

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 01, 2021 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:00 PM.

2. ROLL CALL

MEMBERS PRESENT

Mayor Bob Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT:

Building Official Jeff Baker, Public Works Director Terry Randall, City Engineer Phil Gravel, City Attorney John Thames, City Planner Lauren Walburg, Administrator Daniel Buchholtz

OTHERS PRESENT

John Clark, 790 Manor Drive
Burqaa Bullo, St. Paul
Brett Letourneau, Citywide Service Corp.

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA -- None

5. DISCUSSION FROM THE FLOOR -- None

6. CONSENT AGENDA

- A. Approval of Minutes - October 18, 2021 City Council Meeting
- B. Sign Permit
- C. Contractor Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

7. DEPARTMENT REPORTS

A. Code Enforcement Report

Building Official Baker reported that 31 permits were issued in October compared to 36 issued in October 2020. He said that the Code Enforcement Department conducted 149 inspections in October and issued 15 administrative offense tickets for non-compliance with City code. He provided updates on the new construction at 7824 and 7830 Monroe Street and at 525 Osborne Road NE (Suite Living project).

B. Public Works Report

Director Randall reported that all sanitary sewers in the city have been cleaned and hydrants have been checked for drainage. He stated that street sweeping will occur the week of November 8.

8. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 477, An Ordinance Amending Chapter 16 of the City Code Relating to Daycare Facilities

Administrator Buchholtz provided an overview of the proposed ordinance, stating that the ordinance will clarify that performance standards set forth in the zoning ordinance for day care centers applies only to child day care facilities, not adult daycare facilities. He stated that the proposed ordinance adds adult daycare facilities as a conditional use in the C-1, C-2, and C-3 zoning districts. He said that the City Council will continue to review adult daycare uses on a case-by-case basis through the conditional use permit process to ensure the health, safety and welfare of those attending the adult daycare facilities.

Motion made by Councilmember Delfs to approve Ordinance 477, Amending Chapter 16 of the City Code Relating to Daycare Facilities.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

B. Resolution 21-43, Authorizing Summary Publication of Ordinance 477, An Ordinance Amending Chapter 16 of the City Code Relating to Daycare Facilities

Motion made by Councilmember Delfs to approve Resolution 21-43, Authorizing Summary Publication of Ordinance 477, An Ordinance Amending Chapter 16 of the City Code Relating to Daycare Facilities.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

C. Resolution 21-44, Granting Approval of Conditional Use Permit for Shashe Market at 8421 Center Drive NE

Planner Walburg provided an overview of the CUP application for Shashe Market at 8421B Center Drive NE. She stated that Shashe Market proposes to open a small convenience store at this location, occupying approximately 3,510 square feet. She noted that retail and service establishments essential to the operation of an I-1 district and providing goods and services primarily for the use of the persons employed in the district are considered a conditional use in the I-1 district.

Planner Walburg stated that the Planning Commission had received a letter from an abutting property owner questioning access to the rear of the 8409-8421 property. She stated that staff reviewed the access issues and found that access easements are in place to permit access to the rear of the building.

Planner Walburg stated that the Planning Commission recommended approval making the following conditions: 1) the applicant shall apply for and receive all applicable building and signage permits prior to beginning work; and 2) the applicant shall ensure that customer and employee cars are parked only in spots designated for use by Shashe Market. If parking becomes a problem in the City's opinion, the City reserves the right to revisit the Conditional Use Permit and impose conditions or limit the use of the space.

Mayor Nelson inquired about loading areas. Planner Walburg stated that unloading would occur in location at the front and rear of the property. Mayor Nelson expressed concern about unloading inventory in the front of the building, noting that a semi-truck would hinder vehicle access along Center Drive, and encouraged deliveries to be made to the rear of the building.

Motion made by Councilmember Wendling to approve Resolution 21-44, Granting Approval of Conditional Use Permit for Shashe Market at 8421 Center Drive NE.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

D. Resolution 21-45, Approving a Variance from the Front Yard Setback to Allow Construction of Landing and Steps Within Front Yard Setback at 790 Manor Drive NE

Administrator Buchholtz stated that the City received a variance application from John Clark to provide relief from the front yard setback to allow construction of a landing and steps within the front yard setback. He stated that the Planning Commission reviewed the application and recommended approval of the variance, subject to the condition that applicant must apply for all building permits as required.

Motion made by Councilmember Delfs to approve Resolution 21-45, Approving a Variance from the Front Yard Serback to Allow Construction of Landing and Steps within Front Yard Setback at 790 Manor Drive.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

E. Resolution 21-46, Approving Preliminary and Final Plat for Atlas Commercial Park

Planner Walburg stated that the City had received an application from Brian Scholten, SLPH10, LLC for preliminary and final plat to subdivide land located at 1628 and 1638 County Road 10 NE. She stated that the applicant is seeking to create four commercial lots from 8 existing lots. She stated that such lot subdivisions are common in existing commercial properties.

Planner Walburg stated that the Planning Commission reviewed the application and recommended approval of preliminary and final plat for Atlas Commercial Park subject to the following conditions: 1) Revise ALTA survey to include the location of existing sanitary sewer and water services for each building; 2) Provide a copy of an agreement covering the cross use and maintenance responsibilities for the sanitary sewer and water services on the site; 3) Along the southwest edge of the site, provide an access to the existing sanitary sewer manhole for city maintenance vehicles. This can include either removal of a portion of the existing fence or the installation of a gate in the existing fence; 4) Include a 33-foot wide drainage and utility easement along the entire southwest edge of the site (McKinley Street vacated right-of way); 5) Provide all materials required by Chapter 14, Subdivision Control, of the Spring Lake Park City Code prior to final approval of the final plat.

Administrator Buchholtz stated that staff has added two additional conditions: 1) Re-address the 1628 County Road 10 building to eliminate confusion and 2) Provide a 10-foot sidewalk/trail easement on the north side of the property abutting CSAH 35 for future pedestrian facilities. He stated that the property to the west is addressed as 1630 County Road 10, resulting in confusion as the address numbers should increase as one moves east. He stated that Anoka County requested either additional right of way or an easement along CSAH 35 for future pedestrian facilities.

Motion made by Councilmember Wendling to approve Resolution 21-46, Approving Preliminary and Final Plat for Atlas Commercial Park.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

9. NEW BUSINESS**A. Authorization to Begin Hiring Process for Police Officer Position**

Administrator Buchholtz stated that staff is requesting authority from the City Council to advertise for a police officer position, accept application and conduct interviews to determine top candidates for the position.

Motion made by Mayor Nelson to authorize the Police Chief to begin hiring process for a Police Officer position.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

B. Approve 2022 Agreement for Towing and Impound Services with Citywide Service Corp.

Administrator Buchholtz stated that the current towing contract renews annually and is only modified when one party requests a change in writing. He stated that Citywide Service Corp is requesting a change to two fees – increase the regular towing/impound fees from \$95.00 to \$125.00 and increase the accident tow rate fee from \$125.00 to \$175.00. He said these fees are passed on to the owners of the vehicles and the increases will not impact the City's budget. Staff recommended approval of the agreement.

Motion made by Councilmember Delfs to approve the 2022 agreement for towing and impound services with Citywide Service Corp.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

C. Schedule November Work Session - November 8, 2021 at 5:30pm

Administrator Buchholtz requested a work session on November 8, 2021 at 5:30pm to discuss the following items: 1) 2022-2026 Capital Improvement Plan; 2) 2022 Public Utilities Budget; 3) Triangle Park sidewalk project; 4) Animal Control contract discussion; 5) and Reports.

Consensus of the City Council was to schedule a work session for November 8, 2021 at 5:30pm at Spring Lake Park City Hall.

10. REPORTS

A. Attorney Report – No report.

B. Engineer Report – No additional report.

C. Administrator Report

Administrator Buchholtz attended a design charrette for the Northtown area as part of the Northtown Area Master Plan being undertaken by the City of Blaine.

11. OTHER

A. Correspondence

B. Beyond the Yellow Ribbon Report

Mayor Nelson provided an update on the Beyond the Yellow Ribbon Committee activities. He stated that Hy-Vee is sponsoring a Military Homefront Program where Hy-Vee is providing moving expenses and \$5,000 in closing cost assistance to qualified veterans who wish to work at Hy-Vee.

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

Voting Yea: Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks, Mayor Nelson. Motion carried.

The meeting adjourned at 7:42 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer