

**City of Grant
Planning Commission Agenda
April 23, 2012**

A Planning Commission Meeting of the City of Grant will be called to order at 7:00 p.m. on Monday, April 23, 7:00 p.m., in the Grant Town Hall for the purpose of conducting the business hereafter listed, and all accepted additions thereto.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 5. Approval of Minutes, March 19, 2012**
- 6. New Business**
 - A. Ordinance No. 2012-27, Amendment of Chapter 32, Article III, Section 32-249 (a) of the Zoning Code Pertaining to the Height of Permitted Structures, Public Hearing, Paul Hornby**
 - B. Cost Effective Route for the 2012 Seal Coating Project, Phil Olson**
 - C. Grading Permit Review, Phil Olson**
 - D. Complaint and Communications Protocol, Paul Hornby**
- 7. Old Business (None)**
- 8. Next Planning Commission Meeting, Monday, May 21, 2012.**
- 9. Adjournment**

PLANNING COMMISSION MEETING MINUTES CITY OF GRANT

March 19, 2012

Present: Terry Derosier, Loren Sederstrom, Becky Siekmeier, Bob Tufty, Larry Lanoux, Bill David and Mark Wojcik

Absent: None

Staff Present: City Clerk, Kim Points

1. **CALL TO ORDER**

Vice Chair Siekmeier called the meeting to order at 7:03 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **OATH OF OFFICE, LARRY LANOUX AND BILL DAVID**

4. **APPROVAL OF AGENDA**

MOTION by Commissioner Sederstrom to add Item 6D, Review of Grading Policy. Commissioner Wojcik seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Wojcik to add item 6E, Job Descriptions for Elected Officials and all City Appointments. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

MOTION by Commissioner David to add item 6F, Adoption of Resolution Relating to Complaints. Commissioner Lanoux seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Lanoux to add item 6G, Adoption of Policy Encouraging Citizen Participation. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Derosier to approve the agenda as amended. Vice Chair Siekmeier seconded the motion. MOTION carried unanimously.

5. **APPROVAL OF SEPTEMBER 19, 2011, MEETING MINUTES**

MOTION made by Commissioner Sederstrom to approve the September 19, 2011 minutes, as presented. Commissioner Wojcik seconded the motion. MOTION carried with Commissioners Siekmeier, Tufty, Lanoux and David abstaining.

6. **NEW BUSINESS**

A. Election of Chair and Vice Chair -- Vice Chair Siekmeier asked for nominations for Chair and Vice Chair.

MOTION by Commissioner Sederstrom to nominate Commissioner Derosier for Planning Commission Chairman. Commissioner Wojcik seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Lanoux to nominate Commissioner Wojcik for Planning Commission Vice Chairman. Commissioner David seconded the motion. MOTION carried unanimously.

B. Appointments/Volunteers – The following appointments were made by the Planning Commission:

Oak Wilt – Commissioner David

Weed Inspector – Chair Derosier

Browns Creek Watershed District – Vice Chair Wojcik

Valley Branch Watershed District – Commissioner Lanoux

Rice Creek Watershed District – Commissioner Tufty

Carnelian-Marine Watershed District – Commissioner Tufty

C. Draft Letter to City Council regarding Planning Commission Topics of Discussion – Commissioner Siekmeier suggested the Planning Commission write and send a letter to the City Council requesting from them a list of items they would like the Commission to address.

Commissioner Wojcik stated it would be beneficial for the Commission to address some of the City issues.

Chair Derosier advised he would draft a letter to the Council with help from the Commission.

Commissioner Wojcik stated it was good the Commission had a meeting this evening. There was discussion regarding staff time with the meeting. One way to eliminate costs is for the City Clerk to not attend Commission meetings.

Commissioner Siekmeier advised the Commission can elect a secretary to take minutes in the absence of the Clerk as well as volunteered to be the secretary on an as needed basis.

MOTION by Commissioner Siekmeier to draft a letter to the City Council to include the request of items the Council wishes the Commission to address, as well as other items identified throughout the meeting. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Sederstrom to accept Commissioner Siekmeier as a volunteer secretary for the Commission. Commissioner David seconded the motion. MOTION carried unanimously.

D. Grading Policy – Commissioner Sederstrom stated he wanted to initiate a discussion relating to grading fees. May Township have a minor and major grading permit fee.

The minor grading permit fee is \$50 and is issued by the Building Inspector. The City currently has a fee of \$300 and a \$3000 escrow.

Commissioner Lanoux stated WSB, the City's Engineering consultant, is a good firm and they have recommended the current fees due to wetland and drainage issues. He stated he believes the City should rely on WSB relating to this issue.

MOTION by Commissioner Sederstrom to have further discussion regarding grading permit fees and make a recommendation to the City Council. Commissioner Lanoux seconded the motion.

Commissioner Sederstrom suggested the City have a minor grading permit fee of \$50, for 50 cubic yards, to be issued by the Building inspector. Major grading permits can be issued by the City Engineer and the City Engineer can establish an escrow based on the project.

The Commission determined the grading permit issue will be discussed further at the April Planning Commission meeting.

Commissioner Wojcik stated that if the grading permit fees are already on the Council agenda, the Commission may be too late to make a recommendation. He noted it will take a few months to get in sync with the Council.

