception

IP 24-07
2024 Neighborhood Pavement Overlay Improvements
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2023 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Town Center Gardens	147th Lane	Rhinestone Street / Ramsey Boulevard	1509	Urban	Conc.	6	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	147th Terrace	147th Lane / Olivine Street	594	Urban	Conc.	6	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Olivine Street	147th Terrace / 147th Lane	241	Urban	Conc.	6	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Periodot Street	147th Terrace / Well House	113	Urban	Conc.	6	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Rhinestone Street	Bunker Lake Boulevard / 147th Lane	275	Urban	Conc.	5	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Town Center Gardens Total		*2732*	*0.52 mi.*											
Town Center Gardens 2nd	Olivine Street	147th Lane / EOP north	330	Urban	Conc.	7	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Periodot Street	147th Lane / 148th Lane	363	Urban	Conc.	7	2004	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Town Center Gardens 2nd Total		*693*	*0.13 mi.*											
Town Center Gardens 3rd	147th Lane	147th Circle / 147th Circle	654	Urban	Conc.	7	2005	SC 2010	CS 2021				3.5*	4.0*	7.5*
	147th Lane	147th Circle / Rhinestone Street	263	Urban	Conc.	7	2005	SC 2010	CS 2021				3.5*	4.0*	7.5*
	148th Lane	Peridot Street / Olivine Street	542	Urban	Conc.	7	2005	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Olivine Street	148th Lane / 149th Avenue	582	Urban	Conc.	7	2005	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Periodot Street	148th Lane / 149th Avenue	551	Urban	Conc.	7	2005	SC 2010	CS 2021				3.5*	4.0*	7.5*
	Town Center Gardens 3rd Total		*2592*	*0.49 mi.*											
2024 Neighborhood Pavement Overlay Total			**21939**	**4.16 mi.**											

* Per As-Built, GPR not available
**GPR poor GPS Reception

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Address infrastructure needs.

Information

Title

Adopt Resolution #23-282 Accepting Stabilized Full-Depth Reclamation Design Proposal for MSA Alpine Drive Reconstruction, Improvement Project #24-11

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-282 accepting stabilized full-depth reclamation design proposals for MSA Alpine Drive Reconstruction, Improvement Project #24-11.

Background:

The 2023 – 2032 Capital Improvement Plan (CIP) identifies Alpine Drive between Puma Street and Armstrong Boulevard (CSAH 83) for street reconstruction in 2024.

To meet the required MSA design standards, several pavement sections were considered. Stabilized Full-Depth Reclamation (SFDR) was determined to be the most cost-effective method of reconstruction. This process involves reclamation (grinding in-place) of the existing bituminous pavement plus a portion of the underlying aggregate base. Excess reclaimed material is then removed as needed so the new pavement will match into the existing concrete curb and gutter, driveways, and cross streets. The remaining material receives liquid asphalt emulsion, which is then mixed in, rolled and compacted. Once compacted, the SFDR can be opened up to traffic, and gains strength with the further compaction of vehicle traffic.

The City has recently completed an SFDR project on Sunwood Drive between Ramsey Boulevard and Bunker Lake Boulevard, Variolite Street between Alpine Drive and 173rd Avenue, both with excellent results. Additionally, this process was used in 2023 for the reconstruction of 167th Avenue between Nowthen Boulevard and Saint Francis Boulevard. Stabilizing the reclamation allows for a thinner overall pavement section, avoiding the need to excavate below the existing aggregate base to make costly subgrade corrections. In Alpine Drive, excavating the subgrade adjacent to the existing curb and gutter risks damage to the curb from settling during construction, and which would increase overall project costs. Staff is confident that the SFDR process will provide as long of a life for the new pavement section as a full reconstruction with subgrade corrections would, but at a significantly lower cost.

To be eligible for Municipal State Aid (MSA) funding, MSA review and approval must be complete before opening bids for these improvements. The SFDR mix design is a requirement prior to MSA final approval. Staff sent the request for proposals to two (2) firms known to perform this type of work. One firm responded that they can not perform the work due to a backlog of work for existing clients. The one (1) quote received is tabulated below:

STABILIZED FULL-DEPTH RECLAMATION MIX DESIGN PROPOSAL	
PROJECT	AMERICAN ENGINEERING TESTING
Alpine Drive Reconstruction	$21,875.00

American Engineering Testing submitted the lowest total responsible quote. Based on the submitted quote, Staff recommends accepting the proposal for stabilized full-depth reclamation mix design services from American Engineering Testing.

American Engineering Testing is required to complete their work by Friday, December 29, 2023, and is anticipated to begin field work within 2 – 3 weeks of notice to proceed.

Notification:

If awarded, Staff will update the project webpage with notification of the pavement coring crews working on Alpine Drive. Staff has previously sent out project notification letters to impacted property owners, notifying them of the project webpage as the best source for project information.

Observations/Alternatives:

Alternatives:

Motion to adopt Resolution #23-282 accepting stabilized full-depth reclamation design proposals for MSA Alpine Drive Reconstruction, Improvement Project #24-11.

Funding Source:

Funding for this improvement is proposed to come from Municipal State Aid Funds.

Recommendation:

Staff recommends adopting Resolution #23-282 accepting stabilized full-depth reclamation design proposals for MSA Alpine Drive Reconstruction, Improvement Project #24-11.

Action:

Adopt Resolution #23-282 accepting stabilized full-depth reclamation design proposals for MSA Alpine Drive Reconstruction, Improvement Project #24-11.

Attachments

Res 23-282

IP 24-11 SFDR RFP

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/09/2023 03:25 PM
Brian Hagen	Brian Hagen	11/09/2023 03:39 PM
Form Started By: Joe Feriancek		Started On: 11/06/2023 02:52 PM
Final Approval Date: 11/09/2023		

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

RESOLUTION #23-282

RESOLUTION ACCEPTING STABILIZED FULL-DEPTH RECLAMATION DESIGN PROPOSAL FOR MSA ALPINE DRIVE RECONSTRUCTION, IMPROVEMENT PROJECT #24-11

WHEREAS, the City of Ramsey proposes to reconstruct MSA Alpine Drive between Puma Street and Armstrong Boulevard as identified within the 2023 – 2032 10-Year Capital Improvement Program; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-130, adopted June 13, 2023, the City Council accepted and awarded the proposal to Bolton & Menk, Inc., for topographic survey of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-129, adopted June 27, 2023, the City Council accepted and awarded the proposal to Independent Testing Technologies, Inc., for a geotechnical report of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-201, adopted August 22, 2023, the City Council ordered the City Engineer to prepare plans and specifications for MSA Alpine Drive Reconstruction, Improvement Project #24-11; and

WHEREAS, the project is determined to require a stabilized full-depth reclamation mi design, which is beyond the ability of City Staff to perform; and

WHEREAS, request for proposals were submitted to two firms for the purpose of obtaining quotes for completing the proposed stabilized full-depth reclamation mix design services; and

WHEREAS, the one (1) stabilized full-depth reclamation mix design quote received is tabulated below; and

STABILIZED FULL-DEPTH RECLAMATION MIX DESIGN PROPOSAL	
PROJECT	AMERICAN ENGINEERING TESTING, INC.
IP 24-11 MSA Alpine Drive Reconstruction	$21,875.00

WHEREAS, the quote of American Engineering Testing, Inc. in the total amount of $21,875.00 for said services in accordance with the proposals is the lowest responsible quote and their quote shall be and hereby is accepted.

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

1) The Ramsey City Council hereby authorizes and directs the Mayor and City Administrator to enter into a contract with American Engineering Testing, Inc. for said stabilized full-depth reclamation mix design services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

REQUEST FOR PROPOSAL
24-11 Alpine Dr MSA (Puma St to CSAH 83) Street Reconstruction
Emulsion Stabilized Full Depth Reclamation
Pavement Sampling and Mix Design
City of Ramsey

ISSUE DATE
November 2, 2023

PROPOSAL MUST BE RECEIVED BY:
4:00 p.m. on Wednesday November 8, 2023

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Stacie Damjanovich
763-433-9895

EMAIL PROPOSAL TO:
Stacie Damjanovich
Engineering Administrative Assistant
sdamjanovich@cityoframsey.com

INTRODUCTION: The City of Ramsey (City) is requesting proposals for pavement coring and stabilized full depth reclamation (SFDR) mix design for Alpine Dr between Puma St and Armstrong Blvd (CSAH 83). The project proposes to reclaim 9-inches, remove the upper 4-inches, and stabilize 4-inches. The stabilization is proposed to occur in the entire width of the street. The scope of this work includes:

- Establish Traffic Control, following the MN MUTCD and Field Manual for Temporary Traffic Control Zone Layouts.
    - Alpine Dr ADT is approximately 2,885, the posted speed limit is 40 mph.
    - The existing street is 33-feet wide from BOC to BOC, with B618 concrete curb on both sides of the road.
- Obtain pavement cores as required to determine SFDR design.
    - This segment of Alpine Dr is approximately 3,465-feet.
    - Cores must be taken under traffic.
    - Patch all cores with bituminous patching mixture.
- Provide a report of the SFDR Mix Design.

SCHEDULE: A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule. The final SFDR Mix Design must be delivered to the City by Friday, December 29, 2023.

PROPOSAL SUBMITTAL: An itemized quote shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

COMMUNICATION WITH THE CITY: If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

SUBMISSION: A signed copy of the attached proposal form is request by **4:00 p.m. Wednesday November 8, 2023.** Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Stacie Damjanovich, Engineering Administrative Assistant. E-mail quotes will be accepted and may be sent to sdamjanovich@cityoframsey.com.

PROPOSAL UNDERSTANDING: By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

COSTS OF PREPARATION: Under no condition will any costs of preparation of the proposal be reimbursed by the City.

LICENSE AND INSURANCE: By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this

RFP in the following amounts: Commercial General Liability $1,000,000 per occurrence (written on an occurrence based form bodily injury and property damage); automobile liability $1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

WORKING HOURS: The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 7:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties and right of way. No equipment shall be left on City streets outside normal working hours.

SPECIFICAITON: Work shall be conducted in conformance with the specifications set forth herein and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction, 2020 Edition, with the MnDOT Supplemental Specifications from September 2022, which is incorporated by reference to these specifications.

PAYMENT: Payment will be made upon submittal of an invoice to the City on a net 30 day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project.

PROPOSAL

_____ accepts the terms and conditions herein and agrees to complete all work described herein, in the lump sum not-to-exceed amount of $_____, and to deliver the SFDR Mix Design to the City by Friday, December 29, 2023.

Contractor Name _____

Owner or representative _____

Phone(s) _____

E-mail _____

Signature _____

Date _____

ALPINE DRIVE
(ARMSTRONG BLVD / PUMA ST)
PROJECT SCOPE

0 1/10 1/5 3/10

SCALE (FEET)

City of RAMSEY

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Connect the community through Parks, Trails and Recreational Programming.

Information

Title

Adopt Resolution 23-283 to Appoint a Park and Recreation Commissioner Due to a Vacancy

Purpose/Background:

The purpose of this case is to appoint a Park and Recreation Commissioner to fill a vacancy that was created when Mr. Justin Loss resigned. Mr. Loss resigned due to moving out of the City.

During the last annual Board and Commission recruitment, the City Council interviewed several candidates, including two candidates that passed the interview process, but have not been appointed to a board or commission. Per the City's policy (attached) for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members, staff reached out to both remaining candidates. One candidate did not respond; however, Ms. Megan Ealain responded and stated she would be very interested in an appointment to the Park and Recreation Commission.

The City Council met in work session on October 24, 2023, and agreed by consensus to appoint Ms. Megan Ealain at the next regular City Council meeting.

Funding Source:

Funding for the City's boards and commissions is included in the General Fund Budget; therefore, there are no additional budgetary implications associated with making the recommended appointment.

Recommendation:

To appoint Ms. Megan Ealain to a partial term on the Park and Recreation Commission ending March 31, 2024.

Action:

Motion to Adopt Resolution #23-283 appointing Ms. Megan Ealain to a partial term on the Park and Recreation Commission ending March 31, 2024.

Attachments

Policy

Resolution

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/09/2023 11:01 AM
Form Started By: Colleen Lasher		Started On: 10/24/2023 07:07 PM
Final Approval Date: 11/09/2023		

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERIVEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS AND CHAIR MEMBER TERM ROTATIONS

PURPOSE: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline aprocess for the recruitment, application, and interview process of appointing City board and commission members, as well as to limit Chair terms to two terms in a row.

SCOPE: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: Charter Commission | Ramsey, MN

PROCESS: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

INCUMBENTS

Incumbent reapplication process for odd number term reappointment requests

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Incumbent reapplication process for even number term reappointment requests

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, the incumbent will not be required to interview with the City Council and a brief letter of intent will not be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

NON-INCUMBENTS

New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified andwilling to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the

next annual recruitment process. Interviews

INTERVIEWS

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified asnecessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable boardor commission.
- Interviews will not be televised but will be held in an open meeting.

SELECTION

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment tothe City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effectiveon April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.
- Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role

NOTIFICATION TO APPLICANTS

After appointments have been approved, the staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

TERMS

Board and Commission members shall serve four-year terms, with the exception of members ofthe Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents willbe allowed to continue to serve until a successor is appointed.

STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by CityCouncil resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointmentsto multiple Boards or Commission."

REVISIONS

Adopted by the City Council August 13, 1996
Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11,1997.

Revised by the City Council December 11, 2001
Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they dowith new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and selectfive applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed,may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term 'City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total thescores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

- Simplified the incumbent reapplication process
- Simplified the process to fill unexpected vacancies due to unforeseen resignations.
- Removed unnecessary Charter Commission language from the updated policy.

Revised by the City Council February 14, 2023

- Changed title of document to include Chair member term rotations.
- Clarify Charter Commission as a separate policy with link.
- Changes to the incumbent reappointment process including language regarding incumbents being considered in one concurrent process with new applicants.
- Language changes related to maintaining a continuous recruitment and processes for receipt of new applications.
- Added footer and format changes.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #23-283

RESOLUTION TO APPOINT A PARK AND RECREATION COMMISSIONER DUE TO A VACANCY

WHEREAS, there is a current vacancy on the Park and Recreation Commission due to the resignation of Mr. Justin Loss; and

WHEREAS, the vacancy was discussed at the October 24, 2023 work session; and

WHEREAS by consensus, the City Council recommended appointing Ms. Megan Ealain to fill the vacancy.

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

1) Motion to Adopt Resolution #23-283 to do the following:

   a. Appoint Ms. Megan Ealain to a partial term on the Park and Recreation Commission, ending March 31, 2024.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of November, 2023.

_____

Mayor

ATTEST:

_____

City Clerk

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Enhance City's communication through transparency and accountability.

Information

Title:

Introduce Ordinance #23-17: 2024 Schedule of Rates, Fees and Charges

Purpose/Background:

The City annually adopts a schedule of rates, fees and charges which outlines the fees that the city charges for such items as building construction, business licenses, utility rates and planning and zoning.

A listing of the schedule of rates, fees and charges is attached. Changes are noted on the far right column of the schedule. The majority of the changes from 2023 to 2024 are reflected in the building construction section, which includes updating the ICC Building Valuation from using the 2017 data to using the 2021 valuation data. Utility rates are proposed to be increased by 5% for both quarterly water utility billings & storm water utility billings. Water increases are needed to assist in funding the water treatment plant and related water distribution lines, whereas, storm utility increases will be to fund the storm water projects related to several road reconstruction and overlay projects. Lastly, sewer quarterly utility charges are proposed to increase 10% to offset the 10.65% rate increase the Met Council put in place for 2024.

There are four additions/changes to the schedule since the last work session when the information was initially presented. Additions: First addition under the Business Section on page 4: *Hemp, Low-Potency Edible Retailer Registration.* The second and third additions are under the Residential Rental License Section on page 8: *Background Check for New Management Company* and *Late Fee for Rental License Renewal. The last change is the reduction of the water rates being reduced from a 10% increase to a 5% increase.*

Notification:

The Schedule of Rates, Fees and Charges is adopted annually by ordinance. A public hearing on the ordinance is held in November to allow the thirty-day waiting period and have the rates become effective January 1, 2024.

The ordinance will come back for final consideration and a Public Hearing on November 28, 2023.

Time Frame/Observations/Alternatives:

1. Accept the rates as proposed.
2. Hold all rates constant with 2023 rates.
3. Recommend changes that arise from input at public hearing.

Recommendation:

Staff's recommendation is Option 1 and to Introduce Ordinance #23-17: 2024 Schedule of Rates, Fees and Charges.

Outcome/Action:

Motion to Introduce Ordinance #23-17: 2024 Schedule of Rates, Fees and Charges.

Roll Call Vote:
Councilmember Musgrove
Councilmember Riley
Councilmember Olson
Councilmember Woestehoff
Councilmember Specht
Councilmember Howell
Mayor Kuzma

Attachments

Proposed 2024 Schedule of Rates, Fees & Charges

Ordinance #23-17

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Katie Schmidt	11/07/2023 09:29 AM
Brian Hagen	Katie Schmidt	11/07/2023 09:30 AM
Diana Lund	Diana Lund	11/07/2023 12:49 PM
Form Started By: Katie Schmidt		Started On: 10/31/2023 01:53 PM
Final Approval Date: 11/07/2023		

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Administrative Hearings/Citations/Abatements			
Abatement: Administration Fee		25% of cost of abatement or 750.00, whichever is less	
Voluntary/Self-Requested Abatement	$0 Administrative Fee		Cost of Dumpster
~~Administrative Citation: Violations of 10 - Animals~~		~~25.00~~	
~~Administrative Citation: Violations of 26 - Rental Property~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 30 - Public Nuisance~~	~~1st offense after failure to abate within 14 days~~	~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 42 - Dump Garbage/Refuse~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 54 - Prohibited Parking~~		~~25.00~~	
~~Administrative Citation: Violations of 54 - Recreational Vehicles~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 54 - Time Zone Parking~~		~~25.00~~	
~~Administrative Citation: Violations of 105 - Construction~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 105 - Exterior Completion~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 105 - No Permit~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 105 - Property Identification~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 113 - Sewage~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 117 - Off Street Parking~~		~~25.00~~	
~~Administrative Citation: Violations of 117 - Signs~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: Violations of 117 - Landscaping~~		~~75.00~~	
	~~2nd offense w/in 12months~~	~~250.00~~	
	~~3rd offense w/in 12 months~~	~~500.00~~	
~~Administrative Citation: 1st Violation within 12 Months (Zoning Code Violations)~~		~~75.00~~	
Administrative Citation			
1st citation w/in 12 months of code violation			75.00
2nd citation w/in 12 months of code violation			250.00
3rd citatation w/in 12 months of code violation			500.00
Administrative Hearing: Filing Fee		250.00	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Alcoholic Beverages			
3.2 beer off-sale		100.00	
3.2 beer on Sale		200.00	
Change of Name-Liquor Establishment		50.00	
Liquor license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Liquor off-sale		380.00	
	Tiered Payment System:		
	License Reduced by:		
	$100-Meet State Statutes Conditions		
	$100-Purchase/Utility ID Technology		
Liquor on-sale		5000.00	
Liquor on-sale Sunday		200.00	
Wine license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Wine on-sale		1000.00	
2 a.m. closing (optional)		300.00	
Amusement & Commercial Recreation			
Temporary Amusement Center (Carnivals, Circus)		250.00	
Lawful gambling investigation fee - New applicant only	Limit $100.00	100.00	
Lawful gambling investigation fee - Single Events		50.00	
Fire Works Sales-Business selling only fireworks	Ordinance Adopted 6/11/02	350.00	
Fire Works Sales-Retail Sellers		100.00	
Parade Permit		100.00	
Special Events - Ex: Music festival, performing arts, parades, carnivals, 5K Runs	Including Clean Up Fees, Electrical Inspection Fees etc.	50.00 Application fee +License Fee to	
		be determined per event by CC + Staff Time @ 2.30*wage/hour	
All Other Misc. Permit/Licenses		50.00/Admin fee + Staff time @ 2.30/*wage/hr. if needed	
Building Construction			
Administrative Fee-Process Returned Bldg. Permits		25.00	
Basement Finish	Cover 3 trips	~~158.00~~	175.00
Building permit		~~Based on February 2017 ICC building valuation data & 1997 Uniform Building Code Table No 1-A Building Permit Fees (attached at end of schedule)~~	Based on February 2021 ICC building valuation data & 1997 Uniform Building Code Table No 1-A Building Permit Fees (attached at end of schedule)
Electronic Plan Review-Application Fee	Building Permit only	20.00	
Electronic Plan Review-Application Fee	All Other Permits: Fire, Mechanical, Plumbing, Septic, Zoning	25.00	
Building plan check - Residential		65% of Bldg. Permit Fee	
Plan Review fee for Similar Plans		25% of Bldg. Permit Fee	
Plan Check Fee for Accessory Structures	Garages, Remodels, Additions, etc.	65% of Bldg. Permit Fee	
Plan Check Fee for changes, additions, or revisions to plans		53.00/hr./Minimum 1 hr. (Non-Refundable)	
Plan Check Fee for Commercial, Industrial & Apartments		65% of Bldg. Permit Fee	
Plan Check Fee (Outside Contracted)	All administrative and Overhead Costs	Actual Costs (Non-Refundable)	
Air Conditioner Replacement		~~50.00~~	60.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Air Conditioner & Furnace Replacement (Combination)		~~50.00~~	60.00
Deck Permit		~~105.00~~	175.00
Demo Permit		200.00	
Driveway Escrow		2000.00	
Water Heater Replacement		~~50.00~~	60.00
Electrical Permit Fee	Per Tokle Contract	Electrical Permit Fee Schedule	
Erosion Control Escrow - Home Improvement	Returned when complete	Min $100/Max $1,000	
Erosion Control Escrow - New Construction	Returned when complete	1500.00	
Fence Permit	Over 7 feet in height	City of Ramsey Valuation Fee Schedule	
Fence Permit	Less than 7 feet in height	25.00	
Fireplace Permit	Cover 2 trips	~~50.00~~	60.00
Furnace Replacement		~~50.00~~	60.00
Inspections-After Hours/Weekend	1.5 times hourly rate	80.00/hr./minimum 2 hr.	
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee	
Gas Line (Residential)		~~50.00~~	60.00
Landscape Escrow		5000.00	
Lawn Irrigation-Residential	Cover 1 trip	~~50.00~~	60.00
Lawn Irrigation-Commercial (Multi)		~~50.00~~	60.00
Mechanical Permit-Residential	New Construction	~~150.00~~	175.00
	Remodel/Addition	~~100.00~~	125.00
Mechanical permit-Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check fee (65% of commercial mechanical permit)		65% of Bldg Permit fee (Non-Refundable)	
Moving Structure Permit		~~105.00~~	125.00
Moving Structure Permit Site Inspection		~~105.00~~	125.00
Mobile Home Tie Down		75.00	
Mobile Home Water Hookup	1.25 hours	50.00	
Plumbing permit- Residential/Single Family	New Construction	~~150.00~~	175.00
	Remodel/Addition	~~100.00~~	125.00
Plumbing permit- Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check Fee - Commercial Plumbing Permits		~~50% of Commercial Plumbing Permit – 5 or fewer fixtures~~	Based on Contractual Services, if not considerd a 'minor remodel'
Public Sidewalk Panels-Broken		Min $1,000/Max $3,000	
ReInspection Fees		80.00 per trip	
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	~~105.00~~	125.00
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule	
Re-Siding Permit	Cover 2 trips	~~105.00~~	125.00
Replacement Windows (Residential)	City Required pre-inspection	~~105.00~~	125.00
Septic System Permit-Residential		~~175.00~~	200.00
Septic System Permit-Commercial		~~250.00~~	275.00
Septic - 'Other' System	Gallons Per Day (GPD) greater than 2,500		Fee as Needed for Contracted Services
Septic System Repair -Residential/Commercial		~~100.00~~	125.00
Septic Tank Installation Permit-Residential		~~175.00~~	200.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Septic Tank Pumping Permit		15.00	
Service Availability Charge (SAC)	[current MCES rates]	2485.00	
Sewer permit (Utility Connection)-Residential		~~50.00~~	75.00
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Site Evaluation Fee		80.00	
Solar Panel (Residential)			175.00
State Surcharge	Applies to all permit types	1.00	
	Per State of Minnesota Fee Schedule		
Swimming pool permit		105.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		50.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial	1.25 Hours	50.00	
Water Availability Charge (WAC) - per address	based on national/local construction cost index 6/22 3.3%	1481.00	
Water Softener Permit-Residential		~~50.00~~	60.00
Water permit (Utility Connection)-Residential		~~50.00~~	75.00
Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Business			
Administrative Fee - Process Returned Business Permits		25.00	
Business Registration Certificate (BRC)	Original Application	30.00	
Contractor License	All Contractors	50.00	
Garbage & refuse hauler		50.00	
Hemp, Low-Potency Edible Retailer Registration			125.00/initial, 125.00/renewal
License Late Fee		15% of license fee/month	
Massage Establishment		~~100.00/annual~~	300.00/initial, 150.00/renewal
Massage Establishment Owner/Manager Background Check Fee		~~50.00~~	200.00
Massage Therapist		~~50.00/annual~~	100.00/initial, 75.00/renewal
Massage Therapist Background Check Fee		~~35.00~~	50.00
Mobile Food Unit (Food Truck) - 90 Day License		80.00	
Mobile Food Unit (Food Truck) - Annual License	Thru December 31 of calendar year	100.00	
Pawn broker/Precious Metals		4000.00	
APS Automated Pawn Rate/Fee		2879.00	
Pawn broker investigation fee	in-state investigation	500.00	
	out-of-state investigation	1500.00	
~~Residential Rental - Multifamily~~	~~3-Year License~~	~~400.00/building~~	*See Residential Rental License Section*
~~Residential Rental - Single Family/Townhome~~	~~3-Year License~~	~~25.00/unit~~	*See Residential Rental License Section*
Second Hand Dealer		2000.00	
Second Hand Dealer investigation fee	in-state investigation	500.00	
	out-of-state investigation	1500.00	
Transient merchant/peddler/solicitor		~~100 + 35 per person backgrounded~~	350.00/annual + $35 per person background check
City Financing			
Interest rate charge - non-bonded programs		US Treas. rate + 2 points	
[bonded projects will be dependent upon interest rates being paid]		Bond Int rate + 2 points	
Equipment Chargeback			
All Equipment Rental		Per FEMA Schedule + Staffing	
Public Works Maintenance Worker		2.30 x wage/hr.	
Portable Toilet		Actual Cost	
Facility Use			
Antenna Lease - City Owned Property [PCS towers]	Per Individual Agreement	Per Individual Agreement	
Bicycle Locker Rental - Annual Fee	$100.00 Key Deposit	~~10.00~~	20.00
Concession stand/pavilion/shelter- per day/event- residents		See Facility Use & Rental Policy	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Concession stand pavilion/shelter- per day/event - non-res.		See Facility Use & Rental Policy	
Softball/baseball field maintenance - youth teams		40.00/game	
Football field maintenance - youth teams			
Large Fields		75.00/week	
Soccer & Lacrosse field maintenance - youth teams			
Full Size (Large Field)		75.00/week	
1/2 Size (Medium Field)		60.00/week	
Small Field		40.00/week	
Field Layout Field-Soccer, Football, Lacrosse		300.00	
Tennis court - non-residents		20.00	
Lighted ballfield Deposit Fee		100.00/individual	
Lighted ballfield - residents		45.00/Per 3 hours and then 15.00/Each Additional hour	
Lighted ballfield - non-residents		60.00/Per 3 hours minimum and then 20.00/Each Additional hour + 25.00 for lights	
Light - Used By ARAA		Actual Cost	
General Field Use - Residents (football, soccer, softball, baseball)		45.00/Per 3 hours minimum and then 15.00/Each Additional hour	
General Field Use - Non-Residents (football, soccer, softball, baseball)		105.00/Per 3 hours minimum and then 20.00/Each Additional hour	
Athletic Field Marking Paint - ARAA		Actual Cost	
Pact School Field Maintenance @ The Draw	Annual General Maintenance Fee	~~630.00~~	675.00
Pact School Field Maintenance @ Central Park	Annual General Maintenance Fee Per Each Field	~~630.00~~	675.00
Municipal Center Room Rental - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Coffee for Meetings		5.00/pot	
Park Facilities - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Miscellaneous			
Cemetery Plot (Trott Brook Cemetery)		~~900.00~~	1000.00
Cemetery Plot Perpetual Care		~~400.00~~	450.00
Comp Plan CD		10.00	
City Information-CD Format		10.00/disc	
Kennel License (Administrative)	4th Dog on Property	200.00	
Non-Traditional Animal License		200.00	
Maps - City (28X 24)		5.00	
Maps - Zoning (28 X 34)		15.00	
Maps - Zoning/Address (34 X 44)		25.00	
Maps-Zoning or Comp Plan (11 X 17)		6.00	
Maps - Plat		10.00	
Maps - Topo aerials per half section		20.00	
Maps- Parks & Trails 11 X 17)		6.00	
Maps - Parks & Trails (36 X 24)		15.00	
Maps-Large Ward/Precinct	With Addresses	25.00	
Notary Fee	State Statute	5.00	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Photo copies - one-sided/duplexed	Up to 100 pages; over 100 pages plus staff time	0.25	
Political office filing fee	State Statute	5.00	
Public hearing publications		At City Cost	
Returned check		35.00	
Reissued Check Fee		15.00	
Special assessment search		30.00	
Planning and Zoning			
Comp Plan Escrow		1000.00	
Conditional use escrow minimum		1000.00	
Dock permit		25.00	
Easement Encroachment Agreements		500.00	
Environmental Assessment (EAW, EIS, AUAR) Escrow		3000.00	
Grading Permit		200.00	
Home Occupation Permit		250.00	
Home Occupation Permit Escrow		1000.00	
Industrial Revenue Bond - application		200.00	
Industrial Revenue Bond - escrow		1000.00	
Interim Use Permit Escrow - Minimum		600.00	
Land Use Application Fee		500.00	
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	4,500.00/dwelling unit	
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/$4,163.00	
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/$3,825.00	
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		5,100.00/acre	
Park Dedication - Cash Contribution: Industrial		4,375.00/acre	
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land	
	3.1 - 5.0 dwelling units per acre	15% of land	
	5.1 + dwelling units per acre	Add .5% for each over 5	
Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities		5% gross land area	
Park Dedication - Land Contribution: Planned Unit Developments	(public open space/rec. uses-not including wetlands)	10% gross land area	
		2,800.00/dwelling unit	
Trail Development Fee - Cash Contribution: Residential Unit		1,500.00/dwelling unit	
Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,300.00/acre	
Approval/Recording of Deeds:			
Abstract Property		County Fee+10.00/staff Time	
Torrens Property		County Fee+10.00/staff Time	
Rezoning escrow		1000.00	
Sign permit - permanent		100.00	
Sign permit - temporary		25.00	
Site plan review escrow		1000.00	
Special Council, HRA or Commission meeting fee		350.00	
Temporary Structure escrow	(not construction trailers, not hoop tents)	2000.00	
TIF/Conduit Debt Application Fee		4,000.00/+legal fee deposit	
Vacation of easement escrow		1000.00	
Variance escrow		500.00	
Zoning Letter		100.00	
Zoning Permit		25.00	
Zoning Verification Signature for State Licensing (dealer's license)		25.00	
Platting or Subdividing			
Address Charge		175.00	
Administrative (interior lot lines) escrow		500.00	
Major Subdivision escrow		2000.00	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Minor subdivision escrow		2000.00	
Registered land survey escrow		2000.00	
Professional Services			
Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	contractor bill + 3%	
Attorney - municipal		At City cost	
Attorney - non-municipal		At City cost	
City Staff Services		2.30 x wage/hr.	
Plan Review - Anoka County Highway Improvement Projects		150.00	
Police Officer	~~$93/Avg Wage & Gas, Car, Liab~~	~~107.00/hr~~	112.00/hr
Other professional /staff services		2.30 x wage/hr.	
Public Safety			
Alarms: False (3rd offense)	In a Calendar Year	75.00	
Alarms: False (4th offense)	In a Calendar Year	150.00	
Alarms: False (5th offense)	In a Calendar Year	225.00	
Alarms: False (6th offense)	In a Calendar Year	300.00	
ATV/Golf Cart Permit		10.00	
Body Warn Camera Footage		35.00 per half hour/minimum $35.00	
Car Seat Check -Non-Resident only		25.00	
Clandenstine Drug Labs Remediation	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25% admin Fee)	
Copies: Audio/Video CD/DVD		20.00	
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page	
Copies: Statistical Summary Reports		5.00	
Dangerous Dog License		500.00	
Dog Impoundment fee		125.00 +board	
Dog Impoundment fee - If Non Licensed		145.00 +board	
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00 +board	
Fire Prevention:			
Fire Suppression Fees:			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Fire Alarm Fees:			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent	
Aboveground Tank Storage		100.00/per tank	
Underground Tank Storage		100.00/per tank	
Fuel Tank Storage Removal		100.00/per tank	
Daycare Inspection Fee		50.00	
Permit Re-Inspection Fee		50.00	
Fireworks/Pyrotechnic Display Permit		200.00	
Fireworks -Retail Sale Permit - Retailer only selling fireworks		350.00	
Fireworks-Retail Sale Permit-All other retailers		100.00	
Double Permit Fee		2 x normal permit fee	
Lock Box Fee:			
Surface Mount		Per Vendor Pricing	
Recessed Box		Per Vendor Pricing	

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
All Others		Actual cost + 10% Admin fee	
Fire Code Re-Inspection Fee		140.00	
Gas Line Hit By Contractors	Effective 4-1-10	300.00	
Open Burn Permits:			
Open burn permit application	Residential	25.00	
Open burn permit fire suppression escrow		500.00	
Open burn permit fire suppression services		300.00/hr. - min 300.00	
Illegal Burning	Effective 4-1-10	200.00	
Subsequent Site Evaluations		45.00/visit	
Fire Service Fee:			
Disaster Assistance		300.00/hr. per truck	
Ordinance Violations		300.00/hr.	
Victim Service Fee		300.00/hr. per truck	
Letter of Good Standing		10.00	
Photo CD		20.00/cd	
Photo Electronical Transfers		10.00/transmission	
Photo Reprints		5.00 min chg + 1.00/print	
Vehicle Lockout		20.00	
Vehicle Storage		10.00/day	
Reimbursements			
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.655/mile	
Residential Rental License/Reinspection Fees/Crime-Free Housing Program Violations			
Residential Rental License - multi family	1-Year License/Renewal		600.00/building + 15.00/unit
Residential Rental License - single family/Townhome	1-Year License/Renewal		400.00/unit
Reinspections Fee			150.00 per inspection
Background Check for New Management Company			50.00
Late Fee for Rental License Renewal			100.00
Crime-Free Housing Program Penalities for Violations			
1st Violation			
Phase 1 Participant			500.00
Phase 2 Participant			250.00
Phase 3 Participant			75.00
2nd Violation within 12 months			
Phase 1 Participant			750.00
Phase 2 Participant			500.00
Phase 3 Participant			250.00
3rd and subsequent Violation within 12 months			
Phase 1 Participant			1000.00
Phase 2 Participant			750.00
Phase 3 Participant			500.00
Reinstatement Fee			500.00
Conversion Fee			500.00
Right-of-Way			
Permit Fee - Boring/Open Trench		95.00+15.00/Driveway, 20.00/Road Closing	
		+ $10,000 Bond per mile	
Boulevard Tree Replacement		~~900.00/Tree~~	950.00/Tree
Permit Fee - Overhead		95.00+.05/linear foot	
Street and Traffic Charges			
Developer contribution:			
street and/or traffic signs (each)	City Installed	~~245.00~~	265.00

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Bituminous Paving/Patching		38.00/sq yard	
Culverts		Price + Tax	
Road Improvement Assessment	Per Special Assessment Policy	Per Policy	
Sidewalk Panel Removal and Replacement Escrow		2500.00	
Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates	FEMA Rates	
Traffic Sign Replacement (each)		~~245.00~~	256.00
Tobacco			
Cigarette Sales (vending and over-the counter)		250.00	
Cigarette Sales with age verification technology		150.00	
E-Cigarette Sales		250.00	
E-Cigarette Sales with age verification technology		150.00	
UTILITY RATES			
Assessment Charge for Unpaid Items Assessed	Administration fee	35.00/account	
Interest Rate on Unpaid Items Assessed	Based on 1-Year Treasury + 2 Points	6.00%	
Penalty/late payment	Past due on current billing	10%	
Recycling Rates			
Residential Curb-side Program fee/qtr	Per Ace Contract	11.94/qtr	
Sewer Rates			
Residential/Single dwelling usage fee/qtr	Per 2016 Comprehensive Sewer Study	~~83.48~~	91.83
Multi-family(apt) & commercial usage fee/qtr		~~83.48+3.48/1000 gal.~~	91.83+3.48/1000 gal.
		in excess of 20,000 gal.	
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	1349.00	
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	4063.00	
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	5418.00	
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	8920.00	
Street Lights			
Developer contribution:			
installation of Cobra street light		Per Connexus Energy Fee Schedule	
traditionaire subdivision street light (w/100 ft of wire)		Developer Installed	
New ROW COR Lights		Per Connexus Energy Fee Schedule	
street light O & M 3 year @ $98/year		294/light	
Residential billing:			
urban subdivision street light rate per lot (>7/92)		9.01/qtr	
rural subdivision street light rate per lot		14.85/qtr	
priority street light rate per residential/apartment/ lot		1.37/qtr	
Storm Water Management Rates			
Residential		~~15.95/qtr~~	16.75/qtr
Commercial		~~63.80/REU/qtr~~	66.99/REU/qtr
Trunk charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	534.00	
Trunk charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	5321.00	
Water Rates			
Minimum usage fee/qtr	Per 2012 & 2017 Comprehensive Water System Study	~~47.52/qtr~~	49.90/qtr
Quarterly Rate Structure			
	Conservation Rates	~~$47.52 Minimum~~	$49.90 Minimum
		~~$3.26 per 1,000 for 15,001-25,000~~	$3.42 per 1,000 for 15,001-25,000
		~~$3.36 per 1,000 for 25,001-40,000~~	$3.53 per 1,000 for 25,001-40,000
		~~$3.60 per 1,000 for 40,001-60,000~~	$3.78 per 1,000 for 40,001-60,000
		~~$3.85 per 1,000 for 60,001-99,000~~	$4.04 per 1,000 for 60,001-99,000
		~~$4.26 per 1,000 for 99,001-201,000~~	$4.47 per 1,000 for 99,001-201,000
		~~$5.09 per 1,000 for 201,001 and above~~	$5.34 per 1,000 for 201,001 and above

SERVICE OR LICENSE	SPECIAL NOTES	2023 Adopted	2024 Proposed
Odd/Even Sprinkling Violations:	Effective day after Memorial Day thru Day after Labor Day		
	No Sprinkling between 10 am-8:00 pm		
First Violation		Written Warning & Registered Letter	
Second Violation		50.00	
Third Violation		100.00	
Fourth Violation		150.00	
Meter Replacement Admin Fee for Non-Compliance		~~100.00/qtr~~	150.00/qtr
Installation of meter w/remote (Res & Commercial)		150.00	
5/8" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~305.00~~	313.00
1" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~510.00~~	Cost plus 5%
1 1/2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~1005.00~~	Cost plus 5%
1 1/2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~1090.00~~	Cost plus 5%
2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~1250.00~~	Cost plus 5%
2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~1310.00~~	Cost plus 5%
2" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~2670.00~~	Cost plus 5%
3" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~3500.00~~	Cost plus 5%
3" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~3750.00~~	Cost plus 5%
4" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~4700.00~~	Cost plus 5%
4" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	~~4900.00~~	Cost plus 5%
Other than Meters Noted Above		Cost plus 5%	
Water shut off at Curbstop		100.00	
Water shut off at Curbstop	Winter Period of November 1 - April 1	150.00	
Townhouse Irrigation Meter Winterization		150.00	
Broken Hydrant Replacement - Summer		~~600.00~~	750.00
Broken Hydrant Replacement - Winter		850.00	
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	2009.00	
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	7343.00	
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	6954.00	
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	7781.00	

ORDINANCE #23-17
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF RAMSEY.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

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

SECTION 2. PURPOSE

Per S701.10 (Fees) the purpose of this Ordinance is to establish the Permit Fees, service Charges, and Other Fees that will be collected by the City in year 2024. This is known as the Schedule of Rates, Fees and Charges.

SECTION 3. SCHEDULE

The attached permit fees and service charges are hereby established for the year 2024.

SECTION 4. 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 28th day of November 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Promote economic growth and development.

Information

Title:

Adopt Ordinance #23-14 - Zoning Code Update

Purpose/Background:

Every ten years, every municipality and county in the Twin Cities metropolitan region is required to update its Comprehensive Plan. After the Comprehensive Plans are reviewed by the Metropolitan Council and adopted by each city, they go into effect. Cities are required to update their regulations (generally the Zoning Code) to be in line with the Comprehensive Plan. Essentially, the Zoning Code is the toolbox used to implement the Comprehensive Plan.

The current Zoning Code has been updated for various issues and topics over the years, but has not had a major overhaul in decades, if ever. The existing Code is hard to navigate, has many inconsistent and undefined terms, has some burdensome regulations, while lacking other needed regulations. Behind the scenes, staff has had near-weekly meetings for several hours each discussing various aspects of the existing Code and what should be kept, deleted, modified, or rearranged in the proposed Code. These meetings centered around what has been working well, what has been problematic, and what the vision for the community is.

Later in 2022 and into Summer 2023, the Planning Commission has had several meetings discussing various topics and sections of the Zoning Code too. Their feedback has been incorporated into the draft. Staff also met with the City Council at four work sessions. Also included in the review process is the Department of Natural Resources for several of the overlay districts and their comments have been added.

Much of the language is retained from the existing Code and then arranged better. Several parts were modified, consolidated, or condensed. There is a lot of new language in Code. These sections were found in other communities' Codes and some sections were crafted by staff. There are several portions that are proposed for deletion.

Included in this work is a new Zoning Map. With most of the zoning districts changing in name, a City-wide rezoning is necessary. Most properties will not experience any negative impacts as dimensional standards will remain essentially the same or become slightly less restrictive. Some properties, mostly businesses, will experience use changes that will result in the property being considered "legal nonconforming." This designation allows a use to continue operations as-is, but it cannot expand or intensify.

Everything presented tonight incorporates the changes the Council directed at its work session on October 17.

Notification:

Public hearing notifications were provided in the May 26 and June 16 Anoka Union Herald Newspaper. The City's website has had a page devoted to the Zoning Code Update since spring 2023. Various social media blasts were posted on Facebook, Twitter, and Instagram. Three Ramsey Resident articles since Fall 2022 have discussed the Zoning Code Update project with the May/June issue noting the June public hearing date. An email was sent to all of the business emails on the Economic Development distribution list.

Direct mailing is not required nor done due to the anticipated cost.

Time Frame/Observations/Alternatives:

Alternatives to consider:

1. Adopt Ordinance #23-14 as recommended by the Planning Commission.
2. Adopt Ordinance #23-14 with any modifications that the City Council sees fit.
3. Table the adoption of the Ordinance to discuss any topics further.
4. Deny Ordinance #23-14 keeping the existing regulations in place.

Funding Source:

This work has been done as a course of staff's normal duties. All work has been done in-house without the use of consultants.

Recommendation:

At its meeting on July 27, the Planning Commission unanimously (6-0) recommended approval of the Ordinance with some minor modifications. The modification regarding EIFS from an accent material to a primary business building material has been incorporated into the draft. The Commission requested the Council discuss the definition of "family" and proposed regulations for car dealers further. Those discussions were then had at Council work sessions and incorporated into the proposed Zoning Code.

Outcome/Action:

Motion to waive the City Charter Requirement that the Ordinance be read aloud and Adopt Ordinance #23-14, Amendments to Chapter 117 and creation of Chapter 106.

Roll Call Vote:
Councilmember Olson
Councilmember Woestehoff
Councilmember Specht
Councilmember Musgrove
Councilmember Howell
Councilmember Riley
Mayor Kuzma

Attachments

Ordinance #23-14

Attachment A - New Zoning Code

Attachment B - New Zoning Map

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/08/2023 11:14 AM
Form Started By: Todd Larson		Started On: 10/23/2023 12:25 PM
Final Approval Date: 11/08/2023		

ORDINANCE #23-14

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AMENDMENTS TO CHAPTER 117
AND CREATION OF CHAPTER 106
OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING CHAPTER 117 AND CREATING CHAPTER 106 FOR ZONING REGULATIONS

The City of Ramsey ordains:

SECTION 1. AUTHORITY

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

SECTION 2. AMENDMENTS TO CITY CODE CHAPTER 117

Part 1: The current City Code Chapter 117 Sections 117-2 through 117-365 (inclusive) and Section 117-428 through 117-431 (inclusive) are hereby repealed.

Part 2: Chapter 117 is hereby renamed "Subdivisions, Signs, Tree Preservation, Grading, and Drainage."

SECTION 3. CREATION OF CHAPTER 106 "ZONING CODE"

A new chapter, Chapter 106, is hereby established entitled "Zoning Code." Contents of the new chapter are found in Attachment A to this Ordinance.

SECTION 4. ADOPTION OF A ZONING MAP

Pursuant to Section 106-120 "Official Zoning Map," all properties within the City of Ramsey are rezoned from their respective districts identified in Chapter 117 to the newly-established districts in Chapter 106. The Official Zoning Map is found in Attachment B of this Ordinance.

SECTION 5. SUMMARY

The following official summary of Ordinance #23-14 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance:

Ordinance #23-14 repeals portions of Chapter 117 pertaining to Zoning. In its place, a new chapter, Chapter 106, is created entitled "Zoning Code." This Zoning Code also includes rezoning all properties in the City of Ramsey from districts identified in Chapter 117 to the new districts established in the new Chapter 106.

SECTION 6. EFFECTIVE DATE

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

Chapter 106
Ramsey Zoning Code

100 Title

This chapter may be known, cited, and referred to as the "Ramsey Zoning Code" or "Zoning Code," except as referred to herein where it may be known as "this chapter."

101 Authority

This chapter is enacted pursuant to the authority granted by the Municipal Planning Act, M.S. §§ 462.351 to 462.364, as amended from time to time.

102 Purpose

The following zoning provisions and the zoning map established hereby have been enacted in accordance with an adopted Comprehensive Plan of land use for the purpose of: promoting the health, safety, morals, comfort, convenience, prosperity, and general welfare of the residents of the city; dividing the city into zones or districts restricting and regulating therein the location, erection, construction, reconstruction, alteration, and use of buildings, structures, and land for specified uses; regulating the intensity of the use of land; regulating and determining the area of open spaces surrounding buildings in order to prevent the overcrowding of land and to ensure adequate light and air; protecting waterways and natural resources; establishing building lines and the location of buildings designed for specified industrial, commercial, residential and other uses within such areas and fixing standards to which buildings or structures shall conform therein; prohibiting uses, buildings, or structures incompatible with the character of the specified districts; preventing additions to and alterations or remodeling of existing buildings or structures in such a way as to avoid the restrictions and limitations imposed hereunder; limiting congestion in the public streets by providing for off-street parking and loading and unloading of vehicles; providing for the gradual elimination of nonconforming uses of land, buildings and structures; and conserving the economic value of land and buildings throughout the city.

103 Coordination with other Codes

This chapter is intended to work in tandem with the adopted state Building Codes and state Fire Codes and any locally-adopted optional chapters as amended from time to time. It is also intended to work in tandem with the regulations set forth from the local watershed management organization. Nothing in this chapter is intended to preclude or supersede any requirements in those Codes or regulations.

104 Rules of Construction and Interpretation

(A) *Conflicting conditions.* Where the conditions imposed by any provision of this chapter are either more or less restrictive than comparable conditions by another provision of this chapter or by other chapters of this Code, rule or regulation of the City, the provision which imposes the more restrictive condition, standard, or requirement shall prevail.

(B) *Language rules of construction.* The language set forth in the text of this chapter shall be interpreted in accordance with the following rules of construction:

- (1) All measured distances expressed in feet shall be the nearest tenth of a foot. All distances unless otherwise specified shall be measured horizontally.
- (2) The present tense includes the past and future tenses; and the future tense includes the present tense.
- (3) The singular number includes the plural; and the plural number includes the singular.
- (4) The words "shall" and "must" are mandatory and the words "should" and "may" are permissive.

105 Definitions

If a word or term defined in this chapter appears in the text, its meaning may be construed as set forth in the definition of the word or term as found this section, except where the context clearly indicates a different

meaning. If a word is not defined herein, a term is defined by commonly used English language dictionaries.

Several definitions are identified by *(MRCCA)* and *(Shoreland)* representing the meanings used in their respective overlay district regulations.

Access path. An area designated to provide ingress and egress to public waters.

Accessory structure means any subordinate building located on the same lot as the principal building containing a use which is incidental to that of the principal building.

Accessory use means a use naturally and normally incidental to, subordinate to, and auxiliary to the principal permitted use of the premises.

Addition means a physical enlargement of an existing structure.

Adjacent. Having a boundary that physically touches or adjoins.

Adult use — body painting studio means an establishment or business which provides the service of applying paint or other substance, whether transparent or non-transparent, to or on the body of a patron when such body is wholly or partially nude in terms of specified anatomical areas.

Adult use — bookstore means a building or portion of a building used for the barter, rental or sale of items consisting of printed matter, pictures, slides, records, audio tape, videotape, or motion picture film or any other audio or visual media if such building or portion of a building is not open to the public generally but only to one or more classes of the public excluding any minor by reason of age or if a substantial or significant portion of such items are distinguished or characterized by an emphasis on the depiction or description of specified sexual activities or specified anatomical areas.

Adult use — cabaret means a building or portion of a building used for providing dancing or other live entertainment, if such building or portion of a building excludes minors by reason of age or if such dancing or other live entertainment is distinguished or characterized by an emphasis on the presentation, display, depiction or description of specified sexual activities or specified anatomical areas.

Adult use — companionship establishment means a companionship establishment which excludes minors by reason of age, or which provides the service of engaging in or listening to conversation, talk or discussion between an employee of the establishment and a customer, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — conversation/rap parlor means a conversation/rap parlor which excludes minors by reason of age, or which provides the service of engaging in or listening to conversation, talk, or discussion, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — health/sport club means a health/sport club which excludes minors by reason of age, or if such club is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — hotel or motel means adult hotel or motel means a hotel or motel from which minors are specifically excluded from patronage and wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas.

Adult use — massage parlor, health club means a massage parlor or health club which restricts minors by reason of age, and which provides the services of massage, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — mini-motion picture theater means a building or portion of a building with a capacity for less than 50 persons used for presenting material if such building or portion of a building as a prevailing practice excludes minors by reason of age, or if such material is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas for observation by patrons therein.

Adult use — modeling studio means an establishment whose major business is the provision, to customers, of figure models who are so provided with the intent of providing sexual stimulation or sexual gratification to such customers and who engage in specified sexual activities or display specified

anatomical areas while being observed, painted, painted upon, sketched, drawn, sculptured, photographed, or otherwise depicted by such customers.

Adult use — motion picture arcade means any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically or mechanically controlled or operated still or motor picture machines, projectors or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing specified sexual activities or specified anatomical areas.

Adult use — motion picture theater means a building or portion of a building with a capacity of 50 or more persons used for presenting material if such building or portion of a building as a prevailing practice excludes minors by virtue of age or if such material is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas for observation by patrons therein.

Adult use — novelty business means a business which has as a principal activity the sale of devices which stimulate human genitals or devices which are designed for sexual stimulation.

Adult use — sauna means a sauna which excludes minors by reason of age, or which provides a steam bath or heat bathing room used for the purpose of bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — steam room/bathhouse facility means a building or portion of a building used for providing a steam bath or heat bathing room used for the purpose of pleasure, bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent if such building or portion of a building restricts minors by reason of age if the service provided by the steam room/bathhouse facility is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult uses includes adult bookstores, adult motion picture theaters, adult motion picture rental, adult mini-motion picture theaters, adult massage parlors, adult steam room/bathhouse/sauna facilities, adult companionship establishments, adult rap/conversation parlors, adult health/sport clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels/motels, adult body painting studios, and other premises, enterprises, establishments, businesses or places open to some or all members of the public, at or in which there is an emphasis on the presentation, display, depiction or description of specified sexual activities or specified anatomical areas which are capable of being seen by members of the public.

(1) *Specified anatomical areas.*
   a. Less than completely and opaquely covered human genitals, pubic region, buttock, anus, or female breast below a point immediately above the top of the areola; and
   b. Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(2) *Specified sexual activities.* Actual or simulated sexual intercourse, oral copulation, anal intercourse, oral-anal copulation, bestiality, direct physical stimulation of unclothed genitals, flagellation or torture in the context of a sexual relationship, or the use of excretory functions in the context of a sexual relationship, and any of the following sexually oriented acts or conduct:
   a. Anilingus, buggery, coprophagy, coprophilia, cunnilingus, fellatio, necrophilia, pederasty, pedophilia, piquerism, sapphism, zooerasty;
   b. Clearly depicted human genitals in the state of sexual stimulation, arousal or tumescence;
   c. Use of human or animal ejaculation, sodomy, oral copulation, coitus, or masturbation;
   d. Fondling or touching of nude human genitals, pubic region, buttocks, or female breast;
   e. Situations involving a person, any of whom are nude, clad in undergarments or in sexually revealing costumes, and who are engaged in activities involving the flagellation, torture, fettering, binding or other physical restraint of any such persons;
   f. Erotic or lewd touching, fondling or other sexually oriented contact with an animal by a human being;
   g. Human excretion, urination, menstruation, vaginal or anal irrigation.

Adult uses — accessory means a use, business, or establishment having ten percent of its stock in trade or floor area allocated to, or 20 percent of its gross receipts derived from movie rentals or magazine sales.

Adult uses — principal means a use, business, or establishment having more than ten percent of its stock in trade or floor area allocated to, or more than 20 percent of its gross receipts derived from, any adult use.

Agricultural use means the raising, cultivation, drying, or storage of agricultural products for sale, or the storage of machinery or equipment currently used in support of agricultural production by the same farm entity in addition to the production for sale of livestock, dairy animals, dairy products, poultry or poultry products, fur bearing animals, horticultural or nursery stock, fruit, vegetables, forage, grains, or bees and apiary products. Wetlands, pasture, and woodlands accompanying land in agricultural use shall be deemed to be in agricultural use.

Alternative design. Subdivision design methods such as conservation design, transfer of development density, or similar zoning and site design techniques that protect open space and natural areas.

Amortization means the establishment of a time schedule over which the cost of an investment is depreciated.

Animal Service Business means a business that provides veterinary care, grooming, training, and/or boarding to pets and animals.

Applicant means a person who is applying for a land use application approval as required by this chapter. The term "applicant" also means that person's agents, employees, and others acting under this person's direction.

Assisted Living, Memory Care, and Nursing Home Facilities means a state-licensed residential structure where varying levels of medical care are provided for its residents.

Attached (structures) means structures physically sharing foundations and walls.

Auto salvage. See *Vehicle wrecking yard.*

Barge fleeting. Temporarily parking and securing barges on the river, on or off channel, while tows are assembled or broken up.

Base flood elevation means the elevation of the "regional flood". The term "base flood elevation" is used in the flood insurance study.

Basement means any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

Berm means an earthen mound designed to provide visual interest, screen undesirable views, and/or decrease noise.

Best management practices (BMPs) means erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. (Refer to the current versions of the Minnesota Pollution Control Agency's publications, "Protecting Water Quality in Urban Areas," and, "Storm-Water and Wetlands: Planning and Evaluation Guidelines for Addressing Potential Impacts of Urban Storm-Water and Snow-Melt Runoff on Wetlands," the United States Environmental Protection Agency's, "Stormwater Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices," and the state department of transportation's, "Erosion Control Design Manual" for suitable BMPs.)

Biological and ecological functions. The functions of vegetation in stabilizing soils and slopes, retaining and filtering runoff, providing habitat, and recharging groundwater.

Bluff (Shoreland) means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff):

(1) Part or all of the feature is located in a shoreland area;

(2) The slope rises at least 25 feet above the ordinary high water level of the water body;

(3) The grade of the slope from the toe of the bluff to a point 25 feet or more above ordinary high water level average 30 percent or greater; and

(4) The slope must drain toward the waterbody.

Figure 1. Illustration of Bluff (Shoreland)

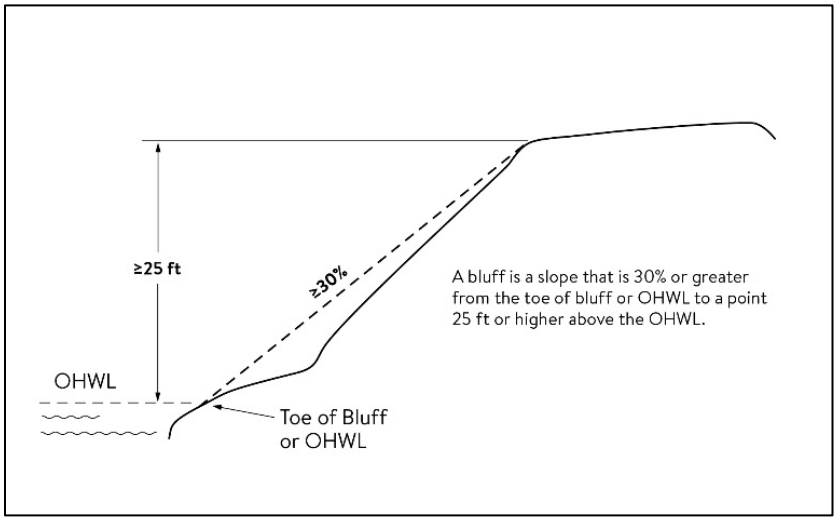
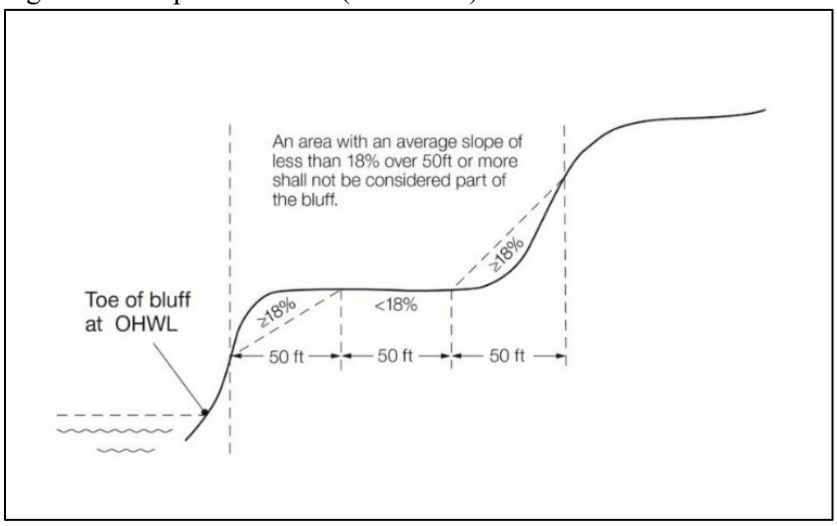


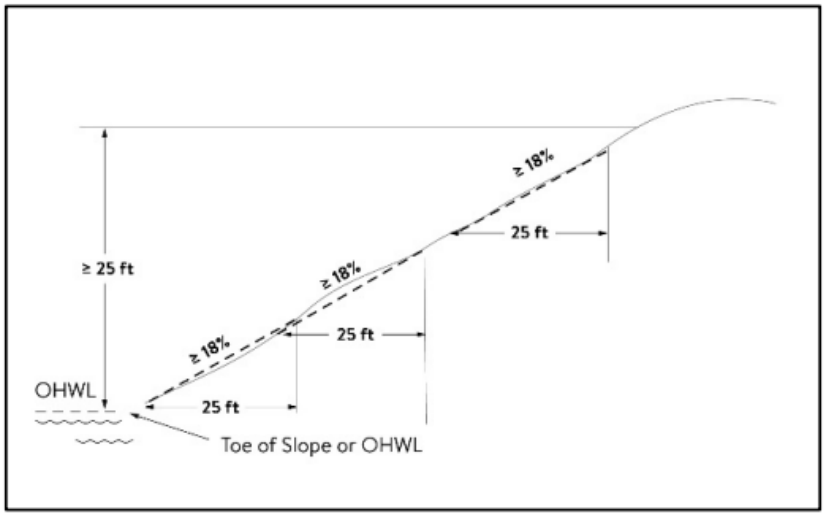
Figure 2. Exception to Bluff (Shoreland)



Bluff (MRCCA). A natural topographic feature having:

(A) A slope that rises at least 25 feet where the grade of the slope averages 18 percent or greater, measured over a horizontal distance of 25 feet, from the toe of the slope to the top of the slope. Where the slope begins below the ordinary high water level, the ordinary high water level is the toe of the slope. See Figure 1; or

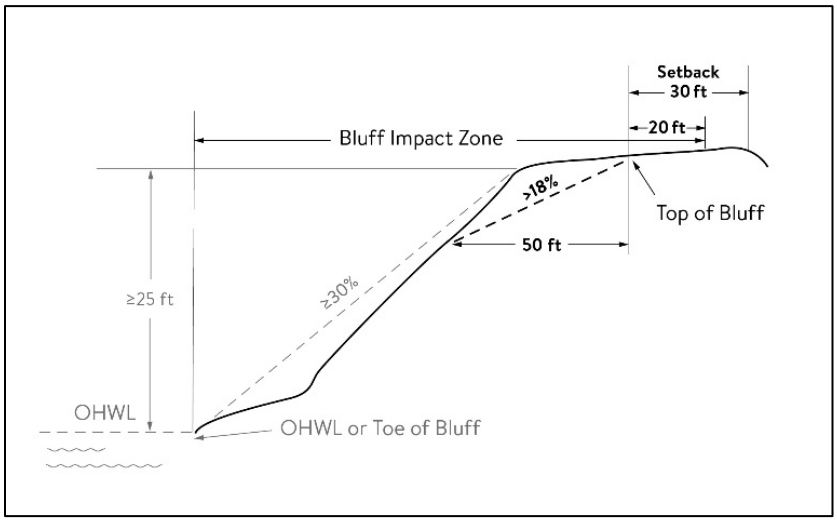
Figure 1. Bluff (MRCCA)



(B) A natural escarpment or cliff with a slope that rises at least ten feet above the ordinary high water level or toe of the slope, whichever is applicable, to the top of the slope, with a slope of 75 degrees or greater. See Figure 2.

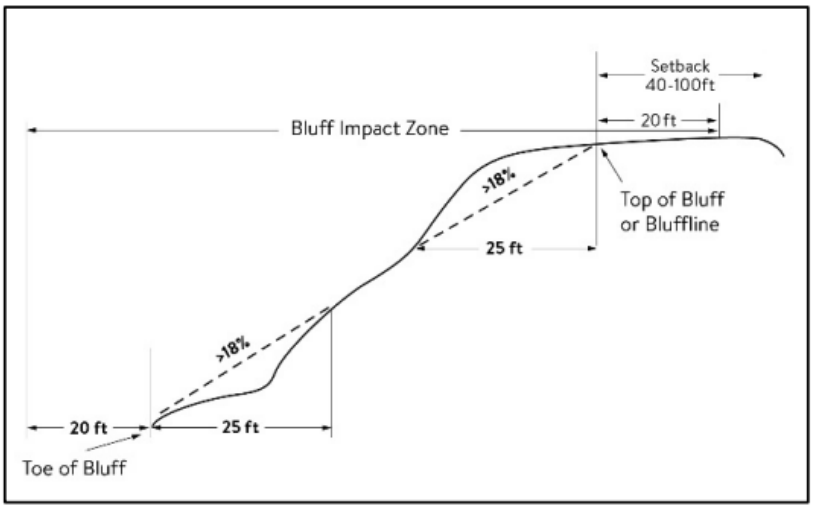
Bluff impact zone (Shoreland) means a bluff and land located within 20 feet from the top of a bluff.

Figure 1. Bluff Impact Zone and Top of Bluff (Shoreland)



Bluff impact zone (MRCCA) means A bluff and land located within 20 feet of the bluff. See Figure 1.

Figure 1. Bluff Impact Zone, Bluffline, Toe of Bluff, and Top of Bluff (MRCCA)



Bluffline (MRCCA). A line delineating the top of the bluff. More than one bluffline may be encountered proceeding landward from the river. See Figure 1 – *Bluff impact zone (MRCCA).*

Bluffline (Wild and Scenic) means:

(1) A line along the top of a slope connecting the points at which the slope of land becomes more than 13 percent. This applies to those slopes within the land use district which are beyond the setback provisions from the ordinary high water level; or

(2) The line which generally follows the river bank where the slope changes from steep (more than 12 percent) to less than 12 percent).

Bluff, toe of (MRCCA). A line along the bottom of a bluff, requiring field verification, such that the slope above the line exceeds 18 percent and the slope below the line is 18 percent or less, measured over a horizontal distance of 25 feet. See Figure 1 – *Bluff impact zone (MRCCA).*

Bluff, top of (MRCCA). A line along the top of a bluff, requiring field verification, such that the slope below the line exceeds 18 percent and the slope above the line is 18 percent or less, measured over a horizontal distance of 25 feet. See Figure 1 – *Bluff impact zone (MRCCA).*

Boathouse means a structure designed or used solely for the storage of boats or boating equipment.

Boulevard means that part of the property not covered by sidewalk or other paving, lying between the property line and the curb line of any street. In the absence of a curb, the curb line of a street shall be deemed to be the edge of that portion of the public right-of-way maintained and open to the use of the public for purposes of public travel.

Brewpub means a business operating as defined and regulated by Minn. Stats. Chapter 340A.

Buffer area means the outer area of a site where the site activity is screened, distanced, or muffled from adjacent land uses. At a minimum the buffer area must be consistent with the intent of Minn. Stats. § 473.823, subd. 3.

Buildable area. The area upon which structures may be placed on a lot or parcel of land and excludes areas needed to meet requirements for setback, rights-of-way, bluff impact zones, historic properties, wetlands, designated floodways, land below the ordinary high water level of public waters, and other unbuildable areas.

Building (MRCCA). A structure with two or more outside rigid walls and a fully secured roof and affixed to a permanent site.

Building means any structure, with the exception of enclosed trailers with or without axles or shipping containers, having a roof which may provide shelter, support, protection or enclosure of persons, animals or property of any kind.

Building height means a distance to be measured from the mean ground level to the highest point of a flat roof, or average height of the highest gable of a pitched or hip roof.

Carport means an automobile shelter open on two or more sides and shall be considered an accessory structure.

Certificate of compliance. A document written after a compliance inspection, certifying that the development is in compliance with applicable requirements at the time of the inspection.

Certified arborist means any person holding a valid and current arborist certification as issued by the International Society of Arboriculture (ISA).

Certified forester means any person holding a valid and current forester certification as issued by the Society of American Foresters (SAF).

CFR means the Code of Federal Regulations.

Club means a business operating as defined and regulated by Minn. Stats. Chapter 340A.

Commercial recreation – indoor means private recreational facilities that are inside a building operated for profit and open to members and/or the general public including tennis and racquetball clubs, indoor swimming pools, video arcades (amusement centers), indoor batting cages, pool halls, and the like, excluding health and fitness clubs.

Commercial recreation – outdoor means private recreational facilities primarily occurring outside of a building operated for profit or not and open to members and/or the general public including golf courses and driving ranges, miniature golf, riding stables, skating rinks, outdoor swimming pools, archery or trapshooting ranges, batting cages, softball, baseball, volleyball, soccer, or football facilities, and the like.

Commissioner. The commissioner of the applicable state agency.

Community Amenity Building means a structure or use that is accessory to a multi-family building, townhome association, or single-family homeowners' association that is intended for the enjoyment of its residents such as a swimming pool with or without restrooms, gazebo, clubhouse, or fitness facilities.

Comprehensive plan means a computation of goals, policy statements, standards, programs and maps for guiding the physical, social, and economic development, both public and private, as defined in Minn. Stats. § 462.352, and includes any part of such plan separately adopted and any amendment to such plan or parts thereof.

Conservation design. A pattern of subdivision that is characterized by grouping lots within a portion of a parcel, where the remaining portion of the parcel is permanently protected as open space.

Construction equipment trailer/field office means a mobile trailer or structure used for equipment storage or as a field office for contractors and subcontractors, which is not open to the general public.

Covenant means a contract between two individuals which constitutes a restriction of a particular use of land that is not enforced by the City, County, State, or Federal government.

Conventional subdivision. A pattern of subdivision that is characterized by lots that are spread regularly throughout a parcel in a lot and block design.

Data Center means a facility that houses information technology (IT) infrastructure for building, running, and delivering applications and services and for storing and managing the data associated with those applications and services.

Daycare Centers means a licensed business that provides supervision of and care for children, physically or mentally disabled adults, or the elderly for a portion of the day or night.

Deck. A horizontal, unenclosed, aboveground level structure open to the sky, with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site.

Density means a number expressing the ratio of dwelling units to an acre of land. *Net Density* deducts waterbodies and wetlands.

Detailing services means a business that provide comprehensive cleaning and reconditioning of both a vehicle's interior and exterior.

Developer. Having the meaning given under Minn. Stats. § 116G.03.

Development. Having the meaning given under Minn. Stats. § 116G.03.

Discharge means the conveyance, channeling, runoff, or drainage, of stormwater, including snowmelt, from a site.

Discretionary action. An action under this chapter related to land use that requires a public hearing by local ordinance or statute, such as preliminary plats, final subdivision plats, planned unit developments, conditional use permits, interim use permits, variances, appeals, and rezonings.

Distribution Facility means an establishment where shipments of tangible personal property are processed for delivery to customers.

Dock. Having the meaning given under Minnesota Rules, chapter 6115.

Driveway means an onsite prepared surface traffic lane, which shall be the traffic lane leading directly from a public street to the primary garage or a parking pad or lot on the subject parcel;

Dustless Surface consists of compacted bituminous millings or crushed rock. The crushed rock must all be similar in size with no fine particles. Aggregate material similar to state DOT class 5 is not considered dustless.

Dwelling, manufactured home, means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width and 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designated to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification pursuant to Minn. Stats. §§ 327.31—327.36. The term "dwelling, manufactured home," does not include "recreational vehicle" as defined herein.

Dwelling, multiple-family, means a building designed with three or more dwelling units exclusively for occupancy by three or more families living independently of each other but sharing hallways and main entrances and exits.

Dwelling, senior living, means a building designed with three or more dwelling units exclusively for occupancy where at least one of the residents in each unit is aged 55 or greater living independently of each other but sharing hallways and main entrances and exits.

Dwelling, single-family detached, means a dwelling unit designed exclusively for occupancy by one family.

Dwelling, Townhomes (Attached) means structures housing two ~~three~~ or more dwelling units contiguous to each other only by the sharing of one or more common walls; such structures are of the back-to-back or row-house type as contrasted to multiple dwelling apartment structures.

Dwelling, Townhomes (Detached) means a dwelling unit not attached to another dwelling or structure and have outdoor areas and/or indoor centers that are commonly owned or maintained by a homeowners' association.

Dwelling, Two-family attached, means a structure designed exclusively for occupancy by two families having separate kitchen, bathroom, and living spaces.

Easement means a grant by a property owner for use of a strip of land by the public or any person for any specific purpose, or purposes of construction and maintaining utilities and/or roadways.

EIFS means Exterior Insulation and Finish System.

Electric power facilities. Equipment and associated facilities for generating electric power or devices for converting wind energy to electrical energy as identified and defined under Minn. Stats. § 216E.

Equal degree of encroachment means a method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

Equipment, commercial use, means a variety of heavy machines, either specifically designed or used for commercial purposes, which perform specific construction or demolition functions, such as hoisting, excavating, hauling, grading, paving, drilling, or pile driving, under power. Trailers, either enclosed or flatbed, 6×12 or smaller, are exempt unless they have a department of transportation certificate or number; trailers used for transport of recreational vehicles and not used for any commercial use are exempt.

A licensed, self-propelled vehicle which:

(1) Has a gross vehicle weight rating (GVWR) OF 10,001 pounds or more and contains print or logos which advertise a business; or

(2) Has external modifications to the structure or body, where external modifications are defined as both dealer and non-dealer modifications which result in pick-up trucks that do not have the traditional pick-up truck bed and side walls, and vans that have an expanded cargo area that is taller or wider than a passenger van, except those modified for use as either a recreational vehicle or to accommodate handicapped passengers and which are currently being utilized for this purpose. Motorized vehicles that have racks, storage boxes, or shells added to the traditional pick-up bed are exempt from this definition.

Equipment, private use, means any motorized or non-motorized apparatus whose primary use is for personal activities not related to generating revenue or profit.

Erosion means the wearing away of the ground surface as a result of the movement of wind, water and/or ice or any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of people and nature.

Erosion and sediment practice specifications or practice means the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by either the city, county or local watershed group, whichever is more stringent.

Essential services. Underground or overhead gas, electrical, communications, steam, or water distribution, collection, supply, or disposal systems, including storm water. Essential services include poles, wires, mains, drains, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants, navigational structures, aviation safety facilities or other similar equipment and accessories in conjunction with the systems. Essential services does not include buildings, treatment works as defined in Minn. Stats. § 115.01, electric power facilities or transmission services.

Exterior solid fuel-fired heating device means an external device designed for solid fuel combustion so that usable heat is derived for the interior of a building, and includes solid fuel-fired stoves, fireplaces, solid fuel-fired cooking stoves, and combination fuel furnaces or boilers which burn solid fuel. Solid fuel-fired heating devices do not include natural gas-fired fireplace logs.

Family means an individual; two or more persons related by blood, marriage, adoption, or foster care; or not more than six persons not related by blood, marriage, adoption, or foster care occupying a dwelling unit as an individual housekeeping organization.

Farm means a tract of land used for agricultural uses which is under cultivation or is fenced and utilized as pasture.

Farm fence means an open type fence of posts and wire, which is permitted to accommodate agricultural activities and the raising of livestock and animals in certain zoning districts, and is not considered to be a structure with regard to floodplain regulations.

Farming means process of operating a farm for the growing and harvesting of crops which shall include those necessary accessory buildings, related to operating a farm, and the keeping of domestic farm animals. See also Agriculture.

Feedlot. Having the meaning given for animal feedlots under Minnesota Rules chapter 7020.

Fence means any partition, structure, wall or gate erected as a dividing marker, barrier or enclosure.

Fill means a deposit of earth material placed by artificial means so as to elevate the grade of a work site.

Fitness Center means a gym, health club, or exercise business and auxiliary uses customary to them such as locker rooms, swimming pools, and the like.

Flood means a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

Flood frequency means the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

Flood fringe means that portion of the floodplain outside of the floodway. The term "flood fringe" is synonymous with the term "floodway fringe" used in the flood insurance study for the city.

Floodplain. Having the meaning given the meaning given under Minnesota Rules chapter 6120.

Floodproofing means a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

Floodway means the channel of the watercourse and those portions of the adjoining floodplain which are reasonably required to carry and discharge the regional flood.

Floor area means the sum of the gross horizontal areas of the several floors of a building or buildings measured from the exterior faces of exterior walls or from the centerline of party walls.

Floor area ratio means the total floor area on a zoning lot divided by the total site area of the lot or parcel being developed.

Forest land conversion means the clear-cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.

Forestry means the use and management, including logging, of a forest, woodland or plantation, and related research and educational activities, including the construction, alteration or maintenance of woodroads, skidways, landings, and fences.

Fully reconstructs. The reconstruction of an existing impervious surface that involves site grading and subsurface excavation so that soil is exposed. Mill and overlay and other resurfacing activities are not considered fully reconstructed.

Garage, primary residential, means a garage attached to the principal building or dwelling, or a detached garage where an attached garage does not exist, intended for the storage of vehicles and items accessory to the principal use of the property. Primary residential garages, attached or detached, shall be considered accessory structures.

Glare means direct light emitting from a luminaire that causes reduced vision or momentary blindness.

Ground source heat pump system (geothermal system) means a system that uses the relatively constant temperature of the earth or a body or water to provide heating in the winter and cooling in the summer. System components include open or closed loops of pipe, coils, or plates; fluid that absorbs and transfers heat; and a heat pump unit that processes heat for use or disperses heat for cooling; and an air distribution system.

Grade means the vertical rise or drop from any fixed horizontal line or point.

Grading means:

(1) Changing the natural or existing topography of land; or

(2) The placement, removal or movement of earth by use of mechanical equipment on a property.

Groundcover means turf grass or natural native landscaping.

Hard-surface trail. A trail surfaced in asphalt, crushed aggregate, or other hard surface, for multi-purpose use, as determined by local, regional, or state agency plans.

Hedge means a row of closely planted shrubs or low growing trees forming a fence or boundary.

Historic property. An archaeological site, standing structure, site, district, or other property that is:

1. Listed in the National Register of Historic Places or the state register of historic places or locally designated as a historic site under Minn. Stats. ch. 471;
2. Determined to meet the criteria for eligibility to the National Register of Historic Places or the State register of historic places as determined by the director of the Minnesota Historical Society; or
3. An unplatted cemetery that falls under the provisions of Minn. Stats. ch. 307, in consultation with the office of the state archaeologist.

Home Occupation means any occupation or profession engaged in by the occupant of a residential dwelling unit which is clearly incidental and secondary to the residential use of the premises, does not change the character of said premises, and satisfies the requirement of this Code.

Homeowners' association (HOA) means an organization comprising neighbors concerned with managing the common areas of a subdivision, governed by a board, that create a set of bylaws, in addition to city regulation, to govern themselves. These boards own and maintain commonly-held land within a townhouse or single-family development, and are responsible for private street maintenance, snow removal, landscaping, and/or building maintenance. Each homeowners' association varies in its scope and responsibilities. The homeowners' association is responsible for enforcing any covenants, conditions, and restrictions that apply to the property.

Horse boarding, commercial, means the housing or keeping of horses for profit. Horse boarding will be considered to be commercial when horse care is offered to the general public through any form of advertising.

Horse boarding, noncommercial, means the housing or keeping of horses for friends, neighbors, and relatives when the charge for such boarding is limited to the actual costs incurred and the person providing the service has not attempted to solicit business through any form of advertising.

Hotel means a building or group of detached, semi-detached or attached buildings containing guestrooms or units, each of which has a separate entrance directly from the outside of the building or corridor, with garage or parking space conveniently located to each unit, and which is designed, used or intended to be used primarily for the accommodation of transient guests.

Hydroponics (hydrophytic vegetation) means macrophytic (large enough to be observed by the naked eye) plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

Impervious surface. A constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, decks, sidewalks, patios, parking lots, storage areas, and driveways, including those with concrete, asphalt, or gravel surfaces.

Improvements means the construction or installation of public or private utilities, including but not limited to, potable water, sanitary sewer systems, storm sewers, roads and other thoroughfares, sidewalks, curbs and gutters, paving barricades, trees and other plantings, lighting, fuel or energy and the transmission thereof, transportation systems or facilities connected therewith and communication systems which are necessary, desirable or convenient in the maintenance of the health, safety and the general welfare.

Incinerator means any furnace or other device used in the process of burning solid waste, hazardous waste, medical waste or special waste for the purpose of reducing the volume of the waste by removing combustible material.

Intensive vegetation clearing. The removal of all or a majority of the trees or shrubs in a contiguous patch, strip, row, or block.

Interim use. A use having the meaning given under Minn. Stats. §§ 394 and 462.

Land alteration. An activity that exposes the soil or changes the topography, drainage, or cross section of the land, excluding gardening or similar minor soil disturbances.

Land disturbance activity means any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this rule, land disturbance activity does not mean:

(1) Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.

(2) Construction, installation, and maintenance of electric, telephone, and cable television, utility lines or individual service connection to these utilities, which result in creating under 500 square feet of exposed soil.

(3) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural crops.

(4) Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles which result in creating under 500 square feet of exposed soil.

(5) Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an approved erosion and sediment control plan, except for the emergency. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the city's requirements as soon as possible.

Landscape plan means the design and specifications for the placement of any live plant materials such as trees, shrubs, ground cover and grasses as well as humanmade structures such as walls, fences, and berms. This also includes the retention of existing vegetation for the purposes of enhancing property value and aesthetics, protecting the community's environment, and minimizing negative impacts on visual order of the community.

Landscaping means the use of natural plant materials including but not limited to, ground covers, shrubs, and trees (deciduous and evergreen). Landscaping also involves the placement, preservation, and

maintenance of such plant materials and includes such elements as fences, walls, lighting, and earth mounding.

Licensed Residential Facilities means a state-licensed 24-hour supervised residential care facility housing up to six unrelated individuals.

Local government. Counties, cities, and townships.

Lot (MRCCA). Having the meaning given under Minnesota Rules chapter 6120.

Lot (Shoreland) means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plot, or other accepted means and separated from other parcels or portions by said description for the purpose of sale, lease, or separation.

Lot line means a property boundary line of any lot held in single or separate ownership; except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley right-of-way.

Lot of record means any lot which individually, or as part of a subdivision, was a separate parcel of record on April 28, 1972.

Lot, depth of, means a mean horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

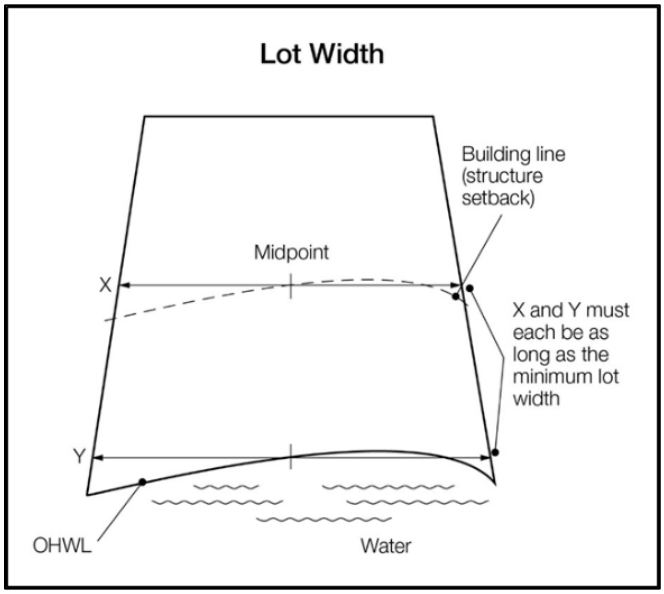
Lot, frontage, means the front of a lot shall be, for purposes of complying with this Code, that boundary abutting a public right-of-way having the least width.

Lot, interior, means a lot, other than a corner lot, including through lots.

Lot width means the uniform width measured at the property line abutting the street at the minimum building setback line of the underlying zoning district. In the case of a lot abutting a cul-de-sac, the lot width is the width measured at right angles to the depth at the building setback requirement.

Lot width (MRCCA and Shoreland). The shortest distance between lot lines measured at both the ordinary high water level and at the required structure setback from the ordinary high water level. See Figure 1.

Figure 1. Lot width (MRCCA and Shoreland)



Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor.

Marina. Having the meaning given under Minnesota Rules chapter 6115.

*Manufacturing***.** the processing or assembly of raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing. This definition includes hydroponics.

Mississippi River Corridor Critical Area (MRCCA). The area within the River Corridor Boundary.

Mississippi River Corridor Critical Area (MRCCA) Plan. A chapter or other element in the City of Ramsey comprehensive plan.

Model home means a dwelling in a developing subdivision, located on a legal lot of record, that is limited to temporary use as a sales office for the subdivision and to provide an example of the dwellings which have been built or which are proposed to be built within the same subdivision.

Mooring facility. Having the meaning given under Minnesota Rules chapter 6115.0170.

Motor fuel station means a place where gasoline is stored only in underground tanks, kerosene or motor oil and lubricants or grease, for operation of vehicles.

Motor vehicle, commercial use, means any self-propelled or towed vehicle used on a public road in to transport passengers or property when the vehicle has:

1. A weight of over 10,000 lbs;
2. The capacity to transport more than fifteen (15) passengers, including the driver; or
3. Used to transport hazardous materials in a quantity that requires placards under federal hazardous materials regulations.

Motor vehicle, private use, means any device which is designed to be self-propelled, and not deriving its power from overhead wires. This shall also include standard passenger automobiles, pickup trucks and vans displaying company logos and/or advertisements.

Motor Vehicle repair means general repair, rebuilding or reconditioning engines, motor vehicles or trailers, collision service, including body, frame or fender straightening or repair, overall painting or paint job, minor repairs, replacement of parts, and motor services.

Motor Vehicle Sales and Showrooms means a business that is licensed by the State of Minnesota as defined by Minn. Stats. 168.27, subd. 1(f) for new motor vehicle dealers, used motor vehicle dealers, motor vehicle brokers, wholesalers, auctioneers, lessors of new or used motor vehicles. This definition does not include scrap metal processors, used vehicle parts dealers, and salvage pools.

Native plant community. A plant community that has been identified as part of the Minnesota Biological Survey or biological survey issued or adopted by a local, state, or federal agency.

Natural area means an area that does not include noxious weeds that is purposely left to grow in a natural state and contains vegetation that can maintain itself in a stable condition.

Natural-surface trail. A trail composed of native soil and rock or compacted granular stone, primarily intended for hiking, equestrian, or mountain bike use, as determined by local, regional, or state agency plans.

Natural vegetation. Any combination of ground cover, understory, and tree canopy that, while it may have been altered by human activity, continues to stabilize soils, retain and filter runoff, provide habitat, and recharge groundwater.

Nonconforming use means any use of land established before the effective date of the ordinance from which this chapter is derived which does not conform to the use restrictions of a particular zoning district. This should not be confused with substandard dimensions of a conforming use.

Nonconforming use, illegal, means a building, structure, premises, or use which at the time of its establishment did not comply or conform with the applicable conditions or provisions of this Code which were in effect at such date, and which continues such noncompliance and nonconformance with the present Code.

Nonconforming use, legal, means a building, structure, premises, or use which at the time of its establishment was in compliance and conformance with the applicable conditions and provisions of this Code which were in effect at such date, but which does not now comply or conform to conditions and provisions of the current Code.

Nonconformity. Having the meaning given under Minn. Stats. § 394.22.

Noncomplying Sewage Treatment System has the same meaning as in Chapter 113.

Nonmetallic mining. Construction, reconstruction, repair, relocation, expansion, or removal of any facility for the extraction, stockpiling, storage, disposal, or reclamation of nonmetallic minerals such a stone, sand, and gravel. Nonmetallic mining does not include ancillary facilities such as access roads, bridges, culverts, and water level control structures. For purposes of this subpart, "facility" includes

all mine pits, quarries, stockpiles, basins, processing structures and equipment, and any structures that drain or divert public waters to allow mining.

Obstruction means any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

Off-premise advertising signs. Those signs that direct attention to a product, service, business, or entertainment venue that is not exclusively related to the premises where the sign is located.

Off-street loading space means a space accessible from the street, alley or way, in a building or on the lot for the use of trucks while loading or unloading merchandise or materials. Such space shall be of such size as to accommodate one truck of the type typically used in the particular business and shall be exclusive of general public and employee parking spaces.

On site means any location within the boundaries of a site.

One hundred-year floodplain means lands inundated by the regional flood.

Open space means an area set aside for the preservation of natural open spaces to counteract the effects of urban congestion and monotony.

Open space recreation uses means recreation use particularly oriented to and utilizing the outdoor character of any area; including hiking and riding trails, primitive campsites, campgrounds, waysides, parks and recreational areas.

Operable motor vehicle means a vehicle that can be presented in a self-propelled condition within seven days of the city's request for such action.

Ordinary high water level (OHWL). Having the meaning given under Minn. Stats. § 103G.005.

Outdoor display means an area of land where goods are displayed and which are available for sale to the general public from inside a retail outlet or warehousing facility.

Outdoor sales means an outdoor area where goods are sold and displayed for sale and is freely accessible to the public.

Outdoor storage means the exterior storage of goods, inventory, materials, equipment, or other items which are not necessarily intended for sale nor accessible to the public.

Outlot means a parcel that is not a developable piece of property unless re-platted in accordance with city ordinances.

Owner means any person, firm or corporation, or any other legal entity, or a combination of any of them, having sufficient legal proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this chapter.

Overlay district. A zoning district that is applied over one or more previously established zoning districts, establishing additional or stricter standards and criteria for covered properties in addition to those of the underlying zoning district. Overlay districts are often used to protect historic features and natural resources such as shoreland or floodplain.

Parcel (MRCCA). Having the meaning given under Minn. Stats. § 116G.03.

Parcel means an individual lot or tract of land.

Park includes any city public spaces designated for recreation and/or conservation.

Patio. A constructed hard surface located at ground level with no railings and open to the sky.

Paved means a surface made of concrete, asphalt, pervious pavement, driveway quality pavers.

Permitted use means a use which may be lawfully established in a particular district, provided it conforms with all requirements, regulations, and performance standards (if any) of such districts.

Person means an individual, firm, partnership, association, corporation or organization of any kind.

Personal Services means a retail business that provides a service rather than a product for sale. Examples of such uses are barbershops, salons, massage studios, body art studios, and photography studios.

Pervious surface means a surface that permits the entry of water into the soil. Examples include lawns, planting beds and paving brick surfaces designed to infiltrate water into the underlying soils.

Picnic shelter. A roofed structure open on all sides, accessory to a recreational use.

Planned unit development. A method of land development that merges zoning and subdivision controls, allowing developers to plan and develop a large area as a single entity, characterized by a unified site design, a mix of structure types and land uses, and phasing of development over a number of years. Planned unit development includes any conversion of existing structures and land uses that utilize this method of development.

Plat. Having the meaning given under Minn. Stats. chs. 505 and 515B.

Port. A water transportation complex established and operated under the jurisdiction of a port authority according to Minn. Stats. ch. 458.

Post-Secondary Educational Facility means a private or public facility engaged in for-credit or skill and trade certifications of students post high-school age. Examples include, but are not limited to, beauty schools, business schools, and trade schools.

Primary conservation areas (MRCCA). Key resources and features, including shore impact zones, bluff impact zones, floodplains, wetlands, gorges, areas of confluence with tributaries, natural drainage routes, unstable soils and bedrock, native plant communities, cultural and historic properties, and significant existing vegetative stands, tree canopies, and other resources identified in local government plans.

Primitive campsites means an area that consists of individual remote campsites accessible only by foot or water.

Principal use or structure means all uses or structures that are not accessory uses or structures.

Private facilities. Private roads, driveways, and parking areas, private water access and viewing facilities, decks and patios in setback areas, and private signs.

Professional engineer. An engineer licensed to practice in Minnesota.

Professional Services means a business that provides a service in an office setting rather than a product for sale, other than medical or dental services. Examples of such uses are law offices, engineering services, architectural services, and consulting services.

Property owner means the person owning such property as shown by the county auditor's plat of the City of Ramsey, Minnesota.

Protective covenants means contracts made between private parties as to the manner in which land may be used, with the view to protecting and preserving the physical and economic integrity of a given area.

Public facilities. Public utilities, public transportation facilities, and public recreational facilities.

Public recreation facilities. Recreational facilities provided by the state or a local government and dedicated to public use, including parks, scenic overlooks, observation platforms, trails, docks, fishing piers, picnic shelters, water access ramps, and other similar water-oriented public facilities used for recreation.

Public river corridor views. Views toward the river from public parkland, historic properties, and public overlooks, as well as views toward bluffs from the ordinary high water level of the opposite shore, as seen during the summer months and documented in the MRCCA plan/chapter of the comprehensive plan.

Public transportation facilities. All transportation facilities provided by federal, state, or local government and dedicated to public use, such as roadways, transit facilities, railroads, and bikeways.

Public utilities. Electric power facilities, essential services, and transmission services.

Public waters means any public waters as defined in Minn. Stats. § 103G.005. However, no lake, pond or flowage of less than ten acres in size and no river or stream having a total drainage area less than two square miles shall be regulated for the purposes of these regulations.

Reach means a hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or manmade obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

Readily visible. Land and development that are easily seen from the ordinary high water level of the opposite shore during summer months.

Recreation field or building means an area of land, water, or any building in which amusement, recreation or athletic sports are provided for public or semi-public use, whether temporary or permanent, except a theater, whether provision is made for the accommodation of an assembly or not. A golf course,

arena, baseball park, stadium, circus or gymnasium is a recreation field or building for the purpose of this Code.

Recreational vehicle means a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of subdivision III (floodplain overlay districts), the term recreational vehicle is synonymous with the term 'travel trailer/travel vehicle'.

Regional flood means a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 100-year recurrence interval. The term "regional flood" is synonymous with the term "base flood" used in the Flood Insurance Study.

Regulatory flood protection elevation means an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

Religious Institution means a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

Resource agency. A federal, state, regional, or local agency that engages in environmental, natural, or cultural resource protection or restoration activities, including planning, implementation, and monitoring.

Retaining wall. A vertical or nearly vertical structures constructed of mortar and rubble masonry, rock, or stone regardless of size, vertical timber pilings, horizontal timber planks with piling supports, sheet pilings, poured concrete, concrete blocks, or other durable materials.

Right-of-way means the area within the limits of a street, alley, pedestrian way, thoroughfare or easement.

River corridor boundary. The boundary approved and adopted by the Metropolitan Council under Minn. Stats. § 116G.06, as approved and adopted by the legislature in Minn. Stats. § 116G.15, and as legally described in the Sate Register, volume 43, pages 508 to 518.

River-dependent use. The use of land for commercial, industrial, or utility purposes, where access to and use of a public water feature is an integral part of the normal conduct of business and where the use is dependent on shoreline facilities.

Rock Riprap. Natural coarse rock placed or constructed to armor shorelines, streambeds, bridge abutments, pilings and other shoreline structures against scour, or water or ice erosion.

Sales Yard means a place outdoors where products for sale are kept and/or displayed.

Sediment means the product of an erosion process; solid material both mineral and organic, that is in suspension, is being transported, or has been moved by water, air, or ice, and has come to rest on the earth's surface either above or below water level.

Sediment control means the methods employed to prevent sediment from leaving the development site. Sediment control practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

Sedimentation means the process or action of depositing sediment caused by erosion.

Selective cutting means the removal of single scattered trees.

Selective vegetation removal. The removal of isolated individual trees or shrubs that are not in a contiguous patch, strip, row, or block and that does not substantially reduce the tree canopy or understory cover.

Setback means the minimum horizontal distance between a use and lot line or other distinguished area. Distances are to be measured from ground level except as provided hereinafter.

Setback (MRCCA). A separation distance measured horizontally.

Semi-public use means the use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

Sewage treatment system means:

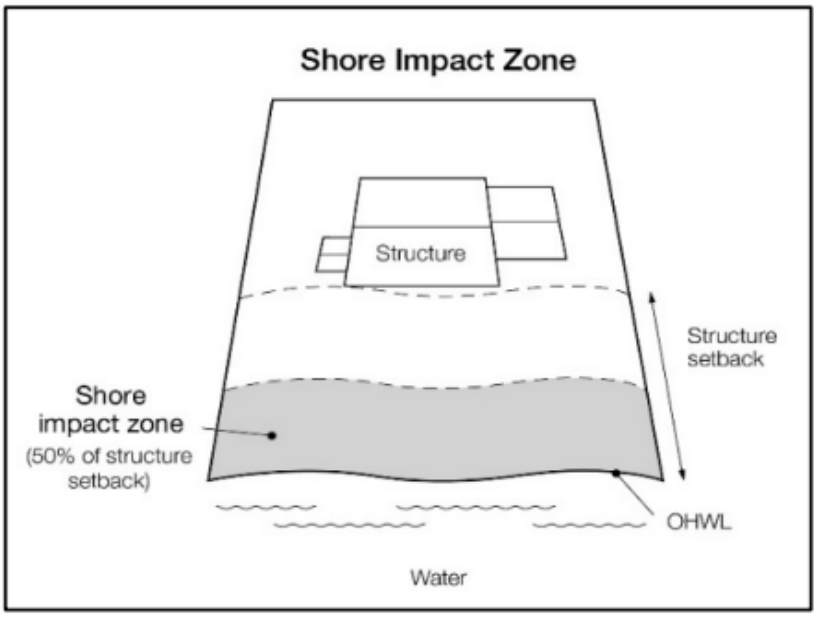
(1) Any system for the collection, treatment and dispersion of sewage including but not limited to septic tanks, soil absorption systems and drain fields; or

(2) Septic tank and soil absorption system or other individual or cluster type sewage treatment system as described and regulated in this chapter.

Shore impact zone (Shoreland) means land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback.

Shore impact zone (MRCCA). Land located between the ordinary high water level of public waters and a line parallel to it at a setback of 50 percent of the required structure setback or, for agricultural use, 50 feet landward of the ordinary high water level. See Figure 1.

Figure 1. Shore Impact Zone (MRCCA)



Shoreland means the land within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner.

Shoreline facilities. Facilities that require a location adjoining public waters for ingress and egress, loading and unloading, and public water intake and outflow, such as barge facilities, port facilities, commodity loading and unloading equipment, watercraft lifts, marinas, short-term watercraft mooring facilities for patrons, and water access ramps. Structures that would be enhanced by a shoreline location, but do not require a location adjoining public waters as part of their function, are not shoreline facilities, such as restaurants, bait shops, and boat dealerships.

Significant historic site means any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minn. Stats. § 307.08. A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the state archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.

Slope means the degree of deviation of a surface from the horizontal, usually expressed in percent, degrees, or ratio.

Special purpose units of government. The University of Minnesota, the St. Paul Port Authority, watershed management organizations established under Minn. Stats. ch. 103B, watershed districts established

under Minn. Stats. ch. 103D, and any other unit of government other than local government or a state or regional agency.

State or regional agency. The Metropolitan Airports Commission, Minnesota Historical Society, University of Minnesota, Department of Natural Resources, Department of Transportation, Metropolitan Council, and other state agencies.

Steep slope (MRCCA). A natural topographic feature with an average slope of 12 to 18 percent, measured over a horizontal distance equal to or greater than 50 feet, and any slopes greater than 18 percent that are not bluffs.

