



City of

CIRCLE PINES

Comprehensive
Plan

2010-2030

City of Circle Pines

Comprehensive Plan 2010-2030

2009

Prepared by:
City of Circle Pines
200 Civic Heights Circle
Circle Pines, MN 55014
763-784-5898

City Council

Dave Bartholomay, Mayor
Jennifer Kromrey, Councilmember
David Kelso, Councilmember
Deborah O'Brien, Councilmember
Dan Greensweig, Councilmember

Planning Commission

Steven Nieno, Chair
Susan Nelson, Commission Member
Deborah O'Brien, Commission Member
Matthew Percy, Commission Member
Jan Kreminiski, Commission Member

City Officials

James W. Keinath, City Administrator
Fred Burstein, City Attorney
WSB & Associates, Inc., City Engineer
Rich Lavell, Public Works Superintendent
Dave Phipps, Parks Superintendent
Peggy Bauman, Finance Director

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**CITY OF CIRCLE PINES, MINNESOTA
PLANNING COMMISSION MEETING**

**October 20, 2008
7:00 p.m.**

1. CALL TO ORDER / 2. ROLL CALL

Commissioner Nieno called the meeting to order at 7:00 p.m. Those present included members Kreminski, Percy, O'Brien and Nelson. Also present was Assistant City Administrator for Public Services Chandra Peterson.

3. APPROVAL OF MINUTES

MOTION: Nelson moved, seconded by Kreminski, to approve the minutes from September 15, 2008, as presented. **Motion carried 5-0.**

4. PUBLIC COMMENTS

There were no comments from the public.

5. COUNCIL REPORT

Peterson stated there is no Council report.

6. COMMISSION BUSINESS

a. Conditional Use Permit, 14 West Road

Peterson reminded the commission that there were questions at the last meeting regarding this application for a second HAM radio tower at 14 West Road, but the applicant was not present so no action was taken. Applicant Dariusz Ulanowski is present at this time.

Kreminski said there is an FCC ruling PRB1 that allows these, over and above most city or county ordinances.

In response to Commission questions, Ulanowski gave the following information:

- There will be a horizontal antenna on the structure, 30 feet wide.
- The tower is motorized, but can be operated manually if power is lost.
- The outbuilding where the tower would be located is 12 feet high and approximately 50 feet from the back property line.
- Height of the existing antenna is 48 feet, with an 18-foot wide horizontal beam.
- He is also part of a network that operates HAM radios for emergency communications following disasters such as tornadoes.

- His system operates on analog frequencies, so there will be no interference with digital systems.
- The new antenna will be further from the street than the existing antenna, and closer to the south property line than the existing antenna. It will be 30-50 feet from the back property line.
- It is possible to place screening such as shrubbery at the base of the new antenna.
- The base is level with the ground, tower is 20 feet high retracted, and 66 feet high extended.
- New tower will be extended to up to 40 feet during the day and up to 66 feet only after 8:00 p.m.
- Existing antenna is in a fixed position and not retractable.
- New tower will retract lower than the existing tower.
- Retracting of the tower will cause no noise and will not be affected by cold weather. It will use gravity to retract.

Kreminski commented that the zoning code does not require a tower to be retracted when not in use, and recommended that requirement be included when changes are made to the code. He also noted that 69 feet is required for the frequencies the applicant is trying to receive.

MOTION: O'Brien moved, seconded by Nelson, to recommend approval of the application for a second HAM radio antenna at 14 West Road with the following conditions:

1. the antenna will be retracted when not in use;
2. the antenna will be retracted to no higher than 20 feet when not in use;
3. maximum height of the antenna will be 69 feet when extended; and
4. there will be no more than two antennas on the property.

Percy expressed concern that giving approval without a condition of restricted times of use would set a precedent for future applications of this kind.

Motion carried 4-1 with Percy opposed.

Peterson reminded the applicant that the City Council will review this application at their next meeting on Tuesday, October 28, at 7 p.m.

b. Public Hearing – Comprehensive Plan

Peterson explained the current draft of the plan includes review and comments from surrounding communities. She said the city's engineer has been asked to review the transportation map for Lexington Avenue and Lake Drive and provide an opinion on future numbers.

Commissioners discussed and gave suggested amendments to the plan.

Chairman Nieno opened the Public Hearing at 7:53 p.m.

There were no comments from the public.

MOTION: Percy moved, seconded by Kreminski, to close the Public Hearing at 7:54 p.m. **Motion carried 5-0.**

MOTION: Kreminski moved to recommend the City Council forward the Comprehensive Plan for 2010-2030, as amended, to the Met Council for review. Seconded by Nieno, **motion carried 5-0.**

c. Public Hearing – Capital Improvements Plan

Peterson stated the updated Capital Improvement Plan is for 2009-2013.

Kreminski asked if the city has funds set aside in case of an emergency. Peterson explained there is a contingency fund available.

Chairman Nieno opened the Public Hearing at 7:58 p.m.

There were no comments from the public.

MOTION: Kreminski moved, seconded by O'Brien, to close the Public Hearing at 7:58 p.m. **Motion carried 5-0.**

Percy asked if the Golden Lake water quality plan is part of the Capital Improvements Plan. Peterson responded it is not because there is not yet a final decision on the water quality plan. She explained the Capital Improvements Plan is an ever-changing document.

Nieno asked if the play equipment for Golden Lake 2009 is replacement or new. Peterson said there will be an additional structure in the park, and replacement of the existing structure in 2013. Nieno said he has had requests from residents that new equipment not be blaze orange.

Kreminski asked if the skid steer for 2010 will come with attachments. Peterson said the equipment will come by itself with attachments in the budget but not part of the Capital Improvements Plan.

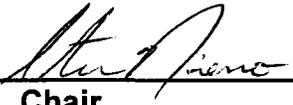
Percy asked where the skate park will be located. Peterson said that is yet unknown, and depending on the legality of dedicated park funds, it may not even be located in Circle Pines, but more of a joint effort with a neighboring city.

Percy asked what type of voting equipment is being purchased. Peterson said the equipment is required to be replaced on a regular basis but she is unsure of the type.

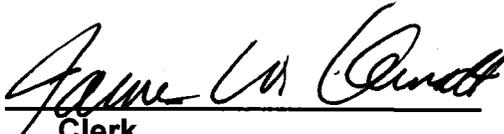
MOTION: Percy moved, seconded by Kreminski, to recommend approval and forward to the City Council for their approval the Capital Improvements Plan.
Motion carried 5-0.

7. ADJOURNMENT

MOTION: O'Brien moved, seconded by Kreminski, to adjourn the meeting at 8:07 p.m. **Motion carried 5-0.**



Chair



Clerk

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, December 9, 2008
7:00 p.m.**

1., 2. CALL TO ORDER / ROLL CALL

Mayor Bartholomay called the meeting to order at 7:00 p.m. Those present included Council Members Greensweig, O'Brien, Kromrey and Kelso. Also present were City Administrator Jim Keinath and City Attorney Fred Burstein.

3. SETTING OF AGENDA

Items 6.b. and 6.i. were removed from the agenda.

4. COMMENTS

a. Taxpayer Comments

There were no Taxpayer Comments.

b. Council Member Comments

Council Member Kelso commented that he and City Administrator Keinath attended a special meeting of the Airport Advisory Committee on Monday, December 8. He said the topic of discussion was rumors of a proposed runway extension. He said that topic has been put on hold and will not happen in the near future. Kelso also noted the Metropolitan Airports Commission is going forward with its comprehensive plan and there will be studies done to assess noise impacts. He said it is a long-range plan in the draft stage. Keinath added that the MAC also said there is no trigger they are aware of that would cause them to study extending the runway beyond 5,000 feet.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Public hearing held 12/2/08 on proposed 2009 budget; no public attendance
- Meeting at school district 12/12/08
- Centennial Community Network meeting 12/17/08
- Utilities meeting 12/17/08
- North Metro Mayors meeting 12/17/08
- Career Day at middle school

5. COMMITTEE REPORTS

a. Police Department

Russ Blanck, Administrative Sergeant, Centennial Lakes Police Department, commented on the problem solving-based approach to community oriented policing. He said CSO Emily Kirchner is conducting research for a local project to help curb identity theft at the business level. He said there has been success with Project Tracking Worksheet (PTW) between Officer Krueger and Rice Creek Trails to meet with DNR officials to help educate the public on rules and expectations for snowmobilers.

