



CITY OF WEST ST. PAUL
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

OPEN COUNCIL WORK SESSION

May 9, 2016

5:00 p.m.

**MUNICIPAL CENTER
ADMINISTRATION CONFERENCE ROOM**

1. Roll Call

2. Approve Agenda

3. Review The Regular Meeting Consent Agenda

4. Agenda Item(S)
 - 4.A. Net Ministries Rental License Applications
Estimated Time Required: 15 minutes
Documents: [COUNCIL REPORT - NET MINISTRIES.PDF](#), [ATTACHMENT 1 OF 2 - NET MINISTRIES.PDF](#), [ATTACHMENT 2 OF 2 - NET MINISTRIES.PDF](#)

 - 4.B. Discuss City Hall Remodeling Project Scope
Estimated Time Required: 15 minutes
Documents: [COUNCIL REPORT - 2016 CITY HALL REMODELING PROJECT DISCUSSION.PDF](#), [CITY REMODEL DESIGN DEVELOPMENT PRESENTATION.PDF](#)

 - 4.C. Discussion Regarding Establishment Of Robert Street Special Services District
Estimated Time Required: 15 minutes
Documents: [COUNCIL REPORT -SPECIAL SERVICES DISTRICT.PDF](#)

 - 4.D. Permit Parking, Ordinance Change Proposal
Estimated Time Required: 20 minutes
Documents: [BERNARD AND LIVINGSTON, AERIAL VIEW.PDF](#), [PROPOSED PERMIT PARKING ZONE MAP.PDF](#), [PERMIT PARKING ORDINANCE AMENDMENT.PDF](#), [COUNCIL REPORT - PERMIT PARKING.PDF](#)

 - 4.E. Celebrate WSP Days Events
Estimated Time Required: 15 minutes
Documents: [WSP DAYS.PDF](#)

5. Adjourn

Parking Lot of Upcoming Topics, Anticipated OCWS, Expected Time

- Recycling / Organics Program, May 23, 30 min.
- Comp Planning RFQ, May 23, 30 min

Future Topics for Discussion & Consideration

- North Gateway Development
- Sidewalk/Trail Assessment Policy (30 min.)
- Solid Waste Management Discussion (90 min.)

If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
Jim Hartshorn, Comm. Dev. Dir.
FROM: Community Development Department
DATE: May 9, 2016
SUBJECT: Rental License Applications – NET Ministries Inc.



City of West St. Paul

BACKGROUND INFORMATION:

Per direction at the previous Council meeting, Staff was directed to include the rental applications for NET Ministries on the May 9, 2016 work session agenda and place the submitted rental license applications on the May 23, 2016 Council agenda.

Attached please find the proposed draft resolution as previously presented by Staff. Also attached please find the Staff memo from the April 25, 2016 Council meeting which provides additional background information pertaining to the applications.

Negotiations between the City and NET Ministries are still ongoing with the hope that the applications can be on the agenda at the May 23, 2016 meeting as requested.

STAFF RECOMMENDATION:

Discuss and provide direction to Staff.

On Motion of

Seconded by

**CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 16-

**RESOLUTION IMPOSING CONDITIONS ON THE
RENTAL DWELLING LICENSES
FOR 1924 BIDWELL ST., 1990 STRYKER AVE AND 76 CRUSADER
WEST ST. PAUL**

WHEREAS, NET Ministries Inc., (the “Owner”), located at 110 W. Crusader, West St. Paul, (“NET Ministries Campus”) is the owner of three single-family residential properties, one of which is located at 1924 Bidwell St. (“Bidwell Property”), one of which is located at 76 Crusader (“Crusader Property”) and one of which is located at 1990 Stryker Ave. (“Stryker Property”), West St. Paul (collectively, the “Properties”), all of which are located in the R1A zoning district; and

WHEREAS, West St. Paul City Code Section §153.050 (D) allows as Church as a permitted use in the R1A zoning district and specifically provides for on-site residential housing as follows:

Churches, including those related structures located on the same site which are an integral part of the church property, such as convents or homes for persons related to a religious function on the same site with the following conditions:

- (1) No church building shall be located within 50 feet of any lot line of an abutting lot in an R District; and
- (2) No more than ten persons shall reside on the site;

and

WHEREAS, because the Crusader Property is located on the NET Ministries Campus, Owner has used the Crusader Property as on-site residential housing related to a religious function and has allowed up to ten people to reside within the residence, pursuant to City Code Section 153.050 (D); and

WHEREAS, the Owner acquired the Stryker Property in 2006 and the City deemed it to be contiguous to the NET Ministries Campus, due to its close proximity, which is located directly across a public street from the NET Ministries Campus; and

WHEREAS, as a result of being contiguous to the NET Ministries Campus, the City allowed Owner to use the Stryker Property as on-site residential housing related to a religious function and allowed up to ten people to reside within the residence, pursuant to City Code Section 153.050 (D); and

WHEREAS, the Owner acquired the Bidwell Property in 2014 and has indicated that it relied on representations made by City Staff prior to the purchase, as well as relied on the definition of “Dwelling Unit” which previously stated as follows:

DWELLING UNIT. A building or portion thereof which contains living facilities including provisions for sleeping, eating, cooking and sanitation for not more than one family or a congregate residence for ten or less persons;

and

WHEREAS, Owner immediately began to use the single-family residence as a “congregate residence” for 10 person or less; and

WHEREAS, the City Council later passed an ordinance that limited the number of unrelated occupants allowed in a Dwelling Unit as follows:

FAMILY.

- (1) An individual or two or more persons legally related by blood, marriage, foster care or adoption in a linear relationship such as spouses, grandparents, parents, children, grandchildren and siblings, but not aunts, uncles or cousins; or
- (2) A group of not more than three persons not related by blood or marriage living together in a dwelling unit,

which is codified at City Code Section 150.036; and

WHEREAS, City informed Owner that it was not in compliance with the City Code Section because it had more than 3 unrelated persons in the Bidwell Property in violation of City Code Section 150.036, a violation that Owner has continuously disputed; and

WHEREAS, the Owner identified the discrepancy between City Code Section 153.004 “Dwelling Unit” definition, upon which they relied for the occupancy requirements of the Bidwell Property and City Code Section 150.036 “Family” definition; and

WHEREAS, the City Council passed an ordinance amendment on February 22, 2016, that eliminated the “congregate residence” language from City Code Section 153.004 “Dwelling Unit” definition; and

WHEREAS, City Staff has met with the Owner on numerous occasions to attempt to find a reasonable resolution to the occupancy issue at the Bidwell Property; and

WHEREAS, there is a property immediately to the south and adjacent to the Stryker Property, located at 2010 Stryker Ave. (“Option Property”) that could also be used as on-site residential housing for Owner; and

WHEREAS, the Owner has obtained an option to the purchase of 2010 Stryker Ave. when the owner is prepared to sell it; and

WHEREAS, on October 23, 2015, the City received completed rental dwelling applications for the Properties; and

WHEREAS, on April 25, 2016, the City Council considered the Rental Dwelling Applications for the Properties, during which the City presented its evidence and the Owner was given an opportunity to be heard; and

WHEREAS, Owner is a well-respected and valued national organization within the City and neither the NET Ministries Campus nor its associated properties have been the subject of complaints regarding the use of its properties; and

WHEREAS, City staff and Owner have had discussions about how to accommodate the longer term business and housing needs of Owner on its campus and on its properties; and

WHEREAS, following the testimony, the City Council supports the approval of the rental licenses at the Properties, but due to the higher number of occupants residing at the Properties, desires to add reasonable conditions to the approval of the licenses.

NOW THEREFORE, BE IT RESOLVED, that the City Council approves the rental dwelling license applications of NET Ministries for the properties located at 76 Crusader and 1990 Stryker Ave. and makes the following findings and the subsequent conditions:

A. Finding 1: The above-stated clauses were relied upon when making the Council's decision and are incorporated herein.

Finding 2: The Crusader Property and the Stryker Property may each have up to 10 occupants as on-site residential housing related to a religious function, as provided in City Code Section 153.050 (D) as long as the conditions below are followed.

B. The Council adds the following conditions:

(1) The Owner must apply for the renewal of the annual Rental Licenses in a timely manner,

(2) The Owner must maintain the Properties up to the following Maintenance Standards:

- (1) Building Code
- (2) Housing Code
- (3) Animal Ordinance
- (4) Fire Prevention Code
- (5) Repeat Nuisance Service Calls
- (6) Parked or Stored Motor Vehicles

(7) Public Nuisance Ordinance

- (3) The Owner must maintain the Properties so that there are no compliance letters for noxious matter, long grass and weeds, keeping sidewalks clear of snow and ice, or dumping or leaving of garbage/rubbish or junk.
- (4) There must not be any Repeat Nuisance Service Call Fees.
- (5) The Owner must complete phase one to three of the Crime Free Rental-Housing Training before the next rental license renewal.
- (6) The Owner must work with the City in resolving any issues or concerns that arise that are disruptive to the peace and harmony of the neighborhood.
- (7) No more than four vehicles may be parked outside on the Properties at any given time per City Ordinance.

NOW THEREFORE, BE IT FURTHER RESOLVED that the City Council approves the rental dwelling license application of NET Ministries for the property located at 1924 Bidwell St. with the following conditions:

- A. The Owner will exercise the option to purchase the property at 2010 Stryker when offered by the owner in accordance with the terms of the option agreement.
- B. Upon closing with the owner of 2010 Stryker, the Owner will:
 - (1) Apply for, and if Owner meets all requirements in the City Code for approval of a rental license, the City will grant a rental dwelling license for the property under the same terms and conditions as the 1990 Stryker Property.
 - (2) Within a reasonable time, not longer than six (6) months, sell the Bidwell Property or reduce the number of occupants at that location to comply with the City Code; and
 - (3) Petition the City to vacate that portion of Stryker Ave fronting 1990 Stryker and 2010 Stryker in order to directly connect both properties to the NET Ministries Campus at 110 W. Crusader. The City and Owner agree that prior to vacation, the access to both Stryker properties will be improved to City standards at City's cost.
- C. Until such a time as Owner acquires title to the 2010 Stryker property and has obtained a rental license for 2010 Stryker, Owner will be allowed up to 10 occupants at the Bidwell property as long as the occupants are related to a religious function at NET Ministries and as long as the Owner complies with all the conditions of its license.
- D. The Owner must apply for the renewal of the annual Rental License in a timely manner.

E. The Owner must maintain the property up to the following Maintenance Standards:

- (1) Building Code
- (2) Housing Code
- (3) Animal Ordinance
- (4) Fire Prevention Code
- (5) Repeat Nuisance Service Calls
- (6) Parked or Stored Motor Vehicles
- (7) Public Nuisance Ordinance

F. The Owner must maintain the property so that there are no compliance letters for noxious matter, long grass and weeds, keeping sidewalks clear of snow and ice, or dumping or leaving of garbage/rubbish or junk.

G. There must not be any Repeat Nuisance Service Call Fees.

H. The Owner must work with the City in resolving any issues or concerns that arise that are disruptive to the peace and harmony of the neighborhood.

I. No more than four vehicles may be parked outside on the property at any given time per City Ordinance.

Adopted by the City Council of the City of West St. Paul this 25th day of April, 2016.

Ayes:

Nays:

Attest:

David Meisinger, Mayor

Chantal Doriott, City Clerk

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Community Development Department
DATE: April 25, 2016
SUBJECT: Rental License Applications – NET Ministries Inc.



City of West St. Paul

BACKGROUND INFORMATION:

The recently approved rental ordinance changes require all non-homesteaded properties obtain a rental license, regardless if rent is being collected or not. Previous to the ordinance change, NET Ministries was not required to obtain rental licenses for their three single-family homes since they were not collecting rent. As a result, Staff informed NET Ministries that they were now required to obtain rental licenses for each property. On October 23, 2015, NET Ministries complied with the request and submitted rental license applications for three single-family homes.

In addition to requiring rental licenses for the properties, Staff also informed NET Ministries that their most recent purchase/use of 1924 Bidwell was in violation of the City's Ordinance, specifically the Rental Dwelling Ordinance and the definition of Family, which only allows a maximum of three non-related individuals to reside in any one dwelling unit (currently have eight residents residing at the property). Although the homes at 1990 Stryker and 76 Crusader both have more than three residents, they are not in violation as the Zoning Ordinance does allow housing structures for up to 10 residents on church property for religious purposes (or contiguous to the property in the case of 1990 Stryker).

It was Staff's understanding that prior to the purchase of 1924 Bidwell, NET Ministries relied on the following definition which allows a congregate of up to 10 residents:

Dwelling Unit. A Building or portion thereof which contains living Facilities including provisions for sleeping, eating, cooking and sanitation for not more than one family or a congregate residence for ten or less persons.

As a result, NET Ministries purchased the property and began using it for their operation.

PROPOSED RESOLUTION

Staff has had several meetings with NET Ministries in attempt to find a resolution to the non-compliant Use of 1924 Bidwell. The attached resolution, which NET Ministries has agreed to, approves all three Rental Licenses with the following conditions as outlined:

1) Licenses for 1990 Stryker and 76 Crusader:

A. Finding 1: The above-stated clauses were relied upon when making the Council's decision and are incorporated herein.

Finding 2: The Crusader Property and the Stryker Property may each have up to 10 occupants as on-site residential housing related to a religious function, as provided in City Code Section 153.050 (D) as long as the conditions below are followed.

B. The Council adds the following conditions:

1. The Owner must apply for the renewal of the annual Rental Licenses in a timely manner,
2. The Owner must maintain the Properties up to the following Maintenance Standards:
 1. Building Code
 2. Housing Code
 3. Animal Ordinance
 4. Fire Prevention Code
 5. Repeat Nuisance Service Calls
 6. Parked or Stored Motor Vehicles
 7. Public Nuisance Ordinance
3. The Owner must maintain the Properties so that there are no compliance letters for noxious matter, long grass and weeds, keeping sidewalks clear of snow and ice, or dumping or leaving of garbage/rubbish or junk.
4. There must not be any Repeat Nuisance Service Call Fees.
5. The Owner must complete phase one to three of the Crime Free Rental-Housing Training before the next rental license renewal.
6. The Owner must work with the City in resolving any issues or concerns that arise that are disruptive to the peace and harmony of the neighborhood.
7. No more than four vehicles may be parked outside on the Properties at any given time per City Ordinance.

2) License for 1924 Bidwell:

A. The Owner will exercise the option to purchase the property at 2010 Stryker when offered by the owner in accordance with the terms of the option agreement.

B. Upon closing with the owner of 2010 Stryker, the Owner will:

1. Apply for, and if Owner meets all requirements in the City Code for approval of a rental license, the City will grant a rental dwelling license for the property under the same terms and conditions as the 1990 Stryker Property.
2. Within a reasonable time, not longer than six (6) months, sell the Bidwell Property or reduce the number of occupants at that location to comply with the City Code; and

3. Petition the City to vacate that portion of Stryker Ave fronting 1990 Stryker and 2010 Stryker in order to directly connect both properties to the NET Ministries Campus at 110 W. Crusader. The City and Owner agree that prior to vacation, the access to both Stryker properties will be improved to City standards at City's cost.

C. Until such a time as Owner acquires title to the 2010 Stryker property and has obtained a rental license for 2010 Stryker, Owner will be allowed up to 10 occupants at the Bidwell property as long as the occupants are related to a religious function at NET Ministries and as long as the Owner complies with all the conditions of its license.

D. The Owner must apply for the renewal of the annual Rental License in a timely manner.

E. The Owner must maintain the property up to the following Maintenance Standards:

1. Building Code
2. Housing Code
3. Animal Ordinance
4. Fire Prevention Code
5. Repeat Nuisance Service Calls
6. Parked or Stored Motor Vehicles
7. Public Nuisance Ordinance

F. The Owner must maintain the property so that there are no compliance letters for noxious matter, long grass and weeds, keeping sidewalks clear of snow and ice, or dumping or leaving of garbage/rubbish or junk.

G. There must not be any Repeat Nuisance Service Call Fees.

H. The Owner must work with the City in resolving any issues or concerns that arise that are disruptive to the peace and harmony of the neighborhood.

I. No more than four vehicles may be parked outside on the property at any given time per City Ordinance.

FISCAL IMPACT:

No fiscal impact.

Application Fees Received:		Amount:
Fund:	101	
Department:	30000	
Account:	32170	\$680 (rental fees and inspection fees)

STAFF RECOMMENDATION:

Staff is recommending that the Council adopt the attached Resolution Approving all three Rental Licenses with Conditions.

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Sherrie Le, Assistant City Manager
DATE: May 09, 2016
SUBJECT: City Hall Remodeling



City of West St. Paul

BACKGROUND INFORMATION:

This past February we discussed the need for additional office space for the administrative staff and a number of improvements to the Police Department locker rooms. We were able to take care of the remodeling needed in the Administrative area using City staff.

Council approved the hiring of Wold Architects and Engineers to design the remaining portion of the project and prepare bid specifications, as the estimated cost was roughly \$200,000 at the time. This project involves two primary components and two optional sub-projects. The primary components were discussed with the City Council in the past.

Primary Components

1. Expand the lobby conference room westward with the goal of using that room for the Open Council Workshop, in addition to regular daytime usage. Adjacent to the newly expanded lobby conference room will be a smaller conference room that can be used by the Police Department to interview victims, witnesses and walk-ins instead of interviewing them in the open lobby area. Cost estimated at \$87,000.
2. Repair and remodel locker rooms and bathrooms in the Police Department and downstairs. To keep the costs down, we are planning to use City staff to move older lockers downstairs, install tile in one bathroom, do all painting, and purchase carpet for one room. Cost estimated for contracted work is \$33,500.

Optional Sub-projects

Option A

An optional part of the lobby conference room expansion work would be to add a sound-proof partition, so we can close off the former lobby conference room from the new addition, allowing for the new larger room to be used as two separate rooms when the larger room is not needed. Additional Cost estimated at \$15,000.

Option B

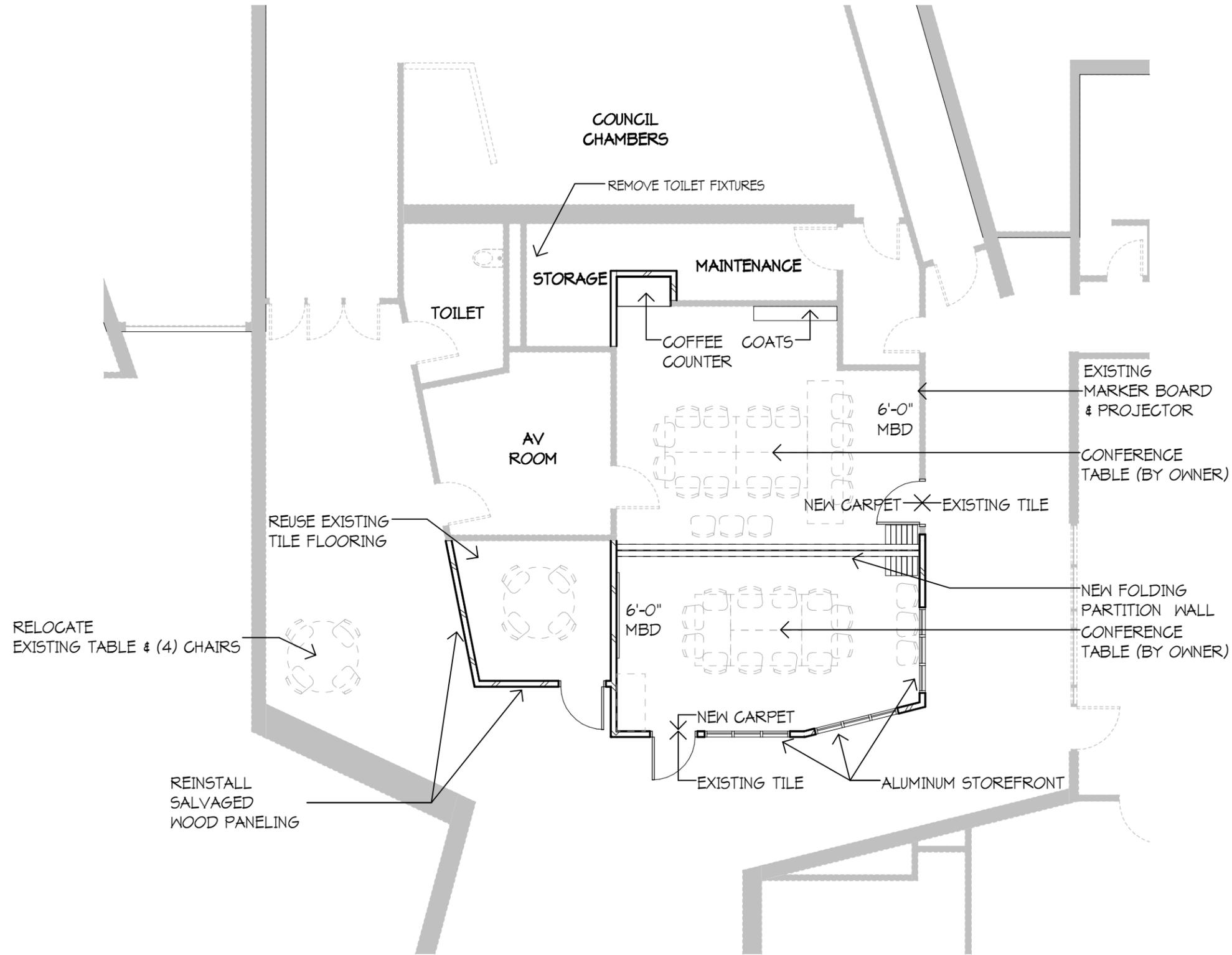
Create an emergency exit in the back of the Council Chambers. Cut through the wall and install a back door in the chambers with a metal landing and stairs going down to a cement pad at ground level outside, and next to, the building. Cost estimated at \$22,500.

Preliminary designs and cost estimates are attached. Staff would like to discuss the proposed project scope with the Council. Once the scope is determined, staff would like to proceed with preparation of bid specifications and solicitation of bids for the project. Incoming bids would be analyzed by staff and the Architectural firm and, together with a recommendation, would be brought to the City Council for consideration at a future Council meeting.

FISCAL IMPACT: The fiscal impact will vary depending on whether options A and/or B are included. The original estimate, prior to working with Wold Architects and Engineers, did not include Options A or B, but did include work in the Administrative area.

The current rough estimate provided by Wold is \$122,500 without Option A and B and \$150,000 with both options. There will be some additional cost as City staff will be buying conference room tables, paint, carpet, floor mats and possibly hiring a company for asbestos remediation, should that be needed.

RECOMMENDATION: For Council discussion and feedback on project scope and next steps.



PROJECT BUDGET:

GENERAL CONSTRUCTION	\$ 47,000
MECHANICAL	\$ 10,000
ELECTRICAL (NO TECHNOLOGY)	\$ 10,000
ESTIMATING CONTINGENCY	\$ 6,000

SUBTOTAL PROJECT CONSTRUCTION	\$ 73,000
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PROJECT COSTS:

FEEs	\$ 6,500
CONSTRUCTION CONTINGENCY	\$ 7,500

SUBTOTAL PROJECT COST	\$ 14,000
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TOTAL PROJECT COST	\$87,000
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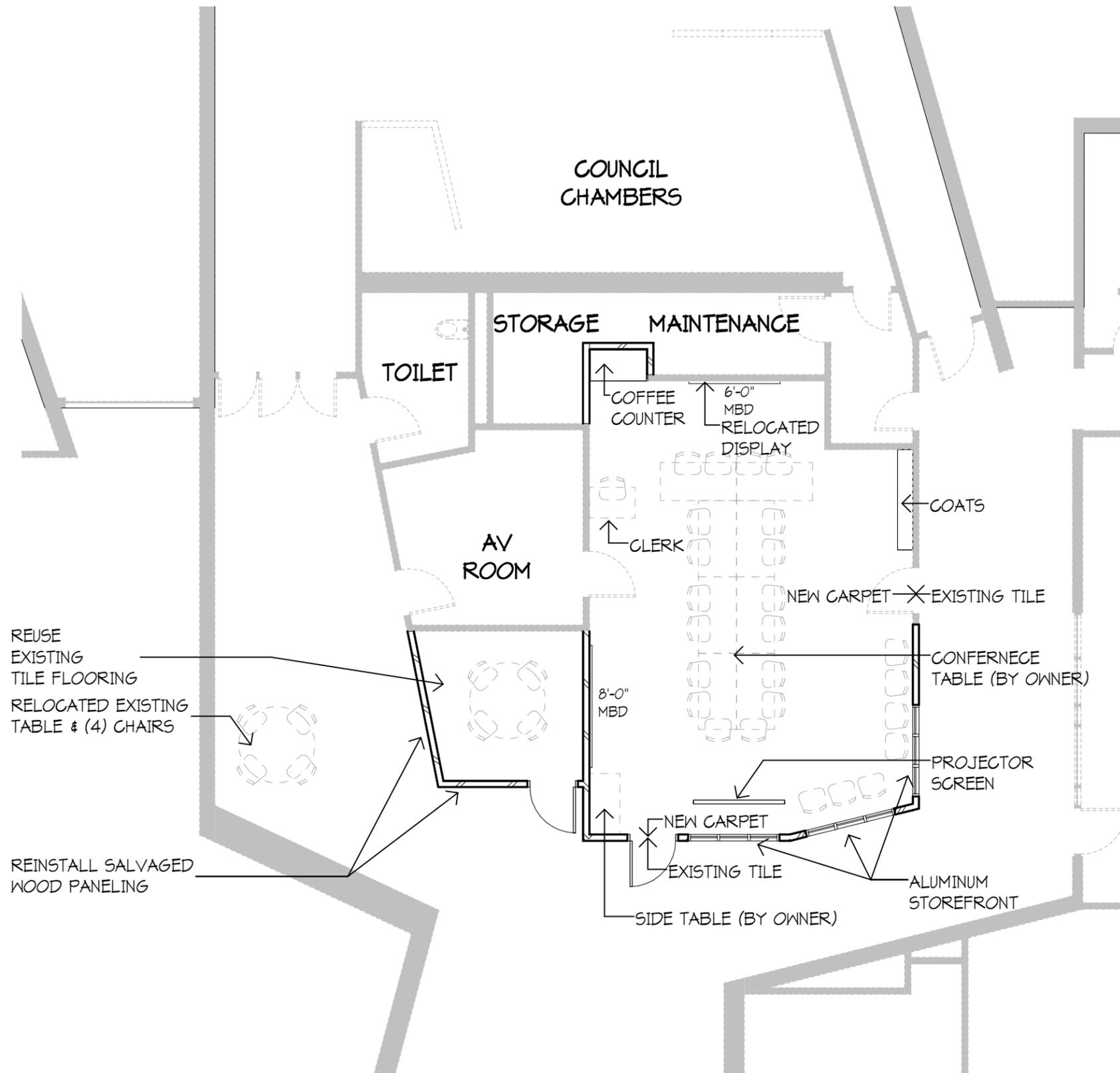
ADDITIONAL SCOPE ITEMS:

FOLDING PARTITION	\$ 15,000
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WORK PROVIDED BY OWNER:

- PAINING
- TECHNOLOGY

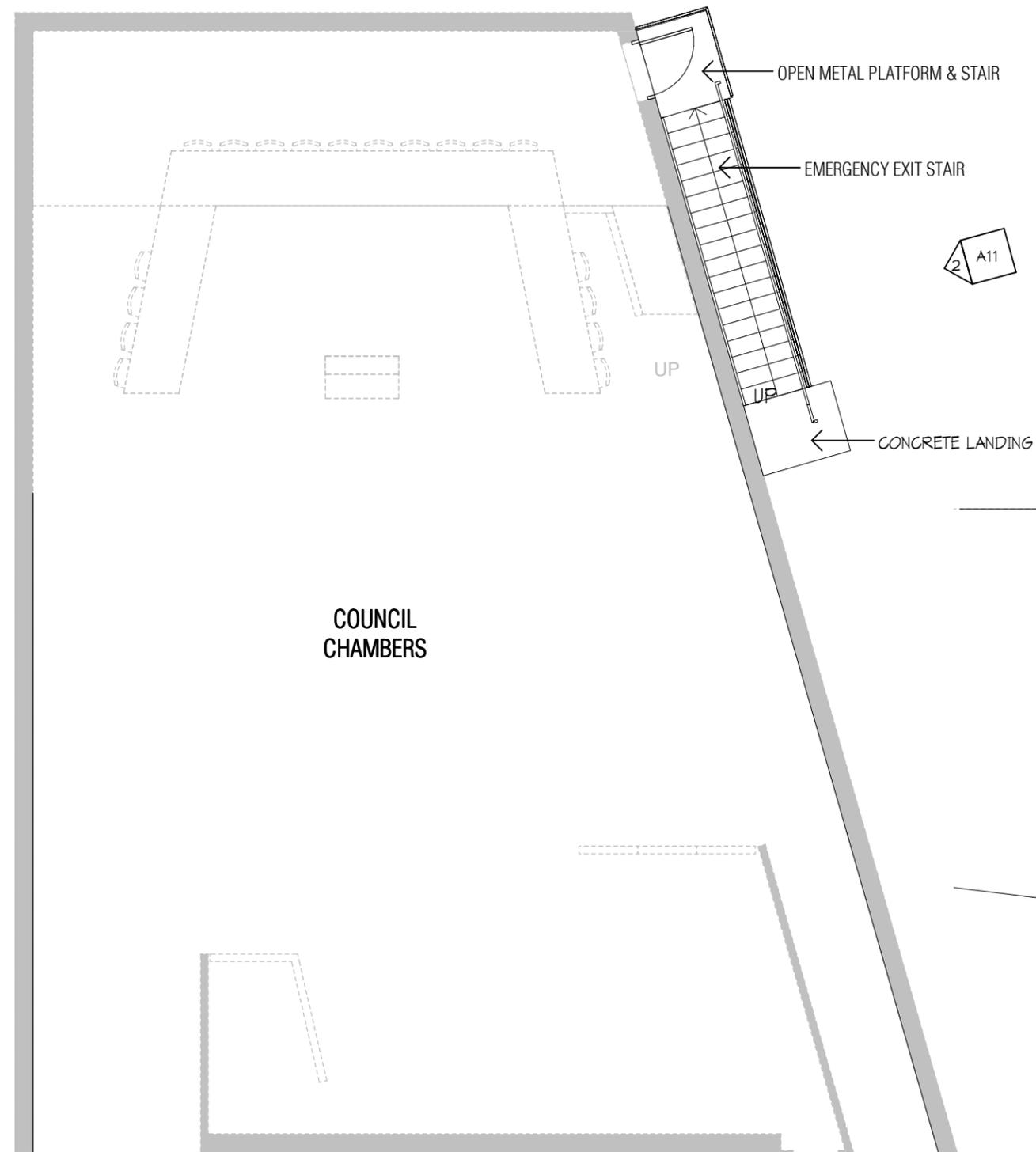
1 LOBBY CONFERENCE ROOMS RECOMMENDED SOLUTION
 1/8" = 1'-0" 0 6' 12'



REUSE
 EXISTING
 TILE FLOORING
 RELOCATED EXISTING
 TABLE & (4) CHAIRS

REINSTALL SALVAGED
 WOOD PANELING

1 LOBBY CONFERENCE ROOMS ALTERNATE LAYOUT
 1/8" = 1'-0" 0 6' 12'



2 A11

PROJECT BUDGET:

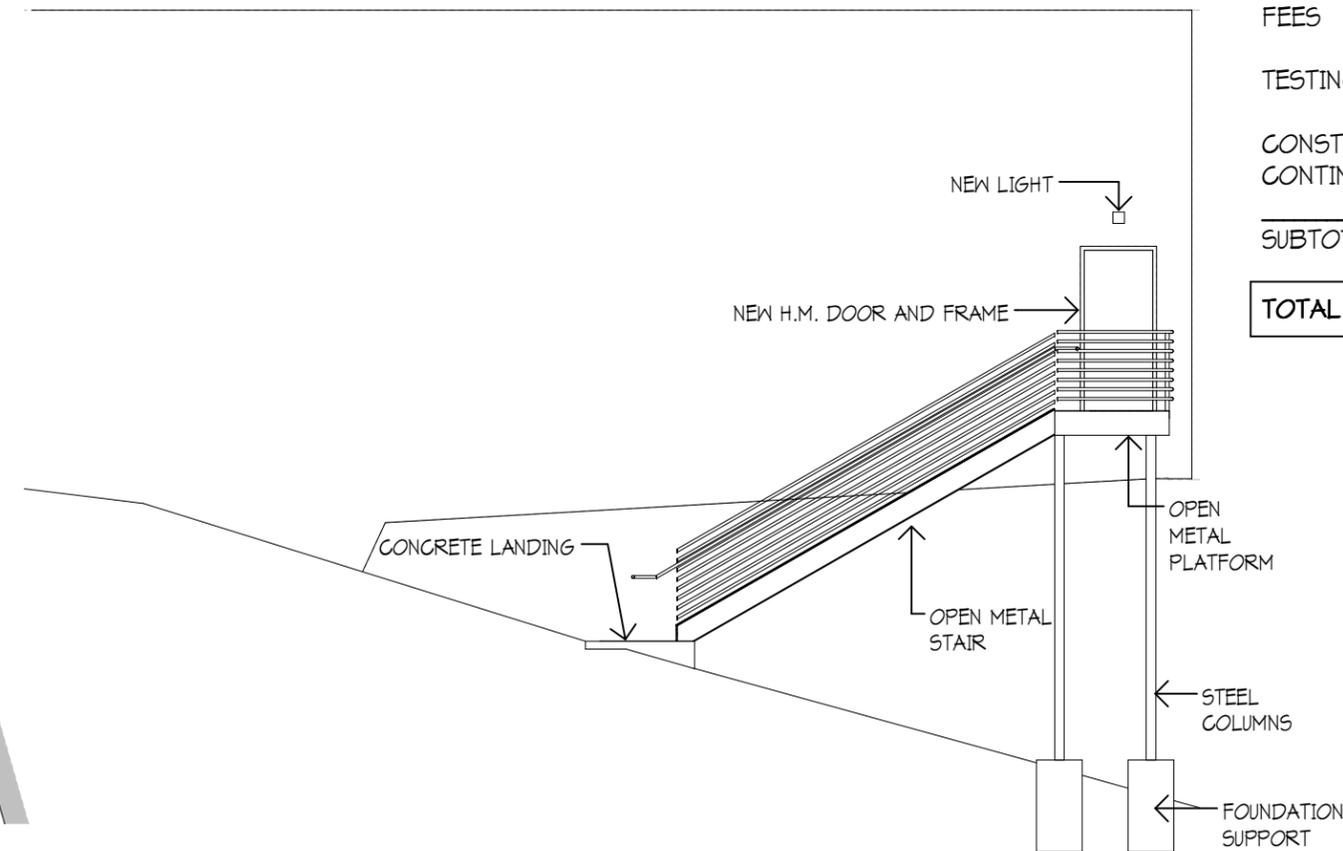
GENERAL CONSTRUCTION (DEMO, OPENING, DOOR)	\$ 3,000
METAL STAIR & PLATFORM	\$ 10,000
FOUNDATION & CONCRETE LANDING	\$ 3,000
NEW EXTERIOR LIGHT	\$ 1,000
ESTIMATING CONTINGENCY	\$ 1,500

SUBTOTAL PROJECT CONSTRUCTION \$ 18,500

PROJECT COSTS:

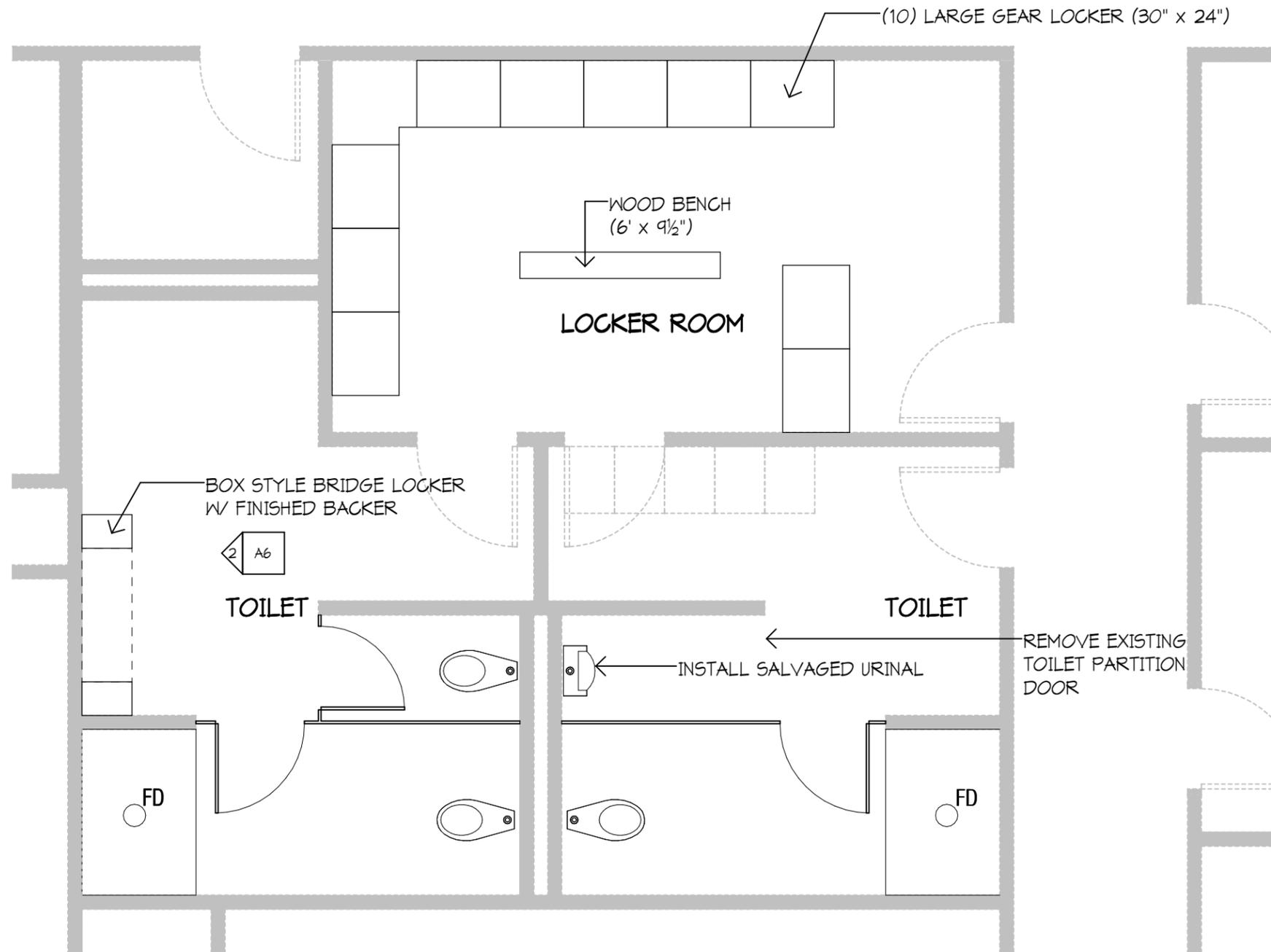
FEES	\$ 1,500
TESTING	\$ 500
CONSTRUCTION CONTINGENCY	\$ 2,000
SUBTOTAL PROJECT COST	\$ 4,000

TOTAL PROJECT COST \$22,500



1 COUNCIL CHAMBERS
 1/8" = 1'-0"
 0 6' 12'

2 COUNCIL CHAMBERS EXTERIOR
 1/8" = 1'-0"
 0 6' 12'



PROJECT BUDGET:

GENERAL CONSTRUCTION	\$ 19,000
MECHANICAL	\$ 5,000
ELECTRICAL	\$ 4,000
ESTIMATING CONTINGENCY	\$ 2,000
SUBTOTAL PROJECT CONSTRUCTION	\$ 30,000

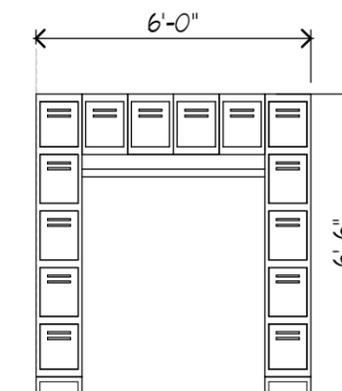
PROJECT COSTS:

FEE'S	\$ 2,500
CONSTRUCTION CONTINGENCY	\$ 3,000
SUBTOTAL PROJECT COST	\$ 5,500

TOTAL PROJECT COST \$ 35,500

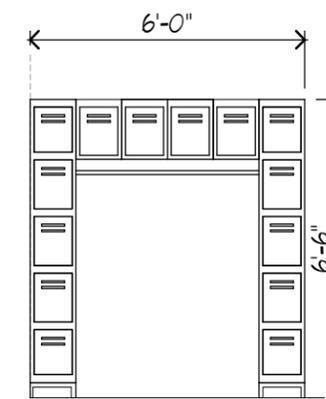
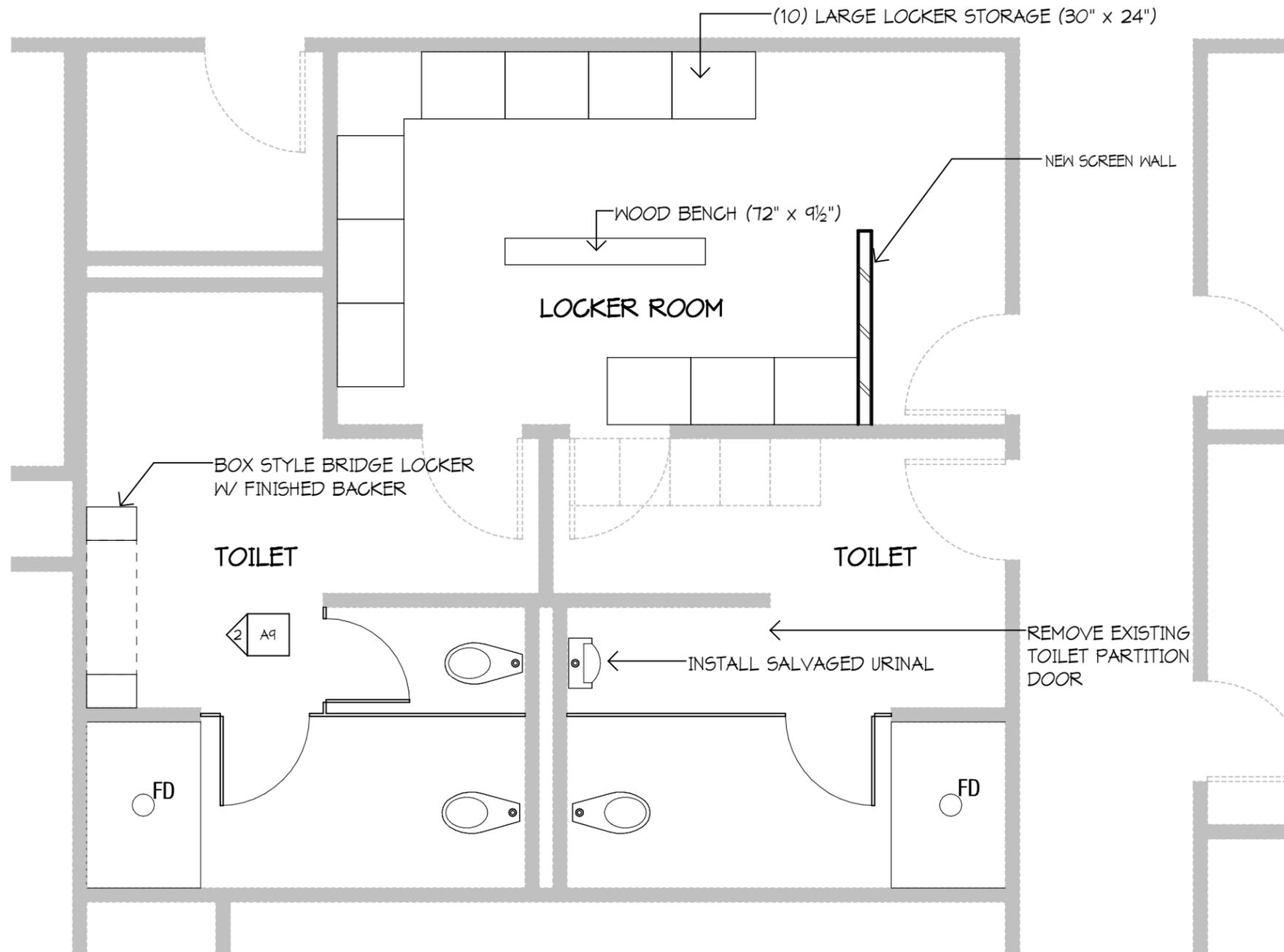
WORK PROVIDED BY OWNER:

- PAINTING
- FLOORING
- TECHNOLOGY



1 LOCKER OPTION 1
 1/4" = 1'-0"

2 B. STYLE BRIDGE ELEVATION
 1/4" = 1'-0"



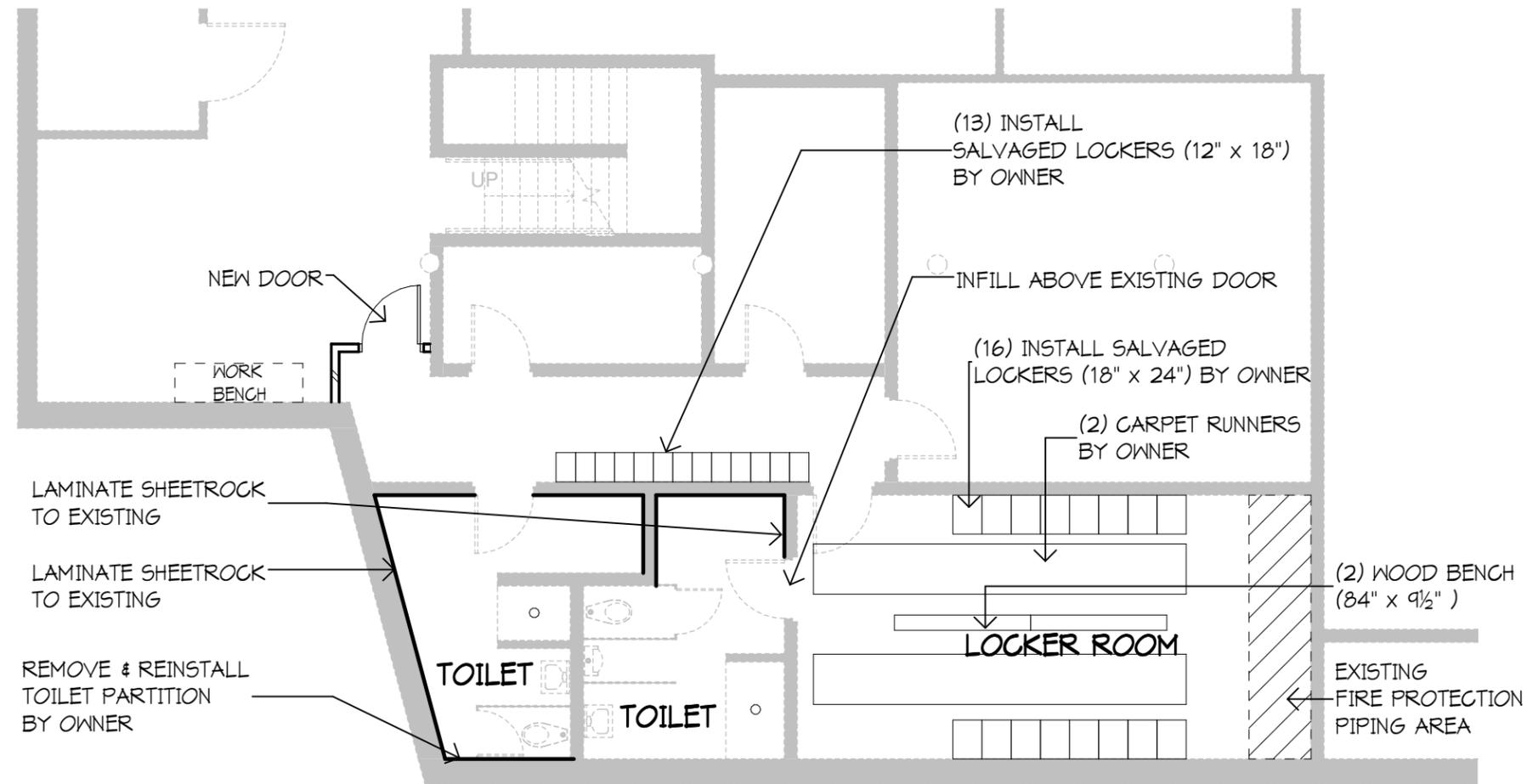
1 LOCKER OPTION 2

1/4" = 1'-0" 0 3' 6'

2 B. STYLE BRIDGE ELEVATION

1/4" = 1'-0" 0 3' 6'

LOCKER LAYOUT 2



1 LOWER LEVEL FLOOR PLAN

1/8" = 1'-0"

0 6' 12'



TO: Mayor and City Council
FROM: Matt Fulton, City Manager
DATE: May 9, 2016
SUBJECT: Robert Street Special Service District

BACKGROUND INFORMATION : The City Council has historically discussed the need for establishing a Special Service District for the maintenance, upkeep, and marketing of the Robert Street Corridor with the commercial businesses along the entire corridor. The intent of the worksession discussion is to verify the Council's interest and desire to continue working on the establishment of a special services district for the entire Robert Street Corridor.

DISCUSSION : A Special Service District is a tool that is essentially a special assessment. It allows businesses to petition to organize for the purpose of assessing costs against themselves for special services and amenities received. In the case of Robert Street, this would relate to the upkeep and maintenance of the streetscape amenities, snowplowing, banners and flags, and collaborative marketing. With the consistent design scheme of the entire corridor, it is important that marketing and streetscape maintenance be done consistently as well.

The types of activities that could be incorporate into a special services district include:

Sidewalk snow removal (already assessed to part of the corridor)

Landscape maintenance

Decorative lighting

Banners purchase and installation

Collaborative Marketing

Special events.

Any district established would likely involve a City's partnership in several regards, including the replacement and repair of damages light standards or landscaping, assistance in hanging banners/flags and solid waste pickup. The budget would reflect the level of maintenance and marketing desired by the corridor business members.

The establishment of a special service district requires a petition supported by 25% or more of property owners along the corridor and 25% or more of the tax capacity along the corridor. Before the City can impose any charges, a public hearing is required and notices must be mailed directly to the property owners.

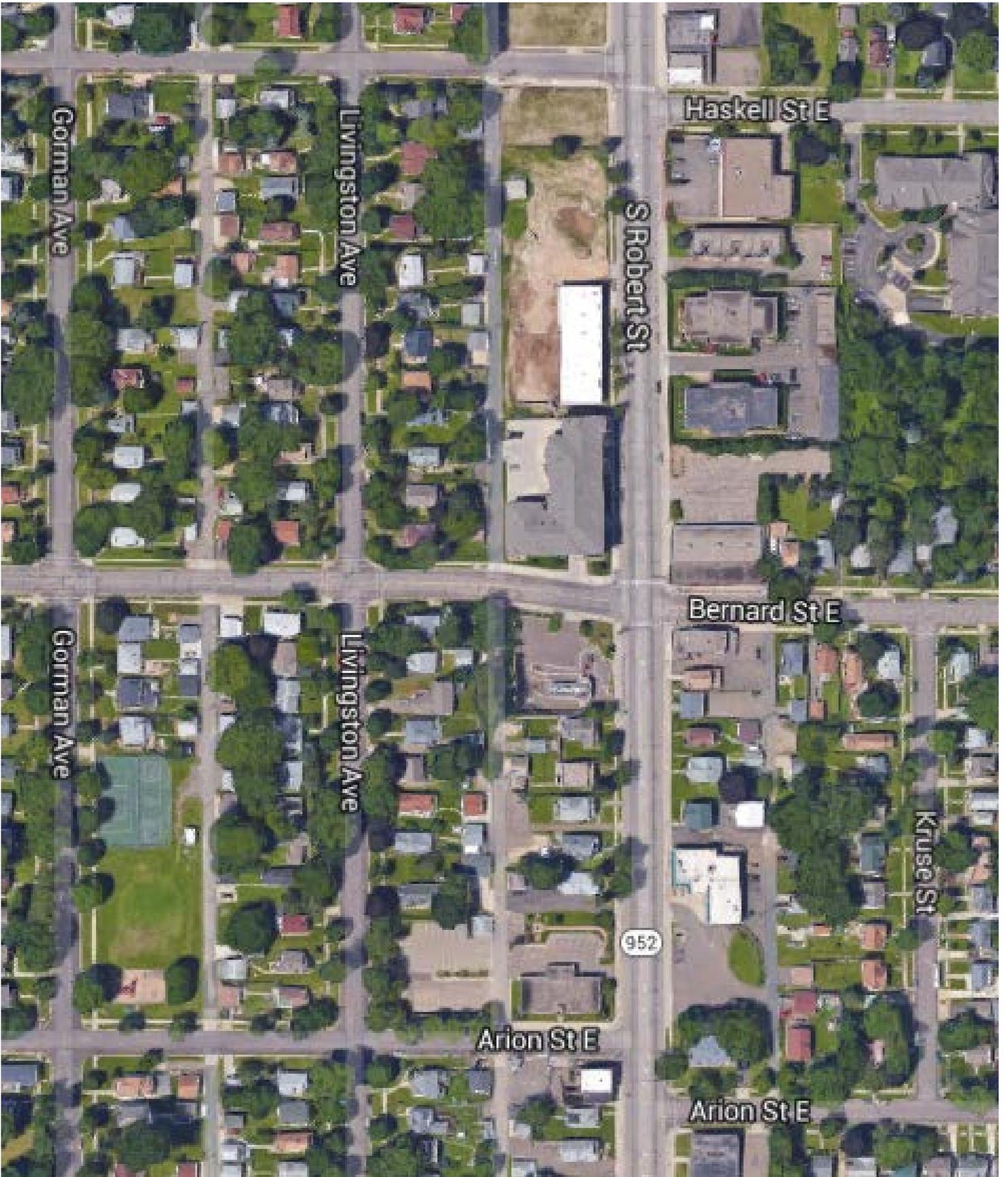
If the District is established, there would be a Board of Directors which would work on the development of a budget that would be assessed to properties within the District annually by the City. One of the key benefits of a district would be the collaborative marketing and maintenance approach for the entire corridor. This is very important for the revitalized corridor in order to maximize opportunities to promote and support a vibrant business community.

If the City Council elects to not support the establishment of a special services district, the cost of streetscape maintenance would fall upon the City property tax levy and marketing efforts would be fragmented. I would expect that additional City public works resources would be necessary, unless the additional services were contracted out.

FISCAL IMPACT Undetermined at this time.

		Amount
Fund:		
Department:		
Account:		

STAFF REQUEST FOR CONSIDERATION Council discussion and direction.



Gorman Ave

Livingston Ave

S Robert St

Haskell St E

Bernard St E

Krusel St

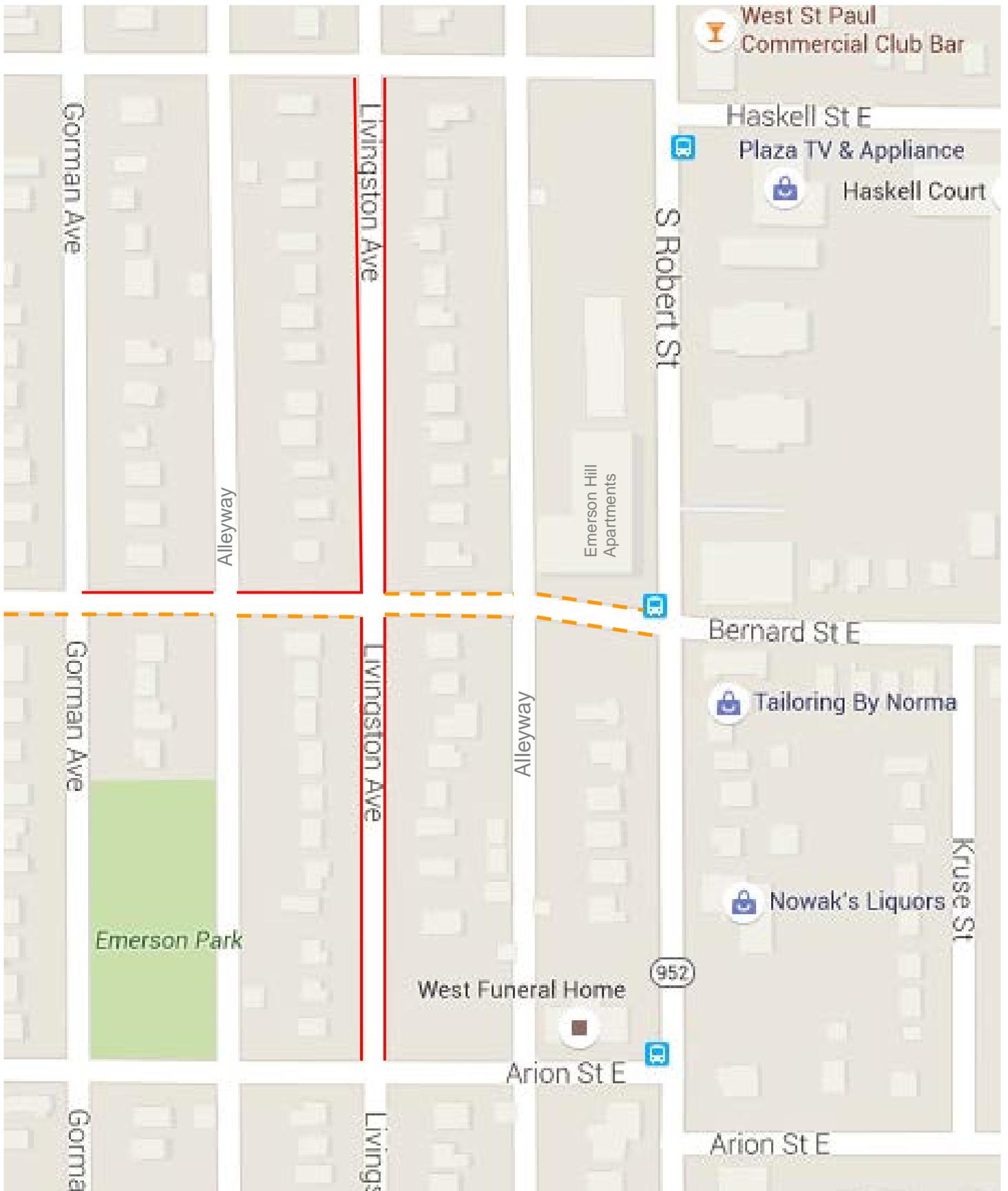
952

Arion St E

Arion St E

Gorman Ave

Livingston Ave



— Proposed Permit Parking Zone

- - - Already "No Parking"

ORDINANCE NO. _____
CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

AN ORDINANCE AMENDING SECTION 1190.05
OF THE WEST ST. PAUL CITY CODE REGARDING
GENERAL PARKING RESTRICTIONS

The City Council of West St. Paul does ordain:

SECTION 1. AMENDMENT. West St. Paul City Code Section 1190.05 is hereby amended as follows:

72.05 General Parking Restrictions.

(A) No parking, stopping, standing, bus stop, and permit parking zones.

(1) The City Council may, by resolution, designate certain streets or portions of streets as “no parking”, “no stopping,” “no standing,” ~~or~~ “bus stop,” or “permit parking only” zones and may limit the hours in which the restrictions apply.

(2) Except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control device, no person may stop or park a vehicle in a designated restricted parking ~~n-established no stopping, standing or bus stop~~ zone.

(3) No vehicle may be parked in a no-parking or otherwise restricted zone during hours when parking is prohibited. No vehicle, except a bus, may be parked or standing in a bus stop zone.

(B) Time limit parking zones. The Council may, by resolution, designate certain areas where the right to park is limited during specified hours. No person may park a vehicle in any limited parking zone for a longer period than so specified on a posted sign.

(C) Permit parking zones. No person may park a vehicle in a permit parking zone during the times of restricted parking without first obtaining and displaying the proper permit.

(1) A permit parking zone may be established by the Council should 70 percent of the residents and/or business sign and forward a written petition, articulating an adverse impact and requesting the Council to consider a restriction. The police and/or street departments may conduct research to confirm the extent and the severity of the alleged adverse impact and report their findings to assist the Council in their decision.

(2) Parking Permits. The police department will establish a permit acquisition process, to include permanent and temporary parking permits and shall enforce permit parking restrictions through this ordinance.

~~(4)~~(3) The Council may establish permit parking restriction fees to recover the cost of this specialized signage and permit issuance.

(~~C~~ D) Prima facie violation. The presence of any motor vehicle on any street when standing or parked in violation of this section is prima facie evidence that the registered owner of the vehicle committed or authorized the commission of the violation.

(~~D~~ E) Parked or stored motor vehicles. The outside parking and storage on residentially-zoned property of large numbers of vehicles and vehicles, materials, supplies or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it: obstructs views on streets and private property; creates cluttered and otherwise unsightly areas; prevents the full use of residential streets for residential parking; introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited; decreases adjoining landowners' and occupants' enjoyment of their property and neighborhood; and otherwise adversely affects property values and neighborhood patterns.

(1) Purpose. The purpose of this section is to preserve and protect residential districts from the intrusion of objects of a size and appearance as to cause interference with sight lines, access to structures by emergency vehicles and personnel, unsightly clutter and to prevent visual obstruction that is inconsistent with the intent of the provisions of the zoning and subdivision ordinances.

(2) Definitions. For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

RECREATIONAL EQUIPMENT or RECREATIONAL VEHICLES. Recreational equipment or recreational vehicles means any of the following:

1. Boats and canoes;
2. All terrain vehicles (ATVs);
3. Snowmobiles;
4. Noncommercial utility trailers and trailers for the transportation of boats, canoes, snowmobiles and ATVs, or other such similar vehicles;
5. Travel campers or house trailers;
6. Motor homes and motor vehicles designed, constructed or used to provide temporary movable living quarters; or
7. Slip-in camper tops attached or detached from pick-up trucks.

(3) Number of motor vehicles. The owner or occupant of premises occupied as single-family residential may not maintain or keep more than four motor vehicles, including recreational vehicles, continuously parked or stored outdoors on public or private property. All parking surfaces for the parking or storage of motor vehicles, including recreational vehicles, must be of concrete-type or asphalt.

(4) Recreational vehicles.

(a) No more than one non-oversized (less than 25 feet, as measured from the tongue to the rear) travel camper, house trailer, motor home, motor vehicle designed, constructed or used to provide temporary movable living quarters or slip-in camper top attached or detached from a pick-up truck may be parked or stored on single-family residential property.

(b) No more than one non-oversized (less than 20 feet, as measured from the tongue to the rear) noncommercial utility trailer or trailer for the transportation of boats, canoes, snowmobiles and ATVs or other such similar vehicle may be parked or stored on single-family residential property.

(c) No recreational vehicle shall be permanently affixed to the parking surface in a manner that would prevent its removal.

(d) No recreational vehicle shall be used for living, sleeping or housing purposes, whether on public or private property.

(e) All recreational vehicles shall be in good, operable condition and properly licensed for operation.

(f) All recreational vehicles shall be registered to the property owner or occupant on which the recreational vehicles are stored.

(g) Noncommercial utility trailers that are loaded with a boat, snowmobile, ATV or similar vehicle shall be counted as one recreational vehicle (trailer plus vehicle) for purposes of calculating the total number of vehicles per premises.

(h) A travel camper, house trailer, motor home, motor vehicle designed, constructed or used to provide temporary movable living quarters or slip-in camper top attached or detached from a pick-up truck that is longer than 25 feet in length must obtain a special permit from the City Council to be parked or stored on residential property. No fee shall be required for such permit.

(i) Residents will have until January 1, 2017 to comply with divisions (D)(4)(a), (D)(4)(b) and (D)(4)(h) above. All other provisions shall require compliance upon adoption.

(5) Exterior storage of items other than a boat, snowmobile, ATV or similar item on a noncommercial utility trailer is prohibited.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The ordinance amendment accomplishes the following: a) It adds a permit parking zone; b) it articulates the process to establish a permit parking zone; and c) it allows for fees to be established to recover the cost of this specialized signage and permit system.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this _____ day of _____, 2015.

Ayes:

Nays:

Attest:

David Meisinger, Mayor

Chantal Doriott, City Clerk

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Manila Shaver, Chief of Police
DATE: May 9, 2016
SUBJECT: Permit Parking, Ordinance Modification



BACKGROUND INFORMATION:

The reconstruction of Robert Street along with the reduction of Robert Street parking and other factors has caused some unintended consequences, especially with on-street parking. Residents in the area of Livingston and Bernard Avenues are one group that has expressed a concern regarding the growth of on-street parking in front of their homes since the elimination of Robert Street parking.

The police department conducted a study of vehicles parked in the vicinity of Livingston and Bernard and noted a variety of parking patterns to include vehicles listing to residents of nearby Livingston addresses, vehicles that were overnight visitors of Livingston residents, company owned and borrowed vehicles used by Livingston residents, and a number of vehicles listing to the Emerson Hill Apartments, 993 Robert Street.

It is suspected the residents of Emerson Hill Apartments are parking on Livingston Avenue for a number of reasons to include: a lack of sufficient off-street parking at the apartment complex; the cost of parking at the apartment complex; apartment dwellers having additional vehicles per family unit and/or guests; and the elimination of Robert Street parking.

There are 35 living units in the Emerson Hill building; with 53 underground parking stalls and 8 outside spaces, resulting in 1.7 parking stalls per unit. Current zoning ordinance requires two stalls per unit which means Emerson Hills should have 70 stalls instead of their 61 spaces. Emerson Hill is not the only apartment complex with this issue. There are several apartment complexes in the City that when constructed most families had only one vehicle, thus one parking space per living unit. Today, considering guests and other factors, the two parking spaces per living unit is sometimes not enough. It needs to be noted that Emerson Hill was a "Planned Development" which means zoning codes are flexible and variances are not required.

The limited number of parking spaces is further aggravated by an added expense to park in the Emerson Hill apartment's underground garage or in one of their outside parking spots. Residents have cited amounts between \$45 and \$80 per month to park at the complex; I cannot get the apartment owner to return my call to confirm these amounts. No matter the amount, a number of residents stated they are parking on a city street to reduce their monthly expenses.

To mitigate parking issues the Council requested staff to research and propose a permit parking response. Permit parking is not uncommon in the metro area and is usually

implemented near high public use facilities such as the State Fair, universities and other schools.

The City's parking ordinance (72.05) could be modified to incorporate a permit parking process. The proposed ordinance changes would require the following for a permit parking zone to be established:

- A written petition to include 70% of the residents in the impacted area and the alleged impact to the residents (this is 10% higher than the percentage for a block party road closure);
- An assessment by City staff as to the extent and severity of the alleged adverse impact;
- A Council resolution for reach approved permit parking zone;
- The police department to establish a permit process; and
- The potential for the Council to establish fees to recover the cost for the specialized signage and permits.

According to the Street Department a permit parking sign costs about \$50 each and another \$150 for the sign post and labor to install it, for a total of about \$200 per sign. On average it would take four signs to properly post signage for a city block. One sign at each at each end of the block and two signs spaced out in the middle. While there are specific standardized signage requirements for posting and displaying signs, a rule of thumb for posting signs is to post them in such a fashion which makes it easy for motorist to see and obey the signs. This also makes enforcement much easier.

The cost of the permits is estimated to be in the range of \$100 to \$200 per permit parking zone. The police department is proposing to use some type of windshield sticker for residents and a paper rearview mirror hanger for visitors and temporary permits.

Other Concerns/Issues the Council Should Consider

- Some type of pre-filter should be maintained such as the written petition;
- Assessing costs could become problematic for certain neighbors within the permit parking area who may not want the restricted parking, thus not wanting to be assessed for it;
- Dealing with guests, visitors and other temporary parking requests within a permit parking zone;
- The moving of a parking issue to another area by restricting parking and not mitigating the original cause of the parking problem;
- The potential for a proliferation of permit parking requests;

FISCAL IMPACT:

For a cost example, it is estimated the Livingston and Bernard permit parking response would require about 20 signs at \$200 each or \$4,000, plus about \$150 for permits. There would be

additional police staff time for permit issuance and recording, as well as police officer enforcement time. In addition, late night visitors and unexpected overnight guests will likely cause some issues for the police department to work out.

Assessing Costs - Using the Livingston and Bernard example there are about 40 homes in the propose permit parking area. The signage cost of creating the permit parking zone (\$4,000) could be (1) absorbed in the City's general budget; (2) spread equally among the residents ($\$4,000 / 40 = \100 each); or (3) partially recovered by a permit sticker fee (i.e. 40 homes at 1.5 vehicles per home x $\$25/\text{permit} = \$1,500$). There are benefits and drawbacks to each of these models. I would tend to lean towards a onetime permit fee.

STAFF RECOMMENDATION:

Discuss the proposed changes and concerns and provide staff with direction. The City Attorney has not reviewed these proposed ordinance changes, waiting for Council feedback before attorney time is spent.

If the Council finds this proposal acceptable, and depending on any concerns the City Attorney might have, this may be added to the Council agenda for a First Reading.

TO: Mayor & City Council
FROM: Matt Fulton, City Manager
DATE: May 9, 2016
SUBJECT: Special Event – Celebrate West St. Paul Days



BACKGROUND INFORMATION:

The WSP Days Committee put together a list of upcoming events. These events have been noticed for a possible quorum.

May 18: City of West St. Paul Open House at the Municipal Center, 1616 Humboldt Ave.
5:00-7:00 p.m.

May 19 to 22: Carnival at Signal Hills, South Robert Street and Butler Avenue
Thursday 3:00-10:00 p.m., Friday 3:00-11:00 p.m., Saturday 11:00 a.m.-11:00 p.m., and
Sunday 12:00- 6:00 p.m. Unlimited rides \$20.00 Friday and Sunday.

We are excited to have the carnival back thanks to Azure Properties, owner of Signal Hills, its tenants for their generous donation of the site, and producer Gopher State Expositions. Fair foods, such as cotton candy, popcorn, caramel apples, mini donuts, corn dogs, cheese curds, fresh squeezed lemonade, and more.

May 20: Street Dance at Dunham's, 173 Lothenbach Ave.
7:00-11:00 p.m.

May 21: Family Fitness Fair at Moreland Elementary, 217 Moreland Ave.
9:30-11:30 a.m.

May 21: Celebrate West St. Paul Grand Parade
Starting at 1:00 p.m. (same route as last year)
Visiting Royalty, pre-parade, begins at 11:00 a.m., in the Heritage E-Stem school gymnasium

May 21: Harmon Park Festival at Harmon Park, 230 Bernard Street W
2:00-10:00 p.m.

Join us for tons of fun activities including bingo, pull tabs, concessions, refreshments, fireworks, and more. The band Way Back Machine will be playing on stage from 2:30 to 6:00 p.m., fireworks will start at approximately 9:15 p.m.

May 21: Rock the Barn Farm Festival, Dodge Nature Center, 365 Marie Ave. W
3:00-7:00 p.m.

May 22: Kiwanis Pancake Breakfast, YMCA, 150 Thompson Avenue E
7:00 a.m.-1:00 p.m. (\$6.00 for adults and \$3.00 for children under 12. Includes a silent auction from 7:00 a.m.-12:30 p.m.)

May 22: Royalty Farewell Luncheon, Dakota Lodge at Thompson Park, 1200 Stassen Lane
1:00- 4:00 p.m.

FISCAL IMPACT:

STAFF RECOMMENDATION: