

**MINUTES OF THE REGULAR MEETING  
CITY COUNCIL  
LITTLE CANADA, MINNESOTA**

**JULY 25, 2018**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 25<sup>th</sup> day of July, 2018 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 7:30 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL:	Mayor	Mr. John Keis
	Council Member	Mr. Tom Fischer
	Council Member	Mr. Rick Montour
	Council Member	Mr. Mike McGraw
	Council Member	Mr. Christian Torkelson

ALSO PRESENT:	Public Works Director	Mr. Bill Dircks
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	City Planner	Mr. Steve Gritman
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

**MINUTES** McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-154 – APPROVING THE MINUTES OF  
THE JULY 11, 2018 WORKSHOP MEETING AND THE JULY 11, 2018  
REGULAR COUNCIL MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution adopted.

**ANNOUNCEMENTS** Keis read the Night to Unite 2018 Proclamation and proclaimed Tuesday, August 7 as the 2018 Night to Unite. He encouraged neighborhoods to participate by having block parties.

Keis read a proclamation for resident and Canadian Days charter member, Raymond Hanson, and proclaimed Friday, August 3, 2018, as Ray Hanson Superhero Day in the City of Little Canada. He noted that Ray has been a very active member of the community, including a past mayor. He stated that Canadian Days will be held from August 3 through 5 at Spooner Park.

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Keis announced that Little Canada gymnast Maggie Nichols was recently awarded the 2018 Arthur Ashe Award for Courage at the ESPY's award show, along with 140 other women for speaking out against the abuse suffered by many gymnasts. McGraw noted that she was also recently a NCAA champion for the University of Oklahoma.

**PUBLIC HEARING -  
PUD AMENDMENT  
FOR OUTDOOR  
STORAGE;  
APPLICANT: 3100  
COUNTRY DRIVE,  
LLC; JIM  
SCHWALBACH**

The Associate Planner reported that Jim Schwalbach, property owner of 3100 Country Drive, applied last fall for a Planned Unit Development Amendment that would allow him to rent outdoor storage space to non-tenants of the building. She explained that the application was denied in order for the Planning Commission and City Council to discuss possible text amendments. She stated that after a joint workshop, several code amendments to the Conditional Use Permit and Interim Use Permit provisions as it relates to outdoor storage in the I-1 Zoning District were adopted, and Mr. Schwalbach is now reapplying for approval of non-tenant outdoor storage for a residential home based business in Little Canada.

The Associate Planner stated that 3100 Country Drive is zoned Planned Unit Development, PUD District D. The existing PUD Permit allows accessory outdoor storage to tenants of the building as described in the I-1, Light Industrial section of the City Code. She explained that the building is occupied by Hardware Hank and MGT Insulation, and only Hardware Hank is using any outdoor storage area. She noted that she has asked the applicant for a site plan designating outdoor storage area of both tenant and non-tenant. She explained that the reason for this is because the tenant outdoor storage is allowed with the conditional use permit, and the non-tenant outdoor storage would be allowed with an interim use permit. She noted that the refuse containers at 3100 Country Drive are being stored in front of the building, but they need to comply with the I-1 District outdoor storage conditions and store these containers in the fenced area or be screened some other way. She explained that any change in the non-tenant, even if it is the same use, will trigger a need to amend the interim use permit. The Planning Commission also recommended approval.

The Associate Planner stated that staff recommends approval of the Planned Unit Development Amendment for an Interim Use Permit up to five years to allow for off-site outdoor storage to Quinzon Outdoor Services, which is a home based business in Little Canada, subject to submittal of a new site plan that shows the designation of outdoor storage area between tenant and non-tenant space.

Fischer asked if Mr. Schwalbach had any issues with the points that the Associate Planner clarified. Mr. Schwalbach stated he has no problem putting up screening for the waste containers, but noted that many other businesses do not have any screening. He asked if there would be a fee to

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amend the interim use permit. The Associate Planner stated the fee at this time is \$350 to amend an interim use permit.

Upon motion by Keis, seconded by Montour, the public hearing was closed.

There were no comments from the public.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-155 – APPROVING THE PLANNED UNIT DEVELOPMENT AMENDMENT FOR AN INTERIM USE PERMIT FOR UP TO FIVE YEARS TO ALLOW FOR OFF-SITE OUTDOOR STORAGE FOR QUINZON OUTDOOR SERVICES, WHICH IS A HOME BASED BUSINESS IN LITTLE CANADA, SUBJECT TO SUBMITTAL OF A NEW SITE PLAN THAT SHOWS THE DESIGNATION OF OUTDOOR STORAGE AREA BETWEEN THE TENANT AND NON-TENANT SPACE***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

**PUBLIC HEARING -  
2018  
COMPREHENSIVE  
PLAN UPDATE**

The City Planner stated that tonight is the public hearing for the Council to review the plan and authorize sending this draft to all adjacent cities and affected groups, such as the school districts, for their comments. He stated that once everyone has responded, final changes will be made, the City Council will conditionally adopt the plan, and staff will submit it to the Metropolitan Council. He noted that this will likely occur in December. He explained that the Metropolitan Council may want changes, and after they have given approval, the City Council will adopt the final draft of the plan.

The City Planner explained that this plan is looking forward through 2040, and continues to protect the amount of low density housing that the City has. The bulk of the land use talks about redevelopment and the market usually helps determine whether that is private developer driven or city led. He stated that he has been working on reviewing the employment growth number that the Metropolitan Council has estimated for the city, and explained that once it was compared against the land uses, the number seemed to be acceptable. He noted that the Parks & Recreation Commission has completed the Park System Master Plan update which will be incorporated into the parks chapter of the Comprehensive Plan.

Upon motion by Montour, seconded by McGraw, the public hearing was closed.

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Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-156 – APPROVE THE DRAFT 2018 COMPREHENSIVE PLAN AND AUTHORIZE THE CITY PLANNER TO SUBMIT TO THE ADJACENT COMMUNITIES AND AGENCIES***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

**CONSENT  
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-157 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*APPROVAL OF THE VOUCHERS***

***\*APPROVE EDUCATION REIMBURSEMENT FOR CITY EMPLOYEE TODD JAGOE***

***\*APPROVE THE HIRE OF JANE BURGESS AS THE PART-TIME UTILITY BILLING CLERK***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**EAGLE SCOUT  
PROJECT –  
PORTABLE  
RESTROOM  
SCREENING**

The Public Works Director explained that Hunter Huot is a Little Canada Boy Scout that has been working on his Eagle Scout project and is proposing to construct two portable restroom screening structures at Pioneer Park and two structures at Spooner Park.

Mr. Huot stated that he has submitted a design and worked with the Building Official to ensure it complies with the City Code. He is requesting that the City Council approve the design and up to \$700 towards the total project cost. Once the project and funding are approved, he will purchase the supplies and coordinate the construction of the screening. Mr. Huot stated that he has consulted with the local portable restroom company that the design he is proposing will not cause issues for them when servicing the units, or if one needs to be moved or replaced.

Keis asked when these would be completed. Mr. Huot stated that they will be done in the next couple of weeks. He noted that the Spooner Park ones will be completed after Canadian Days.

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The Public Works Director reported that staff has reviewed the design that was submitted by Mr. Huot, and believes it is structurally sound, in compliance with city codes, and the proper size for future maintenance needs of the portable restrooms. He noted that Mr. Huot was at the July 10, 2018, Parks & Recreation Commission meeting, where the Commission reviewed the project and had an opportunity to speak with Mr. Huot. He noted that at this time, the total project costs are estimated at \$1,500.00, and the Little Canada Recreation Association (LCRA) has granted \$800.00 towards this project.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-158 – APPROVING THE PROJECT DESIGN AND UP TO \$700.00 TOWARDS THE COST OF MATERIALS FOR BOYSCOUT HUNTER HUOT TO CONSTRUCT FOUR PORTABLE RESTROOM SCREENING STRUCTURES AT PIONEER PARK AND SPOONER PARK***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**EAGLE SCOUT  
PROJECT –  
REPLANTING  
RAINWATER  
GARDEN**

The Public Works Director reported that Boy Scout Ben Belin is working on his Eagle Scout project and is proposing to clear out and replant a rainwater garden on Sextant Avenue in Little Canada. He stated that Staff has identified that this particular rainwater garden is in need of repair to help it work as intended, and recommended that Mr. Belin clear and replant this rainwater garden. The Public Works Director explained that Mr. Belin worked with the Ramsey-Washington Metro Watershed District to come up with a planting design that will work for this particular rainwater garden. He stated that Staff, the Watershed District, and the City Engineer have all reviewed the proposed layout and believe it to be a good design that will function properly. He reported that Mr. Belin estimated the cost of plants and mulch will be \$255.99 and Mr. Belin will raise funds for other project costs that may come up.

Mr. Belin stated that he has been working with Mr. Shearen and the Watershed District staff to make a plan for this raingarden. Fischer asked when the work would be done. Mr. Belin reported it would be done in late August or early September, he will use eight to ten volunteers, and it should only take two days. He stated that he is requesting funds from the City for \$260 to pay for the plants for this project.

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McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-159 – APPROVING UP TO \$260 TO PURCHASE PLANTS AND MULCH FOR BOYSCOUT BEN BELIN TO CLEAR AND REPLANT A RAINWATER GARDEN ON SEXTANT AVENUE***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

**CAPITOL VIEW  
SCHOOL  
SIGNAGE**

The Associate Planner reported that the City has received a request for directional signage larger than that allowed by code for Northeast Metro Intermediate School District 916 at 70 County Road B2 West. She explained that with construction of the new building, the school is looking to install one more sign before the upcoming school year begins since there are a few entities housed here.

The Associate Planner explained that two signs have already been installed which are “Eastview Academy” on the north elevation and “Gymnasium” on the south elevation. The school preferred to start with these two signs given some of the activities that started this summer. Their request is to install one more sign “Quora Education Center” on the north elevation. The Eastview Academy sign measures 23 square feet and the Gymnasium sign measures 13 square feet. Both of these signs are individual letters installed in the entryway above the glass of the specific entrance to the building. The Quora Education sign measures 31 square feet and will be installed in the same manner. The Associate Planner noted that directional signage is limited to four square feet, and the Public District allows for signage up to 32 square feet.

The Associate Planner noted that she reviewed the Gymnasium sign on the south elevation with the City Planner prior to installation and it was his determination that given this sign is not visible to the general public from the right-of-way or parking lot, that it does not count towards the square footage of signage allowed. She explained that the Eastview Academy sign was issued under the Public District regulations, but Northeast Metro is requesting that given the location of the signage being installed above the doorway and that the sign is identifying an entrance for an entity within the building that the Quora Education sign be approved as a Directional/Informational sign. The Associate Planner stated that with the current signage installed, Northeast Metro has zero square feet of signage as directional and 23 square feet of Public District signage already. Staff recommends the City Council discuss the request from

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Northeast Metro Intermediate School District 916 to allow a directional sign up to 31 square feet to be installed on the north elevation.

Montour stated that the signage allowance stated in the City Code for Public Districts really should be increased. There was Council consensus to have staff move forward with a code amendment to increase the amount of signage allowed in Public Districts.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-160 – DENY THE REQUEST TO INCREASE DIRECTIONAL SIGNAGE BUT DIRECT STAFF TO MOVE FORWARD WITH A CODE AMENDMENT TO INCREASE THE ALLOWED SQUARE FOOTAGE OF SIGNAGE IN PUBLIC DISTRICTS***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**TERRACE  
HEIGHTS  
RENTAL UNIT  
CONCERN**

The Public Works Director explained that the City received an e-mail from Jonathan Turner, President of the Resident Association in Terrace Heights Mobile Home Park, regarding suspected rental units within the Park. Mr. Turner has asked to speak with the City Council on this matter. Mr. Turner has indicated that he believes the property owner, Riverstone, is bringing in pre-owned units that appear to have significant damage with the intention of using them as rental properties.

The Public Works Director verified with the Building Official that a permit was issued in mid-May to Terrace Heights Mobile Home Park for a replacement/new unit at Lot #170. The unit is shown in the pictures submitted by Mr. Turner. The Building Official has completed two inspections which included support blocking and anchoring to the ground and a new gas line air test inspection. All inspections have passed up to today. Ridgeland Contracting, the licensed contractor installing the unit, has not called for a final inspection as of the writing of staff memo. The final inspection will include verifying the installation of the State of Minnesota Seal and that the electrical inspection has been completed. The Contractor will also have to provide landings and stairs at the required two exits.

The Public Works Director reported that the Riverstone Area Manager was contacted, and stated that he is still looking at doing vinyl siding on this home and shed, removing a large tree in the back of the home, roof sealing, some landscaping and possibly replace some windows. The manager also stated that they are preparing the home to sell, not rent. The Public Works

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Director stated that the City of Maplewood denied a permit for this home only because it did not meet setback requirements.

Jonathon Turner, a Terrace Heights resident, stated that there were questions at their resident meeting about this unit that was brought in over a year ago and has been sitting vacant, but was recently moved in to a lot, so they are concerned what the park owner is planning to do with it since it is in very bad condition. He noted that the residents are not allowed to rent units and they do not support the park owner being allowed to rent units.

Keis asked if the City would allow mobile homes to be rented. The Associate Planner stated that she believes the Terrace Heights bylaws states that homes cannot be rented in their park, but noted that the City is not involved with the homeowners association guidelines. She stated that the City's rental licensing would allow mobile homes to be rented.

Elizabeth Pretzel, secretary of the homeowners association, stated that the residents take pride in their homes and this particular home is not in good condition. She stated that they have talked to people at other mobile home parks who have stated that Riverside tends to move in old homes and rent them. She explained that she hopes the Council would make a city policy that does not allow any renting of homes in the park. Torkelson stated that there currently are no rental licenses for any mobile homes in the city and he would support the city being proactive to keep it that way. Keis stated that we need to look at what the guidelines are for inspections when mobile homes are moved in and possibly discuss this at a future workshop.

**COMMUNITY  
SURVEY**

The City Clerk explained that the Council reviewed the draft list of survey questions at the July 11 Workshop meeting and suggested several changes. Mr. Peter Leatherman from The Morris Leatherman Company has updated the list of questions with all of the changes and resubmitted the list for Council review. She stated that Mr. Leatherman can begin the survey in August if the Council approves the questions and authorizes the down payment.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-161 – APPROVE THE SURVEY  
QUESTIONS AND THE \$10,000 DOWNPAYMENT TO THE MORRIS  
LEATHERMAN COMPANY TO COMPLETE A COMMUNITY  
SURVEY***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.



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**UPDATE ON  
HIRING OF CITY  
ADMINISTRATOR** Keis stated that the Council is in the midst of doing a search for a new City Administrator, and tonight at the Workshop they chose six candidates to invite to the interview process on Friday and Saturday.

**ADJOURN** There being no further business, the meeting was adjourned at 8:49 p.m.

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John T. Keis, Mayor

Attest: \_\_\_\_\_  
Bill Dircks, Acting City Administrator