

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
January 6, 2014
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

STATE OF THE CITY ADDRESS

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

CITIZENS COMMENTS - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

COUNCIL COMMENTS

CONSENT AGENDA - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. December 9, 2013 City Council Workshop Meeting Minutes
2. December 16, 2013 City Council Special Meeting
3. December 16, 2013 City Council Meeting Minutes
4. Receipt of Committee/Commission Minutes—
 - Economic Development Commission, November 19, 2013
 - Human Rights Commission, November 20, 2013
 - Planning Commission, December 3, 2013
 - Economic Development Authority, December 9, 2013

--Economic Development Commission, December 17, 2013
--Human Rights Commission, December 18, 2013

5. Verified Claims
6. Purchases
7. License Applications
8. Declaration of Intent to Bond
9. Authorize Replacement Purchase for Units 212, 608, 609 and 612
10. Developer Escrow Reduction
11. Text Amendment—Section 211.070, Housing Code*

PUBLIC HEARING

GENERAL BUSINESS

12. Minor Subdivision/Variance Appeal—181 St. Marie St.
13. Planned Unit Development-Concept Review—244 Grand Avenue & 244 Owasso Boulevard North
14. Designation of Legal Newspaper for 2014
15. Appointments to Committees/Commissions
16. Committee/Commission Reappointments
17. Council Appointments for 2014

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

*** Denotes items that require four votes of the City Council.**

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
December 9, 2013**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on December 9, 2013.

ROLL CALL

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart

Staff: Terry Schwerm, City Manager

Planning
Commission: Steve Solomonson, Chair

Shoreview Area
Pickleball Club: John Malmgren, President

Ramsey Tobacco
Coalition: Katie Engman

Association of
Non-Smokers of
Minnesota: Betsy Brock

INTERVIEWS WITH PLANNING COMMISSION CANDIDATES

Interviews were conducted with residents interested in becoming members of the Planning Commission.

7:00 – Deb Ferrington
7:15 – Kent Peterson

DISCUSSION REGARDING SHOREVIEW AREA PICKLEBALL CLUB REQUEST

City Manager Schwerm stated that in 2012, the city lined four outdoor tennis courts for pickleball at Shamrock and Commons Parks. During winter, three courts were lined in the gym at the Community Center for open pickleball times. Initially, a daily rate was charged for use of the pickleball courts. The rate has been modified to \$3.00 per time, which is similar to the cost of pickleball at other facilities in the metro area.

The new request from the Shoreview Area Pickleball Club is to designate two outdoor tennis courts to be used for pickleball only. Two tennis courts would be relined into six pickleball courts that would accommodate more players. The Park and Recreation Commission heard the request at its last meeting and recommended that the City Council designate two courts at Bobby Theisen Park. There are four tennis courts at Theisen Park and that would leave two open for tennis; and a new six court design for pickleball.

Mr. John Malmgren stated that the Club has been organized for approximately eight months and has a membership of 78. The request is to designate two tennis courts to be lined for six pickleball courts. Six courts will accommodate 24 players and 12 games per hour. The longest any player would have to wait to play would be under 10 minutes. Current facilities are being used at or over capacity.

Mayor Martin asked the average age of players and how many players are Shoreview residents. **Mr. Malmgren** estimated the average age is between early 60s and 70. Approximately 70% of players are Shoreview residents.

Councilmember Johnson commended the Club for the data presented and for promoting an activity for older adults. She would also like to see the group find ways to bring different age groups together. **Mr. Malmgren** agreed and stated that younger people are becoming more interested in pickleball.

Councilmember Quigley asked what the impact would be if pickleball courts are lined but then underused. Mr. Schwerm stated that the risk is the cost of resurfacing and lining. Also some fencing might be needed. However, the courts could easily be converted back to tennis or another use. The costs would likely be covered by the Community Investment Fund.

Councilmember Wickstrom asked if there would be another better site for designated pickleball courts than Bobby Theisen Park. Mr. Schwerm stated his preference would be to have them at the Commons Park near the Community Center. Shamrock and the Commons were chosen for current striping because they are the courts that are used the least for tennis.

Mayor Martin noted that Theisen Park is the only place where there are four courts, so that tennis would still be available if two courts were dedicated to pickleball.

Councilmember Withhart asked if the courts are on a regular maintenance schedule. Mr. Schwerm stated that the courts are repainted or resurfaced every 8 to 10 years. The courts at Theisen Park were done about five years ago.

Councilmember Wickstrom expressed some concern about using Community Investment funds. She does not want to see the fund depleted to the point that bigger projects are not being done. Mr. Schwerm explained that bigger projects are scheduled with adequate funding. Normally these types of improvements would be paid for by the Fixed Asset Revolving Fund, but because it is a new effort he recommends using the Community Investment Fund.

Mayor Martin noted that it is appropriate to use the Community Investment Fund for park improvements. There is an expenditure cap, which would prevent spending down the fund.

It was the consensus of the Council to proceed with the recommended conversion of two tennis courts at Bobby Theisen Park as six pickleball courts.

DISCUSSION REGARDING PROPOSED AMENDMENT TO TOBACCO LICENSING REGULATIONS

Mr. Schwerm stated that in 2012, the City updated its tobacco regulations to address cigarette sampling. Since that time, e-cigarettes have grown in use. They are a battery operated nicotine delivery system. At this time, not enough research has been done to fully understand their impact. However, more and more cities are beginning to regulate their use. Two recommendations are proposed for Shoreview's City Code. One would be to broaden the definition of delivery devices to make clear that e-cigarettes are regulated as to sales. Secondly, sampling of e-cigarettes would be prohibited in retail establishments and tobacco shops. Use in public areas or offices would need to be addressed by the Minnesota Clean Indoor Air Act.

Ms. Brock stated that currently e-cigarette devices are being sampled free. The proposed amendment would close that loophole.

Councilmember Wickstrom noted that e-cigarettes are sold in many flavors to attract youth and get them addicted to nicotine.

Ms. Brock noted an exemption in the Code under "Delivery Devices" that states in item G., "Delivery device does not include any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes and is being marketed and sold solely for that approved use."

Councilmember Johnson stated that she recently visited a business where an employee was using an e-cigarette and customers were questioning it being used. She asked if there is work being done by the State to prohibit use of e-cigarettes. **Ms. Engman** stated that efforts are being made at the state level. Some cities, such as Duluth, have adopted regulations that prohibit use anywhere the Clean Indoor Air Act is applicable. That was an easy step for Duluth because they adopted smoke-free regulations before the State. When the Clean Indoor Air Act was passed, an amendment was added to their ordinances that encompassed restrictions in the Act. If Shoreview were to expand its regulations to prohibit all indoor use, there would be other considerations to take into account.

Although the Council would like to adopt stiffer smoke-free regulations that include the restrictions of the Clean Indoor Air Act, it would mean considerable changes to the City's ordinance. Mr. Schwerm noted that enforcement would be an issue as well as the possibility of legal action which would be costly.

It was the consensus of the Council to move forward with the proposed amendments to current tobacco regulations as presented.

Other Tobacco Issues

Ms. Brock stated that the cigar market is taking off with particular attraction to youth. Flavored cigars are cheap, are sold in singles and target youth. While sales are prohibited to minors, youth are using them. In Minnesota, 41% of 12th grade males have tried them. In the Mounds View School District, almost one-third of males have smoked them by the 12th grade. One way to regulate them is to require a minimum package size that raises the cost. That effort by cities who have adopted such regulations has been successful. The language would be to say that these flavored cigars must be sold in a certain size package, or if sold as a single, must be sold at a minimum price. Another option would be to limit flavors, but it would be more difficult to craft language that would not be challenged. **Ms. Engman** noted that Boston has passed such an ordinance that has not been challenged.

Councilmember Withhart asked if these cigars are taxed at the same rate as cigarettes. **Ms. Brock** responded that cigars fall under the definition of "Other Tobacco Products." The tax is based on the wholesale price, which is relatively inexpensive.

Councilmember Wickstrom asked if there are any legislative initiatives at the state level. **Ms. Engman** stated that she is not aware of anything regarding cigars or other tobacco items. There will be an effort for legislation to regulate e-cigarettes.

Councilmember Quigley stated that he would like to see some sample ordinances from other communities as to how this issue could be handled. Mr. Schwerm stated that staff will look into the issue further and bring more information back to the Council. Enforcement is another issue that will be difficult, if the number of pieces in a package have to be checked since the City does not have the staff available for canvassing all tobacco vendors on a regular basis.

Ms. Brock stated that they will work through their resources with the William Mitchell Law Center and with staff to craft the best legal language possible to bring to the Council.

REVIEW OF UPDATED PEDDLER ORDINANCE

City Manager Schwerm explained that the proposed amendments would update the Peddler Ordinance and reflect current licensing standards. The City's ordinance requires all peddlers and solicitors to be licensed by the City. The difference between a peddler and a solicitor is that peddlers go door to door to sell products they carry with them. Solicitor means one who solicits orders for goods or services. The City Attorney, with the League of Minnesota Cities, has determined that the City does not have authority to license solicitors because of the Interstate Commerce Clause which gives the federal government that exclusive authority. A model ordinance developed by the League of Minnesota Cities is presented.

The City Attorney has recommended the ordinance be updated. The proposed amendment includes a registration process with a background check on solicitors, even though the City does not have authority to license them. No fee can be charged, and the Ramsey County Sheriff's Department would conduct the background checks using drivers' licenses, as they do now under the current regulations. Any solicitor without a registration certificate could be issued a citation by the Sheriff's Department. The solicitor would have an opportunity to appeal any City decision to deny a registration certificate. The Public Safety Committee has reviewed the proposal and agrees with staff that requiring a registration certificate is in the best public interest.

Mr. Schwerm stated that the City's intent would be to apply the same criminal standards for a registration certificate as would be done for a license.

Councilmember Quigley agreed that if licensing cannot be done, registration is a good alternative in order to know who is coming into the City.

Councilmember Wickstrom stated that it is also important for residents to know that if the solicitor is registered, that does not mean the City recommends or supports that company.

Mr. Schwerm stated that he would like to be able to apply the results of background checks to the decision for registration, but further clarification from the City Attorney is needed.

It was the consensus of the Council to move forward with an amendment to the Peddler Ordinance that would implement a registration process for solicitors.

OTHER ISSUES

Mayor Martin reported that the situation regarding the railroad has improved at Cardigan Junction. Any incidents are being reported directly to CP Rail. There are still many trains traveling through the area, but that will not change. Some residents would like to address hazardous contents being transported through the community. Mayor Martin has indicated that she does not believe the Council would be willing to take on changes in federal law. Responses from the City's congressional delegation, legislators and the Governor's office are to take a "wait and see" attitude. CP Rail has made changes to address some noise and use issues in the Cardigan Junction area. Once the report on quiet zones at rail crossings has been received from SEH, the Council will revisit this issue.

Mayor Martin noted receipt of a letter from Move Men, which promotes transportation funding in the next legislative session. Copies were distributed to Councilmembers. If the Council is willing, a resolution could be adopted to support it.

Councilmember Wickstrom stated that the issue is bigger than transit. In order to get funding through the legislature, it will have to include funding for roads in Greater Minnesota. The increase in population projected for the next 40 to 50 years in the metro area means a choice of expanding freeways and roads or to put in a public transportation system that gets people where they need to be.

Councilmember Johnson noted that Shoreview as a community, residents drive to destinations and do not use public transportation.

Mayor Martin noted that there are employers in Shoreview who would like to see public transportation available that would bring employees to work here.

Councilmember Quigley stated that there are too many complex details surrounding transportation issues, and he could not support a resolution without a thorough understanding of how the resolution is framed.

The meeting adjourned at 9:43 p.m.

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL SPECIAL MEETING
DECEMBER 16, 2013
5:30 PM**

CALL TO ORDER

Mayor Martin called a special meeting to order at 5:30 pm on December 16, 2013.

ROLL CALL

The following attended the meeting: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart.

INTERVIEW WITH PLANNING COMMISSION APPLICANTS

The City Council met in a special meeting prior to their regular meeting to interview applicants interested in serving on the Planning Commission.

5:30 – Kenneth Hess

5:45 – Muriel Zhou

6:00 – Jason Schaller

The Council briefly discussed the applicant interviews and requested that appointment be scheduled at their next regular meeting.

ADJOURNMENT

The meeting adjourned at 6:40 pm.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
December 16, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 16, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart.

APPROVAL OF AGENDA

Mayor Martin requested that item No. 23 be tabled to the next Council meeting in January.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the December 16, 2013 agenda with item No. 23 tabled to the next Council meeting in January.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Withhart:

Commended Mayor Martin for her reading at the Shoreview Northern Lights Variety Band concert and commended the band for one of their best concerts.

GENERAL BUSINESS**ITEMS RELATED TO THE BUDGET AND 2014 TAX LEVY****AMEND 2014 DEBT LEVIES****ADOPT 2014 TAX LEVY (CITY, HRA AND EDA)****ADOPT 2014-2015 BIENNIAL BUDGET****ADOPT CAPITAL IMPROVEMENT PROGRAM FOR 2014 THROUGH 2019****ADOPT ORDINANCE ESTABLISHING 2014 UTILITY RATES****Presentation by Assistant Finance Director Fred Espe**

Each year, staff reviews the City's debt service funds with projected expenditures and revenues for the following year and then makes recommendations to the City Council for changes to the debt levies. The only way the debt levies can be changed is through City Council action. Staff is recommending a debt levy in the amount of \$732,000 for 2014, which is \$593,292 less than when these debts were issued.

The tax levy recommended is \$9,919,154; the HRA levy recommended is \$90,000. These amounts are the same as presented at the December 2, 2013 truth in taxation hearing. The impacts of the levy on a median-valued home with a 1% increase in value is an increase in the City's share of the levy of \$19.70. The impact of the total levy on a median-valued home with 1% increase in value is a decrease of \$21.99.

The City is required to adopt a budget for its General and Special Revenue Funds. The motion to adopt the 2014 budget establishes a plan for the 2015 budget. The 2015 budget is not spendable until it is amended or reaffirmed by motion in December 2014.

The Capital Improvement Plan (CIP) is a planning document adopted by the City each year. It outlines planned projects for the next six years. The projects are not authorized without separate Council approval for any capital cost exceeding \$25,000. Capital replacements are 77% of the total CIP, except for the planned water treatment plant.

A 2% wage adjustment is recommended for employees with a health insurance increase of \$75 per month. In addition, adoption of the job classification system is recommended. All adjustments were included in the budget presented December 2, 2014.

The 2014 utility rates are recommended as follows:

- Maintain sufficient cash balances in the enterprise funds--water, sewer, surface water, street lights
- Support operating costs and debt payments
- Provide for repair and replacements
- A long-term emphasis is used to set rates
- Gallons of water used are estimated using a base year approach

The proposed increase for the average utility customer is 4.2%, or \$6.63 per quarter. A low usage customer would see an increase of \$4 per quarter; and very high usage would be an increase of \$17.35 per quarter. The majority of the increase is for sewer charges. The City

contracts with the Metropolitan Council to process sewage flows, and these costs are out of the City's control.

State law requires the City to adopt a budget and tax levy by December 30, 2013, with certification of the budget and tax levy to Ramsey County and the State by that date.

Mayor Martin noted that a complete, detailed presentation was made at the truth in taxation public hearing on December 2, 2013. She opened discussion to public comment.

Ms. April King stated that she lives at the corner of Dale Street and Mound Avenue. She believes that Council decisions on the levy and debt are not made in context with the situation with the national debt and fiscal gaps at state levels. Her children will incur and pay the debt but do not have the vote. She is willing to take a cut in services and pay more for the Community Center membership because she wants to see rational cost allocation. She does not want to burden her children who do not use the services and do not vote. She would like the Council to be more cognizant of the future and the national scene. People over age 65 in 2013 will take out of the system roughly \$325,000 more than they put in. Those born between 1980 and 1995 will put in \$421,000 more than they will get back. These issues are not being thought through in terms of freedom. Her household income has not grown in the last five years, but increases to her utilities will be over 4%, and a levy of over 3%. The national context is not being taken into account.

Mayor Martin responded that she does not believe there is a city in the metropolitan area that plans better for the future than Shoreview in terms of debt and tax levies. The City has been recognized over and over for long-range planning for future expenses and for how the City manages budgets. The City has a Comprehensive Infrastructure Replacement Plan that is recognized all over the country because for the next 40 years the City can identify infrastructure that will have to be replaced, the costs and where the money will come from. The reason the City has a AAA bond rating is because of this planning for the future. She referred Ms. King to the Benchmark booklet available that compares Shoreview to other cities of the same size in the metropolitan area. Shoreview is consistently in the lowest quadrant for property taxes.

Councilmember Wickstrom echoed Mayor Martin's comments. She stated that she attends many meetings where these issues are discussed, and other cities are amazed when she tells them about the long-range financial planning that Shoreview does. Rather than seesaw taxes, expenditures are planned to maintain increases at reasonable levels. Some of the bonding is for street projects. Residents are assessed for a portion of the cost, but the bonding enables that assessment to be paid over a period of time, not all at once. Residents receive the benefit of the City's low interest rate on the bonds. The bonding can be compared to buying a home. Most people do not pay cash for a home. Bonding is used for larger cost projects, and the comment that the City debt is out of control is not warranted. The Council is very aware of what is going on at the national and state levels. However, the Council has to address what is happening within the community, City streets, City parks, trails that people use every day. She believes the City is very responsible in how money is used. That is shown in the Community Surveys with 99% of respondents very pleased with what the Council is doing.

Councilmember Quigley stated that a biennial budget enables Councilmembers to see what expenditures are coming. There have been many discussions about the current economy. The

current survey that was just done showed that residents support maintaining current programs. The City always has to bond, and is getting the best rate possible. From all of the information that he could gather, the tax levy is well documented and supported. The City cannot impact state and national issues. The Council has to do the best it can for the City, and he supports this budget.

Councilmember Withhart added that Shoreview is constantly paying off debt and not building debt. As new infrastructure costs arise, there is new debt. Shoreview's debt is significantly lower than what is allowed by State law.

Councilmember Johnson stated that she has asked tough questions about fiscal responsibility on a day-to-day basis. Time is spent in workshops and at Council meetings on these decisions. It is apparent to her that the entire Council is concerned about being fiscally responsible, and that is shown in the survey. Staff is very fiscally responsible in meeting the needs of the community.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt proposed resolution number 13-104 reducing debt levies for fiscal year 2014 per Minnesota Statutes.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Withhart to adopt proposed resolution number 13-105 adopting a City tax levy of \$9,919,154 and an HRA tax levy of \$90,000 for taxes payable in 2014.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Johnson, Martin
Nays: None

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to adopt resolution number 13-106 approving the biennial budget for the years 2014 and 2015, and to approve the benefits and job classification system and pay plan as detailed on the attached pages.

ROLL CALL: Ayes: Wickstrom, Withhart, Johnson, Quigley, Martin
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt resolution number 13-107 approving the capital improvement program for the years 2014 through 2019 as detailed on the attached pages.

ROLL CALL: Ayes: Withhart, Johnson, Quigley, Wickstrom, Martin
Nays: None

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adopt the attached ordinance number 913 establishing a utility fee schedule effective January 1, 2014.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

Mayor Martin thanked and commended staff and Councilmembers for all of the hard work that has been done since last March to reach approval of the budget and tax levy documents.

REZONING/COMPREHENSIVE GUIDE PLAN/PRELIMINARY PLAT/PLANNED UNIT DEVELOPMENT - DEVELOPMENT STAGE - 4785 HODGSON ROAD AND 506 TANGLEWOOD DRIVE

Presentation by City Planner Kathleen Castle

This application seeks the following: 1) a Comprehensive Plan Amendment to change the land use of the subject property from O, Office and RL, Low Density Residential to SR, Senior Residential; 2) rezoning from O, Office and RL, Low Density Residential to PUD, Planned Unit Development; 3) a preliminary plat to plat the two parcels into one; and 4) the PUD Development Stage review for redevelopment with a 77-unit Senior Housing Cooperative. The two properties--4785 Hodgson Road and 506 Tanglewood Drive--consist of 4.14 acres. The preliminary plat will combine the two parcels into one and complies with all subdivision standards. The property on Hodgson is currently developed with Kozlak's restaurant with parking and access drives. The property on Tanglewood is developed with a single-family home. There are residential uses on the north, south and west of the property. The proposal would demolish the existing buildings to construct a senior residential cooperative building.

The Planning Commission reviewed the application at its December 3, 2013 meeting and held a public hearing. Discussion focused on number of parking stalls, the site design, the building location and height and visual impact on adjoining residential properties. In general, the Commission felt the impact is mitigated but asked the developer to work with neighboring residents. The Commission voted 6 to 1 to support a recommendation to the City Council to approve the applications.

The land use amendment proposed is compatible with adjoining residential land uses and an arterial roadway. The plan is consistent with City housing goals to provide life-cycle housing and infill/redevelopment. The amendment to change the land use from Office and Low Density Residential to Senior Residential is compatible. Density is allowed up to 45 units per acre; the proposed density is 18 units per acre.

This portion of Hodgson Road is located in what is identified as Policy Development Area (PDA) No. 9 in the Comprehensive Plan, which guides transition development from low density residential to other development that is compatible with an arterial roadway and the changes that have occurred on Hodgson Road.

Rezoning from Office and Low density Residential to Senior Residential will not significantly impact surrounding land uses as both land uses are residential. Although the proposal is for higher density, architecture, site design and landscaping can mitigate any impacts. A Development Agreement will be required as a condition of approval.

PUD zoning is requested for flexibility regarding the number of parking stalls, 157 proposed on-site. There is an underground parking garage. A surface parking lot will have 46 stalls. That is a ratio of 2.0 parking stalls per unit which is high when compared to other senior housing developments that range from 1 to 1.7 parking stalls per unit. Code requires 2.5 stalls per unit for multi-family housing but does not differentiate for senior housing. Flexibility for parking has been granted to other senior housing developments.

A parking setback of 20 feet is required from a road right-of-way or easement to provide for landscaping. The proposed setback is 8 feet with added landscaping in the road easement. Ramsey County has no objection to the added landscaping, building height and structure setback from the Hodgson Road easement.

The maximum height allowed in the Development Code is 35 feet. This can be changed as long as the Fire Department sees no difficulties in firefighting capabilities. Height can also be changed as long as an additional foot of front setback is provided for each additional foot of height. The proposed height is 39.5 feet that drops to a two-story section of 26 feet in height at the northwest and southwest corners. As proposed, the plan complies with setback requirements with a 40-foot setback. The northwest corner of the building does not comply with the setback requirements because of a jog in the road easement area.

Notices were sent to property owners within 350 feet of the subject property, and development signs were posted on the property. Written comments focused on concerns of compatibility with adjacent low density residential uses, visual impact and traffic. The Lake Johanna Fire Department has provided information to the developer regarding access.

Staff finds that the proposal supports the City's housing policies and Comprehensive Plan. The location is suitable because it is adjacent to an arterial roadway and the guidelines of PDA No. 9. The flexibility requested regarding setbacks, height and parking is reasonable and similar to other senior residential facilities. Staff is recommending Council approval of all applications.

Planning Commissioner Wenner stated that when the proposal was first presented, there was concern about the three stories on the south and southwest sides. The developer has scaled that back to two stories. Also, the developer has added a significant number of trees as a buffer. The Commission believes this multi-housing use is compatible with low density residential. With current zoning, there could be much more intense development proposals that are not as compatible. The developer is working with the neighbors, and the Commission is comfortable making a recommendation for approval.

Mr. Brian Kerry, United Properties, stated that substantial modifications have been made. The southwest section has been shortened to a 51-foot setback from properties to the south and west. Significant landscaping has been added--91 trees total with 40 evergreens and 51 shade or flowering trees. There are differing opinions but they were able to modify the plan and change a variety of plant species. One neighbor asked if three of his trees could be moved onto the developer's site. That will be done if it is recommended that the trees will live by the landscaping consultant. Similar landscaping will be done in the northwest corner. Three large trees of concern will be saved.

Mr. Kerry added that it is very important that senior residents are satisfied with parking, as sales depend on resident referrals. A ratio of 2.03 stalls per unit is the highest number of all of the senior housing developments they have built. He is confident the number is sufficient. Traffic has been reviewed and addressed by staff. With 14,000 cars a day on Hodgson Road, the traffic consultant has indicated that the traffic from this development will be negligible. As for runoff water, there will be a substantial improvement after the development with underground storage tanks, ponding and rain gardens.

Councilmember Wickstrom commended the increased parking. A big concern is parking at other sites. The front entryway looks tight, and she is concerned about fire emergency vehicle access. Also the sprinkler system needs to be zoned by floors. **Mr. Kerry** stated that access must work for the Fire Department, and the island in front can be reconfigured.

Councilmember Johnson asked specifically the objections of neighbors when the developer met with them. **Mr. Kerry** stated that the single biggest objection is the height and size of the building. He explained how the building has been reduced significantly from the original plan to address these concerns.

Councilmember Withhart commended the increased screening and landscaping. He is pleased with the developer's response to neighbors, and the mitigation steps that have been taken.

Mayor Martin opened discussion to public comment. There were no comments or questions.

Mayor Martin stated that development on this property is 18 units per acre, when it could have been 45 units per acre. Setbacks exceed what is required by Code, which is significant. She is pleased to see the height reduction closest to residential property. The landscaping planned is also impressive. It is always difficult for residents to envision a big building next to their homes. If the property had been developed as single-family residential, potentially there could have been 35-foot houses 30 feet from the property line. One response from a North Oaks resident to the development at Southview is that the large residential building blocks traffic noise from Hodgson. This is a better plan than the original, and she commended Mr. Kerry for the involvement of the neighbors.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the following requests submitted by United Properties Residential, LLC for the redevelopment of 4785 Hodgson Road and 506 Tanglewood Drive with a senior residential cooperative building that has 77 dwelling units and adopt Resolution 13-113 (Comprehensive Plan Amendment) and Ordinance #914 (Rezoning). Said recommendation for approval is subject to the following conditions:

Comprehensive Guide Plan Amendment

1. The amendment changes the land use designation from RL, Low Density Residential and O, Office to SR, Senior Residential.
2. Review and approval of the amendment by the Metropolitan Council.
3. The amendment will not be effective until the City grants approval of the Final Plat and PUD - Final Stage requests.

Rezoning

1. This approval rezones the property from O, Office and R1, Detached Residential, to PUD, Planned Unit Development.
2. Rezoning is not effective until approvals are received for the Final Plat, PUD - Final Stage and development agreements executed.

Preliminary Plat

1. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
2. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.
3. The Final Plat shall be submitted to the City for approval with the Final Stage PUD application.

Planned Unit Development – Development Stage

1. This approval permits the redevelopment of these parcels with senior residential cooperative building that provides 77 dwelling units.
2. The items identified in the memo from the City Engineer must be addressed prior to the City's review of the Final Stage PUD plans and Final Plat.
3. The luminary plan shall be revised to identify lighting levels compliant with the City Code and exterior light fixture details shall be submitted with the Final Stage PUD and Final Plat submittal.
4. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to submittal to the City of applications for Final Plat and PUD – Final Stage.
5. The proposed senior housing structure shall be of a 2 and 3 story design as depicted on the plans submitted with this application and dated November 4, 2013. The southwest and northwest corners of the building shall not exceed 2 stories as shown in the plan submittal. These sections of the building step-up to 3 stories towards the interior of the structure. The structure shall not exceed the heights as identified in this report and on the submitted plans.
6. The applicant shall create a Homeowners' Association for the project. The applicant or any subsequent property owner shall be a party to the Association required as part of this plat. The Homeowners' Association documents (articles of incorporation, bylaws, rules and regulations, replacement reserve study and covenants) shall be reviewed and approved by the City Attorney prior to recording and shall include the following:
 - a. The Homeowners' Association shall maintain landscaping/screening and maintenance shall be consistent with the approved landscaping plan.
 - b. Membership in the Homeowners' Association must be mandatory for each property owner and any successive buyer of all units. The dues for such membership must be established to adequately meet the expenses of maintenance and fulfillment of all responsibilities of the Association as set forth in this agreement.
7. The landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan

shall be submitted for review and approval by the City Planner prior to submittal of the final plat application.

8. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.
9. The developer shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.
10. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project. The Development Agreement shall address:
 - a. Construction management and nuisances that may occur during the construction process.
 - b. Removal of the existing structures and supporting infrastructure.
 - c. Landscape maintenance
11. This approval shall expire after two months if the Planned Unit Development - Final Stage application has not been submitted for City review and approval, as per Section 203.060 (C)(6).

This approval is based on the following findings:

1. The proposed redevelopment plan supports the policies stated in the Comprehensive Plan related to land use, housing and redevelopment.
2. The proposed redevelopment plan carries out the recommendations as set forth in the Housing Action Plan.
3. The proposed redevelopment plan will not adversely impact the planned land use of the surrounding property.
4. The proposed deviations permit this site to be redeveloped with a use that expands life-cycle and affordable housing, including housing choice in the city.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Martin
 Nays: Johnson

REZONING/PRELIMINARY PLAT - 5878 LEXINGTON AVENUE

Presentation by City Planner Kathleen Castle

The proposal is to rezone the subject property from UND, Urban Underdeveloped to R1, Detached Residential. A preliminary plat is submitted to plat the property into 25 parcels for single-family residential development. The property consists of 9.375 acres with access off Lexington Avenue. The property is between the dead end of Woodcrest on the west and Bucher Avenue on the east. Adjacent land uses include detached single-family residential, multi-family housing and institutional with the water tower. There is one single-family home on the property with accessory structures.

Rezoning to R1, Residential is consistent with the City's Comprehensive Plan. This use is consistent with adjoining land uses and will not have significant adverse impacts. A Development Agreement is required to be executed as a condition of approval.

The preliminary plat complies with all City subdivision and zoning standards. The proposed density is 2.67 units per acre; up to 4 units per acre is allowed. In a 2005 Needs Assessment Study, this property was identified as a possible park location. However, since that time, City policy has moved away from developing small parks but instead focuses on improvements and connections to community parks. A public use dedication fee would be required and used to help cover trail improvements that would expand the trail along Lexington to improve connection to Turtle Lake School, the Rice Creek Open Space and McCullough Park.

Woodcrest and Bucher Avenue would be extended to connect both sides of the property. All lots comply with minimum standards for the R1 Residential District. There are 87 landmark trees that will be retained; 187 trees are required to replace trees that are to be removed.

The storm water management plan has been revised. An infiltration basin has been replaced with an underground infiltration chamber. The rain gardens have been replaced with a low area that will hold storm water during 10-year and 100-year events. This plan complies with the Rice Creek Watershed standards.

Property owners within 350 feet were notified of the development proposal, and development signs were posted on the property. The Fire Marshal has indicated no concerns. Property owners have expressed concerns about drainage, parkland needs and traffic. The Planning Commission reviewed the proposal and held a public hearing at its December 3rd meeting and recommended Council approval with a 6 to 0 vote with one abstention. Staff is recommending approval of rezoning and the preliminary plat with the conditions listed in the staff report.

Mr. Ian Peterson, Pulte Homes, stated that he would be happy to answer any questions.

Mayor Martin asked the type of homes that are planned and the price point. **Mr. Peterson** answered that most house plans will be two stories; one plan is a one-story home. The size ranges from 2600 to 3200 square feet at an average price of \$520,000.

Councilmember Quigley asked for details on the trail links. Ms. Castle stated that there is a trail gap on Lexington with no trail on the north and east side of Lexington. A paved trail will be put in, and there will also be a trail from Bucher Avenue to Lexington.

Councilmember Wickstrom asked the timing of putting in trails. It is important that people who purchase these homes are well aware of the trails and their location. She does not want a situation where homeowners object to trails that are put in after the homes are built. Additionally, she asked that the house numbers in the new development on Woodcrest have very different numbers from the now existing Woodcrest. Ms. Castle stated that both these issues will be discussed with the developer.

Mayor Martin asked how the outlot will be maintained. Councilmember Withhart suggested additional landscaping on the outlot. Ms. Castle stated that outlot issues will be addressed in the Development Agreement.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the following requests submitted by Pulte Group – MN Division to subdivide and develop the property at 5878 Lexington Avenue into 25 lots for single-family detached homes and adopt Ordinance #915 rezoning the property from UND, Urban Underdeveloped to R1, Detached Residential. Said recommendation for approval is subject to the following conditions.

Rezoning

1. A Development Agreement must be executed and financial securities submitted prior to the City's issuance of any permits and/or release of the Final Plat.
2. Rezoning is not effective until City approvals are received for the Final Plat.

This approval is based on the following findings of fact:

1. That the proposed low density residential use is consistent with the policies of the Comprehensive Plan and with the general purpose and intent of the development regulations.
2. The proposed redevelopment plan carries out the recommendations as set forth in the Housing Action Plan.
3. The proposed residential use will not significantly and adversely impact the planned use of the surrounding property.
4. That the applicant is willing to enter into a development agreement with the City as a condition of rezoning approval.

Preliminary Plat

1. The approval permits the development of a detached residential subdivision providing 25 parcels for single family residential development.
2. Final grading, drainage and erosion control plans are subject to the review and approval by the Public Works Director prior to approval of any permits or the Final Plat. Concerns identified by the City Engineer shall be addressed with the Final Plat submittal.
3. Final utility plans are subject to review and approval by the Public Works Director.
4. The final street design is subject to review and approval of the Public Works Director.
5. Comments identified in the memo dated November 25, 2013 from the City Engineer shall be addressed with the Final Plat submittal.
6. A Development Agreement, Erosion Control Agreement shall be executed and related securities submitted prior to any work commencing on the site. A Grading Permit is required prior to commencing work on the site.
7. A Public Recreation Use Dedication fee shall be submitted as required by ordinance prior to release of the Final Plat.
8. The developer shall form a homeowners association to maintain the common areas of the subdivision, which will be further described in the Development Agreement. These documents shall be in a form approved by the City Attorney.
9. The landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan shall be submitted for review and approval by the City Planner prior to submittal of the final plat application. The developer will work with the County and City to develop a plan for dead tree and brush removal and tree replacement plantings in the land exchange area.

10. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.
11. The developer shall secure a permit from the Rice Creek Watershed District prior to commencing any grading on the property.

This approval is based on the following findings:

1. The proposal supports the policies stated in the Comprehensive Plan relating to land use and housing.
2. The subdivision complies with the City's development code standards for plats and single-family residential development.
3. The proposed low density residential use will not adversely impact the planned land use of the surrounding property.

Discussion:

Councilmember Quigley noted that outlots can present difficulties. City Manager Schwerm stated that staff will come back to the Council with details on how the outlot will be managed.

ROLL CALL: Ayes: Wickstrom, Withhart, Johnson, Quigley, Martin
 Nays: None

AUTHORIZATION FOR PROFESSIONAL SERVICES AGREEMENT FOR PRELIMINARY DESIGN REPORT FOR A WATER TREATMENT PLANT AND ESTABLISH PROJECT--CP 14-02

Presentation by Assistant Public Works Director Tom Wesolowski

The City has been a municipal water supplier for over 40 years and manages over 100 miles of water mains that vary in size with over 1,200 hydrants. The City has two 1.5 million gallon water towers, 1 million gallon underground storage tank, and 6 ground water supply wells. The City pumps on average 3.3 million gallons of water per day.

Currently, Shoreview's water quality meets all federal and state primary drinking water standards. The water does contain iron and manganese, which naturally occur in ground water supplies throughout Minnesota. At high levels, these minerals can cause aesthetic effects such as taste, odor or color. Iron levels range in wells from 0.02 to 0.22 milligrams per liter. Manganese levels range from 0.14 to 0.24 milligrams per liter. The recommended secondary standards for drinking water as established by the Environmental Protection Agency (EPA) is 0.3 milligrams per liter for iron and 0.05 milligrams per liter for manganese. The iron level in Shoreview water is slightly below this standard while manganese levels are 3 to 5 times higher.

Councilmember Quigley asked if there have been complaints from residents. Mr. Wesolowski stated that there have been increasing complaints over the years on taste and laundry issues.

Mayor Martin asked if manganese is harmful. Mr. Wesolowski stated that the Minnesota Department of Health has linked health issues from manganese with infants. The secondary standard for infants is 0.1 milligrams per liter.

Councilmember Withhart asked if the water treatment plant will resolve orange laundry issues. Mr. Wesolowski explained that over time iron and manganese will settle in the piping, which colors the water to cause red/black stains on fixtures and laundry and can also affect the water taste. This buildup reduces overall efficiency of the system, and there have been operation and maintenance issues with hydrants and water valves. The piping distribution system is flushed twice per year to reduce settlement, but comments from residents continue to be received. The main way to address these issues is to reduce iron and manganese levels to below secondary standards. This can be done by filtering iron and manganese out of the water with a Water Treatment Plant.

Mr. Wesolowski stated that the current CIP schedules \$9 million for a Water Treatment Plant from 2014 to 2016. The first steps in the design process for a Water Treatment Plant in Shoreview include:

- An analysis of existing infrastructure
- Identify a location for the plant and look at site issues
- Evaluate treatment objectives and alternative treatments
- Architectural possibilities
- Pilot Study to perform different types of treatment processes to see which is most effective
- Refine project estimate based on the Pilot Study
- Complete report and present findings to the Council
- Proceed with the final design

The City has solicited qualification submittals from qualified engineering firms which were reviewed and the top three firms were interviewed. Advanced Engineering & Environmental Services (AE2S) was selected. The company has relevant experience and has demonstrated a thorough understanding of the needs for the design report. Staff has negotiated a proposal for the Preliminary Design Report at a cost of \$72, 280. The draft report is to be completed by May 2014.

Councilmember Quigley asked the size of this type of facility and possible location. Mr. Wesolowski explained that the way Shoreview's water system is pumped all the wells but one are pumped to a storage tank across the street. It makes the most sense to put a treatment plant where the water is stored. The design being considered would fit on the site where the outdoor skating rink is located. The footprint would be approximately the size of the outdoor rink.

Public Works Director Maloney added that the property behind the County ice arena being considered for the water treatment plant is owned by Shoreview.

Councilmember Withhart asked the approximate size of the building. Mr. Schwerm answered that the outdoor rink is 100 feet by 120 feet, which would be a building of 15,000 to 25,000 square feet.

Councilmember Wickstrom asked if the well by Turtle Lake Park pumps more water than other wells. Mr. Wesolowski stated that well is turned on during high usage times of the year. Plans are being considered to connect it to the treatment plant

MOTION: by Councilmember Johnson, seconded by Councilmember Withhart to adopt Resolution No. 13-116 establishing the project and authorizing execution of a Professional Services Agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) for a Preliminary Design Report for Water System Improvements - Water Treatment Plant, City Project #14-02.

ROLL CALL: Ayes: Withhart, Johnson, Quigley, Wickstrom, Martin
Nays: None

Mr. Torah Unstad, 5108 Lexington Avenue, inquired about his application for an extension for a minor subdivision. The extension was approved as part of the Consent Agenda for this meeting.

ADJOURNMENT

MOTION: by Councilmember Withhart, seconded by Councilmember Johnson to adjourn the meeting at 8:55 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ___ DAY OF _____ 2014.

Terry Schwerm
City Manager

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

November 19, 2013

ROLL CALL

Chair Josh Wing called the meeting to order at 7:32 a.m. with the following members present: Jim Gardner, Dave Lukowitz, Sue Denkinger, Gene Marsh, Dave Kroona and Jonathan Weinhagen. Member Jeff Washburn had an excused absence.

Assistant City Manager/Community Development Director Tom Simonson, and Economic Development and Planning Technician Niki Hill were also in attendance.

ACCEPTANCE OF AGENDA

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to accept the agenda, as presented.

Vote: 7 AYES 0 NAYS

APPROVAL OF MINUTES

Commissioner Gardner, seconded by Commissioner Denkinger, moved to approve the minutes of August 20, 2013, as written.

Vote: 7 AYES 0 NAYS

INFORMATION EXCHANGE

Commissioner Weinhagen mentioned the pool of money from the recently announced “corridors of commerce” funding for road improvements. The area of 694 between Rice Street and Lexington was one of 10 projects chosen. They will be adding dynamic shoulder lanes and getting needed improvements. The Rice Street Bridge will also be a target of those involved to get it moved up in the construction schedule.

Simonson state that the Shoreview / Arden Hills Business Council would meet at Northeast Youth and Family Services tomorrow (November 20th).

Simonson confirmed date and time for the Business Exchange at the Hilton Garden Inn on December 12th from 5 – 7 pm. Invitations have been mailed out to all businesses, a press release sent to the local papers, and BRE businesses will be getting personal e-mail invite from the Mayor.

Simonson informed the EDC that current Assistant to the City Manager Tessia Melvin will be leaving to take a new job as City Administrator of Maple Plain. Commissioner Lukowitz, stated that on behalf of

the entire Commission, he wanted to thank Tessia for her service for both the EDC and EDA, and the City of Shoreview.

Simonson stated that there is been a significant increase in housing development applications to the Planning Commission for consideration in December, including:

- United Properties submitted preliminary plat/PUD plans for the Applewood Pointe of Shoreview senior cooperative project on the Kozlak's property.
 - A 3-story "pinwheel" design has been revised without the County right-of-way the developer was seeking to be vacated, but the County denied the request.
 - Applewood Pointe of Shoreview has already been advertised in the area.
 - Staff is still communicating regularly with the owners/operators of the restaurant as they explore options for a new site for Kozlak's.
- Autumn Meadows – 5878 Lexington Ave
 - Proposed 25 lot single family development by Pulte Homes
 - No direct access to Lexington but will connect to existing street system.
 - Housing values are estimated to be around \$450,000 – \$600,000 in range.
 - Prefer to start construction this spring pending City approval.
- Oesterbauer Properties/Zawadski Homes
 - Zawadski looking to develop 10 single-family lots
 - 5 lots with access on N. Owasso Boulevard and the other 5 lots proposed off of incomplete Grand Avenue. Public versus private access will be a policy issue to be considered by the City.

Member Weinhagen discussed the TCAAP forum that was hosted by the Saint Paul Area Chamber of Commerce that Councilmembers Quigley and Johnson attended. The attendance was nearly 100 people. He said that 43 of the 44 buildings are down and the PCA just issued the permit for the soil remediation. The Master Planning of the site is still underway so the residential versus commercial is not set. There will probably not be a single developer but specific standards such as employees per square foot or revenue per square foot will be mandated.

Simonson updated the Commission on the current status of Lakeview Terrace project. He stated road improvements will be finished within the next week. The rail crossing is delayed until next spring per the railroad's schedule. The housing is progressing and the underground parking is complete. The entire structure is concrete framed and on the schedule to open next summer.

The City is also undertaking a Railroad Quiet Zones Study. The study came about because of the concerns with the significant traffic and usage complaints received from businesses and residents in the community; specifically the residential neighborhood near Cardigan Junction. City staff has met with multiple related parties including representatives of other government agencies, both local and regional, and the Canadian Pacific Railroad. Roads have been blocked for long periods of time, they switch cars and engines around at all hours of the day, and horn usage has increased.

GENERAL BUSINESS

Review Applications to Fill EDC Vacancy

Simonson reported that there have been 2 applications received for the one vacancy currently on the EDC. He asked the commissioners to review the applications and typically the commission would interview the candidates and make a recommended appointment to the City Council. Upon reviewing the applications it was brought up that both of them have only lived in Shoreview for a brief time. Commissioners Denkinger and Weinhausen did not see shorter terms as a negative and thought that they could bring interesting perspectives. It was decided to set up interviews for both the candidates on December 17th and invite them to the upcoming Business Exchange event.

BRE Program – Review Recent Business Visits

Simonson stated that the City has completed 4 business visits in the past two months, with all 4 participating in the Economic Gardening program. The companies visited included: HED Cycling, Allied Generators, Promet International, and American Metro. Simonson provide a summary of notes and outcomes from the BRE visits.

Discussion followed on the challenge of accommodating growing businesses that may not have the ability to expand at their current location and there is a lack of available land in the built-out community. Chair Wing noted his concern about the TCAAP property being a target area for businesses that are looking to expand. Simonson stated that HED Cycling said they like where they are located and the older industrial area is well maintained and has modest values and lease rates that best fits their style. They do not like a big “industrial’ areas or business parks.

Simonson said that there are several companies where the City has had recent discussions about growth plans. Each have different requirements for space or expansion needs but the City may be faced with only accommodating certain businesses, not all given the available space and land limitations. Wing wondered if this is an opportunity to capitalize on redevelopment of certain areas.

Commissioner Lukowitz thought that it was surprising that Blaine hasn’t targeted any of our businesses. The Children’s Hospital property or the Lexington Corporate Center could be options for redevelopment.

Chair Wing suggested this should be a special topic for an upcoming EDC meeting. Where to put businesses that wish to expand? How can/would we grow? Should we try to engage developers?

TIF Extension Update

Simonson summarized the City’s efforts to get special legislation approved to extend the life of Tax Increment District No. 1, which is set to expire in 2014. The goal is to get the TIF extended for 15 years so we can continue to have an economic development funding source. This district has been the funding

source for multiple business expansion and development projects within the City and has contributed to tax base and job growth. Eagan and possibly Maple Grove are also seeking extensions. The session should begin in February, but even if they do not have a tax bill, they could attach it to public financing bill this year. Potential for \$15,000,000 in added economic development funds. Simonson said he would keep the EDC informed as the effort moves forward.

Met Council Thrive 2040 - The Met Council's population projects for 2040 were discussed. Members of the EDC thought that the numbers were too high and wanted to know if staff agreed with this. Staff has plans to meet with the Met Council prior to the December 1st deadline to discuss the concerns and why we feel that way.

McGuire Update - City taking property this week. GMHC proposing to develop the property for up to three houses for work force housing.

Highway Corridor Transition Study – The Highway Corridor Transition Study by HKGI is currently underway and they are analyzing the data to come up with some preliminary assessments of the focus areas and areas which we may have missed and need to address.

ADJOURNMENT

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to adjourn the meeting at 9:00 a.m.

Vote: 7 AYES 0 NAYS

**HUMAN RIGHTS COMMISSION
MEETING MINUTES
November 20, 2013**

CALL TO ORDER

Commissioner Hite called the meeting to order at 7:03 p.m. with the following members present: Richard Bokovoy, Neha Sethi, Julie Williams, Bob Minton, Mark Hodkinson and Nancy Hite.

Commissioner Cory Springhorn arrived late.

Commissioners Elaine Carnahan and Sam Abdullai had excused absences.

Also present was Terry Schwerm, City Manager and Tessia Melvin, Assistant to the City Manager.

APPROVAL OF AGENDA

Commissioner Hite suggested that the group move item 7. Transition of Duties to the top of the agenda, as it will help assist with other item discussions.

Commissioner Minton moved to adjust the agenda, seconded by Williams.

Vote: 5 AYES 0 NAYS

APPROVAL OF MINUTES

Commissioner Hodkinson moved to accept the October 23, 2013, minutes, seconded by Commissioner Williams.

Vote: 7 AYES 0 NAYS

TRANSITION OF MEETINGS

City Manager Schwerm described the transition of duties after Melvin leaves. The City will not post the position until January so the position may not be filled until March.

REVIEW OF HRC APPLICANTS

Melvin reported that the Commission received six applications for the current vacancy. She presented the applications and supplemental documents to the Commission for their review.

Commissioner Williams moved to interview three applicants for the vacant position, seconded by Commissioner Minton.

Vote: 5 AYES 0 NAYS

HRC POSTER CONTEST

Melvin reviewed the timeline for the poster contest. Commissioner Williams discussed her concern with the prizes for the contest. In the past, it was very easy to gather prizes, but today it is difficult to get prizes from local businesses. City Manager Schwerm added that Melvin has created a budget for prizes for the Commission to distribute to winning students.

COMMUNITY DIALOGUE UPDATE

Commissioner Hite reported that she contacted Representative Yarusso, who is willing to attend a dialogue. There was much discussion on when the dialogue should be held. Commissioner Hodkinson suggested hosting it in the fall, after the potential passing of the bill. The Commission discussed the likelihood of the bill passing.

The Commission agreed to host the dialogue in the fall. City Manager Schwerm asked the question about the format of the panel. Commissioner Hite added that the panel would include school boardmembers, students and social work experts. Commissioner Hodkinson asked if Commissioner Hite would ask Barb Yarusso who helped her with what other contacts we should be making.

Commisisoner Hodkinson moved to target the date for 2014 fall, moved by seconded by Bokovoy.

Vote: 7 AYES 0 NAYS

OTHER BUSINESS

Commissioner Hodkinson moved that Tessia be recognized as wonderful, seconded by Springhorn.

Vote: 7 AYES 0 NAYS

ADJOURN

There being no further business, Commissioner Hodkinson moved to adjourn the meeting at 8:28 p.m.

Motion was adopted unanimously.

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**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
December 3, 2013**

CALL TO ORDER

Chair Solomonson called the December 3, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners, Ferrington, McCool, Proud, Schumer, Thompson and Wenner.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to approve the December 3, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 7 Nays - 0

APPROVAL OF MINUTES

Under Roll Call, Commissioner Thompson should be listed as absent.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to approve the October 22, 2013 Planning Commission meeting minutes, as amended.

VOTE: Ayes - 5 Nays - 0 Abstain - 2 (Proud, Thompson)

REPORT ON CITY COUNCIL ACTIONS:

Presentation by City Planner Kathleen Castle

The following items forwarded to the City Council for recommended approval were approved:

- Conditional Use Permit for Matthew & Rachel Karel at 863 Tanglewood Drive
- Conditional Use Permit for Thomas & Susamn Walgren at 212 Bridge Street
- Comprehensive Sign Plan for Dr. Robert L. Thatcher and John Traeger at 1050 County Road E

OLD BUSINESS

MINOR SUBDIVISION / VARIANCE

FILE NO: 2503-13-30
APPLICANT: SAINT MARIE, LLC
LOCATION: 181 SAINT MARIE
Presentation by City Planner Kathleen Castle

The application is to subdivide the property into two parcels for development as single-family residential. Two variances are requested with the subdivision: 1) to reduce the minimum lot depth of 125 feet to 100 feet; and 2) to reduce the minimum structure setback from 40 feet to 30 feet. The property consists of 25,000 square feet and is a corner lot with frontage on St. Marie and Rustic Place. It is currently developed with a single-family home and detached garage.

The Planning Commission reviewed this application at its October 22, 2013 meeting and tabled the matter because of concerns with the buildable area and building setbacks on the new Parcel A and impacts to the adjacent home to the north as well as the neighborhood. The applicant was asked to provide additional information on the design of the proposed home.

Plans for the proposed new homes have been submitted. The applicant questioned Staff's interpretation of the Code standards regarding front yard setbacks per Section 207.050D4, which pertains to non-conforming lots. The City Attorney has determined that the permitted setback is 27.5 feet. This means the variance request for a reduced front setback is not necessary. The proposed home would be 29 feet from Rustic Place which would be in compliance. The home is a 1.5-story design.

Staff finds that the proposed two lots comply with minimum lot area standards. Unique circumstances that may be considered relate to the existing lot width which determines the depth of Parcel A. With the proposed lot depth, there is sufficient area to build a home on the property. However, the variance could be considered self-created because it is a result of the applicant's desire to subdivide the property. The average lot areas in this neighborhood are 27,000 square feet. The proposed subdivision would create lots that are much smaller with Parcel A being non-conforming. Staff finds that the placement of the existing home and garage from Rustic Place mitigates some of the visual impact to the neighborhood.

