



City of Blaine

City Council

August 21, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

1. Call to Order by the Mayor

2. Pledge of Allegiance

3. Roll Call

4. Awards - Presentations - Organizational Business

5. Communications

6. Open Forum

Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.

7. Adoption of Agenda

8. Approval of Consent Agenda:

All items listed under the "Consent Agenda" are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

8.1. 2023-379 Schedule of Bills Paid
Sponsors: Michelle Wolfe, City Manager

8.2. 2023-389 Approval of Minutes
Sponsors: Cathy Sorensen, City Clerk

8.3. RES 23-123 Resolution Authorizing Parking Restrictions on the South Side of 103rd Lane from Lever Street to Sunset Avenue

Sponsors: Daniel Schluender, Director of Engineering

- 8.4.** 2023-374 Approve Temporary Road Closure for Blaine World Fest

Sponsors: Jerome Krieger, Sr. Recreation Manager

9. 7:00 PM - Public Hearing and Items Published for a Certain Time

- 9.1.** RES 23-111 Resolution Granting a Conditional Use Permit for a Drive-Thru on the Southern Portion of Building Two in the RD (105th Redevelopment District) Zoning District at 2030 105th Avenue NE. South Side Entertainment District (105th Blaine Business Park, LLC) (Case File No. 23-0059/SAS)

Sponsors: Sheila Sellman, City Planner

- 9.2.** RES 23-129 Resolution Vacating all of the Public Street, Drainage and Utility Easement created by Document No. 1460013, Vacation No. V23-04

Sponsors: Daniel Schluender, Director of Engineering

- 9.3.** RES 23-130 Resolution Vacating Public Drainage and Utility Easement created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota, Vacation No. V23-05

Sponsors: Daniel Schluender, Director of Engineering

10. Development Business

- 10.1.** RES 23-118 Resolution Granting a Conditional Use Permit for a Zero Lot Line and Stand-Alone Car Wash in the B-3 (Regional Commercial) Zoning District at 8501 Springbrook Drive. Mister Car Wash (Case File No. 23-0047/SAS)

Sponsors: Sheila Sellman, City Planner

- 10.2.** RES 23-138 Resolution Approving a Variance to the Five-Foot Side Yard Setback for a Shed at 1866 120th Lane NE. Jason Merkel (Case File No. 23-0057/SLK)

Sponsors: Sheila Sellman, City Planner

11. Administration

- 11.1.** RES 23-137 Resolution Accepting a Bid from T. A. Schifsky & Sons, Inc. in the Amount of \$78,971.00 for the 2023 Blaine Trail Maintenance Project, Improvement Project No. 23-42.

Sponsors: Daniel Schluender, Director of Engineering

- 11.2.** ORD 23-2529 First Reading
Adopt an Interim Ordinance for a Moratorium on Car Washes

Sponsors: Erik Thorvig, Community Development Director

- 11.3.** RES 23-140 Resolution Adopting Agenda Format for City Council Meetings Regarding
Rules of Order and Procedure and Addendum
Sponsors: Cathy Sorensen, City Clerk

12. Other Business

13. Adjournment

CITY OF BLAINE**SCHEDULE OF BILLS PAID****APPROVED ON 8/21/2023 FOR PAYMENTS THE WEEK OF 7/28/2023**

Vendor Name	Description	Amount
3M COMPANY	Sign shop sheeting	\$ 892.13
ABBRA CARPET CLEANING INC	Carpet Cleaning SBM #5 (Mold)	\$ 4,887.14
ALBERS TIMOTHY	Well Interference Settlement	\$ 2,394.00
ALMEN KERRY & DEBBIE	Well Interference Settlement	\$ 499.00
AMAZON CAPITAL SERVICES	community outreach materials	\$ 294.78
AMAZON CAPITAL SERVICES	Uniform Belt for Traffie 3M Detail	\$ 51.73
AMAZON CAPITAL SERVICES	Ink for WTP 4	\$ 189.99
ANDERSEN KYLE & JACKIE	Well Interference Settlement	\$ 1,570.00
ANOKA COUNTY ASSESSOR	Assessment Contract 2024	\$ 326,175.00
ANOKA COUNTY LICENSE BUREAU	New Registration - PD	\$ 81.00
ANOKA COUNTY TREASURY DEPT	Radio batteries, microphones	\$ 1,065.00
ANOKA COUNTY TREASURY DEPT	Radio batteries, microphones	\$ 478.80
ASPEN MILLS INC	Bob Fiske uniform allowance	\$ 287.45
AUTO NATION LLC	Ignition Keys	\$ 59.90
AUTOWASH SYSTEMS INC	Car Wash Chemicals & Check	\$ 1,093.73
BARNUM COMPANIES INC	PD monthly maintenance on gate	\$ 280.00
BARNUM COMPANIES INC	cold storage door stuck	\$ 1,013.11
BARR ENGINEERING COMPANY	Wellfield Mgmt Plan Proposal	\$ 1,886.50
BATTERIES PLUS BULBS	PD batteries	\$ 34.80
BATTERIES PLUS BULBS	PD emergency lights	\$ 103.65
BERGERSON-CASWELL INC	Plant 1; cooling fans for pumps	\$ 3,033.00
BOYER TRUCKS - LAUDERDALE	Shocks for 1241	\$ 121.84
BRAUN INTERTEC CORPORATION	2022 Pavement Condition Surveys	\$ 1,245.00
BREITBACH DIANE	Park/Rec Refund	\$ 81.00
CALIBER COLLISION	Repairs to squad	\$ 933.70
CALIBER COLLISION	Repairs to squad	\$ 1,313.80
CARLSON TABITHAH & DONALD	Well Interference Settlement	\$ 3,700.00
CARQUEST AUTO PARTS STORES	Hub Bearings/Filters	\$ 102.19
CARQUEST AUTO PARTS STORES	Equipment Parts	\$ 71.68
CARQUEST AUTO PARTS STORES	Credit	\$ (25.00)
CARQUEST AUTO PARTS STORES	Vehicle Parts - PW	\$ 21.27
CARQUEST AUTO PARTS STORES	Vehicle Lamps for PW Stock	\$ 46.60
CARQUEST AUTO PARTS STORES	Vehicle Parts - PW	\$ 62.38
CARQUEST AUTO PARTS STORES	Hub Bearings/Filters	\$ 271.23
CARQUEST AUTO PARTS STORES	U Joints for 4466	\$ 48.78
CARQUEST AUTO PARTS STORES	U Joint/Filter/blade for PW	\$ 30.39
CARQUEST AUTO PARTS STORES	Brake Parts - PD 5293	\$ 174.17
CARQUEST AUTO PARTS STORES	Filters for PW Stock	\$ 32.54
CARQUEST AUTO PARTS STORES	Filters for PD Stock	\$ 104.80
CARQUEST AUTO PARTS STORES	Filters for PW Stock	\$ 286.25

CARQUEST AUTO PARTS STORES	Credit	\$	(133.55)
CARQUEST AUTO PARTS STORES	Brake Parts for 4486	\$	22.79
CARQUEST AUTO PARTS STORES	Filters for PW Stock	\$	101.49
CARQUEST AUTO PARTS STORES	Filters for PW Stock	\$	187.84
CARQUEST AUTO PARTS STORES	Filters for PW Stock	\$	17.34
CARQUEST AUTO PARTS STORES	Brake Parts for 4486	\$	133.23
CARQUEST AUTO PARTS STORES	A/C Refrigerant additive	\$	643.99
CARQUEST AUTO PARTS STORES	Exhaust Studs for 4496	\$	50.40
CARQUEST AUTO PARTS STORES	Stock filters for PW	\$	53.88
CARQUEST AUTO PARTS STORES	Stock filters for PW	\$	37.09
CARQUEST AUTO PARTS STORES	Stock filters for PW	\$	287.59
CARQUEST AUTO PARTS STORES	Stock filters for PW	\$	385.24
CARQUEST AUTO PARTS STORES	U Joint/Filter/blade for PW	\$	12.24
CARQUEST AUTO PARTS STORES	U Joint/Filter/blade for PW	\$	5.47
CARQUEST AUTO PARTS STORES	U Joint/Filter/blade for PW	\$	94.98
CARQUEST AUTO PARTS STORES	Cabin Filters - PW Stock	\$	34.96
CARQUEST AUTO PARTS STORES	Stock filters for PW	\$	260.96
CARQUEST AUTO PARTS STORES	Filters and wiper blade stock	\$	7.52
CARQUEST AUTO PARTS STORES	Filters and wiper blade stock	\$	447.96
CARQUEST AUTO PARTS STORES	Filters and wiper blade stock	\$	22.56
CARQUEST AUTO PARTS STORES	Filters and wiper blade stock	\$	21.40
CARQUEST AUTO PARTS STORES	Starter for 3389	\$	183.51
CEC ENTERTANMENT LLC	Refund of Amusement License	\$	1,425.00
CENTERPOINT ENERGY	Gas Service	\$	1,403.63
CENTURYLINK	Telephone Service	\$	69.23
CINTAS CORPORATION	City Hall mats	\$	197.70
CINTAS CORPORATION	Uniform/Rug Rentals - PW	\$	414.65
CINTAS CORPORATION	MAYC mats, mops, towels etc	\$	31.87
CITY OF ST PAUL	Street Patching Material	\$	933.46
COLE JASON & SHEILA	Well Interference Settlement	\$	600.00
CONNEXUS ENERGY	June 2023 Electric	\$	110,305.67
CUB FOODS INC - THE VILLAGE	Pizza for Safety Patrol Week	\$	62.97
CUB FOODS INC - THE VILLAGE	Crossing Guard Event supplies	\$	20.76
DALLMANN BRETT & LAUREL	Well Interference Settlement	\$	1,330.25
DAVE'S SPORT SHOP	Youth Sports Uniforms	\$	49.50
DAVE'S SPORT SHOP	Youth Sports Uniforms	\$	46.75
ELECTRIC PUMP INC	LS 25 Pumps/Soft start repl	\$	301,315.00
ELECTRIC PUMP INC	Lift Station 13 Pumps	\$	283,860.00
EMERGENCY MEDICAL PRODUCTS	Oxygen Cylinder Wrenches	\$	20.00
ERIE CONSTRUCTION MID WEST INC	Permit Refund B22-04380	\$	80.00
FACTORY MOTOR PARTS COMPANY	Blower Motor for 5271	\$	150.67
FERET BENJAMIN	Refund of Amusement License	\$	240.00
FISHING LIBRARY LLC	Summer Fishing Class	\$	160.00
FRANKENSIGNS INC	nameplates	\$	10.00
FRANKENSIGNS INC	nameplates	\$	48.00
FUN EXPRESS LLC	supplies for events	\$	160.19
GARDNER JILL & JOSEPH	Well Interference Settlement	\$	2,099.00

GRAINGER	6 pc Impact Socket	\$	85.72
GRIFFIN KEVIN	Well Interference Settlement	\$	648.90
GROWING GREEN HEARTS LLC	BWS Summer Programs	\$	750.00
HALE TRAVIS	Training reimbursement	\$	555.81
HANOVER CHRISTOPHER	Well Interference Settlement	\$	3,679.83
HANSON SPORTS LLC	Summer Sports Camps	\$	350.00
HAWKINS KRISTINE & MICHAEL	Well Interference Settlement	\$	550.00
HELMEKE ROB & HEIDI	Well Interference Settlement	\$	598.00
HERO INDUSTRIES INC	BPD Challenge Coins	\$	5,600.00
IMPACT PROVEN SOLUTIONS	Utility Billing Invoice Printing	\$	3,867.90
INGVALDSEN CHRIS	Well Interference Settlement	\$	1,876.00
INWARDS JEREMIAH	Well Interference Settlement	\$	550.00
IUOE LOCAL 49 FRINGE BENEFIT	June Apprenticeship Fund	\$	803.20
JEON HILARY & PIL	Well Interference Settlement	\$	768.00
KRTNICK CHRISTIAN	Well Interference Settlement	\$	598.00
LARSON REGINALD	Boarding Fees for K9 Hector	\$	396.36
LAWSON PRODUCTS INC	Mechanic shop supplies	\$	73.68
LAWSON PRODUCTS INC	Anchor Shackles for Shop	\$	54.20
LIFE SAFETY SYSTEMS INC	MAYC annual fire inspection	\$	300.00
LOGIS	Special Assessment Software	\$	1,793.00
LOGIS	Special Assessment Software	\$	1,793.00
MANAGED SERVICES INC	Restroom supplies	\$	661.43
MANAGED SERVICES INC	CH janitorial monthly	\$	4,418.00
MANAGED SERVICES INC	PD janitorial monthly	\$	759.00
MARSDEN BUILDING MAINTENANCE	PW janitorial services	\$	2,251.25
MARSH HEATING & AIR CONDITIONING	Permit Refund B23-01128	\$	60.00
MAY DONALD	Refund for Amusement License	\$	1,710.00
MC TOOL & SAFETY SALES	Gloves/Manhole hammer	\$	611.35
MC TOOL & SAFETY SALES	Gloves/Manhole hammer	\$	242.86
MC TOOL & SAFETY SALES	Gloves for Sewer Dept	\$	680.40
MCGUIRE ADAM	Well Interference Settlement	\$	550.00
MENARDS - BLAINE	Well House Parts	\$	32.34
MENARDS - BLAINE	PD garage threshold, cleaning supplies	\$	104.85
MENARDS - BLAINE	PW gear lift	\$	18.96
MENARDS - BLAINE	MAYC salt pellets	\$	119.40
METROPOLITAN COUNCIL	June 2023 SAC	\$	123,007.50
METROPOLITAN COUNCIL	MCES 2023 Wastewater Services	\$	421,854.86
MIDWAY FORD COMPANY	Engine Parts for 4496	\$	660.89
MIDWAY FORD COMPANY	Engine Parts for 4496	\$	41.80
MIDWAY FORD COMPANY	Engine Part for 4496	\$	30.80
MIDWAY FORD COMPANY	Exhaust Pipe for 5306	\$	276.98
MINIKUS DAVE	Well Interference Settlement	\$	3,900.00
MINNESOTA CITY/COUNTY MGMT	APMP Dues 2023-24 (Derr)	\$	75.00
MINNESOTA DEPT OF TRANSPORTATION	Concrete Plant Inspections	\$	74.37
MINNESOTA EQUIPMENT - HAM LAKE	Weed Whip Parts	\$	106.26
MINNESOTA EQUIPMENT - ROGERS	Thermostat/Sensor for 2371	\$	73.68
MINUTE MAKER SECRETARIAL	Council Minutes	\$	347.25

MINUTE MAKER SECRETARIAL	Park Board Meetings	\$	196.75
MN DEPT OF LABOR AND INDUSTRY	June 2023 State Surcharge	\$	9,186.97
MONTMINY JASON	Well Interference Settlement	\$	586.00
MOUA KIA & HUE	Well Interference Settlement	\$	450.00
MTI DISTRIBUTING INC	Belt for PW Stock	\$	260.51
MTI DISTRIBUTING INC	Blades for Mower 2428	\$	265.05
MTI DISTRIBUTING INC	Mower parts	\$	517.79
MTI DISTRIBUTING INC	Mower parts	\$	157.72
MTI DISTRIBUTING INC	Spindle Steer	\$	1,297.85
MTI DISTRIBUTING INC	Belt for PW Stock	\$	148.56
NESVOLD RYAN	performance in the park	\$	100.00
NIEMI AMY	Well Interference Settlement	\$	6,385.00
NOVAK DAVID	Well Interference Settlement	\$	653.00
OPPORTUNITY SERVICES INC	Cleaning Services	\$	2,455.11
PAFFY'S PEST CONTROL INC	Monthly Pest Control	\$	134.00
PAFFY'S PEST CONTROL INC	Monthly Pest Control	\$	59.75
PETERSON ALLISON	Well Interference Settlement	\$	695.00
PETERSON BRIAN	Well Interference Settlement	\$	581.20
PIKUS EUGENE	Well Interference Settlement	\$	389.00
PLOCENIK TIM	Well Interference Settlement	\$	300.00
POGALZ BRIAN	Well Interference Settlement	\$	1,361.66
PRATT DIANE & JIMMY	Well Interference Settlement	\$	2,173.00
PRICE CUSTOM HOMES	Escrow Refund - 12339 Flanders St NE	\$	2,250.00
PRICE CUSTOM HOMES	Escrow Refund - 11021 Polk St NE	\$	9,850.00
PRICE CUSTOM HOMES	Escrow Refund - 12365 Flanders St NE	\$	250.00
PROVISION EVENTS INC	3M Open - 75% Deposit	\$	5,953.66
SBM FIRE DEPARTMENT	Fire Protection Service 2023	\$	196,815.00
SCHAEFER BECKY & GERALD	Well Interference Settlement	\$	850.00
SCHOWALTER ANDY & JACQUELYN	Well Interference Settlement	\$	630.00
SKAMSER LISA & DAN	Well Interference Settlement	\$	766.00
SNAP-ON INDUSTRIAL	Tools for Mechanics Shop	\$	238.39
SNAP-ON INDUSTRIAL	5pc tool set - Mechanics	\$	200.52
SORENSEN GEORGE	Well Interference Settlement	\$	2,583.00
STANDARD INSURANCE COMPANY	Life Insurance - Aug 2023	\$	8,361.40
STUBBLEFIELD KIMBERLY	rental property reimbursement	\$	190.00
SUBURBAN TIRE WHOLESALE INC	Wheels and Tires for Truck	\$	2,972.00
SUN LIFE FINANCIAL	August 2023 LTD	\$	5,140.11
TEAMSTERS LOCAL #320 WELFARE	Police Dental - Group #1609	\$	7,866.00
TREMPE TOM	Well Interference Settlement	\$	565.00
TRI-STATE BOBCAT INC	Equipment Parts - PW	\$	86.49
TRI-STATE BOBCAT INC	Weed Whip Parts	\$	72.23
TWIN CITIES TRANSPORT	Towing fees	\$	185.00
TWIN CITIES TRANSPORT	Towing fees	\$	265.00
USDA APHIS	Geese Control	\$	2,607.31
VANSTROM DWAYNE	Well Interference Settlement	\$	655.00
VANTREASE MARK	Well Interference Settlement	\$	850.00
VERIZON WIRELESS	Telephone Service	\$	80.02

VIKING ELECTRIC SUPPLY INC	CH fuses and outlets	\$	215.39
VIKING ELECTRIC SUPPLY INC	Car Lift part	\$	190.58
VIKING ELECTRIC SUPPLY INC	CH fuses and outlets	\$	48.27
WALTERS RECYCLING & REFUSE INC	Garbage and Recycling Contract	\$	398,300.30
WALTERS RECYCLING & REFUSE INC	Extra trash at BBC dumpster	\$	44.00
WALTERS RECYCLING & REFUSE INC	Organics Collection 2023	\$	150.00
WILEY TOM	Reimbursement for Well Repair	\$	683.00
WSB & ASSOCIATES INC	Hidden Oaks Area Reconstruction	\$	2,625.00
WSB & ASSOCIATES INC	99th Ave/Baltimore St Roundabout	\$	1,888.50
WSB & ASSOCIATES INC	Sod Replacement Project Services	\$	4,926.00
WSB & ASSOCIATES INC	Professional Design and Services	\$	9,443.50
XTREME CUSTOM APPAREL	3M Open - Council Apparel	\$	529.00
		\$	2,348,946.94

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 8/21/2023 FOR PAYMENTS THE WEEK OF 8/4/2023

Vendor Name	Description	Amount
4 ACE PRODUCTIONS	Performance at Safety Camp	\$ 395.00
ALLEGRA PRINT & IMAGING	Animal control/Parking permit flyers	\$ 139.82
ALLEGRA PRINT & IMAGING	Night two Unite items/supplies	\$ 2,328.65
AMAZON CAPITAL SERVICES	trimmer head springs	\$ 74.52
AMAZON CAPITAL SERVICES	Office Supplies - PW	\$ 82.51
AMAZON CAPITAL SERVICES	paper pads, dry erase markers	\$ 25.89
AMAZON CAPITAL SERVICES	100 Blue gift bags	\$ 25.99
AMAZON CAPITAL SERVICES	Trimmer Handle	\$ 41.99
ASPEN MILLS INC	Emergency Management clothing	\$ 291.30
AT&T MOBILITY	data coverage for bait trailer	\$ 56.17
AX BLAINE 35 LP	TIF Proceeds Paid - TIF District 1-22	\$ 33,714.38
AX BLAINE 35 LP	TIF Proceeds Paid - TIF District 1-22	\$ 1,873.02
AXON ENTERPRISES INC	OSP 9 additional CSO/reserves	\$ 24,063.79
BARNA GUZY & STEFFEN LTD	Hearing on Tobacco Compliance Failure	\$ 200.00
BARR ENGINEERING COMPANY	Booster Station/Well 16 Evaluation	\$ 835.50
BARR ENGINEERING COMPANY	WTP1 Underdrain Redesign	\$ 34,507.36
BARR ENGINEERING COMPANY	WTP 2 - Preventative Maintenance	\$ 22,494.45
BARR ENGINEERING COMPANY	General Engineering Services	\$ 473.00
BAUER BUILT INC	Front tires for 2409	\$ 992.00
BAUER BUILT INC	Tire Installation - 1247	\$ 992.00
BIG DIPPER CREAMERY LLC	Ice Cream for Safety Camp	\$ 500.00
BLAINBROOK ENTERTAINMENT CENTER	Hall for Awards ceremony	\$ 150.00
BLAINE CUSTOM APPAREL & AWARDS	Safety camp shirts	\$ 240.00
BLAINE TOWN SQUARE APARTMENTS II	TIF Proceeds Paid - TIF District 1-17	\$ 72,867.81
BRAUN INTERTEC CORPORATION	Construction Materials Testing	\$ 6,450.00
BRAUN INTERTEC CORPORATION	Construction Materials Testing	\$ 1,991.25
CALIBER COLLISION - BROOKLYN PARK	Repairs to Squads	\$ 3,202.85
CAMPION BARROW & ASSOCIATES	Pre employment testing	\$ 2,730.00
CAPITAL ONE TRADE CREDIT	Portable Water Tank for Misters	\$ 349.99
CAPITAL ONE TRADE CREDIT	battery, inflator, multi voltage	\$ 308.99
CAPITAL ONE TRADE CREDIT	Underbody Light	\$ 199.00
CAPSTONE HOMES INC	Escrow Refund - 2137 120th Ave NE	\$ 4,900.00
CAPSTONE HOMES INC	Escrow Refund - 2848 129th Lane NE	\$ 4,900.00
CAPSTONE HOMES INC	Escrow Refund - 13077 Flanders Ct NE	\$ 4,800.00
CENTERPOINT ENERGY	July 2023 Electric	\$ 1,206.08
CENTRAL TURF & IRRIGATION SUPPLY	Credit	\$ (353.33)
CENTRAL TURF & IRRIGATION SUPPLY	Irrigation Clock; The Beach	\$ 2,401.63
CENTRAL TURF & IRRIGATION SUPPLY	Irrigation Supplies; decoders	\$ 467.07
CENTRAL TURF & IRRIGATION SUPPLY	Irrigation Parts	\$ 400.95
CENTRAL TURF & IRRIGATION SUPPLY	Irrigation Parts	\$ 186.35
CENTRAL WOOD PRODUCTS	Fibar for playgrounds	\$ 805.99
CENTURYLINK	Telephone Service	\$ 124.15
CHRONICLES IN HEALTH LLC	Nutrition Class at MAYC	\$ 90.00
CINTAS CORPORATION	Uniform/Rug Rentals - PW	\$ 192.48
CINTAS CORPORATION	MAYC mats, mops, towels etc	\$ 31.87
CITY OF LEXINGTON	August 2023 Sewer	\$ 2,916.94
CLEMSON MICHAEL	Home Improvement Grant	\$ 6,818.00
CLEMSON MICHAEL	Home Improvement Grant	\$ 2,381.00

COREMARK METALS	Galv Tube for Well 2	\$ 190.95
CREST VIEW CORPORATION	TIF Proceeds Paid - TIF District 1-18	\$ 91,068.86
CUB FOODS INC - THE VILLAGE	Supplies	\$ 1.48
CUB FOODS INC - THE VILLAGE	Patrol supplies	\$ 72.94
CUMMINS SALES AND SERVICE	LS 21 Generator Repairs	\$ 2,746.36
D R HORTON INC	Escrow Refund - 12590 Edison Cir NE	\$ 7,400.00
D R HORTON INC	Escrow Refund - 12586 Edison Cir NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 12582 Edison Cir NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 12529 Edison Cir NE	\$ 7,400.00
D R HORTON INC	Escrow Refund - 12587 Edison Cir NE	\$ 7,400.00
DELEGARD TOOL COMPANY	Radiator cleaning wand - Mechanics	\$ 158.44
DIAMOND MOWERS INC	Ground Roller conversion kit	\$ 3,145.01
EDWARDS ALAN	Softball Umpire Fees	\$ 483.00
EMERGENCY MEDICAL PRODUCTS INC	Supplies for Trauma Packs	\$ 366.96
EMERGENCY MEDICAL PRODUCTS INC	Supplies for Trauma Packs	\$ 554.22
ERICKSON KERRY	Home Improvement Grant	\$ 958.00
FACTORY MOTOR PARTS COMPANY	Batteries for PW stock	\$ 306.24
FACTORY MOTOR PARTS COMPANY	Batteries for PW	\$ 431.88
FACTORY MOTOR PARTS COMPANY	Batteries for PW stock	\$ 567.60
FERGUSON ENTERPRISES LLC #3325	Magnetic locator	\$ 982.65
FLAGSHIP RECREATION	Sunrise Pond Park	\$ 136,356.67
FORCE AMERICA DISTRIBUTING LLC	Camera for 1298	\$ 333.43
GARY CARLSON EQUIPMENT CO	Paint Sticks for locating - water	\$ 71.20
GAUGHAN SERVICES	Monthly planned maintenance	\$ 3,560.00
HANSON SPORTS LLC	Summer Sports Camps	\$ 2,070.00
HANSON SPORTS LLC	Summer Sports Camps	\$ 882.65
HANSON SPORTS LLC	Summer Sports Camps	\$ 751.95
HAWKINS INC	Water Treatment Chemicals	\$ 10,122.05
HAWKINS INC	Water Treatment Chemicals	\$ 8,996.00
HOMMERDING DALE	Home Improvement Grant	\$ 3,215.00
INSTRUMENTAL RESEARCH INC	Water Sample Testing	\$ 840.00
JAHNKE KELLY	Boarding for K9 Cuda	\$ 307.45
JONATHAN HOMES OF MN LLC	Escrow Refund - 3062 132nd Ave NE	\$ 5,000.00
KIM LINDSAY	Well Interference Settlement	\$ 602.50
LANDSCAPE STRUCTURES INC	Sunrise Pond Park Playground equipment	\$ 457,762.91
LARKIN ALEX & JAMIE	Well Interference Settlement	\$ 1,000.80
LAWSON PRODUCTS INC	Sign shop supplies	\$ 214.03
LAWSON PRODUCTS INC	Mechanic shop supplies	\$ 1,222.16
LEAGUE OF MN CITIES INSURANCE	Private Vehicle Damaged by Plow Truck	\$ 7,473.47
LEAGUE OF MN CITIES INSURANCE	Workers Compensation Premium	\$ 308,008.00
LEISERV LLC	Refund of Amusement License	\$ 1,215.00
LENNAR	Escrow Refund - 11266 Able St NE	\$ 5,000.00
MANAGED SERVICES INC	CH liners, soap, TP	\$ 699.74
MANSFIELD OIL COMPANY	Motor Fuel	\$ 13,619.21
MENARDS - BLAINE	PD garage threshold, cleaning supplies	\$ 25.77
MENARDS - BLAINE	Parts for UTV 5294	\$ 94.58
MENARDS - BLAINE	Supplies/Tools for Parks	\$ 27.73
MENARDS - BLAINE	Graffiti Removal supplies	\$ 167.73
MENARDS - BLAINE	CREDIT	\$ (74.45)
MENARDS - BLAINE	Wood Stakes for signs	\$ 116.82
MENARDS - BLAINE	Bridge Deck at Oak Creek Park	\$ 559.74
MENARDS - BLAINE	Supplies/Tools for Parks	\$ 569.76
METRO SALES INCORPORATED	Copier Maintenance and Support	\$ 4,067.75
MID AMERICA METER INC	2023 Capital: Meter	\$ 4,903.24
MIDWAY FORD COMPANY	TPMS/Key Fob repair - 4604	\$ 527.60

MIDWAY FORD COMPANY	Intake Manifold 4496	\$	249.32
MIDWAY FORD COMPANY	Injector for 4496	\$	45.87
MIDWAY FORD COMPANY	Battery for 1222	\$	197.30
MIDWAY FORD COMPANY	Gear box for 4488	\$	797.00
MIDWAY FORD COMPANY	CREDIT	\$	(800.00)
MIDWAY FORD COMPANY	CREDIT	\$	(112.97)
MIDWAY FORD COMPANY	CREDIT	\$	(177.30)
MIDWAY FORD COMPANY	CREDIT	\$	(225.00)
MINNESOTA EQUIPMENT - HAM LAKE	Fender Kit/Parts for 2396	\$	787.60
MINNESOTA EQUIPMENT - ROGERS	Equipment Parts	\$	184.76
MINNESOTA MUNICIPAL UTILITIES	Safety management program	\$	8,864.75
MINNESOTA VALLEY TESTING LABS	Water testing at Lakeside Park	\$	83.60
MINUTE MAKER SECRETARIAL	Council Minutes	\$	292.50
MINUTE MAKER SECRETARIAL	Planning Commission Minutes	\$	159.00
MOORE ALEXANDER MICHAEL	Boarding Fees for K9 Andy	\$	192.82
MTI DISTRIBUTING INC	Blades for Mower 2428	\$	406.94
MTI DISTRIBUTING INC	Air Filter - PW Stock	\$	106.23
MTI DISTRIBUTING INC	Belts for PW Stock	\$	249.63
NR PROPERTIES INC	Escrow Refund - 2940 127th Ave NE	\$	5,000.00
OFFICE OF MNIT SERVICES	Telephone and Internet Service	\$	586.34
ONSITE AUTO GLASS	Insurance Claim	\$	315.00
ONSITE AUTO GLASS	Windshield Replacement-Squad	\$	986.28
PAQUIN THOMAS R	Entertainment for MAYC	\$	150.00
PHANCY FACE PAINTING	Face Painting Event at MAYC	\$	180.00
PIONEER CYCLE	bike patrol equipment	\$	278.98
PIONEER RESEARCH CORPORATION	Plow Wax/Rust Prevention for truck beds	\$	1,367.95
PRICE CUSTOM HOMES	Escrow Refund - 11029 Polk St NE	\$	4,800.00
PRICE CUSTOM HOMES	Escrow Refund - 2852 132nd Ave NE	\$	4,800.00
PRINT CENTRAL	Business Cards - Beaver	\$	39.00
PRO-TEC DESIGN INC	WTP Security Additions	\$	17,881.00
RCM SPECIALTIES INC	Street Patching Material	\$	1,520.48
REPUBLIC SERVICES #894	Shredding for Recycling Saturday Events	\$	782.00
RIVARD COMPANIES INC	EAB Stump Removal/Restoration	\$	11,256.00
RUFFRIDGE JOHNSON EQUIPMENT CO	Connector pipe for 1221	\$	227.83
SHORT ELLIOTT HENDRICKSON INC	Water Storage Tank Rehab	\$	1,539.80
SHORT ELLIOTT HENDRICKSON INC	2022 Street Reconstruction	\$	10,884.01
SHORT ELLIOTT HENDRICKSON INC	Sod Replacement Project Services	\$	2,736.38
SHORT ELLIOTT HENDRICKSON INC	Street Reconstruction	\$	55,393.45
SOBOLEWSKI TERRANCE	Reimbursement for Well Repair	\$	1,800.00
SRI BLAINE LLC	TIF Proceeds Paid - TIF District 1-20	\$	39,429.48
STATE OF MINNESOTA	Court costs	\$	330.75
SUBURBAN TIRE WHOLESale INC	Tires for PW Stock	\$	1,194.04
SUBURBAN TIRE WHOLESale INC	Tires for (2) Vehicles/ (1) tractor	\$	1,320.00
SUBURBAN TIRE WHOLESale INC	Tires for (2) Vehicles/ (1) tractor	\$	526.00
SUBURBAN TIRE WHOLESale INC	Tires for 2395	\$	220.00
SUBURBAN TIRE WHOLESale INC	CREDIT	\$	(2,972.00)
SUSTAINABLE SAFARI LLC	Presentation at Safety Camp	\$	410.00
SVAP II OAK PARK PLAZA LLC	TIF Proceeds Paid - TIF District 1-19	\$	47,994.31
SYSCO MINNESOTA	MAYC food for pork chop dinner	\$	539.75
TAYLOR JAMES	Home Improvement Grant	\$	3,716.00
THE FUN LAB	Refund of Amusement License	\$	795.00
THOMAS JOHN	Caricature Artist for MAYC	\$	90.00
TOLL GAS & WELDING SUPPLY	Hard Hat cushion bands	\$	6.79
TOLL GAS & WELDING SUPPLY	Carbon Dioxide for Water Dept	\$	74.55
TRANS UNION LLC	Credit Reports for employees	\$	240.76

TUBBS TIMOTHY	Tree Inspector Certification exam	\$	50.00
TYLER BUSINESS FORMS	A/P Checks	\$	1,484.82
USA BLUEBOOK (#657220)	Hydrant wrenches	\$	223.90
VERIZON WIRELESS	July 2023 telephone	\$	663.87
VOLUNTEERS OF AMERICA	Van Driver Meals reimbursed	\$	110.00
WIEBER RICHARD A	bike performance for safety camp	\$	399.00
WRIGHT JONATHAN & HEATHER	Well Interference Settlement	\$	3,021.36
WSI MANUFACTURING CO INC	uniforms and clothing	\$	77.00
XCEL ENERGY	June 2023 Electric	\$	44,463.82
ZAYO GROUP LLC	Telephone Service	\$	1,969.16
ZERO ABUSE PROJECT	Presentation at Safety Camp	\$	450.00
		\$	1,639,866.40

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 8/21/2023 FOR PAYMENTS THE WEEK OF 8/4/2023**

Vendor Name	Description	Amount
BARR ENGINEERING COMPANY	WTP 2 - Preventative Maintenance	\$ 22,494.45
AXON ENTERPRISES INC	OSP 9 additional CSO/reserves	\$ 24,063.79
AX BLAINE 35 LP	TIF Proceeds Paid - TIF District 1-22	\$ 33,714.38
BARR ENGINEERING COMPANY	WTP1 Underdrain Redesign	\$ 34,507.36
SRI BLAINE LLC	TIF Proceeds Paid - TIF District 1-20	\$ 39,429.48
XCEL ENERGY	June 2023 Electric	\$ 44,463.82
SVAP II OAK PARK PLAZA LLC	TIF Proceeds Paid - TIF District 1-19	\$ 47,994.31

PAYROLL CHECKS & WIRE TRANSFERS

MONTH: JULY 2023

PAYROLL CHECKS

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07/06/23	VENDOR CHECKS	CHECK # 79676-79680	\$5,503.31
07/06/23	EMPLOYEES	DIRECT DEPOSITS	\$674,907.32
07/20/23	VENDOR CHECKS	CHECK # 79681-79689	\$11,319.26
07/20/23	EMPLOYEES	DIRECT DEPOSITS	\$630,957.75

WIRE TRANSFERS

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07/06/23	STATE OF MINNESOTA	PAYROLL TAXES	\$46,988.63
07/06/23	I.R.S.	PAYROLL TAXES	\$213,886.58
07/06/23	P.E.R.A.		\$186,113.78
07/06/23	21ST CENTURY	DEFERRED COMP & H.S.A	\$107,337.79
07/10/23	21ST CENTURY	CREDIT CARDS	\$27,399.19
07/19/23	STATE OF MINNESOTA	JUNE SALES TAX	\$35,035.00
07/20/23	STATE OF MINNESOTA	PAYROLL TAXES	\$42,729.37
07/20/23	I.R.S.	PAYROLL TAXES	\$192,405.20
07/20/23	P.E.R.A.		\$183,994.18
07/20/23	21ST CENTURY	DEFERRED COMP & H.S.A	\$65,232.69

TOTAL \$2,423,810.05



City of Blaine

City Council Workshop

August 7, 2023 | 5:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

The meeting was called to order by Mayor Sanders at 5:00PM.

PRESENT: Mayor Tim Sanders, Councilmembers Terra Fleming, Leslie Larson, Chris Massoglia (attending remotely from 10473 Waltz Road, Kabetogama, MN 56669), Tom Newland, Jess Robertson, and Lori Saroya.

ABSENT: None.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; City Attorney Tom Loonan; Craig Rapp, Consultant.

2. New Business

- 2.1.** 2023-348 Governance Session
Sponsors: Michelle Wolfe, City Manager

City Manager Wolfe stated a governance session would be held with Consultant Craig Rapp and the city council. She reviewed the agenda topics to be covered during this session. It was noted this presentation was originally scheduled for the spring council retreat. Due to the postponement of the retreat, there was limited time for the strategic planning session, so the governance session was removed from the agenda, to be rescheduled.

Craig Rapp, consultant, introduced himself and explained this session would be organized in a manner to assist the city council with being more effective. He commented on how important it was for a community to have strong governance and for the city council to find ways forward in order to properly serve the public. He reviewed the roles and

responsibilities for each councilmember. He asked each of the city councilmembers to introduce themselves and speak to why they ran for office and how they would like to be remembered.

Councilmember Saroya began by saying she has been on the council since January of 2023 but has lived in Blaine for 20 years. She noted she ran because she understood the work and growth that could occur in Ward 1. She hoped to be remembered as someone who tried their best to do what was in the best interest of Blaine residents.

Councilmember Fleming indicated she has been on the council since January of 2023 and has lived in the community for 20 years. She indicated she ran because she loves this city and would like to keep the best interests of the city at heart. She wanted to be remembered as being fair, for looking at both sides of the issue and for not voting based on emotion.

Councilmember Massoglia stated he has been on the council since January of 2020. He explained he originally ran after attending a conference about the importance of getting involved in the community. He stated he had no idea what he was getting himself into, but was very excited to serve. He hoped to be remembered as someone who tries to do right by Blaine and that he was a person of integrity.

Mayor Sanders reported he was elected mayor in 2020. He indicated he has lived in Blaine for 22 years and he loves this community. He believed the community had a lot of potential and he understood it would take some intentionality to move the community forward. He stated Blaine had a long-standing mayor prior to him who served this community well, but it was time for a transition. He explained he was passionate about moving Blaine forward. He hoped to be remembered as a public servant, someone who served the people well and who helped set Blaine on a path to its full potential.

City Manager Wolfe explained she has been with the city of Blaine since September of 2019. She indicated she previously worked for Cottage Grove and Arden Hills. During this time, she always had the understanding Blaine had an outstanding reputation. After moving to Colorado and working for a larger community, there was a short list of communities that she would return to Minnesota to work for. She learned that previous City Manager Clark Arneson was retiring and she was fortunate to be selected. She hoped to be remembered as a public servant that was fair, that served with her heart, and that she did her best always.

Councilmember Robertson indicated she has lived in Blaine for the past 25 years and this was her fifth year on the council. She explained she got to the council through organic means after being plugged into the Chamber of Commerce for 19 years. She noted her neighborhood had some issues that she worked with the city to resolve. She reported she was raised as a missionary and pastors kid, which left her with a heart to love and serve. She stated she was trying to do her best to serve the community. She indicated she did not like the spotlight, which meant the "how would she like to be remembered question" was difficult for her. She reported she could not do anything individually without the support of colleagues, staff and the community. She explained she was not doing this job for a thanks or a prize.

Councilmember Newland reported he has been on the council for a year and a half and he has lived in the city for 19 years. He explained he was on the council as a continuation of his

active service in the community. He hoped to be remembered as being responsive to requests, as being proactive and helpful in moving the city forward.

Councilmember Larson indicated she has been on the city council since May 1. She reported she ran for office after being told by her father there was no sense in complaining about things unless you want to do something about it. She hoped to see change in government and she was willing to be the hands and the feet. She wanted to be remembered as someone who unapologetically stood up for someone else's voice and that she was listening to residents.

Mr. Rapp asked what the council learned from these comments.

Councilmember Fleming stated each councilmember wanted to serve and had a servant heart.

Mr. Rapp questioned what the differences were. He noted many of the councilmembers have lived in Blaine for a long time. He inquired how the differences would matter.

Councilmember Newland stated he did not believe the differences would matter if the council was working together towards a common goal.

Councilmember Larson explained she believed differences were healthy and that it was better to have seven voices and not just one.

Mr. Rapp commented on how differences can make a group stronger when properly working together. He discussed how he heard the council is made up of people and that there was a desire to make things better. He explained he was going to start this session from a place where all councilmembers were coming from a place that they wanted to serve. He understood that each councilmember had a story, but the reality was, each councilmember was different. He indicated the council has to figure out and navigate how the differences can help the greater good. He reported the city council was responsible for running one of the biggest businesses in Blaine, which meant the group had to be effective and committed. He hoped each councilmember could assume the others have positive intent. He explained good governance was about transparency and accountability. He commented further on the roles and responsibilities for the city council, noting there was some level of flexibility still in place. He questioned what might still occur even with flexibility.

Councilmember Newland stated disagreements and different perspectives on how to get there will still occur. He anticipated there would be seven different perspectives on how to reach a goal.

Mr. Rapp further reviewed the traditional roles for city councilmembers as community representatives. He asked how the council should address questions from others outside the community, especially after a tough vote or a tough council meeting.

Councilmember Newland indicated this should be done carefully because the council didn't need to be airing its dirty laundry. He reported it was important to show the city was moving forward with cohesion.

Mayor Sanders agreed stating the council may not know who they know.

Mr. Rapp asked how the council should be dealing with defeats.

Councilmember Newland stated the council has to move on.

Councilmember Fleming explained the council had to understand they would win some and lose some, which meant people had to move on. She stated issues should not be brought into the next meeting, nor should retaliatory actions. She believed the council had to be mature and move on to the next vote.

Councilmember Larson indicated this was a lost cause situation. She noted if the vote has already occurred the only options were to sulk or move on. Mr. Rapp stated this was correct. He explained if the council was collectively a team, the council would have to agree to fight hard, but would have to respect the vote, for the good of the city. He stated if a councilmember acts out against the vote, the entire group is undermined, along with the council's effectiveness.

Councilmember Fleming reported she viewed this as a "do unto others as you would have done to you" situation. She stated she would not want other councilmembers throwing her under the bus because of her vote, nor would she do this to another councilmember.

Mr. Rapp indicated this was exactly the point. He explained at the end of every vote the council has to remember they are all on the same team, whether they are on the winning or losing side. He then commented on the adhoc roles of the council. He asked if the council was using these roles productively, or what issues might occur if this was not occurring.

Councilmember Newland stated if everyone wants to have the same role, there would not be balance. Mr. Rapp reported this was the case and noted each councilmember had strengths and passions. He encouraged the council to allow for members to flex at times as the group matures.

Mr. Rapp discussed the imaginary roles of the councilmembers, which are the roles the councilmembers slip into accidentally. He noted the imaginary roles can be problematic. He asked if there could be a conflict between the council's role and staff's role.

Ms. Wolfe stated this would lead to confusion.

Councilmember Larson anticipated this would force some people into silence if others are assuming positions. Mr. Rapp reported this was the case and commented further on how important it was for staff and councilmembers working or serving on behalf of the city to fulfill their role in order for the city to operate properly.

Ms. Wolfe stated she had a growing concern with the number of emails being sent by Council directly to staff without her being copied and stressed the need to keep her informed. She said she understood part of this was due to the number of new councilmembers and learning curves but said she needed to be informed in order to best respond to Council questions and concerns. Mr. Rapp agreed and commented on how difficult it can be for council to work

together with the city manager while not encroaching. He stated this was also due to growing pains as Blaine transitions from a smaller community to a larger city. He believed it would be important for the council and staff to have clarity around communication .

Mr. Rapp explained the last issue he wanted the council to address was staff, mainly department heads. He commented on how these individuals carry out the directives of the council. He further discussed how important it was for the council to have proper communication between the council and its staff, along with maintaining proper roles. He stated at the end of the day the council signed up for small group decision making after being elected to the city council. He indicated it was important for the council to show respect, participate actively, to work with each other, be a good team player and be able to resolve differences. He commented on the number of hours a typical councilmember spends serving the community on a yearly basis, versus a staff member. He then discussed how this time was broken down into four buckets. He asked where the council was not spending enough time, or where the council should be spending more time.

Councilmember Robertson indicated she spent the first few years of her term being very quiet in the exploration and analysis phase. She stated there is a reality check after being elected and she tried to learn how to turn no's into yes's.

Mayor Sanders explained if he had to pick one bucket he would say exploration and analysis. He stated the council was dealing with complex issues and there was a lot more for this council to explore and analyze in order to fully understand the consequences of what is said and the votes. He noted this was the fifth iteration of the council since he was elected. He indicated there was a lot of complexity in governing and policy making. He reported it takes a lot of time to function cohesively as a group and those that operate the best understand the governing process and what goes into making a sound decision.

Councilmember Massoglia stated exploration and analysis was important along with goal setting. He believed conversations about each councilmember's vision for certain projects had been meaningful.

Councilmember Saroya commented she believed it wasn't just one bucket, but rather it was about balance. She indicated she would start with goal setting in order to set a vision. However, the council couldn't have a vision without having discussions with stakeholders.

Mr. Rapp stated after speaking with many councils, he has learned that these groups see a need for more exploration and analysis due to the complexity of the issues they were facing.

Councilmember Newland asked if staff had this same feeling.

Ms. Wolfe agreed with Mr. Rapp noting this council undertook their first strategic planning session just before she was hired. She stated this was the first step in becoming more proactive. She reported broader community visioning could also be beneficial. She believed the council was making progress in the goal setting area, but she also believed exploration and analysis was important. She was of the opinion that the council meetings were productive. She understood a great deal of information was presented to the council at each workshop meeting, which was where the bulk of council time was needed.

Councilmember Newland thanked staff for this feedback.

Councilmember Larson questioned if the council was not being efficient with the workshop time. Ms. Wolfe indicated the city had a lot of issues to address and there were a number of items that required closed sessions. All of these were complex and a great deal of information had to be dispensed to the city council. She commented on how the city was working to be proactive when addressing 105th Redevelopment area, TH65 and the Northtown Mall area. She thanked the council for reading through the staff reports and being prepared for meetings. She stated this does help with efficiencies.

Mr. Rapp explained it would be useful for the council and staff to have a conversation around how to maximize time. He commented then on the best practices for the governance process. He stated the Carver Governance Model is seen as the gold standard. He reviewed the four components within these best practices. He noted these four components were the council's main job, which involved what needs should be met, for whom and at what cost. He asked what problems could arise from this.

Councilmember Larson stated one of the problems was that the wards in Blaine were very different.

Mr. Rapp discussed how the councilmembers had a dual role in representing their ward as well as the entire community. He indicated each councilmember has to be open to what is best for the whole. He commented on how difficult it would be to move the collective forward if each councilmember was only acting on the best interests for their ward. He discussed how the council sets the goals and boundaries or limits for staff. He noted this can be a very efficient way for systems to operate.

Councilmember Newland commented on how many more hours staff works for the city versus city councilmembers, which means they have a better handle on issues than the council. He stated the challenge was finding the balance. Mr. Rapp agreed, noting the gray area was with constituent issues.

Mr. Rapp discussed how the council gets to determine its own governance policy and provided the council with handouts regarding governance. He stated the big challenge is organizational politics. He commented on how politics was a game and how power was used to influence. He described the differences between tough politics and dysfunctional politics. He stated with tough politics, respect and trust are still in place. He indicated with dysfunctional politics, there is chaos and accomplishments are delayed. He urged the council to remain passionate, but to not turn dysfunctional. He encouraged the council to be a team that creates win-win outcomes without compromising personal ethics. He explained a team was committed to a common purpose that has a performance and goal approach. He stated this council was a new team that was still forming and storming, before it can begin norming and performing. He suggested the council conduct quarterly review sessions in order to perform quick reviews of priorities and what occurred. In addition, the council can review the performance of its decision making.

Councilmember Fleming questioned if personality tests would be valuable. Mr. Rapp believed this would be valuable information for the council to have.

Mr. Rapp provided the council with additional handouts and thanked the group for their time.

3. Other Business

Ms. Wolfe requested the council provide staff with potential dates for the upcoming retreat.

Ms. Wolfe discussed the request the city received regarding political campaign signs. Council provided consensus on when political campaign signs can be posted for the upcoming election cycle.

4. Adjournment

The Workshop was adjourned at 6:55PM.



City of Blaine

City Council

August 7, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order by the Mayor

The meeting was called to order at 7:00PM by Mayor Sanders followed by the Pledge of Allegiance and the Roll Call.

PRESENT: Mayor Tim Sanders, Councilmember Tom Newland, Councilmember Lori Saroya, Councilmember Jess Robertson, Councilmember Terra Fleming, Councilmember Chris Massoglia (participated remotely from 10473 Waltz Road, Kabetogama, MN 56669), Councilmember Leslie Larson

ABSENT: None

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Captain Joe Gerhard; Director of Engineering Dan Schluender; City Attorney Tom Loonan; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen

2. Pledge of Allegiance

3. Roll Call

4. Awards - Presentations - Organizational Business

- 4.1. 2023-317 Proclamation Eagle Scout AJ Genet
Sponsors: Nate Monahan, Recreation Manager

Mayor Sanders read a proclamation in full for the record recognizing Eagle Scout AJ Genet and congratulated him on his accomplishment. A round of applause was offered by all in attendance.

5. Communications

Councilmember Newland invited the community to attend the city's upcoming citizens academy.

6. Open Forum

Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.

Mayor Sanders opened the Open Forum at 7:10 PM.

Morgan Christensen, 11280 Zest Court, explained she lived in the Sanctuary Preserve. She discussed a medical event that occurred in her home and expressed frustrations with the delayed arrival of medical assistance for her daughter due to the current road barricade on 114th Lane. She requested the council remove the barricade in order to improve the safety of her children and for all of the children in her neighborhood.

There being no input, Mayor Sanders closed the Open Forum at 7:12 PM.

7. Adoption of Agenda

The agenda was adopted as presented.

8. Approval of Consent Agenda:

All items listed under the "Consent Agenda" are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

Moved by Councilmember Robertson, seconded by Councilmember Newland, that the following be approved.

A roll call vote was taken. Motion adopted unanimously.

8.1. 2023-349 Schedule of Bills Paid
 Sponsors: Alison Bong, Deputy Finance Director

8.2. 2023-340 Minutes
 Sponsors: Cathy Sorensen, City Clerk

- 8.3.** 2023-320 Approve a Temporary On-Sale Intoxicating Liquor License for St. Timothy's Annual Carnival, 707 89th Avenue NE
Sponsors: Cathy Sorensen, City Clerk
- 8.4.** 2023-350 Crime Victim Services Grant
Sponsors: Joe Gerhard

9. 7:00 PM - Public Hearing and Items Published for a Certain Time

- 9.1.** 2023-337 Approve a Private Wine and 3.2 Percent Malt Liquor On-Sale Licenses for LGLE Enterprises LLC dba On the Green, Indoor Golf located at 12571 Central Avenue NE
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen stated council is asked to approve a private wine and 3.2 percent malt liquor on-sale licenses for LGLE Enterprises LLC dba On the Green, Indoor Golf located at 12571 Central Avenue NE to allow the ability to serve strong beer and wine. Staff explained Helen Jang, Jae Jang, Elliott Jang, Oskar Peterson, Taylor Peterson, Donald Peterson, Dawn Peterson and Jacob Peterson, applicants, have submitted a private wine and 3.2 on-sale liquor licenses for LGLE Enterprises LLC dba On the Green, Indoor Golf located at 12571 Central Avenue NE. The applicants included the required license fees, forms and documents. Issuance of the licenses are contingent upon receipt of an updated certificate of insurance and workers compensation, State buyer's card fee, successful background investigation, and Anoka County food and beverage license. It was noted the background investigation is currently in progress for the applicants, who are also the responsible parties. The private wine and 3.2 on-sale licenses, if approved, licenses would be valid until June 30, 2024 and eligible for renewal July 1, 2024. All required information will be submitted to the state's alcohol and gambling enforcement division upon approval of the licenses by the council.

Mayor Sanders opened the public hearing at 7:13 PM.

There being no public input, Mayor Sanders closed the public hearing at 7:13 PM.

Moved by Councilmember Robertson, seconded by Councilmember Fleming, to approve a Private Wine and 3.2 Percent Malt Liquor On-Sale Licenses for LGLE Enterprises LLC dba On the Green, Indoor Golf located at 12571 Central Avenue NE.

A roll call vote was taken. Motion adopted unanimously.

10. Development Business

10.1. RES 23-119 Resolution Denying a Variance to the Five-Foot Side Yard Setback for a Shed at 1866 120th Lane NE. Jason Merkel (Case File No. 23-0057/SLK)
Sponsors: Sheila Sellman, City Planner

City Planner Sellman stated the applicant is requesting a variance to allow a 3 foot setback for a 96 square foot shed in the rear yard. Staff commented on the layout of the lot and reported the planning commission opened the public hearing at the July 11, 2023 meeting. Due to lack of a quorum, the item and public hearing was continued to the July 19, 2023 Planning Commission meeting. The Planning Commission voted unanimously to deny the variance. There were no comments at the public hearing.

Moved by Councilmember Fleming, seconded by Councilmember Larson, to Adopt Resolution Denying a Variance to the Five-Foot Side Yard Setback for a Shed at 1866 120th Lane NE.

Councilmember Fleming explained she supported the variance. She stated as a homeowner she wanted to be able to do what she wanted with her property. She understood there was a shed in the rear yard of the neighbor's property that would abut the applicant's proposed shed.

Councilmember Newland commented he agreed with Councilmember Fleming and stated he supported the requested variance. He questioned why there were setback differences for the R-1 and R-1A zoning districts. He asked if the R-1A zoning district setbacks should be changed. Ms. Sellman explained the planning commission discussed this matter. She reported the R-1 zoning district allows sheds 120 square feet and smaller to be one foot from the property line. She indicated the R-1A zoning district required sheds to be five feet from the property line. She stated a council subcommittee reviewed this language in 2005 and the recommendation at that time was to keep the language as is.

Councilmember Newland supported the language being reconsidered in order to be uniform for the residential homes in Blaine.

Councilmember Larson asked what information the city had on the neighbors shed. Ms. Sellman stated she would have to investigate the permit pulled for this shed this further.

Councilmember Saroya indicated she would be voting against the motion to deny. She inquired if saving the oak tree was considered a practical difficulty. Ms. Sellman stated this could be considered a practical difficulty but noted there were alternative locations within the rear yard that would accommodate the shed, while still meeting city setbacks.

Mayor Sanders stated if a variance were allowed, would this set a precedent. Ms. Sellman indicated this would start a precedent, if the variance were approved. City Attorney Loonan clarified that each future variance request would be reviewed based on their own merits.

Councilmember Massoglia agreed with what has been said and noted he would be voting against denying the variance. He appreciated how the applicant had spoken to his neighbors regarding this matter and no public comments were brought up against the request. He supported this matter being brought back in order to allow the council to

approve the variance.

Councilmember Larson explained she appreciated the fact this resident had gone through the proper channels before installing the shed. She believed the shed was reasonable and noted she would be voting against the denial request.

Council consensus was to review setback allowances in the R-1A zoning district at a future workshop meeting.

A roll call vote was taken. Motion to deny variance failed 0-7.

Council consensus was to direct staff to draft a resolution with findings of fact for council consideration at their next meeting.

- 10.2. RES 23-117** Resolution Granting a Conditional Use Permit for Indoor Pickleball Courts (Amusement and Recreation) in the B-3 (Regional Commercial) Zoning District at 467 87th Lane NE. The Picklr (Silverstone Realty) (Case File No. 23-0058/SAS)
Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated the applicant is requesting a conditional use permit to allow for an indoor pickleball court in an existing retail space. The courts are being proposed for the old Marshall's retail space in Rainbow Village. The planning commission held the public hearing for this item at the July 11, 2023 meeting. There was not a quorum so a formal recommendation was not made. The public hearing was closed as conditional use permits are able to be forwarded to the city council without a recommendation.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to adopt a Resolution Granting a Conditional Use Permit for Indoor Pickleball Courts (Amusement and Recreation) in the B-3 (Regional Commercial) Zoning District at 467 87th Lane NE.

Councilmember Saroya explained she believed this was an amazing use for this space and the Ward 1 residents were excited about this use. She noted she would be supporting the proposed CUP.

Councilmember Newland agreed stating this area of Blaine would benefit from the new use.

A roll call vote was taken. Motion adopted unanimously.

- 10.3. RES 23-118** Resolution Granting a Conditional Use Permit for a Zero Lot Line and Stand-Alone Car Wash in the B-3 (Regional Commercial) Zoning District at 8501 Springbrook Drive. Mister Car Wash (Case File No. 23-0047/SAS)
Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated the applicant is requesting a conditional use permit for a stand-alone tunnel carwash with a zero lot line in the B-3 (Regional Commercial) District. The site

currently has a vacant Burger King building and will be redeveloped with the car wash if approved. The Planning Commission held the public hearing for this item at the July 11, 2023 meeting. There was not a quorum so a formal recommendation was not made. The public hearing was closed as Conditional Use Permits are able to be forwarded to the City Council without a recommendation.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to approve a Resolution Granting a Conditional Use Permit for a Zero Lot Line and Stand-Alone Car Wash in the B-3 (Regional Commercial) Zoning District at 8501 Springbrook Drive.

Councilmember Saroya explained she would be voting against this item. She supported action on this item being tabled. She noted the council would be discussing a moratorium on car washes in Blaine on August 21. She believed the city had an oversaturation of car washes in the community. She did not want the city to create defunct eyesores for the future of the city. In addition, she questioned the economic impact the car washes would have on the city. She believed this property should have been included in the Northtown Redevelopment Area. She commented further on the concerns she had regarding this project and recommended action on this item be tabled.

Moved by Councilmember Saroya, seconded by Councilmember Fleming, to table action on this item.

A roll call vote was taken. Motion adopted unanimously.

City Attorney Loonan noted action on this item would still be needed at the next meeting as the application had been submitted prior to a potential moratorium.

Ms. Sellman reported the action deadline for this item was August 14, 2023 and a one time 60 day extension could be granted by the city.

City Manager Wolfe explained Councilmember Saroya emailed her of her intention to bring this topic forward to a future workshop. She asked if the city council wanted to place a car wash moratorium on the August 14 workshop agenda.

Councilmember Newland stated she supported this car wash moving forward as proposed, but would like to better understand how it would fit onto this site.

Mr. Loonan reported the council had the opportunity to approve one extension (60 days) to this planning case. He indicated action would have to be taken on this item, regardless of the discussions the council have on a moratorium. He explained staff had the authority to authorize the 60 day extension and this item would be brought back to the council for further consideration at a future meeting.

10.4. ORD 23-2527 First Reading

Adopt Ordinance for an Amendment to the 105th Avenue Redevelopment District to Allow Drive-Thrus on the South Side of 105th Avenue (Limited to One Drive-thru Per Parcel), as a Conditional Use. South Side Entertainment District (Case File No. 23-0056/SAS)

Ms. Sellman stated the applicant is proposing a code amendment to Sections 30.905 Conditional Uses and Section 30.906 Prohibited Uses to add drive-thrus south of 105th Avenue as a conditional use. The 105th Redevelopment Zoning District was created in 2022 specifically for this redevelopment area. The Council meticulously reviewed all possible uses for this redevelopment district and specifically prohibited drive-thrus. If the Council determines that a drive-thru is appropriate for a portion of this area, staff suggests specific language under Conditional Uses: Drive-thru south of 105th Avenue, limited to one drive-thru per parcel. This would allow a drive-thru on the south side of 105th Avenue and limit it to one drive-thru per lot, not per development, to keep the number of drive-thrus at a minimum. The Planning Commission held a public hearing on July 11, 2023. A quorum was not present so the Planning Commission continued the public hearing to the next meeting. The Public Hearing continued on July 19, 2023 and was closed. No one from the public was present. The Planning Commission unanimously recommends approval.

Councilmember Massoglia asked if the tenant would have indoor dining, a patio and a drive-thru. Ms. Sellman reported this was the case.

Declared by Mayor Sanders that the Ordinance be introduced and placed on file for second reading at the August 21, 2023 Council meeting.

11. Administration

- 11.1.** RES 23-125 A Resolution to Repeal Resolution No. 18-227 and Open the Street Connection Between North Oaks Ponds East and Sanctuary Preserve on 114th Lane NE.

Sponsors: Erik Thorvig, Community Development Director

Community Development Director Thorvig discussed the history of this item. He stated this resolution is currently in place and neither of the triggers have occurred. Wellington Development, the developer of Lexington Meadows, owns an 8 acre parcel on the east side of Austin Street, north of 109th Avenue. This site is zoned commercial and shovel ready, meaning there are no wetland challenges and it can be developed. If development occurs on this parcel, it would trigger the city council to review the street closure. The land immediately northwest of the 109th Avenue/Lexington Avenue intersection is considered wetland and is not developable now or in the future. It was noted there are several roadway improvements scheduled in and around the 109th Avenue and Lexington Avenue area. The developer of the Lexington Meadows and North Meadows developments is in the process of installing a signal system at the intersection of 109th Avenue and Austin Street. The construction is scheduled for Summer/Fall of 2023, at which time the temporary barricades at 112th Avenue and Austin Street can be removed. This improvement will provide additional connectivity to the street network. Other improvements include projects listed in the Anoka County 5-year Highway Improvement Plan. They have Lexington Avenue, from 112th Avenue to 122nd Avenue listed as pavement rehabilitation, and 109th Avenue from Radisson Road to Lexington Avenue listed for reconstruction. The city and the county

continue to monitor the traffic numbers at the 112th Avenue and Lexington Avenue intersection to see if it warrants a traffic signal. Staff explained at the workshop on July 17, 2023, the city council discussed whether to open 114th Lane. A consensus of a majority of the city council was to remove the barricades and open the street. Therefore, a resolution is proposed which would open the street connection between North Oaks Ponds East and Sanctuary Preserve on 114th Lane NE.

Moved by Councilmember Larson, seconded by Councilmember Fleming, to adopt a Resolution to Repeal Resolution No. 18-227 and Open the Street Connection Between North Oaks Ponds East and Sanctuary Preserve on 114th Lane NE.

Councilmember Larson stated this barricade was put in place to keep construction vehicles off of the residential road during Pulte construction. She reported this construction ended in 2018. She explained the barricade has caused safety concerns to school children and residents on both sides of the barricade. She discussed how dangerous it was for buses to be doing three point turns on a daily basis. She noted Waste Management trucks and delivery vehicles are forced to reverse down the road because of the barricade. She noted Blaine taxpayers were footing the bill for the additional busing and snow removal services that were required due to the barricade. She believed this vote was five years overdue and she would be supporting the removal of the barricade.

Councilmember Robertson explained she could accept when votes don't always go the way she wants but shared her disappointment with the way people have been treated over this issue. She commented she did not support this resolution and that the cul-de-sac would never have been opened. She indicated this was a unique neighborhood, as was the Sanctuary Preserve neighborhood. She asked that a compromise be considered given the level of hostility that has erupted between the two neighborhoods. She feared concerns would not stop once the barricade was removed and explained she had been dialoguing with the safety services team and the city attorney in order to find a compromise that meets the safety needs for both neighborhoods.

Councilmember Newland commented he has read the emails and it was his understanding the two criteria that Mr. Thorvig mentioned have not been met. He said for him this was a safety issue due to the thoroughfare nature of this roadway. He noted there would be a tremendous amount of vehicle activity which would be traveling fast. He explained he would be able to support the barricade being removed once the two criteria have been met.

Councilmember Fleming stated this was designed as a temporary cul-de-sac. She reported this was a public street and it was to be used by all residents. She indicated there were issues with safety and she would be voting to have the barricade removed.

Councilmember Saroya commented she also supported removing the barricade. She believed the removal of the barricade would benefit both neighborhoods. She understood there would be pedestrian concerns and suggested pedestrian crosswalks be considered to keep everyone safe then asked about the plan for the Austin Street barricade. Director of Engineering Schluender stated the barricade at Austin and 112th Street would be removed sometime in November after the signal was constructed at Austin and 109th.

Councilmember Saroya supported the barricade at Austin Street be removed prior to

November. Mr. Schluender cautioned the council from moving forward with this action and recommended the barricade remain until the signal work was completed.

Councilmember Fleming explained the officer she met with during Night to Unite stated their GPS system did not show the barricade and that officers were instead trained to know where barricades were located and believed this was not the proper way to operate. Police Chief Podany stated he would follow up but reported both barricades were noted within the CAD mapping system for Allina and the Blaine Police Department. Ms. Wolfe clarified the barricade at 114th was within the Allina system but the Austin Street system had been added to Allina's in-house system.

Councilmember Larson reported an ambulance went the wrong way during a recent medical event on Austin Street and was adversely impacted by the barricade. She explained they could be using a third party mapping system which would impact routes and response times. She encouraged all councilmembers to support the safety of Blaine residents by voting to remove this barricade. She stated she spoke with the officer from Night to Unite and clarified the barricade does not show up on the system until you are on the street which was a safety concern.

Police Chief Podany commented on the safety concern at Austin Street which referred to not getting into the neighborhood but rather the access at 109th and the vehicles coming from there until the traffic control point was in place. He added that at the time the neighborhood requested the barricades at Austin Street and 112th, there was a lot of development that had not occurred around 109th and Austin Street. He explained once the barricades were installed decisions were made regarding when the developer should be encouraged to install a signal at this intersection, adding if the barricades had not been installed the signal would have been installed much earlier in the process.

Mayor Sanders discussed how the city council worked with Anoka County to get this signal ordered. He wanted Austin Street and 109th to be opened and the barricade removed, but for safety purposes, it would remain in place until the signal was complete. He reiterated that the barricade was put in place, per the neighborhood's request and for safety purposes. He reported the barricade would be removed in November when the signal work was completed. He agreed with Councilmember Newland regarding the barricade at 114th and reported the two criteria have not been met and, therefore, would not support the barricade being removed.

Councilmember Massoglia indicated he understood the previous request for the barricade at 114th, but after reviewing the minutes and seeing how the surrounding area has developed, he could now support removal of the barricade. He stated he would be open to other options, if there was something both neighborhoods could agree upon. He hoped at the end of the day, both neighborhoods could come together and be neighborly.

A roll call vote was taken. Motion adopted 4-3 (Mayor Sanders, Councilmembers Robertson and Newland opposed).

11.2. RES 23-124 Resolution to Initiate Project and Order Preparation of Feasibility Report for Northwest Area Street Reconstruction, I/P 24-05

Mr. Schluender stated council is being asked to initiate a 2024 Pavement Management Program project for the 2024 Northwest Area Street Reconstructions, Improvement Project No. 24-05. The project consists of city streets with concrete curb and gutter. The method of reconstruction will vary between the streets and will be further explained in the feasibility report. If approved, this Resolution initiates the proposed 2024 Northwest Area Street Reconstructions and orders the preparation of a feasibility report.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Resolution to Initiate Project and Order Preparation of Feasibility Report for Northwest Area Street Reconstruction.

A roll call vote was taken. Motion adopted unanimously.

- 11.3.** 2023-331 Motion to Authorize Mayor and City Manager to Enter into a Contract with WSB for Professional Engineering Services for the 2024 Northwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-05
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated council is requested to approve a contract for professional services for preliminary design and preparation of a feasibility report for the 2024 Northwest Area Street Reconstructions. The Engineering Department has identified three separate street improvement projects for the 2024 pavement management program. For each of these projects, staff requested a letter of proposal from an engineering firm that is in the consultant pool that the City Council adopted on August 2, 2021 with Motion 21-114. WSB, Inc. has provided the requested letter of proposal for the 2024 Northwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-05. The proposal, in the amount of \$89,895, is for preliminary design and preparation of a feasibility report for the project. Staff reviewed the proposal, compared it with previous proposals for similar projects, and determined that the fees are justified and reasonable. After completion of the feasibility report and upon ordering the improvements, a contract for final design and construction services would be negotiated with WSB, Inc. This project will be funded through proposed project assessments, Pavement Management Program funds, Public Utility funds, and Municipal State Aid System funds.

Moved by Councilmember Newland, seconded by Councilmember Robertson, to approve a motion to Authorize Mayor and City Manager to Enter into a Contract with WSB for Professional Engineering Services for the 2024 Northwest Area Street Reconstruction Improvement Project.

A roll call vote was taken. Motion adopted unanimously.

- 11.4.** RES 23-126 Resolution to Initiate Project and Order Preparation of Feasibility Report for Pleasure Creek Area Street Reconstruction, I/P 24-06

Mr. Schluender stated council is being asked to initiate a 2024 Pavement Management Program project for the Pleasure Creek Area Street Reconstructions. The project consists of city streets with concrete curb and gutter, except for Territorial Road which has a rural section and no curb and gutter. The method of reconstruction will vary between the streets and will be further explained in the feasibility report. If approved, this Resolution initiates the proposed Pleasure Creek Area Street Reconstructions and orders the preparation of a feasibility report.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to adopt a Resolution to Initiate Project and Order Preparation of Feasibility Report for Pleasure Creek Area Street Reconstruction.

A roll call vote was taken. Motion adopted unanimously.

- 11.5. 2023-333** Motion to Authorize Mayor and City Manager to Enter into a Contract with Short Elliott Hendrickson, Inc. (SEH) for Professional Engineering Services for the Pleasure Creek Area Street Reconstruction Improvement Project, Improvement Project No. 24-06

Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated council is requested to approve a contract for professional services for preliminary design and preparation of a feasibility report for the Pleasure Creek Area Street Reconstructions. SEH has provided the requested letter of proposal for the Pleasure Creek Area Street Reconstruction Improvement Project, Improvement Project No. 24-06. The proposal, in the amount of \$89,620, is for preliminary design and preparation of a feasibility report for the project. Staff reviewed the proposal, compared it with previous proposals for similar projects, and determined that the fees are justified and reasonable. After completion of the feasibility report and upon ordering the improvements, a contract for final design and construction services would be negotiated with SEH. This project will be funded through proposed project assessments, Pavement Management Program funds, and Public Utility funds.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to approve a motion to Authorize Mayor and City Manager to Enter into a Contract with Short Elliott Hendrickson, Inc. (SEH) for Professional Engineering Services for the Pleasure Creek Area Street Reconstruction Improvement Project.

A roll call vote was taken. Motion adopted unanimously.

- 11.6. RES 23-127** Resolution to Initiate Project and Order Preparation of Feasibility Report for 2024 Southwest Area Street Reconstructions, I/P 24-07

Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated council is being asked to initiate a 2024 Pavement Management Program project for the 2024 Southwest Area Street Reconstructions. Area 1 consists of city streets with concrete curb and gutter. Area 2 consists of city streets with rural sections and no curb and gutter, except for 85th Avenue which has concrete curb and gutter. The method of reconstruction will vary between the streets and will be further explained in the feasibility report. If approved, this Resolution initiates the proposed 2024 Southwest Area Street Reconstructions and orders the preparation of a feasibility report.

Moved by Councilmember Newland, seconded by Councilmember Robertson, to adopt a Resolution to Initiate Project and Order Preparation of Feasibility Report for 2024 Southwest Area Street Reconstructions.

Councilmember Newland commented on the five year CIP and stated this document created a great visual on how the city was working to address its streets.

Councilmember Fleming asked if residents were notified when their project would be completed within the projected CIP. Mr. Schluender explained once projects are initiated by the city council residents are notified. However, no one is notified beyond that. He stated if residents are on the five year map, they begin thinking about saving for a street improvement project.

A roll call vote was taken. Motion adopted unanimously.

- 11.7. 2023-334** Motion to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Engineering Services for the 2024 Southwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-07
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated council is requested to approve a contract for professional services for preliminary design and preparation of a feasibility report for the 2024 Southwest Area Street Reconstructions. The Engineering Department has identified three separate street improvement projects for the 2024 pavement management program. For each of these projects, staff requested a letter of proposal from an engineering firm that is in the consultant pool that the City Council adopted on August 2, 2021 with Motion 21-114. Bolton & Menk has provided the requested letter of proposal for the 2024 Southwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-07. The proposal, in the amount of \$137,524, is for preliminary design and preparation of a feasibility report for the project. Staff reviewed the proposal, compared it with previous proposals for similar projects, and determined that the fees are justified and reasonable. After completion of the feasibility report and upon ordering the improvements, a contract for final design and construction services would be negotiated with Bolton & Menk. This project will be funded through proposed project assessments, Pavement Management Program funds, Public Utility funds, and Municipal State Aid System funds.

Moved by Councilmember Newland, seconded by Councilmember Robertson, to approve a

motion to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Engineering Services for the 2024 Southwest Area Street Reconstruction Improvement Project.

A roll call vote was taken. Motion adopted unanimously.

12. Other Business

Councilmember Massoglia referred to the 112th and Austin Street barricade and asked if there were any other options that would allow for the removal of the barricade prior to November such as a temporary signal. Mr. Schluender stated he would investigate to see if there were any other options available to the city. He indicated he would not recommend a temporary signal be put in place because these had to be operated by an officer. Police Chief Podany agreed he wanted to see the barricade removed at 112th and Austin Street, but noted a temporary signal was likely not the best answer.

13. Adjournment

Moved by Councilmember Robertson, seconded by Councilmember Fleming, to adjourn the meeting at 8:28 PM.

A roll call vote was taken. Motion adopted unanimously.



City of Blaine Staff Report

File Number: RES 23-123

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Daniel Schluender, Director of Engineering

Agenda Item # 8.3

Resolution Authorizing Parking Restrictions on the South Side of 103rd Lane from Lever Street to Sunset Avenue

Executive Summary

Authorize Parking Restrictions (no parking zone) on the South Side of 103rd Lane from Lever Street to Sunset Avenue.

Background

The proposed no parking zone will be for no parking, 24 hours per day year-round on the south side of 103rd Lane from Lever Street to Sunset Avenue. The City of Blaine has been receiving complaints from motorists about the ability to safely navigate down 103rd Lane when cars are parked on both sides of the street, especially when there is oncoming traffic, during athletic events at the Centennial School. In addition, the Blaine Police Department has concerns about the safety of pedestrians, namely children, running out from the athletic fields between parked cars and the ability for cars driving down 103rd Lane to see them in time to react.

The Blaine Police Department has talked to Centennial School and the school is also in favor of this change due to the same safety concerns. Typically, parking restrictions are taken before the City Council when more than 50% of the property owners with frontage along the no-parking area are in favor of the parking restrictions. In this case, the school owns approximately 77% of the frontage, so this condition is satisfied.

A notice was mailed out to all property owners on this section of 103rd Lane informing them of this proposed change and asking for any comments regarding the proposed changes. One property owner submitted comments in favor of the proposed No-Parking zone. No other comments were received.

Installation of regulatory Stop, No-Parking and Speed Limit signs requires authorization by the City Council. The regulatory signs proposed meet warrants established in the Minnesota Manual of Uniform

Traffic Control Devices and/or Minnesota State Statutes.

Strategic Plan Relationship

This project aligns with the City's strategic plan goal of well-maintained infrastructure by providing high quality city streets.

Board/Commission Review

N/A

Financial Impact

Signs would be installed by the City of Blaine Public Works Department and there is sufficient budget allocated for signs in the yearly operating budget to cover these costs.

Public Outreach/Input

All property owners on this section of 103rd Lane were mailed a letter indicating this item would go before City Council for approval and that comments could be sent to City staff for inclusion with this item and that the residents could attend the Council meeting.

Staff Recommendation

By motion, approve the resolution

Attachment List

1. No Parking Location Map



City of Blaine

Signature Copy

Resolution: RES 23-123

Resolution Authorizing Parking Restrictions on the South Side of 103rd Lane from Lever Street to Sunset Avenue

WHEREAS, the City Council is cognizant of providing regulation of vehicular traffic in a safe and responsible manner; and

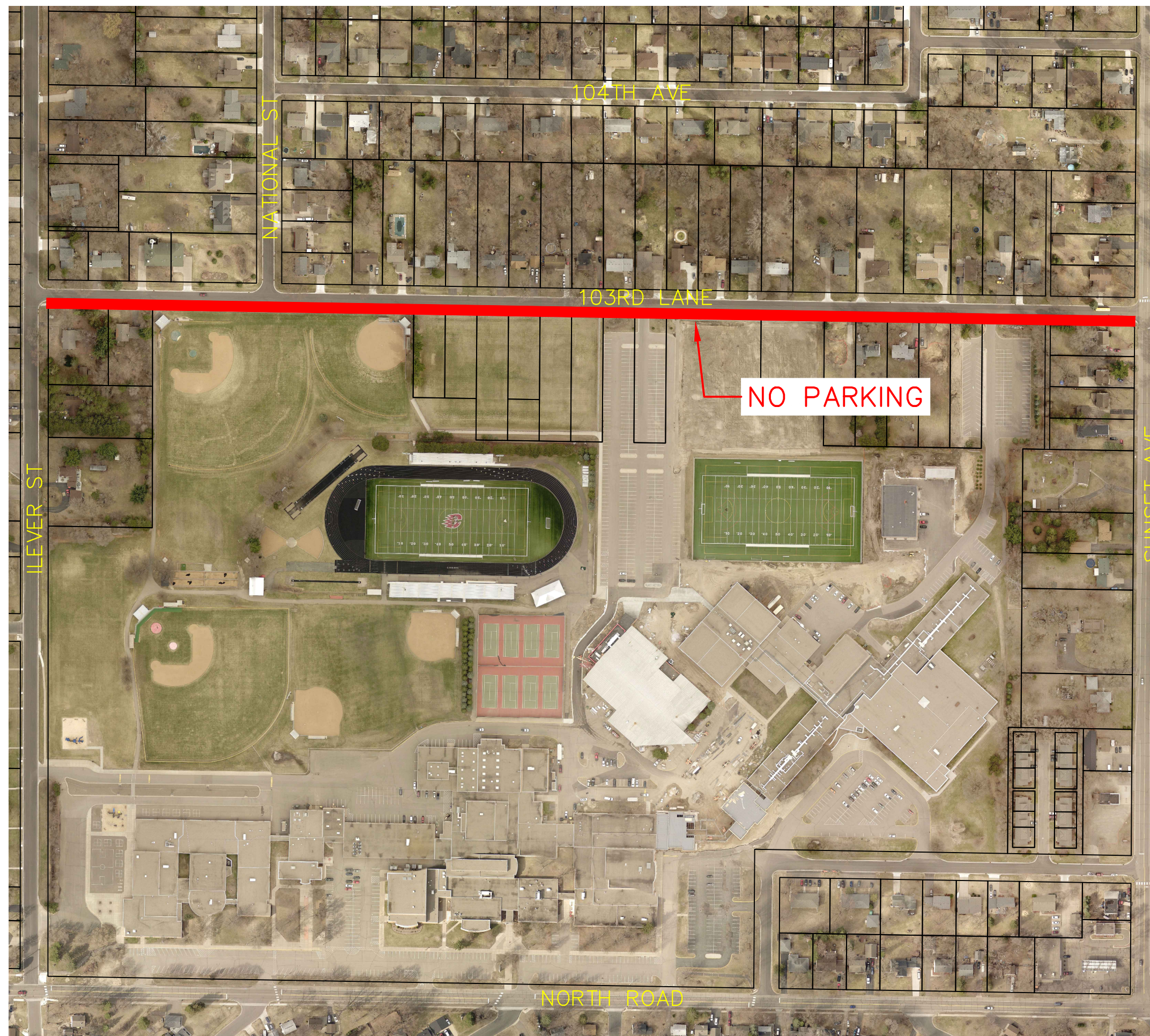
WHEREAS, City Ordinance requires a Council Resolution specifying the placement of regulatory signs; and

WHEREAS, the regulatory signs are considered to meet warrants for traffic control established in the Minnesota Manual of Uniform Traffic Control Devices,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Blaine that regulatory signs are hereby authorized to be installed as follows:

No Parking restrictions on the south side of 103rd Lane from Lever Street to Sunset Avenue..

PASSED by the City Council of the City of Blaine this 7th day of August, 2023.



103RD LANE NO PARKING LOCATION MAP

PROPOSED PARKING RESTRICTION:

-  – NO PARKING YEAR ROUND
SOUTH SIDE OF 103RD LN
(LEVER ST TO SUNSET AVE)



ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172



City of Blaine Staff Report

File Number: 2023-374

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Jerome Krieger, Sr. Recreation Manager

Agenda Item # 8.4

Approve Temporary Road Closure for Blaine World Fest

Executive Summary

The Council is asked to approve a temporary road closure on Town Square Drive in front of city hall for the Blaine World Fest.

Background

Strategic Plan Relationship

This action relates to all aspects of the strategic plan by providing opportunities for public events and gatherings.

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

By motion, approve the temporary road closure of Town Square Drive from 108th Lane NE to Town Square Drive NE on Saturday, September 16, 2023 from 8am to 6pm.

Attachment List

None



City of Blaine

Signature Copy

Resolution:

Approve Temporary Road Closure for Blaine World Fest



City of Blaine

Signature Copy

Ordinance:

Approve Temporary Road Closure for Blaine World Fest



City of Blaine

Staff Report

File Number: RES 23-111

Agenda Date	Status
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August 21, 2023

In Control	File Type
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City Council

Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Sheila Sellman, City Planner

Agenda Item # 9.1

Resolution Granting a Conditional Use Permit for a Drive-Thru on the Southern Portion of Building Two in the RD (105th Redevelopment District) Zoning District at 2030 105th Avenue NE. South Side Entertainment District (105th Blaine Business Park, LLC) (Case File No. 23-0059/SAS)

Executive Summary

The applicant is requesting a conditional use permit for a drive-thru on the south side of proposed building two, a site plan amendment to include the drive-thru and signage plan for the development.

Background

Planning Commission Public Hearing	Not Applicable
City Council (Conditional Use Permit)	08/21/23
Action Deadline (60 days)	08/20/23
Action Deadline (City Extended)	10/19/23

Staff report prepared by Sheila Sellman, City Planner, and Teresa Barnes, Project Engineer

Zoning

The subject site is zoned 105th Avenue Redevelopment District. The subject site is at the corner of 105th Avenue and Radisson Road. Kwik Trip is across 105th Avenue and is zoned PBD (Planned Business District). The parcels to the west and south are zoned Airport and consist of soccer fields or ball fields. Across Radisson Road is Victory Links Golf Course, also zoned Airport.

Existing Conditions

The site is open green space.

History

The subject site received site plan approval on April 3, 2023 for two buildings on one lot. Building one has been approved for a 9,100 square foot Pizza Pub Prime with a 3,000 square foot roof top patio and

a 1,000 square foot ground patio. Building two has been approved for a 20,000 square foot mixed-use building with outdoor patios. On May 1, 2023, the subject site received a conditional use permit for two buildings on one lot, outdoor dining, and shared parking and preliminary plat to create two lots. The final plat was approved on June 20, 2023.

Evaluation of Request

The applicant is requesting approval of a drive-thru on the southern side of building two. The proposed user will be a coffee chain and will have indoor seating and patio seating options as well. The site plan approval in April 2023 and previous conditional use permit approval included setbacks, landscape requirements, and architecture review, and comply with the 105th Redevelopment District requirements. The proposed site plan amendment adds the drive-thru and the remainder of the development remains as previously approved.

Signage

The proposed sign plan meets code requirements for the 105th Avenue Redevelopment Zoning District. Building signage is limited to 150 square feet per building. The proposal includes awning signage and is consistent with design guidelines.

Grading/Storm Drainage

The addition of the drive-thru on the south side of the south building will not significantly alter the previously submitted site plan for grading or storm water drainage. The developer will still grade the entire site as shown on the CCWD and city approved grading, drainage, erosion protection and sediment control plans prepared by the Developer's engineer. The plans shall include existing drainage patterns (contours) with flow arrows, soil boring locations, perimeter site protection, tree preservation, tree clearing limits, custom grading, proposed grading contours, proposed drainage patterns with flow arrows, storm water management, SWPPP information, temporary erosion protection Best Management Practices (BMPs), and temporary sediment control BMPs information for the site. The SWPPP may be included in the construction plan sheet(s) or prepared as a separate document and included in the development construction contract specifications.

Utilities

The addition of the drive-thru on the south side of the south building will not significantly alter the previously submitted site plan for utilities. Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.

Wetlands/Watershed/FEMA

The addition of the drive-thru on the south side of the south building will not significantly alter the previously submitted site plan for wetlands, watershed or FEMA. The developer will need to submit the project to Coon Creek Watershed District (CCWD). Review, approval and permits are required prior to city plan approval and start of site work.

Access/Street Design/Sidewalks/Trails

The addition of the drive-thru on the south side of the south building will not alter the proposed access points as previously submitted. The site will be accessed from 105th Ave NE and from Radisson Road (with county approval). Sidewalks and trails will be constructed as per the previously proposed site plan.

Easements/Right-of-way/Permits

The developer will need to obtain all required permits to construct the proposed project. A copy of all permits will need to be submitted to the City prior to any site work.

Conditional Use Permit

A city exercises “quasi-judicial” authority when considering a CUP application. This means the city’s role is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards.

Section 27.04 Criteria for granting conditional use permits:

The Blaine City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the Council shall consider the following findings where applicable. (Ord. No. 20-2447, 7-20-2020)

1. The use shall not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
 - The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities. The use will be located, designed, maintained, and operated to be compatible with adjoining properties and the existing or intended character of the zoning district.
2. The use is located and designed to meet the intended character of the redevelopment area.
 - The design includes higher finishes and a four-sided design. The proposed uses are compatible with adjoining properties.
3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - The design includes higher finishes and a four-sided design. The proposed uses will not have an adverse effect on adjacent properties.
4. The use, in the opinion of the City Council, shall be reasonably related to the overall needs of the City and to the existing land use.
5. The use shall be consistent with the purposes of the zoning code and purposes of the zoning district in which the applicant intends to locate the proposed use.
 - The uses are consistent with the purposes of the zoning code and the redevelopment district.
6. The use shall not be in conflict with the comprehensive plan of the City. The subject site is guided Planned Commercial.
 - The proposed uses are not in conflict with the comprehensive plan.
7. The use will not cause traffic hazard or congestion.
 - The proposed use will not generate any additional traffic hazard or congestion.
8. The use shall have adequate utilities, access roads, drainage, and necessary facilities.
 - The existing structure is served with the required utility services, adequate roadway infrastructure and necessary drainage facilities to service the proposed uses.

Attachment List

Zoning and Location Map

Site Plan

Resolution 23-58

Strategic Plan Relationship

The 105th Redevelopment area is defined in the Growth Management priority in the Strategic Plan.

Board/Commission Review

The public hearing is being held at the City Council meeting, therefore no review or recommendation was received from the Planning Commission. Conditional use permits for changes in commercial or industrial tenants not neighboring residential areas are often referred directly to the City Council to expedite the review process for the applicant.

Financial Impact

Not applicable.

Public Outreach/Input

Notices of a public hearing were:

1. Mailed to property owners within 350 feet of the property boundaries.
2. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
3. Posted on the City website.

Staff Recommendation

By motion, adopt the Resolution.

Attachment List

1. Attachments
2. RES 23-80_CUP
3. Signage Plan



City of Blaine

Signature Copy

Resolution: RES 23-111

Resolution Granting a Conditional Use Permit for a Drive-Thru on the Southern Portion of Building Two in the RD (105th Redevelopment District) Zoning District at 2030 105th Avenue NE. South Side Entertainment District (105th Blaine Business Park, LLC) (Case File No. 23-0059/SAS)

WHEREAS, an application has been filed by 105th Blaine Business Park, LLC as Conditional Use Permit Case File No. 23-0059 for South Side Entertainment District; and

WHEREAS, said case involves the property described as follows:

Lot 1, Block 1, National Sports Center Addition

WHEREAS, the Blaine City Council held a public hearing on August 21, 2023; and

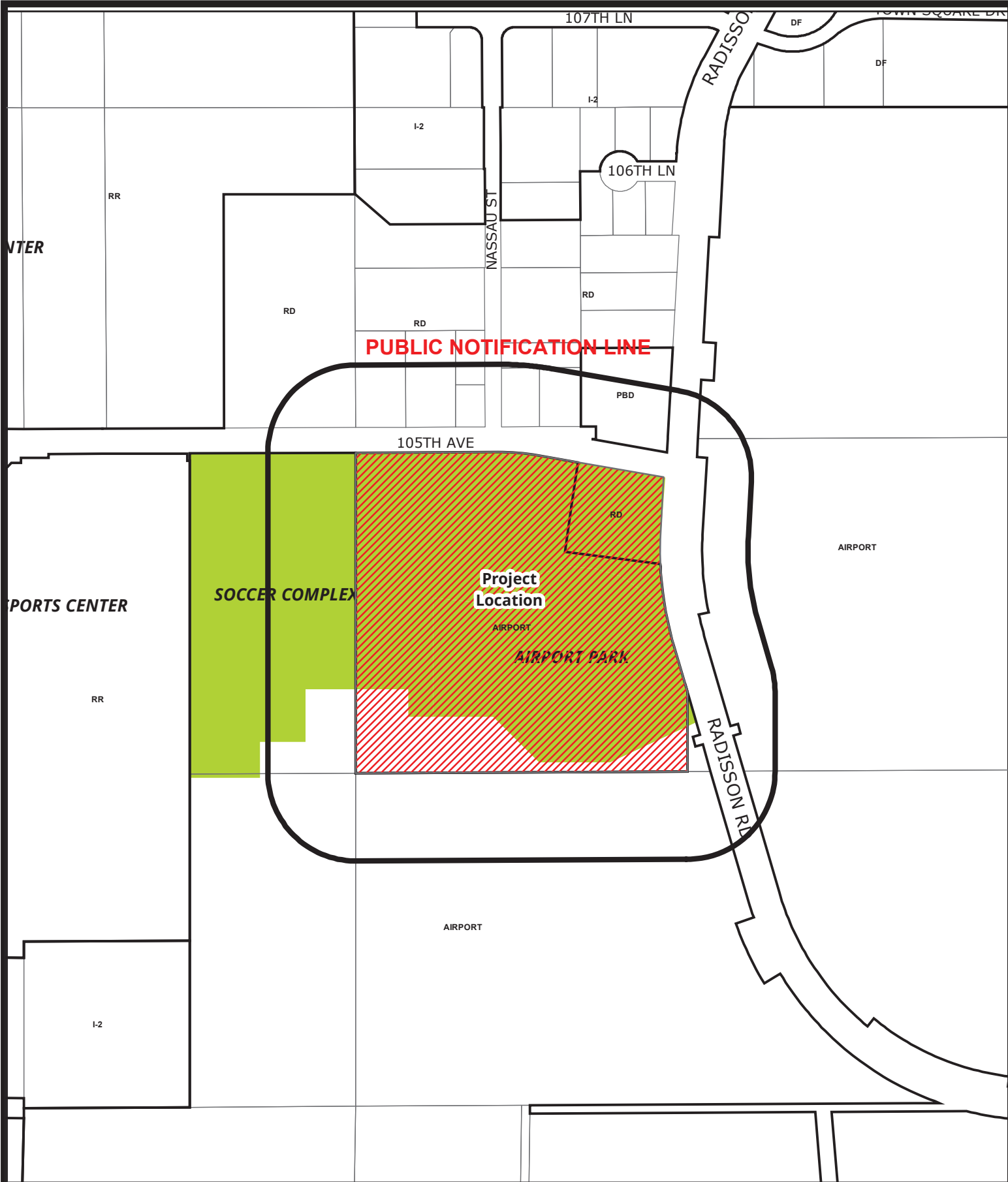
WHEREAS, the Blaine City Council has reviewed said case on August 21, 2023; and

WHEREAS, the criteria identified in Section 27.04 for granting a conditional use permit have been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Section 30.90 Code of Ordinances and 27.04 of the Zoning Ordinance to allow a drive-thru on the southern portion of building two with the following conditions:

1. All conditions in Resolution 23-80 shall apply.

PASSED by the City Council of the City of Blaine this 21st day of August 2023.



BlaineMN.gov

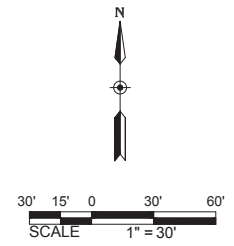
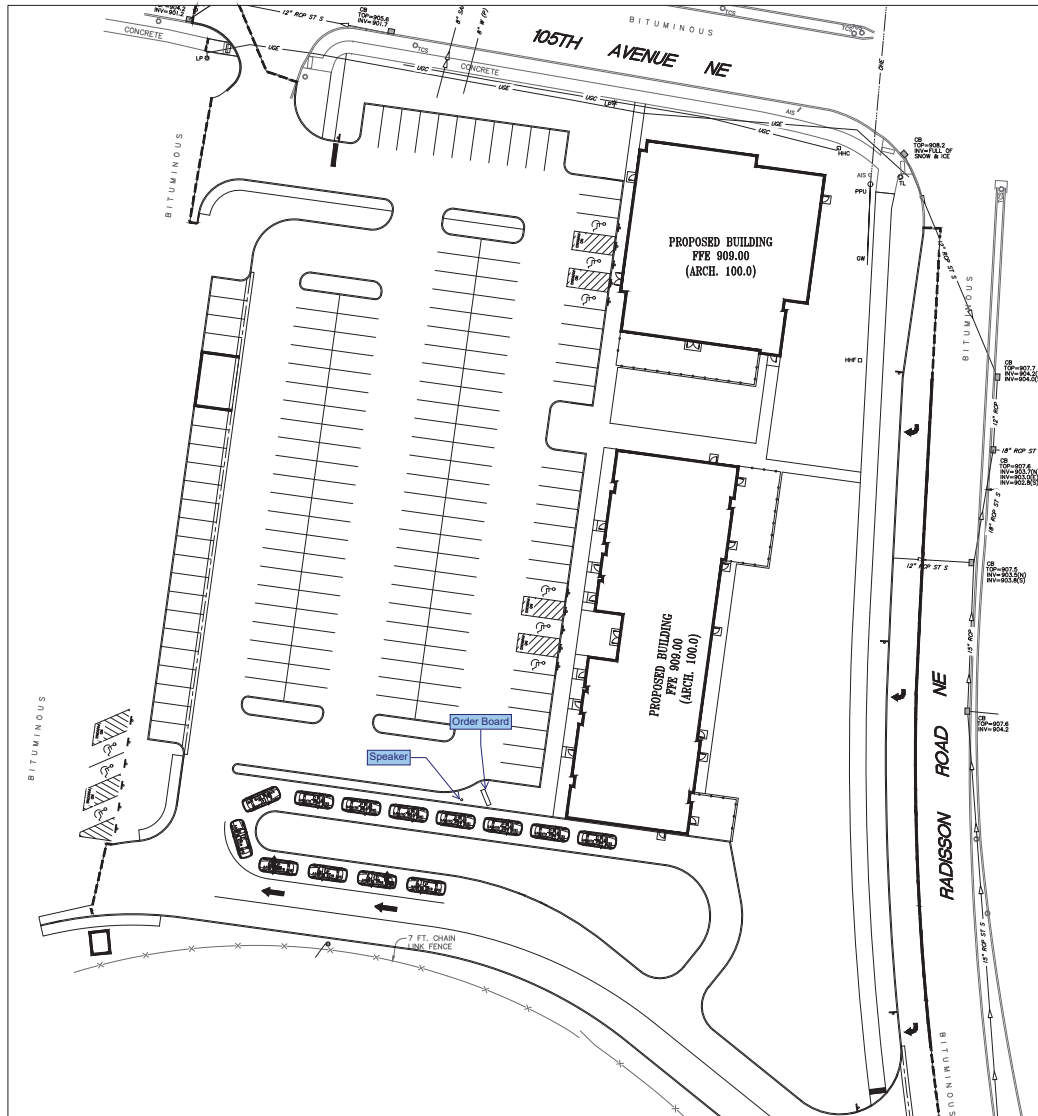
Case File No. 23-0059 South Side Entertainment District

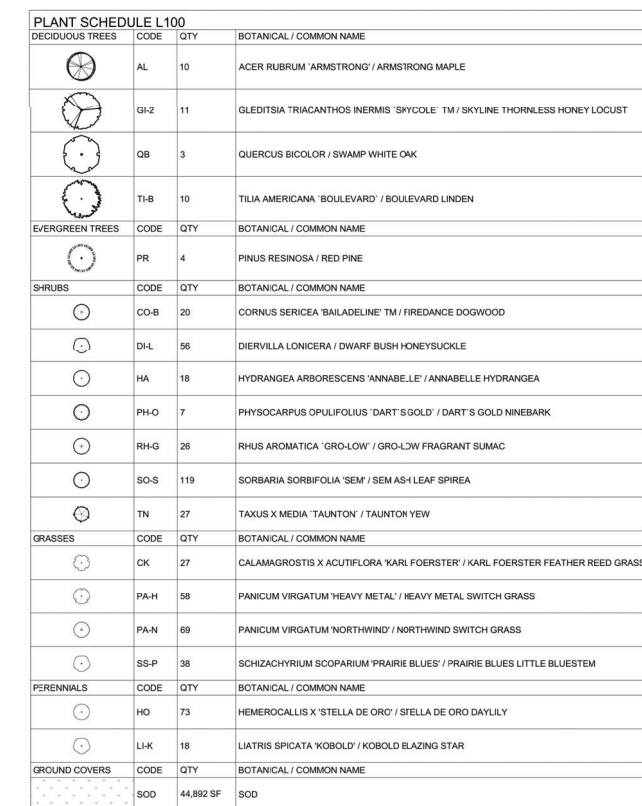
Blaine Planning Department / 10801 Town Square Dr NE / Blaine, MN 55449 / (763) 785-6180

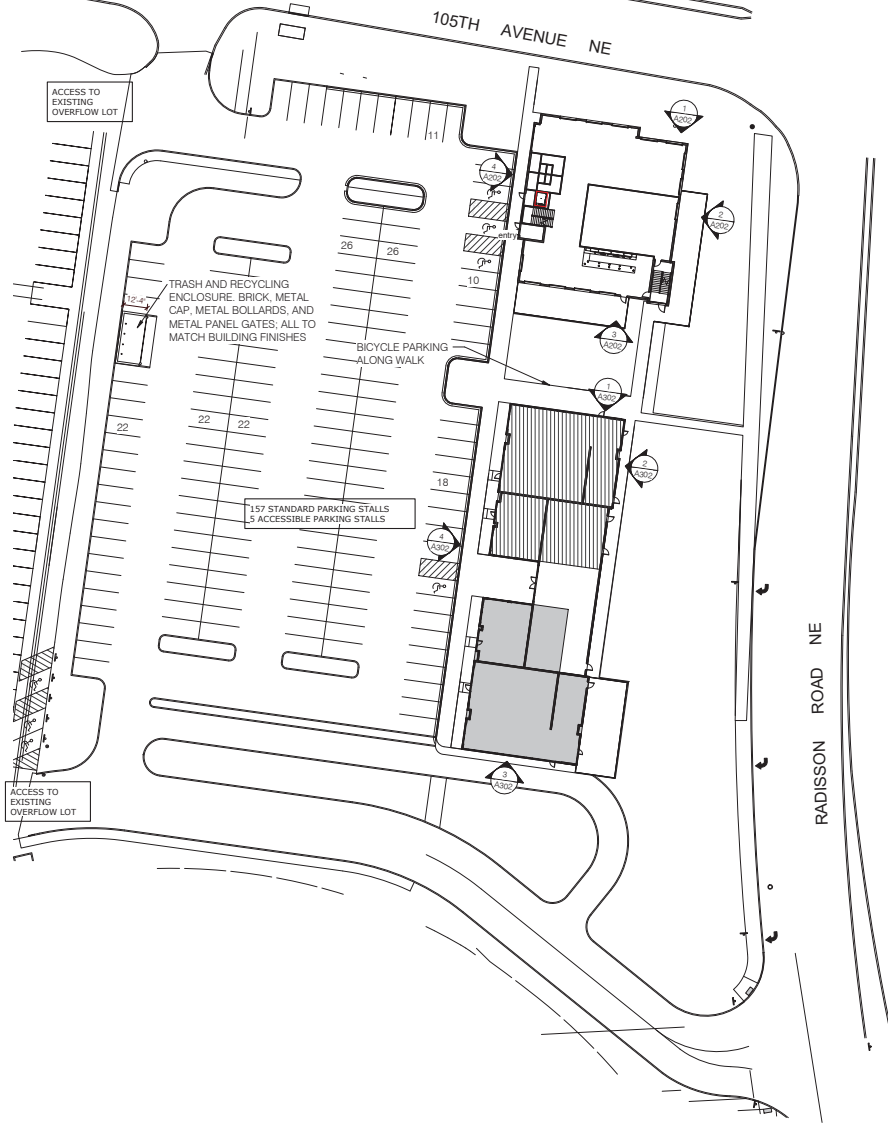


Southside Narrative

A popular and desired coffee chain is looking for 1,200 sq ft to lease at the National Sports Village. In their 13 page Letter of Intent, they have outlined very specific needs, including a drive-thru as an essential design element needed to support their business needs. A big component, beyond safety, for the right in right out into the development was to provide the potential conveniences such as excellent coffee & morning food options for the thousands that travel south on Radisson Rd for work every day. With the drive-thru amendment approval; NSV will be able to welcome in this highly desired coffee chain and provide a convenience so many locals desire.







RESTAURANT PARKING COUNT

Ground floor - 6900 total sqft
 1898 general
 2480 kitchen / 200 = 13
 2522 dining / 100 = 26

2nd floor - 6900 sqft
 1898 general
 380 bar / 200 = 2
 4622 dining / 100 = 47

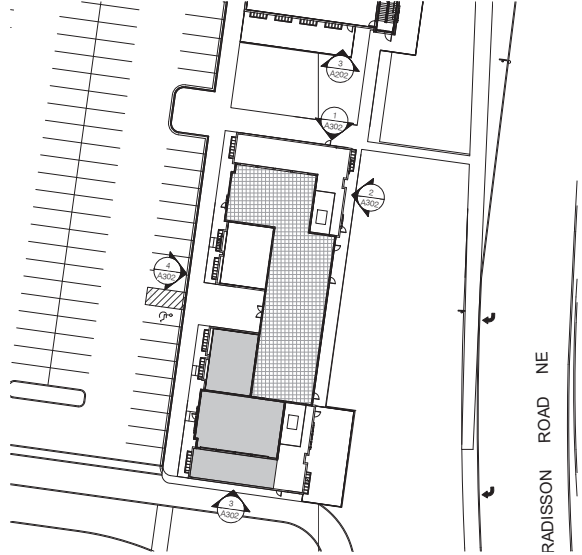
Restaurant Parking = 88

BUILDING 2 PARKING COUNT

Ground floor - 10,040 total sqft
 4200 restaurant
 2000 kitchen / 200 = 10
 1800 dining / 100 = 18
 4600 retail / 200 = 23

2nd floor -
 2692 restaurant
 400 kitchen / 200 = 2
 400 club / 16 = 25
 1700 dining / 100 = 17
 3970 business / 200 = 20

Building 2 Parking = 125



1 ARCHITECTURAL SITE PLAN
 SCALE: 1/32" = 1'-0"

2 BUILDING 2 2ND FLOOR
 SCALE: 1/32" = 1'-0"

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 Phone: 763-257-7928
 Email: jaymykiewicz@damonfarber.com

South Side Entertainment District
 A Development By:
 PinPoint Equity Group

NO	DESCRIPTION	DATE

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BUILDING AREAS AND PARKING

A100



RENDERING - RESTAURANT FROM LOT



RENDERING - RESTAURANT FROM INTERSECTION



RENDERING - RETAIL FROM LOT



RENDERING - RETAIL FROM SE

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South Side
Entertainment
District

A Development By:
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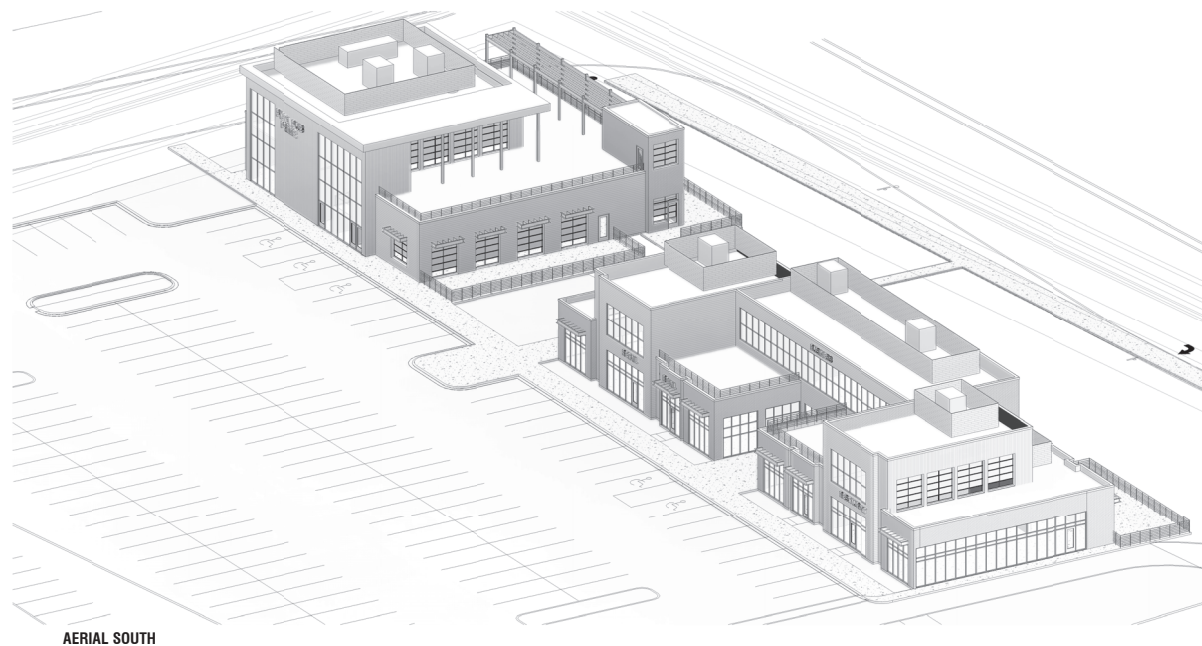
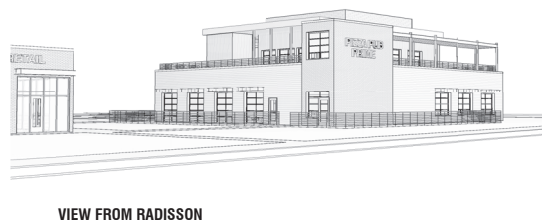
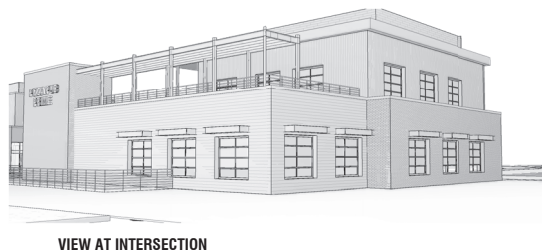
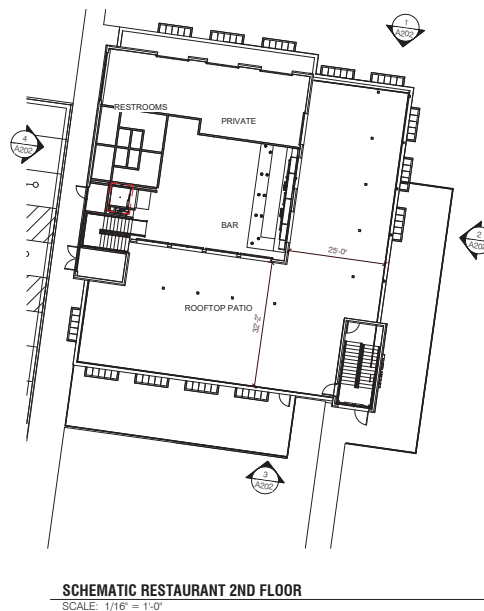
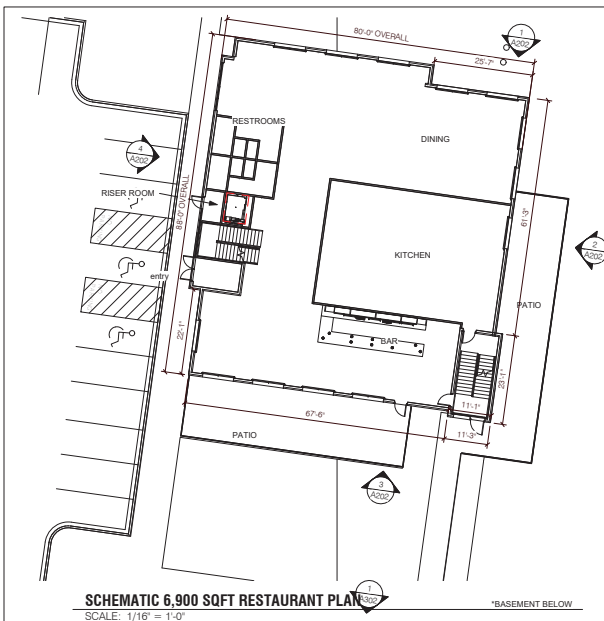


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RENDERED VIEWS

A400



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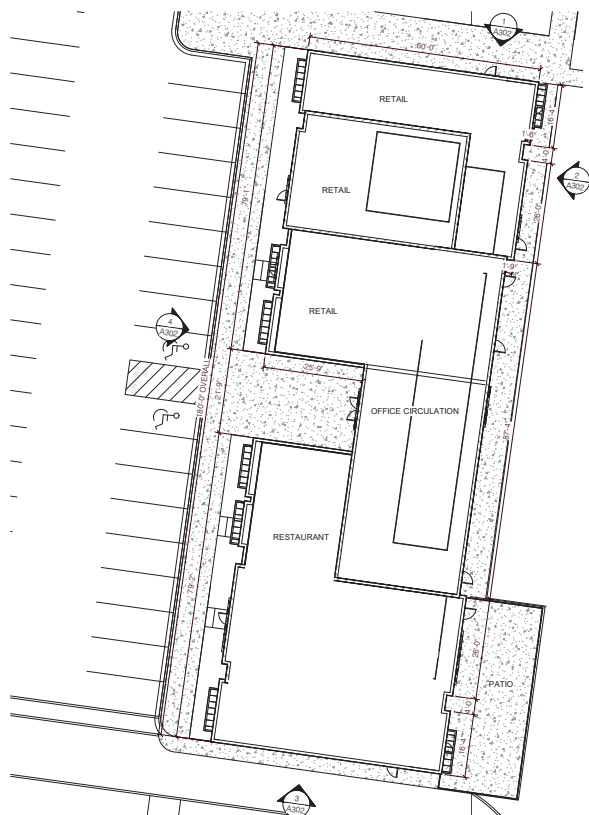
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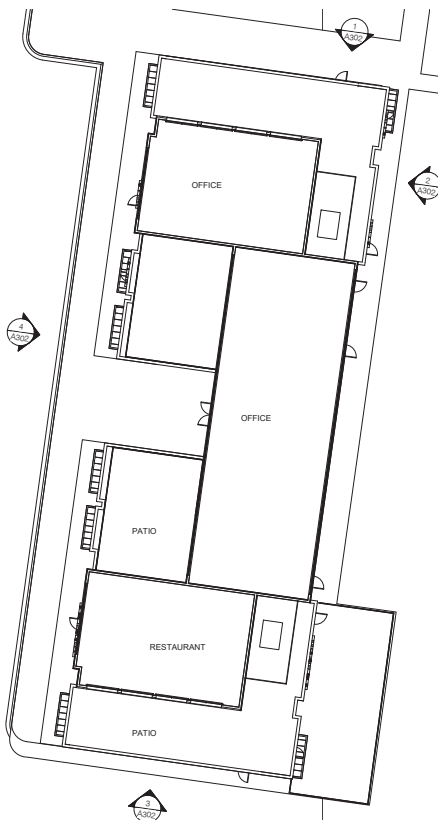
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DESIGN FOR
RESTAURANT

A201



SITE PLAN RETAIL 1
SCALE: 1/16" = 1'-0"



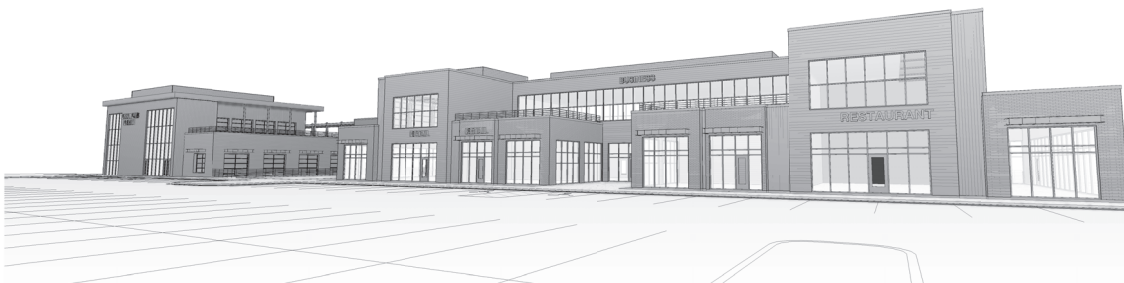
2ND FLOOR
SCALE: 1/16" = 1'-0"



FROM NE



FROM SE



WEST VIEW

PINPOINT

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**South Side
Entertainment
District**

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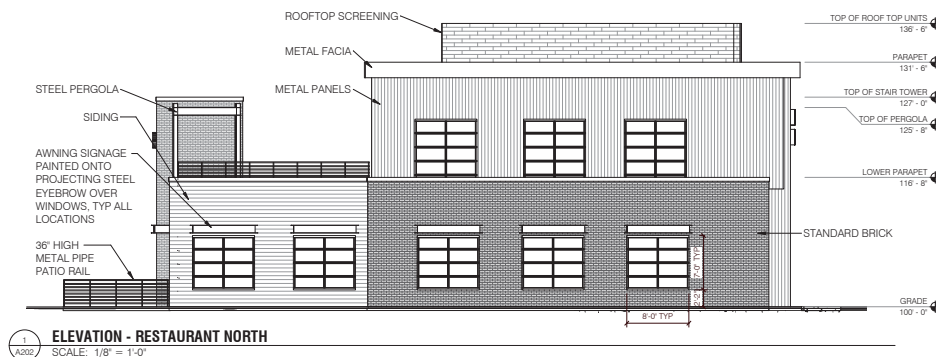


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DESIGN FOR
PHASE 1 RETAIL

A301



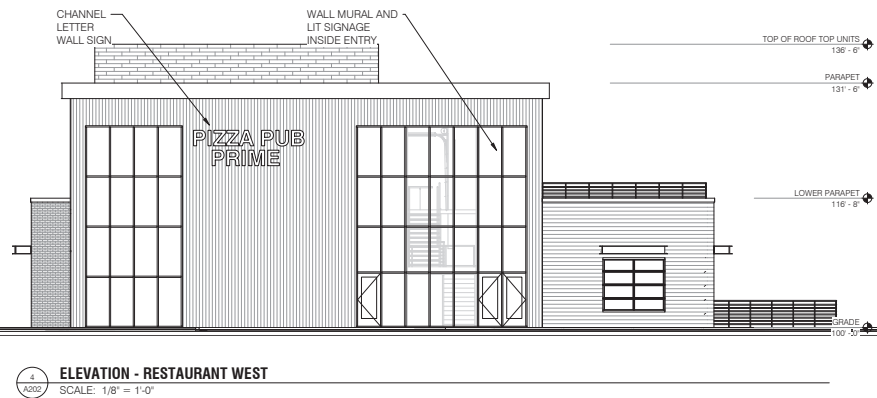
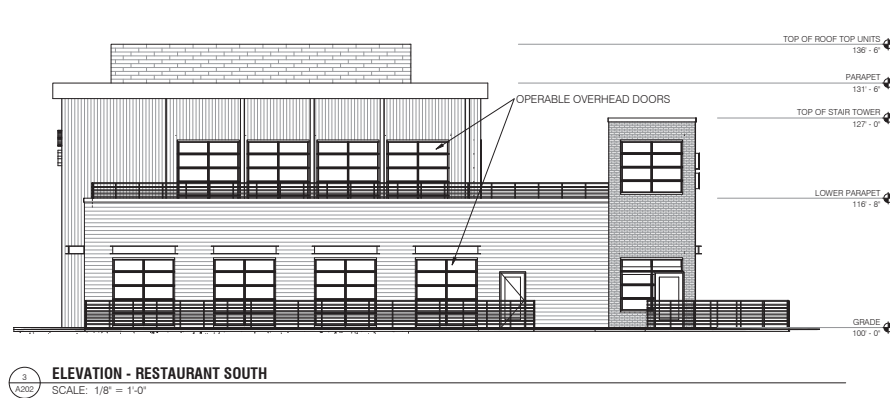
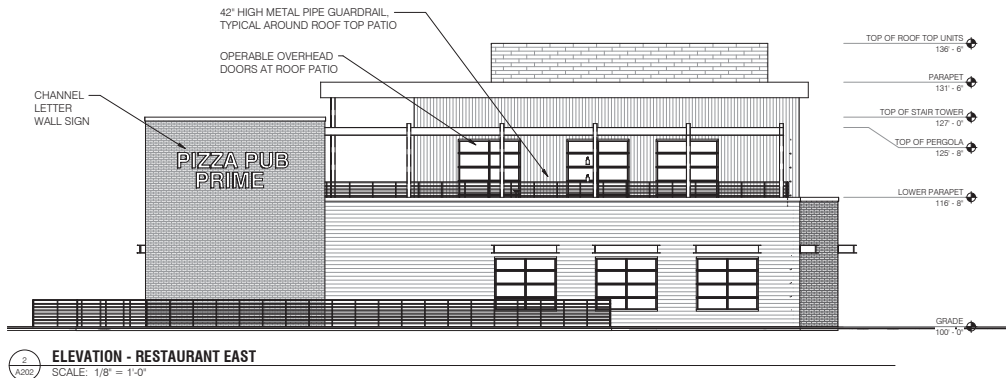
MATERIAL PERCENTAGES BY ELEVATION:

NORTH:
 RUNNING BOND STANDARD BRICK - 693 SQFT = 33.6%
 COMPOSITE WOOD RAINSCREEN SIDING - 322 SQFT = 15.6%
 ARCHITECTURAL METAL PANELS - 596 SQFT = 28.9%
 GLAZING / DOORS - 448 SQFT = 21.9%
TOTAL 2,059 SQFT

EAST:
 RUNNING BOND STANDARD BRICK - 700 SQFT = 26.4%
 COMPOSITE WOOD RAINSCREEN SIDING - 851 SQFT = 32.0%
 ARCHITECTURAL METAL PANELS - 719 SQFT = 27.1%
 GLAZING / DOORS - 384 SQFT = 14.5%
TOTAL 2,654 SQFT

SOUTH:
 RUNNING BOND STANDARD BRICK - 200 SQFT = 08.9%
 COMPOSITE WOOD RAINSCREEN SIDING - 814 SQFT = 36.3%
 ARCHITECTURAL METAL PANELS - 516 SQFT = 23.1%
 GLAZING / DOORS - 709 SQFT = 31.7%
TOTAL 2,239 SQFT

WEST:
 RUNNING BOND STANDARD BRICK - 82 SQFT = 03.7%
 COMPOSITE WOOD RAINSCREEN SIDING - 310 SQFT = 14.0%
 ARCHITECTURAL METAL PANELS - 872 SQFT = 39.3%
 GLAZING / DOORS - 952 SQFT = 43.0%
TOTAL 2,216 SQFT



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South Side
 Entertainment
 District
 A Development By:
 PinPoint Equity Group

NO	DESCRIPTION	DATE

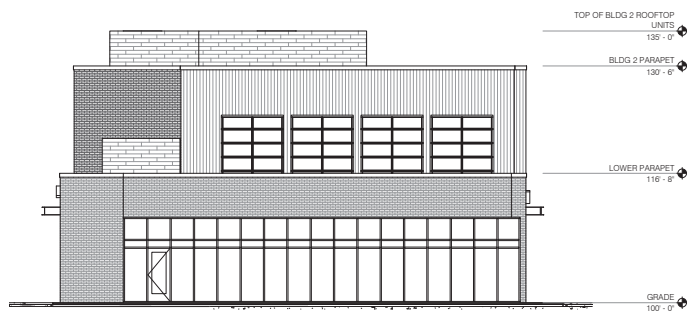
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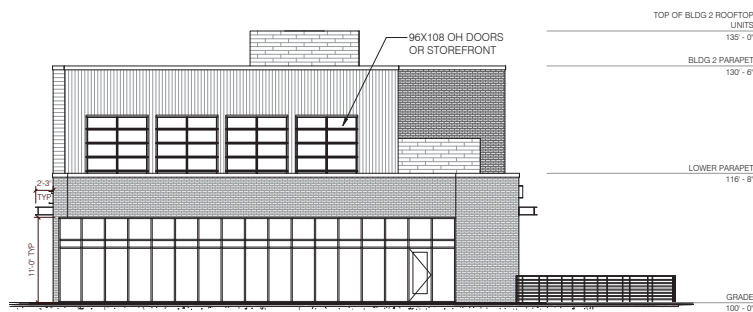
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RESTAURANT
 ELEVATIONS

A202



1 ELEVATION - RETAIL NORTH
SCALE: 1/8" = 1'-0"



3 ELEVATION - RETAIL SOUTH
SCALE: 1/8" = 1'-0"

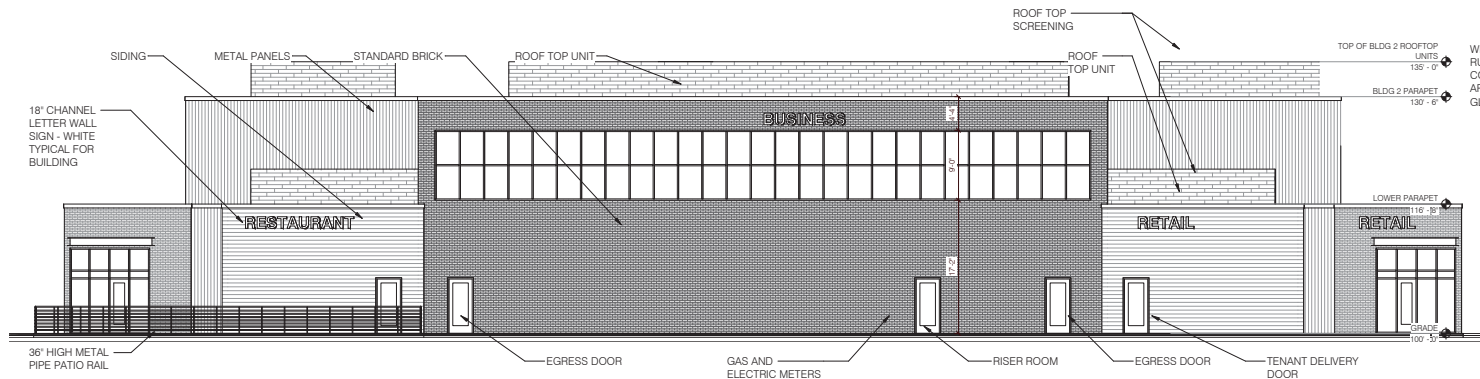
MATERIAL PERCENTAGES BY ELEVATION:

NORTH:
RUNNING BOND STANDARD BRICK - 646 SQFT = 34.1%
COMPOSITE WOOD RAINSCREEN SIDING - 23 SQFT = 01.1%
ARCHITECTURAL METAL PANELS - 374 SQFT = 19.8%
GLAZING / DOORS - 850 SQFT = 45.0%
TOTAL 1,893 SQFT

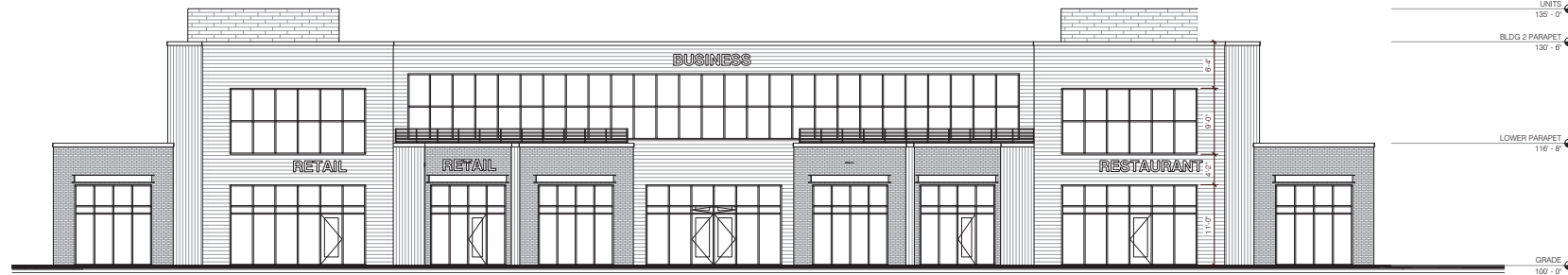
EAST:
RUNNING BOND STANDARD BRICK - 2,150 SQFT = 41.2%
COMPOSITE WOOD RAINSCREEN SIDING - 880 SQFT = 16.9%
ARCHITECTURAL METAL PANELS - 1,096 SQFT = 21.0%
GLAZING / DOORS - 1,089 SQFT = 20.9%
TOTAL 5,215 SQFT

SOUTH:
RUNNING BOND STANDARD BRICK - 646 SQFT = 34.1%
COMPOSITE WOOD RAINSCREEN SIDING - 23 SQFT = 01.1%
ARCHITECTURAL METAL PANELS - 374 SQFT = 19.8%
GLAZING / DOORS - 850 SQFT = 45.0%
TOTAL 1,893 SQFT

WEST:
RUNNING BOND STANDARD BRICK - 788 SQFT = 15.1%
COMPOSITE WOOD RAINSCREEN SIDING - 1,422 SQFT = 27.3%
ARCHITECTURAL METAL PANELS - 628 SQFT = 12.0%
GLAZING / DOORS - 2,377 SQFT = 45.6%
TOTAL 5,215 SQFT



2 ELEVATION - RETAIL EAST
SCALE: 1/8" = 1'-0"



4 ELEVATION - RETAIL WEST
SCALE: 1/8" = 1'-0"

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South Side
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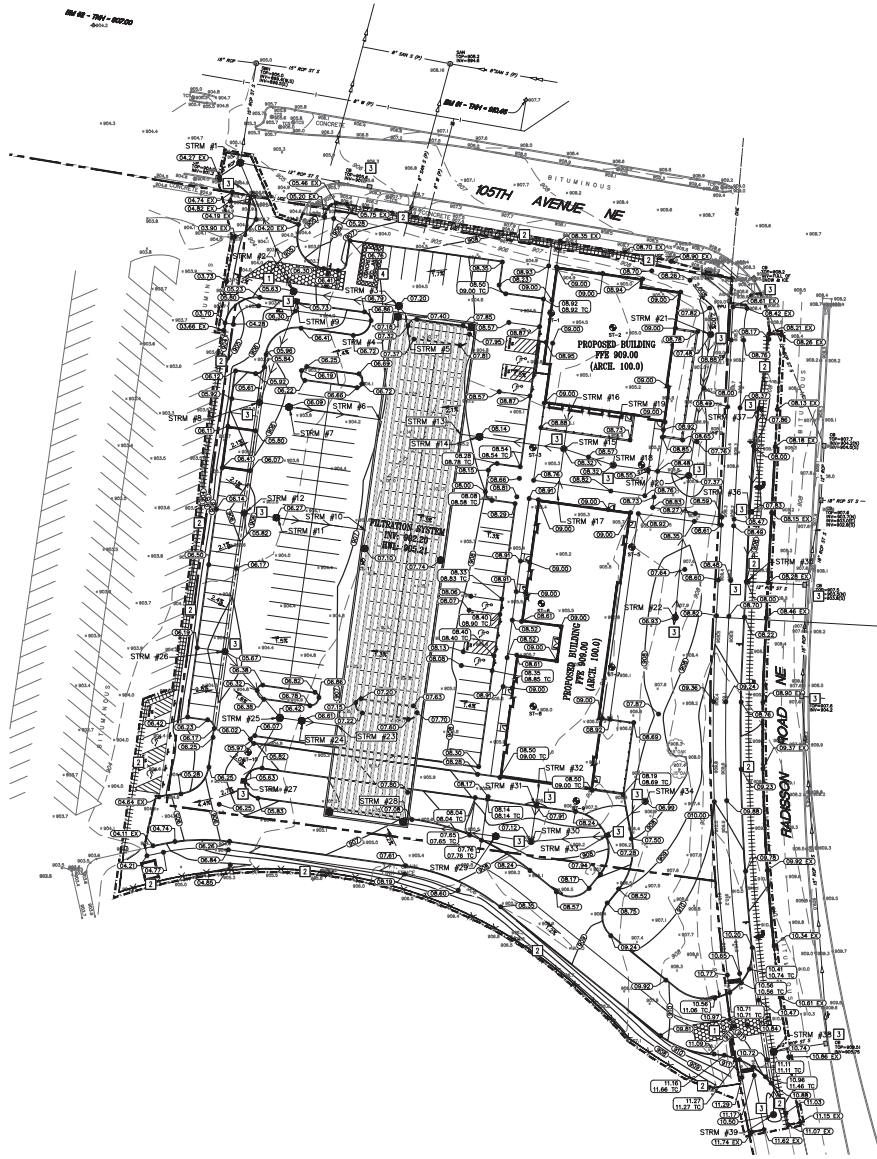
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RETAIL
ELEVATIONS

A302



1
C200 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
1" = 40'

APPROXIMATE DISTURBED AREA IS 4.11 ACRES

NOTE: STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 4/C500 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.

NOTE: REFER TO C201 FOR GRADING NOTES AND EROSION CONTROL NOTES.

PROPOSED PLAN SYMBOLS

CONSTRUCTION LIMITS: - - - - -

SILTATION FENCE: X X X X X

SEDIMENT CONTROL LOG: H H H H H H H H H H

PROPERTY LINE: - - - - -

SAWTOOTH LINE (APPROX.): - - - - -

PROPOSED CONTOUR: 000

STORM SEWER: - - - - -

DRAIN TIE: - - - - -

CATCH BASIN: [Symbol]

MANHOLE: [Symbol]

ROCK CONSTRUCTION ENTRANCE: [Symbol]

CONCRETE WASHOUT AREA: [Symbol]

SPOT ELEVATION: 000.00

SOIL BORING: ST-1

CONCRETE WASHOUT AREA: [Symbol]

NOTE: CONSTRUCTION LIMITS ARE ANTICIPATED TO BE PROPERTY LINE UNLESS OTHERWISE SHOWN.

ABBREVIATIONS

AS: Advertising Sign

BM: Benchmark

CB: Catch Basin

CONC: Concrete

ELEV: Elevation

EX: Existing

FFE: Finished Floor Elevation

HOFF: Fiber Optic Handhole

HWL: High Water Level

INV: Invert

NWL: Normal Water Level

P: Polyvinyl Chloride

RCP: Reinforced Concrete Pipe

SMH: Storm Sewer Manhole

TC: Top of Curb

TCS: Traffic Control Sign

TN: Traffic Light

TOP: Top of Structure Elevation

UOC: Under Ground Cable

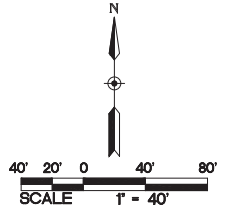
UGE: Under Ground Electrical

W.O.: Washout

WALKWAY NOTES:

1. GRADING CONTRACTOR IS TO COORDINATE WITH PAVING CONTRACTOR SO THAT ALL STEPS AND LANDINGS ARE SLOPED PER CODE.

2. ALL SIDEWALK LONGITUDINAL AND TRANSVERSE SLOPES ARE TO BE PER CODE.



KEYED NOTES

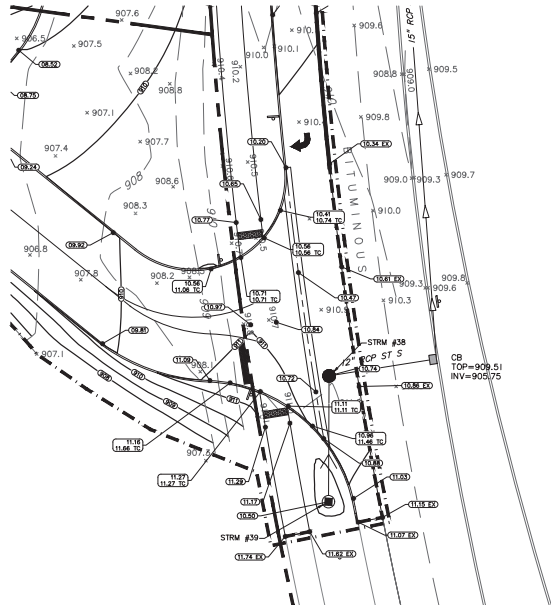
KEYED NOTES ARE DENOTED BY [Symbol] ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C500.

2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 2/C500 AND 3/C500.

3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 4/C500.

4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF-CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.



2
C200 DRIVE ENTRANCE GRADING DETAIL
1" = 20'

SHOP DRAWING SET

South Side Entertainment District

A Development By:
PinPoint Equity Group

NO	DESCRIPTION	DATE

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NOT FOR CONSTRUCTION

GRADING, DRAINAGE, AND EROSION CONTROL PLAN

C200



Page 59 of 323



NOTE:
AN AS-BUILT SURVEY OF ALL FILTRATION SYSTEM
OUTLET STRUCTURES, SUMP CATCH BASINS, DRAIN
TILE, ETC...) SHALL BE SUBMITTED TO COON CREEK
WATERSHED DISTRICT PRIOR TO PROJECT
CLOSEOUT. THE AS-BUILT SURVEY SHALL SHOW
THAT THE FINAL CONSTRUCTED PRODUCT MATCHES
THE PROJECT PLANS.





City of Blaine

Signature Copy

Resolution: RES 23-80

Resolution Granting a Conditional Use Permit for Two Buildings on One Lot, Outdoor Dining and Shared Parking at 2030 105th Avenue NE. South Side Entertainment District (105th Blaine Business Park, LLC) (Case File No. 23-0032/SAS)

WHEREAS, an application has been filed by 105th Blaine Business Park, LLC as Conditional Use Permit Case File No. 23-0032 for South Side Entertainment District; and

WHEREAS, said case involves the property described as follows:

The Northeast Quarter of the Southwest Quarter of Section 21, Township 31, Range 23, EXCEPT that part of the Northeast Quarter of the Southwest Quarter of Section 21, Township 31, Range 23 lying northerly of the northerly right-of-way line of 105th Avenue Northeast and lying westerly of the westerly right-of-way line of Anoka County Right of Way Plat No. 62, Anoka County, Minnesota.

Abstract Property

WHEREAS, the Blaine Planning Commission held a public hearing on April 12, 2023, and recommended approval regarding said Conditional Use Permit; and

WHEREAS, the Blaine City Council has reviewed said case on May 1, 2023; and

WHEREAS, the criteria identified in Section 27.04 for granting a conditional use permit has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Section 30.90 Code of Ordinances and 27.04 of the Zoning Ordinance to allow two buildings on one lot, outdoor dining, and shared parking with the following conditions:

1. Shared parking facilities agreement shall be recorded with the County (an irrevocable covenant running with the land). A certified copy of the recorded agreement shall be provided to the zoning administrator prior to issuance of a building permit.
2. The outdoor dining area is subject to a SAC review and payment. The applicant must work with the City's Chief Building Official and Metropolitan Council to determine the amount required for this use.
3. Plans for amplified music or a public address system for the outdoor dining area are to be reviewed by the City and approved by the management company prior to installation.

Noise level of the music in the outdoor dining area is not to exceed normal conversation level.

4. No outdoor advertising on building or patio area without obtaining a permit.
5. The ability to operate outdoor dining is reliant upon the applicant's ability to adequately control litter and refuse as associated with the facility.
6. Exit doors on any railing or fence in the outdoor dining area shall be openable from the inside without the use of a key or any special knowledge or effort, per the Minnesota Building Code. Fencing must meet the design guidelines for the district.
7. Provide manufacturing specifications and requirements for propane heater use and clearance for combustibles if they are to be used on site.
8. A sign plan must be approved by the City Council and be consistent with the design guidelines.

PASSED by the City Council of the City of Blaine this 1st day of May, 2023.



Signed by

Tim Sanders, Mayor

Signed by

Cathy Sorensen, CMC, City Clerk

SOUTH SIDE ENTERTAINMENT DISTRICT : SIGNAGE STANDARDS

SITE SIGNAGE OVERVIEW

Site signage standards have been created to align with city rules and provide tenants the ability to clearly indicate their location, products and services while presenting a high quality and refined appearance that elevates the impression of the area to guests and passersby.

For clarity we have labeled the north building as “A” and the south building as “B”. Building “A” is being developed as a single tenant restaurant space while building “B” is planned as a multi-unit space that could accommodate up to eight individual businesses.

The total signage allocations for each building is based on 1sf per linear foot of street frontages and the below frontage measurements.

BUILDING A

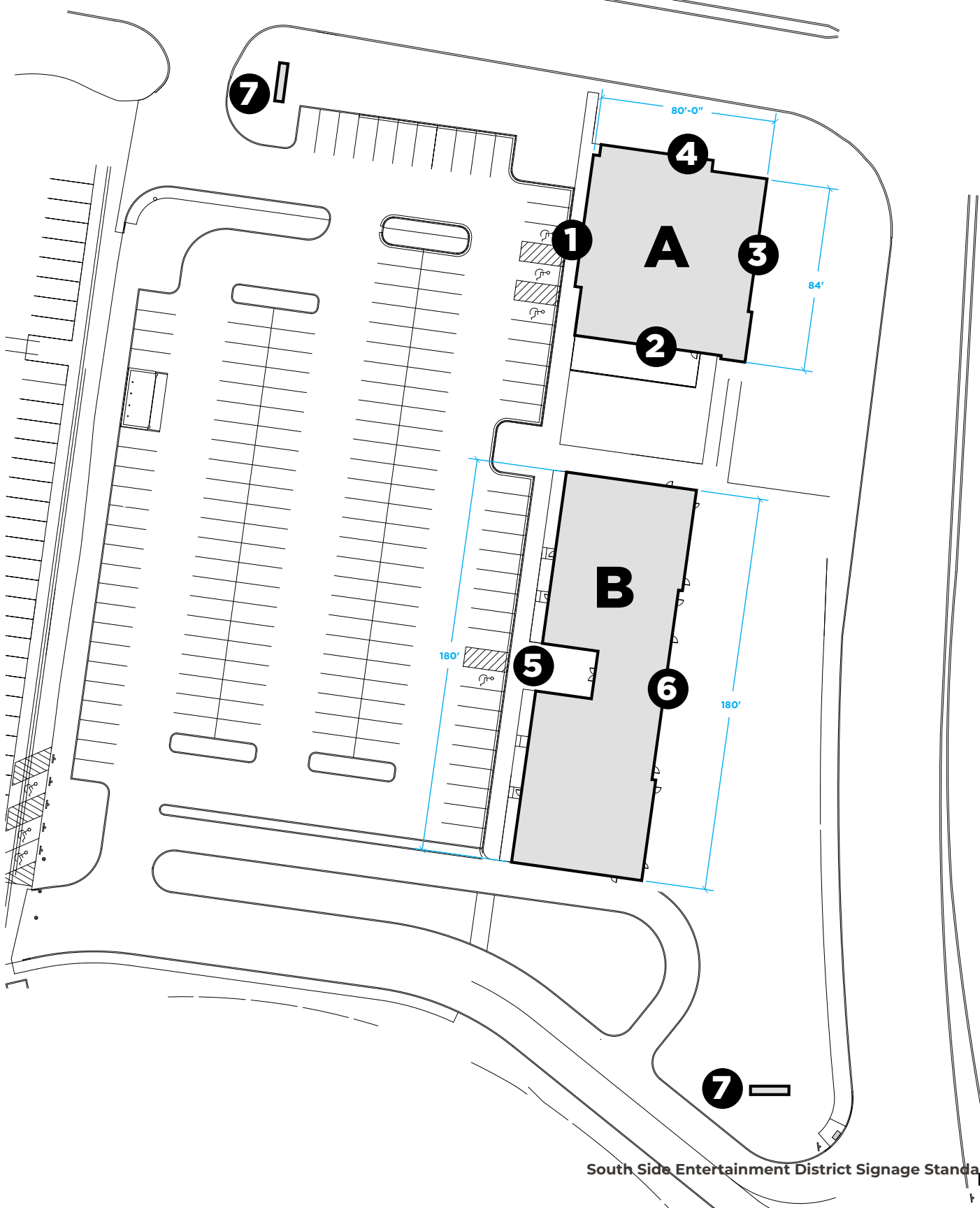
- North: 80’
- East: 84’

Total building allocation limited to 150sf based on city standards used for single tenant structures.

BUILDING B

- East: 180’
- West: 180’

Total building allocation limited to 150sf. This allows for signage at parking approach side and main public face on the Radisson frontage.



SITE SIGNAGE OVERVIEW

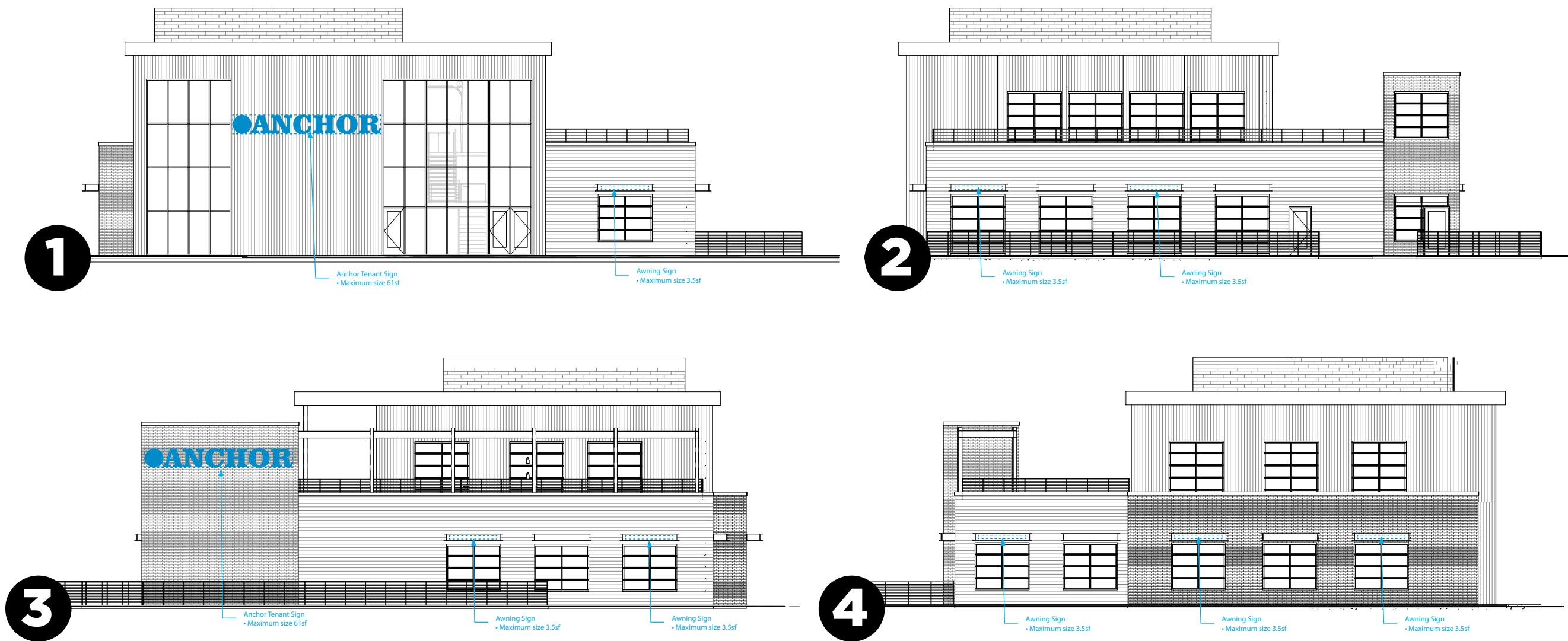
BUILDING “A” REQUIREMENTS:

East and West faces of the building shall have larger lit wall signs no greater than 122 sqft total consisting of individual letters and logo or type mark of the restaurant. The colors of signage are dependent on restaurant branding. Additional building signage shall be painted or applied to up to eight window eyebrows of 3.5 sqft each. No building face shall contain more signage area than 10% of the gross building facade that it is on. Additional interior wall signage, not placed on glass, but on an inside wall within the building and can be seen from the exterior shall be allowed. A neon-like “OPEN” window sign shall be allowed if it is tailored to the tenant’s brand. No other window signs are allowed. Temporary sandwich board signs shall be allowed for specials, events, or as directional signage. Painted wall murals by restaurants are allowed but must have landlord approval.

BUILDING “B” REQUIREMENTS:

No building elevation shall contain more signage area than 10% of the gross building elevation. Lit letter signs for tenants shall be of uniform font, white, and 16” in height and 6” stainless steel letters mounted below the illuminated sign. Total allowable sign area per standard tenant is 18.75sf. Each tenant shall be allowed two sign sets, one on the east and one on the west elevation. Signs will vary in length and be centered above each tenants’ storefront section(s) or rear and side walls. Any tenant leasing more than 3500sf of building space may use an “anchor” style sign of 37.5sf. Additional interior wall signage, not placed on glass, but on an inside wall within the building and can be seen from the exterior shall be allowed. A neon-like window sign with the text “OPEN,” not exceeding 2 sqft shall be allowed. No other window signs are allowed. Temporary sandwich board signs shall be allowed for specials, events, or as directional signage. Painted wall murals by the landlord are allowed.

BUILDING “A” :



Signage Allocation Totals

1: 64.5sf

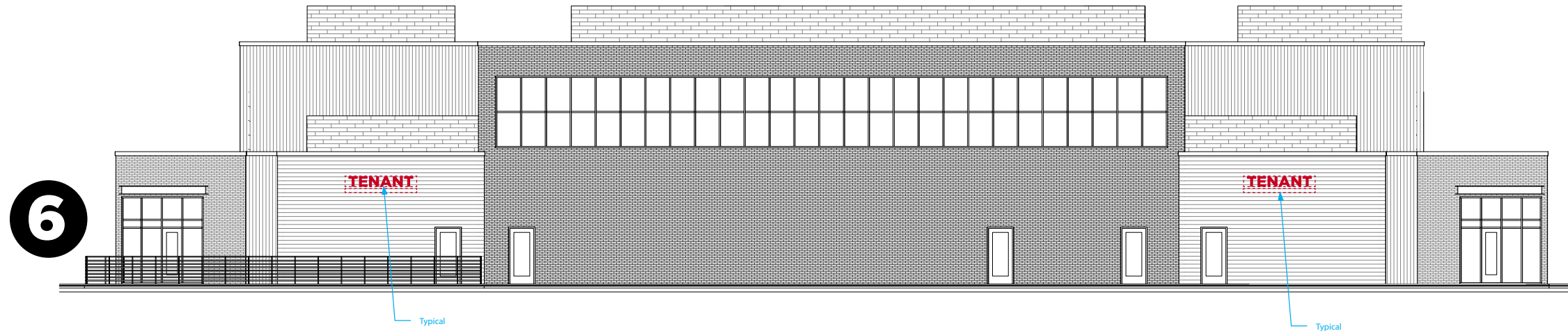
2: 7sf

3: 68sf

4: 10.5sf

TOTAL: 150sf

BUILDING “B”



Each of the potential tenants (up to eight total based on occupied spaces) will receive an allocation of 18.75sf signage. A tenant that rents more than 3500sf of space would be considered an anchor tenant and follow the anchor tenant signage guidelines with an allocation of 37.5sf. Every anchor tenant allocation would eliminate an additional standard tenant sign thus keeping total sign allocation the same.



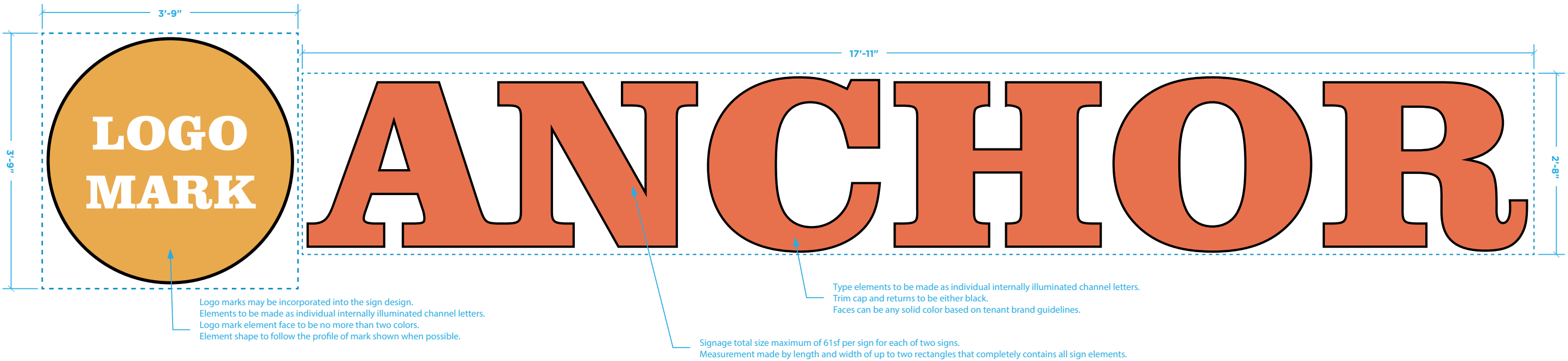
Signage Allocation Totals

6: 28.5sf

5: 121.5sf

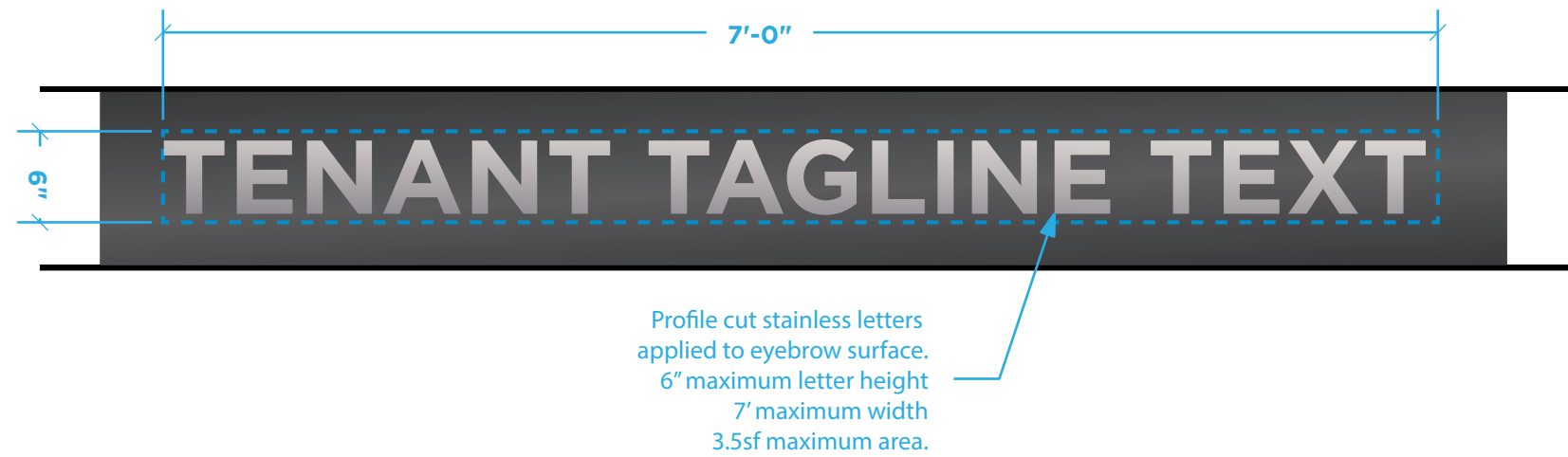
TOTAL: 150sf

BUILDING “A” SIGN DETAILS : ANCHOR SIGNAGE



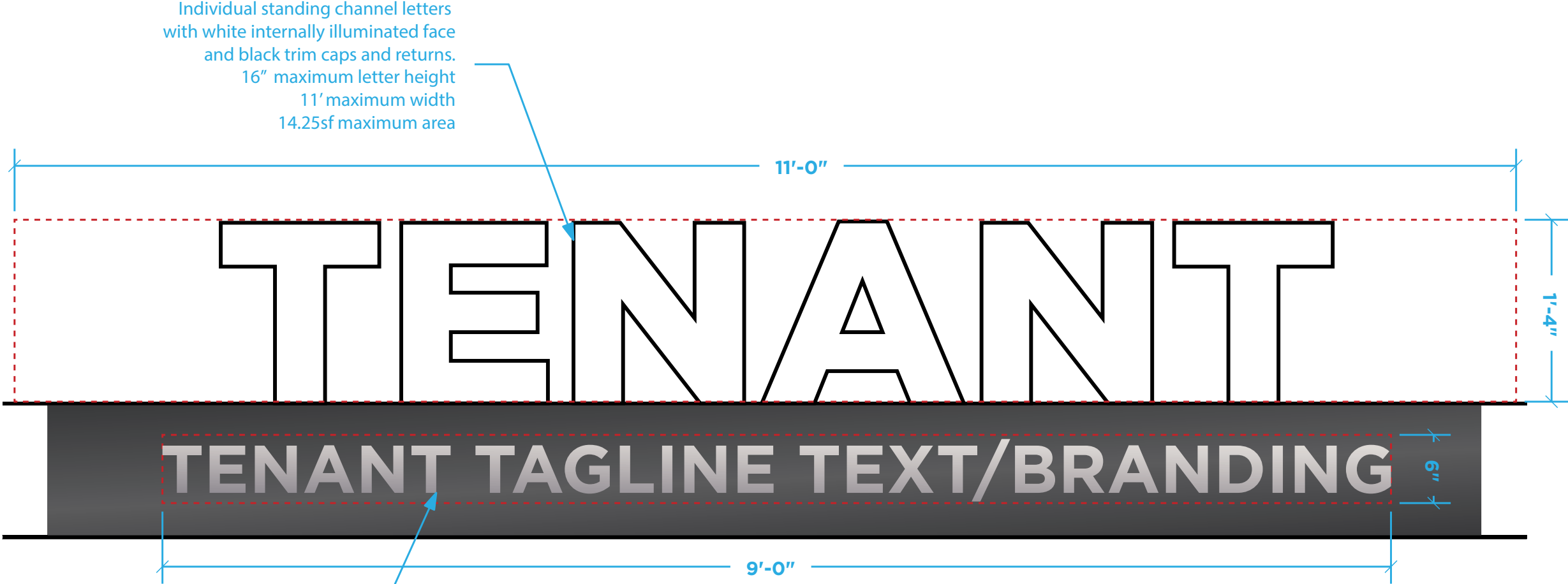
The tenant of building “A” will be allocated two anchor signs, one on the west elevation and one on the east elevation. Each sign will be internally illuminated channel letters/forms and be a maximum of 61sf. Measurement can utilize up to two separate, adjacent, rectangular forms the areas of which add up to 61sf.

BUILDING “A” SIGN DETAILS : AWNING SIGNS



The tenant of building “A” will be allocated up to 8 awning/ eyebrow signs. Each sign will be made of applied individual stainless letters applied to the vertical face of the eyebrow. The maximum height is 6” and maximum width is 7’ for a total maximum area of 3.5sf.

BUILDING “B” SIGN DETAILS : TENANT SIGNAGE

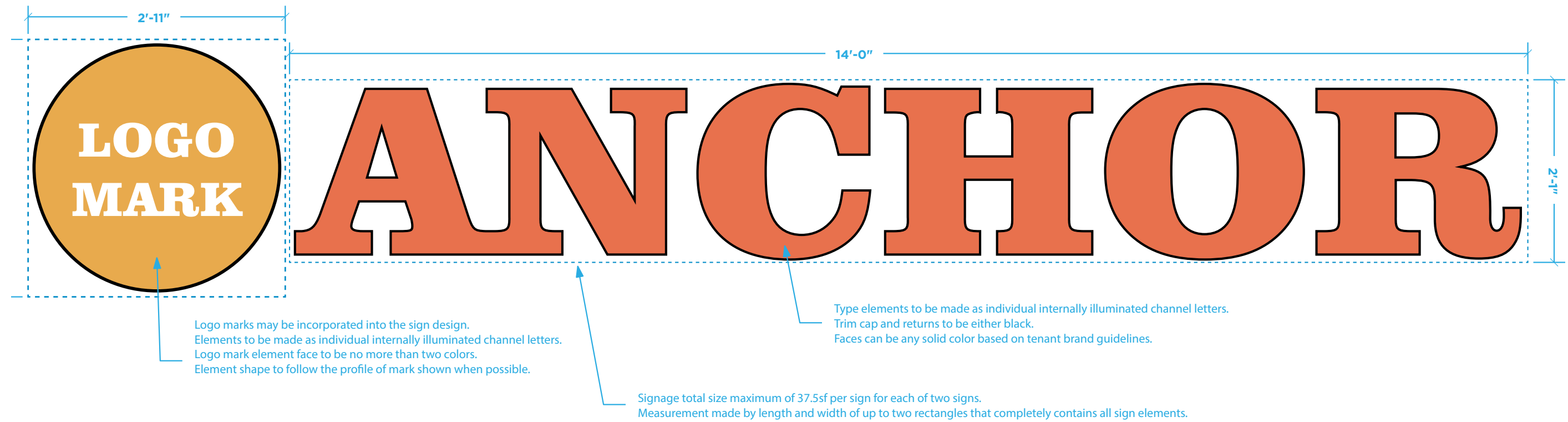


Profile cut stainless letters applied to eyebrow surface.
6" maximum letter height
9' maximum width
4.5sf maximum arear



Each of the potential tenants (up to eight total) will receive an allocation of 18.75sf signage. It is divided into 14.25sf for individual illuminated letters and optional additional 4.5 for profile cut letters applied to the awning eyebrow. This is applied on both the east and west building elevations. A tenant that rents more than 3500sf of space would be considered and anchor tenant and follow the anchor tenant signage guidelines with an allocation of 37.5sf. Every anchor tenant allocation would eliminate a additional standard tenant sign thus keeping total sign allocation the same.

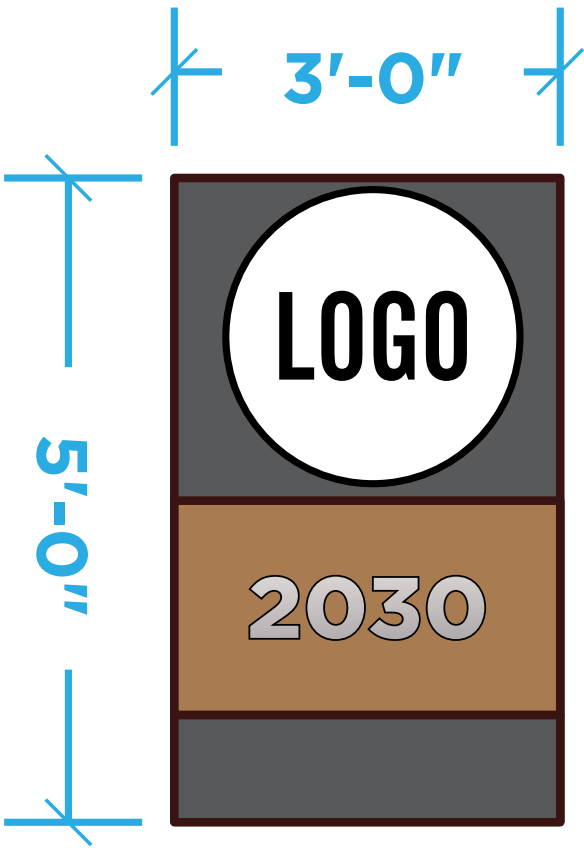
BUILDING “B” SIGN DETAILS : ANCHOR SIGNAGE



The anchor tenant (retal of greater than 3500sf of interior space) of building “B” will be allocated two anchor signs, one on the north elevation and one on the east elevation. Each sign will be internally illuminated channel letters/forms and be a maximum of 37.5sf. Measurement can utilize up to two separate, adjacent, rectangular forms the areas of which add up to 37.5sf.

MONUMENT SIGN

7



The two double sided site monument signs will use the same finishes applied to the two building on site. The name of the development (TBD) and location address number will be produced as pin mounted stainless letters in a standard font.

Sign will be lit using narrow beam spotlight ground lights. Extent of light will be controlled so that the beam does not shine past the sign surface.



City of Blaine Staff Report

File Number: RES 23-129

Agenda Date

August 21, 2023

Status

In Control

City Council

File Type

Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Daniel Schluender, Director of Engineering

Agenda Item # 9.2

Resolution Vacating all of the Public Street, Drainage and Utility Easement created by Document No. 1460013, Vacation No. V23-04

Executive Summary

The City received a petition dated June 29, 2023 from Dave Erickson, representing KE Properties, LLC, requesting the vacation of all of the public street, drainage and utility easement created with Document No. 1460013, Anoka County, Minnesota, see Attached Exhibit A for description.

Background

The area is being redeveloped for commercial purposes and the easement is no longer needed. Engineering staff has reviewed the request and is in agreement with the vacation.

Schedule of Actions

07/17/2023

Receive Petition and Order Public Hearing

08/21/2023

Public Hearing and Adopt Vacation Resolution

Strategic Plan Relationship

This item is part of the city's strategic plan for Growth Management.

Board/Commission Review

This item was not presented to any boards of commissions. Public input will be received by council at the Public Hearing.

Financial Impact

No financial impact to the city for this request.

Public Outreach/Input

Notice was officially published for the calling of the Public Hearing.

Staff Recommendation

Adopt the Resolution.

Attachment List

1. Petition for Street easement
2. BLAINE BACK 40 D&U VAC (5-3-23)
3. BLAINE BACK 40 STREET VAC (5-2-23)
4. EASEMENT VACATION DESC



City of Blaine

Signature Copy

Resolution: RES 23-129

Resolution Vacating all of the Public Street, Drainage and Utility Easement created by Document No. 1460013, Vacation No. V23-04

WHEREAS, the City Council has received a petition dated the 29th day of June, 2023, requesting vacation of all of the public street drainage and utility easement created Document No. 1460013, according to the recorded plats thereof, Anoka County, Minnesota; and

WHEREAS, the required public hearing notices were published and mailed, and the public hearing was held on the 21st day of August, 2023, at which time all persons desiring to be heard were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine as follows:

The vacation of all of the public street drainage and utility easement created Document No. 1460013, according to the recorded plats thereof, Anoka County, Minnesota

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.



PETITION TO VACATE DRAINAGE AND UTILITY EASEMENT

DATE

6/29/2023

TO: The Mayor and Council Members, City of Blaine:

The undersigned represent that they are the majority of owners of real property abutting:

**All of the public street, drainage and utility easement created by document No. 1460013
Anoka County, Minnesota; see the attached Exhibit A for Description.**

and petition that said portion of said public street, drainage and utility easements be vacated.

The facts and reasons for this application are as follows:

The area is being redeveloped for commercial purposes and the easement is no longer needed.

In consideration of vacating the drainage and utility easements as herein petitioned the undersigned hereby jointly and severally waive any and all claims for any damages resulting from the vacating and discontinuing of said drainage and utility easements.

Signature of Owner	Address	Legal Description of Property
	3143-104 th Lane NE	Public Street, Drainage and Utility
	Blaine MN 55449	Easement created by
		Document No. 1460013

This petition was circulated by:

Name of Petitioner KE Properties LLC

Telephone No. 612 201 1131

Street 3143- 104th Lane NE Blaine MN 55449

City/State/Zip Blaine MN 55449

In accordance with the Minnesota Government Data Practices Act, the City of Blaine hereby informs you that some or all the information you are asked to provide is classified as private. Private data is available to you and to City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to contact you in case of changes. You may choose to withhold this information, however if you do, the City of Blaine may not be able to process your application for the permit or license.

SKETCH AND DESCRIPTION

~for~ KE PROPERTIES
~of~ DRAINAGE AND UTILITY
EASEMENT VACATION

DESCRIPTION OF EASEMENT TO BE VACATED

That part of the public drainage and utility easement created and dedicated by the plat of FLANDERS POND 2ND ADDITION over, under and across that part of Lot 1, Block 1, of said plat of FLANDERS POND 2ND ADDITION described as follows:

Commencing at the southwest corner of said Lot 1; thence on an assumed bearing of South 86 degrees 43 minutes 43 seconds East along the south line of said Lot 1 a distance of 28.85 feet to the point of beginning of a line hereinafter known as "Line A"; thence North 04 degrees 14 minutes 31 seconds East a distance of 264.82 feet and said "Line A" there terminating and also being the point of beginning of the easement to be vacated; thence South 88 degrees 56 minutes 34 seconds East a distance of 196.94 feet; thence North 00 degrees 41 minutes 54 seconds East a distance of 64.24 feet to the north line of said Lot 1; thence North 88 degrees 49 minutes 06 seconds West, along said north line, a distance of 192.94 feet to the intersection of said north line with the northerly extension of said "Line A"; thence South 04 degrees 14 minutes 31 seconds West, along said northerly extension of "Line A", a distance of 64.76 feet to the point of beginning.

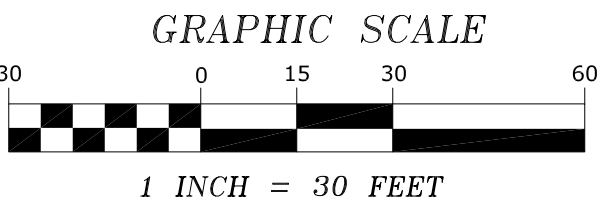
 DENOTES EASEMENT TO BE VACATED
(AREA = 12,564 SQ. FT.)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.


JASON E. RUD

Date: 5/3/2023 License No. 41578

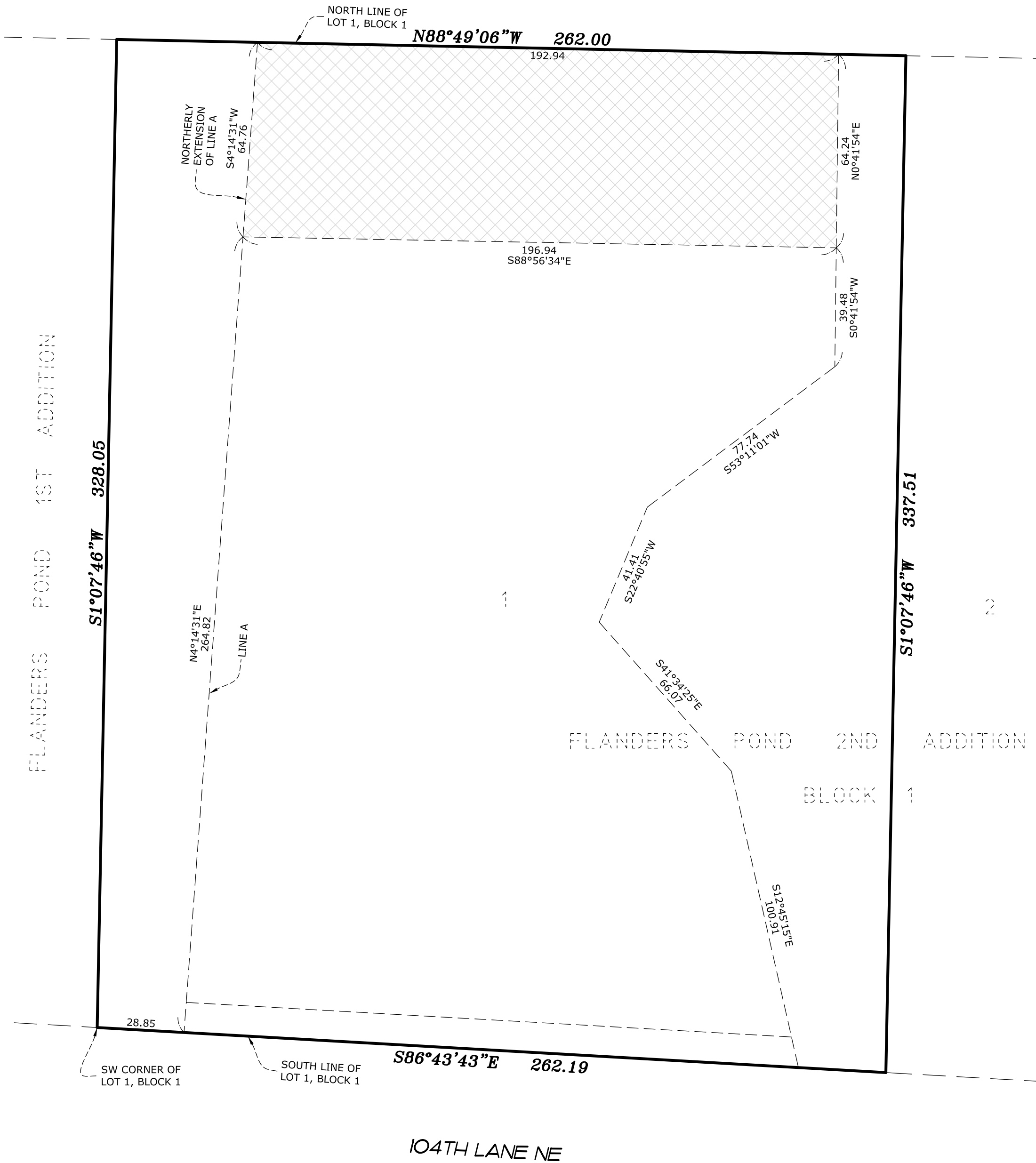
NORTH





E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

www.egrud.com



DRAWN BY:	BAB	JOB NO:	200563PP	DATE:	5/2/2023
CHECK BY:	JER	FIELD CREW:	N/A		
1					
2					
3					
NO.	DATE	DESCRIPTION		BY	

SKETCH AND DESCRIPTION

~for~ KE PROPERTIES
~of~ STREET, DRAINAGE AND UTILITY
EASEMENT VACATION

DESCRIPTION OF EASEMENT TO BE VACATED

All of the public street, drainage and utility easement created by Document No. 1460013.
Said easement is described as follows:

That part of the Northeast Quarter of Section 22, Township 31, Range 23, Anoka County, Minnesota, lying southerly of a curve to the south having a radius of 60.00 feet and the center point of said curve lying on the west line 60.01 feet northerly of the southwest corner of said Northeast Quarter.

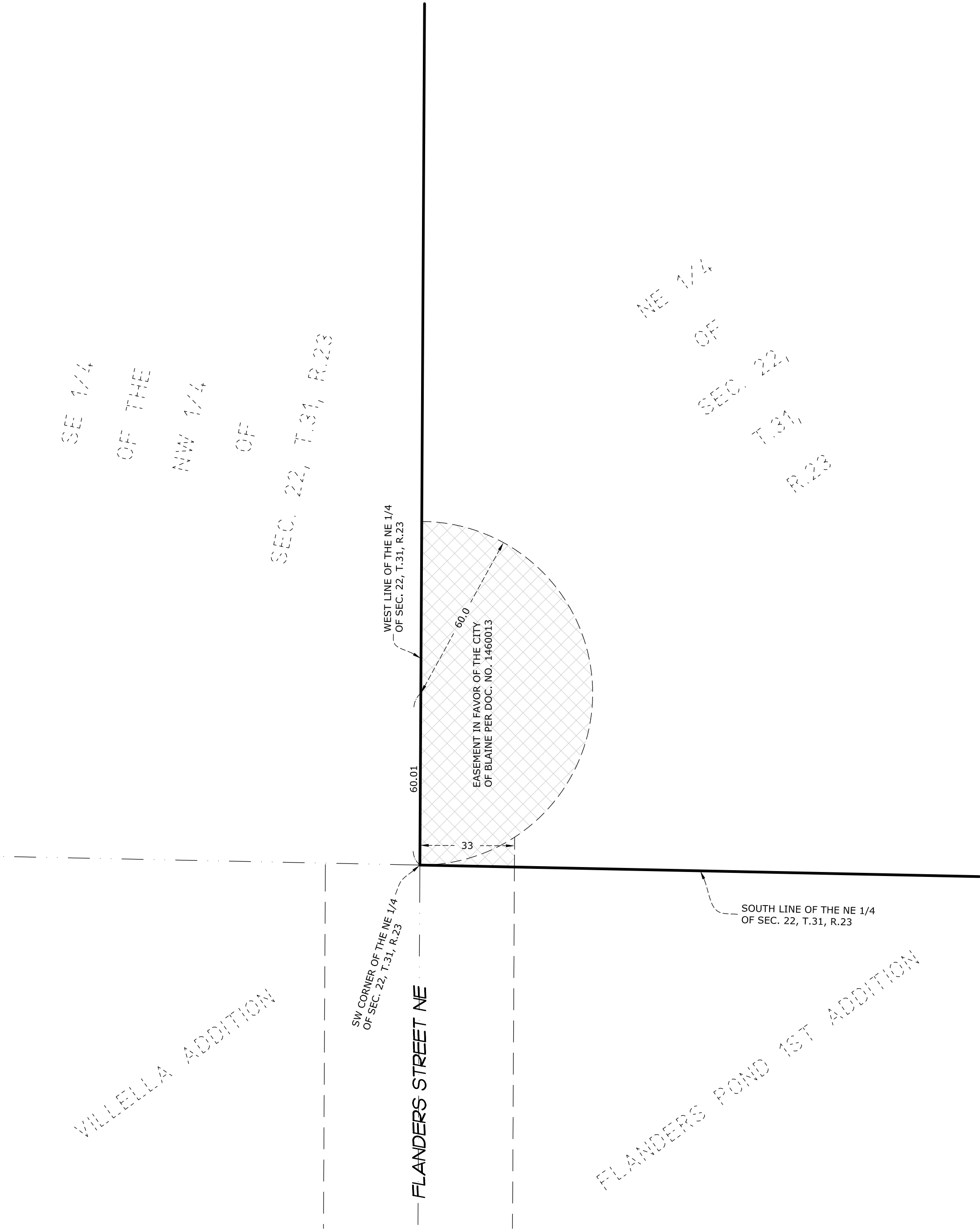
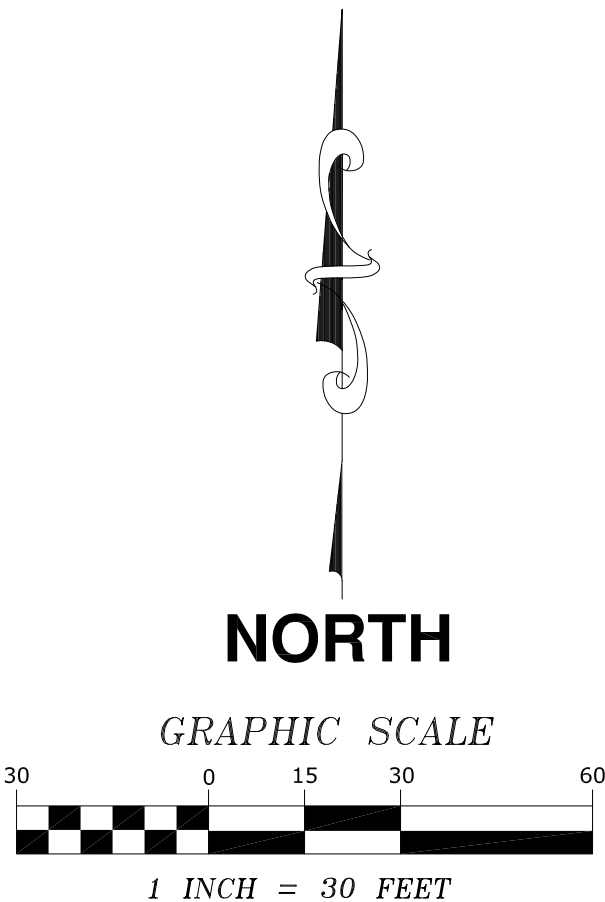
Together with the west 33.00 feet of said Northeast Quarter lying south of said curve.

 DENOTES EASEMENT TO BE VACATED
(AREA = 5,768 SQ. FT.)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.


JASON E. RUD

Date: 5/2/2023 License No. 41578



 **E.G. RUD & SONS, INC.**
EST. 1977 Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY:	BAB	JOB NO:	200563PP	DATE:	5/2/2023
CHECK BY:	JER	FIELD CREW:	N/A		
1					
2					
3					
NO.	DATE	DESCRIPTION		BY	

DRAINAGE AND UTILITY EASEMENT VACATION FOR LOT 1, BLOCK 1, FLANDERS POND 2ND ADDITION

That part of the public drainage and utility easement created and dedicated by the plat of FLANDERS POND 2ND ADDITION over, under and across that part of Lot 1, Block 1, of said plat of FLANDERS POND 2ND ADDITION described as follows:

Commencing at the southwest corner of said Lot 1; thence on an assumed bearing of South 86 degrees 43 minutes 43 seconds East along the south line of said Lot 1 a distance of 28.85 feet to the point of beginning of a line hereinafter known as "Line A"; thence North 04 degrees 14 minutes 31 seconds East a distance of 264.82 feet and said "Line A" there terminating and also being the point of beginning of the easement to be vacated; thence South 88 degrees 56 minutes 34 seconds East a distance of 196.94 feet; thence North 00 degrees 41 minutes 54 seconds East a distance of 64.24 feet to the north line of said Lot 1; thence North 88 degrees 49 minutes 06 seconds West, along said north line, a distance of 192.94 feet to the intersection of said north line with the northerly extension of said "Line A"; thence South 04 degrees 14 minutes 31 seconds West, along said northerly extension of "Line A", a distance of 64.76 feet to the point of beginning.

ROAD EASEMENT VACATION

All of the public street, drainage and utility easement created by Document No. 1460013. Said easement is described as follows:

That part of the Northeast Quarter of Section 22, Township 31, Range 23, Anoka County, Minnesota, lying southerly of a curve to the south having a radius of 60.00 feet and the center point of said curve lying on the west line 60.01 feet northerly of the southwest corner of said Northeast Quarter.

Together with the west 33.00 feet of said Northeast Quarter lying south of said curve.



City of Blaine Staff Report

File Number: RES 23-130

Agenda Date	Status
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August 21, 2023

In Control	File Type
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City Council

Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Daniel Schluender, Director of Engineering

Agenda Item # 9.3

Resolution Vacating Public Drainage and Utility Easement created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota, Vacation No. V23-05

Executive Summary

The City received a petition dated June 29, 2023 from Dave Erickson, representing KE Properties, LLC, requesting the vacation of the public drainage and utility easement created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota, See attached Exhibit A for description.

Background

This area is being redeveloped for commercial purposes and the easement is no longer needed. Engineering staff has reviewed the request and is in agreement with the vacation.

Schedule of Actions

07/17/2023

Receive Petition and Order Public Hearing

08/21/2023

Public Hearing and Adopt Vacation Resolution

Strategic Plan Relationship

This item is part of the city's strategic plan for Growth Management.

Board/Commission Review

This item was not presented to any boards or commissions. Public input will be received by council at the Public Hearing.

Financial Impact

No financial impact to the City for this request.

Public Outreach/Input

Notice was officially published for the calling of the Public Hearing.

Staff Recommendation

Adopt the Resolution.

Attachment List

1. Petition for Drainage Easement



City of Blaine

Signature Copy

Resolution: RES 23-130

Resolution Vacating Public Drainage and Utility Easement created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota, Vacation No. V23-05

WHEREAS, the City Council has received a petition dated the 29th day of June, 2023, requesting vacation of drainage and utility easements created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota; and

WHEREAS, the required public hearing notices were published and mailed, and the public hearing was held on the 21st day of August, 2023, at which time all persons desiring to be heard were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine as follows:

The vacation drainage and utility easements created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said plat of Flanders Pond 2nd Addition, Anoka County, Minnesota

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.



PETITION TO VACATE DRAINAGE AND UTILITY EASEMENT

DATE

6/29/2023

TO: The Mayor and Council Members, City of Blaine:

The undersigned represent that they are the majority of owners of real property abutting:

The part of the public drainage and utility easement created and dedicated by the plat of Flanders Pond 2nd Addition over, under and across that part of Lot 1, Block 1 of said Plat of Flanders Pond 2nd Addition Anoka County, Minnesota; see the attached Exhibit A for Description.

and petition that said portion of said public street, drainage and utility easements be vacated.

The facts and reasons for this application are as follows:

The area is being redeveloped for commercial purposes and the easement is no longer needed.

In consideration of vacating the drainage and utility easements as herein petitioned the undersigned hereby jointly and severally waive any and all claims for any damages resulting from the vacating and discontinuing of said drainage and utility easements.

Signature of Owner	Address	Legal Description of Property
	3143- 104 th Ave NE	Drainage and Utility Easement
	Blaine MN 55449	Over, under and across
		Lot 1, Block 1 of Flanders Pond
		2 nd Addition

This petition was circulated by:

Name of Petitioner

KE Properties LLC

Telephone No.

612 201 1131

Street

3143- 104th Ave NE

City/State/Zip

Blaine MN 55449

In accordance with the Minnesota Government Data Practices Act, the City of Blaine hereby informs you that some or all the information you are asked to provide is classified as private. Private data is available to you and to City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to contact you in case of changes. You may choose to withhold this information, however if you do, the City of Blaine may not be able to process your application for the permit or license.



City of Blaine

Staff Report

File Number: RES 23-118

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, City Planner

Agenda Item # 10.1

Resolution Granting a Conditional Use Permit for a Zero Lot Line and Stand-Alone Car Wash in the B-3 (Regional Commercial) Zoning District at 8501 Springbrook Drive. Mister Car Wash (Case File No. 23-0047/SAS)

Executive Summary

The applicant is requesting a conditional use permit for a stand-alone tunnel carwash with a zero lot line in the B-3 (Regional Commercial) District. The site currently has a vacant Burger King building and will be redeveloped with the car wash if approved.

Background

Planning Commission Public Hearing	07/11/23
City Council (Conditional Use Permit) - Tabled	08/07/23
City Council (Conditional Use Permit)	08/21/23
Action Deadline (60 Days)	08/14/23
Action Deadline (City Extended)	10/13/23

Staff report prepared by Sheila Sellman, City Planner, and Teresa Barnes, Project Engineer

At the August 7, 2023 City Council meeting, the Council voted to table this item. Concerns were raised around stormwater and wastewater contamination, water quantity, Springbrook Creek project impact and traffic.

Stormwater and Wastewater Contamination

The proposed car wash project was reviewed by the Coon Creek Watershed district on June 26, 2023. Watershed districts complete a thorough review of stormwater treatment and require a separate permit. The existing building was built in 1992 under different stormwater requirements. This current plan includes the addition of a biofiltration basin and an underground filtration system, both of which

are lined to avoid groundwater contamination from stormwater. The site then drains through a series of existing piping and ponds and ultimately outlets to Springbrook Creek approximately 0.4 miles to the west of the site. The upgrades to stormwater management for this site to meet the current requirements, will improve water quality based on what previously existed. Attached, for reference, is information that was reviewed and submitted to the watershed and a map of the storm sewer system that highlights the series of ponds and piping.

Water Quantity

Regarding water usage for the car wash, the building incorporates a water reclaim system, which means that before wastewater is returned to the municipal sewer, sediment is removed and is PH balanced and oxygenated. Additionally, 33% of water on average is recycled during the wash process by facilitating a sophisticated water filtration and storage system that enables them to recycle and reuse the water. This system is completely separate from the storm sewer system.

Because of the water reclaim system, the Metropolitan Council offers a discount to the amount of Sewer Access Charges (SAC) the project requires. In order to be eligible for the discount, the City shall inspect all plumbing systems associated with the facility to verify that no cross-connections to the water supply system exist so that the reclaim system can be bypassed and the wash facility cannot be operated without reclaimed water use. The Metropolitan Council also reserves the right to request and obtain water usage records from the City to verify the operation of the water reclaim system. If their evaluation of these water records indicates that the reclaim system is not operating as originally designed, a redetermination of SAC shall be made. The City may be called upon to inspect the facility to verify that no interconnections between fresh water supply and the reclaim system exist.

There was concern expressed over the ability to supply adequate water and sanitary sewer to this proposed site/use. This site is served by municipal water and sewer services from the City of Coon Rapids and therefore has no impact on the City of Blaine's municipal water and sewer systems. City staff have coordinated the proposed site/use with the City of Coon Rapids.

Springbrook Creek Project Impact

Restoring a meandering creek or daylighting the creek was introduced in the Northtown Vision Plan to become an amenity for the area. The vision is to restore/daylight the meandering portion of the creek through the Northtown vision area of the district, from 89th Avenue to Highway 47 (University Avenue), create a wide linear Greenway along the creek, and expand the stormwater management capacity of the Greenway through additional ponding and wetlands. The plan identifies short-term actions (1-5 years) and a Ditch 17/Springbrook Creek improvement study is included in that action along with the Alternative Urban Area-wide Review (AUAR), which was recently approved by council. Many different factors play a role in restoring a meandering creek, including property control. With that being said, the subject site is 0.4 miles from the creek, and discharges through a series of existing ponds and piping that are all downstream of the portion that is being reviewed for restoration/daylighting. This site is not located in the area of the plan where the creek project would occur.

Traffic

The applicant's traffic engineer submitted a Trip Generation & Queuing Summary (attached). As can be seen in the traffic memo, the proposed use is generating less traffic than the previous use with a 16% decrease in daily trips. Staff has reviewed our records and there are no traffic issues that have been reported from the private drive onto Springbrook Drive or from the signalized intersection of

Springbrook Drive and County Road 132 (85th Avenue NW).

Council expressed concern over the safety at the intersection of County Road 132 (85th Avenue) and State Trunk Highway 47 (University Ave). There are two separate studies being conducted that both involve this intersection. The first is being led by the Minnesota Department of Transportation and they are about to finish a Planning and Environmental Linkages (PEL) study on the TH 47 corridor from Minneapolis to Coon Rapids. This study has identified several alternatives to alter the TH 47 corridor and includes this intersection, including improvements to the movement of traffic and pedestrians. Once complete, MNDOT will be moving the TH47 PEL into a preliminary design phase where they will be reviewing the alternatives and recommending one to move forward towards design. The second study is being performed by the Metropolitan Council for a Bus Rapid Transit (BRT) from the Northtown transit hub to downtown Minneapolis. This study is reviewing new bus stops along the corridor. Both study groups have a copy of the city's Northtown vision study and are aware of the traffic concerns on their roadway.

Zoning

The subject site is zoned B-3 (Regional Commercial).

Land Use Designation

The subject site is guided Community Commercial. The proposed use is consistent with this land use designation.

Surrounding Zoning and Uses

The subject site is adjacent to two parcels and two roadways. The adjacent parcels are zoned B-3. The property to the north is a multi-tenant commercial use and to the east is Red Lobster.

Existing Conditions

The site was previously developed with a Burger King. The building will be removed and the site redeveloped with this proposal.

History

The subject lot was platted in 1980 as part of the Springbrook Mall Second Addition. The vacant Burger King was built in 1992.

Evaluation of Request

The applicant is proposing to redevelop the site with a 5,500 square-foot tunnel carwash. The existing shared access from Springbrook Drive will remain. The proposal includes a Conditional Use Permit (CUP) for a zero lot line which is on the east side of the lot. The hours of operation are 7AM - 7PM. There are 11 vacuums on the east side.

Architecture

The proposed building materials include stone, EIFS, decorative metal, glazed aluminum and glass; meeting the B-3 requirements.

Setbacks

The following building setbacks are met.

- Front - 50 feet
- Side and Rear - 10 feet

The following parking setbacks are met with a zero lot line setback on the east side of the property.

- Front - 30 feet
- Side and Rear - 10 feet

Landscaping

The landscape plan meets code requirements with the following proposed:

- 7 Overstory trees (9 required); 2 existing overstory trees to remain
- 3 Coniferous trees (5 required); 2 existing coniferous trees to remain
- 5 Ornamental trees (5 required)
- 94 shrubs (30 required)

Grading/Storm Drainage

The developer is proposing to grade the entire site as shown on the CCWD and city approved grading, drainage, erosion protection and sediment control plans prepared by the Developer's Engineer. The plans shall include existing drainage patterns (contours) with flow arrows, soil boring locations, perimeter site protection, tree preservation, tree clearing limits, custom grading, proposed grading contours, proposed drainage patterns with flow arrows, storm water management, SWPPP information, temporary erosion protection Best Management Practices (BMPs), and temporary sediment control BMPs information for the site. The SWPPP may be included in the construction plan sheet(s) or prepared as a separate document and included in the development construction contract specifications.

Utilities

Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.

Wetlands/Watershed

The developer will need to submit the project to Coon Creek Watershed District (CCWS). Review, approval and permits are required prior to city plan approval and start of site work.

Access/Street Design/Sidewalks/Trails

The proposed site plan will use the existing shared access from Springbrook Drive; no other access will be granted to any street. No additional street design, sidewalk or trail will be required.

Easements/Right-of-way/Permits

The developer will need to obtain any and all required permits to construct the proposed project. A copy of all permits will need to be submitted to the City prior to any site work.

Conditional Use Permit

A city exercises "quasi-judicial" authority when considering a CUP application. This means the city's role

is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards.

Section 27.04 Criteria for granting conditional use permits:

The Blaine City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the Council shall consider the following findings where applicable. (Ord. No. 20-2447, 7-20-2020)

1. The use shall not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
 - o The carwash does not create an excessive burden on existing parks, schools, streets and other public facilities and utilities.
2. The use will be located, designed, maintained, and operated to be compatible with adjoining properties and the existing or intended character of the zoning district.
 - o The B-3 district is Intended to provide retailing and services of both a convenience and durable nature for shoppers, such as apparel, furniture, food, banking and financial services for a regional trade area. A carwash meets this intent.
3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - o The site is surrounded by existing commercial and will not have an adverse effect. The subject site has a boarded up building that currently has an adverse effect upon adjacent properties, redevelopment of the site will remedy this effect.
4. The use, in the opinion of the City Council, shall be reasonably related to the overall needs of the City and to the existing land use.
5. The use shall be consistent with the purposes of the zoning code and purposes of the zoning district in which the applicant intends to locate the proposed use.
 - o The use is consistent with the purposes of the zoning code.
6. The use shall not be in conflict with the Comprehensive Plan of the City.
 - o The use is not in conflict with the Comprehensive Plan.
7. The use will not cause traffic hazard or congestion.
 - o The proposed use will not generate any additional traffic hazard or congestion.
8. The use shall have adequate utilities, access roads, drainage, and necessary facilities.
 - o The existing structure is served with the required utility services, adequate roadway infrastructure and necessary drainage facilities to service the proposed uses.

Attachment List:

1. Trip Generation and Queuing Memo
2. Common ITE Generation Numbers - 10th Edition
3. Watershed Comments
4. MN 1622 Springbrook - Stormwater Management Plan
5. Creek Daylighting Project Area
6. Additional Stormwater Features - Highlighted
7. Flowpath to Springbrook Creek
8. Existing Photos
9. Attachments

- a. Zoning and Location Map
- b. Narrative
- c. Site Plan
- d. Grading and Drainage Plan
- e. Utility Plan
- f. Landscape Plan
- g. Elevations

10. Unapproved PC Minutes 07/11/23

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission held the public hearing for this item at the July 11, 2023 meeting, there was not a quorum so a formal recommendation was not made. The public hearing was closed as Conditional Use Permits are able to be forwarded to the City Council without a recommendation. There were no comments at the public hearing.

Financial Impact

Not applicable.

Public Outreach/Input

Notices of a public hearing were:

1. Mailed to property owners within 350 feet of the property boundaries.
2. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
3. Posted on the City website.
4. Posted (sign) on the property with contact information for the Planning Department.

Staff Recommendation

By motion, adopt the Resolution.

Attachment List

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City of Blaine

Signature Copy

Resolution: RES 23-118

Resolution Granting a Conditional Use Permit for a Zero Lot Line and Stand-Alone Car Wash in the B-3 (Regional Commercial) Zoning District at 8501 Springbrook Drive. Mister Car Wash (Case File No. 23-0047/SAS)

WHEREAS, an application has been filed by CWP West, LLC as Conditional Use Permit Case File No. 23-0047 for Mister Car Wash; and

WHEREAS, said case involves the property described as follows:

Lot 2, Block 1, Springbrook Mall Second Addition, except that part lying Southwesterly of the following described line:

Beginning at a point on the South line of said Lot 2, distant 39.82 feet Easterly of the Southwest corner of said Lot 2, and said line there terminating.

Anoka County, Minnesota

Abstract Property

WHEREAS, the Blaine Planning Commission held a public hearing on July 11, 2023; and

WHEREAS, the Blaine City Council has reviewed said case on August 7, 2023 and August 21, 2023; and

WHEREAS, the criteria identified in Section 27.04 for granting a conditional use permit has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Section 30.24 (j)(y) and 27.04 of the Zoning Ordinance to allow a tunnel car wash and zero lot line in the B-3 (Regional Commercial) zoning district with the following conditions:

1. All site lighting to be down-lit style lamps to reduce glare and to meet the requirements of the zoning ordinance. Pole mounted lighting is limited to 20 feet in height.
2. Site plan approval will be required as a part of the building permit application. All site improvements to be included in the Site Improvement Performance Agreement (SIPA) and covered by an acceptable financial guarantee.
3. All signage requires a separate permit meeting the requirements of the zoning ordinance.
4. Temporary signage to be regulated under Zoning Ordinance Section 34.13.
5. The developer must submit the project to Coon Creek Watershed District for review and approval. Permits are required prior to city plan approval and start of site work.

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.

MEMORANDUM

To: City of Blaine

From: Jacob Rojer, P.E., PTOE
Kimley-Horn and Associates, Inc.

Date: May 3, 2023

Subject: Blaine Mister Car Wash – Trip Generation & Queuing Summary

INTRODUCTION

The proposed site is located on the northeast corner of the intersection of Springbrook Drive NW and 85th Ave NE in Blaine, Minnesota. The approximately 1.1-acre site was formerly occupied by a fast-food restaurant. The proposed development includes a single car wash tunnel, 130' in length, that is served by 3 inbound lanes. The site will also have 14 parking spaces (11 vacuum stalls). The existing site has one access onto Springbrook Drive along with a connection to the Red Lobster parking lot (which itself has a right in-right out access onto 85th Ave NW). The proposed site plan is attached. This memorandum documents the anticipated trip generation of the proposed development, the anticipated queueing, and the peak operation times for the car wash.

TRIP GENERATION

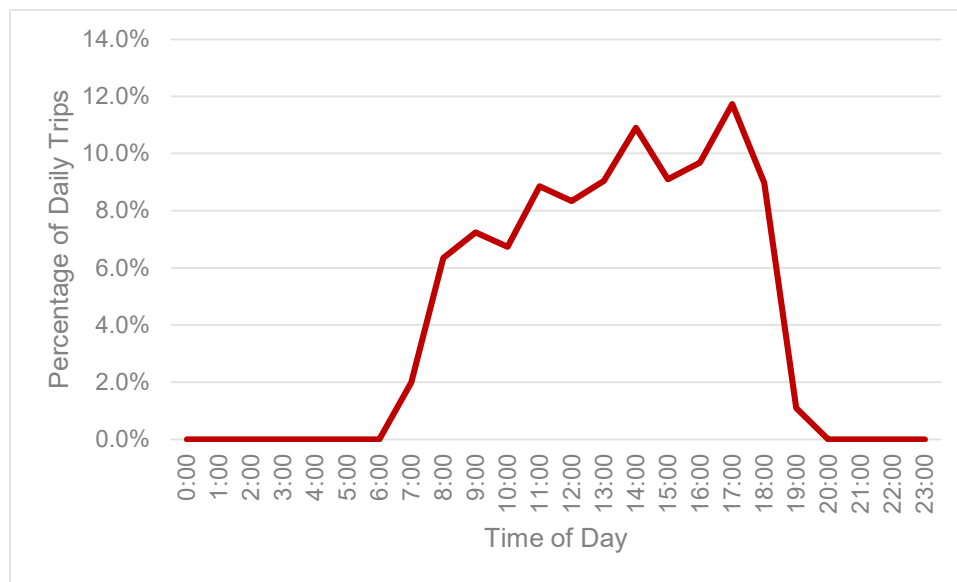
The trip generation for the development was calculated based on data collected at a comparable Mister Car Wash location in Columbia Heights, MN. The data was collected on Thursday, April 21st, 2022. The weather on the day of data collection was mid-50's and sunny, it is anticipated that trip generation and queuing data would be representative of a typical day. **Table 1** provides the daily, AM, and PM peak hour trips for the proposed development based on the local data. It is anticipated that the Blaine location will operate similarly to the Columbia Heights location even though it is anticipated to have more payment stations and vacuum stalls, this is because there is still only one car wash tunnel proposed on the site. The Blaine Mister Car Wash is expected to generate approximately 1,560 daily trips, 99 AM peak hour trips (8:00AM – 9:00AM), and 190 PM peak hour trips (4:45PM – 5:45PM).

Table 1 – Trip Generation

Land Use Description	Intensity / Units	Daily	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
Mister Car Was – Columbia Heights	1 car wash tunnel	1,560	57	42	99	99	91	190

Chart 1 shows the hourly distribution for the Columbia Heights Mister Car Wash location. The daily trip distribution patterns for the car wash increased throughout the day during operating hours with the PM peak hour traffic accounting for the largest percentage of daily traffic at 11.7%.

Chart 2 – Hourly Trip Distribution



The site was previously occupied by a Burger King restaurant. ITE LUC 933 (Fast Food Restaurant with Drive Through Window) was used to compare the traffic from the proposed car wash with the previous land use. The daily, AM peak hour, and PM peak hour trips generated by the exiting land use are provided in **Table 2**. Compared to the existing land use, the Mister Car Wash is anticipated to produce 310 less daily trips, with 79 less trips produced during the AM peak hour and 58 more trips produced during the PM peak hour.

Table 2 – Trip Generation of Previous Land Use

Land Use Description	Intensity / Units	Daily	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
Burger King	4k sf	1,870	91	87	178	69	63	132

TRIP DISTRIBUTION

Based on site operations and access to the adjacent roadways, it is anticipated that the majority of the site traffic will originate from the as it provides access to Trunk Highway (TH) 47. Given this, it was estimated 80% of trips would originate from Springbrook Drive to the south of the site and the other 20% would be from the north.

CAR WASH VEHICLE QUEUE

As part of the data collection, a camera was set up to observe the queues entering the car wash. Video was observed during peak periods to determine the impacts of the queuing on site. The results of the observations are listed below.

- The maximum observed queue was 7 vehicles during the PM peak hour (4 vehicles in front of the car wash payment and 3 vehicles behind the car wash payment).
- During the PM peak hour (highest traffic volumes), there were minimal queuing issues on site with typically no more than 1 vehicle at each of the two payment stations on site.
- It was observed that the majority of vehicles were part of the Wash Club and therefore had minimal to no wait at the payment stations.

Based on the site plans, the proposed Mister Car Wash in Blaine will have 3 payment stations. There will be queuing on site for an estimated 15 vehicles behind the payment stations and an additional 6 vehicles in front of the payment stations. This results in a total stacking capacity of around 21 vehicles on site. Based on the observed queues and the proposed site plan, it is anticipated that all queues during typical operations can be accommodated on site without impacting the access drive.

ACCESS VEHICLE QUEUE

Trip generation was estimated for the Red Lobster from ITE data in order to get an estimate of the total exiting traffic at the car wash access. The Land Use Code (LUC) 932 – High-Turnover (Sit-Down) Restaurant was used. It was also assumed that 50% of the trips from the Red Lobster restaurant would use this access, with the restaurant trips following the same distribution as the Mister Car Wash distribution. With the building having an approximate area of 7500 square feet, this results in an estimated 30 exiting trips during the PM Peak Hour.

To account for mainline traffic along Spring Brook Drive, 10% of the 7,300 vehicles per day were assumed in the PM peak hour. A SimTraffic analysis of the main access was run to determine the anticipated queues on site. The analysis determined that the average queue would be approximately

40 ft (or two vehicles). The proposed site provides approximately 60 feet of stacking before queues would impact vehicles exiting the car wash tunnel.

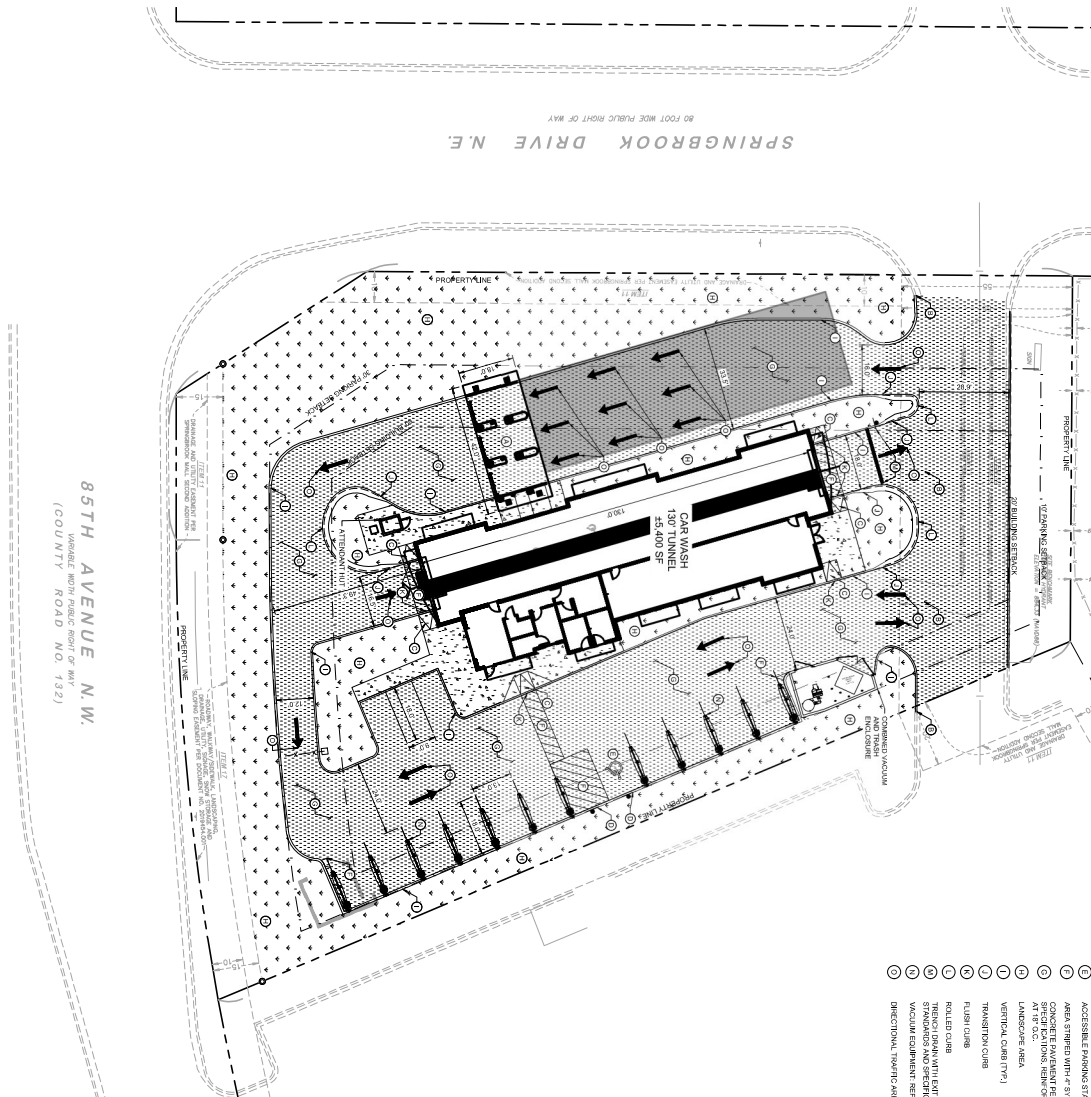
Based on the analysis results, Mister Car Wash acknowledges the potential for the shared driveway access to queue up to the tunnel exit during portions of the peak hour, they have employees on-site who are able to help with traffic flow on-site during this time. There is an employee on shift during the peak hours whose job is to ensure the parking lot is clean, customers are appropriately entering and exiting the site, and can direct garbage pick-up or other heavy vehicles. During the peak hour, and when the queue at the shared driveway access is longer than 2 vehicles, it is anticipated that this employee will be directing traffic to exit the tunnel and proceed to the east to the vacuum stalls. Customers will either be able to vacuum their vehicles, turn around in the vacuum stalls, or proceed through Red Lobster's parking lot and exit at the 'right-in right-out' at 85th Ave NW.

CONCLUSION

The proposed car wash is anticipated to generate 1,560 daily trips, with 190 trips generated during the car wash peak hour of 4:45 PM to 5:45 PM. This is 310 less daily trips than the previous land use and about 60 more trips during the PM peak hour. The observed maximum queue analysis at the Columbia Heights Mister Car Wash was 7 vehicles. With the proposed site layout providing storage on-site for approximately 21 vehicles, the car wash queues are not anticipated to impact operations of adjacent land uses or roadways.

During the peak hours, and when queues at the shared driveway access are longer than 2 vehicles, it is anticipated that this employee will be directing traffic to exit the tunnel and proceed to the east to minimize congestion on site.

This document, together with the concepts and designs presented herein, is an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



KEYNOTE LEGEND

- 1 POS CURB AND CURBSET REF. ARCHITECTURAL PLANS
- 2 MATCH EXISTING EDGE OF PAVEMENT CURB & GUTTER
- 3 ACCESSIBLE CURB RAMP
- 4 ACCESSIBLE PARKING SIGN
- 5 ACCESSIBLE PARKING SIGN
- 6 AREA TRIMMED WITH 4" 9" x 11" @ 12" O.C.
- 7 CONCRET PAVEMENT WITH METERS CARWASH STAKINGS AND AT 12" O.C.
- 8 LANDSCAPE AREA
- 9 TRANSITION CURB
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LEGEND

- PROPERTY LINE
- EXISTING FENCE
- SETBACK LINE
- PROPOSED CURB AND GUTTER
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE DRIVEWAY

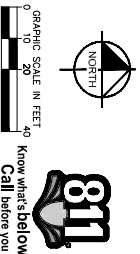
PROPERTY SUMMARY

PROPERTY SUMMARY
SPRING LAKE PARK, MN MISTER CAR WASH
TOTAL PROPERTY AREA
1.14 AC
EXISTING ZONING
B3 - REGIONAL COMMERCIAL
PROPOSED ZONING
B3 - REGIONAL COMMERCIAL
PARKING SETBACKS
SOUTHWEST 30' NORTHWEST 10' SOUTHWEST 50' NORTHEAST 20'
BUILDING SETBACKS
SOUTHWEST 20' NORTHEAST 20'

BUILDING DATA SUMMARY

AREAS
PROPOSED PROPERTY
1.14 AC
BUILDING AREA
15,000 SF
PARKING
6 SPACES (1 LANE)
PROPOSED PARKING
14 SPACES
ADA STALLS (NEED) / PROVIDED
1 STALLS / 1 STALLS

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND STANDARDS.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR THE ARCHITECTURAL PLANS AND SPECIFICATIONS.
3. LOCATIONS AND DIMENSIONS OF UTILITIES (SEWER, WATER, GAS, ETC.) SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
4. ALL UTILITIES SHALL BE DEEPER THAN THE PROPOSED FOUNDATION.
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PRELIMINARY - NOT FOR CONSTRUCTION

MN 1622
SPRINGBROOK
PREPARED FOR
MISTER CAR
WASH

BLAINE

811

Know what's below.
Call before you dig.

SITE PLAN

KHA PROJECT	1622-0004
DATE	04/18/2023
SCALE	AS SHOWN
DESIGNED BY	ACL
DRAWN BY	MJB
CHECKED BY	WDM

WE CERTIFY THAT THE PLAN
SPECIFICATION OR REPORT WAS PREPARED BY
US OR UNDER MY DIRECT SUPERVISION AND
I AM AN ANNUALLY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.

WILLIAM D. MATZKE, P.E.
DATE: XXXXXXXX LIC. NO.: 45760

KimleyHorn

© 2022 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

No.

REVISIONS

INSTITUTE OF TRANSPORTATION ENGINEERS

COMMON TRIP GENERATION RATES (PM Peak Hour)

(Trip Generation Manual, 10th Edition)

				Setting/Location	
Code	Description	Unit of Measure	Trips Per Unit	General Urban/ Suburban	Dense Multi- Use Urban
PORT AND TERMINAL					
30	Intermodal Truck Terminal	1,000 SF GFA	1.72		
90	Park-and-Ride Lot with Bus Service	Parking Spaces	0.43		
INDUSTRIAL					
110	General Light Industrial	1,000 SF GFA	0.63		
130	Industrial Park	1,000 SF GFA	0.40		
140	Manufacturing	1,000 SF GFA	0.67		
150	Warehousing	1,000 SF GFA	0.19		
151	Mini-Warehouse	1,000 SF GFA	0.17		
154	High-Cube Transload & Short-Term Storage Warehouse	1,000 SF GFA	0.10		
155	High-Cube Fulfillment Center Warehouse	1,000 SF GFA	1.37		
156	High-Cube Parcel Hub Warehouse	1,000 SF GFA	0.64		
157	High-Cube Cold Storage Warehouse	1,000 SF GFA	0.12		
160	Data Center	1,000 SF GFA	0.09		
170	Utilities	1,000 SF GFA	2.27		
180	Specialty Trade Contractor	1,000 SF GFA	1.97		
RESIDENTIAL					
210	Single-Family Detached Housing	Dwelling Units	0.99		
220	Multifamily Housing (Low-Rise)	Dwelling Units	0.56		
221	Multifamily Housing (Mid-Rise)	Dwelling Units	→	0.44	0.18
222	Multifamily Housing (High-Rise)	Dwelling Units	→	0.36	0.19
231	Mid-Rise Residential with 1st-Floor Commercial	Dwelling Units	0.36		
232	High-Rise Residential with 1st-Floor Commercial	Dwelling Units	0.21		
240	Mobile Home Park	Dwelling Units	0.46		
251	Senior Adult Housing - Detached	Dwelling Units	0.30		
252	Senior Adult Housing - Attached	Dwelling Units	0.26		
253	Congregate Care Facility	Dwelling Units	0.18		
254	Assisted Living	1,000 SF GFA	0.48		
255	Continuing Care Retirement Community	Units	0.16		
260	Recreation Homes	Dwelling Units	0.28		
265	Timeshare	Dwelling Units	0.63		
270	Residential Planned Unit Development	Dwelling Units	0.69		
LODGING					
310	Hotel	Rooms	0.60		
311	All Suites Hotel	Rooms	→	0.36	0.17
312	Business Hotel	Rooms	0.32		
320	Motel	Rooms	0.38		
330	Resort Hotel	Rooms	0.41		
RECREATIONAL					
411	Public Park	Acres	0.11		
416	Campground / Recreation Vehicle Park	Acres	0.98		
420	Marina	Berths	0.21		
430	Golf Course	Acres	0.28		
431	Miniature Golf Course	Holes	0.33		

Code	Description	Unit of Measure	Trips Per Unit	Setting/Location	
				General Urban/ Suburban	Dense Multi- Use Urban
432	Golf Driving Range	Tees/Driving Positions	1.25		
433	Batting Cages	Cages	2.22		
434	Rock Climbing Gym	1,000 SF GFA	1.64		
435	Multi-Purpose Recreational Facility	1,000 SF GFA	3.58		
436	Trampoline Park	1,000 SF GFA	1.50		
437	Bowling Alley	1,000 SF GFA	1.16		
440	Adult Cabaret	1,000 SF GFA	2.93		
444	Movie Theater	1,000 SF GFA	6.17		
445	Multiplex Movie Theater	1,000 SF GFA	4.91		
452	Horse Racetrack	Seats	0.06		
454	Dog Racetrack	Attendees	0.15		
460	Arena	1,000 SF GFA	0.47		
462	Professional Baseball Stadium	Attendees	0.15		
465	Ice Skating Rink	1,000 SF GFA	1.33		
466	Snow Ski Area	Slopes	26.00		
473	Casino/Video Lottery Establishment	1,000 SF GFA	13.49		
480	Amusement Park	Acres	3.95		
482	Water Slide Park	Parking Spaces	0.28		
488	Soccer Complex	Fields	16.43		
490	Tennis Courts	Courts	4.21		
491	Racquet/Tennis Club	Courts	3.82		
492	Health/Fitness Club	1,000 SF GFA	3.45		
493	Athletic Club	1,000 SF GFA	6.29		
495	Recreational Community Center	1,000 SF GFA	2.31		
INSTITUTIONAL					
520	Elementary School	1,000 SF GFA	1.37		
522	Middle School / Junior High School	1,000 SF GFA	1.19		
530	High School	1,000 SF GFA	0.97		
534	Private School (K-8)	Students	0.26		
536	Private School (K-12)	Students	0.17		
537	Charter Elementary School	Students	0.14		
538	School District Office	1,000 SF GFA	2.04		
540	Junior / Community College	1,000 SF GFA	1.86		
550	University/College	1,000 SF GFA	1.17		
560	Church	1,000 SF GFA	0.49		
561	Synagogue	1,000 SF GFA	2.92		
562	Mosque	1,000 SF GFA	4.22		
565	Daycare Center	1,000 SF GFA	11.12		
566	Cemetery	Acres	0.46		
571	Prison	1,000 SF GFA	2.91		
575	Fire and Rescue Station	1,000 SF GFA	0.48		
580	Museum	1,000 SF GFA	0.18		
590	Library	1,000 SF GFA	8.16		

INSTITUTE OF TRANSPORTATION ENGINEERS

COMMON TRIP GENERATION RATES (PM Peak Hour)

(Trip Generation Manual, 10th Edition)

				Setting/Location	
Code	Description	Unit of Measure	Trips Per Unit	General Urban/ Suburban	Dense Multi- Use Urban
MEDICAL					
610	Hospital	1,000 SF GFA	0.97		
620	Nursing Home	1,000 SF GFA	0.59		
630	Clinic	1,000 SF GFA	➔	3.28	5.18
640	Animal Hospital / Veterinary Clinic	1,000 SF GFA	3.53		
650	Free-Standing Emergency Room	1,000 SF GFA	1.52		
OFFICE					
710	General Office Building	1,000 SF GFA	➔	1.15	0.87
712	Small Office Building	1,000 SF GFA	2.45		
714	Corporate Headquarters Building	1,000 SF GFA	0.60		
715	Single Tenant Office Building	1,000 SF GFA	1.74*		
720	Medical-Dental Office Building	1,000 SF GFA	3.46		
730	Government Office Building	1,000 SF GFA	1.71		
731	State Motor Vehicles Department	1,000 SF GFA	5.20		
732	United States Post Office	1,000 SF GFA	11.21		
733	Government Office Complex	1,000 SF GFA	2.82		
750	Office Park	1,000 SF GFA	1.07		
760	Research and Development Center	1,000 SF GFA	0.49		
770	Business Park	1,000 SF GFA	0.42		
RETAIL					
810	Tractor Supply Store	1,000 SF GFA	1.40		
811	Construction Equipment Rental Store	1,000 SF GFA	0.99		
812	Building Materials and Lumber Store	1,000 SF GFA	2.06		
813	Free-Standing Discount Superstore	1,000 SF GFA	4.33		
814	Variety Store	1,000 SF GFA	6.84		
815	Free Standing Discount Store	1,000 SF GFA	4.83		
816	Hardware / Paint Store	1,000 SF GFA	2.68		
817	Nursery (Garden Center)	1,000 SF GFA	6.94		
818	Nursery (Wholesale)	1,000 SF GFA	5.18		
820	Shopping Center	1,000 SF GFA	3.81	3.81	4.92
823	Factory Outlet Center	1,000 SF GFA	2.29		
840	Automobile Sales (New)	1,000 SF GFA	2.43		
841	Automobile Sales (Used)	1,000 SF GFA	3.75		
842	Recreational Vehicle Sales	1,000 SF GFA	0.77		
843	Automobile Parts Sales	1,000 SF GFA	4.91		
848	Tire Store	1,000 SF GFA	3.98		
849	Tire Superstore	1,000 SF GFA	2.11		
850	Supermarket	1,000 SF GFA	9.24		
851	Convenience Market (Open 24 Hours)	1,000 SF GFA	49.11		
853	Convenience Market with Gasoline Pumps	1,000 SF GFA	49.29		
854	Discount Supermarket	1,000 SF GFA	8.38		
857	Discount Club	1,000 SF GFA	4.18		
860	Wholesale Market	1,000 SF GFA	1.76		
861	Sporting Goods Superstore	1,000 SF GFA	➔	2.02	1.65
862	Home Improvement Superstore	1,000 SF GFA	➔	2.33	3.35
863	Electronics Superstore	1,000 SF GFA	4.26		

Note: All land uses in the 800 and 900 series are entitled to a "pass-by" trip reduction of 60% if less than 50,000 ft² or a reduction of 40% if equal to or greater than 50,000ft².

*From 9th edition, no PM peak hour in 10th

Code	Description	Unit of Measure	Trips Per Unit	Setting/Location	
				General Urban/ Suburban	Dense Multi- Use Urban
864	Toy/Children's Superstore	1,000 SF GFA	5.00		
865	Baby Superstore	1,000 SF GFA	1.82		
866	Pet Supply Superstore	1,000 SF GFA	3.55		
867	Office Supply Superstore	1,000 SF GFA	2.77		
868	Book Superstore	1,000 SF GFA	15.83		
869	Discount Home Furnishing Superstore	1,000 SF GFA	1.57		
872	Bed and Linen Superstore	1,000 SF GFA	2.22		
875	Department Store	1,000 SF GFA	1.95		
876	Apparel Store	1,000 SF GFA	→	4.12	1.12
879	Arts and Craft Store	1,000 SF GFA	6.21		
880	Pharmacy / Drugstore without Drive-Through Window	1,000 SF GFA	8.51		
881	Pharmacy / Drugstore with Drive-Through Window	1,000 SF GFA	10.29		
882	Marijuana Dispensary	1,000 SF GFA	21.83		
890	Furniture Store	1,000 SF GFA	0.52		
897	Medical Equipment Store	1,000 SF GFA	1.24		
899	Liquor Store	1,000 SF GFA	16.37		
SERVICES					
911	Walk-In Bank	1,000 SF GFA	12.13		
912	Drive-In Bank	1,000 SF GFA	20.45		
918	Hair Salon	1,000 SF GFA	1.45		
920	Copy, Print, and Express Ship Store	1,000 SF GFA	7.42		
925	Drinking Place	1,000 SF GFA	11.36		
926	Food Cart Pod	Food Carts	3.08		
930	Fast Casual Restaurant	1,000 SF GFA	14.13		
931	Quality Restaurant	1,000 SF GFA	7.80		
932	High-Turnover (Sit-Down) Restaurant	1,000 SF GFA	→	9.77	9.80
933	Fast Food Restaurant without Drive-Through Window	1,000 SF GFA	28.34		
934	Fast Food Restaurant with Drive-Through Window	1,000 SF GFA	→	32.67	78.74
935	Fast Food Restaurant with Drive-Through Window and No Indoor Seating	1,000 SF GFA	42.65		
936	Coffee/Donut Shop without Drive-Through Window	1,000 SF GFA	36.31		
937	Coffee/Donut Shop with Drive-Through Window	1,000 SF GFA	→	43.38	83.19
938	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	1,000 SF GFA	83.33		
939	Bread / Donut / Bagel Shop without Drive-Through Window	1,000 SF GFA	28.00		
940	Bread / Donut / Bagel Shop with Drive-Through Window	1,000 SF GFA	19.02		
941	Quick Lubrication Vehicle Shop	1,000 SF GFA	8.70		
942	Automobile Care Center	1,000 SF GFA	3.11		
943	Automobile Parts and Service Center	1,000 SF GFA	2.26		
944	Gasoline / Service Station	1,000 SF GFA	109.27		
945	Gasoline / Service Station with Convenience Market	1,000 SF GFA	88.35		
947	Self Service Car Wash	Wash Stalls	5.54		
948	Automated Car Wash	1,000 SF GFA	14.20		
949	Car Wash and Detail Center	Wash Stalls	13.60		
950	Truck Stop	1,000 SF GFA	22.73		
960	Super Convenience Market/Gas Station	1,000 SF GFA	69.28		
970	Winery	1,000 SF GFA	7.31		

An area designated as **General Urban/Suburban** in the *Trip Generation Manual* is an area associated with almost homogeneous vehicle-centered access. Nearly all person trips that enter or exit a development site are by personal passenger or commercial vehicle.

The area can be fully developed (or nearly so) at low-medium density with a mix of residential and commercial uses. The commercial land uses are typically concentrated at intersections or spread along commercial corridors, often surrounded by low-density, almost entirely residential development. Most commercial buildings are located behind or surrounded by parking.

The mixing of land uses is only in terms of their proximity, not in terms of function. A retail land use may focus on serving a regional clientele or a services land use may target motorists or pass-by vehicle trips for its customers. Even if the land uses are complementary, a lack of pedestrian, bicycling, and transit facilities or services limit non-vehicle travel.

An area designated as **Dense Multi-Use Urban** in the *Trip Generation Manual* is a fully developed area (or nearly so), with diverse and complementary land uses, good pedestrian connectivity, and convenient and frequent transit. This area type can be a well-developed urban area outside a major metropolitan downtown or a moderate size urban area downtown.

The land use mix typically includes office, retail, residential, and often entertainment, hotel, and other commercial uses. The residential uses are typically multifamily or single-family on lots no larger than one-fourth acre. The commercial uses often have little or no setback from the sidewalk. Because the motor vehicle still represents the primary mode of travel to and from the area, there typically is on-street parking and often public off-street parking.

The complementary land uses provide the opportunity for short trips within the Dense Multi-Use Urban area, made conveniently by walking, biking, or transit. The area is served by significant transit (either rail or bus) that enables a high level of transit usage to and from area development.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: June 26, 2023
AGENDA NUMBER: 11
ITEM: Mister Car Wash MN 1622 Springbrook

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-043 Mister Car Wash MN 1622 Springbrook.

RECOMMENDATION

To approve Permit Application Number P-23-043 with 4 conditions and 4 stipulations, as stated in the Application Review Report dated 06/21/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-043

Permit Application Review Report

Date: 06/21/2023

Applicant/Landowner:

CWP West, LLC
Attn: Krisandra Lippert
3650 Annapolis Lane N Suite 190
Minneapolis, MN 55447
klippert@mistercarwash.com
612-801-7012

Contact:

Same as Applicant

Project Name: Mister Car Wash MN 1622 Springbrook

Project PAN: P-23-043

Project Purpose: Demolish existing structure and construct a car wash building along with the parking, utilities, and stormwater infrastructure.

Project Location: NEC of Springbrook Dr. NE and 85th Street NW, 8501 Springbrook Dr. NW, Blaine
(See map on page 7)

Site Size: size of parcel - 1.13 acres; size of disturbed area - 1.13 acres; size of existing impervious - 0.66; size of proposed impervious 0.67

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 4 Conditions and 4 Stipulations

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Provide escrow in the amount of \$2,565.00.

Rule 3.0 – Stormwater Management

2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

Rule 4.0 – Soils and Erosion Control

3. Provide a note on plans that disturbed soils and stockpiles must be temporarily or permanently stabilized within 24 hours after activity in an area has temporarily or permanently ceased.
4. Provide documentation that applicant has applied for the NPDES Construction Stormwater Permit.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit.
By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for stormwater management practices shown in Tables 2 & 3, including volume, critical elevations and proof of installation for hydrodynamic separators.

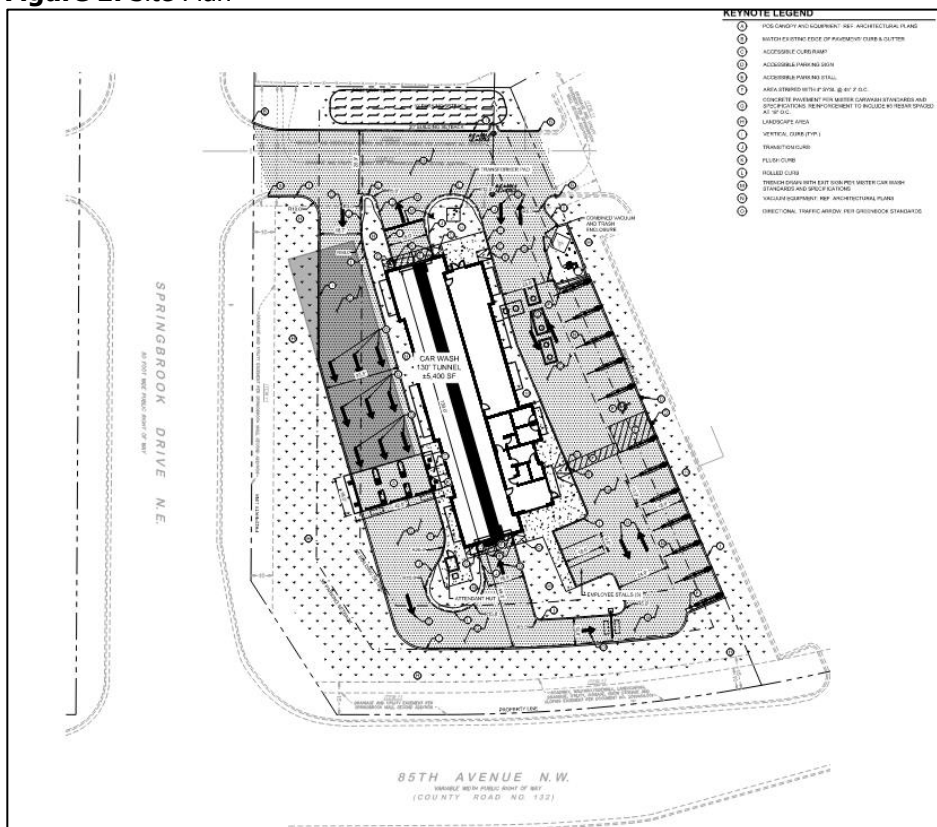
2. Completion of a post excavation infiltration test(s) on the Bio-Filtration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. Notify the District when construction of Underground Filtration System is beginning. District staff or a District engineer must be on site to witness construction of the underground system.
4. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Application	Applicant	04/19/2023	04/19/2023
Stormwater Management Plan	Kimley-Horn	06/01/2023	06/01/2023
Construction Plan Set	Kimley-Horn	06/14/2023	06/14/2023
Geotechnical Report	Haugo Geotechnical Services	12/01/2022	05/05/2023

Findings

Description: The proposed project is a redevelopment project on 1.13 acres which includes the demolition of an existing building and construction of a car wash, parking, utilities, and stormwater infrastructure. The existing site has 0.66 acres of impervious surface, while the proposed project has a total of 0.67 acres of impervious surface. The site has poor soils and high groundwater, so the proposed project includes a biofiltration basin and an underground filtration system, both of which are lined to avoid groundwater contamination. The majority of the site drains north to an existing pond and ultimately to Springbrook Creek.

Figure 1. Site Plan

Fees and Escrows (Rule 2.7): The applicant has submitted an \$3,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10) and commercial project of <2 acres fee deposit (\$3,300). The applicant will be required to submit a performance escrow in the amount of \$2,565.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre (1.13 acres) of disturbance.

Stormwater Management (Rule 3.0):

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG D. Curve Numbers have not been shifted down to account for the impacts of grading on soil structure and is not required for HSG D soils.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The project will not impact Drainage Sensitive Use areas. The rate control standard is met.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
85th Ave	0.43	0.15	0.87	0.3	1.86	0.65
Red Lobster	0.08	0	0.15	0	0.32	0
Existing Pond	2.91	0.19	4.59	0.95	8.17	8.07

Table 1.

Volume Control: The amount of proposed impervious required to be treated is 29,185 ft², which is the area of all impervious surfaces.

The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The amount of proposed impervious required to be treated is 29,185 ft².

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious Required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Treatment Volume (ft ³)	Water Quality Volume Provided (ft ³)
DA-2	5,227	Biofiltration Basin	0.65	737	748
DA-3	23,958	UG Filtration	0.50	4,392	4,397
TOTAL	29,185			5,129	5,145

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
ST-5	Sump w/ SAFL	84
ST-6	Sump w/ SAFL	94.2
ST-10	Sump	87.2

Table 3.

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering a filtration Stormwater Management Practice. The proposed project meets pretreatment

requirements as shown in Table 3.

Infiltration may not be used as a volume control practice because the practices would need to be placed in areas with less than three feet of separation from the bottom of the infiltration system to the seasonally saturated soils. Geotechnical information from 11/17/2022 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 879 MSL. The bottom of an infiltration system would need to be at elevation 882 or above. This is infeasible due to existing grades. The site is also comprised of predominately Hydrologic Soil Group D soils.

Because the volume reduction standard cannot be met due to these site constraints, the project proposes the use of a lined biofiltration basin and a lined underground filtration system. The appropriate TP factors have been used to calculate the required water quality volume. The volume control standard has been met as shown in Table 2.

Water Quality: Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided (%)
Existing Pond	85

Table 4.

There are 3 discharge points shown in Table 1. The proposed project removes the Red Lobster discharge point and redirects it to the Existing Pond. In both the existing and proposed conditions, the 85th Ave discharge point has an entirely pervious drainage area. For this reason, TSS reduction at this discharge point is not required. The TSS removal standard is met at each required discharge point as shown in Table 4.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is development including buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level. The lowest basement floor elevation proposed is 884.25 MSL. The 100-year high water level of the underground filtration system is at 882.5 MSL, which is 1.8 ft below the low floor. However, the 100-year high water level is contained within the underground system which protects the structure from flooding. This is allowed within the freeboard requirement and, therefore, the freeboard requirement has been met.

Maintenance:

Maintenance access for all stormwater management practices has been provided.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

Figure 2. Erosion and Sediment Control Plan

The proposed project drains to Springbrook Creek. The soils affected by the project include Isanti and Lino, which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes perimeter control, inlet protection, and stabilized construction entrance. The erosion control plan does not meet District Requirements because a note is not included which states that disturbed soils and stockpiles must be stabilized within 24 hours.

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or

otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

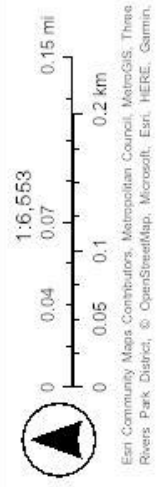
Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variances (Rule 10.2)

The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P-23-043



6/21/2023

To: Krisandra Lippert, CWP West LLC

From: Arik Lokensgard, P.E., Kimley-Horn

Date: May 2, 2023

Subj: *Mister Car Wash MN 1622 Springbrook – Blaine, MN*
Stormwater Management Memorandum
8501 Springbrook Drive NW, Andover, MN

The proposed redevelopment is located to the northeast of the intersection of Springbrook Drive NW and 85th Ave NW in Blaine, MN. The Site area is approximately 1.09 acres and is currently a parcel with a vacant fast food restaurant. The project will consist of the redevelopment of the existing vacant site to demolish the existing building and associated parking such that it allows for the construction of a free standing conveyor-type car wash building – approximately 5,600 SF and 130 feet long. Along with the car wash, all associated parking, trash enclosures, lighting, underground utilities, landscaping, and stormwater management areas will be constructed. The Site is located within the City of Blaine and is subject to the stormwater requirements set forth by the City, Coon Creek Watershed, as well as the Minnesota Pollution Control Agency’s stormwater management guidelines. This memorandum has been prepared to provide information on the existing conditions, proposed conditions, and the stormwater management system designed to meet the City of Blaine’s and Coon Creek Watershed’s stormwater requirements for the proposed development.

Kimley-Horn has analyzed the drainage conditions of the Site and provides computations for applicable Coon Creek Watershed and City of Blaine stormwater requirements in this memorandum. The analysis of existing and proposed drainage models was completed using HydroCAD, Version 10.20, a computer aided design system for modeling the hydrology and hydraulics of stormwater runoff. These calculations are largely based on the hydrology techniques developed by the Soil Conservation Service (SCS/NRCS), combined with other hydrology and hydraulics calculations. All calculations, hydrographs, and drainage area maps are provided in the appendix of this memorandum.

Existing Conditions

The existing site consists of a vacant fast food building, a paved parking lot area, and consists of a few pervious areas, but the developable area of the site is generally comprised of impervious surfaces. The existing drainage analysis site area is approximately 60% impervious. The site generally has three existing drainage areas. The majority portion of the site (DA-3) sheet drains to the north and enters one of two catch basins within the shared drive lane at the north end of the site that carries water to the north to an existing stormwater management facility north of the site. This existing stormwater management facility was not modeled to understand if it was designed to meet rate or water quality requirements as part of the site in question. The eastern portion of the site (DA-2) sheet drains to the east towards the neighboring property (Red Lobster) and is ultimately picked up via catch basins within that parcel. Stormwater that falls within DA-1 generally sheet drains towards the right of ways, whether that’s Springbrook Dr. NE

or 85th Ave. NW. This stormwater is picked up by catch basins in the respective rights of ways. Based on a review of the site conditions and the information provided within the borings and geotechnical report (referenced in the Appendices), it was determined that the onsite surface soils are classified as clayey (with fill and organics) soils belonging to Hydrologic Soil Type D. Additionally, the geotechnical report and associated borings reference a perched groundwater condition throughout the site. Additional detail regarding the shallower groundwater table is described within the Geotechnical Report Appendix

Delineations of the existing drainage areas and the existing HydroCAD model are provided in the Appendix.

Proposed Conditions

The proposed development includes the development of the existing vacant parcel to demolish the existing building and associated parking such that it allows for the construction of a free standing conveyor-type car wash building – approximately 5,600 SF and 130 feet long. Along with the car wash, all associated parking, trash enclosures, lighting, underground utilities, landscaping, and stormwater management areas will be constructed. Stormwater management is proposed to be provided by an an underground filtration system near the western portion of the property. A filtration system is proposed in lieu of infiltration techniques due to the anticipated shallow groundwater condition found on-site. According to the Minnesota Stormwater Manual, a filtration rate of 0.80 in/hr is acceptable for the proposed engineered soil media at the base of the underground system. The proposed underground detention system has been designed to draw down within 48 hours and includes an impermeable liner to ensure groundwater does not infiltrate the system. This onsite stormwater system will follow existing drainage patterns and ultimately discharge to the existing stormwater management facility north of the site.

In the proposed condition, stormwater from Drainage Area 1 (DA-1) will follow all existing drainage patterns (albeit less area than in the existing conditions). Drainage Area 2 (DA-2) will sheet flow towards the two existing catch basins within the shared drive lane at the north end of the site that carries water to the north to an existing stormwater management facility north of the site. In the proposed condition, Drainage Area 3 (P DA-3) sheet flows to on-site catch basins which collect the stormwater that falls within the boundary and is conveyed to the underground filtration system. This underground filtration system has been designed to control the discharge of rates in larger rainfall events while still providing the required amount of water quality treatment. After routing through the underground filtration system, stormwater will be conveyed to the north to the same existing stormwater management facility north of the site.

Delineations of the proposed drainage areas and the proposed HydroCAD model are provided in the Appendix.

Coon Creek Watershed and City of Blaine Stormwater Management Requirements

The Coon Creek Watershed's Stormwater Rules and City of Blaine City Ordinances provide requirements for rate control and water quality/quantity.

Coon Creek Watershed and the City of Blaine require all new development or redevelopment to provide rate control such that the peak runoff rates as a result from the redevelopment do not exceed the existing peak runoff rates in the 2-, 10-, and 100-year events.

Below is a summary of the existing and proposed runoff rates of the development.

	Existing Pond		85 th /Springbrook ROW		Red Lobster Site	
	Existing (cfs)	Proposed (cfs)	Existing (cfs)	Proposed (cfs)	Existing (cfs)	Proposed (cfs)
2-year	2.84	0.60	0.43	0.15	0.08	0
10-year	4.43	0.91	0.87	0.30	0.15	0
100-year	7.85	7.82	1.86	0.65	0.32	0

Coon Creek Watershed also requires all development shall provide volume control for the runoff equal to 1.1" over the site's total impervious surface area (for development that disturbs more than 50% of the existing site). Additionally, Coon Creek Watershed requires a TP removal factor for Filtration with a sand filter of 0.5. Below is a summary of the proposed water quality and filtration volumes required and provided by the project.

	Volume (cf)
Total Site impervious surface area = 29,185 SF	
Required filtration (1.1" over total site imp. surface)	2,675 cf
Required Filtration Volume (1.1" over imp. Surface ÷ 0.5)	5,350 cf
Provided Filtration Volume – Underground System	5,366 cf

Since the Provided Filtration Volume is greater than the Required Filtration Volume, the proposed system is able to meet Coon Creek Watershed's and the City of Blaine's water quality guidelines.

Additionally, Coon Creek Watershed, the City of Blaine, and the MCPA require that the underground system draws down within 48 hours after a rain event. The lowest outlet of the system was placed such that the BMP's filtration volume can draw down within 48 hours:

Underground: Lowest Invert – Bottom of CMP = infiltration depth ÷ infiltration rate ≤ 48 hours
 ○ $881.3 - 879.0 = 2.3 \text{ ft} = 27.6 \text{ in} \div 0.8 \text{ in/hr} = \mathbf{34.5 \text{ hours}} \leq 48 \text{ hours}$

Furthermore, Coon Creek Watershed requires the redeveloped site to meet 80% TSS Removal rates. With the underground system, vegetated area on the south portion of the site, as well as the existing wet pond to the north of the site, the site is anticipated to meet 80% TSS Removal. Results from the MIDS analysis are included in the appendix.

Lastly, Coon Creek Watershed requires that stormwater is pre-treated prior to entering the underground system and the surface filtration system. The project meets this requirement by proposing catch basins with sumps and SAFL Baffles directly upstream of the underground system. Results from the SHSAM analysis are included in the appendix.

Please contact me at (612) 503-8547 if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Arik Lokensgard, P.E.

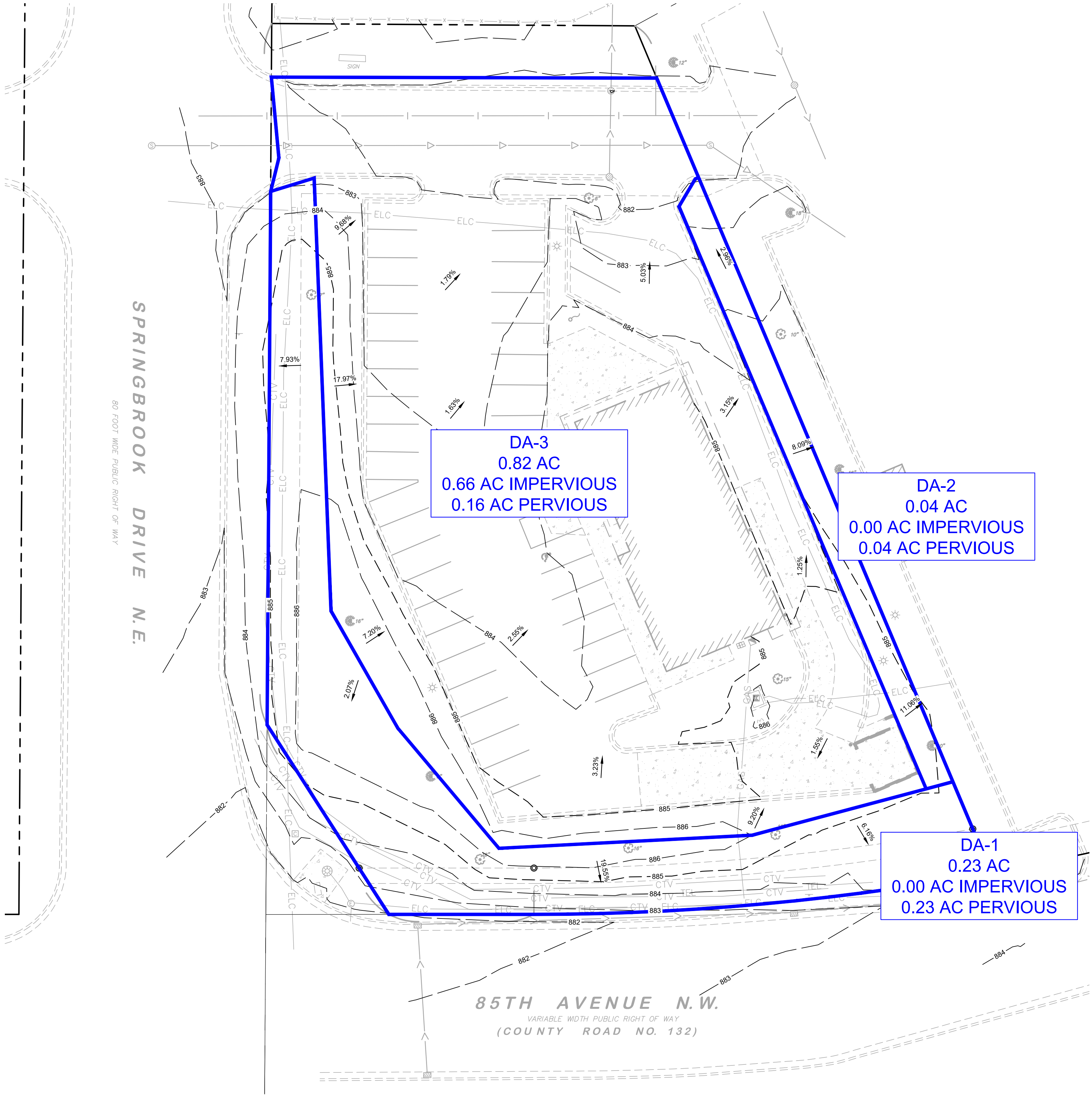
Kimley-Horn and Associates

Appendix:

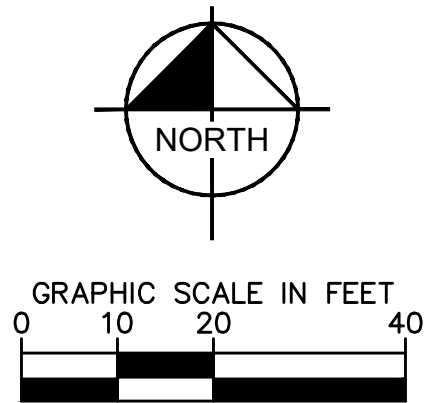
- Existing Drainage Area Map
- Proposed Drainage Area Map
- Existing Conditions HydroCAD Model
- Proposed Conditions HydroCAD Model
- Geotechnical Report
- SHSAM Results
- MIDS Analysis

EXISTING DRAINAGE AREA MAP

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LEGEND	
	PROPERTY LINE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	DRAINAGE AREA DIVIDE



Know what's below.
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PRELIMINARY - NOT FOR CONSTRUCTION

**PRE -
DEVELOPMENT
DRAINAGE AREA
MAP**

**MN 1622
SPRINGBROOK
PREPARED FOR
MISTER CAR
WASH**

SHEET NUMBER
EX-1

KHA PROJECT 160284014
DATE 05/03/2023
SCALE AS SHOWN
DESIGNED BY ACL
DRAWN BY MJB
CHECKED BY WDM

Kimley»Horn

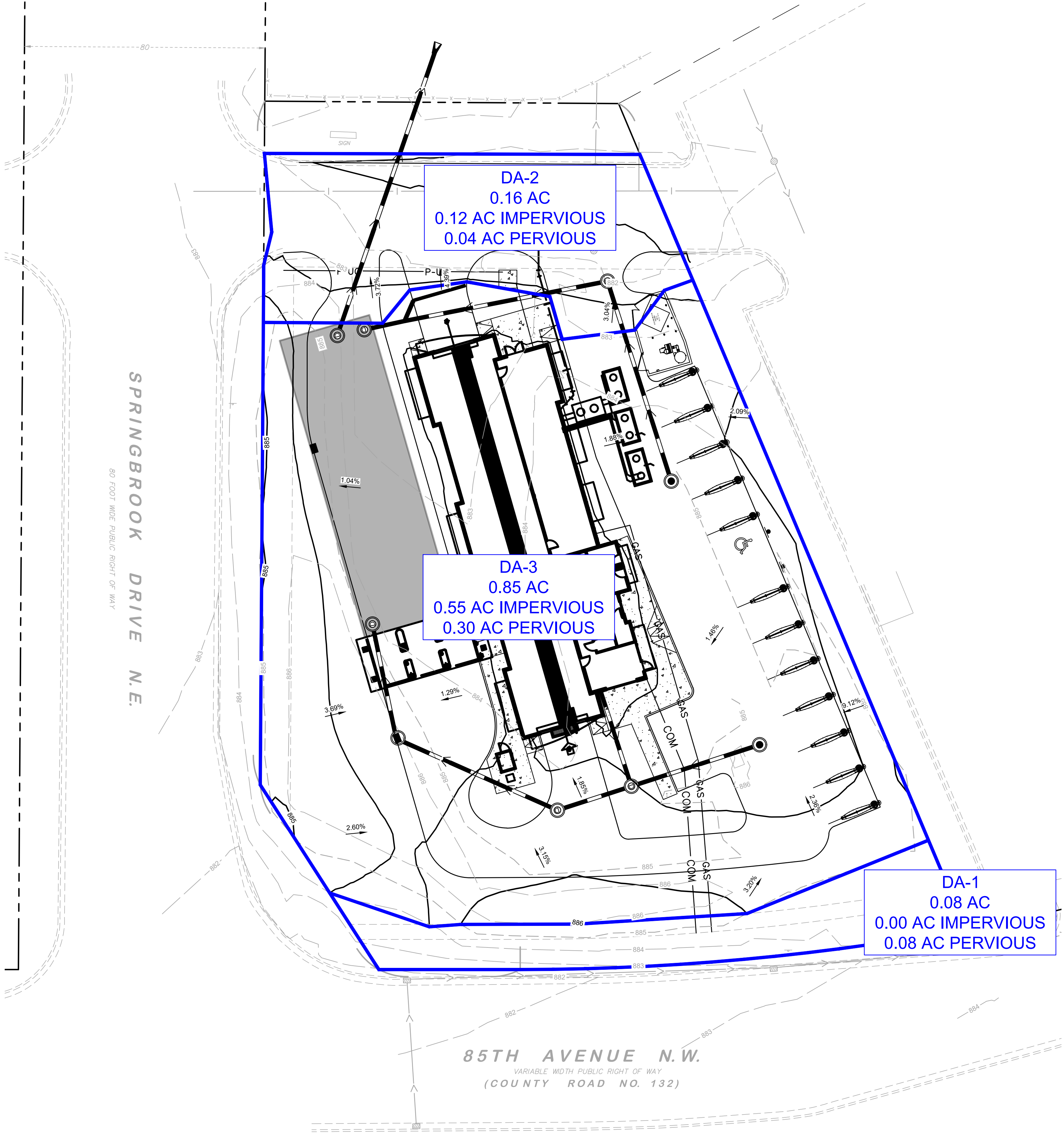
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PHONE: 651-445-4197
WWW.KIMLEY-HORN.COM

No.	REVISIONS	DATE	BY

PROPOSED DRAINAGE

AREA MAP

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LEGEND

- PROPERTY LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- DRAINAGE AREA DIVIDE

GRAPHIC SCALE IN FEET

0 10 20 40

811

Know what's below.
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PRELIMINARY - NOT FOR CONSTRUCTION

MN 1622
SPRINGBROOK
PREPARED FOR
MISTER CAR
WASH

BLAINE MN

**POST -
DEVELOPMENT
DRAINAGE AREA
MAP**

KHA PROJECT	160284014
DATE	05/03/2023
SCALE	AS SHOWN
DESIGNED BY	ACL
DRAWN BY	MB
CHECKED BY	WDM

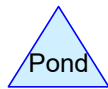
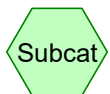
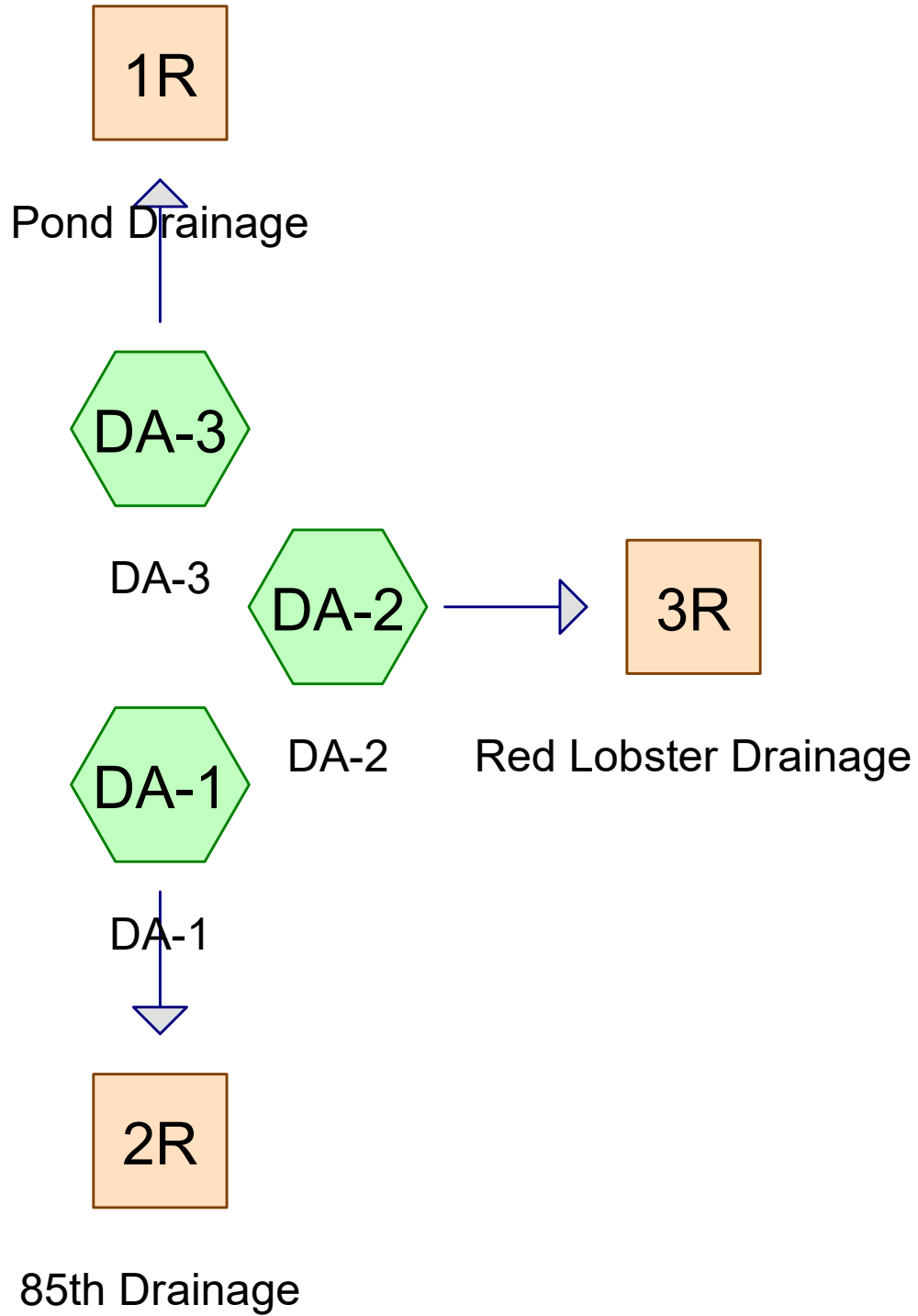
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EXISTING CONDITIONS

HYDROCAD MODEL



Routing Diagram for Pre-HydroCAD
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Pre-HydroCAD

Prepared by Kimley-Horn & Associates

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Page 2

Rainfall Events Listing

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	2-year	MSE 24-hr	3	Default	24.00	1	2.82	2
2	10-year	MSE 24-hr	3	Default	24.00	1	4.22	2
3	100-year	MSE 24-hr	3	Default	24.00	1	7.19	2

Pre-HydroCAD

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Page 3

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.430	80	>75% Grass cover, Good, HSG D (DA-1, DA-2, DA-3)
0.660	98	Paved parking, HSG D (DA-3)
1.090	91	TOTAL AREA

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Page 4

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
1.090	HSG D	DA-1, DA-2, DA-3
0.000	Other	
1.090		TOTAL AREA

Pre-HydroCAD

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Page 5

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	0.430	0.000	0.430	>75% Grass cover, Good	DA-1, DA-2, DA-3
0.000	0.000	0.000	0.660	0.000	0.660	Paved parking	DA-3
0.000	0.000	0.000	1.090	0.000	1.090	TOTAL AREA	

Pre-HydroCAD

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MSE 24-hr 3 2-year Rainfall=2.82"

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Page 6

Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.230 ac 0.00% Impervious Runoff Depth=1.12"

Tc=8.0 min CN=WQ Runoff=0.43 cfs 0.021 af

Subcatchment DA-2: DA-2

Runoff Area=0.040 ac 0.00% Impervious Runoff Depth=1.12"

Tc=8.0 min CN=WQ Runoff=0.08 cfs 0.004 af

Subcatchment DA-3: DA-3

Runoff Area=0.820 ac 80.49% Impervious Runoff Depth=2.30"

Tc=8.0 min CN=WQ Runoff=2.84 cfs 0.157 af

Reach 1R: Pond Drainage

Inflow=2.84 cfs 0.157 af

Outflow=2.84 cfs 0.157 af

Reach 2R: 85th Drainage

Inflow=0.43 cfs 0.021 af

Outflow=0.43 cfs 0.021 af

Reach 3R: Red Lobster Drainage

Inflow=0.08 cfs 0.004 af

Outflow=0.08 cfs 0.004 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.182 af Average Runoff Depth = 2.01"**39.45% Pervious = 0.430 ac 60.55% Impervious = 0.660 ac**

Pre-HydroCAD

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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Subcatchment DA-1: DA-1

Runoff = 0.43 cfs @ 12.16 hrs, Volume= 0.021 af, Depth= 1.12"
Routed to Reach 2R : 85th Drainage

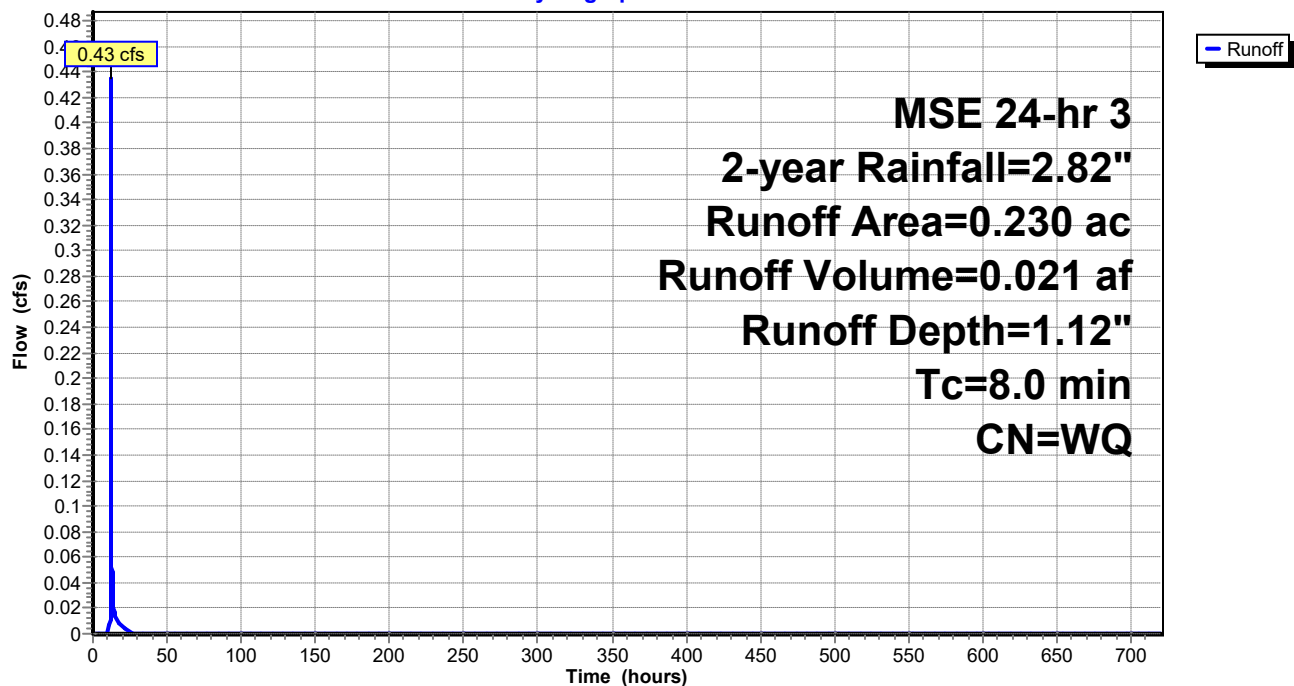
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.230	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.230		Weighted Average
0.230		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



Pre-HydroCAD

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MSE 24-hr 3 2-year Rainfall=2.82"

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Page 8

Summary for Subcatchment DA-2: DA-2

Runoff = 0.08 cfs @ 12.16 hrs, Volume= 0.004 af, Depth= 1.12"
Routed to Reach 3R : Red Lobster Drainage

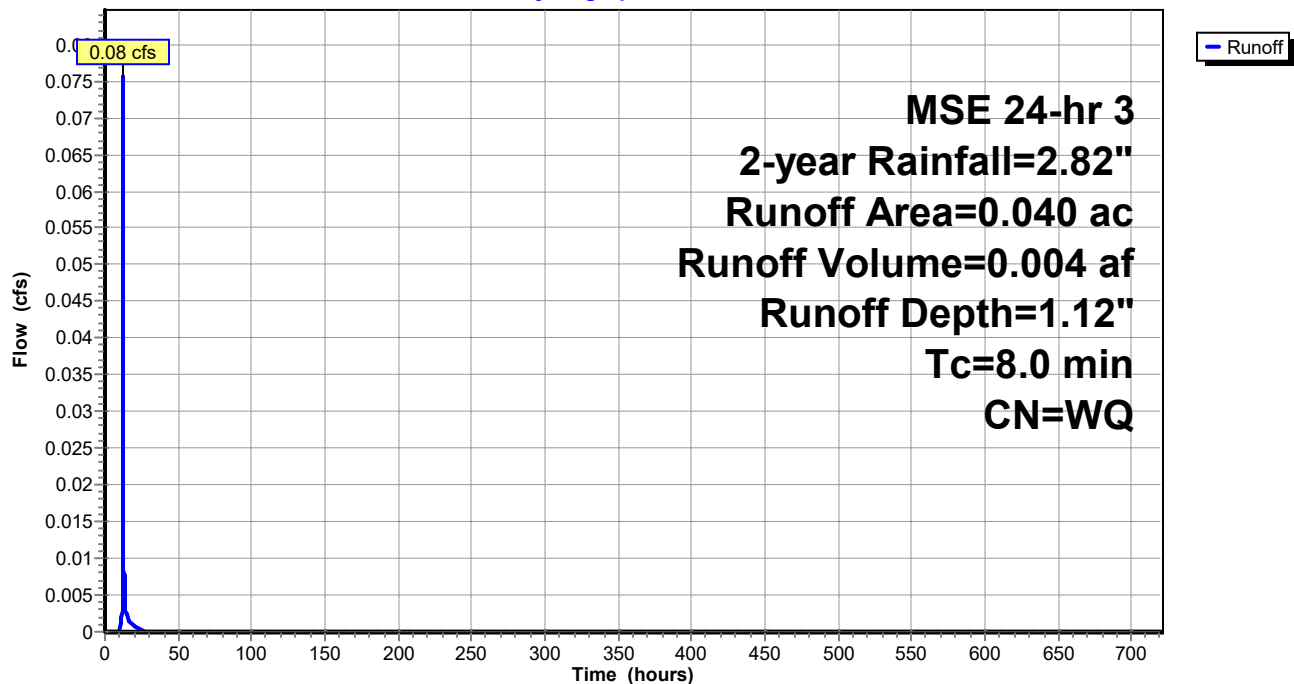
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.040		Weighted Average
0.040		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Subcatchment DA-3: DA-3

Runoff = 2.84 cfs @ 12.15 hrs, Volume= 0.157 af, Depth= 2.30"

Routed to Reach 1R : Pond Drainage

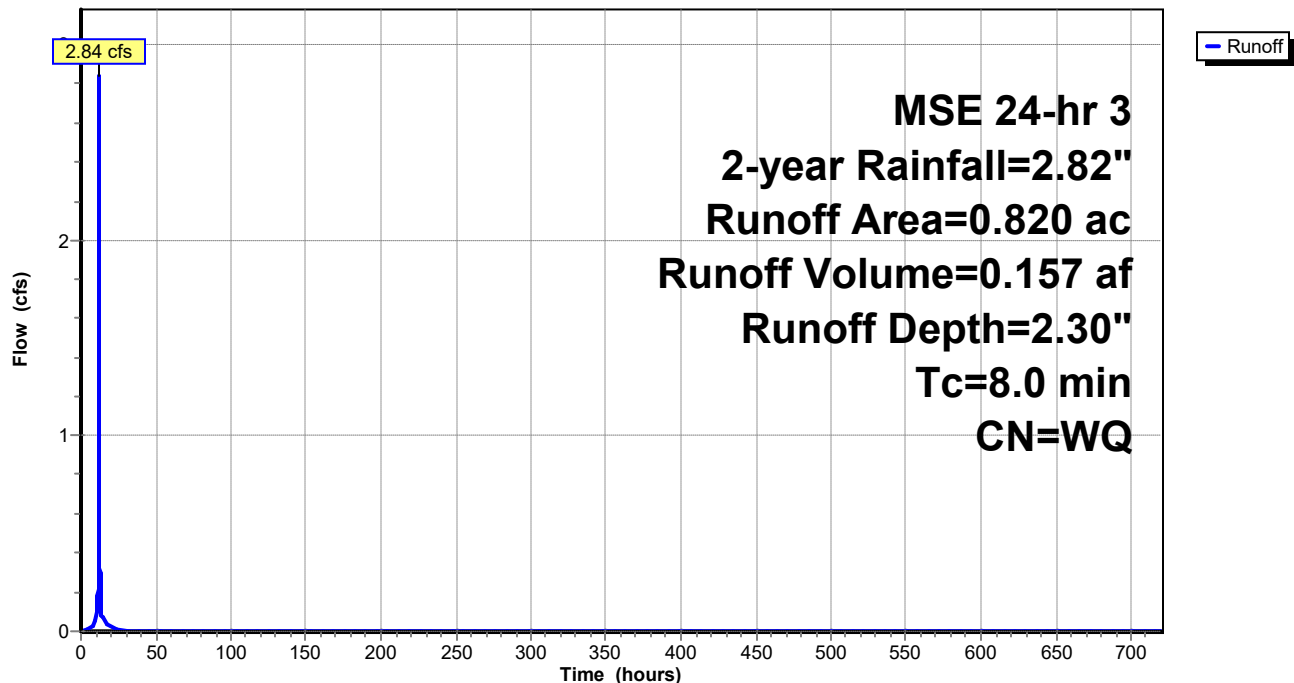
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.160	80	>75% Grass cover, Good, HSG D
0.660	98	Paved parking, HSG D
0.820		Weighted Average
0.160		19.51% Pervious Area
0.660		80.49% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3

Hydrograph



Summary for Reach 1R: Pond Drainage

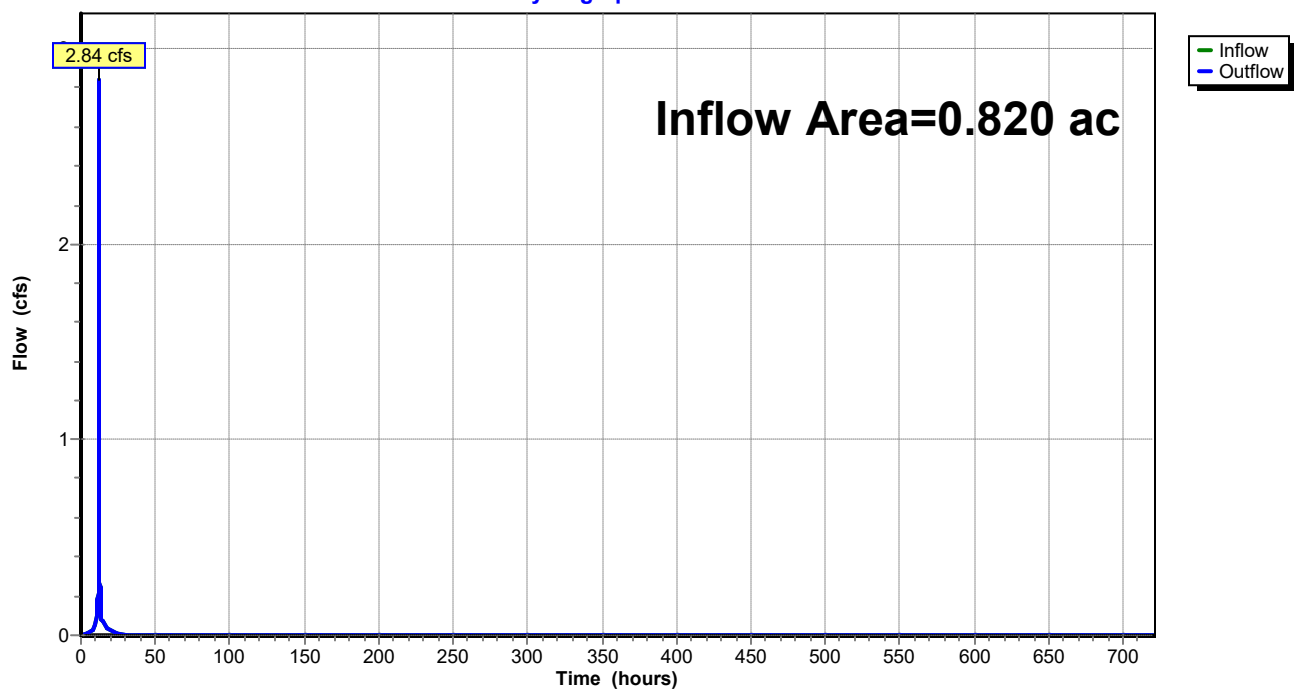
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.820 ac, 80.49% Impervious, Inflow Depth = 2.30" for 2-year event
Inflow = 2.84 cfs @ 12.15 hrs, Volume= 0.157 af
Outflow = 2.84 cfs @ 12.15 hrs, Volume= 0.157 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



Summary for Reach 2R: 85th Drainage

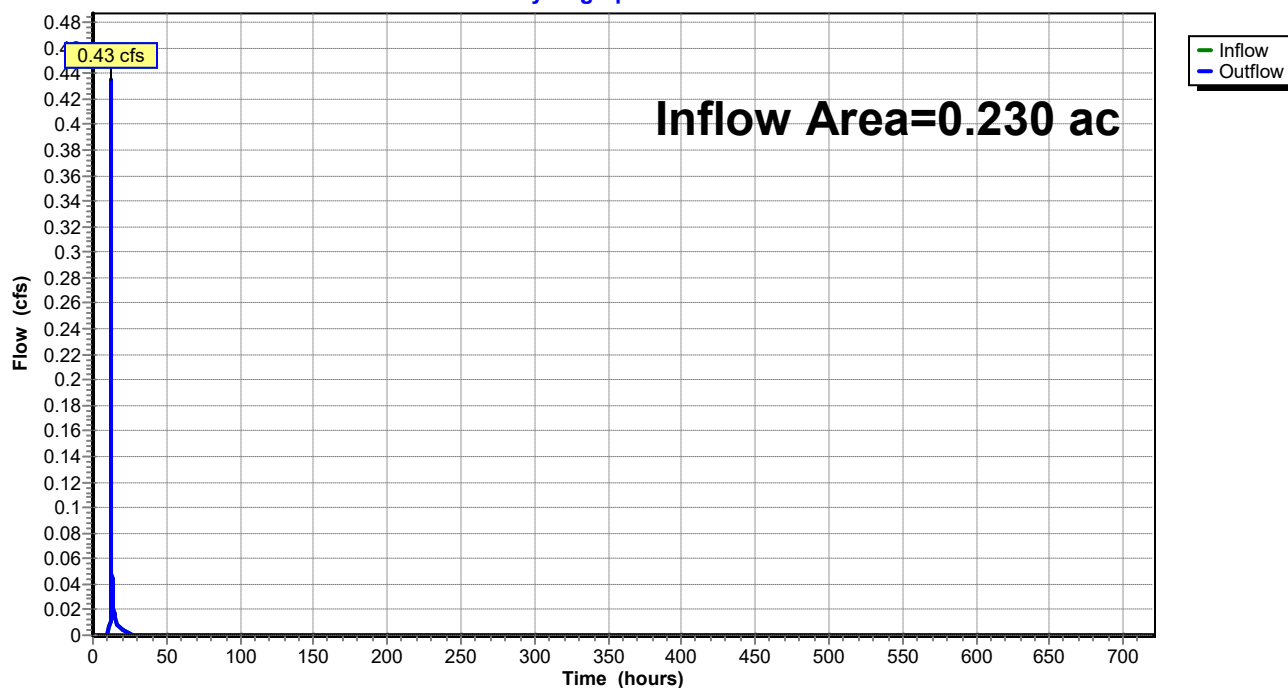
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.230 ac, 0.00% Impervious, Inflow Depth = 1.12" for 2-year event
Inflow = 0.43 cfs @ 12.16 hrs, Volume= 0.021 af
Outflow = 0.43 cfs @ 12.16 hrs, Volume= 0.021 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph



Summary for Reach 3R: Red Lobster Drainage

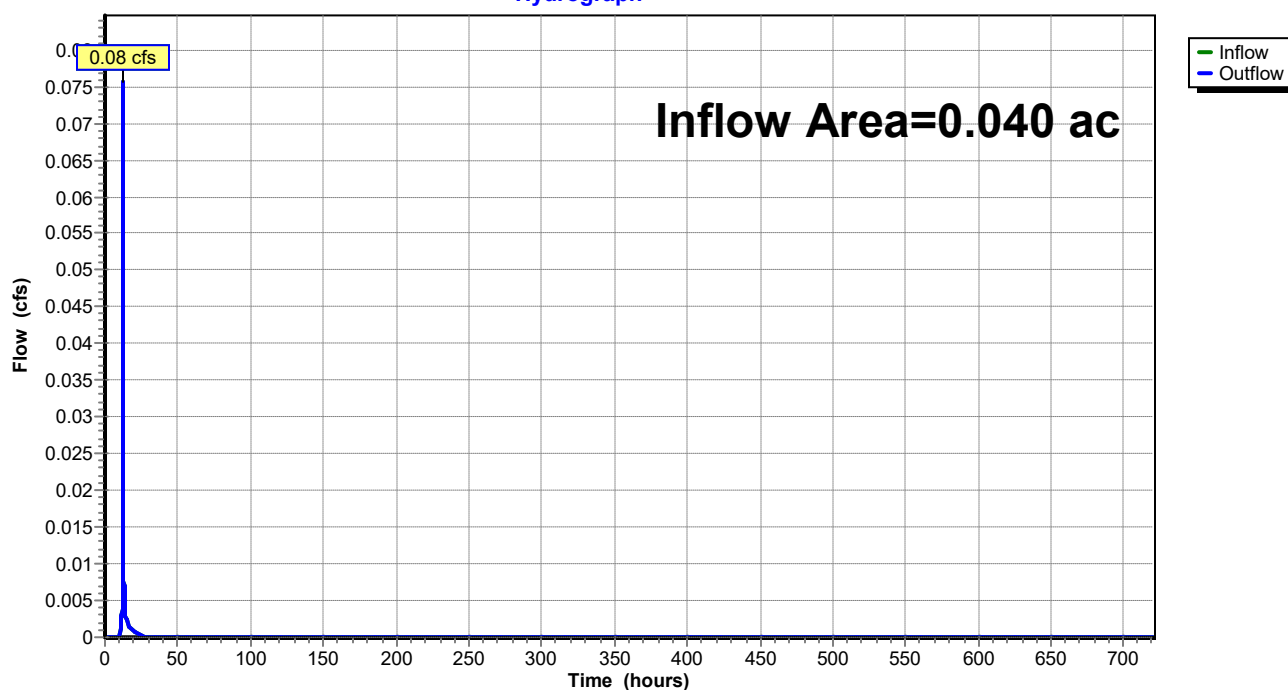
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.040 ac, 0.00% Impervious, Inflow Depth = 1.12" for 2-year event
Inflow = 0.08 cfs @ 12.16 hrs, Volume= 0.004 af
Outflow = 0.08 cfs @ 12.16 hrs, Volume= 0.004 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 3R: Red Lobster Drainage

Hydrograph



Pre-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.230 ac 0.00% Impervious Runoff Depth=2.22"

Tc=8.0 min CN=WQ Runoff=0.87 cfs 0.043 af

Subcatchment DA-2: DA-2

Runoff Area=0.040 ac 0.00% Impervious Runoff Depth=2.22"

Tc=8.0 min CN=WQ Runoff=0.15 cfs 0.007 af

Subcatchment DA-3: DA-3

Runoff Area=0.820 ac 80.49% Impervious Runoff Depth=3.64"

Tc=8.0 min CN=WQ Runoff=4.43 cfs 0.249 af

Reach 1R: Pond Drainage

Inflow=4.43 cfs 0.249 af

Outflow=4.43 cfs 0.249 af

Reach 2R: 85th Drainage

Inflow=0.87 cfs 0.043 af

Outflow=0.87 cfs 0.043 af

Reach 3R: Red Lobster Drainage

Inflow=0.15 cfs 0.007 af

Outflow=0.15 cfs 0.007 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.299 af Average Runoff Depth = 3.29"**39.45% Pervious = 0.430 ac 60.55% Impervious = 0.660 ac**

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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-1: DA-1

Runoff = 0.87 cfs @ 12.15 hrs, Volume= 0.043 af, Depth= 2.22"
Routed to Reach 2R : 85th Drainage

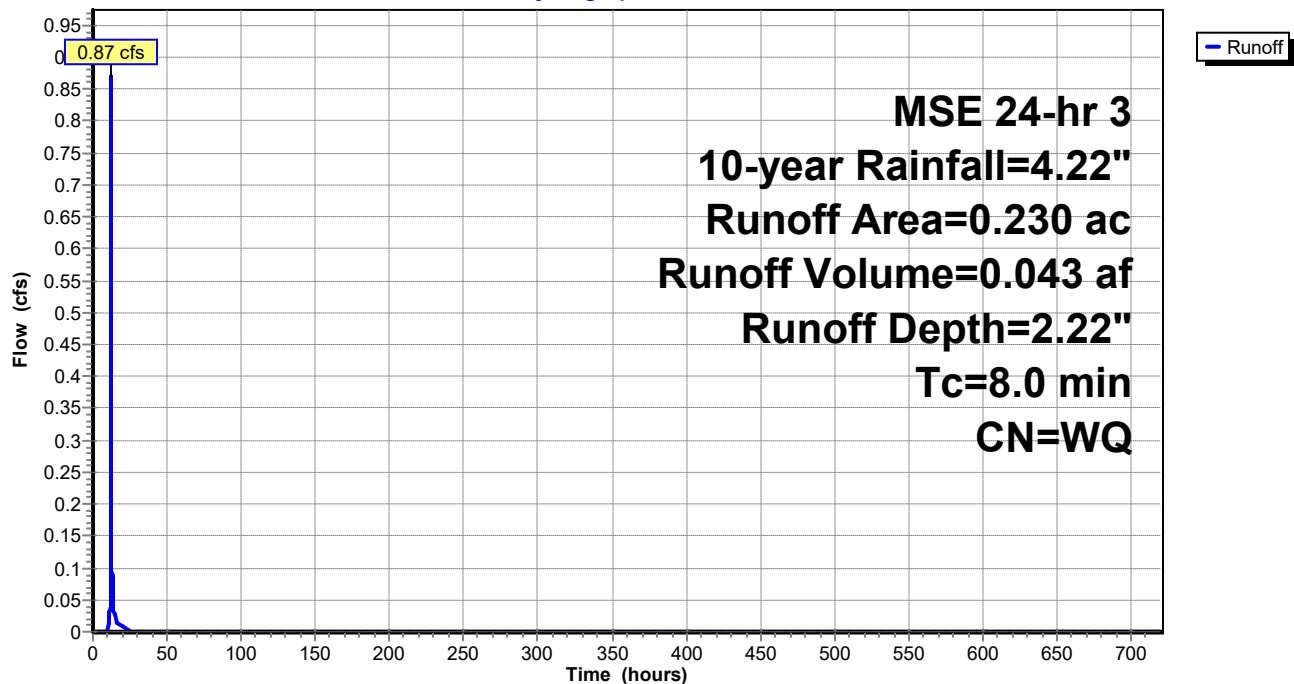
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.230	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.230		Weighted Average
0.230		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



Pre-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-2: DA-2

Runoff = 0.15 cfs @ 12.15 hrs, Volume= 0.007 af, Depth= 2.22"
Routed to Reach 3R : Red Lobster Drainage

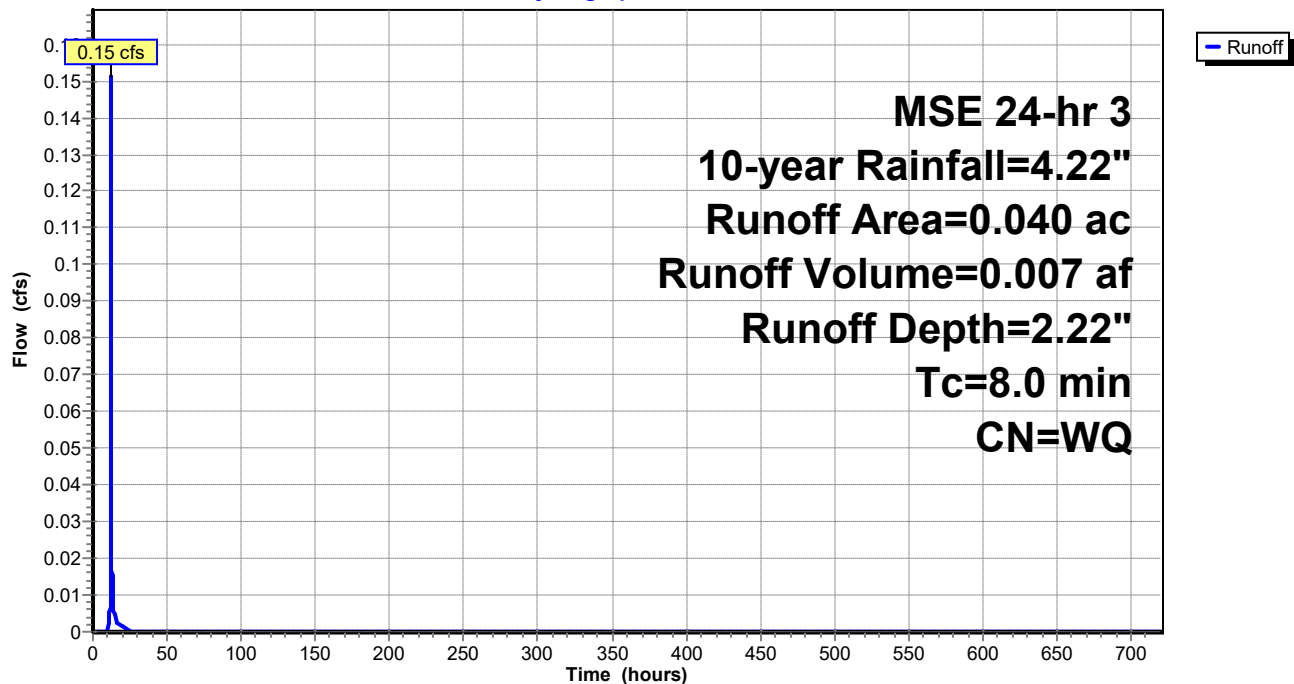
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.040		Weighted Average
0.040		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



Pre-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-3: DA-3

Runoff = 4.43 cfs @ 12.15 hrs, Volume= 0.249 af, Depth= 3.64"
Routed to Reach 1R : Pond Drainage

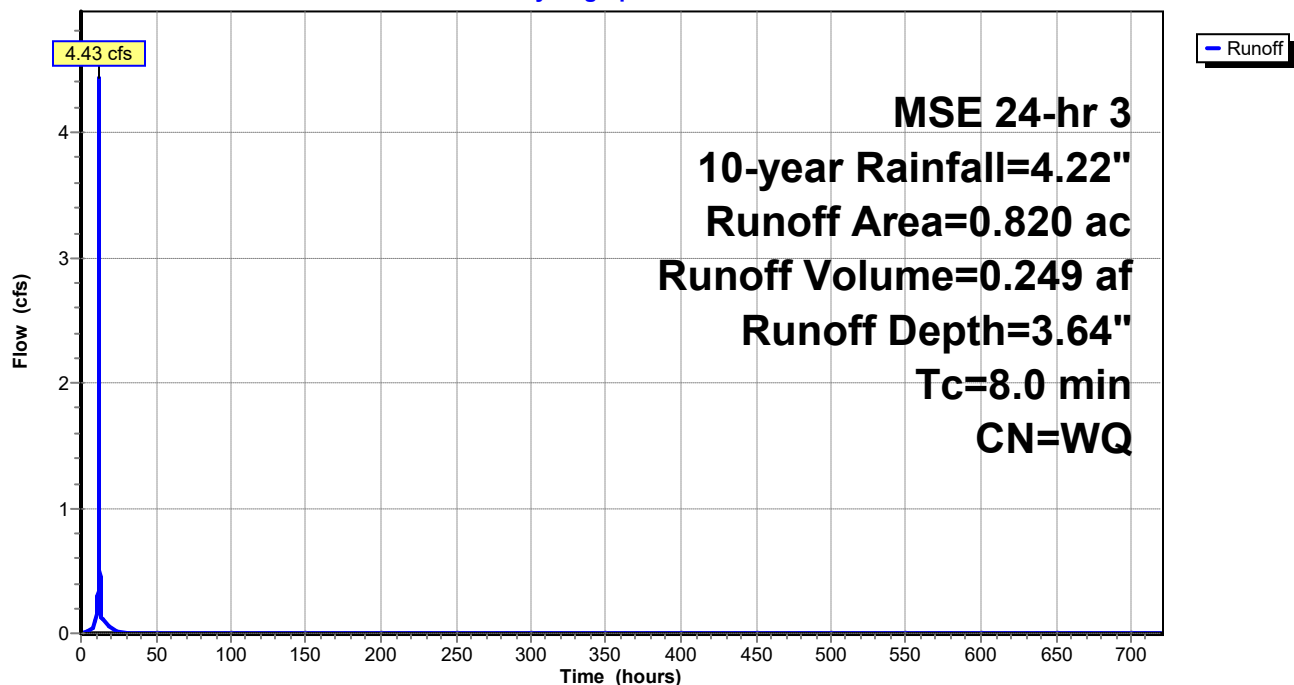
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.160	80	>75% Grass cover, Good, HSG D
0.660	98	Paved parking, HSG D
0.820		Weighted Average
0.160		19.51% Pervious Area
0.660		80.49% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3

Hydrograph



Summary for Reach 1R: Pond Drainage

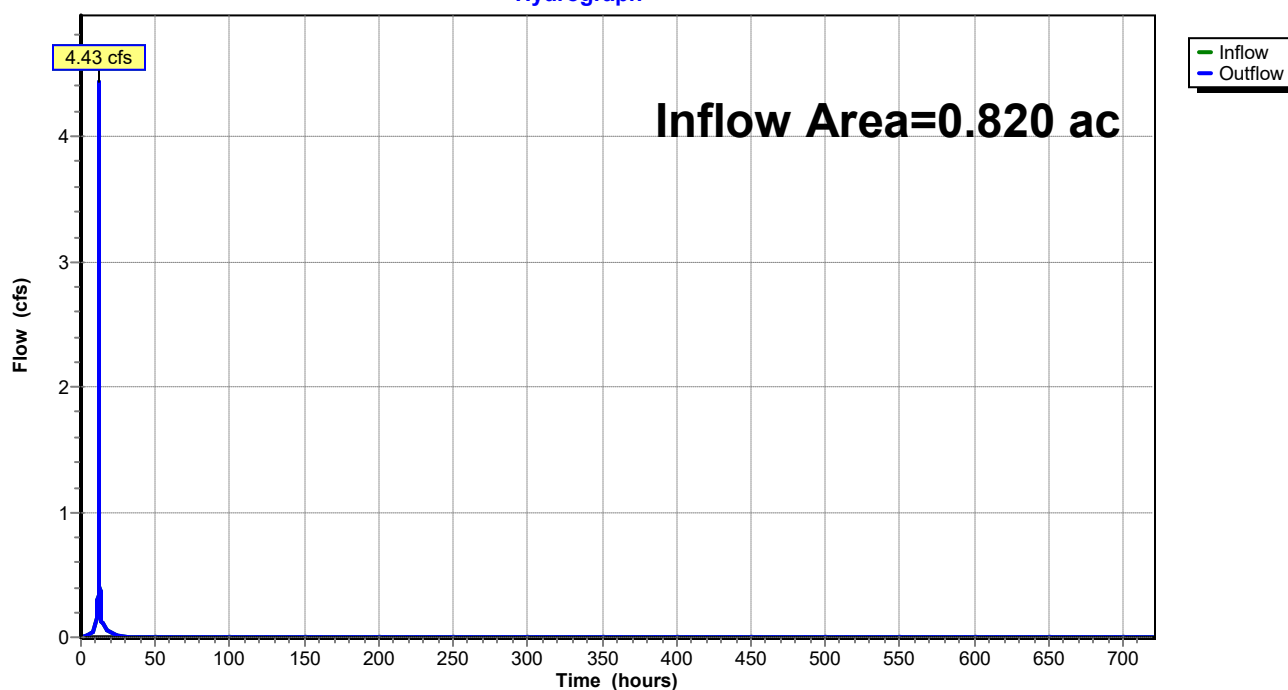
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.820 ac, 80.49% Impervious, Inflow Depth = 3.64" for 10-year event
Inflow = 4.43 cfs @ 12.15 hrs, Volume= 0.249 af
Outflow = 4.43 cfs @ 12.15 hrs, Volume= 0.249 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



Summary for Reach 2R: 85th Drainage

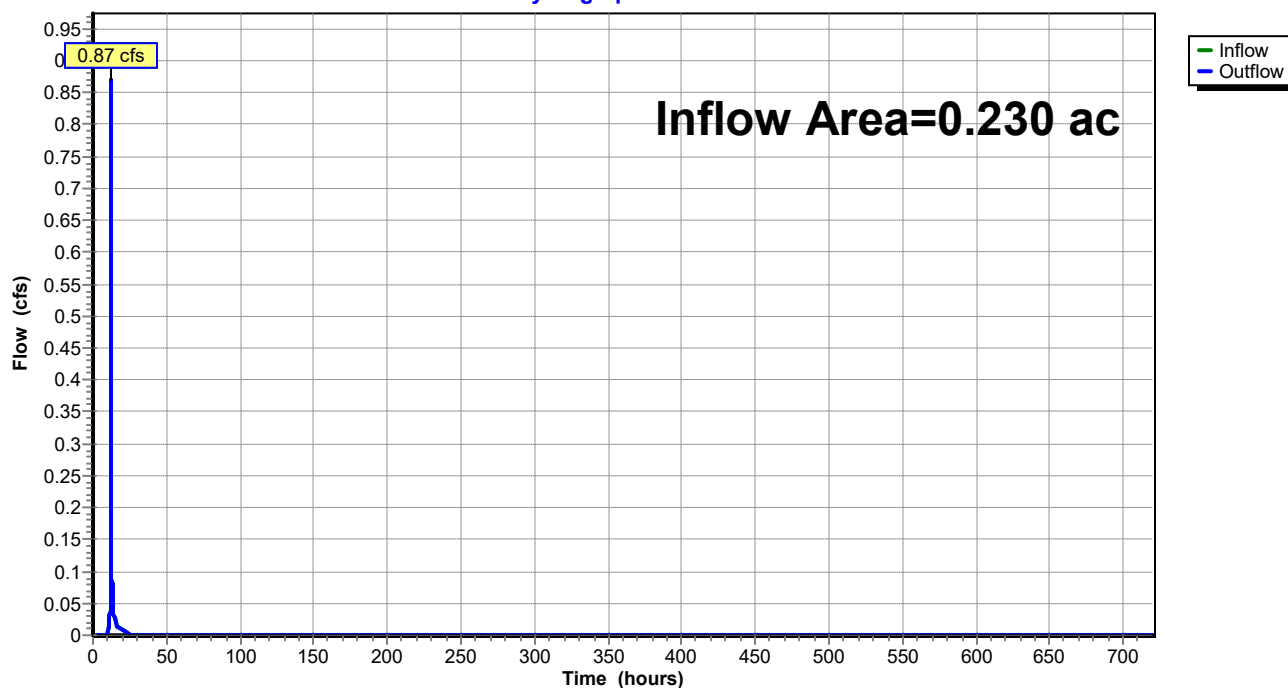
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.230 ac, 0.00% Impervious, Inflow Depth = 2.22" for 10-year event
Inflow = 0.87 cfs @ 12.15 hrs, Volume= 0.043 af
Outflow = 0.87 cfs @ 12.15 hrs, Volume= 0.043 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph



Summary for Reach 3R: Red Lobster Drainage

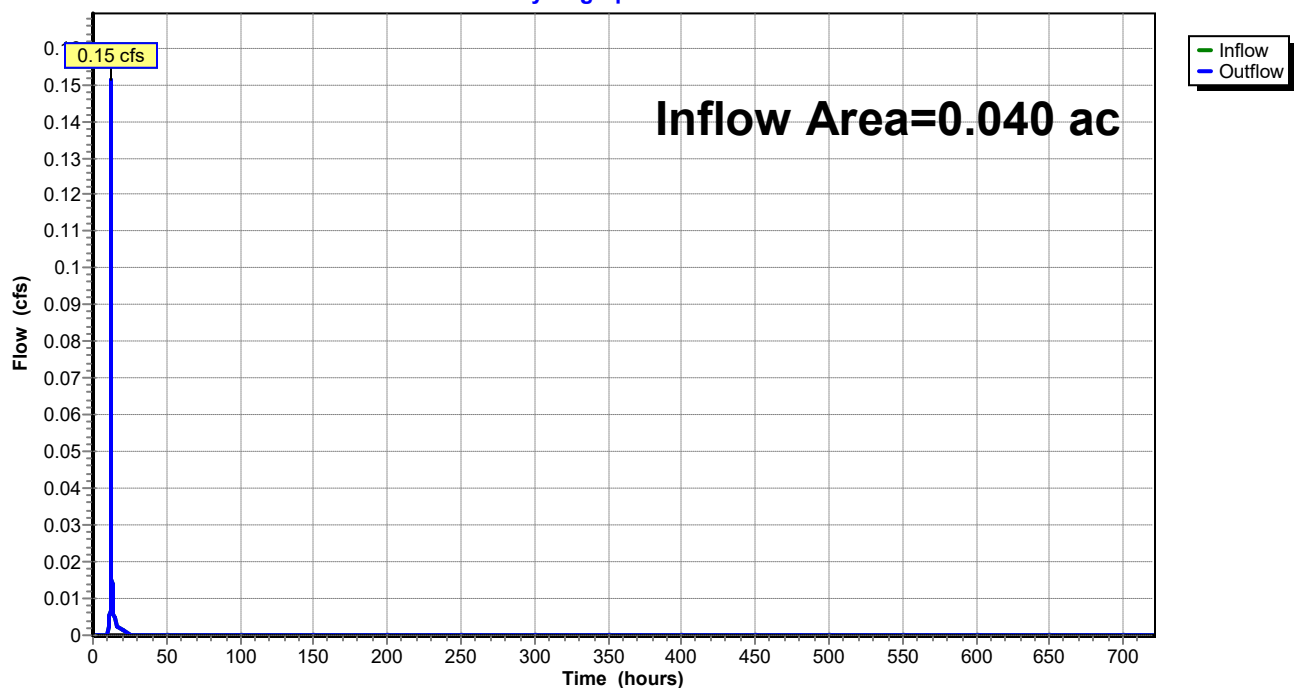
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.040 ac, 0.00% Impervious, Inflow Depth = 2.22" for 10-year event
Inflow = 0.15 cfs @ 12.15 hrs, Volume= 0.007 af
Outflow = 0.15 cfs @ 12.15 hrs, Volume= 0.007 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 3R: Red Lobster Drainage

Hydrograph



Pre-HydroCAD

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MSE 24-hr 3 100-year Rainfall=7.19"

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Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.230 ac 0.00% Impervious Runoff Depth=4.87"

Tc=8.0 min CN=WQ Runoff=1.86 cfs 0.093 af

Subcatchment DA-2: DA-2

Runoff Area=0.040 ac 0.00% Impervious Runoff Depth=4.87"

Tc=8.0 min CN=WQ Runoff=0.32 cfs 0.016 af

Subcatchment DA-3: DA-3

Runoff Area=0.820 ac 80.49% Impervious Runoff Depth=6.54"

Tc=8.0 min CN=WQ Runoff=7.85 cfs 0.447 af

Reach 1R: Pond Drainage

Inflow=7.85 cfs 0.447 af

Outflow=7.85 cfs 0.447 af

Reach 2R: 85th Drainage

Inflow=1.86 cfs 0.093 af

Outflow=1.86 cfs 0.093 af

Reach 3R: Red Lobster Drainage

Inflow=0.32 cfs 0.016 af

Outflow=0.32 cfs 0.016 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.557 af Average Runoff Depth = 6.13"
39.45% Pervious = 0.430 ac 60.55% Impervious = 0.660 ac

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Summary for Subcatchment DA-1: DA-1

Runoff = 1.86 cfs @ 12.15 hrs, Volume= 0.093 af, Depth= 4.87"
Routed to Reach 2R : 85th Drainage

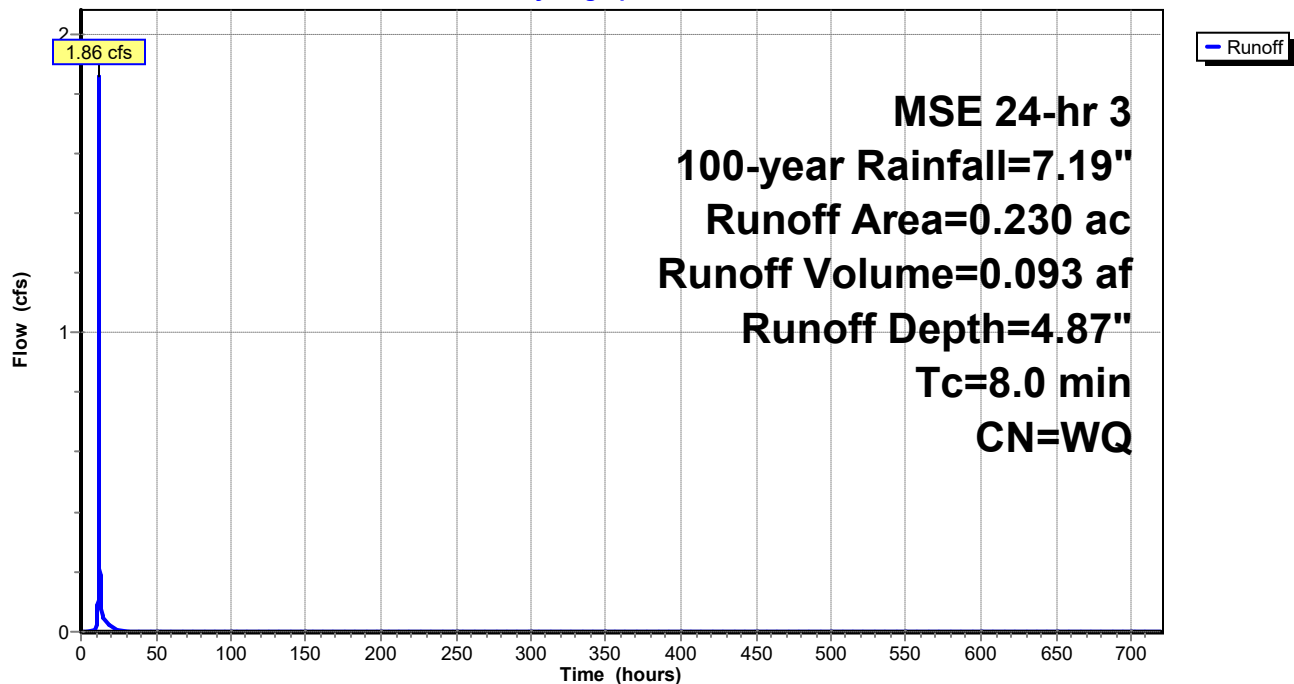
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.230	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.230		Weighted Average
0.230		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Subcatchment DA-2: DA-2

Runoff = 0.32 cfs @ 12.15 hrs, Volume= 0.016 af, Depth= 4.87"
Routed to Reach 3R : Red Lobster Drainage

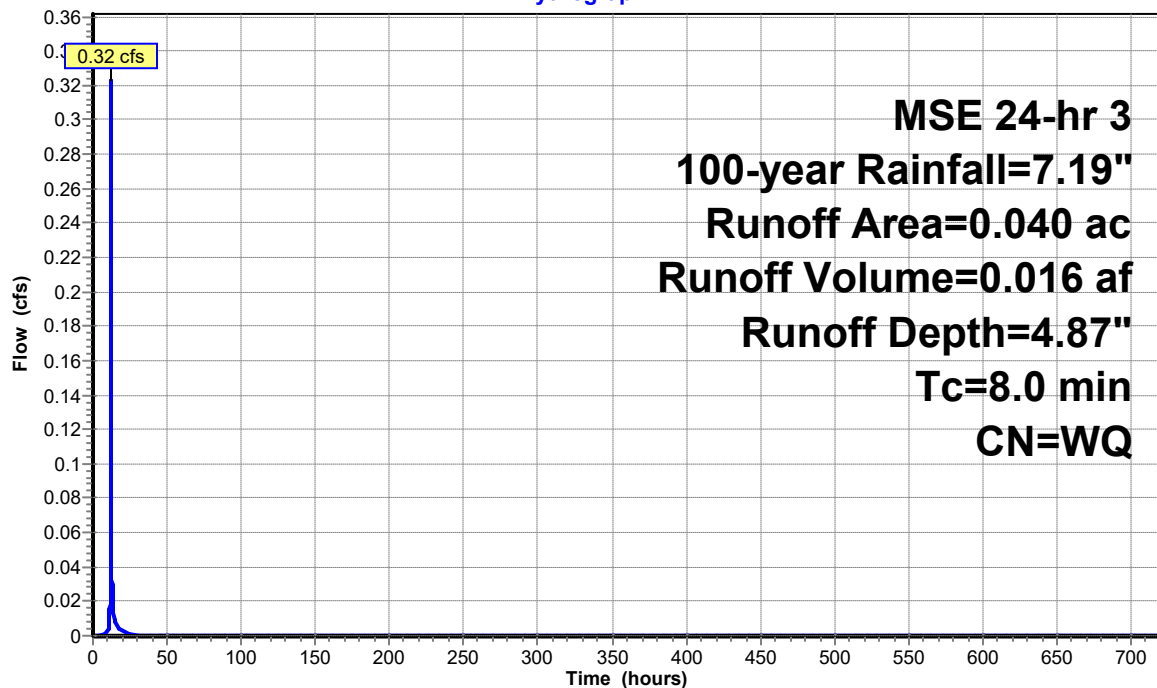
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.040		Weighted Average
0.040		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Subcatchment DA-3: DA-3

Runoff = 7.85 cfs @ 12.15 hrs, Volume= 0.447 af, Depth= 6.54"

Routed to Reach 1R : Pond Drainage

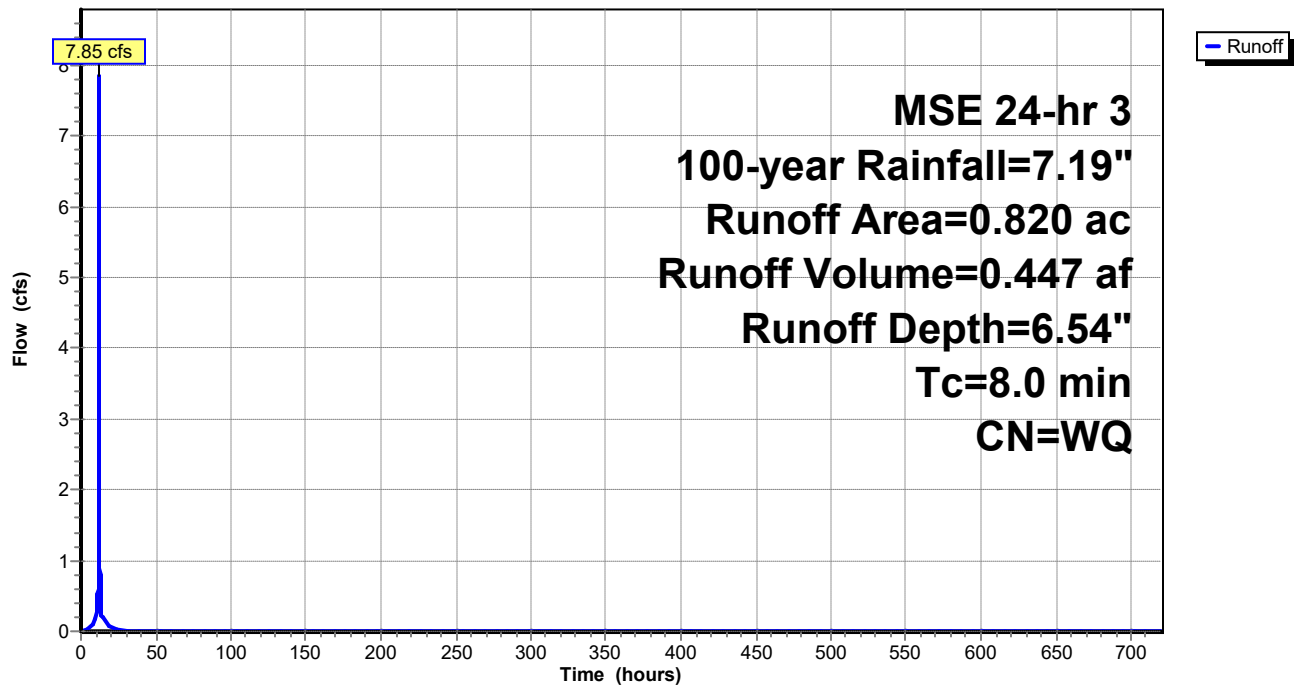
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.160	80	>75% Grass cover, Good, HSG D
0.660	98	Paved parking, HSG D
0.820		Weighted Average
0.160		19.51% Pervious Area
0.660		80.49% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3

Hydrograph



Summary for Reach 1R: Pond Drainage

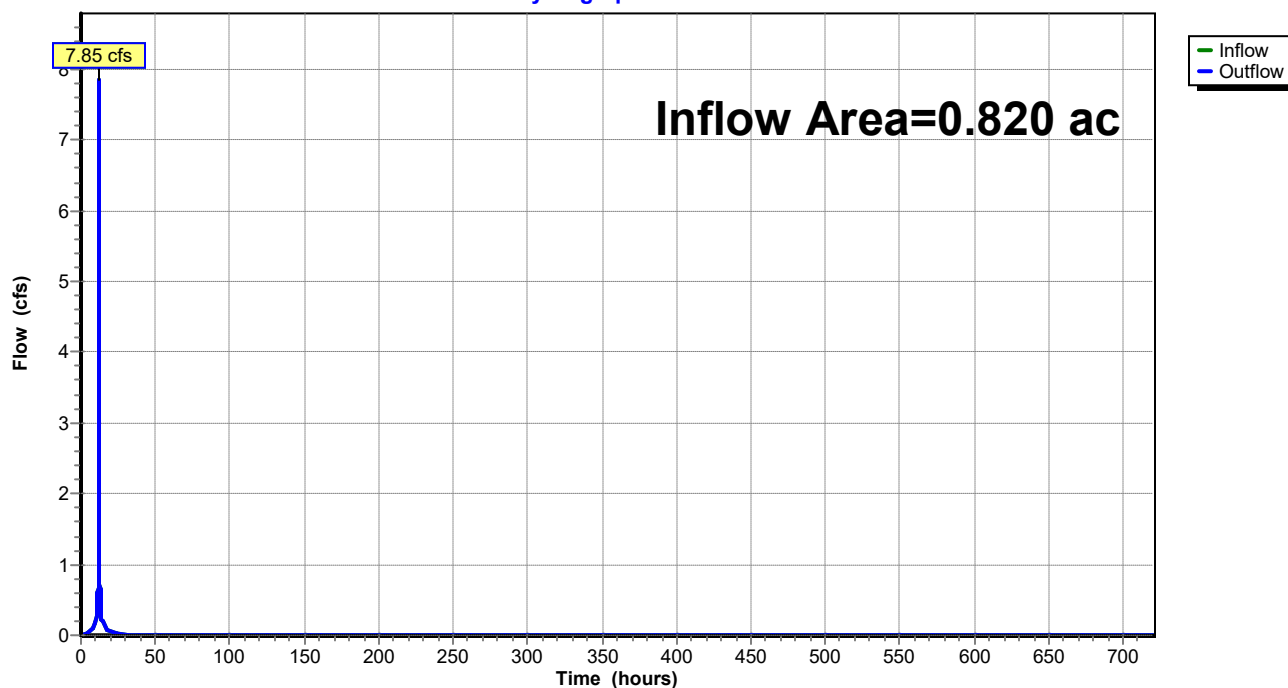
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.820 ac, 80.49% Impervious, Inflow Depth = 6.54" for 100-year event
Inflow = 7.85 cfs @ 12.15 hrs, Volume= 0.447 af
Outflow = 7.85 cfs @ 12.15 hrs, Volume= 0.447 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



Summary for Reach 2R: 85th Drainage

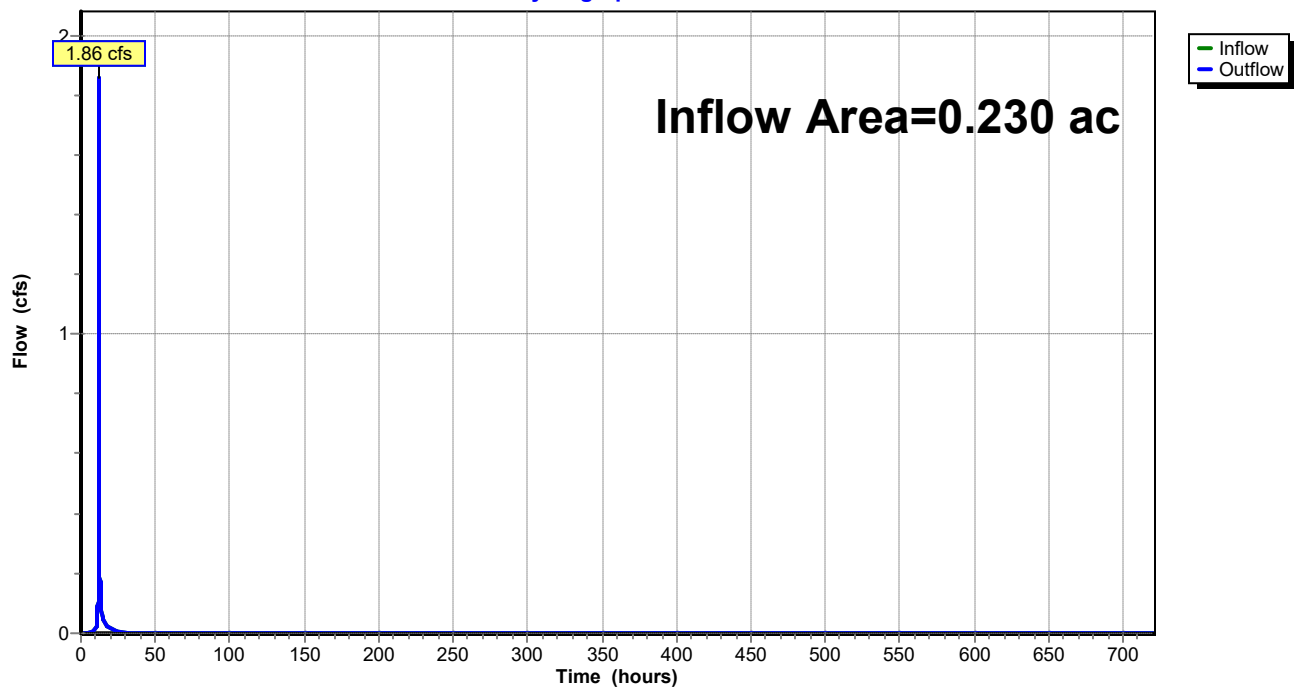
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.230 ac, 0.00% Impervious, Inflow Depth = 4.87" for 100-year event
Inflow = 1.86 cfs @ 12.15 hrs, Volume= 0.093 af
Outflow = 1.86 cfs @ 12.15 hrs, Volume= 0.093 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph

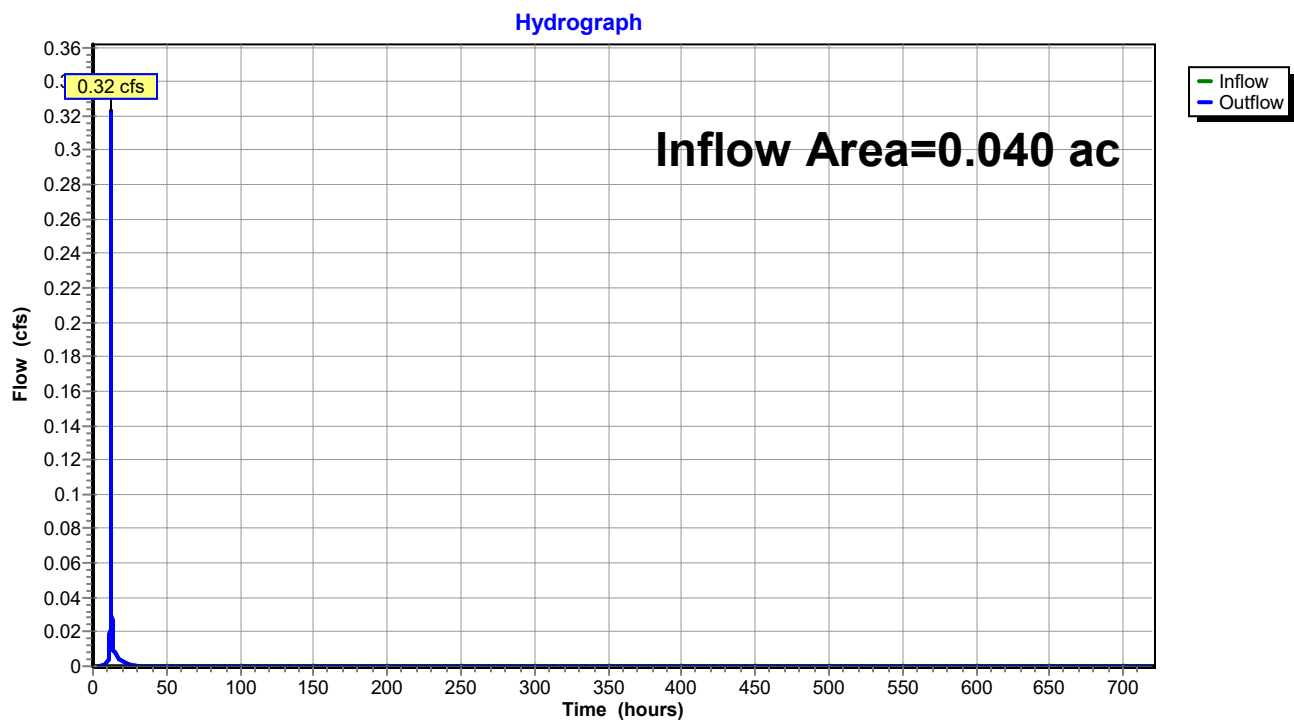


Summary for Reach 3R: Red Lobster Drainage

[40] Hint: Not Described (Outflow=Inflow)

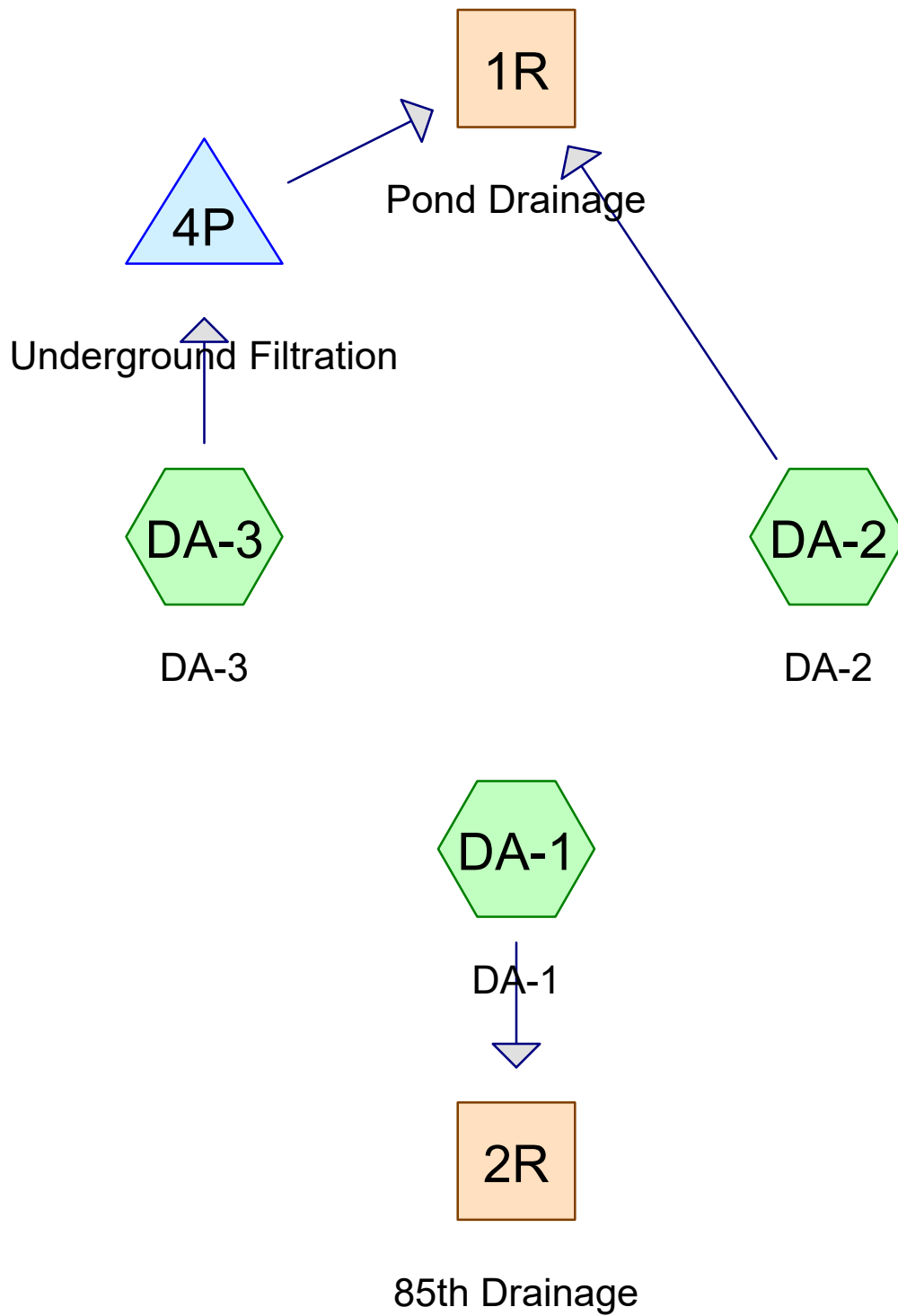
Inflow Area = 0.040 ac, 0.00% Impervious, Inflow Depth = 4.87" for 100-year event
Inflow = 0.32 cfs @ 12.15 hrs, Volume= 0.016 af
Outflow = 0.32 cfs @ 12.15 hrs, Volume= 0.016 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 3R: Red Lobster Drainage

PROPOSED CONDITIONS

HYDROCAD MODEL



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Rainfall Events Listing

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	2-year	MSE 24-hr	3	Default	24.00	1	2.82	2
2	10-year	MSE 24-hr	3	Default	24.00	1	4.22	2
3	100-year	MSE 24-hr	3	Default	24.00	1	7.19	2

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Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.420	80	>75% Grass cover, Good, HSG D (DA-1, DA-2, DA-3)
0.670	98	Paved parking, HSG D (DA-2, DA-3)
1.090	91	TOTAL AREA

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Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
1.090	HSG D	DA-1, DA-2, DA-3
0.000	Other	
1.090		TOTAL AREA

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Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	0.420	0.000	0.420	>75% Grass cover, Good	DA-1, DA-2, DA-3
0.000	0.000	0.000	0.670	0.000	0.670	Paved parking	DA-2, DA-3
0.000	0.000	0.000	1.090	0.000	1.090	TOTAL AREA	

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Pipe Listing (all nodes)

Line#	Node Number	In-Invert (feet)	Out-Invert (feet)	Length (feet)	Slope (ft/ft)	n	Width (inches)	Diam/Height (inches)	Inside-Fill (inches)
1	4P	877.50	877.00	137.0	0.0036	0.011	0.0	15.0	0.0

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MSE 24-hr 3 2-year Rainfall=2.82"

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Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.080 ac 0.00% Impervious Runoff Depth=1.12"

Tc=8.0 min CN=WQ Runoff=0.15 cfs 0.007 af

Subcatchment DA-2: DA-2

Runoff Area=0.160 ac 75.00% Impervious Runoff Depth=2.22"

Tc=8.0 min CN=WQ Runoff=0.54 cfs 0.030 af

Subcatchment DA-3: DA-3

Runoff Area=0.850 ac 64.71% Impervious Runoff Depth=2.07"

Tc=8.0 min CN=WQ Runoff=2.68 cfs 0.147 af

Reach 1R: Pond Drainage

Inflow=0.60 cfs 0.176 af

Outflow=0.60 cfs 0.176 af

Reach 2R: 85th Drainage

Inflow=0.15 cfs 0.007 af

Outflow=0.15 cfs 0.007 af

Pond 4P: Underground Filtration

Peak Elev=880.78' Storage=4,097 cf Inflow=2.68 cfs 0.147 af

Outflow=0.06 cfs 0.147 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.184 af Average Runoff Depth = 2.02"
38.53% Pervious = 0.420 ac 61.47% Impervious = 0.670 ac

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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Subcatchment DA-1: DA-1

Runoff = 0.15 cfs @ 12.16 hrs, Volume= 0.007 af, Depth= 1.12"
Routed to Reach 2R : 85th Drainage

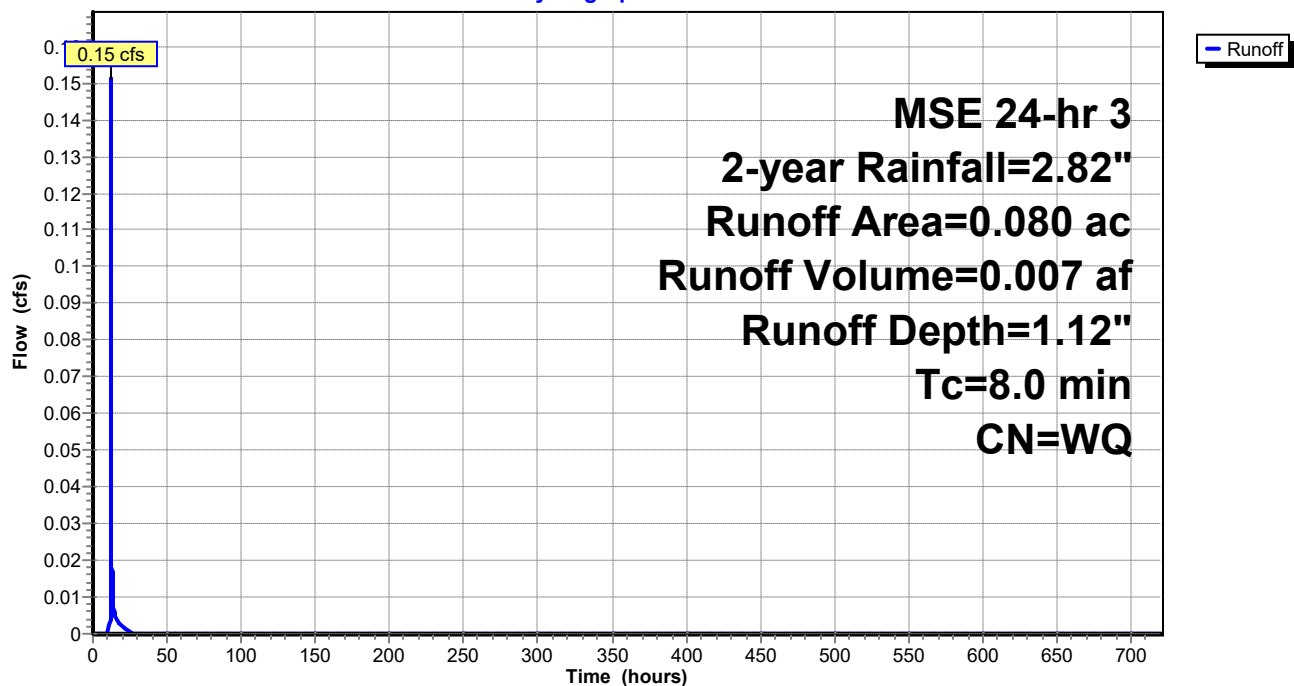
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.080	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.080		Weighted Average
0.080		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Subcatchment DA-2: DA-2

Runoff = 0.54 cfs @ 12.15 hrs, Volume= 0.030 af, Depth= 2.22"

Routed to Reach 1R : Pond Drainage

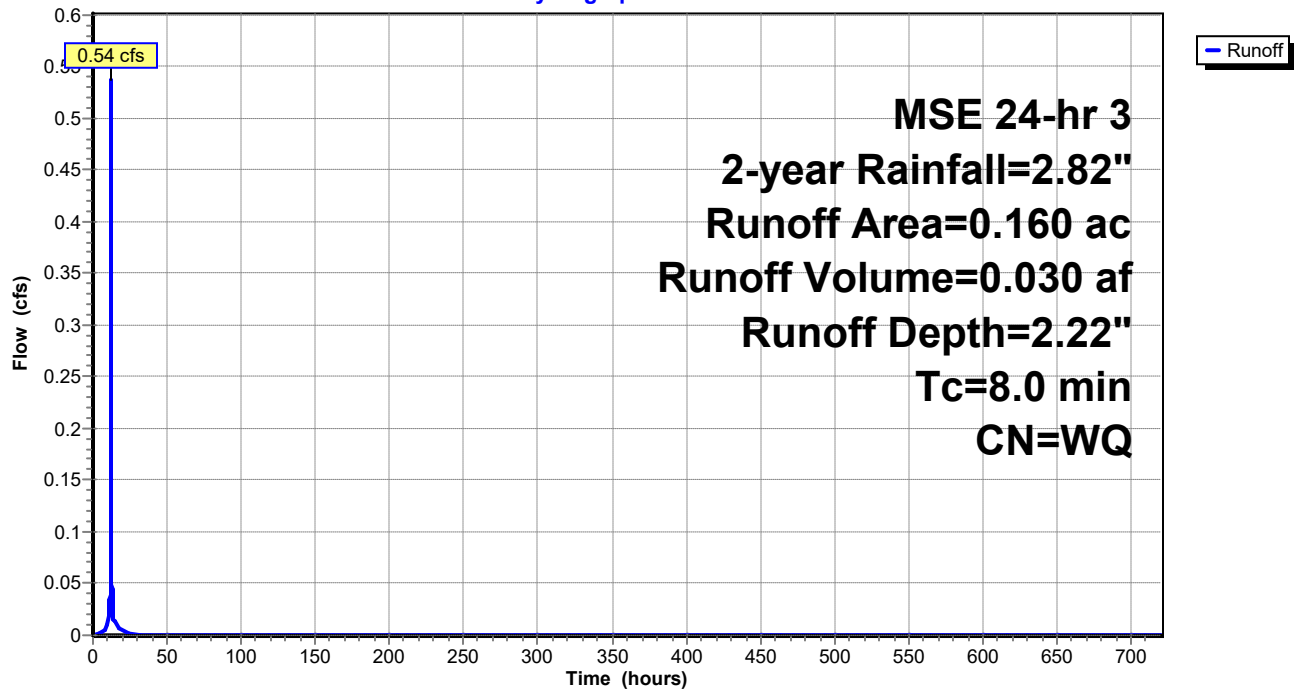
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.120	98	Paved parking, HSG D
0.160		Weighted Average
0.040		25.00% Pervious Area
0.120		75.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Subcatchment DA-3: DA-3

Runoff = 2.68 cfs @ 12.15 hrs, Volume= 0.147 af, Depth= 2.07"

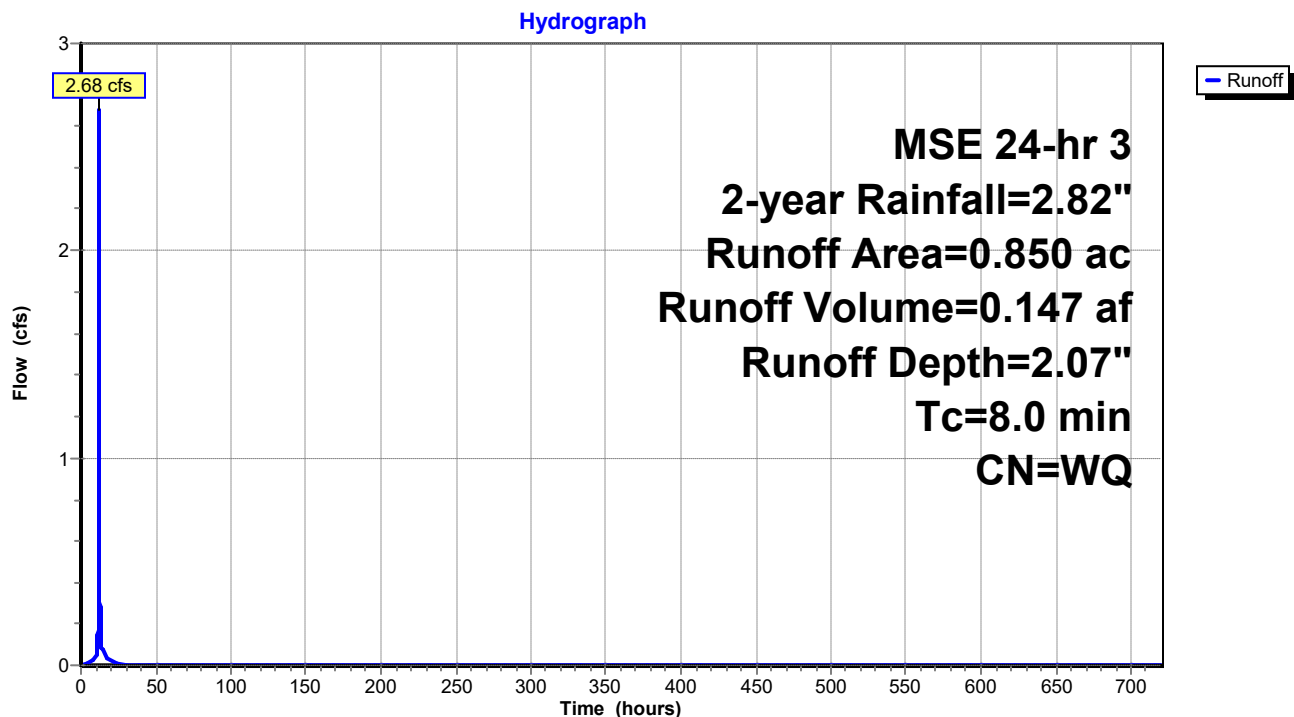
Routed to Pond 4P : Underground Filtration

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 2-year Rainfall=2.82"

Area (ac)	CN	Description
0.300	80	>75% Grass cover, Good, HSG D
0.550	98	Paved parking, HSG D
0.850		Weighted Average
0.300		35.29% Pervious Area
0.550		64.71% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3



Summary for Reach 1R: Pond Drainage

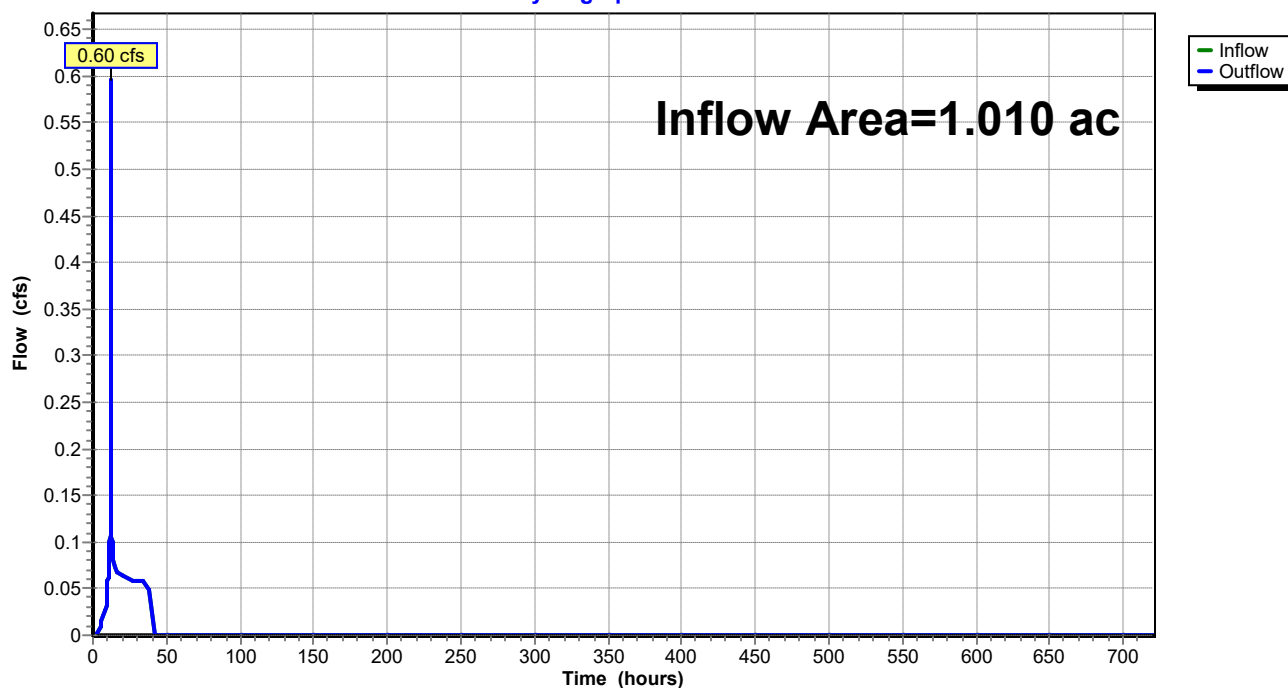
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 1.010 ac, 66.34% Impervious, Inflow Depth = 2.09" for 2-year event
 Inflow = 0.60 cfs @ 12.15 hrs, Volume= 0.176 af
 Outflow = 0.60 cfs @ 12.15 hrs, Volume= 0.176 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



Summary for Reach 2R: 85th Drainage

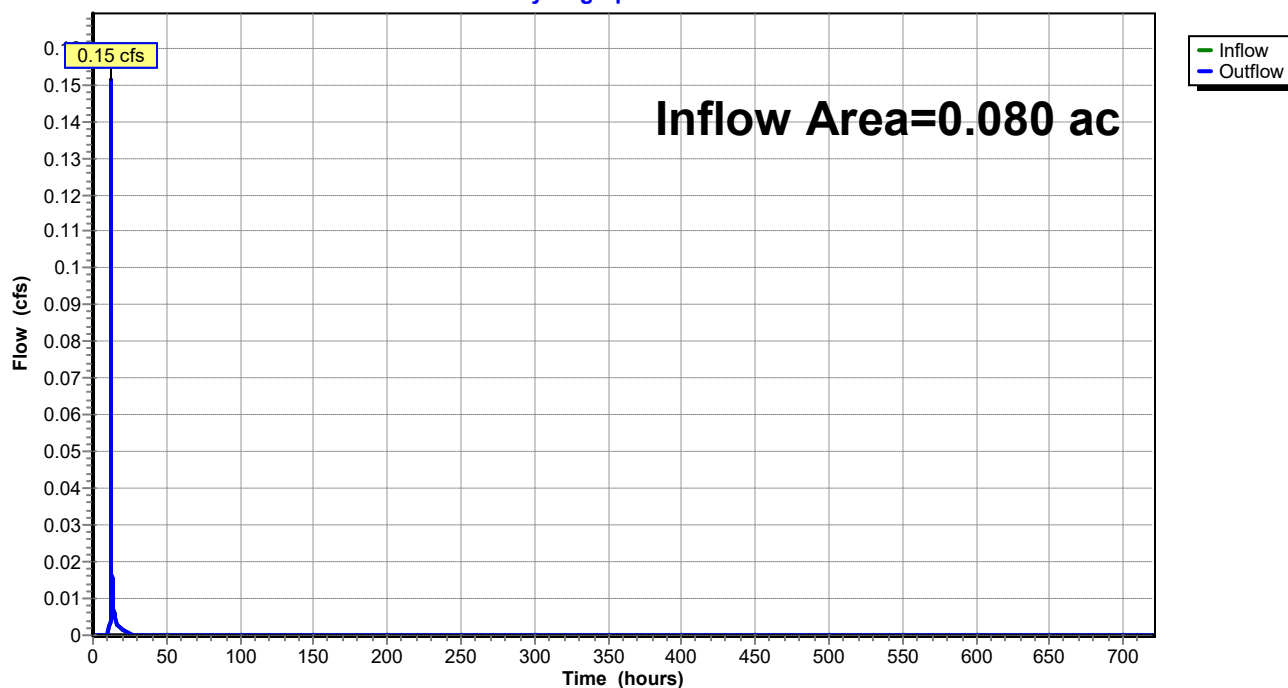
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.080 ac, 0.00% Impervious, Inflow Depth = 1.12" for 2-year event
 Inflow = 0.15 cfs @ 12.16 hrs, Volume= 0.007 af
 Outflow = 0.15 cfs @ 12.16 hrs, Volume= 0.007 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph



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MSE 24-hr 3 2-year Rainfall=2.82"

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Summary for Pond 4P: Underground Filtration

Inflow Area = 0.850 ac, 64.71% Impervious, Inflow Depth = 2.07" for 2-year event
Inflow = 2.68 cfs @ 12.15 hrs, Volume= 0.147 af
Outflow = 0.06 cfs @ 10.76 hrs, Volume= 0.147 af, Atten= 98%, Lag= 0.0 min
Primary = 0.06 cfs @ 10.76 hrs, Volume= 0.147 af
Routed to Reach 1R : Pond Drainage

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
Peak Elev= 880.78' @ 15.10 hrs Surf.Area= 3,178 sf Storage= 4,097 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)
Center-of-Mass det. time= 618.8 min (1,387.0 - 768.3)

Volume	Invert	Avail.Storage	Storage Description
#1A	879.00'	2,469 cf	31.00'W x 102.50'L x 3.50'H Field A 11,121 cf Overall - 4,948 cf Embedded = 6,173 cf x 40.0% Voids
#2A	879.00'	4,948 cf	CMP Round 36 x 35 Inside #1 Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf Overall Size= 36.0"W x 36.0"H x 20.00'L 35 Chambers in 7 Rows
7,417 cf			Total Available Storage

Storage Group A created with Chamber Wizard

Device	Routing	Invert	Outlet Devices
#1	Primary	877.50'	15.0" Round Pipe to Pond L= 137.0' CMP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 877.50' / 877.00' S= 0.0036 '/' Cc= 0.900 n= 0.011 Concrete pipe, straight & clean, Flow Area= 1.23 sf
#2	Device 1	881.92'	4.0' long Weir in OCS 2 End Contraction(s)
#3	Device 1	877.50'	6.0" Vert. Draintile X 2.00 C= 0.600 Limited to weir flow at low heads
#4	Device 3	879.00'	0.800 in/hr Filtration Media over Surface area
#5	Device 1	881.30'	6.0" Vert. Orifice in Weir C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=0.06 cfs @ 10.76 hrs HW=879.01' TW=0.00' (Dynamic Tailwater)

- 1=Pipe to Pond (Passes 0.06 cfs of 4.39 cfs potential flow)
- 2=Weir in OCS (Controls 0.00 cfs)
- 3=Draintile (Passes 0.06 cfs of 2.12 cfs potential flow)
- 4=Filtration Media (Exfiltration Controls 0.06 cfs)
- 5=Orifice in Weir (Controls 0.00 cfs)

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MSE 24-hr 3 2-year Rainfall=2.82"

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Pond 4P: Underground Filtration - Chamber Wizard Field A

Chamber Model = CMP Round 36 (Round Corrugated Metal Pipe)

Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf

Overall Size= 36.0"W x 36.0"H x 20.00'L

36.0" Wide + 15.0" Spacing = 51.0" C-C Row Spacing

5 Chambers/Row x 20.00' Long = 100.00' Row Length +15.0" End Stone x 2 = 102.50' Base Length

7 Rows x 36.0" Wide + 15.0" Spacing x 6 + 15.0" Side Stone x 2 = 31.00' Base Width

36.0" Chamber Height + 6.0" Stone Cover = 3.50' Field Height

35 Chambers x 141.4 cf = 4,948.0 cf Chamber Storage

11,121.3 cf Field - 4,948.0 cf Chambers = 6,173.2 cf Stone x 40.0% Voids = 2,469.3 cf Stone Storage

Chamber Storage + Stone Storage = 7,417.3 cf = 0.170 af

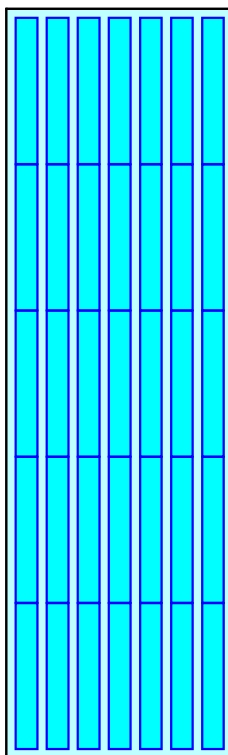
Overall Storage Efficiency = 66.7%

Overall System Size = 102.50' x 31.00' x 3.50'

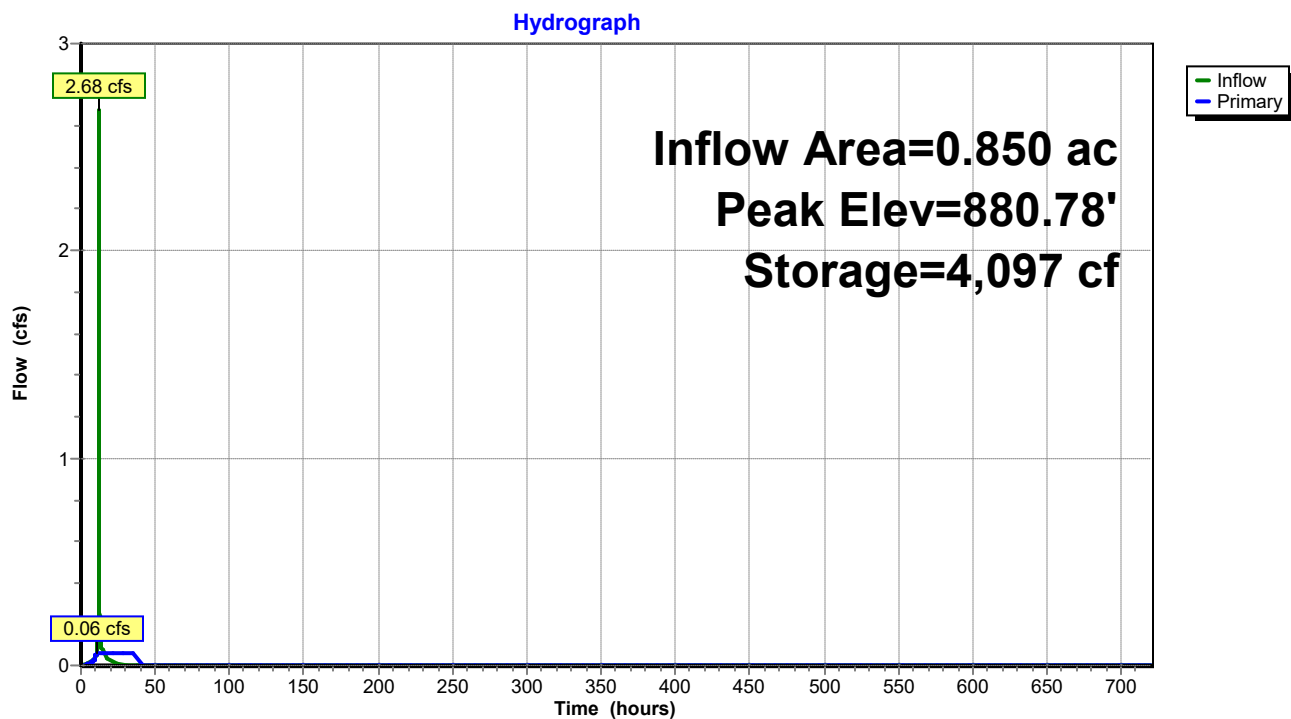
35 Chambers

411.9 cy Field

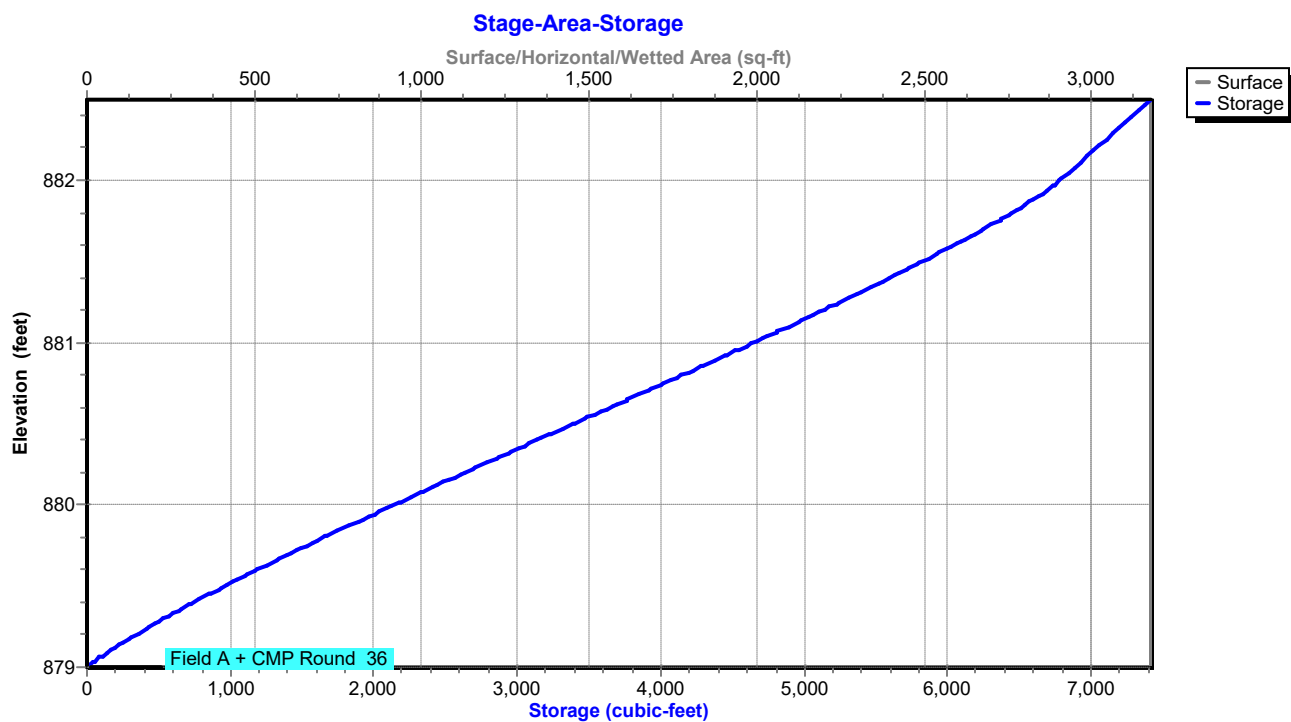
228.6 cy Stone



Pond 4P: Underground Filtration



Pond 4P: Underground Filtration



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MSE 24-hr 3 10-year Rainfall=4.22"

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Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.080 ac 0.00% Impervious Runoff Depth=2.22"

Tc=8.0 min CN=WQ Runoff=0.30 cfs 0.015 af

Subcatchment DA-2: DA-2

Runoff Area=0.160 ac 75.00% Impervious Runoff Depth=3.54"

Tc=8.0 min CN=WQ Runoff=0.85 cfs 0.047 af

Subcatchment DA-3: DA-3

Runoff Area=0.850 ac 64.71% Impervious Runoff Depth=3.36"

Tc=8.0 min CN=WQ Runoff=4.32 cfs 0.238 af

Reach 1R: Pond Drainage

Inflow=0.91 cfs 0.286 af

Outflow=0.91 cfs 0.286 af

Reach 2R: 85th Drainage

Inflow=0.30 cfs 0.015 af

Outflow=0.30 cfs 0.015 af

Pond 4P: Underground Filtration

Peak Elev=881.63' Storage=6,110 cf Inflow=4.32 cfs 0.238 af

Outflow=0.33 cfs 0.238 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.300 af Average Runoff Depth = 3.31"
38.53% Pervious = 0.420 ac 61.47% Impervious = 0.670 ac

Post-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-1: DA-1

Runoff = 0.30 cfs @ 12.15 hrs, Volume= 0.015 af, Depth= 2.22"
Routed to Reach 2R : 85th Drainage

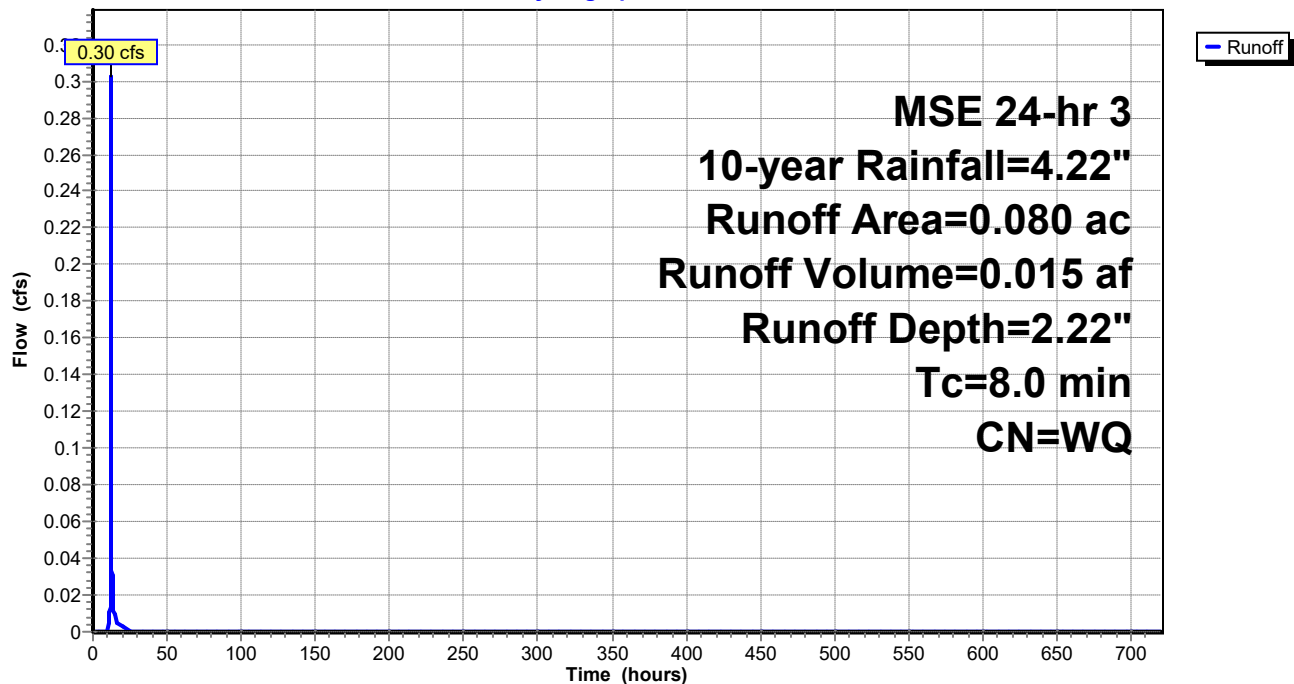
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.080	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.080		Weighted Average
0.080		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



Post-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-2: DA-2

Runoff = 0.85 cfs @ 12.15 hrs, Volume= 0.047 af, Depth= 3.54"

Routed to Reach 1R : Pond Drainage

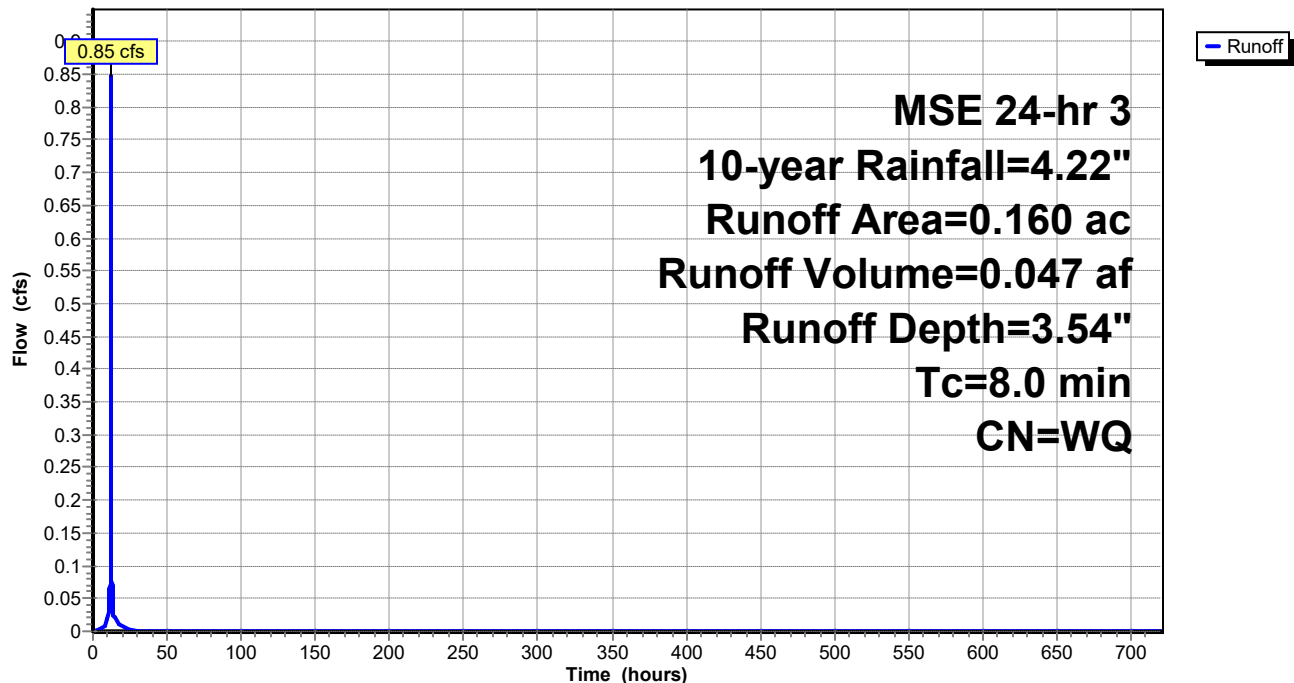
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.120	98	Paved parking, HSG D
0.160		Weighted Average
0.040		25.00% Pervious Area
0.120		75.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Subcatchment DA-3: DA-3

Runoff = 4.32 cfs @ 12.15 hrs, Volume= 0.238 af, Depth= 3.36"

Routed to Pond 4P : Underground Filtration

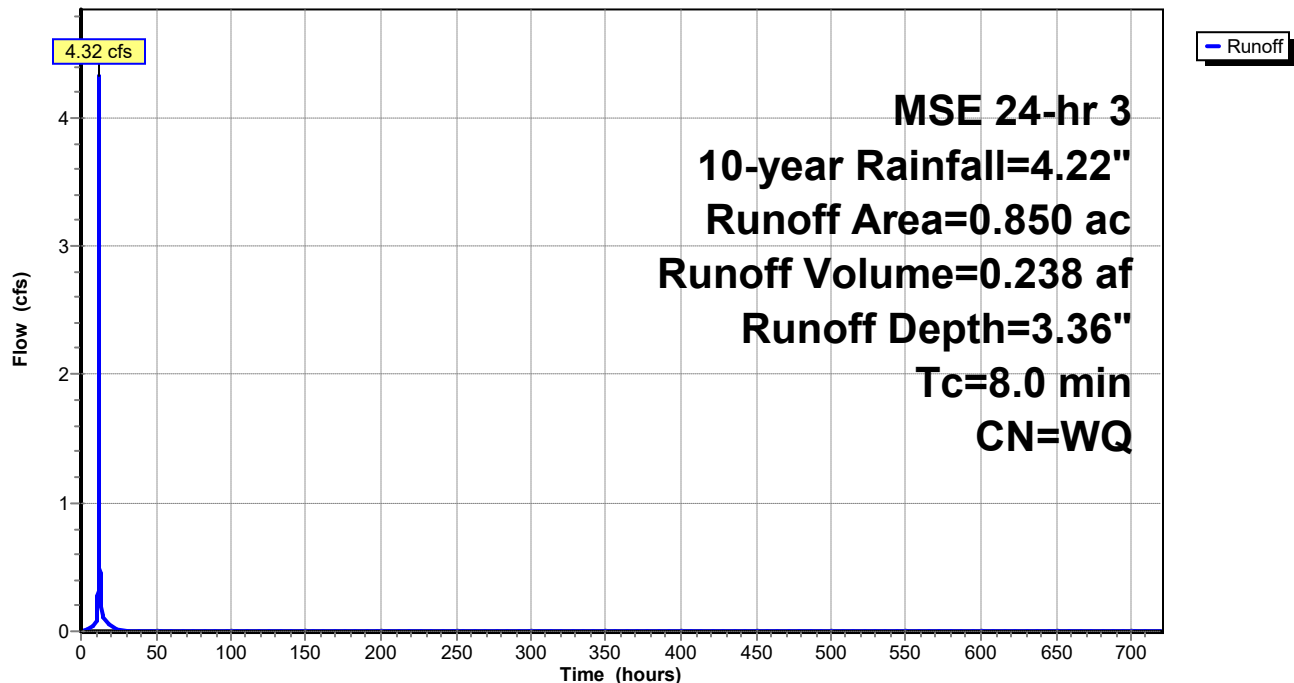
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 10-year Rainfall=4.22"

Area (ac)	CN	Description
0.300	80	>75% Grass cover, Good, HSG D
0.550	98	Paved parking, HSG D
0.850		Weighted Average
0.300		35.29% Pervious Area
0.550		64.71% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3

Hydrograph



Summary for Reach 1R: Pond Drainage

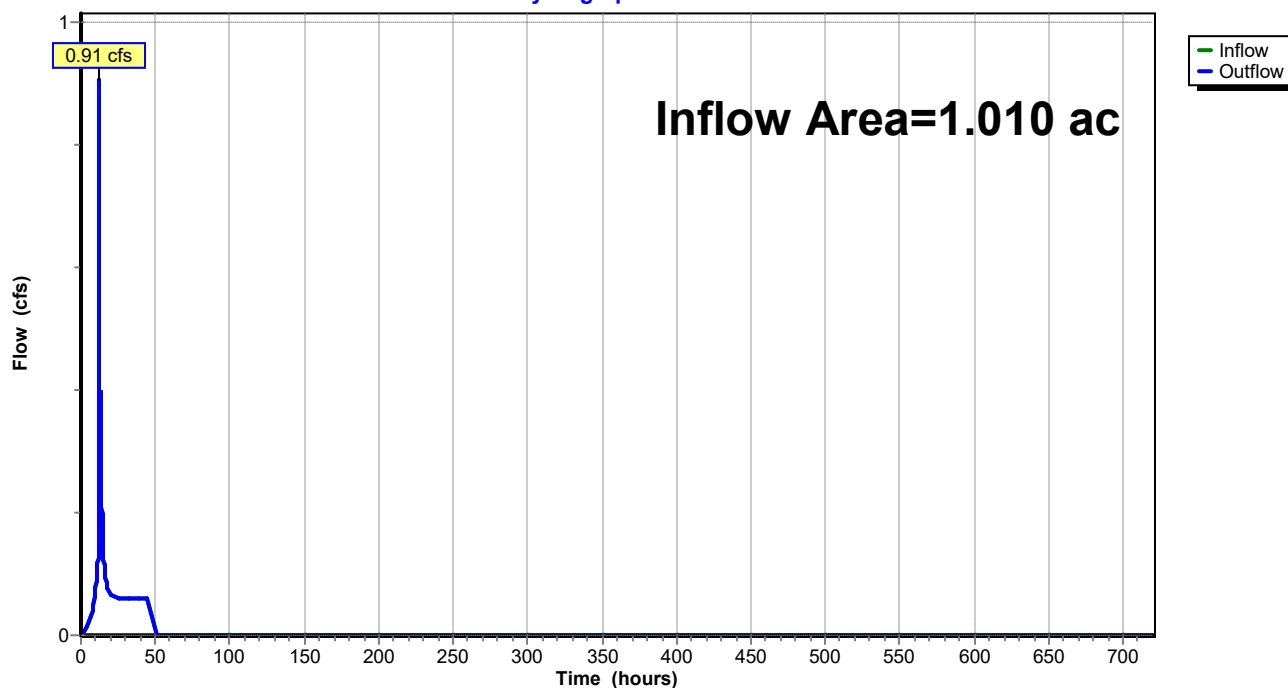
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 1.010 ac, 66.34% Impervious, Inflow Depth = 3.39" for 10-year event
 Inflow = 0.91 cfs @ 12.15 hrs, Volume= 0.286 af
 Outflow = 0.91 cfs @ 12.15 hrs, Volume= 0.286 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Reach 2R: 85th Drainage

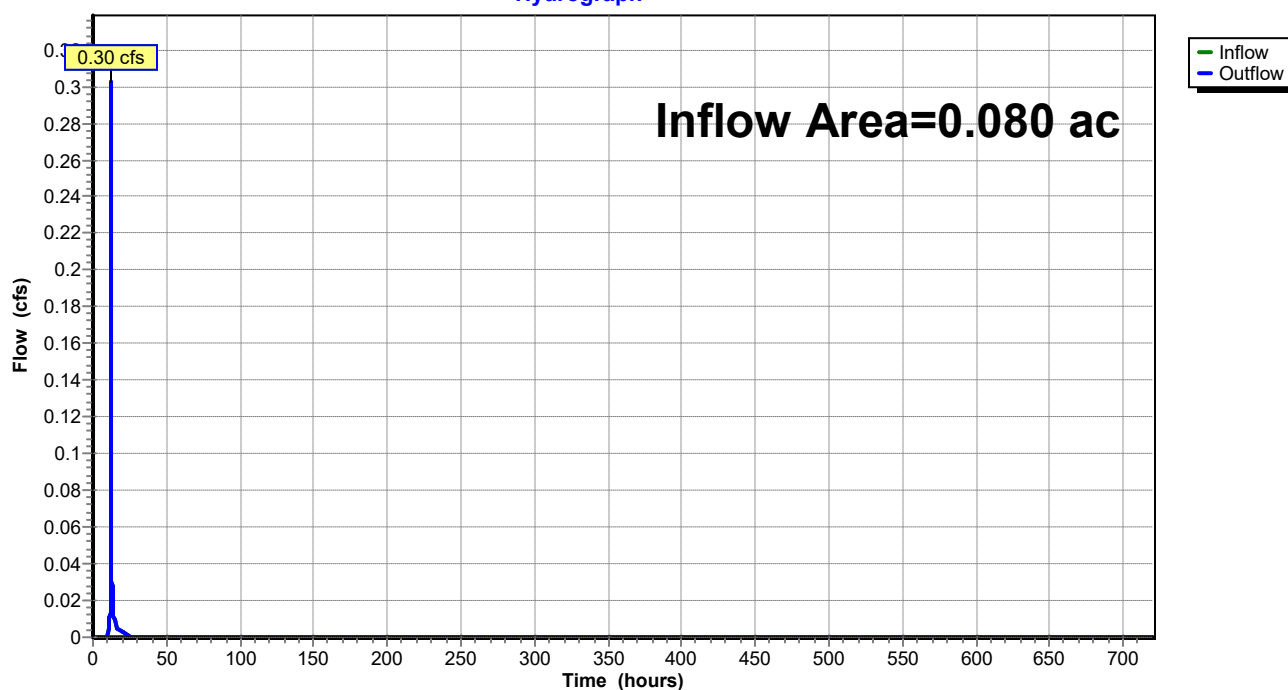
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.080 ac, 0.00% Impervious, Inflow Depth = 2.22" for 10-year event
Inflow = 0.30 cfs @ 12.15 hrs, Volume= 0.015 af
Outflow = 0.30 cfs @ 12.15 hrs, Volume= 0.015 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph



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MSE 24-hr 3 10-year Rainfall=4.22"

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Summary for Pond 4P: Underground Filtration

Inflow Area = 0.850 ac, 64.71% Impervious, Inflow Depth = 3.36" for 10-year event
Inflow = 4.32 cfs @ 12.15 hrs, Volume= 0.238 af
Outflow = 0.33 cfs @ 13.01 hrs, Volume= 0.238 af, Atten= 92%, Lag= 51.6 min
Primary = 0.33 cfs @ 13.01 hrs, Volume= 0.238 af
Routed to Reach 1R : Pond Drainage

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
Peak Elev= 881.63' @ 13.01 hrs Surf.Area= 3,178 sf Storage= 6,110 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)
Center-of-Mass det. time= 698.6 min (1,461.4 - 762.8)

Volume	Invert	Avail.Storage	Storage Description
#1A	879.00'	2,469 cf	31.00'W x 102.50'L x 3.50'H Field A 11,121 cf Overall - 4,948 cf Embedded = 6,173 cf x 40.0% Voids
#2A	879.00'	4,948 cf	CMP Round 36 x 35 Inside #1 Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf Overall Size= 36.0"W x 36.0"H x 20.00'L 35 Chambers in 7 Rows
		7,417 cf	Total Available Storage

Storage Group A created with Chamber Wizard

Device	Routing	Invert	Outlet Devices
#1	Primary	877.50'	15.0" Round Pipe to Pond L= 137.0' CMP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 877.50' / 877.00' S= 0.0036 '/' Cc= 0.900 n= 0.011 Concrete pipe, straight & clean, Flow Area= 1.23 sf
#2	Device 1	881.92'	4.0' long Weir in OCS 2 End Contraction(s)
#3	Device 1	877.50'	6.0" Vert. Draintile X 2.00 C= 0.600 Limited to weir flow at low heads
#4	Device 3	879.00'	0.800 in/hr Filtration Media over Surface area
#5	Device 1	881.30'	6.0" Vert. Orifice in Weir C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=0.33 cfs @ 13.01 hrs HW=881.63' TW=0.00' (Dynamic Tailwater)

- 1=Pipe to Pond (Passes 0.33 cfs of 8.74 cfs potential flow)
- 2=Weir in OCS (Controls 0.00 cfs)
- 3=Draintile (Passes 0.06 cfs of 3.73 cfs potential flow)
- 4=Filtration Media (Exfiltration Controls 0.06 cfs)
- 5=Orifice in Weir (Orifice Controls 0.27 cfs @ 1.97 fps)

Post-HydroCAD

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MSE 24-hr 3 10-year Rainfall=4.22"

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Pond 4P: Underground Filtration - Chamber Wizard Field A

Chamber Model = CMP Round 36 (Round Corrugated Metal Pipe)

Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf

Overall Size= 36.0"W x 36.0"H x 20.00'L

36.0" Wide + 15.0" Spacing = 51.0" C-C Row Spacing

5 Chambers/Row x 20.00' Long = 100.00' Row Length +15.0" End Stone x 2 = 102.50' Base Length

7 Rows x 36.0" Wide + 15.0" Spacing x 6 + 15.0" Side Stone x 2 = 31.00' Base Width

36.0" Chamber Height + 6.0" Stone Cover = 3.50' Field Height

35 Chambers x 141.4 cf = 4,948.0 cf Chamber Storage

11,121.3 cf Field - 4,948.0 cf Chambers = 6,173.2 cf Stone x 40.0% Voids = 2,469.3 cf Stone Storage

Chamber Storage + Stone Storage = 7,417.3 cf = 0.170 af

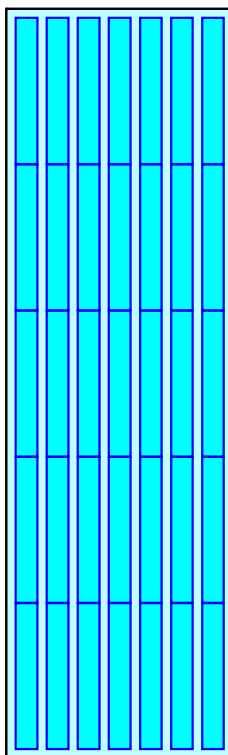
Overall Storage Efficiency = 66.7%

Overall System Size = 102.50' x 31.00' x 3.50'

35 Chambers

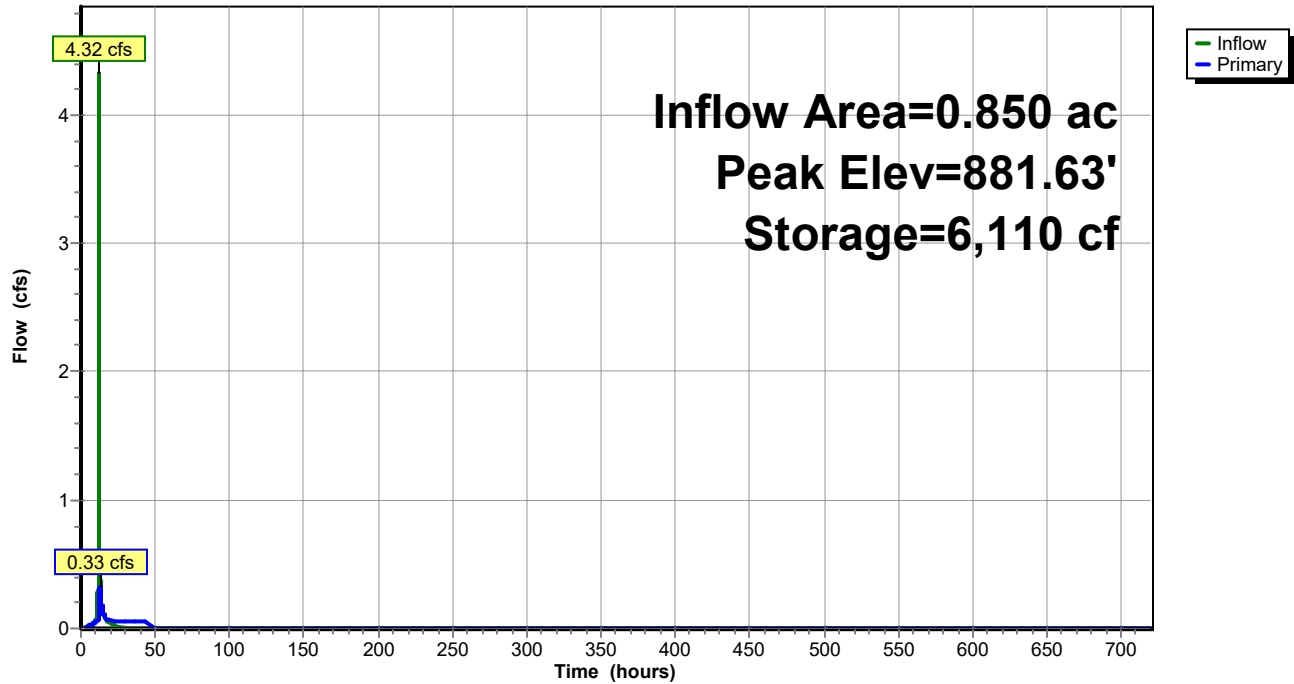
411.9 cy Field

228.6 cy Stone



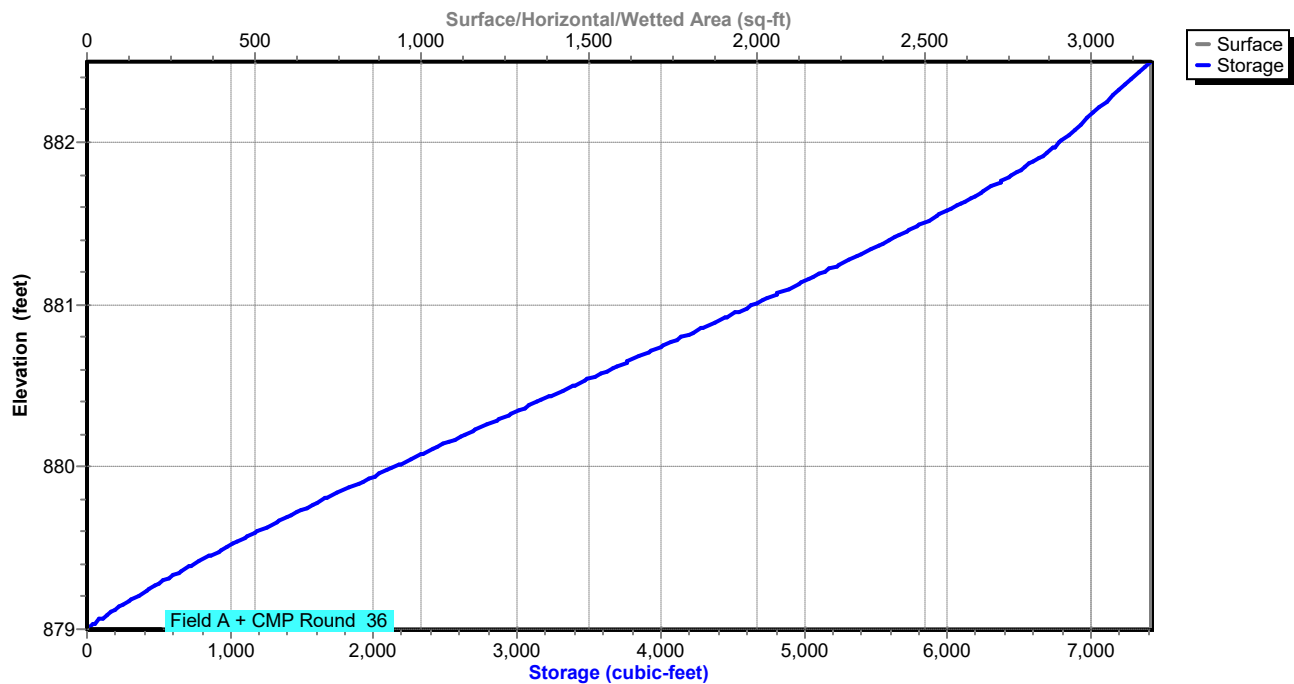
Pond 4P: Underground Filtration

Hydrograph



Pond 4P: Underground Filtration

Stage-Area-Storage



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MSE 24-hr 3 100-year Rainfall=7.19"

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Time span=0.00-720.00 hrs, dt=0.01 hrs, 72001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment DA-1: DA-1

Runoff Area=0.080 ac 0.00% Impervious Runoff Depth=4.87"

Tc=8.0 min CN=WQ Runoff=0.65 cfs 0.032 af

Subcatchment DA-2: DA-2

Runoff Area=0.160 ac 75.00% Impervious Runoff Depth=6.43"

Tc=8.0 min CN=WQ Runoff=1.52 cfs 0.086 af

Subcatchment DA-3: DA-3

Runoff Area=0.850 ac 64.71% Impervious Runoff Depth=6.22"

Tc=8.0 min CN=WQ Runoff=7.89 cfs 0.440 af

Reach 1R: Pond Drainage

Inflow=7.82 cfs 0.526 af

Outflow=7.82 cfs 0.526 af

Reach 2R: 85th Drainage

Inflow=0.65 cfs 0.032 af

Outflow=0.65 cfs 0.032 af

Pond 4P: Underground Filtration

Peak Elev=882.50' Storage=7,413 cf Inflow=7.89 cfs 0.440 af

Outflow=6.54 cfs 0.440 af

Total Runoff Area = 1.090 ac Runoff Volume = 0.559 af Average Runoff Depth = 6.15"
38.53% Pervious = 0.420 ac 61.47% Impervious = 0.670 ac

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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Subcatchment DA-1: DA-1

Runoff = 0.65 cfs @ 12.15 hrs, Volume= 0.032 af, Depth= 4.87"
Routed to Reach 2R : 85th Drainage

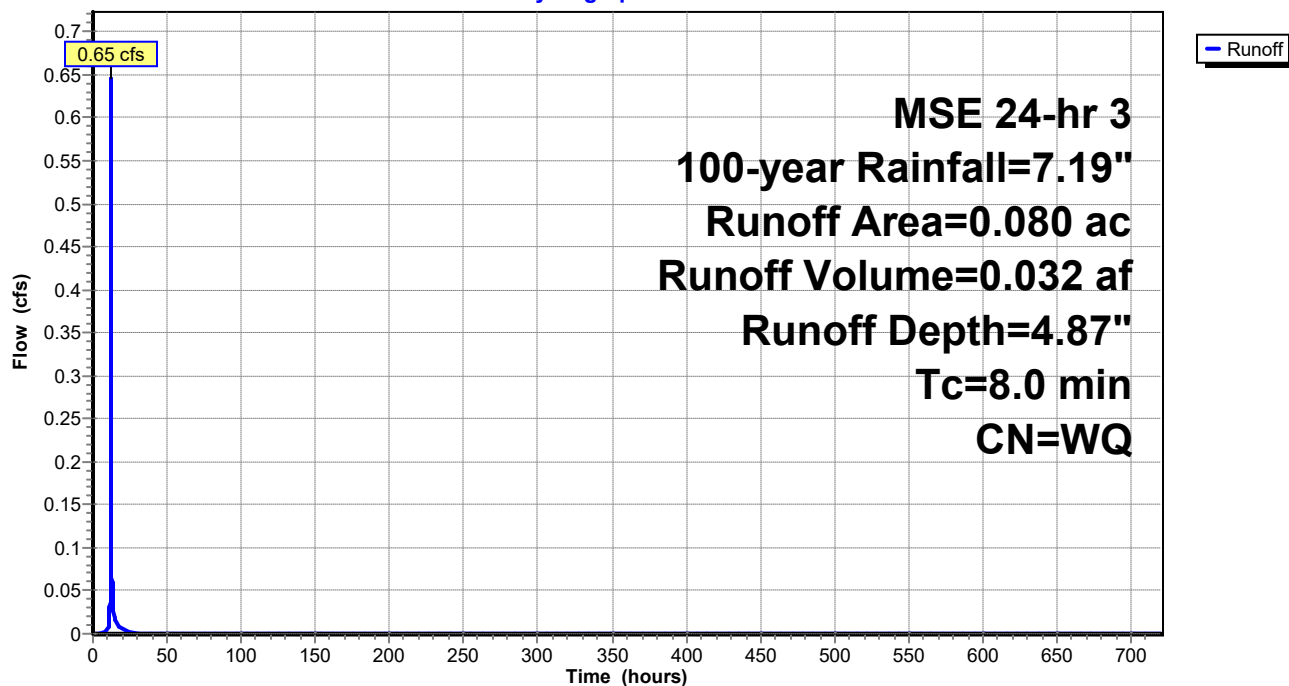
Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.080	80	>75% Grass cover, Good, HSG D
0.000	98	Paved parking, HSG D
0.080		Weighted Average
0.080		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-1: DA-1

Hydrograph



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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Subcatchment DA-2: DA-2

Runoff = 1.52 cfs @ 12.15 hrs, Volume= 0.086 af, Depth= 6.43"

Routed to Reach 1R : Pond Drainage

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

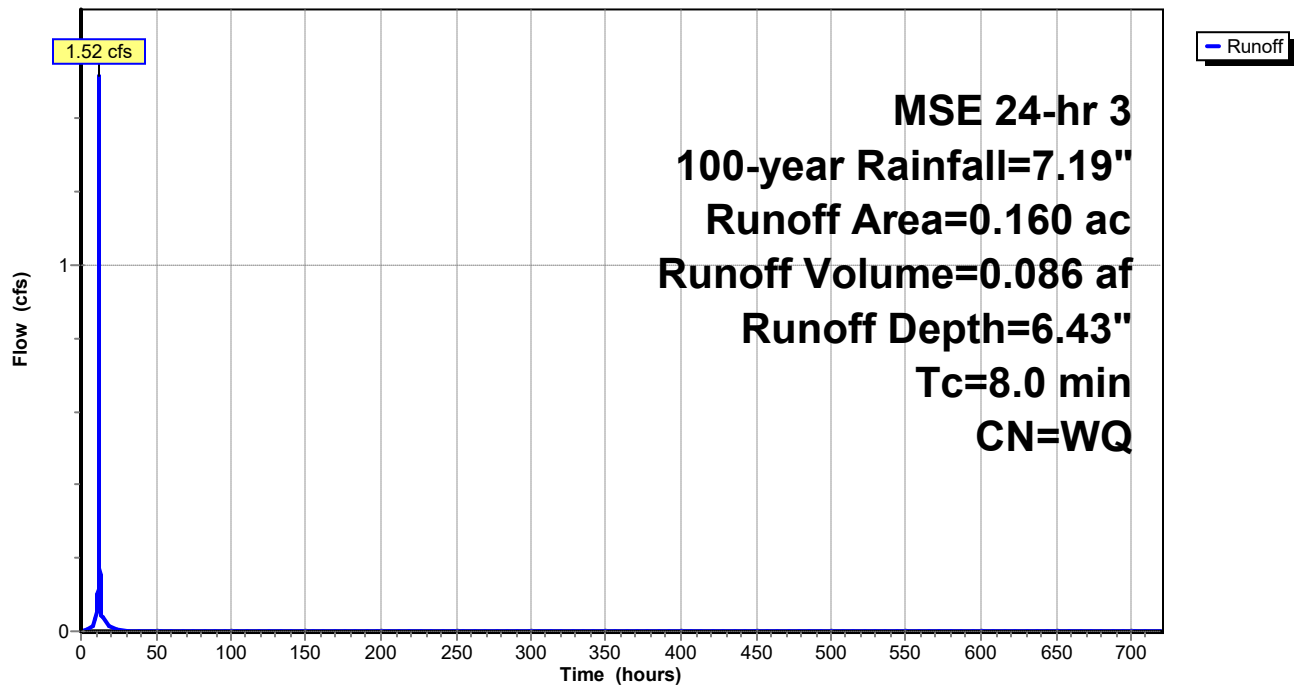
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.040	80	>75% Grass cover, Good, HSG D
0.120	98	Paved parking, HSG D
0.160		Weighted Average
0.040		25.00% Pervious Area
0.120		75.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-2: DA-2

Hydrograph



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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Subcatchment DA-3: DA-3

Runoff = 7.89 cfs @ 12.15 hrs, Volume= 0.440 af, Depth= 6.22"

Routed to Pond 4P : Underground Filtration

Runoff by SCS TR-20 method, UH=SCS, Weighted-Q, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

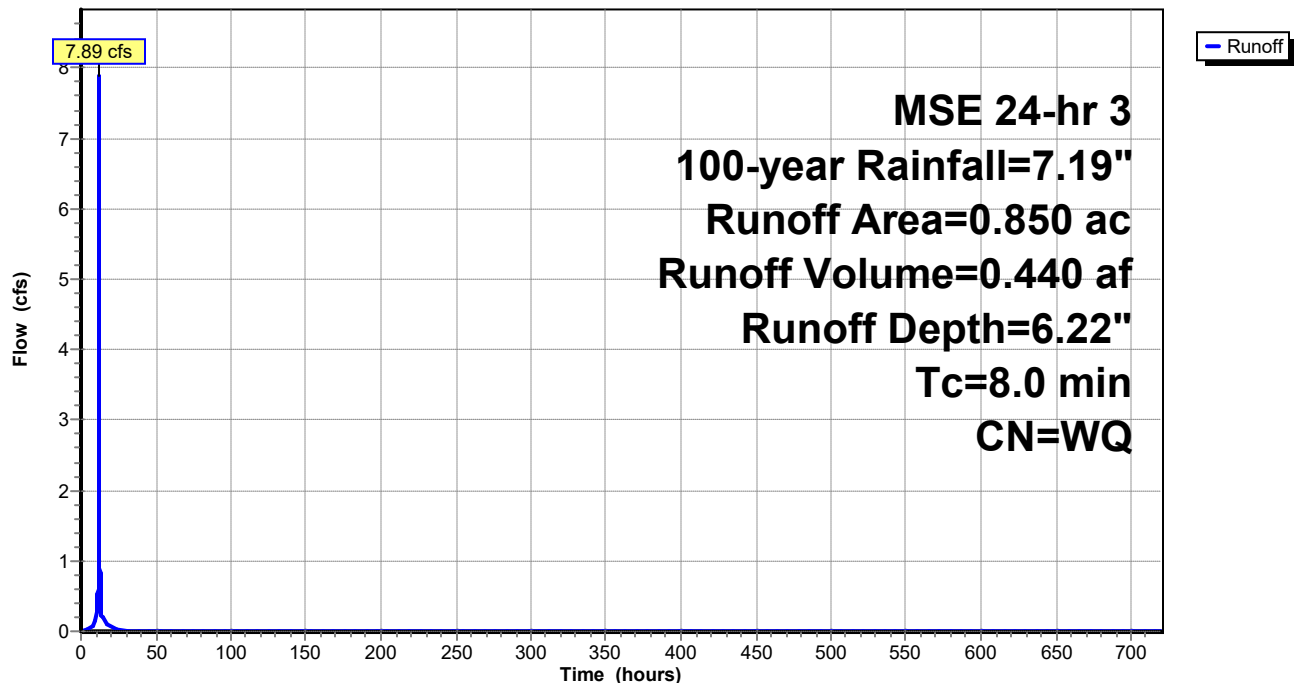
MSE 24-hr 3 100-year Rainfall=7.19"

Area (ac)	CN	Description
0.300	80	>75% Grass cover, Good, HSG D
0.550	98	Paved parking, HSG D
0.850		Weighted Average
0.300		35.29% Pervious Area
0.550		64.71% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.0					Direct Entry,

Subcatchment DA-3: DA-3

Hydrograph



Summary for Reach 1R: Pond Drainage

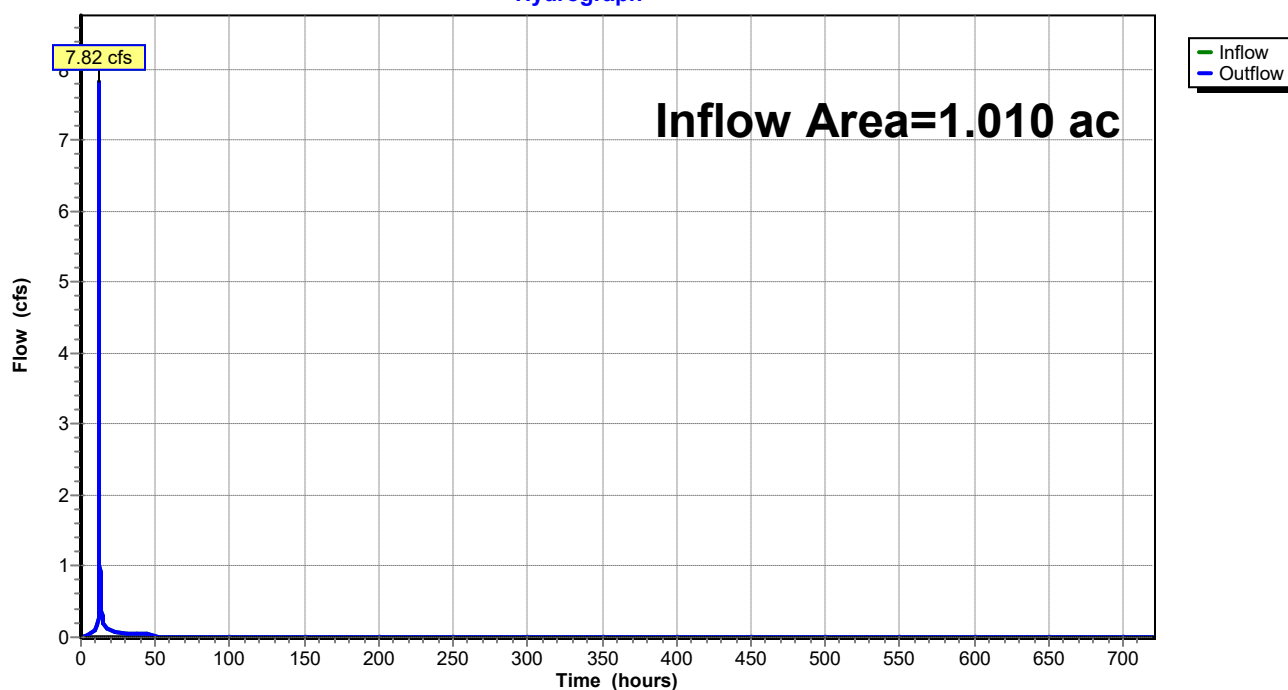
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 1.010 ac, 66.34% Impervious, Inflow Depth = 6.25" for 100-year event
 Inflow = 7.82 cfs @ 12.19 hrs, Volume= 0.526 af
 Outflow = 7.82 cfs @ 12.19 hrs, Volume= 0.526 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 1R: Pond Drainage

Hydrograph



Summary for Reach 2R: 85th Drainage

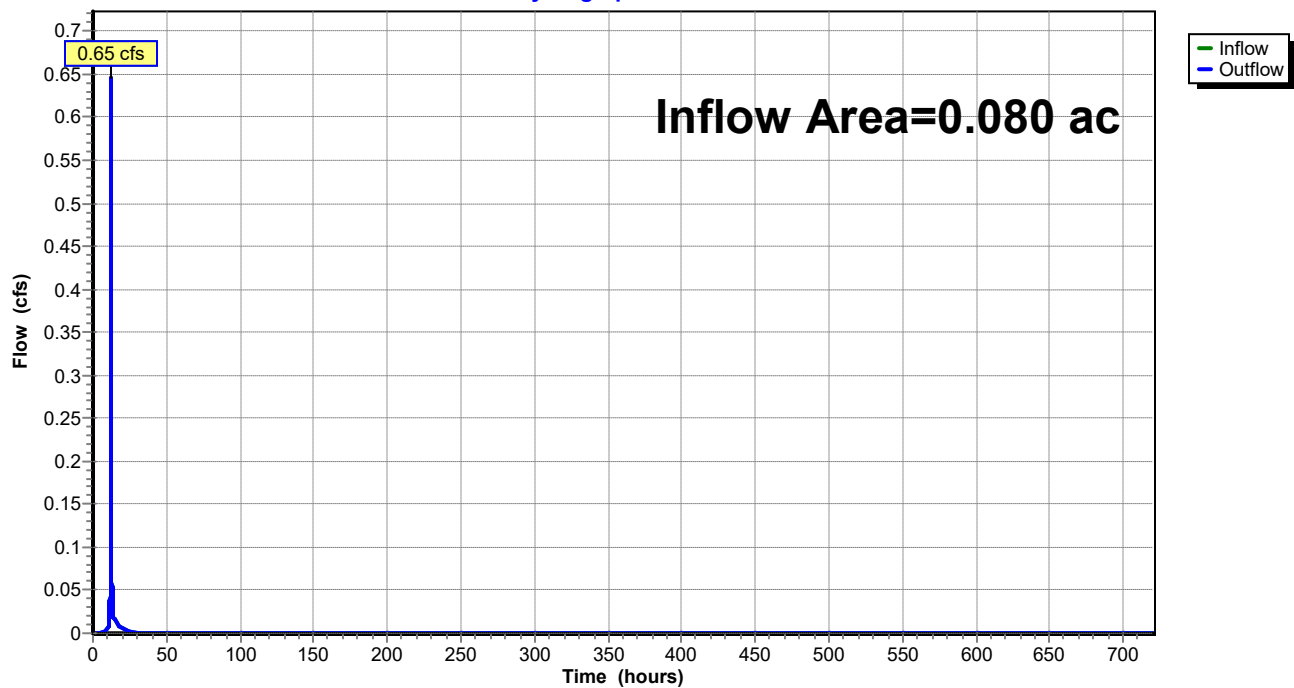
[40] Hint: Not Described (Outflow=Inflow)

Inflow Area = 0.080 ac, 0.00% Impervious, Inflow Depth = 4.87" for 100-year event
 Inflow = 0.65 cfs @ 12.15 hrs, Volume= 0.032 af
 Outflow = 0.65 cfs @ 12.15 hrs, Volume= 0.032 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs

Reach 2R: 85th Drainage

Hydrograph



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MSE 24-hr 3 100-year Rainfall=7.19"

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Summary for Pond 4P: Underground Filtration

Inflow Area = 0.850 ac, 64.71% Impervious, Inflow Depth = 6.22" for 100-year event
Inflow = 7.89 cfs @ 12.15 hrs, Volume= 0.440 af
Outflow = 6.54 cfs @ 12.20 hrs, Volume= 0.440 af, Atten= 17%, Lag= 2.8 min
Primary = 6.54 cfs @ 12.20 hrs, Volume= 0.440 af
Routed to Reach 1R : Pond Drainage

Routing by Dyn-Stor-Ind method, Time Span= 0.00-720.00 hrs, dt= 0.01 hrs
Peak Elev= 882.50' @ 12.20 hrs Surf.Area= 3,178 sf Storage= 7,413 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)
Center-of-Mass det. time= 426.4 min (1,182.4 - 756.0)

Volume	Invert	Avail.Storage	Storage Description
#1A	879.00'	2,469 cf	31.00'W x 102.50'L x 3.50'H Field A 11,121 cf Overall - 4,948 cf Embedded = 6,173 cf x 40.0% Voids
#2A	879.00'	4,948 cf	CMP Round 36 x 35 Inside #1 Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf Overall Size= 36.0"W x 36.0"H x 20.00'L 35 Chambers in 7 Rows
7,417 cf			Total Available Storage

Storage Group A created with Chamber Wizard

Device	Routing	Invert	Outlet Devices
#1	Primary	877.50'	15.0" Round Pipe to Pond L= 137.0' CMP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 877.50' / 877.00' S= 0.0036 '/' Cc= 0.900 n= 0.011 Concrete pipe, straight & clean, Flow Area= 1.23 sf
#2	Device 1	881.92'	4.0' long Weir in OCS 2 End Contraction(s)
#3	Device 1	877.50'	6.0" Vert. Draintile X 2.00 C= 0.600 Limited to weir flow at low heads
#4	Device 3	879.00'	0.800 in/hr Filtration Media over Surface area
#5	Device 1	881.30'	6.0" Vert. Orifice in Weir C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=6.53 cfs @ 12.20 hrs HW=882.50' TW=0.00' (Dynamic Tailwater)

- 1=Pipe to Pond (Passes 6.53 cfs of 9.75 cfs potential flow)
- 2=Weir in OCS (Weir Controls 5.55 cfs @ 2.48 fps)
- 3=Draintile (Passes 0.06 cfs of 4.12 cfs potential flow)
- 4=Filtration Media (Exfiltration Controls 0.06 cfs)
- 5=Orifice in Weir (Orifice Controls 0.92 cfs @ 4.68 fps)

Pond 4P: Underground Filtration - Chamber Wizard Field A

Chamber Model = CMP Round 36 (Round Corrugated Metal Pipe)

Effective Size= 36.0"W x 36.0"H => 7.07 sf x 20.00'L = 141.4 cf

Overall Size= 36.0"W x 36.0"H x 20.00'L

36.0" Wide + 15.0" Spacing = 51.0" C-C Row Spacing

5 Chambers/Row x 20.00' Long = 100.00' Row Length +15.0" End Stone x 2 = 102.50' Base Length

7 Rows x 36.0" Wide + 15.0" Spacing x 6 + 15.0" Side Stone x 2 = 31.00' Base Width

36.0" Chamber Height + 6.0" Stone Cover = 3.50' Field Height

35 Chambers x 141.4 cf = 4,948.0 cf Chamber Storage

11,121.3 cf Field - 4,948.0 cf Chambers = 6,173.2 cf Stone x 40.0% Voids = 2,469.3 cf Stone Storage

Chamber Storage + Stone Storage = 7,417.3 cf = 0.170 af

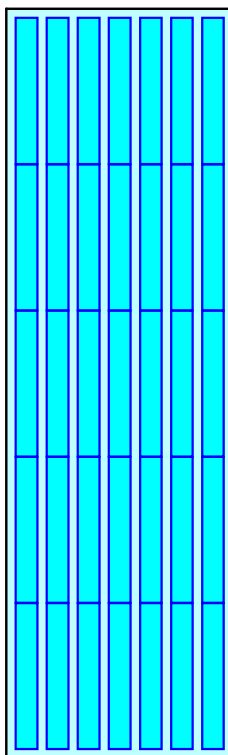
Overall Storage Efficiency = 66.7%

Overall System Size = 102.50' x 31.00' x 3.50'

35 Chambers

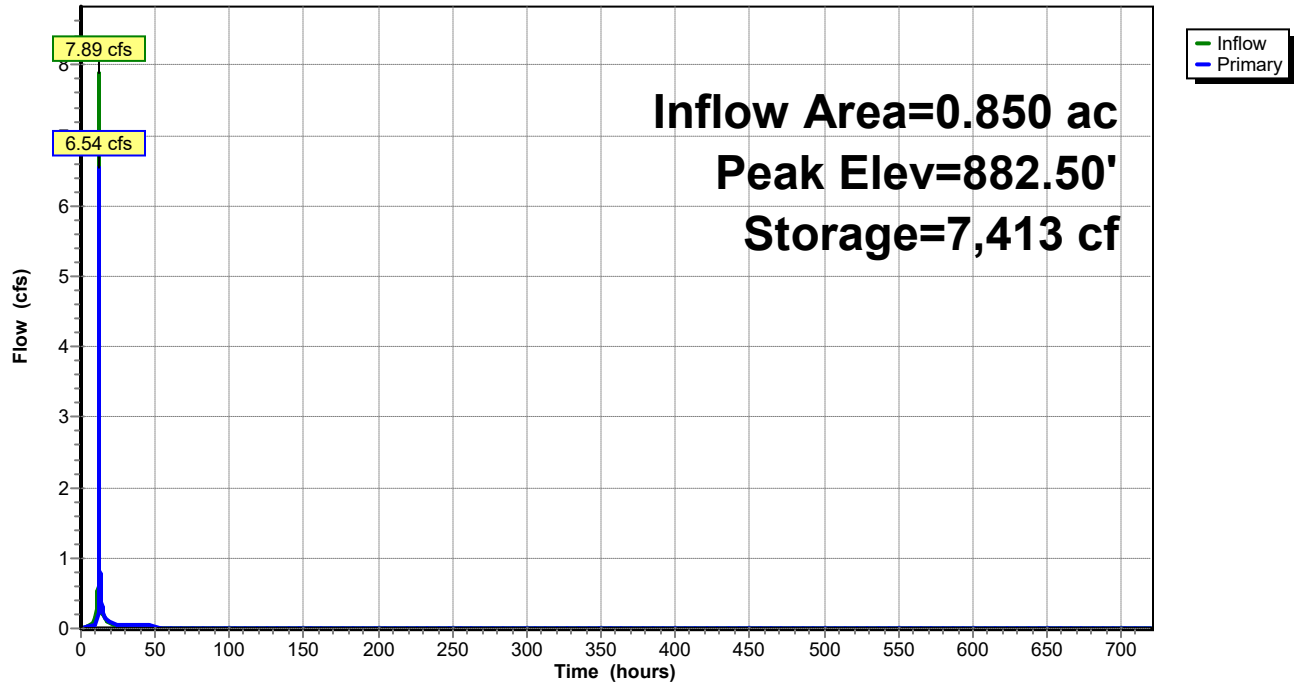
411.9 cy Field

228.6 cy Stone



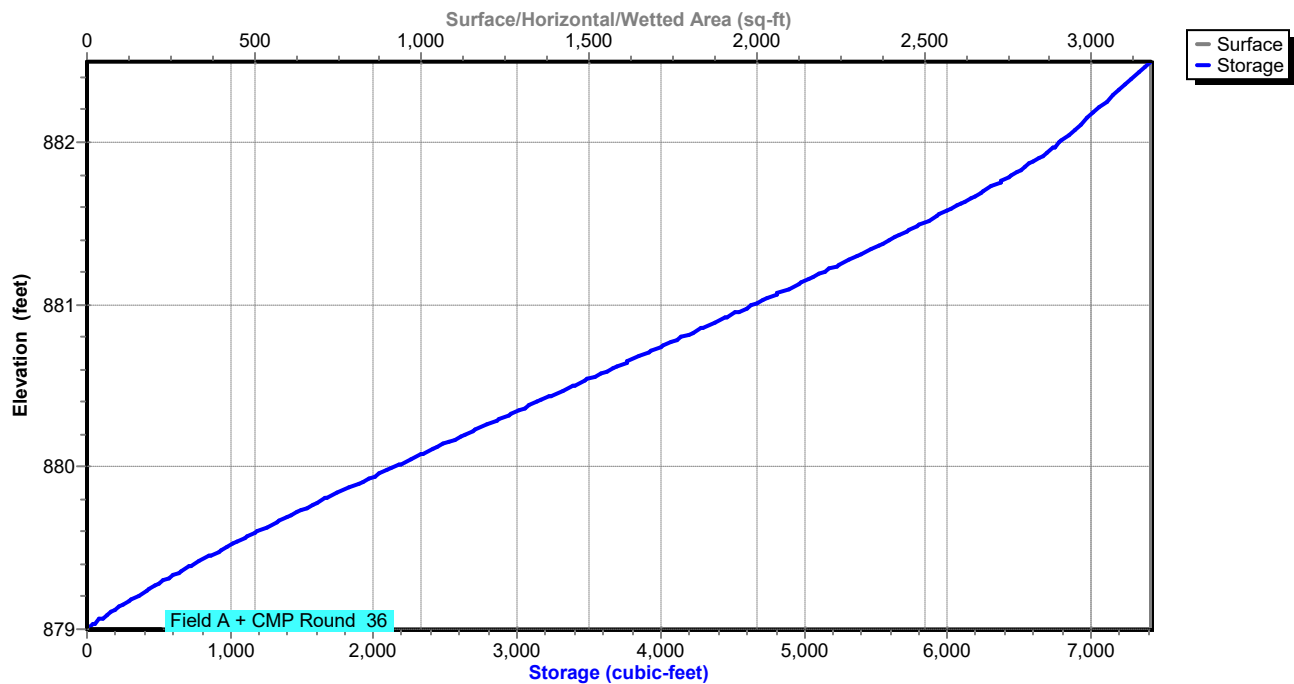
Pond 4P: Underground Filtration

Hydrograph



Pond 4P: Underground Filtration

Stage-Area-Storage



GEOTECHNICAL REPORT

December 1, 2022

HGTS Project Number: 22-0948

Mr. Dixon Diebold
ReUrban, LLC
5524 Glengarry Parkway
Edina, MN 55436

**Re: Geotechnical Exploration Report, Proposed Carwash, 8501 Springbrook Drive,
Blaine, Minnesota**

Dear Mr. Diebold:

We have completed the geotechnical exploration report for the proposed car wash in at the above referenced address. A brief summary of our results and recommendations is presented below. Specific details regarding our procedures, results and recommendations follow in the attached geotechnical exploration report.

Four (4) soil borings were completed for this project which encountered a pavement section at the surface that was underlain by existing Fill soils that extended to depths ranging from about 2 to 4 ½ feet below the ground surface. Below the Fill, the soil borings encountered native alluvial sands that extended to the termination depths of the borings. Groundwater was encountered in each of the soil borings at depths ranging from about 5 to 8 feet below the ground surface.

The existing pavement section and Fill is not suitable for foundation support. We recommend that these materials be removed from within the proposed building and oversize areas and replaced, as needed, with suitable compacted engineered fill to attain design grades. The underlying native alluvial sand soils, in our opinion, generally suitable for foundation support.

Thank you for the opportunity to assist you on this project. If you have any questions or need additional information, please contact Paul Gionfriddo at 612-729-2959.

Sincerely,
Haugo GeoTechnical Services



Jesse Miller, E.I.T.
Staff Engineer



Paul Gionfriddo, P.E.
Senior Engineer

GEOTECHNICAL EXPLORATION REPORT

PROJECT:

Proposed Car Wash
8501 Springbrook Drive
Blaine, MN

PREPARED FOR:

ReUrban, LLC
5524 Glengarry Parkway
Edina, MN 55436

PREPARED BY:

Haugo GeoTechnical Services
2825 Cedar Avenue South
Minneapolis, Minnesota 55407

Haugo GeoTechnical Services Project: 22-0948

December 1, 2022

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.



Paul Gionfriddo, P.E.
Senior Engineer
License Number: 23093



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APPENDIX

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1.0 INTRODUCTION

1.1 Project Description

ReUrban, LLC is proposing to construct a new car wash, along with the associated bituminous parking and drive lanes at 8501 Springbrook Drive in Blaine, Minnesota. ReUrban, LLC retained Haugo GeoTechnical Services (HGTS) to perform a geotechnical exploration to evaluate the suitability of site soil conditions to support the proposed car wash.

1.2 Purpose

The purpose of this geotechnical exploration was to characterize subsurface soil and groundwater conditions and provide recommendations for foundation design and construction of the proposed car wash.

1.3 Site Description

The project site is located at 8501 Springbrook Drive in Blaine, Minnesota. At the time of our exploration, the project site contained a restaurant building along with the associated bituminous parking areas.

Topography of the site was generally flat with elevations at the soil boring locations ranging from about 882 ½ to 885 feet above mean sea level (MSL).

1.4 Scope of Services

Our services were performed in accordance with the Haugo GeoTechnical Services proposal 22-0948 dated October 28, 2022. Our scope of services was performed under the terms of our General Conditions and limited to the following tasks:

- Completing four (4) standard penetration test (SPT) soil borings, three within the building area extending each to nominal depths of 20 feet.
- Sealing the borings in accordance with Minnesota Department of Health requirements.
- Obtaining GPS coordinates and ground surface elevations at the soil boring locations.
- Visually/manually classifying samples recovered from the soil borings.
- Performing laboratory tests on selected samples.
- Preparing soil boring logs describing the materials encountered and the results of groundwater level measurements.
- Preparing an engineering report describing soil and groundwater conditions and providing recommendations for foundation design and construction.

1.5 Documents Provided

To aid in our evaluation, we were provided with a survey image of the property which in general showed a layout of the existing site configuration. The image was not signed or dated. Except for the survey image, specific architectural, structural or civil plans were not provided at the time of this geotechnical evaluation.

1.6 Locations and Elevations

The soil boring locations were selected by HGTS based on site access and anticipated construction. The approximate locations of the soil borings are shown on Figure 1, "Soil Boring Location Sketch," in the Appendix. The sketch was prepared by HGTS using an aerial image from Google Earth as a base.

HGTS obtained the GPS coordinates and the ground surface elevation at the boring location using GPS technology based on the U.S. State Plane Coordinate System. The GPS coordinates and ground surface elevation are shown on Figure 1 in the Appendix.

2.0 FIELD PROCEDURES

The four (4) standard penetration test borings were advanced on November 10, 2022 by HGTS with a rotary drilling rig, using continuous flight augers to advance the boreholes. Representative samples were obtained from the borings, using the split-barrel sampling procedures in general accordance with ASTM Specification D-1586. In the split-barrel sampling procedure, a 2-inch O.D. split-barrel spoon is driven into the ground with a 140-pound hammer falling 30 inches. The number of blows required to drive the sampling spoon the last 12 inches of an 18-inch penetration is recorded as the standard penetration resistance value, or "N" value. The results of the standard penetration tests are indicated on the boring log. The samples were sealed in containers and provided to HGTS for testing and soil classification.

A field log of each boring was prepared by HGTS. The logs contain visual classifications of the soil materials encountered during drilling, as well as the driller's interpretation of the subsurface conditions between samples and water observation notes. The final boring logs included with this report represent an interpretation of the field logs and include modifications based on visual/manual method observation of the samples.

The soil boring logs, general terminology for soil description and identification, and classification of soils for engineering purposes are also included in the appendix. The soil boring logs identify and describe the materials encountered, the relative density or consistency based on the Standard Penetration resistance (N-value, "blows per foot") and groundwater observations.

The strata changes were inferred from the changes in the samples and auger cuttings. The depths shown as changes between strata are only approximate. The changes are likely transitions, variations can occur beyond the location of the boring.

3.0 RESULTS

3.1 Soil Conditions

Each of the 4 borings encountered a pavement section at the surface that consisted of about 3 inches of bituminous over about 3 to 4 inches of apparent aggregate base.

Below the pavement section, the soil borings encountered existing Fill soils that extended to depths of about 2 to 4 ½ feet below the ground surface. The Fill consisted of poorly graded sand with silt was dark brown in color.

Penetration resistance values (N-Values), shown as blows per foot (bpf) on the boring logs, within the Fill ranged from 14 to greater than 50 bpf, indicating a medium dense to very dense relative density. The higher N-Value was likely due to gravel, cobbles or boulders within the soil.

Below the Fill, the soil borings encountered native alluvial sand soils that extended to the termination depths of the borings. The alluvial soils consisted of fine-grained poorly graded sand that were brown and gray in color.

N-Values within the native alluvial sand soils ranged from 2 to 20 bpf. These N-Values indicated the alluvial soils had a very loose to medium dense relative density.

3.2 Groundwater

Groundwater was encountered in each of the soil borings at depths ranging from about 5 to 8 feet below the ground surface while drilling and sampling, corresponding to elevations ranging from about 876 to 877 ½ feet above mean sea level (MSL). The observed water levels are summarized in Table 1.

Table 1. Summary of Groundwater Levels

Boring Number	Estimated Surface Elevation (feet)	Approximate Depth to Groundwater (feet)*	Approximate Groundwater Elevation (feet)*
SB-1	882.3	5	877 ½
SB-2	882.6	5	877 ½
SB-3	885.1	8	877
SB-4	883.8	8	876

* = Depths and elevations were rounded to the nearest ½ foot.

Water levels were measured on the dates as noted on the boring logs and the period of water level observations was relatively short. Groundwater monitoring wells or piezometers would be required to more accurately determine water levels. Seasonal and annual fluctuations in the groundwater levels should be expected.

3.3 Laboratory Testing

Laboratory moisture content tests were performed on selected samples recovered from the soil borings. Results of the laboratory tests are summarized in Table 2 and are also shown on the boring logs adjacent to the sample tested.

Table 2. Summary of Laboratory Tests

Boring Number	Sample Number	Depth (feet)	Moisture Content (%) *
SB-1	SS-10	2 ½	5 ½
SB-2	SS-18	2 ½	8
SB-3	SS-26	2 ½	13 ½
SB-4	SS-3	5	5 ½

*Moisture content values rounded to the nearest ½ percent.

3.4 OSHA Soil Classification

The soils encountered in the borings at the anticipated excavation depths consisted of poorly graded sand with silt and poorly graded sand corresponding to the ASTM Classifications of SP-SM and SP, respectively. These soils will generally be Type C soils under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines.

An OSHA-approved qualified person should review the soil classification in the field. Excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states excavation safety is the responsibility of the contractor. The project specifications should reference these OSHA requirements.

4.0 DISCUSSION AND RECOMMENDATIONS

4.1 Proposed Construction

We understand the project will include constructing a new car wash building along with the associated parking areas and drive lanes. We anticipate that the car wash could include several utility lines and water reclamation tanks that could be installed at depths ranging from about 7 to 10 feet below the ground surface.

We were not provided any structural design information but assume the car wash will be a single-story, slab-on-grade structure with a structural steel frame and concrete or masonry block exterior perimeter walls supported on concrete spread footings. We assume the roof system could include pre-cast concrete planks or steel roof trusses, metal decking and a ballasted rubber membrane roof. Based on the assumed construction we estimate wall loadings will be less than 4 kips (4,000 pounds) per lineal foot and column loads, if any will be less than 150 kips (150,000 pounds).

We assume that the car wash will be constructed at or near existing site grades so that cuts and fills for permanent grade changes will be less than 5 feet.

If the proposed loads exceed these values the proposed grades differ by more than 2 feet from the assumed values or if the design or location of the proposed building changes, we should be informed. Additional analyses and revised recommendations may be necessary.

4.2 Discussion

A restaurant building existed on the project site at the time of our exploration which we assume will be removed/demolished to make way for the new car wash. We recommend that all remnants of the structure including footings, foundation walls, floor slabs and underground utilities be removed from within the proposed building and oversize areas.

The existing pavements are not suitable for foundation support and will need to be removed from within the proposed building and oversize areas. We recommend that the pavements be properly disposed of off-site or recycled.

The origin if the Fill encountered in the borings is unknown but is likely associated with construction of the existing structures on the site. We are not aware of any documentation regarding placement or compaction of the Fill and the concern with undocumented Fill is the potential for unsuitable materials, such as topsoil, organic soil or debris to be buried within it that can settle unfavorably. For these reasons we recommend removing the Fill from below the proposed building and oversize areas. It may be possible to reuse portion(s) of the Fill provided it is free of debris, organic soils or otherwise unsuitable materials. Some moisture conditioning, either wetting or drying, of the Fill may be required to meet the recommended compaction levels. Unsuitable materials within the Fill, if any, will need to be removed and replaced with suitable compacted engineered fill.

It is our opinion that the underlying native alluvial sand soils are suitable for engineered fill and foundation support. Loose soils and any soils disturbed during excavation and grading activities will need to be compacted prior to placing additional fill or foundations. Densifying the loose sandy soils could potentially result in some subsidence (i.e., consolidation, settlement) which could require importing additional fill to attain design grades.

Groundwater was encountered in each of the soil borings at depths ranging from about 5 to 8 feet below the ground surface while drilling and sampling, corresponding to elevations ranging from about 876 to 877 ½ feet above mean sea level (MSL). With foundation footings anticipated at depths of about 4 feet, we generally do not anticipate that groundwater will be encountered. However, depending on final pipe/tank depths, groundwater may be encountered and dewatering may be required.

The following sections provide recommendations for foundation design and construction of the proposed car wash.

4.3 Site Grading Recommendations

Excavation We recommend that all pavements, Fill and any soft or otherwise unsuitable soils, if encountered, be removed from below the proposed building and oversize areas. Structures existed on the property that will be removed/demolished to make way for the proposed development. We recommend that all building remnants such as footings, floor slabs, foundation walls and/or underground utilities be removed from within the building and oversize area. Table 3 summarizes the anticipated excavation depths at the soil boring locations. Excavation depths may vary and could be deeper.

Table 3. Anticipated Excavation Depths

Boring Number	Estimated Surface Elevation (feet)	Anticipated Excavation Depth (feet)*	Anticipated Excavation Elevation (feet)*	Approximate Groundwater Elevation*
SB-1	882.3	2	880 ½	877 ½
SB-2	882.6	2	880 ½	877 ½
SB-3	885.1	4 ½	880 ½	877
SB-4	883.8	4 ½	879 ½	876

* = Excavation and groundwater elevations were rounded to nearest ½ foot.

Oversizing In areas where the excavations extend below the proposed footing elevations, the excavations require oversizing. We recommend the perimeter of the excavation be extended a foot outside the proposed footprint for every foot below footing grade (1H:1V oversizing). The purpose of the oversizing is to provide lateral support of the foundation.

Fill Material Fill required to attain site grades may consist of any debris-free, non-organic mineral soil. The on-site Fill soils, excavated during soil corrections and/or foundation construction appear generally suitable for reuse as structural fill, provided they are free of organic matter or other deleterious material. However, portions of the soils will likely require moisture conditioning (wetting or drying) to achieve proper compaction.

The topsoil or soils that are black in color are not suitable for reuse as structural fill or backfill.

Backfilling We recommend the loose native sand and any soils disturbed during excavation activities be surface compacted to increase their density and uniformity prior to placing additional fill and/or footings. We recommend a minimum of 6 passes in each perpendicular direction with a large self-propelled vibratory compactor operating in vibratory mode.

We recommend that backfill placed to attain site grades be compacted to a minimum of 95 percent of its standard Proctor density (ASTM D 698). Granular fill classified as SP or SP-SM should be placed within 65 percent to 105 percent of its optimum moisture content as determined by the standard Proctor. Other fill soils should be placed within 3 percentage points above and 1 percentage point below its optimum moisture content as determined by the standard Proctor. All fill should be placed in thin lifts and be compacted with a large self-propelled vibratory compactor operating in vibratory mode.

Foundations We recommend the perimeter footings bear a minimum of 42 inches below the exterior grade for frost protection. Interior footings may be placed immediately below the slab provided construction does not occur during below freezing weather conditions. Foundation elements in unheated areas, such as canopy footings, should bear at least 5 feet below exterior grade for frost protection.

We anticipate the foundations and floor slabs will bear on compacted engineered fill over native alluvial sand soils. With the building pad prepared as recommended, it is our opinion the footings can be designed for a net allowable bearing pressure up to 3,000 pounds per square foot (psf).

We anticipate total and differential settlement of the foundations will be less than 1 inch and ½ inch, respectively, across a 30-foot span.

4.4 Dewatering

Groundwater was encountered in each of the soil borings at depths ranging from about 5 to 8 feet below the ground surface while drilling and sampling, corresponding to elevations ranging from about 876 to 877 ½ feet above mean sea level (MSL). With foundation footings anticipated at depths of about 4 feet, we generally do not anticipate that groundwater will be encountered.

However, the project could potentially include utility lines and water reclamation tanks that could be installed at depths ranging from about 7 to 10 feet below the ground surface. At these depths groundwater will likely be encountered and dewatering will likely be required.

Where dewatering is required, we recommend the groundwater level be temporarily lowered to a minimum of 2 feet below the lowest anticipated excavation elevation to allow for construction. In sand soils, we do not recommend attempting to dewater from within the excavation. Upward seepage will loosen and disturb the excavation, resulting in a “quick condition.” Rather, we recommend groundwater be drawn down below the anticipated excavation bottom.

It may be appropriate to consult a dewatering contractor to review the soil boring logs and develop a dewatering plan and evaluate the impact of dewatering on adjacent structures.

4.5 Interior Slabs

The anticipated floor subgrade will consist of compacted engineered fill or native alluvial sand soils. It is our opinion a modulus of subgrade reaction, k , of 100 pounds per square inch per inch of deflection may be used for sand soils to design the floor.

If floor coverings or coatings less permeable than the concrete slab will be used, we recommend that a vapor retarder or vapor barrier be placed immediately beneath the slab. Some contractors prefer to bury the vapor barrier or vapor retarder beneath a layer of sand to reduce curling and shrinkage, but this practice often traps water between the slab and vapor retarder or barrier. Regardless of where the vapor retarder or vapor barrier is placed, we recommend consulting the floor covering manufacturer regarding the appropriate type, use and installation of the vapor retarder or vapor barrier to preserve the warranty.

We recommend following all state and local building codes with regards to a radon mitigation plan beneath interior slabs.

4.6 Exterior Slabs

Exterior slabs will likely be underlain by sandy soils consisting of poorly graded sand with silt and poorly graded sand. These soils are generally slightly to non-frost susceptible soils. This being the case, it is our opinion that special subgrade improvements in excess of topsoil and existing Fill stripping in advance of slab construction will not be required.

4.7 Site Grading and Drainage

We recommend the site be graded to provide positive run-off away from the proposed building. We recommend landscaped areas be sloped a minimum of 6 inches within 10 feet of the building and slabs be sloped a minimum of 2 inches. In addition, we recommend downspouts with long splash blocks or extensions.

4.8 Utilities

Pipes We anticipate that the utilities will be supported on compacted engineered fill or the native alluvial sands which in our opinion are suitable for pipe support. We recommend removing all vegetation, topsoil, pavements, Fill and any soft or otherwise unsuitable soil, if encountered, beneath utilities prior to placement.

We recommend bedding material be thoroughly compacted around the pipes. We recommend trench backfill above the pipes be compacted to a minimum of 95 percent beneath slabs and pavements, the exception being within 3 feet of the proposed pavement subgrade, where 100 percent of standard Proctor density is required. In landscaped areas we recommend a minimum compaction of 90 percent.

Tanks Specific architectural, structural or civil plans were not provided at the time of this geotechnical evaluation. If the project will include water reclamation tanks, we anticipate they will be installed at depths ranging from about 7 to 10 feet, or more, below the ground surface. We anticipate the tanks will bear on the native alluvial sands which in our opinion is suitable for tank support.

We recommend that the tanks be designed and constructed in accordance with the tank manufacturer's requirements. In the absence of tank manufacturer's requirements, we recommend the following:

We recommend the tanks be supported on granular soil (sand) and the tank walls backfilled with sand having less than 50 percent of the particles by weight passing the #40 sieve and less than 5 percent of the particles by weight passing the #200 sieve. The sand backfill should extend a minimum of 1 foot horizontally of the tank walls and 1 foot below the bottom of the tank.

Groundwater was encountered in the soil borings at depths ranging from about 5 to 8 feet below the ground surface. With the tanks anticipated to bear about 7 to 10 feet below the

ground surface, groundwater will likely be encountered and dewatering will likely be required. See section 4.4 for dewatering considerations.

We recommend that tanks be designed to resist the appropriate buoyant or uplift forces.

In the event the bottom of the tanks will be constructed above the water table, we recommend installing a perimeter drain tile at the base of the tank. Preferably the drain tile should consist of perforated pipe embedded in gravel. A geotextile filter fabric should encase the pipe and gravel. The drain tile should be routed to a storm sewer, sump pump or other suitable disposal site.

4.9 Pavements

Traffic We were not provided any information regarding estimated traffic volumes, vehicle types, vehicle distribution or projected growth rates. We anticipate that parking spaces and drive lanes will be used predominately by automobiles and light trucks. Based on the assumed traffic types we estimate the pavements will be subjected to Equivalent Single Axle Loads (ESAL's) of up to 50,000 over a design life of 20 years.

Subgrade R-Value R-Value testing was beyond the scope of this project. The soil borings encountered poorly graded sand and poorly graded sand with silt near the surface corresponding to the ASTM Classifications SP and SP-SM, respectively. These soils typically have R-Values ranging from about 50 to 70. It is our opinion that an R-Value of 50 can be used for pavement design.

Subgrade Preparation We recommend removing all pavements, vegetation, topsoil and any soft or otherwise unsuitable materials, if encountered, from the within the pavement subgrade. Backfill, if needed, to attain pavement subgrade elevation can consist of any mineral soil provided it is free of organic material or other deleterious materials. We recommend using sand soils similar to the on-site soils for ease of compaction and for a uniform subgrade. Granular fill classified as SP or SP-SM should be placed within 65 percent to 105 percent of its optimum moisture content as determined by the standard Proctor. Other fill or backfill should be placed with moisture contents within a range of 1 percentage point below and 3 percentage points above its optimum moisture content. The upper 3 feet of fill and backfill should be compacted to a minimum of 100 percent of its standard Proctor maximum dry density.

Prior to placing the aggregate base, we recommend surface compacting the subgrade with a large self-propelled vibratory compactor to identify soft, weak, loose or unstable areas that may require additional sub-cuts.

Bituminous Pavements Sections It should be noted that the pavement sections presented are not absolutes. Depending on serviceability expectations, material availability, and cost, there will be circumstances under which alternative sections will be more practicable.

For pavements, subjected to no more than 50,000 ESAL's and a subgrade R-Value of 50, we recommend a minimum of 3 ½ inches of bituminous over a minimum of 6 inches of MN/DOT Class 5 aggregate base.

Materials We recommend aggregate base meeting MN/DOT Class 5 aggregate base. We recommend the aggregate base be compacted to 100 percent of its maximum standard Proctor dry density.

We recommend that the bituminous wear and base courses meet the requirement of MN/DOT Specification 2360 for bituminous mixes. We recommend the bituminous pavements be compacted to at least 92% of the maximum theoretical density.

We recommend specifying concrete that has a minimum 28-day compressive strength of 4,500 psi. We recommend specifying 5 to 8 percent entrained air for exposed concrete to provide resistance to freeze-thaw deterioration. We recommend slump, air content and compressive strength test of Portland cement concrete.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Excavation

The soils encountered in the borings at the anticipated excavation depths consisted of poorly graded sand with silt and poorly graded sand corresponding to the ASTM Classifications of SP-SM and SP, respectively. These soils will generally be Type C soils under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines.

Temporary excavations in Type C soils should be constructed at a minimum of 1 ½ foot horizontal to every 1 foot vertical within excavations. Slopes constructed in this manner may still exhibit surface sloughing. If site constraints do not allow the construction of slopes with these dimensions, then temporary shoring may be required.

5.2 Observations

A geotechnical engineer or qualified engineering technician should observe the excavation subgrade to evaluate if the subgrade soils are similar to those encountered in the borings and adequate to support the proposed construction.

5.3 Backfill and Fills

We recommend moisture conditioning (drying or wetting) all soils that will be used as fill or backfill in accordance with Section 4.3 above. We recommend that fill and backfill be placed in lifts not exceeding 4 to 12 inches, depending on the size of the compactor and materials used.

5.4 Testing

We recommend density tests of backfill and fills placed for the proposed structures. Samples of the proposed materials should be submitted to our laboratory prior to placement

for evaluation of their suitability and to determine their optimum moisture content and maximum dry density (Standard Proctor).

5.5 Winter Construction

If site grading and construction is anticipated to proceed during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading and placement of fill. No fill should be placed on frozen soil and no frozen soil should be used as fill or backfill.

Concrete delivered to the site should meet the temperature requirements of ASTM and/or ACI. Concrete should not be placed on frozen soil. Concrete should be protected from freezing until the necessary strength is obtained. Frost should not be permitted to penetrate below the footings.

6.0 PROCEDURES

6.1 Soil Classification

The drill crew chief visually and manually classified the soils encountered in the borings in general accordance with ASTM D 2488, "Description and Identification of Soils (Visual-Manual Procedure)." Soil terminology notes are included in the Appendix. The samples were returned to our laboratory for review of the field classification by a soils engineer. Samples will be retained for a period of 30 days.

6.2 Groundwater Observations

Immediately after taking the final samples in the bottom of the boring, the hole was checked for the presence of groundwater. Immediately after removing the augers from the borehole the hole was once again checked and the depth to water and cave-in depths were noted.

7.0 GENERAL

7.1 Subsurface Variations

The analyses and recommendations presented in this report are based on data obtained from a limited number of soil borings. Variations can occur away from the borings, the nature of which may not become apparent until additional exploration work is completed, or construction is conducted. A reevaluation of the recommendations in this report should be made after performing on-site observations during construction to note the characteristics of any variations. The variations may result in additional foundation costs and it is suggested that a contingency be provided for this purpose.

It is recommended that we be retained to perform the observation and testing program during construction to evaluate whether the design is as expected, if any design changes have affected the validity of our recommendations, and if our recommendations have been correctly interpreted and implemented in the designs, specifications and construction

methods. This will allow correlation of the soil conditions encountered during construction to the soil borings and test pits and will provide continuity of professional responsibility.

7.2 Review of Design

This report is based on the design of the proposed structures as related to us for preparation of this report. It is recommended that we be retained to review the geotechnical aspects of the design and specifications. With the review, we will evaluate whether any changes have affected the validity of the recommendations and whether our recommendations have been correctly interpreted and implemented in the design and specifications.

7.3 Groundwater Fluctuations

We made water level measurements in the borings at the times and under the conditions stated on the boring logs. The data was interpreted in the text of this report. The period of observation was relatively short and fluctuations in the groundwater level may occur due to rainfall, flooding, irrigation, spring thaw, drainage, and other seasonal and annual factors not evident at the time the observations were made. Design drawings and specifications and construction planning should recognize the possibility of fluctuations.

7.4 Use of Report

This report is for the exclusive use of ReUrban, LLC and their design team to use to design the proposed structures and prepare construction documents. In the absence of our written approval, we make no representation and assume no responsibility to other parties regarding this report. The data, analysis and recommendations may not be appropriate for other structures or purposes. We recommend that parties contemplating other structures or purposes contact us.

7.5 Level of Care

Haugo GeoTechnical Services has used the degree of skill and care ordinarily exercised under similar circumstance by members of the profession currently practicing in this locality. No warranty expressed or implied is made.

APPENDIX



Legend



Approximate Soil Boring Location



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed.
This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

GPS Boring Locations

Boring Number	Elevation (US Feet)	Northing Coordinate	Easting Coordinate
SB-1	882.3	2813943.02561201	1103693.07514923
SB-2	882.6	2813998.87343894	1103706.48235712
SB-3	885.1	2814061.035706	1103568.59755783
SB-4	883.8	2813977.57764836	1103579.81844759

Referencing US State Plane Coordinate System

Haugo GeoTechnical
Services, LLC
2825 Cedar Avenue S.
Minneapolis, MN 55407

Soil Boring Location Sketch
8501 Springbrook Drive
Blaine, Minnesota

Figure #: 1
Drawn By: NA
Date: 11/17/2022
Scale: None
Project #: 22-0948



Haugo GeoTechnical Services
2825 Cedar Ave South
Minneapolis, MN 55407
Telephone: 612-729-2959
Fax: 763-445-2238

BORING NUMBER SB-1

PAGE 1 OF 1

CLIENT ReUrban LLC

PROJECT NAME 8501 Springbrook Drive

PROJECT NUMBER 22-0948

PROJECT LOCATION Blaine, MN

DATE STARTED 11/10/22 COMPLETED 11/10/22

GROUND ELEVATION 882.3 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS - 750

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

▽ AT TIME OF DRILLING 5.00 ft / Elev 877.30 ft

LOGGED BY RW CHECKED BY JM

AT END OF DRILLING ---

NOTES

AFTER DRILLING ---

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 12/1/22 10:52 - C:\USERS\HGTS 3\DROPBOX (HGTS)\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\22-0948 BORING LOG DRAFT.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲			
								20	40	60	80
0								PL	MC	LL	
								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
0		Approximately 3 inches of Bituminous									
		Approximately 3 inches of Aggregate Base									
		Poorly Graded Sand with Silt, trace Gravel, dark brown, moist (Fill)	AU 9								
		(SP) Poorly Graded Sand, fine grained, brown, moist to waterbearing, loose to medium dense (Alluvium)	SS 10		5-10-10 (20)	5.5					
5	▽		SS 11		1-3-5 (8)						
		(SP) Poorly Graded Sand, fine grained, grey, waterbearing, loose to medium dense (Alluvium)	SS 12		1-2-3 (5)						
10			SS 13		1-2-3 (5)						
			SS 14		3-5-7 (12)						
15			SS 15		2-3-3 (6)						
			SS 16		2-3-4 (7)						
20											

Bottom of borehole at 21.0 feet.



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BORING NUMBER SB-2

PAGE 1 OF 1

CLIENT ReUrban LLC

PROJECT NAME 8501 Springbrook Drive

PROJECT NUMBER 22-0948

PROJECT LOCATION Blaine, MN

DATE STARTED 11/10/22 COMPLETED 11/10/22

GROUND ELEVATION 882.6 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS - 750

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

▽ AT TIME OF DRILLING 5.00 ft / Elev 877.60 ft

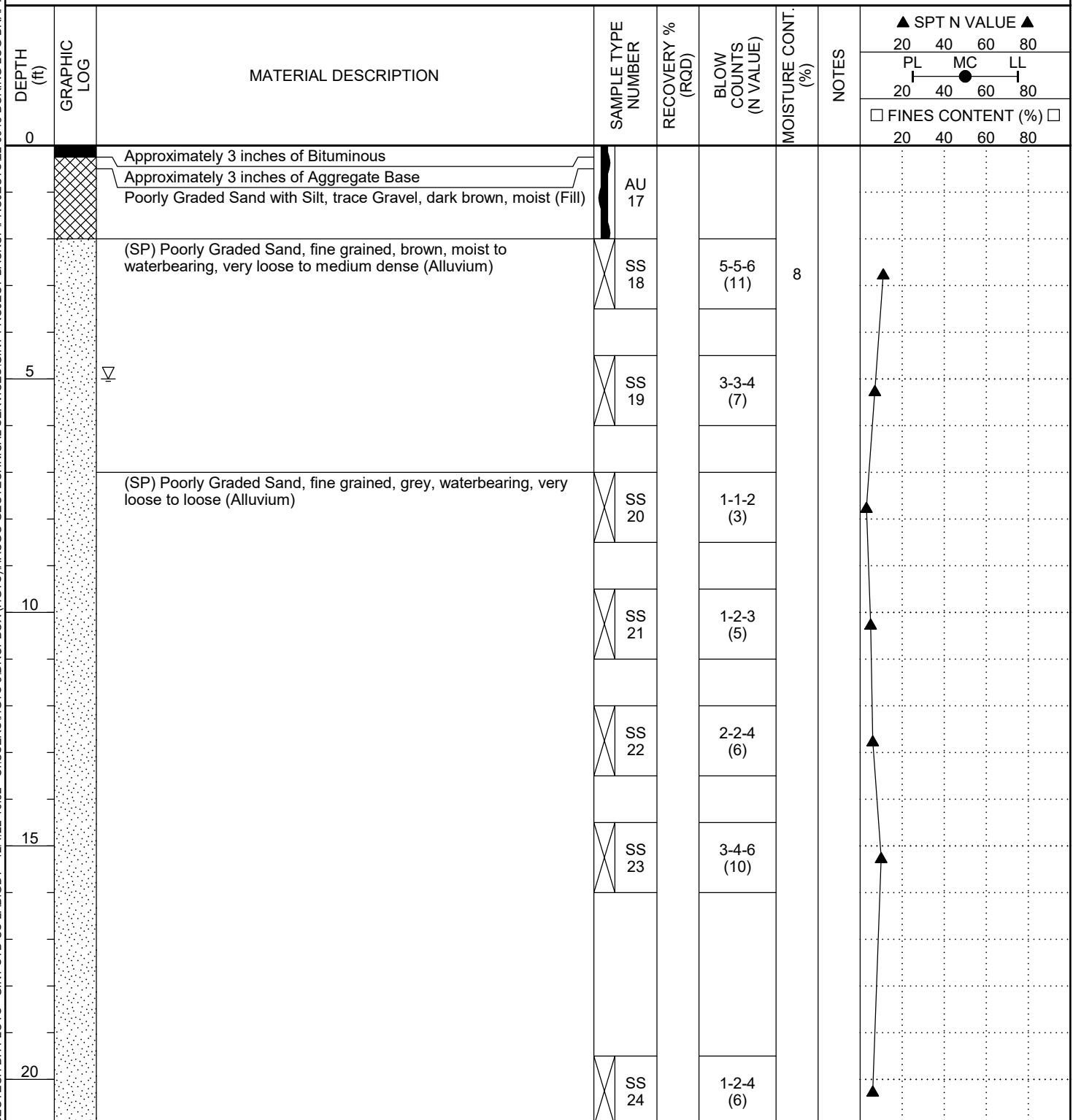
LOGGED BY RW CHECKED BY JM

AT END OF DRILLING ---

NOTES

AFTER DRILLING ---

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BORING NUMBER SB-3

PAGE 1 OF 1

CLIENT ReUrban LLC

PROJECT NAME 8501 Springbrook Drive

PROJECT NUMBER 22-0948

PROJECT LOCATION Blaine, MN

DATE STARTED 11/10/22 COMPLETED 11/10/22

GROUND ELEVATION 885.1 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS - 750

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

▽ AT TIME OF DRILLING 8.00 ft / Elev 877.10 ft

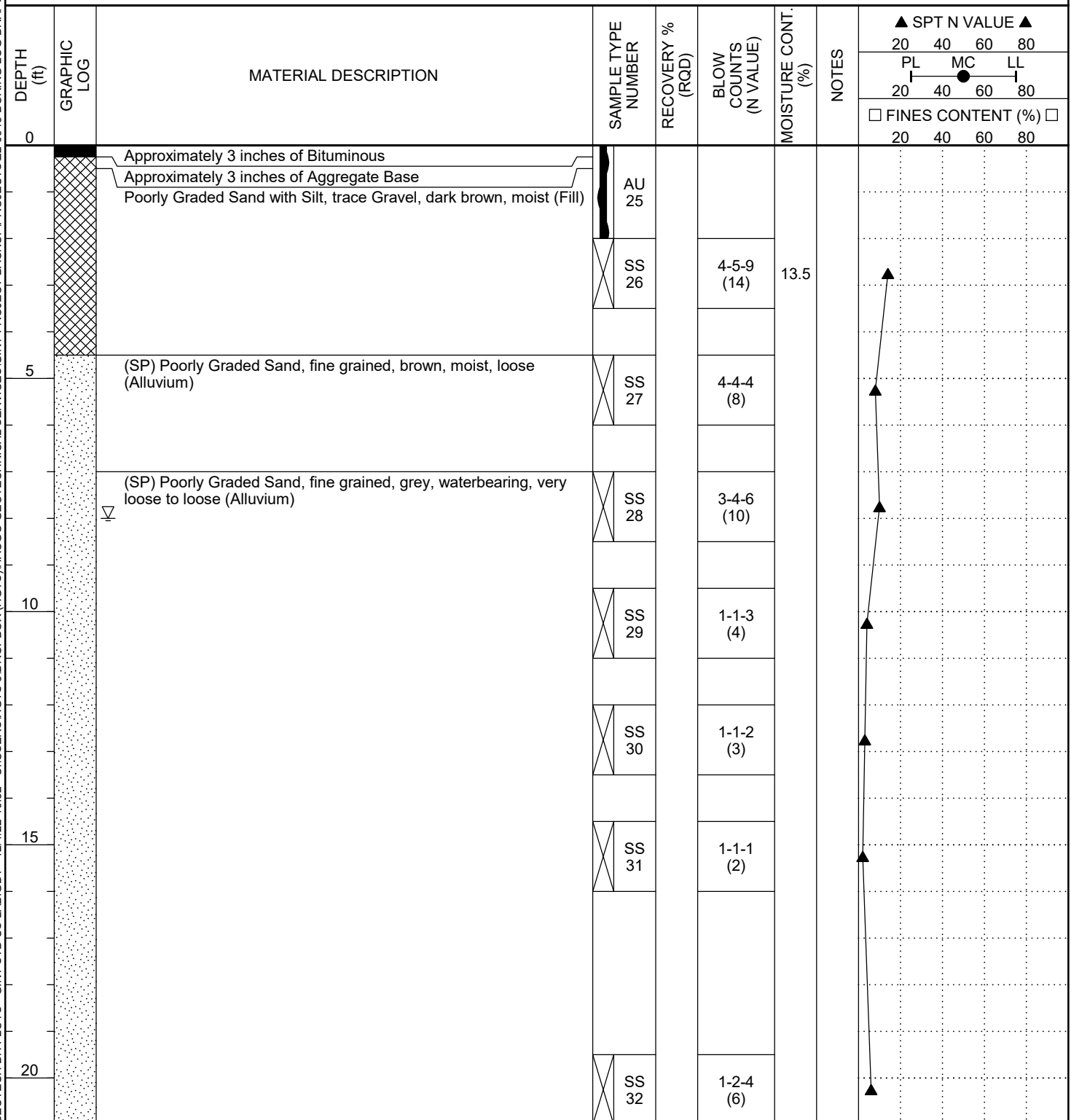
LOGGED BY RW CHECKED BY JM

AT END OF DRILLING ---

NOTES

AFTER DRILLING ---

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 12/1/22 10:52 - C:\USERS\HGTS 3\DROPBOX (HGTS)\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\22-0948 BORING LOG DRAFT.GPJ





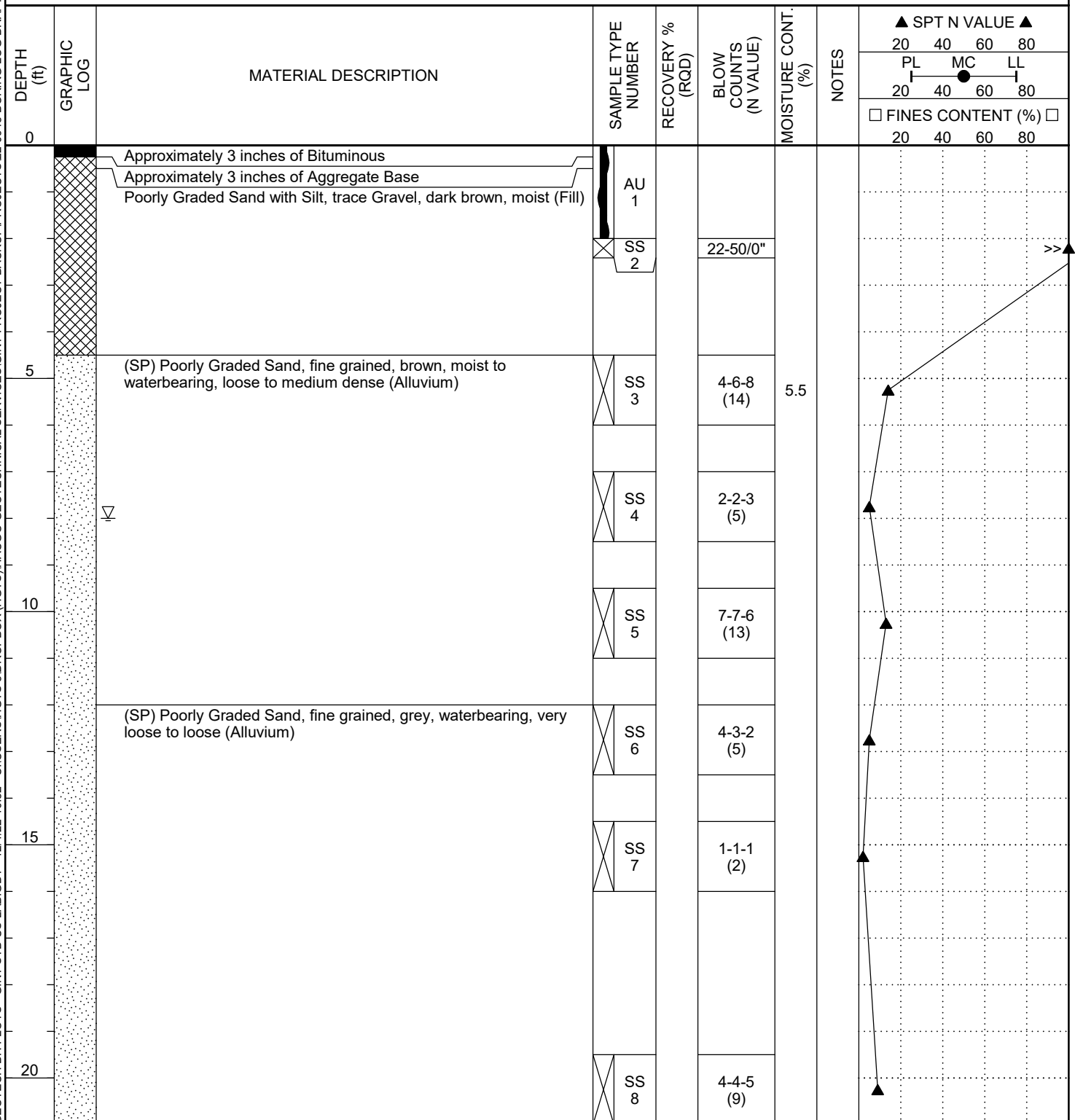
Haugo GeoTechnical Services
2825 Cedar Ave South
Minneapolis, MN 55407
Telephone: 612-729-2959
Fax: 763-445-2238

BORING NUMBER SB-4

PAGE 1 OF 1

CLIENT	ReUrban LLC	PROJECT NAME	8501 Springbrook Drive
PROJECT NUMBER	22-0948	PROJECT LOCATION	Blaine, MN
DATE STARTED	11/10/22	COMPLETED	11/10/22
DRILLING CONTRACTOR	HGTS - 750	GROUND ELEVATION	883.8 ft
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches
LOGGED BY	RW	CHECKED BY	JM
NOTES			
GROUND WATER LEVELS:		▽ AT TIME OF DRILLING 8.00 ft / Elev 875.80 ft	
		AT END OF DRILLING ---	
		AFTER DRILLING ---	

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 12/1/22 10:52 - C:\USERS\HGTS 3\DROPBOX (HGTS)\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\22-0948 BORING LOG DRAFT.GPJ



Bottom of borehole at 21.0 feet.

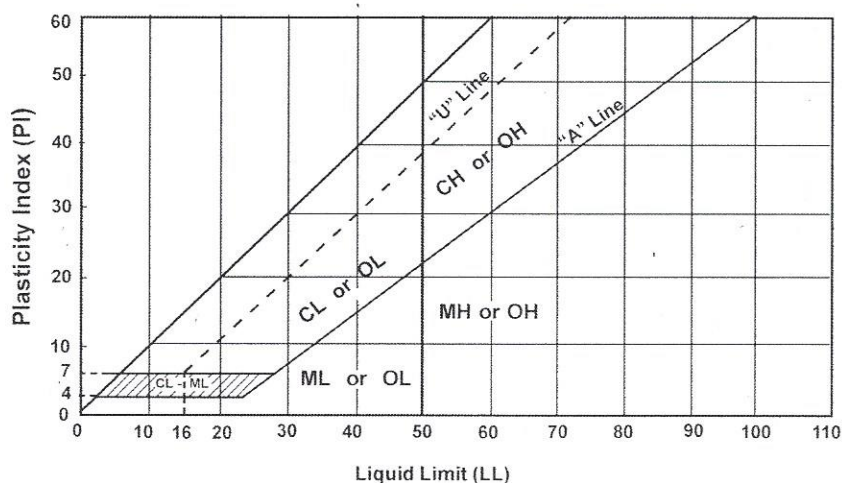


Standard D 2487 - 00

Classification of Soils for Engineering Purposes
(Unified Soil Classification System)

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^a				Soils Classification	
				Group Symbol	Group Name ^b
Coarse-grained Soils more than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels 5% or less fines ^e	$C_u \geq 4$ and $1 \leq C_c \leq 3^c$	GW	Well-graded gravel ^d
			$C_u < 4$ and/or $1 > C_c > 3^c$	GP	Poorly graded gravel ^d
		Gravels with Fines More than 12% fines ^e	Fines classify as ML or MH	GM	Silty gravel ^{d f g}
			Fines classify as CL or CH	GC	Clayey gravel ^{d f g}
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands 5% or less fines ⁱ	$C_u \geq 6$ and $1 \leq C_c \leq 3^c$	SW	Well-graded sand ^h
			$C_u < 6$ and/or $1 > C_c > 3^c$	SP	Poorly graded sand ^h
		Sands with Fines More than 12% ⁱ	Fines classify as ML or MH	SM	Silty sand ^{f g h}
			Fines classify as CL or CH	SC	Clayey sand ^{f g h}
Fine-grained Soils 50% or more passed the No. 200 sieve	Silt and Clays Liquid limit less than 50	Inorganic	PI > 7 and plots on or above "A" line ^j	CL	Lean clay ^{k i m}
			PI < 4 or plots below "A" line ^j	ML	Silt ^{k i m}
		Organic	Liquid limit - oven dried < 0.75	OL	Organic clay ^{k i m n}
			Liquid limit - not dried	OL	Organic silt ^{k i m o}
	Silt and clays Liquid limit 50 or more	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k i m}
			PI plots below "A" line	MH	Elastic silt ^{k i m}
		Organic	Liquid limit - oven dried < 0.75	OH	Organic clay ^{k i m p}
			Liquid limit - not dried	OH	Organic silt ^{k i m q}
Highly Organic Soils		Primarily organic matter, dark in color and organic odor		PT	Peat

- a. Based on the material passing the 3-in (75mm) sieve.
b. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders or both" to group name.
c. $C_u = D_{60}/D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
d. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
e. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
f. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
g. If fines are organic, add "with organic fines" to group name.
h. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
i. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
j. If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.
k. If soil contains 10 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant.
l. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
m. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
n. PI ≥ 4 and plots on or above "A" line.
o. PI < 4 or plots below "A" line.
p. PI plots on or above "A" line.
q. PI plots below "A" line.



Laboratory Tests

DD	Dry density, pcf	OC	Organic content, %
WD	Wet density, pcf	S	Percent of saturation, %
MC	Natural moisture content, %	SG	Specific gravity
LL	Liquid limit, %	C	Cohesion, psf
PL	Plastic limit, %	ϕ	Angle of internal friction
PI	Plasticity index, %	qu	Unconfined compressive strength, psf
P200	% passing 200 sieve	qp	Pocket penetrometer strength, tsf

Particle Size Identification

Boulders	over 12"
Cobbles	3" to 12"
Gravel	
Coarse	3/4" to 3"
Fine	No. 4 to 3/4"
Sand	
Coarse	No. 4 to No. 10
Medium	No. 10 to No. 40
Fine	No. 40 to No. 200
Silt	< No. 200, PI < 4 or below "A" line
Clay	< No. 200, PI ≥ 4 and on or above "A" line

Relative Density of Cohesionless Soils

Very loose	0 to 4 BPF
Loose	5 to 10 BPF
Medium dense	11 to 30 BPF
Dense	31 to 50 BPF
Very dense	over 50 BPF

Consistency of Cohesive Soils

Very soft	0 to 1 BPF
Soft	2 to 3 BPF
Rather soft	4 to 5 BPF
Medium	6 to 8 BPF
Rather stiff	9 to 12 BPF
Stiff	13 to 16 BPF
Very stiff	17 to 30 BPF
Hard	over 30 BPF

Drilling Notes

Standard penetration test borings were advanced by 3 1/4" or 6 1/4" ID hollow-stem augers unless noted otherwise. Jetting water was used to clean out auger prior to sampling only where indicated on logs. Standard penetration test borings are designated by the prefix "ST" (Split Tube). All samples were taken with the standard 2" OD split-tube sampler, except where noted.

Power auger borings were advanced by 4" or 6" diameter continuous-flight, solid-stem augers. Soil classifications and strata depths were inferred from disturbed samples augered to the surface and are, therefore, somewhat approximate. Power auger borings are designated by the prefix "B."

Hand auger borings were advanced manually with a 1 1/2" or 3 1/4" diameter auger and were limited to the depth from which the auger could be manually withdrawn. Hand auger borings are indicated by the prefix "H."

BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6" into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6" increments and added to get BPF. Where they differed significantly, they are reported in the following form: 2/12 for the second and third 6" increments, respectively.

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

TW indicates thin-walled (undisturbed) tube sample.

Note: All tests were run in general accordance with applicable ASTM standards.

SHSAM RESULTS

ST-5

TSS Loading - Proposed Condition Inputs

BMP	SAFL BAFFLE
Weather Station Precipitation	GoldenValley,MN (1995-2007)
Particle Size Distribution	OK110-PSD.txt
Watershed Data	Area: 0.57 Acres Impervious: 65% Hydraulic Length: 230 ft Average Slope: 0.75% CN (pervious): 80
Temperature	StPaulMN-1991-2007.txt
Influent Concentration	52 mg/l

TSS Loading - Proposed Condition Results

Name	Model	Total Load (lbs)	Total Load Removed (lbs)	Removal Efficiency (%)	Model Height (ft)	Model Diameter (ft)	Pipe Diameter (inches)
SAFLBaffle	42	1299	761	58.6	2	4	15
SAFLBaffle	44	1299	942	72.5	4	4	15
SAFLBaffle	55	1299	1091	84	5	5	18
SAFLBaffle	63	1299	1134	87.3	3	6	24
SAFLBaffle	66	1299	1205	92.8	6	6	24
SAFLBaffle	86	1299	1256	96.7	6	8	30
SAFLBaffle	106	1299	1279	98.5	6	10	36

ST-6

TSS Loading - Proposed Condition Inputs

BMP	STANDARD SUMP
Weather Station Precipitation	GoldenValley,MN (1995-2007)
Particle Size Distribution	OK110-PSD.txt
Watershed Data	Area: 0.11 Acres Impervious: 55% Hydraulic Length: 55 ft Average Slope: 0.8% CN (pervious): 80
Temperature	StPaulMN-1991-2007.txt
Influent Concentration	52 mg/l

TSS Loading - Proposed Condition Results

Name	Model	Total Load (lbs)	Total Load Removed (lbs)	Removal Efficiency (%)	Model Height (ft)	Model Diameter (ft)	Pipe Diameter (inches)
SAFLBaffle	42	217	194	89.4	2	4	15
SAFLBaffle	44	217	205	94.2	4	4	15
SAFLBaffle	55	217	211	97.4	5	5	18
SAFLBaffle	63	217	213	97.9	3	6	24
SAFLBaffle	66	217	215	99	6	6	24
SAFLBaffle	86	217	216	99.6	6	8	30
SAFLBaffle	106	217	217	99.8	6	10	36

ST-10

TSS Loading - Proposed Condition Inputs

BMP	STANDARD SUMP
Weather Station Precipitation	GoldenValley,MN (1995-2007)
Particle Size Distribution	OK110-PSD.txt
Watershed Data	Area: 0.14 Acres Impervious: 83% Hydraulic Length: 210 ft Average Slope: 0.9% CN (pervious): 80
Temperature	StPaulMN-1991-2007.txt
Influent Concentration	52 mg/l

TSS Loading - Proposed Condition Results

Name	Model	Total Load (lbs)	Total Load Removed (lbs)	Removal Efficiency (%)	Model Height (ft)	Model Diameter (ft)	Pipe Diameter (inches)
SAFLBaffle	42	391	307	78.5	2	4	15
SAFLBaffle	44	391	341	87.2	4	4	15
SAFLBaffle	55	391	365	93.5	5	5	18
SAFLBaffle	63	391	370	94.6	3	6	24
SAFLBaffle	66	391	380	97.4	6	6	24
SAFLBaffle	86	391	386	98.8	6	8	30
SAFLBaffle	106	391	388	99.4	6	10	36

MIDS ANALYSIS

Project Information

Calculator Version:

Project Name:

User Name / Company Name:

Date:

Project Description:

Version 2: June 2014

MCW Springbrook - Blaine, MN

Arik Lokensgard, P.E. - Kimley-Horn

05/03/2023

The project will consist of the redevelopment of the existing vacant site to demolish the existing building and associated parking such that it allows for the construction of a free standing conveyor-type car wash building – approximately 5,600 SF and 130 feet long. Along with the car wash, all associated parking, trash enclosures, lighting, underground utilities, landscaping, and stormwater management areas will be constructed.

Site Information

Retention Requirement (inches):

1.1

Site's Zip Code:

55433

Annual Rainfall (inches):

30.8

Phosphorus EMC (mg/l):

0.3

TSS EMC (mg/l):

54.5

Total Site Area

Land Cover	A Soils (acres)	B Soils (acres)	C Soils (acres)	D Soils (acres)	Total (acres)
Forest/Open Space - Undisturbed, protected forest/open space or reforested land					0
Managed Turf - disturbed, graded for yards or other turf to be mowed/managed				0.42	0.42
			Impervious Area (acres)		0.67
			Total Area (acres)		1.09

Site Areas Routed to BMPs

Land Cover	A Soils (acres)	B Soils (acres)	C Soils (acres)	D Soils (acres)	Total (acres)
Forest/Open Space - Undisturbed, protected forest/open space or reforested land					0
Managed Turf - disturbed, graded for yards or other turf to be mowed/managed				0.42	0.42
			Impervious Area (acres)		0.67
			Total Area (acres)		1.09

Summary Information

Performance Goal Requirement

Performance goal volume retention requirement:	2675	ft ³
Volume removed by BMPs towards performance goal:		ft ³
Percent volume removed towards performance goal		%

Annual Volume and Pollutant Load Reductions

Post development annual runoff volume	1.7129	acre-ft
Annual runoff volume removed by BMPs:	0	acre-ft
Percent annual runoff volume removed:	0	%
Post development annual particulate P load:	0.77	lbs
Annual particulate P removed by BMPs:	0.64	lbs
Post development annual dissolved P load:	0.63	lbs
Annual dissolved P removed by BMPs:	0.01	lbs
Percent annual total phosphorus removed:	46	%
Post development annual TSS load:	254	lbs
Annual TSS removed by BMPs:	209	lbs
Percent annual TSS removed:	82	%

BMP Summary

Performance Goal Summary

BMP Name	BMP Volume Capacity (ft ³)	Volume Recieved (ft ³)	Volume Retained (ft ³)	Volume Outflow (ft ³)	Percent Retained (%)
Southern Vegetated Slope	0	0	0	0	0
Underground Filtration System	0	2196	0	2196	0
Northern Stormwater Pond	0	479	0	479	0

Annual Volume Summary

BMP Name	Volume From Direct Watershed (acre-ft)	Volume From Upstream BMPs (acre-ft)	Volume Retained (acre-ft)	Volume outflow (acre-ft)	Percent Retained (%)
Southern Vegetated Slope	0.0462	0	0	0.0462	0
Underground Filtration System	1.3802	0	0	1.3802	0
Northern Stormwater Pond	0.2864	0	0	0.2864	0

Particulate Phosphorus Summary

BMP Name	Load From Direct Watershed (lbs)	Load From Upstream BMPs (lbs)	Load Retained (lbs)	Outflow Load (lbs)	Percent Retained (%)
Southern Vegetated Slope	0.02	0	0	0.02	0
Underground Filtration System	0.62	0	0.53	0.09	85
Northern Stormwater Pond	0.13	0	0.11	0.02	84

Dissolved Phosphorus Summary

BMP Name	Load From Direct Watershed (lbs)	Load From Upstream BMPs (lbs)	Load Retained (lbs)	Outflow Load (lbs)	Percent Retained (%)
Southern Vegetated Slope	0.02	0	0	0.02	0
Underground Filtration System	0.51	0	0	0.51	0
Northern Stormwater Pond	0.11	0	0.01	0.1	8

TSS Summary

BMP Name	Load From Direct Watershed (lbs)	Load From Upstream BMPs (lbs)	Load Retained (lbs)	Outflow Load (lbs)	Percent Retained (%)
Southern Vegetated Slope	7	0	0	7	0
Underground Filtration System	205	0	174	31	85
Northern Stormwater Pond	42	0	35	7	84

BMP Schematic



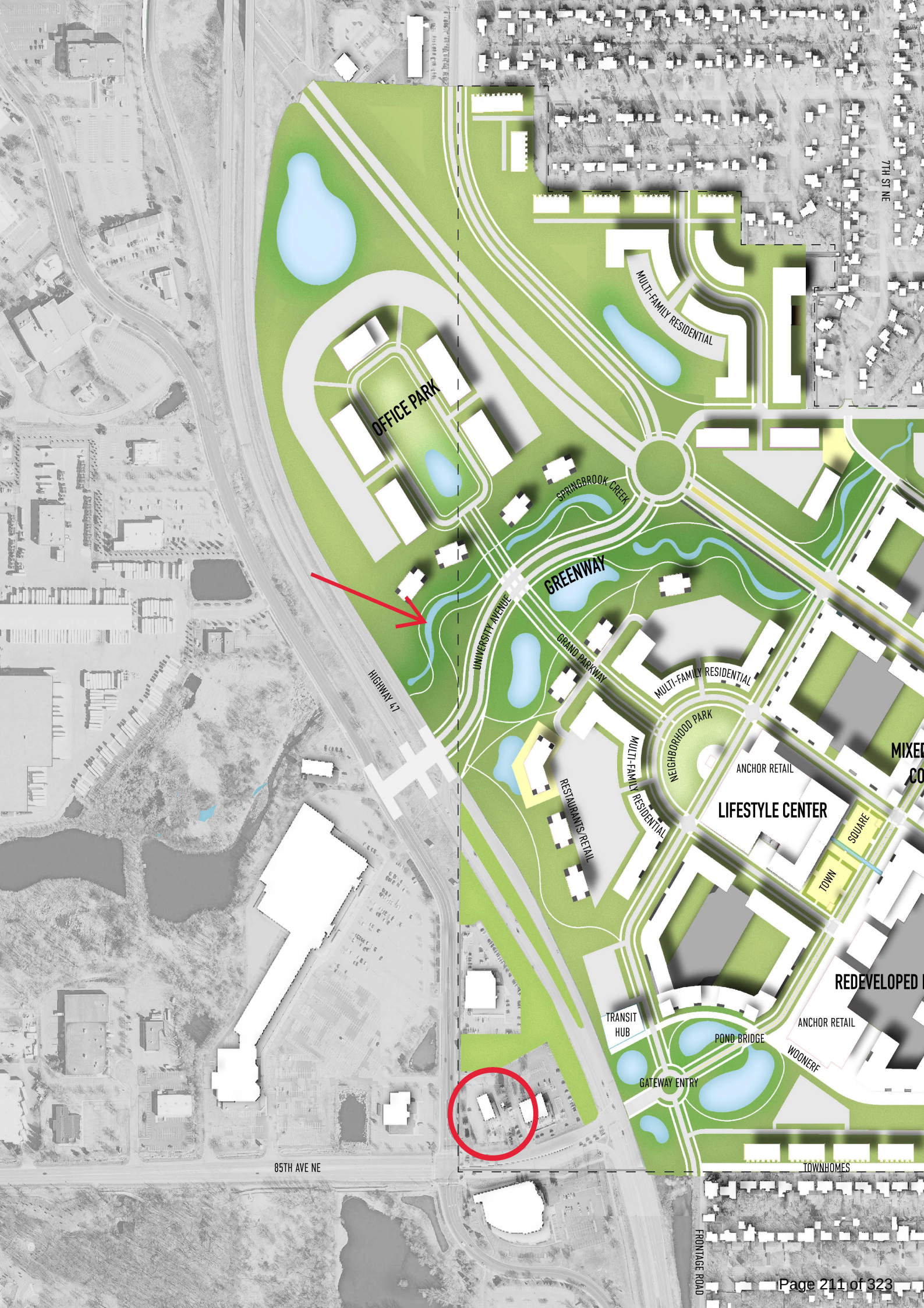
Northern Stormwater Pond



Underground Filtration
System



Southern Vegetated Slope



OFFICE PARK

MULTI-FAMILY RESIDENTIAL

GREENWAY

SPRINGBROOK CREEK

UNIVERSITY AVENUE

GRAND PARKWAY

MULTI-FAMILY RESIDENTIAL

NEIGHBORHOOD PARK

ANCHOR RETAIL

LIFESTYLE CENTER

RESTAURANTS RETAIL

MULTI-FAMILY RESIDENTIAL

SQUARE
TOWN

REDEVELOPED

ANCHOR RETAIL

WOODNER

TRANSIT HUB

POND BRIDGE

GATEWAY ENTRY

TOWNHOMES

85TH AVE NE

FRONTAGE ROAD

7TH ST NE



The diagram illustrates a sewer line profile with various pipe segments and their elevations. The profile is shown as a series of connected lines with arrows indicating the direction of flow. The elevations are given in feet and inches (e.g., 100.00, 97.00, 95.00, 92.00, 89.00, 86.00, 83.00, 80.00, 77.00, 74.00, 71.00, 68.00, 65.00, 62.00, 59.00, 56.00, 53.00, 50.00, 47.00, 44.00, 41.00, 38.00, 35.00, 32.00, 29.00, 26.00, 23.00, 20.00, 17.00, 14.00, 11.00, 8.00, 5.00, 2.00, 0.00). The profile starts at a high elevation on the left and slopes downward to the right, with several vertical drops (manholes) indicated by arrows pointing down. The final segment is a short pipe at the bottom right.

PROPERTY LINE
EXISTING CONTOUR
PROPOSED CONTOUR
PROPOSED STORM MANHOLE (SOLID CASTING)
PROPOSED STORM MANHOLE (ROUND INLET CASTING)
PROPOSED STORM MANHOLE / CATCH BASIN (CURB INLET CASTING)
PROPOSED STORM SEWER CLEANOUT
PROPOSED FLARED END SECTION
PROPOSED RIPRAP
PROPOSED STORM SEWER
PROPOSED STORM SEWER
PROPOSED SPOT ELEVATION
PROPOSED HIGH POINT ELEVATION
PROPOSED LOW POINT ELEVATION
PROPOSED GUTTER ELEVATION
PROPOSED TOP OF CURB ELEVATION
PROPOSED FLUSH PAVEMENT ELEVATION
MATCH EXISTING ELEVATION
PROPOSED EMERGENCY OVERTFLOW
PROPOSED DRAINAGE DIRECTION
0.0%

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF BLAINE, SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
2. CONTRACTOR TO CALL Gopher State Call One @ 1-800-252-1166 AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION/CONSTRUCTION FOR UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE AS FOLLOWS:
HOPE 0' - 10' PER ASTM M-352
HOPE 12' OR GREATER PER ASTM F-336
PVC SCH. 40 PER ASTM D-1785
STORM SEWER STIFFNESS SHALL BE AS FOLLOWS:
HOPE PER ASTM D-3034 PERASTM D-3011, C-900, AND C-443
HDP PER ASTM 312
PVC PER ASTM D-3034, JOINTS PER ASTM D-3312
4. CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS FOR EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS.

5. SURFACE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP PREVENT ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. EXCAVATION SHALL BE BACKFILLED PROPERLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
7. CONTRACTOR SHALL EXCAVATE DRAINAGE DEPRESSIONS TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS.
8. GRASSES SHOWN ARE FINISHED GRASSES. CONTRACTOR SHALL BRUSH GRADE TO SURFACE ELEVATION AND LEAVE STREET READY FOR SURFACE.
9. ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ANY ABANDONED MATERIAL, ETC. SHALL BE REMOVED FROM THE PROJECT SITE. THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
10. REFER TO THE UTILTY PLAN FOR SANITARY SEWER MAIN, WATER MAIN SERVICE LAYOUT AND ELEVATIONS AND CAPPING, STRUCTURE NO. 10.
11. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES TO PROVIDE POSITIVE DRAINAGE.
12. INSTALL A MINIMUM OF # 4 CLASS 5 AGGREGATE BASE UNDER CURB AND GUTTER AND CONCRETE SIDEWALKS.
13. UPON COMPLETION OF EXCAVATION AND FILLING, CONTRACTOR SHALL RESTORE ALL EXISTING DRIVEWAYS AND SIDEWALKS TO EXISTING FINISHED AREAS SHALL BE REGENERATED WITH A MINIMUM OF 4" OF TOPSOIL.
14. ALL SPOT ELEVATIONS/CONTROLS ARE TO GUTTER / FLOW LINE UNLESS OTHERWISE NOTED.
15. GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATEMENTAL SLOPES. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1:12 VERTICAL TO HORIZONTAL. IN NO CASE SHALL SIDEWALK SLOPES EXCEED 5% IN ANY CASE SHALL ACCESSIBLE PARKING STALLS OR SIDEWALK SLOPES EXCEED 5% IN ANY CASE SHALL ACCESSIBLE PARKING STALLS OR ALLEES EXCEED 2% (1:5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA COMPLIANCE CANNOT BE MET IN ANY LOCATION PRIOR TO ANY CONSTRUCTION OR FINISHING. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COMPLAINTS OR NOTIFICATION OF CHANGES. OWNERS WILL BE NOTIFIED FOR ANY COMPLAINTS OR ISSUES.
16. MAINTAIN A MINIMUM OF 0.5% GUTTER SLOPE TOWARDS LOW POINTS.
17. CONTRACTOR TO COVER IF INSULATION BY 5" WIDE CENTERED ON STORM PIPE IF LESS THAN 1" OF COVER IN PAVEMENT AREAS AND LESS THAN 7" OF COVER IN LANDSCAPE AREAS.
18. ROOF DRAIN INVERT CONNECTIONS AT THE BUILDING SHALL BE AT ELEVATION 877.78 OR LOWER UNLESS NOTED OTHERWISE. REFERENCE MEP PLANS FOR ROOF DRAIN CONNECTION.
19. ALL STORM SEWER CONNECTIONS SHALL BE GASKETED AND WATER TIGHT INCLUDING MANHOLE CONNECTIONS.
20. ALL STORM SEWER PIPE SHALL BE AIR TESTED IN ACCORDANCE WITH THE CURRENT PLUMBING CODE.
21. MAINTAIN A MINIMUM OF 1.25% SLOPE IN BITUMINOUS PAVEMENT AREAS, 0.5% SLOPE IN CONCRETE PAVEMENT AREAS.
22. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCTION "INFLUENTIAL CURB" WHERE PAVEMENT DRAINS TOWARD GUTTER AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM GUTTER.



GRADING AND DRAINAGE PLAN

MN 1622
SPRINGBROOK
PREPARED FOR
MISTER CAR
WASH

KHA PROJECT	
160284014	
DATE	
06/14/2023	
SCALE	AS SHOWN
SIGNED BY	AK
DRAWN BY	MD
CHECKED BY	WD

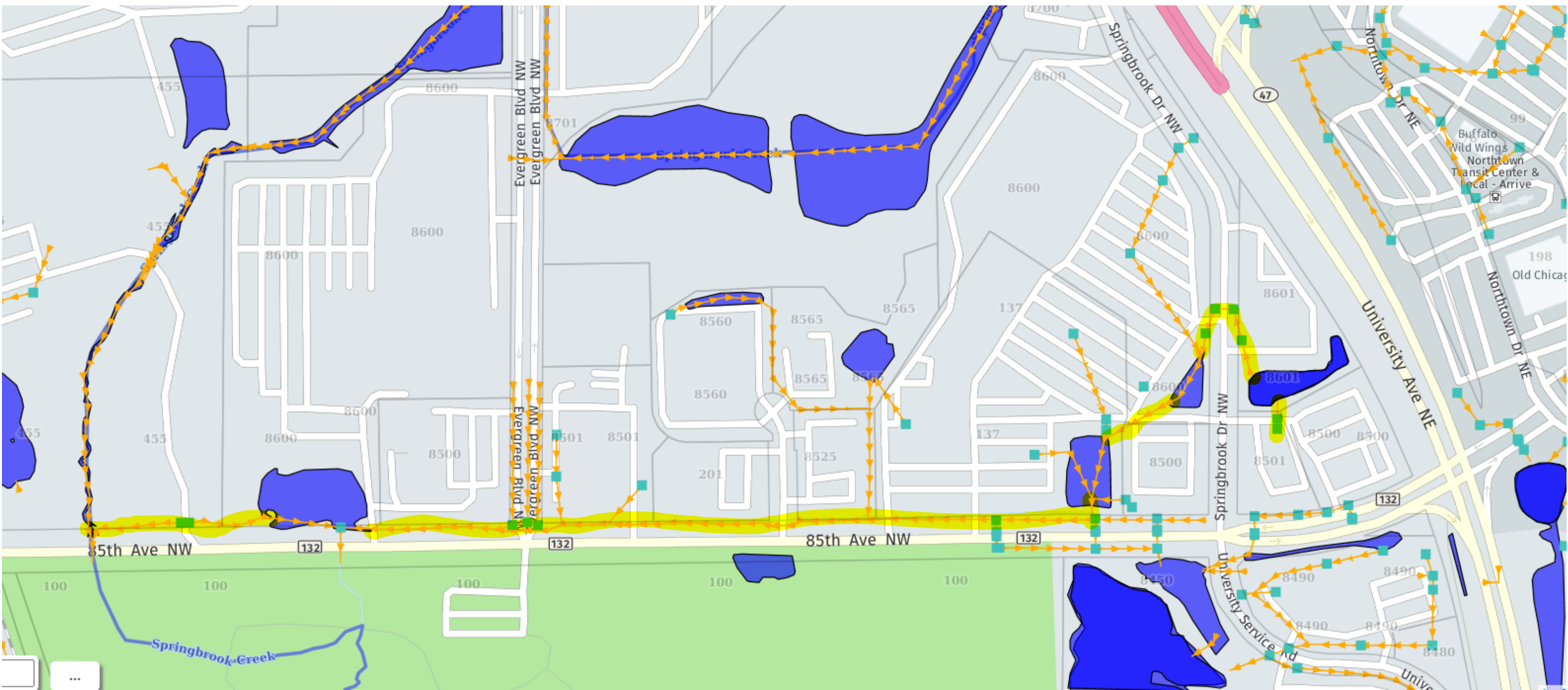
I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS PREPARED BY
ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.

ARIK C. LOKENSGARD, P.E.
DATE: 06/01/2023 MN LIC. NO. _____

Kimley»Horn

© 2022 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

No.	REVISIONS	DATE	BY



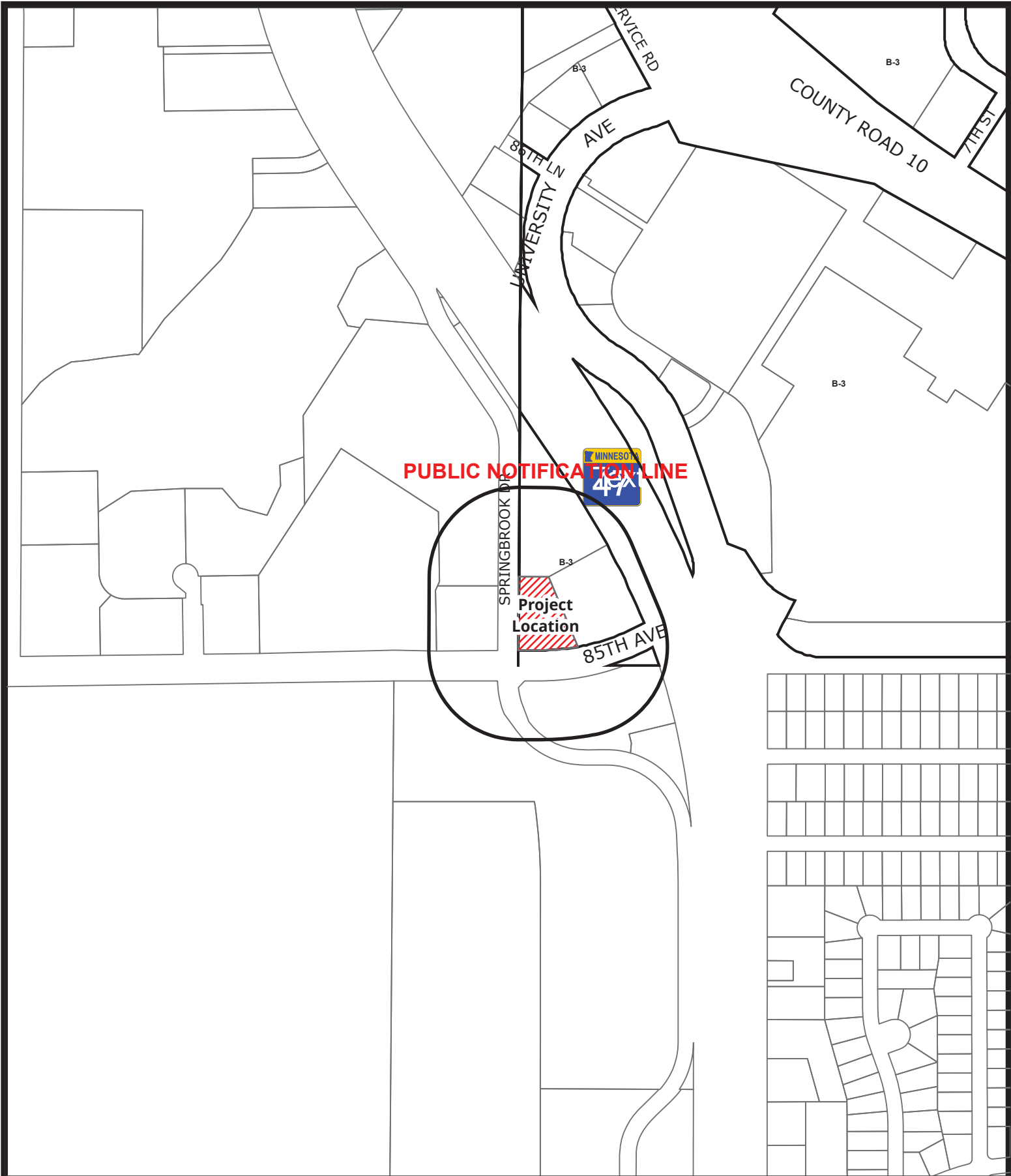




CLOSE

Handwritten graffiti in black and green paint, possibly reading "X-1000" or similar, is scrawled over the sign.





BlaineMN.gov

Case File No. 23-0047 Mister Car Wash

Blaine Planning Department / 10801 Town Square Dr NE / Blaine, MN 55449 / (763) 785-6180



May 5th, 2023

City of Blaine
10801 Town Square Dr NE
Blaine, MN 55449
Attention: Ms. Sheila Sellman

Re: Mister Car Wash Planning Application Narrative

Dear Ms. Sellman;

Please accept this letter as a brief introduction and narrative for the above referenced project at 8501 Springbrook Drive.

Mister Car Wash is a subscription-based conveyor car wash (the first to introduce this model), meaning it takes the vehicle and the person through the tunnel together and is constant motion as long as vehicles are prepared to enter.

The building is approximately 5,500 square feet, and the tunnel itself is 130' long. This specific Mister Car Wash proto-type and tunnel is created for the northern, colder climate to give vehicles more time to dislodge snow, ice, and water before exiting the tunnel.

Vehicles queue at the Point of Sale (POS) station where an intricate camera system reads and identifies each vehicle (utilizing an RFID sticker placed on the windshield), then releases an arm that allows the vehicles to enter the tunnel. Since no money exchanges hands, and there are designated lanes for subscribers, the operation stays in perpetual motion. There is an additional stacking lane and pay station that accepts both member and non-members as well.

There are no sales or services rendered inside or as part of this business model, however there are always employees on site, one greeting incoming cars and if needed, spraying the vehicles for insects, pollens etc. Additional employees are inside the tunnel and at the vacuums which, are free of charge. Hours of operation across the country are 7 a.m. to 7 p.m.

As part of this application, a trip generation and queuing memo was completed. Mister Car Wash also has employees on-site who are able to help with traffic flow during peak times. There is an employee on shift during the peak hours whose job is to ensure the parking lot is clean, customers are appropriately entering and exiting the site, and can help direct deliveries. During the peak hour, and when the queue at the shared driveway access is longer than 2 vehicles, it is anticipated that this employee will be directing traffic to exit the tunnel and proceed to the east to the vacuum stalls. Customers will either be able to vacuum their vehicles, turn around in the vacuum stalls, or proceed through Red Lobster's parking lot and exit at the 'right-in right-out' at 85th Street.



Each new Mister Car Wash location incorporates an underground water reclaim system, which allows for a portion of wastewater to be reused within the car wash, and even removes sediment, balances PH, and oxygenates the portion of water that is directed to the municipal sewer. Approximately thirty-three percent of water on average is recycled during the wash process in all the new Mister Car Wash locations by facilitating sophisticated water filtration and storage systems that enable us to recycle and re-use water.

Mister Car Wash also engages with the communities in which the reside, contributing to fundraising efforts; in-kind donations given over the past 5 years exceed \$450,000 to organizations withing the markets we operate. Also, support for education is important to Mister Car Wash, and this is reflected by the 'Teachers Who Shine Grants' programs in the form of both grants and Unlimited Wash Club memberships, and the Employee Scholarship program which has been awarded to 111 employees to date.

The existing site is a former Burger King. Mister Car Wash proposes to demolish the structure, making way for the new car wash building, dumper enclosure, employee shelter, and canopy. The drive lanes are proposed to consist of concrete, with new site lighting and landscaping. The construction schedule is anticipated to be a total of 7 months.

Being a constrictive site, extra time was taken to ensure a layout that will function well and respect its surroundings, albeit a variance will be needed for a portion of drive lane on the western side of the site. The application within will address the permitting criteria needed for §MN462.357, that requires practical difficulties be demonstrated for a variance to be granted.

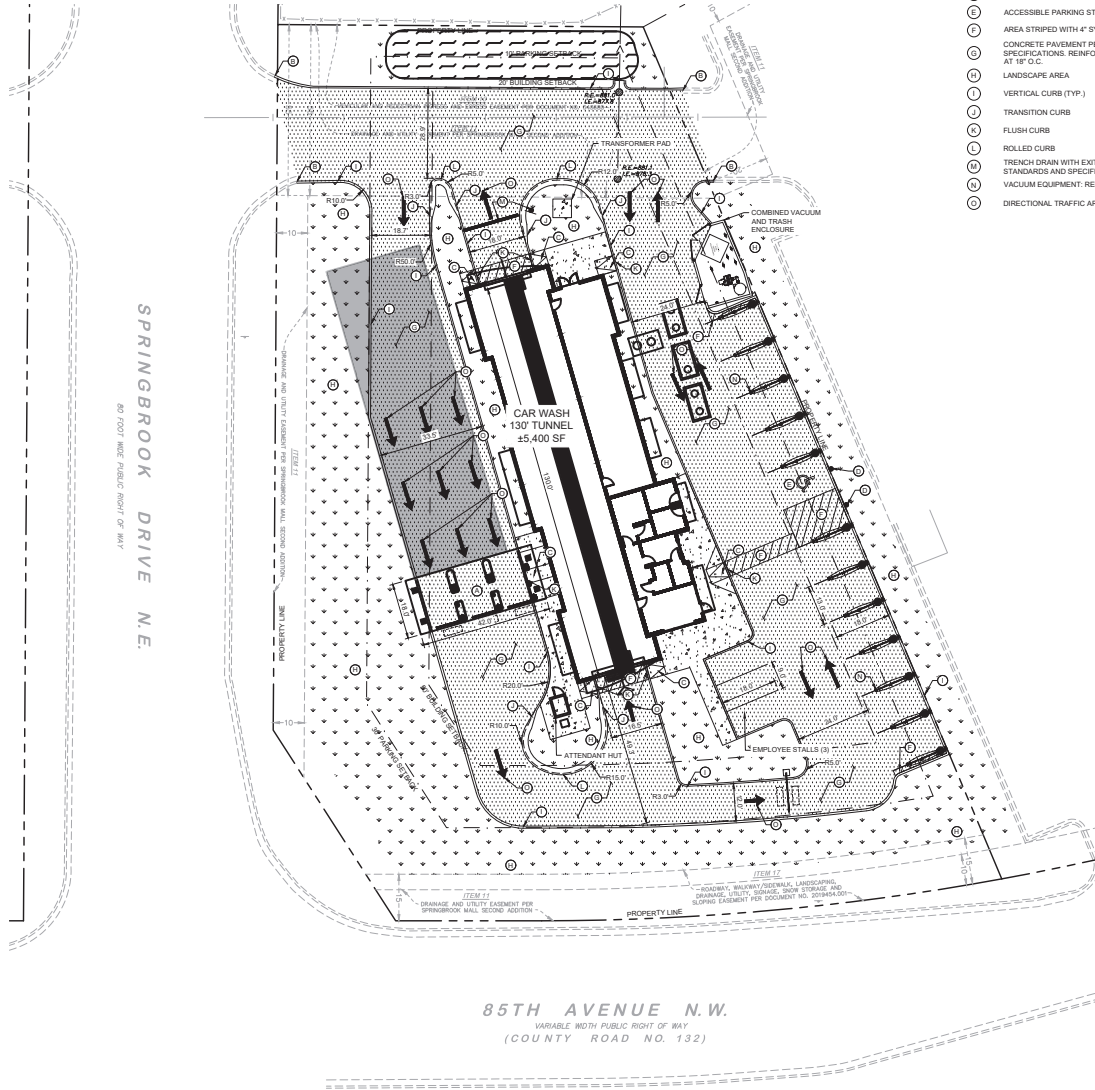
Being part of the Coon Creek Watershed District, we have completed the appropriate applications and have been assigned a permit number (P-23-043). We are now preparing all the requested information and hope to have a concurrent approval by May 12th.

In closing, we would like to extend our appreciation for your time and willingness to work with us, and share our excitement to be joining the Blaine community hopefully, very soon

Respectfully,

Krisandra Lippert

Krisandra Lippert
Mister Car Wash, Inc (CWP West, LLC)
Development Project Manager
klippert@mistercarwash.com



KEYNOTE LEGEND

- (A) POS CANOPY AND EQUIPMENT: REF: ARCHITECTURAL PLANS
- (B) MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
- (C) ACCESSIBLE CURB RAMP
- (D) ACCESSIBLE PARKING SIGN
- (E) ACCESSIBLE PARKING STALL
- (F) AREA STRIPED WITH 4" SYSL @ 45° 2' O.C.
- (G) CONCRETE PAVEMENT PER MISTER CARWASH STANDARDS AND SPECIFICATIONS. REINFORCEMENT TO INCLUDE #3 REBAR SPACED AT 18" O.C.
- (H) LANDSCAPE AREA
- (I) VERTICAL CURB (TYP.)
- (J) TRANSITION CURB
- (K) FLUSH CURB
- (L) ROLLED CURB
- (M) TRENCH DRAIN WITH EXIT SIGN PER MISTER CAR WASH STANDARDS AND SPECIFICATIONS
- (N) VACUUM EQUIPMENT: REF: ARCHITECTURAL PLANS
- (O) DIRECTIONAL TRAFFIC ARROW: PER GREENBOOK STANDARDS

LEGEND

- PROPERTY LINE
- EXISTING FENCE
- SETBACK LINE
- PROPOSED CURB AND GUTTER
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE SIDEWALK

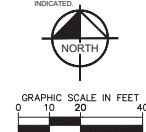
PROPERTY SUMMARY

SPRING LAKE PARK, MN MISTER CAR WASH	
TOTAL PROPERTY AREA	1.14 AC
ZONING SUMMARY	
EXISTING ZONING	B3 - REGIONAL COMMERCIAL
PROPOSED ZONING	B3 - REGIONAL COMMERCIAL
PARKING SETBACKS	SOUTHWEST: 30' NORTHEAST: 10'
BUILDING SETBACKS	SOUTHWEST: 50' NORTHEAST: 20'

BUILDING DATA SUMMARY

AREAS	
PROPOSED PROPERTY	1.14 AC
BUILDING AREA	±5,400 SF
PARKING	
REQUIRED PARKING	6 SPACES (1 LANE)
PROPOSED PARKING	14 SPACES (11 VACUUM, 3 EMPLOYEE)
ADA STALLS REQ'D / PROVIDED	1 STALLS / 1 STALLS

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND U.S.A. STANDARDS.
- CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXISTING BUILDING UTILITY ENTRANCE LOCATIONS.
- ALL INNER CURBED RADI ARE TO BE 3' OUTER CURBED RADI ARE TO BE <10' UNLESS OTHERWISE NOTED. STRIPED RADI ARE TO BE 5'.
- ALL DIMENSIONS AND RADI ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
- SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY EGAN, FIELD & NOLAN, INC.
- TOTAL LAND AREA IS 1.14 ACRES.
- PLYON / MONUMENT SIGNS SHALL BE CONSTRUCTED BY OTHERS. SIGNS ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIZE, LOCATION AND ANY REQUIRED PERMITS NECESSARY FOR THE CONSTRUCTION OF THE PLYON / MONUMENT SIGN.
- CONTRACTOR SHALL REFERENCE ARCH / MEP PLANS FOR SITE LIGHTING AND ELECTRICAL PLAN.
- NO PROPOSED LANDSCAPING SUCH AS TREES OR SHRUBS, ABOVE AND UNDERGROUND STRUCTURES, OR OTHER OBSTRUCTIONS SHALL BE LOCATED WITHIN EXISTING OR PROPOSED UTILITY EASEMENTS AND RIGHTS OF WAY UNLESS SPECIFICALLY NOTED ON PLANS OTHERWISE.
- REFERENCE ARCHITECTURAL PLANS FOR DUMPSTER ENCLOSURE DETAILS.
- REFER TO FINAL PLAT OR ALTA SURVEY FOR EXACT LOT AND PROPERTY BOUNDARY DIMENSIONS.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- ALL DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT.
- ALL PARKING STALLS TO BE 12' IN WIDTH AND 18' IN LENGTH UNLESS OTHERWISE INDICATED.



PRELIMINARY - NOT FOR CONSTRUCTION

MN 1622
SPRINGBROOK
PREPARED FOR
MISTER CAR
WASH

SITE PLAN

MINNESOTA
BLAINE

SHEET NUMBER
C400

Kimley-Horn
© 2022 KIMLEY-HORN AND ASSOCIATES, INC.
707 ELLIOT STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: (651) 464-4197
WWW.KIMLEY-HORN.COM

KIMLEY-HORN AND ASSOCIATES, INC.
10000 UNIVERSITY AVENUE, SUITE 100, ST. PAUL, MN 55155
DATE: 06/01/2023
BY: [Signature]
CHECKED BY: [Signature]
SCALE: AS SHOWN
AC: [Signature]
MAB: [Signature]
DATE: 06/01/2023
U.C. NO.: 80551

NO.	REVISIONS	DATE	BY

[illegible]



EXISTING	PROPOSED	
		GATE VALVE
		HYDRANT
		REDUCER
		TEE
		SANITARY SEWER MANHOLE
		SANITARY CLEANOUT
		WATERMAIN
		SANITARY SEWER
		STORM SEWER
		UNDERGROUND ELECTRIC
		TELEPHONE
		GAS MAIN

INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.

CONTACT STATE 811 CALL-BEFORE-DIGGING LOCATING SERVICE AT LEAST TWO WEEKS PRIOR TO EXCAVATION FOR ANY UNDERGROUND UTILITY LOCATIONS.

CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.

SANITARY SEWER PIPES SHALL BE:
PVC: ASTM D-2726 D-3034
48" TO 42" ASTM D-718, F-474, F-884
SANITARY SEWER FITTINGS SHALL BE:
PVC: ASTM D-2726 D-3034
SCH 40, ASTM D-2688, F-794, F-1866

WATER MAIN PIPES SHALL BE:
PVC: ASTM D-1785, D-2241, AWWA C-900
48" TO 36" AWWA C101
WATER MAIN FITTINGS SHALL BE:
PVC: ASTM D-1785, D-2241, AWWA C-900
SCH 40, ASTM D-2688, F-794, F-1866

STORM SEWER PIPES SHALL BE:
PVC: ASTM D-2726 D-3034
HOPE: ASTM F-714, F-884
PVC: ASTM D-2726
PVC SCH40: ASTM D-1785, D-2241, AWWA C-900, F-794
CRAN: LIT 100
PVC: ASTM F-687
PVC: ASTM D-2726
STORM SEWER FITTINGS SHALL BE:
ROF: ASTM C-1, JOINTS PER ASTM C-811, C-990, AND C-443
HOPE: ASTM D-3212
PVC: ASTM D-2726, JOINTS PER ASTM D-3212
PVC SCH40: ASTM D-2688, F-794, F-1866

WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPE(S) FOR PROPER INSTALLATION OF THE NEW LINES. NOTIFY THE UTILITY PROVIDER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.

PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.

MAINTAIN A MINIMUM OF 7" COVER ON ALL WATER LINES.

FOR WATER LINES AND JUBS/UTS/UTS/UTS MECHANICAL JOINTS WITH RESTRAINTS SUCH AS ANCHORS, WEDGES OR OTHER TYPES OF RESTRAINTS, PROVIDE 18" COVER OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.

MAINTAIN 18" MINIMUM VERTICAL SEPARATION WHERE SEWER PIPES CROSSES WATER LINES. AT THE EDGE OF THE PIPE OR OUTSIDE EDGE OF PIPE OR STRUCTURES, PROVIDE 10" FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.

IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, OR UNDERGROUND UTILITIES, THE CONTRACTOR SHALL DETERMINE AND PROPOSED THE PROPOSED MINIMUM VERTICAL SEPARATION SHALL BE: PVC SCHEDULE 40 OR PER C900 AND HAVE ANCHORS AT THE END OF THE LINE TO MAINTAIN THE MINIMUM VERTICAL SEPARATION. THE CROSSING, THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE WEDGES OR OTHER TYPES OF RESTRAINTS TO PROVIDE A MINIMUM OF 18" VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A 210 OR ANSI B 211 (AWWA C-115) (CLASS) 50.

ALL PVC & HOPE SEWER AND WATER MAIN SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.

UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO ANY OTHER ELECTRICAL.

IN PAYMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE. IN GREEN AREAS, RAISE MANHOLE CASTINGS TO BE ONE FOOT ABOVE FINISHED GRADE. PROVIDE A MINIMUM OF 18" VERTICAL SEPARATION.

REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY LINES. SECTIONS AND ROOF ORANS TO THE INTERIOR BUILDING SYSTEMS, BACKFLOW PREVENTER AND WATER METER SHALL BE PROVIDED BY THE UTILITY PROVIDER. SEE BUILDING PERMIT REQUIREMENTS.

CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE UTILITY PROVIDER. THE CONTRACTOR SHALL VERIFY THE LOCATION OF UTILITIES TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS PRIOR TO EXCAVATION FOR ANY UNDERGROUND UTILITY LOCATIONS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES IN CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.

REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE ELECTRICAL.

EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY WATER LINES. PROVIDE ALL NECESSARY CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.

EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNSALVAGEABLE MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF SITE IN ACCORDANCE WITH LOCAL ORDINANCES.

COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.

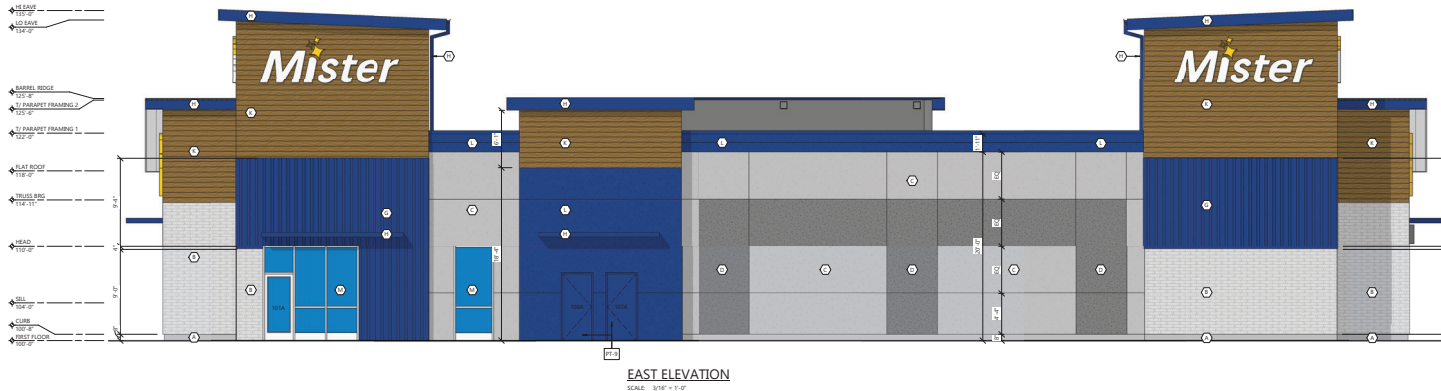
WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4 FEET OF COVER IN PAVED AREAS, THE CONTRACTOR SHALL PROVIDE 4" MINIMUM COVER OR A WATER STOP WITH NON-SKID INSULATION A MINIMUM OF 5 FEET IN WIDTH, CENTERED ON THE DRAIN.

ALL STORM SEWER PIPES JOINTS SHALL BE WATER-TIGHT CONNECTIONS.

ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. THE CONTRACTOR SHALL PROVIDE A WATER STOP WITH NON-SKID INSULATION GASKET SHALL BE IN ACCORDANCE WITH LOCAL CODES.

CONTRACTOR CONTRACTOR SHALL USE ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL





EXTERIOR MATERIAL KEY	
	CONCRETE CURB TEXTURE: HAND RUB COLOR: TO MATCH PT-3
	STONE MIR. E. DORADO STONE COLOR: CREAM W/ MATCHING MORTAR JOINT STYLE: SPLIT Limestone TYPED: PLANE STONE (24\"/>

EXTERIOR PAINT FINISH KEY			
MARK	MATERIAL	MANUFACTURER	DESCRIPTION
PT-3	EXTERIOR PAINT	SHERWIN-WILLIAMS	WALL STREET - SWIRL, SHEN PER PAINT FINISH NOTE R. 105, G. 100, B. 115. HEX #80D7D3. LRV: 75. COLOR COLLECTION: ENTHUSIAST
PT-4	EXTERIOR PAINT	SHERWIN-WILLIAMS	WORKING FOG - SWIRL, SHEN PER PAINT FINISH NOTE R. 106, G. 174, B. 177. HEX #A8A8E1. LRV: 45. COLOR COLLECTION: LUNA
PT-9	EXTERIOR PAINT	SHERWIN-WILLIAMS	IN THE NAVY - SWIRL, SHEN PER PAINT FINISH NOTE. USE ON ALL EXTERIOR FREE FINISHED METAL UNITS R. 48, G. 73, B. 73. HEX #2080A0. COLOR COLLECTION: 2018 UNITY LRV: 4
PT-10	EXTERIOR PAINT	SHERWIN-WILLIAMS	SHAMAY - SWIRL, SHEN PER PAINT FINISH NOTE. MATCHES STONE COLOR. USE ON BRICK METAL AT HEAD AND JAMBS
PT-11	EXTERIOR PAINT	SHERWIN-WILLIAMS	DOVEGRAY - SW. 107A. SHEN PER PAINT FINISH NOTE R. 144, G. 138, B. 131. HEX #99A8A8. LRV: 36. COLOR COLLECTION: HIGH VOLTAGE. COOL NEUTRALS
PT-12	EXTERIOR PAINT	SHERWIN-WILLIAMS	BLACK ROCK - SW. 107A. SHEN PER PAINT FINISH NOTE R. 79, G. 72, B. 46. HEX #404040. LRV: 7. COLOR COLLECTION: 2015 CHEVROLET. DREAMER
PT-13	EXTERIOR PAINT	SHERWIN-WILLIAMS	WHITE TAIL - SW. 107A. PROVIDED BLOCK FILLER. PAINT SHEN TO BE HIGH GLOSS. R. 244, G. 239, B. 238. HEX #F0F0F0. COLOR COLLECTION: SHIMMER
PT-14	EXTERIOR PAINT	SHERWIN-WILLIAMS	ON THE ROCKS - SW.107A. SHEN PER PAINT FINISH NOTE. R. 208, G. 206, B. 205. HEX #4000C0. SW-65. COLOR COLLECTION: SHIMMER

GENERAL NOTES	
- ALL SIGNAGE SHOWN FOR INFORMATIONAL PURPOSES ONLY. ALL ADVERTISING SIGNAGE SUBJECT TO SEPARATE BID PREPARE, SUBMITTAL, AND APPROVAL. - EXTERIOR LIGHTING LOCATIONS SHOWN. SEE ELECTRICAL PLANS FOR EXTERIOR LIGHTING SPECIFICATIONS AND REQUIREMENTS. COORDINATE - BOX LOCATIONS W/ FUTURE OWNER LIGHTING. - APPLY CLEAR WATERPROOF SEALER TO ALL EXPOSED STONE VENEER AND CMU. - METAL ROOF COLOR IS A CUSTOM COLOR. NO ALTERNATE WILL BE ACCEPTED.	

Always a Better Plan

100 Camelot Drive
Ford Du Lac, WI 54935
920-926-9800
excelengineering.com

COLLABORATION

PROJECT INFORMATION

PROPOSED BUILDING FOR:
MISTER CAR WASH
8501 SPRINGBROOK DR • BLAINE, MN

PROFESSIONAL SEAL

PRELIMINARY DATES
APR 10, 2023

JOB NUMBER
230058500

SHEET NUMBER
A5.0

NOT FOR CONSTRUCTION



City of Blaine

Planning Commission

July 11, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The Blaine planning commission met in the City Hall Chambers on Tuesday, July 11, 2023. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Homan, and Chair Goracke.

Members Absent: Commission Members Deonauth, Halpern, Swanson, and Olson.

Staff Present: Shawn Kaye, Planner
Shelia Sellman, City Planner
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.5.** 2023-265 Case File No. 23-0047 // Mister Car Wash // 8501 Springbrook Drive
The applicant is requesting a conditional use permit for a zero lot line and stand-alone car wash in the B-3 (Regional Commercial) zoning district.
Sponsors: Sheila Sellman, City Planner

The report to the planning commission was presented by Sheila Sellman, City Planner. The public hearing for Case File 23-0047 was opened at 7:17PM.

Max Buell, Kimley Horn, stated he was available to answer any engineering questions the commission may have.

Chair Goracke asked what was different about this car wash. Mr. Buell explained this would be a subscription-based car wash.

The public hearing was closed at 7:19PM.

Chair Goracke noted this would be on the agenda of the August 7, 2023 city council meeting.



City of Blaine Staff Report

File Number: RES 23-138

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, City Planner

Agenda Item # 10.2

Resolution Approving a Variance to the Five-Foot Side Yard Setback for a Shed at 1866 120th Lane NE.
Jason Merkel (Case File No. 23-0057/SLK)

Executive Summary

The applicant is requesting a variance to allow a three foot setback for a 96 square foot shed in the rear yard.

Background

Planning Commission (Public Hearing)	07/11/23 and 7/19/23
City Council (Variance) - No Action	08/07/23
City Council (Variance)	08/21/23
Action Deadline (60 Days)	08/13/23
Action Deadline (City Extended)	10/12/23

Staff report prepared by Shawn Kaye, Planner, and Teresa Barnes, Project Engineer

Executive Summary

At the August 7, 2023 Council meeting, the council directed staff to bring this request back with findings of fact for approval. The original staff report is below.

Zoning

The property is zoned R-1A (Single Family).

Surrounding Zoning and Uses

The adjacent properties are zoned R-1A and occupied by single-family homes.

Comprehensive Land Use

The subject property and adjacent properties are guided LDR (Low Density Residential).

Existing Conditions

The property has a single-family home with an attached garage. The rear yard has a deck, trees, and an open grass area.

Evaluation of Request

Code Requirement

R-1A

29.005 Standards -

(e) Rear yard and side yard setback for detached garage - Fifteen (15) feet, and accessory buildings - Five (5) feet. Corner yard setback for garages and accessory buildings-twenty five (25) feet.

The 5-foot side yard setback for accessory buildings is required in the R-1AA, R-1A, and R-1B Zoning District. The 5-foot side yard setback can be found in most DF (Development Flex) zoning standards. The R-1 zoning district permits side yard setbacks of not less than five (5) feet with the exception that accessory buildings, less than one hundred twenty (120) square feet in area, shall have a rear and side yard setback of not less than one (1) foot.

In 2005, a City Council sub-committee researched various single family code requirements. Based on that review, the City Council directed a change to the R-1 standards to allow a one-foot setback to the side yard if the accessory building was under 120 square feet.

A question was raised at the 2005 City Council meeting as to why the yard shed modification was limited to the R-1 Zoning district. It was suggested in 2005 that R-1 was chosen based on the experience R-1 homeowners had shared with various city council members in 2005. The City Council in 2005 chose not to include any other zoning districts at that time based on not hearing concerns from residents in those zoning districts.

Site Plan

The applicant is requesting to locate an 8x12 (96 square foot) shed with a 3-foot side yard setback instead of a 5-foot side yard setback. The shed is proposed to be located in the southeast corner of the site.

The shed location has been chosen by the homeowner because it is furthest from the house and in an area of deep shade where grass cannot grow (due to many trees on neighbors property). The desired location of the shed has an oak tree located in the southeast corner of the property. In order to keep the oak, a variance of 2 feet is being requested to allow a 3-foot setback rather than a 5-foot setback from the side lot line. The rear yard setback of 5 feet is able to be met in other locations on the site.

Grading/Storm Drainage

The construction of a small movable utility shed will not include any alterations to the existing grading or alteration of storm water drainage patterns on the property.

Wetlands/Watershed

There are no wetlands or FEMA flood plain on the existing site. A Coon Creek Watershed District review is not required.

Access/Street Design

The construction of a small movable utility shed will not include any new street access or require any street, sidewalk or trail design.

Easements/Right-of-way/Permits

The construction of a small movable utility shed will not require any additional easements or work within the existing street right-of-way.

Variances (Section 27.06)

(a) Criteria for granting variances. A variance to the provision of the zoning ordinance may be issued by the City Council to provide relief to the land owner in those cases where the ordinance imposes practical difficulty on the property owner in the use of his land. No use variances may be issued.

(1) Variances shall only be permitted:

- (a) When they are in harmony with the general purposes and intent of the ordinance and
- (b) When the variances are consistent with the comprehensive plan.

(2) Variances may be granted when the applicant for the variances establishes that there are practical difficulties in complying with the zoning. Practical difficulties, as used in connection with the granting of a variance, means that:

(a) The property owner proposes to use the property in a reasonable manner not permitted by the zoning code;

- A 3 foot setback may or may not be considered a reasonable use of the property.

(b) The plight of the landowner is due to circumstances unique to the property not created by the land owner;

- The applicant has identified the layout of the rear yard as a unique circumstance. This lot is 90 feet x135 feet and is the same size as 10 lots on 120th Lane. The rear yard has other locations available to locate the 96 square foot shed that would meet the 5-foot side and rear yard setback.

(c) The variance, if granted will not alter the essential character of the locality.

- The shed would most likely not be visible from the street but visible from adjacent properties.

(d) Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

- The variance is not for economic reasons.

(e) The variance requested is the minimum variance which would alleviate the unique circumstances.

- The applicant has indicated that the oak tree currently located on the property and the lot layout requires the shed to have a 3-foot setback. Staff does not see a relationship between the unique circumstances (the layout of the lot) and the 2-foot

variance needed for the shed location as there are other locations on the parcel for the shed.

Attachment List:

Zoning and Location Map

Site Survey

Aerial

Alternative Shed Locations

Shed Elevations

Narrative

Applicant Criteria Findings

Unapproved Planning Commission Minutes 7/11/23 and 7/19/23

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission opened the public hearing at the July 11, 2023 meeting. Due to lack of a quorum, the item and public hearing was continued to the July 19, 2023 Planning Commission meeting. The Planning Commission voted unanimously to deny the variance. There were no comments at the public hearing.

Financial Impact

Not applicable.

Public Outreach/Input

Notices of a public hearing were:

1. Mailed to property owners within 350 feet of the property boundaries.
2. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
3. Posted on the City website.

Staff Recommendation

By motion, adopt the Resolution.

Attachment List

1. Attachments
2. Unapproved PC Minutes 07/11/23
3. Unapproved PC Minutes 07/19/23



City of Blaine

Signature Copy

Resolution: RES 23-138

Resolution Approving a Variance to the Five-Foot Side Yard Setback for a Shed at 1866 120th Lane NE. Jason Merkel (Case File No. 23-0057/SLK)

WHEREAS, an application has been filed by Jason Merkel as Case File No. 23-0057 for a variance to the five-foot side yard setback for a shed; and

WHEREAS, said case involves the land described as follows:

Lot 3, Block 2, OLYMPIC GLEN

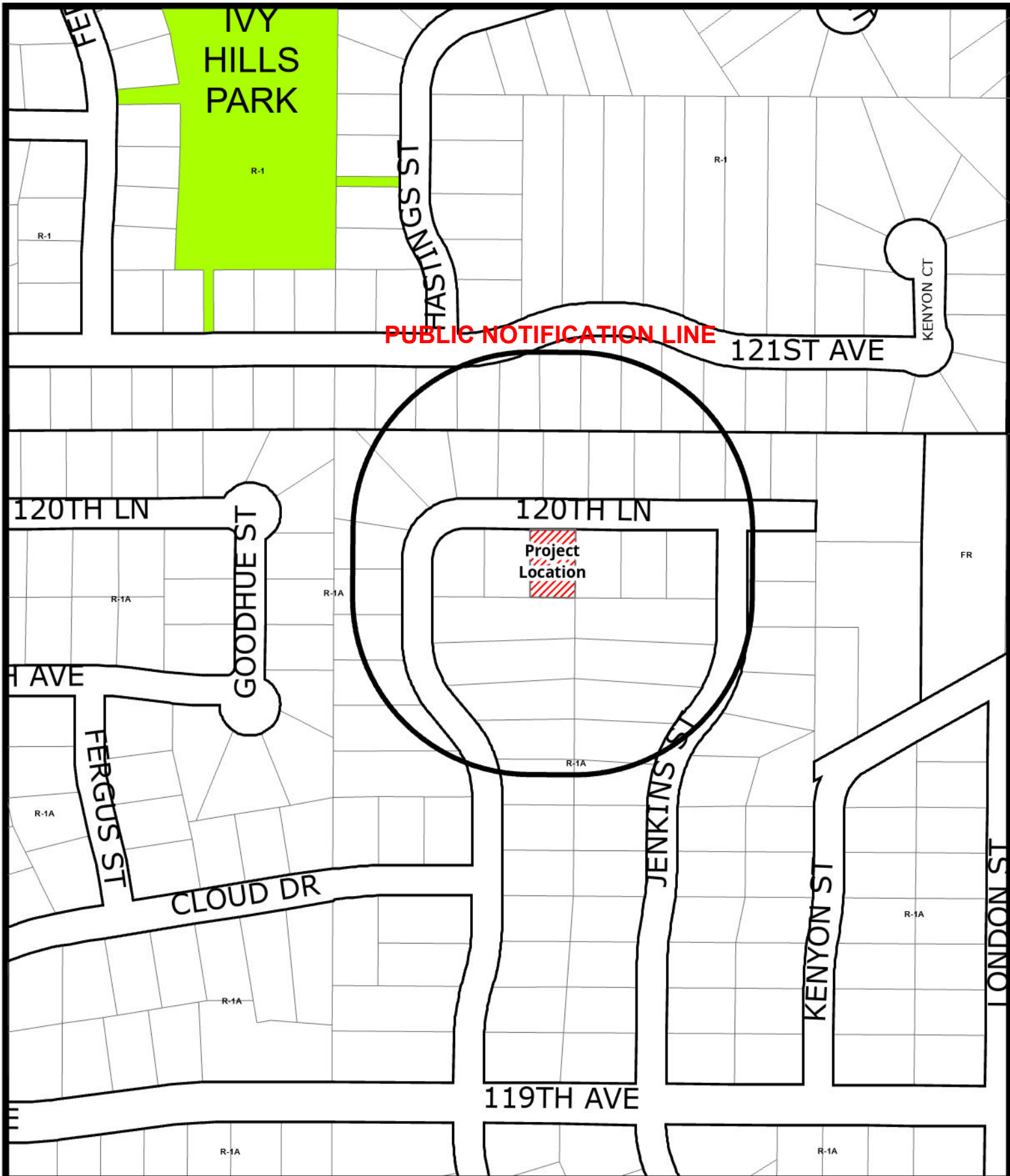
WHEREAS, a public hearing has been held by the Blaine Planning Commission on July 11, 2023 and July 19, 2023 and the Planning Commission recommends denial; and

WHEREAS, the Blaine City Council has reviewed said case on August 7, 2023 and August 21, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a variance is hereby approved per Section 27.06 and 29.055(e) of the Zoning Ordinance to allow the three-foot side yard setback for a shed, with the following findings:

1. The variance request is in harmony with the general purposes and intent of the ordinance.
2. The variance request is consistent with the comprehensive plan.
3. The property owner proposes to use the property in a reasonable manner not permitted by the zoning code.
4. The variance will not alter the essential character of the locality.
5. Economic considerations do not constitute practical difficulties.

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.



BlaineMN.gov

Case File No. 23-0057
Jason Merkel



Blaine Planning Department / 10801 Town Square Dr NE / Blaine, MN 55449 / (763) 785-6180

Established in 1962
LOT SURVEYS COMPANY, INC.

LAND SURVEYORS

REGISTERED UNDER LAWS OF STATE OF MINNESOTA
 7001 - 73rd Avenue North
 550-3043

MINNESOTA, JULY 1964 54-425

Surveyors Certificate

HARLES R. STEWART & BROWN

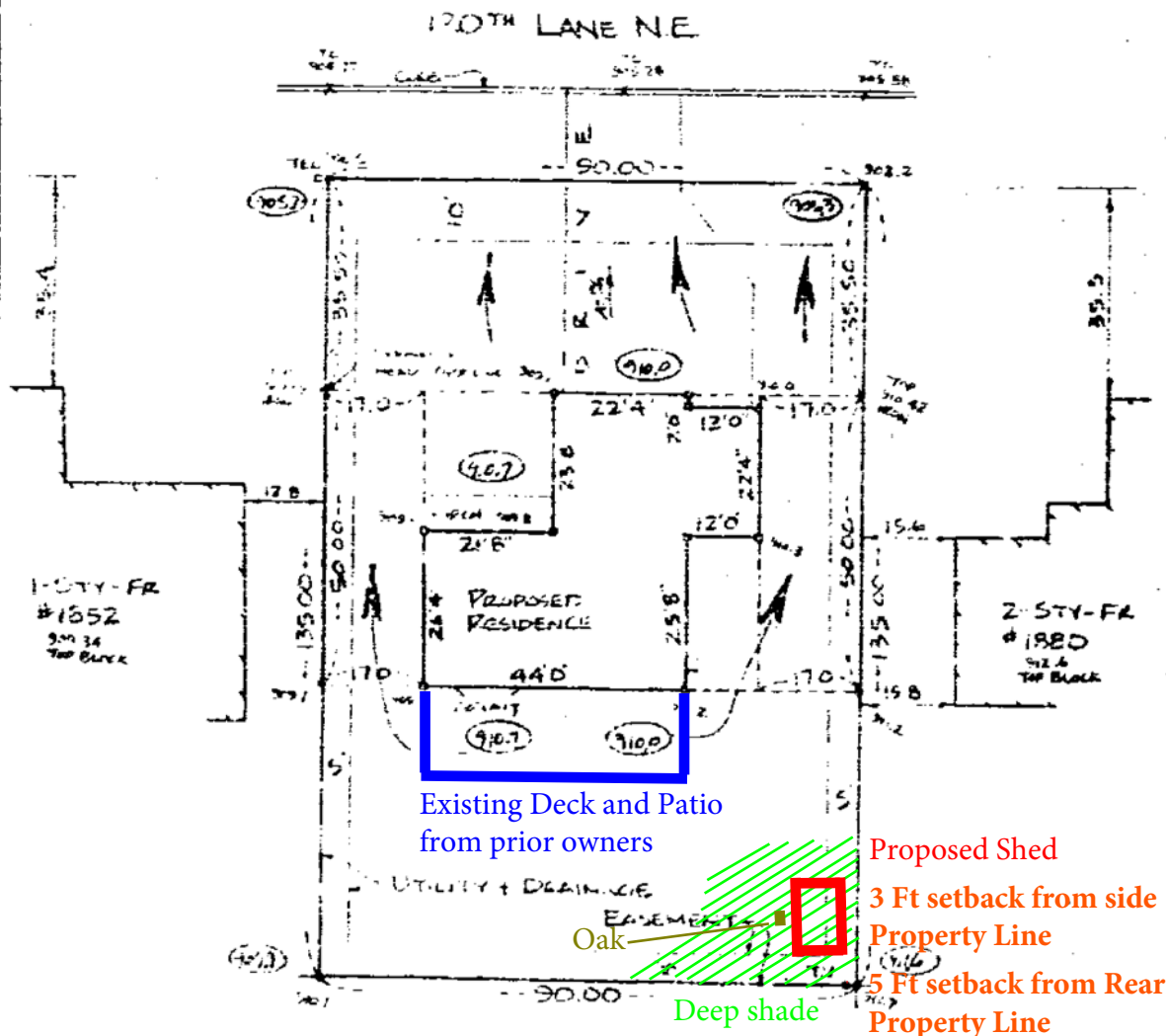
Property located in Section
 9, Township 31, Range 23,
 Anoka County, Minnesota

INVOICE NO. 37475
 F. B. NO. 618-32
 SCALE 1" = 20'

- Denotes Iron Monument
- Denotes Wood Stake Set For Excavation Only
- ▽ Denotes Existing Elevation
- Denotes Proposed Elevation
- Denotes Surface Drainage

911.4 Proposed Top of Block
 710.2 Proposed Garage Floor
 703.4 Proposed Lowest Floor

Type of Fencing -
 4 CYC



Lot 3, Block 2, OLYMPIC GLEN

Proposed building information must be checked with approved building plan before excavation and construction.

The only easements shown are from plats of record or information provided by client.

We hereby certify that this is a true and correct representation of a survey of the bounds and of the site as described and the location of all easements and other encroachments, if any, from an old line.

Surveyed by us on 24th day of May 1964

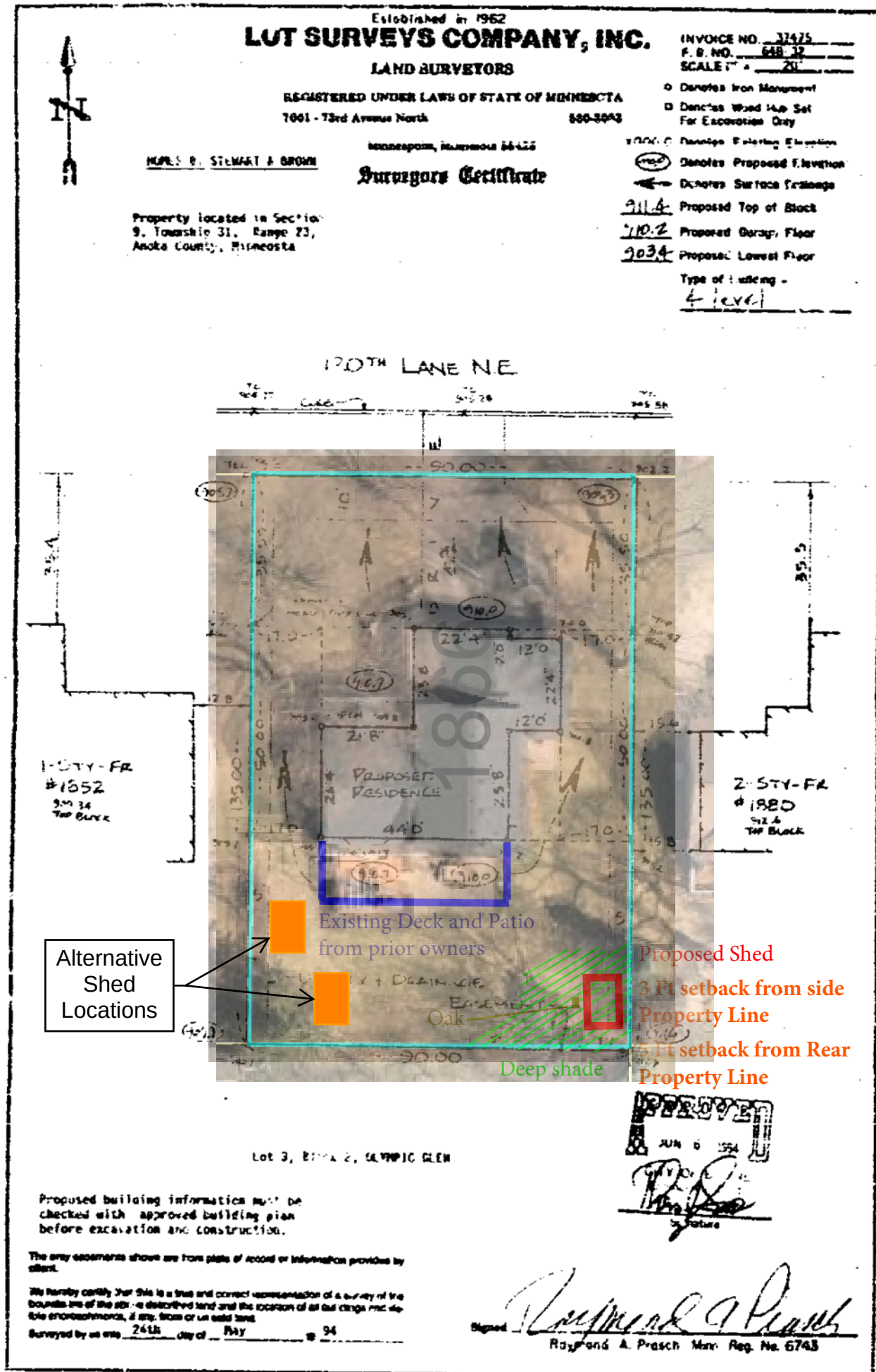
APPROVED
 JUN 6 1964
 [Signature]
 by [Signature]

Signed Raymond A. Prash
 Raymond A. Prash Minn. Reg. No. 6743

Site Aerial

**Proposed shed in red



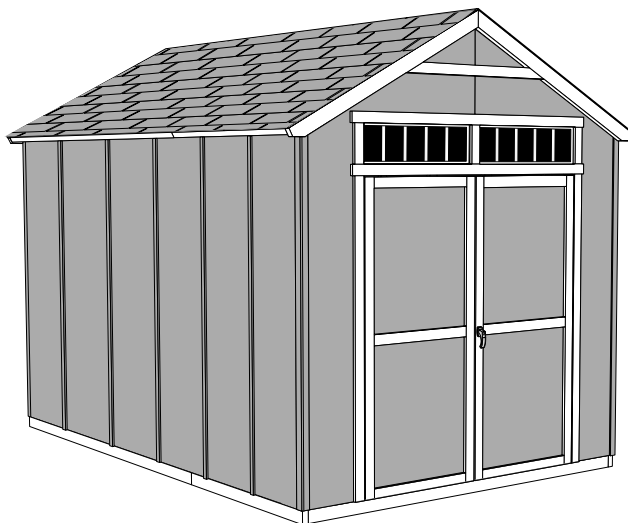


MARCO SERIES

MAJESTIC 8' x 12' (244 x 366 cm)

ACTUAL FLOOR SIZE IS 96 x 144" (244 x 366 cm)

KEEP THIS MANUAL FOR FUTURE REFERENCE



! IMPORTANT! !

READ INSTRUCTIONS THOROUGHLY PRIOR TO BEGINNING ASSEMBLY.

BEFORE YOU BEGIN

• **BUILDING RESTRICTIONS AND APPROVALS**

Be sure to check with local building department and homeowners association for specific restrictions and/ or requirements before building.

• **ENGINEERED DRAWINGS**

Contact our Customer Service Team if engineered drawings are needed to pull local permits.

• **SURFACE PREPARATION**

To ensure proper assembly you must build your shed on a level surface.

Recommended methods and materials to level your shed are listed on page 8.

• **CHECK ALL PARTS**

Inventory all parts listed on pages 4 - 6. Contact our Customer Service Team if any parts are missing or damaged.

• **ADDITIONAL MATERIALS**

You will need additional materials to complete your shed. See page 3 for required and optional materials and quantities.



- CUSTOMER SERVICE -



Call: 1-877-743-3400 email: customerservice@backyardproductsllc.com

Our House sits in one of two very small areas of Blaine which is Zoned Residential R-1A. As a result, and unlike the rest of Blaine, zoning requires a 5 ft setback for any accessory structures, such as sheds, playhouses, sandboxes, etc. Most all other areas of the city only require 1 ft setback for such structures from property lines. We would like to build a very small shed (8x12, 96 Square ft). With this, we have run into a practical difficulty in maintaining the zoning requirements in relation to our intended shed.

Specifically:

Our lot layout provides one of the smallest rear yards in the neighborhood. Of the two rear corners of the property, we would like to build the shed in the corner furthest from our house and neighbors houses, in an area of deep shade where grass cannot grow (due to many trees on neighbors property), and we can best utilize our property while maintaining the limited rear yard we have. This corner is preferred for the shed, because of its distance from the house and deep shade. Other possible areas on our property are significantly closer to our house, encroach significantly into our rear yard, or are sunny (Providing future opportunities for gardens, play equipment for our son, etc, which all can adhere to zoning requirements easily. This desired location of the shed, however, has an unfortunately placed Oak tree that was part of a grove of Oaks that have been present on the land since at least the 1950/60's (per the aerial photography from the time). The Oak in question is the youngest of the surviving oaks in the neighborhood, as all other surviving oaks are approximately twice the size and age of ours. In our opinion, this oak is key to maintaining the areas character as it grows, and we desperately do not want to cut down a slow growth tree like this.

Because of the Oak's location in relation to the lot lines, to keep the oak, we would need a variance of 2ft (maintaining a 3ft setback rather than a 5ft setback from the side lot line (maintaining the rear lot line setback isn't an issue). I have attached a proposed plan for the shed for reference and convenience.

Applicant Variance Criteria

- 1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning code.**

We would like to build a very small shed (8x12, 96 Square ft), on our property, however due to our unique circumstances, would require a 2 ft variance from the existing zoning requirements. Current zoning requirements call for a 5 foot setback from our side property line, and we are requesting a 3 ft setback.

- 2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.**

Our house sits in one of two very small areas of Blaine which is Zoned Residential R-1A. As a result, and unlike the rest of Blaine, zoning requires a 5 ft setback for any accessory structures, such as sheds, playhouses, sandboxes, etc. Most all other areas of the city only require 1 ft setback for such structures from property lines. We would like to build a very small shed (8x12, 96 Square ft). With this, we have run into a practical difficulty in maintaining the zoning requirements in relation to our intended shed.

This desired location of the shed, however, has an unfortunately placed Oak tree that was part of a grove of Oaks that have been present on the land since at least the 1950/60's (per the aerial photography from the time).

Because of the Oak's location in relation to the lot lines, to keep the oak, we would need a variance of 2ft (maintaining a 3ft setback rather than a 5ft setback from the side lot line (maintaining the rear lot line setback isn't an issue).

- 3. The variance, if granted, will not alter the essential character of the locality.**

This desired location of the shed, however, has an unfortunately placed Oak tree that was part of a grove of Oaks that have been present on the land since at least the 1950/60's (per the aerial photography from the time). The Oak in question is the youngest of the surviving oaks in the neighborhood, as all other surviving oaks are approximately twice the size and age of ours. In our opinion, this oak is key to maintaining the areas character as it grows, and we desperately do not want to cut down a slow growth tree like this.

- 4. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.**

Our lot layout provides one of the smallest rear yards in the neighborhood. Of the two rear corners of the property, we would like to build the shed in the corner furthest from our house and neighbors houses, in an area of deep shade where grass cannot grow (due to many trees on neighbors property), and we can best utilize our property while maintaining the limited rear yard we have. This corner is preferred for the shed, because of its distance from the house and deep shade. Other possible areas on our property are significantly closer to our house, encroach significantly into our rear yard, or are sunny (Providing future opportunities for gardens, play equipment for our son, etc, which all can adhere to zoning requirements easily). This desired location of the shed, however, has an unfortunately placed Oak tree that was part of a grove of Oaks that have been present on the land since at least the 1950/60's (per the aerial photography from the time). The Oak in question is the youngest of the surviving oaks in the neighborhood, as all other surviving oaks are approximately twice the size and age of ours. In our opinion, this oak is key to maintaining the areas character as it grows, and we desperately do not want to cut down a slow growth tree like this.

Because of the Oak's location in relation to the lot lines, to keep the oak, we would need a variance of 2ft (maintaining a 3ft setback rather than a 5ft setback from the side lot line (maintaining the rear lot line setback isn't an issue). We think a variance of 24 inches for the side lot line only, for a small shed, is a practical solution to preserve the oak for future generations while still providing increased utility and value for our property; all while maintaining the minimum variance necessary to maintain the spirit of the zoning requirements, and equitable use compared to other residentially zoned areas of the city.

5. The variance requested is the minimum variance which would alleviate the unique circumstances.

2ft



City of Blaine

Planning Commission

July 11, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The Blaine planning commission met in the City Hall Chambers on Tuesday, July 11, 2023. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Homan, and Chair Goracke.

Members Absent: Commission Members Deonauth, Halpern, Swanson, and Olson.

Staff Present: Shawn Kaye, Planner
Shelia Sellman, City Planner
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.4.** 2023-264 Case File No. 23-0057 // Jason Merkel // 1866 120th Lane NE
The applicant is requesting a variance to the five-foot side yard setback for a shed.
Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 23-0057 was opened at 7:13PM.

Jason Merkel, 1866 120th Lane NE, stated he was looking to better utilize the space in his rear yard. He explained the shed placement was proposed because it was deeply shaded and no grass could grow. He indicated he would like to maintain the large oak tree in his back yard and asked that the shed not encroach on the oak tree. He reported he would maintain a three foot setback with the proposed shed.

Chair Goracke noted this item would be continued to the next planning commission meeting with a date yet to be determined.



City of Blaine

Planning Commission

July 19, 2023 | 5:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The Blaine planning commission met in the City Hall Chambers on Wednesday, July 19, 2023. Chair Goracke called the meeting to order at 5PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Olson, Swanson, and Chair Goracke.

Members Absent: Commission Members Deonauth, Halpern and Homan.

Staff Present: Shawn Kaye, Planner
Shelia Sellman, City Planner

3. Approval of Minutes

3.1. 2023-319 Approval of the June 13, 2023 Planning Commission Minutes
Sponsors:

Motion by Commissioner Gorzycki to approve the minutes of June 13, 2023, as presented. Motion seconded by Commissioner Swanson. The motion passed 4-0.

4. Public Hearing

4.2. 2023-264 Case File No. 23-0057 // Jason Merkel // 1866 120th Lane NE
The applicant is requesting a variance to the five-foot side yard setback for a shed.
Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 23-0057 was opened at 5:08PM.

Jason Merkel, 1866 120th Lane NE, thanked the commission for considering his request. He explained he understood there were other locations for his shed. However, he was hoping to save the large oak tree in his rear yard while also not encroaching on his neighbors. He indicated the proposed shed location would allow him to best utilize his rear yard.

Chair Goracke questioned why Mr. Merkel had not located the shed in one of the two locations as proposed by staff. Mr. Merkel stated he understood these would both be great locations, but he was trying to reserve this space for a future garden because these spaces received full sun.

The public hearing was closed at 5:12PM.

Chair Goracke questioned how many properties in Blaine were zoned R-1A.

Planner Shawn Kaye stated she was uncertain of the exact number. Staff commented further on the different zoning requirements for R-1A properties, versus R-1 properties.

Commissioner Gorzycki inquired if the unique circumstances for this lot could be the lot size and the maturity of the trees. He noted the vast majority of the homes in Blaine do not have trees in the rear yard.

Chair Goracke explained he understood this to be the case, however, the applicant had two alternate sites that would work for the shed in the rear yard.

Planner Shawn Kaye commented further on the R-1A zoning standards and explained other homes in the R-1A zoning district have had to meet the same setback requirements.

Chair Goracke supported the city council amending city code for the R-1A zoning district in order to allow sheds to be up to one foot from the property line.

Motion by Commissioner Olson to recommend denial of Planning Case 23-0057 denying the variance request based on the rationale as recommended by staff. Motion seconded by Commissioner Gorzycki. The motion passed 4-0.

Chair Goracke noted this would be on the agenda of the August 7, 2023 city council meeting.



City of Blaine Staff Report

File Number: RES 23-137

Agenda Date

August 21, 2023

Status

In Control

City Council

File Type

Resolution

Administration - Daniel Schluender, Director of Engineering

Agenda Item # 11.1

Resolution Accepting a Bid from T. A. Schifsky & Sons, Inc. in the Amount of \$78,971.00 for the 2023 Blaine Trail Maintenance Project, Improvement Project No. 23-42.

Executive Summary

The City Council previously approved a budget for the Parks & Trails Capital Improvement Program, which included \$91,000 for trail maintenance projects in 2023. Plans and specifications were prepared and sent out to 10 contractors requesting quotes for the project. Three (3) quotes were received on July 31, 2023 and T. A. Schifsky & Sons, Inc. was the low bidder with a quote of \$78,971.00 . The project replaces/adds new ADA compliant pedestrian ramps, reclaims and paves approximately 2900 feet of trail, and seal coats approximately 2400 feet of trail. See attached map for locations.

Background

Bids were received electronically at 10:00 AM, July 31, 2023, for Project No. 23-42. A total of 3 quotes were received. T. A. Schifsky & Sons, Inc. of North St. Paul, Minnesota is the lowest bidder with a revised quote of \$78,971.00. The Engineering Department has worked with T. A. Schifsky & Sons, Inc. on previous contracts and recommends that the low bid be accepted, and a contract entered into with T. A. Schifsky & Sons, Inc. City Council is also asked to approve a 15% contingency to bring the total project budget to \$90,816.65.

Strategic Plan Relationship

This project aligns with the City's strategic plan goal of well-maintained infrastructure by providing high-quality trail infrastructure.

Board/Commission Review

N/A

Financial Impact

The 2023 Parks and Trails Capital Improvement Program budget includes \$91,000 for trail improvements and there are sufficient funds to cover these costs.

Public Outreach/Input

N/A

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Pages from 2023 Trail Maintenance Plans_REVISED 8-2-23
2. Proposal Form_REVISED_signed



City of Blaine

Signature Copy

Resolution: RES 23-137

Resolution Accepting a Bid from T. A. Schifsky & Sons, Inc. in the Amount of \$78,971.00 for the 2023 Blaine Trail Maintenance Project, Improvement Project No. 23-42.

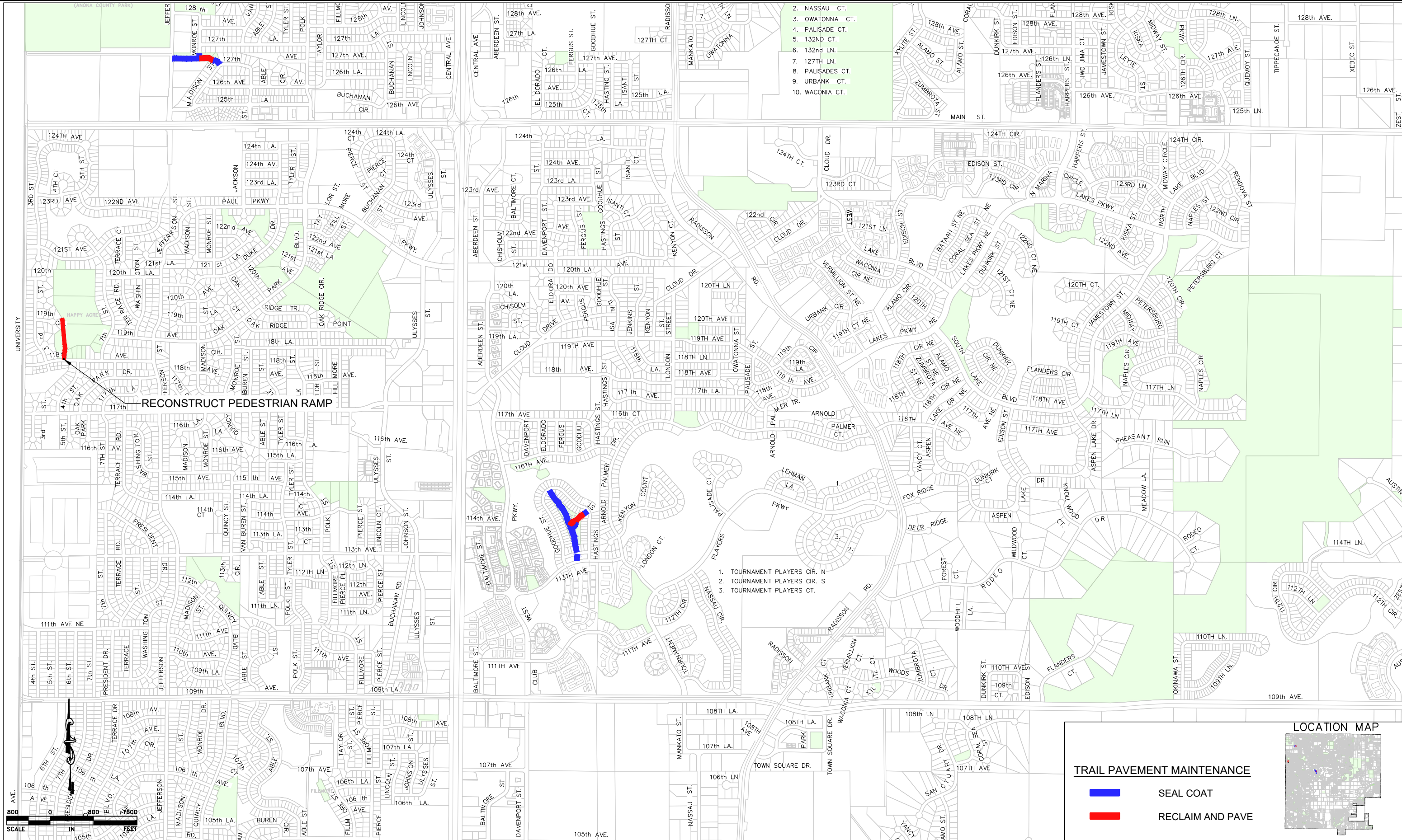
WHEREAS, pursuant to request for quotes for Improvement Project No. 23-42, said quotes were received on July 31, 2023, electronically opened and tabulated.

AND WHEREAS, T. A. Schifsky & Sons, Inc. of North St. Paul, Minnesota is the lowest responsible bidder with a revised quote of \$78,971.00.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Blaine as follows:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with T. A. Schifsky & Sons, Inc. for the designated improvements in the amount of \$78,971.00
2. A 15% contingency is hereby approved to bring the total project budget to \$90,816.65 and the Senior Park and Recreation Manager is hereby authorized to sign all change orders up to the authorized project budget amount.

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.



ENGINEERING DEPARTMENT

10801 Town Square Drive, Blaine, Minnesota 55449

Phone (763) 785-6172

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.

Date 7/19/23 Reg. No. 45850

DATE
7/31/23

REVISION
ELIMINATED 113TH/BALTIMORE TRAIL
ADDED HAPPY ACRES TRAIL

PROJECT NO.

DESIGN BY: BML

CHECKED BY: BML

AS BUILT BY:

DRAWN BY: BML

APPROVED BY:

PROJECT TRAIL LOCATIONS

CITY PROJ. NO. 23-42
2023 BLAINE TRAIL MAINTENANCE PROJECT

SHEET NO. 3 OF 7 SHEETS

QUOTE FORM (revised)
2023 BLAINE TRAIL MAINTENANCE PROJECT
CITY PROJECT # 23-42

ITEM NO.	SPEC. REF	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	2104.504	REMOVE CONCRETE PEDESTRIAN RAMP	SF	135	\$15.00	\$2,025.00
2	2215.504	REMOVE CONCRETE CURB	LF	15	\$25.00	\$375.00
3	2215.504	BITUMINOUS TRAIL RECLAMATION (P)	SY	1,219	\$10.00	\$12,190.00
4	2356.504	ASPHALT EMULSION SEAL COAT	SY	2,164	\$4.00	\$8,656.00
5	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	142	\$175.00	\$24,850.00
6	2531.504	CONCRETE PEDESTRIAN RAMP (6")	SF	135	\$50.00	\$6,750.00
7	2567.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
8	2574.507	COMMON TOPSOIL BORROW (LV)	CY	33	\$125.00	\$4,125.00
9	2575.501	TURF ESTABLISHMENT	LS	1	\$10,000.00	\$10,000.00
TOTAL QUOTE:						\$78,971.00

NOTES:

1. **SUBMIT QUOTE FORM ONLINE VIA QUESTCDN.COM ONLY BY 10:00 A.M. JULY 31, 2023 – REVISED QUOTES RECEIVED 8/2/2023**
2. RESPONSIBLE CONTRACTOR FORM SHALL BE SUBMITTED WITH THE QUOTE FORM FOR THE QUOTES TO BE CONSIDERED VALID.
3. PROJECT COMPLETION DATE IS OCTOBER 15, 2023

WINNING CONTRACTOR WILL BE NOTIFIED BY THE CITY AND REQUIRED TO SUBMIT PERFORMANCE AND PAYMENT BONDS, SIGN A COMPLETED AGREEMENT FROM AND PROVIDED PROOF OF INSURANCE CONSISTENT WITH THE DOCUMENTS INCLUDED WITH THE QUOTE PACKAGE PRIOR TO THE START OF CONSTRUCTION

Submitted by: T.A. Schifsky & Sons, Inc.
COMPANY

Jonathan Hager
SIGNATURE

VP of Construction 8/02/2023
TITLE DATE



City of Blaine

Staff Report

File Number: ORD 23-2529

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Ordinance

Administration - Erik Thorvig, Community Development Director

Agenda Item # 11.2

First Reading

Adopt an Interim Ordinance for a Moratorium on Car Washes

Executive Summary

Background

At the August 14, 2023 workshop, the City Council discussed the potential of establishing a zoning moratorium to allow time for the City to study zoning related to car washes in the community. Since 2021, three standalone car washes have received approval. Another car wash is going through the approval process. Staff are aware of interest in two other potential standalone car washes. However, applications have not been applied for.

Adoption of an interim ordinance (more commonly known as a moratorium) may aid cities in the zoning ordinance amendment process by allowing a city to study an issue without the pressure of time generated by pending applications. Cities may use a moratorium, as allowed by law, to protect the planning process, particularly when formal studies may be needed on a particular issue.

Direction was given at the August 14, 2023 workshop to place an item on the August 21 agenda to consider a six-month moratorium on car washes citywide to allow for a zoning study to be completed. The study would analyze the following:

- Appropriate locations where car washes should be located. Things to be considered will include what zoning districts car washes are currently allowed in, and existing zoning of priority development areas. The study will generally focus on stand-alone car washes. Car washes as an accessory use to convenience stores will also be reviewed. The zoning ordinance treats these uses differently.
- The general impact on the health, safety and welfare that car washes may impose specifically related to traffic, infrastructure, environment, noise and light.

- Economic impact and benefits of the nature of the business as it relates to the intent of certain zoning districts.

If the moratorium is adopted, staff will begin the necessary research and schedule an item for a future workshop.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

Not applicable.

Financial Impact

Not applicable.

Public Outreach/Input

No public hearing is required for adoption of an interim ordinance, unless it relates to a housing proposal.

Staff Recommendation

By motion, introduce the ordinance for first reading and direct that it be placed on file for second reading at the September 6, 2023 Council meeting.

Attachment List

None



City of Blaine

Signature Copy

Ordinance: ORD 23-2529

First Reading

Adopt an Interim Ordinance for a Moratorium on Car Washes

THE CITY OF BLAINE DOES ORDAIN: (Added portions are underscored and deleted portions are shown in overstrike.)

WHEREAS, the City has approved three applications for standalone car washes since 2021; and

WHEREAS, an application is currently being considered for a fourth standalone carwash; and

WHEREAS, the City is aware of the potential of additional applications for car washes being submitted; and

WHEREAS, concern about the number and location of car washes in the City has been expressed by the City Council publically; and

WHEREAS, at a workshop on August 14, 2023, the City Council discussed the potential of a moratorium on car washes to study the issue; and

WHEREAS, the study will include, but is not limited to the following:

- Appropriate locations where car washes should be located.
- The general impact on the health, safety and welfare that car washes may impose specifically related to traffic, infrastructure, environment, noise and light.
- Economic impact and benefits of the nature of the business as it relates to the intent of certain zoning districts.

WHEREAS, pursuant to Minnesota Statute Sections 462.355, Subd. 4., the City has the authority to establish an interim ordinance that regulates, restricts or prohibits any use, development or subdivision within the City or a portion thereof; for up to one year, while the City is conducting a study, has authorized a study to be completed, or has scheduled a hearing to consider the adoption of the comprehensive plan or official controls; and

WHEREAS, the health, safety and welfare of the residents of Blaine will be enhanced by preventing further applications related to car washes until the study of the issue is complete.

NOW, THEREFORE, THE CITY OF BLAINE DOES ORDAIN:

1. The City will be conducting a study on amendments to official controls related to car washes. Pursuant to the authority granted by Minnesota Statute 462.355, Subd. 4, the City hereby

adopts an interim ordinance placing a temporary moratorium on the filling and consideration of applications for new construction, rezoning, conditional use permits, site plan, variances, subdivision and platting for standalone and car washes as an accessory use to convenience stores.

2. The City shall not grant approval of any application for new construction, rezoning, conditional use permits, site plan, variances, subdivision and platting for standalone and car washes as an accessory use to convenience stores until March 6, 2024.
3. The moratorium shall not apply to previously approved development actions prior to September 6, 2023 or applications that have already been formally submitted and are in the process of being considered by the City Council.
4. The moratorium shall also not apply to building permits applied for existing car washes that do not expand the use and/or require a conditional use permit, site plan or variance.
5. This interim ordinance shall be in full force and effect after its adoption and publication as required by law.

INTRODUCED and read in full this 21st day of August, 2023.

PASSED by the City Council of the City of Blaine the day of , 20 .



City of Blaine Staff Report

File Number: RES 23-140

Agenda Date	Status
August 21, 2023	
In Control	File Type
City Council	Resolution

Administration - Cathy Sorensen, City Clerk

Agenda Item # 11.3

Resolution Adopting Agenda Format for City Council Meetings Regarding Rules of Order and Procedure and Addendum

Executive Summary

Council is asked to adopt a resolution for the revised rules of order and procedure.

Background

At the August 14 workshop, council reviewed staff recommendations regarding amendments to the current rules of order and procedure. After discussion and input, revised rules are being presented for council adoption (see attached proposed rules of order and procedure). As noted at the workshop, council will be asked to adopt these rules annually by resolution at the first business meeting of the year in order to best document the most current rules going forward, so this item will be before council again in January 2024. If adopted, this resolution will formally replace Resolution 99-152 and all its adopted addendums that have occurred over time.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

By motion, adopt the proposed resolution replacing Resolution 99-152 and all subsequent addendums adopting agenda format for city council meetings regarding rules of order and procedure and its updated addendum of definitions and explanation of city council order of business.

Attachment List

1. 8-14-23 Workshop Item
2. 1-3-22 Council Item
3. Orders of Business - Proposed Revisions 8-21-23



City of Blaine

Signature Copy

Resolution: RES 23-140

Resolution Adopting Agenda Format for City Council Meetings Regarding Rules of Order and Procedure and Addendum

WHEREAS, the City Council of Blaine has determined that the objective of council meetings is to formulate policy, hold public hearings, discuss and debate business items; and

WHEREAS, the procedure outlined in the resolution and addendum is determined to be conducive to the proper expeditious handling of city council business; and

WHEREAS, this resolution formally replaces Resolution 99-152 and all subsequent addendums outlining definitions and explanation of city council order of business and rules of procedure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the council shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum
8. Consent Agenda
9. Public Hearings and Items Set for a Certain Time
10. Development Business
11. Administration
12. Other Business
13. Adjournment

BE IT FURTHER RESOLVED that this resolution and attached addendum hereby replaces Resolution 99-152 and all subsequent addendums for agenda format for city council meetings regarding rules of order and procedure and its updated addendum of definitions and explanation of city council order of business.

PASSED by the City Council of the City of Blaine this 21st day of August, 2023.



City of Blaine

Staff Report

File Number: 2023-274

Agenda Date	Status
August 14, 2023	
In Control	File Type
City Council	Workshop Item

New Business -

Agenda Item # 2.6

Rules of Order and Procedure

Background

With implementation of CivicClerk and continued efforts toward meeting efficiency and public transparency, staff had recommended updates to the rules of order and procedure annually adopted by council. At the April 25 workshop, council began review of the proposed amendments along with the council code of conduct and requested both topics be brought back for further discussion. Due to time constraints, staff will bring forward potential amendments to the code of conduct, (which was adopted December 2022), to a future workshop.

In researching meeting minutes and resolutions, council rules of order and procedure have changed over time, beginning in 1976. The last resolution for order and procedure was adopted in 1999 and included an addendum that is reviewed by council for amendments and adopted at the first business meeting of each year. Over the years, the addendum (rules of order) changed often. The most recent version is included as an attachment, with proposed changes in highlight/underline. Going forward, staff is suggesting a full new resolution is adopted instead to provide clearer history for current and future councils and recognize and identify how processes have evolved over time as councils and city managers have changed over time. In addition, council annually adopts a resolution affirming council/staff responsibilities. This annual resolution affirming the work of both council and staff began in 1986 and directed that each year it be presented as the first order of business to pledge that our sole purpose is to serve the public interest.

At the May 21, 2021 retreat, council discussed the topic "Council Requests for Agenda Items". The result of that discussion was the creation of the current practice for council-directed items.

A short summary of proposed changes to the rules of order and procedure (Attachment 4) follows:

- *Open Forum* – as cities are allowed to place some limits with regard to time, place, and manner for public forums, staff is suggesting amended parameters that may help provide opportunities

for more members of the public to speak by limiting comments regarding a specific topic. Creating public comment cards and sign in sheets will assist the public in understanding how they can address the council, will accurately capture speaker information such as address for followup if needed, and serve as a tool for the mayor/presiding officer to know how many individuals wish to speak and the scope of topics. Clarification has also been made as to when the public should speak on topics already included on the agenda, such as through public hearings.

- *Consent Agenda* - to continue using the consent agenda as a tool for effective meeting management, additional items are being suggested for inclusion on the consent agenda . As always, council can remove any item from the consent agenda for separate discussion and consideration, and clarifying questions can be asked without the need for removal of an item from consent for separate action and vote. (Attachment 3 is a summary of information from other cities regarding consent agendas).
- *Agenda Item Scheduling* – to ensure adherence with state statute, city charter, city mission statement, and open meeting law that provides deliberate public transparency and notice, clarification on scheduling agenda items is being made for both workshop and regular council meetings. These changes will ensure sufficient time for staff to research and provide council full and accurate information for informed decision making which reduces the risk of unintended consequences and results in good policy making.

Staff has included policies from other cities as well as sample rules for comment for consideration.

Attachments 1 and 2 are sample tools that can be implemented for use by the public during meetings. Using these can assist with the accuracy of the record and the orderly management of the meeting.

Staff Recommendation

Council input is requested.

Questions for Council

Staff is seeking input on the proposed amendments to Council rules of order and procedure.

Attachment List

1. Minnesota Mayors Handbook-Rules for Public at Meetings - Sample
2. Sign In Sheet
3. Consent Agenda Use - Other Cities
4. Rules of Procedure Survey
5. Rules of Procedure Survey - Attachments
6. Minnetonka Council Rules of Procedure 2020
7. Minnetonka Council Item
8. Roseville Rules of Procedure
9. Resolution 76-12 Adopting Agenda Format for Council Meetings
10. Resolution 99-152 Adopting Agenda Format for City Council Meetings
11. Orders of Business - Proposed Revisions 2023

Appendix C: Summary Rules for Public Comment

Sample for Use with Minnesota Mayors Association *City Council Bylaws*

City Council

Mayor: _____

Councilmembers:

City Staff:

City Manager:

City Attorney:

City _____:

City _____:

City _____:

City _____:

Meeting Dates &

Times:

WELCOME to the meeting of the Blaine City Council. Please take a moment to read our guidelines for public participation in City Council meetings.

Agenda: An agenda packet is available for public inspection at the entrance to the meeting room. Ordinarily the Council will address items as they appear on the agenda.

Council procedure: The Council has adopted rules of procedure for all meetings. The rules are available for public inspection at the entrance to the meeting room. In order to take official action on items, the Council will adopt a motion by voice vote. Generally, a simple majority vote of the members present is needed to pass most motions.

Public participation in meetings: Comments from the public are restricted to the public forum period.

City Council meetings are the forum for the Council to conduct City business. While Council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression except during open forum.

Members of the public are not allowed to participate in council discussion and debate without a specific invitation by the Mayor/presiding officer.

Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of the Council meeting.

During the public forum period, citizens must:

- Sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet is available at the meeting entrance.
 - Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.
- Be recognized by the Mayor/presiding officer before speaking. Comments are limited to three minutes.
- Direct their remarks to the Mayor/presiding officer.
- Follow the direction of the Mayor/presiding officer.

During forum period, the public is prohibited from:

The use of obscene, profane, or threatening language.

Threatening, loud, or boisterous conduct that disrupts the meeting or the security of the public.

Members of the public who do not follow the direction of the Mayor/presiding officer will be warned that further disruptive conduct could result in a recess and/or removal from the meeting. If the conduct continues, the Mayor/presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the Mayor/presiding officer, the Mayor/presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means.

The Mayor/presiding officer may:

- Request the public to appoint a spokesperson when multiple speakers appear to speak on the same topic.
- Place a time limit on or defer the public comment period.
- Alter rules to meet legal requirements for public hearings required by law

**City Council
Agenda/Orders of
Business:**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Awards-Presentations-Organizational Business
5. Communications (Council/Staff)
6. Open Forum
7. Adoption of Agenda
8. Consent Agenda (includes approval of bills paid/minutes.
9. Public hearings
10. Development Business
11. Administration
12. Other Business
13. Adjournment

**Contact information
for City Hall:**

Hours of operation:

Open Forum Sign In

If you wish to address the Council regarding a matter not on the current agenda, please register below.

- Every Council meeting has an Open Forum portion of the agenda.
- Wait for the Mayor to call upon you to address your issue to the City Council.
- Begin by stating your name then provide your comments. Speak clearly so that all may benefit from your remarks.
- Please limit comments to three minutes.
- If there are several in attendance related to one topic, the Mayor may note for the record your presence but may limit the number of speakers on one topic to allow for other topics to be presented.

	<u>NAME</u>	<u>ADDRESS</u>	<u>Phone # (optional)</u>	<u>Subject</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Example: Bob Jones

1234 St. James Place

(952) 555-5555

Consent Agenda

Woodbury

- Site plan reviews
- Final plats/ consent to prepare a Developers Agreement
- Extension of approvals

Eagan

- final subdivisions & plat
- final planned developments
- Contract releases

Bloomington

The only Planning applications that the City Council does not put on consent agenda are those that require a Public Hearing according to the City Code. The Code section has a legend and indicates what applications require public hearings (PH) for items that Council is the decision maker (DM).

These items are on consent:

- CUP
- IUP
- Variance

Here is a link to the City Code section that specifies who the decision makers are for each application and which applications require a public hearing to be held at City Council:

https://codelibrary.amlegal.com/codes/bloomington/latest/bloomington_mn/0-0-0-111609

Fridley

It really does depend upon the item and if there is controversy or not.

But typically:

- CUP
- Final Plats
- Sometimes Pre Plats and Lot Splits

- Second Reading of Rezoning

Brooklyn Park

- Development Agreement (Bond Release)
- Final plats (if the preliminary plat was passed by unanimous vote)
- Second reading of a rezoning.

Maple Grove

- Final Plats
- AUAR & EAW adoptions
- Most resolutions of approval

For the resolutions, we have items go to CC twice, once where they review and send it to the City Attorney to draft a resolution, and then the second time with the actual resolution.

Edina

- Final Plats
- Second Reading Rezoning

Coon Rapids

- Final Plats
- Development Agreement Releases
- Right of Entry Agreements

This is something we are actually working with our city manager on to get more clarity when something could be on the consent agenda. Generally right now we put final plats, development agreement releases and right of entry agreements on consent.

Other planning items that go to the Council include rezonings/comp plan amendments, zoning ordinance amendments and site plan reviews for projects in our special PORT Districts along Coon Rapids Blvd. Planning staff typically give a brief presentation on these items. Our conditional use permits only need Planning Commission approval and do not go to Council (unless someone appeals a decision by the Planning Commission).

Champlin

- 2nd readings of ordinances
- Final plats
- Appointments to Planning Commission

St. Louis Park

- CUP amendments
- Second Readings of Ordinances
- Final Plats
- Time limit extensions for Plats/CUPs

We don't have a hard and fast rule for which applications can go on consent. Usually it's small, uncontroversial projects that don't have any discretionary approvals. Personally, I've worked on a couple of conditional use permits for building expansions and site improvements for existing uses that needed a CUP amendment. Those can sometimes go on consent, especially if we don't get any comments during the public hearing. Final plats could also go on the consent agenda; usually we process preliminary and final plats together so it doesn't come up. Planning development contracts are approved administratively by staff review, so they don't usually go to council. Time limit extensions for plats or CUPs, when the project is delayed but we still expect it to move forward, can go on consent.

Second readings of ordinances are on consent.

Minnetonka

- CUP
- Final Plats
- Pre-Plats
- Variances

Final plats always go on the consent agenda, and projects that staff is recommending denial of always go on the non-consent agenda. Those are really the only true "agenda rules" in our community. That said, staff tries to make good use of our consent agenda. As we draft each agenda, planning staff determines what projects we think need discussion. These could be items containing multiple applications (like redevelopment projects), items that we perceive to be controversial, items similar to past items the commission or council have discussed, or items that staff wants some policy direction on. If we don't think discussion is necessary, we put the item on consent. It is not uncommon for us to have variances and CUPs on both our consent and non-consent agenda. For example, the agenda we are working on this week includes:

Consent Agenda

- Side yard setback variance for garage addition;
- Amendment to an existing sign plan;
- CUP for an orthodontics clinic; and

- CUP for a periodontal clinic.

Non-Consent

- Expansion permit (variance for expansion of a non-conforming use); and
- CUP and IUP for an indoor pickleball court

Plymouth

- Conditional Use Permits that have been recommended for approval by the PC and did not receive any opposition at the public hearing
- Final Plats
- Development Contracts and development contract financial guarantee reductions/releases
- Site plan amendments that have been recommended for approval by the PC and did not receive any opposition at the public meeting
- Variances that have been recommended for approval by the PC and did not receive any opposition at the public meeting

Rules of Procedure/Agenda Item Placement

City	Processes Used
Bloomington	If a Councilmember asks to have an item added to a City Council meeting, generally the City Manager will gauge Council interest in the item. If there is general interest by a majority or at least several of the Councilmembers, the City Manager will take that back to staff and have it added to a future agenda. Timing obviously depends on what the item is; if it's something fairly quick that staff can pull together it could have a quick turnaround. It also depends on how heavy the upcoming agendas are, how time sensitive the item is, or how much staff time is required to prepare the item. If a Councilmember requests an item be added to a meeting but there is no interest by other Councilmembers or Mayor, depending on what the issue is, staff may take the matter offline. We no longer have study meetings; we started combining study meeting items into our regular City Council meetings a couple years ago. These items take place at the end of our regular City Council meetings under "organizational business" on the agendas. These are the items where staff or external people have an opportunity to present updates to council. Council usually will not vote on these items but may provide staff with feedback and desires for next steps. Approximately once a year or once every other year, we have council retreats where the Mayor, Council, and City Manager discuss priorities and work plans. These retreats are not regularly scheduled but are held as needed. These meetings are open to the public but no official action is taken at these meetings that members must vote on. All reports, communications, ordinances, resolutions, documents, or other matters submitted to the Council must be filed before 4:00 p.m. on the Wednesday prior to the Monday Council meeting at which consideration is desired, and must be delivered to the City Manager, or in the Manager's absence must be filed with the acting City Manager, for inclusion in the proper order of business on the agenda. Provided, however, in unusual circumstances and when the matter does not require investigation by the City Manager or department head, matters may be accepted after completion of the agenda upon approval of the City Manager. Any two members of the Council or the Mayor may request that the City Manager include a matter on the agenda.

Burnsville	Council can add to the regular Council agenda but this is rarely done. If so the Mayor would request if there is an "emergency" item to add to the agenda and would need a majority to do so. More often, we use a standing ROUNDTABLE item on our monthly work session agenda and the Council asks the City Manager to add a discussion item to that. Sometimes an item is added during the ROUNDTABLE discussion but that is generally frowned upon. This provides Council an opportunity to discuss openly and if they have a majority give staff direction to move forward. We also have related items that come up during discussion of other items that are added to a future meeting with consensus.
Champlin	Same as Maple Grove
Coon Rapids	The attached resolution outlines "formal" rules for Council procedure to add items to the agenda. That being said, our regular practice is that Councilmembers contact the City Manager about an item they may want to add who facilitates any necessary research related to the item and makes the determination as to how to proceed. As far as work session meeting topics, the City Manager maintains a spreadsheet with the dates of meetings and a list of items that covers the entire year. There is also space for items that have been brought up but not risen to the level of making an agenda. Once per year a work session planning discussion occurs at a work session where the City Manager presents the list prepared by staff and Council discusses. It's at this meeting Council can ask to add an item if there is a majority in favor of doing so. The informal process for work sessions is the same as for regular Council meetings. If something comes up during the year they want to discuss, Councilmembers contact the City Manager who facilitates any conversation or research related to it and makes the determination as to how to proceed. Under Other Business Councilmembers can bring up topics both at the regular or work session meetings, to briefly bring something up if it is an item that is not yet ready for full discussion at a work session or regular meeting. This would be very brief and is how some things make it onto the "items brought up for possible work session at a later date" list.

Fridley	We have a very informal process facilitated by the City Manager. Through informal conversations with the Council, items eventually make their way to a Conference Meeting for formal discussion.
Maple Grove	Per City code, the Council may amend the agenda at the meeting and add, delete, or amend items. The Mayor offers the opportunity to make agenda amendments immediately after calling the meeting to order. This method is mostly used when an item is on consent and the Councilmember wants to pull it for further discussion (i.e. retirements, new hires, awards, etc.). When a Councilmember has something new that they would like to discuss, that Councilmember would informally have a discussion with the City Administrator. This typically leads to staff researching something or providing a memo to the entire Council on the topic. If Councilmembers want to pursue/discuss something further, they would notify the City Administrator who would offer to put the item on a future discussion, most likely at a work session. During discussion of a specific scheduled item a Councilmember may request that a related topic be discussed at a future meeting as well.
Maplewood	Most workshop and Council agenda items are a result of applications and general operations of the City, however, we do have a fixed agenda item and time during Council meetings called Council calendar update to gather topics of interest to Council. The City Manager goes over upcoming agenda topics, reviews the progress of past topics not yet concluded, and gives time for Council to bring up topics which they would like to discuss or have staff research. Sometimes this item is discussed at the meeting as it is a quick question staff can answer. If it is a larger topic and there is Council consensus, the topic is added to an ongoing list of topics of concern or interest. These topics may have been brought up outside of the meeting but this is the time which full council interest is determined to most efficiently use staff resources. If consensus is not reached, the item is not added. The attached report is provided with the packet for items.
Minnetonka	In practice, the City Manager sets the regular meeting agenda and Council has the opportunity to bring items up at study sessions, per the attached Policy 1.5. Section 1.5 applies the most

	and Councilmembers are steered to this section when they want to discuss items of particular interest.
Mounds View	For internal process we utilize only one common agenda that can be open by one person at a time and items include only routine or in-the process items such as budget, strategic plan, planning items; only directors can add to the agendas. It's very rare a Councilmember adds an item and it is usually something more ceremonial and is nothing of substance in order to allow staff to research first. Council reports at end of each meeting on topics for future scheduling but no one Councilmember can add, there needs to be consensus/direction. City Administrator will get input Directors and sometimes Mayor on topics to include on a workshop agenda. Two or more Councilmembers can request a topic be added to a workshop agenda and Council reviewed the full workshop topic list at each meeting to allow for changes in timing, time spent, and priorities but is done by consensus. Workshops are held once per month with the goal of the meeting lasting no more than 3 hours.
Plymouth	Similar to other cities, Council can add items to the agenda during the meeting when agenda is approved but no formal action is taken on items added to the agenda. Typically hold study sessions before every regular meeting. The last agenda item during the study session is to set future study sessions. During this time, Council has the opportunity to bring up ideas for future discussion at either an upcoming study session or regular council meeting. If three Council members agree this is something worth discussing, staff adds it to a future agenda.
Ramsey	We have an informal policy that changes to the agenda need to be requested by Monday at noon for a Tuesday Council meeting. As far as adding new items to the any agenda, we have always had two Councilmembers bring forward a new item, one to motion and the other to second to get an item added ahead of time, the same applies to adding items during the meeting. Any individual Councilmember can request that an item gets moved from Consent to the regular agenda. The City Administrator requests that changes to an agenda occur no later than noon the day before the meeting to allow time to republish the agenda and give other Councilmembers a chance to review these changes. We also request that Council notify the Administrator/staff of any questions in advance to allow for time to research before the

Roseville	meeting as having information available for the meeting will allow Council to make decisions in a timely manner and minimize the need to postpone items. We amended our Rules of Procedure to include the process so it is more formalized (attached). If a Councilmember wants to discuss an item they bring it up at the end of the meeting and it is placed on the next meeting agenda for a vote on whether or not to have a discussion on the topic. If a Councilmember initiates an item for discussion, they would provide any documentation/report/etc. to be included in the next meeting materials, which has helped eliminate staff doing a lot of work in the event the full Council decides the topic is not going to move forward. Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows: 1. A Councilmember may, at a council meeting, request that an item be placed on a future council agenda, or; 2. A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, no later than noon of the Wednesday preceding the council meeting. An agenda item submitted per 1 or 2 above will be included on the agenda for the next council meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at which time the Council, on consideration of any preliminary material provided by the initiating Councilmember for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or; Additionally, a Councilmember may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers present.
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St. Louis Park	1. Use request form for study session topics. 2. Use follow up staff analysis template. The analysis is given back to the requesting Councilmember so they can decide whether they want to pursue the discussion with their colleagues and includes factors such as impacts, cost, staffing, capacity, other affected agencies, pending policy discussions, timeline, alignment with strategic priorities. 3. Updated Council norms/protocols (attached)
Woodbury	See attached

DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS

Addendum to Resolution 23-2

The items contained in the formally adopted order of business for the Coon Rapids City Council shall have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions or changes to the proposed agenda. After an agenda has been formally adopted, any change thereto shall require a two-thirds (2/3) vote of all members present.

2. **CONSENT/ INFORMATIONAL ITEMS:** Consent items are those business items which must be acted upon by the City Council, but which are routine and generally do not require any discussion or debate. Informational items do not require formal action and are provided as an update or comment to an item of interest to the Council. The City Manager is authorized to prepare a list of consent items, but any Councilmember or the Mayor may request that a particular consent item be removed from the consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.

3. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

4. **OPEN MIC:** This order of business provides a time for members of the public to approach the Council and comment, ask questions, present a concern or make a statement specifically relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to three minutes and will be informed by the Mayor when their time is concluded. The Mayor will advise the audience of the time limit when introducing the Open Mic portion of the meeting. The speaker will be asked to come to the podium set up for that purpose, state his or her name and address, and give his or her statement, question or concern. Councilmembers may speak briefly to an Open Mic item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the speaker that the statement, question or concern will be referred to the City staff for review and then a report will be sent to the speaker prior to the next regularly scheduled Council meeting. It is recognized that not all issues may be resolved at or prior to the next Council meeting, but the speaker will be informed of the progress on the issue prior to the next meeting. Staff will draft a response to be submitted as part of the next City Council Agenda. The speaker will be provided a copy of the report and any subsequent reports until the matter is resolved. Speakers are prohibited from engaging in personal attacks on Councilmembers, staff, or member of the public. Should this occur, the presiding officer will inform the speaker his/her opportunity to address Council has been relinquished and the person must leave the podium.

5. **OTHER COUNCIL BUSINESS:** This order of business provides an opportunity

for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or concerns that have been expressed to Councilmembers by citizens and suggestions by Councilmembers for future workshops which will be scheduled upon consensus of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

A. PLACEMENT OF ITEMS ON AN AGENDA. Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by the Wednesday preceding a regular Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions and amendments distributed at the Council meeting.

B. REMOVAL OF ITEMS FROM AN AGENDA. Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item which was placed on an agenda is deleted at the originator's request prior to the meeting, the City Manager will advise the Council as part of the additional agenda materials provided prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Any Councilmember who has placed an item on an agenda, who will be absent from a meeting, may have that item on that meeting's proposed agenda removed or postponed by notifying the Mayor or the City Manager no later than 3:00 p.m. on the day of the scheduled meeting.

However, if the item has been placed on the agenda by another Councilmember, then it can be removed or postponed only with the concurrence of that Councilmember.

Adopted by the Coon Rapids City Council this 3rd day of January, 2023.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

St. Louis Park City Council norms

DO:

- Assume good intentions
- Agree to disagree
- Pay attention to each other; listen
- Accept the vote once taken and support implementation. (*Suggested response: "I accept the body's decision, even though I didn't vote for it."*)
- Make sure everyone has opportunity to speak
- Be respectful, open and honest
- Exercise humility
- Seek opportunities to make/build connections with each other
- Address problems with other council members in a timely and constructive manner
- Accept the decisions of other council members
- Focus discussions on policy
- Check self in adherence to norms; practice self-regulation

DON'T:

- Have side conversations
- Personalize policy disagreements, or take offense to what someone says as their truth
- Get stuck when you disagree with an outcome

Accountability to norms

- Exercise caution calling each other out in public
- Identify/own your feelings and needs when speaking up
 - Say "I'm not feeling heard" or "I'm feeling we are not able to agree to disagree"
- Address issues/concerns one on one or with an intermediary

Guidance for council/staff interactions

- **DO** strive to request only information you need to make the decision at hand
- **DON'T** re-litigate points with staff during implementation

Council protocols for key situations

Titles

- During *council meetings*, council addresses each other using titles (for example, Mayor Spano)
- During *study sessions*, council uses first names.
- Staff uses council titles in public communications with council; council uses first names for staff.

Public discussions

- Council wants more organic and free-flowing discussion; the mayor is responsible for facilitating this.
- Mayor will generally speak last in council meetings but will participate more flexibly in study sessions.

Ward considerations

- For issues specific to a ward, the impacted ward member speaks first and make(s) the motion unless they decline to do so.

Recusals

- Council members should recuse themselves from an issue as soon as a conflict is reasonably apparent or identified, and no later than before a vote.
- Once a council member has recused themselves from an issue, they should not work on the issue with staff or speak on it as a council member.
- When a vote happens, they may elect to sit at or leave the dais and may choose to leave the room during the discussion.
- They also may only speak to staff or other council about the topic on the same basis as any other member of the public.

Connections

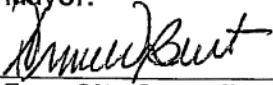
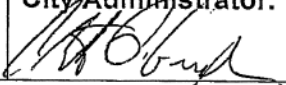
- Council will have recurring dinner connections on the first Monday of each month. There may be additional after-councilmeeting connection points.

Spokesperson

- In general, the mayor represents the council to the media on issues of “why” and staff work with media on the “how.”
- Council may represent themselves on issues they feel strongly about, making it clear they don’t speak for the city council.
- As a general rule, council should always notify staff of media requests and/or appearances to avoid surprises.

Emails

- When a member of the public sends an email to multiple council or staff, the impacted ward member takes the lead (or mayor if not a ward issue).
- Suggestion is for the ward member to “reply all” to say, “Thanks for your message, I’ll reach out separately to avoid any open meeting law conflicts.”
- The group will give the mayor or ward member 24 hours to respond.
- It’s okay for council members to reply directly to senders to acknowledge the message.
- Staff is also available to assist with crafting responses.

 COUNCIL DIRECTIVE	Adopted: 2001 Revised: 6-13-12, 5-13-15, 11-30-16, 8-22-18, 8-10-22, 12-14-22	Number: CD-COUNCIL-2.5
	Mayor: 	City Administrator: 
	For: City Council	
	Subject: City Council Roles and Guidelines	

Purpose

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council). This document also establishes general guidelines for decorum of Council as to proper procedure during meetings, best practices to represent Council and the community and other state and local laws that apply.

Section 1 Roles/Responsibilities

- 1.01 The five-Member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.
- 1.02 Mayoral Role: According to MN Statute 412.191 the Mayor is a full Member of the Council in addition to:
- a. Being the official head of the City.
 - b. Execute official documents.
 - c. Represent the City ceremoniously.
 - d. Act as presiding officer of meetings.
 - e. Work closely with the City Administrator to move City Council goals forward, anticipate issues on the horizon, and manages the action of Council meetings.
- 1.03 Mayor Pro Tem Role: The Mayor shall appoint the Mayor Pro Tem, with the approval of the Council. The Mayor Pro Tem shall act in place of the Mayor in the absence or disability of the Mayor.
- 1.04 The City Council, as a body, has the following major areas of authority and responsibility. These are:
- a. Selecting the City Administrator.
 - b. Focusing on policy and outcomes ensuring that the strategic direction leads the City to the desired outcome.
 - c. Setting and interpreting rules governing its own proceedings.
 - d. Exercising the policy level statutory powers reserved for Councils of statutory cities.

Council Directive
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- e. Legislating for the City.
- f. Directing the enforcement of City ordinances.
- g. Overseeing the City's financial operations and adopting the annual budget.
- h. Appointing Members of boards, commissions, committees, chairs, vice chairs and task forces conducting the City's inner and regional governmental affairs.
- i. Protecting the general health, welfare and safety of the City and its inhabitants.
- j. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA).
- k. Providing community leadership and vision.

- 1.05 The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council, as a majority, specifically directs them to do so. Staff's respective duties are to Council as an entity.
- 1.06 No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to act as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

Section 2 Affirmation of Expectations

- 2.01 The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:
- a. Staying focused on top priority and strategic goals, rather than becoming reactive.
 - b. Engaging in proactive, on-going communication which avoids unnecessary surprises.
 - c. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety.
 - d. Focusing on others' actions and avoiding speculation about their intentions.
 - e. Building trust by being transparent, ethical, and acting with integrity.
 - f. Engaging in and encouraging direct communication.
 - g. Maintaining confidentiality of all closed session materials and discussion.
 - h. Assuming good intentions and being curious about others' interests.
 - i. Respecting all citizens and all Members.
 - j. Reading packets ahead of time and, when possible, providing the City Administrator advance notice about questions for staff before the meeting.
 - k. Participating in all issues, not just select matters of personal interest.
 - l. Voting after Council discussion and accepting the decision.
 - m. Debating and disagreeing, without fighting and with keeping it to the issue at hand.

- n. Remembering that Council makes policy and sets direction, and staff manages the operations and implements Council actions.

Section 3 Meetings, Trainings, Activities and Events

- 3.01 There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:
- a. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
 - b. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
 - c. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates."
 - d. Council Member attendance or participation in non-Council-meetings: Council Members may choose to attend organized events such as planning commission meetings, parks and natural resources commission, project neighborhood meetings, public hearings, etc. related to issues that may later come before the City Council as a whole. Council Members choosing to attend such meetings should only be passive observers rather than active participants, and should refrain from providing input, voicing opinions about the topics of the meetings, or even participating in required and noticed public hearings that are occurring per statutory processes. Participation by City Council members at these types of official City meetings intended for the public present risk of bias and prejudgment and creating unlawful interference with the quasi-judicial duties of the City Council.
 - f. Additional Meetings: There are a number of meetings outside the normal meeting schedule that is important for Council Members to attend. Some of them are:
 - 1. City Council/Advisory Commission Kick-off event
 - 2. Groundbreaking and grand openings of City facilities
 - 3. Joint meetings with other public entities
 - 4. One-on-one meetings with the City Administrator as established
 - 5. Development Tour
 - 6. Emergency Management Training

Section 4 Agendas

- 4.01 Council agendas shall be established by the City Administrator or designee. Future agenda items requested by a Council Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council.

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- 4.02 Council Members are encouraged to submit any questions on agenda items to the City Administrator and Assistant City Administrator by noon, the day before the meeting for items they wish staff to respond to ahead of the meeting. Questions not needing a response ahead of the meeting but that the Council Member may raise at the meeting should be provided to the City Administrator and Assistant City Administrator by the end of the day before the meeting so staff can be prepared to answer at the meeting.
- 4.03 Council Members who wish to pull a consent agenda item to discussion should notify the City Administrator and Assistant City Administrator no later than the end of the day before the meeting so the other Members can be informed of this as well.
- 4.04 In order to focus the meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting.

Section 5 Working with Advisory Commissions, Boards, Task Forces

- 5.01 As set forth in the Woodbury City Code Chapter 2, Article VIII Boards and Commissions and Chapter 17, Article II Planning and Zoning Commission are established by the City Council and serve as advisory to the Council. Specific roles are:
- a. Advise the City Council in the creation and evolution of City policies and procedures.
 - b. Facilitate public participation in order to fully develop a recommendation to the City Council.

Section 6 Non-Participation in Administration

- 6.01 The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of a majority of the Council. An individual Council Member shall not give direction or orders to any staff Member.
- 6.02 The Council shall work with City staff through the City Administrator or designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner to staff interaction.

Section 7 Communication

7.01 E-mails

- a. All e-mails sent through the City server shall be saved per the City's data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. E-mails to Council Members from the public should be done through the Council@woodburymn.gov, which will be shared with all Members of the Council.
- b. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.
- c. Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Manager (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.
- d. Council Member communications may not copy any Council Member in their correspondence, nor should e-mail messages be forwarded on from one Member to another so as to create a "walking quorum."
- e. On legislative matters before the Council, Council Members should have the same information with which to make decisions. The City Administrator, or designee, will copy all Council Members concerning staff responses to any inquiries, questions or comments by Council Members on agenda items.

7.02 Written correspondence

- a. The City Clerk or assigned staff shall open up incoming mail for the Mayor and Council Members (unless it is labeled personal and confidential) and disseminate these materials.
- b. Council Members agree to this practice, thus recognizing the public nature of this correspondence. The City Clerk or assigned staff is authorized to provide copies of Council Members' correspondence to pertinent staff Members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

7.03 Text messages/social media correspondence

All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

7.04 City Logo, Insignia and Brand

Council Members can only use for City business and not for political or personal purposes.

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7.05 Interviews with the press

Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.

7.06 Speaking for the City

- a. When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole.
- b. A Council Member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it."
- c. When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual Member.

Section 8 General Meeting Guidelines

8.01 During meetings, Council Members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between Council Members during meetings is inappropriate. Council Members also should not privately communicate with any Member of the public, including other governing body Council Members and staff via electronic means, during a public meeting. As much as possible, or practical, Council Members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

8.02 A Council Member once recognized, shall not be interrupted while speaking unless called to order by the Mayor or Mayor Pro Tem, or the speaker chooses to yield to questions from another Council Member. All Council Members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Council Members shall also refrain at all times from rude and derogatory remarks. Council Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a Member of the prevailing side on an issue may move for formal reconsideration of that issue.

8.03 Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Pro Tem to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

8.04 If the governing body conducts public hearings, Council Members shall not express their views on a proposal until after a public hearing is closed. Council Members' comments and questions shall not suggest a position. After a public hearing is closed, Council

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Members shall be invited to discuss their views on the proposal. Council Members shall apply City Council Roles and Guidelines to achieve win-win solutions whenever possible.

- 8.05 Outside of deliberations, it is a Council Member's responsibility to present views and recommendations representing the governing body as a whole. Council Members expressing views not represented by the majority of the body shall identify them as such.
- 8.06 Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. Council Members shall follow the guidelines on electronic communications CD-COUNCIL-2.7.
- 8.07 Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.
- 8.08 The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual Council Members of the body; therefore, Members shall work to establish a good relationship with each other. Each Council Member shall keep in mind these important points:
- a. Show respect for another's viewpoint.
 - b. Allow others adequate time to fully present their views before making comments.
 - c. Be open and honest.
 - d. Make new Members feel welcome and help them become acquainted with their duties.
 - e. Confine comment to the current issue or policy, not to the person who made other comments.
 - f. Refrain from speaking a second time until everyone has spoken a first time.
 - g. No verbal attacks of other Members.
 - h. No side conversations.
 - i. Pay attention (avoid use of any personal technology devices).
 - j. Speak directly and openly to one another.
 - k. Support Council decisions.
- 8.09 Council Members shall not vote on, nor participate in the discussion of, issues in regard to which the Council Member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator. If a Council Member intends to abstain from a vote for what the Council Member deems a conflict of interest, then that Council Member may not participate in the discussion either. If the item from which the Council Member abstains ends up getting tabled or postponed, the Council Member should know they should not participate in the future discussion of or vote on that tabled or postponed issue.
- 8.10 Council Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, Council Members are requested to publicly disclose any relationships to

parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

Section 9 Requests for Information/Analysis

- 9.01 City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Section 10 Conflicts of Interest and Recusal from Voting

- 10.01 State laws regarding ethics and conflicts of interest are some of the most important for a local official to be aware of and follow. Below are several areas of conflict that may lead to a Council Member recusing themselves from participating and voting on a matter before them:

10.02 Financial Interest

- a. Generally, state law prohibits public officers from having a direct financial interest in or gain a personal financial benefit from a sale, lease, or contract in front of Council and in which they are authorized to participate in their official capacity.
- b. Officials should disclose his or her interest at the earliest state, and abstain from voting or deliberating on any matter in which he or she has a financial interest. To help determine if a conflict exists, consider the:
 - Nature of the decision being made
 - Nature of the financial interest
 - Effect of the individual interest on the outcome of the decision by Council

10.03 Incompatible Offices

State law provides guidance on incompatible positions. For example, no Council Member may also work as a “fulltime, permanent” City employee. City official concerned about potential incompatible offices should consult with their staff liaison who may refer the official to the City Administrator, who then, in turn, may consult with the City Attorney.

10.04 Personal Interest

- a. Another conflict of interest situation may occur when the official’s own personal interest is so distinct from the public interest that the Member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assignments, licenses, land purchases and vacation of streets. Some other areas may include interests arising out of church Memberships, family associations and club Memberships.
- b. City officials concerned about potential conflicts of interest should:

1. Consult with their staff liaison ahead of the meeting. The staff liaison may refer the official to the City Administrator, who in turn may turn the matter to the City Attorney as necessary.
2. Identify and disclose the conflict as early as possibly (orally and in writing), preferably ahead of the meeting.
3. When the particular agenda item in which there is a conflict of interest is about to commence, orally identify that the official will not be participating or voting on the matter due to a conflict of interest.
4. Not speak during this segment of the agenda.
5. When possible, leave the dais when the governing body is discussing the matter.

Section 11 Discrimination

- 11.01 It is the policy of the City to ensure equal opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, familial status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination or harassment. Members of a governing body must adhere to this policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

Section 12 Gifts

- 12.01 All local officials in the State of Minnesota are required to adhere to Minnesota Statute 471.895.
- 12.02 Non-adherence to these guidelines may be subject to review by the City Council.

Section 13 Social Media

- 13.01 Council Members should not use official City social media sites for campaigning purposes.
- 13.02 Council Members shall not post comments or links on City social media sites to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site.
- 13.03 All comments related to campaigns or political issues posted during an election season on City social media sites by anyone who has filed for office will be removed.
- 13.04 When using any social media, Council Members should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between a quorum or more of elected officials should be strictly avoided.
- 13.05 Council Members should not use social media as a mechanism for conducting official City business other than to informally communicate with the public.

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- 13.06 Other than their personal social media, Council Members should reveal that they are elected officials for the City if/when posting and be honest, straightforward and respectful.
- 13.07 When using any social media, Council Members should be sure that their efforts to be honest does not result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
- 13.08 Council Members should add value to any social media discussion by staying focused on the issue.
- 13.09 To help prevent errors, Council Members should consider not posting official information (e.g., incorrect information about a new City ordinance) about the City as it could create liability issues.
- 13.10 If a Council Member makes a mistake on any of their City official social media sites or in a post on City social media, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with "Fixed link" or "Fact correction" prior to the correction.
- 13.11 Council Members who are contacted by the media on a topic of official City business should follow City media relations/communications protocols.
- 13.12 For additional guidance when dealing with social media, Council Members should refer to the AD-ADMIN-1.44 Social Media Use Policy Administrative Directive and CD-COUNCIL-2.7 City Council Electronic Communications Council Directive

Section 14 City Council Re-Election Best Practices

- 14.01 Council Members may not use official authority or influence to compel a person to apply for a Membership in or become a Member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.
- 14.02 A political subdivision may not impose or enforce additional limitations on the political activities of its employees (MS.211B.09).
- 14.03 Council Members should make best efforts to inform the City Clerk as to their attendance at events in which he or she is campaigning. In accordance with the Open Meeting Law, the City Clerk shall post notice in those instances when the City Clerk has been made aware that a quorum or more of Members will be present.
- 14.04 Council Members who attend a meeting or event and were not aware that other Members would be attendance should not talk about anything that has to do with official City business and may want to avoid congregating together.

Section 15 Data Requests and Litigation

- 15.01 In accordance with the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Chapter 13), records (i.e., notes, correspondence, etc.) created by a local official on a particular subject, as part of a local official's duties, are government data and are subject to request for review and/or copying pursuant to the MGDPA.
- 15.02 If a government data request is received for correspondence related to a particular subject, the City must identify and produce relevant documents available which includes the local official's records.
- 15.03 These records may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for assisting staff with identifying records requested through the discovery process.

Resolution Adopting CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines

Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
Resolution No. 22-161
Resolution No. 22-263 (renaming and revising directive)



CITY COUNCIL

RULES OF PROCEDURE

Updated March 2, 2020

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RULES OF PROCEDURE

The purpose of these rules is to provide guidelines for the conduct of the public business by or on behalf of the City Council. Non-compliance with or violation of any provision will not affect the validity of any action taken, unless otherwise specifically provided by law.

1. MEETINGS

1.1 Regular Meetings

The city council of the City of Minnetonka will hold meetings in the council chambers of the community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota, according to a schedule adopted annually by resolution no later than the first official meeting held in each year. No meeting will be held on a legal holiday, but a regular meeting may be held at the same hour on the next succeeding day that is not a holiday.

1.2 Adjourned Meetings

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 Special Meetings

Special meetings may be called by the mayor or any three members of the council, upon at least three days written notice to each member of the council. Notice must be delivered in person or electronically to each member.

1.4 Emergency Meetings

Emergency meetings may only be called by the mayor or any three members of the council upon at least four hours notice to each member of the council either in writing or by telephone.

1.5 Study Sessions

Members of the council will meet in study sessions according to the annual meeting schedule adopted by the council. The purpose of a study session is to give the city council and city staff the opportunity to study and discuss policy matters in greater detail in a less formal environment than a regular meeting. The council may provide direction to staff but does not take formal action on business matters at study sessions. When allowed by law and these rules, the council may vote to go into closed session at a study session. Individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. Public comment will not be allowed except as determined appropriate by the mayor.

1.6 Notice of Meetings

Notice of all regular meetings, regular study sessions, and special and emergency meetings must be consistently posted in a location designated by the city clerk.

1.7 Cancellation of Meetings

Meetings may be canceled by the mayor because of insufficient agenda items, lack of a quorum, inclement weather, and/or other similar reasons. Except for inclement weather

and other emergency situations, council members must be notified in writing delivered to their homes, by electronic message, or by telephone at least four hours in advance. The mayor may not cancel two or more consecutive meetings without the concurrence of a majority of all council members, except in situations of inclement weather or other emergency.

1.8 Quorum

A majority of the council, excluding vacant seats, is sufficient to do business. A majority is more than half. For the purposes of these rules, a vacant seat is a position on the council that is currently unfilled; it does not mean a seat whose incumbent is merely absent.

1.9 Meetings to be Public

Study sessions and all regular, continued, special or emergency city council meetings must be open to the public, except that the council may hold executive sessions from which the public is excluded when permitted by state law. A decision to hold a closed session must be made upon a motion to that effect, approved by at least a majority of the members present and voting .

1.10 Minutes of Meetings

The city clerk or designee will take minutes of all council meetings. For closed sessions of the city council, the minutes will reflect: the time at which the closed session was convened; the reason(s) and statutory authority stated on the public record for closing the meeting; council members present or participating remotely in the closed session; other persons in attendance or participating remotely in the closed session, except to the extent that the identities of those persons is required by law to be protected; and the time at which the closed session adjourned.

2. **AGENDA PREPARATION**

2.1 Deadline for Agenda Items

Unless approved by the city manager, no item will be placed on a city council agenda unless the request has been made to the city manager by the second Friday preceding the meeting at which consideration is requested. The city manager may choose not to schedule items for a particular meeting when, in his or her opinion, other business to be considered at that meeting will likely consume the available time. This rule does not preclude amendment of the agenda as provided in Rule 3.4.

2.2 Delivery of the Agenda

The agenda will ordinarily be delivered in person or electronically to council members by the Friday before the Monday meeting to which it pertains.

The agenda and all supporting material classified as public will also be available to the general public within a reasonable time after it is delivered to the city council.

3. ORDER OF BUSINESS

3.1 Agenda

The order of business of each meeting will be as contained in the agenda prepared by the city manager. The agenda will be a listing of subjects which will be taken up for consideration. For regular meetings, the agenda will be organized in the following order:

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

Special Matters

Reports from the City Manager and Council Members

Citizens Wishing to Discuss Matters not on the Agenda

Bids and Purchases

Consent Agenda – Items Requiring Four Votes

Consent Agenda – Items Requiring Supermajority Vote

Introduction of Ordinances

Public Hearings and Related Matters

Other Business

Appointments

Adjournment

3.2 Items Out of Order

With majority consent of the council, the mayor may at any time allow an item to be considered out of the regular agenda order.

3.3 Roll Call

Before proceeding with the business of the council, the city clerk or designee will call the roll of the council members and record their attendance in the minutes. The order of roll call will rotate with each council member being called first every sixth meeting. The mayor will always be called last.

Council members will be noted in the minutes as being excused if they advised the city manager within a reasonable time in advance of their impending absence.

3.4 Agenda Amendments

Once the city manager has formalized and transmitted the agenda to the city council along with accompanying material, no items will be added or deleted before the council

meeting. A majority of the council may amend the agenda during "Approval of the Agenda," except that an item may not be added to the agenda of a special or emergency meeting if the item was not included in the notice for the meeting.

3.5 Reports from the City Manager and Council Members

The city manager may report on upcoming events or matters of interest. Council members may report on recent or upcoming events or matters of interest.

3.6 Public Comments

During "Citizens Wishing to Discuss Matters not on the Agenda," any person may address the council on a matter that pertains to city business and is not listed on the agenda.

Members of the public also are allowed the opportunity to comment during public hearings. For matters on the agenda that are not public hearings, the mayor has discretion whether to allow public comment.

All public comments are subject to Rule 5.4 and Rule 6 of these Rules of Procedure.

3.7 Consent Agenda

The city manager will place routine and non-controversial items on the consent agenda. Except as noted below, these items may be approved by one blanket motion upon unanimous consent of the council members present. A council member or member of the audience may request that an item be removed from the consent agenda for separate consideration. A council member may abstain from voting on, or vote against, any consent agenda item without requesting its removal.

3.8 Introduction of Ordinances

Except for emergency ordinances, an ordinance must be considered by the city council at two regular meetings before adoption, and at least seven days must elapse between the two meetings. At the first meeting, the ordinance is introduced. The city council may discuss and/or refer the ordinance to an advisory board for review and public comment. The ordinance will be placed on a second meeting agenda for adoption.

3.9 Public Hearings

Generally, public hearings will be conducted in the following order:

- Introduction of item
- Staff report and recommendation
- Questions of staff by council
- Opening of the hearing by the mayor
- Comments by applicant
- Comments by the audience
- Closing of the hearing
- Questions by council
- Discussion by council
- Action by council

4. PRESIDING OFFICER

4.1 Presiding Officer

The mayor is the presiding officer at all meetings of the council. In the absence of the mayor, the acting mayor will preside. In the absence of both the mayor and acting mayor, the alternate acting mayor will preside. At its first regular meeting in January, the council, by a majority vote, will designate an acting mayor and an alternate acting mayor. A reference to the mayor in these rules also means the acting mayor, the alternate acting mayor, or other council member if the person is serving as the presiding officer in place of the mayor.

4.2 Call to Order

The mayor will call the council meeting to order. In the absence of the mayor, the acting mayor, and the alternate acting mayor, the meeting will be called to order by the city manager who will immediately call for the selection of a temporary presiding officer.

4.3 Participation of Mayor

The mayor may move, second, and debate from the chair, subject only to the same limitations of debate imposed on all council members. He or she is not deprived of any rights and privileges of a council member by reason of acting as presiding officer. However, the mayor is primarily responsible for the conduct of the meeting. If he or she desires to personally engage in extended debate on questions before the council, he or she should consider turning the chair over to another member.

4.4 Question to be Stated

The mayor must verbally restate each question immediately prior to calling for the vote, upon request from any council member. Following the vote, the mayor will verbally announce whether the question carried or was defeated. The mayor will also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

4.5 Maintenance of Order

The mayor is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the mayor. All questions and remarks must be addressed to the mayor, or through the mayor to the appropriate council member, staff member, or other person in attendance.

4.6 Powers

The mayor has the following powers:

- (a) to rule motions in or out of order, including any motion obviously offered for obstructive or dilatory purposes;
- (b) to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) to entertain and answer questions of parliamentary law or procedure;
- (d) to call a brief recess at any time; and
- (e) to adjourn in an emergency.

A decision under (a), (b), or (c) may be appealed to the council upon motion of any member. This motion is in order only immediately after the challenged decision is announced. The member making the motion need not be recognized by the mayor, and the motion may not be ruled out of order if it is made timely.

5. RULES, DECORUM, AND ORDER

5.1 Points of Order

The mayor will determine all points of order subject to the right of any member to appeal to the council. If any appeal is taken, the question will be, "Should the decision of the mayor be sustained?" A majority vote will govern and conclusively determine the question of order.

5.2 Decorum and Order – Council Members

- a) A council member desiring to speak must address the mayor and upon recognition, must address only the question under debate.
- b) A council member desiring to question the staff must address the question to the city manager or city attorney, in appropriate cases, who will respond to the inquiry or designate a staff member to do so.
- c) A council member, once recognized, may be interrupted while speaking only if called to order by the mayor, a point of order is raised by another council member, or the speaker chooses to yield to questions from another council member.
- d) A council member called to order while speaking must cease speaking immediately until the question of order is determined. If ruled to be in order, he or she may proceed. If ruled to be not in order, he or she must remain silent or alter his or her remarks so as to comply with rules of the council.
- e) Council members must accord courtesy to each other, to city employees and to the public appearing before the council and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- f) A council member may move to require the mayor to enforce the rules. Upon the affirmative vote of a majority of the council, the mayor must do so.

5.3 Decorum and Order – Employees

Staff members must observe the same rules of procedure and decorum applicable to members of the council. The city manager must ensure that they observe such decorum. Any staff member, including the city manager, desiring to address the council or members of the public must first be recognized by the mayor. All remarks must be addressed to or through the mayor.

5.4 Decorum and Order – Public

Members of the public attending council meetings must observe the same rules of order and decorum applicable to the council. The mayor may order the removal of any person who makes inappropriate remarks or who becomes boisterous while addressing the council and bar that person from further audience with the council.

5.5 Enforcement of Decorum

The city manager must carry out the orders and instruction of the mayor for maintaining order and decorum in the council chambers.

5.6 Personal Privilege

The right of a member to address the council on a question of personal privilege is limited to cases in which his or her integrity, character, or motives are questioned or impugned.

5.7 Conflict of Interest

Any council member prevented from voting because of a conflict of interest, must refrain from debate and voting. That council member may choose to leave the council chambers during debate and voting on the Issue.

5.8 Limitation of Debate

A council member normally should speak only once on a subject until every other member choosing to speak has done so.

5.9 Dissents and Protests

A council member has the right to express dissent from or to protest any action of the council. A council member wishing to have the dissent or protest entered in the minutes should state so with language such as "I would like the minutes to show that I am opposed to this action for the following reasons:"

5.10 Procedures in Absence of Rules

In the absence of a rule to govern a point or procedure, Robert's Rules of Order, Newly Revised, should be used as a guide.

5.11 Rulings of Mayor Final Unless Overruled

The mayor will decide all questions or interpretation of these rules, point of order or other questions of procedure, requiring ruling. Unless overridden or suspended by a majority vote of the members present and voting, a ruling is final and binding for purposes of the matter under consideration.

6. ADDRESSING THE COUNCIL

6.1 Manner of Addressing the Council

A member of the public desiring to address the council must proceed to the podium and wait to be recognized by the mayor. After being recognized, he or she must state his or her name and address for the record.

All remarks and questions must be addressed to the mayor and not to an individual council member, staff member or other person. Except as allowed by Rule 3.6 for comments on matters not on the agenda, all remarks must be limited to the agenda items under consideration. No person may enter into any discussion without being recognized by the mayor.

6.2 Addressing the Council after Motion is Made

After a motion has been made, or after a public hearing has been closed, no person may address the council without first securing permission from the mayor.

6.3 Limitations Regarding Public Comments and Reports

The mayor may limit or rule out of order a speaker who addresses the council on a topic that is currently before, or about to be submitted for consideration by, a city commission, board or other agency. If an appeal procedure is or was available, the mayor may not allow oral communication to the council outside that procedure. This rule is intended to ensure that a matter follows the appropriate process and that discussion takes place in the proper forum.

The mayor may establish reasonable limitations on public comment, including, but not limited to: limiting the total time available for public comment; establishing a per-speaker time limitation; and restricting speakers from speaking more than once. In establishing the time limits, the mayor may consider, among other things, the number of items on the agenda, the number of persons present desiring to speak on agenda items, and the number of previous meetings at which persons have had an opportunity to comment on the agenda item(s).

6.4 Written Correspondence

The city manager or designee is authorized to open and attend to all mail addressed to the mayor or council not marked "personal" and that appears to relate to city business. All administrative business in those communications that does not require council action may be disposed of between council meetings. A copy of any communication to the council must be sent to each council member weekly. Correspondence to the mayor or individual members not of general interest to the council should be forwarded to the person addressed.

A communication delivered to city hall relating to a matter pending, or to be brought before city council, must be included in the agenda packet for the meeting at which the item is to be considered. Letters of appeal from administrative or commission decisions must be processed under applicable ordinance provisions.

7. MOTIONS

7.1 Motions Out of Order

A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending.

7.2 Division of Question

If the question contains two or more propositions, the mayor may, and upon request of a member must, divide the same.

7.3 Withdrawal of Motions

A motion may not be withdrawn by the mover without the consent of the person seconding it.

7.4 Precedence of Motions

When a motion is before the council, only procedural motions may be considered, in order of priority listed below. Unless otherwise noted, each motion listed below is debatable, may be amended, and requires a majority vote of those members present and voting for adoption.

7.5 Motion to Adjourn (not debatable)

A motion to adjourn is in order at any time except:

- a) when made as an interruption of a member while speaking;
- b) when discussion has ended, and vote on a motion is pending; and
- c) while a vote is being taken.

7.6 Motion to Fix Hour of Adjournment

Unless otherwise agreed by at least a majority of the council, all meetings and study sessions of the council must be adjourned by 12:00 midnight. A motion to set a different, specific time at which to adjourn, is not debatable and not subject to amendment except by unanimous vote of all members present.

7.7 Motion to Suspend the Rules

A motion to suspend provisions of these rules may be approved only by a vote equal to at least two-thirds of the actual membership of the council, excluding any vacant seats.

7.8 Motion to Table

A motion to table is not debatable and precludes all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting, unless the motion is to either table indefinitely or to a date certain. If the motion is to table indefinitely, the matter may not be rescheduled without at least majority approval of the council.

7.9 Motion to Limit or Terminate Discussion

A motion to limit or terminate discussion may be used to limit or close debate on, or prohibit further amendment to, the pending motion. It is not debatable. If the motion fails, debate must be reopened; if the motion passes, a vote must be taken on the pending motion.

7.10 Motion to Amend

A motion to amend is debatable only as to amendment. A motion to amend an amendment is in order, but a motion to amend an amendment to an amendment is not in order. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order. A substitute motion on the same subject is acceptable, and voted on before a vote on the amendment. Amendments must be voted first, then the main motion as amended.

7.11 Motion to Continue

Motions to continue to a definite time are amendable and debatable as to propriety and time set.

7.12 Motion to Reconsider

A motion to reconsider action already taken must be made by a member who voted with the prevailing side, which is the majority side except that in the case of a tie, the "no's" prevail. The motion must be at the meeting during which the original vote was taken, including any continuation of that meeting. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment. If a motion to reconsider is adopted, the prior action taken by the council is rescinded, and the matter is returned to the status that it had immediately before the prior vote was taken. The motion previously voted upon will once again be pending.

7.13 Motion to Rescind or Repeal

A motion to rescind or repeal action previously taken is appropriate when the time for reconsideration has expired. A motion is not in order if rescission or repeal of an action is forbidden by law. If a motion to rescind or repeal fails, no motion to rescind or repeal the same action is in order until 12 months have elapsed after the failed motion.

8. VOTING PROCEDURE

8.1 Voting Procedure

The vote on each motion will be taken by roll call and entered in the minutes. The order of voting will be rotated each meeting with the mayor voting last. The clerk will call the names of members seated. Members will respond "yes," "no," or "abstain."

8.2 Failure to Vote

Every council member present must vote unless disqualified for cause.

8.3 Adoption by Majority Vote

Unless state laws, city charter, city ordinances, or these rules require a different number of votes, council motions must be adopted by a majority of all members of the council then holding office who are able to vote on the matter, whether or not they are in attendance.

8.4 Failure to Achieve Required Votes

A matter that fails to achieve the required number of votes for passage, including a tie vote, is deemed denied. The council members voting in opposition must state their reasons for the record. A matter is not deemed denied if the council continues the matter to another council meeting, by a motion adopted by a majority of members present and voting.

9. AMENDMENT OF RULES

These rules may be amended at any regular meeting or at a special meeting that includes amendment of the rules as one of the stated items to be considered. Adoption of an amendment requires an affirmative vote equal to at least two-thirds of all members of the council, excluding vacant seats.



**City Council Agenda Item 3.E
Meeting of July 24, 2023**

Title: August study session - topics and date

Report from: Sarissa Falk, Executive Assistant

Submitted through: Mike Funk, City Manager

Presenter: Mike Funk, City Manager

Action Requested: Affirm upcoming topics and date.

Summary Statement

This item is informational and is intended to provide the council with the upcoming study session agenda items and study session schedule.

Strategic Profile Relatability

Financial Strength & Operational Excellence

The study session work-plan enhances city operations by allowing council to discuss topics of priority and provide staff with directions.

Background

The Minnetonka city council is scheduled to hold a total of twice (12) study sessions in 2023. To maximize study session meetings, provide staff direction and focus on council priorities, council members ranked specific topics they expressed interest to review. At the Dec. 19, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Jan. 30, 2023, regular council meeting the city council unanimously approved the 2023 Study Session Work plan. See attached. Staff committed that at each proceeding study session the topics for the upcoming study session will be provided.

Section 1.5 of the City Council Rules of Procedure states, individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. In essence, this document can be modified throughout the remainder of the year by a majority of council members.

Unless modified by the city council, the 2023 study session work plan agenda item for Aug. 14, 2023 is:

- 2024 budget discussion

Discussion Questions

Does the city council confirm upcoming topics and date?

Based on the request from two business owners at the July 17 city council meeting, does the city council want staff to research charitable gaming options? If yes, where does it fit in the list of priorities?

ATTACHMENTS:
2023 Study session work plan

2023 Council Study Session Work Plan

Quarter 1	
23-Jan	
	Board and Commission Interviews
	Sales and/or Lodging Tax
	Study session work plan
06-Feb	
	Housing updates (pathways and homelessness)
	Review and Update Council Policy & Rules of Procedure (1.3, 2.7)
	2023 Community Survey questions review
20-Mar	
	Council compensation
	Director presentations
	Overview of recreation programming
Quarter 2	
24-Apr	
	Public Safety master plan
	Buckthorn Pilot pick-up program
15-May	
	2024 Kick-Off Budget discussion
	New Commission structure (DEI)
	Concept Plan review process
12-Jun	
	2024 CIP/EIP
	Transit Orientated Development
19-Jul	Boards & Commissions dinner
24-Jul	
	Housing update
	Business programs update
	Police and Fire Master Plan implementation discussion
Quarter 3	
21-Aug	
	2024 budget discussion
31-Aug	Joint City Council, EDAC and Planning Commission Meeting
06-Sep	

	Joint City Council and Park Board Study Session and Tour
	Dog Park/Leash policy (start w/Park Board)
11-Sep	
	Storm water management fees
	Zoning - density (community development project)
23-Oct	
	Storage of garbage/recycling containers
	On-street parking regulations/enforcement
20-Nov	
	2024 Enterprise budget discussion
	2024 budget discussion
11-Dec	
	2024 Strategic Profile Action Steps
	2024 Study Session Work plan
	2024 Legislative Breakfast - confirm priorities
	2024 annual appointments

* No Mow May- Sustainability Commission to regular council meeting

Revised January 10, 2022

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 7 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 9 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council Direction on Councilmember Initiated Agenda Items

89 9) Approval of Minutes

90 10) Consent Agenda

91 11) Future Agenda Review, Reports, and Announcements - Council and City
92 Manager

93 12) Adjourn

94
95
96 * Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,
97 and/or other Council Actions, as appropriate.

98
99 The Council will schedule a 10-minute break approximately two hours after the start of meeting.

100
101 Councilmembers are encouraged to introduce new items including background information and
102 supporting materials for discussion and possible action. Councilmembers have the right to place
103 items on the agenda as follows:

- 104
105 1. A Councilmember may, at a council meeting, request that an item be placed on a
106 future council agenda, or;
107
108 2. A Councilmember may make a request for an agenda item outside of a council
109 meeting by submitting an email request to the city manager, no later than noon of the
110 Wednesday preceding the council meeting.

111
112 An agenda item submitted per 1 or 2 above will be included on the agenda for the next council
113 meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at
114 which time the Council, on consideration of any preliminary material provided by the initiating
115 Councilmember for inclusion in the meeting packet, will by motion provide direction as to
116 whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

117
118 Additionally, a Councilmember may request the addition of an agenda item at the same meeting
119 at which the item is proposed to be addressed. However, the addition of such an agenda item shall
120 require the approval of a majority of the Councilmembers present.

121
122 **Rule 10 City Council Task Force or Subcommittee Formation**

123 The Council may, as issues arise, establish a two-member task force to study the issue. The
124 membership will be agreed upon by the City Council majority. The task force will have a specific
125 topic or issue to address and the task force will report its findings or recommendations by a
126 specific deadline established by the Council.

CITY OF BLAINE

RESOLUTION NO. 76-12

RESOLUTION ADOPTING AGENDA FORMAT
FOR CITY COUNCIL MEETINGS

WHEREAS, it is the policy of the Blaine City Council to prescribe the order of business for City Council meetings annually by resolution, and

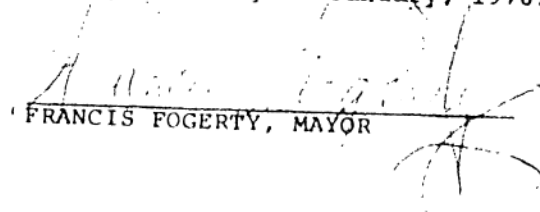
WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper handling of City Council business;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the City Council shall be considered in the following order:

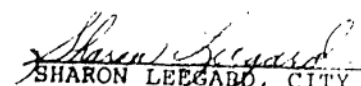
- (1) CALL TO ORDER
- (2) PLEDGE OF ALLEGIANCE
- (3) ROLL CALL
- (4) APPROVAL OF MINUTES
- (5) AUDIT THE BILLS
- (6) COMMUNICATIONS FROM CITY COMMISSIONS AND COMMITTEES
- (7) ITEMS FROM THE FLOOR (Limit of 5 Minutes Per Person and 15 Minutes for this Agenda Item)
- (8) UNFINISHED BUSINESS
- (9) NEW BUSINESS
- (10) REPORTS FROM CITY DEPARTMENTS
- (11) COMMUNICATIONS AND MISCELLANEOUS BUSINESS
- (12) ADJOURNMENT

BE IT FURTHER RESOLVED that no business shall be taken up by the City Council after 12:00 A.M., unless the City Council members present unanimously consent to continue the meeting past this hour.

PASSED by the Blaine City Council this 15th day of January, 1976.


FRANCIS FOGERTY, MAYOR

Attest:


SHARON LEEGARD, CITY CLERK

CITY OF BLAINE

RESOLUTION NO. 99-152

ADOPTING AGENDA FORMAT FOR CITY COUNCIL MEETINGS

WHEREAS, the City Council of Blaine has determined that the objective of the Council meetings is to formulate policy, hold public hearings, and discuss and debate business items; and

WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper expeditious handling of City Council business.

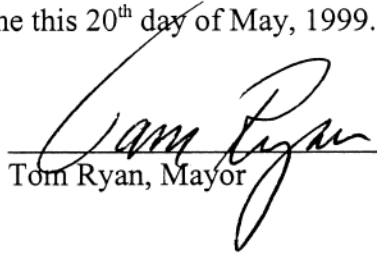
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the Council shall be conducted in the following order:

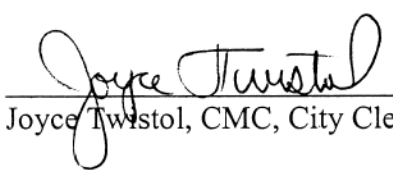
1. Call to Order by the Mayor or in his Absence the Mayor Pro Tem
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of Minutes
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum for Citizen Input
8. Adoption of Agenda
9. Public Hearings and Items Set for Certain Time
10. Consent Agenda
11. Development Business
12. Administration
13. Other Business
14. Adjournment

BE IT FURTHER RESOLVED that the City Manager or his designee shall direct the preparation of the agenda for each meeting. An agenda item may be added with the approval of a majority of the Council.

ADOPTED by the City Council of the City of Blaine this 20th day of May, 1999.

ATTEST:


Tom Ryan, Mayor


Joyce Twistol, CMC, City Clerk

DEFINITIONS AND EXPLANATION OF CITY COUNCIL ORDER OF BUSINESS

Addendum to Resolution 99-152

The items contained in the formally adopted order of business for the Blaine City Council will have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. **OPEN FORUM:** This order of business provides a time during each Council meeting for any private citizen of Blaine to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to five minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting. The citizen will be asked to come to the podium set up for that purpose, use the microphone, state his or her name and address, and give his or her statement, questions, or problem. Councilmembers may speak briefly to an Open Forum item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the citizen that the statement, question, or problem will be referred to the City staff for review and then a report will be sent to the citizen prior to the next regularly scheduled Council meeting. It is recognized that not all problems may be resolved at or prior to the next Council meeting, but the citizen will be informed of the progress on the problem prior to that next meeting. Staff is expected to provide Council and the citizen with a weekly status report on each item until it is finally resolved.
2. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions, or changes to the proposed agenda. After an agenda has been formally adopted, any change to the agenda will shall require a two-thirds (2/3) vote of all members present.
3. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.
4. **CONSENT AGENDA:** Consent agenda items are those items of City business which must be acted upon by the City Council, but which are of a routine, non-controversial nature and normally do not require any discussion or debate. The City Manager will prepare the consent agenda items, but any Councilmember or the Mayor may request that a particular consent agenda item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.
5. **OTHER BUSINESS:** This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or

concerns that have been expressed to Councilmembers by private citizens and suggestions by Councilmembers for future workshops which will be scheduled upon an affirmative vote of a majority of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

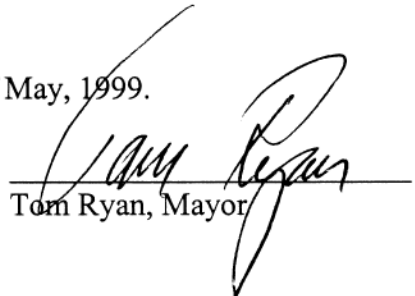
- A. **PLACEMENT OF ITEMS ON AN AGENDA.** Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter, additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by Thursday, one week preceding the Thursday Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions, and amendments distributed at the Council meeting.

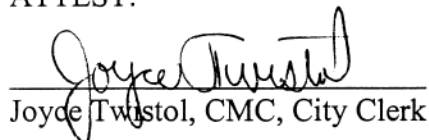
- B. **REMOVAL OF ITEMS FROM AN AGENDA.** Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter, an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item that was placed on an agenda is removed from the agenda prior to the meeting at the request of the originator of that item, the City Manager will so advise the Council as part of the additional agenda materials provided to the Council prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Adopted by the Blaine City Council this 20th day of May, 1999.


Tom Ryan, Mayor

ATTEST:


Joyce Twistol, CMC, City Clerk

RULES OF CIVILITY FOR OUR COMMUNITY

Following are some rules of civility the City of Blaine expects of everyone appearing at Council meetings – elected officials, staff, and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

1. Show respect for each other's opinions
2. Actively listen to one another
3. Keep emotions in check
4. Use respectful language



Rules of Order and Procedure

1. *Call to Order*

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Adoption of Agenda*

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of new items should be avoided in almost all instances to provide consistent, public transparency and public notice in accordance with open meeting law. In the event of extreme necessity, a motion for suspension of rules could be made and if approved by a super majority of council an item may be added. Addition of new items for future meetings should be addressed under Other Business.

~~4.5.~~ *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~5.6.~~ *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended,

information presented by local organizations, or information council members feel would be important for the entire council.

6.7. Open Forum

The council welcomes suggestions and comments that meet the needs of the city and improve its operation. Open forum is a limited public forum set aside by the city. This order of business provides a time for any individual to approach and speak to the council. Participants may not speak on items otherwise being addressed by a public hearing on the same meeting agenda, or on items that have already had a public hearing at a previous meeting. If an agenda item allows for public comment, such as a public hearing, comment will be taken at that point in the agenda. Additional public comment may be allowed at the discretion of the mayor. In order to request to speak during a meeting a public comment card needs to be completed and submitted to the city clerk with your name and address for the record and the topic(s) you wish to address. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7.8. Consent Agenda

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹
- Site plan approvals
- Preliminary/final plats
- Conditional use permits
- Second readings of rezonings
- Development agreements/releases
- Variances
- Items with limited concerns/no public comment at public hearing

8.9. Public Hearings and Items Set for a Certain Time

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9.10. Development Business

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10.11. Administration

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
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- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
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12. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up any issues items which were not included on the adopted agenda.

Additions that could be made. These issues may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by private citizens residents or others
- Suggestions by councilmembers for future workshop and regular meeting agenda items
 - Items can be added to future workshop or regular meetings based on consensus reached during a council workshop.
 - Councilmembers can, by motion in a regular meeting, request items be added to future workshop or regular meetings. If seconded and adopted by a majority vote of the council, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.
 - Councilmembers can request items be added to future agendas through the workshop request form. The request form is not to discuss the item itself but reach consensus that a majority of council wish to discuss the item further. If consensus is reached to add the item to a future meeting, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.



City of Blaine Anoka County, Minnesota Text File

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

File Number: MO 22-002

Agenda Date: 1/3/2022

Version: 1

Status: Passed

In Control: City Council

File Type: Motion

Agenda Number: 4.-3

Organizational Business - *Cathy Sorensen, City Clerk*

Title

Rules of Procedure and Quorum - Order of Business

Executive Summary

Council is asked to adopt the annual rules of procedure and quorum - order of business.

Background

Section 3.03 of the City Charter, Procedure of Council, states the Council shall determine its own rules and order of business. Proposed changes include:

- Revision to Open Forum clarifying items on the formal agenda that have already had public input participation could be spoken to through Open Forum
- Removal of formal Adoption of Agenda - any changes to agenda will continue to be announced at the beginning of the meeting.
- Clarification on Consent Agenda that unless corrections are needed, approval of the minutes can remain on the Consent Agenda and approved by the full Council present regardless of whether a member was in attendance or not as attendance is already reflected in the presented minutes.

No other changes are being recommended at this time.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

By motion adopt the proposed rules of procedure and quorum - order of business.

Attachment List

Order of Business



Rules of Order and Procedure

1. Call to Order

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