



PLANNING COMMISSION AGENDA

February 1, 2016

7:00 pm

- 1. CALL TO ORDER -**
- 2. PLEDGE OF ALLEGIANCE - -**
- 3. ROLL CALL -**
 - Barbara Ronningen (Chair)
 - Sally Doherty
 - Kitty Kilmer
 - Kris Kopitzke
 - Mark Nelson
 - Judy Seeberger
 - Lucia Wroblewski
 - Scott Patten
 - Jim Langan
- 4. APPROVAL OF AGENDA -**
- 5. APPROVAL OF MINUTES -**
 - A. January 4, 2015 Meeting Minutes
- 6. REPORTS AND PRESENTATIONS – none.**
- 7. PUBLIC HEARINGS -**
 - A. Tom and Clare Hoelderle application for an amendment to the zoning code to allow a commercial wedding venue as a Conditional Use in the Rural Residential zoning district on lots 20 acres or greater to enable their property at 589 Manning Avenue to be used as a commercial wedding venue
 - B. Danielle and Charlie Wamstad (Traditional Ventures LLC) variance application, 1987 Manning Ave
 - C. Washington County's updated Subsurface Sewage Treatment System (SSTS) Ordinance
- 8. NEW BUSINESS -**
 - A. Comprehensive Plan Process Steps
- 9. OLD BUSINESS -**
 - A. Draft City Council Minutes - Update on City Council Actions
- 10. ADJOURN -**

-- This agenda is not exclusive. Other business may be discussed as deemed necessary. --

A quorum of the City Council or Other Commissions may be present to receive information.

CITY OF AFTON
DRAFT PLANNING COMMISSION MINUTES
January 4, 2016, 7:00 PM

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5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.

6
7 2. **PLEDGE OF ALLEGIANCE** – was recited.

8
9 3. **ROLL CALL** – Present: Langan, Chair Ronningen, Kilmer, Patten, Nelson and Doherty. Seeberger and
10 Wroblewski arrived at 7:02 p.m.; Kopitzke arrived at 7:07 p.m. **Quorum present.**

11
12 **ALSO IN ATTENDANCE** – Alternate Council Liaison Bill Palmquist, City Administrator Ron Moore and
13 Deputy Clerk Kim Swanson Linner.

14
15 4. **APPROVAL OF AGENDA** – Item 9a was deleted.

16 **Motion/Second: Patten/Doherty. To approve the January 4, 2016 Planning Commission agenda as**
17 **amended. Motion carried 6-0-0.**

18
19 5. **APPROVAL OF MINUTES** –

20 a. December 7, 2015 Planning Commission Meeting Minutes – Line 38 & Line 59: minor typos; Line 42:
21 change “pH balanced” to “highly alkali.”

22 **Motion/Second: Nelson/Patten. To approve the December 7, 2015 Planning Commission Meeting minutes**
23 **as amended. Motion carried 5-0-3 (Abstain: Doherty, Wroblewski and Seeberger).**

24
25 6. **REPORTS AND PRESENTATIONS** –

26 a. Solar Power Hour – Chair Ronningen introduced Dathan Lythgoe, from Midwest Renewable Energy
27 Association (MREA), who presented the Solar Power Hour, an information session offered to the public to
28 describe how solar PV (photovoltaic) systems work, outline the financial benefits and incentives, describe the
29 solar installation process, identify available funding options and connect residents with other energy agency
30 representatives and solar installers.

31 Danielle, from the Neighborhood Energy Connection, outlined several ways residents and businesses could
32 learn about saving energy with their current home and heating system.. Their contact information is 1754
33 University Avenue West, Saint Paul, MN 55104; Phone: 651.221.4462; Email: info@thenec.org.

34 The Solar Power Hour presentation, the “Solar Power Hour Guide” and contact information from solar
35 installer and energy agency representatives in attendance were made available on the Home Page of the City of
36 Afton website.

37
38 7. **PUBLIC HEARINGS** –

39 a. Nature’s Trees, dba St. Croix SavATree, Variance Application at Hudson Road Property with PID#
40 06.028.20.24.0002 – Chair Ronningen opened the Public Hearing at 8:02 p.m.

41 Administrator Moore summarized the St. Croix SavATree application requesting two variances to
42 construct a headquarters facility on a 5.9 acre site in the northeast corner of the property on Hudson Road with
43 PID# 06.028.20.24.0002. One variance was to allow steel siding as the main exterior building material. Moore
44 explained that the applicants checked ordinance language on the City’s website at the beginning of the process,
45 Sec. 12-143.(d), which indicated that wood and steel siding were allowed building materials. Later in their
46 planning it was discovered that, in 2009, an ordinance amendment restricting exterior building materials in the
47 I.1.c zone was adopted, but was not codified into the City’s zoning code in 2010. The ordinance amendment
48 eliminated wood and metal siding as allowed exterior building materials. Moore reviewed that the purpose of
49 the 2009 ordinance amendment was to establish a higher standard of quality for buildings to be constructed in
50 the I.1.c zone, which extends to Manning Avenue on the west and is the commercial gateway to Afton. While
51 the site for the SavATree building is on the far eastern end of the I.1.c zone, the SavATree building would be the
52 first building to be constructed in the I.1.c zone and could be seen as setting a standard for other buildings in the
53 I.1.c zone. The second variance requested to reduce landscaped buffer zones (Sec. 12-143.e.4), on the south side

54 adjacent to an Industrial Zone from 50 feet to 25 feet, and on the east side of the building adjacent to the Rural
55 Residential Zone from 100 feet to 25 feet.

56 A St. Croix SavATree representative spoke that reducing the buffers were to maximize the wetland and trees
57 that are on the site. Their plans are to “attractively” landscape the reduced buffer zone to maintain as much of
58 the natural parcel as possible.

59 Jim Cox, 12941 22nd Street S, a member of the Heritage Preservation Commission (HPC), has some
60 suggestions and hopes the HPC gets a chance to review this design.

61
62 **Motion/Second: Kilmer/Patten. To close the Public Hearing at 8:14 p.m. Motion carried 9-0-0.**

63
64 Commission Discussion

65 Commissioners questioned the reduced buffer zone and felt the power line easement to the east, being Rural
66 Residential zone, is a problem because no trees would be allowed to be planted. So the landscaping would need
67 to reside on the parcel under consideration, not on any adjacent land.

68 The truck traffic was questioned by commissioners and explained by the applicants. Commissioners were
69 concerned that traffic may not be the same if this building is sold to another business in the future.

70 Commissioners felt that the applicants were trying to “fit a lot” on the parcel. They asked staff if any portion
71 of the lot is a scenic easement and whether the wetland is on the FEMA map. They questioned that if the
72 wetland exceeds the size maximum, is an Environmental Worksheet required.

73 Maximum impervious surface is 35% in this I1c zone; the proposed plan has about 32% impervious, without
74 locating the driveway on the parcel-it is proposed to be constructed on the adjacent parcel. It was noted that if
75 this applicant is not including the driveway on their parcel with their application, the driveway would require the
76 developer to submit an application to be approved by the City for constructing the driveway infrastructure for
77 the whole development.

78 Commissioners had concern about the reduced buffer zones, especially to the east adjacent to the
79 Residential zoned area. They commented that the parking lot on the south side of the building seemed to have
80 excessive space for parking. The applicant explained that the turning radius of the trucks dictates the amount of
81 space required. It was questioned if the building could be turned 90 degrees. The applicant felt the less attractive
82 side would then face Hudson Road.

83 Seeberger felt that the applicant had not shown a practical difficulty for reducing the buffer zones, as the
84 property can be put to a reasonable use without the variance. She felt it was the applicants’ design that does not
85 fit the parcel.

86 Patten felt that requesting a variance to allow steel siding is not a hardship or a practical difficulty. He and
87 Ronningen contended that it is an economic consideration, which is not a parameter for granting a variance.

88 Ronningen preferred that the city change the ordinance to allow the steel siding as a building material and
89 not grant a variance to allow this particular building material.

90 Seeberger felt it was a problem that the ordinance was not codified into the land use chapter, Chapter 12
91 [which was adopted in April 2010]. It was noted that the City Attorney may have a legal opinion that could
92 allow or not allow this ordinance amendment to stand as having been passed and in effect.

93 Kilmer felt the power line easement should have further review for the possibility of planting a landscape
94 buffer to the east of this property, although it would not be located on the parcel. Commissioners questioned
95 requiring landscape buffers on property not owned by the applicant.

96 Doherty felt the residential zone may not be a problem, in that a residential house may not want to be
97 directly to the east anyway, as it is adjacent to this industrial zone. She also had a problem with the driveway not
98 being located on the parcel and asked if they could purchase more land to mitigate the variances for reducing
99 setbacks and to locate the driveway on the parcel.

100 The applicant stated the logic of the driveway being off of the parcel is for access to the entire development.

101 Ronningen stated that any access to the entire development should be an application to the city from the
102 developer.

103 It was questioned whether the Heritage Preservation Commission needed to review this application prior to
104 Planning Commission recommendation to City Council.

105
106 **Motion/Second: Seeberger/Patten. To recommend to City Council DENIAL for the for Nature's Trees**
107 **dba St. Croix SavATree property on Hudson Road with PID#06.028.20.24.0002 for a variance to reduce**
108 **the landscape buffer on the east and south sides of the property, as the applicant has not shown a**
109 **practical difficulty that the city's setback requirements are causing the property to not be able to be put**
110 **to a reasonable use; it is just the applicants' current design that is a problem. Further, the plight of the**
111 **landowner is not due to the unique characteristics of the land, but are being created by the landowner.**
112 **And, granting a reduced landscape buffer variance will definitely alter the character of the neighborhood.**
113 **Motion carried 7-2-0 (Nay: Doherty/Kilmer).**

114
115 Ronningen suggested the city get a legal opinion for the ordinance amendment that was not codified into the
116 Afton City Code. If the ordinance language stands as passed, the city can consider changing the ordinance
117 language to allow steel siding, so that a variance is not required.

118
119 **MotionSecond: Patten/Seeberger. To continue the discussion concerning Nature's Trees dba St. Croix**
120 **SavATree variance application for the property on Hudson Road with PID#06.028.20.24.0002 in order to**
121 **get an opinion on the ordinance language from the City Attorney on allowing steel siding. Motion carried**
122 **9-0-0.**

123
124 Ronningen cautioned the applicants about the driveway, which is not a part of the applicant parcel, which
125 has been identified to be an issue with the application. The applicants should work with the city to resolve this.

126 127 **8. NEW BUSINESS**

128 a. Washington County Updated Septic Ordinance – Administrator Moose explained that Washington
129 County adopted an updated Sub-Surface Treatment System (SSTS) ordinance in April, 2015. Significant
130 changes to the ordinance, including the updated ordinance language regarding the land spreading of septage,
131 was provided online for Planning Commissioner review. The City has one year to adopt the new ordinance,
132 adopt its own ordinance, or make modifications to the County's ordinance. The City commonly adopts the
133 County's ordinance. The Planning Commission wished to review and discuss the full County SSTS ordinance,
134 prior to the next step of scheduling a public hearing for the ordinance in February or March.

135 Moose reviewed that Washington County Public Health staff indicated in their December 7, 2015
136 presentation, that there were three acceptable methods of land application of septage to provide treatment of
137 pathogens such as bacteria and viruses. They were:

- 138 1. Surface application with incorporation into the soil within six hours of application.
- 139 2. Mixing of lime with the septage prior to land application, which kills pathogens.
- 140 3. Injection of the septage directly into the soil.

141 The regulations also provide that, prior to the issuance of a permit for land application of septage,
142 documentation of City approval is required by the County. The City may choose to restrict the approval of land
143 application of septage or limit the options for land application, particularly surface application without lime.

144
145 **The Planning Commission directed staff to schedule a Public Hearing for the February 1, 2016 Planning**
146 **Commission meeting for the Washington County SSTS ordinance which the County updated and adopted**
147 **in April 2015. The Public Hearing is to hear comments and concerns by the public and for the Planning**
148 **Commission to make a recommendation to City Council for adopting the County septic ordinance by**
149 **reference, or to recommend modifying any portion of the County septic ordinance by City ordinance.**

150 151 **9. OLD BUSINESS**

152 a. Draft City Council Minutes - Update on City Council Actions – Council Liaison Bill Palmquist reported
153 that the Council hired a new Office Assistant; that the Planning Commission didn't have any items on the
154 Council agenda, therefore Council Member Ross reported that the Washington County septic ordinance
155 presentation about land spreading of septage was the predominant subject of the meeting; that the Planning

156 Commission decided to review the entire updated Washington County septic ordinance to be ready for a Public
157 Hearing in February or March.

158
159 **10. ADJOURN –**

160
161 **Motion/Second: Wroblewski/Doherty. To adjourn the meeting at 9:00 p.m. Motion carried 9-0-0.**

162
163 Respectfully submitted by:

164
165
166 _____
167 Kim Swanson Linner, Deputy Clerk

168
169 **To be approved on February 1, 2016 as (check one): Presented: _____ or Amended: _____**

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

Planning Commission Memo

Meeting: February 1, 2016

To: Chair Ronningen and members of the Planning Commission

From: Ron Moorse, City Administrator

Date: January 26, 2015

Re: Tom and Clare Hoelderle application for an amendment to the zoning code to allow a commercial wedding venue as an accessory use with a conditional use permit in the Rural Residential zoning district on lots 20 acres or greater to enable their property at 589 Manning Avenue to be used as a commercial wedding venue - **Public Hearing**

Background

Tom and Clare Hoelderle own the property at 589 Manning Avenue, located in the Rural Residential (RR) District. They would like to use the property as a commercial wedding venue. Because this use is not allowed in the RR District they have submitted an application for an ordinance amendment to allow a commercial wedding venue use in the RR District. The Hoelderles made a similar application in 2013, which was denied, based in part on concerns about the impact of allowing this use throughout the Rural Residential zoning district and questions about whether a 20 acre lot would provide for a sufficient buffer from adjacent Rural Residential properties. The description of the proposed use and operation is attached, as well as a site plan and photos.

Zoning Code Amendment

The specific language of the zoning code amendment as proposed by the applicant is attached as ordinance 05-2016. The language of the zoning code amendment reflects generally how the Hoelderles would plan to operate the wedding venue use.

Conformance with the Comprehensive Plan

Part of the review of the zoning code amendment application is to consider whether the amendment is in conformance with the Comprehensive Plan. If the code amendment is not in conformance with the Comprehensive Plan, the Comprehensive Plan would need to be amended in accordance with the zoning code amendment.

Conditions/Performance Standards

The proposed language of the ordinance amendment includes a number of conditions or performance standards reflecting the manner in which the applicants are proposing to operate the wedding venue use. Depending on the Planning Commission's view of the ordinance amendment application, there are additional performance standards the Planning Commission may want to consider. These are attached.

Planning Commission Recommendation Requested:

Motion regarding the application by Tom and Clare Hoelderle for an amendment to the zoning code to allow a commercial wedding venue as an accessory use with a conditional use permit in the Rural Residential zoning district on lots 20 acres or greater to enable their property at 589 Manning Avenue to be used as a commercial wedding venue.

**ORDINANCE 05-2016
CITY OF AFTON, MINNESOTA
WASHINGTON COUNTY, MINNESOTA**

AN ORDINANCE AMENDING SECTIONS 12-55 AND 12-134 OF THE AFTON LAND USE CODE, AND ADDING A NEW SECTION 12-232. COMMERCIAL WEDDING VENUE TO THE AFTON LAND USE CODE TO ADD A COMMERCIAL WEDDING VENUE USE AS AN ACCESSORY USE WITH A CONDITIONAL USE PERMIT IN THE RURAL RESIDENTIAL DISTRICT

BE IT ORDAINED by the City Council of the City of Afton that the Afton Code of Ordinances be amended as shown below.

Delete the strike-through language and modify the bold and underlined language as shown below:

Sec. 12-55 Definitions.

Commercial Wedding Venue means a facility that operates on a for-profit basis to host wedding ceremonies and receptions.

Sec. 12-134. Uses

	(A)	(RR)	(VHS-R)	(VHS-C)	(I1-A)	(I1-B)	(I1-C)	(MS)
Commercial Wedding Venue	N	A/C	N	N	N	N	N	N

Sec. 12-232. Commercial Wedding Venue

- A. Purpose and intent. The purpose is to establish regulations and performance standards related to commercial wedding venues that allow for reuse and adaption of existing farm buildings within the city, while ensuring protection of adjacent properties and rural residential neighborhoods. For example, the reuse of an historic barn on a site that can be protected and reused as a commercial wedding venue will ensure such structure is retained as a part of the rural character of the community.

- B. Performance standards.
 - 1. A commercial wedding venue may only be located on a site where such use is accessory to a principal residential use.
 - 2. A commercial wedding venue may be located only on a site that has its primary frontage on a County or State road, and the venue may be accessed only over such road.
 - 3. A commercial wedding venue may be located only on a site at least 20 acres in size.
 - 4. A commercial wedding venue shall provide sufficient on-site parking to accommodate all guest, staff, vendor and owner vehicles.
 - 5. Events shall be limited to a maximum of 200 persons.
 - 6. Sound amplification is permitted for ceremonies whether located within or outside a structure. All other sound amplification is permitted only within a structure, and must adhere to all local and County sound ordinances.
 - 7. The venue shall be located at least 400 feet from any residence, and additional screening

may be required for any outdoor event areas. All potential event areas shall be designated on the site plan submitted for review.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS XX DAY OF XX, 2016.

SIGNED:

Richard Bend, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Palmquist:
Richter:
Ross:
Nelson:
Bend:

Additional Performance Standards for Commercial Wedding Venue Use

- Ceremony facilities must comply with all rules and regulations of federal, state, county, and local agencies.
- The applicant shall provide information in the application for the permit, and as requested by the City for permit review, regarding the activities provided by the facility. Information shall include the following:
 - the number of attendees per ceremony,
 - The number of ceremonies and receptions per year
 - The number of employees
 - The hours of operation
 - Parking facilities
 - sanitary facilities
 - lighting
 - sound amplification
 - temporary structures/tents
 - Signage
 - Screening
- Off-street parking shall be required based on the maximum number of attendees planned. The off-street parking area and the number of parking spaces shall be shown on the Site Plan.
- All existing structures to be used for the wedding venue use shall be inspected by the City's Building Inspector and must meet applicable requirements
- Traffic. A Transportation Management Plan shall be submitted to the zoning administrator at the time of application. This plan shall address traffic control, including traffic movement to the public street system and impact on the surrounding roadways.
- Grading. If any grading is proposed, a Grading, Drainage and Erosion Control Plan shall be submitted. The standards of the Watershed Management Organization or Watershed District must be met.
- Landscaping/Screening. Landscaping may be required to be installed to buffer the use from adjacent land uses and to provide screening. A Landscape Plan shall be submitted at the time of application for a Conditional Use Permit, if required by the Zoning Administrator.
- Minimum setbacks from neighboring houses and property lines for the various activities related to the wedding venue.
- Sanitary facilities. Sanitary facilities adequate for the number of attendees shall be provided. Portable toilets may be approved for temporary use. Portable toilets must be screened from view from roads and neighboring properties by landscaping or wooden enclosures.
- Lighting shall be limited, low, downcast and shielded so that the source of the light is not visible from roads or neighboring properties
- temporary structures/tents may be allowed
- signage must meet the requirements of the signage section of the zoning code
- As deemed necessary, the City Council may restrict the operation of the facility.

- The applicant shall provide a site plan showing existing and proposed structures with the maximum capacity of each building where customers have access.
- All solid waste must be stored in a manner that prevents the propagation, harborage, or attraction of flies, rodents, vector, or other nuisance conditions and must be removed at least once every seven days by a licensed Solid Waste Hauler. Burning of solid waste is strictly prohibited.
- The grounds and all structures shall be maintained in a clean and safe manner.

RECEIVED

216-01

JAN - 4 2016

CITY OF AFTON

CITY OF AFTON
ZONING PERMIT APPLICATION

~~REZONING~~ APPLICATION

Owner	Address	City	State	Zip	Phone
	589 Manning Ave. South	Afton			763-370-7717
	Paul Thomas (Tom) and Clark Hoelderle				952-210-9965

Applicant (if different than owner)	Address	City	State	Zip	Phone
	Same as above				

Project Address				
589 Manning Ave. South	AFTON	MN	55001	

Zoning Classification	Existing Use of Property	PID# or Legal Description
Rural Residential		0602820320002

Description of Request
 To amend the zoning ordinance to allow wedding ceremonies and receptions through a conditional use permit within the City's RR-Rural Residential zoning district for properties with 20 or more acres

By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.

Signature of Owner/Applicant	Date
Clark Hoelderle	1/4/16

FEES:	DEPOSITS:	Escrow:
REZONING \$350.00	Driveway _____	TOTAL: \$1850.00
Driveway (B. Insp) _____	SUP/Variance _____	DATE PAID: 1-4-16
City Engineer _____	Rezoning \$1500.00	CHECK #: 146
Subdivision _____	Other _____	RECVD. BY: [Signature]

Make checks payable to City of Afton:

ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION

I understand and hereby agree that the work for which the permit is issued shall be performed according to the following: (1) the conditions of the permit, (2) the approved plans and specifications, (3) the applicable city approvals, ordinances and codes, and (4) the state building code.

I understand that the permit will expire if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 anytime after work has commenced; and that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

CITY OF AFTON
~~PERMITTING~~ **REQUEST CHECKLIST**

APPLICANT

CITY

Completed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property. _____

_____ Fee as set forth in the current Fee schedule as adopted by the City. _____

Location map showing the general location of the proposed use within the City _____

Accurate list and address labels from Washington County Land Survey 430-6875 of recorded owners of property within 500 feet of boundaries of parcel (parcel search) _____

Legal description of the property, including street address, if any, property identification number, and proof of legal ownership. _____

Map showing all principal land use within 500 feet of the parcel applied on _____ *See attachment included*

_____ Site Plan (and/or Certificate of Survey) drawn to scale showing: _____

- Property dimensions
- Adjacent roads and location of existing and proposed curb cuts, driveways, and
- Location of existing and proposed buildings, including setbacks, dimensions and
- Building setbacks from the crest of slopes greater than 18 percent
- Existing topographic information and finished grading and drainage plan
- Existing and proposed wells and septic systems
- Sewer and water plan with estimated use per day (if applicable)
- Existing vegetation and proposed landscaping and screening plans, including species and sizes of trees and shrubs
- Location of wetlands

Soil type and soil limitations for the intended use. If severe soil limitations for the intended use are noted, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application

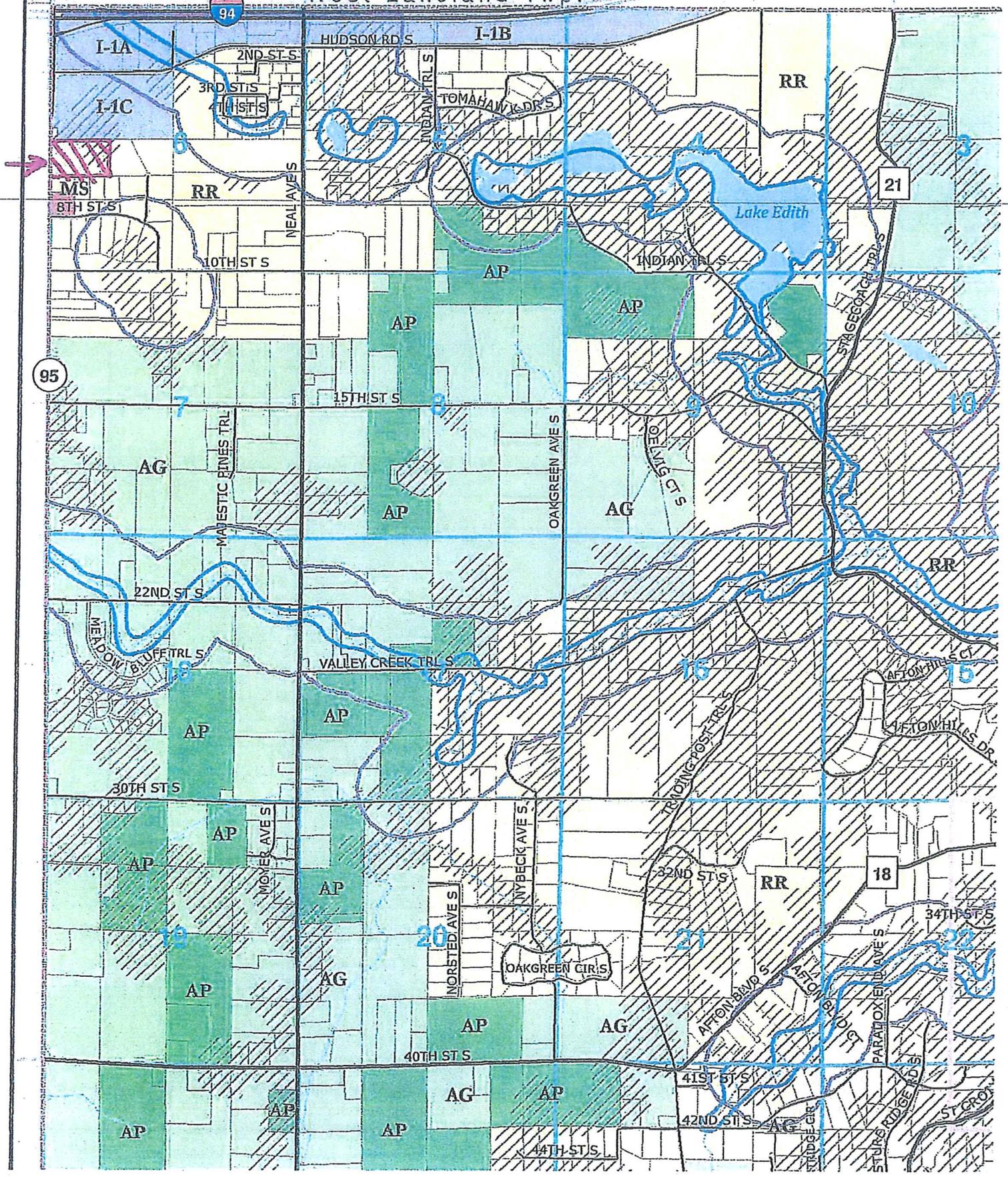
_____ Proposed floor plan, with uses indicated, and elevations of buildings (if applicable) _____

Type of business or activity and proposed number of employees or occupants _____

Note: The City may waive or modify some of these submittal requirements if appropriate to the specific situation. Call Sara Irvine at (651) 436-3674 if you have questions about specific submittal requirements.

Zoning Map

West Lakeland Twp.



Property: 589 Manning Avenue South, Afton, MN

Property Owner: Tom and Clare Hoelderle

Request:

To amend the zoning ordinance to allow wedding ceremonies and receptions through a conditional use permit within the City's RR – Rural Residential zoning district for properties with 20 or more acres.

The ordinance amendment is beneficial for the preservation and re-use of historic buildings that otherwise have limited use and allows for additional opportunity for use of acreage properties that may no longer be viable as farmland.

We, the residents of the City of Afton, Minnesota, in order to:
preserve our rural sanctuary amidst suburban sprawl;
preserve our agricultural heritage and land use;
preserve the character of our Old Village;
protect our groundwater and surface water from contamination;
protect our rolling hills from erosion;
provide for open spaces to be enjoyed by future generations; and
ensure a sound tax base and sense of community
do ordain and establish the 2008 Comprehensive Plan.

Our request works in harmony with the Comprehensive Plan and is consistent with and embodies the numerous statements that support the preservation of the City's rural character. Our request is in alignment with Afton's principles to continue to preserve the rural sanctuary amidst suburban sprawl, preserve agricultural heritage and land use, provide for open spaces to be enjoyed by future generations and ensure a sense of community.

We feel the benefits of finding a suitable and economically viable use for historic buildings and surrounding acreage property to keep development pressure at bay, outweighs any potential impacts to neighbors from the conduct of limited and seasonal business activity on the property. Our business request helps promote the unique aspects of Afton and helps keep the rural lifestyle that we all wish to preserve.

Property Description and Details for 589 Manning Avenue South, Afton:

- 21.26 acres
- Existing zoning: RR - Rural Residential
- Proposed zoning: RR - Rural Residential and to allow wedding ceremonies and receptions through a conditional use permit in this district
- Surrounding land use & zoning: uniquely situated between marine services, industrial zoned property and state road
- Approximately 1/3 of our southern boundary and the majority of our northern boundary borders industrial zoned properties
- Property is .5 miles from Interstate 94
- Property to the west across Manning Avenue is the City of Woodbury, which is more aggressive in encouraging development. In the coming years, there will be offices and light industrial across Manning Avenue from our property, not residential development. In addition, the Gateway Corridor transit station will be located a little over 1 mile from our property. Our northern border will soon be industrial buildings.
- We own a unique property that is sandwiched between the lesser intense land use in rural residential with upcoming very intense land use with industrial.
- Sound land planning usually involves an incremental reduction in the intensity of land use, which our property could be between Woodbury's light industrial on the west side of Manning and both industrial and rural residential on the east side of Manning
- Property continues to remain rural and preserves our natural, open space. Hosting seasonal ceremonies and receptions will help us enhance the property and leave it undeveloped because we have a reasonable economic return for the property
- 2 driveways directly off of Manning Avenue (no neighborhood entrance)
- Original house built in 1913
- Historic barn and other outbuildings on property
- All buildings will continue to match existing architecture of property
- Spent considerable financial resources and time to make substantial renovations to the property over the last 2.5 years
- If conditional use permit obtained, additional landscaping will be added to provide further screening and minimize any impacts to adjacent properties
- No increase in impervious coverage. Based on our measurements, total impervious area is less than 1 acre of our 21.26 total acres

Neighbor and Local Support:

- Our petition copy attached showing local support for our seasonal wedding business (*see Attachment A*)
- Many neighbors have supported our request for a variance and conditional use permit to host seasonal weddings on our property
- In August 2015, we had a neighbor inquire about hosting a wedding on our property

Open House for Neighbors:

On Saturday, October 10, 2015, we invited all the neighbors to come over between 9-11 a.m. for coffee, morning treats and to talk about our business request. We were open to talking with them further and answering any questions

- A copy of the invitation we mailed to our neighbors is attached (*see Attachment B*)
- 20 letters total were mailed to those on 8th Street South, 8th Street Court South and 2 neighbors to the north of our property on Manning Avenue
- A copy of the informational sheet we printed to provide at the open house is attached (*see Attachment C*)
- No neighbors came to the open house on October 10th to talk about any concerns

Since hosting some events for friends in 2015, we have demonstrated we can minimize any impacts to adjacent properties by the following:

- All parking was contained on our property and no parking was part of any neighborhood
- Traffic was minimal and caused no issues on Manning Ave.
- No tractor pulls, air gawker traffic, gunfire, fireworks or sky lanterns were part of the events
- Music levels were checked throughout the evening and adjusted accordingly, if needed
- Guests were not near the neighbor's homes
- No trash or decorations ended up in neighbor's yards

Open Invitation to view Avonlea Farm at 589 Manning Avenue South:

We would like to welcome anyone on the Planning Commission and City Council to come and visit our property in person. Please let us know what day and time would work for you.

Topographical Map:

Included is a topographical map with notes (*see Attachment D*)

Zoning Map:

See Attachment E

Decibel Readings:

See Attachment F

- Typical reading in our backyard on a weekend = 68 decibels
- Readings taken during an event at the closest residential property line (closest property owners are Ken Yang & May Thao) = 65-67 decibels

Details to be submitted with our Conditional Use Permit request for 589 Manning Avenue

South:

- No rezoning requested. We wish our property to stay RR - Rural Residential
- Our business request is an accessory to primary, residential use
- Property continues to remain rural with open space
- Seasonal use: June to early October
- One event per weekend maximum
- Neighbors will be able to continue to use and enjoy their property as they have always done. Our part-time, seasonal business should not impede the use of a neighboring property.
- We live here, will raise our family, be respectful neighbors and positive residents of Afton
- Ceremony and reception space will be provided
- No huge crowds. Average attendance is around 120 guests
- Property is self-contained with no vehicular access to adjacent neighborhood(s)
- All parking is self-contained and done on north side of our property only (no parking on Manning Ave or in neighborhood)
- Guests typically enter and leave property at different times reducing congestion on Manning Ave
- No commercial kitchen on-site. All food is provided by a licensed catering company.
- Required use of professional and insured bartending company
- Lighting: down-ward lighting used as needed

- Signage: temporary and used at the end of driveway during the event only
- Music: city noise ordinance followed with amplified music done at 10 p.m. Music is inside the barn, directed toward the north and away from neighbors. The south windows and doors on the barn are closed during the music. Music concludes at 10 p.m.
- Music levels checked with decibel meter and adjusted throughout the night, if needed
- No fireworks, sky lanterns or gunfire allowed during an event
- No overnight accommodations allowed
- Upscale, portable restrooms are rented for each event and are temporary. Restrooms are screened from view from the road and neighboring properties. No septic increase needed
- Most decorations are usually done indoors. No decorations blow nto the neighbor's property
- One covered bonfire may be used, if requested
- Large vehicle traffic is very minimal and typically occurs during normal weekday business hours
- We are on-site for all weddings
- If conditional use permit obtained, we will be purchasing an in-house sound system and limiting output

Typical Wedding Day Schedule

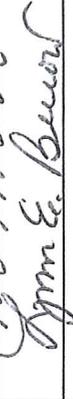
- Morning hours: bride, groom, wedding party and close family arrive to get ready and professional photographs start
- Late Morning/Early Afternoon: A few other vendors arrive to prep for ceremony and reception
- 3:30 pm: Ceremony
(many vehicles are already on the property because they are part of the wedding party or family with photographs taken before the ceremony begins)
- 4:00-6:00 pm: Social Time
- 5:30/6:00 pm: Dinner
(a large number of guests will leave after the dinner and before the dance starts)
- 7:30 – 10:00 pm: Dance (on average, the dance is 2 – 3 hours on Saturday only)
(Another group of people leave by the mid-point of the dance)
- 10:00pm: Music is concluded

Hosting weddings helps provide economic benefit for other local businesses, including:

- Photographers
- Catering companies
- Bartenders
- Restaurants
- Bakeries
- Hair salons
- Decorators
- Florists
- Portable Restrooms (OnSite Sanitation is owned by an Afton resident)
- Videographers
- Rental companies
- Hotels
- Wedding guests returning to Afton to enjoy the area and festivities in the future

Avonlea Farm Petition

Our dream is to host weddings on our property. Please sign if you agree that the City of Afton should approve a Conditional Use Permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Name	Address	City	Phone	Signature
Cecilia Kren	10276 E. P. Douglas	Cottage Grove	612 799 3155	
DAN RAPPACH	14877 5050	Afton	651 436 6162	
Amy A Peterson	74 Quirt Ave. N	Lakeland	(612) 812 5318	
Teri Zupancich	147 Heritage Tr.		(715) 441-7091	
Patti Melich	15820 Afton Hills Dr S	Afton	651-436-7988	
Abby Lee	7048 Windgate Rd	Woodbury	651-308-0106	
Lori French	323 Indian Trails	Afton	651 269 2452	
TERESA SEITZ	5229 Odell Ave S.	Afton	651-308-0907	
SARAH DENSEN	1530 Outgreen Aven	Stimwater	651 998 1222	
Garb Miller	3265 80th St E #202	Fenn	651-788-9997	
Gym Buwos	1219 Victoria Curde	Mendota Hills	657-452-8259	
Chelsea Campeau	224 County Rd CC	New Richmond	(715) 905 3270	
Melanie Summers	416 Liberty Circle	Somersett	715-557-0133	
Angie Barnes	848 Neal Aves	Afton	715 222 7048	
Peter Summers	1615 Riverview St	Lakeland	951-436-4436	

Avonlea Farm Petition

Our dream is to host weddings on our property. Please sign if you agree that the City of Afton should approve a Conditional Use Permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Name	Address	City	Phone	Signature
Connie Wees	12675 10 th St S	Afton, MN	651-492-9256	Connie Wees
Hatelyn Short	1550 Parkwood Dr.	Woodbury	651-398-0743	Hatelyn Short
Kathleen Short	1750 Interlachen Bay	Woodbury	651-493-8858	Kathleen Short
M. CAPEL	2516 Bear Oak Curve Hudson, WI	HUDSON, WI	714 253-6562	
Lexie Donfeld	3670 Hazel St. W	White Bear Lake	651-528-0957	Lexie Donfeld
Andrea Donfeld	3670 Hazel St	W.B.L	651-332-4755	Andrea Donfeld
Jeff Donfeld	3670 Hazel St	WBC	651-983-6677	Jeff Donfeld
Diana Wutke	13502 50 th Sts.	Afton, MN	651-402-5297	Diana Wutke
JAMIE SPENCER	2707 DAK RIDGE TR.	WOODBURY	651-312-3894	Jamie Spencer
Nancy Patricia	112 QUAIL CIR.	Hudson	715-386-8205	Nancy Patricia
Stefonie Shoffer	622 Brighton Path	Hudson		Stefonie N. Shoffer
Peter Ellison	562 Holly Ave.	St. Paul	612 280 5243	Peter E
Kristi Ellison	562 Holly Ave. #205	St. Paul	952 457 9393	Kristi Ellison
Gary Anderson	4548 90 th St. E.	Northfield	612-598-0770	Gary Anderson
Bill Paulus	8807 Darton Way	Eden Prairie	952-934-4583	Bill Paulus

Avonlea Farm Petition

Our dream is to host weddings on our property. Please sign if you agree that the City of Afton should approve a Conditional Use Permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Name	Address	City	Phone	Signature
Jacobson	65064 250th Ave	Kasson Mn.	507-251-6768	Jacobson
Becky Karner	5334 Township Trail	Afton	651-436-3241	Becky Karner
Aaron Collett	1122 Tower Rd	Aubrey mn	720-630-0154	Aaron Collett
John Dimech	15001 Fischer Ave	Hastings MN	651-437-8253	John Dimech
Jody Werner	7158 150th St. E., Hastings	HASTINGS MN	651-437-6192	Jody Werner
Adrian Wilson	12671 10th St. S.	Afton MN	651-431-8260	Adrian Wilson
Bobby Avonlea	46764 55th River Falls	R.F, WI	715-822-7481	Bobby Avonlea
Wesleya clear-leaf	358 Maple Knoll Dr.	Clear Lake, WI	641-583-0207	Wesleya clear-leaf
Claudia Berns	5858 Olene Ave N	Stillwater, MN	952-463-6898	Claudia Berns
Annette Berns	5858 Olene Ave N	Stillwater, Mn	651-269-4289	Annette Berns
Marely Uoright	12190 Paradise Ave N.	Stillwater MN	651-992-4599	Marely Uoright
KRIS HASLUND	12675 10th St. So.	AFTON MN	651-492-9259	Kris Haslund
Kim Carmean	14185 80th St. S.	Hastings / Dan. Township		Kim Carmean
Becky Mayers	9362 72nd St So	EG.		Becky Mayers
ae Mayers	"	EG		ae Mayers

Avonlea Farm Petition

Our dream is to host weddings on our property. Please sign if you agree that the City of Afton should approve a Conditional Use Permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Name	Address	City	Phone	Signature
Marilyn Sallee	61126 265 th Ave	Mentorville	507.635.5459	Marilyn Sallee
Dawn Wachter	1244 120 th St	New Richmond	WI 54017	Dawn Wachter
Darla Fehler	1434 176 th Ave.	New Richmond		Darla Fehler
Janet Wientki	1581 Cty Rd 66	New Richmond		Janet Wientki
Dee Hogaboam	616 E. Oak St	New Richmond	715-265-	Dee Hogaboam
Indy Chenhardt	340 Cty Rd T Bldg 1015402	Hammond WI	7836	Indy Chenhardt
Edise Bensen	2109 Regal Ct	Bloomer	715-404-5053	Edise Bensen
Micki Baus	E4646 1450 th Ave.	Ridgeland	715-944-8034	Micki Baus
Julica Hebbink	81230 th St B	Calhoun	715-977-0888	Julica Hebbink
Timmy Margand	1324 45 th Ave	Amy	715-268-8723	Timmy Margand
Julie Ditts	965 192 nd Ave	New Richmond	715-247-5619	Julie Ditts
Kathy Barth	4609 Pierce St. NE	Mpls	612.689.9399	Kathy Barth
Tommy Margand	1324 45 th Av.	Amery WI	715-268-8723	Tommy Margand
Katrina Lamborn	2904 Virginia Ave S	St Louis Park	952.938.2363	Katrina Lamborn
Tim Dier	569 Mead Rd	White Bear	651.500.6626	Tim Dier

Avonlea Farm Petition

Our dream is to host weddings on our property. Please sign if you agree that the City of Afton should approve a Conditional Use Permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Name	Address	City	Phone	Signature
Wendy Martin	1440 W. 17th St	Hastings	651-437-4953	<i>[Signature]</i>
Nancy Killyen	2083 E 4th St	St Paul	651-771-3430	<i>[Signature]</i>
Tom Mack	2673 4th Ave	No St Paul	651-771-7791	<i>[Signature]</i>
Boub Brooker	742 Cheshire Cr	Eagan	651-771-6384	<i>[Signature]</i>
Mary Gurekoff	1094 Golden Oaks Ln	Hudson	612-221-6769	<i>[Signature]</i>
Stephanie Lucas	1636 40th St.	Somerset	651-214-1836	<i>[Signature]</i>
Nancy Castle	1107 Rosewood Ln SE	Alexandria MN	320-762-4465	<i>[Signature]</i>
Kathleen Bjornson	1723 Ada Trl	Smoketown MN	320-744-1333	<i>[Signature]</i>
Ell Walenics	19936 city Rd 29	Greenwood MN	320-766-5516	<i>[Signature]</i>
Charlene G. Brock	11566 Bailey Rd	Woodbury MN	651-206-9257	<i>[Signature]</i>
Leicha Frampton	3149 Camelot Dr.	Woodbury MN	651-257-8676	<i>[Signature]</i>
Ram Hanson	11058 Sweetwater Rd	Woodbury MN	651-324-8194	<i>[Signature]</i>
Dan Camino	1516 McAndrews Rd. W	Burnsville	952-452-1743	<i>[Signature]</i>
Magda Fernandez	1970 64th St E	INVA-Grove Heights	651-395-9922	<i>[Signature]</i>
Jackie Camino	1516 McAndrews Rd W.	Burnsville MN	952-452-1468	<i>[Signature]</i>

Attachment B

9/28/15

Hello Neighbor,

Tom and I continue to hope our dream of operating a seasonal wedding business can become a reality! We are committed to pursuing a successful business that takes into consideration our property, city ordinances and of course, our neighbor's well-being. We want to continue to support the rural character and open space that Afton residents wish to maintain while operating a seasonal, low-impact business.

Since purchasing the property, we have loved and only improved upon our 22 acre property with historic barn and other buildings. We enjoy sharing our property with others!

Our business request maintains the following details:

- *seasonal venue operating from June through early October
- *one event per weekend
- *all parking contained in our property (no parking on Manning Ave)
- *all amplified music done by 10 p.m. per city noise ordinance
- *we are always on-site for all events

On Saturday, October 10 from 9-11 a.m., we would like to invite you to come by our barn for coffee, morning treats, and talk about our business request. We welcome the opportunity to talk with you further and answer any questions. Please join us!!

In order to show our appreciation to our neighbors, we are planning on making our property available for our neighbors for a graduation, open house, family reunion, picnic or gathering of friends, etc. Please come and hear more details.

Thank you for your support!

Tom and Clare Hoelderle
589 Manning Ave. South, Afton

Thank you for coming!

We appreciate your support as we seek to obtain a Conditional Use Permit to host weddings on our property.

This property is our primary residence and we look forward to raising our family here. Over the last two years, we have worked hard to clean-up and enhance the property in general as well as restore the barn. We want to continue to support the rural character and open space that Afton residents wish to maintain while operating a seasonal, low-impact business. We enjoy sharing our property with others!

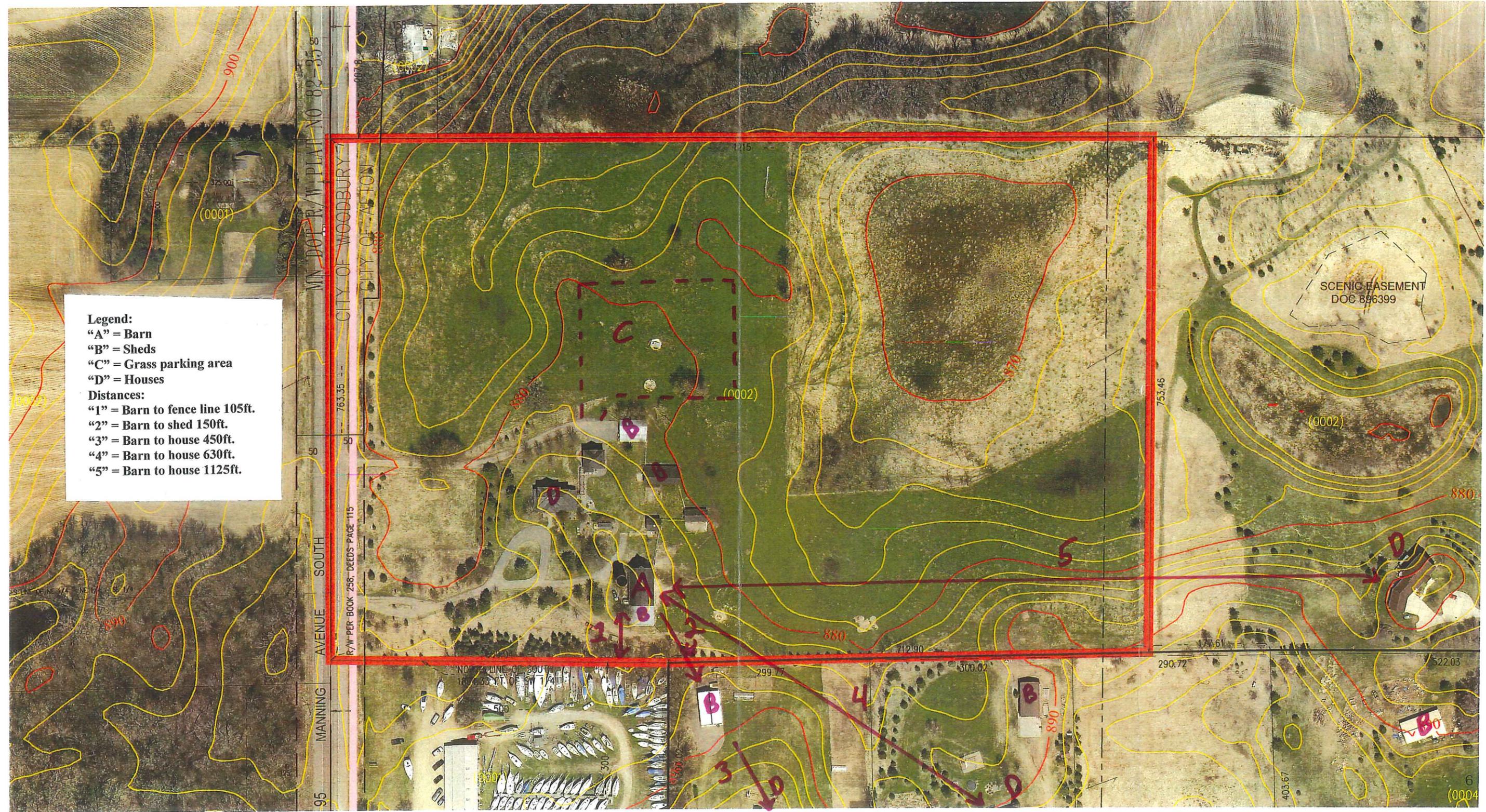
Our business request maintains the following details:

- No rezoning requested. We wish our property to stay Rural Residential
- Our business is an accessory to the primary, residential use
- Seasonal use: June to early October
- One event per weekend maximum
- Ceremony and reception space will be provided
- City noise ordinance followed with amplified music done at 10 p.m.
- Music levels checked throughout the night
- All parking contained on our property only (no parking on Manning or in neighborhood)
- No fireworks, sky lanterns or gunfire allowed during an event
- No commercial kitchen on-site. All food will be provided by a licensed caterer.
- Insured and professional bartender is required
- Guests typically enter and leave property at different times reducing congestion on Manning Avenue
- Signage is temporary and used at the end of the driveway during the event only
- No overnight accommodations allowed
- Most decorations are usually done indoors. No decorations blowing into the neighbor's property
- Minimal down-ward lighting is used
- One covered bonfire may be used, if requested
- We are onsite for all weddings

We look forward to your continued support! Please sign our petition to show your support for the City of Afton to approve a conditional use permit for us to have a business on our property and be able to host weddings on a seasonal basis.

Thank you for coming!

Tom and Clare Hoelderle



Legend:
 "A" = Barn
 "B" = Sheds
 "C" = Grass parking area
 "D" = Houses

Distances:
 "1" = Barn to fence line 105ft.
 "2" = Barn to shed 150ft.
 "3" = Barn to house 450ft.
 "4" = Barn to house 630ft.
 "5" = Barn to house 1125ft.

Washington County
 PUBLIC WORKS DEPARTMENT
 SURVEY AND LAND MANAGEMENT DIVISION
 14949 62nd Street North, P.O. Box 6
 Stillwater, Minnesota 55082-0006
 (651) 430-6875
 surveyor@co.washington.mn.us
 www.co.washington.mn.us/surveyor

CONTOUR LEGEND
 10 FOOT INTERVAL CONTOUR
 2 FOOT INTERVAL CONTOUR

Contours are provided courtesy of the Minnesota Department of Natural Resources (DNR). The Minnesota DNR makes no representation or warranties, express or implied, with respect to the reuse of data provided herewith, regardless of its format or the means of transmission. There is no guarantee or representation to the user as to the accuracy, currency, suitability, or reliability of this data for any purpose. The user accepts the data "as is", and assumes all risks associated with its use. The Minnesota DNR assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data.

LEGEND
 DNR PROTECTED WATERS
 DNR PROTECTED WETLAND
 DNR PROTECTED WATERCOURSE
 MUNICIPAL BOUNDARY
 PARK BOUNDARY

NORTH
 SCALE: 1 inch = 140 feet

SECTION-TOWNSHIP-RANGE INDEX

3602921	3102920	3202920
0102821	0602820	0502820
1202821	0702820	0802820



SECTION VICINITY MAP

22	21	12	11
NW	+	N	NE
23	24	13	14
32	31	42	41
SW	+	S	SE
33	34	43	44

PROPERTY IDENTIFICATION NUMBER FORMAT (GEOCODE)

SECTION NUMBER	TOWNSHIP NUMBER	RANGE NUMBER	QUARTER	SPECIFIC PARCEL
##	###	##	##	####

(0001) = LAST FOUR DIGITS OF PROPERTY IDENTIFICATION NUMBER

THIS DRAWING IS THE RESULT OF A COMPILATION AND REPRODUCTION OF LAND RECORDS AS THEY APPEAR IN VARIOUS WASHINGTON COUNTY OFFICES. WASHINGTON COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES.
 PROPERTY LINES AS SHOWN ARE FOR REFERENCE PURPOSES AND MAY NOT REPRESENT ACTUAL LOCATIONS.
 MAP LAST UPDATED: January 27, 2011
 NO ADDITIONAL CHANGES HAVE BEEN REPORTED TO DATE
 DATE OF CONTOURS: November, 2011 DATE OF PHOTOGRAPHY: April-June, 2011

Washington County, MN

Washington County, MN



Property Information

Property ID 0602820320002
Location 589 MANNING AVE

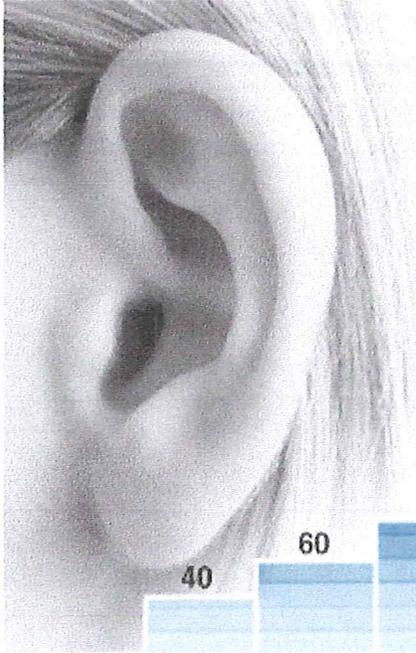


MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

This drawing is a result of the compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.

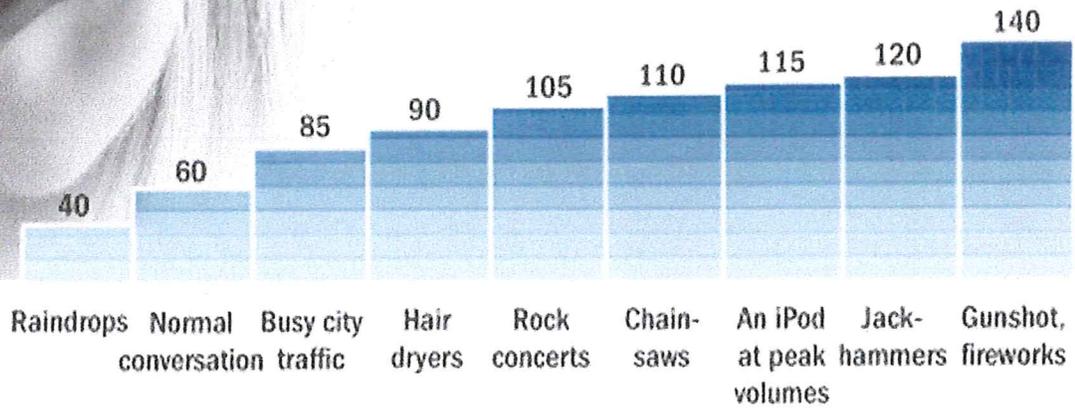


PictureQuest



How Loud Is Too Loud?

Noise-induced hearing damage is related to the duration and volume of exposure. Government research suggests the safe exposure limit is 85 decibels for eight hours a day. Some common decibel levels:



Sources: dangerousdecibels.org; WSJ research

EXHIBIT A

That part of the Southwest Quarter of Section 6, Township 28, Range 20, Washington County, Minnesota described as beginning at the point of intersection of the West line of said Southwest Quarter and the North line of the South 1894.33 feet thereof (the West line of said Southwest Quarter has an assumed bearing of North 0 degrees 48 minutes 03 seconds West); thence North 89 degrees 55 minutes 50 seconds East, along the North line of said South 1894.33 feet a distance of 500.04 feet to the East line of the West 500 feet of said Southwest Quarter; thence North 88 degrees 10 minutes 37 seconds East 712.90 feet; thence North 0 degrees 37 minutes 58 seconds West 753.46 feet to the North line of said Southwest Quarter; thence South 89 degrees 22 minutes 02 seconds West along said North line 1215.00 feet to the West line of said Southwest Quarter; thence South 0 degrees 48 minutes 03 seconds East along said West line 763.35 feet to the point of beginning.

QUIT CLAIM DEED
Business Entity to Joint Tenants

Minnesota Uniform Conveyancing Blanks
Form 10.3.6 (2011)

DEED TAX DUE: \$ EXEMPT (MN Stat. 207.22)

DATE: _____

FOR VALUABLE CONSIDERATION,

FEDERAL NATIONAL MORTGAGE ASSOCIATION, AKA FANNIE MAE a corporation organized and existing under the laws of the United States of America, ("Grantor"),

hereby conveys and quitclaims to

PAUL THOMAS HOELDERLE JR AND CLARE ANGELA HOELDERLE, ("Grantee"), as joint tenants,

real property in WASHINGTON County, MINNESOTA legally described as follows:

SEE ATTACHED EXHIBIT A

Check here if all or part of the described real property is Registered (Torrens)

Together with all hereditaments and appurtenances and appendants belonging thereto.

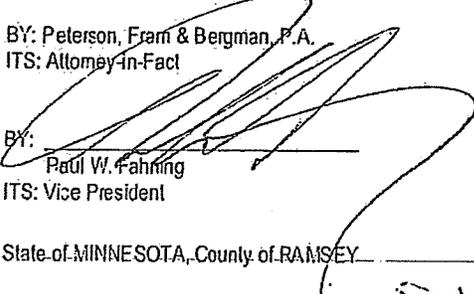
Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. If electronically filed, insert WDC number:

- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor
Federal National Mortgage Association aka Fannie Mae

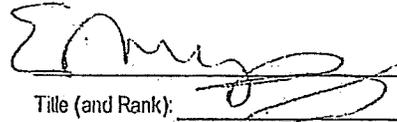
BY: Peterson, Fram & Bergman, P.A.
ITS: Attorney-in-Fact

BY: 
Paul W. Fahning
ITS: Vice President

State of MINNESOTA, County of RAMSEY

This instrument was acknowledged before me on 5-15-13, by Paul W. Fahning as Vice President of Peterson Fram & Bergman, P.A., Attorney-in-Fact for Federal National Mortgage Association aka Fannie Mae




Title (and Rank): _____
My commission expires: _____

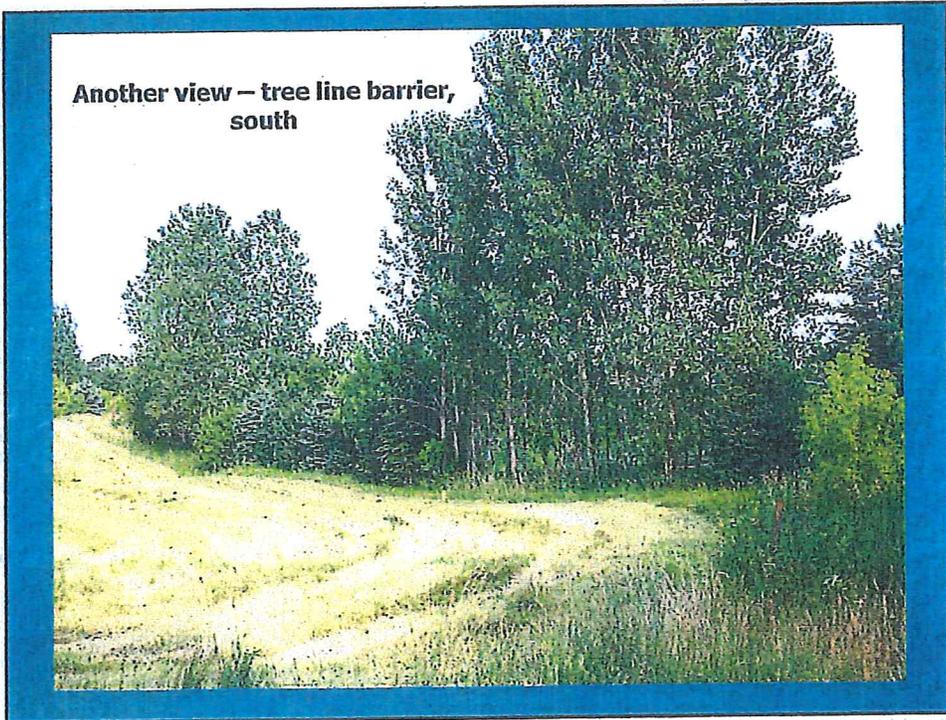
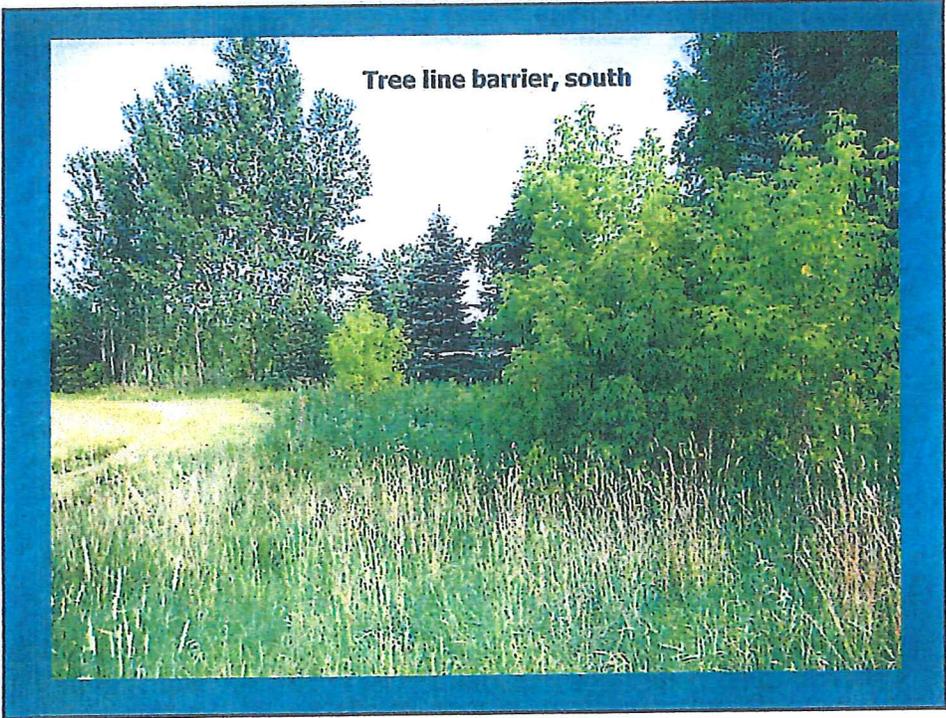
THIS INSTRUMENT WAS DRAFTED BY:
Signature Title Midwest Services, Inc.
7365 Kirkwood Court #260
Maple Grove, MN 55369
(763)496-1147
File No. NOR5113

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Paul Thomas Hoelderle Jr and Clare Angela Hoelderle

For information purposes only: PIN 06-028-20-32-0002







Tree line barrier - south



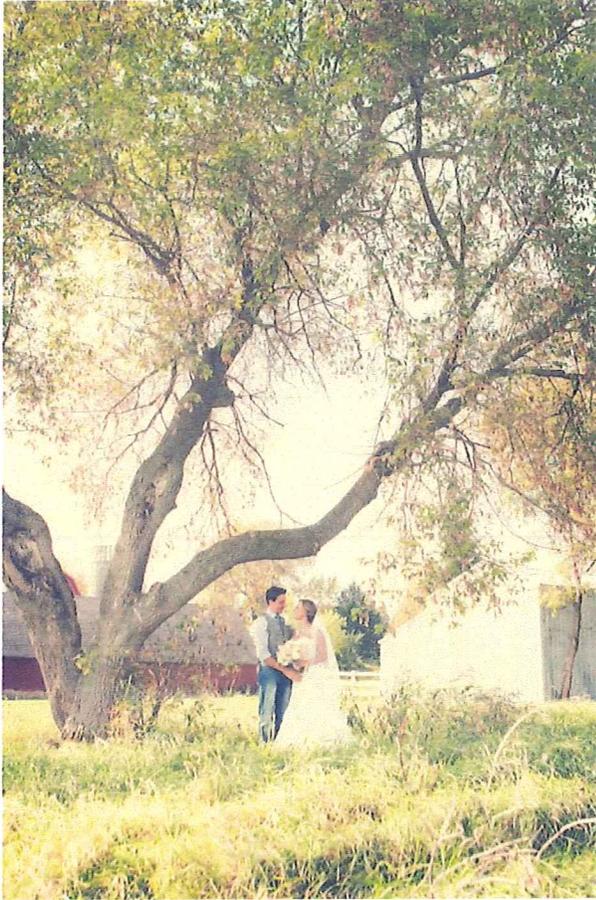
Another view – tree line barrier – south

Quick Glimpse of Weddings at 589 Manning Avenue South:











To Whom It May Concern:

I am writing to recommend Avonlea Farm to be an established wedding venue in the city of Afton, Minnesota. My name is Jenny (Miller) Peterson and my husband Dan and I were graciously offered to use our friend's property for our wedding on August 1st, 2015. I cannot say enough wonderful things about Clare and Tom Hoelderle, owners of Avonlea Farm or about the setting of our wedding.

Clare and Tom were very accommodating from the beginning of our journey with their venue. They were very flexible in allowing us to have the wedding we wanted, but firm on policies in accordance with state/city regulations. It was clear that music needed to end no later than 10:00pm, food/beverages needed to be catered by licensed companies due to liabilities, and our guests needed to be off the property by 11:30pm. We were allowed to use the property starting Friday night for setting up and rehearsal, and then we were allowed to come back to the barn at 9:00am the day of our wedding; it was plenty of time to set up our decorations, tables, and chairs without feeling rushed. Both Clare and Tom were available to help set up, and they provided many of the decorations around the venue as well. My family offered a shuttle for our guests to a hotel close by and Clare and Tom allowed guests to leave their cars at the property until the next morning. Clare and Tom were very accommodating during our whole time with them.

When our guests arrived at our wedding, we heard endless compliments about Avonlea Farm. Many guests said it was a beautiful, unique setting. Other guests were in awe of the land itself and especially the picturesque barn. Many of our guests had never been to Afton before, and many said they would love to return to see more of the city. Our guests stayed in nearby hotels, and many explored downtown Afton on Sunday after the wedding. My husband Dan and I couldn't have asked for a better setting of our wedding and we were so grateful to Clare and Tom for letting us use Avonlea Farm on our special day. We hope to see Avonlea Farm as an established wedding venue because of the passion, hard work, energy, and love that both Clare and Tom have put into their land in order for couples to start their happily ever after.

If you would like to contact my husband Dan and I, we can be reached at:
1725 Selby Avenue
St. Paul MN 55104
763.639.8924

Thank you,

Jennifer Peterson

Ron Moore

From: Nicole Pierson [nicole@theurbanstudio.com]
Sent: Wednesday, August 07, 2013 3:56 PM
To: Ron Moore; ward4; mayor; redbenchvintage@hotmail.com
Subject: Avonlea Farm

To whom it may concern:

I have had the good fortune of becoming friends with Tom and Clare Hoelderle since meeting them at a Friends of Minnesota barns meeting. This is a group of passionate barn owners who network, gather at, and tour Minnesota barns to learn about and share their love of agricultural buildings and settings. It is also a group of advocates who believe in successful reuse stories for the disappearing Midwestern agrarian farmstead's of generations past.

I had been impressed with Clare's existing business model working with wedding event planning before becoming aware of her and Tom's endeavor to reuse their property for an upscale wedding venue. From what I have learned about Avonlea Farm, it seems to be the ideal location to share with others on their special day. The location on a main road, combined with neighboring commercial uses, and proximity to I-94 make it an easily accessible setting for special events. Most Minnesotan's feel connected to the farmstead landscapes that dot our countryside, but few have such a property remaining in their family for use at their wedding or special event. This is where the reuse of barns and farmstead's has become a hugely popular and sustainable business model for rehabilitating and maintaining a unique piece of our region's history.

Tom and Clare are hard working people with the creative talent, strong character, and enviable work ethic who want to turn their investment into a functioning business, fulfilling a dream of working together and with others to create memorable events.

I strongly urge you to believe in them and their goals and allow this use.

Thank you for your time and consideration,

--

Nicole Pierson, Associate AIA

THE URBAN STUDIO
318 S. Broadway, Suite 200
Rochester, MN 55904
www.theurbanstudio.com

August 9, 2013

Afton City Officials:

I am writing in regards to Tom and Clare Hoelderle's desire to have a wedding venue (Avonlea Farm) located at 589 Manning Ave, Afton.

Clare has been dreaming of having a wedding venue(barn weddings) and felt her dreams could come true when she found that the property on Manning Ave was for sale in January. Both Clare and Tom were excited about the location, buildings and being able to make their home in Afton. This would give them the opportunity of owning their own business and made the investment to make this a reality.

Clare has a passion for planning, decorating and creating unique upscale events which earned an 8 page featured article about their wedding in a National Wedding magazine. She also has been featured on Twin Cities TV for decorating and planning service for brides in other venues. Her creative talent will make Avonlea Farm a showcase for Afton and make the dreams of future new brides come true.

Both Tom and Clare are a hard working team with an amazing work ethic. They hold full time jobs and are working nights and weekends to get the property cleaned up and ready to be their new home. They will be good neighbors and will make their business a great addition to the neighborhood. Owning their business (the American dream) will give them the opportunity to work with local vendors providing all the additional services a wedding needs and bring additional revenue to other business in the community.

This location is an ideal property to host weddings. Close to the metro area with all the amenities just a few miles away. The landscaping, grounds and Tom and Clare opening their home to others and the classic barn (probably one of the few left in Afton) that will have a new use and an enduring future in its' second life as the spot for couples to get married and start their new life together.

Dwight Ward

AgVenture East, Inc.

507-254-1697

Ron Moore

From: Colleen Dupre [cdupre1008@gmail.com]
Sent: Thursday, August 08, 2013 8:21 PM
To: Ron Moore; ward4; mayor
Cc: redbenchvintage@hotmail.com
Subject: wedding venue - 589 Manning Ave.

Hello,

Clare and Tom Hoelderle have recently purchased the property at 589 Manning Avenue in Afton to fulfill their dream of owning a wedding business called Avonlea Farm. They are requesting approval to convert their barn into a wedding venue. Their private acreage setting is an ideal location to create an upscale wedding business.

I've had the pleasure of Clare's friendship for over 11 years and I've known Tom for over 5 years. I initially met Clare at work where I observed her excellent work ethic and strong communication skills. Also, she is extremely organized and is able to follow through to ensure that the job gets done. Clare was always willing to offer her assistance and had an excellent rapport with her colleagues and clients.

Clare has been polishing her entrepreneurial skills over the years with refurbishing vintage items and reselling her treasures. Clare and Tom are an intelligent, capable, honest and hardworking couple. They have a clear vision for their business and a strong desire to succeed. More importantly, they are eager to support the local businesses in Afton and give back to the community.

I would strongly recommend Clare and Tom's request to open their wedding venue. I feel confident saying they are capable of handling any situation with thoughtfulness and good judgment. If you have any additional questions, please feel free to contact me at 612-387-3652.

Sincerely,
Colleen M. Dupre

Ron Moorse

From: Ki Nassauer [ki@kinassauer.com]
Sent: Wednesday, August 07, 2013 4:07 PM
To: Ron Moorse; ward4; mayor
Subject: Avonlea Farm

Greetings,

I am the Editor-In Chief of Flea Market Style Magazine. In case you're not familiar with our print magazine, we are a decorating and design magazine for junkers, antiquers, and vintage lovers. Our publisher, Harris Publications, puts about 500,000 copies on newsstands in retailers that include Home Depot, Walmart, CVS, Walgreens, and more.

I have had the immense pleasure of working with Clare and Tom Heuer as we featured their wedding in our Flea Market Style Weddings issue. They were a joy to work with. I understand that planning their own wedding was such a fabulous experience for the Heuers that they opened their own vintage rental company and now hope to open a wedding venue at 589 Manning Avenue in Afton. I could not think of two people more qualified and passionate to complete this endeavor. They are among the most capable, dedicated, and organized people I know.

I was also lucky enough to have Clare produce a "Weddings Lab" at my hugely popular antiques show, Junk Bonanza, in Minnesota. Clare is endlessly creative and hardworking; she designed and executed a comprehensive wedding display full of inspirations and ideas for engaged couples. The future brides and grooms were ecstatic to see her handiwork.

As you already know, a wedding venue does not exist in a bubble- many local businesses will be positively impacted including florists, photographers, caterers, hotels, dress shops, gas stations, entertainment, and more.

I highly recommend Clare and Tom and the Avonlea Farm wedding venue as this can undoubtedly have a favorable effect on your community.

Thank you for your time.

--

Ki Nassauer
ki@kinassauer.com

Be sure to check out:

www.kinassauer.com

www.junkbonanza.com

www.fleamarketstylemagazine.com

www.fleaquest.com

www.junkrevolution.com/community

PO Box 906
Long Lake MN 55356

<p>City of Afton 3033 St. Croix Trl, P.O. Box 219 Afton, MN 55001</p>
--

Planning Commission Memo

Meeting: February 1, 2016

To: Chair Ronningen and members of the Planning Commission
 From: Ron Moore, City Administrator
 Date: January 26, 2015
 Re: Danielle and Charlie Wamstad (Traditional Ventures LLC) Variance Application at 1987 Manning Avenue

Danielle and Charlie Wamstad (Traditional Ventures LLC) have applied for a variance to Sec. 12-84. Driveway access permits and standards, and to Sec. 12-140. B.3 Permitted uses and structures (in the Ag zone) to enable the construction of a driveway along the eastern portion of their property to replace a driveway accessing Manning Avenue which will be eliminated as part of a Minnesota Department of Transportation (Mn/DOT) improvement project. Sec. 12-84 requires each lot to have access from the public road on which it has frontage, even if it also has access through an easement on an adjacent parcel. Sec. 12-140.B.3 requires a driveway in the Ag zone to be separated from adjacent driveways on the same side of the street by 300 feet if located on a local or collector street.

The Wamstads own the parcel at 1987 Manning Avenue, and also own the parcel to the south that fronts on both Manning Avenue and 22nd Avenue. The parcel at 1987 Manning currently has a driveway that accesses the parcel from Manning Avenue near the intersection of Manning and Valley Creek Road.

The Minnesota Department of Transportation (MN/DOT) is planning an intersection improvement to add a left turn lane from northbound Manning to westbound Valley Creek Road. The improvement will include a stormwater pond on the east side of Manning. To enable this improvement, Mn/DOT is acquiring additional right-of-way on the east side of Manning. This acquisition will include land on which the Wamstad's driveway is currently located. For safety reasons, Mn/DOT does not want the driveway to continue to access Manning Avenue. To provide an alternate and safer location for the driveway, the Wamstads are requesting a variance to enable the only access to the property to be through a driveway on an easement through the parcel to the south to access 22nd Avenue. Because the driveway serves slow-moving agricultural equipment in addition to residential traffic, the access onto 22nd Avenue is preferred from a safety standpoint.

The driveway is proposed to be located on the eastern portion of the Wamstad property, which would place it 55 feet from the existing driveway on the property to the east. The ordinance requires a minimum separation of 300 feet between driveways. The proposed location was selected because there are currently utilities in the area of the driveway that make it unproductive for cropland and there is currently a driveway easement along the eastern boundary of the property. Also, if the driveway was located 300 feet from the neighboring driveway, it would be running through the middle of a current productive crop field. In addition, locating the driveway 300 feet from the neighboring driveway would place it less than the required 100 feet away from the intersection of 22nd Avenue and Meadow Bluff Trail.

A portion of the proposed driveway would cross an area recently approved to be regraded to create a grassy waterway. The resolution approving the grassy waterway required that, if a culvert is installed in the future to provide access across the grassed waterway, the plans for the culvert will need to be reviewed and approved by

the City Engineer. A permit for the driveway is currently being processed through the Valley Branch Watershed District (VBWD), and the VBWD Board will consider the permit application at its January 28 meeting.

Planning Commission Direction Requested:

Motion regarding the Danielle and Charlie Wamstad (Traditional Ventures LLC) variance application at 1987 Manning Avenue.

RECEIVED

Z16-2

CITY OF AFTON

CITY OF AFTON
VARIANCE APPLICATION

(Reference Sections: 12-55, 12-77, 12-328 12-835, 12-1020, 12-1266, 12-1955, 12-2228)

Owner	Address	City	State	Zip	Phone
Traditional Ventures LLC	1987 Manning Avenue S	Afton	MN	55001	6128166810
Applicant (if different than owner)	Address	City	State	Zip	Phone
Danielle & Charlie Wamstad	Same				
Project Address		AFTON	MN	55001	
1987 Manning Avenue South					
Zoning Classification	Existing Use of Property	PID# or Legal Description			
Agriculture	Agriculture Homestead and Crops	18.028.20.22.0005			
Please list the section(s) of the code from which the variance(s) are requested.					
140. B.3 12-139E 12-241A					
Description of Request					
See attachment					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant			Date		
D. Wamstad			1-8-2016		
Make checks payable to: City of Afton					
If multiple variances are necessary from the applicant only one fee is required. However, the deposit fee must be multiplied by the number of variances sought.					
FEES:		ESCROWS:			
Variance	\$250	\$600	TOTAL: \$ 850.00		
Renewal/Extension	\$250	\$350	DATE PAID: 1/11/16		
			CHECK #: 2126		
			RECVD BY: KSL		

01.11.2015 Variance Request

In 2016-2017 MN Dot is planning to conduct a west bound left turn lane for northbound traffic on Manning Avenue. This will require widening of the road on both sides to allow cars to go around the cars turning onto Valley Creek Trail. Charlie & Danielle Wamstad's current driveway is 1987 Manning Avenue and is directly across Manning from the Valley Creek Trail Intersection. For the safety of the residences at 1987 Manning Avenue as well as all traffic on Manning Avenue S; MN Dot is requesting this driveway be closed off of Manning Avenue S.

Leaving the driveway on Manning Avenue with the turn lane will be more dangerous than it already is as this a farm in conjunction with farms on 22nd Street; resulting in farm equipment and other slow moving vehicles entering onto Manning Avenue South crossing over an extra lane of traffic and now traffic that will no longer need stop to wait for traffic that is turning onto Valley Creek. This turn lane will likely lead to traffic being faster at the end of the driveway and less people looking to yield to a driveway.

In response to MN Dot's request to move the driveway, the driveway layout that makes the most sense to the farm field access, crop productivity, safety and maintenance would be to have the driveway run along the Eastern most part of the properties to tie into the current driveway on its eastern most point.

Therefore, Mr. & Mrs Wamstad are requesting 2 variances for a new driveway to be constructed from their home site on 1987 Manning Avenue (ID 18.028.20.22.0005) running along the legal easement in place along the eastern most side of 12xxx 22nd Street (ID 18.028.20.22.0002). This easement is 66 feet wide off of the Eastern most side of the 2nd property. (Refer to Exhibit A: Proposed Driveway Lay out and Exhibit B: the Legal Easement).

The driveway specs are as followed: 10 feet from eastern lot line through both properties, 14 feet wide, approximately 1550 long to tie into current driveway on the north side of the barn. Driveway will be constructed per all required engineered guidelines as well as in conjunction with the approved Valley Watershed districts engineered culverts and approval. Mr. & Mrs. Wamstad will also be requesting the approval from the Valley Watershed District due to square footage as well as the driveway going through a flood plain.

The first variance request is for ordinance 12-139-E which states that in the Agriculture zone; driveways must be 300 feet from one another. The proposed driveway will be approximately 30-50 feet from the neighboring lot of 12210 22nd Street South (ID: 18.028.20.21.0005); the home of Anne and Larry Headrick (who are in support of the proposed driveway placement). The reason for this request is because a driveway over 300 feet would be an inefficient use of land

as it would cut through the current productive crop field. Additionally, the driveway being set over 300 feet from Headrick's would make it too close to the intersection of Meadow Bluff Trail (Ordinance #12-139-E that states a driveway can't be within 100 feet of an intersection). Meadow Bluff Trail is 340 feet from Headrick's driveway; which would place us within the 60 feet of that intersection; or curving the driveway through productive crop land and around a grove of trees.

The second variance request is for Ordinance #12-84 A that states a driveway cannot be off a road that it does not have frontage to. Again, we own both properties on this corner and do not want to separate any of the crop land and/ or limit the driveway access that may need to be for the 20 acre parcel. It is also not an option to move the driveway to a different part of Manning Avenue South with this MN Dot project; the only alternative is 22nd Street. We do understand that we will need to do an address change with this driveway move for the sake of Emergency response.

Attachments: Exhibit A: Proposed Driveway Location;
Exhibit B: Legal Easement;
Exhibit C: MN Dot's Plan for Manning Avenue;
Exhibit D: Proof of Ownership of both properties.

Applicant(s): Charles & Danielle Wamstad
Phone: 612-816-6810
Mailing Address: 1987 Manning Avenue S ; Afton, MN 55001
Property Address for variance: 1987 Manning Avenue S; Afton, MN 55001

Variance request description: Mr. & Mrs Wamstad are requesting 2 variances for a new driveway to be constructed from their home site on 1987 Manning Avenue (ID 18.028.20.22.0005) running along the legal easement in place along the eastern most side of 12xxx 22nd Street (ID 18.028.20.22.0002). This easement is 66 feet wide off of the Eastern most side of the 2nd property. (Refer to Exhibit A: Proposed Driveway Layout/Design and Exhibit B: the Legal Easement).

The driveway specs are as followed: 10 feet from eastern lot line through both properties, 14 feet wide, approximately 1550 long to tie into current driveway on the north side of the barn. Driveway will be constructed per all required engineered guidelines as well as in conjunction with the approved Valley Watershed districts engineered culverts and approval. Mr. & Mrs. Wamstad have also requested approval from the Valley Watershed District due to square footage as well as the driveway going through a flood plain.

City Ordinance Section number(s), that variance is requested for: ^{140.B.C} 12-139E & 12-84 A

Answer the following questions to the best of your ability - based on the criteria found in section 12-77 of Afton's Code (Land Use, Appeals and Variances). Completing this questionnaire will help the Planning Commission and the City of Afton evaluate your application in light of the requirements of Afton's Variance Ordinance. It does not guarantee that your variance request will be approved. If needed use a separate page.

Background: This questionnaire is designed to help you and the City of Afton determine whether a variance should be granted. Please consult with the City Administrator who can help you with your variance application and explain the Variance Ordinance to you. The City Administrator will work with you to ensure that the variance you request is the minimum variance required to provide the same rights commonly enjoyed by other properties in the same zoning district. Because of special provisions for certain types of construction, the City Administrator will also determine whether the property is in the Flood Plain District. There are also special provisions for earth-sheltered construction.

Criteria #1 *The requested use, must be a reasonable use in order to receive a variance.*

Applicant - Please explain why the proposed use which requires a variance is a reasonable use for this property? In 2016-2017 MN Dot is planning to construct a west bound left turn lane for northbound traffic on Manning Avenue. This will require widening of the road on both sides to allow cars to go around the cars turning onto Valley Creek Trail. Charlie & Danielle

Wamstad's current driveway is 1987 Manning Avenue S and is across Manning from the Valley Creek Trail Intersection. For the safety of the people coming in and out of 1987 Manning Avenue as well as all traffic on Manning Avenue S; MN Dot is proposing this driveway be closed off to Manning Avenue S.

Leaving the driveway on Manning Avenue with the turn lane will be more dangerous than it already is as this a farm in conjunction with farms on 22nd Street; resulting in farm equipment and other slow moving vehicles entering onto Manning Avenue South crossing over an extra lane of traffic and now traffic that will no longer need stop to wait for traffic that is turning onto Valley Creek Trail. This turn lane will likely lead to traffic being faster at the end of the driveway and less people looking to yield to a driveway.

In response to MN Dot's request to move the driveway, the only legal access for a driveway is the one that makes the most sense to the farm field access, crop productivity, safety and maintenance would be to have the driveway run along the Eastern most part of the properties to tie into the current driveway on its eastern most point.

Criteria #2 *Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size, shape, topography, or other circumstances over which the property owner, since enactment of this Ordinance, have had no control.* **Applicant - What exceptional or extraordinary circumstances related to the property do not apply generally to other properties in the same zone or vicinity? Extraordinary circumstances would include lot size, irregular lot shape or topography. Are there other circumstances over which you, as the property owner, have no control?**

Explain? ^{140.B.3} The first variance request is for ordinance 12-139-E which states that in the Agriculture zone; driveways must be 300 feet from one another. The proposed driveway will be approximately 30-50 feet from the neighboring lot of 12210 22nd Street South (ID: 18.028.20.21.0005) as their driveway runs along the western most part of their property; the home of Anne and Larry Headrick. The reason for this request is because there is currently a legal easement along the eastern most property line; there are utilities that already run up that same property line that deem it unproductive land and that a driveway over 300 feet would be an inefficient use of land as it would cut through the current productive crop field. Additionally, the driveway being set over 300 feet from Headrick's would make it too close to the intersection of Meadow Bluff Trail (Ordinance #12-139-E that states a driveway can't be within 100 feet of an intersection). Meadow Bluff Trail is 340 feet from Headrick's driveway.

The second variance request is for Ordinance #12-84 A: that states a driveway cannot be off a road that it does not have frontage to. Again, we own both properties on this corner and do not want to separate any of the crop land and/ or limit the driveway access that may need to be for the 20 acre parcel. It is also not an option to move the driveway to a different part of Manning Avenue South with this MN Dot project; the only alternative is 22nd Street.

Criteria #3 *That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of*

this Ordinance. **Applicant** - How does the literal interpretation of the provisions of the Afton ordinance (from which you are requesting a variance) deprive you of rights commonly enjoyed by other properties in the same zoning district? **Explain:** With these ordinances it will be impossible to have 2 driveways to the 2-20+ acre parcels that we own off of a safe road like 22nd Street. Having a driveway off of Manning Avenue S across from Valley Creek Trail has shown to cause a lot of confusion by people traveling East on Valley Creek Trail; this has led to multiple accidents/road closures at the end of our driveway making our home in accessible; having it directly across from a major street has led to an average of 5 cars a day driving up our driveway and turning around in our lawn as they don't understand that the driveway is not just a continuation of Valley Creek Trail; making the cost of driveway maintenance and lawn care be much more than if it were just for personal use.

Criteria #4 *The special conditions or circumstances do not result from actions of the applicant.*

Applicant - How did these exceptional circumstances related to the property come about? Did actions by you create these circumstances? **Explain:** MN Dot's request for us to move our driveway do to their safety concerns and plan for a turn lane, water holding pond and additional lighting at the end of our current driveway. We have weighed the options with both driveway options and have decided a new driveway off of 22nd Street would be a better solution for the community as a whole. In response to their request to make this the most beneficial for everyone we have designed the driveway culverts to be able to sustain flow so there is not any water flow issues with Headrick's driveway; and we plan for the driveway to be placed on the current driveway easement in place.

Criteria #5 *That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.*

Applicant - Will the granting of the requested variance confer on you, the applicant, any special privilege that is denied by this ordinance to owners of other lands, structures, or buildings in the same zoning district? **Explain:**

No

Criteria #6 *The variance requested is the minimum variance which would alleviate the hardship.*

Applicant - Is the variance you are requesting the minimum variance which would alleviate the practical difficulty or hardship for your property? **Explain:** With both ordinances we would not be able to have 2 driveways for the 2-20+ acre parcels that we own that come off a safe road. This is due to Headrick's driveway placement being on the edge of their property and Meadow Bluff Trail being constructed in the middle of the 20 acre parcel. Per MN DOT, they are requesting we do not have a driveway off of Manning Avenue due to Safety concerns.

Criteria #7 *The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.* **Applicant (Optional)** - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? How would the use of the property, if allowed by the variance, affect other properties in the vicinity?

Explain: There will not be any materially detrimental effects on any properties in the vicinity or in our zone. We will be making water flow our number one concern with help from the Valley Watershed District Engineer and will be changing our address to represent a 22nd Street Address.

Criteria #8 *Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.*

Applicant - Is the requested variance for economic reasons?

Explain: No; we intend on keeping our rural character properties. We currently farm both pieces and would prefer to have permanent access to both for our farm equipment to travel safely. The increase of traffic on Manning Avenue S and our current driveway being on the bottom of a hill at a major intersection is dangerous for us and all travelers on Manning Avenue South.

Criteria #9 *In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law. **Applicant (optional), PC - Is the property in a Flood Plain District?** Yes No We have communicated our plans with the Valley Watershed District; and have submitted an application for this driveway. We plan to go before their board on January 28th. Currently we have an approved project for the improved grass waterway and we have had an engineer construct the driveway plan that has previously been approved by the Watershed District and the City of Afton*

Criteria #10 *Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance. **Applicant - Is the variance for earth-sheltered construction?***

Yes No

Attachments:

Exhibit A: Proposed Driveway Location

Exhibit B: Legal Easement

Exhibit C: MN Dot's Plan for Manning Avenue

Exhibit D: Proof of Ownership of both Properties.

Exhibit E: Submitted items to Valley Watershed District

Submitted 1/15/16- Mailing labels and Topography map (both properties)

Submitted 1/8/16- Payment



301B

Meadow
Bluff
Trail

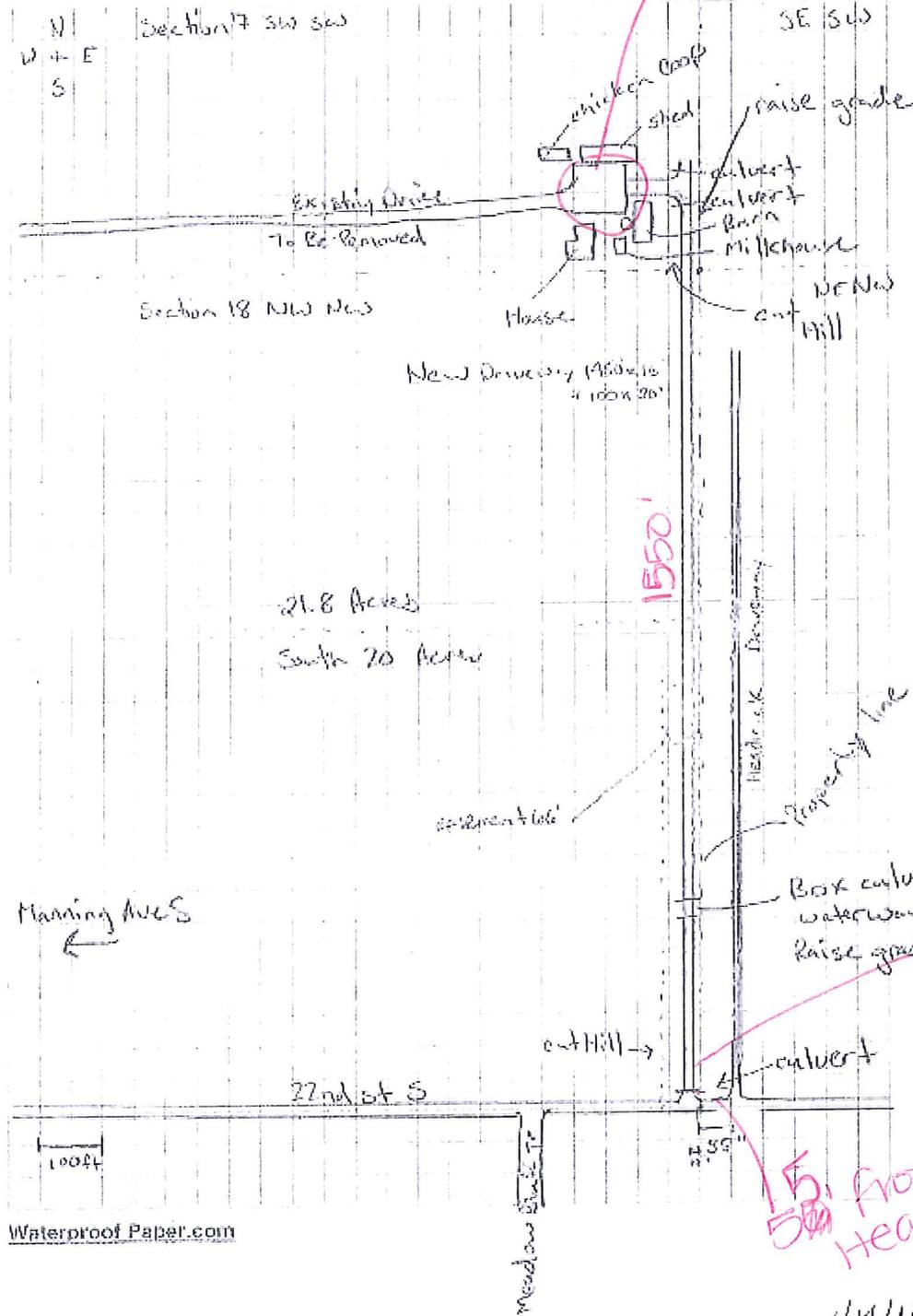
↑
proposed
driveway

→ Headricks
driveway

Exhibit A

Driveway Sketch

WAMSTAD



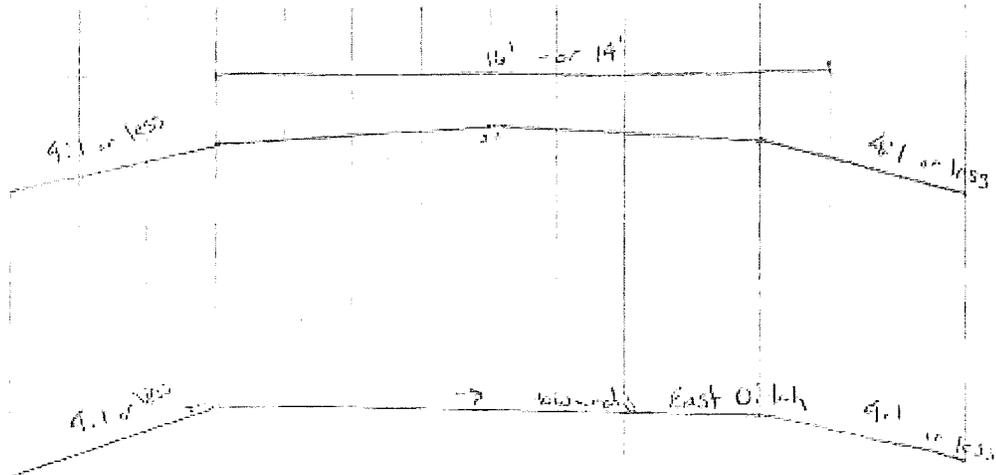
Waterproof Paper.com

1/14/16

Exhibit A

Driveway Sketch

WAMSTAD



[Waterproof Paper.com](http://WaterproofPaper.com)

1/14/16

Exhibit A

EXHIBIT B

APPURTENANT EASEMENT AGREEMENT

This Agreement is made this 26 day of September, 2013, between Valley Creek Church (hereinafter the "Grantor"), and the Estate of Bernice I. Miller (hereinafter the "Grantee").

RECITALS

1. Valley Creek Church is the owner of a tract of land situated in the County of Washington, State of Minnesota, for the purposes of this Agreement, ("Burdened Parcel"), legally described as follows:

The south 771.08 feet of the Northwest Quarter of the Northwest Quarter of Section 18, Township 28 North, Range 20 West, Washington County, Minnesota

(hereinafter the "Grantor Property").

2. The Estate of Bernice I. Miller is the owner of a tract of land situated in the County of Washington, State of Minnesota, for the purposes of this Agreement, ("Benefitted Parcel"), legally described as follows:

That part of the Southwest Quarter of the Southwest Quarter of Section 7 and the Northwest Quarter of the Northwest Quarter of Section 18, Township 28 North, Range 20 West, Washington County, Minnesota described as follows:

BEGINNING at the southwest corner of said Section 7; thence on an assumed bearing of North 00 degrees 03 minutes 00 seconds East along the westerly line of said Southwest Quarter a distance of 59.00 feet; thence North 87 degrees 32 minutes 00 seconds East a distance of 321.00 feet; thence North 01 degrees 01 minutes 00 seconds West a distance of 152.97 feet; thence North 64 degrees 43 minutes 40 seconds East a distance of 442.54 feet; thence South 88 degrees 45 minutes 31 seconds East a distance of 144.17 feet; thence continuing South 88 degrees 45 minutes 31 seconds East a distance of 268.66 feet to the easterly line of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 05 minutes 51 seconds West along said easterly line a distance of 430.26 feet to the southeast corner of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 07 minutes 48 seconds East along the easterly line of the Northwest Quarter of the Northwest Quarter of said Section 18 a distance of 544.28 feet to the north line of the south 771.08 feet of said Northwest Quarter of the Northwest Quarter; thence North 88 degrees 37 minutes 00 seconds West along said north line of the south 771.08 feet a distance of 1,130.38 feet to the westerly line of said Northwest Quarter; thence North 00 degrees 08 minutes 57 seconds West along said west line of the Northwest Quarter a distance of 541.50 feet to the POINT OF BEGINNING.

(hereinafter the "Grantee Property").

3. For the sole and exclusive use and benefit of the Grantee, its successors in interest and assigns, the Grantor agrees to grant a permanent appurtenant easement described as:

An easement over the easterly 66 feet of the south 771.08 feet of the Northwest Quarter of the Northwester Quarter of Section 18, Township 28 North, Range 20 West, Washington County, Minnesota, to 22nd Street.

The above described easement is to benefit the Grantee parcel which lies adjacent to and northerly of the above described lands:

(hereinafter the "Easement Tract").

NOW, THEREFORE, in consideration of the foregoing terms and conditions, and the sum of One and 00/100 Dollars (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Grant. The Grantor does hereby grant to the Grantee, its successors in interest and assigns an exclusive permanent easement in perpetuity over and across the Easement Tract, for the purposes of ingress and egress.

2. Improvements. Grantee, its successors in interest and assigns, may make improvements consistent with the intended use for ingress and egress only.

3. Maintenance. The Grantee, its successors in interest and assigns shall be responsible for maintenance of all improvements made by Grantee, its successors in interest and assigns, upon the Easement Tract.

4. Indemnification. The Grantee, its successors in interest and assigns, shall indemnify and hold Grantor harmless from any and all liability, loss or expense of any nature arising out of Grantee's use of the Easement Tract.

5. Run With the Land. The parties hereto specifically acknowledge and agree that the terms of this Easement Agreement shall be appurtenant to and run with the lands described herein, and this Easement Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

6. Amendments. This Agreement may be amended, or any of its terms modified, only by a written agreement executed by the parties, or their successors and assigns.

7. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

[Signature Page to Follow]

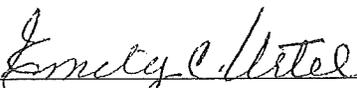
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

GRANTEE:

GRANTOR:

THE ESTATE OF BERNICE I. MILLER

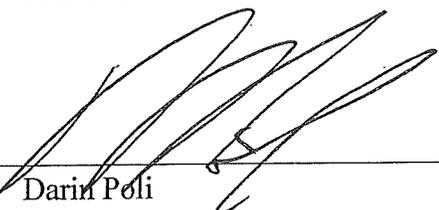
VALLEY CREEK CHURCH

By: 

Emily C. Urtel
Personal Representative

By: 

Trent Redmann
President

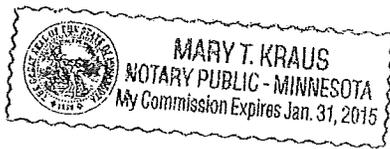
By: 

Darin Poli
Treasurer

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STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this 27th day of Sept 2013, 2013, before me a notary public within and for said County, personally appeared Emily C. Urtel, Personal Representative of the Estate of Bernice I. Miller, to me personally known and by me duly sworn, named in the foregoing instrument, and that she has executed the same as her free act and deed on behalf of the Grantee.



Mary T. Kraus
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this 26 day of SEPT, 2013, before me a notary public within and for said County personally appeared Trent Redmann, President of Valley Creek Church and ^{Darin Pelli} ~~Rodney Carlson~~, Treasurer of Valley Creek Church, each by me duly sworn, named in the foregoing instrument, and that they have executed the same as their free act and deed on behalf of the Grantor.

Jeni Jo Bailey
Notary Public

This Instrument was Drafted By:

James B. Gasperini
The Afton Law Office, P.A.
3121 St. Croix Trail South
Afton, MN 55001
(651) 436-8656





Minnesota Department of Transportation

METRO DISTRICT Right of Way
1500 W. County Road B2
Roseville, MN 55113

Office Tel: 651-234-7500

EXHIBIT C

Danielle Lea Wamstad, Manager
Traditional Ventures, LLC
1987 Manning Ave S, Afton, MN 55001
Afton, MN 55001

August 25, 2015

Subject: SP: 8208-37RW CS: 8208 (95=95) 903 Parcel 1, County of Washington

Early Notification of Acquisition

Dear Property Owner:

This letter is to advise you of the impending improvement on Trunk Highway 95 in Washington County. The purpose of this improvement is to provide a transportation facility which will better serve the needs of the public.

This proposed project may involve some of your property. In the near future, a representative of our office may be contacting you to explain the project in greater detail, answers questions you may have regarding the acquisition process and obtain information regarding your ownership in the corridor.

In advance of our personnel contacting you, we are enclosing a brochure entitled "Guidebook for Property Owners". This booklet outlines our right of way acquisition procedures, and provides answers to some of the most frequently asked questions.

We sincerely appreciate your time in this important matter and look forward to contacting you in the near future to arrange an appointment to meet with you. If you have any questions, please do not hesitate to contact me at 651-234-7551.

Sincerely,

Debra M. Anderson, P.E.
District Right of Way Engineer

Enclosures

An Equal Opportunity Employer





Department of
Property Records
and Taxpayer Services

14949 62nd Street North - PO Box 6
Stillwater, MN 55082-0006
(651) 430-6175
www.co.washington.mn.us



TAXPAYER(S):
TRADITIONAL VENTURES LLC
1987 MANNING AVE S
AFTON MN 55001-9735



PROPERTY INFORMATION:

PIN: 18.028.20.22.0005 Property Address:
1987 MANNING AVE S
AFTON MN 55001

Property Description:
Section 07 Township 028 Range 020 THAT PART OF THE SOUTHWEST QUARTER
OF THE SOUTHWEST QUARTER OF SECTION 7 AND THE NORTHWEST
QUARTER OF THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 28

PROPOSED TAXES 2016

THIS IS NOT A BILL - DO NOT PAY

Step	VALUES AND CLASSIFICATION		
	Taxes Payable Year	2015	2016
1	Estimated Market Value:	455,000	470,000
	Homestead Exclusion:	10,700	19,200
	Other Exclusion/Deferral:		143,400
	Taxable Market Value:	444,300	307,400
	Class:	Res Hstd Ag Hstd	Ag Hstd

Step 2	PROPOSED TAX	\$2,158.00
--------	---------------------	-------------------

Step 3	PROPERTY TAX STATEMENT Coming in March, 2016
--------	--

**The time to provide feedback on
PROPOSED LEVIES is NOW**
It is too late to appeal your value without going to Tax Court

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2015	Proposed 2016	% Chg
State General Tax	No Public Meeting	\$ 0.00	\$ 0.00	
WASHINGTON COUNTY 14949 62ND ST N PO BOX 6 STILLWATER MN 55082 651-430-6175 www.co.washington.mn.us	DECEMBER 1, 2015 6:00 PM COUNTY BOARDROOM GOVERNMENT CENTER	977.99	631.90	
CITY OF AFTON PO BOX 219 AFTON MN 55001 651-436-5090 www.ci.afton.mn.us	DECEMBER 15, 2015 7:00 PM CITY HALL 3033 ST CROIX TRL S	881.68	617.40	
ISD 834 STILLWATER 1875 GREELEY ST S STILLWATER MN 55082 651-351-8321 www.stillwater.k12.mn.us	DECEMBER 3, 2015 6:30 PM STILLWATER CITY HALL 216 4TH ST N	Voter approved levies 460.06 Other Local Levies 802.10	324.34 490.82	
Metro Special Taxing Districts 390 ROBERT ST N SAINT PAUL MN 55101 651-602-1446 www.metrocouncil.org	DECEMBER 9, 2015 6:00 PM METROPOLITAN COUNCIL CHAMBERS 390 ROBERT ST N	45.56	28.75	
Other Special Taxing Districts	No Public Meeting	91.61	64.79	
Tax Increment Tax	No Public Meeting	0.00	0.00	
Fiscal Disparity Tax	No Public Meeting	0.00	0.00	
TOTAL Excluding Special Assessments		\$ 3,259.00	\$ 2,158.00	-33.8%

Exhibit D



Department of
Property Records
and Taxpayer Services

14949 62nd Street North - PO Box 6
Stillwater, MN 55082-0006
(651) 430-6175
www.co.washington.mn.us



TAXPAYER(S):
CHARLIE & DANIELLE WAMSTAD
1987 MANNING AVE S
AFTON MN 55001-9735



PROPERTY INFORMATION:

PIN: 18.028.20.22.0002 Property Address:

Property Description:
Section 18 Township 028 Range 020 THE SOUTH 771.08 FEET OF THE
NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 28 NORTH, RANGE 20 WEST, WASHINGTON COUNTY,

PROPOSED TAXES 2016

THIS IS NOT A BILL - DO NOT PAY

Step	VALUES AND CLASSIFICATION		
	Taxes Payable Year	2015	2016
1	Estimated Market Value:	250,000	250,000
	Homestead Exclusion:		
	Other Exclusion/Deferral:		100,700
	Taxable Market Value:	250,000	149,300
	Class:	Ag Hstd	Ag Non-Hstd
2	PROPOSED TAX		\$1,280.00
3	PROPERTY TAX STATEMENT Coming in March, 2016		

**The time to provide feedback on
PROPOSED LEVIES is NOW**
It is too late to appeal your value without going to Tax Court

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information		Actual 2015	Proposed 2016	% Chg
State General Tax	No Public Meeting		\$ 0.00	\$ 0.00	
WASHINGTON COUNTY 14949 62ND ST N PO BOX 6 STILLWATER MN 55082 651-430-6175 www.co.washington.mn.us	DECEMBER 1, 2015 6:00 PM COUNTY BOARDROOM GOVERNMENT CENTER		343.17	460.23	
CITY OF AFTON PO BOX 219 AFTON MN 55001 651-436-5090 www.ci.afton.mn.us	DECEMBER 15, 2015 7:00 PM CITY HALL 3033 ST CROIX TRL S		313.41	454.67	
ISD 834 STILLWATER 1875 GREELEY ST S STILLWATER MN 55082 651-351-8321 www.stillwater.k12.mn.us	DECEMBER 3, 2015 6:30 PM STILLWATER CITY HALL 216 4TH ST N	Voter approved levies Other Local Levies	33.39 205.29	55.43 240.78	
Metro Special Taxing Districts 390 ROBERT ST N SAINT PAUL MN 55101 651-602-1446 www.metrocouncil.org	DECEMBER 9, 2015 6:00 PM METROPOLITAN COUNCIL CHAMBERS 390 ROBERT ST N		16.17	21.18	
Other Special Taxing Districts	No Public Meeting		32.57	47.71	
Tax Increment Tax	No Public Meeting		0.00	0.00	
Fiscal Disparity Tax	No Public Meeting		0.00	0.00	
TOTAL Excluding Special Assessments			\$ 944.00	\$ 1,280.00	35.6%

Exhibit D

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 09-16-2013

Employer Identification Number:
46-3651507

Form: SS-4

Number of this notice: CP 575 B

TRADITIONAL VENTURES LLC
CHARLES WAMSTAD MBR
1987 MANNING AVE S
AFTON, MN 55001

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 46-3651507. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

04/15/2014

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Exhibit D

Permit Application

VALLEY BRANCH WATERSHED DISTRICT PERMIT APPLICATION

TO BE COMPLETED BY VBWD: Permit Number Permit Fee Received Date Received

Return application to John Hanson Barr Engineering Co. Engineers for the Valley Branch Watershed District 4300 MarketPointe Drive Bloomington, MN 55435



A permit fee shall accompany this permit, unless waived by the Board of Managers. (Governmental bodies are not required to pay a fee.)

Project Information table with fields: Project Name, Location, City or Township, Parcel Identification Number, Section, Township, Range, Project Timeline Estimate, Start, Complete. Project Contacts table with fields: Name, Company, Address, City, State, Zip, Phone, Email.

Once a Valley Branch Watershed District permit has been approved, the permit conditions will be attached to the back of this form.

By signing this permit application, the permit applicant, his/her agent, and owner (hereinafter "Permittee") shall abide by all the conditions set by the Valley Branch Watershed District (VBWD). All work which violates the terms of the permit by reason of presenting a serious threat of soil erosion, sedimentation, or an adverse effect upon water quality or quantity, or violating any rule of the VBWD may result in the VBWD issuing a Stop Work Order...

Signatures (Required):

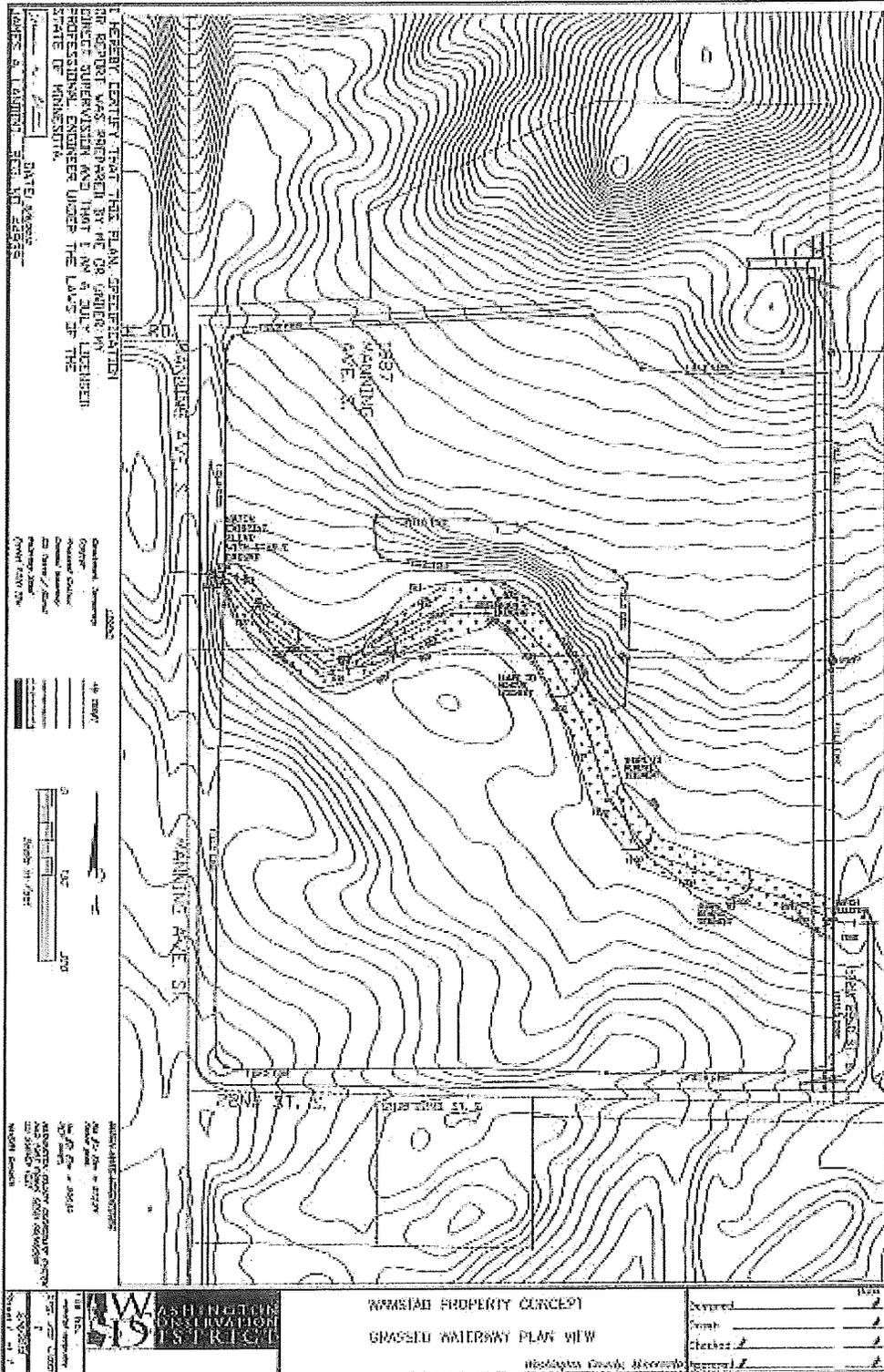
Signature table with columns: Applicant, Authorized Agent, Owner. Includes signature and date 1-14-2016.



DAVID BUCHECK • LINCOLN FETCHER • DALE BORASH • JILL LUCAS • EDWARD MARCHAN VALLEY BRANCH WATERSHED DISTRICT • P.O. BOX 838 • LAKE ELMO, MINNESOTA 55042-0538 www.vbwd.org

Exhibit E - 12 pages

WCD Topo Map - Driveway



Google Earth



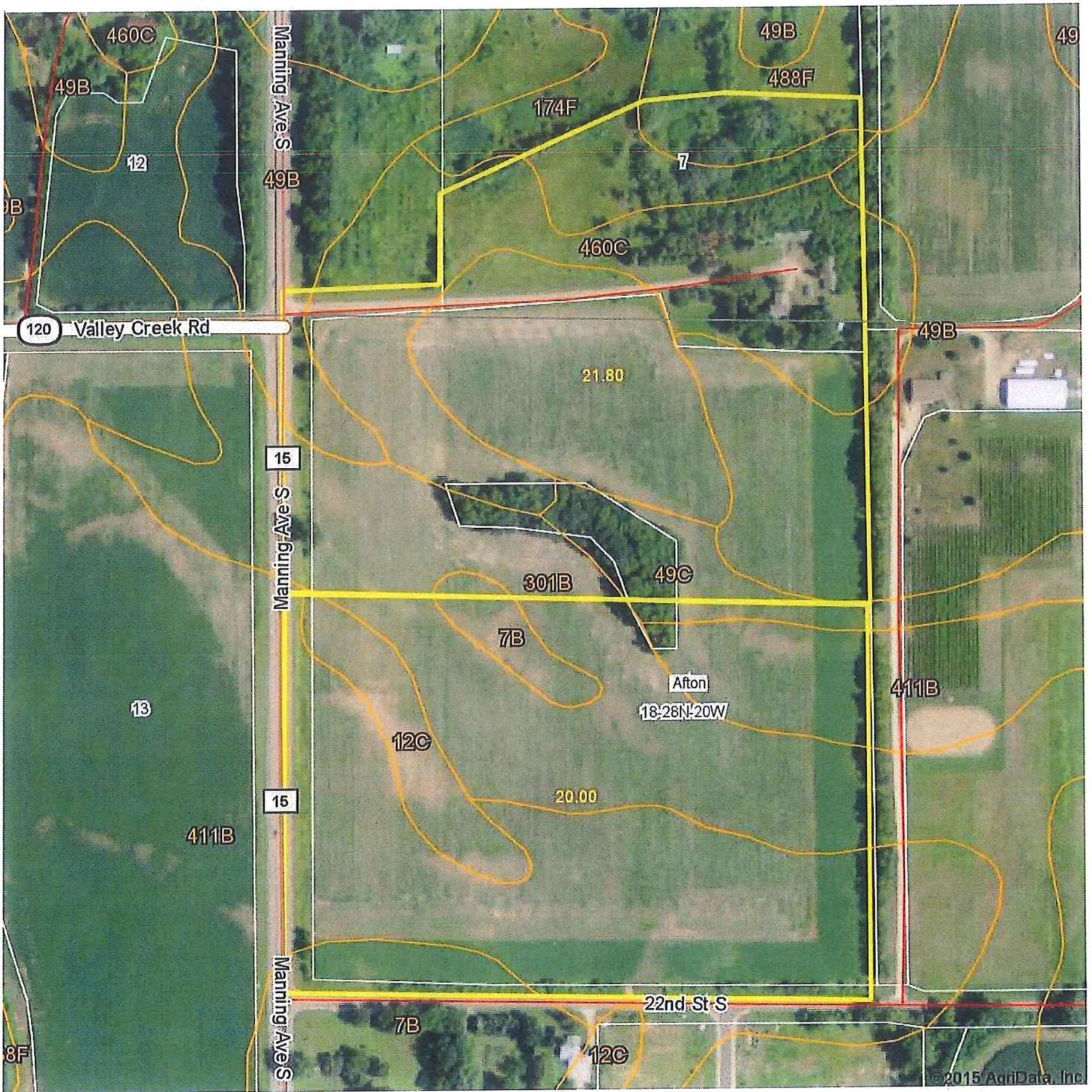
County GIS



Driveway Distance



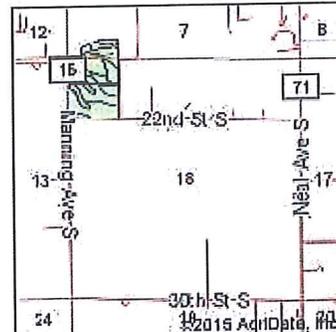
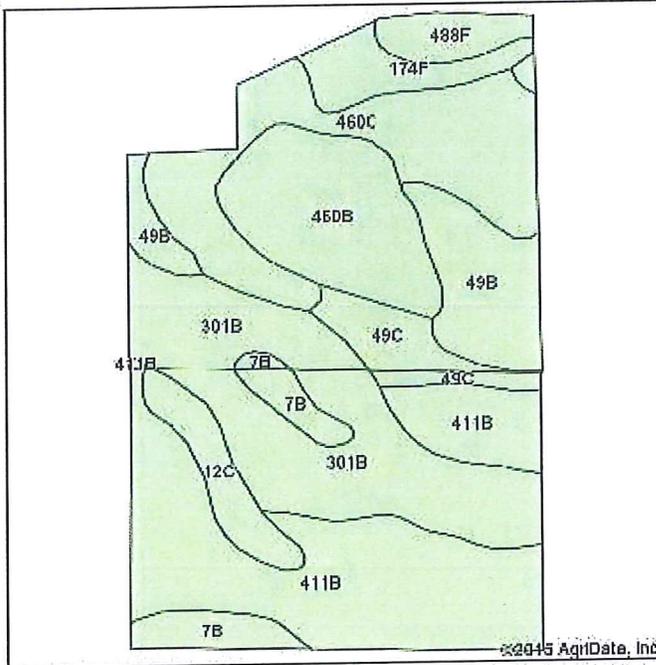
Aerial 41.8 Acres



© 2015 AgriData, Inc

Soils 41.8 Acres

Soil Map



State: **Minnesota**
 County: **Washington**
 Location: **18-28N-20W**
 Township: **Afton**
 Acres: **41.8**
 Date: **1/13/2016**

Map Provided By
surety
 4 Agriware, Inc. 2015 www.Pg-Data.com



Soils data provided by USDA and NRCS.

Area Symbol: MN163, Soil Area Version: 10

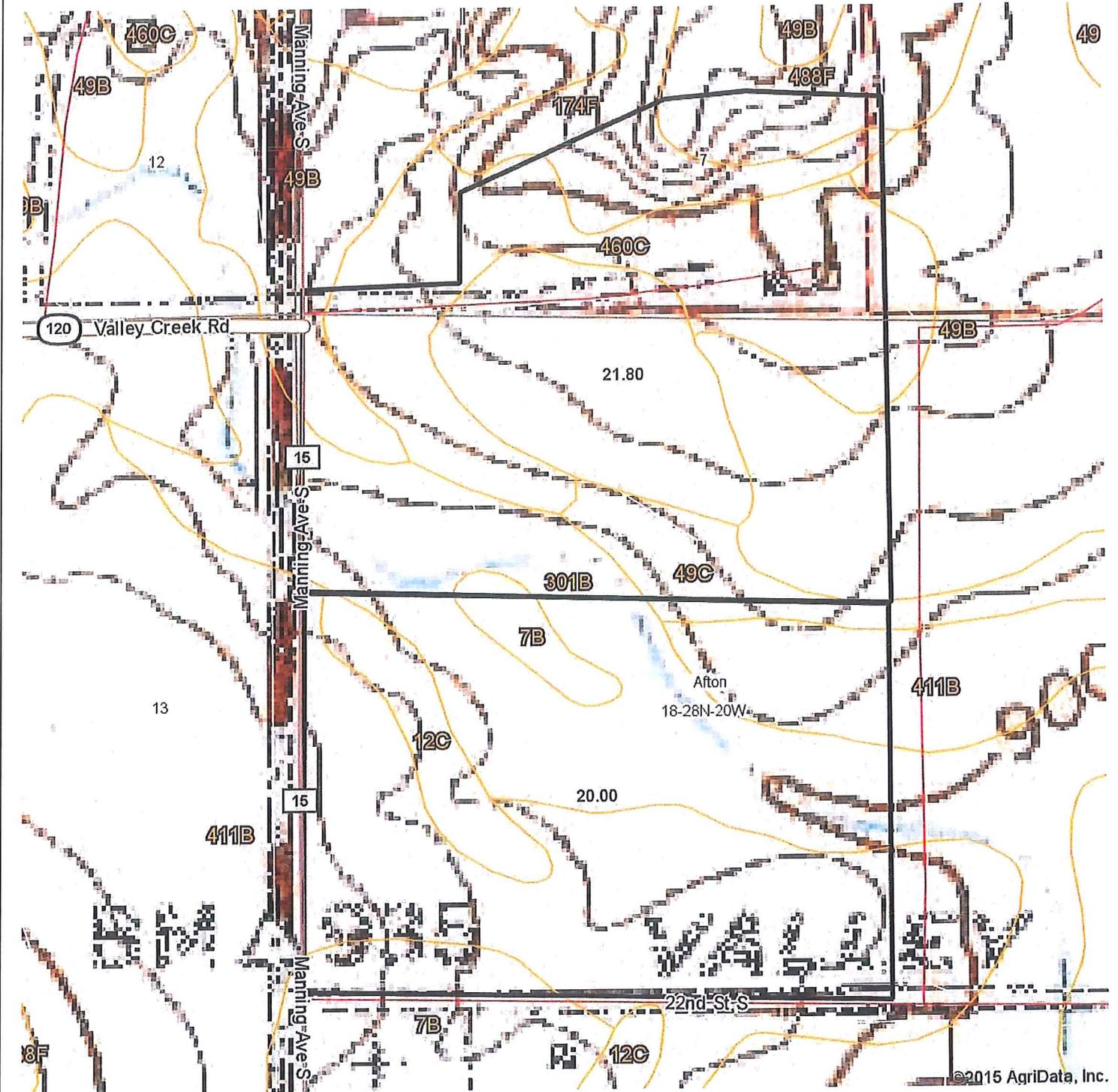
Code	Soil Description	Acres	Percent of field	Non-Irr Class 'c	Irr Class 'c	Productivity Index	Alfalfa hay	Corn	Corn Irrigated	Oats	Soybeans	Soybeans Irrigated
411B	Waukegan silt loam, 2 to 6 percent slopes	10.63	25.4%	IIe		75	3.8	137		75	41	
301B	Lindstrom silt loam, 2 to 4 percent slopes	8.63	20.6%	IIe		99	4.5	181		85	54	
460C	Baytown silt loam, 6 to 12 percent slopes	6.36	15.2%	IIIe		67	3	123		65	37	
450B	Baytown silt loam, 1 to 6 percent slopes	4.92	11.5%	IIe		72	3.5	132		65	40	
49B	Antigo silt loam, 2 to 6 percent slopes	3.62	8.7%	IIe	IIIe	65	3.5	119		75	35	
7B	Hubbard loamy sand, 1 to 6 percent slopes	1.73	4.1%	IVs	IVs	35	3	65	172	55	20	50
49C	Antigo silt loam, 6 to 12 percent slopes	1.73	4.1%	IIIe	IIIe	83	3	115		65	35	
174F	Gale silt loam, 25 to 50 percent slopes	1.61	3.8%	VIIe		9						
12C	Emmert gravelly loamy coarse sand, 3 to 12 percent slopes	1.59	3.8%	VIIs		21	1.8			30		
488F	Brodale faggy loam, 20 to 50 percent slopes	1.08	2.6%	VIs		5						
Weighted Average						89	3.4	128.8	7.1	65.1	87.2	2.1

Area Symbol: MN163, Soil Area Version: 10

*c: Using Capabilities Class Dominant Condition Aggregation Method

Soils data provided by USDA and NRCS.

Topo Map 41.8 Acres

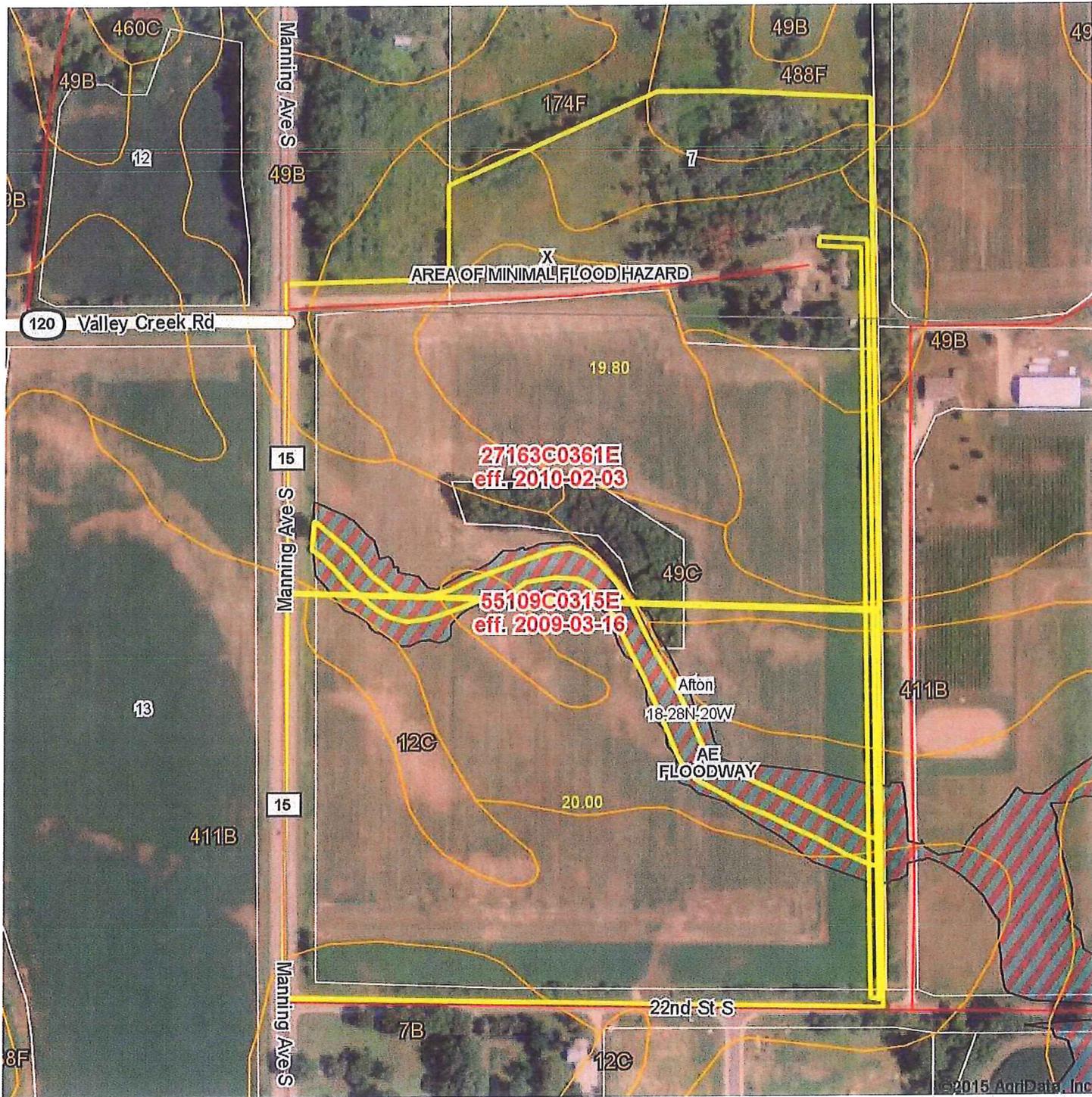


©2015 AgriData, Inc.

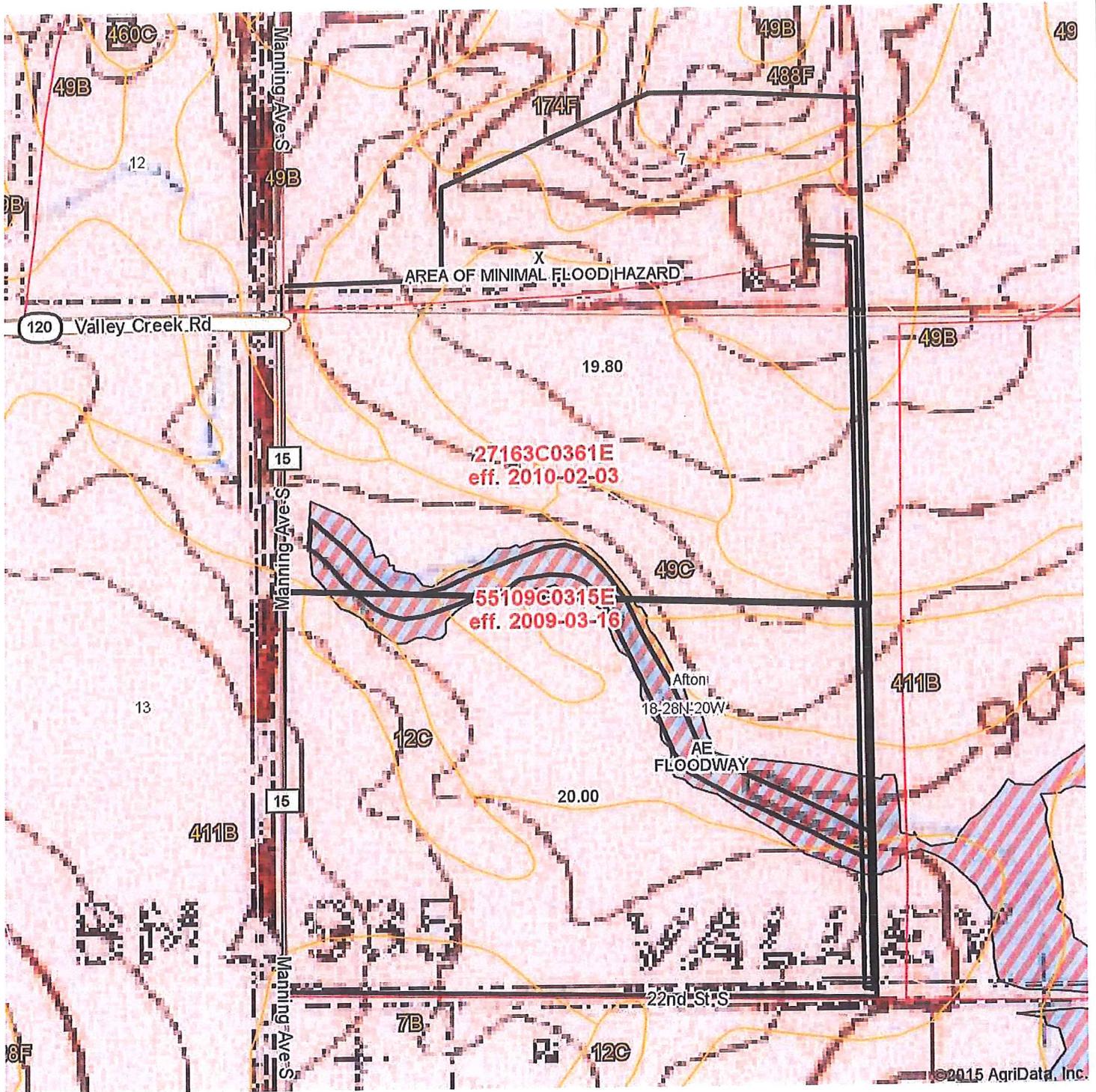
Driveway County GIS MAP



Aerial Driveway



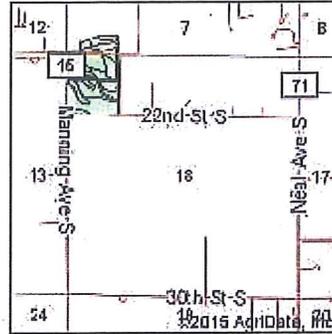
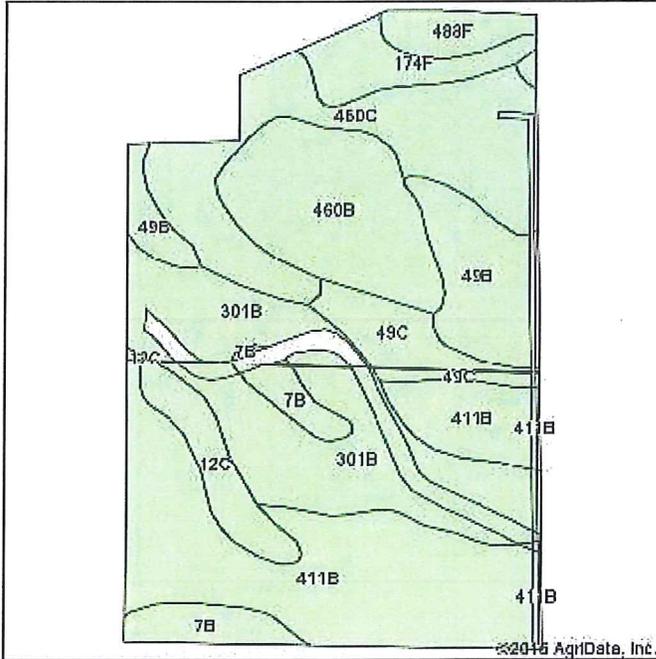
Topo Driveway



©2015 AgriData, Inc.

Soils Driveway

Soil Map



State: **Minnesota**
 County: **Washington**
 Location: **18-28N-20W**
 Township: **Afton**
 Acres: **39.8**
 Date: **1/13/2016**



Soils data provided by USDA and NRCS.

Area Symbol: MN183, Soil Area Version: 1D

Code	Soil Description	Acres	Percent of field	Non-irr Class %c	Irr Class %c	Productivity Index	Alfalfa hay	Corn	Corn Irrigated	Oats	Soybeans	Soybeans Irrigated
301B	Lindstrom silt loam, 2 to 4 percent slopes	9.10	22.9%	IIIe		99	4.5	181		85	54	
411B	Waukegan silt loam, 2 to 6 percent slopes	8.98	21.6%	IIIe		75	3.8	137		75	41	
460C	Baytown silt loam, 6 to 12 percent slopes	6.20	15.6%	IIIe		67	3	123		55	37	
460B	Baytown silt loam, 1 to 6 percent slopes	4.82	12.1%	IIIe		72	3.5	132		65	40	
49B	Anfigo silt loam, 2 to 6 percent slopes	3.45	8.7%	IIIe	IIIe	65	3.5	119		75	35	
7B	Hubbard loamy sand, 1 to 6 percent slopes	1.72	4.3%	IVs	IVs	36	3	66	172	55	20	50
49C	Anfigo silt loam, 6 to 12 percent slopes	1.71	4.3%	IIIe	IIIe	63	3	115		65	35	
174F	Gale silt loam, 25 to 50 percent slopes	1.61	4.0%	VIIe		9						
12C	Emmerl gravelly loamy coarse sand, 3 to 12 percent slopes	1.59	4.0%	VIa		21	1.8			30		
488F	Brodale faggy loam, 20 to 50 percent slopes	1.01	2.5%	VIa		5						
Weighted Average						89.2	3.4	124.2	7.4	64.0	37.8	2.2

Area Symbol: MN163, Soil Area Version: 1D
 %c: Using Capabilities Class Dominant Condition Aggregation Method

Soils data provided by USDA and NRCS.

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

Planning Commission Memo

Meeting: February 1, 2016

To: Chair Ronningen and members of the Planning Commission
From: Ron Moorse, City Administrator
Date: January 25, 2015
Re: Washington County's Updated Subsurface Sewage Treatment System (SSTS) Ordinance –
Public Hearing

Washington County adopted an updated Subsurface Sewage Treatment System (SSTS) ordinance in April of 2015. When the County adopts an updated SSTS ordinance, the City has one year to adopt the new ordinance, adopt its own ordinance, or default to the County's ordinance. The City commonly adopts the County's ordinance. The meeting packet for the January 4, 2016 Planning Commission meeting included a memo from Jeff Travis of Washington County Public Health outlining the significant changes to the ordinance, and the updated ordinance language regarding the land spreading of septage. Because the full updated SSTS ordinance is 98 pages, the full ordinance is available on the website under "Planning Commission", then "Reference Materials", rather than being provided as a hardcopy.

The Planning Commission reviewed the updated SSTS ordinance at its January 4, 2016 meeting, and directed staff to schedule a public hearing regarding the ordinance at the February 1 Planning Commission meeting.

Ordinance Language Inconsistency

The Planning Commission, in its review of the updated septic ordinance, noticed an inconsistency between the 6 hour septage incorporation timeline and the 48 hour timeline in Table XII. Attached is an email from Girard Goder of Washington County addressing the inconsistency. His email indicates these are not conflicting timelines, in that the 6 hour timeline is for septage that has not been treated with lime. The 48 hours is for septage that has been treated with lime. Because this table has created some confusion, it will be replaced during the next ordinance revision (likely not for at least a few years).

Planning Commission Direction Requested:

Motion regarding a recommendation concerning the updated Washington County SSTS ordinance.

From: Girard Goder
Sent: Tuesday, January 05, 2016 11:13 AM
To: Jeff Travis
Subject: RE: Summary of Updated Septic Ordinance

Initially these two requirements (incorporation within 6 hours and incorporation within 48 hours) appear incongruent but in actuality they are independent, and non-conflicting, requirements. Referring back to the presentation on Dec. 7th, all septage applied to agricultural land must be applied in one of three methods: injection (literally injecting the septage below the surface of the ground under pressure), incorporation (spreading the septage on the ground surface and subsequently tilling into the soil within six hours) or spread on the ground surface with no further action (if, and only if, the septage has been treated with lime to kill pathogens).

Table XII establishes setback distances for where septage application is allowed. This table was taken directly (with several county-specific additions) from the 2002 state guidelines. The "Incorporate within 48 hours" category was not intended to apply to regular incorporated septage (as this would require incorporation within six hours of application) but to limed septage that had been surface applied and which was subsequently incorporated (which is not required). The provision would allow for applicators to spread on more land (through the reduction of setback distances) if going beyond what the regulations required (i.e. incorporating limed septage) while still being protecting of public health.

However, after the county SSTS ordinance was adopted in April 2015, the Minnesota Pollution Control Agency revised the guidelines for the land application of septage and modified this column of the table for two reasons: first, this apparent contradiction in incorporation time (six hours vs. 48 hours) was almost universally confusing and second, it was determined that there was minimal use by the applicators to use this provision to increase the area of land on which they were allowed to apply septage. The August 2015 state guidelines are now clearer than previous versions in that there is now a column for each allowed application method (surface application, incorporation within six hours and injection).

From: Ron Moorese [<mailto:rmoorse@ci.afton.mn.us>]
Sent: Tuesday, January 05, 2016 9:14 AM
To: Jeff Travis
Subject: RE: Summary of Updated Septic Ordinance

Jeff,

As our Planning Commission was reviewing the updated SSTS ordinance, they noticed that, in Table XII on page 85 there is a column with the language "Incorporated within 48 hours". In other information you provided, the septage needs to be incorporated within 6 hours. Please clarify these two different incorporation times.

Thanks,
Ron

Table 6. Minimum separation distances from the land application site.

Feature	Separation Distances in Feet			
	Surface Applied	Incorporated within six hours	Injected	
Private drinking water supply wells	200	200	200	
Public drinking water supply wells ¹	1000	1000	1000	
Irrigation wells	50	25	25	
Residences	200	200	100	
Residential developments	600	600	300	
Public contact sites	600	600	300	
Property boundaries and public roads	10	10	0	
Down gradient lakes, rivers, streams, wetlands, intermittent streams, or tile inlets connected to these surface water features ² , and sinkholes	Slope 0 % to 6 %	200	50 feet	50
	Slope 6 % to 12 %	Not Allowed	100 feet	100
	Winter (0 % to 2 %)	600	Not Applicable	Not Applicable
Grassed Water Ways ³	Slope 0 % to 6 %	100	33	33
	Slope 6 % to 12 %	Not Allowed	33	33

¹ There may be special requirements if the land application site is within the boundaries of a wellhead protection area. Check with the Minnesota Department of Health or local unit of government.

² Intermittent stream means a drainage channel with definable banks that provides for runoff flow to any of the surface waters listed in the above table during snow melt or rainfall events.

³ Grassed waterways are natural or constructed and seeded to grass as protection against erosion. Separation distances are from the centerline of grassed waterways. For a grassed waterway which is wider than the separation distances required, application is allowed to the edge of the grass strip.

3. General site management

The following general site management practices must be followed:

- a. Application of septage is not allowed on areas of a site ponded with water or septage.
- b. Septage cannot be applied by spraying from public roads or across road right of ways.
- c. The application area must be clearly identified with flags, stakes, or other easily seen markers at the time of application to identify the site boundaries, separation distances, and unsuitable application areas within the site. Where site boundaries can be identified by field roads, fences, etc., identification is not necessary.
- d. All septage that is land applied must be uniformly distributed over the area of the site used during application.
- e. A distribution device (splash plate or spreader) is required on the application vehicle so that even application of septage is possible and application rate limits can be met.
- f. Measures must be taken to ensure that septage remains where it was applied and does not run off and concentrate in low areas of the field or run off the site.

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

Planning Commission Memo

Meeting: February 1, 2016

To: Chair Ronningen and members of the Planning Commission
From: Ron Moorse, City Administrator
Date: January 26, 2015
Re: Comprehensive Plan Update Process

At the January 4, 2016 Planning Commission meeting, staff was requested to provide information regarding the Comprehensive Plan update process. Attached are materials from the Metropolitan Council's website regarding the Comprehensive Plan update process. The website has additional information including the System Statements specific to Afton that need to be reflected in the Comprehensive Plan update, as well as other technical assistance information. The Metropolitan Council is planning to provide training opportunities in 2016, but they are not available at this time. Two links to the Metropolitan Council information are as follows:

<http://www.metrocouncil.org/Handbook/Review-Process/Comprehensive-Plan-Updates.aspx>

<http://lphonline.metrocouncil.org/CommPage.aspx?ctu=2393887&applicant=Afton>

Also attached are materials from the League of Minnesota Cities that provide an overview of city land use regulation and how the Comprehensive Plan fits into land use regulation.

A general outline of the elements of the update process is as follows:

1. Address each of the Plan Elements
 - a. Land Use
 - b. Transportation
 - c. Water Resources
 - d. Parks and Trails
 - e. Housing
 - f. Plan Implementation
 - g. Resilience (in relation to climate change)
 - h. Economic Competitiveness
 - i. Implementation
2. Reflect the Met Council's population, household and employment forecasts in the Plan
3. Reflect Afton's community designation, which is Diversified Rural, and the Met Council's policies related to that designation
4. Reflect each of the Met Council's System Statements in the Plan
 - a. Transportation System Statement
 - b. Water Resource Requirements/Wastewater System Statement
 - c. Regional Parks System Statement

Planning Commission Direction Requested:

Provide direction regarding the Comprehensive Plan update process.



COMMUNITIES

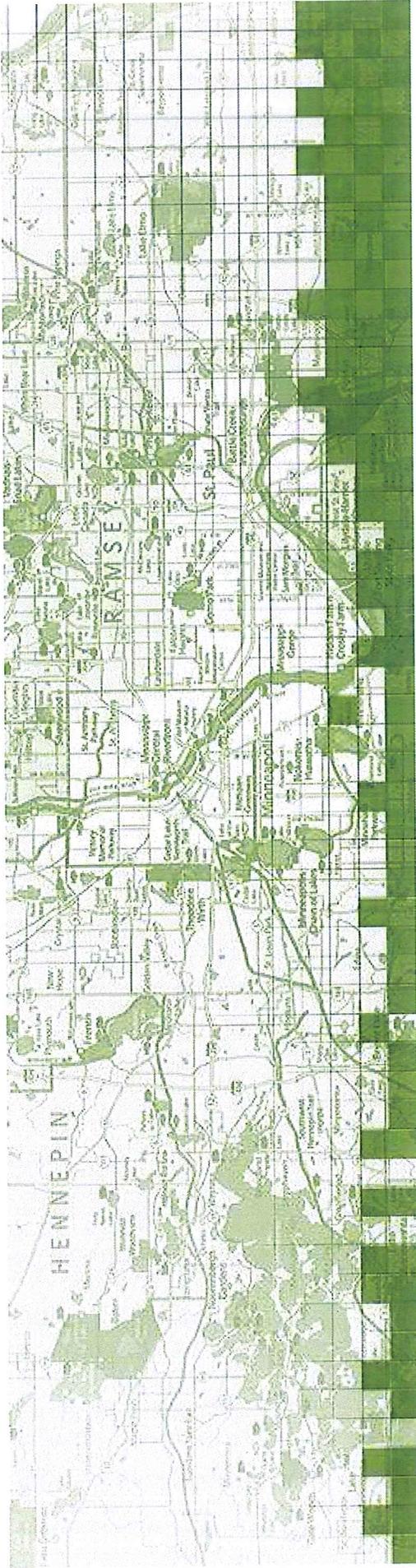
PARKS

TRANSPORTATION

WASTEWATER & WATER

HOUSING

PLANNING



LOCAL PLANNING HANDBOOK

LOCAL PLANNING HANDBOOK

Welcome to the Local Planning Handbook! The purpose of the Handbook is to help communities update their local comprehensive plans. The Handbook:

PLANNING OVERVIEW

PLAN ELEMENTS

COMMUNITY PAGES

REVIEW PROCESS

LOCAL PLANNING

- Provides clear and specific direction on what the minimum requirements are and how to meet them.
- Provides tools, maps, and resources to make it easier to complete minimum requirements.
- Individualizes community information as much as possible.
- Connects communities with available resources, grants, and technical assistance.
- Helps communities understand the Council review process.
- Provides resources for value-added planning/planning beyond the minimum requirements.
- Highlights local planning efforts across the region.

HIGHLIGHTS

Some of the new tools that you will find in the Local Planning Handbook include:

Community Pages – Each community has their own webpage full of checklists, maps, and resources specific to them.

RESOURCES

Individual Checklist of Minimum Requirements – Every community is unique. Each community has different planning needs and requirements. Your checklist is specific to your community.

CONTACT US

Interactive Mapping Tools and Individual Maps – Using the interactive mapping tool, you can customize maps for your planning efforts or download existing maps of your community to use in your plan. If you have GIS capabilities, shapefiles clipped to your community boundary are available for you to download.

Training & Workshops

Affected Jurisdictions List – Trails, roadways, and other infrastructure often extend across municipal boundaries. We've created a suggested list of affected jurisdictions for your community to help ensure your plan is compatible with planning efforts in other jurisdictions.

FAQs

Online Submittal – You can now submit your comprehensive plan update online! This includes submitting your plan for informal review, sending in supplemental information, and requesting plan amendments after your plan has been formally adopted.

Status Tracker – Check the status of your submitted plan update. Track your progress through the Council's review process and see what's coming up next.

The Local Planning Handbook is available to print at your convenience. Please note that the hard copy is a **printable version** of a web-based document. For the most accurate and up-to-date information, please use the website. The hard copy will be updated as necessary and reposted online with a revised print date when updates are available.

* The Local Planning Handbook underwent a major update as part of the 2040 planning process, and was released in September 2015. The Handbook will continue to be updated with new materials, tools, and resources during this planning cycle.

About Us

News & Events

Data & Maps

Publications & Documents

Doing Business

Council Meetings

Contact Us

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Email

Enter Email or Phone #

Connect With Us

The mission of the Metropolitan Council is to foster efficient and economic growth for a prosperous metropolitan region.

390 Robert Street North St. Paul, MN 55101

651.602.1000



LOCAL PLANNING HANDBOOK

LOCAL PLANNING

PLANNING OVERVIEW

Regional Planning

While your community establishes a unique local vision, it must also reflect the adopted regional policies outlined in the system and policy plans. Local plans contain much greater detail than regional plans by identifying local street connections, neighborhood parks, residential development standards, and phasing of utility extensions and improvements necessary for your individual community. But these local planning efforts tie into the larger regional infrastructure of parks and trail systems, arterial road networks, and wastewater infrastructure. It is the efforts of the 188 cities, townships, and counties together that implement a shared regional vision.

Local Planning

Local Comprehensive Plans

Minnesota Statute requires certain topic areas to be included in local comprehensive plans. The Local Planning Handbook is organized around these **Plan Elements** and provides guidance on how to meet requirements within these planning areas. These Plan Elements in the Local Planning Handbook are:

- Land Use
- Transportation
- Water Resources (Wastewater, Surface Water, Water Supply)
- Park & Trails
- Housing
- Plan Implementation

RESOURCES

Other Plan Elements are identified as issues of regional importance and are reflective of Thrive MSP 2040's policies. These Plan Elements are:

- Resilience
- Economic Competitiveness

CONTACT US

Local Plan Reviews

Part of our **statutory responsibility** is to review the local comprehensive plans of local governmental units. Similar to local development applications, the Council must review a plan for completeness before initiating the review process for an update or an amendment. A plan is considered complete when it includes the elements required by statute and contains sufficient information for the Council to conduct its review. The Council's review covers three primary areas:

- **Conformance** with metropolitan system plans
- **Consistency** with adopted policy plans
- **Compatibility** with plans of affected and adjacent jurisdictions

The minimum requirements sections under each Plan

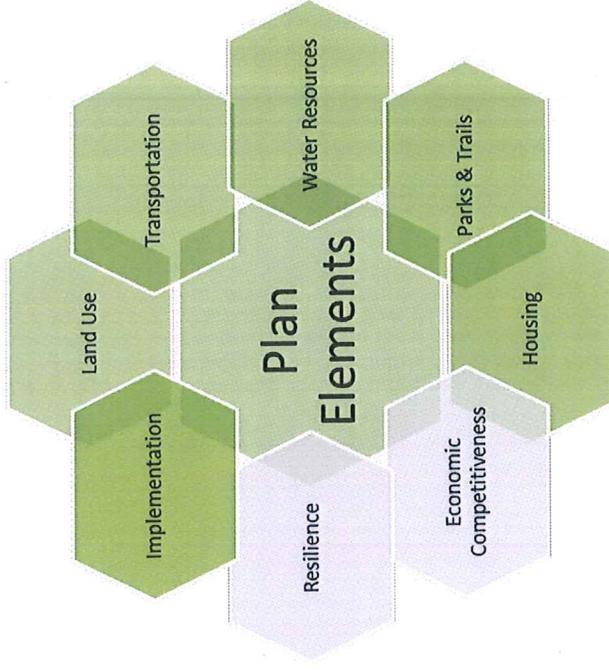
Element provide you with the necessary information to submit a complete plan to the Council for review.

If we find that your plan does not conform to our system plans and it either has the potential to have a substantial impact on a metropolitan system or represent a significant departure from a system plan, we can require you to modify your plan. Minnesota law defines the specific legal process for plan modifications (**MN Statute 473.175**) and contesting a requirement for plan modification (**MN Statute 473.866**).

Technical Assistance

We offer several technical assistance programs to communities as part of the 2040 planning cycle. We have new, updated, and familiar resources. Click on the links below for more information.

- **Sector Representatives** (ongoing)
- **Planning Assistance Grant Funds** (updated)
- **Local Planning Handbook** (new and updated)
- **Mapping Services Program** (new)
- **Training and Workshop Courses** (coming in 2016)



COMMUNITY PAGES

AFTON

STATUS TRACKER

Status trackers identify Council review deadlines, Committee meeting dates, and show the movement of your project through our process. The time line starts when you submit your plan update or amendment online and appears for the 2040 Comprehensive Plan Update and any in-progress Comprehensive Plan Amendments.

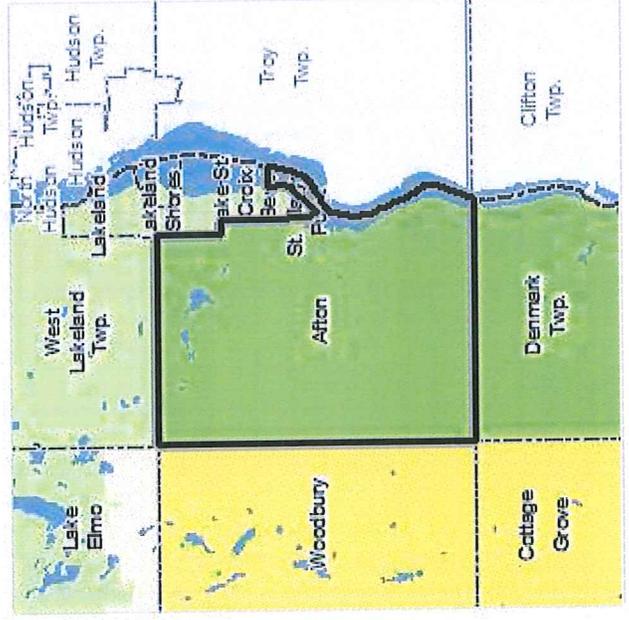
2040 Comprehensive Plan Update



FORECASTS AND COMMUNITY DESIGNATIONS

The Council updates its 30-year forecasts at least once per decade. Forecasts indicate when, where and how much population, household and job growth the region and its communities can expect. Forecasts are used to help plan infrastructure needs and weave consistent growth expectations throughout your plan. These are your recent adopted forecasts.

Forecast Year	Population	Households	Employment
2010	2,886	1,081	411
2020	3,070	1,200	510
2030	3,120	1,260	530
2040	3,140	1,300	550



Afton is designated as Diversified Rural. (Look under Council Policy tab at the bottom for specific policy for each designation.)

Afton, Community Designation Map
 (Click on the image for larger map)

ALLOCATION OF AFFORDABLE HOUSING NEED

The Need reflects what share of forecasted regional household growth will make less than a set threshold of income and therefore need affordable housing. The Allocation is the determination of each community's share of this regional need and the first step in helping to determine the housing goals and objectives in local comprehensive plans.

The Region's Total Need for Affordable Housing for 2021 – 2030 is 37,900 units. **Afton's 2021 – 2030 Allocation of Need is 0 units.**

Sector Rep(s)	Ryan Garcia
District	12
Council Member(s)	Harry Melander
Affordable Housing Need Allocation	
31% to 50% AMI	0
51% to 80% AMI	0
At or below 30% AMI	0
Total Units	0
<i>AMI = Area Median Income</i>	

SEWER ALLOCATION FORECASTS

Your community-wide household, population and employment forecasts have been allocated based on the wastewater system serving your community. This allocation must be used in projecting future wastewater flows and system capacity to plan for additional infrastructure needs.

Forecast Year	Forecast Component	Population	Households	Employment
2010	Unsewered	2,776	1,041	361
2020	Municipal Sewered	110	40	50
2020	Unsewered	2,890	1,130	410
2030	Municipal Sewered	180	70	100
2030	Unsewered	2,940	1,190	430
2040	Municipal Sewered	180	70	100
2040	Unsewered	3,140	1,300	550

ONLINE PLAN SUBMITTAL

You can now submit your comprehensive plan update and amendments online! Just complete a quick registration and login and you can simply upload your plan directly to us. The online submittal works for informal plan review, supplemental information, the 2040 comprehensive plan update and for plan amendments. Click for more details on how to use the online submittal tool, requirements for submitting comprehensive plan amendments and comprehensive plan update submittal requirements. Hard copy or digital (CD) submittals are still accepted.

[Generalized Land Use Table](#)

[Affected Jurisdictions List](#)

[Link to Community Profiles Page](#)

[Download your Community Shapefiles](#)

Maps

[Community Designation Map \(pdf\) \(jpg\)](#)

[Generalized Land Use Map \(pdf\) \(jpg\)](#)

[Owner Occupied Housing Values Map \(pdf\) \(jpg\)](#)

[Current Revenue Scenario Hwy Project Map \(pdf\) \(jpg\)](#)

[Functional Class Road Map \(pdf\) \(jpg\)](#)

[Metropolitan Freight Systems Map \(pdf\) \(jpg\)](#)

[Regional Bicycle Transportation Network Map \(pdf\) \(jpg\)](#)

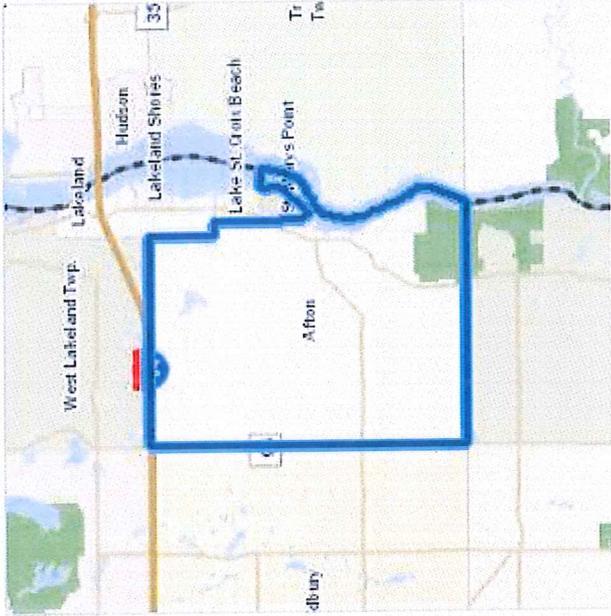
[Long-term Service Areas Map \(pdf\) \(jpg\)](#)

[MCES Sanitary Sewer Meter Service Areas \(pdf\) \(jpg\)](#)

[Surface Water Resources \(pdf\) \(jpg\)](#)

[Regional Parks System Map \(pdf\) \(jpg\)](#)

(Click on map below for interactive mapping tool)





LOCAL PLANNING HANDBOOK

RESOURCES

FACT SHEET / HOW-TO	PLAN EXAMPLES	BEST PRACTICES	FAQ	OTHER
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PLANNING OVERVIEW

PLAN ELEMENTS

COMMUNITY PAGES

REVIEW PROCESS

LOCAL PLANNING HIGHLIGHTS

RESOURCES

CONTACT US

Fact Sheets are **summary based** documents that provide useful information on topics necessary to complete minimum requirements. How-To's are **instruction based** documents that provide guidance on completion of a task. Both resource types are meant to provide assistance on topics relevant to updating your comprehensive plan update.

- ❖ GENERAL INFORMATION
- ❖ LAND USE
- ❖ TRANSPORTATION
- ❖ WATER RESOURCES
- ❖ PARKS & TRAILS
- ❖ HOUSING
- ❖ RESILIENCE
- ❖ ECONOMIC COMPETITIVENESS

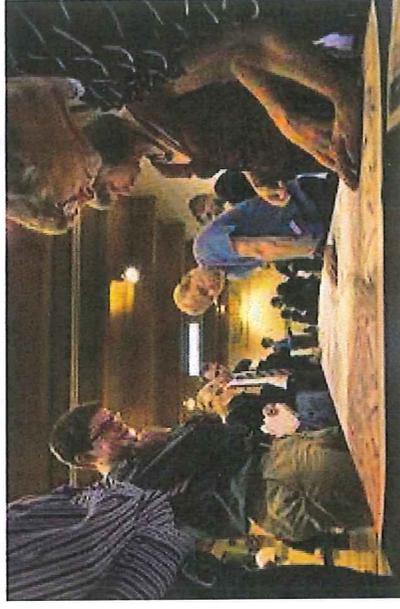
[Training & Workshops](#)

[FAQs](#)



LOCAL PLANNING HANDBOOK

LAND USE



To maximize returns on the regional investment in sewer, water, roads, parks, and other infrastructure, we need to consider how land will be used. Existing and future uses translate a community's forecasted growth into where, when, and how much development occurs in the community. It is this effort that enables effective planning for infrastructure. Other considerations include housing needs, employment patterns, recreational space, and commercial activities. The goal is to create livable neighborhoods, easy access to jobs, connected street patterns, and to protect our natural resources.

The information found here will help you develop a land use plan that meets minimum requirements of the **Metropolitan Land Planning Act** and is consistent with adopted Council plans and policies. We also identify resources that can help you to meet **minimum statutory requirements**. This section also includes optional ideas and examples that you may use to supplement your land use plan.

Land Use Plan

FORECASTS AND COMMUNITY DESIGNATION

EXISTING LAND USE

FUTURE LAND USE

DENSITY CALCULATIONS

PLANNING OVERVIEW

PLAN ELEMENTS

Land Use

Transportation

Water Resources

Parks & Trails

Housing

Resilience

Economic Competitiveness

Implementation

COMMUNITY PAGES

REVIEW PROCESS

STAGED DEVELOPMENT AND REDEVELOPMENT

LOCAL PLANNING HIGHLIGHTS

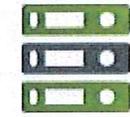
NATURAL RESOURCES

RESOURCES

SPECIAL RESOURCE PROTECTION

CONTACT US

Land Use Resources



Plan Examples



FAQs



Best Practices



Forms & Templates

Training & Workshops

FAQs

- About Us
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LOCAL PLANNING HANDBOOK

PLANNING OVERVIEW

PLAN ELEMENTS

Land Use

Transportation

Water Resources

Parks & Trails

Housing

Resilience

Economic Competitiveness

Implementation

COMMUNITY PAGES

RESILIENCE

This section provides resources for communities working to integrate strategies into local comprehensive plans to be more resilient in the face of a changing climate. As communities adjust to increasingly extreme weather events, stress on public facilities, and higher costs of services, there is growing need to not only plan for these events, but to also reduce the impacts through conscious climate adaptation and resilience planning. Moreover, resiliency also considers reducing green house gas (GHG) emissions so that the extent of climate change does not exceed the capacity to adapt and become resilient.

Thrive MSP 2040 encourages planning for climate change as part of your comprehensive plan update. Climate **mitigation** strategies such as promoting land use and development patterns will contribute toward achieving Minnesota's adopted greenhouse gas emissions goals. Climate **adaptation** strategies such as recognizing changing rainfall patterns that require additional storm water management capacity acknowledge the new and growing risks associated with climate change.

Not all consequences of climate change are environmental; societal and economic challenges will need to be addressed as well. Resiliency is having the capacity to respond, adapt, and thrive under changing conditions. Consideration of vulnerabilities - and responses to those vulnerabilities - will strengthen your community's ability to prepare for and respond to climate impacts. Resiliency includes planning for more severe weather and prolonged heatwaves, for improved health of your residents, and planning for economic strength and diversity. As you may recognize from these examples, many elements that your community already includes in its plan and in actions it has already undertaken, address some resiliency issues.

Resilience Plan

INFRASTRUCTURE & ENVIRONMENT



[REVIEW PROCESS](#)

[LOCAL PLANNING HIGHLIGHTS](#)

[RESOURCES](#)

[CONTACT US](#)

[Training & Workshops](#)

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[ENERGY INFRASTRUCTURE AND RESOURCES](#)

[HEALTHY COMMUNITIES](#)

[ECONOMY & SOCIETY](#)

[Resilience Resources](#)



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LOCAL PLANNING HANDBOOK

IMPLEMENTATION



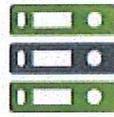
Most components of your comprehensive plan identify **what** your community intends to do over the next 30 years. The implementation portion of your plan lays out **how** your community intends to do it and **when** infrastructure investments will occur. The implementation plan needs to describe the local ordinances, policies, public programs, and capital improvement plans for local systems that ensure implementation of your comprehensive plan and protection of public infrastructure.

Official controls are locally adopted ordinances, policies, design guidelines, fiscal tools, and other regulations that direct, guide, and assist in development decisions in your community and help to implement your plan. Your official controls may also need to be updated to remove conflict with new policy direction as outlined in **MN Statute 473.865**.

Implementation Plan

IMPLEMENTATION PLAN

Implementation Resources



Plan Examples



Fact Sheets



Mapping



FAQs



Best Practices



Forms & Templates

PLANNING OVERVIEW

PLAN ELEMENTS

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Parks & Trails

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COMMUNITY PAGES

Orderly and Efficient Land Use

Align land use, development patterns, and infrastructure to make the best use of public and private investment.

COMMUNITY ROLE

DIVERSIFIED RURAL

- Plan for growth not to exceed forecasts and in patterns that do not exceed 4 units per 40 acres.
- Preserve areas where post-2040 growth can be provided with cost-effective and efficient urban infrastructure.
- Manage land uses to prevent the premature demand for extension of urban services, and so that existing service levels (such as on-site wastewater management, gravel, and other local roads) will meet service needs.

COUNCIL ROLE

- Work with communities to plan development patterns that will protect natural resources, preserve areas where post-2040 growth can be provided with cost-effective and efficient urban infrastructure, and support forecasted growth through 2040 without the provision of regional urban services.
- Promote development practices and patterns that protect the integrity of the region’s water supply and the quality and quantity of water resources.

ALL COMMUNITIES

- Plan for development to support forecasted growth at appropriate densities as articulated in the following land use policies by community designation.
- Plan and develop interconnected and well-connected local streets, adequate stormwater infrastructure, adequate water supply, and properly managed subsurface sewage treatment systems to support local growth forecasts.
- Develop plans to improve conditions for and encourage walking and bicycling where appropriate.
- Maintain, replace, or expand local facilities and infrastructure to meet growth and development needs.
- Adopt and implement the local comprehensive plan following Council review.

OVERALL DENSITY EXPECTATIONS FOR NEW GROWTH, DEVELOPMENT, AND REDEVELOPMENT

Rural Service Area: Maximum Allowed Density, except Rural Centers

Rural Center	3-5 units/acre minimum
Rural Residential	1-2.5 acre lots existing, 1 unit/10 acres where possible
Diversified Rural	4 units/40 acres
Agricultural	1 unit/40 acres

- Advance the Council mission of ensuring orderly and economical development.
- Develop and update regional plans to manage forecasted growth by using regional systems and land efficiently and effectively.
- Coordinate major regional investment projects with local infrastructure and planning for development and redevelopment.
- Promote development patterns that protect natural resources, the quality and quantity of our water resources, and our water supply.
- Promote land use patterns that differentiate between urban and rural uses.
- Promote interconnected, compact development patterns.
- Coordinate wastewater conveyance projects with Regional Parks System improvements where appropriate.

Natural Resources Protection

Conserve, restore, and protect the region's natural resources to ensure their ongoing availability, to support public health, and to maintain a high quality of life.

COMMUNITY ROLE

DIVERSIFIED RURAL

- Plan development patterns that incorporate the protection of natural resources. Consider implementing conservation subdivision ordinances, cluster development ordinances, or environmental protection provisions in local land use ordinances.

COUNCIL ROLE

- Provide technical assistance and tools for resource protection, such as best practices regarding the use of conservation easements and clustered development ordinances.

ALL COMMUNITIES

- Include goals, priorities, and natural resource conservation strategies in the local comprehensive plan to protect and enhance natural resources identified in regional and local natural resource inventories.
- Conserve, protect, and interconnect open space to enhance livability, recreational opportunities and habitats.
- Adopt and implement ordinances for the conservation and restoration of natural resources within the community.
- Work with regional partners and regional park implementing agencies to identify, plan for, and acquire natural areas and resources prime for preservation and protection.
- Plan for aggregate resource extraction where viable deposits remain accessible, as required by the *Metropolitan Land Planning Act*.
- Integrate natural resource protection strategies into metropolitan system plans for infrastructure investments.
- Collaborate with local, regional, and state partners to expand the Regional Parks System, as appropriate, to conserve, maintain, and connect natural resources identified as of high quality or of regional importance, consistent with the *2040 Regional Parks Policy Plan*.
- Collaborate and convene with state, regional, and local partners to protect, maintain, and enhance natural resources protection.
- Maintain an up-to-date regional Natural Resources Inventory and Assessment in partnership with the Department of Natural Resources.
- Provide technical assistance and tools for natural resources protection, conservation, and restoration.
- Promote the implementation of best management practices for habitat restoration and natural resource conservation.

Water Sustainability

Conserve, restore, and protect the quality and quantity of the region's water resources to ensure ongoing availability, support public health, and maintain a high quality of life.

DIVERSIFIED RURAL

COMMUNITY ROLE

- Protect the rural environment through local oversight of the management and maintenance of subsurface sewage treatment systems (SSTS) to avoid the environmental and economic costs of failed systems. Proactively explore options to address failing septic systems.
- Ensure financial and environmental accountability for installation, maintenance, remediation, and management of any permitted private wastewater system.
- Adopt subsurface sewage treatment system (SSTS) management ordinances and implement maintenance programs, consistent with current Minnesota Pollution Control Agency rules (Minn. Rules 7080-7083).
- Encourage the use of environmentally sensitive development techniques, such as surface water management best management practices that capture, filter, and infiltrate stormwater where possible.

ALL COMMUNITIES

- Collaborate and convene with state, regional, and local partners to protect, maintain, and enhance natural resources protection and the protection of the quality and quantity of the region's water resources and water supply.
- Prepare and implement local water supply plans and source water (wellhead) protection ordinances, consistent with Minnesota Rules part 4720, in all communities with municipal water supply.
- Plan land use patterns that facilitate groundwater recharge and reuse, and reduce per capita water use to protect the region's water supply.
- Plan for sustainable water supply options and groundwater recharge areas to promote development in accordance with natural resources protection and efficient use of land.
- Partner with other water supply providers to explore options to reduce dependence on groundwater.
- Prepare and implement local surface water plans as required by Minnesota Rules Chapter 8410, the Metropolitan Land Planning Act, and the 2040 *Water Resources Policy Plan*.
- Reduce the excess flow of clear water into the local wastewater collection system (inflow and infiltration). Participate in inflow / infiltration grant programs as available.
- Incorporate current MPCA regulations (Minn. Rules Chapters 7080-7083) as part of a program for managing subsurface sewage treatment systems (SSTS) in the comprehensive plan and local ordinances, and implement the standards in issuing permits. Describe the conditions under which the installation of SSTS will be permitted and the areas not suitable for public or private systems.
- Adopt and enforce ordinances related to stormwater management and erosion control.
- Adopt and implement best management practices for abating, preventing, and reducing point and nonpoint source pollution.
- Develop and adopt critical area plans and ordinances consistent with Executive Order 79-19 and Critical Area Program rules in all communities with affected lands in the Mississippi River Critical Area Corridor.
- Integrate drinking water source protection into local land use decisions, particularly in Drinking Water Supply Management Areas.
- Develop programs that encourage stormwater management, treatment, and infiltration.

Water Sustainability

Conserve, restore, and protect the quality and quantity of the region’s water resources to ensure ongoing availability, support public health, and maintain a high quality of life.

COUNCIL ROLE

DIVERSIFIED RURAL

- Support the Minnesota Pollution Control Agency’s regulatory approach to private treatment systems, which requires permits for systems designed to treat an average flow greater than 10,000 gallons per day of wastewater (approximately 35 homes).
- Advocate that the local community be the permit holder for private wastewater treatment systems to ensure long-term accountability for the proper functioning and maintenance of systems.
- Provide technical assistance regarding private wastewater treatment systems and share information about the performance of these systems in the region.

ALL COMMUNITIES

- Collaborate and convene with state, regional, and local partners to protect, maintain, and enhance natural resources protection and the protection of the quality and quantity of the region’s water resources and water supply.
- Work to maintain and improve the quality and availability of the region’s water resources to support habitat and ecosystem health while providing for recreational opportunities, all of which are critical elements of our region’s quality of life.
- Update regional plans for water supply and pursue environmentally sound and cooperative water reuse practices, conservation initiatives, joint planning, and implementation efforts to maximize surface water infiltration to recharge groundwater supplies.
- Support economic growth and development by promoting the wise use of water through a sustainable balance of surface and groundwater use, conservation, reuse, aquifer recharge and other practices.
- Provide efficient and high-quality regional wastewater infrastructure and services.
- Pursue wastewater reuse where economically feasible as a means to promote sustainable water resources.
- Reduce the excess flow of clear water into the regional wastewater collection system (inflow and infiltration) to protect capacity for future growth.
- Require proper management of subsurface treatment systems, consistent with Minn. Rules Chapters 7080-7083, to minimize impacts on surface water, groundwater, and public health.
- Assure adequate and high quality groundwater and surface water supplies to protect public health and support economic growth and development by promoting the wise use of water through a sustainable balance of surface water and groundwater use, conservation, reuse, aquifer recharge, and other practices.
- Review watershed management plans in coordination with the Board of Water and Soil Resources.
- Review local water plans in partnership with the watershed organizations that approve the local water plans.
- Support implementation of volume reduction techniques such as infiltration or filtration for stormwater management.
- Promote the implementation of best management practices for stormwater management.
- Collaborate with the Minnesota Department of Natural Resources (DNR) to provide technical assistance to local governments in implementing the Mississippi River Critical Area Program, and coordinate with the DNR in review of those plans and ordinances.

Housing Affordability and Choice

Promote housing options to give people in all life stages and of all economic means viable choices for safe, stable, and affordable homes.

COMMUNITY ROLE

DIVERSIFIED RURAL

- Promote a balanced housing supply and a mix of housing affordability to ensure long-term community vitality.

ALL COMMUNITIES

- Prepare a local comprehensive plan that addresses the affordable housing planning requirements of the Metropolitan Land Planning Act, including guiding sufficient land to support a community's share of the regional affordable housing need and an implementation section that identifies the programs, fiscal devices, and official controls to be employed to address a community's share of the regional need for affordable housing.
- Review local ordinances, policies, and partnerships to ensure they encourage and facilitate the opportunity for the development or preservation of affordable and lifecycle housing.
- Identify and analyze local markets, location, condition, and availability of affordable units, both publicly subsidized and naturally occurring, to inform the housing element of the local comprehensive plan.
- Participate in Livable Communities Act programs by negotiating affordable and lifecycle housing goals that support regional and local housing needs, and prepare a Housing Action Plan to address those goals and become eligible to access grant funding to address local development and redevelopment objectives.
- Direct new affordable housing development to land with sewer service or adequate community septic systems.
- Collaborate with partners, especially counties, to rehabilitate and preserve existing housing, including in rural areas.

Housing Affordability and Choice

Promote housing options to give people in all life stages and of all economic means viable choices for safe, stable, and affordable homes.

COUNCIL ROLE

DIVERSIFIED RURAL

- *Please refer to the policies that apply to all communities*

ALL COMMUNITIES

- Provide guidance to communities regarding their share of the regional affordable housing need in order to implement the Metropolitan Land Planning Act.
- Provide technical assistance to communities to establish, encourage, expand, and preserve affordable housing options and expand local knowledge of and access to funding assistance for housing, whether public, private, or philanthropic.
- Negotiate lifecycle and affordable housing goals with communities that participate in the Livable Communities Act.
- Strategically invest Council resources to assist community efforts to increase the variety of housing types and costs, attract and retain residents, create and preserve mixed-income neighborhoods, appropriately mix land uses, increase transportation choices, and leverage private investment.
- Encourage the use of sustainable building techniques in housing to promote livability and health, increase energy efficiency, create longer lasting and more durable housing, and benefit the regional environment.
- Promote the preservation of existing housing, especially affordable housing, to maintain the most affordable housing stock.
- Calculate housing performance scores that reflect each community's existing affordable housing stock and new affordable housing opportunities created.
- Collaborate with partners to expand the supply of affordable housing available at all income levels, including extremely low-income households who earn less than 30% of the area median income (that is, \$24,850 for a family of four in 2014).
- Support research and other activities related to fair housing, residential lending, and real estate practices to determine if discriminatory practices are occurring and limiting housing choices.
- Convene regional and local housing stakeholders, including practitioners, funders, and advocates, to refine policies and develop programs to respond to the housing needs of low- and moderate-income households throughout the region.

Access, Mobility, and Transportation Choice

Sustain and improve a multi modal transportation system to support regional growth, maintain regional economic competitiveness, and provide choices and reliability for the system's users.

COMMUNITY ROLE

DIVERSIFIED RURAL

- Plan for and construct local transportation infrastructure, including trails, sufficient to meet local needs.
- Plan and develop local trail connections to the Regional Parks System where appropriate.

ALL COMMUNITIES

- Consider travel modes other than the car at all levels of development (site plan, subdivision, comprehensive planning) to better connect and integrate choices throughout all stages of planning.
- Plan for and construct an interconnected system of local streets, pedestrian, and bicycle facilities that is integrated with the regional system to minimize short trips on the regional highway system.
- Adopt access management standards that support state and county highway access and mobility needs.
- Plan for compatible land uses and air space adjacent to the system of regional airports.
- Participate in regional transportation planning activities to ensure that the metropolitan planning process and regional transportation system reflect local needs.
- Work with partners in communities, counties, and the region at large to coordinate transportation, pedestrian, bicycle, and trail connections within and between jurisdictional boundaries.

Access, Mobility, and Transportation Choice

Sustain and improve a multi modal transportation system to support regional growth, maintain regional economic competitiveness, and provide choices and reliability for the system’s users.

COUNCIL ROLE

DIVERSIFIED RURAL

- Plan regional transportation infrastructure consistent with a rural level of service.
- Support the management of access points to state and county road systems and emphasize construction of a local public street system where needed.
- Encourage communities to plan and develop local trail connections to the Regional Parks System where appropriate.

ALL COMMUNITIES

- Oversee the planning of a multimodal, interconnected regional transportation system in cooperation with state agencies, counties, local governments, and suburban transit providers.
- Invest in and operate transit services commensurate with efficient and effective standards established by Transit Market Areas defined in the *2040 Transportation Policy Plan*. Coordinate other regional transit services to ensure a consistent and convenient user experience.
- Support investments to safely operate, preserve and improve the regional highway system, which includes principal and A-minor arterials, by providing transit advantages, MnPASS lanes, and implementing cost-effective, management, spot mobility, and strategic capacity improvements.
- Support the management of access points to state and county road systems and emphasize construction of an interconnected local public street system.
- Support the development of regional bicycle corridors as defined in the *2040 Transportation Policy Plan* to provide viable transportation options.
- Invest in the development and improvement of regional trails as defined in the *2040 Regional Parks Policy Plan* to better connect communities with regional parks and to provide recreational opportunities. Encourage communities to plan and develop local trail connections to the Regional Parks System where appropriate.
- Work with local, regional, and state partners to coordinate transportation, pedestrian, bicycle, and trail connections across jurisdictional boundaries.
- Use Council investments and policies to reduce vehicle miles traveled (VMT) and carbon per unit of fuel, which are key drivers of the region’s generation of greenhouse gas emissions.
- Ensure that transportation elements of local comprehensive plans provide for pedestrian and bicycle access to regional transit services, regional trails, and regional bicycle corridors.
- Invest in transportation improvements that support the export and mobility of freight by truck, rail, air, and barge.
- Coordinate with the Metropolitan Airports Commission, the Federal Aviation Administration, Minnesota Department of Transportation Office of Aeronautics, and local communities to ensure that land uses and air space adjacent to the system of regional airports is protected from incompatible uses.

Economic Competitiveness

Foster connected land use options to provide businesses and industries with access to materials, markets, and talent.

COMMUNITY ROLE

DIVERSIFIED RURAL

- Identify and protect locally important agricultural areas, in addition to prime agricultural lands, to provide a range of economic opportunities.
- Support existing agricultural uses as primary long-term land uses and consider allowing agricultural-supportive land uses in local comprehensive plans.
- Support local property enrollment in the Agricultural Preserves and Green Acres programs.
- Consider opportunities for smaller-acreage agricultural operations to support food production for local markets.

COUNCIL ROLE

- Where appropriate, promote the use of the Green Acres and Agricultural Preserves programs to preserve prime agricultural soils and maintain agricultural uses as a long-term primary land use.
- Support agriculture as a primary long-term use to protect the region's agricultural economy, to provide economic opportunities for farmers, and to promote local food production.
- Support connections between the Diversified Rural communities and other areas both within and outside of the region that promote safe travel and ensure efficient transportation of agricultural products.

ALL COMMUNITIES

- Plan for the further development of and intensification of existing and emerging Job Concentrations.
 - Consider completing a community-based market analysis to better understand real estate needs for commercial and industrial land.
 - Consider addressing economic competitiveness in the local comprehensive plan.
 - Preserve sites for highway-, river-, and rail-dependent manufacturing and freight transportation.
 - Engage with businesses and other employers to ensure their input is provided to the local comprehensive plan.
-
- Prioritize regional investments that improve access to national and international markets by regional and state businesses.
 - Ensure that regional growth is managed in efficient ways that allow for a variety of choices in location and transportation for businesses and residents.
 - Support a variety of freight transport to better connect the region with state, national, and international markets.
 - Support the cleanup of contaminated land for new industry, including manufacturing and other sectors that are export industries for the region.
 - Promote the intensification of existing and emerging Job Concentrations.
 - Provide technical assistance to help local communities better understand their contributions to the regional economy; provide information, research, and analysis on economic competitiveness.
 - Support cost-effective subregional infrastructure investments in efforts to promote sustainable water use and protect the region's water supplies.
 - Support local and regional efforts to develop climate change mitigation and adaptation strategies to remain economically competitive.

Building in Resilience

Promote sensitive land use and development patterns to contribute toward achieving Minnesota’s adopted greenhouse gas emission goals at the regional scale, and to develop local resiliency to the impacts of climate change.

COMMUNITY ROLE

DIVERSIFIED RURAL

- *Please refer to the policies that apply to all communities*

ALL COMMUNITIES

- Address climate change mitigation and adaptation in locally meaningful ways in the local comprehensive plan.
- Identify local measures that would result in reductions in water use, energy consumption, and emission of greenhouse gases.
- Ensure that local comprehensive plans and ordinances protect and enable the development of solar resources, as required by the Metropolitan Land Planning Act, and consider the use of other alternative energy sources as part of the planning process.
- Consider the development or use of community solar gardens (CSGs) by public and private entities to enable fuller and more economic use of the community’s solar resource, including participating as subscribers, assisting in marketing community solar garden opportunities for economic development, and providing sites for gardens to be developed.
- Identify local measures to address impacts to local economies, local resources, and infrastructure systems as a result of more frequent or severe weather events.
- Identify local initiatives as cost-saving measures that may, as a result, lower energy consumption, reduce the generation of greenhouse gas emissions, preserve water supply, reduce municipal waste, or increase participation in recycling programs.
- Participate in programs that evaluate and share city practices and provide technical support, such as the GreenStep Cities program and the Regional Indicators Initiative.

Building in Resilience

Promote sensitive land use and development patterns to contribute toward achieving Minnesota's adopted greenhouse gas emission goals at the regional scale, and to develop local resiliency to the impacts of climate change.

COUNCIL ROLE

DIVERSIFIED RURAL

- *Please refer to the policies that apply to all communities*

ALL COMMUNITIES

- Substantially reduce energy consumption at Council facilities, improve the efficiency of the Council's vehicle fleets including Metro Transit buses, and provide information to the public and partners to lead by example.
- With regional infrastructure, planning, and operations, increase efforts to reduce water use and energy consumption.
- Identify and address potential vulnerabilities in regional systems as a result of increased frequency and severity of storms and heat waves. Maintain dikes, emergency generators, and response plans for Council facilities facing extreme weather.
- Use the Council's investments and planning authorities to contribute toward meeting statutory goals for reductions in the generation of regional greenhouse gas emissions.
- Convene regional discussions about goals for climate change mitigation and adaptation.
- Encourage the preparation of adaptation, mitigation, and resiliency responses to climate change as part of the comprehensive plan update.
- Develop, collect, and disseminate information about climate change, including energy and climate data, GreenStep Cities best practices, and the next generation of the Regional Indicators data.
- Work with the State of Minnesota on a greenhouse gas emissions inventory that informs regional discussion on emissions reduction.
- Provide technical assistance and toolkit resources to communities in integrating climate change mitigation and adaptation strategies as part of local comprehensive plans.
- Develop and strengthen partnerships with experts in climate change to better assist and inform local communities on how best to evaluate and develop local climate changes strategies.
- Encourage communities to participate in regional programs which support efforts to inform, plan for, mitigate, adapt, and respond to climate change issues of local significance such as water conservation, stormwater infrastructure adaptation, greenhouse gas reduction, use of alternative energy sources, infrastructure planning, and hazard mitigation planning.
- Provide technical references and resources for communities seeking to mitigate and adapt to climate change in their own facilities and in their communities. Examples of these resources include stormwater, wastewater, and water supply management practices, and transit and land use planning.



HANDBOOK FOR MINNESOTA CITIES

Chapter 14 Comprehensive Planning, Land Use and City-Owned Land

Learn about land use ordinances to establish zoning and subdivision regulations, and city land acquisition through dedication, negotiation and eminent domain. Regulations and acquisition are the two basic methods of city land use control.

RELEVANT LINKS:

[Minn. Stat. § 462.351.](#)

See LMC information memo, [Planning Commission Guide](#).
See LMC information memo, [Zoning Guide for Cities](#).
See LMC information memo, [Subdivision Guide for Cities](#).

I. City land use regulation

Cities are granted the authority to regulate land use by the Municipal Planning Act. Cities outside the seven-county metro area are not required to regulate land use. For those cities engaged in land use regulation, the Municipal Planning Act provides the framework and road map that all cities must follow.

Cities regulate land use through three basic tools:

- The comprehensive plan.
- The zoning ordinance.
- The subdivision ordinance.

Cities are not required to adopt all three tools when engaged in municipal planning. However, it is important to note that each tool serves a separate and essential purpose.

These planning, zoning, and subdivision tools harmonize and interact in important ways to protect and promote the sound development of the city. First, the comprehensive plan helps the city look to the future, as it guides current development in administering its zoning ordinance and subdivision ordinance. The city subdivision ordinance regulates the division of land into smaller lots and the creation of blocks and neighborhoods with safe streets, appropriate environmental features, and character. Finally, the city zoning ordinance regulates the use and density of city zones for commercial, residential, and industrial purposes, both segregating and combing uses where appropriate to prevent congestion, environmental contamination, and other negative human health hazards.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

See LMC information memo, [Planning Commission Guide](#).
Minn. Stat. § 462.351.
Minn. Stat. § 462.352, subd. 5. See MN Plan “Under Construction: Tools and Techniques for Local Planning.”
[Sample Bethel Comprehensive Plan](#), City Population 502.
[Sample Chisago City Comprehensive Plan](#) City Population 4,307.
[Sample Minnetonka Comprehensive Plan](#), City Population 51,519.

[Minn. Stat. § 462.352, subd. 8.](#)
[Minn. Stat. § 462.352, subd. 7.](#)
[Minn. Stat. § 462.352, subd. 8.](#)
[Minn. Stat. § 462.352, subd. 9.](#)

A. Comprehensive planning and planning commissions

1. Purpose of comprehensive planning

In essence, a comprehensive plan is an expression of the community’s vision for the future and a strategic map to reach that vision.

Comprehensive planning is not mandatory in cities outside the seven-county metropolitan area. However, comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. In addition, planning can help:

- Preserve important natural resources, agricultural land, and other open lands.
- Create the opportunity for residents to participate in guiding a community’s future.
- Identify issues, stay ahead of trends, and accommodate change.
- Ensure that growth makes the community better, not just bigger.
- Foster sustainable economic development.
- Provide an opportunity to consider future implications of today’s decisions.
- Protect property rights and values.
- Enable other public and private agencies to plan their activities in harmony with the municipality’s plans.

For many cities, creating a comprehensive plan is the first step in adopting zoning and subdivision regulations for the city. As a result, the comprehensive plan normally lays out a vision for the city’s future land development and land use, dictating where growth should occur, the type of growth that is allowed in various areas of the city, and the density of such growth. A comprehensive plan also may include a:

- Public or community facilities plan.
- Thoroughfare or transportation plan.
- Parks and open space plan.
- Capital improvement program.

RELEVANT LINKS:

[Minn. Stat. § 462.357, subd. 2.](#)
[Minn. Stat. § 462.352, subd. 6.](#)
[Minn. Stat. § 462.357, subd. 2 \(c\).](#)

[Minn. Stat. § 473.858, subd. 2.](#)

[Minn. Stat. § 473.175.](#)
[Metropolitan Council.](#)

[City of Lake Elmo v. Metropolitan Council](#), 685 N.W.2d 1 (Minn. 2004).

While not all cities are required to adopt a comprehensive plan, a plan is still a good practice for a couple of reasons. First, once a plan is adopted, it guides local officials in making their day-to-day decisions and becomes a factor in their decision-making process.

Second, preparing a comprehensive plan prior to the adoption of a zoning or subdivision ordinance also affords the city additional legal protections, if a particular ordinance provision is challenged in court. Zoning and subdivision ordinances must be reasonable and have a rational basis. Comprehensive plans assist a city in articulating the basis for its legislative decisions. Usually the courts will not question the policies and programs contained in a comprehensive plan adopted by a local community, or question the ordinances based upon the plan, unless the particular provision appears to be without any rational basis, or clearly exceeds the city's regulatory authority.

If a city is not able to develop a comprehensive plan prior to adopting a zoning or subdivision ordinance, the ordinances should be adopted in conjunction with extensive, written finding of facts, stating the policy reasons that necessitate the ordinance's adoption.

2. Procedure for adopting a comprehensive plan

a. Seven-county metro area plan review: adjacent units of government

Prior to plan adoption, cities within the seven-county metro area must submit their proposed comprehensive plans to adjacent governmental units and affected school districts for review and comment.

b. Seven-county metro area plan review: Metropolitan Council

Cities in the seven-county metropolitan area must submit their comprehensive plan to the Metropolitan Council for review of its compatibility and conformity with the Council's regional system plans. When the Metropolitan Council determines that a city's comprehensive land use plan may have a substantial impact on or contain a substantial departure from the Metropolitan Council's regional system plans, the Council has the statutory authority to require the city to conform to the Council's system plans.

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PROCEEDINGS OF THE AFTON CITY COUNCIL
CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA

DRAFT City Council Regular Meeting Minutes
January 19, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

1. **THE MEETING WAS CALLED TO ORDER** at 7:00 P.M. by Mayor Bend.

2. **THE PLEDGE OF ALLEGIANCE** – was recited.

3. **ROLL CALL:** Council Members Nelson, Ross, Richter, Palmquist and Mayor Bend. **Quorum Present.**

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Diane Hankee and City Administrator Ron Moorse. City Accountant, Tom Niedzwiecki, City Accountant, joined the meeting in progress.

4. **APPROVAL OF AGENDA** –

A. Agenda for the Regular City Council Meeting of January 19, 2016 – Added Item 7E, recognizing Kenn Kopitzke for his many contributions to the City of Afton.

Motion/Second: Richter/Ross. To approve the agenda of the January 19, 2016 Regular City Council Meeting as amended. Motion carried 5-0-0.

5. **APPROVAL OF MINUTES** -

A. Minutes of the December 15, 2015 City Council Work Session –
Motion/Second: Richter/Palmquist. To approve the minutes of the December 15, 2015 Regular City Council meeting as presented. Motion carried 5-0-0.

6. **PUBLIC INPUT** – none.

7. **REPORTS/PRESENTATIONS** -

A. Sheriff's Monthly Report – Deputy Sullivan was in attendance and gave the annual report 1,841 case reports, up 282 from 2014. Water and traffic enforcement were higher than they'd ever been. Phone calls asking for money have ben happening; these calls are not legitimate.

B. Jim Bougie, Finance Committee Report – Bougie did not have the year-end data. The Mayor talked about the City Acct and Finance Committee should meet so that appropriate information in addition to what the City Accountant gives to Council can be answered. This item will possibly move to later in the agenda.

C. Tom Niedzwiecki, Budget Report – [This item will “float” until Mr. Niedzwiecki arrives from another meeting.]

D. Lower St. Croix Fire District Report – Nelson reported that the fire sign is moving forward. Mayor reported the city had 49% of calls last month, getting our money's worth. There should be a savings of \$85,000 next year.

E. Recognition of Kenn Kopitzke – The Mayor reported on the passing of Kenn Kopitzke, who served many years on City Council and as a former mayor. He was a civil engineer at MNDOT and also served on the Public Works Committee. Council members noted that Kenn was a rich source of knowledge and history for Afton and was a big part of the Afton Museum. He will be greatly missed.

8. **CONSENT AGENDA** –

A. Just and Correct Claims

- B. 4M Fund Transfer - DECEMBER - **Resolution 2016-01**
- C. 2015 Regular Meeting Schedule – **Resolution 2016-02**
- D. Renew 4M Joint Powers Agreement – **Resolution 2016-03**
- E. Designate Official Depository – **Resolution 2016-04**
- F. Designate Official Newspaper – **Resolution 2016-05**

Motion/Second: Richter/Nelson. To approve the Consent Agenda as presented, including Resolutions 2016-01, 2016-02, 2016-03, 2016-04 and 2016-05. ROLL CALL: All Ayes. Motion carried 5-0-0.

9. CITY COUNCIL BUSINESS -

A. Planning Commission Report –Chair Barbara Ronningen reported for the Planning Commission:

1. Nature's Trees, dba St. Croix SavATree, Variance Application at Hudson Road Property with PID# 06.028.20.24.0002 – Resolution 2016-10 – Administrator Moorse reviewed the variance application for St. Croix SavATree to construct its Minneapolis/St. Paul headquarters facility on a 5.9 acre site in the northeast corner of the property on Hudson Road. St. Croix SavATree requested two variances: one was to reduce the landscaped buffer zone from 50 feet to 25 feet on the south side of the building and from 100 feet to 25 feet on the east side of the building; the other was to allow steel siding as the main exterior building material. Moorse explained that the City Attorney's opinion was that the 2009 ordinance language was not updated on the 2010 codified version posted to the website and the applicant relied on the 2010 codified and posted ordinance. The 2009 ordinance is valid, but in this case, steel siding would be allowed as an exterior building material. There are, however, restrictions in the current code that restrict the amount of steel allowed and that brick and glass must be a portion of the walls. The Planning Commission recommended denial to Council for the landscape buffer variance request based on the following findings:

1. The applicant had not shown a practical difficulty related to the landscape buffer requirements not allowing the property to be put to a reasonable use. The applicant's current design and site layout cause the problem.
2. The difficulty is not due to the unique characteristics of the property, but is being created by the applicant.
3. Granting a reduced landscape buffer would alter the character of the neighborhood.

Mayor Bend stated that the application of the ordinance would be to have 20% on the three sides that face residential and public ways (north, west and east) as steel wall panels and 80% architectural materials.

Palmquist stated that the exterior building materials and landscaped buffer issues on the east side, adjacent to residential, didn't seem as important because there is a power line easement that nothing can be built under. He felt the 95% opacity of planted materials could be done in 25 feet. He felt it was important to maintain the natural rise of the parcel, which is what is forcing the building to the place it is.

Nelson felt a 25 foot landscaped buffer on the east would be enough because of the 200 foot power line easement adjacent to the residential zone. He understands the next parcel to the east was purchased by a church group and that use might be seen as more "industrial" than housing, therefore, the Nature's Trees facility would fit into the neighborhood with only a 25 foot buffer.

Motion/Second: Bend/Richter. To adopt a drafted Resolution 2016-10 which provides that the applicant is removed from the obligation to comply with the Ordinance 07-2009, but is required to comply with exterior building materials and percentages for facing materials on walls per the City Code in place prior to the adoption of Ordinance 07-2009, per the City Attorney legal opinion.

Council Discussion

Richter felt it important to consider the impact of the parcel to the surrounding properties. He stated that the City spent years considering every detail of the Downtown improvements: the trees, the height of the light poles, imprint on the concrete sidewalks, how are all items going to affect the atmosphere, etc. He asked how is it that the Council wouldn't take that same amount of consideration in this Industrial Zone.

Palmquist felt that the Industrial Zone does not have the same level of standards for surrounding parcels. He reiterated that the frontage on Hudson Road should look different, but didn't think the other three sides in the Industrial Zone needed to follow the standards. He felt it was impractical.

106 Richter felt concern for the residents in the surrounding neighborhoods that would be interested in the
107 quality of the building materials and the landscape buffers that the city requires.

108 Bend spoke about the history of the parcel, in that a lot of money went into the litigation concerning the
109 parcel which prompted the 2009 ordinance language, which is more restrictive than the requirements in the
110 entire Industrial Zone. He explained that the parcel was Rezoned from Rural Residential to Industrial under the
111 litigation, at which time three of the current council members fought very hard to get a higher quality of building
112 materials on designated for that parcel, because it was adjacent to residential and seen as a “gateway” to Afton.

113 Nelson pointed out the Findings listed on Resolution 2016-10. He felt that the parcel does have unique
114 characteristics, in that the natural rise of the topography to the west lends itself to being a buffer. He also felt the
115 reduced buffer of 25 feet on the east would not alter the characteristics of the neighborhood. He felt the power
116 line offers enough of a buffer for the parcel and the proposed building.

117 Mayor Bend asked how the power line creates a visual buffer, since they restrict any plant material from
118 growing underneath.

119 Palmquist tried to look at the power line as a practicality, not from a policy standpoint, that it is a large open
120 space between the parcel and a residential zone.

121 Richter stated that when the residents who bought houses in that area, they envisioned another residential
122 neighborhood similar to theirs. That was taken away from them. The City countered with requiring higher
123 standards of building materials in the area rezoned from Residential to Industrial II c.

124 Bend reminded the applicant that a buildable lot which requires for its use a variance is not permitted in
125 Afton by ordinance. This lot is being configured for acquisition for this particular use and if this use requires a
126 variance, they cannot get a variance. This is so that lots don’t get created with variances to the zoning
127 regulations of the City. It is not the Council’s obligation to enable the purchaser to acquire a lot in order to avoid
128 setbacks. He pointed our state statute language, which states, “the need for a variance is not created by the
129 owner.” The current owner of this property is wanting to sell off this portion which requires variances for the
130 proposed use. He spoke in support of the applicant and their company and its services and felt Afton was a good
131 fit. He commended the Council at the time of the Rezoning litigation for their vision that this Industrial zone
132 have a higher standard of building materials.

133 Richter affirmed that the ordinances are in place and that another use could come along and not need
134 variances, could meet all the standards, and would keep the natural topography as well.

135 Palmquist felt the applicant was meeting all the standards related to the building.

136 Bend pointed out that the only reason impervious standards would be met by this application were that the
137 applicant shifted their driveway off of their parcel onto an adjacent parcel. He pointed out the driveway
138 ordinance requirement was missed when the application was brought in. The matter of the driveway being
139 placed off of the parcel, and later giving access to another future parcel, would require it becoming a public
140 road, and that issue has not been addressed with an application. By not having the driveway on their own parcel,
141 the applicant has avoided a violation of the City’s impervious surface requirement.

142 Ross asked for clarification on the requirement that the applicant does not own the property and therefore
143 cannot ask for a variance.

144 Bend stated that Moorse had clarified that the applicant only needs to have “an interest in the property” in
145 that they have a signed purchase agreement, conditional on the parcel meeting the requirements for their use.
146 The applicant had said that, for economic reasons, this is the size of the parcel they propose to purchase,
147 therefore requiring the variances -- even though economic reasons are not allowed under state statute for
148 granting a variance.

149 Ross asked if the steel siding is the only feasible exterior building material.

150 The applicant stated that is their preferred building materials. The pointed out with two sides being large
151 garage doors, there is no way that those sides are not going to appear as steel.

152 Ross asked how this might impact future applications.

153 Richter brought up again, that when the Council debates whether to use asphalt shingles or cedar shakes on
154 a park building and why that is important to the Village and its residents, why would Council give away the
155 higher architectural standards required of this Industrial Zone, just because it is located along Hudson Road.

156 Bend pointed out that the “shingle” decision on the park building was purely discretionary in nature, but this
157 application considers state statute and city ordinance standards. He questioned, absent a valid justification

158 meeting the state-wide criteria for granting a variance, some members of Council want to grant a variance
159 anyway? Is it because Council doesn't care what residents see when they walk by the Industrial property or
160 because Council doesn't care that a church is adjacent to the Industrial Zone, that they feel it's okay to grant
161 variances that violate state statute? He felt that the City Council needs to enforce the city ordinances as they are
162 drafted, being sensitive to true needs for variances not created by the landowner. He pointed out that this
163 applicant created the need for the variances by not purchasing the size parcel they would need for their use.
164 Bend furthered, if the City wants high quality building materials in this zone, as the agreement for the rezoning
165 was drafted into ordinance, and the City allows this variance, then future applicants may drive up there, see the
166 building, and have to decide: Is it a high-rent area or low-rent area? They may determine they want a high-
167 quality area to maximize their tax base. Bend wants to see a good tax base in Afton driven by this Industrial
168 zone, not the lowering of desirability or tax base of the area by granting variances which don't follow the
169 carefully crafted ordinances of the City.

170 Nelson contended that in the future, applicants will have to adhere to the higher quality materials as created
171 in the 2009 ordinance language.

172 Bend asked, if Council doesn't enforce the 80% "lower quality" building material requirement that is being
173 offered to these applicants [from ordinance language in effect prior to 2009], how will the City enforce the
174 restrictions of higher quality building materials the City has now in that Industrial Zone? He didn't believe the
175 ordinances would be enforced.

176 Palmquist suggested flexibility of strictly enforcing 20% steel on three sides. The east and west walls have
177 steel garage doors and it may be impractical to require the 80% architectural materials.

178 Bend felt the City has a valid reason for excluding the garage doors from the wall surface, as they are
179 not wall panels. He pointed out that the language this applicant is being held to is prior to Ordinance 07-
180 2009, and requires that all walls be subject to the ordinance [inserted here for clarity]:

181 *"...buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be*
182 *required to be faced with brick, wood, stone, architectural concrete cast-in-place or precast concrete*
183 *panels on wall surfaces abutting public rights-of-way, a residential zoning district, or public areas.*
184 *The required wall surface treatment may allow a maximum of 20% of the metal or fiberglass wall to*
185 *remain exposed if it is coordinated into the architectural design and is similar to the building*
186 *frontage. Said requirement shall apply to all exterior walls."*

187 Mayor Bend called the question.

188
189 **ROLL CALL: Nay-Ross, Palmquist, Nelson; Aye-Richter, Bend. Motion failed 2-3-0.**

190
191 **Motion/Second: Palmquist/Nelson. To adopt a Resolution 2016-10 for Nature's Trees dba St. Croix**
192 **SavATree that approved both the buffer width variance and the exterior building material variance for**
193 **the property on the northeast 5.9 acres of the parcel off Hudson Road with PID 06.028.20.24.0002.**

194
195 **Friendly Amendment: Bend/ accepted by Palmquist and Nelson. To use portions of his proposed**
196 **resolution, particularly the findings in his proposed resolution regarding the building materials variance,**
197 **as he believed his findings were more comprehensive than the findings in the resolution drafted by staff.**
198 **As part of the Mayor's friendly amendment proposal, Council members and staff worked through the**
199 **drafts of various resolutions to identify the final conditions and findings of fact.**

200
201 **ROLL CALL: Ayes-Nelson, Ross, Palmquist; Nays-Richter, Bend. Motion carried 3-2-0.**

202
203 [It was found that when staff re-drafted the resolution tracking the discussion and Council members' notes, that
204 there was not general agreement on the motion that was voted upon. Therefore, it is being advised that the city
205 send a 60-day extension letter to the applicant (if needed) and Council will need to reconvene to decide this
206 matter of the Resolution.]

207

208 2. Update on Solar Power Hour Held at the January 4, 2016 Planning Commission Meeting – Chair
209 Ronningen reported on the large turnout for the presentation for the alternative of solar energy. She mentioned
210 that all of the materials are available on the City website.

211
212 Point of clarification was called by Richter on the City Attorney whether Council should provide direction
213 through a motion to incorporate Ordinance 07-2009 into the City Code. Attorney Knaak advised that it could be
214 done to iterate that the Council does agree that Ordinance 07-2009 remains a decision of the Council and it
215 should therefore be incorporated into the City Code. No Public Hearing is required.

216
217 **Motion/Second: Richter/Palmquist. To incorporate Ordinance 07-2009 into Chapter 12 the City Code of**
218 **ordinances.**

219 **Friendly Amendment: Bend/accepted by Richter and Palmquist. To direct staff to incorporate any other**
220 **ordinance changes that were the subject of the court approved settlement between FOC and the City of**
221 **Afton that may have been inadvertently left out of the 2010 codification. Motion carried 5-0-0.**

222
223 Moore indicated that Ordinance 07-2009 will be incorporated immediately, however, it may take some time to
224 verify if other ordinances may have been left out.

225
226 **B. Engineering Report** – City Engineer Diane Hankee updated the City Council:

227 1. 33rd Street Design – Hankee presented the newest design the engineers have been working on
228 with both property owners. The Afton House would like to expand their patio 2 to 3 feet into the right-of-way on
229 the northeastern side of the street and staff directed them to work with the City as a separate project and
230 approvals. This area will be restored with green space. She indicated there may be other considerations to be
231 decided on the south sidewalk. Parking will be put back the way it is now.

232 Palmquist requested that action on the plan be put off until February, so that all items, while agree upon, be
233 totally worked out prior to Council action.

234 Bend had understood that the Afton House was interested in using some of the City's right-of-way. Based
235 on the valuation by the Afton House of their property (being a much higher valuation than what the City thought
236 it was worth) in terms of what the City was seeking for an easement, he is not inclined to give any right-of-way
237 use to the Afton House. He still felt the proposed design would be attractive and be a win-win for all.

238 Nelson asked for clarification on the section in front of the Current restaurant that shows parking, which will
239 be eliminated and replaced with green space.

240 Council members felt the new design will give an improvement of the streetscape.

241 Hankee pointed out that the parking on the south side will "jog" to the north to accommodate the sidewalk
242 and parking.

243
244 **Action on the revised 33rd Street design was moved to the February 16 City Council meeting.**

245
246 **Item 7C. Tom Niedzwiecki, Budget Report** – Administrator Moore suggested that City Accountant
247 Niedzwiecki give his Budget Report at this time.

248 Mayor Bend asked Niedzwiecki about the cash flow report from the 4M Fund and what it shows the
249 Council. He also had questions about who is authorized to make transfers to and from the 4M Fund and how it
250 works.

251 Niedzwiecki described making deposits to the bank and requesting checks from the checking account. He
252 described how it relates to the 4M Fund. At the end of each day the deposits and checks that clear the bank go
253 through to the 4M Fund, either positive or negative, from the bank. The 4M Fund was originally set up by the
254 League of Minnesota Cities. The City earns interest income each day and a small deduction fee is taken out for
255 using the 4M Fund. Checks only interact with the General Fund. The City Accountant makes the internal
256 transfers into specific accounts of the General Fund.

257 Niedzwiecki reviewed the preliminary Year-End Financials, which estimated some of the expenses and
258 revenues that haven't come in for the end of the year. General Fund has favorable of \$98,000. Property tax
259 revenue being paid up to the end of the year do not come in until February, estimated at about \$20,000. He

260 pointed out some significant differences in some categories between budgeted and actual. Intergovernmental has
261 favorable of \$9,600 credit for agriculture property. Licenses, Fee & Permits favorable by \$58,000. In Wages and
262 Benefits favorable by \$11,000 (partial from the City having no intern this year). He reviewed the various deficits
263 or favorable differences in each account and category.

264 Council members felt that having Niedzwiecki come to report at the meetings has been very helpful.
265

266 **C. Administration –**

267 Item 3. Designate City Engineer – Resolution 2016-08 – [This was moved up from Item 3 to
268 accommodate the City Engineer’s schedule.] Administrator Moorse summarized that the City Engineer is
269 designated every year. The Council approved the WSB 2016 Rate Schedule last month. This contract goes
270 through January 2017.

271
272 **Motion/Second: Bend/Ross. To adopt of Resolution 2016-08 designating the firm of WSB as the City**
273 **Engineer. ROLL CALL: All Ayes. Motion carried 5-0-0.**

274
275 1. 2016 Annual City Appointments – Resolution 2016-06 –

276 Council discussed appointing to positions listed as #14, #16, and #18. All were in agreement as to the other
277 appointments, which remained the same as 2015.
278

279 **Motion/Bend: Nelson/Bend. To adopt Resolution 2016-06 filling appointments on the 2016 Annual City**
280 **Appointments as proposed, including Judy Seeberger for the Yellow Ribbon Network, to aggressively seek**
281 **someone to appoint as the MSCWMO Representative, and to come back with information about what the**
282 **Lower St. Croix Partnership Team does before making an appointment. ROLL CALL: All Ayes. Motion**
283 **carried 5-0-0.**

284
285 2. Designate City Attorney and Prosecution Attorney – Resolution 2016-07 – Administrator Moorse

286 summarized that the firm of Holstad and Knaak have been the City Attorney and Prosecuting Attorney for the
287 City for several years.
288

289 **Motion/Second: Richter/Nelson. To adopt Resolution 2016-07 designating the firm of Holstad and Knaak as the**
290 **City Attorney and Prosecuting Attorney. ROLL CALL: All Ayes. Motion carried 5-0-0.**

291
292 4. Designate Official 2016 City Signatories for Payroll and Checks – Resolution 2016-09 –

293 Administrator Moorse summarized the need to designate the official signatories for payroll and checks; two
294 from Council and two from staff. Council designees are Council Member Nelson and Mayor Bend; staff are the
295 City Administrator and Deputy Clerk.
296

297
298 **Motion/Second: Richter/Palmquist. To adopt Resolution 2016-09 designating the official signatories for**
299 **payroll and checks as Council Member Nelson and Mayor Bend; staff are the City Administrator and**
300 **Deputy Clerk. ROLL CALL: All Ayes. Motion carried 5-0-0.**

301
302 5. 2016 Fee Schedule Ordinance Amendment – Ordinance 01-2016 – Administrator Moorse

303 reviewed that the last time the fee schedule was updated was 2013, when the City realized the Liquor License fees
304 were much below other cities. Council agreed to increase the license fees incrementally over a series of years, so as not
305 to burden liquor license holders. He summarized that while most of the fees are not recommended to be changed, a
306 number of fees are recommended for increases. Moorse explained that:
307

- 308 • Afton’s on-sale liquor license fee is lower than in other cities, i.e. Bayport’s fee is \$2,000 and Lakeland’s
309 fee is \$1,600. In 2013, Afton’s fee was increased from \$1,000 to \$1,200, with the plan to continue to
310 increase it incrementally each year. Because the fee was not increased in 2014 or 2015, it is
311 recommended the fee be increased to \$1,600.

- 312 • Afton’s off-sale liquor license is also lower than other cities. It is recommended the fee be increased
- 313 from \$100 to \$200.
- 314 • The Peddler/Solicitor license fee is recommended to increase from \$25 to \$50.
- 315 • The fee for rezoning from Ag Preserve to Agricultural is proposed to be reduced from \$350 to \$150.
- 316 This action requires minimal staff effort beyond processing the application and ensuring the property’s
- 317 Ag Preserve certification has expired.

318
319 Council Discussion

320 Palmquist suggested the On-Sale License go from its current \$1,200 to \$1,400 and for Off-Sale to go

321 from \$100 to \$150.

322
323 **Motion/Second: Palmquist/Richter. To adopt Ordinance 01-2016 the City’s Fee Schedule for as**

324 **presented, but amending the Liquor License fees as amended in the Council Discussion above. ROLL**

325 **CALL: All Ayes. Motion carried 5-0-0.**

326
327 **Motion/Second: Bend/Nelson. To adopt Summary Ordinance 01-2016 the City’s Fee Schedule for**

328 **publication. ROLL CALL: All Ayes. Motion carried 5-0-0.**

329
330
331 **CC MINUTES FROM THIS POINT ARE NOT FINISHED—INFORMATION FROM STAFF MEMOS**

332 **HAVE BEEN INSERTED WITH MOTIONS TO BE DECIDED:**

333
334 6. Number of City Liquor Licenses Ordinance Amendment – Ordinance 02-2016 –

335
336 The ordinance that establishes the number of on-sale liquor licenses available in the City was amended in 2005

337 to provide that the number of liquor licenses shall not exceed the number then-currently issued. Because the

338 City’s records regarding issued liquor licenses do not extend back to 2005, the number of on-sale liquor licenses

339 that were issued at that time is not clear. The maximum number of on-sale liquor licenses allowed by the State

340 in a city of Afton’s size is five (5). The current number of liquor licenses issued is two (2). Staff is

341 recommending the Council adopt an ordinance amendment to clearly establish the number of liquor licenses that

342 can be issued. An ordinance amendment is attached for the Council’s consideration. The Council needs to

343 determine the number of licenses to be reflected in the ordinance amendment.

344
345 **Motion regarding Ordinance 01-2016 amendment establishing the number of on-sale liquor licenses that**

346 **may be issued in Afton.**

347
348 7. Lake Elmo Minor Comprehensive Plan Update -

349
350 Attached is information regarding a Lake Elmo Minor Comprehensive Plan Update. The update is to allow

351 senior housing at higher densities than other multi-family housing uses (up to 20 units per acre) in several areas,

352 including an area in the southeastern portion of the City north of I-94 and adjacent to Manning Avenue. The

353 Plan Update and a map showing the affected areas are attached. The City of Lake Elmo is requesting an

354 expedited review of the Plan Update so that the Plan Update can move to the next step of the review and

355 approval process.

356
357 The attached information from Lake Elmo’s Consulting City Planner indicates the higher density allowance for

358 senior housing recognizes that senior housing is unique, given that residents in such facilities generate less

359 traffic, particularly at peak traffic periods. The areas in which the senior housing is planned are all currently

360 zoned for medium to high density residential development.

362 If the Council does not have concerns regarding the Plan Update, the Council can direct staff to prepare a letter
363 indicating no objections. If the Council has questions or concerns, staff will follow-up with the City of Lake
364 Elmo to address the questions and/or concerns.

365 **Motion regarding providing comments regarding the Lake Elmo Minor Comprehensive Plan Update.**

366
367
368

369 8. Expense Reimbursement Policy for Council Members –

370

371 The City’s policy regarding spending city funds has a section on mileage reimbursement that reads as follows:
372 “The Council will designate employees and officials who will be reimbursed on a monthly basis for mileage and
373 other authorized expenses incurred in the performance of their responsibilities. The total reimbursement due to
374 each person shall be submitted to the Office Assistant (*should be changed to Deputy Clerk*) and Accountant who
375 shall list each claim on the monthly claim sheet.”

376

377 Staff is not aware that the Council has made these designations, although employees are regularly reimbursed
378 for mileage and other authorized expenses. In recent years, Council members have been reimbursed for mileage
379 and expenses related to Council-authorized attendance at a conference or similar activity. Staff has not received
380 reimbursement requests from Council members for mileage related to other activities related to the performance
381 of their responsibilities.

382

383 Mayor Bend has requested the Council review and discuss the policy regarding mileage reimbursement in
384 relation to meetings and other activities related to the performance of Council member responsibilities. A
385 reimbursement request for Mayor Bend is attached. The expenses related to the Mayor’s attendance at the
386 League of Cities conference were specifically authorized by the Council.

387

388 The Council may want to discuss the designation of employees and officials who will be reimbursed on a
389 monthly basis for mileage and other authorized expenses, as well as the types of activities and expenses that can
390 be incurred without specific prior Council authorization, the types of expenses that require prior Council
391 authorization, and the types of expenses that are not reimbursable. Staff recommends all regular staff be
392 designated as able to be reimbursed for mileage and other authorized expenses incurred in the performance of
393 their responsibilities.

394

395 One starting point for discussion about reimbursable expenses for Council members is to confirm that expenses
396 related to training and/or conferences must be pre-authorized by the Council. The Council may also want to
397 discuss whether miscellaneous expenses, such as mileage reimbursement, need to be approved by the Council as
398 a separate agenda item vs. as part of the general claims approval. A related element for discussion could be
399 whether there should be a distinction regarding reimbursing for mileage for meetings within the city and mileage
400 for meetings outside of the city.

401

402 **Motion regarding clarifying the City’s policy regarding expense reimbursement.**
403 **Motion regarding the expense reimbursement request submitted by Mayor Bend.**

404

405 9. Deputy Clerk Professional Development –

406

407 Deputy Clerk Kim Swanson Linner has requested, and it is recommended, that she be able to attend two days of
408 the International Code Council (ICC) Educational Institute in Chaska. She will attend the training track provided
409 for Professional Development/Permit Techs/Housing/Code Enforcement which directly relates to her role in
410 dealing with the public, dealing with difficult situations, and developing and maintaining credibility with the
411 public. This training will be helpful in dealing with customer service situations, and particularly those that will
412 come up during the downtown improvement projects construction process.

413
414 The request includes the registration fee for two days of the Educational Institute on Monday, February 8 and
415 Tuesday, February 9, one night of lodging and mileage reimbursement as outlined below for a total cost of
416 \$464.04.

417		
418	2 days attendance @ \$145 each =	\$290.00
419	1 night hotel @ discounted rate of \$110 +\$7.56 tax =	\$117.56
420	52.3 miles one way; 104.6 round trip @ \$.54 per mile =	\$ 56.48
421	Total	\$464.04

422
423 **Motion regarding the request by Deputy Clerk Kim Swanson Linner to attend the International Code**
424 **Council Educational Institute at a cost of \$464.04.**

425
426
427 10. Renewal of Minnesota City/County Management Association Membership -

428
429 The Minnesota City/County Management Association (MCMA) is the professional and educational organization
430 for appointed management executives and assistants serving cities, counties and other local governments in
431 Minnesota. MCMA is a state association affiliate of the International City/County Management Association
432 (ICMA), headquartered in Washington, D.C.

433
434 The purposes of MCMA are:

- 435 • To increase the management proficiency of members and other urban administrators;
- 436 • To strengthen the quality of urban government through professional management and to share
437 professional experience.
- 438 • To maintain the high ethical standards of the profession of local government management and to
439 recognize the historical significance of the council-manager form of local government organization.
- 440 • To educate the citizenry and students about the merits of professional local government management
441 with the council-manager form serving as a model.

442 The City Administrator is a member of the MCMA. The annual membership renewal cost is \$106.00.

443
444 **Motion regarding the payment of the annual renewal cost of the City Administrator's membership in the**
445 **MCMA in the amount of \$106.00.**

446
447 11. Fire Department Informational Sign Contribution -

448
449 The Lower St. Croix Valley Cable Commission has provided a special distribution of Cable TV fee revenue to
450 its member cities. Afton's share of the distribution is \$1,404.51. The cities are considering using this revenue
451 to provide partial funding for the installation of an informational digital sign at the Lower St. Croix Valley Fire
452 Station. The sign would be used to provide emergency public safety information as well as other public safety
453 information and Fire Department information. It would also be used to provide city information, including
454 advertising community events, such as Afton's community festivals and 4th of July Parade.

455
456 The Fire Board and Fire Department have discussed the funding for the sign and the use of the sign for city
457 information, including the concerns of cities regarding ensuring placement of their community event
458 information on the sign. The result of that discussion was a better understanding of the capabilities of the sign
459 and the purposes of the sign.

460

461 The sign will have sufficient capabilities to meet the needs of the Fire Department regarding public safety
462 information and Fire Department information, as well as displaying information regarding city events. There
463 should rarely be a time when one city's information cannot be displayed due to the display of another city's
464 information. The sign can display separate information on each of its two faces at the same time. In addition,
465 the sign can scroll through different displays throughout the day. The Fire Department has obtained information
466 from Afton, as well as from other cities, regarding the dates of community festivals and other events. In
467 addition, the sign can be used to provide information regarding detours and traffic disruptions during the
468 construction activities related to Afton's downtown improvement projects and during the 4th of July Parade, as
469 well as if there was a major emergency in the downtown area. All of this information has been confirmed with
470 Jim Stanley of the Fire Department.

471
472 **Motion regarding providing funding for an informational digital sign for the Lower St. Croix Valley Fire**
473 **Station in the amount of \$1,404.51.**

474
475 12. Schedule Work Session –

476
477 Looking ahead into February, there are a number of topics that need to be addressed or finalized by the Council. In
478 addition, there may be additional work items related to the downtown improvement projects. To enable the Council to
479 address these items, staff would like to schedule a work session in February.

480
481 A list of work session topics is as follows:

- 482 • Resolve the remaining issues related to the ordinance amendment regarding accessory buildings
- 483 • Goal setting for 2016
- 484 • Joint work session with the Planning Commission
- 485 - 2016 goals
- 486 -Comprehensive Plan update process
- 487 • Review Bids for the wastewater treatment system

488
489 **Motion to schedule a City Council Work Session in February**

490
491
492 **D. Committee Reports -**

- 493 1. Public Works –
- 494 2. Personnel –
- 495 3. Parks –
- 496 4. HPC/DR –
- 497 5. Natural Resources and Groundwater –
- 498 6. High Speed Internet –

499
500 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 501 **A.** Ward 1 Council Member Palmquist –
- 502 **B.** Ward 2 Council Member Richter –
- 503 **C.** Ward 3 Council Member Ross –
- 504 **D.** Ward 4 Council Member Nelson –
- 505 **E.** Mayor Bend –
- 506 **F.** City Attorney Knaak –
- 507 **G.** City Administrator Moore –

508
509 **11. ADJOURN –**

510
511 **Motion/Second: To adjourn the meeting at p.m.**