

# MERIDIAN BEHAVIORAL HEALTH CEDAR RIDGE PROPOSED REPLACEMENT FACILITY GRANT, MN

**POPE**  
ARCHITECTS

POPE ARCHITECTS  
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www.popearch.com

**Meridian**  
BEHAVIORAL HEALTH

MBH- CEDAR RIDGE  
PROPOSED REPLACEMENT FACILITY  
GRANT, MN

## DESCRIPTION OF BUILDING USE

ADDRESS:  
11400 JULIANNE AVENUE NORTH

This is a proposed one story 21,900 square foot chemical dependency treatment program serving up to 50 male clients under a supervised condition. The buildings main use includes 25 double occupancy rooms, a fitness center, dining room, kitchen, and administrative offices.

Building Code Information, 2012 International Building Code: The proposed use is classified as an IBC Occupancy Type I-1. The proposed Construction Type is V-B and fully sprinklered.

## SHEET INDEX

● = ISSUED SHEET

	CONDITIONAL USE PERMIT APPLICATION 7-24-15		
<b>ARCHITECTURAL</b>			
A0	TITLE SHEET	●	
A1	PROPOSED FLOOR PLAN	●	
A2	PROPOSED EXTERIOR ELEVATIONS	●	

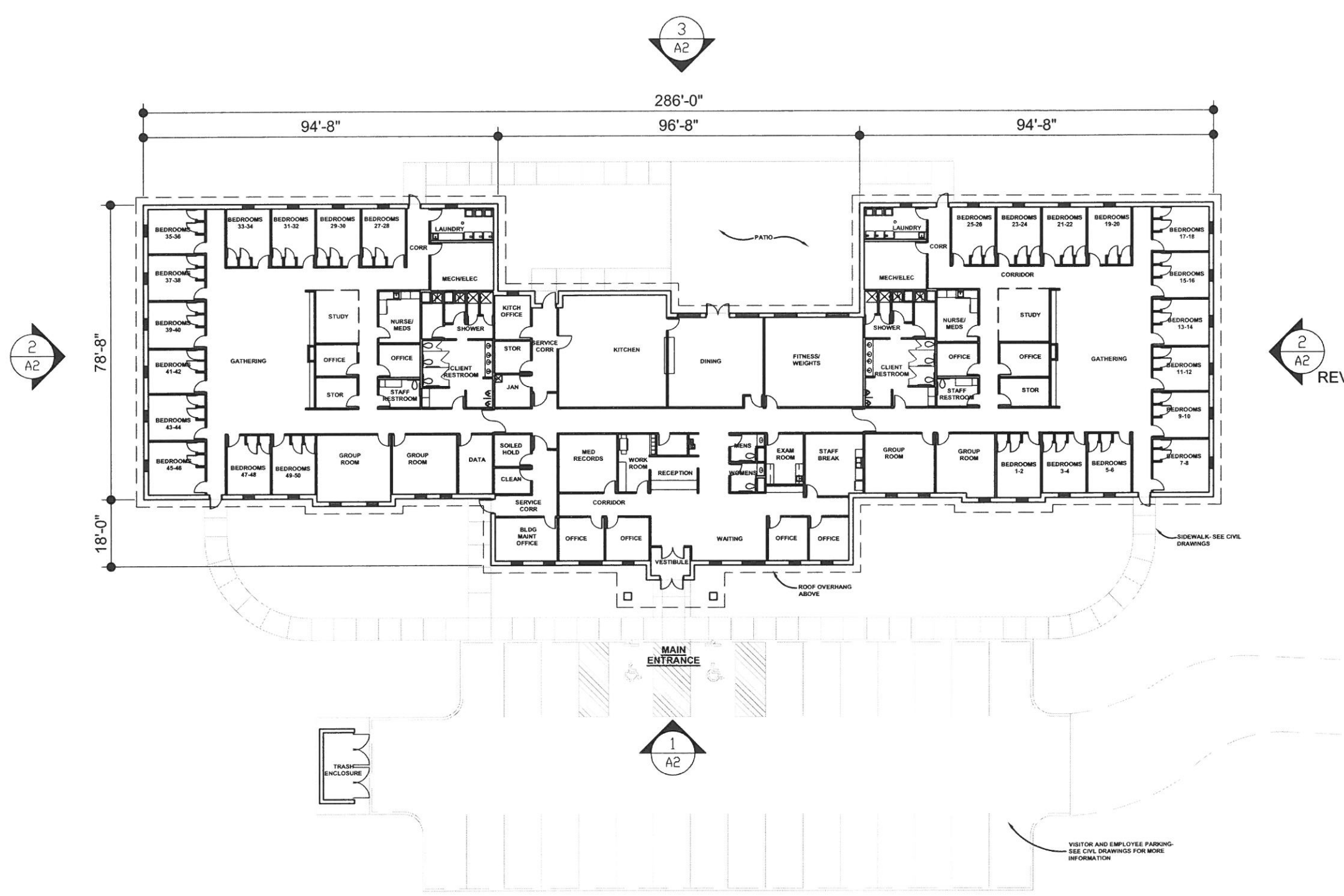
## TITLE SHEET

Issues and Revisions:  
CUP SUBMITTAL 7-24-15

Commission No. 52632-15091  
Drawn by KR  
Checked by

SHEET

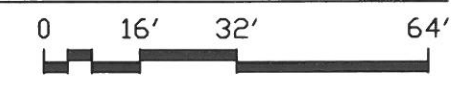
A0



1  
A1

**PROPOSED FLOOR PLAN**

1/32"=1'-0"



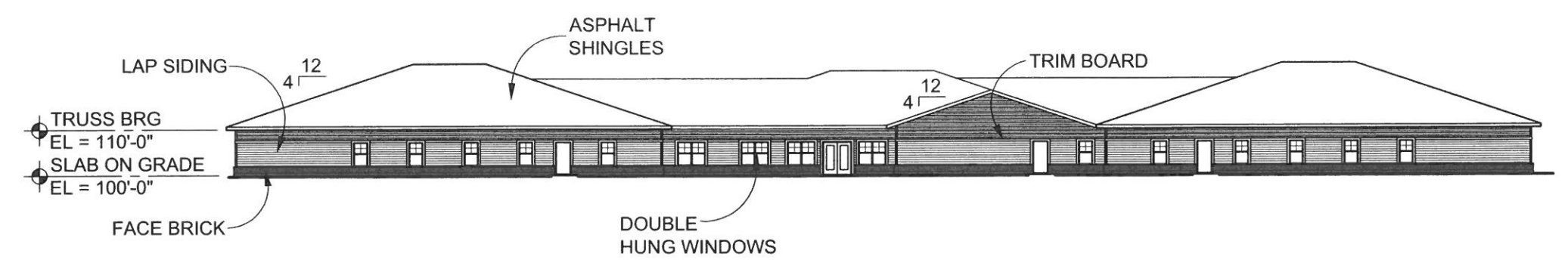
**PROPOSED FLOOR PLAN**

Issues and Revisions:  
CUP SUBMITTAL 7-24-15

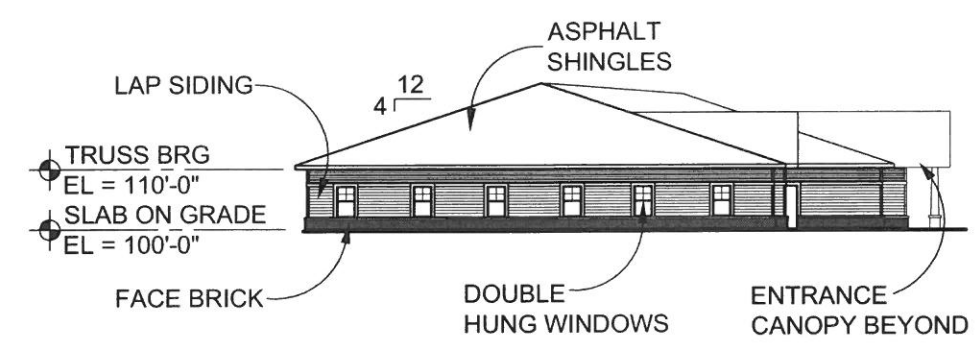
Commission No. 52632-15091  
Drawn by KR  
Checked by

SHEET

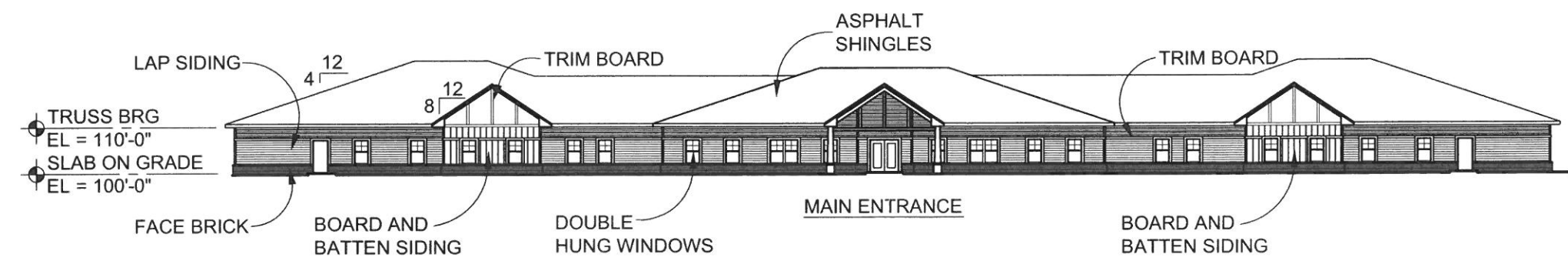
**A1**



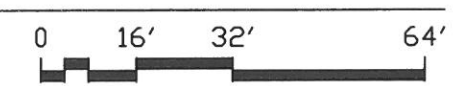
3 EAST EXTERIOR ELEVATION  
A2 1/32"=1'-0"



2 NORTH (SOUTH REV) EXT ELEV  
A2 1/32"=1'-0"



1 WEST EXTERIOR ELEVATION  
A2 1/32"=1'-0"



PROPOSED  
EXTERIOR  
ELEVATIONS

Issues and Revisions:

CUP SUBMITTAL	7-24-15

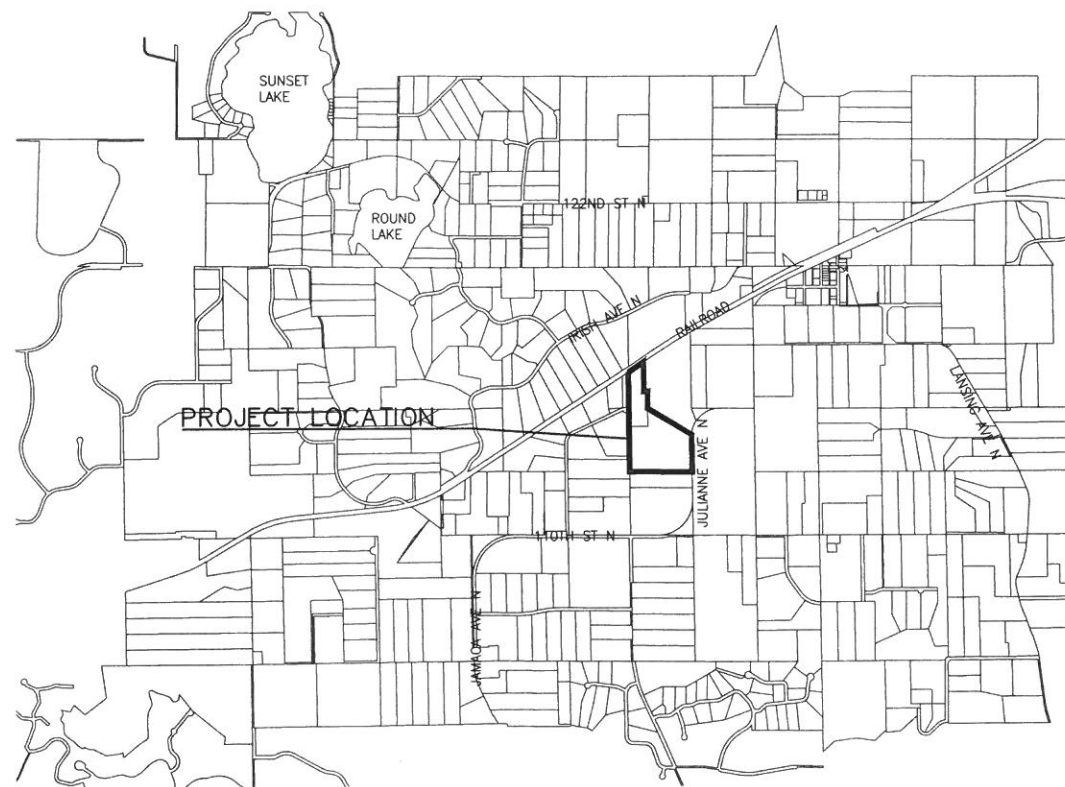
Commission No. 52632-15091  
Drawn by KR  
Checked by

# MERIDIAN BEHAVIORAL HEALTH CEDAR RIDGE, 50 BED FACILITY

GRANT, MN  
JULY 2015

**LEGEND**

<p>○ SET IRON MONUMENT</p> <p>● FOUND IRON MONUMENT</p> <p>⊗ FOUND CHISELED "X"</p> <p>△ SET "PK" NAIL</p> <p>◻ [OTHER] MONUMENT FOUND</p> <p>⊕ BENCHMARK</p> <p>⊙ SANITARY SEWER MANHOLE</p> <p>⊙ SANITARY CLEANOUT</p> <p>⊙ STORM SEWER MANHOLE</p> <p>⊙ STORM SEWER INLET</p> <p>⊙ STORM SEWER INLET</p> <p>⊙ WATER SERVICE SHUTOFF</p> <p>⊙ HYDRANT</p> <p>⊙ WATER WELL</p> <p>⊙ WATER GATE VALVE</p> <p>⊙ GAS MARKER</p> <p>⊙ GAS VALVE</p> <p>⊙ GAS METER</p> <p>⊙ TELEVISION PEDESTAL</p> <p>⊙ TELEPHONE PEDESTAL</p> <p>⊙ TELEPHONE MANHOLE</p> <p>⊙ ELECTRICAL PEDESTAL</p> <p>⊙ MAILBOX</p> <p>⊙ ELECTRIC METER</p> <p>⊙ ELECTRIC TRANSFORMER</p> <p>⊙ ELECTRIC MANHOLE</p> <p>⊙ TRAFFIC SIGN</p> <p>● BOLLARD</p> <p>⊙ UTILITY POLE</p> <p>→ ANCHOR CABLE</p> <p>⊙ LIGHT POLE</p> <p>⊙ DECIDUOUS TREE</p> <p>⊙ CONIFEROUS TREE</p> <p>⊙ SHRUB/BUSH</p> <p>⊙ SB-9 APPROX. SOIL BORING LOC.</p> <p>⊙ BENCHMARK</p> <p>⊙ EXISTING SPOT ELEVATION</p>	<p>— X — X — FENCE LINE</p> <p>— &gt;&gt; — &gt;&gt; — RETAINING WALL</p> <p>— &gt; — &gt; — STORM SEWER</p> <p>— &gt; — &gt; — SANITARY SEWER</p> <p>— G — G — UNDERGROUND GAS</p> <p>— HE — UC — UNDERGROUND CABLE</p> <p>— OE — OE — OVERHEAD ELECTRIC</p> <p>— UE — UE — UNDERGROUND ELECTRIC</p> <p>— F/O — UNDERGROUND FIBER OPTIC</p> <p>— — — RIGHT-OF-WAY LINE</p> <p>— - - - - EXISTING EASEMENT LINE</p> <p>— — — SURVEYED PROP. LINE/PLAT BOUNDARY</p> <p>— [ ] — [ ] — SILT FENCE</p> <p>— [ ] — [ ] — BIOROLL</p> <p>— WET — DELINEATED WETLAND</p> <p>— - - - - WETLAND BUFFER</p> <p>— — — SILT FENCE</p> <p>— [ ] — [ ] — CONCRETE SURFACE</p> <p>— [ ] — [ ] — ASPHALT SURFACE</p> <p>— [ ] — [ ] — BUILDING</p> <p>— [ ] — [ ] — CLEAR AND GRUB</p> <p>— [ ] — [ ] — REMOVE BUILDING AND RELATED APPURTENANCES</p> <p>— [ ] — [ ] — REMOVE PAVEMENT</p> <p>— [ ] — [ ] — REMOVE GRAVEL SURFACE</p> <p>— [ ] — [ ] — SEEDING AND MULCH</p> <p>— [ ] — [ ] — ROCK CONSTRUCTION ENTRANCE</p> <p>— V-DIMS-STRAIGHT —</p> <p>— V-DIMS-SPLINE —</p>	<p>— — — FENCE LINE</p> <p>— &gt;&gt; — &gt;&gt; — RETAINING WALL</p> <p>— &gt; — &gt; — STORM SEWER</p> <p>— &gt; — &gt; — SANITARY SEWER</p> <p>— G — G — UNDERGROUND GAS</p> <p>— HE — UC — UNDERGROUND CABLE</p> <p>— OE — OE — OVERHEAD ELECTRIC</p> <p>— UE — UE — UNDERGROUND ELECTRIC</p> <p>— F/O — UNDERGROUND FIBER OPTIC</p> <p>— — — RIGHT-OF-WAY LINE</p> <p>— - - - - EXISTING EASEMENT LINE</p> <p>— — — SURVEYED PROP. LINE/PLAT BOUNDARY</p> <p>— [ ] — [ ] — SILT FENCE</p> <p>— [ ] — [ ] — BIOROLL</p> <p>— WET — DELINEATED WETLAND</p> <p>— - - - - WETLAND BUFFER</p> <p>— — — SILT FENCE</p> <p>— [ ] — [ ] — CONCRETE SURFACE</p> <p>— [ ] — [ ] — ASPHALT SURFACE</p> <p>— [ ] — [ ] — BUILDING</p> <p>— [ ] — [ ] — CLEAR AND GRUB</p> <p>— [ ] — [ ] — REMOVE BUILDING AND RELATED APPURTENANCES</p> <p>— [ ] — [ ] — REMOVE PAVEMENT</p> <p>— [ ] — [ ] — REMOVE GRAVEL SURFACE</p> <p>— [ ] — [ ] — SEEDING AND MULCH</p> <p>— [ ] — [ ] — ROCK CONSTRUCTION ENTRANCE</p> <p>— V-DIMS-STRAIGHT —</p> <p>— V-DIMS-SPLINE —</p>
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PROJECT VICINITY MAP

SHEET INDEX	
SHEET	TITLE
G-101	TITLE AND INDEX SHEET
1 OF 1	CERTIFICATE SURVEY
C-101	EXISTING CONDITIONS
C-102	EXISTING CONDITIONS
C-103	DEMOLITION PLAN
C-104	SITE PLAN
C-105	SITE PLAN
C-201	SWPPP
C-202	EROSION CONTROL PLAN
C-301	GRADING PLAN
C-401	WATER UTILITY PLAN
C-501	STORM SEWER PLAN
C-601	SANITARY SEWER PLAN
C-801	DETAILS
C-802	DETAILS
C-803	DETAILS
C-804	DETAILS
C-805	DETAILS
L-101	LANDSCAPE PLAN
THIS PLAN CONTAINS 19 SHEETS	

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME JARED T. WARD

SIGNATURE [Signature]

DATE 07/24/15 LICENSE # 48677

NOT FOR  
CONSTRUCTION

PRIME CONSULTANT

**WENCK ASSOCIATES**

Responsive partner. Exceptional outcomes.

PROJECT TITLE

CEDAR RIDGE  
50 BED FACILITY

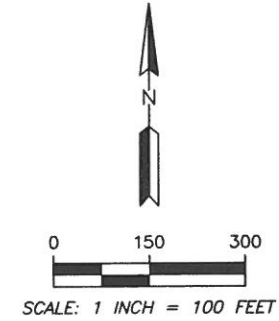
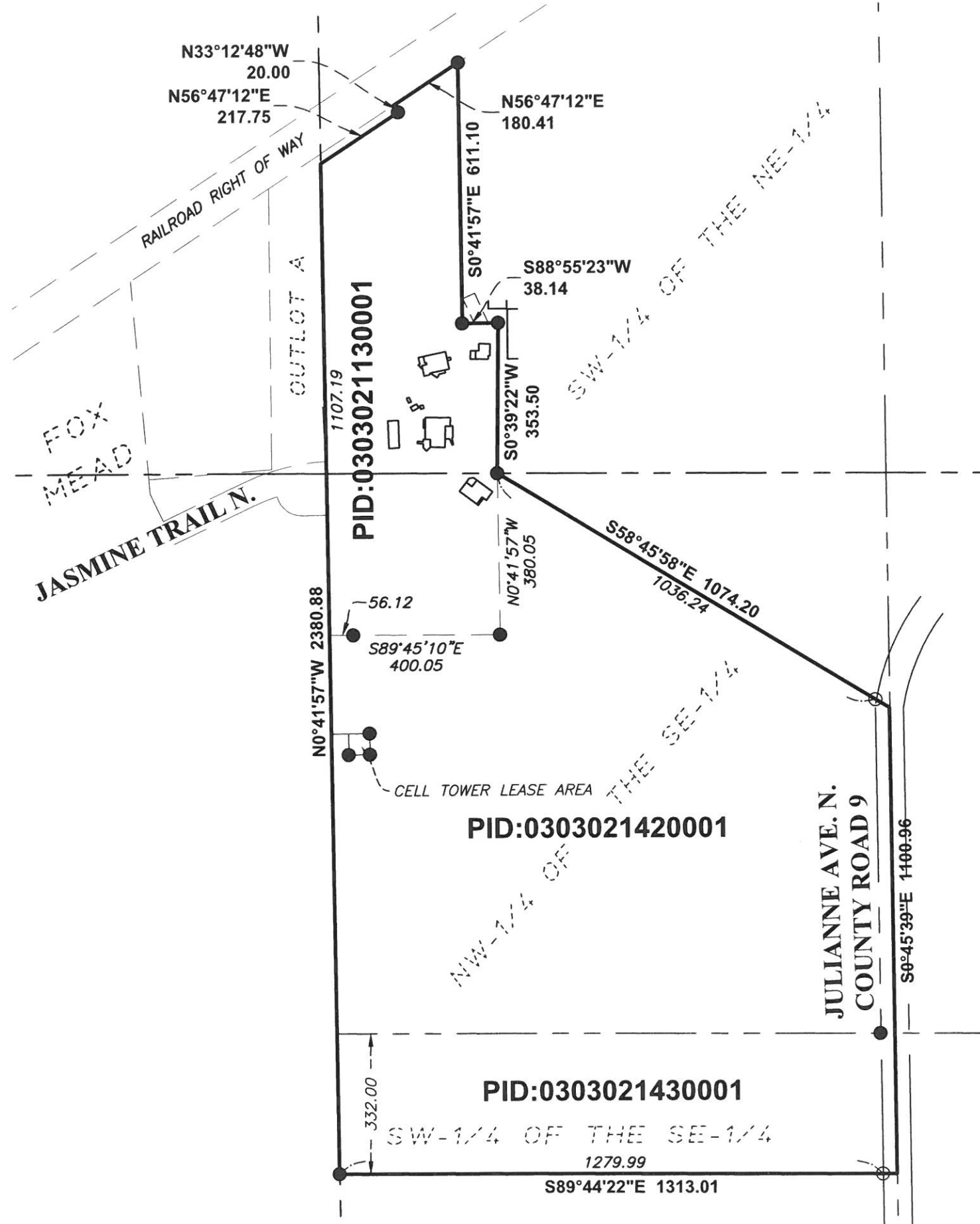
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE			
TITLE AND INDEX SHEET			
DWN BY	CHK'D	APP'D	DWG DATE
SCALE	AS SHOWN		
PROJECT NO.	SHEET NO.	REV NO.	
4340-0016	G-101	1	



# CERTIFICATE OF SURVEY

11400 Julianne Ave. North, Grant, Minnesota  
Part of Section 3, Township 30 N., Range 22 W.



### LEGEND

- SET 3/4"X18" IRON PIPE MARKED LS 43055
- FOUND MONUMENT

### EXISTING PARCEL PIDs:

0303021130001  
0303021420001  
0303021430001

### AREAS:

0303021130001 = 10.43 ACRES +/-  
0303021420001 = 30.53 ACRES +/-  
0303021430001 = 10.00 ACRES +/-  
TOTAL = 50.96 ACRES +/-

### SURVEYORS NOTES:

1. This survey was prepared based on a cursory title review, the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown or that the owner listed has fee title to the property.

### SURVEYORS CERTIFICATION:

I hereby certify that this survey was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

7/22/2015

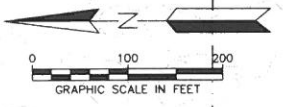
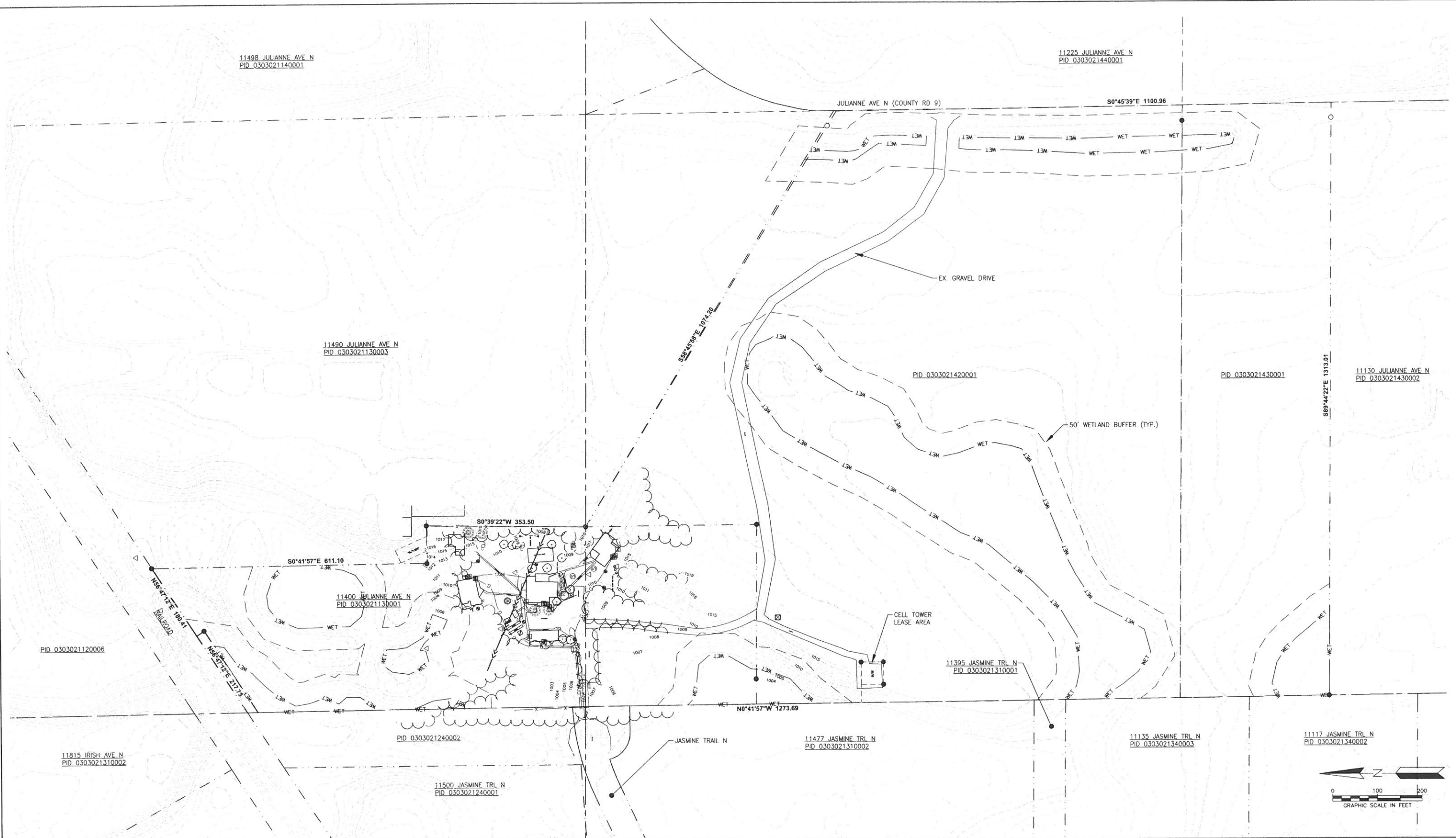
Chris Ambourn  
LS 43055

Date

Originally signed 7/14/2015

Revised 7/22/15... Added Parcel Areas, Edited west line dimension

		1802 Wooddale Dr. Woodbury, MN 55125 Ph: 651-395-5212 Fax: 651-228-1969		PROJECT TITLE	
		Responsive partner. Exceptional outcomes.		CERTIFICATE OF SURVEY	
CLIENT NAME		DWN BY	CHK'D	APP'D	DWG DATE
MERIDIAN BEHAVIORAL HEALTH		CNA	XXX	XXX	JULY 2015
		PROJECT NO.		SCALE 1" = 300'	
		4340-0016		SHEET NO.	
				1 OF 1	



REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

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 SIGNATURE *[Signature]*  
 DATE 07/24/15 LICENSE # 48677

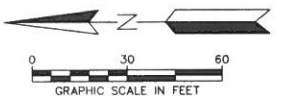
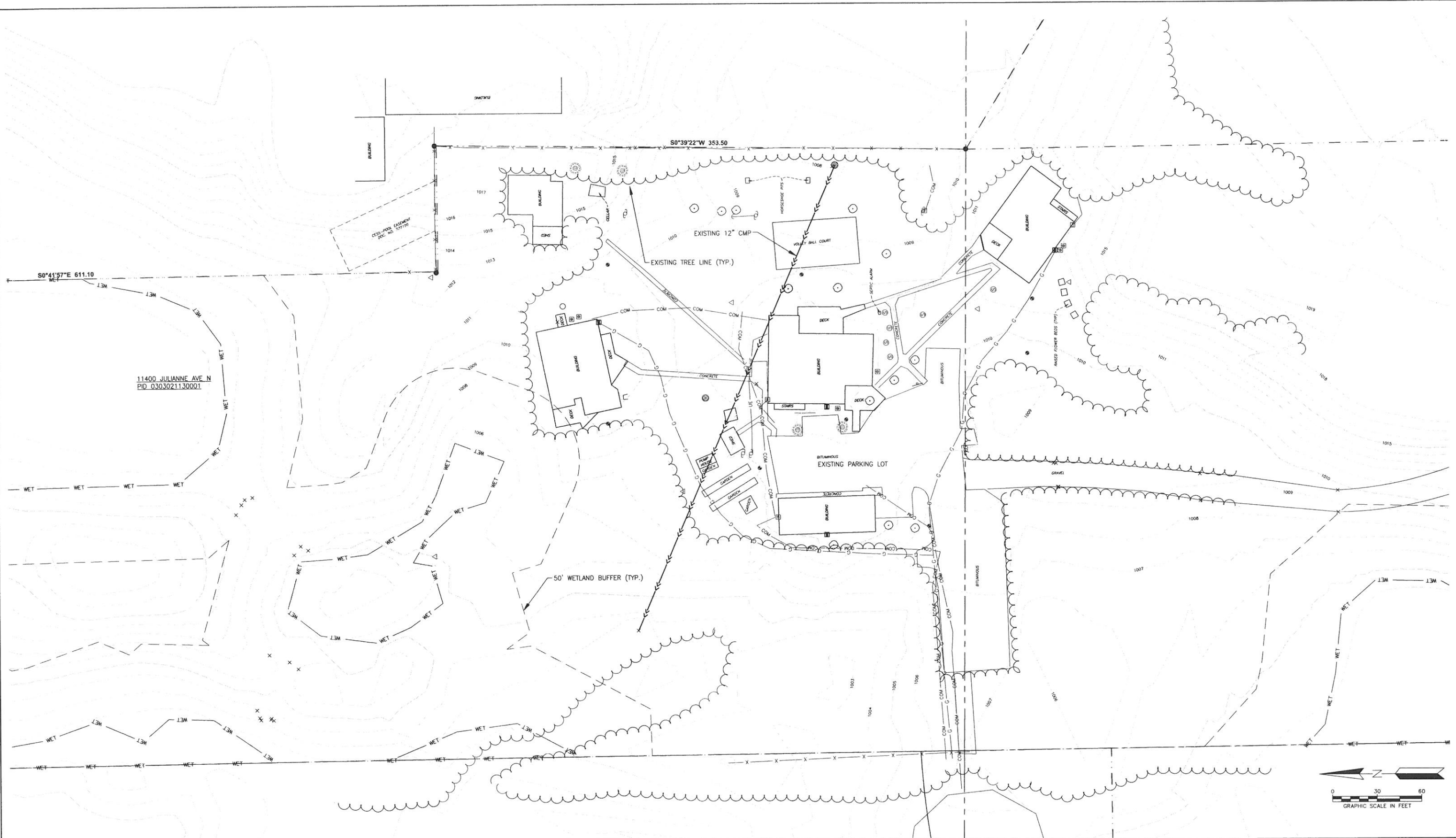
SUB CONSULTANT  
**NOT FOR CONSTRUCTION**

PRIME CONSULTANT  
  
 Responsive partner. Exceptional outcomes.

PROJECT TITLE  
**CEDAR RIDGE 50 BED FACILITY**  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**EXISTING CONDITIONS**

DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-101	1		



REV	REVISION DESCRIPTION	DWN	APP	REV DATE
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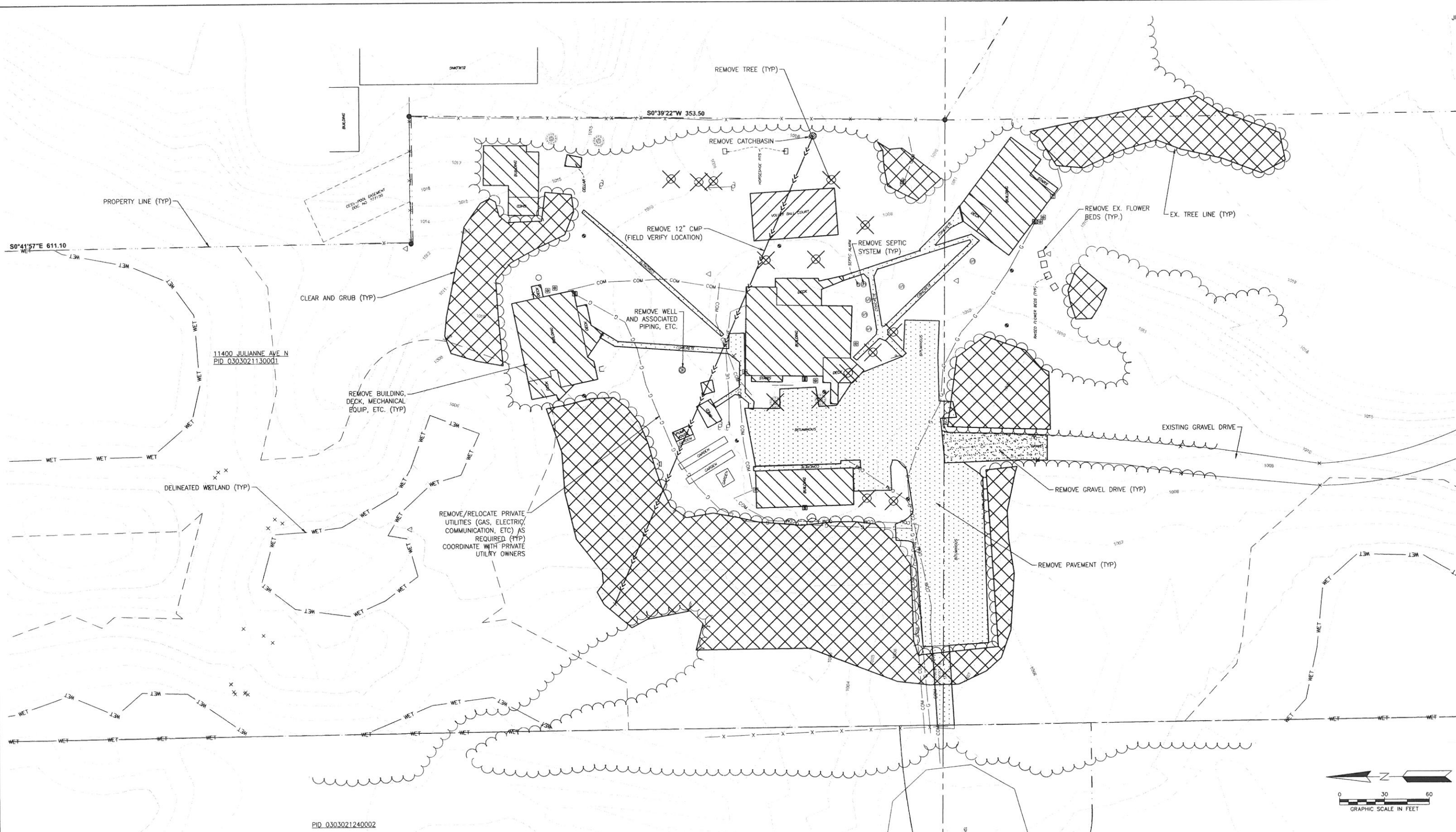
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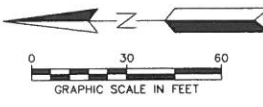
PROJECT TITLE  
**CEDAR RIDGE 50 BED FACILITY**  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE			
<b>EXISTING CONDITIONS</b>			
DWN BY	CHK'D	APP'D	DWG DATE
			JULY 2015
PROJECT NO.		SHEET NO.	
4340-0016		C-102	
SCALE			REV NO.
AS SHOWN			1





PID\_0303021240002



REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
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PROJECT TITLE  
 CEDAR RIDGE  
 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**DEMOLITION PLAN**

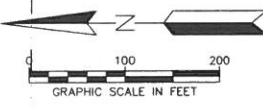
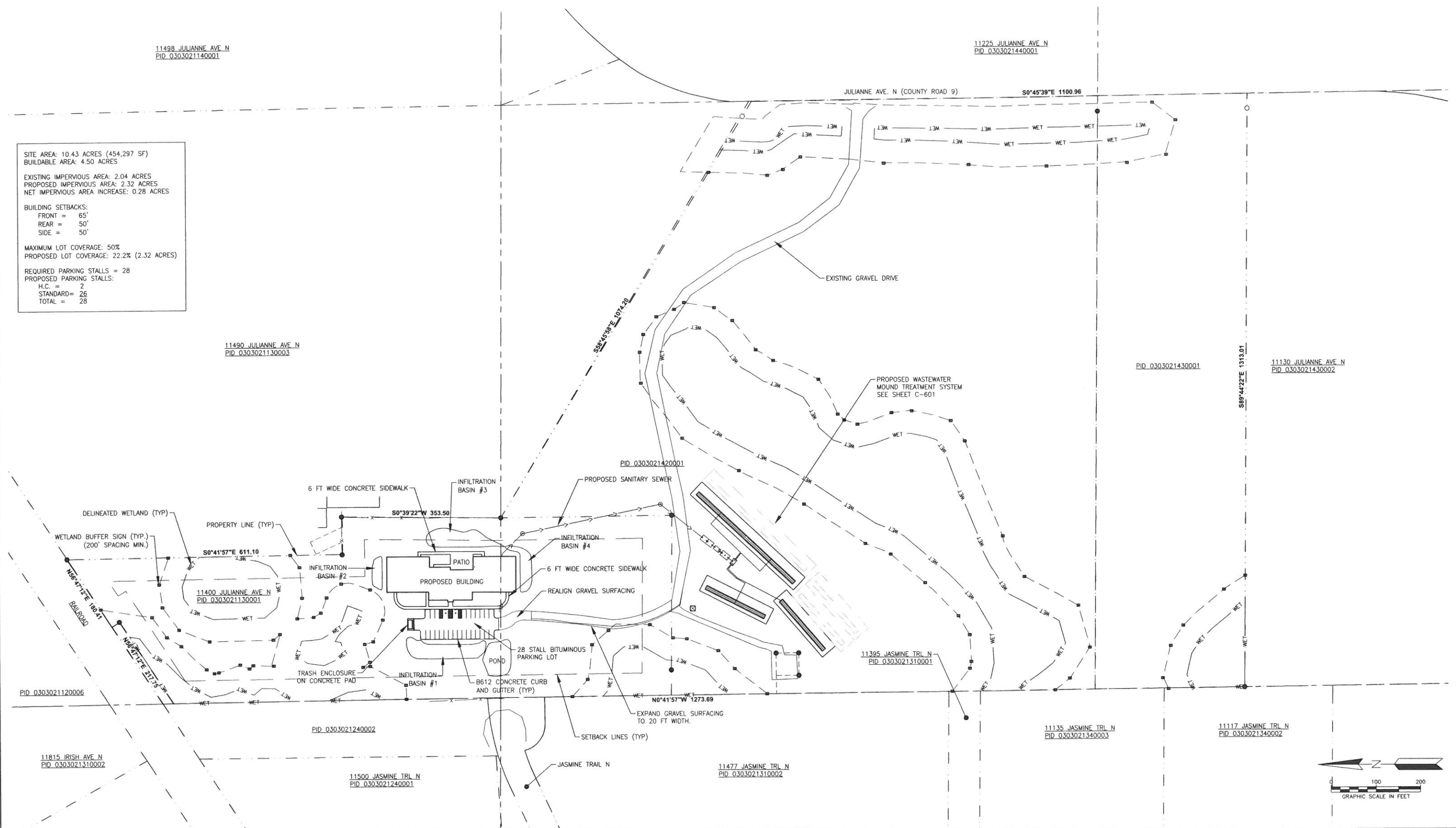
DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-103	1		

SITE AREA: 10.43 ACRES (454,297 SF)  
 BUILDABLE AREA: 4.50 ACRES  
 EXISTING IMPERVIOUS AREA: 2.04 ACRES  
 PROPOSED IMPERVIOUS AREA: 2.32 ACRES  
 NET IMPERVIOUS AREA INCREASE: 0.28 ACRES

BUILDING SETBACKS:  
 FRONT = 65'  
 REAR = 50'  
 SIDE = 50'

MAXIMUM LOT COVERAGE: 50%  
 PROPOSED LOT COVERAGE: 22.2% (2.32 ACRES)

REQUIRED PARKING STALLS = 28  
 PROPOSED PARKING STALLS:  
 H.C. = 2  
 STANDARD = 26  
 TOTAL = 28



- GENERAL NOTES:
1. PROPERTY ZONED A1
  2. STATE, COUNTY, AND LOCAL REQUIREMENTS MUST BE MET.
  3. EXISTING CONDITIONS HAVE BEEN PROVIDED BY WENCK.
  4. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
  5. BUILDING DIMENSIONS ARE APPROXIMATE. REFER TO BUILDING & FLOOR PLANS FOR EXACT DIMENSIONS. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT SITE PLAN REFLECTS CORRECT BUILDING & FOUNDATION DESIGN. STAKE BUILDING FOUNDATIONS PER ARCHITECTURAL PLANS.

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

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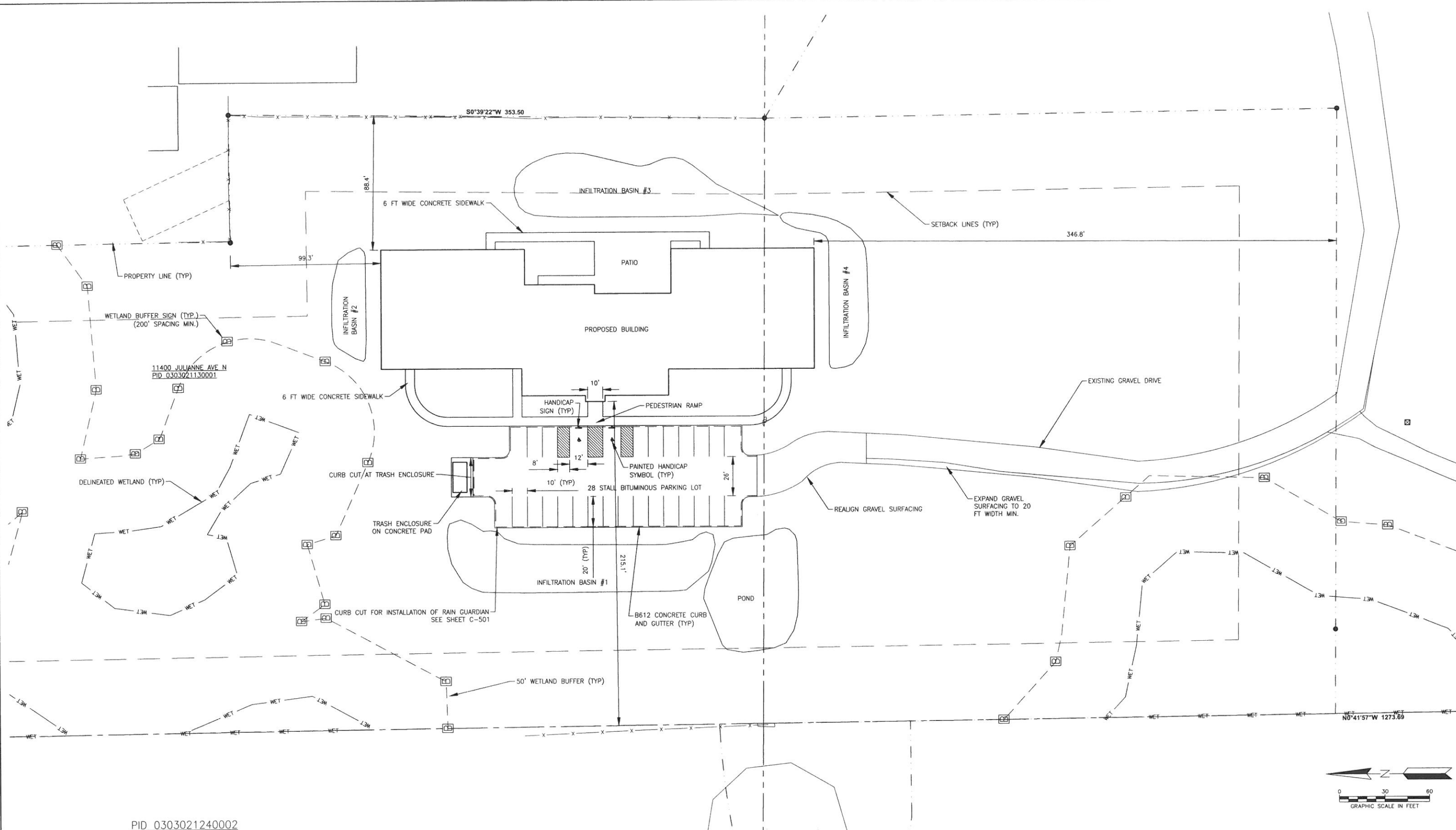
PROJECT TITLE

CEDAR RIDGE 50 BED FACILITY

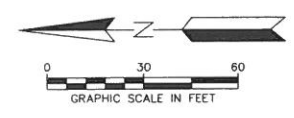
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE		SHEET NO.		REV. NO.	
SITE PLAN		C-104		1	
DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015	
			SCALE	AS SHOWN	
PROJECT NO.	4340-0016				





PID 0303021240002



REV	REVISION DESCRIPTION	DWN	APP	REV DATE
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PROJECT TITLE  
 CEDAR RIDGE  
 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**SITE PLAN**

DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-105	1		

Plot Date & Time: 23 July 2015 11:54 AM

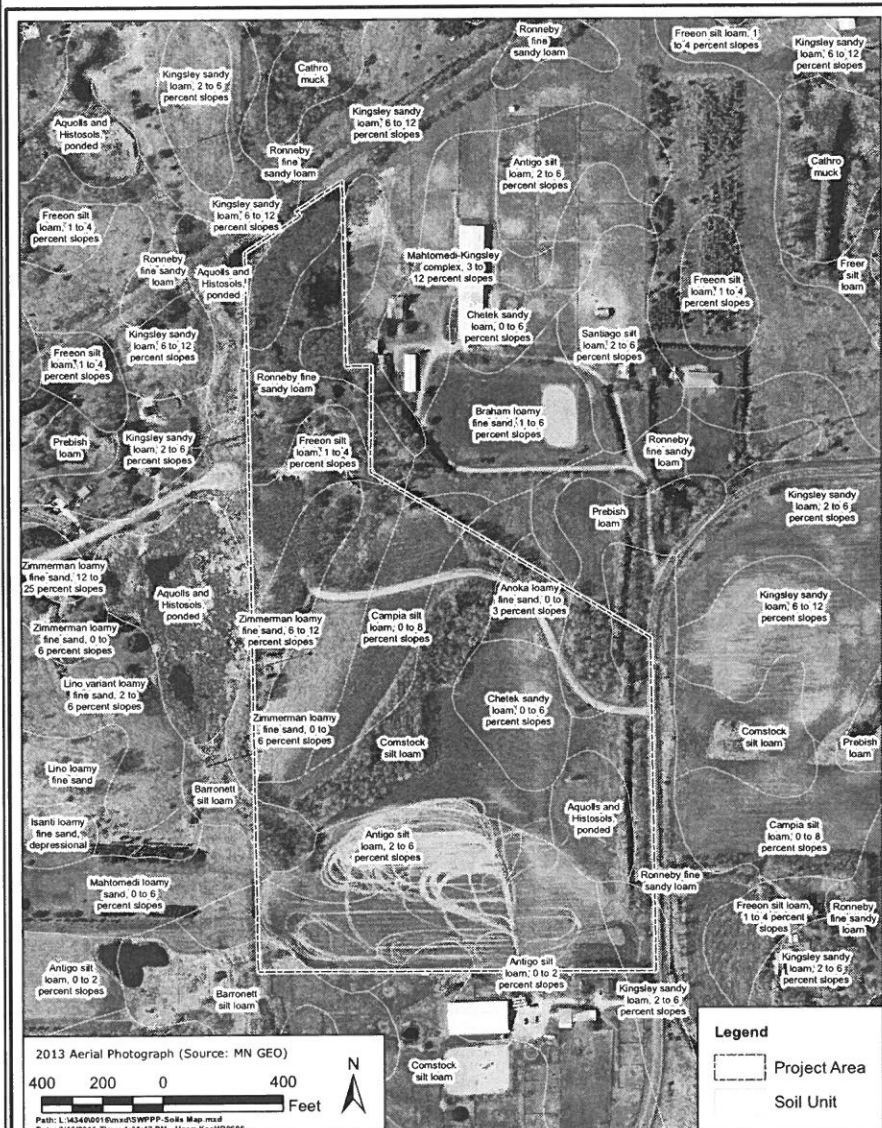
**Construction Dates:** April 2016 - September 2016

**Surface Area Tabulation**

Total Site Area	6.65 acres
Existing Impervious Area	2.04 acres
Proposed Impervious Area	2.32 acres
Net Impervious Area Increase	0.28 acres

**Permanent Site Drainage**

Stormwater runoff will be collected into 4 infiltration basins. Excess flow from the infiltration basins will be directed to a pond before discharge off the site. Excess water in the pond will discharge via pipe to a wetland bordering the northwestern side of the site.