Storage Yard means a place outdoors where products, vehicles, trailers, boats, recreational vehicles, equipment, machinery, or materials, and other items are kept for the sole purpose of storing them.

Storm water management facilities. Facilities for the collection, conveyance, treatment, or disposal of storm water.

Story means that portion of a building including beneath the upper surface of a floor and upper surface of floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a basement or cellar, or unused underfloor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such basement, cellar, or unused underfloor space shall be considered a story.

Street frontage means the proximity of a parcel of land to one or more streets. An interior lot has one street frontage and a corner lot has two such frontages.

Structure (MRCCA and Shoreland). A building, sign, or appurtenance thereto, except for aerial or underground utility lines, such as sewer, electric, telephone, or gas lines, and utility line towers, poles, and other supporting appurtenances.

Structure means either:

(1) Anything which is built, constructed or erected; an edifice or building of any kind; or any piece of work artificially built up and/or composed of parts joined together in some definite manner whether temporary or permanent in character, in eluding towers, poles and other supporting appurtenances.

(2) Anything manufactured, constructed or erected which is normally attached to or positioned on land, including portable structures, earthen structures, roads, parking lots, and paved storage areas.

(3) Any building, sign, or appurtenance thereto, except aerial or underground utility lines, such as sewer, electrical, telephone, telegraph, or gas lines, including towers, poles, and other supporting appurtenances, and fences used to control livestock or delineate boundaries.

Structure, principal, means anything that houses or facilitates the principal use of a property.

Subdivision. Having the meaning given under Minn. Stats. § 462.352.

Substandard use (Wild and Scenic) means any use within the land use district existing prior to the date of enactment of the ordinance from which this chapter is derived which is permitted within the applicable land use district but does not meet the minimum lot area, length of water frontage, structure setbacks or other dimensional standards of this chapter.

Subsurface sewage treatment system. Having the meaning given under Minnesota Rules, part 7080.1100.

Surface water-oriented commercial use means the use of land for commercial purposes, where access to and use of a surface water feature is an integral part of the normal conductance of business. Marinas, resorts, and restaurants with transient docking facilities are examples of such use.

Temporary real estate office means a structure with or without a foundation or footings, used only as a temporary real estate office, which is open to the general public.

Topsoil means black dirt composed of unconsolidated material, largely undecomposed organic matter that is a suitable foundation for vegetative growth. The composition of topsoil should contain no more than 35 percent sand content.

Tow Yard. See Vehicle Wrecking Yard.

Transmission services.

(A) Electric power lines, cables, pipelines, or conduits that are:

(1) Used to transport power between two points, as identified and defined under Minn. Stats. § 216E.01, subd. 4; or

(2) For mains or pipelines for gas, liquids, or solids in suspension, used to transport gas, liquids, or solids in suspension between two points; and

(B) Telecommunication lines, cables, pipelines, or conduits.

Treeline. The more or less continuous line formed by the tops of trees in a wooded area when viewed from a particular point. The treeline is determined during all seasons as if under full foliage.

Truck Terminal. means a building, structure or land where trucks and/or tractor trailers are rented, leased, or stored, or are dispatched for hire as common carriers.

Twin Cities Metropolitan area. The area over which the Metropolitan Council has jurisdiction according to Minn. Stats. § 473.121, subd. 2.

Unlicensed Supportive Living Facility means a residential dwelling that is not licensed as a Licensed Residential Facility that provides congregate and supportive living environment for no more than six unrelated individuals classified under the Americans with Disabilities Act (ADA).

Use, principal, means the purpose or activity for which the land or building thereon is designated, arranged, or intended, or for which it is occupied, utilized or maintained, and shall include the performance of such activity as defined by the performance standards of this chapter.

Variance. Having the meaning given under Minn. Stats. § 394.22.

Vegetation means the sum total of plant life in some area; or a plant community with distinguishable characteristics.

Vehicle wrecking yard means any place where vehicles not in running condition and/or not licensed, or parts thereof, are stored in the open or any land used for wrecking or storing of such motor vehicles or parts thereof, and including any commercial salvaging and scavenging of any other goods, articles or merchandise.

Water access ramp. A boat ramp, carry-down site, boarding dock, and approach road, or other access that allows launching and removal of a boat, canoe, or other watercraft with or without a vehicle and trailer.

Water body means a body of water (lake, pond) in a depression of land or expanded part of a river, or an enclosed basin that holds water and is surrounded by land.

Water-oriented accessory structure or facility (Shoreland) means a small, above ground building or other improvement, except stairways, fences, docks, and retaining walls, which, because of the relationship of its use to a surface water feature, reasonably needs to be located closer to public waters than the normal structure setback. Examples of such structures and facilities include boathouses, gazebos, screen houses, fish houses, pump houses, and detached decks.

Water-oriented accessory structure (MRCCA). A small building or other improvement, except stairways, fences, docks, and retaining walls, that, because of the relationship of its use to public waters, needs to be located closer to public waters than the normal structure setback. Examples include gazebos, screen houses, fish houses, pump houses, and detached decks and patios.

Water quality impact zone. Land within the shore impact zone or within 50 feet of the boundary of a public water, wetland, or natural drainage way, whichever is greater.

Wetland. Having the meaning given under Minn. Stats. § 103G.005.

Wharf. Having the meaning given under Minnesota Rules, part 6115.0170.

Wholesale Sales means sales of products to a business or person who will resell the articles in the regular course of business or incorporate the article into another product that will be sold.

Wind energy conversion system (WECS) means any device such as a wind charger, wind mill, or wind turbine and associated facilities that converts wind energy to electrical energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, or other component used in the system.

Yard means an open space on the lot which is unoccupied and unobstructed from its lowest level to the sky. A yard extends along a lot line at right angles to such lot line to a depth or width specified in the yard regulations for the zoning district in which such lot is located.

Yard, front, means that area extending along the full length of a front lot line between side lot lines and to the depth required in the yard regulations for the district in which it is located. In the case of a corner lot abutting one or more major roads, both yards shall be considered front yards. A major road is any road that is of a collector designation or greater.

Yard, rear, means a yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

Yard, side, means a yard between the side line of the lot and the nearest line of the principal building and extending from the front line of the structure to the rear property line.

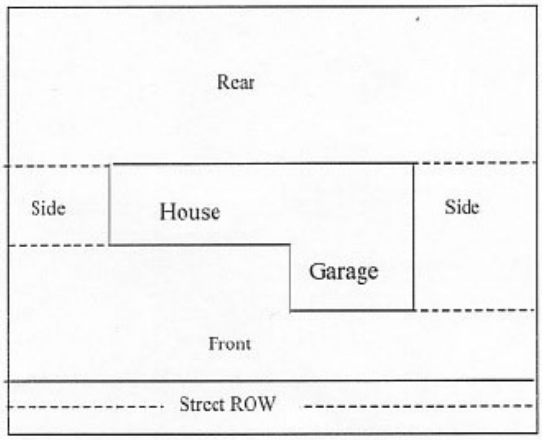


Figure 1. Attached Garage

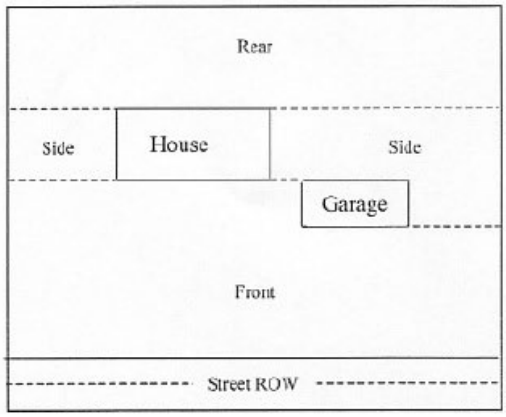


Figure 2. Detached Garage in Front

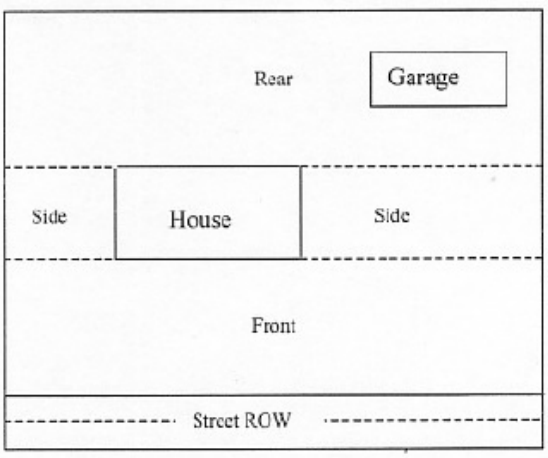


Figure 3. Detached Garage in Rear

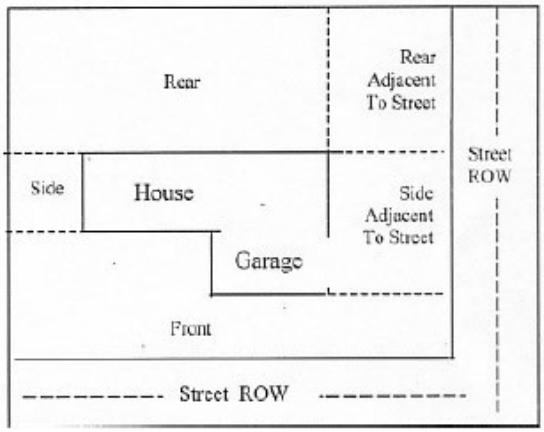


Figure 4. Corner Lot

Zoning administrator means the community development department.

Zoning district means an area within the limits of the city for which the regulations and requirements governing use are uniform.

Zoning district, overlay, means a zoning district containing regulations superimposed upon other zoning district regulations and may supersede the underlying zoning district if more restrictive than the underlying zoning district regulations.
Zoning district, underlying, means all zoning districts except overlay zoning districts.
Zoning map means the map incorporated into this chapter as a part thereof, designating the zoning districts.
Zoning Code means the zoning ordinance of the city, as amended from time to time by the City.

106 Applicability and Compliance
From and after the effective date of the ordinance from which this chapter is derived, the use of all land and every building or portion of a building erected, altered in height and area, added to, or relocated, and every use within a building, or use accessory thereto, in the city shall be in conformity with the provisions of this chapter and after the lawful issuance of all required permits.

107-109 Reserved.

110 Administration
Sections 111-140 establish the administration and enforcement powers of this chapter.

111 Zoning Administrator
The zoning administrator shall:
(A) Administer and enforce the provisions of this chapter in accordance with its literal terms and shall not have the power to permit any construction or any use or change of use which does not conform to this chapter;
(B) Maintain the official zoning map;
(C) Maintain a permanent file of all zoning applications as public records.

112-119 Reserved.
120 Official Zoning Map
(A) The boundaries of the zoning districts and overlay districts are delineated on the official zoning map, which is adopted by reference and declared to be a part of this chapter. Such map shall be on permanent file and available for public inspection in City Hall. It shall be the responsibility of the zoning administrator to maintain and keep the map up to date and to revise or update the map with each amendment thereto within 30 days after official publication of the ordinance adopting the amendment.
(B) District and development area boundaries shown within the lines of roads, streams, and transportation rights-of-way shall be deemed to follow the centerlines. The vacation of roads shall not affect the location of such district or development area boundaries. When the zoning administrator cannot definitely determine the location of a district or development area boundary by such centerlines, by the scale or dimensions stated on the zoning map, or by the fact that it clearly coincides with a property line, the zoning administrator shall interpret the location of the district or development area boundary with reference to the scale of the zoning map and the purposes set forth in all relevant provisions of this Code. When a district or development area boundary line divides a lot of record into two or more districts or into both development areas, any portion of the lot within 50 feet of such division may be used for any use of either district or development area as approved by the Planning Commission or as appealed by the City Council. The Metropolitan Urban Service Area (MUSA) boundary line as shown in the Comprehensive Plan, however, defines the limits of sewered areas. Any area outside of the MUSA boundary shall not be served with sewer.

121-129 Reserved.

130 Enforcement

(A) Any violation of this chapter may be enjoined by the council through proper legal channels. Each day a violation is permitted to exist shall constitute a separate offense.
(B) In case any building, structure, or land is proposed to be erected, reconstructed, altered, converted, maintained or used in violation of this chapter, the council, in addition to other remedies, may institute in the name of the city any appropriate action or proceeding to prevent, restrain, correct or abate such building, structure, or land, or to prevent, in or about such premises, any act, conduct, business, or use constituting a violation, as prescribed in Chapter 2.
(C) Violation of any provision of this chapter is considered a misdemeanor.
(D) Appeals are provided in the same manner as prescribed in Chapter 2.

131-139 Reserved.

140 Non-Conformities

(A) *Intent.* It is the purpose of this section to provide for the regulation of nonconforming buildings, structures, site improvements, and uses and to specify those requirements, circumstances, and conditions under which nonconforming buildings, structures, and uses will be operated and maintained. This chapter establishes separate districts, each of which is an appropriate area for the location of uses that are allowed in that district. It is necessary and consistent with the establishment of these districts that nonconforming buildings, structures, site improvements, and uses not be allowed to continue without restriction. Furthermore, it is the intent of this section that all nonconforming uses shall be eventually brought into conformity or terminated.
(B) *Regulations.*
  (1) Whenever a lawful nonconforming use of a structure or land or occupancy is discontinued for a continuous period of one year, any future use of said structure or lands shall be made to conform with the provisions of this chapter.
  (2) Notwithstanding any other provisions of this chapter, any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless it is a nonconforming use that is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, the city may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property. Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.
(C) Creation of nonconformities by public action
  (1) Where there exists as of the date of adoption of this section a conforming land use, lot of record, sign, structure, and/or site improvement and a subsequent taking by a governmental body occurs under eminent domain or negotiated sale which renders such land use, lot of record, structure, or site improvement in violation of one or more provisions of this chapter, such land use, lot of record, sign, structure or site improvements becomes a legal non-conformity and may be used thereafter only in accordance with the provisions of this section.
  (2) The Planning Commission may consider government taking as a practical difficulty used with a request for a variance to a setback regulation for pre-existing buildings, parking lots, and/or signs.
(D) Lots of Record. Any lot of record existing at the effective date of the ordinance from which this chapter is derived may be used for the erection of a dwelling conforming to the use regulations of the district in which it is located, even though its area is less than the minimum requirements of this chapter. This provision shall not apply to lots with widths below the district minimum, meaning that all lots of record must meet district lot width minimums to qualify.

(E) Expansion of a non-conforming principal structure, deck, or parking lot by way of setbacks is permitted provided the improvement does not increase the level of nonconformity. This provision does not apply in the Shoreland Overlay or Wild and Scenic River Overlay.
(F) Additional standards for nonconformities within the Mississippi River Corridor Critical Area Overlay District are found in Section 910.

141-199 Reserved.

200 Land Development Applications and Procedures

Sections 200-299 are established to define the procedures and processes for applications for development, redevelopment, and changes in use of property in Ramsey. All procedures must be in conformance with applicable provisions of State Law.

201 Processing Costs

(A) *Costs.* All costs incurred by the City in processing an application for a land use application shall be paid by the applicant. The processing costs shall include but not be limited to:
  (1) Professional consulting services as directed by the zoning administrator, the Planning Commission and/or City Council;
  (2) Copying charges;
  (3) City staff involvement;
  (4) Public hearing publications and posting of a sign on the property;
  (5) Written notice to adjacent property owners;
  (6) Recording charges; and/or
  (7) Any other cost necessary to process the applicant's request.

(B) *Fee and escrow.* A set fee and a set minimum escrow established by an annual fee schedule shall be paid to the city at the time the land use application is made.
(C) *Special assessment of processing costs.* An applicant may request that processing costs exceeding the amount established by annual fee schedule be specially assessed against the applicant's property provided that the property owner accepts the assessment to the subject property and waives any right of assessment appeal.
(D) *Additional deposits before submittal.* If the zoning administrator determines that costs in addition to the set escrow will likely be incurred by the city, then an additional sum as determined by the zoning administrator shall be deposited with the City before the application is considered officially submitted.
(E) *Additional deposits after submittal* If at any point during the processing of a land use application, the actual or estimated processing costs exceed the amount on escrow, the applicant shall have ten days to supply an additional escrow in an amount equal to or greater than the estimated processing costs. Failure to provide additional funds into a deficit account can result in assessing the costs to the property subject to the application.
(F) *Refund of unused deposits.* Any portion of those funds deposited in escrow but not expended or encumbered shall be returned to the applicant after final action on the application. Under no circumstance shall an escrow be considered an interest bearing account.

202 Required Sureties and Financial Guarantees

Upon approval of a land use application or administrative site plan review where a new building and/or site improvements are being constructed or reconstructed, the City shall be provided with a cash escrow, cash bond, and/or letters of credit prior to the issuing of building permits or initiation of work on the proposed improvements or development. This security shall guarantee conformance and compliance with the conditions of the approval and the provisions of this Code.
(A) The security shall be in the amount equal to 125 percent the applicant’s estimated costs of labor and materials for the proposed improvements or development.

(B) The city shall hold the security until completion of the proposed improvements or development and a certificate of occupancy indicating compliance with the provisions of the land use application and this chapter has been issued by the building official. A maintenance period of two years for landscaping improvements may be collected as established by the annual fee schedule.
(D) Failure to comply with the conditions of the land use application approvals and the provisions of this chapter shall result in forfeiture of the security.
(E) *Landscape escrow for single-family lots*. A landscape escrow, in an amount to be determined by the annual fee schedule, shall be deposited for all required landscaping, including topsoil, sod, and trees, which is not established at the time of issuance of a certificate of occupancy. Installation of required landscaping, including topsoil, established groundcover, and trees, shall be completed within six months of the issuance of the certificate of occupancy, weather permitting. The city may draw upon the escrow to install the required landscaping if said work is not completed within six months of the date of issuance of the certificate of occupancy.

203 Development Agreements

Whenever a performance guaranty is imposed by the city, the applicant shall be required to enter into a development agreement with the city. This agreement is to provide authorization to the city to utilize the posted security and complete stipulated work should the applicant fail to meet the terms and conditions of the development. Said agreement shall hold harmless the City for completion of the work and address other matters as may be determined by the City Attorney. The development agreement shall be approved by the City Council.

204-209 Reserved.

210 Land Use Applications

The following land use application types are required and are described further in this chapter:
(A) Variances
(B) Site Plan Review
(C) Conditional Use Permits and Amendments
(D) Interim Use Permits
(E) Zoning Text Amendments
(F) Zoning Map Amendments
(G) Comprehensive Plan Amendments
(H) Home Occupation Permits (Level II)
(I) Easement Vacations
(J) Encroachment Agreements

211 General information provided in an application form

All requests for land use approvals required within this chapter shall be filed with the City on an official application form and must be submitted to the zoning administrator by deadlines set forth in an adopted calendar. Failure to submit a completed form is grounds for rejection of an application. The following information is required on all land use application forms:
(A) The applicant's name, business name, address, telephone number, and email address.
(B) The property owner's name, business name, address, telephone number, and email address.
(C) Signatures of the applicant and property owner consenting to the application.
(D) The address and/or legal description of the subject site.
(E) The land use application type(s) being sought.
(F) A written narrative explaining the request.
(G) The applicant's and/or owner's designated representative's business name, address, telephone number, and email address.
(H) Consent from the homeowner's association or architectural review board, if applicable.

212 Information provided on plans

The information required for all land use application types generally consists of the following items, as applicable to the application, and shall be submitted when applicable or requested by the zoning administrator. Plans must be prepared in a standard engineering or architectural scale and be prepared by a licensed surveyor, architect, and/or civil engineer, as applicable. All plans, with the exception of architectural renderings, shall be in black, greyscale, and white.

(A) *Existing Conditions.*
- (1) Affected parcel(s) legal description, dimensions, and area.
- (2) Location of all existing significant trees, type, diameter, and which trees will be removed.
- (3) Location of all existing structures on the site.
- (5) Existing elevation contours at two-foot intervals extending 100 feet outside of the property boundary.
- (5) Floodplain and wetland boundaries.

(B) *Proposed Site Plan*.
- (1) Location of all existing and proposed structures.
- (2) Location and dimensions of vehicular circulation, curb cuts, driveways, drive aisles, and number of existing and proposed parking spaces.
- (3) Calculations of parking space requirements.
- (4) Site plan details such as trash enclosures, etc.
- (5) Setbacks of all buildings, parking areas, and driveways from all property lines.
- (6) Snow storage locations.

(C) *Proposed Architectural Plans.*
- (1) Color architectural elevations with type and materials used in all exterior surfaces.
- (2) Location and type of all proposed wall-mounted lights.
- (3) Dimensions of proposed and existing structures.
- (4) "Typical" floor plan and "typical" room plan.
- (5) Preliminary Architectural Code Analysis.
- (6) Screening plan of HVAC and other mechanical units.

(D) *Grading plan.*
- (1) Proposed grading elevation contours at two-foot intervals and spot elevations extending 100 feet outside of the property boundary.
- (2) Drainage configuration.
- (3) Storm sewer catch basins, invert elevations, and storage areas.
- (4) Proposed road profile.
- (5) Storm water calculations.
- (6) Floodplain and wetland boundaries.

(E) *Tree Preservation Plan*
- (1) Location of all existing significant trees.
- (2) Other information from the tree preservation requirements in Section 350.

(F) *Landscape plan.*
- (1) Location, type, and diameter of all proposed plantings including requirement calculations.
- (2) Location and material used for all screening devices.

(G) *Preliminary Utility Plan.*
- (1) Sanitary sewer and water plan.
- (2) Existing sanitary sewer and water mains, service lines, and fire hydrants in adjacent rights-of-way.
- (3) Proposed fire hydrants.
- (4) If outside of the MUSA, locations of proposed wells and septic systems with soil logs.

(H) *Lighting Plan.*
- (1) Cut sheets of the proposed light fixtures.
- (2) Photometrics of all wall-mounted and freestanding lights showing light levels across parking lots, driveways, and pedestrian areas, and along all property lines.

(I) Other plans and studies may be necessary due to the nature of the application determined by the zoning administrator such as an environmental review, noise analysis, or traffic analysis.

213 Application Submittal Dates

The Planning Commission shall adopt a calendar annually that specifies applicant submittal dates and Planning Commission meeting dates in conformance with state law.

214 Public Hearings

(A) The following land use application types require a public hearing:
  (1) Variances
  (2) Site Plan Review
  (3) Conditional Use Permits and Amendments
  (4) Interim Use Permits
  (5) Zoning Text Amendments
  (6) Zoning Map Amendments
  (7) Comprehensive Plan Amendments
  (8) Home Occupation Permits (Type II)
  (9) Easement Vacations

(B) Public hearing notices must be provided to surrounding property owners, as measured from property lines, as noted in each of the subsections below.

(C) A sign may be posted on the property constituting the application notifying the public of a proposed land use application.

(D) When an applicant proposes any construction or alteration that would exceed a height of 200 feet above ground level at the site then the zoning administrator shall notify the Mn/DOT commissioner at least 30 days in advance.

(E) Notification of a Land Use Application in the Shoreland Overlay District, Scenic River Protection Overlay, or Mississippi River Corridor Critical Area Overlay shall be provided to the Minnesota Department of Natural Resources.

(F) The Planning Commission shall conduct the public hearing, report its findings, and make recommendations to the Council, except in the case of a variance which is described further in this chapter where the Planning Commission has approval authority. Easement vacation public hearings are conducted at a regular City Council meeting.

215 Re-submitting denied applications.

No application which has been denied wholly or in part may be resubmitted for at least one year from the date of its denial, unless substantial changes have been made which warrant reconsideration, as determined by the zoning administrator.

216 Expiration of approved applications

An approval resolution for variances, site plans, conditional use permits and amendments, and home occupations are valid for one year from the date of approval at which time the use must be in operation or have a valid current building permit. The City Council may grant an extension of up to two years based on reasonable extenuating circumstances before the initial expiration date.

217-219 Reserved.

220 Variances

(A) Variances shall only be permitted when they are in harmony with the general purposes and intent of this chapter and when the variances are consistent with the comprehensive plan.

(B) Public hearing notice mailing distance is 350 feet.

(C) Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Code. "Practical difficulties," as used in connection with the granting of a variance, means:
  (1) That the property owner proposes to use the property in a reasonable manner not permitted by the zoning code;
  (2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
  (3) The variance, if granted, will not alter the essential character of the locality.
  (4) Economic considerations alone do not constitute practical difficulties.
  (5) Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems and
  (6) Public takings of property due to condemnation.
  (7) Variances shall be granted for earth sheltered construction as defined in M.S. 216C.06, subdivision 14, when in harmony with this chapter.

(D) The Planning Commission may not permit as a variance any use that is not allowed under the Zoning Code for property in the district where the affected person's land is located.

(E) The Planning Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

(F) The Planning Commission shall serve as the final decision-making authority. However, any action of the Planning Commission may be appealed to the Council by any affected person if notice of such an appeal is received by the zoning administrator within ten days of the final action of the Planning Commission.

(G) The variance is approved by resolution.

(H) Recording of variance. A certified copy of a variance resolution shall be recorded with the Anoka County recorder or registrar of titles for record. The variance resolution shall include the legal description of the property included. No building permit shall be issued until after recording is made.

(I) Additional standards for variances within the Mississippi River Corridor Critical Area Overlay District are found in Section 910.

221-224 Reserved.

225 Site Plan Review

(A) Site Plan Review Applications Requiring Formal Planning Commission and City Council Review. Absent a requirement for a conditional use permit, the following uses require a formal site plan review application:
  (1) Developments of multiple-family dwellings (three or more attached units), townhomes, and manufactured home parks;
  (2) Commercial and industrial principal and accessory uses when adjacent to a residential use;
  (3) All proposed developments within the Floodplain, Scenic Rivers, and Environmental Protection and Critical Rivers Overlay Districts;
  (4) Religious institutions;
  (5) Principal uses within the PI, P, and CL districts; and
  (6) Principal uses within the PUD, COR.

(B) A conditional use permit application review shall satisfy the site plan review procedural requirements for conditional uses.

(C) Public hearing notice mailing distance is 350 feet.

(D) The site plan review is approved by resolution.

(E) Conditions of approval. The City Council may attach reasonable conditions or modifications to the site improvements or building architectural design to mitigate any adverse effects of the site. Conditions related directly to the use are not permitted.

226 Administrative Site Plan Review

(A) Expansion of an existing commercial or industrial building that meets all minimum standards of the applicable zoning district and matches and/or complements the exterior design, materials and treatments of the existing building shall be exempt from the standard site plan review process in Section 225 and rather be reviewed as part of the standard building permit review process.
(B) Expansion, modification, or installation of site improvements for a permitted business or industrial use where no building permit is otherwise required shall require an administrative site plan review.
(C) Expansion or modification of site improvements and/or for buildings for uses listed in Section 225(A) of less than 100 percent (footprint) shall be reviewed administratively.
(D) Expansion or modifications of site improvements and/or for buildings for conditional uses as described in Section 230 of less than 10 percent (footprint) shall be reviewed as an administrative site plan review.

227-229 Reserved.

230 Conditional Use Permits

Certain types of uses are classified as conditional uses under this chapter to which reasonable conditions may be attached. The conditions may be based on operation of the use, site improvements, and screening in order to mitigate any impacts to surrounding properties or the public rights-of-way. Conditional uses shall be approved by the City Council by a showing by the applicant that the standards and criteria stated in this chapter will be satisfied. The standards and criteria shall include both general requirements for all conditional uses, and insofar as practicable, requirements specific to each designated conditional use. If the use proposed is new construction, the conditional use permit process shall also be considered a site plan review.

(A) *Duration of conditional use permits.* A conditional use permit shall remain in effect as long as the conditions agreed upon are observed and the permit holder is in compliance with all other regulations or standards of this chapter. A conditional use permit shall become null and void one year after the final action of the council if not initiated or utilized, or if the use is discontinued for a continuous 12-month period, unless a petition for an extension of time in which to complete or utilize the use that has been granted by the council. The city shall notify the CUP holder of these time restrictions at time of issuance. Extension shall be requested in writing and filed with the city at least 30 days before the expiration of the original conditional use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. Such petition shall be presented to the planning commission for a recommendation to the council and acted upon by the council.
(B) Public hearing notification mailing distance is 350 feet.
(C) The Conditional Use Permit is adopted by resolution.
(D) Recording of permit. A certified copy of any conditional use permit shall be recorded with the Anoka County recorder or registrar of titles for record. The conditional use permit shall include the legal description of the property.
(E) *Amended conditional use permits.* An amended conditional use permit may be applied for and administered in a manner similar to that required for a new conditional use permit. Amended conditional use permits shall include requests for substantial changes in conditions or expansions of use, and as otherwise described in this chapter. Expansion or modifications of site improvements and/or for buildings for conditional uses of less than 10 percent (footprint) shall be reviewed as an administrative site plan review.
(F) *Revocation of conditional use permits.* In the event that violations of any conditions set forth in the conditional use permit occur, the council shall have the authority to revoke the conditional use permit. The following procedure shall be used to consider the revocation of a conditional use permit.
    (1) The parcel owner shall be notified of the possible violations of the conditional use permit and given 30 days to correct the violation and submit a written response to the notice.
    (2) If the violations are not corrected in the 30-day time frame, a public hearing conducted by the city council shall be scheduled.

(3) At the public hearing for the purpose of revoking a conditional use permit the council shall consider the written response of the parcel owner and evidence of the violation. With a majority vote the City Council shall take one of the following actions:
   a. Revocation of the conditional use permit by resolution adopt findings of fact and conclusions that support revocation of the conditional use permit;
   b. Finding no violation exists by motion; or
   c. Directing compliance measures and timelines to correct the violation.

(4) *Exigent circumstances.* If the City finds that exigent circumstances exist requiring immediate permit revocation, the Zoning Administrator may revoke the permit and provide a post-revocation hearing before the City Council not more than 15 days after holder's receipt of written notice of the hearing. Following such hearing, the City Council may sustain or rescind the revocation, or may impose such other and further discipline as it deems appropriate.

(G) The conditions contained in a valid conditional use permit for an existing use that has become permitted due to a change in the zoning district or zoning text will remain in effect only as to any conditions related to site improvements.

(H) Additional standards for conditional use permits within the Mississippi River Corridor Critical Area Overlay District are found in Section 910.

231-234 Reserved.

235 Interim Use Permit

The purposes and intents of allowing interim uses are: To allow a use for a limited period of time that reasonably utilizes the property where it is not reasonable to utilize it in the manner provided in the Comprehensive Plan; and to allow a use that is presently acceptable but that, with anticipated development will not be acceptable in the future.

(A) Public hearing notification mailing distance is 350 feet.

(B) *Standards of issuance.*

(1) Every interim use permit issued shall terminate upon a date or event that can be identified with certainty, with the maximum duration of five years from the date of approval.

(2) In the final six months of each approved term, the applicant may request an extension to the permit of up to five years. An application for the extension is the same process as requesting an initial interim use permit.

(3) The council may attach such conditions to the interim use permit as it deems necessary in order to carry out the intent and purpose of this chapter and protect the public health, safety and welfare. These conditions may include a financial surety in an amount sufficient to remove the interim use and interim structures and/or site improvements upon expiration of the interim use permit.

(4) Home occupations have standards set forth in Section 236.

(C) *Termination.* An interim use permit shall terminate upon the occurrence of any of the following events; whichever first occurs:

(1) The date stated in the permit;

(2) A violation of conditions and subsequent revocation of the permit; or

(3) Revocation resulting from a cessation of the interim use for 30 consecutive days.

(4) Change of ownership of the property.

(5) Change of business entity or tenant occupying the property.

(6) The extension of sanitary sewer and water services to the site for uses approved specifically without municipal services.

(D) The Interim Use Permit is adopted by Resolution.

(E) The property owner must sign an agreement understanding the limitations and conditions of the interim use.

236 Home Occupation Permits

A Home Occupation Permit has the following procedural requirements:

(A) *Term*. A home occupation permit shall be temporary in nature and shall be granted to a designated person who resides in the dwelling unit on the subject property. The permit shall run with the applicant, not the property. Permits are not transferable from person to person or from address to address, unless the transfer is in accordance with the provisions of subsection (C) of this section.

(B) *Inspections*. The Zoning Administrator, shall have the right, upon reasonable request, to enter and inspect the premises covered by said interim use permit for safety and compliance purposes, or code enforcement complaints.

(C) *Death or move of permit holder; suspension or revocation; businesses existing before adoption of these provisions*.

(1) Should an interim use permit holder move to a new location, the existing permit shall be automatically terminated. If the interim use permit holder should desire to continue the home occupation in a new location, written notice to that effect shall be given to the city administrator or their designee, and the council may authorize continuation of that permit with a public hearing for the neighboring properties of the proposed new location.

(2) In the case of a death of the interim use permit holder, should a surviving spouse or child, residing at the same address or receiving title to the property, desire to continue the home occupation, written notice to that effect shall be given to the city administrator or their designee. The permit shall be automatically renewed subject to the same terms.

(3) An interim use permit, once granted, may be suspended or revoked prior to its original revocation date by the council for cause after hearing before the council. Citizen complaints seeking the revocation of such permit shall be filed with the city administrator or their designee. All such revocation hearings, publication, and notice requirements shall be the same as for interim use permits in accordance with City Code.

(4) Persons conducting a business from property zoned for residential use on the effective date of the ordinance from which this section is derived shall be required to obtain an interim use permit as required herein. The business may continue pending final determination of the application. Should the city administrator, their designee, or council deny the application for an interim use permit the use shall immediately cease at such residential premises.

(D) *Revocation*. An interim use permit for a home occupation may be revoked if the property owner is found to be in violation of the conditions listed in the interim use permit or is in violation of any other requirements set forth by the Ramsey City Code or Minnesota State Statute.

(E) *Termination*. Home occupations approved with an interim use permit may be terminated pursuant to the procedure established in Section 235(D).

(F) Appeals. Any violation appeal or dispute shall be processed in accordance with Chapter 2 of City Code.

(G) Public hearing notification mailing distance for a type-II permit is 350 feet.

237-239 Reserved.

240 Zoning Text Amendment

Purpose. The City Council may adopt amendments to this Zoning Code. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the city. The City Council may amend this chapter as proposed by a member of the Council, Planning Commission, Zoning Administrator, or by a petition of a person residing or owning property within the city, in accordance with the following provisions.

(A) Public hearing notification mailing distance is 350 feet if the amendment is related to a particular property.

(B) The zoning text amendment is adopted by ordinance.

241-244 Reserved.

245 Zoning Map Amendment

Purpose. The City Council may adopt amendments to the Zoning Map in relation both to land uses within a particular district or to the location of the district lines. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the city. The Council may amend the Zoning Map as proposed by a member of the Council, Planning Commission, Zoning Administrator, or by a petition of a person residing or owning property within the city, in accordance with the following provisions.

(A) Conditional Map Amendment. An amendment on particular properties in conjunction with a specific proposed development may be described by a proposed plat name instead of the existing legal description to safeguard a property's zoning in the event the proposed plat does not get recorded or the project expires.

(B) Public hearing notification mailing distance is 350 feet.

(C) The zoning map amendment is adopted by ordinance.

(D) Planned Unit Developments are created through this process and the adopted ordinance shall list the development standards and uses for that development.

246-249 Reserved.

250 Comprehensive Plan Amendments

Purpose. The City Council may adopt amendments to the Comprehensive Plan. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the city. The City Council may amend this chapter as proposed by a member of the Council, Planning Commission, Zoning Administrator, or by a petition of a person residing or owning property within the city, in accordance with the following provisions.

(A) Public hearing notification mailing distance is 350 feet if the amendment is related to a particular property.

(B) The Comprehensive Plan amendment is adopted by ordinance.

251-259 Reserved.

260 Easement Vacations

Pursuant to Section 12.6 of the City Charter, the procedure for application to vacate a public utility, drainage, roadway, access, or other form of easement shall be as follows:

(A) The applicant shall petition the Zoning Administrator on the easement to be vacated including a legal description and survey exhibit.

(B) *Public Hearing Notification Requirement:* property owners within 350 feet and all utility companies operating within Ramsey.

(C) The City Council shall hold a public hearing and make a final determination by resolution.

(D) The approval resolution shall be recorded with the Anoka County Recorder's office or Registrar of Titles.

261 Encroachment Agreements

An encroachment agreement is necessary when a structure or site improvement, other than a fence, utility infrastructure, parking lot, or driveway is proposed to be constructed in an easement or right-of-way and vacating the easement or right-of-way is not desired or practical.

(A) A thirty-day notification must be provided to all utility companies operating within Ramsey.

(B) Administrative approval. The Zoning Administrator may approve an encroachment agreement administratively for encroachments that have received variances.

(C) The City Council will review all other encroachment requests and, if deemed reasonable at its sole discretion, approval is adopted by resolution authorizing the encroachment agreement.
(D) All encroachment agreements must be recorded against the property with the Anoka County Recorder's office.
(E) The zoning administrator will have the ability to abate the structure or site improvement removal as set forth in Chapter 2 in the event the structure is not removed according to the terms of the agreement.

262-299 Reserved.

300 General Performance Standards

The following sections set forth standards for uses or structures applicable in all zoning districts.

301 One Principal Building per Lot

Every building erected after the adoption of this chapter from which this chapter is derived shall be located on a lot, as defined herein and in no case shall there be more than one principal building on any one lot, except as may otherwise be provided herein.

302 Structures on Outlots

No structures shall be constructed or erected on an outlot other than signs or fences.

303 Easements

No private buildings (principal or accessory), temporary or permanent structures, or uses may be located in, on, or over any public drainage and/or utility easements, except fences, driveways, parking lots, or easily-movable structures that do not impede the flow of water and do not have permanent foundations as described elsewhere in this chapter and as determined by the City Engineer; and public or quasi-public utilities or facilities regulated by City Franchise or other provisions of the City Code. The items constructed within an easement are subject to removal at the property owner's expense in the event work on the utilities in the easement is needed.

304 Adequate Public Infrastructure

All developments must provide adequate infrastructure suitable for the anticipated traffic, pedestrian circulation, and utility needs of the use. The City is authorized to require any necessary upgrades of adjacent and area public roadways and utilities directly related and proportional to a proposed development. Examples of such improvements are, but not limited to, construction or striping of turn lanes, installing or upgrading utilities, installing sidewalks, and/or installing street lights. All such expenses are the responsibility of the property owner of the proposed development.

305 Sanitary Sewer and Water Connections

(A) All new principal structures within the Metropolitan Urban Services Area (MUSA) as designated on the current Comprehensive Plan must be connected to municipal sanitary sewer and water.
(B) For an undeveloped parcel within an urbanized zoning district that is not directly serviced by municipal sanitary sewer and water, reasonable efforts must be made to extend sanitary sewer and/or water mains to the site prior to constructing a principal structure. This may be accomplished by developer utility construction or by an assessment agreement. If it is not reasonably feasible to extend sanitary sewer and/or water mains, a building permit may be issued with private systems.
(C) In areas of the city outside of the current Metropolitan Urban Services Area (MUSA) where municipal water mains are located, the owner of a property directly adjacent may petition the City Council for a water connection in the event an existing well becomes inoperable or contaminated. In no case shall the property be considered for rezoning to an urbanized district.

306 Small Utility Services

All buildings constructed after the adoption date of this chapter shall be served by undergrounded utilities (natural gas, electric, cable, telephone, etc.) extending from the public right-of-way to the building.

307 Construction trailer/Field Office

Construction trailers and field offices may only be placed and used in conjunction with an active building, utility, or grading permit onsite. The construction trailer/field office must be removed within two weeks of the building obtaining a certificate of occupancy or the grading and utility work completed.

308-309 Reserved.

310 Lighting

The purpose of this section is to provide regulations to balance lighting needs for visibility and personal and property safety with the negative impacts of off-site light spill-over.

(A) Wall lighting may be used to illuminate the pedestrian walkways, entrance areas, loading docks, and yard areas within 20 feet of the building. No wall lighting may be used exclusively to illuminate areas for motor vehicle parking or access.

(B) Architectural lighting, including LED or neon banding, must be mounted on the building or canopy. Architectural lighting directed upward onto the building façade is permitted provided no glare or light pollution are produced. LED banding must use colored tube shielding for a continuous appearance.

(C) Free-standing and wall-mounted luminaire regulations:

(1) Height maximums, including the base and support structure, are limited as follows:

a. Farther than 200 feet from any property zoned residential: 30 feet.

b. Within 200 feet of any property zoned residential: 15 feet.

(2) Cut-off angles must be equal to or less than 90 degrees.

(3) Ballfield, stadium, or outdoor recreation lighting is exempt from the height and cut-off angle requirements in this section though the design shall constitute the absolute minimum height necessary to light the area and must provide shielding to reduce off-field light spill.

(D) Lighting intensity must adhere to the following table:

Required Minimum and Maximum Light Intensities (as measured in foot candles at the ground level)			
Use	Minimum Intensity	Maximum Intensity	Maximum Intensity at Property Line
Parking areas for non-residential uses	1	15	0.5
Parking areas for multi-family residential uses	1	15	0.5
Private pedestrian walkways for non-residential and multi-family residential uses	5	20	0.5
Building entrances and exits	5	20	0.5
Exterior storage areas	0.5	15	0.5
Vehicle sales lots	1	20	0.5
Non-specified uses - For uses not specifically listed above, light requirements may be computed by the zoning administrator.			

(E) Exterior lighting must be operational when a business is open or employees are on site.

(F) Glare. All lighting must be arranged so as not to produce glare. All properties must be in compliance with the following:

(1) All light sources must be controlled and equipped with lenses, louvers, shields, or prismatic control devices designed to prevent off-site views of the light source.
(2) No flickering or flashing lights except those associated with public safety activities may be permitted.
(3) Light sources that are integrated into a canopy must be designed to be recessed and flush with the ceiling of the canopy, and equipped with a flat lens surface.
(4) Residential single-family and townhome uses may have wall-mounted lighting with exposed light sources provided glare is not produced from off-site views.

(G) Compliance. Any new lighting installed after the effective date of this chapter must be in compliance with the requirements of this chapter. Any lighting in existence before the effective date of this chapter that does not comply with its requirements may be considered legally nonconforming and may be allowed to continue in compliance with Section 140. Lighting may be required to be upgraded, wholly or in part, due to a request for a site plan review, conditional use permit, interim use permit, variance, or plat.

(H) Seasonal decorative lighting and landscape lighting are not regulated by this section.

311-319 Reserved.

320 Driveways and Curb Cuts

The owners of a corner lot may elect to access the principal building on either street that the lot abuts. In cases of lots with more than one street frontage, the city shall determine which street the building fronts and accesses. In cases where one of the streets is a county, state or MSA street, the lot shall access on the other street. Where any such election is manifestly contrary to the established character or welfare of the neighborhood, the request shall be referred to the City Council for approval or disapproval.

321 Reserved.

322 Vision Clearance Triangle

A vision clearance triangle shall be established at each intersection corner in order to provide adequate site distance. The vision triangle shall be formed by creating a third leg that connects the ends of two legs that are in line with the face of the existing curbs. On streets which have a stop condition the length of the leg shall be 25 feet from the nearest face of the curb on the cross street being approached and shall be 50 feet for streets without stop conditions. The vision triangle shall also apply at alleys and at commercial driveways with the leg distance of 25 feet. The vision triangle shall be three dimensional and shall extend from 30 inches to nine feet above the top of curb. Where the wording herein refers to horizontal measurement from the face of curb and no curb exists, the edge of pavement shall be used instead. Where the wording herein refers to vertical measurement from top of curb and no curb exists, the measurement shall begin six inches above the pavement. The vision clearance triangle shall contain no fence, structure, earth bank hedge, planting, wall or other sight obstruction. The following are exempted: utility poles, fire hydrants, traffic signals and signs, trees trimmed to the trunk, and plant species of open growth habit that are not planted in the form of a hedge and which are planted and trimmed as to leave an unobstructed view in all seasons. There shall be no parking allowed along the curbs within the vision triangle. Construction of new buildings or new additions to existing buildings that extend into the vision triangle shall not be permitted. Existing buildings shall not be considered an obstruction under the terms of this division. The city engineer may waive this provision where the natural contour of the ground is such that there can be no cross visibility at the intersection. Landscaping with the vision clearance triangle that is in existence prior to the date of adoption of the ordinance from which this division is derived shall be viewed on a case-by-case basis to determine whether these landscaping elements are in compliance with this division. The public works committee shall render the final decision on such determinations.

323 Traffic Regulatory Signs

Standard regularity stop signs are required at all driveway exits to public streets, except for single-family, two-family, and townhome residential driveways. Other signs may be required as part of the Site Plan Review process.

324 Reserved.

325 Pedestrian Connections

Walkways. All business, industrial, multi-family residential, and public/quasi-public structures on parcels abutting sidewalks or multi-use trails in the public right-of-way shall provide a pedestrian connection between the sidewalk or trail and the main entrance to the building. The walkway shall be as direct as possible minimizing driveway and parking lot crossings.

326 Outdoor Dining Areas/Patios

Outdoor dining areas and patios accessory to restaurants/brew pubs, brewery taprooms, and distillery cocktail rooms have the following standards:

(A) The seating must be located on the same parcel as the principal use.

(B) The outdoor seating area shall be defined with the use of landscaping, temporary fencing, or other means that contains the tables and chairs for the use.

(C) Patrons shall access the outdoor seating area through the main entrance or host station.

(D) All exterior sound equipment shall be shut off at 10:00 p.m.

327-329 Reserved.

330 Alternative Energy Systems

Purpose and intent. The purpose and intent of this section is to establish standards and procedures by which the installation and operation of alternative energy systems shall be governed within the city. The city finds that it is in the public interest to encourage alternative energy systems that have a positive impact on energy production and conservation while not having an adverse impact on the community.

331 Wind energy conversion systems (WECS).

The following standards are intended to facilitate the provisions for WECS to the residents and businesses of the city; minimize adverse visual effects of wind towers, turbines, and generators through careful design and site selection standards; and avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements.

(A) *Location.* WECS units shall not be allowed in the Critical River, Wild and Scenic River, and Shoreland Overlay Districts, except for micro-scale WECS provided that it does not violate the maximum structure height of the overlay district.

(B) *Bulk standards.*

(1) *General requirements.* No part of the WECS, equipment, guyed wires, blades, or braces shall at any time extend across or over any part of the public right-of-way, public street, highway, sidewalk, or recreation trail.

(2) *Setback.* All small scale WECS and medium scale WECS units shall maintain a minimum setback of 1.5 times the height of the tower. In addition, WECS units in any residential district must maintain a minimum setback of 1,000 feet from any principal dwelling unit on adjacent parcels. Setbacks shall be measured from the center of the WECS tower to the nearest property line.

(3) *Height.* Height for any WECS shall be:

a. *WECS, small-scale.* A WECS with a height no greater than 50 feet tall, including the blade.

b. *WECS, medium-scale.* A WECS with a height between 50 feet and 199 feet tall, including the blade.

c. A micro-scale WECS is limited to 25 feet taller than the structure to which it is mounted and can be no taller than the maximum building height of the underlying zoning district.

(4) *Blade clearance.* Any WECS blade shall maintain a minimum ground clearance of 30 feet.

(5) *Restricted climbing apparatus.* Any WECS tower shall be designed to have removable climbing apparatuses a minimum of 25 feet from the ground. All climbing apparatus within 25 feet of the ground must be removed when not being serviced.

(6) *Site location in residential districts.* A WECS may only be located in the rear yard in the residential districts.

(C) *Design standards.* A proposed or modified WECS shall meet the following minimum design standards.

(1) *Tower design.* Any WECS shall be of a monopole design unless the city council determines that an alternative design is preferred in cases where structural or design considerations, neighborhood compatibility, or location availability is better suited with an alternate design.

(2) *Architectural design.* Any WECS shall be designed to blend into the surrounding environment through the use of color and design, except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration.

a. Architectural design standards are subject to final city council approval.

b. The city council may deny a WECS if it determines the design standards are incompatible with the surrounding area.

(D) *Co-location requirements.* Whenever possible, the city encourages co-location of wireless telecommunication facilities on a WECS.

(E) *WECS Lighting.* Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other federal or state authority for a particular tower, or if required by the city council for safety reasons. When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots, or similar areas may be attached to the tower.

(F) *Signs and advertising.* The use of any portion of a tower for signs other than warning or equipment information signs is prohibited.

(G) *Accessory utility buildings.* All utility buildings and structures accessory to a WECS shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood, as determined by the city council.

(H) *Abandoned or unused WECS or portions of a WECS.* All abandoned or unused WECS and associated facilities shall be removed within 12 months of the cessation of operations at the site unless a time extension is approved by the city council. A copy of the relevant portions of a signed lease which requires the applicant to remove the tower and associated facilities upon cessation of operations at the site shall be submitted at the time of application.

332 Solar energy systems

In all districts, solar energy systems shall be permitted as an accessory use in accordance with the standards in this section.

(A) *Exemptions*. Passive or building-integrated solar energy systems are exempt from the requirements of this section and shall be regulated as any other building element.

