

WACONIA CITY COUNCIL
MEETING AGENDA



MONDAY, May 16, 2016
6:00 P.M.

VISION STATEMENT

“Waconia is a free-standing growth center that is friendly, self-reliant and well managed.”

MISSION STATEMENT

“We are committed to providing an ideal mix of housing, commerce, health care, recreation, downtown vitality, natural resources, transportation planning, inter-generational charm and life-long learning.”

MAYOR: JIM SANBORN
COUNCILMEMBER, WARD I: LYNN AYERS
COUNCILMEMBER, WARD I: MARC CARRIER
COUNCILMEMBER, WARD II: CHARLES ERICKSON
COUNCILMEMBER, WARD II: KENT BLOUDEK

NOTE: AGENDA TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

PAGE NO.

6:00 P.M.	1. CALL MEETING TO ORDER AND ROLL CALL	
	2. PLEDGE OF ALLEGIANCE	
	3. ADOPT AGENDA	
	4. VISITOR’S PRESENTATIONS, PETITIONS, CORRESPONDENCE	
	5. PROCLAMATION	
	1) Proclaiming May 15 – May 21, 2016 “National Public Works Week”.....	1
	6. PUBLIC HEARING: Storm Water Pollution Prevention Plan	
	1) Call Public Hearing to Order and Accept Comment	
	2) Adopt a Motion to Close the Public Hearing	
	3) Adopt Resolution No. 2016-107, Approving Annual Storm Water Pollution Prevention Plan (SWPPP) Report for Calendar Year 2015	2-4
	7. ADOPT CONSENT AGENDA	
	The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.	
	1) Approve May 2, 2016 City Council Meeting Minutes.....	5-7
	2) Authorize Payment of May 16, 2016 Expenditures.....	8-9

- 3) Motion to Approve Pay Estimate No. 10 to Park Construction Company for the Trunk Highway 5 Corridor Improvement Project 10
- 4) Adopt Resolution No. 2016-103, Approving Purchase of Tax Forfeited Parcels 11-15
- 5) Adopt Resolution No. 2016-104, Approving the Variance Request by Mike and Cindy Blanchfield for construction of a Detached Accessory Structure for their property located at 40 Pine Street North 16-36
- 6) Adopt Resolution No. 2016-105, Approving the Stonegate Final Plat Application submitted by Cal Atlantic for the First phase of the Stonegate Development..... 37-42
- 7) Adopt Resolution No. 2016-108, Authorizing City Engineers; Bolton & Menk to Advertise Bids for Project Items Related to Directional Drilling of HDPE Reuse Water main for Brook Peterson Storm Water Reuse System 43-44

8. COUNCIL BUSINESS

- 1) Adopt Resolution No. 2016-106, Approving Site Plan and Design Review for the Proposed Building and Site Improvements at 836 Main Street East 45-62
- 2) Adopt Resolution No. 2016-102, Adopting Revisions to Employee Reference Manual 63-64

9. ITEMS REMOVED FROM CONSENT AGENDA

10. CLOSED SESSION: The Council will meet in Closed Session to discuss pending litigation, subject to MN Statutes 13D.05 Subdivision 3b

11. STAFF REPORTS

- 1) Reminder: Comments being accepted regarding Chicken & Bee Proposed Ordinance

12. BOARD REPORTS

- 1) Councilmember Erickson
- 2) Councilmember Bloudek
- 3) Councilmember Carrier
- 4) Councilmember Ayers
- 5) Mayor Sanborn

13. ANNOUNCEMENTS

14. ADJOURN REGULAR MEETING

.....OFFICE OF THE CITY ADMINISTRATOR

Susan Arntz

**WORKSESSION: Review Possible Banner Concept/Project
Review Possible Rezoning Request
Review 1st Quarter Budget to Actuals**

CALENDAR OF EVENTS/MEETINGS:

May 16	Monday	6:00 p.m.	City Council Meeting
May 16	Monday	After CC	Work Session
May 30	Monday		Memorial Day, City Offices Closed
June 6	Monday	6:00 p.m.	City Council Meeting
June 6	Monday	After CC	Work Session: TBD
June 20	Monday	6:00 p.m.	City Council Meeting
June 20	Monday	After CC	Work Session: TBD



Proclamation

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Therefore, I, Mayor of the City of Waconia, do hereby proclaim May 15th-21st, 2016, as

"National Public Works Week"

in the City of Waconia, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Kent Bloudek, Acting Mayor
May 16, 2016



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16, 2016				
Item Name:	Approval of Annual Storm Water Pollution Prevention Plan (SWPPP) Report for Calendar Year 2015				
Originating Department:	Public Services				
Presented by:	Craig Eldred, Public Services Director				
Previous Council Action (if any):	None				
Item Type (X only one):	Consent	<input type="checkbox"/>	Regular Session	<input checked="" type="checkbox"/>	Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-107; Approving Annual Storm Water Pollution Prevention Plan (SWPPP) Report for Calendar Year 2015

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Each year by June 30th of each year communities with a population of 10,000 or greater are required to submit and annual report to the Minnesota Pollution Control Association and also sponsor an annual meeting to allow public comment on the SWPPP.

A public notice was placed in the Waconia Sun Patriot thirty days in advance of this annual meeting fulfilling the notification requirements, and the SWPPP has been publically available at City Hall.

Goals Implemented for 2015:

- Continue to update and monitor storm water data storage and collect GPS points for storm water conveyance systems
- Complete 20% inspection process of storm water conveyance systems, ponds, wetlands, and outfalls
- Implement processes required in SWMP to meet established target goals
- Continue to enhance, lead, and improve public education outlining direct effects individuals have in water quality
- Continue to build relationships and partnerships with outside government agencies directed at improving stream and surface water quality; specifically, working at meeting total maximum daily loads of phosphorus and total solid requirements
- Work with Developer's to include Low Impact Design practices into urban and redevelopment design directed at improving and maintain water quality
- Investigate opportunities for grant funds to assist with off-setting capital storm water improvement costs
- Enhance partnerships with residents and Homeowner Associations on shoreline and stream restoration projects

Accomplishments for 2015:

- Continue updates to storm water conveyance system mapping, and enhanced data set in asset management system
- Completed 20% of storm water conveyance system, pond and outfall inspections. In 2015 Public Service Staff completed the final phase of inspections for the entire community
- Continued education of storm water; 350 plus fourth grade children through Public Service and Water Treatment Facility in October, Continued Open House events in the spring and fall seasons, Notifications of

- residential impacts/issues as it pertains to water quality of storm water conveyance and receiving waters
- Continue to prepare and include BMP's and LID's into our budgetary processes for enhancement of water quality where possible
 - Continue to implement storm water management items related to the approved Surface Water Management Plan (SWMP)
 - Continue implementation of storm water management items related to Storm Water Pollution and Prevention Plan (SWPPP) and approved by MPCA
 - Partnered with Carver County Soil and Water and Developer's on design review and implementation of Low Impact Design items to reduce storm water run-off impacts. Particular projects include Iron Tap and HEI Parking Lot improvements through reduction of surface water run-off and aggregate surface contamination to Lake Waconia
 - Continued process on First Street Storm Water Re-Use project in conjunction with Carver County and Waconia School District
 - Provided enhanced composting schedule to allow residents more opportunities to recycle materials
 - Awarded grant funds for 10th Street and Brook Peterson Park Reuse Projects from the Metropolitan Council
 - Worked collaboratively with Mattamy Homes on institution of storm water reuse system for the purpose of meeting CCWMO infiltration guide-lines for residential development.

Goals Implemented for 2016:

- Meet target storm water management items related to Storm Water Pollution and Prevention Plan (SWPPP) approved by the MPCA
- Continue to research alternative funding opportunities for storm water pollution prevention projects
- Complete Final phase and place First Street Reuse and place system into service
- Complete 10th Street Reuse project in effort to meet storm water requirements for TH 5 and 10th Street Improvement Project
- Complete Brook Peterson Park Storm Water Reuse project guided to reduce potable water use on the athletic fields
- Continue to promote Low Impact Design practices into Urban Development, and Re-Development projects in efforts to reduce storm water contamination of receiving waters
- Continue to build relationships and partnerships with outside agencies directed at improving water quality

Staff would recommend that Council ask if anyone is present to provide public comment on the SWPPP for public record, and then approve the annual report for 2015 to allow for submittal.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses: Storm Water

Budget Information:

- Budgeted
- Non Budgeted
- Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

- Planning Commission
- Parks and Recreation Board
- Safari Island Advisory Board
- Other

Approved	Denied	Tabled	Other
Resolution No. _____	_____	Ordinance No. _____	_____

**CITY OF WACONIA
RESOLUTION NO. 2016-107**

**RESOLUTION AUTHORIZING APPROVAL OF ANNUAL STORM WATER POLLUTION
PREVENTION PLAN (SWPPP) REPORT FOR CALENDAR YEAR 2015**

WHEREAS, one of the City’s Key Outcomes is to “Continually Improve Health of Lakes”; and

WHEREAS, annually each year the City of Waconia is required to hold a public hearing regarding its Storm Water Pollution Prevention Plan (SWPPP); and

WHEREAS, a public notice was published thirty days in advance of May 16th, 2016 fulfilling this requirement; and

WHEREAS, many improvements were made during the calendar year of 2015 with emphasis of meeting the goals established and provided in the 2016 SWPPP report.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of the annual Storm Water Pollution Prevention Plan (SWPPP) report for calendar year 2015.

Adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

Attest: _____
Susan MH Arntz, City Administrator

M/ _____	Erickson	_____
	Bloudek	_____
S/ _____	Carrier	_____
	Ayers	_____
	Sanborn	_____

CITY OF WACONIA

May 2, 2016

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Jim Sanborn at 6:00 p.m. The following members were present: Jim Sanborn, Kent Bloudek, Lynn Ayers, Marc Carrier. Absent: Charles Erickson.

Staff Present: Susan Arntz, Lane Braaten, Craig Eldred, Mike Melchert, Ann Meyerhoff, Nicole Lueck, Angel Smith.

Visitors: Mike Senden, Heidi Hoks, Paul Ericson, Dean & D.J. Teeselink, Todd Hann, Jimmy & Nicky Mase.

Pledge of Allegiance was led by Mayor Jim Sanborn.

ADOPT AGENDA: Resolution 2016-101 was added to Regular Business. Motion by Carrier, seconded by Bloudek to adopt the agenda as amended. All present voted aye. **MOTION CARRIED.**

VISTOR'S PRESENTATION: Heidi Hoks, Director of Carver County Libraries and Paul Erickson, Branch Manager of the Waconia Library gave the State of the Library presentation.

PUBLIC HEARING - Auburn Meadows Addition: Mayor Sanborn called the Public Hearing to Order. Lane Braaten stated that the Petition for Vacation by Auburn Meadows, LLC, Moravian Care Housing Corporation and Lil' Explorers Properties, LLC has been submitted to formally vacate the remaining drainage and utility easements, which were originally required by the City for the development of Outlot A, Cherry Street Development. As the property has been replatted as part of the Auburn Meadows Addition, which included the necessary drainage and utility easement corridors required by City Ordinance, City staff is recommending approval of the vacation request as presented.

Mayor Sanborn asked for comments from Council Members and residents. There were no comments.

Motion by Ayers, seconded by Carrier to Close the Public Hearing on the Auburn Meadows Addition. All present voted aye. **MOTION CARRIED.**

Motion by Carrier, seconded by Bloudek to Adopt Resolution No. 2016-96, Approving the Vacation of the Public Drainage and Utility Easements associated with Outlot A of the Cherry Street Development Plat, Which has since been replatted as Auburn Meadows. All present voted aye. **MOTION CARRIED.**

ADOPT CONSENT AGENDA

- 1) Approve April 25, 2016 City Council Meeting Minutes.
- 2) Authorize Payment of May 2, 2016 Expenditures.
- 3) Adopt Resolution No. 2016-94, Approving the Issuance of Housing Facilities Revenue Refunding Notes to Refinance a Multifamily Assisted Living Facility (Auburn Meadows)..
- 4) Adopt Resolution No. 2016-95, Accepting Employee Resignation and Authorize Recruitment.
- 5) Adopt Resolution No. 2016-98, Approving the Developer's Agreement for the Waconia High School Site.
- 6) Adopt Resolution No. 2016-99, Approving Conflict Waiver for Representation of the City by Melchert Hubert Sjodin regarding the 2016 Infrastructure Improvement Project.

Motion by Bloudek, seconded by Carrier to Adopt the Consent Agenda as presented. All present voted aye. **MOTION CARRIED.**

COUNCIL BUSINESS

Ordinance 693: Susan Arntz stated that upon future review of various City Ordinances, it appears that the Council's amendment to Chapter 580 regarding alcoholic beverages has necessitated an amendment to Chapter 320 regarding Streets, Sidewalks and other Public Places, Part V regarding Municipal Regulations and Licensing, and Chapter 1100 Regarding Fees. Attached are proposed revisions to these sections of City Code. She went over a list of those amendments by section:

CITY OF WACONIA

May 2, 2016

- Section 320.01, Subd. 2, Adds Sidewalk cafés to the list of permits.
- Park V the Municipal regulations and Licensing adds a new chapter 570, Sidewalk Cafés, the elements of this new section includes:
 - Definitions including sidewalk café.
 - Requires a license that will extend from April 1 to October 31. This license must be reapplied for each year.
 - The license grants the holder an encroachment for the period of the license onto a public sidewalk or parking lot.
 - Requires a plan to be submitted and approved by the City Council. The plan must indicate the location of the proposed sidewalk café, distance and dimensions of adjoining buildings, all sidewalks, curbs, and striped parking stalls within 100' of the perimeter of the café., and the distance to and location of the traveled portion, of the nearest adjacent street, and distances to all obstructions in the vicinity.
 - Requires a fee to be paid. Fees are recommended as:
 - Sidewalk café license, fee for sidewalk use - \$500.00
 - Sidewalk café license, fee for municipal parking lot use - \$500 base fee *plus* \$300.00 for each parking stall (or portion of a parking stall) impacted by the sidewalk café
 - Sidewalk café license, damage deposit - \$1,000.00

Arntz said that these changes only apply to public property, not private property. She requested the ability to publish a summary of these ordinance changes stating that this summary publication requires a 4/5th vote of the City Council.

Motion by Carrier, seconded by Ayers to Adopt Ordinance 693, Amending Chapter 320 Regarding Streets, Sidewalks and other Public Places, Part V regarding Municipal Regulations and Licensing, and Chapter 1100 Regarding Fees. All present voted aye. **MOTION CARRIED.**

Encroachment Agreement for Moravian Care Housing:

Susan Arntz explained that when Moravian Care Housing Corporation developed its Auburn Meadows Addition project, it formed a wholly-owned entity known as Auburn Meadows, LLC, to own a portion of the development. In addition, it sold a lot to Lil' Explorers Properties, LLC. When these property owners (or their predecessors) constructed new improvements on their properties a few years ago, they entered into some private drainage and utility easements to facilitate the construction of private storm sewers serving their improvements. In addition, a retaining wall was constructed along the east line of Auburn Meadows Addition. These storm sewer lines and the retaining wall cross, or rest upon, portions of the perimeter drainage and utility easements that were dedicated as part of Auburn Meadows Addition plat.

Auburn Meadows, LLC is now refinancing a portion of its debt. In conjunction with this refinancing, a title examination was done by the lender and the encroachments described above were found. The owners of the lots in Auburn Meadows Addition now desire to address the encroachments to facilitate the financing. Along these lines, a proposed Encroachment Agreement has been prepared and it is attached for your review.

If the City is inclined to allow the encroachments to continue, which seems like the appropriate approach under the circumstances, it is to the City's benefit to enter into the Encroachment Agreement with the property owners. The Encroachment Agreement obligates the property owners, at their expense, to cooperate with the City should the City ever need to use any of the perimeter easements that have been encroached upon. It further obligates the property owners to provide the City with certain indemnification protection regarding the Encroachments.

Motion by Ayers, seconded by Bloudek to Adopt Resolution No. 2016-97, Approving Encroachment Agreement for Moravian Care Housing Corporation. All present voted aye. **MOTION CARRIED.**

Encroachment Agreement for 1585 Pond Curve:

Susan Arntz stated that Dena and D.J. Teeselink, 1585 Pond Curve, are in the process of selling their home and the title company for the buyer found that the shed that was constructed in 2004-2007 was placed within the drainage and utility easement. We are working the Teeselinks on an encroachment agreement, which will be provided prior to the City Council Meeting on Monday.

CITY OF WACONIA

May 2, 2016

As background, the building permit file shows that the permit was issued and the shed inspections were completed as stated. There are records in the file that would lead one to believe that it was clear that both the property owners and the City was aware of the drainage and utility easement conflicting with the shed placement. In addition, the shed was placed directly on top of a storm sewer outlet pipe. Because of the importance of proper maintenance of the pond and storm sewer pipe, we have suggested that the best alternative to keep their closing on schedule would be the creation of an encroachment agreement.

Motion by Bloudek, seconded by Carrier to Adopt Resolution No. 2016-100, Approving Encroachment Agreement for 1585 Pond Curve. All present voted aye. **MOTION CARRIED.**

Encroachment Agreement for Waconia Brewing Company:

Susan Arntz explained that the City had received a request from Waconia Brewing Company to occupy three parking spaces adjacent to the sidewalk, near their business for the purpose of a sidewalk café. The Sidewalk Café license would run from April 1 to October 31, 2016 and would be an annual license. If the license is granted, the encroachment agreement would have to be executed and the city would issue a license after insurance is provided and fees are paid.

Motion by Carrier, seconded by Ayers to Adopt Resolution No. 2016-101, Approval of Sidewalk Café License and Encroachment Agreement. All present voted aye. **MOTION CARRIED.**

ITEMS REMOVED FROM CONSENT AGENDA: None

STAFF REPORTS: None

BOARD REPORTS:

Councilmember Erickson – No Report
Councilmember Bloudek – No Report
Councilmember Carrier – No Report
Councilmember Ayers – Attended Carver County Leaders
Mayor Sanborn – No Report

ANNOUNCEMENTS: Public Services Open House, Saturday, May 7, 2016

ADJOURN:

Motion by Bloudek, seconded by Ayers to adjourn the meeting at 7:10 p.m. All present voted aye. MOTION CARRIED

Kent Bloudek, Acting Mayor

ATTEST: _____
Ann Meyerhoff, Office Assistant

I have reviewed the list of claims for council approval and recommend payment.

Nicole Lueck

Nicole Lueck, Finance Director

5/11/2016

Date

**CITY OF WACONIA
Council List-Expenditures
Meeting: May 16, 2016**

Vendor Name	Description	Amount	Fund/Department
A-1 ELECTRIC SERVICE	Hwy 284 LS Pump Wire Repair	\$97.50	Sewer
A-1 ELECTRIC SERVICE	I & I Electrical Repair	\$55.00	Sewer
A-1 ELECTRIC SERVICE	I & I Electrical Work	\$382.74	Sewer
A-1 ELECTRIC SERVICE	I & I Electrical Work	\$1,154.64	Sewer
A-1 ELECTRIC SERVICE	Thermostat Cables - Meter Project	\$120.76	Water
A-1 ELECTRIC SERVICE	WTP Chlorine Room Heater Repair	\$66.51	Water
A1 JANITORIAL SUPPLY	Powdered Drain Sewer Opener	\$454.16	Sewer
AMERICAN LEGION POST 150	Senior Dining Program 06/2016	\$600.00	Central Facilities
AUTOMATIC SYSTEMS CO	Well 6/8 Issues - Service Call	\$540.40	Water
CARVER COUNTY CDA	CH Dual Prop Insurance 16/17	\$3,985.03	Central Facilities
CARVER COUNTY TREASURER	Disposal Fees-Sudheimer Property	\$195.68	PIR
CARVER COUNTY TREASURER	Phone/Internet Service 05/2016	\$1,856.32	Split: Bill Back Receivable, Central Facilities, Safari Island, Water, Sewer, Storm Water, Ice Arena
CARVER COUNTY TREASURER	Police Contract OT Qtr 01/2016	\$8,291.27	Law Enforcement
CARVER COUNTY TREASURER	Utility Permit - Hwy 5 Reuse	\$170.00	Storm Water
CITY OF BLOOMINGTON	Water Testing 04/2016	\$105.00	Water
CIVIC PLUS	Website Modification - UB	\$400.00	Split: Water, Sewer
CIVIC PLUS	Website Setup Fees	\$9,438.63	PEG Fund
COMMERCIAL ASPHALT COMPANY	Asphalt - Water Main Repair	\$351.21	Water
COVERALL OF THE TWIN CITIES	CH Cleaning 05/2016	\$882.00	Central Facilities
COVERALL OF THE TWIN CITIES	FS Cleaning 05/2016	\$165.00	Central Facilities
COVERALL OF THE TWIN CITIES	Library Cleaning 05/2016	\$454.00	Central Facilities
COVERALL OF THE TWIN CITIES	PW Cleaning 05/2016	\$621.00	Central Facilities
CREEKSIDE SOILS	Compost Disposal 04/26/16	\$230.00	Streets
CREEKSIDE SOILS	Compost Disposal 05/02/16	\$230.00	Streets
DIAMOND MUNICIPAL SOLUTIONS	IT Scripts - Meter Project	\$2,812.50	Water
EHLERS & ASSOCIATES, INC.	2007C Arbitrage Reporting	\$5,170.00	PIR Debt Fund
EMERGENCY AUTOMOTIVE TECH INC	C-12 Equipment/Accessories	\$10,096.21	Capital Equipment
EMERGENCY AUTOMOTIVE TECH INC	C-12 Spotlight	\$276.08	Capital Equipment
EMERGENCY AUTOMOTIVE TECH INC	U-11 Equipment/Accessories	\$10,096.21	Capital Equipment
EMERGENCY AUTOMOTIVE TECH INC	U-11 Spotlight	\$276.08	Capital Equipment
FERGUSON WATERWORKS #2516	Irrigation/Business Meters-Meter Project	\$11,299.97	Water
FERGUSON WATERWORKS #2516	Irrigation/Business Meters-Meter Project	\$14,264.33	Water
FIRE EQUIPMENT SPECIALTIES	Class A Fire Extinguishment Foam	\$1,079.08	Fire
FLOWPOINT ENVIRONMENTAL SYSTEMS INC	Water General Screen Repair	\$1,900.00	Water
GOPHER STATE ONE-CALL, INC.	Utility Locate Tickets 04/2016	\$478.50	Split: Water, Sewer
GOVDEALS, INC.	Listing Admin Fee-Keepers RLF/SI Surplus Equipment	\$20.00	Split: Revolving Loan Fund, Safari Island
HAWKINS INC	WTP Chemicals	\$3,572.30	Water
HEALTH PARTNERS	EAP Fees 04/2016	\$102.00	Administration
HOFFMAN FILTER SERVICE	Oil Filter Disposal	\$50.00	Streets
HT HOMES	Refund Utility Overpayment	\$8.11	Water
J&J TOOL, LLC	Pipe Machining - Downtown Wayfinding Signage	\$677.92	PIR
KIRVIDA FIRE, INC.	#17 Pump Test/Maintenance	\$386.49	Fire
KIRVIDA FIRE, INC.	E-11 Pump Test/Maintenance	\$386.49	Fire
KIRVIDA FIRE, INC.	TW-11 Pump Test/Maintenance	\$370.57	Fire
KOEHNEN, THOMAS & ERICA	Refund Utility Overpayment	\$41.25	Water
LITFIN, DEWAYNE OR STAHLKE, VICKI	Refund Utility Overpayment	\$10.45	Water
MCFOA	Membership Renewal - Meyerhoff	\$35.00	Administration
MET COUNCIL ENVIRON SRV	Sewer Flow Charge 06/2016	\$66,827.33	Sewer
MET COUNCIL ENVIRON. - SAC	SAC Report 04/2016	\$24,601.50	Sewer
MN CITY/COUNTY MANAGEMENT ASSN	Membership Renewal - Arntz	\$155.00	Administration
MN DEPT OF HEALTH	Water License Renewal - Karels	\$23.00	Water
MOUNT OLIVET ROLLING ACRES	I&I Work - Hotel Reimbursement	\$207.59	Sewer
MUELLER & SONS, INC.	Asphalt - RLP Restrooms	\$460.88	PIR

**Council List-Expenditures
Meeting: May 16, 2016**

Vendor Name	Description	Amount	Fund/Department
MUELLER & SONS, INC.	Sand - Parks Use	\$97.65	<i>Parks</i>
NCPERS GROUP LIFE INSURANCE	Premiums 05/2016	\$64.00	<i>Personnel Liabilities</i>
NORMAN, MARY	I&I Work - Hotel Reimbursement	\$49.39	<i>Sewer</i>
NORMAN, MARY	I&I Work - Hotel Reimbursement	\$49.40	<i>Sewer</i>
NYLIN, MEGAN	Refund Utility Overpayment	\$95.06	<i>Water</i>
ROOD, ROBERT	Refund Utility Overpayment	\$194.44	<i>Water</i>
ST. CROIX RECREATON CO, INC.	Parks Recreation Equipment Replacements	\$1,280.13	<i>Parks</i>
STANDARD INSURANCE COMPANY	Premiums 04/2016	\$1,026.69	<i>Personnel Liabilities</i>
STANDARD INSURANCE COMPANY	Premiums 05/2016	\$1,067.38	<i>Personnel Liabilities</i>
THEW, DEE	I&I Work - Hotel Reimbursement	\$43.90	<i>Sewer</i>
WACONIA ROLL-OFF SERVICE	Disposal Fees - Sudheimer Property	\$878.00	<i>PIR</i>
		<u>\$191,377.73</u>	

The above bills have been approved for payment at the regular City Council Meeting on May 16, 2016.
Authorized and ordered for payment:

Mayor

City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16, 2016						
Item Name:	Contractor Pay Request #10 - Trunk Highway 5 Corridor Improvements						
Originating Department:	Finance						
Presented by:	Nicole Lueck, Finance Director						
Previous Council Action (if any):							
Item Type (X only one):	<table border="1"> <tr> <td>Consent</td> <td>X</td> <td>Regular Session</td> <td></td> <td>Discussion Session</td> <td></td> </tr> </table>	Consent	X	Regular Session		Discussion Session	
Consent	X	Regular Session		Discussion Session			

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Motion to approve Pay Estimate No. 10 to Park Construction Company for the Trunk Highway 5 Corridor Improvement Project

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Staff has reviewed the contractor pay request for the Trunk Highway 5 Improvement Project and recommends payment of \$328,497.91 based on the engineering request for payment. This payment represents approximately 90.7% of the total approved contract for the project and includes work completed through April 30, 2016.

<i>FINANCIAL IMPLICATIONS:</i>	<i>ADVISORY BOARD RECOMMENDATIONS:</i>					
Funding Sources & Uses: PIR Capital, Water, Sewer, and Storm Water Fund	Planning Commission Parks and Recreation Board Safari Island Advisory Board Other					
Budget Information:						
<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Budgeted</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non Budgeted</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Amendment Required</td> </tr> </table>		<input checked="" type="checkbox"/>	Budgeted	<input type="checkbox"/>	Non Budgeted	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Budgeted					
<input type="checkbox"/>	Non Budgeted					
<input type="checkbox"/>	Amendment Required					

Approved Resolution No.	_____	Denied	_____	Tabled Ordinance No.	_____	Other	_____
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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16, 2016				
Item Name:	Approving Purchase of Tax Forfeited Parcels				
Originating Department:	Finance				
Presented by:	Nicole Lueck, Finance Director				
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session	Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-103, Approving Purchase of Tax Forfeited Parcels

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The City has received notification that the County is planning a tax forfeited sale of various properties in Waconia this fall. The City has the ability to request that these parcels be withheld from the sale if we have a public use or public purpose for these parcels. We have reviewed the list and believe that there are six of the eight parcels for which the City has a public purpose.

One of the parcels is existing wetlands within the Legacy Village Development that should have been deeded to the City by the developer. Three of the parcels are remnants of the Interlaken Development that will ultimately be able to be attached to another parcel or will be used for road right of way. The last two parcels are larger parcels that carry large assessments. One parcel was preliminary platted as a senior living facility in Legacy Village and the other has been reviewed several times for commercial development in the Interlaken Development.

On these last two parcels, the City will need to recover as much as possible of the assessment balances still due. The tax forfeiture process has eliminated the assessments from the parcels. The City does not currently have an interested party for either parcel. However if the City is able to obtain the parcels for economic development purposes, it will work to market and sell the properties as soon as possible to get them back on the tax rolls.

With the resolution and recommended action, there is a process that we need to go through which involves requesting Carver County to withhold these parcels from the public sale based on our public purpose for these parcels. The County Board will approve our public purpose and then we will have six months to finalize documents for the acquisition.

The City did not budget to purchase these parcels in 2016, but there is fund balance available to get the transitions completed. The City will be using storm water, PIR, and economic development funds to purchase the parcels.

<p><i>FINANCIAL IMPLICATIONS:</i></p> <p>Funding Sources & Uses:</p> <p>Budget Information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td>Budgeted</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Non Budgeted</td> </tr> <tr> <td></td> <td>Amendment Required</td> </tr> </table>		Budgeted	X	Non Budgeted		Amendment Required	<p><i>ADVISORY BOARD RECOMMENDATIONS:</i></p> <p>Planning Commission</p> <p>Parks and Recreation Board</p> <p>Safari Island Advisory Board</p> <p>Other</p>
	Budgeted						
X	Non Budgeted						
	Amendment Required						

CITY OF WACONIA
RESOLUTION NO. 2016-103

RESOLUTION REGARDING TAX FORFEITED LANDS

WHEREAS, the City of Waconia (the “City”) has received a letter from Carver County, Minnesota (the “County”) dated March 29, 2016 requesting the City to take certain action regarding tax forfeited lands within the City (the “Notification Letter”); and

WHEREAS, with its Notification Letter the County sent a Certificate of County Board of Classification of Forfeited Lands as provided by Chapter 386, Laws 1935 as Amended (the “Certificate”) listing the parcels of land at issue as follows:

PIN	Legal Description	Appraised Value	Conservation Status
75.2700580	Section 27 Township 116 Range 25 Outlot G, Fronterra	\$300	Non-Conservation
75.2700590	Section 27 Township 116 Range 25 Outlot H, Fronterra	\$300	Non-Conservation
75.3110020	Section 24 Township 116 Range 025 Outlot B, Interlaken	\$300	Non-Conservation
75.3110030	Section 24 Township 116 Range 025 Outlot C, Interlaken	\$300	Non-Conservation
75.3150750	Section 19 Township 116 Range 025 Outlot Q, Interlaken 4 th Addition	\$100	Non-Conservation
75.3131050	Section 24 Township 116 Range 025 Outlot A, Legacy Village at Waconia according to the recorded plat thereof.	\$500	Non-Conservation
75.3131070	Section 13 Township 116 Range 025 Outlot C, Legacy Village at Waconia according to the recorded plat thereof.	\$30,000	Non-Conservation
75.3160410	Section 24 Township 116 Range 025 Outlot E, Interlaken Cottages West	\$80,000	Non-Conservation

(individually, a “Tax Forfeited Parcel”; collectively, the “Tax Forfeited Parcels”); and

WHEREAS, pursuant to authority granted to it by the State of Minnesota, the County has set the conservation status of each Tax Forfeited Parcel, which determination is subject to the City’s approval; and

WHEREAS, pursuant to authority granted to it by the State of Minnesota, the County has also set the appraised value of each Tax Forfeited Parcel (the “Appraised Value”), which determination is not subject to the City’s approval; and

WHEREAS, the Notification Letter requests the City to either approve the County’s

classification and public sale of the Tax Forfeited Parcels or to take action as permitted by Minnesota law; and

WHEREAS, the City Council has reviewed the Certificate and the conservation status assigned to each Tax Forfeited Parcel; and

WHEREAS, City staff and the City Council have further reviewed relevant information regarding each Tax Forfeited Parcel including, but not limited to, each Tax Forfeited Parcel’s location, current use, possible use for municipal purposes (e.g., roads or storm water management), possible use for future development, past special assessments that have been extinguished, and special assessment that could be reassessed; and

WHEREAS, Minnesota Statutes, §282.01, Subd. 1a (b), allows the City to acquire non-conservation tax-forfeited land for any public purpose for which the City is authorized to acquire property by paying the Appraised Value; and

WHEREAS, Minnesota Statutes, §412.211 grants the City the power and right to acquire real and personal property as the purposes of the City may require; and

WHEREAS, based on the above, the City Council finds it is in the best interests of the City:

1. To request the County to withhold six of the Tax Forfeited Parcels from sale;
2. To submit applications to the County to purchase each of the following non-conservation Tax Forfeited Parcels:

PIN	Legal Description	Appraised Value	Reason for Purchase
75.3110020	Section 24 Township 116 Range 025 Outlot B, Interlaken	\$300	Future road improvements
75.3110030	Section 24 Township 116 Range 025 Outlot C, Interlaken	\$300	Future road improvements
75.3150750	Section 19 Township 116 Range 025 Outlot Q, Interlaken 4 th Addition	\$100	Future road improvements
75.3131050	Section 24 Township 116 Range 025 Outlot A, Legacy Village at Waconia according to the recorded plat thereof.	\$500	Storm water management
75.3131070	Section 13 Township 116 Range 025 Outlot C, Legacy Village at Waconia according to the recorded plat thereof.	\$30,000	Economic Development
75.3160410	Section 24 Township 116 Range 025 Outlot E, Interlaken Cottages West	\$80,000	Economic Development

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY
CHAPTER 386, LAWS 1935
AS AMENDED.**

To the Board of the City of Waconia

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2009** through **2015** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
75.2700580	Section 27 Township 116 Range 25 Outlot G Fronterra	\$300	Non-Conservation
75.2700590	Section 27 Township 116 Range 25 Outlot H Fronterra	\$300	Non-Conservation
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75.3131070	Section 13 Township 116 Range 025 Outlot C, Legacy Village at Waconia according to the recorded plat thereof.	\$30,000	Non-Conservation
75.3150750	Section 19 Township 116 Range 025 Outlot Q Interlaken 4th Addition	\$100	Non-Conservation
75.3160410	Section 24 Township 116 Range 025 Outlot E, Interlaken Cottages West	\$80,000	Non-Conservation

In witness whereof we have hereunto subscribed our names this 5th day of April, 2016.

Gayle O Degler *Gayle Degler*
 Tom Workman *Tom Workman*
 Randy Maluchnik *Randy Maluchnik*
 Tim Lynch *Tim Lynch*
 Jim Ische, Chair *Jim Ische*
 Attest: Laurie Davies,
 Carver County Taxpayer
 Services Manager *Laurie Davies*

The foregoing classification and sale is hereby approved on _____, 2016.

By the Board of the City of Waconia

Filed this _____ day of _____, 2016.

Laurie Davies, Carver County Taxpayer Services Manager

By:
 Deputy



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16 th , 2016				
Item Name:	Stonegate Final Plat Application – Cal Atlantic				
Originating Department:	Community Development				
Presented by:	Lane L. Braaten, Community Development Director				
Previous Council Action (if any):	Crosswinds Preliminary Plat Approval – August 18 th , 2014				
Item Type (X only one):	<table border="1"> <tr> <td>Consent</td> <td>X</td> <td>Regular Session</td> <td>Discussion Session</td> </tr> </table>	Consent	X	Regular Session	Discussion Session
Consent	X	Regular Session	Discussion Session		

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-104 Approving the Stonegate Final Plat Application submitted by Cal Atlantic for the first phase of the Stonegate Development

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

BACKGROUND/REQUEST

Applicant: Cal Atlantic
Owner: Cal Atlantic
Property Address: 1150 Somerwood Drive
P.I.D. #: 753150610
Legal Description: Outlot A, Interlaken 4th Addition, Waconia, Carver County, Minnesota
Zoning Districts: Planned Unit Development (PUD)

Attached is application material pertaining to the Stonegate Final Plat as proposed by Cal Atlantic. The proposed final plat is consistent with the Stonegate Preliminary Plat which was approved by the City Council via Resolution No. 2016-68 on March 21st, 2016. The Stonegate Preliminary Plat included the development of a total of fifty-one (51) small lot, single-family parcels. The Stonegate Final Plat includes the first phase of the development proposing the platting of nineteen (19) small lot, single-family parcels. The remaining thirty-two (32) parcels will be platted as part of the second phase.

The Stonegate Final Plat consists of the following:

1. Nineteen (19) single-family home lots and three (3) outlots.
2. Reduced lot sizing of 7,155 square feet minimum, reduced lot width of 60 feet minimum, 50% hardcover maximum, and reduced side yard setback requirement of 7.5’ minimum, rear yard setback of 25’ for the principal structure and 15’ rear yard setback for a deck structure, which is consistent with the approval requested at the time of preliminary plat.
3. The proposed street and lot configuration are consistent with the approved Stonegate Preliminary Plat considered by the City Council on March 16th, 2016.
4. The final construction plans and plat are subject to a final review and approval by the Public Services Director and City Engineer prior to any work commencing on the subject parcel.
5. Final Plat approval will be subject to the City and Cal Atlantic entering into a Developer’s Agreement whereby letters of credit to insure public infrastructure construction, approved construction plans, inspections, etc. will be addressed.

City Staff recommends approval of the Stonegate Final Plat subject to the findings and conditions in the attached resolution.

ATTACHMENTS:

- Attachment 1: Draft Resolution of Approval (1 page)
- Attachment 2: Location Map (1 page)
- Attachment 3: Stonegate Preliminary Plat (1 page)
- Attachment 4: Stonegate Final Plat (2 pages)

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	
Budget Information:	Planning Commission N/A
_____ Budgeted	Parks and Recreation Board
_____ Non Budgeted	Safari Island Advisory Board
_____ Amendment Required	Other

CITY OF WACONIA
RESOLUTION NO. 2016-104

**RESOLUTION APPROVING A VARIANCE
TO ALLOW A REDUCED REAR YARD SETBACK FOR AN ACCESSORY STRUCTURE
FOR THE PROPERTY LOCATED AT 40 PINE STREET NORTH**

WHEREAS, Mike and Cindy Blanchfield (the “**Applicants**”) have submitted a Variance application to the City of Waconia (the “**City**”) pursuant to Section 900.12, Subd. 4 of the Waconia City Code; and

WHEREAS, the subject parcel is described as: Lot 20, Block 39, City Lots of Waconia, Waconia, Carver County, Minnesota, and identified as PID# 75.0504030 (the “**Property**”); and

WHEREAS, the Applicants have requested a variance to locate a 616 sq. ft. detached garage at a setback of 1 ft. from the rear property line and alley versus the required 10 ft. setback required by City Ordinance; and

WHEREAS, the existing 319 sq. ft. detached accessory structure is located 1 ft. from the rear lot line and accessed via a private driveway off of Pine Street North; and

WHEREAS, the City Council has reviewed the variance information provided in the staff report dated May 16th, 2016; and

WHEREAS, Section 900.12, Subd. 4 of the Waconia City Code and Section 462.357, Subd. 6 of the Minnesota Statutes provide specific criteria for the City Council to consider when reviewing a variance application; and

WHEREAS, the Planning Commission held a public hearing on May 5th, 2016 and received all public comment; and

WHEREAS, the Planning Commission, at their regular meeting on May 5th, 2016, voted 5-0 to recommend approval of the variance request to allow construction of a detached garage at a setback of 1 ft. from the rear lot line for the property located at 40 Pine Street North with the following conditions:

1. The proposed improvements shall be constructed as proposed and as conditionally revised by the Planning Commission and City Council.
2. The applicant shall obtain the necessary building permit(s) prior to any work commencing.
3. The applicant shall be required to schedule a site inspection with the Community Development Director when all improvements have been completed to verify compliance with the variance.
4. The variance shall be considered void if it is not executed within one year of the date in which it is approved.

WHEREAS, the City Council further finds and concludes:

1. The proposed garage structure is a permitted use in the R-4 zoning district and the proposed garage size is in conformance with City Ordinance standards and is therefore in harmony with the intent of the Ordinance
2. The City’s Comprehensive Plan indicates the use of the property as residential and it is the Council’s determination that the request for a 616 sq. ft. garage on an approximately 17,000 square foot lot is reasonable.

3. The garage is and will be accessed via a private drive and therefore does not cause an issue with snow plowing or snow storage.
4. The Council finds value in the protection of large, old growth trees and the location of the proposed garage would require the removal of additional significant trees on the property.
5. The proposed location of the garage within the rear yard setback is consistent with numerous other properties in the neighborhood.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Variance request submitted by Mike and Cindy Blanchfield for construction of a detached accessory structure at a setback of 1 ft. from the rear lot line for the property located at 40 Pine Street North based on the findings and conditions stated above.

Passed and adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

ATTEST: _____
Susan MH Arntz, City Administrator

M/ _____	Bloudek	_____
	Carrier	_____
S/ _____	Erickson	_____
	Ayers	_____
	Sanborn	_____

Location Map—40 Pine Street North





CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135
www.waconia.org

VARIANCE

APPLICANT INFORMATION

1. Owner's Name: Mike and Cindy Blanchfield
2. Address of Property: 40 N. Pine St. Waconia 55387
3. Legal Description: lots 20+21, Block 39
4. Applicant's Name: Mike and Cindy Blanchfield
5. Mailing Address: 40 N. Pine St. Waconia 55387
6. Daytime Phone(s): 952-212-8536
7. Email Address: Mike.Blanchfield@mchs.com

The City will distribute copies & appropriate information to applicant via email

OFFICE USE ONLY

Date Received: _____

Fee: \$ _____
Receipt #: _____



CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135

VARIANCE APPLICATION

1. Present Zoning: R-4
 2. Existing use of Property: Residential
 3. Has request for a variance on this property been sought previously? If so, when? NO
-
-

IMPORTANT

Subd. 4. Variances

- A. No variance shall be granted to allow a use not permitted under the terms of this Ordinance in the district involved. In granting a variance the Board may prescribe appropriate conditions in conformity with this Ordinance. When such conditions are made part of the terms under which the variance is granted, violation of the conditions is a violation of this Ordinance. A variance shall not be granted by the Board unless it conforms to the following standards:
1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and do not result from the actions of the petitioner.
 2. Literal interpretation of the provisions of this Ordinance would deprive the petitioner of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
 3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.
 4. The proposed variance will not impair an adequate supply of light and air to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the City.
 5. FINANCIAL SAVINGS WILL NOT CONSTITUTE A HARDSHIP.

THE FOLLOWING INFORMATION MUST BE FURNISHED IN ORDER TO PROCESS THE APPLICATION

1. A letter from the applicant(s) which should address the following:
 - Explain (in detail) the variance you are requesting (giving distances where appropriate).
 - Conditions or peculiar difficulties to the structure or land, which makes a variance necessary.
 - Why do you feel a variance should be granted in this instance?
2. Payment of application fee (**\$125 residential; \$275 non-residential**)
3. **Non-residential variance requests are required to submit an escrow payment in the amount of \$1,000.00.**

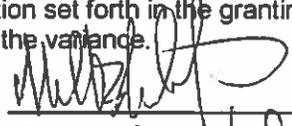
****Additional information may be requested by staff, based on the proposal. Additional consulting review fees may apply, such as civil engineering and legal counsel.**

4. Scaled site plan with north arrow indicating existing structures and proposed additions or modification to structures.
5. Show all distances of buildings and structures from property lines.
6. Show any unique features to property associated with variance request (i.e. trees, ravines, steep slopes, etc.).

The Planning Commission may or may not hold a public hearing on the request (based on the amount of the variance requested). The Planning Commission should make a recommendation to the City Council within sixty (60) days. If they do not, the City Council may proceed without the Planning Commission's recommendation.

The City Council may approve, approve with conditions, or deny the variance. If a variance is denied the applicant cannot resubmit a variance request for that same property until six (6) months has lapsed. If a variance is approved, it should be made use of within one (1) year or it will become void.

A violation of any condition set forth in the granting of the variance shall be a violation of the zoning ordinance and automatically terminate the variance.

Applicant's Signature: 

Date: 3-14-16

Printed Name: Mike Blandfield

Mike and Cindy Blanchfield
40 N. Pine St
Waconia, MN 55387

March 29, 2016

City of Waconia
201 S. Vine St.
Waconia, MN 55387

Dear Community Development Director and Planning Commissioners,

We are writing to request a setback variance for the construction of a new garage on our property. The plan for this project includes the demolition of the old one stall, 14x22 garage and the construction of a two stall, 22x28 structure in the same location. The current garage is set 1 foot from the south lot line and we are requesting a variance to retain this setback versus the current ordinance requirement of 10 feet. The actual distance between the garage and the alley surface is 5 feet.

Our property has numerous mature trees and is nicely landscaped with a fish pond w/fountain feature in the center of the yard. Without this variance we would have to cut down two very large trees, a portion of our privacy hedge along Pine St., and completely replace the concrete driveway. We have reviewed other options for the placement but all would require cutting down additional trees and further disrupting the character of our yard. This is the least disruptive option.

Many of the garages in this area and along this particular alley have a similar setback from the alley so ours will not be unique in that regard. We know from previous similar requests that there may be some concern about snow removal issues with alley garages. With the driveway facing Pine St. there is no interference from snow plows nor has there ever been a problem with snow removal in the time we've lived here.

Our home was built in 1900 and is one of the oldest houses in Waconia. Over the years it has been maintained to retain its unique character and we work hard to continue that tradition with every improvement. This garage will be no different. It will be constructed to match very closely to the look of our home and while we will use updated materials to side and roof the garage, the soffits will be trimmed with crown molding to match the house trim, and it will be painted white with black window & door trim and roof to match the home. The roof pitch will be similar to the home (limited only by the height restrictions) and will be shingled with black architectural asphalt shingles. The siding will be horizontal composite lap siding, and the accessory features will be akin to an early 20th century carriage house with black coach lights and decorative coach style double garage door. Paned windows and service door will be installed which will also be in keeping with the look of the home.

This variance request conforms to the standards set forth in the Variance Application and also fully meets the criteria for determining "practical difficulty". Regarding these criteria:

1. The variance remains in harmony with the R-4 ordinances.
2. It is consistent with the comprehensive plan in that it is not changing the intended use of the property.
3. The property will be put to use in a reasonable manner.
4. There are pre-existing unique circumstances such as mature trees and landscape features.
5. The project with the variance approved will actually significantly improve the character of the locality by replacing this old garage with a garage that has much more curb appeal and that more closely matches the look of the home.

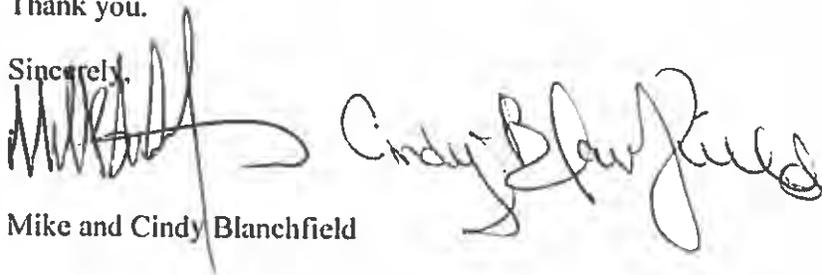
In summary, full compliance with the setback requirements would result in the removal of 2 very mature trees, the cutting back of our privacy border *and* further disrupting the character of our yard. For these reasons we respectfully request the approval of this variance request.

Included are the application, site plan, and the variance application fee in the amount of \$125.

Thank you.

Sincerely,

Mike and Cindy Blanchfield

Handwritten signatures of Mike and Cindy Blanchfield. The signature on the left is for Mike, and the signature on the right is for Cindy. The name "Cindy Blanchfield" is written in a cursive script.



Street view of driveway and pine trees. 10' setback would require a new driveway and removal of section of privacy hedge.



Facing East. New garage corner with proposed setback is 6 feet from Linden tree. Tree would need to be removed to accommodate more setback.



South side alley view. The actual distance to the alley surface is 5 feet (stake). Survey puts the lot line at 1-2 feet. from garage.



Facing West.



Angle of driveway looking West. Increasing the setback from alley (shifting the garage to the right) requires removal of second tree.

CITY OF WACONIA, MN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Waconia, MN, will hold a public hearing on Thursday, May 5, 2016 at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider a Variance request for the property located at 40 Pine St. N. (PID# 750504030), which is zoned R-4 Mixed Residential District and located within the Shoreland Overlay District.

The applicants, Mike and Cindy Blanchfield, are requesting approval of a variance to construct a new detached garage (accessory structure) at a setback of 1 ft. from the rear lot line and alley versus the required 10 ft. minimum setback from the rear lot line and alley for properties zoned R-4 with a lot width of 55 ft. or greater.

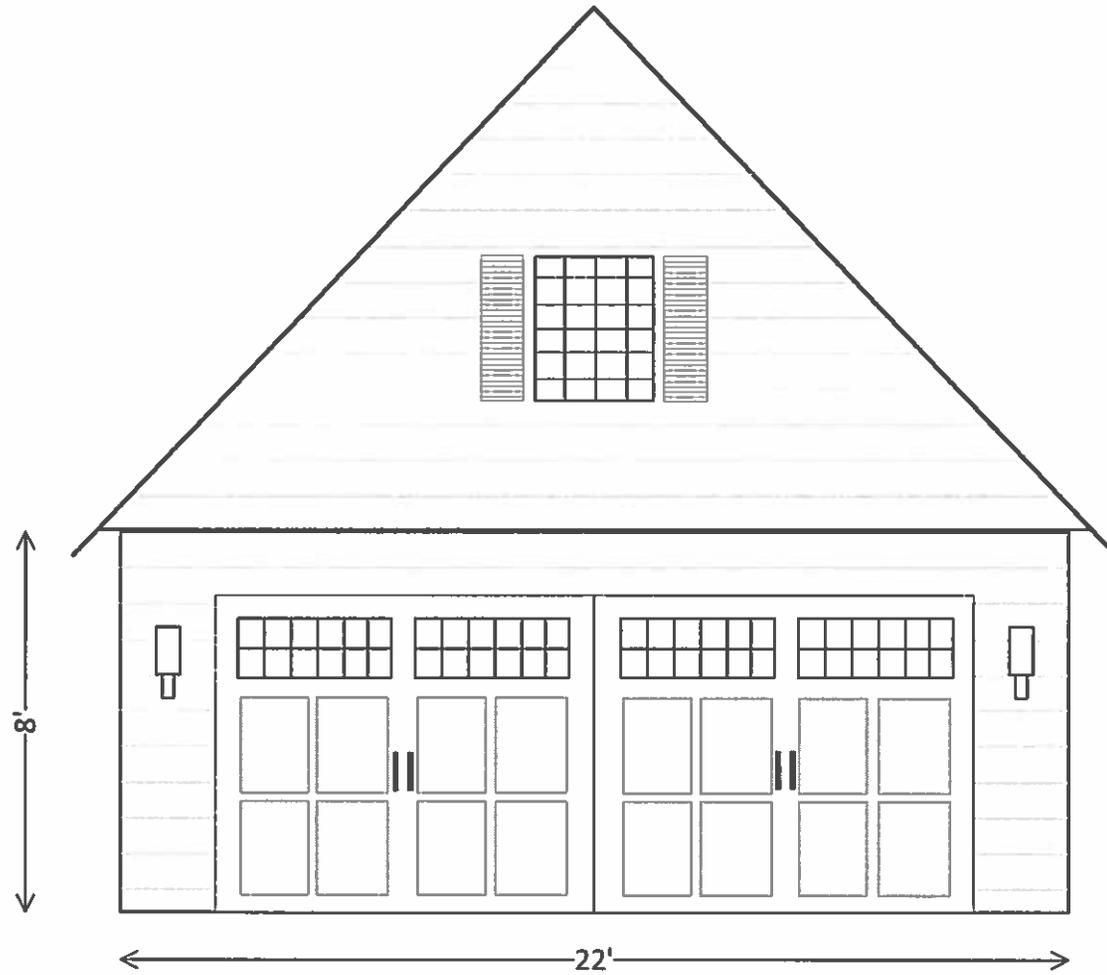
Pertinent information pertaining to this request is available at the City Hall. Interested persons may submit written or oral comments pertaining to this matter any time prior to the hearing, or at the hearing on Thursday, May 5, 2016. Written comments will be distributed to the Planning Commission for review and consideration. Please submit written comments by mail, email or in person as follows:

Mail/in person: Attention: Lane L. Braaten, 201 South Vine Street, Waconia, MN 55387
Email: lbraaten@waconia.org

By: WACONIA PLANNING COMMISSION

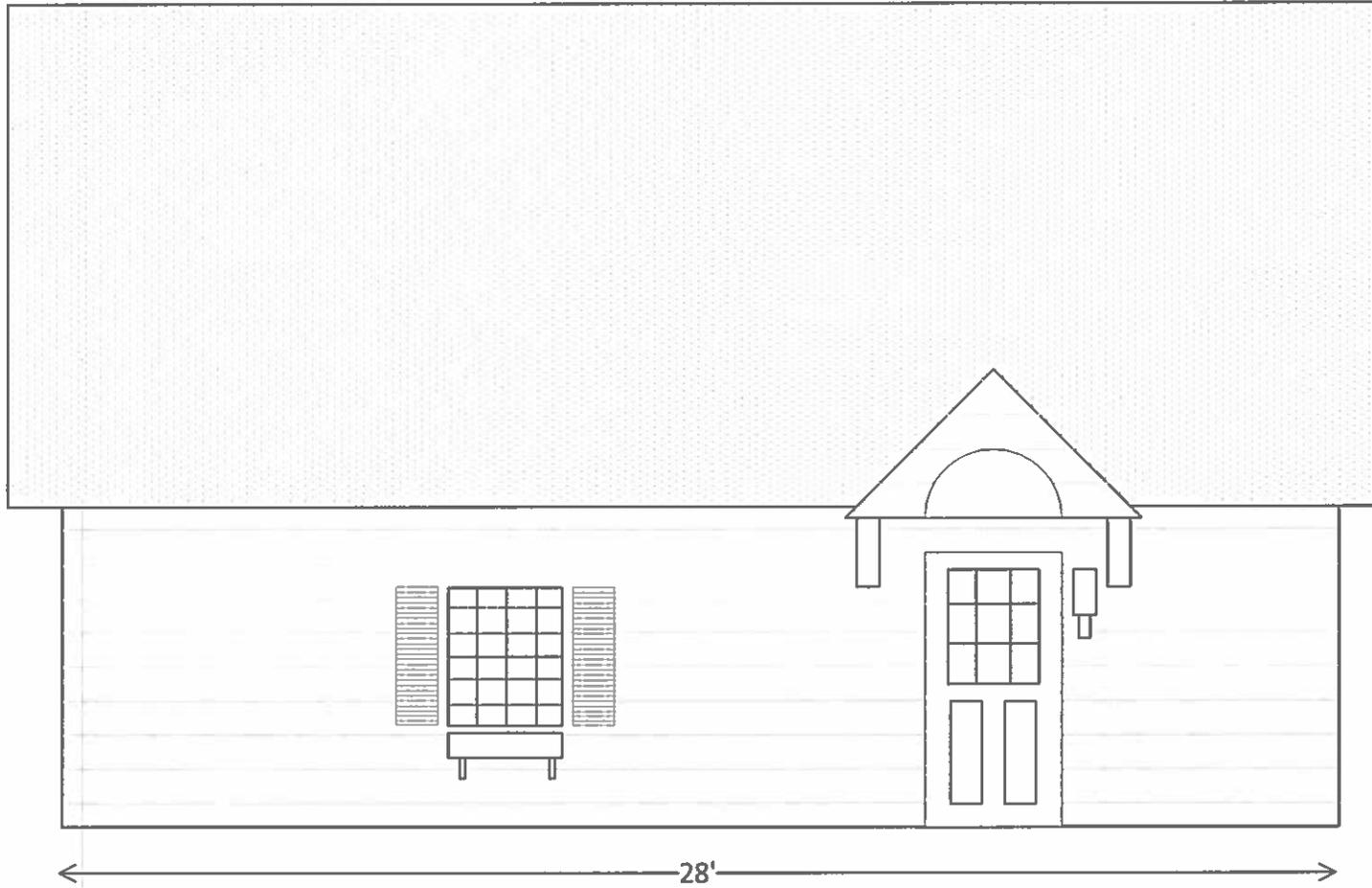
ATTEST: Lane L. Braaten, Community Development Director

(Published in the April 21st, 2016 Waconia Patriot newspaper)



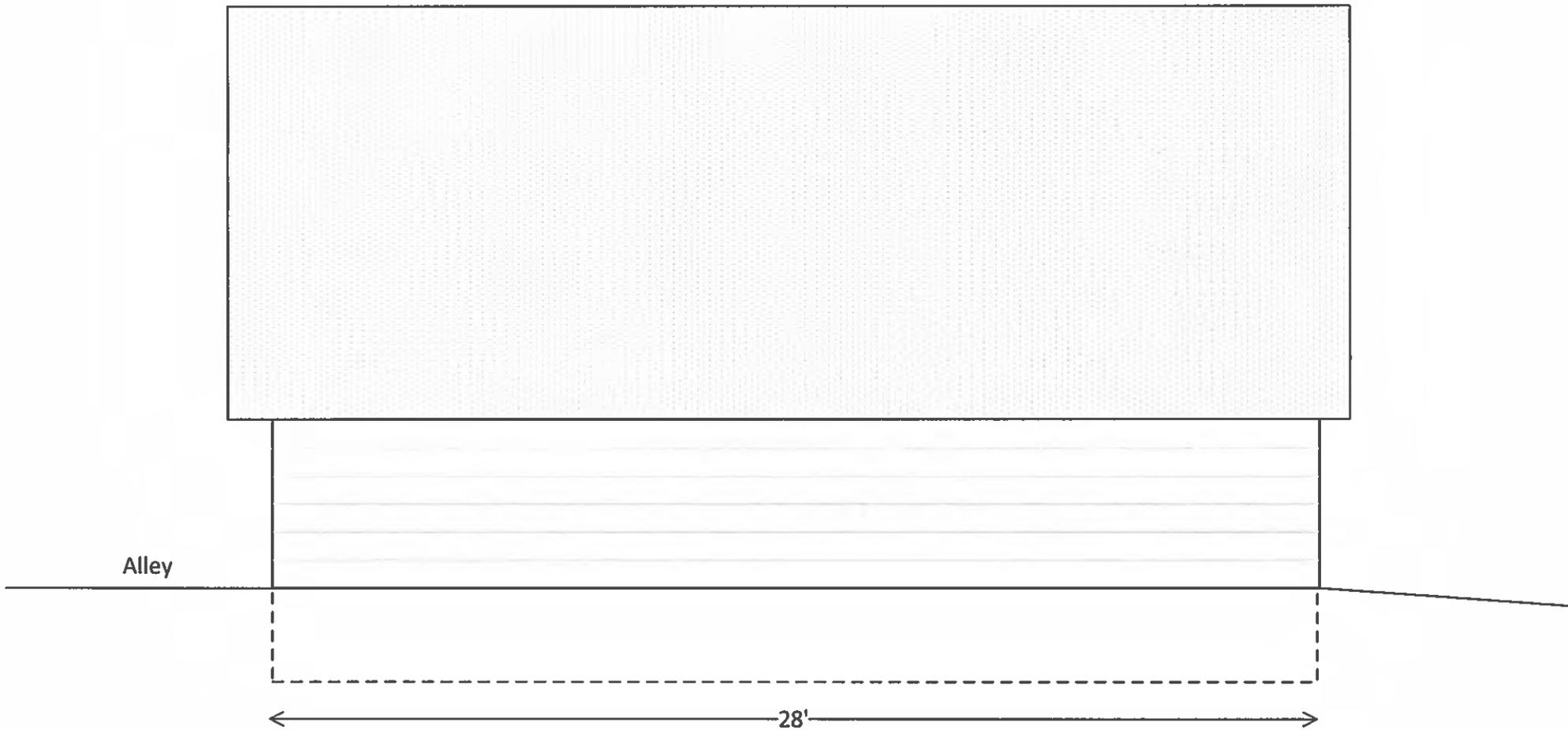
22' x 28' Garage
Scale: 1/4" = 1'

East Side



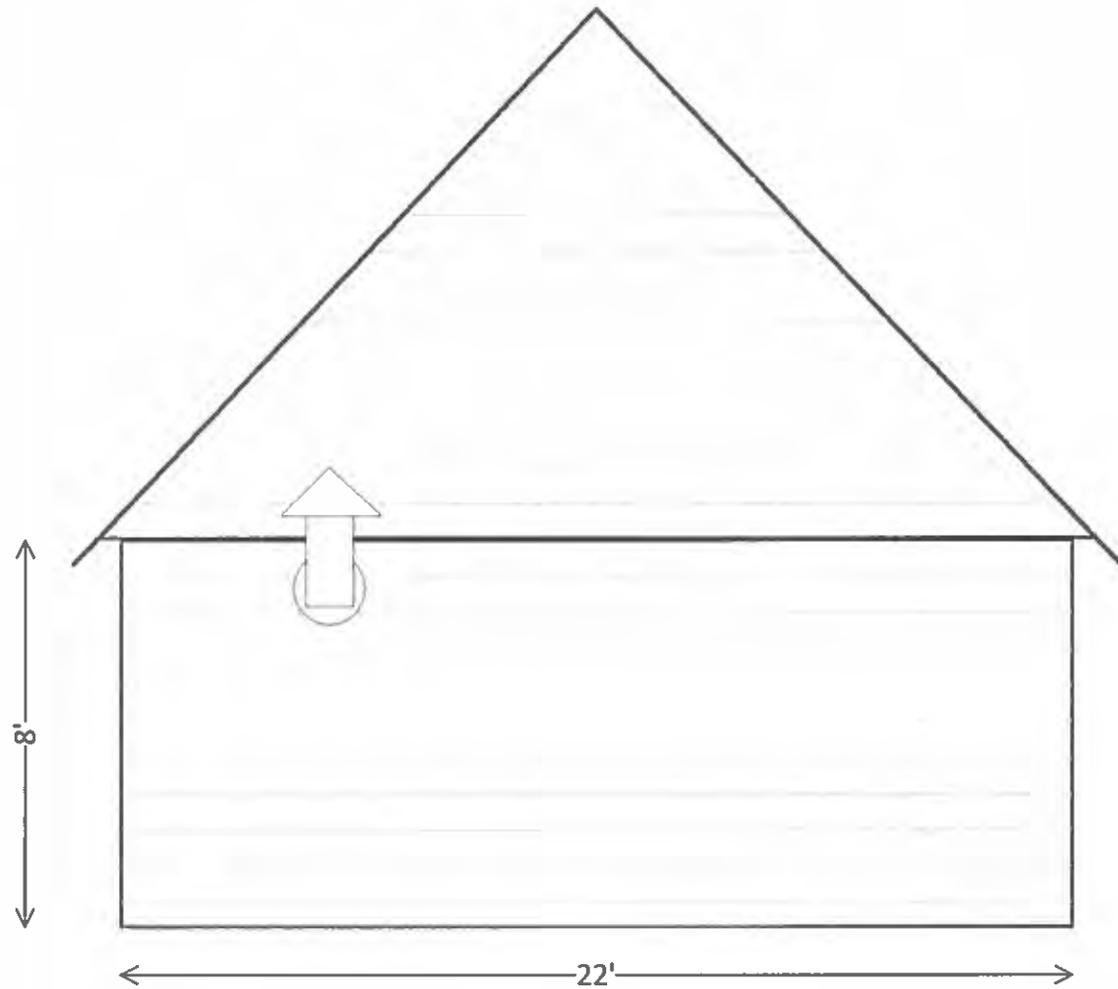
22' x 28' Garage
Scale: 1/4" = 1'

32
North Side



22' x 28' Garage
Scale: 1/4" = 1'

33
South Side



22' x 28' Garage
Scale: 1/4" = 1'

From: [Jensen, Corey](#)
To: [Lane Braaten](#)
Subject: 40 east lake st
Date: Wednesday, April 27, 2016 9:35:09 AM

The Jensen household of 9 east lake st would be ok the new garage addition to the property of 40 east lake st.

Corey Jensen



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16 th , 2016				
Item Name:	Stonegate Final Plat Application – Cal Atlantic				
Originating Department:	Community Development				
Presented by:	Lane L. Braaten, Community Development Director				
Previous Council Action (if any):	Crosswinds Preliminary Plat Approval – August 18 th , 2014				
Item Type (X only one):	<table border="1"> <tr> <td>Consent</td> <td>X</td> <td>Regular Session</td> <td>Discussion Session</td> </tr> </table>	Consent	X	Regular Session	Discussion Session
Consent	X	Regular Session	Discussion Session		

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-105 Approving the Stonegate Final Plat Application submitted by Cal Atlantic for the first phase of the Stonegate Development

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

BACKGROUND/REQUEST

Applicant: Cal Atlantic
Owner: Cal Atlantic
Property Address: 1150 Somerwood Drive
P.I.D. #: 753150610
Legal Description: Outlot A, Interlaken 4th Addition, Waconia, Carver County, Minnesota
Zoning Districts: Planned Unit Development (PUD)

Attached is application material pertaining to the Stonegate Final Plat as proposed by Cal Atlantic. The proposed final plat is consistent with the Stonegate Preliminary Plat which was approved by the City Council via Resolution No. 2016-68 on March 21st, 2016. The Stonegate Preliminary Plat included the development of a total of fifty-one (51) small lot, single-family parcels. The Stonegate Final Plat includes the first phase of the development proposing the platting of nineteen (19) small lot, single-family parcels. The remaining thirty-two (32) parcels will be platted as part of the second phase.

The Stonegate Final Plat consists of the following:

1. Nineteen (19) single-family home lots and three (3) outlots.
2. Reduced lot sizing of 7,155 square feet minimum, reduced lot width of 60 feet minimum, 50% hardcover maximum, and reduced side yard setback requirement of 7.5’ minimum, rear yard setback of 25’ for the principal structure and 15’ rear yard setback for a deck structure, which is consistent with the approval requested at the time of preliminary plat.
3. The proposed street and lot configuration are consistent with the approved Stonegate Preliminary Plat considered by the City Council on March 16th, 2016.
4. The final construction plans and plat are subject to a final review and approval by the Public Services Director and City Engineer prior to any work commencing on the subject parcel.
5. Final Plat approval will be subject to the City and Cal Atlantic entering into a Developer’s Agreement whereby letters of credit to insure public infrastructure construction, approved construction plans, inspections, etc. will be addressed.

City Staff recommends approval of the Stonegate Final Plat subject to the findings and conditions in the attached resolution.

ATTACHMENTS:

- Attachment 1: Draft Resolution of Approval (1 page)
- Attachment 2: Location Map (1 page)
- Attachment 3: Stonegate Preliminary Plat (1 page)
- Attachment 4: Stonegate Final Plat (2 pages)

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	
Budget Information:	Planning Commission N/A
_____ Budgeted	Parks and Recreation Board
_____ Non Budgeted	Safari Island Advisory Board
_____ Amendment Required	Other

**CITY OF WACONIA
RESOLUTION NO. 2016-105**

**RESOLUTION APPROVING STONEGATE FINAL PLAT
BY CAL ATLANTIC**

WHEREAS, Cal Atlantic (the “Applicant”) has submitted a final plat application for the Stonegate residential development consisting of nineteen (19), single-family home lots and three (3) outlots pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the property is legally described as Outlot A, Interlaken 4th Addition, Waconia, Carver County, Minnesota; and

WHEREAS, the Stonegate Final Plat is consistent with the Stonegate Preliminary Plat approved by the City Council on March 21st, 2016 per Resolution No. 2016-68; and

WHEREAS, staff has reviewed the final plat application and recommends approval of the Stonegate Final Plat consisting of nineteen (19) single-family lots and three (3) outlots subject to the following conditions:

1. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
2. Compliance with the conditions of approval for the Stonegate Preliminary Plat as stated in Resolution No. 2016-68.
3. Compliance with the final review of the Public Services Director and City Engineer.
4. Execution of a Developer’s Agreement for the Final Plat.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the Final Plat for the Stonegate residential development subject to the conditions noted above.

Adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

Attest: _____
Susan MH Arntz, City Administrator

M/ _____	Erickson	_____
	Bloudek	_____
S/ _____	Carrier	_____
	Ayers	_____
	Sanborn	_____

LOCATION MAP—1150 SOMERWOOD DRIVE



Call 48 Hours before signing:
811 or call811.com
 Common Ground Alliance

©2016 Westwood Professional Services, Inc.

Development Data

Existing Zoning
 Proposed Zoning
 Existing Zoning
 Total Site Area
 Permanent Open Space:
 - Buffer Outlots A & B
 Net Site Area
 - Buffer Outlots A & B
 Total Residential Units
 Residential Site Density (Gross)
 (51 units/15.28 ac)
 Residential Site Density (Net)
 (31 units/12.76 ac)

Zoning Standards (Proposed Minimums)
 - Front Yard Setback: 25 ft.
 - Side Yard Setback: 5 ft./7.5 ft. 15 ft. Total
 - Corner Lot Side Yard Setback: 25 ft.
 - Building/Driveway Setback to exterior R/W lines: 20' min; (22 ft. as shown)
 - Rear Yard Setback: House: 25 ft.
 15 ft. deck
 - Average Lot Area: 8,198 sq. ft.
 - Lot Width: 60 ft.
 - Lot Depth: 110' min. /120 ft. typ.
 - Lot Impervious Coverage: 50% max.

R-3, PUD Overlay
 PUD Medium Density Residential (4-10 units/acre)
 Max. units/acre: 15,284 ac.
 2,524 ac.
 12,762 ac.
 15,284 ac.
 51
 3.3 units/acre
 4.0 units/acre

Impervious Analysis:
 - Original Interlaken Attached Plan: 465,206 sq. ft. (8.36 ac)
 - Proposed Interlaken 4th Addition Plan: 262,226 sq. ft. (6.19 ac)
 - Net Reduction in Impervious: 1,36,999.93 sq. ft. (31.2 ac)

Typical Lot Detail
 (The house)
 Driveway & Utility Equipment
 Setback Line
 Lot Dimension
 Lot Number
 Lot Area
STREET

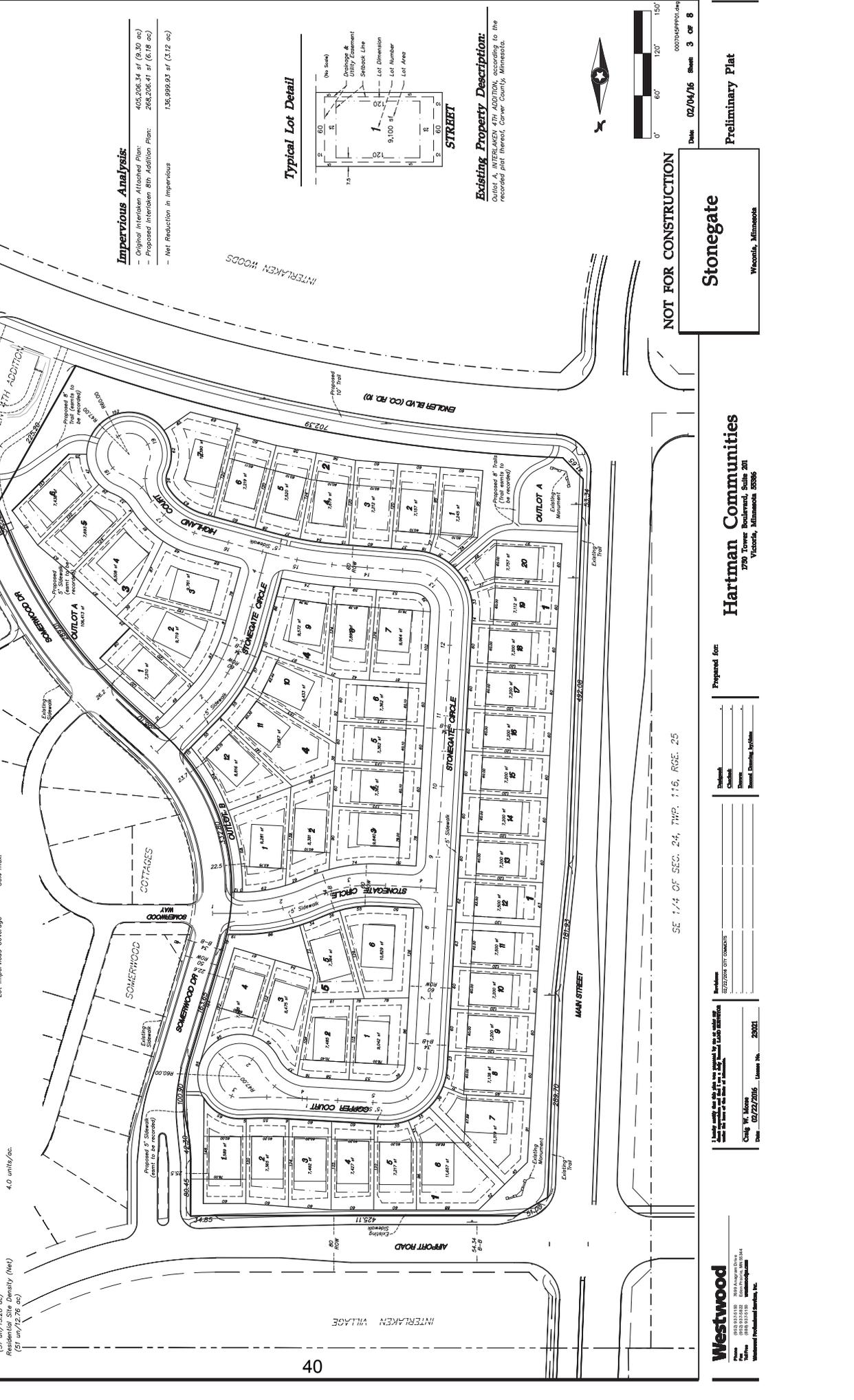
Existing Property Description:
 Outlot A, INTERLAKE 4TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

NOT FOR CONSTRUCTION
Stonegate
 Victoria, Minnesota

Hartman Communities
 1790 Tower Boulevard, Suite 201
 Victoria, Minnesota 55886

Westwood
 Prepared For:
 Date: 02/22/2016 License No. 25021

SE 1/4 OF SEC. 24, TWP. 116, RGE. 25



STONEGATE

PLAT FILE NO.
R.T. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS: That CalAtlantic Group, Inc., a _____, owner of the following described property situated in the County of Carver, State of Minnesota, to wit:

Outlot A, INTERLAKEN 4TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota.
Torrens Certificate No. is 37850

Has caused the same to be surveyed and platted as **STONEGATE** and do hereby donate and dedicate to the public for public use forever the public ways and also dedicates the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said CalAtlantic Group, Inc., a _____, has caused these presents to be signed by its proper officers this _____ day of _____, 20____.

CALATLANTIC GROUP, INC.

By _____
Its _____

**STATE OF MINNESOTA
COUNTY OF _____**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ its _____ of CalAtlantic Group, Inc., a _____, on behalf of the _____.

(Signature) _____ (Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Craig W. Morse, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Craig W. Morse, Licensed Land Surveyor
Minnesota License No. 23021

**STATE OF MINNESOTA
COUNTY OF HENNEPIN**

This instrument was acknowledged before me on _____ by Craig W. Morse.

(Signature) _____ (Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF WACONIA, MINNESOTA

This plat of **STONEGATE** was approved and accepted by the City Council of the City of Waconia, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Waconia, Minnesota

By: _____ By: _____

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been approved this _____ day of _____, 20____.

Luke Kranz, County Surveyor

COUNTY AUDITOR-TREASURER, Carver County, Minnesota

I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 20____.

Laurie Davies, County Auditor/Treasurer

COUNTY RECORDER, Carver County, Minnesota

I hereby certify that this plat of **STONEGATE** was filed this _____ day of _____, 20____, at _____ o'clock _____M., as Document No. _____.

Luke Kranz, County Recorder

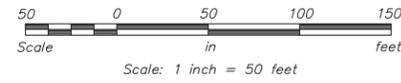
REGISTRAR OF TITLES, Carver County, Minnesota

I hereby certify that this plat of **STONEGATE** was filed this _____ day of _____, 20____, at _____ o'clock _____M., as Document No. _____.

_____, Registrar of Titles

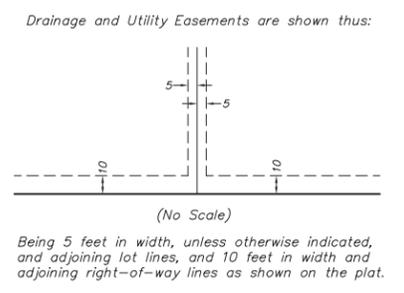
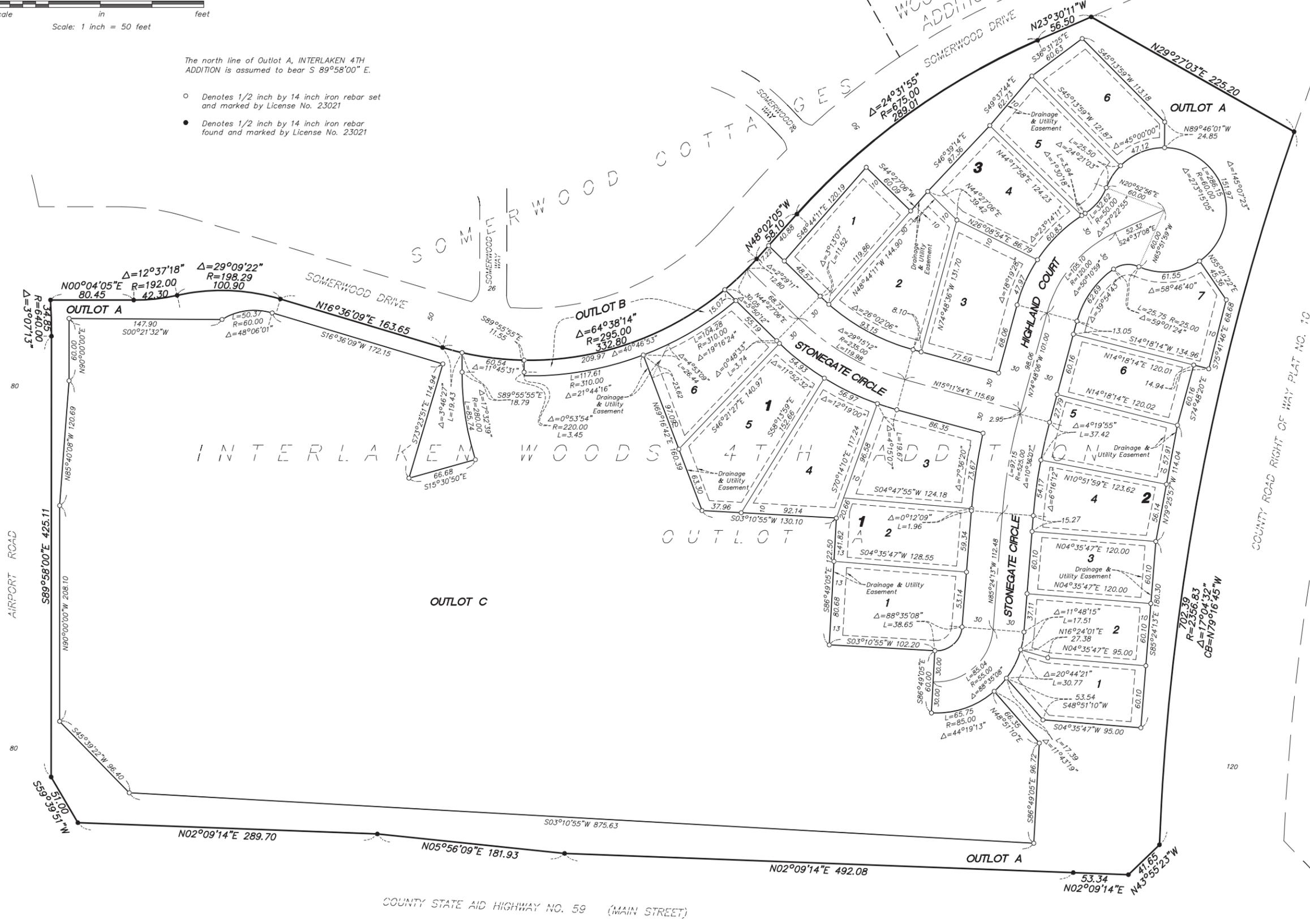
STONEGATE

PLAT FILE NO.
R.T. DOC. NO.



The north line of Outlot A, INTERLAKEN 4TH ADDITION is assumed to bear S 89°58'00" E.

- Denotes 1/2 inch by 14 inch iron rebar set and marked by License No. 23021
- Denotes 1/2 inch by 14 inch iron rebar found and marked by License No. 23021





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16, 2016
Item Name:	Authorize City Engineers; Bolton & Menk to Advertise Bids for Project Items Related to Directional Drilling of HDPE Reuse Water Main for Brook Peterson Storm Water Reuse System; CIP Project 2015-415
Originating Department:	Public Services
Presented by:	Craig Eldred, Public Services Director
Previous Council Action (if any):	December 7, 2015; Authorize Staff to Obtain Quotes for Materials, Equipment, and Services for Brook Peterson Storm Water Reuse System; CIP Project 2015-415

Item Type (X only one):	Consent	<input checked="" type="checkbox"/> X	Regular Session	Discussion Session
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-108; Authorizing City Engineers; Bolton & Menk to Advertise Bids for Project Items Related to Directional Drilling of HDPE Reuse Water main for Brook Peterson Storm Water Reuse System; CIP Project 2015-415

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

City Council Members may recall staffs request to obtain quotes for materials, equipment and services for the Brook Peterson Storm Water Reuse System. The approach is to utilize storm water as an irrigation source to reduce potable water needs at Brook Peterson Park. Council Members may recall that the Metropolitan Council desired to provide \$400,000.00 of grant funds for storm water reuse projects in Waconia, of which \$200,000.00 are dedicated towards this project. We were recently were notified that the Carver County Water Management Organization will also be supporting this project in 2017 by-way of grant funds in the amount of \$50,000.00.

As we review the project items such as those related to the HDPE reuse water main installations it was discovered cost requests fell and exceeded the allowable quote acquisition processes with pricing at, or near \$200,000.00. Therefore, we are requesting that the City Council allow Bolton & Menk to advertise for bid the items related to the reuse water main installations.

The emphasis of this improvement is to complete as much work as possible in calendar year 2016 and initiate start-up of this reuse system in early 2017.

Staff recommends approval of this request for action allowing the City Engineers; Bolton & Menk to advertise bids for project items related to directional drilling of HDPE reuse water main for the Brook Peterson Storm Water Reuse System.

<p><i>FINANCIAL IMPLICATIONS:</i></p> <p>Funding Sources & Uses: Storm Water Funds</p> <p>Budget Information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/> X</td> <td>Budgeted</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Non Budgeted</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Amendment Required</td> </tr> </table>	<input checked="" type="checkbox"/> X	Budgeted	<input type="checkbox"/>	Non Budgeted	<input type="checkbox"/>	Amendment Required	<p><i>ADVISORY BOARD RECOMMENDATIONS:</i></p> <p>Planning Commission</p> <p>Parks and Recreation Board</p> <p>Safari Island Advisory Board</p> <p>Other</p>
<input checked="" type="checkbox"/> X	Budgeted						
<input type="checkbox"/>	Non Budgeted						
<input type="checkbox"/>	Amendment Required						

**CITY OF WACONIA
RESOLUTION NO. 2016-108**

**RESOLUTION AUTHORIZING APPROVAL OF CITY ENGINEERS; BOLTON & MENK TO
ADVERTISE BIDS FOR PROJECT ITEMS RELATED TO DIRECTIONAL DRILLING OF
HDPE REUSE WATER MAIN FOR BROOK PETERSON WATER REUSE SYSTEM; CIP
PROJECT 2015-415**

WHEREAS, one of the many storm water requirements placed upon the City of Waconia includes efforts to reduce storm water contaminant levels, meet TMDL limits in our receiving waters, and reduce dependence on potable water for irrigation; and

WHEREAS, the proposed storm water reuse for Brook Peterson Park assists the city in meeting such requirements; and

WHEREAS, the ability to obtain bids for items related to the directional drilling and placement of the HDPE water main system will assist with formalizing costs related to its installation.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of City Engineers; Bolton & Menk to advertise bids for project items related to directional drilling of HDPE reuse water main for Brook Peterson Park storm water reuse system; CIP Project 2015-415.

Adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

Attest: _____
Susan MH Arntz, City Administrator

M/ _____	Erickson	_____
	Bloudek	_____
S/ _____	Carrier	_____
	Ayers	_____
	Sanborn	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16 th , 2016						
Item Name:	SITE PLAN and DESIGN REVIEW– 836 Main Street East– The Avalon Real Estate Group, LLC						
Originating Department:	Community Development						
Presented by:	Lane Braaten, Community Development Director						
Previous Council Action (if any):							
Item Type (X only one):	<table border="1"> <tr> <td>Consent</td> <td></td> <td>Regular Session</td> <td><input checked="" type="checkbox"/></td> <td>Discussion Session</td> <td></td> </tr> </table>	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session	
Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session			

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2016-106 approving Site Plan and Design Review for the proposed building and site improvements at 836 Main Street East.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

BACKGROUND

Applicant(s): Barbara Van Auken and Kevin Brazner (dba. The Avalon Real Estate Group, LLC)

Owner: The Avalon Real Estate Group, LLC

Address: 836 Main Street East

PID# 753210042

Zoning: B-1, Highway Business District

Comprehensive Plan Designation: C, Commercial

Design District: Highway District

REQUEST

The applicants, Barbara Van Auken and Kevin Brazner, have submitted an application for Site Plan and Design Review for the property located at 836 Main Street East (PID# 753210042). They are proposing the construction of a 70 ft. x 200 ft. multi-tenant commercial building and corresponding site improvements on the subject parcel.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 – District Regulations, Subd. 2.F – B-1, Highway Business District
2. Section 900.06 – Supplementary Regulations, Subd. 9 – Architectural Design Standards
3. Section 900.07 – Landscaping and Fencing
4. Section 900.08 – Performance Standards
5. Section 900.09 – Off-Street Parking, Loading, and Access Regulations
6. Section 900.10 – Sign Regulations
7. Section 900.12 - Administration, Enforcement and Procedures, Subd. 10 - Site Plan Review

SITE PLAN REVIEW

City Ordinance requires Site Plan Review “in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.” City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.

EXISTING USE

The undeveloped 1.99 acre parcel was created via a minor subdivision, which resulted from a request from the Avalon Group to “portion off a plot of land off of Outlot A, Interlaken Village for purposes of land transfer.” The

minor subdivision was approved by the City Council on December 10, 2012, via Resolution No. 2012-228. Outlot A, as mentioned above, was originally developed as part of the Interlaken Village commercial development in 2006. To date only Lot 1, Block 1, Interlaken Village has been improved within the commercial development, which is the current location of Target. The remaining parcels and outlots are yet to be developed.

ZONING

The subject parcel is zoned B-1, Highway Business District. The proposed multi-tenant building shall be subject to the uses permitted in said zoning district and any specific requirements stated in City Code.

LOT REQUIREMENTS

The subject property is located in the B-1, Highway Business District. Section 900.05, Subd. 2.F of the City Ordinance states *“The purpose of this district is to provide for an appropriate range of businesses that will be utilized by area residents as well as vehicular traffic generated from the surrounding area.”* The structure setbacks, building height, and hardcover surface requirements stated above have been satisfied based on a review of the Site Plan – A0.3, dated April 22, 2016 and the Exterior Elevations – A5.1, dated April 22nd, 2016.

SCREENING OF EQUIPMENT

The applicant has not proposed any outdoor equipment on the subject parcel. Future outdoor and/or rooftop mechanical equipment shall be screened from neighboring properties in compliance with the City Code.

OFF-STREET PARKING

The applicants have provided the following parking calculation for the multi-tenant building:

Parking Ratio: 7 parking stalls per 1,000 sq. ft. of usable building area. Total Parking Provided: 96 spaces

The parking ratio indicated above is not reflected in the City’s Off-Street Parking Requirements, but has been reviewed by the Planning Commission and they determined the proposed number of 96 parking spaces for the multi-tenant building to be sufficient.

LANDSCAPING

Section 900.07, Subd. 2.B of the City Ordinance requires one (1) tree for every on thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.

The submitted Landscaping Plan – A0.2, dated April 22nd, 2016 indicates the following:

1. Building Area = 13,996 square feet/1,000 = 14 trees required
2. Site Perimeter = 1,243 feet/50 = 25 trees required

As the site perimeter calculation requires a greater number of trees to be planted, the 25 tree requirement shall be used for the review of this application. The applicant is proposing to plant the required 25 trees, which is in conformance with City Code.

The proposed tree species shall be reviewed by the City Forester prior to final approval of the landscape plan.

SIGNS

The applicants have not submitted any signage details with regard to the proposed Site Plan improvements. The applicant is aware that any future signage shall require the submittal and approval of a sign permit through the City and will require conformance to the City Sign Ordinance.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The applicant has noted *“The design/build contractor shall provide and submit a lighting plan to the City of Waconia approval prior to construction.”* A recommendation of approval should include a condition requiring the applicant submit a lighting plan for review and approval prior to the issuance of a building for the property.

VEHICULAR ACCESS

The applicants are proposing to install only one access off of Target Entrance first building in the development. The Concept Plan for this area included a second entrance to the site, which will be developed at a later date.

LOADING/DELIVERY DOCK

The applicants are not proposing a loading berth and/or delivery dock as part of this application. The Planning Commission reviewed this item and determined that a loading dock was not necessary for the proposed use.

Please note that the proposed development is consistent with the 12,000+ square foot multi-tenant building developed in Legacy Village, which did not require a loading berth to be developed.

PEDESTRIAN ACCESS

A section of sidewalk has already been installed along Target Entrance and the applicants are proposing to connect a sidewalk segment to the existing section to provide access to the front of the multi-tenant building. Further sidewalk improvements on site may be necessary to provide walkability to the remaining developable areas adjacent to this parcel.

TRASH

City Ordinance requires *“All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”*

The applicants have proposed a trash enclosure on the northern portion of the property, which will which match the principal structure in that it will be constructed with the same utility brick. The proposed trash enclosure is in conformance with the City Code requirements.

GRADING, DRAINAGE & UTILITIES

The watermain, sanitary sewer, grading, and stormwater issues have been reviewed by the City Engineer and Public Services Director. Please see the attached Engineering Review Comments dated April 26, 2016. If the City Council approves the Site Plan application it should include a condition of approval requiring compliance with the City Engineers April 26, 2016 Review Comments.

DESIGN REVIEW – HIGHWAY DISTRICT

City Ordinance requires Design Review with the understanding that *“the visual character and historic resources of the City are important attributes of its quality of life.”* City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

The Planning Commission reviewed the application at their regular meeting on May 5th, 2016, and found that the Design Review application was in conformance with the Highway Design Standards District for the proposed multi-tenant building at 836 Main Street East. Please note that the proposed building materials will be available at the City Council meeting for review.

Staff has also included the Community Amenity section of the Highway Design Standards for review as this section is not typical of most of the Design Review Applications reviewed by the Council.

COMMUNITY AMENITIES

Objective: To provide community and public spaces that can be enjoyed on a seasonal basis by customers and the general public and will contribute to the attractiveness of the development.

Standard: Each retail development of over 75,000 square feet in floor area shall provide a patio or outdoor seating area, which may also provide outdoor cafes or dining areas, with the stipulation that at least 50 percent of the area shall be reserved for public use. The outdoor area shall include seating and a

water feature, clock tower or other central focal point.

This Site Plan is the first portion of the overall development on the north side of the Interlaken Commercial Development. The Concept Plan indicates the proposed community and public spaces required as part of this design standard. This application takes the first step in providing benches and a trellis, but further improvements will be required with the future development of the remaining adjacent properties.

CONCLUSION / RECOMMENDATION

The Planning Commission reviewed the application at their regular meeting on May 5th, 2016, and recommended approval via a 5-0 vote.

If the City Council chooses to approve the Site Plan and Design Review request, the Planning Commission and staff would recommend the approval upon the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The items listed on the City Engineers April 26, 2016, Review Comments shall be resolved to the satisfaction of the City Engineer, the Public Services Director and the Community Development Director prior to the issuance of the building permit for the multi-tenant building.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant/property owner shall confirm with the Carver County Water Management Organization (CCWMO) that all stormwater requirements have been met for the property. Any unresolved issues will need to be resolved as part of the development of this site. CCWMO approval or unresolved issues may delay the issuance of a building permit.
7. The applicant submit a lighting plan for review and approval prior to the issuance of a building for the property.
8. The Site Plan shall be submitted to the Park and Recreation Commission for review at their upcoming meeting to discuss the outstanding Park Dedication Fees due for the property.
9. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.

ATTACHMENTS:

- Attachment 1: Draft Resolution (2 pages)
- Attachment 2: Location Map (1 page)
- Attachment 3: Site Plan and Design Review Application (3 pages)
- Attachment 4: Engineering Review #2 dated April 26th, 2016 (2 pages)
- Attachment 5: Site Plan – A0.3 (1 page)
- Attachment 6: Utility Plan – C5.0 (1 page)
- Attachment 7: Landscape Plan – A0.2 (1 page)
- Attachment 8: Floor Plan – A2.1 (1 page)
- Attachment 9: Exterior Elevations – A5.1 (1 page)
- Attachment 10: Color Perspectives (1 page)

**CITY OF WACONIA
RESOLUTION 2016-106**

**A RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW
FOR A MULTI-TENANT BUILDING
LOCATED AT 836 MAIN STREET EAST**

WHEREAS, the Avalon Real Estate Group, LLC (the “**Applicants**”), have submitted a Site Plan & Design Review application for the property located at 836 Main Street East (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the Property is identified as PID# 753210042; and

WHEREAS, the Site Plan and Design Review Application includes the proposed construction of a 14,000 sq. ft. multi-tenant building; and

WHEREAS, the Property is zoned B-1, Highway Business District and any future proposed uses shall conform to said zoning district; and

WHEREAS, the Site Plan and Design Review Application complies with all City Ordinance requirements and Architectural Design regulations; and

WHEREAS, the Site Plan was discussed at the Planning Commission’s meeting on May 5th, 2016 in the Council Chambers at Waconia City Hall, 201 South Vine Street, Waconia, Minnesota and the Planning Commission recommended approval of the application via a 5-0 vote; and

WHEREAS, the Planning Commission and City staff recommend approval of the Site Plan application with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The items listed on the City Engineers April 26, 2016 Review Comments shall be resolved to the satisfaction of the City Engineer, the Public Services Director and the Community Development Director prior to the issuance of the building permit for the multi-tenant building.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant/property owner shall confirm with the Carver County Water Management Organization (CCWMO) that all stormwater requirements have been met for the property. Any unresolved issues will need to be resolved as part of the development of this site. CCWMO approval or unresolved issues may delay the issuance of a building permit.
7. The applicant submit a lighting plan for review and approval prior to the issuance of a building permit for the property.
8. The Site Plan shall be submitted to the Park and Recreation Commission for review at their upcoming meeting to discuss the outstanding Park Dedication Fees due for the property.

9. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan and Design Review for the multi-tenant building and site improvements for the property located at 836 Main Street East subject to the conditions, findings and recommendations of the Waconia Planning Commission state above.

Adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

ATTEST: _____
Susan MH Arntz, City Administrator

M/ _____

Ayers _____

Bloudek _____

S/ _____

Carrier _____

Erickson _____

Sanborn _____

LOCATION MAP—836 MAIN STREET EAST





CITY OF WACONIA
 201 South Vine Street
 Waconia, MN 55387
 Phone: (952) 442-2184 Ext. 2
 Fax (952) 442-2135
www.waconia.org

APPLICANT INFORMATION

1. Owner's Name: THE AVALON REAL ESTATE GROUP, LLC
2. Address of Property: 836 MAIN STREET EAST, WACONIA
3. Legal Description: _____
4. PID#: 75.3210042 (Interlaken Village)
5. Applicant's Name: BARBARA VANAUKEN & KEVIN BRAZNER
6. Mailing Address: 3033 CAMPUS DR. #N148, PLYMOUTH MN 55441
7. Daytime Phone(s): 763-591-4422
8. Email Address: BARB.AVALON@GMAIL.COM & KEVIN.AVALON@GMAIL.COM

The City will distribute copies & appropriate information to applicant via email

Site Plan and Design Review Application Fees

1. Payment of application fee (\$350)
2. Escrow Payment
 - a. 0-5 Acres \$2,500.00 each
 - b. 6-20 Acres \$3,500.00 each
 - c. 21 + Acres \$4,500.00 each
3. Additional consulting review fees may apply, such as civil engineering and legal counsel

Return any remaining escrow to: ph# 763-591-4422

Avalon Interlaken II LLC
3033 Campus Dr. #N148
Plymouth, MN 55441

OFFICE USE ONLY

Date Received: 3-3-16

APP Fee	Escrow Fee
Fee: \$ <u>350.00</u>	<u>2,500.00</u>
Receipt #: <u>0241278</u>	<u>0241279</u>
By: <u>Alexa</u>	
<u>3-3-16</u>	

Noted Franca...
 of escrow on 3-3-16



CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135
www.waconia.org

SITE PLAN AND DESIGN REVIEW REQUIREMENTS

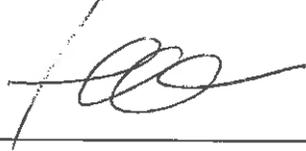
THE FOLLOWING INFORMATION MUST BE SUBMITTED
IN ORDER TO CONSIDER THE APPLICATION COMPLETE

(Check with Planning Office for specific requirements in each category)

1. Name of Site Plan: INTERLAKEN VILLAGE
2. Present Zoning Classification: B-1
3. Existing use of Property: UNDEVELOPED
4. Payment of application and escrow fees. Additional consulting review fees may apply, such as civil engineering and legal counsel.
5. 1 full size, 6 11 x 17, and 1 **Electronic Copy** (include color where possible) survey copies, drawn to scale and dimensioned, with north arrow showing:
 - a. Complete legal description and address of site plan location.
 - b. Lot dimensions.
 - c. All proposed and existing buildings and structures showing setbacks to property lines.
 - d. Yards and space between buildings and property lines.
 - e. Buildings, walls and fences showing height, type of building materials and building elevations for each side of the building.
 - f. Off-street parking showing location, layout, dimensions, circulation, landscaped areas, total number of stalls, surfacing of parking area with cross-section of construction materials, elevation, curb and gutter.
 - g. Access to public streets and trails showing pedestrian and vehicular access points of ingress and egress.
 - h. Outdoor signs showing location, size and height.
 - i. Loading docks showing location, dimensions, number of docks and internal circulation.
 - j. Site lighting showing location, height of poles or fixtures, design and detail (illumination plan showing foot candle measurements).
 - k. Street dedications and improvements, existing and required by City right-of-way standards (inquire with City Engineer if applicable).
 - l. Landscaping with a schedule of the plantings showing quantities, botanical and common names and sizes. Also show size and location of any existing trees.
 - m. Any outdoor storage activities where allowed by zoning codes. Show type, location and height of screening devices.
 - n. Conceptual drainage and grading plan for the site showing proposed finished floor elevation of each building, street elevation and drainage flow elevations. Hydrologic and drainage calculations shall also be submitted.
 - o. Show plans for the waste disposal facilities. Indicate location, access and screening for such facilities.
 - p. Show any easements and location of utilities servicing development.
 - q. Statement of use, including type of business with number of employees by shift.

6. City Ordinance requires design/architectural review to be conducted as part of the Site Plan Review process. The Submittal requirements for Design Review include the following:
- a. Complete exterior elevations of all proposed buildings and existing buildings if they are joined to a new development. Elevations should be drawn at an appropriate scale and should show:
 - i. All signs to be mounted on the building(s) or erected on site.
 - ii. Designations of materials and colors to be used on all exterior facades.
 - b. Material samples shall be presented, including color and material type of walls and roofs.
 - c. Color samples shall be provided of all principal and secondary colors to be used.
 - d. Photographs of surrounding buildings shall be submitted on the same block or street to address issues of design context.

Signature of Applicant:



Date: 3-3-16

Printed Name:

Kevin Brazner

Interlaken Village Outlot (836 Main Street)
Engineering Review #2
April 26, 2016

General Comments:

1. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control. A copy of any approvals or permits required should be submitted conditional to Final Site Plan approval.
2. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
3. Record drawings must be submitted upon completion of the project. Two hard copies and an electronic copy are required.
4. Easements are required over the water and sewer mainlines. The easements as shown are adequate and will need to be filed and recorded upon project completion.

Roadway & Access Comments:

5. Due to the heavy clay soils in this area, a minimum pavement section of 4 inches of bituminous with 8 inches of aggregate base is recommended.
6. Pedestrian ramps are needed to access the ADA parking stalls and where the sidewalk crosses the new entrances.
7. The private roadway will require a closure for the watermain connection and pavement restoration. Coordination is needed with adjacent business and traffic control shall be shown on the plans.

Water System Comments:

8. To allow for pressure testing of the new system a gate valve shall be added at the connection point in the west entrance.
9. A temporary hydrant shall be installed at the dead end to the east of the eastern north/south watermain connection. In the future, this hydrant will be removed and replaced with a gate valve.
10. A note shall be added that all ductile iron pipe, hydrant leads, and fittings shall be wrapped with polyethylene encasement material.
11. It is recommended that the water service line to the proposed building be a singular 6-inch line with a gate valve. The domestic connection would occur off of the 6-inch line with a manifold system installed allowing individual meters for each tenant. Each unit would have a valve before and after the meter location with subsequent abilities to disconnect individual units for meter services, non-payment, or individual service needs.

12. All gate valve and hydrant locations shall be reviewed and approved by the Public Services Department and the Fire Chief.

Sanitary Sewer Comments:

13. If a restaurant is planned for any of the lease/tenant space, a grease trap system must be installed to reduce potential sanitary sewer main line clogging and minimize impacts to adjacent tenants.
14. The proposed PVC sewer service material shall be SDR 26.

Stormwater / Grading Comments:

15. Erosion control blanket (cat. 3) shall be added to the proposed swale. A detail for this item should also be included.
16. Additional perimeter curbing and/or a swales along the north and east side of the proposed parking area are required in order to channel the runoff to the proposed swale.
17. The temporary outlet riser at the downstream end of the swale shall be removed and replaced with a precast structure with a 27" inlet casting.
18. Inlet protection shall be added to the new downstream drainage structure.
19. The topographic survey is unclear/incomplete in the area surrounding the downstream drainage structure. A note should be added to the plan indicating that "Coordination of the final layout and final grading shall occur with the City Engineer and Public Services Department".





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 16, 2016
Item Name:	Revisions to Employee Reference Manual: PTO
Originating Department:	Administration
Presented by:	Susan Arntz, City Administrator

Previous Council Action (if any):						
Item Type (X only one):	<input type="checkbox"/> Consent	<input type="checkbox"/> Regular Session	<input checked="" type="checkbox"/> Discussion Session	<input type="checkbox"/>		

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Resolution 2016-102 , Adopting Revisions to Employee Reference Manual

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The Personnel Committee has been reviewing a growing issue related to Paid Time Off (PTO) accrual for our employees. Upon review of the rate at which our current employees are accruing PTO, the Personnel Committee directed staff to review possible new accrual schedules. Upon review of policies for other communities in our market area and our own accrual rates, the Committee is recommending that we amend our policy to reduce the amount of PTO that future employees would accrue. The recommendation is to implement this policy on June 1, 2016 for all new hires after this date. Below is the accrual schedule for existing employees and for those that would be hired after June 1, 2016. This proposed change would only affect new employees.

Our payroll system is set up to handle the two accrual schedules.

For Employees Hired Prior to June 1, 2016:

<u>Years of Service</u>	<u>Total Days</u>	<u>Annual Hours</u>	<u>Monthly Hours</u>
1-5 years of employment	22 days	176 hours	15 hours
6-15 years of employment	27 days	216 hours	18 hours
16-20 years of employment	32 days	256 hours	21 hours
21+ years of employment	37 days	296 hours	25 hours

For Employees Hired After June 1, 2016:

<u>Years of Service</u>	<u>Total Days</u>	<u>Annual Hours</u>	<u>Monthly Hours</u>
1-5 years of employment	15 days	120 hours	10 hours
6-15 years of employment	18 days	144 hours	12 hours
16-20 years of employment	22.5 days	180 hours	15 hours
21+ years of employment	28.5 days	228 hours	19 hours

Following adoption, the updated Employee Reference Manual will be shared with all employees.

<p>FINANCIAL IMPLICATIONS:</p> <p>Funding Sources & Uses:</p> <p>Budget Information:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Budgeted</p> <p style="margin-left: 20px;"><input type="checkbox"/> Non Budgeted</p> <p style="margin-left: 20px;"><input type="checkbox"/> Amendment Required</p>	<p>ADVISORY BOARD RECOMMENDATIONS:</p> <p>Planning Commission</p> <p>Parks and Recreation Board</p> <p>Safari Island Advisory Board</p> <p>Other</p> <p style="text-align: right;">Personnel Committee Recommendation</p>
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**CITY OF WACONIA
RESOLUTION NO. 2016-102**

RESOLUTION APPROVING REVISION TO EMPLOYEE REFERENCE MANUAL

WHEREAS, the City maintains an Employee Reference Manual, which provides for the policies of the City regarding employment; and

WHEREAS, the Personnel Committee has reviewed and is recommending changes to the Employee Reference Manual regarding PTO accrual; and

WHEREAS, the Personnel Committee is recommending the following revisions:

For Employees Hired Prior to June 1, 2016:

<u>Years of Service</u>	<u>Total Days</u>	<u>Annual Hours</u>	<u>Monthly Hours</u>
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NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves the recommended revisions to the Employee Reference Manual and directs the distribution of said updates to all affected employees.

Adopted by the City Council of the City of Waconia this 16th day of May, 2016.

Kent Bloudek, Acting Mayor

ATTEST: _____
Susan MH Arntz, City Administrator

M/	_____	Carrier	_____
		Ayers	_____
S/	_____	Erickson	_____
		Bloudek	_____
		Sanborn	_____