2013 Aerial Photograph (Source: MN GEO)  
 Path: \\13440\0016\Drawings\SWPPP\Soils Map.mxd  
 Date: 7/16/2015 Time: 1:38:47 PM User: Kadi09056

**MERIDIAN BEHAVIORAL HEALTH**  
 SSURGO Soil Units

**WENCK ASSOCIATES**  
 Responsive partner. Exceptional outcomes.

**JUL 2015**  
 Figure 1

**Party Responsible for Long Term Operation and Maintenance of the Site - OWNER**

Meridian Behavioral Health Fran Sauvageau, President and CEO  
 550 Main Street (651) 266-7115  
 New Brighton, MN 55112 Fran.Sauvageau@meridianprograms.com

**Party Responsible for Implementation of the SWPPP - CONTRACTOR (TBD)**

**EROSION AND SEDIMENT CONTROL PRACTICES**

All exposed soil areas must have temporary erosion protection (erosion control blanket, mulch, seed) as soon as possible or within 7 days after the construction activity in that portion of the site has temporarily or permanently ceased.

CONTRACTOR shall implement appropriate construction phasing, vegetative buffer strips, and other construction practices that minimize erosion when practical. The normal wetted perimeter of any temporary or permanent drainage ditch that drains water from the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge to any surface water. Stabilization must be completed within 24 hours of connecting to a surface water. Pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours of connection to a surface water.

The following measures will be taken as sediment control practices in order to minimize sediments from entering surface waters:

1. Installation of perimeter silt fence/bioroll as shown on sheet C-803 prior to site disturbance. Perimeter sediment control structures shall be located as shown on sheet C-202 to prevent sediment runoff from leaving the site.
2. Installation of inlet and outlet protection as shown on sheet C-803 prior to land disturbing activities. Inlet and outlet protection shall be installed at the locations shown on sheet C-202 to prevent sediment discharge into stormwater pipes.
3. Construction of rock construction entrance as shown on sheet C-803. Rock construction entrance shall be located as shown on sheet C-202 to prevent tracking of sediment offsite.
4. Street sweeping of tracked sediment when necessary.

**Temporary Sediment Basin**

A temporary sediment basin will be graded in at the proposed permanent pond location prior to other land disturbing activities. During construction, the basin is required to provide a minimum live storage volume of 3,600 cubic feet per acre drained.

**Dewatering**

Turbid or sediment-laden water must be discharged to the onsite sedimentation basin, or treated with the appropriate BMPs, such that discharge does not adversely affect the receiving water. Ensure that discharge points are adequately protected from erosion and scour. CONTRACTOR responsible to develop and submit dewatering plan to engineer, secure any required permits, and comply with permits.

**Final Stabilization**

All areas disturbed by construction will be stabilized by installing erosion control blanket and receive seed according to the plans and specifications and within the specified vegetative time schedule.

Final stabilization will occur when the site has a uniform vegetative cover with a density of 70% over the entire disturbed area. All temporary synthetic erosion prevention and sediment control BMPs (such as silt fence) must be removed as part of the site final stabilization. All sediment must be cleaned out of conveyances and temporary sedimentation basins if applicable. Notice of Termination (NOT) must be submitted within 30 days of final stabilization. Before Termination, revegetation establishment and coverage must meet the permit requirements.

**Pollution Prevention Measures**

**Solid Waste**

Solid waste, including but not limited to, collected asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other waste must be disposed of properly and must comply with MPCA disposal requirements.

**Hazardous Materials**

Hazardous materials, including but not limited to oil, gasoline, paint and any hazardous substance must be properly stored including secondary containments, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA regulations.

**Washing of Construction Vehicles**

External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed on site.

**Concrete Washout Area**

The contractor shall use means to washout concrete offsite.

**Amendments**

Amend the SWPPP as necessary to address any changes in design, construction, operation, maintenance, weather or seasonal conditions that have a significant effect on discharge of pollutants to surface or underground waters; or to address concerns identified during inspections or investigations by OWNER, USEPA or MPCA.

**Record Retention**

The SWPPP, all changes to it, and inspection and maintenance records must be kept on-site during construction. The OWNER must retain a copy of the SWPPP along with the following records for three (3) years after submittal of the Notice of Termination.

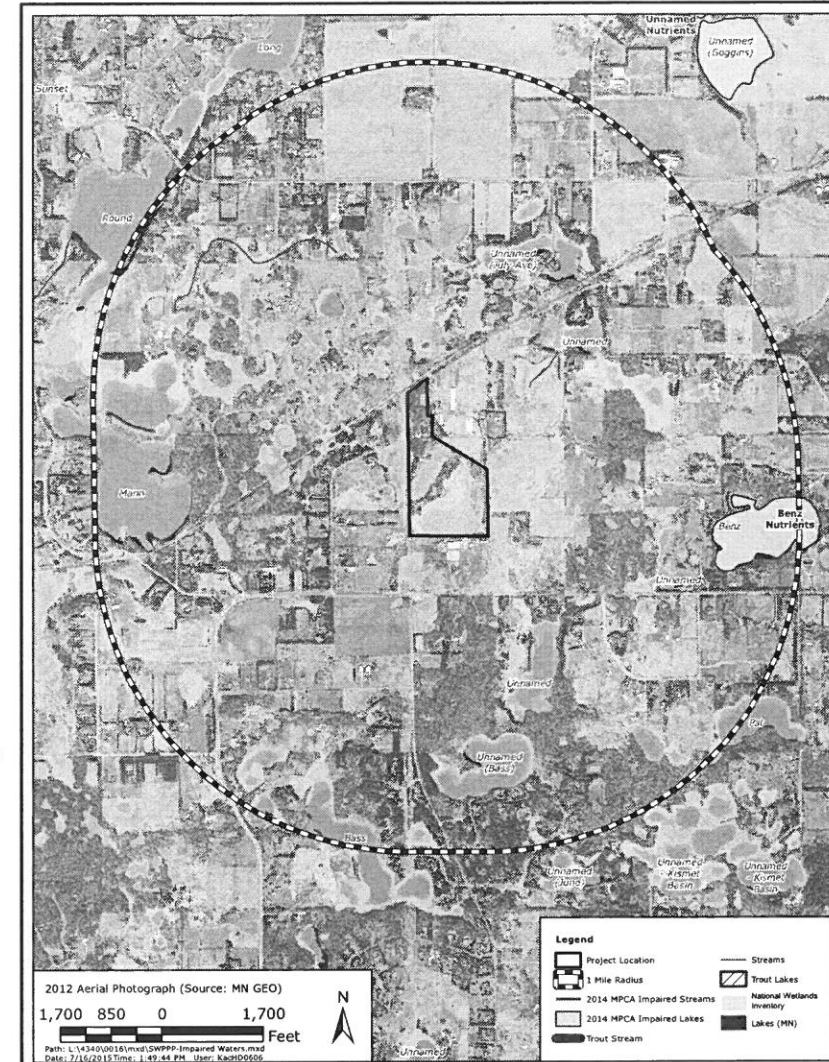
1. Any other permits required for the project;
2. Records of all inspection and maintenance conducted during construction;
3. All permanent operations and maintenance agreements that have been implemented, including all right of way, contract, covenants and other binding requirements regarding perpetual maintenance; and
4. All required calculations for design of the temporary and permanent stormwater management systems.

**Inspections**

The inspection log will be completed by the CONTRACTOR for the construction site. Inspections at the site will be completed as follows:

- Once every seven (7) days during active construction and,
- Within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

The individual performing inspections must be trained as required by part IV.E of the Permit. CONTRACTOR to provide OWNER with proof of training. Inspections must include stabilized areas, erosion prevention and sediment control BMPs, and infiltration areas. Corrective actions must be identified and date of correction must be noted as identified in Section IV.E. of the Permit.



2012 Aerial Photograph (Source: MN GEO)  
 Path: \\13440\0016\Drawings\SWPPP\Impaired Waters.mxd  
 Date: 7/16/2015 Time: 1:49:44 PM User: Kadi09056

**MERIDIAN BEHAVIORAL HEALTH**  
 303(d) Impaired Waters and Wetlands

**WENCK ASSOCIATES**  
 Responsive partner. Exceptional outcomes.

**JUL 2015**  
 Figure 2

**IMPAIRED WATERS, SPECIAL WATERS, AND WETLANDS**

This Project is not located within 1 mile of a special water.

This Project is located within 1 mile of an impaired waters (Figure 2 this sheet):

Benz Lake impaired for Nutrients.

Because of the proximity of the project to an impaired water during construction:

1. All exposed soil areas must be stabilized as soon as possible to limit soil erosion but in no case later than 7 days after the construction activity in that portion of the site has temporarily or permanently ceased.
2. Temporary sediment basins are required to handle runoff for common drainage locations that serve an area with 5 or more acres disturbed at one time.

Grading will be kept outside of the 50 foot buffer so this Project will not impact wetlands.

**CERTIFICATION**  
 In accordance with Part III.A.2 of the General Permit Authorization to Discharge Stormwater Associated with Construction Activity under the NPDES, the preparer of this document was trained under the University of Minnesota Erosion and Sediment Control Certification Program. Mr. Louis Sigtermans' certification in Design of SWPPP is valid through May 31, 2017.

UNIVERSITY OF MINNESOTA  
**Louis H Sigtermans**  
 Saint Paul, MN  
 Design of Construction SWPPP  
 (May 31, 2017)

REV	DESCRIPTION	APP	DATE
1	CUP SUBMITTAL	MJS	JTW 07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW 07/15/15

SEAL  
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: JARED T. WARD  
 SIGNATURE: *J. Ward*  
 DATE: 07/24/15 LICENSE # 48677

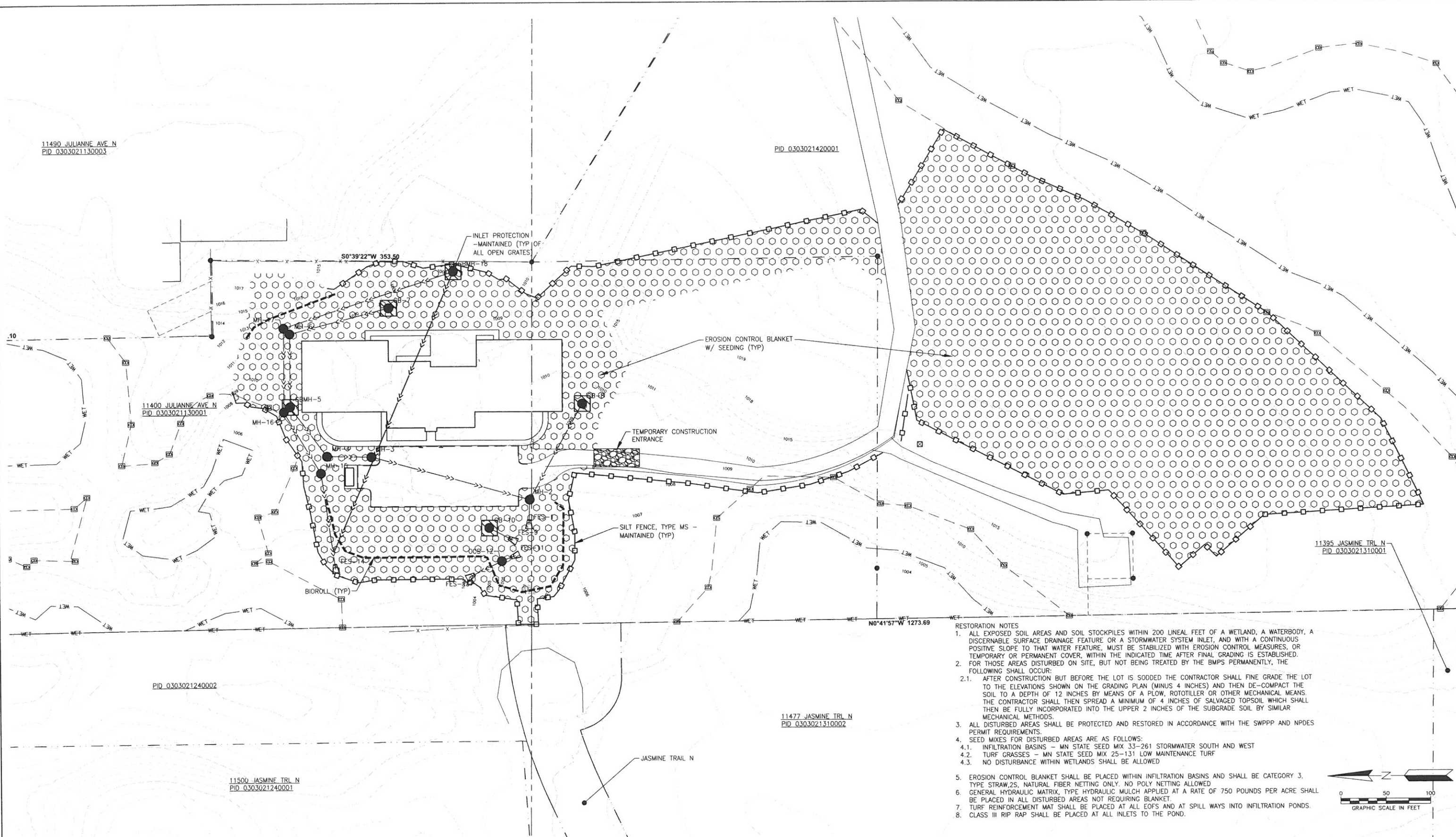
SUB CONSULTANT  
 PRIME CONSULTANT  
**WENCK ASSOCIATES**  
 Responsive partner. Exceptional outcomes.

NOT FOR CONSTRUCTION

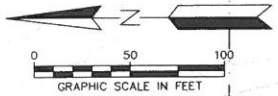
PROJECT TITLE  
 CEDAR RIDGE 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

PROJECT TITLE		SHEET TITLE	
CEDAR RIDGE 50 BED FACILITY		SWPPP	
OWN BY	CHK'D	APP'D	DWG DATE
			JULY 2015
PROJECT NO.		SCALE	
4340-0016		AS SHOWN	
SHEET NO.		REV NO.	
C-201		1	





- RESTORATION NOTES**
- ALL EXPOSED SOIL AREAS AND SOIL STOCKPILES WITHIN 200 LINEAL FEET OF A WETLAND, A WATERBODY, A DISCERNABLE SURFACE DRAINAGE FEATURE OR A STORMWATER SYSTEM INLET, AND WITH A CONTINUOUS POSITIVE SLOPE TO THAT WATER FEATURE, MUST BE STABILIZED WITH EROSION CONTROL MEASURES, OR TEMPORARY OR PERMANENT COVER, WITHIN THE INDICATED TIME AFTER FINAL GRADING IS ESTABLISHED.
  - FOR THOSE AREAS DISTURBED ON SITE, BUT NOT BEING TREATED BY THE BMPs PERMANENTLY, THE FOLLOWING SHALL OCCUR:
    - AFTER CONSTRUCTION BUT BEFORE THE LOT IS SODDED THE CONTRACTOR SHALL FINE GRADE THE LOT TO THE ELEVATIONS SHOWN ON THE GRADING PLAN (MINUS 4 INCHES) AND THEN DE-COMPACT THE SOIL TO A DEPTH OF 12 INCHES BY MEANS OF A PLOW, ROTOTILLER OR OTHER MECHANICAL MEANS. THE CONTRACTOR SHALL THEN SPREAD A MINIMUM OF 4 INCHES OF SALVAGED TOPSOIL WHICH SHALL THEN BE FULLY INCORPORATED INTO THE UPPER 2 INCHES OF THE SUBGRADE SOIL BY SIMILAR MECHANICAL METHODS.
  - ALL DISTURBED AREAS SHALL BE PROTECTED AND RESTORED IN ACCORDANCE WITH THE SWPPP AND NPDES PERMIT REQUIREMENTS.
  - SEED MIXES FOR DISTURBED AREAS ARE AS FOLLOWS:
    - INFILTRATION BASINS - MN STATE SEED MIX 33-261 STORMWATER SOUTH AND WEST
    - TURF GRASSES - MN STATE SEED MIX 25-131 LOW MAINTENANCE TURF
    - NO DISTURBANCE WITHIN WETLANDS SHALL BE ALLOWED
  - EROSION CONTROL BLANKET SHALL BE PLACED WITHIN INFILTRATION BASINS AND SHALL BE CATEGORY 3, TYPE STRAW/2S, NATURAL FIBER NETTING ONLY, NO POLY NETTING ALLOWED
  - GENERAL HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH APPLIED AT A RATE OF 750 POUNDS PER ACRE SHALL BE PLACED IN ALL DISTURBED AREAS NOT REQUIRING BLANKET
  - TURF REINFORCEMENT MAT SHALL BE PLACED AT ALL EOPs AND AT SPILL WAYS INTO INFILTRATION PONDS.
  - CLASS III RIP RAP SHALL BE PLACED AT ALL INLETS TO THE POND.



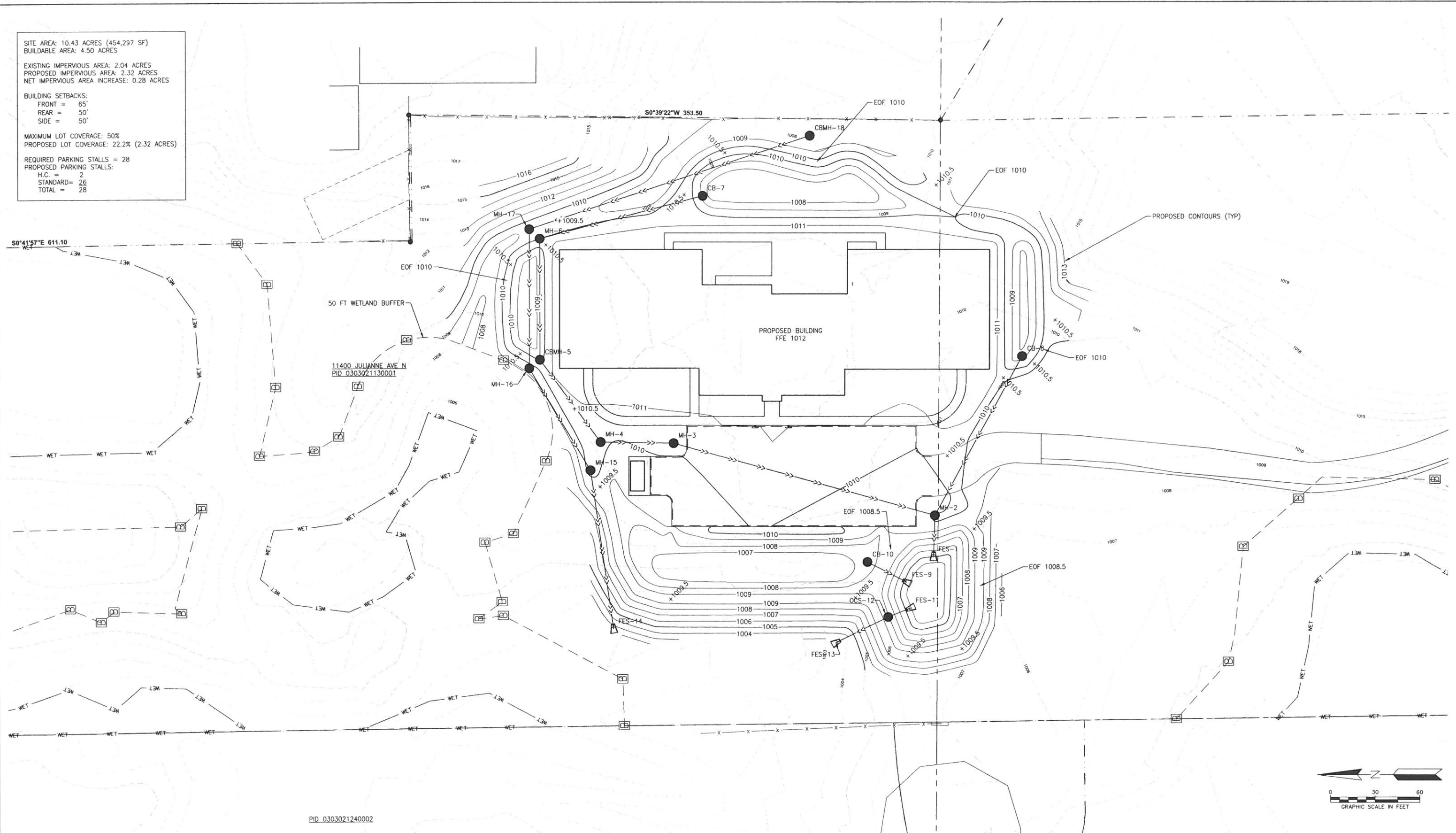
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0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15																			
REV	REVISION DESCRIPTION	OWN	APP	REV DATE																			

SITE AREA: 10.43 ACRES (454,297 SF)  
 BUILDABLE AREA: 4.50 ACRES  
 EXISTING IMPERVIOUS AREA: 2.04 ACRES  
 PROPOSED IMPERVIOUS AREA: 2.32 ACRES  
 NET IMPERVIOUS AREA INCREASE: 0.28 ACRES

BUILDING SETBACKS:  
 FRONT = 65'  
 REAR = 50'  
 SIDE = 50'

MAXIMUM LOT COVERAGE: 50%  
 PROPOSED LOT COVERAGE: 22.2% (2.32 ACRES)

REQUIRED PARKING STALLS = 28  
 PROPOSED PARKING STALLS:  
 H.C. = 2  
 STANDARD = 26  
 TOTAL = 28



PID 0303021240002

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
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SIGNATURE *[Signature]*

DATE 07/24/15 LICENSE # 48677

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PRIME CONSULTANT

**NOT FOR CONSTRUCTION**

PRIME CONSULTANT

**WENCK ASSOCIATES**

Responsive partner. Exceptional outcomes.

PROJECT TITLE

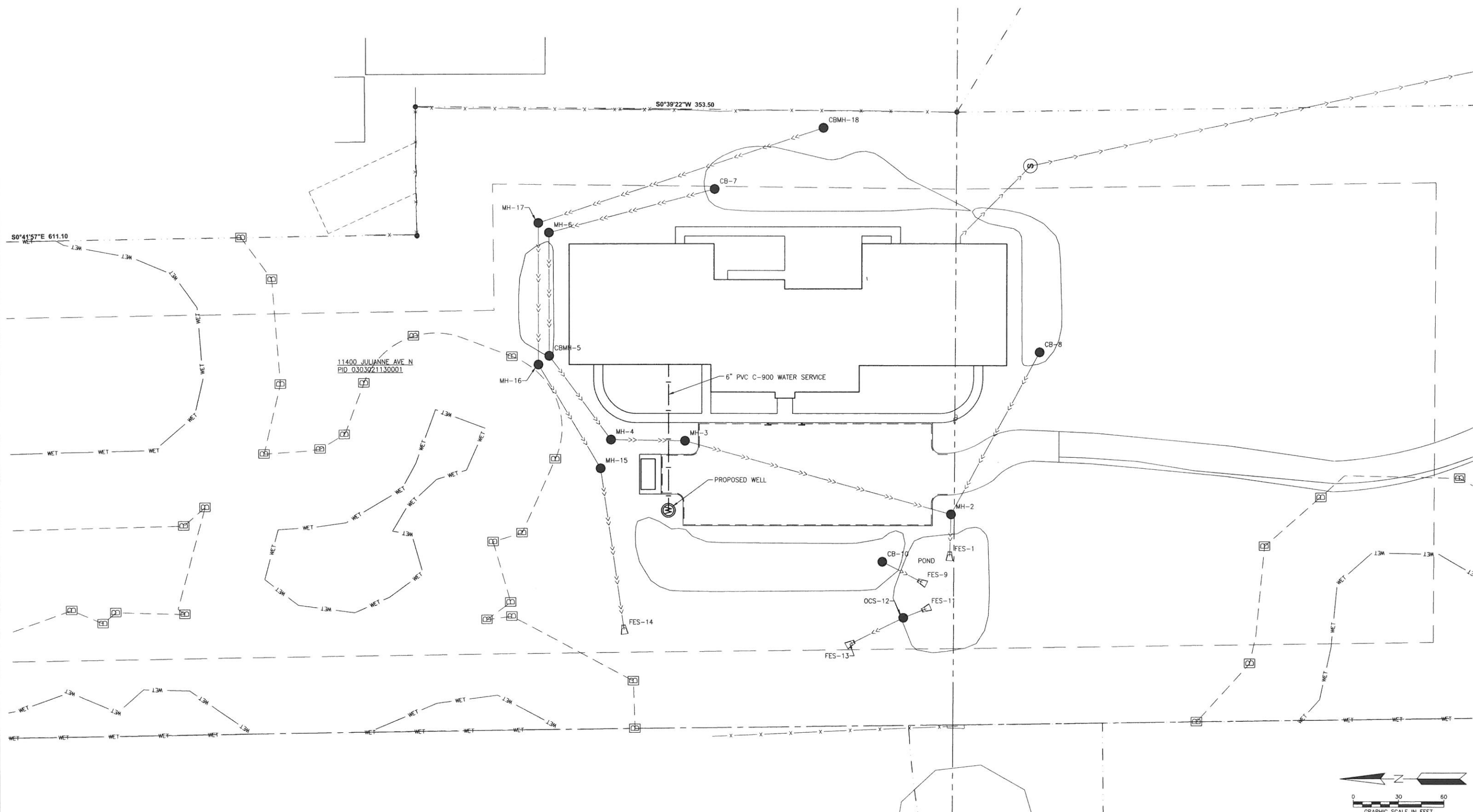
CEDAR RIDGE  
 50 BED FACILITY

MERIDIAN BEHAVIORAL HEALTH

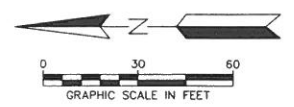
SHEET TITLE

GRADING PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-301	1		



PID\_0303021240002



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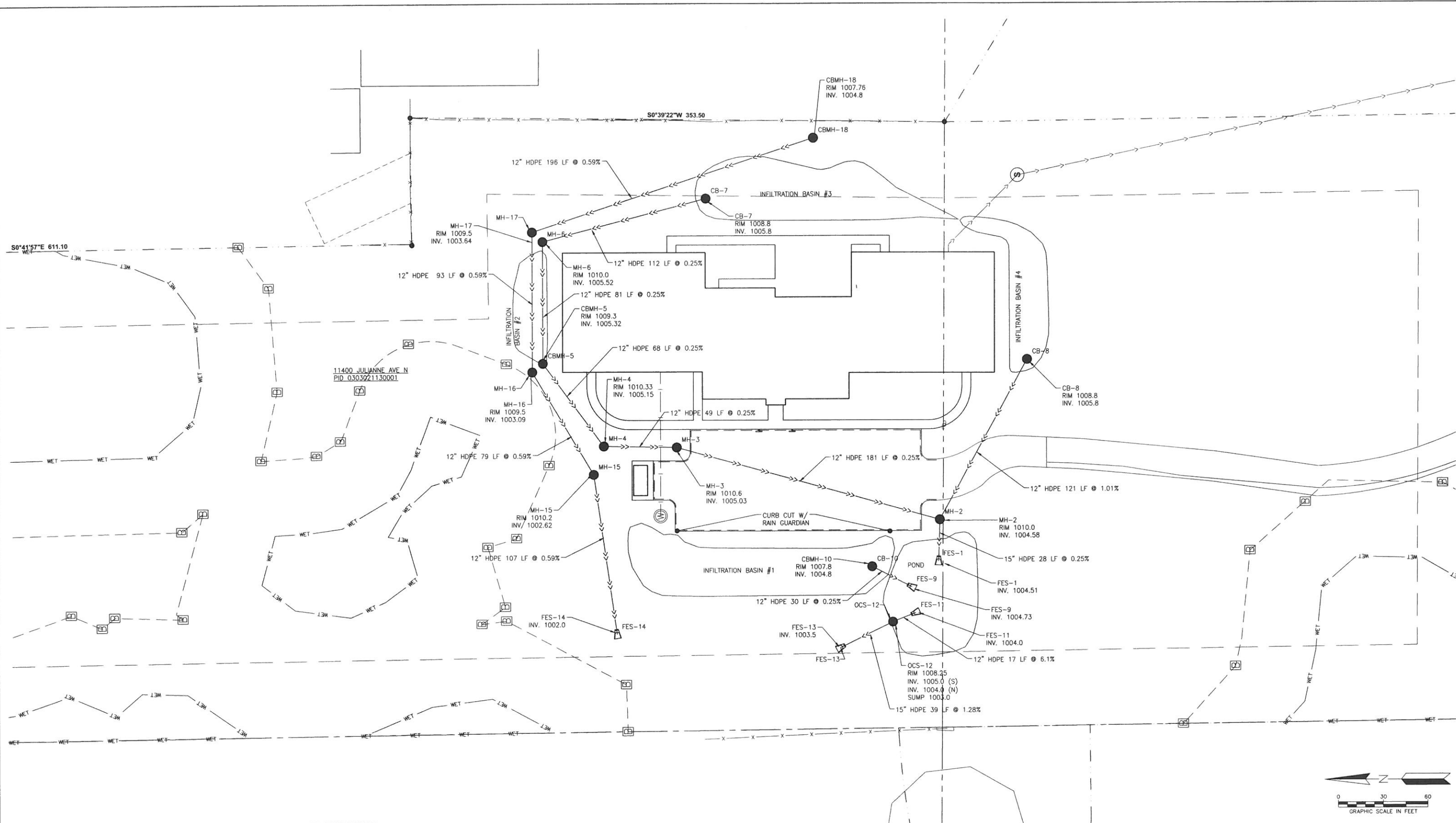
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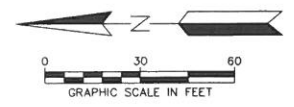
PROJECT TITLE  
 CEDAR RIDGE  
 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE			
WATER UTILITY PLAN			
DWN BY	CHK'D	APP'D	DWG DATE
			JULY 2015
PROJECT NO.		SHEET NO.	
4340-0016		C-401	
SCALE			REV NO.
AS SHOWN			1





PID\_0303021240002



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PROJECT TITLE  
 CEDAR RIDGE  
 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**STORM SEWER PLAN**

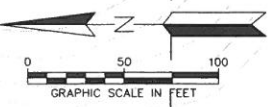
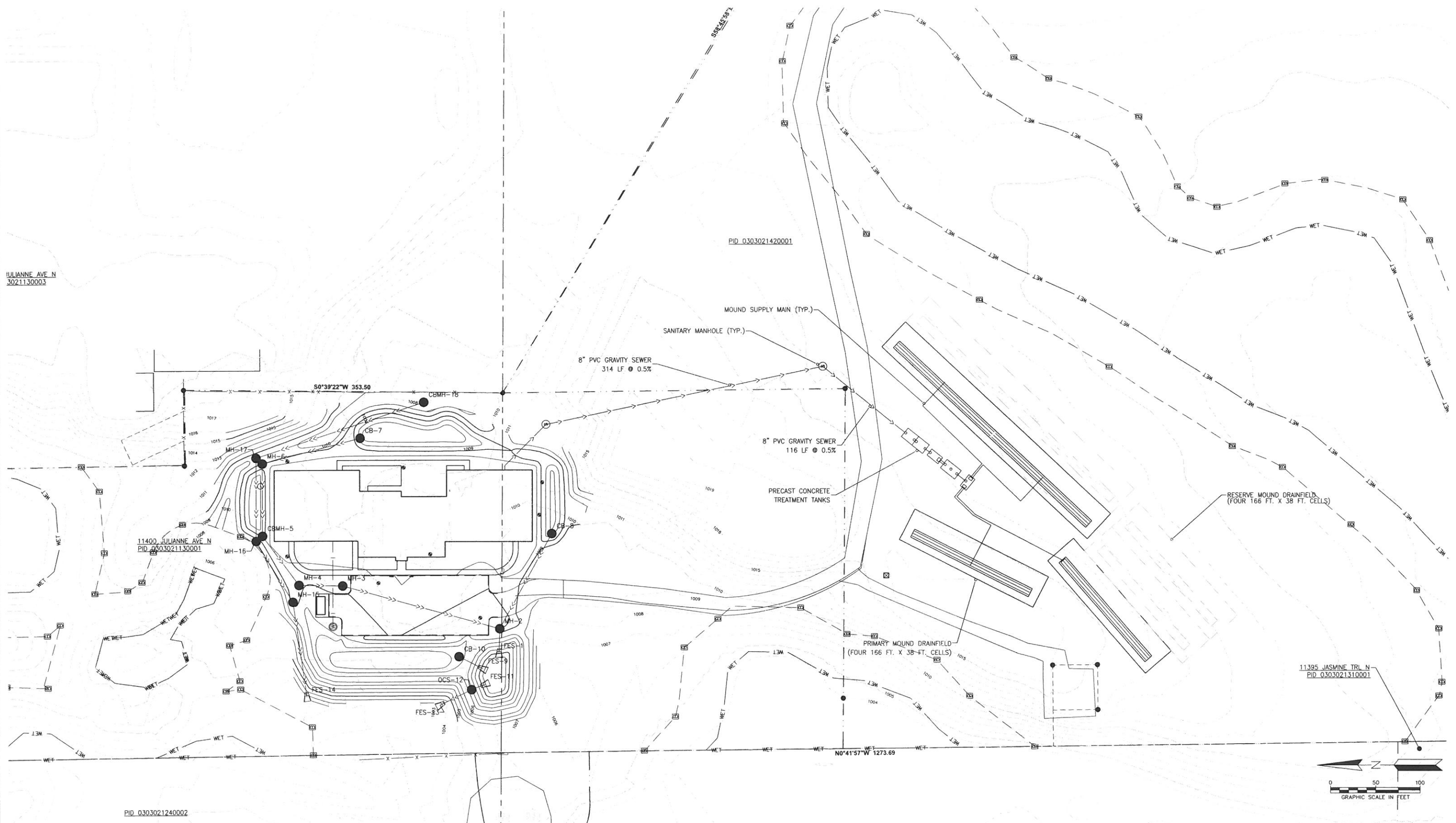
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PROJECT NO	SHEET NO.	REV NO.		
4340-0016	C-501	1		

JULIANNE AVE N  
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11400 JULIANNE AVE N  
PID 0303021130001

11395 JASMINE TRL N  
PID 0303021310001

PID 0303021240002



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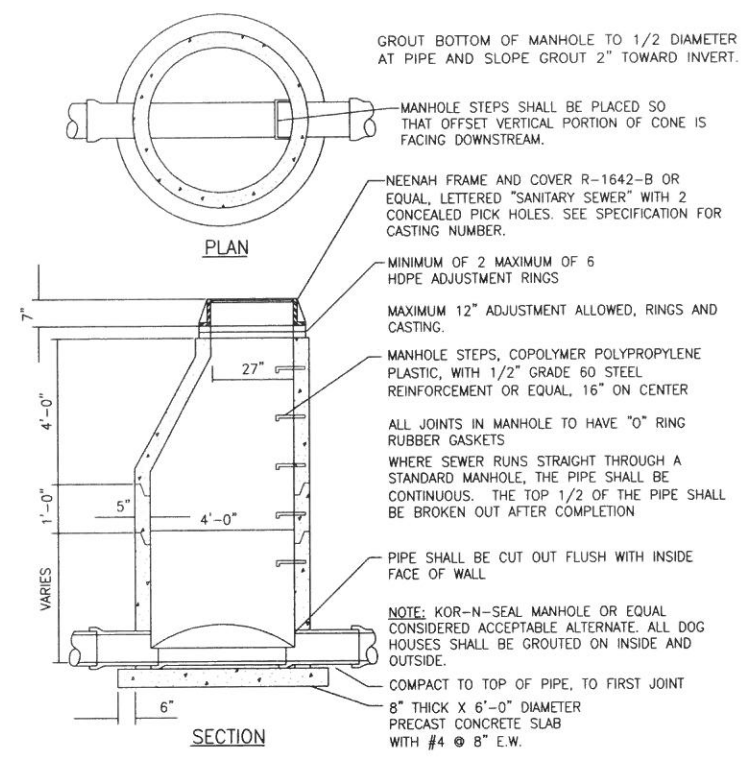
SUB CONSULTANT  
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**WENCK ASSOCIATES**  
Responsive partner. Exceptional outcomes.

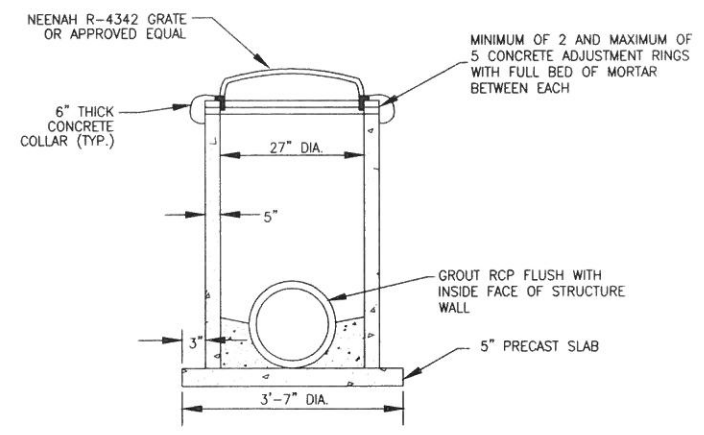
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CEDAR RIDGE 50 BED FACILITY  
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**SANITARY SEWER PLAN**

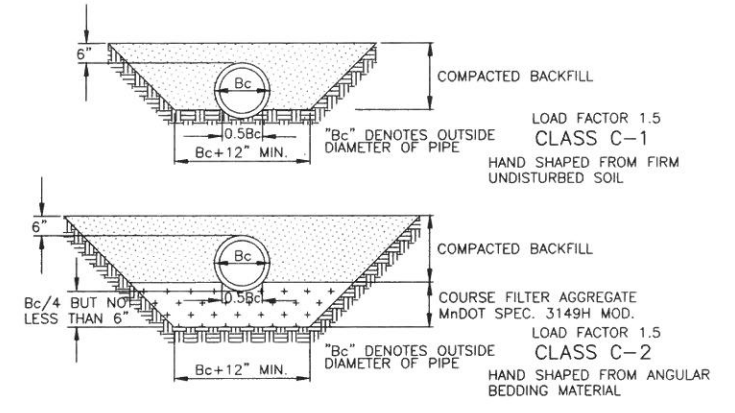
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			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-601	1		



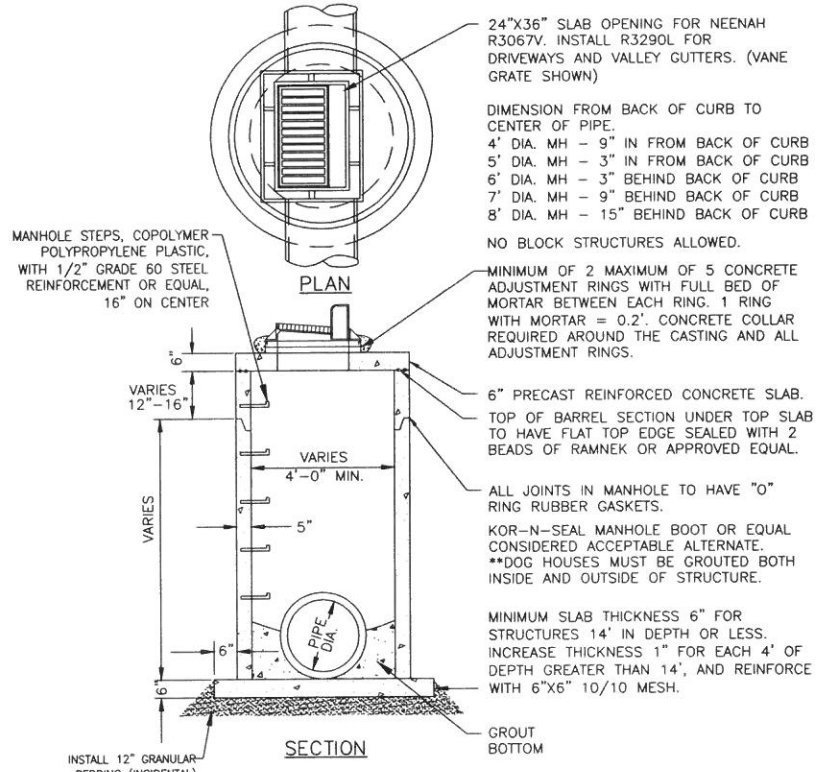
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NOT TO SCALE



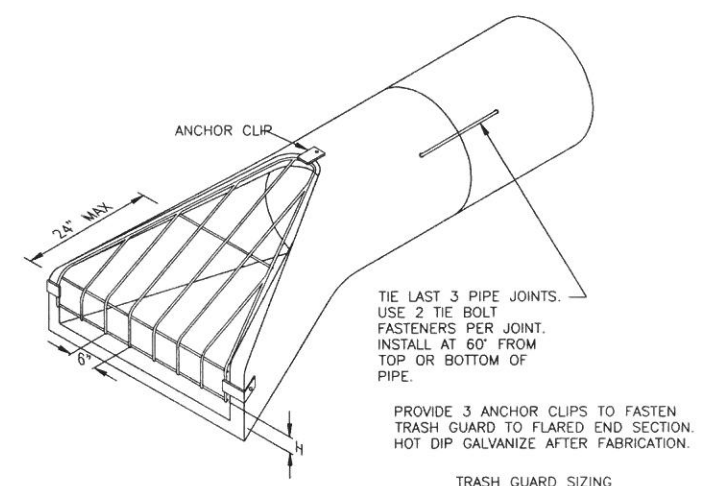
**27" CATCH BASIN**  
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**PIPE BEDDING FOR RCP**  
NOT TO SCALE

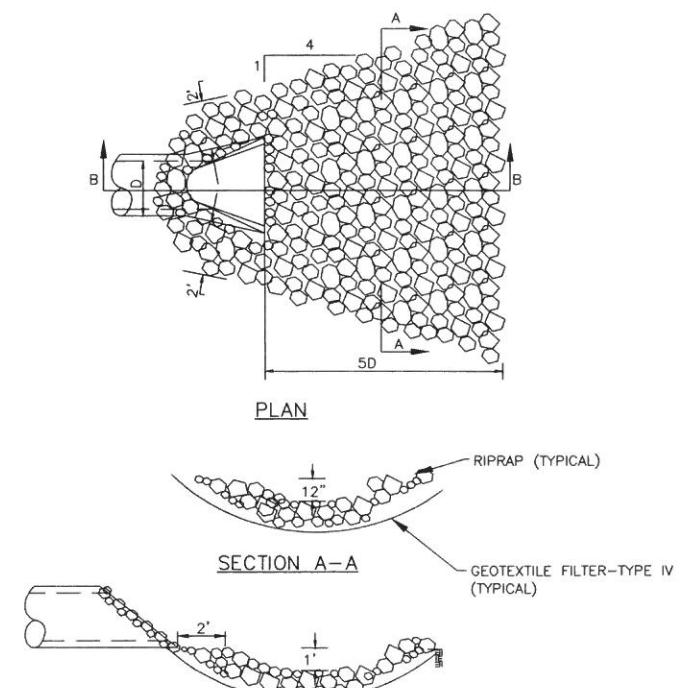


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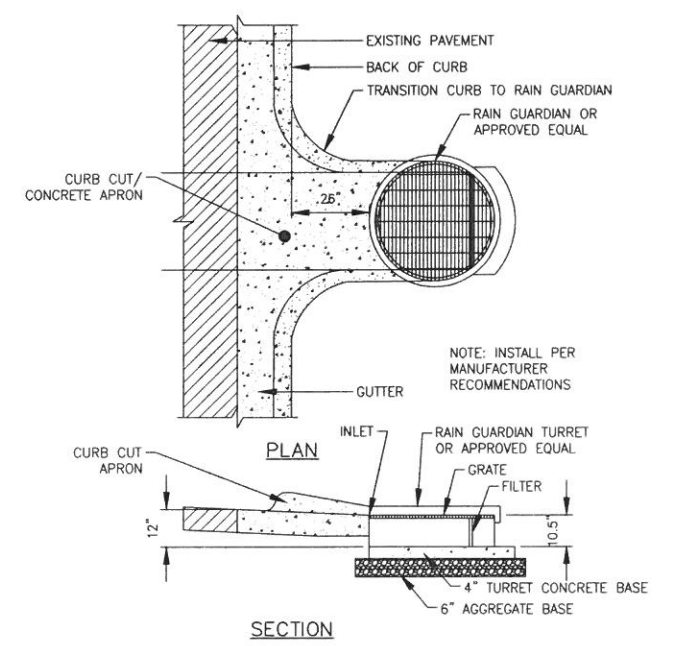


**FLARED END SECTION**  
NOT TO SCALE

PIPE SIZE	TRASH GUARD BARS	SIZING 'H'	BOLTS
12"	3/4"	2 1/2"	5/8"
15"	3/4"	3"	5/8"
18"	3/4"	4"	5/8"
21"-24"	1"	4"	3/4"
27"-36"	1"	5"	3/4"
42"	1"	6"	3/4"
48"-54"	1 1/4"	6"	1"
60"-72"	1 1/4"	7"	1"
78"-90"	1 1/4"	8"	1"



**RIPRAP AT FLARED END SECTIONS DETAIL**  
NOT TO SCALE



**CURB CUT W/ RAIN GUARDIAN**  
NOT TO SCALE

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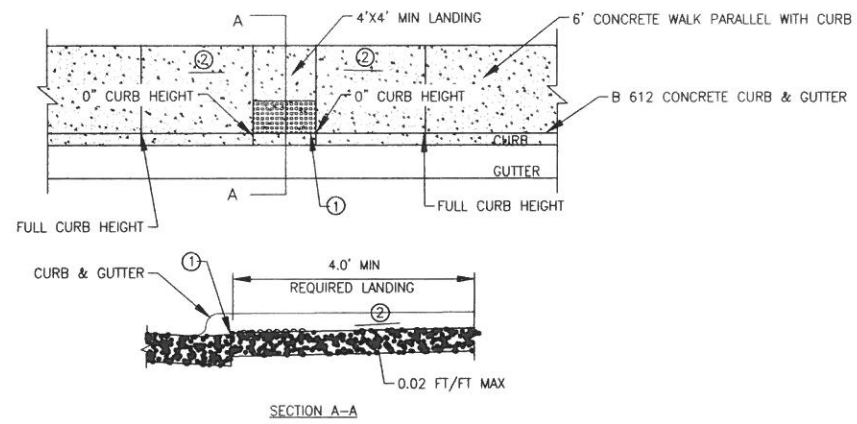
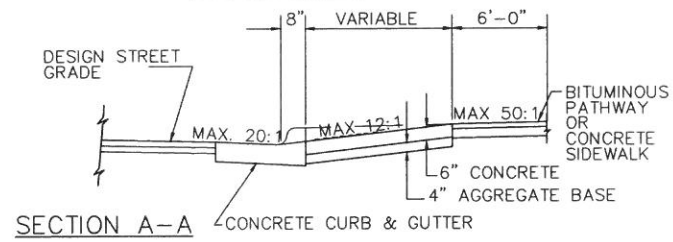
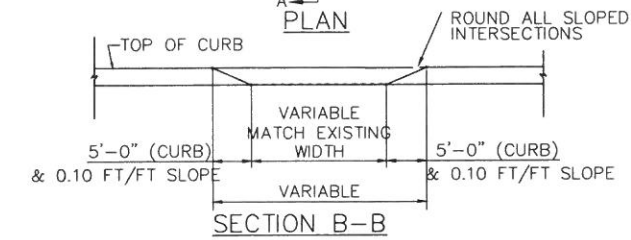
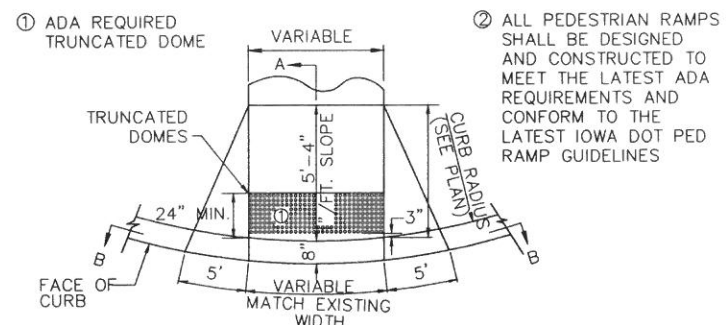
SUB CONSULTANT  
**NOT FOR CONSTRUCTION**

PRIME CONSULTANT  
**WENCK ASSOCIATES**  
Responsive partner. Exceptional outcomes.

PROJECT TITLE  
CEDAR RIDGE 50 BED FACILITY  
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
**DETAILS**

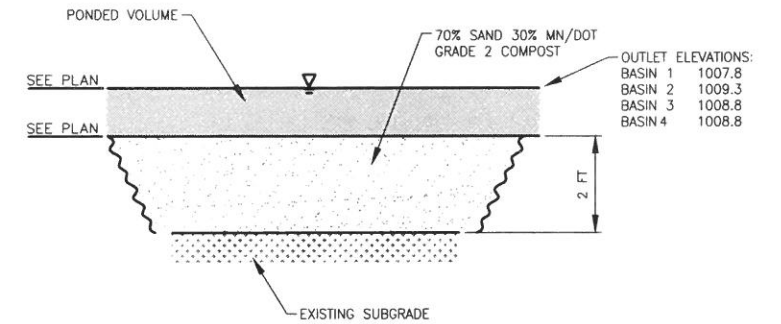
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			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-801	1		



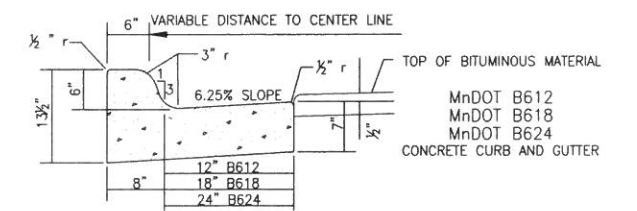
- 1 1/2" PREFORMED JOINT FILLER MATERIAL AASHTO M. 213, JOINT FILLER SHALL BE PLACED FLUSH WITH THE BACK OF CURB AND ADJACENT SIDEWALK. JOINT SHALL BE FREE OF DEBRIS. RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF THE CURB.
- 2 PEDESTRIAN RAMP SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.5% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%

REFERENCE MNDOT STD PLAN 5-297.250

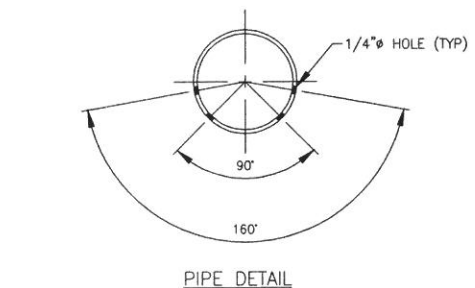
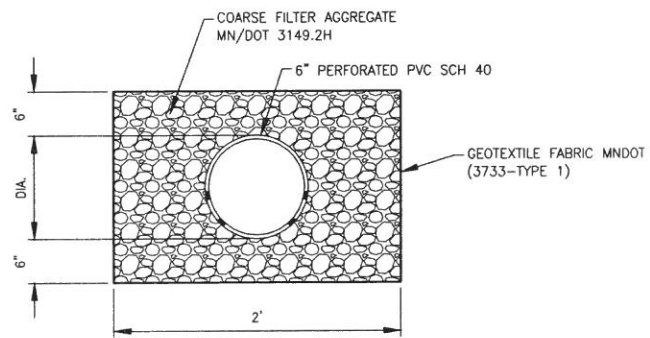
PEDESTRIAN RAMP @ H.C. PARKING  
NOT TO SCALE



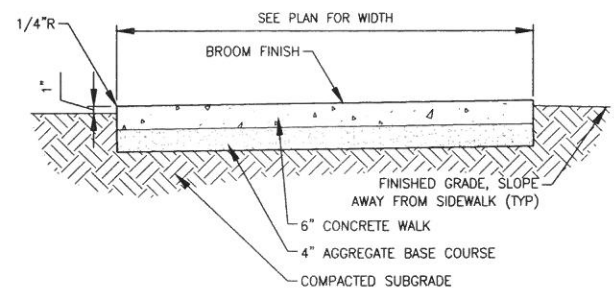
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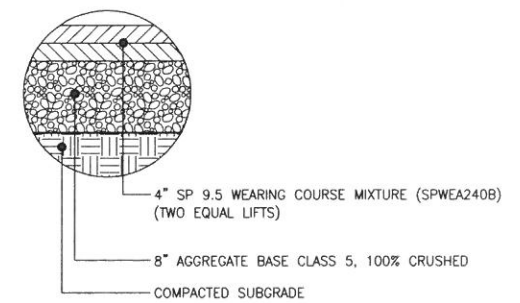
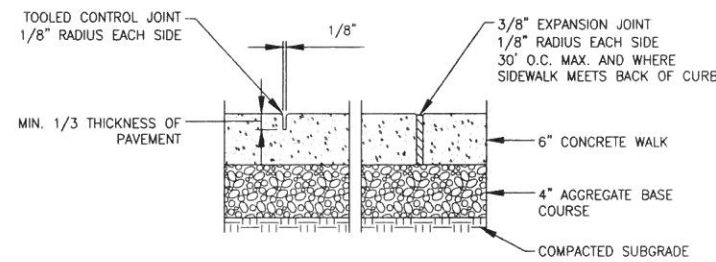
CONCRETE CURB AND GUTTER  
NOT TO SCALE



PERFORATED DRAINTILE  
NOT TO SCALE



CONCRETE SIDEWALK  
NOT TO SCALE



TYPICAL PAVING SECTION  
NOT TO SCALE

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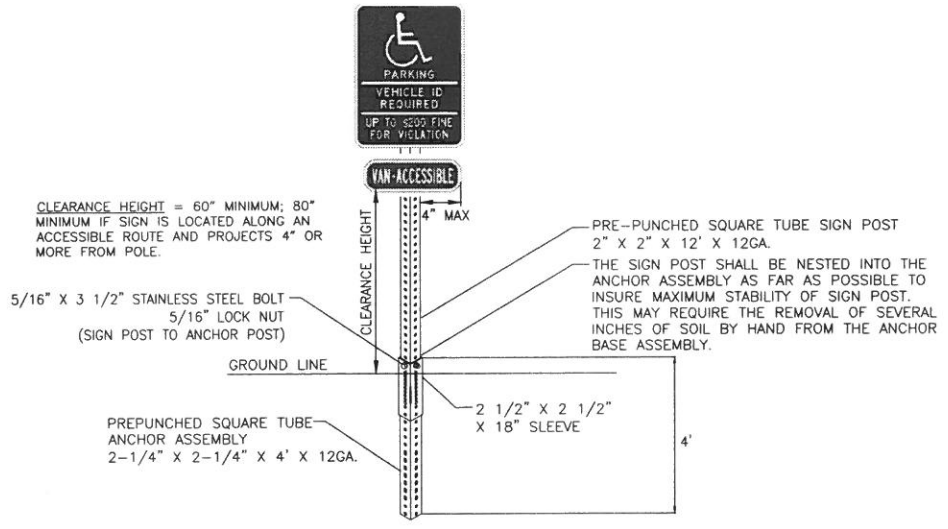
SUB CONSULTANT  
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Responsive partner. Exceptional outcomes.

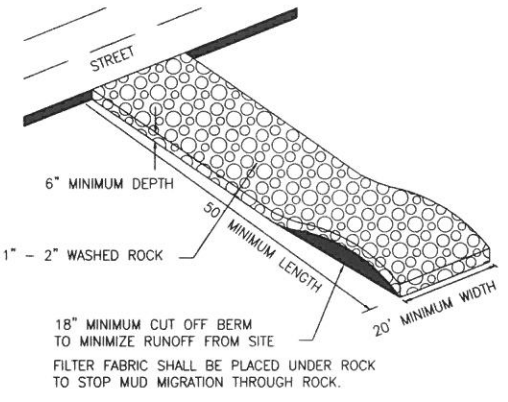
PROJECT TITLE  
CEDAR RIDGE 50 BED FACILITY  
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE				
DETAILS				
DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	C-802	1		

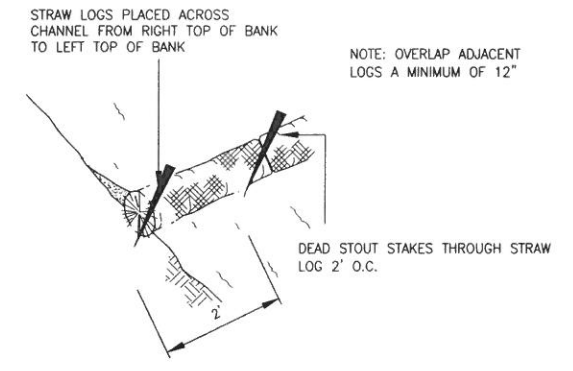




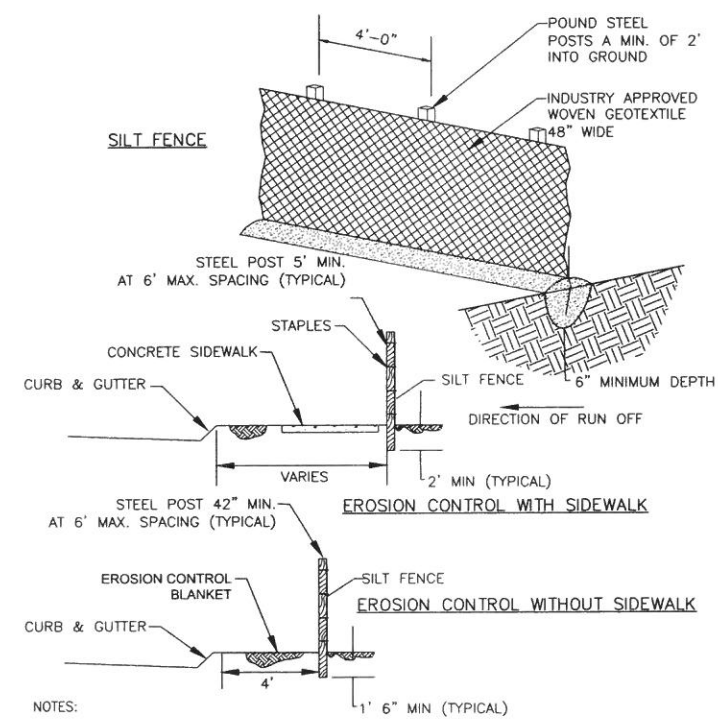
**HANDICAP SIGN AND POST DETAIL**  
NOT TO SCALE



**ROCK CONSTRUCTION ENTRANCE**  
NOT TO SCALE

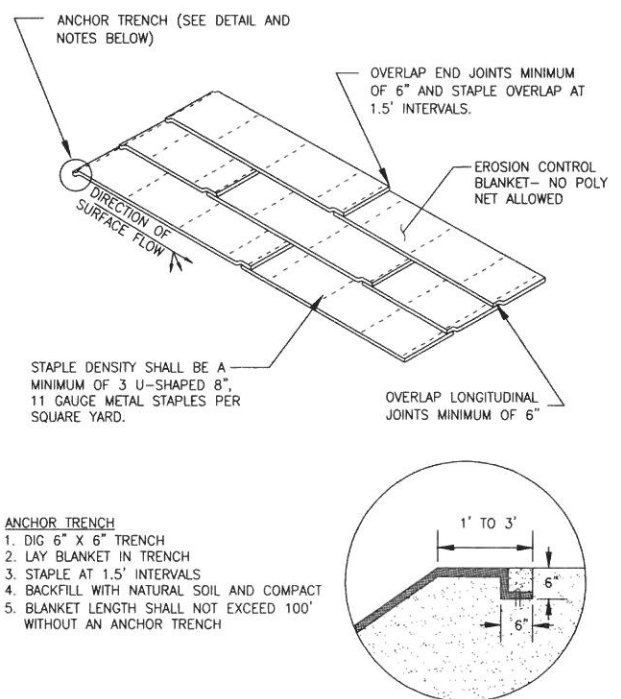


**BIOROLL DETAIL**  
NOT TO SCALE



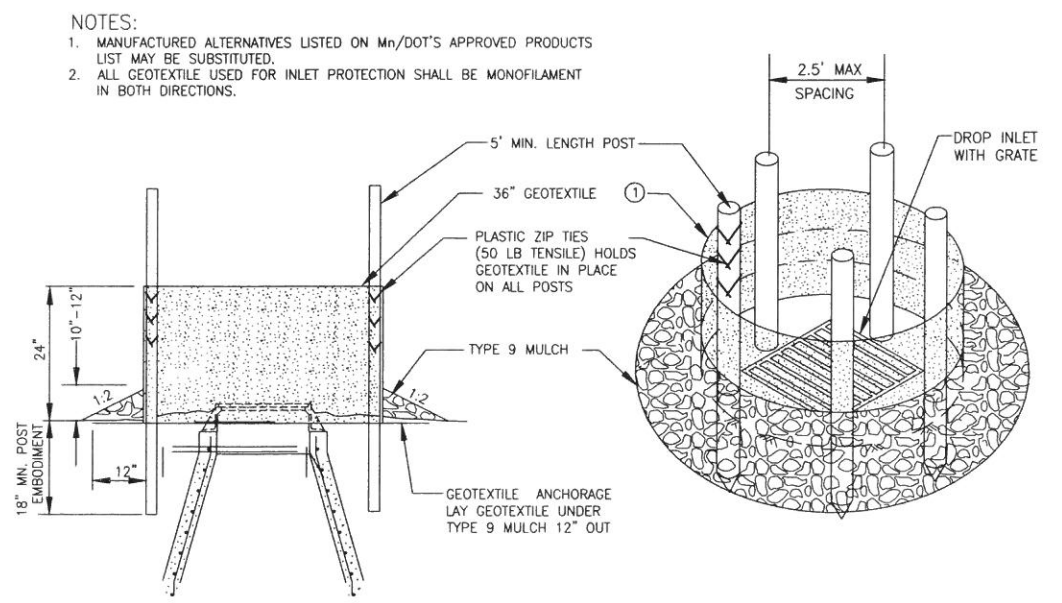
- NOTES:
1. INSTALL SILT FENCE PER PLAN SET BEFORE BEGINNING CONSTRUCTION
  2. INSTALL SILT FENCE AND EROSION CONTROL BLANKET BEHIND CURB & GUTTER AS SHOWN
  3. REPLACE TORN, OVERBURDENED, OR DECOMPOSING SILT FENCE WITHIN 24 HOURS
  4. TO JOIN SECTIONS OF SILT FENCE, POSITION POSTS TO OVERLAP. FABRIC SHOULD FOLD AROUND EACH POST ONE FULL TURN

**SILT FENCE DETAIL**  
NOT TO SCALE



- ANCHOR TRENCH**
1. DIG 6" X 6" TRENCH
  2. LAY BLANKET IN TRENCH
  3. STAPLE AT 1.5' INTERVALS
  4. BACKFILL WITH NATURAL SOIL AND COMPACT
  5. BLANKET LENGTH SHALL NOT EXCEED 100' WITHOUT AN ANCHOR TRENCH

**EROSION CONTROL BLANKET DETAIL**  
NOT TO SCALE

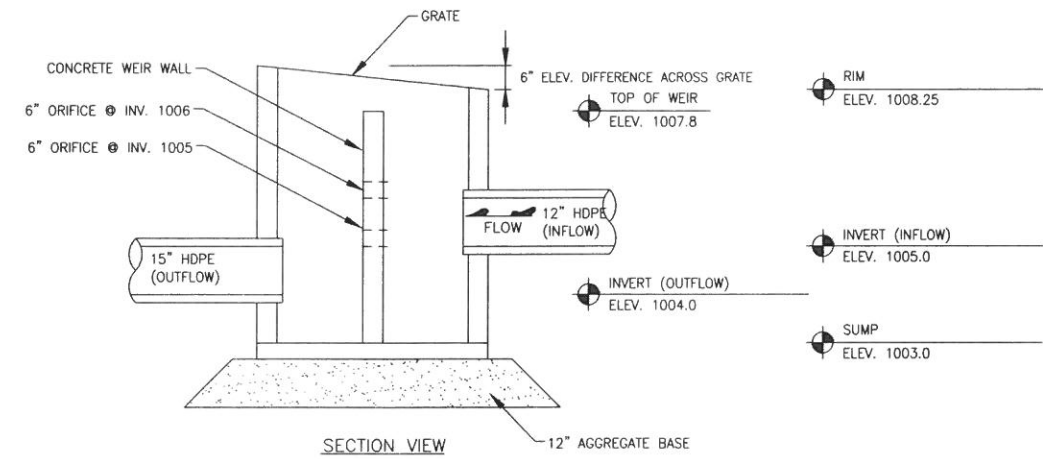
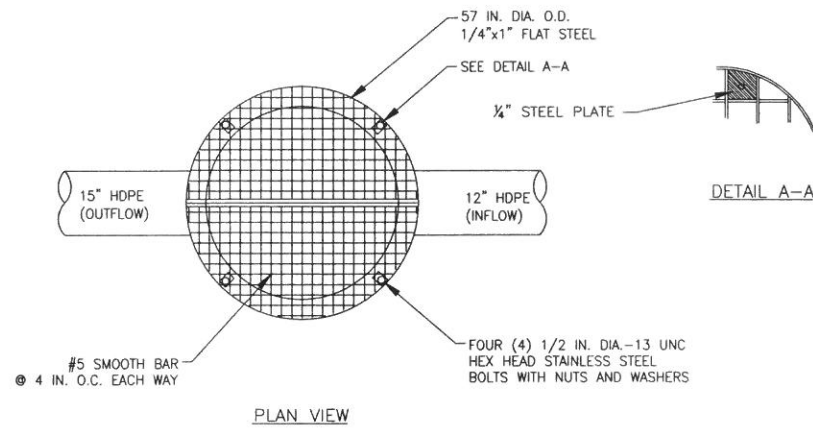
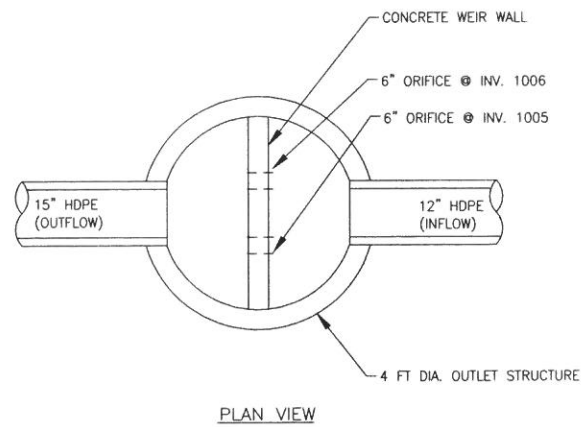


- NOTES:
1. MANUFACTURED ALTERNATIVES LISTED ON Mn/DOT'S APPROVED PRODUCTS LIST MAY BE SUBSTITUTED.
  2. ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS.

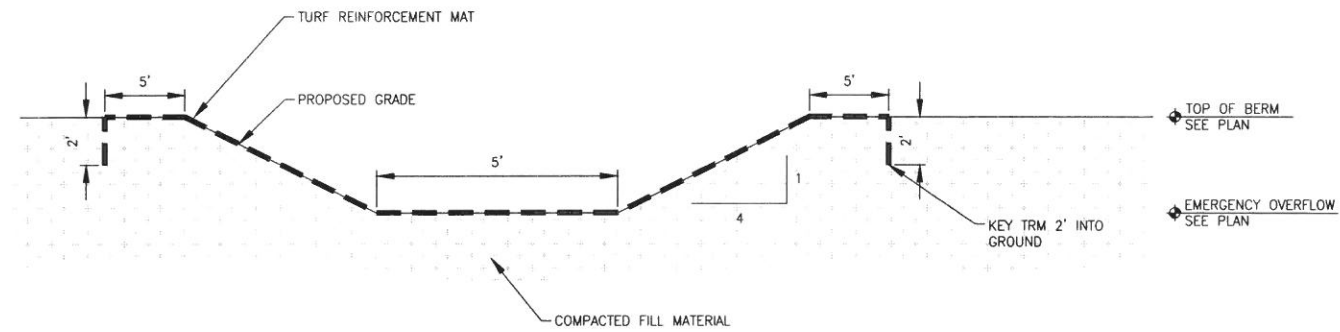
**TEMPORARY INLET PROTECTION**  
NOT TO SCALE

SEAL I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME <u>JARED T. WARD</u> SIGNATURE <u>[Signature]</u> DATE <u>07/24/15</u> LICENSE # <u>48677</u>				SUB CONSULTANT  <b>NOT FOR CONSTRUCTION</b>		PRIME CONSULTANT <b>WENCK ASSOCIATES</b> Responsive partner. Exceptional outcomes.		PROJECT TITLE CEDAR RIDGE 50 BED FACILITY  MERIDIAN BEHAVIORAL HEALTH		SHEET TITLE DETAILS				
1	CUP SUBMITTAL	MJS	JTW	07/24/15				DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015		
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15				SCALE		AS SHOWN				
REV	REVISION DESCRIPTION	DWN	APP	REV DATE	DATE	07/24/15	LICENSE #	48677	PROJECT NO	4340-0016	SHEET NO	C-803	REV NO	1

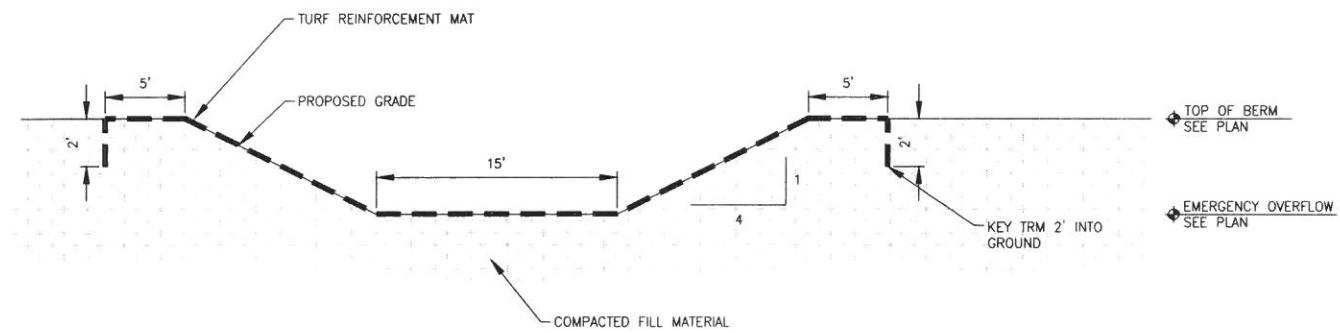




OUTLET CONTROL STRUCTURE DETAIL  
NOT TO SCALE



EMERGENCY OVERFLOW DETAIL - INFILTRATION BASIN  
NOT TO SCALE



EMERGENCY OVERFLOW DETAIL - POND  
NOT TO SCALE

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

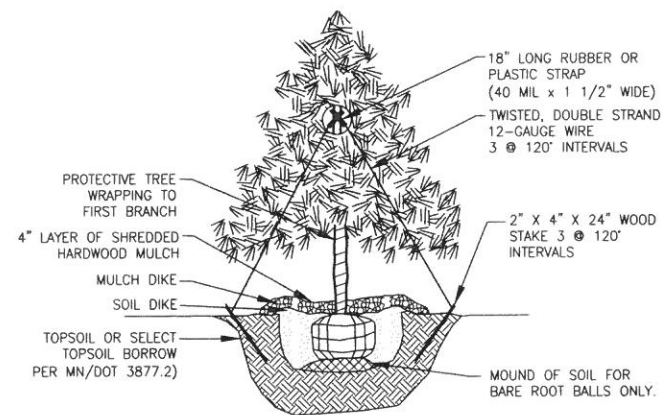
SEAL  
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PRINT NAME: JARED T. WARD  
SIGNATURE: *JTW*  
DATE: 07/24/15 LICENSE # 48677

SUB CONSULTANT  
**NOT FOR CONSTRUCTION**

PRIME CONSULTANT  
**WENCK ASSOCIATES**  
Responsive partner. Exceptional outcomes.

PROJECT TITLE  
CEDAR RIDGE  
50 BED FACILITY  
MERIDIAN BEHAVIORAL HEALTH

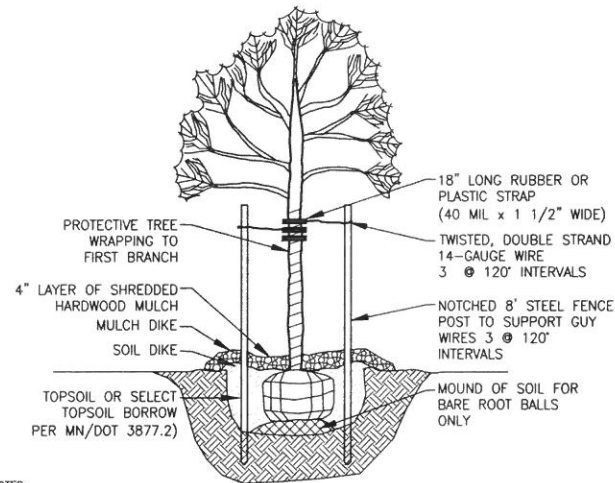
SHEET TITLE			
DETAILS			
DWN BY	CHK'D	APP'D	DWG DATE
			JULY 2015
PROJECT NO.		SHEET NO.	REV NO.
4340-0016		C-804	1



- NOTES:
1. PLANTS TO BE INSTALLED AS PER THE AMERICAN ASSOCIATION OF NURSEYMAN (AAN) STANDARD PLANTING PRACTICES.
  2. PROVIDE & INSTALL PLANT MATERIALS THAT ARE THE SIZE, TYPE, AND SPECIES INDICATED IN PLANS.
  3. BEFORE PLANTING, REMOVE DEAD OR DAMAGED BRANCHES.
  4. DIG HOLE TWO TIMES ROOT BALL WIDTH AND 6" DEEPER THAN BALL HEIGHT.
  5. CARIFY BOTTOM OF HOLE.
  6. LOOSEN BURLAP COVERING ON ROOT BALL. REMOVE TOP OF BURLAP ON BALLED & BURLAPPED MATERIALS.
  7. IF BARE ROOTED, SET BARE ROOT CROWN ON MOUND & SPREAD ROOTS OVER & DOWN SIDES OF MOUND.
  8. PLANT TREE SO TOP OF ROOT BALL IS FLUSH WITH TOP OF SOIL.
  9. FILL HOLE  $\frac{3}{4}$  FULL OF SOIL & TAMP.
  10. FILL REMAINING SPACE WITH WATER AND WAIT FOR IT TO SETTLE.
  11. FINISH FILLING HOLE WITH SOIL AND MAKE A SOIL DIKE AROUND ROOT BALL.
  12. CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO DIGGING AND PLANT INSTALLATION.

CONIFEROUS TREE PLANTING  
NOT TO SCALE

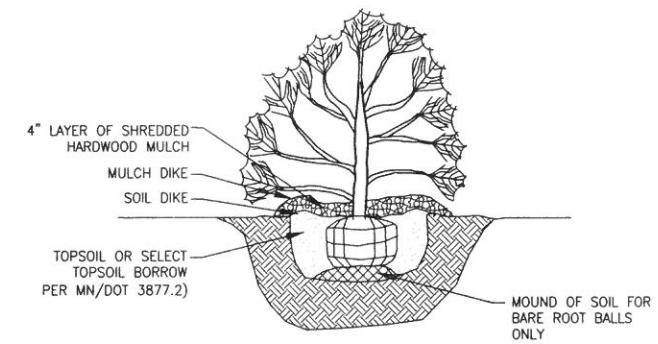
1  
C-805



- NOTES:
1. PLANTS TO BE INSTALLED AS PER THE AMERICAN ASSOCIATION OF NURSEYMAN (AAN) STANDARD PLANTING PRACTICES.
  2. PROVIDE & INSTALL PLANT MATERIALS THAT ARE THE SIZE, TYPE, AND SPECIES INDICATED IN PLANS.
  3. BEFORE PLANTING, REMOVE DEAD OR DAMAGED BRANCHES.
  4. DIG HOLE 12" LARGER THAN ROOT BALL ON ALL SIDES.
  5. SCARIFY BOTTOM OF HOLE.
  6. LOOSEN BURLAP COVERING ON ROOT BALL. REMOVE TOP OF BURLAP ON BALLED & BURLAPPED MATERIALS.
  7. IF BARE ROOTED, SET BARE ROOT CROWN ON MOUND & SPREAD ROOTS OVER & DOWN SIDES OF MOUND.
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  9. FILL HOLE  $\frac{3}{4}$  FULL OF SOIL & TAMP.
  10. FILL REMAINING SPACE WITH WATER AND WAIT FOR IT TO SETTLE.
  11. FINISH FILLING HOLE WITH SOIL AND MAKE A SOIL DIKE AROUND ROOT BALL.
  12. CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO DIGGING AND PLANT INSTALLATION.

DECIDUOUS TREE PLANTING  
NOT TO SCALE

2  
C-805



- NOTES:
1. PLANTS TO BE INSTALLED AS PER THE AMERICAN ASSOCIATION OF NURSEYMAN (AAN) STANDARD PLANTING PRACTICES.
  2. PROVIDE & INSTALL PLANT MATERIALS THAT ARE THE SIZE, TYPE, AND SPECIES INDICATED IN PLANS.
  3. BEFORE PLANTING, REMOVE DEAD OR DAMAGED BRANCHES.
  4. DIG HOLE TWO TIMES ROOT BALL WIDTH AND 6" DEEPER THAN BALL HEIGHT.
  5. SCARIFY BOTTOM OF HOLE.
  6. LOOSEN BURLAP COVERING ON ROOT BALL. REMOVE TOP OF BURLAP ON BALLED & BURLAPPED MATERIALS.
  7. IF BARE ROOTED, SET BARE ROOT CROWN ON MOUND & SPREAD ROOTS OVER & DOWN SIDES OF MOUND.
  8. PLANT TREE SO TOP OF ROOT BALL IS FLUSH WITH TOP OF SOIL.
  9. FILL HOLE  $\frac{3}{4}$  FULL OF SOIL & TAMP.
  10. FILL REMAINING SPACE WITH WATER AND WAIT FOR IT TO SETTLE.
  11. FINISH FILLING HOLE WITH SOIL AND MAKE A SOIL DIKE AROUND ROOT BALL.
  12. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO DIGGING AND PLANT INSTALLATION.

DECIDUOUS SHRUB PLANTING  
NOT TO SCALE

3  
C-805

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

SEAL

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PRINT NAME JARED T. WARD

SIGNATURE

DATE 07/24/15 LICENSE # 48677

SUB CONSULTANT

NOT FOR CONSTRUCTION

PRIME CONSULTANT

**WENCK ASSOCIATES**

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PROJECT TITLE

CEDAR RIDGE  
50 BED FACILITY

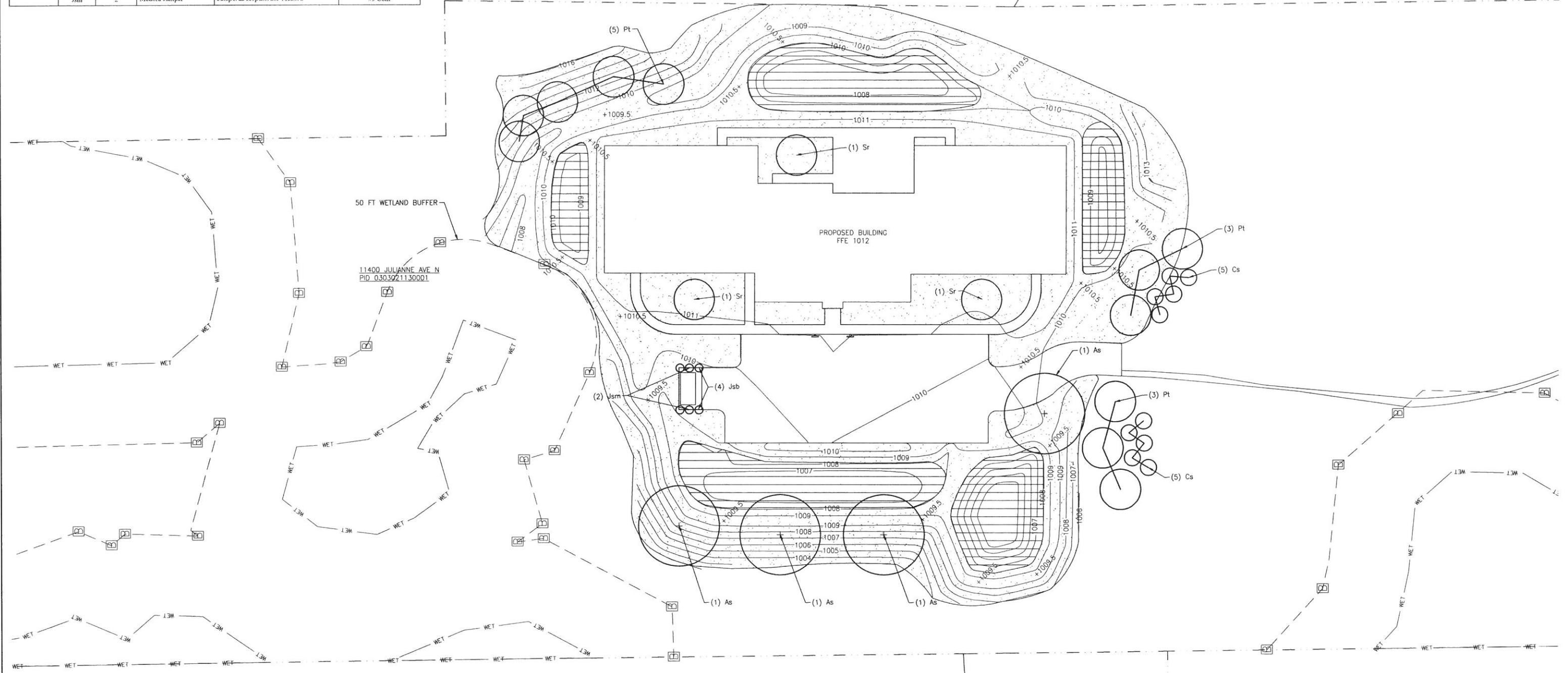
MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE			
DETAILS			
DWN BY	CHK'D	APP'D	DWG DATE
			JULY 2015
SCALE AS SHOWN			
PROJECT NO.	SHEET NO.	REV NO.	
4340-0016	C-805	1	

Plant Type	Symbol	Qty	Common Name	Scientific Name	Min. Container Size
Deciduous	Pt	11	Quaking Aspen	<i>Populus tremuloides</i>	#25 Cont
	Sr	3	Japanese Tree Lilac	<i>Syringa reticulata</i>	#25 Cont
	As	4	Sugar Maple	<i>Acer Saccharum</i>	2" B&B
Shrubs	Cs	10	Red Dogwood	<i>Cornus sericea</i>	#5 Cont
Plants	Jsb	4	Sky High Juniper	<i>Juniperus scopulorum 'Sky High'</i>	#5 Cont
	Jsm	2	Medora Juniper	<i>Juniperus scopulorum 'Medora'</i>	#5 Cont

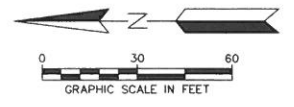
LEGEND

	MN STATE SEED MIX 33-261 STORMWATER SOUTH AND WEST
	MN STATE SEED MIX 25-131 LOW MAINTENANCE TURF



NOTES:  
 1) SEEDED AREAS TO BE STABILIZED WITH EROSION CONTROL BLANKET OR HYDRAULIC MULCH.  
 2) EROSION CONTROL BLANKET SHALL BE CATEGORY 3, TYPE STRAW, 2S NATURAL FIBER NETTING ONLY. NO POLY NETTING ALLOWED.  
 3) HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH SHALL BE APPLIED AT A RATE OF 750 POUNDS PER ACRE.

PID 0303021240002



REV	REVISION DESCRIPTION	DWN	APP	REV DATE
1	CUP SUBMITTAL	MJS	JTW	07/24/15
0	WATERSHED SUBMITTAL	MJS	JTW	07/15/15

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 PRINT NAME JARED T. WARD  
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SUB CONSULTANT  
 PRIME CONSULTANT  
**NOT FOR CONSTRUCTION**

PRIME CONSULTANT  
  
 Responsive partner. Exceptional outcomes.

PROJECT TITLE  
 CEDAR RIDGE  
 50 BED FACILITY  
 MERIDIAN BEHAVIORAL HEALTH

SHEET TITLE  
 LANDSCAPE PLAN

DWN BY	CHK'D	APP'D	DWG DATE	JULY 2015
			SCALE	AS SHOWN
PROJECT NO.	SHEET NO.	REV NO.		
4340-0016	L-101	1		

# Technical Memo



**To:** Mr. Francis Sauvageau, Meridian Behavioral Health  
**From:** Jeff Ellerd, PE & Eric Blasing, PE  
**Date:** July 24, 2015  
**Subject:** Meridian Cedar Ridge Recovery Institute – Conceptual Wastewater System

Attachments: (1) Soil Investigation

## Introduction

Meridian Behavioral Health (Meridian) is proposing to replace the existing buildings at its Cedar Ridge Men's Residential Recovery Institute located at 11400 Julianne Avenue North, City of Grant, Washington County, Minnesota. The property consists of a 4-building residential treatment center. Meridian proposes to replace the existing buildings with one new building to accommodate 50 residents. Other site improvements include a gravel access road, parking lot for 28 vehicles, walking trails, a sand volleyball court, basketball court, picnic areas, fencing, a private well, and a Subsurface Sewage Treatment System (SSTS). Meridian would continue to utilize the property as a residential chemical dependency treatment center program serving adult men age 18 and older.

The objective of this wastewater system assessment is to determine the best approach for future wastewater treatment for the proposed facility. Included within this assessment is analysis of: estimated design wastewater flow, soils onsite, and wastewater system recommendations.

## Existing SSTS

Current wastewater treatment on the property is accomplished by a below grade soil absorption SSTS. The SSTS includes precast concrete tanks and a drainfield. The system is not adequately sized for the proposed facility and would be abandoned.

## Soil Investigation

Wenck completed a preliminary desktop soil analysis of the property to assess the suitability for on-site wastewater dispersal. The USDA Natural Resources Conservation Service (NRCS) soil survey for Washington County, Minnesota was reviewed. The survey revealed soils in the immediate vicinity of the proposed SSTS are mapped as the Zimmerman fine sand. These soils consist of very deep, well drained soils that formed in sandy glacial outwash predominantly found on outwash plains and terraces.

Thirteen hand augered borings were completed on the property (Figure 1). Soil profile descriptions are attached to this memo. Soil profiles observed contained redoximorphic features (seasonal saturation) at various depths ranging from 21 – 45 inches below grade. Soil textures were similar consisting of sandy loam, loamy sand, and loamy fine sand in the upper horizons extending to a sandy clay loam till. The till horizon varied with depth below ground surface. Within the immediate vicinity of the proposed drainfield, the sandy clay loam was approximately 36-inches below grade. A typical soil profile observed within the drainfield area consists of:

Depth	Matrix Color	Texture
0 - 13"	10YR 3/3	sandy loam
13 - 21"	10YR 4/3	loamy sand
21 - 27"	10YR 5/4	loamy fine sand
27 - 36"	10YR 4/4	loamy fine sand or fine sandy loam
36 - 50"	10YR 4/4	sandy clay loam

The soil investigation revealed the subject property suitable to site a mound soil absorption drainfield. The mound would provide minimum 36-inches of vertical separation from the dispersal bed infiltrative surface to seasonal saturation as required by Rule.

Wastewater Flow

The future wastewater system would be permitted as a Midsized Subsurface/Sewage Treatment System (MSTS) and follow MPCA Rules, Chapters 7080 through 7083. The Design Wastewater Flow (DWF) was calculated based on estimated wastewater flows described within 7081.0130. The proposed facility would be considered an *Other Establishment* and unit flows were derived from Table I of 7081.0130. The DWF is summarized in the following table.

**Estimated DWF**

Wastewater Source	Wastewater Flow Unit	Total Number of Units	Flow per Unit (per MN Rule 7081.0130) (gpd)	Total Flow (gpd)
<b>Cedar Ridge Facility</b>				
Patients	Guest	50	125	6,250
Employees 1 <sup>st</sup> Shift	Employee	26	15	390
Employees 2 <sup>nd</sup> Shift	Employee	10	15	150
Employees 3 <sup>rd</sup> Shift	Employee	4	15	60
Infiltration/Inflow: 200 gpd/dia. pipe/mi. pipe/day (MN Rule 7081.0140)			500 ft. 8 in. dia. sewer (est.):	150
<b>Total Wet Weather Permit Design Wastewater Flow:</b>				<b>7,000 gpd</b>

Wastewater System Classification

The total permitted DWF for the proposed facility would be between 5,000 to 10,000 gpd; therefore it is classified as a MSTS. Jurisdiction of the MSTS would be through the local unit of government, Washington County. The design shall follow Minnesota Rules Chapters 7080 through 7083, *Subsurface Sewage Treatment Systems Program (Rule)*. Also, as the system would serve over 20 people, it must be registered as a Class V injection well with the U.S. Environmental Protection Agency. This would be completed during construction of the MSTS.

Area Requirement

The required area to treat and disperse wastewater was estimated based off the soil investigation and infiltrative area requirements per MN Rules Chapter 7081.0270. The infiltrative area constructed and in operation as described within 7081.0270 shall be completed as follows:

- (1) Divide the total design wastewater flow by the soil loading rate to obtain the infiltrative area required.
- (2) Construct and operate 1.5 times the area required if the absorption area receives septic tank quality effluent. If the absorption area receives aerobically pretreated effluent, the constructed absorption area does not need to be increased (MN Rule





7081.0270, Subpart 5). The Cedar Ridge MSTs would include secondary aerobic pretreatment; therefore the absorption area would not be increased. Instead, 100% reserve infiltrative drainfield area would be set aside.

The following table details infiltrative area requirements. As shown on Sheet C-601 of the Plans, sufficient area exists on the selected treatment location to site the wastewater system and the required reserve lawn area. At this location, the system would meet all applicable setback distances to water supply wells on the property and neighboring parcels, structures, property lines, and public waters.

**Soil Loading Rates and Infiltrative Area Requirements**

Soil Dispersal Method	DWF (gpd)	Soil Loading Rate (gpd/ft <sup>2</sup> )*	Required Infiltrative Area (ft <sup>2</sup> )	Required Constructed Infiltrative Area per Mound Design (ft <sup>2</sup> )**	Estimated Constructed footprint (ft <sup>2</sup> )***	Estimated Reserve Lawn Area (ft <sup>2</sup> )	Total Estimated Constructed Footprint (acre)
Mound	7,000	0.78	8,975	15,165	26,000	26,000	2.0

\*Soil loading rate of absorption area receiving pretreated effluent per Rule. Actual loading rate per infiltrative area provided = (7,000 gpd) ÷ (15,165 ft<sup>2</sup>) = 0.46 gpd/ft<sup>2</sup>

\*\*Includes specific mound sizing per MN Rule based on soil infiltrative capacity and the mound absorption ratio.

\*\*\*Includes total drainfield footprint including side slopes of mound cells based on the topography of the site.

Conceptual Wastewater Collection and Treatment System

The proposed wastewater system that would serve the facility would include collection, treatment, and soil dispersal components including PVC piping, precast concrete tanks, an aerobic pretreatment device, controls, and a multi-celled mound soil dispersal component. The existing SSTS on the property would be abandoned.

Wastewater would flow via gravity from the proposed facility within eight-inch diameter PVC sanitary sewer piping to a series of pretreatment tanks located south of the building (Sheet C-601 of Plans). Two sanitary four foot diameter manholes would be required. An existing gravel drive would serve as access to the system.

The wastewater treatment tanks would include primary and secondary treatment components. The conceptual wastewater treatment system would include a septic tank sized according to Rule, an aerobic pretreatment device, a dose tank, and four mound cells. The mound cells would be equally sized with dimensions of 38 ft. x 166 ft. Each mound cell would contain 146 ft. dispersal beds (584 ft. total). Also, a grease trap would be required. It is envisioned the new facility would utilize an interior grease trap.

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## ATTACHMENTS

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- (1) NRCS Soil Series Information
- (2) Figure 1: Soil Investigation
- (3) Soil Boring Logs

Established Series  
Rev. AGG-TCJ  
05/2012

## ZIMMERMAN SERIES

The Zimmerman series consists of very deep, excessively drained soils that formed in sandy glacial outwash or eolian sediments on glacial outwash plains, stream terraces, deltas, lake terraces, dunes, beach deposits and valley trains. These soils have rapid permeability. Their slopes range from 0 to 60 percent. Mean annual precipitation is about 28 inches. Mean annual air temperature is about 41 degrees F.

**TAXONOMIC CLASS:** Mixed, frigid Lamellic Udipsamments

**TYPICAL PEDON:** Zimmerman fine sand with a slope of 1 percent on a glacial outwash plain in a cultivated field. (Colors are for moist conditions unless otherwise stated.)

**Ap**--0 to 7 inches; very dark grayish brown (10YR 3/2) fine sand, grayish brown (10YR 5/2) dry; weak very fine subangular blocky structure; very friable; few very fine roots; moderately acid; abrupt smooth boundary. (0 to 9 inches thick)

**E**--7 to 27 inches; brown (10YR 4/3) fine sand; weak very fine subangular blocky structure; very friable; few very fine roots; slightly acid; gradual wavy boundary. (0 to 30 inches)

**Bw**--27 to 44 inches; very pale brown (10YR 7/4) fine sand; single grain; loose; few very fine roots; moderately acid; abrupt irregular boundary. (6 to 36 inches thick)

**E' & Bt**--44 to 80 inches; very pale brown (10YR 7/4) fine sand (E); single grain; loose; few dark brown (7.5YR 4/4) loamy fine sand (Bt) lamellae 1/4 to 1 1/2 inches thick, irregular and discontinuous; weak fine subangular blocky structure; very friable; clay bridging between sand grains; moderately acid.

**TYPE LOCATION:** Sherburne County, Minnesota; about 2 miles south of Santiago, 100 feet north and 780 feet west of southeast corner sec. 17, T. 35 N., R. 28 W. ; USGS Santiago quadrangle; lat. 45 degrees 30 minutes 58 seconds N and long. 93 degrees 50 minutes 37 seconds W., NAD27.

**RANGE IN CHARACTERISTICS:** The lamellae typically range from 24 to 60 inches below the soil surface but are deeper than 60 inches in some pedons. Free calcium carbonate is at depths greater than 60 inches. Rock fragments range from 0 to 5 percent throughout the profile. The control section averages between about 40 and 70 percent fine sand. The content of very fine sand is similar to the content of medium sand. The content of coarse sand is less than 5 percent and very coarse sand is less than 1 percent.



The Ap or A horizons have hue of 7.5YR, 10YR or is neutral, value of 2 or 3, and chroma of 0 to 2. An Ap horizon up to 10 inches thick with hue of 10YR, value of 4, and chroma of 2 or 3 is in some pedons.

The E and E' horizons have hue of 10YR or 7.5YR, value of 4 to 7, and chroma of 1 to 4. The A and E horizons are fine sand or loamy fine sand. Soil reaction is strongly acid to slightly acid.

The Bw horizon has hue of 10YR or 7.5YR with value of 4 to 7, and chroma of 3 to 8. It is fine sand, loamy fine sand, or loamy very fine sand. Soil reaction is strongly acid to neutral.

The Bt part consists of one or more thin irregular discontinuous or continuous lamellae or bands that begin at depths ranging from 15 to 80 inches. They range from 1/16 of an inch thick to no more than 3 inches thick if loamy and no more than 6 inches thick if sandy. They have hue of 5YR to 10YR; value is 3 to 6, and chroma of 2 to 7. Typically, they are fine sand or loamy fine sand, but the range includes very fine sand, loamy very fine sand, and fine sandy loam. The lamellae commonly have 2 to 3 times as much clay as adjacent E' soil material.

The C horizon when present, has hue of 7.5YR to 2.5Y, value of 5 to 7, and chroma of 2 to 6. It is typically sand or fine sand, but some pedons have thin finer or coarser textured strata.

**COMPETING SERIES:** These are the Biwabik (T), Eagleview, Faunce, Graycalm and Grettum (T) series. Biwabik soils have more than 5 percent rock fragments in the series control section. Eagleview soils have less than 40 percent fine sand in the series control section. Faunce soils have free calcium carbonate above 40 inches. Graycalm soils have more than 6 percent coarse sand or coarser in the series control section. Grettum soils are saturated in the lower third of the series control section.

**GEOGRAPHIC SETTING:** These soils are nearly level to steep with convex slopes on outwash and lake plains, stream terraces, deltas lake terraces, dunes, and valley trains. Slopes are short and irregular with slope gradients of 0 to 60 percent. The Zimmerman soils formed in deeply leached, glacial outwash, lacustrine, or eolian origin. These sediments are Late Wisconsinan Age. Mean annual air temperature ranges from about 36 to 45 degrees F. Mean annual precipitation ranges from about 22 to 34 inches. Frost-free days range from 88 to 150. Elevation above sea level ranges from 670 to 1600 feet.

**GEOGRAPHICALLY ASSOCIATED SOILS:** These are the excessively drained Sartell soils, well drained Anoka soils, moderately well drained Cantlin soils, somewhat poorly drained Soderville, and the poorly and very poorly drained Isanti soils. The Sartell, Cantlin, Lino, Soderville, and Isanti soils are in a hydrosequence with the Zimmerman soils. The Anoka soils have an argillic horizon whose lamellae total more than 6 inches thick.

**DRAINAGE AND PERMEABILITY:** Excessively drained. Surface runoff is negligible to low. Permeability is rapid.

**USE AND VEGETATION:** Most of the acreage in southern part is used to grow alfalfa, corn, and soybeans. Most in northern areas remain in forest. Native vegetation was primarily mixed oak forest or jack pine and red pine.

**DISTRIBUTION AND EXTENT:** East-central and north-central Minnesota, Northern Lower and Upper Peninsula of Michigan, and possibly northwestern Wisconsin. Extensive.

