



6:50 p.m. HRA Meeting

CITY COUNCIL AGENDA
Tuesday, September 3, 2013
7:00 p.m.
Coon Rapids City Center
Council Chambers

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Distinguished Budget Presentation Award

Approval of Minutes of Previous Meeting(s)

August 20, 2013, Regular Meeting

August 21, 2013, Work Session

Consent Agenda

2. Cons. Resolution 13-84 Reducing Assessment Roll for Blackfoot Street Reconstruction Project 13-4
3. Approve Joint Powers Agreement to Continue Participation with the Anoka-Hennepin Narcotics and Violent Crimes Task Force.
4. Authorize Final Payment, 2011 Sanitary and Storm Sewer Relining, Project 10-29
5. Cons. Resolution 13-86 Declaring a Vacancy and Appointing a Member to the Sustainability Commission
6. Approve Temporary On-Sale 3.2% Malt Liquor License for the Coon Rapids American Legion Post 334 for September 15, 2013

Reports on Previous Open Mic

7. Open Mic Report - Ed Burns, 549 Tyler Street, Anoka, re: Signals and Traffic on Round Lake Blvd and Wedgewood Drive
8. Open Mic Report - Open Mic Report - Teen Center
9. Open Mic Report - Greg Leone, 11710 Olive Street NW, re: Park Bond Referendum
10. Open Mic Report - Alan Williams, 10744 Yellow Pine Street, - Rental Licensing Inspections

11. Open Mic Report - Jerry Pierce, 12236 Partridge Street NW - Round Lake Shoppes Revitalization Project

Public Hearing

None

Bid Openings and Contract Awards

None

Old Business

None

New Business

12. Approve Planned Unit Development Amendment to Gateway Commerce Center, 1920 Gateway Drive, PC 13-12
13. Approve Final Plat for Gateway Commerce Center 2nd Addition, 1920 Gateway Drive, PC 13-22
14. Authorize Purchase of Two Heavy Duty Dump Trucks with Plows
15. Cons. Resolution 13-85 Establishing Preliminary Tax Levy for the City of Coon Rapids and Establishing the Truth in Taxation Meeting for December 3, 2013

Other Business

Adjourn



City Council Regular

Meeting Date: 09/03/2013

SUBJECT: Minutes

Attachments

8-20-13 Regular Meeting

8-21-13 Work Session

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF AUGUST 20, 2013

OPEN MIC/PUBLIC COMMENT

Ed Burns 549 Tyler St. Anoka, shared concerns about the need for stop lights on Round lake and Wedgewood drive and on Northdale by Costco and Menards.

Greg Leone, shared concerns about the park bond referendum, stating he didn't believe his previous open mic report accurately conveyed his message. He spoke of priorities in the City survey being streets and crime and not parks. He inquired about the discrepancy in the informational mailer of \$17.4 million vs. \$17.2 million and if the mailer was completely objective. Mr. Leone asked about the total cost of the bonds after 20 years and what will it cost us to borrow that money.

Alan Williams, 10744 Yellow Pine Street stated that Section 8 housing inspections and City inspections are redundant and asked that the City consider using Met Council's inspections to satisfy the inspection requirements of the City's rental licensing program. Mr. Williams asserted staff has not responded to this request.

Jerry Pierce, 12236 Partridge Street, said his previous questions under Open Mic had not been addressed. He shared concerns about the Coon Rapids Ice Center repairs and increasing utility costs. He also inquired about the outcome of the Midwest Disabilities project at Round Lake Shoppes on Coon Rapids Boulevard.

Several individuals spoke in support of The Element Teen Center and the importance of keeping it open, sharing that the Teen Center builds relationships and communication skills, provides community service opportunities and skill building, and provides a safe place for teens.

CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of August was called to order by Mayor Tim Howe at 7:45 p.m. on Tuesday, August 20, 2013, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

1. ANOKA-RAMSEY COMMUNITY COLLEGE PRESIDENT KENT HANSON

Anoka Ramsey Community College President, Dr. Kent Hanson, introduced himself to the Council and shared his vision for further strengthening the relationship between the City and college. He commented Anoka-Ramsey was the largest community college in the State of Minnesota and he looked forward to keeping this institution thriving. He explained he would begin a strategic planning and alignment process in January of 2014. He encouraged the Council to take part in this process. Dr. Hanson said he looked forward to working with the City of Coon Rapids and thanked the Council for their time this evening.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

AUGUST 7, 2013, COUNCIL MEETING

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER SANDERS, FOR APPROVAL OF THE MINUTES OF THE AUGUST 7, 2013, COUNCIL MEETING. THE MOTION PASSED 6-0-1, COUNCILMEMBER KLINT ABSTAINED.

CONSENT AGENDA/INFORMATIONAL BUSINESS

2. APPROVE JOINT POWERS AGREEMENT WITH ANOKA-RAMSEY COMMUNITY COLLEGE FOR SECURITY SERVICES
3. APPROVE CONTRACT FOR SCHOOL LIAISON AND PREVENTION PROGRAM OFFICER SERVICES WITH ANOKA-HENNEPIN SCHOOL DISTRICT #11
4. APPROVE CONTRACT FOR SCHOOL LIAISON AND PREVENTION PROGRAM OFFICER SERVICES WITH ANOKA-HENNEPIN SCHOOL DISTRICT, RIVER TRAIL LEARNING CENTER

5. INFORMATIONAL ITEM – CORPORATE OFFICER CHARGE – CUB FOODS SOUTH,
2050 NORTHDALÉ BOULEVARD
-

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER JOHNSON,
FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED
UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

6. OPEN MIC REPORT – PAT BORK – 1763 123RD AVENUE NW – COYOTES NEAR
HANSON BOULEVARD AND HIGHWAY 10
-

Mayor Howe discussed Mr. Bork's comments made during Open Mic at the CC, 2013 Council meeting regarding coyotes.

7. OPEN MIC REPORT – ROCHELLE HARRIS – 509 111TH AVENUE NW – RE: TRAFFIC
SAFETY CONCERNS AT KUMQUAT/111TH AVENUE NW
-

Mayor Howe discussed Ms. Harris' comments made during Open Mic at the CC, 2013 Council meeting regarding traffic safety.

PUBLIC HEARING

None.

OLD BUSINESS

8. CONSIDER PURCHASE OPTION FOR ROLLING FRITO LAY SALES LP, 9160
EVERGREEN BOULEVARD:
A. ADOPT ORDINANCE APPROVING EXECUTION OF OPTION TO PURCHASE
REAL PROPERTY
B. AUTHORIZE AND DIRECT THE MAYOR AND CITY MANAGER TO
EXECUTE NECESSARY DOCUMENTS TO ENTER INTO OPTION
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT THE PROPOSED ORDINANCE APPROVING THE ORDINANCE AMENDMENT TO ALLOW "FOOD AND RELATED GOODS" AS A PERMITTED USE IN PORT WELLNESS AND PORT EVERGREEN.

Mayor Howe questioned why the size was being limited to 20,000 square feet. Planner Harlicker commented this would assure that no “big box” food and related goods retailers were allowed.

THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

9. CONSIDER APPEAL OF DECISION OF THE BOARD OF ADJUSTMENT AND APPEALS, DANIEL FLAHERTY, 11749 BITTERSWEET STREET, 13 FOOT SIDE YARD SETBACK VARIANCE, CASE 13-07V

The Staff report was shared with Council.

Councilmember Koch asked if the five-foot fence surrounding the pool would camouflage the situation. Housing and Zoning Coordinator Bennett indicated the large inflatable pool has been located on this site for many years, but did require a building permit and to comply with setback requirements.

Mayor Howe discussed a similar case reviewed by the Board of Adjustments several years ago. He noted this case was slightly more unique in that the property was a corner lot.

Councilmember Koch questioned if more than 30% of a lot could be covered with buildings, decks, driveways, and structures. Housing and Zoning Coordinator Bennett stated this was the case, but commented the pool would not be considered in this calculation.

Daniel Flaherty, 11749 Bittersweet Street, indicated he received the appeal paperwork from the City yesterday. He did not feel an objective hearing was conducted by the Board of Appeals. He indicated the current ordinance did not allow him to have the full use of his lot, especially since he lives on a corner lot. He commented his pool was not a permanent structure and he was unaware of the fact he needed a permit from the City.

Mr. Flaherty explained there were pools all over Coon Rapids that did not meet the City’s setback requirements. He indicated the side yard location of the pool was chosen because his back yard received no direct sunlight. He requested the Council allow his pool to remain as is due to the fact it poses no threat to his lot or his neighbors.

Councilmember Koch inquired what the City would need to do to allow the variance given the fact the lot does not meet current lot width standards. He fully supported allowing the pool to remain. Housing and Zoning Coordinator Bennett indicated the Council was held to the same approval standards as the Board of Appeals. The Council could find that a 13-foot setback was appropriate.

Mayor Howe asked if the Council has ever discussed the City Code regarding above ground, temporary pools. He commented Mr. Flaherty had a good point, noting the pools were located all

over Coon Rapids. Housing and Zoning Coordinator Bennett did not recall that this issue has ever been discussed by the Council. She explained the building code currently addressed the setbacks for pools.

Councilmember Sanders requested further information on the new State Statutes regarding variance approvals. City Attorney Brodie explained the Council adopted new standards for approval of variances after the State Supreme Court Case, which assured the City's standards were in alignment with the new variance requirements.

Councilmember Manning was in favor of amending the pool setback requirements within the City Code. City Attorney Brodie commented the 20-foot setback requirement could be reviewed by the Council.

Councilmember Klint disagreed with points three and four from the Board of Appeals and was in favor of granting the variance due to the fact Mr. Flaherty was requesting to reasonably use on his property. She added that the proposed pool location was the least intrusive on the neighbors.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER MANNING, TO APPROVE A VARIANCE THAT WOULD ALLOW FOR A 13 FOOT SIDEYARD SETBACK FOR DANIEL FLAHERTY AT 11749 BITTERSWEET STREET.

Councilmember Wells asked if the pool could be moved three feet closer to the house. Housing and Zoning Coordinator Bennett indicated this could be done.

Councilmember Sanders said he did not want to see the Council set precedence this evening by approving the 13-foot variance. He recommended the Council deny the variance and uphold the Board of Appeals recommendation.

Councilmember Koch commented the location needed to be slightly away from the house in order to receive sunlight. He did not object to the 13-foot variance but did not want to see a precedence set this evening.

Councilmember Klint found this case to be unique as the Flaherty property was a corner lot.

Councilmember Manning requested staff provide the Council with additional information on why the 20-foot sideyard setback was selected for above ground pools.

Councilmember Sanders commented the Council may need to review the definitions of both above ground and in-ground pools, when reviewing this setback information. City Attorney Brodie commented the Code does not distinguish between above ground or in-ground pools. He indicated a 20-foot setback was required for both pool types.

Mayor Howe indicated the Council had the discretion to review the variance and make a determination on the matter.

Councilmember Klint discussed in detail the six standards regarding the variance request. She noted the above ground pool was not a permanent improvement.

Councilmember Johnson asked if there was a height requirement around the pool. He commented if the pool were moved closer to the house the setback request could be minimized. Community Development Director Nevinski explained City Code required a four-foot fence for the pool.

Councilmember Johnson questioned if the Council had to further articulate the reasons the variance was being considered for approval. City Attorney Brodie recommended the Council discuss the findings in further detail.

Councilmember Koch clarified that in order to overturn the Board of Appeals decision, the Council would need to have a super majority or five members that supported the variance. City Attorney stated this was the case.

Mayor Howe said he was in favor of Councilmember Wells' suggestion having the pool moved several feet closer to the home. He explained the pool would still receive a great deal of sunlight from this new location. Mayor Howe did not feel the locality of the pool was adversely affecting the adjacent property owners.

AMENDED MOTION

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER MANNING, TO APPROVE A VARIANCE THAT WOULD REQUIRE THE HOMEOWNER TO MOVE THE POOL THREE FEET CLOSER TO THE HOME REDUCING THE SIDE YARD SETBACK TO 10 FEET FOR DANIEL FLAHERTY AT 11749 BITTERSWEET STREET. THE AMENDED MOTION PASSED 6-1, COUNCILMEMBER SANDERS OPPOSED.

10. DISCUSS POTENTIAL CLOSURE OF TRACKSIDE DOG PARK

The staff report was shared with Council.

Mayor Howe commented the dog park at Traxside Park was a recent addition to the City. He indicated the tremendous success of the park was not anticipated by the Council. He understood that the neighbors of this park have been impacted. For this reason, the Council has been seeking an alternative location for a dog park at Bunker Hills Park. He noted the new park was now open and available for use.

Mayor Howe indicated the purpose of this agenda item was to discuss the potential closure of Traxside Park given the adverse impacts this neighborhood has endured. He requested those present this evening be brief and concise with their comments to allow time for everyone present to speak.

Councilmember Koch referred to a note he received regarding the new dog park noting the ground was rough and weedy. He questioned the timeline on when the area would be more properly maintained. Public Works Director Himmer commented the area was intended to be more natural with mowed trails and a large area to run.

Councilmember Manning indicated the open area was very uneven. He stated the weedy areas may be difficult for smaller dogs. He saw that the new park had great potential, but recommended additional grooming be completed on the turf.

Councilmember Koch questioned when the benches would be installed at the new dog park. Public Works Director Himmer commented the benches would be installed by the end of August.

Councilmember Sanders expressed concern with the rough terrain at the new dog park within the trails. Public Works Director Himmer commented topsoil and seeding had yet to be completed.

Michael Dully, 10341 Flamingo Street, stated he purchased his home in October of 2012 and selected his home due to the close proximity to Trackside Dog Park. He found the park to be an asset to the community and to all dog lovers. He expressed concern with the number of people using the park that were not Coon Rapids residents, as they were not cleaning up after their pet. Mr. Dully discussed the parking concerns noting one of the blighted homes next to the park could be demolished and the land could be used for parking. He explained he and his sons completed cleanup this spring and requested that Trackside Park remain. He stated he would be willing to pay a fee to keep the dog park in place.

Leann Ziegeweid, 10808 Dahlia Street, commented she moved to Coon Rapids three years ago and noted she frequents Trackside Park with her pet. She explained she would be willing to pay an expense to keep the park. She requested the Council keep Trackside Park open and available to its residents.

Luke Slivinski, 10685 Quince Street NW, encouraged the Council to keep Trackside Park open. He discussed the benefits of the dog park for both pets and their owners. He commented the new dog park was not in the same condition as Trackside Park. He requested that Council to hear the overwhelming majority and allow the treasured site to remain.

Becky Rondon, 10800 Flora Street, indicated she was a lifetime resident of Coon Rapids. She noted many people in her neighborhood use this dog park and found it to be a great gathering place for the community. She requested that Trackside Park remain open.

Katie Raeker, 10160 Raven Street, said she did not find the new dog park to be in the proper condition to be used as a dog park. She explained that her dog had a hard time navigating through the trails and had 39 sand burrs in her paws. She commented the fencing in the small dog area was inadequate due to the five to seven inch gaps between the fence and the ground. She understood the interest in keeping the new park natural looking, but it was her opinion that the open area did not compare to Trackside Park. Ms. Raeker encouraged the Council to keep the park open.

Nicole Backen, 10400 Jay Street, had her daughter, Kayley present the Council with a letter. Ms. Backen did not object to the dog park and appreciated the play structure near Trackside Park.

Tom Pekay, 12772 Swallow Street, questioned what would happen to Trackside Park if the Council were to close the park for dog use. He expressed concern that the area would become a hangout for young adults.

Mayor Howe indicated this has not been discussed by the Council. Public Works Director Himmer indicated Trackside Park was currently a stormwater pond and would not be further developed.

Tom Merog, 11420 Hummingbird Street, indicated he lives within 45 feet of the dog park. He stated the dog park has become a concern to him given the number of visitors and barking dogs. He found the park to be a public nuisance that was adversely impacting his quality of life.

Mike Carter, 10410 Hummingbird Street, commented he has lived at his property for the past 35 years and selected the neighborhood, as it was quiet and located on a dead-end street. When he purchased the property, it was his understanding that the area directly across the street from him could not be developed, as it was a stormwater ponding area. He indicated his pursuit of happiness has been greatly impacted by the mob of people and barking dogs at Trackside Park. He recommended peace be restored to the neighborhood and that the park close given the noise standard violations taking place at the park on a daily basis.

Michelle Schroeder, 10371 Grouse Street, indicated she does not hear dogs barking at her property. It was her opinion that the dog park has cleaned up the area and has kept loitering teenagers at bay. She explained her pet was sensitive to loud noises and for this reason, she would not be able to use the new dog park. She recommended Trackside Park remain.

David Bothey, 12199 Unity, stated the new dog park was an asset to the community based on its location. However, he was in favor of Trackside Park remaining open as well. He suggested the dog owners be charged a user fee to assure that Trackside Park was properly maintained.

Randy Ripley, 10640 Sixth Street, was in favor of Trackside Park staying open for at least two more years to allow the new park time to develop.

Travis Holly, 10361 Hummingbird Street, stated the dog park has increased the level of traffic in his neighborhood. In addition, neighbors were becoming angry with one another. It was his opinion the dog park would be better suited at the new location.

Nate Krimeyer, 10371 Grouse Street, explained he lives extremely close to the dog park and was in favor of the park remaining open. He commented the area used to be wasted space that has since been transformed into a greatly utilized space by the community. He requested the Council keep the park open based on the comments of the majority and not the views of the minority. He recommended Trackside Park remain open for use even with the new park now available. It was his opinion that Trackside had great value and was an asset to the community.

Rick Holly, 10361 Hummingbird Street, indicated when he moved into the neighborhood he lived on a quiet street. This has changed dramatically over the past seven years. He expressed concern with the traffic level and lack of parking as it was creating safety concerns. He congratulated the Council for creating a monster and requested the dog park close.

Mayor Howe explained it was not the Council's intention to "create a monster" but rather to offer Coon Rapids residents an amenity that was not available in the City. He sincerely apologized for bringing the neighborhood residents into this situation. Mayor Howe was in favor of closing Trackside Park effective September 1st and that the new dog park be further improved based on the comments received this evening.

Councilmember Wells agreed with this recommendation. He did not recommend that Trackside Park remain open in the residential neighborhood. He commented a large number of people drive to Trackside Park and he encouraged these residents to visit the new park. It was his opinion that over time, this site would have the same level of community as Trackside Park. He thanked all of the residents for their comments this evening.

Councilmember Sanders stated the dog park came about out of the requests from residents. He understood the community that has been created at Trackside Park, but anticipated that this same level of community could be established at the new park over time. He suggested Trackside Park remain open until the new dog park was more established.

Councilmember Koch understood the subculture that has been created at Trackside Park. He indicated the park needed a buffer between the dog park and the adjacent homes. However, because this park has become a regional asset it no longer belonged in a residential neighborhood. He supported the closing of Trackside Park in the near future giving the new park additional time to establish.

Councilmember Manning commented Trackside Park has become a great draw for pet owners. However, the traffic and noise generated from the park was negatively impacting the quality of life for the homeowners adjacent to the park. He hated to see the park close, but this was the correct thing to do. He stated the new park was quite large and would become a great amenity for the community. He recommended Trackside Park remain open in the short term until the new park was properly developed.

Commissioner Klint expressed frustration with how the neighbors were treating one another. She encouraged the residents to treat each other with respect and be willing to move on from this situation. She commented the new park would become a great draw for the community.

Councilmember Johnson explained he has had a great number of residents contact him regarding the dog park, both for and against. It was his understanding that the dog park has become a burden on the residents living directly adjacent to the park. For this reason, he recommended the park be closed and that an alternative site be further investigated for southern Coon Rapids residents.

Councilmember Sanders questioned when Trackside Park should be closed.

Mayor Howe said he did not want to see the closing delayed any further as the park was adversely impact the nearby residents.

City Manager Gatlin discussed the work that had yet to be completed at the new dog park. He stated the picnic benches would be installed before the end of August. He commented the project was approved quickly and for minimal costs. He explained the work that would be completed yet this fall would be minimal, but over time, additional grading work would be done.

Councilmember Manning said he did not see that the new park was useable at this point, given the number of potholes and burrs. He suggested Trackside Park remain open until October 1st to allow for addition work to be completed on the new park.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER WELLS, TO ALLOW TRACKSIDE DOG PARK TO REMAIN OPEN UNTIL OCTOBER 1, 2013 TO PROVIDE SOME TIME TO ADEQUATELY NOTIFY THE USERS, WITH SIGNAGE ON SITE AND INFORMATION IN THE LOCAL NEWSPAPER & CITY NEWSLETTER.

Mayor Howe requested the closing date be shifted to September 15th as the benches would be in place by this time.

AMENDMENT TO THE MOTION

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH, CLOSE TRACKSIDE DOG PARK ON SEPTEMBER 15, 2013.

THE AMENDMENT PASSED UNANIMOUSLY.

Councilmember Koch asked if the residents could be made aware of the shooting schedule at the Anoka County Range. Police Chief Wise indicated he would look into this further and report back to the Council.

THE MOTION WITH THE AMENDMENT PASSED UNANIMOUSLY.

11. **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:**
 - A. **APPROVE AMENDMENT TO ASSET DETERMINATION FOR ELIGIBLE RECIPIENTS OF THE COON RAPIDS CDBG HOUSING REHABILITATION LOAN PROGRAM PROCEDURAL GUIDELINES**
 - B. **AUTHORIZE EXECUTE OF SERVICE CONTRACT WITH GREATER METROPOLITAN HOUSING CORPORATION TO ADMINISTER 2013 CDBG HOUSING REHABILITATION PROGRAM**
-

The staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER SANDERS, TO APPROVE AN AMENDMENT TO THE ASSET DETERMINATION FOR ELIGIBLE RECIPIENTS OF THE COON RAPIDS CDBG HOUSING REHABILITATION LOAN PROGRAM PROCEDURAL GUIDELINES TO EXCLUDE THE FIRST \$100,000 IN VALUE OF RETIREMENT AND PENSION FUNDS; AND AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE A SERVICE CONTRACT, TOGETHER WITH ANY OTHER NECESSARY DOCUMENTS, WITH THE GREATER METROPOLITAN HOUSING CORPORATION TO ADMINISTER THE 2013 CDBG HOUSING REHABILITATION PROGRAM. THE MOTION PASSED UNANIMOUSLY.

12. CONSIDER RESOLUTION 13-83 CALLING FOR A SPECIAL ELECTION FOR THE AUTHORIZATION OF A BOND ISSUE FOR PARKS, OPEN SPACE AND TRAIL SYSTEM REFERENDUM

The staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION 13-83 CALLING FOR A SPECIAL ELECTION FOR THE AUTHORIZATION OF A BOND ISSUE FOR A PARKS, OPEN SPACE AND TRAIL SYSTEM REFERENDUM IN THE AMOUNT NOT TO EXCEED \$17,400,000.

Councilmember Manning questioned why the referendum amount had changed this evening. Finance Director Legg explained the expense for the project costs was \$17,200,000 and the additional \$200,000 would cover the expense of the bonds as interest rates were increasing.

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

13. UPDATE ON GATE CLOSURE LOCATED ON CRANE STREET NEAR 133RD AVENUE

The staff report was shared with Council.

Mayor Howe recommended the gate remain as is as this has not been a concern in the past.

Councilmember Manning agreed.

Councilmember Johnson stated public streets should remain open to the public; however, private

streets were another matter. He did not recommend the City have a private organization dictate how a City roadway should be used.

Councilmember Manning recommended the residents in this area be surveyed in the coming year to gauge how they have been affected by the new dog park.

Councilmember Klint suggested the traffic problem be addressed and that the matter be further discussed.

Councilmember Koch indicated further discussion would require a public hearing.

Mayor Howe recommended the Council discuss this item in further detail at a future meeting.

Councilmember Manning discussed a crosswalk concern in the City noting vehicles were not stopping as they should.

Councilmember Klint thanked all of the volunteers that assisted with the Tee It Up for the Troops event. Mayor Howe agreed stating this was a wonderful event this year.

Councilmember Koch discussed a recent event held at Sand Creek Park that was hosted by Chick-fil-A. He noted over 2,000 people were in attendance last Friday night. He welcomed the new restaurant to the City of Coon Rapids.

ADJOURN

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS,
TO ADJOURN THE MEETING AT 10:30 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk

UNAPPROVED

COON RAPIDS CITY COUNCIL WORK SESSION OF AUGUST 21, 2013

A work session of the Coon Rapids City Council was called to order by Mayor Tim Howe on Wednesday, August 21, 2013, at 6:30 p.m. in Conference Room #1 at Coon Rapids City Hall.

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders, and Steve Wells

Members Absent: None

Staff Present: City Manager Steve Gatlin, Assistant City Manager Matt Stemwedel, Finance Director Sharon Legg, Manager of Accounting/Treasurer Kevin Vouk, Accounting Supervisor Francine Hanson, Public Works Director Tim Himmer, Fire Chief John Piper, Police Chief Brad Wise, Golf Pro Tim Anderson, Community Development Director Marc Nevinski, City Attorney Dave Brodie, City Clerk Cathy Sorensen, Facilities Supervisor Mel Doherty

1. CALL TO ORDER

Mayor Howe called the work session to order at 6:30 p.m.

2. 2014 PROPOSED BUDGET REVIEW

City Manager Gatlin began the meeting by explaining that the City received \$934,000 in local governmental aid for 2014 which would be applied to new police officers, park maintenance, park trails and website upgrades.

Finance Director Legg shared a presentation of the proposed 2014 budget including the tax levy and impacts to property owners. She noted the proposed levy will be presented at the September 3 Council meeting for adoption for Truth in Taxation notices to be mailed by the County in November.

Councilmember Sanders requested that updated City maps be produced. Councilmember Koch noted that Twin City Gateway publishes a bike map that the City could possibly participate in.

Council discussed the City's contributions to Community Education and how much of that is diverted to the Element Teen Center. Mayor Howe said he would like to see the City reduce the contributions going to Community Ed and divert it to operating the Element Teen Center by the City. Council consensus was to arrange for a meeting with Community Ed and that \$10,000 will be redirected to the Element Teen Center.

Councilmember Wells expressed that he was uncomfortable with a 3.9 percent increase in General Fund expenditures especially in light of the City's park bond referendum this fall. After discussion, staff was directed to reduce the increase in General Fund spending to less than 3 percent.

3. OTHER BUSINESS

None.

4. ADJOURN

Mayor Howe adjourned the work session at 9:20 p.m.

Respectfully submitted,

Cathy Sorensen
City Clerk



City Council Regular

1.

Meeting Date: 09/03/2013

Subject: Distinguished Budget Presentation Award

Submitted For: Steve Gatlin, City Manager

From: Cathy Sorensen, City Clerk

INTRODUCTION

Council is asked to acknowledge receipt of the GFOA's Distinguished Budget Presentation Award.

DISCUSSION

The City of Coon Rapids has received the Distinguished Budget Presentation award from the Government Finance Officers Association (GFOA). This is the 29th year that the City has received this award. In order to receive this designation, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This is the highest form of recognition in governmental budgeting and represents a significant achievement by our organization. Kevin Vouk, Manager of Accounting/Treasurer, will be present to accept the award.

RECOMMENDATION

Council is asked to recognize the entire Finance Department for their contributions to the City.



City Council Regular

2.

Meeting Date: 09/03/2013

Subject: Street Recon. Project 13-4 Assessment Roll Correction

Submitted For: Sharon Legg, Finance Director

From: Heidi Cederstrand, Assessment Clerk II

INTRODUCTION

Staff is recommending the removal of levied assessments for Street Reconstruction Project 13-4 for the properties located at 11800, 11804, 11808 and 11812 Zea Street NW (PIN #'s 08-31-24-33-0044 thru 0047).

DISCUSSION

There was a Street Reconstruction Project on Blackfoot Street from Coon Rapids Boulevard to 119th Avenue. The assessment roll was approved and levied on July 16. The assessment roll included an amount of \$1,000.97 for each of the parcels listed above. These parcels do not front Blackfoot Street and should not have been included on the original assessment roll.

After reviewing the information, it has been determined that the amount of \$1,000.97 should be adjusted off each parcel. The property owner of 11800 Zea Street NW (08-31-24-33-0044) did prepay the assessment and will be refunded accordingly. The remaining three parcels have not been paid.

RECOMMENDATION

Adopt Resolution 13-84 Reducing Assessment Roll for Street Reconstruction Project 13-4 from \$62,665.68 to \$58,661.80.

Attachments

Correction Res. 13-4

RESOLUTION NO. 13-84

CORRECTION ON ASSESSMENT FOR STREET RECONSTRUCTION PROJECT 13-4

WHEREAS, the assessment roll for project 13-4 was adopted on July 16, 2013 and it included an assessment of \$1,000.97 for parcels 08-31-24-33-0044 thru 0047; and

WHEREAS these parcels should not have been assessed based on the location of street work completed; and

WHEREAS the total assessment amount of \$4,003.88 should be reduced from the original assessment roll total of \$62,665.68.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that that the new assessment roll total for project 13-4 is \$58,661.80 and Anoka County be informed of the adjustment.

Adopted by the Coon Rapids City Council this 3rd day of September 2013.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

3.

Meeting Date: 09/03/2013

Subject: Drug Task Force Joint Powers Agreement

From: Brad Wise, Police Chief

INTRODUCTION

The Coon Rapids Police Department has been a part of the Anoka-Hennepin Narcotics and Violent Crimes Task Force (DTF) since its inception. The current members of the DTF are the police departments of: Anoka, Blaine, Champlin, Columbia Heights, Coon Rapids, Fridley, Maple Grove and the Anoka County Sheriff's Office.

DISCUSSION

The existing joint powers agreement has been in place since January 2010. The new agreement updates language regarding which agency may contribute a supervisor and added language to further clarify the Advisory Board's responsibilities regarding evidence retention, and the payment of financial obligations of the DTF.

RECOMMENDATION

Staff recommends that the City Council renew the Joint Powers agreement to continue participation with the Anoka-Hennepin Narcotics and Violent Crimes Task Force.

Fiscal Impact

BUDGET IMPACT:

There is no change in the operating costs to the City by this agreement.

Attachments

Joint and Cooperative Agreement

**JOINT AND COOPERATIVE AGREEMENT
FOR THE FORMATION AND ADMINISTRATION OF THE
ANOKA-HENNEPIN NARCOTICS AND VIOLENT CRIMES TASK FORCE**

I. PARTIES

The parties to this agreement are political subdivisions of the State of Minnesota. This agreement is made pursuant to Minnesota Statutes Section § 471.59, as amended.

II. PROBLEM AND PURPOSE

The parties hereto find that drug abuse and related violent criminal activities have increased significantly within and between their communities in recent years. As communities located on or near the northern borders of Minneapolis and St. Paul, a significant amount of drug traffic, violent crime, and organized criminal gang activity has emerged and migrated into their communities. Linked by the 610, 694, and 169 bridges over the Mississippi River, the communities share common borders with easy access which has provided a conduit for drug traffickers and criminal elements to utilize. The nature of drug law enforcement, violent crime, and the criminal enterprise associated with them does not adhere to jurisdictional boundaries. In addition, the individual parties hereto face the difficulty of limited resources and ever-increasing demands for service which make effective organized drug enforcement difficult on an individual basis.

The general purpose of this agreement is to provide coordination and joint enforcement efforts within the jurisdictional boundaries of the parties of controlled substance crimes as defined in federal, state, and local statutes, as well as related violent crime and the criminal enterprise associated with them.

III. NAME

This joint enforcement project shall be known as the Anoka-Hennepin Narcotics and Violent Crimes Task Force.

IV. MEMBERSHIP

The parties to this agreement shall be the Cities of Anoka, Blaine, Champlin, Columbia Heights, Coon Rapids, Fridley, Maple Grove, and the County of Anoka (herein collectively referred to as "the parties").

V. ADMINISTRATION

A Task Force Advisory Board is formed consisting of the Chiefs of Police and Sheriff, or his or her designee, from each party. The Task Force Commander and supervisors will serve in an advisory capacity and shall have responsibility for administration of the Task Force. A prosecuting attorney from Anoka or Hennepin County will act in an advisory capacity to the Board. The Anoka County Sheriff's Office will be the coordinating law enforcement agency and provide the day-to-day administration of the Task Force through the assignment of the Investigative Lieutenant, serving as the Task Force Commander. The Commander will be assisted by a Sergeant assigned to the Task Force by any of the participating Police Departments and a Detective Team Leader assigned to the Task Force by the Anoka County Sheriff's Office.

The Task Force Advisory Board members, which have voting authority, will be the Chiefs of Police and the Sheriff, or his or her designee, from each party. The votes shall be weighed based on the number of officers assigned to the Task Force, capped at two votes per agency.

In any issue requiring a vote of the Advisory Board, a quorum of five voting members, representing five agencies, must be present to vote. In order for a motion to pass, a majority of votes must be cast.

The Advisory Board shall elect a chair to conduct board meetings and serve as liaison between the parties, the Commander, and the Board.

VI. OPERATION

Section 1. Composition

The Task Force shall consist of 11 full-time peace officers POST licensed to practice law enforcement as defined in Minnesota Statutes, Chapter 626. One of the assigned officers shall hold the rank of Sergeant. The assigned Sergeant may come from any member agency. These officers will be assigned to the Task Force by the parties as follows:

| | | |
|-------------------------------|------------|--------------|
| Anoka Police Department | 1 Officer | |
| Anoka County Sheriff's Office | 3 Officers | 1 Lieutenant |
| Blaine Police Department | 1 Officer | |
| Champlin Police Department | 1 Officer | |

| | |
|------------------------------------|------------|
| Columbia Heights Police Department | 1 Officer |
| Coon Rapids Police Department | 2 Officers |
| Fridley Police Department | 1 Officer |
| Maple Grove Police Department | 1 Officer |

Each officer will remain an employee of the party assigning the officer to the Task Force. The Advisory Board may approve a change in the composition of the Task Force upon the request of any party. No party may be required to assign additional officers to the Task Force without the consent of the affected party.

Section 2. Chain of Command

Advisory Board: The Advisory Board shall be responsible for the overall management and budget of the Task Force as set forth in section V. of the agreement

Advisory Board Chair: The Advisory Board Chair shall be responsible for conducting business meetings, documenting meeting minutes and facilitating communication with members of the Advisory Board and the Task Force Commander.

Commander/Lieutenant: The Task Force Commander shall be the head of the Task Force. The Criminal Investigation Lieutenant of the Anoka County Sheriff's Office will act in this capacity at the onset of this agreement.

The Commander shall serve at the pleasure of the Advisory Board and may be removed by a majority vote of the Board. The Commander reports directly to the Advisory Board. The Commander will make the day-to-day operational and administrative decisions of the Task Force.

Sergeant/Team Leader: One Sergeant shall be assigned to the Task Force by one of the member agencies. One Team Leader shall be assigned to the Task Force by the Anoka County Sheriff's Office. The Sergeant and Team Leader operate at the direction of the Task Force Commander. They are responsible for the direct supervision of officers assigned to the Task Force by the parties.

Officers: Officers assigned to the Task Force operate at the direction and under the supervision of the Task Force Commander and Supervisors while assigned.

Clerical: The Task Force may hire clerical support for the Task Force from the grant budget. The County of Anoka agrees to act as the employer of the person hired.

Section 3. Equipment

Equipment purchased by the Task Force during the grant period for Task Force usage shall be divided amongst the parties by the Advisory Board at the end of the grant period if this agreement is not renewed. Upon a mutually agreed dissolution of this Task Force, all equipment owned by the Task Force will be distributed between the parties as decided by the Advisory Board. Parties are expected to also utilize their own equipment such as body transmitters and surveillance vans on an as-needed basis. All equipment brought into Task Force use by an agency will remain the property of the agency supplying said equipment.

Section 4. Facilities

Each Task force member will work out of a centrally located office furnished and maintained by the Task Force as provided in the annual grant budget.

Section 5. Policy and Procedure

Operational policy and procedure may be developed for the Task Force based on an examination of operational goals and administrative need. These policies and procedures will be proposed to the Advisory Board by supervisory staff who will conduct ongoing evaluations of Task Force operations and need. Policies and procedures will be implemented at the direction of the Advisory Board.

Section 6. Purchase of Evidence/Information

The purchase of evidence and information shall be done in a manner consistent with the approved policy and procedures.

Section 7. Supplies

Office supplies will be provided by the Task Force under the grant annual budget. Any supplies not itemized in the grant annual budget will be provided by that officer's employment agency.

Section 8. Sworn Personnel

Each party is providing licensed peace officers under the conditions outlined herein. Wages and benefits for these officers will be the primary responsibility of the officer's employing agency during the grant period. Wage and benefit reimbursement, to include overtime costs, may be reimbursed through the grant as approved by the Advisory Board.

An officer assigned to the Task Force by a party may be removed from the Task Force by the appointment party or through a majority vote of the Advisory Board. The party shall then appoint a suitable replacement for the removed officer.

Peace officers assigned to the Task Force shall be equipped by their employment parties with appropriate police credentials and suitable firearms. The employment party will be responsible for providing any POST required training to their officers assigned to the Task Force.

The Commander may direct additional, specialized training to be paid through the grant budget.

Section 9. Vehicles

The Task Force shall lease up to one vehicle for each officer assigned to the Task Force. Each party will be responsible for fuel, insurance, and maintenance costs incurred by the vehicle(s) leased for the officer(s) assigned by that party. Larger unforeseen repair costs may be presented to the Advisory Board for approval to use Task Force forfeiture funds for the repair. Upon termination of this agreement, the vehicles will either be absorbed by the parties agreeing to assume leasing obligations or returned to the leasing agency. Vehicles owned by a party and utilized by the Task Force will remain the responsibility of the party, as will costs incurred for the vehicle's use and maintenance.

VII. TASKS

Section 1. The primary function and responsibility of the Task Force is to detect, investigate, gather evidence, and apprehend drug traffickers, as well as assist in violent crimes and gang related investigations, within the geographic area of the parties. As a result of the nature of covert undercover operations, it is anticipated that undercover operatives may detect or become aware of other crimes, including drug crimes, occurring both within and outside the geographical boundaries of members agencies. The Task Force will pursue other avenues of investigation only upon recommendation of the Task Force Commander and by permission of the Chief of Police or Sheriff of the particular party involved. In addition, the Task Force may be used by any of the parties for other investigative purposes under exigent circumstances or in a capacity wherein the nature of the investigation being undertaken requires undercover officers.

Section 2. It is the mission priority of this unit to investigate drug wholesalers (those individuals who bring drugs into the Task Force area), street-level drug distributors, those persons involved in the clandestine laboratory manufacturing of illicit drugs, and individuals who attempt to acquire pharmaceutical drugs in violation of the provisions of Minnesota Statutes, Chapter 152.

Section 3. A function of the Task Force will be to gather and to disseminate controlled substance intelligence information. The Task Force will maintain an ongoing intelligence filing system. The Task Force will attempt to investigate those leads, maintain on file that information, and upon request disseminate that information to the parties hereto.

Section 4. With permission of the Task Force Commander, the Task Force will provide training to member parties requesting that service. Requests for community drug education and drug awareness will be provided only upon permission of the Task Force Commander and the department of that particular party.

Section 5. Public announcements concerning the function of the Task Force will be made only by permission of the Advisory Board in conjunction with the parties to this agreement and by approval of the Chief of Police or Sheriff of the party in which that release is to be made.

Section 6. Public announcements concerning arrests or investigations conducted by the Task Force will be made by the Task Force Commander or the Chief of Police or Sheriff of that party, or his or her designee, where that arrest was made, and upon approval of the Task Force Commander. News releases concerning the Task Force's function, investigations, and/or arrests will not be made by any Task Force officer unless specifically requested by the Task Force Commander or the Chief of Police or Sheriff with permission of the Task Force Commander or the Advisory Board.

VIII. FINANCIAL MATTERS

Section 1. The fiscal year of the Task Force shall be the calendar year.

Section 2. The Finance Department of Anoka County will be responsible for the administration of all funds coming under the direct supervision of the Task Force, whether federal grant funds or contributions of the parties.

Section 3. The Task Force Advisory Board shall direct the Commander to prepare an annual grant application, including proposed budget, which will be presented to the parties on or before the application deadline set by the Office of Justice Programs, Minnesota Department of Public Safety. The Task Force Commander shall submit the approved grant application and budget to the Office of Justice Programs by the deadline established by the Office of Justice Programs.

Section 4. Funding shall be in the form of a matching grant from the federal government. The contributions of the parties shall be at least 25% of the total budget established for the current year. An individual party's financial contribution shall be proportioned to the number of officers committed to the Task Force as shown in the grant application budget. The matching funds will be submitted to the Finance Department of Anoka County by the parties at the beginning of the grant period. Any unused match funds will be returned at the end of the grant period in a manner determined by the Advisory Board. Payment of any outstanding financial obligations shall be made in a manner determined by the Advisory Board.

Section 5. Any assets seized by the Task Force and awarded to the Task Force through administrative or judicial proceedings shall be distributed to the parties on a periodic basis as determined by the Board. The formula for distribution of these assets shall be

proportioned based on the number of officers assigned for each participating agency. The Task Force Commander will be responsible for the distribution of funds or assets seized or forfeited by the Task Force.

Section 6. The Commander, upon direction and approval of the Advisory Board, is authorized to sign and enter into contracts on behalf of the Task Force as may be necessary.

IX. DEPUTATION

Officers assigned to the Task Force, while performing their assigned duties as Task Force officers in a jurisdiction other than their own jurisdiction, shall have the same powers, duties, privileges, and immunities as conferred upon them by their own jurisdiction. The authority granted hereunder does not constitute employment by the Task Force or by the city or county in which the duty or duties are being performed. Any worker's compensation claim or work related injury that may occur as a result of working with the Task Force shall be the sole responsibility of the officer's home jurisdiction. Further, the authority granted hereunder extends only so far as may be necessary to complete the duties assigned to the officers and terminates at the expiration of this agreement and any extension thereof.

X. INSURANCE

The Task Force shall purchase insurance to provide liability and property damage coverage in the amount determined by the Advisory Board. In no event will the

insurance coverage be less than the League of Minnesota Cities Insurance Trust standard liability coverage. The insurance shall provide coverage for all authorized Task Force operations by Task Force members.

XI. DURATION

Section 1. This agreement for Task Force operations shall be in effect from August 15, 2013, notwithstanding the dates of signature by the parties, and shall continue in effect until terminated in accordance with the provisions herein. As of August 15, 2013, this agreement replaces the previous Joint Powers agreement between the parties, which began January 1, 2009.

Section 2. Any party may withdraw from this agreement on December 31 of any year by declaring its intention to withdraw in writing and providing the written notice, delivered by mail or in person, to each of the other parties on or before July 1st of that year. Notice by mail shall be deemed received three days after mailing. Withdrawal by a party shall not result in the discharge of any legal liability incurred by such party before the effective date of withdrawal.

Section 3. This agreement shall terminate under the following circumstances:

- (1) There are no remaining parties as a result of withdrawal pursuant to this agreement; or
- (2) All remaining parties mutually agree to terminate this agreement; or

- (3) This agreement shall terminate automatically when grant funding for Task Force activities is discontinued.

XII. CONTRACTS AND PURCHASES

Any contracts and purchases made pursuant to this agreement shall be made by the County and shall conform to the requirements applicable to Anoka County.

XIII. STRICT ACCOUNTABILITY

Pursuant to Minnesota Statute §471.59, a joint powers agreement is to provide for strict accounting of all funds and report of all receipts and disbursements. Any party to this agreement may request a strict accounting at any time.

XIV. ENTIRE AGREEMENT

This joint powers agreement constitutes the entire agreement of the parties on the matter related hereto. The agreement shall not be altered or amended, except by agreement in writing signed by the parties hereto.

XV. SIGNATURES

All parties to this agreement need not sign the same copy of the agreement. An original agreement signed by each party to this agreement shall be maintained in the Office of the Anoka County Sheriff.

DATE: _____

City of Coon Rapids

By: _____

Tim Howe

Its: Mayor

By: _____

Steve Gatlin

Its: City Manager

By: _____

Brad Wise

Its: Chief of Police

Approved as to form

City Attorney



City Council Regular

4.

Meeting Date: 09/03/2013

Subject: Final Payment for Project 10-29, 2011 Sanitary and Storm Sewer Relining

From: Dianne Nelson, Advanced Accounting
Technician

INTRODUCTION

The City Engineer recommends final payment to Lametti & Sons, Inc. in the amount of \$46,605.26.

DISCUSSION

A summary of Project 10-29 is as follows:

| | |
|-----------------------------|----------|
| Contract completion date | 11/17/11 |
| Substantial completion date | 10/14/11 |
| Final completion date | 11/17/11 |

| | |
|---------------------------------|--------------|
| Contract amount | \$892,407.00 |
| Total additions/deletions | 39,698.20 |
| Final contract amount | \$932,105.20 |
| Actual project cost | \$932,105.20 |
| Less: previous payments by City | (885,499.94) |
| Amount due | \$46,605.26 |
| Amount over final contract | \$0.00 |

The changes to this project were for an increased quantity of mainline sanitary sewer repairs; increased mainline sewer and service wye repairs; additional piping, cleaning and televising.

Final payment was delayed until 2013 due to negotiations verifying quality and quantity with the contractor. Also, the contractor did not provide the final documents including lining records until this year.

RECOMMENDATION

Our consultant on the project, SEH, verified that all work has been completed and are recommending final payment. No liquidated damages are recommended. Staff recommends approval of the change orders and of final payment to Lametti & Sons, Inc. in the amount of \$46,605.26 for Project 10-29.



City Council Regular

5.

Meeting Date: 09/03/2013

Subject: Sustainability Commission Appointment

From: Colleen Sinclair, Recycling Coordinator

INTRODUCTION

The Sustainability Commission recommends the appointment of one new member to the Commission.

DISCUSSION

Our past member Afton Marten's has resigned from the commission due to a family relocation. Marcia Baudino submitted an application for the Sustainability Commission. After discussion with the applicant, the Sustainability Commission recommended Ms. Baudino's appointment to the Commission with a term expiring December 31, 2014.

RECOMMENDATION

Staff recommends Council adopt Resolution 13-86 declaring a vacancy and appointing Marcia Baudino to the Sustainability Commission with a term to expire December 31, 2014.

Attachments

Resolution 13-86

RESOLUTION NO. 13-86

RESOLUTION DECLARING ONE VACANCY AND APPROVING THE APPOINTMENT OF ONE MEMBER TO THE SUSTAINABILITY COMMISSION

WHEREAS, Afton Martens has submitted her resignation from the Sustainability Commission with a term that expires on December 31, 2014; and

WHEREAS, one individual has expressed an interest in the Sustainability Commission; and

WHEREAS, the Commission recommends appointing Marcia Baudino to the Sustainability Commission.

NOW THEREFORE, BE IT RESOLVED that a Marcia Baudino be appointed to the Sustainability Commission for a term to expire on December 31, 2014.

Adopted this 3rd day of September, 2013, by the Coon Rapids City Council.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular

6.

Meeting Date: 09/03/2013

Subject: Temporary On-Sale 3.2% Malt Liquor License for Coon Rapids American Legion on September 15, 2013

From: Vincent Vu, Management
Analyst/Deputy Clerk

INTRODUCTION

An application was received from the American Legion Post 334 to obtain a temporary on-sale 3.2% malt liquor license to be used on September 15, 2013 for the American Legion Riders Corn Feed event located at the American Legion Post 334, 11640 Crooked Lake Blvd NW.

DISCUSSION

The appropriate license fee has been paid. The Police Department conducted a background investigation on the applicant and found nothing that would prohibit issuance of this license. The area for the event will be within the confined area of the American Legion parking lot. The event will take place from 11 a.m. to 7 p.m.

RECOMMENDATION

Approval of a temporary on-sale 3.2% malt liquor license for the American Legion Post 334 to use on September 15, 2013 between the hours of 11 a.m. and 7 p.m. for the American Legion Riders Corn Feed event.



City Council Regular

7.

Meeting Date: 09/03/2013

Subject: Open Mic Report - Ed Burns, 549 Tyler Street, Anoka, re: Signals and Traffic on Round Lake Blvd and Wedgewood Drive

From: Cathy Sorensen, City Clerk

INTRODUCTION

Ed Burns, 549 Tyler Street, Anoka, appeared at the August 20 open mic to inquire about signals and traffic on Round Lake Boulevard and Wedgewood Drive. He also shared concerns about the need for signals on Northdale Boulevard by Costco and Menards.

DISCUSSION

Mr. Burns shared his concerns about speeding and the need for signals on Round Lake Blvd and Wedgewood Drive. The City has previously conducted two separate traffic studies in this area and the traffic warrants were not met to require a four-way stop sign or signal.

With regard to signals near Costco and Menards, since this is a private drive area staff approached Costco regarding the possibility of installing signals but they were not interested in participating in the cost. Staff did work with Costco and installed no left turn signage from the development which has helped alleviate some of the concerns. Also, staff contracted with SEH to conduct traffic studies of Northdale Boulevard between Main Street and the Menards/McDonalds driveway. It was concluded that signals at this intersection were not warranted. Traffic volumes and accident history in this area will continue to be monitored to see if the situation changes in the future.

RECOMMENDATION

No action is requested.

cc: Ed Burns



City Council Regular

8.

Meeting Date: 09/03/2013

Subject: Open Mic Report - Teen Center

From: Cathy Sorensen, City Clerk

INTRODUCTION

Several individuals appeared at Open Mic on August 20 to share concerns about the proposed closing of the Riverwind Teen Center.

DISCUSSION

Several individuals appeared at Open Mic on August 20 to share concerns about the proposed closing of the Riverwind Teen Center. They shared how the Teen Center helps build relationships, provides a community service, results in good role models, is close to schools, and creates a safe place for teens to go.

The Council met in work session on August 21 to discuss the 2014 budget, including the Teen Center. Council consensus was to meet with the School District to discuss ways to keep the Teen Center open. This meeting has not yet been scheduled but staff hopes to meet by the end of September.

RECOMMENDATION

No action is requested.



City Council Regular

9.

Meeting Date: 09/03/2013

Subject: Open Mic Report - Greg Leone, 11710 Olive Street NW, re: Park Bond Referendum

Submitted For: Steve Gatlin, City Manager

From: Cathy Sorensen, City Clerk

INTRODUCTION

Greg Leone, 11710 Olive Street, appeared at Open Mic on August 20 to share concerns about the proposed park bond referendum.

DISCUSSION

Mr. Leone shared his concerns about the recent decision for a park bond referendum, stating his previous open mic appearance didn't accurately convey his message. He spoke of priorities in the City survey being streets and crime and not parks and said the informational brochure wasn't completely objective. He asked for explanation about the total cost of the bonds after 20 years and what will it cost to borrow the money.

The total proposed cost of construction funds is \$17,100,000. Underwriting discount and issuance costs \$270,000, which total \$17,370,000. This amount was rounded to \$17.4 million which is what was included in the informational mailing. The net interest paid on a 20-year bond is \$4,477,000.

RECOMMENDATION

No action is requested.

cc: Greg Leone



City Council Regular

10.

Meeting Date: 09/03/2013

Subject: Open Mic Report - Alan Williams - Rental Licensing Inspections

From: Marc Nevinski, Community
Development Director

INTRODUCTION

At the August 20, 2013 open mic session, Alan Williams requested that the Met Council's inspections results of Section 8 properties be used to satisfy the inspection requirements of the City's rental licensing program. Mr. Williams asserted staff has not responded to this request.

DISCUSSION

Staff responded to Mr. Williams' inquiry on July 25, 2013 by forwarding an email exchange on the matter which began on July 15th. Mr. Williams acknowledged receipt of the email, but continued to pursue the matter through an email to the City Manager on August 15th and at open mic on August 20th.

The main concern Mr. Williams raises is that he must undergo property inspections under the Coon Rapids Rental Licensing code and a separate inspection by the Met Council in order for him to participate in the Section 8 voucher program. He believes that inspections by two separate agencies is burdensome and would like the City to use the Met Council's inspection report for the purposes of rental licensing. Prior to the 2011 termination of an administrative services contract the City had with the Met Council (the result of federal spending cuts) City staff administered the Section 8 voucher program in Coon Rapids, including the inspections and reporting requirements. Now that the City no longer administers the program, it is not possible to coordinate inspections and reporting for the following reasons:

- The scope of inspections conducted by the City is broader than HUD's requirements. Although similarities exist, certain aspects are unique to Coon Rapids.
- The City is unable to hold the Met Council, its employees, or its contractors accountable for the quality or performance of its inspections, which raises liability concerns.
- Properties inspected under the Section 8 program would be held to a different (lesser) standard than those which do not accept vouchers, which also raises liability and fairness concerns.
- The Met Council has stated that allowing use of its Section 8 inspection reports for the purposes of a city's rental licensing program would violate data privacy law.

More generally, it is worth noting the following points regarding rental properties in Coon Rapids:

- City ordinance requires rental properties to be licensed regardless of whether a property accepts Section 8 vouchers or is a market rate rental property.
- Landlord participation in the Section 8 voucher program is voluntary.
- Rental properties are inspected every three years, unless a property has issues, in which case inspections occur more frequently. The fee for the inspection is \$70 (\$23.33 per year amortized over three years).
- Rental properties are licensed on an annual basis at a cost of \$100.
- In 2012, there were 5397 rental units in Coon Rapids, which breakdown as follows:
 - Apartment Units – 3624
 - Town homes – 960

- Single Family – 559
- Twin homes – 254
- Rental units/properties make up 22% of the housing stock in Coon Rapids. Roughly 10% accept Section 8 vouchers.

RECOMMENDATION

No action is required.

cc: Alan Williams



City Council Regular

11.

Meeting Date: 09/03/2013

Subject: Open Mic Report - Jerry Pierce - Round Lake Shoppes Revitalization Project

From: Marc Nevinski, Community
Development Director

INTRODUCTION

At the August 20, 2013 open mic session, Jerry Pierce asked Council about the outcome of the Midwest Disabilities project at Round Lake Shoppes on Coon Rapids Boulevard.

DISCUSSION

In 2011, the EDA provided a grant of \$149,900, authorized under legislation commonly referred to as the 2010 Jobs Bill, to assist in locating Midwest Disabilities in the Round Lake Shoppes on Coon Rapids Boulevard. The shopping center was experiencing considerable vacancy at the time, and the project helped achieve the goals of revitalizing the center and locating a minimum of 150 jobs to Coon Rapids Boulevard. The assistance package included \$100,000 to the tenant for interior improvements (conversion of retail space to office), and a one-to-one match of up to \$49,900 to the landlord for exterior improvements to the property. The project goals have been satisfied with the creation of over 250 jobs, as well as the removal of the fuel pump canopy, building painting, rehabilitation of the monument sign, and parking lot repairs. Since 2010, various development and redevelopment projects throughout the City have retained nearly 1,200 jobs, created at least 300 jobs, and resulted in over \$66M of private investment.

RECOMMENDATION

No action is required.

cc: Jerry Pierce



City Council Regular

12.

Meeting Date: 09/03/2013

Subject: PC 13-12 Amendment to Gateway Commerce Center PUD to allow a restaurant with a drive thru instead of a drug store at 1920 Gateway Drive

From: Scott Harlicker, Planner

INTRODUCTION

The applicant seeks approval to revise the Final PUD and change the use of Lot 8 from a drug store with a drive thru window to a restaurant with a drive thru window. This change will necessitate the realignment of the common property line between Lots 8 and Lot 7. Lot 8 will be reduced in size and Lot 7 will be larger. City Council is considering the final plat with the revised lot line as a separate item.

DISCUSSION

Background

In December 2007, the City Council approved the final site plan for the Gateway Commerce Center PUD. That plan included a proposed bank on Lot 12 and a convenience store on Lot 9. In 2009 the PUD was revised and the uses on those two lots were swapped; Lot 9 became a bank and Lot 12 became a convenience store. In 2011 the Holiday convenience store was constructed on Lot 12, Lot 9 remains undeveloped.

The applicant is proposing another revision to the PUD. This revision includes changing the proposed use on Lot 8 from a drug store with a drive thru window to a restaurant with a drive thru window. The proposed revision involves changes to the common lot line between Lot 8 and Lot 7. Lot 8 will become 1/2 acre smaller and Lot 7 a 1/2 acre larger. On August 15th, the Planning Commission approved a site plan for a McDonald's restaurant on Lot 8. That approval was contingent on the approval of this proposed PUD revision. No development of Lot 7 is being proposed at this time.

Proposed Changes

Conformance with the Design Guidelines

The proposed changes were compared with the Intent Statements and Guidelines. The proposed changes do not conflict with the relevant statements or guidelines. The change in land use from drug store to restaurant includes a pedestrian connection to Gateway Drive and it has minimum impact on local traffic circulation. The main access into the site is not changed, it still aligns with the driveway that provides access properties to the north side of Gateway Drive. Specific building design guidelines will be considered at the time of site plan review.

Lot Size

The area of Lot 8 will be reduced from 2.0 acres to 1.5 acres and Lot 7 will be increased from 3.9 to 4.4 acres. This change in lot size is reflected in the final plat also being proposed at this time in a separate application.

Landscaping

The overall landscaping proposed for the site is for the most part consistent with what was approved as part of the original PUD. Changes include replacing three ornamental trees along Hanson Boulevard with an overstory tree and adding six ornamental trees along Gateway Drive. Staff is supportive of these proposed changes.

There is a stormwater pond on the west side of Gateway Drive, across the street from Lot 8, that has not been landscaped per the approved landscape plan. As an adjacent property is being developed, staff recommends that the landscaping around the pond be installed and irrigated at this time, per the approved plan, and the installation be made a condition of approval.

Signage

The original plan showed a multi-tenant sign along Hanson Boulevard and an individual tenant sign along Gateway Drive. The applicant is no longer proposing an individual tenant sign on Gateway Drive. The multi-tenant sign on Hanson Boulevard will not be changed.

Planning Commission Meeting

At the Planning Commission meeting held on August 15 no one spoke at the public hearing. The Commission discussed the item and believed that the proposed changes were reasonable, the circulation did not change and the proposed changes were in keeping with the intent of the PUD. The Commission recommended approval of the amendment.

The Planning Commission modified one condition and added another. The Commission modified condition #1 to include irrigation around the stormwater pond. Typically stormwater ponds are not irrigated and this pond will be landscaped to emphasize a prairie feel. The applicant is requesting that the irrigation requirement be removed from the condition. A third condition was added that no freestanding tenant signage be allowed on Lot 8. The applicant would like this condition removed. Even though the current plans do not include a freestanding sign, the applicant wants to preserve the right for a free standing sign on this lot should the owner want to install a sign in the future.

RECOMMENDATION

In Planning Case 13-12, the Planning Commission recommend the City Council **approve** the proposed revisions to the Gateway Commerce Center Final PUD with the following conditions:

1. The landscaping around the stormwater pond on the north side of Gateway Drive be installed and irrigated.
2. All conditions of the original PUD approval of December 18, 2007 are included in this approval.
3. There is no freestanding tenant signage on Lot 8.
4. Approval and execution of an amendment to the PUD Agreement.

To address the applicant's concerns regarding irrigating the stormwater pond and prohibiting a freestanding sign, the following conditions are proposed:

1. The landscaping around the stormwater pond on the north side of Gateway Drive be installed.
2. All conditions of the original PUD approval of December 18, 2007 are included in this approval.
3. Approval and execution of an amendment to the PUD Agreement.

Attachments

Location Map

Applicant's Narrative

Existing PUD Site Plan

Revised PUD Site Plan

Existing Landscape Plan Sheet 1

Existing Landscape Plan Sheet 2

PUD Design Guidelines

Applicant's Request to Modify Conditions

Irrigation Around Stormwater Pond

Landscape Plan - Section C

Location Map





June 10, 2013

Re: PUD Amendment at the Gateway Commerce Center

Dear Coon Rapids City Council:

This letter shall serve as a request to amend the PUD use on Lot 8 of the Coon Rapids Gateway Commerce Center.

Lot 8 was approved for a drug store/pharmacy use in 2007. Since that time Silverstone Realty and H&W Family have exhausted all efforts to attract such a user without success. Coon Rapids is fortunate to have several Walgreen's and CVS locations in town which serves the population well.

In order to bring Coon Rapids another high end use that serves the population well we approached McDonalds. McDonalds dominates their market and produces a high end building and business that fits the Gateway Commerce Center's development quality. Therefore our request is to amend the PUD to allow a Quick Serve Restaurant use with a drive-thru.

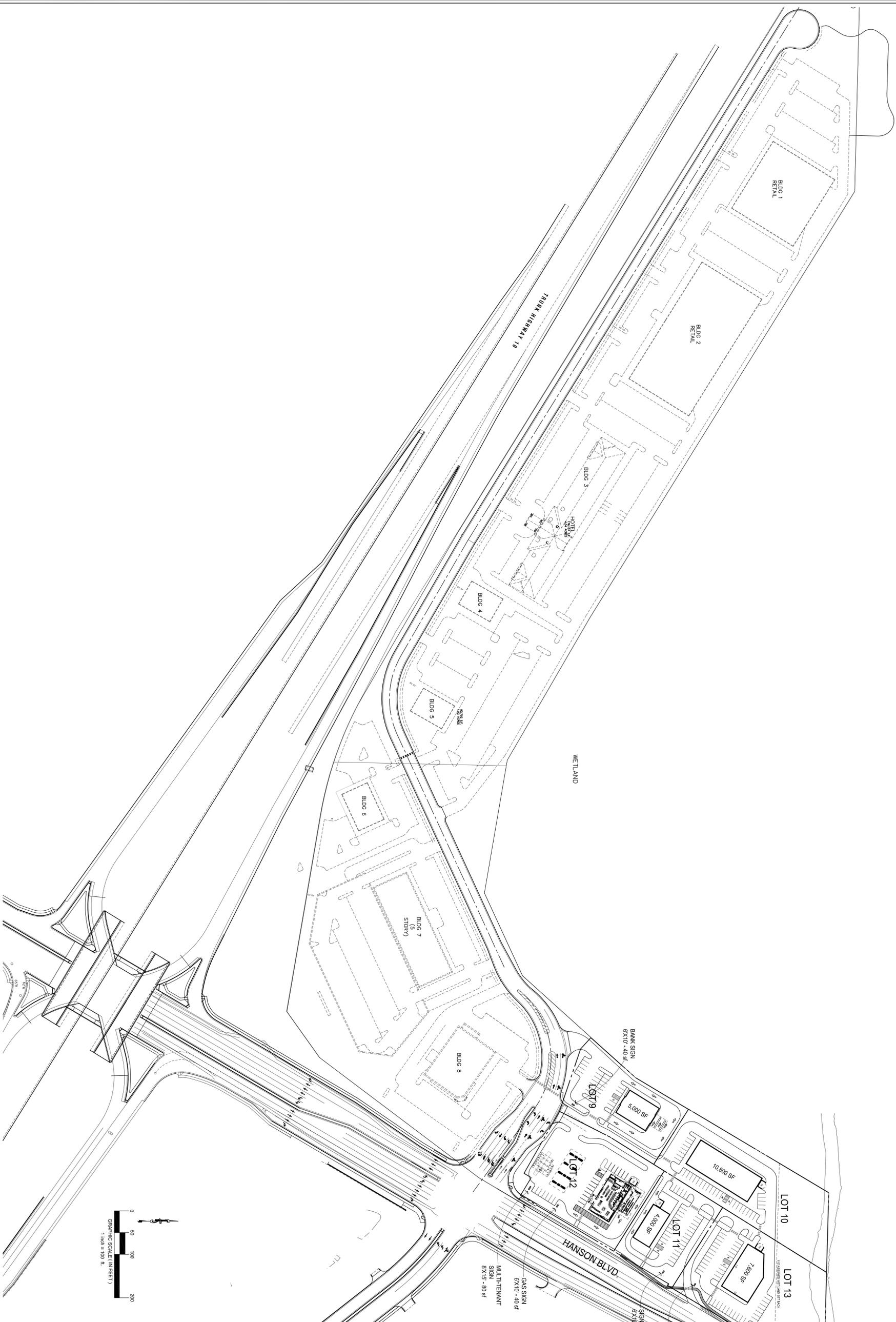
The current Drug Store use also allowed for a drive thru so we feel this request is consistent with the overall PUD for the development. McDonalds will purchase 1.5 acres of Lot 8 which leaves .5 acres that will be combined with Lot 7 thus keeping the lot count at 13.

Please feel free to contact the development team with any questions and thanks for your support.

Best Regards,

Jonathan Adam
Silverstone Realty
7955 Stone Creek Dr. Unit 130
Chanhassen MN 55317
(952) 856-6231
Jadam@silverstonemn.com

On Behalf of H&W Family, LLLP



| Mark | Revision / Issue | Date |
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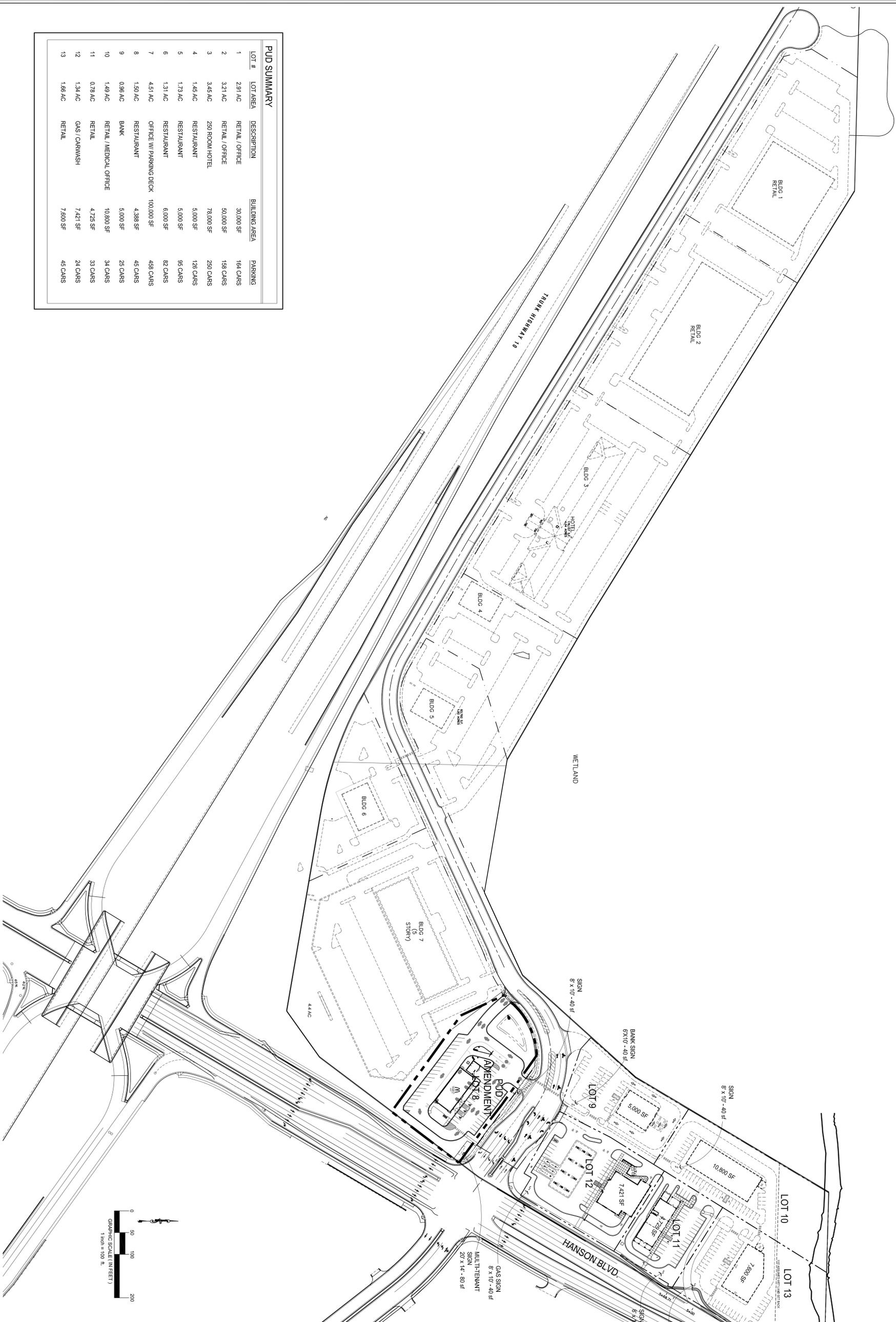
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
 Printed Name: Kathy L. Anderson
 Signature: _____
 Date: _____ License #: _____

**GATEWAY
COMMERCIAL
CENTER**
 HANSON BLVD. & HWY. 10
 COON RAPIDS, MN

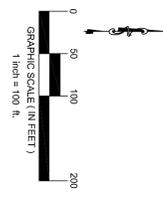
**OVERALL SITE
PLAN**

| | |
|-----------------|------------|
| PROJECT NUMBER: | CA-1016-C1 |
| ISSUED DATE: | 05-21-04 |
| DRAWN BY: | BL |
| CHECKED BY: | KA |

A1.1



| LOT # | LOT AREA | DESCRIPTION | BUILDING AREA | PARKING |
|-------|----------|-------------------------|---------------|----------|
| 1 | 2.91 AC | RETAIL / OFFICE | 30,000 SF | 164 CARS |
| 2 | 3.21 AC | RETAIL / OFFICE | 50,000 SF | 158 CARS |
| 3 | 3.45 AC | 250 ROOM HOTEL | 78,000 SF | 250 CARS |
| 4 | 1.45 AC | RESTAURANT | 5,000 SF | 126 CARS |
| 5 | 1.73 AC | RESTAURANT | 5,000 SF | 95 CARS |
| 6 | 1.31 AC | RESTAURANT | 6,000 SF | 82 CARS |
| 7 | 4.51 AC | OFFICE w/ PARKING DECK | 100,000 SF | 458 CARS |
| 8 | 1.50 AC | RESTAURANT | 4,388 SF | 45 CARS |
| 9 | 0.98 AC | BANK | 5,000 SF | 25 CARS |
| 10 | 1.49 AC | RETAIL / MEDICAL OFFICE | 10,800 SF | 34 CARS |
| 11 | 0.78 AC | RETAIL | 4,725 SF | 33 CARS |
| 12 | 1.34 AC | GAS / CARWASH | 7,421 SF | 24 CARS |
| 13 | 1.66 AC | RETAIL | 7,600 SF | 45 CARS |

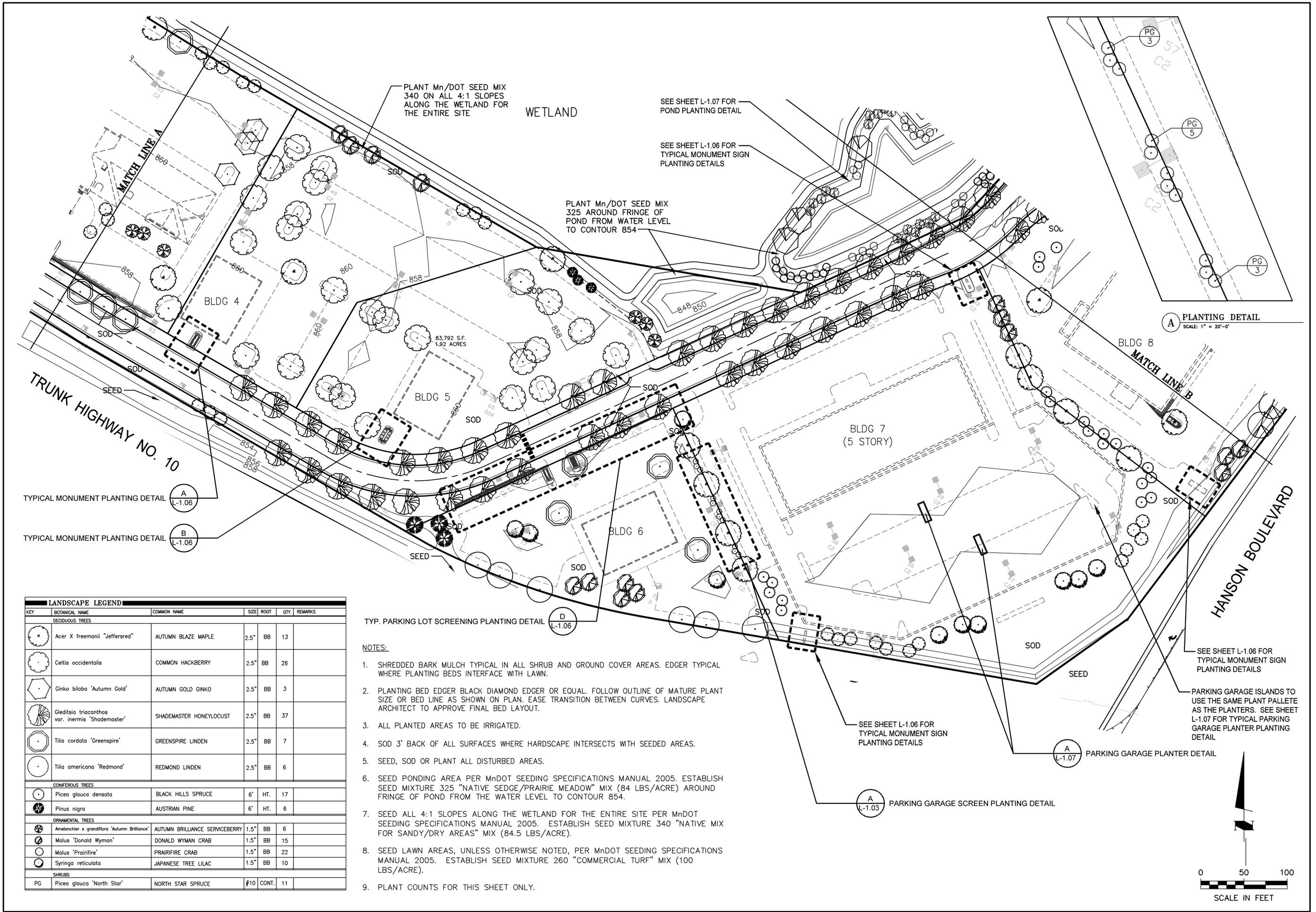


| Mark | Revision / Issue | Date |
|------|-------------------------|----------|
| | MCDONALDS SITE REVISION | 07-30-13 |

GATEWAY COMMERCE CENTER
 HANSON BLVD. & HWY. 10
 COON RAPIDS, MN

| OVERALL SITE PLAN | |
|-------------------|------------|
| PROJECT NUMBER: | CA-1014-C1 |
| ISSUED DATE: | 06-10-13 |
| DRAWN BY: | BL |
| CHECKED BY: | KA |

A1



GATEWAY COMMERCE CENTER
 COON RAPIDS, MINNESOTA
 H&W FAMILY LLLP
 LANDSCAPE PLAN - SECTION B

MFRA
 Engineering • Planning • Surveying
 14800 28th Ave. N., Suite 140
 Plymouth Minnesota 55447
 phone 763/476-6010 fax 763/476-8532
 McCombs Frank Roos Associates, Inc.

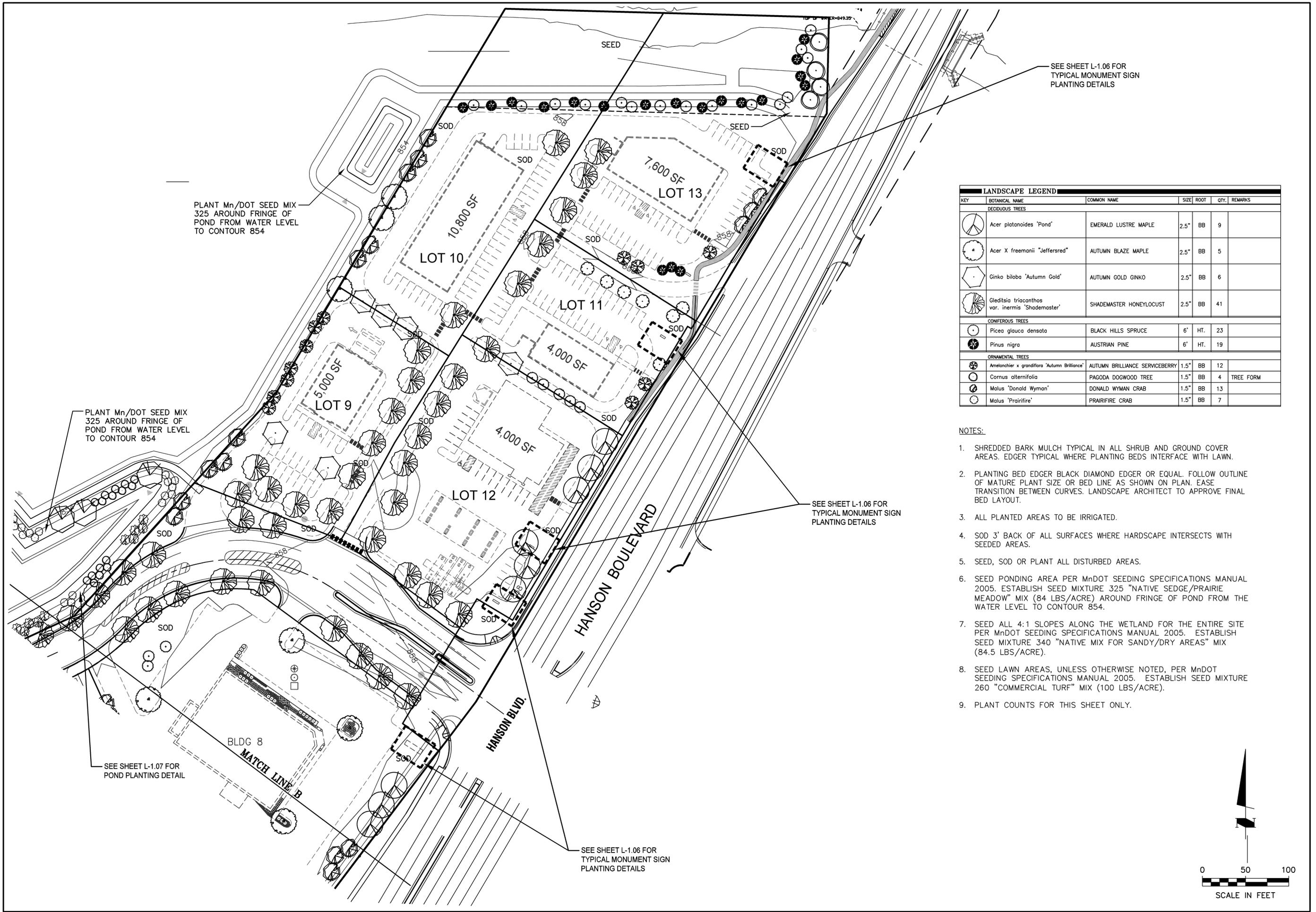
| | |
|----------|----------|
| Designed | kit |
| Drawn | HCK/ELF |
| Date | 10/26/07 |
| Checked | kit |
| Approved | kit |

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

Signature: Name: Kevin Teppen License #: 26980
 Date: 05/07/09 License # 26980

| Revisions | No. | Date | By | Remarks |
|-----------|-----|----------|-----|----------------------------|
| | A | 10/26/07 | ELF | REVISIONS PER CITY COMMENT |
| | B | 12/07/07 | LAW | REVISIONS PER CITY COMMENT |
| | C | 05/07/09 | kit | PUD REVISION |

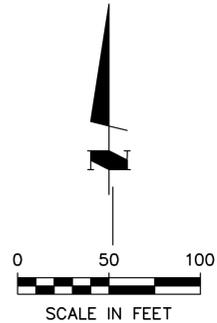
SHEET NUMBER: **L.1.03** REV: **C**
 MFRA FILE # 16148



| LANDSCAPE LEGEND | | | | | | |
|------------------|--|--------------------------------|------|------|------|-----------|
| KEY | BOTANICAL NAME | COMMON NAME | SIZE | ROOT | QTY. | REMARKS |
| DECIDUOUS TREES | | | | | | |
| | <i>Acer platanoides</i> 'Pond' | EMERALD LUSTRE MAPLE | 2.5" | BB | 9 | |
| | <i>Acer X freemanii</i> 'Jeffersred' | AUTUMN BLAZE MAPLE | 2.5" | BB | 5 | |
| | <i>Ginkgo biloba</i> 'Autumn Gold' | AUTUMN GOLD GINKO | 2.5" | BB | 6 | |
| | <i>Gleditsia triacanthos</i> var. <i>inermis</i> 'Shademaster' | SHADEMASTER HONEYLOCUST | 2.5" | BB | 41 | |
| CONIFEROUS TREES | | | | | | |
| | <i>Picea glauca</i> <i>densata</i> | BLACK HILLS SPRUCE | 6" | HT. | 23 | |
| | <i>Pinus nigra</i> | AUSTRIAN PINE | 6" | HT. | 19 | |
| ORNAMENTAL TREES | | | | | | |
| | <i>Amelanchier x grandiflora</i> 'Autumn Brilliance' | AUTUMN BRILLIANCE SERVICEBERRY | 1.5" | BB | 12 | |
| | <i>Cornus alternifolia</i> | PAGODA DOGWOOD TREE | 1.5" | BB | 4 | TREE FORM |
| | <i>Malus</i> 'Donald Wyman' | DONALD WYMAN CRAB | 1.5" | BB | 13 | |
| | <i>Malus</i> 'Prairiefire' | PRAIRIFIRE CRAB | 1.5" | BB | 7 | |

NOTES:

- SHREDDED BARK MULCH TYPICAL IN ALL SHRUB AND GROUND COVER AREAS. EDGER TYPICAL WHERE PLANTING BEDS INTERFACE WITH LAWN.
- PLANTING BED EDGER BLACK DIAMOND EDGER OR EQUAL. FOLLOW OUTLINE OF MATURE PLANT SIZE OR BED LINE AS SHOWN ON PLAN. EASE TRANSITION BETWEEN CURVES. LANDSCAPE ARCHITECT TO APPROVE FINAL BED LAYOUT.
- ALL PLANTED AREAS TO BE IRRIGATED.
- SOD 3' BACK OF ALL SURFACES WHERE HARDSCAPE INTERSECTS WITH SEEDED AREAS.
- SEED, SOD OR PLANT ALL DISTURBED AREAS.
- SEED PONDING AREA PER MnDOT SEEDING SPECIFICATIONS MANUAL 2005. ESTABLISH SEED MIXTURE 325 "NATIVE SEDGE/PRAIRIE MEADOW" MIX (84 LBS/ACRE) AROUND FRINGE OF POND FROM THE WATER LEVEL TO CONTOUR 854.
- SEED ALL 4:1 SLOPES ALONG THE WETLAND FOR THE ENTIRE SITE PER MnDOT SEEDING SPECIFICATIONS MANUAL 2005. ESTABLISH SEED MIXTURE 340 "NATIVE MIX FOR SANDY/DRY AREAS" MIX (84.5 LBS/ACRE).
- SEED LAWN AREAS, UNLESS OTHERWISE NOTED, PER MnDOT SEEDING SPECIFICATIONS MANUAL 2005. ESTABLISH SEED MIXTURE 260 "COMMERCIAL TURF" MIX (100 LBS/ACRE).
- PLANT COUNTS FOR THIS SHEET ONLY.



GATEWAY
COMMERCE CENTER
 COON RAPIDS, MINNESOTA
 H&W FAMILY LLLP
 LANDSCAPE PLAN - SECTION C

Engineering • Planning • Surveying
MFRA
 14800 28th Ave. N., Suite 140
 Plymouth Minnesota 55447
 phone 763/476-6010
 fax 763/476-8532
 McCombs Frank Roos
 Associates, Inc.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

Signature: Name: Kevin Teppen License #: 26980
 Date: 05.07.09

Designed: kit
 Drawn: HCK/ELF
 Date: 10/26/07
 Checked: kit
 Approved: kit

| Revisions | No. | Date | By | Remarks |
|-----------|-----|----------|-----|----------------------------|
| | A | 10/26/07 | ELF | REVISIONS PER CITY COMMENT |
| | B | 12/07/07 | LAW | REVISIONS PER CITY COMMENT |
| | C | 05.07.09 | kit | PUD REVISION |

SHEET NUMBER: **L.1.04** REV: **C**
 MFRA FILE # 16148



Planned Unit Development (PUD) Design Guidelines

NW Corner Hanson Boulevard and Highway 10
Coon Rapids, Minnesota

Credits & Acknowledgements:

We would like to thank the City of Coon Rapids planning staff, Planning Commission and City Council as well as the developer's engineers, architects and planners who attended the workshops and meetings and gave their input to shape the planning process. Their input has been invaluable in developing these design guidelines.

City Council

Tim Howe, Mayor
Denise Klint, Ward 1
Ron Manning, Ward 2
Paul Johnson, Ward 3
Joe Sidoti, Ward 4
Bruce Sanders, Ward 5
Scott Schulte, At Large

Planning Commission

Donna Naeve, Chair
Tom Greenwood, Commissioner
Denise Hosch, Commissioner
Todd Mensink, Commissioner
Margeret Murphy, Commissioner
Joy Pirkel, Commissioner
Jenny Geisler, Commissioner

City of Coon Rapids

Marc Nevinski, Community
Development Director
Scott Harlicker, Planner

Developer & Consultants

William Cooley, H & W Family LLLP
Jonathan Adam, Windsong
Properties, LLC.
Mark Anderson, MFRA, Inc.
Kathy Anderson, AIA,
Architectural Consortium, LLC
Brett Loftesnes, Architectural Consortium,
LLC.

Planning & Urban Design Consultant

Carolyn Krall, AIA, Landform
Ellen Stewart, ASLA, Landform
Teresa Forsberg, Assoc. AIA, Landform

Planned Unit Development (PUD) Site Development Agreement

The Planned Unit Development (PUD) Design Guidelines are intended to be part of a PUD Site Development Agreement which, together with the approved Preliminary Plat, will define the project scope and act as the guiding plan for the development of this significant corner. The Guidelines are intended to work in conjunction with and in addition to the Coon Rapids City Code standards. All construction is subject to abide by all codes and ordinances as adopted by the State of Minnesota, Anoka County, the City of Coon Rapids and all other pertinent regulations. The design guidelines shall prevail in the event of a conflict.

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- B. Submissions, Review and Approvals Process**
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- 3) Open Space, Trails and Stormwater Management
- 4) Landscaping and Screening

B. Site Development

- 1) Building Orientation
- 2) Site Coverage
- 3) Parking and Service Areas

C. Architecture

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- 2) Building Massing and Form
- 3) Exterior Facades, Materials and Color Palette

D. Lighting and Signage

- 1) Lighting
- 2) Signage

I. Introduction to P.U.D. Design Guidelines

A. Purpose

The Planned Unit Development (PUD) Design Guidelines are intended to be part of a PUD Site Development Agreement which, together with the approved Preliminary Plat, will define the project scope and act as the guiding plan for the development of this significant corner. The developer intends to develop the site in phases and may sell individual lots or parcels to developers, builders or owner-occupants who would complete the approvals and build-out of their individual lots. The guidelines ensure quality and consistency within the overall development through the process. Guidelines address site design and layout, harmonious style and materials, building massing, materials, architectural features, site landscaping, lighting and signage to establish an overall aesthetic for the Gateway Commerce Center.



The guidelines serve the purpose of identifying elements and design criteria that must be incorporated into the project and communicate the expectations of the City to individual site builders, owners and tenants for each phase within the overall development.

Framework Principles for Coon Rapids

This Planned Unit Development should support the overall design principles for the City of Coon Rapids established in the Comprehensive Plan. These principles can

be summarized as follows:

- 1) Enhance Coon Rapids' image.
- 2) Improve the public realm.
- 3) Preserve and protect natural resources.
- 4) Encourage complementary, adjacent uses & assets.
- 5) Attract new, desirable uses.
- 6) Expand connectivity for both automobiles and pedestrians.
- 7) Reduce negative impacts of development (*i.e. traffic congestion, stormwater run-off, etc.*).

B. Submission, Review and Approvals Process

These Design Guidelines will be finalized by City Staff and approved by the Planning Commission and City Council in conjunction with the Planned Unit Development (PUD) submission. This submission shall include all documentation itemized in the PUD Agreement for the entire development plan. The entire PUD shall be reviewed by the Planning Commission which will make recommendations to the City Council, who will consider approval of the entire PUD. The approved PUD submission documents, including the PUD Agreement and these Design Guidelines, will then form the basis for final site approvals for all or any part of the development. These guidelines are in effect and in conjunction upon approval of the final plat and PUD.

Final approvals for each individual lot within the PUD will go to the Planning Commission for review and final approvals, with appeal available to the City Council. However, proposed modifications which affect the entire PUD, such as road realignment or lot line adjustments, or any other substantial alterations to signage, lighting or landscape plans, will require City Council approval.

C. Introduction and Overview

These Design Guidelines are intended to provide a framework for the future development of this significant site in Coon Rapids. The Design Guidelines should provide a baseline for quality

development that meets the community's goals.

Goal 1: Preserve and protect natural resources

Goal 2: Respect the existing context while encouraging new, contextual responses

Goal 3: Establish a baseline for design and quality

Goal 4: Provide a unified, overall plan and image to be consistent with phased development

Objectives

The specific objectives for these Design Guidelines are:

- To establish a clear definition of urban design standards that informs property owners, developers, builders, tenants and current and future decision-makers
- To serve as a tool that planners and designers can use and incorporate into their plans to achieve and support the City's design objectives
- To act as a basis for a uniform and consistent review of development and redevelopment proposals by the City Council and Planning Commission

Format

This document is written with Intent Statements, detailed Guidelines and Illustrations. The Intent Statements present the overall goal for development and describe a desired outcome within the site or building design category. The Guidelines provide specific directions on how the intent should be met. The Illustrations are either sketches that further illustrate the Guidelines or photos presenting examples of how the Design Intent has been achieved in other projects.

Definitions

This document is written in common English with all terms as defined in the Merriam-Webster on-line dictionary (www.m-w.com). Land use terms shall be the same as defined in the City Code. The following terms are used frequently in the guidelines.

context: the interrelated conditions in which something exists or occurs

discourage: to hinder by disfavoring

encourage: to attempt to persuade or to spur on

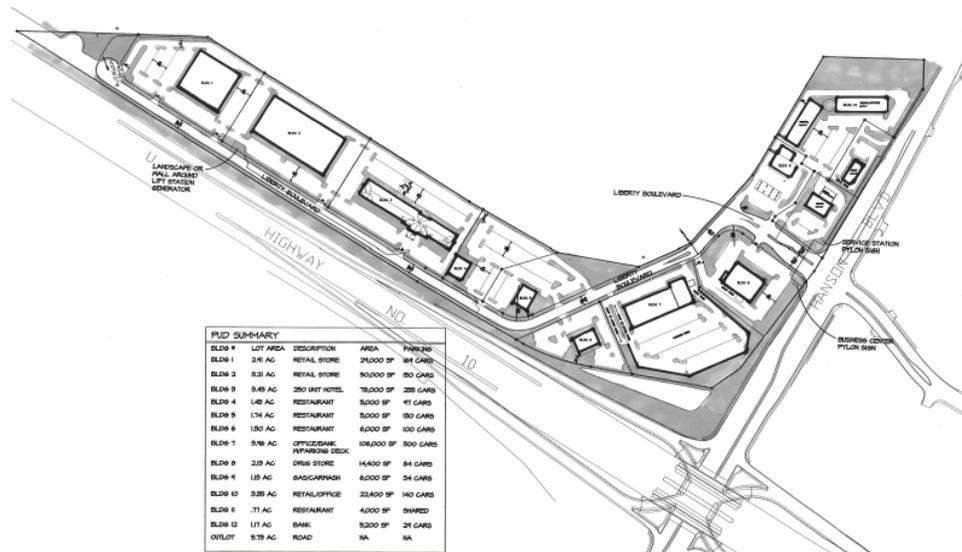
shall: used in laws, regulations, or directives to express what is mandatory

should: used to express a request in a polite manner or to soften direct statement

2. Commercial District

A. General

The Gateway Commerce Center is expected to include a mix of commercial uses – both destination uses and local, neighborhood-oriented retail and business uses. One side of the Center fronts on Highway 10 and has good visibility to support destination commercial uses. The other side fronts on Hanson Boulevard where more neighborhood-oriented commercial and smaller retail uses are appropriate. Hanson Boulevard offers the only vehicular access into the site. A full-access intersection is planned at Northdale Avenue and Hanson Boulevard which is relatively close to the Highway 10 ramp entrance. A right-in-only access, also on Hanson Boulevard, has been approved by Anoka County. The City hopes to be able to provide an additional road connection to the site from the northwest, enhancing the existing access significantly and allowing for a greater variety of commercial uses.



The Center is also adjacent to significant natural resources. North of the site there is an expansive wetland and in the future the City or County may undertake wetland restoration and improvements. Directly across the street from the Center is Lions Park – a local park with trails that are expected to be extended on the north side of the site to connect to the regional trail system. There are residential neighborhoods adjacent to the park and wetlands, so the Center should provide a pedestrian-friendly environment along this significant resource as well as pedestrian connections throughout the site.

1. New development should consider the available site access. Uses shall not exceed the assumptions included in the Traffic Study for the Business Center in Coon Rapids, December 2004, which formed the basis for the design of the Hanson Boulevard and Northdale intersection improvements. Uses which exceed those assumptions and would result in an overall intersection level of service (LOS) below D, measured at either peak AM or peak PM hour, at the Hanson Boulevard intersections are not acceptable.
2. All new development should be sensitive to existing residential in the design and location of new uses and buildings with respect to shading, views, light and noise pollution; where necessary, appropriate screening or buffering shall be provided.
3. New development shall provide for pedestrian as well as vehicular circulation and shall create linkages to existing and proposed sidewalks and trails.
4. The northwest corner of Hanson Boulevard and Highway 10 is a key point that has been identified as a primary entrance to Coon Rapids and should be designed as a “gateway” to the City. Gateway elements could include both City and development identity features, incorporating signage and unique landscaping, walls or gates, water features and open space which offer views to the adjacent wetlands and ponds.
5. New development should be designed to value, respect and preserve identified natural features and resources. Natural amenities shall be incorporated as features within public spaces through innovative planning and design approaches.



1) Land Use

Intent:

To welcome a mix of high quality office, hospitality, service and retail uses -- both destination uses, and local neighborhood retail and business uses. Land uses should be diverse yet complementary and provide places for residents to meet and socialize.

- a) Development should include a range of commercial uses appropriate to the Coon Rapids area including office, hospitality, retail, service and other commercial uses.
- b) Large scale commercial uses should be concentrated along the Highway 10 entrance ramp, rather than on Hanson Boulevard.
- c) A mix of diverse yet complementary uses appropriate to this area should be located closer to Hanson Boulevard; neighborhood-oriented retail and service commercial uses that support the community and nearby residential neighborhoods such as drug stores, banks, specialty markets and local retailers are encouraged.
- d) Retail or service uses whose primary use includes tattooing, branding, body piercing, or uses subject to licensing under Title 5 of the Coon Rapids City Code, except for the sale of alcoholic beverages or the operation of a therapeutic massage enterprise, shall not be allowed.



- e) Destination, hotel, restaurant, recreational and entertainment uses, particularly mixed with compatible, complementary or other synergistic uses, are encouraged. Automotive repair/service uses or uses with excessively high traffic generation are discouraged.
- f) Buildings 4, 5, and 6 will be “full-service, sit-down” restaurants, where food is both ordered and served by wait staff. Drive-through service will not be provided at these locations.
- g) Uses appropriate to this area that enhance their business by providing drive-through services (i.e. convenience food/gas stations, banks, coffee shops and pharmacies) are permitted provided they are designed to minimize impact on local traffic circulation and limit conflicts with pedestrian access.
- h) Parking lots shall be allowed only as an accessory use, except for shared ramp parking which shall be limited to serving on-site uses. Shared parking is encouraged (see section which follows on parking and services areas).



2) Streets and Public Spaces

Intent:

To provide a well designed public realm that combines access and safety for pedestrians and vehicles while enhancing connectivity between businesses, retail shops, restaurants, parking and public spaces through a logical, safe and well marked, vehicular and pedestrian circulation system.

- a) The central street through the development shall have a 60’ minimum right-of-way (ROW) which shall include the following:
 - (i) Drive lane width not more than 36 ft., west of building seven to reduce impervious surface, discourage larger trucks and encourage traffic to slow down, especially through the more active areas of the development;
 - (ii) Sidewalks not less than 5 ft. wide on both sides of the street at the Hanson Boulevard entrance. Sidewalks not less than 5 ft. wide on one side of the street in locations where there are uses only on one side of the street;
 - (iii) Planted boulevard buffer 6 ft. wide between the curb and sidewalk with street trees to provide shade and a sense of scale. This boulevard may be reduced or terminated approaching intersections to allow for pedestrian crossings;
 - (iv) Street lighting that meets the design standards and provides for both street lighting and pedestrian lighting on sidewalks to add character to the street corridor;
 - (v) Where appropriate, areas for seating, street furniture or other pedestrian amenities such as benches, planters, walls, fences, bollards, banner poles, bike racks and other elements that enhance the public realm. These elements shall be managed and maintained to reduce visual and physical clutter while elevating the quality of the pedestrian environment;



- (vi) Where necessary, such as where the street ROW does not allow for a wider sidewalk; these amenities may need to be accommodated within the parcel boundaries.
- b) All street intersections shall be safe for pedestrians and include enhancements to safety such as textured-colored paving or striping to mark crosswalks, narrowed or throated intersections, pedestrian-oriented street lighting, landscaped boulevards buffering the sidewalks from busy streets and pedestrian crossing warning signage at major crosswalks and all trail crossings.
- c) The development shall provide pedestrian connectivity between uses (businesses, parking, open space, etc.) with a designated and well marked pedestrian circulation system that encourages parking and walking rather than driving to each destination within the center, as designated in the pedestrian trail plan.

3) Open Space, Trails and Stormwater Management

Intent:

To enhance and protect adjacent, natural resources while offering the public enhanced access, connectivity and preserved views along the edge of the existing wetlands and creek.



- a) The development has received approvals for stormwater management and the required ponds, located outside the lot lines, are shown on the master plan. Pond edges and landscaping should appear as natural as possible, discourage geese, prohibit wading and reduce algae and other unattractive, surface accumulations.
- b) Site development should encourage the reduction of impervious cover and increase on-site infiltration to reduce potential non-point, source pollution and contaminants from stormwater runoff, where feasible.



- c) Maintain the minimum 10 ft. parking setback on the northern edge of the development along the wetlands as an open-space corridor connecting the site from north to south. The City intends to work with the County to seek approvals for a future pedestrian boardwalk and/or trail as a pedestrian amenity along the north edge of the property. To coordinate with this future amenity, the open space corridor should include:



- (i) At least two paved pedestrian connections between this corridor (future boardwalk) and the sidewalks along the central street, as appropriate;
- (ii) An eight foot wide paved bicycle trail connection extending from this corridor along the north side of the central street to the Hanson Boulevard intersection, where the City intends to connect the trail to the existing bicycle trail at Lions Park;



- (iii) Well defined pedestrian connections pedestrian-oriented destination uses such as retail, cafes or restaurants; these connections may be shared between lots or uses;

- (iv) Pedestrian amenities where the paved bicycle trail connects to this corridor that could include places to rest with benches, bike racks, pedestrian-oriented lights, banner poles, planters, shade trees and similar elements;
- (v) Landscaping that acts as a year-round buffer, and make a harmonious transition from the more groomed landscaped areas to the more natural landscape of the wetland edges.

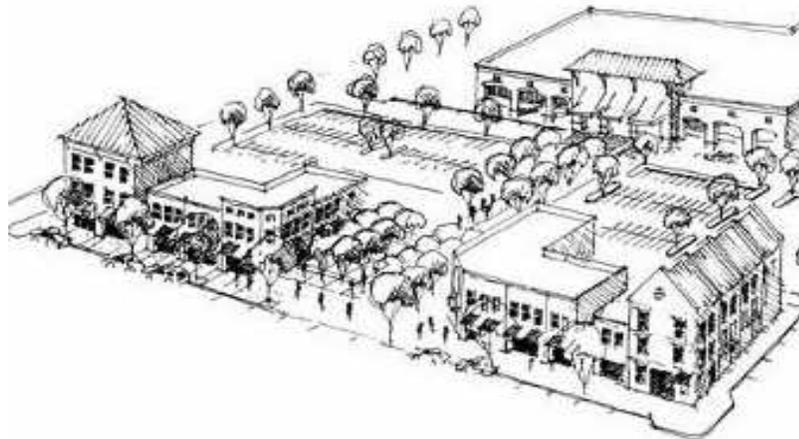
4) Landscaping and Screening

Intent:

To provide landscaping that enhances the public realm, preserves natural areas including areas with wetlands and contiguous, significant native vegetation, maximizes wildlife habitat corridors and water quality and provides a focal point for development. Landscaping plans for the entire PUD and each individual site shall meet the requirements of the City's landscaping standards for commercial developments to the extent possible and the goals of this section.



- (a) Where possible, utilize trees, shrubs and plant materials indigenous to this geographic location and soils, providing habitat value and promoting biodiversity through avoidance of monoculture plantings.
- (b) Maximize green space along the open-space corridor. Open space shall be planted with trees, shrubs, perennials and grasses to enhance the buffers for adjacent areas, reduce maintenance, reduce nitrogen usage and reduce water demands for irrigation while providing a focal point for development.
- (c) Provide street trees to frame the street and provide shade and scale with planting areas that are a minimum of 8 ft. long x 4 ft. wide to allow trees to grow to acceptable sizes. Structural soils (Cornell University Certified or equal) shall be the planting medium for all street trees.
- (d) Use a mixture of vegetation, berms, walls and fencing to screen areas such as parking lots, mechanical systems, transformers and loading docks. Screening materials shall be consistent with the building materials and other elements in the development. Fencing or a mechanical vent screen alone is not sufficient.
- (e) Off-street, surface parking areas shall include landscaped areas equivalent to 30 sq. ft. of landscaping for each parking space in the parking lot or not less than 10 percent of the area of the parking lot. Required landscaping shall take the form of planter strips, landscaped areas and perimeter landscaping. The landscaping shall be dispersed throughout the parking lot and must extend along the entire frontage of adjacent streets except for entry points. Planter strips shall be a minimum of five ft. in width.



- (f) Building facades and exposed foundations shall be articulated with landscaping to provide visual interest and soften appearances.
 - (i) Ornamental plant materials may be used such as flowering trees, shrubs and perennials.
 - (ii) Plantings shall be massed and scaled as appropriate for the building design.

B. Site Development

The overall development plan should be well laid out to ensure that all uses have good access, well located parking, safe, attractive pedestrian connections and adequate visibility. The development should be pedestrian-friendly and walkable for everyone whether arriving by automobile, motorcycle, bicycle, bus or foot.

I) Building Orientation

Intent:

To position buildings in a way that responds to climate and site conditions, provides good visibility to improve way-finding and enhances pedestrian accessibility.

- (a) All new development shall be sensitively designed and sited so as to preserve the key vistas from Hanson Boulevard through the site to the wetlands and creek.
- (b) Buildings shall be oriented and designed to consider sun and shade, wind exposure and snow drifting to avoid creating icy or dangerous conditions.
- (c) Building and paving setbacks shall be not less than 10 ft. on the wetland edge. Building setback shall not be less than 30 ft. from the Hanson Boulevard right of way and paving setbacks shall not be less than 10 ft. from the edge of the sidewalk easement.
- (d) Buildings along Hanson Boulevard shall be oriented to face the central parking area with well articulated facades. Service areas shall not face Hanson Boulevard.



Where commercial retail uses occupy the first floor, traditional storefronts (doors, display windows, or both) are encouraged to face towards the sidewalk.

- (e) Building entries shall be both visible and accessible by pedestrians from the main street (Hanson Boulevard or the new central street) and easily distinguished from the building facade; entrance areas shall be well lit, covered or protected from weather and include significant glazing and glass doors where the public will be entering the building.
- (f) Buildings may provide a second entrance from a side or rear parking lot, but the street-front entry must remain open during business hours.
- (g) Buildings shall be oriented to minimize views of service areas (service doors, equipment and loading docks) from public streets; access to these service areas needs to be provided at the alleys, sides or backs of the buildings.

2) Site Coverage

Intent:

To minimize impervious surfaces and stormwater run-off by reducing building footprints, reducing paved parking areas and providing more permeable surfaces.



- (a) Building footprints and site coverage shall be minimized through the use of multiple stories and more efficient layouts where feasible.
- (b) Impervious surface or hardscape should be minimized by reducing the width of drive lanes and parking lots and encouraging central structured parking or shared parking where possible. The developer is responsible for demonstrating parking adequacy based on time of use and demands of individual and surrounding uses.
- (c) Alternative materials such as permeable pavers, porous asphalt, vegetated roof areas, especially on the parking deck, and other innovative techniques to reduce stormwater run-off shall be encouraged.

3) Parking and Service Areas

Intent:

To encourage better site design including improved parking lot efficiency and ease of use while reducing the area of paved surface required and minimizing negative impacts of parking and service areas.



- (a) Parking lots shall be laid out for both efficiency and ease of use with entrances and exits clearly visible and marked.

(b) Parking spaces should be a minimum of 9 ft. wide and 18 ft. long with a back-up area of not less than 24 ft. Up to 20% of the spaces provided in any parking lot may be designated for compact cars with parking spaces 16 ft. long.



(c) Where appropriate and feasible, shared parking is encouraged to take advantage of varying parking demands between mixed uses and reduce the overall parking area on the site. The developer is responsible for demonstrating parking adequacy based on time of use and demands of individual and surrounding uses, using national standards for parking demand (such as ITE, APA, ULI, etc). If at any time, the planned uses change, the shared parking calculations would need to be reconsidered based on the proposed new uses.

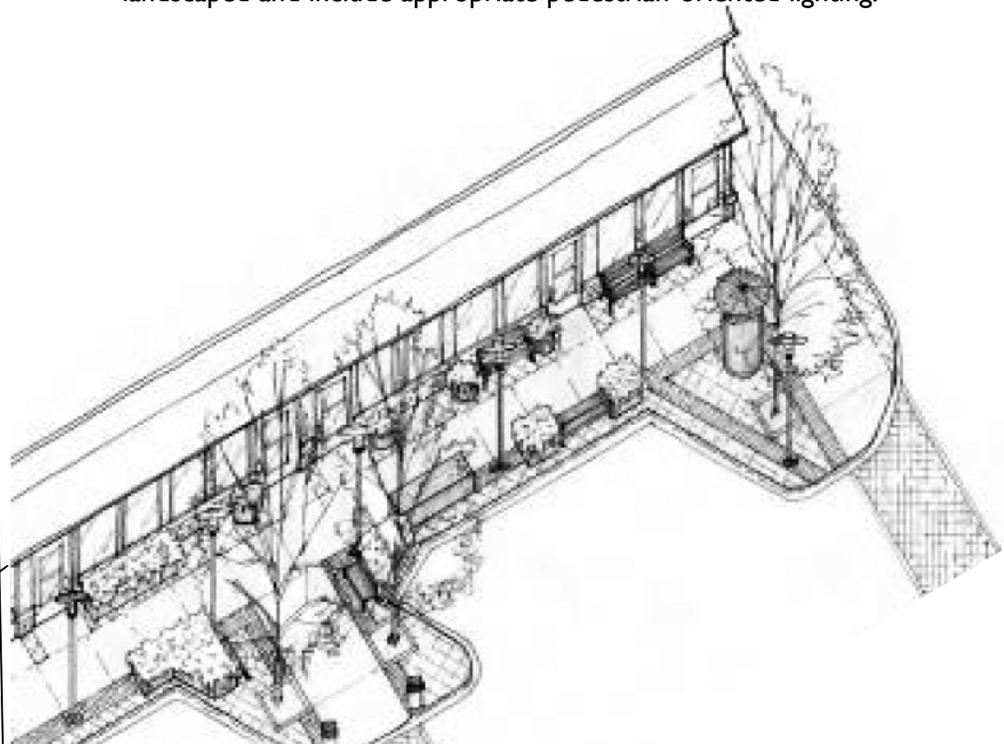
(d) Parking lots and driveways along Hanson Boulevard should be minimized. Where a driveway, parking lot or parking deck located along Hanson Boulevard should be well landscaped, screened and buffered with a combination of fencing, walls and plantings along the edge.

(e) Where a parking lot fronts on the central street, Hanson Boulevard or the open space corridor, the lot shall be well landscaped and screened. Screening materials should include, singularly or in combination, ornamental fencing, walls, berms and plantings along the street edge.

(f) Parking bays with an excess of 30 vehicle capacity shall be sub-divided with internal landscaping and pedestrian sidewalks or walkways to create the appearance of smaller parking areas. A bay consists of two rows of parking stalls nose to nose.

(i) Pedestrian walkways should be well defined (raised, paved and/or marked) and provide pedestrians a safe route to a sidewalk, trail, public space or the entrance of a commercial building.

(ii) Pedestrian walkways provided in larger parking lots should also be landscaped and include appropriate pedestrian-oriented lighting.

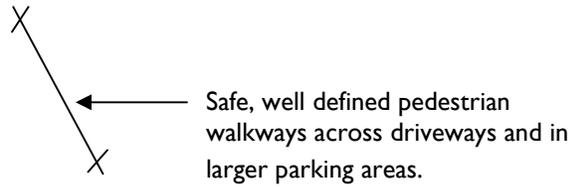


Shop-related furniture & amenities zone





Public Area:
trash receptacles,
newspaper stands,
streetlights, signs
& street trees
planted where
sidewalk widens



(g) Parking decks or structures shall not be located along or front on the open space corridor. Parking decks or structures fronting Hanson Boulevard shall be designed to minimize the apparent height of the ramp and the top parking deck shall not be more than 3 ft above the most adjacent Hanson Boulevard sidewalk elevation. Landscaped screening requirements are the same as for other parking lots (see above) along Hanson Boulevard.



(h) Buildings should be oriented to minimize views of service areas, service doors, meter banks and equipment and loading docks from the street. In addition, these areas should be screened with a combination of solid screening (walls or fences) and landscaping.



(i) Screening materials should be of the same style, materials and palette as the buildings; metal fencing or a mechanical vent screen alone is not sufficient.

(ii) Access to these service areas needs to be provided at the alleys, sides or backs of the buildings.



(i) All mechanical equipment and trash areas shall be fully screened and coordinated with the architecture of the buildings, using the same materials and construction type as the buildings. Free-standing enclosures are discouraged and interior service areas are encouraged.

C. Architecture

The architecture of the development and all new buildings should be respectful of and relate well to the existing context – natural and man-made – in massing, materials, style and color that expresses complementary design and an appropriate sense of scale.

1) Architectural Character

Intent:

To define the quality and character of the architecture for all new buildings and structures within the development.



- (a) Buildings should be designed to relate well to the existing natural and man-made environment in massing, materials, style and color. The design of the landscape and hardscape elements should be well coordinated and harmonious with the building design and materials.
- (b) Buildings should be designed in an appropriate, regional style using materials appropriate to the Coon Rapids area; the appearance of native stone is preferred (or a suitably durable material with an appearance of native stone) for landscape walls, monument signs, signage bases, architectural features, decorative hardscape elements and for a building base or foundation material.
- (c) Parking decks and their access ramps or structures shall be designed to harmonize with the buildings they serve in layout, massing, materials, color and overall architectural quality and character in order to minimize their visual impact.
- (d) Corporate chains shall customize their architecture as needed to express their design “brand” in a way that does not dominate the development and harmonizes with the overall development context, colors, materials and style.
- (e) Green building and site design and sustainable design, construction and maintenance practices are encouraged, where feasible.

2) Building Massing and Form

Intent:

To define the quality and character of the architecture for all new buildings and structures within the development.



- (a) The development shall allow for a variety of building heights and masses as appropriate and feasible for the proposed uses. Multi-story buildings are more appropriate along Highway 10 and close to the Highway 10 and Hanson Boulevard corner than directly on Hanson Boulevard. Building massing should encourage views out to, and over the wetlands amenity.
- (b) Building massing and design elements should include an expression of a building base (ideally with the appearance of stone), a middle and a top with an expressed cornice line at the top of the first floor and the top of the building.
- (c) Buildings should be designed using the same quality materials on sides that are visible from public streets. Rear or non-street facing facades shall include designs and materials that relate to the front or street-facing facades.
 - (i) All facades shall be articulated with a variety of materials, glazing, awnings or other details to add visual interest.



(ii) Roof lines and cornice details shall be completed in a three-dimensional manner so that the back of walls, roof features or any other unfinished areas are not visible.

(iii) Buildings may have expressed front façades with unique designs or more significant amounts of glazing, decorative elements or materials.



(d) Building design shall emphasize the pedestrian experience through the use of architectural features at the street level including awnings, canopies, stoops, porches, decorative light fixtures and material details to add scale and interest.

(e) Drive-through facilities shall have a roof or canopy cover which is integrated into the architectural design of the building or made of materials which complement the architectural design.

3) Exterior Facades, Materials and Color Palette

Intent:

To establish requirements for the exterior materials, finishes and overall palette which support the quality of architecture within the development.



(a) Buildings and site hardscape shall be constructed and maintained for permanence and longevity – durable, maintainable materials shall be used. Temporary buildings, metal or wood sheds, etc. shall not be permitted.

(b) Buildings shall be designed with quality materials on all sides and all facades shall be articulated with a variety of materials, glazing or details to add visual interest. Materials shall include a variety of colors and textures that complement each other.



(c) Buildings shall not have extensive areas of blank walls. Where windows or entrances are not possible, the architecture shall include varying walls, planes, materials, textures and colors to produce a better articulated and livelier building façade.

(d) Signage and lighting that are integrated into the design of the building are encouraged (*see next section*).

(e) Signage and lighting of corporate-branded buildings shall be designed to be integrated into the architecture of the building and the surrounding development, and not dominate the development.

D. Lighting and Signage

Lighting and signage for the Center should be appropriate for the uses planned and oriented as appropriate to the highway, the boulevard and pedestrian routes into and through the site. Lighting and signage shall be designed, sited and lit in ways that do not distract drivers, create safety concerns or cause undue impact on the adjacent park and residential neighborhoods.

1) Lighting

Intent:

There should be a coordinated approach to lighting throughout the site that is appropriate for the uses planned and designed to have minimal impact on adjacent uses. Pedestrian-oriented lighting will be required on all streets, trails and sidewalks and public gathering places within the Center.



(a) Lighting shall provide a well coordinated overall approach and incorporate both fixtures and lamps of similar types and colors throughout the development. A lighting plan and fixture specifications shall be included in the documents submitted to the City for approval.

(b) Architectural lighting, particularly decorative, accent lighting, is encouraged to highlight building character, massing and design features, particularly where the building meets the pedestrian realm.



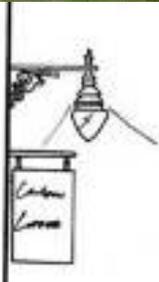
(c) Building entries with commercial or public uses shall be illuminated. Appropriate design approaches include washing the entry surfaces and doorways with light, allowing building interior light to glow through glazing, or using well designed and directed decorative lighting attached directly to the building.

(d) Buildings that front areas of high pedestrian activity, particularly along the wetland’s public edge, are encouraged to use identity lighting to enliven the space. Identity lighting includes accent lighting for the illumination of signs, awnings or graphics as well as interior lighting in storefront windows. Appropriate design approaches include decorative lighting fixtures attached directly to the building, focused spot lighting on signs, awnings, or window displays and interior decorative or identity lighted signs such as neon that are positioned to shine through glazing.



(e) Trails shall be provided with a minimum of lighting required for the safety of pedestrians, but it is generally assumed that park areas will not be used extensively after dark. Specific trail lighting is not required except where trails cross streets, access driveways, cross other trails or where pedestrian-oriented lighting should be provided for safe crossings.

(f) Street lights, standards and bases should be functional and, coordinated with the, color palette, style and materials of the development, and be consistent throughout. Double-headed fixtures are recommended where both the street and pedestrian sidewalks are to be illuminated; otherwise, a single-headed fixture is acceptable. Fixtures and lamps shall be designed with a sharp cut-off angle and



shielded to direct light toward the ground to avoid shining unnecessary light upward to the sky.

- (g) Parking lots shall be lit with the same or similar style fixture as used for the street lights. Fixtures and lamps shall be designed for a wide-coverage area with a sharp cut-off to reduce both the number of fixtures required and glare of light spillage from parking areas.



- (h) All lighting fixtures, including spotlights, electrical reflectors and other means of illuminating signs, structures, landscaping, parking, loading and similar areas, shall be focused, directed and shielded to prevent horizontal glare, direct illumination of adjoining property or streets and upward light leakage.

- (i) Canopies shall not be lit, and lighting under covered drives or canopies shall not exceed the lighting levels appropriate for the functions and uses below; all fixtures shall be fully recessed, directed to reduce glare and screened to reduce visibility from the street. Fixtures shall be coordinated with the overall fixture types (style, materials, color and finishes), and lamps shall be of the same type and color as the lamps used in the Center’s standard fixtures.

- (j) Lighting within parking decks shall not exceed the lighting levels appropriate for parking areas; all fixtures shall be located to reduce visibility from the street and screened to prevent glare. Fixtures shall be coordinated with the overall fixture types (style, materials, color and finishes), and lamps shall be of the same type and color as the lamps used in the Center’s standard fixtures.

- (k) Security and service lighting shall be provided at all service areas and entries. Wherever possible, such lighting shall be controlled by a motion detector so that lighting is provided where and when it is needed for individual safety. Fixtures shall be building-mounted and designed to direct the light where needed and will not produce glare or light leakage. Fixtures shall be coordinated with the overall fixture types (style, materials, color and finishes), and lamps shall be of the same type and color as the lamps used in the Center’s standard fixtures.

- (l) No mercury vapor utility lights or other light fixtures with high-intensity discharge lamps or bulbs that are not designed to limit, control light direction or shield the light source from view of neighboring residential properties shall be permitted.

2) Signage

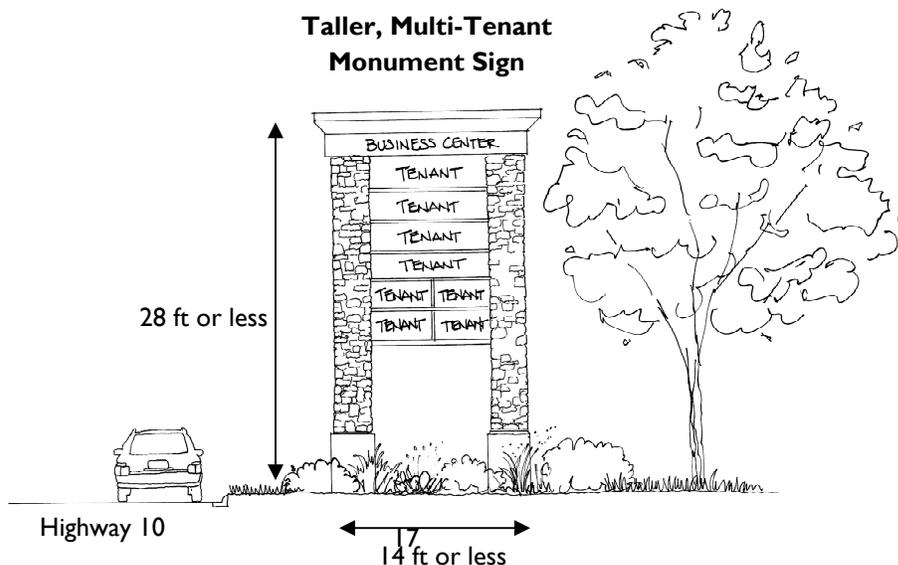
Intent:

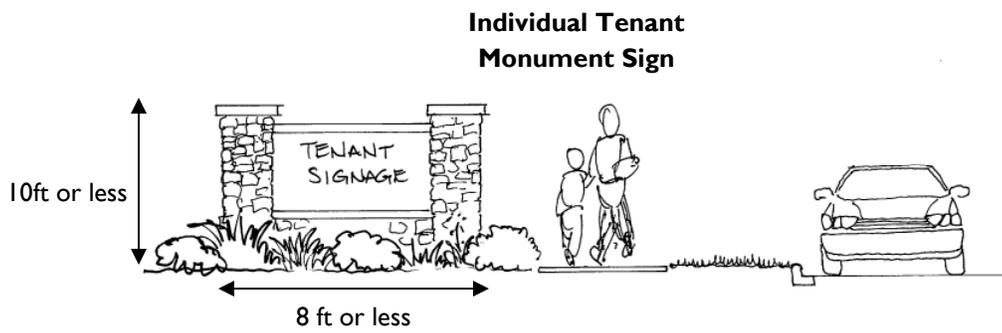
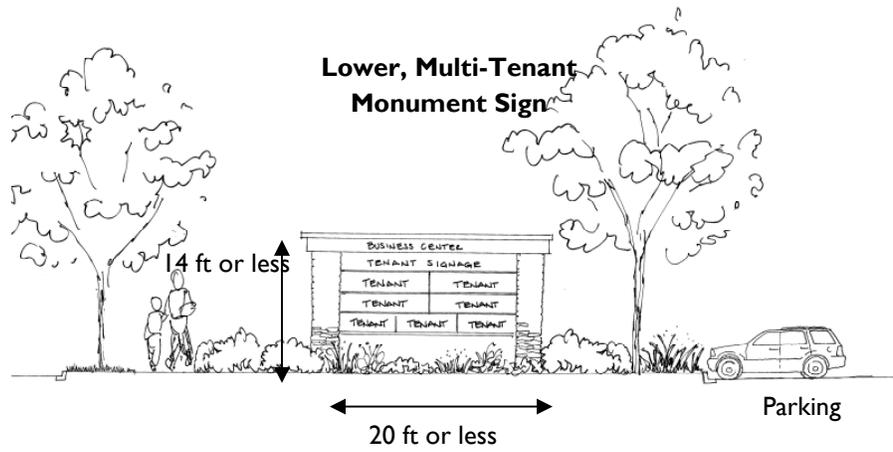
Signage is critical to both the character and the success of the Center, especially at night, so all signage (type, size, placement, materials, etc.) is subject to careful review by the City and must comply with the design guidelines as well as all zoning and signage ordinance requirements.

I.



- (a) All major site signage, as well as provisions for individual building signage and tenant signage, shall be included in the documents submitted to the City for overall site approval and in final approval submissions.
- (b) The Hanson Boulevard and Highway 10 corner is a prominent corner in the City and the Center shall locate an appropriate, welcoming identity element with signage, landscaping and lighting on the corner. This element may be integrated into the design of the corner building or parking ramp. Similar elements with signage, architectural elements, landscaping and lighting may be located at each street access or entrance to the site and shall be consistent with the primary corner feature.
- (c) The Center may locate appropriate monument identity signs on each street frontage; these monuments shall be of the same materials and color palette as the architecture of the Center, with the appearance of stacked native stone preferred. These signs may identify both the Center and individual tenants, as follows:
 - (i) Taller, multi-tenant monument sign located along the Highway 10 edge of the development (only one is allowed for the overall development, plus one such sign for a hotel); this sign shall be not more than 28 ft. in height and not more than 14 ft. in width and the actual back-lit sign area shall not exceed 180 sq. ft. per side in area. The sign shall be setback 50 ft. from the Highway 10 ROW;
 - (ii) Lower multi-tenant monument sign located on Hanson Boulevard (not more than two are allowed); this sign shall be less than 14 ft. in height and less than 20 ft. in width, and the actual back-lit sign area shall not exceed 140 sq. ft. in area per side;
 - (iii) Individual tenant signs (not more than one per lot is allowed); this sign shall be less than 10 ft. in height and less than 8 ft. in width, and the actual back-lit sign area shall not exceed 50 sq. ft. in area per side. These signs shall be located on the same lot as the tenant. However, the convenience store is allowed to locate its tenant sign along Hanson Boulevard.







- (d) Monument signs shall be spaced not less than 100 ft. apart; and shall be placed so that they do not impact safety by blocking motorist views of pedestrian crossings or oncoming traffic at intersections and driveways.
- (e) All monument signs shall be set back 10 ft. from any street ROW.
- (f) Exterior signage shall be fixed and stationary with no electronic, flashing, changing or moving elements. *(coordinate with City policy re: moving signs)*
- (g) Building signage and graphics shall be integral to the building architecture or used as a decorative, design element. More traditional awnings, hanging signs or architecturally integrated signs that are lit by traditional lighting fixtures (spots, sconces, etc.) are encouraged. Large areas of back-lit signage are discouraged and back-lit awning or canopy signs are not acceptable.
- (h) Interior signage, such as decorative neon, moving or other decorative sign types are desirable in limited size when displayed within storefront windows in the interiors of buildings.
- (i) Corporate chains are encouraged to customize their architecture to express their design “brand” within a design, context and material appropriate to the character of the development and should not rely solely on corporate signage. Corporate signage shall be high quality and well integrated into the design of the buildings in a way that does not detract from the overall design of the development.
- (j) The development shall provide both auto and pedestrian way-finding signs and other environmental graphics to supply directions to the pedestrian. This shall be done in a comprehensive and unified manner for the entire development. The proposed graphics should be included in the submission documents for final approvals.

[End of Design Guidelines]

Scott Harlicker - PUD Amendment

From: Jonathan Adam <Jadam@silverstonemn.com>
To: "Scott Harlicker (SHarlicker@coonrapidsmn.gov)" <SHarlicker@coonrapidsmn.gov>
Date: 8/23/2013 2:29 PM
Subject: PUD Amendment

Hi Scott,

H&W Development is requesting that Condition 1 and 3 be revised for City Council approval.

Condition 1: Please indicate on a plan which pond you are referring to? If you are speaking of the storm water pond to the north of Lot 8 which lies north of Gateway Drive we would not irrigate that as it states the landscaping is a mix of low level grasses and plant that make up the prairie feel.

Condition 3: Please remove this condition as the new owner has a right to a tenant monument sign and will show it on their plan. All lots have the right to a sign based on the PUD and Guidelines.

Thanks,
Jonathan

Jonathan Adam

Silverstone Realty
7955 Stone Creek Dr. Unit 130
Chanhassen, MN 55317

952-856-6231
jadam@silverstonemn.com
www.silverstonemn.com



14800 28th Ave. N., Ste 140
Plymouth, Minnesota 55447

(763) 476. 6010 main
(763) 476. 8532 fax

www.mfra.com

Memorandum

DATE: August 28, 2013
TO: Jonathan Adam, Silverstone Realty
FROM: Kevin Teppen, RLA
SUBJECT: Gateway Commerce Center
Irrigation of Plant Material around Stormwater
Pond

MFRA was requested to review the current site conditions and the proposed planting design around the storm water pond from construction plans dated October 26, 2007, sheet L1.07 to determine if an irrigation system would be necessary to promote healthy plants of the proposed trees and shrubs.

The existing pond was constructed in 2008 with peat soils and has vegetative cover of turfgrass and native grasses. The normal water level is at an 850 with a berm around the pond with a top elevation of a 854. The groundwater table is at an 850, four feet below the top of the berm.

The proposed plantings consist of River Birch Trees, Cardinal and Yellow Twig Dogwoods and Northern Burgundy Viburnum shrubs. These plant materials prefer poor to moderate drainage in sand to clay soils, are drought tolerant and a moisture regime of moist to wet.. These plants can be planted within six inches to one foot of the groundwater table. River Birch trees are planted at an elevation of 853 with the bottom of the root ball at 851, one foot above the groundwater table and the shrubs are planted at an elevation of 852 to 853, one to two feet of the groundwater table.

Shademaster Honeylocust trees are planted along the roadway. Honeylocust trees are native to the Oak-Savanna-Dry Prairie environments and in floodplains. It is very drought tolerant but also does well where there is ample moisture.

It is my opinion that an irrigation system will not be required because of the close proximity of the plant roots to the groundwater table and the capillary action available with this type of peat soil. This plant material will have an available water source from the groundwater at the time of installation and will improve as their root systems grow. It is not necessary to provide and underground irrigation system.



City Council Regular

13.

Meeting Date: 09/03/2013

Subject: PC 13-22 Gateway Commerce Center 2nd Addition Final Plat

From: Scott Harlicker, Planner

INTRODUCTION

The applicant is proposing the Final Plat for Gateway Commerce Center 2nd Addition.

DISCUSSION

Gateway Commerce Center 2nd Addition replats Lot 1, Block 1 Gateway Commerce Center so that it is consistent with the lot line change approved as part of the corresponding PUD amendment and site plan for McDonalds. As part of the corresponding PUD amendment this lot was reduced in size by 1/2 acre. This final plat reflects that change. The 1/2 acre that is not part of the McDonalds site is being left as an outlot, Outlot A, Gateway Commerce Center 2nd Addition. When the adjacent lot, Outlot B, Gateway Commerce Center, is platted Outlot A will be included with that plat.

RECOMMENDATION

In Planning Case 13-12, staff recommends the City Council approve the final plat for Gateway Commerce Center 2nd Addition with the following conditions:

1. City Council approval of the amendment to the PUD for Gateway Commerce Center.
2. All comments of the City Engineer be addressed.
3. Outlot A be combined and platted with Outlot B, Gateway Commerce Center when that lot is platted.

Attachments

Final Plat

GATEWAY COMMERCE CENTER 2ND ADDITION

CITY OF COON RAPIDS
COUNTY OF ANOKA
SEC. 10, T. 31, R. 24

KNOW ALL PERSONS BY THESE PRESENTS: That H & W Family, LLLP, a Minnesota limited liability limited partnership, owner of the following described property:

Lot 1, Block 1, GATEWAY COMMERCE CENTER, according to the recorded plat thereof, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as GATEWAY COMMERCE CENTER 2ND ADDITION, as shown by this plat.

In witness whereof said H & W Family, LLLP, a Minnesota limited liability limited partnership, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

SIGNED: H & W Family, LLLP
BY: H & W Holding, LLC

By: _____
William O. Cooley, as Chief Manager

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__ by William O. Cooley, as Chief Manager of H & W Holding, LLC, a Minnesota limited liability company, the General Partner of H & W Family, LLLP, a Minnesota limited liability limited partnership, on behalf of the partnership.

Notary Public, _____ County, Minnesota
My Commission Expires _____

I Marcus F. Hampton do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

Marcus F. Hampton, Licensed Land Surveyor
Minnesota License No. 47481

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__ by Marcus F. Hampton.

Notary Public, _____ County, Minnesota
My Commission Expires _____

Coon Rapids Planning Commission

Be it known that at a meeting held on this ____ day of _____, 20__, the Planning Commission of the City of Coon Rapids, Minnesota, did hereby review and approve this plat of GATEWAY COMMERCE CENTER 2ND ADDITION.

Planning Commission, City of Coon Rapids, Minnesota

By _____ Chair
By _____ Secretary

City Council, Coon Rapids, Minnesota

This plat of GATEWAY COMMERCE CENTER 2ND ADDITION was approved and accepted by the City Council of the City of Coon Rapids, Minnesota at a regular meeting thereof held this ____ day of _____, 20__, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

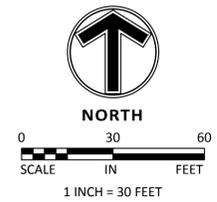
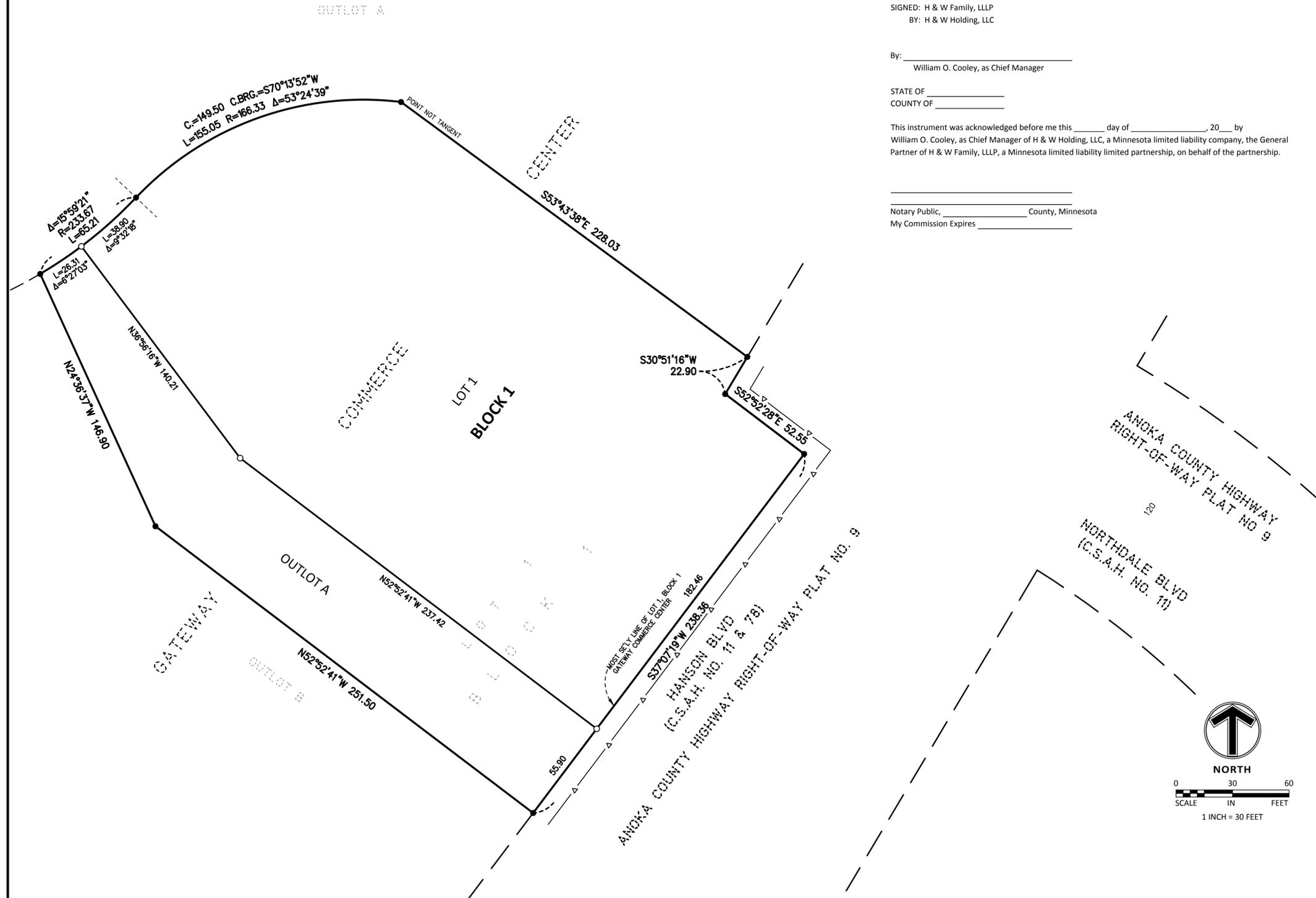
City Council, City of Coon Rapids, Minnesota

By _____ Mayor
By _____ Clerk

County Surveyor

I hereby certify that in accordance with the Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20__.

By _____
Larry D. Hoiium, Anoka County Surveyor



- ▲— DENOTES RIGHT OF ACCESS DEDICATED TO THE STATE OF MINNESOTA AND THE COUNTY OF ANOKA PER THE PLAT OF GATEWAY COMMERCE CENTER
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET AND MARKED BY LICENSE NO. 47481.
- DENOTES 1/2 INCH IRON MONUMENT FOUND AND MARKED BY REGISTRATION NO. 47481, UNLESS OTHERWISE SHOWN.

THE MOST SE'LY LINE OF LOT 1, BLOCK 1, GATEWAY COMMERCE CENTER IS ASSUMED TO HAVE A BEARING OF SOUTH 37 DEGREES 07 MINUTES 19 SECONDS WEST.



City Council Regular

14.

Meeting Date: 09/03/2013

Subject: Authorize Purchase of Two Heavy Duty Dump Trucks with Plows

Submitted For: Sharon Legg, Finance Director

From: Stephanie Lincoln, Purchasing Clerk

INTRODUCTION

Fleet maintenance staff is recommending the purchase of two replacement plow trucks with snow removal equipment.

DISCUSSION

Fleet maintenance staff is recommending the purchase of two 2014 Freightliner 108SD Single Axle 2 1/2 ton trucks to replace two 2003 Sterling Single Axle trucks as part of the City replacement schedule. The current trucks, Units 5 and 44, have 69,000 and 49,000 miles on them, respectively.

The cost for each truck is \$185,603.24 including sales tax. Each Freightliner chassis will be supplied by I-State Truck Center at a price of \$85,248.68 and the dump body and snow removal equipment will be supplied and installed by Towmaster, Inc. at a price of \$100,354.56 each. The combined total with tax to purchase and equip both trucks will be \$371,206.48. Both vendors are approved under the State of Minnesota purchasing contracts. Pricing is compliant with the requirements of the State contract.

Staff will obtain prices for the sale of the used trucks.

RECOMMENDATION

Authorize staff to purchase two 2014 Freightliner 108SD Single Axle 2 1/2 ton heavy duty dump/plow trucks and snow removal equipment in the amount of \$371,206.48.

Fiscal Impact

BUDGET IMPACT:

The 2013 budget includes \$374,062 for this purchase. The total amount to purchase and equip these trucks is \$371,206.48 tax included. Therefore, funds are available for this purchase.



City Council Regular

15.

Meeting Date: 09/03/2013

Subject: 2014 Tax Levy

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

On August 21, the City Council held a work session to review the proposed 2014 budget and now needs to adopt the preliminary tax levy to be certified to the County by September 15 to compute parcel specific notices. This levy can be reduced before final certification in December but cannot be increased.

DISCUSSION

Roughly \$275,000 was cut from the General Fund Budget since the workshop reflecting a 2.9 percent increase in expenditures over the 2013 Amended Budget. The most significant reduction is the two new police officers with corresponding funding from the Federal government. In the future, should the City have the option to accept the grant, matching funds were set aside in the fund balance which can be allocated for that purpose. Additionally, the part time Code Enforcement position was removed along with corresponding costs. Capital outlay items in the amount of \$65,081 were removed. A vacant position partially funded out of the Street Department and the Storm Drainage Fund was removed from the Street Department. Before filling the vacant position in the spring of 2014, it will be determined whether or not the position is still considered vital. If needed, the vacancy will perform storm drainage activities so would appropriately be funded by the Storm Drainage Fund. Funds are available in the Storm Drain fund to pay for a portion of the year if it is decided to fill the vacancy.

The tax levy was reduced by \$120,000 and another \$120,000 was deleted from the General Fund portion of the levy and added to the Sidewalk Fund according to the need discussed at the workshop.

Additionally, the net tax capacity value has been updated.

After the above mentioned changes, the tax levy proposed for 2014 is \$22,338,110 for the City and \$700,000 for the Housing and Redevelopment Authority. This now equates to a City tax rate of approximately 46.68.

For comparison purposes, the following summarizes key factors to determine the tax rate. The net levy is divided by the net tax capacity value to determine the **rate**. **Fiscal disparity distribution** is the dollar amount that the City receives. **Fiscal disparity contribution** is the amount of value that the City's commercial and industrial properties contribute to the pool. Fiscal disparity distribution is calculated by using the value that the City gets from the pool multiplied by the prior year's tax rate.

| | Pay 2014 | Pay 2013 | Pay 2012 |
|-------------------------------|-------------|-------------|-------------|
| Tax levy before MVHC withheld | 22,338,110 | 22,426,578 | 21,469,353 |
| Fiscal disparity distribution | (4,791,222) | (4,512,708) | (4,266,399) |
| Total | 17,546,888 | 17,913,870 | 17,202,954 |
| | | | |

| | | | |
|---------------------------------------|-------------|-------------|-------------|
| Tax capacity value (preliminary 2013) | 43,955,931 | 43,467,894 | 48,217,805 |
| Fiscal disparity contribution | (5,936,198) | (6,282,364) | (6,856,488) |
| Tax increment | (433,450) | (502,376) | (1,211,833) |
| Net tax capacity value | 37,586,283 | 36,683,154 | 40,149,484 |
| | | | |
| Tax rate (preliminary) | 46.68 | 48.835 | 42.824 |

| | | | |
|--|-----------|------------|------------|
| Fiscal disparity distribution calculation: | | | |
| Value received from the pool | 9,811,041 | 10,537,801 | 10,953,247 |
| Prior year tax rate | 48.835 | 42.824 | 38.951 |
| Fiscal disparity distribution | 4,791,222 | 4,512,708 | 4,266,400 |

The impact on the benchmark homes is as follows:

| 2013 value, Pay 2014 | | % Decrease | 2012 value, Pay 2013 | |
|----------------------|------------|------------|----------------------|------------|
| Taxable Value | City Taxes | | Taxable Value | City Taxes |
| 80,700 | 237 | 8.5 | 83,000 | 259 |
| 129,700 | 486 | 4.3 | 129,700 | 508 |
| 164,200 | 662 | 5.3 | 165,700 | 699 |
| 187,000 | 778 | 0 | 180,400 | 777 |
| 245,600 | 1,076 | 3.2 | 243,100 | 1,111 |
| 333,500 | 1,523 | 7.0 | 342,300 | 1,638 |

The City Council must set the date at which the budget and levy will be discussed to allow the County to publish it on the preliminary tax statements. This meeting must be held after 6:00 p.m. between November 25 and December 30. The City is not required to coordinate dates with other jurisdictions and can discuss the budget at a regular City Council meeting. However, the public must be given an opportunity in which to address the budget. Staff is recommending that the December 3 Council meeting be designated for the budget discussion.

RECOMMENDATION

Adopt Resolution 13-85 Establishing the Preliminary Tax Levy for the City of Coon Rapids and setting the Truth in Taxation date.

Attachments

RS 13-85

RESOLUTION NO. 13-85

RESOLUTION ESTABLISHING THE PRELIMINARY 2014 TAX LEVY FOR THE CITY OF COON RAPIDS

WHEREAS, the State of Minnesota has enacted legislation providing for City certification of a preliminary 2014 property tax levy prior to September 15 of each year; and

WHEREAS, the City Council has reviewed the 2014 budget at workshop held on August 21, 2013 and reviewed the tax levy as proposed by the City Manager; and

WHEREAS, the amount of the tax levy approved by this resolution can be reduced after September 15, 2013 but cannot be increased; and

WHEREAS, the City Council must allow the public a chance to comment on the budget, which will be scheduled for a regularly scheduled Council meeting on December 3, 2013.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the amounts listed below will be certified to Anoka County as the preliminary tax levy payable in 2014 for collection with 2014 taxes:

| | |
|---|----------------|
| General Fund | \$18,097,916 |
| Capital Projects | 2,165,000 |
| Debt Service: | |
| Special Assessments on city property | 30,000 |
| Equipment Certificates | 307,300 |
| Bonds of 2008 | 150,370 |
| Bonds of 2010 | 189,750 |
| Bonds of 2013 | 200,570 |
| Bonds of 2014 | 206,326 |
| Payment of bonds for another government | 990,878 |
| Total City Wide Levy | \$22,338,110 |
| HRA Levy | <u>700,000</u> |
| TOTAL CITY AND HRA LEVY | \$23,038,110 |

BE IT FURTHER RESOLVED that the City Council establish December 3, 2013 as the Truth in Taxation meeting date at which time the public will have a chance to comment on the proposed budget.

BE IT FURTHER RESOLVED that the City Council cancel certain debt levies since other funds are available to pay the balance of the debt service. The debt levy for the G.O. Bonds of 2005 levy in the amount of \$81,535 shall be cancelled. In addition, \$200,570 should be levied for the G.O. Bonds of 2013 rather than \$260,570.

Adopted this 3rd day of September 2013.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk