



## **CITY COUNCIL WORK SESSION MEETING AGENDA**

**AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South  
Tuesday, May 23, 2017  
At 7:30 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – May 23, 2017 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
  - A. Review Regarding Allowed and Desired Uses in the Industrial Zones
  - B. Workload Management
  - C. Process for Review of Preservation and Land Conservation (PLCD) Subdivision Proposals
  - D. Policy Regarding the Role of Council Liaisons to Volunteer Commissions and Committees
  - E. Downtown Village Improvement Project Update
    - a. Update Regarding Landscaping Plan and City Hall Parking Lot Plan
- 5. ADJOURN**

**A quorum of the City Council or Other Commissions may be present to receive information at this meeting**

City of Afton  
3033 St. Croix Trl, P.O. Box 219  
Afton, MN 55001

## Meeting Date May 23, 2017

### Council Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: May 17, 2017  
Re: Review of Industrial Zone Uses and Regulations

---

As directed by Council, staff met with Chris Eng, Washington County Economic Development Director, to obtain advice about the types of uses for the Industrial zones that would be compatible with Afton's rural character and infrastructure. Chris provided advice about desired and compatible uses, as well as less desirable uses or elements of uses. This advice is outlined below. Chris is interested in continuing to work with Afton to identify and pursue desired and compatible uses, and to identify revisions to the ordinances related to the City's Industrial zones that would assist in attracting desired uses to Afton. As the Planning Commission has indicated it prefers to review analysis and recommendations rather than doing the analysis, it may work best for staff and one or two Council members to work with Chris to develop recommendations for review by the Planning Commission and Council.

#### Chris Eng Advice

Chris suggested a quality, compatible use for the Industrial zones is the data center use that involves a high quality building and a small number of jobs, but the jobs are high quality jobs. He indicated there is a company looking for a 120 acre parcel for a data center. He indicated they may be willing to consider the 65 acre parcel in the I.I.c zone. He is going to connect with the owners of this parcel.

Chris also indicated that a research and development facility (no manufacturing, R&D only) such as a facility for testing equipment prototypes, is another option. Also, while most high-tech medical facilities are focused in the west metro area, Chris indicated that Diasorin, the maker of digital testing equipment for the zika virus, has located in Stillwater. This could provide the impetus for other high-tech medical facilities to locate in the area.

Chris also indicated that he would caution the city about light manufacturing, because it generally includes an outside storage component that tends to be difficult to adequately screen. Because the City currently allows light manufacturing, he suggested the city review its screening requirements.

Lastly, Chris advised that design and screening requirements are very important, because a high quality use may avoid locating next to an unattractive building or site.

**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

**Meeting Date May 23, 2017**

## **Council Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: May 17, 2017  
Re: Workload Management

---

Mayor Bend and Council member Ross requested that the topic of workload management be included on the work session agenda. Council member Ross, who is on the Technology Committee is interested in identifying ways that technology can be used to improve workload management. Mayor Bend wants to move forward with the use of calendaring technology to schedule and track the completion of tasks. Mayor Bend and Council member Ross have worked together to identify a software application that appears to meet the needs that each have identified, and will present information regarding the application at the work session.

**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

## Meeting Date May 23, 2017

### Council Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorese, City Administrator  
Date: May 18, 2017  
Re: Process for Review of Preservation and Land Conservation (PLCD) Subdivision Proposals

---

The Council has requested that a discussion of the process for the review of PLCD subdivision proposals be included on a work session agenda. Because a PLCD is a major subdivision, the process for review of a PLCD is similar to the process for review of a major subdivision. The first step is a sketch plan review process, which involves the developer preparing a concept plan or sketch plan that shows the layout of the subdivision. The sketch plan is reviewed according to the attached Sketch Plan Review Process Outline. The sketch plan review process is the time to review the plan for compliance with City requirements, and to review the key elements of the plan, such as drainage, access, etc., for conceptual feasibility. The sketch plan review process involves review by a significant number of parties as follows:

- Staff, including Planning Consultant and City Engineer
- Natural Resources and Groundwater Committee
- Parks Committee
- Planning Commission
- City Council
- Watershed District
- Fire Department
- DNR

A public hearing is held on the sketch plan by the Planning Commission.

Because a PLCD involves the development of at least 80 acres of Agriculture-zoned property, an Environmental Assessment Worksheet (EAW) is required.

### Sketch Plan Review Process Outline

In order to ensure that applicants are informed of the procedural requirements and standards of this article, the requirements or limitations imposed by City ordinances and the comprehensive plan, applicants should meet with the planning staff and prepare a sketch plan prior to preparing a preliminary plat.

The sketch plan shall be drawn to scale and contain as a minimum the following information:

1. Tract boundaries and dimensions.
2. Significant topographic and physical features.
3. Proposed general street and lot layout recognizing all applicable ordinance requirements of the City and indicating a minimum of 2 ½ contiguous buildable acres per lot.
4. General location of proposed public and private open space areas.
5. General drainage plan, including proposed ponding areas, ditches, and culverts.
6. Location of proposed septic drainfield and culverts which shall be located on a slope 13 percent or less.
7. Building pad location.

Upon receipt of the sketch plan, the City Administrator shall refer:

1. The sketch plan for subdivision first to the Natural Resources & Groundwater Commission. Upon review by the Natural Resources & Groundwater Commission, the subdivision sketch plan, with its recommendations, will be sent on to Parks, Recreation & Open Spaces Commission. The Natural Resources & Groundwater Commission shall also send its recommendations to the City Council. The Parks, Recreation & Open Spaces Commission will review the subdivision sketch plan and send its recommendations to the Planning Commission. The Park, Recreation & Open Spaces Commission shall also send its recommendations to the City Council.
2. Upon receipt of the sketch plan and after review by the Commissions, reviewing authorities and designated consultants, the City Administrator will place the sketch plan upon the agenda of the Planning Commission. The sketch plan will be considered as the basis for discussion between the subdivider and the Planning Commission. Submission of such sketch plan shall not constitute formal filing of a Preliminary Plat. The Planning Commission will, on the basis of such sketch plan, advise the subdivider of the extent to which the proposed subdivision conforms to these regulations and the zoning ordinance and will discuss possible modifications.
3. Agreement in concept with the sketch plan does not constitute approval of the subdivision. Acceptance of the sketch plan indicates to the subdivider that he may proceed toward fulfilling the necessary steps for approval of the plat in accordance with the provisions of this article.
4. The Planning Commission shall hold at least one public hearing, affording an opportunity for all parties interested to be heard.

City of Afton  
3033 St. Croix Trl, P.O. Box 219  
Afton, MN 55001

## Meeting Date May 23, 2017

### Council Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: May 17, 2017  
Re: Policy Regarding the Role of Council Liaisons to Volunteer Commissions and Committees

---

At its February 21, 2017 regular meeting, the Council approved a policy regarding the role of Council liaisons to volunteer commissions and committees. The policy provides that, on commissions and committees whose members are all or most non-Council members, the Council liaison should serve as a resource and respond to questions from the commission members, and does not have voting rights or serve as chair. An a recent discussion regarding the Council liaison role, there were different understandings regarding this policy, particularly in relation to the amount of engagement to be initiated by the Council liaison. The Council agreed that the role of the Council liaison should be discussed for clarification at a work session.

City of Afton

3033 St. Croix Trl, P.O. Box 219  
Afton, MN 55001

**Meeting Date May 23, 2017**

## **Council Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: May 17, 2017  
Re: Downtown Village Improvement Project Update - Update Regarding Landscaping Plan and City Hall Parking Lot Plan

---

Sean Delmore of WSB had requested an opportunity to walk through the landscaping plan for the Downtown Village Improvement Project and the plan for the City Hall Parking Lot at a Council work session. At the time the agenda packet was finalized, staff had not been able to confirm Sean's availability on May 23. If Sean is available, he will attend the work session to walk through the plans.