(B) *Standards.*

(1) Wall-Mounted or Roof-Mounted Systems

a. Building-mounted solar energy systems shall not extend beyond the perimeter of the building on which the system is mounted unless the mounting system has been explicitly engineered to safely extend beyond the edge.

b. Building-mounted solar energy systems shall be included with the maximum allowable building height for the applicable zoning district.

(2) Ground-Mounted Systems

a. Ground-mounted solar energy systems shall be located on any property such that the distance to the closest property boundary is at least equal to the height of the solar energy system at its maximum designed tilt.
b. In residential districts, front, side, and rear yard setbacks for ground-mounted solar energy systems shall be in accordance with accessory building setbacks.
c. In business districts, Ground-mounted solar energy systems may be permitted in any yard.
d. *Glare.* The panels of ground mounted solar energy systems shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties or roadways.
e. Solar canopies over parking lots, loading areas, or outdoor storage areas are permitted to have the same setbacks as the parking lot, loading area, or outdoor storage area below.

(C) *Feeder lines.* The electrical collection system shall be placed underground within the interior of each property. The collection system may be placed overhead near substations or points of interconnection to the electric grid.

333 Ground source heat pump systems/Geothermal Systems

In all districts, ground source heat pump systems shall be permitted as an accessory use in accordance with the standards in this section.

(A) *System requirements.* Only closed loop ground source heat pump systems utilizing heat transfer fluids are permitted. Open loop ground source heat pump systems are not permitted.

(B) *Setbacks.*

(1) All components of ground source heat pump systems including pumps, borings, and loops shall be set back at least five feet from any property boundary.
(2) Above ground equipment associated with the ground source heat pump system shall meet all required accessory structure setbacks for the applicable zoning district.
(3) The loop field of a ground source heat pump system shall be no closer than five feet from the water main line.

334 Exterior Solid Fuel-Fired Heating Devices

(A) Exterior solid fuel-fired heating devices shall be located at least 75 feet from any property line and shall not be located in the front yard.
(B) The following materials shall not be used or burned in exterior solid fuel-fired heating devices: grass, leaves, oils, rubber, plastics, tires, railroad ties, construction debris, and painted or chemically treated materials such as treated lumber, composite shingles, tar paper, insulation composition board, sheetrock, wiring, paint, and hazardous and industrial solid waste.

335 Incinerators

Notwithstanding anything to the contrary in this chapter, no burning of solid waste, hazardous waste, medical waste, or special waste by use of an incinerator or hazardous waste incinerator shall be allowed within the city either as a permitted use or conditional use.

336 Electric Vehicle (EV) Charging Stations

(A) A property owner may install EV charging stations in a parking space in a parking lot or structure available to the public for free or for a fee.
(B) Parking spaces used for EV charging will count towards the overall required number of spaces listed elsewhere in this chapter.

337-349 Reserved.

350 Tree Preservation

Sections 350 through 354 pertain to tree preservation within the City of Ramsey.

351 Tree Preservation Purpose and Intent

(A) *Purpose.* The city council finds it is in the best interest of the city to protect, preserve, and enhance the natural environment by encouraging a resourceful and prudent approach to development and alteration of wooded areas. The city council also recognizes that some amount of tree loss is an inevitable consequence of the development process. The tree preservation regulations herein attempt to maintain a balance between one's rights to develop property with the needs and desires of the community to protect the natural environment.

(B) *Intent and Objectives.* The intent of this section is to support the preservation and protection of significant trees, or stands of trees, to promote the orderly development of such areas and minimize public and private losses. The following regulations address the removal of trees associated with new development. The city council finds that the following objectives are important to achieve the purpose and intent of this division:

(1) To continue to seek recognition as a Tree City U.S.A. and to take all reasonable steps to promote planting and conservation of trees throughout the city;

(2) To maintain and preserve the many benefits that trees provide including, but not limited to, the following:

a. *Character and aesthetics.*

1. Trees help buffer different or conflicting land uses by establishing visual screening and buffering noise, glare and heat abatement;
2. Trees conserve and enhance the city's quality of life and ecological and aesthetic environment, especially its valuable and rural atmosphere; and
3. Trees provide important psychological benefits to the ~~persons~~ people within the city and neighborhoods.

b. *Wildlife habitat.* Trees are essential to maintain wildlife habitat within the city.

c. *Energy conservation.* Trees assist in the moderation of climate by providing shade, windbreaks, and the cooling of air; thereby reducing the requirements for air conditioning and heating and the subsequent utilization of energy resources.

d. *Improved Air and water quality.*

1. Trees aid in the filtering of stormwater as it passes through the soil to the groundwater;
2. Trees maintain permeable land areas essential to surface water management and aquifer recharge; and
3. Trees aid in the purification of the air through the removal of carbon dioxide, the generation of oxygen, and the precipitation of dust and other airborne pollutants.

e. *Socioeconomic.*

1. Trees enhance property values; and
2. Trees protect and preserve the unique identity and environment of the city and aid in the development of the economic base attracted to the city by such factors.

f. *Erosion and flood control.*

1. Trees aid in the stabilization of soil by the prevention of erosion and sedimentation; and
2. Trees reduce stormwater runoff and the costs associated therewith and aid in the replenishment of groundwater supplies.

g. Privacy and buffering. Preservation of existing trees helps maintain privacy and establishes a buffer between conflicting uses or varying residential densities.

(C) *Administration.*

(1) The city shall administer and enforce the provisions of this division. The city is authorized to cause inspections on a scheduled basis when reason exists to believe that a violation of this division has been or is being committed.

(2) When the city determines a violation has occurred, the city's written evaluation of the deficiencies shall be considered prima facie evidence in any subsequent litigation.

352 Landmark trees.

A landmark tree shall be any tree, public or private, that has been designated as such by the city council, after public hearing and due notice to the owner of the tree. The criteria of such designation shall include, but not necessarily be limited to, notable historical interest and value to the city because of its location or historical association with the community.

353 Public trees.

(A) *Authority.* The city shall have the right, but does not have the obligation, to plant, prune, maintain and remove trees, plants and shrubs within the public right-of-way of all streets, alleys, squares, parks, and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such areas.

(B) *Removal of public trees.* No trees, brush, vines, shrubs and/or ground cover are to be removed by anyone, including adjacent landowners or agents of any landowner, from any city-owned land, greenways or access corridors from greenways without the written permission of the city.

(C) *Storage upon public land.* No person shall deposit, place, store, or maintain upon any public land of the city any stone, brick, sand, concrete, vehicles, equipment, toxins, animals, tree carving, or other materials which may impede the free passage of water, air, or fertilizer to the roots of any tree growing therein, except by written permission of the city.

(D) *Operation of equipment.*

(1) All maintenance equipment, implements, machines and tools shall be used or operated in such a manner as not to damage or destroy any tree, shrub or plant in any public right-of-way or park.

(2) During the erection, repair, alteration or removal of any building, house or structure, in the city, any person, firm, or corporation in charge of such work shall protect any tree in any public place within the city in the vicinity of such building or structure with sufficient guards or protectors to prevent injury to such tree.

(E) *Notifying adjacent property owners of maintenance work.* An attempt shall be made to inform adjacent property owners of maintenance work on trees and landscaping along boulevards, city property, and easements. This notification will be left with direct and adjacent property owners. Suitable precautions shall be taken to protect and warn the public that spraying is being done to public trees. Spraying will be done only if following an integrated pest management plan as exemplified under such topic within the state department of agriculture and be completed by a Minnesota Department of Agriculture licensed pesticide applicator.

354 Private trees in new development areas.

(A) *Requirements for a tree preservation plan.* Prior to any development, as described in subsection (B) of this section, a tree preservation plan shall be submitted to and approved by the city.

(B) *Tree preservation plan.* A tree preservation plan shall be submitted with preliminary plats and/or site plans, drawn to the same scale as the other preliminary plat or site plan submittals.

(1) Residential and commercial development plans shall be designed to preserve native vegetation areas as much as possible. Streets, parcels, structures and parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens.

(2) The city may require either the clustering of dwellings or alternate locations of dwellings to preserve significant trees during the plat approval process.

(3) There shall be no movement, clearing, or storage of equipment within a designated tree protection zone nor shall any construction materials, debris, or soil/fill be stored or deposited within a designated tree protection zone.

(C) *Plan specifications content.* The content of all tree preservation plans submitted shall be prepared and signed by a licensed surveyor or forester not more than two (2) years prior to submission to the city and shall include the following:

(1) The name(s), contact information (telephone number and email), and address(es) of applicant(s), property owner(s), developer(s), and/or builder(s);

(2) Delineation of all buildings, structures, and impervious surfaces situated thereon or proposed to be built thereon;

(3) Delineation of all areas located within a 100-year floodplain;

(4) Location, diameter, species, and condition of all significant trees on site in both graphic and tabular form. For the purposes of this division, significant trees shall include:

a. All species of oak that have a DBH of four inches or greater;

b. All coniferous species that have a DBH of four inches or greater; and

c. All other trees that have a DBH of eight inches or more;

(5) Identification of which significant trees are to be (1) preserved, (2) removed; and (3) exempt from the removal calculation per subsection (f) (3) of this section. This shall be in both graphic and tabular form;

(6) Tabulation of total significant tree inches on site;

(7) Calculation of total inches being removed on site excluding exempt significant tree inches;

(8) Calculation of total exempt significant tree inches and indication of why each significant tree is exempt;

(9) Calculation of removed significant tree inches (excluding exempt tree inches) divided by the total significant tree inches on site (excluding exempt tree inches);

(10) Proposed locations and details of tree protection fencing to be installed around trees being preserved;

(D) *Tree protection measures.*

(1) Before any construction or grading takes place, snow fencing (polyethylene laminate safety netting) or erosion control fencing shall be placed at the dripline of significant trees to be preserved.

(2) No construction shall begin until this work has been completed, inspected, and accepted by the city.—The tree protection measures shall not be removed until the land disturbance and construction activities are complete.

(3) Silt barriers or similarly effective erosion control barriers shall be required in any area where erosion or siltation may cause damage to protected trees.

(4) Wherein authorized excavations it becomes necessary to expose or cut roots more than one inch in diameter, it shall be the duty of the contractor to protect such root under advice from the city.

(5) All open trenching is prohibited. Utility installation within the dripline of protected trees, during construction or thereafter, can only occur using trenchless methods.

(6) The mowing, clearing, and grubbing of brush located within or under the dripline of protected trees may be allowed, provided such mowing, clearing, or grubbing is accomplished by hand or by mowers. The use of heavy equipment for this purpose shall not be allowed.

(E) *Removal threshold.*

(1) Within residential developments, no more than 60 percent of the inches of existing significant tree DBH shall be removed.

(2) Within business and employment developments, no more than 70 percent of the inches of existing significant tree DBH shall be removed.

(3) Significant trees removed for water quality treatment ponds, public trails and sidewalks, and arterial and collector streets as defined herein, or that are considered invasive species, are considered exempt from the removal threshold calculation.

(F) Reforestation/restitution requirement. If a development exceeds the removal threshold specified in (E) above, the developer shall either reforest areas within the site, pay restitution, or some combination thereof. For every one significant tree inch that is removed in excess of the removal

threshold, the developer shall replant 1.25 inches (caliper) of new trees or provide the city with $125.00 in restitution.

(G) Reforestation/restitution plan.

(1) If the total number of significant tree inches to be removed exceeds the removal threshold, the developer shall provide a reforestation plan, or a calculation of restitution, or a combination thereof.

(2) A reforestation plan shall be prepared by a registered landscape architect or forester and shall comply with the following criteria:

a. The plan shall indicate the location and diameter (or height if coniferous; for each three (3) feet in height is equivalent to one (1) caliper inch) of all reforestation trees to be planted. This can be included on the landscape plan, but the reforestation calculation, trees, and inches, must be specified.

b. Size at the time of planting shall comply with the planting standards outlined in the applicable landscape standards for the respective zoning district.

c. No more than 25 percent of the reforestation trees shall be from any one species.

d. Replacement trees in the reforestation plan may count toward the trees required by the city's landscaping regulations.

e. Restitution, if applicable, shall be paid in cash to the city prior to the release of the final plat mylars for recording, or, if a plat was not required, prior to the issuance of a building permit subject to site plan review. Any restitution paid shall be deposited in the community reforestation fund and be used for reforestation efforts within the city.

(H) *Protection from disease and pestilence.* All clearing in oak stands shall be performed prior to April 15 or after July 15 of each season. Any development involving oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat that identifies what precautionary steps will be taken to protect the trees from oak wilt.

(I) *Encroachment.* If encroachment into a tree preservation area occurs that causes irreparable damage to a tree(s), the tree preservation plan shall be revised to compensate for the loss. Under no circumstance shall the developer be relieved of responsibility for compliance with the provisions of this division, nor shall planned revision activities prevent the city from instituting action for violation of this division.

355-369 Reserved.

370 Communications Towers

(A) *Purpose.* In order to accommodate the communication needs of residents and business while protecting the public health, safety, and general welfare of the community, the council finds that these regulations are necessary in order to:

(1) Facilitate the provision of wireless telecommunication services to the residents and businesses of the city;

(2) Minimize adverse visual effects of towers through careful design and siting standards;

(3) Avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements; and

(4) Maximize the use of existing and approved towers and buildings to accommodate new wireless telecommunication antennas in order to reduce the number of towers needed to serve the community.

(B) *Towers in residential zoning districts.* Construction of towers to support commercial antennas that conform to all applicable provisions of this Code may be allowed only the following locations:

(1) Parcels within the Tower Overlay District as shown on the official zoning map.

(2) All religious institution, government, school, utility, and institutional sites

(3) If the proposed tower is to be located within a residential district, documentation must be included in the application that demonstrates that the tower cannot be reasonably located within a commercial, industrial, or public/quasi-public zoning district.

(C) *Towers in COR and Mississippi River Corridor Critical Area Overlay Zoning Districts.* Construction of towers to support commercial antennas shall not be allowed in Town Center and Critical River Overlay Zoning Districts, except that antennas may be attached to existing structures provided the antenna does not extend more than 20 feet above the highest point of the structure or tower.

(D) *Collocation requirements.* All commercial wireless telecommunication towers erected, constructed, or located within the city shall comply with the following requirements:

(1) A proposal for a new commercial wireless telecommunication service tower shall not be approved unless the city council finds that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a one-mile search radius of the proposed tower due to one or more of the following reasons:

a. The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified and licensed professional engineer, and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.

b. The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified professional and the interference cannot be prevented at a reasonable cost.

c. Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a professional engineer.

d. In spite of its best efforts, within 60 days, the applicant was unable to obtain approval to collocate on an existing or approved tower or building.

e. Other reasons that make it impractical to locate the planned telecommunications equipment upon an existing or approved tower or building.

(2) Shared use of existing communications towers shall be preferred to the construction of a new tower. Any proposed commercial wireless telecommunication service tower shall be designed structurally, electrically, and in all respects, to accommodate both the applicant's antennas and comparable antennas for at least two additional users.

(E) *Tower construction requirements.* All towers erected, constructed, or located within the city, and all wiring therefor, shall comply with the requirements set forth in chapter 105.

(F) *Tower and antenna design requirements.* Proposed or modified towers and antennas shall meet the following design requirements:

(1) Towers and antennas shall be designed to blend into the surrounding environment through the use of color and design, except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration. Tower architectural standards are subject to final city council approval.

(2) Commercial wireless telecommunication service towers shall be of a monopole design unless the city council determines that an alternative design is preferred in cases where structural or design considerations, neighborhood compatibility, location availability, or the number of potential collocations warrants this consideration.

(3) All towers must be designed so that the tower site and setbacks will contain guyed wires, debris, and the tower in the event of a collapse, except towers of monopole design.

(G) *Tower bulk standards.* Towers shall conform with each of the following requirements:

(1) No part of any communication antenna or tower, equipment, guyed wires, or braces shall at any time extend across or over any part of the public right-of-way, public street, highway, sidewalk, or recreation trail.

(2) In business and industrial zoning districts, towers shall meet the setbacks of the underlying zoning district with the exception of industrial zoning districts, where towers may encroach into the side or rear setback area, provided that the side or rear property line abuts another nonresidential zoned property and the tower does not encroach upon any easements. When adjacent to a residential district, the tower must meet the setback equal to the height of the tower plus ten feet or the setbacks of the underlying zoning district, whichever is greater.

(3) Towers constructed within the Tower Overlay and Public/Quasi-Public Zoning Districts shall maintain a minimum setback equal to the height of the tower plus ten feet from any lot line.

(4) Towers shall not be located between a principal structure and a public street, with the following exceptions:

a. In business zoning district, towers may be placed within a side yard abutting right-of way.

b. On sites adjacent to public streets on all sides, towers may be placed within a side yard abutting a local street.

(5) The setback shall be measured between the base of the tower located nearest the property line and the actual property line.

(6) A tower's setback may be reduced or its location in relation to a public street varied, at the sole discretion of the city council, to allow the integration of a tower into an existing or proposed structure such as a church steeple, light standard, power line support device, or similar structure.

(7) The height of a communication tower shall not exceed:

a. 100 feet in residential districts.

b. 199 feet in business districts, with no additional height allowances granted.

(8) Multi-user towers may exceed the height requirements as stated in this section by up to an additional 20 feet provided that two additional users, as stated in subsection (7) of this section, have collocated their antennas on the monopole structure.

(9) The city council may increase the height of a tower if the applicant is able to demonstrate to the satisfaction of the city council that the surrounding topography, structures, vegetation, and other factors make the height limit for a complying tower impractical.

(H) *Tower lighting.* Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other federal or state authority for a particular tower, or if required by the city council for safety reasons. When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots, or similar areas may be attached to the tower.

(I) *Signs and advertising.* The use of any portion of a tower for signs other than warning or equipment information signs is prohibited.

(J) *Accessory utility buildings.* All utility buildings and structures accessory to a tower shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district. Ground-mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood, as determined by the city council.

(K) *Abandoned or unused towers or portions of towers.* Abandoned or unused towers or portions of towers shall be removed as follows:

(1) All abandoned or unused towers and associated facilities shall be removed within 12 months of the cessation of operations at the site unless a time extension is approved by the city council. A copy of the relevant portions of a signed lease which requires the applicant to remove the tower and associated facilities upon cessation of operations at the site shall be submitted at the time of application.

(2) Unused portions of towers above a manufactured connection shall be removed within 12 months of the time of antenna relocation. The replacement of portions of a tower previously removed requires the issuance of a new conditional use permit.

(L) *Antennas on roofs, walls and existing towers.*

(1) The placement of wireless telecommunication antennas on roofs, walls, and existing towers, utility poles and structures is permitted in any district, regardless of parcel size, provided the antenna does not extend more than 20 feet above the highest point of the structure or tower. The placement of wireless telecommunications antennas on roofs, walls, and existing towers or structures may be approved by the city engineer, provided the antennas meet the

requirements of this Code, after submittal of a final site and building plan as specified by chapter 105, Buildings and Building Regulations, and a report prepared by a qualified and licensed professional engineer indicating the existing structure or tower's suitability to accept the antenna, and the proposed method of affixing the antenna to the structure. Complete details of all fixtures and couplings, and the precise point of attachment shall be indicated.

(2) The replacement of an existing light pole or lighting standard in order to accommodate the placement of an antenna thereon shall be approved by issuance of a building permit based upon administrative review.

(M) *Interference with public safety telecommunications.* No new or existing telecommunications service shall interfere with public safety telecommunications, in accordance with the rules and regulations of the Federal Communications Commission. Before the introduction of new service or changes in existing service, telecommunication providers shall notify the city at least ten calendar days in advance of such changes and allow the city to monitor interference levels during the testing process.

(N) *Additional submittal requirements.* In addition to the information required elsewhere in this Code, development applications for towers shall include the following supplemental information:

(1) A report from a qualified and licensed professional engineer which:

a. Describes the tower height and design including a cross section and elevation;

b. Documents the height above grade for all potential mounting positions for collocated antennas and the minimum separation distances between antennas;

c. Describes the tower's capacity, including the number and type of antennas that it can accommodate; and

d. Includes other information necessary to evaluate the request.

(2) For all commercial wireless telecommunication service towers, a letter of intent committing the tower owner and successors to allow the shared use of the tower if an additional user agrees in writing to meet reasonable terms and conditions for shared use.

(3) Before the issuance of a building permit, the following supplemental information shall be submitted:

a. Affirmation that the proposed tower will comply with any applicable regulations administered by the Federal Aviation Administration; and

b. A report from a qualified and licensed professional engineer which demonstrates the tower's compliance with the aforementioned structural and electrical (but not radio frequency) standards.

(O) *Antennas designed for private reception of television and radio signals.* Private antennas designed for reception of television and reception and transmission of radio signals, including antennas (less than 60 feet in height if free standing and 15 feet in height if roof mounted) used for amateur or recreational purposes, provided they are not located in a front yard and do not infringe upon requirements of the Federal Aviation Administration, shall be exempt from the provisions of this section. Antennas that are intended to be 60 feet or more in height if free standing and 15 feet or more in height if roof-mounted shall require a conditional use permit from the city.

(P) *Existing antennas and towers.* Antennas and towers in existence as of July 14, 1997, which do not conform to or comply with this section may continue in use for the purpose now used and as now existing but may not be replaced or materially altered without complying in all respects with this section.

371-399 Reserved.

400 Residential Districts

401-409 Reserved.

410 Residential Districts Established and Purpose

The following residential districts (UR, RR, R-1A, R-1B, R-1C, R-2, and R-3) are hereby established according their purpose and the intent of the Comprehensive Plan. Collectively, these districts are herein this chapter called "residential districts." For zoning districts expected to be served by municipal sanitary sewer and water (R-1A, R-1B, R-1C, R-2, and R-3), these districts are herein collectively called "urbanized districts."

411 MR –MUSA Reserve District

(A) *Purpose*. The intent of this district is to preserve areas where municipal urban services are planned, as shown on the approved Comprehensive Plan, but not yet available or when significant infrastructure is planned, but not yet funded and constructed. The large minimum lot area will retain these lands in their natural state or as agricultural uses until sanitary sewer, water, streets, and other public infrastructure is available and new development occurs. This will allow orderly development to occur. The purpose of this district is to provide a holding zone until a landowner/developer makes application for development, at which time the City may rezone the affected property consistent with its designation in the Comprehensive Plan, provided that the development does not result in the premature extension of public utilities, facilities, and services.

(B) Application – This district shall be applied to properties within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is not currently available. The City Council shall consider the Comprehensive Plan's Staging Plan when rezoning property to one of the urbanized districts.

412 RR – Rural Residential District

(A) *Purpose*. The intent of this district is to accommodate single-family dwelling units outside of the Metropolitan Urban Service Area. All lots located within the rural residential district are intended be served with individual septic systems and wells.

(B) Application – This district shall be applied to properties outside the MUSA as shown on the current Comprehensive Plan guided Rural Developing where municipal sanitary sewer and water infrastructure is not planned.

413 R-1A –Single-Family Residential District

(A) *Purpose*. The purpose of this urbanized district is to accommodate single-family dwelling units on suitable land and shall be serviced by sanitary sewer and municipal water.

(B) Application – This district shall be applied to properties guided Low Density Residential within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is available.

414 R-1B—Single-Family Residential District

(A) *Purpose*. The purpose of this urbanized district is to accommodate single-family dwelling units on suitable land and shall be serviced by sanitary sewer and municipal water.

(B) Application – This district shall be applied to properties guided Low Density Residential within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is available.

415 R-1C—Single-Family Residential District

(A) *Purpose*. The purpose of this urbanized district is to accommodate detached residential dwelling units on suitable land and shall be serviced by sanitary sewer and municipal water.

(B) Application – This district shall be applied to properties guided Low Density or Medium Density Residential within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is available.

416 R-2—Medium Density Residential District

(A) *Purpose*. The purpose of this urbanized district is to accommodate detached and attached dwelling units on suitable land and shall be serviced by sanitary sewer and municipal water.
(B) Application – This district shall be applied to properties guided Low or Medium Density Residential within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is available.

417 R-3—High Density Residential District

(A) *Purpose*. The purpose of this urbanized district is to accommodate a variety of residential dwelling unit types on suitable land and shall be serviced by sanitary sewer and municipal water.
(B) Application – This district shall be applied to properties guided High Density Residential within the MUSA as shown on the current Comprehensive Plan where sanitary sewer and water infrastructure is available.

418-419 Reserved.

420 Uses

The following subchapter establishes a listing of the permitted, conditional, principal, accessory, and temporary uses for the residential zoning districts. The uses have been allocated to the individual districts to allow reasonable use of properties in a manner that is compatible with the purpose of each residential zoning district, the overall purpose of this chapter, and the Comprehensive Plan. Whenever in any zoning district a use is neither specifically permitted or denied, the use shall be considered prohibited.

421 Principal Uses

Permitted and conditional principal uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found in the noted section.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	MR	RR	R-1A	R-1B	R-1C	R-2	R-3	Additional Standards (Section)
Agriculture	P	P	NP	NP	NP	NP	NP	
Assisted Living, Memory Care, and Nursing Home Facilities	NP	NP	NP	NP	NP	P	P	
Dwellings: Multiple-Family, Senior Living, etc.	NP	NP	NP	NP	NP	P	P	
Dwellings: Single-Family Detached	P	P	P	P	P	P	P	
Dwellings: Townhomes (attached)	NP	NP	NP	NP	NP	P	P	
Dwellings: Townhomes (detached), villas, cottage homes, etc.	NP	NP	NP	NP	P	P	P	
Dwellings: Two-Family Attached	NP	NP	NP	NP	NP	P	P	
Governmental or Public Facility or Utility	P	P	P	P	P	P	P	
Licensed Residential Facilities	P	P	P	P	P	P	P	425
Religious Institutions	P	P	P	P	P	P	P	425

422 Accessory Uses

Permitted and conditional accessory uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found in the noted section. All accessory uses must be accompanied by a primary use on a parcel. No accessory building shall be constructed on any lot prior to the time of construction of the principal building.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	MR	RR	R-1A	R-1B	R-1C	R-2	R-3	Additional Standards (Section)
Accessory Dwelling Units (ADU), Attached	P	P	P	NP	NP	P	P	425
Accessory Dwelling Units (ADU), Detached	P	P	P	NP	NP	NP	NP	425
Accessory Structures, garages, carports, sheds, etc.	P	P	P	P	P	P	P	
Commercial Dog Kennels	C	C	NP	NP	NP	NP	NP	Ch. 10
Commercial retail garden centers or greenhouses	C	C	NP	NP	NP	NP	NP	
Commercial Horse Boarding	C	C	NP	NP	NP	NP	NP	
Communications Towers or equipment	C	C	NP	NP	NP	NP	P	370
Community Amenity Buildings	P	P	P	P	P	P	P	
Decks and Patios	P	P	P	P	P	P	P	
Ground source heat pump systems	P	P	P	P	P	P	P	333
Home Occupations (Level I)	P	P	P	P	P	P	P	425
Home Occupations (Level II)	P	P	P	NP	NP	NP	NP	425
Leasing Offices, Management Offices	NP	NP	NP	NP	P	P	P	
Licensed Home Daycare	P	P	P	P	P	P	P	
Parking Lots/Structured Parking	NP	NP	NP	NP	NP	P	P	
Private Recreation Equipment	P	P	P	P	P	P	P	
Solar Energy Systems	P	P	P	P	P	P	P	332
Swimming Pools, Sport Courts, Tennis, etc.	P	P	P	P	P	P	P	
Wind Energy Conversion Systems (WECS) (micro-scale)	P	P	P	P	P	P	P	331
Wind Energy Conversion Systems (WECS) (small-scale)	P	P	P	P	P	P	P	331
Wind Energy Conversion Systems (WECS) (medium-scale)	P	P	NP	NP	NP	NP	NP	331

423 Temporary/Seasonal Uses

The following uses are considered temporary in nature and accessory to an established primary use listed in Section 421. If a date range is given, that use is only allowed during that time period. Additional performance standards for the uses are found in Section 425.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	MR	RR	R-1A	R-1B	R-1C	R-2	R-3	Additional Standards (section)
Construction Trailers/Field Offices	P	P	P	P	P	P	P	307
Model Homes	NP	P	P	P	P	P	P	425
Outdoor storage of snow removal equipment, temporary salt/sand shed *October 15-April 15*	P	P	NP	NP	NP	P	P	

Game Fair *August*	NP	C	NP	NP	NP	NP	NP	
Temporary Portable Storage Containers *30-days*	P	P	P	P	P	P	P	425
Temporary Real Estate Offices	NP	NP	P	P	P	P	P	425
Temporary Heath Care Dwellings	NP	NP	NP	NP	NP	NP	NP	426

424 Reserved.

425 Performance Standards

Some permitted and conditional uses listed in Section 421, 422, and 423 are further regulated based on the standards below.

(A) Accessory dwelling units (ADU). When permitted, attached and detached accessory dwelling units have the following requirements:

(1) Number. No more than one ADU shall be allowed per one existing single-family residential property.

(2) Owner occupancy. The principal dwelling or the ADU must be owner-occupied.

(3) Accessory buildings. The ADU must comply with all other accessory building requirements set forth in this section.

(4) Architecture. The exterior finish of the ADU must match that of the principal structure.

(5) Maximum size. The maximum size of an ADU cannot exceed 800 square feet of habitable space. If in the Shoreland Overlay, the maximum site of a detached ADU cannot exceed 700 square feet.

(6) Home occupations. The ADU cannot be used for any portion of a Level-II home occupation.

(7) Setbacks. The detached ADU setbacks must meet the setback requirements for a principal dwelling.

(8) Minimum lot size. Detached ADU's are allowed on properties with a minimum of one acre in size. See Section 943 for additional lot area standards within Shoreland Overlay.

(9) Attached ADU's are allowed on properties with a minimum of 80-foot lot width.

(10) Height. The detached ADU may not exceed a height of 22 feet, or the height of the principal structure, whichever is less. ADUs in the Shoreland Overlay District are limited to 15 feet in height.

(11) Address. The ADU must retain the same address as the principal structure.

(12) Parking. Additional parking for the ADU is not required if off-street parking requirements for the principal structure are met.

(13) Utilities. Accessory dwelling units must share utilities with the principal structure.

(14) Foundation. Accessory dwelling units must have a permanent foundation.

(15) Ownership. Accessory dwelling units may not be sold separately from the primary residence, and cannot be created with a new tax parcel.

(16) In multi-family, assisted living, memory care, or nursing home structures, ADUs as one-bedroom guest suites are permitted at the rate of one ADU per 50 apartment units and shall not count towards density calculations.

(B) Home Occupations.

(1) *Intent*. Home occupations shall be allowed to exist in the residential zoning districts in accordance with certain criteria established to protect the peace, quiet, and domestic tranquility in all residential neighborhoods. It is the intent of this section that the property owner shall have a vested interest in the business, as the city does not desire to create business incubators for lease within the residential districts.

(2) *Use table*. The following use table lists allowed and prohibited uses for home-based businesses.

Allowed Uses	*Prohibited Uses*
Artists and musicians	Ammunition manufacturing
Bed and breakfast establishments	Automotive repair, maintenance, body shops, operations involving internal combustion engines
Beauticians or barber shops	Dance studios
Crafts	Dispatch or transportation centers (individuals or materials)
Dressmaking, tailoring, sewing, or alterations	Escort or sexually oriented businesses
Firearm sales and repair	Flea markets
Food preparation under the Cottage Food exemption	Impound yards or salvage yards
Home offices	Motor vehicle sales
Instructional classes with no more than four pupils	Palm-reading, or fortune-telling
Manufacturing and welding	Restaurants, bars, breweries
Photography studio	Retail sales (in-person)
Retail sales (By appointment, online, or mail delivery)	Sales yards or storage yards
Uses determined by the Zoning Administrator to be similar in character to the allowed business uses and comply with all general provisions	Storage of motor vehicles, or tow yards
	Tanning salons
	Tattoo parlors
	Trash haulers
	Uses involving hazardous materials or activities
	Uses that adversely affect governmental facilities or infrastructure
	Uses that adversely affect environmental features
	Uses determined by the Zoning Administrator that do not meet the intent of a home occupation

(3) General provisions.

a. *Permit*. A home occupation will not be required to obtain a Home Occupation Permit if it:

1. Is an allowed business use as outlined in subsection (2);
2. Meets all general provisions outlined in subsection (3); and
3. Does not meet the criteria necessitating a Home Occupation Permit outlined in subsection (4).

b. *Ownership.* Home occupation operations are restricted to the property where the owner of the home occupation resides and has title or holds rental lease.

c. *Number.* No more than one business is allowed per residential property.

d. *Employees*. One employee that is not a resident of the dwelling is allowed.

e. *Principal structure*. All business operations must be internal to the dwelling, and entrance to the home occupation shall be gained from within the principal structure. No home occupation activity shall be allowed within a detached accessory building or garage without a Home Occupation Permit.

f. *Size*. The area of the home occupation cannot exceed the allowable square footage amounts for the applicable lot size established the table in Section 450.

g. *Parking space reserved*. At least 400 square feet of indoor garage/parking space reserved for personal vehicles or equipment, in either attached or detached garage space.

h. *Signage*. A sign not exceeding two square feet in size may be displayed if affixed flat against the wall of either the dwelling or accessory building where the home occupation is being conducted. The sign shall be non-illuminated and shall not have dynamic display capabilities.

i. *Exterior*. There shall be no other exterior evidence of the existence of a home occupation, including outdoor storage of materials or commercial vehicles.

j. *Vehicles and on-site parking*. One passenger vehicle associated with the business is allowed. The number of persons permitted on the site at any given time shall be limited so as not to create a parking demand in excess of that which can be accommodated on driveway(s) and/or parking pads on the site of the home occupation.

k. *Deliveries*. The occupation cannot be serviced by deliveries from vehicles with a gross vehicle weight exceeding 20,000 pounds.

l. *Nuisance prevention*. The business must not create noise, odors, vibration, smoke, air pollution, liquid or solid wastes, heat, glare, dust, or other adverse influences shall be permitted that will in any way have an objectionable effect upon adjacent or nearby property. In order to guarantee that a home occupation, once authorized, will not become a nuisance to the neighbors or otherwise violate these regulations, the city staff or city council may impose reasonable conditions necessary to protect the public health, safety, and welfare of residents of the city.

m. *Non-conforming uses*. Any existing home occupation that is discontinued for a period of more than thirty days, or is in violation of the provisions, under which it was initially established, shall be brought into conformity with the provisions of this Ordinance.

(4) Standards for home occupations that require a home occupation permit.

a. *Allowed Use*. The home occupation must be an allowed use from the list in subsection (2).

b. *Employees*. A maximum of two non-resident employees is allowed.

c. *Vehicle*. Outside parking of two commercial vehicles used for business transportation.

d. *Accessory Structure*. Use of an accessory structure is allowed, but cannot exceed 800 square feet of the structure space.

(C) Licensed Residential Facilities – Licensed residential facilities are limited to six residents per dwelling unit. This requirement applies to unlicensed supportive living facilities.

(D) Model Homes, Temporary Real Estate Offices, and Construction Trailers/Field Offices. This section allows for the provision of model homes, temporary real estate offices, and temporary construction trailers/field offices in new residential subdivisions or development without adversely affecting the character of surrounding residential neighborhoods and properties or creating a general nuisance. As these uses represent a unique temporary commercial use, special consideration must be given to the peculiar problems associated with them and special standards must be applied to ensure reasonable compatibility with their surrounding environment. All model homes, temporary real estate offices, and construction trailers/field offices must comply with the following special requirements:

(1) Temporary parking facilities shall be provided for model homes, temporary real estate offices, and construction trailers/field offices. At least four parking spaces must be provided. The overall design, drainage, and surfacing of the temporary parking facility shall be subject to the approval of the zoning administrator.

(2) The model home or temporary real estate office are permitted only until all the other lots in the subdivision have active building permits. Construction trailers/field offices are permitted until all buildings within the project have a certificate of occupancy.

(3) The applicant for a model home may be required to submit a cash bond to guarantee the conversion of the model home to living space in a timely manner if alterations to the site have occurred such as the provision of paved parking, removal of lighting, and similar uses. Such

conversion includes, but is not limited to, the provision of landscaping, turf restoration and the removal of parking lots, signage, and lighting.

(4) At no time may a model home, temporary real estate office, or construction trailer/field office be used as living quarters.

(E) Multiple Family Dwellings. Multiple family dwelling buildings intended for general occupancy (excluding Senior Living) shall have the following requirements:

(1) Unit types. All buildings shall have a mix of three or more different unit types. In no case shall a building be comprised of more than 60 percent one-bedroom units and no more than 20 percent efficiency or studio units.

(2) Controlled access entry systems are required for all multiple family dwelling buildings including accesses between enclosed parking and the rest of the building.

(F) Patios and Decks

(1) Side and rear setbacks – 5 feet.

(2) Front setback – 10 feet less than the front yard setback for principal structures in each zoning district.

(G) Principal structures within the MUSA Reserve District constructed after the adoption date of this chapter:

(1) All principal structures shall be orientated in such a way where access can be modified from an existing arterial or collector roadway to a new local street anticipated with any future subdivision on the property.

(2) All structures shall be designed for eventual connection to City services.

(H) Religious Institutions.

(1) In any residential district, a religious institution must be located along an arterial roadway or at the intersection of two collector roadways as defined by the Existing Functional Classification map in the Comprehensive Plan. Vehicular access to the site must be from either the collector or arterial roadway or a designated frontage road.

(2) Dwelling Units. Dwelling units are allowed as an accessory use as a residence for clergy, staff, or mission of the institution.

(I) *Temporary portable storage containers.*

(1) One temporary portable storage container is allowed per dwelling unit for a maximum of 30 consecutive days in a calendar year, unless in conjunction with an active building permit.

(2) The storage container must be located on the driveway of the dwelling unit it is serving. An alternate location may be approved by the Zoning Administrator.

426 Temporary Health Care Dwellings

Pursuant to authority granted by Minn. Stats. § 462.3593, subd. 9, the City of Ramsey opts-out of the requirements of Minn. Stats. § 462.3593, which defines and regulates temporary family health care dwellings.

427-429 Reserved.

430 Bulk Standards

(A) Minimum and maximum dimensional standards for lots and the principal structures for each of the residential districts are established in the following table:

	MR	RR	R-1A	R-1B	R-1C	R-2	R-3

Lot Standards							
Lot Area	20 acres	2.5 acres	10,000 sqft	6,500 sqft	5,000 sqft	4,350 sqft or equivalent	10,000 sqft
Minimum Lot Width	300 feet	200 feet/ 100 feet on cul-de-sac	~~75~~ 80 feet	65 feet	50 feet	N/A	100 feet
Minimum Lot Depth	200 feet	200 feet	100 feet	90 feet	80 feet	N/A	200 feet
Minimum Lot Frontage on a Public Street	60 feet	60 feet	45 feet	45 feet	35 feet	N/A	80 feet
Principal Structures							
Maximum Building Height	35 feet	35 feet	35 feet	35 feet	35 feet	40 feet	60 feet
Minimum Principal Structure Footprint	720 sqft	720 sqft	720 sqft	720 sqft	720 sqft	N/A	N/A
Maximum Principal Structure Footprint	5 percent	10 percent	35 percent	35 percent	35 percent	35 percent	50 percent
Maximum Impervious Coverage	10 percent	20 percent	40 percent	40 percent	50 percent	50 percent	60 percent
Front Setback	25 feet	40 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Side Setback (interior)	5 feet	10 feet	5 feet	5 feet	5 feet	30 feet (edge of development)	25 feet
Side Setback (to right-of-way)	25 feet	40 feet	20 feet	20 feet	20 feet	20 feet	25 feet
Rear Setback	40 feet	40 feet	20 feet	20 feet	20 feet	10 feet	10 feet
Setbacks from arterial roadways	60 feet	60 feet	60 feet	60 feet	60 feet	60 feet	60 feet
Setback from wetlands	16.5 feet	16.5 feet	16.5 feet	16.5 feet	16.5 feet	16.5 feet	16.5 feet

(B) Maximum Setback – All principal structures on lots zoned R-1A, R-1B, and R-1C shall be constructed no greater than 10 feet more than the minimum setback for the respective districts, except where adjacent structures existing as of July 1, 2002, have a different setback from that required herein, the front yard setback shall conform to the prevailing setback of adjacent structures. If adjacent structures have different setbacks from one another, the minimum front yard shall be the average of the two adjacent structures.

(C) For lots in the R-2 district created for attached or detached townhomes, the lot area equivalent shall be calculated as an average of the areas of the privately-owned lots and any association-maintained common areas.

(D) Accessibility ramps are exempt from the front yard setback requirements of each district.

(E) Density/Use Transitioning and Buffering – Add 35 feet to the minimum lot depth or width and to the principal structure setback (side or rear) to accommodate screening requirements found in Section 475 when:
(1) Adjacent to an RR-, B-, or I-zoned property; or
(2) When an R-2- or R-3-zoned property is adjacent to an RR-, R-1A-, R-1B-, or R-1C-zoned property;
(3) Adjacent to a P-zoned property.

431-449 Reserved.

450 Accessory Structures

The following standards are required for all accessory structures on residential properties.

(A) Height.
(1) Urbanized Districts: The height of a detached accessory buildings shall not exceed the height of the principal structure or 24 feet, whichever is less. The height of an attached accessory structure shall not exceed the height of the principal structure.
(2) Rural Residential or MUSA Reserve District: The height of a detached accessory buildings shall not exceed the height of the principal structure or 24 feet, whichever is less. The height of an attached accessory structure shall not exceed the height of the principal structure. If a detached structure is in the rear yard, the height of the accessory structure cannot exceed 30 feet.

(B) Architectural Requirements. The exterior materials used on the detached accessory buildings must generally match those of the principal building on the subject property including same or similar colors, soffit, fascia and eave overhang.

(C) Setbacks
(1) Side and Rear Setbacks – 5 feet.
(2) Front Setback and side adjacent to right-of-way – no closer to the street than the edge of the principal structure.
(3) Exception: detached accessory building may be located in front of the principal building while maintaining setbacks for principal structures in that zoning district when:
a. On RR lots two acres or greater in area, or
b. When located riparian lots in the wild and scenic, critical area, or shoreland overlay districts.

(D) Quantity and Area Requirements. All accessory buildings, with the exception of attached garages, shall be included when calculating the maximum square footage of accessory building space allowed on a property. All accessory buildings, excluding attached garages, shall be included when determining the total number of accessory buildings on a property.

Accessory Structure area and quantity requirements for all residential districts:

Parcel Size (sq. ft. and acres)	Maximum Square Footage Allowed for Accessory Buildings	Maximum number of Accessory Buildings Allowed
0—21,779 (0 to 0.5 acre)	10% of lot, or 1,500 square feet, whichever is smaller	2
21,780—43,559 (0.5 acre to 1 acre)	1,800	3
43,560—65,339 (1 acre to 1.49 acres)	2,200	3
65,340—108,899 (1.5 to 2.49 acres)	2,400	3

108,900—152,459 (2.5 to 3.49 acres)	2,700	3
152,460—196,019 (3.5 to 4.49 acres)	3,000	4
196,020—239,579 (4.5 to 5.49 acres)	3,500	4
239,580—283,139 (5.5 to 6.49 acres)	3,900	4
283,140—326,699 (6.5 to 7.49 acres)	4,300	5
326,700—370,259 (7.5 to 8.49 acres)	4,700	5
370,260—413,819 (8.5 to 9.49 acres)	5,100	5
413,820—435,599 (9.5 to 9.99 acres)	5,500	5
435,600—871,199 (10 to 19.99 acres)	6,000	6
871,200—1,742,399 (20 to 39.99 acres)	8,000	7
1,472,400 or larger (40 acres or more)	12,000	8

451-459 Reserved.

460 Residential Parking Standards

(A) Garages required. All single-family and townhome units must have a garage, either attached or detached, of at least 400 square feet in area.

(B) Required Quantity of Parking Spaces. For uses not listed below, a parking justification report shall be submitted to the zoning administrator explaining the anticipated parking needs based on the number of residents, employees, customers, and visitors.

(1) Detached Single-Family, Attached Two-Family, Townhome (attached or detached), and Licensed Residential Facility uses must provide two off-street parking spaces per dwelling unit. Driveways may be used as parking spaces.

(2) Multiple-Family Dwelling uses must provide 1.5 off-street parking spaces per unit in a parking lot or structure conforming to the design standards in Section 560.

(3) Senior Living and Assisted Living uses must provide one off-street parking space per unit in a parking lot or structure conforming to the design standards in Section 560.

(4) Religious Institutions as required in Section 560.

(C) In any residential district, outside parking of any motor vehicle(s) and/or recreational equipment is subject to the following standards:

(1) *Number of items.*

a. Six items are allowed for outdoor storage and parking on parcels less than one acre in size.

b. Eight items are allowed for outdoor storage and parking on parcels between one and 1.99 acres in size.

c. Ten items are allowed for outdoor storage and parking on parcels between two and 4.99 acres in size.

d. Twelve items are allowed for outdoor storage and parking on parcels five acres or greater in size.

e. Items stored or parked separate from other items shall count as one item each; multiple items stored or parked on a trailer, for instance, count as one item. (Example: two snowmobiles and an empty trailer on the ground are three items; two snowmobiles on a trailer are one item).
f. Items that will count towards the number restriction include, but are not limited to, the following examples: trailers, motor vehicles, recreational vehicles, campers, boats, canoes, snowmobiles, jet-skis, all-terrain vehicles, go-carts, motocross bikes, motorcycles, fish houses, bobcats, skid steers, and self-propelled vehicles.
g. Exceptions: Items that will not count towards the number restriction include those items typically seen as accessory to a residential use, up to four each. Examples would be lawnmowers, garden tractors and attachments, bicycles, wheelbarrows, play structures, stepladders, and other items used for routine home and lawn maintenance.

(2) *Location and setbacks.*
a. On all residential parcels:
1. Motor vehicles stored or parked in a side or rear yard shall maintain a setback of at least five feet from the edge of the parking surface to the lot line(s).
2. Equipment parked or stored in the side yard shall maintain a setback of at least five feet from the edge of the parking surface to the lot line(s).
3. Equipment parked or stored in the rear yard shall maintain a setback of at least five feet from the lot line(s).

(3) *Surfacing.*
a. Inside the metropolitan urban service area (MUSA).
1. Currently licensed and operable motor vehicles, the primary purpose of which is for private transportation or recreational use may be parked:
(i) In the front yard if on a driveway.
(ii) In the side or rear yard provided it is parked on a residential parking surface that consists of either bituminous pavement or concrete.
2. Equipment, for which the primary purpose is private or personal/recreational use may be parked:
(i) In the front yard if on a driveway.
(ii) In the side yard on a residential parking surface of either bituminous pavement or concrete.
(iii) In the rear yard on an unimproved surface.
b. Outside the metropolitan urban service area (MUSA).
1. Currently licensed and operable motor vehicles, the primary purpose of which is for private transportation or recreational use may be parked:
(i) In the front yard if on a driveway.
(ii) In the side or rear yard provided it is parked on a residential parking surface that consists of either bituminous pavement, concrete, or prepared gravel/Class V of at least two inches in depth that is applied to the entire area beneath the motor vehicle and extending 12 inches around the perimeter of the motor vehicle.
2. Equipment, for which the primary purpose is private or personal/recreational use may be parked:
(i) In the front yard if on a driveway.
(ii) In the side yard on a residential parking surface of bituminous pavement, concrete, or Class V of at least two inches in depth, that is applied to the entire area beneath the equipment and extending 12 inches around the perimeter of the equipment.
(iii) In the rear yard on an unimproved surface.
c. An alternative surface, such as pervious pavement, may be considered with appropriate base and approval of the zoning administrator.

(4) The material for the prepared parking surface must be at least two inches in depth under the entire motor vehicle or equipment and extend 12 inches beyond the perimeter of the motor vehicle or equipment.

(5) At no time shall a motor vehicle or equipment be parked such that any portion of the motor vehicle or equipment extends into a sidewalk or trail.

(C) Commercial use motor vehicles and equipment may be parked outside for short-term periods, defined as eight hours or less in one 24-hour period, or for longer periods under the following conditions:

(1) *Inside the MUSA:*

a. Said items shall be screened to a degree of 75 percent at ground level view from the public right-of-way and adjacent properties.

b. Said items shall be parked only in the side or rear yard of the subject property and said items shall be parked on a residential parking surface that consists of bituminous pavement or concrete.

c. Commercial use motor vehicles and equipment intended to be parked outside that cannot meet criteria established in subsections (C)(1)a. and b. above, but can provide for alternatives to same, shall be required to obtain an interim use permit or home occupation permit, where applicable.

d. Commercial use motor vehicles and equipment shall count towards the total number of allowable items that may be stored outside as defined in this section.

(2) *Outside the MUSA:*

a. Said items shall be screened to a degree of 50 percent at ground level view from the public right-of-way and adjacent properties.

b. Said items shall be parked only in the side or rear yard of the subject property and said items shall be parked on a residential parking surface that consists of bituminous pavement, concrete, or Class V with a minimum of a two-inch base.

c. Commercial use motor vehicles and equipment intended to be parked outside that cannot meet criteria established in subsection (C)(2)a. and b. above, but can provide for alternatives to same, shall be required to obtain an interim use permit or home occupation permit, where applicable.

d. Commercial use motor vehicles and equipment shall count towards the total number of allowable items that may be stored outside as defined in this section.

(D) Active agricultural motor vehicles and equipment necessary to sustain agricultural uses are allowed and not required to be parked on a prepared surface nor screened.

(E) Private and/or commercial use motor vehicles and equipment shall not be parked on a parcel unless said personal property is owned or leased by a person residing on the parcel, or owned or leased by the employer of a person residing on the parcel. The Minnesota Department of Motor Vehicles registration records shall be used to determine the owner of registered vehicles and/or equipment and said owner's address.

461 Reserved.

462 Game Fair Parking Overlay District

The "GF Game Fair parking overlay district," is established as shown on the official zoning map accompanying this chapter. Notwithstanding the provisions of Section 460 to the contrary, Game Fair parking on residentially zoned property may be permitted in required side and front yards only during the period of the annual "Game Fair" event conducted by Armstrong Kennels.

463 Residential Driveways

(A) When Required.

(1) A driveway shall be required for all attached accessory buildings with a doorway opening meeting or exceeding eight feet wide by seven feet tall.

(2) If a detached accessory building serves as the primary garage, a driveway shall be installed.

(B) Surface Materials

(1) Urbanized districts: driveway materials shall consist of concrete, bituminous, or driveway-rated pavers for a continuous hard surface.

(2) Rural Residential or ~~Urban~~ MUSA Reserve Districts: driveway materials shall consist of concrete, bituminous, driveway-rated pavers, or a minimum two-inch Class-V gravel.

(C) Driveways shall be setback at least five feet from interior side or rear property lines.

(D) Driveway widths shall not exceed 30 feet at the street, through the public right-of-way, and the first five feet of the adjacent yard to the right-of-way where the driveway is accessing.

(E) No more than 50 percent of a front yard may be covered by a driveway.

464 Reserved.

465 Residential Waste Management

(A) Outdoor waste receptacles serving single- and two-family dwellings and licensed residential facilities must be placed against the structure.

(B) Waste receptacles serving townhomes, multi-family, or non-residential uses must be located within an interior trash room, a garage, or an exterior waste enclosure designed of masonry construction and opaque gates compatible with the building's architecture.

(C) Exception: waste receptacles may be placed outside of these regulations from 5:00 pm the night before collection and the day of collection.

466-469 Reserved.

470 Residential Landscaping Standards

(A) *Intent.* The City of Ramsey recognizes the advantages that landscaping and screening can provide, including enhanced health, safety, aesthetic, ecological and economic value. The intent of this section is to:

(1) Enhance the quality of life within the city;
(2) Enhance aesthetic view of development(s) from public roads;
(3) Maintain and enhance property values;
(4) Aid in both physical and mental human health;
(5) Improve air quality and buffer against noise, glare, and heat;
(6) Reduce the potential for crime and violence;
(7) Improve energy efficiency;
(8) Add visual interest to blank building facades and soften appearance of hardscaping and buildings with accent plantings;
(9) Complement adjacent land uses;
(10) Improve the visual quality and continuity within and between developments;
(11) Reduce storm water runoff;
(12) Encourage the establishment and/or restoration of native landscapes.

(B) *Goals and objectives.* Landscaping for any project is intended to achieve the following goals and objectives:

(1) Provide immediate aesthetic enhancements to a development site while also taking into account space and input needs of plantings well into the future;
(2) Encourage a healthy environment and landscape in the future;
(3) Ensure a diverse mixture of species to protect against future pests and pathogens;
(4) Encourage native landscapes in suitable locations with appropriate management plans.

(C) *Landscaping requirements.*

(1) *Topsoil and ground cover.* All exposed ground areas, including boulevards and areas not devoted to off-street parking, driveways, sidewalks, trails, patios or other such impervious improvements, shall be landscaped with turf, shrubs, trees, native grasses and wildflowers and/or other ornamental landscape materials within six months of the date of issuance of the certificate of occupancy.

a. *Topsoil.* In all zoning districts, a minimum of four inches of topsoil shall be applied across all exposed ground areas to the edge of improved streets, sidewalks, driveways and other

impervious surfaces, excluding natural areas that are left undisturbed, whenever a building permit is issued for the construction of a principal building. Alternatives to the import of topsoil, such as compost or other soil amendments known to improve soil water holding capacity may be permitted, but only with the prior approval of the city engineer.

b. *Required ground cover.* In all urbanized zoning districts all portions of a site not covered by structures, concrete, or asphalt, but excluding natural areas that are left undisturbed, shall be finished with sod and plantings, up to the edge of improved streets and other impervious surfaces in adjacent rights-of way. Any alternative to the sod requirement shall require City Council approval. The remainder of a yard may be established with sod, seed, natural ground cover and/or native grasses and wildflowers.

(2) *Irrigation.* If a landscape irrigation system is provided, the system shall be equipped with the following:

a. Technology that inhibits or interrupts operation of the irrigation system during periods of sufficient moisture (rain sensor).

b. One or more water efficient technologies. This could include, but is not limited to, WaterSense labeled weather-based irrigation controllers, soil moisture sensors, and/or evapotranspiration (ET) sensors.

(3) *Existing trees.* A reasonable attempt shall be made to preserve as many existing trees as is practicable and incorporate them into a development. For each healthy significant tree retained on site and not identified on the city's list of prohibited trees, one overstory tree, or the equivalent canopy square footage, can be deducted from the minimum planting requirements.

(4) *Planting types.* Acceptable planting types shall be determined by the Ramsey Tree Book. The complement of trees fulfilling the landscaping requirements shall not be less than 25 percent deciduous and not less than 25 percent coniferous. Not more than 25 percent of the required plantings shall consist of ornamental or understory trees. Projects should attempt to limit the planting of any one genus to no more than 20 percent of the total plantings.

(5) *Planting requirements for the R-1A, R-1B, R-1C, and RR districts.*

Zoning District	Planting Type	Minimum Number Required	Size
R-1A, R-1B	Overstory Deciduous and/or Coniferous trees	2 trees per dwelling, planted in the boulevard (or front yard depending on available space)	1 inch caliper - deciduous 5 foot height - conifer
R-1C	Overstory Deciduous	1 tree per 50 feet of frontage, planted in the boulevard	1 inch caliper — deciduous 5 foot height — conifer
RR	Overstory Deciduous and/or Coniferous trees	2 trees per dwelling, planted in the front yard	1 inch caliper - deciduous 5 foot height — conifer

a. In the R-1C district, alternative planting locations, such as the backyard or common areas, will be considered if there is not sufficient space in the boulevard due to other improvements such as driveways, streetlights, hydrants, etc.

(6) *Planting requirements for the R-2 and R-3 Districts.*

a. If the housing product is a detached style, the plantings shall consist of at least one tree per 50 feet of street frontage, planted in the boulevard.

1. Alternative planting locations, such as the backyard or common areas, will be considered if there is not sufficient space in the boulevard due to other improvements such as driveway, streetlights, hydrants, etc.

b. If the housing product is an attached style, the number of plantings shall be determined based on canopy cover. To fulfill the planting requirements, a combination of trees and shrubs shall meet or exceed the minimum required canopy cover square footage.
c. The minimum canopy cover required shall be calculated as follows:
   1. Determine ratio of impervious area (including stormwater ponds) to entire site.
   2. Multiply the impervious area/site area ratio by the square footage of the pervious area to calculate the required canopy cover square footage for the project area.
   3. The following formula shall be utilized to determine the average canopy cover of a species: [(Minimum + maximum spread) ÷ 4]^2 × π × (0.65 for preferred species or 0.50 for acceptable species, as identified in the Ramsey Tree Book).
d. Minimum size of plantings. Required trees and shrubs shall meet or exceed the following size standards:

Plant Type	Size
Deciduous Tree	1 inch caliper
Coniferous Tree	5 feet in height
Ornamental Tree	1 inch caliper
Deciduous Shrub	2 feet in height
Evergreen	2 feet in height or width, based on growth characteristics

471-474 Reserved.

475 Screening

(1) Rooftop HVAC and other mechanical units must be screened from views from the property lines using the following means:
   a. Proper placement on the roof.
   b. An integrated screen panel that is architecturally compatible with the building.
   c. Parapet heights sufficient for screening the views.
(2) Ground-mounted HVAC and other mechanical units for all structures other than single-family, two-family, and townhomes must be screened from views from the property lines using the following means:
   a. Privacy fencing
   b. An integrated screen panel that is architecturally compatible with the building.
   c. Landscaped berms.
(3) Density/Use Buffering and Transitioning. Within the additional lot depth/width area described in Section 430, the following options are required when different residential uses abut each other or residential uses abut an existing or planned non-residential use.
   a. A continuous six-foot privacy fence with 2-inch caliper overstory trees planted every 20 feet, roughly evenly spaced.
   b. A vegetative buffer containing four 2-inch caliper overstory, four 6-foot evergreen, and four 1.5-inch understory trees planted per 100 feet of property boundary on both sides of a berm with a maximum slope of 4:1.
   c. If this area is used for storm water management, both sides of the basin shall be lined with 2-inch caliper overstory trees at the rate of one tree per 20 feet, roughly evenly spaced and large shrubs at the rate of one per three feet. The side of the basin closest to a non-residential use shall add one 6-foot evergreen tree per 40 feet, roughly evenly spaced.
   d. Other options may be approved by the City Council based on site and adjacent site conditions and existing vegetation.

476-479 Reserved.

480 Residential Architectural Design Standards

(A) *Single-Family Homes, Two-Family Structures Exterior building materials.* The type of building materials used on exterior walls on all structures shall be face brick; natural stone; stucco; aluminum, steel, vinyl siding; wood; or other compatible residential materials.

(B) *Townhomes, Rowhomes, Multi-Family Buildings.* The purpose of this section is to encourage the development of high-quality, diverse multiple-dwelling structures in the city while permitting flexibility in the development process.

(1) General standards. The requirements in this section apply to the front facades of all multiple-dwelling structures, as defined under permitted uses in this section.

a. The type of building materials used on exterior walls of all townhomes, rowhomes, and multi-family structures shall be face brick; natural stone; stucco; aluminum, steel, or vinyl siding; wood; or other compatible residential materials that may be approved by the city council. Exterior Insulation and Finish Systems (EIFS) material is prohibited. The front exterior building finish of multiple-family buildings shall consist of a minimum of 35 percent face brick, natural stone, or stucco (excluding window and door area in the calculation). This requirement shall also apply to the side of a building when it faces a public street.

b. Multiple-dwelling developments that face county highways, state highways, or MSA roads shall vary structure orientation.

c. A minimum of three colors shall be used for each multiple-dwelling building. Elements that may count towards this requirement include siding, trim, doors, and garage doors. A color palette shall be included as a part of the building elevation submittal at the time of development review.

d. All multiple-dwelling structures shall include at least two of the following architectural elements:

1. Articulated/cantilevered facade.
2. Dormers.
3. Articulated roofline.
4. Projected or inset windows.
5. Balconies, porches, or decks.
6. Other elements as approved by the city council.

(C) Accessory buildings. Exterior building materials for detached accessory buildings shall be generally consistent with the exterior finish of the principal building and finished with vinyl lap siding, aluminum or metal lap siding, architectural metal panels, textured wood (painted), and/or masonry. Prefabricated molded plastic storage sheds shall be permissible.

481-484 Reserved.

485 Residential Fences

(A) *Height.* Fencing or walls (except retaining walls) located in the front yard shall not exceed four feet in height. Fencing or walls located in the side or rear yard shall not exceed eight feet in height.

(B) *Materials and construction.* Fences shall be constructed in a workmanlike manner and of substantial material reasonably suited for its intended purpose. 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.

(1) No boards, planks, or panels shall be larger than 12 inches in width.
(2) Chain link fences shall be constructed such that no barbed ends shall be at the top.
(3) Fence framing must face inward on the fence owner's lot.
(4) Chain link fencing for multi-family, townhome, or non-residential uses must be black or brown vinyl coated.

(C) Agricultural uses.

(1) Fences may be constructed of barbless wire or have the capability to carry an electric charge to accommodate agricultural activities and the raising of livestock and animals as defined by Chapter 10, Animals. Lots of record as of July 1, 2002, within the MUSA that are currently used for agricultural activities or the raising of livestock and animals also qualify under this provision.

(2) Electric fences must be set back a minimum of three feet from property lines and must be posted as being electric. Electric fences are only allowed in conjunction with an agricultural use in the RR or MR districts.

(D) *Location.* Fencing must be located on the fence owner's lot and it is the responsibility of the fence owner to accurately locate property boundaries.

(1) For corner lots, no fence shall be located within the vision clearance triangle.

486-499 Reserved.

500 Business Districts

501-509 Reserved.

510 Districts Established and Purpose

The following businesses districts (B-1, B-2, B-3, I-1, and I-2) are hereby established according their purpose and the intent of the Comprehensive Plan. Collectively, these five districts are herein this chapter called "business districts." The I-1 and I-2 districts are collectively called "industrial districts."

511 B-1 Neighborhood Business District

(A) Purpose. This district is intended to provide a district which encourages compact walkable centers for office, retail sales, and personal services that connect to and serve the adjacent neighborhoods and to preserve and protect the general character of the adjacent areas.

(B) Application – This district shall be applied to properties guided Commercial as shown on the current Comprehensive Plan.

512 B-2 Community Business District

(A) Purpose. This district is intended to provide a district for the development of community-scale office, retail sales, restaurant, and services functional for both pedestrians and automobiles.

(B) Application – This district shall be applied to properties guided Commercial as shown on the current Comprehensive Plan.

513 B-3 Regional Business District

(A) Purpose. This district is intended to provide for large-scale commercial development, including retail, entertainment, restaurant, and other complementary commercial uses. The district is intended to provide a commercial environment that is functional for both pedestrians and automobiles serving the community and region.

(B) Application – This district shall be applied to properties guided Commercial as shown on the current Comprehensive Plan.

514 I-1 Light Industrial District

(A) Purpose. This district is intended to provide areas in which to locate businesses that enhance the city's tax base, have a large employee base, involve manufacturing, warehousing, distribution, office uses, and other accessory retail and service uses offered on site with minimal outdoor storage. This district also accommodates large users such as indoor recreational complexes.

(B) Application – This district shall be applied to properties guided Business Park as shown on the current Comprehensive Plan.

515 I-2 General Industrial District

(A) Purpose. This district is designed to provide a district for intense manufacturing, warehousing, distribution, and industrial uses due to the characteristics of the use of the property, and/or have an extensive amount of outdoor processing and/or outdoor storage.

(B) Application – This district shall be applied to properties guided Business Park as shown on the current Comprehensive Plan.

516-519 Reserved.

520 Uses

The following sections establish listings of the permitted, conditional, principal, accessory, and temporary uses for the business zoning districts (B-1, B-2, B-3, I-1, I-2). The uses have been allocated to the individual districts to allow reasonable use of properties in a manner that is compatible with the Comprehensive Plan, the purpose of each business zoning district, and the overall purpose of this chapter. Whenever in any zoning district a use is neither specifically permitted or denied, the use shall be considered prohibited.

521 Principal Uses

Permitted and conditional principal uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found in the noted section.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	B-1	B-2	B-3	I-1	I-2	Additional Standards (Section)
Adult Uses – Principal	NP	NP	C	NP	NP	525
Animal Service Business and Veterinary Clinics	P	P	P	P	P	
Asphalt and Concrete Plants	NP	NP	NP	NP	C	
Assembly Halls, Banquet Halls, or Conference Centers	NP	C	C	C	NP	
Banks	P	P	P	P	NP	
Breweries and Distilleries	NP	P	P	P	P	525
Car Washes and Detailing Services	NP	C	C	C	NP	
Commercial Recreation, Indoor	NP	C	C	C	NP	525
Commercial Recreation, Outdoor	NP	C	C	NP	NP	525
Communications Towers	C	C	C	C	C	370
Crematoriums	NP	NP	NP	P	P	525
Data Centers	NP	NP	NP	P	P	
Daycare Centers	P	P	NP	NP	NP	
Digital Billboards	NP	C	C	C	C	Ch. 117
Distribution Facility	NP	NP	NP	NP	P	
Equipment, tool, and party supply rental business	NP	NP	C	C	C	
Fitness Centers	P	P	P	P	NP	525
Funeral Homes	P	P	P	NP	NP	525
Motor Fuel Station, CNG Fuel Sales	NP	C	C	C	C	525
Governmental or Public Facility or Utility	P	P	P	P	P	
Hotels	NP	P	P	NP	NP	
Manufacturing, Assembly, Production, Research and Testing Labs, and the like	NP	NP	NP	P	P	
Medical and Dental Offices and Clinics	P	P	P	P	NP	
Motor Vehicle Repair	NP	C	C	C	C	525

Motor Vehicle Sales and Showrooms and Rental	NP	NP	C	C	C	525
Multiple Principal Structures on one Parcel	C	C	C	C	C	
Offices and Professional Services	P	P	P	P	P	
Personal Services	P	P	P	P	P	
Post-Secondary Educational Facility	NP	P	P	P	P	
Private Clubs or Lodges	C	C	C	NP	NP	
Religious Institutions	P	P	P	NP	NP	525
Restaurants and Brewpubs	P	P	P	P	P	
Retail landscape nurseries, garden centers	NP	C	C	NP	C	525
Retail Sales and Showrooms	P	P	P	P	P	
Self-Storage Facility	NP	C	C	NP	C	525
Theaters, Movie Theaters	NP	P	P	NP	NP	
Vehicle Impound Yards, Auto Salvage Yards, Tow Yards, Vehicle Wrecking Yard	NP	NP	NP	NP	NP	
Warehousing	NP	NP	NP	P	P	
Wholesale Sales	NP	NP	NP	P	P	

522 Accessory Uses

Permitted and conditional accessory uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found the noted sections. All accessory uses must be subordinate to and be accompanied by a primary use on a parcel.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Accessory Use	B-1	B-2	B-3	I-1	I-2	Additional Standards (Section)
Accessory Dwelling Units (ADU)	C	C	C	NP	NP	525
Accessory Storage Buildings and Garages	P	P	P	P	P	560
Adult Uses – Accessory	NP	P	P	NP	NP	525
Commercial Recreation, Outdoor	NP	C	C	C	C	525
Crematoriums	NP	P	P	P	P	525
Drive-Thrus	NP	C	C	C	C	
Electric Vehicle Charging Stations	P	P	P	P	P	525
Ground source heat pump systems	P	P	P	P	P	333
Mobile Food Units	P	P	P	P	P	525, Ch. 26
Motor Fuel Stations, CNG Stations	NP	NP	NP	P	P	525
Motor Vehicle accessory installation	NP	P	P	P	P	
Outdoor Animal Runs	NP	C	C	C	P	525
Outdoor Dining Areas	P	P	P	P	P	326
Outdoor Displays	P	P	P	NP	P	525
Outdoor Sales	C	C	C	NP	NP	525
Outdoor Storage	NP	NP	C	C	C	525
Outdoor Vehicle and Equipment Storage	NP	NP	NP	P	P	525
Parking Lots and Structures	P	P	P	P	P	560
Retail Sales and Showrooms	P	P	P	P	P	
Solar Energy Systems	P	P	P	P	P	332
Taprooms and Cocktail Rooms	NP	P	P	P	P	525
Vehicle sales inventory and display lots	NP	NP	C	NP	NP	525

Wind Energy Conversion Systems (WECS) (micro-scale)	P	P	P	P	P	331
Wind Energy Conversion Systems (WECS) (small-scale)	P	P	P	P	P	331
Wind Energy Conversion Systems (WECS) (medium-scale)	P	P	P	P	P	331

523 Temporary/Seasonal Uses

The following uses are considered temporary in nature and accessory to an established business use listed in Section 521. If a date range is given, that use is only allowed during that time period. Additional performance standards for the uses are found in the noted section.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	B-1	B-2	B-3	I-1	I-2	Additional Standards (Section)
Construction Trailers/Field Offices	P	P	P	P	P	306
Outdoor retail sales of Christmas trees, wreaths, and the like *November 1 – December 31.*	P	P	P	NP	NP	525
Outdoor retail sales of fireworks *June 15-July 15*	P	P	P	NP	NP	525
Outdoor storage of snow removal equipment, temporary salt/sand shed/container *October 15-April 15*	P	P	P	P	P	525
Outdoor retail sales of plants, flowers, and the like *May 1 – July 31.*	C	C	C	C	C	525
Seasonal outdoor storage of marine boats *September 1 through May 31*	NP	NP	C	C	C	
Transient Merchants, Licensed	P	P	P	P	P	Ch 26

524 Reserved.

525 Performance Standards

Some permitted and conditional uses are further regulated based on the standards below.

(A) Accessory dwelling units (ADU) in conjunction with certain business uses. Such business types include, but are not limited to, funeral homes or animal service businesses with boarding. Attached accessory dwelling units are permitted with the following requirements:
  (1) Number. No more than two ADUs shall be allowed per business property.
  (2) Occupancy. At least one resident of each ADU must be an employee of the business where the ADU is located and it is a part of the employee's job duties to be on-site for extended or overnight hours. The unit cannot solely be rented to someone unaffiliated with the business.
  (3) Maximum size. The maximum size of an ADU cannot exceed 800 square feet of habitable space.
  (4) Address. The ADU must retain the same address as the principal structure.
  (5) Utilities. Accessory dwelling units must share utilities with the principal structure.
  (6) Ownership. Accessory dwelling units may not be sold separately from the primary business, and cannot be created with a new tax parcel.

(7) The ADU is subject to rental licensing requirements of City Code.

(B) Adult Uses

(1) *Purpose.* The nature of adult uses is such that they are recognized as having adverse secondary characteristics, particularly when they are accessible to minors and located near residential property or related residential uses such as schools, day care centers, libraries or parks. Furthermore, the concentration of adult uses has an adverse effect upon the use and enjoyment of adjacent areas. The nature of adult uses requires that they not be allowed within certain zoning districts, or within minimum distances from each other or residential uses. Special regulation of adult uses is necessary to ensure that the adverse secondary effects would not contribute or enhance criminal activity in the area of such uses nor will it contribute to the blighting or downgrading of the surrounding property and lessening of its value.

(2) *Generally.* Adult uses as defined in this chapter shall be subject to the following general provisions:

a. Activities classified as obscene are not permitted and are prohibited.

b. Adult uses, either principal or accessory, shall be prohibited from locating in any building that is also utilized for residential purposes.

c. Adult uses, either principal or accessory, shall be prohibited from locating in any place that is also used to dispense or consume alcoholic beverages.

d. An adult use that does not qualify as an accessory use pursuant to subsection (d)(1) of this section, shall be classified as an adult use - principal.

(3) *Adult uses - principal.*

a. Adult use - principal shall be located at least 1,000 radial feet, as measured in a straight line from the closest point of the property line of the building upon which the adult use - principal is located to the property line of:

1. Residentially zoned property;
2. A licensed day care center;
3. A public or private educational facility classified as an elementary, junior high or senior high;
4. A public library;
5. A public park;
6. Another adult use - principal;
7. An on-sale liquor establishment; or
8. Any religious organization.

b. No adult use - principal shall be located in the same building or upon the same property as another adult use - principal. This limitation does not apply to any business or establishment that contains more than one adult use - principal as of December 16, 1990; any such business or establishment that is required to terminate its location pursuant to this section is not prohibited from operating the same adult uses - principal that were in existence as of December 16, 1990, at any new location in the city where adult uses - principal are otherwise lawful under this Code.

c. Adult use - principal shall adhere to the following signing regulations.

1. Sign messages shall be generic in nature and shall only identify the type of business that is being conducted.
2. Sign messages shall not contain material classified as advertising.
3. Signs shall comply with the requirements of size and number for the district in which they are located.

d. Adult use - principal shall be limited to 7:00 a.m. to 12:00 midnight for its hours of operation. A differing time schedule may be approved by the zoning administrator, subject to council appeal, if it can be satisfactorily demonstrated by the operator to the city that extended operational hours will:

1. Not adversely impact or affect uses or activities within 1,000 feet.

2. Will not result in increased policing and related service calls.
3. Is critical to the operation of the business.

(4) *Adult uses - accessory.*

a. Adult use - accessory shall:

1. Comprise no more than ten percent of the floor area of the establishment in which it is located.
2. Comprise no more than 20 percent of the gross receipts of the entire business operation.
3. Not involve or include any activity except the sale or rental of merchandise.

b. Adult use - accessory shall be restricted from and prohibit access to minors by the physical separation of such items from areas of general public access:

1. *Movie rentals.* Display areas shall be restricted from general view and shall be located within a separate room, the access of which is in clear view and under the control of the persons responsible for the operation.
2. *Magazines.* Publications classified or qualifying as adult uses shall not be physically accessible to minors and shall be covered with a wrapper or other means to prevent display of any material other than the publication title.
3. *Other use.* Adult uses - accessory not specifically cited shall comply with the intent of this section subject to the approval of the zoning administrator.

c. Adult use - accessory shall be prohibited from both internal and external advertising and signing of adult materials and products.

(5) *Nonconforming adult use - principal or accessory.* Adult uses which are classified as legal nonconforming uses may continue in accordance with the provisions of this chapter, except that any such nonconforming use shall be terminated and become illegal on and after January 31, 1992. To the extent possible, the city shall attempt to identify all such uses which become classified as nonconforming under the provisions of this subdivision and shall notify the property owners and operators of such uses in writing of the change in status and the terms and conditions which apply. The owner of any property on which an adult use is located may apply to the council for an extension of the termination date. Any such application shall be in writing and be received by the city no later than December 31, 1991. Failure to submit a timely extension application shall constitute a waiver of the right to request an extension. The council may grant such an extension if upon the council's determination, the applicant demonstrates that the amortization period is an unreasonable burden upon the business and does not allow adequate time to recover a reasonable return upon the business investment. The applicant shall have the burden of proof to demonstrate hardship with the established termination date and also the time required for an extension. In making its decision, the council may consider any factor relevant to the issue, including but not limited to:

a. The degree or magnitude of threat to the public health, safety and general welfare posed by the secondary impacts of the operation.
b. The length of time that the adult use has been operating.
c. The ease by which the property could be converted to a conforming use.
d. The nature and character of the surrounding neighborhood.
e. The value and condition of the improvements on the property.
f. The amount of the applicant's investment in the business.
g. The amount of investment already realized.
h. The cost of relocating the adult use.

(C) Breweries and Distilleries

(1) In B2 and B3 districts, production is limited to 15,000 barrels per year and must be accompanied by a taproom/cocktail room.

(2) In I1 and I2, there is no production limit.

(D) Commercial Indoor Recreation
- (1) In B1 district, the indoor space is limited to 2,000 square feet.
- (2) Indoor Shooting Ranges:
  - (a) All firearms not in use in firing range lanes/stalls shall be unloaded and properly cased at all times in accordance with Minnesota laws.
  - (b) Controlled access to the shooting range shall be maintained at all times.
  - (c) Any weapons stored overnight on the premises shall be properly secured, per direction from the police chief.

(E) Commercial Outdoor Recreation
- (1) As an accessory use, it must be in conjunction with a brewery and taproom, restaurant, brewpub use.

(F) Drive-Thrus
- (1) All stacking space for vehicles shall be off-street and shall be constructed to size that will accommodate at least five vehicles. More stacking may be required if reasonable for the proposed use.
- (2) Drive-thurs, menu boards, ordering equipment, and stacking queues shall be screened from view nor audible of abutting residential districts.
- (3) Ordering equipment must not be audible from adjacent properties or rights-of-way.
- (4) A bypass lane is required.
- (5) Screening shall be provided of automobile headlights in the drive-thru lane to windows and doors of adjacent uses. Such screen shall be at least three feet in height at installation and fully opaque, consisting of a wall, fence, dense vegetation, berm or grade change.

(G) Fitness Centers.
- (1) In the B1 districts, a fitness center use is limited to 2,000 square feet
- (2) In B2, B3, and I1 districts, there is no area limit.

(H) Funeral Homes and Crematoriums.
- (1) In the B1 district, a crematorium is not permitted.
- (2) In the B2 and B3 districts, a crematorium must be accompanied by a funeral home.
- (3) In the I1 and I2 districts, a funeral home is not permitted, though a crematorium as a primary use is allowed as a permitted use.

(I) 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 Industrial District as listed in this chapter.
- (5) Mobile food units shall be located on an established parking area or on an asphalt or concrete surface.
- (6) The owner/operator must provide waste 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. Flags and banners attached directly to the mobile food unit are permitted.
(8) Mobile food units must vacate the property between 11:00 pm and 8:00 am the following day.
(A) *Exception*. A mobile food unit may remain in place overnight in conjunction with a multi-day special event permit.
(9) Deviations from the standards above may be considered with a special event permit.

(J) Motor Fuel Stations, CNG Fuel Stations.
(1) Adequate space shall be provided to access gas pumps and allow maneuverability around the pumps
(2) Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations do not conflict with circulation, access and other activities on the site.
(3) Fuel pumps shall be installed on pump islands with canopies. Canopies shall maintain a 20-foot setback from property lines as measured from the edge of the canopy.
(4) As an accessory use, fueling areas and canopies must be located to the rear or side of the principal structure.

(K) Motor Vehicle Repair. The following standards are required for operating a motor vehicle repair business.
(1) All repair operations must be conducted inside a building.
(2) All vehicles must be properly licensed.
(3) Parking of any vehicle is prohibited on an adjacent public roadway.
(4) Visibly damaged vehicles parked outdoors must be screened.
(5) No vehicle dealer's license may be issued for the property.

(L) Motor Vehicle Sales/Vehicle sales inventory and display lots and vehicle showrooms. The following are standards for motor vehicle sales (includes RVs, trailers, campers, golf carts, farm implements, construction equipment, and the like):
(1) In I1 and I2 districts, sales and inventory must be located indoors only. No outdoor displays or parking of sales vehicles are permitted.
(2) The building on the property must occupy at least ten (10) percent of the buildable site.
(3) A minimum lot area of one (1) buildable acres is required.
(4) Only one state-licensed business entity is allowed per property.
(5) State wholesale and lessor licenses may be considered office uses provided no vehicles are located on site.
(6) Vehicle sales inventory and display lots must follow the same design requirements as a parking lot found in Section 560. All vehicle parking spaces must have direct access to a drive aisle.

(M) Outdoor Animal Runs
(1) Outdoor animal runs are only allowed as an accessory use in conjunction with an animal service business.
(2) In the I1 district, the runs must not be located closer to the street than the front façade of the building.
(3) The area of the outdoor animal run must not exceed 20 percent of the building or tenant area the animal service business is occupying.

(N) Outdoor Storage, Sales, and Display; Seasonal Outdoor Storage or Sales
(1) Outdoor storage, Sales, and Display site requirements for each of the districts in which it is an allowed use:

	B-1	B-2	B-3	I-1	I-2
Allows outdoor display	Yes	Yes	Yes	No	Yes
Allows outdoor sales	Yes	Yes	Yes	No	No
Allows outdoor storage	No	No	Yes	Yes	Yes
Minimum lot area to allow outdoor storage	N/A	N/A	1 acre	5 acres	No minimum
Area limit (total of sales, display, and storage)	5% building footprint	10% building footprint	30% building footprint	30% of building footprint	50% of parcel
Location Restriction	Front or side of building; within 6 feet of the building	Front or side of building	Front, side, or rear of building	Side and rear of building	No Restriction
Setback from rights-of-way	10 feet	10 feet	20 feet	20 feet	20 feet
Setback from side or rear property line (internal)	5 feet	5 feet	5 feet	5 feet	5 feet
Setback from Residential Use	35 feet	35 feet	35 feet	50 feet	50 feet
Surface Material	Pavement	Pavement	Pavement	Pavement	Pavement or dustless
Outdoor storage screening required	N/A	N/A	Yes	Yes	Yes

(2) Outdoor storage areas must not take up required parking spaces, drive aisles, landscaped areas, or loading areas.

(3) Storage areas must not be used for junk or debris and shall comply with chapter 30 of the Ramsey City Code entitled Public Nuisances.

(4) With the exception of seasonal sales of fireworks and seasonal sales of Christmas trees, wreaths, and the like, all items sold, displayed, and stored outdoors must be directly related to the business operation inside the building on site.

(5) The seasonal outdoor retail sales uses listed in Section 523 may be located on any side of the building.

(6) Seasonal outdoor storage of snow removal equipment and temporary salt/sand sheds/containers must be located to the side or rear of the building and screened from public rights-of-way.

(7) Outdoor storage of shipping containers:

a. In all business districts: used as a temporary use in conjunction with an active building permit.

b. In industrial districts: used as an interim use.

(8) Outdoor vehicle and equipment storage for vehicles and equipment that are for use on-site must follow these requirements. Vehicles intended for off-site use is considered parking.

(O) Retail Landscape Nurseries/Garden Centers

(1) Plants, trees, shrubs, and other vegetation available for sale outdoors is exempt from the outdoor storage, sales, and display regulations in this section, other than setbacks from property lines and rights-of-way.

(2) All plants, trees, shrubs, and other vegetation available for sale must be in pots or containers.

(P) Self Storage Facility

(1) In B2, the rental spaces within the principal structure must be internally-accessed and climate-controlled.
(2) Multiple buildings on the same property are considered permitted. The architectural design of all buildings must be coordinated.

(Q) Taprooms and Cocktail Rooms – Must be in conjunction with a brewery or distillery.

526-529 Reserved.

530 Bulk Standards

(A) The following bulk standards are required for all properties and buildings in business districts unless regulated elsewhere in this chapter:

	B-1	B-2	B-3	I-1	I-2
Lot Area	0.5 acre	0.5 acre	0.75 acre	0.75 acre	1 acre
Lot Width	100 feet	100 feet	100 feet	200 feet	200 feet
Lot Depth	150 feet	150 feet	150 feet	150 feet	150 feet
Building Height Maximum	35 feet	40 feet	50 feet	65 feet	65 feet
Minimum Building Footprint	N/A	N/A	2,000 sqft	5,000 sqft	5,000 sqft
Maximum Building Footprint *(combined of all structures)*	35%	35%	40%	50%	50%
Maximum Impervious Coverage	75%	80%	85%	80%	85%
Front Setback	20 feet	20 feet	20 feet	20 feet	20 feet
Side Setback (interior)	10 feet	10 feet	10 feet	20 feet	20 feet
Side Setback (to right-of-way)	20 feet	20 feet	20 feet	20 feet	20 feet
Rear Setback (interior)	35 feet	35 feet	35 feet	25 feet	25 feet
Rear Setback (to right-of-way)	20 feet	20 feet	20 feet	20 feet	20 feet
Setback to a residential district	60 feet	60 feet	60 feet	80 feet	80 feet
Setbacks to wetlands	16.5 feet	16.5 feet	16.5 feet	16.5 feet	16.5 feet

(B) Zero-Lot-Line Standards. The side and rear setback requirements in the above table may become zero feet in the following situations:
(1) Along a property line abutting a railroad right-of-way.
(2) In a shopping center or coordinated development where two or more buildings are abutting and parking or other site improvements are shared.

531-549 Reserved.

550 Accessory Structures

Accessory structures on business properties must be incidental and subordinate to the principal use on the site. Following are standards for accessory structures on business properties:

(A) Structure design. All exterior materials must be compatible and coordinated with the principal structure and permanent in design.
(B) Location. All accessory buildings must be located to the side or rear of the front façade of the principal structure, with the exception of gas station canopies.
(C) Setbacks. All accessory structures must be set back at least 10 feet from side and rear property lines.
(D) Size. The total area of accessory structures is limited to 10 percent of the footprint of the principle structure, except for gas station canopies which have no limitation.
(E) Quantity. No more than one structure per five acres of lot area is permitted.
(F) Prohibited Structure Designs include membrane tents and shipping containers.

551-559 Reserved.

560 Business Parking Standards

(A) *General requirements*

(1) Property that constitutes required off-street parking areas may not be separated, through sale or other means, from the property containing the principal use for which the parking area is required.

(2) All off-street parking spaces shall have direct access off driveways and drive aisles and not directly off the public street unless otherwise approved by city council.

(3) Required parking facilities serving two or more uses may be located on the same lot or in the same structure, provided that the total number of parking spaces furnished shall not be less than the sum of separate requirements for each use. The council may approve the joint use of parking facilities by the following uses or activities under the following conditions:

a. Conditions required for joint use: the proposed joint parking space is within 500 feet of the use it will serve; the applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.

b. A properly drawn legal instrument executed by the parties concerned for joint use of off-street parking facilities shall be filed with the zoning administrator, which shall run with the land and be recorded with the county recorder's office. This instrument must include a maintenance provision.

c. Reserved parking prohibited. All parking spaces in a shared parking lot must be available to all uses equally, except EV charging stations may be restricted to electric vehicles while charging.

(4) Time limit spaces authorized. Up to ten percent of spaces in a parking lot may be designated for limited-duration parking (i.e. 10-minute parking).

(B) *Off-street parking spaces required.* Paved off-street parking spaces, driveways, and drive aisles shall be provided in accordance with the specifications in this Code in any district whenever any new use is established or existing use is enlarged. For uses not listed in the following table, a parking justification report shall be submitted to the zoning administrator explaining the anticipated parking needs based on the number of employees, customers, and visitors.

Use	**Parking Space Required**
Assembly Uses: Religious Institutions, theaters	One space for each three seats of design capacity.
Auto sales lots	One space for each 10 autos displayed.
Bowling alleys	Five spaces per lane.
Clubs	One space for each 100 square feet of floor area.
Convenience store, with and without gas sales	One space for each 250 square feet of floor space. Parking at each service pump qualifies as a parking space for calculation purposes.
Hotels/Motels	One space for each unit and one space for each employee.
Industrial and manufacturing	One space for each 1000 square feet of floor space.
Motor vehicle, implement, and recreation equipment service and repair facilities	Three spaces for each enclosed bay and one space for each full-time employee.
Offices (excluding medical/dental).	One space for each 300 square feet offices
Restaurants, Brewpubs, Taprooms, Cocktail Rooms	One space for each three seats of design capacity.

Retail shopping	One space for each 200 square feet of floor space for retail uses under 20,000 square feet. One space for each 250 square feet of floor space for retail uses over 20,000 square feet.

(C) Parking Maximum. For uses listed in the table above, uses may not exceed the calculated amount by 20 percent without submitting a parking justification report.

(D) *Parking spaces and drive aisles.* Minimum parking space and drive aisle sizes shall be as follows:

	Stall Width	Stall Depth	Aisle Width
90 degree	9 feet	18 feet	24 feet
60 degree	9 feet	17 feet	17 feet
45 degree	9 feet	19 feet	11 feet

(1) Motorcycle parking spaces may be provided. Such spaces shall be at least ten feet by five feet, have a concrete surface, and signed as such. Motorcycle spaces do not count towards the required parking spaces.

(E) Design Requirements

(1) All parking lot, drive aisles, driveways, loading areas, and the like shall be paved with a continuous hard surface such as concrete or bituminous. Driveway-rated pavers may be used. Concrete curbing must be used with a bituminous surface.

(2) Setbacks – Parking lots and drive aisles have the following setbacks:

a. From public rights-of-way – 20 feet

b. Side and rear property lines – 5 feet

c. Side or rear adjacent to a residential zone – 35 feet.

(3) Vehicle sales and rental inventory and display lots must follow these design requirements.

(4) Structured Parking.

a. Structured parking facilities shall be considered buildings for the purposes of setbacks.

b. Structures must be designed architecturally compatible with the building it is intended to serve. All levels must have exterior wall segments suitable to screen headlights of the parked vehicles.

561 Loading

(A) One off-street loading ~~berth/~~dock or designated loading zone shall be provided for every business and industrial use.

(B) Loading, unloading, and transferring of product or materials to and from commercial vehicles must not occur on a public roadway.

562-564 Reserved.

565 Waste Management

All waste must be located in dumpsters or trash bins. Waste enclosures architecturally compatible with the principal structure shall screen the dumpsters or trash bins and have opaque gates shall be provided in B1, B2, B3, and I1 districts. Alternatively, a designated room interior to the building may be used.

566-569 Reserved.

570 Business Landscaping Standards

(A) *Intent.* The City of Ramsey recognizes the advantages that landscaping and screening can provide, including enhanced health, safety, aesthetic, ecological and economic value. The intent of this section is to:

(1) Enhance the quality of life within the city;
(2) Enhance aesthetic view of development(s) from public roads;
(3) Maintain and enhance property values;
(4) Improve air quality and buffer against noise, glare, and heat;
(5) Reduce the potential for crime and violence;
(6) Improve energy efficiency;
(7) Add visual interest to blank building facades and soften appearance of hardscaping and buildings with accent plantings;
(8) Complement adjacent land uses;
(9) Improve the visual quality and continuity within and between developments;
(10) Reduce storm water runoff;
(11) Encourage the establishment and/or restoration of native landscapes.

(B) *Goals and objectives.* Landscaping for any project is intended to achieve the following goals and objectives:

(1) Provide immediate aesthetic enhancements to a development site while also considering space and input needs of plantings well into the future;
(2) Encourage a healthy environment and landscape in the future;
(3) Ensure a diverse mixture of species to protect against future pests and pathogens;
(4) Encourage native landscapes in suitable locations with appropriate management plans.

(c) Ramsey Tree Book. The city has developed the Ramsey Tree Book, which includes landscape design and maintenance principles and promotes the use of appropriate plant materials.

(1) The Ramsey Tree Book includes lists of preferred, acceptable, and prohibited trees and shrubs.

(D) *Landscaping requirements.*

(1) *Topsoil and ground cover.* All exposed ground areas, including boulevards and areas not devoted to off-street parking, driveways, sidewalks, trails, patios or other such impervious improvements, shall be landscaped with turf, shrubs, trees, native grasses and wildflowers and/or other ornamental landscape materials within six months of the date of issuance of the certificate of occupancy.

a. *Topsoil.* In all zoning districts, a minimum of four inches of topsoil shall be applied across all exposed ground areas to the edge of improved streets, sidewalks, driveways and other impervious surfaces, excluding natural areas that are left undisturbed, whenever a building permit is issued for the construction of a principal building.

1. The depth of topsoil at the time of inspection shall be not less than four inches.
2. Alternatives to the import of topsoil, such as compost or other soil amendments known to improve soil water holding capacity may be permitted, but only with the prior approval of the city engineer.

b. *Required ground cover.* In all zoning districts, all portions of a site not covered by structures, concrete, or asphalt, but excluding natural areas that are left undisturbed, shall be finished with sod and plantings, up to the edge of improved streets and other impervious surfaces. Any alternative to the sod requirement shall require City Council approval.

(2) *Irrigation.* If a landscape irrigation system is provided, the system shall be equipped with the following:

a. Technology that inhibits or interrupts operation of the irrigation system during periods of sufficient moisture (rain sensor).
b. One or more water efficient technologies. This could include, but is not limited to, WaterSense labeled weather-based irrigation controllers, soil moisture sensors, and/or evapotranspiration (ET) sensors.

(3) *Existing trees.* A reasonable attempt shall be made to preserve as many existing trees as is practicable and incorporate them into a development (see division 5, Tree Preservation for inventory and preservation requirements). For each healthy significant tree retained on site and not identified on the city's list of prohibited trees, one overstory tree, or the equivalent canopy square footage, can be deducted from the minimum planting requirements.

(4) *Planting types.* Acceptable planting types shall be determined by the Ramsey Tree Book or, if not in the Ramsey Tree Book, have approval of the city. The complement of trees fulfilling the landscaping requirements shall not be less than 25 percent deciduous and not less than 25 percent coniferous. Not more than 25 percent of the required plantings shall consist of ornamental or understory trees. Projects should attempt to limit the planting of any one genus to no more than 20 percent of the total plantings.

(5) *Tree stock.* Required plantings shall be free of insects, diseases, and mechanical injuries and shall have a straight trunk and form that is characteristic of the species.

(6) *Minimum planting sizes.* The minimum planting sizes for all zoning districts shall be:

a. Deciduous overstory tree: 2 inch caliper;
b. Deciduous understory/ornamental tree: 1.5 inch caliper;
c. Coniferous tree and multi-stem deciduous tree: 6 feet in height; and
d. Shrubs: twenty-four (24) inches in height or width, dependent upon growth characteristics.

(7) *Planting requirements for business districts.*

a. *Business districts (B-1, B-2, and B-3).* The minimum number of trees required are outlined in the table below. These are minimum requirements and can be supplemented with other plantings, as well as flowers and various ground covers that would be appropriate to produce a complete and quality landscape.

Planting Type	Required Numbers
Deciduous/coniferous trees	1 tree per 50 lineal feet of site perimeter, or 1 tree per 1,000 square feet of building footprint, whichever is greater. For building expansions, 1 additional tree is required for each 1,000 square feet of new building footprint area.
Shrubs	1 shrub per 30 lineal feet of site perimeter or 1 shrub per 300 square feet of building footprint area, whichever is greater.

b. *Industrial districts (I-1 and I-2).* The minimum number of plantings required shall be determined based on canopy cover. To fulfill the planting requirements, a combination of trees and shrubs shall meet or exceed the minimum required canopy cover square footage. The minimum canopy cover required shall be as follows:

1. Determine ratio of impervious area (including stormwater ponds below the 100-year flood elevation) to entire site.
2. Multiply the impervious area/site area ratio by the square footage of the pervious area to calculate the required canopy cover square footage for the project area.
3. The following formula shall be utilized to determine the average canopy cover of a species: $[(\text{Minimum} + \text{Maximum Spread}) \div 4]^2 \times \pi \times$ (0.65 for preferred species or 0.50 for acceptable species, as identified in the Ramsey Tree Book).
4. Due to the unique nature of the COR district, flexibility with the minimum planting standards may be approved if space is a limiting factor.

c. *Road frontage plantings.* For every 35 feet of public road frontage, one overstory tree shall be planted adjacent to the road right-of-way on private property. These plantings are credited toward the minimum planting requirements for the district.

d. *Parking lot landscaping.* All parking lots are required to provide internal and/or adjacent overstory tree plantings in an effort to shade parking surfaces and provide visual relief. The planting schedule is established to provide an acceptable number of plantings that may be planted in regular symmetrical patterns or irregular clusters or groupings. Plantings are required at the following minimum schedule and are credited toward the minimum planting requirements for the district:
   1. 1 tree per every ten parking spaces.
   2. Every overstory tree planting shall be provided with a planting area of at least 162 square feet (equivalent of a 9 foot x 18 foot parking stall).
   3. Acceptable ground cover materials include sod, mulch, and other natural ground cover. Landscaping rock and plastic underlayment is prohibited in planting islands.

e. *Bufferyards.* Bufferyards help to achieve screening between differing uses with varied intensities and impacts that are not always complementary when adjacent to one another. When a bufferyard is required, the yard space and planting requirements are not to be reduced for other purposes such as future parking and driveways, building expansions, or other activities that are not in keeping with the purposes of buffering and screening.
   1. Bufferyards are intended to provide additional screening of businesses that are adjacent to residential areas. The following table details the width of the bufferyard along the common adjacent property line. An additional increase of landscape plantings is required in the bufferyard. The table below outlines the minimum required additional plantings, expressed as a percentage of the total required site landscaping (the percentage is applied to the total number of trees and shrubs for the proposed development):

Proposed Development	Existing Adjacent Development		
	RR, MR, R-1A, R-1B, R-1C	R-2	R-3
Business (B-1, B-2, B-3) Bufferyard width	40 feet	40 feet	40 feet
% increase in plantings	30%	30%	30%
Industrial (I-1, I-2)	60 feet	60 feet	60 feet
% increase in plantings	30%	30%	30%

   2. As an alternative method for screening within the bufferyard, fences that are 100 percent opaque may be used to mitigate the impacts of businesses that are adjacent to residential areas. When a fence is used for screening purposes, the bufferyard planting requirements may be reduced by fifty percent from the stated minimum requirement.

f. Credit for preservation or establishment of native grasses and plant communities. The total number of required trees may be offset by the provision of native grasses and wildflowers. Establishment or preservation of native plant communities can reduce the required number of tree plantings by one tree per 500 square feet of native grass/plant community area. Credit may not exceed 50 percent of the total requirements.
   1. This area(s) must be shown on both the landscape plan and the grading plan.
   2. Species, quantities, and application method and rates, shall all be provided as part of the landscape plan.

3. A three-year management plan shall be submitted for review and approval by the city as part of the civil plan set. Thereafter, an annual management plan shall be submitted to the city every year by March 1.

571-574 Reserved.

575 Screening

(1) Rooftop HVAC and other mechanical units must be screened from views from the property lines using the following means:
   a. Proper placement on the roof.
   b. An integrated screen panel that is architecturally compatible with the building.
   c. Parapet heights sufficient for screening the views.

(2) Ground-mounted HVAC and other mechanical units must be screened from views from the property lines using the following means:
   a. Privacy fencing
   b. An integrated screen panel that is architecturally compatible with the building.
   c. Landscaped berms.

(3) Loading Docks and designated loading areas shall be screened from adjacent residential uses using the following means:
   a. Wing walls.
   b. Privacy fencing.
   c. Landscaped berms.

576-579 Reserved.

580 Business Architectural Design Standards

(A) Primary Exterior Materials. All exterior wall finishes on any building shall consist of one or more of the following primary materials comprising at least 70 percent of a building façade:
   (1) Face brick and architectural concrete masonry units;
   (2) Stucco or Exterior Insulation Finishing Systems (EIFS);
   (3) Glass;
   (4) Natural or cementous stone;
   (5) Specifically designed pre-cast concrete units whose surfaces have been integrally treated with an applied decorative material or texture;
   (6) Factory fabricated fiber cement panel materials;
   (7) Other materials as may be approved by the Planning Commission and City Council given the building's use and context.

(B) Accent Exterior Materials. Exterior wall finishes on any building may consist of one or more of the following accent materials combined limited to 30 percent of each side of a building facade:
   (1) Wood
   (2) Metals
   (3) Vinyl
   (4) Other materials as may be approved by the Planning Commission and City Council given the building's use and context.

(C) Roofing Materials.
   (1) Pitched and sloped roofs – Asphalt shingles, standing seam metals, or metal shingles designed to resemble asphalt shingles.
   (2) Flat roofs – Any material commonly used for flat roofs provided the wall parapet is at least six inches above the roofline.

581-584 Reserved.

585 Commercial Fencing

(A) Fencing Materials. The following fence materials are permitted on business properties:
  (1) Vinyl coated Chain Link
  (2) Privacy fences constructed of wood or a maintenance-free composite material
  (3) Extruded aluminum, wrought iron, or a similar durable decorative fence material.

(B) Prohibited Fencing Materials. The following fence materials are prohibited on business properties:
  (1) Barbed wire, concertina wire, or the like
  (2) Exposed galvanized metals
  (3) Electric fencing
  (4) Any material not typically intended for use or construction as a fence such as, but not limited to, pallets or plywood.
  (5) Snow fencing between April 1 and October 31.

(C) Design Standards
  (1) All posts and support structures for fencing must be located on the inside of the fence.
  (2) The maximum height of commercial fencing is 8 feet. This limit is waived when used in conjunction with a commercial outdoor recreation use where a taller fence is needed for containment of tennis balls, golf balls, and the like.

(D) Setbacks and Placement
  (1) Other than fences required for screening outdoor storage areas or in the I2 district, no fencing over 4 feet in height shall be located closer to the right-of-way line for any business use than the plane of the building.

586-599 Reserved.

600 Mixed Use Districts

601-609 Reserved.

610 Districts Established and Purpose

The following mixed-use district and subdistricts (COR) are hereby established according their purpose and the intent of the Comprehensive Plan. Collectively, this district and these subdistricts are herein this chapter called "mixed-use districts."

611 COR

(A) Purpose 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.

(B) Application – This district may be applied to properties guided Mixed Use as shown on the current Comprehensive Plan.

(C) The COR subdistrict definition. The COR district consists of four subdistricts that define the type and intensity of land use.
  (1) *COR-1 mixed-use core subdistrict.* 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. 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.

(2) *COR-2 (COR-2a and 2b) commercial subdistrict.* 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.

(3) *COR-3 workplace subdistrict.* 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.

(4) *COR-4 (COR-4a, COR-4b and COR-4c) neighborhood subdistrict.* 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 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:

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

b. 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.

c. 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.

(5) *General development standards.* All development within the COR district shall meet the COR Development Framework that is incorporated into this chapter by reference, as amended by the city council on November 27, 2012. These standards will be used by the city as the minimum requirements for evaluating development proposals and site plans. However, the standards are not intended to restrict creativity in design. An applicant may request modification or waiver of any standard in favor of an alternate approach that will achieve the same design objective. Development standards set forth in this section (600-699) shall supersede those set forth in in the Development Framework.

611-619 Reserved.

620 Uses

The following sections specifies permitted and conditional uses within each subdistrict of the COR district. The uses have been allocated to the individual districts to allow reasonable use of properties in a manner that is compatible with the Comprehensive Plan, the purpose of each zoning district, and the overall purpose of this chapter. Any use may be combined within buildings (vertically) or in separate buildings (horizontally), unless otherwise specified. Whenever in any zoning district a use is neither specifically permitted or denied, the use shall be considered prohibited.

621 Principal Uses

Permitted and conditional principal uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found in Section 625.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use List	COR-1	COR-2		COR-3	COR-4a, b and c		
		2a	2b		a	b	c
Dwellings: Single-family detached	NP	NP	NP	NP	P	NP	NP
Dwellings: Two-Family Attached	NP	NP	NP	NP	P	NP	NP
Dwellings: Townhouse (attached)	P	NP	P	NP	P	P	P
Dwellings: Multiple-Family, Senior Living, etc.	P	NP	NP	NP	NP	P	P
Personal Services	P	P	P	P	NP		
Offices and Professional Services	P	P	P	P	NP		
Medical and Dental Offices and Clinics	P	P	P	P	NP		
Hotels	P	P	P	P	NP		
Restaurants and Brewpubs	P	P	P	P	P	P	P
Theaters, Movie Theaters	P	P	P	P	NP	NP	NP
Fitness Centers	P	P	P	P	NP		
Commercial Recreation, Indoor	C	C	C	C	NP		
Retail Sales and Showrooms	P	P	P	P	P	P	P
Gas stations, CNG Fuel Sales	NP	NP	C	C	NP		
Government or Public Facility or Utility	P	P	P	P	P		
Religious institutions	P	P	P	P	P		
Daycare Centers	P	P	P	P	P		
Schools, Public and Private Elementary and Secondary	N	N	N	N	N		

622 Accessory Uses

Permitted and conditional accessory uses are listed in the following table for each of the sub-districts in this section. Additional performance standards for the uses are found in Section 625. All accessory uses must be subordinate to and be accompanied by a primary use on a parcel.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use List	COR-1	COR-2		COR-3	COR-4a, b and c		
		2a	2b		a	b	c
Mobile Food Units	P	P	P	P	NP	NP	NP
Outdoor Dining Areas	P	P	P	P	P	P	P
Drive-thrus	C	C	C	C	NP		
Car Washes	NP	C	C	C	NP		
Gas stations, CNG Fuel Sales	NP	C	C	C	NP		
Wind Energy Conversion Systems (WECS) (micro-scale)	P	P	P	P	P		
Wind Energy Conversion Systems (WECS) (small-scale)	P	P	P	P	NP		
Wind Energy Conversion Systems (WECS) (medium-scale)	P	P	P	NP	NP		

623 Temporary/Seasonal Uses

The following uses are considered temporary in nature and accessory to an established use listed in Section 621. If a date range is given, that use is only allowed during that time period. Additional performance standards for the uses are found in Section 625.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use List	COR-1	COR-2		COR-3	COR-4a, b and c		
		2a	2b		a	b	c
Construction Trailers/Field Offices	P	P	P	P	P	P	P
Outdoor retail sales of Christmas trees, wreaths, and the like *November 1 – December 31.*	NP	P	P	P	NP	NP	NP
Outdoor retail sales of fireworks *June 15-July 15*	NP	P	P	P	NP	NP	NP
Outdoor storage of snow removal equipment, temporary salt/sand shed *October 15-April 15*	P	P	P	P	NP		
Outdoor retail sales of plants, flowers, and the like *May 1 – July 31.*	NP	P	P	P	NP		

Transient Merchants, Licensed	P	P	P	P	NP

624 Reserved.

625 Performance Standards

Some permitted and conditional uses are further regulated based on the standards below.

(A) Gas stations, CNG Fuel Sales. In the COR-2a and COR-2b subdistrict gas stations/CNG fuel sales as an accessory use is allowed under the following conditions:
- (1) Gas operations are accessory to a retail use.
- (2) No accessory structures are allowed as part of the gas operations.
- (3) No more than five percent of the square footage of the principle use building may be dedicated for the gas operations and convenience item sales.
- (4) Gas operations must be located in the side or rear of the principle use building.
- (5) Gas operations must be located within 100 feet of principle use building
- (6) Gas islands and canopy must be architecturally harmonious and contain the same exterior building materials as the principle use building.
- (7) Gas operations shall constitute no more than four islands with a limit of eight individual dispensers.

(B) Convenience store with motor fuel sales/car wash In the COR-2b subdistrict use under the following conditions:
- (1) Convenience/deli food is of the take-out type only and that no provision for seating or consumption on the premises is provided. Furthermore, that the enclosed area devoted to such activity shall not exceed 15 percent of the gross floor area.
- (2) Gas operations shall constitute no more than four islands with a limit of eight individual dispensers.
- (3) Canopy height. The total height of any overhead canopy or weather protection shall not exceed 20 feet in height. All canopies shall be architecturally harmonious and contain the same exterior building materials as the principle use.
- (4) All goods for sale by a motor fuel station convenience store other than commercial freezers for ice and petroleum-based products required for the operation and maintenance of motor vehicles shall be displayed within the principle motor fuel structure. No displays shall be permitted in required parking or driveway areas, landscape areas, required setback areas, or any right-of-way or other public property. Displays may be permitted on sidewalks, only if they leave at leave four feet of sidewalk width available to pedestrians.
- (6) Motor fuel dispenser location: Motor fuel dispensers shall be located at least 30 feet from a property line, and 100 feet from a residential structure.
- (7) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.
- (8) Gas stations must be located at intersections of both destination and arterial roadways as defined by the Development Framework.

(C) Car Washes. Car wash are only permitted as an accessory use to gas stations/CNG fuel sales subject to the following requirements:
- (1) Car wash stacking spaces shall accommodate a minimum of three waiting vehicles.
- (2) No more than one car wash bay shall be permitted.
- (3) The car wash shall be designed to be an integral part of the principle building or if freestanding shall be designed with the same materials as the principle structure.

(4) Neither the car wash or accessory vacuum shall be located within 300 feet of any residential use unless completely screened or located across an arterial or major collector roadway from the residential use.

(D) Commercial Indoor Recreation. Uses are limited to 30,000 square feet.

(E) Drive-thrus. In addition to the standards set forth in Section 525, drive-thrus accessory to business uses in COR have the following standards:

1. Within the COR-1 subdistrict, the drive-thru lane shall be located in the rear or side yard only. A drive thru lane shall not be located adjacent to any destination street as classified in the COR design framework.
2. Within the COR-2a and COR-3 subdistricts there shall be no more than one drive-thru lane serving a given use.
3. Within the COR-2b subdistrict there shall be no more than two drive-thru lanes serving a given use.
4. Drive-thru lanes are not permitted in the front yard or within the front build-to-line.

626-629 Reserved.

630 Bulk Standards

All bulk standards within the COR district shall meet the COR Development Framework that is incorporated into this chapter by reference, as amended by the city council on November 27, 2012. The following requirements shall also apply:

(A) All structures within the COR-1 Subdistrict must be at least 22 feet in height with a two-story appearance.

631-659 Reserved.

660 COR Parking Standards

All parking within the COR district shall meet the COR Development Framework that is incorporated into this chapter by reference, as amended by the city council on November 27, 2012. Quantity and parking lot or structure design standards shall follow the standards set forth in Section 460 for residential uses and 560 for business or mixed-use uses.

661-669 Reserved.

670 COR Landscaping Standards

All landscaping, including streetscape requirements, within the COR district shall meet the COR Development Framework that is incorporated into this chapter by reference, as amended by the city council on November 27, 2012.

671-679 Reserved.

680 COR Architectural Design Standards

All architectural designs within the COR district shall meet the COR Development Framework that is incorporated into this chapter by reference, as amended by the city council on November 27, 2012.

681-699 Reserved

700 Planned Unit Developments (PUD)

701-709 Reserved.

710 Districts Established and Purpose

The Planned Unit Development districts are hereby established according to the purpose and the intent of the Comprehensive Plan. Each district is unique based on the flexibilities provided.

711 Purpose and Application

(A) Purpose. The intent of this district is to provide for a range of retail and service commercial, office, and residential uses that are organized and planned in a comprehensive manner that cannot otherwise be achieved through standard business or residential districts. The District is created for development seeking alternative regulations that embody principals to promote a better integration of uses that might typically be separated and to provide for an adequate mixture of commercial and residential uses. This district will provide flexibility in land development, diversity in housing types and prices, efficiency in use of public infrastructure, the conservation of energy, preservation of unique land characteristics, preservation of natural areas, and efficient use of land, open space, and public facilities.

(B) Application – This district shall be applied to properties guided for any land use as shown on the current Comprehensive Plan. It may also be applied to a broader area encompassing two or more land uses shown in the Comprehensive Plan.

712-719 Reserved.

720 Uses

All uses compatible with the intent of the land use guidance of Comprehensive Plan shall be allowed in this district as permitted uses as approved by the approval ordinance. Specific uses may be prohibited in order to achieve the goals of the planned unit development.

721-729 Reserved.

730 Development Standards Established

The City Council has the authority to create site- or development-specific standards based on the uses proposed, site and building designs, the surrounding established and planned uses, and natural features of the property. All development standards shall be clearly listed in an approval ordinance memorialized in Section 739 of this chapter for reference. If a standard is not addressed or created in the approval ordinance, the applicable existing portions of City Code shall be used.

(A) Creation of a Planned Unit Development is considered a rezoning per Section 245 of this chapter.

(B) Amendments to an established Planned Unit Development are approved by ordinance.

(C) Individual uses, except single-family homes, shall be subject to the Site Plan Review procedures in Section 225 of this chapter.

731-738 Reserved

739 PUDs of Record

The following list consists of approved Planned Unit Developments by primary plat name and ordinance number, if applicable, for reference.

Primary Plat Name	Ordinance Number
Covenant Meadows	
Flintwood Hills	
Fox Ridge Estates	
Hunters Ridge	
Mallard Ponds	
Northfork	
Pineview Estates 2nd Addition	
River Bluffs	

Rum River Hills	84-19
Village of Sunfish Lake	

740 SL-PUD Shoreland Planned Unit Development

Planned Unit Developments within a Shoreland Overlay District must follow the procedures in Section 934.

741-799 Reserved.

800 Public/Quasi-Public Districts

801-809 Reserved.

810 Districts Established and Purpose

The following public or quasi-public districts are hereby established according their purpose and the intent of the Comprehensive Plan. Collectively, these districts are herein this chapter called "public/quasi-public districts." The uses found in these districts are often specialized in nature and cannot be properly compared to residential or business uses.

811 PI Public/Institutional District

(A) Purpose. The intent of the Public/Institutional District is to provide for and regulate uses that are public or semi-public in nature and to provide the community with areas designated specifically for community gathering places, public and private recreational spaces, educational facilities, and government buildings.

(B) Application. This district may be applied only to those properties designated for public or closed landfill uses on the Comprehensive Plan Land Use Map.

812 P Parks and Open Space

(A) Purpose. The intent of the Parks and Open Space 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, and government buildings.

(B) Application. This district may be applied to those properties designated for park uses on the Comprehensive Plan Land Use Map or any other designation where the land is intended for park use or significant open space holdings by a homeowner's association or a private or public entity.

813 CL Closed Landfill

(A) Purpose. The purpose of this district is to protect the health and safety of the residents of Ramsey from the effects of the closed sanitary landfill.

(B) Application. This district may be applied only to those properties designated for closed landfill on the Comprehensive Plan Land Use Map.

(C) Policy. No new landfills will be allowed within the City of Ramsey.

814-819 Reserved.

820 Uses

The following subchapter establishes a listing of the permitted, conditional, principal, accessory, and temporary uses for the public/quasi-public zoning districts (PI, P, and CL). The uses have been allocated to the individual districts to allow reasonable use of properties in a manner that is compatible with the purpose of each public/quasi-public zoning district and the overall purpose of this chapter.

821 Principal Uses

Permitted and conditional principal uses are listed in the following table for each of the districts in this section. Additional performance standards for the uses are found in the noted section.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	PI	P	CL	Additional Standards (Section)
Cemeteries	P	P	NP	
Governmental Uses and Buildings	P	P	P	
Landfills	NP	NP	C	
Open Space	P	P	P	
Post-Secondary Schools, Trade Schools, Colleges, and Universities	P	NP	NP	
Private Recreational Facilities including Golf Courses	P	P	NP	
Private Utility Substations	P	P	C	
Public Parks	P	P	P	
Public Recreational Facilities	P	P	NP	
Religious Institutions	P	NP	NP	
Schools, Public and Private Elementary and Secondary	P	NP	NP	
Solar Energy Systems	C	NP	P	332
Wind Energy Conversion Systems (WECS) (Medium-Scale)	C	C	C	331

822 Accessory Uses

The following table provides a listing of accessory uses permitted in each public/quasi-public district in conjunction with a principal use. Additional performance standards for the uses are found in the noted section.

Use	PI	P	CL	Additional Standards (Section)
Communications Tower or Equipment	C	C	C	370
Daycare Centers	P	NP	NP	
Dwelling Units	P	P	NP	825
Ground source heat pump systems/Geothermal Systems	P	P	NP	333
Outdoor storage of snow removal equipment, salt/sand shed	P	P	P	
Restaurants and Brewpubs	P	P	NP	
Retail Sales	P	P	NP	
Solar Energy Systems	P	P	P	332
Wind Energy Conversion Systems (WECS) (micro-scale)	P	P	P	331
Wind Energy Conversion Systems (WECS) (small-scale)	P	P	P	331
Wind Energy Conversion Systems (WECS) (medium-scale)	P	NP	P	331

823 Temporary/Seasonal Uses

The following uses are considered temporary in nature and accessory to an established use listed in Section 821. If a date range is given, that use is only allowed during that time period. Additional performance standards for the uses are found in the noted section.

P=Permitted Use, C=Conditional Use, NP=Use Not Permitted

Use	**PI**	**P**	**CL**	Additional Standards (Section)
Construction Trailers/Field Offices	P	P	P	306
Outdoor retail sales of Christmas trees, wreaths, and the like *November 1 – December 31.*	P	P	P	525
Outdoor storage of snow removal equipment, temporary salt/sand shed *October 15-April 15*	P	P	P	525
Outdoor retail sales of plants, flowers, and the like *May 1 – July 31.*	C	C	NP	525
Mobile Food Units	P	P	NP	525, Ch. 26
Transient Merchants, Licensed	P	P	NP	Ch. 26

824 Reserved.

825 Performance Standards

The following uses have additional standards describing where and in what manner that use may exist:

(A) Dwelling Units. Dwelling units are allowed as an accessory use in conjunction with the following uses in the applicable manner:
- (1) Religious institution – As a residence for clergy.
- (2) Post-Secondary Schools, Trade Schools, Colleges, and Universities – As residence halls for students and staff.
- (3) Public and Private Recreation Facilities – As a residence for on-site staff.

826-829 Reserved.

830 Bulk Standards

Due to the specialized nature of each of the uses and buildings, no bulk standards shall exist. All proposed sites and structures shall consider surrounding property uses in a respectful and intentional manner.

831-859 Reserved.

860 Public/Institutional Parking Standards

A parking justification report shall be submitted to the zoning administrator explaining the anticipated parking needs of the use based on the number of employees, customers, and visitors. Design standards must follow the business district standards set forth in Section 560.

861-879 Reserved.

880 Architectural Standards

Due to the specialized nature of each of the uses and buildings, no architectural standards shall exist. All proposed structures shall consider surrounding property uses in a respectful and intentional manner. Building design shall not be of lesser quality of design as set forth in other sections of this chapter and surrounding properties.

881-899 Reserved.

900 Overlay Districts

In addition to the various zoning districts described in this chapter, an overlay zoning district may be applied based on the unique characteristics of an area or as required by state- and federally-designated areas. The underlying zoning district may have further regulations based on the overlay district and the more restrictive regulation prevails. The following overlay districts (MRCCA, GF, FW, FF, SMO, SRP, TO, H10S, and WPO) are hereby established according their purpose and the intent of the Comprehensive Plan. Collectively, these districts are herein this chapter called "overlay districts."

901-919 Reserved.

910 Mississippi River Corridor Critical Area

(A) *Authority, intent and purpose.*

(1) *Statutory authorization.* This Mississippi River Corridor Critical Area (MRCCA) section is adopted pursuant to the authorization and policies contained in Minn. Stats., ch. 116G, Minnesota Rules, parts 6106.0010—6106.0180, and the planning and zoning enabling legislation in Minn. Stats. chs. 462 and 473.

(2) *Policy.* The Legislature of Minnesota has delegated responsibility to local governments of the state to regulate the subdivision, use and development of designated critical areas and thus preserve and enhance the quality of important historic, cultural, aesthetic values, and natural systems and provide for the wise use of these areas.

(B) *General provisions and definitions.*

(1) *Jurisdiction.* The provisions of this section apply to land within the river corridor boundary as described in the State Register, volume 43, pages 508 to 519 and shown on the zoning map.

(2) *Enforcement.* The City of Ramsey is responsible for the administration and enforcement of this section. Any violation of its provisions or failure to comply with any of its requirements including violations of conditions and safeguards established in connection with grants of variances or conditional uses constitutes a misdemeanor and is punishable as defined by law. Violations of this section can occur regardless of whether or not a permit is required for a regulated activity listed elsewhere in this Chapter.

(3) *Severability.* If any section, clause, provision, or portion of this section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this section shall not be affected thereby.

(4) *Abrogation and greater restrictions.* It is not intended by this section to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this section imposes greater restrictions, the provisions of this section shall prevail. All other sections inconsistent with this section are hereby repealed to the extent of the inconsistency only.

(5) *Underlying zoning.* Uses and standards of underlying zoning districts apply except where standards of this overlay district are more restrictive.

(C) *Administration.*

(1) *Purpose.* The purpose of this section is to identify administrative provisions to ensure this section is administered consistent with its purpose.

(2) *Permits.* A permit is required for the construction of buildings or building additions (including construction of decks and signs), the installation and/or alteration of sewage treatment systems,

vegetation removal consistent with section 920(I) and land alterations consistent with section 920(J).

(3) *Variances.* Variances to the requirements under this section may only be granted in accordance with Minn. Stats. § 462.357 and must consider the potential impacts of variances on primary conservation areas, public river corridor views, and other resources identified in the MRCCA plan. In reviewing the variance application, the City of Ramsey shall:

a. Evaluate the impacts to these resources. and if negative impacts are found, require conditions to mitigate the impacts that are related to and proportional to the impacts, consistent with Section 220 of this chapter and

b. Make written findings that the variance is consistent with the purpose of this section, as follows:

1. The extent, location and intensity of the variance will be in substantial compliance with the MRCCA plan;
2. The variance is consistent with the character and management purpose of the MRCCA district in which it is located;
3. The variance will not be detrimental to PCAs and PRCVs nor will it contribute to negative incremental impacts to PCAs and PRCVs when considered in the context of past, present and reasonable future actions; and
4. The variance will not negatively impact (other MRCCA plan-identified resources).

(4) *Conditional and interim use permits.* All conditional and interim uses, required under this section, must comply with Minn. Stats. § 462.3595 and must consider the potential impacts on primary conservation areas, public river corridor views, and other resources identified in the MRCCA plan. In reviewing the application, the City of Ramsey shall:

a. Evaluate the impacts to these resources and if negative impacts are found, require conditions to mitigate the impacts that are related to and proportional to the impacts, consistent with Section 235 of this chapter and

b. Make written findings that the conditional use is consistent with the purpose of this section, as follows:

1. The extent, location and intensity of the conditional use will be in substantial compliance with the MRCCA plan;
2. The conditional use is consistent with the character and management purpose of the MRCCA district in which it is located;
3. The conditional use will not be detrimental to PCAs and PRCVs nor will it contribute to negative incremental impacts to PCAs and PRCVs when considered in the context of past, present and reasonable future actions; and
4. The conditional use will not negatively impact (other MRCCA plan-identified resources).

(5) *Conditions of approval.* The City of Ramsey shall evaluate the impacts to PCAs, PRCVs, and other resources identified in the MRCCA plan, and if negative impacts are found, require conditions to mitigate the impacts that are related to and proportional to the impacts. Mitigation may include:

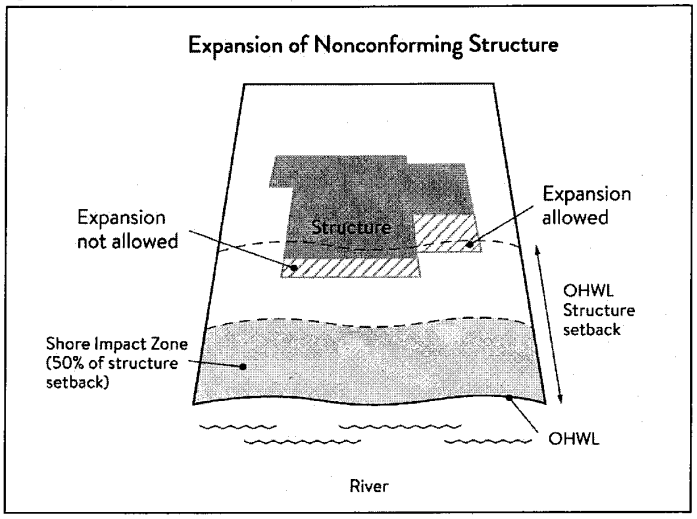
a. Restoration of vegetation identified as "vegetation restoration priorities" identified in the MRCCA plan;
b. Preservation of existing vegetation;
c. Stormwater runoff management;
d. Reducing impervious surface;
e. Increasing structure setbacks;
f. Wetland and drainageway restoration and/or preservation; and
g. And other conservation measures.

(6) *Application materials.* Applications for permits and discretionary actions required under this section must submit the following information unless the zoning administrator determines that the information is not needed:

a. A detailed project description; and
b. Scaled maps and plans, dimensional renderings, maintenance agreements, and other materials that identify and describe:
1. Primary conservation areas;
2. Public river corridor views;
3. Buildable area;
4. Existing and proposed topography and drainage patterns;
5. Proposed storm water and erosion and sediment control practices;
6. Existing and proposed vegetation to be removed and established;
7. Ordinary high water level, blufflines, and all required setbacks;
8. Existing and proposed structures;
9. Existing and proposed impervious surfaces; and
10. Existing and proposed subsurface sewage treatment systems.

(7) *Nonconformities.*
a. All legally established nonconformities as of the date of this chapter may continue consistent with Minn. Stats. § 462.357, Subd. 1e.
b. New structures erected in conformance with the setback averaging provisions of section 920(F)(3)d are conforming structures.
c. Site alterations and expansion of site alterations that were legally made prior to the effective date of this chapter are conforming. Site alterations include vegetation, erosion control, storm water control measures, and other nonstructural site improvements.
d. Legally nonconforming principal structures that do not meet the setback requirements of section 920(F)(3) may be expanded laterally provided that:
1. The expansion does not extend into the shore or bluff impact zone or further into the required setback than the building line of the existing principal structure (See Figure 5); and
2. The expanded structure's scale and bulk is consistent with that of the original structure and existing surrounding development.

Figure 5. Expansion of Nonconforming Structure



(8) *Notifications.*
a. Amendments to this section and to the MRCCA plan must be submitted to the Commissioner as provided in Minnesota Rules, part 6106.0070, Subp. 3, Items B-I.
b. Notice of public hearings for discretionary actions, including conditional and interim use permits, variances, appeals, rezonings, preliminary plats, final subdivision plats, master plans, and PUDs, must be sent to the following entities at least 30 days prior to the hearing:
1. The commissioner in a format prescribed by the DNR;

2. National Park Service; and
3. Where building heights exceed the height limits specified in section 920(F)(2) as part of the conditional use or variance process, adjoining local governments within the MRCCA, including those with overlapping jurisdiction and those across the river.

c. Notice of final decisions for actions in section 920(C)(7), including findings of fact, must be sent to the Commissioner, the National Park Service, and adjoining local governments within the MRCCA within ten days of the final decision.

d. Requests to amend district boundaries must follow the provisions in Minnesota Rules, part 6106.0100, Subp. 9, Item C.

e. The DNR will be notified at time of application submittal of master plans, PUDs, preliminary, and final plats.

(9) *Accommodating disabilities.* Reasonable accommodations for ramps or other facilities to provide persons with disabilities access to the persons' property, as required by the federal Americans with Disabilities Act and the federal Fair Housing Act and as provided by Minnesota Rules, chapter 1341, must:

a. Comply with sections 920(F) to (L); or

b. If sections 920(F) to (L) cannot be complied with, ramps or other facilities are allowed with an administrative permit provided:

1. The permit terminates on either a specific date or upon occurrence of a particular event related to the person requiring accommodation; and

2. Upon expiration of the permit, the ramp or other facilities must be removed.

(D) *MRCCA districts.*

(1) *Purpose.* The purpose of this section is to establish districts under which building height and structure placement are regulated to protect and enhance the Mississippi River's resources and features consistent with the natural and built character of each district.

(2) *District description and management purpose.* The MRCCA within the City of Ramsey is divided into the following MRCCA districts:

a. *Rural and Open Space (ROS).*

1. *Description.* The ROS District is characterized by rural and low-density development patterns and land uses, and includes land that is riparian or visible from the river, as well as large, undeveloped tracts of high ecological and scenic value, floodplain, and undeveloped islands. Many primary conservation areas exist in the district.

2. *Management purpose.* The ROS District must be managed to sustain and restore the rural and natural character of the corridor and to protect and enhance habitat, parks and open space, public river corridor views, and scenic, natural, and historic areas.

b. *River Neighborhood (RN).*

1. *Description.* The RN District is characterized by primarily residential neighborhoods that are riparian or readily visible from the river or that abut riparian parkland. The district includes parks and open space, limited commercial development, marinas, and related land uses.

2. *Management purpose.* The RN District must be managed to maintain the character of the river corridor within the context of existing residential and related neighborhood development, and to protect and enhance habitat, parks and open space, public river corridor views, and scenic, natural, and historic areas. Minimizing erosion and the flow of untreated storm water into the river and enhancing habitat and shoreline vegetation are priorities in the district.

c. *Separated from River (SR).*

1. *Description.* The SR District is characterized by its physical and visual distance from the Mississippi River. The district includes land separated from the river by

distance, topography, development, or a transportation corridor. The land in this district is not readily visible from the Mississippi River.

2. *Management purpose.* The SR District provides flexibility in managing development without negatively affecting the key resources and features of the river corridor. Minimizing negative impacts to primary conservation areas and minimizing erosion and flow of untreated storm water into the Mississippi River are priorities in the district. The RTC District must be managed in a manner that allows continued growth and redevelopment in historic downtowns and more intensive redevelopment in limited areas at river crossings to accommodate compact walkable development patterns and connections to the river. Minimizing erosion and the flow of untreated storm water into the river, providing public access to and public views of the river, and restoring natural vegetation in riparian areas and tree canopy are priorities in the district.

(3) *MRCCA district map.* The locations and boundaries of the MRCCA districts established by this section are shown on MRCCA Overlay District map which is incorporated herein by reference. The district boundary lines are intended to follow the center lines of rivers and streams, highways, streets, lot lines, and municipal boundaries, unless a boundary line is otherwise indicated on the map. Where district boundaries cross unsubdivided property, the district boundary line is determined by use of dimensions or the scale appearing on the map.

(E) *Special land use provisions.*

(1) *Purpose.* To identify development standards and considerations for land uses that have potential to negatively impact primary conservation areas and public river corridor views.

(2) *Underlying zoning.* Uses within the MRCCA are generally determined by underlying zoning, with additional provisions for the following land uses:

a. *Agricultural use.* Perennial ground cover is required within 50 feet of the ordinary high water level and within the bluff impact zone.

b. *Feedlots.* New animal feedlots and manure storage areas are prohibited. Existing animal feedlots and manure storage areas must conform with Minnesota Rules, chapter 7020.

c. *Forestry.* Tree harvesting and biomass harvesting within woodlands, and associated reforestation, must be consistent with recommended practices in Conserving Wooded Areas in Developing Communities: Best Management Practices in Minnesota.

d. *Nonmetallic mining.* Nonmetallic mining requires a conditional use permit or interim use permit issued by the local government, subject to the following:

1. New nonmetallic mining is prohibited within the shore impact zone and bluff impact zone and within the required structure setback from the bluffline and OHWL;

2. Processing machinery must be located consistent with setback standards for structures as provided in section 920(F)(3);

3. Only one barge loading area, which must be limited to the minimum size practicable, is permitted for each mining operation;

4. New and, where practicable, existing nonmetallic mining operations must not be readily visible and must be screened by establishing and maintaining natural vegetation. The unscreened boundaries of nonmetallic mining areas are limited to only the barge loading area;

5. A site management plan must be developed by the operator and approved by the local government before new nonmetallic mining commences. Operations must be consistent with the site plan throughout the duration of operations at the site. The site management plan must describe how the site will be developed over time with an emphasis on minimizing environmental risk to public waters;

6. Explain where staged reclamation may occur at certain points during the life of the site;

7. Address dust, noise, storm water management, possible pollutant discharges, days and hours of operation, and duration of operations;
8. Describe any anticipated vegetation and topographic alterations outside the pit, and reclamation plans consistent with the stated end use for the land; and
9. Existing and new nonmetallic mining operations must submit land reclamation plans to the local government compatible with the purposes of this section.

e. *River-dependent uses.* River-dependent uses must comply with the following design standards:
1. Structures and parking areas, except shoreline facilities and private roads and conveyances serving river-dependent uses as provided in section 920(L) (exemptions), must meet the dimensional and performance standards in this section must be designed so that they are not readily visible, and must be screened by establishing and maintaining natural vegetation;
2. Shoreline facilities must comply with Minnesota Rules, chapter 6115 and must:
(i) Be designed in a compact fashion so as to minimize the shoreline area affected; and
(ii) Minimize the surface area of land occupied in relation to the number of watercraft or barges to be served; and
3. Dredging and placement of dredged material are subject to existing federal and state permit requirements and agreements.

f. *Wireless communication towers.* Wireless communication towers are subject to the following additional design standards:
1. The applicant must demonstrate that functional coverage cannot be provided through co-location, a tower at a lower height, or a tower at a location outside of the MRCCA;
2. The tower must not be located in a bluff or shore impact zone; and
3. Placement of the tower must minimize impacts on public river corridor views.

(F) *Structure height and placement and lot size.*

(1) *Purpose.* To establish standards that protect primary conservation areas and public river corridor views from development impacts and ensure that new development is sited consistent with the purpose of the MRCCA.

(2) *Structure height.* Structures and facilities must comply with the following standards unless identified as exempt in section 920(L)):

a. Structures and facilities must comply with the following standards unless identified as exempt in 920(L):
1. ROS District: 35 feet.
2. RN District: 35 feet.
3. SR District: Height is determined by underlying zoning, provided the allowed height is consistent with that of the mature treeline, where present, and existing surrounding development, as viewed from the OWHL of the opposite shore.

b. Height is measured on the side of the structure facing the Mississippi River.

c. In addition to the conditional use permit requirements of section 920(C)(4), criteria for considering whether to grant a conditional use permit for structures exceeding the height limits must include:
1. Assessment of the visual impact of the proposed structure on public river corridor views, including views from other communities;
2. Determination that the proposed structure meets the required bluff and OHWL setbacks;
3. Identification and application of techniques to minimize the perceived bulk of the proposed structure, such as:
(i) Placing the long axis of the building perpendicular to the river;
(ii) Stepping back of portions of the facade;
(iii) Lowering the roof pitch or use of a flat roof;

(iv) Using building materials or mitigation techniques that will blend in with the natural surroundings such as green roofs, green walls, or other green and brown building materials;
(v) Narrowing the profile of upper floors of the building;
(vi) Increasing the setbacks of the building from the Mississippi River or blufflines;
(vii) Identification of techniques for preservation of those view corridors identified in the MRCCA plan; and
(viii) Opportunities for creation or enhancement of public river corridor views.

(3) *Structure and impervious surface placement.*

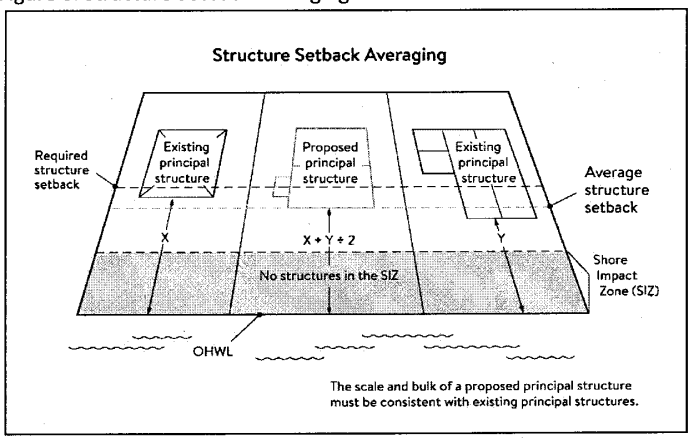
a. Structures and impervious surface must not be placed in the shore or bluff impact zones unless identified as an exemption in section 920(L).

b. Structures and facilities must comply with the following OHWL setback provisions unless identified as exempt in section 920(L):
1. ROS District: 200 feet from the Mississippi River.
2. RN District: 100 feet from the Mississippi River.

c. Structures and facilities must comply with the following bluffline setback provisions unless identified as exempt in section 920(L):
1. ROS District: 100 feet.
2. RN District: 40 feet.
3. SR District: 40 feet.

d. Where principal structures exist on the adjoining lots on both sides of a proposed building site, the minimum setback may be altered to conform to the average of the adjoining setbacks, provided that the new structure's scale and bulk riverward or bluffward of the setbacks required under section 920(F)(3) consistent with adjoining development. See Figure 6.

Figure 6. Structure Setback Averaging



e. Subsurface sewage treatment systems, including the septic tank and absorption area, must be located at least 75 feet from the ordinary high water level of the Mississippi River and all other public waters.

(4) *Lot size and buildable area.*

a. The width of lots abutting the Mississippi River in the ROS District must be at least 200 feet, unless alternative design methods are used that provide greater protection of the riparian area.

b. All new lots must have adequate buildable area to comply with the setback requirements of section 920(F)(3) so as to not require variances to use the lots for their intended purpose.

(G) *Performance standards for private facilities.*

(1) *Purpose.* To establish design standards for private facilities that are consistent with best management practices and that minimize impacts to primary conservation areas, public river corridor views and other resources identified in the MRCCA plan.

(2) *General design standards.* All private facilities must be developed in accordance with the vegetation management and land alteration requirements in sections 920(I) and 920(J).

(3) *Private roads, driveways, and parking areas.* Except as provided in section 920(L), private roads, driveways and parking areas must:

a. Be designed to take advantage of natural vegetation and topography so that they are not readily visible;

b. Comply with structure setback requirements according to section 920(F)(3); and

c. Not be placed within the bluff impact zone or shore impact zone, unless exempt under section 920(L) and designed consistent with section 920(F)(2).

(4) *Private water access and viewing facilities.*

a. Private access paths must be no more than:

1. Eight feet wide, if placed within the shore impact zone; and

2. Four feet wide, if placed within the bluff impact zone.

b. Private water access ramps must:

1. Comply with Minnesota Rules, chapters 6115.0210 and 6280.0250; and

2. Be designed and constructed consistent with the applicable standards in Design Handbook for Recreational Boating and Fishing Facilities.

c. Design and construction of private stairways, lifts, and landings are subject to the following standards:

1. Stairways and lifts must not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties and residential facilities held in common, if approved by conditional use permit;

2. Landings for stairways and lifts on residential lots must not exceed 32 square feet in area. Landings larger than 32 square feet area allowed for commercial properties and residential facilities held in common, if approved by conditional use permit;

3. Canopies or roofs are prohibited on stairways, lifts, or landings;

4. Stairways, lifts, and landings must be located in the least visible portion of the lot whenever practical; and

5. Ramps, lifts, mobility paths, or other facilities for persons with physical disabilities are allowed for achieving access to shore areas according to section 7.43 A—D, and as provided under section 920(C)(9).

d. One water-oriented accessory structure is allowed for each riparian lot or parcel less than 300 feet in width at the ordinary high water level, with one additional water-oriented accessory structure allowed for each additional 300 feet of shoreline on the same lot or parcel. Water-oriented accessory structures are prohibited in the bluff impact zone and must:

1. Not exceed 12 feet in height;

2. Not exceed 120 square feet in area; and

3. Be placed a minimum of ten feet from the ordinary high water level.

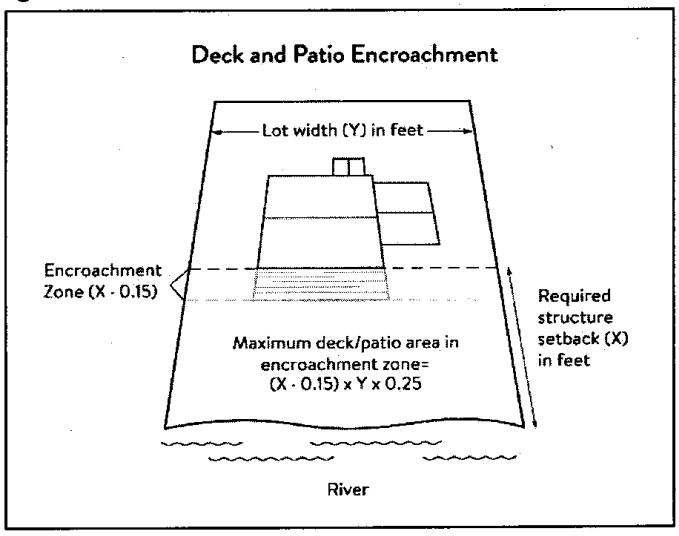
(5) *Decks and patios in setback areas.* Decks and at-grade patios may encroach into the required setbacks from the ordinary high water level and blufflines without a variance, when consistent with Section 920(I)and 920(J), provided that:

a. The encroachment of the deck or patio into the required setback area does not exceed 15 percent of the required structure setback;

b. The area of the deck or patio that extends into the required setback area occupies no more than 25 percent of the total area between the required setback and the 15 percent using the formula: [Required setback depth (feet) × 0.15 × lot width at setback (feet) x 0.25 = maximum total area.]

c. The deck or patio does not extend into the bluff impact zone. See Figure 7.

Figure 7. Deck and Patio Encroachment



(6) *Off-premise and directional signs.*

a. Off-premise advertising signs must:

1. Meet required structure placement and height standards in section 920 (structure height and placement and lot size).
2. Not be readily visible.

b. Directional signs for patrons arriving at a business by watercraft must comply with the following standards:

1. They must be consistent with Minn. Stats. § 86B.115.
2. Only convey the location and name of the establishment and the general types of goods and services available, if located in a shore impact zone.
3. Be no greater than ten feet in height and 32 square feet in surface area; and
4. If illuminated, the lighting must be shielded to prevent illumination out across the river or to the sky.

(7) *Fences.* Fences between principal structures and the river are allowed provided that fences are:

a. Not higher than six feet.
b. Not located within 40 feet of slopes greater than 12%.
c. Not located in the regulatory floodplain.

(H) *Performance standards for public facilities.*

(1) *Purpose.* To establish design standards for public facilities that are consistent with best management practices and that minimize impacts to primary conservation areas, public river corridor views and other resources identified in the MRCCA plan. Public facilities serve the public interest by providing public access to the Mississippi River corridor or require locations in or adjacent to the river corridor and therefore require some degree of flexibility.

(2) *General design standards.* In addition to the standards set forth above, all public facilities must be designed and constructed to:

a. Minimize visibility of the facility from the river to the extent consistent with the purpose of the facility;
b. Avoid primary conservation areas, unless no alternative exists. If no alternative exists, then disturbance to primary conservation areas must be avoided to the greatest extent practicable, and design and construction must minimize impacts; and
c. Minimize disturbance of spawning and nesting times by scheduling construction at times when local fish and wildlife are not spawning or nesting.

(3) *Right-of-way maintenance standards.* Right-of-way maintenance must comply with the following standards:

a. Vegetation currently in a natural state must be maintained to the extent feasible;

b. Where vegetation in a natural state has been removed, native plants must be planted and maintained on the right-of-way; and

c. Chemical control of vegetation must be avoided when practicable, but when chemical control is necessary, chemicals used must be in accordance with the regulations and other requirements of all state and federal agencies with authority over the chemical's use.

(4) *Crossings of public water or public land.* Crossings of public waters or land controlled by the commissioner are subject to approval by the commissioner according to Minn. Stats. §§ 84.415 and 103G.245.

(5) *Public utilities.* Public utilities must comply with the following standards:

a. High-voltage transmission lines, wind energy conversion systems greater than five megawatts, and pipelines are regulated according to Minn. Stats. chs. 216E, 216F, and 216G respectively; and

b. If overhead placement is necessary, utility facility crossings must minimize visibility of the facility from the river and follow other existing rights-of-way as much as practicable.

c. The appearance of structures must be as compatible as practicable with the surrounding area in a natural state with regard to height and width, materials used, and color.

(6) *Public transportation facilities.* Public transportation facilities shall comply with structure placement and height standards in Section 920(F). Where such facilities intersect or about two or more MRCCA districts, the least restrictive standards apply. Public transportation facilities must be designed and constructed to give priority to:

a. Providing scenic overlooks for motorists, bicyclists, and pedestrians;

b. Providing safe pedestrian crossings and facilities along the river corridor;

c. Providing access to the riverfront in public ownership; and

d. Allowing for use of the land between the river and the transportation facility.

(7) *Public recreational facilities.* Where such facilities intersect or abut two or more MRCCA districts, the least restrictive dimensional standards apply. Public transportation facilities must be designed and constructed to give priority to:

a. Roads and driveways associated with public recreational facilities must not be placed in the bluff or shore impact zones unless no other placement alternative exists. If no alternative exists, then design and construction must minimize impacts to shoreline vegetation, erodible soils and slopes, and other sensitive resources.

b. Trails, access paths, and viewing areas associated with public recreational facilities and providing access to or views of the Mississippi River are allowed within the bluff and shore impact zones if design, construction, and maintenance methods are consistent with the best management practice guidelines in trail planning, design, and development guidelines.

1. Hard-surface trails are not allowed on the face of bluffs with a slope exceeding 30 percent. Natural surface trails are allowed, provided they do not exceed eight feet in width.

2. Trails, paths, and viewing areas must be designed and constructed to minimize:

(i) Visibility from the river;

(ii) Visual impacts on public river corridor views; and

(iii) Disturbance to and fragmentation of primary conservation areas.

c. Public water access facilities must comply with the following requirements:

1. Watercraft access ramps must comply with Minnesota Rules chapters 6115.0210 and 6280.0250; and

2. Facilities must be designed and constructed consistent with the standards in Design Handbook for Recreational Boating and Fishing Facilities.

d. Public signs and kiosks for interpretive or directional purposes are allowed in the bluff or shore impact zones, provided they are placed and constructed to minimize disturbance to these areas and avoid visual impacts on public river corridor views.

(I) *Vegetation management.*

(1) *Purpose.* To establish standards that sustain and enhance the biological and ecological functions of vegetation; preserve the natural character and topography of the MRCCA; and maintain stability of bluffs and steep slopes and ensure stability of other erosion-prone areas.

(2) *Applicability.* This section applies to:

a. Shore impact zones;

b. Areas within 50 feet of a wetland or natural drainage way;

c. Bluff impact zones;

d. Areas of native plant communities; and

e. Significant existing vegetative stands identified in the MRCCA plan.

(3) *Activities allowed without a vegetation permit.*

a. Maintenance of existing lawns, landscaping and gardens;

b. Removal of vegetation in emergency situations as determined by the City of Ramsey;

c. Right-of-way maintenance for public facilities;

d. Agricultural and forestry activities;

e. Selective vegetation removal, provided that vegetative cover remains consistent with the management purpose of the MRCCA District, including:

1. Vegetation that is dead, diseased, dying, or hazardous;

2. To prevent the spread of diseases or insect pests;

3. Individual trees and shrubs; and

4. Removal of invasive non-native species.

(4) *Activities allowed with a vegetation permit.*

a. The following intensive vegetation clearing activities are allowed with a vegetation permit:

1. Clearing of vegetation that is dead, diseased, dying, or hazardous.

2. Clearing to prevent the spread of diseases or insect pests.

3. Clearing to remove invasive non-native species.

4. Clearing to prepare for restoration and erosion control management activities consistent with a plan approved by City of Ramsey.

5. The minimum necessary for development that is allowed with a building permit or as an exemption under section 920(L).

b. Conditions of vegetation permit approval:

1. Development is sited to minimize removal of or disturbance to natural vegetation;

2. Soil, slope stability, and hydrologic conditions are suitable for the proposed work as determined by a professional engineer or City of Ramsey;

3. Clearing is the minimum necessary and designed to blend with the natural terrain and minimize visual impacts to public river corridor views;

4. Any native plant communities removed are replaced with vegetation that provides equivalent biological and ecological functions consistent with an approved vegetation restoration plan. If replaced, priorities for restoration are stabilization of erodible soils, restoration or enhancement of shoreline vegetation, and revegetation of bluffs or steep slopes visible from the river;

5. All other vegetation removed is restored with natural vegetation to the greatest extent practicable consistent with an approved vegetation restoration.

6. Any disturbance of highly erodible soils is replanted with deep-rooted vegetation with a high stem density;

7. Vegetation removal activities are conducted so as to expose the smallest practical area of soil to erosion for the least possible time;

8. Areas of vegetation restoration priorities identified in the MRCCA plan are restored, if applicable; and

9. Any other condition determined necessary to achieve the purpose of this section.

(5) *Prohibited activities.* All other intensive vegetation clearing is prohibited.

