



*Council Work Session - 6:30 p.m.*

**CITY COUNCIL AGENDA**

**Tuesday, June 2, 2015**

**7:00 p.m.**

**Coon Rapids City Center**

**Council Chambers**

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**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Adopt Agenda**

**Proclamations/Presentations**

1. Recognition of Police Explorers

**Approval of Minutes of Previous Meeting**

Approve Minutes of May 19, 2015

**Consent Agenda**

2. Appoint Matt Stemwedel Interim City Manager
3. Approve Request for Withdrawal of American Legion Post #334 New Manager Liquor Sales Application
4. Approve Temporary On-Sale Strong Beer and Wine Liquor License for 4th of July Community Celebration
5. Approve On-Sale 3.2 Percent Malt Liquor, Wine, and Sunday Liquor Licensing for Smashburger #1496, 13111 Riverdale Dr NW
6. Adopt Resolution 15-78 Accepting Community Strength Foundation Donation in the Amount of \$3,500

**Public Hearing**

**Bid Openings and Contract Awards**

**Old Business**

7. Consider Resolution 15-81, Dominion Housing Revenue Bonds

## **New Business**

8. PC 15-18: Consider Zone Change from Low Density Residential 2 to Medium Density Residential, 1005 Coon Rapids Blvd Extension
9. PC 15-21: Consider Preliminary and Final plat, Carousal Motor Group Addition, 10541 Woodcrest Drive
10. Cons. Award of Design Services Agreement for 2016 Park Redevelopment Projects.
11. Consider Introduction of Ordinance Amendment Adopting the 2015 Minnesota Commercial Building and Energy Codes.
12. PC 14-18: Consider Final Plat Gateway Commerce Center 3rd Addition, Hanson Blvd/Northdale Blvd, H&W Family LLLP

## **Open Mic/Public Comment**

### **Reports on Previous Open Mic**

13. Open Mic Report - Ed Lehtinen, Re: Irrigation Damage

## **Other Business**

## **Adjourn**



**City Council Regular**

**1.**

**Meeting Date:** 06/02/2015

**Subject:** Recognition of Police Explorers

**From:** Brad Wise, Police Chief

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**INTRODUCTION**

The Coon Rapids Police Department sponsors a Police Explorer Post that competed at the 2015 competition in Rochester. Our post was very successful this year and their achievements merit sharing with the community. Police Explorers are Coon Rapids youth that have an interest in the field of law enforcement.

**DISCUSSION**

Law Enforcement Exploring is a program sponsored by local law enforcement agencies to provide career information and to teach life skills such as service learning and leadership to students between the ages of 14 and 20. It provides the structure and resources needed for these young people to make ethical choices and to achieve their full potential as individuals.

The students learn first hand from officers assigned as post advisors. Their training culminates in competition with the posts from other agencies. The "give back" for communities is that once the young people are trained, they volunteer their time in service to the City. Events the uniformed explorers work at include traffic direction for parades and festivals, and spending time out on Night to Unite. They also handle small projects around the Police Department like data collection and envelope stuffing.

**RECOMMENDATION**

Staff recommends Mayor Koch introduce our Police Explorers present at the Council meeting to the community and also for the Police Chief to have the opportunity to explain to the community the value of Police Exploring.

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**City Council Regular**

**Meeting Date:** 06/02/2015

**SUBJECT:** Approve Minutes of May 19, 2015

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**Attachments**

May 19, 2015

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## UNAPPROVED

### COON RAPIDS CITY COUNCIL MEETING MINUTES OF MAY 19, 2015

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#### CALL TO ORDER

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The second regular meeting of the Coon Rapids City Council for the month of May was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, May 19, 2015, in the Council Chambers.

#### PLEDGE OF ALLEGIANCE TO THE FLAG

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Mayor Koch led the Council in the Pledge of Allegiance.

#### ROLL CALL

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Members Present: Mayor Jerry Koch, Councilmembers Denise Klint, Ron Manning, Wade Demmer, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: None

#### ADOPT AGENDA

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MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER GEISLER, TO ADOPT THE AGENDA AS AMENDED, REMOVING ITEM 8 FROM THE CONSENT AGENDA AND PLACING IT UNDER OLD BUSINESS AS ITEM 1A; AND ADDING ITEM 1B UNDER NEW BUSINESS TO CONSIDER STORM SEWER REIMBURSEMENT FOR MAGNUM TRUCKING. THE MOTION PASSED UNANIMOUSLY.

#### PROCLAMATIONS/PRESENTATIONS

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##### 1. DR. KAMAL AHMED, NUSRAT MOSQUE INAUGURATION

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Dr. Kamal Ahmad, 11450 Robinson Drive, addressed the Council and announced that the Nusrat Mosque would be holding an inauguration service on May 23<sup>rd</sup> from 1:00 to 3:00 p.m. He stated the mosque has been in in the works for the past 20 years and he believed it would be a good addition to the community. He welcomed the public to visit the mosque any time it was open.

Mayor Koch welcomed Dr. Ahmad and the Nusrat Mosque to the community.

2.      ALEX STANFORD FROM CONGRESSMAN PAULSEN’S OFFICE – LEGISLATIVE UPDATE

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Alex Stanford was not in attendance.

3.      PROCLAMATION STEVE GATLIN CITY MANAGER RETIREMENT

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Mayor Koch read a proclamation acknowledging City Manager Steve Gatlin for his 17 years of sincere and dedicated service to the City of Coon Rapids and wish him well in his retirement. A round of applause was offered by all in attendance.

City Manager Gatlin thanked the citizens, staff and Council for their support over the years.

Councilmember Klint thanked Mrs. Gatlin for the support she provided to her husband for allowing City Manager Gatlin to serve the City of Coon Rapids over the past 17 years.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

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- 4.      APPROVAL OF LOCAL BOARD OF APPEAL AND EQUALIZATION RECONVENE MEETING MINUTES
  - 5.      MAY 5, 2015, COUNCIL MEETING
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Councilmember Johnson requested staff amend the spelling of Mr. Towle’s last name in the minutes.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER GEISLER, FOR APPROVAL OF THE AMENDED LOCAL BOARD OF APPEAL AND EQUALIZATION RECONVENE MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE MINUTES OF THE MAY 5, 2015, CITY COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

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- 6.      ADOPT RESOLUTION 15-74 ACCEPTING DONATIONS FOR CIVIC CENTER REMODEL
- 7.      APPROVE MINNESOTA GREENCORP MEMBER HOST SITE APPLICATION
- 8.      ~~ADOPT ORDINANCE 2139 ESTABLISHING HOUSING IMPROVEMENT AREA FOR THOUSAND OAKS IV TOWNHOUSES~~
- 9.      APPROVE REALLOCATING FUNDING IN FACILITIES CONSTRUCTION FUND BUDGET FOR CITY HALL PARKING LOT RECONSTRUCTION
- 10.     ADOPT RESOLUTION 15-75 AMENDING 2015 BUDGET FOR LIGHTING RETROFIT

AT BUNKER HILLS

11. ADOPT RESOLUTION 15-77 ACCEPTING DONATION FOR MOVIES IN THE PARK

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE CONSENT AGENDA AS AMENDED REMOVING ITEM 8. THE MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

None.

BID OPENINGS AND CONTRACT AWARDS

12. ADOPT RESOLUTION NO. 15-11(9) AWARDED A CONTRACT FOR MISCELLANEOUS BITUMINOUS REPAIR – PROJECT 15-11

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 15-11(9) AWARDED A CONTRACT TO NORTHWEST ASPHALT, INC. IN THE AMOUNT OF \$540,985.50. THE MOTION PASSED UNANIMOUSLY.

13. AWARD CONTRACT FOR BOILER REPLACEMENT & INSTALLATION

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO AWARD THE PURCHASE OF NEW BOILERS, MATERIAL AND EQUIPMENT TO JOHNSON CONTROLS IN THE AMOUNT OF \$77,214.00 AS WELL AS THE AWARD FOR LABOR AND INSTALLATION OF THE BOILERS TO JOHNSON CONTROLS IN THE AMOUNT OF \$25,213.00 SINCE JOHNSON CONTROLS IS MOST FAMILIAR WITH THE EQUIPMENT BEING PROPOSED. ONCE INSTALLED, THE CITY WILL RECEIVE A REBATE FROM CENTERPOINT ENERGY IN THE AMOUNT OF \$12,300.00 BRINGING THE GRAND TOTAL OF THE ENTIRE PROJECT TO \$90,127.00. THE MOTION PASSED UNANIMOUSLY.

14. AWARD CONTRACT AND ADOPT ASSESSMENTS FOR PROJECT 15-2, MSA STREET RECONSTRUCTION

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 15-2(9) AWARDED A CONTRACT TO HARDRIVES, INC. IN THE AMOUNT OF \$3,292,782.20; AND RESOLUTION NO. 15-2(12) ADOPTING ASSESSMENTS. THE MOTION PASSED UNANIMOUSLY.

#### OLD BUSINESS

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##### 1A.    ADOPT ORDINANCE 2139 ESTABLISHING HOUSING IMPROVEMENT AREA FOR THOUSAND OAKS IV TOWNHOUSES

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The Staff report was shared with Council.

City Attorney Brodie explained the Council introduced this Ordinance in February. He discussed the 45 day review period and noted the minor changes to the Ordinance and recommended adoption.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT AN ORDINANCE ESTABLISHING A HOUSING IMPROVEMENT AREA FOR THAT PORTION OF THOUSAND OAKS IV TOWNHOUSES LOCATED ALONG 124TH CIRCLE. THE MOTION PASSED UNANIMOUSLY.

#### NEW BUSINESS

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##### 15.    REPORT ON CENTURYLINK CABLE TELEVISION FRANCHISE APPLICATION

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Eric Strouse, CTN Production Manager, explained that attorney Mike Bradley was present to discuss the CenturyLink cable television franchise with the Council.

Mike Bradley indicated CenturyLink has submitted an intent to franchise with the Cable Commission. He reviewed the application report further with the Council. He stated CenturyLink was proposing to build out 30% of the City initially and not 50%. He recommended the Council receive and file the report and direct staff to negotiate a franchise with CenturyLink.

Councilmember Demmer discussed the State law regarding the reasonable build out of the franchise. He asked if this would take five years or longer. Mr. Bradley expected that the build out would be addressed within the cable franchise. He could not venture a guess as to the actual timeframe and indicated he would try and accomplish the State goal of five years within the franchise agreement.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, TO RECEIVE AND FILE THE CENTURYLINK CABLE TELEVISION FRANCHISE REPORT AND DIRECT STAFF TO NEGOTIATE A FRANCHISE WITH CENTURYLINK.

Councilmember Johnson discussed the preemption language being proposed by CenturyLink. He believed it was foreseeable that there would be litigation regarding this matter if the City was not properly protected.

THE MOTION PASSED UNANIMOUSLY.

16. CONSIDER ADOPTING RESOLUTION 15-16(8) ACCEPTING PLANS AND SPECIFICATIONS FOR SAND CREEK PARK BUILDING PACKAGE, AND AUTHORIZING SOLICITATION OF BIDS
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 15-16(8) ACCEPTING PLANS AND SPECIFICATIONS FOR THE SAND CREEK PARK BUILDING PACKAGE, AND AUTHORIZE THE SOLICITATION OF BIDS. THE MOTION PASSED UNANIMOUSLY.

17. CONSIDER AWARD OF A CONSTRUCTION MANAGEMENT CONTRACT FOR THE SAND CREEK PARK BUILDING PACKAGE; CITY PROJECT 15-16
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KLINT, TO AWARD A CONSTRUCTION MANAGEMENT CONTRACT TO AMCON CONSTRUCTION, IN THE AMOUNT OF \$124,400, FOR THE SAND CREEK PARK BUILDING PACKAGE. THE MOTION PASSED UNANIMOUSLY.

18. PC 15-13, CONSIDER A RESOLUTION TO CHANGE THE LAND USE FROM OFFICE, GENERAL COMMERCIAL AND MODERATE DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO DENY THE REQUESTED LAND USE AMENDMENT BASED ON THE FACT THAT THE

APPLICANT HAS WITHDRAWN THE APPLICATION.    THE MOTION PASSED UNANIMOUSLY.

19.    PC 15-14 CONSIDER ORDINANCE CHANGING THE ZONING FROM OFFICE, GENERAL COMMERCIAL AND MODERATE DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO DENY THE REQUESTED ZONE CHANGE BASED ON THE FACT THAT THE APPLICANT HAS WITHDRAWN THE APPLICATION.    THE MOTION PASSED UNANIMOUSLY.

20.    CONSIDER ADOPTION OF ORDINANCE 2137 AMENDMENT TO SECTION 11-1500 TO AMEND THE PROCEDURAL REQUIREMENT FOR RESCINDING SUBDIVISION APPROVAL
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER DEMMER, TO APPROVE AN ORDINANCE AMENDMENT TO SECTION 11-1500 FOR THE FOLLOWING:

1. AMEND SECTIONS 11-1504.2, 11-1504.4, 11-1504.5 AND 11-1504.6 TO AMEND THE PROCEDURAL REQUIREMENTS FOR RESCINDING SUBDIVISION APPROVAL.

THE MOTION PASSED UNANIMOUSLY.

- 1B.    CONSIDER STORM SEWER REIMBURSEMENT FOR MAGNUM TRUCKING
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS, TO REIMBURSE MAGNUM TRUCKING IN THE AMOUNT OF \$77,250 FOR THE PUBLIC STORM SEWER WORK PERFORMED ON SITE DURING CONSTRUCTION, CONDITIONS UPON RECEIVING OUTSTANDING DEED TRANSFERS ON ADJACENT LAND OWNED BY SHAMROCK DEVELOPMENT.    THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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Mayor Koch reviewed the rules of order for the Open Mic/Public Comment portion of the meeting.

Jeffrey Cosman, 3049 116<sup>th</sup> Avenue NW, reported that a new college campus, which was affiliated with Waldorf, would be coming to the City of Coon Rapids. He discussed the new, innovative college and invited the Council to attend the Open House, which would be held at the Redeemer Lutheran Church Campus on Saturday, May 30<sup>th</sup> from 9:15 a.m. to 12:30 p.m. This was a free and open event to the public.

Ed Layton, 12197 Olive Street, expressed concern with the snow plowing this past winter. He explained that the snow plow went into the boulevard and destroyed his sidewalk and sprinkler system. He requested the City repair the damaged caused by the snow plow.

REPORTS ON PREVIOUS OPEN MIC

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21.    UPDATE ON GATE CLOSURE LOCATED ON CRANE STREET NEAR 133<sup>RD</sup>  
         AVENUE

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Mayor Koch provided an update regarding the gate closure situation on Crane Street near 133<sup>rd</sup> Avenue as discussed during Open Mic at the May 5, 2015 Council meeting.

Mayor Koch was in favor of discussing this item at a workshop meeting prior to bringing it to Council. Public Works Director Himmer stated that because of the numerous items on upcoming worksession meetings this would delay action until September. He explained that there was growing from the associations requesting that the gate remain open.

Mayor Koch recommended that the homeowners associations on both sides of the gate provide the City with direction from their board on the gate. Public Works Director Himmer indicated he would be in contact with each of the homeowners associations to encourage them to discuss the gate and provide the City with further direction on how to proceed.

Public Works Director Himmer asked if the Council supported the gate being left open in the interim. Mayor Koch suggested that the gate be closed to encourage the homeowner boards to address the matter sooner rather than later.

OTHER BUSINESS

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Councilmember Manning recommended staff fix the sprinkler heads for the gentleman that spoke at Open Mic. He believed this was reasonable given the fact the resident was caring for the boulevard and was the nice and neighborly thing to do.

Councilmember Klint suggested the boulevard policy be reviewed by the Council.

Councilmember Johnson believed the Council could address each of these situations on a case by case basis.

Fire Chief Piper discussed the City's success at becoming a Heart Safe Community. He reported that 1,200 students at the Coon Rapids High School would be trained to use an AED and how to manage a sudden cardiac situation.

Mayor Koch noted the first Movie in the Park event would be held this week at the Coon Rapids Soccer Complex.

ADJOURN

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MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER GEISLER, TO ADJOURN THE MEETING AT 8:03 P.M. THE MOTION PASSED UNANIMOUSLY.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**2.**

**Meeting Date:** 06/02/2015

**Subject:** Appoint Matt Stemwedel Interim City Manager

**From:** Joan Lenzmeier, City Clerk

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**INTRODUCTION**

Council is asked to appoint Matt Stemwedel as Interim City Manager.

**DISCUSSION**

Since Steve Gatlin's last day with the City was May 29, 2015, and an employment contract has not yet been approved for the incoming City Manager, it is necessary to appoint an Interim City Manager.

Staff recommends that Matt Stemwedel be appointed Interim City Manager effective immediately.

**RECOMMENDATION**

Appoint Matt Stemwedel as Interim City Manager.

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**City Council Regular**

**3.**

**Meeting Date:** 06/02/2015

**Subject:** Approve Request for Withdrawal of American Legion Post #334 New Manager Liquor Sales Application

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

At the March 3rd and April 21st, 2015 Council meeting, Council tabled the discussion of the staff's recommendation to affirm the denial of Mr. Anderson's liquor sales New Manager Application for the business of the American Legion Post 334 located at 11640 Crooked Lake Blvd and Mr. Anderson's appeal of staff's denial. The American Legion Post 334 has requested that Mr. Anderson's New Manager Application be withdrawn.

**DISCUSSION**

Kalvin Thompson, Commander of the Coon Rapids American Legion Post 334, notified staff on May 1, 2015 that Mr. Anderson is no longer employed at the American Legion. Therefore, a request was made to withdraw the New Manager Application.

**RECOMMENDATION**

It is requested that the City Council approve the withdrawal of Mr. Anderson's New Manager Application for liquor sales.

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**City Council Regular**

**4.**

**Meeting Date:** 06/02/2015

**Subject:** Approve Temporary On-Sale Strong Beer and Wine Liquor License for 4th of July Community Celebration

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

Russell Isakson, on behalf of Coon Rapids Northstar Lions, has applied for a temporary on-sale strong beer and wine liquor license to be used at the 4th of July Community Celebration to be located at the Coon Rapids Ice Center, 11000 Crooked Lake Blvd, on July 2nd, 3rd, 4th, and 5th, 2015.

**DISCUSSION**

The appropriate fees have been paid and the Certificate of Insurance for liquor liability is on file, and Mr. Isakson's background investigation has been completed and the Police Department has given approval.

The temporary on-sale strong beer and wine liquor license will be valid from 8:00 a.m. to Midnight on July 2nd through July 4th, 2015; and noon to midnight on Sunday, July 5th, 2015.

**RECOMMENDATION**

Council approval of a temporary strong beer and wine liquor license for Coon Rapids Northstar Lions for use at the 4th of July Community Celebration from July 2 through July 5th, 2015.

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**City Council Regular**

**5.**

**Meeting Date:** 06/02/2015

**Subject:** Approve On-Sale 3.2 Percent Malt Liquor, Wine, and Sunday Liquor Licensing for Smashburger #1496, 13111 Riverdale Dr NW

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

Scott Crane, for Smashburger Acquisition Minneapolis, LLC, DBA Smashburger #1496, has submitted applications for On-Sale 3.2 Percent Malt Liquor, Wine, and Sunday Liquor licensing for Smashburger #1496 at 13111 Riverdale Dr NW.

**DISCUSSION**

Smashburger Acquisition Minneapolis, LLC has secured a lease for the space at 13111 Riverdale Dr NW in order to open Smashburger #1496. The tentative plan is to open the establishment on June 17, 2015.

The license and investigation fees have been paid. Certificate of Insurance evidencing liquor liability and workers' compensation coverage have been received. Approval of the license is conditioned upon the Police Department giving approval of the background investigation, Certificate of Occupancy, and the Anoka County Environmental Services issuing a food service license.

**RECOMMENDATION**

Council is requested to approve the issuance of the On-Sale 3.2 Percent Malt Liquor, Wine, and Sunday Liquor licensing to Smashburger Acquisition Minneapolis, LLC DBA Smashburger #1496 at 13111 Riverdale Dr NW, effective as of June 17, 2015, contingent upon obtaining a Certificate of Occupancy and a County food service license as well as Police Department approval of the background investigation.

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**City Council Regular**

**6.**

**Meeting Date:** 06/02/2015

**Subject:** Adopt Resolution 15-78 Accepting Community Strength Foundation Donation in the Amount of \$3,500

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

Council is asked to adopt a resolution accepting a donation from the Community Strength Foundation for use in the 2015 Thursday Nites LIVE! at the Dam Summer Concert series.

**DISCUSSION**

The Northstar Lions Club has graciously donated \$3,500 to the Community Strength Foundation to offset costs for the 2015 Summer Concert Series. The donation will offset costs for the following performers: Gravel Roads, Jumpin' Jehosafats, Backyard Band, The High 48s, DyVersaCo Band, Sam Kuusisto, Sonny Winberg Band, Island Time Steel Drum Band, and Buddy & The Boys. Council is asked to adopt a resolution formally accepting this donation. The City is grateful to the Northstar Lions Club and the Community Strength Foundation for their generosity.

**RECOMMENDATION**

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Adopt Resolution 15-78 accepting the donation of \$3,500 from the Community Strength Foundation for use in the 2015 Summer Concert Series.

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**Attachments**

**Resolution No 15-78**

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**RESOLUTION NO. 15-78**

**A RESOLUTION TO ACCEPT THE DONATION OF MONIES  
TO BE USED TOWARD THE 2015 SUMMER CONCERT SERIES FROM THE  
COMMUNITY STRENGTH FOUNDATION**

**WHEREAS**, the Community Strength Foundation has offered to donate \$3,500 to the City for the 2015 Summer Concert Series; and

**WHEREAS**, Minn. Stat. § 465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered donation to be in the public interest;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the donation of \$3,500 to be used toward the 2015 Summer Concert Series is hereby accepted.

**BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to the Community Strength Foundation for its generosity.

Adopted by the Coon Rapids City Council this 2nd day of June, 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

7.

**Meeting Date:** 06/02/2015

**Subject:** Consider Resolution 15-81, Dominion Housing Revenue Bonds

**From:** Sharon Legg, Finance Director

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**INTRODUCTION**

A public hearing has been scheduled for June 2, 2015 on a proposed issuance of bonds for Coon Rapids Leased Housing Associates, IV, LLLP, which is an affiliate of Dominion Development and Acquisition for the senior housing project.

**DISCUSSION**

As you know, Dominion Development and Acquisition, LLC is proposing a 166 unit senior apartment complex by the ice arena. They have requested that the City act as the issuer for tax-exempt bonds in an amount not to exceed \$26,000,000 to fund the project. If these bonds are authorized, the Developer will also seek tax credits, which will be sold to investors over time. The bonds are not an obligation of the City. The bonds will provide construction financing for the project and will be paid down after the project has stabilized and permanent financing is obtained. As you know, tax increment and a deferred loan were also provided for the construction of this project.

**RECOMMENDATION**

Staff recommends:

1. Hold public hearing
  2. Adoption of Resolution 15-81 Authorizing the Issuance, Sale, and Delivery of its Multifamily Housing Revenue Note (River North Project), Series 2015: Adopting a Housing Program Pursuant to Minnesota Statutes, Chapter 462C; Approving the Form of and Authorizing the Execution and Delivery of the Note and Related Documents; Providing for the Security, Rights, and Remedies with Respect to the Note and Granting Approval for Certain other Actions with Respect Thereto.
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**Attachments**

Resolution 15-81

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**RESOLUTION NO. 15-81**

**AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF ITS MULTIFAMILY HOUSING REVENUE NOTE (RIVER NORTH PROJECT), SERIES 2015; ADOPTING A HOUSING PROGRAM PURSUANT TO MINNESOTA STATUTES, CHAPTER 462C; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE NOTE AND RELATED DOCUMENTS; PROVIDING FOR THE SECURITY, RIGHTS, AND REMEDIES WITH RESPECT TO THE NOTE; AND GRANTING APPROVAL FOR CERTAIN OTHER ACTIONS WITH RESPECT THERETO**

WHEREAS, the City of Coon Rapids, Minnesota (the “City”), is a home rule charter city duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, pursuant to Minnesota Statutes, Chapter 462C, as amended (the “Act”), the City is authorized to carry out the public purposes described in the Act by issuing revenue bonds or other obligations to finance or refinance multifamily housing developments located within the City, and as a condition to the issuance of such revenue bonds, adopt a housing program providing the information required by Section 462C.03, subdivision 1a, of the Act; and

WHEREAS, in the issuance of the City’s revenue note and in the making of a loan to finance a multifamily housing development the City may exercise, within its corporate limits, any of the powers that the Minnesota Housing Finance Agency may exercise under Minnesota Statutes, Chapter 462A, as amended, without limitation under the provisions of Minnesota Statutes, Chapter 475, as amended; and

WHEREAS, Coon Rapids Leased Housing Associates IV, LLLP, a Minnesota limited liability limited partnership (the “Borrower”), has requested that the City issue its revenue note under the Act and lend the proceeds thereof to the Borrower to finance the following: (i) the acquisition, construction, and equipping of an approximately 167 unit senior housing facility and related amenities to be located at 10940 Crooked Lake Boulevard Northwest in the City (the “Project”); (ii) the funding of one or more reserve funds to secure the timely payment of the note; and (iii) the payment of the costs of issuing the note; and

WHEREAS, the Project is designed and intended to be used primarily for seniors for rental occupancy but is not restricted to persons age 55 and older; and

WHEREAS, the City has prepared a housing program (the “Housing Program” or “Program”) to authorize the issuance by the City of a revenue note in the maximum principal amount of \$26,000,000 to finance the acquisition, construction, and equipping of the Project; and

WHEREAS, a notice of public hearing (the “Public Notice”) was published in the *Anoka County Union Herald*, the official newspaper and a newspaper of general circulation in the City, with respect to: (i) the required public hearing under Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”); (ii) the required public hearing under Section 462C.04, subdivision 2, of the Act; (iii) the Housing Program; and (iv) approval of the issuance of the Note, as hereinafter defined; and

WHEREAS, the Public Notice was published at least 15 days before the regularly scheduled meeting of the City Council of the City (the “City Council”), and on this same date, the City Council

conducted a public hearing at which a reasonable opportunity was provided for interested individuals to express their views, both orally and in writing; and

WHEREAS, the Borrower has requested that the City issue, sell, and deliver its Multifamily Housing Revenue Note (River North Project), Series 2015 (the "Note"), in an original aggregate principal amount not to exceed \$26,000,000, in one or more series; and

WHEREAS, the proceeds derived from the sale of the Note will be loaned by the City to the Borrower pursuant to the terms of a Project Loan Agreement, dated on or after June 1, 2015 (the "Project Loan Agreement"), by and among the City, a fiscal agent to be determined by the Borrower and the Funding Lender (defined below) (the "Fiscal Agent") and the Borrower, whereby the City will apply the proceeds derived from the sale of the Note to fund a loan to the Borrower; and

WHEREAS, as further security for the repayment of principal and interest on the Note, the Borrower will execute a Multifamily Security Agreement, dated on or after June 1, 2015 (the "Mortgage") for the benefit of U.S. Bank National Association (the "Funding Lender"); and

WHEREAS, the Note will be issued pursuant to this resolution and a Funding Loan Agreement, dated on or after June 1, 2015 (the "Funding Loan Agreement") by and among the Funding Lender, the City and the Fiscal Agent, and the Note and the interest on the Note: (i) shall be payable solely from the revenues pledged therefor under the Project Loan Agreement, the Funding Loan Agreement and the Mortgage; (ii) shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation; (iii) shall not constitute nor give rise to a pecuniary liability of the City or a charge against its general credit or taxing powers; (iv) shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City other than the City's interest in the Project Loan Agreement; and (v) shall not constitute a general or moral obligation of the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COON RAPIDS, MINNESOTA, AS FOLLOWS:

1. The City acknowledges, finds, determines, and declares that the issuance of the Note is authorized by the Act and is consistent with the purposes of the Act and that the issuance of the Note, and the other actions of the City under the Funding Loan Agreement, the Project Loan Agreement, and this resolution constitute a public purpose and are in the interests of the City. In authorizing the issuance of the Note for the financing of the Project and the related costs, the City's purpose is and the effect thereof will be to promote the public welfare of the City and its residents by providing multifamily housing developments for low or moderate income senior residents of the City and otherwise furthering the purposes and policies of the Act.

2. The Housing Program is hereby adopted, ratified, and approved in all respects without amendment. The preparation of the Housing Program is hereby ratified, confirmed, and approved. The City Manager is hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Housing Program in accordance with the Act and any other applicable laws and regulations. Pursuant to the Housing Program, all units in the Project shall be occupied by at least one person who is at least 55 years of age at the time of initial occupancy.

3. Under Section 146 of the Code, the Note must receive an allocation of the bonding authority of the State of Minnesota. An application for such an allocation must be made pursuant to the requirements of Minnesota Statutes, Chapter 474A, as amended (the "Allocation Act"). The City Council hereby authorizes the submission of an application for allocation of bonding authority pursuant to Section 146 of the Code and the Allocation Act in accordance with the requirements of the Allocation Act. The

Mayor of the City, the City Manager, and Kennedy & Graven, Chartered, acting as bond counsel with respect to the Project and the Note, are hereby authorized and directed to take all actions, in cooperation with the Borrower, as are necessary to submit an application for an allocation of bonding authority to Minnesota Management & Budget.

4. For the purposes set forth above, there is hereby authorized the issuance, sale, and delivery of the Note in one or more series in the maximum aggregate principal amount not to exceed \$26,000,000. The Note shall bear interest at the rates, shall be designated, shall be numbered, shall be dated, shall mature, shall be in the aggregate principal amount, shall be subject to redemption prior to maturity, shall be in such form, and shall have such other terms, details, and provisions as are prescribed in the Funding Loan Agreement, in substantially the form now on file with the City, with necessary and appropriate variations, omissions, and insertions (including changes to the aggregate principal amount of the Note, the stated maturity of the Note, the interest rates on the Note and the terms of redemption of the Note) as are approved as evidence by the execution thereof as provided in Section 9. The City hereby authorizes the Note to be issued, in whole or in part, as “tax-exempt bonds,” the interest on which is excludable from gross income for federal and State of Minnesota income tax purposes or as taxable bonds. The Note shall be a special, limited obligation of the City payable solely from the revenues provided by the Borrower pursuant to the Project Loan Agreement and other funds pledged pursuant to the Funding Loan Agreement; however, the City does not pledge its general credit or taxing powers or any funds of the City to the payment of the Note.

All of the provisions of the Note, when executed as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof.

5. The City Council hereby provides that the Funding Loan Agreement shall provide the terms and conditions, covenants, rights, obligations, duties, and agreements of the owners of the Note, the City, and the Fiscal Agent as set forth therein. The Fiscal Agent is hereby appointed as Paying Agent and Bond Registrar for the Note.

All of the provisions of the Funding Loan Agreement, when executed as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof.

6. All of the provisions of the Project Loan Agreement, when executed and delivered as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof.

7. To ensure compliance with certain rental and occupancy restrictions imposed by the Act and Section 142(d) of the Code and to ensure compliance with certain restrictions imposed by the City, the Mayor and City Manager are also hereby authorized and directed to execute and deliver a Regulatory Agreement, dated on or after June 1, 2015 (the “Regulatory Agreement”), among the City, the Borrower, and the Fiscal Agent.

8. The Note shall be a special, limited revenue obligation of the City, the proceeds of which shall be disbursed pursuant to the terms of the Funding Loan Agreement and the Project Loan Agreement, and the principal, premium, and interest on the Note shall be payable solely from the proceeds of the Note, the revenues derived from the Project Loan Agreement, and the other sources set forth in the Funding Loan Agreement.

9. The Mayor and the City Manager (the “City Officials”) are hereby authorized and directed to execute and deliver the Project Loan Agreement, the Funding Loan Agreement, the Note, the Regulatory Agreement, an Assignment of Multifamily Security Agreement, dated on or after June 1, 2015 (the “Assignment of Mortgage”), from the City to the Fiscal Agent, a Note Purchase Agreement, dated as of or after June 1, 2015, if requested by the purchaser of the Note (the “Note Purchase Agreement”), any consents or documents necessary in connection with the transfer of the Note to Freddie Mac, including without limitation, an amended and restated note, and such other documents as are necessary or appropriate in connection with the issuance, sale, and delivery of the Note, including various certificates of the City, the Information Return for Tax-Exempt Private Activity Bond Issues, Form 8038, a certificate as to arbitrage and rebate, and similar documents (collectively, the “Financing Documents”). All of the provisions of the Financing Documents, when executed and delivered as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof. The Financing Documents shall be substantially in the forms on file with the City which are hereby approved, with such necessary and appropriate variations, omissions, and insertions as are approved by bond counsel to the City, as do not materially adversely change the substance thereof with respect to the City, and as the City Officials, in their discretion, shall determine, and the execution thereof by the City Officials shall be conclusive evidence of such determinations.

10. The City hereby authorizes Kennedy & Graven, Chartered, as bond counsel, to prepare, execute, and deliver its approving legal opinions with respect to the Note.

11. The United States Department of the Treasury has promulgated regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or the Borrower for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than sixty (60) days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within eighteen (18) months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than three (3) years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the bonds.

To the extent any portion of the proceeds of the Note will be applied to expenditures with respect to the Project, the City reasonably expects to reimburse the Borrower for the expenditures made for costs of the Project from the proceeds of the Note after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, a cost of issuance of the Note, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Act.

Based on representations by the Borrower, other than (i) expenditures to be paid or reimbursed from sources other than the Note, (ii) expenditures permitted to be reimbursed under prior regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2)(i)(B) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimus” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures with respect to the Project to be reimbursed with the proceeds of the Note have been made by the Borrower more than sixty (60) days before the date of adoption of this resolution of the City.

Based on representations by the Borrower, as of the date hereof, there are no funds of the Borrower reserved, allocated on a long term-basis or otherwise set aside (or reasonably expected to be

reserved, allocated on a long-term basis or otherwise set aside) to provide permanent financing for the expenditures related to the Project to be financed from proceeds of the Note, other than pursuant to the issuance of the Note. This resolution, therefore, is determined to be consistent with the budgetary and financial circumstances of the Borrower as they exist or are reasonably foreseeable on the date hereof.

12. Except as otherwise provided in this resolution, all rights, powers, and privileges conferred and duties and liabilities imposed upon the City or the City Council by the provisions of this resolution or of the aforementioned documents shall be exercised or performed by the City or by such members of the City Council, or such officers, board, body or agency thereof as may be required or authorized by law to exercise such powers and to perform such duties.

No covenant, stipulation, obligation or agreement herein contained or contained in the aforementioned documents shall be deemed to be a covenant, stipulation, obligation or agreement of any member of the City Council, or any officer, agent or employee of the City in that person's individual capacity, and neither the City Council nor any officer or employee executing the Note shall be personally liable on the Note or be subject to any personal liability or accountability by reason of the issuance thereof.

No provision, covenant or agreement contained in the aforementioned documents, the Note, or in any other document relating to the Note, and no obligation therein or herein imposed upon the City or the breach thereof, shall constitute or give rise to a general or moral obligation of the City or any pecuniary liability of the City or any charge upon its general credit or taxing powers. In making the agreements, provisions, covenants, and representations set forth in such documents, the City has not obligated itself to pay or remit any funds or revenues, other than funds and revenues derived from the Project Loan Agreement which are to be applied to the payment of the Note, as provided therein.

13. Except as herein otherwise expressly provided, nothing in this resolution or in the aforementioned documents expressed or implied, is intended or shall be construed to confer upon any person or firm or corporation, other than the City, any holder of the Note issued under the provisions of this resolution, any right, remedy or claim, legal or equitable, under and by reason of this resolution or any provisions hereof, this resolution, the aforementioned documents, and all of their provisions being intended to be and being for the sole and exclusive benefit of the City, and any holder from time to time of the Note issued under the provisions of this resolution.

14. In case any one or more of the provisions of this resolution, other than the provisions contained in the first sentence of Section 4, or of the aforementioned documents, or of the Note issued hereunder shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this resolution, or of the aforementioned documents, or of the Note, but this resolution, the aforementioned documents, and the Note shall be construed and endorsed as if such illegal or invalid provisions had not been contained therein.

15. The Note, when executed and delivered, shall contain a recital that they are issued pursuant to the Act, and such recital shall be conclusive evidence of the validity of the Note and the regularity of the issuance thereof, and that all acts, conditions, and things required by the laws of the State of Minnesota relating to the adoption of this resolution, to the issuance of the Note, and to the execution of the aforementioned documents to happen, exist, and be performed precedent to the execution of the aforementioned documents have happened, exist, and have been performed as so required by law.

16. The officers of the City, bond counsel, other attorneys, engineers, and other agents or employees of the City are hereby authorized to do all acts and things required of them by or in connection with this resolution, the aforementioned documents, and the Note, for the full, punctual, and complete

performance of all the terms, covenants, and agreements contained in the Note, the aforementioned documents, and this resolution. If for any reason the Mayor or the City Manager is unable to execute and deliver the documents referred to in this Resolution, such documents may be executed by any member of the City Council or any officer of the City delegated the duties of the Mayor or the City Manager with the same force and effect as if such documents were executed and delivered by the Mayor or the City Manager.

17. The Borrower shall pay the administrative fee of the City on the date of issuance of the Note. The Borrower will also pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Note, whether or not the Note is issued, including any costs for attorneys' fees.

18. This Resolution shall be in full force and effect from and after its approval.

Adopted by the City Council of the City of Coon Rapids, Minnesota, on this 2nd day of June, 2015.

**CITY OF COON RAPIDS, MINNESOTA**

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Mayor

Attest:

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City Clerk



**City Council Regular**

**8.**

**Meeting Date:** 06/02/2015

**Subject:** PC 15-18: Consider Zone Change from Low Density Residential 2 to Medium Density Residential, 1005 Coon Rapids Blvd Extension

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The applicant is requesting introduction of an ordinance approving a zone change from Low Density Residential 2 to Moderate Density Residential. The applicant is also proposing a corresponding land use change to Moderate Density Residential.

**DISCUSSION**

**Background Information**

The applicant is requesting a change in the zoning from Low Density Residential 2 to Moderate Density Residential. The site contains a large dwelling. It is relatively flat with a slight rise at the north end. It is 2.2 acres in size and bounded on the west by the Burlington Northern Railroad tracks, a natural gas company substation on the north, single family residences on the east and Coon Rapids Boulevard Extension on the south.

**Parcel History**

On January 21, 1999 the Planning Commission approved a conditional use permit for a sober house (Ambassador House) for 16 residents and two staff. The the structure was modified to its current configuration to accommodate the new use. After several years of code compliance issues, the conditional use permit was revoked in 2008. In 2010 the City issued a rental license to Christian Restoration Services to operate a sober living facility. After a series of rental license compliance issues, the license was revoked in 2014. Since that time the building has been vacant.

**Analysis**

The property is 2.2 acres and contains a vacant dwelling and a detached garage. It is 510 feet deep, 130 wide at the front and 230 feet wide at the rear. Access into the site is from Coon Rapids Boulevard Extension. The property has 130 feet of frontage on Coon Rapids Boulevard Extension; it also has 60 feet of frontage at the end of 101st Avenue. The property has four single family homes on the east, a natural gas substation on the north, railroad tracks on the west and apartments to the south.

The property had been used as a single family home from 1952 to 1999. In 1999 is was converted to a group sober living facility. It has been vacant for the last year. The additions and modifications to the original home render it unusable as a single family dwelling.

The configuration of the the property makes it difficult to to develop as single family lots. The narrowness of the lot does not allow room for street right-of-way and lots. However, the configuration of the lot does not prohibit redevelopment as townhouses. There is a similar sized parcel across Coon Rapids Boulevard from the Autumn Glen senior housing project that was developed into 9 townhouses.

## Consistency with Comprehensive Plan

The land use chapter of the Plan includes a goal to maintain complete and balanced neighborhoods that include a variety of housing types. Changing the zoning to Moderate Density Residential will allow the property to be redeveloped as townhomes which would be a complementary mix with the existing single family homes and apartments in the neighborhood.

The land use chapter also includes the goal of eliminating blighting influences and encourage redevelopment of underutilized land. The property has a history as a problem property. Redeveloping it as townhomes would eliminate future similar problem uses. The 2.2 acre site is underutilized with the single dwelling. Increasing the density to 7 units per acre, which is what is allowed under Moderate Density Residential, would be a more efficient use of the property and would not be out of character with the neighborhood.

The housing chapter includes the goal of updating the housing stock. Changing the zoning to Moderate Density Residential will provide an opportunity to add new residences and remove the existing dwelling, which is a blighting influence. The proposed change is also consistent with the housing goal of providing a variety of housing types. It supports the policy of redeveloping sites along high activity areas for townhouses and/or apartment type uses.

## Planning Commission Meeting

At the Planning Commission meeting held on May 21st, one resident spoke at the public hearing. He had questions about the height of a future building, would the project be rental or owner occupied and noted that the vibration from the trains might impact the foundation of any future building. It was explained that that determining whether a project is rental or owner occupied is not within the purview of the Commission. The Commission also asked about the maximum height allowed in the Moderate Density Residential district. The maximum height allowed is 55 feet. The Commission also discussed the different styles of townhomes that might work on the property. The Commission unanimously recommended approval of the proposed zone change.

## **RECOMMENDATION**

In Planning Case 15-18, the Planning Commission recommended the Council introduce the attached ordinance approving the proposed zone change to Moderate Density Residential based on the following:

1. The proposed rezoning to Moderate Density Residential is consistent with the land use designation of Moderate Density Residential
2. The proposed rezoning is compatible with the adjacent land uses and zoning.
3. The times and conditions have changed so that a reasonable use of the property can not be made under the current zoning.
4. The proposed zone change would not have an adverse impact on the area.

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## **Attachments**

Location Map

Zoning Map

Applicant's Narrative

Table of Allowed Uses

Proposed Ordinance

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V I S I O N B A N K

March 27, 2015

Scott Harlicker, City Planner  
City of Coon Rapids  
Department of Community Development  
11155 Robinson Drive  
Coon Rapids, MN 55433

**RE: 1005 Coon Rapids Blvd NW Comprehensive Plan Amendment**

Dear Mr. Harlicker,

This letter is to document and request a change in zoning for the above referenced property from LDR2 to MDR. It is believed that the times and conditions have changed to the extent that the current zoning does not allow a better use of the property that will benefit the City or balance of the Community environment.

The property had previously been used for a number of years as housing for chemically dependent individuals who were in need of a sober-living facility. This also included homeless ex-offenders who were attempting to integrate back into the community. In the fourth quarter of 2014, the rental license that was used to operate the property was not renewed by the City due to violations. While there were many building violations, it is believed the management's operating violations were the larger issue.

When this occurred, the Bank met with City employees to discuss the property and its potential future. The general feeling from the City perceived by the Bank was that this property and its historical uses were not looked upon favorably and the City is not interested in the property continuing with a similar use.

The property has since been vacant and has had interest from other parties to purchase. Currently, there is Letter of Intent to Purchase on the property and the potential buyer is working with their architects and contractors and has been in contact with the City regarding the purchase of the property. This potential buyer is a group that would house homeless youth, which would be a very positive change from the property's prior use. That said, there may still be some hesitation from the City on this potential use. Because of this, the Bank would like to formally apply for a zone change, as it is believed if a homeless youth facility will not be approved by the city, it wouldn't be practical to believe there is a possibility of another use being approved as the property is today.

*It's possible here.*

According to the City's Comprehensive Plan section 2-7, citizens participating in the *2030 Visioning Plan* process "overwhelmingly identified growth and redevelopment as major City issues." The Bank's zone change submittal will help with just that. The property sits on over 2 acres of land where it is felt that a townhome development would be a great addition.

The following documents are enclosed:

- Land Use Application Form, completed with attached check for Zone Fee of \$445.00
- Existing Survey Site Plan
- Existing Limited Property Description of 1005 Coon Rapids Blvd. NW

The existing zoning is as follows:

1005 Coon Rapids Blvd NW: Low Density Residential 2 (LDR2)  
350 ft East: Single Family Homes: Low Density Residential 2 (LDR2)  
350 ft North: Vacant Land: Low Density Residential 2 (LDR2)  
350 ft West: Mobile Home Park (MH)  
350 ft South: Apartment Building: High Density Residential (HDR)

Thank you for your consideration of this request for a zoning change. If you may have any questions or need clarification, please feel free to contact me directly at 952.548.9873 or via email at [michaels@bankwithvision.com](mailto:michaels@bankwithvision.com)

Sincerely,



**Michael J. Strub**

President

VisionBank

4725 Highway 7 | St. Louis Park, MN | 55416

952-920-8400 | **952.548.9873 (direct)** | 952.548.9890 (fax)

[michaels@bankwithvision.com](mailto:michaels@bankwithvision.com)

Enclosures

Allowed Uses in the Moderate Density Residential District

<b>PRINCIPAL USES</b>					
<b>DWELLINGS</b>					
	LDR1	LDR2	MDR	HDR	MH
Single family detached dwelling	P	P	NP	NP	NP
Two-family dwellings approved by the City prior to January 1, 2005.	P	P	P	NP	NP
Townhouses	NP	NP	P	NP	NP
Multiple family dwellings	NP	NP	P	P	NP
Mobile homes	NP	NP	NP	NP	P
Single-family dwellings when combined with permitted and/or other attached dwellings uses to achieve a density of at least four dwelling units per acre.	NP	NP	P	NP	NP
Attached dwelling structures not described as permitted uses, seven dwelling units per acre or less.	NP	NP	C	NP	NP
<b>CONGREGATE LIVING</b>					
	LDR1	LDR2	MDR	HDR	MH
A state licensed residential facility or a housing with services establishment registered under chapter 144D serving six or fewer persons, a licensed day care facility serving 12 or fewer persons, and a group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve 14 or fewer children	P	P	P	P	NP
A state licensed residential facility serving from 7 through 16 persons or a licensed day care facility serving from 13 through 16 persons.	C	C	C	P	NP
Nursing homes and assisted living	C	C	C	C	NP
Boarding Homes	NP	NP	NP	P	NP
<b>INSTITUTIONAL</b>					
	LDR1	LDR2	MDR	HDR	MH
Cemeteries and their accessory structures	C	C	C	C	NP
Governmental buildings and facilities	C	C	C	C	C
Governmental offices	C	C	C	C	C
Places of worship	C	C	C	C	NP
Public parks, their incidental structures and uses	P	P	P	P	P
Schools and colleges	C	C	C	C	NP
State licensed community correctional facilities	C	C	C	C	NP
Public buildings and major utility structures	C	C	C	C	C
Hospitals	C	C	C	C	NP
Places of assembly	C	C	C	C	NP

<b>COMMERCIAL</b>	<b>LDR1</b>	<b>LDR2</b>	<b>MDR</b>	<b>HDR</b>	<b>MH</b>
Marinas and related uses	C	C	C	C	NP
Mining as regulated under Section 11-1103	C	C	C	C	NP
Recreational facilities such as country clubs, community recreation buildings, golf courses, archery ranges, or trapshooting ranges.	C	C	C	C	NP
Retail shopping uses located within a multiple-dwelling building located within an apartment complex containing at least 100 dwelling units, provided that such uses are clearly incidental to the principal use of the building.	NP	NP	NP	C	NP
Agricultural, except feedlots, on lots greater than five acres in size	P	P	NP	NP	NP
<b>ACCESSORY USES</b>					
	<b>LDR1</b>	<b>LDR2</b>	<b>MDR</b>	<b>HDR</b>	<b>MH</b>
Private garage/storage structures	P	P	NP	P	P
Community garages	NP	NP	NP	P	NP
Private or community garages as regulated by subsections 11-604.2(9) and (16)	NP	NP	P	NP	NP
One outdoor living room.	P	P	NP	NP	P
Other detached accessory structures such as fish houses, gazebos, greenhouses, and playhouses incidental to the dwelling unit	P	PNP	NP	P	
Multiple pet locations duly licensed under Chapter 6-200	P	P	NP	NP	P
Home occupations	P	P	P	P	NP
Patios and tennis courts	P	P	P	P	P
Private swimming pools as regulated under Chapter 12-500	P	P	P	P	P
Renting of rooms for not more than two roomers per dwelling unit	P	P	NP	NP	NP
Signs as regulated under Section 11-1203	P	P	P	P	P
Phone booths, bus shelters, and other such incidental structures	P	P	P	P	P
State licensed day care facilities serving 13 or more persons when accessory to a hospital, church, private school, or nursing home	P	P	P	P	NP
Home Based Retail Sales in conformance with subsection 11-601.8	P	P	P	P	P
Maintenance, management, or community recreation buildings incidental to the development	NP	NP	P	P	NP
Off-street parking in accordance with Section 11-1201	P	P	P	P	NP
Accessory buildings and uses incidental to a mobile home	NP	NP	NP	NP	P
Storage of docks on riparian lots provided the dock is	P	P	NP	NP	NP

stored within 50 feet of the shoreline and setback at least five feet from any property line. Docks may be stored further than 50 feet from the shore line provided the property owner provides written proof to the Community Development Director that exceptional and unusual circumstances exist, relating to topography or vegetation, that prohibit compliance with the setback requirement. If the Director agrees that exceptional and unusual circumstances exist the Director may approve the dock storage location.

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF  
THE CITY OF COON RAPIDS SO AS TO PROVIDE CHANGES  
IN THE ZONING CLASSIFICATION (PC 15-18)**

**The City of Coon Rapids does ordain:**

Section 1. The official zoning map of the City of Coon Rapids is hereby amended to change the classification of the following described property from Low Density Residential 2 to Moderate Density Residential:

All that part of the Northwest Quarter of the Northeast Quarter of Section 26, Township 31, Range 24, lying East of a line parallel to and 50 feet distant Easterly, measured at right angles, from the center line of the railway of the Great Northern Railway Company, as now located and constructed, extending from Coon Creek of Brook Park, in said State of Minnesota and lying North of a line parallel to and 30 feet distant Northerly from the center line of the State Highway as now located and constructed across said Northwest Quarter of the Northeast Quarter of Section 26, Anoka County, Minnesota

Introduced the 2nd day of June, 2015

Adopted on the \_\_\_\_ day of June, 2015

\_\_\_\_\_  
Jerry Koch, Mayor

**ATTEST:**

\_\_\_\_\_  
Joan Lenzmeier, City Clerk



**City Council Regular**

9.

**Meeting Date:** 06/02/2015

**Subject:** PC 15-21: Consider Preliminary and Final plat, Carousal Motor Group Addition, 10541 Woodcrest Drive

**From:** Scott Harlicker, Planner

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**INTRODUCTION**

The applicant is requesting preliminary and final plat approval for Carousal Motors Addition. The proposal is a replat of two existing lots into one lot.

**DISCUSSION**

**Analysis**

The subject property is 12.73 acres in size and has frontage on Egret Boulevard, Woodcrest Drive and Highway 10. The plat is being proposed in conjunction with a site plan application for a parking lot. The site plan was approved by the Planning Commission at their May 21st meeting. The plat includes two lots and plats them as one lot. The parcel meets the dimensional requirements of the General Commercial district.

*Park Dedication*

The requirement for park dedication is found in the Subdivision Regulations. The intent of park dedication is to offset the additional demand on park facilities that result from new development triggered by the subdivision. A typical subdivision creates new lots and therefore opportunities for new development. In this case, the applicant is not creating new lots; they are actually re-platting the property to reduce the number of lots. There will be no new development opportunities that result from this plat; the parking lot project is proposed separately from the re-plat and the re-plat is not for the purpose of subdividing or creating separate, buildable lots. Staff is recommending that park dedication not be a condition of approval for this plat.

**Planning Commission Meeting**

At the Planning Commission meeting held on May 21st, no one spoke at the public hearing. The Commission unanimously recommended approval of the proposed plat.

**RECOMMENDATION**

In Planning Case 15-21, the Planning Commission recommend approval of the proposed preliminary and final plat with the following conditions:

1. All comments of the Assistant City Engineer be addressed prior to releasing the plat for recording.
2. All comments of MNDOT be addressed.

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**Attachments**

Location Map

Preliminary Plat

Final Plat

Resolution approving final plat

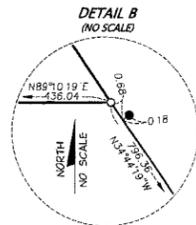
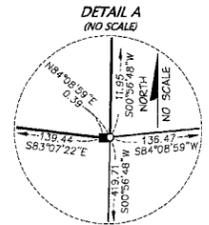
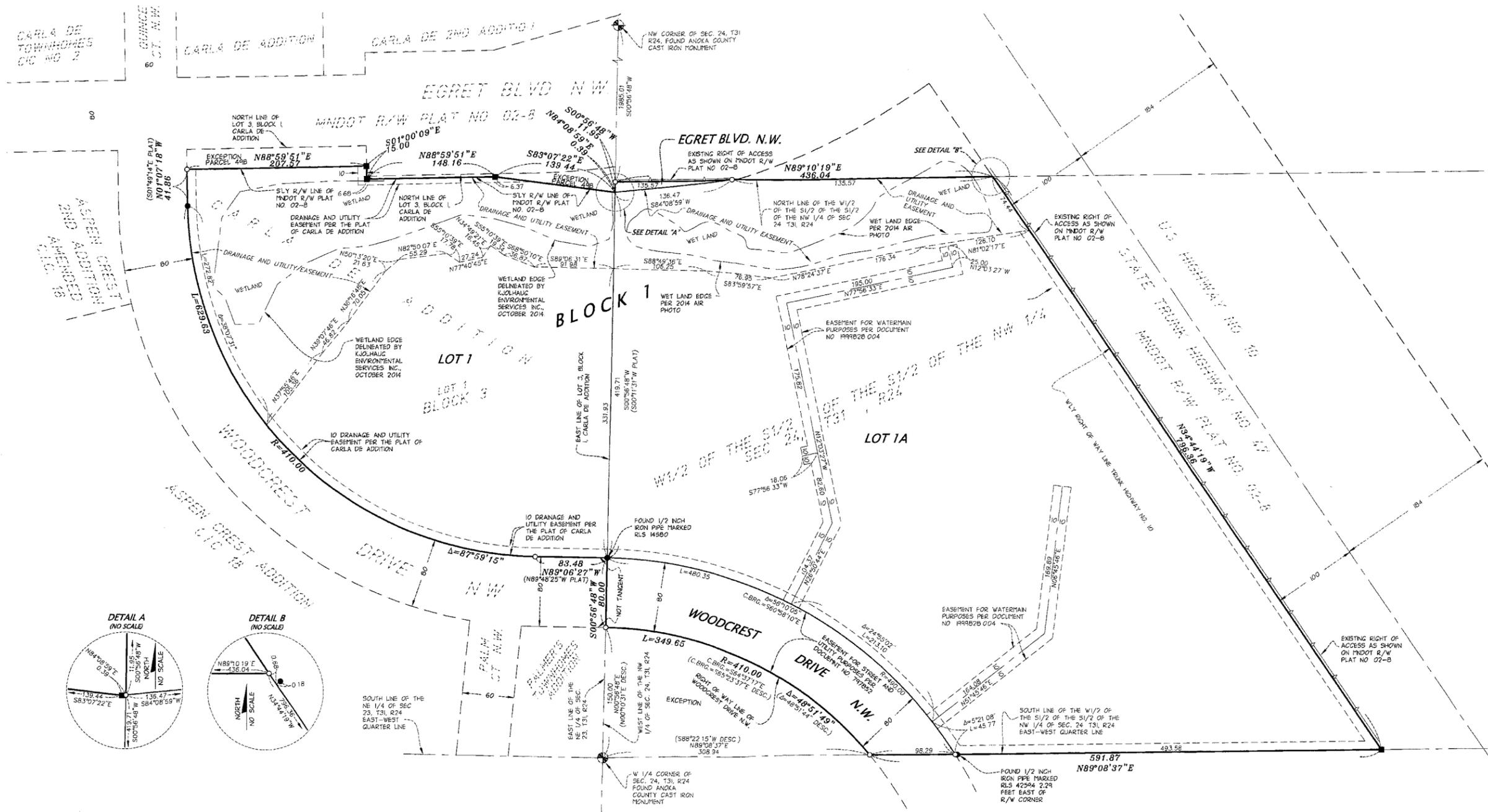
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# CAROUSEL MOTOR GROUP ADDITION

City of Coon Rapids  
County of Anoka  
Sec. 23 & 24, Twp. 31, Rng. 24



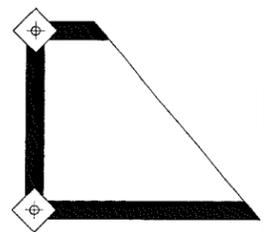
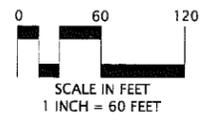
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN AS THUS: (NO SCALE)



BEING 10 FEET IN WIDTH AND ADJOINING BOUNDARY LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

BEARINGS SHOWN ARE ORIENTATED TO THE WEST LINE OF THE NW 1/4 OF SEC. 24, T31, R24 WHICH IS ASSUMED TO BEAR NORTH 00 DEGREES 56 MINUTES 48 SECONDS EAST.

- DENOTES RIGHT OF ACCESS AS SHOWN ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO 02-8
- DENOTES FOUND 1/2 INCH IRON MONUMENT MARKED AS NOTED
- DENOTES 1/2 INCH BY 1 1/4 INCH MONUMENT SET AND MARKED RLS 25718
- FOUND 2 INCH BY 2 INCH SQUARE MNDOT RIGHT OF WAY MONUMENT



**CORNERSTONE**  
LAND SURVEYING, INC.  
SHEET 2 OF 2 SHEETS

## **Resolution 15-79**

### **A Resolution of the City of Coon Rapids Granting Approval of the Final Plat for Carousel Motor Group Addition, Planning Case No. PC 15-21**

**WHEREAS**, application has been made for approval of a final plat, pursuant to Section 11-1504.2 of the Coon Rapids Code of Ordinances, of the property legally described on attached Exhibit A and hereinafter referred to as “the Property”; and

**WHEREAS**, the Planning Commission on May 21, 2015 recommended approval of the preliminary plat of the Property;

**WHEREAS**, a preliminary plat of the Property was approved by the City Council on June 2, 2015; and

**WHEREAS**, the proposed final plat is consistent with the preliminary plat as approved by the City Council; and

### **NOW, THEREFORE, BE IT RESOLVED**

1. It is hereby determined by the City Council for the City of Coon Rapids as follows:
  - A. The proposed subdivision is consistent with the Title 11, Chapter 1500 of the City Code of Ordinances and conforms with all of its requirements.
  - B. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans including, but not limited to, the City’s Comprehensive Plan.
  - C. The physical characteristics of the site, including, but not limited to, topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.
  - D. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, parks and walkways, erosion control and all other services, facilities and improvements otherwise required herein.
  - E. The proposed subdivision will not cause substantial environmental damage.
  - F. The proposed subdivision will not have an undue or adverse impact on the reasonable development of neighboring land.

2. Approval of the final plat is hereby granted for the Property, subject to the conditions set forth in attached Exhibit B.
3. The officers of the City are hereby authorized, once the conditions set forth in Exhibit B are met and complied with, to sign the final plat for the Property and to issue a certified copy of this Resolution giving final approval of the survey.
4. The owner of the Property is authorized to record the final plat as required by law and shall file proof of said recording with the City. No building permits will be issued for the Property until the registered land survey is recorded.
5. This final plat approval may be rescinded 90 days from the date of this resolution if the plat is not recorded within that time.

Adopted this 2nd day of June 2015.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk

STATE OF MINNESOTA )  
COUNTY OF ANOKA )ss.  
CITY OF COON RAPIDS )

CERTIFICATION OF CLERK

I, the undersigned, being the duly qualified and acting City Clerk of the City of Coon Rapids, Minnesota, hereby certify that I have carefully compared the attached and foregoing Resolution with the original thereof on file in my office and the same is a full, true and complete transcript therefrom, insofar as the same relates to Planning Case 15-21.

WITNESS hand officially as such City Clerk and the corporate seal of the City of Coon Rapids this \_\_\_ day of \_\_\_\_\_, 2015.

---

Joan Lenzmeier, City Clerk

EXHIBIT A  
LEGAL DESCRIPTION

Part of the West One-Half of the South One-Half of the South One-Half of the Northwest One-Quarter (W 1/2 of S 1/2 of S 1/2 of NW 1/4) of Section 24, Township 31, Range 24, lying Westerly of the Westerly right-of-way line of Trunk Highway No. 10, Anoka County, Minnesota, EXCEPT the following described tract: Beginning at West Quarter corner of Section 24, Township 31, Range 24, Anoka County, Minnesota; thence North 00 degrees 10 minutes 31 seconds East, assumed bearing, along the West line of the Northwest Quarter of said Section 24, 150.00 feet to the right-of-way line of Woodcrest Drive; thence Southeasterly along the right-of-way line, a non-tangential curve, concave to the Southwest, central angle of 48 degrees 51 minutes 44 seconds, radius 410.00 feet, length of 349.65 feet, chord bears South 65 degrees 23 minutes 37 seconds East to the South line of the Northwest Quarter of said Section 24; thence South 88 degrees 22 minutes 15 seconds West, 308.94 feet to the point of beginning and terminating.  
(Abstract Property)

and

Lot 1, Block 3, CARLA DE ADDITION, Anoka County, Minnesota, EXCEPT Parcel 49B of the Minnesota Department of Transportation Right of Way Plat No. 02-8 per Document No. 255096.  
(Torrens Property)

EXHIBIT B  
CONDITIONS OF APPROVAL

1. All comments of the Assistant City Engineer be addressed prior to releasing the plat for recording.
2. All comments of MNDOT be addressed.



**City Council Regular**

**10.**

**Meeting Date:** 06/02/2015

**Subject:** Cons. Award of Design Services Agreement for 2016 Park Redevelopment Projects.

**From:** Tim Himmer, Public Works Director

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**INTRODUCTION**

Staff is seeking Council approval of a design services agreement for the 2016 park redevelopment projects.

**DISCUSSION**

City staff is preparing for the next round of Park Bond improvement projects, and is proposing to combine four neighborhood parks into one bid package. The proposed project includes the redevelopment of Delta, Mason, Pheasant Ridge, and Woodcrest Parks. Attached to this memo are preliminary concept drawings for each park.

The plan would be to conduct a public open house at a regularly scheduled Park & Recreation Commission meeting in the near future. Based upon public feedback and input from the Commission, the concept drawings would be refined and presented to the City Council for approval prior to initiating preparation of final plans and specifications. Upon completion of the final plans and specifications staff would once again come before the City Council for authorization to bid the project, which is anticipated to occur near the end of the year. Project bidding would take place in the early part of 2016, and construction could commence in the spring.

Proposals for the design services agreement were received from WSB & Associates, and Kimley Horn. The proposals were almost identical with regard to price, but Kimley Horn had a tighter schedule and is proposing to deliver the project to bid about a month and a half earlier than WSB. Therefore, staff is proposing to award a contract to Kimley Horn in the amount of \$106,030.

**RECOMMENDATION**

Staff recommends that the City Council award a design services agreement, in the amount of \$106,030, to Kimley Horn for the 2016 Park Redevelopment projects.

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**BUDGET IMPACT:**

The design services agreement, and ultimately the associated projects, will be funded by the 2013 voter approved Park Bond.

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**Attachments**

DeltaConcept

MasonConcept

PheasantRidgeConcept

WoodcrestConcept

---

# Delta Park

## Preliminary Concept Plan



**OPEN GREENSPACE WITH BACKSTOP FOR INFORMAL BALL GAMES**

**BASKETBALL 1/2 COURT**

**HORSESHOE**  
Horseshoe pit is centrally located near shelter and trail system. Proposed trees will provide shade for users.

**TRAILS**  
Proposed trails provide improved circulation throughout the site and better connections to the neighborhood.

**PLAYGROUND**  
Playground area contains combined play areas and adjacent parental seating.

**PLAZA SEATING AREA**  
Plaza serves as a connection for the proposed shelter and playground area while providing an area for parental seating.

**SHELTER**  
Picnic shelter is centrally located and can accommodate approximately 15 people.

# Mason Park

## Preliminary Concept Plan



**BASKETBALL 1/2 COURT**

**NATURALIZED UNDERSTORY**

Reestablishing the natural understory will help reduce the overall maintenance of the park.

**SHELTER**

Shelter is located within close proximity to proposed playground and can accommodate approximately 20 people.

**CENTRAL PLAZA**

Central plaza will serve as a connection for playground, shelter, and proposed trails.

**PLAYGROUND**

Playground area contains combined play and adjacent parent seating.

**INFORMAL ENTRANCE**

Maintained open lawn areas will serve as an informal access point for the neighborhood.

**MAIN SITE ACCESS**

Park monument is placed at the main site access point

**EXERCISE STATIONS**

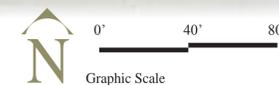
Six stationary outdoor exercise equipment stations are placed along the proposed trails.

**TRAILS**

Proposed trails support access to various park amenities and provide an exercise loop.

**OPEN LAWN**

95th Ln NW



# Pheasant Ridge Park

## Preliminary Concept Plan



**EXISTING BALL FIELD**

**PLAYGROUND**  
Proposed playground contains combined play area and adjacent parental seating.

**REMOVE TRAIL**  
Existing trail will be removed to better accommodate proposed playground and improve circulation.

**SHELTER**  
Picnic shelter can accommodate approximately 15 people and is adjacent to proposed playground area.

**PROPOSED TRAILS**  
Proposed trails improve the circulation through the park and provide better connections to significant features in wetland.

**PARK I.D. KIOSK**  
Entry kiosks provide park signage, maps, park rules, and event bulletin boards.

**EXISTING TRAILS**

**EXISTING WETLAND**

**BOARDWALK**  
Boardwalks allow users opportunities to cross wetland.

**INTERPRETATIVE NODES**  
Interpretive nodes provide signage and seating at various points in the park.

# Woodcrest Park

## Preliminary Concept Plan

**NEIGHBORHOOD STREET CONNECTION**

**NATURALIZED UNDERSTORY**  
Reestablishing the natural understory will help reduce the overall maintenance of the park.

**TRAILS**  
Proposed trails improve circulation and connect park amenities.

**OPEN LAWN**

**SHELTER**  
Small picnic shelter accommodates approximately 20 people.

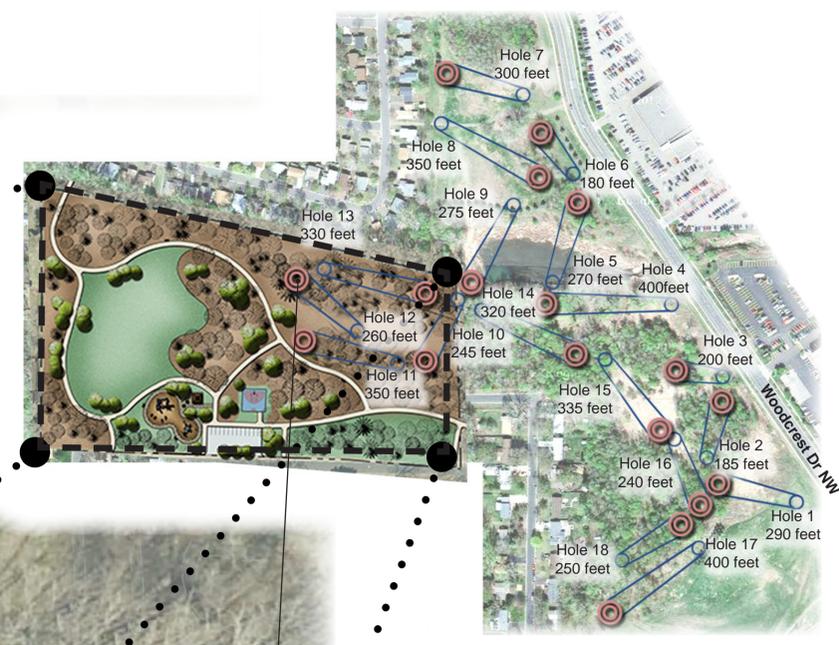
**PLAYGROUND**  
Proposed playground contains separated play areas and adjacent plaza and shelter.

**FRISBEE GOLF COURSE**

**BASKETBALL 1/2 COURT**

**PARKING LOT**  
Parking lot serves approximately 10-12 vehicles.

**NEIGHBORHOOD CONNECTION**





**City Council Regular**

**11.**

**Meeting Date:** 06/02/2015

**Subject:** Consider Introduction of Ordinance Amendment Adopting the 2015 Minnesota Commercial Building and Energy Codes.

**From:** Greg Brady, Chief Building Official

---

**INTRODUCTION**

The State of Minnesota has adopted an updated version of the commercial building and energy codes through the adoption of the 2012 International Code Council Model Codes. These updated rules are scheduled to go into effect on the State level in June.

**DISCUSSION**

State Statute Requirements:

Under 326B.121. If, as of January 1, 2008 a municipality has in effect an ordinance adopting the State Building Code, that municipality must continue to administer and enforce the State Building Code within its jurisdiction. The municipality is prohibited from repealing its ordinance adopting the State Building Code.

These editions of the updated codes were delayed due to language revisions ordered by an administrative law judge after review. These codes contain several new requirements, the more interesting ones are briefly described below.

- The building code has added new technical requirements for fire protection of residential occupancies and medical care facilities with less than 24 hour care. New smoke compartments and fire sprinklers are mandated for sleeping occupants and patients who are not capable of self preservation.
- This code edition also requires expanded fire alarm and detection systems for college and university buildings with on campus housing.
- In addition, there are new requirements for the installation of carbon monoxide detectors in apartments and other institutional occupancies where fuel burning appliances are installed.
- The commercial energy code has added enhanced insulation requirements for hot water piping and air handling systems. There are also new requirements mandating energy efficiency for lighting and power systems in commercial buildings.
- The requirements for commissioning of new heating and cooling systems have also been better defined to help communicate the design intent of the system to the building owners.

**RECOMMENDATION**

Staff recommends the introduction of the proposed language amending Chapter 12-200 of the City Code.

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**Attachments**

**Revised 2015 Commercial Codes**

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**ORDINANCE NO.**

**AN ORDINANCE REVISING THE ADOPTION DATES  
OF THE MINNESOTA RULES AND THEREBY AMENDING  
REVISED CITY CODE – 1982 SECTION 12-202**

**The City of Coon Rapids does ordain:**

Section 1. Revised City Code – 1982 Section 12-202 is hereby amended as follows:

(deletions in brackets, additions double underlined)

12-202 Minnesota Rules Adopted. Minnesota State Building Code adopted by reference in Section 12-201 above includes the following Chapters of Minnesota Rules:

- (1) 1300, Administration of the Minnesota State Building Code;
- (2) 1301, Building Official Certification;
- (3) 1302, State Building Code Construction Approvals;
- (4) 1303, Minnesota Provisions;
- (5) 1305, Adoption of the [~~2007 International~~] 2015 Minnesota Building Code;
- (6) 1306, Special Fire Protection Systems;
- (7) 1307, Elevators and Related Devices;
- (8) 1309, Adoption of the 2015 [~~International~~] Minnesota Residential Code;
- (9) 1311, Adoption of the 2015 Guidelines for the Rehabilitation of Existing Buildings;
- (10) 1315, Adoption of the 2014 National Electrical Code;
- (11) 1322, Adoption of the Minnesota Residential Energy Code[;] and 1323 Minnesota Commercial Energy Code;
- (12) 1325, Solar Energy Systems;
- (13) 1330, Fallout Shelters;
- (14) 1335 Floodproofing Regulations;
- (15) 1341, Adoption of the 2015 Minnesota Accessibility Code;
- (16) 1346, Adoption of the Minnesota State Mechanical Code and Fuel Gas Code;
- (17) 1350, Manufactured Homes;
- (18) 1360, Prefabricated Structures;
- (19) 1361, Industrialized/Modular Buildings;
- (20) 1370, Storm Shelters (Manufactured Home Parks);
- (21) 4715, Minnesota Plumbing Code;
- (22) 5230, Minnesota High Pressure Piping Systems[; and] [Revised 4/6/99, Ordinance 1661][Revised 12/2/03, Ordinance 1825][Revised 12/4/07, Ordinance 1965] [(23)] [7676, and 7678, Minnesota Energy Code [Revised 4/6/99, Ordinance 1661][Revised 12/2/03, Ordinance 1825][Revised 12/4/07, Ordinance 1965]

Introduced this 2<sup>nd</sup> day of June 2015.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**12.**

**Meeting Date:** 06/02/2015

**Subject:** PC 14-18: Consider Final Plat Gateway Commerce Center 3rd Addition, Hanson Blvd/Northdale Blvd, H&W Family LLLP

**From:** Scott Harlicker, Planner

---

**INTRODUCTION**

The applicant is proposing the Final Plat for Gateway Commerce Center 3rd Addition.

**DISCUSSION**

At the February 8, 2008 meeting, the Council approved the final plat for Gateway Commerce Center. The plat created five lots along Hanson Boulevard and left the remainder of the site as an Outlot. The corresponding site plan for the entire site included 12 commercial lots. Since that time, four of the lots along Hanson Boulevard have developed. The west end of the project, along Highway 10, has not seen the same type of interest as the lots along Hanson Boulevard until recently. On April 8th the City Council approved an amendment to the PUD that is reflected in this final plat. That amended PUD site plan is attached. A developer has expressed interest in developing the western most parcel at the end of the Gateway Drive cul de sac, shown on the attached site plan as Lot 1. To develop that parcel it must be platted.

A drainage and utility easement must be added to Lot 1 to include the portion of the wetland on the lot. When the lot is developed, the site plan must include and access easement to the wetland.

**Proposed Changes**

The final plat of Gateway Commerce Center 3rd Addition creates one lot at the west end of Outlot C, Gateway Commerce Center and shortens the existing cul de sac. The area formally utilized for Gateway Drive is incorporated into Lot 1; the lot is increased in size to 4.5 acres. The remainder of Outlot C will be left as an outlot (Outlot A). Outlot B is the remainder of Gateway Drive. The proposed final plat is consistent with the PUD site plan approved on April 8, 2015.

**RECOMMENDATION**

In Planning Case 14-18, staff recommends the City Council approve the attached resolution approving the final plat for Gateway Commerce Center 3rd Addition with the following conditions:

1. All comments of the City Engineer be addressed.
2. A drainage and utility easement must be added to Lot 1 that covers the portion of the wetland on that lot. When Lot 1 is developed, the site plan must include and access easement to the wetland.

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**Attachments**

Location Map

Final Plat

Approved PUD amended site plan

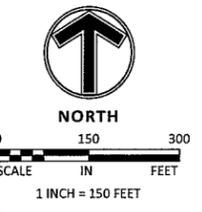
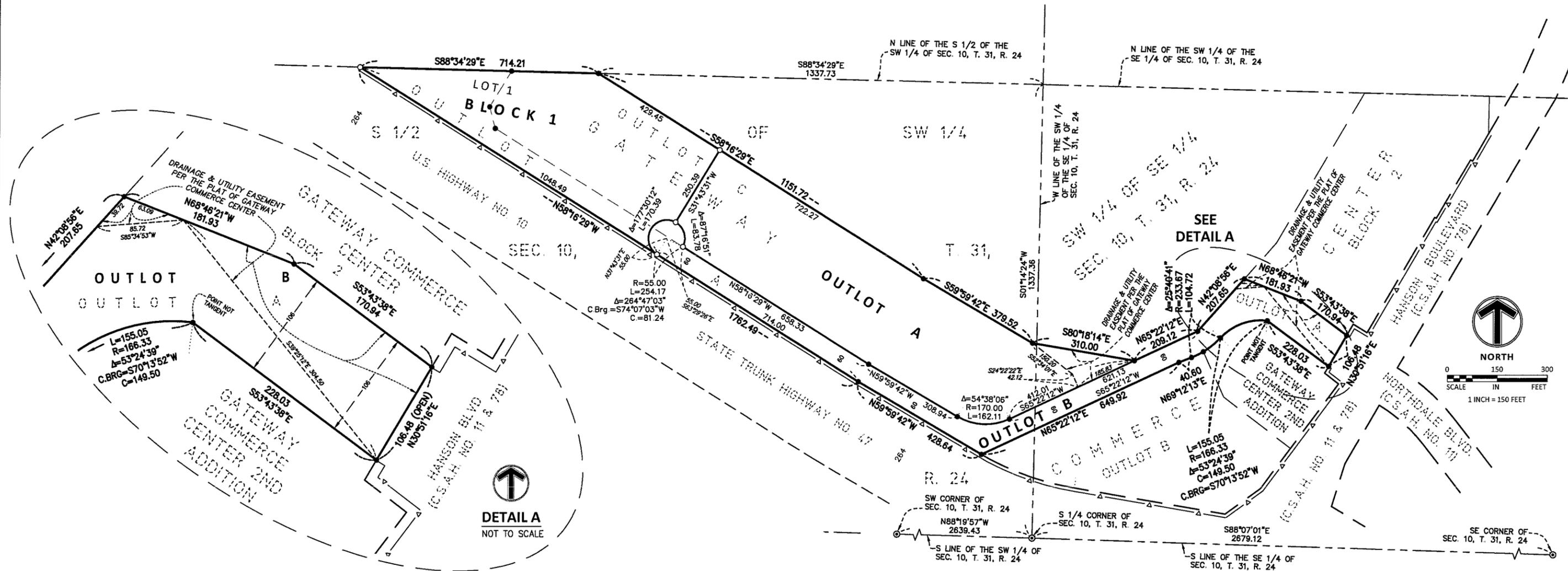
## Resolution

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# GATEWAY COMMERCE CENTER 3RD 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:

Outlot A and Outlot C, 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 3RD 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 Rick M Blom 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\_\_

Rick M. Blom, Licensed Land Surveyor  
 Minnesota License No. 21729

STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Rick M Blom

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 3RD ADDITION.

Planning Commission, City of Coon Rapids, Minnesota

By \_\_\_\_\_  
 Chair

**CITY COUNCIL, COON RAPIDS, MINNESOTA**

This plat of GATEWAY COMMERCE CENTER 3RD 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 Hoium, Anoka County Surveyor

**COUNTY AUDITOR/TREASURER**

Pursuant to Minnesota Statutes, Section 505 021, Subd 9, taxes payable in the year 20\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Property Tax Administrator  
 By \_\_\_\_\_, Deputy

▲▲ DENOTES RIGHT OF ACCESS DEDICATED TO THE STATE OF MINNESOTA AND THE COUNTY OF ANOKA PER THE PLAT OF GATEWAY COMMERCE CENTER

⊙ DENOTES CAST IRON MONUMENT FOUND

○ DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET AND MARKED BY LICENSE NO. 21729

● DENOTES 1/2 INCH IRON MONUMENT FOUND

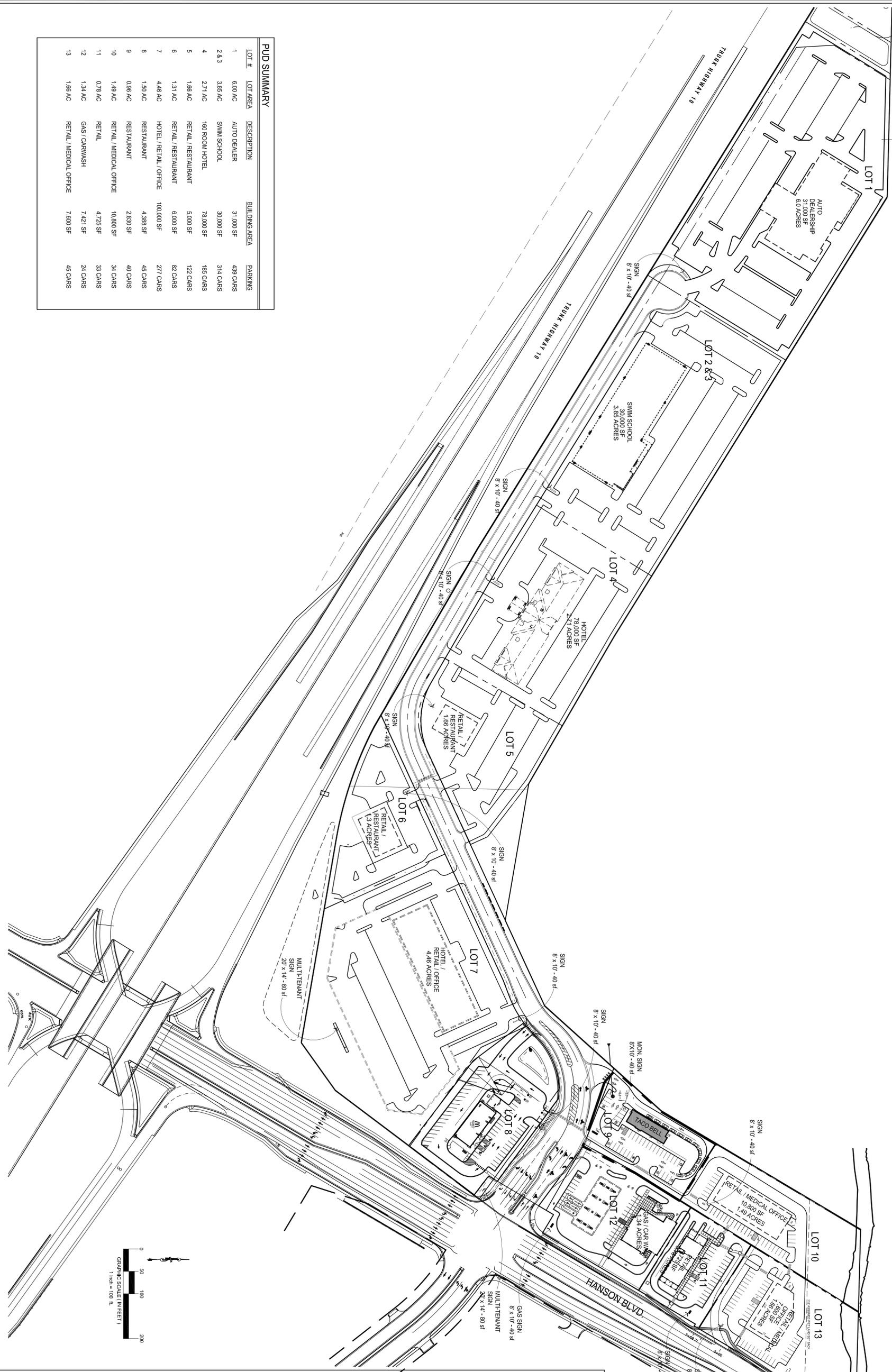
THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 10, TOWNSHIP 31, RANGE 24 IS ASSUMED TO HAVE A BEARING OF SOUTH 88 DEGREES 07 MINUTES 01 SECONDS EAST.

**COUNTY RECORDER/REGISTRAR OF TITLES**  
 COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of GATEWAY COMMERCE CENTER 3RD ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and was duly recorded in Book \_\_\_\_\_ Page \_\_\_\_\_, as Document Number \_\_\_\_\_

County Recorder/Registrar of Titles  
 By \_\_\_\_\_, Deputy

**SAMBATEK, INC.**  
 ENGINEERING, PLANNING AND LAND SURVEYING



**PUD SUMMARY**

LOT #	LOT AREA	DESCRIPTION	BUILDING AREA	PARKING
1	6.00 AC	AUTO DEALER	31,000 SF	438 CARS
2 & 3	3.85 AC	SWIM SCHOOL	30,000 SF	314 CARS
4	2.71 AC	160 ROOM HOTEL	78,000 SF	188 CARS
5	1.68 AC	RETAIL / RESTAURANT	5,000 SF	122 CARS
6	1.31 AC	RETAIL / RESTAURANT	6,000 SF	82 CARS
7	4.46 AC	HOTEL / RETAIL / OFFICE	100,000 SF	277 CARS
8	1.50 AC	RESTAURANT	4,388 SF	45 CARS
9	0.96 AC	RESTAURANT	2,830 SF	40 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 / MEDICAL OFFICE	7,800 SF	45 CARS

Mark	Revision / Issue	Date

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

**OVERALL SITE  
 PLAN**

PROJECT NUMBER	CA-1014-C1
ISSUED DATE	02-16-15
DRAWN BY	EL/BD
CHECKED BY	KA

**A1.1**

## **Resolution 15-80**

### **A Resolution of the City of Coon Rapids Granting Approval of the Final Plat for Gateway Commerce Center 3rd Addition, Planning Case No. PC 14-18**

**WHEREAS**, application has been made for approval of a final plat, pursuant to Section 11-1504.2 of the Coon Rapids Code of Ordinances, of the property legally described on attached Exhibit A and hereinafter referred to as “the Property”; and

**WHEREAS**, the Planning Commission on November 15, 2007 recommended approval of the preliminary plat of the Property;

**WHEREAS**, a preliminary plat of the Property was approved by the City Council on February 6, 2008; and

**WHEREAS**, the proposed final plat is consistent with the preliminary plat as approved by the City Council; and

### **NOW, THEREFORE, BE IT RESOLVED**

1. It is hereby determined by the City Council for the City of Coon Rapids as follows:
  - A. The proposed subdivision is consistent with the Title 11, Chapter 1500 of the City Code of Ordinances and conforms with all of its requirements.
  - B. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans including, but not limited to, the City’s Comprehensive Plan.
  - C. The physical characteristics of the site, including, but not limited to, topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.
  - D. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, parks and walkways, erosion control and all other services, facilities and improvements otherwise required herein.
  - E. The proposed subdivision will not cause substantial environmental damage.
  - F. The proposed subdivision will not have an undue or adverse impact on the reasonable development of neighboring land.

2. Approval of the final plat is hereby granted for the Property, subject to the conditions set forth in attached Exhibit B.
3. The officers of the City are hereby authorized, once the conditions set forth in Exhibit B are met and complied with, to sign the final plat for the Property and to issue a certified copy of this Resolution giving final approval of the survey.
4. The owner of the Property is authorized to record the final plat as required by law and shall file proof of said recording with the City. No building permits will be issued for the Property until the registered land survey is recorded.
5. This final plat approval may be rescinded 90 days from the date of this resolution if the plat is not recorded within that time.

Adopted this 2nd day of June 2015.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk

STATE OF MINNESOTA )  
COUNTY OF ANOKA )ss.  
CITY OF COON RAPIDS )

CERTIFICATION OF CLERK

I, the undersigned, being the duly qualified and acting City Clerk of the City of Coon Rapids, Minnesota, hereby certify that I have carefully compared the attached and foregoing Resolution with the original thereof on file in my office and the same is a full, true and complete transcript therefrom, insofar as the same relates to Planning Case 14-18.

WITNESS hand officially as such City Clerk and the corporate seal of the City of Coon Rapids this \_\_\_ day of \_\_\_\_\_, 2015.

---

Joan Lenzmeier, City Clerk

EXHIBIT A  
LEGAL DESCRIPTION

Outlot A and Outlot C, Gateway Commerce Center, according to the recorded plat thereof,  
Anoka County, Minnesota

**EXHIBIT B**  
**CONDITIONS OF APPROVAL**

1. All comments of the Assistant City Engineer be addressed prior to releasing the plat for recording.
2. A drainage and utility easement must be added to Lot 1 that covers the portion of the wetland on that lot. When Lot 1 is developed, the site plan must include an access easement to the wetland.



## City Council Regular

13.

**Meeting Date:** 06/02/2015

**Subject:** Open Mic Report - Ed Lehtinen, Re: Irrigation Damage

**Submitted For:** Tim Himmer, Public Works Director

**From:** Sarah Greene, Administrative Assistant II

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### INTRODUCTION

At the May 19, 2015 Council meeting, Ed Lehtinen, 12197 Olive Street, asked Council to reconsider the policy regarding sprinkler heads damaged during plowing operations. Mr. Lehtinen indicated that the City plowed up his sprinkler heads and he feels the City should replace them.

### DISCUSSION

The current City Snow and Ice Control Policy (section X, Property Damage; attached) states, "City Code prohibits intrusions in boulevards on street public right-of-way (ROW) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other objects within the street ROW. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (ROW) are not replaced or repaired by the City if damaged."

At the request of Council this policy was discussed in work session on March 10, 2015 (see attached). At that time, Council was in favor of the policy as written and thanked Public Works Staff for their efforts. There was a brief conversation related to damage, but it primarily focused on mailboxes and turf. Nothing in the policy was requested to be changed, but staff was to investigate the option of purchasing sod and allowing residents to pick it up at the Public Works Facility and self perform turf repair (vs. City crews repairing with topsoil and seed).

It is estimated that the City receives approximately 30 resident calls per year regarding sprinkler head damage. The calls typically start as a turf damage complaint, which then expand into notification that irrigation damage may also have occurred. We inform them that they are being placed on a list to have turf restoration work completed as soon as practical in the spring, but that irrigation (and other private property placed in the ROW) are not reimbursable per City policy.

Based upon the adopted policy, Mr. Lehtinen's irrigation system is not eligible for repair. Should Council choose, staff is willing to discuss in more detail and take direction on potential revisions to the policy. A few items to consider when discussing damage include:

- Proof and extent of damage. Visually seeing damage to an irrigation head is somewhat easy, but how do you address the connecting piping? Damage could have previously occurred, due to poor winterization, and/or the system could have been non-functional to begin with for various reasons.
- Changes to this policy could also necessitate revisions to the City ROW ordinance, which could then have unforeseen consequences to other City activities that occur year round (tree planting/trimming, reconstruction, utility repair, etc.).
- Cost considerations. How would these items be budgeted for, and would they be City or contracted repairs? For reference, the average bid price to repair a damaged sprinkler system on street reconstruction projects is \$250 per lot. The scope of work may include the replacement of up to three heads and/or irrigation pipe

splicing/replacement.

- Warranty work for the potential repair. Once the City repairs the system would we be responsible to warranty and repair to the residents desire/specifications?
- Irrigation only, or other items as well. Other potential ROW encroachments of concern include gardens, decorative rock, edging, fencing, pavers, retaining walls, shrubs, etc.

### **RECOMMENDATION**

Staff recommends continued adherence to City Code and policies as written. Reimbursement for damaged property outside of current policy could invite additional requests for future out-of-scope damages. If Council wishes to pursue a change in current policy, staff recommends that a full discussion take place during a future work session to fully cover all potential items of concern.

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### **Attachments**

Snow&IcePolicy

3-10-15WorkSession

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**CITY OF COON RAPIDS  
PUBLIC WORKS DEPARTMENT  
SNOW AND ICE CONTROL POLICY**

**I. INTRODUCTION**

The City of Coon Rapids believes that it is in the best interests of the residents to assume basic responsibility for control of snow and ice on City streets, sidewalks, and pathways. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment, and/or private contractors to provide this service.

**II. COMMENCEMENT OF SNOW OR ICE CONTROL OPERATIONS**

The Public Works Superintendent will decide when to begin snow and ice control operations. The basic criteria for that decision are:

- A. Snow removal operations will begin when three (3) inches or more accumulate, or when the Public Works Superintendent, or the Streets Supervisor determines plowing is necessary. Night time plowing will usually begin at approximately 3:00 a.m. However, starting times may vary according to weather conditions.
- B. Drifting of snow that causes problems for travel.
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than three (3) inches.

**III. HOW SNOW WILL BE PLOWED**

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. Snow will then be pushed from left to right and finally moved to the boulevard. When a plow goes over a bridge, the driver shall slow down so that the snow does not go over the bridge if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

Snow will be removed from major arterial streets first. Plow drivers from various routes will work together in the cleaning of these streets (i.e. tandem plowing). These streets will be maintained even in a blizzard event. These major arterial streets are identified on the plowing route maps. Any additional plowing during a blizzard or heavy snow, six (6) inches or above will be determined by emergency needs only. The Public Works Department will coordinate with Police and Fire operations to accommodate emergencies.

#### **IV. SNOW REMOVAL**

The Streets Supervisor will determine when snow will be removed from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create hazardous conditions.

Snow removal operations will not commence until other snow plowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and equipment available. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

#### **V. STREET PLOWING PRIORITIES AND SCHEDULING**

The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume roads which connect major sections of the City and provide access for emergency fire, police, and medical services.

Second priority streets are those streets providing access to schools and businesses. The third priority streets are low volume residential streets. The fourth priority areas are City parking lots and City park facilities.

All low volume residential streets will be plowed with a different starting point for each snow event where possible. This will ensure the same plowing sequence is not always followed.

#### **VI. SIDEWALK AND PATHWAY SNOW REMOVAL**

The City will maintain most sidewalks in the City. Sidewalk plowing will begin as soon as possible after a significant snowfall. As there are a limited number of personnel available, the City will only maintain sidewalks and pathways by moving snow with a snow blower or plow. When practical, the City will maintain pathways only after sidewalks are plowed. Not all pathways will be plowed and pathways will be plowed according to a prioritization system (see pathway map). Parks with pathways that are connected to the City regional trail system will be plowed. Sidewalks and pathways will be cleared of accumulated snow, but will **not** be maintained to a “clean pavement” condition (i.e. one to two inches of snow may remain on sidewalks after removal operations). Handwork will not be performed and surface irregularities and slippery conditions may result. No sanding or ice control (sanding or salting) will be performed.

## **VII. USE OF SALT/SAND**

The City will use salt, sand, and other chemicals when there are hazardous icy or slippery conditions, on steep grades, and on high volume intersections and curves. The Streets Supervisor, or snowplow operators may vary sand/salt/chemical mix to address varying conditions of wind, temperature, etc. to produce, in his/her judgment, the most effective results. Application will be limited on low volume streets and cul-de-sacs. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

## **VIII. WEATHER CONDITIONS**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

## **IX. SUSPENSION OF OPERATIONS**

Generally, operations will continue until all roads are passable. Any decision to suspend operations will be made by the Streets Supervisor or his/her designated representative and shall be based on the conditions of the storm.

Safety of the plow operators and the public is paramount. Therefore, snow clearing or removal operations may be suspended after twelve (12) hours to allow personnel adequate time for rest. There may be instances when suspension of operations is not possible thereby instituting staggered shifts after four (4) hours of rest. In these cases, the Streets Supervisor will decide if and what portion of the plowing crew will stand down. Operations may also be suspended during periods of limited visibility. The Public Works Department will do its best to provide access for emergency fire, police and medical services during a storm event. In case of personnel or equipment shortages, contractors may be called in to supplement City forces.

## **X. PROPERTY DAMAGE**

Snow plowing and ice control, by its nature, can cause harm to areas adjacent to the street even under the best of circumstances. The City's plow operators make every effort to avoid damage to areas adjoining the street; however, such damage does occur from time to time. The majority of damage occurs to improvements in the City right-of-way which extends approximately 10 feet to 15 feet beyond the streets curbs, in the boulevard.

City policies for repair of damaged property are noted as follows:

- Mailboxes - Individual residential mailboxes damaged during snow removal will not be authorized for repair unless there is physical evidence that the snow removal vehicle actually hit the mailbox. If due to snow build-up on the boulevards, mailboxes are tipped or knocked over from the weight of the snow, it shall be the

responsibility of the property owner to repair or replace the mailbox. If the City is responsible, the City will reimburse the owner up to \$50.00 for materials purchased for repairs (materials only–no labor), upon proof of purchase. *This maximum reimbursement amount will be adjusted annually using the City’s Construction Cost Index. If the City makes payment for replacement, the mailbox must be constructed and located in accordance with U.S. Postal Service requirements.*

- Sod - Sod damaged during snow removal will be repaired the following spring. The Street Maintenance Division or contractor will repair the damage using black dirt and grass seed.
- Boulevard Intrusions - City Code prohibits intrusions in boulevards on street public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other objects within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.
- Garbage/Recycling Container - Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the containers are located so as not to interfere with snow removal. These containers will not be repaired or replaced if damaged during City snow removal.

## **XI. DRIVEWAYS**

One of the most frequent and most difficult problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. City personnel do not provide driveway cleaning.

## **XII. MAIL DELIVERY**

The snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the postal service. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

## **XIII. SNOW ON ROADWAYS**

According to the laws of the State of Minnesota, depositing snow in any fashion onto a public street/right-of-way of highway is illegal and punishable as a misdemeanor. Minnesota Statute 160.27 and 169.42, and City of Coon Rapids Ordinances/Policies prohibit plowing, shoveling, blowing or placing snow onto public roadways. The act of

placing snow onto a public roadway may subject a person to a civil liability if a road hazard such as a slippery area, frozen rut or bump occurs and causes a traffic accident. This civil liability may extend to both the property owner and the person who actually placed the snow on the roadway/right-of-way. The City of Coon Rapids asks all citizens to comply with these rules which are designed to keep the street, right-of-ways, and highways safe during the winter months.

#### **XIV. WINTER PARKING REGULATIONS**

The City of Coon Rapids winter parking restrictions are listed as follows:

- A. Snowbirds - (1) No person, firm, or corporation shall, at any time, park or permit to be parked any vehicle within any block or any public street when within the preceding 24 hours, falling or blowing snow or a combination of falling and blowing snow has accumulated to a depth of three (3) inches or more at street level anywhere within that block. Provided, however, that parking shall be permitted within any block of any public street where not otherwise prohibited whenever the entire length of roadway of such block has been cleared of snow from curb to curb, or in the case of streets without curbs, between the outer edges of the shoulders of such streets. Any vehicle parked in violation of this Section may be removed as provided by City Code Section 9-116.
- (2) No person, firm, or corporation shall at any other time park or permit to be parked any vehicle upon a public street when such parking interferes with the snow removal operations of the City and any vehicle so parked may be removed by the City at the owner's expense in accordance with the provisions of City Code Section 9-116, provided that the owner of said vehicle is notified of the City's intention to remove snow by the placement of a warning tag on such vehicle at least 24 hours prior to removal.
- (3) Any person, firm, or corporation violating the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine not exceeding \$25.
- B. Winter Parking Ban - No person shall park or permit to be parked any vehicle on a public street in the City of Coon Rapids between the hours of 2:00 a.m. and 6:00 a.m. between the first (1<sup>st</sup>) day of November and the first (1<sup>st</sup>) day of April next following, both dates inclusive. Any vehicle parked in violation of this Section may be removed as provided by Revised City Code–1982, Section 9-116.
- C. Parking Restrictions–Snow Removal -
- (1) The Director of Public Works is hereby authorized to erect official signs within or abutting commercial and industrial areas of the City prohibiting parking on the odd numbered side of a street on odd numbered days and on the even numbered side of a street on even numbered days. Such restriction shall be imposed for snow removal purposes only and shall only be in effect between the first day of November and the first day of April next following, both dates inclusive.

(2) When official signs restricting parking are erected as authorized herein, no person shall park a vehicle upon any such street in violation of any such sign.[Revised 1/26/93, Emergency Ordinance 1435]

**XV. DISCLAIMER**

To the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with the policy. This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons. All parts of this policy may be affected by at least one or more of the following which will delay all or some of the services provided:

- equipment breakdowns
- vehicles disabled in deep snow;
- weather so severe as to cause crews to be called in front from the streets, i.e. whiteout conditions;
- equipment rendered inadequate by the depths of the snow or drifts;
- crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains or new blades; and
- unforeseen emergencies.



## City Council Work Session

2.

**Meeting Date:** 03/10/2015

**Subject:** Discuss City Snow Plowing Policy

**From:** Tim Himmer, Public Works Director

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### INTRODUCTION

City staff would like to provide information to the City Council on the current policy for snow plow maintenance.

### DISCUSSION

The following is general information that references the extent and type of activities included in the City's winter maintenance obligations:

#### Snowplowing Routes

- Municipal State Aid Streets - 41 miles
- Residential Streets - 179 miles
- Sidewalks - 101 miles
- Trails - 16 miles
- Parking Lots - 22
- Cul-de-sacs - 437
  - Dead Ends - 13
  - Eyebrows - 15
  - Knuckles - 34
  - Hammerhead - 1

#### Snowplowing Equipment

- Dump trucks w/ plow, wing, & underbody plow - 11
- Small trucks w/ plows for cul-de-sac routes - 8
- Front end loaders w/ front plow & side wing plow for cul-de-sacs - 3
- Sidewalk tractors w/ blowers and plows for sidewalks - 4
- Pickups w/ plows for trail clearing - 2

A snow and ice control policy was developed by staff and approved by the City Council in January of 2006 (see attached). In general terms, the plowing procedure is as follows:

- For snowfalls of 3" or more, a full plow event is initiated and all snow maintenance crews are notified. Depending on timing of the snow event (daytime vs. evening), Public Works decides how best to approach the scenario. It is generally our plan to be out clearing the roads when the least amount of traffic is on them. For daytime snow events we plow from late morning into the afternoon in an effort to clear the major arterial roadways prior to the evening rush hour, and tend to get off the streets during this time. For evening snow events we typically initiate the plowing to start in the early morning hours (2 - 3 am) so we can have all the major arterial roads cleared, and a good portion of the residential streets, prior to the morning rush hour. During the morning commute most the attention then moves to the residential streets, cul-de-sacs, sidewalks, parking lots, and trails; picking up again in afternoon to clean up any drifting onto the major arterials prior to the evening commute. For safety purposes, we do not allow drivers to spend more than 12 hours in one shift

for this activity; any locations not completed would be started again in the early morning hours on the following day, starting again with the major arterial roadways. For these full plow events every road, cul-de-sac, and sidewalk within the school walking areas are completed as quickly as possible.

- For snowfalls under 3", the same procedure as described above is enacted but it does not occur on an overtime basis. Again, depending on the timing of the event, Public Works uses their discretion to make sure the major arterial roadways are clear for the morning and evening commutes. All roads are eventually plowed, but it does take longer for everything to be completed.

The plowing of cul-de-sacs is completed by first ringing them (moving around the outside perimeter adjacent to the curbline), and then removing the area inside the bubble at a later time with a separate piece of equipment. Being it is a multi-step process it does take longer to address cul-de-sacs, which frequently leads to most of the snow plowing complaints received.

When a major event is forecast, and temperatures are favorable, Streets crews will pretreat the major arterial roadway intersections, bridge decks, and significant parking lot areas. Doing so assists in clearing the snow by not allowing it to bond with the pavement surface.

Most arterial street plowing is completed with plowing in tandem; two or three trucks plowing together in a coordinated effort to clean the street full width as efficiently as possible. This extra attention does take those same plows off the residential streets during this time, therefore resulting in delays on the local roads.

Sometimes damage occurs along the edges of sidewalks and trails (sod and/or fence damage), or along roadways (sod and/or mailbox damage). The policy includes provisions for how those items are handled.

### **RECOMMENDATION**

This item is strictly for informational purposes and discussion.

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### **Attachments**

Snow & Ice Control Policy

Snow Plow Route Map

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