**MLRA SOIL SURVEY REGIONAL OFFICE (MO) RESPONSIBLE:** St. Paul, Minnesota

**SERIES ESTABLISHED:** Mille Lacs County, Minnesota, 1927.

**REMARKS:** Diagnostic horizons and other features recognized are: Ochric epipedon - the zone from the surface to 27 inches (A and E horizons); argic subgroup - lamellae totalling less than 6 inches within 60 inches (E' & Bt horizon). This soil was formerly classified as an Alfic Udipsamment. A thick solum phase (60 to 80 inches to lamellae) is being used on the terraces of the Mississippi River (MLRA 91A) in Benton and Sherburne counties. Type location moved from Anoka County, Mn. to Sherburne County, Mn., 11/96 to better exemplify the series concept within the MLRA.

**ADDITIONAL DATA:** Refer to MAES Central File Code Nos. 1079 and 1550 for results of some laboratory analysis.

---

National Cooperative Soil Survey  
U.S.A.



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JUL 2015

Figure 1



Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB1				
Depth to SHWT: >33"				
Mapped Soil Type: 158C Zimmerman loamy fine sand				

Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
11	10YR 3/2	sandy loam		
22	10YR 4/3	loamy sand		
30	10YR 5/4	loamy sand		
33*	10YR 5/4	gravelly loamy sand		app. 25% coarse fragment

\*-refusal at 33" due to gravel and cobble content

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB2				
Depth to SHWT: 55"				
Mapped Soil Type: 158C Zimmerman loamy fine sand				

Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
12	10YR 3/2	sandy loam		
25	10YR 4/3	loamy sand		
43	10YR 5/4	loamy fine sand		
55	10YR 6/4	fine sand		5-10% 10YR 4/4 lamellae
70	10YR 4/4	loamy fine sand	5% 10YR 5/6 fine, distinct concentrations and 10% 10YR 5/2 medium, distinct depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB3				
Depth to SHWT: 35"				
Mapped Soil Type: 158C Zimmerman loamy fine sand				

Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
14	10YR 3/3	sandy loam		
28	10YR 4/3	loamy sand		
35	10YR 5/4	loamy fine sand		
47	10Y 4/1	sand	gleyed horizon	saturated
60	10YR 4/2	loamy fine sand	40% 7.5YR 4/6 prominent, medium concentrations	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB4				
Depth to SHWT: 33"				
Mapped Soil Type: 158C Zimmerman loamy fine sand				

Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
9	10YR 3/3	sandy loam		
22	10YR 4/3	loamy sand		
33	10YR 5/4 and 6/4	sand		
38	10YR 5/1	sand	5% 10YR 5/8 prominent, fine concentrations	
48	10YR 4/4	loamy fine sand	10% 7.5YR 5/6 prominent, fine concentrations and 25% 2.5Y 6/1 prominent, medium depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB5				
Depth to SHWT: >36"				
Mapped Soil Type: 158B Zimmerman loamy fine sand				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
9	10YR 3/3	sandy loam		
13	10YR 4/4	sandy loam		
25	10YR 4/4	clay loam		
36	7.5YR 4/4	clay loam grading to clay		

\*-refusal at 36" due to gravel and cobble content

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB6				
Depth to SHWT: 40"				
Mapped Soil Type: 158B Zimmerman loamy fine sand				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
13	10YR 3/3	sandy loam		
21	10YR 4/3	loamy sand		
28	10YR 5/4	loamy fine sand		
34	10YR 4/4	loamy fine sand to fine sandy loam		
50	7.5YR 4/4	sandy clay loam	10% 5YR 5/6 fine, prominent concentrations and 10% 10YR 6/1 medium, prominent depletions	redox/depl start at 40"

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB7				
Depth to SHWT: 26"				
Mapped Soil Type: 367B Campia silt loam				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
13	10YR 3/3	sandy loam		
20	10YR 4/3	loamy sand		
26	10YR 5/4	loamy fine sand		
30	10YR 5/4	loamy fine sand	10% 5YR 5/6 fine, prominent concentrations and 10% 10YR 6/1 medium, prominent depletions	
40	10YR 5/1	fine sandy loam	40% 7.5YR 4/6 prominent, medium concentrations, 10% 10YR 7/1 distinct, medium depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB8				
Depth to SHWT: 22"				
Mapped Soil Type: 452 Comstock silt loam				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
14	10YR 3/3	sandy loam		
22	10YR 4/3	loamy sand		
26	10YR 4/3	fine sandy loam	20% 7.5YR 5/6 fine, prominent concentrations and 10% 10YR 6/1 medium, prominent depletions	
32	10YR 4/3	sandy clay loam	20% 7.5YR 5/6 fine, prominent concentrations and 10% 10YR 6/1 medium, prominent depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB9				
Depth to SHWT: 21"				
Mapped Soil Type: 367B Campia silt loam				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
12	10YR 3/2	sandy loam		
21	10YR 4/3	sandy loam		
30	10YR 4/3	sandy clay loam	10% 7.5YR 5/8 fine, prominent concentrations and 10% 10YR 5/1 medium, prominent depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB10				
Depth to SHWT: 45"				
Mapped Soil Type: 158B Zimmerman loamy fine sand				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
16	10YR 3/3	sandy loam		
22	10YR 4/4	loamy sand		
45	7.5YR 4/4	fine sandy loam		
55	10YR 5/2	sandy clay loam	10% 7.5YR 5/6 fine, prominent concentrations and 10% 10YR 6/1 medium, prominent depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB11				
Depth to SHWT: 30"				
Mapped Soil Type: 367B Campia silt loam				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
15	10YR 3/3	sandy loam		
23	10YR 4/3	loamy sand		
30	7.5YR 4/4	fine sandy loam		
42	10YR 5/2	sandy clay loam	15% 7.5YR 4/6 medium, prominent concentrations and 10% 10YR 5/1 medium, prominent depletions	

Soil Profile Description				
Date Completed: 7/1/2015				
Completed By: Matthew Summers				
Project: Cedar Ridge				
Test Pit #: SB12				
Depth to SHWT: 29"				
Mapped Soil Type: 367B Campia silt loam				
Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
16	10YR 3/3	sandy loam		
22	10YR 4/3	loamy sand		
29	10YR 5/4	loamy fine sand		
36	10YR 5/2	fine sandy loam	20% 7.5YR 5/6 medium, prominent concentrations	



### Soil Profile Description

Date Completed: 7/1/2015

Completed By: Matthew Summers

Project: Cedar Ridge

Test Pit #: SB13

Depth to SHWT: 44"

Mapped Soil Type: 158B Zimmerman loamy fine sand

Horizon Bottom Depth (inches)	Matrix Color	Texture	Redox Features	Notes
17	10YR 3/3	sandy loam		
24	10YR 4/4	loamy sand		
44	7.5YR 4/4	fine sandy loam		
55	10YR 5/2	sandy clay loam	10% 7.5YR 5/6 fine, prominent concentrations	

**MEMORANDUM**

**To:** Mayor and Grant City Council  
**CC:** Kim Points, City Clerk  
       Nick Vivian, City Attorney  
**From:** Jennifer Haskamp, City Planner

**Date:** September 28, 2015  
**RE:** Land Use definitions  
       Business – Seasonal  
       Greenhouses (commercial production only)

At the September City Council meeting staff presented some background information and discussion points related to the Seasonal Businesses and Greenhouses (commercial production only) land use definitions. The following draft definitions are provided for your review and feedback based upon the preliminary input heard at the September meeting.

**Business – Seasonal**

The following summary is staff's understanding of the general discussion related to Seasonal Businesses by the City Council:

- The Table of Uses should be updated to reflect that Seasonal Businesses are permitted in most zoning districts with a conditional use permit, consistent with Ordinance 50. Based upon that recommendation staff would propose the following modifications to the table.

Table 32-245:

USE	ZONING DISTRICT				
	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Business - Seasonal	N	N C	N C	N C	N C

- The intent of permitting seasonal businesses is to allow for business operations with a limited or defined period of time. The general consensus was to permit seasonal business operations for a maximum of 6-months in a calendar year.
- The council also discussed the possibility of limiting seasonal businesses to be less permanent such as restricting the uses to temporary structures and stands, and not allowing electricity. However, after contemplating this, staff believes that this type of use would fit into the "Roadside sales stand (seasonally operated)" which is permitted with a COC in most districts. Staff would suggest that the seasonal business land use would refer more to businesses such as Apple Orchards and associated retail sales, Corn Mazes, Haunted Hay Rides, etc. If that were to be the case, a permanent structure may be associated with the use, which likely would require electricity.
- The council also had some discussion regarding whether a seasonal business would more properly be permitted through a Certificate of Compliance rather than a Conditional Use Permit. Based upon the above bullet, staff would suggest that the uses associated with a seasonal business might be more intense than

that generated from a roadside stand for example – which may warrant the CUP process to ensure a public process and that neighbors are communicated with.

- Finally, there was discussion regarding tying greenhouses into a Seasonal Business as a permitted structure.

Based upon these comments, staff offers the following draft definition for your consideration:

**Business, Seasonal** means a business which operates for not more than six (6) months of any calendar year, and whose primary product or service offered is based on agricultural products or activities produced on site and may or may not include a permanent structure for operations. Examples of such businesses include, but are not limited to: the sale of locally produced produce or any derivative thereof grown or raised on the property; outdoor/indoor seasonal sales such as Christmas trees, plants, flowers, etc., which may be produced in a greenhouse or outdoors; seasonal events such as hay rides, apple orchards and associated activities, which may include associated retail sales.

**Greenhouses (commercial production only)**

In September the City Council had some discussion regarding Greenhouses and whether or not they should have a standalone land use definition or whether they would better fit as a structure. There was not unanimous agreement about the best way to address Greenhouses, so staff has prepared the following thoughts for discussion purposes regarding this land use designation.

Based upon the discussion in September, there did seem to be some general agreement that Greenhouses are primarily a structure and that they should be regulated in some way within the zoning ordinance. As a result, staff would suggest that a definition for Greenhouse be added to Section 32-313 **Accessory buildings and other non-dwelling structures**. (a) *Types of buildings:*

(6) *Greenhouse, private* means a structural building with different types of covering materials, such as a glass or plastic, in which temperature and humidity can be controlled for the cultivation or protection of plants. Such buildings may be temporary or permanent, with a maximum gross area regulated in subsection (b) of this section. Greenhouses of a commercial nature shall be regulated section (4) or (5) of this section.

As a result of adding this definition to this section private Greenhouses would be defined and regulated through the accessory building process, while commercial Greenhouses would be regulated through the Nursery Commercial or Seasonal Business land uses. This is represented in the updated table below:

USE	ZONING DISTRICT				
	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
<del>Greenhouses (commercial production only)</del>	N	G	G	G	G
Nursery – Commercial ( <del>production of trees and shrubs</del> )	CC	P	C	C	N
Nursery and garden supplies (exterior or enclosed sales)	N	N	N	N	C
Seasonal Business (as noted above)	N	C	C	C	C



Based on this approach, staff would recommend modifying the definition for Nursery, landscape slightly to reference Greenhouses and also to make the definition consistent with the naming convention found in the Table of Uses.

*Nursery, Commercial landscape* means a business growing and selling trees, flowering and decorative plants, and shrubs which may be conducted within a building such as a greenhouse or without.

**Action Requested**

Staff is seeking input and discussion related to these draft land use definitions and associated code changes so that a draft ordinance addressing these changes can be brought forward for consideration at an upcoming meeting and public hearing.

## ECKBERG LAMMERS MEMORANDUM

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**To:** Honorable Mayor and City Council  
**From:** Nicholas J. Vivian, City Attorney  
**Date:** September 29, 2015  
**Re:** Councilmember Lanoux Censure Review

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On February 3, 2015, the City Council voted to approve Resolution 2015-07 (“Resolution”) censuring Councilmember Larry Lanoux. The Resolution directed the City Council to review compliance with the Resolution after sixty days.

On April 7, 2015, the City Council voted by motion to extend Resolution 2015-07 by an additional 90 days. The extension of the Resolution expired on July 6, 2015.

On July 7, 2015, the City Council again voted by motion to extend Resolution 2015-07 by an additional 60 days. In addition, the Council authorized the filing of an injunction to keep Mr. Lanoux from violating the Censure Resolution. The Resolution calls for City Council review as of September 7, 2015.

The status of the censure resolution is again before the Council for review and consideration. The Council should determine whether the sanctions contained within the censure resolution have sufficiently deterred Mr. Lanoux’s conduct or whether the resolution should be extended for an additional period of time. The resolution principally concerns Mr. Lanoux’s conduct with staff arising from the unauthorized removal of governmental property from the City’s office, outbursts of anger privately and in public toward City staff and members of the City Council, the creation of an unsafe, unfriendly, unsecure and intolerable environment in the City’s workplace and a disregard for City procedures and protocol. A new Resolution is provided which includes concerns related to outbursts of violence and erratic behavior against City Councilmembers including Councilmember Huber. Additionally, Mr. Lanoux has continued to violate the censure previously imposed by the City Council.

The Council may take the following actions:

1. Consider the Censure of Councilmember Lanoux to be complete.
2. Approve the attached censure resolution, which extends for a period of 90 days, for engaging in conduct which creates a difficult, unsafe, unfriendly, unsecure and intolerable work environment for staff.

**RESOLUTION NO. 2015-17**

**RESOLUTION OF THE CITY OF GRANT,  
WASHINGTON COUNTY, MINNESOTA, CENSURING COUNCILMEMBER  
LARRY LANOUX**

**WHEREAS**, the continued behavior by Councilmember Larry Lanoux has created great concern by the Councilmembers regarding his leadership and ability to interact with City staff; and

**WHEREAS**, these concerns include the following:

1. Deceitful conduct with City staff.
2. Unauthorized and wrongful removal of governmental property from the City's office.
3. Outbursts of anger in public toward other City Council members and City staff.
4. Outbursts of violent and erratic behavior against City Council members including Jeff Huber which caused injury to Mr. Huber's eye.
5. Outbursts of anger directed toward City staff creating an unsafe, unfriendly, unsecure and intolerable environment in the workplace.
6. Disregard for City procedures and protocol.
7. The filing of complaints against staff which were dismissed without investigation.
8. Continued unauthorized entry into City Hall despite the specific directive of the City Council.
9. Unauthorized electronic communications with City Clerk without copying the Mayor.

**WHEREAS**, Councilmember Lanoux's conduct prompted a report by the City's Administrator / Clerk to the City Council on January 27, 2015 notifying the Council of a breach in the security of the City's files and documents; and

**WHEREAS**, the conduct prompted a follow up request by the City's Clerk / Administrator

for immediate and effective City Council action to 1.) protect the public, private and confidential documents she is responsible to maintain, and 2.) remedy the intolerable working environment created for all staff working at the City's office as created by Councilmember Lanoux.

**WHEREAS**, Councilmember Lanoux's conduct has prompted a number of reports to the Washington County Sheriff's Department by staff and Council members.

**WHEREAS**, the City Council believes it has an affirmative duty to maintain the safety, security and availability of its public record and provide a safe workplace for the employees working in the City's office, free of the kind of behavior Councilmember Lanoux has exhibited.

**WHEREAS**, the City Council has determined that Councilmember Lanoux's conduct is unbecoming of the office of Councilmember in the City of Grant.

**NOW, THEREFORE**, be it resolved that by the City Council of the City of Grant, Washington County, Minnesota as follows:

1. A formal censure of Councilmember Lanoux is hereby issued by the City Council for his inappropriate conduct.
2. Councilmember Lanoux shall have no physical contact with the City's office located at 111 Wildwood Road, Willernie, Minnesota, for a period of ninety (90) days from the date of this Resolution, pending review by the City Council upon the expiration of the ninety day period.
3. All correspondence from Councilmember Lanoux to City employees or City staff, in writing or by any form of electronic communication, shall be copied to the Mayor.
4. Councilmember Lanoux shall refrain frequent, disordered, burdensome communications and demands to city employees and City staff.



5. In the event Councilmember Lanoux violates this Resolution of the City of Grant, the City Attorney shall, without further direction from the City Council, file a civil action against Councilmember Lanoux seeking injunctive relieve compelling his immediate compliance with the directive of the City Council.

**WHEREUPON** the following members voted in favor:

**WHEREUPON** the following members voted against:

This Resolution was declared duly passed and adopted and signed by the Mayor this \_\_\_\_\_ day of October, 2015.

\_\_\_\_\_  
Tom Carr, Mayor

ATTEST:

\_\_\_\_\_  
Kim Points, City Clerk

**AGENDA ITEM 7A**

**STAFF ORIGINATOR**      Kim Points  
**MEETING DATE**         October 6, 2015  
**TOPIC**                     Planning Commission Manual

**BACKGROUND**

The City Council has been working through the development of a City of Grant Planning Commission Manual. Included in the packets is a draft of such manual.

Specific revisions were recommended at the September, 2015 City Council meeting. Those revisions have been included in the attached final draft.

In addition, staff is looking for authorization to advertise for Planning Commission applications.

**OPTIONS**

- 1) Approval of the Planning Commission Manual and authorize applications for the City of Grant Planning Commission based on timeline for submittal and scheduling of interviews.
- 2) Make additional revisions and bring back to the November, 2015 City Council meeting for Council discussion.

# CITY OF GRANT



## **Rules of Procedure City of Grant Planning Commission**

**CITY OF GRANT**  
**RULES OF PROCEDURE**  
**FOR CITY PLANNING COMMISSION**

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## Section 1

### ROLES AND RESPONSIBILITIES

State statutes prescribe several mandatory duties for the City Planning Commission. A City Ordinance should be drafted to include these duties. In addition, state statute permits some optional duties to be assigned to the planning commission in the Council's discretion. In most instances, unless noted in statute or ordinance, the planning commission serves in an advisory capacity.

**State statute vests planning commissions with mandatory duties related to:**

Reviewing amendments to the comprehensive plan

Reviewing purchase and sale of public property and capital improvement projects

Reviewing zoning ordinance amendments

**Additionally duties are to include:**

Review of all Land Use applications

Conduct Public Hearings in relation to Land Use applications

Provide recommendations to the City Council relating to Land Use applications

**Role in Review of Conditional Use Permits:**

The City's zoning ordinances provide that some uses within a zoning district will only be allowed upon the granting of a conditional use permit. State statute allows a City Council to delegate their authority to review conditional use permits. However, final approval or disapproval of a conditional use permit application must be the decision of the City Council.

While reviewing conditional use permits, the Planning Commission must follow fairly strict legal standards for their review. Specifically, the City must follow the requirements of the zoning ordinance it has adopted. If a conditional use permit application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for denial should all relate to the applicant's failure to meet standards established in the ordinance.

**Role in Review of Subdivision Applications:**

Absent a charter provision to the contrary, in cities that have adopted a subdivision ordinance, the City Council may delegate the authority to review subdivision proposals to the Planning Commission. However, final approval or disapproval of a subdivision application must be the decision of the City Council.

Planning Commissions charged with reviewing subdivision applications must follow fairly strict legal standards for their review. Specifically, the City must follow the requirements of the subdivision ordinance it has adopted. If a subdivision application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for denial must all relate to the applicant's failure to meet standards established in the ordinance.

#### **The 60-Day Rule:**

Cities generally have only 60 days to approve or deny a written request (application) if a complete application has been submitted relating to zoning, including rezoning requests, conditional use permits and variances. This requirement is known as the "60-Day Rule."

The 60-Day Rule is a state law that requires cities to approve or deny a written request relating to zoning within 60 days or it is deemed approved. The underlying purpose of the rule is to keep governmental agencies from taking too long in deciding land use issues. Minnesota courts have generally demanded strict compliance with the rule.

All Planning Commission review of zoning related applications must be completed in a manner that allows the city to complete its entire approve process within the timeframe dictated by the 60-Day Rule. Local ordinance should not establish timeframes for Planning Commission review of applications or appeal of Commission decisions that do not allow the City to comply with the 60-Day Rule.

#### **Extensions:**

- The law allows a City the opportunity to give itself an additional 60 days (up to a total of 120 days) to consider an application, if the City follows specific statutory requirements. In order to avail itself of an additional 60 days, the City must give the applicant:
  - Written notification of the extension before the end of the initial 60-day period.
  - The reasons for the extension.
  - The anticipated length of the extension.

An oral notice or an oral agreement to extend is insufficient. The reasons stated in the written notification should be specific in order to inform the individual applicant exactly why the process is being delayed. An applicant may also request an extension of the time limit by written notice.

Once the City has granted itself one 60 day extension any additional extensions must be negotiated with and agreed upon by the applicant. The City must initiate the request for additional time in writing and the applicant must agree to an extension in writing, but the applicant is under no obligation to agree to the extension.

## Section 2

### TERMS

Per City Ordinance, the Planning Commission shall consist of five to seven members. The members shall be appointed by the City Council by a majority vote of the City Council. Each Planning Commissioner shall be appointed to a three year term. If a commissioner is appointed to fulfill the term of an unexpired term, then the newly appointed commissioner shall serve for the remainder of that term. The term of office, unless appointed to fill an unexpired term, shall begin at the first regular City Council meeting in March of each year.

#### **Qualifications; Constraints Pertaining to Membership; Committee Expenditures:**

Sec. 24-23 of the City Code, the following applies:

Every member of the planning commission shall be a registered voter in the City.

Every member shall, before entering upon the disposition of duties, take an oath to faithfully perform the duties of such office.

All members shall serve without compensation, and may be removed by a majority vote of the city council. In the event a planning commission member is removed, the member will be notified by the city.

Any member who fails to attend five regular meetings of the planning commission during any consecutive 12-month period shall have the appointment reviewed by the city council.

No member of the planning commission may participate on any issue or proceeding in which the member has a conflict of interest. While not an exhaustive list, a member has a conflict of interest if the member has a financial interest, is married to the applicant, is related to the applicant within the first degree of kinship, is employed by the applicant, or if the applicant is employed by the member. Any members having a conflict of interest on a specific zoning review or application is required to recuse themselves and step down during planning commission discussion and action. If there is any question regarding a conflict, the planning commission member may consult with the city attorney. The planning commissioner may participate in discussion as a resident and member of the audience.

Expenditures of the planning commission shall be within amounts appropriated for that purpose by the city council.

#### **Vacancies:**

Vacancies due to resignation, the expiration of a term, or when the City Council determines not to reappoint a Planning Commission Member whose term is expiring may be filled by an applicant that s has submitted an application requesting to be appointed or reappointed. The City Council shall review the applications upon completion of the process set forth below and shall appoint a planning commission member by a majority vote of the city council.

The City Clerk shall publish in the official newspaper of the City, on an annual basis (when applicable) notice that a vacancy on the planning commission exists and that any interested person may make an application for appointment by the City Council.

Applicants for appointment/reappointment shall apply in writing using the appropriate forms as required and the City Council shall interview those candidates that it deems appropriate before an appointment to the Planning Commission is made by the City Council.

The appointment process for a vacancy due to an expired term shall be handled by the City Council at a regular or special meeting in March of each year to allow an opportunity for candidates to file applications and interview applicants. For all unexpired terms, the City Council shall follow the same process as laid out in the City Ordinance, but may consider appointments at any regularly scheduled City Council meeting.

**Planning Commission Terminations:**

Planning Commissioners may be removed from the Planning Commission at the discretion of the City Council, by a simple majority vote.

## Section 3 MEETINGS

**Regular:**

Planning Commission meetings are governed by the same statutes as regular City Council meetings. For example, Planning Commission meetings are subject to the Open Meeting Law and subject to the records retention laws.

Regular Planning Commission meeting will be held on the third Tuesday of the month, if a Land Use application has been submitted. If there are no active Land Use applications or City Council directives to the Planning Commission requiring action, no meeting will be called.

**Place:**

All Planning Commission meetings will be held at Town Hall, 8380 Kimbro Avenue North in Grant, at 7:00 p.m. unless otherwise noted.

**Special:**

Special meetings of the Planning Commission will only be held if there is a direct conflict with the 60-Day Rule, per a written request to the City office from the City Planner. The request will provide a written explanation of the conflict with the 60-Day rule.

**Presiding Officers:**

The officers of the Planning Commission shall consist of a Chairperson and a Vice-Chairperson elected by the Planning Commission at the first meeting of the year (March; or



when a Land Use application has been submitted) for a term of one year. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair for that respective meeting.

**Duties of Officers:**

The Chair is a voting member of the Planning Commission and may make motions. In addition, the duties and powers of the officers of the Planning Commission shall be as follows:

**Chairperson:**

- To preside at all meetings of the Commission.
- To see that all actions of the Commission are properly taken.
- To invoke a reasonable time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
- To provide for the selection of one or two spokespersons to represent groups of persons with common interests during public meetings and hearings.
- To order an end to disorderly conduct and direct law enforcement to remove disorderly persons from Planning Commission meetings or hearings.
- To schedule a second official public hearing meeting or other continued meeting in the event that a meeting or public hearing cannot be concluded by a reasonable hour in the judgment of the Chairperson.

The presiding officer has the responsibility to facilitate discussion by the Planning Commission. This may occur in a variety of ways, including:

- Interpret and apply rules of procedure.
- Decide whether motions are properly made.
- Decide whether motions are in order.
- Decide whether questions of special privilege ought to be granted.
- Decide when to recognize speakers.
- Call for motions or recommend motions.
- Expel disorderly persons from the meeting.
- Enforce speaking procedures.

**Vice-Chairperson:**

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

**Secretarial duties to be delegated to City Staff:**

- To give or serve all notices required by law or by these Bylaws.
- To prepare the agenda for all meetings of the Commission.
- To be custodian of Commission records.
- To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
- To handle funds allocated to the Commission in accordance with its directives, the law and city regulations.
- To take the minutes of all meetings of the Commission for typing and filing into the appropriate minute book by City Staff

**Quorum:**

A quorum shall be achieved when a simple majority of the appointed members is present, prior to any business being conducted at the meetings. For example, if the Planning Commission consists of seven appointed members, then a minimum of four members must be present to achieve quorum.

**Order of Business – Regular Proceedings:**

At any regular meeting of the Planning Commission, the following shall be the regular order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approve Minutes
5. New Business (New Application Public Hearings)
6. Old Business (Continued Hearings)
7. Adjourn

The following procedures will normally be observed for matters before the Planning Commission, except for public hearings which follow the detailed procedures:

- Staff presents report and makes recommendation (if any).
- The Planning Commission may ask questions regarding the staff presentation and report (if any).
- Applicant of the agenda item may make a presentation (if any).
- Planning Commission asks any questions it may have of the Applicant.

Each formal action of the Planning Commission required by law, rules, regulations policy shall be embodied in a formal vote duly entered in full upon the Minute Book after an affirmative

vote and may be accompanied by written findings of fact.

**Curfew:**

Unless agreed to by a majority vote of the Planning Commission, no new agenda items shall be taken up after 10:00 p.m.

## Section 4

### AGENDA FOR REGULAR MEETINGS

**Agenda:**

**Purpose.** The agenda of a Planning Commission meeting serves two important functions: 1) it focuses Planning Commission deliberations by determining what matters will be considered at the meeting, when each matter will be considered, and the context in which each matter will be considered; and, 2) it serves as the public's only guide to what will be considered at the meeting, how the matter be dealt with, who will participate in the discussion, and when public comment may be made. The agenda should be prepared so as to best achieve these functions. Staff sets the regular agenda per active and complete Land Use applications that have been submitted, and any items as directed by a majority of the City Council.

**Deadlines.** The agenda shall be prepared by City Staff and shall be closed at noon ten days prior to the meeting for preparation purposes.

**Delivery of Agenda to Members.** At least seven calendar days before the meeting, the City Staff shall provide each Commission member a meeting agenda and all materials related to items on the agenda (e.g., petition, application, plans, staff report, written comments received).

**Order and Form of the Agenda.** The agenda organization shall conform to order of business section above. In addition, the agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Planning Commission responsibilities. Items of business likely to attract the attendance of many interested persons (such as those involving notice to adjoining property owners and those involving other public notice) should generally be placed early on the agenda, thereby, minimizing the time citizens must wait for consideration of the item that brought them to the meeting. The agenda should identify (by name and/or role) the leading participants at each step of the Commission's review and indicate the step at which interested persons will have the

**Addition of Agenda Items:**

Additional items may be added to the agenda at a Planning Commission meeting subject to approval by a majority vote of the members present. The additional agenda items may be discussed, but no action may be taken if any member objects.

If a new item of business proposed to be added to the agenda requires staff review (such as rezonings, ordinance amendments, preliminary subdivision plans, and subdivision review procedures and guidelines), involves quasi-judicial procedures (such as a request for a variance from Subdivision or Zoning Ordinance standards), or involves substantive matters of potential public interest (such as the Comprehensive Plan, or other major policies), the majority of the Commission may not add the item to the agenda. The Commission may not discuss the substance of the matter or take any final action on the item except at a future meeting where the item is included on the distributed agenda.

## Section 5

### MEETING MINUTES

#### **Required Contents:**

**Purpose.** The minutes of the Planning Commission's meetings represent the official record of the Commission's deliberations and actions. As such, they record the Planning Commission's vote on actions and the reasons for the vote. The minutes also communicate background on the Planning Commission's recommendations to the City Council, provide perspective on issues, and provide a historical record of Commission proceedings. Furthermore, state law requires the Commission to keep full and accurate minutes of all official meetings, and requires that those minutes be retained and be available for public inspection by any person subject to the state public records law and the city records retention schedule.

**Duties of Staff Preparing Minutes.** City Staff shall prepare minutes of all Planning Commission meetings. The minutes shall be action only to include the following:

- Which members were present and absent, and whether absent members were excused or not excused.
- A summary of staff and any committee reports and recommendations (if applicable), applicants' presentations, public comments, and the Planning Commission's discussion on each item.
- The content of each principal motion before the Planning Commission, the identity of the person who made and seconded the motion, and the record of the vote on the motion (identifying the vote count and, unless the vote was unanimous, the names of those voting against the motion).



- Summary of comments made during the public hearing, to include name and address of speaker.
- The recommended conditions of approval for an application or findings of fact for recommended denial of an application.

## Section 6

### PUBLIC HEARINGS

A public hearing is a noticed, official hearing, the express and limited purpose of which is to provide an equitable opportunity for the public to speak on matters before the Planning Commission.

For certain matters considered by the Planning Commission, a requirement that the Planning Commission conduct a public hearing is prescribed by State Statute, the City's Municipal Code of Ordinances or by City Policy.

The Planning Commission may neither deliberate nor take a substantive vote during a public hearing, but may ask questions for the sake of clarification of speakers. However, generally it is the role of the Planning Commission to refrain from discussion with the speakers and to listen to public testimony.

The Planning Commission, upon resuming their regular meeting after the close of the public hearing, may take action upon the matter discussed during the public hearing.

#### **Conduct of Persons Before the Planning Commission:**

During all public hearings required by State law or ordinance, members of the public shall be given reasonable opportunity to speak. In order to promote meeting efficiency, the Chair may discourage duplicative testimony and may place reasonable time limits on the amount of time that individuals have to speak. Comments should be addressed to the item before the Planning Commission.

During all regular and special meetings of the Planning Commission, the public may be present but shall remain silent unless specifically invited by the Chair to provide comment.

During all proceedings, members of the public have the obligation to remain in civil order and address their comments to the specific application and agenda item. Any conduct which interferes with reasonable rights of another to provide comment or which interferes with the proper execution of Commission affairs may be ruled by the Chair as "out-of-order" and the offending person directed to remain silent. Once, having been so directed, if a person persists in disruptive conduct, the Chair may order the person to leave the Planning

Commission meeting or hearing. Where the person fails to comply with an order to leave, the Chair may then call upon civil authority to physically remove the individual from the chamber for the duration of the hearing or deliberation on that item.

The Chairperson of the Planning Commission may impose additional limits or rules upon members of the public as needed.

**Additional Rules of Procedure for Public Hearings:**

**Public Hearing Format.** Public hearings shall be conducted in the following manner:

- The presiding officer calls the public hearing to order and declares the time of opening.

It is the intent of the Planning Commission to open all public hearings at the predetermined and published time. From a practical standpoint, not all hearings can be opened at their designated time. The presiding officer may delay the start of a hearing until the business at hand is acted upon, in any manner, by the Planning Commission.

The presiding officer shall read, from the hearing notice, the details on the hearing sufficient to provide the public a general understanding of the purpose and procedures for the hearing, and the fact that the hearing is their exclusive or primary opportunity to provide input to the city on the subject.

- Staff and/or a consultant make a presentation or report on the subject matter for the hearing.
- The applicant (if any) may make a presentation or report on the subject matter for the hearing.
- The presiding officer asks Planning Commission members if they have questions of the staff or applicant, if any.
- The presiding officer requests a motion and second to open the public hearing.
- The presiding officer announces that input will be received from the citizens, requesting that each speaker provide a name and address, noting any applicable time limits for comment from individual members of the public, any other applicable rules and explaining the procedure for enforcement of such rules.

After members of the public have spoken, the presiding officer requests a motion to:

- Close the public hearing, and the Planning Commission votes on the motion. Once the vote is taken, the hearing is closed for the record.
- Continue a public hearing. If the Planning Commission votes to continue the hearing, the

presiding officer shall, in consultation with City Staff, select and announce a time and date certain for the continued public hearing. No additional publication or notice requirements are needed if a hearing is continued to a later date. However, no public hearing may be continued more than once without re-notice and publishing the time, date and location of the hearing.

- The Planning Commission addresses the subject matter through deliberation, questions to citizens and staff, and reactions and statement of position on the subject.
- If the public hearing is closed, the Planning Commission may take action on the application before them. The Commission may formulate a recommendation which outlines the parameters under which an approval would be granted. The reasons and conditions shall be stated in the motion or resolution for approval or denial. Continuation of an action may occur in the event insufficient information is present to make a decision. The Planning Commission shall delineate the missing information before continuing the item.
- Current City Council Members may observe public hearings held at Planning Commission meetings but shall not comment during meeting or public hearings. Any comments by a Council Member that is within 1,320 feet to the property that is subject to the public hearing, may submit written comments to the City office.

## Section 7

### CITY CONSULTANTS

#### **Consultants:**

The City utilizes consultants for carrying out the business of the City. General services are provided to the City based on an hourly wage and provided for within the City budget. City staff will determine consultants need be present for a Planning Commission meeting.

#### **City Applications/Escrows:**

Applicants also utilize the service of the consultants at the same fee billed out of the submitted escrow for the subject application. Typical applications include Conditional Use Permits, Certificate of Compliance, Subdivisions and Variances. Most City applications for various land use submittals require the services of all City consultants. Any escrow dollars remaining after an application is completed, are returned to the application.

#### **Use of City Consultants:**

It is the practice of the City that all inquiries, requiring work related to planning, engineering and legal services associated with general City business and applications are coordinated through the City office. Since the consultants bill the City based on an hourly fee,

coordination through the City office keeps costs down and eliminates the duplication of work. Planning Commissioners shall not contact City consultants directly to minimize City costs and submit all inquiries to the Chair of the Planning Commission, who will then work directly with the City office to obtain that information from the consultants, and likewise the consultants shall provide information to the City office which can then be shared with all Planning Commissioners. Legal and planning information in respect to all inquiries will then be provided to all Planning Commissioners.

**Special City Projects:**

Any special projects requiring the use of City consultants that are outside of typical City business shall be initiated and directed specifically by the majority of the City Council to the Planning Commission.

DRAFT

City Council Report for September 20, 2015

To: Honorable mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

Zoning Enforcement:

1 Woodchuck Tree Service/Mr. David Jacobson 7310 Jocelyn Rd. N. Violation of the City of Grant Zoning Ordinance Section 32-245 Table of Uses ,32-330 (3) Noise.

a. The city received several complaints regarding truck noise emitting from the boundaries of the property. The complaint indicated that a business was operating from the property. Upon review of the city property files it was noted that no CUP has been issued to the property.

The property owner has retained legal counsel who is reviewing the matter.

Abated Zoning Violation:

a. Hedberg Landscape Supplies 8400-60<sup>th</sup>. St. N. Violation of the CUP issued to the property August 7, 1990.

The CUP has been reviewed and the property is currently in compliance.

Building Permit Activity:

Twenty Six (26) Building Permits were issued for this period with a total valuation for 323,487.00

Respectfully submitted,



Jack Kramer

Building Official



Grant Mas	Permit Type	Name	Project Address	Date Issued	Valuation:	City Fee:	75%	Plan CK Fee	Surcharge
2015-146	Re-Roof	Souder	11601 Honeye Ave.	8/8/2015	\$ 12,000.00	\$ 209.25	\$ 156.93	\$ -	\$ 6.00
2015-147	Re-Roof	Fatinacci	10420 Hadley Ave. N.	8/10/2015	\$ 35,000.00	\$ 492.75	\$ 369.56	\$ -	\$ 17.50
2015-148	Siding	Glasrud	7750 Lake Elmo Ave.	8/10/2015	\$ 67,962.00	\$ 943.99	\$ 707.99	\$ -	\$ 33.98
2015-149	Demopltion	Marshall	8788 80th. St. N.	8/10/2015	\$ 7,000.00	\$ 100.00	\$ 75.00	\$ -	\$ -
2015-150	Plg. Permit	Weed	11320 Grenelefe Ave.	8/11/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-151	Re-Roof	Zimney	8450 Lofton Ave. N.	8/11/2015	\$ 14,000.00	\$ 237.25	\$ 177.93	\$ -	\$ 7.00
2015-152	Plumbing	Koch	10218-67th. St. N.	8/11/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-153	Re-Roof	Humple	6616 Indian Wells Trl.	8/12/2015	\$ 9,186.00	\$ 181.25	\$ 135.93	\$ -	\$ 4.59
2015-154	Deck Repair	Rock	6403 Keats Ave. N.	8/12/2015	\$ 4,500.00	\$ 111.25	\$ 83.43	\$ -	\$ 2.25
2015-155	Sign	Maht. School	8100-75th. St. N.	8/13/2015	N/A	\$ 50.00	\$ 37.50	\$ -	\$ -
2015-156	HVAC Permit	Jabolonski	8610 -105th. St. N.	8/14/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-157	Addition	Stumpf	10444 -61st. St. N.	8/15/2015	\$ 78,000.00	\$ 839.75	\$ 629.81	\$ 545.83	\$ 39.00
2015-158	Plumbing	Stumpf	10444- 61St. St. N.	8/15/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-159	HVAC Permit	Stumpf	10444-61 St. St. N.	8/15/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-160	Re-Roof	Evenson	9980 Justen Trail N.	8/15/2015	\$ 18,000.00	\$ 293.25	\$ 219.93	\$ -	\$ 9.00
2015-161	Re-Roof	Evenson	9798-75th. St. N.	8/15/2015	\$ 14,581.00	\$ 251.30	\$ 188.47	\$ -	\$ 7.29
2015-162	HVAC Permit	Morris	7993 -100th. St. N.	8/15/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-163	Windows	Johnson	10286 Kismet Ln. N.	8/20/2015	\$ 7,313.00	\$ 153.25	\$ 114.93	\$ -	\$ 3.65
2015-164	Re-Roof	Manning	9797 Janero Ct. N.	8/20/2015	\$ 8,000.00	\$ 153.25	\$ 114.93	\$ -	\$ 4.00
2015-165	Deck Repair	Herganrader	6262-117th. St. N.	8/20/2015	\$ 13,000.00	\$ 223.25	\$ 167.43	\$ 145.11	\$ 6.50
2015-166	Re-Roof	Quade	8390 Lofton Ave.	8/24/2015	\$ 3,750.00	\$ 97.25	\$ 72.93	\$ -	\$ 1.87
2015-167	Re-Roof	Parker	6771 Jasmine Ave. N.	8/24/2015	\$ 9,200.00	\$ 181.25	\$ 135.93	\$ -	\$ 4.60
2015-168	Re-Roof	Patson	10339 Joliet Ave. N.	8/24/2015	\$ 7,000.00	\$ 139.25	\$ 104.43	\$ -	\$ 3.50
2015-169	Plumbing	Moser Homes	8949-61 St. N.	8/28/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-170	HVAC Permit	Abraham	10370 Jody Ave.	8/28/2015	N/A	\$ 80.00	\$ 60.00	\$ -	\$ 1.00
2015-171	Re-Roof	Meyer	10410 Hadley Ave.	8/28/2015	\$ 14,995.00	\$ 250.75	\$ 188.06	\$ -	\$ 7.49
Monthly total					\$ 323,487.00	\$ 5,548.29	\$ 4,161.12	\$ 690.94	\$ 166.22

**2015 Human Resources and Data Practices Policy Committee Members**

First	Last	Title	City
Sasha	Bergman	Government Relations Representative	Minneapolis
Erick	Boder	Councilmember	Mayer
Richard	Brainerd	Councilmember	Mahtomedi
Sara	Carlson	Mayor	Alexandria
Kari	Collins	Assistant to the City Manager/City Clerk	Roseville
Debbie	Dahl**	HR Director	Fridley
Terry	Dussault	Human Resources Director	Blaine
Laurie	Elliott	Human Resources Director	Shoreview
Matt	Freeman	Director of Outreach	St. Paul
Jason	Foutz	Assistant Administrator	Oakdale
Melissa	Haas	Human Resources Manager	Apple Valley
Sue	Iverson	Director of Finance and Administrative Services	Arden Hills
Karissa	Johnson	Human Resources Administrator	Dakota County CDA
Irene	Kao	Staff Attorney	League of Minnesota Cities
Katie	Knutson	Government Relations	Saint Paul
Sherrie	Le	Assistant City Manager	West St. Paul
Melissa	Lesch	Senior Government Relations Representative	Minneapolis
Gregg	Lindberg	Councilmember	St. Louis Park
Craig	Mattson	City Administrator	Wyoming
Patricia	Nauman	Executive Director	Metro Cities
Angie	Nalezny	Human Resources Director	St. Paul
Heidi	Omerza	Councilmember	Ely
Aaron	Parrish*	City Administrator	Forest Lake
Chelsea	Petersen	Assistant City Manager	Chanhassen
Lori	Peterson	Human Resources Manager	Eagan
Kim	Points	Administrator/Clerk	Grant
Dale	Powers	Councilmember	Clear Lake
Rhonda	Pownell	Councilmember	Northfield
Christian	Rummelhoff	Assistant City Clerk	Minneapolis
Lisa	Schaefer	Human Resources Director	Edina
Josh	Schaffer	City Records Manager	Minneapolis
Deb	Schulz	Accountant	Newport
Britt	See-Benes	Administrator/Clerk-Treasurer	Aurora
Janet	Shefchik	Human Resources Manager	Inver Grove Heights
Perry	Vetter	Assistant City Manager	Minnetonka
Brenda	Wendlandt	Human Resources Director	Farmington

\*Committee Chair

\*\*Committee Vice-Chair



### Summary of New Policies Recommended by 2015 Policy Committees

Each year, the League of Minnesota Cities convenes four policy committees (Improving Service Delivery, Improving Local Economies, Human Resources and Data Practices, and Improving Fiscal Futures). The committees are made up of elected and appointed city officials from throughout the state. Each committee meets three times between July and September, and ultimately makes recommendations that will be considered by the Board of Directors. Below are summaries of new policies that have been recommended by the 2015 policy committees. The draft policies in their entirety are available for review at [www.lmc.org/draftpolicies](http://www.lmc.org/draftpolicies). Comments about the draft policies will be accepted through Oct. 30, 2015, and may be submitted to [policycomments@lmc.org](mailto:policycomments@lmc.org). The Board of Directors will take final action on the policies on Nov. 19, 2015.

#### Improving Service Delivery (ISD)

- **SD-NEW A. Administering Absentee Balloting:** There has been a significant increase in absentee balloting in city halls prior to Election Day as Minnesotans chose to vote early. This policy recommends several changes to the absentee balloting process to increase efficiency and improve the experience for voters. Those recommendations include allowing in-person absentee voters to place their ballot in a secure tabulator instead of a series of envelopes and establishing an earlier deadline for ending in-person absentee balloting
- **SD-NEW B. Ranked Choice Voting:** Currently there are no statewide standards for those cities that chose to implement Ranked Choice Voting (RCV) and statutory cities do not have the authority granted to charter cities to consider and adopt RCV. This new policy outlines support for statewide standards and for statutory cities to have the ability to implement RCV.
- **SD-NEW C. Regulation of Party Buses and Boats-for-Hire:** Cities have seen a sharp increase in the number of party buses and boats-for-hire being used as venues for illegal activities such as underage drinking, drug use and sex trafficking. The transient nature of party buses and boats-for-hire presents unique challenges to traditional city zoning, permitting and law enforcement. This new policy calls for creation of statutory definitions of “party bus” and “boat-for-hire”; prohibition on offering or allowing “adult entertainment” and “sexual conduct” on party buses and boats-for-hire; explicit authority for peace officers to investigate suspicious activities on party buses and boats-for-hire and to cite individuals on board who are involved in illegal activities; and a requirement that the appropriate authority utilize existing authority to impose fines, or to deny, suspend, or revoke permits or registration certificates held by operators found to have adult entertainment, drug, or underage consumption violations.
- **SD-NEW D. Assaults on Code Enforcement Officials:** Many city employees and contractors are required to enforce city codes and ordinances and state statutes and rules as part of their job duties. Code enforcement can involve denying a building permit, ordering

a landlord to make repairs to rental properties, or fining property owners for failing to abate a nuisance. Because of the nature of their job, code enforcement officials can be subjected to verbal assaults, threats, and physical violence. This policy seeks legislation that would make it a gross misdemeanor to assault a code enforcement official.

- ***SD-NEW E. Recreational Program Awards and Trophies:*** Cities and towns are allowed to expend up to \$800 per year for awards and trophies for recreation programs. The \$800 cap was enacted in 1957 and places an unnecessary limit on local governments to support recreation programs. This policy supports eliminating the cap on purchases for awards and trophies for recreation programs.

#### **Improving Local Economies (ILE)**

- ***LE-NEW A. Exemptions to the Minnesota Fence Law:*** The fence law grants towns the power to exempt smaller parcels from the requirements of the law and to adopt a fence ordinance that supersedes the fence law, but that power is not granted to statutory or home rule charter cities. Many disputes between property owners are more appropriately mediated under local ordinances, and the policy states cities should be granted the same exemption powers as towns so that they are not forced to mediate disputes under the partition fence law.
- ***LE-NEW B. Maintenance of Retaining Walls Adjacent to Public Rights of Way:*** Retaining walls are one of the many improvements that a city is authorized to make on behalf of its citizens, and Minnesota's special assessment law, Minn. Stat. ch. 429, authorizes cities to charge special assessments on properties that are benefitted by an improvement. The Minnesota Court of Appeals held that the city of Minneapolis had a nondelegable duty of lateral support to a property owner with a retaining wall abutting a city sidewalk. A subsequent jury found that the city created the need for lateral support when it built the street and sidewalk adjacent to the property, making the city responsible for the maintenance the retaining wall, despite the fact that the property is clearly benefitted by the retaining wall. This new policy states the Legislature should amend the special assessment statute so that retaining walls needed to facilitate public improvements are treated the same as other local improvements.
- ***LE-NEW C. Funding for Non-Municipal State Aid City Streets:*** This new policy calls for a dedicated and sustainable state funding source for non-MSA city streets in large and small cities statewide; enabling legislation that would allow cities to create street improvement districts (similar to sidewalk improvement districts already allowed under Minn. Stat. § 435.44); and the creation of a new fund within the Local Road Improvement Program that would provide grants to cities burdened by cost participation requirements related to trunk highway and county state-aid projects.

#### **Human Resources and Data Practices (HR&DP)**

- ***HR-NEW A. Earned Sick and Safe Time:*** In recent years, there have been legislative proposals to require employers to provide "earned sick and safe time" affording employees one hour of sick and safe time for every 30 hours worked. To avoid significant cost increases and to provide clarity, this policy urges the Legislature to use the same eligibility requirements for public employees outlined in state statute for PERA participation if a mandatory sick and safe time program is enacted by the Legislature.



- ***DP-NEW A. Police-Worn Body Cameras:*** Police-worn body cameras have the potential to provide invaluable evidence when investigating crimes and prosecuting criminals, and to strengthen trust of citizens in law enforcement by increasing the accountability between peace officers and the public. Police-worn body cameras also raise unprecedented questions regarding the personal privacy of citizens who interact with peace officers. This policy states that local law enforcement agencies should be allowed to decide whether to equip law enforcement officers with body cameras and be given the flexibility to decide how they are used in the field. Further, in order to protect the privacy rights of citizens, to maintain trust between law enforcement and the public, and to protect all crime victims, the Minnesota Government Data Practices Act should be amended to classify video data as private data on individuals or nonpublic data unless it is part of an active criminal investigation, in which case it should be classified as active criminal data. This classification balances the interests of transparency and privacy by allowing the subjects of data to access video and share it with the public if they desire. The policy also supports making video data involving the use of force by a peace officer that causes at least demonstrable bodily harm public data to ensure public accountability by law enforcement.

#### **Improving Fiscal Futures (IFF)**

- ***FF-NEW A. General Election Requirement for Ballot Questions:*** During the 2015 legislative session, the House omnibus tax bill included language that would have required referenda on most ballot questions be restricted to the November general election. If enacted, this requirement could limit the ability of cities to respond to unanticipated events or to undertake projects in a timely and cost-efficient manner. This new policy says cities should be allowed to conduct elections on ballot questions at a date and time set by the city council and that complies with existing election notification statutes.
- ***FF-NEW B. Transition Aid for Property Acquired by Tax-Exempt Entities:*** When an existing taxable property is acquired by a tax exempt entity and removed from the tax base, the taxes formerly paid by the property owner are shifted to other, remaining taxable properties within the jurisdiction. When the acquired property is a large percentage of the tax base of a city or other local unit of government, the shift in taxes can be substantial. The policy provides that state law should require the new owner to continue to pay the property taxes with a five-year phase-out of taxable value or the state legislature should create a program that provides a state-paid transition aid paid over a period of time to local units of government that experience tax exempt acquisitions.