(6) *Vegetation restoration plan.*

a. Development of a vegetation restoration plan and reestablishment of natural vegetation is required:
   1. As a condition of a vegetation permit;
   2. Upon failure to comply with any provisions in this section; or
   3. As part of the planning process for subdivisions.

b. The vegetation restoration plan must:
   1. Include vegetation that provides suitable habitat and effective soil stability, runoff retention, and infiltration capability. Vegetation species, composition, density, and diversity must be guided by nearby patches of native plant communities and by native vegetation establishment and enhancement guidelines;
   2. Be prepared by a qualified individual; and
   3. Include a maintenance plan that includes management provisions for controlling invasive species and replacement of plant loss for three years.

c. A certificate of compliance will be issued after the vegetation restoration plan requirements have been satisfied.

(J) *Land alteration standards and stormwater management.*

(1) *Purpose.* To establish standards that protect water quality from pollutant loadings of sediment, nutrients, bacteria, and other contaminants; and maintain stability of bluffs, shorelines, and other areas prone to erosion.

(2) *Land alteration permit.*

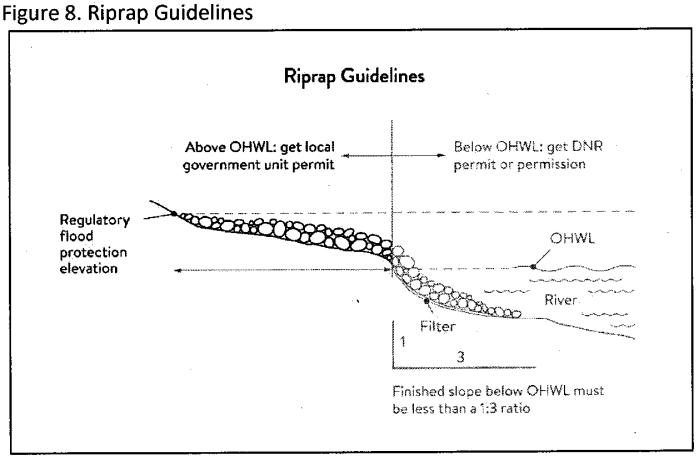
a. Within the bluff impact zone, land alteration is prohibited, except for the following which are allowed by permit:
   1. Erosion control consistent with section 920(J)(6);
   2. The minimum necessary for development that is allowed as an exception under section 920(L); and
   3. Repair and maintenance of existing buildings and facilities.

b. Within the water quality impact zone, land alteration that involves more than ten cubic yards of material or affects an area greater than 1,000 square feet requires a permit.

(3) *Rock riprap, retaining walls, and other erosion control structures.*

a. Construction, repair, or replacement of rock riprap, retaining walls, and other erosion control structures located at or below the OHWL must comply with Minnesota Rules, chapters 6115.0215, subpart 4, item E, and 6115.0216, subpart 2. Work must not proceed until approved by the commissioner. See Figure 8.

Figure 8. Riprap Guidelines



b. Construction or replacement of rock riprap, retaining walls, and other erosion control structures within the bluff impact zone and the water quality impact zone are allowed with a permit provided that:
   1. If the project includes work at or below the OHWL, the commissioner has already approved or permitted the project.

2. The structures are used only to correct an established erosion problem as determined by the City of Ramsey.
3. The size and extent of the structures are the minimum necessary to correct the erosion problem and are not larger than the following, unless a professional engineer determines that a larger structure is needed to correct the erosion problem:
(i) Retaining walls must not exceed five feet in height and must be placed a minimum horizontal distance of ten feet apart; and
(ii) Riprap must not exceed the height of the regulatory flood protection elevation.

c. Repair of existing rock riprap, retaining walls, and other erosion control structures above the OHWL does not require a permit provided it does not involve any land alteration.

(4) *Stormwater management.*

a. In the bluff impact zone, storm water management facilities are prohibited except by permit if:
1. There are no alternatives for storm water treatment outside the bluff impact zone on the subject site;
2. The site generating runoff is designed so that the amount of runoff reaching the bluff impact zone is reduced to the greatest extent practicable;
3. The construction and operation of the facility does not affect slope stability on the subject property or adjacent properties; and
4. Mitigation based on the best available engineering and geological practices is required and applied to eliminate or minimize the risk of slope failure.

b. In the water quality impact zone, development that creates new impervious surface, or fully reconstructs existing impervious surface of more than 10,000 square feet requires a storm water permit or approved storm water plan. Multipurpose trails and sidewalks are exempt if there is down gradient vegetation or a filter strip that is at least five feet wide.

c. In all other areas, storm water runoff must be directed away from the bluff impact zones or unstable areas.

(5) *Development on steep slopes.* Construction of structures, impervious surfaces, land alteration, vegetation removal, or other construction activities are allowed on steep slopes if:

a. The development can be accomplished without increasing erosion or storm water runoff;

b. The soil types and geology are suitable for the proposed development; and

(6) *Conditions of land alteration permit approval.*

a. Temporary and permanent erosion and sediment control measures retain sediment onsite consistent with best management practices in the Minnesota Stormwater Manual;

b. Natural site topography, soil, and vegetation conditions are used to control runoff and reduce erosion and sedimentation;

c. Construction activity is phased when possible;

d. All erosion and sediment controls are installed before starting any land disturbance activity;

e. Erosion and sediment controls are maintained to ensure effective operation;

f. Best management practices for protecting and enhancing ecological and water resources identified in Best Practices for Meeting DNR General Public Waters Work Permit GP 2004-0001.

(7) *Compliance with other plans and programs.* All development must:

a. Be consistent with Minn. Stats. ch. 103B, and local water management plans completed under [Minnesota Rules] chapter 8410;

b. Meet or exceed the wetland protection standards under Minnesota Rules, chapter 8420; and

c. Meet or exceed the floodplain management standards under Minnesota Rules, chapters 6120.5000—6120.6200.

(K) *Subdivision and land development standards.*

(1) *Purpose.*

a. To protect and enhance the natural and scenic values of the MRCCA during development or redevelopment of the remaining large sites;
b. To establish standards for protecting and restoring biological and ecological functions of primary conservation areas on large sites; and
c. To encourage restoration of natural vegetation during development or redevelopment of large sites where restoration opportunities have been identified in MRCCA plans.

(2) *Applicability.*

a. The design standards in this section apply to subdivisions, planned unit developments and master-planned development and redevelopment of land involving ten or more acres for contiguous parcels that abut the Mississippi River and 20 or more acres for all other parcels, including smaller individual sites within the following developments that are part of a common plan of development that may be constructed at different times:
   1. Subdivisions;
   2. Planned unit developments; and
   3. Master-planned development and redevelopment of land.
b. The following activities are exempt from the requirements of this section:
   1. Minor subdivisions consisting of three or fewer lots;
   2. Minor boundary line corrections;
   3. Resolutions of encroachments;
   4. Additions to existing lots of record;
   5. Placement of essential services; and
   6. Activities involving river-dependent commercial and industrial uses.

(4) *Design standards.*

a. Primary conservation areas, where they exist, must be set aside and designated as protected open space in quantities meeting the following as a percentage of total parcel area:
   1. CA-ROS District: 50 percent;
   2. CA-RN District: 20 percent;
   3. CA-SR District: Ten percent if the parcel includes native plant communities or provides feasible connections to a regional park or trail system, otherwise no requirement.
b. If the primary conservation areas exceed the amounts specified in section 920(K)(4)a above, then protection of native plant communities and natural vegetation in riparian areas shall be prioritized.
c. If primary conservation areas exist but do not have natural vegetation (identified as restoration priorities in the MRCCA plan), then a vegetation assessment must be completed to evaluate the unvegetated primary conservation areas and determine whether vegetation restoration is needed.
d. If primary conservation areas do not exist on the parcel and portions of the parcel have been identified in the MRCCA plan as a restoration area, vegetation must be restored in the identified areas and the area must be set aside and designated as protected open space.
e. Storm water treatment areas or other green infrastructure may be used to meet the protected open space requirements if the vegetation provides biological and ecological functions.
f. Land dedicated under this section for public river access, parks, or other open space, or public facilities may be counted toward the protected open space requirement.
g. Protected open space areas must connect open space, natural areas, and recreational areas, where present on adjacent parcels, as much as possible, to form an interconnected network.

(5) *Permanent protection of designated open space.*

a. Designated open space areas must be protected through one or more of the following methods:

1. Public acquisition by a government entity for conservation purposes;
2. A permanent conservation easement, as provided in Minn. Stats. ch. 84C;
3. A deed restriction; and
4. Other arrangements that achieve an equivalent degree of protection.

b. Permanent protection methods must ensure the long-term management of vegetation to meet its biological and ecological functions, prohibit structures, and prohibit land alteration, except as needed to provide public recreational facilities and access to the river.

(L) *Exemptions*

(1) *Purpose.* To provide exemptions to structure placement, height and other standards for specific river or water access dependent facilities as provided in Minn. Stats. § 116G.15, subd. 4.

(2) *Applicability.* Uses and activities not specifically exempted must comply with this section.

(3) *Use and activity exemptions classification.*

a. Uses and activities in the following tables are categorized as:

1. *Exempt — E.* This means that the use or activity is allowed;
2. *Exempt if no alternative — (E).* This means that the use or activity is allowed only if no alternatives exist; and
3. *Not exempt — N.* This means that a use or activity is not exempt and must meet the standards of this section.

b. *General uses and activities.*

Use or Activity	Set Backs	Height Limits	SIZ	BIZ	Applicable Standards with Which the Use or Activity Must Comply
Barns, silos, and farm structures	N	E	N	N	
Bridges and bridge approach roadways	E	E	E	(E)	Section 920(H)
Wireless communication towers	E	E	N	N	Section 920(E)(2)f
Chimneys, spires, flag poles, public monuments, and mechanical stacks and equipment	N	E	N	N	
Historic properties and contributing properties in historic districts	E	E	E	E	Exemptions do not apply to additions or site alterations

c. *Public utilities.*

Use or Activity	Set Backs	Height Limits	SIZ	BIZ	Applicable Standards with Which the Use or Activity Must Comply
Electrical power facilities	E	E	E	(E)	Section 920(H)
Essential services (other than storm water facilities)	E	E	E	(E)	Section 920(H)
Storm water facilities	E	N	E	(E)	Section 920(J)
Wastewater treatment	E	N	E	N	Section 920(H)
Public transportation facilities	E	N	(E)	(E)	Section 920(H)

d. *Public recreational facilities.*

Use or Activity	Set Backs	Height Limits	SIZ	BIZ	Applicable Standards with Which the Use or Activity Must Comply

Accessory structures, such as monuments, flagpoles, light standards, and similar park features	E	E	(E)	(E)	Section 920(H); within BIZ, only on slopes averaging less than 30%. Exemptions do not apply to principal structures
Picnic shelters and other open-sided structures	E	N	(E)	N	Section 920(H)
Parking lots	(E)	N	(E)	(E)	Section 920(H); within BIZ, only within 20 feet of toe of bluff; not on face of bluff; and must not affect stability of bluff
Roads and driveways	(E)	N	(E)	(E)	Section 920(H)
Natural-surfaced trails, access paths, and viewing areas	E	N	E	E	Section 920(H)
Hard-surfaced trails and viewing platforms	E	N	E	(E)	Section 920(H); within BIZ, only on slopes averaging less than 30%
Water access ramps	E	N	E	(E)	Section 920(H)
Public signs and kiosks for interpretive or directional purposes	E	N	E	(E)	Section 920(H)

e. *River-dependent uses.*

Use or Activity	Set Backs	Height Limits	SIZ	BIZ	Applicable Standards with Which the Use or Activity Must Comply
Shoreline facilities	E	N[1]	E	(E)	Section 920(E)(2(f). Exemptions do not apply to buildings, structures, and parking areas that are not part of a shoreline facility
Private roads and conveyance structures serving river-dependent uses	E	N[1]	E	(E)	Section 920(E)(2)f

[1] River-dependent commercial, industrial, and utility structures are exempt from height limits only if greater height is required for operational reasons.

f. *Private residential and commercial water access and use facilities.*

Use or Activity	Set Backs	Height Limits	SIZ	BIZ	Applicable Standards with Which the Use or Activity Must Comply
Private roads serving 3 or more lots	(E)	N	N	(E)	Section 920(G); in BIZ, only on slopes averaging less than 30% Exemption does not apply to private roads serving fewer 3 lots or to private driveways and parking areas
Access paths	E	N	E	E	Section 920(G)

Water access ramps	E	N	E	N	Section 920(G)
Stairways, lifts, and landings	E	N	E	E	Section 920(G)
Water-oriented accessory structures	E	N	E	N	Section 920(G)
Patios and decks	E	N	N	N	Section 920(G)(5)
Directional signs for watercraft (private)	E	N	E	N	Section 920(G)(6); exemption does not apply to off-premise advertising signs
Temporary storage of docks, boats, and other equipment during the winter months	E	N	E	N	
Erosion control structures, such as rock riprap and retaining walls	E	N	E	(E)	Sections 920(J)(3), 920(J)(5) and 920(J)(6)
Flood control structures	E	N	E	(E)	Section 920(J)

911-919 Reserved.

920 Floodplain Overlay Districts

(A) *Statutory authorization.* The legislature of the State of Minnesota has, in Minn. Stats. ch. 103F and ch. 462, delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the city council does ordain as follows.

(B) *Purpose.*

(1) This subdivision regulates development in the flood hazard areas of the city. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this Section to promote the public health, safety, and general welfare by minimizing these losses and disruptions.

(2) *National Flood Insurance Program compliance.* This subdivision is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59—78, as amended, so as to maintain the city's eligibility in the National Flood Insurance Program.

(3) This subdivision is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

921 Floodplain Overlay Districts General Provisions

(A) This subdivision adopts the floodplain maps applicable to the city and includes three floodplain districts: floodway, flood fringe, and general floodplain.

(1) Where floodway and flood fringe districts are delineated on the floodplain maps, the standards in sections 923 or 924 will apply, depending on the location of a property.

(2) Locations where floodway and flood fringe districts are not delineated on the floodplain maps are considered to fall within the general floodplain district. Within the general floodplain district, the floodway district standards in section 923 apply unless the floodway boundary is determined, according to the process outlined in section 925. Once the floodway boundary is determined, the flood fringe district standards in section 924 may apply outside the floodway.

(B) *Lands to which this subdivision applies.* This subdivision applies to all lands within the jurisdiction of the city shown on the official zoning map and/or the attachments to the map as being located within the boundaries of the floodway, flood fringe, or general floodplain districts.

(1) The floodway, flood fringe and general floodplain districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts

are in addition to any other requirements in the underlying zoning district. In case of a conflict, the more restrictive standards will apply.

(C) *Incorporation of maps by reference.* The following maps, together with all attached material, are hereby adopted by reference and declared to be a part of the official zoning map and this subdivision. The attached material includes the Flood Insurance Study for Anoka County, Minnesota, and Incorporated Areas and the flood insurance rate maps enumerated below, all dated December 16, 2015 and all prepared by the Federal Emergency Management Agency. These materials are on file in the community development department.

• 27003C0142E	• 27003C0186E
• 27003C0144E	• 27003C0257E
• 27003C0165E	• 27003C0280E
• 27003C0166E	• 27003C0281E
• 27003C0167E	• 27003C0282E
• 27003C0170E	• 27003C0283E

(D) *Regulatory flood protection elevation.* The regulatory flood protection elevation (RFPE) is an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

(E) *Interpretation.* The boundaries of the zoning districts are determined by scaling distances on the flood insurance rate map.

(1) Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations shall be the governing factor. The zoning administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.

(2) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the planning commission and to submit technical evidence.

(F) *Abrogation and greater restrictions.* It is not intended by this subdivision to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this subdivision imposes greater restrictions, the provisions of this subdivision prevail.

(G) *Warning and disclaimer of liability.* This subdivision does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This subdivision does not create liability on the part of the city or its officers or employees for any flood damages that result from reliance on this subdivision or any administrative decision lawfully made thereunder.

(H) *Severability.* If any section, clause, provision, or portion of this subdivision is adjudged unconstitutional or invalid by a court of law, the remainder of this subdivision shall not be affected and shall remain in full force.

922 Establishment of Flood Zone Districts

(A) *Districts.*

(1) FW *Floodway district.* The floodway district includes those areas designated as floodway on the flood insurance rate map adopted in section 921. For lakes, wetlands, and other basins (that do not have a floodway designated), the floodway district includes those areas designated as zone A or AE on the flood insurance rate map that are at or below the ordinary high water level as defined in Minn. Stats. § 103G.005, subd. 14.

(2) FF *Flood fringe district.* The flood fringe district includes those areas designated as floodway fringe on the flood insurance rate map adopted in section 921 as being within zone AE but being located outside of the floodway. For lakes, wetlands and other basins (that do not have a floodway designated), the flood fringe district includes those areas designated as zone A or AE

on the flood insurance rate map panels adopted in section 921 that are below the 1% annual chance (100-year) flood elevation but above the ordinary high water level as defined in Minn. Stats. § 103G.005, subd. 14.

(3) GF *General floodplain district.* The general floodplain district includes those areas designated as zone A or zone AE without a floodway on the flood insurance rate map adopted in section 921, but not subject to the criteria in sections 922(A)(1) and (2) above.

(B) *Compliance.* Within the floodplain districts established in this subdivision, the use of any land, the use, size, type and location of structures on lots, the installation and maintenance of transportation, utility, water supply and waste treatment facilities, and the subdivision of land must comply with the terms of this subdivision and other applicable regulations. All uses not listed as permitted uses or conditional uses in sections 923, 924, and 925, respectively, are prohibited. In addition, a caution is provided here that:

(1) New and replacement manufactured homes and certain recreational vehicles are subject to the general provisions of this subdivision and specifically section 924.

(2) Modifications, additions, structural alterations, normal maintenance and repair, or repair after damage to existing nonconforming structures and nonconforming uses of structures or land are regulated by the general provisions of this subdivision and specifically section 929.

(3) All structures must be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(4) As-built elevations for elevated or floodproofed structures must be certified by ground surveys and flood-proofing techniques must be designed and certified by a registered professional engineer or architect as specified in the general provisions of this subdivision and specifically as stated in section 928.

923 Floodway District (FW)

(A) *Permitted uses.* The following uses, subject to the standards set forth in section 923(B), are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

(1) General farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.

(2) Industrial-commercial loading areas, parking areas, and airport landing strips.

(3) Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.

(4) Residential lawns, gardens, parking areas, and play areas.

(5) Railroads, streets, bridges, utility transmission lines and pipelines, provided that the department of natural resources' area hydrologist is notified at least ten days prior to issuance of any permit, and that the standards in sections 923(D)(1), 923(D)(3) and 923(D)(6) are met.

(B) *Standards for floodway permitted uses:*

(1) The use must have a low flood damage potential.

(2) With the exception of the uses listed in section 923(A)(5), the use must not obstruct flood flows or increase flood elevations and must not involve structures, fill, obstructions, excavations or storage of materials or equipment.

(3) Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (one percent chance) flood.

(C) *Conditional uses.* The following uses may be allowed as conditional uses following the standards and procedures set forth in section 931(D) of this subdivision and further subject to the standards set forth

in section 923(D), if otherwise allowed in the underlying zoning district or any applicable overlay district.

(1) Structures accessory to the uses listed in section 923(A) and the uses listed in subsections (c)(2) through (9) below.

(2) Extraction and storage of sand, gravel, and other materials.

(3) Marinas, boat rentals, docks, piers, wharves, and water control structures.

(4) Storage yards for equipment, machinery, or materials.

(5) Placement of fill or construction of fences that obstruct flood flows. Farm fences, as defined in section 105, are permitted uses.

(6) Travel-ready recreational vehicles meeting the exception standards in section 927(D)(2).

(7) Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the ten-year frequency flood event.

(D) *Standards for floodway conditional uses:*

(1) *All uses.* A conditional use must not cause any increase in the stage of the one percent chance or regional flood or cause an increase in flood damages in the reach or reaches affected.

(2) *Fill; storage of materials and equipment:*

a. The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

b. Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.

c. Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the one percent chance or regional flood may only be allowed if the city has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.

(3) *Accessory structures:*

a. Accessory structures must not be designed for human habitation.

b. Accessory structures, if permitted, must be constructed and placed on the building site so as to offer the minimum obstruction to the flow of flood waters:

1. Whenever possible, structures must be constructed with the longitudinal axis parallel to the direction of flood flow; and

2. So far as practicable, structures must be placed approximately on the same flood flow lines as those of adjoining structures.

c. Accessory structures must be elevated on fill or structurally dry floodproofed in accordance with the FP-1 or FP-2 floodproofing classifications in the Minnesota State Building Code. All floodproofed accessory structures must meet the following additional standards:

1. The structure must be adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls; and

2. Any mechanical and utility equipment in the structure must be elevated to or above the regulatory flood protection elevation or properly floodproofed.

d. As an alternative, an accessory structure may be internally/wet floodproofed to the FP-3 or FP-4 floodproofing classifications in the Minnesota State Building Code, provided the accessory structure constitutes a minimal investment and does not exceed 576 square feet in size. A detached garage may only be used for parking of vehicles and limited storage. All structures must meet the following standards:

1. To allow for the equalization of hydrostatic pressure, there must be a minimum of two "automatic" openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and

2. There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure.

Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.

(4) Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minn. Stats. § 103G.245.

(5) A levee, dike or floodwall constructed in the floodway must not cause an increase to the one percent chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.

(6) Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.

924 Flood Fringe District (FF)

(A) *Permitted uses.* Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in subsection (b) below.

(B) *Standards for flood fringe permitted uses.*

(1) All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure.

a. All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.

b. As an alternative to elevation on fill, an accessory structure that constitutes a minimal investment and that does not exceed 576 square feet in size may be internally floodproofed in accordance with section 923(D)(3).

(2) The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with subsection (a) above, or if allowed as a conditional use under section 924(C)(3) below.

(3) The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.

(4) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

(5) Fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.

(6) All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning/emergency evacuation plan acceptable to the city.

(7) Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (one percent chance) flood.

(8) Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.

(9) Flood fringe developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.

(10) Manufactured homes and recreational vehicles must meet the standards of section 927.

(C) *Conditional uses.* The following uses and activities may be allowed as conditional uses, if allowed in the underlying zoning district(s) or any applicable overlay district, following the procedures in section 928(D). conditional uses must meet the standards in subsections (D)(4) through (10) above and section 924(D).

(1) Any structure that is not elevated on fill or floodproofed in accordance with section 924(B)(1)a. and b.
(2) Storage of any material or equipment below the regulatory flood protection elevation.
(3) The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with [subsection] (b)(1) above.

(D) *Standards for flood fringe conditional uses.*
(1) The standards listed in sections 924(B)(4) through (10) apply to all conditional uses.
(2) Basements, as defined in section 105, are subject to the following:
a. Residential basement construction is not allowed below the regulatory flood protection elevation.
b. Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with section 924(D)(3).
(3) All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with the structurally dry floodproofing classifications in the Minnesota State Building Code. Structurally dry floodproofing must meet the FP-1 or FP-2 floodproofing classification in the Minnesota State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. Structures wet floodproofed to the FP-3 or FP-4 classification are not permitted.
(4) The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.
a. The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (one percent chance) flood event.
b. The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the city.
c. The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.
(5) Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.
(6) Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. These alternative methods may include the use of stilts, pilings, parallel walls, etc., or above-grade, enclosed areas such as crawl spaces or tuck under garages. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if:
a. The enclosed area is above-grade on at least one side of the structure.
b. It is designed to internally flood and is constructed with flood resistant materials.
c. It is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:
1. *Design and certification.* The structure's design and as-built condition must be certified by a registered professional engineer or architect as being in compliance with the general design standards of the Minnesota State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent flood water from entering or accumulating within these components during times of flooding.
2. *Specific standards for above-grade, enclosed areas.* Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and the design plans must stipulate:

(i) The minimum area of openings in the walls where internal flooding is to be used as a floodproofing technique. There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The automatic openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention; and

(ii) That the enclosed area will be designed of flood resistant materials in accordance with the FP-3 or FP-4 classifications in the Minnesota State Building Code and shall be used solely for building access, parking of vehicles, or storage.

925 General Floodplain District (GF)

(A) *Permitted uses.*

(1) The uses listed in section 923(A), floodway district permitted uses, are permitted uses.

(2) All other uses are subject to the floodway/flood fringe evaluation criteria specified in [section] 925(b) below. Section 923 applies if the proposed use is determined to be in the floodway district. Section 924 applies if the proposed use is determined to be in the flood fringe district.

(B) *Procedures for floodway and flood fringe determinations.*

(1) Upon receipt of an application for a permit or other approval within the general floodplain district, the zoning administrator must obtain, review and reasonably utilize any regional flood elevation and floodway data available from a federal, state, or other source.

(2) If regional flood elevation and floodway data are not readily available, the applicant must furnish additional information, as needed, to determine the regulatory flood protection elevation and whether the proposed use would fall within the floodway or flood fringe district. Information must be consistent with accepted hydrological and hydraulic engineering standards and the standards in section 925(B)(3) below.

(3) The determination of floodway and flood fringe must include the following components, as applicable:

a. Estimate the peak discharge of the regional (one percent chance) flood.

b. Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.

c. Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half foot. A lesser stage increase than one-half foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries.

(4) The zoning administrator will review the submitted information and assess the technical evaluation and the recommended floodway and/or flood fringe district boundary. The assessment must include the cumulative effects of previous floodway encroachments. The zoning administrator may seek technical assistance from a designated engineer or other expert person or agency, including the Minnesota Department of Natural Resources, before presenting the technical evaluation and findings to the city council. The city council must formally accept the technical evaluation and the recommended floodway and/or flood fringe district boundary or deny the permit application. The city council, prior to official action, may submit the application and all supporting data and analyses to the Federal Emergency Management Agency (FEMA), the Minnesota Department of Natural Resources, or the planning commission for review and comment.

(5) Once the floodway and flood fringe district boundaries have been determined, the city council shall refer the matter back to the zoning administrator to process the permit application consistent with the applicable provisions of sections 923 and 924.

926 Public Utilities, Railroads, Roads, and Bridges in Floodplains.

(A) *Public utilities.* All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the Minnesota State Building Code or elevated to the regulatory flood protection elevation.

(B) *Public transportation facilities.* Railroad tracks, roads, and bridges to be located within the floodplain must comply with sections 923 and 924. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.

(C) *On-site water supply and sewage treatment systems.* Where public utilities are not provided:

(1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems; and

(2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and they must not be subject to impairment or contamination during times of flooding. Any sewage treatment system designed in accordance with the state's current statewide standards for on-site sewage treatment systems is considered to be in compliance with this section.

927 Manufactured homes, Manufactured home parks, and Recreational Vehicles in Floodplains.

(A) *Manufactured homes.* New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record located in a floodplain district, the placement of new or replacement manufactured homes will be treated as a new structure and are subject to the following requirements:

(1) Placement or replacement of manufactured home units is prohibited in the floodway district.

(2) If allowed in the flood fringe district, placement or replacement of manufactured home units is subject to the requirements of section 924 and the following standards.

a. New and replacement manufactured homes must be elevated in compliance with section 924 and must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

b. New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in section 927(A)(2).

(B) *Recreational vehicles.* New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of recreational vehicles in existing recreational vehicle parks or campgrounds in the floodplain must meet the exemption criteria below or be treated as new structures meeting the requirements of this subdivision.

(1) Recreational vehicles are exempt from the provisions of this section if they are placed in any of the following areas and meet the criteria listed in section 927(B)(2):

a. Individual lots or parcels of record.

b. Existing commercial recreational vehicle parks or campgrounds.

c. Existing condominium-type associations.

(2) Criteria for exempt recreational vehicles:

a. The vehicle must have a current license required for highway use.

b. The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.

c. No permanent structural type additions may be attached to the vehicle.

d. The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.

e. Accessory structures are not permitted within the floodway district. Any accessory structure in the flood fringe district must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in this section.

(3) Recreational vehicles that are exempt in section 927(B)(2) lose this exemption when development occurs on the site exceeding $500.00 for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of section 924. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.

928 Administration in Floodplains

(A) *Zoning administrator.* A zoning administrator or other official designated by the city council must administer and enforce the provisions of this subdivision.

(B) *Permit requirements.*

(1) *Permit required.* A permit must be obtained from the zoning administrator prior to conducting the following activities:

a. The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in section 105.

b. The use or change of use of a building, structure, or land.

c. The construction of a dam, fence, or on-site septic system. A farm fence would require a zoning permit but is not considered a structure when administering this subdivision.

d. The change or extension of a nonconforming use.

e. The repair of a structure that has been damaged by flood, fire, tornado, or any other source.

f. The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.

g. Relocation or alteration of a watercourse, including new or replacement culverts and bridges), unless a public waters work permit has been applied for.

(2) *Application for permit.* Permit applications must be submitted to the zoning administrator on forms provided by the zoning administrator. The permit application must include the following as applicable:

a. A scaled site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.

b. Location of fill or storage of materials in relation to the stream channel.

c. Copies of any required municipal, county, state or federal permits or approvals.

d. Other relevant information requested by the zoning administrator as necessary to properly evaluate the permit application.

(3) *Certificate of zoning compliance for a new, altered, or nonconforming use.* No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the zoning administrator stating that the use of the building or land conforms to the requirements of this subdivision.

(4) *Certification.* The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this subdivision. Floodproofing measures must be certified by a registered professional engineer or registered architect.

(5) *Record of first floor elevation.* The zoning administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The zoning administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.

(6) *Notifications for watercourse alterations.* Before authorizing any alteration or relocation of a river or stream, the zoning administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minn. Stats. § 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of FEMA.

(7) *Notification to FEMA when physical changes increase or decrease base flood elevations.* As soon as is practicable, but not later than six months after the date such supporting information becomes available, the zoning administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

(C) *Variances.*

(1) *Variance applications.* An application for a variance to the provisions of this Subdivision will be processed and reviewed in accordance with applicable state statutes and section 220.

(2) *Adherence to state floodplain management standards.* A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.

(3) *Additional variance criteria.* The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:

a. Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

b. Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

c. Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(4) *Flood insurance notice.* The zoning administrator must notify the applicant for a variance that:

a. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as $25.00 for $100.00 of insurance coverage; and

b. Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.

(5) *General considerations.* The city may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:

a. The potential danger to life and property due to increased flood heights or velocities caused by encroachments.

b. The danger that materials may be swept onto other lands or downstream to the injury of others.

c. The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions.

d. The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner.

e. The importance of the services to be provided by the proposed use to the community.

f. The requirements of the facility for a waterfront location.

g. The availability of viable alternative locations for the proposed use that are not subject to flooding.

h. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.

i. The relationship of the proposed use to the comprehensive land use plan and flood plain management program for the area.

j. The safety of access to the property in times of flood for ordinary and emergency vehicles.

k. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.

(6) *Submittal of hearing notices to the department of natural resources (DNR).* The zoning administrator must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(7) *Submittal of final decisions to the DNR.* A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(8) *Record-keeping.* The zoning administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

(D) *Conditional uses.*

(1) *Processing.* An application for a conditional use permit under the provisions of this subdivision will be processed and reviewed in accordance with section 130 of the City Code.

(2) *Factors used in decision-making.* In passing upon conditional use applications, the city council will consider all relevant factors specified in other sections of this subdivision, and those factors identified in section 928(C)(5).

(3) *Conditions attached to conditional use permits.* The city council may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this subdivision. Such conditions may include, but are not limited to, the following:

a. Modification of waste treatment and water supply facilities.

b. Limitations on period of use, occupancy, and operation.

c. Imposition of operational controls, sureties, and deed restrictions.

d. Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.

e. Floodproofing measures, in accordance with the Minnesota State Building Code and this subdivision. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

(4) *Submittal of hearing notices to the department of natural resources (DNR).* The zoning administrator must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(5) *Submittal of final decisions to the DNR.* A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

929 Nonconformities in Floodplains

(A) *Continuance of nonconformities.* A use, structure, or occupancy of land which was lawful before the passage or amendment of this subdivision but which is not in conformity with the provisions of this subdivision may be continued subject to the following conditions. Historic structures are subject to the provisions of only subsections (1) through (5) below.

(1) A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in subsection (2) below. Expansion or enlargement of uses, structures or occupancies within the floodway district is prohibited.

(2) Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP-1 thru FP-4 floodproofing classifications) allowable in the Minnesota State Building Code, except as further restricted in subsections (3) and (6) below.

(3) If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure, then the entire structure must meet the standards of section 923 or 924 for new structures depending upon whether the structure is in the floodway or flood fringe district, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.

(4) If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this subdivision. The assessor must notify the zoning administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.

(5) If any nonconformity is substantially damaged it may not be reconstructed except in conformity with the provisions of this subdivision. The applicable provisions for establishing new uses or new structures in sections 923 or 924 will apply depending upon whether the use or structure is in the floodway or flood fringe, respectively.

(6) Any substantial improvement to a nonconforming structure requires that the existing structure and any additions must meet the requirements of sections 923 or 924 for new structures, depending upon whether the structure is in the floodway or flood fringe district.

930 Penalties and enforcement in floodplains

(A) *Violation constitutes a misdemeanor.* Violation of the provisions of this subdivision or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.

(B) *Other lawful action.* Nothing in this subdivision restricts the city from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the zoning administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this subdivision and will be prosecuted accordingly.

(B) *Enforcement.* In responding to a suspected code violation, the zoning administrator and city council may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The city must act in good faith to enforce these official controls and to correct code violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

931 Amendments of Floodplains

(a) *Floodplain designation—Restrictions on removal.* The floodplain designation on the official zoning map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the commissioner of the department of natural resources (DNR) if the commissioner determines that, through other measures, lands are adequately protected for the intended use.

(b) *Amendments require DNR approval.* All amendments to this subdivision must be submitted to and approved by the commissioner of the department of natural resources (DNR) prior to adoption. The commissioner must approve the amendment prior to city approval.

(c) *Map revisions require ordinance amendments.* The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in section 921(C).

932-939 Reserved.

940 Shoreland Management Overlay District

(A) *Statutory authorization.* The ordinance from which this subdivision is derived is adopted pursuant to the authorization and policies contained in Minn. Stats. ch. 103F, Minn. Rules pts. 6120.2500—6120.3900, and the planning and zoning enabling legislation in Minn. Stats. ch. 462.

(B) *Policy.* The uncontrolled use of shorelands of the city affects the public health, safety and general welfare not only by contributing to pollution of public waters, but also by impairing the local tax base. Therefore, it is in the best interests of the public health, safety and welfare to provide for the wise subdivision, use and development of shorelands of public waters. The state legislature has delegated responsibility to local governments of the state to regulate the subdivision, use and development of the shorelands of public waters and thus preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, and provide for the wise use of waters and related land resources. This responsibility is recognized by the city.

(C) *Jurisdiction.* The provisions of this subdivision shall apply to the shorelands of the public water bodies as classified in section 942. Pursuant to Minn. Rules pts. 6120.2500—6120.3900, no lake, pond, or flowage less than ten acres in size in municipalities or 25 acres in size in unincorporated areas need be regulated in a local government's shoreland regulations. A body of water created by a private user where there was no previous shoreland may, at the discretion of the city council, be exempt from this subdivision.

(D) *Compliance.* The use of any shoreland of public waters; the size and shape of lots; the use, size, type and location of structures on lots; the installation and maintenance of water supply and waste treatment systems, the grading and filling of any shoreland area; the cutting of shoreland vegetation; and the subdivision of land shall be in full compliance with the terms of this subdivision and other applicable regulations.

941 Shoreland Management Overlay District Administration

(A) *Permits required.* A permit authorizing an addition to an existing structure shall stipulate that an identified noncomplying sewage treatment system, as defined by Chapter 113, shall be reconstructed or replaced in accordance with the provisions of this subdivision.

(B) *Certificate of zoning compliance.* The zoning administrator shall issue a certificate of zoning compliance for each activity requiring a permit as specified in this subdivision. This certificate will specify that the use of land conforms to the requirements of this subdivision. Any use, arrangement, or construction at variance with that authorized by permit shall be deemed a violation of this subdivision and shall be punishable as provided in this subdivision.

(C) *Variances.* Variances may only be granted in accordance with section 120and Minn. Stats. ch. 462, as applicable. In addition to the criteria established in section 120, the board of adjustment must also determine whether the property is used seasonally or year-round. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest. For existing developments, the application for variance must include documentation, either through existing records or an inspection report by a licensed Minnesota Pollution Control Agency septic inspector, documenting that a complying individual sewage treatment system is present for the intended use of the property. If a variance is issued that will have the effect of allowing additional bedroom on the property, the property owner shall be required, if necessary, to upgrade the noncomplying individual sewage treatment system in conjunction with the issuance of the variance.

If the variance does not have the effect of allowing additional bedrooms, the property owner shall have a maximum of two years to upgrade the noncomplying system.

(D) *Notifications to the department of natural resources.*

(1) Copies of all notices of any public hearings to consider variances, zoning amendments, subdivisions, or conditional uses under local shoreland management controls must be sent to the commissioner or the commissioner's designated representative and postmarked at least ten days before the hearings. Notices of hearings to consider proposed subdivisions/plats must include copies of the subdivision/plat.

(2) A copy of approved amendments and subdivisions/plats, and final decisions granting variances or conditional uses under local shoreland management controls must be sent to the commissioner or the commissioner's designated representative and postmarked within ten days of final action. When a variance is approved after the department of natural resources has formally recommended denial in the hearing record, the notification of the approved variance shall also include the board of adjustment's summary of the public record/testimony and the findings of fact which supported the issuance of the variance.

942 Shoreland Classification System and Land Use Districts; Shoreland Management

(A) *Shoreland classification system.*

(1) The public waters of the city have been classified in subsection (a)(2) of this section consistent with the criteria found Minn. Rules pt. 6120.3300, and the public waters inventory map for the county. In order to guide the wise development and utilization of shorelands of public waters for the preservation of water quality, natural characteristics, economic values and the general health, safety and welfare, certain public waters in the city have been given a shoreland management classification.

(2) These public waters of the city have been classified by the commissioner of natural resources as follows:

	Natural Environment Lakes	DNR I.D. #
a.	Shack Eddy	2-109
b.	Itasca	2-110

	Recreational Development Lakes	DNR I.D. #
a.	Jeglens Marsh	2-111
b.	Peltzer Pond	2-112
c.	Rogers	2-104
d.	Grass (Sunfish)	2-113

	General Development Lakes	DNR I.D. #
a.	Ramsey Terrace Pond	2-114
b.	Magnesium Street Pond	2-116
c.	Industry Avenue Pond South	2-117
d.	Industry Avenue Pond North	2-118

	Tributary Streams	Locations
a.	Trott Brook	Sections 1, 2, 3, 6, 7, 8, 9, 10, T32N, R-25W
b.	Ford Brook	Sections 1 and 2 T32N, R-25W

(3) The shorelands of the city in subsection (a)(2) of this section are designated as a Shoreland Overlay District. The purpose of the Shoreland Overlay District is to provide for the wise utilization of shoreland areas in order to preserve the quality and natural character of these

public waters of the city. Boundaries of the Shoreland Overlay District shall be as defined by *shoreland* in section 105.

(B) *Land use district descriptions.* Within the shoreland area, land use descriptions and allowable uses therein shall be identified in the respective zoning districts established in this chapter.

943 Shoreland Overlay District Development Standards

(A) *Substandard uses.* Any uses of shorelands in existence prior to the date of enactment of this Code which are permitted within the applicable zoning district, but do not meet the minimum lot area, setbacks or other dimensional requirements of this Code are substandard uses. Substandard uses, including substandard sanitary facilities, shall be allowed to continue. However, any structural alteration or addition to a substandard use that will increase the substandard dimensions shall not be allowed.

(B) *Zoning provisions; lot area and width standards.* The following standards shall apply to all shorelands of the public waters listed in Section 942 within the city. Where the requirements of the underlying zoning district as shown on the official Zoning Map are more restrictive than those set forth herein, then the more restrictive standards shall apply. The lot area (in square feet) and lot width standards (in feet) for single, double, triple, and quad unit residential lots created after the date of enactment of the ordinance from which this subdivision is derived for the lake and river/stream classifications are the following:

(1) *Unsewered lakes.*

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Natural Environment:				
Single	80,000	200	80,000	200
Double	120,000	300	160,000	400
Triple	160,000	400	240,000	600
Quad	200,000	500	320,000	800
Recreational Development:				
Single	40,000	150	40,000	150
Double	80,000	225	80,000	265
Triple	120,000	300	120,000	375
Quad	160,000	375	160,000	490
General Development:				
Single	20,000	100	40,000	150
Double	40,000	180	80,000	265
Triple	60,000	260	120,000	375
Quad	80,000	340	160,000	490

(2) *Sewered lakes.*

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Natural Environment:				
Single	40,000	125	20,000	125
Double	70,000	225	35,000	220
Triple	100,000	325	52,000	315
Quad	130,000	425	65,000	410
Recreational Development:				
Single	20,000	75	15,000	75

Double	35,000	135	26,000	135
Triple	50,000	195	38,000	190
Quad	65,000	255	49,000	245
General Development:				
Single	15,000	75	10,800	75
Double	26,000	135	17,500	135
Triple	38,000	195	25,000	190
Quad	49,000	255	32,500	245

(3) *Stream lot width standards.* There is no minimum lot size requirements for streams. The minimum lot width standards for single-, double-, triple- and four-unit residential developments for the stream classifications are:

	Tributary	
	No Sewer	Sewer
Single	100	75
Double	150	115
Triple	200	150
Quad	250	190

(4) *Additional special provisions.*

a. Residential subdivisions with dwelling unit densities exceeding those in the tables in subsections (e)(2) and (3) of this section can only be allowed if designed and approved as residential planned unit developments under section 944. Only land above the ordinary high water level of public waters can be used to meet lot area standards, and lot width standards must be met at both the ordinary high water level and at the building line. The sewer lot area dimensions in subsection (e)(2) of this section can only be used if publicly owned sewer system service is available to the property.

b. Subdivisions of double, triple, and quad unit buildings on natural environment lakes must also meet the following standards:

1. Each building must be set back at least 200 feet from the ordinary high water level;
2. Each building must have common sewage treatment and water systems in one location and serve all dwelling units in the building;
3. Watercraft docking facilities for each lot must be centralized in one location and serve all dwelling units in the building; and
4. No more than 25 percent of a lake's shoreline can be in duplex, triplex, or quad developments.

c. Accessory Dwelling Units (ADU). One ADU may be allowed provided the following standards are met:

1. Where otherwise allowed by the underlying zoning district, an accessory dwelling unit (ADU) must not cover more than 700 square feet of land surface and must not exceed 15 feet in height; and
2. An accessory dwelling unit must be located or designed to reduce its visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions.
3. Lot Area and Dimensions. The minimum lot area (square feet) required for an accessory dwelling unit is determined by lake classification (riparian/ nonriparian):
   i. For NE Lakes the minimum area must be 70,000/35,000.
   ii. For RD lakes the minimum area must be 35,000/26,000.
   iii. For GD lakes the minimum area must be 26,000/17,500.

iv. For Tributary Streams, a 115-foot lot width is needed (no minimum area for rivers/streams).

d. Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots within subdivisions are permissible and must meet or exceed the following standards:

1. They must meet the width and size requirements for residential lots, and be suitable for the intended uses of controlled access lots;
2. If docking, mooring, or over-water storage of more than six watercraft is to be allowed at a controlled access lot, then the width of the lot (keeping the same lot depth) must be increased by the percent of the requirements for riparian residential lots for each watercraft beyond six, consistent with the following table:

Controlled Access Lot Frontage Requirements	
Ratio of lake size to shore length (acres/mile)	*Required increase in frontage (percent)*
Less than 100	25
100—200	20
201—300	15
301—400	10
Greater than 400	5

3. They must be jointly owned by all purchasers of lots in the subdivision or by all purchasers of nonriparian lots in the subdivision who are provided riparian access rights on the access lot; and
4. Covenants or other equally effective legal instruments must be developed that specify which lot owners have authority to use the access lot and what activities are allowed. The activities may include watercraft launching, loading, storage, beaching, mooring, or docking. They must also include other outdoor recreational activities that do not significantly conflict with general public use of the public water or the enjoyment of normal property rights by adjacent property owners. Examples of the non-significant conflict activities include swimming, sunbathing, or picnicking. The covenants must limit the total number of vehicles allowed to be parked and the total number of watercraft allowed to be continuously moored, docked, or stored over water, and must require centralization of all common facilities and activities in the most suitable locations on the lot to minimize topographic and vegetation alterations. They must also require all parking areas, storage buildings, and other facilities to be screened by vegetation or topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

(C) *Placement, design, and height of structures.*

(1) *Placement of structures on lots.* When more than one setback applies to a site, structures and facilities must be located to meet all setbacks. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the adjoining setbacks from the ordinary high water level, provided the proposed building site is not located in a shore impact zone or in a bluff impact zone. Structures shall be located as follows:

a. *Structure and on-site sewage system setbacks (in feet) from ordinary high water level*.*

Classes of Public Waters	Structures		Setbacks*
	Unsewered	Sewered	Sewage Treatment System
Lakes			

Natural environment	150	150	150
Recreational development	100	75	75
General development	75	50	50
Tributary streams	100	50	75

**One water-oriented accessory structure designed in accordance with subsection (2)b. of this section may be set back a minimum distance of ten feet from the ordinary high water level.*

b. *Additional structure setbacks.* The following additional structure setbacks apply, regardless of the classification of the water body:

Setback From:	Setback (in feet)
Top of bluff	30
Unplatted cemetery	50
Right-of-way line of federal, state, or county highway	50
Right-of-way line of town road, public street, or other roads or streets not classified	20

c. *Bluff impact zones.* Structures and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.

d. *Uses without water-oriented needs.* Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

(2) *Design criteria for structures.*

a. *High water elevations.* Structures must be placed in accordance with any floodplain regulations applicable to the site. Where these controls do not exist, the elevation to which the lowest floor, including basement, is placed or floodproofed must be determined as follows:

1. For lakes, by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher;
2. For rivers and streams, by placing the lowest floor at least three feet above the flood of record, if data are available. If data are not available, by placing the lowest floor at least three feet above the ordinary high water level, or by conducting a technical evaluation to determine effects of proposed construction upon flood stages and flood flows and to establish a flood protection elevation. Under all three approaches, technical evaluations must be done by a qualified engineer or hydrologist consistent with Minn. Rules pts. 6120.5000—6120.6200 governing the management of floodplain areas. If more than one approach is used, the highest flood protection elevation determined must be used for placing structures and other facilities; and
3. Water-oriented accessory structures may have the lowest floor placed lower than the elevation determined in this item if the structure is constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.

b. *Water-oriented accessory structures.* Each lot may have one water-oriented accessory structure not meeting the normal structure setback in this subdivision if this water-oriented accessory structure complies with the following provisions:

1. The structure or facility must not exceed ten feet in height, exclusive of safety rails, and cannot occupy an area greater than 250 square feet. Detached decks must not exceed eight feet above grade at any point;
2. The setback of the structure or facility from the ordinary high water level must be at least ten feet;
3. The structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
4. The roof may be used as a deck with safety rails, but must not be enclosed or used as a storage area;
5. The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities; and
6. As an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline.

c. *Stairways, lifts, and landings.* Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas. Stairways and lifts must meet the following design requirements:
1. Stairways and lifts must not exceed four feet in width on residential lots. Wider stairways may be used for commercial properties, public open-space recreational properties, and planned unit developments;
2. Landings for stairways and lifts on residential lots must not exceed 32 square feet in area. Landings larger than 32 square feet may be used for commercial properties, public open-space recreational properties, and planned unit developments;
3. Canopies or roofs are not allowed on stairways, lifts, or landings;
4. Stairways, lifts, and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion;
5. Stairways, lifts, and landings must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions, whenever practical; and
6. Facilities such as ramps, lifts, or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, provided that the dimensional and performance standards of the items in subsections (f)(2)c.1 to 5 of this section are complied with in addition to the requirements of Minn. Rules ch. 1340.

d. *Significant historic sites.* No structure may be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.

e. *Steep slopes.* The city engineer must evaluate possible soil erosion impacts and development visibility from public waters before issuing a permit for construction of sewage treatment systems, roads, driveways, structures, or other improvements on steep slopes. When determined necessary, conditions must be attached to issued permits to prevent erosion and to preserve existing vegetation screening of structures, vehicles, and other facilities as viewed from the surface of public waters, assuming summer, leaf-on vegetation.

(3) *Height of structures.* All structures in residential districts, except churches and nonresidential agricultural structures, must not exceed 35 feet in height.

(D) *Shoreland alterations.* Alterations of vegetation and topography will be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat.

(1) *Vegetation alterations.*

a. Vegetation alteration necessary for the construction of structures and sewage treatment systems and the construction of roads and parking areas regulated by this subdivision are exempt from the vegetation alteration standards that follow.

b. Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in this subdivision is allowed subject to the following standards:

1. Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed. Intensive vegetation clearing for forest land conversion to another use outside of these areas is allowable as a conditional use if an erosion control and sedimentation plan is developed and approved by the soil and water conservation district in which the property is located.

2. In shore and bluff impact zones and on steep slopes, limited clearing of trees and shrubs and cutting, pruning, and trimming of trees is allowed to provide a view to the water from the principal dwelling site and to accommodate the placement of stairways and landings, picnic areas, access paths, livestock watering areas, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:

(i) The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, is not substantially reduced;

(ii) Along rivers, existing shading of water surfaces is preserved; and

(iii) The provisions of this subsection (g)(1) of this section are not applicable to the removal of trees, limbs, or branches that are dead, diseased, or pose safety hazards.

(2) *Topographic alterations/grading and filling.*

a. Grading and filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways under validly issued construction permits for these facilities do not require the issuance of a separate grading and filling permit. However, the grading and filling standards in this subdivision must be incorporated into the issuance of permits for construction of structures, sewage treatment systems, and driveways.

b. Public roads and parking areas are regulated by this subdivision.

c. Notwithstanding subsections (D)(2)a and b of this section, a grading and filling permit will be required for:

1. The movement of more than ten cubic yards of material on steep slopes or within shore or bluff impact zones; and

2. The movement of more than 50 cubic yards of material outside of steep slopes and shore and bluff impact zones.

d. The following considerations and conditions must be adhered to during the issuance of construction permits, grading and filling permits, conditional use permits, variances and subdivision approvals:

1. Grading or filling in any type 2, 3, 4, 5, 6, 7, or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland. This evaluation must also include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the state department of natural resources, or the United States Army Corps of Engineers. The applicant will be so advised.

(i) Sediment and pollutant trapping and retention;

(ii) Storage of surface runoff to prevent or reduce flood damage;

(iii) Fish and wildlife habitat;

(iv) Recreational use;

(v) Shoreline or bank stabilization; and

(vi) Noteworthiness, including special qualities such as historic significance, critical habitat for endangered plants and animals, or others.

2. Alterations must be designed and conducted in a manner that ensures only the smallest amount of bare ground is exposed for the shortest time possible;
3. Mulches or similar materials must be used, where necessary, for temporary bare soil coverage, and a permanent vegetation cover must be established as soon as possible;
4. Methods to minimize soil erosion and to trap sediments before they reach any surface water feature must be used;
5. Altered areas must be stabilized to acceptable erosion control standards consistent with the field office technical guides of the local soil and water conservation districts and the United States Soil Conservation Service;
6. Fill or excavated material must not be placed in a manner that creates an unstable slope;
7. Plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30 percent or greater;
8. Fill or excavated material must not be placed in bluff impact zones;
9. Any alterations below the ordinary high water level of public waters must first be authorized by the commissioner under Minn. Stats. § 103G.245;
10. Alterations of topography must only be allowed if they are accessory to permitted or conditional uses and do not adversely affect adjacent or nearby properties; and
11. Placement of natural rock rip-rap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed three feet horizontal to one foot vertical, the landward extent of the rip-rap is within ten feet of the ordinary high water level, and the height of the rip-rap above the ordinary high water level does not exceed three feet.

e. Connections to public waters. Excavations where the intended purpose is connection to a public water, such as boat slips, canals, lagoons, and harbors, must be controlled by local shoreland controls. Permission for excavations may be given only after the commissioner has approved the proposed connection to public waters.

(3) *Placement and design of roads, driveways, and parking areas.*

a. Public and private roads and parking areas must be designed to take advantage of natural vegetation and topography to achieve maximum screening from view from public waters. Documentation must be provided by a qualified individual that all roads and parking areas are designed and constructed to minimize and control erosion to public waters consistent with the field office technical guides of the local soil and water conservation district, or other applicable technical materials.

b. Roads, driveways, and parking areas must meet structure setbacks and must not be placed within bluff and shore impact zones, when other reasonable and feasible placement alternatives exist. If no alternatives exist, they may be placed within these areas, and must be designed to minimize adverse impacts.

c. Public and private watercraft access ramps, approach roads, and access-related parking areas may be placed within shore impact zones provided the vegetative screening and erosion control conditions of this section are met. For private facilities, the grading and filling provisions of subsection (g)(2) of this section must be met.

(4) *Stormwater management.* The following general and specific standards shall apply:

a. *General standards:*

1. When possible, existing natural drainageways, wetlands, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.

2. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.
3. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used. Preference must be given to designs using surface drainage, vegetation, and infiltration rather than buried pipes and manmade materials and facilities.

b. *Specific standards:*
1. Impervious surface coverage of lots must not exceed 25 percent of the lot area.
2. When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation districts.
3. New constructed stormwater outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.

(5) *Special provisions for commercial, industrial, public/semipublic, agricultural, forestry and extractive uses and mining of metallic minerals and peat.*

a. *Standards for commercial, industrial, public, and semipublic uses.*
1. Surface water-oriented commercial uses and industrial, public, or semipublic uses with similar needs to have access to and use of public waters may be located on parcels or lots with frontage on public waters. Those uses with water-oriented needs must meet the following standards:
(i) In addition to meeting impervious coverage limits, setbacks, and other zoning standards in this subdivision, the uses must be designed to incorporate topographic and vegetative screening of parking areas and structures;
(ii) Uses that require short-term watercraft mooring for patrons must centralize these facilities and design them to avoid obstructions of navigation and to be the minimum size necessary to meet the need; and
(iii) Uses that depend on patrons arriving by watercraft may use signs and lighting to convey needed information to the public, subject to the following general standards:
A. No advertising signs or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the county sheriff;
B. Signs may be placed, when necessary, within the shore impact zone if they are designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of goods or services available. The signs must not contain other detailed information such as product brands and prices, must not be located higher than ten feet above the ground, and must not exceed 32 square feet in size. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination out across public waters; and
C. Other outside lighting may be located within the shore impact zone or over public waters if it is used primarily to illuminate potential safety hazards and is shielded or otherwise directed to prevent direct

illumination out across public waters. This does not preclude use of navigational lights.

2. Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

b. *Agriculture use standards.*

1. General cultivation farming, grazing, nurseries, horticulture, truck farming, sod farming, and wild crop harvesting are permitted uses if steep slopes and shore and bluff impact zones are maintained in permanent vegetation or operated under an approved conservation plan (Resource Management Systems) consistent with the field office technical guides of the local soil and water conservation districts or the United States Soil Conservation Service, as provided by a qualified individual or agency. The shore impact zone for parcels with permitted agricultural land uses is equal to a line parallel to and 50 feet from the ordinary high water level.
2. Animal feedlots are not permitted in the Shoreland Overlay.

c. *Forest management standards.* The harvesting of timber and associated reforestation must be conducted consistent with the provisions of the Minnesota Nonpoint Source Pollution Assessment-Forestry and the provisions of Water Quality in Forest Management "Best Management Practices in Minnesota."

d. *Extractive use standards.*

1. *Site development and restoration plan.* An extractive use site development and restoration plan must be developed, approved, and followed over the course of operation of the site. The plan must address dust, noise, possible pollutant discharges, hours and duration of operation, and anticipated vegetation and topographic alterations. It must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion, and must clearly explain how the site will be rehabilitated after extractive activities end.
2. *Setbacks for processing machinery.* Processing machinery must be located consistent with setback standards for structures from ordinary high water levels of public waters and from bluffs.

e. *Mining of metallic minerals and peat.* Mining of metallic minerals and peat, as defined in Minn. Stats. §§ 93.44—93.51, shall be a permitted use provided the provisions of Minn. Stats. §§ 93.44—93.51, are satisfied.

(6) *Conditional uses.* Conditional uses allowable within shoreland areas shall be subject to the review and approval procedures, and criteria and conditions for review of conditional uses established communitywide. The following additional evaluation criteria and conditions apply within shoreland areas:

a. *Evaluation criteria.* A thorough evaluation of the waterbody and the topographic, vegetation, and soils conditions on the site must be made to ensure:

1. The prevention of soil erosion or other possible pollution of public waters, both during and after construction;
2. The visibility of structures and other facilities as viewed from public waters is limited;
3. The site is adequate for water supply and on-site sewage treatment; and
4. The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.

b. *Conditions attached to conditional use permits.* The city council, upon consideration of the criteria listed in subsection (g)(6)a of this section and the purposes of this subdivision, shall attach such conditions to the issuance of the conditional use permits as it deems

necessary to fulfill the purposes of this subdivision. Such conditions may include, but are not limited to, the following:

1. Increased setbacks from the ordinary high water level;
2. Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted; and
3. Special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.

(7) *Water supply and sewage treatment.*

a. *Water supply.* Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the state department of health and the state pollution control agency.

b. *Sewage treatment.* Any premises used for human occupancy must be provided with an adequate method of sewage treatment, as follows:

1. Publicly owned sewer systems must be used where available.
2. All private sewage treatment systems must meet or exceed the Minn. Rules. ch. 7080, a copy of which is adopted by reference and declared to be a part of this subdivision.
3. On-site sewage treatment systems must be set back from the ordinary high water level in accordance with the setbacks contained in this subdivision.
4. All proposed sites for individual sewage treatment systems shall be evaluated in accordance with the criteria in subsections (g)(7)b.4(i) through (iv) of this section. If the determination of a site's suitability cannot be made with publicly available, existing information, it shall then be the responsibility of the applicant to provide sufficient soil borings and percolation tests from on-site field investigations. Evaluation criteria:
   (i) Depth to the highest known or calculated groundwater table or bedrock;
   (ii) Soil conditions, properties, and permeability;
   (iii) Slope;
   (iv) The existence of lowlands, local surface depressions, and rock outcrops.
5. Nonconforming sewage treatment systems shall be regulated and upgraded in accordance with section 945

944 Shoreland Overlay PUDs

(A) *Types of PUDs permissible.* Planned unit developments (PUDs) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. The land use districts in which they are an allowable use are identified in the land use district descriptions in this subdivision and the official zoning map.

(B) *Processing of PUDs.* Planned unit developments must be processed as a conditional use, except that an expansion to an existing commercial PUD involving six or less new dwelling units or sites since the adoption date of the ordinance from which this subdivision is derived is permissible as a permitted use provided the total project density does not exceed the allowable densities calculated in the project density evaluation procedures. Approval cannot occur until the environmental review process (EAW/EIS) is complete.

(C) *Application for a PUD.* The applicant for a PUD must submit the following documents prior to final action being taken on the application request:

(1) A site plan and/or plat for the project showing locations of property boundaries, surface water features, existing and proposed structures and other facilities, land alterations, sewage treatment and water supply systems (where public systems will not be provided), and topographic contours at ten-foot intervals or less. When a PUD is a combined commercial and residential development, the site plan and/or plat must indicate and distinguish which buildings and portions of the project are residential, commercial, or a combination of the two.

(2) A property owners association agreement (for residential PUDs) with mandatory membership, and all in accordance with the requirements of this subdivision.

(3) Deed restrictions, covenants, permanent easements or other instruments that:

a. Properly address future vegetative and topographic alterations, construction of additional buildings, beaching of watercraft, and construction of commercial buildings in residential PUDs; and

b. Ensure the long-term preservation and maintenance of open space in accordance with the criteria and analysis specified in this subdivision.

(4) When necessary, a master plan/drawing describing the project and the floor plan for all commercial structures to be occupied.

(5) Those additional documents as requested by the city that are necessary to explain how the PUD will be designed and will function.

(D) *Site "suitable area" evaluation.* Proposed new or expansions to existing planned unit developments must be evaluated using the following procedures and standards to determine the suitable area for the dwelling unit/dwelling site density evaluation.

(1) The project parcel must be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals, proceeding landward:

	Shoreland Tier Dimensions	
	Unsewered (feet)	Sewered (feet)
General development lakes—first tier	200	200
General development lakes—second and additional tiers	267	200
Recreational development lakes	267	267
Natural environment lakes	400	320
All river classes	300	300

(2) The suitable area within each tier is next calculated by excluding from the tier area all wetlands, bluffs, or land below the ordinary high water level of public waters. This suitable area and the proposed project are then subjected to either the residential or commercial planned unit development density evaluation steps to arrive at an allowable number of dwelling units or sites.

(E) *Residential and commercial PUD density evaluation.* The procedures for determining the base density of a PUD and density increase multipliers are as follows. Allowable densities may be transferred from any tier to any other tier further from the waterbody, but must not be transferred to any other tier closer.

(1) *Residential PUD base density evaluation.* The suitable area within each tier is divided by the single residential lot size standard for lakes or, for rivers, the single residential lot width standard times the tier depth, unless the local unit of government has specified an alternative minimum lot size for rivers which shall then be used to yield a base density of dwelling units or sites for each tier. Proposed locations and numbers of dwelling units or sites for the residential planned unit developments are then compared with the tier, density, suitability analysis, and the design criteria contained herein.

(2) *Commercial PUD base density evaluation.*

a. Determine the average inside living area size of dwelling units or sites within each tier, including both existing and proposed units and sites. Computation of inside living area sizes need not include decks, patios, stoops, steps, garages, or porches and basements, unless they are habitable space.

b. Select the appropriate floor area ratio from the following table:

Commercial Planned Unit Development
Floor Area Ratios*; Public waters classes

*Average unit floor area (sq. ft.)	Sewered general development lakes; first tier on unsewered general development lakes; tributary river segments	Second and additional tiers on unsewered general development lakes; recreational development lakes	Natural environment lakes
200	.040	.020	.010
300	.048	.024	.012
400	.056	.028	.014
500	.065	.032	.016
600	.072	.038	.019
700	.082	.042	.021
800	.091	.046	.023
900	.099	.050	.025
1,000	.108	.054	.027
1,100	.116	.058	.029
1,200	.125	.064	.032
1,300	.133	.068	.034
1,400	.142	.072	.036
1,500	.150	.075	.038

**For average unit floor areas less than shown, use the floor area ratios listed for 200 square feet. For areas greater than shown, use the ratios listed for 1,500 square feet. For recreational camping areas, use the ratios listed at 400 square feet. Manufactured home sites in recreational camping areas shall use a ratio equal to the size of the manufactured home, or if unknown, the ratio listed for 1,000 square feet.*

c. Multiply the suitable area within each tier by the floor area ratio to yield total floor area for each tier allowed to be used for dwelling units or sites.
d. Divide the total floor area by tier computed in subsection (e)(2)c of this section by the average inside living area size determined in subsection (e)(2)a of this section. This yields a base number of dwelling units and sites for each tier.
e. Proposed locations and numbers of dwelling units or sites for the commercial planned unit development are then compared with the tier, density and suitability analyses herein and the design criteria.

(3) *Density increase multipliers.*

a. Increases to the dwelling unit or dwelling site base densities previously determined are allowable if the dimensional standards are met or exceeded and the design criteria are satisfied. The allowable density increases in subsection (e)(3)b of this section will only be allowed if structure setbacks from the ordinary high water level are increased to at least 50 percent greater than the minimum setback, or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or additional means acceptable to the local unit of government and the setback is at least 25 percent greater than the minimum setback.
b. Allowable dwelling unit or dwelling site density increases for residential or commercial planned unit developments:

Density Evaluation Tiers	Maximum Density Increase Within Each Tier (percent)
First	50
Second	100
Third	200
Fourth	200
Fifth	200

(4) *Maintenance and design criteria.*

a. *Maintenance and administration requirements.*

1. Before final approval of a planned unit development, adequate provisions must be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.
2. Open space preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. The instruments must include all of the following protections:
   (i) Commercial uses prohibited (for residential PUDs);
   (ii) Vegetation and topographic alterations other than routine maintenance prohibited;
   (iii) Construction of additional buildings or storage of vehicles and other materials prohibited; and
   (iv) Uncontrolled beaching of watercraft prohibited.
3. Development organization and functioning. Unless an equally effective alternative community framework is established, when applicable, all residential planned unit developments must use an owners association with the following features:
   (i) Membership must be mandatory for each dwelling unit or site purchaser and any successive purchasers;
   (ii) Each member must pay a pro rata share of the association's expenses, and unpaid assessments can become liens on units or sites;
   (iii) Assessments must be adjustable to accommodate changing conditions; and
   (iv) The association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.

b. *Open space requirements.* Planned unit developments must contain open space meeting all of the following criteria:

1. At least 50 percent of the total project area must be preserved as open space;
2. Dwelling units or sites, road rights-of-way, or land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space;
3. Open space must include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries;
4. Open space may include outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites, and by the general public;
5. Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems;
6. Open space must not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities;

7. The appearance of open space areas, including topography, vegetation, and allowable uses, must be preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means; and
8. The shore impact zone, based on normal structure setbacks, must be included as open space. For residential PUDs, at least 50 percent of the shore impact zone area of existing developments or at least 70 percent of the shore impact zone area of new developments must be preserved in its natural or existing state. For commercial PUDs, at least 50 percent of the shore impact zone must be preserved in its natural state.

c. *Erosion control and stormwater management.* Erosion control and stormwater management plans must be developed and the PUD must:
1. Be designed, and the construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This must be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques must be used to minimize erosion impacts on surface water features. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant; and
2. Be designed and constructed to effectively manage reasonably expected quantities and qualities of stormwater runoff. Impervious surface coverage within any tier must not exceed 25 percent of the tier area, except that for commercial PUDs 35 percent impervious surface coverage may be allowed in the first tier of general development lakes with an approved stormwater management plan and consistency with this subdivision.

d. *Centralization and design of facilities.* Centralization and design of facilities and structures must be done according to the following standards:
1. Planned unit developments must be connected to publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be centralized and designed and installed to meet or exceed applicable standards or rules of the state department of health and this subdivision. On-site sewage treatment systems must be located on the most suitable areas of the development, and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system;
2. Dwelling units or sites must be clustered into one or more groups and located on suitable areas of the development. They must be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. Setbacks from the ordinary high water level must be increased in accordance with this subdivision for developments with density increases;
3. Shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps, must be centralized and located in areas suitable for them. Evaluation of suitability must include consideration of land slope, water depth, vegetation, soils, depth to groundwater and bedrock, or other relevant factors. The number of spaces provided for continuous beaching, mooring, or docking of watercraft must not exceed one for each allowable dwelling unit or site in the first tier (notwithstanding existing mooring sites in an existing commercially used harbor). Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers;

4. Structures, parking areas, and other facilities must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government, assuming summer, leaf-on conditions. Vegetative and topographic screening must be preserved, if existing, or may be required to be provided;
5. Accessory structures and facilities, except water oriented accessory structures, must meet the required principal structure setback and must be centralized; and
6. Water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in this subdivision and are centralized.

(5) *Conversions.* Local governments may allow existing resorts or other land uses and facilities to be converted to residential planned unit developments if all of the following standards are met:

a. Proposed conversions must be initially evaluated using the same procedures for residential planned unit developments involving all new construction. Inconsistencies between existing features of the development and these standards must be identified.

b. Deficiencies involving water supply and sewage treatment, structure color, impervious coverage, open space, and shore recreation facilities must be corrected as part of the conversion or as specified in the conditional use permit.

c. Shore and bluff impact zone deficiencies must be evaluated and reasonable improvements made as part of the conversion. These improvements must include, where applicable, the following:

1. Removal of extraneous buildings, docks, or other facilities that no longer need to be located in shore or bluff impact zones;
2. Remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water; and
3. If existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alterations. The conditions must also provide for future relocation of dwelling units, where feasible, to other locations, meeting all setback and elevation requirements when they are rebuilt or replaced.

d. Existing dwelling unit or dwelling site densities that exceed standards may be allowed to continue but must not be allowed to be increased, either at the time of conversion or in the future. Efforts must be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralizing shore recreation facilities, installing new sewage treatment systems, or other means.

945 Shoreland Overlay District Nonconformities

All legally established nonconformities as of the date of the ordinance from which this subdivision is derived may continue, but they will be managed according to applicable state statutes and other regulations of this community for the subjects of alterations and additions, repair after damage, discontinuance of use, and intensification of use; except that the following standards will also apply in shoreland areas:

(A) *Construction on nonconforming lots of record.*

(1) Lots of record in the office of the county recorder on the date of enactment of local shoreland controls that do not meet the requirements of this subdivision may be allowed as building sites without variances from lot size requirements provided the use is permitted in the zoning district, the lot has been in separate ownership from abutting lands at all times since it became substandard, was created compliant with official controls in effect at the time, and sewage treatment and setback requirements of this subdivision are met.

(2) A variance from setback requirements must be obtained before any use, sewage treatment system, or building permit is issued for a lot. In evaluating the variance, the Planning Commission shall consider sewage treatment and water supply capabilities or constraints of the lot and shall deny the variance if adequate facilities cannot be provided.

(3) If, in a group of two or more contiguous lots under the same ownership, any individual lot does not meet the requirements of this subdivision, the lot must not be considered as a separate parcel of land for the purposes of sale or development. The lot must be combined with the one or more contiguous lots so they equal one or more parcels of land, each meeting the requirements of this subdivision as much as possible.

(B) *Additions/expansions to nonconforming structures.*

(1) All additions or expansions to the outside dimensions of an existing nonconforming structure must meet the setback, height, and other requirements of this subdivision. Any deviation from these requirements must be authorized by a variance.

(2) Deck additions may be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:

a. The structure existed on the date the structure setbacks were established;

b. A thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water level setback of the structure;

c. The deck encroachment toward the ordinary high water level does not exceed 15 percent of the existing setback of the structure from the ordinary high water level or does not encroach closer than 30 feet, whichever is more restrictive; and

d. The deck is constructed primarily of wood, and is not roofed or screened.

(C) *Noncomplying sewage treatment systems.*

(1) A sewage treatment system not meeting the requirements of chapter 113, article II must be upgraded, at a minimum, at any time a variance of any type is required for any improvement on, or use of, the property. For the purposes of this provision, a sewage treatment system shall not be considered nonconforming if the only deficiency is the sewage treatment system's improper setback from the ordinary high water level.

(2) The city has adopted the following by reference: Minn. Rules pts. 7080.0020, 7080.0060, 7080.0065, 7080.0110, 7080.0120, 7080.0125, 7080.0150, 7080.0160, 7080.0170, 7080.0175 7080.0176, being the sections containing the technical standards and criteria contained in the "Individual Sewage Treatment Systems Program." The city currently requires and monitors septic system pumping permits that indicate the status of each system. The city will require upgrading or replacement of any nonconforming system within a reasonable period of time, which will not exceed two years following issuance of written notification from the city to the property owner of said nonconforming system. Sewage systems installed according to all applicable local shoreland management standards adopted under Minn. Stats. §§ 103F.201—103F.221 in effect at the time of installation may be considered as conforming unless they are determined to be failing, except that systems using cesspools, leaching pits, seepage pits, or other deep disposal methods, or systems with less soil treatment area separation above groundwater than required by Minn. Rules ch. 7080 for design of on-site sewage treatment systems, shall be considered nonconforming.

946-949 Reserved.

950 Scenic River Protection Overlay District

The purpose of this subdivision is to control bluff land and river land development in order to protect and preserve the outstanding scenic, recreational, natural, historical, and scenic values of the Rum River in Ramsey, Minnesota, in a manner consistent with Minn. Stats. §§ 103F.301—103F.345.84, Minn. Rules pts. 6105.0010—6105.0250, 6105.1400—6105.1500.

951 Scope and Interpretation

(A) The provisions of this subdivision shall apply within the designated Scenic River Land Use District of the Rum River in accordance with the property descriptions contained in Minn. Rules pt. 6105.1400.

(B) In their interpretation and application, the provisions of this subdivision shall be held to be minimum requirements, and shall not be deemed a limitation or repeal of any powers or rights granted by Minnesota Statutes.

(C) It is not intended by this subdivision to repeal, abrogate, or impair any existing easement, covenants, deed restrictions, or land use controls. Where this subdivision imposes greater restrictions, the provisions of this subdivision shall prevail.

(D) Compliance. The use of any land within the Scenic River Land Use District; the size and shape of lots; the use and location of structures on lots; the installation and maintenance of water supply and waste disposal facilities; the filling, grading, lagooning, or dredging of any river area; the cutting of vegetation or alteration of the natural topography within the district; and the subdivision of land shall be in full compliance with the terms of this subdivision and other applicable regulations. Permits from the zoning authority are required by this Code, for the construction of buildings, public or private water supply and sewage treatment systems, the grading and filling of the natural topography, and erection of signs within the Scenic River Land Use District of the Rum River.

952 District Application

(A) The Scenic River Land Use District of the Rum River, within the city, is divided into two areas along the line between the North and South half of Section 19, Township 32, Range 24. South of that line shall be classified as an urban district; and north of that line shall be classified as a rural district.

(B) The Scenic River Land Use District shall be shown on the official zoning map, as shall the urban and rural area portions of the district contained therein.

(C) The provisions of Minn. Rules pts. 6105.0010—6105.0250 shall apply within the Scenic River Land Use District, as specified in the Minn. Rules pts. 6105.1400—6105.1500. Where the provisions of this Code are in conflict with Minn. Rules pts. 6105.1400—6105.1500, the provisions of Minn. Rules pts. 6105.1400—6105.1500 shall apply. Copies of Minn. Rules pts. 6105.0010—6105.0250 and 6105.1400—6105.1500 shall be kept on file in the office of the administrator.

953 Scenic River Protection Overlay District Uses

(A) *Urban area.* The urban area of the Scenic River Land Use District is designated the Urban Area Overlay District.

(1) Permitted uses are all permitted uses allowed and regulated by the applicable zoning district underlying the urban area overlay district, as indicated on the official zoning map of the city, except that public roads, utility crossings, and all private and commercial recreation uses shall be conditional uses.

(2) Conditional uses are all conditional uses and applicable attached conditions allowed and regulated by the applicable zoning district underlying the urban area overlay district, as indicated on the official zoning map of the city.

(B) *Rural areas.* The uses allowed within the rural area of the Rum River Scenic Land Use District shall be those prescribed for a Scenic River Minn. Rules pt. 6105.0100 as follows:

	Scenic River	
(1)	Governmental campgrounds, subject to management plan specifications and the provisions of section 959. *	P*
(2)	Private campgrounds, subject to management plan specifications and the provisions of section 959.	C**
(3)	Public accesses, road access type with boat launching facilities subject to management plan specifications and the provisions of section 959.	P
(4)	Public accesses, trail access type, subject to management plan specifications and the provisions of section 959.	P
(5)	Temporary docks.	C
(6)	Other governmental open space recreational uses, subject to management plan specifications and the provisions of section 959.	P

(7)	Other private open space recreational uses, subject to management plan specifications and the provisions of section 959.	C
(8)	Agricultural uses.	P
(9)	Single-family residential uses.	P
(10)	Forestry uses.	P
(11)	Essential services.	P
(12)	Sewage disposal systems.	P
(13)	Private roads and minor public streets.	P
(14)	Signs approved by federal, state, or local government which are necessary for public health and safety and signs indicating areas that are available or not available for public use.	P
(15)	Signs not visible from the river that are not specified in section 951(E).	P
(16)	Governmental resource management for improving fish and wildlife habitat; wildlife management areas; nature areas; accessory roads.	P
(17)	Underground mining that does not involve surface excavation in the Land Use District.	C
(18)	Utility transmission power lines and pipelines, subject to the provisions of section 958(C).	C
(19)	Public roads, subject to the provisions in section 958(D).	C

P* means permitted use
C** means conditional use

954 District Provisions

(A) The following chart sets forth the minimum dimensional requirements of the urban area overlay district:

		Unsewered Area	Sewered Areas Riparian Lots	Sewered Areas Non-Riparian Lots
(1)	Lot size (in square feet)	43,560	20,000	12.150
(2)	Lot width at building line and ordinary high water level	150'	90'	90'
(3)	Building setback from ordinary high water level	100'	75'	75'
(4)	Building setback from federal, state and county trunk highway rights-of-way	50'	50'	50'
(5)	Building setback from other roads and public street rights-of-way	20'	20'	20'
(6)	On-site sewage treatment system setback from ordinary high water level	75'	NA	NA
(7)	Maximum structure height*	35'	35'	35'
(8)	Maximum total area of all impervious surfaces on each lot**	30%	30%	30%
(9)	Minimum road parking area setback from ordinary high water level	***50'	50'	50'
(10)	Controlled vegetative cutting area measured from the ordinary high water level	100'	75'	75'

*Does not apply to buildings used primarily for agricultural purposes.
**Includes all structures, surfaced roads, parking lots, and other impervious areas.
***Where practical and feasible, all roads and parking areas shall meet the setback requirements established for structures in subsection (9) of this section.

(B) The following chart sets forth the minimum dimensional requirements for the rural district ~~areas~~ of the Rum River Scenic Land Use District:

(1)	Minimum lot size above ordinary high water level	
	Riparian lots	4 acres
	Non-riparian lots	2½ acres
(2)	Lot width at building line	300 feet
(3)	Lot width at ordinary high water level	300 feet
(4)	Building setback from ordinary high water level	150 feet
(5)	Building setback from bluff line	30 feet
(6)	On-site sewage treatment system setback from ordinary high water level	100 feet
(7)	Maximum structure height*	35 feet
(8)	Controlled vegetative cutting area (see section 958(A))	
	Setback from ordinary high water level	150 feet
	Setback from bluff line	30 feet

*This requirement shall not apply to buildings used primarily for agricultural uses.

(C) Trott Brook is a designated tributary of the Rum River and the following setbacks shall also apply:
(1) Building setback from the OHW level of Trott Brook: 100 feet.
(2) On-site sewage treatment system setback from OHW level of Trott Brook: 75 feet.
(3) Controlled vegetative cutting area setback from ordinary high water level of Trott Brook: 100 feet. (See section 958(A).)

955 Sanitary Provisions; Sewage Disposal and Water Supply

(A) Any premises intended for human occupancy must provide for an adequate method of sewage treatment. Public or municipal collection and treatment facilities must be used where available and feasible. Where public or municipal facilities are not available, all on-site individual sewer treatment systems shall conform to the minimum standards and administration procedures set forth in other applicable city regulations and the minimum standards of the Minnesota Pollution Control Agency (Minn. Rules ch. 7080) and section 954.

(B) No person, firm, or corporation shall install, alter, repair, or extend any individual sewer disposal system or private well without first obtaining a permit for such action from the zoning authority for the specific installation, alteration, repair, or extension. Prior to issuance of any such permit, the zoning authority may require that soil boring tests be done on the proposed site to determine whether or not the site is capable of supporting a conforming sewage treatment system.

956 Placement of Structures

(A) Structures proposed within a floodplain area shall be consistent with all floodplain management regulations of the city.

(B) No structure shall be placed on any slope greater than 12 percent (12 feet vertical rise in 100 feet horizontal distance) unless such structures can be screened. Sewage disposal facilities can be installed so as to comply with the sanitary provisions of section 955, and the permit applicant can prove to the zoning authority that any potential erosion or sedimentation problems related to locating such a

structure either do not exist, or that adequate measures will be taken to prevent such problems through special construction methods.

957 Subdivision of Land in Scenic River Overlay District

(A) No land shall be subdivided which is determined by the city, or the commissioner of natural resources, to be unsuitable by reason of flooding, inadequate drainage, soil and rock formations with severe limitations for development, severe erosion potential, unfavorable topography, inadequate water supply or sewage treatment capabilities or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed subdivision or the community. Soil percolation rate tests and soil borings shall be required on each proposed subdivision within the Rum Scenic River Land Use District, to establish the suitability of the land for development. Such testing is required before any final plat may be approved, but may be waived by the zoning administrator when adequate data is already available.

(B) Planned unit or cluster developments may be allowed in the Scenic River Land Use District if preliminary plans are first approved by the commissioner of natural resources and the applicable provisions of Minn. Rules pts. 6105.0010—6105.0250 pertaining to such development are satisfied, and the provisions of this Code are satisfied.

958 Landscape Alterations

(A) *Vegetative cutting.*

(1) The vegetative cutting provisions of this section shall apply to those areas as specified in section 954.

(2) General provisions within designated setback areas:

a. Clear-cutting, except for any authorized public services such as roads and utilities, shall not be permitted.

b. Selective cutting of trees in excess of four inches in diameter at breast height shall be permitted providing cutting is spaced in several cutting operations and a continuous cover is maintained.

c. The cutting provisions of subsections (a)(2)a and b of this section shall not be deemed to prevent:

1. The removal of diseased or insect infested trees or of rotten or damaged trees that present safety hazards.

2. Pruning understory vegetation, shrubs, plants, brushes, grasses, or from harvesting crops, or cutting suppressed trees or trees less than four inches in diameter at breast height.

(3) Clear-cutting. Clear-cutting anywhere within the Scenic River Land Use District of the Rum River is subject to the following standards and criteria:

a. Clear-cutting shall not be used as a cutting method where soil, slope, or other watershed conditions are determined by the zoning authority to be fragile and subject to severe erosion and/or sedimentation.

b. Clear-cutting shall be conducted only where clear-cut blocks, patches or strips are, in all cases, shaped and blended with the natural terrain.

c. The size of clear-cut blocks, patches or strips shall be kept at the minimum necessary.

d. Where feasible, all clear cuts shall be conducted between September 15 and May 15. If natural regeneration will not result in adequate vegetative cover, areas in which clear-cutting is conducted shall be replanted to prevent erosion and to maintain the aesthetic quality of the area. Where feasible, replanting shall be performed in the same spring or the following spring.

(B) *Grading, filling, alterations of the bed of public waters.*

(1) Any grading and filling work done within the Scenic River Land Use District of this section shall require a permit and shall comply with the following:

a. Grading and filling of the natural topography that is not accessory to a permitted or conditional use shall not be permitted in the Scenic River Land Use District.

b. Grading and filling of the natural topography that is accessory to a permitted or conditional use shall not be conducted without a grading and filling permit from the zoning authority. A grading and filling permit may be issued only if the conditions of the following subsections (B)(1)c and d of this section are properly satisfied.

c. Grading and filling of the natural topography which is accessory to a permitted or conditional use shall be performed in a manner which minimizes earthmoving, erosion, tree clearing, and the destruction of natural amenities.

d. Grading and filling in of the natural topography shall also meet the following standards:

1. The smallest amount of bare ground is exposed for as short a time as feasible.
2. Temporary ground cover such as mulch is used and permanent ground cover such as sod, is planted.
3. Methods to prevent erosion and to trap sediment are employed.
4. Fill is stabilized to accepted engineering standards.

(2) Excavation of material from, or filling in a wild, scenic or recreational river, or construction of any permanent structures of navigational obstructions therein is prohibited unless authorized by a permit from the commissioner of DNR pursuant to Minn. Stats. § 103G.245.

(3) Drainage or filling in of wetlands is not allowed within the Scenic River Land Use District designated by this subdivision.

(C) *Utility transmission lines.* All utility transmission crossings of land within the Scenic River Land Use District designated by this subdivision shall require a conditional use permit. The construction of such transmission services shall be subject to the standards and criteria of Minn. Rules pt. 6105.0170. No conditional use permit shall be required for high voltage transmission lines under control of the environmental quality council pursuant to Minn. Stats. § 216E.10.

(D) *Public roads.* In addition to such permits as may be required by Minn. Stats. § 103G.245, a conditional use permit shall be required for any construction or reconstruction of new public roads within the Scenic River Land Use District of this subdivision. Such construction or reconstruction shall be subject to the standards and criteria of Minn. Rules pt. 6105.0200. A conditional use permit is not required for minor public streets that are streets intended to serve primarily as an access to abutting properties. Public roads include township, county, and municipal roads and highways that serve or are designed to serve flows of traffic between communities or other traffic generating areas.

959 Administration

(A) *Organization provisions.*

(1) The provisions of this subdivision shall be administered by the city's zoning authority.

(2) The Planning Commission shall act upon all questions as they arise in the administration of this subdivision, to hear and decide appeals; and to review any order, requirement, decision or determination made by the zoning authority, who is charged with enforcing this subdivision as provided by Minnesota Statutes.

(3) Permit fees and inspection fees as may be established by the annual fee schedule shall be collected by the zoning authority for deposit with the city and credited to the appropriate general fund.

(4) Conditional Use Permits and Planned Unit Developments require a 30-day notice prior to the public hearing to the Department of Natural Resources.

(B) *Substandard lots and uses, nonconforming uses.*

(1) *Substandard lots.*

a. Lots of record in the office of the county recorder on the effective day of enactment of this subdivision that do not meet the dimensional requirements of this Code shall be allowed as building sites; provided that such use is permitted in the land use district; the lot was in separate ownership from abutting lands on the date of enactment of this Code;

and all sanitary and dimensional requirements are complied with to the greatest extent practicable.

b. If in a group of two or more contiguous lots under single ownership any individual lot does not meet the lot width requirements of this Code, such individual lot cannot be considered as a separate parcel of land for purposes of sale or development, but must be combined with adjacent lots under the same ownership so that the combination of lots will equal one or more parcels of land each meeting the lot width requirements of this Code, except that such lots which meet or exceed 60 percent or more of the lot width standards of these regulations may be considered as a separate parcel of land for the purpose of sale or development, if on-site sewage disposal systems can be installed so as to comply with these regulations.

(2) *Nonconforming uses.*

a. *Nonconforming uses.* Uses which are prohibited by this subdivision but which are in existence prior to the effective date of the ordinance from which this subdivision is derived shall be nonconforming uses. Such uses shall not be intensified, enlarged, or expanded beyond the permitted or delineated boundaries of the use or activity as stipulated in most current permit issued prior to the adoption of the ordinance from which this subdivision is derived.

b. *Nonconforming sanitary systems.* All sanitary facilities inconsistent with the performance standards of other applicable local ordinances and the minimum standards of MPCA shall be brought into conformity or discontinued within five years of the date of enactment of the ordinance from which this subdivision is derived or other applicable ordinances.

(3) *Substandard uses.* All uses in existence prior to the effective date of enactment or amendment of the ordinance from which this subdivision is derived which meet the allowable use criteria within the newly established land use district provisions of this subdivision, but do not meet the minimum lot area, setback, or other dimensional requirements of this subdivision are substandard uses. All substandard uses, except for substandard signs, shall be allowed to continue subject to the following conditions and exceptions:

a. Any structural alteration or addition to a substandard use that will increase the substandard dimensions shall not be allowed.

b. Substandard signs shall be gradually eliminated over a period of time not to exceed five years from the date of enactment of the ordinance from which this subdivision is derived.

c. Where a setback pattern from the ordinary high water level already has been established on both sides of a proposed building site, the setback of the proposed structure may be allowed to conform to that pattern. This provision shall only apply to lots that do not meet the minimum lot width requirement of section 954.

(C) *Plats.*

(1) Copies of all plats within the boundaries of the Scenic River Land Use District shall be forwarded to the commissioner within ten days of final approval by the city.

(2) Inconsistent plats: Approval of a plat which is inconsistent with this subdivision is permissible only if the detrimental impact of the inconsistency is more than overcome by other protective characteristics of the proposal.

(D) *Amendments.*

(1) This subdivision may be amended whenever the public necessity and the general welfare require such amendments by the procedure specified in this subdivision. Amendments to this subdivision must be certified by the commissioner as specified in subsection (g) of this section.

(2) Requests for amendments of this subdivision shall be initiated by a petition of the owner of the actual property; or by action of the council.

(3) An application for an amendment shall be filed with the zoning authority.

(4) Upon receipt in proper form of the application and other requested materials, the planning commission shall conduct a public hearing in the manner prescribed in article II, division 2 of this chapter.

(6) To defray the administrative costs of processing requests for an amendment to this subdivision, a fee not exceeding administrative costs shall be paid by the petitioners. Such fee shall be determined by the council.

(E) *Conditional use permit review.*

(1) A copy of all notices of any public hearing, or where a public hearing is not required, a copy of the application to consider issuance of a conditional use permit shall be sent so as to be received by the commissioner at least 30 days prior to such hearings or meetings to consider issuance of a conditional use permit. A copy of the decision shall be forwarded to the commissioner within ten days of such action.

(F) *Enforcement.* It is declared unlawful for any person to violate any of the terms and provisions of this subdivision. Violation thereof shall be a misdemeanor. Each day that a violation is permitted to exist shall constitute a separate offense.

(1) In the event of a violation or a threatened violation of this subdivision, the city or the commissioner of natural resources, in addition to other remedies may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations.

(2) Any taxpayer of the city may institute mandamus proceedings in the district court to compel specific performance by the proper official of any duty required by this subdivision.

960 Tower Overlay District

Tower Overlay District. The intent of this district is to accommodate the communication needs of residents and business, while protecting the public health, safety, and general welfare of the community. The Tower Overlay District must not be applied to the Wild and Scenic River, Mississippi River Corridor Critical Area, or Shoreland Overlays.

961-969 Reserved.

970 Highway 10 Signage Overlay District

Highway 10 Signage Overlay District is a district for purposes of allowing additional signage in a specified area due to limited visibility created by overpasses on Highway 10, described as all business zoned property located within 750 feet of the centerline of Highway 10 between the eastern border of the City of Ramsey and the centerline of Llama Street. Parcels located within the COR Zoning District are excluded from this overlay district, as sign regulations for that district are located in a separate section of the City Code.

971-979 Reserved.

980 Game Fair Parking Overlay District

The "GF Game Fair parking overlay district," is established as shown on the official zoning map accompanying this chapter. Notwithstanding the provisions of section 460 to the contrary, Game Fair parking on residentially zoned property may be permitted in required side and front yards only during the period of the annual "Game Fair" event conducted by Armstrong Kennels.

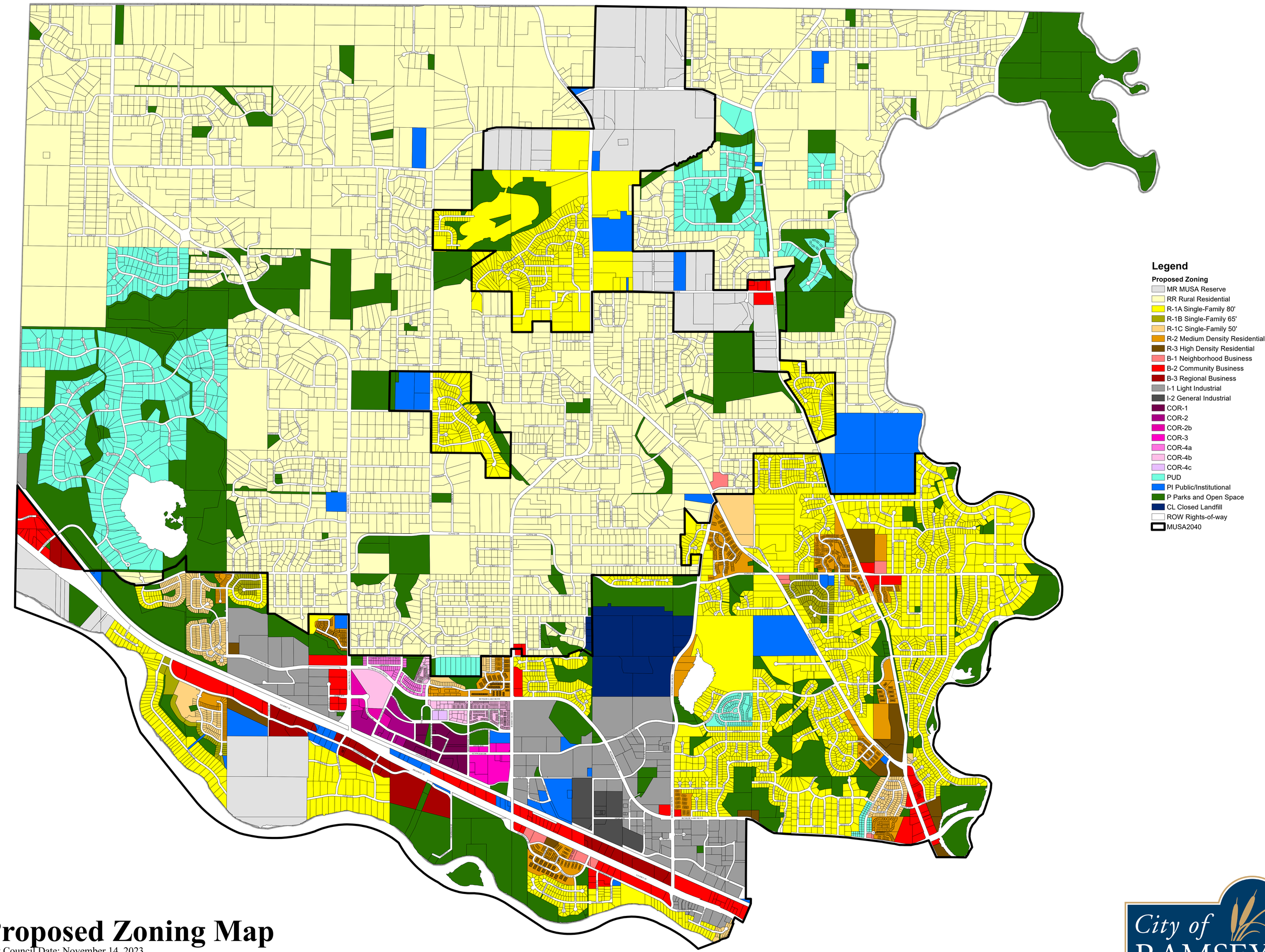
981-989 Reserved.

990 Wellhead Protection Overlay District

In order to protect the City's drinking water supply, the following additional standards apply to certain uses located within the Wellhead Protection Overlay District.

(A) Gas Station, CNG Fuel Sales must have the following:

(1) Double walled storage tanks with corrosion protection.
(2) Spill protection to catch spills that may occur during delivery of products.
(3) Overfill protection including automatic shutoff devices, overfill alarms and ball float valves or approved equal.
(4) Leak detection, including interstitial monitoring of the double walled tank.
(5) Product release monitoring, including installation of groundwater monitoring wells and monthly monitoring of these wells will be required only after a reportable leak or spill has been detected.
(6) Tank tightness testing on an annual basis.
(7) Annual reports summarizing monthly monitoring results, monthly inventory control, and tank tightness testing.



Proposed Zoning Map

City Council Date: November 14, 2023

City of RAMSEY

CC Regular Session

Meeting Date: 11/14/2023

Primary Strategic Plan Initiative: Not Applicable

Information

Title:

Introduce Ordinance #23-20, Amendment to Chapter 26, Licenses, Permits, and Miscellaneous Business Regulations, Article XVI. Tobacco, Division 2, Section 26-787(6)

Purpose/Background:

On January 31st of each year, tobacco licenses are due for annual renewal. Recently, city staff received two (2) tobacco license applications for the same address; one application was for the existing tenant and the other application was for a new tenant. City staff have not encountered this situation in the past. The city code does not specifically address the number of tobacco licenses allowed for each property, so staff consulted with the City Attorney. Mr. Knaak recommends the city code be amended to allow only one tobacco license to be issued for any given location or address. Ordinance #23-20 amends the city code to read "Only one license may be issued for any given location or address."

Notification:

Notificaiton not required.

Time Frame/Observations/Alternatives:

If the City Council introduces the Ordinance #23-20, then formal adoption will be recommended at the November 28, 2023 City Council meeting. After formal adoption, the ordinance will become effective 30 days after publication.

Alternative:
1. City Council could introduce Ordinance #23-20, as presented.
2. City Council could introduce Ordinance #23-20, with changes.
3. City Council could deny the introduction.

Funding Source:

Not Applicable

Recommendation:

Staff recommends the introduction of Ordinance #23-20.

Outcome/Action:

Make a motion to introduce an amendment to Ordinance #23-20 Chapter 26, Licenses, Permits, and Miscellanious Regulations, Article XVI. Tobacco, Division 2, Section 26-787 (6)

Roll Call Vote:

Councilmember Howell
Councilmember Woestehoff

Councilmember Musgrove
Councilmember Specht
Councilmember Riley
Councilmember Olson
Mayor Kuzma

Attachments

Ordinance #23-20 Draft

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/09/2023 11:02 AM
Form Started By: Stephanie Hanson		Started On: 11/07/2023 01:34 PM
Final Approval Date: 11/09/2023		

ORDINANCE #23-20
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE OF THE CITY OF RAMSEY, MINNESOTA, AMENDING CHAPTER 26 LICENSES, PERMITS, AND MISCELLANIOUS BUSINESS REGULATIONS, ARTICLE XVI. TOBACCO, DIVISION 2. LICENSE

The City Council of Ramsey ordains:
Chapter 26, Article XVI, Division 2. In general, in the Ramsey City Code hereby amended Section 26-787 (6)

ARTICLE XVI. TOBACCO

Division 2. License

Sec. 26-787. Required; application; term.

No person shall sell or offer to sell any tobacco, tobacco products, or tobacco-related device without first having obtained a license to do so from the city.

(6) ~~*Moveable place*~~ *Location of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this article. Only one license may be issued for any given location or address.

EFFECTIVE DATE. This ordinance becomes effective after its passage on December 28, 2023, subject to charter section 5.04.

PASSED by the City Council of Ramsey, Minnesota, the_____day of_____, 2023.

ATTEST

_____
City Clerk

CITY OF RAMSEY

_____
Mayor

Roll Call
Councilmember Olson
Councilmember Woestehoff
Councilmember Specht
Councilmember Musgrove
Councilmember Howell
Councilmember Riley
Mayor Kuzma