

September 7, 2010

A regular meeting of the Scandia City Council was held on the above date. Mayor Dennis Seefeldt called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following council members were present: Connie Amos, Pete Crum, John Lindell, Dolores Peterson and Mayor Dennis Seefeldt. Staff present: City Administrator Anne Hurlburt, City Attorney Dave Hebert, and Deputy Clerk Brenda Eklund.

### **APPROVAL OF THE AGENDA**

**Peterson, second by Amos, moved to approve the agenda as presented. The motion passed unanimously.**

### **APPOINTMENT OF FULL-TIME MAINTENANCE WORKER**

Jeff Anderson, a Scandia resident, has met the requirements of employment for the Full-Time Maintenance Worker position. Mr. Anderson plans to begin work as early as September 8, depending on his current employer. **Crum, second by Amos, moved to appoint Jeff Anderson to the position of full-time Maintenance Worker in the Public Works Department, at a rate of \$19.41 per hour. The motion carried 5-0.**

### **CERTIFY 2011 PROPOSED PROPERTY TAX LEVY (RESOLUTION 09-07-10-01)**

The City must certify its 2011 proposed property tax levy to the county auditor by September 15. At its August 30 budget workshop, the council directed staff to prepare a resolution to certify the maximum levy allowed under the state levy limit, \$2,013,651, a 4.95% increase from the 2010 levy. Administrator Hurlburt stated that the council will hold a public meeting and schedule another budget work session to further discuss the final tax levy which will be adopted in December.

Council member Lindell stated that he does not support setting the tax levy at the maximum rate, and feels that a 3% increase would be more appropriate. Council member Peterson acknowledged that the council has the opportunity to further discuss the levy before the final adoption. City Attorney Hebert advised that it is a common practice to initially adopt the maximum allowed levy. The levy may be reduced from this amount, but cannot be increased. Administrator Hurlburt stated that the council will have a better sense of budget numbers at their next work session, and adopting the maximum levy gives them flexibility to make decisions on the budget.

**Crum, second by Peterson, moved to adopt Resolution 09-07-10-01, Certifying the Maximum Property Tax Levy Payable in 2011. The motion carried 4-1, with Lindell opposed.**

The council will meet in a budget work session on Tuesday, November 9 at 6:30 p.m. The canvass of votes from the November 2, 2010 municipal election will also occur at this meeting.

State law requires that the city hold a public meeting between November 25 and December 26, with this date included on the property tax notices sent in November. By consensus, Council agreed to hold the public meeting prior to their regular meeting on December 7, 2010 at 6:00 p.m.

**APPOINTMENT TO FOREST LAKE CABLE TELEVISION COMMISSION  
(RESOLUTION 09-07-10-02)**

The Joint Powers Agreement of the Forest Lake Cable Commission allows each city to appoint two directors to serve two-year terms. John LaNasa, Scandia resident, has recently resigned from this position, which expires December 31, 2011. Staff recommended that Administrator Hurlburt fill the unexpired portion of Mr. LaNasa's term. If a citizen volunteer comes forward the Council could make a new appointment. **Peterson, second by Amos, moved to adopt Resolution 09-07-10-2, Appointing Administrator/Clerk Hurlburt as a Director to the Forest Lake Cable Commission. The motion carried 5-0.**

The council recessed at 7:20 p.m.

*The Planning Commission meeting was called to order at 7:30 p.m. The following were present: Commission Chair Chris Ness, Commissioners Tom Krinke, Christine Maefsky, Susan Rodsjo and Peter Schwarz. Staff present: City Planner Sherri Buss, TKDA, Building/Code Enforcement Official Steve Thorp. Council member John Lindell was absent following the council recess.*

**JAMB ARCHITECTS, CONDITIONAL USE PERMIT FOR EXPANSION AND  
RENOVATION OF SCANDIA PLAZA SHOPPING CENTER, 21190 OZARK AVENUE  
(RESOLUTION 09-07-10-03)**

Jerry Anderson, jamb Architects, and owners Howard and Emily Stegner, have applied for a Conditional Use Permit to allow building expansion and site redesign of the existing Scandia Plaza Shopping Center located at 21190 Ozark Avenue. The property is located in the Retail Business District.

City Planner Sherri Buss presented an overview of the proposal. The improvements are proposed to occur in two phases. The applicant is requesting City approval of Phase 1 improvements, which includes a building expansion of 2,475 square feet to the east of the existing building, relocation of the bank from the west to the east side of the center and expansion of the bank space, a new driveway to the center and drive-through facility for the bank, renovation of the existing building, and changes to parking, traffic circulation, landscaping and storm water management. The application shows that all existing tenants would remain. The applicant indicated that a separate CUP request will be made for signage at a later date.

The planner's report recommended approval of the CUP, with a recommendation that the plans include a pedestrian connection from Scandia Plaza to the shopping center to the south, to allow for the option to walk between the two centers. A resolution was prepared which detailed additional conditions of approval.

Commissioner Rodsjo commended Mr. Anderson for working closely with the city in following the new Architectural Design Guidelines. The structure reflects many historic Scandinavian design elements. The redesign includes use of fiber cement lap siding in colors of deep red and gray-blue, wide white trim around the windows, pitched rooflines and gabled dormers, stone store fronts, and canvas awnings. A correction to condition number twelve in the draft resolution was recognized – a reference to transom windows was removed.

Chairman Ness opened the public hearing.

*Jim Lindberg, 21805 Olinda Trail:* Mr. Lindberg suggested adding a frontage road with access for eastbound Highway 97 traffic to ease congestion at the Highway 97/Ozark Avenue intersection. Mr. Lindberg was advised that MN-DOT has strict access guidelines that may be out of the scope of this project.

As there were no more public comments, Chairman Ness closed the hearing.

Commissioner Krinke asked if removing part of the existing drainfield to construct a new driveway received County approval. Mr. Anderson replied that the County has approved the plans. The remaining drainfield will be sufficient to handle the expected demand of the users. A back up drainfield site located on the northeast part of the lot will not be disturbed.

Council member Crum asked if the dormers have storage capacity. Mr. Anderson explained that the purpose of the dormers is to provide a two-story appearance. The windows in the gabled dormers will be non-functioning. All mechanical equipment will be contained under the roofline, with access doors on the ends of each roofline.

Commissioner Krinke asked about improvements to the back of the building. Mr. Anderson explained that although the rear of the building will not be resided as a cost saving measure, the cement block will be painted and the area cleaned up. A trash enclosure will be constructed.

Mr. Anderson anticipates having the project out for bids in the next few weeks, and construction to begin in October.

The Planning Commission recommended approval of draft Resolution 09-07-10-03, approving a CUP for Scandia Plaza, with a correction to condition number twelve.

Council members commented that the plans are nicely done, and the improvements will be a wonderful addition to Scandia's business district.

**Peterson, second by Crum, moved to accept the Planning Commission's recommendation to adopt Resolution No. 09-07-10-03 with correction to Condition #12, Approving a Conditional Use Permit for Scandia Plaza. The motion carried 4-0.**

### **SCENIC VIEW ANALYSIS**

Commissioner Maefsky requested that scenic view analysis be further discussed. An early draft of the Comprehensive Plan included a preliminary list and map of viewpoints that should be considered for protection, with a goal to protect scenic rural roads, viewpoints and vistas from visually intrusive or incompatible development.

Commissioner Maefsky proposed that the city proceed with further analysis of the 75 significant viewpoints and road segments preliminarily identified during development of the Comprehensive

Plan. This information could be used to establish roadway design standards, set standards for maintaining the scenic qualities of significant views, and work with landowners to encourage development patterns that protect important viewsheds. These policies could be an important part of the Subdivision Regulations ordinance.

Commissioner Maefsky will assemble a committee and begin working on this issue soon.

**Peterson, second by Amos, moved to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*