

City of Ramsey
Agenda
Environmental Policy Board (EPB)
Monday, January 12, 2026
6:30 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. **Citizen Input**

3. **Approve Agenda**

4. **Approve Minutes**
 1. Approve Meeting Minutes Dated November 17, 2025

5. **Policy Board Business**
 1. Consider the Natural Resources Aspects and a Variance Request Associated with a Proposed Four (4) Lot Subdivision at 17201 St. Francis Boulevard NW and Outlot A OShaughnessy Addition (Project #25-116); Case of Tim O'Shaughnessy
 2. Consider the Draft Managed Natural Landscapes Ordinance Amendment
 3. Consider Participation at New Ramsey Farmers Market

6. **Board/Staff Input**
 - May Meeting Date

7. **Adjournment**

Environmental Policy Board (EPB)

Meeting Date: 01/12/2026

Primary Strategic Plan Initiative:

Information

Title:

Approve Meeting Minutes Dated November 17, 2025

Purpose/Background:

The purpose of this case is to approve the November 17, 2025 Environmental Policy Board meeting minutes.

Recommendation:

Staff recommends approving the November 17, 2025 meeting minutes.

Outcome/Action:

Motion to approve the meeting minutes dated November 17, 2025.

Attachments

Meeting Minutes Dated November 17, 2025

Form Review

Inbox

Brian Hagen

Form Started By: Chris Anderson

Final Approval Date: 01/08/2026

Reviewed By

Brian Hagen

Date

01/08/2026 03:20 PM

Started On: 01/06/2026 12:14 PM

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, November 17, 2025, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Melissa Fetterley
 Board Member Reid Bernard
 Board Member Nick Burgess
 Board Member Thomas Hagerty
 Board Member Paula Houts
 Board Member Laura Moore
 Board Member Hassan Salami

Members Absent: None

Also Present: Senior Planner Chris Anderson
 City Council Liaison Eric Peters

1. CALL TO ORDER

Chairperson Fetterley called the meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Bernard and seconded by Board Member Moore to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Fetterley, Board Member Bernard, Moore, Burgess, Hagerty, Houts, and Salami. Voting No: None. Absent: None.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated October 20, 2025

Motion by Board Member Moore and seconded by Board Member Bernard to approve the regular meeting minutes dated October 20, 2025.

Motion carried. Voting Yes: Chairperson Fetterley, Board Member Moore, Bernard, Burgess, Hagerty, Houts, and Salami. Voting No: None. Absent: None.

5. POLICY BOARD BUSINESS

5.01: Review Draft Ordinance Amendment Related to Alternative Landscapes

Senior Planner Anderson presented the staff report. He stated that the draft ordinance is related to the installation and/or maintenance of an alternative landscape. The EPB has previously provided feedback and input in terms of what should be included in updated regulations. Staff has attempted to incorporate that input and feedback into the draft Ordinance Amendment.

Board Member Hagerty appreciated the setback that was incorporated along with the signage requirement.

Chairperson Fetterley appreciated the clarification on what a resident would need to include in their management plan.

Board Member Moore stated that she works with people in other communities to develop alternative landscapes and had some concern with the language requiring establishment within three years, noting that it can often take five years.

Senior Planner Anderson stated that if there is hesitation on that, he would prefer to rethink the language used. He noted that Board Member Moore could also provide draft language that he could circulate via email to the Board for consensus.

Board Member Moore referenced a scenario in which a five-year timeline was identified within a management plan.

Senior Planner Anderson stated that if the language is adopted as presented, he would not have the authority to deviate from that timeline.

Board Member Bernard stated that he did not want to change the three-year timeline, but perhaps the establishment threshold could be changed, using the example of requiring 75 percent establishment at the three-year mark. He believed people would take advantage of a five-year timeline.

Chairperson Fetterley stated that she does not have the expertise to make that decision, but recognized that a deadline should be included. She stated that perhaps Board Member Moore could bring back additional documentation on this topic, given her expertise.

Senior Planner Anderson stated that perhaps he and Board Member Moore could work together to develop a solution to that uncertainty. He stated that he could either bring that back at a future meeting or send the proposed language in a blind copy email to the Board for consensus, as this is the only item being questioned in the amendment.

Board Member Moore confirmed that she could work with staff on that language.

Councilmember Peters noted the cost for the variance process and urged the Board to stay away from things that would require residents to apply for variances for this type of project.