Property owners within 350 feet were notified of the proposal. A number of responses were received regarding concerns about impact to the neighborhood. Staff is concerned about the variance being self-created with this application and potential precedent. A new lot would support the City's housing goals with the creation of a new housing opportunity, but all criteria for a variance must be met to grant it.

Commissioner Ferrington noted the 40-foot setback condition of approval in the proposed motion. Ms. Castle explained that with the variance the City can require reasonable conditions. The additional setback is to minimize visual impact.

Mr. Willie Abbott, St. Marie, LLC, Applicant, stated that he met with Mr. Hamilton, the neighbor to the north, to discuss how a new home could minimally impact his property. A 1.5-story look brings the house further south and shows less mass next to the Hamilton property. The footprint of the new home is reduced to 1864 square feet, which includes the home and garage.

Mr. Abbott further stated that he believes the application meets variance criteria. He referred to Staff's review of a subdivision at 3595 Rice Street and the findings listed with that review, where Staff concurred with hardship due to the configuration of the parcel. The subdivision for a new single-family home is a reasonable use. Unique circumstances exist in that the only configuration of a subdivision requires a variance for lot depth. The lots were platted many years ago, and he has no control over that process. Two sewer stubs were installed in front of the property and assessed for two

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services. At that time, it was recognized that there may be a subdivision. The proposed house is designed to blend into the neighborhood with minimal impact. The home will be approximately 20 feet from the north property line. The second story was stepped back, and the footprint was reduced. The proposal will add value and be an asset to the neighborhood.

Commissioner Proud requested Mr. Abbott to speak to the motion to deny, which finds that the unique circumstances are created by the subdivision. **Mr. Abbott** stated that it is reasonable use to divide the property. Both lots fit the criteria for single-family development with the one exception of lot depth. The size of the lot is over 10,000 square feet, which is adequate for a new residential lot.

Commissioner Ferrington asked if Mr. Abbott met with other neighbors. **Mr. Abbott** responded that the greatest impact will be to the Hamiltons to the north; he did meet with Mr. Hamilton. Since the setback variance is not needed, he did not meet with other neighbors.

Chair Solomonson opened the discussion to public comment.

Mr. Dennis Hamilton, 3633 Rustic Place, asked if the subdivision is granted before the variance or if the variance is granted in order to allow the subdivision. His main concern is that in a neighborhood of large airy lots, these two new lots will be barely the minimum size. That is a fundamental change to the character of the neighborhood. He requested that the subdivision not be granted.

Mr. Mark Casposack, 3628 Rustic Place, stated that he is directly across the street from the proposed subdivision and will be impacted almost as the property to the north. Their view of the subject property is trees, which will be changed. The applicant has not talked to them about his proposal. His reference to the property on Rice Street is referring to a totally different neighborhood. He, too, is opposed to creating two small lots in a neighborhood of large lots.

Ms. Marcia Figs, 3538 Rustic Place, stated that people move into the neighborhood because of the large lots. A small lot with a large house does not fit the character of the neighborhood. There will not be enough room for children to play or outside entertaining.

Mr. Richard Depner, 205 St. Marie Street, stated that he has submitted written comments. He is opposed to the subdivision because the character of the neighborhood will be changed and his privacy will be impacted.

Mr. Nathan Anderson, 3565 Rustic Place, stated that reference to the Rice Street property as a precedent is not fair, as this neighborhood did not have an opportunity to voice opposition to that application. Reasonable use is subjective. Shoreview discourages creation of key lots, where the rear of one lot abuts the side yard of another property. Code allows a setback increase requirement of 15 feet on any such request. He questioned whether the City has the authority to create such a lot.

Ms. Wendy Rosse, 176 St. Marie, stated that she lives next to the property referred to on Rice Street. When that subdivision application was submitted, she and her husband were dealing with health issues and let it go. She has regretted that decision. In order to access her own back yard, she has to tiptoe under the eaves of her own garage, and she wishes that subdivision had never been approved.

Mr. Ed Capings, 3678 Rustic Place, stated that squeezing the proposed home on a small lot would not benefit the neighborhood. The applicant will not live in the neighborhood. He does not want this worst case scenario to become a new standard.

Commissioner Proud asked if staff agrees with Mr. Anderson's assessment of creating a key lot. Ms. Castle stated that with the creation of this key lot, added conditions can be imposed. The Code does not prohibit key lots, but the City can discourage them by imposing added conditions.

Commissioner Ferrington asked the amount of setback increase that can be imposed with key lots. Ms. Castle stated that a rear lot line can be increased from 30 to 40 feet and a side setback from 10 to 20 feet. Commissioner Ferrington stated that with 100 feet in lot depth with a 40-foot setback in the rear and the front would leave 20 feet for the width of the house. While she can agree with the criterion of reasonable use, she cannot support the unique circumstance that is self-created. She also cannot agree that there will not be significant impact to the character of the neighborhood.

Chair Solomonson stated that creating a key lot complicates the subdivision that requires a variance. He cannot support it because of the impact to the neighborhood.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to deny the lot depth variance needed for the proposed Parcel A and, therefore, recommend that the City Council deny the subdivision for 181 St. Marie Street. With denial of the variance, the minor subdivision cannot be supported. Said denial is based on the following findings of fact as listed:

Variance

1. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The property owner has reasonable use of the property. The property is developed with and used for single-family residential purposes in accordance with the Development Code requirements.
2. *The plight of the property owner is due to circumstances created by the property owner and not unique to the property.* The act of the minor subdivision itself is a circumstance created by the property owner. While the property exceeds the lot area required to create two parcels, the depth of the Parcel A is substandard to the minimum 125-foot lot depth required. The desire to subdivide the property creates this circumstance.
3. *The variance, if granted, will not alter the essential character of the neighborhood.* The development pattern of this neighborhood consists of large residential lots with depths that exceed the R1 zoning district standards. The average lot area of parcels in the immediate area is 27,242 square feet and the average lot depth on the west side of Rustic Place north of the property is 198.7 feet. The smaller lot areas of Parcel A and B, the 100-foot lot depth for Parcel B alter the essential character of the neighborhood.

Discussion:

Commissioner McCool stated that except for the key lot issue, he would have supported the application. He sees the essential character of the neighborhood as sufficient setback, but that is not achievable on this key lot.

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VOTE: Ayes - 7 Nays – 0

NEW BUSINESS

REZONING/PRELIMINARY PLAT – PUBLIC HEARING

File No: **2505-13-32**
Applicant: **Lynn Noren / Pulte Homes of Minnesota, LLC**
Location: **5878 Lexington Avenue**

Commissioner McCool recused himself from consideration of this matter, as his law firm does work with Pulte Homes.

-Presentation by City Planner Kathleen Castle

This application seeks to change the zoning at 5878 Lexington Avenue from Urban Underdeveloped (UND) to R1, Detached Residential and secondly, to plat the property in 25 parcels for single-family development. The property consists of 9.375 acres. The property has access from Lexington but also frontage on Woodcrest and Bucher Avenues. Vegetation consists of open areas and woods along the west and south property lines. Adjacent land uses are detached single-family residential, multi-family housing and institutional--a water tower.

The Comprehensive Plan is consistent with low density residential land use. The development will not significantly adversely impact surrounding land uses. A Development Agreement will be required with the proposal. The preliminary plat complies with the City's subdivision and zoning requirements. The density proposed is 2.67 units per acre.

A 2005 Needs Assessment Study done by the City identified this area as a candidate area for a future park. Since that time the City has instead focused on improvements to current parks and providing connections to community parks. The public use dedication fee for this development would be used for expanded trails along Lexington to connect the area to community parks and Rice Creek Regional Park.

Woodcrest Avenue would be extended to become a through street. Bucher Avenue would be extended to connect with Woodcrest. The proposed lots do comply with minimum standards. The plan calls for removing 55 landmark trees; 87 would remain. Replacement requires that 187 new trees be planted.

A storm water management plan has been submitted, which the City finds is in compliance with Shoreview standards. A permit will be required from the Rice Creek Watershed District. Outlot A will be an infiltration basin to collect runoff water. Rain gardens will also be used. The plan will be redesigned to address staff concerns about ownership of Outlot A, the visual impact of an infiltration basin and the cost of maintaining it.

Residents within 350 feet were notified of the proposal. Comments were received expressing concern about drainage, parkland needs and traffic. The Fire Marshal expressed no concerns about the proposal. Staff finds that the proposal does comply with requirements to rezone and plat the property

and recommends the application be forwarded by the Planning Commission to the City Council with a recommendation for approval.

Commissioner Wenner asked the closest park to this property. Ms. Castle answered less than a mile to the Turtle Lake School playground and then McCullough Park east of Lexington.

Commissioner Ferrington asked if the soil on the property would work for infiltration and rain gardens and whether there would be an outlet to the City's storm water sewer. Her concern is the amount of impervious surface runoff that will be added and need to be addressed. Ms. Castle stated that the soil in the area is sandy loam, which would be conducive. There is a pipe along the north property line that connects to the City storm water system.

Commissioner Proud stated that his concerns echoes those of staff about the cost of maintaining an infiltration basin. It is important that the drainage system be cost-effective.

Chair Solomonson asked what Best Management Practices would be considered for drainage.

City Attorney Kelly stated that proper notice has been given for the public hearing.

Chair Solomonson opened the public hearing.

Mr. Ian Peterson, Vice President Pulte Homes, stated that a neighborhood meeting was held on November 18, 2013. The two main issues discussed were storm water management and the fact that residents would like to see more trees removed. **Mr. Clark Wickland**, Alliant Engineering is present for technical questions. The soils are very conducive to infiltration. Further tests are being conducted. The system being considered is an underground pipe/storage system. An above-ground rain garden system may also be considered, but the rain garden originally proposed in the northeast corner would be deleted, which means no retaining wall would be needed.

Commissioner Proud asked if the drainage system is based on TP40 or current rain events. **Mr. Wickland** stated that the system is based on TP40. New standards for rain events are not yet available. Infiltration impacts downstream are negligible. Rice Creek Watershed District and staff are very thorough. Consideration will be given to preventing flooding and any effects downstream.

Commissioner Proud asked if a state permit would be required to pump out a grit chamber. **Mr. Wickland** explained that efforts would be made for the four drainage areas to be brought to one area where it can be more easily addressed and maintained. It is intended that it would be maintained as green open space with plantings. A basin or underground system would be confined to the north end.

Mr. Jeff Weis, 1150 Woodcrest Avenue, stated that his concern is the transition between neighborhoods. The houses proposed are not middle class. The base model is 50% bigger than other houses.

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to close the public hearing.

VOTE: Ayes - 6 Nays - 0 Abstain -1 (McCool)

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Commissioner Ferrington asked about traffic patterns and how traffic will be handled. Ms. Castle stated that Woodcrest Avenue is estimated at 250 to 300 vehicles per day, which is low volume traffic. The traffic signal at Hamline and Lexington is under the jurisdiction of Ramsey County. At this time a signal is not warranted. Fernwood is a collector street that can accommodate the additional traffic generated by the proposed development. It is currently at 900 trips per day. Traffic from this development to Lexington will use either Woodcrest or Fernwood. The low traffic volume is not anticipated to cause a significant impact.

Commissioner Wenner asked how this proposal meets with the housing goals of the Comprehensive Plan. Ms. Castle stated that as a fully developed community, it is difficult for Shoreview to develop new housing. This proposal fills the need and opportunity for new homes. The lots comply with the R1 dimensional standards for width, depth and area. She does not believe the difference in style of home will have a negative impact on existing neighborhoods.

Chair Solomonson referred to Old Lexington Avenue and asked if the green space in that location belongs to the County. Ms. Castle answered that it is owned by the County.

Commissioner Ferrington noted that the number of trees that will remain will provide a transition between the neighborhoods. She is pleased to see this plan for new housing and appreciates the fact that the developer has met with neighbors.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to recommend the City Council approve the following requests submitted by Pulte Group – MN Division to subdivide and develop the property at 5878 Lexington Avenue into 25 lots for single-family detached homes. Said recommendation for approval is subject to the following conditions.

Rezoning

1. A Development Agreement must be executed and financial securities submitted prior to the City's issuance of any permits and/or release of the Final Plat.
2. Rezoning is not effective until City approvals are received for the Final Plat.

Preliminary Plat

1. The approval permits the development of a detached residential subdivision providing 25 parcels for single family residential development.
2. Final grading, drainage and erosion control plans are subject to the review and approval by the Public Works Director prior to approval of any permits or the Final Plat. Concerns identified by the City Engineer shall be addressed with the Final Plat submittal.
3. Final utility plans are subject to review and approval by the Public Works Director.
4. The final street design is subject to review and approval of the Public Works Director.
5. Comments identified in the memo dated November 25, 2013 from the City Engineer shall be addressed with the Final Plat submittal.
6. A Development Agreement, Erosion Control Agreement shall be executed and related securities submitted prior to any work commencing on the site. A Grading Permit is required prior to commencing work on the site.

7. A Public Recreation Use Dedication fee shall be submitted as required by ordinance prior to release of the Final Plat.
8. The developer shall form a homeowners association to maintain the common areas of the subdivision, which will be further described in the Development Agreement. These documents shall be in a form approved by the City Attorney.
9. The landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan shall be submitted for review and approval by the City Planner prior to submittal of the final plat application. The developer will work with the County and City to develop a plan for dead tree and brush removal and tree replacement plantings in the land exchange area.
10. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.
11. The developer shall secure a permit from the Rice Creek Watershed District prior to commencing any grading on the property.

This approval is based on the following findings:

1. The proposed development plan supports the policies stated in the Comprehensive Plan related to land use and housing.
2. The proposed development plan carries out the recommendations as set forth in the Housing Action Plan
3. The proposed development plan will not adversely impact the planned land use of the surrounding property.
4. The preliminary plat complies with the subdivision and minimum lot standards of the Development Code.

VOTE: Ayes - 6 Nays - 0 Abstain - 1 (McCool)

REZONING/COMPREHENSIVE GUIDE PLAN/PRELIMINARY PLAT/PLANNED UNIT DEVELOPMENT-DEVELOPMENT STAGE – PUBLIC HEARING

File No: 2507-13-34
Applicant: Ruth Kozlak / United Properties Residential, LLC
Location: 4785 Hodgson Road & 506 Tanglewood Drive

Presentation by City Planner Kathleen Castle

The first part of the application is a request for a Comprehensive Plan Amendment to change the land use on the subject property from Office (O) and Low Density Residential (RL) to Senior Residence (SR). Rezoning is requested from Office to Senior Residence. The Preliminary Plat seeks to plat the two existing parcels into one parcel. A review of the PUD Development Stage is requested for a 77-unit Senior Housing building.

The property consists of 4.2 acres. Adjacent land uses are residential and office to the north. The proposal would demolish the existing improvements in order to construct a senior residential

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cooperative building. With PUD zoning, flexibility is requested for: 1) the number of parking spaces to be provided onsite; 2) setback requirements of the parking area from the road easement or right-of-way; 3) building height; and 4) the structure setback from the Hodgson Road easement.

The building would be three stories. Building materials include stone, brick, stucco and maintenance-free siding with asphalt shingles. On the northwest and southwest ends of the building would drop down to two stories.

The Planning Commission did review the proposal at the Concept Stage and supported the proposed use. The developer was asked to mitigate and minimize impacts to adjoining residential neighborhoods through architectural design, and additional information on parking was requested.

Staff Review

In SR land use designation, 45 units per acre are allowed. This proposal seeks 18 units per acre. The land use is compatible with adjoining residential, although the difference in density. Rezoning to PUD will not significantly impact surrounding land uses. To the south is Policy Development Area (PDA) No. 9. The guided land use is medium density residential. This type of development supports life cycle housing policy in the Comprehensive Plan.

The preliminary plat to form two parcels into one complies with the City's subdivision standards.

The 39-foot three stories proposed exceeds the City's 35-foot height limit. In order to allow added height, it cannot exceed firefighting capabilities. The Fire Department has reviewed the proposal and has no concerns about the height. An additional foot of setback for each additional foot in height is required. This requirement is in compliance specifically to the residential neighborhoods to the south, west and east. On Tanglewood Drive the right-of-way drops in width and that is where flexibility is requested for setbacks. The height requested falls within the range of other senior housing buildings.

The developer proposes 157 parking stalls on the site with 111 in the parking garage and 46 in the parking lot. This parking ratio is higher than other senior housing developments in the City. The setback to Hodgson is proposed as 5.8 feet with landscaping in the triangular easement owned by Ramsey County. Ramsey County has no issue with the parking lot setback or proposed landscaping.

Property owners within 350 feet were notified, and development signs were posted. Comments expressed concern about compatibility and visual impact and traffic. Staff believes the development is compatible and the flexibility requested is reasonable to what has been allowed with other senior housing developments. Staff is recommending the Planning Commission forward the application to the City Council with a recommendation for approval.

Commissioner Proud asked if the City can control how the property is used. Ms. Castle explained that within the PUD Development Agreement, the City can stipulate how the property is to be used. Any future change would require an amendment.

Commissioner McCool asked why senior housing would be better than office use. Ms. Castle responded that office use is often more intense, which could have a more negative impact to adjacent

residential neighborhoods. Commissioner McCool asked the parking requirement. Ms. Castle stated that 2.5 stalls per unit are required by Code.

Commissioner Farrington asked for a review of the senior housing options in Shoreview and how that compares to a cooperative that is proposed. Ms. Castle stated that Scandia Shores has rental units. Shoreview Senior Living is mixed use--rental, assisted living and memory care. Applewood Point is a cooperative that allows occupants ownership opportunity in the building. That ownership option is not available in the other senior development in the City.

Commissioner Ferrington stated that the minimum age is 55, which may mean two cars per unit. She asked if 10 stalls for visitors are included. Ms. Castle stated that 2.5 stalls does account for visitor parking.

City Attorney Kelly stated that proper notification has been given for the public hearing.

Chair Solomonson opened the public hearing.

Mr. Brian Kerry, United Properties, stated that this development is proposed because of need. State demographers project that the Twin City population between 2010 and 2030 will grow 534,000 with approximately 400,000 over age 55. Approximately 300,000 are expected to be in age 55 to age 79 range. Cooperatives are owner-occupied, independent living. The average age in a coop is 72. Cherrywood was recently built in Roseville and was sold out prior to opening. Building will not occur until 60% of the units are sold. The largest percentage who will move to the coop will be residents from the City. Meetings held in Shoreview have resulted in 70 reservations at this time. Senior housing opportunities promote reinvestment in housing stock with new families moving into homes that seniors leave, which also positively impacts the school district.

In response to neighborhood concerns, the plan has been redesigned to show one access point off Hodgson and improved circulation through the site. The building has been pulled further north. The footprint of the building has been reduced and the portion oriented to the west is the two-story portion. The setback has increased by 14 feet to 50 feet. A berm has been created in the southwest corner of approximately 6 feet to enhance buffering with spruce trees. More larger trees have been added throughout the site. A decorative fence has been added to the west and south to replace old fencing. The northeast corner has been pulled back to accommodate the County easement. This has reduced the number of units to 77.

In regard to parking other developments offer a range of 1.3 to 1.6 stalls per unit. At 2.5 stalls per unit, this development will have 25% more parking than any other. Traffic has been reviewed. The impact of this development will be imperceptible to the already 14,000 to 16,000 cars per day on Hodgson. Grading, underground storage tanks, ponding and rain gardens will insure storm water treatment and flow from this site.

Commissioner Proud asked the nature of ownership under a cooperative or if these units are condominiums. **Mr. Kerry** explained that one HUD loan is put on the entire property rather than a separate mortgage for each unit. There are options for size of mortgage. All participate in the master mortgage. A Board of Directors is established and a number of committees. HUD restrictions do not allow owners to rent their units. All units are owner-occupied.

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Chair Solomonson stated that the densest adjacent residential area is at the southwest corner. He asked the reason the west side of the building was dropped to two stories but not the south side. **Mr. Kerry** explained that it was reduced to the extent that it would make an attractive transition. Structurally, it would be more difficult to drop it further.

Chair Solomonson asked if headlights would shine into adjacent homes. **Mr. Kerry** stated that the drive goes down into the garage and headlights are not shining up. He will check to be sure there is adequate screening for headlights.

Commissioner Ferrington asked if 70 reservations means 70 units sold. **Mr. Kerry** stated that a reservation is not a purchase agreement. Information meetings are held. A \$500 reservation deposit is made to hold a unit, which is totally refundable. The project will not proceed until there are 60% buyers into the cooperative with signed purchase agreements.

Chair Solomonson opened the public hearing.

Ms. Marbeth Austin, 525 Chandler Court, which is located at the southwest corner of this project. She is pleased to see the landscaping that has now been included. Her one concern is the height of the building. She is pleased that the entry has been reduced to two stories, but behind the entry looms three stories. The residential properties abut right up to this property.

This three-story building will loom over back yards. Over 200 signatures were collected. She disagreed that office buildings, vet clinics do not have heavy traffic coming and going. There is no reason to rezone to a senior residential high density building.

Mr. Bob Wyant, 701 Brigadoon Circle, stated that he favors the project and may be a resident in the building. There are a number of commercial developments along Hodgson. The Kozlak property at one time was a bar and boxer training ring. Property uses change over time. There is excess office space and little offices are being built. The most likely use if this project does not occur, will be a restaurant space. The majority of restaurants and bars have the majority of police calls. This project is welcome. He walked the perimeter of the property. The houses to the west now look at the back of a restaurant. The houses to the south look into the parking lot. He believes the impact of this development will be a significant improvement. The number of units is reduced and the dropped height in the corners. Many of the concerns previously expressed have been addressed. He encouraged approval.

Mr. Steve Chur, North Oaks, stated that he has actively been involved with the Kozlaks to find the best use for this site. It is a peaceful use. Offices, churches, bars, restaurants would not be nearly as attractive or nice a neighbor as this proposed development. The increased number of spruce trees on the berm will adequately screen the project from adjacent neighbors. This is one of the best developments that could occur, and he encouraged support.

Mr. Jason Louie, 4760 Chandler Road, stated that this development will drastically change the character of the neighborhood. Open space is a particular quality of Shoreview, and this huge building will take that away. He does not believe residents' voices are being heard. Preserving open space is important to keeping Shoreview as Shoreview. He asked if there are senior housing developments that abut low density residential housing. He also asked why the building has to be so large.

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to close the public hearing.

VOTE: Ayes - 7 Nays – 0

Commissioner Thompson stated that the developer has tried hard to address many of the concerns expressed by neighbors. There is a demand for this if almost all the units are reserved. She stated that she supports the project.

Commissioner Wenner noted that former Commissioner Mons lives next to Summerhouse and stated that there were never any problems. This will open housing opportunities for young families to move to Shoreview. It is a good project and he will support it.

Chair Solomonson stated that Summerhouse and Shoreview Senior Living each have one or a few homes abutting the developments. However, this project abuts 11 homes, which is a much bigger impact. Although two ends of the building have been reduced to two stories, he would have preferred to see a larger portion of the building in those locations be two stories. The layout is innovative, but he has difficulty with the impact to the southwest corner and cannot support it.

Commissioner Proud agreed with Chair Solomonson. He stated that he supports the project, but he believes more accommodation needs to be made.

Commissioner Schumer stated that a lot of screening has been added, and the drop to two stories is in areas where it has the most impact. He supports the project.

Commissioner McCool questioned whether this is the highest and best use for this property. However, he believes this will be a good neighbor. This is a large parcel that is underdeveloped. Developers will want as much density as possible. This project meets the setback and he likes what has been done with landscaping. He hears the neighbors' concern, but he believes this is better than what could be done here.

Commissioner Ferrington stated that she is driven to agree with this project because it fills a need for the community. The size is economy of scale. How much can it be reduced and make the project work. It has been reduced by 10 units. She supports it.

MOTION: by Commissioner Schumer, seconded by Commissioner Thompson to recommend the City Council approve the following requests submitted by United Properties Residential, LLC for the redevelopment of 4785 Hodgson Road and 506 Tanglewood Drive with a senior residential cooperative building that has 77dwelling units. Said recommendation for approval is subject to the following conditions.

Comprehensive Guide Plan Amendment

1. The amendment changes the land use designation from RL, Low Density Residential and O, Office to SR, Senior Residential.
2. Review and approval of the amendment by the Metropolitan Council.
3. The amendment will not be effective until the City grants approval of the Final Plat and PUD - Final Stage requests.

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Rezoning

1. This approval rezones the property from O, Office and R1, Detached Residential, to PUD, Planned Unit Development.
2. Rezoning is not effective until approvals are received for the Final Plat, PUD - Final Stage and development agreements executed.

Preliminary Plat

1. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
2. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.
3. The Final Plat shall be submitted to the City for approval with the Final Stage PUD application.

Planned Unit Development – Development Stage

1. This approval permits the redevelopment of these parcels with senior residential cooperative building that provides 77 dwelling units.
2. The items identified in the memo from the City Engineer must be addressed prior to the City's review of the Final Stage PUD plans and Final Plat.
3. The luminary plan shall be revised to identify lighting levels compliant with the City Code and exterior light fixture details shall be submitted with the Final Stage PUD and Final Plat submittal.
4. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to submittal to the City of applications for Final Plat and PUD – Final Stage.
5. The proposed senior housing structure shall be of a 2 and 3 story design as depicted on the plans submitted with this application and dated November 4, 2013. The southwest and northwest corners of the building shall not exceed 2 stories as shown in the plan submittal. These sections of the building step-up to 3 stories towards the interior of the structure. The structure shall not exceed the heights as identified in this report and on the submitted plans.
6. The applicant shall create a Home Owners' Association for the project. The applicant or any subsequent property owner shall be a party to the Association required as part of this plat. The Home Owners' Association documents (articles of incorporation, bylaws, rules and regulations, replacement reserve study and covenants) shall be reviewed and approved by the City Attorney prior to recording and shall include the following:
 - a. The Home Owners' Association shall maintain landscaping/screening and maintenance shall be consistent with the approved landscaping plan.
 - b. Membership in the Home Owners' Association must be mandatory for each property owner and any successive buyer of all units. The dues for such membership must be established to adequately meet the expenses of maintenance and fulfillment of all responsibilities of the Association as set forth in this agreement.
7. The landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan shall be submitted for review and approval by the City Planner prior to submittal of the final plat application.
8. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the roadways shall be 10 feet wide and 5 feet wide along the side and rear

lot lines. Other drainage and utility easements shall be provided over the proposed ponding areas, infiltration basins and as required by the Public Works Director.

9. The developer shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.
10. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project. The Development Agreement shall address:
 - a. Construction management and nuisances that may occur during the construction process.
 - b. Removal of the existing structures and supporting infrastructure.
 - c. Landscape maintenance
11. This approval shall expire after two months if the Planned Unit Development - Final Stage application has not been submitted for City review and approval, as per Section 203.060 (C)(6).

This approval is based on the following findings:

1. The proposed redevelopment plan supports the policies stated in the Comprehensive Plan related to land use, housing and redevelopment.
2. The proposed redevelopment plan carries out the recommendations as set forth in the Housing Action Plan
3. The proposed redevelopment plan will not adversely impact the planned land use of the surrounding property.
4. The proposed deviations permit this site to be redeveloped with a use that expands life-cycle and affordable housing, including housing choice in the city.

VOTE: Ayes - 6 Nays - 1 (Solomonson)

PLANNED UNIT DEVELOPMENT – CONCEPT REVIEW

FILE NO: 2506-13-33
APPLICANT: BEN & CAROL OSTERBAUER / ZAWADSKI HOMES
LOCATION: 244 GRAND AVENUE & 244 OWASSO BLVD. NORTH,
 INCLUDING ADJACENT VACANT PROPERTY

Presentation by Senior Planner Rob Warwick

The property consists of 2.75 acres and is developed with a single-family home on 244 Grand Avenue. The proposal is to subdivide the property into 10 lots for further development of detached single-family homes. The PUD process is used because of the proposed use of private driveways.

The property is designated RL, Low Density Residential. The immediate surrounding land uses include RL and parks and the Ramsey County Home, which is Institutional (I). Surrounding property is zoned R1. Staff believes that the proposed use for single-family homes is compatible. The proposed density would be 3.65 units per acre, which is consistent with R1 zoning and the planned land use designation.

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The preliminary plat needs to include lot widths of a minimum of 75 feet, 125 feet in lot depth and a lot area of a minimum of 10,000 square feet. There must be frontage on a public road with access to municipal sewer and water. Utilities shall be underground, and plans for storm water management shall be submitted. The development is subject to park fees.

The proposed lots exceed the minimum lot size and have frontage on a public road, although a portion of Grand Avenue is not surfaced. The proposal for a private drive access for the proposed lots raises concerns about public or private ownership, maintenance responsibilities and public safety.

Staff notes that the City's Capital Improvement Program (CIP) has a designated street improvement project for 2019. As a result of the proposed subdivision, the City. This would address storm water management and the concern about a private drive and would provide improved public street access to the proposed lots. A permit from Ramsey-Washington Metro Watershed District would be required.

The proposed vacation of public right-of-way would be submitted with the final plat review. The vacation includes the alley right-of-way and a portion of unimproved Centre Street. Currently, Centre Street is used by residents to access the rear of their properties. Residents would oppose vacation, if that access would be impacted.

The property is significantly wooded. A tree inventory will be required, and tree replacement will be required per Code.

Property owners within 350 feet were notified. Concerns relate to changes of neighborhood character, traffic, loss of wildlife habitat and tree loss.

Commissioner Ferrington asked the reason for vacation of the public alley. Mr. Warwick stated that vacation is not needed for lot depth or minimum lot area requirements. The alleys are not maintained by the City. The right-of-way for Centre Street is 60 feet wide. Vacation of a portion would almost be the size of another lot for development.

Commissioner Proud asked if a developer would fund necessary access roads. Mr. Warwick stated that the residents and City will be better served with improved road surfaces. Costs to the developer will be discussed as the plan progresses.

Commissioner Proud stated that this area may be one where added requirements for surface water management are needed.

Commissioner McCool suggested that extending Grand Avenue to a cul-de-sac would eliminate the need for any private drives. Mr. Warwick agreed but noted that the Fire Department would like to see better connectivity for Janice Alley and Centre Street. That would drive a City project. Grand Avenue would be improved for public access.

Commissioner Ferrington asked if the alley could alleviate access onto North Owasso Boulevard, a very busy street. Mr. Warwick responded that staff does not support use of alleys that are difficult to maintain. It has been determined that residents would not back out of drives onto North Owasso Boulevard but would have to be able to drive out.

Mr. Steve Zawadski, 5476 Lake Avenue, stated that he would be the builder and developer. It is anticipated the homes would be in the \$400,000 price range. The goal is to get comments. Single private driveways were proposed because there is no road. Road improvements could bring the neighborhood together.

Mr. Robert Hoertsch, 266 North Owasso Boulevard, asked the Commission to consider the impacts of vacating Centre Street to North Owasso Boulevard. There is no parking on North Owasso Boulevard, and the alleyway is used for parking as well as rear access. Although the lot sizes, meet minimum standards, 75-foot lot widths dictate that the homes be built with a north/south orientation. Other houses in the neighborhood are oriented east/west. The neighborhood is eclectic with no two homes the same. Also, the houses will be closer to the road than existing houses that are on larger lots. The area around the lake is a wildlife habitat for bald eagles, deer, fox. The trees provide shelter, homes and food for the wildlife. He does not object completely to the proposal, but it is too dense. He is concerned about water quality as he has had to put in two water purifiers to get clear water. His water pressure is very low and that is also a concern.

Mr. Lee Byngelson, 277 North Owasso Boulevard, stated that originally his only access to his property was Centre Street and the alley. If the alley is vacated, he will not be able to access his garage. A loss of 10 feet of the alley will give him 10 feet for a u-turn into his garage. There would be no parking for guests. He maintains Centre Street with a snowblower. He has offered to buy the two lots behind him and would like the opportunity to purchase it. The water runoff is an issue because it slopes down Grand to his yard. He would be concerned about headlights shining into his house. He is not opposed to the development as a whole, but he is concerned about vacation of the alley and orientation of the new homes.

Ms. Kathy Connolly, 3384 Centre Street, stated that she likes the development as planned. She did submit a letter of concern regarding the style of home. What is shown on the website is beautiful and she would approve. The water runoff is an issue, and they have invested a significant amount in drain tile. She would be pleased for the cottonwoods to be taken out. Some of the right-of-ways could be vacated other than what is used for access. The property owned by the City is not maintained and could be vacated to be maintained by property owners.

Mr. Bob Bevins, 236 Grand Avenue, stated that he does not want to see Grand Avenue opened to traffic. It was opened once in the past and cars speed through the area. He favors the proposal but does not want to see Grand opened.

Commissioner Ferrington asked the reason to vacate the alley. **Mr. Zawadski** responded that he thought the alley was not being maintained and was not used. He thought it would help the area. However, he is willing to reconsider that request.

Commissioner Proud stated he does not want to see shared private driveways. The development should wait for public streets. There are surface water issues that need to be addressed. Access to existing properties is an issue with the confined routes of access and traffic. The layout is military, and he would like to see more style

Chair Solomonson stated that his main concern is frontage on a public street, but with road improvements that would be addressed. Another concern is alley access to garages.

DRAFT

Commissioner Ferrington expressed concern about vacating Centre Street up to the alley. If Centre Street is not vacated, there are three lots that could not be developed. She would propose that the other lots then be widened to allow more flexibility in alignment. In general, this is a nice development. Addressing drainage issues is critical with the lake in the area.

Commissioner Wenner echoed Commissioner Proud's concern about more creativity in the layout. The character of this neighborhood has evolved over time and is very eclectic. The uniformity being dropped denies creativity. The additional curb cuts on North Owasso Boulevard disturbs the bike trail in the neighborhood. He would like to see private driveways on Grand Avenue minimized and have those curb cuts directly onto the public street of Grand Avenue.

Commissioner Schumer agreed that the development has a box look. The alley is a tough situation. If that is access for some property owners, it is tough to vacate it.

Commissioner Thompson echoed the concerns of Commissioner Proud. Also, more curb cuts on North Owasso Boulevard will impact trail use. She would prefer to see more diversity to maintain the beautiful area that it is.

Commissioner McCool stated that he does not favor private driveways, but he understands the City may not move at the same pace as the developer. He does not believe vacation of the alley is feasible. He would like to see less vacation on Centre to leave more driving room. He would also like to see the house orientation on North Owasso Boulevard changed. This is a good concept and creative use of the property.

MISCELLANEOUS

Commissioner Wenner will attend the City Council meeting on December 16, 2013.

The Planning Commission will hold another meeting on December 10, 2013.

ADJOURNMENT

MOTION: by Commissioner Schumer, seconded by Commissioner McCool to adjourn the meeting at 11:25 p.m.

VOTE: Ayes - 7 Nays - 0

ATTEST:

Kathleen Castle
City Planner

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
December 9, 2013**

CALL TO ORDER

President Ben Withhart called the meeting to order on December 9, 2013, at 5:00 p.m.

ROLL CALL

The following members were present: Ben Withhart, Sue Denkinger, Emy Johnson, Gene Marsh and Terry Quigley.

Also Present:

Tom Simonson, Assistant City Manager/Community Development Director
Niki Hill, Economic Development and Planning Technician
Kirstin Barsness, EDA Consultant

APPROVAL OF AGENDA

MOTION: by Quigley, seconded by Marsh, to approve the December 9, 2013 agenda as submitted.

VOTE: Ayes - 5 Nays - 0

APPROVAL OF MINUTES

MOTION: by Quigley, seconded by Johnson, to approve the November 18, 2013 meeting minutes as submitted.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Withhart)

Board Member Withhart abstained, as he did not attend the November 18th meeting.

FINANCES AND BUDGET

Simonson noted that two funds, EDA and HRA are reported. Information from the Housing Resource Center was not received in time for the monthly report. Six invoices were received for payment. Invoice item No. 6 to the Greater Metropolitan Housing Corporation in the amount of \$12,000 was paid back in July from Community Development Department budget as has been done historically, but it is now being moved to the more appropriate HRA fund and therefore for continuity the EDA should approve the payment.

MOTION: Quigley, seconded by Marsh, to approve the financial reports as submitted and payment of the six invoices presented:

- | | | |
|----|---|-------------------------|
| 1. | LeeAnn Chin (EDA Dinner)
(Date Paid: 11/26/13) | \$98.40 (Fund 249) |
| 2. | Kirstin Barsness (EDA Consulting)
(Date Paid: 11/04/13) | \$1,005.25 (Fund 240) |
| 3. | Deanne Allen (Minutes 10/14/13)
(Date Paid: 11/04/13) | \$200.00 (Fund 240) |
| 4. | St. Paul Chamber of Commerce
(Public Affairs Event-Johnson) (Date Paid: 11/26/13) | \$20.00 (Fund 240) |
| 5. | St. Paul Chamber of Commerce
(Public Affairs Event-Quigley) (Date Paid: 11/26/13) | \$20.00 (Fund 240) |
| 6. | Greater Metropolitan Housing Corporation
(2013 HRC Services) (Date Paid: 07/05/13) | \$12,000.00* (Fund 241) |
- *Recorded to HRA Fund

VOTE: Ayes - 5 Nays - 0

GENERAL BUSINESS

AMENDMENT TO EDA BY-LAWS CHANGING MEETING SCHEDULE

The EDA Board has previously discussed changing the EDA meeting date to accommodate the Councilmembers who also serve on the EDA. Currently, the EDA meeting precedes a Council workshop meeting, which tends to make for a long night. Typically regular Council meetings are shorter than workshop sessions, so moving the EDA to the first Monday of each month prior to a regular Council meeting would better accommodate members serving on both the Council and EDA. Simonson said that this change requires a formal amendment to the EDA governing by-laws.

MOTION: by Quigley, seconded by Johnson, to approve an amendment to the EDA By-Laws changing the meeting schedule from the 2nd Monday of each month to the 1st Monday of each month, starting in January 2014.

VOTE: Ayes - 5 Nays - 0

RENEWAL OF CONSULTANT SERVICES AGREEMENT WITH THE GREATER METROPOLITAN HOUSING CORPORATION [HOUSING RESOURCE CENTER]

Simonson stated that this item is the annual renewal for Housing Resource Center services. The City has had an agreement with GMHC for over 10 years for services through the Housing Resource Center, which leases the Lepak Larson Historic Farmhouse property for their north metro office. Besides providing the core housing counseling services to residents, the HRC also administers the Shoreview Home Improvement Loan Program on behalf of the City. Approval is recommended with no changes to services.

MOTION: by Johnson, seconded by Marsh, to recommend to the City Council the renewal of the Consultant Services Agreement for 2014 with Greater Metropolitan Housing Corporation for providing housing services and administration of the Shoreview Home Improvement Loan Program, through the Housing Resource Center.

VOTE: Ayes - 5 Nays - 0

STATUS REPORT - LEGISLATIVE ACTION SEEKING TIF DISTRICT EXTENSION

Simonson stated that Mayor Martin and City staff have been meeting with elected officials in an effort to build support in advance of the February legislative session. A presentation was made to the Tax Committee Chair, who appears to be supportive of the City's request to extend TIF District No. 1 for 15 years. It is looking like there will be either a tax bill or a public finance bill that could include this provision during the session. Staff has two meetings scheduled later this month, one with State Commissioner of Revenue and another meeting with House Majority Leader and hopefully the House Speaker. It is likely that Senator Scalze will take the lead in the Senate and Representative Jacobson will sponsor the bill in the House.

Two examples of projects that would use TIF District 1 funds would be the potential redevelopment of the Shoreview Village Mall and the possible expansion for Westinghouse Corporation. The City is proposing continuation of pre-1990 rules, which are much more flexible.

The Mayor has stressed to legislative officials that the City does not receive any Local Government Aid (LGA). New development outside TIF District No. 1 would provide revenue that would more than offset the district extension.

The City has been asked to draft a resolution to present for adoption sometime in January by the Mounds View School Board. The City is also seeking support from the Ramsey County Board of Commissioners.

Staff is encouraged by the responses received to date, but there is more work ahead. Simonson said that the City of Eagan also has a similar request for an extension.

PROJECTS AND BUSINESS DEVELOPMENT UPDATES

MCGUIRE PROPERTY REDEVELOPMENT

Simonson reported that the house and garage have been cleaned out. There have been no unforeseen findings with the cleaning and environmental testing. The former property owner filled two storage pods to be transported to his new location. However, that location fell through, and the City is storing the pods at DART Transportation. The City will hold the pods for up to six months. There are a few larger items that he will have removed. The house is boarded up, and demolition will begin soon. A neighborhood meeting is scheduled for December 11, 2013, at 6:30 p.m. for neighbors to meet the new developer and review the proposed housing plan. Letters have been sent to a wide area of neighbors. The idea is to explain goals for the property and introduce GMHC and have them present their concept plan.

Johnson asked how this case has been documented, so that future Board members will not go down this same road. This problem will not go away and she would not want the Board to have to go through this again. She would like the issue revisited every year. Quigley responded that the Hoarding Process established will be the tool. Simonson stated that the City has learned a lot from this case, which has been a nuisance for nearly 3 decades, and will likely approach future cases as a hoarding problem and be more aggressive in both enforcement and seeking help for the property owner. For many years the City treated this case as a property maintenance issue, and even with court ordered clean-up and assessments, never successfully remedied the problem. It would be his hope the City will not again have to take such proactive action and purchase the property, but will be able to address similar issues before they get to this extreme.

Quigley noted that the SHINE Program provides ongoing review. Simonson stated that the City uses the program as more of an educational tool, but it can identify potential problem properties.

HIGHWAY CORRIDOR TRANSITION AREA STUDY

HGKi, the planning firm hired for this study, has started their analyses and met with Ramsey County. The consultants plan to meet with the EDA in January.

Quigley stated that redevelopment is driven by traffic. He questioned whether this issue would raise public concern about private property along these routes. Simonson stated that the study is being done as an internal review to better analyze current issues and develop some strategies for the City to consider, which then may lead to changes in policy in the City's Comprehensive Plan. Any new land use related policy changes would engage neighborhoods through a public review process. Each neighborhood will be different, with different factors and possible land use strategies, and driven by the private market to a great extent.

BUSINESS DEVELOPMENT/EXPANSION DISCUSSIONS

Simonson stated that a growing challenge for the EDA will be to prioritize certain business interests in expansion and finding new locations in Shoreview, given the lack of available land and redevelopment areas. He said that there have been several recent discussions with companies having growth needs and expansion interest but there are few options available without significant investment. This topic should become part of a long-range strategy discussion among the EDA, EDC and Council.

He reported one company that expressed such interest. A few locations were discussed. The company will come back with a further report in January. A second company is in the process of being purchased by a company in South Carolina. The company in Shoreview will be retained, and may be considered for major expansion of jobs. The City has requested a plan from the purchaser for necessary property acquisition to support such growth projections. A preliminary application may be made to the Minnesota Investment Fund for state support for the projected job growth. The company has also inquired about direct City assistance. Staff responded that more information is needed to address their needs and the scope of the project. The issue with both these companies is that there are not many options in Shoreview for explosive or large growth.

Quigley suggested that one building to be considered is an empty building on the former Deluxe property, now the Shoreview Corporate Center. Simonson said that building is likely going to be a tear down due to significant need for both interior and exterior improvements, but the City has discussed with several possible users.

ECONOMIC DEVELOPMENT COMMISSION (EDC) REPORT

Simonson stated that the EDC will hold a Business Exchange from 5:00 to 7:00 on December 12th at the Hilton Garden Inn. Summaries of four recent meetings with businesses that the EDC has conducted as part of the BRE Program were distributed to Board members for review.

The EDC will be interviewing two candidates for a vacancy to be filled by the Council.

COMMUNITY RESPONSE TO PRELIMINARY 2040 FORECASTS

Withhart requested feedback on the letter from the Metropolitan Council regarding preliminary forecasts for 2040 showing extremely high projections for development.

Simonson stated that staff questioned the estimate of Shoreview growing by another 10,000 in population. Staff clarified in the letter to the Met Council as well as a recent meeting with a representative, the actual acreage for residential land in Shoreview and suggested that the City analysis for growth is more likely at the 2030 projection of a 5,000 increase in population. Even with the Shoreview Town Center plan of high density housing, the City is not projecting anywhere near the numbers shown in the Metropolitan Council report.

KOZLAK'S RELOCATION

Simonson reported that the restaurant has looked at a number of properties, but no decision has been made on a possible relocation. They would like to have an existing building that could be renovated. The preference is to stay in this area because of the clientele that has been built up. If United Properties were to develop Applewood Pointe senior housing cooperative on the site, that project would not begin until 60% of the units are pre-sold.

Johnson asked the status of the Applewood Pointe. Simonson stated that the Planning Commission has reviewed the preliminary PUD proposal and voted 6 to 1 to recommend approval by the Council. The proposal will be reviewed by the Council at the December 16, 2013 meeting. Ramsey County has refused to give up any right-of-way so the original proposal was redesigned.

ADJOURNMENT

MOTION: by Quigley, seconded by Johnson to adjourn the meeting at 6:42 p.m.

VOTE: Ayes - 5 Nays - 0

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

December 17, 2013

ROLL CALL

Vice Chair Sue Denkinger called the meeting to order at 7:37 a.m. with the following members present: Jim Gardner, Dave Lukowitz, Jeff Washburn, Gene Marsh, and Jonathan Weinhagen. Member Dave Kroona had an excused absence.

Assistant City Manager and Community Development Director Tom Simonson, and Economic Development and Planning Technician Niki Hill were also in attendance.

ACCEPTANCE OF AGENDA

Commissioner Weinhagen, seconded by Commissioner Marsh, moved to accept the agenda, as presented.

Vote: 6 AYES 0 NAYS

Chair Josh Wing arrived at 7:40 a.m.

APPROVAL OF MINUTES

Commissioner Lukowitz, seconded by Commissioner Weinhagen, moved to approve the minutes of November 19, 2013, as written.

Vote: 7 AYES 0 NAYS

INFORMATION EXCHANGE

Simonson stated that the business exchange that was held on December 12th was considered a success with around 30 businesses attending. Commissioner Gardner shared that he had heard a few concerns expressed that there were some political party representatives in attendance at the event – which is not the intent of the business function. Simonson said that the press releases and public notices indicate the Business Exchange is a networking appreciation event for the Shoreview business community, but acknowledged that since the event is technically open to the public. Commissioners Weinhagen and Denkinger both stated that they believe that this could be a one-time occurrence and that we should not be too concerned at this point. Denkinger was concerned that we need to keep the exchange targeted to local businesses. Marsh suggested that we have a more focused and targeted marketing for future events. Simonson mentioned that we had received inquiries from business persons outside of Shoreview wanting to attend. He said the staff tries to explain the purpose of the event and that it's not designed for

solicitations but if businesses wish to network with other local companies they are welcome to attend. Marsh and Weinhagen stated that networking with other businesses is not a bad thing.

Simonson stated that the Shoreview/Arden Hills Business Council would meet at Northeast Youth and Family Services tomorrow (December 18th) with a speaker from Minnesota Department of Employment and Economic Development. The monthly meeting is co-hosted by the Saint Paul and Twin Cities North Chambers of Commerce, and EDC members are always encouraged to attend.

Simonson stated that there has been a significant increase in housing development applications and the following two proposals received approvals at the most recent Council meeting:

- United Properties submitted preliminary plat/PUD plans for the Applewood Pointe of Shoreview senior cooperative project on the Kozlak's property. The developer indicates they need to have 60% of units pre-sold prior to starting the actual building – so there is no definite timeline, although it could be as soon as spring of 2014.

Staff is still communicating regularly with the owners/operators of the restaurant as they explore options for a new site for Kozlak's. The operators indicate they are considering properties both in and outside of the City but wish to remain in the area. They also said one of the challenges is communicating to the public that they are still open for business and will be until the senior housing development moves ahead.

- Autumn Meadows – 5878 Lexington Ave - Proposed 25 lot single family development by Pulte Homes received preliminary plan approval. The property is one of the few remaining vacant parcels in the city, located just east of the north water tower off of Lexington Avenue. Pulte Homes projects houses in the range of \$450,000 to \$600,000. The project could begin with the infrastructure work this coming spring.

The City is continuing the Railroad Quiet Zones Study. SEH is conducting the study and it the estimated completion time is February or March. CP Rail and Canadian National have discussed moving some of the rail activity to a different location than Cardigan Junction.

GENERAL BUSINESS

The EDC received two applications for the one commission vacancy and conducted interviews in order to forward a recommendation on to the City Council.

Applicant Interviews:

Jason Schaller – (7:50 a.m. – 8:15 a.m.)

Kenneth Hess – (8:15 a.m. – 8:40 a.m.)

After the interviews were conducted, the EDC had a discussion about the positive qualities and areas of expertise each candidate would bring to the commission.

Commissioner Marsh, seconded by Weinhagen, made a motion to poll the Commission for their top recommended candidate to forward to the City Council.

Vote: 7 AYES 0 NAYS

Commissioner Washburn, seconded by Commissioner Weinhagen, moved to recommend Jason Schaller to the City Council for appointment to the Economic Development Commission to fill the current vacancy.

Vote: 7 AYES 0 NAYS

Simonson added that he would forward this recommendation to the next available Council agenda. He noted that both candidates have also applied for several other committee/commission openings, and the Council will likely be making appointment decisions in the early part of January.

ADJOURNMENT

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to adjourn the meeting at 9:04 a.m.

Vote: 7 AYES 0 NAYS

**HUMAN RIGHTS COMMISSION
MEETING MINUTES
DECEMBER 18, 2013**

CALL TO ORDER

Commissioner Minton called the meeting to order at 7:00 pm with the following members present: Samuel Abdullai, Richard Bokovoy, Elaine Carnahan, Nancy Hite, Mark Hodkinson, Bob Minton, Cory Springhorn, and Julie B. Williams.

Schwerm noted that Neha Sethi would not be in attendance due to finals.

Also present was Terry Schwerm, City Manager.

APPROVAL OF MINUTES

Hodkinson moved, seconded by Hite, approval of the November 20, 2013 minutes. Hodkinson noted that he was not late for the meeting as noted in the minutes. Motion was approved 8-0.

HRC APPLICANT INTERVIEWS

The Human Rights Commission conducted interviews of the following people for the one vacancy on the Commission:

- Lisa Wedell Ueki
- Mary Yee Johnson
- Heather Besonen

Following the interviews, the Commission discussed the candidates and indicated that they were fortunate to have such well qualified candidates interested in serving on the Commission. It was noted that each candidate would bring different strengths to the Commission.

Commissioner Hite indicated that she had recently talked with Tessia Melvin about not seeking reappointment to the Commission since she would like to pursue other volunteer opportunities with the city. Although she has submitted her name for reappointment to the Human Rights Commission, given the quality of the candidates, Hite stated that she would likely withdraw her name so some new people could be involved.

Based on their interviews and number of years in the community, the Commission recommended that Mary Yee Johnson and Lisa Wedell Ueki be appointed if there are two vacancies on the Commission.

REVIEW OF POSTER CONTEST AND PRIZES

Schwerm indicated that staff would take care of purchasing gift cards and prizes for winners of the poster contest. If there are certain retailers that Commissioners have long-standing relationships with, it was noted that they should continue to request prizes for the Poster Contest.

The January 22, 2014 meeting begins at 6:00 pm and involves both pizza and Poster Contest judging.

ADJOURNMENT

There being no further business before the Commission, Hite moved, seconded by Abdullai that the meeting be adjourned at 8:45 pm.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the following payment of bills as presented by the finance department.

Date	Description	Amount
12/16/13	Accounts payable	\$150,444.00
12/19/13	Accounts payable	\$1,184,661.26
12/19/13	Accounts payable	\$4,115.62
12/23/13	Accounts payable	\$108,202.72
12/27/13	Accounts payable	\$96,462.33
12/30/13	Accounts payable	\$219,401.97
12/31/13	Accounts payable	\$52,265.40
Sub-total Accounts Payable		\$ 1,815,553.30
12/27/13	Payroll 126231 to 126279 965072 to 965266	\$160,568.48
Sub-total Payroll		
TOTAL		\$ 1,976,121.78

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

01/06/14

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
CRYSTEEL DIST. INC.	PARTS FOR UNIT 208	701	46500	2220		001		-\$52.26	-\$52.26
AARP C/O DENNIS J. HEINZE	AARP DRIVER SAFETY CLASS (12/11)	225	43590	3174		003		\$492.00	\$492.00
ACE SOLID WASTE	REFUSE DISPOSAL DECEMBER	220	43800	3640				\$1,076.26	\$1,232.53
		101	43710	3950				\$156.27	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$58.55	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$425.35	\$425.35
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,204.20	\$1,204.20
BEARENCE MANAGEMENT GROUP	2013 AGENT FEE	101	40500	3410				\$3,155.59	\$11,000.00
		101	40800	3410				\$138.20	
		101	41200	3410				\$97.46	
		101	41500	3410				\$76.05	
		101	43450	3410				\$95.47	
		101	43710	3410				\$1,787.53	
		210	42750	3410				\$63.63	
		220	43800	3410				\$993.05	
		225	43400	3410				\$186.62	
		230	40900	3410				\$28.23	
		601	45050	3410				\$551.53	
		602	45550	3410				\$1,768.87	
		603	45850	3410				\$116.76	
		603	45900	3410				\$96.20	
		604	42600	3410				\$36.06	
		701	46500	3410				\$1,808.75	
BRAUN INTERTEC CORPORATION	CONST MATERIAL TEST OWASSO PROJ 09-12	571	47000	5950				\$425.75	
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINT	101	40550	3860		004		\$156.00	\$156.00
CRYSTEEL MANUFACTURING INC.	PARTS FOR UNIT 208	701	46500	2220		001		\$52.26	\$52.26
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.25	\$15.25
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.23	\$15.23
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.11	\$16.11
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.09	\$16.09
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.21	\$15.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.21	\$15.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.21	\$15.21
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.35	\$15.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.31	\$15.31
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	SAFETY COMMITTEE/ACCIDENT FREE MONTH	101	40210	4890		008		\$57.60	\$57.60
HARMON, LEE	REIMBURSEMENT/MN GTS SYMPOSIUM	101	40550	3270		002		\$104.37	\$104.37
HAWKINS, INC.	POOL & WHIRLPOOL CHEMICALS	220	43800	2160		001		\$978.63	\$978.63
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$142.60	\$142.60
IPMA - HR	MINNESOTA CHAPTER MEMBERSHIP/ELLIOTT	101	40210	4330				\$25.00	\$25.00
KELLY & LEMMONS, P.A.	NOV 2013 LEGAL FEES	101	40600	3020				\$4,482.39	\$9,907.94
		101	40600	3030				\$4,361.55	
		101	40600	3040				\$560.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		571	47000	5930				\$48.00	
		601	22015					\$252.00	
		601	22015					\$204.00	
LEXINGTON SHORES LLC	LEX SHORES TIF NOTE PAYMENT	417	48600	6020				\$8,912.73	
		417	48600	6120				\$39,323.36	
LITTLE VENETIAN	EMPLOYEE SERVICE AWARDS CATERING	101	40210	4890		003		\$1,721.17	
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL/FIRST AID OXYGEN	220	43800	2160		002		\$93.88	\$150.69
		220	43800	2200		001		\$56.81	
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES	220	43800	3190		007		\$1,278.23	
ORKIN EXTERMINATING CO INC.	CC & CITY HALL PEST CONTROL	220	43800	3190		004		\$178.36	\$178.36
PLUG'N PAY TECHNOLOGIES INC.	NOV/RETAIL/CC FEES	220	43800	4890		002		\$221.34	\$258.30
		225	43400	4890				\$36.96	
PLUG'N PAY TECHNOLOGIES INC.	NOV/ECOMM/CC FEES	220	43800	4890		002		\$9.29	
		225	43400	4890				\$5.71	\$15.00
PLUMBMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001		\$819.43	\$819.43
PMA FINANCIAL NETWORK, INC	OCT 2013 BANK FEES	101	40500	4890		004		\$162.67	
RAMSEY COUNTY PROPERTY RECORDS	2012 TIF ADMIN FEES	307	44100	4890				\$498.64	\$2,680.56
		364	44100	4890				\$1,013.88	
		305	44100	4890				\$322.99	
		416	44100	4890				\$346.41	
		417	44100	4890				\$498.64	
RAMSEY COUNTY PROPERTY RECORDS	PAY 2014 TNT NOTICE REIMBURSEMENT	101	40500	4890		011		\$2,262.68	
SKY ELECTRIC, INC.	PERMIT REFUND 2013-02845	101	32580					\$35.00	\$40.00
		101	20802					\$5.00	
SMITH, SHELDON & JANICE	REFUND BAND TICKETS/DUPLICATE PURCHASE	101	22079					\$30.00	
U S BANK/REVTRAK	NOV 2013 CREDIT CARD FEES	101	44100	4890		001		\$20.54	\$11,270.24
		101	44300	4890		001		\$1,143.19	
		220	43800	4890		002		\$3,358.97	
		225	43400	4890				\$657.74	
		601	45050	4890		003		\$3,044.90	
		602	45550	4890		003		\$3,044.90	
U.S. BANK	2009A GO IMP BDS PAYING AGENT FEES	379	48200	6200				\$70.59	
		603	48300	6200				\$354.41	
U.S. BANK	2008A GO IMP BDS PAYING AGENT FEES	378	48200	6200				\$40.03	
		601	48300	6200				\$286.75	\$425.00
		602	48300	6200				\$70.34	
		603	48300	6200				\$27.88	
VANCO SERVICES	NOV FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003		\$167.25	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$347.88	\$347.88
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$11.75	\$11.75
WELLS FARGO BANK MN, NAT'L ASS	TCCH TIF NOTE PMT SECOND HALF	305	48600	6020				\$52,092.51	\$52,092.51
YALE MECHANICAL INC	POOL AHU & WHIRLPOOL REPAIR	220	43800	3810		007		\$1,350.50	\$1,350.50
Total of all invoices:								\$150,444.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BUCHANAN, ROXANNE	EROSION RED 5174 LEXINGTON RES 13-90	101	22030				-\$500.00	-\$500.00
AARP C/O MARIETTA BOOTH	AARP SMART DRIVER COURSE 12/16	225	43590	3174		003	\$294.00	\$294.00
ARMOUR, CINDY	NEW YEARS PARTY - 4 FACE PAINTERS	225	43580	3172		002	\$650.00	\$650.00
ARNT CONSTRUCTION CO INC	PMT 4 OWASSO ST RECONST PROJECT 09-12	571	47000	5900			\$391,092.62	\$391,092.62
ARNT CONSTRUCTION CO INC	CO RD D/COTTAGE CP13-01A&B PYMNT NO.5	573	47000	5900			\$723,800.49	\$783,640.82
		574	47000	5900			\$59,840.33	
AUSTINSON, JOHN	BASKETBALL REF DEC 9 & 16	225	43510	3190		002	\$138.00	
BALD EAGLE BUILDERS INC	EROSION RED 169 BRIDGE RES 13-118	101	22030				\$1,000.00	\$1,000.00
BOYER, JAMES	CLASS A CDL REIMBURSEMENT	603	45850	4500		003	\$19.00	\$19.00
BUCHANAN, TERRY	EROSION RED 5174 LEXINGTON RES 13-90	101	22030				\$500.00	\$500.00
C & E HARDWARE	STERNO	101	40210	4890		003	\$21.41	\$21.41
CRUMB, RICHARD	REIMBURSEMENT/MN GTS SYMPOSIUM	101	40550	3270		002	\$101.19	\$101.19
EWELL, JASON	CLASS A	701	46500	4500			\$19.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-20-13	101	20432				\$250.00	\$250.00
JEFF ELLIS & ASSOCIATES, INC	14 LIFEGUARD RENEWAL LICENSES	220	43800	3190		007	\$977.00	\$977.00
JEFF ELLIS & ASSOCIATES, INC	ANNUAL RETAINER FEE	220	43800	3190		007	\$850.00	\$850.00
JOHNSON, WALTER	2013 MILEAGE EXPENSE REIMBURSEMENT	101	41500	3270			\$178.58	\$178.58
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002	\$96.56	\$96.56
ORIENTAL TRADING COMPANY	PRESCHOOL SUPPLIES	225	43555	2170			\$325.17	\$325.17
OWL ENGINEERING & EMC TEST LAB	VERIZON NORTH WATER TOWER 5880 LEXINGTON	601	22015				\$750.00	\$750.00
PARTY AMERICA CORPORATE OFFICE	NYE & SKATE WITH SANTA SUPPLIES	225	43580	2172		001	\$39.92	\$243.57
		225	43580	2172		002	\$203.65	
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$500.00	
		601	45050	3220		001	\$500.00	\$1,000.00
RAUCHBAUER, ADAM	CLASS A CDL REIMBURSEMENT	603	45850	4500		003	\$19.00	\$19.00
SCHOLASTIC	PRESCHOOL LFI/CLIF/SS MAGS	225	43555	2170			\$83.49	\$83.49
SORENSEN, MATTHEW	BASKETBALL REF DEC 9 & 16	225	43510	3190		002	\$138.00	\$138.00
TARGET COMMERCIAL INVOICE	NYE SUPPLIES - BINGO & HAIR	225	43580	2172		002	\$41.60	\$41.60
TARGET COMMERCIAL INVOICE	KIDS CARE SUPPLIES	225	43560	2170			\$66.81	\$66.81
TARGET COMMERCIAL INVOICE	SKATE WITH SANTA SUPPLIES	225	43580	2172		001	\$34.68	\$34.68
TARGET COMMERCIAL INVOICE	WARMING HOUSE BINS	225	43590	2170		001	\$13.21	\$13.21
WURST, ANDREW	GROUP FITNESS MIC BATTERIES	225	43530	2170		003	\$21.39	\$21.39
WW GOETSCH ASSOCIATES INC	REPLACEMENT OF MAIN POOL PUMP	220	43800	2240		007	\$2,596.16	\$2,596.16

Total of all invoices: \$1,184,661.26

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
A TO Z PARTY SUPPLIES.COM	NEW YEARS PARTY-BALLOONS	225	43580	2172		002		\$238.74	\$238.74
AMAZON.COM	ERGOTRON CROSSBAR	101	40550	2010		004		\$115.46	\$115.46
AMERICAN RED CROSS-HEALTH & SA	FIRST AID	225	43555	2170				\$38.00	\$76.00
		225	43520	2170		001		\$38.00	
AMERICAN RED CROSS-HEALTH & SA	ADULT/PEDIATRIC CPR/AED	101	43400	4500				\$19.00	
		225	43520	2170		001		\$95.00	\$114.00
AMERICAN RED CROSS-HEALTH & SA	ADULT/PEDIATRIC FIRST AID/CPR/AED	225	43520	2170		001		\$27.00	
B & H PHOTO.COM	MICROPHONE SUPPLIES	220	43800	2180		002		\$189.81	\$189.81
B & H PHOTO.COM	AUDIO SUPPLIES	220	43800	2180		002		\$222.64	\$222.64
BOLTMAN, ROY	PASS REFUND	220	22040					\$100.00	\$100.00
CENTURY COLLEGE	CLASS BOOKS	701	46500	4500				\$64.90	\$64.90
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002		\$130.55	\$130.55
COX, SARA	FACILITY REFUND	220	22040					\$48.21	\$48.21
CUB FOODS	VOLUNTEER RECOGNITION SUPPLIES	101	40100	4890		001		\$121.92	\$121.92
DAVIDSON, KIMBERLY	BROOMBALL COREC D	220	22040					\$335.00	\$335.00
DIGITAL RIVER GmbH	NETWORK SOFTWARE	101	40550	2180		002		\$91.04	\$91.04
GOVERNMENT FINANCE OFFICERS AS	GFOA CONFERENCE: MALONEY	101	15500					\$100.00	\$100.00
HOME DEPOT, THE	BENEFIT FAIR SUPPLIES	101	40210	4890		001		\$21.68	\$21.68
IVERSON, JOHN	PASS REFUND	220	22040					\$54.70	\$54.70
LEEANN CHIN.COM	CITY COUNCIL WORKSHOP MEETING SUPPLIES	101	40100	4890		003		\$156.95	\$156.95
MAGTEK.COM	CREDIT CARD SWIPERS	101	40550	2010		001		\$189.56	\$189.56
MEISTERS BAR AND GRILL	EDA MEETING SUPPLIES	240	44400	2180		001		\$98.38	\$98.38
MY CABLE MART	ETHERNET PATCH CABLES	101	40550	2010		001		\$28.07	\$28.07
PACK #8, CUB SCOUT	FACILITY REFUND	220	22040					\$100.00	\$100.00
PLIMUS/BLUESNAP, INC.	PDF CONVERSION SOFTWARE	101	40550	2180		002		\$230.40	\$230.40
POWER MUSIC, INC	MUSIC DOWNLOADS FOR FITNESS CLASSES	225	43530	2170		003		\$68.80	\$68.80
RICHIE, MIKE	FACILITY REFUND	220	22040					\$50.00	\$50.00
SANTANNI, KATHEY	KOZLAK'S LUNCHEON	220	22040					\$5.00	\$5.00
SHURE INC.	SOUND ADAPTORS FOR COUNCIL CHAMBERS	101	40200	4890		001		\$28.03	\$28.03
STAPLES.COM	COLORED PAPER	101	40210	4890		001		\$101.73	\$101.73
SUBWAY	PROHIBITION PROGRAM SUPPLY	225	43590	2174		003		\$38.57	\$38.57
TASTE OF SCANDINAVIA	EDC MEETING SUPPLIES	240	44400	2180				\$61.48	\$34.74
		240	44400	2180				-\$42.80	
		240	44400	2180				\$16.06	
UNITED STATES POST OFFICE	POSTAGE FOR RESALE AT FRONT DESK	101	40200	3220				\$1.75	
		101	11800					\$552.00	
VMWARE USER GROUP	VMUG ADVANTAGE MEMBERSHIPS (2)	101	40550	4330		005		\$360.00	
WIRELESS ENVIRONMENT LLC.	LED LIGHTING FOR COUNCIL CHAMBERS	101	40550	2010		001		\$19.99	\$19.99

Total of all invoices: \$4,115.62

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMERICAN ENGINEERING TESTING,	RED FOX RD TESTING 12-04	572	47000	5950				\$896.00	\$896.00
AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP 2014/HILL	101	44100	4500				\$88.00	\$88.00
ANCHOR PAPER COMPANY	COPY PAPER	101	40200	2010		001		\$972.15	\$972.15
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: JANUARY 2014	101	20412					\$1,442.63	\$1,442.63
C & E HARDWARE	HOLIDAY LUNCHEON SUPPLIES	101	40210	4890		003		\$16.04	\$16.04
CURLEY, DANIEL	DECORATIONS/EMPLOYEE SERVICE AWARDS	101	40210	4890		003		\$78.64	\$89.64
		101	42050	4500				\$11.00	
GRAINGER, INC.	CLEANING SUPPLIES CC	220	43800	2110				\$317.97	\$317.97
HAAPALA, JEANNE	MILAGE REIMBURSEMENT/MN GFOA	101	40500	4500		004		\$48.03	
HOFFARD, THERESA	MILEAGE	101	40200	4890				\$13.56	\$13.56
KLASSEN, BRIAN	MN IT SYMPOSIUM/REIMBURSEMENT	101	40550	3270		002		\$57.12	\$57.12
LEAGUE OF MN CITIES INS TRUST	WORKERS COMP 1ST INSTALL 13/14	101	40100	1510				\$25.68	\$30,205.50
		101	40200	1510				\$376.17	
		101	40210	1510				\$210.89	
		101	40300	1510				\$9.22	
		101	40400	1510				\$86.75	
		101	40500	1510				\$440.24	
		101	40550	1510				\$173.75	
		101	40800	1510				\$99.96	
		101	41500	1510				\$2.99	
		101	42050	1510				\$593.30	
		101	42200	1510				\$4,491.11	
		101	43400	1510				\$1,219.75	
		101	43450	1510				\$258.51	
		101	43710	1510				\$3,542.58	
		101	43900	1510				\$79.02	
		101	44100	1510				\$395.12	
		101	44300	1510				\$102.96	
		210	42750	1510				\$25.43	
		220	43800	1510				\$3,393.75	
		225	43400	1510				\$1,182.60	
		225	43510	1510				\$78.77	
		225	43520	1510				\$844.33	
		225	43530	1510				\$1,107.07	
		225	43535	1510				\$865.26	
		225	43555	1510				\$615.98	
		225	43560	1510				\$348.50	
		225	43580	1510				\$93.48	
		225	43590	1510				\$325.81	
		230	40900	1510				\$33.15	
		240	44400	1510				\$37.89	
		241	44500	1510				\$59.33	
		601	45050	1510				\$3,165.66	
		602	45550	1510				\$2,578.34	
		603	45850	1510				\$2,063.07	
		603	45900	1510				\$24.68	
		604	42600	1510				\$48.61	
		701	46500	1510				\$1,205.79	
MAHCO	DUES/MARSHALL	101	44100	4330				\$30.00	\$30.00
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: NOVEMBER 2013	701	46500	2120				\$144.78	\$144.78
MINNESOTA DEPARTMENT OF REVENUE	Sales Use Tax: November 2013	101	40200	4890				\$26.70	\$14,622.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		101	40210	4890		001		\$1.58	
		101	40210	4890		003		-\$.43	
		101	40550	2010		001		\$2.83	
		101	40550	2010		004		\$8.10	
		101	40550	3860		002		-\$8.18	
		101	40550	4350		002		\$6.05	
		101	42200	2180		001		-\$.46	
		101	42200	2181		003		\$1.84	
		101	43710	2240				-\$.10	
		101	43710	2260				\$52.02	
		220	43800	2160		002		-\$.46	
		220	43800	2180		003		-\$1.00	
		220	43800	2240		003		\$101.28	
		220	43800	3190		001		-\$.58	
		220	43800	3190		004		\$83.57	
		220	43800	3810		007		-\$2.76	
		220	43800	3890				-\$3.44	
		220	43800	3960		004		\$90.75	
		220	43800	3960		030		\$74.87	
		220	43800	4500				\$6.18	
		225	43510	2170		016		\$2.32	
		225	43555	2170				\$1.26	
		225	43560	2170				-\$.15	
		225	43580	2172		001		-\$1.51	
		225	43590	2173		001		-\$.19	
		225	43590	2174		002		-\$.27	
		225	43590	2174		003		-\$.09	
		240	44400	2180		001		-\$.49	
		573	47000	5950				-\$.03	
		601	45050	2280		001		\$11.25	
		601	45050	2280		005		-\$.02	
		601	45050	3610				-\$.42	
		604	42600	3610				-\$.56	
		701	46500	2180		001		-\$.17	
		701	46500	2183		001		-\$1.27	
		701	46500	2220		001		-\$1.54	
		701	46500	2220		002		-\$.67	
		701	46500	2400		003		-\$.32	
		701	46500	5400				-\$9.49	
		220	21810					\$12,900.00	
		701	46500	2120		003		\$89.00	
		601	21810					\$1,197.00	
NEOFUNDS BY NEOPOST	POSTAGE MACHINE SUPPLIES/INK	101	40200	3220				\$168.86	\$168.86
RICOH USA INC.	COPIER SUPPLIES	101	40200	3850		002		\$287.13	\$287.13
RICOH USA, INC.	LEASE CITY HALL COPIERS	101	40200	3930		002		\$2,177.50	
SHERVHEIM, KAREN	ACTIVITY REFUND	220	22040					\$164.00	\$164.00
ST. PAUL, CITY OF	RIVERPRINT/COMPLIANCE ORDER FORM	101	44100	3390				\$221.66	\$221.66
ST. PAUL, CITY OF	RIVERPRINT/CLEANUP DAY RECEIPT BOOK/FALL	210	42750	2180				\$229.10	\$229.10
ST. PAUL, CITY OF	RIVERPRINT/UTILITY BILLING ENVELOPES	601	45050	2010		001		\$1,488.99	\$2,977.97
		602	45550	2010		001		\$1,488.98	
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003		\$1,147.65	\$1,445.63

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	43710	3210			\$261.50	
		601	45050	3210			\$36.48	
UPPER CUT TREE SERVICES INC	PUBLIC TREE REMOVALS W013-24	101	43900	3190		002	\$906.30	
VIKING INDUSTRIAL CENTER	SUPPLIES/MARSHALL	101	44100	2010			\$87.41	\$87.41
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$64.13	\$64.13
XCEL ENERGY	MAINTENACE CENTER/ELECTRIC/GAS	701	46500	3610			\$2,091.33	\$4,203.79
		701	46500	2140			\$2,112.46	
XCEL ENERGY	COMMUNITY CENTER/ELECTRIC/GAS	220	43800	2140			\$10,267.70	
		220	43800	3610			\$16,204.44	\$26,472.14
XCEL ENERGY	STREET LIGHTS/ELECTRIC	604	42600	3610			\$15,386.96	
XCEL ENERGY	STORM SEWER LIFT STATIONS/ELECTRIC	603	45850	4890		003	\$101.87	\$101.87
XCEL ENERGY	SLICE OF SHOREVIEW/ELECTRIC	270	40250	3610			\$13.68	\$13.68
XCEL ENERGY	SIRENS/ELECTRIC	101	41500	3610			\$60.96	\$60.96
XCEL ENERGY	STREET LIGHTS/ELECTRIC	604	42600	3610			\$12.64	\$12.64
XCEL ENERGY	STREET LIGHTS/ELECTRIC	604	42600	3610			\$12.67	\$12.67
XCEL ENERGY	SURFACE WATER/ELECTRIC	603	45900	3610			\$117.51	\$117.51
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$47.19	\$47.19
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$48.16	\$48.16
XCEL ENERGY	BOOSTER STATION/ELECTRIC	601	45050	3610			\$225.85	\$225.85
XCEL ENERGY	WATER TOWERS/ELECTRIC	601	45050	3610			\$79.19	\$79.19
YALE MECHANICAL INC	POOL MAINTENANCE & AHU FILTER CHANGE	220	43800	3190		007	\$3,747.00	\$3,747.00
							Total of all invoices:	\$108,202.72

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ADVANCED DISPOSAL SERVICES INC	MCGUIRE CLEANUP	307	44100	4890			\$3,148.19	
ALLIANCE BENEFIT GROUP INC	QUALIFYING NOTICES, ONGOING EVENT	101	40210	3190		003	\$30.00	\$30.00
AMERICAN ENGINEERING TESTING,	2013 ST REHAB CP13-02 MATERIALS TESTING	575	47000	5920			\$1,804.00	
AWARDS BY HAMMOND INC	PLATES FOR GILLIGAN AND MARYANN AWARDS	101	40200	4890		001	\$14.00	\$14.00
BARSNESS, KIRSTIN	ED CONSULTING DECEMBER	240	44400	3190			\$2,143.75	\$3,018.75
		307	44100	4890			\$875.00	
BAUER BUILT TIRE AND BATTERY I	2 TIRES FOR UNIT 202	701	46500	2220		001	\$266.46	\$266.46
BAUER BUILT TIRE AND BATTERY I	2 TIRES FOR UNIT 211	701	46500	2220		001	\$268.33	\$268.33
BAUER BUILT TIRE AND BATTERY I	TIRE REPAIR FOR UNIT 210	701	46500	3190		001	\$40.53	\$40.53
BDI	PARTS FOR TENNANT SWEEPER	701	46500	2220		002	\$58.53	\$58.53
BEISSWENGER'S HARDWARE	VEHICLE ICE SCRAPERS	101	43710	2240			\$19.08	\$19.08
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 203	701	46500	2220		001	\$49.17	\$49.17
BRAUN INTERTEC CORPORATION	MCGUIRE DEMOLITION PROJECT	307	44100	4890			\$3,095.50	
BWBR ARCHITECTS	COMMUNITY CENTER REMODEL	439	43800	5910			\$6,232.52	\$6,232.52
C & E HARDWARE	SHOP SUPPLIES	701	46500	2180		001	\$14.66	\$14.66
C & E HARDWARE	CLEANING SUPPLIES	701	46500	2183		002	\$12.41	\$12.41
DART TRANSIT COMPANY	MCGUIRE CLEANUP	307	44100	4890			\$180.00	\$180.00
EMERGENCY AUTOMOTIVE	STROBE LIGHT	701	46500	2220		001	\$507.39	\$507.39
ENVIROTECH SERVICES INC	CALCIUM CHLORIDE	101	42200	2181		002	\$1,361.59	\$1,361.59
FACTORY MOTOR PARTS COMPANY	BATTERY FOR STOCK	701	46500	2180		001	\$100.23	\$100.23
FACTORY MOTOR PARTS COMPANY	BATTERIES FOR STOCK	701	46500	2180		001	\$235.09	\$235.09
FACTORY MOTOR PARTS COMPANY	PARTS FOR UNIT 602	701	46500	2220		001	\$413.53	\$413.53
FLEETPRIDE INC	PARTS FOR STOCK	701	46500	2180		001	\$57.00	\$57.00
FLEETPRIDE INC	FUEL ADDITIVE	701	46500	2130		001	\$25.54	\$25.54
GRAINGER, INC.	HOCKEY LIGHT BULBS	101	43710	2240			\$255.67	\$255.67
GRAINGER, INC.	WORK LIGHT BULBS	101	43710	2240			\$5.31	\$5.31
HAWKINS, INC.	FLUORIDE	601	45050	2160		001	\$2,746.59	\$2,746.59
HIGH POINT NETWORKS, LLC	NETWORK SERVICES	101	40550	3190		001	\$360.70	\$360.70
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		004	\$232.50	\$232.50
KATH AUTO SUPPLY	PARTS FOR UNIT 607	701	46500	2220		002	\$6.48	\$6.48
L T G POWER EQUIPMENT	LEAF VACUUM PARTS	101	43710	2240			\$85.10	\$85.10
LAKE JOHANNA FIRE DEPT	REPLACE THERMAL IMAGING CAMERA	405	41200	3190			\$7,326.03	\$7,326.03
LAKE JOHANNA FIRE DEPT	REPLACEMENT OF WATERWAY ON L-3	405	41200	3190			\$9,393.11	\$9,393.11
LANDFORM	TIF 1	307	44100	4890			\$4,522.50	\$4,522.50
LARKIN HOFFMAN DALY & LINDGREN	TIF SERVICES	307	44100	4890			\$5,950.00	\$5,950.00
LUBRICATION TECHNOLOGIES, INC	EXHAUST FLUID	701	46500	2130		001	\$124.53	\$124.53
MENARDS CASHWAY LUMBER **FRIDL	BROOMS AND DUST PANS	101	43710	2400			\$74.55	\$74.55
MENARDS CASHWAY LUMBER *MAPLEW	SHOP SUPPLIES	701	46500	2180		001	\$20.86	\$20.86
MFFD INC	FUEL ENHANCER	701	46500	2130		001	\$866.08	\$866.08
MINNESOTA DEPARTMENT OF AGRICU	PESTICIDE LICENSE RENEWAL	101	43710	4500			\$45.00	\$45.00
MINNESOTA POLLUTION CONTROL AG	CERTIFICATION RENEWAL/DUNN	603	45850	4500		002	\$23.00	\$23.00
MN DEPARTMENT OF TRANSPORTATIO	CO RD D RECON. CP13-01 MNDOT INSPECTION	573	47000	5920			\$107.28	\$107.28
NAPA AUTO PARTS	FUEL ADDITIVE	701	46500	2130		001	\$44.82	\$44.82
NORTH AMERICAN SALT COMPANY	ROAD SALT	101	42200	2181		001	\$11,872.00	\$11,872.00
NORTH SUBURBAN ACCESS CORPORAT	WEBSTREAMING -OCTOBER-DECEMBER 2013	230	40900	3190		004	\$933.00	\$933.00
OFFICE DEPOT	RECHARGABLE BATTERIES	225	43530	2170		003	\$57.55	\$57.55
OFFICE DEPOT	LUNCHROOM SUPPLIES	101	40800	2180			\$77.85	\$77.85
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$83.97	\$83.97
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		005	\$184.90	\$184.90
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	42050	2010			\$4.58	\$4.58
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	42050	2010			\$67.07	\$67.07

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OFFICE DEPOT	AWARD PLAQUES	101	40210	4890		004		\$153.90	\$153.90
RAMSEY COUNTY	FLEET SUPPORT FEE - DECEMBER	101	41500	3890				\$24.96	\$24.96
RAMSEY COUNTY	911 SERVICES FOR DECEMBER	101	41100	3198				\$8,154.60	\$8,154.60
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
REDSTONE CONSTRUCTION INC	VALVES CTY D AND VICTORIA	601	45050	3190		004		\$7,390.39	\$7,390.39
SCHARBER & SONS	EXHAUST PIPE FOR JD5220	701	46500	2220		002		\$92.12	\$92.12
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190				\$7,237.01	\$7,237.01
SIMPLEXGRINNELL LP	REPAIR TO FIRE SUPPRESSION SYSTEM/IT RM	701	46500	3196		002		\$706.35	\$706.35
SPRINT	CELL PHONES - 11/15 - 12/14/13	101	44300	3190				\$40.00	\$929.14
		601	45050	3190				\$220.00	
		101	40200	3210				\$669.14	
STONEBROOKE EQUIPMENT INC	PLOW PARTS FOR UNIT 302	701	46500	2220		002		\$381.45	\$381.45
TERMINAL SUPPLY CO	PLOW LIGHTS	701	46500	2180		001		\$39.74	
TOUSLEY FORD, INC	SERVICE REPAIR OF UNIT 301	701	46500	3190		001		\$361.19	\$361.19
TOUSLEY FORD, INC	SERVICE UNIT 212	701	46500	3190		001		\$130.00	\$130.00
TOUSLEY FORD, INC	SERVICE UNIT 602	701	46500	3190		001		\$65.00	\$65.00
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.81	\$159.27
		601	45050	3970		001		\$39.81	
		602	45550	3970		001		\$39.81	
		603	45850	3970		001		\$19.92	
		701	46500	3970		001		\$19.92	
UNI FIRST CORPORATION	PARK MAINT UNIFORM RENTALS	101	43710	3970				\$64.09	
UNI FIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$50.02	\$50.02
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$39.81	\$159.27
		601	45050	3970		001		\$39.81	
		602	45550	3970		001		\$39.81	
		603	45850	3970		001		\$19.92	
		701	46500	3970		001		\$19.92	
UNI FIRST CORPORATION	PARK MAINT. UNIFORM RENTAL	101	43710	3970				\$64.09	\$64.09
UNI FIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970				\$49.23	\$49.23
UNI FIRST CORPORATION	PARK MAINT. UNIFORM RENTAL	101	43710	3970				\$64.09	\$64.09
VERIZON WIRELESS	CELL: CURLEY/EQUIPMENT PURCHASE	601	45050	3190				\$49.99	\$896.64
		101	40200	3210				\$846.65	
W.D.LARSON COMPANIES LTD, INC.	FILTERS FOR STOCK	701	46500	2180		001		\$94.87	\$94.87
WSB & ASSOCIATES, INC.	ENGR SERVICES SIGNAL RED FOX CP12-04	572	47000	5910				\$90.00	\$90.00
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001		\$2,547.22	

Total of all invoices: \$96,462.33

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AMERICAN ENGINEERING TESTING,	SOIL BORING REPORT CP 14-01	576	47000	5910				\$3,957.60	\$3,957.60
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$541.96	\$541.96
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$140.03	\$140.03
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,775.63	\$1,775.63
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$410.53	\$410.53
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110				\$1,408.08	\$1,408.08
ASCAP	ASCAP MUSIC LICENSE FEE	101	43400	4330				\$330.00	\$330.00
BHATTARAI, SMITA	PASS REFUND	220	22040					\$367.08	\$367.08
C & E HARDWARE	SNOW BRUSH/TRUCK 106	101	42050	2010				\$17.13	\$17.13
CITY OF SHOREVIEW	REPLENISH PETTY CASH - CITY HALL	101	42050	4500				\$15.00	\$15.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 12-27-13	101	21720					\$9,165.45	\$9,165.45
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 12-27-13	101	20420					\$104.50	\$104.50
CULLIGAN	IRON FILTER RENTAL	220	43800	3190		007		\$94.05	\$94.05
DAN MCMAHON PHOTOGRAPHY INC	RECOGNITION PLAQUE	101	40200	4890		001		\$160.69	\$160.69
DORSEY & WHITNEY LLP	2013C BOND COUNCIL ISSUANCE FEE	381	48200	6200				\$4,691.64	\$6,000.00
		601	48300	6200				\$806.16	
		603	48300	6200				\$502.20	
ELEMENTARY, SUNNYSIDE	FACILITY REFUND	220	22040					\$63.36	\$63.36
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:12-27-13	101	20418					\$5,595.00	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 12-27-13	101	20431					\$607.01	\$607.01
GOODPOINTE TECHNOLOGY INC	ICON SUPPORT AGREEMENT	404	42200	3190				\$4,470.00	\$4,470.00
GRAINGER, INC.	CLOCK AND BATTERIES	220	43800	2240		001		\$170.83	\$170.83
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.17	\$15.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.05	\$16.05
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.05	\$16.05
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.17	\$15.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.17	\$15.17
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.19	\$15.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.19	\$15.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.19	\$15.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.07	\$16.07
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.07	\$16.07
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.19	\$15.19
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.19	\$15.19
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$27.75	\$27.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.81	\$23.81
HARMS, STEPHANIE	ICE SKATING PRE-SNOP	220	22040					\$115.00	\$115.00
HORIZON COMMERCIAL POOL SUPPLY	TROUBLE SHOOT SPA PUMP	220	43800	2200		003		\$175.17	\$175.17
HORIZON COMMERCIAL POOL SUPPLY	WATERSLIDE CHECK VALVE	220	43800	2200		003		\$440.36	\$440.36
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:12-27-13	101	21750					\$8,943.55	\$8,943.55
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:12-27-13	101	20430					\$460.00	\$460.00
INTERMEDIATE SCHOOL, WESTWOOD	FACILITY REFUND	220	22040					\$70.50	\$70.50
KOLKIND, CHRISTOPHER	TUITION REIMB/PW OPERATIONS MAINTENANCE	101	43710	4500				\$660.32	\$660.32

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
MALONEY, MARK J.	MALONEY M/SEP-DEC 2013 EXPENSES	101	42050	3270				\$152.90	\$152.90
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR NOVEMBER 2013	602	20840					\$14,610.00	\$14,463.90
		602	34060					-\$146.10	
MIDWEST SPECIAL SERVICES, INC	CC CLEANING	220	43800	3190		002		\$120.00	\$120.00
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:12-27-13	101	20435					\$217.50	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 12-27-13	101	20420					\$35.00	\$35.00
MINNESOTA METRO NORTH TOURISM	NOV 2013 HOTEL/MOTEL TAX	101	22079					\$15,175.40	\$14,416.63
		101	38420					-\$758.77	
MOSBY, PAUL	PASS REFUND	220	22040					\$20.00	\$20.00
MOSQUITO PRODUCTIONS	DIVE-IN MOVIE EQUIPMENT RENTAL	225	43590	3173		001		\$318.70	
NORTH SUBURBAN BP, INC.	UNLEADED FUEL FOR CITY VEHICLES	701	46500	2120		001		\$575.28	\$575.28
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-DECEMBER 2013	220	43800	3960		005		\$1,484.09	\$1,484.09
OFFICE DEPOT	FOAM CORE BOARD	101	43400	2010				\$17.50	\$17.50
ORIENTAL TRADING COMPANY	PRESCHOOL & NYE SUPPLIES (CARNIVAL/DECO)	225	43555	2170				\$129.37	
		225	43580	2172		002		\$691.42	\$820.79
PETTY CASH - CITY OF SHOREVIEW	PARK AND REC PETTY CASH	225	43590	2174		002		\$46.40	
		220	43800	2180		002		\$13.38	\$108.80
		225	43555	2170				\$15.00	
		225	43510	2170		001		\$3.20	
		225	43580	2172		001		\$30.82	
POWER SYSTEMS	GROUP FITNESS EQUIP/WTD BALLS/BARS/BANDS	225	43530	2170		001		\$1,311.42	\$1,365.39
		220	43800	2180		001		\$53.97	
PRODUCTION 101, INC	SUPER-SITTER WORKBOOKS	225	43520	2170		005		\$371.25	\$371.25
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-27-13	101	21740					\$29,627.98	\$29,627.98
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION:12-27-13	101	21740					\$246.10	\$246.10
REILLY, JENNIFER	FACILITY REFUND	220	22040					\$50.00	\$50.00
SALAM, MUNIR	FACILITY REFUND	220	22040					\$192.84	\$192.84
SHAH, JAYESH	FACILITY REFUND	220	22040					\$514.25	\$514.25
SHAUGHNESSY, MICHAEL	TUITION REIMB/PW MAINTENANCE OPERATIONS	101	42050	4500				\$660.32	\$660.32
SHEN, XIAONAN	PASS REFUND	220	22040					\$140.00	\$140.00
SHOREVIEW HISTORICAL SOCIETY	FINAL BOOK SALES FOR 2013	101	22079		302			\$38.00	
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS -SPRINT	601	22015					\$1,068.47	\$1,068.47
SHORT ELLIOTT HENDRICKSON, INC	OWASSO - VICTORIA - E CONSTRUCTION	571	47000	5910				\$14,745.55	\$14,745.55
SHORT ELLIOTT HENDRICKSON, INC	RR QUIET ZONE STUDY	101	42050	3190				\$2,596.51	\$2,596.51
SIGNATURE LIGHTING INC	STREET LIGHT UPGRADE RED FOX PROJ 12-04	572	47000	5950				\$15,035.32	\$15,035.32
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-1476 KNOLL DR	604	42600	3810		002		\$338.72	\$338.72
SIMPLEXGRINNELL LP	REPLACED FUSIBLE LINKS AND NOZZLES CLEAN	220	43800	3810		003		\$77.10	\$77.10
SPRINGSTED, INCORPORATED	2013C FINANCIAL ADVISOR 2ND BILLING	381	48200	6200				\$2,345.82	\$3,000.00
		601	48300	6200				\$403.08	
		603	48300	6200				\$251.10	
ST. PAUL, CITY OF	COUPON BOOKS	220	43800	3390	001	001		\$885.75	
ST. PAUL, CITY OF	LETTERHEAD, ENVELOPES, BUSINESS CARDS	101	43400	2010	001			\$694.68	\$694.68
ST. PAUL, CITY OF	CC BROCHURES	220	43800	3390	001	001		\$319.56	\$319.56
ST. PAUL, CITY OF	BUSINESS CARDS	101	43400	2010				\$136.80	\$136.80
SWAMINATHAN, RAJARAM	FACILITY REFUND	220	22040					\$280.00	\$280.00
TARGET COMMERCIAL INVOICE	LUNCHROOM SUPPLIES	101	40800	2180				\$15.84	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:12-27-13	101	21710					\$22,110.38	\$54,874.50
		101	21730					\$25,978.90	
		101	21735					\$6,785.22	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-27-13	101	20420					\$121.00	
UNIVERSITY OF MINNESOTA	BUILDING OFFICALS CONF/MARSHALL	101	44300	4500				\$240.00	\$240.00

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Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WALDE, ADAM	FACILITY REFUND	220	22040				\$50.00	\$50.00
WESTENSEE, KATHY	FACILITY REFUND	220	22040				\$50.00	\$50.00
WIDJIWAGAN, CAMP	FACILITY REFUND	220	22040				\$300.00	\$300.00
XCEL ENERGY	ELECTRIC: LIFT STATIONS	602	45550	3610		001	\$733.46	\$733.46
XCEL ENERGY	WELLS: ELECTRIC/GAS	601	45050	3610		001	\$7,291.47	\$7,891.29
		601	45050	2140		001	\$599.82	
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610			\$1,244.36	
		101	43710	2140			\$971.24	\$2,215.60
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610		001	\$648.36	
YALE MECHANICAL INC	BOILER REPAIR	220	43800	3810		003	\$462.71	\$462.71
							Total of all invoices:	\$219,401.97

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, DEANNE	EDA MINUTES-DECEMBER 9, 2013	240	44400	3190				\$200.00	
ALLEN, DEANNE	MINUTES - 12/9 CC, 12/16 CC, 12/3 PC	101	40200	3190		001		\$400.00	\$550.00
		101	44100	3190				\$150.00	
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$283.33	
AUTOMOTIVE REFLECTIONS	INS CLAIM PC0026021/2012 FORD VAN	260	47400	4340				\$662.48	\$662.48
CDW GOVERNMENT	WIRELESS MOUSE	101	40550	2180		001		\$49.51	\$49.51
CDW GOVERNMENT	MONITOR REPLACEMENTS	422	40550	5800		011		\$288.75	\$288.75
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$443.29	\$443.29
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$399.61	\$399.61
ELDRIDGE, LYNNE	REFUND CLOSING OVRPYMT-5280 OXFORD ST	601	36190			003		\$37.84	\$37.84
GLINIANY, MARY OR JOURNEY, KAR	REFUND CLOSING OVRPYMT-5638 DUNLAP AVE	601	36190			003		\$86.59	\$86.59
GRAINGER, INC.	EAR PLUGS	101	43710	2240				\$77.55	
GRAINGER, INC.	EAR PLUGS	101	43710	2240				\$79.52	\$79.52
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.28	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.27	\$15.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$15.28	\$15.28
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.18	\$16.18
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.16	\$16.16
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GREENHAVEN PRINTING	WINTER NEWSLETTER	101	40400	3220		002		\$3,496.42	\$25,665.50
		101	40400	3390		001		\$22,169.08	
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$288.60	\$288.60
HORIZON COMMERCIAL POOL SUPPLY	SPA MOTOR REPLACEMENT AND INSTALL	220	43800	2240		003		\$6,829.26	\$6,829.26
LEAGUE OF MN CITIES INS TRUST	2013/14 VOLUNTEER ACCIDENT PLAN	101	40500	3410				\$1,450.00	\$1,450.00
LINNER, JULIE	REFUND CLOSING OVRPYMT-1010 CARMEL CT	601	36190			003		\$4.03	\$4.03
MENARDS CASHWAY LUMBER **FRIDL	HOCKEY BOARD REPLACEMENT	101	43710	2240				\$8.10	\$8.10
MENARDS CASHWAY LUMBER **FRIDL	HARDWARE TO REBUILD HOCKEY RINK SECTION	101	43710	2240				\$32.96	\$32.96
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: DECEMBER 2013	101	40500	4890		001		\$102.86	\$411.47
		220	43800	4890		001		\$102.87	
		601	45050	4890		001		\$102.87	
		602	45550	4890		001		\$102.87	
NCPERS MINNESOTA	PERA LIFE INSURANCE: JANUARY 2014	101	20413					\$240.00	\$240.00
OFFICE DEPOT	FOAM BOARD	101	43400	2010				\$17.50	\$17.50
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	43400	2010				\$63.92	\$150.49
		225	43555	2170				\$86.57	
SCHMID, AMANDA	TARGET PURCHASE	220	43800	2590		001		\$17.22	\$17.22
SCHWERM, TERRANCE	EXPENSE REIMBURSEMENT	101	40200	4890		001		\$61.68	\$61.68
SHOREVIEW NORTHERN LIGHTS BAND	HOLIDAY TICKET SALES	101	22079		301			\$1,140.00	\$1,140.00
SUTHERLAND, JOHN	REFUND CLOSING OVRPYMT-195 WENDY COURT	601	36190			003		\$3.64	\$3.64
U.S. BANK	2013C PAYING AGENT FEES	601	48300	6200				\$100.50	\$750.00
		603	48300	6200				\$63.00	
		381	48200	6200				\$586.50	
UNI FIRST CORPORATION	COMM. CNTR UNIFORM RENTAL	220	43800	3970				\$49.23	\$49.23
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$42.16	\$168.64
		601	45050	3970		001		\$42.16	
		602	45550	3970		001		\$42.16	
		603	45850	3970		001		\$21.08	
		701	46500	3970		001		\$21.08	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$52.61	
		601	45050	3970		001		\$52.61	
		602	45550	3970		001		\$52.61	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		603	45850	3970		001	\$26.30	
		701	46500	3970		001	\$26.30	\$210.43
UNI FIRST CORPORATION	PARK MAINT. UNIFORM RENTAL	101	43710	3970			\$64.09	\$64.09
UNI FIRST CORPORATION	COMM CNTR UNIFORM RENTAL	220	43800	3970			\$49.23	\$49.23
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-35	101	43900	3190		003	\$3,425.86	\$3,425.86
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVALS W013-38	101	43900	3190		003	\$1,109.82	\$1,109.82
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL W013-37	101	43900	3190		003	\$2,129.65	\$2,129.65
VRASPIR, DONALD F	REFUND CLOSING OVRPYMT-5602 DUNLAP AVE	601	36190			003	\$3.26	\$3.26
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590			\$167.85	\$305.29
		101	40800	2180			\$137.44	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$156.76	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$783.42	\$783.42
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,527.86	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,951.02	\$1,951.02
Total of all invoices:								\$52,265.40

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	38,926	
Vendor number	00712 2	2013
Vendor name	WELLS FARGO BANK MN, NAT'L ASSOC	
Address	ATTN: CHAD PETERSON CORPORATE TRUST - MAC N9303-110 SIXTH AND MARQUETTE MINNEAPOLIS MN 55479	

Date	Comment line on check	Invoice number	Amount
12-13-13	TCCH TIF NOTE PMT SECOND HALF	12/13/13	\$52,092.51

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to:	
------------	--

Account Coding	Amount
305 48600 6020	\$52,092.51

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Fred Espe
 (signature required) Fred Espe

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	38,982	RETURN CHECK TO TOM H
Vendor number	00054 1	2013
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
12-17-13	PMT 4 OWASSO ST RECONST PROJECT 09-12	4-09-12	\$391,092.62

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
571 47000 5900	\$391,092.62

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: *Tom Hammitt* 12/18/13
(signature required) Tom Hammitt

Approved by: *Terry Schwerm*
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	38,986	Please Return Check to Glen
Vendor number	00054 1	2013
Vendor name	ARNT CONSTRUCTION CO INC	
Address	PO BOX 549 HUGO, MN 55038	

Date	Comment line on check	Invoice number	Amount
12-18-13	CO RD D/COTTAGE CP13-01A&B PYMNT NO.5	1	\$783,640.82

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: Glen

Account Coding	Amount
573 47000 5900	\$723,800.49
574 47000 5900	\$59,840.33

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Glen Hoffard
 (signature required) Glen Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	39,079
Vendor number	00373 3 2013
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

30,205.50 ✓

Date	Comment line on check	Invoice number	Amount
12-23-13	WORKERS COMP 1ST INSTALL 13/14	26488	\$2,828.95

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

Return to:	
------------	--

Account Coding	Amount
101 40100 1510	\$25.68
101 40200 1510	\$376.17
101 40210 1510	\$210.89
101 40200 1510	\$9.22
101 40400 1510	\$86.75
101 40500 1510	\$440.24
101 40550 1510	\$173.75
101 40800 1510	\$99.96
101 41500 1510	\$2.99
101 42050 1510	\$593.30

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: *Fred Espe*
(signature required) Fred Espe

Approved by: *Terry Schwerm*
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Vendor number	10206 1
Vendor name	XCEL ENERGY
Address	PO BOX 9477 MINNEAPOLIS MN 55484-9477

THIS IS AN EARLY CHECK, PLACE VOUCHER IN **EARLY CHECK FILE**

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
39,056	12-11-13	COMMUNITY CENTER: ELECTRIC/GAS	5148429483	220 43800 2140	10,267.70
				220 43800 3610	16,204.44
				VOUCHER TOTAL:	\$26,472.14
39,057	12-09-13	STREET LIGHTS: ELECTRIC	5164964189	604 42600 3610	\$15,386.96
39,055	12-05-13	MAINTENACE CENTER: ELECTRIC/GAS	5143177739	701 46500 3610	2,091.33
				701 46500 2140	2,112.46
				VOUCHER TOTAL:	\$4,203.79
39,066	12-05-13	BOOSTER STATION: ELECTRIC	5100100164806	601 45050 3610	\$225.85
39,063	12-09-13	SURFACE WATER: ELECTRIC	5141595140	603 45900 3610	\$117.51
39,058	12-10-13	STORM SEWER LIFT STATIONS: ELECTRIC	5172997607	603 45850 4890 003	\$101.87
39,067	12-12-13	WATER TOWERS: ELECTRIC	5168285301	601 45050 3610	\$79.19
39,060	12-09-13	SIRENS: ELECTRIC	5155157183	101 41500 3610	\$60.96
39,065	12-11-13	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	5155611264	101 42200 3610	\$48.16
39,064	12-04-13	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	5152469571	101 42200 3610	\$47.19
39,059	12-11-13	SLICE OF SHOREVIEW: ELECTRIC	5168772674	270 40250 3610	\$13.68
39,062	12-02-13	STREET LIGHTS: ELECTRIC	5100101858294	604 42600 3610	\$12.67
39,061	12-11-13	STREET LIGHTS: ELECTRIC	5100101858261	604 42600 3610	\$12.64
Total:					\$46,782.61

10.815%

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax \$	
Reviewed by:	<i>Debbie Engblom</i>
(signature required) Debbie Engblom	
Approved by:	<i>Terry Schwerm</i>
(signature required) Terry Schwerm	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	39,173
Vendor number	00260 1 2013
Vendor name	GREENHAVEN PRINTING
Address	4575 CHATSWORTH STREET N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
12-27-13	WINTER NEWSLETTER	133328	\$25,665.50

This Purchase Voucher is more than \$25,000.00, was the state's cooperative venture considered before purchasing through another source?

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Account Coding Amount

101 40400 3220 002	\$3,496.42
101 40400 3390 001	\$22,169.08

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$

Reviewed by: Terri Hoffard
 (signature required) Terri Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated January 06, 2014.

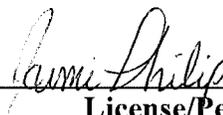
ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

January 06, 2014
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
January 06, 2014

<u>LICENSE #</u>	<u>BUSINESS NAME</u>	<u>TYPE</u>
2014-C13	Hugo's Tree Care Inc.	Tree Trimmer
2014-C14	Northern Arborists	Tree Trimmer
2014-C15	Terra's Canopies Tree Service	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

PROPOSED MOTION

Motion by Council Member _____

Seconded by Council Member _____

To adopt Resolution No. 14-02 to finance certain proposed projects to be undertaken, as listed within the resolution on Exhibit A, and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

TO: City Manager, Mayor and City Council

FROM: Fred Espe, Assistant Finance Director

DATE: December 20, 2013

RE: Intent to Bond Declaration for Project Costs

Internal Revenue Code requires that the City Council adopt a resolution noting its intent to bond for project costs prior to incurring costs. Exhibit A of the attached resolution contains estimates for 2014 - 2016 project costs that will be bonded for in 2015 and were not already included in a previous declaration, or that have changed since the last declaration.

The resolution is an expression of intent and does not commit the City to the bonding levels proposed, nor does it commit the City to construct the projects listed. Funding levels shown are consistent with recent estimates or are included in the Capital Improvement Program. For the purpose of this estimate, an additional 20% allowance has been added to most of the CIP estimates. This allowance helps the City avoid approving a revised declaration of intent for minor cost variances, as would be required by Internal Revenue Code.

It is recommended that the City Council approve resolution declaring the City's intent to bond for the proposed projects, and to establish compliance with reimbursement bond regulations under the Internal Revenue Code.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 6, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on January 6, 2014, at 7:00 p.m. The following members were present: _____;

and the following members were absent: _____.

Council member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-02

RESOLUTION RELATING TO FINANCING OF
CERTAIN PROPOSED PROJECTS TO BE
UNDERTAKEN BY THE CITY OF SHOREVIEW;
ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

WHEREAS, the City of Shoreview is in the practice of constructing certain improvements and in some instances, reimbursing itself for the cost of any portion of the improvements with bond proceeds, and

WHEREAS, the Internal Revenue Service has issued proposed Treasury Regulations Section 1.103-17 (as proposed and/or finally adopted, the "Regulations") dealing with the issuance of bonds where all or a portion of the proceeds are to be used to reimburse the City for any project costs paid by the City prior to the time of the issuance of the bonds, and

WHEREAS, the Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently-issued taxable or tax-exempt borrowing, that such declaration generally be made prior to, but not more than, two years before the time the expenditure is actually paid, that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within one year of the payment of the expenditure or, if longer, within one year of the date the project is placed in service, and the expenditures relate to property having a reasonably expected economic life of at least one year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Official Intent - The City desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.
 - a. The City proposes to undertake the project(s) described on Exhibit A attached hereto.
 - b. Other than costs to be paid or reimbursed from sources other than a tax-exempt borrowing or costs permitted to be reimbursed pursuant to the transition provision of Section 1.103-17(1) of the Regulations, none of the costs of the foregoing projects as identified on Exhibit A has heretofore been paid by the City and none of the costs will be paid by the City until after the date of this Resolution. Each of the projects, and costs related thereto, constitutes property having a useful life of at least one year.
 - c. The City intends to reimburse itself for the payment of the designated project costs out of the proceeds of a tax-exempt bond issue, debt or similar borrowing (the "Bonds") to be issued by the City after the date of payment of all or a portion of the costs. Pending the issuance of the Bonds, the City reasonably expects to pay and temporarily finance the costs from the following source or sources of funds identified on Exhibit A.
 - d. The Bonds are proposed to be issued by the City pursuant to the provisions of Minnesota Statutes, Chapter 475, and other applicable statutory authority. The reasonably expected source or sources of funds to be issued by the City to pay the debt service on the Bonds are identified on Exhibit A.
2. Budgetary Matters - As of the date hereof, there are no City funds reserved or otherwise allocated pursuant to the City's budget (or expected to be reserved or allocated pursuant to the City's budget) to provide permanent financing for the bonding portion of the project costs, other than pursuant to the issuance of the Bonds. Furthermore, there has been no allocation, budgeting, or restriction of monies (or the adoption of a requirement or policy to reimburse a fund) as part of the City's budgetary process, the primary purpose of which is to prevent monies from said sources from being available for the permanent financing of the costs of the projects.

This resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are foreseeable on the date hereof, all within the meaning and content of the Regulations.

3. Filing - This resolution shall be filed in the publicly available official books, records, or proceedings of the City, which shall be continuously available for inspection by the general public. This resolution shall be available for inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the adoption hereto or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.

4. Reimbursement Allocation - The City's Finance Director shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make payment of the prior costs of the projects. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds, shall specifically identify the actual prior expenditure being reimbursed, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state or federal statute, which would apply to the unspent proceeds of such bond issue.

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

and the following voted against the same: _____.

WHEREUPON, said resolution was declared duly passed and adopted this sixth day of January 2014.

EXHIBIT A

Project Description/ Project Construction Date	Total Cost	Estimated Cost to be Reimbursed From Bond Proceeds	Source of Interim Financing	Source of Funds to Pay Bonds	
				Source	Amount
Hanson, Oakridge Neighborhood (2014)	\$ 1,720,000	\$ 993,000	Street renewal fund	Special assessments Water fees Sewer fees Surface water fees	\$ 175,000 \$ 360,000 \$ 150,000 \$ 308,000
Turtle Lane Neighborhood (2015)	\$ 2,080,000	\$ 1,238,000	Street renewal fund	Special assessments Water fees Sewer fees Surface water fees	\$ 179,000 \$ 384,000 \$ 162,000 \$ 513,000
Water system improvements (2014 - 2015)					
SCADA system upgrade Backup generator/well #6	\$ 50,000	\$ 50,000		Water fees	\$ 50,000
Water treatment plant (2014 - 2016)	\$ 120,000	\$ 120,000	Water fund	Water fees	\$ 120,000
Lexington Ave reconstruction (2014)	\$ 10,800,000	\$ 10,800,000	Water fund	Water fees	\$ 10,800,000
Sanitary Sewer rehabilitation (2015)	\$ 180,000	\$ 180,000	Sewer fund	Water fees Sewer fees	\$ 120,000 \$ 60,000
	\$ 960,000	\$ 960,000	Sewer fund	Sewer fees	\$ 960,000
Sewer lift stations (2014 - 2015)					
Update Schifsky & Snail Lk lift stations	\$ 50,000	\$ 50,000	Sewer fund	Sewer fees	\$ 50,000
SCADA software/lift station monitoring	\$ 55,000	\$ 55,000	Sewer fund	Sewer fees	\$ 55,000
Pretreatment structures/E of Shvw Lake (2015)	\$ 145,000	\$ 145,000	Surface Water fund	Surface Water fees	\$ 145,000
TOTAL	\$ 16,160,000	\$ 14,591,000		Total	\$ 14,591,000

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the purchase of replacements for Units 212, 608, 609, and 612 from the approved State of Minnesota Cooperative Purchasing Venture Contract, for a total estimated cost of \$155,976, pursuant to the adopted Capital Improvements Program and approved 2014 Annual Budget.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
JANUARY 6, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: JANUARY 6, 2014
SUBJ: AUTHORIZATION TO PURCHASE REPLACEMENTS
FOR UNITS 212, 608, 609 AND 612.

INTRODUCTION

Shoreview's adopted Capital Improvements Program for 2014 includes the scheduled replacement of units 212, 608, 609, and 612. City Council approval is necessary at this time for the authorization to purchase their replacements from the State of Minnesota Cooperative Purchasing Venture Contract numbers 54363, 55058, and 69462.

DISCUSSION

Unit 212 is a 2004 one ton pickup with a plow. This unit is assigned to the City's Street Supervisor for the general supervision of the City's street maintenance activities. It is used for response to emergency situations such as storm damage and for checking road conditions during snow events. This unit has a plow and is relied upon to clear snow from trails and for backing up cul-de-sac plowing when other vehicles are down and in need of repair. This unit is ten years old and has approximately 93,850 miles on it. The vehicle is in need of extensive mechanical repairs to ensure its reliability. It is proposed to replace this vehicle with one of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2014.

Unit 608 is a 2003 one-ton 4x4 pickup with dump box and plow. It is used regularly by park maintenance personnel in conjunction with park and athletic field maintenance, parking lot plowing and when needed a "back up plow" for plowing cul-de-sacs. This unit is eleven years old and has approximately 62,414 miles on it. Its wear is consistent with a vehicle used for commercial purposes. It is proposed to replace this vehicle with one of similar size and capabilities. The replaced unit will be sold at a public auction sometime in 2014.

Unit 609 is a 2003 one and a half-ton 4x4 pickup with dump box and plow. It is used regularly by park maintenance personnel in conjunction with park and athletic field maintenance, parking lot plowing and when needed a "back up plow" for cul-de-sac plowing. This vehicle has over 65,924 miles on it. Its wear is also consistent with a vehicle used for commercial purposes. It is proposed to replace this vehicle with one of a slightly smaller size with similar capabilities. The replaced unit will be sold at a public auction sometime in 2014.

Unit 612 is a 2000 van used by parks personnel in conjunction with summer programs and activities. It is also used by maintenance personnel and City mechanics for parts and supplies pick up. This vehicle has over 60,582 miles on it and is four years past scheduled replacement. It is proposed to replace this vehicle with a half ton pick up with a box topper to improve versatility and provide more potential uses. The replaced unit will be sold at public auction sometime in 2014

RECOMMENDATION

The 2014 Capital Improvement Program includes an estimate of \$159,000 for the replacement of these vehicles. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire the new replacement vehicles for approximately \$155,976, including tax on the trucks. Staff recommends consideration of the attached motion authorizing the purchase of these vehicles from the State of Minnesota Cooperative Purchasing Venture Contract.

MJM/DC

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN
DATE: DECEMBER 31, 2013
SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

163 Bridge St	Grading Certification completed
171 Bridge St	Grading Certification completed
3409 Nancy Pl	Street repairs completed
1003 Oakridge Ave	Trees completed
4610 Milton St	Erosion Control Completed
625 County Rd E	Erosion & Landscape Partial Completed
559 Lake Ridge Dr	Erosion Control Completed
5277 Hodgson Rd	Water Service Completed
3836 Lexington Ave	As-built Drawing Completed
662 Birch Ln S	Erosion Control Completed

RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

163 Bridge St	Bald Eagle Builders	\$ 1,000.00
171 Bridge St	Bald Eagle Builders	\$ 1,000.00
3409 Nancy Pl	Benjamin Franklin Plumbing	\$ 2,500.00
1003 Oakridge Ave	MEZCO Inc	\$ 250.00
4610 Milton St	MEZCO Inc	\$ 500.00
625 County Rd E	Mission Construction	\$30,887.50
559 Lake Ridge Dr	Moser Homes Inc	\$ 500.00
5277 Hodgson Rd	Imperial Homes/C W Houle	\$ 1,000.00
3836 Lexington Ave	TFC Bank	\$ 2,000.00
662 Birch Ln S	William Dwyer	\$ 2,000.00

PROPOSED

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD JANUARY 6, 2014

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 6, 2014 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-3

**RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

163 Bridge St	Bald Eagle Builders	\$ 1,000.00
171 Bridge St	Bald Eagle Builders	\$ 1,000.00
3409 Nancy Pl	Benjamin Franklin Plumbing	\$ 2,500.00
1003 Oakridge Ave	MEZCO Inc	\$ 250.00
4610 Milton St	MEZCO Inc	\$ 500.00
625 County Rd E	Mission Construction	\$30,887.50
559 Lake Ridge Dr	Moser Homes Inc	\$ 500.00
5277 Hodgson Rd	Imperial Homes/C W Houle	\$ 1,000.00
3836 Lexington Ave	TFC Bank	\$ 2,000.00
662 Birch Ln S	William Dwyer	\$ 2,000.00

PROPOSED MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Ordinance #916 amending Section 211.070, Housing Code to address the maintenance of common areas located within multi-family residential complexes.

ROLL CALL: AYES _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
January 6, 2014

TO: Mayor, City Council and City Manager
FROM: Kathleen Castle, City Planner
DATE: January 3, 2014
RE: File No. 2511-13-38, City of Shoreview - Text Amendment, Section 211.070 – Housing Code

Introduction

The City is proposing to amend the Section 211.070, Housing Code to address the maintenance of interior common areas located within multi-family residential complexes. This past year, the City has become aware of maintenance issues located within the common area of some multi-family residential complexes. Review of the City's Housing Code found that the regulations did not address the maintenance of interior common areas and only addressed the individual dwelling units. The intent of the proposed text amendment is to establish minimum maintenance standards for the common areas in order to prevent conditions that may impact the health and safety of occupants and preserve the quality of multi-family buildings.

Proposed Text Amendment

The proposed amendment adds the terms "structure" and "common areas" to Section 211.050 (D), Interior of Structures, so the regulations identified in this section apply to these areas in multi-family residential structures. As the ordinance is currently written, these regulations apply only to the interior of dwelling units. In addition, language has been added to address common waste disposal facilities and elevators.

Public Comment

Notice of the public hearing was published in the City's legal newspaper November 27, 2013. Mailed notice was also sent to the multi-family residential communities in the City, including condominium buildings where interior common areas are present. One telephone call was received from a property manager who had no concerns about the proposed ordinance but did seek further information on carbon monoxide detectors.

With respect to the regulations pertaining to elevators, the Staff did discuss the proposed changes with Staff from the State Department of Labor and Industry, which enforces elevator regulations. Changes were made in accordance with their comments.

Planning Commission Review

The Planning Commission held a public hearing on December 10th. The Commission unanimously recommended approval (4-0) of the text amendment with some minor wording changes to the draft ordinance.

Recommendation

The proposed text amendment establishes minimum maintenance standards for interior common areas in multi-family residential structures. These standards will enable the City to better address the interior condition of common areas in complexes. The City's Housing and Code Enforcement Officer will review these items each year with the inspection of the dwelling units. Staff is recommending the City Council adopt Ordinance #916 approving the text changes.

Attachments

- 1) Motion
- 2) Proposed Text Changes
- 3) Ordinance #916

Proposed text changes are highlighted in red and underlined
~~Stricken text is proposed for deletion~~

PROPOSED TEXT AMENDMENT

211.070 Housing Code

- (D) Interior of Structures. The interior of residential structures, including common areas of multi-family dwellings, ~~dwelling units~~ in the City shall comply with the following standards:
- (1) Interior Walls, Floors, Ceiling and Woodwork. Interior walls, floors, ceilings and associated woodwork or trim must be maintained in a sound condition and in workmanlike repair. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
 - (2) Hallways. The width of hallways shall be not less than 36 inches. The height of hallways shall not be less than 7 feet nominal, with clearance below projections from the ceiling of not less than 6 feet and 8 inches nominal, except existing approved hallways shall be permitted to continue its use.
 - (3) Number of Means of Escape. In any dwelling or dwelling unit of two rooms or more, means of escape shall be provided in accordance with the following:
 - a. Primary Means of Escape. Every sleeping room and living area shall have a primary means of escape. This escape shall be a door, stairway or ramp providing a means of unobstructed travel to the outside of the dwelling unit or street ground level.
 - b. Secondary Means of Escape. Every sleeping room shall have a secondary means of escape which shall be a door, stairway or ramp providing a means of unobstructed travel to the outside of the dwelling unit or street ground level, or an outside window conforming to the requirements of the Minnesota State Building Code.
 - c. Except that a secondary means of escape shall not be required when there is a door leading directly to the outside of the building at or to ground

level; or when the dwelling unit is protected by an approved automatic sprinkler system; or when there is an existing approved means of escape.

- (4) Access.
- a. Where access is permitted by way of windows, the windows shall be arranged and maintained so as to be easily opened.
 - b. There shall be no obstructions by railings, barriers or gates that divide the open space into sections appurtenant to individual rooms, apartments or other occupied spaces.
 - c. In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed. Means of egress shall be accessible to the extent necessary to ensure reasonable safety for occupants having impaired mobility.
- (5) Stairs and walking surfaces. Every stair, ramp, landing or other walking surface, including carpeting and other surfaces shall be maintained in sound condition and good repair and not be of a tripping hazard.
- (6) Plumbing systems. Plumbing systems shall be maintained in good working order, and must be kept free from obstructions, leaks and defects.
- (7) Connected to water and sewer system. Kitchen sinks, lavatory basins, bathtubs, or showers and water closets shall be properly connected to either the municipal water and sewer system or to an approved private water and sewer system, and shall be supplied with hot and cold running water.
- (8) Heating Facilities. Single and multiple family dwellings shall have heating facilities which are safely maintained and in good working condition, and that said facilities be capable of safely and adequately heating all habitable rooms, bathrooms and toilet rooms located therein. The heating facilities shall be capable of maintaining a minimum room temperature of seventy (70) degrees Fahrenheit (twenty-one (21) degrees Celsius) at three (3) feet above the floor in all habitable rooms including bathrooms and under all weather conditions.
- (9) Electrical service, outlets, and fixtures. Residential structures and dwelling units shall be supplied with electrical service that is adequate to safely meet the electrical needs of the structure and dwelling units in accordance with the provisions of the Building Code. Electrical outlets and fixtures shall be maintained and connected to the source of electrical power in accordance with the provisions of the Building Code.
- (10) Light and ventilation. No owner shall use or occupy or allow another to use or occupy any residential structure including common areas of multi-family

dwelling, or ~~dwelling unit~~, for the purpose of living, sleeping, cooking, and/or eating therein which does not comply with the provisions of the Building Code for light and ventilation. Lighting and ventilation shall be maintained in sound condition and workmanlike repair.

- (11) Fire safety. No owner shall use or occupy or allow another to use or occupy any residential structure including common areas of multi-family dwellings, ~~dwelling unit~~ which does not comply with the applicable provisions of the Uniform Fire Code and all accepted standards for safety from fire.
- a. Smoke Alarms: Single or multiple-station smoke alarms shall be installed and maintained in accordance with International Fire Code Section 907.2.10 and Minnesota State Statute 299F.362.
 - b. Carbon Monoxide Detectors: Every single-family dwelling and every multifamily dwelling unit shall be provided with an approved and fully operational carbon monoxide alarm within ten (10) feet of each room lawfully used for sleeping purposes in accordance with Minnesota Statutes 299F.050 and .051.

- (12) Cleanliness. Residential structures including common areas of multi-family dwellings, and dwelling interiors shall be maintained in clean and sanitary condition, free of accumulations of garbage and refuse so as not to breed insects and rodents, produce dangerous gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard.

(13) Common Solid Waste Disposal Facilities. Interior solid waste disposal facilities designed for common use by occupants of multi-family residential structures shall be maintained in sound condition and workman like manner. Waste shall be disposed of in a timely manner to prevent the accumulation of garbage and refuse.

(14) Elevators and Related Devices. Elevators shall be maintained in accordance with Minnesota Rules Chapter 1307, Elevators and Related Devices.

Underlined text is proposed for addition
Stricken text is proposed for deletion

ORDINANCE NO. 916

AN ORDINANCE TO AMEND CHAPTER 200 OF THE MUNICIPAL CODE

The Shoreview City Council ordains that Chapter 200, Development Code is hereby amended as follows: Section 211.070, Housing Code . The intent of the proposed amendment is to establish minimum standards for common areas of multi-family residential structures. The amendment hereby follows:

CHAPTER 200 - SHOREVIEW DEVELOPMENT CODE

211.070 Housing Code

- (D) Interior of Structures. The interior of residential structures, including common areas of multi-family dwellings, ~~dwelling units~~ in the City shall comply with the following standards:
- (5) Stairs and walking surfaces. Every stair, ramp, landing or other walking surface, including carpeting and other surfaces shall be maintained in sound condition and good repair and not be of a tripping hazard.
- (10) Light and ventilation. No owner shall use or occupy or allow another to use or occupy any residential structure, including common areas of multi-family dwellings ~~or dwelling unit~~, for the purpose of living, sleeping, cooking, and/or eating therein which does not comply with the provisions of the Building Code for light and ventilation. Lighting and ventilation shall be maintained in sound condition and workmanlike repair.
- (11) Fire safety. No owner shall use or occupy or allow another to use or occupy any residential structure, including common areas of multi-family dwellings ~~dwelling unit~~ which does not comply with the applicable provisions of the Uniform Fire Code and all accepted standards for safety from fire.
- (12) Cleanliness. Residential structures, including common areas of multi-family dwellings, and dwelling interiors shall be maintained in clean and sanitary condition, free of accumulations of garbage and refuse so as not to breed insects and rodents, produce dangerous gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard.
- (13) Common Solid Waste Disposal Facilities. Interior solid waste disposal facilities designed for common use by occupants of multi-family residential

structures shall be maintained in sound condition and workman like manner. Waste shall be disposed of in a timely manner to prevent the accumulation of garbage and refuse.

(14) Elevators and Related Devices. Elevators shall be maintained in accordance with Minnesota Rules Chapter 1307, Elevators and Related Devices.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on or after January 15, 2014.

SEAL

Sandra C Martin, Mayor

**PROPOSED MOTION TO DENY
THE LOT WIDTH VARIANCE AND MINOR SUBDIVISION
APPLICATIONS FOR SAINT MARIE, LLC
181 SAINT MARIE STREET**

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To uphold the Planning Commission's decision and deny the lot depth variance needed for the proposed Parcel A and thereby denying the minor subdivision for 181 Saint Marie Street dividing the property into two parcels. Said denial is based on the following findings:

Variance

1. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The property owner has reasonable use of the property. The property is developed with and used for single-family residential purposes in accordance with the Development Code requirements.
2. *The plight of the property owner is due to circumstances created by the property owner and not unique to the property.* The act of the minor subdivision itself is a circumstance created by the property owner. While the property exceeds the lot area required to create two parcels, the depth of the Parcel A is substandard to the minimum 125-foot lot depth required. The desire to subdivide the property creates this circumstance.
3. *The variance, if granted, will not alter the essential character of the neighborhood.* The development pattern of this neighborhood consists of large residential lots with depths that exceed the R1 zoning district standards. The average lot area of parcels in the immediate area is 27,242 square feet and the average lot depth on the west side of Rustic Place north of the property is 198.7 feet. The smaller lot areas of Parcel A and B, the 100-foot lot depth for Parcel B alter the essential character of the neighborhood.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
January 6, 2014

**PROPOSED MOTION
TO APPROVE THE LOT WIDTH VARIANCE AND MINOR
SUBDIVISION APPLICATIONS FOR SAINT MARIE, LLC
181 SAINT MARIE STREET**

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution 14-04 approving the lot depth variance needed for the proposed Parcel A and approve the minor subdivision for 181 Saint Marie Street dividing the property into two parcels, creating a new parcel for single-family residential development. Said approval is subject to the following:

Variance

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.

Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. Payment for City municipal services and escrow deposits as outlined in the attached memo from Tom Hammitt, Senior Engineer Technician dated October 15th.

5. The applicants shall enter into a Development Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
6. Driveways and all other work within the Rustic Place right-of-way are subject to the permitting authority of the City of Shoreview.
7. A tree protection and replacement plan shall be submitted prior to issuance of a building permit for Parcel A. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
8. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
9. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
10. The architectural design and style of the home on Parcel A shall be consistent with the plans submitted as part of this application. The home shall comply with the standards of 207.050 (D), Design Standards, for nonconforming lots.
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

Variance

1. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The proposed subdivision of the 100 foot wide by 250 foot deep lot for a future detached single family dwelling is a reasonable use of this property since the resulting parcels comply with the minimum lot area in the R1 district and the subdivision standards.
2. *The plight of the property owner is due to circumstances unique to the property not created by the property owner.* The unique circumstance to the property relates to the existing lot width and lot configuration. The existing 100-foot lot depth becomes the width for the property. This width cannot be increased due to the existing lot configuration.

3. *The variance, if granted, will not alter the essential character of the neighborhood.* While the character of the area does have larger lots, the construction of a single family home, if properly designed and scaled proportionately to the parcel, may not impact the character of this neighborhood. The proposed home will need to comply with design standards that will mitigate impacts on the adjoining properties and neighborhood. Similarly situated corner lots also have the potential to subdivide due to their lot area.

Minor Subdivision

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted subdivision standards.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
January 6, 2014

TO: Mayor, City Council and City Manager
FROM: Kathleen Castle, City Planner
DATE: January 3, 2014
SUBJECT: File No. 2503-13-30; Minor Subdivision/Variance Appeal– Saint Marie, LLC –
181 Saint Marie Street

INTRODUCTION

Willie Abbott, of Saint Marie, LLC submitted applications for a Minor Subdivision and Variance for the property 181 Saint Marie Street. The property is located on the northwest corner of the intersection of Rustic Place and Saint Marie Street. The minor subdivision would divide the existing lot into two parcels. The existing home will remain on Parcel B. Parcel A will be developed in the future with a single-family home. Minor subdivision requests are reviewed by the City to ensure that the proposed parcels comply with the R1, Detached Residential District minimum lot requirements and the City's subdivision standards.

The subdivision requires a variance to reduce the minimum 125-foot lot depth required to 100 feet for Parcel A.

The Planning Commission denied these requests due to concerns regarding the creation of a substandard parcel, limited buildable area on the property, impact of this development on the adjoining properties and the character of the neighborhood. The applicant is appealing the Commission's decision and asking the City Council to approve the variances and minor subdivision

This application was complete as of September 30, 2013. The review period was extended to 120 days and expires on January 28, 2014.

DEVELOPMENT ORDINANCE REQUIREMENTS

MINOR SUBDIVISION

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer also must be provided to the new lot. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary. Public drainage and utility easements are required over infrastructure, watercourses, drainages or floodways.

The property is zoned R-1, Detached Residential. In this district, lot standards require a minimum lot area of 10,000 square feet, a width of 75 feet and a depth of 125 feet. The structure setbacks for Parcel A are as follows:

	PARCEL A
FRONT PROPERTY LINE	Rustic Place: 27.5'
INTERIOR SIDE LOT LINE	North Lot Line: 10' dwelling unit 5' attached garage South Lot Line: 20'
REAR PROPERTY LINE	West Lot Line: 40'

VARIANCE CRITERIA

When considering a variance request, a determination must be made as to whether the ordinance causes the property owner practical difficulty and find that granting the variances is in keeping with the spirit and intent of the ordinance. Practical difficulty is defined as:

1. *Reasonable Manner.* The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.
2. *Unique Circumstances.* The plight of the property owner is due to circumstances unique to the property not created by the property owner.
3. *Character of Neighborhood.* The variance, if granted, will not alter the essential character of the neighborhood.

APPEAL

An applicant may appeal a Planning Commission decision provided said appeal is submitted within 5 days of the Commission’s decision. Any appeal must be based on the application’s compliance or noncompliance with the requirements of the Development Code and is reviewed by the City Council.

APPLICANT’S STATEMENT – APPEAL/VARIANCE

The applicant states that the existing lot has a width of 100 feet and has ample area to subdivide and meet the minimum lot area required, however, there are no other lot configurations that would comply with the minimum 125 foot lot depth. Also, this parcel has a larger minimum front yard setback required (40 feet) due to the placement of the home on the property to the north which is setback 50 feet. This condition hinders the use of the property. Please see the attached statement submitted with the variance application.

Mr. Abbott has submitted a written statement which states the property will be used in a reasonable manner not permitted by the applicable ordinance, there are unique circumstances to the property and the essential character of the neighborhood will not be altered. The nominal depth variance will allow the new property to a residential use consistent with the surrounding properties and the variance is consistent with other variances recently granted.

MINOR SUBDIVISION REQUEST

The applicant is proposing to divide off the northern portion of this property to create a buildable parcel. As shown below, the proposed parcels exceed the minimum lot requirements specified in the Development Regulations, except for the Depth of Parcel A.

	Requirements	Parcel B (South)	Parcel A (North)
Area:	10,000 sf	14,350 sf	10,650 sf
Width:	75 feet	100 feet	106.5 feet
Depth:	125 feet	143.5 feet	100 feet*

**125 feet is required, and a variance is requested.*

The existing dwelling on Parcel B exceeds the 30-foot minimum required rear setback from the proposed property line. The detached garage also complies with the minimum 10-foot setback from a rear property line. The garage, however, does not conform to the minimum 25-foot front setback required, and so is a legal non-conforming structure. The non-conformity does not affect the minor subdivision request.

Municipal sanitary sewer and water are available to the proposed parcel from the utility lines located in Rustic Place. Service lines will need to be extended to the property and fees will be charged and identified in the Development Agreement.

Tree impacts cannot be fully evaluated until a house layout is proposed on Parcel A, however, the survey identifies three landmark trees in the proposed building envelope. These are required to be replaced at a ratio of 2:1. Tree removal and protection will be addressed in the Development Agreement, if the minor subdivision is approved.

VARIANCE REQUEST

All three findings need to be met for the variances to be approved. The two findings that are presenting some concern are the unique circumstances and character of neighborhood. The following evaluates the proposal in terms of the practical difficulty criteria.

Reasonable Manner

The existing parcel is currently being used in a reasonable manner with the established single-family residential use. The residential use and site improvements are consistent with the neighborhood. The lot area and depth are also in compliance with the Development Code standards.

Although the property exceeds the minimum lot area and is a corner lot, it may not be unreasonable for the property owner to pursue a subdivision. However, due to the existing 100-foot lot width, any new parcel created would be substandard.

Unique Circumstances

The plight of the property owner stems from the owner's desire to subdivide the property, therefore, the variance can be considered self-created. While there are circumstances resulting from physical characteristics, including the frontage on two public roads and the existing 100' lot width, these circumstances alone do not create the need for the variances. It is the act of the subdivision that causes the variance need.

Character of Neighborhood

This neighborhood is dominated by lots larger than the R1 minimum standard with the homes generally setback at greater distances than required in the R1 district. Although the proposed lot areas for Parcels A and B comply, they are smaller than others in this neighborhood. The average lot area in the immediate vicinity of this property is 27,242 square feet. The majority of parcels in the neighborhood do not have subdivision potential due to their lot width and road frontage. Some parcels, specifically corner lots, may have adequate area to be subdivided. The corner lot widths tend to also be a 100 feet and a variance would be required for lot depth.

While the character of the area does have larger lots, the construction of a single family home, if properly designed and scaled proportionately to the parcel, may not impact the character of this neighborhood. Again, Parcel A would be considered a legal non-conforming lot and subject to residential design review standards pertaining to lot coverage, structure setbacks, building height, foundation area and architectural design. This would be one of the few non-conforming lots in this neighborhood and there is some hesitation when a subdivision requires a variance to the lot standards. The subdivision recently approved at 3595 Rice Street was also a corner lot but had frontage on an arterial roadway and is near the edge of this neighborhood which lessened the impact on the neighborhood character. This lot is also larger with an original lot area of 28,236 square feet before the subdivision.

PLANNING COMMISSION REVIEW

The Planning Commission considered the applications at their October and December meetings. Minutes from both meetings are attached. While the Commission was supportive of the applicants efforts regarding the renovation of the existing home, concerns were expressed about the creation of a substandard lot that is not similar in character to the majority of parcels in this neighborhood. Furthermore, concerns were expressed regarding the permitted front yard setback for substandard lots being out of character for the neighborhood and the limited buildable area for the parcel. At the December 3rd Planning Commission meeting, the Planning Commission denied the request with a 7 to 0 vote.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant's request, including the appeal. The comments received express opposition to the proposal. Concerns expressed include the impact on the character of the neighborhood due to the smaller lot areas, impact on nearby residences due to smaller structure setbacks, and the absence of unique circumstances.

STAFF RECOMMENDATION

The requests have been reviewed by the Staff in accordance with the subdivision standards, development code requirements and variance criteria. While the existing parcel does have adequate lot area to create a new parcel, staff does have concerns regarding the potential impact this proposal could have on the adjoining property and neighborhood character due to the smaller lot areas and reduced structure setback permitted by the Codes. Staff is not supportive of the subdivision due to the need for the lot depth variance, self creation of the practical difficulty, impact on the neighborhood character and creation of a non-conforming lot. Staff concurs with the Commission's decision and does not believe the Commission erred in their decision.

If the Council finds that practical difficulty is present, Resolution #14-04 is attached for adoption. The attached motion also includes a recommendation to the City Council to approve the subdivision. The following conditions should be attached to the applications, if approved:

Variance

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.

Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording.

The fee will be 4% of the fair market value of the property, with credit given for the existing residence.

3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. Payment for City municipal services and escrow deposits as outlined in the attached memo from Tom Hammitt, Senior Engineer Technician dated October 15th.
5. The applicants shall enter into a Development Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
6. Driveways and all other work within the Rustic Place right-of-way are subject to the permitting authority of the City of Shoreview.
7. A tree protection and replacement plan shall be submitted prior to issuance of a building permit for Parcel A. The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
8. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
9. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
10. The architectural design and style of the home on Parcel A shall be consistent with the plans submitted as part of this application. The home shall comply with the standards of 207.050 (D), Design Standards, for nonconforming lots.
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments

- 1) Resolution 14-04
- 2) Planning Commission Minutes
 - a. October 22, 2013
 - b. December 3, 2013
- 3) Letter dated November 25, 2013 – City Attorney Jerry Filla
- 4) Memo – Tom Hammitt
- 5) Site Aerial Photo
- 6) Submitted Statement and Plans
- 7) Survey – Required and Proposed Building Setbacks
- 8) Response to Request for Comment
- 9) Motions

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**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 6, 2014**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 14-04 FOR A VARIANCE TO REDUCE THE LOT DEPTH FOR A
NEW PARCEL**

WHEREAS, Saint Marie, LLC submitted a variance application for the following described property:

The South 250 feet of Lot 5, Block 2, Rowe and Knudsons Wooded Homesites, according to the
recorded plat thereof, Ramsey County, Minnesota
(commonly known as 181 Saint Marie Street)

WHEREAS, the Development Regulations require a minimum 125-foot lot depth; and

WHEREAS, the applicant has requested a variance to reduce this requirement to 100-feet; and

WHEREAS, the Shoreview Planning Commission is authorized by State Law and the City of Shoreview Development Regulations to make final decisions on variance requests.

WHEREAS, on December 3, 2013 the Shoreview Planning Commission denied the variance; and

WHEREAS, the applicant submitted an appeal to the Planning Commission's decision; and

WHEREAS, the City Council overturned the Planning Commission's decision based on the following findings of fact:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The proposed subdivision of the 100 foot wide by 250 foot deep lot for a future detached single family dwelling is a reasonable use of this property since the resulting parcels comply with the minimum lot area in the R1 district and the subdivision standards.
2. *The plight of the property owner is due to circumstances unique to the property not created by the property owner.* The unique circumstance to the property relates to the existing lot width, lot configuration and existing structure setbacks. The existing 100-foot lot depth becomes the width for the property. This width cannot be increased due to the existing lot configuration.
3. *The variance, if granted, will not alter the essential character of the neighborhood.* While the character of the area does have larger lots, the construction of a single family home, if properly designed and scaled proportionately to the parcel in accordance with the Section 207.050 (D) Design Standards for Nonconforming Lots, may not impact the character of this neighborhood. Similarly situated corner lots also have the potential to subdivide due to their lot area.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW, that the variance request for property described above, 181 Saint Marie Street, is approved, subject to the following conditions:

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.

The motion was duly seconded by Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Adopted this 6th day of January, 2014

Sandra C Martin
Mayor

ATTEST:

Kathleen Castle, City Planner

SEAL

ACCEPTANCE OF CONDITIONS:

Willie Abbott, Saint Marie, LLC

T:\2013pcf\2503-13-30saintmariellc/res13-91

STATE OF MINNESOTA)

COUNTY OF RAMSEY)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview City Council held on the 6th day of January, 2014 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 14-04.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 6th day of January, 2014.

Terry C. Schwerm
City Manager

SEAL

MOTION: by Commissioner McCool, seconded by Commissioner Schumer to close the public hearing.

VOTE: Ayes - 5 Nays - 0

MOTION: by Commissioner Schumer, seconded by Commissioner Ferrington to recommend the City Council approve the Conditional Use Permit application submitted by Thomas and Susan Walgren, 212 Bridge Street, to construct a detached accessory structure (gazebo) on their property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the addition shall be consistent with the plans submitted and complement the home on the property.
3. The existing vegetation along that portion of the west side property line adjacent to the proposed structure must remain and be maintained.
4. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
5. The structure shall be used for the recreational and leisure use consistent with the residential use of the property.
6. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will be maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

VOTE: Ayes - 5 Nays - 0

MINOR SUBDIVISION / VARIANCE

FILE NO.: 2503-13-30
APPLICANT: SAINT MARIE, LLC
LOCATION: 181 ST. MARIE STREET

Presentation by City Planner Kathleen Castle

The property is zoned R1, Detached Residential. The setback of the existing home is based on adjoining property to the north, 3633 Rustic Place. A minimum 40-foot setback is required. The existing house is 28 feet from Rustic Place; the garage is 15 feet from Rustic Place. The subdivision to create a second lot for residential development would need a setback variance, as the proposed setback is 30 feet from Rustic Place. City sewer and water is available. Removal of three landmark trees would require replacement of a two to one ratio.

The applicant states that the proposed subdivision supports City policies to provide new housing opportunities. The existing lot area can be subdivided and meet minimum lot area standards for the R1 Detached Residential. There is no other lot configuration that could be proposed that would comply with the 125-foot lot depth requirement. Parcel B would comply with 125 feet; Parcel A would require a variance for a lot depth of 100 feet. Placement of the home to the north of the property has an impact on the location of a home on the new lot and hinders the use of the property.

Staff finds that subdivision of this oversized lot is reasonable. Both lots will comply with the minimum lot area requirement of 10,000 square feet. The new lot is adequate for development of a single-family home with sufficient buildable area. Lot characteristics include public road frontage, available sanitary sewer and water. The variance for the front yard setback is driven by the 50-foot setback of the home to the north.

The neighborhood consists of lots that tend to be larger than the minimum R1 standard with an average of 27,242 square feet in area. Although the proposed subdivision creates smaller lots, the minimum R1 lot area standard is met. If designed properly, a single-family home may not impact the character of the neighborhood. The new Parcel A would be subject to stricter design standards for substandard lots.

Property owners within 350 feet were notified. A number of responses were received opposing the proposal due to creation of smaller lots, smaller structure setback, the impact to the neighborhood and there are no unique circumstances.

The parcels do comply with minimum lot area and width standards and supports the City's policy to create opportunity for new residential development. However, staff also has concerns about the impact to the adjoining property and to the neighborhood. It is recommended that the application be tabled to allow the applicant more time to address neighborhood concerns and develop building plans for Parcel A. Should the Commission support the application, conditions of approval are listed in the staff report. If the motion is tabled, the review period for the application would need to be extended.

Commissioner McCool asked if a survey was done regarding setbacks of properties in this area. Ms. Castle stated that there are properties on the west side of Rustic Place to the north that are smaller, but the setbacks of the homes are 40 feet from the street. As the new lot has a depth of 100 feet, a 40-foot front setback and 30-foot rear setback would leave 30 feet of buildable area.

Commissioner Ferrington noted that action on this application could have long-term impacts and asked what other lots in this neighborhood could potentially be subdivided. Ms. Castle noted three other properties. Lot depth variances may also be required.

Mr. Willie Abbott introduced his wife, Kimberly and stated that they represent Saint Marie LLC. **Mr. Abbott** stated that the existing home has been completely renovated, including new electrical and new plumbing as well as new siding and updated interior. The front yard variance is to ask for the step back. There is a document that shows an angled setback line. The double garage steps back five feet, and the third stall of the garage would be at 40 feet. Overall, this neighborhood has variations in setbacks. Most lots have a depth of 100 feet. One lot has a home 8 feet off the property line, which is a legal nonconforming lot. The plan is not to put a large home on a small lot. The new home will have quality features.

Mr. Dennis Hamilton, stated that he owns the property immediately to the north at 3633 Rustic Place. He stated that the subject property has been a problem. The neighborhood is pleased to see upgrades to the property. The subdivision will create practical difficulty. The essential character of the neighborhood has setbacks in that are in compliance with mature trees in front. He questions whether a house of quality would fit. It would have the smallest yard in the neighborhood. Creating Parcel B facing east instead of north, the new orientation would mean the new house would be close. Any new house would have to be sizable to be practical in today's market. The neighborhood and City would be best served by preserving the lot as it is. There are also many small children in the neighborhood. There is no STOP sign at Rustic Place and St. Marie Street. Turning at St. Marie there are six driveways within 230 feet, which is congested.

Ms. Marcia Figs, 3538 Rustic Place, stated that she lives south of St. Marie. Her property and properties around her are 100 feet by 300 feet. Lots on the west side of Rustic Place that are smaller in depth have more width. People in this neighborhood bought large wooded lots. The proposal will not fit. It is too small and will be too crowded for the homes that are in the neighborhood.

Mr. Abbott responded that he has submitted a letter to the Commission and has sent to the neighbors. The neighbors received a map, a survey and a request for comment. The letter he sent includes much more detailed information that is important for them to know. The neighborhood has a varied character and that is where the proposed house fits in. It will fit in as a visual impact along the road. There are only a few lots in the City that allow for further subdivision to provide new housing. The lot at 3595 Rustic Place was almost identical with a lot depth variance. The subdivision for that lot was approved with little discussion. That lot was very similar to what he is requesting.

Commissioner Ferrington asked if consideration has been given to purchasing additional property to the rear. **Mrs. Abbott** explained that those neighbors have written in opposition to their proposal and purchasing property from them would not be an option.

Commissioner Ferrington noted the difference of this application to the approval for 3595 because of the setback variance. The homes near 3595 are in alignment. The proposed new

home will not align. **Mr. Abbott** responded that the dimensions are almost identical. At the time 3595 was approved a setback variance was not required. Since that time, the City's standards have changed.

Mr. Warwick clarified that principal structures determine setbacks, not accessory structures. The garage referred to by Mr. Abbott is a nonconforming accessory structure. There was no alteration to the intent of averaging or the use of corner lots when the residential setback amendment was adopted earlier this year. The change was a reduction from 30 feet to 25 feet. Averaging and corner lots are treated the same now. The difference between 3595 and this lot is that at 3595, there was a 40-foot building pad per code. The proposed lot will have a 30-foot building pad.

Commissioner McCool asked the footprint of the proposed new home. **Mr. Abbott** answered approximately 2500 square feet including the attached garage. Commissioner McCool asked the reason not to build a smaller home. **Mr. Abbott** stated that the visual impact to the neighborhood is to create a gradual step back. He would consider requesting a 25-foot setback to the rear if that would work. He is open to that, although most people prefer more privacy in the back yard. The reason for a three-car garage is that it is almost standard with any new home.

Mr. Ed Cappy, 3678 Rustic Place, stated that in his contacts with the applicant a subdivision was never mentioned. Most of the lots are 100 by 300 feet. The neighbor to the applicant's property has declined to sell 30 feet for the subject property. This would be the smallest lot in the neighborhood.

Mr. Richard Braun, 3535 Rustic Place, stated that he does not see how the proposed house would fit in. His lot is also 100 by 300 feet. People have moved there for the large lots. The lot will be very small with the larger house.

Ms. Janice Bundy, 3681 Rustic Place, stated that the proposed house will be on top of the Hamilton house and impact their view of the street. It will look squeezed in.

Mr. Hamilton stated that if 3595 has been subdivided, it is reasonable to assume that sometime a structure will be built. Then allowing this subdivision will double the impact to the neighborhood. He asked Commissioners to consider how it will look once built. Because it is possible does not mean it is good.

Ms. Figus stated that when 3595 was subdivided, neighbors were not notified. The adjacent neighbor is trying to buy the property back because she does not want a house built there.

Commissioner Ferrington suggested either denying the application or tabling it for revision of the new home design. The proposed house is too large. Considering the neighborhood a three-car garage would stand out. She would also like to see the applicant work with the neighbors on an acceptable design. She does not believe approval of the subdivision of 3595 is a precedent for this application.

Commissioner Wenner stated that continuity and the sense of place in this neighborhood is important. The subject property was purchased as a whole. The subdivision is created by the land owners' intent. It is not intrinsic to the property. The question is whether to grant the lot depth variance and whether that will add to the neighborhood continuity. He would support tabling the application for more information.

Commissioner McCool stated that the street frontage will be comparable. This is reasonable and will not alter the essential character of the neighborhood. The situation is created by a plat that was created many years ago. He does not support the variance setback and believes a smaller house would be more appropriate. He would consider encroachment into the rear yard setback to get the home further from the street where it will be felt by the neighbors. He would like to see a specific plan before supporting a setback variance. .

Commissioner Schumer also agreed with the subdivision but also believes the proposed house is too large. He would ask the developer if he would prefer the matter be tabled or requesting a decision.

Chair Solomonson stated that his one concern is subdividing that results in a substandard lot. He also is concerned about the character of the neighborhood and cannot support the application.

Mr. Abbott stated that he would be willing to continue negotiations with the Commission, neighbors and staff for a home will work. He would be willing to table the matter with specific direction as to what is required.

City Attorney Kelly stated that under Minnesota Statute 15.99 (f) the time deadline for agency review may be extended before the end of the initial deadline with written notification to the applicant of the specific issues of concern. The extension may not be more than 60 days, unless approved by the applicant on the record.

MOTION: by Commissioner McCool, seconded by Commissioner Ferrington to table the application to the December 3, 2013 Planning Commission meeting because he would like to see some concession by the applicant to reduce the burden of the size of this house on the street and give further consideration to lessening the impact to the adjacent property to the north. Staff shall provide written notice to the applicant to extend the 60-day review period to 120 days as required by statute.

Discussion:

Commissioner Ferrington stated that what is acceptable to the neighborhood is ambiguous. She would like to see a neighborhood meeting or some way that there can be neighbor input that is considered.

Commissioner Schumer stated it would be tough for the applicant to meet neighborhood standards. It is a decision by the Planning Commission. The neighborhood concern is more

with the subdivision and reducing the size of the lot. He is not so concerned with the subdivision as he is with the size of the house.

Chair Solomonson stated that he does not favor tabling the application but would deny it because he does not support the subdivision that creates a substandard lot.

Commissioner Wenner stated that it is a community value to listen to the neighbors. It is owed to the neighbors to have input, although the applicant cannot be held to a large lot standard that the neighbors would like to see.

VOTE: Ayes - 4 Nays - 1 (Solomonson)

City Attorney Kelly stated that the record needs to reflect as to whether the applicant agrees to the review period extension. **Mr. Abbott** stated that providing a full set of plans to show a less obtrusive setback, sensitivity to neighbor concerns, and more consideration to the Hamilton property directly to the north makes sense. He asked if that is something that the Commission can support. It is a large expense to develop plans, but he did agree to the review period extension.

Chair Solomonson responded that the Commission cannot comment on a future decision.

Commissioner McCool stated that the Commission can only give its best feedback. He cannot say he would definitely support a future plan.

COMPREHENSIVE SIGN PLAN REVIEW

FILE NO.: **2501-13-28**
APPLICANT: **DR. ROBERT L. THATCHER/JOHN TRAEGER**
LOCATION: **1050 COUNTY ROAD E**

Presentation by Senior Planner Rob Warwick

The property is developed with a 6,500 square foot office building owned by Mr. John Traeger. The two tenants in the building are John Traeger Insurance Agency and The Health and Wellness Center of Mid-America, operated by Dr. Thatcher. The request is to change the existing monument sign by replacing the two tenant panels with a 14-square foot message center sign. A Comprehensive Sign Plan is required because the sign area is less than the 20-foot minimum required by code. The owner of the building states that it is not feasible to alter the monument sign to accommodate a larger message center sign. The existing tenant panels only occupy 14 square feet. The monument sign is the only sign on the site. Deviations from the Sign Code can be approved through a Comprehensive Sign Plan Review. A full color display is planned with an 8-second duration.

Land uses surrounding the property consist of other office and commercial uses. Approximately 650 feet east, there are residences on County Road E, and to the southeast on Richmond Court. The property is in a PUD, with an underlying Office designation. It is staff's determination that

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SHOREVIEW PLANNING COMMISSION MEETING MINUTES December 3, 2013

CALL TO ORDER

Chair Solomonson called the December 3, 2013 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson, Commissioners, Ferrington, McCool, Proud, Schumer, Thompson and Wenner.

APPROVAL OF AGENDA

MOTION: by Commissioner Wenner, seconded by Commissioner Schumer to approve the December 3, 2013 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 7 Nays - 0

APPROVAL OF MINUTES

Under Roll Call, Commissioner Thompson should be listed as absent.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to approve the October 22, 2013 Planning Commission meeting minutes, as amended.

VOTE: Ayes - 5 Nays - 0 Abstain - 2 (Proud, Thompson)

REPORT ON CITY COUNCIL ACTIONS:

Presentation by City Planner Kathleen Castle

The following items forwarded to the City Council for recommended approval were approved:

- Conditional Use Permit for Matthew & Rachel Karel at 863 Tanglewood Drive
- Conditional Use Permit for Thomas & Susann Walgren at 212 Bridge Street
- Comprehensive Sign Plan for Dr. Robert L. Thatcher and John Traeger at 1050 County Road E

OLD BUSINESS

MINOR SUBDIVISION / VARIANCE

FILE NO: 2503-13-30
APPLICANT: SAINT MARIE, LLC
LOCATION: 181 SAINT MARIE
Presentation by City Planner Kathleen Castle

The application is to subdivide the property into two parcels for development as single-family residential. Two variances are requested with the subdivision: 1) to reduce the minimum lot depth of 125 feet to 100 feet; and 2) to reduce the minimum structure setback from 40 feet to 30 feet. The property consists of 25,000 square feet and is a corner lot with frontage on St. Marie and Rustic Place. It is currently developed with a single-family home and detached garage.

The Planning Commission reviewed this application at its October 22, 2013 meeting and tabled the matter because of concerns with the buildable area and building setbacks on the new Parcel A and impacts to the adjacent home to the north as well as the neighborhood. The applicant was asked to provide additional information on the design of the proposed home.

Plans for the proposed new homes have been submitted. The applicant questioned Staff's interpretation of the Code standards regarding front yard setbacks per Section 207.050D4, which pertains to non-conforming lots. The City Attorney has determined that the permitted setback is 27.5 feet. This means the variance request for a reduced front setback is not necessary. The proposed home would be 29 feet from Rustic Place which would be in compliance. The home is a 1.5-story design.

Staff finds that the proposed two lots comply with minimum lot area standards. Unique circumstances that may be considered relate to the existing lot width which determines the depth of Parcel A. With the proposed lot depth, there is sufficient area to build a home on the property. However, the variance could be considered self-created because it is a result of the applicant's desire to subdivide the property. The average lot areas in this neighborhood are 27,000 square feet. The proposed subdivision would create lots that are much smaller with Parcel A being non-conforming. Staff finds that the placement of the existing home and garage from Rustic Place mitigates some of the visual impact to the neighborhood.

Property owners within 350 feet were notified of the proposal. A number of responses were received regarding concerns about impact to the neighborhood. Staff is concerned about the variance being self-created with this application and potential precedent. A new lot would support the City's housing goals with the creation of a new housing opportunity, but all criteria for a variance must be met to grant it.

Commissioner Ferrington noted the 40-foot setback condition of approval in the proposed motion. Ms. Castle explained that with the variance the City can require reasonable conditions. The additional setback is to minimize visual impact.

Mr. Willie Abbott, St. Marie, LLC, Applicant, stated that he met with Mr. Hamilton, the neighbor to the north, to discuss how a new home could minimally impact his property. A 1.5-story look brings the house further south and shows less mass next to the Hamilton property. The footprint of the new home is reduced to 1864 square feet, which includes the home and garage.

Mr. Abbott further stated that he believes the application meets variance criteria. He referred to Staff's review of a subdivision at 3595 Rice Street and the findings listed with that review, where Staff concurred with hardship due to the configuration of the parcel. The subdivision for a new single-family home is a reasonable use. Unique circumstances exist in that the only configuration of a subdivision requires a variance for lot depth. The lots were platted many years ago, and he has no control over that process. Two sewer stubs were installed in front of the property and assessed for two

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services. At that time, it was recognized that there may be a subdivision. The proposed house is designed to blend into the neighborhood with minimal impact. The home will be approximately 20 feet from the north property line. The second story was stepped back, and the footprint was reduced. The proposal will add value and be an asset to the neighborhood.

Commissioner Proud requested Mr. Abbott to speak to the motion to deny, which finds that the unique circumstances are created by the subdivision. **Mr. Abbott** stated that it is reasonable use to divide the property. Both lots fit the criteria for single-family development with the one exception of lot depth. The size of the lot is over 10,000 square feet, which is adequate for a new residential lot.

Commissioner Ferrington asked if Mr. Abbott met with other neighbors. **Mr. Abbott** responded that the greatest impact will be to the Hamiltons to the north; he did meet with Mr. Hamilton. Since the setback variance is not needed, he did not meet with other neighbors.

Chair Solomonson opened the discussion to public comment.

Mr. Dennis Hamilton, 3633 Rustic Place, asked if the subdivision is granted before the variance or if the variance is granted in order to allow the subdivision. His main concern is that in a neighborhood of large airy lots, these two new lots will be barely the minimum size. That is a fundamental change to the character of the neighborhood. He requested that the subdivision not be granted.

Mr. Mark Casposack, 3628 Rustic Place, stated that he is directly across the street from the proposed subdivision and will be impacted almost as the property to the north. Their view of the subject property is trees, which will be changed. The applicant has not talked to them about his proposal. His reference to the property on Rice Street is referring to a totally different neighborhood. He, too, is opposed to creating two small lots in a neighborhood of large lots.

Ms. Marcia Figus, 3538 Rustic Place, stated that people move into the neighborhood because of the large lots. A small lot with a large house does not fit the character of the neighborhood. There will not be enough room for children to play or outside entertaining.

Mr. Richard Depner, 205 St. Marie Street, stated that he has submitted written comments. He is opposed to the subdivision because the character of the neighborhood will be changed and his privacy will be impacted.

Mr. Nathan Anderson, 3565 Rustic Place, stated that reference to the Rice Street property as a precedent is not fair, as this neighborhood did not have an opportunity to voice opposition to that application. Reasonable use is subjective. Shoreview discourages creation of key lots, where the rear of one lot abuts the side yard of another property. Code allows a setback increase requirement of 15 feet on any such request. He questioned whether the City has the authority to create such a lot.

Ms. Wendy Rosse, 176 St. Marie, stated that she lives next to the property referred to on Rice Street. When that subdivision application was submitted, she and her husband were dealing with health issues and let it go. She has regretted that decision. In order to access her own back yard, she has to tiptoe under the eaves of her own garage, and she wishes that subdivision had never been approved.

Mr. Ed Capings, 3678 Rustic Place, stated that squeezing the proposed home on a small lot would not benefit the neighborhood. The applicant will not live in the neighborhood. He does not want this worst case scenario to become a new standard.

Commissioner Proud asked if staff agrees with Mr. Anderson's assessment of creating a key lot. Ms. Castle stated that with the creation of this key lot, added conditions can be imposed. The Code does not prohibit key lots, but the City can discourage them by imposing added conditions.

Commissioner Ferrington asked the amount of setback increase that can be imposed with key lots. Ms. Castle stated that a rear lot line can be increased from 30 to 40 feet and a side setback from 10 to 20 feet. Commissioner Ferrington stated that with 100 feet in lot depth with a 40-foot setback in the rear and the front would leave 20 feet for the width of the house. While she can agree with the criterion of reasonable use, she cannot support the unique circumstance that is self-created. She also cannot agree that there will not be significant impact to the character of the neighborhood.

Chair Solomonson stated that creating a key lot complicates the subdivision that requires a variance. He cannot support it because of the impact to the neighborhood.

MOTION: by Commissioner Ferrington, seconded by Commissioner Wenner to deny the lot depth variance needed for the proposed Parcel A and, therefore, recommend that the City Council deny the subdivision for 181 St. Marie Street. With denial of the variance, the minor subdivision cannot be supported. Said denial is based on the following findings of fact as listed:

Variance

- 1. The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations. The property owner has reasonable use of the property. The property is developed with and used for single-family residential purposes in accordance with the Development Code requirements.*
- 2. The plight of the property owner is due to circumstances created by the property owner and not unique to the property. The act of the minor subdivision itself is a circumstance created by the property owner. While the property exceeds the lot area required to create two parcels, the depth of the Parcel A is substandard to the minimum 125-foot lot depth required. The desire to subdivide the property creates this circumstance.*
- 3. The variance, if granted, will not alter the essential character of the neighborhood. The development pattern of this neighborhood consists of large residential lots with depths that exceed the R1 zoning district standards. The average lot area of parcels in the immediate area is 27,242 square feet and the average lot depth on the west side of Rustic Place north of the property is 198.7 feet. The smaller lot areas of Parcel A and B, the 100-foot lot depth for Parcel B alter the essential character of the neighborhood.*

Discussion:

Commissioner McCool stated that except for the key lot issue, he would have supported the application. He sees the essential character of the neighborhood as sufficient setback, but that is not achievable on this key lot.

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VOTE: Ayes - 7 Nays – 0

NEW BUSINESS

REZONING/PRELIMINARY PLAT – PUBLIC HEARING

File No: 2505-13-32
Applicant: Lynn Noren / Pulte Homes of Minnesota, LLC
Location: 5878 Lexington Avenue

Commissioner McCool recused himself from consideration of this matter, as his law firm does work with Pulte Homes.

-Presentation by City Planner Kathleen Castle

This application seeks to change the zoning at 5878 Lexington Avenue from Urban Underdeveloped (UND) to R1, Detached Residential and secondly, to plat the property in 25 parcels for single-family development. The property consists of 9.375 acres. The property has access from Lexington but also frontage on Woodcrest and Bucher Avenues. Vegetation consists of open areas and woods along the west and south property lines. Adjacent land uses are detached single-family residential, multi-family housing and institutional--a water tower.

The Comprehensive Plan is consistent with low density residential land use. The development will not significantly adversely impact surrounding land uses. A Development Agreement will be required with the proposal. The preliminary plat complies with the City's subdivision and zoning requirements. The density proposed is 2.67 units per acre.

A 2005 Needs Assessment Study done by the City identified this area as a candidate area for a future park. Since that time the City has instead focused on improvements to current parks and providing connections to community parks. The public use dedication fee for this development would be used for expanded trails along Lexington to connect the area to community parks and Rice Creek Regional Park.

Woodcrest Avenue would be extended to become a through street. Bucher Avenue would be extended to connect with Woodcrest. The proposed lots do comply with minimum standards. The plan calls for removing 55 landmark trees; 87 would remain. Replacement requires that 187 new trees be planted.

A storm water management plan has been submitted, which the City finds is in compliance with Shoreview standards. A permit will be required from the Rice Creek Watershed District. Outlot A will be an infiltration basin to collect runoff water. Rain gardens will also be used. The plan will be redesigned to address staff concerns about ownership of Outlot A, the visual impact of an infiltration basin and the cost of maintaining it.

Residents within 350 feet were notified of the proposal. Comments were received expressing concern about drainage, parkland needs and traffic. The Fire Marshal expressed no concerns about the proposal. Staff finds that the proposal does comply with requirements to rezone and plat the property

Kelly & Lemmons, P.A.

A T T O R N E Y S A T L A W

• Jerome P. Filla
jfilla@kellyandlemmons.com

November 25, 2013

Kathleen Castle
City Planner
City of Shoreview
4600 Victoria Street
Shoreview, MN 55126

VIA E-MAIL

**RE: St. Marie, LLC
Minor Subdivision/Variance
SV 2503-13-30**

Kathleen:

I have reviewed the above-captioned Development Application. It is my understanding that the review period has been extended to January 21, 2014 and that this matter will be on the Planning Commission Agenda for its December meeting.

For purposes of this memo, I am assuming that the City has approved the minor subdivision which creates the new substandard lot, i.e. 100 feet deep versus 125 feet required; and that the City has approved a lot depth variance for the newly created lot. If the Developer can build a new home on the newly created substandard lot within the required setback areas, the City can simply issue the building permit without approving additional variances.

If the Developer wants to build a new home within the required front yard setback area, a second variance needs to be approved by the City. Since the new home will be constructed on the newly created nonconforming lot and since the front yard setback of the adjacent home is 50 feet, the relevant provisions of Section 207.050D4 would apply and read as follows:

Minimum setback from the property line: 25 feet

...in those cases where there is only one existing adjacent structure which has a setback greater than 25 feet, then the setback for the new dwelling or addition shall be equal to the average of 25 feet and the setback of the existing adjacent structure, plus or minus 10 feet.

Kathleen Castle
November 25, 2013
Page 2

Applying the provisions of the above Sections to the facts in this case result in a front yard setback range of 27.5 feet to 47.5 feet ($25 + 50 = 75$ feet; $75 / 2 = 37.5 + \text{or} - 10$ feet).

The City has another option under the Code. It could add a front yard setback requirement to its approval of the initial minor subdivision and variance.

If you have any questions, please contact me.

Very truly yours,

KELLY & LEMMONS, P.A.

Jerome P. Filla



JPF/sma

cc: Tom Simonson
Patrick Kelly

MEMORANDUM

To: Kathleen Castle
Community Development

From: Tom Hammitt
Senior Engineering Tech

Date: October 15, 2013

Subject: Proposed Lot Split – 181 St Marie Street

I have reviewed the water and sanitary sewer related information for the above property. Currently the existing house is connected to City water and sanitary sewer.

Water

The City water was installed in the street in 1974 under Project 73-1. The property was assessed for the 100 foot frontage along St Marie Street. There is no water service for the northern portion of the lot on the Rustic side. If the property is subdivided, an assessment is required to be paid at the time of lot split. The water cost is \$1,580.46 based on the 1974 footage rate and the frontage of the proposed lot. This cost is in addition to the normal permit charges of \$540.13 (2013) which is for the water meter, connection charge and permit/inspection. The property owner would be required to have the water main tapped and extended to the property line where a curb stop would be installed. From there the service line runs to the house. Since the water installation will disturb the road, an escrow will be required for the street repairs.

Sanitary Sewer

The sanitary sewer was installed in 1961 under Sewer Project 1. At that time, assessments were by front footage. The property was assessed the full frontage along Rustic and for two services. No further assessments for sewer are required.

The 1962 as-built indicates a sewer stub for the proposed lot but it did not extend all the way to the property line. The 2002 road reconstruction plan shows the stub may be capped at the wye location. This situation will require the property owner to dig in the street to connect to the sanitary sewer wye and extend the service to the new house. There would be an escrow for the sewer connection since the excavation would extend close the center of the street. The normal permit fees would be \$305 which is for the connection charge and permit/inspection. The new house would also pay Metro SAC charge on the building permit of \$2,435 (2013).

Street

The street was reconstructed under Project 02-01. A street assessment should be collected at a unit cost of \$1,320.00. Since both water and sanitary sewer construction start in the roadway, an escrow in the amount of \$6,000 will be required for street repairs. This escrow could be collected either at the time of lot split or when a building permit is issued for the new lot.

If you have other questions or need more information, please let me know.

181 Saint Marie Street



242.5 0 121.27 242.5 Feet

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Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Minor Subdivision and Variance
Sainte Marie, LLC

Shoreview City Planning Members,

This letter is in reference to an application for residential subdivision and variance for a property located in the Cardigan Neighborhood of Shoreview.

My name is Willi Abbott and I am requesting a minor subdivision of a R1 underutilized piece of land currently owned by my company Saint Marie, LLC. One variance of 25' to the 125' minimum lot depth and a second variance for the required front yard set back of 40' to a stepped setback of 30'-40' are needed for this subdivision.

I have been designing, building and remodeling properties around the Twin Cities since 1990. I am personally involved with each step of every property from planning and design to building and all the way through the marketing process. I use a small group of local tradesmen who take pride in what they do and hold themselves to the same high standards that I expect for each project I undertake. I also work with local reputable builders whom I trust to carry out my visions.

I have come to realize that there are certain communities near the Twin Cities that stand apart from others, communities that value their residents, businesses and environments. These unique cities work hard to create and maintain environments that promote active, involved, accessible living for their residents. They pride themselves on being well balanced and meeting the community's needs and desires for a high quality of life. Their school systems are exemplary and housing in their neighborhoods is highly desired.

The city of Shoreview is obviously in this category. It has been at the top of lists of "best towns to live" and is one of the highest rated suburbs in the metropolitan area.

Often cities like this have a demand for more housing, but little opportunity due to lack of building area. In areas designated as Developed Communities, cities must become creative and resourceful in finding opportunities to meet the demand for new housing. I have become

proficient at finding properties and building or redeveloping houses in a way that fits the size and character of the existing neighborhood. Thus, helping cities to fulfill their growth demands, creating desirable homes that attract new residents or meet the needs of current residents looking to move and satisfying the standards of the current neighborhood.

I have found that today's housing consumer desires a moderately sized house with updated, higher-end finishes. I work closely with a design architect who studies surrounding neighborhoods to determine the best style of structure and types of finishes to construct on each property. I have developed and follow a set of design standards that makes my structures fit seamlessly into each established neighborhood.

The City of Shoreview 2008 Comprehensive Plan acknowledges the need for infill and redevelopment as the best means of addressing the need for more housing stock. In subdividing large residential lots without increasing the minimum density, proposed infill developments such as mine will be able to maintain the size character of the surrounding neighborhood without overburdening the existing infrastructure. I am also very mindful of the surrounding homes during the design phase and it is my goal to build for the demand while staying true to the feel and style of existing nearby properties.

In addition, I have seen first hand how this type of infill and redevelopment acts as a catalyst for surrounding neighbors to complete maintenance and upgrades to their properties, raising the value of the entire neighborhood without gross overdevelopment. As the Cardigan Neighborhood was established in the 1950's, there is an increasing need for structural maintenance and updating. This proposed subdivision has the ability to be that catalyst.

The existing structure remaining on the original parcel of land, of the proposed subdivision, is in the process of reconstruction. Enhancements to the property include updated plumbing and electrical, HVAC, insulation, open floor plan, new kitchen, mudroom, main floor laundry, updated and

new bathrooms, interior doors and trim, finished basement, new windows and exterior doors, exterior siding, finished garage with new doors and landscaping with corrective grading. The updating of this decrepit neighborhood blemish is an example of how I transform houses and initiate neighborhood revitalization.

The city of Shoreview could put, within the variance approval could be written in such a way that it included a specific set of design standards to ensure the integrity project.

I carefully custom design each home with family living in mind. Most of my floor plans include an open layout, 3-4 bedrooms, main level powder room, mudroom with built-in lockers, 2 family rooms, a fireplace and a master suite. My homes are finished with a design and quality usually only found in much higher priced homes. To extend living space outdoors I incorporate large decks and patios around my homes. I also take pride in a homes exterior by preparing custom landscape designs to maximize privacy and beauty.

The subdivision of this lot will create one new buildable lot that falls within the size restrictions for building in this residential neighborhood. I am requesting 2 variances on the proposed subdivided lot located at 181 St Marie St in the Cardigan Neighborhood. The first variance requested is 25 feet, which would reduce the required lot depth of 125 feet to a depth of 100 feet on the newly created parcel. In addition, I am also requesting a front setback variance of 10 feet for the main structure and 5 feet for attached garage. This would reduce a calculated 40-foot setback to a graduated setback as follows: main house to be constructed with a front setback of 30 feet, an attached two stall garage to be constructed with a front setback of 35 feet and a third stall garage to be constructed without need of a variance at a front setback of 40 feet.

The home I would like to build on this lot would match the size and character of the existing neighborhood. A garage would be attached to the home with two of the stalls set back 5 feet from the main house and a

third stall set back another 5 feet. Being that the house to the south has a garage built 15.8 feet from the street and the house on the north being setback 50 feet, this would create a stepped appearance to the house, which would give the street view a more continuous line. (See attached drawing.

The current lot as it stands is 100 feet wide. While there is ample land to subdivide and stay within the R1 Development Regulations, there is no lot configuration that allows for a 125 foot depth. In addition, the new lot falls within the R1 Development Regulations for front yard setbacks of "at least twenty-five (25) feet but in no event more than forty (40) feet". However, because the adjacent property to the north was allowed to be built on with a 50 foot setback the required set back for the new lot changes to 40 feet which hinders the best use of the land. These practical difficulties can be easily remedied by granting the 2 variances.

The City of Shoreview's Comprehension Plan stresses that infill development is the best way to fulfill new housing growth requirements. The Cardigan neighborhood is an ideal area as it has the second lowest density rate in the city. The proposed subdivision will maintain minimum lot size as well as remain in the 4 unit per acre zoning. The neighborhood has also been cited as a Neighborhood Housing Opportunity Area. If allowed, this type of infill development will encourage other property owners to complete needed maintenance and perform additional upgrades, revitalizing the neighborhood and falling in line with the cities goal of high quality living.

The subdivision and placement of the housing structure being considered has been planned in such a way that the impact to the neighborhood will only be positive. The reduction of the lot depth size does not affect the view or use of the adjacent property to the west (205 St Marie Street, behind the proposed house) as the dwelling on that lot is situated south of the new lot line. The new structure will be built to match the existing character of the neighborhood and with the "stepped" front setback it

will create a good transition from the garage to the south (181 St Marie Street) and the house to the north (3633 Rustic Place).

The structure to be built will be designed to make the best use of the size and shape of the new lot without hindering the views of adjacent properties. Granting these variances will not create the need to adjust or vary any other city policies or code regulations for this property.

I have attached sketches and photos of homes and floor plans that are representative of what I would like to be built on this subdivided property. Also attached are photos of past properties I have constructed.

Thank you for your time and consideration.

Best,

Willi Abbott

VARIANCE REQUEST

I am requesting a variance on a proposed subdivided lot located at 181 St Marie St in the Cardigan Neighborhood. The variance requested is 25 feet, which would reduce the required lot depth of 125 feet to a depth of 100 feet on the newly created parcel. In addition, I am requesting a front setback variance of 10 feet for the main structure and 5 feet for attached garage. This would reduce a calculated 40-foot setback to a graduated setback as follows: main house to be constructed with a front setback of 30 feet, an attached two stall garage to be constructed with a front setback of 35 feet and a third stall garage to be constructed without need of a variance at a front setback of 40 feet.

The home I would like to build on this lot would match the size and character of the existing neighborhood. A garage would be attached to the home with two of the stalls set back 5 feet from the main house and a third stall set back another 5 feet. Being that the house to the south has a garage built 15.8 feet from the street and the house on the north being setback 50 feet, this would create a stepped appearance to the house, which would give the street view a more continuous line.

PRACTICAL DIFFICULTIES

The current lot as it stands is 100 feet wide. While there is ample land to subdivide and stay within the R1 Development Regulations, there is no lot configuration that allows for a 125 foot depth. In addition the new lot falls within the R1 Development Regulations for front yard setbacks of "at least twenty-five (25) feet but in no event more than forty (40) feet". However, because the adjacent property to the north was allowed to build with a 50 foot setback the required set back for the new lot changes to 40 feet which hinders the best use of the land.

ADDITIONAL NOTES

The City of Shoreview's Comprehensive Plan stresses that infill development is the best way to fulfill new housing growth requirements. The Cardigan neighborhood is an ideal area as it has the second lowest density rate in the city. The proposed subdivision will maintain minimum lot size as well as remain in the 4 unit per acre zoning. The neighborhood has also been cited as a Neighborhood Housing Opportunity Area. If allowed, this type of infill development will encourage other property owners to complete needed maintenance and perform additional upgrades, revitalizing the neighborhood and falling in line with the cities goal of high quality living.

The subdivision and placement of the housing structure being considered has been planned in such a way that the impact to the neighborhood will only be positive. The reduction of the lot depth size does not affect the view or use of the adjacent property to the west (205 St Marie Street, behind the proposed house) as the dwelling on that lot is situated south of the new lot line. The new structure will be built to match the existing character of the neighborhood and with the "stepped" front setback it will create a good transition from the garage to the south (181 St Marie Street) and the house to the north (3633 Rustic Place).

**SAINT MARIE, LLC'S SUBMISSION TO THE SHOREVIEW CITY COUNCIL
IN SUPPORT OF ITS APPEAL OF THE PLANNING COMMISSION'S
DENIAL OF ITS VARIANCE APPLICATION**

INTRODUCTION

Saint Marie, LLC's Variance Application completely satisfies the goals and policies of Shoreview's 2008 Comprehensive Plan, complies with the requirements of the applicable Land Use Ordinances, and is virtually indistinguishable from the same variance request approved by the Planning Commission on September 25, 2012 for the property located across the street from the subject property. (See **Exhibit A** attached hereto). Consequently, the Planning Commission's denial of the variance request in this matter is unreasonable, contrary to law, and arbitrary. The City Council must, therefore, grant this appeal and approve the Application.

THE APPLICATION

Saint Marie, LLC's variance Application requests a reduction of the minimum 125 ft. lot depth required in Ordinance Section 205.082(B)(1) to 100 ft. No additional variances are required since the proposed home will have a 27.5 ft. front setback. (See Ordinance Section 207.050(D)(4), and Kathleen Castle's December 4, 2013 denial letter attached hereto as **Exhibit B**). The proposed home will comply with design standards for non-conforming lots. It will not exceed 28 ft. in height as measured from the roof peak to grade in the front of the home, and the foundation area will not exceed 18% of the lot area. That part of the 2-story home located over the garage is set in and has a smaller area to lessen the impact on the property to the north. It is also critical to note that the 106.5 ft. width of Parcel A is actually slightly larger than the 100 ft. width of most of the lots which dominate the area.

SHOREVIEW'S COMPREHENSIVE PLAN

It must be emphasized at the outset that Saint Marie, LLC's Application is in total compliance with the goals, policies, and promulgations of Shoreview's 2008 Comprehensive Plan. For example, on page 4-11 of the Comprehensive Plan the City specifically provides that one of the strategies which will enable Shoreview to accommodate its share of the region's growth is to "Support the conversion or re-use of underutilized lands in order to accommodate growth forecasts, ensure efficient utilization of infrastructure investments, and meet community needs." The City's Comprehensive Plan, on page 4-11, further enunciates that one of its general land use goals is to "facilitate a desirable transition between the existing development pattern and land uses and new development and land uses, including infill and redevelopment." On page 4-12, the City states that one of its policies for its land use goals is to "identify areas where residential infill and development may take place in or adjacent to established residential neighborhoods and consider studying these areas further to address potential impacts."

The City again emphasizes its residential and redevelopment policies on page 7-25 of the Comprehensive Plan by stating that its goal is “to encourage residential infill and redevelopment that supports the City’s housing goals and maintains residential character.” On page 7-25, the City further stresses this infill and development policy by stating that “higher density residential development within an existing neighborhood may be considered when the area is adequately served by municipal services, environmental conditions can accommodate the proposed density, natural resources are protected, and the use is deemed compatible with surrounding land uses.”

There can simply be no question that the City has established goals and policies to encourage residential infill and redevelopment. This is precisely the purpose of Saint Marie, LLC’s variance. Ultimately, there would be two homes on generous lots affording residential living in an already residentially developed neighborhood.

**SAINT MARIE, LLC’S APPLICATION SATISFIES
THE CRITERIA EMBODIED IN ORDINANCE SECTION 203.070**

Shoreview Ordinance 203.070(C) sets forth the criteria to be applied to the City’s review of a variance Application. The circumstances of the Applicant establish that there are Practical Difficulties in complying with the provisions of the Shoreview Development Regulations and that the Applicant satisfies the criteria used in the Ordinance to obtain the variance to reduce the minimum 125 ft. lot depth to 100 ft. Clearly, this is a rather minor variance request and the definitional terms used to establish Practical Difficulties are met as follows:

1. *The property in question cannot be put to a reasonable use under the conditions allowed by the Development Ordinance.* The subdivision proposed by Saint Marie, LLC is a reasonable use of the property as both of the proposed lots comply with or exceed the minimum standards of the R-1 district except for the depth of parcel A with a lot area of 10,650 sq. ft., a lot width of 106.5 ft., and a lot depth of 100 ft. Parcel A has adequate area for a single family residence. The front, rear, and side setbacks conform to the setbacks of the R-1 residential development district, non-conforming lots/Key Lots which are 27.5 ft. for front, 40 ft. for rear, 10 ft. for north side, and 20 ft. for south side. Using these setbacks, the building pad for the future home would be 32.5 ft. deep and 76.5 ft. wide. The pad size is ample for a future home.
2. *The plight of the landowner is created by circumstances unique to the property and was not created by the landowner.* The unique circumstance to the property is that it is a corner lot with 100 ft. of frontage on Saint Marie Street, and 250 ft. of frontage on Rustic Place. The property’s large lot frontage is unique to the surrounding residential development pattern and contributes to the need for a variance. The proposed depth of the property, though less than the minimum 125 ft. required, is not out of character for the neighborhood.
3. *The variance will not alter the essential character of the neighborhood.* The proposed subdivision does not alter the existing lot configuration as the parcel will

always meet the definition of a Key Lot. The west rear lot line of the proposed lot abuts the side lot line on the adjacent parcel. The parcel immediately to the north on Rustic Place has a similar development pattern in that it is a Key Lot with the rear lot line abutting the side lot line of the property to the west. Critically, the 106.5 ft. lot width is entirely consistent with the lot widths in the neighborhood. The actual lot depth is not discernible to someone walking or driving past the property.

Each of the above sets forth the relevant facts and circumstances supporting why there are practical difficulties in this matter. They are far more consistent with reality than the determinations made by the Planning Commission.

THE PLANNING COMMISSION MADE BASIC ERRORS IN ITS DECISION

In its Denial, the Planning Commission determined the property owner has reasonable use of the property as it is developed with and used for single-family residential purposes. This is the exact opposite conclusion reached in the 3595 Rice Street matter one year earlier. In that matter, the Planning Commission determined that the property "cannot be put to a reasonable use under the conditions allowed by the Development Ordinance" and then made Findings similar to those in this paragraph 1. Clearly, the Findings made in the 3595 Rice Street matter, and those set forth above in Paragraph 1, are consistent with one another and are correct statements of the facts and circumstances existing in each matter.

In its Denial, the Planning Commission determined that the desire to subdivide the property created the substandard lot. This is entirely at odds with the approach taken by the Planning Commission in the 3595 Rice Street matter where the Commission stated that "The hardship is created by circumstances unique to the property and was not created by the landowner." Clearly, where the subdivision of the parcels result in the necessity of the identical 25 ft. variance request in each matter, it is absurd to state in one matter that the landowner created the hardship and in the other state that hardship was not created by the landowner. Once again, the Findings in the 3595 Rice Street matter, and those stated in paragraph 2 above, are not only consistent but are also representative of the facts and circumstances which exist.

The Planning Commission erroneously, and without support, determined that the smaller lot area altered the essential character of the neighborhood. Not only is this statement untrue but it also is totally at odds with the determination made concerning the exact same issue in the 3595 Rice Street matter. In the 3595 Rice Street matter, the Planning commission found that "The variance will not alter the essential character of the neighborhood." The Planning Commission's determination in this matter that the smaller lot areas of Parcels A and B, and the 100 ft. lot depth for Parcel B, will alter the essential character of the neighborhood simply ignores reality. The City has established a minimum lot area of 10,000 sq. ft. in the R-1 District. Applicant's subdivision meets the standards established by the City and those used to grant the variance across the street. To now say that Saint Marie, LLC's lot areas will alter the essential character of the neighborhood is disingenuous at best. It is also important to note that there are at least 12 Key Lots within approximately 200 ft. of Parcels A and B. Parcels A and B are surrounded by Key Lots. The facts are that the character of the neighborhood is comprised of Key Lots and many lots less than .48 acres. There are four (4) lots in the immediate neighborhood that are

between .27 and .39 acres, and four (4) between .43 and .48 acres. This residential neighborhood is not comprised of only large lots as the Planning Commission apparently surmised. As indicated, there are many lots in the range of the size of Parcels A and B.

181 ST. MARIE HAS BEEN ASSESSED FOR TWO SANITARY SEWER SERVICES

The report from Tom Hammitt, Senior Engineering Tech, indicates that the sanitary sewer for 181 St. Marie was installed in 1961 under Sewer Project 1. At that time, assessments were by front footage. The property was assessed the full frontage along Rustic Place and for *two* services. It appears quite clear that two parcels were always contemplated for this property. This is exactly the situation that existed for the 3595 Rice Street property where the property was assessed for two services when sanitary sewer was installed many years prior to the grant of the same variance requested here. Applicant asks for nothing more and nothing less than that granted to the 3595 Rice Street property. Applicant submits that the right to subdivide this property is a right which has long since vested and cannot now be denied.

**APPLICANT'S LOT DEPTH VARIANCE REQUEST MUST BE GRANTED
AS IT IS VIRTUALLY INDISTINGUISHABLE FROM THE LOT DEPTH
REQUEST GRANTED TO 3595 RICE STREET
ON SEPTEMBER 25, 2012**

The facts and circumstances of the variance Application in this matter and the Application granted to 3595 Rice Street on September 25, 2012 are nearly identical. To grant one and not the other would be arbitrary and capricious and would most certainly not withstand judicial review. The following illustrates the similarities between the two Applications:

	Requirements	181 Saint Marie	3595 Rice Street
Size of entire parcel before subdivision.		25,000 sq. ft.	28,236 sq. ft.
Area of divided lots	10,000 sq. ft.	10,650 sq. ft. (Parcel A – north lot)	11,900 sq. ft. (Parcel A – west lot)
		14,350 sq. ft. (Parcel B – south lot)	16,345 sq. ft. (Parcel B – east lot)
Width	75 ft. Normal Lot 90 ft. Key Lot	106.5 ft. – Parcel A 143.5 ft. – Parcel B	119 ft. – Parcel A 163.15 ft. – Parcel B
Depth	125 ft.	100 ft.	100 ft.

A review of the above chart illustrates that the new Parcel A created in the 3595 Rice Street Application on which the new home will be located has dimensions of 119 ft. x 100 ft., or 11,900 sq. ft. In granting the Application for the variance, the Planning Commission determined in its Findings that *“The proposed depth of the property, though less than the minimum 125 ft.*

required, is not out of character for the neighborhood.” (See Minutes from Planning Commission meeting of September 25, 2012). The new Parcel A created in the 181 Saint Marie Application on which the new home will be located has dimensions of 106.5 ft. x 100 ft., or 10,650 sq. ft. It simply makes no sense to say that a lot of 11,900 sq. ft., with a depth of 100 ft., is not out of character with the neighborhood, but that a lot of 10,650 sq. ft., with a depth of 100 ft., is out of character with the neighborhood. To try to distinguish between Applications is to create a difference without a meaning. The simple fact is these two Applications are, in all practical purposes, indistinguishable.

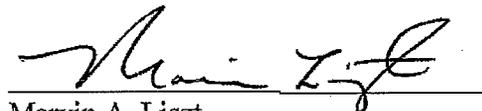
CONCLUSION

Like most cities, Shoreview has created, in its Comprehensive Plan, policies and goals “to encourage residential infill and redevelopment that supports the City’s housing goals and maintains residential character.” Saint Marie, LLC’s variance Application to reduce the minimum 125 ft. lot depth to 100 ft. is entirely consistent with these policies and goals. Rather than creating barriers and roadblocks to this type of development, the Planning Commission should encourage this type of activity. Considering the circumstances of this matter, the 25 ft. request is really quite minor in nature. The subdivision of this parcel is a reasonable use of the property which will allow for adequate area for a single family residence. The front and rear setbacks are in conformity with the R-1 Development District. The 106.5 ft. lot width is entirely consistent with the width of the other lots in the neighborhood. The proposed depth of the property is not out of character with the neighborhood. As indicated above, the impact of the 25 ft. variance request is virtually indistinguishable from that granted to a property owner across the street from the subject property just over one year ago. Anyone driving or walking down Rustic Place would notice that the width of Parcel A is consistent with other lots in the area and the depth of the lot would not be discernible. Finally, the evidence is clear that the City has long contemplated two lots on this parcel as many years ago it installed and charged for two sanitary sewer services. 181 Saint Marie, LLC respectfully asks the City Council to act favorably on this appeal and grant the variance request applied for in this matter.

BERNICK LIFSON, P.A.

Dated: Jan. 3, 2014

By:



Marvin A. Liszt
The Colonnade, Ste. 1200
5500 Wayzata Blvd
Minneapolis, MN 55416
Phone – 763-546-1200
Facsimile – 763-546-1003

Attorney for Saint Marie, LLC

EXHIBIT A

VARIANCE / MINOR SUBDIVISION

File No. 2461-12-24
Applicant: Silverthorn Properties, LLC
Location: 3595 Rice Street

Presentation by City Planner Kathleen Nordine

This application is to divide the property at 3595 Rice Street into two parcels. There is also a request for a variance for one lot to allow a 100 feet of depth rather than the required 125 feet. The current property is 100 feet wide and 282.5 feet deep. It consists of .6 acres. It is a corner lot, with frontage on both Rice Street and St. Marie Street. The site has an existing house, a detached two-car garage, driveway, sidewalk and patio. The garage setback is 17 feet, less than the required 30 feet. Access for the property and garage is off St. Marie Street.

Adjacent land uses are single family residential. Parcel A, the subdivided lot, is 119 feet wide and 100 feet deep. Parcels A and B meets standards in area for a minor subdivision, except for the lot depth variance. The applicant states that the 282-foot depth of the existing parcel does not allow reasonable use of the property. The proposed 100-foot depth continues to allow a 30-foot front and rear setback for the building pad, which is in keeping with the Code.

Staff finds practical difficulty to be present. Unique circumstances are that this property is a large corner lot with frontage on both Rice Street and St. Marie Street. The applicant discussed the purchase of 25 feet from the neighbor in order to eliminate the need for a variance, but due to

financing issues, the purchase was not possible. Staff believes there will be no adverse impact or change of character to the neighborhood. Staff is recommending a recommendation for approval from the Planning Commission to the City Council.

Property owners within 350 feet were notified. One response was received in strong support. Also, there was a telephone call stating no objections.

Chair Solomonson noted that many properties along Rice Street are long and narrow in configuration.

MOTION: by Commissioner Schumer, seconded by Commissioner Wenner to approve the variance and minor subdivision applications for 3595 Rice Street dividing the property into two parcels, creating a new parcel for single family residential use. The lot depth variance is justifiable due to the proposed parcel keeping with the spirit and intent of the Development Code, and that hardship exists due to the existing configuration of the parcel. The proposal supports the City's housing goals regarding reinvestment and neighborhood preservation. Said approval is subject to the following conditions:

Variance

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
3. The approval is subject to a 5-day appeal period.

Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. Payment for City water availability to the new lot in the amount of \$3,241.56. Municipal water and sanitary sewer service shall be provided to Parcel A.
5. An escrow for the work in the City right of way would be required in the amount of \$3,000.
6. The applicants shall enter into a Development Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording.
7. Driveways and all other work within the Saint Marie Street right-of-way are subject to the permitting authority of the City of Shoreview.
8. A tree protection and replacement plan shall be submitted prior to issuance of a building permit for Parcel A. The approved plan shall be implemented prior to the commencement of

work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.

9. An erosion control plan shall be submitted with the building permit application and implemented during the construction of the new residence.
10. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

Variance

1. *The property in question cannot be put to a reasonable use under the conditions allowed by the Development Ordinance.* The subdivision is a reasonable use of the property as both of the proposed lots comply with and exceed the minimum standards of the R-1, District, except for the depth of Parcel A. With a lot area over 11,000 square feet, a lot width of 119 feet and a lot depth of 100 feet, Parcel A does have adequate area for a single family residence. The front and rear setbacks conform to the setbacks of the R1 development district, which are 30 feet. Using those setbacks the building pad for a future house would be about 40 feet deep and 99 feet wide. This pad size is ample for a future house.
2. *The hardship is created by circumstances unique to the property and was not created by the landowner.* The unique circumstance to the property is that it is a corner lot with 100 feet of frontage on Rice Street and 282 feet of frontage on Saint Marie Street. The property's large lot frontage is unique to the surrounding residential development pattern and contributes the need for a variance. The proposed depth of the property, though less than the minimum 125 feet required, is not out of character for the neighborhood.
3. *The variance will not alter the essential character of the neighborhood.* The proposed subdivision does not alter the existing lot configuration as the parcel now meets the definition of a Key Lot. The south rear lot line of the proposed lot abuts the side lot line on the adjacent parcel. The parcel immediately to the west, 176 St. Marie Street, has a similar development pattern in that it is a Key Lot that with the rear lot line abutting the side lot of the property to its south.

Minor Subdivision

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the R1 District.

VOICE: Ayes - 7 Nays - 0

CONTINUATION OF PUBLIC HEARING- TEXT AMENDMENT – VEHICLE SALES

File No: 2454-12-17
Applicant: City of Shoreview
Location: City Wide

EXHIBIT B

City Council:
Sandy Martin, Mayor
Amy Johnson
Terry Quligley
Ady Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

December 4, 2013

Mr. Willi Abbott
St. Marie St, LLC
5375 Moline Road
Independence, MN 55359

RE: Minor Subdivision/Variance, File No. 2503-13-30 – 181 St. Marie Street

Dear Mr. Abbott:

The Planning Commission considered your applications for a variance and minor subdivision regarding the property at 181 S. Marie Street. The Commission denied the variance based on a finding that practical difficulty is not present and recommended the City Council deny the minor subdivision application. The decision to deny the variance is based on the following findings of fact:

1. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The property owner has reasonable use of the property. The property is developed with and used for single-family residential purposes in accordance with the Development Code requirements.
2. *The plight of the property owner is due to circumstances created by the property owner and not unique to the property.* The act of the minor subdivision itself is a circumstance created by the property owner. While the property exceeds the lot area required to create two parcels, the depth of the Parcel A is substandard to the minimum 125-foot lot depth required. The desire to subdivide the property creates this circumstance.
3. *The variance, if granted, will not alter the essential character of the neighborhood.* The development pattern of this neighborhood consists of large residential lots with depths that exceed the R1 zoning district standards. The average lot area of parcels in the immediate area is 27,242 square feet and the average lot depth on the west side of Rustic Place north of the property is 198.7 feet. The smaller lot areas of Parcel A and B, the 100-foot lot depth for Parcel B alter the essential character of the neighborhood.

The Commission did discuss the applicable structure setbacks for this property based on information presented regarding key lots. Attached you will find information regarding setbacks on key lots. Both Parcel A and B are considered key lots. The proposed dwelling unit located on the site plan/building survey dated September 17, 2013 complies with the minimum setback standards as identified below.

	PARCEL A
FRONT PROPERTY LINE	Rustic Place; 27.5'
INTERIOR SIDE LOT LINE	North Lot Line: 10' dwelling unit 5' attached garage South Lot Line: 20'
REAR PROPERTY LINE	West Lot Line; 40'

Without approval of the variance, the minor subdivision cannot be approved by the City Council. The Planning Commission's decision can be appealed to the City Council. An appeal must be submitted within 5 business days of the Commission's decision and must be submitted no later than December 10, 2013. Attached is an application form for your use. You will need to provide a written statement explaining why you believe the Commission erred in their decision regarding practical difficulty.

I do apologize the confusion regarding the applicable structure setbacks. If you have any questions regarding this matter, please contact me at 651-490-4682 or via e-mail at knordine@shoreviewmn.gov.

Sincerely,



Kathleen Castle
City Planner

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EXHIBIT A
STATEMENT DESCRIBING REQUEST ON APPEAL

The Planning Commission's denial of Applicant's Variance Request was unreasonable, arbitrary and capricious, contrary to law, and based on an incorrect assessment of the facts in this matter.

Saint Marie, LLC (Applicant) seeks a minor subdivision of the existing parcel at 181 St. Marie to create Parcel A (on which Applicant will construct a new single family home) and Parcel B (which contains the newly remodeled home). Applicant's request for a variance on Parcel A is to reduce the minimum 125 ft. required lot depth to 100 ft. The proposed home on Parcel A already complies with the minimum ordinance setback requirements. The Planning Commission improperly determined that the ordinance did not cause the property owner to incur practical difficulty. The facts are that the Applicant proposes to use the property in a reasonable manner not permitted by the applicable ordinance; the plight of the Applicant is due to circumstances unique to the property not created by the property owner; and, the variance, if granted, will not alter the essential character of the neighborhood.

The request for a variance to reduce the minimum 125 ft. lot depth to 100 ft. is a nominal request given the facts in this matter. Applicant's use of the property in a residential manner is entirely consistent with all of the surrounding properties and the variance request is consistent with variances recently granted to properties in the same neighborhood. Applicant will demonstrate in this Appeal that the Planning Commission should have granted the variance and recommended that the City Council approve the minor subdivision.



Kathleen Castle <kcastle@shoreviewmn.gov>

Minor Subdivision 181 saint Marie

William Abbott <williabbott@gmail.com>
 To: Kathleen Castle <kcastle@shoreviewmn.gov>

Mon, Nov 18, 2013 at 4:01 PM

Please find attached:

1. 2 surveys
2. Floor plans (3 Floors)
3. 3 Elevations
4. Rendering of 3 houses on Rustic Place-Westerly view (on second email)

The home is set on 2 surveys. One with a 29' setback and one at 40'. The home we designed for this lot meets all the Design Standards for non-conforming lots.

Hardcover

House/Garage	1864 sq ft
Driveway	800 sq ft
Walkways	60 sq ft
Patio	375 sq ft

Total	3099 sq ft
Allowed 30%	3195 sq ft

Building height at front of house 28 ft which is allowed

Foundation area

House/Garage	1864 sq ft
Allowed 18%	1917 sq ft

Minimum setback for non-conforming lots city code 207.050 subsection D, 4

Calculated by ordinance 29 ft, average of two adjacent homes plus or minus 10 ft.

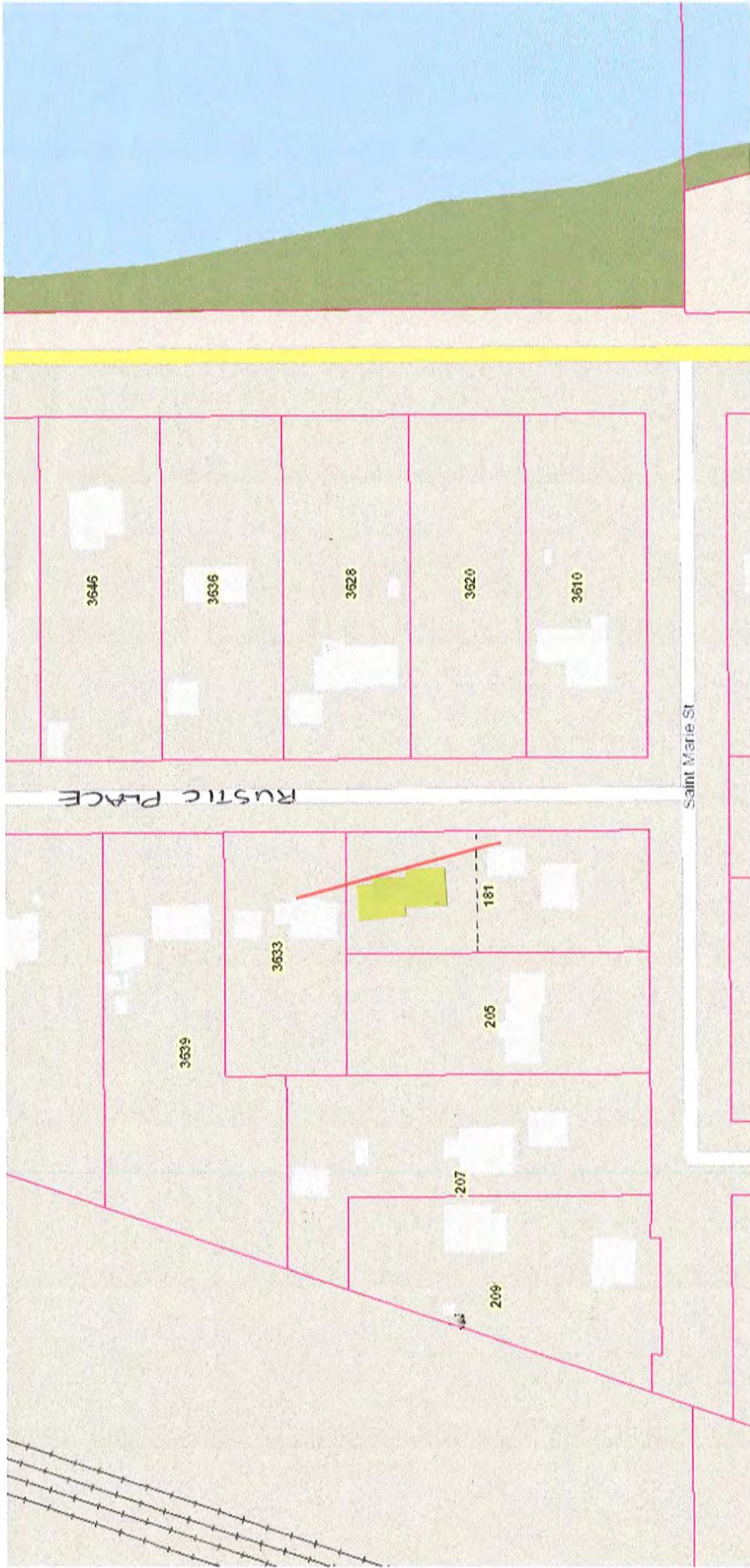
Architectural Mass

See the rendering of 3 houses along east side of Rustic Place. North setback set at 20 ft to give neighbor more room. House and roof style designed to lessen the impact of a 2 story house. 2 car stepped back garage with decorative windows (privacy and aesthetics for neighbors benefit).

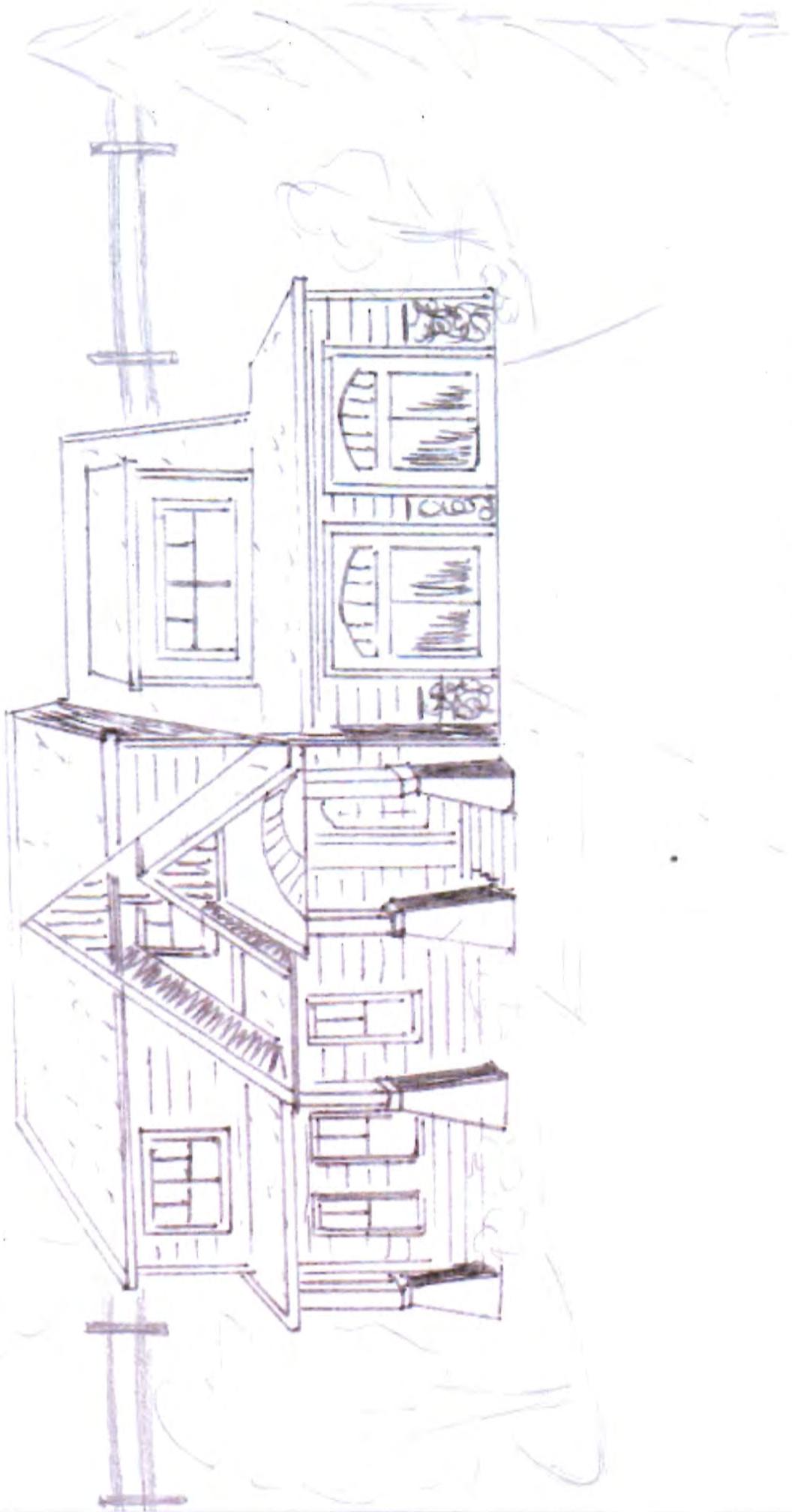
If you have any further questions please let me know by email.

Thank you
 Willi Abbott
 Saint Marie LLC
 [Quoted text hidden]

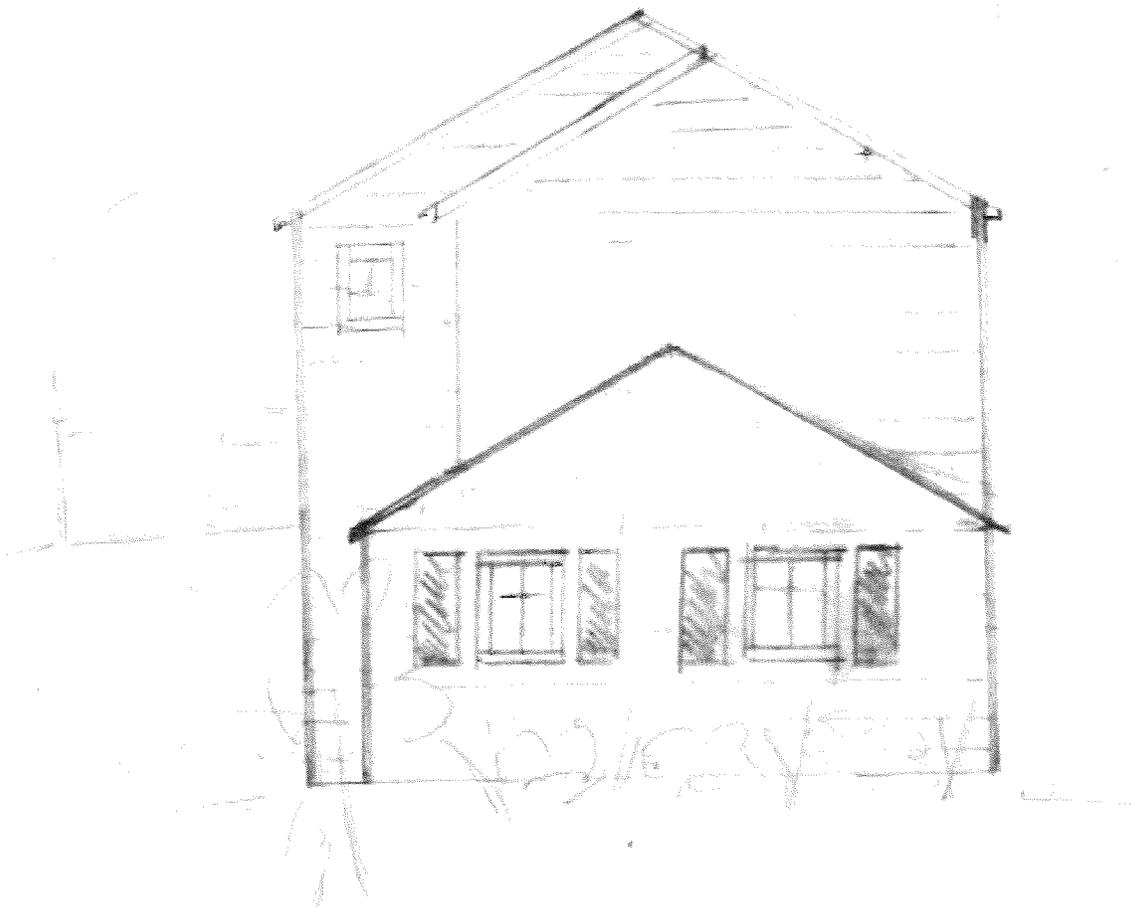
6 attachments



PLAT MAP WITH STEPPED SET BACK CONCEPT.
 PROPOSED HOUSE SHOWN IN GREEN



FRONT ELEVATION
PROPOSED HOME RUSTIC PLACE

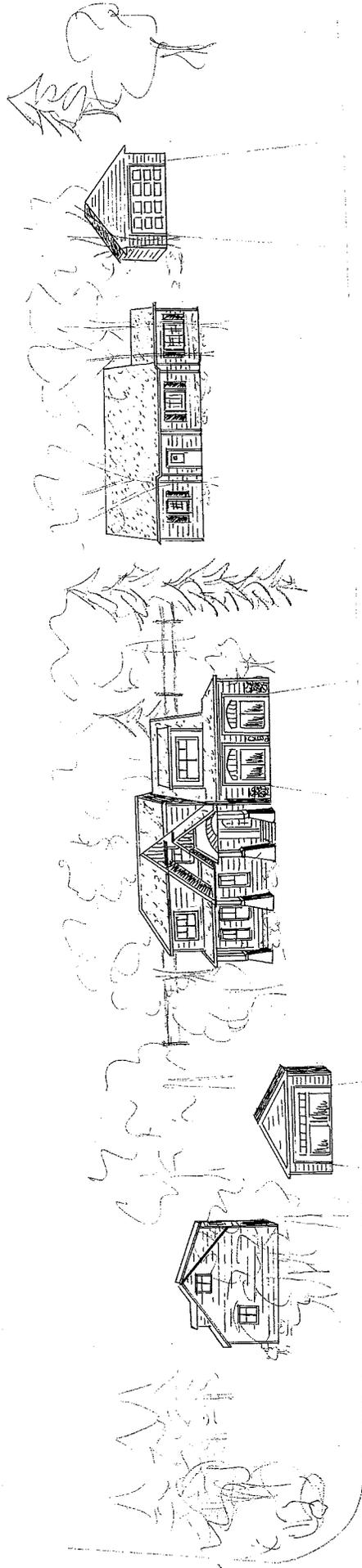


NORTH SIDE ELEVATION
PROPOSED HOME - RUSTIC PLACE



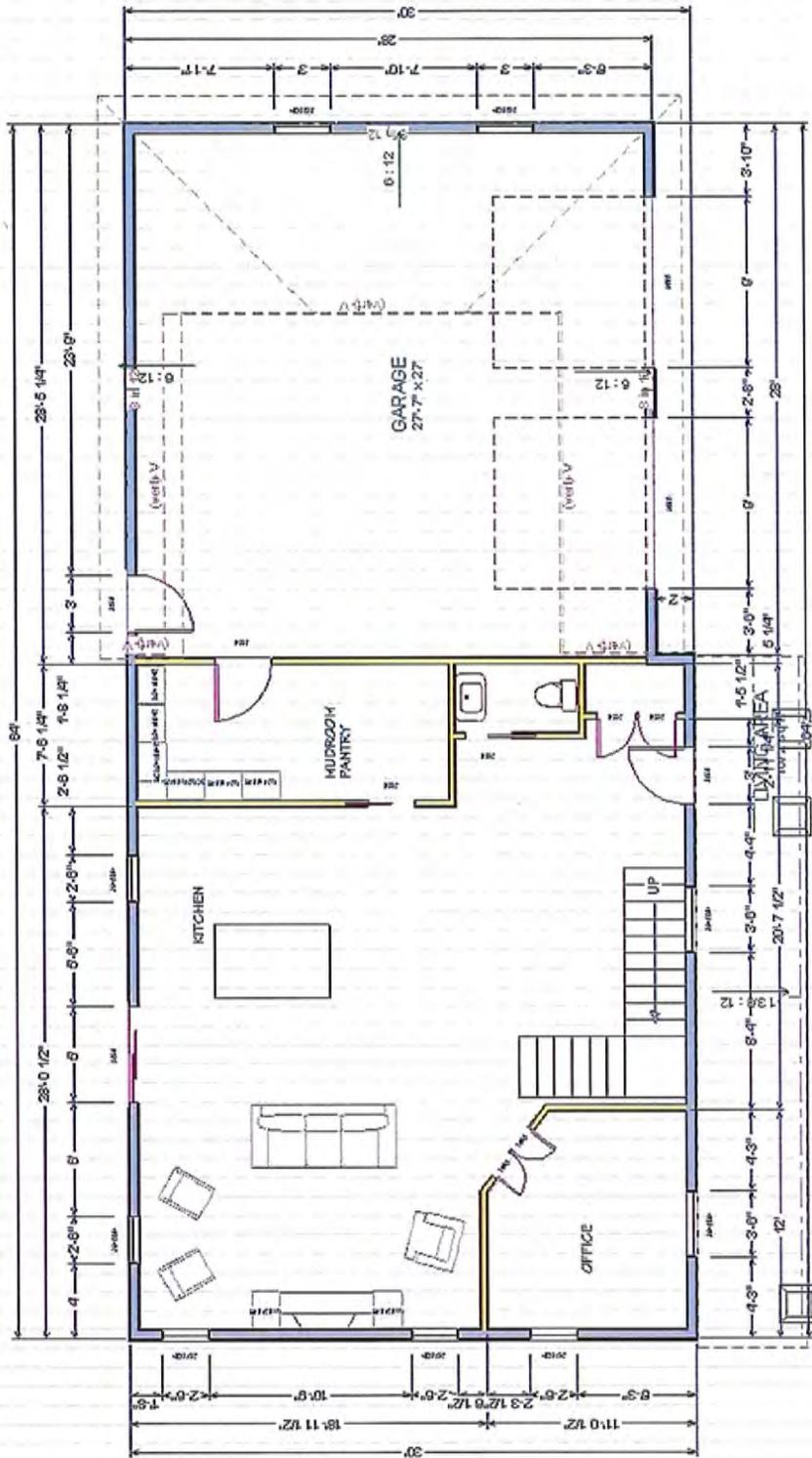
BACK ELEVATION
PROPOSED HOME RUSTIC PLACE

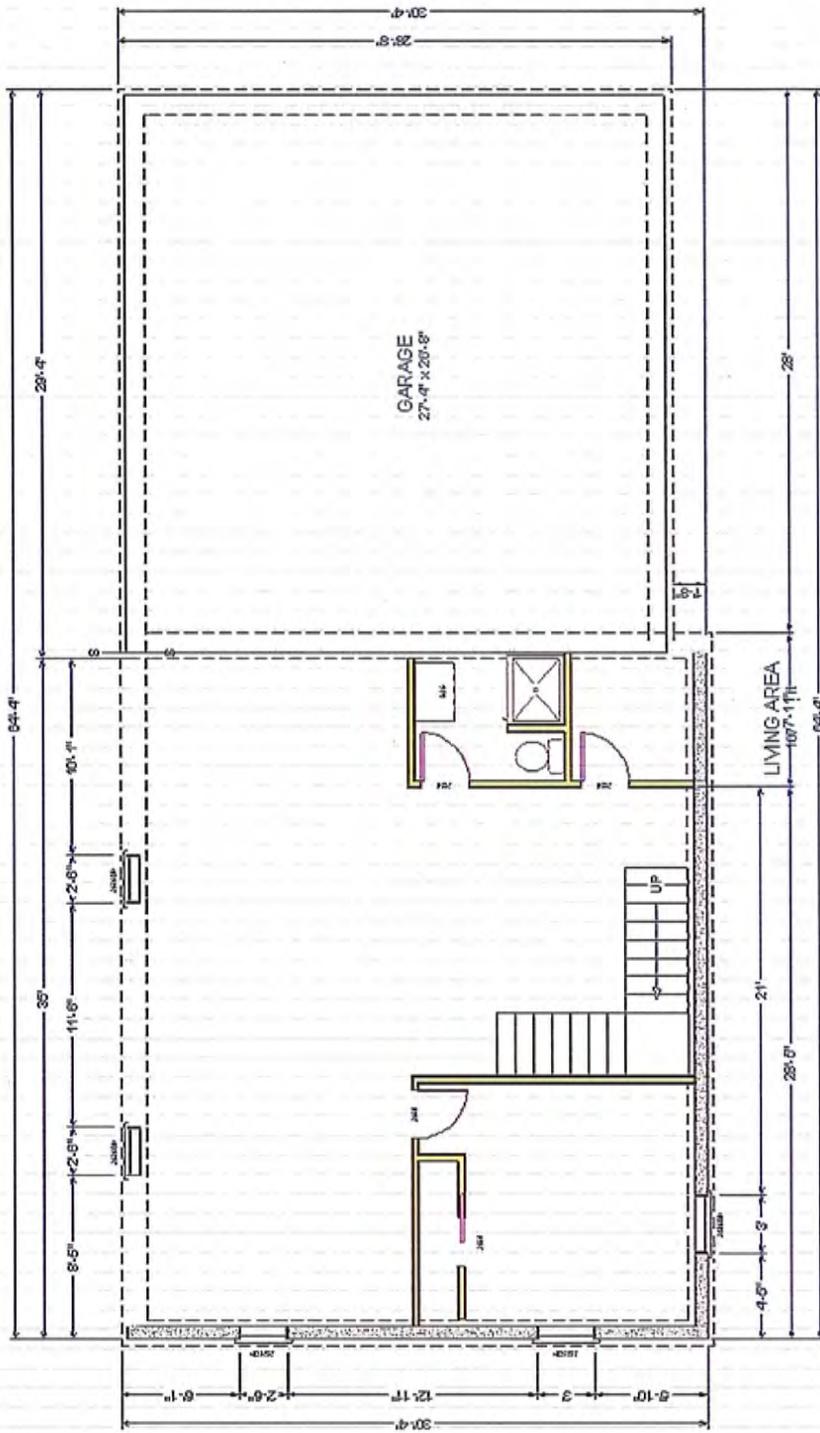
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RUSTIC PLACE

(WESTERLY VIEW)

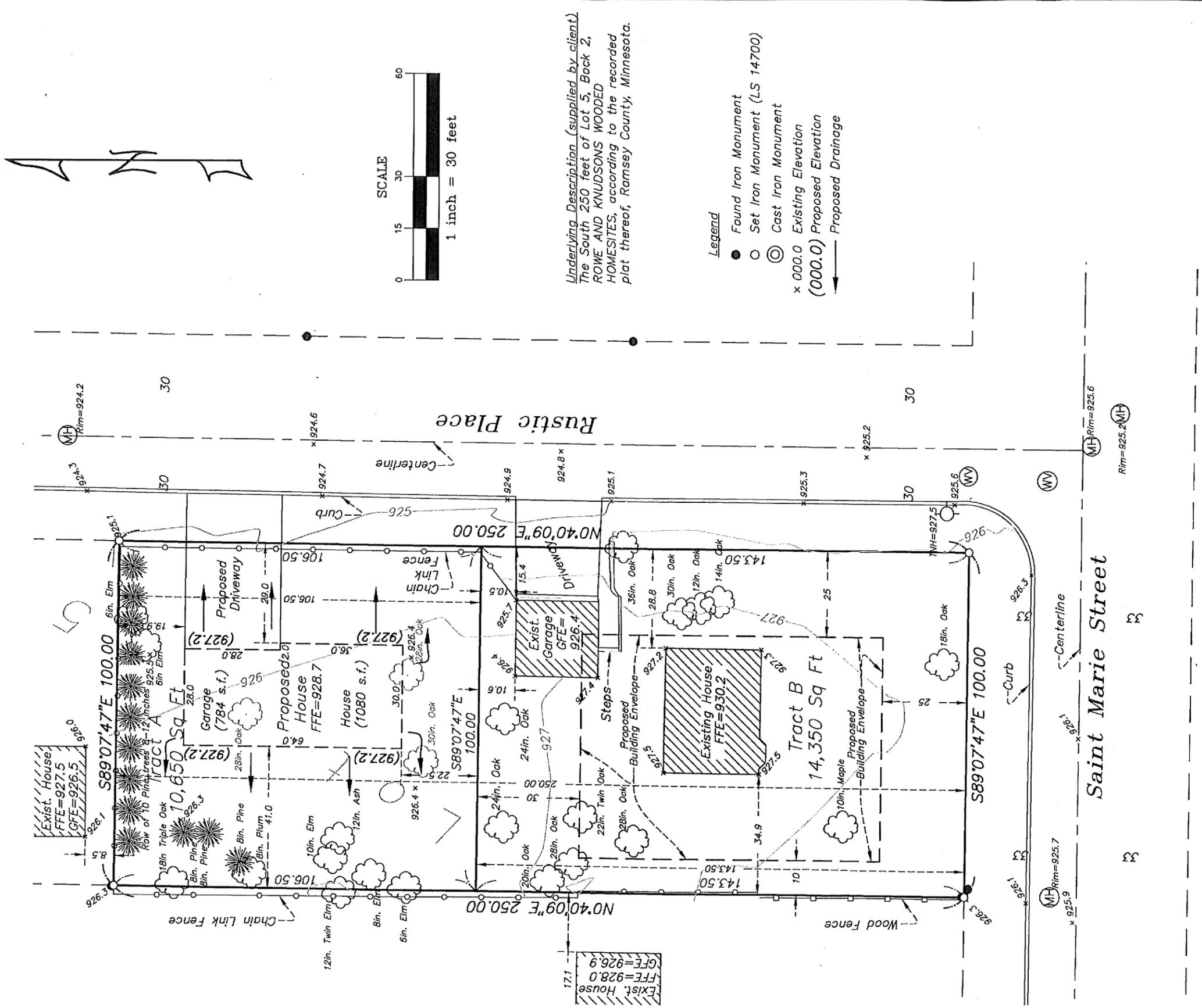




Building Permit Survey

Prepared for:
Saint Marie LLC and Broadway Group

Gross Site Area = 25,000 sq. ft.



Underlying Description (supplied by client)
The South 250 feet of Lot 5, Block 2,
ROWE AND KNUDSONS WOODED
HOMESITES, according to the recorded
plat thereof, Ramsey County, Minnesota.

- Legend**
- Found Iron Monument
 - Set Iron Monument (LS 14700)
 - ⊙ Cast Iron Monument
 - x 000.0 Existing Elevation
 - (000.0) Proposed Elevation
 - Proposed Drainage

A SCHOBORG
LAND SERVICES
INC.

763-972-3221
www.SchoborgLand.com
8997 Co. Rd. 13 SE
Delano, MN 55328

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

Paul B. Schoborg
Paul B. Schoborg

Date: NOV-15, 2013 Registration No. 14700

Bearings based on assumed datum.

Job Number:	7663
Book/Page:	77/37
Survey Date:	9-17-13
Drawing Name:	broadway-group.dwg
Drawn by:	KLB
Revisions:	9-22-13, 10-14-13, 11-15-13 (prop. house - Version A)

Request for Comment

October 22, 2013

Planning Commission Meeting



181 Saint Marie StreetMessages

Kasel, Kelly M. <Kelly.Kasel@minneapolismn.gov>
To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Wed, Oct 16, 2013 at 11:58 AM

Kathleen Castle,

Please distribute this email to the Planning Commission. If there is anything else that we need to do before the October 22nd, 2013 meeting please let us know.

Sincerely,
Kelly Kasel

October 16th, 2013

Dear Shoreview Planning Commission,

This letter is in response to Minor Subdivision and Variance application for 181 Saint Marie Street Submitted by Saint Marie, LLC.

We moved into this neighborhood approximately 9 years ago and the main reason we choose this neighborhood was for the rustic feel, larger lot sizes, mature trees, and general spacious feel. We believe that if this subdivision and variance is granted it would negatively impact the essential character of the neighborhood.

If this subdivision and variance is allowed we feel the integrity of the neighborhood would be greatly impacted in a negative way.

It appears that Ste. Marie LLC is creating the, Practical Difficulties by attempting to split a lot that was originally designed as a single lot.

We feel that if this subdivision and variance is allowed other builders may attempt to purchase other houses in this neighborhood with the intention of not preserving the integrity of this neighborhood but rather to continue to split up lots and reconfigure the neighborhood.

The proposed building envelope for the future house would be obviously different from the rest of the neighborhood leaving very little green space and open yard. Thus changing the general feel of the neighborhood. Regardless of the size of house that would be put in the split lot, any house placed there would not conform to the neighborhood. Either way the essential character of the neighborhood would be altered.

We would like the Planning Commission to deny the request for the subdivision and variance.

Sincerely,

Kelly Kasel & Mark Kaspszak
3628 Rustic Place
Shoreview, MN 55126
651-484-1174

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Ady Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
651-490-4600 phone
651-490-4699 fax
www.shoreviewmn.gov

October 8, 2013

REQUEST FOR COMMENT

Dear Shoreview Property Owner:

Please be advised that on **Tuesday, October 22nd at 7:00 p.m.**, the Shoreview Planning Commission will review Minor Subdivision and Variance applications for **181 Saint Marie Street** submitted by **Saint Marie, LLC**. The applicant proposes to subdivide the property into two parcels. The existing house and detached garage will remain on the southern lot, and the proposed northern lot will be used for the future construction of a new single family residence. A variance has been requested to reduce the required lot depth from the required 125-foot minimum to 100 feet and reduce the minimum 40-foot front yard setback required to 30 feet. The proposed lots conform to other requirements of the Municipal Code. Please see the attached plans.

You are encouraged to fill out the bottom portion of this form and return it if you have any comments or concerns. Comments received by **October 17th** will be distributed to the Planning Commission with the Planning Commission agenda packet. Comments received after that date but before the meeting will be distributed to the Commission that night. You are also welcome to attend the meeting. The meeting is held in the City Council Chambers at Shoreview City Hall, 4600 North Victoria Street.

If you would like more information or have any questions, please call me at 651-490-4682 between 8:00 a.m. and 4:30 p.m., Monday through Friday. You may leave a voice mail message at any time. I can also be reached via e-mail at kcastle@shoreviewmn.gov.

Sincerely,

Kathleen Castle
City Planner

Comments:

We are opposed for several reasons: We recently purchased property in this neighborhood mainly because the homes are spaced apart. Once you allow a property owner to divide his lot you open the door for the entire neighborhood to follow suit. If we provided a driveway easement, we could potentially build another house on our lot. Please do NOT grant these variances!

Name: Colleen & Tim DeCorsey

Address: 3639 Rustic Place



City Council:
Sandy Martin, Mayor
Amy Johnson
Terry Quigley
Ady Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
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October 8, 2013

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Sincerely,

Kathleen Castle
City Planner

FAX 651.490.4694

Comments;

SEE COMMENTS ON PG. 2 ATTACHED

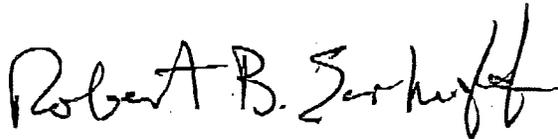
Name: ROBERT EARHUFF
Address: 3566 & 3574 RUSTIC PLACE

Comments re: 2013 Planning Case Files\2461-12-24 181 SaintMarieStreet- Saint Marie, LLC

As the owner of 3566 & 3574 Rustic Place, I object to the proposed variance and subdivision of 181 Saint Marie Street.

The proposal is not consistent with the existing character of the neighborhood. A neighborhood made up of large lots, with plenty of privacy due to the abundance of natural plant life. A neighborhood which has been a tight knit community since my wife's grandfather first built his house at 209 Saint Marie Street in the 1940's.

I also object to the fact that whoever is proposing this is hiding behind a Limited Liability Corporation, and not being forth coming with the neighbors. I fear they are a professional house flipper who will not take the ambience of the neighborhood into consideration as they attempt to maximize their profits by splitting the parcel of land.



Robert B. Earhuff
3566 & 3574 Rustic Place
Shoreview, MN 55126



Shoreview, MN 55126

181 Saint Marie Street

1 message

Marcia Figus <marciafigus@hotmail.com>

Tue, Oct 15, 2013 at 8:39 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

In response to the mailing of the application to subdivide the property into two parcels, I strongly object to the variance requested.

The proposed new parcel would be very close to both properties north and south. It would be "dumped" on the property and not fit into the personality of the neighborhood. The proposal doesn't fit the ambiance of the Rowe & Knudson's Wooded Homesites. I as a resident of this area for 40 years do not feel this should be approved.

Marcia Figus
3538 Rustic Place
Shoreview, MN 55126



Comment on Request for Variance at 181 St Marie Street

Comment on Request for Variance at 181 St Marie Street

DENNIS AND DENISE HAMILTON <sedeni@msn.com>

Tue, Oct 15, 2013 at 11:46 AM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Good Morning Kathleen,

Thank You for your help (Rob too) in understanding the subdivision and variance process. I have learned a great deal and have enjoyed looking into it. Please forward the text of our comments below to the other members of planning commission. (for some reason I cannot attach it as a file)

I look forward to the Planning Commission meeting on October 22nd

Thanks
Dennis Hamilton

####

October 15, 2013

City of Shoreview Planning Commission

RE: Applications for Minor Subdivision and Variance for 181 Saint Marie Street.

Commissioners,

We received a letter dated October 8th, 2013 asking for comments regarding the proposal for a variance and minor subdivision request for 181 Saint Marie Street. We have two main areas of comment.

First, the Shoreview city code states that, "The application for a variance shall establish that there are practical difficulties in complying with the provisions of the Shoreview Development Regulations." And that Practical Difficulties means:

- i. Reasonable Manner. The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.
- ii. Unique Circumstances. The plight of the property owner is due to circumstances unique to the property not created by the property owner.

iii. Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.

Please consider items ii, and iii.

The property owner, Saint Marie LLC, by requesting a minor subdivision appears to be creating circumstances unique to the property. That is, only if the minor subdivision, requested by Saint Marie LLC, is granted does Saint Marie LLC have a practical difficulty that requires a significant variance for both lot depth and setback. Since item ii of the Shoreview Development Regulations specifically states that it cannot be created by the property owner, the request should be denied.

We also believe that a variance, if granted will result in a significant alteration of the essential character of the neighborhood. The character of the neighborhood is one that is perhaps best described by the name of the street that runs through it, Rustic Place. The homes are almost all on lots of half acre size or more and are set back on tree filled lots. There is a fair amount of space between homes, often 25 to 45 feet. Most homes were built in the 1950's-1970's.

If the variance is granted, any home built on the resulting non-conforming lot will be much closer to the street than the other homes nearby on Rustic Place. Most are set back 60 feet or more. Saint Marie LLC wants to halve that. The setback line on the west side of Rustic Place is very consistent all the way north until the street turns to the Northeast. A structure on the proposed lot would not gently alter that row, but suddenly thrust a home closer to the road than all others. This is perhaps why the City Planners wrote into the development regulations that a structure built next to another should only be a maximum of 10 feet closer to the road than the adjacent structure, once the corner lot structure is removed from consideration. A structure built on the non-conforming lot could be only 18 feet from the house to the north, yet 30 feet closer to the road, 50% closer! This awkward placement would stick out badly in this neighborhood and dramatically alter its open and roomy character. There is a garage at 181 Saint Marie street that is close to the road, but consider that the garage is very small when set next to a modern house.

Also, if a house is built on the non-conforming lot, it would need a driveway. The result would be six drive ways accessing Rustic Place in a space of only 245 feet. And that on the close approach to a Stop sign. Again, a significant alteration to the character of the neighborhood.

Another aspect of the neighborhood's character is that the homes come in a wide variety. There are small houses on large lots and small houses on small lots. There are large houses on large lots. There are no large houses on small lots. To be economically feasible, it is certain that any house built on the non-conforming would be as large as possible. It would be the only large house on a small lot in the neighborhood. It would be close to everything around it. Utterly unique in the neighborhood.

I also took the time to look at another area of Shoreview where a lot had been subdivided and developed on two non-conforming lots in an older area. I looked at 3297 Owasso Heights Drive. Two homes were built, with variances. These homes actually fit into the neighborhood. This is in part because that neighborhood is characterized by many homes built close together, perhaps due to its proximity to Lake Owasso. There are multi-million dollar homes a stone's throw from a row of homes built very close to each other on narrow lots. To build two homes on non-conforming lots in a neighborhood full of non-conforming lots, makes sense. Even so, there is more consistency in the setback of these two homes than what is proposed for Rustic Place.

To conclude, the variance requested is no minor change. We believe that the Practical Difficulties are caused solely by the property owner. We believe that a variance, if granted, would dramatically alter the character of the

neighborhood. By awkwardly placing a house, close to the street, on a small lot, in a manner completely different than the other houses in the area, with one more driveway in a very short distance, the roomy and spacious character of the neighborhood would be gone forever. If granted, the result would be quite different from what has been done in other parts of our city. We request that the planning commission deny the request for variance and minor subdivision.

Sincerely,

Dennis and Denise Hamilton

3633 Rustic Place

Shoreview, MN 55126

651 766 2592 home, 612 709 0975 cell, sedeni@msn.com

City Council:
Sandy Martin, Mayor
Amy Johnson
Terry Quigley
Andy Wickstrom
Ben Withhart



City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
651-490-4600 phone
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October 8, 2013

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Sincerely,

Kathleen Castle
City Planner

Comments:

The variance would put 2 houses within 50 feet of our property line. We feel that will reduce our privacy and peacefulness of our property. We also feel it breaks up the feel of the neighborhood by crowding a lot with two houses.

Name: Alan & Richard Biberger
Address: 205 Saint Marie St.

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
Ady Wickstrom
Ben Withhart



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4600 Victoria Street North
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651-490-4600 phone
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October 8, 2013

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Sincerely,

Kathleen Castle
City Planner

We completely reject acceptance of a Minor Subdivision and Variance application for the property at 181 Saint Marie Street.

The charm of this "pocket" neighborhood is the careful planning that went into its original generous wooded lots. We were immediately attracted to this element much more than the amenities of the 1955 small ranch home we subsequently bought. Now that charm will be lost, with yet another home squeezed into a space never intended for additional housing.

A couple of years ago we made a too hasty decision to sign a variance for a similar project immediately to our east on Ste. Marie. Now our access to our own backyard on the east side of our garage is limited to a couple of feet and plantings have been established to emphasize this fact. When that home is built there will be a very crowded intersection at Ste. Marie and Rustic Place.

We are hemmed in here; have you noticed? Surrounded by busy Rice Street, roaring Highway 694, and an increasingly intrusive railroad, we still maintain a rural, wooded island in the midst of all this urban activity which visitors always admire.

No to more building on back lots!

Comments:

We support the concerns of the neighbors - Denise & Dennis Hamilton - that the lot is too small for new construction

Name: Mike & Jacqui Krebsbach
Address: 207 St Marie

T:\2013 Planning Case Files\2461-12-24 181 Saint Marie Street - Saint Marie, LLC\Neighborhood Request for Comment.docx

Comments:

I am not in favor of the lot split. I think it takes away from the integrity of the neighborhood. Several years ago I built a new garage. My old one was closer to the street. I wanted to put the new one in its place but was required to move back to comply with the set back. If I am required so should they.

Name: Mark Peterson
Address: 3592 Rustic Pl.

T:\2013 Planning Case Files\2461-12-24 181 Saint Marie Street - Saint Marie, LLC\Neighborhood Request for Comment.docx

City Council:
Sandy Martin, Mayor
Emy Johnson
Terry Quigley
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Sincerely,

Kathleen Castle
City Planner

Comments:

My husband and I are opposed to the request for variance at 181 Saint Marie St. The size requirements instituted by the city are what make Shoreview and in particular Rustic Place a great place to live. Please do not allow this to happen.

Name: Kate Cunningham
Address: 3451 Rustic Place

Request for Comment

December 3, 2013

Planning Commission Meeting



Kathleen Castle <kcastle@shoreviewmn.gov>

shoreview planning commision meeting of oct 22 - subdivision & variance applications in regards to the property of 181 Saint Marie St

message

SHARON BRAUN RICHARD H BRAUN <braunrs3535@q.com>

Tue, Nov 19, 2013 at 8:04 PM

To: Kathleen Castle <kcastle@shoreviewmn.gov>

Cc: sandymartin444@comcast.net

Kathleen:

Since the next meeting on this is scheduled for Tuesday, Dec 3rd , I thought that I would make a comment about the proposed subdivision of 181 Saint Marie St.

After attending that meeting of Oct 22 & making a brief comment about this situation at the meeting, a decision to allow this subdivision would totally destroy the character of our neighborhood. I understand that things change & all of us have to adapt to changes that occur during our lifetimes. But this change affects everyone who bought or built their home because we all wanted large lots with wildlife & nature as our primary reason. You destroy this and you have destroyed the neighborhood. If I wanted to buy in the St Paul proper with small lots & close neighbors, I would have done so.

I would ask that each commissioner on this committee would, if they haven't already, drive to this property of 181 Saint Marie St and also drive through the entire neighborhood to really capture the ambiance of the area before they make a final decision on the request. I feel this is the only way that all of the commissioners would understand why the neighborhood would be destroyed if the subdivision & variances would be allowed to take place. Even if the proposed house was reduced to a 3-bedroom, 2-car garage(from the original 3-bedroom, 3-car garage), it would not "fit" into the "character" of the neighborhood. I hope that you will consider this request from Sharon & I as residents of the Rustic Pl/ Saint Marie neighborhood.

See you on Dec 3rd. Thank you

Dick & Sharon Braun

Comment regarding lot at 181 Saint Marie Street

The subdivision of the lot with variances does not fit with the other lots and homes in the neighborhood.

The homes on Rustic Place and St Marie are homes with larger lots. These lots have good size front and back yards, as well as, ample room between homes. The homes that have structures closer to the street have larger lots and neither of these structures block the view of the homes adjacent to them. Also, the homes that are adjacent to these are also homes with larger lots

As you look north down the street from St Marie St you can see each home set back with landscaping of trees, shrubs and plants in front yards. Many of these trees are Oak trees that have been there for many years. The backyards are larger yards with plants, shrubs, gardens, and trees that give them the feeling of privacy from your neighbors. The majority of homes are set far enough apart so privacy can be accomplished with shrubs and still have enough room between the homes.

Yards in our area are used for entertaining our families, especially the young children. We are surrounded by the freeway, Rice St, and the railroad tracks and having the space in our yards for them to play is important.

The subdivision of the lot at 181 Saint Marie St would give the new home a very small lot with very little privacy for them and for the adjacent neighbors in back, to the north and south. For a family to move in with young children would give them very little play area.

We do not believe this home would have the same feeling of yard spaciousness that the rest of the homes in the neighborhood have and do not believe the variances should be granted for the subdivision of the lot at 181 Saint Marie Street.

Don and Janice Bunde
3681 Rustic Place
Shoreview MN 55126



Message sent to: kcastle@shoreviewmn.gov

FW: Subdividing the lot at 181 Saint Marie Street.

1 message

Tony Jordan <Tony@enrichinc.com>

Fri, Nov 22, 2013 at 10:44 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Dear Kathleen Castle

City Planner, City of Shoreview

I am against the subdivision of the lot at 181 St. Marie as I think placing a home on a smaller lot than is typical for our neighborhood would be a step in changing our character.

Tony Jordan

3754 Rustic Place



Marcia Figus <marciafigus@shoreviewmn.gov>

181 St Marie Street

Messages

Nathan Anderson <nandersonmn@gmail.com> Sat, Nov 23, 2013 at 9:15 AM
 To: Jan Bunde <donjanbunde@q.com>, sedeni@msn.com, lengel@tsi.com, Tony Jordan <tony@enrichinc.com>, hjmoreland@msn.com, fliptcret@excite.com, susandeno@gmail.com, robkaren@q.com, curtlev@msn.com, frog99752@yahoo.com, kaselkm0@msn.com, donamra@excite.com, bobbi@casadearte.net, enk@nisswandt.com, keithjohnson3034@msn.com, ajschaberg@gmail.com, wendyjr49@gmail.com, braunrs3535@msn.com, toro342000@yahoo.com, cadesign@gmx.com, tsparrow@usfamily.net, LADittbemer@bremer.com, steve@franchisetimes.com, dhfcvf29@usfamily.net, toddersv@hotmail.com, mpeterson270@comcast.net, sunnie55126@q.com, jaydiane12@gmail.com, "DodyLeGault@aol.com" <dodylegault@aol.com>, kristi@tomascompanies.com, Marcia Figus <marciafigus@hotmail.com>, rwo3530@yahoo.com, CapitalCityHtgStPaul@yahoo.com, Nathan Anderson <conceptualcarpentry@gmail.com>, kateo3530@gmail.com, kcastle@shoreviewmn.gov

In opposition to the proposed subdivision of 181 St Marie Street The following information is at the City Of Shoreview website.

This project is not in keeping with the codes and standards of the City of Shoreview.

1-The lot sizes in this neighborhood are amongst the largest square footage in the city of Shoreview. Reducing the lot size is not in keeping with this feature.

2- The proposed lot will represent a key lot, or Butt lot which is "to be discouraged"

3- Environmental factors of reducing soil percolation - adding noisy mechanical units at close proximity to the nearest neighbor

<http://shoreviewmn.gov/home/showdocument?id=4>

<http://www.shoreviewmn.gov/home/showdocument?id=1893>

iii. Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.

<http://www.shoreviewmn.gov/home/showdocument?id=10>

204.010 Platting Procedures.

City of Shoreview Municipal

Code Chapter 200.

Development Regulations

204 Subdivision Standards

204.010 Platting Procedures.

(3) Butt Lots. Butt lots shall be discouraged. Where such lots must be used to fit a particular subdivision plan,

such lots shall be at least 15 feet wider than the average required minimum lot width of the district in which it is located.

(9) Key Lots. Key lots shall be discouraged. Where such lots must be used to fit a subdivision plan, such lots shall include at least 15 feet more depth or width than the required minimum lot depth or width of the district in which it is located.

(10) In the event that proposed parcel results in any adjacent development parcel meeting the definition of a Key or Butt Lot, the City reserves the right to require greater lot width or depth for the newly created parcel, and to increase the structure setback for the proposed subdivision.



Shoreview, MN 55126
Phone: 651-483-3306
Fax: 651-483-3307
www.shoreviewmn.gov

181 St Marie

Message

Marcia Figus <marciafigus@hotmail.com>

Sun, Nov 24, 2013 at 3:08 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

I am against sub dividing the property to put a second home on the land at 181 St. Marie.

It doesn't fit into the character of the homes in the area. The lot size would be extremely small. The lot size and home would be very very different from the essential character of the neighborhood.

The house would be put up for the profit of the developer only, not to enhance the quality of the neighborhood and make it a better place to live. It would not be an asset.

The placement of the home on the lot is very off from the homes on Rustic Place to the north as well as those to the south. It doesn't fit in.

The neighbors on all sides will be encroached upon by this property being divided. It will strongly impact the home to the north and the home to the west and the homes across the street to the east. It will give a feeling of being crowded upon. Those neighboring homes will experience a forced closeness by having that new home added by subdividing 181 St Marie. It would not be the homes those existing neighbors bought and lived in. It will not fit into character and ambience of the neighborhood.

If there are children in this home where are they to play???? If there are outdoor parties where are the owners to entertain???

Marcia Figus
3538 Rustic Place
Shoreview, MN 55126
651-483-3306

[Richard O'Neil <rwo3530@yahoo.com>](#)

181 St Marie

1 message

Richard O'Neil <rwo3530@yahoo.com>
Reply-To: Richard O'Neil <rwo3530@yahoo.com>
To: kcastle@shoreviewmn.gov

Mon, Nov 25, 2013 at 1:28 PM

I am a 25-year resident in Shoreview living at 3530 Rustic Place which is adjacent to St. Marie. The requested variance sets a bad precedent for this neighborhood. If this is granted, there will be more variance requests which will give the appearance of a very crowded neighborhood. I understand that this developer has recently purchased another house directly across from mine for this specific purpose. We live in the suburbs, specifically Shoreview, to avoid this crowding and it will undoubtedly detract from the value of the surrounding properties.

Thank you.

Richard O'Neil
651-481-1591



Comments on 181 Ste. Marie Street

1 message

Sue GORDH <smgblue@msn.com>

Mon, Nov 25, 2013 at 4:39 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Kathleen Castle
City Planner
City of Shoreview
4600 Victoria Street North
Shoreview, Minnesota
55126

RE: Minor Subdivision & Variance Application submitted
by Saint Marie, LLC for 181 Saint Marie Street

Monday, November 25, 2013

No new homes should be allowed in this Rustic Place and Ste. Marie neighborhood. Rustic Place is older and isolated neighborhood with large lots and it should stay this way. Dividing lots in half, attempting to squeeze a new house between existing houses will take away the privacy and space to parcels # 181, 205, 3633. Allowing this large structure to be closer to the street will drastically change the privacy and space and the aesthetic value of what Rustic Place and Ste. Marie is to the residents. Please keep the parcel 181 to only one lot!

Thank you

David and Sue Gordh
Parcel 3646 Rustic Place
Shoreview, Minnesota
55126

To Kathleen Castle,
City Planner

26 Nov., 2013

My wife and I have lived here since August 1977. Our lot measures 100 ft. by 300 ft. like most other neighbors. The lot size, the trees and the openness are features my wife and I and neighbors love.

The proposed reduction in lot size and variances certainly go against all the desired features of this neighborhood.

Jamming a house into this special lot would eventually not enhance the neighborhood and would be the start of others wanting to get variances and getting pieces of property for fast cash, which all this is at the neighborhood expense.

Please don't approve this requested subdivision.

Respectfully,

Ed and Betty Kaphingst
3678 Rustic Place
Shoreview, MN 55126





Mailman Outbox <mailto:MailmanOutbox@shoreviewmn.gov>

Comments re: 2013 Planning Case Files\2461-12-24 181 Saint Marie Street- Saint Marie, LLC

↑ message

Earhuff, Robert <Robert.B.Earhuff@deluxe.com>

Tue, Nov 26, 2013 at 11:22 AM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

As the owner of 3566 & 3574 Rustic Place, I object to the proposed variance and subdivision of 181 Saint Marie Street.

The proposal is not consistent with the existing character of the neighborhood.

Your most recent Request for Comment, 11/18/2013, points out that if there is a conflict exists between standards, the more restrictive provision applies, which in this case would require a 40-foot setback from the front property line.

Hopefully the Planning Commission will go along with the overwhelming opposition to this Variance request express by the neighborhood and deny the request. If however they choose to ignore the opinion of the neighbors I hope they will hold Saint Marie, LLC to the more restrictive 40-foot setback.

Robert B. Earhuff

3566 & 3574 Rustic Place

Shoreview, MN 55126

26 Nov, 2013

To: Kathleen Castle
City Planner

My wife and I have lived here since Aug. 1977. Our lot measures 100 ft by 300 ft like most of the neighbors. The lot size, the trees and the openness are features my wife and I and ~~the~~ neighbors love.

The proposed reduction in lot size and variances certainly go against all the desired features of this neighborhood.

Turning a house into this special lot would certainly not change the neighborhood and could be the start of others wanting to get variances and selling their property for fast cash, which is all this ~~is~~ ^{is} at the neighborhood expense.

Please don't approve this requested subdivision.

Robert Gully,
Ed and Betty Kaphingst
3676 Rustic Place, Shrewsbury, MA.



(mailto:Denise-Hamilton@shoreviewmn.gov)

181 Saint Marie St

1 message

DENNIS AND DENISE HAMILTON <sedeni@msn.com>
To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Mon, Dec 2, 2013 at 10:53 AM

Dec 3rd Meeting

Good Morning Kathleen,

I wrote a lengthy comment regarding the proposed subdivision of 181 St. Marie for the meeting of the Planning Commission that was held on Oct 22nd. We still stand by those comments and would like to include them for the meeting of Dec 2nd.

We want to be clear that we feel that dividing this lot into 2 smaller non conforming lots, and building a house on the new lot would substantially alter the essential character of the neighborhood. We ask that the request to subdivide the lot be denied.

Sincerely,

Dennis and Denise Hamilton
3633 Rustic Place
Shoreview, MN



Kathleen Castle <kcastle@shoreviewmn.gov>

181 Ste Marie - Butt

1 message

sunnie55126@q.com <sunnie55126@q.com>

Mon, Dec 2, 2013 at 9:01 AM

To: kcastle@shoreviewmn.gov

Kathleen:

I oppose the division of the property at 181 Ste Marie. The Rustic Place/Ste Marie area is unique and I don't want to see it cut up into a cookie cutter neighborhood.

Teri Rieger
3610 Rustic Place

"Laughter is the brush that sweeps away the cobwebs of your heart."

Saint Marie, LLC
181 Saint Marie Street
File No. 2503-13-30

Comments:

As a near neighbor of the proposed single dwelling home on lot #181, we stand in ~~opposition~~ of any building other than an out-building being constructed there. As the map ^{clearly} indicates the lot sizes are large and the yards lovely. This, ~~would~~, we fear, set a precedent for future developers to cram houses onto larger lots. This piece of property also is a "Butt lot" which is actually to be larger than most and the city needs to take this into consideration. The current dwelling on that lot has been vacant for over two years. We suggest the developer work to improve that structure and fill it with residents. So we do want to see any structure built on this lot other than an out building.

Name: Tim & Katie Cunningham
Address: 3651 Rustic Place

Saint Marie, LLC
181 Saint Marie Street
File No. 2503-13-30

Comments:

My husband, Steve, & I moved to Rustic Pk. in 1983 and plan to stay. We love the older homes, the rustic feel. We love to see the older homes needing repair to get the help they need to be livable. So we appreciate, very much, the improvement to 181 St Marie. I do have a concern about the contractor building a new home. 4 new homes have been built since we moved here (3525, 3620, 3584, and 3651). The 1st 3 have, in my opinion, added value to this blk area - great design, high quality. The 4th was a sad mistake, again in my opinion. The home is of nominal quality and the design lacks. I believe new home construction is very different from remodeling an existing home. Just adding a home because there's space (in this case not even that) may harm the look of Rustic Pk, if it is of nominal quality. I don't see the improvements being done to 181 St Marie, while appreciated, any more than just a nominal, typical approach. I don't see the quality needed for a new home that would add value to Rustic Pk.

P.S. Thank you for reading this

Name: Cheryl Hamburger
Address: 3527 Rustic Pk

T:\2013 Planning Case Files\2461-12-24 181 Saint Marie Street - Saint Marie, LLC Neighborhood Request for Comment2.docx

I appreciate so much, your tabling this request on Oct 26th and allowing us to give input!

Request for Comment

Appeal

January 6, 2014

City Council Meeting

----- Forwarded message -----

From: **Dorothy Legault** <dodylegault@aol.com>

Date: Sun, Dec 22, 2013 at 8:13 PM

Subject: Proposed Appeal

To: kcastle@shoreviewmn.gov

Did your recent letter about the appeal of the variance for Ste. Marie Street just go out to a selected few?? My next door neighbor received one, but we did not. I sent you an e-mail objecting to variance, and my husband, Ron Podratz, attended the meeting.

We still object to the proposal!

Dody LeGault
3546 Rustic Place
651-482-0232



Leah A. Dittberner <LADittberner@shoreviewmn.gov>

181 Saint Marie Street-Variance Request Appeal Comments

1 message

Dittberner, Leah, A <LADittberner@bremer.com>

Thu, Jan 2, 2014 at 5:37 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>, "sandymartin444@comcast.net" <sandymartin444@comcast.net>, "tschwerm@shoreviewmn.gov" <tschwerm@shoreviewmn.gov>

To Whom It May Concern~I am writing in response to the letter dated 12/19/13 regarding an Appeal to the Planning Commission's decision denying a variance request submitted by Saint Marie, LLC for the property at 181 Saint Marie Street. My husband and I live *directly* to the West of this property at 205 Saint Marie Street. Of course, we were quite satisfied with the Planning Commission's decision to deny this request for the reasons listed below and feel that the appeal made by Saint Marie, LLC, should follow suit and be denied, as well:

We do not agree with the approval of the variance to the lot requirements at 181 Saint Marie Street for the following reasons:

- A smaller lot with a larger house on the property is completely out of character for the neighborhood. It would be disruptive to the flow and plan of the neighborhood regardless of the minimum requirements/specifications for the lot.
- Approving this variance and allowing the builder to put a house up would be a major disruption to our family's privacy and quality of life, with more people so close together. We purchased this home based on the size of the lot, because there are little properties, if any, of this size, quality and privacy left so centrally located in the Twin Cities. Because of the lot sizes (for virtually every property owner in the neighborhood) we feel like we live in the country, it is quiet and peaceful for everyone. Closing in on the existing homes is unfair and does not support the reasons that most people had when they made the decision to purchase property in this neighborhood...10, 20, 30, and 40 years ago or more.
- We feel the crowding of homes in this manner will negatively impact our property value, diminishing what is considered the most major purchase of our lives.

To each Planning Commission and City Council member, please drive through our wonderful neighborhood yourselves and look at the proposed lot and the flow and feel of the neighborhood before making this decision. We do not agree with the approval of the variance.

Thank you sincerely for your time and consideration!

Leah and Richard Dittberner

205 Saint Marie Street

Leah A. Dittberner



(C:\Users\kcastle\Documents\181 Saint Marie St)

181 Saint Marie St

2 messages

Marcia Figus <marciafigus@hotmail.com>

Wed, Jan 1, 2014 at 8:24 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Cc: Terry Schwerm <tschwerm@shoreviewmn.gov>, sandy martin <sandymartin444@comcast.net>

The appeal by the contractor will be heard by the Shoreview City Council on January 6, 2014.

Once again as a 41 year resident of the Rustic Place neighborhood, subdividing the property to fit a house on it won't fit into the neighborhood.

The lots are large. We live in an isolated area bounded by Rice St, 694 and the railroad tracks. Introducing a house on that lot won't fit into the essential character of the rest of the homes.

The Council members should view the area.

Many of the neighbors appeared at the first Planning Meeting to discuss 181 St Marie, the second Planning Meeting to discuss 181 St Marie and once again neighbors against this proposal will appear at the January Council Meeting.

The contractor doesn't live here.

The house would be put up for the profit of the developer only, not to enhance the quality of the neighborhood and make it a better place to live. It would not be an asset.

The neighbors on all sides will be encroached upon by this property being divided. It will strongly impact the home to the north and the home to the west and the homes across the street to the east. It will give a feeling of being crowded upon. Those neighboring homes will experience a forced closeness by having that new home added by subdividing 181 St Marie. It would not be the homes those existing neighbors bought and lived in. It will not fit into character and ambiance of the neighborhood.

Marcia Figus
3538 Rustic Place
Shoreview, MN
651 483 3306

Marcia Figus <marciafigus@hotmail.com>

Wed, Jan 1, 2014 at 8:26 PM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Cc: Terry Schwerm <tschwerm@shoreviewmn.gov>, sandy martin <sandymartin444@comcast.net>

The appeal by the contractor will be heard by the Shoreview City Council on January 6, 2014.

[Quoted text hidden]

[Quoted text hidden]

December 30, 2013

Regarding subdivision of 181 St. Marie St and the Appeal Decision.

Our letters of request to members of the planning commission, as well as, the neighbors attending and speaking at the two planning commission meetings have stated the reasons to deny the variance at 181 St. Marie. It is our hope the decision of denial by the planning commission for the variance at 181 St. Marie St. will be upheld.

When additions to a home or neighborhood are made the goal should be that the changes made are an enhancement to the existing homes and neighborhood. The decision to approve a plan should be a good fit for the immediate surrounding area and for the neighborhood as a whole.

Allowing this variance to go through and the new home to be built does not fit in with the dynamics of the Rustic Place Neighborhood. Our yards are larger, our homes set back from the street, and we have large front yards with trees and shrubs. The existing home at 181 St. Marie St and the new home to be added would lose yard space that is so much a part of the existing homes in the neighborhood and the new home would have a very small lot with a small front yard which is extremely different from the homes on Rustic Place. This would be a distraction rather than an enhancement to the neighborhood and would set precedent for future changes to be allowed.

We chose to live here because we enjoy neighbors but still have our privacy. Our larger yard gives us the opportunity to enjoy our space with family and friends without disturbing the privacy of our neighbors.

Of the neighbors I talked with, there are not any that are in favor or neutral on this issue. Allowing this variance would not be an enhancement to the neighborhood. It would be a definite detraction for the Rustic Place neighborhood and especially neighbors living in the immediate area by taking away the open space that is so much a part of the properties on Rustic Place. There would be not advantage to us by allowing this but would be an advantage to the builder, who would not be occupying either home, to have the opportunity to make a profit on the sale of two homes instead of one.

Don and Jan Bunde

Cardigan Junction/Rustic Place



K Castle <kcastle@shoreviewmn.gov>

181 St Marie St Appeal

1 message

DENNIS AND DENISE HAMILTON <sedeni@msn.com>

Wed, Jan 1, 2014 at 11:03 AM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Happy New Year!

Below are our comments regarding the Appeal to the denied request for a minor sub division and variance for 181 Ste Marie St. Our stand is essentially the same.

I do have one question, however. It was stated that the creation of a lot on parcel A would result in a "Key Lot" By definition, it appears that my lot (3633 Rustic) is also a Key Lot. Would the subdivision then create 2 Key lots?

