



**CITY COUNCIL AGENDA
TUESDAY, SEPTEMBER 5, 2017
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. **CONSENT AGENDA:**
 - A. Approval of Minutes – August 21, 2017
 - B. Mayor’s Proclamation – Constitution Week (September 17-23, 2017)
 - C. Approval of Public Right of Way Application – CenturyLink
 - D. Approval of Public Right of Way Application – CenterPoint Energy
 - E. Approval of Exempt Gambling Permit – SBM Fire Department Raffle
 - F. Approval of Temporary 1 Day Liquor License – Prince of Peace Church – October 6, 2017
 - G. Approval of Resolution 17-29 Certifying Delinquent Account – Anoka County
 - H. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. ORDINANCES AND/OR RESOLUTIONS
 - A. Resolution 17-25 Adopting Proposed 2017 Taxes Collectable in 2018
 - B. Resolution 17-26 Cancelling or Reducing Bond Levies – 2017/2018
 - C. Resolution 17-27 Approving a Variance to Allow Construction of a Deck at 7733 Lakeview Lane NE
 - D. Resolution 17-28 Approving a Conditional Use Permit for a Boarding School at 1628 Highway 10 NE
10. ENGINEER’S REPORT
11. ATTORNEY’S REPORT
12. REPORTS
 - A. Beyond the Yellow Ribbon Report
13. OTHER
 - A. Administrator Reports
 1. Performance Evaluation Process
 2. Schedule Council Work Session
14. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND
DISCUSSION FROM THE FLOOR**

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

PUBLIC HEARINGS

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing to comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on August 21, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Mayor Hansen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: Councilmember Nelson

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Engineer Gravel; Parks and Recreation Director Rygwall; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Michelle Hoppe, 7829 Monroe Street NE
Sandra Schneiderman, 8267 Pierce Street NE
Christine and Ron Geir, 8081 Garfield Street NE
Colleen Pederson, Spring Lake Park Schools
Perry Schmidt, CenterPoint Energy
Olivia Alveshire, ABC Newspapers

3. Pledge of Allegiance

4. Additions or Corrections to Agenda - None

5. Discussion From The Floor- None

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – August 7, 2017
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 17-13 -- \$498,124.44
 - 2. Liquor Fund Disbursement Claim No. 17-14--\$184,806.58
- C. Budget to Date/Statement of Fund Balance
- D. Public Right of Way Application – CenturyLink
- E. Approval of Special Event Permit – 8200 Able Street (Able Park)
- F. Contractor's Licenses
- G. Correspondence

Councilmember Wendling inquired as to the events scheduled for the Special Event Permit. Chief Ebeltoft stated that it will be an educational and an awareness event on overdose from an organization called Moving Forward.

MOTION BY COUNCILMEMBER WENDLING APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Presentation

A. CenterPoint Energy – Community Partnership Grant

Perry Schmidt from CenterPoint Energy presented the Spring Lake Park Police Department with a check in the amount of \$2,500.00 as part of the Community Partnership Grant. The funds will be used for the purchase of new 800 MHz radios for the Spring Lake Park Police Officers.

B. Colleen Pederson – Spring Lake Park 5K Panther Run

Colleen Pederson, Director of Community Education for Spring Lake Park Schools, provided information on the Panther Foundation 5K and Family Carnival on Saturday, September 30, 2017. She explained the race course through the City and the events that will be held. She reported that the new Spring Lake Park Panther mascot would be revealed at the event.

8. Police Report

Police Chief Ebeltoft reviewed the July 2017 department statistics.

Chief Ebeltoft reported that the Police Department responded to five hundred ninety seven calls for service for the month of July 2017 compared to five hundred sixty three calls for service in July 2016.

Chief Ebeltoft reported that Investigator Baker reported handling sixty four cases for the month of July. He stated that Investigator Baker notes that he has seen an increase in cases being forwarded to him for investigation in the areas of motor vehicle thefts, criminal damage to property and fraud cases.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

9. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and reviewed their participation in the Tower Days activities. She reported that the Commission volunteered at the softball tournaments and assisted in the concession stands.

Ms. Rygwall reported that she picked up a large plant donation and the plants were distributed throughout the parks. She stated that the Parks and Recreation Department hosted an appreciation dinner for the softball coaches. She reported that the softball tournaments were successful and thanked the Public Works Department and Councilmembers Wendling and Delfs for their assistance during the tournaments.

Ms. Rygwall reviewed the department statistics and reported that staff has been taking registrations from the fall program brochure and reported that classes are already filling up.

10. Public Hearing

A. Public Hearing on Vacation of Road Easement – North of 81st Avenue

Administrator Buchholtz reported that the City has received a petition from 100 percent of the property owners to vacate easements associated with the proposed Hy-Vee project. He explained that there are two easements to be vacated – one north of 81st Avenue that runs through the City's liquor store property and one on the east side of the property abutting CSAH 35. He stated that City staff has verified that the petition is adequate.

Administrator Buchholtz reported that with the redevelopment of the City's municipal liquor store property and the development surrounding property into a 76,000 square foot grocery store and 8,500 square foot gas station/convenience store/coffee shop, the easement are no longer required. He stated that the development will increase the City's overall tax base, provide residents with a new grocery option, and create hundreds of new jobs.

Administrator Buchholtz reported that adoption of Resolution 17-24, a Resolution Vacating a Utility Easement Upon Petition of a Majority of Abutting Landowners, will vacate the easement north of 81st Avenue NE. He stated that the CSAH 35 easement will be vacated at a later date once the turn-back of property is complete.

B. Public Hearing on Vacation of Road Easement – CSAH 35

Mayor Hansen stated that the Public Hearing on the Vacation of Road Easements of North of 81st Avenue NE and CSAH 35 would be combined into one hearing.

Mayor Hansen opened the Public Hearing for public comments at 7:15 PM. Hearing no comments, Mayor Hansen asked for additional public comments. Hearing none, Mayor Hansen closed the public hearing at 7:17 PM.

11. Ordinances and/or Resolutions

A. Ordinance 440 Amending the Official Zoning Map and Creating a New Planned Unit Development

Planner Carlson reported that Hy-Vee has applied for a Planned Unit Development (PUD) to develop a grocery store and small commercial building on the commercial property bounded by 81st Avenue, Central Avenue and Highway 65. He stated the roughly 12-acre site is mostly vacant except for the municipal liquor store on the corner of 81st and Highway 65.

Mr. Carlson reported that the project would develop a 76,000 square foot grocery store situated on the north part of the site, with parking on the south half of the site, and a new 8,700 square foot commercial building with a gas station, convenience store and coffee shop more or less in the location of the existing liquor store, which would be removed. He stated that access would be at two driveway locations each on 81st and Central Avenues.

Mr. Carlson stated the proposed grocery store and convenience store comply with the City's Comprehensive Plan and Zoning. The property is guided Commercial on the City's Land Use Plan and zoned C-1 Shopping Center Commercial. He reported that Section 153.151 of the zoning code notes that a PUD may allow those uses listed as permitted or conditional in the underlying zoning district. He noted that in this project, the underlying zoning is C-1, which allows retail uses such as grocery store and a convenience store as permitted uses, and automobile services uses as a conditional use.

Mr. Carlson reported that the proposed grocery store provides a public benefit. He stated that the code notes in Section 153.160:

(D) Public Benefit.

- (1) The PUD results in at least one of the public benefits as outlined in §§153.150
- (2) The PUD is consistent with and advances the community-wide goals of the Comprehensive Plan.

He stated that in this case, the proposed PUD may be considered to offer the following benefits to the community:

- Providing a full-service grocery store in the City
- Providing a sidewalk along 81st Avenue along the southern edge of the development
- Providing sidewalk along the west side of Central Avenue from 81st Avenue to the store entrance
- Providing a sidewalk connection from the bus stop on Central Avenue north of 81st Avenue into the convenience store and grocery store, in a nicely landscaped setting.

Mr. Carlson reported that the parking for the project appears to be adequate. He stated that the required parking for the two uses is calculated according to the City's Zoning Code standards at 467 stalls. He stated that Hy-Vee is proposing to provide 455 stalls.

Mr. Carlson reported that the grocery building height is 35 feet at its tallest and meets the C-1 Zoning Code height limit of 45 feet. He stated the maximum allowed impervious surface coverage in the C-1 District is 75%. He noted that the impervious coverage of the site is calculated on the Site Plan separately for the grocery store lot and the C-store lot. He stated the C-store lot is just over at 77% impervious surface the overall site average of 66% impervious surface is well below the limit of 75%. This flexibility is a reasonable consideration within a PUD.

Mr. Carlson reported that the landscape plan is varied, generous and creative. He noted that along Highway 65 there is continuous but varied landscaping along the wetland, grocery building, and C-store. He noted that next to the grocery store parking lot, there is a narrow line of landscape shrubs along Highway 65, but they are within the MnDOT right-of-way. He stated that it would be recommended the design and dimensions of the parking lot be revisited to allow for additional setback to take the landscaping out of the MnDOT right-of-way in this area.

Mr. Carlson explained that all the lighting is LED and must be down-cast cutoff type fixtures. He stated that the lighting in the parking lot will be on 30 foot poles with a number of wall-mounted fixtures on the buildings under the gas pump canopy. He noted that lighting levels on the plan indicate less than 1 foot – candle-wall at all edges of the site, which is acceptable.

Mr. Carlson stated that Site Plan final approval shall be contingent upon review and approval of detailed Site and Utility Construction Plans/Specifications by the Public Works Director and the City Engineer. He noted several items that would be subject to approval. He noted that final review of the detailed Site and Utility Construction Plans will include (but not be limited to) a review of:

- Watermain fittings, valves, hydrants, connections location(s) etc.
- Sanitary sewer connection locations and details.
- Street excavation patching details, and related items.

- Street improvement plans for 81st Avenue NE and CSAH 35.
- Sidewalk and trail construction.
- Stormwater management system.
- Lighting plan.
- Traffic, including off-site modifications that may be required as a result of issues identified within traffic study.

He stated that review of the plat along 81st Avenue NE, the review of plat shall include a right-of-way dedication that provides a minimum of 33-feet of right-of-way from centerline, or 5-feet from the back of the street curb, whichever is greater. He also noted that the review will include the plat along Central Avenue/CSAH 35, the proposed right-of-way line at 50-feet from centerline is acceptable (subject to approval process from Anoka County).

Mr. Carlson stated that there are concerns about the impact of traffic from the development on the adjacent streets including the intersection TH65 and 81st Avenue NE. He stated the applicant shall submit a traffic study evaluating the impact of the proposed development on adjacent streets including recommendations for mitigating impacts. He noted that the applicant shall be responsible for the necessary development driven street improvements.

Mr. Carlson reported that staff recommended that the Planning Commission recommend approval of the Planned Unit Development as submitted by Hy-Vee, Inc. for the project at 81st Avenue and Highway 65, with the following conditions.

1. If approved, the site plan, architectural plans, sign plan, and all other plans will be the approved use of the property under the PUD and any significant change to those plans must be reviewed and approved by the City Council.
2. All conditions noted in the Planning staff memo under Engineering and Public Works comments.
3. The applicant will consider revision to the arrangement and dimensions of the grocery store parking lot in order to provide additional setback to Highway 65 and additional landscaping in that location, to be reviewed and approved by the City Planner and City Engineer.
4. The applicant will submit plans for the four freestanding signs proposed and apply for sign permits for all signage if approved within this PUD.
5. All lighting will be LED, down-cast cutoff type fixtures, and maintain less than 1 foot-candle at the outside edge of the site at all locations.
6. Site Plan approval will not be granted until Site and Utility Construction Plans/Specifications are reviewed and approved by the Public Works Director and the City Engineer as detailed in this report.
7. A traffic study will be prepared and submitted for review evaluating the impact of the proposed development on adjacent streets and on the intersection of 81st Avenue and Highway 65.

8. The applicant will meet all other conditions noted in this report from the City Engineer and Public Works Director, including entering into a Development Agreement to cover all aspects of designs, construction, fees and costs.

Planner Carlson stated that the presentation had not changed from when it was presented to the Planning Commission on July 24, 2017. He stated that the entire City Council was present for the initial presentation. He noted that some of the traffic study comments have been received since the meeting and that comments from MNDOT are still expected to be submitted.

Councilmember Wendling inquired as to when MnDOT would be submitting their comments for review. Administrator Buchholtz reported that he had spoken with MnDOT and expected the comments to be received soon.

Phil Hoey, Hy-Vee, confirmed that it is the same presentation as what was presented to the Planning Commission. He stated that the traffic study had been submitted to MnDOT and there could be some changes based on the comments received. He stated that any traffic reconfigurations that are proposed will be a good thing for the intersections and Hy-Vee is committed to make the site access changes work. He stated that only major changes that he foresees with the proposed plan is the access points on 81st Avenue. He stated the changes will not impact a smaller building or loss of parking.

Administrator Buchholtz asked the Council if he could authorize minor changes. The Council was in agreement.

Engineer Gravel reported that the site plan is currently being reviewed by Rice Creek Watershed and the Watershed will be submitting comments soon. He stated that Anoka County will be submitting comments regarding CSAH 35.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE ORDINANCE 440 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SPRING LAKE PARK AND CREATING A NEW PLANNED UNIT DEVELOPMENT DISTRICT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 17-20 Authorizing Summary Publication of Ordinance 440

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-20 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 440, AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SPRING LAKE PARK AND CREATING A NEW PLANNED UNIT DEVELOPMENT DISTRICT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 17-19 Approving Hy-Vee First Addition of Spring Lake Park Preliminary Plat

MOTION MADE BY MAYOR HANSEN APPROVING RESOLUTION 17-19 APPROVING HY-VEE ADDITION OF SPRING LAKE PARK PRELIMINARY PLAT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Resolution 17-24 Vacating Road Easement North of 81st Avenue NE

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-24 VACATING A UTILITY EASEMENT UPON PETITION OF A MAJORITY OF LANDOWNERS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. New BusinessA. Authorize Recruitment of Full Time Police Records Management Technician

Police Chief Ebeltoft reported that staff is seeking authority to begin the recruitment process for a Full-Time Police Records Management Technician.

Chief Ebeltoft reported that the Police Department lost its part-time Police Receptionist in March 2017. He stated that the position has been vacant since that time to allow the City Council to discuss the possibility of allocating funds to the 2018 budget to reclassify the Police Receptionist position to a Record Management Technician and make the position full-time. He stated that the City Council, at its budget workshop on August 14, came to consensus to include the new position in the 2018 budget. He stated the City Council, at the workshop, recommended authorizing staff to begin the recruitment process.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE RECRUITMENT OF FULL TIME POLICE RECORDS MANAGEMENT TECHNICIAN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

13. Engineer's Report

Engineer Gravel reported that the contractor has completed the seal coat work and initial sweeping for the Seal Coat Project. He stated that a second sweeping and pavement markings will follow this month. He reported that Visu-Sewer has completed some of the sanitary sewer-lining project and the remaining lining work will be completed over the next few months.

14. Attorney's Report

Attorney Thames reported that he will be working on the Development Agreement with Hy-Vee.

15. Reports

Councilmember Goodboe-Bisschoff reported that she attended a ribbon cutting ceremony for the new wetland project in Blaine. She reported that she toured Life Prep Academy and stated she saw many positives in the concept of the Academy.

16. OtherA. Administrator Reports

Administrator Buchholtz reported that the City Council budget workshop, it was reported that a tax forfeited property on Buchanan Street NE is available to the City. He explained that if the lot is acquired by a conditional use deed from the state, it could only be used for limited purposes. He stated that if the property were to be purchased for the market value of \$2,000, the City can use the property for any public use it chooses.

Mayor Hansen stated that she was in favor of purchasing the property since it could benefit local businesses.

MOTION MADE BY MAYOR HANSEN TO AUTHORIZE PURCHASE OF TAX FORFEITED PROPERTY (PID 01-30-24-31-0071) IN THE AMOUNT OF \$2,000.00. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

16. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 7:50 PM.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**MAYOR'S PROCLAMATION
CONSTITUTION WEEK
SEPTEMBER 17 – 23, 2017**

WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a constitution for the United States; and,

WHEREAS, it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend it against all enemies; and,

WHEREAS, September 17, 2017, marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and,

WHEREAS, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through September 23, 2017, as designated by proclamation of the President of the United States of America in accordance with Public Law 915.

NOW, THEREFORE, BE IT RESOLVED that I, Cindy Hansen, Mayor of the City of Spring Lake Park, officially proclaim the week of September 17 through September 23, 2017 as Constitution Week.

Cindy Hansen, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

(SEAL)



CITY OF SPRING LAKE PARK
 1301 Eighty-First Avenue N.E.
 Spring Lake Park, MN 55432
 Ph: 763-784-6491 Fax: 763-792-7257

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: CenturyLink Inc.: Aaron Lesmeister

GOPHER 1-CALL REG. NO.: _____

ADDRESS: 301 W 65TH ST
RICHFIELD, MN 55423

PHONE: 651-312-5327 **FAX:** (612)381-5571

E-MAIL ADDRESS: aaron.lesmeister1@CenturyLink.com , Becky.Richter@CenturyLink.com

NAME OF REPRESENTATIVE: Aaron Lesmeister

REPRESENTATIVE PHONE NO'S.: 651 312 5327

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

PLACE TWO NEW CLASS 4 UTILITY POLES 134' APART 29' OFSET FROM CENTERLINE OF LADDIE RD NE.
DIRECTIONAL BORE AND PULL CABLE 134' FROM POLE TO POLE.

START DATE: 8/24/17 **COMPLETION DATE:** 8/29/18

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: _____

2 holes = 2 x \$150.00 = \$300.00
134' of Trench = 93.80 93.80

\$393.80

OK. TR.
8-22-17

Aaron Lesmeister
 Authorized Representative Signature

8/21/2017
 Date

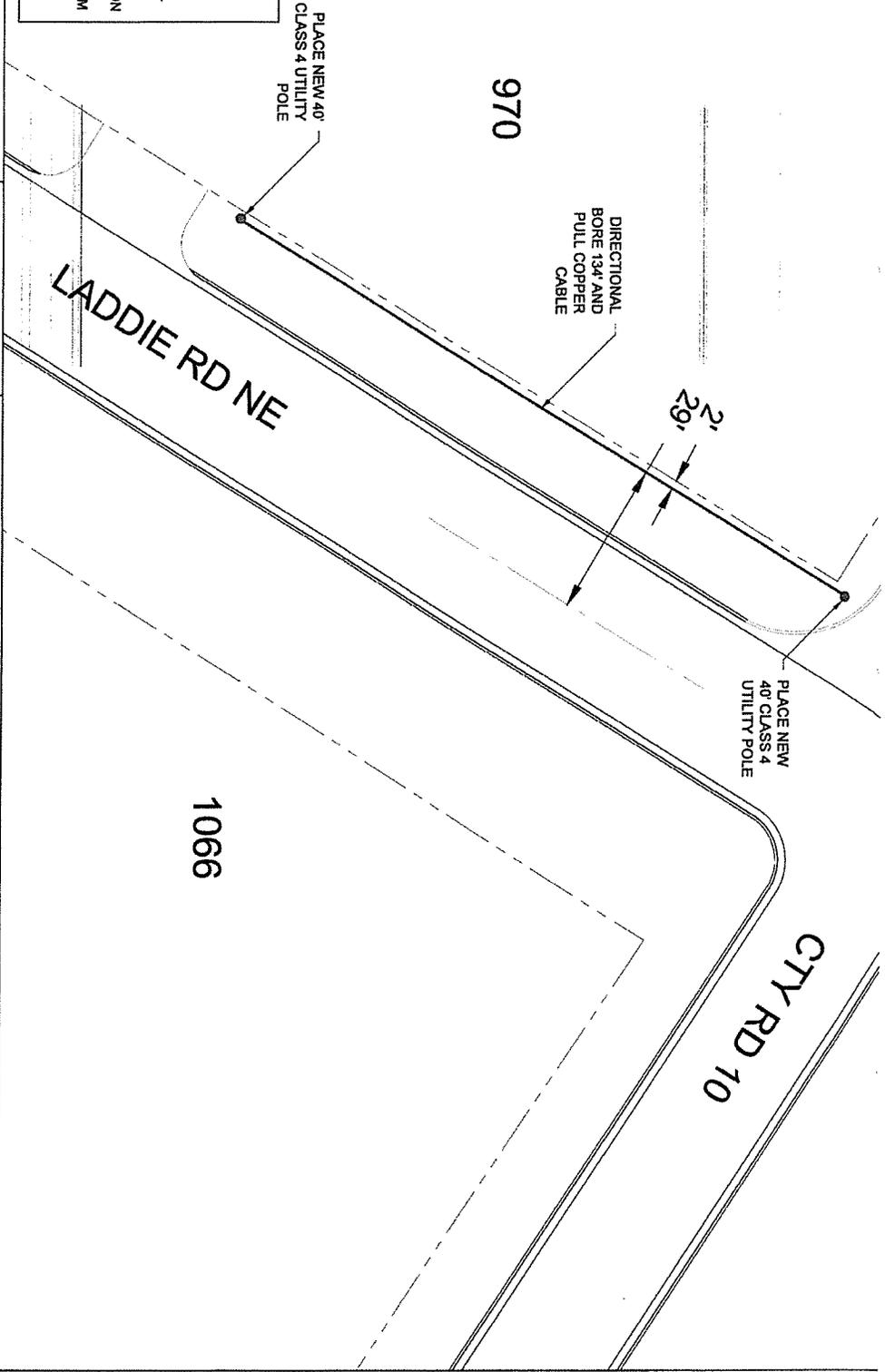
FOR OFFICE USE ONLY

- | | | |
|--|--------------------------|---|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: _____ | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State) | | (From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES:** Excavation Hole - \$150.00 Emergency Hole - \$55.00
 Trench - \$70.00/100'+Hole fee Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: _____ Date: _____ Initials: _____

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227
 48 HOURS PRIOR TO COMMENCING WORK

- PERMIT NOTES:**
1. LOCATE ALL UTILITIES PRIOR TO DIGGING.
 2. POT HOLE ALL BURIED UTILITY CROSSINGS
 3. RESTORE ALL SURFACES TO ORIGINAL OR BETTER CONDITION
 4. PLACE TWO NEW 40' CLASS 4 UTILITY POLES AT TWO DIFFERENT LOCATIONS ON WEST SIDE OF LADDIE RD NE.
 5. BORE 134' & PULL COPPER CABLE FROM NEW POLE TO NEW POLE.



 CenturyLink 301 W 65th St. RICHFIELD, NH 55223	ENGINEER: AARON LESTER PHONE: 603 312 5327 FAX: 603 312 5327 EMAIL: AARON.LESTER@CENTURYLINK.COM	WC: BLANKINB JOB: N 262330 ISSUE DATE: 02/12/07	DRAWING SYMBOLS LEGENDS OF SPRING LAKE PARK		SCALE: 1:20 SHEET: 01 OF 01
	LEGENDS OF SPRING LAKE PARK				



CITY OF SPRING LAKE PARK
 1301 Eighty-First Avenue N.E.
 Spring Lake Park, MN 55432
 Ph: 763-784-6491 Fax: 763-792-7257

PUBLIC RIGHT-OF-WAY APPLICATION

SAP# 83256390

MGC# 17-3974

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: _____

ADDRESS: 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

PHONE: 612-321-5482

FAX: 612-321-5480

E-MAIL ADDRESS: marcia.kolstad@centerpointenergy.com

NAME OF REPRESENTATIVE: MARCIA OLSTAD

REPRESENTATIVE PHONE NO'S.: 612-321-5482

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

NATURAL GAS MAIN AND GAS SERVICE INSTALLATION

START DATE: 9/11/2018

COMPLETION DATE: 6/30/2018

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: SAME AS EXISTING

O.K. TR 8-31-17

Marcia Kolstad

8/22/2017

Authorized Representative Signature

Date

FOR OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: _____ |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency) |
| PERMIT FEES: <input type="checkbox"/> Excavation Hole - \$150.00 | <input type="checkbox"/> Emergency Hole - \$55.00 |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft. |

Receipt No.:

Date:

Initials:

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227 48 HOURS PRIOR TO COMMENCING WORK

CenterPoint Energy
MINNESOTA REGION
PROPRIETARY AND CONFIDENTIAL
PROJECT #: 83256390
M58600 SPRING LAKE PARK

ONE CALL:
Anoka
*NW1 T30/R24
* = this Page

LEGEND:
 — ACTIVE MAIN
 - - - DESIGNED MAIN
 - - - PROPOSED ABANDONED/
 OUT OF SERVICE MAIN
 - - - ABANDONED/
 OUT OF SERVICE MAIN

PIPE REQUIRED:
 839" 2" PE CL-6
 839" PIPE

PROPOSED ABANDONED PIPE:

COPIES:
 PIPELINE INTEGRITY PACKET: N
 GAS VALVE: N
 DD NUMBER: N
 CORROSION: N
 EMP: N

FOLLOW INTERNAL PIPE
 SAMPLING REQUIREMENTS? N
 SURVEYOR REQUIRED? N
 RETURN PACKET TO ENG? N
 GFF#: N/A
 PERMITS: CITY OF SPRING
 LAKE PARK

PROJECT DESCRIPTION: NERCO
 LEGENDS OF SPRING LAKE PARK

DESIGNER: Marcia Kolsiad
 PHONE #: 612-321-5482
 DRAWN BY: Marcia Kolsiad
 DESIGN DATE: 8/18/2017

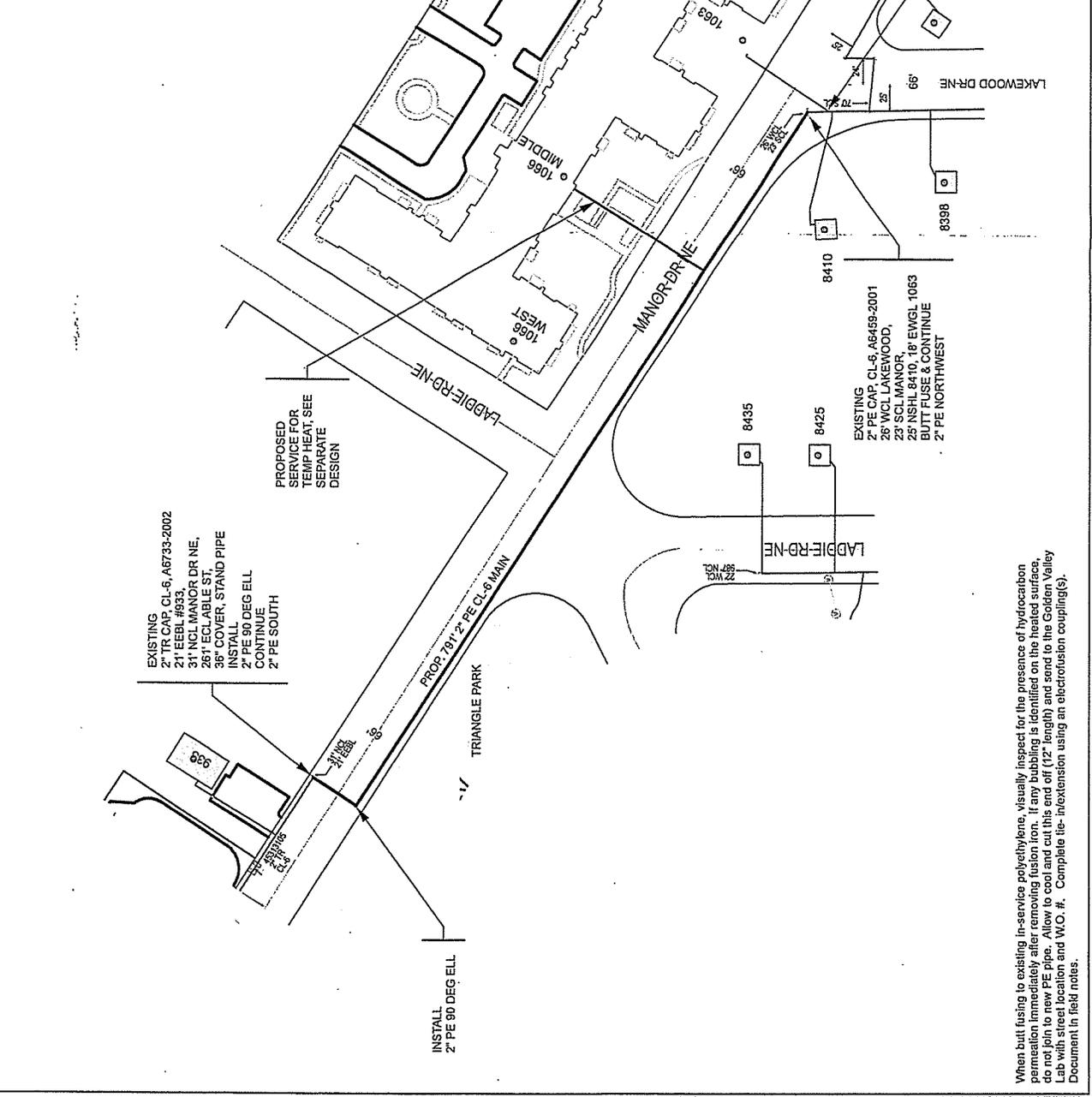
REVISION INFO:

Main SCALE 1" = 100'
 SCANDATE: SHEET 1 OF 1

NOTE: BORE ALL PAVED STREETS AND DRIVEWAYS
 Minimum depth requirements for crossings of state highways and county roads is 60". Minimum depth requirements for crossings of city streets and township roads is 48". Minimum depth for parallel installations on state highways and county roads is 36". Minimum depth for parallel installations on city streets and township roads is 30". All steel pipe welds to be coated with 2 part epoxy.

INSTALL LOCATING POINTS AT A MAXIMUM SPACING OF 1,000 FT.
 INSTALL 2" PE CL-6 MAIN 30' SCL MANOR DR NE VIA DIRECTIONAL BORE
 Install: Clean and Test; and Put in Service; Proposed new main per CenterPoint Energy Construction and Service Manual.
 Purge new main until essentially 100% gas reading is obtained on Combustible Gas Indicator. See CenterPoint Energy Construction and Service Manual Section CS-B-1.230 for purging mains into service.
 Install a marker ball at a new end of main, at a valve, at each ell of a horizontal offset, at road crossings and at any filling or pressure control identified as needing to be located in the future. Refer to CenterPoint Energy Construction and Service Manual section CS-B-1.310 for installation procedures.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.
 Signature: *Daniel G. Christensen*
 Typed or Printed Name: Daniel G. Christensen
 Date: 8/22/2017 License Number: 46588



When butt fusing to existing in-service polyethylene, visually inspect for the presence of hydrocarbon permeation immediately after removing fusion iron. If any bubbling is identified on the heated surface, do not join to new PE pipe. Allow to cool and cut this end off (12" length) and send to the Golden Valley Lab with street location and W.C. #. Complete tie-in/extension using an electrofusion coupling(s). Document in field notes.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Spring Lake Park Fire Department, Inc. Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 7456692 Federal Employer ID Number (FEIN), if any: 41-6038888

Mailing Address: 1710 County Highway 10 NE

City: Spring Lake Park State: MN Zip: 55432 County: Anoka

Name of Chief Executive Officer (CEO): Charles V. Smith, IV

Daytime Phone: 763-786-4436 Email: csmith@sbfmfire.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Spring Lake Park Fire Department

Physical Address (do not use P.O. box): 1710 County Highway 10 NE

Check one:

City: Spring Lake Park Zip: 55432 County: Anoka

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 13, 2017

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 10,500.00)

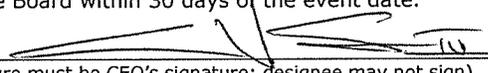
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Spring Lake Park</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 8/30/17

(Signature must be CEO's signature; designee may not sign)

Print Name: Charles V. Smith, IV

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status, and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

RESOLUTION NO. 17-29

**RESOLUTION CERTIFYING DELINQUENT ACCOUNT
ANOKA COUNTY**

**Fund No. 85040 – Service Charges
Fund No. 85041 – Administrative Fees**

WHEREAS, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 50.57 of the Municipal Code of the City of Spring Lake Park, has provided that the uncollected citations shall become a lien against the property and be certified annually for the collection of said billings (Exhibit A).

NOW THEREFORE BE IT RESOLVED, that the following uncollected service and (or) utility bills are deemed to be delinquent and are hereby determined to be liens against the real estate referred to herein, and that the same shall and is hereby certified to the County Auditor pursuant to Minnesota Statute 444.075, Subdivision 3 and Minnesota Statute 429.101 for the collection of said service, citation and or utility charges along with taxes against property as other taxes are collected.

The foregoing resolution was moved for adoption by.

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this fifth day of September 2017.

Cindy Hansen, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

Certification of Unpaid Administrative Citations - (Exhibit A)

PID: 01-30-24-14-0001

Amount of Unpaid Citations through September 1, 2017:

Citation 1 (8 tickets)	\$1,305.00	(including late charges)
Citation 2 (8 tickets) – double fined	\$1,440.00	(including late charges)
Administration Fee	<u>\$ 100.00</u>	
Total Amount to be Certified	\$2,845.00	

The Code Enforcement Report will be distributed at the Council meeting.



Memorandum

To: Mayor Hansen and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: August 28, 2017

Subject: 2018 Preliminary Levy

The City Council, at its August 14 workshop, reviewed the proposed 2018 Administrator's budget proposal. As the preliminary levy is required to be submitted no later than September 30, 2017, it is necessary for the City Council to take action to set the preliminary levy.

Resolution 17-25 establishes the proposed 2017, pay 2018, tax levy at \$3,282,441. This is an increase of 4.67% from the 2016, pay 2017, tax levy. A portion of this increase is associated with the elimination of the part-time Police Receptionist position and the creation of a third full-time Police Records Management Technician position. The remainder of the increase is associated with anticipated increases in the City budget.

The Resolution sets the date of the annual Truth-in-Taxation (TNT) public hearing for Monday, December 4, 2017 at 7pm at City Hall.

The preliminary tax levy establishes the maximum tax levy for 2017, pay 2018. The final tax levy, which will be set on December 18, 2017, can be the same or lower than the preliminary tax levy.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

RESOLUTION NO. 17-25

RESOLUTION ADOPTING PROPOSED 2017 TAXES COLLECTABLE IN 2018

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2018, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$3,018,257
2013A G.O. Equipment Certificate	\$ 174,184
2014A G.O. Improvement Bonds	<u>\$ 90,000</u>
TOTAL LEVY:	\$3,282,441

BE IT FURTHER RESOLVED that the City Clerk of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota; and

BE IT FURTHER RESOLVED that the annual Truth in Taxation Public Hearing is scheduled to be held at 7:00 P.M. on Monday, December 4, 2017 in the Council Chambers, Spring Lake Park City Hall.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 5th day of September, 2017.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: August 28, 2017
Subject: Cancel Bond Levies

State Law requires the County Auditor to levy the amount of debt service originally certified unless the City passes a resolution cancelling the levy. Resolution 17-26 would cancel three debt service levies and reduce a fourth due to the City having funds on-hand to make the debt service payment.

The following debt service levies would be reduced by the proposed resolution:

<u>Issue</u>	<u>Original</u>	<u>Proposed</u>
2013B GO CIP Bond (Public Works Building)	\$ 80,000	\$ 0
2014A GO Improvement Bond (Street Projects)	\$224,000	\$ 90,000
2016A GO Capital Note (NMTV cable upgrade)	\$ 13,124.16	\$ 0
2017A GO Equipment Certificate (SBM Equipment)	\$249,585	\$ 0

The following bonds are reduced due to a combination of Local Government Aid, Public Utilities funds, Special Assessments, Municipal State Aid funds, and General Fund budget allocations.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

RESOLUTION NO. 17-26

RESOLUTION CANCELLING OR REDUCING BOND LEVIES – 2017/2018

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that there is irrevocably available and on-hand funds for the following General Obligation bonds:

1. The sum of \$80,000 for the 2018 installment of the 2013B G.O. Capital Improvement Plan Bond.
2. The sum of \$134,000 for the 2018 installment of the 2014A G.O. Improvement Bond.
3. The sum of \$13,124.16 for the 2018 installment of the 2016A GO Capital Note
4. The sum of \$249,585 for the 2018 installment of the 2017A GO Equipment Certificate

BE IT FURTHER RESOLVED that, in accordance with Minnesota Statutes Section 475.61, as amended from time to time, the County Auditors of Anoka and Ramsey Counties are hereby authorized and directed to reduce by the amounts above mentioned the tax that would otherwise be included on the rolls for 2017, collectable in 2018.

BE IT FURTHER RESOLVED that the City Clerk of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye: .

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 5th day of September, 2017.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

RESOLUTION NO. 17-27

A RESOLUTION APPROVING A VARIANCE TO ALLOW CONSTRUCTION OF A DECK AT 7733 LAKEVIEW LANE NE

WHEREAS, Matt and Becky Hedgers, 7733 Lakeview Lane NE, have made application for a variance from Section 153.061 of the Zoning Code to allow a deck to be constructed within the required 8 foot setback between principal and accessory structures; and

WHEREAS, the property is legally described as follows:

The West 75 feet of Lot 3, Block 1 Lakeview Addition, subject to easement of record; and

WHEREAS, mailed and published notice of a public hearing to consider the proposed variance was given; and

WHEREAS, a public hearing to consider the proposed variance was held on August 28, 2017; and

WHEREAS, the request was made for construction of a deck attached to the principal structure, which would result in the detached garage (accessory structure) to be only 3 feet from the principal structure, which is five feet less than the 8 foot separation required under Section 153.061 of the Zoning Code; and

WHEREAS, the Planning Commission has considered the application against the practical difficulties test as outlined in Section 153.224 of the Spring Lake Park Zoning Code; and

WHEREAS, the Planning Commission has recommended approval finding that the proposed variance is a reasonable use of the property, that the variance will not alter the essential character of the locality, and that the layout of the house precludes the property owner from shifting the deck to the west, a situation that was not created by the property owner.

WHEREAS, the Spring Lake Park City Council has reviewed the application and hereby accepts the findings and recommendation of the Spring Lake Park Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Matt and Becky Hedgers for a variance from the strict interpretation of Section 153.061 of the Zoning Code.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:.

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of September, 2017.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: August 29, 2017
Subject: Hedgers Variance Request

The City received a request for an after the fact variance to permit the construction of a deck within the 8 foot required setback between a principal structure, of which the deck is an extension of, and an accessory structure (the detached garage).

City staff recommended denial of the variance for a number of reasons as outlined within the staff report. A copy of the staff report to the Planning Commission is included in the packet for your review.

After hearing public comment from Matt and Becky Hedgers, the Planning Commission decided to recommend approval of the variance on a 4-1 vote. The Commission believed that the layout of the house precluded the ability of the Hedgers to shift the deck five feet to the west in order to accommodate the setback as required under Section 153.061(D) of the Zoning Code. Instead of being able to access the deck from the kitchen, the deck would need to be accessed through a bedroom. In addition, the Commission also believed that the aesthetic appearance of the property would be impacted if the deck was shifted to comply with the Code as it would extend out from the side of the house by three feet. The possibility of moving the detached garage back further into the rear yard was also explored, but would likely have resulted in the reconstruction of the garage, which would have been infeasible.

In a normal circumstance, this code violation would have been caught during the footing inspection. However, due to the contractor using diamond pier footings, a footing inspection was not required. Instead, the code violation was noticed during the final inspection. The 3 foot separation between the deck and the garage complies with International Building Code. In addition, the submitted site plan did not clearly outline the location of the deck in relation to the garage.

If the City Council is comfortable with the variance as recommended by the Planning Commission, the Council should approve Resolution 17-27. If the City Council wishes to overrule the Commission's recommendation, staff will have an alternative resolution for the City Council to adopt.

If you have any questions regarding the variance, please don't hesitate to contact me at 763-784-6491.

MEMORANDUM

Date: August 28, 2017

To: Spring Lake Park Planning Commission

From: Beth Elliott, AICP, City Planner

RE: Kingdom Homes Inc.
7733 Lakeview Lane NE

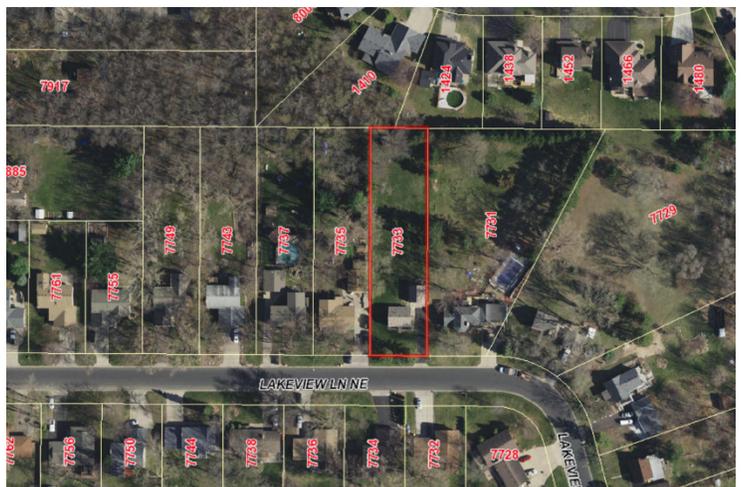
BACKGROUND

Kingdom Homes Inc, on behalf of Matt Hedgers, has applied for a variance to build a 22x20 foot deck within the 8-foot setback of a principal structure to an accessory structure at 7733 Lakeview Lane NE.

Lakeview Lane NE is a segment of road that runs east from Central Avenue NE and then turns south toward Osborne Road NE. The property sits just west of Spring Lake and is 22,500 square feet – 75 feet wide and 300 feet deep. The property and its surrounding neighbors all contain single-family homes.

The applicant is requesting an after-the-fact variance - the deck has been constructed 3 feet from the detached garage. The deck is required to meet the eight-foot setback requirement from an accessory structure. Chapter 153.061 of the zoning code indicates that “a detached accessory building shall not be closer than eight feet to the principal building.” The deck is considered part of the principal structure since it is attached to the back of the house and is therefore not complying with this section of the code.

The property owner approached City staff about his intention to build the deck and was provided with a handout that explains the setback requirement (see attached). He then built the deck without a permit. The





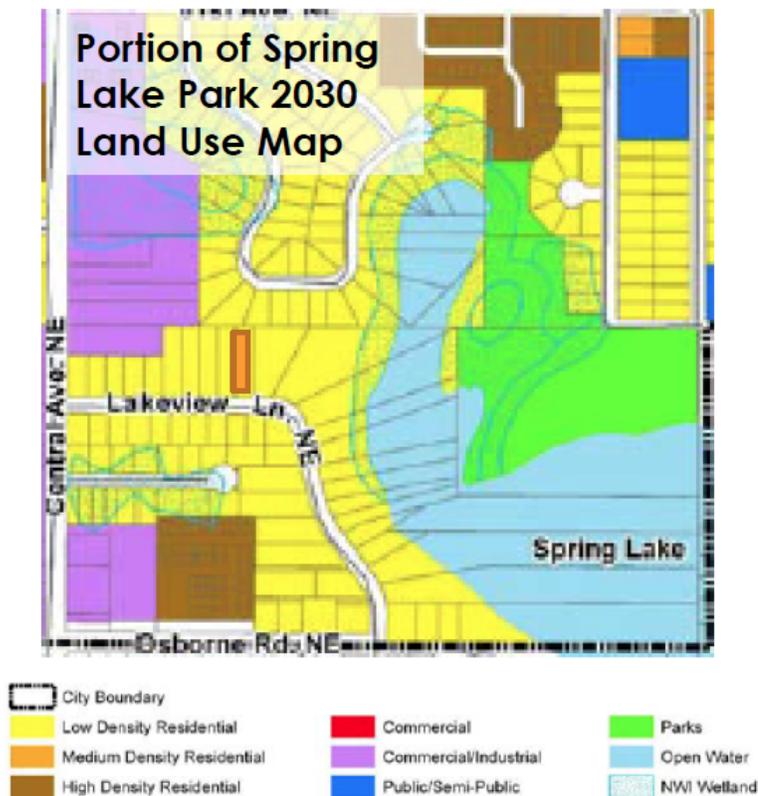
Re: Hedgers Deck Variance

City became aware of the deck's construction once the property owner came in for a permit and an inspector inspected the newly-constructed deck.

The deck is 20 feet wide and adjacent to a garage that is approximately 22 feet wide. The lot itself is 75 feet wide and the garage sits just parallel to the eastern property line. Therefore, there is adequate space to move the deck west out of the required setback. It is the City's understanding that the deck was built using diamond piers rather than concrete footings and should be easier to move west. The deck could be moved five feet to the west without a setback conflict.

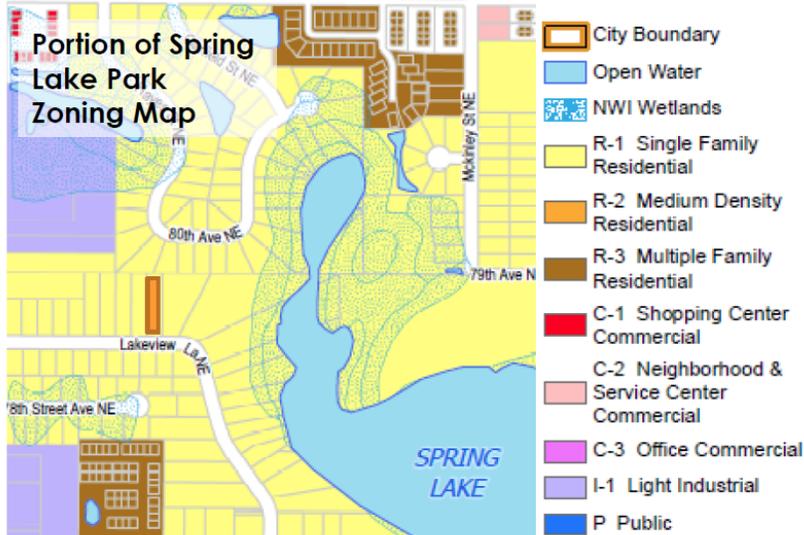
PLANNING ISSUES DISCUSSION

- 1) **Comprehensive Plan and Zoning.** The property is guided Low Density Residential in the 2030 Comprehensive Plan. Zoning is R-1 Single Family Residential – allowed uses include single-family homes and duplexes.





Re: Hedgers Deck Variance



- 2) **Criteria for Considering Variances.** The zoning code, in Sect. 153.224, outlines the criteria for considering variances:

The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. "Practical difficulties" as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.

RECOMMENDATIONS

We recommend that the Planning Commission deny the deck variance located at 7733 Lakeview Lane NE with these findings:



Re: Hedgers Deck Variance

1. Requiring the deck to comply with the established setback does not cause practical difficulties unique to the individual property.
2. The property owner was adequately informed of the eight-foot principal building setback from an accessory building prior to construction beginning on the deck.
3. The deck could be moved to the west without compromising the west side yard setback and is therefore not in harmony with the general purposes and intent of the code.
4. Chapter 153.222 of the zoning code requires a permit prior to proceeding with any construction, alternation, repair, enlargement, demolition, or removal of any building.
5. The property can reasonably be used without the variance.
6. There are no unique circumstances on this property that require the deck to be built within the setback.
7. The use of the property as a single-family home is consistent with the comprehensive plan.

ATTACHMENTS

- Development application
- Deck handout



City of Spring Lake Park
 1301 81st Avenue NE
 Spring Lake Park, MN 55432
 763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

For Office Use Only	
Case Number:	
Fee Paid:	\$150 / \$150 escrow
Received by:	JG
Date Filed:	7-31-17
Date Complete:	
Base Fee:	150
Escrow:	150

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)		
<input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input type="checkbox"/> Conditional Use Permit <input checked="" type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 7733 LAKEVIEW LANE		
Property Identification Number (PIN#):		Current Zoning: RES.
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: KWGDOM HOMES INC.		Business Name:
Address: 12260 195TH LANE N.W.		
City: ELK RIVER	State: MN.	Zip Code: 55330
Telephone: 612 559 9965	Fax:	E-mail: KWGDOMHOMES
Contact: JEFF YURICH		Title: OWNER INC. REGARDED COM
OWNER INFORMATION (if different from applicant)		
Name: MATT HEDGERS		Business Name:
Address: 7733 LAKEVIEW LANE		
City: SPRING LAKE PARK	State: MN	Zip Code: 55432
Telephone: 612 321 6206	Fax:	E-mail:
Contact: MATT		Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property:		
Nature of Proposed Use: DECK VARIANCE		
Reason(s) to Approve Request: VARIANCE FOR DECK		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: DECK		Date of Application: 7-31-17
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents. See City Code		

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

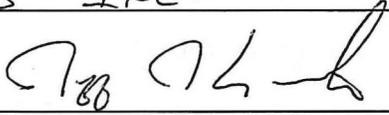
- E-mail Kingdomhomesinc@gmail.com
- Fax _____
- USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Kingdom Homes Inc. Date: 7-31-17

Owner: Jeff Yurich  Date: 7-31-17

**NOTE: Applications only accepted with ALL required support documents.
See City Code**

**City of Spring Lake Park
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the intent of any of the standards set below.

1. Applicant Information:

Name: Kingdom Homes Inc. Telephone: 612-559-9965
Address: 12210 195th Lane N.W. Cell Phone: 612-559-9965
City/State/Zip: Elk River, MN 55330 E-mail: kingdomhomesinc@gmail.com

2. Property Owner Information (if different from above):

Name: Matt + Becky Hedgers Telephone: 612-321-6206
Address: 7733 Lakeview Lane NE Cell Phone: 612-644-8812
City/State/Zip: Spring Lake Park, MN 55432 E-mail: mhedgers@bristakinsulation.com
Becky.Hedgers@unilever.com

3. Project Location (Address and Legal Description): 7733 Lakeview Lane NE

4. Present Use of Property: Residential

5. Description of Project: 22 x 20 Deck

6. Specify Section of the Ordinance from which variance is sought: Section 153.061(D)

7. Explain how you wish to vary from the applicable provisions of this Ordinance:

Deck is setback 3ft from the garage where 8ft is required by ordinance.

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

- a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?
 Yes No Why or why not?

→ Please, see attached

b. In your opinion, is the variance consistent with the Comprehensive Plan?

Yes No Why or why not?

→ Please, see attached

c. In your opinion, does the proposal put property to use in a reasonable manner?

Yes No Why or why not?

→ Please, see attached

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

Yes No Why or why not?

Please, see attached

e. In your opinion, will the variance maintain the essential character of the locality?

Yes No Why or why not?

Please, see attached

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

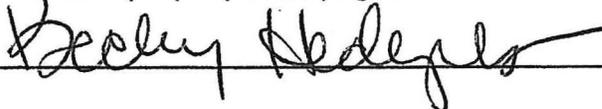
The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant Signature:

Date:

Fee Owner's (Property Owner) Signature:

Date:



7/28/17

Matt and Becky Hedgers
7733 Lakeview Lane NE
Spring Lake Park, MN 55432
7/28/2017

City of Spring Lake Park
Planning Commission and City Council
1301 81st Ave North East
Spring Lake Park, MN 55432

Dear City of Spring Lake Park:

We are requesting a variance the City Code Section 153.061 (D) to allow a deck to be located 3 feet from the detached garage where 8 feet is required by ordinance. On May 31, 2017, we were issued a building permit for a 22' by 20' deck located on the north side of our home. We have a small house and growing family. Our goal with the size and location of the deck is to create additional gathering space for our family and guests as an extension of our home.

A building permit was approved and issued. The deck setback from the garage meets MN State Building Code Requirements. It was not until the final inspection that we were made aware of the zoning violation and the required setback between the deck and the garage. Included in this application are the plans that were submitted for the building permit.

We hope that the Planning Commission considers our request and makes a recommendation for approval to the City Council. Below outlines the findings for the practical difficulties in meeting the ordinance requirements.

Practical Difficulties Test: Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?

X Yes ___ No, Why or why not?

It seems as though the intent of the ordinance is to provide separation between the deck (principle structure) and the detached garage. The setback meets the building code requirement for fire safety. The plans that were submitted show the deck close to the detached garage. If there was an issue with the setback a building permit should not have been issued.

b. In your opinion, is the variance consistent with the Comprehensive Plan?

X Yes ___ No Why or why not?

Yes. The property is guided as Low Density Residential with allowed residential uses such as decks. The property is occupied by a house, attached deck, and detached garage. The request is consistent with comprehensive plan.

c. In your opinion, does the proposal put property to use in a reasonable manner?

X Yes ___ No Why or why not?

Decks are allowed as an accessory use in the Single Family Residential (R-1) zoning district. The property is proposed to be used in a reasonable manner.

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

X Yes ___ No Why or why not?

The property was platted in 1948 and further allowed to be subdivided to create long and narrow lots. The property is unique as the house is central to the property width and the detached garage was relatively close to the house. There would be undue hardship if the deck was required to meet the ordinance or removed, since a building permit was already issued.

e. In your opinion, will the variance maintain the essential character of the locality?

X Yes ___ No Why or why not?

The character of the area included homes with decks and attached/detached garages. The deck is not easily seen from the road or from the neighboring properties because of the location of the landscaping on the west side and the detached garage on the east side. The location of the deck fits the design and aesthetics of the home. The deck does not change the essential character of the area.

Thank you for your consideration.

Sincerely,



Matt and Becky Hedgers

Enclosure

KINGDOM HOMES INC

12260 195th Lane N W Elk River Mn. 55330 #BC696197 May 12th, 2017

DECK PERMIT

Kingdom Homes Inc is requesting a deck permit for /

Matt and Becky Hedgers

7733 Lakeview Lane

Spring Lake Park, MN.

Deck is 27 inches off ground

Will be attached to house

22 x 20 Green treated joists one foot on center

Trex decking

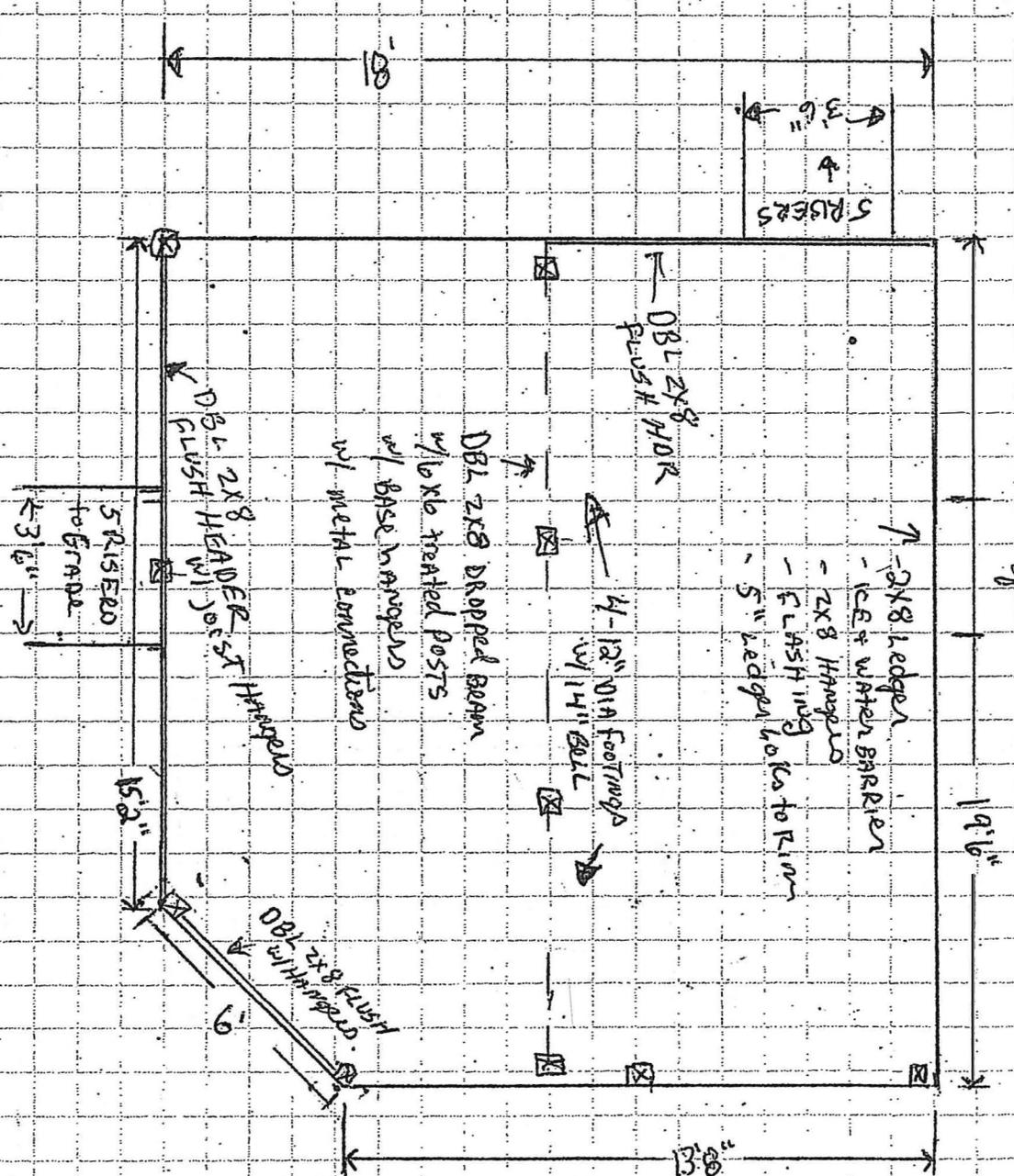
Diamond Pier Footings throughout

Thank you,

Jeff J Yurich



Kingdom Homes Inc.



* 3" LEV. of NEWS 3" DIA.

2x8 LEDGER
1x6 w/ WATER BARRIER

2x8 HANGERS
1x6 FLUSH HDK
5" LEDGER LOKS TO RIM

DBL 2x8 PUSH HDK

DBL 2x8 DROPPED BEAM
w/ 6x6 treated posts
w/ base hangers
w/ metal connectors

4-12" DIA FOOTINGS
w/ 1 1/2" BALL

DBL 2x8 FLUSH HDK
w/ joists

DBL 2x8 FLUSH HDK
w/ HANGERS

5 RISES TO GRADE

3" LEV.

