



2011

COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT

2011 PLANNING COMMISSION ANNUAL REPORT

Planning Commission City of Coon Rapids, Minnesota

- Donna Naeve, Chair
- Jenny Geisler, Vice-Chair
- Denise Hosch
- Margaret Murphy
- Theo Peterson
- Michael Haag
- Julia Stevens
- Christopher Snell,
- Wayne Schwartz
- Cedric Lattimore, appointed in July
- Jonathan Lipinski, appointed in October

April 19, 2012

Honorable Mayor and Councilmembers
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Re: Report of Planning Commission Activities for 2011

Dear Mayor Howe and Councilmembers:

On behalf of the members of the Planning Commission, I wish to provide you with this report of the Planning Commission's activities for the year 2011.

During 2011, the Commission considered thirty-two planning cases during ten regularly scheduled Commission meetings. The Commission also conducted eight workshop meetings, one to discuss rezonings and eight to discuss the recodification of Title 11.

The Commission's development review included the consideration of eight site plans, seven commercial projects and one housing project. The commercial projects included a Holiday Convenience store in Gateway Commercial development (Cooley Property), Firestone Auto repair on Hanson Boulevard, and additions to ARCC's fitness center and fine arts building. The housing project was 100 unit senior housing complex on the old Franks nursery site.

The Commission also considered six conditional use permits, five code changes, seven zoning amendments and eight comprehensive plan amendments.

The Commission's contributions and efforts in 2011 continue to reflect each Commissioner's dedication to their role in shaping the physical development of our community. We wish to express our appreciation for the continuing respect received from the City Council and the support provided to us by the City's cable television, engineering, legal and planning staffs and by our recording secretary.

Respectfully submitted,

Donna M. Naeve, Chair
Coon Rapids Planning Commission

Attachment

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| August | 9 |
| September | 10 |
| October 3 rd | 11 |
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| December | 14 |
| Additional Planning Activities | |

Planning Commission Meeting Attendance C 2011

* = present blank = absent

| | No January Meeting | | | | | | | | | |
|---------------------|--------------------|----------------|---------------|----------------|--------------|-----------------|-----------------|------------------|-----------------|---|
| January | | | | | | | | | | |
| February | * | | | | * | | | | | * |
| March | * | * | | | | * | | | * | |
| April | * | * | | | * | | | * | | * |
| May | No May Meeting | | | | | | | | | |
| June | | * | | | * | | | | | * |
| July | * | * | | | * | | | | | * |
| August | * | * | | | * | | | | * | * |
| September | * | | | | * | | | | * | * |
| October 3rd | * | * | | | * | | | | * | * |
| October 20th | * | * | | | * | | | | * | * |
| November | * | * | | | * | | | | * | * |
| December | * | | | | * | | | | * | * |
| Commissioner | Naeve | Geisler | Murphy | Stevens | Snell | Peterson | Schwartz | Lattimore | Lipinski | |

April was the last month that Commissioner Peterson was on the Commission
 June was the last month that Commissioner Snell was on the Commission

Commissioner Lattimore joined the Commission in July and Commissioner Lipinski joined the Commission in October.

Planning Commission Workshop Attendance C 2011

* = present blank = absent

| | Naeve | Geisler | Murphy | Stevens | Snell | Peterson | Schwartz | Lattimore | Lipinski |
|-----------|-------|---------|--------|---------|-------|----------|----------|-----------|----------|
| January | * | * | | * | * | * | * | | |
| February | * | | * | * | | | * | | |
| March | * | * | * | | * | * | * | | |
| April | * | * | * | * | | * | * | | |
| July | * | * | | * | | | | * | |
| September | * | | * | * | | | * | * | |
| October | * | * | * | * | | | * | * | * |
| November | * | * | | * | | | * | * | * |

April was the last month that Commissioner Peterson was on the Commission
 June was the last month that Commissioner Snell was on the Commission

Commissioner Lattimore joined the Commission in July and Commissioner Lipinski joined the Commission in October.

Planning Cases by Month and Type

| | Code Change | Amendments | | Conditional Use Permit | Conditional Use Permit Home Occupation | | | PUD | Property Subdivisions | | | Site Plan |
|----------|---------------|----------------|-----------------------|------------------------|--|--------|--------|-----|-----------------------|------------------|------|--|
| | | Comp Plan | Zoning | | New | Review | Revoke | | Lot Split | Preliminary Plat | RLS | |
| JAN | | | | | | | | | | | | |
| FEB | 09-04 11-4 | 11-2 11-3 | 10-47 11-5 11-6 | 11-1 | | | | | | | | |
| MAR | | 11-8 | | | | | | | | | | 11-7 |
| APR | | 11-13 | 10-47 | 11-11 11-12 | | | | | | | 11-9 | |
| MAY | | | | | | | | | | | | |
| JUN | 11-15 | | 11-22 | | | | | | | | | 10-7 11-14 11-16 11-17 11-21 |
| JUL | 11-15 | | | | | | | | | | | |
| AUG | | | | | | | | | | | | |
| SEP | 11-15 | 11-18 11-20 | 11-19 | | | | | | | | | |
| OCT 3rd | | | | | | | | | | | | |
| OCT 20th | 11-27 | 11-24 | 11-25 | 11-22 11-23 | | | | | | | | 11-28 11-26 |
| NOV | | 11-30 | 1-31 | | | | | | | | | 11-29 |
| DEC | | | | 11-32 | | | | | | | | |

**DEVELOPMENT CONSIDERATIONS AND APPROVALS
FEBRUARY 17, 2011**

| February 17, 2011 | | | | | | |
|--------------------------|---------------------|--|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 10-47 | City of Coon Rapids | Zone Change - Zone Change from Low Density Residential to Conservancy, 2245 - 2355 Main Street | Approve | Postoned | N/A | |
| 11-1 | Arrow Sprinkler | Site Plan - 3050 Coon Rapids Boulevard - Service Business | Deny | Denied | N/A | |
| 11-2 | City of Coon Rapids | Comprehensive Plan Amendment - Land Use Plan Amendment from Industrial and Office to Industrial and Community Commercial, Springbrook Drive and 87 th Avenue | Approve | Approve | Approve | |
| 11-5 | City of Coon Rapids | Zone Change - Community Commercial to Industrial, Springbrook Drive and 87 th Avenue | Approve | Approve | Approve | |
| 11-3 | City of Coon Rapids | Comprehensive Plan Amendment - Land Use Plan Amendment from High Density Residential to Office, 3531 Coon Rapids Boulevard | Approve | Approve | Deny | |
| 11-6 | City of Coon Rapids | Zone Change - General Commercial to Office, 3531 Coon Rapids Boulevard | Approve | Approve | Deny | |
| 11-4 | City of Coon Rapids | Code Change - Code change to allow expansion of nonconforming single family homes | Approve | Approve | Approve | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
March 17, 2011

| March 17, 2011 | | | | | |
|-----------------------|---------------------|--|----------------------|-------------------|----------------|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action |
| 11-7 | Home Depot | Site Plan – Revision to outdoor garden center | Approve | Approve | N/A |
| 11-8 | City of Coon Rapids | Comprehensive Plan Amendment - Land Use Plan Amendment from High Density Residential to General Commercial, 3531 Coon Rapids Boulevard | Approve | Deny | Approve |

**DEVELOPMENT CONSIDERATIONS AND APPROVALS
APRIL 21, 2011**

| April 21, 2011 | | | | | | |
|-----------------------|-------------------------------|---|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 10-47 | City of Coon Rapids | Zone Change- 2245 – 2355 Main Street Low Density Residential 2 to Conservancy | Approve | Approve | Approve | |
| 11-13 | City of Coon Rapids | Comprehensive Plan Amendment - Land Use Change from Moderate Density Residential to Low Density Residential, 9095, 9085, 9065 and 9055 East River Road | Approve | Deny | Approve | |
| 11-12 | Northstar Community Church | Conditional Use Permit - Operate a church at AMC Showplace Theaters, 10051 Woodcrest Drive | Approve | Approve | N/A | |
| 06-39 | Villas on the Boulevard HOA | Site Plan - 2747 110th Avenue – Replace the swimming pool with a pergola and green space | Approve | Approve | N/A | |
| 11-11 | Michael Parks | Conditional Use Permit - Home Occupation – 236 126th Avenue – Internet and phone sales of metal detectors | Approve | Approve | N/A | |
| 11-9 | 21 st Century Bank | Registered Land Survey - Main Street and Swallow Circle | Approve | Approve | Approve | |
| 09-22 | United Educators Credit Union | Site Plan – Exterior materials revision | Approve | Approve | N/A | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
June 16, 2011

| June 16, 2011 | | | | | | |
|----------------------|---------------------|---|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 10-07 | RKL Landholdings | Site Plan – A one year extension of their site plan approval for Port Evergreen mixed use multi-family and senior housing project, 94 th Avenue and Springbrook Drive | Approve | Approve | Approve | |
| 11-14 | Holiday Companies | Site Plan – construct a 7,4000sf convenience store | Approve | Approve | N/A | |
| 11-15 | City of Coon Rapids | Code change – Section 11-335 Variance criteria | Approve | Postponed | N/A | |
| 10-22 | City of Coon Rapids | Zone Change – Ordinance to correct a clerical error regarding the zone change for 3789 Coon Rapids Boulevard and 11707 Round Lake Boulevard | Approve | Approve | Approve | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
July 21, 2011

| July 21, 2011 | | | | | | |
|----------------------|---------------------|---|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 11-16 | Frisbee Architects | Site Plan – 110 unit senior housing | Approve | Approve | Approve | |
| 11-15 | City of Coon Rapids | Code Change – Section 11-335 Variance criteria | Approve | Postponed | N/A | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
August 19, 2011

| August 19, 2010 | | | | | |
|------------------------|--------------------------|--|----------------------|-------------------|----------------|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action |
| 11-17 | John Weicht & Associates | Site Plan – Façade improvement at 360 Coon Rapids Boulevard | Approve | Approve | N/A |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
September 15, 2011

| September 15, 2011 | | | | | | |
|---------------------------|---------------------|--|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 11-18 | Patricia Jordon | Comprehensive Plan Amendment – Land Use Plan Amendment from Office to High Density Residential, Southeast corner of Woodcrest Drive and Egret Boulevard | Approve | Approve | Deny | |
| 11-19 | Patricia Jordon | Zone Change – Zone Change from Office to High Density Residential, Southeast corner of Woodcrest Drive and Egret Boulevard | Approve | Approve | Deny | |
| 11-12 | Haug Companies | Site Plan – Site Plan approval for gas pumps and canopy, Cub Foods parking lot, 12900 Riverdale Drive | Approve | Approve | N/A | |
| 11-15 | City of Coon Rapids | Code Change – Code change to Section 11-335, criteria for granting a variance. | Approve | Approve | Approve | |
| 11-20 | City of Coon Rapids | Comprehensive Plan Amendment – Text changes to the to the Transportation Section | Approve | Approve | Approve | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
October 3, 2011

| October 3, 2011 | | | | | |
|------------------------|--------------------------------|--|----------------------|-------------------|----------------|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action |
| 11-28 | Anoka Ramsey Community College | Site Plan – Construct a 36,00sf addition to the fitness center 11200 Mississippi Blvd. | Approve | Approve | N/A |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
October 20, 2011

| October 20, 2011 | | | | | | |
|-------------------------|--|---|-----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 11-22 | Islamic Community Center of Bosniaks in MN | Conditional Use Permit – for a place of worship, 295 Northdale Boulevard | Application withdrawn | | | |
| 11-23 | Enterprise Rent-A-Car | Conditional Use Permit – An amendment to a conditional use permit and site plan to allow changes to the required parking for an automobile rental business, 2740 Main Street | Approve | Approve | N/A | |
| 11-24 | Bridgestone Retail Operations | Comprehensive Plan Amendment - Land Use Plan amendment from Community Commercial to General Commercial, 11491 Hanson Boulevard | Approve | Approve | Approve | |
| 11-25 | Bridgestone Retail Operations | Zone Change – Zone change from Community Commercial to General Commercial, 11491 Hanson Boulevard | Approve | Approve | Approve | |
| 11-26 | Bridgestone Retail Operations | Site Plan - Site Plan approval for Automobile Repair business, 11491 Hanson Boulevard | Approve | Approve | N/A | |
| 11-27 | City of Coon Rapids | Code Change - Section 11-1852, Fences and Walls and Sections 11-600, LDR1 and 11-700, LDR2 to allow dock storage as an accessory use | Approve | Approve | Approve | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
November 17, 2011

| November 17, 2011 | | | | | | |
|--------------------------|--------------------------------|--|----------------------|-------------------|----------------|--|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action | |
| 11-29 | Anoka Ramsey Community College | Site Plan – construct an addition and exterior renovations to the fine arts building, 11200 Mississippi Blvd. | Approve | Approve | N/A | |
| 11-30 | Steve Culley | Comprehensive Plan Amendment – 295, 311 and 325 Northdale Boulevard, Office to General Commercial | Approve | Approve | Approve | |
| 11-31 | Steve Culley | Zone Change – 295, 311 and 325 Northdale Boulevard, Office to General Commercial | Approve | Approve | Approve | |

DEVELOPMENT CONSIDERATIONS AND APPROVALS
December 15, 2011

| December 15, 2011 | | | | | |
|--------------------------|---------------------|--|----------------------|-------------------|----------------|
| Case | Petitioner Location | Proposal | Staff Recommendation | Commission Action | Council Action |
| 11-32 | Steve Culley | Conditional Use Permit – commercial printing and embroidery shop, 295 Northdale Blvd. | Approve | Approve | N/A |

ADDITIONAL PLANNING ACTIVITIES
Coon Rapids Community Development Department
2011 Annual Report

In addition to the planning cases, several other planning related projects were completed in 2011.

Recodification of Title 11

Staff and the Planning Commission have been holding workshops on restructuring and updating Title 11 (Zoning Code). The reorganizational process will eliminate outdated sections and craft a Code that is easier to read and more user friendly.

East River Road Access Management Study

The City participated in an Access Management Study of East River road, which is being lead by Anoka County Highway Department. The Study began in 2010 is scheduled for completion in 2012. The study will consider traffic flows, safety, as well as the land uses along the roadway.



2011 BOARD OF ADJUSTMENT AND APPEALS

ANNUAL REPORT

COMMISSIONERS

Gary Wessling, Chair
Jeanette Rosand
Teri Spano-Madden
Patricia Thorup
Aaron Vande Linde

CITY STAFF

Cheryl Bennett, Housing and Zoning Coordinator
David Brodie, Assistant City Attorney

SECRETARY

Beth Bostrom, Time Saver Off Site Secretarial, Inc.

**BOARD OF ADJUSTMENT AND APPEALS
2011 MEETING ATTENDANCE**

| Board of Adjustment and Appeals Meeting Attendance — 2011 | | | | | | |
|---|-----------------|--------|--------------|--------|-------------|---|
| Meeting\Commissioner | Wessling, Chair | Rosand | Spano-Madden | Thorup | Vande-Linde | |
| January | ● | ● | ● | ● | ● | ● |
| February | NO MEETING | | | | | |
| March | NO MEETING | | | | | |
| April | ● | ○ | ● | ● | ● | ● |
| May | NO MEETING | | | | | |
| May Work Session | ● | ● | ● | ● | ● | ● |
| June | ● | ● | ● | ● | ● | ● |
| July | ● | ● | ● | ● | ● | ● |
| August | ● | ● | ● | ● | ● | ● |
| September | ● | ○ | ● | ● | ● | ● |
| September Work Session | ● | ○ | ● | ● | ● | ● |
| October | ● | ● | ● | ● | ● | ● |
| November | ● | ● | ● | ● | ● | ● |
| December | ● | ○ | ● | ○ | ● | ● |

**BOARD OF ADJUSTMENT AND APPEALS
2011 ACTION**

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|--|---|----------------------|---|----------------|
| 10-27V | Bruce Frank 9731 Zilla Street | Special Assessment Objection Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-01V | Jeff Steiner and R. Landwehr 312 98 th Lane NW | Special Assessment Objection Administrative Citation Penalty, Operate Rental Dwelling without License | 2-1104, 12-903 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-02V | Ebo Anseh 924 124 th Lane NW | Special Assessment Objection Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-03V | Builders Development & Finance, Inc. 13253 Avocet Street | Special Assessment Objection Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee | 8-503, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-04V | Builders Development & Finance, Inc. 1293 | Special Assessment Objection Junk/Debris Abatement Costs, Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee | 8-109, 8-503, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-05V | Mary Wittig 10470 Tamarack Street | Special Assessment Objection Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-06V | Kathleen Fillmore and Richard Fillmore 4110 121 st Avenue NW | Special Assessment Objection Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-07V | Wanda Burdick 10057 Hanson Boulevard | Special Assessment Objection Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Modified (Fee Reduced to \$100) | Rescinded |
| 11-08V | Ken Sarell 12339 Gladiola Street | Special Assessment Objection Administrative Citation Penalty, No Waste Collection Service | 2-1104, 8-204 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|---|---|---------------------------|--|----------------|
| 11-09V | Michael Rausch 2692 109 th Lane NW | Special Assessment Objection Excessive Consumption | 12-317 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-10V | Myron Richeson 4077 119 th Avenue NW | Special Assessment Objection Excessive Consumption | 12-317 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-11V | Patricia Christiansen 812 123 rd Lane NW | Special Assessment Objection Mowing/Weed Abatement Costs | 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-12V | TH Construction of Anoka, Inc. 749 122 nd Avenue NW | Special Assessment Objection, Mowing/Weed Abatement Costs, Excessive Consumption of Services Fee | 8-503, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-13V | Chad Olson 1197 97 th Lane NW | Special Assessment Objection Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-14V | First National Bank of Elk River 10732 Hanson Boulevard | Special Assessment Objection Mowing/Weed Abatement Costs | 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-15V | Fresh Start Home Restoration, LLC 10839 Olive Street | Special Assessment Objection Secure Vacant Property Costs | 12-312 | Recommended Special Assessment be Modified (Reduced to \$128) | Adopted |
| 11-16V | Kenneth Skeate 13115 Lily Street | Special Assessment Objection Secure Vacant Property Costs | 12-312 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-17V | Mohammed Shakir 1240 106 th Lane NW | Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, Excessive Consumption of Services Fee | 2-1104, 12-903, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-18V | Michael Berge 12875 Eagle Street | Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training | 2-1104, 12-903, 12-915 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|---|--|---------------------------|--|----------------|
| 11-19V | Michael Berge 1543 127 th Lane NW | Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training | 2-1104, 12-903, 12-915 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-20V | Michael Berge 12843 Flamingo Street | Special Assessment Objection Administrative Citation Penalties, Operate Rental Dwelling without License, No Crime-free Training | 2-1104, 12-903, 12-915 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-21V | Michael O'Connor 9200 University Avenue NW | Special Assessment Appeal Secure Vacant Property Costs | 12-312 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-22V | Briggs Properties, LLC Matthews Grove Townhouses 103 rd and Hanson Boulevard | Special Assessment Appeal Mowing/Weed Abatement Costs | 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-23V | WFC Properties, LLC 1620 103 rd Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-24V | Andrew Rute 9716 Zilla Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-25V | David Chaney 10059 Egret Boulevard | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-26V | Erin Rischer 3266 132 nd Circle NW | Special Assessment Appeal Mowing/Weed Abatement Costs | 8-503 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-27V | First Minnesota Bank 2725 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-28V | First Minnesota Bank 11020 Dahlia Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-29V | First Minnesota Bank 11010 Dahlia Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|--|---|---------------|--|----------------|
| 11-30V | First Minnesota Bank 2772 110 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-31V | First Minnesota Bank 2715 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-32V | First Minnesota Bank 2705 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-33V | First Minnesota Bank 2742 110 th Avenue NW | Special Assessment Appeal Mowing/Weed Abatement, Excessive Consumption of Services Fee | 8-503, 12-317 | Recommended Special Assessment be Modified (Reduced to \$338.54) | Adopted |
| 11-34V | First Minnesota Bank 2716 110 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Rescinded | Adopted |
| 11-35V | First Minnesota Bank 2708 110 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Modified (Reduced to \$180) | Adopted |
| 11-36V | First Minnesota Bank 2708 110 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Modified (Reduced to \$180) | Adopted |
| 11-37V | First Minnesota Bank 11025 Dahlia Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-38V | TSM Development, Inc./First Minnesota Bank 2730 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-39V | TSM Development, Inc./First Minnesota Bank 2720 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|--|--|-----------------------|--|----------------|
| 11-40V | TSM Development, Inc./First Minnesota Bank 2710 110 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-41V | TSM Development, Inc./First Minnesota Bank 10985 Crocus Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-42V | Foley Foods Corporation 10533 Foley Boulevard | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs, Excessive Consumption of Services Fee | 2-1104, 8-109, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-43V | Keith Ewer 8715 Norway Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-44V | Keith Ewer 8666 Norway Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-45V | Keith Ewer 8701 East River Road | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-46V | Misty Neff 1822 106 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-47V | Oliver Nwachi 147 126 th Avenue NW | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-48V | Pierre Roddy 10555 Mississippi Boulevard | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-49V | Saha, LLC, John Anderson 3360 Northdale Boulevard | Special Assessment Appeal Mowing/Weed Abatement Costs | 8-503 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-50V | John Rivera 1150 98 th Lane NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|---|--|----------------------------------|--|----------------|
| 11-51V | City of Coon Rapids HRA 10911 Dogwood Street | Variance 8-foot Front Yard Setback Variance for Entryway Addition | 11-705(11)(a), 11-705(12) | Approved | n/a |
| 11-52V | Wa Vue 2438 132 nd Avenue NW | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs, Secure Vacant Property Costs, Excessive Consumption of Services Fee | 2-1104, 8-109, 12-312, 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-53V | Timothy Weaver 2711 109 th Avenue NW | Special Assessment Appeal Administrative Citation Penalty – Operate Rental Dwelling without License | 2-1104, 12-903 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-54V | Alan Howe and Tracy Howe 253 106 th Avenue NW | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-55V | Janice Reihe 824 108 th Lane NW | Variance 2.4-foot Side Yard Setback Variance for Attached Garage | 11-705(11)(a) | Postponed Action on July 7; Approved on August 4, 2011 | n/a |
| 11-56V | Susan Make 12847 Raven Street | Appeal Stop Work and Compliance Orders of the Chief Building Official | 12-204, 12-315 | Upheld Stop Work and Compliance Orders in their Entireties | n/a |
| 11-57V | Lennox Builders for Chester King and Roberta King 11556 North Heights Drive | Variance 6-foot Front Yard Setback Variance for Porch Addition | 11-705(11)(a), 11-705(12) | Approved | n/a |
| 11-58V | Darnell Ostrum for Darlene Ostrum 9950 Larch Street | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Approved | Adopted |
| 11-59V | Christopher Moncrief 459 111 th Avenue NW | Special Assessment Appeal Junk/Debris Abatement Costs | 8-109 | Proposed Assessment Removed by Staff | n/a |
| 11-60V | Gary B. Slotto 8288 Mississippi Boulevard | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|---|---|-------------------------------|--|------------------------------|
| 11-61V | Steven R. Fischer and Nancy s. Fischer 2040 105 th Lane NW | Special Assessment Appeal Administrative Citation Penalties, Long Grass, Operate Rental Dwelling without License, | 2-1104, 8-503, 12-903 | Recommended Special Assessment be Affirmed for Administrative Fine and Rescinded for Administrative Citation Penalty | Adopted Board Recommendation |
| 11-62V | Jim Borden for Federal National Mortgage Association 12004 Ibis Circle | Special Assessment Appeal Secure Vacant Property Costs | 12-312 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-63V | Tsz Mak for Siu Yau Mak 12000 Alder Street | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-64V | Mary Lyon 2925 114 th Lane NW | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-65V | Mahamud Mahamed 219 106 th Avenue NW | Special Assessment Objection Administrative Citation Penalties, Long Grass, Operate Rental Dwelling without License, No Crime-free Training | 2-1104, 8-109, 12-903, 12-915 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-66V | Michoma D. Moenga and Sarah Moenga 11845 Jonquil Street | Special Assessment Appeal Administrative Citation Penalties, Long Grass | 2-1104 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-67V | Michoma D. Moenga and Sarah Moenga 2841 113 th Lane NW | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-68V | Michael Vernon Carter and Valorie Lee Carter 10410 Hummingbird Street | Special Assessment Appeal Excessive Consumption of Services Fee | 12-317 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-69V | Christine Young and John Rasmussen 9065 East River Road | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-70V | David Jenkins 295 118 th Avenue NW | Appeal Compliance Order of the Chief Building Official | 12-313, 12-315 | Upheld Compliance Order in its Entirety | n/a |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|--|--|-----------------------|---|----------------|
| 11-71V | Real Estate Partners, Inc. 11491 Hanson Boulevard | Variance 12-foot Parking Setback Variance from Public Street Right-of-Way in Community Commercial Zoning District Subject to Rezoning to General Commercial | 11-1504(8)(b) | Approved | n/a |
| 11-72V | Sheila Husom 11280 Wren Street | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Modified (Reduced to \$390) | Adopted |
| 11-73V | Cheryl Ambruse 12030 Jonquil Street | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-74V | Colleen Cook 845 117 th Lane NW | Special Assessment Appeal Administrative Citation Penalties, Junk/Debris, Long Grass, Abatement Costs | 2-1104, 8-109, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-75V | Crystal Beseke 46 106 th Avenue NW | Special Assessment Appeal Administrative Citation Penalties, Weeds, Long Grass | 2-1104, 8-502, 8-503 | Recommended Special Assessment be Rescinded | Rescinded |
| 11-76V | Richard Keller 12467 Sycamore Street | Special Assessment Appeal Administrative Citation Penalty, Weeds, Long Grass | 2-1104, 8-502, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-77V | Mei Brothers Company, LLC 11403 Foley Boulevard | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-78V | Angela Flores 11339 Wren Street | Special Assessment Appeal Administrative Citation Penalty, Junk/Debris, Abatement Costs | 2-1104, 8-109 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-79V | Janice Kuehl 3155 113 th Avenue NW | Special Assessment Appeal Administrative Citation Penalty, Long Grass, Secure Vacant Property Costs | 2-1104, 8-503, 12-312 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-80V | Khadra Ismail 12460 Sycamore Street | Special Assessment Appeal Administrative Citation Penalty, No Waste Collection Service | 2-1104, 8-204 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

| CASE NO. | PETITIONER LOCATION | DESCRIPTION | CODE SECTION | BOARD ACTION | COUNCIL ACTION |
|----------|--|---|--------------------|--|----------------|
| 11-81V | Peter Brook 11061 Foley Boulevard | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-82V | Joseph Schmiedeberg 11900 Magnolia Street | Special Assessment Appeal Administrative Citation Penalty, Parking Off Pavement | 2-1104, 11-705(10) | Recommended Special Assessment be Affirmed in its Entirety | Adopted |
| 11-83V | Charles Reichow 10048 Butternut Street | Special Assessment Appeal Administrative Citation Penalty, Long Grass | 2-1104, 8-503 | Recommended Special Assessment be Affirmed in its Entirety | Adopted |

NEIGHBORHOOD REINVESTMENT DIVISION 2011 Annual Report

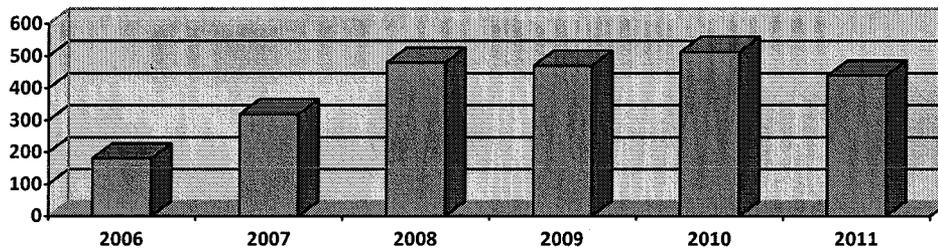
Rental Licensing

This ordinance has required an intense amount of staff time but has been extremely successful in identifying and monitoring the city's growing rental housing stock. In 2011, there were 1,149 rental licenses renewed in Coon Rapids and an additional 241 properties became licensed rental properties that had been converted from owner-occupied. There are now a total of 5,327 licensed rental units in the city.

Vacant Properties – Water Shut-Offs

Coon Rapids has begun to experience a decline in foreclosures. In 2011, there were 435 foreclosures in Coon Rapids. This compares to 505 foreclosures in 2010, 476 in 2009, 461 in 2008, 339 in 2007, and 181 in 2006. Once these homes go vacant, they are vulnerable to a variety of issues such as vandalism, freezing pipes, flooding, squatting, and other property neglect like un-mowed lawns.

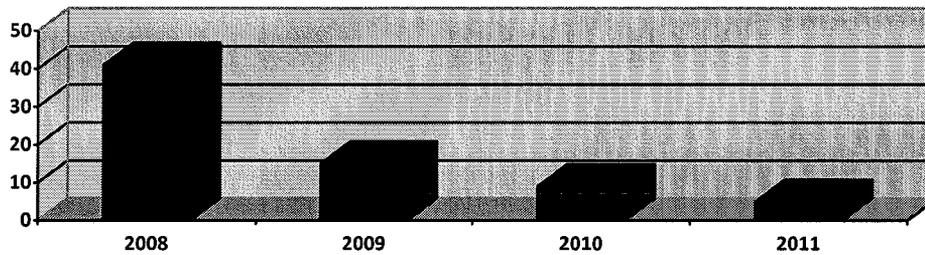
Coon Rapids Foreclosures 2006-2011



The Water Ordinance has allowed the city to shut off water at these properties and has been an extremely effective tool in protecting these vacant homes. In 2011, there were 524 new vacant homes identified and the city disconnected water service at 401 of those properties. Owners, realtors and mortgage companies continue to have the option of signing a waiver to keep the water on at these homes, just as long as they do so within two weeks of the property being posted for water shut off and that the property continue to be heated. The City of Coon Rapids currently monitors a total of 598 vacant properties, down from 731 one year ago.

The program's success is also reflected in fewer flooded homes each year. In 2011, Coon Rapids had only 5 known flooded homes. In comparison, there were 9 flooded homes in 2010, 15 in 2009 and 41 in 2008.

Flooded Vacant Properties 2008-2011



Since the inception of the revised Water Ordinance, the city has shut off water at 1,512 properties.

In 2011, 369 Water Restoration permits were issued to get the water service turned back on at residential properties. In 2010, there were 314 such permits issued. In most of these cases, basic safety items were identified by the Building Inspectors to be repaired before the water service could be restored. The purpose of the inspection is to ensure that the home is heated, has a safe and functioning furnace and water heater, all plumbing is intact, wiring is not exposed, and that there aren't any additional safety hazards.

Garbage and Clutter Homes

Housing Inspectors identified and worked with 31 households with garbage and clutter issues in their home in 2011. Coon Rapids is proactive collaborating with the Police and Fire Departments, as well as Anoka County and the many local service organizations available to residents to get these properties cleaned up and into compliance. In these situations, staff works very closely to ensure that not only do the properties get cleaned up but that the individuals living in these homes are being connected to the resources needed to continue living in a safe and healthy environment.

Coon Rapids has built an excellent reputation throughout the State of Minnesota as the experts in how to manage and clean up garbage-clutter homes. Housing Inspector Leya Drabczak continues to travel and train other government entities and service organizations in this capacity.

Weeds, Maintenance, Code Enforcement

Monitoring long grass continues to be a huge issue at both vacant, bank-owned properties as well as occupied properties. In 2011, the city inspected and posted 1,101 properties for grass longer than 8" tall. Of those, 155 had to be abated by the city's mowing contractor Complete Grounds Maintenance. Costs associated with mowing these properties were covered by the \$300 citations that were charged and assessed to these respective properties.

