



## STAFF REPORT

DATE: March 13, 2018

ITEM #: 3

**TO:** City Council

**FROM:** Public Safety Committee

**AGENDA ITEM:** Motion from Public Safety Committee regarding Street Naming and Numbering.

**REVIEWED BY:** Greg Malmquist, Fire Chief

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**BACKGROUND:** The current Public Safety Committee has had this item on its agenda, since its first meeting on March 28, 2017 when it appeared under “Unfinished Business” from a prior meeting of the Committee on 9/17/15. Committee requested City Planner Emily Becker attend the next meeting and update the Committee.

City Planner Emily Becker attended the April 25, 2017 Public Safety Committee meeting. She provided the Committee with a packet and gave an overview of what had transpired since the Committee last discussed this item in September of 2015. Committee tabled the matter to allow members to review information.

Committee meeting on May 23, 2017. No quorum, discussion only on street naming.

Committee meeting on June 27, 2017. No discussion on street naming.

Committee meeting on August 22, 2017. New Committee members were given an overview on Street Naming and Committee again requested City Planner Emily Becker attend their next meeting. At this time, the Planning Department was short staffed. Committee recognized this and tabled item until Planning was fully staffed.

City Planner Ben Prchal attended the January 23, 2018 Committee meeting, Emily Becker was unable to attend. Planner Prchal gave an overview of the current adopted Street Naming process and Chief Malmquist added historical information. The Committee passed the following motion unanimously. Motion: “Public Safety Committee recommends Lake Elmo follows the Washington County Road Naming and Numbering System in support of Public Safety routing during an emergency. In recognition of the concerns about the difference between streets with the same name, and a break in the street, a sufficient difference in the numbers should be used between the two streets.”.

**ISSUE BEFORE COUNCIL:** Adoption of the motion made by the Public Safety Committee “Public Safety Committee recommends Lake Elmo follows the Washington County Road Naming and Numbering System in support of Public Safety routing during an emergency. In recognition of the concerns about the difference between streets with the same name, and a break in the street, a sufficient difference in the numbers should be used between the two streets.”.

**PROPOSAL DETAILS/ANALYSIS:** Committee discussed at great length the matter of keeping the street names the same with or without a break in the road by adhering to the County system. While they supported keeping the name the same for simplicity, they also acknowledged the past struggles of a road stopping and starting. Committee felt that the appropriate solution would be to ensure that whenever there was a break or separation in a road, the proper spacing or gap in the numbering would be sufficient for identification.

**OPTIONS:**

- 1) Move forward with Motion from the Public Safety Committee and approve the change to the Street Naming Policy
- 2) Do not move forward with changes.

**RECOMMENDATION:**

Discuss Motion from Public Safety Committee at Council Workshop to get clear direction

**ATTACHMENTS:**

1. ORDINANCE NO. 08-144, AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES PERTAINING TO STREET NAMING
2. PUBLIC SAFETY COMMITTEE MINUTES, January 23, 2018

CITY OF LAKE ELMO  
COUNTY OF WASHINGTON  
STATE OF MINNESOTA

ORDINANCE NO. 08-144

AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES PERTAINING  
TO STREET NAMING

SECTION 1. The City Council of the City of Lake Elmo hereby amends Section 540: Uniform Naming and Numbering System as it was adopted on the 15<sup>th</sup> Day of February of 2005 by officially repealing the Section in its entirety.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 153: Subdivision Regulations; Section 07: Preliminary Plat; Subd. (E) (1) to read the following:

- (1) Layout of proposed streets showing right-of-way widths, center line grade, typical cross-sections, and proposed names of streets in conformance with all applicable city ordinances and policies. The street names shall comply with the County Uniform Street Naming and Property Numbering System, with the following exceptions:
  - a. Unless a newly proposed street directly extends from, or is planned to extend from, an existing street, no street name that already exists in the city or its environs shall be used, regardless if it is on the same grid as another street.
    - i. Names of north-south avenues shall increase alphabetically from west to east, following the grid system.
    - ii. Names of east-west streets shall follow the grid numbering system as appropriate, but a different suffix such as Lane, Place, Way, etc. or a different prefix such as Upper or Lower shall be used.
  - b. Names of deflecting, continual streets shall not change, even if the street changes direction, unless an intersection exists.
    - i. The names of deflecting streets shall be determined according to their relation to an Arterial or Collector Street if appropriate, otherwise such names shall be determined according to their main point of entry in to a development or as deemed appropriate by Council.
  - c. If appropriate, names with the same theme (i.e. flowers, nature) are permitted for naming streets in an entire subdivision.
  - d. All street names shall end with the directional suffix of North.

**Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION 3. Adoption Date.** This Ordinance 08-144 was adopted on this 4th day of October, 2016, by a vote of 3 Ayes and 2 Nays.

**LAKE ELMO CITY COUNCIL**

\_\_\_\_\_  
Mike Pearson, Mayor

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk

This Ordinance 08-144 was published on the \_\_\_\_ day of \_\_\_\_\_, 2016.



PUBLIC SAFETY COMMITTEE  
MINUTES

January 23, 2018

In Attendance: Lisa McGinn, Cullen Case and Andrew Masterman

Not Present: Dave Moore, Katrina Beckstrom

Others present: City Planner Ben Prchal and Fire Chief Greg Malmquist

1. *Call meeting to order*  
3:34 PM

2. *Approve minutes from August 22, 2017 meeting.*  
Motion Lisa McGinn, Second Andrew Masterman, Approved 3-0

3. *Overview of City Street Naming procedure by Planning Director Emily Becker and Planner Ben Prchal at the request of Committee.*

Planning Director Emily Becker was unable to attend, Planner Ben Prchal gave overview of current Street Naming procedure to Council. Chief Malmquist added historical information. Committee supports following the Washington County Grid System.

Motion: "Public Safety Committee recommends Lake Elmo follows the Washington County Road Naming and Numbering System in support of Public Safety routing during an emergency. In recognition of the concerns about the difference between streets with the same name, and a break in the street, a sufficient difference in the numbers should be used between the two streets.". Motion by Cullen Case, Second Lisa McGinn. Passed 3 - 0

4. *Fire Department Updates*

a. *Part Time Staffing*

Chief Malmquist informed committee on what has happened since their last meeting regarding part time staffing. Explained scheduling challenges and struggle to fill all shifts. Discussed current recommendation of utilizing Paid on Call Firefighters to fill open shifts, as they are trained and ready to go at no additional cost to City. This has been discussed at Council Workshop, sent to HR Committee and now going back to Council for approval based on recommendation of HR Committee. They'll be categorized as "Substitute Firefighters" to clearly differentiate between these and part timers.

*b. Space Needs Study*

Brought Committee up to speed on recommendations from the study.

*c. Truck Committee*

Informed Committee on the process and work done to date on the specifications for the Rescue/Engine to be purchased in 2018 by the Truck Committee. Gave overview of truck layout and recommended tool/equipment purchases. Truck Committee will bring costs to next meeting for recommendation.

*5. Old Business/Action Items*

*6. New Business*

Invite Sgt. Larry Osterman to February meeting.

Elect Co-Chair at February meeting

*7. Next meeting, February 27, 2018*

*8. Adjourn*

Motion Andrew Masterman, Second Lisa McGinn, Adjourned 5:40.