HOUSE LINE

4-10' 6x6 CEDAR POST.
FOR PRIVACY FENCE

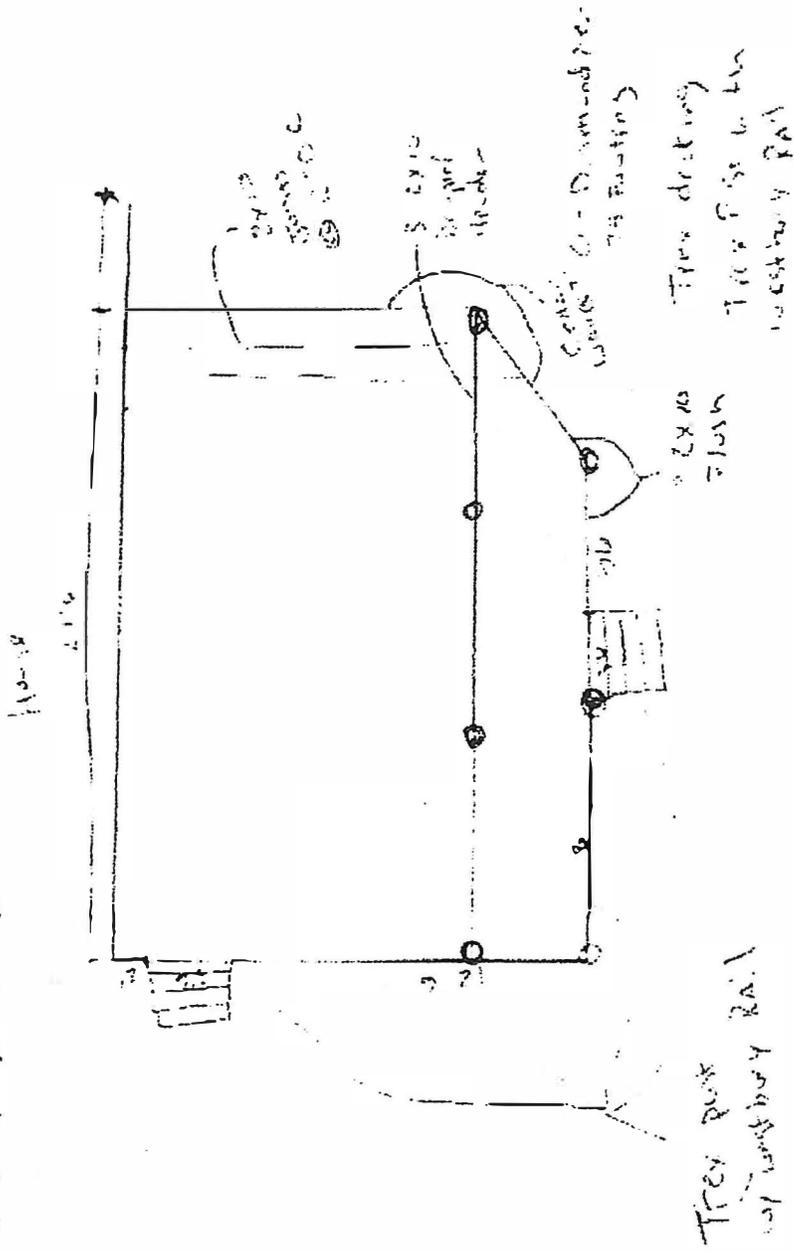
33'0"

19'6"

33'0"

5 RISES
3" LEV.

Dip. 6 x 30" of Ground





CITY OF SPRING LAKE PARK
1301 81ST AVE. NE
SPRING LAKE PARK, MN 55432-
(763) 784-6491 FAX: (763) 792-7257



Permit #: 2017-00176

ADDRESS : 7733 LAKEVIEW LN NE
PIN : 01-30-24-43-0030
LEGAL DESC : LAKEVIEW
: LOT 3 BLOCK I
PERMIT TYPE : BUILDING
PROPERTY TYPE : SINGLE FAMILY
CONSTRUCTION TYPE : DECK
VALUATION : \$ 25,000.00

APPLICANT	BUILDING PERMIT FEE 455.24 PLAN CHECK FEE 295.91 STATE SURCHARGE - BUILDING VALU 12.50 <div style="text-align: right;">TOTAL 763.65</div>	
KINGDOM HOMES, INC 12260 195TH LANE NW ELK RIVER, MN 55330-	Payment(s) CHECK 1125 98349 763.65	
OWNER		
HEDGERS MATTHEW 7733 LAKEVIEW LN NE SPRING LAKE PARK, MN 55432		
AGREEMENT AND SWORN STATEMENT		
<p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p> <p>This permit becomes null and void if construction authorized is not commenced within 180 days, or if construction is suspended for a period of 180 days at any time after work is commenced.</p>	 <hr/> Building Official / Fire Marshall	05/31/2017 <hr/> Date

MATT / BECKY HEDGERS
 7733 LAKEVIEW LANE
 SPRING LAKE PARK, MN.

MAY 11TH, 2017

STARTING DATE

MAY 18TH

WEATHER PERMITTING

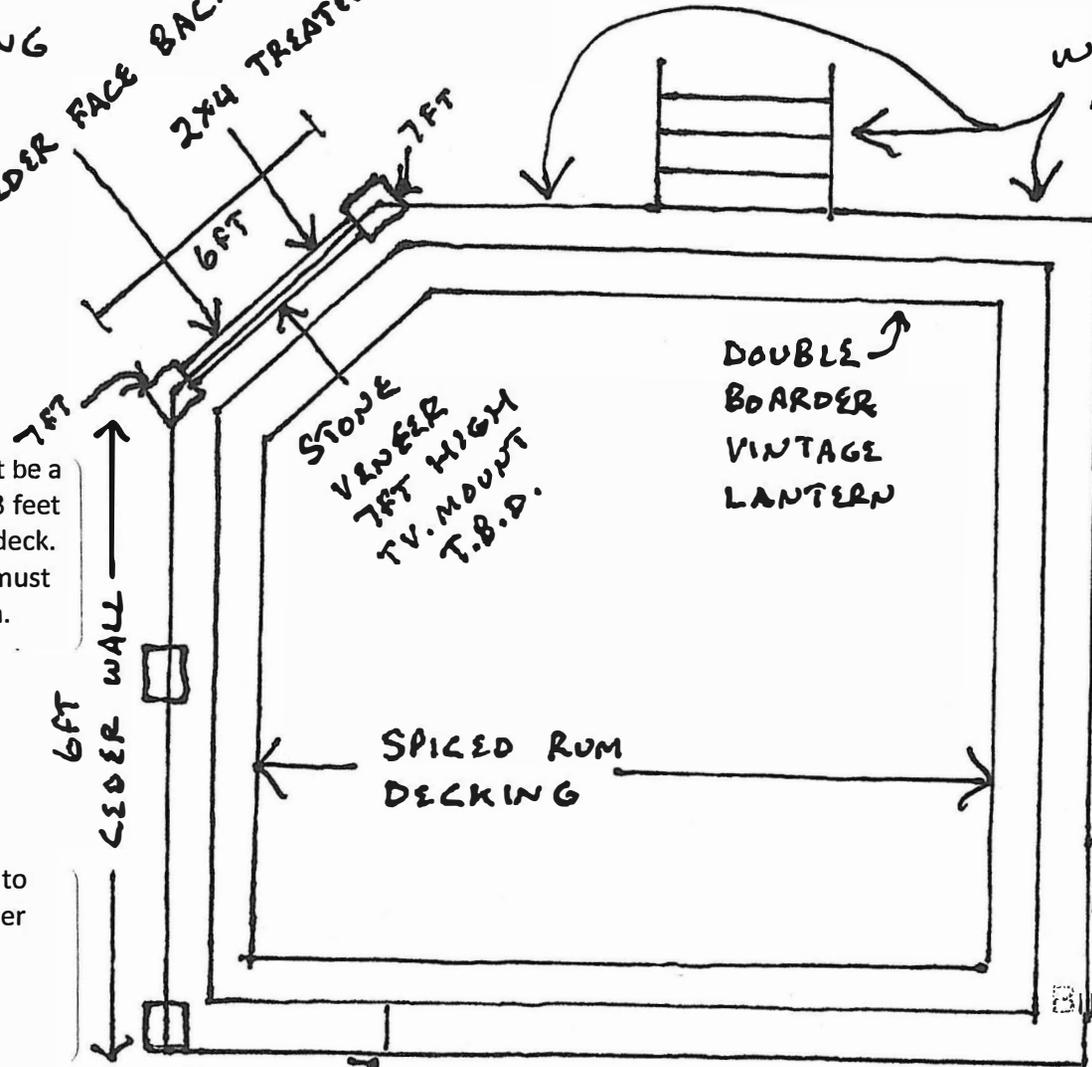
OVERVIEW OF DECK

- Flashing to be installed above ledger board and behind siding.
- ALL structural members must be of approved wood of natural resistance to decay or treated.

JB 74-L
 JEFF S. YURICH
 PREMIER DECKS

CEDER FACE BACK SIDE TO MATCH FENCE
 2x4 TREATED WALL
 6FT
 7FT

WESTBURY RAIL
 LIGHTS IN CAPS +
 STAIR RISERS



- Overhead electrical wires must be a minimum of 10 feet above or 3 feet to the side and surface of the deck.
- Composite/synthetic decking must be approved before inspection.

- 3/8" X 5" Leg screws minimum to be applied to ledger board as per IRC R507.2.1 (1). Washer must crush into ledger board, no countersinking permitted.

APPROVED

City of Spring Lake Park
 Building Inspection Department

Date: 5.26.2017

Approved By: BB

BOARDER SPICED

CITY OF SPRING LAKE PARK

Cashier asystadmin
At Front Counter

5/31/17 12:25pm 98349

From: KINGDOM HOMES
7733 LAKEVIEW LANE

CR Building Permit 455.24
KINGDOM HOMES

CR Building
Surcharge 12.50
KINGDOM HOMES

CR Plan Review 295.91
KINGDOM HOMES

Receipt total 763.65

CK 1125 763.65

Change Due 0.00

Thank you!

Kristine Pearson

Certified ICC Permit Technician



Spring Lake Park
History. Community. Home.

kpearson@slpmn.org
www.slpmn.org

Phone 763-784-6491
Fax 763-792-7257

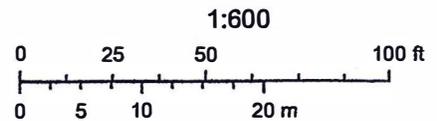
1301 81st Avenue NE | Spring Lake Park, MN 55432

OVERVIEW 7733 LAKEVIEW LANE

Anoka County, MN



May 22, 2017



MATT HEDGERS
7733 LAKEVIEW LANE

22 X 20 . DECK

7733 LAKEVIEW LANE



GARAGE ACCESS FROM DRIVEWAY + MOUSE





Barry Brainard

From: Barry Brainard <bbrainard@slpmn.org>
Sent: Wednesday, June 07, 2017 4:34 PM
To: 'Hedgers, Matt (**PMN**); 'mhedgers@gmail.com'
Cc: 'jeff@premierdecks.biz'
Subject: RE: Code
Attachments: 2017 Application Deadlines & Dates; New Variance Application

Hello Jeff & Matt,

Thank you for meeting me at 7733 Lakeview Lane yesterday regarding the location and setbacks of the completed deck. As we discussed, please find attached the Spring Lake Park variance application and application submittal deadlines with hearing dates.

Spring Lake Park Code of Ordinances Section § 153.061 (D), Accessory Buildings and Uses, states: "A detached accessory building shall not be located in any required front or side yard setback. A detached accessory building shall not be closer than eight feet to the principal building, except as otherwise provided in this chapter." Since the deck is part of your principal structure (your home), it must maintain an eight foot separation to your detached accessory building (your detached garage).

As we discussed you have three options available:

1. Shift your existing deck five feet to the west to attain the eight foot required separation.
2. Shift your existing detached garage to the north 24 feet to attain the eight foot required separation.
3. As are your rights, apply for a variance in affect for Section 153.061 (D).

As I stated that variances are not guaranteed and must prove hardship as outlined by the State of Minnesota Statute. The variance will require a public hearing that would be conducted by the Spring Lake Park Planning Commission and seconded by the Spring Lake Park City Council. Notices of the public hearing will be mailed to all properties within 350 feet of your location.

In addition, you will need to submit your variance application no later than noon on Thursday, July 6, 2017 for the Planning Commission public hearing on Monday, July 24, 2017 at 7:00 p.m., at the Spring Lake Park City Hall. The City Council will make the final determination on Monday, August 3, 2017. The fee for the residential variance application is \$150.00 plus a \$150.00 escrow. Should you fail to submit the variance application by noon on July, 6, 2017, your next available application deadline would be Monday, August 3, 2017. This would require a Planning Commission public hearing on Monday, August 28, 2017 and a final City Council hearing on Monday, September 5, 2017. You will be expected to attend all hearings to present your case.

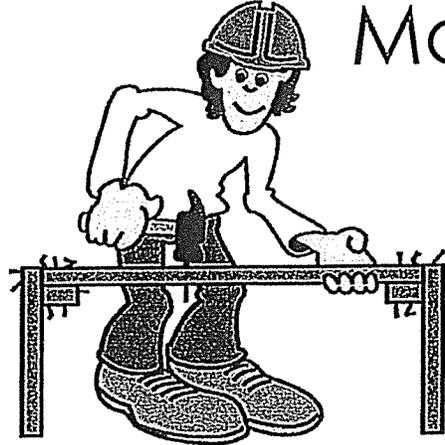
Please submit all applications, fees, information and supplements to Jenny Gooden, Administrative Assistant, at the Spring Lake Park City Hall. You may contact Miss Gooden at 763-792-7240 or by email at jgooden@slpmn.org

Respectfully,
Barry Brainard



City of Spring Lake Park
 1301 Eighty First Avenue NE
 Spring Lake Park, MN 55432
 Office: (763) 792-7212
 Fax: (763) 792-7257

DECK PERMITS Made Easy



BUILDING PERMIT REQUIREMENTS:

Building permits are required for all decks and steps constructed within the City of Spring Lake Park. Building permits include a plan review of your proposed deck or steps, and inspections to assure compliance with all federal, state, and local building codes. Building permits are not designed to be a guarantee of the work, but to provide a reasonable degree of review and observation so that the project will be successful, safe and long lasting.

PERMIT FEES:

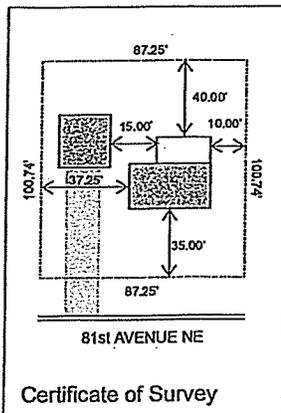
The building permit fee is based on the project construction value and is designed to cover the cost of a plan review and all necessary field inspections that will be conducted during construction. The plan review is performed by the Spring Lake Park Building Official in order to spot potential problems or pitfalls that may arise. Also a State Surcharge is added for upkeep of the Minnesota Department of Code Enforcement.

Please contact your local building inspection department to get an exact quote on permit fees for your particular project.

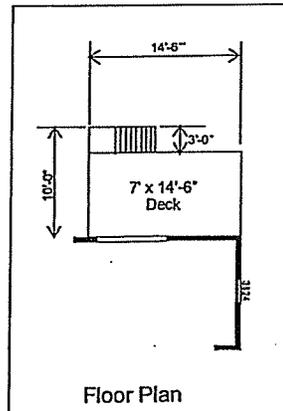
INFORMATION NECESSARY WHEN APPLYING FOR A BUILDING PERMIT:

Information necessary for the Spring Lake Park Inspections Department to conduct a proper job of plan review and to help the project go as smoothly as possible, is as follows:

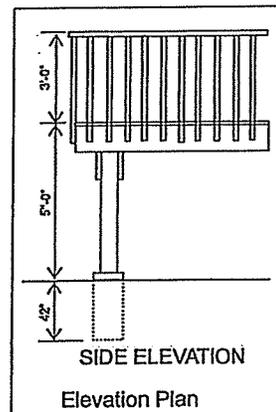
One (1) completed Spring Lake Park Building Permit Application



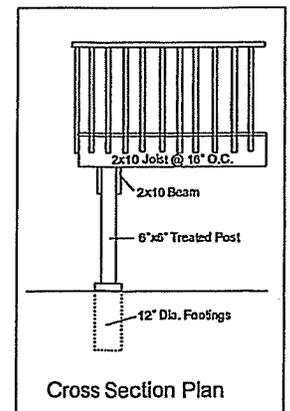
Two (2) Site plan
 or Certificate of Surveys



Two (2) proposed
 Floor Plan(s)



Two (2) proposed
 Elevation Plan(s)



(2) proposed
 Cross Section Plan

DETERMINING YOUR MAXIMUM DECK SIZE:

The City of Spring Lake Park requires that each lot must maintain a certain percentage of open space. The following is a listing of the maximum percentage of lot coverage allowed in each residential zoning district. Structures include: Your home, attached garage, detached garage or shed, swimming pools, play structures, gazebos, covered patios, and decks.

R-1: 30% R-2: 50% R-3: 35% R-4: 40% R-5: 40%

An example of how to calculate maximum deck size is as follows: Your Lot size is 100 feet wide by 100 feet deep; thus your area equals 100 multiplied by 100 (100 x100 = 10,000 square feet in area). You have determined that your lot is located in a R-3 zone. Thus, you take your lot and multiply it by the lot coverage percentage allowed in a R-3 zone (10,000 x35% or .35 = 3,500 square feet maximum coverage on your lot for structures). Your house is 32 feet deep by 40 feet wide (32 x40 = 1,280), your detached garage is 30 feet deep by 24 feet wide (30 x 24 = 720), your shed is 12 feet deep by 10 feet wide (12 x10 = 120), your swimming pool is 15 feet deep by 50 feet wide (15 x50 = 750), your play structure is 12 feet deep by 30 feet deep (12 x30 = 360). Thus;

Maximum coverage allowed:	3,500 square feet
Subtract House area:	-1,280 square feet
Subtract Garage area:	- 720 square feet
Subtract Shed area:	- 120 square feet
Subtract Pool area:	- 750 square feet
Subtract Play Structure area:	<u>- 360 square feet</u>

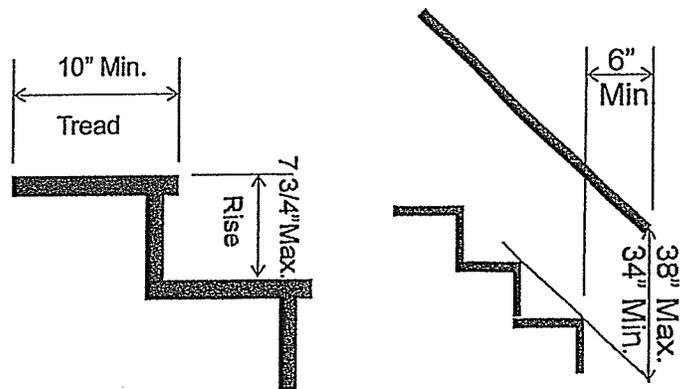
Equals Maximum allowable deck size of: 270 square feet.

3. DESIGNING YOUR DECK ACCORDING TO BUILDING CODE REQUIREMENTS:

Frost footings are required for any deck attached to a dwelling, porch or garage that has frost footings. The minimum depth to the base of the footing is 42". All decks shall be designed to support a live load of 40 pounds per square foot. Joist shall not overhang beams by more than two (2) feet, nor should beams overhang post by more than one (1) foot unless a special design is approved. All header beams more than six (6) feet long and joist over 12 feet long that frame into ledgers or beams, shall be supported by approved framing anchors such as hangers. Use only stainless steel, high strength aluminum or hot dipped galvanized nails and screws. All exposed wood shall be an approved wood of natural resistance to decay (redwood, cedar, etc.), Or approved treated wood. This includes post, beams, joist, decking, and railings. All connections between deck and dwelling shall be weatherproof. Any cuts in the exterior finish must be flashed with corrosion proof metal.

Guardrails are required on all decks more than 30 inches above the ground or a lower deck. Rails must be 36 inches minimum in height. Open guardrails and stair railings must have intermediate rails in which a four (4) inch sphere cannot pass through.

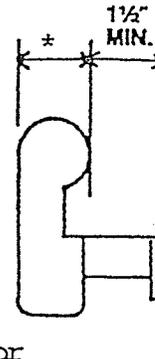
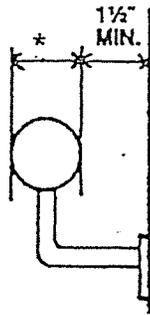
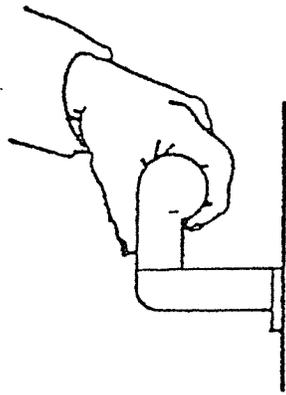
Minimum width for stairs shall be 36 inches. Maximum 8 inch, and minimum 4 inch rise. Minimum run shall be 9 inches. Largest tread width or riser shall not exceed the smallest by more than 3/8". Handrails shall be placed not less than 34" or more than 38" above nosing of the stair treads.



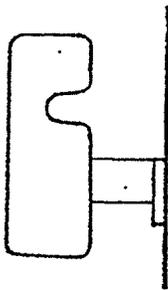
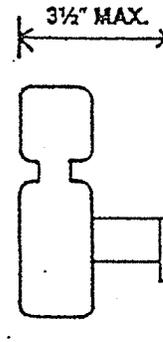
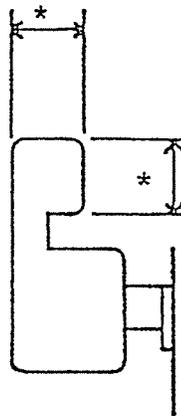
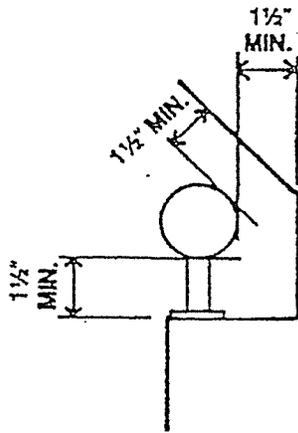
STEP DETAIL

HANDRAIL DETAIL

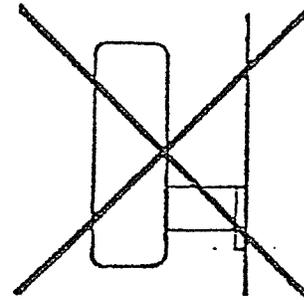
ACCEPTABLE HANDRAIL DETAILS



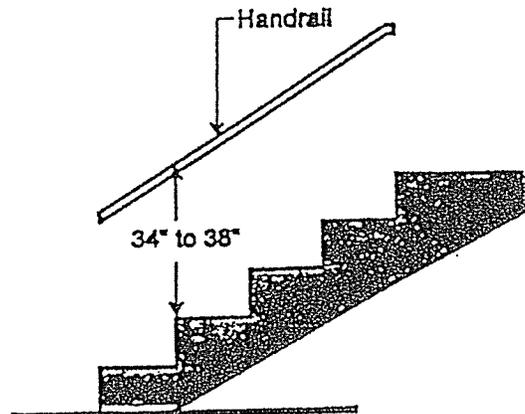
* Not less than 1 1/4 inch, or more than 2 inches.



NOTE:
OTHER SHAPES MAY BE ACCEPTABLE
IF THEY PROVIDE AN
EQUIVALENT GRIPPING SERVICE.



**NOT
ACCEPTABLE**



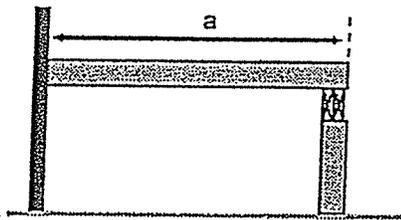
Joist Span

Based on No. 2 or better wood grades.
(Design Load = 40#LL + 10#DL, Deflection = L/360)

	Ponderosa Pine			Southern Pine			Western Cedar		
	12"OC	16"OC	24"OC	12"OC	16"OC	24"OC	12"OC	16"OC	24"OC
2x6	9-2	8-4	7-0	10-9	9-9	8-6	9-2	8-4	7-3
2x8	12-1	10-10	8-10	14-2	12-10	11-0	12-1	11-0	9-2
2x10	15-4	13-3	10-10	18-0	16-1	13-5	15-5	13-9	11-3
2x12	17-9	15-5	12-7	21-9	19-0	15-4	18-5	16-0	13-0

Sample Calculations for Using Joist Span, Beam Size and Footing Size Tables

CASE I SOLUTION:



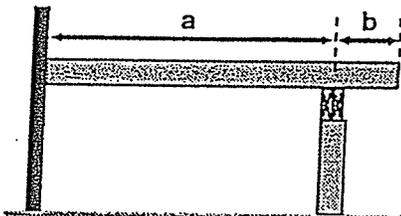
Refer to tables for joist, beam and footing size requirements.

Example: $a = 12'$; Post Spacing = 8'

Use the **Joist Span** table to find the acceptable joist sizes for a 12' span, 2x8s at 12" O.C., 2x10s at 16" O.C. or 2x12s at 24" O.C.

Use the **Beam and Footing Sizes** table and find the 8' post spacing column. With a 12' deck span, the beam may be either two 2x8s or two 2x10s, depending on wood used. Depending on the type of soil, the footing diameter at the base must be a minimum of 12", 10" or 9" for the corner post and 17", 14" or 12" for all intermediate posts.

CASE II SOLUTION:



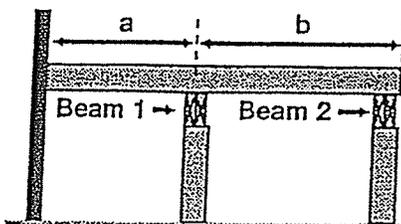
Use "a" to determine joist size and "a" + "b" to determine beam and footing sizes. The length of "b" is restricted by both the length of "a" and the size of the joists.

Example: $a = 8'$, $b = 2'$, Post Spacing = 10'

Refer to the **Joist Span** table. For an 8' joist span, either 2x8s at 24" O.C. or 2x6s at 16" O.C are acceptable.

For sizing the beam, use a joist length of 10' ($8' + 2'$) and a post spacing of 10'. The **Beam and Footing Sizes** table indicates that the beam may be either two 2x10s or two 2x12s, depending on wood used. Depending on the type of soil, the footing diameter at the base must be a minimum of 13", 11" or 10" for the corner post and 18", 15" or 13" for all intermediate posts. Note that because of the 2' cantilever all footing sizes were increased by 1" as required by footnote 2 at the end of the table.

CASE III SOLUTION:



Use "a" or "b", whichever is greater, to determine joist size. Use "a" + "b" to determine the size of Beam 1 and the post footing size for the posts supporting Beam 1. Use joist length "b" to determine both the size of Beam 2 and the post footing size for the posts supporting Beam 2.

Example: $a = 6'$, $b = 7'$, Post Spacing = 9'

Joist size is determined by using the longest span joist (7'). The **Joist Span** table indicates that 2x6s at 24" O.C. would be adequate for this span.

For Beam 1 and footings, use a joist length of 13' ($6' + 7'$) and a post spacing of 9'. The **Beam and Footing Sizes** table indicates that the beam may be two 2x10s or two 2x12s, depending on the wood used. Depending on the type of soil, the footing diameters for Beam 1 posts shall be 13", 11" or 9" for the corner (outside) post and 19", 15" or 13" for all intermediate posts. For Beam 2 and footings use a joist length of 7' and post spacing of 9'. The beam may be two 2x8s or two 2x10s, depending on wood used. The footing diameters for Beam 2 shall be 10", 8" or 7" for the corner posts, and 14", 11" or 10" for all intermediate posts.



City of Spring Lake Park - Code Enforcement

1301 81st Avenue NE • Spring Lake Park MN 55432 • Phone: 763-784-6491 • Fax: 763-792-7257 • www.slpmn.org



BUILDING PERMIT APPLICATION

Job Address _____

Property Owner Name _____

Address _____

Email _____ Phone _____

Contractor Name _____

Address _____

Email _____ Phone _____

State License # _____ Exp. Date _____ Lead Cert. Date _____

dd/mm/yr dd/mm/yr

Applicant Same as Property Owner Contractor

Name _____

Address _____

Email _____ Phone _____

Describe Work _____

Value of Work Including Labor _____ Start Date _____ Estimated Completion Date _____

dd/mm/yr dd/mm/yr

Commercial/Industrial *Submit two plan sets and specifications for commercial or industrial work.*

Describe Building Use and/or Changes in Use _____

Type of Property

- Commercial Property
- Industrial Property
- Mobile Home Property
- Multi-Family Property
- Public Property
- Single Family Property

Type of Work

- | | |
|--|---|
| <input type="checkbox"/> Addition _____ | <input type="checkbox"/> MobileHome _____ |
| <input type="checkbox"/> Alteration _____ | <input type="checkbox"/> New _____ |
| <input type="checkbox"/> Accessory <200 Sq.Ft. _____ | <input type="checkbox"/> Pool _____ |
| <input type="checkbox"/> Basement Finish _____ | <input type="checkbox"/> Remodel _____ |
| <input type="checkbox"/> Concrete Work _____ | <input type="checkbox"/> Repair _____ |
| <input type="checkbox"/> Deck _____ | <input type="checkbox"/> Replace _____ |
| <input type="checkbox"/> Demolition _____ | <input type="checkbox"/> Roofing _____ |
| <input type="checkbox"/> Door Replacement _____ | <input type="checkbox"/> Shed < 200 Sq. Ft. _____ |
| <input type="checkbox"/> Dumpster Enclosure _____ | <input type="checkbox"/> Siding _____ |
| <input type="checkbox"/> Egress Window _____ | <input type="checkbox"/> Structural Work _____ |
| <input type="checkbox"/> Gypsum Board _____ | <input type="checkbox"/> Window Replacement _____ |
| <input type="checkbox"/> Insulation _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Masonry Work _____ | |

Notice

Separate permits are required for electrical, plumbing, heating, ventilating, and air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 180 days or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. Initial here _____

➔ Contractor Signature _____ Date of Application _____

dd/mm/yr

➔ Homeowner Doing Work in Homestead Signature _____ Date of Application _____

dd/mm/yr

If application is not fully completed, it will be denied at time of processing. Please verify that all necessary information is legible and plans are included with job cost estimates. Contact Permit Technician to verify all necessary information is provided before submitting.

Payment: We accept cash, checks payable to City of Spring Lake Park, or credit cards (with additional processing fees), at the front counter only.

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission special meeting held on August 28, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Chairperson Dircks called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Smith, Eischens, Bernhagen, Dircks and Hansen

Members Absent: None

Staff Present: Building Official Brainard; City Planner Elliott; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Barbara Goodboe-Bisschoff, 8309 Monroe Street NE
Paddy Jones, Ham Lake
Brad Delfs, 8172 Polk Street NE
Pam Wolf Sladek, Life Prep Academy
Larry and Jean Pederson, 1595 83rd Avenue NE
Cliff Fraser, 5617 29th Avenue North, Crystal
Becky and Matt Hedgers, 7733 Lakeview Lane NE
Jeff Yurich, Kingdom Homes
Judy Rogge, Life Prep Academy

3. Pledge of Allegiance

4. Approval of Minutes – July 24, 2017

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER SMITH, APPROVING THE MINUTES OF JULY 24, 2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Public Hearing – Variance Request for Construction of a Deck – Matt and Becky Hedgers – 7733 Lakeview Lane NE

Chairperson Dircks opened the public hearing at 7:03 PM

City Planner Elliott provided an overview of the variance request from Kingdom Homes on behalf of homeowners Matt and Becky Hedgers for a variance to build a 22 x 20 foot deck within the 8-foot setback of a principal structure to an accessory structure at 7733 Lakeview Lane NE.

Ms. Elliott reported that the applicant is requesting an after-the-fact variance-the deck has been constructed three feet from the detached garage. She stated that the deck is required to meet the eight-foot setback requirement from an accessory structure. She explained that according to Chapter 153.061 of the Zoning Code “a detached accessory building shall not be closer than eight feet to the principal building.” She noted that the deck is considered part of the principal structure since it is attached to the back of the house and is therefore not complying with this section of the code.

Ms. Elliott stated that the property owner approached City staff about his intention to build the deck and was provided with a handout that explains the setback requirement. She noted that he then built the deck without a permit. The City became aware of the deck's construction once the property owner came in for a permit and an inspector inspected the newly constructed deck.

Ms. Elliot reported that the deck is 20 feet wide and adjacent to a garage that is approximately 22 feet wide. She stated that the lot itself is 75 feet wide and the garage sites just parallel to the eastern property line. She noted that there is adequate space to move the deck west out of the required setback. She noted that it is the City's understanding that the deck was built using diamond piers rather than concrete footings and should be easier to move west, which the deck could be moved five feet, without a setback conflict.

Ms. Elliott reported that the property is guided Low Density Residential in the 2030 Comprehensive Plan. She reviewed with the Commission the criteria for considering variances as stated in the zoning code, in Section 153.224.

Ms. Elliott stated that staff recommends that the Planning Commission deny the deck variance with the following findings:

1. Requiring the deck to comply with established setbacks does not cause practical difficulties unique to the individual property.
2. The property owner was adequately informed of the eight-foot setback principal building setback from an accessory building prior to construction beginning on the deck.
3. The deck could be moved to the west without compromising the west side yard setback and is therefore not in harmony with the general purposes and intent of the code.
4. Chapter 153.222 of the Zoning Code requires a permit prior to proceeding with any construction, alternation, repair, enlargement, demolition, or removal of any building.
5. The property can reasonably be used without a variance.
6. There are no unique circumstances on this property that require the deck to be built within the setback.
7. The use of the property as a single-family home is consistent with the comprehensive plan.

Commissioner Eischens inquired if the resident built the deck or if a contractor was hired. He inquired as to why frost footings were not required. Building Official Brainard stated that a contractor was hired and diamond piers were used rather than concrete footings. He stated that with diamond piers there is no required footing inspection.

Commissioner Smith stated that the contractor should have been aware of the required setbacks. Mr. Brainard stated that the International Building Code only requires a three-foot setback, which was met; however, the eight-foot setback is a City requirement. He noted that the setback requirements are listed in the deck handout that was provided to the homeowner.

Chairperson Dircks inquired if the eight-foot setback requirement is standard for cities. Mr. Brainard stated that he is not aware what other cities require and it has not been questioned in the past.

Homeowner Becky Hedgers thanked the Commission for their time and the consideration of their variance request. She stated that was disappointed to learn that the staff recommendation was to deny the approval of the variance. She reported that she never had received any handouts regarding the deck construction and had not met with any City staff to discuss the plans.

Mr. Brainard stated that when he met with the contractor and homeowner at the final inspection, the contractor stated that he had a copy of the deck handout.

Administrator Buchholtz inquired as to why a permit was not pulled prior to construction. Contractor Jeff Yurich stated that he applied for a permit on May 12, 2017 and did start some prep work. He stated that he informed the city that diamond piers would be used for footings. He stated that he had the deck handout and that he knew the deck met the required three-foot setback required by the International Building Code but missed the eight-foot setback city requirement.

Mr. Brainard reported that the copy he received of the site plan was very unclear and dimensions were not clearly shown on the copy. He recalled that the contractor informed the City that the deck had been built when the permit application was applied for. He noted that the contractor had the handout and chose to ignore the requirements.

Mr. Hedgers explained that the requirement to move the deck over five feet would make the deck visible from the street. He stated that it would be unrealistic to shift the deck, as the door that is used to get onto the deck would not line up. He noted that the current garage is situated behind the house. He confirmed that the current alignment meets the required three-foot setback from the garage and stated that there is enough room between the garage and the deck. He proposed that a separation of some sort could be built between the deck and garage.

Mr. Brainard noted that frost footings would be required if any such structure were built or added onto the garage.

Mr. Hedgers feels that his deck does pass the practical difficulties test for the qualification of a variance. He stated that with a small home, the addition of the deck will provide added usable space and will enhance the property along with the other enhancements that have been made on the property.

Mr. Hedgers stated that he had not seen the staff memo recommending denial until before the meeting and stated that there was miscommunication with the contractor. He stated that they were under the impression that the deck was designed according to the rules.

Chairperson Dircks asked for discussion from the floor.

Barbara Goodboe-Bisschoff, 8309 Monroe Street NE, inquired if public notices were mailed to residents within 350 feet of the Hedgers. Administrator Buchholtz confirmed that the notices were mailed.

Ms. Goodboe-Bisschoff inquired if the contractor has built in Spring Lake Park and if an eight-foot setback is common. Mr. Yurich stated that he had not built in Spring Lake Park previously. Mr. Brainard stated that he thought that a five to eight foot setback is normal.

Pam Wolf Sladek, 7743 Lakeview Lane NE, informed the Commission that the Hedgers have improved their property greatly since they have moved in. She added that if the deck were to be shifted over the five feet as suggested, it would be more visible from the street.

Mr. Brainard noted that he did offer suggestions other than shifting the deck five feet to the west. He stated that he suggested shifting the existing garage to the north 24 feet to attain the eight foot required separation.

Chairperson Dircks asked for any further comments from the public. Hearing none, Chairperson Dircks closed the public hearing.

The public hearing was closed at 7:24 PM.

MOTION MADE BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER HANSEN TO APPROVE VARIANCE FOR A 22 X 20 FOOT DECK AT 7733 LAKEVIEW LANE NE. ROLL CALL VOTE: COMMISSIONER SMITH – AYE; COMMISSIONER EISCHENS – NAY; COMMISSIONER BERNHAGEN-AYE; COMMISSIONER HANSEN-AYE AND CHAIRPERSON DIRCKS-AYE. MOTION CARRIED.

RESOLUTION NO. 17-28

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A BOARDING SCHOOL AT 1628 COUNTY HIGHWAY 10 NE

WHEREAS, Life Prep Academy, 1628 County Highway 10 NE, have made application for a conditional use permit to allow a boarding school; and

WHEREAS, the property is legally described as follows:

Lot 12, 13, 14, 30, 31, and 32, Warrens Addition, subject to easement of record;
and

WHEREAS, mailed and published notice of a public hearing to consider the proposed conditional use permit was given; and

WHEREAS, a public hearing to consider the proposed conditional use permit was held on August 28, 2017; and

WHEREAS, the request was made to permit a boarding school at the above described property, which is located in the C-1 zoning district; and

WHEREAS, the Planning Commission has considered the application at the August 28, 2017 meeting; and

WHEREAS, the Planning Commission has recommended approval of the conditional use permit, subject to conditions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves a conditional use permit to permit a boarding school at 1628 County Highway 10 NE subject to the following conditions:

1. Up to six students shall be permitted without a CUP amendment.
2. The operator shall comply with the International Building Code and shall apply for any necessary permits.
3. The operator shall comply with the five performance standards for boarding houses and dormitories as outlined in the City's zoning code.
4. The exterior property shall be cleaned up of litter on a weekly basis.
5. The operator shall dedicate a secure indoor bicycle parking location for at least six bicycles.
6. The operator will submit a clearly delineated and advertised policy that defines resident responsibilities and behavioral expectations as well as response to policy infractions to City staff for review and approval. The approved policy will be posted in the building, provided to all residents of the dormitory, and provided to city policy.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:.

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of September, 2017.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

MEMORANDUM

Date: August 28, 2017

To: Spring Lake Park Planning Commission

From: Beth Elliott, AICP, City Planner

RE: Life Prep Academy – Conditional Use Permit
1628 County Highway 10 NE

BACKGROUND

Applicant Pam Wolf Sladek operates Life Prep Academy in space in an existing commercial building at 1628 County Highway 10 NE. The school is for homeless and at-risk teens who are housed now in a home in the community. Ms. Sladek would like to expand the opportunity to more students by providing a dormitory for students in their school space. Previously such a dormitory use was not allowed in the City's zoning ordinance, but the ordinance was amended (see attached) on August 7, 2017 to allow this use by Conditional Use Permit in the C-1 District. The City Council approved five performance standards in Section 153.120 for boarding schools and dormitories as part of the ordinance amendment:



The City Council approved five performance standards in Section 153.120 for boarding schools and dormitories as part of the ordinance amendment:

- (1) Dormitory must be supervised by adult staff members whenever students are present.
- (2) Dormitory must have sufficient personal space for students to sleep in and store their belongings, with suitable furniture of sufficient size for the number of students, as well as appropriate separation between gender and age groups.
- (3) In addition to sleeping rooms, dormitory must include provision of support spaces (e.g. living room, activity room, study rooms, storage, laundry, kitchen/dining area, bathrooms, etc.).
- (4) Dormitory must have bathroom and washing facilities that ensure maximum privacy of students, as well as personal hygiene. Bathrooms, showers and toilets must be designed in such a way that staff is able to open them from the outside in case of an emergency.
- (5) Dormitory must provide a space for health care, such as sick rooms/bays with an appropriate first aid kit.



Re: Life Prep Academy – Conditional Use Permit

Life Prep Academy has been accepting students since 2014 with recent graduation of their first three students. The applicant is proposing to expand school attendance, and therefore dormitory use, to 20 teens eventually. Space within their existing building would be remodelled to create the dormitory space. Students would be supervised throughout the day and evening. The floor plan shows classrooms on the first floor and dormitory functions on the second floor with 2-6 students per room. The dorm parents would have their own residential suite on the second floor.

The property is adjacent to Arthur Street NE, running parallel to Highway 10 NE near Pleasant View Drive NE. It is adjacent to Kings Corner Auto Sales to the southwest and to its northwest is a daycare center and Hy-Way House Motel. It is otherwise surrounded by a manufactured home neighborhood. The site is comprised of six parcels with a total size of 67,500 square feet, about 1.5 acres.

The front portion of the building where the use is proposed is a two-story structure with approximately 10,000 square feet of gross floor area – the school is already functioning on the ground floor. The two-story component of the building then transitions to one story in the back half of the property. This L-shaped building shares a surface parking lot with a similar one-story building facing it on the opposing side of the lot that includes a salon and the auto sales business. The building is separated from Arthur Street NE by approximately 50 feet of grass lawn and is accessed via a curb cut on Arthur Street NE.



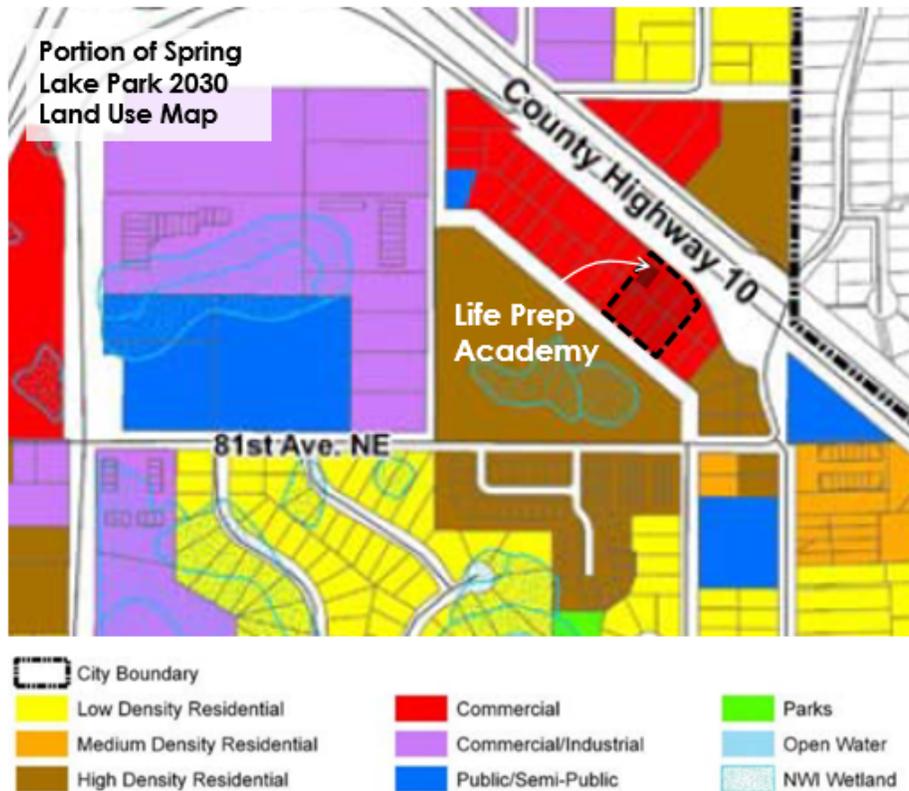
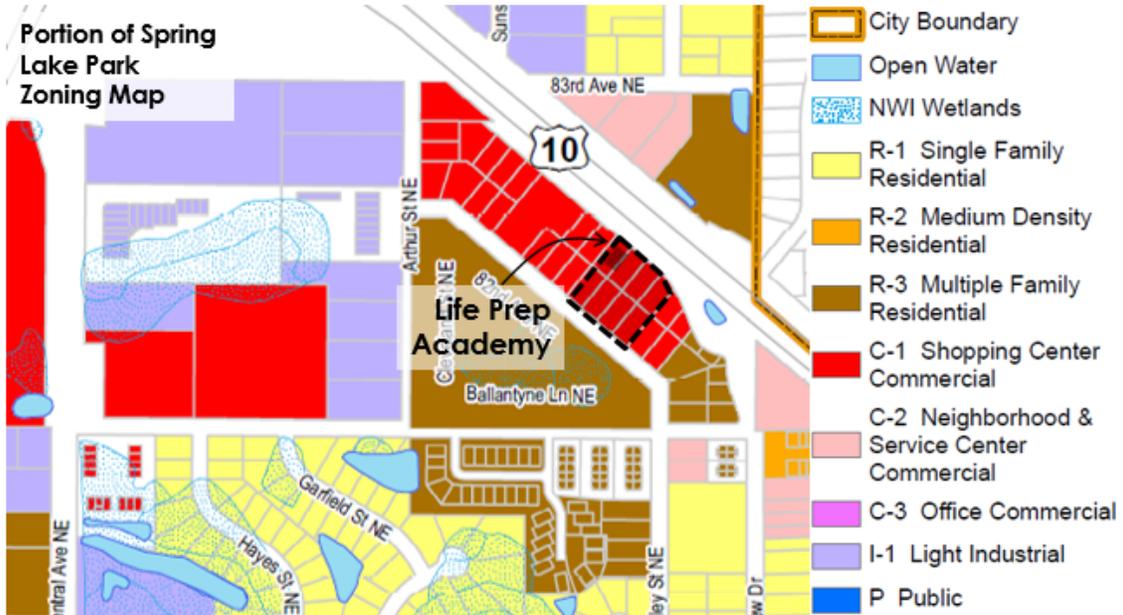
PLANNING ISSUES DISCUSSION

- 1) **Comprehensive Plan and Zoning.** The property is guided Commercial in the City's 2030 Land Use Plan. Zoning on the site is C-1 Shopping Center Commercial – allowed uses include, but are not limited to, auto and marine sales and services; boarding and lodging houses, nursing homes, and motels, hotels, and apartment hotels; offices; brewer taprooms



Re: Life Prep Academy – Conditional Use Permit

and cocktail rooms; medical clinics and hospitals; sexually oriented businesses; retail; daycare facilities; drive-in and sit-down restaurants and night clubs; and pawn shops.





Re: Life Prep Academy – Conditional Use Permit

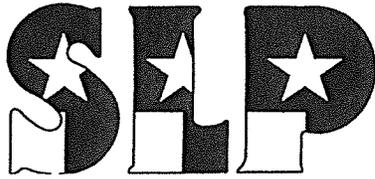
RECOMMENDATIONS

We recommend that the Planning Commission approve the Conditional Use Permit for Life Prep Academy located at 1628 Highway 10 NE, with the following conditions:

- 1) Up to six students shall be permitted without a CUP amendment.
- 2) The operator shall comply with the International Building code and apply for any necessary permits.
- 3) The operator shall comply with the five performance standards for boarding houses and dormitories as approved by the City Council.
- 4) The exterior property shall be cleaned up of litter on a weekly basis.
- 5) The operator shall dedicate a secure indoor bicycle parking location for at least six bicycles.
- 6) The operator will submit a clearly delineated and advertised policy that defines resident responsibilities and behavioral expectations as well as response to policy infractions to City staff for review and approval. The approved policy will be posted in the building, provided to all residents, and provided to city police.

ATTACHMENTS

- Development application
- New ordinance amendment



City of Spring Lake Park

1301 81st Avenue NE
Spring Lake Park, MN 55432
763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

DEVELOPMENT APPLICATION

TYPE OF APPLICATION (Check All That Apply)

<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan/Building Plan Review	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Lot Combination
<input type="checkbox"/> Ordinance Amendment (Text)	<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Street or Easement Vacation	<input type="checkbox"/> Other _____

PROPERTY INFORMATION

Street Address: 1628 County Hwy 10 NE

Property Identification Number (PIN#): _____ Current Zoning: _____

Legal Description (Attach if necessary): _____

APPLICANT INFORMATION

Name: <u>Pam Wolf Sladek</u>	Business Name: <u>Life Prep Academy</u>
Address: <u>1628 County Hwy 10 NE</u>	
City: <u>Spring Lake Park</u>	State: <u>MN</u> Zip Code: <u>55432</u>
Telephone: <u>763-203-2015</u>	Fax: _____ E-mail: <u>pam@lifeprepacademy.com</u>
Contact: <u>Pam Wolf Sladek</u>	Title: <u>Director</u>

OWNER INFORMATION (if different from applicant)

Name: <u>Tony Mezzenga</u>	Business Name: <u>Gabulk Properties LLC</u>
Address: _____	
City: _____	State: _____ Zip Code: _____
Telephone: <u>612-804-0487</u>	Fax: _____ E-mail: <u>washopb@gmail.com</u>
Contact: <u>Tony Mezzenga</u>	Title: <u>owner</u>

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: _____

Nature of Proposed Use: _____

Reason(s) to Approve Request: _____

PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE

Project Name: _____	Date of Application: _____
Nature of Request: _____	

NOTE: Applications only accepted with ALL required support documents
See City Code

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

E-mail pam@lifeprepacademy.mn^{low} Fax _____ USPS – Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Pam Wolf Sladek Date: 8/3/17
Owner: [Signature] Date: 8/3/17

NOTE: Applications only accepted with ALL required support documents. See City Code

**City of Spring Lake Park
Conditional Use Permit Worksheet**

A conditional use permit cannot be approved unless the Planning and Zoning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. It will provide for the welfare of up to 20 teens. The skills and education that they receive will benefit the community by helping them become self-sufficient, responsible, law abiding adults.

2. That the proposed use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use. The proposed will improve the health, safety, morals, and general welfare of those residing here.

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. The proposed will comply with regulations and requirement of the city committee(s) & council.

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. The proposed use will not be detrimental.

- 5. That the proposed use will not lower property values or impact scenic views in the surrounding area.

N/A

- 6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic.

The above listed will be adequate

- 7. That the proposed use includes adequate protection for the natural drainage system and natural topography.

N/A

- 8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance.

The proposed will adequately prevent or control the above.

- 9. That the proposed use will not stimulate growth incompatible with prevailing density standards.

N/A

Life Prep Academy dorm request

Dear City Committee and Council members,

Life Prep Academy began accepting students in October of 2014. We have since graduated our first 3 students.

Life Prep Academy is a unique school/residence program. We target high school students that are homeless, at risk of becoming homeless, or have other critical issues at home. We accept teens that meet that criteria, and are highly motivated to get their high school diploma. In addition to core subjects, we emphasize independent living skills, and job skills. Our goal is that teens, upon graduation from LPA, will have the skills needed to live on their own, and be prepared for adult life, college, and/or career.

With the first three years under our belt, we feel that we can show the successful program of Life Prep Academy. We would like to expand the opportunities that we provide to more than 3 students at a time. We would like to grow our enrollment, eventually, to 20 students. In order to serve that many students, we have two options: rent and staff multiple homes, or create a dormlike setting where we can house all the kids in the same place.

The second option, a dorm, makes more sense for several reasons. Administration and supervision are the biggest reasons for a dorm format. Students are supervised 24/7, so a dorm would be much easier to staff and monitor. Providing for a dorm versus multiple houses is more cost effective as well.

We have secured funding for any necessary renovation costs to turn the upstairs (above the school) into a dorm. The current floor plan allows for most of the rooms to stay as is (currently offices). Each room would house between 2 and 6 students. There is also an area for our dorm parent(s), recreation room, and study room. The two bathrooms would need to be expanded to include showers, and increase the number of toilet stalls. A kitchen and laundry room would go downstairs. Windows would be replaced with egress windows. Any other changes necessary would be recommended by the city code inspector and approved by the planning committee/council.

Thank you for your consideration,
Pam Wolf Sladek, director of Life Prep Academy
Life Prep Academy board of directors

PROJECT:
REMODELED PLAN

OWNER:
LIFE PREP ACADEMY
ADDRESS:
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN. 55432

CONTRACTOR:
MEZZENGA CONSTRUCTION
CONTACT: TONY
PHONE: 612-804-0487
E-MAIL: woodshop6@gmail.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

FINAL REMODEL
AUGUST 03, 2017
PLANS

PLANS PROVIDED BY:

SCHWIETERS HOME DESIGN
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN 55432

TEL: (763) 785-2105
SchHomDsgn@aol.com

DATE: 07/27/2017

DATE: AUG. 03, 2017 DRAWN: DICK S.
JOB NO: 2742 CHECKED: R.J.S.

GRADE LEVEL ROOMS

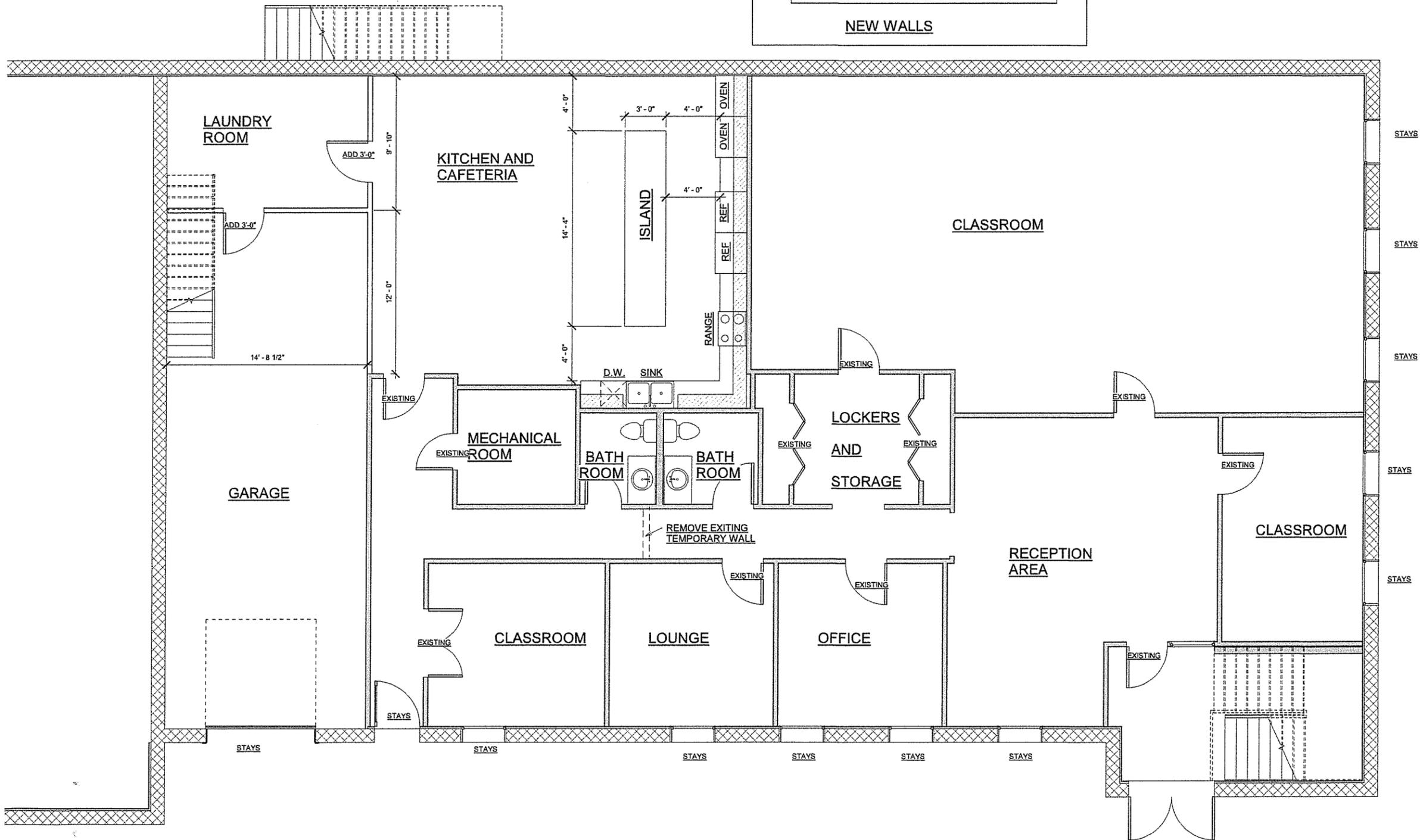
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PAGE NO:

A-1

LEGEND

EXISTING WALLS
REMOVE EXISTING WALLS
NEW WALLS



1 GRADE LEVEL ROOMS
A-1 1/4" = 1'-0"

PROJECT:
REMODELED PLAN

OWNER:
LIFE PREP ACADEMY
ADDRESS:
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN. 55432

CONTRACTOR:
MEZZENGA CONSTRUCTION
CONTACT: TONY
PHONE: 612-804-0487
E-MAIL: woodshop6@gmail.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

FINAL REMODEL
AUGUST 03, 2017
PLANS

PLANS PROVIDED BY:

SCHWIETERS HOME DESIGN
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN 55432

TEL: (763) 785-2105
SchHomDsgn@aol.com

DATE: 02/29/16

DATE: AUG. 03, 2017 DRAWN: DICK S.
JOB NO: 2742 CHECKED R.J.S.

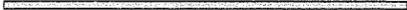
2ND FLOOR ROOMS

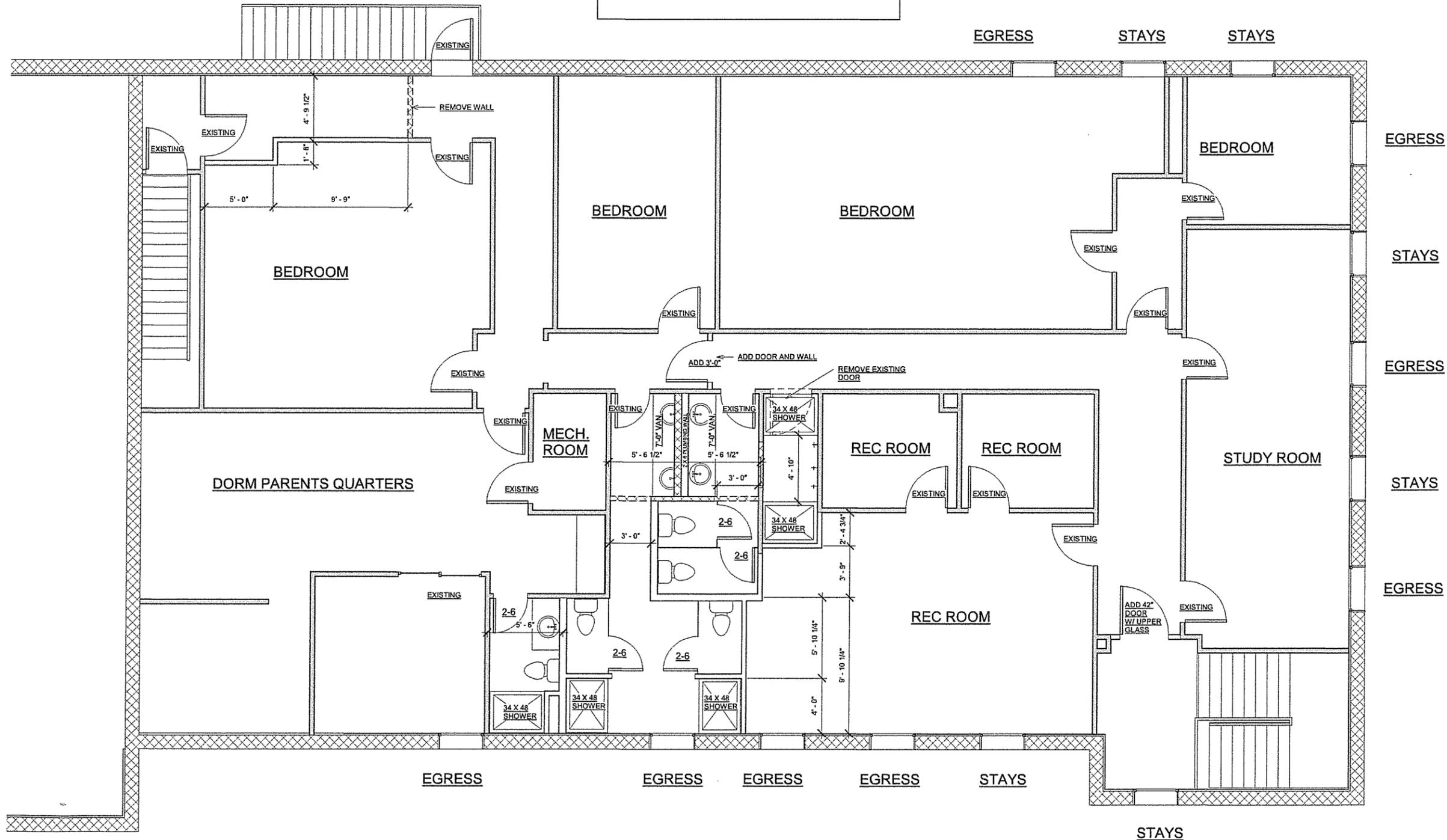
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A-2

LEGEND

 EXISTING WALLS
 REMOVE EXISTING WALLS
 NEW WALLS



1 2ND FLOOR ROOMS
A-2 1/4" = 1'-0"

ORDINANCE NO. _____

**AN ORDINANCE AMENDING APPENDIX D TO CHAPTER 153, ZONING, OF THE
SPRING LAKE PARK CODE OF ORDINANCE**

The City Council of the City of Spring Lake Park, Minnesota, ordains as follows:

Section 1. Section (B), Commercial Districts, Appendix D, Schedule of Permitted Uses by District, to Chapter 153, Zoning, is hereby amended to add the following use:

	District		
	C-1	C-2	C-3
<u>Boarding School</u>	<u>C</u>		

Section 2. Section 153.007 is hereby amended to add the following definitions.

BOARDING SCHOOL. A school at which the pupils receive board and lodging during the school term.

DORMITORY. A building used as group living quarters for a student body, religious order or other group as an associated use to a college, university, boarding school, orphanage, convent, monetary or other similar use. Dormitories do not include kitchen facilities, except a group kitchen facility to serve all residents.

Section 3. Section 153.120 is hereby amended as follows:

(I) Boarding School

____ (1) Dormitory must be supervised by adult staff members whenever students are present.

____ (2) Dormitory must have sufficient personal space for students to sleep in and store their belongings, with suitable furniture of sufficient size for the number of students, as well as appropriate separation between gender and age groups.

____ (3) In addition to sleeping rooms, dormitory must include provision of support spaces (e.g. living room, activity room, study rooms, storage, laundry, kitchen/dining area, bathrooms, etc.).

____ (4) Dormitory must have bathroom and washing facilities that ensure maximum privacy of students, as well as personal hygiene. Bathrooms, showers and toilets must be designed in such a way that staff is able to open them from the outside in case of an emergency.

____ (5) Dormitory must provide a space for health care, such as sick rooms/bays with an appropriate first aid kit.

Section 4. Effective Date. The ordinance shall become effective upon adoption and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this ____ day of _____, 2017.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

The public hearing was closed at 7:24 PM.

MOTION MADE BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER HANSEN TO APPROVE VARIANCE FOR A 22 X 20 FOOT DECK AT 7733 LAKEVIEW LANE NE. ROLL CALL VOTE: COMMISSIONER SMITH – AYE; COMMISSIONER EISCHENS – NAY; COMMISSIONER BERNHAGEN-AYE; COMMISSIONER HANSEN-AYE AND CHAIRPERSON DIRCKS-AYE. MOTION CARRIED.

6. Public Hearing– Amendment to existing Conditional Use Permit – Cliff Fraser- 8301 Sunset Drive NE

7. Public Hearing- Application for Conditional Use Permit – Pam Wolf Sladek-1628 Highway 10 NE

Chairperson Dircks opened the public hearing at 8:57 PM.

City Planner Elliott provided an overview of an application for a Conditional Use Permit from Pam Wolf Sladek to expand the opportunity to more students by providing a dormitory for students in their existing school space at Life Prep Academy. Ms. Elliott reported that previously such a dormitory use was not allowed in the City's zoning ordinance, but a Conditional Use Permit in the C-1 District amended the ordinance on August 7, 2017 to allow this use. She noted that the City Council approved five performance standards in Section 153.120 for boarding schools and dormitories as part of the ordinance amendment.

Ms. Elliott reported that the applicant is proposing to expand school attendance, and therefore dormitory use, to 20 teens eventually. She stated that space within their existing building would be remodeled to create the dormitory space. She stated that students would be supervised throughout the day and evening. She reported that the floor plan shows classrooms on the first floor and dormitory functions on the second floor with two to six students per room. She stated that dorm parents would have their own residential suite on the second floor.

Ms. Elliott reported that the property is adjacent to Arthur Street NE, running parallel to Highway 10 NE near Pleasant View Drive NE. The site is comprised of six parcels with a total size of 67,500 square feet, about 1.5 acres. She explained that the front portion of the building where the use is proposed is a two-story structure with approximately 10,000 square feet of gross floor area – the school is already functioning on the ground floor. This L-shaped building shares a surface parking lot with a similar one-story building facing it on the opposite side of the lot that included a salon and the auto sales business.

Ms. Elliott reported that the property is guided Commercial in the City's 2030 Land Use Plan and zoning on the site is C-1 Shopping Center Commercial.

Ms. Elliott stated that staff recommended the Planning commission approve the Conditional Use Permit for the Life Prep Academy located at 1628 Highway 10 NW with the following conditions:

1. Up to six students shall be permitted without a CUP permit
2. The operator shall comply with the International Building Code and apply for any necessary permits.
3. The operator shall comply with five performance standards for boarding houses and dormitories as approved by the City Council.
4. The exterior property shall be cleaned up of litter on a weekly basis.
5. The operator shall dedicate a secure indoor bicycle parking location for at least six bicycles.
6. The operator will submit a clearly delineated and advertised policy that defines resident responsibilities and behavioral expectations as well as response to policy infractions to City

staff to review and approval. The approved policy will be posted in the building, provided to all dormitory residents, and provided to City Police.

Chairperson Dircks inquired if Ms. Wolf Sladek would be required to amend the CUP each time the number of students increases since six students are allowed without a CUP amendment. Ms. Elliott stated that since this is a new dormitory and new use, the CUP would be able to grow with the school so allowing six at this time seems reasonable.

Commissioner Smith inquired on the supervision and care that will be available to students who may have a greater need for services or assistance.

Ms. Wolf Sladek stated that all of the students must be highly motivated to receive their diploma. She explained that the students are working towards their diploma versus their GED because a diploma is accepted more often than a GED. She stated that proper care will be given for those students who have reasonable needs or would need to be seen by a professional. She stated that she would have to deny a student if there was a need for extreme treatment needed.

Ms. Wolf Sladek explained that there would be 24-hour awake security on site and dorm parents would be on site for assistance overnight. She stated that the homes that the students are currently housed in do not have awake security as the dorm parent is only in the home with them.

Commissioner Smith inquired if Ms. Wolf Sladek is aware of the age difference amongst students and would she be able to have access to all their personal information.

Ms. Wolf Sladek explained that she has been teaching for over 35 years so she is aware of the difference with children. She noted that there would be separation of males and females in the dorm rooms and the oldest student she would accept would be 18 years old. She stated that she would have access to their information and history. She stated that students can be recommended by parents, police, social workers, school personnel to attend Life Prep Academy.

Commissioner Smith inquired as to what role Ms. Wolf Sladek has in the school. She explained that she handles all the roles of the Academy including the administration, fund raising and teaching. She reported that the school is 100 percent donation based and a private donor has donated \$150,000 for the renovation for a dormitory. She stated that there are other tenants in the building but they lease on month-to-month basis and the property owner would provide them with adequate notice and leasing space in one of the other buildings that the property owner owns.

Chairperson Dircks inquired if there are any regulations that need to be followed by the county or state level. Ms. Wolf Sladek reported that she is researching this currently. She stated that there are mandatory reported and legal issues that need to be met but there are currently no regulations that she is aware of. She explained that Life Prep Academy would be similar to a boarding school.

Building Official Brainard inquired if the building is ADA compliant and sprinkled since it is a two-story building. She stated that it is not sprinkler equipped. She noted that there will not be any students with needs that would make the building necessary for ADA accommodations. She stated that there are resources available to those persons with disabilities and have needs.

Chairperson Dircks asked for public comments.

Judy Rogge, Life Prep Academy, explained how she and Ms. Wolf Sladek see the importance of providing children a better life, education and to have a happier place to be.

Barbara Goodboe-Bisschoff stated that she supports Ms. Wolf Sladek and the good she is doing with the school. She inquired if there will be a curfew for the students. Ms. Wolf Sladek stated that on a school night, the curfew would be 10:00 PM and a non-school night the curfew would be midnight.

Ms. Goodboe-Bisschoff inquired if the dormitory is set up for 20 students now, why would only six be allowed currently. Administrator Buchholtz explained that a more restrictive permit allows the City the opportunity to evaluate the impact of the use before granting any further CUP amendments to expand the use.

Ms. Goodboe-Bisschoff inquired as to what type of security training the security personnel will have. Ms. Wolf Sladek stated that she is unsure at this time. She predicted that the requirement of a security class or something similar would be in order.

Chairperson Dircks asked for any additional comments. Hearing none, Chairperson Dircks closed the public hearing.

The public hearing closed at 9:25 PM.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER SMITH TO APPROVE A CONDITIONAL USE PERMIT FOR LIFE PREP ACADEMY AT 1628 HIGHWAY 10 NE WITH THE FOLLOWING CONDITIONS: 1. UP TO SIX STUDENTS SHALL BE PERMITTED WITHOUT A CUP AMENDMENT; 2. THE OPERATOR SHALL COMPLY WITH THE INTERNATIONAL BUILDING CODE AND APPLY FOR ALL NECESSARY PERMITS; 3. THE OPERATOR SHALL COMPLY WITH THE FIVE PERFORMANCE STANDARDS FOR BOARDING HOUSES AND DORMITORIES AS APPROVED BY THE CITY COUNCIL; 4. THE EXTERIOR PROPERTY SHALL BE CLEANED UP OF LITTER ON A WEEKLY BASIS; 5. THE OPERATOR SHALL DEDICATE A SECURE INDOOR BICYCLE PARKING LOCATION FOR AT LEAST SIX BICYCLES; 6. THE OPERATOR WILL SUBMIT A CLEARLY DELINEATED AND ADVERTISED POLICY THAT DEFINES RESIDENT RESPONSIBILITIES AND BEHAVIORAL EXPECTATIONS AS WELL AS RESPONSE TO POLICY INFRACTIONS TO CITY STAFF FOR REVIEW AND APPROVAL. THE APPROVED POLICY WILL BE POSTED IN THE BUILDING; PROVIDED TO ALL DORMITORY RESIDENTS, AND PROVIDED TO CITY POLICE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

8. Other

9. Adjourn

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER SMITH TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 9:28 PM.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff

Re: **Status Report for 9.5.17 Meeting**

From: Phil Gravel

File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Continuing to work with the Public Works Director and the Administrator on implementing the work plan for 2017 MS4 items. Annual public meeting was held on July 17th.

Surface Water Management Plan (193803949).

We continue doing research (including compiling old plans) as part of the background research for updating the local surface water management plan including stormwater modeling.

2017 Sanitary Sewer Lining Project (193803782).

This project includes sanitary sewer lining in the neighborhood east of Able Street and north of 81st Avenue. *The Contractor, Visu-Sewer, has completed most of the lining work. Remaining lining work will be completed over the next few weeks. Terry Randall is coordinating.*

2017-2018 Street Seal Coat Project (193803783).

This 2-year project will include street maintenance in the neighborhood north of 81st Ave. and west of Monroe St. (2017) and in the neighborhood east of Monroe St., south of 81st St. and west of TH 65 (2018). *The Contractor, Astech, has completed the 2017 seal coat work and initial sweeping. A second sweeping and pavement markings will follow this month. Terry Randall is coordinating.*

Other issues/projects.

Continue to work with Coon Creek Watershed District (CCWD) Technical Advisory Committee (TAC) meeting.

City's Water Supply Plan (DNR requirement) has been reviewed by the DNR and forwarded to the Met Council for review.

Reviewed plans from T-Mobile to upgrade their facilities on the Able Street water tower.

Continue working with Dan, Terry, Phil Carlson, and the developer regarding the potential Hy-Vee development.

Working on site plan construction issues for the Dominion project. Terry Randall is monitoring day-to-day issues on the project.

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Tim Grinstead, Peter Allen, or me if you have any questions or require any additional information.

CORRESPONDENCE



Fridley

COMMUNITY CONNECTION

AUGUST 2017
NO. 207

We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.

6431 University Avenue NE
Fridley, MN 55432
phone: (763) 571-3450
www.FridleyMN.gov
email: info@FridleyMN.gov



Mayor – Scott J. Lund
Councilmember-at-Large – Robert L. Barnette
Councilmember 1st Ward – James T. Saefke
Councilmember 2nd Ward – Dolores M. Varichak
Councilmember 3rd Ward – Ann R. Bolkcom
City Manager – Wally Wysopal

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Summer Fun for Everyone

Fridley '49er Day

Fridley celebrated community with a day-long celebration starting with a beat and ending with a bang. The annual Fridley Lions '49er Day parade started the day with high school marching bands, royalty floats, drum and brass entertainers and approximately 90 units from various local organizations.

Grand Marshal Sue Johnson led the way. Sue is the 2017 honoree for the Fridley Lions Top Dog Award for her dedication and hard work within the Fridley community. By day, Sue is a 31+ year City employee in Fridley's Recreation Department. By night, she is an active volunteer, including work as a Fridley Police Reserve Officer and acting president of the '49er Day committee.

Fridley fun continued at Commons Park with jumping, dancing, eating, singing and more! The Fridley Community Theater impressed crowds with songs from their summer *Beauty and the Beast* musical; Fridley Police Officers took one for the team in the dunk tank; Fridley Fire collected 69 pounds of food for the Southern Anoka Community Assistance food shelf; and kids of all ages had a blast all day long. Fridley High School alumni gathered Saturday night at the all-school reunion, and the 80s Superstar Radio Show closed it all down with dancing until dark and an early fireworks display due to weather.

Thank you to everyone who came out to celebrate '49er Day, and especially, to all the vendors and organizers who made the day a success. This celebration is organized by the '49er Day Committee, a non-profit group of volunteers, and they need your help. If you are interested in planning next year's celebration, call Sue at (763) 572-3573 or send an email to recreation@FridleyMN.gov.

Safety Camp

For 23 years, Police, Fire, Recreation and Allina Medical have come together to teach children invaluable life skills. From how to escape a home fire, to basic first aid, to the importance of bicycle helmets, Safety Camp is always a hit.

Campers are mentored by police officers, firefighters and paramedics who serve as their counselors during camp. The kids get to know them on a first-name basis. On that day, Ryan is just Ryan, not Lieutenant. Nick is just Nick, or maybe it was Crazy Nick, not Sergeant. It was not until the end of the day when the camp counselors traded in their shorts and t-shirts for uniforms that the kids got to see the important roles they play daily in our community.

Thank you to the generous businesses and organizations that donated to 2017 Safety Camp, including Allina Health, Dunn Bros Coffee, Perkins, Sam's Club, Connexus Energy and MN Poison Control.

Without your support, we would not be a success!

Summer Camps

Nature Camps, ROCKS, the Playground Program and Wednesday Field Trips are in full swing and keeping kids active. From fun in the sun to creative art, there is never a dull moment. Fridley Recreation offers great summer options for kids in grades K-7 – perfect for working parents or to simply preempt the words "I'm bored." The season wraps up this month, but we invite you to join us again next year! Sign-up begins in April.

Stay Connected!



Like Us on Facebook:
search City of Fridley



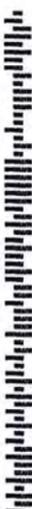
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City of Spring Lake Park
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THE CITY E-NEWSLETTER



Fridley 4U and E-News Highlights.

Get email updates on community events, crime prevention, construction updates and answer our monthly poll question.

Sign up at FridleyMN.gov/connect



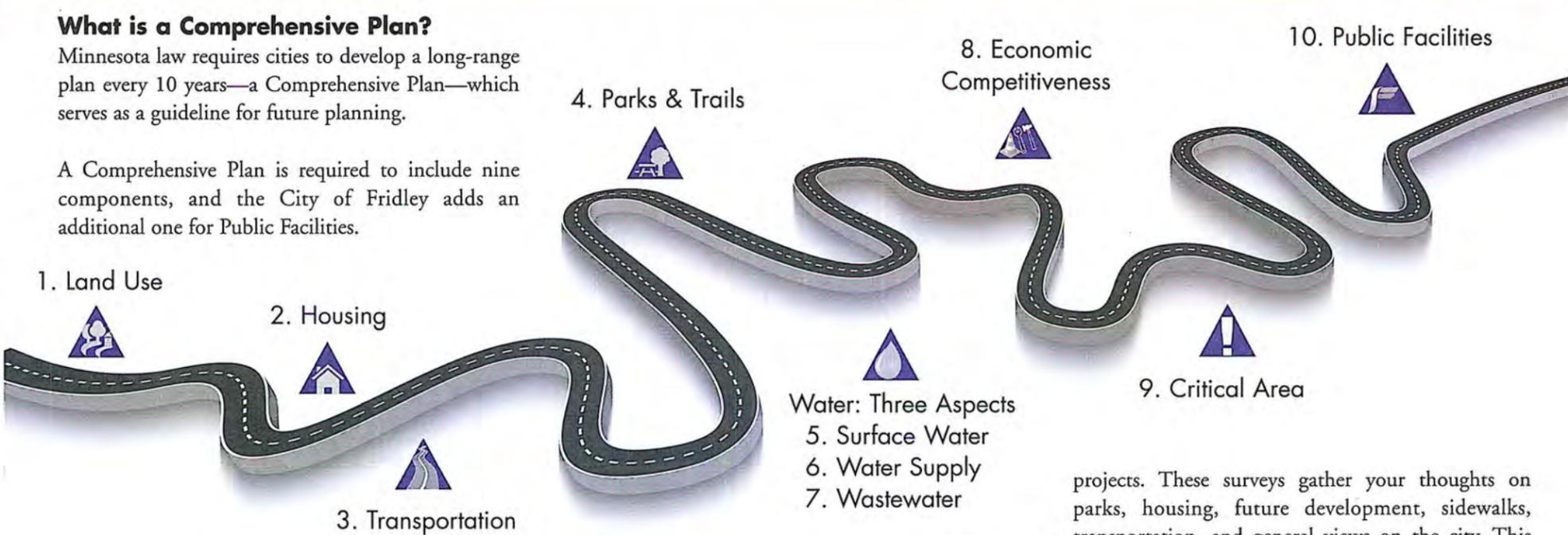


Framing a Fridley For You: The 2040 Comprehensive Plan

What is a Comprehensive Plan?

Minnesota law requires cities to develop a long-range plan every 10 years—a Comprehensive Plan—which serves as a guideline for future planning.

A Comprehensive Plan is required to include nine components, and the City of Fridley adds an additional one for Public Facilities.



Preparing for the Future

The Metropolitan Council, a regional government agency serving the Twin Cities and specializing in metropolitan planning, guides the process and reviews the plans. Comprehensive Plans help the Met Council prepare for metro-wide transportation, housing, waste management and water/sewer needs now and into the future. New this time is a requirement to incorporate components of resiliency into each section topic, including strategies for climate mitigation and adaptation.

Fridley's Comprehensive Plan will guide budgetary decisions over the next 10 years. It is also used to apply for State and Federal grant funds. Fridley's last plan was completed in 2008; the next plan is due for submission to the Met Council by

December 31, 2018. Our goal is to have a draft ready by the end of this year to allow enough time for review by City Commissions and the Fridley City Council, and for any necessary adjustments.

You Can Help Frame Fridley's Future

Your feedback is an important part of this process. We will continue to host neighborhood meetings, conduct surveys and present interactive display boards at community events.

But you do not have to wait! You can start sharing your thoughts right now with our online surveys. Visit FridleyMN.gov/survey.

Your answers provide the City Council and staff with valuable input that will help prioritize future

projects. These surveys gather your thoughts on parks, housing, future development, sidewalks, transportation, and general views on the city. This website also provides more information on Fridley's current Comprehensive Plan and the process for developing the 2040 Plan.

Where Does It Lead

Just as your house ages and requires upkeep and repairs, so does the City's infrastructure. The Comprehensive Plan guides city leaders in making those tough financial decisions. Is it time for new sidewalks? Are we meeting the housing needs of our residents? Do kids have safe routes to school? Are we continuing to attract businesses? Do water and sewer systems need repair?

The City's Comprehension Plan is similar to a business plan. It collects all the research, lays out priorities, projects future changes and provides a roadmap for Fridley's future.

Streets Update

This year's construction on neighborhood streets is coming to a close, and we would like to thank everyone for maneuvering around and driving carefully through the work areas. Most of the project for 2017 was in the North Park and Parkview neighborhoods on roads built between 1965 and 1998. The area is in the northeast corner of Hwy 65 and I-694. Northwest Asphalt, the awarded contractor, anticipates most of the work should be completed by the end of the month.

A Busy Summer for Streets Staff

A total of 1.9 miles of residential streets were resurfaced this summer. There were also concrete curb repairs, miscellaneous utility maintenance and boulevard restoration. CenterPoint Energy began private utility work in April to replace gas mains and services in the same area. Water main replacement in

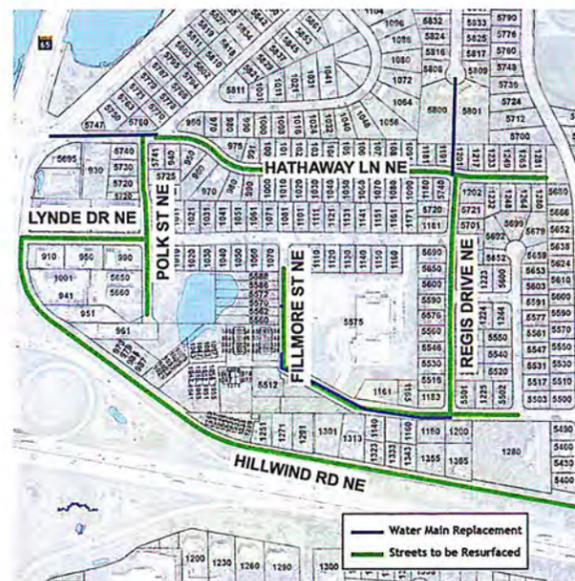
portions of Hackmann Avenue, Regis Lane and Fillmore Street, along with aging fire hydrant replacements, finished in July.

Costs for this project will be paid using Minnesota State Aid System funding, utility enterprise funds and special assessments to adjacent properties. Utility work is not subject to special assessment and will be paid using the corresponding utility funds.

Drive Safe

As the construction season winds down, please remember to be safe and to drive cautiously wherever you see construction workers and warning signs.

Additional information on this project or Fridley Streets can be found online at FridleyMN.gov/streetproject.



Safe Routes to School

Goal: Ensure kids have safe routes to bike and walk to school

Step 1: Make a plan

It takes money to change roads, make bike lanes, or add sidewalks or trails, and it takes a solid plan to find that money. Fridley has partnered with MnDOT (Minnesota Department of Transportation) to make that plan.

Last year, we assembled a group of stakeholders. It included representatives from City staff, the school district, Anoka County, parents and wellness advocates, as well as opinions directly from students.

We asked a class of 4th graders at Hayes Elementary what they liked or feared about walking or biking to school:

What They Liked

- Enjoy being outdoors (trees, sun, sky)
- Like to explore
- Get home earlier than the bus
- Exercise
- Quiet time

What They Found Dangerous

- Cars go too fast
- Dogs chase them
- No off-road trail

Parents expressed significant concerns about the speed of cars, lack of sidewalks, inconvenient bike racks, the need for more crossing guards or a police presence, and cars running stop signs.

Using input from students, parents and the task force, a MnDOT-hired consultant created a Safe Routes to School Plan for Hayes Elementary, Stevenson Elementary and Fridley Middle School. (Schools in the Columbia Heights District already have a plan in place which was created in 2013.) These plans include ideas for programs and infrastructure improvements to support safer walking and biking to these schools.

Step 2: Get Plan Approval and Feedback

In May, the Fridley School Board approved the plans. After discussing the proposed projects in each of the plans at conference meetings in April and May, the Fridley City Council wanted to know if those most affected by proposed improvements supported them.

The most significant change proposed is on 7th Street. Residents in the area were invited to an event in June where the street was closed and marked up to show how it could be changed with bike and walk improvements. The 37 adults and 35 kids who attended voted on various design changes or no change at all. Overwhelmingly, the vote favored removing parking from the east side of 7th Street from 59th Avenue south to 53rd Avenue, making room for a raised 10-foot wide multi-use trail that bikers and walkers could share. North of 59th Avenue to 61st Avenue, the majority felt the need to have the on-street parking remain on both sides of the street and to widen the existing off-road sidewalk to 10 feet.

We also asked, "What would make you feel more comfortable when walking or biking?" The number one answer was greater separation from traffic. The second most common answer was more lighting.

Step 3: Apply for Funding

We took all these results to the City Council and they approved all three Safe Routes to School Plans. These plans will now serve as a guide for the Fridley School District and the City to implement new programs and secure grant funding for infrastructure changes. Grant funds are limited and highly competitive. It can take years for funds to become available, but we are now in a position to better compete for these funds and are optimistic for what opportunities we can create in the future.

Get Your Dog License

Do you have a dog? Does your dog have a City of Fridley Lifetime Dog License?

Fridley makes it very easy to get your dog licensed with a one-time, lifetime license for only \$25. No need for annual renewal or additional fees. It is your responsibility to keep the dog's rabies vaccination current. Dogs must be leashed unless confined in the owner's yard or supervised at the City's designated dog park.

If you are new to Fridley or have a new dog, make sure to get your dog license. It is required for all dogs six months and older. You can pick up a license form at Fridley City Hall or download the form on the City website at FridleyMN.gov/dogs.

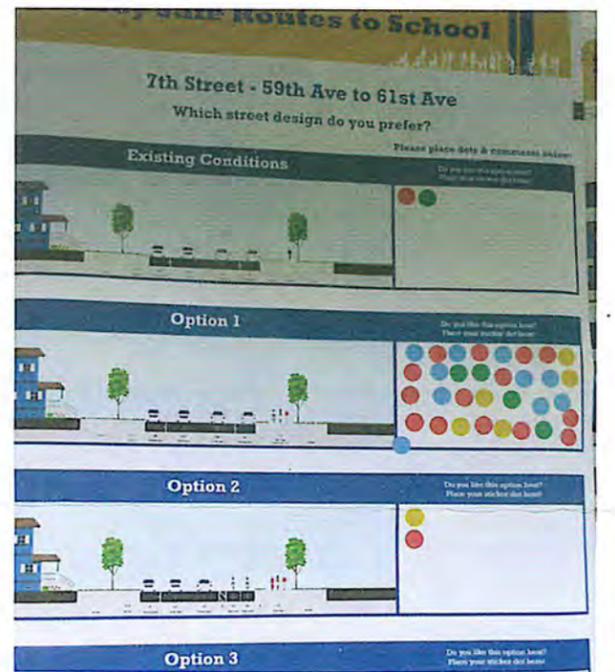
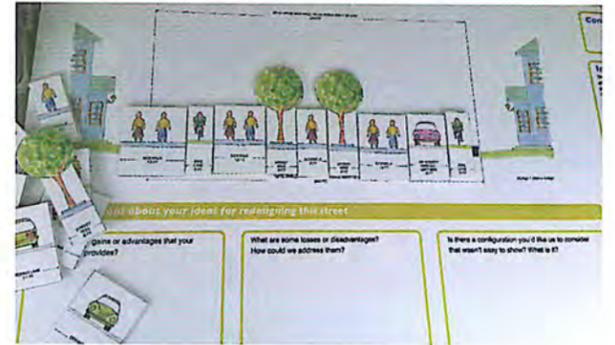
Other Important Animal/Pet Information:

- The City does not require cats to be licensed.
- You are allowed up to 3 dogs or cats (or a combination) at any residence.
- There is no hunting allowed in the City.
- Prohibited animals include any non-domesticated animal or animal that is wild in nature or



disposition including large cats (lions, tigers, cougars). Domesticated house cats are allowed.

- Members of the Canidae family are prohibited (wolves, foxes, coyotes). Domesticated dogs are allowed, but must be licensed.
- No skunks, raccoons, bears or badgers.
- No poisonous snakes, pit vipers or constrictors.
- You must apply for and be granted a license to have any kind of livestock. Each case will be determined on an individual basis. Factors such as property type and size, fences, sanitation control and housing of the animal(s) will be considered.



Fridley Community Calendar

August

- 1 Night to Unite Community Celebration
- 3 HRA Meeting
- 7 Parks & Recreation Commission
- 8 Environmental Quality & Energy Commission
- 14 City Council Meeting
- 16 Planning Commission
- 19 Secure Paper Shredding - Fire Station 1
- 28 City Council Meeting
- 30 Cops and Cones - Grandpa's Ice Cream

September

- 4 City Offices Closed in Observance of Labor Day
- 5 Charter Commission
- 6 Appeals Commission
- 7 HRA Meeting
- 11 City Council Meeting
- 11 Parks & Recreation Commission
- 12 Environmental Quality & Energy Commission
- 16 Secure Paper Shredding - Fire Station 1
- 20 Planning Commission
- 25 City Council Meeting

NOTE: City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Municipal Center, 6431 University Avenue NE. The public is welcome.

Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at (763) 572-3500 at least one week in advance.



Fridley Funding 101 – A Look at City Financials

Fridley Liquor Stores

The City of Fridley runs two liquor stores which provide nearly \$340,000 in annual support to the City's operations. These stores are funded by sales, NOT property taxes, so they provide a great benefit to the community. Sales continue to remain strong, with 2016 exceeding \$5 million. This support provides funding for capital equipment and projects which would typically be funded with tax dollars. In 2016, profits went towards new playground equipment at Commons Park and funded the replacement of three police vehicles.

	2014	2015	2016
Sales	\$4,786,987	\$5,256,840	\$5,439,423
Cost of Sales	3,525,672	3,909,856	3,976,342
Operating Expenses	1,070,644	997,347	1,030,169
Operating Income	\$190,671	\$349,637	\$432,912



NOW OPEN SUNDAYS

Fridley Liquor - University store only
11 am – 6 pm
Additional hours and directions online:
FridleyLiquor.com

Raise Your Spirits 7 Days a Week



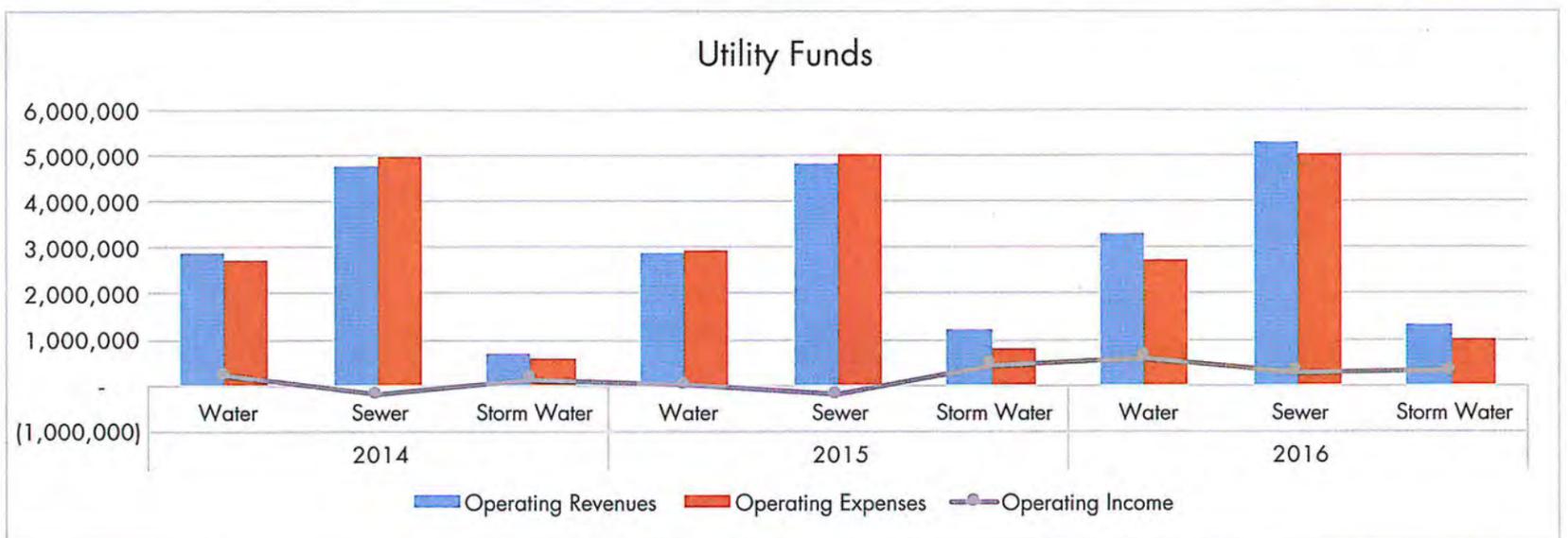
Utility Funds

City utilities include water, sewer and stormwater, and these services are also not supported by property taxes. Instead, they are funded through fees. In 2016, the water, sewer and stormwater funds all recorded operating income. This is significant in that it increases reserves to allow for significant infrastructure projects planned in the near future. As depicted in the graph, it has been several years since all three utility funds recorded an operating income.

Although the City reviews utility fees each year, in 2017, the City is undergoing an indepth utility rate study for the sewer and water utility funds. The study is intended to stabilize rate increases from year to year and ensure equitability among customer classifications.

You may have recently seen Fridley water utility staff in your neighborhood. The City has accelerated the campaign to replace the City's manually-read water

meters with automatic meter reading (AMR) meters. Over the past 7 years, staff has replaced about 500 meters per year. Starting in late 2016, the City accelerated this project. Staff anticipates to have nearly completed the replacement of all residential meters throughout the community by the end of 2017. Because the work is being done in-house, we anticipate a significant savings from preliminary estimates.

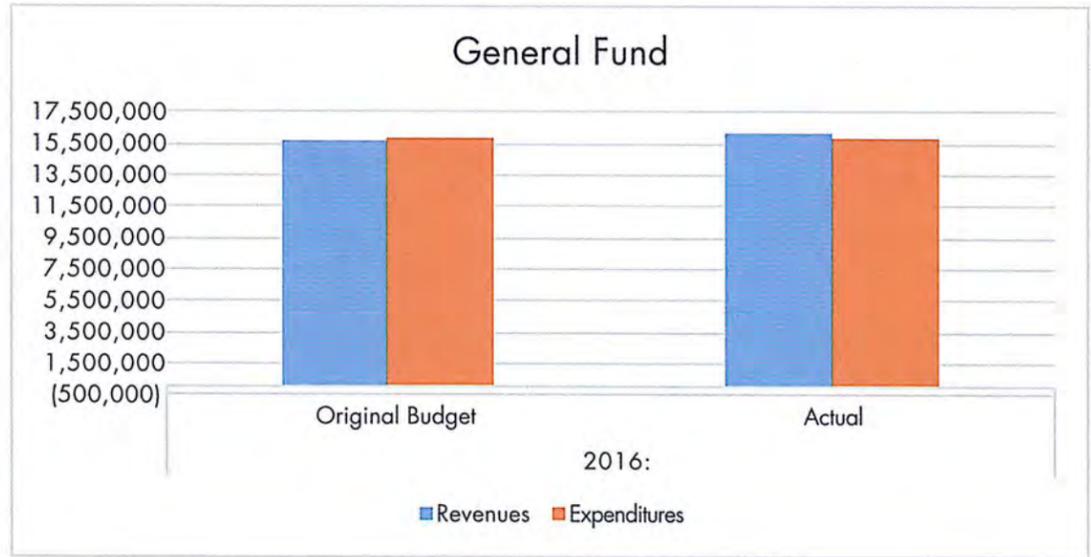


	2014			2015			2016		
	Water	Sewer	Storm Water	Water	Sewer	Storm Water	Water	Sewer	Storm Water
Operating Revenues	2,913,717	4,754,492	699,699	2,907,123	4,809,679	1,225,153	3,330,350	5,298,995	1,324,460
Operating Expenses	2,711,441	4,974,662	587,327	2,923,433	5,020,891	775,776	2,735,903	5,019,997	1,021,367
Operating Income	\$202,276	\$(220,170)	\$112,372	\$(16,310)	\$(211,212)	\$449,377	\$594,447	\$278,998	\$303,093

General Fund

The initial 2016 adopted budget for the General Fund planned for the use of \$127,100 in fund balance. Building permits and fees exceeded budget estimates as construction continued at a fast pace in 2016. In addition, expenditures were below budget. This was primarily due to a mild winter, resulting in lower than anticipated snow removal costs for public works. There were also several budgeted positions that remained vacant for a portion of the year in police, engineering and finance.

This is the primary funding source for City operations. About 75% of these funds go towards Police, Fire, Street and Park Maintenance, and Recreation.



2016			
	Original Budget	Actual	Variance: Budget to Actual
Revenues	15,720,700	16,094,166	373,466
Expenditures	15,847,800	15,866,680	18,880
Net Change in Fund Balance	\$(127,100)	\$227,486	\$354,586

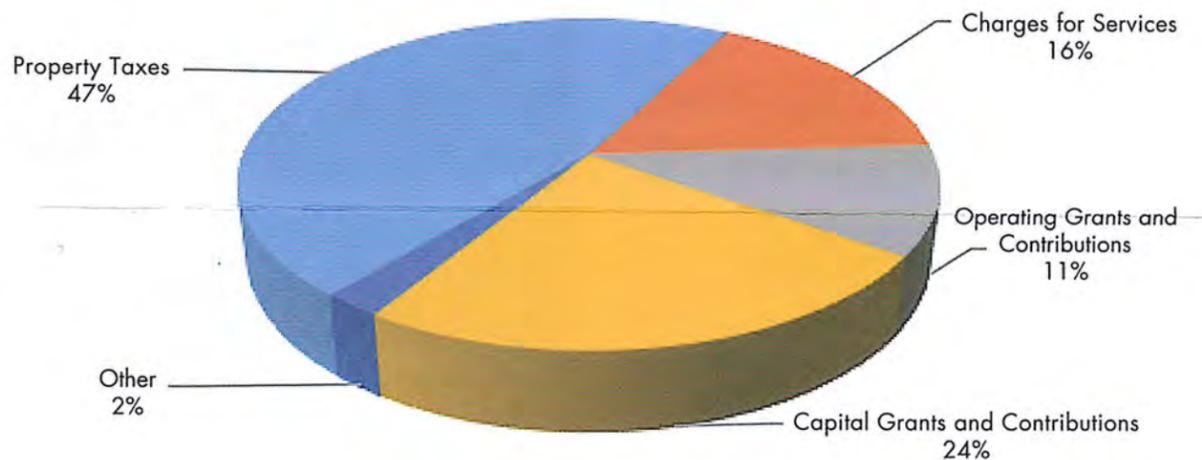
Governmental Activities

The City's governmental funds include the General Fund which provides basic City operations, along with several other funds that have special purposes like the Springbrook Nature Center, Recycling, and Capital Improvement Funds. When combining these funds, you get the City's governmental activity. The pie charts represent the total 2016 revenue sources and the 2016 expenditures by function. Nearly half of the revenue to support these funds comes from property taxes. When looking at total governmental expenditures, nearly half is spent on public safety which includes Police and Fire operations.

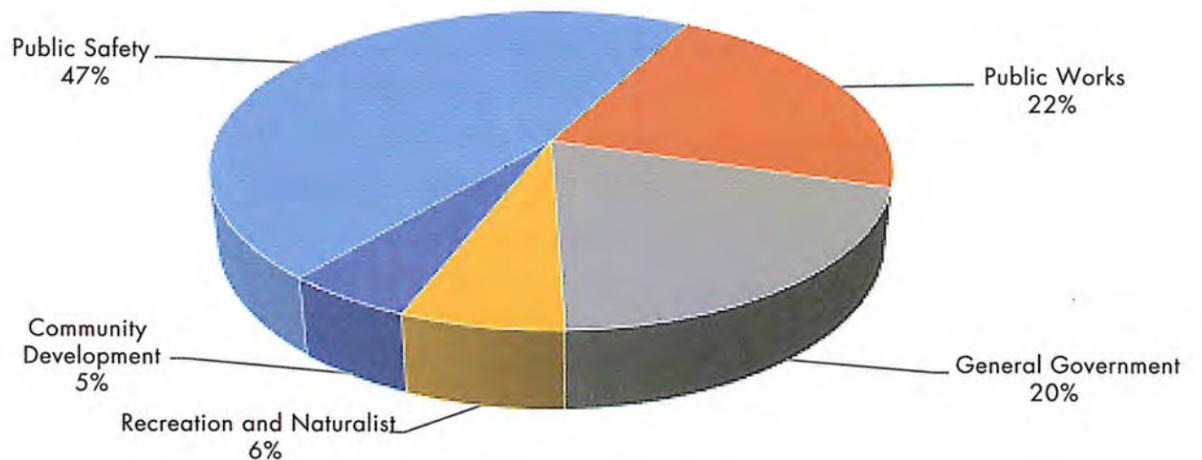
Governmental Activities - Revenues	
Property Taxes	\$12,222,937
Charges for Services	\$4,248,195
Operating Grants and Contributions	\$2,841,173
Capital Grants and Contributions	\$6,296,532
Other	\$619,956
Total	\$26,228,793

Governmental Activities - Expenditures	
Public Safety	\$10,313,163
Public Works	\$4,795,340
General Government	\$4,398,370
Recreation and Naturalist	\$1,440,232
Community Development	\$1,126,835
Total	\$22,073,940

Governmental Activities - Revenues



Governmental Activities - Expenditures



Main Street Trail and Bridge

It is almost here! A brand new pedestrian bridge over I-694 will soon give walkers and bikers safer traveling options. This pedestrian bridge will be separate from the existing road bridge by 40 feet to the west.

Work began in April by S.M. Hentges & Son, Inc. out of Jordan, MN. Sometime this month, they plan to set the bridge in place. During that time I-694 will

be closed from 10:00 p.m. to 5:00 a.m. to make room for the cranes needed to install the bridge.

This project also consists of installing a new 10-foot multi-use trail on the west side of Main Street from 44th Avenue to 57th Avenue. Everything is expected to be ready for pedestrian traffic by this fall.



Emerald Ash Borer – Update

The Risk

Approximately 30% of the trees on Fridley boulevards and parks are green ash. As you may have heard, an insect called Emerald Ash Borer is threatening these trees.

Emerald Ash Borer (EAB) is widespread and highly destructive. Adult EAB are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grubs (or worm-like) and live underneath the bark of ash trees. Trees are killed by the tunneling of the larvae under the tree's bark. These tunnels block the flow of water up the tree and the flow of food from the leaves down the trunk.

Minnesota is home to nearly one billion ash trees, one of the largest concentrations of ash in the country. Trees that are attacked by EAB can die within two to four years. Measures are being taken statewide to address this problem.

The Plan

In response, Fridley is launching a removal and replacement program for City-owned green ash trees. One of the largest concentrations of ash trees in Fridley is in the North Park Neighborhood (north of I-694, east of Hwy 65), and that is where we started this pilot project. Boulevard ash trees in this area have been examined by expert tree inspectors for EAB risk. If a tree was flagged, affected homeowners have already been contacted with options and replacement tree choices.

If the program works well for this neighborhood, we will continue efforts throughout the City. There is no cost to homeowners for the removal and replacement of boulevard trees. It will take significant time to address every area. We are committed to preserving the quality of our green spaces. Our goal is to improve the overall ecosystem health of the City by increasing tree species diversity. Together, we will continue to build a legacy of trees for you to enjoy for decades.

Private Trees

If you have an ash tree on your private property and believe it is at risk, there are a number of resources available. Helpful links on our City website include:

- treatment cost calculator
- symptoms and damage pictures from the University of MN Extension
- a list of City-licensed tree businesses
- contact information for the MN Department of Agriculture
- frequently asked questions



To learn more about Emerald Ash Borer and its attack on Fridley's urban forest, visit FridleyMN.gov/emeraldash.

Now Recruiting: Fridley Police Explorers

Core Values • Life Skills • Mentorship and Training • Competition

Do you know what it takes to be a police officer? Want to find out?

Fridley Police invite young adults, ages 14 – 18, to explore law enforcement careers and gain invaluable skills and experience through the Fridley Police Explorers program.

Our Vision: The goal of the Fridley Police Explorers program is to help in the development of successful young adults who will be able to take the values and skills gained from the program and use them in their future careers.

"I joined the Fridley Police Explorers program at 14 years old," says Officer Shawn Murphy. "I credit the success I've had in life so far to the tools I learned in the Explorers program. I now work alongside many of the officers who mentored me. These mentors had an incredible impact on me and helped shape my future."



Police Explorers learn:

- Hostage Rescue Negotiations
- Bomb Scene Search
- Burglary Response
- Search and Arrest
- Domestic Crisis
- and more!

Explorers train side-by-side with active Fridley police officers and compete in the above scenarios at a state

competition. This is a great opportunity to gain invaluable skills, learn about various law enforcement careers in a hands-on environment, and build experience that will be a benefit in future job interviews and college applications.

"The impact of this program stretches far beyond just the Explorers," explains Officer Murphy. "The City and Police Department benefit from building positive relationships, and having active and involved young adults in the community; and the individual police officers involved in the program benefit by aiding in the creation of successful young adults."

To learn more about joining the Fridley Police Explorers, visit FridleyMN.gov/PoliceExplorers. Fill out the online interest form to receive more information, or email Officer Murphy at Shawn.Murphy@FridleyMN.gov. An informational meeting will be scheduled for early September.

Are you an adult, 18+, looking to learn more about Fridley Police operations and policing in general?

Join us for Citizens' Academy!

This free program is open to all adults who live or work in Fridley with no felony convictions. The 8-week course is held on Thursday nights in September and October.

- Ride along with an officer
- Work with a police K9
- Learn what "use of force" really means
- Experience a 9-1-1 call
- Take a look inside the drug world
- Practice personal safety
- Gear up with firefighters

Don't miss this chance to partner with Fridley Police. Register online at FridleyMN.gov/police (under Special Projects) or call (763) 572-3629.

Cops and Cones: Summer Chats

The first ever Cops and Cones event was a great success with cool treats and hot topics.

Sometimes things happen in your neighborhood, and although they might not be 9-1-1 worthy, maybe you would like people to be aware of them. That is a perfect conversation for Cops and Cones.

This is a time to casually chat with Fridley Officers and command staff. Some residents ask questions; others share concerns; and some just want to say hi. This is also a great time to brainstorm crime prevention ideas.

Often Fridley Officers meet residents during a crisis. Cops and Cones gives them a chance to meet you without being in a hurried, emergency situation. We invite you to stop by our last Cops and Cones event of summer:

Wednesday, August 30
7:00 – 8:00 p.m.
Grandpa's Ice Cream:
1258 East Moore Lake Drive





The Fire Academy – Training Made Smart

There was a time, only a few short years ago, when firefighting training meant going to technical college. Cities were faced with a cost of over \$1,450 per student to train them to Firefighter I and Firefighter II, or the time-consuming and restrictive option of conducting all training in-house. Not only was technical college training expensive, but departments also had to wait until the colleges had enough students to put on a class.

In 2012, 15 fire departments across Anoka County brainstormed for a better option and the Anoka County Fire Academy was born. Today, the Academy has trained 289 regional firefighters and has a higher rate of passing certification exams than any other program in the state.

The Anoka County Fire Academy provides two training sessions each year. Class 10 concluded on July 6 and included two new Fridley Firefighter

graduates. Another Fridley trainee began with the new July session, bringing the total number of Fridley Firefighters attending the academy to 21, saving the City over \$30,000. The academy was originally funded through a grant program (which ended in 2016), and continues to be funded through the Minnesota Board of Firefighter Training and Education.

The Anoka County Fire Academy is unique. It offers a relevant and effective training program, taught by veteran firefighters throughout the county. Fire departments also contribute on-the-job equipment to help with skills training. Students attend classes with people they may be working closely with in other communities after graduation, continuing the strong history of teamwork and collaboration with neighboring cities. Unlike college programs, the academy provides the state certification exams for Firefighter I, Firefighter II and Hazardous Material



Operations. In addition, students learn how fire departments function, the history of fire service and specific training on Anoka County operations like using the radio system.

To learn more about becoming a firefighter, visit www.MNFireHire.com

Fire Safety Begins with a Plan

Last year, Fridley Fire responded to 27 apartment fires. If you live in an apartment or condominium, you need to know how to get out quickly if a fire starts.

1. Make a Plan

Your brain does not always think rationally in a crisis situation. If you already know what you need to do and where you need to go, you may save valuable time. Create and practice an escape plan to get from your apartment to the outside.

- Count the number of doors between your apartment and the nearest fire exit. Memorize that number in case you have to find the exit in the dark.
- Know where all the exit doors and stairs are on your floor.
- Learn your building evacuation plan if you have one. Create and practice a personal escape plan.

2. Stay Calm

In the event of a fire, stay calm. Move to the exit, just like you practiced. Call 9-1-1 once you are outside.

- If your door feels warm to the touch, do not attempt to open it. Call 9-1-1 and tell the dispatcher your apartment number and that you cannot open your door.

- Stuff the cracks around the door with towels, rags, bedding and tape. Cover vents.
- Wait at a window and signal for help with a flashlight or by waving a white cloth like a towel or dishrag.
- If your apartment door is cool to the touch, open it slowly. Stay low and check for smoke or fire in the hallway. If the hallway is safe, follow your escape plan.
- Never use an elevator to escape a fire. Always use the stairs.
- Do not prop open exit or stairway doors. These are installed to slow the spread of heat and smoke if there is a fire.
- Close your door and any doors you pass through while exiting to help contain the fire until firefighters arrive.

3. Wait for Help

Once you are outside, DO NOT go back into the building. Move away from the building and give firefighters plenty of space. If you fear someone is still inside, tell a firefighter where you think they are. Wait until firefighters tell you it is safe to go back inside.



Notice a damaged smoke alarm, fire extinguisher or a burnt out emergency light? **Report it!** Tell your apartment manager.

Make sure your apartment has working smoke alarms.

- Inside each sleeping room
- Test them monthly
- Replace batteries yearly
- Replace smoke detectors every 10 years or earlier

74% of Fridley apartment fires in 2016 were a result of cooking. Never leave a stove unattended. Never fall asleep while cooking.



FIRE PREVENTION WEEK
OCTOBER 8-14, 2017
firepreventionweek.org

Fridley Fire Open House

Saturday, October 7 • 11:00 a.m. – 3:00 p.m.
Station 1, 6431 University Ave NE

Bring the whole family to this fun-for-all-ages event! Meet firefighters, climb into a truck, try on gear, learn about fire prevention and so much more! Look for details coming soon online at www.FridleyMN.gov.



New at Springbrook: Amphitheater and Play Area

The innovative growth of Springbrook Nature Center continues this summer with a new nature-based play area and a new outdoor amphitheater. Thanks to the fundraising efforts by the Springbrook Nature Center Foundation and generous donors for making this possible.

Encouraging relaxation, play and creativity in the natural environment is a vital aspect of Springbrook's commitment to environmental education.

"We want to provide our community with places to connect with each other and connect with nature," explains Jack Kirk, Fridley's Director of Parks and Recreation. "Springbrook is the perfect location to learn and explore. We are excited for the opportunity to bring new, creative energy to the park."



Outdoor Amphitheater

The possibilities for this stage are endless; everything from performance art and music, to ceremonies and animal presentations. The four-tiered seating built into the natural hill faces the 40' landscaped presentation area, surrounded by the oak savanna. Want to have some fun? Stand in the middle of the

amphitheater and say something out loud. The natural acoustics will amaze you!

The Fridley Lions made this amphitheater possible with a generous \$250,000 donation. The Fridley Lions are dedicated to community service and improvement. We sincerely thank them for everything they do for the Fridley community and beyond.



Nature-Based Play Area

"This will be more than just a playground," explains Director Kirk. "We want to give both kids and parents a place to take a break from technology and plug into nature."

A water pump serves as a central feature, creating a curving stream that leads to a sandy play area. Logs and boulders will provide a place to crawl and climb. The native forest offers an opportunity to build outdoor shelters, and it is all nestled in this beautiful and unique environment.

Springbrook's nature-based play area is made possible by Jerome and Patricia Hartlaub, with a matched donation from Medtronic.

A generous grant from U.S. Bank allowed for additional play features to be added. U.S. Bank and the Minnesota Vikings partnered for a community grant program. This grant provides community-based nonprofit organizations and local schools an opportunity to create or renovate parks, playgrounds and sports facilities in low-to-moderate income communities in Minnesota. The Springbrook Nature Center Foundation will be receiving \$38,000 towards the new nature-based play area.



Springbrook campers got a special sneak peek with a surprise visit from the Minnesota Vikings Cheerleaders and the Vikings mascot Viktor in late June. The public Grand Opening Celebration took place on July 29. The amphitheater is now available for rental. Portions of the nature-based play area are ready, while final work on other areas will continue into late summer.

For hours, directions and rental information, visit springbrooknaturecenter.org or call (763) 572-3588.

Fall Residential Recycling and Paper Shredding

Saturday, October 7 • 9 a.m. - 1 p.m.
Locke County Park, 840 71st Avenue -
near the future City Hall site

Need to declutter? Bring in your old electronics, appliances, cardboard, scrap metal, bicycles, mattresses and more! Many items accepted for FREE; others for a small charge. Watch for postcards in September!



FREE Paper Shredding also available on August 19 and September 16 from 10:00 a.m. - 12:00 p.m. at Fridley City Hall, 6431 University Ave, under the Fairview/Fridley sign near University.

Back to School at *The* ZONE

September 5 for 5th Graders Only - Welcome to the ZONE!
September 6 - the ZONE officially opens for the school year



Friday, September 15,
3:15 - 5:00 p.m., \$3

New Hours for September

Grades 5-8,
Monday-Friday: 3:00 - 5:45 p.m.

Grades 7-9,
Fridays: 6:00 - 8:30 p.m.

No late Zone during
Fridley HS home football games.



Friday, October 27,
3:15 - 6:30 p.m., \$8

The Zone is your place: air hockey, foosball, pool, video games, board games, or just hang out with friends. Daily admission is only \$1, payable at the door. We are in the lower level of the Fridley Community Center - come check it out!

THANK YOU for stepping out at this year's Night to Unite!
Look for pictures in our October newsletter.

Video Production



Municipal Producer, Trevor Scholl, continued to meet with City officials and department contacts regarding potential programming for the channels. He completed nine of the projects that had previously been requested, and shot footage for more, including several days of drone footage from the Fetes des Lacs activities. The footage will require editing before a final program can be completed. In addition to video productions he also marched in the Fetes des Lacs parade as a part of the NMTV float. He photographed parade attendees and posted the photos to the NMTV Facebook page. NMTV receives thousands of visits from parade attendees looking for their photo. Staff members Kenton Kipp, Ben Hayle, and T.J. Tronson also either produced programs or assisted in the production of programs for the City channels.

▪ July Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Spring Lake Park Tower Days	Trevor Scholl	00:04:24
Blaine Festival	Trevor Scholl	00:03:21
Mayor's Minutes: Circle Pines Summer 2017	Trevor Scholl	00:06:11
Tip 411	Trevor Scholl	00:03:49
Blaine Traffic Unit	Trevor Scholl	00:03:53
Mayor's Minutes: Centerville Summer 2017	Trevor Scholl	00:05:57
Lino Lakes Car Seat Clinics	Trevor Scholl	00:03:57
Lino Lakes Recycling	Trevor Scholl	00:00:48
Ham Lake Farmers Market Muggle Bath	Trevor Scholl	00:04:09
Blaine Safety Camp	T.J. Tronson	00:18:08
Local Decision 2017: File for Office	Ben Hayle	00:02:36
Fetes Des Lacs Parade	Kenton Kipp	00:47:31
Anoka County Board Meeting (7/11/17)	T.J. Tronson	00:32:02
Anoka County Board Meeting (7/27/17)	T.J. Tronson	00:36:47

Some projects that Trevor is working on or is scheduled to produce include:

- Centerville Fetes Des Lacs editing
- Spring Lake Park Mayor's Minutes
- Ham Lake Mayor's Minutes
- Developing Community Corner program to be hosted by City Administrators for those Cities with Mayor's unable to participate in Mayor's Minutes programs

- Lino Lakes YourGov App
- Lino Lakes corrections facility piece
- Blue Heron Days
- Lexington Mayor's Minutes
- New pictures for Lexington website
- Blaine Mayor's Minutes 2 editing
- Business profiles
- Fire station recruitment needs for each department
- Explorers programs
- City comprehensive plan coverage
- Lexington Fall celebration



Equipment Consulting/Technical Support

- **Blaine**
- No equipment assistance requested or required.
- **Centerville**
- No equipment assistance requested or required.
- **Circle Pines**
- No equipment assistance requested or required.
- **Ham Lake**
- Met with Don and Denise to discuss HD upgrade.
- Contacted iSpace, Z Systems, and Alpha Video about getting proposals to Ham Lake staff.
- Contacted Ham Lake staff to report channel graphics down.
- Contacted Ham Lake staff to report channel graphics still down. Rebooted and fixed.
- **Lexington**
- No equipment assistance requested or required.
- **Lino Lakes**
- Met Jeff Karlson to discuss the latest upgrade proposal from Z Systems. Matt was able to recommend some changes to the equipment list resulting in \$60,000 less than the previous proposal with essentially the same functionality.
- Presented the HD upgrade recommendation at the Lino Lakes City Council Work Session, and answered questions.
- Emailed information to Jeff Karlson regarding the bidding process.
- Contacted Lino Lakes staff regarding channel graphics down. Rebooted and fixed.
- **Spring Lake Park**
- Contacted Comcast to report City and School District channels down. Worked with Comcast to diagnose problem and get channels back up.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston and Tarkor Zehn, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels;

live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in June:

Title	Producer	Runtime
Blaine Planning Commission Meeting (7/11/17)	Blaine Staff	00:47:38
Blaine Traffic Commission Meeting (7/12/17)	Blaine Staff	00:56:32
Blaine City Council Meeting (7/13/17)	Blaine Staff	03:03:20
Blaine Natural Resource Conservation Board Meeting (7/18/17)	Blaine Staff	01:14:21
Centerville City Council Meeting (7/12/17)	Centerville Staff	02:20:28
Centerville City Council Meeting (7/26/17)	Centerville Staff	02:40:35
Circle Pines City Council Meeting (7/11/17)	Circle Pines Staff	00:49:35
Circle Pines Utility Commission Meeting (7/19/17)	Circle Pines Staff	00:12:01
Circle Pines City Council Meeting (7/25/17)	Circle Pines Staff	00:36:39
Ham Lake City Council Meeting (7/5/17)	Ham Lake Staff	00:13:46
Ham Lake Planning Commission Meeting (7/10/17)	Ham Lake Staff	00:29:08
Ham Lake City Council Meeting (7/17/17)	Ham Lake Staff	00:22:05
Ham Lake Planning Commission Meeting (7/24/17)	Ham Lake Staff	00:07:22
Lexington City Council Meeting (7/6/17)	Lexington Staff	01:08:11
Lexington City Council Meeting (7/20/17)	Lexington Staff	00:41:03
Lino Lakes City Council Meeting (7/10/17)	Lino Lakes Staff	01:38:13
Lino Lakes Planning & Zoning Commission Meeting (7/12/17)	Lino Lakes Staff	02:37:09
Lino Lakes City Council Meeting (7/24/17)	Lino Lakes Staff	00:24:28
Lino Lakes Environmental Board Meeting (7/26/17)	Lino Lakes Staff	02:04:55
Spring Lake Park City Council Meeting (7/17/17)	Spring Lake Park Staff	02:06:56
Spring Lake Park Planning Commission Meeting (7/24/17)	Spring Lake Park Staff	01:46:26
21 New Programs		26:20:51 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional video programming produced by NMTV staff is also scheduled on the channels. The table below outlines how many times a video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	321	255:32:45
Centerville	104	56:30:00
Circle Pines	236	80:45:24
Ham Lake	197	54:33:44
Lexington	101	85:17:32
Lino Lakes	178	56:40:00
Spring Lake Park	161	131:15:36
Totals:	1,298 Program Playbacks	720:35:01 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. Eric Houston is currently updating the pages for Cities that have indicated interest in his assistance. He began updating the pages in March, where hundreds of new slides were created. In June, new slides were created upon request. New Tightrope Carousel graphics generators have been purchased for Cities and will be installed mid-August. At that time, Eric will be responsible for all City approved content on the Carousel units. The following work was done for City graphics pages in June:

- **Blaine**
- No assistance requested.
- **Centerville**
- No assistance requested.
- **Circle Pines**
- No assistance requested.
- **Ham Lake**
- No assistance requested.
- **Lexington**
- No assistance requested.
- **Lino Lakes**
- No assistance requested.
- **Spring Lake Park**
- No assistance requested.
- **All Cities**
- Carousel testing and experimentation.
- Create and run test videos.
- Run test channels.
- Experiment with multi-zone channels in anticipation of new Carousel units.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in June:

- **Blaine**
 - 4 meetings bookmarked and placed on VOD.
- **Centerville**
 - 2 meetings placed on VOD.
- **Circle Pines**
 - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 4 meetings bookmarked and placed on VOD.
- **Lexington**
 - 2 meetings placed on VOD.
- **Lino Lakes**
 - 4 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
 - 2 meeting bookmarked and placed on VOD
 - Worked to transfer files from hard drive to NMTV playback servers with light editing

Administrative



The issues dealt with in July include the complaint filed against CenturyLink by the Minnesota Attorney General, inquiries regarding the second quarter franchise and PEG fee reports by Comcast and CenturyLink, the Carousel/Makito X upgrade for Cities, and the resolution of consumer complaints.

- **Carousel/Makito X**
 - Verify installation date of August 14th and required staff scheduling.
 - Meet with staff regarding master control issues related to Makito X and Carousel work flow.

CenturyLink Complaint

- Read article in Star Tribune regarding Attorney General Complaint against CenturyLink
- Received copy of Complaint from CenturyLink, read
- Talked with Commission attorney, Mike Bradley, regarding Complaint and possible Commission actions.
- Emailed Operations Committee regarding Complaint and possible Commission actions
- Emailed Cable Commission regarding Complaint and possible Commission actions
- Scheduled Complaint for discussion during September meetings

Customer Complaints

- Ongoing from previous month: Mediated a Ham Lake customer complaint regarding the condition of his property after Comcast service installation. Resolved to subscribers satisfaction.

End of Quarter Franchise and PEG Fee reporting

- Received some reports from Comcast and CenturyLink detailing 2nd Quarter franchise fee and PEG fee payment.
- Contacted Comcast and CenturyLink regarding missing parts of reports
- Received missing reports
- Calculated fee totals and compared to previous payments from last quarter and the same time last year
- Schedule report for September meetings

Miscellaneous

- Coordinated NMTV float and marchers in Centerville Fetes des Lacs Parade.

North Metro TV

July 2017 Update

Program Production

In July, a total of **83 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **75:15:00 hours of new programming**.

- 25 programs were produced by the public
- 37 programs were produced by NMTV staff
- 21 programs were produced by City staff



Van Shoots

The HD truck was used for **66:15:00** hours of production. Events produced live and recorded for additional playbacks include:

- USA Cup Weekend: July 14: 3 Games
- USA Cup Weekend: July 15: 3 Games
- USA Cup Weekend: July 16: 4 Games
- USA Cup Opening Ceremonies
- USA Cup: July 19: 3 Games
- USA Cup: July 20: 3 Games
- USA Cup: July 21: 4 Games
- Centerville Fetes Des Lacs Parade



Workshops

Workshop	Instructor	Organization	Students
Studio A	Eric Houston	Toastmasters	14
Connecting Anoka County Taping	Eric Houston	Video Club	8
Open Studio Night	Eric Houston	Video Club/General Public	13
Editing	Eric Houston	General Public	3
Camera	Eric Houston	General Public	3
5 Workshops			41 Students

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos, film, slides, and photos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	205.75	58	174	46	80	\$675
February	165.75	65	41	14	672	\$411
March	131.5	41	98	45	0	\$305
April	118.5	60	34	40	0	\$157.50
May	192.25	81	58	16	473	\$215
June	207.5	70	26	65	0	\$274.50
July	179.25	83	5	41	208	\$545
TOTAL:	1,200.50	458	436	267	1,433	\$2,583.00

Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	67	523.5
February	74	461.75
March	54	476.75
April	71	326.5
May	106	665
June	95	511.25
July	75	459.5
TOTAL PUBLIC USAGE:		3,424.25

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some July highlights include:

- Ham Lake non-profit Bikes for Kids
- Local Decision 2017: Filing for office in Lino Lakes and Circle Pines
- Blaine 12 year old heads to the BMX World Championship
- Centerville's Fetes des Lacs celebration
- Ham Lake couple featured on water garden tour
- Safety Camp
- Police Chief Olson leaves role with Blaine
- National Sports Center ready for USA Cup
- Blaine police and citizens work together to keep roads safe



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 411 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

USA Cup Soccer

As always, July is a busy soccer month for North Metro TV. Staff, interns, and volunteers rallied their forces to cover the Opening Ceremonies and 20 USA Cup games, including the pre-USA Cup weekend games. All of the games were live on TV and via the North Metro TV website. It was a very well coordinated and time intensive production schedule but everyone worked together to make the week very successful. It is the first year that our games are available in the blu-ray format only. This is the second year we required purchases of game recordings be made via credit card through our website. It is a much more streamlined and manageable process. The individual games sold for \$15. Orders of 10 or more discs were sold for \$10 each.



Safety Camp

T.J. Tronson completed his 21st Blaine Safety Camp production in July. He recorded the presentations and activities and then put together a short highlight program. He always puts together the video presentation for campers and their parents for the second night of camp. The highlight version of the event is used for playback on the channels. As always, a link was provided for the Blaine website.

Open Studio Night

Studio Manager, Eric Houston, hosted North Metro TV's second "Open Studio Night" in July. The purpose of the event is to have a fully crewed studio opportunity for anyone in the community who would like to produce a show, but just doesn't have the crew to do it. Current and new producers are invited to come in and make a show. This time around the crew recorded a table read of an original sitcom script, titled "John Stamos." The cast included two actors from Ham Lake. The volunteer crew had a chance to learn more about producing a show in Studio A. It was a fun night for everyone.

Fetes des Lacs Celebration

Municipal Producer, Trevor Scholl, spent quite a bit of time gathering footage from all of the Centerville Fetes des Lacs events. Along with NMTV Drone Operator, T.J. Tronson, he was able to get some pretty amazing footage of the festivities. Trevor will edit together a festival highlight program for the City channel. In addition to that coverage, NMTV staff videotaped the parade, marched in the parade, and took photographs of parade watchers and posted them to Facebook.



City Productions

Municipal Producer, Trevor Scholl, completed nine programs in July and started the work on several more. He continued to call and meet with City officials and department contacts to talk about additional programming possibilities. He also spent a great deal of time covering events for the Centerville Fetes des Lacs celebration. Projects that were completed in July include:

- Tower Days
- Blaine Festival
- Mayor's Minutes: Circle Pines Summer 2017
- Tip 411
- Blaine Traffic Unit
- Mayor's Minutes: Centerville Summer 2017
- Lino Lakes Car Seat Clinics
- Lino Lakes Recycling
- Ham Lake Farmers Market
- Shot state capitol time capsule video for Blaine
- Shot drone footage with T.J. of Fetes des Lacs events

- Shot pictures while marching in the Fetes des Lacs parade and uploaded to Facebook

Future programs being organized or completed include:

- Spring Lake Park Mayor's Minutes
- Ham Lake Mayor's Minutes
- Developing Community Corner program to be hosted by City Administrators for those Cities with Mayor's unable to participate in Mayor's Minutes programs
- A tour of Circle Pines with Mayor Dave
- Lino Lakes YourGov App
- Lino Lakes corrections facility piece
- Fetes Des Lacs events editing
- Blue Heron Days
- Lexington Mayor's Minutes
- New pictures for Lexington website
- Blaine Mayor's Minutes 2
- Business profiles
- Fire station recruitment needs for each department
- Explorers programs
- City comprehensive plan coverage
- Lexington Fall celebration

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

Production equipment consulting for cities and schools

- **Blaine**
- No equipment assistance requested or required.
- **Centerville**
- No equipment assistance requested or required.
- **Circle Pines**
- No equipment assistance requested or required.
- **Ham Lake**
- Met with Don and Denise to discuss HD upgrade.
- Contacted iSpace, Z Systems, and Alpha Video about getting proposals to Ham Lake staff.
- Contacted Ham Lake staff to report channel graphics down.
- Contacted Ham Lake staff to report channel graphics still down. Rebooted and fixed.
- **Lexington**
- No equipment assistance requested or required.
- **Lino Lakes**
- Met Jeff Karlson to discuss the latest upgrade proposal from Z Systems. Matt was able to recommend some changes to the equipment list resulting in \$60,000 less than the previous proposal with essentially the same functionality.
- Presented the HD upgrade recommendation to the Lino Lakes City Council work session, and answered questions.
- Emailed information to Jeff Karlson regarding the bidding process.
- Contacted Lino Lakes staff regarding channel graphics down. Rebooted and fixed.
- **Spring Lake Park**
- Contacted Comcast to report City and School District channels down. Worked with Comcast to diagnose problem and get channels back up.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	321	255:32:45
Centerville	104	56:30:00
Circle Pines	236	80:45:24
Ham Lake	197	54:33:44
Lexington	101	85:17:32
Lino Lakes	178	56:40:00
Spring Lake Park	161	131:15:36
Totals:	1,298 Program Playbacks	720:35:01 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Connecting Anoka County: Independence For All	Julie Jeppson/Eric Houston	00:20:18
Off Constantly (2 episodes)	McLean Dolphy	01:03:46
Garage Deals	Laurie Sigler/Joe Scholz	00:12:34
John Stamos	Allyson Schue	00:17:05
Every Movie Ever Made (2 episodes)	Lizzy Sigler, Gavin Van Trease, Eric Houston	00:58:28
Cornerstone Church	Rick Bostrom	00:25:02
The Power of Love (4 episodes)	Rick Larson	02:00:00
LovePower (4 episodes)	Ann Sandell	04:00:00
Rice Creek Watershed District Meeting (3 episodes)	Theresa Stasica	04:47:25
Monday Motivation With Bukola	Bukola Oriola	00:36:08
Oak Park Moments (5 episodes)	Dave Turnidge	02:56:00
25 New Programs		16:33:00 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (7/11/17)	T.J. Tronson	00:32:02
Anoka County Board Meeting (7/27/17)	T.J. Tronson	00:36:47
2017 Blaine Safety Camp	T.J. Tronson	00:18:08
NMTV News (2 episodes)	Danika Peterson/Ben Hayle	00:47:59
Local Decision 2017: File for Office	Ben Hayle	00:02:36
Mayor's Minutes: Circle Pines Summer 2017	Trevor Scholl	00:06:11
Tower Days	Trevor Scholl	00:04:24
Tip 411	Trevor Scholl	00:03:49
Blaine Traffic Unit	Trevor Scholl	00:03:53
Mayor's Minutes: Centerville Summer 2017	Trevor Scholl	00:05:57
Lino Lakes Car Seat Clinics	Trevor Scholl	00:03:57
Lino Lakes Recycling	Trevor Scholl	00:00:48
Ham Lake Farmers Market Muggle Bath	Trevor Scholl	00:04:09
Blaine Festival	Trevor Scholl	00:03:21
USA Cup Weekend: Rev SC/Vici Barcelona Elite	Kenton Kipp	01:23:24
USA Cup Weekend: CNS Fiore/Tempo Lightning	Kenton Kipp	01:13:59
USA Cup Weekend: NB AJAX/Keliix-Intra	Kenton Kipp	01:19:55

Title cont.	Producer cont.	Runtime cont.
USA Cup Weekend: DePere Select/St. Charles	Kenton Kipp	01:09:58
USA Cup Weekend: RYSA United/Tokiwagi Gauken	Kenton Kipp	01:25:40
USA Cup Weekend: REV SC/Minot Magic	Kenton Kipp	01:21:20
USA Cup Weekend: MTA Swoosh/SSC Diablos	Kenton Kipp	01:17:34
USA Cup Weekend: REV SC Black/NLS Tornadoes	Kenton Kipp	01:05:05
USA Cup Weekend: Menasha Swat/Thunder Bay	Kenton Kipp	01:38:58
USA Cup Weekend: MTA 2002/SSC Diablos	Kenton Kipp	02:10:52
USA Cup Opening Ceremonies	Kenton Kipp	01:16:46
USA Cup: Valley United/Lakeshore	Kenton Kipp	01:37:00
USA Cup: REV SC/Eclipse Select	Kenton Kipp	01:28:30
USA Cup: Brainerd Blast/NSSA Ojambo	Kenton Kipp	01:46:34
USA Cup: Victoria 2005/NOSC Blast	Kenton Kipp	01:15:33
USA Cup: BYSC Belugas/Rudbeckianska	Kenton Kipp	01:54:24
USA Cup: EPSC Celtic/Futbol Conultants	Kenton Kipp	01:24:57
USA Cup: TRSA/Rev SC Black	Kenton Kipp	01:29:18
USA Cup: JOTP/Mid-City Lions	Kenton Kipp	01:49:20
USA Cup: Academy SC/SCS Houston	Kenton Kipp	01:53:53
USA Cup: St. Croix Power Rangers/Centro U	Kenton Kipp	01:47:57
Centerville Fetes Des Lacs Parade	Kenton Kipp	00:47:31
37 New Programs		32:38:46 New Hours

Programs Produced by City Staff

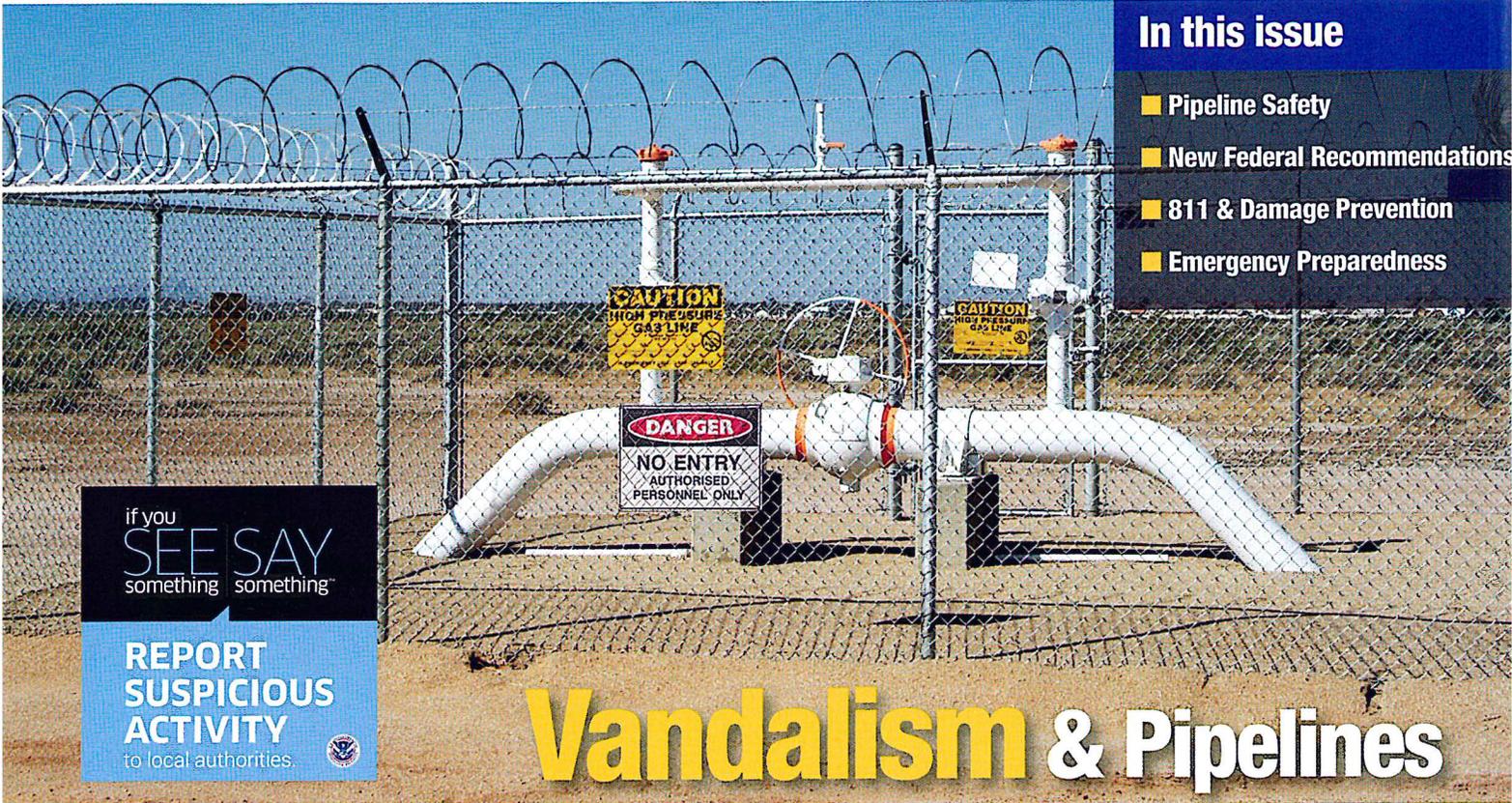
Title	Producer	Runtime
Blaine Planning Commission Meeting (7/11/17)	Blaine Staff	00:47:38
Blaine Traffic Commission Meeting (7/12/17)	Blaine Staff	00:56:32
Blaine City Council Meeting (7/13/17)	Blaine Staff	03:03:20
Blaine Natural Resource Conservation Board Meeting (7/18/17)	Blaine Staff	01:14:21
Centerville City Council Meeting (7/12/17)	Centerville Staff	02:20:28
Centerville City Council Meeting (7/26/17)	Centerville Staff	02:40:35
Circle Pines City Council Meeting (7/11/17)	Circle Pines Staff	00:49:35
Circle Pines Utility Commission Meeting (7/19/17)	Circle Pines Staff	00:12:01
Circle Pines City Council Meeting (7/25/17)	Circle Pines Staff	00:36:39
Ham Lake City Council Meeting (7/5/17)	Ham Lake Staff	00:13:46
Ham Lake Planning Commission Meeting (7/10/17)	Ham Lake Staff	00:29:08
Ham Lake City Council Meeting (7/17/17)	Ham Lake Staff	00:22:05
Ham Lake Planning Commission Meeting (7/24/17)	Ham Lake Staff	00:07:22
Lexington City Council Meeting (7/6/17)	Lexington Staff	01:08:11
Lexington City Council Meeting (7/20/17)	Lexington Staff	00:41:03
Lino Lakes City Council Meeting (7/10/17)	Lino Lakes Staff	01:38:13
Lino Lakes Planning & Zoning Commission Meeting (7/12/17)	Lino Lakes Staff	02:37:09

Title cont.	Producer cont.	Runtime cont.
Lino Lakes City Council Meeting (7/24/17)	Lino Lakes Staff	00:24:28
Lino Lakes Environmental Board Meeting (7/26/17)	Lino Lakes Staff	02:04:55
Spring Lake Park City Council Meeting (7/17/17)	Spring Lake Park Staff	02:06:56
Spring Lake Park Planning Commission Meeting (7/24/17)	Spring Lake Park Staff	01:46:26
21 New Programs		26:20:51 New Hours

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

pipeline awareness

safety information for public officials



In this issue

- Pipeline Safety
- New Federal Recommendations
- 811 & Damage Prevention
- Emergency Preparedness

Vandalism & Pipelines

What could it mean for you?

In communities across the country, law enforcement agencies are actively partnering with pipeline operators to protect community safety during protest demonstrations and to prevent vandalism to local pipeline infrastructure.

Over the past year, anti-pipeline activists, prompted by permitting decisions for new pipeline projects, organized protests and attempts to intentionally damage pipeline facilities.

Coordinated vandalism targeting pipeline infrastructure in four states prompted federal regulators to issue a bulletin in 2016 warning communities

that damage to piping and aboveground system assets can have significant community safety consequences.

Under federal law, individuals who damage pipeline facilities in the United States can face large fines and up to 20 years in prison. Unfortunately, attempts to damage pipelines continue. Authorities in South Dakota and Iowa confirmed that earlier this year, protesters seriously damaged sections of newly constructed

pipelines.

In response to these threats, pipeline operators have increased efforts to monitor and protect pipeline infrastructure through their security and surveillance programs. They also rely on the support of local public officials and law enforcement to protect facilities from vandalism.

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Pipelines – fueling your community

The energy and fuels we use every day move across the country from production sites to end users through a variety of methods including tanker trucks, rail cars, ships and pipelines.

The National Academy of Sciences and safety oversight authorities consistently recognize pipelines as the safest way to transport energy and link our communities to the energy products we rely on every day. The first pipeline was built in 1879. Today, pipelines form an underground highway system comprised of 2.6 million miles of gathering, transmission and distribution pipelines transporting the energy we use every day in our homes and businesses.

In addition to being safer, pipelines are consistently more reliable than other methods of energy transportation. Utilizing pipelines instead of additional tanker trucks or rail cars reduces traffic and wear on roads and rails. Moving energy fuels through a single high-volume pipeline, for example, replaces the need for 1,500 tanker trucks every day.

For more than ten years, this publication has served as a trusted information resource for local public officials and has facilitated increased pipeline awareness across the country. Each issue includes reference information and updates on current topics related to pipeline safety.

In this issue, we explore the importance of protecting community safety during protests and acts of vandalism involving pipeline facilities. We discuss new regulatory requirements for storage facilities and excess flow valves and what they mean for your community. We also talk with a local public official who served as Incident Commander during a pipeline emergency in his community to get his advice for how you can enhance your community's emergency preparedness.

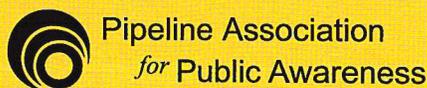
Enjoy this issue!



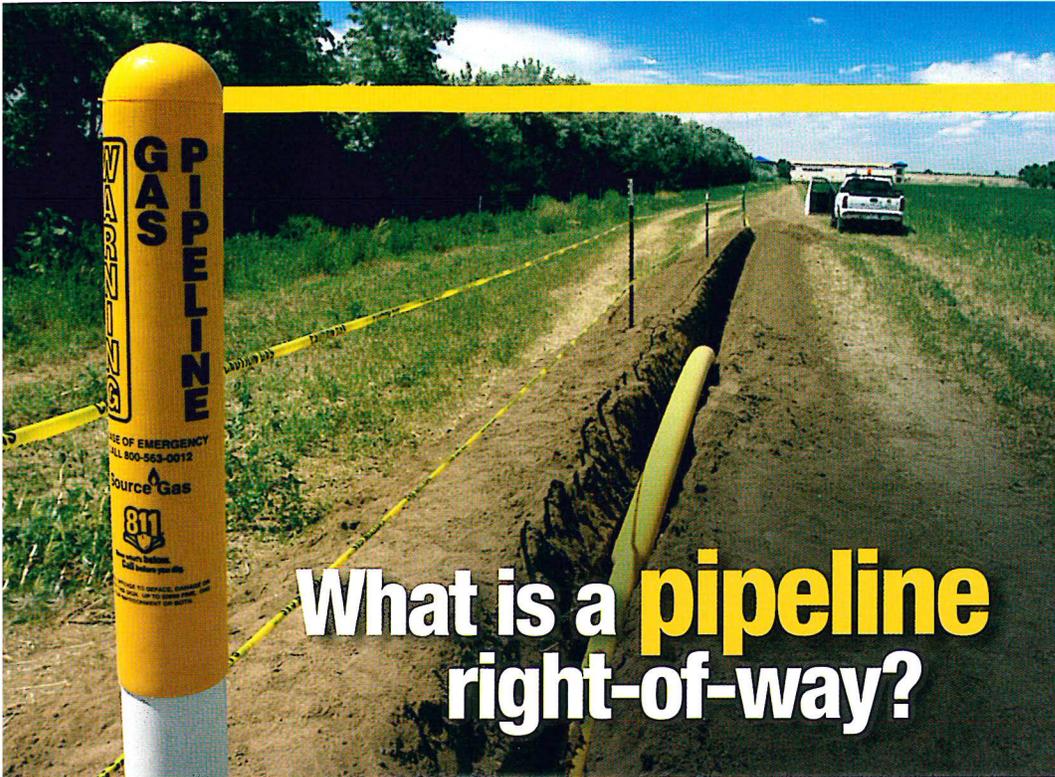
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www.pipelineawareness.org



What is a pipeline right-of-way?

Common Right-of-Way Restrictions

Right-of-way encroachment is a pipeline industry term that refers to violations or deviations from the terms outlined in the easement agreement.

Because they have the potential to affect pipeline integrity and safety, the following activities are often prohibited within the right-of-way:

- Building residential structures fences, sheds or barns
- Pouring a driveway
- Installing a swimming pool or sprinkler system
- Storing vehicles or flammable materials
- Planting trees, shrubs or gardens
- Removing tree stumps

Depending on the details of the easement agreement, these activities may be restricted or require special approval from the pipeline company.

For the pipeline industry, protecting pipelines and keeping communities safe are the top priorities.

This commitment begins even before a pipeline is built when operators secure an easement agreement from each landowner, utility or other government entity. This agreement provides the operator permission to build and maintain a pipeline on the land and govern the activities permitted by both the landowner and the pipeline operator.

Operators typically use the term "right-of-way" when referring to the land governed by the easement. Rights-of-way allow operators to easily access pipelines

for monitoring, maintenance and emergency situations.

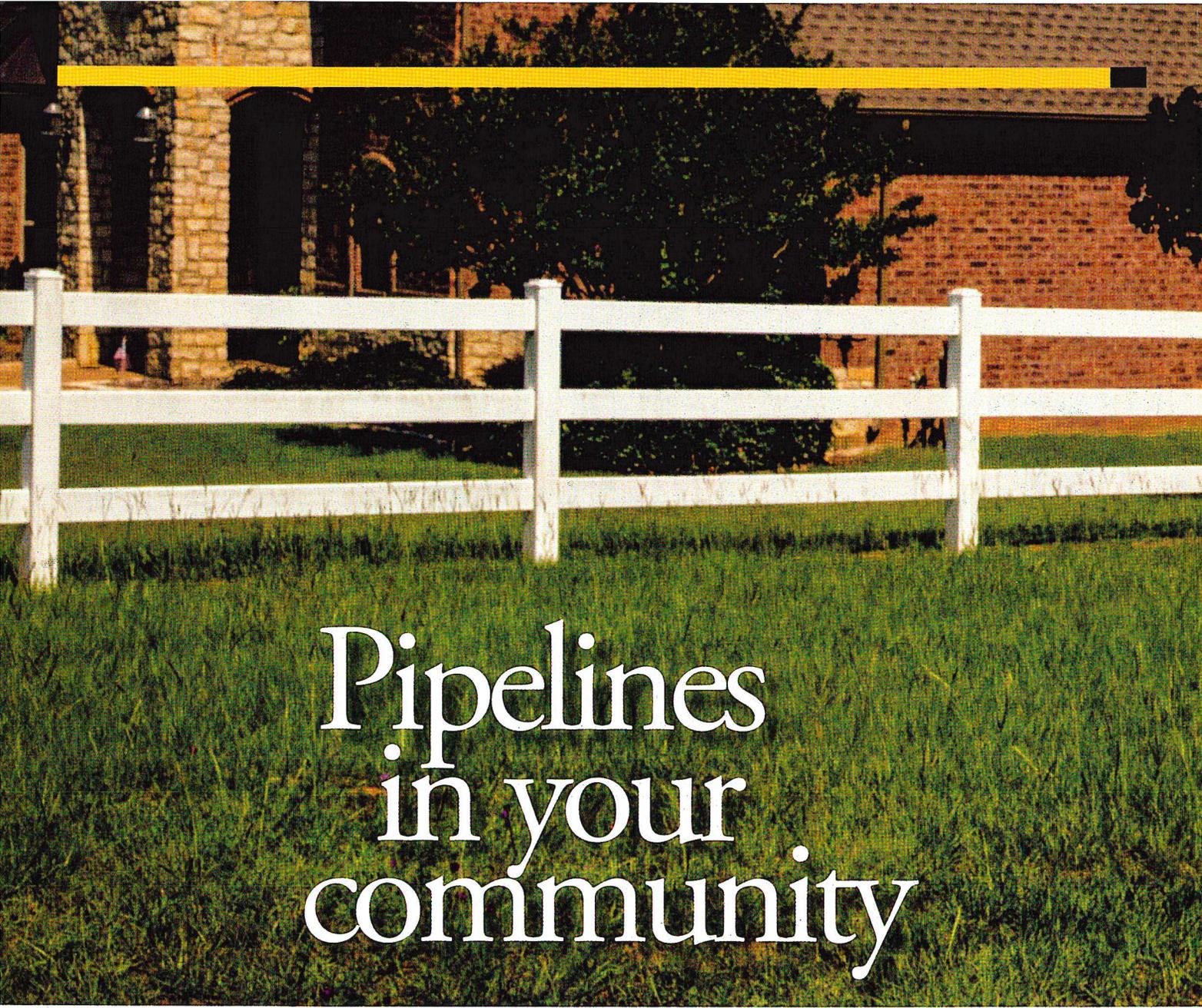
Not all rights-of-way are the same size. Some are defined with specific sizes and boundaries, while others are undefined. Many factors determine the width of a right-of-way, including the number and size of pipelines located within it, the wishes of the landowner and pipeline operator, and state or federal regulations.

While exact terms vary, easement agreements typically contain certain right-of-way restrictions designed to protect the pipeline and keep neighbors and the broader community safe.

Rights-of-way provide easy access to the pipeline for monitoring, maintenance and emergency situations.

As a public official:

- You may receive requests to provide property owners with copies of their easement agreements; these are often made available through county clerks.
- You may be involved with general land-use decisions that impact pipeline rights-of-way; review the report, model ordinances and resources provided by the Pipeline Informed Planning Alliance at https://primis.phmsa.dot.gov/comm/pipa/pipa_audience_local_government.htm



Pipelines in your community

A red marker in the middle of a park.
A white sign mounted on a fence.
A yellow post on the side of the road.
Pipeline markers may come in different shapes, colors and sizes, but all of them identify the general location of underground pipelines and utility lines and provide critical safety information for the public.

While they may appear different at first glance, every pipeline marker includes the name of the operator, the product in the pipeline and a phone number to call

in the event of an emergency. And while they don't mark the exact location of the pipeline, they are placed close enough to remind the public that a utility is buried nearby.

Pipeline markers do not designate the exact location, depth or number of pipelines in the area, and the lines below do not always run in a straight line between markers. For these reasons, markers should never be used as a reference point for buried infrastructure when conducting any excavation activity.

Pipeline markers are located along the path of larger transmission pipelines. Markers may or may not be located continuously along gathering lines or distribution lines. Most gas service lines that connect to homes and businesses do not have pipeline marker signs.

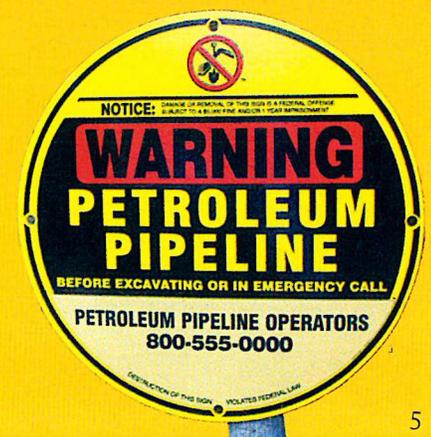
Markers are protected by federal law, and intentionally damaging one can result in a fine. If you notice a missing or damaged pipeline marker, call the pipeline operator using the number on a nearby sign so it can be replaced.



GATHERING PIPELINES collect oil and natural gas from production fields. These pipelines are generally found in rural areas.

TRANSMISSION PIPELINES carry larger quantities of energy resources—like oil, natural gas and other fuels—longer distances from production areas to refineries, processing plants, storage facilities and distribution system connection points.

DISTRIBUTION PIPELINES deliver natural gas to manufacturing, commercial and residential customers to produce electricity, provide heat, cook food and run machines that make products and provide services.



KNOW THE HAZARDS

PRODUCTS AND FACILITIES SAFETY INFORMATION FOR PUBLIC OFFICIALS

Natural Gas is a naturally occurring resource formed millions of years ago as a result of heat and pressure acting on decayed organic material. It is extracted from wells and transported through gathering pipelines to processing facilities. From these facilities, it is transported through transmission pipelines to distribution pipeline systems. The main ingredient in natural gas is methane (approximately 94 percent). Natural gas is odorless, colorless, tasteless and nontoxic in its natural state. An odorant (called mercaptan) is normally added when it is delivered to a distribution system. At ambient temperatures, natural gas remains lighter than air. However, it can be compressed (CNG) under high pressure to make it convenient for use in other applications or liquefied (LNG) under extremely cold temperatures (-260° F) to facilitate transportation.

Petroleum Gas is a mixture of gaseous hydrocarbons, primarily propane, butane and ethane. These products are easily liquefied under pressure and are used for residential or commercial heating and other industrial applications. Propane and butane are often stored and transported under pressure as Liquid Petroleum Gas (LPG) in portable containers for use as fuel for heating and cooking applications. LPG is usually transported through hazardous liquid transmission pipelines and may also be identified as Highly Volatile Liquids (HVLs) or Natural Gas Liquids (NGLs). Vaporized LPG may also be found in small systems. LPG is a tasteless, colorless and odorless gas. When transported via transmission pipelines it typically will not have odorant added. Odorant is added when LPG is offloaded to a distribution pipeline system or transport tanks to facilitate leak detection.

Petroleum Liquids is a broad term covering many products, including crude oil, gasoline, diesel fuel, aviation gasoline, jet fuel, fuel oil, kerosene, natural gas liquids, naphtha, xylene and other refined products. Crude oil is unrefined petroleum that is extracted from beneath the Earth's surface through wells. As it comes from the well, crude oil contains a mixture of oil, gas, water and other impurities, such

as metallic compounds and sulfur. Refinement of crude oil produces petroleum products that we use every day, such as motor oils and gasoline. Crude oil is transported from wells to refineries through gathering or transmission pipelines. Refined petroleum products are transported in transmission pipelines to rail or truck terminals for distribution to consumers. Odorant is not added to these products because they have a natural odor.

Anhydrous Ammonia is the liquefied form of pure ammonia gas. It is a colorless gas or liquid with an extremely pungent odor. It is normally transported through transmission pipelines and is used primarily as an agricultural fertilizer or industrial refrigerant.

Carbon Dioxide is a heavy gas that is normally transported in transmission pipelines as a compressed fluid. It is a naturally occurring, colorless, odorless and tasteless gas used in the petroleum industry. Under normal conditions, carbon dioxide is stable, inert and nontoxic.

Ethanol (also called ethyl alcohol) is a colorless liquid that is widely used as an additive to automotive gasoline. It may be transported in buried transmission pipelines.

Hydrogen Gas is commonly produced from the steam reformation of natural gas. It is frequently used near its production site, with the two main uses being petrochemical processing and ammonia production. Hydrogen is a flammable gas that is colorless, odorless and lighter than air. It is nontoxic, but can act as a simple asphyxiant.

"Sour" Crude Oil and "Sour" Gas refer to products containing high concentrations of sulfur and hydrogen sulfide. Products containing little or no sulfur are often referred to as "sweet". Hydrogen sulfide (H₂S) is a toxic, corrosive contaminant found in natural gas and crude oil. It has an odor like the smell of rotten eggs or a burnt match. Exposure to relatively low levels of hydrogen sulfide (500 ppm) can be fatal.



Preparing for a pipeline emergency

Interview with Allen Dodson

Faulkner County Judge Allen Dodson served as Local On Scene Coordinator for emergency response during the 2013 Pegasus Pipeline spill in Mayflower, AR. Here's his advice for preparing for a pipeline emergency in your community.

What happened in Mayflower in March 2013?

A crude oil transmission line ruptured in a residential subdivision in the town of Mayflower, Arkansas, releasing approximately 3,000 barrels of oil. Mayflower authorities evacuated the subdivision, a perimeter was established around the subdivision and the other impacted areas as the oil flowed toward Lake Conway and into a cove.

What was your role during the pipeline emergency?

As the county chief executive, my role during initial response was to work with state and local agencies, including our own, to make an initial assessment, organize resources, and take steps to ensure safety and minimize damage while awaiting further resources and the ramp-up of a formal response organization with federal, state, local, and private entities.

What advice do you have for public officials in pipeline communities who are responsible for community safety or who may play a formal role in pipeline emergency preparedness?

Most important of all - be ready to lead. Learn and become proficient in National Incident Management System (NIMS), Incident Command System (ICS), and how a Unified Command works. Know your role, your duty, and the legal limits of your authority.

Know your resources and those at all levels likely to be available for immediate response. Understand how response evolves from the time of the incident through immediate response, and then how those efforts transition to formal operations by a structured response organization - which can be quite large.

Remember your priorities - safety of responders and citizens, then property, then the environment. Conduct response exercises with pipeline operators. Be involved no matter your role, and learn other roles. Be prepared to think on your feet and make decisions quickly with the information you have available. Trust the skill of those around you, and trust their desire to do well for their community.

Access free online training resources for responders in your community at papipelinevideos.org.

The site includes reference resources, videos and nine interactive training scenarios including modules for 911 dispatchers, fire, law enforcement and HAZMAT.



Preventing Damage to Pipelines

Pipelines and underground utility lines were damaged more than 275,000 times in 2015.

According to the Common Ground Alliance's DIRT report, almost 40% of these damages occurred during work to water and sewage systems and road and highway projects.

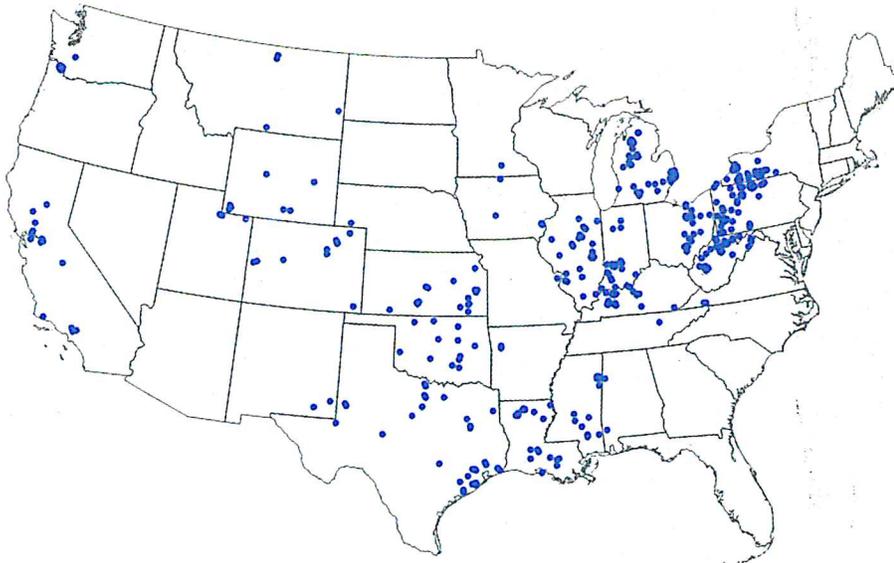
Public officials can protect community safety by encouraging the agencies and contractors they manage to participate in the One Call process for every project, even if they are exempt from state legal requirements.

Calling 811 or submitting an online ticket at clickbeforeyoudig.com initiates notification to pipeline and underground utility operators who will mark the location of their lines and be available to discuss project considerations.

Learn more about One Call requirements in your community by visiting call811.com and download excavation best practices at commongroundalliance.com/best-practices-guide.



Safer Gas Storage Facilities



Approximately 400 gas storage facilities are located across the United States.

Following a gas leak at the Aliso Canyon Underground Natural Gas Storage Facility near Los Angeles, California in October 2015, an interagency taskforce led by the Department of Energy and Department of Transportation's Pipeline and Hazardous Material Administration (PHMSA) recommended expanding federal safety regulations for gas storage facilities across the country.

The leak at Aliso Canyon raised questions regarding the environmental impact of gas storage leaks as well as the impact on electric and gas system reliability. The leak also highlighted a patchwork of state regulations and a lack of federal minimum safety standards. New federal regulations aim to strengthen operations and maintenance procedures. In response to a PHMSA advisory bulletin issued last year, storage operators are actively reviewing their operating,

maintenance and emergency response procedures to ensure they adequately address the potential for facility leaks. They are also reviewing the location and operations of shut-off valves, leak detection equipment and emergency plans.

The interim final rule issued on January 18, 2017 incorporates by reference two industry standards (American Petroleum Institute's Recommended Practice 1170 "Design and Operation of Solution-mined Salt Caverns used for Natural Gas Storage" and 1171 "Functional Integrity of Natural Gas Storage in Depleted Hydrocarbon Reservoirs and Aquifer Reservoirs") and clarifies responsibility for safety inspections.

The new regulations also require storage operators to file annual reports, incident reports and safety-related condition reports using an assigned Operator Identification Number (OPID).

Storage Facilities Near You

Learn more about the gas storage facilities in your community using the U.S. Energy Information Administration's (EIA) interactive map. The EIA website also provides information regarding aboveground tanks and underground storage in oil and natural gas reservoirs, aquifers and salt caverns.



Maps of storage facilities can be accessed at eia.gov/state/maps.

New federal regulations aim to strengthen operations and maintenance procedures.

Building & maintaining safe pipelines

Searching and sniffing for leaks

Pipeline operators are using drones with infrared cameras, cars with methane detectors and even dogs to identify leaks. In this photo, Pipe Dogs Technician Richard Eckles and a sniffer dog search for pipeline leaks.



Photo by Beck Wepler

- Installing cathodic protection (a low voltage current that runs over the pipeline) to safeguard the steel from external corrosion
- Examining X-rays depicting the welds of pipe connections for any signs of possible defects or cracks
- Conducting pressure tests to confirm the integrity of the pipe before the pipeline becomes fully operational
- Placing pipeline markers at regular intervals aboveground to visually indicate the presence of the pipeline

ONGOING MAINTENANCE

- Monitoring pressure and flow inside the pipeline
- Adding an odorant with a distinctive smell (normally like rotten eggs or a burnt match) to consumer-ready gas distribution systems so people can recognize a leak
- Injecting corrosion inhibitors to prevent corrosion from occurring inside the pipeline
- Participating in local one call notification systems and promoting 811 and "Call Before You Dig" messaging to ensure safe digging
- Making sure that all pipelines are properly marked prior to excavation

- Inspecting the interior of the pipeline using current technology at regular intervals

- Maintaining a clear right-of-way around the pipeline to accommodate periodic inspections (either by foot or by airplane) for any signs of a leak, obstruction or encroachment

- Providing training to pipeline employees to meet qualification standards

- Training emergency responders to recognize a potential release and know how to properly respond

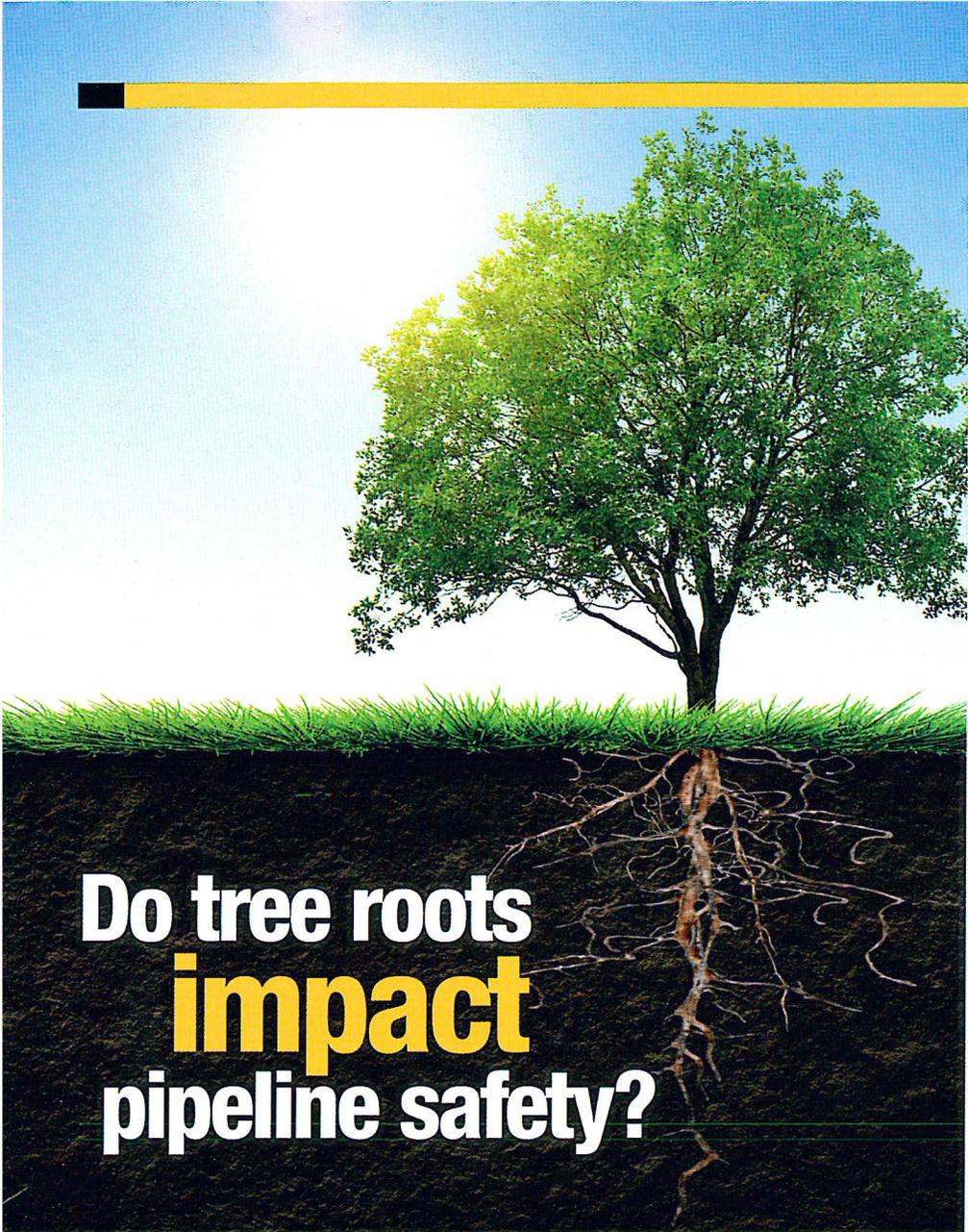
PLANNING & CONSTRUCTION

- Evaluating the potential risks posed to the pipeline under different operating conditions
- Designing the strength and thickness of pipelines to adhere to or exceed standards
- Burying pipelines at a sufficient depth depending on the type and location of the pipeline
- Coating the pipeline in order to prevent corrosion and damage

Pipeline operators maintain detailed integrity management plans that include ongoing operations and maintenance activities, right-of-way patrols, in-line inspection, sampling and other activities. They also follow specific engineering, design and construction standards.

Contact the operator directly for an overview of their Integrity Management Plan and details regarding how they build and maintain safe pipelines.

Most operators take the following steps to ensure the safety of their lines:



Do tree roots impact pipeline safety?

At the bottom of an 8-foot hole in the middle of a California vineyard, two arborists carefully remove soil from where grape roots have wrapped around a Pacific Gas & Electric (PG&E) gas transmission pipeline. The work is slow-going, but the information gathered will benefit utility customers nationwide and make natural gas systems safer.

A 2010 study by the U.S. Department of Transportation's Pipeline and Informed

Planning Alliance highlighted the potential damage tree roots can cause to pipelines. Utilities like PG&E are trying to learn more.

"When we started investigating some of our pipe and the trees next to it, we found that the tree roots were going much deeper (than three feet)," explains Marvin Penner, a PG&E manager of land asset management.

Arborists, horticulturists and soils experts from Fresno State University

Pipeline operators actively maintain rights-of-way including clearing trees when they believe they pose a threat to the integrity of the pipeline.

joined pipeline risk management and environmental consultants to investigate how different types of tree species, soil and irrigation can impact pipelines. The study was sponsored by PG&E and included data gathered from 53 locations along the operator's pipeline system in California.

"Some trees have a more aggressive root system or the pattern of root development would go deeper where it would be more likely to encounter a pipeline. And other trees have a more shallow root system or smaller roots that just don't reach that deep. We got involved, basically, to map that," said Dr. Charles F. Krauter, a professor of soils and water at Fresno State University.

Results of the study along PG&E's system indicate the need for continued research across the country and reconfirm that tree roots can wrap around and damage a pipeline's protective coating. Contact pipeline operators in your community to learn more about their Integrity Management Plans and vegetation management strategies designed to prevent tree root damage to their pipelines.

Portions of this article are reprinted with permission from an article that appeared in PG&E Currents.

Access the final report and other information at <http://www.water.ca.gov/regulations/>

ADDITIONAL INFORMATION



MEMBER INFORMATION

If you have questions about the Pipeline Association for Public Awareness, our programs or need more information from any of our members, please visit www.pipelineawareness.org. Here you'll find a U.S. map with dropdown menus that filter by county level.

COPIES OF MATERIALS PROVIDED TO THE GENERAL PUBLIC OR EMERGENCY RESPONSE OFFICIALS

Pipeline members will send you copies of the materials they provide to the general public or emergency officials in your area.

Just email your request to the company contact person listed in the Pipeline Member Directory.

PIPELINE INTEGRITY MANAGEMENT PLANS

Member companies will provide additional information about their integrity management program upon request. This information may be posted on their website, or it may be obtained through the company contact person listed in the Pipeline Member Directory.

EXCESS FLOW VALVES

New federal regulations expands use of excess flow valves (EFVs) to include single-family residents, multi-family residents and small commercial businesses that meet certain system requirements.

WHAT'S AN EFV?

An EFV is a device that's designed to automatically shut off the flow of natural gas if a service line ruptures or breaks.

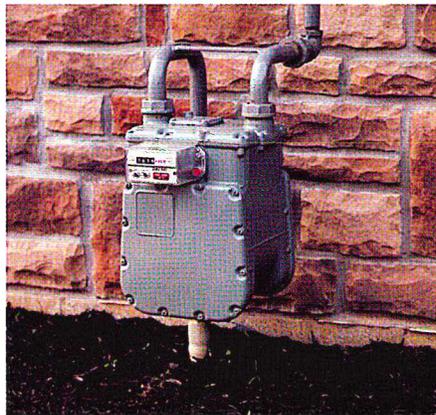
WHERE IS IT INSTALLED?

The EFV is installed on the service pipeline that runs underground between the gas main and the meter on your property.

HOW DOES IT WORK?

Because the EFV restricts the flow of gas when the service line ruptures or breaks, it helps reduce the chance of natural gas-related property damage and injury.

Installing an EFV doesn't protect against leaks that might happen in your house or small punctures in the pipe or meter. An EFV doesn't shut off the flow of gas completely, so some gas could still leak if a pipe or meter is damaged.



BENEFITS OF AN EFV

If a meter is damaged during a car crash or similar accident, an EFV will significantly reduce the flow of gas. This can reduce the chance of natural gas-related damage or injury.

More commonly, an EFV restricts gas flow when an excavator accidentally hits a service line. Although an EFV may limit the damage caused by such an incident, the best way to prevent one is to make sure those who are digging on your property call 811.

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Pipeline Maps

Local public officials can view online maps of hazardous liquid and gas transmission pipelines, Liquefied Natural Gas (LNG) plants and breakout tanks in their community through the Pipeline Information Management Mapping Application (PIMMA).

Login or request PIMMA access at npms.phmsa.dot.gov/PIMMA/.



Resources

www.call811.com

www.commongroundalliance.com

www.nena.org

www.pipeline101.com

PHMSA resources for pipeline safety stakeholders include:

PHMSA Stakeholder Communications Website: <http://primis.phmsa.dot.gov/comm/>

National Pipeline Mapping System (NPMS): <http://www.npms.phmsa.dot.gov>

Community Liaison Services: <http://primis.phmsa.dot.gov/comm/CATS.htm>

<http://phmsa.dot.gov/pipeline/safetyawareness-and-outreach/excavator-enforcement>

<https://primis.phmsa.dot.gov/comm/pipa/landuseplanning.htm>