

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
September 8, 2015**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on September 8, 2015.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Mayor Martin added a discussion of Council email addresses to the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the September 8, 2015 agenda with the addition stated above.

VOTE: Ayes - 5 Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

There were none.

**COUNCIL COMMENTS**

**Mayor Martin:**

October 3, 2015 is Cleanup Day.

The Farmers' Market will be continue to run on Tuesday afternoons until the middle of October.



**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the City Council Workshop Minutes for August 10, 2015.

**VOTE:** Ayes - 5 Nays - 0 Abstain - Springhorn

Councilmember Springhorn abstained as he did not attend the August 10th meeting.

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

### **ITEMS RELATED TO 2016 TAX LEVY**

#### **A. ADOPT PRELIMINARY TAX LEVY**

#### **B. ESTABLISH DATES FOR BUDGET HEARING**

### **Presentation by Finance Director Fred Espe**

By State Law, the City is required to submit the HRA and City preliminary tax levy to Ramsey County by September 15, and September 30 respectively. Estimated tax statements will be mailed to property owners around November 13, 2015. The proposed date for the City's budget hearing is December 7, 2015; and adoption of the budget and tax levy on December 21, 2015.

The tax levy objectives are:

- To maintain existing services, programs and infrastructure;
- To meet existing debt obligations;
- To support capital replacements;
- Show an effective use of tax dollars.

The proposed increase to City levy is 3.91%. General Fund operating costs are estimated to increase 4.25%. Of that 4.25%, public safety comprises 50.66% of the increase, and salaries and benefits comprise 36.62% of the increase.

The debt levy is reduced by 2.79% primarily due to the advance refunding of the Maintenance Center debt in 2014.

The proposed increase to capital funds is 4.26%. This includes:

- Street Renewal increase of \$50,000
- General Fixed Asset Replacement Fund increase of \$47,000
- Capital Acquisition Fund (IT) increase of \$5,000

The levy for the EDA and HRA combined is increasing \$25,000. The total City levy increase is 3.73%. Adding the EDA and HRA levies in brings the City levy to 3.91%. The median home value for 2016 taxes is \$253,800, which assumes a 2.5% increase in value from 2015. The tax change is an increase of \$25 or 3.1%.

If adopted, the preliminary levy will be the maximum tax levy the City can impose for 2016. It may be reduced but not increased.

Mayor Martin asked for clarification on the market value exclusion, noting that a \$20,000 difference in value amounts to a tax difference of \$106, which is significant. City Manager Schwerm explained that as property values decrease, the amount of market value exclusion increases so that property owners are taxed on even less than the reduced property value. As values go up, the percentage of market value exclusion decreases.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Johnson to adopt resolution number 15-78 establishing a preliminary City tax levy of \$10,667,858, and a preliminary HRA tax levy of \$100,000 for collection in 2016.

Discussion:

Councilmember Springhorn asked if the City has received the cost increase for employee health insurance for 2016. Mr. Espe answered that those numbers have not yet been received.

**ROLL CALL:** Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin  
Nays: None

**MOTION:** by Councilmember Johnson, seconded by Councilmember Springhorn to set a public budget hearing for Monday, December 7, 2015 at 7:00 p.m. to discuss the 2016 City budget, tax levy and capital improvement program.

**ROLL CALL:** Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin  
Nays: None

**REZONING/PLANNED UNIT DEVELOPMENT-DEVELOPMENT STAGE - RAMSEY COUNTY LIBRARY, 4570 VICTORIA STREET, 795/805 HIGHWAY 96**

**Presentation by Asst. City Manager/Community Development Director Tom Simonson**

Ramsey County proposes to build a new regional library on the Shoreview Commons campus that would replace the existing one. Renovation and expansion of the existing library was considered, but it was determined that it would be more cost effective to build a new facility. Previously, the City granted consent for Ramsey County to sell the existing library to the Mounds View School District for administrative offices. The new library would be located further south near the corner of Victoria and Highway 96. The County purchased the property at 805 Highway 96, and the City purchased the property at 795 Highway 96 for those parcels to be combined with the southern parking lot area of the existing library and with a portion of the City owned well house property to create a building site.

The 2008 Master Plan for the Ramsey County Library System included an upgrade to all libraries in suburban areas. The Shoreview library was identified to become a regional library

with expanded services and programs. Agreements between the City and County will be executed regarding land transfers, access, cross easements and property maintenance.

The properties combined for the new library site are proposed to be rezoned to Planned Unit Development (PUD). The Comprehensive Plan allows Institutional uses, and the current R1 zoning allows public and quasi-public uses. However, the City supports PUD zoning for the flexibility needed not only for the new library but for the uniqueness of the Shoreview Commons Campus.

Two lots each consisting of approximately two acres are being created. One is for the new library; and one is for the existing library to be sold to the Mounds View School District. The Preliminary Plat will be reviewed by the Planning Commission at the September meeting.

Access will be from Shoreview Commons Drive to a parking lot of 75 stalls. A southern plaza is proposed along Highway 96 that will be used for programs. There has been considerable discussion regarding building setbacks. The setback from Highway 96 is approximately 40 feet. The setback from the curb of Victoria Street is approximately 20 feet but narrows at the northwest corner to approximately 12 feet. Lot coverage is 81% for the new library parcel; 64% for the existing library parcel. The two lots combined have a total lot coverage of 72.6%.

The building consists of 38,000 square feet with a footprint of 34,000 square feet. The design is one level. Exterior brick accents are consistent with other public buildings in the Commons area. There is glass exposure along Highway 96 and in front for views and natural light.

In order to integrate the library into the Shoreview Commons, coordination and cooperation will be required among the City, County and School District. The Shoreview Commons Master Plan will be updated with a review for potential modifications to the internal drive and parking area for safe traffic flow and pedestrian access to the campus. Significant building setback deviations under the PUD are required because of site constraints and library design needs. The County believes the building design elements mitigate any setback impacts.

There will be a significant tree loss with this project. The County will comply with the City's landmark tree replacement policy. The project must also comply with Ramsey-Washington Watershed District requirements. A Signage Plan must be submitted and joint campus signage must be coordinated with the City.

The County hosted a well-attended public meeting in July and received feedback. No public comments or concerns have been expressed since that meeting. The Lake Johanna Fire Department has expressed no concerns.

The Planning Commission held a public hearing at the August 25, 2015 meeting. The recommendation to the City Council is for approval on a 5 to 2 vote. A number of concerns were expressed regarding setbacks, the intensity of the development for the parcel size, the location of the building at the corner, and how the building will interact or conflict with Community Center traffic and parking. After the Planning Commission meeting, the City did request the County to shift the parking lot and building 10 feet further east. The County considered this change but

cannot support it because it would result in serious impacts to the site plan. One significant impact would be that the book drop and access drive would be disconnected from the existing library.

The City supports a new regional library that will be a positive asset to the community. The new library and re-purposing the existing library for the School District is complementary to the Commons Campus. PUD flexibility is required for plan deviations because of site constraints and design needs for regional library operations. The intensity of the site is mitigated with incorporation of the new library into the 40-acre Shoreview Commons Campus. Staff is recommending approval with the findings and conditions listed.

Councilmember Johnson asked if there should be a delay until the Master Plan for the Commons is updated and reviews traffic flow and issues findings. Mr. Simonson stated that the site plan will not change significantly. There may be changes to the City's access drive. There is enough cooperation between the County and City to address concerns.

Mayor Martin asked how storm water will be managed. Public Works Director Maloney responded that the final design concept is not completed. The requirements of the Watershed District are well known. The proximity of the City's well house means that infiltration will not be a desired or permitted option. That makes the issue more complicated.

Mayor Martin stated that there is a lot of water runoff from the Community Center parking lot that the City has spent a lot of money on storm water ponds to contain. She will be interested to know how storm water from the library site can be retained.

**Ms. Jennifer McMaster**, Architect, HGA, stated that a variety of storm water management methods are being considered, such as tree trenches and pervious pavement.

Councilmember Wickstrom suggested an internal cistern system that would capture rain water for flushing toilets and watering plants. That would reduce runoff.

Planning Commissioner McCool stated that there was a lengthy discussion by the Planning Commission. Some Commissioners would like to see more time spent to address the issues of setbacks and moving the building 10 feet to the east. The Commission unilaterally supports the project and does not want to jeopardize it. His position is that he believes the new library on the corner will be a good landmark building.

Councilmember Wickstrom asked if there are landscaping trees along Victoria. **Ms. McMaster** responded that trees are being considered with the storm water plan to support the site. There is concern that there is enough vegetation on the site. She did thank the team for the changes made at her request.

Mayor Martin stated that the new library will significantly change the Commons campus. She is encouraged by some of the changes along Victoria. The big benefit is a new regional library in the City. She noted that some Commissioners were very pleased how the building looks. She asked what the impact would be if the library were reduced in size by 10 feet. **Ms. Susan**

**Nemitz**, Director of Ramsey County Libraries, responded that 10 feet taken out one side of the building would be a sizable amount of public spaces. If the model is to lend books, the old library is adequate. If the model is to create a 21<sup>st</sup> Century library that adds programming space, small group study spaces, children and teen spaces, the library should not be reduced further in size. It would cut out the heart of these expanded uses. This project has already gone through a significant winnowing process for the County to fund this project. If the space is reduced, her concern is that program goals cannot be reached.

Mayor Martin stated that she can support the project because of the benefit to the City. Her concerns remain regarding storm water management and softening the impact along Victoria Street.

Councilmember Johnson stated that there has been good collaboration with new renderings at Council requests. She agrees the library is a tremendous asset to the community and would ask that cooperation continue as the project moves forward.

Councilmember Quigley stated that there has been extensive discussion and the County has been a flexible partner. He looks forward to the continued process of working out remaining issues.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to adopt Ordinance No. 934, Rezoning from R-1, Detached Residential to PUD, Planned Unit Development, and approve the PUD Development Stage for the proposed construction of a new Shoreview Regional Library by Ramsey County, in accordance with the following findings and conditions:

### **Rezoning**

Approval of the rezoning request for the properties included in the project (4570/4560 Victoria Street and 805/795 Highway 96) from R1, Detached Residential, to PUD, Planned Unit Development, is based on the following findings and conditions:

1. That the proposed rezoning is consistent with the policies of the Comprehensive Plan and with the general purpose and intent of the development regulations.  
*The proposal is consistent with the Comprehensive Plan designation of the properties for Institutional uses, and complements the other public uses with the Shoreview Commons.*
2. That the development facilitated by the proposed rezoning will not significantly and adversely impact the planned use of the surrounding property.  
*The proposed rezoning is consistent with the public uses of the Shoreview Commons civic campus and will not adversely impact surrounding properties, but instead the development of a new regional library will positively benefit and serve the community.*
3. The developer is willing to enter into a rezoning/development agreement with the City.  
*As a condition of approval, Ramsey County will be required to enter into a development agreement with the City.*

**PUD - Development Stage**

Approval of the PUD Development Stage request for the new Shoreview Library, as the project satisfies the development review criteria for a Planned Unit Development in meeting the following objectives:

1. Complies with the Comprehensive Plan designation of Institutional.
2. Uses architectural enhancements in the building design that meets and exceeds the City's design standards.
3. Green building techniques will be incorporated into the overall building design, and the project includes sustainable goals for elements such as water, energy, building materials, and indoor air quality.
4. Development via the PUD process is desirable to insure compatibility with adjoining land uses and provides flexibility in site and building design.

and the approval is subject to the following conditions:

1. Submittal and approval of a subdivision plat prior to the completion and occupancy of the new regional library.
2. Execution of all related cooperative agreements between the City and County for the development including land transfer, shared access and easements, and property maintenance.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to submittal of the Final Plat and PUD - Final Stage applications.
4. The PUD - Final Stage plans shall address the recommendations and conditions stipulated in the memorandum from the Public Works Director and City Engineer, including storm water management and tree replacement plans.
5. The County shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.
6. 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.

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

**PRELIMINARY PLAT/SITE AND BUILDING PLAN REVIEW/SPECIAL FENCE PERMIT--OAK HILL MONTESSORI SCHOOL, 4665/4685/4693 HODGSON ROAD**

**Presentation by City Planner Kathleen Castle**

A Preliminary Plat is requested for 4685 and 4693 Hodgson Road to combine into one lot. The lot would consist of 1.83 acres with a lot width of 219.64 feet. This complies with the standards for the Office District. Drainage and utility easements will be required along parcel lines. A shared parking and maintenance agreement is required with the 4665 property.

The Site and Building Plan Review, Phase 1 is to expand the existing parking lot and increase the number of stalls to 85. The school previously leased parking stalls from the Rainbow Foods property and needs to replace them. Code requires 20.5 stalls. The parking provided is intended to meet needs for special school events. A new entrance driveway will be put in at 4693. The existing driveway at 4665 will be redesigned from a full access to right-out only.

A landscaping buffer is planned along Hodgson Road and along the north property line. The landscaping along the north side complies with the required 20-foot setback from a residential home. Screening also includes a 6-foot fence, which requires a Special Fence Permit. The adjacent property owner supports the fence.

Currently, lot coverage is at 25%, which will increase to 31% with the expanded parking lot. This is well within the permitted 70% lot coverage. Storm water is directed to a central green space for treatment and storage. Ramsey-Washington Metro Watershed District has requested additional information for the required permit.

Property owners within 350 feet were notified. Comments received concern landscape buffering to residential uses. The Lake Johanna Fire Marshal commented on the access drive, and revisions have been made.

The Planning Commission held a public hearing at the August 25<sup>th</sup> meeting. Comments of concern were in regard to noise and busing students. The Commission reviewed access driveways, traffic circulation and fencing. A recommendation for approval by the City Council was passed 7 to 0. Staff is recommending approval of the Preliminary Plat, Site and Building Plan Review-Phase 1, and the Special Fence Permit.

Councilmember Johnson asked if the right only means that circulation within the campus is one way. Ms. Castle answered, no. **Mr. Peter Hilger**, Architect for Applicant, explained the circulation pattern for the site. Entrance can be made from the north or south and can exit right or left from the north entrance. Right only is for the south entrance.

Councilmember Wickstrom requested that landscaping be low enough that drivers will see bikers and pedestrians on the trail.

Councilmember Springhorn echoed Councilmember Wickstrom's concern for bikers.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Springhorn to approve the Preliminary Plat, Site and Building Plan review and Special Fence Permit applications submitted by Oak Hill Montessori School, 4665 Hodgson Road, for a parking lot expansion. Said approval is subject to the following:

#### **4685/4693 Hodgson Road**

##### **Preliminary Plat**

1. 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 may be required by the Public Works Director.

2. The applicant shall execute an agreement for this Plat and the Oak Hill Montessori Plat addressing the shared driveway, parking and maintenance. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.

### **4665/4685/4693 Hodgson Road**

#### **Site and Building Plan Review - Phase 1 only**

1. This approval permits the Phase 1 expansion of the parking lot for Oak Hill Montessori School in accordance with the plans dated July 28, 2015. The plans are subject to revisions specified in the conditions.
2. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. 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.
4. A Special Fence Permit is required for the proposed 6-foot tall fence along the northern lot line of 4693 Hodgson Road.
5. Landmark trees will need to be replaced in accordance with the City's tree replacement ordinance, Section 209.050.
6. The Landscape Plan shall be revised to include the replacement trees required for the removal of the landmark trees. Landscaping shall be installed in accordance with submitted plan.
7. The applicant shall address the comments from the City Engineer prior to the issuance of a building permit.
8. Prior to the issuance of a grading permit, the applicant shall receive the needed approvals from the Ramsey Washington Metro Watershed District and Ramsey County.

### **4693 Hodgson Road**

#### **Special Fence Permit**

1. This approval permits the construction of a 6-foot tall wooden privacy fence along the northern lot line located in the front yard of the property at 4693 Hodgson Road.
2. A fence permit is required to install the proposed 6-foot tall fence.
3. The fence shall be set back a minimum of 20 feet from the Hodgson Road right-of-way line.
4. Landscaping shall be installed as indicated on the submitted landscape plan.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Inst, Institutional land use of the Comprehensive Plan.
2. The proposed lots, as identified in the preliminary plat, comply with the O, Office District standards.

3. The proposed development complies with the standards identified in the City's Development Code.
4. The proposed improvements meet the spirit and intent of the Comprehensive Plan and the Development Code.

Discussion:

Mayor Martin thanked Oak Hill Montessori for their long range planning and for offering a good education opportunity in the City.

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

### **SPECIAL ORDER OF BUSINESS**

Mayor Martin reported a question from a resident asking why Councilmembers do not have a City email, rather than only using personal email.

City Manager Schwerm stated that City email addresses have been set up for Planning Commission members and can be done for the Council. A City email address is recommended by the League of Minnesota Cities.

City Attorney Kelly stated that it would be good for Councilmembers to have centralized email addresses to insure that City business is separated from personal matters.

Councilmember Quigley stated that often it is difficult to know who is receiving City emails he receives when blind carbon copy is used. Otherwise, he has not had a problem.

Mayor Martin responded that she would like to pursue City email addresses for each Councilmember in light of the League of Minnesota Cities recommendation.

Councilmember Wickstrom suggested one email address for the Council which is then sent to Councilmembers' individual emails. City Attorney Kelly responded that becomes more complicated because a response could potentially be taken as a Council action not taken in a publicly notified meeting. A data practices request from a certain Councilmember would, at this time, mean digging through personal email.

Councilmember Johnson requested the change not be effective until 2016. The transition into a new email address, business cards and communication to residents will take time. She suggested indicating on the signature line that the Mayor is responding on behalf of the Council.

Councilmember Springhorn requested information on how and how not to use a City email address.

**ADJOURNMENT**

MOTION: by Councilmember Johnson to adjourn the meeting at 8:26 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE 21<sup>st</sup> DAY OF SEPTEMBER 2015.

---

Terry Schwerm  
City Manager