Senior Planner Anderson stated that if someone wants to do a pocket pollinator garden, this would not apply, noting that this would apply to someone wanting to convert their entire yard or backyard. He asked if that should be clarified within the ordinance.

Chairperson Fetterley agreed that should be clarified. She asked if there would be a size threshold identified.

Senior Planner Anderson stated that he did not have a size threshold in mind to use.

Board Member Moore agreed that if a size threshold were identified, that would make things clearer and avoid the need for variances for most residents.

Board Member Bernard suggested that the exempt size be kept small, such as ten-by-ten.

Board Member Moore acknowledged that there are many different-sized yards in Ramsey, so a ten-by-ten may be appropriate for a small yard, but may not be large enough for a large yard.

Chairperson Fetterley clarified that the requirement for establishment within three years should be reviewed for alternative language, and a list/size for exemptions should also be identified. She confirmed that this item would return to the Board at a future meeting.

6. BOARD / STAFF INPUT

Senior Planner Anderson stated that he has been working with Anoka County on a couple future events, including both a Fix-It Clinic and a Household Hazardous Waste (HHW) event to be held concurrently on June 6, 2025, at the Public Works Facility. The events will be marketed to Ramsey residents as well as residents in neighboring communities. He stated that he met with the City's Recreation Coordinator to begin thinking about possible Arbor Day activities and potentially a revamped farmers market. He noted that there could potentially be a city table available that could be staffed by different Board/Commission members. He noted a potential opportunity for Board Members to attend a tour of the ACE Solid Waste transfer station in the spring or summer of 2026. He also noted the results from the fall recycling event. He noted that the January and February meetings will need to be rescheduled and asked for input from the Board on the preferred alternative dates for those meetings.

It was the consensus of the Board to hold the January meeting on January 12, 2026, and the February meeting on February 9, 2026.

Senior Planner Anderson noted that the December 2026 meeting would likely be canceled, but if there were a time-sensitive case, the meeting would take place on December 14, 2026, rather than December 21, 2026. He noted that the final decision on that meeting would occur closer to that meeting date in 2026. He stated that there are no land use applications to consider for December 2025 and confirmed the consensus of the Board to cancel the December meeting.

7. ADJOURNMENT

Motion by Board Member Moore and seconded by Board Member Hagerty to adjourn the meeting.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Chris Anderson
Senior Planner

ATTEST:

Kalia Lor
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Environmental Policy Board (EPB)**Meeting Date:** 01/12/2026**Primary Strategic Plan Initiative:****Information****Title:**

Consider the Natural Resources Aspects and a Variance Request Associated with a Proposed Four (4) Lot Subdivision at 17201 St. Francis Boulevard NW and Outlot A OShaughnessy Addition (Project #25-116); Case of Tim O'Shaughnessy

Purpose/Background:

The City has received a Land Use Application from Tim and Corrin O'Shaughnessy (the "Applicant") for a proposed four (4) lot subdivision of two parcels, 17201 St. Francis Boulevard NW and Outlot A OShaughnessy Addition (the "Subject Property"). The eastern edge of the Subject Property falls within the Scenic River Protection Overlay District, which has prompted the need for a variance to lot width as well.

Time Frame/Observations/Alternatives:**Project Overview**

The Applicant is the owner of the Subject Property and lives on what will become Lot 2, Block 1, OShaughnessy 3rd Addition. The Subject Property is approximately thirty-four (34) acres in size and is the site of the former Wirz's Nursery. Although no part of the Subject Property is riparian, a small portion (less than an acre) of the Subject Property on the eastern edge of the plat falls within the Scenic River Protection Overlay District (associated with the Rum River). The Subject Property is zoned Rural Residential and the Comprehensive Plan guides the Subject Property as Rural Developing. The proposed Preliminary Plat complies with the 2.5 acre minimum lot size of the Rural Residential District. A variance to lot width is needed for Lot 4 (along Germanium Street). This is the portion of the plat that is within the Scenic River Protection Overlay District, which requires a minimum lot width of 300 feet. There is no ability to adjust the width of Lot 4 as there are existing homes to the north and south of Lot 4. Each new home in the subdivision will be served by individual septic systems and wells. No new roads are proposed.

Natural Resources Inventory and Land Cover Classification

The City's Natural Resources Inventory (NRI) does identify a low-quality natural plant community that is located on what will primarily be Lot 2, but also covers portions of Lots 3 and 4 as well. However, the Oak Woodland—Brushland natural plant community will not be disturbed as part of this subdivision. There is already an existing home on Lot 2, so no tree removal is necessary there. The portions of the natural plant community on Lots 3 and 4 are outside the limits of proposed construction for those lots as well.

The Minnesota Land Cover Classification System identifies three (3) different cover types for the Subject Property. The vast majority of the Subject Property is classified as 'planted or cultivated vegetation'. However, a small portion in the northwest corner of the Subject Property is classified as 'urban with vegetative cover' and the Oak Woodland—Brushland is classified as 'woodland'.

Variance (Lot Width)

As noted, a variance to lot width for Lot 4 will be necessary for the plat to be approved. A small portion (less than an acre) of Lot 4 is within the Scenic River Protection Overlay District. However, other than a driveway, no other improvements are proposed within the overlay district. Additionally, the home on this lot is proposed to be far enough to the west where the lot widens out to over 400 feet in width. Still, the proposed home location does stay outside the Oak Woodland—Brushland that covers the northwest corner of Lot 4. Considering that this is not a riparian lot, nothing other than a driveway will be constructed along the portion of the Subject Property within

the Scenic River Protection Overlay District, and that the width cannot be expanded due to existing properties to the north and south, Staff supports the requested variance. Due to these same factors, the MN DNR did not raise any objection to a variance to lot width within the overlay district.

Tree Inventory and Preservation Plan and Landscaping

The proposed subdivision does not include public roads or utilities (sanitary sewer or municipal water). Therefore, the only impact on existing trees will be the construction of the homes and septic systems. The Applicant has completed a tree inventory for trees within the limits of disturbance. However, when the tree inventory is superimposed on an aerial image of the Subject Property, it becomes clear that the majority of existing trees will be preserved. Existing trees also appear to satisfy the landscape requirements (two front yard trees per lot). Thus, no landscape plan is required.

Funding Source:

The Applicant is responsible for all costs associated with this request.

Recommendation:

Staff recommends approving the variance to lot width and approving the natural resources aspects of the proposed subdivision.

Outcome/Action:

Motion to recommend the City Council approve the variance to lot width.

-and-

Motion to recommend approval of the natural resources aspects of the subdivision.

Attachments

- Site Location Map
- Preliminary Plat
- Tree Inventory (Sheet 3)
- Tree Inventory (Sheet 2)

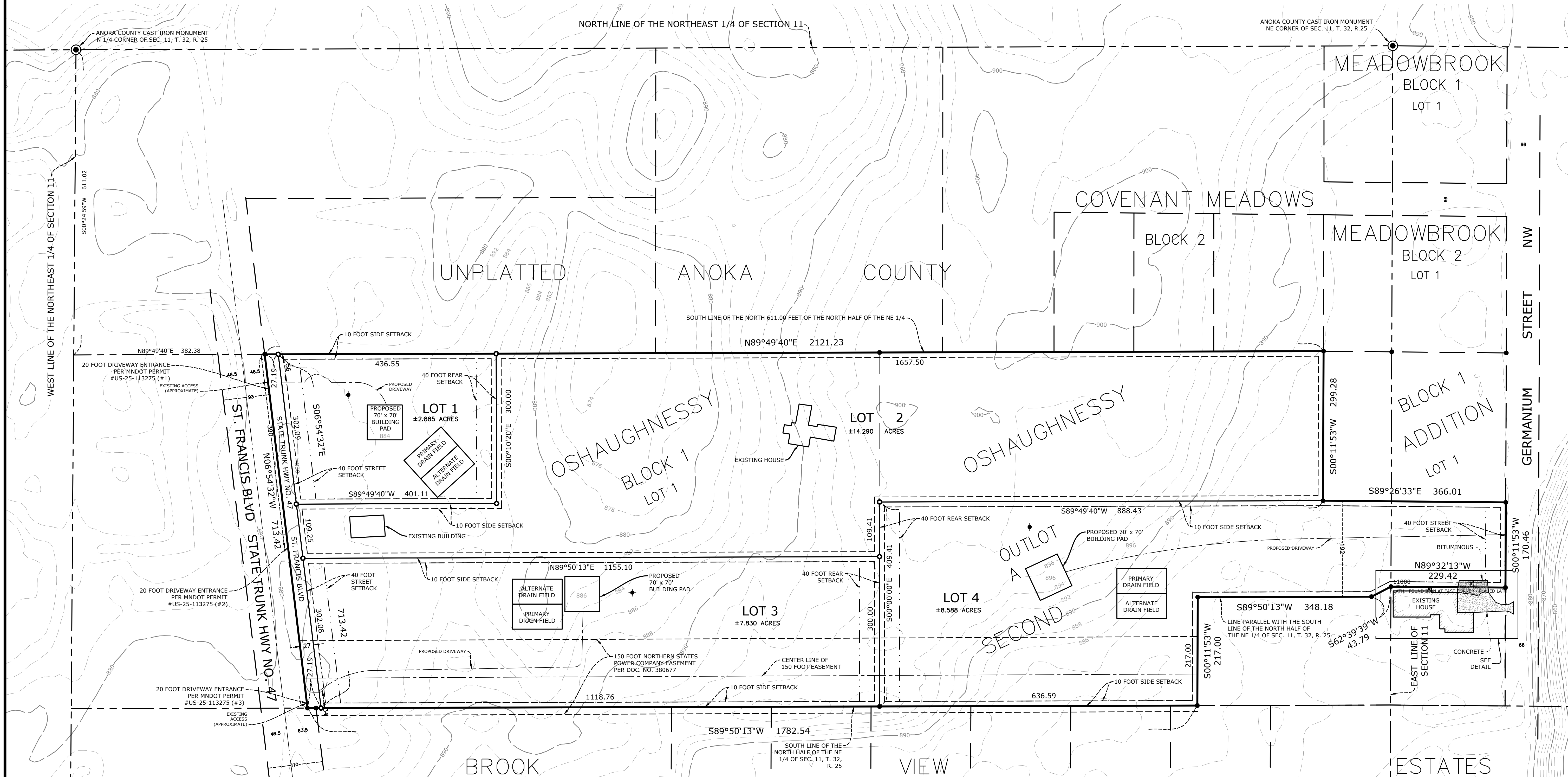
Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	01/08/2026 03:08 PM
Form Started By: Chris Anderson		Started On: 12/18/2025 09:47 AM
Final Approval Date: 01/08/2026		

PRELIMINARY PLAT

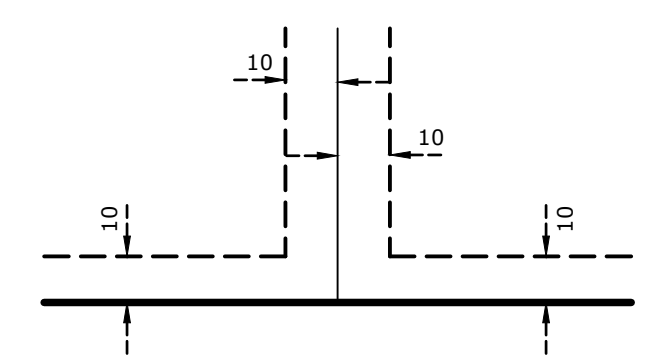
OSHAUGHNESSY THIRD ADDITION

C.R. DOC. NO _____

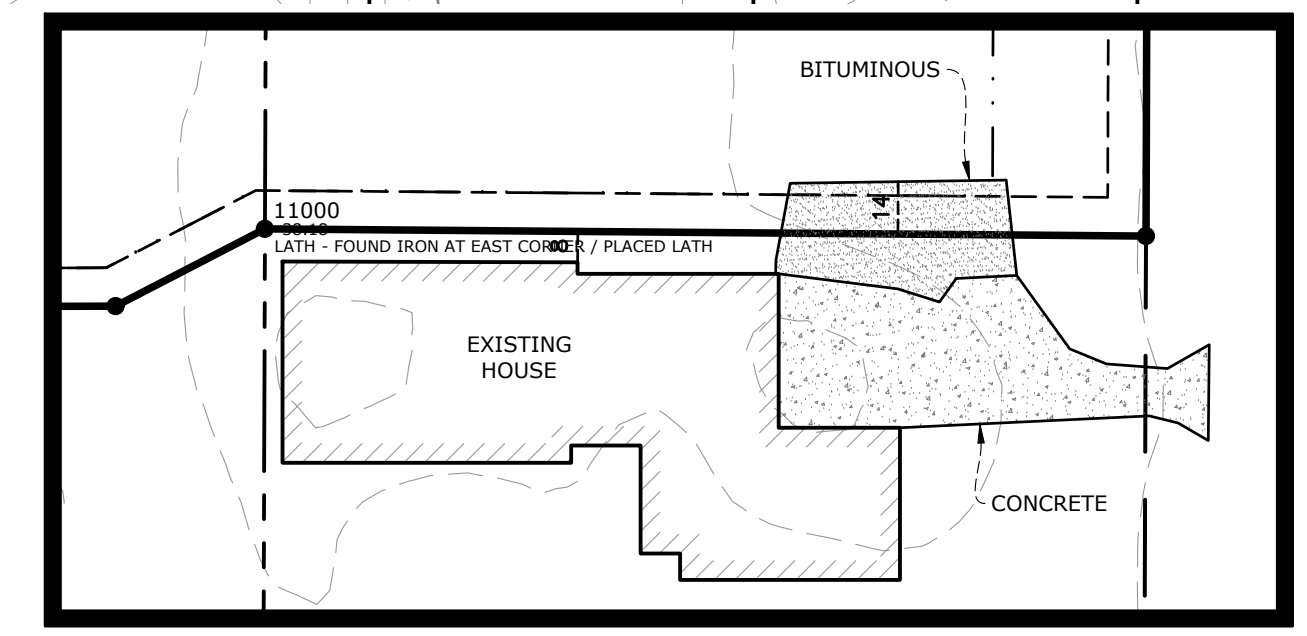


- ◆ Denotes Proposed Well Location
 - Denotes Anoka County cast iron monument found
 - Denotes found iron monument as shown
 - Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 13637
- Bearings are based on West line of the Northeast Quarter of Section 11, Township 32, Range 25, having an assumed bearing of S00°24'59"W

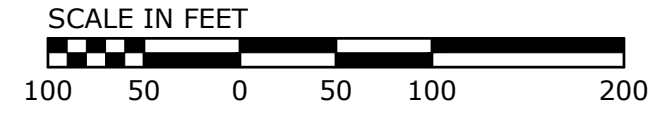
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
(NO SCALE)



Being 10 feet in width when adjoining side lot lines, unless otherwise indicated, and being 10 feet in width when adjoining public ways, unless otherwise indicated, as shown on this plat.



DETAIL

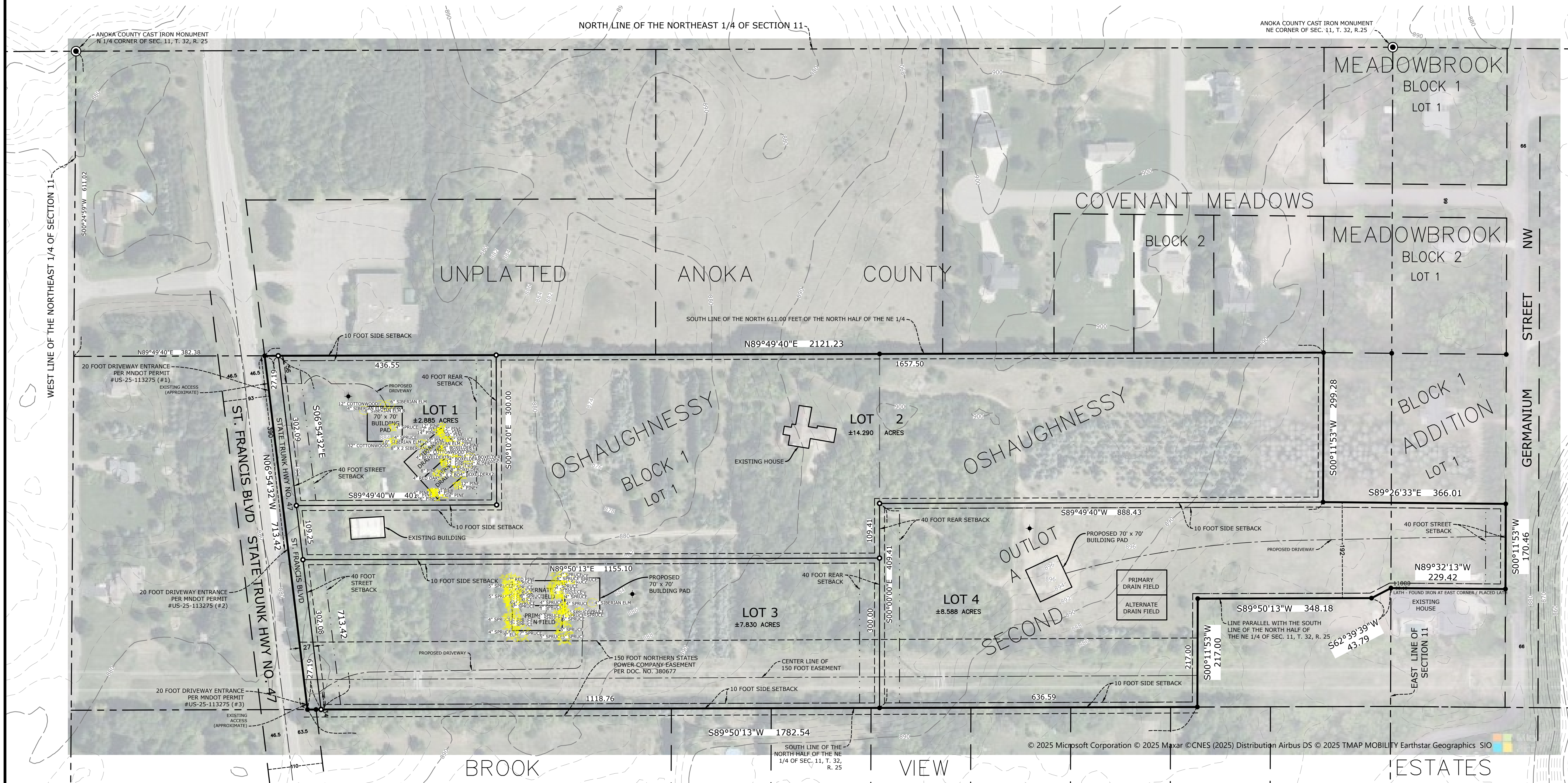


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TREE INVENTORY

OSHAUGHNESSY THIRD ADDITION

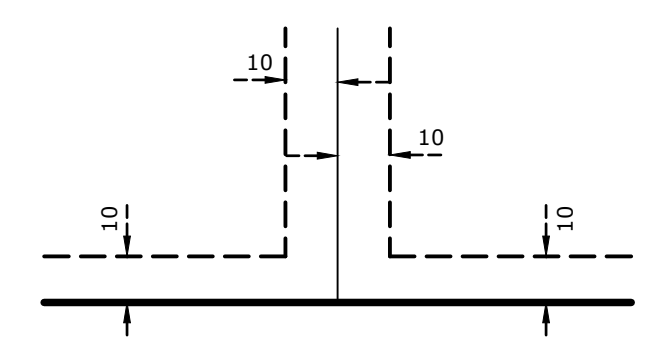
C.R. DOC. NO _____



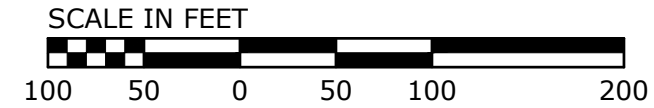
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Being 10 feet in width when adjoining side lot lines, unless otherwise indicated, and being 10 feet in width when adjoining public ways, unless otherwise indicated, as shown on this plat.



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Environmental Policy Board (EPB)**Meeting Date:** 01/12/2026**Primary Strategic Plan Initiative:**

Information**Title:**

Consider the Draft Managed Natural Landscapes Ordinance Amendment

Purpose/Background:

Periodically over the past year or so, the Environmental Policy Board (EPB) has been working on an ordinance amendment pertaining to natural landscapes. At the November 2025 meeting, the EPB reviewed a draft ordinance. Based on that discussion, Staff was directed to add clarifying language that smaller rain gardens and pocket pollinator gardens would be exempt from the management plan requirements and to reassess the proposed 3-year timeframe for establishment. Staff has made those revisions and also sent the draft ordinance to Anoka Conservation District's Restoration Ecologist for review and comment, which resulted in some minor tweaks to some of the existing language. Staff believes the draft ordinance is now ready for consideration. The revisions since the EPB last reviewed the document have been highlighted in yellow for ease of review.

Assuming the EPB is comfortable with the draft ordinance, the next steps will be a Public Hearing with the Planning Commission (a portion of the text will fall within the Zoning Chapter) and then two (2) readings by the City Council.

Funding Source:

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

Recommendation:

Staff recommends approving the ordinance.

Outcome/Action:

Motion to recommend approval of the ordinance.

Attachments

Draft Ordinance Amendment

Form Review**Inbox**

Brian Hagen

Form Started By: Chris Anderson

Final Approval Date: 01/08/2026

Reviewed By

Brian Hagen

Date

01/08/2026 03:20 PM

Started On: 01/06/2026 02:48 PM

ORDINANCE #26-XXX

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

**AN ORDINANCE AMENDING CHAPTER 30 (NUISANCES)
AND CHAPTER 106 (ZONING CODE)**

The City of Ramsey Ordains:

Underlined text is inserted into City Code.
~~Strikethrough~~ text is deleted from City Code.

SECTION 1. AUTHORITY

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

SECTION 2. AMENDMENT TO CHAPTER 30 (NUISANCE CODE).

The following portion of Chapter 30, Section 1 (Definitions), is amended as follows:

Sec. 30-1. – Definitions

~~*Acceptable prairie restoration means an area of semi or continuous ground cover consisting of native grasses and forbs, with an identified plant species matrix that does not include identified, state listed noxious weeds or invasive non native plants. With respect to any undesirable plants, the establishment and long term maintenance plan shall address the eradication measures to be employed.*~~

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Managed natural landscape means a planned, intentional and maintained planting of native or non-native grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plantings. It does not include turf-grass lawns left unattended or unmaintained for the purpose of returning to a natural state.

Meadow vegetation means grasses and flowering broad-leaf plants that are native to, or adapted to, the State of Minnesota, and that are commonly found in meadow and prairie plant communities, excluding noxious weeds.

Noxious weeds shall have the meaning assigned by Minnesota Statutes, Section 18.77, Subd. 8.

The following portion of Chapter 30, Section 3 (Property Conditions), is amended as follows:

Sec. 30-3. – Property Conditions

(2) Grass, weeds, or noxious growths.

a. All grass, weeds, or noxious growths of vegetation upon public or private property exceeding eight inches in height, ~~or whatever height specified in the appropriate zoning district,~~ excluding ~~acceptable prairie restoration plant materials-~~managed natural landscapes with an approved management plan.

1. Exemption. All ground cover vegetation located in the following areas are hereby exempt from height restrictions:

- i. Shore impact zones;
- ii. Bluff impact zones;
- iii. Areas within 50 feet of a wetland or natural drainage way;
- iv. Areas of native plant communities with approved management plans;
- v. Significant vegetative stands identified within City Code, relating to Mississippi River Corridor Critical Area (MRCCA) Overlay District development standards;
- vi. Any vegetation management within the MRCCA Overlay District shall comply with the requirements and standards of City Code and with any vegetation clearing permits approved by the City of Ramsey;
- vii. Areas of steep slope where mowing is not safely possible;
- viii. Any area that has been undisturbed by development, grading or building and remains in its original natural state.

2. All areas that have been graded or developed must maintain the property to turf grass standards unless an ~~n appropriate prairie approved~~ management plan for a managed natural landscape has been ~~accepted-approved~~ by the city or falls within the exemption list above. Rain gardens or pocket pollinator gardens not exceeding 100 square feet are also exempt from requiring a management plan.

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i. Managed Natural Landscape Management Plan Required Information:

- i. Name of the property owner and address of the property, along with contact information including both a phone number and email address.
- ii. Scaled site plan of the property (including all improvements such as structures, driveway(s), septic system, well, and property lines) showing where the managed natural landscape will be established.
- iii. A general description of proposed vegetation types, plants, and plant succession to be used.
- iv. Estimated transition period and timeframe to establish the managed natural landscape. If this is to be accomplished in phases, the management plan shall also specify the duration of each phase and an estimated completion date.
- v. Description of method(s) to be used to eliminate ~~Elimination of prior~~ existing vegetation in advance of establishing a managed natural landscape.

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- vi. Description of method(s) to be used for controlling invasive vegetation and other non-desirable vegetation elimination (how, when, and frequency).
- vii. A general description of the means to plant natural landscape plants (e.g. through transplanting or seeding by human or mechanical means).
- ii. Managed Natural Landscape Standards:
 - i. Planting or replanting of the area shall be by transplant or seeding by human or mechanical means (e.g. cannot just rely on wind, insect, or other natural means of establishing a managed landscape area).
 - ii. If the managed natural landscape is in a location likely to be seen by the public, a small sign, no larger than 12 inches by 12 inches, and to a height not taller than 48 inches, which informs the public that a natural landscape is being established, shall be installed and maintained until less than 25% of the managed natural landscape area consists of weeds.
 - iii. If more than 25% of the managed natural landscape area consists of weeds, it shall be mowed to a height not more than 8 inches at least ~~once per year~~ twice per year, once in June and once in August, to prevent weeds from developing and spreading seeds.
 - iii-iv. Replanting or reseeding shall be done if less than 75% of the area is covered in native or intentionally planted plants after an establishment period of three years.
 - iv-v. The managed natural landscape area must be maintained at least once per year by way of mowing to a height not more than 8 inches or by burning, after securing the necessary burn permit(s) from the Ramsey Fire Department.

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Sec. 106-371. – Managed Natural Landscapes

Managed natural landscapes have the following standards:

(1) Managed natural landscapes within the MUSA shall maintain a setback of three (3) feet (enough for one pass with a lawn mower) from all property lines, roads, sidewalks, and trails, unless one of the following exemptions apply:

- a. The managed natural landscape area abuts another similar private or public managed natural landscape area, a wetland, pond, lake, stream or river.
- b. A fully opaque fence with a minimum height of at least four (4) feet either exists or is installed along the lot line adjoining the planned managed natural landscape area.

(2) Outside of the MUSA, no setback shall be required.

(3) Plant cover, with not more than 25% weeds, shall be established within three (3) years' time. Establishment of a managed natural landscape shall not exceed a duration of three (3) years.

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SECTION 3. EFFECTIVE DATE

This ordinance becomes effective upon publication, subject to City Charter Section 5.07.

PASSED by the City Council of the City of Ramsey, Minnesota the ____ day of ____, 2026.

Mayor

ATTEST:

City Clerk

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

Environmental Policy Board (EPB)

Meeting Date: 01/12/2026

Primary Strategic Plan Initiative:

Information

Title:

Consider Participation at New Ramsey Farmers Market

Purpose/Background:

The Ramsey Parks and Recreation Department has identified a need for, and received unanimous support from City Council, to create a municipal Farmers Market for the 2026 season. The purpose of this case is for Staff to provide a high-level overview of the market and propose participation from the Environmental Policy Board (EPB).

Market Information:

The market will be hosted in the parking lot at The Draw on Tuesdays, June 16 – October 6, from 3:00 – 6:30 p.m. This location was selected as a central, recognizable space for residents and provides a vendor-friendly layout with room for future growth.

The Ramsey Farmers Market is designed as a “producer-first market”, prioritizing farmers and food producers. However, Staff finds it important to include elements of our business community and local makers too, but those components will be intentionally limited, so the market remains focused on food access and local agriculture.

Additional market features may vary from week to week, but may include limited artisans, food trucks, business features, city departments/community partners and programmable elements.

The tentative schedule for the 2026 Ramsey Farmers Market is as follows:

Date	Themes/Promotions
June 23	Opening Celebration
June 30	Water Week
July 7	Parks and Recreation Month
July 14	Art Night
July 21	Healthy You, Healthy Community
July 28	Taste of the Season
August 4	Community Night
August 11	Kids Night
August 18	Seniors Night
August 25	From Market to Pantry
September 1	Veteran's Night
September 8	Back to School
September 15	Safety Week
September 22	Fall Harvest
September 29	Civic Engagement

October 6

Closing Celebration

Recommendation:

Staff recommends that the EPB consider using the Ramsey Farmers Market as a platform to promote sustainability initiatives and connect with residents in a neutral, community-focused setting. Participation does not need to align with a themed market night. However, some nights may provide natural opportunities for coordination.

Potential examples include the June 23 market, which coincides with National Pollinator Week and could support outreach related to pollinator-friendly practices, native plantings, or available resources, and the September 22 market, which may align well with promotion of the City’s fall recycling event, fall yard preparation, or other seasonal sustainability efforts.

Staff welcomes input from the EPB on whether there is interest and willingness on the Board's part to staff a table at the Farmers Market for one of the dates. If so, the EPB should contemplate preferred dates, topics, and methods of engagement. Staff are also open to additional ideas that align with the Board's priorities. Participation can be flexible and scaled based on interest and capacity.

Outcome/Action:

Provide direction on Environmental Policy Board interest in participating in the 2026 Ramsey Farmers Market, including preferred date(s) and general areas of focus for outreach or education.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Chris Anderson

Final Approval Date: 01/08/2026

Reviewed By

Brian Hagen

Date

01/08/2026 03:23 PM

Started On: 01/06/2026 03:29 PM