Here are our comments:

Thanks

January 1, 2014

City of Shoreview City Council

RE: Applications for Minor Subdivision and Variance for 181 Saint Marie Street.

Councillors,

We received a letter dated October 8th, 2013 asking for comments regarding the proposal for a variance and minor subdivision request for 181 Saint Marie Street. We have two main areas of comment.

First, the Shoreview city code states that, "The application for a variance shall establish that there are practical difficulties in complying with the provisions of the Shoreview Development Regulations." And that Practical Difficulties means:

i. Reasonable Manner. The property owner proposes to use the property in a reasonable manner not permitted by

the Shoreview Development Regulations.

ii. Unique Circumstances. The plight of the property owner is due to circumstances unique to the property not created by the property owner.

iii. Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.

Please consider items ii, and iii.

The property owner, Saint Marie LLC, by requesting a minor subdivision appears to be creating circumstances unique to the property. That is, only if the minor subdivision, requested by Saint Marie LLC., is granted does Saint Marie LLC have a practical difficulty that requires a significant variance for both lot depth and setback. Since item ii of the Shoreview Development Regulations specifically states that it cannot be created by the property owner, the request should be denied.

We also believe that a variance, if granted will result in a significant alteration of the essential character of the neighborhood. The character of the neighborhood is one that is perhaps best described by the name of the street that runs through it, Rustic Place. The homes are almost all on lots of half acre size or more and are set back on tree filled lots. There is a fair amount of space between homes, often 25 to 45 feet. Most homes were built in the 1950's-1970's.

If the variance is granted, any home built on the resulting non-conforming lot will be much closer to the street than the other homes nearby on Rustic Place. Most are set back 60 feet or more. Saint Marie LLC wants to halve that. The setback line on the west side of Rustic Place is very consistent all the way north until the street turns to the Northeast. A structure on the proposed lot would not gently alter that row, but suddenly thrust a home closer to the road than all others. This is perhaps why the City Planners wrote into the development regulations that a structure built next to another should only be a maximum of 10 feet closer to the road than the adjacent structure, once the corner lot structure is removed from consideration. A structure built on the non-conforming lot could be only 18 feet from the house to the north, yet 30 feet closer to the road, 50% closer! This awkward placement would stick out badly in this neighborhood and dramatically alter its open and roomy character. There is a garage at 181 Saint Marie street that is close to the road, but consider that the garage is very small when set next to a modern house.

Also, if a house is built on the non-conforming lot, it would need a driveway. The result would be six drive ways accessing Rustic Place in a space of only 245 feet. And that on the close approach to a Stop sign. Again, a significant alteration to the character of the neighborhood.

Another aspect of the neighborhood's character is that the homes come in a wide variety. There are small houses on large lots and small houses on small lots. There are large houses on large lots. There are no large houses on small lots. To be economically feasible, it is certain that any house built on the non-conforming would be as large as possible. It would be the only large house on a small lot in the neighborhood. It would be close to everything around it. Utterly unique in the neighborhood.

I also took the time to look at another area of Shoreview where a lot had been subdivided and developed on two non-conforming lots in an older area. I looked at 3297 Owasso Heights Drive. Two homes were built, with variances. These homes actually fit into the neighborhood. This is in part because that neighborhood is characterized by many homes built close together, perhaps due to its proximity to Lake Owasso. There are multi-million dollar homes a stone's throw from a row of homes built very close to each other on narrow lots. To build two homes on non-conforming lots in a neighborhood full of non-conforming lots, makes sense. Even so, there is more consistency in the setback of these two homes than what is proposed for Rustic Place.

To conclude, the variance requested is no minor change . We believe that the Practical Difficulties are caused solely by the property owner. We believe that a variance, if granted, would dramatically alter the character of the neighborhood. By awkwardly placing a house, close to the street, on a small lot, in a manner completely different than the other houses in the area, with one more driveway in a very short distance, the roomy and spacious character of the neighborhood would be gone forever. If granted, the result would be quite different from what has been done in other parts of our city. We request that the planning commission deny the request for variance and minor subdivision.

Sincerely,

Dennis and Denise Hamilton

3633 Rustic Place

Shoreview, MN 55126

651 766 2592 home, 612 709 0975 cell, sedeni@msn.com

January 3, 2014

Dear Shoreview City Council Members:

This letter is in opposition to the appeal for a variance for the property located at 181 St. Marie St. (Property identification # 25.30.23.44.0019). We would like to address the claims stated in the first paragraph of that appeal.

#1 The applicant claims that the Planning Commissions denial of his request was unreasonable. This is strictly a matter of opinion based upon your point of view. For many of the residents who live in that neighborhood including us it was a very reasonable decision.

#2 The applicant claims that the decision of the commission was arbitrary. I hardly think that the men and women who make up the Shoreview Planning Commission base their decision on personal whims and random choice.

#3 The applicant claims that the decision by the commission was capricious. Again I do not think that the commission members are given to sudden changes in mood or behavior that would determine their decisions.

Clearly the applicant is employing highly charged emotional language in an attempt to sway the City Council's decision. We as residents of Rustic Place applaud the Planning Commission for listening to the people who live in the neighborhood and for closely reviewing the city regulations and in this case abiding by them.

The last claim that I would like to address is the one stating that the addition of this single dwelling house would not alter the essential character of the neighborhood. Of course that also is a matter of opinion based upon whose point of view you take. We who live here do think it will alter the character of our neighborhood. The large spacious lots that make up our Rustic Place Neighborhood is very precious to us and is a key factor to the

character of the place. It is why we live here and pay the possibly higher taxes due to the larger lot sizes. We want to keep this element in tact and we feel that the applicant does not have this same vested interest in our neighborhood.

Finally, since the Planning Commission has already denied the request for variance in a unanimous vote, we would hope that the City Council will back up the Planning Commissions decision in this matter.

Sincerely,

Tim and Katie Cunningham

3651 Rustic Place

Shoreview, MN 55126

TO: Mayor, City Council, City Manager
FROM: Rob Warwick, Senior Planner
DATE: January 2, 2014
RE: File No. 2506-13-33, Carol and Ben Osterbauer/Zawadski Homes, 244 Grand
(and adjacent vacant land), Planned Unit Development – Concept Stage

Introduction and Background

Zawadski Homes, submitted a Planned Unit Development – Concept Stage application for the development of the property at 244 Grand Ave., 244 North Owasso Boulevard, and adjacent vacant land. The property is currently developed with one single-family dwelling at 244 Grand Ave., and is approximately 2.75 acres in area.

The property was acquired by Mrs. Osterbauer's father, John Haggemiller, in about 1935, and has remained in family ownership since that time. Zawadski Homes has entered into a purchase agreement with the property owner and is proposing to subdivide the property into 10 lots for construction of detached single-family homes.

Site Characteristics

The property was platted in 1890, as part of the plat of *Owasso*. Platted lots in *Owasso* typically were 40-feet by 130-feet, and intended for use as sites for seasonal cabins. The plat dedicated public streets and alleys, with 60-foot and 20-foot right-of-way widths, respectively. Most of the platted streets and alleys remain in public ownership, although most have not been improved. A copy of the plat showing the status of public improvements, and an aerial photo are attached.

The property is bounded on the north by Grand Ave., which is improved with an asphalt street from Soo St. to the house at 244 Grand Ave. The platted street extends west to the east shore of Lake Wabasso. An improved road surface has not been installed in this platted section, however municipal water and sanitary sewer have been constructed within the street right-of-way. North Owasso Boulevard is the south site boundary, and this street is improved throughout its length, including municipal utilities. An unimproved 20-foot wide alley is located between the two streets; and an unimproved portion of Centre Street also crosses the property north to south, and this short street segment is about 280 feet long extending from North Owasso Blvd. to the unimproved portion of Grand. Overhead utility wires and supporting poles are located in the unimproved portions of both Centre St. and Grand Ave.

The property is wooded with mature trees dominated by cottonwood and oak. Several outbuildings are located on the vacant portions of the property.

Project Summary

The applicant proposes to re-plat the property with a total 10 lots for development with detached single family homes. There are four lots with frontage on North Owasso Boulevard and six lots with frontage on Grand Ave. Access to the lots on Grand Ave. is proposed with private shared driveways connecting the dwellings with the improved portions of Centre St. and Grand Ave. providing access to the public street system. A pedestrian trail is shown within the north-south segment of Centre St. that will provide a neighborhood connection to the City trail on the north side of North Owasso Blvd.

Planned Unit Development

Development of this site is being reviewed via the Planned Unit Development process due to the applicant's proposed use of private driveways. The Planned Unit Development (PUD) process is used to encourage or provide flexibility, creativity, and innovation in the planning and design of development to achieve a variety of objectives related to the Development Code and the City's land use and housing goals.

The PUD Concept Stage application is designed to address the appropriateness of a development proposal from the perspective of general land use compatibility and provides the applicant with an opportunity to submit a general plan showing the basic intent and nature of the development. This process incorporates public review; thereby allowing the applicant to receive comments regarding the proposed development from the City and nearby property owners. It also provides a forum in which specific development issues and potential concerns are called out for further information and analysis during the subsequent Planned Unit Development - Development Stage application review. No formal action is taken on the concept stage application by the City Council or Planning Commission.

Staff Review

The concept plan has been reviewed by staff in accordance with the PUD review criteria, general land use compatibility with the Comprehensive Plan, and the subdivision regulations specified in the Development Code. The review here discusses key issues associated with this concept plan.

Planned Unit Development Review Criteria

The proposed development needs to satisfy certain objectives in order to be approved through the PUD process. Proposals that do not comply with the minimum standards of the Development Code need to provide a benefit to the city by meeting certain objectives including but not limited to: housing, sustainable and high quality building design, and innovative stormwater management. These will be addressed with the Development Stage application, if deviations to the Code are proposed.

Comprehensive Plan Consistency

The Comprehensive Plan designates this property as RL, Low-density Residential (0-4 units per acre). The proposed use of the property with single-family detached housing is consistent with this designation.

General Land Use Compatibility

Compatibility is discussed in terms of the existing land use, and the planned land use that is designated in the City's Comprehensive Plan, as shown on an attached excerpt from Map 4-3, Planned Land Use. Area land uses are dominated by detached single-family uses, although a variety of different land uses have been established nearby. The Ramsey County Home is located about 200 feet east of the property on the south side of North Owasso Boulevard, and is designated with an Institutional planned land use. There is a railway line about 500 feet to the east, across Soo Street, with a designation of Railroad.

West of the development site is the Ramsey County park, including picnic facilities and boat launch ramps for both Lake Owasso and Lake Wabasso. The park is designated with a planned land use of Park.

The property is currently zoned R1, where detached single-family uses are a permitted use. An excerpt of the Zoning Map is attached. The surrounding uses are also zoned R1, Detached Residential, except the public works site is zoned UND – underdeveloped, and the commercial properties which are zoned C1 – Retail Service.. The proposed low density residential use is compatible with the zoning, existing, and planned land uses of nearby land.

Density

In areas where the planned land use is designated RL, Low Density Residential, density up to 4 units per acre is permitted. Using the current site area, 2.74 acres, the density proposed is 3.65 units per acre. This density includes the area of portions of right-of-way adjacent to the development that will be proposed for vacation (Centre St. and the alley, as shown on the plan). This density is consistent with the Comprehensive Plan.

Preliminary Plat

At this Concept Stage review, there is not a formal plat application submittal required by the City. The concept plan does, however, identify how the property would be platted. Staff includes a discussion here to assist in the Concept Stage review.

In the R-1 Detached Residential Districts, new lots are required to have minimum width of 75-feet, minimum depth of 125-feet and a minimum area of 10,000 square feet. The 10 lots proposed comply with those dimensional requirements, provided that the City approves the

future application for the vacation of portions of the existing public streets and alleys adjacent to the subject property.

The subdivision standards require that new lots have frontage on dedicated public right-of-way, drainage and utility easements, underground utilities, payment of a public recreational use dedication fee, stormwater management infrastructure, and provision of municipal sewer and water to each resulting dwelling.

Access and Streets

All of the lots have the required frontage on public right-of-way. The Grand Ave. right-of-way does not have an improved road but municipal sewer and water have been installed. The North Owasso Blvd. right-of-way is improved with a street, trail and public utilities. Private driveway access for the proposed lots on Grand Avenue raises concerns regarding maintenance responsibilities, perceived ownership (public v. private) and public safety.

Submittal of this proposal was reviewed by the Public Works Director who indicated that the Capital Improvement Plan has a street improvement project identified for this neighborhood in 2019. This project would include a complete determination of the City's needs regarding roadways, trails and stormwater management. In response to this proposed subdivision, the staff is re-evaluating the timing of at least a portion of this public street improvement project and is looking at the implementation of a small part of these planned improvements in 2014. This improvement project would address concerns identified above and provide improved public street access to both the proposed lots and the wider neighborhood area.

Public safety comments for the development are attached. The Fire Marshall included comments on access conditions for areas of the existing neighborhood where two access points are not currently provided. The attached comment calls out a requirement for the proposed private drives to connect with each other, and to allow access from both the existing improved Grand Ave. and Centre St. for all of the 6 lots proposed on Grand Ave. Similar access points do not exist for the existing alley that is an extension of Janice Street, where 6 existing houses have access over a dead end, 20 foot wide alley, or for the developed portion of Centre Street that terminates without a second access point or an adequate turnaround. A public street improvement project will address these concerns, and provide reliable access for the proposed development and for the existing neighborhood.

Stormwater Management

The property is located in the Ramsey Washington Metro Watershed District, and a RWMWD permit is required. The area currently is served with a drainage ditch along the north shoulder of No. Owasso Boulevard, and that ditch drains directly into Lake Owasso via a culvert under the street at the boat ramp/lake access point on the south side of the street. Within the existing neighborhood, there are no existing stormwater management improvements. A stormwater

management plan will be required as part of any future applications and the plan will need to comply with the watershed district requirements for stormwater quantity and quality control as well as best management practices. Comments of the City Engineer are attached.

Vacation of Public Right-of-Way

The applicant proposes the City vacate public right-of-way, and the formal application for the vacation would occur with the final plat. Staff has anticipated that the 2019 public street project in the neighborhood would determine the need for public right-of-way, and that excess right-of-way would be identified and vacated throughout the neighborhood at that time. For this subdivision, the applicant proposes vacation of certain portions of the alley between North Owasso Blvd. and Grand Ave., and the east half of the segment of Centre St. The areas are shown on the submitted plans.

Staff notes that the portion of Centre St. is used by other nearby owners to access the rear of their properties via an unpaved driveway from No. Owasso Blvd, and that drive continues west from Centre St. in the alley, along a portion of the alley proposed for vacation. There are also overhead utility lines that have been constructed in this street segment. Throughout the neighborhood, other portions of public alley right-of-ways have been vacated by the City upon request by the adjoining property owners. Comments from these property owners indicate that they rely on the existing drive for access to garages and vehicle storage sites on their properties, and they do not favor vacation that will affect that access. Staff notes that while the plan presented to the City was prepared by a surveyor, no field work has been performed. Any subsequent review must include the locations of the traveled drives within the right-of-ways and relative to the portions of the right-of-ways that are proposed for vacation.

Vegetation and Woodlands

The property is wooded with mature trees dominated by cottonwoods and oaks. Staff expects that there will be a significant reduction in the tree cover due to the street improvements and house construction. The applicant prefers to preserve many of the oaks. A tree inventory is required with the Development Stage/Preliminary Plat, and replacement trees must be planted in accordance with Code. Grading activity often disturbs trees, and so tree protection, fencing and wood chips, will be required to protect retained trees during grading and construction.

Public Comment

Property owners within 350 feet the development site were notified of the request, and development notification signs were posted on the property. Six written comments with concerns about changing the nature of the neighborhood, traffic, vegetation, and wildlife have been submitted. Comments from the property owners who use the segment of Centre St. to access the rear of their properties include concerns about the future vacation request. Several

comments express appreciation for the area's dead end streets, while another requests better access for public safety purposes. The comments are attached.

Planning Commission

The Planning Commission reviewed the application at their December 3, 2013 meeting. The Commissioners heard testimony from nearby residents and discussed concerns with the proposed private drives on Grand, additional curb cuts on North Owasso Blvd. that may interfere with trail use, and encouraged creative lot layouts rather than uniformity. There were also concerns with the requested vacation of public streets or alleys that have been used by current residents for their property access. See the draft meeting minutes in the Council packet.

Recommendation

This is the first step in the City's review process for the proposed development of 10 lots for single-family housing. If the applicant chooses to move forward with this proposal, several other approvals are needed from the City, including a Plat and, if necessary, PUD Development Stage zoning approvals.

At this time, the Council is being asked to review the concept plans, and identify issues or concerns regarding the use and the site that may require further attention as the developer considers plans for the subsequent development applications.

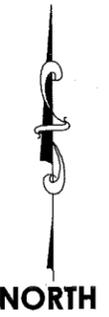
No formal public hearing or action is taken on this PUD Concept application.

Attachments:

1. Location Map
2. Submitted Plan
3. Aerial Photo
4. Plat of Owasso, 1890
5. Zoning Map
6. Planned Land Use Map
7. Memo from Rick Current, Fire Marshal, LJFD
8. Public Comment

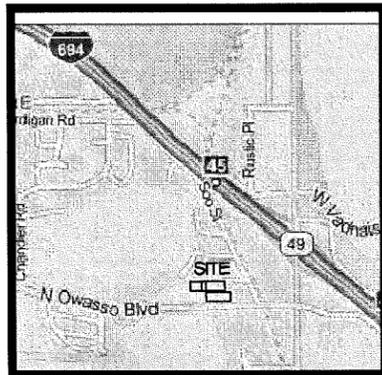
OSTERBAUER PRELIMINARY CONCEPT PLAN

~for~ Zawadski Homes
 ~of~ 244 Grand Avenue
 273 Grand Avenue
 244 Owasso Blvd.

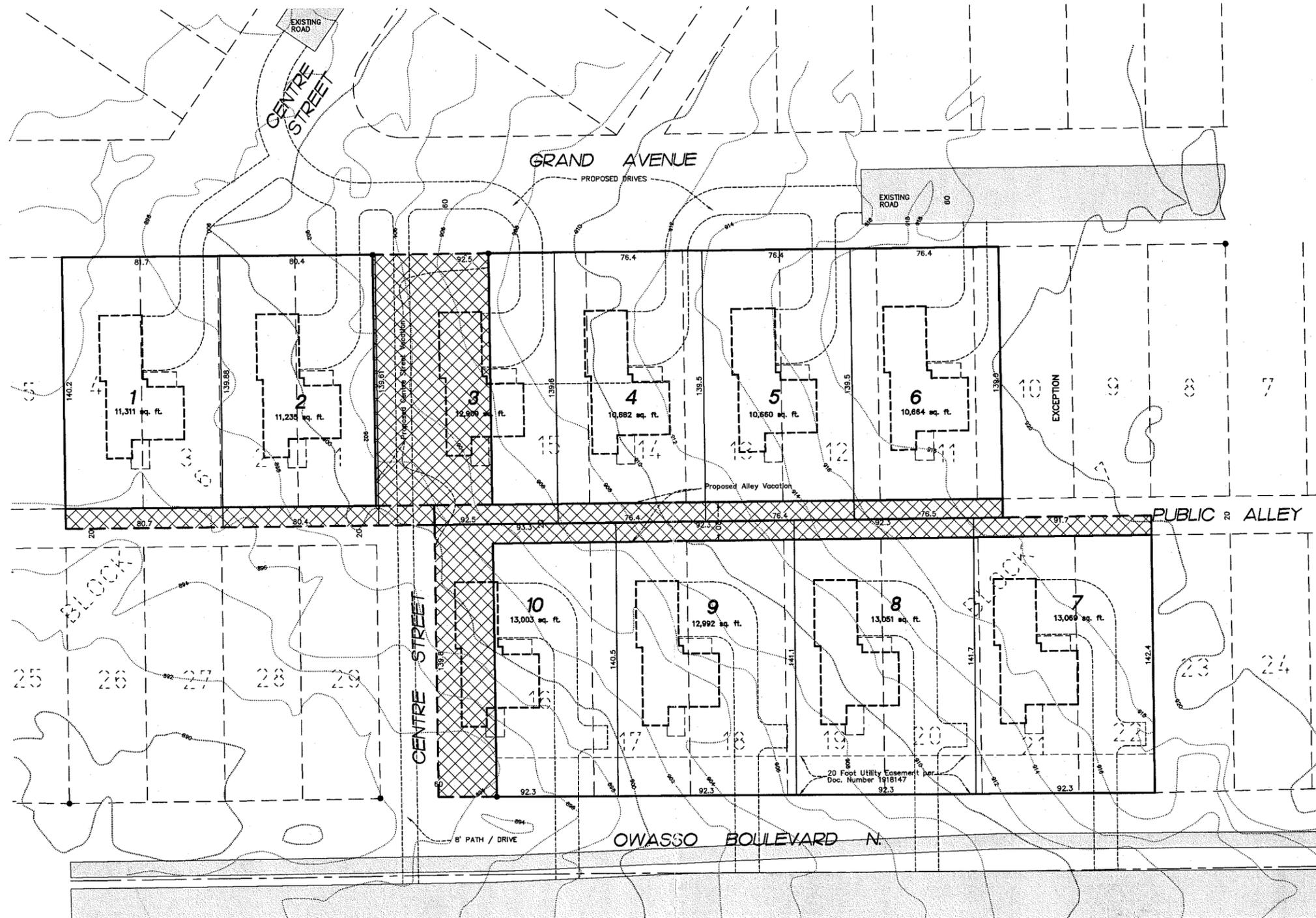


VICINITY MAP

PART OF SEC. 36, TWP. 30, RNG. 23



RAMSEY COUNTY, MINNESOTA
 (NO SCALE)



DEVELOPMENT NOTES:

- Approximate Parcel area (including proposed Centre Street vacation) = 2.74 acres
- Total number of proposed units = 10 units
- Average density = 3.65 units/acre
- Minimum Lot Size = 10,000 sq. ft.

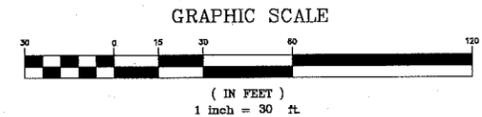
PROPERTY DESCRIPTION

Lots 1 thru 4, Block 6 inclusive, Lots 10 thru 22, Block 7 inclusive, Except the east 37 feet of said Lot 10, all in the plot of OWASSO, Ramsey County, Minnesota.

NOTES

- Existing Zoning = R-1
- No field survey or boundary work completed as of this date.
- Contours shown per Ramsey County G.I.S. mapping.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

DRAWN BY: MMD	JOB NO: 12054PP	DATE: 10/29/13	
CHECK BY: JER	SCANNED		
1	11/04/13	REVISE LAYOUT / ADD DRIVES	MMD
2			
3			
NO.	DATE	DESCRIPTION	BY



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



- Legend**
- City Halls
 - Schools
 - Hospitals
 - Fire Stations
 - Police Stations
 - Recreational Centers
 - Parcel Points
 - Parcel Boundaries

100.0 0 50.00 100.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes
Enter Map Description



OWASSO

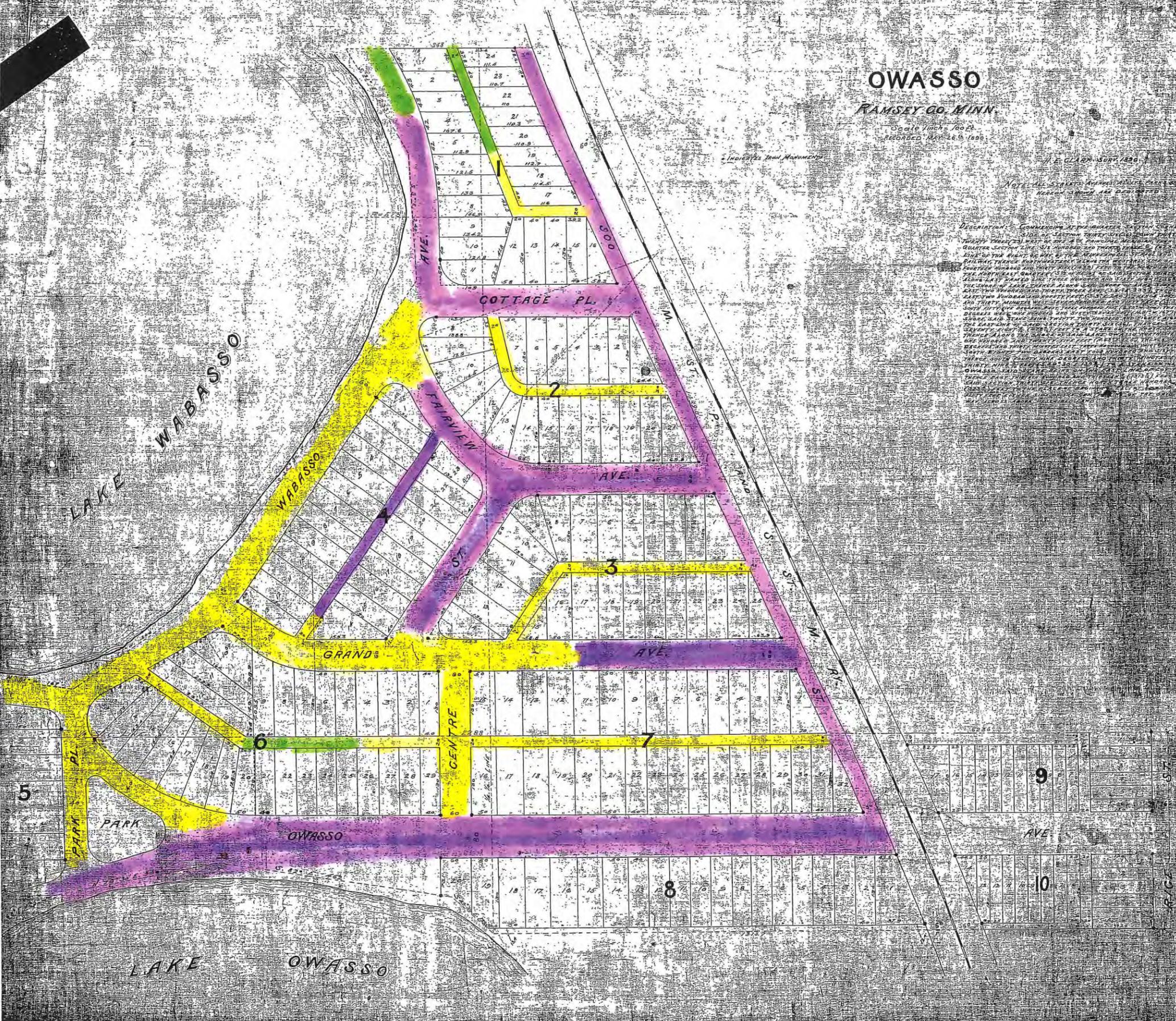
RAMSEY CO. MINN.

Scale 1 inch = 100 ft.
RECORDED MAY 26 1890

J. E. CLARK SURV. 1890

NOTE: ALL STREETS SHOWN ARE DEDICATED
HEREON AS SHOWN AND DESIGNATED

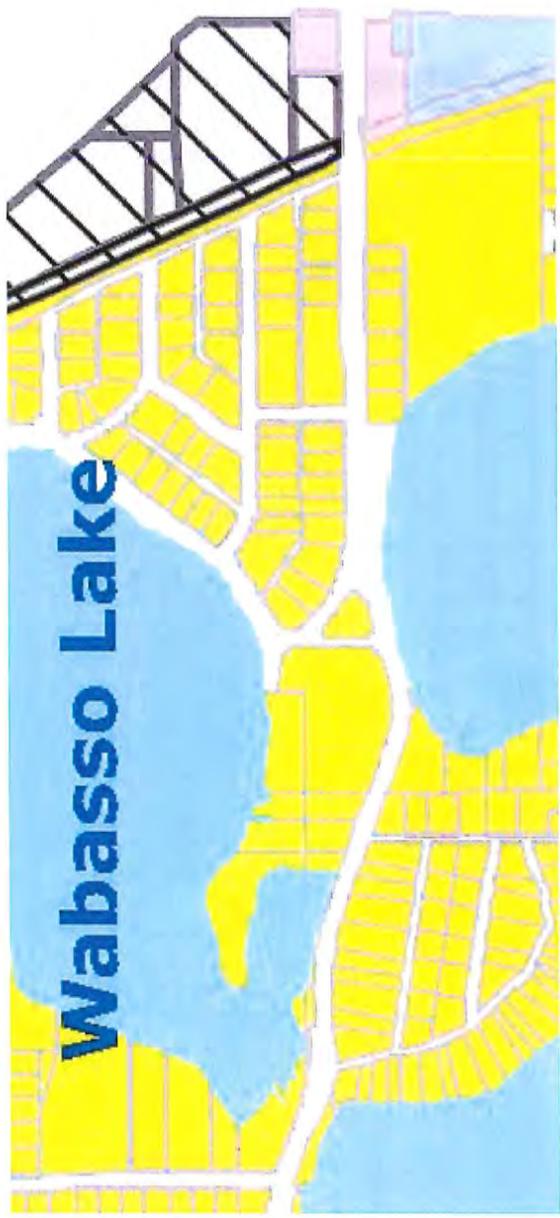
DESCRIPTION: COMMENCING AT THE INTERSECTION OF SECTION 20 AND TOWNSHIP 33 N. R. 10 E. COUNTY OF RAMSEY, MINN. QUARTER SECTION 21; 22; 23; 24; 25; 26; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37; 38; 39; 40; 41; 42; 43; 44; 45; 46; 47; 48; 49; 50; 51; 52; 53; 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 65; 66; 67; 68; 69; 70; 71; 72; 73; 74; 75; 76; 77; 78; 79; 80; 81; 82; 83; 84; 85; 86; 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; 99; 100; 101; 102; 103; 104; 105; 106; 107; 108; 109; 110; 111; 112; 113; 114; 115; 116; 117; 118; 119; 120; 121; 122; 123; 124; 125; 126; 127; 128; 129; 130; 131; 132; 133; 134; 135; 136; 137; 138; 139; 140; 141; 142; 143; 144; 145; 146; 147; 148; 149; 150; 151; 152; 153; 154; 155; 156; 157; 158; 159; 160; 161; 162; 163; 164; 165; 166; 167; 168; 169; 170; 171; 172; 173; 174; 175; 176; 177; 178; 179; 180; 181; 182; 183; 184; 185; 186; 187; 188; 189; 190; 191; 192; 193; 194; 195; 196; 197; 198; 199; 200; 201; 202; 203; 204; 205; 206; 207; 208; 209; 210; 211; 212; 213; 214; 215; 216; 217; 218; 219; 220; 221; 222; 223; 224; 225; 226; 227; 228; 229; 230; 231; 232; 233; 234; 235; 236; 237; 238; 239; 240; 241; 242; 243; 244; 245; 246; 247; 248; 249; 250; 251; 252; 253; 254; 255; 256; 257; 258; 259; 260; 261; 262; 263; 264; 265; 266; 267; 268; 269; 270; 271; 272; 273; 274; 275; 276; 277; 278; 279; 280; 281; 282; 283; 284; 285; 286; 287; 288; 289; 290; 291; 292; 293; 294; 295; 296; 297; 298; 299; 300; 301; 302; 303; 304; 305; 306; 307; 308; 309; 310; 311; 312; 313; 314; 315; 316; 317; 318; 319; 320; 321; 322; 323; 324; 325; 326; 327; 328; 329; 330; 331; 332; 333; 334; 335; 336; 337; 338; 339; 340; 341; 342; 343; 344; 345; 346; 347; 348; 349; 350; 351; 352; 353; 354; 355; 356; 357; 358; 359; 360; 361; 362; 363; 364; 365; 366; 367; 368; 369; 370; 371; 372; 373; 374; 375; 376; 377; 378; 379; 380; 381; 382; 383; 384; 385; 386; 387; 388; 389; 390; 391; 392; 393; 394; 395; 396; 397; 398; 399; 400; 401; 402; 403; 404; 405; 406; 407; 408; 409; 410; 411; 412; 413; 414; 415; 416; 417; 418; 419; 420; 421; 422; 423; 424; 425; 426; 427; 428; 429; 430; 431; 432; 433; 434; 435; 436; 437; 438; 439; 440; 441; 442; 443; 444; 445; 446; 447; 448; 449; 450; 451; 452; 453; 454; 455; 456; 457; 458; 459; 460; 461; 462; 463; 464; 465; 466; 467; 468; 469; 470; 471; 472; 473; 474; 475; 476; 477; 478; 479; 480; 481; 482; 483; 484; 485; 486; 487; 488; 489; 490; 491; 492; 493; 494; 495; 496; 497; 498; 499; 500; 501; 502; 503; 504; 505; 506; 507; 508; 509; 510; 511; 512; 513; 514; 515; 516; 517; 518; 519; 520; 521; 522; 523; 524; 525; 526; 527; 528; 529; 530; 531; 532; 533; 534; 535; 536; 537; 538; 539; 540; 541; 542; 543; 544; 545; 546; 547; 548; 549; 550; 551; 552; 553; 554; 555; 556; 557; 558; 559; 560; 561; 562; 563; 564; 565; 566; 567; 568; 569; 570; 571; 572; 573; 574; 575; 576; 577; 578; 579; 580; 581; 582; 583; 584; 585; 586; 587; 588; 589; 590; 591; 592; 593; 594; 595; 596; 597; 598; 599; 600; 601; 602; 603; 604; 605; 606; 607; 608; 609; 610; 611; 612; 613; 614; 615; 616; 617; 618; 619; 620; 621; 622; 623; 624; 625; 626; 627; 628; 629; 630; 631; 632; 633; 634; 635; 636; 637; 638; 639; 640; 641; 642; 643; 644; 645; 646; 647; 648; 649; 650; 651; 652; 653; 654; 655; 656; 657; 658; 659; 660; 661; 662; 663; 664; 665; 666; 667; 668; 669; 670; 671; 672; 673; 674; 675; 676; 677; 678; 679; 680; 681; 682; 683; 684; 685; 686; 687; 688; 689; 690; 691; 692; 693; 694; 695; 696; 697; 698; 699; 700; 701; 702; 703; 704; 705; 706; 707; 708; 709; 710; 711; 712; 713; 714; 715; 716; 717; 718; 719; 720; 721; 722; 723; 724; 725; 726; 727; 728; 729; 730; 731; 732; 733; 734; 735; 736; 737; 738; 739; 740; 741; 742; 743; 744; 745; 746; 747; 748; 749; 750; 751; 752; 753; 754; 755; 756; 757; 758; 759; 760; 761; 762; 763; 764; 765; 766; 767; 768; 769; 770; 771; 772; 773; 774; 775; 776; 777; 778; 779; 780; 781; 782; 783; 784; 785; 786; 787; 788; 789; 790; 791; 792; 793; 794; 795; 796; 797; 798; 799; 800; 801; 802; 803; 804; 805; 806; 807; 808; 809; 810; 811; 812; 813; 814; 815; 816; 817; 818; 819; 820; 821; 822; 823; 824; 825; 826; 827; 828; 829; 830; 831; 832; 833; 834; 835; 836; 837; 838; 839; 840; 841; 842; 843; 844; 845; 846; 847; 848; 849; 850; 851; 852; 853; 854; 855; 856; 857; 858; 859; 860; 861; 862; 863; 864; 865; 866; 867; 868; 869; 870; 871; 872; 873; 874; 875; 876; 877; 878; 879; 880; 881; 882; 883; 884; 885; 886; 887; 888; 889; 890; 891; 892; 893; 894; 895; 896; 897; 898; 899; 900; 901; 902; 903; 904; 905; 906; 907; 908; 909; 910; 911; 912; 913; 914; 915; 916; 917; 918; 919; 920; 921; 922; 923; 924; 925; 926; 927; 928; 929; 930; 931; 932; 933; 934; 935; 936; 937; 938; 939; 940; 941; 942; 943; 944; 945; 946; 947; 948; 949; 950; 951; 952; 953; 954; 955; 956; 957; 958; 959; 960; 961; 962; 963; 964; 965; 966; 967; 968; 969; 970; 971; 972; 973; 974; 975; 976; 977; 978; 979; 980; 981; 982; 983; 984; 985; 986; 987; 988; 989; 990; 991; 992; 993; 994; 995; 996; 997; 998; 999; 1000.



PAVEMENT/STREET STATUS:
UN-IMPROVED
IMPROVED
VACATED

Zoning Classifications

- RE - Residential Estate
- R1 - Detached Residential
- R2 - Attached Residential
- R3 - Multi-Dwelling Residential
- R4 - Mobile Home Residential
- C1 - Retail Service
- C2 - General Commercial
- OFC - Office
- I - Industrial
- T - Tower
- OS - Open Space
- PUD - Planned Urban Development
- UND - Urban Under Developed
- BPK - Business Park
- Water



Excerpt from the Shoreview Zoning Map,
March 9, 2009



-  PDA Boundaries
- Planned Land Use**
-  Residential (up to 4 units/acre)
-  Residential (4 - 8 units/acre)
-  Residential (8 - 20 units/acre)
-  High Density Senior Residential
-  Office
-  Commercial
-  Mixed Use
-  Business Park
-  Tower
-  Light Industrial
-  Institutional
-  Park
-  Recreational Open Space
-  Natural
-  Railroad
-  Open Water

Excerpt from Map 4-3,
 Planned Land Use,
 2008 Shoreview
 Comprehensive Plan



LAKE JOHANNA FIRE DEPARTMENT

5545 LEXINGTON AVENUE NORTH • SHOREVIEW, MN 55126
OFFICE (651) 481-7024 • FAX (651) 486-8826

November 15th, 2012

To: Rob Warwick

From: Rick Current

File No. 2506-13-33

Rob,

Below are my comments on this project.

- Hydrants to be located to meet the 300' distance between
- Access road to be minimum 12' wide
- Access road to be maintained for access
- Clear address labeling of houses
- Connecting private road to Center & Janice Street would be highly recommended

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Current".

Rick Current
Fire Marshal
Lake Johanna Fire Department

Date: November 26, 2013

To: Rob Warwick, Senior Planner

From: Mark Maloney, Public Works Director
Tom Wesolowski, City Engineer

Subject: Osterbauer Preliminary Concept Plan Review

The City of Shoreview Engineering staff has reviewed the Osterbauer preliminary concept plan and has the following comments:

1. The proposed project is located within the jurisdiction of the Ramsey-Washington Metro Watershed District (RWMWD). The entire development will disturb more than 1-acre, so a permit from the RWMWD will be required. The City requires that all information that is submitted to Ramsey-Washington as it relates to the proposed development also be sent to the City of Shoreview.
2. Water main and Sanitary Sewer is located within the Grand Avenue and Owasso Boulevard N. right of way and available to service the proposed lots. The record drawings show there may be some water and sanitary sewer services in the development area. These services are required to be abandoned at the mains or as required by the City Engineer.
3. The reconstruction of the improved portion of Grand Avenue is proposed as part of a larger project programmed for 2019 that includes the neighborhood to the north. As part of that project Grand Avenue was to be extended to the west and connected to Centre Street and Janice Street. If the development project proceeds the City would require the reconstruction of the improved portion of Grand Avenue and extension to the west be constructed as a public improvement project to be completed in conjunction with the development.

Completing the extension of Grand Avenue would provide multiple benefits to the Developer. The homes along Grand would have direct access to a public roadway that would be maintained by the City. The stormwater treatment requirements from the RWMWD could be addressed by the stormwater collection and treatment system that would be installed with the road. Public safety would also be improved by providing additional access points and a roadway wide enough to accommodate emergency vehicles.

The Developer portion of the costs associated with extending Grand Avenue would be negotiated with the City.



Robert Warwick <rwarwick@shoreviewmn.gov>

Comments on Zawadski Homes PUD File#2506-13-33

Frederick Gelbmann <rickg50@yahoo.com>

Mon, Nov 18, 2013 at 10:16 AM

Reply-To: Frederick Gelbmann <rickg50@yahoo.com>

To: "rwarwick@shoreviewmn.gov" <rwarwick@shoreviewmn.gov>

Cc: Paul Gelbmann <4email2paul@gmail.com>

Mr. Warwick,

Thank you for the information regarding the Zawadski Homes Planned Unit Development proposal.

I am writing on behalf of my mother, Lois Gelbmann who resides at 294 Janice Ave. just west of the proposed development.

Overall she does not have major concerns about the proposed development but she does have a concern with another issue that may need to be considered in the design of the Zawadski site.

Her concern is related to the limited emergency vehicle access along Janice Avenue due to the single lane and dead end nature of the roadway. Two times last winter I was not able to reach my mother's house by car for more than 20 minutes due to blockage by large vehicles in the roadway. I believe this is a public safety response time issue that needs to be addressed.

While I understand that the Janice Avenue emergency vehicle access issue is separate from the Zawadski Homes proposal I believe there may be an opportunity to plan the roadways in a way that will facilitate the future resolution of the Janice Avenue vehicle access issue.

The question I would like you and the Planning Board to consider is:

What modifications to the Zawadshi proposed plans can be made that would facilitate resolution of the Janice Avenue vehicle access issue?

I would be happy to further discuss our concerns and ideas with you. You may reach me via email or by calling the phone number listed below.

Regards,

Rick Gelbmann
651 429-5125

RECEIVED
NOV 22 2013
BY: _____

Zawadski Homes
Planned Unit Development-Concept Stage
File No. 2506-13-33

Comments:

MY GREATEST CONCERNS ARE INCREASED TRAFFIC TO
A QUIET NEIGHBORHOOD, POSSIBLE FUTURE ASSESSMENTS FOR
ROAD IMPROVEMENTS, STORM SEWER ECT., PROPERTY TAX
INCREASES, DAMAGES TO EXISTING ROADS DURING
CONSTRUCTION (CEMENT TRUCKS, LUMBER TRUCKS).
THINGS ABOUT ARE MY PUBLIC CONCERNS, PERSONALLY
I'D MUCH RATHER HAVE WOODS TO WALK THROUGH THAN
A HOUSING DEVELOPMENT.

Name: Michelle Swenson
Address: 262 JANICE ST

RECEIVED

NOV 25 2013

Zawadski Homes
Planned Unit Development-Concept Stage
File No. 2506-13-33

Comments:

Having lived in my 297 N. Duwasse Blvd home for fifty-seven years - I am concerned of the plans, I'm so use to the woods being there - it would be quite different looking, some for the good - some not. Now the concerns would be - will this make my taxes higher? The bigger concern is: Years ago when the Krois - put in all the houses further down on N. Duwasse - the sewer couldn't handle all the added sewage and we had it back up in our basement - not once but three times. We were building and had a big loss of material - after fighting with the city - we got a "big \$500". Will that happen again? Many of the new neighbors, probably don't even know about that.

Name:

Mary Lane Kish

Address:

297 N. Duwasse Blvd

t:/2013pcf/2506-13-33 248 grand/neighborhood survey

P.S. When would this project start and how long will it take? Will it effect the traffic?

RECEIVED

NOV 25 2013

Zawadski Homes
Planned Unit Development-Concept Stage
File No. 2506-13-33

Comments:

WE HAVE LIVED ON CENTRE ST. FOR 29 1/2 YEARS.
THE ORIGINAL IMPETUS FOR HAVING A HOME HERE WAS: A) THE
WOODS; B) DEAD END STREETS W/FEW HOUSES; WHICH: C) LEFT FOR LITTLE
TRAFFIC; D) THE ECLECTIC NATURE OF THE HOUSES; E) MUCH MORE
UPON PERUSAL OF THIS PROPOSED DEVELOPMENT WE FEEL STRONGLY
THAT THIS SHOULD NOT HAPPEN - AT LEAST AS SHOWN HERE.

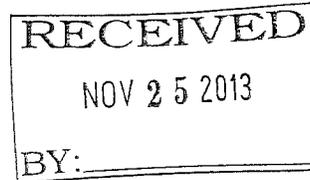
1. WE CAN'T VISUALIZE 10 HOUSES IN THE AREA DESCRIBED
SEEMS LIKE TOO MANY FOR THE SPACE.
2. LARGE AMOUNTS OF WOODLOT AND TREES WOULD BE REMOVED AT GREAT
DAMAGE TO THE ESSENTIAL NATURE OF THIS AREA NEIGHBORHOOD.
3. MAJOR WILDLIFE DISLOCATION WILL OCCUR.
4. TRAFFIC WILL INCREASE IN TOO LARGE AN INCREMENT FOR THE AREA.
BASICALLY, WE CANNOT ENDORSE PROCEEDING WITH THIS DEVELOPMENT.
THANK YOU FOR THE CHANCE TO COMMENT.

Name: GREG CHRISTIANSEN
Address: 3392 CENTRE ST.
SHOREVIEW, MN 55126
651-558-1506

November 24, 2013

TO: Rob Warwick, Senior Planner
City of Shoreview

FROM: Paul & Kathy Connolly
3384 Centre Street, Shoreview



Dear Mr. Warwick,

Thank you for your request for comment regarding the proposed redevelopment of the Hagemiller/Osterbauer property. As one of the homeowners that reside at the very end of Centre St. we will be one of the most impacted by this proposal. We've lived in our home on Centre St. for 17 years and enjoy the fact that this neighborhood is a hidden gem. Our knee-jerk reaction to this proposal was, of course, negative. We did not want to see our quiet little neighborhood on a street that goes nowhere, developed. However, to be fair, Paul & I had a discussion regarding the pros and cons of this taking place.

Our greatest concerns are the number of homes slated for construction, and the quality of the homes.

- o We would prefer to see not more than 7 homes built to allow for larger, prettier lots that retain more green space
- o With fewer homes built there will be less additional traffic, noise and people; we would like to retain the quiet, secluded nature of this neighborhood
- o It doesn't seem as though there is enough land for 10 homes; will the homes be small and inexpensive attracting lower income buyers, and thereby causing value depreciation of the existing homes in the neighborhood?

For the last 14 years we've had 2 dogs. Pretty much every morning I've walked them through the dead end of Centre St. to the regional park. During these walks through the "woods" we've encountered a great deal of wildlife; deer, opossum, raccoons, red fox, muskrats, not to mention countless squirrels and rabbits. Most of these animals have also traipsed through our front yard. We enjoy the fact that our neighborhood butts up to the regional park and attracts this wildlife. A public trail sounds nice. Is there an opportunity to expand on the trail idea and specifically plan for some "wild/green" space within the development that could still attract these animals; A kind of corridor between the homes and the park? We don't want to see this development completely demolish the woods and the wildlife that are part of our quality of life here.

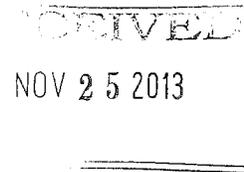
If Zawadski Homes is willing to move forward with their development in a manner that is sensitive to the reasonable wishes of the folks that have lived in this neighborhood for so long, we believe it could be mutually beneficial.

Sincerely,

A large, stylized handwritten signature in black ink that reads "Kathy Connolly". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Kathy Connolly
651.486.6885

November 25, 2013



Notes to the Planning Commission regarding the Osterbauer preliminary concept plan

My name is Brian Klassen and my family and I live at 271 Owasso Blvd North. My residence comprises lots 28 and 29 that lie just to the west of the undeveloped Centre Street. My comments involve the partial vacating of Centre Street and the introduction of a bike path running along the eastern boundary of my property.

Firstly, my concern is that such a plan would not allow access to the rear of my property where I now store a motor home and a small trailer. Currently I and my neighbor to the west (lots 26 & 27) use this corridor (the western side of Centre St) on a regular basis.

Secondly, I fear adding a new bike path on the eastern edge of my property to the already existing bike path on the southern edge of my property would result in excessive pedestrian/bike traffic and decreased privacy for me and my family.

In response, I would like to propose that Centre Street be vacated in its entirety with the western part of Centre Street adjacent to lot 29 turned over to myself. That would ensure that my neighbor and I would continue to have access to the rear of our properties.

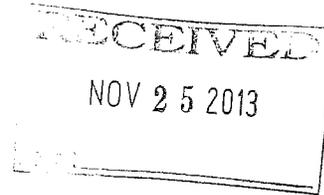
I concur with the proposal to vacate the alley behind lots 26 through 29 which makes sense if the city is going to vacate all or portions of Centre Street.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Brian Klassen".

Brian Klassen
271 North Owasso Blvd
Shoreview, MN 55126
651.482.8733



Zawadski Homes
Planned Unit Development-Concept Stage
File No. 2506-13-33

Comments:

I HAVE CONCERNS ABOUT THE ALLEY. WE USE THE THE ALLEY AND CONROL ST. TO ACCESS OUR HOME. OUR GARAGE FACES THE ~~ALLEY~~ ALLEY SO WE NEED THAT TO GET INTO THE GARAGE. I AM ALSO INTERESTED IN THE LOTS ~~BEHIND~~ BEHIND MY HOUSE (AND THE GARAGE THAT IS THERE) I WILL BE AT THE MEETING.

Thank you

Name: LEE BRINDELSON
Address: 277 N. OLWASO BLVD

651-253-4866

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2014 calendar year.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting
January 6, 2014

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 27, 2013

**SUBJECT: DESIGNATION OF LEGAL NEWSPAPER FOR THE 2014
CALENDAR YEAR**

INTRODUCTION

The City Council is being asked to designate a legal newspaper for the 2014 calendar year.

BACKGROUND

Minnesota Statute 412.831 states that “the council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

Last year, the Shoreview-Arden Hills Bulletin was designated by the City Council as the city’s legal newspaper.

DISCUSSION

Two quotes were submitted for the City Council’s consideration:

	<u>2013 rate</u>	<u>2014 rate</u>
Shoreview-Arden Hills Bulletin*	\$3.25 per column inch	\$3.50 per column inch
Shoreview Press	\$4.60 per column inch	\$4.69 per column inch

* 2013 legal newspaper

In 2013, the city spent approximately \$1350 for the cost of publishing legal notices. The rates submitted by the Shoreview Press are about 34% higher than the Shoreview-Arden Hills Bulletin.

The Shoreview Press is published on a bi-weekly schedule and staff feels that the Shoreview-Arden Hills Bulletin better suits the needs of the City regarding the placement of timely legal notices.

During the last eight years, the Shoreview-Arden Hills Bulletin was selected as the City’s legal newspaper in 2009, 2012, and 2013 and the Shoreview Press was selected as the City’s legal newspaper for 2006, 2007, 2008, 2010 and 2011.

RECOMMENDATION

Staff is recommending that the City Council designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the 2014 calendar year.



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 10, 2013

Ms. Terri Hoffard
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126

Dear Ms. Hoffard:

The *Shoreview Press* wishes to be considered as your official newspaper for 2014.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to legals@presspubs.com - clearly labeling them as "Legal Notices."

There will be a slight increase in the rate for our legal notices this year due to increased material costs. We are asking for \$4.69 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices for the *Shoreview Press* is every other Wednesday by 5:00 p.m. for the following Tuesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber
Legal Notice Coordinator

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

November 13, 2013

Terry Schwerm
City Manager
Shoreview City Hall
4600 Victoria St. N.
Shoreview, MN 55126-5817

Dear Mr. Schwerm:

Thank you for the opportunity to bid on public notice publication services for the City of Shoreview. The *Bulletin* has been serving the needs of the Shoreview area for 38 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Shoreview area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Shoreview area residents look to the *Shoreview-Arden Hills Bulletin* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Bulletin* has the official designation of the neighboring communities of Arden Hills and New Brighton, along with Mounds View School District 621.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Anne Thillen, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$3.50 per column inch for a one-time publication
\$3.25 per column inch for each additional publication

Thank you for considering the *Shoreview-Arden Hills Bulletin* as the official legal newspaper for the City of Shoreview for 2014. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint the following individuals to the committees/commissions listed below:

<u>Committee/Commission</u>	<u>Name</u>	<u>Term Ending</u>
Bikeways and Trails Committee	Ted Haaf	January 31, 2017 January 31, 2016 January 31, 2015
Economic Development Commission	Jason Schaller	January 31, 2015
Environmental Quality Committee	Paige Ahlborg Lynne Holte	January 31, 2017 January 31, 2017
Human Rights Commission	Mary Yee Johnson Lisa Wedell Ueki	January 31, 2017 January 31, 2017
Lake Regulations Committee		January 31, 2016 January 31, 2016
Parks and Recreation Commission	Sarah Bohnen	January 31, 2015
Planning Commission		January 31, 2017 January 31, 2017
Public Safety Committee	Edward Povlinski Treverse Guess Nicole Hertel	January 31, 2016 January 31, 2016 January 31, 2017

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting
January 6, 2014

TO: MAYOR AND CITY COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 23, 2013

SUBJECT: APPOINTMENTS TO VARIOUS COMMITTEES/COMMISSIONS

INTRODUCTION

The City Council is being asked to make appointments to the Bikeways and Trails Committee, Economic Development Commission, Environmental Quality Committee, Human Rights Commission, Lake Regulations Committee, Parks and Recreation Commission, Planning Commission and Public Safety Committee.

BACKGROUND

Vacancies were advertised in the local newspapers and applications were received as follows:

Bikeways and Trails Committee	Muriel Zhou* Jason Schaller* Ted Haaf
Economic Development Commission	Kenneth Hess* Jason Schaller*
Environmental Quality Committee	Lynne Holt Paige Ahlborg Joan Pinkney Muriel Zhou* Jason Schaller* Nicole Hertel*
Human Rights Commission	Jason Schaller* Ted Guess* Nicole Hertel* Mary Yee Johnson Heather Besonen Lisa Wedell Ueki*
Lake Regulations Committee	Kenneth Hess* Bill Theilacker

Parks and Recreation Commission	Jason Schaller* Sarah Bohnen Muriel Zhou* Jason Schaller*
Planning Commission	Deb Ferrington Kent Peterson Patricia Evans (withdrew) Kenneth Hess* Muriel Zhou* Jason Schaller* Craig John
Public Safety Committee	Edward Povlinski Muriel Zhou* Kenneth Hess* Jason Schaller* Ted Guess* Nicole Hertel* Lisa Wedell Ueki*

*Applied for various committees/commissions

All applications are attached for the Council's review, including applications for people who have not been recommended by a committee/commission. Some of the candidates are seeking appointment to other committees if there are openings. Also attached is a committee/commission update showing the number of vacancies on each committee.

Bikeways and Trails Committee

The Bikeways and Trails Committee currently has six members and can have between 7-9 members. Three applications were received for this committee. The committee reviewed the applications at their November meeting and recommended the appointment of Ted Haaf. The committee did not recommend other applicants since their applications appeared to indicate stronger interest other committees.

Economic Development Commission

The Economic Development Commission interviewed Kenneth Hess and Jason Schaller at their meeting on December 17, 2013 for their one vacancy. The Commission was unanimous in their decision to recommend the appointment of Jason Schaller.

Environmental Quality Committee

The Environmental Quality Committee currently has eight members with one member not wishing to be reappointed. The committee can have between 7-9 members. Six applications

were received for this committee. The committee members reviewed the applications and have recommended that Paige Ahlborg and Lynne Holt be appointed.

Human Rights Commission

The Human Rights Commission conducted interviews with Lisa Wedell Ueki, Mary Yee Johnson and Heather Besonen for the two vacancies on the Commission. Following the interviews, the Commission discussed the candidates and indicated that they were fortunate to have such well qualified candidates interested in serving on the Commission. It was noted that each candidate would bring different strengths to the Commission. Based on their interviews and number of years in the community, the Commission recommended that Mary Yee Johnson and Lisa Wedell Ueki be appointed to the two vacancies on the Commission.

Lake Regulations Committee

The Lake Regulations Committee currently has only three members since two of the existing members do not wish to be reappointed, which leaves them with six vacancies. Three applications were received from individuals interested in serving on this committee. Since the committee doesn't meet on a regular basis (1-2 times per year) they have not had a chance to review these applications. Even if the City Council appoints the two members who have expressed interest in this committee (Ken Hess and Bill Theilacker) and have not been recommended for appointment to another committee (Jason Schaller), this committee will only have 5 members. The Council may want to meet with this Committee to discuss their future direction before making these appointments.

Parks and Recreation Commission

The Parks and Recreation Commission has eight members and can have 7-9 members. Three applications were received and the commission recommends appointing Sarah Bohnen to fill the one vacancy.

Planning Commission

The City Council interviewed five applicants for the two vacancies on the Planning Commission. Interviews were conducted with Deb Ferrington (who is a current member of the Commission), Ken Hess, Muriel Zhou, Jason Schaller, and Kent Peterson.

Public Safety Committee

Seven applications were received and the committee currently has only five members and can have eight citizen members. The committee is currently reviewing its mission and committee structure now that includes representatives from the Sheriff's Department, Fire Department and Allina which brings the total membership to 11. Staff believes it would be better to structure this committee in the same manner as other committees with service providers serving as resources to the committee as opposed to official committee members. If this change is made, it would provide one additional opening on the committee. The committee did review the applications

received and recommends the appointment of Edward Povlinski, Treverse Guess, and Nicole Hertel to fill their current vacancies.

RECOMMENDATION

It is recommended that the City Council appoint the individuals to various committees/commissions as listed on the attached motion sheet.



Shoreview

Citizen Advisory Committees and Commissions Application Form

Name Paige Ahlborg

Address 4221 Shirlee Ln N

Shoreview

*Home phone number 612.770.7413 *Work phone number 651.792.7964

E-mail paige.ahlborg@rwmwd.org

How long have you lived in the City of Shoreview? 6 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No *(will be out of town for the 12/23 meeting)*

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? All responsibilities of the Environmental Quality

Committee interest me. My specific areas of interest

and knowledge are reviewing development proposals for

environmental concerns and stormwater quality.

Briefly describe your work experience or other background information that would relate to this committee. I have worked for the Ramsey-Washington Metro Watershed

District (RWMWD) for 6 1/2 years. As Watershed Project Manager, I manage the District permit program and Best Management Practice (BMP)

incentive program. I review construction plans for compliance with District rules and work with people to install BMPs on their property.

Please list other organizations or clubs that you have participated in. _____

National Park Service Volunteer - Habitat Restoration Crew

Leader, 5 years

Certified in U of M Construction Site Management and Design of Construction SLOPPP

Why would you like to serve on this committee or commission? I have always had a passion for improving the environment and believe that starts at the local level. I feel that the knowledge I have gained from my time

at RWMWD will be an asset to the committee and will offer

Additional Comments: great value to the decisions the committee has to make.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Paige Alley
Signature

10/23/13

Date

**Citizen Advisory Committees and Commissions
Application Form**

Name: Heather Besonen

Address: 3336 Emmert Street, Shoreview, MN 55126

* Home Phone Number: 612-845-2989

* Work Phone Number: N/A

Email: hbesonen@gmail.com

How long have you lived in the City of Shoreview: 1 year

Is there any reason you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in serving on more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority*
- Economic Development Commission*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

Both my education and employment backgrounds have provided me with a solid understanding of the social and economic impact of discrimination. I am particularly interested in promoting equal opportunity for all citizens in the areas of housing and employment. I also have a deep interest in promoting access to socio-economic benefits (such as technology, positive changes in the physical environment and ecological changes) that help to supply access to housing, employment, public accommodations, public services and education.

Briefly describe your work experience or other background information that would relate to this committee.

From 2007 until 2011 I held the position of Senior Human Resources Generalist at CommonBond Communities (CBC). CBC is the Upper Midwest's largest nonprofit provider of affordable housing with on-site services. As a Senior Generalist I functioned as Intake Representative, ensuring all employee

complaints, harassment allegations and civil rights complaints were thoroughly investigated, recorded and reported. I often served as company representative in communications with the St. Paul Department of Human Rights and EEOC and advised senior management in all types of employee relations concerns. I have experience partnering with attorneys and insurance companies on EEOC and workers compensation claims and settlements. Prior to that I worked in human resources and operations at Whole Foods Market.

In 2008 I wrote a paper on how discrimination in housing policy creates restricted access to other social opportunities and ultimately bars positive change in economic status. The analysis centered on how the location of employment opportunities in relation to the location of affordable housing opportunities affects economic status. The paper included an analysis of housing opportunity in Minnesota and the correlation between employment opportunities and housing costs.

Please list other organizations or clubs that you have participated in.

I currently serve as a Member at Large for the Roseville Area Schools Early Childhood Family Education Program's Advisory Council. My formal responsibilities on the council include Volunteer Coordinator and Donations Coordinator; my informal duties range from public speaking to purchasing. I've participated in various volunteer opportunities including the Shingle Creek Parkway Neighborhood Association and the Sponsor a Family Program run by Catholic Charities and Lutheran Social Services.

Why would you like to serve on this committee or commission?

I am committed to empowering every citizen of Minnesota with the ability to enjoy all benefits of society. I believe not only that every citizen should be extended the protection of the Minnesota Human Rights Act but that, also, they should be directly informed of their rights whenever possible. Collaboration and community engagement are essential components of human rights and the Human Rights Commission has an opportunity to facilitate dialogue among citizens, agencies and community organizations. I envision a community that is equitable – one that values the diversity of its citizens and is free from discrimination.

**City of Shoreview
Citizen Advisory Committees and Commissions
Application Form**

Name Sarah Bohnen

Address 1401 Knoll Drive • Shoreview, MN 55126

*Home phone number 651-325-8390 *Work phone number 651-292-2016

E-mail Sarah.Bohnen@gmail.com

How long have you lived in the City of Shoreview? 22 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am interested in the continual process

of meeting and exceeding future goals and objectives for the development of Shoreview.

Briefly describe your work experience or other background information that would relate to this committee. I have seven years of marketing & investor

Relations experience in both Healthcare & Finance in the
Twin Cities area. I'm a highly organized individual capable
of dealing w/ competing priorities.

Please list other organizations or clubs that you have participated in. _____

MWMC - Minnesota Women in Marketing & Communications.
Reading Buddy - Turtle Lake Elementary
Ramsey County Election Judge

Why would you like to serve on this committee or commission? Being raised in

Shoreview and returning to live here as an adult,

I have a vested interest in the current & future

developments of this city. I am eager to be more involved
in city matters.

Additional Comments I'm a concise communicator, a natural

at delegation and a public policy enthusiast.

*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No



**Citizen Advisory Committees and Commissions
Application Form**

Name Deborah A. Ferrington

Address 366 N Owasso Blvd., Shoreview MN 55126

*Home phone number 651-765-2461 *Work phone number 612-624-8267

E-mail ferri013@umn.edu

How long have you lived in the City of Shoreview? 14 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No (There are times when I am out of town on business, but I should be able to attend the majority of the meetings.)

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am most interested in facilitating the mission of the PC, which is "to assist with long-range planning in the community and to foster high quality development." The challenges of a fully-developed community take vision and sensitivity to accomplish this task.

One of the most significant challenges is in working with long-time residents during the development process and balancing their needs with community growth and revitalization. I believe that I have the ability to help the city of Shoreview achieve this task.

Briefly describe your work experience or other background information that would relate to this committee.

I have served on the PC for several years and have enjoyed the challenges associated with helping to guide the development of our city. I believe that I bring a different perspective to the committee since I have lived in multiple regions of the country prior to moving into Shoreview.

Please list other organizations or clubs that you have participated in.

I previously served on the Bikeways and Trailways committee. Other than professional organizations associated with my work at the University of Minnesota, I currently participate in the Lake Owasso Garden Club.

Why would you like to serve on this committee or commission? I want to be part of the continued growth and revitalization of our vibrant community.

Additional Comments: _____

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Deborah A. Ferrington

Signature

10-25-13
Date

City of Shoreview
Citizen Advisory Committees and Commissions
Application Form

Name **Treverse (Ted) Guess**

Address **586 Kent Lane, Shoreview, MN 552126**

*Home phone number **651-765-7433** *Work phone number _____

E-mail **guess.te@q.com**

How long have you lived in the City of Shoreview? **1.5 mos**

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? ***I have extensive experience in the fire service and EMS when I lived in the state of Iowa. I also have a degree in public administration and an MBA. I also helped develop disaster recovery plans for the IT departments before I retired from John Deere and Company. I am aware that there are differences between Iowa and Minnesota law, but I feel I can still be an effective member of this commission as the basic principles for the fire service and EMS are still the same.***

Briefly describe your work experience or other background information that would relate to this committee. ***I served 12 years on a volunteer fire service in Iowa, and 18 years as an EMTD (four of those years I served as director of the service), also in Iowa. I served on the area 7 Critical Incident Stress Debriefing Team that served the local police in Eastern Iowa, Iowa Highway Patrol, local paid and volunteer fire departments, and EMS. I also worked for Hawkeye Community College and was an EMS evaluator for EMTA, EMTI, and EMTP practical exams for the state of Iowa. As mentioned above I have a BS degree in public administration.***

Please list other organizations or clubs that you have participated in. ***Please see attached resume***

Why would you like to serve on this committee or commission? ***I have always had an interest in these areas, and as you can see by my resume have always enjoyed volunteering. You will also notice that there was an abrupt end to the volunteerism. Just as I was finishing my MBA, John Deere transferred me to their corporate headquarters and the position I was taking required a large amount of traveling. When I retired and moved to Minnesota the end of October, I really wanted to resume my volunteering.***

Additional Comments ***My comments above that I am obviously lacking in Minnesota law, and Shoreview code, but I feel I am able to be effective right away as a commission member and can learn the related local code and state law as I serve. I would also like to point out that my MBA has a Human Resource emphasis. I am also available almost anytime to answer any questions you might have. I say almost any time because even though I am retired, I pick up my grandchildren from school in the afternoon, and I do have occasional appointments I need to make or reschedule. Thank you for your consideration.***

*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

TREVERSE E. GUESS (TED)

EDUCATION

- 1999 - 2001 Upper Iowa University Fayette, Iowa
MBA, Human Resource Management emphasis
- 1994 - 1997 Upper Iowa University Fayette, Iowa
BS Public Administration
- Summa Cum Laude
 - Minor in Business
 - Who's Who among students in American Universities & Colleges 1995 – 1997
 - Outstanding student in Public Administration
 - Dean's List Fall 1994 to Fall 1996
- 1964 - 1968 Lew Wallace High School Gary, Indiana

PROFESSIONAL EXPERIENCE

- 1979 -2012 John Deere Moline, Illinois
Infrastructure Analyst (II)
- Retired from John Deere October 2012 with 33yrs 8 mos.
 - Became a team member of Global IT Hardware Procurement 2011
 - Enterprise Infrastructure Shared Services (EISS) – Desktop Services Financial Management & Procurement Team December 2007
 - Joined Deere & Company EDS team as Tier 2 Quality Engineer for enterprise desktop support December 2002 – December 2007
 - Technical Support project leader 1997 - 2002
 - Headed technical support portion of Macintosh to Intel conversion in 1997
 - Member of planning team for project design of deployment process in 2000
 - Member of team designing computer support for shop floor computerized equipment 2000
 - Worked as coordinator on team to rewire Product Engineering Center in 1990
 - Computer support technician for Macintosh and Intel microcomputers for 10 years
 - Member of a team to single source computer technical support for the Deere and Company Enterprise worldwide 2001
 - Computer Operator large mainframes 1981-1983, 1985
 - Wrote and negotiated contracts for hardware support and outsourced services 2000, 2002
 - Helped develop and write Waterloo Works IT Disaster Recovery procedure 1999 – 2002

1975 - 1979 University of Northern Iowa Cedar Falls, Iowa

Computer Operator

- Large IBM mainframe computer
- Data Controller for Accounts Receivable, Financial Aid, Alumni Foundation, and UNI Dome ticket systems

1969 - 1978 Inland Steel Company East Chicago, Indiana

Production Controller

- Auditing computer generated production reports
- Training wage employees on scales and use of computer equipment
- Running key punch and IBM system20 remote terminal

1970 - 1972 United States Navy Reserve Lake Station, Indiana

Boiler Technician Third Class

- Served on USS Arnold J. Isbell DD869
- Processed supply requisitions for B division
- Stood watches on high pressure boiler system
- Viet Nam Veteran

1986 - 1996 Hawkeye Community College Waterloo, Iowa

Instructor EMS section

- Taught classes in CPR lay and CPR Instructor
- Evaluator for EMTA, EMTD, EMTI, and EMTP for State of Iowa Practical Exams through Hawkeye Community College

1967 - 1968 Gary Public Library Gary, Indiana

Page

- Part-time after school

ADDITIONAL PROFESSIONAL ACTIVITIES

Training in Targeted Selection

Training for certification as A+ computer Technician

Training class for Microsoft Windows 95

Training class for Microsoft Windows NT 3.5

OBJECTIVE

Open

COMMUNITY ACTIVITIES

New Hartford EMS 1980 – 1997 EMID; Served as Director from 1990 – 1997

New Hartford City Council 1988 – 1989

Butler County 911 Service Board 1987 - 1996

Grundy County 911 Service Board 1988 - 1996

New Hartford Volunteer Fire Department 1979 – 1990; Served as Secretary and Treasurer

Butler County Land Fill Commission 1988 – 1989

VOLUNTEER EXPERIENCE

Dike – New Hartford Dollars for Scholars 1990 - 2000

Served as President, Vice President, Secretary, and Chair of Awards Committee

Area 7 Critical Incident Stress Debriefing Team 1990 - 1998

New Hartford Lions Club 1984 - 2001

American Legion 1988 - 2001

Red Cross First Aid Station Committee 1984 – 1988

Iowa Fireman's Association 1979 to present

Quad-County Firefighters Association 1986 – 1990; Served as Chairman 1987 to 1989

American Heart Association CPR Instructor Trainer 1987 – 1997

Beaver Creek Days Committee 1985 – 1988; Served as Chairman 1985 to 1986



**Citizen Advisory Committees and Commissions
Application Form**

Name Ted Haaf

Address 4291 Virginia Ave, Shoreview, Mn 55126

*Home phone number 651-484-3021 *Work phone number 612-625-3370

E-mail tedhaaf@hotmail.com

How long have you lived in the City of Shoreview? 8 Total

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? Trail planning, including routes, materials and maintenance schedules.

Trail use types, and signage.

Briefly describe your work experience or other background information that would relate to this committee. Bachelor of Science in Construction Management. 12 years of experience in a retail hardware environment, including management. 12 years of experience at the University of Minnesota in Facilities Management warehousing, purchasing and delivering parts tools and equipment for all line staff and trades. 13 Years of experience biking, walking and enjoying the trails in our community.

Please list other organizations or clubs that you have participated in. Minnesota Frisbee Association

Why would you like to serve on this committee or commission? I lived in Shoreview for 4 years with my number 1 enjoyment being the trails and parks in our area. I moved out of the area for a couple of years when I married. My wife and I were drawn back to Shoreview in large part because of the community as a whole and the parks, trails and paths that are here. I would like to be a part of maintaining what we have and growing the potential that is still out there.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Ted Haaf

Signature

10/29/13

Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Nicole Hertel

Address 337 Floral Dr. W Shoreview, MN 55126

*Home phone number 701-261-2894 *Work phone number 701-261-2894

E-mail nhertel20@gmail.com

How long have you lived in the City of Shoreview? 3 months

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- 3 Environmental Quality Committee
- 2 Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- 1 Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? Public safety, human rights, and the environment are all extremely important

issues to me. I have studied each of these during my college career/law school and have

actively participated in the legislative process of reshaping and effecting change in these areas.

I would thoroughly enjoy the capacity to recommend and advice the City Council on these matters and make our community safer, healthier, and more beautiful.

Briefly describe your work experience or other background information that would relate to this committee. I have dedicated a huge portion of my college career and time in law school to the issues of criminal justice/safety, human rights, and environmental law. I also have spent a great deal of time clerking at the MN legislature to participate in the policy-making process on issues I deemed important. I also have worked for the State Public Defender's Office, Juvenile Justice Coalition of MN, and spend much of my time gardening and recycling to make my community more beautiful.

Please list other organizations or clubs that you have participated in. Minnesota State Bar Association; American Bar Association; Delta Theta Phi Law Fraternity; Cities Sports Connection Intramural Sports; several book clubs with friends

Why would you like to serve on this committee or commission? I would love to be a part of the community and the process of making it more glorious than it already is. I feel like my education and experience could serve as an asset to these committees and I would love to be able to interact with my fellow residents and be a part of a team of difference makers.

Additional Comments: I would love to serve on more than one committee/commission if possible, and would welcome the opportunity to be more involved in the community.

I am new to the community, but this will be my home for decades to come, and I would love to do what I can for the residents of Shoreview. Thank you!

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Nicole Hertel

Signature

10/23/2013

Date

NICOLE M. HERTEL

337 Floral Dr. W Shoreview, MN 55126 ■ (701) 261-2894 ■ nicole.hertel@thomsonreuters.com

BAR ADMISSION

Member of the Bar, State of Minnesota, Admitted May 2013

EDUCATIONAL EXPERIENCE

Hamline University School of Business, Saint Paul, MN

Master's Degree in Public Administration, *Summa Cum Laude*, May 2013

Hamline University School of Law, Saint Paul, MN

Juris Doctor, May 2012

Dean's Honor List, Spring 2010 – Spring 2012; Editorial Assistant – Journal of Law and Religion, 2010 – 2012; Delta Theta Phi Fraternity – Executive Board Officer, 2010 – 2011; Hamline Law Sports and Intramural Club, 2009-2012; WestlawNext Certification, 2012; LexisNexis Professional Research Certification, 2012; Editor of the Student Bar Association's Publication of *The Note*, 2010 – 2011

Concordia University, Saint Paul, MN

Bachelor of Arts, *Magna Cum Laude*, Criminal Justice and Political Science, May 2009

Dean's Honor List, 2006 – 2009 ; Criminal Justice Student of the Year, 2008; Political Science Student of the Year, 2007; NCAA Women's Soccer Team (Division II), 2006 – 2009

LEGAL EXPERIENCE

Legal Editorial Intern (August 2010 – Present)

Thomson Reuters, Eagan, MN

Analyze judicial motions and orders via web-based applications; compile data to track judicial trends within specific jurisdictions with great attention to detail, accuracy, and efficiency.

Hamline University School of Law Practicum: Law Clerk (December 2010 – May 2011)

Minnesota House of Representatives, Saint Paul, MN

Researched various topics for current bills and drafted comprehensive memoranda for legislation; assisted constituent services in addressing public grievances.

Legislative Intern for State Representative John Lesch (January 2009 – May 2009; January 2012 – May 2012)

Minnesota House of Representatives, Saint Paul, MN

Assisted staff in the research of legislation and the writing of letters and memoranda.

Law Clerk/Student Certified Attorney (January 2012 – May 2012)

State Public Defender's Appellate Division Clinic, Saint Paul, MN

Reviewed client case files and drafted client communications; prepared and drafted motions for court.

Legal Research and Writer (September 2010 – August 2011)

Juvenile Justice Coalition of Minnesota

Conducted legal research and writing for draft of the Minnesota Juvenile Delinquency Courts' Best Practices Manual.

PROFESSIONAL AFFILIATIONS

- Minnesota State Bar Association, 2013
- American Bar Association, 2013

**City of Shoreview
Citizen Advisory Committees and Commissions
Application Form**

Name Kenneth M. Hess

Address 4453 Church Hill Street
Shoreview, MN 55126

*Home phone number (651) 788-9987 *Work phone number ^{cell} (805) 218-7280

E-mail Hess KM H @ AOL. Com

How long have you lived in the City of Shoreview? ONE MONTH

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- 2. Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- 1. Planning Commission
- 3. Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? PAST EXPERIENCE

Briefly describe your work experience or other background information that would relate to this committee. PLEASE SEE ATTACHED

Please list other organizations or clubs that you have participated in. _____

PLEASE SEE ATTACHED

Why would you like to serve on this committee or commission? Volunteer

Service Has Been My Life Long Duty

Additional Comments I HAVE SERVED ON BOARDS, COMMITTEES

& COMMISSIONS FOR OVER 30 YEARS AT STATE,
COUNTY, CITY & NATIONAL LEVELS.

WOULD WELCOME INTERVIEW & CAN FURNISH REFERENCES.

*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Current Activities:

Ventura County LAFCO, Commissioner/Alternate since 7/19/2000, Chair 2007*
Ventura County Fairboard, Gubernatorial appointment as Director in 2004, Chair 2008 *
Ventura YMCA, Board of Managers Mar 2009 – *
Ventura County Grand Jury, July 2010 – June 2011 & July 2011 -*
Resigned from each of these to Move to Minnesota – September 2011.

Former Community Involvement:

Named Citizen of the Year, City of Port Hueneme, 1982
President & Executive Board Member, Port Hueneme Chamber of Commerce, 1976-82
Trustee, Oxnard Community Hospital, 1972
Member, Masonic Tri-Counties Legion of Honor
Active in Lions Club, Kiwanis, Elks Club and other community groups

Retirements:

United States Air Force, 22 years, Master Sergeant, 1947-1969
Allstate Insurance Company, 22 years, Office Manager/Agent, 1970-1992
Mayor Pro-Tem/Councilman, City of Port Hueneme, CA 12 yrs, 1982-1994
Ventura County District Attorney's Office, 6 ½ yrs, Family Support Officer, 1992-1999

Government Experience: (1982-1994)

Councilman, City of Port Hueneme, CA, 1982-1994
Mayor Pro Tem, City of Port Hueneme, CA, 1991-1993

- Extensive administrative and policy development experience in city government

Director, State Board, League of California Cities, 1989-1993
Member & Former Chair, Port Hueneme Housing Authority, 1978-1982
Member & Former Chair, Port Hueneme Redevelopment Agency, 1982-1984
Member, Administrative & Intergovernmental Relations Committee, National League of Cities, 1989-1993
Member, Ventura County Grand Jury 2003-2004 & 2004-2005
Member, Ventura County Drunk Driving Task Force, 1985-1989

RELATED LOCAL EXPERIENCE:

Member, Ventura County Grand Jury, 2003 – 2005
Chairman & Member, Ventura County Association of Governments, 1982-1989
Chairman, Port Hueneme Committee to Elect George Bush, 1988
Chairman, Ventura County Committee to Elect Mike Antonovich to Senate, 1986
President, GOP Men's Club, Ventura County, 1985
Commissioner, Port Hueneme Housing Commission, 1980-1982
Chairman, Port Hueneme Citizens Advisory Committee, 1979
President, Port Hueneme Chamber of Commerce, 1977-1978
Director, Ventura County Chapter, Navy League, 1983-1984

LEAGUE OF CALIFORNIA CITIES:

President, Channel Counties Division, 1987-1988

Member, State Board of Directors, 1989-1993

Vice Chairman, Administrative Services Policy Committee, 1989

Member, Administrative Services Policy Committee, 1985-1993

Member, Tax & Revenue Policy Committee, 1985-1987

MILITARY EXPERIENCE: (1947 – 1969)

Sergeant Major, U.S. Air Force, Turkey 1964-1966

Police, Security, Intelligence & Administrative Supervisor, (Top Secret Clearance)

Recruiter, U. S. Air Force, Ventura County, 1960-1964

Recruiting Supervisor, U. S. Air Force, San Fernando Valley, 1969

BUSINESS & INSURANCE EXPERIENCE: (1976 – 1992)

Director, Advisory Committee on Business Insurance, California Senate Committee on Insurance, Claims and Corporations, 1981- 1991 – Earthquake liability issues.

President, Insurance Group (LASIA) established by Assembly Bill 3554

Director, Southern California Joint Powers Insurance Authority, 1982- 1994

Director, Point Mugu Federal Credit Union, CA (Now Pacific Oaks Credit Union)

Sales/Office Manager, Allstate Insurance Company, (22 years)

State Licensed **Notary Public**, commissioned in 1963

State Licensed **Insurance Agent** since 1970

Licensed Agent, **National Association Securities Dealers**, 1972-1976

EDUCATION:

University of Maryland Bachelor of Science Program, Lack one year for BS, **Police Science**

Extensive insurance industry testing & training in insurance & mutual funds.

Notary Public, CA State Commission Number 1699393

CONTACT INFORMATION:

Address: 4453 Churchill Street, Shoreview, MN 55126

Phone: (651) 788-9987

Cell: (805) 218-7280

E-mail: hesskmh@aol.com



**Citizen Advisory Committees and Commissions
Application Form**

Name Lynne Holt

Address 5802 Willow Lane N
Shoreview MN 55126

*Home phone number 651-207-8386 *Work phone number NA

E-mail lholt2@comcast.net

How long have you lived in the City of Shoreview? 2 yrs.

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am interested in the environmental issues.

Shoreview can be a leader in this area. I am especially interested in water quality

Briefly describe your work experience or other background information that would relate to this committee. My interest in the environment is life long. Our

family was involved in this area through my husband's work on the Bemidji State U. faculty as the aquatic biology prof. My education is in biology and chemistry. My work life was with management of non-profit organizations.

Please list other organizations or clubs that you have participated in. _____

Pres of Friends of Lake Bemidji State Park, Bd member of 2 homeowners associations, League of Women Voters Bd member.

Why would you like to serve on this committee or commission? I am excited about living in Shoreview. I would like to be active in maintaining its current reputation as a progressive community and to move forward with vital environmental issues.

Additional Comments: Through my work and volunteers efforts, I am experienced working with groups and volunteers.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Lynne K Holt
Signature

Oct. 19, 2013
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Craig John

Address 565 Sherwood Road, Shoreview, MN 55126

*Home phone number 651-748-5175 ^{Cell} *Work phone number 612-210-8892

E-mail craigjohn@gmail.com

How long have you lived in the City of Shoreview? 3 weeks, 3 days

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

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What are your specific areas of interest within this committee's or commission's scope of responsibilities? As an architect I have joined many Planning Commissions. I have always been impressed by those members of the community who take the time to analyze and scrutinize what goes into their

city and ensuring it meets certain standards. It is our government in its lowest form, and I enjoy having the opportunity to participate

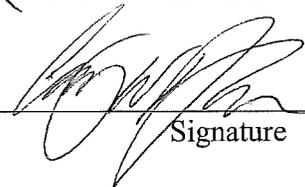
Briefly describe your work experience or other background information that would relate to this committee. I have sat in on and participated in many planning commissions through my job as an architect. I know construction, MN building codes, most city ordinances. I also know the mindset and tactics of developers who are looking for loopholes to undermine the city's best interest to ensure their projects get built. I am educated in why specific ordinances and codes exist and how they affect the community.

Please list other organizations or clubs that you have participated in. 4 years White Bear Lake variance board; 3 years President of Lake Ridge Home Owners assoc.; coached youth girls soccer for Shoreview Comm. Rec.; former member of MN Shopping Center Association; AIA

Why would you like to serve on this committee or commission? I enjoy participating in the city process. I want to help shape the community and secure the city's best interest, in the best way I know.

Additional Comments: While I haven't lived in Shoreview long, I am very familiar w/ the city and its history. I grew up in Circle Pines, and was constantly in Shoreview my father is a retired Ramsey City Deputy Sheriff and used to patrol throughout we've been past members of the community center and my kids have gone to school here since
If appointed to a committee or commission, may we include your phone number(s) in the 2006 committee/commission handbook?

Yes No


Signature

10/23/13
Date



**Citizen Advisory Committees and Commissions
Application Form**

Name Mary Yee Johnson

Address 470 Harbor Circle

Shoreview MN 55126

*Home phone number 651 483-2315 *Work phone number 651 230-4857
cell

E-mail kjohnso3@comcast.net

How long have you lived in the City of Shoreview? 19 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I am interested in diversity in our community and would like to be part of a committee that would promote education on topics regarding diversity

Briefly describe your work experience or other background information that would relate to this committee. I am a family practice physician at West Side Community Health Services for the past 20 years. I work with an underserved population in St. Paul, mainly Hmong & Latino clients and employees.

Please list other organizations or clubs that you have participated in. _____

Calvary Baptist Church - nursery volunteer
Library volunteer at Island Lake Elementary & Chippewa Middle School

Why would you like to serve on this committee or commission? It would be a way to participate more in the local community in an area that has always been of interest to me and one that I have worked in for the past 20 years.

Additional Comments: _____

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Mary E Yee Johnson
Signature

10/14/13
Date



OCT 02 2013

**Citizen Advisory Committees and Commissions
Application Form**

Name Joan Pinkney

Address 5528 Donegal Dr.
Shoreview, MN 55126

*Home phone number _____ *Work phone number Cell: 651.415.0054

E-mail <joan.pinkney@gmail.com>

How long have you lived in the City of Shoreview? 28 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

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What are your specific areas of interest within this committee's or commission's scope of responsibilities? We must re-think and re-examine "law-greening" chemicals, insect sprays, vehicle emissions (re: older, "classic", and industrial use vehicles), and search for a substitute (wind/solar) for our fossil energy.

Briefly describe your work experience or other background information that would relate to this committee.

Political work for T. C. A. P. Clean-up assessment.
Work experience: Educator at U. of MN - Mpls. + St. Paul
Campus, U.W. - River Falls, College of Visual Arts, + Mpls. Pub. Schs
Education: AA, BS, MA, Ph.D (ABD)

Please list other organizations or clubs that you have participated in.

Audubon - Speaker's Bureau

Why would you like to serve on this committee or commission? Yes.

Additional Comments:

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Jean W. Pinkney
Signature

October 1, 2013
Date



OCT 02 2013

**Citizen Advisory Committees and Commissions
Application Form**

Name Edward Povlinski

Address 583 Sherwood Road, Shoreview, MN 55126

*Home phone number 651-482-6115 *Work phone number 651-484-5311

E-mail shoreviewmn2@hotmail.com - edward.d.povlinski@wellsfargo.com

How long have you lived in the City of Shoreview? 10 yrs

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities?

To assist emergency planning within the public/private sectors by building firm partnerships between the two. Find ways to assist private sector to incorporate business continuity planning.

**City of Shoreview
Citizen Advisory Committees and Commissions
Application Form**

Name Jason Schaller

Address 4166 Sylvia Ln. S.
Shoreview, MN 55126

*Home phone number (763) 957-2875 *Work phone number (763) 428-4229

E-mail Jasonschaller05@fulbrightmail.org

How long have you lived in the City of Shoreview? 1 year, 2 mos.

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving?

- Bikeways and Trailways Committee
- Economic Development Commission
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

What are your specific areas of interest within this committee's or commission's scope of responsibilities? _____

- Public Safety Committee - Emergency preparedness (both city and from public education perspective); community policing; first responder support and engagement
- Planning Commission - The five and ten year vision for our community

Briefly describe your work experience or other background information that would relate to this committee. - Planning Commission - Over 5 yrs sales & marketing experience

- Public Safety Committee - Completed the Federal Law Enforcement Training Center Border Patrol Agent Academy, served briefly as a Border Patrol Agent, received various forms of emergency response training, Master of Science in CBRN Threats
Please list other organizations or clubs that you have participated in. _____
- Literacy Action Network Marketing Committee Co-Chair (2009-2010)
- South St. Paul School District Diversity Committee (2008-2010)
- Fulbright ETA Program South Korea (2005-2006)

Why would you like to serve on this committee or commission? _____

My wife and I own a home in Shoreview. We hope to raise a family here. I'd like to do anything I can to help Shoreview continue to be the healthy and

Additional Comments Strong community that we've fallen in love with.

*If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No



**Citizen Advisory Committees and Commissions
Application Form**

Name Bill Theilacker

Address 444 Dudley Avenue, Shoreview, MN 55126

*Home phone number 302-463-6962 *Work phone number 763-505-4521

E-mail billtheilacker@gmail.com

How long have you lived in the City of Shoreview? 3 years (since October 2010)

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? _____

Area of interest would be to preserve the beauty of Snail Lake Park and to ensure it remains one of Shoreview's best recreational areas.

Briefly describe your work experience or other background information that would relate to this committee. _____

- PhD Chemist working for Medtronic. Strong biology and chemistry knowledge that is key to understanding water quality and conservation issues. Very focused on attention to detail and an avid outdoorsman that can provide insight into maintenance of beaches and shoreline, docks, and other facilities.

Please list other organizations or clubs that you have participated in. _____

Professional Duties

- Editor: Surface in Biomaterials (2010 to present) _____
- Board Secretary: MN-AVS (2012 to present) _____
- Sierra Club (many moons ago, late 90's) _____

Why would you like to serve on this committee or commission? _____

I'm very excited to apply for this position since Snail Lake is my primary year round recreational area for boating, swimming, hiking, ice fishing, bicycling, amongst many others. I would like to represent the Shoreview citizens that live just beyond the water's edge but within walking distance to the Lake and Grassland areas. I'm an avid user of the park and have many suggestions/ ideas to ensure it remains one of the best parks in the metro area.

Additional Comments: _____

- Looking forward to serving on this committee and learning more about the Snail Lake management plan.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

William Theilacker

Signature

October 22, 2013

Date



Shoreview

Citizen Advisory Committees and Commissions Application Form

Name Lisa Wedell Ueki

Address 1003 Richmond Court
Shoreview, MN 55126

*Home phone number 651-484-6234 *Work phone number 612-236-8600

E-mail lisaueki@me.com

How long have you lived in the City of Shoreview? since 1965

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- 1 Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- 2 Public Safety Committee
- Snail Lake Improvement District Board

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? _____

Having lived abroad for over 15 years, I
have a keen interest in diversity, equity,
inclusion and multiculturalism.

Briefly describe your work experience or other background information that would relate to this committee.

I am a licensed K-12 teacher with teaching experience both here in Minnesota and abroad. During college I taught adult ESL classes and also had the opportunity to teach a citizenship class.

Please list other organizations or clubs that you have participated in.

Japan America Society of Minnesota. Maunds View Special Education Parent & Professional Advisory Council. Daughters of the American Revolution Harriet G. Walker Chapter

Why would you like to serve on this committee or commission?

I think I can offer a unique perspective to this commission. Having lived abroad as an ethnic, racial, and cultural minority, I am more sensitive to the needs of other populations.

Additional Comments:

Having grown up in Shoreview, I know the city well and am familiar with many local organizations.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No

Joshua J. J. J. J.
Signature

Oct. 22, 2013
Date



MAR 19 2013

**Citizen Advisory Committees and Commissions
Application Form**

Name MURIEL M. ZHOU, Ph.D.

Address 5877 Prairie Ridge Dr.
Shoreview, MN 55126

Cell 40-790-1386 *Home phone number 651-266-7338 *Work phone number

E-mail mmzhou6688@gmail.com

How long have you lived in the City of Shoreview? Nine months

Is there any reason that you would be unable to attend regular monthly meetings?

Yes No

On which committee or commission are you interested in serving? If interested in more than one, please prioritize your choices:

- Bike and Trails Committee
- Economic Development Authority *
- Economic Development Commission *
- Environmental Quality Committee
- Grass Lake Watershed Management Organization
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee
- Snail Lake Improvement District Board
- Telecommunications and Technology Committee

* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

What are your specific areas of interest within this committee's or commission's scope of responsibilities? I'm currently working on the Public Safety Services Division as Crime Prevention Specialist at Ramsey County Sheriff's Office. I'm very much interested

in human rights issues. I've lived in New York City, Los Angeles, Baltimore and Pittsburgh, and I understand the importance of environmental quality to the public.

Briefly describe your work experience or other background information that would relate to this committee. I've studied and worked in many cities in the U.S., such as NYC, L.A., Baltimore and Pittsburgh. Thus, I'm knowledgeable of public safety issues. I'm currently working as Crime Prevention Specialist for the Public Safety Services Division of Ramsey County Sheriff's Office.

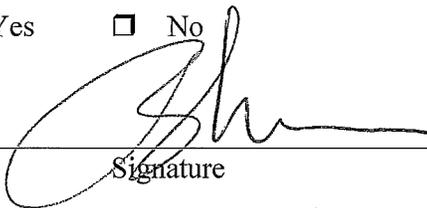
Please list other organizations or clubs that you have participated in. I used to be members of the Foreign Credentials Committee of NCAA; NAFSA: Association of Int'l Educators; Comparative and Int'l Education Society, and volunteered for The Western Pennsylvania Conservancy.

Why would you like to serve on this committee or commission? I want to serve on the committee because my current job is crime prevention and I'm interested in public service. By serving on the committee, I'll be able to utilize my knowledge and skills to serve the public.

Additional Comments: Though I've lived in shoreview for a short time, my experiences of working and living in several major cities in the US will enable me to bring unique contributions and perspectives to the committee.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes No


Signature

3/15/2013

Date

COMMITTEES AND COMMISSIONS UPDATE

Bikeways and Trails Committee

Total membership: 7-9
Current members: 6
Terms expiring: 2
Seeking reappointment: 2
Vacancies: 3

Terms expiring/vacancies

Keith Severson
Mark Stange

Seeking reappointment

yes
yes

Economic Development Commission

Total membership: 7-9
Current members: 8
Terms expiring: 3
Seeking reappointment: 3
Vacancies: 1

Terms expiring/vacancies

Dave Kroona
Jim Gardner
David Lukowitz

Seeking reappointment

yes
yes
yes

Environmental Quality Committee

Total membership: 7-9
Current members: 8
Terms expiring: 2
Seeking reappointment: 1
Vacancies: 2

Terms expiring/vacancies

Lisa Shaffer-Schreiber
Scott Halstead

Seeking reappointment

yes
no

Human Rights Commission

Total membership: 7-9
Current members: 8
Terms expiring: 2
Seeking reappointment: 1
Vacancies: 2

Terms expiring/vacancies

Mark Hodkinson
Nancy Hite

Seeking reappointment

yes
no

Lake Regulations Committee

Total membership: 7-9
Current members: 5
Terms expiring: 3
Seeking reappointment: 1
Vacancies: 6

<u>Terms expiring/vacancies</u>	<u>Seeking reappointment</u>
Robert Muller	yes
Jane Pletscher	no
Nito Quitevis	no

Park and Recreation Commission

Total membership: 7-9
Current members: 8
Terms expiring: 3
Seeking reappointment: 3
Vacancies: 1

<u>Terms expiring/vacancies</u>	<u>Seeking reappointment</u>
Tom Lemke	yes
Charlie Oltman	yes
Athrea Hedrick	yes

Planning Commission

Total membership: 7
Current members: 7
Terms expiring: 2*
***PC MEMBERS NEED TO REAPPLY FOR VACANCIES**

<u>Terms expiring/vacancies</u>
Gerry Wenner – did not reapply
Deborah Ferrington - reapplied

Public Safety Committee

Total membership: 8
Current members: 6
Terms expiring: 2
Seeking reappointment: 1
Vacancies: 3

<u>Terms expiring/vacancies</u>	<u>Seeking reappointment</u>
Mary Ann Johnson	no
Henry Halvorson	yes

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to reappoint the following individuals to their respective committees/commissions for terms expiring January 31, 2017:

- | | |
|--|---|
| Bikeways and Trails Committee | Keith Severson
Mark Stange |
| Economic Development Commission | Dave Kroona
Jim Gardner
David Lukowitz |
| Environmental Quality Committee | Lisa Shaffer-Schreiber |
| Human Rights Commission | Mark Hodkinson |
| Lake Regulations Committee | Robert Muller |
| Parks and Recreation Commission | Tom Lemke
Charlie Oltman
Athrea Hedrick |
| Public Safety Committee | Henry Halvorson |

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

Regular Council Meeting
January 6, 2014

TO: MAYOR AND COUNCIL

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 27, 2013

**SUBJECT: REAPPOINTMENTS TO CITIZEN ADVISORY COMMITTEES
AND COMMISSIONS**

BACKGROUND

In January of each year, the City Council reappoints members to citizen advisory committees and commissions. It has been past practice to reappoint members that wish to continue serving on their respective committee or commission except for the Planning Commission. Planning Commission members need to reapply for their positions. When a member resigns or does not want to be reappointed, the vacancy is then advertised in the local newspapers. A press release advertising these vacancies was sent to the local newspapers and applications were accepted through October 25, 2013.

DISCUSSION

The following is a summary of the committee and commission members that are seeking reappointment.

Bikeways and Trails Committee

The terms of Keith Severson and Mark Stange are expiring and both members expressed an interest in being reappointed.

Economic Development Commission

Three members have terms expiring on January 31, 2014. Dave Kroona, Jim Gardner, and David Lukowitz have all expressed an interest in serving another term.

Environmental Quality Committee

Two terms are expiring on January 31, 2014. Lisa Shaffer-Schreiber would like to be reappointed for another term, however, Scott Halstead does not wish to be reappointed.

Human Rights Commission

The terms of Mark Hodkinson and Nancy Hite are expiring on January 31, 2014. Mark Hodkinson would like to be reappointed, however, Nancy Hite has submitted her resignation.

Lake Regulations Committee

Three members have terms expiring on January 31, 2014. Jane Pletscher and Nito Quitevis do not wish to be reappointed. Robert Muller has indicated his interest in serving another term.

Parks and Recreation Commission

The terms of Tom Lemke, Charlie Oltman and Athrea Hedrick are expiring on January 31, 2014. They have all expressed an interest in serving another term.

Public Safety Committee

The terms of Mary Ann Johnson and Henry Halvorson are expiring on January 31, 2014. Henry Halvorson has expressed his desire to be reappointed, however, Mary Ann Johnson does not wish to be reappointed.

RECOMMENDATION

It is recommended that the City Council consider the reappointments of the individuals listed on the motion sheet.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To appoint the following individuals to represent the City of Shoreview on various organizations for the year 2014:

Fire Department Board of Directors

Shoreview Board Members: _____

Fire Department Benefit Association

Delegate: _____
Alternate: _____

League of Minnesota Cities

Delegate: _____
Alternate: _____

Municipal Legislative Commission

Delegate: _____
Alternate: _____

North Suburban Communications Commission

Delegate: _____
Alternate: _____

Northwest Youth and Family Services

Delegate: _____
Alternate: _____

Ramsey County League of Local Governments

Delegate: _____
Alternate: _____

Suburban Rate Authority

Delegate: _____

Alternate: _____

Metro Cities (Association of Metropolitan Municipalities)

Delegate: _____

Alternate: _____

Acting Mayor

Delegate: _____

ROLL CALL:	AYES	_____ NAYS _____
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: DECEMBER 27, 2013

SUBJECT: 2014 CITY COUNCIL APPOINTMENTS

Each year, the City Council appoints representatives to serve as delegates to various organizations. While the City Council has typically designated Councilmembers as representatives, sometimes a staff member has been chosen.

Attached is a summary of each organization and the City Council's designated representatives during 2013. Although it is not listed in the Council appointments, it should be noted that Councilmembers Quigley, Johnson and Withhart have established terms on the City's Economic Development Authority. None of their terms expire in 2013. Also attached is the Council's policy regarding the election of the Acting Mayor.

2013 COUNCIL APPOINTMENTS

Lake Johanna Fire Department Board of Directors

The seven-member Board of Directors is the governing body for the Lake Johanna Fire Department. The Board is responsible for hiring the fire chief, approving contracts, approving bills, and adoption of certain policies and procedures for the Department. The City of Shoreview has two members on the Board and Arden Hills and North Oaks have one member on the Board. Three members of the Board are elected by the membership of the Fire Department.

Shoreview Board Members: Terry Quigley
Terry Schwerm

Fire Department Benefit Association

The Association meets a few times each year to oversee fire pension business matters and review and approve any changes in pension rules or benefits.

Delegate: Terry Quigley
Alternate: Terry Schwerm

League of Minnesota Cities

Provides lobbying, training, staff support, insurance, investment, research, and benefit programs. Annual conference is usually in June and legislative policies are adopted in November.

Delegate: Ady Wickstrom
Alternate: Terry Quigley

Municipal Legislative Commission

The Municipal Legislative Commission is a group of larger suburbs organized to lobby the Legislature on state aid, property taxes, and other legislative issues. In most cities, the Mayor serves as the representative to this organization. The City Manager serves on the MLC's operating committee and also attends all Board meetings. They normally meet three or four times per year.

Delegate: Sandy Martin
Alternate: Terry Schwerm

North Suburban Communications Commission

This Commission oversees franchise and other operating issues with the cable franchise with Comcast and also serves as the North Suburban Access Corporation that provides oversight and control of the public access portion of the cable franchise. The franchise covers a 10-city area including Shoreview. They generally meet monthly during the evening.

Delegate: Ady Wickstrom
Alternate: Terry Schwerm

Northeast Youth and Family Services

This is a private non-profit agency that provides counseling and employment programs for youth and their families. This Board generally meets once a month.

Delegate: Emy Johnson
Alternate: Sandy Martin

Ramsey County League of Local Governments

This organization consists of each of the local governments (city, county, and school district) in Ramsey County. They meet on a monthly basis. The meetings cover a variety of topics of interest to local governments.

Delegate: Ady Wickstrom
Alternate: Emy Johnson

Suburban Rate Authority

This organization represents a large number of suburbs in utility rate and franchise issues including electric, gas, and telephone utilities. The Suburban Rate Authority meets quarterly. Since many of the issues involve items related to street lighting and water pumping utility rates, Public Works Director Mark Maloney has been attending the meetings.

Delegate: Mark Maloney
Alternate: Terry Quigley

Metro Cities (Association of Metropolitan Municipalities)

This organization is a service and lobbying organization for cities in the metropolitan area. They are officed in the same building as the League of Minnesota Cities but the primary difference between the two is Metro Cities' involvement with the Metropolitan Council and the focus on metro issues.

Delegate: Ady Wickstrom
Alternate: Terry Quigley

Acting Mayor

In accordance with State law, this must be done at the first meeting of the year. A member of the Council is chosen to serve as Acting Mayor to preside at meetings and otherwise act as Mayor when the Mayor is absent or unable to perform the duties of Mayor. The Council adopted a policy regarding the election of the Acting Mayor and according to those guidelines and the order of the rotation, it is Councilmember Wickstrom's turn to be Acting Mayor.

Acting Mayor: Ben Withhart

COUNCIL POLICY REGARDING THE ELECTION OF THE ACTING MAYOR

Requirements and Purpose

At its first meeting of the year, the City Council is required by State law to elect an Acting Mayor who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Acting Mayor will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed.

The purpose of this policy is to establish guidelines for the election of the Acting Mayor. It is the intent of the Shoreview City Council to establish a rotation for the Acting Mayor position to allow all Council members to serve in this role.

General Guidelines

1. Council members being considered for Acting Mayor should have at least two years of experience on the Shoreview City Council.
2. The Acting Mayor shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members shall rotate the position of Acting Mayor on an annual basis.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two council members have served the same amount of time on the Council, a coin flip will determine who initially will serve as Acting Mayor.