

*Our Mission is to Provide Quality Public
Services in a Fiscally Responsible Manner
While Preserving the City's Open Space
Character*

NOTICE OF MEETING

**City Council Workshop
3800 Laverne Avenue North
May 9, 2017
6:30 PM**

AGENDA

- | | |
|--|----------------|
| I. Call to Order | 6:30 PM |
| II. Lions Park Improvements | 6:30 PM |
| III. Fence Ordinance | 7:15 PM |
| IV. Administration Staffing | 8:00 PM |
| V. Items for Future Work Session Agenda | 8:30 PM |
| VI. Adjourn | 8:30 PM |



STAFF REPORT

DATE: May 9, 2017

ITEM #:

DISCUSSION/DIRECTION

TO: City Council

FROM: Kristina Handt, City Administrator

AGENDA ITEM: Lions Park Improvements

REVIEWED BY: Rob Weldon, Public Works Director

Emily Becker, City Planner

BACKGROUND:

Last September the City Council approved a design contract with Miller Architect for improvements to Lions Park. The Parks Commission has held a series of meetings since last fall to gather more public input and refine the proposed improvements. Through this process, they have worked to develop a general master plan with multiple phases. At their April 17, 2017 meeting, the Parks Commission passed a motion to increase the cost of Phase I improvements, as shown in the attached plan P-104 (with the exception of relocating volleyball courts; demolition of existing concessions; and new south parking lot) to \$425,000.

ISSUE FOR DISCUSSION:

Should Lions Park improvements be sent back to the Parks Commission for a recommendation in line with the CIP budget before proceeding to solicit bids?

PROPOSAL DETAILS/ANALYSIS:

Phase I improvements would include re-grading the field and moving it north so that the 45th parallel is along the first base line, a perimeter fence, warning track, infield, dugouts, bullpens, lighting, batting cages, relocating the volleyball courts and demolition the art center building. *Estimate \$404,000*

Phase II improvements include demolition the concession stand/restrooms, constructing the south parking lot and new concessions, restrooms and announcers booth. *Estimate \$156,000*

Phase III improvements include constructing the north parking lot, picnic pavilion, gardens, welcome sign, pavilion/warming house, and walking paths. *Estimate \$87,000*

After the Parks Commission action on April 17, staff met with the architect to get clarification on the pricing and explore options to bring Phase I in line with the proposed budget. Part of the explanation for increased was for relocating the field to the north. Miller Architect provided a second master plan option (P106) with Phase I costs of \$247,550.

It should be noted that certain variances may be required for the proposed layout, as some of the proposed structures do not meet City standards.

FISCAL IMPACT:

The 2016-2020 CIP included \$40,000 for grading the field at Lions Park. The 2017-2021 CIP includes \$150,000 for improvements to Lions Park. The total request therefore was \$190,000.

The City's parkland dedication as of 3/16/17 is \$975,417. This does not take in to account the funds (\$150,000) approved for Savona Park and other items approved for the 2017-2021 Capital Improvement Plan.

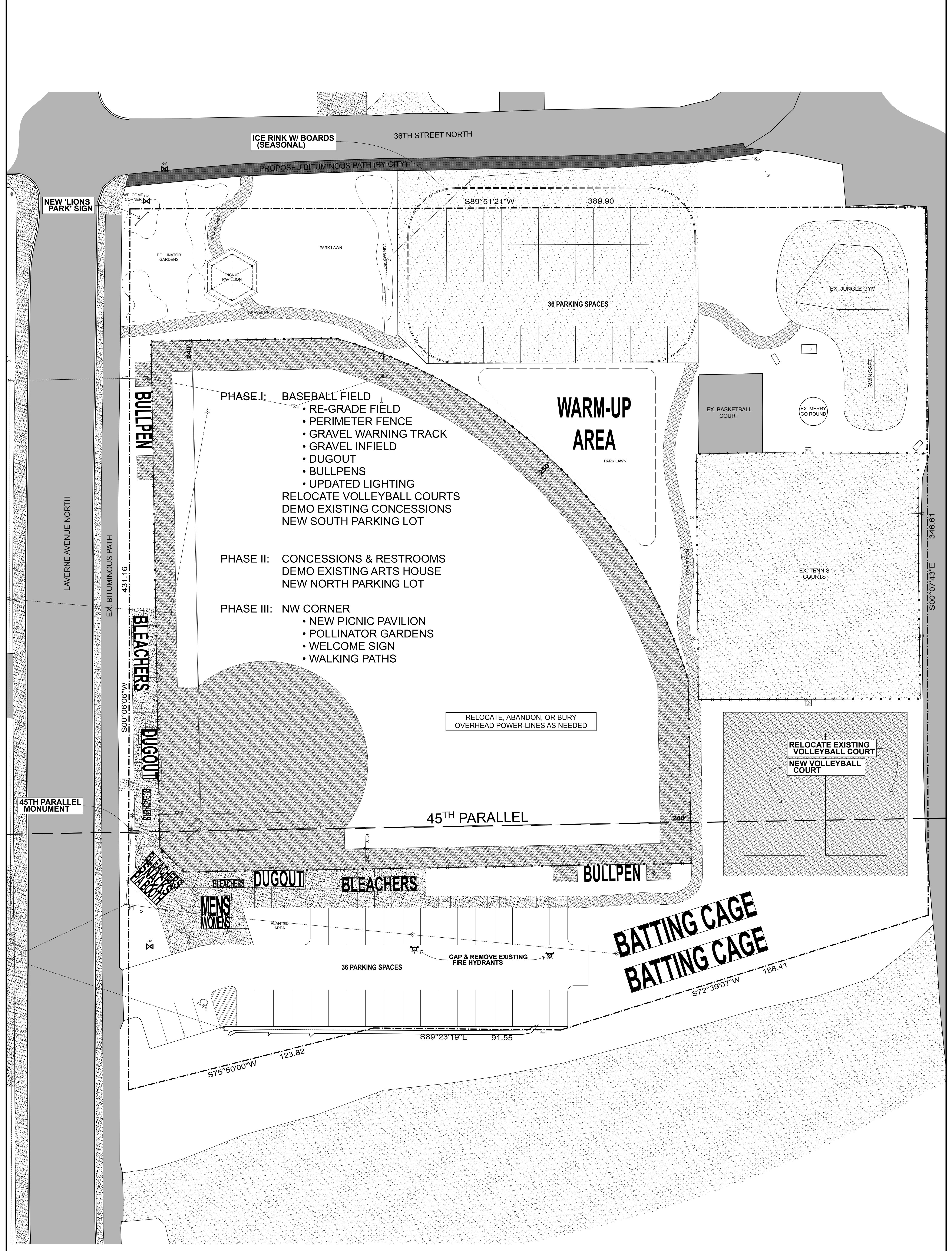
Miller's not to exceed cost is \$27,500. In addition, the cost of the survey for the Lions Park was \$3,685 (including location of the 45th parallel). This would leave approximately \$158,815 available for improvements in the \$190,000 budget.

Aligning home plate with the 45th parallel would increase the cost of grading by an estimated \$39,800, as indicated in the attached price breakdown.

The estimated cost of Phase I for Layout P-106 would still exceed the budget for Lions Park as approved in the 2017-2021 CIP by \$57,550.

ATTACHMENTS:

- Lions Park Proposed Layout P104 (presented to Parks Commission)
- Lions Park Proposed Layout P106
- Price breakdown (Note: The cost estimate compares P-105 to P-106. P-105 was a plan that was presented to Staff on 4/28/17 and not included in the attachments. P-104 was the plan presented to the Parks Commission).



1 BASEBALL FIELD RECONFIGURATION
 1" = 20'

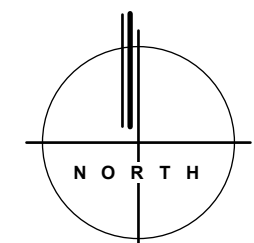


LIONS PARK BASEBALL FIELD

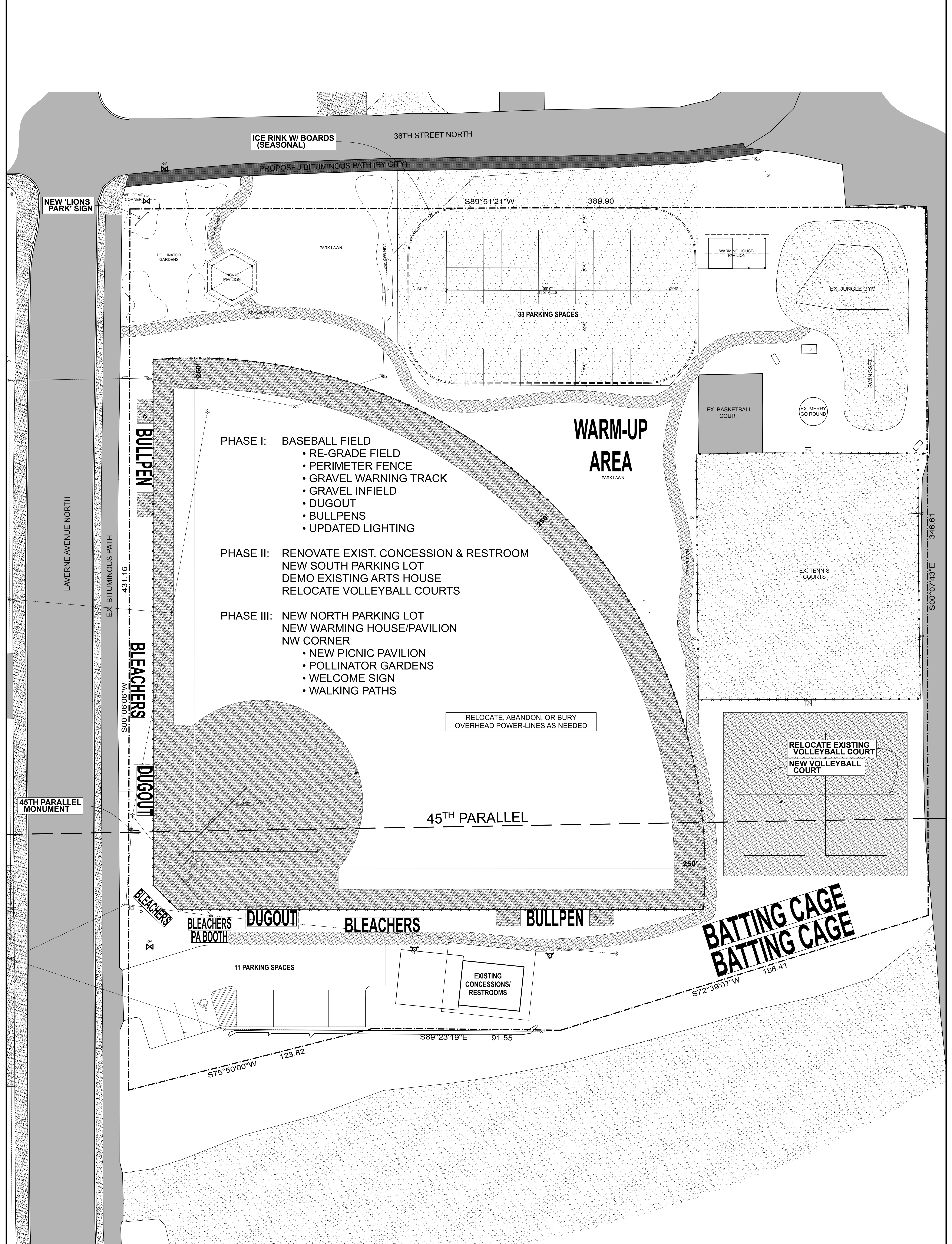
FIELD RECONFIGURATION

LAKE ELMO, MN

SHEET NO.
P-104



320.251.4109 | 320.251.4693 fx
 3335 West St Germain Street
 PO Box 1228
 St Cloud, MN 56302



- PHASE I: BASEBALL FIELD**
- RE-GRADE FIELD
 - PERIMETER FENCE
 - GRAVEL WARNING TRACK
 - GRAVEL INFIELD
 - DUGOUT
 - BULLPENS
 - UPDATED LIGHTING
- PHASE II: RENOVATE EXIST. CONCESSION & RESTROOM**
NEW SOUTH PARKING LOT
DEMO EXISTING ARTS HOUSE
RELOCATE VOLLEYBALL COURTS
- PHASE III: NEW NORTH PARKING LOT**
NEW WARMING HOUSE/PAVILION
NW CORNER
- NEW PICNIC PAVILION
 - POLLINATOR GARDENS
 - WELCOME SIGN
 - WALKING PATHS

RELOCATE, ABANDON, OR BURY OVERHEAD POWER-LINES AS NEEDED

BATTING CAGE
BATTING CAGE

1 BASEBALL FIELD RECONFIGURATION
 1" = 20'

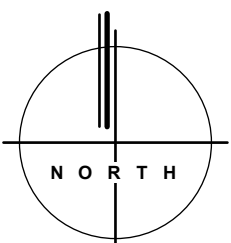


LIONS PARK BASEBALL FIELD

FIELD RECONFIGURATION

LAKE ELMO, MN

SHEET NO.
P-106



320.251.4109 | 320.251.4693 fx
 3335 West St Germain Street
 PO Box 1228
 St Cloud, MN 56302

LION'S PARK BASEBALL FIELD

Concept Estimate: 7/28/17

Masterplan Estimate (P-105): 4/28/17

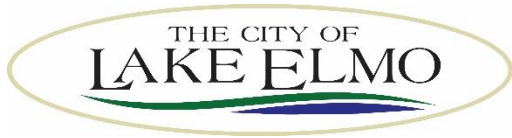
Adjusted Masterplan Estimate (P-106): 5/3/17

Baseball Field		Baseball Field	
Re-grade	\$34,100	Re-grade	\$120,500
Perimeter Fence	\$22,000	Perimeter Fence	\$28,200
		Warning Track	\$10,000
Infield	\$13,200	Infield	\$10,000
Dugouts	\$24,750	Dugouts	\$20,000
		Bullpens	\$3,000
		Lighting	\$170,000
Batting Cages	\$5,500	Batting Cages	\$22,300
			\$384,000
Irrigation	\$6,600		
		Relocate Volleyball	\$5,000
		Demo Ex. Arts Bldg.	\$15,000
Bleachers	\$19,800		
		PHASE I Total:	\$404,000
		Demo Ex. Conc./RR	\$4,000
		South Parking Lot	\$32,000
PA Booth	\$11,000	Concessions/RR/PA Booth	\$120,000
Concession (re-paint)	\$1,000		
		PHASE II Total:	\$156,000
Total:	\$137,950		
		North Parking Lot	\$22,000
		Picnic Pavilion	\$21,000
		Gardens	\$10,000
		Welcome Sign	\$500
		Pavilion/Warming House	\$25,000
		Walking Paths	\$8,500
		PHASE III Total:	\$87,000
		PHASE I-III Total:	\$647,000
		Total General Req's	\$22,250
		Total Contingency	\$30,000
		Total Construction Fee	\$47,000
		Arch & Eng. Fees	\$39,750
			\$139,000
		GRAND TOTAL:	\$786,000

-----> **Re-grade Breakdown:**

	4/28/17	5/3/17
Surveying & Staking	\$8,000	\$4,000
Strip Sod, Import Fill, Regrade	\$33,000	\$33,000
Demo Fence	\$1,200	\$1,200
Remove Trees	\$3,500	\$0
Erosion Control	\$5,000	\$5,000
Relocate Power Lines	\$10,000	\$1,500
Irrigation	\$14,000	\$14,000
Landscape, Sod	\$22,000	\$22,000
Sidewalk (concrete)	\$13,770	\$0
Misc.	\$10,030	\$0
	\$120,500	\$80,700

Baseball Field		Baseball Field	
Re-grade	\$80,700	Re-grade	\$80,700
Perimeter Fence	\$28,200	Perimeter Fence	\$28,200
Warning Track	\$10,000	Warning Track	\$10,000
Infield	\$10,000	Infield	\$10,000
Dugouts	\$20,000	Dugouts	\$20,000
Bullpens	\$3,000	Bullpens	\$3,000
Lighting	\$85,000	Lighting	\$85,000
Batting Cages	\$10,650	Batting Cages	\$10,650
			\$247,550
		PHASE I Total:	\$247,550
Relocate Volleyball	(Move to Phase II)		\$5,000
Demo Ex. Arts Bldg.	(Move to Phase II)		\$15,000
		Renovate Conc./RR	\$20,000
		South Parking Lot	\$16,000
		PA Booth w/ Bleacher	\$15,000
		PHASE II Total:	\$71,000
		North Parking Lot	\$22,000
		Picnic Pavilion	\$21,000
		Gardens	\$10,000
		Welcome Sign	\$500
		Pavilion/Warming House	\$25,000
		Walking Paths	\$8,500
		PHASE III Total:	\$87,000
		PHASE I-III Total:	\$405,550
		Total General Req's	\$22,250
		Total Contingency	\$30,000
		Total Construction Fee	\$47,000
		Arch & Eng. Fees	\$39,750
			\$139,000
		GRAND TOTAL:	\$544,550



STAFF REPORT

DATE: 5/9/2017

DISCUSSION

ITEM #:

TO: City Council
FROM: Emily Becker, City Planner
AGENDA ITEM: Fence Ordinance
REVIEWED BY: Stephen Wensman, Planning Director

BACKGROUND:

The City's Zoning Code prohibits solid wall fences over four feet in height on lots under ½ acre in size. Any portion of a fence over four feet in height on such lots are to be at least 75% open to air and light, with certain provisions. A solid wall fence six feet in height was permitted on a lot within the Hunter's Crossing development on a lot under half an acre in size. The fence permit application was not signed by the Planning Department and the fence detail was not provided with the permit application, yet the permit was issued, and the final permit inspection was originally on a building inspector's schedule, never performed and never rescheduled, yet the inspection shows it as having failed in the City's permit application.

There are a number of issues with what transpired with this particular fence permit application, yet the ordinance that a solid wall fence that is over four feet in height is prohibited except under certain provisions still governs. The City has recently received a complaint by a property owner who has observed the aforementioned fence and believes that he should be able to have a solid wall fence six feet in height or that the aforesaid fence should be required to be removed.

ISSUE BEFORE COUNCIL:

The Council is being asked to re-review Section 154.205 (E) (3) of the City's Zoning Code.

PROPOSAL DETAILS/ANALYSIS:

Ordinance Review. The City's fence ordinance has been reviewed multiple times over the years. In 2013, an amendment was made to the fence ordinance that requires any portion of a fence over four feet in height on a yard that is less than half an acre to be at least 75% open to air and light. The section of this ordinance is below:

3. Residential Fence Design Requirements. Solid wall fences over four (4) feet in height shall be prohibited on any lot under ½ acre (21,780 square feet) in size. Any portion of a fence over four (4) feet on such lots shall be at least 75% open to light and air, except under one of the following circumstances:

- a. When a residential property abuts a district or use of a higher classification, and specifically, when an A, RR, RS, RE, or LDR district abuts any other district or a single family residential use abuts a multi-family residential use or a non-residential use.

- b. When a property is a through lot and abuts a street that is a higher functional classification than the street abutting the front yard of the property.
- c. For screening of outdoor living space subject to the following criteria:
 - i. The area enclosed by outdoor extended living area fencing shall not exceed an enclosed area of 500 square feet.
 - ii. A fence utilized to enclose an outdoor extended living area shall be extended to a point not more than 6 inches from the principal structure at 1 fence termination point.
 - iii. A fence utilized to enclose an outdoor extended living area shall not extend into side yard of a lot beyond the existing building line of the existing principal structure, nor shall such fences be located in any side or front street yard.
- d. For screening or privacy purposes when the lineal measurement of the fence does not exceed one-fourth (1/4) of the linear distance of the perimeter of a lot Such fences may only be installed with the written consent of the adjacent property owner.
- e. Under other circumstances when a solid fence is warranted due to safety, health, animal containment. or a similar purposes subject to review and approval by the City Council and with the written consent of the adjacent property owner.

The Council re-reviewed this requirement in September and October of 2016 and made certain amendments to these provisions, striking the following. The Council was not amenable to removing the prohibition of solid wall fences over four feet in height on lots less than half an acre in size entirely.

~~Such fences may only be installed with the written consent of the adjacent property owner.~~

~~e. Under other circumstances when a solid fence is warranted due to safety, health, animal containment. or a similar purposes subject to review and approval by the City Council and with the written consent of the adjacent property owner.~~

Existing Non-Compliant Fence. The existing, non-compliant fence was permitted and has now been inspected. While it is not compliant with the requirement that solid wall fences over four feet in height be at least 75% open to air and light on lots less than half an acre in size, it was erroneously permitted by the City.

Planning Analysis. When lot sizes decrease, so does privacy from abutting lots. With narrower lots and houses closer together, there are not as many opportunities to provide adequate privacy and separation between homes and yards through site design alone.

Fence Ordinance of Other Cities. Attached is a table that outlines fence ordinances of other cities. These cities were selected, as they were the cities used in the market analysis of the Job Classification and Compensation Study. This table shows that these cities generally allow a solid wall fence of up to six feet in height in side and rear yards.

Current Code Limitations on Fences within Front and Side (Corner) Yards. The Fence Height and Design Section currently already limits fences on any lot to be over 42 inches in height within front or side (corner) yards and mandates that they be at least 50% open to air and light. This is consistent with other city requirements and promotes public safety so as not to limit sight lines for drivers and pedestrians on streets. However, it should be considered that a rear yard may abut a public right-of-way, so it may be beneficial to change the language aforementioned language to the following:

Fences within Front and Side (Corner) Yards. Any fence within a front or side (corner) yard setback or any setback abutting public right-of-way may not exceed forty-two (42) inches in height and must be 50% open to air and light.

FISCAL IMPACT:

None.

OPTIONS:

- **Removing prohibition of solid wall fences on properties under less than half an acre in size.**
~~3. Residential Fence Design Requirements. Solid wall fences over four (4) feet in height shall be prohibited on any lot under ½ acre (21,780 square feet) in size. Any portion of a fence over four (4) feet on such lots shall be at least 75% open to light and air, except under one of the following circumstances:~~
 - ~~a. When a residential property abuts a district or use of a higher classification, and specifically, when an A, RR, RS, RE, or LDR district abuts any other district or a single family residential use abuts a multi-family residential use or a non-residential use.~~
 - ~~b. When a property is a through lot and abuts a street that is a higher functional classification than the street abutting the front yard of the property.~~
 - ~~c. For screening of outdoor living space subject to the following criteria:~~
 - ~~i. The area enclosed by outdoor extended living area fencing shall not exceed an enclosed area of 500 square feet.~~
 - ~~ii. A fence utilized to enclose an outdoor extended living area shall be extended to a point not more than 6 inches from the principal structure at 1 fence termination point.~~
 - ~~iii. A fence utilized to enclose an outdoor extended living area shall not extend into side yard of a lot beyond the existing building line of the existing principal structure, nor shall such fences be located in any side or front street yard.~~
 - ~~d. For screening or privacy purposes when the lineal measurement of the fence does not exceed one fourth (¼) of the linear distance of the perimeter of a lot Such fences may only be installed with the written consent of the adjacent property owner.~~
 - ~~e. Under other circumstances when a solid fence is warranted due to safety, health, animal containment, or a similar purposes subject to review and approval by the City Council and with the written consent of the adjacent property owner.~~
- **Removing prohibition of solid wall fences on properties under less than half an acre in size and adding prohibition of solid wall fences within the shoreland setback.** This will protect views of the lakes and other protected water bodies.
3. Residential Fence Design Requirements. Solid wall fences over four (4) feet in height shall be prohibited ~~on any lot under ½ acre (21,780 square feet) in size~~ within the required structure setback from the Ordinary High Water Level (OHWL) of a property within a shoreland, as indicated in Section 154.800. Any portion of a fence over four (4) feet on such lots shall be at least 75% open to light and air, except under one of the following circumstances:[...]
- **Removing prohibition of solid wall fences on properties under less than half an acre in size in the urban residential districts.**
3. Residential Fence Design Requirements. Solid wall fences over four (4) feet in height shall be prohibited on any lot under ½ acre (21,780 square feet) in size in the rural zoning districts. Any portion of a fence over four (4) feet on such lots shall be at least 75% open to light and air, except under one of the following circumstances:[...]
- **Not amending solid wall fence restrictions.**
- **Suggesting a different amendment to the solid wall fence restriction.**

RECOMMENDATION:

Staff recommends that Council review Section 154.205 (E) (3) of the City's Zoning Code and provide feedback. Staff recommends striking the prohibition of solid wall fences over four feet in height on lots under half an acre in size and that the Council consider adding a provision that solid wall fences over four

feet in height within the required structure setback from the OHWL within a shoreland be prohibited and that any portion over four feet in height be at least 75% open to air and light. Staff also recommends adding a provision that any fence within a setback abutting public right-of-way be limited to 42 inches in height and be at least 50% open to air and light.

ATTACHMENTS:

- Fence Ordinance Comparison Table

City	6 Foot Solid Wall Fence Allowed?
Ham Lake	Yes, but not in front yard
Little Canada	Yes, but not in front yard or in visibility triangle
Mounds View	Yes (up to 8 feet), except within 30 feet of an intersection
Rogers	Yes, but not in front or corner side yards
Victoria	Yes, but not in front or corner side yards
Vadnais Heights	Yes, but must meet accessory structure setback requirements if less than 25% open
Orono	Yes, but not within shoreland setback or rear or side yard facing a street
Mound	Yes, but not in the front or side corner yard
Mahtomedi	Yes, but not in front yards
Albertville	Yes, but not in front yards
Waconia	Yes, but not in front yards



STAFF REPORT

DATE: May 9, 2017

DISCUSSION

ITEM #:

AGENDA ITEM: Administration Department Staffing

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

In 2015 the city had 20 regular employees, excluding library staff and paid on call firefighters. Today there are 22 positions filled or in the process of recruitment. The increase has been in the building department (+2) and public works department (+2) with a reduction in administration department (-2).

ISSUE BEFORE COUNCIL:

Should the City add an FTE in the Administration Department?

PROPOSAL DETAILS/ANALYSIS:

With the reduction of administration staffing some activities are no longer being done. For example, there is less communication from the city to the public with the elimination of the taxpayer relations position. The Source Quarterly newsletter has not been issued since 2015. Also, with the four positions (clerk, deputy clerk, taxpayer relations, and admin assist) being essentially combined into two positions (clerk and admin assist) other functions are suffering such as human resources and record keeping. With the unionization of public works and the growth in staffing in other areas, human resources is becoming a bigger need in the city. With the growth in the city, there are more documents to track and manage according to the retention schedule and data practice provisions.

The Council is being asked to have a discussion on adding one additional staff position to the Administration Department, Assistant Administrator. The primary objective of the position would be to perform a variety of administrative responsibilities and interact routinely with the public and other agencies. This position would assist primarily in the areas of Human Resources, Communications and General Administration. The position would report to the City Administrator and not supervise any other positions.

FISCAL IMPACT:

Estimated annual cost of the position (salary, taxes and benefits) is \$85,000