Blanck said vandalism matters are being addressed in Cark Eck and Center Parks, and Officer Arneson is working on a multi-crime prevention project. He said a citizen information packet will be created. Blanck said the hiring process for a new officer is at the oral review board stage. He reported on reserve officer activities and said training has begun on the new AED recently received through a grant to the department. He gave a summary of recent police reports.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes: 11/25/08 Regular City Council Meeting
2. Licenses
3. Fire Disbursements
4. 2009 Meeting Dates
5. Liquor License Renewals
6. 2009 Housing Resource Center Contract

MOTION: Kromrey moved, seconded by Kelso, to approve the Consent Agenda as presented. **Motion carried 5-0.**

b. S. J. Louis Pay Request No. 5

This item was removed from the agenda.

c. Comprehensive Plan 2030

Assistant City Administrator for Public Services Chandra Peterson gave an overview of the plan to date. She added the plan reflects recent revisions to the building at 33 Village Parkway.

MOTION: Kelso moved, seconded by Greensweig, to preliminarily approve the Comprehensive Plan 2010-2030, subject to Metropolitan Council review.
Motion carried 5-0.

d. Capital Improvement Plan

City Administrator Keinath summarized the proposed plan for 2009 to 2013. He said in Street Construction, a portion of South Road is now included for 2010 due to its age and condition. In addition, it was determined that a larger truck is needed for sewer lift functions.

Mayor Bartholomay noted that the canoe launch does not show cost sharing. Assistant City Administrator for Public Services Chandra Peterson stated the city will help Rice Creek Watershed District participate, therefore that number is good.

Bartholomay said given that the Metropolitan Council Environmental Services has scheduled the trail along North Lake Drive for 2013, city funding should be moved to that year also. It was determined that the 2012 funding for Lake Drive/Curb Gutter is unrelated to this.

MOTION: Greensweig moved, seconded by Kromrey, to approve the proposed Capital Improvement Plan for 2009-2013 with changes as noted. **Motion carried 5-0.**

e. 2009 Levy Resolution

City Administrator Keinath stated the purpose of this resolution is to set the amount of taxes that will be collected in 2009 for the operation of the city's general fund. He said the hearing was held and the result is a 6 to 6.5% reduction in property tax rates. He said the bonds listed are the police facility, fire station and those for the West Golden Lake Road project.

MOTION: Kelso moved, seconded by Kromrey, to approve **Resolution No. 08-28**, a Resolution Setting the Levy for 2009. **Motion carried 5-0.**

f. 2009 General Fund Budget

Mayor Bartholomay noted that \$150,000 in Local Government Aid is part of this budget, and is currently under review at the state level with the possibility of being trimmed. City Administrator Keinath explained the state will react to its projected deficit, but the figures are yet unknown. He said the general fund budget was put together with anticipation of the possibility of funding changes at the state level.

Council Member Greensweig asked the dollar value of deferrable projects in a worst case scenario. Keinath said it is somewhere between \$80,000 and \$100,000 in projects that could be deferred.

MOTION: Kromrey moved, seconded by Kelso, to approve the proposed 2009 General Fund Budget. **Motion carried 5-0.**

g. 2009 Garbage and Recycling Rates

City Administrator Keinath stated there is a \$.20 increase in collection fee and \$.08 increase in recycling fee from Waste Management and we are passing this along.

MOTION: O'Brien moved, seconded by Greensweig, to approve the 2009 Garbage and Recycling Rates. **Motion carried 5-0.**

h. Engagement Proposal from WSB for 87th Avenue Reconstruction

City Administrator Keinath explained that 87th Avenue has been deteriorating more aggressively over the last four to five years. He said as part of the Capital Improvement planning for streets, it is in the worst shape and scheduled to be done next. He said this is not a project that involves assessments as there are no Circle Pines residents living along it and it is simply a connecting street.

Council Member Greensweig asked if this is one of the projects that could potentially be deferrable. Keinath said it could be deferred, but this is not General Fund dollars, it comes out of the street improvement project funds.

Mayor Bartholomay commented that 87th Avenue is technically in Blaine and the reason Circle Pines maintains that road because the road allowed access to build homes in the Golden Lake Estates area. He suggested a public meeting to notify residents of the planned construction and that there will be no special assessments for that road.

Keinath said curb and gutter will most likely be part of the project and added there is peat in the low area with the possibility of remediation necessary for those soils.

Greensweig suggested going ahead with bids now because of current pricing for construction projects.

MOTION: Kromrey moved to authorize the city administrator to enter into a proposed agreement with WSB and Associates engineers for the 87th Avenue reconstruction. Seconded by Kelso, **motion carried 5-0.**

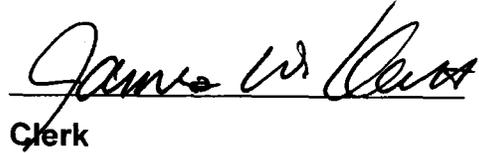
i. 2009 Non-union Salary Resolution

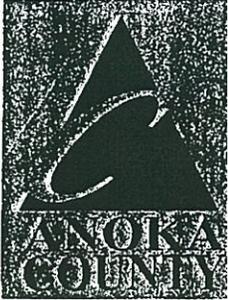
This item was removed from the agenda.

7. ADJOURNMENT

MOTION: Kromrey moved, seconded by Kelso, to adjourn to a work session at 7:41 p.m. to discuss property tax rates and valuation and county grant programs.
Motion carried 5-0.


Mayor


Clerk



July 1, 2008

Chandra Peterson
City of Circle Pines
200 Civic Heights
Circle Pines, MN

COUNTY OF ANOKA

Public Services Division

HIGHWAY DEPARTMENT

1440 BUNKER LAKE BLVD. NW, ANDOVER, MINNESOTA 55304
(763) 862-4200 FAX (763) 862-4201

Re: Comments on

Dear Ms. Peterson:

Thank you for your
Comprehensive Plan
various county de

Parks and Trails

- The county
Creek No. 1
Circle Pines Comprehensive Plan:
- On page 1
develop R
- The Canoe
Addendum
open up the
located be
the south.

As the goals of the plan to connect local trails in Circle Pines with the Rice
Trail corridor.

Water:

- The predominant
Mount Simon
it is the only
County appreciates the goal of the city to support the county's efforts to
Chain of Lakes Park Reserve and the regional trail.
proposal shown on the map "Park and Trail System Plan – 2005
ity for Anoka County Parks. This proposed launch will significantly
ek to water uses such as canoeing and kayaking. It is strategically
ches in the regional park to the north and Long Lake Regional Park to
y would like to be a partner with the city in this development.

Source of water for Circle Pines is groundwater and the deepest aquifer unit,
they, is restricted to use only in the event that the city can demonstrate that
source after exhausting measures to conserve available sources.

- The Minnesota DNR has prepared a report to the state legislature suggesting that a metropolitan regional water utility might be established to utilize multiple sources of water including the integration of city wells.
- The Metropolitan Council has prepared a legislative report addressing water supply in the metropolitan area. This report indicates the metropolitan area has an abundant supply of generally high quality water that is not always located where it is needed. The first recommendation of the Council report is to amend Minnesota Statutes to require community water supply planning, in the metropolitan area, to be linked with comprehensive planning.

The Metropolitan Council report includes a Water Supply Adequacy Analysis for the City of Circle Pines indicating: potential aquifer yield is high to moderate; no major limitations on ground water withdrawal; the municipal demand projection is high; and the groundwater resources are adequate.

- Regardless of the projections of water resources adequacy, we agree with the city's determination to record and maintain water level information for all production wells and source water reservoirs. Cooperation and assistance is available to adequately manage and sustain the "waters of the State of Minnesota" through regulatory and consulting programs of the Minnesota Department of Natural Resources. The DNR addresses local, regional, and multi-state water issues through its staff of hydrologist and hydrogeologists.
- We note that the city has indicated that it should make monthly water level reading of its production wells. If the water levels were utilized in conjunction with the DNR Ground Water Level Monitoring Program, the city could expect that the DNR hydrology staff would be able to provide local and regional ground water sustainability information.
- We recommend that the city consider cooperating with the Minnesota Department of Natural Resources – Ground Water Level Monitoring Program, specifically Jeannette Leete, Hydrogeologist, to monitor water levels in its wells on a monthly or weekly basis. Through the collection and analysis of this ground water information, the city will play an active part in monitoring its water resources and managing its water supply system.
- Chapter four of the Comprehensive Plan indicates that "Water Resources Management Plan" is included in the chapter. We did not find the plan attached to the document. We recommend that the draft local water supply management plan be submitted to be included in the county's review of the Comprehensive Plan.
- The plan states on page 29, "6. The City will work with the Minnesota Department of Health and Anoka County Environmental Health Department to develop an implement a well head protection plan for Anoka County in accordance with the State requirements." This statement implies that a countywide wellhead protection plan is being developed instead of Circle Pines developing and implementing its wellhead protection plan through a collaborative effort of ten

municipal public water supplies and the Anoka County Community Health and Environmental Services Department. We recommend that the statement be modified to indicate that the city will work with the Minnesota Department of Health and Anoka County Community Health and Environmental Services Department to develop and implement its wellhead protection plan for Circle Pines' public water supply system.

Transportation:

- Page 1, 2nd paragraph under Existing Transportation System mentions that there are four "A" minor arterial roadways in the City of Circle Pines. I believe that there are only three – CSAH 17 (Lexington), County Road J and CSAH 23 (Lake Drive).
- Page 2, Traffic Allocations: The city needs to document how it came up with its 2030 traffic volumes [Met Council requirement]
- Page 2, Access Management Guidelines: The City of Circle Pines does not have any state roadways within its border. The plan should acknowledge this, and then indicate that Mn/DOT's guidelines will not be adopted because there are no state roadways within the community.
- Page 2, Access Management Guidelines: The city needs to acknowledge and incorporate the Anoka County Highway Department Guidelines. The plan should discuss how they will be incorporated in any plat review, etc. [Met Council requirement]
- Page 2, Access Management Guidelines: The issues discussed in this paragraph relate more to roadway condition and pedestrian connections rather than driveway or roadway access management. Additional language should be added about access management.
- Page 2, Preservation of Right of Way: Saying that the community is fully developed does not necessarily equate to not having right of way needs. When traffic volumes reach certain thresholds, sometimes the only thing that can be done is to add more lanes. Some of the roadways within Circle Pines will need to be expanded in the future, so some efforts at plat review or official mapping need to be acknowledged as tools to get additional roadway right of way. There are still portions of Lake Drive and Lexington Avenue that are only two lanes, and they are likely needed to go to four lanes in the future.
- The transportation map needs to show the existing and proposed number of lanes on the "A" minor arterial roadways within the city [Met Council requirement]
- The transportation map volumes for 2006 are not accurate in some locations. Please use the Mn/DOT 2006 or 2007 maps for up to date information. Depending upon how 2030 volumes are determined, the errors for the 2006 volumes may impact 2030 numbers.

-
- The transportation plan needs to address capacity issues on “A” minor arterial roadways within the city [Met Council requirement]
 - The transportation plan needs to address safety for roadways, pedestrians and transit. The plan addresses pedestrian issues but does not for roadways or transit. [Met Council requirement]
 - Page 3, Transit: The section talking about dial-a-ride services through the Traveler should note that the Traveler provides paratransit services for the city. [Met Council requirement]
 - Page 3, Transit: The plan should identify what the city’s transit market area is and the types of services provided. [Met Council requirement]

Thank you again for allowing us the opportunity to comment on the City of Circle Pines Comprehensive Plan. If you have any questions on our comments please feel free to contact me at 763-862-4219.

Sincerely,



Jack Corkle, PTP, AICP
Senior Multimodal Transportation Planner

cc: Jon Olson, Public Services Division Manager
Doug Fischer, County Engineer
John VonDeLinde, Director of Parks and Recreation
Bart Biernat, Environmental Health Specialist
David Minke, Deputy County Administrator
Karen Skepper, Community Development Manager
Tim Kirchoff, Supervisor of Transit Operations and Planning
Kate Garwood, Transportation Planning Manager



RICE CREEK WATERSHED DISTRICT

4325 Pheasant Ridge Dr. NE #611 • Blaine, MN 55449-4539
Phone: 763-398-3070 • Fax: 763-398-3088
www.ricecreek.org

September 3, 2008

Chandra Peterson
City of Circle Pines
200 Civic heights Circle
Circle Pines, MN 55014

RE: 2010-2030 Circle Pines Comprehensive Plan

Dear Ms. Peterson,

The Rice Creek Watershed District (RCWD) has reviewed the City of Circle Pine's 2030 Comprehensive Plan, dated April 16, 2008. The RCWD is pleased to see the City's commitment to improving the water quality of Golden Lake. The Comprehensive Plan is consistent with the Circle Pines Comprehensive Stormwater Management Plan, approved by the RCWD in 2000. The RCWD is not reviewing the Stormwater Management Plan included in Chapter 4 as an updated Local Water Plan, pursuant to MN Statute 103B.235. The RCWD offers these comments as relate to the Comprehensive Plan:

1. Chapter 4 should reference the newly updated RCWD Rules, available online at <http://www.ricecreek.org/permits>. These Rules will supersede many of the stormwater related policies described within the Comprehensive Plan.
2. Rice Creek, within and downstream of the City of Circle Pines, is listed on the 103(d) list of impaired waters for biota (fish). This impairment should also be described within Chapter 4.
3. Chapter 4 could include reference to the City's Municipal Separate Storm Sewer System (MS4) program responsibilities.

The RCWD appreciates the opportunity to comment on the City's Comprehensive Plan and looks forward to collaboration in the future. Please contact me with questions at (651) 770-8448 or jolson@eorinc.com.

Sincerely,

Jennifer Olson
Emmons and Olivier Resources, Inc.

c: Doug Thomas, RCWD

BOARD OF
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John J. Waller
Anoka County



May 1, 2008

Chandra Peterson
City of Circle Pines
200 Civic Heights Circle
Circle Pines, MN 55014

re: Circle Pines Draft Comprehensive Plan

Ms. Peterson:

Thank you for the opportunity to review the Circle Pines Draft Comprehensive Plan. We have the following comments.

The Future Land Use map is at the end of Chapter 2. At the northeast corner of Circle Pines, south of Lake Drive, is the Pine Hollow development. The map designates this as a land use with a density of 10+ Housing Units/Acre. Pine Hollow is a typical single family residential development. It has about 55 lots over approximately 17 gross acres, which is 3+ units/acre. Please review this part of the land use map. I do not know how this might affect the density or other calculations in the draft plan.

Related to the same site, please refer to Chapter 5, on page 6, which includes a paragraph on Circle Pines' Baldwin Park. The last sentence refers to Rice Lake Estates Park. There was a cooperative agreement between Circle Pines and Lino Lakes for this park, but Circle Pines removed the park for the Pine Hollow development. Rice Lake Estates Park no longer exists.

Thank you again for the opportunity to comment on the draft plan. Please feel free to contact me with any questions at (651)982-2425 or via e-mail at jeff.smyser@ci.lino-lakes.mn.us.

Sincerely,

Jeff Smyser, AICP
City Planner

cc: Rick DeGardner, Lino Lakes Director of Public Services
Bob Mazanek, Metropolitan Council, 390 Robert St., St. Paul, MN 55101-1805



City of Blaine

10801 Town Square Drive NE
Blaine, MN 55449-8101
www.ci.blaine.mn.us

June 30, 2008

City of Circle Pines
Mr. James Keinath
200 Civic Heights Circle
Circle Pines, MN 55014

SUBJECT: Circle Pines Comprehensive Plan Review

Dear Mr. Keinath:

The City of Blaine staff has reviewed the City of Circle Pine's Comprehensive Plan and offers the following comments:

- Page 2: Access Management Guidelines - The City of Blaine supports the coordination of trail and sidewalk connections with adjacent communities.
- Page 3: 3.3 Transit – The bus routes described have been modified by Metro Transit and this paragraph of information may need revision. Blaine's Aveda Corporation is not shown on the Metro Transit map as a bus stop.
- Pedestrian Facility Plan at the end of Chapter 3: City boundary is shown on the map legend but has not been included on the map.
- Page 33: F. Impacts of Soil Erosion on Water Quality and Water Quantity – The City of Blaine requires proposed developments to meet Watershed District standards for rate control and treatment.
- Water System Map at the end of Chapter 4: No additional water supply information was included in the Comprehensive Plan.

If you have any questions, feel free to contact me at 763-785-6144. Good luck with your planning process.

Sincerely,

Bryan Schafer
Planning and Community Development Director

h:\community development\planning\pc case files\2008\08-00 other agency comp plans\circle pines 062608.doc

Division ~ Department
763-000-0000 ~ 763-000-0000 Fax