Chair Derosier make a friendly amendment to the motion to include that consideration is given to a major, minor, location of wetlands, non-need permit for driveways, maintenance, issuance of minor by building inspector, certified engineer issuing major permits and discretion to establish escrows. Commissioner Sederstrom agreed to the friendly amendment. MOTION carried unanimously.

- E. Job Descriptions for Elected Officials and all City Appointments** – Chair Derosier requested clarification regarding this item in regard to a motion or open discussion.

MOTION by Commissioner Wojcik for the Planning Commission to play an active role in reviewing City job descriptions and presenting the most appropriate ones to the City Council. Commissioner Sederstrom seconded the motion.

Commissioner Lanoux suggested a list of current job descriptions be included in the next packet.

Commissioner Sederstrom stated the entire City appointment list should be included.

MOTION carried unanimously.

- F. Adoption of Resolution Relating to Complaints** – Commissioner David stated he would like to have an open discussion regarding the current complaint policy. He advised the current policy includes a complaint is submitted to the City Clerk and then it goes to the City Attorney to send a letter out. The policy should state the property owner involved in the complaint should be called first.

MOTION by Commissioner Siekmeier to review the nuisance ordinance and review the City's complaint process. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

- G. Adoption of Policy Encouraging Citizen Participation** – Commissioner Lanoux stated he believes the City should have a policy that the City Council encourages citizen participation. He stated at the last Council meeting, the GRP volunteered to work on the dry hydrant but got no direction from the City Council. The City's clean-up day is not posted on the website. He stated he would like the City Council to encourage citizen participation.

Commissioner David noted the calendar on the website is still not correct.

MOTION by Commissioner Lanoux to have the City Council encourage citizen participation especially in cases that it benefits the whole community. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.

Commissioner Tufty suggested the GRP work with the Council Member that is in charge of the dry hydrant.

It was the consensus of the Planning Commission that a letter would be drafted to the City Council outlining items in which the Planning Commission would like to work on that includes monthly PC meetings, utilizing their own member for a secretary, review of the grading policy, review of all job descriptions for staff and volunteers, review the complaint and nuisance communications, promotion of active citizen participation, make list of updates for the Grant website and schedule a joint work session with the City Council.

7. OLD BUSINESS

There was no old business to discuss.

8. NEXT PLANNING COMMISSION MEETING

The next Planning Commission Meeting is scheduled for Monday, April 16, 2012, 7:00 p.m.

Mr. Bob Englehart, 9820 Joliet Avenue, came forward and stated Council Member Huber and Potter were going to work on a road referendum. He stated he has not heard anything about it and suggested the Planning Commission work on that.

Mr. Wally Anderson, 98th Street, came forward and stated it was a good meeting and very productive.

9. ADJOURNMENT

MOTION by Commissioner Wojcik to adjourn the meeting at 8:36 p.m. Commissioner Lanoux seconded the motion. MOTION carried unanimously.

Respectfully submitted,

Kim Points
City Clerk

DRAFT



Memorandum

To: City of Grant Planning Commission

From: Paul Hornby

Date: April 13, 2012

Re: An Ordinance Amending Chapter 32, Article III, Section 32-249(a), of the Zoning Code

WSB Project No. 1936-230

Background

At the regularly scheduled meeting of the City Council on April 3, 2012, the Council unanimously approved a motion to have the Planning Commission review and make recommendation to the Council regarding an amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code. The requested action of the Council is to review an amendment exempting emergency siren poles from the height restriction in Section 32-249 (a).

Chapter 32, Article II, Section 32-116 provides that amendments to the Zoning Code that are not initiated by the Planning Commission shall be referred to the Planning Commission for study, report, and may not be acted upon by the City Council until the amendment has received the recommendation of the Planning Commission.

Proposed Zoning Code Amendment

The amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code proposed to add "Government Emergency Management Systems" as an exemption to the maximum height restriction. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code currently provides a maximum permitted structure height of thirty-five (35) feet, with specific exemptions.

Requested Action

The requested action of the Grant City Council is to consider the amendment to the Zoning Code to exempt emergency siren poles from the permitted structure maximum height of thirty-five (35) feet.

The enclosed Exhibit A provides a draft Ordinance amending Chapter 32, Article III, Section 32-249 (a), including findings for Planning Commission review, report and recommendation for potential action by the Council at the regularly scheduled meeting on May 1, 2012.

EXHIBIT "A"

**SUBJECT TO REVIEW AND REVISIONS BY THE PLANNING COMMISSION
AND CITY COUNCIL**

CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 32, ARTICLE III, SECTION 32-249 (a),
OF THE ZONING CODE OF THE CITY OF GRANT PERTAINING TO HEIGHT OF
PERMITTED STRUCTURES

THE CITY COUNCIL OF THE CITY OF GRANT ORDAINS AS FOLLOWS:

Section One. Ordinance Amendment. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code of the City of Grant pertaining to Height of permitted structures is hereby amended as follows. The underlined text shows the additions.

Section 32-249 Height.

- (a) No structure shall exceed 35 feet in height, including church spires, belfries, cupolas and domes, monuments, chimneys and smokestacks, flagpoles, public facilities, transmission towers of private radio broadcasting stations, and television antennas; except barns, silos, and other farm structures, utility transmission services and transmission towers of commercial broadcasting stations and government emergency management systems.

Section Two. Findings. In amending Chapter 32, Article III, Section 32-249 (a) of the City of Grant Zoning Ordinance pertaining to Height of permitted structures, the City Council has found that the amendment is required for the public good, is in the interest of public health, safety, and welfare, and is compatible with the City's Comprehensive Plan.

Section Three. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the _____ day of _____, 2012.

CITY OF GRANT

By:

Mayor's Name
Its Mayor

EXHIBIT "A"

Attest:

By: _____
Clerk's name
City Clerk

(Published in the *Name of Official Paper* on _____, 2012)

Memorandum

To: *City of Grant Planning Commission
Kim Points, City of Grant*

From: *Phil Olson, PE, City Engineer
WSB & Associates, Inc.*

Date: *April 16, 2012*

Re: *April Staff Report*

A. Agenda Items

- i. **2012 Seal Coating Project:** Attached are the annual seal coating and crack filling maps from 2006 – 2011. The working seal coat plan has also been included for reference. Below are roadways currently proposed on the 2012 schedule:

- Manning Avenue Court: West of Manning Avenue
- Great Oaks Road: North of 117th Street
- Indian Wells Trail: East of Grenelefe
- Dellwood Road Lane: South of Highway 96
- Joliet Avenue: South of Highway 96
- Justen Trail: Jamaca Avenue to Highway 96
- Knollwood Drive: North to Highway 96

Roadways scheduled for seal coating in 2011 should also be reviewed to be included with the 2012 project. These roadways were delayed to focus on crack filling. Below are the roadways that were proposed on the 2011 schedule:

- 110th Street: Lansing Avenue to Manning Avenue
- 117th Street: Kimbro Avenue to Lansing Avenue
- 118th Street: East of Kimbro Avenue
- 118th Street: 118th Street to 119th Street
- Keystone Avenue: 118th Street to 119th Street
- Kimbro Avenue: 110th Street to 117th Street
- Isleton Avenue/Court: East of Irish Avenue

Additionally, three roadways originally scheduled for 2010 were not included with the project that year. These roadways include:

- Irish Avenue: 11330 to 11896
- Irish Avenue: 11034 to 11049
- Ironwood Avenue: 110th Street to Irish Avenue

Manning Court should be completed following roadway patching. The DNR is holding a \$5000 escrow to repair damages and to seal coat the roadway following the construction of the Gateway Trail Bridge. The City will be required to submit invoices to be reimbursed for this work.

The 2012 budget for seal coating/crack filling is \$60,000.

- ii. **Grading Permit Review:** Grading permit fees and requirements have been discussed at the past several Council meetings. The City currently requires a grading permit for any project with grading quantities between 50 cubic yards and 5000 cubic yards. A CUP is required for grading quantities greater than 5000 cubic yards.

The current fee and escrow are based on the following schedule:

50 CY – 1,000 CY.....	\$300
1,000 CY – 5,000 CY.....	\$300 + [\$0.05(X CY – 1,000 CY)]
Escrow (Site Restoration).....	\$3000

The escrow is returned to the permit holder once vegetation is established on the site.

Below are the grading permit fees, escrows, and requirements for several surrounding cities.

City/Township	Minimum Requirements	Permit Fee	Escrow/LOC
Grant	50 CY	\$300	\$3000
Lake Elmo	50 CY	\$125	\$1500/acre
Afton	50 CY	\$100	\$1000
May	50 CY	Minor: \$50 Major: \$200	Project Specific
Hugo	None	None	None
Mahtomedi	10 CY – 100 CY CUP over 100 CY	\$100	\$500 if with CUP
Stillwater	50 CY	\$150 residential, \$500 commercial	\$1500 residential, \$5000 commercial

Based on the data collected, the grading permit fee and escrow appear to be higher than surrounding communities but still comparable. The permit fee and escrow could be reduced but doing so may cause enforcement issues to be funded from the general fund. It is recommended that the permit be required for grading quantities greater than 50 CY.

Historically, staff has not required a grading permit for paving/graveling a driveway. It may be beneficial to specifically note on the grading permit that driveway surfacing does not require a grading permit. A grading permit would still be required if ditch grading or a new driveway was proposed.

For discussion purposes, below are three options for the grading permit fees/escrow.

Option 1: Current Permit - \$300/\$3000

50 CY – 1,000 CY.....\$300
1,000 CY – 5,000 CY.....\$300 + [\$0.05(X CY – 1,000 CY)]
Escrow (Site Restoration).....\$3000

Option 2: Reduce Fees - \$200/\$1500

50 CY – 1,000 CY.....\$200
1,000 CY – 5,000 CY.....\$200 + [\$0.05(X CY – 1,000 CY)]
Escrow (Site Restoration).....\$1500

Option 3: Minor/Major Permit

Minor Grading Permit

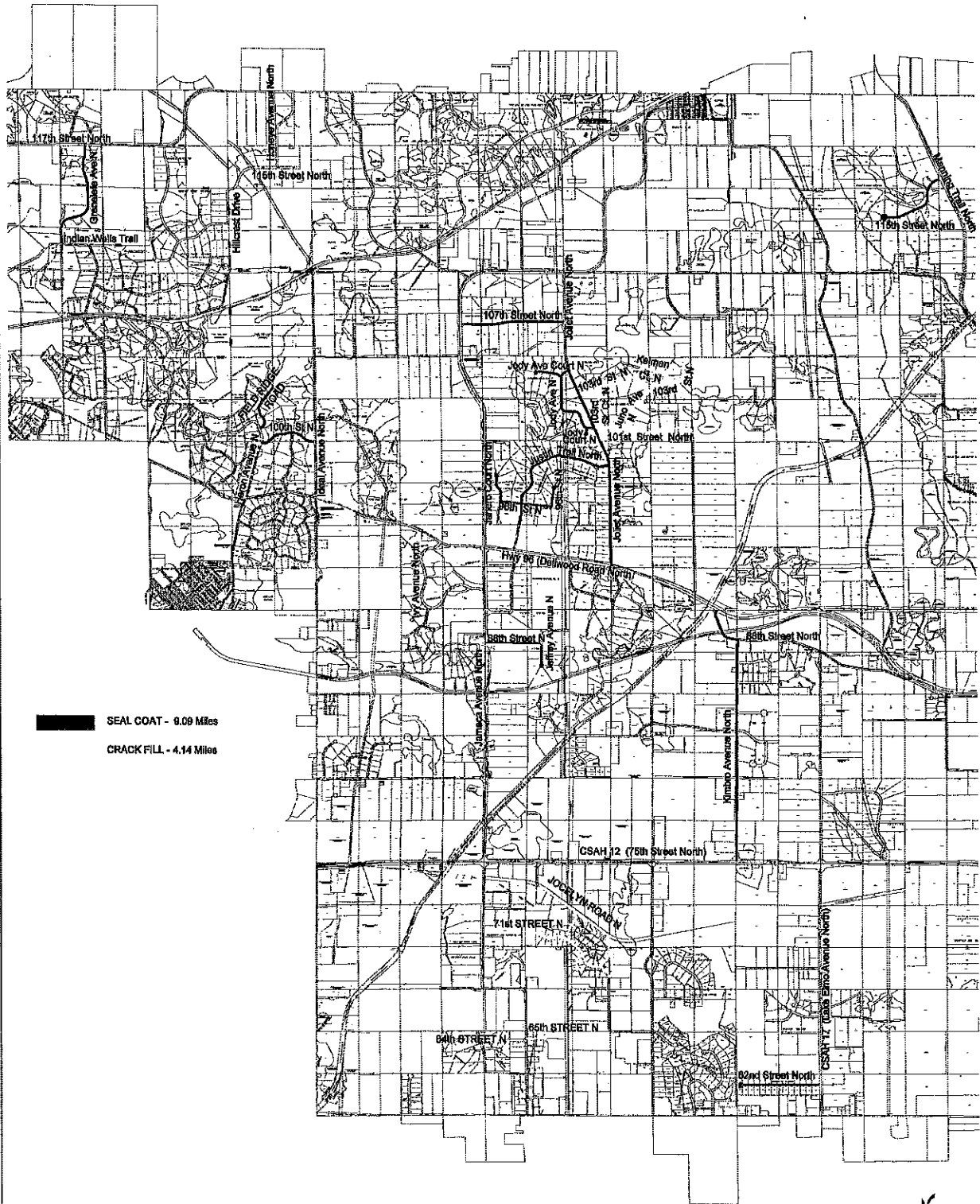
- o 50 CY – 100 CY.....\$100
- o Escrow (Site Restoration).....\$1,000



Major Grading Permit

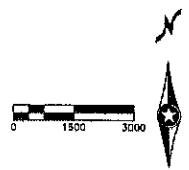
- o 100 CY – 1,000 CY.....\$300
- o 1,000 CY – 5,000 CY.....\$300 + [\$0.05(X CY – 1,000 CY)]
- o Escrow (Site Restoration).....\$3000

Action: Discussion. If desired, amend current grading permit fee and/or escrow.

If you have any questions, please contact me at 763-512-5245.



 SEAL COAT - 9.09 Miles
 CRACK FILL - 4.14 Miles



WSB PROJ. NO 01687-38

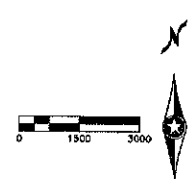
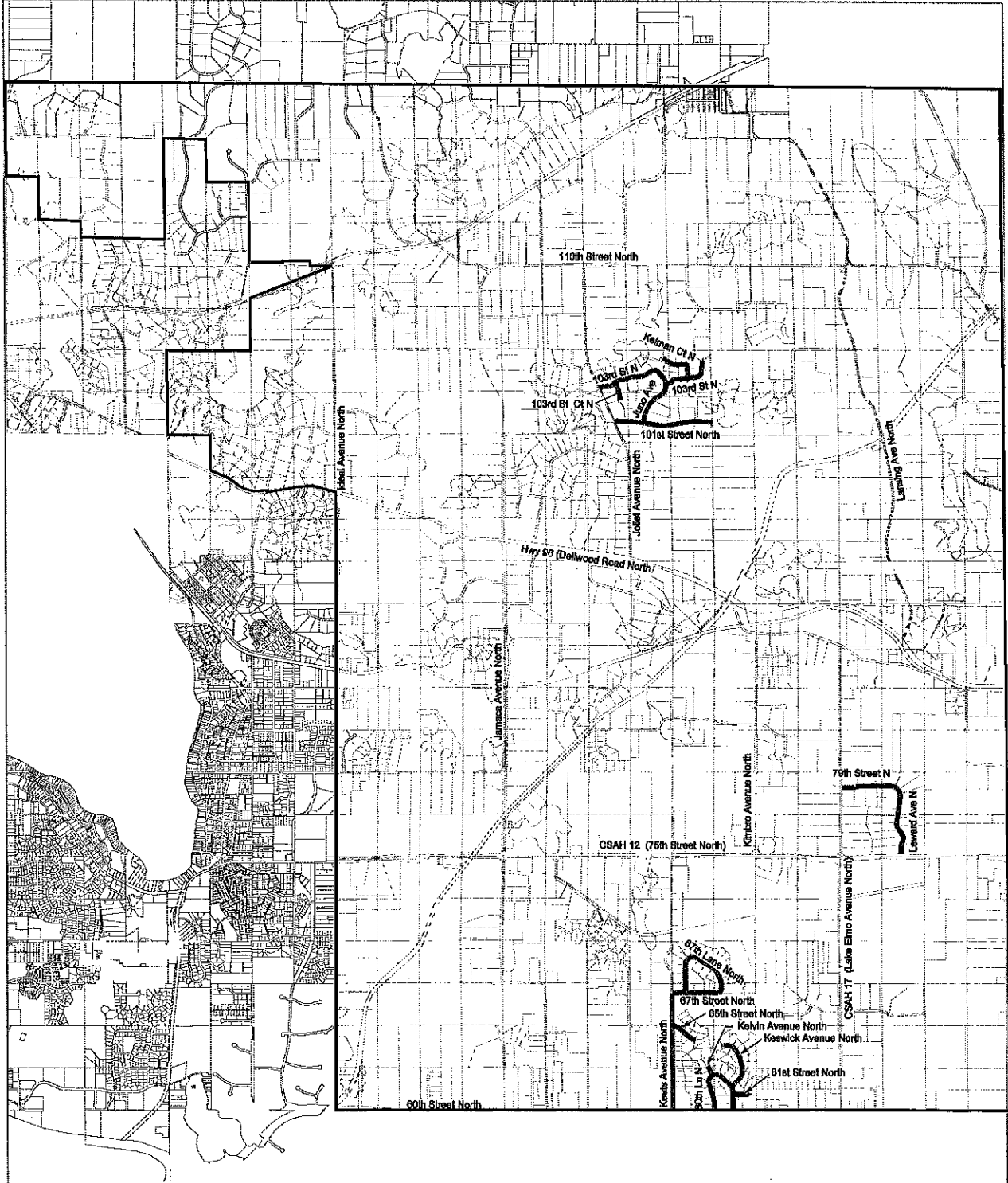
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701 Xerxes Avenue South, Suite 300
 Minneapolis, MN 55410
 www.wsbang.com
 761-488-6670
 INFRASTRUCTURE, ENGINEERING, PLANNING, CONSTRUCTION



**2006 Crack Filling and
 Seal Coating Project
 for the City of
 Grant, Minnesota**



WSB PROJ. NO 01687-51

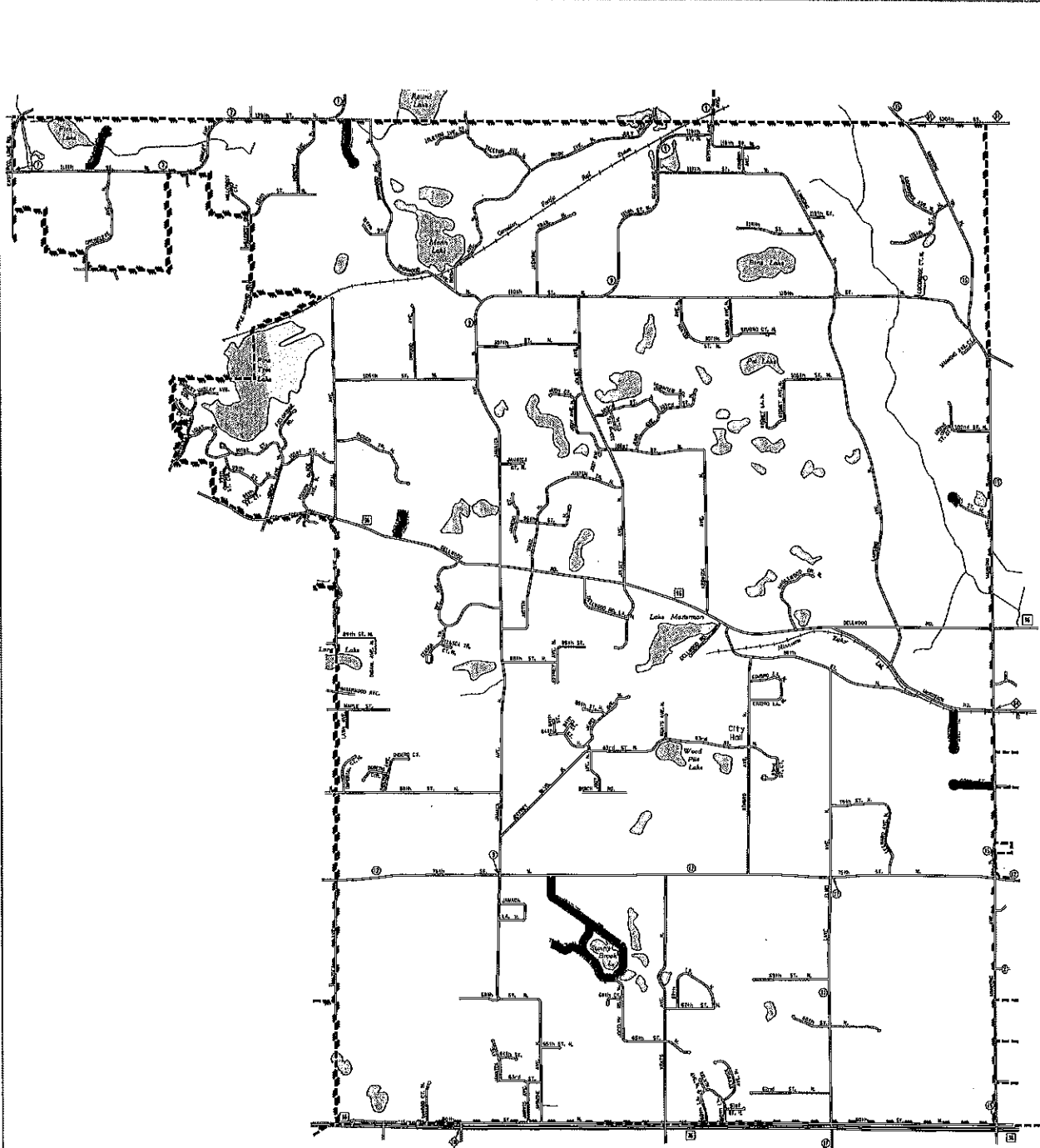
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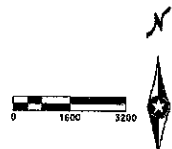
701 Xenia Avenue South, Suite 300
 Minneapolis, MN 55419
 www.wsb.org.com
 INFRASTRUCTURE, ENGINEERING, PLANNING, CONSTRUCTION



2007 Street
 Seal Coating Project
 for the City of
 Grant, Minnesota



SEAL COAT APPLICATION RATE: Emulsified Asphalt (CRS-2) @ 0.30 gal/sq yd
 Seal Coat Aggregate (FA-2) @ 18 lb/sq yd (Trap Rock)
 22' Typical Road Width



WSB PROJ. NO 01657-08

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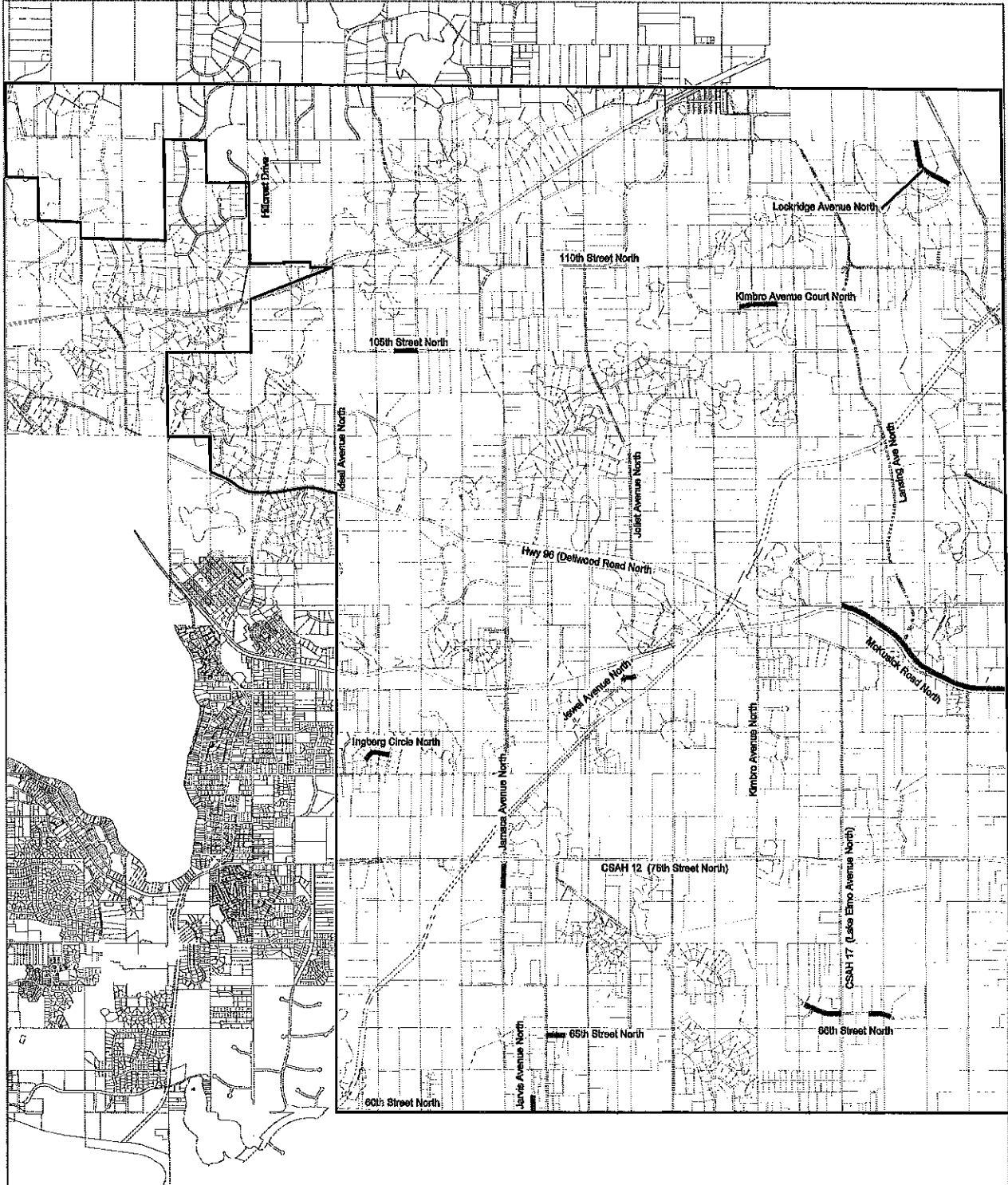


701 Wells Avenue South, Suite 300
 Minneapolis, MN 55416
 www.wsb.org.com

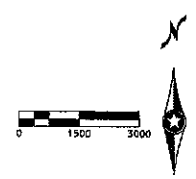
761-461-8800 Fax 765-445-7792
 RECONSTRUCTION ENGINEERING PLANNING CONSTRUCTION



2010 Street
 Seal Coating Project
 for the City of
 Grant, Minnesota



SEAL COAT APPLICATION RATE: Emulsified Asphalt (ORS-2P) @ 0.30 gal/sq yd
 Seal Coat Aggregate (FA-2) @ 18 lbs/sq yd



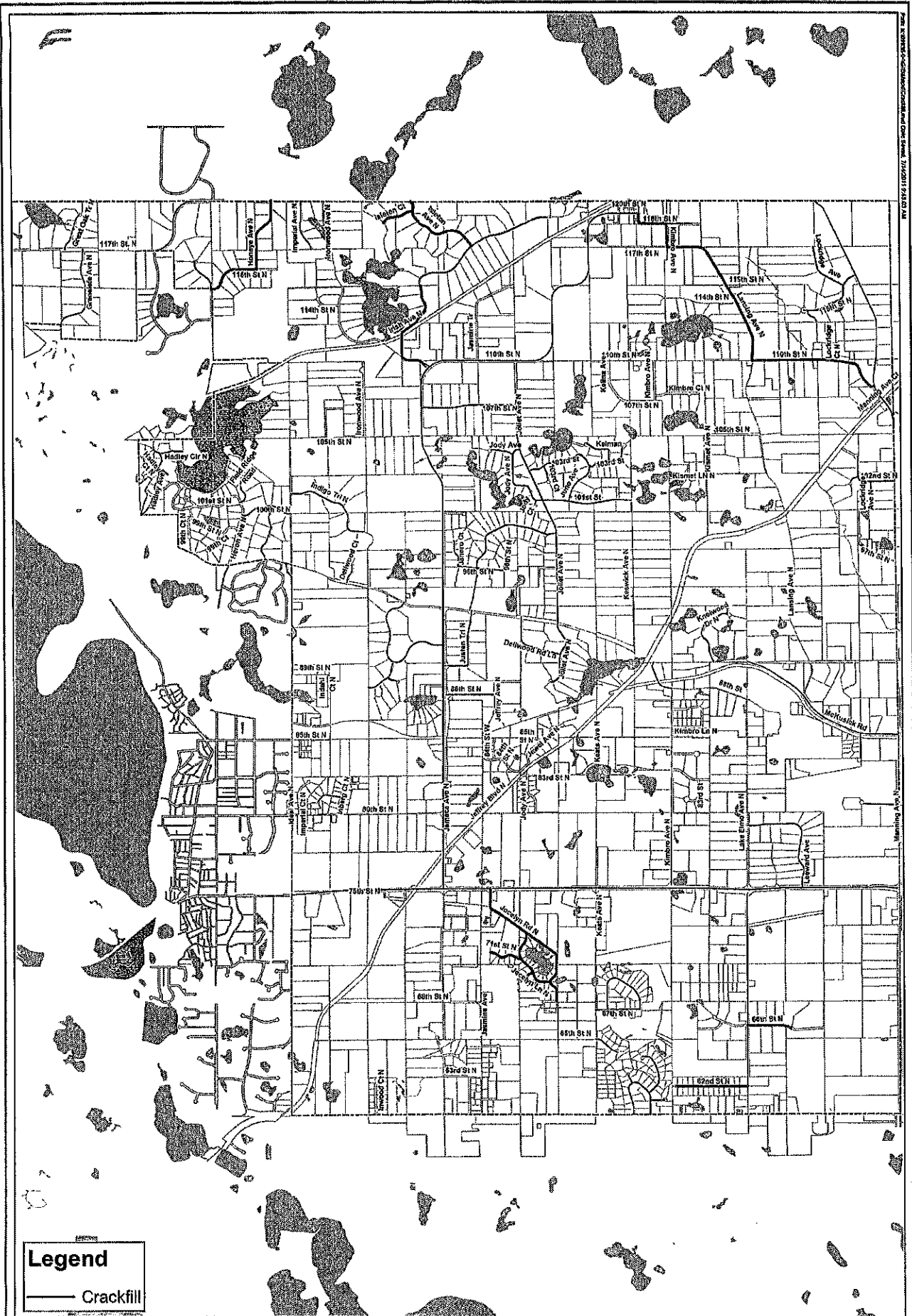
WSB PROJ. NO 01687-72

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WSB
 701 Xcel Avenue South, Suite 350
 Minneapolis, MN 55419
 www.wsbeng.com
 TELEPHONE: 763-441-8000 FAX: 763-441-8700
 REGISTERED ENGINEERS PLANNING CONSTRUCTION



**2008 Street
 Seal Coating Project
 for the City of
 Grant, Minnesota**



Legend
 — Crackfill



Crackfill Map
City of Grant, Minnesota

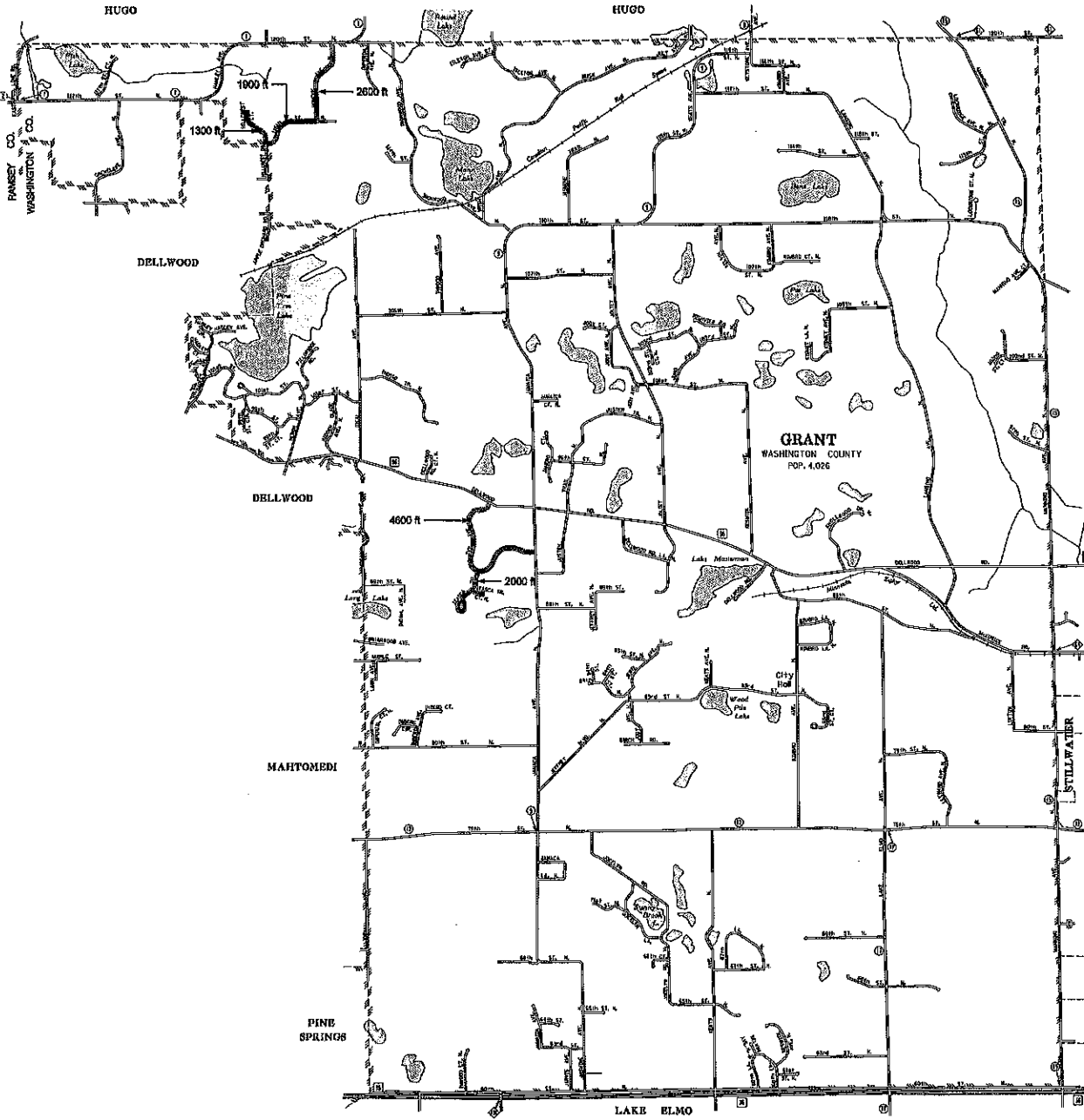


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BY: C:\P\110912.dwg, 11/20/12, 11:58:52 AM, 11/20/12, 11:58:52 AM

Warning: Ave. N.



SEAL COAT APPLICATION RATE: Emulsified Asphalt (CRS-2) @ 0.20 gal/sq yd
 Seal Coat Aggregate (FA-2) @ 10 lb/sq yd

NOTE: LENGTHS SHOWN ARE APPROXIMATE THE ACTUAL LENGTHS WILL BE VERIFIED DURING CONSTRUCTION BY THE ENGINEER.

WSB PROJ. NO 01687-87

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2009 Street
 Seal Coating Project
 for the City of
 Grant, Minnesota