In 2011, the city initiated 2,674 new code enforcement work orders and investigated each of them. This activity is broken down to the following categories:

Weeds, Unkept Lawns: 1,101

Yard and Lot Issues (junk and debris in yard, parking off pavement): 755

Vacant Monitor (vacant properties): 512

Miscellaneous Housing Issues (occupied homes without gas and/or electricity): 124

Excessive Consumption (penalty for excessive city visits to property): 43

Garbage Service (lack of): 19

Miscellaneous (animal issues, group homes, home occupation, illegal dumping, etc): 17

Vacant Hazardous Conditions (at a residential property – fire, flood): 12

Exterior Structure Issues: 7

The Administrative Penalties Ordinance is a tool that has significantly increased the compliance rate with property owners in a timely manner. The Administrative Citation for a first offense is \$300, \$600 for a second offense, and so on, doubling at each offense. In 2011, the city issued a total of 1,962 Administrative Citations (including those for long grass).

Of the Citations issued, the city abated 246 properties of junk and debris in the yard, totaling 408,000 pounds of items (furniture, broken lawn furniture, wood or other building materials, buckets, scrap metal, appliances, tires, car parts, etc). Beyond the household garbage that could be disposed of normally:

- 364 tires were recycled
- 32 gallons of hazardous liquids disposed of
- 34 major appliances and/or lawn mowers collected
- 23 televisions and monitors collected
- 178 cubic yards of yard waste brought to a compost site

Townhome Forum

The city continues to host the Townhome Forum. Association board members, owners or renters of townhomes, and property management companies are invited to attend these meetings. The purpose of this group is to strengthen the city's contact information with these associations and increase communication with townhome owners regarding issues that are specific to them.

The most recent meeting took place in October 2011 and the topic was "Foreclosures & Financial Reserves – the impacts on your homeowners association". Approximately 100 residents were in attendance and they had many questions for the attorney with Hellmuth & Johnson who was the guest speaker and who has extensive experience working with townhomes and other community associations.

This Forum is meant to provide "best practices" to the owners and managers. Topic matters are determined by the Forum and guest speakers are brought in to address those issues and answer questions from the group.

Home for Generations

Home for Generations projects continue to inspire and motivate existing homeowners to make improvements to their own homes. In 2011, the city rehabilitated and showcased two homes at: 537 109th Avenue and 10911 Dogwood Street.

The Pre-Construction (kick-off) Open Houses were held on Sunday, February 6th for both homes. This gave residents an opportunity to tour each of the homes in their existing condition and view the remodeling plans. The Mid-Construction Open Houses were held on Sunday, March 20th. And a series eight of Final Open Houses were held throughout June 2011. One last Open House was hosted at 537 109th Avenue in July 2011.

The 1962 split entry home at 10911 Dogwood Street was transformed to include an 8' x 8' front entry addition as a response to the number of homeowners who complain of such deficit in their own homes. This not only increased the size of the entry way, but also added greatly to the curb appeal of the previously flat elevation of the home. All of the walls in the kitchen, dining and living room areas were removed to create an open floor plan with an entirely new kitchen with a center island. All of the carpets were removed on the upper level and the original hardwood floors refinished. The upper level bathroom was completely remodeled, all new windows were installed, hardiboard siding was installed on the front of the house along shakes as an accent, and a walk-in closet was added to the master bedroom. Function and design were improved at this 4 bedroom, 2 bathroom home. Dercon Construction Services was hired to complete the remodeling work and Darbi Comparetto with ReMax Advantage Plus was hired as the realtor. The house was sold within 2 weeks of it being listed on MLS and closed at the end of July 2011.

The second house at 537 109th Avenue is a one and a half story home built in 1959. The remodeling work completed at this house had a "Recycle, Reuse, Renew" theme. The city used this house as a demonstration to homeowners, showing them what "green" and "sustainable" would look like in a house remodel. Marmoleum (flaxseed product considered sustainable) flooring was used in the kitchens and bathrooms, liquidated cabinets were also used, energy efficient windows, dual flush toilets, low flow showerheads, liquidated trim work, solar panels (planned but not implemented), recycled paint, rain barrels, and motion activated light switches were examples of some of the products used in this remodel. Two dormers were added to the second level of the home, increasing natural light into the bedrooms while also adding curb appeal. A covered front porch was added to mirror the dormers, while allowing more transition from the outside to the inside of the home. The kitchen was completely remodeled, a half bathroom added to the main level (something that this floor plan does not offer), and a mudroom created off of the side entrance. A buyer approached the city before remodeling was complete and the scope was modified as a result, but all of the original green and sustainable concepts were still integrated into the house remodel. The biggest change was the buyer wanted a full 8' addition added to the backside of the home. Lennox Builders was hired as the general contractor and Mike Hunstad with Counselor Realty was hired as the realtor for this house. The work was completed, Open Houses held, and the house sold/closed at the end of July 2011.

The house remodeled through last year's program (2010) at 12924 Crooked Lake Boulevard was sold and closed in August 2011.

'Summer in the City' Neighborhood Events

The *Summer in the City* events continue to be very well received and a great alternative to holding a traditional, indoor meetings. These events are much more casual in the relaxed setting of a neighborhood park. Police squad cars, fire trucks, and Public Works equipment were again on-site for kids and families to look at and climb into. Music, ice cream, and picnic tables were on-site. New in 2011, city staff set up several tables with information and representatives from various departments – Parks Department, City Forester, Bunker Hills, Engineering, Public Works, and Neighborhood Reinvestment. Also new this year, a survey was developed to get direct input from residents regarding city services and perceptions. A raffle drawing was held at the end of the meeting to encourage residents to fill out the survey and remain at the meeting until the end. These meetings each realized up to 125 people in attendance.

The Neighborhood Clean-Up events were again enhanced from previous years, allowing even more opportunity for residents to get rid of their unwanted items. Scrap metal and cardboard was collected and recycled (by LePage & Sons), bikes and furniture in good condition were accepted to be donated (to the Recycling Center and Bridging Inc.), tires were accepted and were collected by Mosquito Control, and other items were discarded in the trash (sponsored by LePage). Only the immediate neighborhood has been directly invited to participate in these Clean-Up events, but no Coon Rapids resident is turned away. All items accepted have been done so free of charge, and the event has been extremely popular collecting:

- 5,700 lbs of furniture donated (Bridging Inc)
- 7 Tons of mixed scrap metal recycled
- 1 Ton of cardboard and paper recycled
- 160 tires recycled (Mosquito Control)
- 35 Tons of household waste, etc.

Each of the Clean-Up events took place two nights after each of the *Summer in the City* neighborhood meetings.

ECONOMIC DEVELOPMENT AND REDEVELOPMENT

2011 Annual Report

Business Development and Job Creation

The City provided tax increment financing assistance by means of the State's 2010 "Jobs Bill" for two industrial expansion projects. RMS Company constructed a 60,000 square foot addition at 8600 Evergreen Boulevard and will create at least 150 new jobs. MEDRAD, Inc., a subsidiary of Bayer Corporation, rehabbed about 90,000 square feet of space at 8880 Evergreen Boulevard and will add at least 30 jobs.

Staff attended the Minnesota Commercial Association of Realtors (MNCAR) exposition to market the City and its development and redevelopment sites to commercial real estate brokers around the metro area. The City also began publishing a semi-annual "Business Update" newsletter, which is mailed to all businesses in the City, and an economic development e-newsletter. The City partnered with the other cities and counties along the Northstar Commuter Rail Line to host a real estate broker tour of the corridor in May. Additionally, staff continued Business Retention and Expansion visits along with the Mayor to maintain relationships with key Coon Rapids businesses.

Finally, the City began exploring the establishment of a business incubator program. A preliminary report by Genesis Business Centers concluded that elements exist in Coon Rapids to establish such a program. In 2012, efforts will continue to secure space, build a support network, revitalize a local venture capital fund, and attract companies.

Coon Rapids Boulevard

In Port Campus Square, the HRA acquired a largely vacant office building and Firestone tire shop for redevelopment. A tenant in the office building, Genesis Adult Day Care, was relocated across the street in the Coon Rapids Square Shopping Center. The former Big Lots, White Castle, Fantasy Gifts, and Cigars Unlimited buildings in Port Campus Square were demolished to prepare the area for redevelopment around the new Coon Rapids Ice Center. A grant from the U.S. Environmental Protection Agency assisted with determining the extent of contamination and hazardous materials at Port Campus Square.

The HRA acquired a vacant Amoco gas station at 395 Coon Rapids Boulevard and a blighted house at 9436 Flintwood Street in Port Evergreen for eventual redevelopment.

The City worked with Anoka County on an Access Management Study for the East River Road corridor from Coon Rapids Boulevard to the south City limits. The City also completed studies on constructing a full-access interchange at Highway 610 and Coon Rapids Boulevard and rerouting Coon Rapids Boulevard Extension over Coon Creek. While both are considered long-range projects, they would provide additional economic development opportunities along the Coon Rapids Boulevard corridor.

Scattered Site Acquisition

The Scattered Site Acquisition (SSA) is intended to remove blighted or substandard structures and replace them with high-quality homes. In 2011, the HRA acquired one property at 2624 115th Lane and subsequently sold the lot to a builder. The HRA sold lots at 10331 Flamingo Street and 11301 Osage Street for construction of new houses. The HRA also provided demolition funding to Twin Cities Habitat for Humanity for redevelopment of a single-family property at 9901 Larch Street.

HOUSING 2011 Annual Report

Housing initiatives in Coon Rapids are not concentrated within one division but rather are spread throughout the Community Development Department. This section of the report focuses on the Department's efforts with regard to the promotion of housing preservation and rehabilitation.

Community Development Block Grant Program

Title 1 of the Housing and Community Development Act of 1974 provides for a program of Community Development Block Grants (CDBG). The program is administered by the U.S. Department of Housing and Urban Development (HUD). Although the City qualifies as a metropolitan city under the block grant, we have elected to receive funds together with Anoka County through a Joint Request to HUD.

The federal CDBG program year 2010 was closed on December 31, 2011. Through the Joint Request to HUD, the City receives an annual grant in an amount determined by the formula allocation established by HUD. A Joint Cooperation Agreement with Anoka County provides for retention of funds by the county for administration and county-wide public service programs. The 2010 entitlement grant amount of \$325,846, an increase of 7.8 percent over the City's 2009 entitlement award, included \$48,876 for county administration fees and the same amount for county-wide public service programs. The remaining \$228,094 was allocated to the City's Housing Rehabilitation Loan Program. An additional \$33,403 in 2010 program income was realized from the payoff of existing loan balances. Of this amount, \$25,403 was retained in the Housing Rehabilitation Loan Program and the \$8,000 was reprogrammed for other efforts. The total amount dedicated to the Housing Rehabilitation Program, \$253,497, provided for the rehabilitation of thirteen residential units occupied by low- and moderate-income households earning not more than 80 percent of area median income (\$84,000 in federal FY 2010).

The \$8,000 in program income reallocated to other, eligible uses included \$5,000 for updating the City's 2007 Comprehensive Housing Strategy that is occurring as part of the Urban Land Institute MN/Regional Council of Mayors Opportunity City Program effort presently underway. The balance was used to support activities of the Fair Housing Implementation Council (FHIC). The FHIC activities support HUD's CDBG program compliance requirements with the Fair Housing Act, Title VIII of the Civil Rights Act of 1968. Participation in federal housing programs requires compliance with the Fair Housing Act and action plans regarding compliance efforts are required components of the CDBG program's Consolidated Plan. Coon Rapids, along with other administrators of the federal CDBG and HOME (Home Investment Partnership) programs, is a participating member of the Twin Cities Metro Area Fair Housing Implementation Council. The FHIC developed the 2001 Regional Analysis of Impediments to Fair Housing and its accompanying Action Guide. These tools are the components of the Consolidated Plan intended to further fair housing efforts. The FHIC sponsors educational and training opportunities and conducts testing to identify potentially discriminatory rental practices in federally assisted housing programs throughout the metro area.

Coon Rapids Mortgage Assistance Foundation

The Coon Rapids Mortgage Assistance Foundation (CRMAF) established a housing loan program in 2005 that includes the following loan products. The Home Improvement Incentive Loan Program fund provides revolving loans for repairs or value-added improvements to single- and two-family structures and interior work on townhouse and other common interest community properties. The interest rate varies by borrower income but there is no income limit on borrowers. The Home Rehabilitation Assistance Loan Program fund provides low-interest loans for necessary repairs or improvements for borrowers earning not more than 110 percent of area median income. Loan payments may be deferred for homeowners at or below 50 percent of area median income. The Two-family Home Rehabilitation Program fund provides loan funds at attractive interest rates for the exterior maintenance of two-family dwellings. The fund guidelines require that work be undertaken on both sides of the two-family dwelling to ensure the exteriors remain compatible. There is no income limit for borrowers and payments may be deferred for borrowers at or below 50 percent of area median income. The program also includes the Emergency Home Repair Program fund for homeowners facing emergency repair needs but who are unable to access other funding sources. That fund is restricted to residents at or below 110 percent of area median income and payments are deferred. In 2010, the program was extended to interior work for townhouses and other common interest community properties and exterior work at these properties in cases where the homeowner association is not responsible for the work.

In 2011, the program provided \$166,292 in loan funds to eleven homeowners as follows: \$32,629 in Home Improvement Incentive Loan Program funds provided loans for two residents; \$133,663 in Home Rehabilitation Loan Program funds provided loans for nine residents, seven of which received deferred loans. All other loans issued were amortizing loans with payments. The total dollar volume and CRMAF loan numbers decreased for the second consecutive year while the number of deferred loans increased. This is likely the result of continued uncertainty in the housing market and the economic environment in general.

Efforts undertaken with CRMAF loan programs helped leverage an additional \$99,930 in residential investments through the program administrator, the Center for Energy and Environment. This figure is down substantially from 2010, a year that included several energy rebate incentives from Minnesota Housing, however, it is up nearly 30 percent from 2009. While the program administrator attempts to first place a borrower into a CRMAF loan, CRMAF guidelines sometimes prohibit access. As an example, the CRMAF loan to value limit is 100 percent whereas Minnesota Housing permits a loan to value ratio of 110 percent.

The ReGenerations Down Payment Assistance Loan Program was established in November 2009 with CRMAF program funds to provide down payment assistance loans for housing purchases using the FHA Section 203(k) loan product. This mortgage vehicle permits the purchaser to roll the purchase price plus rehabilitation costs into a single mortgage. The ReGenerations Program provides three and one-half percent of the purchase plus rehab costs up to a maximum of \$6,000 and requires a minimum of \$10,000 in rehab or remodeling investment in the property. There are no program limits imposed on the borrower's income or the purchase price, however, there are FHA mortgage limits in the 203(k) program. The down payment assistance loan is forgiven after ten years provided the purchaser maintains the property as a principal, homesteaded

residence. In 2011, the ReGenerations Program closed loans on six properties for a total of \$24,848 in down payment assistance that leveraged \$100,000 in rehabilitation investments to those properties. All six residential properties purchased under this program in 2011 were previously foreclosed properties.

Remodeling Advisor Visits

The City contracts with the Center for Energy and Environment to provide Remodeling Advisor Visits to Coon Rapids homeowners. They are a required component of the rehabilitation loan products offered through the Coon Rapids Mortgage Assistance Foundation loan programs and the visits are paid for through program funds. In addition, the City's Housing and Redevelopment Authority provides funds to make this service available to all Coon Rapids homeowners. The service provides assistance to homeowners in identifying and prioritizing improvements, providing objective remodeling advice and assistance with the collection and evaluation of project bids. This is a free service to all homeowners. In 2011, forty-four Remodeling Advisor Visits were performed for Coon Rapids homeowners, up twenty-five percent from the year before.

North Suburban Home Improvement Show

The City participated in the 13th annual home improvement trade show hosted by the cities of Coon Rapids, Andover, Anoka and Ramsey on March 19, 2011. Since 2007, the North Suburban Home Improvement Show has been held at the Andover YMCA Community Center, a venue that continues to enable this show to grow. For the first time, the 2011 show hosted a live radio broadcast site for BOB 106.1FM, a home show addition that proved very popular. In 2011, over 1,300 residents from the surrounding north metro area attended. As in previous years, we find through an attendance day survey that a high number of persons attending are Coon Rapids residents.

Section 8 Remote Office

For many years Coon Rapids, as well as other suburban communities, hosted a remote office to provide Section 8 rental assistance services to Coon Rapids renters and landlords. Funding for these services originated with HUD. The Metropolitan Council administered the funds allocated to the Twin Cities region by HUD, and entered into administrative contracts with local units of government to provide more locally based services. In 2011, due to a reduction in funding from HUD, the Metropolitan Council terminated its contract with Coon Rapids and other local governments, thereby regionalizing Section 8 rental assistance services. The Coon Rapids remote office was closed effective September 1, 2011.

**BUILDING INSPECTIONS DIVISION
2011 Annual Report**

After several years of little activity, we are seeing permits for the construction of retail and manufacture buildings. Vacant and foreclosed properties continue to consume a large amount of time. The Division did see a slight decrease in the permit fees the city collects. We did see another slight increase in the number of permits and inspections performed.

All our Building Inspectors have access to the building inspection records in the field with their lap top computers. We issued about 35 Stop Work orders for work without a permit, which resulted in 60 permits generating \$18,000 in revenue. In 2009 we issued about 256 Stop Work orders for work without a permit, which resulted in 300 permits generating \$98,000 in revenue.

No adjustments were made to the fee schedule for 2012 except for the Met Council's SAC fee. The Met Council SAC fees are an ongoing responsibility for the city. Every commercial building permit is required to have a SAC determination done and any fees paid before permit issuance.

Below is a table summarizing the 2011 permit activity:

| | 2010 | 2011 |
|--------------------------------|--------------|--------------|
| Total number of Permits | 6,495 | 6,659 |
| Total valuation | \$76,702,662 | \$72,884,108 |
| Fees collected | \$1,136,764 | \$1,201,201 |
| Total inspections made | 15,739 | 15,717 |
| New Single Family Homes | 10 | 21 |

Generally we are seeing smaller projects that demand more inspection time. This is due to more remodeling and less new construction along with a more conservative and competitive construction environment. This was the same trend last year.

Some of larger projects for 2011 were:

- | | |
|-----------------------------------|-----------------|
| 1. Green Bay Packaging Inc | \$ 2,065,000.00 |
| 2. Dick's Sporting Goods | \$ 1,700,600.00 |
| 3. Anoka Ramsey Community College | \$ 4,600,900.00 |
| 4. Mercy-4 East Birth Center | \$ 570,000.00 |
| 5. RMS Company | \$ 3,000,000.00 |
| 6. MEDRAD | \$ 6,300,000.00 |
| 7. Holiday Station Store | \$ 1,500,000.00 |
| 8. United Educators Credit Union | \$ 1,275,000.00 |