This City Council meeting is taking place virtually and at the Woodbury City Hall in the Council Chambers.

Members of the public may attend the meeting in person and may also join the meeting using a PC, Mac, iPad, iPhone, or Android device.

Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates.

1. Call to Order
2. Pledge to Flag
3. Roll Call
4. Special Order of Business - 7:22 p.m.
   4A. Volunteer Recognition Week Proclamation 22-93
   4B. 2021 Community Development Annual Report 22-94
   4C. In Appreciation of the Contributions of County Attorney Pete Orput on his Passing 22-95

   Staff recommends Council adopt RESOLUTION 22-63, a resolution in appreciation of the contributions of County Attorney Pete Orput on his passing.

5. Open Forum - 7:25 p.m.

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting and give the sign-up sheet to any staff person, or may also submit a question or comment virtually via the Q&A chat feature on the right side of the live event screen. Please provide your name and address with your question for the official record. Speakers are limited to two minutes each.
The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

6. Consent Agenda - 7:30 p.m.

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

6A. Approval of Minutes - March 16, 2022

6B. Approval of Minutes - March 23, 2022

6C. Bridlewood Farms Park and Park in Arbor Ridge Development; Construction Contract Award

Staff recommends Council adopt RESOLUTION 22-64, a resolution approving award of contract to Riverland Excavating, LLC, in the amount of $134,262.50 for the construction of Bridlewood Farms Park and Park in Arbor Ridge Development and authorizing the Mayor and City Administrator to sign said contract.

6D. Consent to Woodbury HRA Issuance of Conduit Bonds

Staff recommends Council adopt RESOLUTION 22-65, a resolution approving the issuance of a multifamily housing revenue note by the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota under Minnesota Statutes, Chapter 462C, as amended, to finance the costs of a multifamily housing development to be located in the City.

6E. Adjusting the 2022 Budget to Add a Building Inspector Position

Staff recommends that City Council adopt RESOLUTION 22-66, a resolution adjusting the 2022 budget to add a Building Inspector position.

6F. Air Lake Utility and Street Improvements (Private Construction); Consultant Selection for Construction Administration Services

Staff recommends Council adopt RESOLUTION 22-67, a resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with WSB, for construction administration services for the Air Lake Addition Utility & Street Improvements Project (Private Construction).
6G. 2022 Regional Solicitation and Highway Safety Improvement Program; Federal Funding Application Process; Approval of Grant Application Submittals

Staff recommends Council adopt:

1. Resolution 22-68, a resolution authorizing 2022 Regional Solicitation Grant Application submittal for Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation; and
2. Resolution 22-69, a resolution authorizing 2022 Highway Safety Improvement Program Grant Application submittal for Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue); and
3. Resolution 22-70, a resolution authorizing 2022 Highway Safety Improvement Program Grant Application submittal for the Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation.

6H. Ojibway Park Parking Lot Rehabilitation; Award Contract, Amend Budget

Staff recommends Council adopt:

1. Resolution 22-71, a resolution awarding the construction contract to OMG Midwest Inc., dba Minnesota Paving & Materials for the Ojibway Park Parking Lot Rehabilitation Project and authorizing the Mayor and City Administrator to sign said contract.
2. Resolution 22-72, a resolution amending the Street Reconstruction/Maintenance Fund, Parks and Trails Replacement Fund, Storm Water Utility Fund and Water and Sewer Utility Fund budgets for the Ojibway Park Parking Lot Project.

6I. Highway Safety Improvement Program (HSIP) Grant; Acceptance of Funds

Staff recommends Council adopt RESOLUTION 22-73, a resolution accepting Highway Safety Improvement Program (HSIP) Grand Funds.

6J. Approval of Sale of Marsh Creek Park Play Structure to Kids Around the World

Staff recommends Council adopt RESOLUTION 22-74, a resolution entering a Playground Equipment Removal Agreement with Kids Around the World for removal and disposal of the Marsh Creek Park play structure and authorizing the Mayor and City Administrator to sign said agreement.

6K. Authorizing Acceptance of City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant Amendment #2 Contract #174676 through June 30, 2023, for $975,000 from the Minnesota Pollution Control Agency

Staff recommends Council adopt RESOLUTION 22-75, a resolution Authorizing Acceptance of the City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant Amendment #2 Contract #174676 through June 30, 2023, for $975,000 from the Minnesota Pollution Control Agency.
Woodbury City Council Agenda  
April 13, 2022 | 7:20 PM

6L. 2021 Year End Transfers  
Staff recommends Council adopt RESOLUTION 22-76, a resolution authorizing the transfer of funds between certain funds.

6M. 2021 Final Budget Adjustments  
Staff recommends Council adopt RESOLUTION 22-77, a resolution approving various 2021 budget adjustments.

6N. 2021 Fund Closing and Transfer of Assets and Liabilities  
Staff recommends Council adopt RESOLUTION 22-78, a resolution authorizing the closing of certain funds and the transfer of their assets and liabilities.

6O. Approval of T&Y CAW, LLC dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License  
Staff recommends Council approve the issuance of a new liquor license and tobacco sales license to T&Y CAW, LLC dba Short Stop Wine & Spirits, effective 12:00 a.m., May 2, 2022, located at 2190 Eagle Creek Lane, Suite F and to cancel K&B Liquor, Inc.’s liquor license and tobacco sales license effective May 1, 2022 at 11:59 p.m.

6P. Approval of Tobacco Sales License for Woodbury Tobacco N Vape Plus, Inc. 10150 Hudson Road, #107  
Staff recommends Council approve issuing a Tobacco Sales License to Woodbury Tobacco N Vape Plus, Inc. for their location at 10150 Hudson Road, #107, effective 12:00 a.m. April 16, 2022.

6Q. Approval to Cancel June 8, 2022 City Council Regular (Consent Agenda Only) Meeting  
Staff recommends Council approval to cancel the June 8, 2022 City Council Regular (Consent Agenda Only) meeting.

6R. Creation and Classification of an Environmental Resources Coordinator Position  
Staff recommends Council adopt RESOLUTION 22-79, a resolution creating and classifying an Environmental Resources Coordinator position.
6S. Abstract of Bills

The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the Mayor and City Administrator are hereby approved.

Staff recommends approval of the abstract of bills for March 18, 2022 in the amount of $732,731.75, March 25, 2022 in the amount of $1,007,802.14 and April 1, 2022 in the amount of $750,108.80.

7. Swearing In of New Police Officers - 7:35 p.m.

7A. Meaning of the Badge – Public Safety Director/Police Chief Lee Vague

7B. Oath - Mayor Burt and New Officers Timothy Filiowich, Tristen Forstner, Haley Linder and Thomas Sweeny

8. Public Hearings - 7:40 p.m.

8A. Adoption of Special Assessments for the Lake Road and Pioneer Drive Intersection Improvements Project

1. Open Hearing
2. Close Hearing
3. Staff recommends Council adopt RESOLUTION 22-80, a resolution adopting the special assessments for the Lake Road and Pioneer Drive Intersection Improvements Project.

8B. Lake Road and Pioneer Drive Intersection Improvements Project; Award Contract; Amend Budget; Consultant Selection for Construction Administration Services (Item is not a public hearing. Council action needed after close of the Lake Road and Pioneer Drive Intersection Improvements Project Assessment Hearing.)

Staff recommends Council adopt:

1. RESOLUTION 22-81, a resolution awarding the construction contract to Miller Excavating, Inc., in the amount of $1,790,642.33 for the Lake Road and Pioneer Drive Intersection Improvements Project and authorizing the Mayor and City Administrator to sign said resolution, and
2. RESOLUTION 22-82, a resolution amending the Municipal State Aid Roadway Construction Fund and associated transfers, and
3. RESOLUTION 22-83, a resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with SEH, Inc. for construction administration services for the Lake Road and Pioneer Drive Intersection Improvements Project.
9. Discussion - 8:10 p.m.

9A. Gold Line Station Area Master Plan

Staff recommends Council adopt RESOLUTION 22-84, a resolution approving the Gold Line Station Area Master Plan.

9B. Adoption of the 2022 Economic Development Strategic Plan

Staff recommends Council adopt RESOLUTION 22-85, a resolution adopting the 2022 Economic Development Strategic Plan.

9C. Amendment to CD-COUNCIL-2.9 City Council Compensation; City Code Amendment Chapter 2 Administration, Article II, Section 2.21 – Mayor and City Council Compensation

The Audit and Investment Commission recommends Council:

1. Adopt RESOLUTION 22-86, a resolution approving amendments to Council Directive CD-COUNCIL-2.9 City Council Compensation; and
2. Adopt ORDINANCE 2019, an ordinance of the City of Woodbury, Washington County, Minnesota, providing that the City Code be amended by amending Chapter 2 Administration, Article II City Council Section 2-21 Compensation.

10. Staff Reports - 8:40 p.m.

10A. Transportation Report (2nd meeting of the month – May through October)

10B. City Administrator's Report

11. Adjournment - 8:45 p.m.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator’s office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 714-3568) to make arrangements.
Council Letter 22-93

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Volunteer Recognition Week Proclamation

Summary

The week of April 17 through April 23, 2022 has been declared Volunteer Recognition Week in Minnesota to honor Minnesota’s volunteers who are making a positive impact on the lives of many.

The City of Woodbury will join organizations and communities throughout the state to give special recognition to volunteers. Staff is requesting that the Council approve the attached proclamation declaring April 17 through April 23, 2022 Volunteer Recognition Week in Woodbury. The City will send each volunteer and organization an individual letter from the Mayor.

Recommendation

In recognition of the efforts of Woodbury volunteers, staff is recommending that the City Council proclaim April 17 through April 23, 2022 as Volunteer Recognition Week.

Written By: Roxanne Nowicki, Executive Assistant/Deputy Clerk
Approved Through: Kimberlee K. Blaeser, City Clerk
Attachments: Volunteer Recognition Proclamation
Proclamation of the City of Woodbury,  
Washington County, Minnesota  

Volunteer Recognition Week  
April 17 – April 23, 2022

WHEREAS, volunteerism is an integral part of our great culture and heritage; and

WHEREAS, in Woodbury more than 300 volunteers of all ages annually contribute volunteer service; and

WHEREAS, volunteers make significant contributions to the quality of life in Woodbury and through their efforts help to ensure a brighter future for our city; and

WHEREAS, volunteerism promotes personal, social, and intellectual development of young people and prepares them to become involved and responsible citizens; and

WHEREAS, individuals and groups volunteering in Woodbury are making their neighborhoods better places in which to live by providing support to those in need, solving community problems, improving schools, helping people with disabilities, and preserving the environment; and

WHEREAS, recognition should be given to our dedicated volunteers who have demonstrated their commitment to the betterment of our community throughout the year.

NOW, THEREFORE, I, Anne W. Burt, Mayor of the City of Woodbury, Washington County, Minnesota, do hereby proclaim April 17 – April 23, 2022 to be Volunteer Recognition Week in Woodbury. As we continue to face the challenges and opportunities of our society, I call on all citizens of the City to sustain and increase Woodbury's voluntary spirit now and for the future. Together we can serve Woodbury and serve it well.

Adopted this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

______________
Clinton P. Gridley, City Administrator (SEAL)
City of Woodbury, Minnesota
Office of the City Administrator

Council Letter 22-94

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: 2021 Community Development Annual Report

Summary

The Community Development Department is pleased to present the 2021 Annual Report which highlights the activities of the past year. Looking back on 2021, it was a year marked by robust construction activity in both the residential and commercial sectors which added new residents, tax base and employment opportunities to Woodbury. It was also a year of transition from the planning and policy work that embodied much of the past few years, to one of implementation of those plans and policies. A few specific highlights include:

- With an estimated 2022 population of 78,920, Woodbury is the 8th largest City in Minnesota.
- Woodbury was home to 25,543 jobs as of the second quarter of 2021 representing nearly 29 percent of all jobs in Washington County.
- A record number of building permits (7,386) were issued in 2021, representing a 33 percent increase over the previous year. The permit activity spread across all sectors, both residential and commercial and both new construction and reinvestment, signaling the strength of the Woodbury market.
- 927 new housing units were permitted in 2021 including 374 units of market rate apartments; adding to the City’s diversity of housing stock.
- 7 new commercial buildings began construction in 2021, adding more than 579,000 square feet to the city’s commercial tax base. Of this new development, 96 percent of the square footage was categorized as non-retail uses.
- The Northeast Area saw two new businesses. Kindeva Drug Delivery, opened their doors in the fall of 2021, and Project Belle, a 517,000 square foot warehouse distribution center with Amazon as their tenant, began construction. These two projects form the “bookends” of the Northeast Area and set the stage for future economic development.
- The HRA issued 19 low-interest loans to income-qualified households, including several loans to first generation homebuyers.
- Progress was made on several major implementation steps of the 2040 Comprehensive Plan:
  - 2021 Housing Action Plan
  - South of Dale Master Plan
  - Gold Line Station Area Master Plan
  - The Economic Development Strategic Plan
Recommendation

This presentation is informative by nature and requires no action.

Fiscal Implications

Not applicable.

Policy

Not applicable.

Public Process

The report was reviewed and commented on by both the Planning Commission and the Economic Development Commission at their respective February and March meetings. Comments from both Commissions have been incorporated into this final document.

Background

Janelle Schmitz, Community Development Director will present a summary of the report to the City Council. A printed version of the 2021 Community Development Annual Report will be provided to Council at the meeting.

Written By: Janelle K. Schmitz, Community Development Director
Approved Through: Clinton P. Gridley, City Administrator
Attachment: 2021 Community Development Annual Report
Community Development
2021 Annual Report
The Community Development Department provides for planned development that supports a thriving community and a safe, healthy environment, now and in the future. Our professional and experienced staff is dedicated to achieving the city’s vision of being a leading community where citizens, businesses and government work together to create a welcoming community where people and businesses thrive.

Janelle Schmitz, Community Development Director

Inspections Division
Pam Christiansen
Kimberly Coulter
Brian Crask
Elissa Golden
Chuck Gustner
Andy Hank
Troy Houn
Rick Hughes
Rich Munson
John Nobles
Scott Richardson
Nate Thompson (Temp)
Casey Underdahl
Cathy Wiederich (Temp)

Planning Division
Karl Batalden
Scott Gay
Dan Krumwiede
Gina McCormack
Matt Novak
Eric Searles
Jamie Thoen

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<td>New Commercial Construction, Commercial Reinvestment</td>
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Advisory Commissions

Woodbury is fortunate to have committed residents who volunteer on the Planning Commission and Economic Development Commission, helping to guide the city’s future.

Economic Development Commission

The general purpose of the Economic Development Commission is to study, review and prepare recommendations for the City Council regarding matters of economic development policy. The Commission acts as a coordinating body and resource agency for economic development matters, including the creation of an economic development strategic plan.

<table>
<thead>
<tr>
<th>2021 Economic Development Commissioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Johnson, Chair</td>
</tr>
<tr>
<td>Kimberly Moore, Vice Chair</td>
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<tr>
<td>Kwadwo Adutwum</td>
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<tr>
<td>Emanuel Ekstrom</td>
</tr>
<tr>
<td>David Hoelzel</td>
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<tr>
<td>Pam Morke</td>
</tr>
<tr>
<td>Bill Routt</td>
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<tr>
<td>Michael Zoladkiewicz</td>
</tr>
<tr>
<td>Eric Schurr</td>
</tr>
<tr>
<td>Joseph Ward</td>
</tr>
<tr>
<td>Katie Westfall</td>
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</tbody>
</table>

Planning Commission

The Planning Commission supports the City Council by making recommendations regarding subdivision applications, zoning amendments, rezonings, variances, conditional use permits, interim conditional use permits and site and building plans, consistent with the Comprehensive Plan. The Commission also recommends a Comprehensive Plan for the city.

<table>
<thead>
<tr>
<th>2021 Planning Commissioners</th>
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</thead>
<tbody>
<tr>
<td>Shannon Olsen, Chair</td>
</tr>
<tr>
<td>Jennifer Nowacki, Vice Chair</td>
</tr>
<tr>
<td>Ryan Christenson</td>
</tr>
<tr>
<td>Avin Kallenbach</td>
</tr>
<tr>
<td>Richard Johnson</td>
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<tr>
<td>John Jarrett</td>
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<tr>
<td>Kay Kern</td>
</tr>
<tr>
<td>Francisco Andruet, Student Member</td>
</tr>
<tr>
<td>Jefferson McGough, Student Member</td>
</tr>
</tbody>
</table>
Executive Summary

The Community Development Department is pleased to present the 2021 Annual Report which highlights the activities of the past year. Looking back on 2021, it was a year marked by robust construction activity in both the residential and commercial sectors, which added new residents, tax base and employment opportunities to Woodbury. It was also a year of transition from the planning and policy work that embodied much of the past few years, to one of implementation of those plans and policies.

- With an estimated **2022 population of 78,920**, Woodbury is the 8th largest city in Minnesota.
- Woodbury was home to **25,543 jobs** as of the second quarter of 2021 representing nearly 29 percent of all jobs in Washington County.
- A **record number of building permits (7,386)** were issued in 2021, representing a 33 percent increase over the previous year. The permit activity spread across all sectors, both residential and commercial and both new construction and reinvestment, signaling the strength of the Woodbury market.
- **927 new housing units** were permitted in 2021 including 374 units of market rate apartments; adding to the city’s diversity of housing stock.
- **7 new commercial buildings** began construction in 2021, adding more than **579,000 square feet** to the city’s commercial tax base. Of this new development, 96 percent was categorized as non-retail uses.
- The Northeast Area saw two new businesses. **Kindeva Drug Delivery**, opened their doors in the fall of 2021, and **Project Belle**, a 517,000 square foot warehouse distribution center with Amazon as their tenant, began construction. These two projects form the “bookends” of the Northeast Area and set the stage for future economic development.
- The HRA issued **19 low-interest loans** to income-qualified households, including several loans to first generation homebuyers.
- Progress was made on several major implementation steps of the 2040 Comprehensive Plan in 2021:
  - The **2021 Housing Action Plan** was adopted on April 14, 2021.
  - The **South of Dale Master Plan** was adopted on September 29, 2021.
  - The **Gold Line Station Area Master Plan** is expected to be completed in the first half of 2022.
  - The **Economic Development Strategic Plan** is expected to be completed in the first half of 2022.
Demographics, Data and More

Woodbury is known for its strong demographic profile, with both a growing and diverse population. Data from the 2020 Census shows that Woodbury’s racial demographics have diversified significantly over the past twenty years. Specifically, 95 percent of Woodbury residents self-identified as White alone in 1990, whereas 71 percent of Woodbury residents self-identified as White alone in 2020. Not reflected in the chart below is the fact that 40 percent of Census respondents younger than 18 self-identify as Black, Indigenous, or People of color (BIPOC).

![Racial Identity in Woodbury](chart)

Source: US Census Bureau and City of Woodbury
Employment

Home to 25,543 jobs, Woodbury has more than a quarter of the jobs in Washington County, and continues to be the economic engine of the east metro. The number of jobs in Woodbury has grown substantially, by more than 5,000 jobs, over the past decade. The pie chart below illustrates the makeup of the Woodbury’s business community in 2021. The largest employment sectors continue to be education and health services; trade, transportation and utilities; and leisure and hospitality. Additionally, while the data from the State of Minnesota is only current through mid-2021, additional jobs have been added since.

The growth and diversity of the business community continues to be one of Woodbury’s strengths. As the pandemic restrictions eased, and more businesses were able to reopen or increase capacity, the number of jobs correspondingly increased. Between Q3 2020 and Q2 2021, more than 2,000 jobs were added in Woodbury, an increase of 8.7 percent. The number of business entities in Woodbury also increased, with 1,740 businesses now calling the city their home.
# New Businesses

<table>
<thead>
<tr>
<th>All Cares Inc.</th>
<th>KreativHQ</th>
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<tbody>
<tr>
<td>Aurora Dentistry</td>
<td>Leela &amp; Lavender</td>
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<tr>
<td>Blue Moon Estate Sales</td>
<td>Lululemon</td>
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<tr>
<td>Bob’s Discount Furniture</td>
<td>Lumitas Wealth Strategies</td>
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<tr>
<td>Care Aparent</td>
<td>Mindset Chiropractic</td>
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<tr>
<td>Chick-fil-A</td>
<td>Nautical Bowls</td>
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<tr>
<td>Creations Cabinets</td>
<td>Northwest Eye</td>
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<tr>
<td>CRM Advisors</td>
<td>Nutritional Weight &amp; Wellness</td>
</tr>
<tr>
<td>Crumbl Cookies</td>
<td>Peters Orthodontics Specialists</td>
</tr>
<tr>
<td>Cub Wine and Spirits</td>
<td>PetSuites of America</td>
</tr>
<tr>
<td>Cynful Beauty</td>
<td>Pizza Man</td>
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<tr>
<td>Erskine’s</td>
<td>Power of Change</td>
</tr>
<tr>
<td>Exeter Wealth Management</td>
<td>Prairie Farms</td>
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<tr>
<td>Face Foundrie</td>
<td>Pure Hockey</td>
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<tr>
<td>Fur the Love of Pets</td>
<td>Rayus Radiology</td>
</tr>
<tr>
<td>Genesis Financial &amp; Tax Solutions</td>
<td>Resilient PT and Performance</td>
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<tr>
<td>Goodfella’s Barber Studio</td>
<td>RG Realty Group</td>
</tr>
<tr>
<td>Green Goods</td>
<td>Rio Brazilian Steak House</td>
</tr>
<tr>
<td>Health Junkie</td>
<td>Rock U Music School</td>
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<tr>
<td>Holiday Station-Woodlane</td>
<td>Sky Nails</td>
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<tr>
<td>Hotworx Woodbury</td>
<td>Stantec</td>
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<tr>
<td>HydroVerge</td>
<td>The Beauty Palace</td>
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<tr>
<td>Independent Pet Partners</td>
<td>The Dental Specialists</td>
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<tr>
<td>iRepair Smartphones LLC</td>
<td>The Med Spa</td>
</tr>
<tr>
<td>JP Morgan Chase Bank</td>
<td>The Mix</td>
</tr>
<tr>
<td>Justin Films LLC</td>
<td>Vantage Point Eyes PLLC</td>
</tr>
<tr>
<td>KinderCare</td>
<td>Woodbury Pediatric Eye Clinic</td>
</tr>
</tbody>
</table>

**Source:** City of Woodbury building permit records.

The above list focuses on businesses with more than one employee as opposed to sole proprietors.
Record Permit Activity

As the chart to the right illustrates, Woodbury’s Inspections Division issued a record number of building permits in 2021 with a total of 7,386 permits issued over the course of the year.

This volume of construction activity demonstrates the overall health of the Woodbury economy. More than 90 percent of the building permits issued in 2021 were connected to reinvestments (work done on existing buildings), with 561 permits connected to new residential and commercial projects and the remainder being spread across a wide range of construction types.

Woodbury experienced record conditions for permit and inspections volumes, which is a strong indicator of the overall health of the Woodbury economy.
Residential Growth

New residents are attracted to Woodbury’s well-planned neighborhoods, parks and trails, schools and overall quality of life. The continued growth in new housing starts certainly supports that claim. Woodbury’s housing market remains strong, with permits issued for 927 new housing units.

The number of new single family and attached units has remained relatively steady, averaging 300 new single family units per year over the past ten years. The number of new single family units increased to 502 in 2021, in large part because of the development of the Canvas at Woodbury, which generated 82 units in a single year due to its construction model as a rental community. These units, as well as a significant number of detached townhomes, are considered single family units in the chart below. Construction of both of these types of homes further diversifies Woodbury’s housing stock as addressed in greater detail on the next page.

Woodbury continues to be an attractive market for apartment projects. Over the last ten years, the split between new single family and new attached housing units (townhomes and apartments) has been relatively even, with 51 percent of the units being single family and 49 percent being attached.

The city has long supported a variety of housing types to accommodate people of all ages, income levels and family status. Adding to the diversity of housing stock, Talamore at Woodbury and Edison Apartments commenced construction in 2021. This trend is anticipated to continue in the future as the city implements the 2040 Comprehensive Plan which includes a guiding principle of delivering a diversity of housing options within the community.

New Housing Units by Type

<table>
<thead>
<tr>
<th>Year</th>
<th>Single Family Units</th>
<th>Attached Units</th>
<th>Apartment Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>253</td>
<td>76</td>
<td>375</td>
</tr>
<tr>
<td>2013</td>
<td>346</td>
<td>41</td>
<td>305</td>
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<tr>
<td>2014</td>
<td>266</td>
<td>37</td>
<td>280</td>
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<tr>
<td>2015</td>
<td>221</td>
<td>36</td>
<td>275</td>
</tr>
<tr>
<td>2016</td>
<td>252</td>
<td>77</td>
<td>236</td>
</tr>
<tr>
<td>2017</td>
<td>105</td>
<td>105</td>
<td>305</td>
</tr>
<tr>
<td>2018</td>
<td>284</td>
<td>133</td>
<td>122</td>
</tr>
<tr>
<td>2019</td>
<td>355</td>
<td>160</td>
<td>98</td>
</tr>
<tr>
<td>2020</td>
<td>285</td>
<td>285</td>
<td>218</td>
</tr>
<tr>
<td>2021</td>
<td>374</td>
<td>122</td>
<td>927</td>
</tr>
</tbody>
</table>

5 year average: 767 units
10 year average: 579 units
Diversity in Housing Choice

As identified on the previous page, the city has issued a building permit for at least one new rental housing (apartment) development for nine of the past ten years, and this trend and demand for multi-family residential continues to be strong. As Woodbury’s 2040 Comprehensive Plan notes, “a housing trend has developed that indicates an increase in the number of households who will inhabit higher density housing options as a lifestyle choice”. In addition, the 2040 Plan references a commitment to providing a balance between single family and multifamily homes.

The City of Woodbury has long had a goal of achieving a 50-50 split between single-family and multi-family. Since the year 2000, for example, Woodbury has issued permits for 6,300 new single-family units and 6,237 multi-family housing units, an almost exact 50-50 split.

Housing preferences change with time, and Woodbury’s long-term commitment to housing choice will continue to evolve along with these preferences. Over the past several years, the new multifamily residential options have been delivered to the Woodbury marketplace that represent a diverse array of housing options. One particular new housing option that has emerged is a new kind of rental living experience, the single family rental project.

The single-family rental homes are meant to provide an alternative to traditional homeownership. Renters enjoy the flexibility of a lease, with the lifestyle of a detached single family home, including attached garage and individual backyard, but without the burden of housing maintenance or lawn care. Within the business model, all buildings (exterior) and grounds are owned and maintained by one entity. All homes are designed as traditional single family homes but are leased similar to apartment units. The units contain multiple bedrooms and have access to an amenity package, which includes a pool and clubhouse. Proposed rents range from $2,400 to $4,150 per month. The following single family rental projects were approved in 2020 and 2021 respectively:

- **Canvas at Woodbury** was approved in 2020 and offers 82 single-family rental homes. The development is nearing full construction, and enjoys a healthy occupancy rate.

- **Dundalk Green** (also known as Canvas at Woodbury North) was approved in 2021, and will provide 89 units of rental single family homes in the northeast part of Woodbury, near Brookview Elementary School. Construction is underway, with occupancy expected in 2022.

![Example Elevations of Canvas at Woodbury](image-url)
New Commercial Construction

Woodbury continues to experience strong demand for new commercial construction. In 2021, building permits were issued for **seven new commercial buildings** with a cumulative permit value of approximately $100 million. These seven new commercial buildings added **579,474 square feet** of space to the city’s commercial tax base. The city’s total cumulative square footage of commercial space now surpasses 12 million square feet.

As the chart below shows, more than ninety-six percent of the new commercial space constructed in 2021 is non-retail, consistent with the City’s goal of creating more employment opportunities (places to work) in Woodbury. This is consistent with the trend over the past decade, in which more than 70 percent of the new commercial construction was non-retail. Cumulatively, Woodbury’s commercial space is comprised of 58.5 percent non-retail uses such as office, medical or industrial/other and 41.5 percent retail.
Commercial Reinvestment

The same factors that attract new development also strengthen Woodbury’s existing commercial inventory, promoting continued growth and investment. Commercial property owners continued to reinvest in Woodbury, pulling 119 permits for leasehold/tenant improvements and commercial building additions, as well as electrical, plumbing and mechanical permits with a $5,000 permit value or higher. In 2021, the cumulative permit value of this reinvestment was $44 million, the highest level ever.

The chart above shows a rebound in commercial reinvestment activity in Woodbury in 2021, following a sizable dip in business investment in 2020 due to the COVID pandemic. While several businesses paused or delayed decisions to reinvest or expand in 2020 due to the economic uncertainty, 2021 saw a resurgence of commercial reinvestment activity, due in part to the strength of the Woodbury market, its convenient location, sustained growth, and well maintained commercial stock.

The list below highlights the ten largest reinvestments of 2021, ranked in order of value, with each of these projects having a building permit value of $600,000 or more. The city is appreciative of these ongoing investments in our community, and will recognize these businesses, as well as the new construction projects listed on page 10, at its annual Business Celebration on May 5, 2022.

<table>
<thead>
<tr>
<th>Top 10 Commercial Alterations and Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindeva tenant improvement</td>
</tr>
<tr>
<td>Aris Clinic Expansion</td>
</tr>
<tr>
<td>Woodbury Dental Care</td>
</tr>
<tr>
<td>Caliber Collision</td>
</tr>
<tr>
<td>Golf Galaxy</td>
</tr>
</tbody>
</table>
“Bookends” of the Northeast Area

The Northeast Area saw two major commercial/industrial developments in 2021. These two projects form the “bookends” so to speak of the Northeast Area, and are important first steps toward implementing the economic vision outlined in the 2040 Comprehensive Plan for this area. The development also aligns with the 2018 Economic Development Strategic Plan, which prioritized job growth in the community. Located adjacent to I-94, land uses in the Northeast Area will likely include businesses that benefit from proximity and access to a major freeway distribution corridor, representing a new development pattern for the city, with a focus on light industrial, manufacturing and distribution uses.

On the western side of the Northeast Area, Kindeva Drug Delivery became the first business to located in this prime business park location. Kindeva is a pharmaceutical contract development and manufacturing organization, specializing in complex drug delivery systems such as inhalers, transdermal patches and micro-needle based delivery systems. Kindeva broke ground on their new 137,000 square foot global headquarters in the fall of 2020.

The City worked closely with the State of Minnesota, Department of Employment and Economic Development, to secure roughly $1.3 million in State grants and forgivable loans for the Kindeva project, which employs approximately 200 people at the Woodbury facility.

In August, 2021 the City approved 517,000 square foot warehouse distribution building on 76 acres, called Project Belle, located at the far east end of the Northeast Area. The tenant for this building will be Amazon. The facility will employ between 500 and 1000 people, depending on the time of year, and they are expected to open in the summer of 2022.

It is important to note that there were no public subsidies provided for the Project Belle development. In fact, Project Belle is constructing more than $10 million of privately-funded public infrastructure to serve and enhance their site and the entire Northeast Area.
Implementing the Comprehensive Plan

The 2040 Comprehensive Plan is the most significant document for guiding the development of Woodbury and achieving the community’s vision through its plans, policies and actions. The plan is used by the city in its day to day operations, and its goals and policies are referenced in making key decisions relative to public investments, plans and studies, growth and redevelopment.

The 2040 Comprehensive Plan was adopted in August of 2019 and since that time implementation activities have occurred as highlighted on the next page.

Requests for land use applications and development projects are evaluated based on consistency with the comprehensive plan. The chart below provides details regarding the residential platting activity in 2021, which is consistent with the city’s land use and phasing plan.

<table>
<thead>
<tr>
<th>2021 Final Plat Development Name</th>
<th>Number of Lots Platted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Family</td>
</tr>
<tr>
<td>Arbor Ridge 2nd</td>
<td>93</td>
</tr>
<tr>
<td>Aster Landing</td>
<td>25</td>
</tr>
<tr>
<td>Bridlewood 6th</td>
<td>63</td>
</tr>
<tr>
<td>Dundalk Green</td>
<td>90</td>
</tr>
<tr>
<td>Edison Apartments</td>
<td>207</td>
</tr>
<tr>
<td>Hartung Farm</td>
<td>26</td>
</tr>
<tr>
<td>Meadowood Villas</td>
<td>13</td>
</tr>
<tr>
<td>Nystedt</td>
<td>2</td>
</tr>
<tr>
<td>Oak Hill 2nd</td>
<td>29</td>
</tr>
<tr>
<td>Sham’s Place</td>
<td>3</td>
</tr>
<tr>
<td>Talamore</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>344</strong></td>
</tr>
</tbody>
</table>

A model of carefully managed growth, Woodbury will be known for its vibrant residential neighborhoods, thriving business community, diverse employment opportunities and exceptional municipal services. Woodbury will demonstrate sustainability through preservation of its resources and responsible environmental stewardship.
Implementing the Comprehensive Plan

Work continued on several major implementation steps of the 2040 Comprehensive Plan in 2021.

**Housing Action Plan**
One of the first housing-related implementation steps of the 2040 Comprehensive Plan was the creation of the 2021 Housing Action Plan which provides direction for tactical-level housing operations in the coming decade. The plan includes policy and regulatory sections connected to the HRA loan programs, an HRA fund balance policy, the potential for greater utilization of housing choice vouchers, the potential for land banking, updates to the TIF and Tax Abatement policies, additional rental licensure in the community, TOD-based density bonuses, compliance with the Livable Communities Act, and fair housing. The Housing Action Plan was adopted on April 14, 2021, and several key action steps have already been completed.

**South of Dale Master Plan**
A master plan was developed for the approximately 600 acres guided for residential development south of Dale Road between Radio Drive and Woodbury Drive. The master plan will help guide decisions regarding several infrastructure needs, including transportation (roads, trails, greenways), stormwater management, trunk utility planning, parks and open space. The master plan will facilitate increased continuity between subdivisions and evaluate opportunities to better interconnect parks, roads and stormwater management features. It also included a detailed analysis of site topography, geological conditions and market conditions and establishes the framework for future development patterns and allows for infrastructure and parks planning in advance of private development activity. The South of Dale Master Plan was adopted on September 29, 2021. Since adoption, the first subdivision, Copper Hills, was approved by the City Council in December, 2021.

**Economic Development Strategic Plan**
The city has been committed to economic growth since its first comprehensive planning efforts in the late 1970s. The 2040 Comprehensive Plan includes guiding principles that support the city’s continued efforts to attract, retain, and expand a diversified business sector which will provide a variety of jobs and strengthen the community's tax base. The 2022 Economic Development Strategic Plan will include updated goals, strategies and tactics to achieve the city’s economic vision. The plan is expected to be adopted in the first quarter of 2022.

**Gold Line Station Area Master Plan**
Three stations are planned for Woodbury as part of the METRO Gold Line BRT: the Tamarack Station, Woodbury Theatre Station and the I-494 Park and Ride Station. The city is undertaking a master plan to study and secure the appropriate combination of land uses for each station area based on each area’s unique development opportunities, market conditions and ridership potential. Master planning at the station areas will promote cohesive architectural identity using building materials, landscaping and other architectural or streetscape features to create a unique sense of place. The master plan is expected to be adopted in the second quarter of 2022.
Robust Housing Market

Residential land uses constitute the largest land area of property in Woodbury, and are also a significant portion of the city’s tax base. In addition, residential land uses provide housing for the laborshed that serves Woodbury businesses. As such, the health of the city’s housing economy is critical to the overall economic development of the community.

According to December 2021 data from the Minneapolis Area Association of Realtors, the median sales price of Woodbury residential properties (single family and townhomes) continues to increase, up to $409,950. This amount is roughly 16 percent higher than the pre-pandemic amount of $352,000 as measured in December 2019. Additional data shows that the median price per square foot also continues to increase. Across the 1,663 closed sales in Woodbury during 2021, homes sold for $177 per square foot. The Woodbury housing market continues to be a seller’s market with a very tight 0.7 month’s supply of inventory of existing homes for sale.

Sales data from realtors provides a helpful snapshot into current conditions of the Woodbury housing market. Another way of evaluating the health of the residential market in Woodbury is to examine the data from the Washington County Assessor. Early in each year, a property value is assessed by the County for the purposes of distributing property taxes in the following year. As the charts below show, the median value of residential parcels in Woodbury has been steadily and consistently growing over the past decade. While these increases in value bolster the community’s tax base, they can make it challenging for low- or moderate-income households to get into the market. Information about Woodbury’s first-time homeownership loan program may be seen on page 16.

<table>
<thead>
<tr>
<th>2021 median value of residential parcel in Woodbury for taxes payable in 2022</th>
<th>2.9% Increase in median assessed residential value from 2020 to 2021</th>
<th>60% Increase in median assessed residential value from 2012 to 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>$351,100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: 2021 Washington County Assessment Report
Housing Loan Programs

One of the guiding principles within the city’s Comprehensive Plan is to encourage the development of a diversity of housing to accommodate people of all ages, income levels and family status. The housing loan programs offered through the Woodbury Housing and Redevelopment Authority (HRA) are one way in which the city works to achieve this goal. Originally launched in 2009, the HRA loan programs, include both the Woodbury First-Time Homeownership Program and the Neighborhood Reinvestment Fund.

The chart above reflects the number of HRA loan issuances since 2012. Through the end of 2021, the HRA has issued 277 loans in an aggregate amount of roughly $6,650,000. These HRA loan programs have served roughly 1 out of every 100 households in the community.

The First-Time Homeownership Program is structured as a deferred note in an amount of $25,000. The HRA’s program helps buyers save several hundred dollars per month on their housing payment by reducing or eliminating the need for private mortgage insurance (PMI) and deferring principal payments into the future. New in 2021, the program also included a zero-percent interest rate for first-generation homebuyers providing a powerful housing affordability tool to households who have not otherwise benefitted from the intergenerational transfer of wealth that homeownership can provide.

The Neighborhood Reinvestment Fund is an example of the increasing collaboration between the city’s code enforcement and housing staff. The loan program was designed to ensure that Woodbury ages with grace in the coming years as well as offering the ability to provide a resource to residents working through code enforcement.

The Woodbury housing market continues to be a seller’s market with less than one month’s supply of inventory of existing homes for sale, which has impacted the availability of affordably-priced homes for first-time buyers. In effort to address the housing supply issue, the 2021 Housing Action Plan identifies strategies to enhance the city’s marketing efforts in regard to the HRA loan programs.
Commitment to Community Standards

Ensuring that community standards are met is a critical part of maintaining Woodbury’s high quality of life for its residents and businesses. While managing active code enforcement cases is a critical component of code enforcement, other work priorities include enforcement of the city’s sign ordinance and private swimming pool fencing requirements, new construction escrow administration, and permitting of temporary outdoor events within nonresidential areas.

Code enforcement staff works collaboratively with residents and businesses to achieve compliance and to provide education about why the various rules and standards exist so as to increase understanding of how these standards contribute to the high quality of life in Woodbury. To that end, the city has produced the “Know your Code” video series, which describes the most common code violations and the reasons behind these community standards.

In 2021, due to extenuating circumstances brought on by the pandemic, the approach to code enforcement has required more flexibility and individualized customer service based on property circumstances. While this flexibility often led to delays in compliance, those who were responsible for correcting the code issues were appreciative of the additional time. This flexibility also reduced the number of cases that were sent to court.

As the table above shows, there has been a downward shift in the number of code enforcement cases in the past couple of years. In 2019, the number of code enforcement cases was at its highest level, with just over 900 cases. Approximately 230 of those case were opened due to a pilot program, which looked for similar violations within a certain radius of the initial complaint. There was a significant decrease in cases in 2020, especially in the first half of the year during the early months of the pandemic. In 2021, the number of code enforcement cases more closely resembled the ten-year average of 687 cases per year.
Growth and the Tax Base

Carefully managed and planned growth is a fundamental part of the history and future of Woodbury. From its early days as a city, Woodbury officials anticipated full development of the community and implemented long-term planning strategies that have allowed the city to prudently manage growth over time. The level, type and location of residential and commercial growth that Woodbury is experiencing is consistent with the city’s 2040 Comprehensive Plan.

Residential and commercial growth are interdependent in Woodbury. Residential growth provides both a laborshed for the employers in the city as well as additional clients and patrons. Commercial growth provides residents with a continued vibrant array of consumer choices as well as potential places of employment. This symbiotic relationship between residential and commercial growth also illustrates that Woodbury is a stable and growing community, rather than a contracting one, which has contributed to the city’s ability to achieve and maintain its AAA bond rating since 2009. This independent rating allows the city to issue bonds with the lowest possible interest rate, thereby reducing the impact of long-term debt on the annual tax levy.

Corporate investments like that of Kindeva, Project Belle or the redevelopment activities at I-494 and Valley Creek Road, serve as a proof of concept that growth is seen as a positive factor for the community. Coming out of the pandemic, Woodbury’s strong economic base, both residential and commercial, positioned the city for a faster recovery and for continued investment and reinvestment.

Recent investments in commercial and residential development continue to contribute to the increase in Woodbury’s taxable market value. Woodbury’s commitment to planned and orderly growth has played a significant factor in the steady growth of the city’s tax base. Since 2013, Woodbury’s taxable market value has increased from approximately $6 billion to $13.5 billion as seen in the chart below using data from Washington County’s 2022 Assessment Report. Considering that the full taxable value of a development project isn’t fully realized until a couple years after construction, the full extent of the positive impact of the development from 2020 and 2021 is still forthcoming.

Source: 2022 Washington County Assessment Report
Council Letter 22-95

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: In Appreciation of the Contributions of County Attorney Pete Orput on his Passing

Summary

Pete Orput, who has served as the Washington County Attorney since his election in 2010, passed away on Sunday, April 3, 2022.

Recommendation

Staff recommends Council adopt the attached resolution in appreciation of the contributions of County Attorney Pete Orput on his passing.

Fiscal Implications

Not applicable

Policy

Not applicable

Public Process

This is the first public process for this item.

Background

A champion for the people of Washington County and the State of Minnesota, Pete Orput had chosen not to seek re-election. He passed away surrounded by his family on Sunday, April 3, leaving behind his wife Tami, six children and six grandchildren.

Written By: Susan Trapp, Public Safety Technician
Approved Through: Lee Vague, Public Safety Director/Police Chief
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury, 
Washington County, Minnesota

In Appreciation of the Contributions of County Attorney Pete Orput on his Passing

WHEREAS, Pete Orput served as the Washington County Attorney since his election in 2010 and passed away on Sunday, April 3, 2022; and

WHEREAS, Pete was brilliant attorney with a straightforward style who served his country as a United States Marine and his state with the Minnesota Department of Corrections, the Minnesota Attorney General’s Office and the Minnesota Sentencing Guidelines Commission; and

WHEREAS, he was a passionate champion for justice, a fierce advocate for victims and a compassionate force for giving people a second chance; and

WHEREAS, he dedicated himself to the pursuit of justice, having created the East Metro Human Trafficking Task Force and strengthening protections for victims as part of the Safe Harbor Program; and

WHEREAS, he fought for strong sentences against heroin dealers and was a partner in the successful lawsuit against opioid manufacturers; and

WHEREAS, he established diversion programs for those suffering from mental illness and addiction, established the Veterans Court in Washington County and, as a lifelong teacher, mentored at-risk students and supported programs to keep them in school; and

WHEREAS, Pete Orput was a dedicated public safety partner who served his constituents with intelligence, compassion and courage and whose influence made Woodbury a better place to live, work and thrive.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, the approval of The City’s appreciation of the contributions of county attorney Pete Orput on his passing.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: 

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 16th day of March 2022.

Call to Order

Mayor Anne Burt called the meeting to order at 7:00 p.m.

Mayor Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leaving a voicemail message.

Pledge of the Flag

Audience, staff, and Council pledged allegiance to the flag of the United States of America.

Roll Call

Upon roll call the following were present: Mayor Anne Burt, Councilmembers: Kim Wilson, Andrea Date, and Jennifer Santini. Councilmember Steve Morris attended the meeting virtually. Absent: None

Others Present: Kimberlee K. Blaeser, City Clerk; Clinton Gridley, City Administrator; Karl Batalden, Housing and Economic Development Manager; and Assistant Community Development Director/City Planner Eric Searles.

Special Order of Business

A. Arbor Day Proclamation

Mayor Burt read in full a Proclamation declaring May 2021 and April 2022 as Arbor Month in the City of Woodbury.

Open Forum

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects, which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting. Give the sign-up sheet to any staff person. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

Consent Agenda

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

Item A Approval of Council Minutes – February 23, 2022
Resolution of the City of Woodbury, Washington County, Minnesota updating Council Directive CD-COMDEV-3.12: Section 3 Policy and authorizing the Mayor and City Administrator to enter into the regional Service Agreement for HUD Section 3 Program Services upon the approval of the City Attorney.

To adopt the following resolution

Resolution 22-44

Item C

To adopt a motion approving the Commerce Hill Retail II Site and Building Plan, Project No. 03-2021-00478, and Final Plat, Project No. 03-2021-00479, with the approval subject to the conditions as outlined in Council Letter 22-64.

Site and Building Plan Conditions:
1. All conditions of the original Planned Unit Development shall remain in full force and effect.
2. Prior to the issuance of a building permit, a Final Plat shall be recorded.
3. This approval does not include signs. A separate sign permit is required for all proposed signage.
4. Prior to the issuance of a building permit, a landscape financial security shall be submitted in accordance with the Zoning Ordinance.
5. All areas of the site, where practical, shall be sodded/seeded and maintained.
6. All HVAC and other ground mounted mechanical equipment shall be hidden from view with materials that match the materials and colors used on the building.
7. A rooftop parapet shall be required to screen any rooftop mechanical equipment.
8. Any future trash enclosures shall utilize wooden gates and shall be constructed on three (3) sides using the same materials and patterns used on the building. The location shall be approved by the Planning Division.
9. All freestanding light fixtures shall not exceed 25 feet in height measured from grade to the top of the fixture. The fixtures shall be shoebox style, sodium vapor, downward directed with flush lenses. Other than wash and decorative entry lighting, attached lighting shall be shoebox style, sodium vapor, downward directed with a flush lens. LED lighting fixtures may be used if the entire Commerce Hill development changes to LED.
10. A materials board shall be submitted to the City for review.
11. Prior to the application of building materials, the Applicant shall construct sample material mock-ups on-site. The mock-ups shall be approved by the Planning staff.
12. Prior to the issuance of a building permit, the Developer shall provide a snow removal and storage plan detailing how snowfalls will be accommodated on site.
13. The Applicant shall be financially responsible for 100 percent of all storm sewer, sanitary sewer and water main area and connection charges applicable to the property.
14. Heavy duty silt fence and adequate erosion control around the entire construction site shall be required and maintained by the Developer during construction to ensure that sediment and storm water does not leave the project site.
15. All disturbed boulevards shall be restored with sod.
16. All sanitary sewer, watermain and storm sewer facilities installed to accommodate the site are private and shall be the developer’s responsibility for the design, installation, maintenance, repair, replacements, operation, protection, etc. All utility inspections shall be coordinated with the City’s Building Inspections Division.
17. The Developer shall be responsible for obtaining a land disturbance permit from the City’s Engineering Division prior to the commencement of any site activities as well as any necessary right-of-way permits.
18. The Developer shall be responsible for obtaining any other permits necessary from other agencies, Minnesota Pollution Control Agency (MPCA), South Washington Watershed District (SWWD), etc. prior to the start of any site activities.
19. The Developer shall be responsible for protecting the proposed on-site storm sewer infrastructure and components and any existing storm sewer from exposure to any and all stormwater runoff, sediments and debris during all construction activities. Temporary stormwater facilities shall be installed to protect the quality aspect of the proposed and existing stormwater facilities prior to and during construction activities. Maintenance of any and all temporary stormwater facilities shall be the responsibility of the Developer.
20. A Stormwater Pollution Preventive Plan (SWPPP) shall be included on the Grading and Erosion Control Plan along with Best Management Practices (BMPs) such as concrete washout areas, temporary sediment basins, stabilization methods for exposed areas, etc. These BMPs shall be clearly identified on the plan. The plan shall include permittee and inspector contact information.
21. Prior to the issuance of a building permit final drainage, utility, and stormwater plans shall be approved by the Engineering Department.
22. Prior to issuance of a building permit, all retaining wall and fencing material shall be approved by the Planning staff in writing.
23. Final landscaping plans shall be approved by staff prior to the issuance of a building permit.
24. Bike racks shall be provided onsite. The location and number shall be approved by Planning Staff.
25. Prior to the issuance of a building permit, the applicant shall work with the City Engineer to determine mitigation opportunities to address safety concerns of vehicles backing into the existing drive lane and opportunities to minimize pedestrian conflicts. If issues arise in the future, reasonable mitigation efforts shall be implemented by the owner.

Final Plat Conditions
1. The PUD, Conditional Use Permit, Preliminary Plat and Site and Building Plan conditions remain in full effect.
2. Prior to the release of the Final Plat, all permanent easements and rights-of-way necessary for existing and proposed street and utility improvements shall be granted to the City at no cost.
3. The Applicant shall be financially responsible for 100 percent of all storm sewer, sanitary sewer and water main area and connection charges applicable to the property.

4. Plat approval and release shall be conditional on adherence to all requirements of the city attorney, including, but not necessarily limited to, any express requirements contained in the city attorney’s plat opinion.

Item D  
To adopt the following resolution  
Resolution 22-45  
Resolution of the City of Woodbury, Washington County, Minnesota authorizing the addition of Dancing Waters Parkway from Valley Creek Road to Settlers Ridge Parkway to the Municipal State Aid Street System.

Item E  
To adopt the following resolution  
Resolution 22-46  
Resolution of the City of Woodbury, Washington County, Minnesota authorizing application to the Metropolitan Council Water Efficiency Grant Program.

Item F  
To adopt the following resolution  
Resolution 22-47  
Resolution of the City of Woodbury, Washington County, Minnesota rescinding Resolution 21-01 and accepting grant funds in the amount of $300,000 from the Minnesota Department of Natural Resources’ Conservation Partners Legacy Grant Program to the City of Woodbury and approving the appropriate budget adjustment.

Item G  
To adopt the following resolution  
Resolution 22-48  
Resolution of the City of Woodbury, Washington County, Minnesota approving the Residential Irrigation Controller Program Cooperative Agreement between South Washington Watershed District and the City of Woodbury and Approving the Associated Budget Amendment.

Item H  
1. To adopt the following ordinance  
Ordinance 2016  


Item I  
To adopt the following resolution  
Resolution 22-49  
Resolution of the City of Woodbury, Washington County, Minnesota authorizing execution of the Cooperative Agreement with Great River Greening for Vegetation Management and Restoration at Woodbury City Hall and Marsh Creek.

Item J  
To adopt the following resolution  
Resolution 22-50  
Resolution of the City of Woodbury, Washington County, Minnesota awarding a three-year Lease Agreement for farming of the agriculture fields at Andy’s Bark Park to Paul Burandt for a total amount of $13,143.00 and authorizing the Mayor and City Administrator to sign said lease agreement.

Item K  
To adopt the following resolution  
Resolution 22-51  
Resolution of the City of Woodbury, Washington County, Minnesota Certifying Delinquent Utility Bill/Curb Stop Repair for 1209 Clearwater Drive to the Washington County Auditor.

Item L  
To adopt the following resolution  
Resolution 22-52  
Resolution of the City of Woodbury, Washington County, Minnesota approving various carryovers to the 2022 budget.
**City Council Meeting Minutes**  
**Wednesday, March 16, 2022**

**Item M**  
To adopt the following resolution  
**Resolution 22-53**  

Resolution of the City of Woodbury, Washington County, Minnesota approving the Joint Powers Agreement between the City of Woodbury and the East Metro Sex Trafficking Task Force.

**Item N**  
To adopt the following resolution  
**Resolution 22-54**  

Resolution of the City of Woodbury, Washington County, Minnesota approving a Memorandum of Understanding between the Immigration and Customs Enforcement (ICE) SAC St Paul and Woodbury Police Department.

**Item O**  
To adopt a motion approving renewal of the tobacco sales license for Giza, Inc. dba Moon Soon Tobacco, located at 6671 Valley Creek Road, Suite 200, for the period of April 1, 2022 through March 31, 2023.

**Item P**  
To adopt the following ordinance  
**Ordinance 2017**  

Ordinance of the City of Woodbury, Washington County, Minnesota providing that the City Code be amended by amending Chapter 2 Administration, Article III City Administrator and Article V Personnel.

**Item Q**  
To adopt the following resolution  
**Resolution 22-55**  

Resolution of the City of Woodbury, Washington County, Minnesota changing the title of the Assistant Police Chief – Assistant Public Safety Director position to Police Chief – Assistant Public Safety Director and changing the title of the Police Services Commander position to Police Commander in the City of Woodbury Classification Plan effective March 16, 2022.

**Item R**  
To adopt a motion to renew the liquor licenses of the businesses on the attached list for the period of April 1, 2022 through March 31, 2023.

<table>
<thead>
<tr>
<th>Licensee Name</th>
<th>Trade Name</th>
<th>Address</th>
<th>License Type</th>
<th>Patio</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodbury Alamo LLC</td>
<td>Alamo Drafthouse Cinema</td>
<td>9060 Hudson Road</td>
<td>On Sale Intoxicating Including Sunday Sales</td>
<td>Yes</td>
<td>$10,200.00</td>
</tr>
<tr>
<td>Rio Woodbury LLC</td>
<td>Rio Brazilian Steak House</td>
<td>7325 Currell Boulevard</td>
<td>On Sale Intoxicating Including Sunday Sales</td>
<td>No</td>
<td>$10,200.00</td>
</tr>
<tr>
<td>Sushi Tango Management Co, Inc.</td>
<td>Sushi Tango</td>
<td>8362 Tamarack Village #124</td>
<td>On Sale Intoxicating Including Sunday Sales</td>
<td>No</td>
<td>$30,600.00</td>
</tr>
</tbody>
</table>

**Item S**  
Abstract of Bills

To adopt a motion approving the abstract of bills including payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the mayor and City Administrator is hereby approved. Staff recommends approval of the abstract of bills for February 18, 2022 in the amount of $1,145,771.17 and March 4, 2022 in the amount of $1,030,148.39.

Councilmember Date moved, seconded by Councilmember Santini, to approve the Consent Agenda items.
Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Public Hearings

A. T&Y CAW, LLC dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License

Mayor Burt declared the public hearing open and recognized City Clerk Kimberlee Blaeser to give the background.

City Clerk Kim Blaeser reviewed a request for a new license for Short Stop Wine & Spirits by new owners and applicants T&Y CAW LLC. A public hearing is not required but City Staff are requesting consideration of the tobacco sales license in conjunction with the off-sale liquor license. City Staff recommends approval of a liquor license for T&Y CAW LLC, DBA Short Stop Wine & Spirits, 2190 Eagle Creek Lane #F, effective April 1, 2022 – March 31, 2023.

Mayor Burt moved, seconded by Councilmember Date, to close the public hearing.

Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Councilmember Date moved, seconded by Councilmember Santini, to approve issuance of an Off Sale Intoxicating Liquor License and Tobacco Sales License to T&Y CAW, LLC dba Short Stop Wine & Spirits for their location at 2190 Eagle Creek Lane #F, effective April 1, 2022 through March 31, 2023.

Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

B. 2022 Draft Annual Action Plan

Mayor Burt declared the public hearing open and recognized Housing and Economic Development Manager Karl Batalden to give the background.

Mr. Batalden reviewed the City’s 2022 Annual Action Plan, required of US Housing & Urban Development Department (HUD) funding recipients. He reviewed program objectives and costs for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). A public hearing is required followed by a public comment period and subsequent adoption and submission to HUD by May 15, 2022. City Staff recommends adoption of a motion to open the 30-day public comment period commencing March 17, 2022 and closing on April 15, 2022.

Mayor Burt moved, seconded by Councilmember Wilson, to close the public hearing.

Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye
Mayor Burt opened opportunity for discussion and questions from the Council.

Councilmember Wilson asked whether Central Park is located within an area that could qualify as an LMA project. Mr. Batalden confirmed this. He added; however, that Central Park is a large park and is a regional draw. As such, it would not be considered a neighborhood-scale project and as such its remodel would not be eligible for CDBG funding.

Councilmember Santini moved, seconded by Councilmember Date, to adopt a motion opening a 30-day public comment period regarding the draft 2022 Annual Action Plan opening on March 17, 2022 and closing on April 15, 2022.

**Voting via voice:**

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

C. Watermark CityPlace; Comprehensive Plan Amendment; Rezoning; Amended Planned Unit Development; Conditional Use Permit; Preliminary Plat and Site and Building Plan; Project No. 04-2021-00468

Mayor Burt declared the public hearing open and recognized City Planner Eric Searles to give the background.

City Planner Eric Searles reviewed an application for a new 91-unit residential rental townhomes subdivision in the CityPlace development, to be called WaterMark CityPlace. The property is currently zoned Gateway District and guided “Places to Work” in the Land Use Plan. He reviewed the history of the CityPlace development, which was approved by the City Council in August 2014, to include land uses, site design, landscaping, civil engineering and building architecture, as well as pedestrian system and transportation improvements.

Mr. Searles stated the applicant is requesting to change current zoning designation from Places to Work to High-Density residential land use. City Staff have reviewed findings of facts and determined that time and conditions have warranted this change. City Staff have actively monitored development in CityPlace and identified highest and best uses and recommend the change to High Density zoning.

Mr. Searles stated the most significant issue with this property is restrictive covenants that have been placed on existing tenants, secured prior to executive leases to ensure exclusivity. He added these restrictive covenants have impacted development patterns in Woodbury for decades. He noted City Staff does not identify that traditional office use will not be viable in the future, but future office use for this property is unlikely.

Mr. Searles stated City Staff reviewed the level of pedestrian activity generated by existing office and hotel land uses, which unfortunately do not generate a consistent flow of pedestrian use. He added residential housing is the best way to activate existing pedestrian infrastructure and improvements that have been made at CityPlace. He noted the applicant is proposing to enhance the pedestrian network by paving the adjacent nature trail to the east, which will be a significant public benefit for new and existing residential areas.

Mr. Searles stated a traffic study was completed and no additional transportation permits are required for this development. New and existing trails and sidewalks within the development were reviewed as part of the traffic study. The applicant is proposing 4 parking spaces for each unit and guest parking for 24 vehicles, which exceeds the Ordinance requirement of 18 spaces.

Planning Commissioner Avin Kallenbach reviewed additional conditions by added by the Planning Commission at their recent meeting: development of a detailed wayfinding plan including lighting, due to emergency access as well as guests; no outdoor storage will be allowed other than maintenance storage; no parking and potential signage on Spring Hill Drive, which is yet to be determined by the City; and additional pedestrian access between units. The Planning Commission recommends City Council approval of the application with some modifications as noted.

Mayor Burt moved, seconded by Councilmember Wilson, to close the public hearing.

**Voting via voice:**

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Mayor Burt opened opportunity for discussion and questions from the Council.
Councilmember Wilson stated she attended the Planning Commission at which this request was discussed. She added there will be sidewalks but no parking in front of the townhomes, so visitors will be required to walk around the units to get to the front door. Mr. Searles confirmed this, adding this is a common design for townhomes in Woodbury and other cities, and reflects a New Urbanism style of design, with the focal point on the front elevation.

Councilmember Wilson stated not all units have sidewalk access from the garage to front of the units. Mr. Searles stated the Planning Commission requested the addition of sidewalks between units for better access, which has been included in the draft Conditions for Approval.

Councilmember Date stated the front elevations are nice looking but the parking in the rear is a problem and she dislikes it. She asked whether doors could be placed in front of the townhomes, onto the main street.

Mr. Searles stated the design approach is to put the outward elevation toward public spaces and pedestrian access. He added the Planning Commission discussed street parking on Spring Hill Drive and requested that the City Engineer monitor the situation so signage could be installed if there is an issue. He noted parking will on Spring Hill Drive will act as a traffic calming measure.

Councilmember Santini asked whether crosswalks on Spring Hill Drive were discussed. Mr. Searles stated mid-block crosswalks are discouraged, and there are crosswalks in safer locations. He added the association will maintain all the streets in CityPlace.

Councilmember Morris stated the main entrance to Aspire Apartments is located on the south side of Spring Hill Drive near the median. He added the road may not have high traffic counts, but the design is not conducive for pedestrian access. He noted he does not like how it is laid out and he does not believe Spring Hill Drive is a solution.

Councilmember Date stated she is more comfortable with the layout after reviewing the site map and understanding that the streets on the inside are private drives. She added she would support a different type of parking on Spring Hill Drive, but it does not seem feasible.

Councilmember Santini asked whether there are concerns about overflow parking. Mr. Searles stated there is a landscaping edge in the northwest location. He added he does not believe overflow parking will be an issue.

Mayor Burt asked whether parking will be prohibited on CityPlace Boulevard. Mr. Searles confirmed this.

Jake Ross, Development Manager for Thompson Thrift Residential, stated his company is excited about the prospect of developing in Woodbury. He added they have built this type of product in markets throughout the country, and direct entry is a big success. He noted 4 parking spaces are generally sufficient for 3 or 4-bedroom units.

Councilmember Wilson asked whether a park or play area is proposed for families. Mr. Ross stated the type of profile they usually see are couples or seniors with no children or older children. He confirmed there will be green space in the center area. He added there are many other amenities and parks in the area for families to explore.

Councilmember Wilson requested rent costs. Mr. Ross stated the 3-bedroom units will be $3,550/month, and the 4-bedroom units will be $3,775/month.

Councilmember Santini asked whether mid-path access points on the nature trail have been considered. Mr. Searles stated there is a significant grade difference along the trail area, which limits the ability to connect to the trail without a stairwell, which is challenging from both a maintenance and accessibility standpoint. He added, however, the grade makes it a unique nature walk.

Councilmember Santini asked whether there will be sidewalk access to Woodbury Lakes from the trail’s end. Mr. Searles confirmed this.

Mayor Burt asked whether a switchback could be considered. Mr. Searles stated a switchback was considered but it was about the same distance as walking to the area because of the grade.

Councilmember Morris stated there are no neighborhood parks in this area that are not a private amenity. Mr. Searles agreed, adding the closest park is Evergreen Park. He added there will be open green space in the development.

Councilmember Morris stated the City Council has set goals for access to parks and amenities within ½ mile of all residential areas. He added this project does not conform with that goal. Mr. Searles agreed, although creation of a play area is not warranted due to development patterns in this location. He added the developer has communicated that the amenity is the surrounding commercial development which will attract their residents to the space.

Mayor Burt stated the proximity of a park or play area was not discussed when Aspire Apartments were being developed. She added there are outdoor amenities, trails and a green space in this development.
Councilmember Morris stated it is a stark deviation from previous developments.

Mr. Searles stated the Comprehensive Plan identifies passive and active recreation within ½ mile distance of residential locations.

Councilmember Date stated she is comfortable with the plans because the townhomes will be market rate, and other kinds of families will be drawn to the area amenities. She added a trail is an acceptable natural area.

Councilmember Wilson stated she likes the diversity of housing in Woodbury but she does not support a high-density townhome rental development where there were supposed to be medical buildings. She added this issue should have been questioned when the PUD was approved. She noted she might like this project in another area.

Mayor Burt stated she likes the unique architecture and urban feel of the project as well as the natural space. She added the area has changed, and having mixed uses works in this location. She asked whether the development will be at least 1,000 feet from the freeway. Mr. Searles confirmed this.

Councilmember Morris stated an Ordinance would be required to change exclusivity agreements. Mr. Searles agreed, adding it is a common tool used by developers in leases of major complexes.

Councilmember Morris stated there have been significant changes to the market over the past 18-24 months that justify this development and the change of use. He added he believes this is the best use for this parcel. He noted he would have supported a high-rise, multi-level residential development at this location.

Councilmember Wilson stated change of use should have been addressed during the Comprehensive Plan process, but the City Council has been unwilling to do so in the past. She added time, effort and energy went into drafting the Comprehensive Plan, and the City Council has wanted to adhere to it.

Councilmember Santini stated the proximity of Aspire Apartments is helpful to tie this development to the neighborhood and create a sense of community.

City Administrator Clint Gridley stated this 100-acre remarkable site was an open piece of land by the freeway before 1995 when it was developed into a corporate campus by State Farm in 1998. The City made many accommodations for that project, and then in 2005, they decided the building was no longer useful or successful. The result was a multi-use concept for the property, as a place to live, work and shop, with urban spaces and multi-family developments. This unique development, which does not exist elsewhere in Woodbury, has been an amazing evolutionary process and the City has been rewarded along the way as the markets have changed.

Councilmember Date asked whether an apartment building was discussed for this site. Mr. Searles stated there are challenges with the grade, density and shape of the property, and townhomes differentiate the development from Aspire Apartments.

Councilmember Morris asked whether the development would have a reuse irrigation system. Mr. Searles confirmed this.

Councilmember Santini moved whether the development would have a reuse irrigation system. Mr. Searles confirmed this.

Councilmember Santini moved, seconded by Councilmember Date, to approve the Comprehensive Plan Amendment from Places to Work to High Density Residential.

Voting via voice:

- Kim Wilson – nay
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Councilmember Santini moved, seconded by Councilmember Date,

To adopt the following ordinance

**Ordinance 2018**

*Ordinance of the City of Woodbury, Washington County, Minnesota, rezoning certain property from Gateway District to R-4 Urban Residential District.*

Voting via voice:

- Kim Wilson – nay
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye
Councilmember Santini moved, seconded by Councilmember Date,

To adopt the following resolution

Resolution 22-56

Resolution of the City of Woodbury, Washington County, Minnesota approving a Conditional Use Permit (CUP) and adopting Findings of Fact.

Voting via voice:

Kim Wilson – nay
Andrea Date – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Councilmember Santini moved, seconded by Councilmember Date, to adopt a motion approving the Watermark CityPlace Amended Planned Unit Development, Preliminary Plat, and Site and Building Plan, Project No. 04-2021-00468, all subject to the conditions as outlined in Council Letter 22-82.

1. The Applicant shall obtain Metropolitan Council approval for the Comprehensive Plan Amendment prior to the issuance of a land disturbance permit.
2. The APUD and CUP approval shall expire one year from the date of City Council approval unless a building permit has been requested or a time extension has been granted.
3. All conditions of the existing CityPlace PUD shall remain in full force and effect.
4. Prior to the issuance of a building permit, additional stone elements shall be added to the units and within the landscaping design.
5. The applicant shall wholly construct and fund the identified nature trail improvement. The design and specifications shall be reviewed and approved, in writing, by the City Engineer.
6. A final landscaping plan for the southeast corner shall be reviewed and approved by staff. Additional landscaping and place-making elements shall be added.
7. Within six (6) months of the Certificate of Occupancy, if directed by the Planning staff, the Applicant shall provide and install a maximum of 12 additional six (6) foot evergreen trees. These plantings shall be utilized to screen site lighting, close screening gaps, parking areas, and the like.
8. All fencing and retaining wall materials shall be complementary to the building materials and shall be approved in writing by the Planning Department prior to issuance of a building permit. Retaining walls greater than four (4) feet in height shall be engineered and detailed calculations shall be submitted to the City.
9. Prior to the release of the Final Plat for recording, the Applicant shall enter into a Development Agreement.
10. All streets identified within the site plan are private streets. All maintenance, snow and ice removal, and street reconstruction shall be wholly conducted and funded by the property owner.
11. Prior to the issuance of a building permit, the Applicant shall submit a materials board. All proposed materials shall be approved by the Planning staff.
12. Prior to the application of the building material, the Applicant shall construct sample material mock-ups on site for all of the buildings.
13. Prior to the issuance of a building permit, a snow removal plan shall be reviewed and approved, in writing, by staff.
14. Prior to the issuance of a building permit, a landscape financial security shall be submitted.
15. The property owners shall complete snow removal, maintenance and replacement of all proposed sidewalks and trails adjacent to the site.
16. A maximum of 91 residential units shall be permitted.
17. All building and site lighting shall be of a consistent style and color throughout the Planned Unit Development. All light poles, including base, shall be a maximum of 25 feet in height and shall be shoebox style, downward directed, with high-pressure sodium lamps or LED and flush lenses. Other than wash or architectural lighting, attached security lighting shall be shoebox style, downward directed with flush lenses. In addition, any lighting under canopies (building entries) shall be recessed and use a flush lens.
18. All areas of the site, where practical, shall be sodded or seeded and maintained. The property owner shall mow and maintain all site boulevards to the curb line of the public/private streets.
19. All HVAC and other roof- or ground-mounted equipment shall be hidden from view with materials that match materials and colors used on the building.
20. Any trash enclosures shall utilize wooden gates and be constructed on three sides using the same materials and patterns used on the building.
21. Except within the permitted accessory structure, no exterior storage shall be permitted.
22. The Preliminary Plat approval shall expire six months from the date of the City Council approval unless a Final Plat has been requested or a time extension granted.
23. The Final Plat shall be approved by the City Council and released for recording prior to the issuance of a building permit.
24. Prior to the issuance of a land disturbance permit, a final stormwater management plan shall be reviewed and approved by the City.
25. Prior to the issuance of a land disturbance permit, the Applicant shall submit an operation and maintenance plan for the long-term care of all on-site storm sewer and reuse, sanitary sewer, water main and roadway systems components to the City for review and approval. The Applicant will be responsible to carry out these operation and maintenance activities and to submit the appropriate documentation to the City as specified.
26. The Applicant shall be financially responsible for all applicable water, sanitary sewer and storm sewer area and connection charges. Rates applied shall be those in effect at the time of Final Plat approval and shall be memorialized in the Development Agreement.
27. The Applicant shall be responsible for protecting the proposed on-site storm sewer infiltration basins and components and adjacent storm sewer facilities from exposure to stormwater runoff, sediment and debris during construction activities. Temporary stormwater facilities may be necessary to protect the aforementioned improvements during all construction activities. Construction and maintenance of any temporary stormwater facilities shall be the responsibility of the Applicant.

28. The Developer will also be responsible for obtaining any other permits necessary from other applicable agencies, such as, MPCA, South Washington Watershed District, Washington County, etc. prior to commencing any site activities.

29. The Applicant shall be responsible for compliance with the City’s Land Disturbance and Erosion and Sediment Control Ordinance and must obtain a land disturbance permit along with any necessary right-of-way permits from the City’s Engineering Division prior to the commencement of any site activities or site disturbance. The Applicant will also be responsible for obtaining any other permits necessary from other applicable agencies such as the Minnesota Pollution Control Agency NPDES Permit for construction activities.

30. Final grading, drainage and erosion control phasing plans must be submitted for review and approval prior to issuance of a land disturbance permit. All site activities shall adhere to the City’s Land Disturbance and Erosion and Sediment Control Ordinance, other City ordinances, NPDES permit requirements, MPCA requirements, and South Washington Watershed District requirements prior to commencing any site activities.

31. Emergency overflows (EOF) shall be shown for all catch basins, ponds, basins, rain gardens, swales, etc. proposed with the project. All emergency overflows shall be a minimum of 1.5 feet lower than the lowest ground elevation of adjacent buildings.

32. All public utility improvements and connections to the public systems shall be designed by the City in accordance with all City standard specifications, standard detail plates and standard plans. Easements necessary to accommodate public utility improvements will be determined by the final design and shall be shown on the Final Plat. Responsibility for construction of public utility improvements will be determined at the time of Final Plat approval.

33. The Applicant shall be financially responsible for any cost incurred for removal and/or relocation of existing small utilities, utility poles, undergrounding existing overhead electric utilities and other associated private utilities adjacent to and within the development and/or related to the public improvements needed to service the development.

34. Street lights shall be required to be installed and maintained by the property owner at all intersections.

35. The location of landscaping irrigation lines shall be shown on the utility plan for irrigation of medians or at locations where irrigation lines cross public streets.

36. Prior to the issuance of a land disturbance permit, the Applicant shall submit a wayfinding plan which identifies access for pedestrians and emergency personnel. Said plan shall include lighting along internal sidewalks consistent with the design of the lights found along City Place Boulevard.

37. If parking along Spring Hill Drive is identified to be an issue by the City Engineer, the applicant shall install no parking signage along Spring Hill Drive.

38. Prior to the issuance of a land disturbance permit, the applicant shall include additional sidewalks between buildings connecting to Spring Place Boulevard.

39. Prior to the issuance of a land disturbance or building permit, the irrigation system shall be reviewed and approved and shall be designed to meet the following design requirements:
   - Location and amount of irrigated area shall be approved by staff. Any irrigated area shall be mowed and maintained by the property owner.
   - System shall be designed by a certified irrigation contractor.
   - The system, including pumps, controllers, connections and irrigation line placement shall be submitted for review and approval by City staff.
   - Private irrigation wells as a back-up irrigation source are not permitted.
   - Irrigation heads shall be placed a minimum six (6") inches from back of curb, trail, sidewalk, or other hard surface to avoid damage.
   - Irrigation mainlines shall be placed outside of the City right-of-way to avoid damage.
   - EPA WaterSense approved smart controllers shall be utilized and approved by City staff.
   - Drip irrigation, high efficiency rotating nozzles, pressure regulated spray and rotors, and other efficiency component shall be used as appropriate.
   - System shall have a meter that reads in gallons and be accessible to City staff for annual reporting required by the Minnesota Department of Natural Resources (MN DNR)
   - System shall include a connection to municipal water as a back-up irrigation source. This connection shall include an air gap or other backflow prevention practice.
   - Stormwater ponds sourcing the water shall be pumped/maintained no lower than the design elevation in the approved plan unless written approval is given by Engineering staff.
   - The controllers shall be maintained as WaterSense certified and verified as working during each growing season.
   - Pressure regulated heads shall be utilized.
   - System shall have an irrigation audit completed by a certified landscape irrigation auditor and submitted to the City once every five years. Audit results, including auditor, date, time, issues identified and recommended improvements shall be submitted to the City by Dec. 31 of the audit-year.

Voting via voice:

Kim Wilson – nay
Andrea Date – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye
Discussion

A. 2022 Redistricting; Establishing Precinct Boundaries and Polling Places

City Clerk Kim Blaeser reviewed proposed precinct redistricting to establish new Woodbury precincts by March 29, 2022. She reviewed the 2022 Redistricting Map with proposed 2022 Woodbury Precincts. She added, wherever possible, old precinct boundaries were maintained. Legislative action is required to correct precinct border issues, and the City will be required to establish a new precinct map.

Ms. Blaeser stated, when redistricting is completed by all government units and new polling places established, every voter will receive notice indicating their precinct and polling location. She added this notice will be completed by Washington County, who will do the mailing and pay all costs. City will advertise all precinct boundaries and polling locations on its website.

Ms. Blaeser thanked the City’s GIS team for their hard work and efforts.

Mayor Burt thanked Ms. Blaeser and City Staff for their hard work on the redistricting process.

Washington County Commissioner Jennifer Wagenius stated she is joined by Commissioner Wayne Johnson. Commissioner Wagenius stated Ms. Blaeser and City Staff have worked diligently and in cooperation with the County on this issue. She reviewed the County’s process for determining Commissioner boundaries. She noted there will be at least 2 Commissioners representing the City of Woodbury, and the County will continue with 5 Commissioners.

Councilmember Santini asked whether the notice sent to residents will differentiate which polling place residents should use for different elections. Ms. Blaeser stated City Staff works with County staff to send out information on County elections, which is also posted on the City website.

Commissioner Wagenius stated the County is required to send a postcard to all County residents with precinct and polling location information. She added posts will be made available for the City to share on social media, with links for a polling location locator.

Councilmember Santini moved, seconded by Councilmember Date,

To adopt the following resolution

Resolution 22-57

Resolution of the City of Woodbury, Washington County, Minnesota establishing precinct boundaries and polling places.

Voting via voice:
Kim Wilson – aye
Andrea Date – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Staff Reports

A. Transportation Report (2nd meeting of the month, May-October)

No items scheduled

B. City Administrator's Report

Clint Gridley reviewed the City Administrator’s Report:
• The Health East Sports Center will be renamed M Health Fairview Sports Center.
• The Golf Shop opened today, March 16.
• The Community Engagement Process implementation will ensure a planned approach to community engagement for every significant City project.
• Since January 1, 2022, the City has received additional health advisories for PFAS based on water production well samplings complete by the Minnesota Department of Health. Both wells were immediately taken out of service. The City has received health advisories on 9 of 19 wells to date, and 4 wells are being treated at the City's temporary plant which will be expanded. The City is working with the State of Minnesota on a permanent water treatment plant, and City water continues to meet all State and federal drinking water guidelines.
Upcoming meetings:
- March 21, 2022 – Planning Commission meeting
- March 23, 2022 – City Council Workshop
- March 29, 2022 – Economic Development Commission meeting at 7:30 a.m. in Ash North and South Conference Rooms
- March 30, 2022 – Special Joint Meeting of Cottage Grove/Woodbury City Councils
- April 5, 2022 – Parks & Natural Resources Meeting at 7:00 p.m. in Ash North and South Conference Rooms
- April 13, 2022 – Housing & Redevelopment Authority meeting at 7:00 p.m. prior to City Council Regular Meeting

Councilmember Wilson asked whether the temporary water treatment plant will continue to be used after the permanent plant is built. Mr. Gridley stated the building will be available for alternative uses, and some of the equipment will be repurposed.

Adjournment

Mayor Burt moved, seconded by Councilmember Wilson, to adjourn the meeting at 8:51 p.m.

Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Respectfully submitted,

Kimberlee K. Blaeser, City Clerk

Approved by the Woodbury City Council on April 13, 2022.
Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 23rd day of March 2022.

Call to Order

Mayor Anne Burt called the meeting to order at 6:30 p.m.

Mayor Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leaving a voicemail message.

Pledge of the Flag

Audience, staff, and Council pledged allegiance to the flag of the United States of America.

Roll Call

Upon roll call the following were present: Mayor Anne Burt, Councilmembers: Kim Wilson, Steve Morris, Jennifer Santini and Andrea Date.

Others Present: Angela Gorall, Assistant City Administrator and Clinton Gridley, City Administrator.

Special Order of Business

No Items Scheduled

Open Forum

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects, which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting. Give the sign-up sheet to any staff person. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

Jay Tophoven, 7687 Afton Court, Resident spoke in concern of the culvert between Bielenberg and Tower Drive, culvert faces his property (on south side of Valley Creek Road). Noted considerable trash and garbage he collects in the area that is more visible now with the snow gone. Has previously disposed of items himself, however now it is a considerable amount and his homeowners association can charge him for a higher amount than allowed. He had called the City previously and asked about any volunteer program, which he was told there was none. Council further discussed with the resident the location and details and thanked him for his efforts to keep the City clean. Public Works Director Hurliman was present and noted that he can be contacted following the meeting and trash collected can be picked up by the Public Works Department for disposal. Council also noted some other options from volunteer groups that may be applicable for the issue.

Consent Agenda

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

Councilmember Wilson requested to pull Consent Agenda Item 5A.
Item A  Municipal Support for Washington County’s 2022 Regional Solicitation Application for Parking Structure at METRO Gold Line’s I-494 Park and Ride Station. This item was removed from the consent agenda and moved to the discussion portion of the meeting.

Item B  To adopt the following resolution

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the extension of the SoWashCo CARES CDBG-CV Written Agreement to August 31, 2022

Item C  To adopt the following resolution

Resolution of the City of Woodbury, Washington County, Minnesota authorizing applications to the South Washington Watershed District’s Coordinated Capital Improvement Program Grant Solicitation

Item D  To adopt a motion canceling the April 20, 2022 City Council Workshop Meeting.

Item E  To adopt the following resolution

Resolution of the City of Woodbury, Washington County, Minnesota supporting Housing and Local Decision making authority

Item F  To adopt the following resolution

Resolution of the City of Woodbury, Washington County, Minnesota, canceling the Off Sale Intoxicating Liquor License and Tobacco Sales Licensed issued to T&Y CAW, LLC dba Short Stop Wine & Spirits, effective immediately and renewing the Off Sale Intoxicating Liquor License and Tobacco Sales License to K&B Liquor, Inc. dba Short Stop Wine & Spirits, effective April 1, 2022

Item G  The abstract of bills includes the payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the Mayor and City Administrator is hereby approved. Staff recommends approval of the abstract of bills for March 11, 2022 in the amount of $1,115,113.22.

Councilmember Date moved, seconded by Councilmember Morris, to approve Consent Agenda Items B through G, excluding Item A.

Voting via voice:

- Kim Wilson – aye
- Andrea Date – aye
- Steve Morris – aye
- Jennifer Santini – aye
- Anne Burt – aye

Public Hearings – No items scheduled

Discussion

Item moved from the Consent Agenda:

Item 5A  Municipal Support for Washington County’s 2022 Regional Solicitation Application for Parking Structure at METRO Gold Line’s I-494 Park and Ride Station

Councilmember Wilson noted the item in question and will be voting differently. Mr. Gridley noted that this item is in support of the County in this effort, it is not a City effort and it is in the City’s interest financially and in support of the relationship the City has with the County. Councilmember Wilson noted that she is not in support of the Gold Line project and has many concerns with the project including, but not limited to, cost, location and prioritization over other projects and noted the burden being placed on residents. She further noted we are not doing a service to the residents of Woodbury, but also noted support of bus service in the City via current means. Councilmember Wilson noted additional concerns with the bus system in comparison to the proposed project.
Councilmember Date moved, seconded by Councilmember Morris,

To adopt the following resolution

Resolution 22-62

Resolution of the City of Woodbury, Washington County, Minnesota authorizing municipal support for Washington County’s 2022 Solicitation of Federal funds through the Metropolitan Council's Regional Solicitation Program for a parking structure at the MERo gold Line I-494 Park and Ride Station

Voting via voice:

Kim Wilson – nay
Andrea Date – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt

City Administrator’s Report

Mr. Gridley reviewed upcoming meetings:

Preliminary Public Hearings Scheduled for April 13, 2022:

1. Amira Woodbury, Comprehensive Plan Amendment, Rezoning, Planned Unit Development, Conditional Use Permit, Preliminary Plat, Project No. 07-2021-00477
2. Adoption of Special Assessments for the Lake Road and Pioneer Drive Intersection Improvements Project

Other Meetings:

1. Economic Development Commission, March 29, 7:30 a.m., Ash North and South Conference Rooms
2. Special Joint Meeting with Cottage Grove, March 30, 6:30 p.m., HERO Center, Cottage Grove
3. Parks and Natural Resources Commission, April 5, 7 p.m., Ash North and South Conference Rooms
   Housing and Redevelopment Authority Meeting, April 13, 7 p.m., Council Chambers

Adjourn to Council Workshop Meeting

Mayor Burt moved, seconded by Councilmember Date, to adjourn the City Council meeting at 6:46 p.m. to the Council Workshop meeting.

Voting via voice:

Kim Wilson – aye
Andrea Date – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Respectfully submitted,

Kimberlee K. Blaeser, City Clerk

Approved by the Woodbury City Council on April 13, 2022
Council Letter 22-96

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Bridlewood Farms Park and Park in Arbor Ridge Development; Construction Contract Award

Summary

The design and community engagement for parks in the Phase II development area has been ongoing since 2017. This effort has included considering the broader system makeup to create a comprehensive approach to the entire City park system.

The designs for Bridlewood Farms Park and the park in Arbor Ridge Development (official park name pending) were built on the feedback received in 2021 and 2022. Project plans were updated to include the input received.

Additionally, the project concepts were discussed at the January 18, 2022, Parks and Natural Resources Commission (PNRC) meeting. Subsequent to PNRC input, staff determined an approach to address the comments received and final designs were approved on February 8, 2022.

Project bids were solicited publicly for three weeks with bids received on March 24, 2022. Nine (9) bids were received, opened and tabulated according to law for construction of the parks in Bridlewood Farms and Arbor Ridge developments. Riverland Excavating, LLC submitted the low bid of $134,262.50.

Recommendation

Staff recommends Council adopt the attached resolution approving award of contract to Riverland Excavating, LLC, in the amount of $134,262.50 for the construction of Bridlewood Farms Park and Park in Arbor Ridge Development and authorizing the Mayor and City Administrator to sign said contract.

Fiscal Implications

Sufficient funds are available in the Park Dedication Fund to support the project and have been appropriated through the 2022 budget adoption process and approval of budget carryovers from 2021 to 2022.
Policy

This project aligns with the City’s 2021 Strategic Goal – Ensure Our Parks and Trails Meet the Needs of a Growing and Changing Community.

Public Process

Key Milestone Project Dates

March 2018 Bridlewood Farms Park concept plan development
August 2021 Project(s) update to PNRC
September 2021 Park in Arbor Ridge development concept plan, Bridlewood Farms Park concept refined and initial public engagement
October 2021 Site(s) visits by PNRC members
January 2022 Project(s) open house and PNRC concept review
February 2022 PNRC approval of concept(s)

Background

The City of Woodbury continues experiencing sustained residential development south of Bailey Road in the Phase II development area. As the City continues to grow, it is critical that the City provide a thoughtful and comprehensive approach to providing new parks, trails and other amenities.

In addition to the nearby Oehlke Park (Copper Ridge), parks in Fair Haven and Summerlin, will provide opportunities for gathering spaces including play features creating nodes in the neighborhoods. Parks will be constructed in Arbor Ridge, Bridlewood Farms, Briarcroft and Highcroft developments during the summer of 2022, creating active spaces creating a wide array of park options for residents. These new park spaces, combined with the M Health Fairview Sports Center and connection with the in-place trail system, will provide recreational opportunities within walking or biking distance for current developments south of Bailey Road.

Written By: Josh Kinney, Parks Planner
Approved Through: Michelle Okada, Parks and Recreation Director
Attachments: Resolution
Resolution 22-
Resolution of the City of Woodbury, Washington County, Minnesota

Approving Award of Contract to Riverland Excavating, LLC, in the Amount of $134,262.50 for the Construction of Bridlewood Farms Park and Park in Arbor Ridge Development and Authorizing the Mayor and City Administrator to Sign Said Contract

WHEREAS, on March 24, 2022, pursuant to an advertisement for bids for the Bridlewood Farms Park and park in Arbor Ridge development project, sealed bids were received, opened and tabulated according to law, for the Bridlewood and Arbor Ridge construction project; and

WHEREAS, the apparent low responsive and responsible bid was received from Riverland Excavating, LLC, 30692 Highway 58 Boulevard, Red Wing, Minnesota 55066; and

WHEREAS, the Riverland Excavating, LLC total project price is $134,262.50; and

WHEREAS, staff recommends the Council approve the contract with Riverland Excavating, LLC, for the Bridlewood Farms Park and Park in Arbor Ridge development construction project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. That the bid of Riverland Excavating, LLC, total price for the Bridlewood Farms Park and park in Arbor Ridge Development construction project is the lowest responsive bid.
2. That a contract to perform said work is awarded to Riverland Excavating, LLC and that the Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder, according to the plans and specifications approved by City Council and on file.
3. The City Clerk is authorized and directed to return the deposit made for said bids, except the deposit of the successful bidder which shall be retained until a contract has been signed.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: ________________________________  Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-97

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clint P. Gridley, City Administrator

Subject: Consent to Woodbury HRA Issuance of Conduit Bonds

Summary

Woodbury Leased Housing Associates III, LLLP (the “Borrower”), a related entity of Dominium, Inc., has requested that the HRA issue $982,000 in tax-exempt bond financing (the “Conduit Bonds”) to provide additional financing to acquire, construct, and equip an approximately 235-unit rental apartment and townhome community known as Orville Commons to be located southwest of Hargis Parkway and Radio Drive (the “Project”) per City of Woodbury Project Number 29-2019-00361, which was approved by the City Council on November 9, 2019.

The HRA has previously issued conduit debt to finance Orville Commons but with the climbing cost of materials and labor, the ability to add an additional $982,000 of tax-exempt debt to the project will reduce the amount of the Project’s taxable debt, thereby helping the Borrower defray the costs of the project.

Private activity bonds issued to finance projects such as Orville Commons are conduit in nature, and while the HRA will issue the Conduit Bonds, neither the HRA nor the City are responsible or liable for the debt service payments. The proposed Conduit Bonds shall be a special, limited obligation of the HRA payable solely from revenues of the Project and other revenues pledged by the Borrower, in the manner provided in the attached resolution. The proposed Conduit Bonds do not constitute a general or moral obligation of the HRA or the City, or a pledge of the faith and credit or any taxing power of the HRA, the City, the State of Minnesota, or any political subdivision thereof.

Recommendation

Staff recommends Council adopt the attached resolution approving the issuance of a multifamily housing revenue note by the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota under Minnesota Statutes, Chapter 462C, as amended, to finance the costs of a multifamily housing development to be located in the City.

Fiscal Implications

In addition to the project adding needed units of affordable housing to the community, it will significantly increase the tax base, and the HRA will receive a tax-exempt bond issuance fee in the amount of 0.125 percent of the issuance principal amount per the City’s fee ordinance as identified in Section 2-3(b)(4)(ab)(4) of the City Code.
This item does not impact the City of Woodbury’s annual $10 million cap on the issuance of bank qualified tax-exempt bonds. Additionally, specific to this issuance, the legal and issuance costs are bundled into the cost of the bond issuance and in any event do not impact the HRA Fund or any of the other funds of the City.

Policy

Under the terms of Section 147(f) of the Internal Revenue Code of 1986 (the “Code”), the Woodbury City Council must approve the issuance of tax-exempt bonds, such as those proposed to be issued by the Housing and Redevelopment Authority in and for the City of Woodbury (the “HRA”). Specifically, a tax-exempt bond issuance must be approved by the applicable elected representative of the governmental unit which issues the bonds or on behalf of which such bonds are issued. As such, the City must approve the proposed HRA issuance of the bonds given that the Board of Commissioners of the HRA (consisting of the Mayor and City Councilmembers of the City of Woodbury) are appointed to their positions as Commissioners, rather than elected.

At the state level, the issuance of housing revenue bonds is governed by Minnesota Statutes, Section 462C, as amended and Minnesota Statutes, Section 474A, as amended.

Section 5 of the City’s Housing Action Plan notes that it is increasingly difficult for affordable housing projects in Minnesota to secure the funding from federal, state, and regional funders without some type of local match. The proposed issuance of the Conduit Bonds, when paired with federal low income housing tax credit and federal HOME dollars enable the Project to move forward without the use of tax increment financing (TIF).

Public Process

1. July 17, 2019: HRA authorization to apply to MMB for an allocation of bonding authority and preliminary authorization of the issuance of up to $66,350,000 of private activity bonds to finance the costs of the Project;
2. November 6, 2019: HRA authorization to issue $6,008,618 of private activity bonds to provide short-term financing for a portion of the Project;
3. November 6, 2019: City Council approval of the Project;
4. October 27, 2021: HRA and City Council actions authorizing issuance $38,038,999 of private activity bonds needed to provide permanent financing for the Project.

For additional information regarding the processes connected to the bonds, please review the Woodbury HRA agenda packet for its April 13, 2022 meeting including item 4A. This information can be accessed via https://woodburymn.gov/government/agenda_and_minutes/hra_meeting_agendas.php.

Background

A municipal issuance of conduit bonds is a common financing mechanism that allows a project to use tax-exempt bonds as its funding mechanism. By using the municipality’s ability to issue conduit bonds, organizations can sell tax exempt bonds rather than taxable bonds. This saves projects millions of dollars in debt service payments over the life of the bonds because tax exempt bonds are typically sold at a lower interest rate than taxable bonds.

The proposed Project will be principally financed by a combination of private activity bonds in the shape of conduit bonds issued by the HRA as well as corporate equity from the federal low income housing tax credit program. To issue these Bonds, the HRA must secure a highly
competitive allocation of bonding authority from Minnesota Management and Budget (“MMB”). The HRA was able to secure an allocation of bonding authority from MMB in an amount of $6,008,618 in 2019 which were issued as a short-term obligation (sometimes known as a parked bond). Subsequently, the HRA received additional allocations of bonding authority from MMB in 2021 so that approximately $38 million in bonds needed for the project were available for permanent financing, which closed in December, 2021. Following the State’s annual housing bond lottery in January 2022, bond counsel informed City staff that $982,000 of bonds were available for the project and the HRA requested these dollars from MMB to help lower the cost of the Borrower’s debt service on the Project.

In addition to the proposed resolution consenting to the HRA issuance of the Bonds that is attached to this letter, a full and complete set of documents related to the bond transaction is available for public review in the City Clerk’s office between the hours of 8:00 a.m. and 4:30 p.m. at Woodbury City Hall.

The City, HRA and EDA have a long history of issuing conduit bonds to help facilitate housing and economic development projects in the community. Some examples include, but are not limited to:

<table>
<thead>
<tr>
<th>Issuance Year</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Orville Commons</td>
<td>$38,039,999</td>
</tr>
<tr>
<td>2021</td>
<td>Woodbury Leadership Academy</td>
<td>$21,995,000</td>
</tr>
<tr>
<td>2020</td>
<td>Math and Science Academy Refunding</td>
<td>$8,575,000</td>
</tr>
<tr>
<td>2019</td>
<td>Goodwill</td>
<td>$6,280,000</td>
</tr>
<tr>
<td>2019</td>
<td>St. Ambrose Private School Refunding</td>
<td>$6,650,000</td>
</tr>
<tr>
<td>2019</td>
<td>Woodbury Family Apartments Project</td>
<td>$6,008,618</td>
</tr>
<tr>
<td>2017</td>
<td>Legends of Woodbury</td>
<td>$27,219,678</td>
</tr>
<tr>
<td>2017</td>
<td>Stonecrest of Woodbury Refinancing</td>
<td>$18,180,000</td>
</tr>
<tr>
<td>2016</td>
<td>St. Therese Redwoods</td>
<td>$16,687,500</td>
</tr>
</tbody>
</table>

Written By: Karl Batalden, Housing and Economic Development Manager
Approved Through: Janelle K. Schmitz, Community Development Director
Attachments: Resolution
Resolution 22-

Resolution of the City of Woodbury,
Washington County, Minnesota

Approving the issuance of a multifamily housing revenue note by the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota under Minnesota Statutes, Chapter 462C, as amended, to finance the costs of a multifamily housing development to be located in the City

WHEREAS, under the provisions of Minnesota Statutes, Chapter 462C, as amended (the “Housing Act”), cities are authorized to finance multifamily housing developments through the issuance and sale of revenue bonds or obligations payable exclusively from the revenues of the multifamily housing development. Among the purposes authorized by the Housing Act, proceeds derived from the sale of revenue obligations issued under the terms of the Housing Act may be applied to make a loan to finance the acquisition and preparation of a site and the construction of a new multifamily housing development. In the making of loans to finance multifamily housing developments and the issuance of revenue obligations, the city may exercise any of the powers of the Minnesota Housing Finance Agency may exercise under Minnesota Statutes, Chapter 462A, as amended, without limitation under the provisions of Minnesota Statutes, Chapter 475, as amended. For purposes of the Housing Act, the term “city” is defined to include a statutory city, as well as the housing and redevelopment authority in and for a statutory city if authorized by ordinance of the statutory city to exercise the powers conferred by the Housing Act on behalf of the statutory city. On June 8, 2016, the Council of the City of Woodbury, Minnesota (the “City”) adopted Ordinance No. 1917, amending the Code of Ordinances of the City to authorize the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota (the “HRA” or “Issuer”) to exercise, on behalf of the City, the powers conferred by the Housing Act; and

WHEREAS, the City is a statutory city organized and existing under the Constitution and laws of the State of Minnesota (the “State”); and

WHEREAS, the HRA is the housing and redevelopment authority in and for the City established as a public body, corporate and politic, under the provisions of Minnesota Statutes, Sections 469.001-469.047, as amended (the “HRA Act”). In accordance with the requirements of Section 469.003 of the HRA Act, on December 13, 2006, the Council of the City conducted a public hearing on the question of authorizing the HRA to transact business and exercise powers under the HRA Act. Following the public hearing, the Council adopted Resolution No. 06-262, authorizing the HRA to transact business and exercise powers under the provisions of the HRA Act; and

WHEREAS, Woodbury Leased Housing Associates III, LLLP, a Minnesota limited liability limited partnership (the “Borrower”), has requested that the Issuer issue its revenue bonds, notes or other obligations, in one or more series, at one time or from time to time pursuant to the Act, in an aggregate amount not to exceed $66,350,00 (the “Obligations”) under the Act and lend the proceeds thereof to the Borrower for application by the Borrower to finance the acquisition, construction, and equipping of an approximately 235-unit multifamily rental housing development and facilities functionally related and subordinate thereto, comprised of one four-story apartment building with approximately 211 apartment units and approximately 24 townhome units in three two-story, eight-unit buildings with attached garages
to be located at the southwest corner of the intersection of Hargis Parkway and Radio Drive in the City and to be known as Orville Commons or another name selected by the Borrower (the “Project”); and

WHEREAS, in accordance with the Housing Act and a Program for a Multifamily Housing Development (the “Housing Program”) with respect to the Project, adopted on November 6, 2019 by the Board of Commissioners of the HRA (the “HRA Board”) pursuant to Resolution No. 19-06 following a duly noticed public hearing, the HRA: (i) issued its Multifamily Housing Revenue Note (Woodbury Family Apartments Project), Series 2019, dated November 26, 2019 (the “Prior Note”), in the original aggregate principal amount of $6,008,618, and loaned the proceeds thereof to the Borrower for the purpose of providing short-term financing for the acquisition, construction, and equipping of the Project; and (ii) issued its Multifamily Note with designation as Multifamily Housing Revenue Note (Orville Commons Project), Series 2021, dated December 23, 2021 (the “Series 2021 Governmental Note”), in the original aggregate principal amount of $38,039,999, and loaned the proceeds thereof to the Borrower for the purpose of (i) refunding the Prior Note; and (ii) providing financing for the Project; and

WHEREAS, the Prior Note and the Series 2021 Governmental Note were issued by the HRA pursuant to volume cap (or bonding authority) allocated by the State of Minnesota Department of Management & Budget (“MMB”) pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”) and the requirements of Minnesota Statutes, Chapter 474A, as amended; and

WHEREAS, upon request of the Borrower, the HRA submitted a subsequent application for an allocation of additional bonding authority to MMB. The HRA received an allocation of the bonding authority of the State of Minnesota to issue tax-exempt multifamily housing revenue obligations to provide additional financing for the Project, in the aggregate principal amount not to exceed $982,000 pursuant to Certificate of Allocation No. 426, dated January 24, 2022; and

WHEREAS, the Borrower has requested that the Issuer issue, sell, and deliver, as a portion of the Obligations authorized under the Housing Program, its Multifamily Note with designation as Multifamily Housing Revenue Note (Orville Commons Project), Series 2022 (the “Series 2022 Governmental Note” or “Note”) in the original aggregate principal amount not to exceed $982,000; and

WHEREAS, the Note is proposed to be issued as an “exempt facility bond” the interest on which is not includable in gross income for federal income tax purposes under Sections 103 and 141(e)(1)(A) of the Code. Under the provisions of Section 147(f) of the Code and applicable Treasury Regulations, the Note will not constitute exempt facility bonds unless the Note is approved by the applicable elected representative of the governmental unit which issued the bond or on behalf of which the bond is issued after a public hearing following reasonable public notice; and

WHEREAS, the applicable elected representative of a governmental unit means its elected legislative body or its chief elected executive officer. If a governmental unit has no applicable elected representative then the applicable elected representative of such governmental unit is deemed to be the applicable elected representative of the next higher governmental unit from which the governmental unit derives its authority by: (i) the enactment of a specific law by or under which the governmental unit is created; (ii) otherwise empowering
or approving the creation of the governmental unit; or (iii) appointing members to the
governing body of the governmental unit. The HRA has no applicable elected representative.
The City is the next higher governmental unit from which the HRA derives its authority. The
Council is an applicable elected representative of the City; and

WHEREAS, reasonable public notice includes publication in a newspaper of
general circulation available to residents in the City no fewer than seven (7) calendar days before
the public hearing. A notice of public hearing was published in the St. Paul Pioneer Press, a
newspaper of general circulation in the City, on April 3, 2022. The notice stated the time and
place of the public hearing, a general description of the Project, the address of the site of the
Project, the initial legal owner or principal user of the Project, and the maximum principal
amount of the tax-exempt obligations to be issued to finance the Project of $982,000. A public
hearing was held on the date hereof before the HRA Board with respect to the issuance of the
Note and the Project to be financed by the proceeds of the Note. A reasonable opportunity was
provided at the public hearing for interested individuals to express their views orally or in
writing with respect to the Project and the proposed issuance of the Note to finance the
Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of
Woodbury, Minnesota as follows:

THAT as an applicable elected representative of the City and, therefore, the
applicable elected representative of the HRA, the Council hereby approves the issuance of the
Note by the HRA in the aggregate principal amount not to exceed $982,000 to finance the
Project.

BE IT FURTHER RESOLVED THAT the Mayor, City Administrator, and other
officers of the City are authorized and directed to furnish to Bond Counsel, certified copies of all
proceedings and records of the City relating to the HRA, the Project, the Bonds, and the Housing
Program, and such other affidavits, certificates, and other documents as may be required by
Bond Counsel to show the facts relating to the validity of the Bonds and related documents, as
such facts appear from the books and records in the custody and control of such officers or as
otherwise known to them; and all such certified copies, certificates, affidavits, and other
documents, including any heretofore furnished, shall constitute representations of the City as to
the truth of all statements contained therein.

BE IT FURTHER RESOLVED THAT the Council has adopted this resolution in
reliance upon the assurances from the Borrower that the Borrower will, upon demand,
reimburse the City for costs paid or incurred by the City in connection with this resolution, the
Note, the Project, and the Housing Program.
This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator on the 13th day of April, 2022.

Attest: 

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator
STATE OF MINNESOTA  )
COUNTY OF WASHINGTON ) ss.

I, the undersigned, being the duly qualified and acting Clerk of the City of Woodbury, Minnesota (the “City”), do hereby certify that attached hereto is a compared, true, and correct copy of a resolution approving the issuance of a multifamily housing revenue note by the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota to finance the costs of a multifamily housing development to be located in the City, duly adopted by the City Council of the City on April 13, 2022, at a regular meeting thereof duly called and held, as on file and of record in my office, which resolution has not been amended, modified, or rescinded since the date thereof, and is in full force and effect as of the date hereof.

WITNESS My hand this _____ day of ______________, 2022.

______________________________
City Clerk
City of Woodbury, Minnesota
Office of the City Administrator

Council Letter 22-98

April 13, 2022

To:       The Honorable Mayor and Members of the City Council
From:    Clinton P. Gridley, City Administrator
Subject: Adjusting the 2022 Budget to Add a Building Inspector Position

Summary

The sustained level of building permit activity in the community has prompted the need to add an additional full-time Building Inspector to assure that the City provides plan review and inspections services in a timely and professional manner. Staff is proposing a 2022 budget adjustment that would reclassify the part-time inspector position to a full-time inspector position which would increase the total of Building Inspectors from six (6) to seven (7).

The need for an additional Building Inspector became apparent as staff began to evaluate the 2021 performance measures, specifically those related to inspections per inspector and plan review turnaround time. Both of these measures are well above the City’s stated goal and are negatively impacting the level of service provided to paying customers.

Recommendation

Staff recommends that City Council adopt a resolution adjusting the 2022 budget to add a Building Inspector position.

Fiscal Implications

The attached resolution adjusts the 2022 General Fund budget by adding $56,600 in expenditures to the Inspections Division. Additionally, a corresponding $56,600 of revenues are added to the General Fund’s “Development Fees and Permits” section. The additional revenue required to pay for the additional staff is expected to come from fee revenue connected to building permit, plan review, heating permit, and plumbing permit fees.

Policy

Adjustments to the City’s budget must be approved via City Council resolution.

Public Process

This is the first public process for this item.
Background

Inspections Division staff are committed to the City’s core values of providing professional, responsive service while exceeding expectations. However, the increase in the number of permits and inspections workload, resulting from both new construction and continued reinvestment in the existing housing and commercial stock, has negatively impacted service levels for the Inspections Division.

As seen below, the 2021 performance measures support the need for an additional full-time Building Inspector. The data show an increasing trend in the number of inspections per FTE. Specifically, the five-year average (2017-2021) for the number of residential inspections per FTE of residential inspector is 3,892 which is 29 percent above the top end of the City’s stated goal of 2,500 to 3,000 per inspector. In addition, the plan review turnaround times have increased dramatically, from 21 days in 2020 to 36 days for 2021, which is well above the targeted goal of 21 days. Without additional resources, these trends are expected to continue or worsen.

<table>
<thead>
<tr>
<th>Measure</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>5 Year Average</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Inspection Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Number of permits issued</td>
<td>5,450</td>
<td>5,651</td>
<td>5,367</td>
<td>5,563</td>
<td>7,386</td>
<td>5,883</td>
<td></td>
</tr>
<tr>
<td>3) Median time it takes to process a new home permit (in days)</td>
<td>10</td>
<td>10</td>
<td>13</td>
<td>21</td>
<td>36</td>
<td>18</td>
<td>&lt; 21 days</td>
</tr>
<tr>
<td>4) Number of inspections (excluding electrical)</td>
<td>19,118</td>
<td>22,922</td>
<td>22,970</td>
<td>22,239</td>
<td>26,124</td>
<td>22,675</td>
<td></td>
</tr>
<tr>
<td>5) Number of inspections per FTE of inspectors</td>
<td>2,390</td>
<td>3,056</td>
<td>2,964</td>
<td>3,177</td>
<td>3,286</td>
<td>2,975</td>
<td></td>
</tr>
<tr>
<td>5a) Number of commercial inspections per FTE of commercial inspector</td>
<td>1,421</td>
<td>1,763</td>
<td>1,768</td>
<td>2,460</td>
<td>2,387</td>
<td>1,960</td>
<td>1,500-2,000</td>
</tr>
<tr>
<td>5b) Number of residential inspections per FTE of residential inspector</td>
<td>3,053</td>
<td>4,349</td>
<td>4,085</td>
<td>3,894</td>
<td>3,892</td>
<td>3,854</td>
<td>2,500-3,000</td>
</tr>
<tr>
<td>6) Number of electrical inspections</td>
<td>3,667</td>
<td>4,203</td>
<td>4,536</td>
<td>3,954</td>
<td>5,159</td>
<td>4,304</td>
<td></td>
</tr>
<tr>
<td><strong>Fire Inspections</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Number of occupancies inspected (non-residential)</td>
<td>624</td>
<td>78</td>
<td>181</td>
<td>693</td>
<td>478</td>
<td>411</td>
<td></td>
</tr>
</tbody>
</table>

Inspections Division workload can be generally placed into two categories: new construction and existing buildings. New residential growth is consistent with the growth projected by the 2040 Comprehensive Plan. New commercial construction, especially in the Northeast Area is also anticipated to remain strong, providing a sustained level of work into the future.

Although new construction is the most visible part of the Inspections Division work, it is only a part of the equation. The existing housing stock (currently estimated to exceed 30,000 housing units) will continue to result in an incrementally increasing number of remodels, additions, repairs, updates, etc. With more than 12 million square feet of existing commercial space in the City, commercial leasehold and tenant improvements also make up a substantial part of the workload. Lastly, public projects like Central Park, the Long Term Water Treatment Plant, and proposed school additions/remodels add to the workload of the Inspections Division.

Written By: Janelle K. Schmitz, Community Development Director
Approved Through: Clinton P. Gridley, City Administrator
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Adjusting the 2022 Budget to Add a Building Inspector Position

WHEREAS, City of Woodbury staff continues to accomplish review and analysis of the City departments for service delivery expectations and efficiencies; and

WHEREAS, due to increasing staffing needs, a thorough review has been accomplished of the Community Development Department Inspections Division staffing. As a result, one additional full-time regular Building Inspector position is being recommended.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota that one additional full-time regular Building Inspector position be added to the 2022 budget; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota that one temporary part-time Building Inspector be removed from the 2022 budget; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Woodbury, Washington County, Minnesota to approve the following revenue increases to the 2022 Budget:

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund/Development Fees and Permits</td>
<td></td>
</tr>
<tr>
<td>101-000-00-00000-4330 – Plan Check Fees</td>
<td>$14,000</td>
</tr>
<tr>
<td>101-000-00-00000-4331 – Building Permits</td>
<td>34,000</td>
</tr>
<tr>
<td>101-000-00-00000-4332 – Heating Permits</td>
<td>4,300</td>
</tr>
<tr>
<td>101-000-00-00000-4333 – Plumbing Permits</td>
<td>4,300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$56,600</strong></td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Woodbury to approve the following expenditure increases/(decreases) to the 2022 Budget:

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund/Inspections Division</td>
<td></td>
</tr>
<tr>
<td>Salaries-Regular</td>
<td>$50,700</td>
</tr>
<tr>
<td>101-023-00-00000-5102</td>
<td></td>
</tr>
<tr>
<td>Salaries-Part-Time</td>
<td>(20,200)</td>
</tr>
<tr>
<td>101-023-00-00000-5115</td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>2,300</td>
</tr>
<tr>
<td>101-023-00-00000-5141</td>
<td></td>
</tr>
</tbody>
</table>
PERA
101-023-00-00000-5142       5,500
Health Insurance
101-023-00-00000-5151     14,300
Dental Insurance
101-023-00-00000-5153          400
Workers Compensation
101-023-00-00000-5154          200
Operating Supplies—Small Equipment
101-023-00-00000-5220      2,200
Telephone
101-023-00-00000-5311          600
Dues & Subscriptions
101-023-00-00000-5402          400
Technology Support & Services
101-023-00-00000-5404          200
                      $56,600

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
City of Woodbury, Minnesota  
Office of City Administrator

Council Letter 22-99

April 13th, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Air Lake Utility and Street Improvements (Private Construction); Consultant Selection for Construction Administration Services

Summary

The City Council will be considering approval of the Air Lake Addition final plat and development agreement in the near future. In anticipation of this approval, Maplewood Development has petitioned the City to privately construct the utility and street improvements to serve the approved residential development. Since the improvements are proposed to be privately constructed, it is not necessary for Council to order a preliminary report or plans and specifications. An estimate of cost and plans and specifications will be administratively ordered based on the Development Agreement to establish security requirements and collect utility charges.

Construction administration services for the Air Lake Addition Utility & Street Improvements Project will be performed by WSB based upon their experience in the area, current involvement with this project and expertise.

Recommendation

Staff recommends Council adopt the attached resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with WSB, for construction administration services for the Air Lake Addition Utility & Street Improvements Project (Private Construction).

Fiscal Implications

Sufficient funds are available from the developer in the form of a cash escrow for the professional services agreement with WSB, in the amount of $334,100.00. This project is wholly funded by the developer and there is no fiscal impact to the City.

Policy

Purchasing policy AD-FIN-4.8 which requires Council Approval for all consultant contracts exceeding $175,000.
Public Process

Private construction, no public process required.

Background

The necessary public infrastructure will be constructed privately, pending final City approval, with the necessary securities posted by the applicant prior to the release of the final plat.

Written By: Doug Novak, Engineering Project Coordinator
Approved Through: Chris Hartzell, Engineering Director
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury,  
Washington County, Minnesota

Authorizing the Mayor and City Administrator to Execute an Engineering Consulting  
Services Contract with WSB, for Construction Administration Services for the Air Lake  
Addition Utility & Street Improvements Project (Private Construction)

WHEREAS, Maplewood Development, is planning to construct 181 single-family  
homes and 104 townhomes within Air Lake Addition; and

WHEREAS, Maplewood Development, has petitioned the City to privately  
construct the utility and street improvements for the Air Lake Addition Utility and Street  
Improvements Project; and

WHEREAS, the City wishes to retain the services of an engineering consultant to  
assist with said project; and

WHEREAS, WSB, has been determined to best meet the City’s needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of  
Woodbury, Washington County, Minnesota as follows:

1. WSB, is hereby selected to perform the construction administration services  
   for the Air Lake Addition Utility and Street Improvements.

2. Authorization is hereby given to enter into an engineering consulting services  
   contract with WSB, to perform construction administration services for the  
   Air Lake Addition Utility and Street Improvements Project.

3. The Mayor and City Administrator are hereby authorized to execute the above  
   consultant contract.

This Resolution was declared duly passed and adopted and was signed by the  
Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest:  
Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-100

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: 2022 Regional Solicitation and Highway Safety Improvement Program; Federal Funding Application Process; Approval of Grant Application Submittals

Summary

The Regional Solicitation and Highway Safety Improvement Program (HSIP) are competitive processes where federal funds are allocated to local governments, state agencies, and transit providers to fund regional transportation needs. Staff has identified three projects within the adopted 2022-2026 Capital Improvement Plan (CIP) that may be competitive for federal funding. Staff requests approval to submit grant applications for the following three projects: Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation (trail construction), Lake Road 4-3 Lane Conversion (Pioneer-Manning), and Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation.

Recommendation

Staff recommends Council adopt the attached resolutions:

1. Authorizing 2022 Regional Solicitation Grant Application Submittal for Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation; and
2. Authorizing 2022 Highway Safety Improvement Program Grant Application Submittal for Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue); and
3. Authorizing 2022 Highway Safety Improvement Program Grant Application Submittal for the Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation

Fiscal Implications

All projects recommended for grant application submittals are currently included in the adopted 2022-2026 CIP. Any successful grant solicitations will provide federal funding for the projects and reduce the proposed fund allocations included in the CIP. All projects that are awarded funding through the 2022 Regional Solicitation Process require a 20 percent local cost share match from non-federal sources and the HSIP requires 10 percent local cost share.
Policy

City policy requires Council authorization to solicit and receive grant funds consistent with AD-FIN-4.3 - Grant Application and Management Policy and is subject to the City of Woodbury Federal Grants and Awards Compliance Policy Council Directive, CD-FIN-5.12.

Public Process

Letters of support will be requested from agencies impacted by right-of-way or have a cost sharing contribution for the project. Each project will include a public process in accordance with the City’s standard project development practices.

Background

The competitive Regional Solicitation process for transportation needs typically occurs once every two years and awards approximately $180 million in federal funds to local governments, state agencies and transit providers for the program years 2026 and 2027. The Metropolitan Council, working with its Transportation Advisory Board (TAB), serves as the federally designated Metropolitan Planning Organization for the Twin Cities region for the required distribution of funding per the Federal Transportation Act.

The regional solicitation projects will be scored by committees involving the Minnesota Department of Transportation (MnDOT), Metropolitan Council, and local agency representatives in the fall of 2022. The scores and project award recommendations are then submitted to the TAB for their consideration and selection for projects to receive federal funds in late 2026 or early 2027.

The Highway Safety Improvement Program (HSIP) is a program under the Federal FAST Act legislation with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads. The amount of funding available for this 2022 Metro District solicitation for State Fiscal Years 2026 and 2027 is approximately $23 million for the two-year period and can be used for both “proactive” and “reactive” projects.

Applicants may apply for both the Regional Solicitation and the Highway Safety Improvement Program (HSIP), but projects can only be awarded funds from one of the two federally funded programs.

Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation

This project would be applied under the Multi-Use Trails and Bicycle Facilities category of the Regional Solicitation. The grant award for projects under this category are a minimum $250,000 and maximum $5.5 million. Staff proposes to apply for approximately $1,100,000 in grant funding for this project. Final grant request will be determined through regional solicitation process. Construction is scheduled for 2025.

Staff has identified a trail segment along the north side of Tamarack Road between Bielenberg Drive and Radio Drive. The trail segment would provide significant connectivity throughout the corridor between the proposed Gold Line Tamarack Station and places of employment and housing along the corridor.
Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue)

This project would be applied under the Highway Safety Improvement Program category for Reactive Applications identifying 4-lane to 3-lane conversions as qualifying projects. Reactive projects identify and address a safety problem at a specific site. The 2016 Lake Road Study was prepared as a road safety plan recommending the roadway conversion to 3-lanes. The maximum grant award for projects under this category is $2 million. Staff proposes to apply for approximately $2,000,000 in grant funding for this project. Final grant request will be determined through regional solicitation process. Construction is scheduled for 2023.

The 2016 Lake Road Study included an evaluation of the existing traffic, projected traffic volumes, safety and mobility needs with a multi-modal approach along Lake Road from Interstate 494 to Highway 95 (Manning Avenue). The study provided a number of recommendations to improve safety for users in vehicles, on bicycles and pedestrians along the corridor. Recommendations included the transition of Lake Road east of Woodlane Drive from a 4-lane road to a 3-lane road, connecting trail gaps along the corridor and improving pedestrian crossings.

Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation

This project would be applied under the Highway Safety Improvement Program category for Reactive Applications identifying 4-lane to 3-lane conversions as qualifying projects. Reactive projects identify and address a safety problem at a specific site. The maximum grant award for projects under this category is $2 million. Staff proposes to apply for approximately $1,000,000 in grant funding for this project. Final grant request will be determined through regional solicitation process.

Further studies will be necessary to determine if a 4-lane to 3-lane conversion is feasible based on traffic volumes and road geometrics. Construction is scheduled for 2026.

Written By: Tony Kutzke, City Engineer
Approved Through: Chris Hartzell, Engineering Director
Attachment: 1. Resolution for 2022 Regional Solicitation Grant Application Submittal for Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation
2. Resolution for 2022 Highway Safety Improvement Program Grant Application Submittal for Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue)
3. Resolution for 2022 Highway Safety Improvement Program Grant Application Submittal for Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation
Resolution 22

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing 2022 Regional Solicitation Grant Application Submittal for Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation

WHEREAS, every two years, the Regional Solicitation process allocates federal transportation funds to locally-initiated project to meet regional transportation needs; and

WHEREAS, the Transportation Advisory Board (TAB) is requesting project submittals for federal funding under the Fixing America’s Surface Transportation (FAST) Act; and

WHEREAS, these federal programs fund up to 80 percent of project construction costs; and

WHEREAS, federal funding of projects reduces the burden to local taxpayers for regional improvements; and

WHEREAS, non-federal funds must be at least 20 percent of the project costs; and

WHEREAS, all projects proposed are consistent with the adopted City of Woodbury 2040 Comprehensive Plan; and

WHEREAS, City staff have been working to determine the various projects within the City of Woodbury that provide most competitive applications; and

WHEREAS, subject to federal funding award, the City Council would be asked to consider authorization to execute a grant agreement at a future meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota, approves 2022 Regional Solicitation grant application submittal for the Tamarack Road from Weir Drive to Radio Drive Pavement Rehabilitation.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing 2022 Highway Safety Improvement Program Grant Application Submittal for Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue)

WHEREAS, the Highway Safety Improvement Program (HSIP) is a program under the Federal FAST Act legislation with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads; and

WHEREAS, these federal programs fund up to 90 percent of project construction costs; and

WHEREAS, federal funding of projects reduces the burden to local taxpayers for regional improvements; and

WHEREAS, non-federal funds must be at least 10 percent of the project costs; and

WHEREAS, all projects proposed are consistent with the adopted City of Woodbury 2040 Comprehensive Plan; and

WHEREAS, City staff have been working to determine the various projects within the City of Woodbury that provide most competitive applications; and

WHEREAS, subject to federal funding award, the City Council would be asked to consider authorization to execute a grant agreement at a future meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota, approves 2022 Highway Safety Improvement Program grant application submittal for the Lake Road 4-3 Lane Conversion (Pioneer Drive to Manning Avenue).

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: 

______________________________
Anne W. Burt, Mayor

______________________________
Clinton P. Gridley, City Administrator (SEAL)
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing 2022 Highway Safety Improvement Program Grant Application Submittal for the Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation

WHEREAS, the Highway Safety Improvement Program (HSIP) is a program under the Federal FAST Act legislation with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads; and

WHEREAS, these federal programs fund up to 90 percent of project construction costs; and

WHEREAS, federal funding of projects reduces the burden to local taxpayers for regional improvements; and

WHEREAS, non-federal funds must be at least 10 percent of the project costs; and

WHEREAS, all projects proposed are consistent with the adopted City of Woodbury 2040 Comprehensive Plan; and

WHEREAS, City staff have been working to determine the various projects within the City of Woodbury that provide most competitive applications; and

WHEREAS, subject to federal funding award, the City Council would be asked to consider authorization to execute a grant agreement at a future meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota, approves 2022 Highway Safety Improvement Program grant application submittal for the Woodlane Drive (Bailey Road to Wooddale Drive) Pavement Rehabilitation.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
City of Woodbury, Minnesota
Office of City Administrator

Council Letter 22-101
April 13, 2022

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: Ojibway Park Parking Lot Rehabilitation; Award Contract, Amend Budget

Summary

The 2022 Roadway Rehabilitation Project initially included rehabilitation of the Royal Oaks neighborhood and the Ojibway Park parking lots. At the November 10, 2021, Public Improvement Hearing, Council voted to not move forward with the Royal Oaks Rehabilitation Project. Staff recommends renaming the 2022 Roadway Rehabilitation project to the Ojibway Park Parking Lot Rehabilitation project and moving forward with project. The Ojibway Park Parking Lot Rehabilitation project includes repaving the Ojiway Park main and north parking lot and reconstructing Ojibway Drive, including watermain and trail replacement.

On March 10, 2022, nine competitive quotes were received for the Ojibway Park Parking Lot Rehabilitation project. The lowest responsible quote was received by OMG Midwest Inc., dba Minnesota Paving & Materials with a total base bid of $873,255.70. The substantial completion date for the project will be fall of 2022.

Recommendation

Staff recommends Council adopt the attached resolutions:

1. Awarding the Construction Contract to OMG Midwest Inc., dba Minnesota Paving & Materials for the Ojibway Park Parking Lot Rehabilitation Project and Authorizing the Mayor and City Administrator to Sign Said Contract
2. Amending the Street Reconstruction/Maintenance Fund, Parks and Trails Replacement Fund, Storm Water Utility Fund and Water and Sewer Utility Fund budgets for the Ojibway Park Parking Lot Project

Fiscal Implications

The Adopted 2022 Street Reconstruction and Maintenance Fund Budget includes $1,615,000 for the Parking Lots and Trails Rehabilitation Project. The project will be funded from a combination of the Storm Water Utility Fund, Water and Sewer Utility Fund and Parks and Trails Replacement Fund. Estimated project costs based on the low bid construction, contingencies, estimated engineering, administrative and legal costs are shown below.
### Estimated Funding

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Project Costs</th>
<th>2022 Adopted Budget</th>
<th>2022 Budget Amendment Increase/ (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Water Utility Fund</td>
<td>$47,612</td>
<td>$150,000</td>
<td>($102,388)</td>
</tr>
<tr>
<td>Water and Sewer Utility Fund</td>
<td>$148,804</td>
<td>$200,000</td>
<td>($51,196)</td>
</tr>
<tr>
<td>Parks and Trails Replacement Fund</td>
<td>$912,619</td>
<td>$1,265,000</td>
<td>($352,381)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,109,035</strong></td>
<td><strong>$1,615,000</strong></td>
<td><strong>($505,695)</strong></td>
</tr>
</tbody>
</table>

The estimated project costs are lower than the amounts included in the 2022 budget for the Water & Sewer Utility Fund, Storm Water Utility Fund, and the Parks and Trails Replacement Fund based on the low bid. Amendments to the 2022 Budget are being recommended as shown in the table above to adjust for final costs based on the contract awards.

### Policy

The Ojibway Park Parking Lot Rehabilitation project follows the procedures set by Minnesota State Statutes regarding competitive bidding.

### Public Process

Residents in the Royal Oaks neighborhood were notified in December that the 2022 Roadway Rehabilitation Project had been cancelled, but construction was still being planned for the Ojibway Park parking lot in 2022. Staff had a virtual meeting with staff from Woodbury High School on July 14, 2021, and December 9, 2021, to discuss the closure of the parking lot. Staff has also been in contact with recreation staff from the City of Woodbury and representatives from Woodbury Days to consider timing of the closure. The parking lot will be under construction after Woodbury Days at the end of August to minimize impacts for park users over the summer.

### Background

The roadway rehabilitation project in Royal Oaks was planned for reconstruction in 2022, and the Ojibway Park parking lot rehabilitation project was included as a part of that project based on the proximity of the park to the Royal Oaks neighborhood. The general scope of work includes the removal and replacement of public infrastructure which has reached its service life. Work is anticipated to include rehabilitation of the parking lot pavement, spot curb and gutter replacement on Ojibway Drive, storm sewer improvements, and water main rehabilitation and replacement.

Written By: Mike Hejna, Principal Engineer
Approved Through: Chris Hartzell, Engineering Director
Attachment: 1. Resolution – Award Contract
2. Resolution – Amend Budget
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Awarding the Construction Contract to OMG Midwest Inc., dba Minnesota Paving & Materials for the Ojibway Park Parking Lot Rehabilitation Project and Authorizing the Mayor and City Administrator to Sign Said Contract

WHEREAS, the low responsive and responsible quote was received from OMG Midwest Inc., dba Minnesota Paving & Materials, at their quoted price of $873,255.70.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. That the quote of OMG Midwest Inc., dba Minnesota Paving & Materials, in the amount of $873,255.70 for the Ojibway Park Parking Lot Rehabilitation Project is the lowest responsive quote.

2. That a contract to perform said work is awarded to OMG Midwest Inc., dba Minnesota Paving and Materials and that the Mayor and City Administrator are hereby authorized and directed to execute said contract.

3. The City Clerk is authorized and directed to return the deposit made for said quotes, except the deposit of the successful contractor which shall be retained until a contract has been signed.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest:    Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Amending the Street Reconstruction/Maintenance Fund, Parks and Trails Replacement Fund, Storm Water Utility Fund and Water and Sewer Utility Fund budgets for the Ojibway Park Parking Lot Project

WHEREAS, bids were received and tabulated on March 10, 2022 for the Ojibway Park Parking Lot Project resulting with OMG Midwest Inc., dba Minnesota Paving & Materials, as the apparent low responsive and responsible bid price of $873,255.70; and

WHEREAS, the estimated project costs are lower than the amounts included in the 2022 Adopted Budget; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to approve the following revenue increases/ (decreases) to the 2022 Street Reconstruction Maintenance Fund budget.

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers-In (Storm Water Utility Fund)</td>
<td>$(102,388)</td>
</tr>
<tr>
<td>499-000-00-00000-4420</td>
<td></td>
</tr>
<tr>
<td>Transfers-In (Water &amp; Sewer Utility Fund)</td>
<td>(51,196)</td>
</tr>
<tr>
<td>499-000-00-00000-4420</td>
<td></td>
</tr>
<tr>
<td>Transfers-In (Parks &amp; Trails Replacement Fund)</td>
<td>(352,381)</td>
</tr>
<tr>
<td>499-000-00-00000-4420</td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the following expenditure increases/ (decreases) be made to the 2022 Street Reconstruction Maintenance Fund budget:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Reconstruction/Maintenance Projects</td>
<td>$(505,965)</td>
</tr>
<tr>
<td>499-090-00-00000-5425</td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the following expenditure increases/ (decreases) be made to the 2022 Parks & Trails Replacement Fund budget:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers-Out (Street Reconstruction/Maintenance Fund)</td>
<td>$(352,381)</td>
</tr>
<tr>
<td>202-090-00-00000-5701</td>
<td></td>
</tr>
</tbody>
</table>

Addition to Fund Balance

202-090-00-00000-5703 352,381
BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to approve the following expense increases/ (decreases) to the 2022 Storm Water Utility Fund budget.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers-Out (Street Reconstruction/Maintenance Fund)</td>
<td>$(102,388)</td>
</tr>
<tr>
<td>525-039-00-00000-5701</td>
<td>102,388</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the following expense increases/ (decreases) be made to the 2022 Water & Sewer Utility Fund budget.

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers-Out (Street Reconstruction/Maintenance Fund)-Water</td>
<td>$(25,598)</td>
</tr>
<tr>
<td>501-075-00-00000-5701</td>
<td>25,598</td>
</tr>
<tr>
<td>501-085-00-00000-5701</td>
<td>25,598</td>
</tr>
</tbody>
</table>

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-102

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Highway Safety Improvement Program (HSIP) Grant; Acceptance of Funds

Summary

On April 8, 2020, staff submitted a Highway Safety Improvement Program (HSIP) Grant Application through the Metropolitan Council 2020 Regional Solicitation Process. The Metropolitan Council, working with its Transportation Advisory Board (TAB), serves as the federally designated Metropolitan Planning Organization for the Twin Cities region for the required distribution of funding per the Federal Transportation Act.

In February of 2021, staff was notified that the City was successfully awarded a Federal HSIP funding grant for the Lake Road 4 to 3 Lane Conversion and Rehabilitation Project in the amount of $1,620,000 for program years 2024 and 2025. The grant requires a minimum match of 10% of the total project costs. The purpose of the grant is to improve safety by decreasing the frequency and severity of traffic fatalities and serious injuries on roadways within the region.

The City is eligible to receive advanced funds from the grant starting in 2022 based on available funding allocations. Staff is requesting Council approval of the Agency Agreement between the City of Woodbury and MnDOT authorizing construction in advance of the program years (2024-2025) with federal fund allocations in 2022 and 2023 for this project.

Recommendation

Staff recommends Council adopt the attached resolution accepting Highway Safety Improvement Program (HSIP) Grant Funds.

Fiscal Implications

The 2021 Adopted Annual Budget included funds in the amount of $2,060,000 for the Lake Road 4 to 3 Lane Conversion and Rehabilitation Project from the Municipal State Aid Roadway Construction Fund. Sufficient fund balance is available from the Municipal State Aid Roadway Construction Fund for full project costs in 2022. The adopted 2022-2024 Capital Improvement Plan includes a planned reimbursement of $1,620,000 by the HSIP grant in program year 2024. The Agency Agreement identifies Advanced Construction funds available to the City of Woodbury in the amount of $894,967 in 2022 and $725,033 in 2023 to reimburse the Municipal State Aid Roadway Construction Fund earlier than the 2024 planned date of reimbursement.
Policy

This project aligns with AD-FIN-4.3 - Grant Application and Management Policy and is subject to the City of Woodbury Federal Grants and Awards Compliance Policy Council Directive, CD-FIN-5.12.

Public Process

This project is an implementation of recommendations within the 2016 Lake Road Restriping and Safety Improvements report.

Background

The 2016 Lake Road Restriping and Safety Improvements report included recommendations to convert Lake Road from a 4-lane undivided roadway to a 3-lane roadway section. These improvements are considered safety improvements that benefit both drivers of vehicles and pedestrians and bicyclists along the corridor and crossing the roadway. The significance of the safety improvements and the importance of Lake Road as a collector roadway across the community resulted in a competitive and successful grant application through the HSIP category within the 2020 Regional Solicitation.

HSIP is a federal-aid funding program designed to reduce traffic fatalities and serious injuries on all public roads. The object of this program is to identify, implement and evaluate cost effective construction safety projects. The competitive Regional Solicitation process for transportation needs typically occurs once every two years and awards approximately $180 million in federal funds to local governments, state agencies and transit providers.

Written By: Tony Kutzke, City Engineer
Approved Through: Christopher Hartzell, Director of Engineering
Attachments: Resolution
Resolution 22-

Resolution of the City of Woodbury,
Washington County, Minnesota

Highway Safety Improvement Program (HSIP) Grant; Acceptance of Funds

WHEREAS, the City of Woodbury submitted an Highway Safety Improvement Program (HSIP) Grant Application to the Minnesota Department of Transportation; and

WHEREAS, the Minnesota Department of Transportation administers the HSIP funds distributed to the Metropolitan Council, working with its Transportation Advisory Board (TAB) for fund distribution; and

WHEREAS, Woodbury’s HSIP Grant Application was accepted and approved; and

WHEREAS, the Minnesota Department of Transportation has agreed to provide a grant in the amount of $1,620,000 to the City of Woodbury to use toward the Lake Road 4-3 Lane Conversion and Rehabilitation project; and

WHEREAS, the Minnesota Department of Transportation requires that the City of Woodbury enter into an agreement that identifies the terms and conditions of the funding award; and

WHEREAS, Minnesota Statute §465.03 requires a City to accept grants by resolution expressing the terms prescribed by the donor in full.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Woodbury to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of the City of Woodbury to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation MnDOT Contract Number 1050352,” a copy of which said agreement was before the City Council and which is made a part hereof by reference.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-103

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Approval of Sale of Marsh Creek Park Play Structure to Kids Around the World

Summary

The existing play structure in Marsh Creek Park will be replaced in the spring of 2022. The City continues to work with a non-profit organization from Rockford, Illinois that accepts used play structures and installs them for children in underprivileged locations overseas. Standards and Guidelines for commercial play structures are not as stringent in these countries, which allows them to be reutilized. Kids Around the World (KAW) will assist City staff with removal of the existing Marsh Creek Park play structure saving City staff time and disposal costs. To the City’s knowledge, there are no other organizations that remove and refurbish play equipment for reuse in other countries in the fashion that KAW does.

Recommendation

Staff recommends Council adopt the attached resolution entering a Playground Equipment Removal Agreement with Kids Around the World for removal and disposal of the Marsh Creek Park play structure and authorizing the Mayor and City Administrator to sign said agreement.

Fiscal Implication

KAW will purchase the structure from the City for $1.00.

Policy

CD-ADMIN-1.5 Disposal of City Property

Public Process

This is the first public process for this item.

Background

The Marsh Creek play structure is 23 years old. The replacement structure has been bid out and will be installed in the spring of 2022. Typically, City crews remove the old structure and rent recycling dumpsters from a local recycling yard that accepts metal and plastic play structure
parts. This process is time consuming due to separating the metals and plastics, and the revenue generated by recycling is minimal. By selling the existing Marsh Creek Park play structure to the Kids Around the World organization, it will save the City staff time and disposal costs. In addition, it’s an effective recycling alternative that benefits children in overseas countries. The tentative schedule for removing the existing play structure is May 2022 with the installation of the new play structure scheduled to follow. This installation will hinge on seasonal conditions and installer availability.

To date, the following structures have been donated to the Kids Around the World organization and successfully relocated in the locations identified.

<table>
<thead>
<tr>
<th>PARK</th>
<th>YEAR</th>
<th>RELOCATION SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colby Lake North</td>
<td>2010</td>
<td>Glowgow, Poland</td>
</tr>
<tr>
<td>Seasons</td>
<td>2011</td>
<td>Haiti</td>
</tr>
<tr>
<td>Summit Pointe</td>
<td>2012</td>
<td>Costa Rica</td>
</tr>
<tr>
<td>HSC</td>
<td>2013</td>
<td>Hyderabad, India</td>
</tr>
<tr>
<td>Victoria</td>
<td>2013</td>
<td>Cotin, Haiti</td>
</tr>
<tr>
<td>Timberlea</td>
<td>2015</td>
<td>Lebanon Syrian Refugee Camp</td>
</tr>
<tr>
<td>Edgewater</td>
<td>2016</td>
<td>Eswtini, formerly Swaziland, Africa</td>
</tr>
<tr>
<td>Evergreen West</td>
<td>2017</td>
<td>Iraq</td>
</tr>
<tr>
<td>Ojibway (5-12)</td>
<td>2018</td>
<td>Maxfield Orphanage in Kingston, Jamaica</td>
</tr>
<tr>
<td>Ojibway (2-5)</td>
<td>2018</td>
<td>Peru</td>
</tr>
<tr>
<td>Lakeview Knolls (south)</td>
<td>2019</td>
<td>Has not been placed yet</td>
</tr>
<tr>
<td>Cobblestone</td>
<td>2020</td>
<td>Has not been placed yet</td>
</tr>
<tr>
<td>Wedgewood Heights</td>
<td>2021</td>
<td>Has not been placed yet</td>
</tr>
</tbody>
</table>

Written By: Chelsea Sandmann, Public Service Worker
Approved Through: Mary Hurliman, Public Works Director
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury
Washington County, Minnesota

Entering a Playground Equipment Removal Agreement with Kids Around the World for Removal and Disposal of the Marsh Creek Park Play Structure, and Authorizing the Mayor and City Administrator to Sign Said Agreement

WHEREAS, The City of Woodbury will be removing and replacing the Marsh Creek Park play structure; and

WHEREAS, The City of Woodbury wishes to sell the existing play structure to the Kids Around the World organization; and

WHEREAS, The City of Woodbury has determined the existing play structure is 23 years old and has no remaining value; and

WHEREAS, Kids Around the World is a non-profit organization which relocates used play structures to overseas countries; and

WHEREAS, The City of Woodbury wishes to enter into an agreement with Kids Around the World for reusing the Marsh Creek Park play structure; and

WHEREAS, Kids Around the World will minimize the City expense for dismantling and disposing of the playground equipment, placing the old equipment to a beneficial use; and

WHEREAS, signature of the playground equipment removal agreement releases and forever discharges the City of Woodbury of any and all claims that may arise from the use or removal of the playground equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. That the Marsh Creek Park play structure will be transferred to the Kids Around the World organization for removal, assisted by the Woodbury Parks and Forestry Division.

2. The Mayor and City Administrator are authorized to enter into an agreement to transfer the equipment to Kids Around the World as approved by the City Attorney’s office.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-104

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Authorizing Acceptance of City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant Amendment #2 Contract #174676 through June 30, 2023, for $975,000 from the Minnesota Pollution Control Agency

Summary

On April 8, 2020, Council adopted a resolution authorizing acceptance of $7,900,000 in grant funds from the Minnesota Pollution Control Agency (MPCA) to reimburse the City’s expense for the construction of the temporary water treatment plant (TWTP). In June 2020, the facility was put in to service. On November 10, 2020, to reimburse the City’s expense for operation and maintenance of the facility covering the time period of June 2020 through June 2023, Council adopted a resolution authorizing acceptance of amendment #1 to the grant in the amount of $2,655,550.

Since implementation of operations at the TWTP, two additional City municipal wells have received health advisories from the Minnesota Department of Health (MDH). The City is in the process of implementing TWTP expansion buildout to increase treatment capacity and connect the two additional wells receiving health risk advisories to the site. To reimburse the City’s expense for TWTP expansion and operation and maintenance of the facility covering the time period of June 2020 through June 2023, the MPCA is amending the November 10, 2020, grant agreement.

Recommendation

Staff recommends Council adopt the attached resolution Authorizing Acceptance of the City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant Amendment #2 Contract #174676 through June 30, 2023, for $975,000 from the Minnesota Pollution Control Agency.

Fiscal Implications

Longer term fiscal implications of the project may include extension of operation and maintenance activities beyond June 2023 until a long-term solution to PFAS impacts is in place. It is anticipated that costs for operation, maintenance and associated administration of the temporary water treatment plant beyond June 2023 will be reimbursed by the state through additional grant amendments at that time.
Currently the MPCA grant covers both capital elements of the project and operation, maintenance, and associated administration costs of the facility under one grant with amendments. As such, staff will be returning to Council later in 2022 following the completion of the expansion buildout with a request for a budget adjustment that will quantify final capital costs from operation, maintenance, and administrative costs.

Policy

PFAS temporary well treatment system design, construction, and operation aligns with the 2019-2021 Strategic Initiative 19-01, Ensure Long-term Drinking Water Sustainability and the current standing proclamation of local emergency declaring need for temporary water treatment.

Public Process

- August 21, 2019, Council workshop on strategic initiatives.
- August 28, 2019, Council meeting award of expedited project.
- December 11, 2019, Council meeting adoption of Strategic Initiatives for 2020-2021.
- January 8, 2020, Council meeting resolution 20-09 Proclamation of Local emergency Declaring need for Temporary Water Treatment
- January 8, 2020, Council meeting resolution 20-10 Authorizing Letter of Engagement with Advanced Engineering and Environmental Services for PFAS Temporary Well Treatment System Design
- January 8, 2020, Council meeting resolution 20-11 Authorizing Acceptance of City of Woodbury Temporary Well Treatment System Construction and Operation Project Grant from Minnesota Pollution Control Agency and Budget Amendment
- February 19, 2020, Council meeting approval of Temporary Water Treatment Facility Land Disturbance Permit.
- February 19, 2020, Council workshop on Water Emergency Contingency Plan
- March 18, 2020, Council meeting resolution 20-53 Authorizing to Give the City Administrator Authority to Implement Watering Restrictions before Established Firm Capacity Thresholds, as Laid Out in Council Directive DC-ENGPW-4.4, and that Authority Remain in Place until December 31, 2020
- April 8, 2020, Council meeting resolution 20-79 Authorizing Acceptance of City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant from Minnesota Pollution Control Agency and Budget Amendment
- November 10, 2020, Council meeting resolution 20-215, Authorizing Acceptance of Extension of the City of Woodbury TWTP Construction and Operation Project Grant Agreement #174676 through June, 30, 2023, for $2,655,550 from the MPCA.

Background

Since 2017 the City has received health advisories from the MDH on nine of its 19 municipal wells. As of April 13th, 2022, four of the nine wells have been returned to service with treatment and five of the nine wells remain off line.
While work continues on the implementation of long-term needs and solutions, following the implementation of a PFAS mitigation feasibility study including a hydraulic modeling and mixing analysis on the City’s water distribution system, it has been determined the wells with established MDH health advisories for PFAS cannot be effectively utilized without treatment and engineered controls while guaranteeing water delivered to customers meets current MDH water quality standards and guidance values. With five wells remaining out of service, the City’s water production capacity has been substantially impacted limiting the City’s ability to meet water supply demands going forward.

The City has presented its findings and request to the State of Minnesota for expansion buildout of the TWTP including increased treatment capacity and the connection of two additional wells with MDH health advisories to the site. This expansion buildout effort along with other parallel efforts including implementation of municipal water system operation optimization, the construction of two additional production wells, end user water efficiency improvements, and lawn and landscape watering policy updates will serve to support bridging the production needs between now and on-lining of a long-term water treatment facility.

Written By: James Westerman, Assistant Public Works Director
Approved Through: Mary Hurliman, Public Works Director
Attachments: Resolution
Resolution 22-
Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing Acceptance of the City of Woodbury Temporary Water Treatment Plant Construction and Operation Project Grant Amendment #2 Contract #174676 through June 30, 2023, for $975,000 from the Minnesota Pollution Control Agency

WHEREAS, the City of Woodbury prepared, submitted, and received approval for a grant from the Minnesota Pollution Control Agency (MPCA) for the purpose of completing a distribution system PFAS mitigation feasibility study; and

WHEREAS, following the study it has been determined wells with established Minnesota Department of Health (MDH) health advisories for PFAS cannot be effectively utilized without treatment and engineered controls while guaranteeing water delivered to customers meets current MDH water quality standards, and

WHEREAS, on April 8, 2020, the City Council accepted a grant from the MPCA for the construction of a temporary water treatment plant (TWTP) to address PFAS in some of the impacted wells; and

WHEREAS, on November 10, 2020, the City Council accepted grant amendment #1 from the MPCA for operation and maintenance of the TWTP; and

WHEREAS, the recent loss of two additional water production wells due to MDH health advisories as a result of PFAS contamination has resulted in additional water production limits; and

WHEREAS, the MPCA has approved TWTP expansion buildout including expansion of treatment capacity and the connection of two additional wells with MDH health advisories to the site; and

WHEREAS, The MPCA has issued grant amendment #2 to support such actions; and

WHEREAS, Minn. Stat. § 465.03 requires a city to accept grants by resolution expressing the terms prescribed by the donor in full; and

WHEREAS, a resolution from the City Council authorizing the City of Woodbury Assistant City Administrator to execute the City of Woodbury Temporary Water Treatment Plant Construction and Operations Project Grant Amendment #2 from the MPCA electronically through the State’s SWIFT process is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. That acceptance of Amendment #2 to SWIFT Contract #174676 increasing the amount of the agreement by $975,000 is hereby authorized in accordance with the terms set forth herein.
This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator on the 13th day of April 2022.

Attest:

__________________________  ____________________________
Anne W. Burt, Mayor

__________________________  ____________________________
Clinton P. Gridley, City Administrator  (SEAL)
Council Letter 22-105
April 13, 2022

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: 2021 Year End Transfers

Summary
During the process of closing the financial records for 2021, various operating transfers are necessary between funds. These transfers need to be acted on by the City Council before the proceeds can be transferred to the specific funds. The transfers that are being presented for approval excludes any transfers that were included in the 2021 Adopted Budget or were previously approved by Council in a budget amendment.

Recommendation
Staff recommends Council adopt the attached resolution authorizing the transfer of funds between certain funds.

Fiscal Implications
There are sufficient funds in the General Fund for the recommended transfers.

Policy
Woodbury City Code Chapter 2, Sec. 2-312. - Closing, transfer and creation of funds.

The City Council shall possess the sole authority to close funds and transfer sums of money between funds. The Controller is given the authority to create new funds as necessary.

Public Process
Not applicable.

Background
There are four transfers from the General Fund that staff is recommending for approval. Per policy, at year-end the City maintains 30% of the following year’s General Fund adopted budget as cash flow and the excess funds are transferred to other funds as designated by the Council. At the end of 2020, not all of the excess was transferred. The excess not transferred was $2,772,523 and was reserved in the General Fund for 2021 budget concerns related to the COVID-19
pandemic. Staff is recommending the transfer of those funds from the General Fund along with the 2021 excess of $4,670,760 for a total transfer of $7,443,283. The first transfer staff is recommending is the transfer of $325,000 to the Sports Center Fund for the purpose of paying off the remaining internal loan balance to the Community Investment Fund in 2021.

Second, staff is recommending the transfer of $4,043,184 to the Public Safety Training Center Fund for the purpose of paying off the remaining internal loan balance to the Community Investment Fund in 2022. Payoff of the loan will occur after the regular December 2022 loan payment is made from property taxes levied in this fund.

Third, staff is recommending the transfer of $740,000 to the Risk Management Fund to increase fund balance to be available for any unforeseen future expenses as well as known increasing expenses for workers compensation.

The fourth transfer staff is recommending is the transfer of the remaining excess of $2,335,099 to the Capital Improvement Fund.

These transfers need to be acted on by the City Council before the proceeds can be transferred to the specific funds presented on the resolution.

Written By: Lynn Haseleu, Budget Manager
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing the Transfer of Funds between Certain Funds

WHEREAS, various operating transfers are necessary to account for activity between the funds of the City; and

WHEREAS, these transfers need to be acted on by the City Council before the proceeds can be transferred to the specific funds.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to authorize the transfer of funds effective December 31, 2021 as follows:

<table>
<thead>
<tr>
<th>Transfer From Fund</th>
<th>Transfer To Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Sports Center Fund</td>
<td>$325,000</td>
</tr>
<tr>
<td>General Fund</td>
<td>Public Safety Training Center Fund</td>
<td>$4,043,184</td>
</tr>
<tr>
<td>General Fund</td>
<td>Risk Management Fund</td>
<td>$740,000</td>
</tr>
<tr>
<td>General Fund</td>
<td>Capital Improvement Fund</td>
<td>$2,335,099</td>
</tr>
</tbody>
</table>

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-106

April 13, 2022

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: 2021 Final Budget Adjustments

Summary

During the process of closing the financial records for 2021, various budget adjustments are necessary in order to maintain budgetary legal compliance for the annual financial report. The recommended budget adjustments for 2021 are as follows:

General Fund

- Adjust the General Fund – Unallocated budget to transfer additional amounts from the General Fund for specific projects/purpose as described:
  - Transfer $325,000 from the General Fund to Sports Center Fund for the purpose of paying off the 2021 remaining Community Investment Fund internal loan balance owed by the Sports Center for the second floor improvements.
  - Transfer $4,043,184 from the General Fund to Public Safety Training Center Fund for the purposes of paying off the remaining Community Investment Fund internal loan balance owed in 2022 by the Public Safety Training Center Fund for the City’s project contribution towards the Health and Emergency Response Occupations (HERO) Center in Cottage Grove.
  - Transfer $740,000 from the General Fund to the Risk Management Fund for the purposes of increasing reserves for unforeseen future expenses.

- Adjust the General Fund – Unallocated budget to transfer an additional $2,335,099 from the General Fund to the Capital Improvement Fund. This amount will be funded from unassigned fund balance and positive revenue and expenditure variances. At the end of 2020, excess fund balance was retained in the General Fund due to budget concerns in 2021 related to the COVID-19 pandemic.

- Adjust the General Fund – Inspections division budget by $162,548 for Salaries Part-time, Professional Services-Electrical Inspector, and Payment Processing Fees exceeding the budget. Given the permit and inspections activity levels during 2021, temporary inspection and administrative staffing was added to assist with the workload as well as increased services for contracted electrical inspector in comparison to budget. Also,
credit card payment processing volume for building permits during the 2021 COVID-19 pandemic conditions continued to increase resulting in a budget variance. Funding is provided by a positive budget variance from building and electric permits.

Public Safety Activities Fund

- Adjust the Public Safety Activities Fund by $406. DWI Forfeiture – Forfeiture Purchases exceeded budget. The funding will be provided by DWI Forfeiture Proceeds.

Fire Relief Pension Fund

- Adjust the Fire Relief Pension Fund by $33,068. The amount due to the Fire Relief Pension fund was under budgeted by $33,068. The funding will be provided by the increase in the Fire Aid received from the State of Minnesota as this is a pass-through revenue.

Tax Increment Financing (TIF) District 15 – Valley Creek Redevelopment Fund

- Adjust the TIF District 15 Fund by $464. Expenditures of $1,500 was budgeted in this fund for 2021 and covered by an internal loan from the Economic Development Authority (EDA) Fund as no property tax increment revenue collections are programmed until 2022. Staff time was charged as a labor reimbursement for administrative needs meeting eligible TIF expenditures per the TIF plan. The funding will be provided by the use of fund balance with an increase to the internal loan from the EDA Fund.

Tax Abatement Plan I-94 Region Fund

- Adjust the Tax Abatement Plan I-94 Region Fund by $33,143. The METRO Gold Line Subordinate Funding Agreements that were required to start the project expenditures, as approved by Council on December 9, 2020, were initially expended to a project-length capital fund. After the project had City legal review and determined eligible to use the tax abatement funds, the METRO Gold Line agreements were reclassified into this fund. Due to the timing of expenditures and unknown use of professional legal services for 2021, it was concluded by staff to defer the budget adjustment until year end. The funding will be provided by the use of fund balance.

Risk Management Fund

- Adjust the Risk Management Fund by $449,528. The Risk Management Fund experienced a negative budget variance in 2021 due to worker’s compensation claim losses under LMCIT’s retrospective rating program. Prior to March 2016, the City selected the retrospective rating program which is an alternative method of determining the premium charge. The premium and retrospective program adjustments under this option reflect the actual loss experience and future claim reservations for the open claim years. The funding will be provided by the use of reserves.

Recommendation

Staff recommends Council adopt the attached resolution approving various 2021 budget adjustments.
Fiscal Implications

The various budget adjustments are required for budgetary legal compliance and to approve final spending authority.

Policy


Public Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22, 2020</td>
<td>City Council Budget Workshop: budget targets and 2021-2022 financial analysis</td>
</tr>
<tr>
<td>Sept. 16, 2020</td>
<td>City Council Budget Workshop: budget and capital improvement plan review</td>
</tr>
<tr>
<td>Sept. 30, 2020</td>
<td>City Council Meeting: adoption of preliminary property tax levy and set truth-in-taxation public meeting; adoption of preliminary HRA property tax levy</td>
</tr>
<tr>
<td>Nov. 18, 2020</td>
<td>City Council Workshop: budget update</td>
</tr>
<tr>
<td>Dec. 9, 2020</td>
<td>Truth-in-taxation public meeting and adoption of the final property tax levy and budget</td>
</tr>
</tbody>
</table>

Background

Not Applicable

Written By: Lynn Haseleu, Budget Manager
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury
Washington County, Minnesota

Approving Various 2021 Final Budget Adjustments

BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to approve the following expenditure increases (decreases) to the 2021 City Budget:

<table>
<thead>
<tr>
<th>Fund / Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund:</td>
<td></td>
</tr>
<tr>
<td>Unallocated – Transfer Out</td>
<td>$7,443,283</td>
</tr>
<tr>
<td>Inspection Division:</td>
<td></td>
</tr>
<tr>
<td>Salaries-Part-time</td>
<td>3,146</td>
</tr>
<tr>
<td>Professional Services-Electrical Inspector</td>
<td>122,979</td>
</tr>
<tr>
<td>Payment Processing Fees</td>
<td>36,423</td>
</tr>
<tr>
<td>Public Safety Activities Fund:</td>
<td></td>
</tr>
<tr>
<td>DWI Forfeiture – Forfeiture Purchases</td>
<td>406</td>
</tr>
<tr>
<td>Fire Relief Pension Fund:</td>
<td></td>
</tr>
<tr>
<td>Fire Relief-MN State Fire Aid</td>
<td>33,068</td>
</tr>
<tr>
<td>Tax Increment Financing District 15 Fund:</td>
<td></td>
</tr>
<tr>
<td>Labor Reimbursement</td>
<td>464</td>
</tr>
<tr>
<td>Tax Abatement Plan I-94 Region Fund:</td>
<td></td>
</tr>
<tr>
<td>Professional Services-Engineering</td>
<td>10,464</td>
</tr>
<tr>
<td>Professional Services-Legal</td>
<td>6,179</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>16,500</td>
</tr>
<tr>
<td>Risk Management Fund</td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Retrospective</td>
<td>449,528</td>
</tr>
<tr>
<td>Total</td>
<td>$8,122,440</td>
</tr>
</tbody>
</table>

BE IT RESOLVED that the following 2021 City Budget revenue increases be made:

<table>
<thead>
<tr>
<th>Fund / Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund:</td>
<td></td>
</tr>
<tr>
<td>Building Permits</td>
<td>$39,569</td>
</tr>
<tr>
<td>Electrical Permits-Contractor Share</td>
<td>122,979</td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>7,443,283</td>
</tr>
</tbody>
</table>
Public Safety Activities Fund:
   DWI Forfeiture Proceeds 406

Fire Relief Pension Fund:
   Intergovernmental Revenues-State Fire Aid 33,068

Tax Increment Financing District 15 - Valley Creek Redevelopment Fund:
   Use of Fund Balance 464

Tax Abatement Plan I-94 Region Fund:
   Use of Fund Balance 33,143

Risk Management Fund
   Use of Fund Reserves 449,528

Total $8,122,440

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2021.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-107

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: 2021 Fund Closings and Transfer of Assets and Liabilities

Summary

During the process of closing the financial records for 2021, Finance staff reviews fund activity and evaluates which funds are no longer needed and determines which funds to close. There were two funds identified that staff is recommending to close at the end of 2021. These fund closings and transfer of remaining assets and liabilities needs to be acted on by the City Council.

Recommendation

Staff recommends Council adopt the attached resolution authorizing the closing of certain funds and the transfer of their assets and liabilities.

Fiscal Implications

Not applicable.

Policy

Woodbury City Code Chapter 2, Sec. 2-312. - Closing, transfer and creation of funds.

The City Council shall possess the sole authority to close funds and transfer sums of money between funds.

Public Process

This is the first public process for this item.

Background

There were two funds identified that staff is recommending to close at the end of 2021. First, the 2010A Taxable G.O. Capital Improvement Plan Build America Bonds were paid off on February 1, 2021 via proceeds from the 2020A G.O. Bonds; refunding portion. The remaining fund balance of $71,922.77 will be transferred to the 2020A G.O. Bonds Fund.
The second fund identified was the 2018 Public Works Expansion Project Fund. This capital project fund accounted for the costs associated with the design and construction of the Public Works expansion project. The final construction contract payments were made in 2021 and there are no remaining costs so the fund is no longer needed and may be closed. The remaining fund balance of $42,498.64 will be transferred to the Capital Improvement Fund.

Written By: Lynn Haseleu, Budget Manager
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing the Closing of Certain Funds and the Transfer of their Assets and Liabilities


NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to authorize the transfer of funds effective December 31, 2021 as follows:

<table>
<thead>
<tr>
<th>Transfer From Fund</th>
<th>Transfer To Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010A Taxable G.O. CIP BAB Bonds Fund</td>
<td>2020A G.O. Bonds Fund</td>
<td>$7,192.77</td>
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<tr>
<td>2018 Public Works Expansion Project Fund</td>
<td>Capital Improvement Fund</td>
<td>$42,498.64</td>
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</tbody>
</table>

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: ____________________________  Anne W. Burt, Mayor

__________________________________
Clinton P. Gridley, City Administrator  (SEAL)
To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: Approval of T&Y CAW, LLC dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License

Summary

On March 16, 2022, the City Council conducted a public hearing and approved the issuance of a new liquor license and tobacco sales license to T&Y CAW, LLC dba Short Stop Wine & Spirits, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, to be in effect on April 1, 2022. The new liquor and tobacco sales license was required as a result of the former owner, K&B Liquor, Inc., attempt to sell the Short Stop Wine & Spirits business to T&Y CAW, LLC.

On March 17, 2022, staff was informed that the parties’ purchase/sale transaction was delayed and that closing would not occur by April 1, 2022. As a result of the delay in closing, the owner of K&B Liquor, Inc., informed the City that they wish to continue its operations until such time as a closing occurs. As a result of this request, on March 23, 2022, the City Council renewed K&B Liquor, Inc.’s liquor and tobacco sales license.

On April 1, 2022, staff received an Asset Purchase Agreement between K&B Liquor, Inc. and T&Y CAW, LLC, that sets forth the closing date of the sale of Short Stop Wine & Spirits to be 12:00 a.m. on May 2, 2022 which will conclude the Seller’s (K&B Liquor, Inc.) ownership interest in the assets sold after 11:59 p.m. on May 1, 2022. The City Attorney has reviewed this document and found the document to be acceptable as it relates to the City’s liquor and tobacco licensing requirements.

Since the request for a new liquor license and tobacco sales, received from T&Y CAW LLC, was reviewed via the required hearing process by the City Council March 16, 2022, and there have been no changes associated with the new ownership of the establishment, the City Attorney has approved the City’s liquor license and tobaccos sales license approval process to be addressed via the City Council’s consent agenda process.

Recommendation

Staff recommends Council approve the issuance of a new liquor license and tobacco sales license to T&Y CAW, LLC dba Short Stop Wine & Spirits, effective 12:00 a.m., May 2, 2022, located at 2190 Eagle Creek Lane, Suite F and to cancel K&B Liquor, Inc.’s liquor license and tobacco sales license effective May 1, 2022 at 11:59 p.m.
Fiscal Implications

Background Investigation Fee  $500
Off Sale Intoxicating Liquor Fee  $200
Tobacco Sales License Fee  $300

Policy

Minnesota Statute 340A.415 and Woodbury City Code Chapter 4 Alcoholic Beverages regulates liquor licensing and Woodbury City Code Chapter 11 Licenses, Permits and Miscellaneous Business Regulations, Article II Tobacco Sales.

Public Process

New Liquor license hearing for T&Y CAW, LLC - March 16, 2022
Cancellation of Liquor and Tobacco Sales License for T&Y CAW, LLC - March 23, 2022
New Liquor License and Tobacco Sales License Approval for T&Y CAW, LLC - April 13, 2022

Background

K&B Liquor, Inc. is in the process of selling the “Short Stop Wine & Spirits” business, located at 2190 Eagle Creek Lane, Suite F to T&Y CAW, LLC. Due to the pending purchase of Short Stop Wine & Spirits, which was anticipated to be closed on or shortly after April 1, 2022, T&Y CAW, LLC, applied for a liquor license and tobacco sales license to the City of Woodbury.

Based upon the representations of K&B Liquor, Inc. and T&Y CAW, LLC as to the status of and intended closing date for their transaction, the City allowed K&B Liquor, Inc.’s licenses to not be renewed effective as of April 1, 2022 and duly noticed a public hearing for consideration of granting a liquor license and tobacco sales license to T&Y CAW, LLC to be effective on April 1, 2022.

On March 17, 2022, T&Y CAW, LLC informed City staff that it wishes to cancel their liquor license and tobacco sales license as T&Y CAW, LLC was unable to close on the sale of the new business being purchased from K&B Liquor, Inc. On March 17, 2022 the City of Woodbury received a request from K&B Liquor, Inc. dba Short Stop Wine & Spirits, the original owners of the liquor store, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, to renew their liquor license and tobacco sales license.

The City Attorney has reviewed all items associated with this request and approved the City’s process of canceling T&Y CAW LLC’s liquor and tobacco sales licenses and the renewal of K&B, Inc.’s liquor and tobacco sales licenses.

Written By: Kimberlee K. Blaeser, City Clerk
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: 1. March 16, 2022 City Council Letter
2. March 23, 2022 City Council Letter and Resolution
Council Letter 22-80

March 16, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Public Hearing: T&Y CAW, LLC dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License

Summary

Short Stop Wine & Spirits is in the process of being sold, and as a result of the sale, a new off sale intoxicating liquor license and tobacco sales license for the new owners is necessary. The new owners, Toua Vang and Yer Lee, of T&Y CAW, LLC, have submitted applications for an Off Sale Intoxicating Liquor License and Tobacco Sales License for the liquor store located at 2190 Eagle Creek Lane #F. A public hearing is not required for the issuance of a Tobacco Sales License; however, for ease of process, staff is requesting that Council approve the Tobacco Sales License in conjunction with the Off Sale Intoxicating Liquor License.

Recommendation

Staff recommends Council approve issuing an Off Sale Intoxicating Liquor License and Tobacco Sales License to T&Y CAW, LLC dba Short Stop Wine & Spirits for their location at 2190 Eagle Creek Lane #F, effective April 1, 2022 through March 31, 2023.

Fiscal Implications

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Investigation Fee</td>
<td>$ 500</td>
</tr>
<tr>
<td>Off Sale Intoxicating Liquor License Fee</td>
<td>$ 200</td>
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<tr>
<td>Tobacco Sales License Fee</td>
<td>$ 300</td>
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</table>

Policy

Minnesota Statute 304A Liquor and Woodbury City Code Chapter 4 Alcoholic Beverages regulates liquor licensing and Woodbury City Code Chapter 11 Licenses, Permits and Miscellaneous Business Regulations, Article II Tobacco Sales.

Public Process

A hearing notice, regarding the Off Sale Intoxicating Liquor License, was published in the City’s official newspaper and hearing notices were mailed to property owners within 500 feet of the establishment.
Background

T&Y CAW LLC dba Short Stop Wine & Spirits has submitted applications for a new Off Sale Intoxicating Liquor License and Tobacco Sales License for their liquor store 2190 Eagle Creek Lane #F.

T&Y CAW LLC has two partners: Toua Vang with 80 percent ownership and Yer Lee with 20 percent ownership. A criminal history check as it pertains to liquor licensing and tobacco sales licensing was conducted on the owners and there were no violations that would preclude the applicants from obtaining a liquor license and tobacco sales license.

City staff will provide the applicant with a copy of our City ordinance and alcohol violation policy which is included in our Protect Your Business manual.

The applicant has submitted the license fees and background investigation fee. The City Attorney has reviewed the application materials and has found to be in order.

Written By: Kimberlee K. Blaeser, City Clerk
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: None
March 23, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Approval to Cancel T&Y CAW, LLC dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License and Approval to Renew K&B Liquor, Inc. dba Short Stop Wine & Spirits; 2190 Eagle Creek Lane #F; Off Sale Intoxicating Liquor License and Tobacco Sales License

Summary

On March 16, 2022, the City Council approved the issuance of a new liquor license and tobacco sales license to T&Y CAW, LLC dba Short Stop Wine & Spirits, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, effective as of April 1, 2022.

On March 17, 2022, staff was informed that the parties' purchase/sale transaction has been delayed and will not be closed by the first part of April, 2022, and instead K&B Liquor, Inc. intends to continue its operations until such time as a closing occurs.

Staff received in writing that T&Y CAW, LLC wishes to cancel their liquor license and tobacco sales license as T&Y CAW, LLC is presently unable to close on the sale of the new business being purchased from K&B Liquor, Inc. Also, at the request of the City Attorney, T&Y, CAW, LLC has confirmed in writing that it agrees to waive any right to notice or hearing on termination of its newly issued licenses under Minnesota Statute 340A.415 or other applicable laws.

On March 17, 2022, staff received a request from K&B Liquor, Inc. dba Short Stop Wine & Spirits, the original owners of the liquor store, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, to renew their liquor license and tobacco sales license.

Recommendation

Staff recommends Council adopt the attached resolution canceling the Off Sale Intoxicating Liquor License and Tobacco Sales License issued to T&Y CAW, LLC dba Short Stop Wine & Spirits, effective immediately and renewing the Off Sale Intoxicating Liquor License and Tobacco Sales License to K&B Liquor, Inc. dba Short Stop Wine & Spirits, effective April 1, 2022.

Fiscal Implications

If T&Y CAW LLC no longer wishes to pursue an off sale intoxicating liquor license and tobacco sales license, a refund of $500 will be processed.
K&B, Inc. has submitted a $200 renewal fee for the off sale intoxicating liquor license and $300 for the tobacco sales license.

Policy

Minnesota Statute 340A.415 and Woodbury City Code Chapter 4 Alcoholic Beverages regulates liquor licensing and Woodbury City Code Chapter 11 Licenses, Permits and Miscellaneous Business Regulations, Article II Tobacco Sales.

Public Process

Liquor license hearing conducted on March 16, 2022.

Background

K&B Liquor, Inc. was and is in the process of attempting to sell the “Short Stop Wine & Spirits” business, located at 2190 Eagle Creek Lane, Suite F to T&Y CAW, LLC. Due to the pending purchase of Short Stop Wine & Spirits, which was anticipated to be closed on or shortly after April 1, 2022, T&Y CAW, LLC, applied for a liquor license and tobacco sales license to the City of Woodbury.

Based upon the representations of K&B Liquor, Inc. and T&Y CAW, LLC as to the status of and intended closing date for their transaction, the City allowed K&B Liquor, Inc.’s licenses to not be renewed effective as of April 1, 2022 and duly noticed a public hearing for consideration of granting a liquor license and tobacco sales license to T&Y CAW, LLC to be effective on April 1, 2022.

On March 17, 2022, T&Y CAW, LLC informed City staff, in writing (refer to attached email from Scott Kranz dated March 17, 2022), that it wishes to cancel their liquor license and tobacco sales license as T&Y CAW, LLC is presently unable to close on the sale of the new business being purchased from K&B Liquor, Inc. On March 17, 2022 the City of Woodbury received a request from K&B Liquor, Inc. dba Short Stop Wine & Spirits, (refer to attached email from Brian Aagaard dated March 17, 2022) the original owners of the liquor store, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, to renew their liquor license and tobacco sales license.

The City Attorney has reviewed all items associated with this request and has approved the City’s process of canceling T&Y CAW LLC’s liquor and tobacco sales licenses and the renewal of K&B, Inc.’s liquor and tobacco sales licenses.

Written By: Kimberlee K. Blaeser, City Clerk
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: 1. Resolution
2. March 17, 2022 Email from Scott Kranz – T&W CAW LLC
Resolution 22-61
Resolution of the City of Woodbury,
Washington County, Minnesota

Canceling the Off Sale Intoxicating Liquor License and Tobacco Sales License issued to T&Y CAW, LLC dba Short Stop Wine & Spirits, Effective Immediately and Renewing the Off Sale Intoxicating Liquor License and Tobacco Sales License to K&B Liquor, Inc. dba Short Stop Wine & Spirits, Effective April 1, 2022

WHEREAS, K&B Liquor, Inc. was previously the holder of a liquor license and tobacco sales license for the off sale retail business known as “Short Stop Wine & Spirits” located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota; and

WHEREAS, K&B Liquor, Inc. was and is in the process of attempting to sell the “Short Stop Wine & Spirits” business to T&Y CAW, LLC; and

WHEREAS, due to the pending purchase of Short Stop Wine & Spirits, which was anticipated to be closed on or shortly after April 1, 2022, T&Y CAW, LLC applied for a liquor license and tobacco sales license to the City of Woodbury; and

WHEREAS, based upon the representations of K&B Liquor, Inc. and T&Y CAW, LLC as to the status of and intended closing date for their transaction, the City allowed K&B Liquor, Inc.’s licenses to not be renewed effective as of April 1, 2022 and duly noticed a public hearing for consideration of granting a liquor license and tobacco sales license to T&Y CAW, LLC to be effective on April 1, 2022; and

WHEREAS, on March 16, 2022, the City Council of the City of Woodbury approved the issuance of a new liquor license and tobacco sales license to T&Y CAW, LLC dba Short Stop Wine & Spirits, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, effective as of April 1, 2022; and

WHEREAS, on March 17, 2022, the City of Woodbury was informed that the parties’ purchase/sale transaction has now been delayed and will not be closed by the first part of April, 2022, and instead K&B Liquor, Inc. intends to continue its operations until such time as a closing occurs; and

WHEREAS, on March 17, 2022, T&Y CAW, LLC informed in writing that it wishes to cancel their liquor license and tobacco sales license as T&Y CAW, LLC is presently unable to close on the sale of the new business being purchased from K&B Liquor, Inc; and

WHEREAS, at the request of the City Attorney, T&Y, CAW, LLC has confirmed in writing that it agrees to waive any right to notice or hearing on termination of its newly issued licenses under Minnesota Statute 340A.415 or other applicable laws; and

WHEREAS, on March 17, 2022 the City of Woodbury received a request from K&B Liquor, Inc. dba Short Stop Wine & Spirits, the original owners of the liquor store, located at 2190 Eagle Creek Lane, Suite F, Woodbury, Minnesota, to renew their liquor license and tobacco sales license.
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota that:

1. The off sale intoxicating liquor license and tobacco sales License issued to T&Y CAW, LLC dba Short Stop Wine & Spirits, located at 2190 Eagle Creek Lane, Suite F is canceled effective immediately; and

2. The renewal of K&B Liquor, Inc. dba Short Stop Wine & Spirits off sale intoxicating liquor license and tobacco sales license, located at 2190 Eagle Creek Lane, Suite F, is approved and in effect as of April 1, 2022

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 23rd day of March, 2022.

Attest:

[Signature]

Clinton P. Gridley, City Administrator

(SEAL)

[Signature]

Anne W. Burt, Mayor
Council Letter 22-109

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Approval of Tobacco Sales License for Woodbury Tobacco N Vape Plus, Inc. 
10150 Hudson Road, #107

Summary

Staff was recently informed that Southgate Tobacco, Inc. is in the process of being sold, and as result of the sale, a new tobacco sales license for the new owner is necessary. The new owner of the tobacco sales establishment, which will be known as Woodbury Tobacco N Vape Plus, Inc., is Adel Benafghoul. Adel Benafghoul has submitted the required application materials and fees for the establishment located at 10150 Hudson Road, #107.

Recommendation

Staff recommends Council approve issuing a Tobacco Sales License to Woodbury Tobacco N Vape Plus, Inc. for their location at 10150 Hudson Road, #107, effective 12:00 a.m. April 16, 2022.

Fiscal Implications

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tobacco Sales License Fee</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Background Investigation Fee</td>
<td>$ 250.00</td>
</tr>
</tbody>
</table>

Policy

Woodbury City Code Chapter 11 – Licenses, Permits and Miscellaneous, Article II – Tobacco Sales.

Public Process

This is the first time the City Council has reviewed this request.

Background

Woodbury Tobacco N Vape Plus, Inc. has submitted an application for a new Tobacco Sales License for their store to be located at 10150 Hudson Road, #107.
The sole owner, and president of Woodbury Tobacco N Vape Plus, Inc. is Adel Benafghoul. A criminal history check as it pertains to tobacco sales was conducted on Adel Benafghoul and there were no violations that would preclude the applicant from obtaining a tobacco sales license.

The applicant has submitted the license fee and background investigation fee. The City Attorney has reviewed the application and has found it to be in order.

Written By: Kimberlee K. Blaeser  
Approved Through: Angela Gorall, Assistant City Administrator  
Attachment: None
Council Letter 22-110

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Approval to Cancel June 8, 2022 City Council Regular (Consent Agenda Only) Meeting

Summary

Due to various scheduling details, the June 8, 2022 City Council Regular (Consent Agenda Only) meeting needs to be canceled. This meeting will not be rescheduled.

Recommendation

Staff recommends Council approval to cancel the June 8, 2022 City Council Regular (Consent Agenda Only) meeting.

Fiscal Implications

There are no budget implications.

Policy

Minnesota Statute Chapter 13D – Open Meeting Law.

Public Process

This is the first public process for this item.

Background

Not applicable.

Written By: Kimberlee K. Blaeser, City Clerk
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: None
City of Woodbury, Minnesota
Office of City Administrator

Council Letter 22-111

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Creation and Classification of an Environmental Resources Coordinator Position

Summary

City of Woodbury staff continues to accomplish review and analysis of the City departments for personnel succession and long-term planning purposes. Due to increasing staffing needs, a thorough review has been accomplished of the Engineering Department Environmental Resources area staffing. As a result, the creation and classification of an Environmental Resources Coordinator position is being recommended as a step toward transitioning toward the City’s long-term organizational vision.

Recommendation

Staff recommends Council adopt the attached resolution creating and classifying an Environmental Resources Coordinator position.

Fiscal Implications

The Water Resources Engineer position in the Engineering Department resigned in 2021. The increased classification of the Environmental Resources Coordinator can be accommodated through the cost-savings created by this resignation.

The resulting vacant Environmental Resources Specialist position is a part of the 2022 General Fund-Engineering Department Budget and will not be filled; the proposed changes can be accommodated as a part of the 2022 Budget without any budget adjustments.

Policy

City Code Chapter 2 Administration, Article IV – Departments, Divisions, ETC.

Public Process

The Council meeting will be the first public process for this item.
Background

The Water Resources Engineer position was vacated in 2021. Recommendation is to create an Environmental Resources Coordinator position to be placed in Grade 6 of the Woodbury Classification Plan.

Written By: Jody Brown, Human Resources Manager
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury,
Washington County, Minnesota

Creating and Classifying an Environmental Resources Coordinator Position

WHEREAS, City of Woodbury staff continues to accomplish review and analysis of
the City departments for personnel succession and long-term planning purposes; and

WHEREAS, Due to a staff resignation and increasing staffing needs, a thorough
review has been accomplished of the Engineering Department Environmental staffing. As a
result, several additions and changes are being recommended as a step toward transitioning
toward the City’s long-term organizational vision.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Woodbury, Washington County, Minnesota to create one Environmental Resources Coordinator
position and place the position in Grade 6 of the Woodbury Classification Plan.

This Resolution was declared duly passed and adopted and was signed by the
Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 22-112

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Public Hearing: Adoption of Special Assessments for the Lake Road and Pioneer Drive Intersection Improvements Project

Summary

Preliminary reports for the Lake Road and Pioneer Drive Intersection Improvements Project were prepared which found the project to be necessary, cost effective and feasible and Council ordered the project.

Recommendation

Staff recommends Council adopt a resolution adopting the special assessments for the Lake Road and Pioneer Drive Intersection Improvements Project.

Fiscal Implications

Total cost of the project is $2,501,527.34. Funding for the project is as follows:

<table>
<thead>
<tr>
<th>Special Assessments</th>
<th>15 years</th>
<th>2.5%</th>
<th>$212,610.00</th>
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<tbody>
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<td>168,453.45</td>
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<td>Phase 2 Major Roadway Special Assessment Fund</td>
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<tr>
<td>Total Project Cost</td>
<td></td>
<td></td>
<td>$2,501,527.34</td>
</tr>
</tbody>
</table>

Policy

The road assessment term of 15 years is based on the Roadway Construction and Rehabilitation policy and the estimated net interest rate on the bonds as recommended by the City’s Financial Advisor. Notice of the public hearing on assessments was published in the St. Paul Pioneer Press and also mailed to affected property owners as required by State Statue 429.

Public Process

- July 2020: Meeting with Lake Middle School Staff
- September 2020: Request for initial input from residents
- 12/09/20: Authorized preparation of preliminary report and preparation of plans and specs
• December 2020: Second meeting with Lake Middle School staff
• March 2021: Second open house with resident input
• 03/03/21: Meeting with school district
• 07/21/21: City Council workshop
• November 2021: Third open house
• 11/10/21: Approved preliminary report, held public improvement hearing, ordered project and authorized preparation and acquisition of easements
• January 2022: Approved plans and specs and set bid date
• 03/25/22: Mailed Notice of Public Hearing on Assessments to all property owners proposed to be assessed

Background

In order to provide a safe and efficient transportation system, the City proposed improvements to the Lake Road and Pioneer Drive Intersection to enhance vehicle and pedestrian safety and efficiency. The scope of the project includes a roundabout at the intersection of Lake Road and Pioneer Drive, storm water improvements and trail reconstruction near the intersection to align with the new roundabout.

This project is a public improvement and the necessary steps in the Section 429 process have been taken. The notice of special assessment hearing was published and also sent to the individual property owners.

Written By: Deb Score, Accountant I
            Mike Hejna, Principal Engineer
Approved Through: Angela Gorall, Assistant City Administrator
                   Tony Kutzke, City Engineer
Attachment: Resolution
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Adoption of Special Assessments for the Lake Road and Pioneer Drive Intersection Improvements Project

WHEREAS, a study was done and determined the project was necessary; and

WHEREAS, on November 10, 2021 the City held a public improvement hearing on the Lake Road and Pioneer Drive Intersection Improvements Project and ordered the project; and

WHEREAS, bids have been opened and costs have been calculated for the Lake Road and Pioneer Drive Intersection Improvements Project; and

WHEREAS, the City has followed the necessary steps in the Section 429 process and desires to assess the cost of said improvements to all benefited properties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. The City Accountant I with the assistance of the City consulting engineer has calculated the amount proper and necessary to be specially assessed for improvements against every assessable lot, piece or parcel of land affected thereby upon the basis of benefits, without regard to cash valuation, in accordance with the provisions of Minnesota Statutes Annotated, Section 429, and notice has been duly published and mailed, as required by law, that this Council would meet to hear and pass upon all objections, if any, and to amend said proposed assessments as might be necessary, and said proposed assessment roll has at all times since its filing been open for public inspection, and an opportunity has been given to all interested persons to present their objections, if any to such proposed assessments.

2. This Council, having heard and considered all objection so presented and being fully advised in the premises, finds that each of the lots, pieces and parcels of land enumerated in the proposed assessment roll was and is specially benefited by the construction of said improvement in not less than the amount of the assessment set opposite the description of each lot, piece and parcel of land respectively, and that such amount so set out is hereby levied against each of the respective lots, pieces and parcels of land therein described.

3. The proposed assessment roll is hereby adopted and confirmed as the proper special assessment for all lots, blocks, outlots, pieces and parcels of land for the improvements as follows:

   A. For Street Improvements in the amount of $212,610.00 as spread by Roll No. 1436 together with interest at the rate of two and a half percent (2.5%) to be determined % per annum accruing on the full amount thereof from time to time unpaid shall be a lien concurrent with general taxes upon such parcel and all thereof.
In the event that the interest rate at the time of bonding has risen above this rate the City of Woodbury has the authority to reassess at a higher rate to meet the debt service obligation. The owners shall be notified by mail of any proposed change in the interest rate, from those contained in the notice of the original assessment. The total amount of each such assessment shall be payable in equal annual installments, extending over a period of fifteen (15) years.

The first with interest from the date hereof to December 31, 2022 to be payable with the general taxes collectible during the year 2023 and one of each of the remaining installments, together with one year's interest on that and all other unpaid installments, to be payable with general taxes for each consecutive year thereafter until the entire assessment is paid.

4. Prior to certification of the assessment roll to the County Auditor, the owner of any lot, piece, parcel or tract of land assessed hereby may at any time pay the whole of such assessment with interest accrued to the date of payment to the Treasurer of the municipality.

5. The City Accountant I shall prepare and transmit to the county auditor a certified duplicate of the assessment roll, with each then unpaid installment and interest set forth separately to be extended upon the proper tax lists of the county and the county auditor shall thereafter collect said assessments in the manner provided by law.

This resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest:  
Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator  
(SEAL)
City of Woodbury, Minnesota
Office of City Administrator

Council Letter 22-113

April 13, 2022

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: Lake Road and Pioneer Drive Intersection Improvements Project; Award Contract; Amend Budget; Consultant Selection for Construction Administration Services

Summary

On March 31, 2022, bids were opened for the Lake Road and Pioneer Drive Intersection Improvements Project. The project includes the areas shown on the attached map. A portion of the project costs will be assessed to benefiting property owners. In accordance with Minnesota Statute Chapter 429, the next step is to award the contract to the low bidder.

The low bidder for the Lake Road and Pioneer Drive Intersection Improvements Project is Miller Excavating, Inc., with a total base bid of $1,790,642.33.

Construction administration services for the Lake Road and Pioneer Drive Intersection Improvements Project will be performed by SEH, Inc. based upon their experience in the area, current involvement with this project, and expertise.

Recommendation

Staff recommends Council adopt:

1. A resolution awarding the construction contract to Miller Excavating, Inc., in the amount of $1,790,642.33 for the Lake Road and Pioneer Drive Intersection Improvements Project and authorizing the Mayor and City Administrator to sign said resolution, and
2. A resolution amending the Municipal State Aid Roadway Construction Fund and associated transfers, and
3. A resolution authorizing the Mayor and City Administrator to execute an engineering consulting services contract with SEH, Inc. for construction administration services for the Lake Road and Pioneer Drive Intersection Improvements Project.

Fiscal Implications

The Adopted 2021 and 2022 Municipal State Aid Roadway Construction Fund Budget includes $1,965,000 and $1,250,000 respectively for the Lake Road and Pioneer Drive Intersection Improvement Project for a project budget total of $3,215,000. In 2020 and 2021, $171,600 was spent on the project for consulting design services, with $1,793,400 in funds being carried into 2022.
After carrying forward unspent funds from 2021, the total project budget in 2022 is 3,043,400. The current estimated costs and funding for the Lake Road and Pioneer Drive Intersection Improvement project are shown below.

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Project Costs</th>
<th>2022 Adopted Budget</th>
<th>2022 Budget Amendment Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal State Aid Roadway Construction Fund</td>
<td>$0</td>
<td>$2,373,400</td>
<td>($2,373,400)</td>
</tr>
<tr>
<td>Central District Trunk Storm Sewer Fund</td>
<td>$0</td>
<td>$500,000</td>
<td>($500,000)</td>
</tr>
<tr>
<td>Major Roadway Special Assessment Fund</td>
<td>$168,453</td>
<td>$0</td>
<td>$168,453</td>
</tr>
<tr>
<td>Major Roadway Special Assessment Fund – Ph. 1</td>
<td>$2,120,464</td>
<td>$160,000</td>
<td>$1,960,464</td>
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<tr>
<td>Special Assessments</td>
<td>$212,610</td>
<td>$10,000</td>
<td>$202,610</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,501,527</strong></td>
<td><strong>$3,043,400</strong></td>
<td><strong>($541,873)</strong></td>
</tr>
</tbody>
</table>

A budget amendment is necessary to recognize the change in funding sources and authorize the associated transfers.

Sufficient funds are available from the amended Lake Road and Pioneer Drive Intersection Project budget for a contract with SEH, Inc., for construction administration services in the amount of $238,900.

**Final Assessment Amounts**
Estimated project costs for the proposed project area have been revised based on the low bid. Assessments have been calculated for the project based on the Roadway Construction and Rehabilitation Financing Policy updated October 25, 2017.

- Lake Middle School = $163,115
- Woodbury Community Church = $47,500
- US West Utility Building Site = $1,995
- Commercial properties are assessed based on frontage, resulting in varying amounts

**Policy**

The Lake Road and Pioneer Drive Intersection Improvements Project follows the procedures set by Minnesota State Statutes regarding competitive bidding and special assessments. Special Assessments have been calculated per City policy CD-ENGPW-4.2 Roadway Construction and Rehabilitation Financing Policy.

**Public Process**

The past public process and anticipated project schedule is provided below for the Lake Road and Pioneer Drive Intersection Improvements:
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with Lake Middle School staff</td>
<td>July 2020</td>
</tr>
<tr>
<td>Request for initial input from residents (virtual)</td>
<td>September 2020</td>
</tr>
<tr>
<td>City Council authorized preparation of preliminary report and plans and specifications</td>
<td>December 9, 2020</td>
</tr>
<tr>
<td>Second meeting with Lake Middle School staff</td>
<td>December 2020</td>
</tr>
<tr>
<td>2nd virtual open house and input sessions with residents</td>
<td>March 2021</td>
</tr>
<tr>
<td>Meeting with School District</td>
<td>March 3, 2021</td>
</tr>
<tr>
<td>City Council Workshop</td>
<td>July 21, 2021</td>
</tr>
<tr>
<td>3rd virtual open house</td>
<td>November 2021</td>
</tr>
<tr>
<td>Approve preliminary report, hold public improvement hearing, order project, and authorize preparation and acquisition of easements</td>
<td>November 10, 2021</td>
</tr>
<tr>
<td>Open bids</td>
<td>March 31, 2022</td>
</tr>
<tr>
<td>Assessment hearing, award contract</td>
<td>April 13, 2022</td>
</tr>
<tr>
<td>Begin construction</td>
<td>June 2022</td>
</tr>
<tr>
<td>Complete construction</td>
<td>Prior to School Starting 2022</td>
</tr>
</tbody>
</table>

**Background**

In order to provide a safe and efficient transportation system, the City is proposing to improve the Lake Road and Pioneer Drive Intersection to enhance vehicle and pedestrian safety and efficiency. The proposed scope of the project generally includes a single lane roundabout at the intersection of Lake Road and Pioneer Drive, pedestrian improvements at Lake Road and Blue Ridge Drive and Juniper Lane and Pioneer Drive, storm water improvements and trail reconstruction near the intersection to align with the new roundabout.

Written By: Jenn Solseth, Project Manager
Approved Through: Chris Hartzell, Engineering Director
Attachments: 1. Resolution awarding contract
2. Resolution amending budget
3. Resolution awarding consultant selection
4. Bid Summary
Engineering File No: 21-2020-01
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Awarding the Construction Contract to Miller Excavating, Inc. in the Amount of $1,790,642.33 for the Lake Road and Pioneer Drive Intersection Improvements Project and Authorizing the Mayor and City Administrator to Sign Said Contract

WHEREAS, sealed bids were received and tabulated on March 31, 2022, at 10:00 a.m. for the Lake Road and Pioneer Drive Intersection Improvements Project; and

WHEREAS, the apparent low responsive and responsible bid was received from Miller Excavating, Inc. at their total base bid price of $1,790,642.33.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. That the bid of Miller Excavating, Inc., in the amount of $1,790,642.33 total base bid for the Lake Road and Pioneer Drive Intersection Improvements Project is the lowest responsive bid.

2. That a contract to perform said work is awarded to Miller Excavating, Inc. and that the Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder.

3. The City Clerk is authorized and directed to return the deposit made for said bids, except the deposit of the successful bidder which shall be retained until a contract has been signed.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest:  
Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator  (SEAL)
Resolution 22-

Resolution of the City of Woodbury, Washington County, Minnesota

Amending the Municipal State Aid Roadway Construction Fund and Associated Transfers for the Lake Road and Pioneer Drive Intersection Improvements Project

WHEREAS, bids were received and tabulated on March 31, 2022 for the Lake Road and Pioneer Drive Intersection Improvements Project resulting with Miller Excavating, Inc, as the apparent low responsive and responsible bid price of $1,790,642.33; and

WHEREAS, based on the awarded construction contract, amendments are necessary to the Lake Road and Pioneer Drive Intersection Improvements Project Budget and necessary funding sources budgets; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to approve the following revenue increases/(decreases) to the Lake Road and Pioneer Drive Intersection Improvements Project 2022 Municipal State Aid Roadway Construction Fund budget.

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Assessments-New Projects</td>
<td></td>
</tr>
<tr>
<td>425-000-00-00000-4412</td>
<td>$202,610</td>
</tr>
<tr>
<td>Transfers-In (Major Roadway Special Assessment Fund-Phase 1)</td>
<td>1,960,464</td>
</tr>
<tr>
<td>425-000-00-00000-4420</td>
<td>168,453</td>
</tr>
<tr>
<td>Transfers-In (Central District Trunk Storm Sewer Fund)</td>
<td>(500,000)</td>
</tr>
<tr>
<td>425-000-00-00000-4420</td>
<td></td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>(2,373,400)</td>
</tr>
<tr>
<td>425-000-00-00000-4424</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($541,873)</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the following expenditure increases/(decreases) be made to the 2022 Municipal State Aid Roadway Construction Fund budget:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal State Aid Roadway Construction Fund/Projects</td>
<td></td>
</tr>
<tr>
<td>425-090-00-00000-5425</td>
<td>($541,873)</td>
</tr>
</tbody>
</table>
NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota to authorize the funding transfers for the Lake Road and Pioneer Drive Intersection Improvement Project as follows:

<table>
<thead>
<tr>
<th>Transfer From Fund</th>
<th>Transfer To Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Roadway Special Assessment Fund</td>
<td>Municipal State Aid Roadway Construction Fund</td>
<td>$168,453</td>
</tr>
<tr>
<td>Major Roadway Special Assessment Fund</td>
<td>Municipal State Aid Roadway Construction Fund</td>
<td>$2,120,464</td>
</tr>
</tbody>
</table>

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Resolution 22

Resolution of the City of Woodbury,
Washington County, Minnesota

Authorizing the Mayor and City Administrator to Execute an Engineering Consulting
Services Contract with SEH, Inc. for Construction Administration Services for the Lake
Road and Pioneer Drive Intersection Improvements Project

WHEREAS, the City desires to construct intersection improvements at Lake Road
and Pioneer Drive; and

WHEREAS, the City wishes to retain the services of an engineering consulting
services to assist with said project; and

WHEREAS, the City has reviewed qualifications and solicited a proposal from the
municipal engineering pool to select a consultant; and

WHEREAS, SEH, Inc., has been determined to best meet the City’s needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Woodbury, Washington County, Minnesota as follows:

1. Authorization is given to enter into a contract with SEH, Inc., for engineering
consulting services for the Lake Road and Pioneer Drive Intersection Project.

2. The Mayor and City Administrator are hereby authorized to execute the above
consultant contract.

This Resolution was declared duly passed and adopted and was signed by the
Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
March 31, 2022

Mr. Clinton Gridley
City Administrator
City of Woodbury
8301 Valley Creek Road
Woodbury, MN  55125

Dear Mr. Gridley:

On Thursday, March 31, 2022 at 10:00 a.m., six (6) bids were received for the above-referenced project. The bids ranged from a high of $2,675,634.72 to a low of $1,790,642.33. The low bid received was submitted by Miller Excavating, Inc., of Stillwater, MN in the amount of $1,790,642.33.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Miller Excavating, Inc</td>
<td>$1,790,642.33</td>
</tr>
<tr>
<td>2  S.M. Hentges &amp; Sons, Inc</td>
<td>$1,955,463.30</td>
</tr>
<tr>
<td>3  Meyer Contracting, Inc.</td>
<td>$1,996,417.70</td>
</tr>
<tr>
<td>4  McNamara Contracting</td>
<td>$2,061,067.05</td>
</tr>
<tr>
<td>5  Bituminous Roadways, Inc.</td>
<td>$2,144,036.65</td>
</tr>
<tr>
<td>6  Urban Companies</td>
<td>$2,675,634.72</td>
</tr>
<tr>
<td>Engineer's Estimate</td>
<td>$2,156,897.00</td>
</tr>
</tbody>
</table>

In reliance on our experience with Miller Excavating, Inc and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Miller Excavating, Inc in the amount of $1,790,642.33, which compares favorably with the engineer’s estimate shown above.

Sincerely,

Zachary Stafslien, PE
Project Engineer

x:\uz\w\woodb\158152\6-bid-const\bidding docs\recommendation of award.docx
April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Gold Line Station Area Master Plan

Summary

The City of Woodbury has prepared the Gold Line Station Area Master Plan report. The purpose of the master plan is to determine the appropriate land uses around each of the three stations, optimize existing development, prepare for potential redevelopment, create a unique sense of place with corridor design elements such as landscaping and lighting fixtures, and enhance connectivity within the area. The report also documents existing conditions, summarizes public feedback, provides guidance on future policy work and implementation steps.

Recommendation

At their March 21, 2022 meeting, the Planning Commission reviewed the Gold Line Station Area Master Plan. At that time they recommended approval of the plan by a 6-0 vote. Staff concurs and recommends Council adopt the attached resolution approving the Gold Line Station Area Master Plan.

Fiscal Implications

There are no fiscal implications related to adoption of the master plan. The adopted 2022-2026 Capital Improvement Plan includes proposed funding for the transit corridor landscaping which is consistent with the master plan. Any fiscal implications related to the Gold Line project will be presented to Council through Subordinate Funding Agreements between the Metropolitan Council and City of Woodbury for the construction of City-requested project components.

Policy

2040 Comprehensive Plan, Chapter 4- Land Use, Gold Line Station Area Goals & Policies, and Chapter 7, Transportation, Guiding Principles:

- Optimize Bus Rapid Transit Oriented Development (BRTOD) through master planning at and around the station areas.
- Utilize the master planning process to evaluate BRTOD-related comprehensive plan amendments.
Multi-modal Approach- Support alternative modes of travel, including transit, pedestrian, and bicycle travel, to help Woodbury residents access jobs outside the City, non-residents access jobs and services within Woodbury, and local trips within the City and surrounding area.

Public Process

- Planning Commission and City Council Kickoff Meeting: January 15, 2020
- City Council workshops:
  - October 21, 2020
  - February 17, 2021
  - May 26, 2021
- Planning Commission workshops
  - July 6, 2020
  - November 2, 2020
  - March 15, 2021
  - July 12, 2021
  - February 7, 2022
- First round of community engagement:
  - Virtual residential open house: June 25, 2020
  - Virtual business open house: June 23, 2020
  - Targeted stakeholder meetings (11): June, 2020
- Second round of community engagement:
  - Residential open house: June 14, 2021
  - Virtual residential open house: June 17, 2021
  - Business open house: June 8, 2021
  - Virtual business open house: June 9, 2021
- Small group stakeholder engagement: 10+ meetings from 2020-2022.
  - Falcon Ridge
  - Nature Court
  - 500 Bielenberg
  - HOM Furniture
  - Muir Family
  - Woodbury 10 Theatre operator
- Community Expo, Welcome to Woodbury/New Resident events: 2020-2022
- Draft report online engagement: February, 2022
- Planning Commission approval: March 13, 2022

Background

The METRO Gold Line is a planned ten-mile Bus Rapid Transit (BRT) dedicated guideway that will connect Woodbury to Saint Paul and other eastern suburbs which is planned to open in 2025. In Woodbury, the Gold Line would run north-south following Bielenberg Drive then turning onto Guider Drive, where the corridor ends.
Gold Line stations are planned in Woodbury and the City has created a master plan for each station area. The purpose of the City’s master plan is to determine the appropriate land uses around each of the three stations, optimize existing development, prepare for potential redevelopment, create a unique sense of place with landscaping and lighting fixtures, and enhance connectivity within the area. The three stations are located on Bielenberg Drive, north of Tamarack Road; near the Woodbury Theatre on the corner of Queens Drive and Guider Drive; and at the corner of Guider Drive and Woodlane Drive where a park and ride is proposed.

For more information, see the attached draft report and appendix.

Written By: Gina McCormack, Associate Planner
Approved Through: Eric Searles, Assistant Community Development Director/City Planner
Janelle Schmitz, Community Development Director
Attachment:
1. Resolution
2. Draft Gold Line Station Area Master Plan Report
3. Draft Gold Line Station Area Master Plan Appendix
4. Planning Commission Staff Report 03-21-2022
5. Council Memorandum 2022-02 dated February 4, 2022
6. Summary of comments and questions from draft report engagement
7. Emails on draft report
Resolution 22-

Resolution of the City of Woodbury
Washington County, Minnesota

Approving the Gold Line Station Area Master Plan

WHEREAS, the City of Woodbury wishes to guide development patterns and memorialize policy decisions in advance of Gold Line Bus Rapid Transit (BRT) construction; and

WHEREAS, a goal of the 2040 Comprehensive Plan is to optimize Bus Rapid Transit Oriented Development (BROTD) through master planning at and around the station areas and to utilize the master planning process to evaluate BROTD-related comprehensive plan amendments; and

WHEREAS, the purpose of the Gold Line Station Area Master Plan is to determine the appropriate land uses around each of the three stations, optimize existing development, prepare for potential redevelopment, create a unique sense of place with corridor design elements such as landscaping and lighting fixtures, and enhance connectivity within the area; and

WHEREAS, detailed planning and engineering analysis has occurred in the areas of municipal water main, sanitary sewer and storm sewer capacity and said analysis have informed the Gold Line Station Area Master Plan; and

WHEREAS, the Gold Line Station Area Master Plan evaluated the area’s opportunities for passive and active recreation and for the preservation of natural amenities; and

WHEREAS, extensive stakeholder engagement was held to gather public feedback about the Gold Line Station Area Master Plan; and

WHEREAS, Section 24-208 of the Woodbury City Code identifies a finding that future Planned Unit Development (PUD) Conditional Use Permit approvals shall be contingent on compliance with the adopted master plan; and

WHEREAS, the Planning Commission reviewed the Gold Line Station Area Master Plan and recommended approval by a 6-0 vote.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota that the Gold Line Station Area Master Plan is hereby approved.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest:                         Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator  (SEAL)
GOLD LINE STATION AREA MASTER PLAN

APRIL 2022 DRAFT
ACKNOWLEDGEMENTS:

PROJECT MANAGEMENT TEAM

» Gina McCormack (Gore), City of Woodbury, Associate Planner
» Eric Searles, City of Woodbury, Assistant Community Development Director / City Planner
» Tony Kutzke, City of Woodbury, Assistant Engineering Director / City Engineer
» Janelle Schmitz, City of Woodbury, Community Development Director
» Warren Tracy, City of Woodbury, Senior Engineering Project Coordinator
» Michelle Okada, City of Woodbury, Parks and Recreation Director
» Kristin Seaman, City of Woodbury, Environmental Resources Specialist
» Liz Jones, Gold Line Project Office, Community Outreach and Engagement

CONSULTANT TEAM

» HKGi: Landscape Architecture / Urban Design / Planning
» SEH: Engineering
» Marquette Advisors: Market Analysis
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<td>5-3</td>
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<td>A-1</td>
</tr>
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<td>A-1</td>
</tr>
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<td>A-2</td>
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<tr>
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<td>A-3</td>
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<td>A-12</td>
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<td>A-5: Gold Line BRT Handout</td>
<td>A-13</td>
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</tbody>
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PROJECT OVERVIEW

Slated to begin service in 2025, the METRO Gold Line Bus Rapid Transit (BRT) route will begin connecting people from Downtown St. Paul to Woodbury along a route parallel to I-94. The planned 10-mile dedicated BRT line will link Downtown St. Paul to Maplewood, Landfall, Oakdale, and Woodbury. Within the City of Woodbury, there are three planned stations: Tamarack Station along Bielenberg Drive, Woodbury Theatre Station along Guider Drive at Queens Drive, and the terminus station at the 494 Park & Ride lot. The Gold Line BRT will provide frequent, all-day service in both directions along the route. BRT stations will be designed with upgraded user amenities, such as real-time arrival and departure information, pre-boarding fare payment, heated shelters, lighting and security features, as well as enhanced accessibility features for bus loading and unloading.

See the Appendix for guideway design and station platform designs for the Gold Line, current to March 2022.

For more information about the Gold Line and detailed design of the station platforms, visit: https://www.metrotransit.org/gold-line-project

Figure 1.1  METRO Gold Line BRT planned route
Planning of the Gold Line BRT route involved collaboration between Washington and Ramsey Counties, including Metro Transit and each municipality along the route, to serve the growing transit needs along the corridor.

In 2020, the City of Woodbury initiated a station area master plan process. The purpose of this plan is to study the areas surrounding each of the planned Gold Line BRT stations, and to provide a guide for future policy decisions, development, and public investments in these areas. The study identified near- and long-term improvements along the Gold Line BRT corridor with a focus on improving transit ridership and user experience, as well as exploring the future development potential to complement the station areas and to meet the growing and changing needs of the city. An evaluation of existing infrastructure, transit, pedestrian and bicycle environments, and market conditions was conducted as part of the initial phases of the study. This information created the framework for recommendations and future urban design elements within the corridor.

**STUDY AREA**

The study area for the Gold Line Station Area Master Plan includes the areas within walking distance of the planned stations and the Bielenberg Drive and Guider Drive corridors which connect the stations. The primary focus areas are located within a half-mile radius of each station, which is generally identified as a 10-minute walk area for many transit users.

Prior to the start of the master plan study, the Tamarack Station was identified as likely to focus primarily on future employment opportunities, while the Woodbury 494 Park & Ride Station and Woodbury Theatre Station were to focus primarily on commercial opportunities. Today, the immediate area around the planned Tamarack Station includes a hotel, a few corporate office buildings, and multi-tenant commercial spaces (Tamarack Hills). There is an established single family neighborhood within the 1/4 mile radius. The 494 Park & Ride Station and the Woodbury Theatre Station are currently surrounded by a multi-plex theater, multi-family residential, and a shopping center (Woodbury Village) with current tenants such as Target, Kohls, and Lunds & Byerly’s. Beyond this to the east and north is an open space, wetland area, and an established single family residential neighborhood that lies within the half-mile radius.
Figure 1.2 Gold Line Station Study Area
Throughout the engagement process, a number of questions surrounding the METRO Gold Line BRT were commonly asked. In response, Woodbury staff created a Frequently Asked Questions (FAQ) site, accessible through the City of Woodbury’s website. Below is a sample of questions and answers provided by the City of Woodbury. For full answers, please visit https://www.woodburymn.gov/Faq.aspx?TID=34.

Q: Why does the City support the Gold Line?
The City’s support for the Gold Line is firmly connected to its commitment to providing an effective transportation system that serves community stakeholders and better connects the city with the rest of the region. The Gold Line will provide additional transit access and reliability between the eastern suburbs and the growing regional transit system.

Although private cars are the most commonly used mode of transportation for many Woodbury residents, public transit is an important alternative to automobile use and serves as one part of a multi-modal transportation strategy for the community. The Gold Line will offer new opportunities for residents, employees, and business owners by strengthening connections between eastern suburbs and St. Paul, including access to jobs, housing, services, and recreation/entertainment.

The City’s Gold Line BRT handout from April 2022 is included in the Appendix. It includes additional benefits that the Gold Line provides Woodbury residents and the Metro area.

Q: What is the City’s role?
» Transit is considered a regional system, and as such, the Gold Line is under the purview of the Metropolitan Council, the region’s metropolitan planning organization. It is the lead agency responsible for design, engineering, environmental review and community outreach, as well as for building and maintaining the line. The Gold Line project team includes staff from Metropolitan Council, Ramsey County, Washington County and MnDOT. Metro Transit, which is the primary public transportation operator in the Minneapolis-St. Paul area, will operate the Gold Line.

The City of Woodbury’s involvement has been as a stakeholder and the City Council has adopted a resolution, which outlines the City’s priorities as they relate to the Gold Line project. In addition, Woodbury staff have served on advisory committees throughout the design process to help advance and refine the design and ensure that issues unique to Woodbury are being addressed.

Q: Why is the Gold Line project moving forward when transit ridership is down due to the pandemic?
The Gold Line project looks out more than 50 years as it provides additional transportation options for the City of Woodbury. Metro Transit’s Gold Line Project Office and Washington County provided the following perspective related to long-term ridership:

“Today, as COVID restrictions are slowly relaxing and as we navigate our new normal, Metro Transit continues to look beyond the pandemic to build the transit network of the future and be a part of our economic recovery. The METRO Gold Line and Bus Rapid Transit are part of transit’s future, providing a frequent, all-day service. During the pandemic, the existing BRT service had some of the highest essential rides. After the pandemic, ridership projections show that people will return to transit and will seek high-quality options with frequent service. Amidst the pandemic, Gold Line project partners know that people will need to get to work, education opportunities, daily errands, and appointments, as well as recreation. As residents adjust to new working styles, commuting patterns are likely to look different. The fast, frequent, and all-day service of the Gold Line will provide residents the flexibility to ride anytime, without a schedule.”

Christine Beckwith, Project Director, Gold Line BRT
Q: How has information been shared with the public regarding the Gold Line Project?
Planning for the Gold Line began in 2007, with the I-94 Corridor Transit and Transportation Study. As the project has evolved over time, the City Council has discussed this item at many council workshops and meetings. As of March 9, 2022 there have been numerous public meetings about the Gold Line, all of which were noticed and open to the public:
» 16 City Council Workshops
» 23 City Council Meetings
» 23 City Council Resolutions
» 3 Economic Development Authority (EDA) Meetings
» 6 EDA Resolutions

Master Plan Meetings:
» 4 Public Open Houses
» 3 Online Engagement Opportunities
» 20+ Targeted Stakeholder Meetings
» 3 City Council Workshops
» 5 Planning Commission Workshops

Information about the Gold Line was also shared through the City Update newsletter, which is mailed to every address in Woodbury. Since 2011, there have been 14 articles related to the Gold Line. The City has also used various social media posts to update the public on the project.

In addition to city-led meetings and outreach, the Gold Line Project Office has held a robust public engagement process, which involved open house events, ‘pop-up’ meetings at various locations and community events, booths at the Woodbury Community Expo and Woodbury Days, etc. A full account of the Gold Line Project Office engagement efforts can be found at: https://www.metrotransit.org/gold-line-public-engagement.

Q: What are the Gold Line ridership projections?
The Gold Line ridership has been evaluated with a number of different ridership models over the past several years. According to Gold Line Project Director Christine Beckwith, “The federal “STOPS” model projects between 6000 and 6500 rides per day upon opening. When Gold Line begins operating, it is projected to be one of the region’s top ten busiest bus routes.”

Based on the FTA STOPS model, the following estimates have been provided by the Gold Line Project Office on rides per station in Woodbury (as of February 15, 2021):
» Tamarack Station: Under 100 rides per day
» Woodbury Theatre Station: Approximately 200-350 rides per day
» Woodbury 494 Station: Approximately 750-800 rides per day

10-15 min bus frequency  13% of households within 1/2 mile from Gold Line stations are without cars  Access to 93,500 jobs within 1/2 mile from Gold Line stations

Park & Rides located at: Sun Ray Station, St. Paul  Helmo Avenue Station, Oakdale  Woodbury Theatre Station  Woodbury 494 Park & Ride Station

METRO Gold Line BRT General Fact Sheet August 2021, Metropolitan Council
Q: What about the safety of the Gold Line?
The Gold Line will have enhanced security at the stations including cameras and emergency phones, fare enforcement by Transit Police and improved lighting along the corridor. Woodbury Public Safety will work corroboratively with Metro Transit Police to enhance public safety and to assist Metro Transit Police with any issues that arise. Additional information about safety can be found at: https://www.metrotransit.org/police.

Q: How much will the Gold Line Cost and what are the City’s costs associated with the project?
As of April 5, 2021, the Gold Line Project Office has reported an estimated cost of $531.9 million, with 45% of the funding expected to come from the Federal New Starts program. The remaining 55% of the funding is split between a variety of (mostly local) funding sources including the two counties, Ramsey and Washington, the State of Minnesota, and affected municipalities. While the majority of the costs will be paid by the governmental agencies as listed, the City of Woodbury will have some cost obligations as it relates to the Gold Line project, due to coordination of City capital infrastructure improvements, City-requested optional project enhancements and future maintenance of City infrastructure.

City of Woodbury capital costs included in the overall Gold Line project cost (pending final City Council approval):
» $174,000 Hudson Road/Guider Drive trails (the City’s share of cost of the total $642,000 in new trail improvements on the south side of Hudson Road and the north side of Guider Drive)

City of Woodbury design costs related to optional project enhancements:
» $9,500 Bielenberg Drive trail (Tamarack Road to Stephens Way)
» $72,800 landscaping and lighting

City of Woodbury capital costs related to optional project enhancements (pending final City Council approval):
» $3,100,000 landscaping and lighting estimated construction cost
» $736,000 Bielenberg Drive trail (Tamarack Road to Stephens Way) estimated construction cost

Consulting costs related to the Gold Line project:
» $169,000 Station Area Master Plan ($50,000 of which was funded by the Washington County Community Development Agency)
» $20,000 stormwater technical review, estimated
» $8,236 grant application assistance- Regional Solicitation

City of Woodbury costs related to future maintenance (annual)
» $13,000 Bielenberg Bridge over I-94 (estimate)
» $150,000 landscaping, lighting, and wayfinding (estimate)

Q: What is the anticipated impact to economic development?
The Gold Line will assist local businesses with employee recruitment by improving access for non-residents who wish to connect to jobs and services within Woodbury. It will also provide additional economic development benefits by enhancing future development opportunities for business users who value transit connectivity for their employees and customers.

Every year, Metro Transit’s Transit-Oriented Development (TOD) office publishes a Development Trends Along Transit Report (PDF) and regional growth along with our high-frequency transit networks.
RELATED PLANS AND STUDIES

METRO GOLD LINE BRT

Concurrent with the Woodbury Gold Line Station Area Master Plan, the MetroTransit Gold Line Project Office continued to advance design and engineering for the Gold Line BRT guideway and station platforms. Design and engineering for the entire line began in 2018 and continued through 2021.

Corridor improvements, as recommended and planned through the Woodbury Gold Line Station Area Master Plan, were coordinated between the City of Woodbury and the Gold Line Project Office. Construction of the station platforms and corridor improvements along Bielenberg Drive and Guider Drive are anticipated to begin in 2022/2023. For more information about the Gold Line and detailed design of the station platforms, visit: https://www.metrotransit.org/gold-line-project

WOODBURY 2040 COMPREHENSIVE PLAN

The Woodbury 2040 Comprehensive Plan was adopted in August of 2019, just prior to the start of the Gold Line Station Area Master Plan study. During the 2040 Comprehensive planning process, goals and policies were identified throughout that served to guide the Gold Line Master Plan.

The full list of goals and policies can be found within the 2040 Comprehensive Plan. Visit https://www.woodburymn.gov/departments/planning/draft_2040_comprehensive_plan.php to view the entire plan.

Below are a few of the goals/vision elements from the 2040 Comprehensive Plan that were used to guide the Gold Line Station Area Master Planning effort:

» Define and implement Woodbury’s vision for a vibrant, transit-supportive station area that meets Woodbury’s community and architectural standards.

» Support alternative modes of travel, including transit, pedestrian and bicycle travel, to help Woodbury residents access jobs outside the city, non-residents access jobs and services within Woodbury, and local trips within the city and surrounding area.

» Maximize the economic development opportunities around BRT stations by helping the city compete regionally and nationally to attract new business investment while helping existing companies recruit and retain employees.

» Be supportive of and complementary to Metro Transit’s existing Express Bus services. (See Chapter 2 for an update to the Express Bus services to the Woodbury Gold Line area.)

» Improve walkability and multi-modal accessibility along the Gold Line Corridor.
ROADWAY CORRIDOR DESIGN PRINCIPLES

The City of Woodbury’s adopted Roadway Corridor Design Principles (2009 with an amendment completed in 2016) address transportation needs throughout the city while limiting local impacts to livability. One of the key aspects of this document is the accommodation of bicyclists and pedestrians within the roadway corridor. The Roadway Corridor Design Principles provided a foundation for corridor design and improvements throughout the study area.

WOODBURY BICYCLE AND PEDESTRIAN PLAN

The City of Woodbury developed a draft Bicycle and Pedestrian Plan concurrent with the Gold Line Station Area Master Plan effort. Both plans were started around the same time (late 2019, early 2020) and initial phases of community engagement for both planning efforts were coordinated for efficiency. A draft of the Woodbury Bicycle and Pedestrian Plan was completed in the summer of 2021 and is anticipated to be adopted by the City of Woodbury by the end of 2022.

The purpose of the Woodbury Bicycle and Pedestrian Plan is to help advance the vision set forth in the 2040 Comprehensive Plan for pedestrians and cyclists. This plan establishes policy recommendations for the City’s trail and sidewalk network, identifies specific improvements for pedestrian and bicycle facilities, and defines best practices for future implementation of policies.

PROJECT PROCESS

COVID-19 AND PUBLIC ENGAGEMENT

The Gold Line Station Area Master Plan project was kicked off in January of 2020, and much of the earlier planned engagement opportunities were sidelined as City staff responded to the evolving public health crisis related to COVID-19.

Early community engagement efforts were modified to occur as web-based and online options were made available through the use of web-conference meetings, online survey tools, and the production of an informational video.

As conditions changed throughout the course of the project, meetings held outdoors within the project area and in-person open houses were hosted. In order to best serve the entire Woodbury community, all in-person events and were duplicated with a virtual or web-based option to accommodate individual needs.
COMMUNITY ENGAGEMENT PLAN

A Community Engagement Plan was developed at the beginning of the Master Plan process, which guided engagement with the public throughout the project. City staff and the consultant team worked together, along with project partners such as the Gold Line Project Office, to gather information and inform stakeholders at specific points throughout the project.

Engagement activities conducted in the earlier stages of the Master Plan process were coordinated alongside the Woodbury Bicycle and Pedestrian Plan effort. Chapter 3: Issues + Opportunities summarizes feedback collected through engagement efforts, and additional summary documentation can be found in the Appendix.

BROAD PUBLIC ENGAGEMENT

Stakeholders that will be impacted by the outcomes of the Master Plan come from a broad geography throughout the Twin Cities: riders of public transit, employees and proprietors, shoppers, and people seeking public services all travel to the study area to work and shop. Nearby residents within the immediate study area and residents throughout all of Woodbury also visit the study area for a wide variety of purposes. For these reasons, there was a robust engagement effort, to reach a broad range of people early on to understand issues and opportunities within the Station Areas.

- A project website was established within the City’s primary web platform, with information, project updates, and links to online engagement tools.
- A community-wide online survey was launched in May of 2020 (in coordination with the Woodbury Bicycle and Pedestrian Plan).
- An interactive mapping survey (Social Pinpoint) was also launched in May of 2020, which collected public comments within the study area.
- A video clip was produced and distributed through the City’s social media channels. The video explained the project, the role of the City, and shared information about how to get involved.

Link to video: https://www.youtube.com/watch?v=-9ljYk0KHbU&t=14s
TARGETED STAKEHOLDERS

Over the Summer and Fall of 2020, the project team conducted a series of web-based Feedback Sessions. The Feedback Sessions were intended to gather people from similar stakeholder perspectives to discuss concerns and ideas for the future Gold Line corridor area.

Twelve Feedback Sessions were conducted with the following stakeholder group involvement:

- Large property owners and representatives
- Transit and Transit-Oriented Development (TOD) advocates
- City of Woodbury Parks
- Multi-family housing advocates
- Large nearby employers (3M, EcoLab, Target, etc.)
- St. Paul Chamber of Commerce representatives
- Tenants of Tamarack and Woodbury Village
- Residents of nearby single-family neighborhoods
- Multi-modal and disability rights advocates

Later on in the project, City staff engaged with the adjacent business community, commercial property owners and residents within the corridor to develop and refine specific design strategies and development land uses. A series of one-on-one and small group meetings occurred over the course of this task.

Additionally, the following scheduled events were advertised via mailers and e-mails, and hosted over the summer of 2021:

- 6/8/21: Virtual Open House, geared towards the Business Community (6 attendees)
- 6/9/21: In-person Open House at City Hall, geared towards the Business Community (7 attendees)
- 6/14/21: In-person Open House at City Hall, geared towards Residential Stakeholders (30-40 attendees)
- 6/17/21: Virtual Meeting, geared towards Residential Stakeholders (12 attendees)

PROJECT MANAGEMENT AND CONSULTING TEAM

The Project Management Team was tasked with providing guidance, coordination and structure throughout the planning process. This team included City staff and the Gold Line Project Office staff who worked with the consultant team to complete the project:

Project Management Team

- Gina McCormack (Gore), City of Woodbury, Associate Planner
- Eric Searles, City of Woodbury, Assistant Community Development Director, City Planner
- Tony Kutzke, City of Woodbury, Assistant Engineering Director, City Engineer
- Janelle Schmitz, City of Woodbury, Community Development Director
- Warren Tracy, City of Woodbury, Senior Engineering Project Coordinator
- Michelle Okada, City of Woodbury, Parks and Recreation Director
- Kristin Seaman, City of Woodbury, Environmental Resources Specialist
- Liz Jones, Gold Line Project Office, Community Outreach and Engagement

Consultant Team

- HKGi: Landscape Architecture / Urban Design / Planning
- SEH: Engineering
- Marquette Advisors: Market Analysis
WHERE ARE WE TODAY?

The following chapter describes the existing conditions of the station areas within the local context of demographics, land use, bicycle and pedestrian facilities, public transportation and riderships, utilities and infrastructure, and market analysis.

POPULATION AND GROWTH

Demographic data and economic trends for Woodbury and the 7-county Twin Cities Metro Area were studied as part of the market analysis completed in 2020. The information gathered facilitated a determination of demand for additional housing and commercial development in the area. Below are a few take-aways of the existing and projected demographic study as they relate to potential development in the Gold Line corridor. Historical data is from the US Census, while 2019 estimates and 2024 forecast data are from ESRI Business Information Solutions, a nationally-recognized econometric forecasting firm. Longer term (2020-2030) forecast data from the Twin Cities Metropolitan Council was also referenced.

WOODBURY IS GROWING

The estimated 2019 Woodbury population was 72,126, which is 1.8% more than the 2010 population. This growth rate is nearly double the Twin Cities Metro growth (1.0%) and the State of Minnesota (0.9%). Woodbury grew by an average of 373 households per year between 2010 and 2019, accounting for 3.4% of the Metro household growth, exceeding the local and statewide growth rates.

COVID-19 AND EXISTING CONDITIONS

The existing conditions and analysis portions of this Master Plan study were completed in the spring and summer of 2020. Some of the information presented does not reflect the changing conditions related to the market, demographics, or use of the corridor or commercial areas as a result of the evolving nature of the public health crisis.
WOODBURY JOB GROWTH RATE OUTPACES METRO AREA

Total employment in Woodbury increased by 25% from 2012-2019, adding 5,049 jobs, compared to a 12% increase for the Metro Area as a whole. Much of the job growth in Woodbury has been in education and health services, accounting for nearly 37% of this increase, likely due to a considerable expansion of medical office and clinic spaces in Woodbury. Retail employment also increased by about 33%. Gains in leisure and hospitality have also been noted, with the opening of a few new restaurants and the construction of three new hotels in recent years.

AFFLUENT LOCAL RESIDENT BASE

The median household income for Woodbury residents in 2019 was estimated at $111,616, considerably higher than the median income for the Metro Area at $79,195. This relates partly to the differences in housing stock and household composition, which is comprised of many households aged 45-64 who are advanced in their careers.

CONSUMER SPENDING AND RETAIL SALES:

Consumer spending by Woodbury residents on retail goods has been strong in recent years, with an estimated $1.26 billion spent in 2019. Similarly, retail and restaurant sales at Woodbury establishments was estimated at $1.06 billion. Strong resident spending has attracted a wide variety of retail stores and restaurants over the years, and has complemented the spending by “imported” customers who travel to the city from other areas of the Metro.

LAND USE

The Land Use Plan adopted with the 2040 Comprehensive Plan seeks to organize the community in a manner that promotes alternative mobility options, to respect the natural environment, and to result in enduring development patterns. The Gold Line Station Area is primarily guided for a mix of the following land uses closest (1/4 mile) to the stations:

» Places to Shop
» High Density Residential
» Open Space
» Gateway
» Places to Work
» Low Density Residential
» Medium Density Residential

Areas of Low Density Residential, Medium Density Residential, Mixed Use and Public / Semi Public uses are also guided for areas within a half-mile of the stations.
Figure 2.1  Land Use Plan, 2040 Comprehensive Plan

Legend
- Gold Line
- Gold Line Station
- 1/4 Mi Station Buffer
- 1/2 Mi Station Buffer
- Building

2040 Land Use Plan
- Urban Reserve
- Rural Estate
- Urban Estate
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Mixed Use
- Urban Village
- City Center
- Gateway
- Places to Shop
- Places to Work
- Other/ROW
- Open Space (Public / Private)
- Public / Semi-Public

EXISTING CONDITIONS

2-3
EXISTING BIKE AND PEDESTRIAN FACILITIES

Today, the existing network for bicyclists and pedestrians consists of paved (bituminous) shared use trails, sidewalks (concrete) and private walks, (primarily to connect between businesses within a larger commercial development). Figure 2.2 shows existing and planned trail routes consistent with the 2040 Comprehensive Plan and the draft Woodbury Bicycle and Pedestrian Plan.

An existing shared use trail along the east side of Bielenberg Drive connects to the trail network that is built around the perimeter of the Tamarack wetland area, and there is a trail connection to the Gold Line Corridor across Tamarack Road. With the construction of the Gold Line BRT, additional trail connections will be built along Bielenberg Drive, to connect up to Hudson Road on the east side, and to connect along the west side of Bielenberg Drive to the Tamarack Station.

GAPS AND BARRIERS

» A gap in pedestrian and bicycle connectivity exists around the Woodbury 494 Park & Ride Station and throughout the retail/commercial area.
» I-494, Valley Creek Road, Bielenberg Drive, and Tamarack Road are all high volume roadways with higher speed limits that pose as barriers to pedestrian and bicycle movement throughout the area.

EXPECTED BIKE AND PEDESTRIAN IMPROVEMENTS RELATED TO GOLD LINE BRT AND REDEVELOPMENT SITES

» Per the 2040 Comprehensive Plan, a number of planned trail connections in the area will provide needed links to the Gold Line Stations, such as a future trail along Woodlane Drive, and a future trail connection between Bielenberg Drive and Landau Drive at the Tamarack Station.
» A new trail connection along the west side of Bielenberg Drive from Stephens Way to the Tamarack Station, complemented by an existing privately owned trail on the 500 Bielenberg Drive property.
» A new trail connection along the east side of Bielenberg Drive from Nature Path to the Helmo Ave Station (outside of the study area).
» Signalized pedestrian crossings of Bielenberg Drive at each of the six new traffic signals.
» Time-of-day restrictions considered for right turns on red utilizing dynamic signing at all intersections adjacent to stations, or at intersections with the greatest amount of crossing activity.
» Lighting is planned at intersections for people walking and biking, as well as along the primary trail routes along Bielenberg Drive and Guider Drive.
» New sidewalk and trail connections within new site developments.
» Secure bike parking for employees and visitors.

ADDITIONAL CONSIDERATIONS FOR NON-MOTORIZED USERS

In order of priority:
» Consider creating ADA Transition Plans for routes, crossings and signals that provide access to the station that may not be within the Gold Line BRT project limits or directly impacted by site development.
» Leading pedestrian signal intervals at major crossings.
» Eliminate / mitigate any ADA barriers due to topography.
» Encourage existing property owners to provide internal sidewalk or trail connections within their sites for non-motorized users to access the public trail system and transit station facilities.
Figure 2.2 Existing Bicycle and Pedestrian Facilities

Legend
- Orange: Gold Line
- Blue Circle: Gold Line Station
- Purple: 1/4 Mi Station Buffer
- Red: 1/2 Mi Station Buffer
- Gray: Building

Existing Sidewalks and Trails
- Green: Paved Trail
- Red: Sidewalk
- Pink: Private Walk or Trail
- Yellow: Natural Surface Trail
- Black: Boardwalk or Bridge

Existing Parks, Trails and Open Space
- Light Green: Parks
- Dark Green: Planned Gold Line Trails
- Light Green: Planned Sidewalks and Trails
- Dark Green: Planned Gold Line Trails
- Dark Green: Planned Sidewalks and Trails
- Light Green: Natural Surface Trail
- Yellow: Boardwalk or Bridge
- White: Other City-Owned Property
- Light Orange: Non-City Parks and Open Space
PUBLIC TRANSPORTATION NETWORK

According to data provided by the Gold Line Project Office (August 2021):

» 13% of households within 1/2 mile from Gold Line Stations are without cars (along the entire transit line).
» The Gold Line will provide access to 93,500 jobs within 1/2 mile from stations (along the entire transit line).

According to data provided by the U.S. Census Bureau, Center for Economic Studies (2016):

» There are 3,910 jobs adjacent to the Tamarack Station
» There are 4,282 jobs adjacent to the Woodbury Theatre and to the 494 Park & Ride Stations.

Today, the future Gold Line area is the only quadrant in Woodbury that is serviced by transit routes operated by Metro Transit. Located in the northwest corner of the city, there is an existing gap in fixed-schedule public transit offerings to and from other parts of the city. The Gold Line BRT will connect riders with limited transportation access to employment and services within Woodbury.

TRANSIT LINK + METRO MOBILITY

**Transit Link** is a shared-ride service that must be reserved prior to the trip (the same day or up to 5 days in advance). Transit Link provides a flexible, personalized transit option to the general public, with service hours between Monday-Friday 6am - 7pm.

**Metro Mobility** is a shared public transportation service for certified riders to use regular fixed-route buses due to a disability or a health condition. Metro Mobility has a service area that covers the entirety of the City of Woodbury.

LOCAL ROUTE 323 (DEMONSTRATION ROUTE)

Route 323 was added as a Local Route to provide daily service between Woodbury and the East Side of St. Paul in June of 2021. This route is being used to evaluate demand for all-day service to Woodbury over the next 18-24 months. The route operates daily, every 30-60 minutes, connecting the Woodbury Theatre Park and Ride Station to the Sun Ray Transit Center. The intent is to provide improved access to jobs, services, housing and retail.

Ridership throughout the transit system is still recovering from the impacts of the pandemic, and there may be some new travel patterns and needs that emerge long-term. In the meantime, ridership on weekdays and weekends for Route 323 has grown since June of 2021.

NON-STOP EXPRESS ROUTE 353

Over the course of this planning process, Metro Transit express bus services in Woodbury have been modified. Prior to the COVID-19 pandemic, there were three non-stop express routes serving Woodbury. Routes 351 and 355 were initially suspended in March 2020 due to the COVID pandemic and the associated rise in working or learning from home. Route 353 service was subsequently expanded in March 2020, offering four trips in each direction to accommodate the suspension of non-stop express service and for efficiencies (the ability to serve both downtowns with one route as ridership sharply fell).

Metro Transit has since been evaluating travel patterns to determine the right amount of express service to provide while the market recovers from the effects of the COVID pandemic. As a result, the non-stop express bus service offered on Routes 351 and 355 was restored in August of 2021, in anticipation of some workers returning offices and of the University of Minnesota returning to in-person classes. The express bus market from the Woodbury Theatre has historically been one of their stronger markets.

Since many express bus riders continue to work from home, demand for express bus service has not rebounded; ridership levels have dropped roughly 90% from pre-pandemic levels (2019). Reduced ridership, combined with unprecedented driver shortages, has resulted in cancelled trips that inconvenience transit customers. These issues have led to Metro Transit’s decision to suspend service again of Routes 351 and 355 in December 2021. Route 353 has been improved to serve as a replacement for Routes 351 and 355 and provides service to both downtown Minneapolis and St. Paul. Route 353 is shown in Figure 2.3.

<table>
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<th>ROUTE</th>
<th>AVERAGE WEEKDAY RIDERSHIP PER ROUTE</th>
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Table 2.1  Average weekday route ridership with Fall 2019 as baseline comparison (Metro Transit)
Figure 2.3 Existing Public Transit

Legend
- Gold Line
- Gold Line Station

Existing Transit Routes Servicing Woodbury
- Local Route 323
- Express Route 353

Other Routes
- Other Express Routes
- Other Local Routes

EXISTING CONDITIONS
RIDERSHED ANALYSIS

Station ridershed analysis combines a walkshed analysis with the proposed Gold Line Station locations to determine which stations users will gravitate towards, depending on where they are walking to or from. This analysis helps to show which station will serve the largest area geographically, and the figure grounds (building footprints) give an idea of what types of destinations these users will be seeking out or originating from. The analysis assumes that riders using the Gold Line BRT will likely be pedestrians who will travel no more than 1/2 mile to or from the station.

The Tamarack Station has a fairly wide ridershed area, which covers the commercial area of Tamarack Hills, Gateway Corporate Center, Medtronic site, and the 500 Bielenberg property, as well as reaches into the residential neighborhoods accessed by Tamarack Road and Landau Drive. A trail connection between Bielenberg Drive and Landau Drive east of the Tamarack Station would enhance connectivity. Some of the Tamarack Station ridershed is shared with the future Helmo Avenue Station on the north side of I-94.

The Woodbury Theatre and 494 Park & Ride Stations have ridersheds that overlap significantly, especially to or from the retail destinations along Woodlane Drive (Lunds & Byerly’s, Kohls, etc.). The residential area west of 494, along Upper Afton Road, is within the half-mile walkshed of the 494 Park & Ride Station. However it is unlikely that a significant number of residents would use the station, due to the barrier posed by crossing the interstate. However, the proposed parking structure at the future 494 Park & Ride Station, will potentially draw commuters to this area to use future transit services.

The ridershed analysis for the Woodbury Theatre Station and the 494 Park & Ride Station also show a significant number of residents south of Valley Creek Road in the Royal Oaks neighborhood who also are within a half mile of the stations. Valley Creek Road poses a barrier. Pedestrians are required to cross up to eight lanes of traffic at both Queens Drive and Woodlane Drive, and seven lanes of traffic at Bielenberg Drive. There are free right turns at all three intersections.
Figure 2.4 Ridershed Analysis
UTILITIES + INFRASTRUCTURE

SANITARY SEWER
» The City’s sanitary sewer system serves properties along Bielenberg Drive and ultimately discharges flows to an existing Metropolitan Council Environmental Services (MCES) trunk gravity sewer located on the southwest corner of 500 Bielenberg Drive.
» The City’s existing sanitary sewer system is in good condition, and has adequate capacity to serve existing land uses.
» Expected impacts of the Gold Line BRT Project will include relocation or adjustment during construction of the BRT and any future expansion of development in the Bielenberg Drive/Hudson Road area.

STORM SEWER AND PONDS
» The study area lies within the Ramsey-Washington Metro Watershed District, and is within the sub-watershed for the Battle Creek Lake that has specific City water quality goals (Battle Creek Lake is listed on the State’s Impaired Water List).
» The existing storm sewer and ponding system has adequate capacity to serve existing conditions.
» Potential future development will need to consider that the existing storm sewer systems may have been designed prior to Atlas 14 rainfall intensity guidelines and other changes in storm water regulations. Areas of redevelopment or increased impervious surfaces may require revision of existing BMPs to satisfy current regulations.

WATER SUPPLY SYSTEM
» The existing water supply system is in fair condition and has adequate capacity to serve existing land uses.
» Expected impacts of the Gold Line BRT Project will include water main relocation along Bielenberg Drive from Nature Path to Hudson Road to accommodate the proposed Gold Line alignment.
» Water main relocation presents the opportunity to up-size the main if necessary to accommodate development and land use changes.
» Water service locations to future development sites should be identified and extended prior to Gold Line improvements to eliminate the need to excavate in roadways for future service connections.
Figure 2.5 Existing Utility Infrastructure

Legend
- **Gold Line**
- **Gold Line Station**
- 1/4 Mi Station Buffer
- 1/2 Mi Station Buffer
- **Building**

Utilities
- Easements
- Water Pipes
- Sanitary Sewer Pipes
- Stormwater Pipes
- Stormwater Ponds

600 Feet
MARKET ANALYSIS SUMMARY

A full market study was conducted as part of the existing conditions analysis. The market study provided a review of the Gold Line corridor and the three station areas in Woodbury, within the context of the broader regional markets. Each station area has been evaluated for potential development / redevelopment, considering the pre-study typologies identified for each station (Tamarack Station = employment, Woodbury Theatre and I-494 Park & Ride Stations = commerce), along with market viability and the amount of development that can be supported in each area. The marketability of the following property types has been evaluated for each station area:

» High-density multi-family residential
» Hotel
» Office
» Retail
» Light Industrial

ANTICIPATED NEAR-TERM DEVELOPMENT

Washington County Service Center and parking Structure - The 494 Park & Ride Station area will potentially incorporate a new county service center building and parking ramp. At the time of the market analysis study, the facility was planned to span both sides of Woodlane Drive, with a realignment of the roadway. However, recent designs show the road alignment to remain as-is and the service center to be located south of the 494 Park & Ride station.

» Because the new service center and BRT station improvements will occupy most (or all) of the developable land in this area, additional infill development is not expected adjacent to the planned station.

ADDITIONAL LONG-TERM DEVELOPMENT / REDEVELOPMENT POTENTIAL

Woodbury Village Shopping Center - Retailers throughout the metro area and nationally have been economically impacted by COVID-19. The situation adds to struggles many retailers and shopping centers have had due to changes in consumer behavior and online retailing, among other factors. Although the Woodbury Village Shopping Center is presently well-occupied, the 30-year old center is positioned for future redevelopment as the site continues to be supported by both strong vehicle traffic and future transit connections. Future redevelopment could incorporate multi-family and commercial uses, along with entertainment and public amenity spaces.

Woodlane Drive Redevelopment Potential - There is long-term potential for redevelopment of older commercial properties located to the south of the station on the west side of Woodlane Drive. Redevelopment here is likely to be commercial in nature, given the site sizes, depth, surrounding land use environment and proximity to I-494.
COMMUNITY SURVEY RESULTS

In coordination with the Woodbury Bicycle and Pedestrian Plan, an online community survey was provided to the public, with the intention of understanding more about how people currently use multi-modal transportation options (biking, walking, driving, public transportation), how people use the Gold Line Station area today, and how they envision using the area after the Gold Line BRT is constructed.

The community survey was launched in May of 2020, and was held open throughout the rest of the year. A majority of responses were gathered over the summer of 2020. In total, 407 people responded to the survey.

The following pages highlight some of the biggest take-aways from community input gathered, which was used to influence the direction of both the Gold Line Station Area Master Plan and the Woodbury Bicycle and Pedestrian Plan.

COMMUNITY SURVEY SNAPSHOT

- Nearly half of visitors to the Gold Line Station Area are making more than one stop.
- 59% of survey participants do not anticipate coming to the area more after the Gold Line is completed.
- Participants are likely anticipating riding the Gold Line for entertainment or errands.
- Of those that do plan to visit the area more, 26% plan to take transit, 22% plan to bike, and 12% plan to walk.
- Today, 35% of visitors to the area tend to walk or bike between businesses often or sometimes; 55% report rarely or never doing so.
SURVEY RESULTS: CONCERNS

Question: What are some concerns you have about this area in the future?

SAFETY + CRIME
» Increased speeds and volumes of traffic
» Drivers in the suburbs and Woodbury don’t pay attention to bicyclists
» Lack of lighting
» People will take transit from urban areas with the intent committing crime in Woodbury
» Black, Indigenous, and People of Color will be more visible to the white population of Woodbury and will be vulnerable to harassment by the police
» People loitering near stations; increased visibility of homelessness
» Added bus services will cause crime to increase in Woodbury

OPERATIONS OF THE GOLD LINE
» Concern that home values will be lowered
» People in Woodbury already have cars, so buses aren’t needed
» Need for more paths and roads in Woodbury
» Not that many people live within walking distance of the stations, so they will only generate more vehicle traffic
» Concern that the project will be underdeveloped and fail to provide a good transportation option
» Concern that the Gold Line doesn’t reach far enough into Woodbury to capture ridership
» Concern that the Gold Line is redundant to the current Express Bus Routes, Park and Ride network
» Would rather see more transit options within other parts of Woodbury
» Overall concern with cost of the Gold Line

LAND USE + DESTINATIONS
» Lack of opportunities for small businesses in the area
» Lack of destinations in the area; mattress stores and chain fast food are not reasons to take transit here
» Workers coming into Woodbury need a better way to get to jobs
» Concern that retail will not return post-COVID

SURVEY RESULTS: FUTURE AMENITIES

Question: What types of amenities would you like to see in the Station Area that will make walking, biking, or taking transit a more viable choice for you? (Choose all that apply)

- 45% Add outdoor spaces, such as parks, plazas, and common areas
- 41% Increase safety measures at crossings (signals, markings)
- 40% Install wider paths (sidewalks or trails)
- 38% Add more places to park and lock a bicycle
- 29% Install more shade trees
- 25% Slow vehicle traffic
- 25% Grade-separated crossings or other upgrades at crossings
- 24% Add wi-fi hotspots
- 23% Add more shelters or screening from vehicles
- 22% Install more places to sit
- 20% Other
- 19% Add bicycle lockers
- 19% Add more landscaped areas
- 18% Add signs or wayfinding to navigate
- 18% Shorten distances between destinations
- 18% Add public art
- 16% Add bicycle fix-it stations
- 15% Add electric outlets or USB charging stations
- 15% Add vehicle drop-off and pick-up zones

Other identified amenities include:
» Increased police presence
» Crosswalk buttons for bicyclists
» Trash and recycling receptacles
» Restrooms
» Dedicated bicycle trail along BRT route
» Transit connections to other areas in Woodbury
SURVEY RESULTS: BARRIERS WITHIN THE STATION AREA

Question: What are some reasons you may not feel comfortable walking or biking throughout the Station Area, once you’ve arrived? (Choose all that apply)

I don’t have any reason to walk or bike between destinations 39%

My destinations are too far apart 32%

There’s no clear path between my destinations 27%

There’s no place to store my bike safely 27%

Snow and ice prohibit me from using trails or sidewalks 26%

I’m concerned about my personal safety 17%

There’s not enough lighting 12%

I don’t feel safe walking through parking lots 12%

There’s not enough shade 8%

There’s not enough seating or places to rest 7%

I have a disability that makes it difficult for me to walk or bike comfortably 2%

Other identified barriers include:

» Storing and carrying groceries/shopping bags makes biking and walking difficult

» Discomfort biking around so many vehicles and congestion

» Don’t consider walking or biking for purposes beyond recreation

SURVEY RESULTS: IDEAS

Question: What are some ideas you have about this area in the future?

URBAN DESIGN/STREETSCAPE/AMENITIES

» Make parking areas smaller

» Scale down buildings in pedestrian areas, give it more of a ‘main street’ design

» Wayfinding to city destinations

» Separate vehicles from bikes

» Public Art

» Nature-based

» Local artists

» Attractive seating

» Attractive bike parking

» Attractive lighting throughout area

» Water fountain/bottle refill station

LAND USE

» Provide more night/entertainment destinations

» Restaurants (local/small/not chain)

» Greenspace with shaded areas

» Parklets

» Coffee shop/small restaurants

» Bars/cafes

» Ice cream shop

» Outdoor seating

» Library branch

TRANSIT

» Transit connection from other areas of Woodbury to the Gold Line area

» Shuttle/circulator routes throughout Woodbury

» Better bike/ped connections from other areas of Woodbury

» Sidewalk on north side of Tamarack

» Bike share / scooter share

» Dedicated bike lanes or trails in commercial area

SAFETY

» Police sub-station at Gold Line platforms

» Install cameras, panic buttons at stations
SOCIAL PINPOINT RESULTS

Along with the online community survey, a Social Pinpoint map was launched and shared throughout the Woodbury community. This online tool allowed visitors to the website to view a map of the area, provide comments specific to locations on the map, and ‘like’ or ‘dislike’ comments posted by previous participants.

In 2019, Washington County used Social Pinpoint to gather feedback for the MOVE Washington County Bicycle and Pedestrian Plan. During that process, many comments were received that were pertinent to the Gold Line Station Area. These comments were combined with comments gathered for the Gold Line Station Area Master Plan and the Woodbury Bicycle and Pedestrian Plan to provide a fuller snapshot of the ideas and concerns that people have about this area.

The map to the right is keyed to the common themes listed below as a summary of what was shared through Social Pinpoint.

Over the course of the project, 630 unique visitors participated in the Social Pinpoint site, and a total of 71 comments were posted in the Gold Line Station Area.

COMMON THEMES HEARD THROUGH SOCIAL PINPOINT:

1. Desired connection from Station Areas to Battle Creek Park
2. Screening / safety concerns raised by nearby residents at future station
3. Pedestrian safety concerns along Tamarack Road
   Suggestion for trail/sidewalk on north side
4. Suggestion to lower speed limits along Bielenberg Drive
5. Pedestrian safety concerns at Guider/Bielenberg Drive
6. Trail needed along Woodlane Drive
7. More bike racks needed throughout commercial area
8. Bike Commuter Route along Valley Creek Road
9. Pedestrian safety concerns at intersections along Valley Creek Road

71 comments provided in Gold Line Station Area
Figure 3.1 Social Pinpoint Map Diagram Summary
STAKEHOLDER FEEDBACK SESSIONS

In the late summer and fall of 2020, twelve virtual feedback sessions were hosted to gather feedback from specific stakeholder groups. Each session involved a short presentation by City staff and the project team and then a series of open-ended questions intended to spur discussion. The diagrams below and on page 3-7 outline a summary of information that was gathered through these sessions.

HOW DO YOU ENVISION FUTURE RIDERSHIP/USE OF AREA WITH THE GOLD LINE BRT?

- Anticipated increased use of area and transit by seniors, people with disabilities, hourly employees at retail and commercial locations
- Future transit connections to other locations in Woodbury (circulator or shuttle routes)
- Larger office tenants/employers (in the area and along the Gold Line Route) don’t anticipate increased use of transit or visits to station areas with Gold Line completion

WHAT POTENTIAL SUPPORTIVE USES COULD IMPROVE THIS AREA?

- Continued presence of functional retail and commercial destinations such as grocery stores, pharmacies, medical and fitness centers)
- Small, local fast-casual restaurants
- Infill development at Woodbury Village
- Pick-up and drop-off locations for ride share options
- Multi-family housing, affordable housing, and Senior housing
**STAKEHOLDER FEEDBACK GROUPS**
Stakeholder feedback sessions involved people from the following:

- Large property owners and representatives
- Transit and TOD advocates
- City of Woodbury Parks and Recreation staff
- Multi-family housing advocates
- Large nearby employers (3M, EcoLab, Target, etc.)
- St. Paul Chamber of Commerce representatives
- Tenants of Tamarack and Woodbury Village
- Residents of nearby single-family neighborhoods
- Multi-modal and disability rights advocates

**WHAT AMENITIES WOULD YOU LIKE TO SEE IN THIS AREA?**

- Continuous, accessible trails and sidewalks throughout the area
- Pedestrian lighting
- Bike share and bike storage options
- Focus on pedestrian crossing improvements at intersections
- Visibility/sight lines at stations
- Multi-functional parking areas and common event spaces
ISSUES + OPPORTUNITIES

By combining analysis of existing conditions, market studies, and input gathered through community engagement efforts, the following issues and opportunities have been identified for the Gold Line Station Area (listed below and diagramed in Figure 3-2):

DEVELOPMENT OPPORTUNITIES
» Development/Redevelopment Sites Identified (see Figure 3.2)
» Development and redevelopment sites align with the City’s 2040 Comprehensive Plan Vision and Goals
» Corridor and public realm improvements along Bielenberg and Guider Drive to promote a sense of place and identify, as well as align with Woodbury’s Roadway Corridor Design Principles

TRANSIT RIDERSHIP OPPORTUNITIES
» Opportunity to cater specific development or redevelopment opportunities to riders heading to or from each station
» Existing walking and biking facilities, shortest paths and barrier crossings identify future opportunities
» Areas with overlapping ridersheds have a potential for higher pedestrian traffic

WAYFINDING/INTERSECTION OPPORTUNITIES
» High visibility crosswalk markings
» Pedestrian/trail crossing signage
» Curb extensions (bump-outs) to shorten crossing distances
» Widened curb ramps
» Pedestrian signals
» Signal timing adjustments
» Consistent wayfinding throughout the area

BIKING AND WALKING ISSUES
» Winter maintenance (snow and ice removal at transit shelters and trails)
» Commercial/employment development is not pedestrian oriented or built at a ‘human scale’ today
  - Large parking lots pose a barrier or challenge for connecting across large sites
  - Commercial development in the area is designed with limited pedestrian connection today
» Potential trail safety/comfort at night on trails that aren’t parallel to roadways
» For trails located along major roadways:
  - Full sun exposure during the summer on trails without tree canopy
  - Exposure to vehicular traffic/emissions
  - Little variation in scenery
» Some neighborhoods are not connected directly to the station areas (there are a few instances where people need to travel the opposite direction first to reach their destination)
» Crossing of major roadways is a barrier due to high volume of traffic:
  - Valley Creek Road
  - Tamarack Road
  - Bielenberg Drive
» Natural features such as steep slopes and large wetland complexes may limit the directness of trails
Figure 3.2 Issues and Opportunities

- Gold Line Station
- 1/4 Mi Station Buffer
- 1/2 Mi Station Buffer
- Woodbury Boundary
- Building
- Existing Trails
- Private Trails
- Future Trails (Gold Line)
- Private Sidewalks
- Parks

Ridersheds
- Helmo Avenue
- Tamarack
- Woodbury 494 Park and Ride
- Woodbury Theatre
- Woodbury 494 Park and Ride or Woodbury Theatre
- Tamarack or Helmo Avenue
- Tamarack or Woodbury Theatre
- Woodbury 494 Park and Ride or Tamarack

Intersection Treatments
- Opportunity for Bike/Ped Connection

Planed transit-supportive mixed-use development around Helmo Station

New Bridge Will Enable Access to Helmo Ave. Station

I-494/94 Interchange Reduces Connectivity

Limited Connectivity and Walkability in Commercial Area

Businesses Oriented Inward w/ Limited Internal Walkability and Connections to City Bike/Ped Network

Only Nearby Existing I-494 Ped/Bike Crossing

Potential Redevelopment Sites

Potential Development Site

Site Under Development

Viable Access to Area Only with Ped/Bike Bridge

Ped/Bike Bridge to Expand Ridershed

Limited Connectivity and Walkability in Commercial Area

Large Building Mass Restricting Movement

Near-term Road w/ Sidewalk Improvement Project

Valley Creek Road a Barrier for Southern Areas

Future Washington Co. Service Center

Future 494

Valley Creek Road

Wetland

Evergreen West

Evergreen East

Tamarack Nature Preserve (Main)

neighborhood Difficult to Reach Because of Wetland

Access to Tamarack Area Only with Ped/Bike Bridge
Potential Development Sites

Potential development sites were identified through the planning process. These sites demonstrate an opportunity in the near and mid-term to develop alongside the future Gold Line BRT route, either due to imminent changes spurred by existing property owners or due to possible market scenarios as understood through the market analysis. This chapter explores these possible scenarios. The City does not require any site to develop or redevelop. Rather, these concepts and standards are intended to serve as guidance for development and enhance connectivity.

Further details related to future bicycle, pedestrian, and transit connections can be found in the Woodbury Bicycle and Pedestrian Plan, (currently in draft format, with anticipated final approval in 2022):

- Ch 3: Future Network Plan provides detailed guidance for roadway and facility design throughout the city.
HOM FURNITURE SITE

Today, the HOM Furniture site is a 5.2 acre property with a large commercial / retail showroom building (approximately 40,000 SF footprint) with a surface parking lot (around 240 stalls) and a loading dock area.

The construction of the Gold Line BRT Guideway will include the addition of a bridge over I-94 with connection to the Helmo Station in Oakdale. The bridge construction will result in approximately 20% reduction in land area for the site, along with loss of some of the existing parking.

DESIGN GUIDELINES

» Maintain Places to Shop land use designation. Guide end users in this area to office/showroom or other similar retail destination with large open floor space needs.

» Recognize the reduction in overall site parking capacity (loss of up to 50 stalls), due to the Gold Line Project, will influence the overall development intensity on the site and end user potential.

» Reconfigure parking on the western end of the property to accommodate necessary stormwater treatment for the reuse of the HOM Furniture site.

» Provide pedestrian connections along the north side of Hudson Road to the front door of the proposed reuse, to the new trail network along Bielenberg Drive, and to the new bridge over I-94.
Figure 4.2 HOM Furniture Site Proposed Land Use Plan

Large showroom building on existing site
**TAMARACK STATION SITES**

The properties on both the east and west sides of Bielenberg Drive, adjacent to the future Tamarack Station for the Gold Line BRT, have been identified as future development sites due to proximity to the station and future corridor improvements. Both sites have additional development potential.

The site to the west of Bielenberg Drive is part of the 55-acre 500 Bielenberg Property, currently home to a multi-tenant office building. An area of approximately 15 acres on the south end has been identified for future development to support the Gold Line Station Area. This property has some significant elevation changes and will be connected to a future trail along Bielenberg Drive. The proposed land use plan for this site only includes the change of the approximate 15 acres on the southern end of the property to mixed-use.

The site to the east of Bielenberg Drive is part of the 20-acre Medtronic Property, of which approximately half is currently used for data center/office. An area of approximately 10.4 acres is currently undeveloped and also has some elevation change in relation to surroundings. A future trail connection is planned along Bielenberg Drive. A potential trail connection to Landau Drive has also been contemplated in the City’s Comprehensive Plan; this connection will be evaluated as development within this site occurs. Unless the property owner is interested in development, this connection may not be feasible for decades without significant property acquisition by the City of Woodbury.

The proposed land use plan for this site includes changing the southern 10.4 acres of the site to 4.2 acres of High Density Residential along Bielenberg Drive and 6.2 acres to Medium Density Residential (adjacent to existing Medium and Low Density Residential Land Uses).

**DESIGN GUIDELINES (EAST AND WEST TAMARACK SITES)**

» Create a strong orientation from the building entry to the station area plazas. Plaza spaces should link the trails along Bielenberg Drive, provide a visual cue or link to the immediate station area platform, provide places to sit, areas of shade, and extensive landscaping building off of the themes and materiality established by the Gold Line Station aesthetic.

» Utilize dark-sky friendly site lighting for parking areas and local access drives.

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**500 BIELENBERG**

An emerging topic coming out of the master plan is the potential redevelopment of the 500 Bielenberg site. The existing building was constructed in 1977 with large floor plates intended to be used as a corporate campus. Today, the building is 10% occupied as the office market struggles to recover in our current economic conditions. Full scale redevelopment of the entire 55-acre site could be considered if the existing building were identified for reinvestment or removal. This would require separate studies and a planning processes outside of the Gold Line Master Plan.

![500 Bielenberg (Photo credit: Tony Webster, Flickr)](image-url)
Figure 4.4 Tamarack Sites Proposed Land Use Plan

KEY
- Proposed Parcel Lines
- Redevelopment Area
- 750’ from I-494
- Existing Trail
- Future Trail (Conceptual)
- Planned Signalized Intersection
- Gold Line Station Platform

LAND USES
- Places to Work
- High Density Residential
- Medium Density Residential
- Gateway
- Urban Reserve
- Low Density Residential
- Open Space (Public/Private)
- Mixed Use

Example of small public plaza space with seating
Example of integrated seating on pedestrian walkway
**Tamarack West Site (500 Bielenberg Property)**

The 500 Bielenberg Property shows potential for future light industrial and employment uses, along with high density residential along Bielenberg Drive. In order to accommodate this, approximately 15 acres are proposed to be guided for Mixed Use designation, which will provide flexibility.

**Design Guidelines (West Site - 500 Bielenberg Property)**

» Develop high density residential adjacent to the station platform area.

» Mixed Use development for the Tamarack West site should consist of a ratio of 60% Places to Work and 40% Residential.

» Provide primary access to high density residential use from the north with new access drive/ street connecting up to the new signal north of the station. Explore additional access to below grade parking from the existing access drive for the Tamarack Hills development.

» Orient residential building toward Bielenberg Drive and southern access drive, with surface parking located behind the building (northwest portion of the residential area).

» Allow for an additional setback from the natural gas pipeline easement and the proposed buildings to allow for trees and landscaping to soften the edge of this relationship.

» Maintain the Places to Work land use guidance for the remainder of the 500 Bielenberg Property.

» Provide a focus of light industrial/ flex uses on the western portion of the Places to Work land use, with multi-family or office uses fronting on Bielenberg Drive.

» Access for employment uses will occur at new signalized intersection at the existing southern access point for the 500 Bielenberg property. Options for redevelopment should consider the existing surface parking lots and determine if a reduction in or reconfiguration of existing parking should be considered.

» Internalize loading docks so they are out of view from Interstate 494 and Bielenberg Drive.

» Provide an interconnected network of pedestrian walkways that link front doors of residential and employment uses with Bielenberg Drive, the proposed trail network, and the station platforms.

» Utilize natural topography to site stormwater treatment features.

» Seek to preserve natural vegetation on the perimeter of the site and on areas of steeper topography.

» Housing shall be required to maintain a minimum setback of 750 feet from Interstate I-494.
Figure 4.5 Tamarack West Site (500 Bielenberg) Land Use Plan

15 acres

KEY
- - - - Existing Parcel Lines
[ ] - Proposed Parcel Lines
- - - - 750’ from I-494
--- Existing Trail
- - - - Future Trail (Conceptual)

Planned Signalized Intersection

Gold Line Station Platform

LAND USES
- Places to Work
- High Density Residential
- Medium Density Residential
- Gateway
- Urban Reserve
- Low Density Residential
- Open Space (Public/Private)
- Mixed Use

0’ 500’
2 TAMARACK EAST SITE (MEDTRONIC PROPERTY)

The Medtronic Property shows potential for higher density residential along Bielenberg Drive (close to the new Gold Line Station), with stepped back density to townhomes or rowhouses towards the east side of the site. An approximately 150 foot landscape buffer (using the existing tree line) along the east property edge has been included in the site plan found in the Appendix.

A new trail connection could provide more direct access from the development area and existing neighborhood to the Tamarack Station. The final design and trail alignment will be evaluated at the time of a development application. There is an opportunity to integrate stormwater management with a public plaza area at the southwest corner of the site. This landscape feature can be designed in collaboration with an outdoor amenity (patio area) adjacent to the multi-family residential complex. Underground parking for this structure will reduce the amount of surface parking needed and also provide an amenity to future residents.

DESIGN GUIDELINES (EAST SITE - MEDTRONIC PROPERTY)

» Develop high density residential adjacent to the station platform area and extending along Bielenberg Drive – roughly a 4.2 acre site.

» Evaluate the opportunity to use density transfers to move higher density projects closer to Bielenberg Drive and consolidate the building footprint into one or two larger buildings, while maintaining a natural area adjacent to the existing residential properties.

» Priority shall be placed on maintaining a minimum setback of 150 feet to existing adjacent residential property lines to the south and east. This buffer area shall feature preservation of existing tree canopy and additional screening to separate uses.

» Provide primary access to high density residential use from the north with new access drive/ street connecting up to the new signal north of the station (at the existing access to the Medtronic data center and 500 Bielenberg property).

» Develop medium density residential uses on the eastern portion of the parcel.

» Orient high density residential buildings toward Bielenberg Drive and the northern access drive.

» Create an area for stormwater treatment in the southwestern portion of the parcel to accommodate the bulk of stormwater treatment on the site.

» Utilize underground stormwater treatment measures to control stormwater for the remaining portions of the development to ensure strong pedestrian connections and similar character/ form of development on the west side of Bielenberg Drive.

» Provide an enhanced landscape buffer along trail corridors to provide screening for the existing single-family residential neighborhood.

» Preserve the existing vegetation, especially along the east edge of the site, in an effort to maintain a contiguous stand of mature trees.

» Provide additional screening, landscaping, berms and fencing along north side of access drive between new development and existing Medtronic facility.
Figure 4.6  Tamarack East Site (Medtronic Property) Land Use Plan

KEY
- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail (Conceptual)
- Planned Signalized Intersection
- Gold Line Station Platform

LAND USES
- Places to Work
- High Density Residential
- Medium Density Residential
- Gateway
- Urban Reserve
- Low Density Residential
- Open Space (Public/Private)
- Mixed Use
3 494 PARK & RIDE SITE

The 494 Park and Ride Site is the future location for the terminal station for the Gold Line BRT with public parking facilities for use as a park and ride. Future uses for this part of this 8.8 acre parcel include development of a parking structure and potential use as a Washington County service center for civic purposes. Direct ramp access to I-494 for future transit services is also a planned for this site (future phase).

The 3.1 acre portion of the property immediately to the south of Woodlane Drive has also been identified for future development. Currently, this site is undeveloped, but there is potential for future government, office, medical or hospitality uses to support the adjacent residential and commercial uses to the south and east. The current land use (Places to Shop) supports these guided uses.

A future trail or sidewalk connection is planned along the west side of Woodlane Drive, connecting transit users, residents, visitors, and employees to the transit station and destinations within the area.

DESIGN GUIDELINES (494 PARK & RIDE SITE)

» Provide approximately 5.7-acres on the north side of the site for future park and ride structured parking facility with future direct ramp access to I-494 for future express bus service to downtown St. Paul.

» Utilize the approximately 3.1 acres south of Woodlane Drive for service, office, or hospitality use.

» Develop a multi-use trail along the west side of Woodlane Drive from the station area to Valley Creek Road.

» Provide pedestrian crossings on Woodlane Drive to the Woodbury Village commercial area.

» Adhere to City ordinances regarding performance standards for parking structures, architecture, height, and site design.

Concept rendering of Metro Transit parking structure (Kimley Horn / LSE Architects, January 2022)
Figure 4.7 494 Park & Ride Site Proposed Land Use Plan

KEY

- Existing Parcel Lines
- Proposed Parcel Lines
- 750' from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection
- Gold Line Station Platform

LAND USES

- Public / Semi-Public
- High Density Residential
- Open Space (Public/Private)
- Places to Shop
4 THEATRE SITE (CONCEPT 1)

The Woodbury Theatre could be the site of potential redevelopment, due to the parcel being currently owned by Metro Transit. A land use concept has been created as part of this Master Plan to understand how the current building footprint and parking strategy can contribute to the adjacent Woodbury Theatre Gold Line Station. The theater will continue to be a permitted use on this property, as it is considered complementary to the nearby shopping center and to transit.

A future trail connection from Guider Drive to the stair connection behind the Woodbury Village commercial area (south of the redevelopment site) can provide an opportunity for a future linear park space with amenities tied into the stormwater treatment feature. There is also potential for green infrastructure to be integrated into an enhanced parking lot landscape, if the park and ride service here could shift to the 494 Park & Ride Station lot. Finally, enhanced landscaping and plaza or hardscape design can connect the rear of the building to Guider Drive and the new BRT station.

In this concept, the existing land use of Places to Shop would remain.

DESIGN GUIDELINES
» Provide enhanced corridor landscape at the station in coordination with Corridor Landscape Design along Guider Drive.
» Trail connection along northwest perimeter of property connecting commercial area from the south to Guider Drive and to the Gold Line Station.
» Create a pedestrian connection from Guider Drive to the commercial district along the western boundary of the property, anticipating a potential future connection to the front doors of businesses in the Woodbury Village commercial area.
» Enhanced landscaping throughout parking lot.
Figure 4.8 Theatre Site Concept 1 Proposed Land Use Plan

KEY

- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection
- Gold Line Station Platform

LAND USES

- Public / Semi-Public
- High Density Residential
- Open Space (Public/Private)
- Places to Shop

9.2 ac Places to Shop (Existing Land Use)
Concept 2 for the Theatre Site proposes high density residential development throughout the site, with vehicle access from Queens Drive, underground parking designed within the buildings, and a central plaza space that would potentially connect to a small pocket park space in the northwest corner of the site. A linear park edge would connect the redevelopment area to the new BRT station. A trail connection from Guider Drive would connect pedestrians to the commercial area to the south. This concept would require a change in land use to High Density Residential.

**DESIGN GUIDELINES (THEATRE SITE CONCEPT 2)**

- Provide enhanced screening of the commercial district to the south.
- Develop a linear park extending from the station platform, along Guider Drive to an expanded park space adjacent to the stormwater pond. Provide a mix of program areas for the park including playgrounds, open play lawns, plazas and other features.
- Provide a 0.9-acre park / tot lot amenity adjacent to the existing stormwater pond on the western edge of the parcel.
- Develop the remaining portion of the property with high density residential uses.
- Organize building placement to front on Guider Drive, Queens Drive, and the new public park space.
- Provide the primary access for the proposed development off of Queens Drive and create an internal street/ drive loop for circulation back out to Queens Drive.
- Provide on-street parking, boulevard trees, sidewalks along an internal drive loop to create an urban street experience for the development area.
- Provide structured or underground parking for all proposed development.
- Create a pedestrian connection from Guider Drive to the commercial district along the western boundary of the property, anticipating a potential future connection to the front doors of businesses in the Woodbury Village commercial area.
- Expand existing stormwater treatment pond west of the study area to accommodate any stormwater demand from the proposed redevelopment.
- Develop the remaining portion of the property with high density residential uses.
- Provide a change in land use to High Density Residential.
Figure 4.9 Theatre Site Concept 2 Proposed Land Use Plan

**KEY**
- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection
- Gold Line Station Platform

**LAND USES**
- Public / Semi-Public
- High Density Residential
- Open Space (Public/Private)
- Places to Shop

9.2 ac
High Density Residential

GUIDER DRIVE
OODERE ROAD
WOODLANE DRIVE

0’ 500’
**5 WELLS FARGO SITE**

The current site of a Wells Fargo bank branch has been identified for future redevelopment potential. The 5.2 acre site is south of the Gold Line Corridor, but lies within the half-mile station area of the Woodbury Theatre Station. Currently, the bank building is located in the south portion of the property. Potential redevelopment opportunities include the construction of a larger building to support future retail. A smaller commercial stand-alone building along the north side of the site could share parking. New pedestrian connections from Bielenberg Drive and Valley Creek Road from the existing pedestrian trail should inform the orientation of entry doors and exterior public spaces.

The land use for this site is proposed to be changed from Places to Work to Places to Shop. This has been considered here due to restrictive covenants within the existing shopping center, as well as to support amenities within the ridershed of the transit service area.

**DESIGN GUIDELINES**

- Transition land use from Places to Work to Places to Shop.
- Redevelop the property with a larger building footprint located to the south of the site with a surface parking field to the north. Explore the possibility of an additional development parcel on the north portion of the site along Currell Boulevard.
- Orient the building entrance to the north and loading dock area to the south, utilizing the grade change and additional landscaping to screen loading operations.
- Enhance pedestrian connections and intersection crossings near the site, including:
  - Intersection crosswalk markings at Bielenberg Drive and Currell Boulevard.
  - Addition of sidewalk along Currell Boulevard that connects through the parking lot to the primary building entrance.
  - Wayfinding signage that provides map information and distances to nearby destinations.
Figure 4.10  Wells Fargo Site Potential Land Use Plan

KEY

- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Signalized Intersection

LAND USES

- Public / Semi-Public
- High Density Residential
- Open Space (Public/Private)
- Places to Shop
- Places to Work
- Low Density Residential

View of Wells Fargo Site from Bielenberg Drive
CORRIDOR LANDSCAPE DESIGN

With feedback gathered through community engagement, and in coordination with the Gold Line Project Office, a corridor landscape design was prepared during the Master Plan process. The corridor design builds off of the Roadway Corridor Design Principles, as defined by the City of Woodbury, and is intended to provide a corridor experience for transit users, pedestrians, bicyclists, and drivers throughout the Station Area that is consistent and demonstrates community identity through design.

The corridor design improvements will be constructed in coordination with the Gold Line BRT construction, with an anticipated opening date of 2025.

In response to variation in roadway and site conditions, the Corridor Design was split into three (3) segment areas that include complementary landscape planting and surface design for trails and boulevard areas connecting to the future Gold Line Stations.

The following pages outline the design considerations for each of these three areas, as well as plant palette, and recommendations for screening and edge treatments.
Figure 4.11 Corridor Design Key Map

KEY

- CITY BOUNDARY

- LANDSCAPE CORRIDORS: BASE PROJECT AREAS
  - GOLD LINE BRT STATION PLATFORM LOCATIONS
  - EXISTING TRAILS
  - PLANNED TRAILS
  - QUARTER-MILE (5-MIN WALK) RADIUS FROM STATION
  - HALF-MILE (10-MIN WALK) RADIUS FROM STATION

- GOLD LINE BRT STATION PLATFORM LOCATIONS
- EXISTING TRAILS
- PLANNED TRAILS
- QUARTER-MILE (5-MIN WALK) RADIUS FROM STATION
- HALF-MILE (10-MIN WALK) RADIUS FROM STATION

A: Bielenberg Drive (Tamarack Station Area)
B: Bielenberg Drive (Wetland Area)
C: Guider Drive Theatre + 494 Park & Ride Station Areas

0 500 1,000 2,000 Feet

Woodbury Theatre Station

494 Park & Ride Station

Tamarack Station

Theatre + 494 Park & Ride Station Areas

A: Bielenberg Drive (Tamarack Station Area)
**A BIELENBERG DRIVE**

Bielenberg Drive serves as a gateway from surrounding areas into Woodbury, and also has the most future development potential for residential and commercial uses. The Corridor Landscape Design is focused on creating a consistent and well-lit corridor along Bielenberg Drive with plant beds along the boulevard at intervals that complement the median design. This stretch of Bielenberg Drive will have a number of medians on either side of the dedicated center BRT guideway. The medians will have a combination of linear planted beds, decorative concrete paving, and pedestrian lights. The median and boulevard landscape design is intended to decrease the scale of the roadway to feel more amenable to pedestrians and bicyclists.

**DESIGN GUIDELINES (LANDSCAPE CORRIDOR DESIGN)**

» Connect existing and future trail network to Gold Line stations, nearby destinations, and to existing sidewalk network throughout neighborhoods.

» Create distinctive corridors through landscape elements, demonstrating coordination and consistency with the landscape elements at the Gold Line Stations.

» Provide high-quality, vibrant, and durable landscape elements throughout the corridors that complement the design and materials at the Gold Line stations.

» Provide landscape elements that are durable and do not pose maintenance challenges.

» Provide landscape elements that do not interfere with existing utilities, wetland areas, or other site-related components.
Sand colored concrete alternating with exposed aggregate concrete (Scoring pattern similar to station design)
**BIELENBERG DRIVE (WETLAND AREA)**

The Bielenberg Drive corridor north of Guider Drive and south of Nature Path is adjacent to a wetland area to the east and west (Tamarack Nature Preserve). Through this stretch, the Gold Line buses will travel in the regular lanes of traffic, and there are no medians. The existing trail along the east side of the roadway will remain and no trail is planned along the west side in this section to avoid conflict with a natural gas line easement and adjacent wetland areas. Because of these site conditions, the corridor landscape design is simplified. Downward projecting bollard lighting is preferred for trail illumination along this stretch. Based on ridershed analysis, this segment will likely be the least used by pedestrians and bicyclists.

![Figure 4.15 Bielenberg Drive (Wetland Area) Corridor Design Section](image)

![Figure 4.16 Bielenberg Drive (Wetland Area) Corridor Design Plan](image)
**GUIDER DRIVE**

The Guider Drive corridor will connect pedestrians and bicyclists to a variety of nearby commercial, transit, residential, and employment destinations. A trail is planned for both sides of the roadway, and the corridor landscape design is intended to reduce the scale of the roadway to provide a shaded and accessible connection for pedestrians throughout the area.

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**Figure 4.17 Guider Drive (near Woodbury Theatre Station)**

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**Figure 4.16 Bielenberg Drive (Wetland Area) Corridor Design Plan**

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**Figure 4.15 Bielenberg Drive (Wetland Area) Corridor Design Section**
A plant palette for the median and boulevard plant areas was created through coordination between the design team, City staff, and the Gold Line Project Office team. The species were chosen for hardiness in harsh roadway conditions, as well as for pollinator habitat value and color/blooms throughout the year. This palette is intended to also serve as guidance for future plaza or park areas as redevelopment sites are further realized.
PLANT GROUP C: FLOWERING

RUSSIAN SAGE
*Perovskia atriplicifolia* 'Blue Jean Baby'

DRUMSTICK ALLIUM
*Allium spaerocephalon*

PURPLE DOME ASTER
*Symphotrichum novae-angliae* ‘Purple Dome’

KOBOld BLAZING STAR
*Liatris spicata* ‘Kobold’

‘DESERT EVE’ YARROW
*Achilea millefolium* ‘Desert Eve’

SCARLET BEE BALM
*Monarda didyma* ‘Achall’

BLANKET FLOWER
*Gaillardia aristata*

OVERSTORY TREES:

GREENSPiRE LINDEN
*Tilia cordata* ‘Greenspire’

PRAIRIE GOLD ASPEN
*Populus tremuloides* ‘Prairie Gold’

KENTUCKY COFFEETREE
*Gymnocladus dioicus*’

ORNAMENTAL TREES:

AUTUMN BRILLIANCE SERVICEBERRY
*Amalenchier* ‘Autumn Brilliance’

PRAIRIE FIRE FLOWERING CRABAPPLE
*Malus* ‘Prairie Fire’

HARVEST GOLD CRABAPPLE
*Malus* ‘Hargozam’
PUBLIC SPACE DESIGN CONSIDERATIONS

Beyond the Corridor Landscape Design area, which is limited to the City’s right-of-way, a variety of landscape design elements can be considered as future public and private development occurs. Where pedestrians are able to enter a site, there is opportunity to integrate surface treatments, landscape design, seating, lighting elements, and site furnishings to contribute to an inviting and enjoyable experience for residents, employees, and visitors to the area. The precedent imagery presented is intended to provide guidance and inspiration that captures the spirit of the future corridor area as a place with vibrant activity at the street level and multi-use spaces for future gathering and informal events.

DESIGN ELEMENTS TO CONSIDER:
PLAZA AREAS AT THE TAMARACK STATION / BIELENBERG REDEVELOPMENT AREAS

- Terracing or raised planters to denote transition from public realm to business/building entry
- Low vegetation features at corners or entryways
- Contrasting pavement design to denote public space, direction of pedestrian movement
- Seat walls integrated into pathways and planters
- Pavement/curb design to allow for vehicle access through plaza space for maintenance
DESIGN ELEMENTS TO CONSIDER:
PARK OR COMMONS AT WOODBURY THEATRE STATION AND THEATRE SITE

Seating, shade, small gathering spaces arranged along a main walkway

Vegetation along edges, used to direct path and soften edges of perimeter buildings and street

Space intended as a ‘through’ space, to transition from housing to transit area

Space set aside as open lawn or a central gathering space

Primary central feature, such as splash pad/water feature or large fire ring

Minimal vertical elements, with buildings serving as the ‘backdrop’ to the park space
ROLES / RESPONSIBILITIES

Implementation of the guidelines and planning concepts represented in this Master Plan will require coordinated efforts by many public and private entities. As an adopted plan, this document will serve as a framework for future improvements, development, and redevelopment within the Gold Line station areas.

City Council and the Planning Commission are the key stakeholders to engage with throughout implementation of this plan. Additionally, there are many opportunities for ongoing public participation and targeted stakeholder engagement with nearby residents, employees, business leaders, and transit users.

Washington County, Metro Transit, Minnesota Department of Transportation (MnDOT) and the Metropolitan Council, along with current property owners and developers are also key partners in future implementation of the plan.
ANTICIPATED FUNDING SOURCES

City staff have identified the I-94 Tax Abatement Fund as the funding source for these project costs during development of the proposed 2023-2027 Capital Improvement Plan. The Metropolitan Council and the City are negotiating Joint Powers and Subordinate Funding Agreements to define the cooperative construction terms and identify appropriate cost share for the City-funded infrastructure improvements. City-funded infrastructure improvements, such as the corridor design and other improvements identified in this Master Plan, will be constructed in coordination with the METRO Gold Line Bus Rapid Transit (BRT) project. Improvements along the Bielenberg Drive corridor include: water main replacement, pavement rehabilitation, new multi-use trail and enhanced landscaping and lighting projects.

POLICY DIRECTION

To facilitate the development patterns and transit-oriented design elements identified within this plan, a number of land use, zoning ordinance, and policy modifications are necessary. From a sequencing standpoint, the zoning ordinance work will occur first, which will provide design standards and requirements under which future development applications will be reviewed.

It is anticipated that the development activity outlined within the Gold Line Master Plan area will occur over several years. The intent of this plan is to provide continuity and guidance for the future of the development sites identified within this plan and within the broader station areas.
DENSITY

Woodbury has long seen density bonuses to be a valuable tool as they provide an incentive for the development of affordable housing without requiring a financial commitment from the City. With the addition of residential land uses proposed in this Master Plan, the City wishes to provide density incentives for the creation of affordable housing in areas surrounding the Gold Line stations. Allowing for a mixture of unit types and rents will provide housing options for residents who may be transit-dependent, while also promoting the vibrancy and long-term sustainability of the city’s housing market.

The cost of developing affordable housing has a variety of financial barriers including the high price of land acquisition. By allowing higher densities for projects that serve households earning not more than 50 percent of the area median income, the City can help reduce that barrier. The City has long been committed to housing diversity, and a guiding principle of the 2040 Comprehensive Plan is that the City “will encourage the development of a diversity of housing to accommodate people of all ages, income levels and family status”.

As part of this Master Plan, staff is proposing that the 2040 Comprehensive Plan be amended to allow a density bonus of ten additional dwelling units per net developable acre for properties guided as High Density Residential or Mixed Use and located within the Gold Line Master Plan area. These projects could then ultimately provide up to 25 dwelling units per net developable acre, upon the condition that at least 20 percent of the units serve households earning not less than 50 percent of the area median income. All other residential projects shall be required to abide by the 2040 Comprehensive Plan’s guidance for density. Table 5.1 below shows example site sizes and the density bonus calculations.

<table>
<thead>
<tr>
<th>Sites</th>
<th>Acreage</th>
<th>15 units per acre (standard high density)</th>
<th>25 units per acre (with affordable housing density bonus)</th>
<th>Minimum number of affordable units to qualify for density bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>3</td>
<td>45</td>
<td>75</td>
<td>15</td>
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<tr>
<td>Example 2</td>
<td>5</td>
<td>75</td>
<td>125</td>
<td>25</td>
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<tr>
<td>Example 3</td>
<td>10</td>
<td>150</td>
<td>250</td>
<td>50</td>
</tr>
</tbody>
</table>

Table 5.1 Example Density Bonus Calculations

By tying the density bonus to the provision of affordable units, the City is committed to facilitating the development of affordable housing in the community, and this Plan hopes to see a range of new housing options built in the areas surrounding the Gold Line stations.
A-1: PHASE 1 COMMUNITY ENGAGEMENT SUMMARY

HKGI, JULY 2020
**General use of the Station Area**

**Q7:** With the completion of the Woodbury Gold Line Transit Stations, do you see yourself (select all that apply):

- Taking public transit to or from this area more: 25.66%
- Biking to this area more: 22.16%
- Walking to this area more: 12.24%
- Driving to this area more (i.e., Park & Ride): 27.99%
- I don’t see myself using this area any more than I do today: 58.60%

**Multimodal use of the Station Area**

**Q9:** Once you’ve arrived at the Woodbury Gold Line Station Area, how likely are you to frequent more than one destination or business?

- Often: 13.31%
- Sometimes: 39.35%
- Rarely: 19.23%
- Never: 28.11%

**Q8:** How many times per month do you anticipate riding the Gold Line BRT?

- 1-5x per month: 35.12%
- 6-10x per month: 3.87%
- 11-15x per month: 2.68%
- 16-20x per month: 5.36%
- Other (most specified ‘none’): 52.98%

**Q10:** Once you’ve arrived at the Woodbury Gold Line Station Area, how likely are you to walk or bike between businesses?

- Often: 13.31%
- Sometimes: 39.35%
- Rarely: 19.23%
- Never: 28.11%

- Nearly half of visitors are making more than one stop.
- Participants anticipate coming to the area more, using a wider variety of modes.
- Participants are likely anticipating riding the Gold Line for entertainment or errands.
- Nearly half of visitors are walking or biking between businesses.
Q11: What are some reasons you may not feel comfortable walking or biking throughout the Station Area, once you’ve arrived?

- My destinations are too far apart: 32.17%
- There’s no clear path between my destinations: 27.39%
- Snow and ice prohibit me from using trails or sidewalks: 26.75%
- There’s not enough lighting: 12.10%
- I don’t feel safe walking through parking lots: 11.15%
- I have a disability that makes it difficult for me to walk or bike: 7.64%
- I don’t feel safe walking: 7.64%
- Other (please specify): 12.10%

Other identified barriers include:
- Storing and carrying groceries/shopping bags makes biking and walking difficult
- Discomfort biking around so many vehicles and congestion
- Don’t consider walking or biking for purposes beyond recreation

Q12: What types of amenities would you like to see in the Station Area that will make walking, biking, or taking transit a more viable choice for you? (choose all that apply)

- Shorten distances between destinations: 17.79%
- Add outdoor spaces, such as parks, plazas, and common areas: 13.50%
- Install wider paths (sidewalks or trails): 39.97%
- Install more shade trees: 28.86%
- Install more places to sit: 22.48%
- Add more shelters or screening from vehicles: 22.48%
- Add more places to park and lock a bicycle: 37.92%
- Slow vehicle traffic: 24.83%
- Add signs or wayfinding to help me navigate: 18.12%
- Increase safety measures at roadway crossings (crosswalk signals, markings): 40.60%
- Grade-separated crossings or other upgrades at crossings: 24.50%
- Add vehicle drop-off and pick-up zones: 15.10%
- Add bicycle lockers: 18.79%
- Add bicycle fix-it stations: 15.44%
- Add more landscaped areas: 18.46%
- Add public art: 17.45%
- Add wi-fi hotspots: 23.49%
- Add electric outlets or USB charging stations: 15.10%
- Other: 20.13%

Other identified amenities include:
- Increased police presence
- Crosswalk buttons for bicyclists
- Trash and recycling receptacles
- Restrooms
- Dedicated bicycle trail along BRT route
- Transit connections to other areas in Woodbury

Opportunities:
1) Propose future uses that are compatible and complement with each other
2) Cluster buildings together, locate entrances closer together
3) Design outdoor gathering and resting places in the area
4) Provide more pathways, with a focus on width and shade
5) Clear pathways year-round
6) Add bike storage or racks
7) Focus on safety for pedestrians through intersection enhancements, slowing vehicle traffic, and mode separation
**Other Ideas/Concerns**

**Q13 + 14:** What are some concerns and ideas you have about this area in the future?

**Urban Design/StreetScape/Amenities**
- Make parking areas smaller
- Scale down buildings in pedestrian areas, give it more of a ‘main street’ design
- Wayfinding to city destinations
- Separate vehicles from bikes
- Public Art
- Nature-based
- Local artists
- Attractive seating
- Attractive bike parking
- Attractive lighting throughout area
- Water fountain/bottle refill station

**Land Use**
- Provide more night/entertainment destinations
- Restaurants (local/small/not chain)
- Greenspace with shaded areas
- Parklets
- Coffee shop/small restaurants
- Bars/cafes
- Ice cream shop
- Outdoor seating
- Library branch

**Connectivity**
- Transit connection from other areas of Woodbury to the Gold Line area
- Shuttle/circulator routes throughout Woodbury
- Better bike/ped connections from other areas of Woodbury
- Sidewalk on north side of Tamarack
- Attractive bike parking
- Bike share / scooter share
- Dedicated bike lanes or trails in commercial area

**Safety**
- Police sub-station at Gold Line platforms
- Install cameras, panic buttons at stations

---

**Survey Participant Demographics**

**Q16:** What is your gender?

- Male
- Female
- No answer

**Q17:** What is your age?

- 25 - 34 years old (20)
- 35 - 44 years old (28)
- 45 - 54 years old (97)
- 55 - 64 years old (60)
- 65 - 74 years old (28)
- 75 years or older (2)
- 18 - 24 years old (3)
- 25 - 34 years old (20)
- 0.14% (1)
- 0.07% (1)
- 0.04% (1)
- 0.02% (1)

**Q18:** What is your race/ethnicity?

- American Indian or Alaska Native
- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino (of any race)
- White or Caucasian
- Other

**Q19:** Do you live in Woodbury?

- Yes
- No

**Q20:** Do you own or rent your home?

- Own
- Rent
- Other (please specify)

---

**Q6:** What is your relationship to the Gold Line Station Area? (choose all that apply)

- I am a business owner in the Station Area
- I am a property owner in the Station Area
- I am a business tenant in the Station Area
- I live in the Station Area
- I use the park & ride, express, or regular transit in the Station Area
- I work along the Gold Line BRT route
- I am a senior (aged 65+)
- I have a healthcare or medical provider in the Station Area
- I depend on transit for daily errands, or for commuting to work
- I visit the Gold Line Station Area for entertainment purposes
- I visit the Gold Line Station Area for shopping or retail

---

**Q10:** What is your relationship to the Gold Line Station Area? (choose all that apply)

- I am a business owner in the Station Area
- I am a property owner in the Station Area
- I am a business tenant in the Station Area
- I live in the Station Area
- I use the park & ride, express, or regular transit in the Station Area
- I work along the Gold Line BRT route
- I am a senior (aged 65+)
- I have a healthcare or medical provider in the Station Area
- I depend on transit for daily errands, or for commuting to work
- I visit the Gold Line Station Area for entertainment purposes
- I visit the Gold Line Station Area for shopping or retail
## Stakeholder Meeting Summary

### Future ridership/use of area with Gold Line?

| Scenario/Implementation | Multi-family housing | Senior housing | Mixed-use at Tamarack | Amenities and accessibility | Station area
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### Potential supportive uses?

| Scenario/Implementation | Multi-family housing | Senior housing | Mixed-use at Tamarack | Amenities and accessibility | Station area
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### Site Improvements in the Station Areas?

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## Summary of Feedback

- Anticipated increased use of area and transit by: seniors, people with disabilities, hourly employees at retail/commercial locations
- Future transit connections to other locations in Woodbury (circular or shuttle routes)
- Larger office tenants/employers (in the area and along the Gold Line Route) don’t anticipate increased use of transit or visits to station areas with Gold Line completion

### Multi-family housing

- Affordable housing
- Senior housing
- Small/local fast-casual restaurants
- Infill development at Woodbury Village
- Continued daily/functional retail/commercial (gym, pharmacy, medical, fitness centers)
- Pick-up/drop-off locations for rideshare

### Continuous, accessible trails and sidewalks throughout

- Pedestrian lighting
- Bike share/bike storage
- Focus on pedestrian crossing improvements at intersections
- Visibility/sight lines at stations
- Multifunctional parking areas and common/event spaces
Pedestrian safety concerns at intersections along Valley Creek Road

More bike racks needed throughout commercial area

Suggestion to lower speed limits along Bielenberg

Pedestrian safety concerns at Guider Drive/Bielenberg

Screening / safety concerns raised by nearby residents at future station

Pedestrian safety concerns along Tamarack Rd
Suggestion for trail/sidewalk on north side

Desired connection from Station Areas to Battle Creek Park

Trail needed along Woodlane Dr

Bike Commuter Route along Valley Creek Road

71 comments provided in Gold Line Station Area

Social Pinpoint Feedback Summary
A-2: PHASE 2 COMMUNITY ENGAGEMENT MEMO

CITY OF WOODBURY, JULY 2021
As part of the Gold Line Station Area Master Plan (Gold Line SAP), staff conducted a series of stakeholder (business and residential) engagement meetings. The meetings we conducted as an open house with the presentation of the concept plans generated by HKGi, which can be found attached to this memorandum. Also attending every meeting we had a variety of outside staff including representatives from the Gold Line Project Office (Liz Jones, Lyssa Leitner, & Chris Beckwith), representatives from Washington County (Sara Allen and Don Theisen) and Washington County Commissioners (Stan Karwoski & Lisa Weik). A summary of these meetings is provided below:

**Business Community Engagement**

- June 8th- Virtual Open House via Microsoft Teams with six (6) attendees.
- June 9th- In Person Open House at City Hall with seven (7) attendees.

Notices were mailed to approximately 75 business property owners and 53 emails to property and business owners adjacent to the Gold Line SAP area.

Minimal comments were received during the business community open house and included questions regarding how the master plan would impact businesses on Woodlane (no land use changes proposed), Church contracts with MetroTransit regarding Express Bus Parking (to be determined), and timing of the project. Staff has also met separately with the property owners of 500 Bielenberg, Medtronic, Woodbury 10 Theatre business owner, and the Muir Family- owner of Woodbury Village.

**Residential Stakeholder Engagement**

- June 14th- In Person Open House at City Hall with approximately 30-40 attendees.
- June 17th- Virtual Meeting via Microsoft Teams with 12 attendees.

Notices were mailed to over 1,020 property owners and emailed to an additional 15 residents that staff heard from with the first round of engagement last year. Comments and questions are broken down by the five (5) locations identified with the master plan work.

1. **HOM Furniture Site**
   - Concerns if the site would become high density housing (not proposed).
   - Increased pedestrian access to Oakdale is a positive.
2. **Wells Fargo Site**
   - Questions related to why the land use is changing.
   - Timing for this project.
3. **Tamarack Station Area**
   - Concerns over trail connecting Bielenberg Drive to Landau Drive adjacent to the rear property lines of residential properties.
b. Safety concerns regarding bus riders and pedestrians on the trail.
c. Some residents would appreciate a trail connection from Landau to Bielenberg due to trail conditions, lighting and distance to go around and utilize Tamarack Road trail.
d. Lot drainage concerns for existing property owners, how would development make this better or worse.
e. Concerns over high density housing and proximity of taller buildings to existing residential homes.
f. Multiple comments from adjacent property owners requesting the land use stay Places to Work and zoning as B-4, Office Warehouse District.
g. Multiple comments from adjacent residents which identified they would prefer to see no development, two-story warehouse or residential.
h. Comments and concerns over the viability of the Gold Line, especially in light of transit demand drop due to the pandemic.
i. Need for berm and landscaping screening buffer to soften impacts of future development.
j. Well planned, thoughtful development would make the area feel more part of the City.
k. Improvements to Tamarack Road and adjacent trail are needed. Residents would like to see landscaping in the medians in this area as well.

4. 494 Park & Ride
   a. Long term viability of the remnant parcel if only a portion of the land were to be acquired, concerns with selling the “best part”. (Muir Family).
b. Future trail needed on at least one side of Woodlane Drive.
c. Questions about the future of Guider Drive and Woodlane Drive intersection. Appreciated the stop is proposed as a three-way traffic.
d. Washington County Service Center and potential police presence at this location would be a positive.
e. Appreciated dedicated park & ride (other stations are walk up) to limit vehicle parking near other stations.
f. Comments that the additional service times could be an asset to Express Bus Riders.

5. Theater Site
   a. Appreciate the concept that shows the theater as a transit supportive use and staying where it is.
b. Commitment by the City to support continued Express Bus service even with this project.
c. Need to create strong pedestrian connections for existing and future residents.

In addition to this feedback, we heard concerns about the cost, public safety impacts, usability/ridership post pandemic, connectivity of this line to the rest of the City, possibilities to extend the line further into the community and communication about the project to residents.

Should Council have questions regarding to this determination, please contact Gina Gore, Associate Planner, at 651-714-3531.

Written By: Gina Gore, Associate Planner
Approved Through: Eric Searles, City Planner
                 Janelle Schmitz, Community Development Director
A-3: CONCEPTUAL SITE PLANS

The site plans to follow in this appendix item were created to assist in the review and inform the ultimate recommendations identified within Chapter 4. The plans evaluated fit, scale, density, and development yield and were valuable visual resources that were used for technical analysis and public engagement. The following illustrative site plans are not intended to represent final development patterns as further site design is needed to ensure compliance with City Ordinances on setbacks, building heights, stormwater, landscaping, roadways, access points, utilities, and the like. All projects adjacent to residential uses will be required to notify residents within 500 feet and hold a neighborhood meeting. All development applications are required to be presented to Planning Commission and City Council.
Surface parking for the HOM Furniture Site reduced by approximately 20% with new bridge over I-94. Future uses must take into consideration this overall reduction in surface parking.

Figure A.2 HOM Furniture Conceptual Site Plan

<table>
<thead>
<tr>
<th>DEVELOPMENT YIELD SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOM FURNITURE SITE</strong></td>
</tr>
<tr>
<td>A: PLACES TO SHOP</td>
</tr>
</tbody>
</table>
Two layout concepts are shown for the west side of the Tamarack Station (Figures A.3 and A.4). Both concepts have similar development yields but approach the parking, entry, and site canopy cover in different ways. Concept 1 eliminates some of the existing campus parking, while Concept 2 is designed around the existing surface parking. Both concepts integrate stormwater treatment in the southwest corner of the site, as well as utilize the existing entry from Bielenberg Drive.

### DEVELOPMENT YIELD SUMMARY

<table>
<thead>
<tr>
<th>TAMARACK CONCEPT</th>
<th># STORIES</th>
<th>TOTAL SF</th>
<th># UNITS</th>
<th># PARKING SPACES</th>
<th>TARGET PARKING RATIO</th>
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<tr>
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<td>1 STORY</td>
<td>+/- 60,000 SF</td>
<td>+/- 135 SPACES</td>
<td>2.5 SPACES / 1,000 SF</td>
<td></td>
</tr>
<tr>
<td>C: OFFICE / TECH FLEX</td>
<td>2 STORIES</td>
<td>+/- 35,000 SF</td>
<td>+/- 152 SPACES</td>
<td>4 SPACES 1,000 SF</td>
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</tr>
<tr>
<td>D: HIGH DENSITY RESIDENTIAL</td>
<td>4 STORIES</td>
<td>+/- 100</td>
<td>+/- 150 SPACES</td>
<td>1.5 SPACES / UNIT</td>
<td></td>
</tr>
<tr>
<td>E: HIGH DENSITY RESIDENTIAL</td>
<td>3 - 4 STORIES</td>
<td>+/- 100</td>
<td>+/- 150 SPACES</td>
<td>1.5 SPACES / UNIT</td>
<td></td>
</tr>
<tr>
<td>F: MEDIUM DENSITY RESIDENTIAL (TOWNHOMES)</td>
<td>2.5 STORIES</td>
<td>+/- 36</td>
<td>+/- 72 SPACES</td>
<td>2 SPACES / UNIT</td>
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Figure A.4 Tamarack (West) Concept 2

DEVELOPMENT YIELD SUMMARY

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<tr>
<th>TAMARACK CONCEPT 2</th>
<th># STORIES</th>
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<th># UNITS</th>
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<td>+/- 152</td>
<td>+/- 4</td>
<td>4 SPACES / 1,000 SF</td>
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<tr>
<td>D: HIGH DENSITY RESIDENTIAL</td>
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<td>+/- 150</td>
<td>+/- 1.5</td>
<td>1.5 SPACES / UNIT</td>
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<tr>
<td>E: HIGH DENSITY RESIDENTIAL</td>
<td>3 - 4 STORIES</td>
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<td>+/- 150</td>
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<td>1.5 SPACES / UNIT</td>
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<tr>
<td>F: MEDIUM DENSITY RESIDENTIAL</td>
<td>2.5 STORIES</td>
<td>+/- 35,000 SF</td>
<td>+/- 72</td>
<td>+/- 2</td>
<td>2 SPACES / UNIT</td>
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KEY
- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection
- Gold Line Station Platform

LAND USES
- Places to Work
- High Density Residential
- Medium Density Residential
- Gateway
- Urban Reserve
- Open Space (Public/Private)
- Mixed Use

Provide an interconnected pedestrian network to front doors of businesses
Dedicated drive for access to residential use
Preserve existing natural vegetation along perimeter of property
Explore access to below grade parking
Allow for additional setback along gas line for landscaping / trees
Create a strong connection from residential entry to station platform
Primary access at new signalized intersection
Buildings oriented to Bielenberg Dr and access drive
Additional landscape screening along access road
Existing tree buffer adjacent to neighborhood
Enhanced landscape buffer adjacent to neighborhood
Gold Line Station Platform
Figure A.5 Tamarack (East) Concept

DEVELOPMENT YIELD SUMMARY (EAST CONCEPT 3: MEDTRONIC)

<table>
<thead>
<tr>
<th>TAMARACK EAST CONCEPT 3</th>
<th># STORIES</th>
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<tr>
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<td>+/- 36</td>
<td>+/- 72 SPACES</td>
<td>2 SPACES / UNIT</td>
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LAND USES

- Places to Work
- High Density Residential
- Open Space (Public/Private)
- Places to Shop
- Public / Semi-Public
- Medium Density Residential
- Gateway
- Urban Reserve
- Low Density Residential

KEY

- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection
- Gold Line Station Platform
**DEVELOPMENT YIELD SUMMARY**

<table>
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<th>494 PARK &amp; RIDE SITE</th>
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<td>TBD</td>
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Figure A.7 Theatre Site Concept 1

**DEVELOPMENT YIELD SUMMARY**

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<th>THEATRE SITE CONCEPT 1</th>
<th># STORIES</th>
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LAND USES

- Public / Semi-Public
- High Density Residential
- Open Space (Public/Private)
- Places to Shop
- Places to Work
- Low Density Residential

DEVELOPMENT YIELD SUMMARY

<table>
<thead>
<tr>
<th>THEATRE SITE CONCEPT 2</th>
<th># STORIES</th>
<th>TOTAL SF</th>
<th># UNITS</th>
<th># PARKING SPACES</th>
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</thead>
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Figure A.8 Theatre Site Concept 2
**Figure A.9 Wells Fargo Site Concept**

**DEVELOPMENT YIELD SUMMARY**

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<tr>
<th>WELL S FARGO SITE</th>
<th># STORIES</th>
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<th># UNITS</th>
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</thead>
<tbody>
<tr>
<td>A: PLACES TO SHOP</td>
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<td>+/- 175 SPACES</td>
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<tr>
<td>B: PLACES TO SHOP</td>
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<td>+/- 30 SPACES</td>
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**KEY**

- Existing Parcel Lines
- Proposed Parcel Lines
- 750’ from I-494
- Existing Trail
- Future Trail
- Planned Signalized Intersection

- **LAND USES**
  - Public / Semi-Public
  - High Density Residential
  - Open Space (Public/Private)
  - Places to Work
  - Places to Shop
  - Low Density Residential
A-4: GOLD LINE STATION DESIGNS

METRO TRANSIT GOLD LINE PROJECT OFFICE, MARCH 2022
Tamarack Road Station
Site Plan

December 17, 2020
Shelter
Shelter Type: Type 3
Structural Framing: Black
Mullions: Black
Roof Fascia: Black
Soffit: Red Cedar

Curb
Material: Concrete
Color Finish: Buff

Railing
Material: Steel
Color Finish: Black
Style: Picket

Platform Pavement
Main Surface:
Buff
Special Treatments:
Regular interval sandblasted bands
Front View - Night
The METRO Gold Line Bus Rapid Transit (BRT) Project will connect people across the region to job centers, housing options, transit stations and key destinations along the I-94 corridor. The project will provide all day, bi-directional BRT service to the cities of St. Paul, Maplewood, Landfall, Oakdale and Woodbury.

When complete, the Gold Line is expected to feature:

- Frequent, all-day service in both directions
- Pre-boarding fare payment for faster stops
- Access to BRT park-and-ride lots in St. Paul (Sun Ray Station), Oakdale (Helmo Avenue Station) and Woodbury (Woodbury Theatre Station and Woodbury 494 Park and Ride Station)
- Connections to additional regional transit lines
- Real-time arrival and departure information
- Heated shelters, lighting and security features

This project involves coordination between many agencies, including the Metropolitan Council, Ramsey and Washington Counties and the various cities along the line, as well as the state and federal government.

The city supports the Gold Line Project as it will...

- Provide all-day transit service to meet the existing and long-term regional mobility and local accessibility needs for businesses and the traveling public.
- Provide improved access to some of Woodbury’s top employment centers and help reduce transportation barriers, making it easier for local businesses to access a greater labor force.
- Provide additional economic development benefits by enhancing future development opportunities for those business users that value transit connectivity for their employees and customers.
- With its all-day frequent bi-directional service, the Gold Line will provide added transit service flexibility beyond existing transit services which previously only provided rides during morning and afternoon peak hours.
- Encourage healthy lifestyles while playing a key role in achieving sustainability by reducing the need to expand roadways and limiting fuel consumption and air pollution.
- Construct a new bridge over I-94 connecting Bielenberg Drive to Helmo Avenue at no initial capital cost to the city. This bridge is in the city’s Comprehensive Plan, but would have been difficult to build without this project.
- Reconstruct aging city-owned roadway and trail infrastructure at a reduced capital cost to the city, including expanding the trail and sidewalk networks to eliminate gaps in the existing system.

Route Map

More on Back
Safety
Safety has been identified by the city as a priority for the project. The Gold Line will have enhanced security at the stations including cameras and emergency phones, fare enforcement by Metro Transit Police and improved lighting along the corridor. Woodbury Public Safety will work collaboratively with Metro Transit Police to enhance public safety and assist with any issues that arise. Additional information about safety can be found at metrotransit.org/police.

New Development and Existing Businesses
The city kicked off a master planning process in 2020 to guide land use, lighting, landscaping and streetscape elements in the corridor and property adjacent to the three station areas. The land use work builds a vision for properties along the corridor should the property owners decide to investigate redevelopment opportunities spurred by the transit investment.

The existing mixture of theater, residential and retail uses in the master plan area are complementary to the transit line. However, it’s our obligation as a community to look ahead and plan for the possibility that property owners in these areas decide to explore redevelopment opportunities. The Master Plan documents were approved by the Planning Commission on March 13, 2022 and will be discussed by the City Council on April 13, 2022.

Project Cost and Funding
As of April 5, 2021, the Gold Line Project Office has reported an estimated cost of $531.9 million. The project will be funded by a combination of federal, state and county dollars.

The Federal Transit Administration will contribute about 45% of the project cost. Ramsey and Washington Counties will contribute roughly 25% each, and the remainder comes from a variety of other sources. Washington County has implemented a 0.25 cent sales tax since 2008 to fund transportation and the capital and operating costs of transit projects. Property tax dollars from the county do not fund the Gold Line Project.

While the vast majority of the project cost is being born by other governmental agencies as noted above, the City of Woodbury will have some cost obligations as it relates to the Gold Line project. More details and cost estimates are available at woodburymn.gov/GoldLine.

Project Schedule
Planning for the Gold Line began in the mid-2000s. In April 2021, the Federal Transit Administration approved the project to begin engineering work. The project office completed the 100 percent design plans in the fall of 2021 and submitted the application for the Full Funding Grant Agreement to the FTA for review. The Gold Line’s civil construction contract invitation for bids was posted on March 10, 2022. Construction is set to begin in late 2022 and the Gold Line is expected to begin service in 2025.

Ridership Projections
The Gold Line ridership has been evaluated with a number of different ridership models over the past several years. The federal “STOPS” model projects between 6,000 and 6,500 rides per day. Daily trip estimates for each station are as follows:

- Tamarack- under 100
- Woodbury Theatre- 200-350
- 494 Park and Ride- 750-800

The Gold Line project looks out several decades to build the transit network that will provide additional transportation options for Woodbury and the east metro. During the pandemic, existing BRT service in other parts of the metro had some of the highest ridership levels.

As many businesses return to the office and people adjust to new flexible work arrangements, commuting patterns are likely to look different. The fast, frequent, and all-day service of the Gold Line will provide people the flexibility to ride anytime, without a schedule.

Learn More!
Information can be found at metrotransit.org/gold-line-project. City staff has also compiled answers to frequently asked questions about the Gold Line specific to Woodbury. Visit woodburymn.gov/GoldLine to review.
The City of Woodbury has prepared the Gold Line Station Area Master Plan Report. The intent of the report is to document existing conditions, summarize public feedback, provide guidance on land use, corridor design elements, future policy work, and the like. The attached report and appendix provides additional information on the master plan.

BACKGROUND

The METRO Gold Line is a planned ten-mile Bus Rapid Transit (BRT) dedicated guideway that will connect Woodbury to Saint Paul and other eastern suburbs which is planned to open in 2025. In Woodbury, the Gold Line would run north-south following Bielenberg Drive then turning onto Guider Drive, where the corridor ends. The graphic below identifies the route.
Gold Line Stations are planned in Woodbury and the city is created a master plan for each station area. The purpose of the City’s master plan is to determine the appropriate land uses around each of the three stations, optimize existing development, prepare for potential redevelopment, create a unique sense of place with landscaping and lighting fixtures, and enhance connectivity within the area. The three stations are located on Bielenberg Drive, north of at Tamarack Road; near the Woodbury Theater on the corner of Queens Drive and Guider Drive; and at the corner of Guider Drive and Woodlane Drive where a park and ride is proposed.
Public Engagement – Over the course of the project a number of meetings have been held to give plan direction, provide feedback on draft plan concepts, engage with stakeholders, and provide more information about the Gold Line BRT project. These meetings included:

- 4 public open houses, duplicated in virtual format for a total of 8
- 3 online engagement opportunities (social pinpoint, community survey, draft report review)
- 20+ targeted stakeholder meetings - property and business owners within the study area
- 3 City Council workshops
- 5 Planning Commission workshops

- As part of the initial stakeholder meetings, residents from Nature Court reached out to staff and the Gold Line Project Office (GPO) for solutions related to privacy and screening for their rear yards. Staff held three onsite meetings with the residents in the summer of 2020 to determine potential solutions for their concerns. Concurrently, the GPO requested the City to provide full landscaping plan details for the corridor in order to install the Master Plan landscaping, identified within the attached report, with the initial project and have the City fund the improvements. During this collaborative process, the following improvements were identified to address the Nature Court concerns:
  - Move the existing 10 foot trail, 10 feet closer to Bielenberg Drive.
  - Create a 12 foot wide screening area between residential property lines and the trail.
  - Create an eight (8) foot wide boulevard adjacent to Bielenberg Drive. In collaboration with Parks Maintenance, this was identified to be acceptable as the snow would have to be blown out of this entire area.
Next, City staff and the master plan consultant (HKGi) created three options for Council to review on the screening. These options were presented at the Council workshop on February 17, 2021 with Council selecting the option that will installing a fence along the residential property lines and providing landscaping to soften the impact. This option was also recommended by both staff and the Nature Court residents. Finally, in order to ensure this fence could be installed with the project, a fence specifications and design plan was created that is now incorporated into the 100 percent Gold Line design plans. The location of the fence was walked by staff and the residents to ensure the length of the fence addresses their screening and privacy concerns, as shown below:

The City will own and maintain the landscaping and fence in this location.

- During the larger open house meetings, a stakeholder group from within the Falcon Ridge neighborhood, directly east of the Tamarack Hill development, was identified. Staff has held three small group meetings with four property owners in this area that will be most impacted by the development, potential future trail construction, and the Tamarack Station itself. One of these meetings included walking each property’s backyard and
viewing from their decks the views they are most concerned about. Based on the feedback received, staff has added the following performance standards under the Tamarack Station-East Bielenberg:

- Develop high density residential adjacent to the station platform area and extending along Bielenberg Drive – roughly a 4.2 acre site.
- Evaluate the opportunity to use density transfers to move higher density projects closer to Bielenberg Drive and consolidate the building footprint into one or two larger buildings, while maintaining a natural area adjacent to the existing residential properties.
- Priority shall be placed on maintaining a minimum setback of 150 feet to existing adjacent residential property lines to the south and east. This buffer area shall feature preservation of existing tree canopy and additional screening to separate uses.
- Provide primary access to high density residential use from the north with new access drive/street connecting up to the new signal north of the station (at the existing access to the Medtronic data center and 500 Bielenberg property).
- Develop medium density residential uses on the eastern portion of the parcel.
- Orient high density residential buildings toward Bielenberg Drive and the northern access drive.
- Create an area for stormwater treatment in the southwestern portion of the parcel to accommodate the bulk of stormwater treatment on the site.
- Utilize underground stormwater treatment measures to control stormwater for the remaining portions of the development to ensure strong pedestrian connections and similar character/form of development on the west side of Bielenberg Drive.
- Provide an enhanced landscape buffer along trail corridors to provide screening for the existing single-family residential neighborhood.
- Preserve the existing vegetation, especially along the east edge of the site, in an effort to maintain a contiguous stand of mature trees.
- Provide additional screening, landscaping, berms and fencing along north side of access drive between new development and existing Medtronic facility.

It is important to note, the resident’s preference is for the land use on the east side of Bielenberg Drive (Medtronic site) to remain the same as today, Places to Work. They have raised significant concerns about adding additional people and multi-family housing to this site. While staff is still supportive of Medium Density and High Density at this location, staff is committed to working with the residents on all future development applications to mitigate as many of their concerns as possible.

More details on the feedback received, schedule, ideas, concerns, and the like can be found within Chapter 3 of the report and the appendix.

RECOMMENDATION

Staff recommends approval of the Gold Line Station Area Master Plan Report and Appendix, project number 08-2020-00388.

ATTACHMENTS

1. Draft Gold Line Station Area Master Plan Report
2. Draft Gold Line Station Area Master Plan Appendix
3. Summary of comments and questions from draft engagement
4. Emails on draft report
As part of the Gold Line Station Area Master Plan, staff and the consultant HKGi have been preparing a draft report. This report takes into account the existing conditions study done by HKGi, the market study conducted by Marquette Advisors, and land use recommendations guided by City Council. It also considers stakeholder engagement, corridor landscaping design, and future implementation steps. Prior to posting the digital draft report for additional public engagement, staff wishes to update Council on the 500 Bielenberg property, proposed land use direction for Tamarack Station, density and the schedule for finalizing the plan. These updates are follow-ups from Council direction received at the February 17, 2021 and May 26, 2021 Council Workshops.

**500 Bielenberg**

An emerging topic coming out of the master plan is the potential redevelopment of the 500 Bielenberg site (former Hartford building). The existing building was constructed in 1977 with large floor plates intended to be used as a corporate campus. Today, the building is 10% occupied as the office market struggles to recover in our current economic conditions. Full scale redevelopment of the entire 55-acre site could be considered if the existing building were identified for reinvestment or removal. This would require separate studies and a planning processes outside of the Gold Line Master Plan.

**Tamarack Station Land Use Update**

Throughout the stakeholder engagement process, the City has engaged with the residents adjacent to the future development at the Tamarack Station along the east side of Bielenberg Drive. Staff has heard consistent feedback that these residents would prefer the land use to stay the same, Places to Work, behind their homes. However, it has been identified as critical to the success of the line to include residential development adjacent to the stations.
In an effort to mitigate livability and quality of life issues raised by adjacent residents, staff has drafted performance standards that will be added to ensure separation of uses and preservation of existing tree canopy is provided with development plans, such as the following:

- Density transfers are preferred to allow for residential buildings to be shifted towards Bielenberg Drive to create separation from existing residential properties.
- A minimum separation of 150 feet shall be required to be preserved with development. Within this buffer area, development shall preserve the existing tree canopy and/or shall provide additional landscaping, berming and screening.

The west side of the Tamarack Station also shows an updated land use from previous presentations, as shown below.

The previous land use concept showed a combination of Places to Work and High Density Residential. In order to provide site planning flexibility, staff is proposing to change the entire development area to mixed use with the following performance standards:

- Mixed use at this location will consist of an area of 60% Places to Work and 40% High Density Residential.
- High Density Residential uses shall have a 750 foot setback to any interstate.

The performance standards indicated for each site will be memorialized in the final report.

Density Bonus Update

Woodbury has long seen density bonuses to be a valuable tool as it provides an incentive for the development of affordable housing without requiring a financial commitment from the City. With the addition of residential land uses proposed in this Plan, the City wishes to provide density incentives for the creation of affordable housing in areas surrounding the Gold Line stations. Allowing for a mixture of unit types and rents will provide housing options for residents who may be transit-dependent, while also promoting the vibrancy and long-term sustainability of the City’s housing market.
The cost of developing affordable housing has a variety of financial barriers including the high price of land acquisition. By allowing higher densities for projects that serve households earning not more than 50 percent of the area median income, the City can help reduce that barrier. The City has long been committed to housing diversity, and a guiding principle of the 2040 Comprehensive Plan is that the City “will encourage the development of a diversity of housing to accommodate people of all ages, income levels and family status”.

As part of this Plan, staff is proposing an implementation step to amend its 2040 Comprehensive Plan to allow a density bonus of ten additional dwelling units per net developable acre for properties guided as High Density Residential or Mixed Use and located within the Gold Line Master Plan area. These projects could then ultimately provide up to 25 dwelling units per net developable acre, upon the condition that at least 20 percent of the units serve households earning not less than 50 percent of the area median income. All other residential projects shall be required to abide by the 2040 Comprehensive Plan’s guidance for density. A table showing example site sizes and the density bonus calculations is shown below.

<table>
<thead>
<tr>
<th>Sites</th>
<th>Acreage</th>
<th>15 units per acre (standard high density)</th>
<th>25 units per acre (with affordable housing density bonus)</th>
<th>Minimum number of affordable units to qualify for density bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>3</td>
<td>45</td>
<td>75</td>
<td>15</td>
</tr>
<tr>
<td>Example 2</td>
<td>5</td>
<td>75</td>
<td>125</td>
<td>25</td>
</tr>
<tr>
<td>Example 3</td>
<td>10</td>
<td>150</td>
<td>250</td>
<td>50</td>
</tr>
</tbody>
</table>

By tying the density bonus to the provision of affordable units, the City is committed to facilitating the development affordable housing in the community, and this Plan hopes to see a range of new housing options built in the areas surrounding the Gold Line stations.

**Project Timeline/ Next Steps**

The draft report has been completed and it is ready for review. The steps below indicate the process for review and adoption.
1. Online draft report review and public engagement- February 2022
2. Planning Commission Workshop on draft report- February 2022
3. City Council Discussion- Q2
4. Planning Commission review and recommendation- Q2
5. City Council review and recommendation- Q2
6. Zoning Ordinance draft reviews by Planning Commission and City Council- Q2

Below is the link to Gold Line Station Area Master Plan website. A link is being added to this page that will take viewers to the draft report. This link will be live on February 7th, 2022.

Should Council have questions regarding this memorandum, please contact Gina McCormack, Associate Planner, at 651-714-3531.

Written By: Gina McCormack, Associate Planner
Approved Through: Eric Searles, Assistant Community Development Director/City Planner
                  Janelle Schmitz, Community Development Director
### Summary of Comments & Changes from Draft Report Online Engagement 3-21-22

#### Master Plan Feedback

<table>
<thead>
<tr>
<th>Page &amp; Section</th>
<th>Page #</th>
<th>PC</th>
<th>Resident Feedback</th>
<th>Comment</th>
<th>Response from Resident in Konveio (if any)</th>
<th>Change Requested</th>
<th>Final Page &amp; Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>1</td>
<td>Andy Turonie</td>
<td>This whole project is a solution in search of a problem and a vision that looks a decade backwards and not forward. The future is not commuting to the Big City to work 9-5. Covid accelerated a trend that was already moving steadily away from the Gold Line’s purpose. The future of working is flexible hours from flexible locations, and a fixed-route bus line can’t do that. It’s sad…any feedback I have will fall on deaf ears; no one will actually change their mind or listen to reason because everyone wants some legacy for their public service…something to point to and say “I made that happen”. The notion of serving as a steward of the taxpayers’ money isn’t something you can take a selfie by.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>1</td>
<td>Remus Baias</td>
<td>Looking at demand ridership projections, this is a ridiculous waste of money for Woodbury with questionable benefits, but clear present and future costs. The residents are being sold a “master plan focusing on the commercial and high-density residential uses that are likely to develop or redevelop” (quote directly from the City’s FAQs). A few apartment building developers and business owners in the area will undoubtedly be happy, but most Woodbury residents will just bear the cost of this extravagance that the City Council seems intent on.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>1</td>
<td>Andrew Solberg</td>
<td>I think this entire project is a waste of time, effort, and money. PLEASE don’t make this boondoggle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Changes

- Update photos to be within master plan area/gold line corridor
- Change colors of 1/4 mile and 1/2 mile radii to contrast more.
- Figure labels should be moved to the top of page and increase size for readability
- Add hot links to all available plans/documents because this will likely live on in a digital format

- Page 8 (1-4) added on ridership. More information on the Gold Line can be found on the FAQ page identified.
| 1-7, Metro Gold Line Frequently Asked Questions | 11 | x | Additional context requested on many of the decisions already made with Gold Line. Include the following questions from FAQ on a dedicated page right after 1-1. - Why does the City support the Gold Line? - What is the City's role? - What are the Gold Line ridership projections? - What about the safety of the Gold Line? Page 8 (1-4) added to provide information on the Gold Line, more information can be found on the FAQ page |
| 2-6, Public Transportation Network | 18 | x | ACS Survey- anything more up to date? For the Ridership table- add what the numbers are referencing (rides per day?) Page 18 (2-6) updated with FTA STOPs model information. |
| 3-2, Survey Results: Concerns | Deb Optiz | I will re-iterate that this list of concerns is not addressed, anywhere. This document already states that Woodbury is an affluent area with average household incomes way above other local municipalities. We all live in the suburbs for a reason and we mostly all have cars - and multiple cars. Most do not need to have bus service. Having the express bus services to the downtowns is sufficient in my experience. If the thought process is to provide transportation for additional workers to get to Woodbury for employment purposes - there isn’t enough thought put in to get them transported the rest of the way to the majority of the employers in the area. In my opinion, this bus line is going to just bring in the opportunity for youngsters to create chaos and crime in our suburb. Please address that. Just because you won’t ride the bus doesn’t mean no one will. It’s about expanding economic opportunity and encouraging development – not necessarily getting you out of your car. Page 8 (1-4) added on why the City supports transit. More information on the Gold Line can be found on the FAQ page identified |
| 3-2, Survey Results: Concerns | J Wolff | I have concerns after the pandemic of how many people will be working from home or working remotely. I look at the Hartford building and now many of the businesses have vacated from that building. How many people will really need to take the transit to get to Woodbury after the pandemic and for what purpose? A rapid transit system may be for workers, who are now working from home. How many shoppers will really take the bus that far for shopping? Perhaps a pause on the program and a re-study of usage after pandemic slows down. 1. Only about 20% of trips in the metro area are commutes. Just because you won’t use the bus doesn’t mean no one will. 2. Rapid transit (which Gold will be) has maintained much higher ridership than express bus or commuter rail during the pandemic. Rapid BRT remains a good investment during the pandemic. Page 8 (1-4) added on ridership. More information on the Gold Line can be found on the FAQ page identified |
| 3-9, Issues and Opportunities Figure | x | This map is a little blurry Page 33 (3-9) updated for resolution. As a note, the printed version is a low resolution document in order to allow printing. A high resolution document will be published online upon completion |
| 3-9, Issues and Opportunities Figure | Did not provide | Improve resolution quality of map and graphics Page 33 (3-9) updated |
Overall Gold Line Feedback

<table>
<thead>
<tr>
<th>Title Page</th>
<th>1</th>
<th>Mike Crider</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Woodbury 10 Theatre is a huge asset to the city and surrounding community. I certainly hope every effort is made to ensure that local small businesses like Woodbury 10 Theatre are not negatively impacted by this project.</td>
<td>See page 46 (4-12) (Theater option 1)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title Page</th>
<th>1</th>
<th>Rebecca Fuller</th>
</tr>
</thead>
<tbody>
<tr>
<td>With so much of the new development, especially but not only housing, being done in the East and SE of Woodbury, is it your intent to have park and ride facilities that will accommodate all the potential ridership? What are the longer-range plans for expanding park &amp; ride to areas to the E &amp; SE to decrease car traffic from those newer parts of the city?</td>
<td>A park &amp; ride station is planned at Woodlane Station.</td>
<td>See page 44 (4-10) (Woodlane park &amp; ride)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title Page</th>
<th>1</th>
<th>Pam Bachowski</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Per phone call from resident): I have concerns with high density housing due to the stress it will put on our water supply. I also do not want the green space or areas used to recharge the aquifer along Bielenberg Drive developed.</td>
<td>Water supply and demand will continue to be studied with new development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1-1, Project Overview</th>
<th>5</th>
<th>Paula Pogatchnik</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is poor planning to put the Tamarack station in a location that riders will have to cut through residential area to eventually end up at places to work. If station moved more North the riders could use existing sidewalk to walk towards places to work and along that route are places to work. Way higher cost to project to build a walkway through neighborhoods and not use existing routes.</td>
<td>The station is located in the heart of the Tamarack Hills business district. Not sure how this is &quot;poor planning.&quot;</td>
<td>Route and stations set by Gold Line BRT.</td>
</tr>
</tbody>
</table>
Bob Andrews

It is ridiculous to include the areas on the west side of I494. These residences have no walking access to the Guider stop. Same situation with the homes east of Bielenberg. This whole location is only accessible by car since there are very few homes in the immediate area. There are only limited businesses. Not in an expanding area of Woodbury. Entire project is poorly conceived and a total waste of taxpayers money. What the hell is the Tamarack station going to service? This is truly another one of the city's finest hours.

1. You're right that Interstate 494 is a major barrier to pedestrians. That's why later in this very master plan the City suggests building a pedestrian bridge to accommodate those residents.

2. Just because you won't use it doesn't mean no one will.

Identified as a barrier in Issues & Opportunities on page 32 (3-8)

Rebecca Fuller

There is no mention of adding sidewalks for pedestrian and bike traffic on the east side of Radio Drive. The lack of such a sidewalk makes it challenging (and somewhat dangerous) for us pedestrians. Radio Drive is a busy road with many retail locations. Without sidewalks on the east side, we are more inclined to use our cars, which flies in the face of our climate-conscious beliefs.

Agree that Radio Drive needs sidewalks on both sides -- unfortunately, it's not in the project bounds.

Outside plan area, to be addresses in the Bicycle & Pedestrian Plan

Katherine Highland

It doesn't seem like this list of concerns is "answered" anywhere in the document. It may be perceived that these concerns all came in, and were ignored other than listing them here. It may be good to directly point to these throughout the document to show they were seriously considered. Things like the lighting, mention as a resolution to survey concerns, etc. Mention of lowering the speed on Bielenberg Dr - could list that a traffic assessment is planned/likely after construction to determine ideal speed vs just leave the comment hanging. There was also comments at council meetings about already interacting with Woodbury PD, understanding/plans for patrolling, etc. Maybe elaborating directly on these pages "resolution" to some of the concerns would be good.

The city has addressed the majority of concerns on this list (lighting, paths, parking, etc.) but agree it could be more clear. The city will not, however, and should not address concerns that are not based in fact (eg., "transit will bring crime") or are essentially just requests to cancel the project.

The issues identified and that are being addressed are being done so in conjunction with the implementation of the Gold Line versus the Master Plan. See staff report for additional details on the Nature Court solutions.

Roger Green

Our future needs to include biking and walking as alternatives to automobiles. Strong disagree with the comment "don't consider walking or biking for purposes beyond recreation."

Get Good Earth to open a location here. We need more healthy options in our restaurant choices.

Rebecca Fuller

A pedestrian bridge here or at Upper Afton is absolutely necessary to improve ridership at the Woodlane P&R Station!
<table>
<thead>
<tr>
<th>4-8, Tamarack Station: East Site (Medtronic Property)</th>
<th>Chris Johnson</th>
<th>At the meeting of the residents of Falcon Ridge, we discussed a 450 ft buffer. Not 150, also at no point did we discuss 2 large multi-family homes. 1. Sorry, 450' is an absolutely insane request for a setback — absolute non-starter for any developer. 2. Also, more housing is good and multi-family housing is the only equitable solution to Woodbury's current housing shortage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-11, 494 Park &amp; Ride Site Proposed Land Use Plan</td>
<td>Did not provide</td>
<td>Pedestrian bridge here please! (Connecting Woodlane Drive to Weir Drive across I-494)</td>
</tr>
<tr>
<td>4-15, Theatre Site Concept 2 Proposed Land Use Plan</td>
<td>Did not provide</td>
<td>Excellent idea! High density housing is an equitable solution to Woodbury's low- and medium-income housing shortage.</td>
</tr>
<tr>
<td>4-17, Wells Fargo Site Potential Land Use Plan</td>
<td>Jackson McGough</td>
<td>I think this would be another good opportunity for mixed-use zoning.</td>
</tr>
<tr>
<td>4-20, (Corridor Landscape Design) Bielenberg Drive</td>
<td>Susan Skallman</td>
<td>You state that one goal is to &quot;respect the natural environment&quot;. I don't see how covering the land with medium or high-density housing meets that goal. I argue that planned landscaping with trees in neat rows does not honor the environment. The plan for upper Bielenberg residential will lead to too much congestion in the area. To truly respect the natural environment, you would need to discard your plans for development, development, development everywhere, and actually leave nature intact. The increased tax base that high-density residential brings should take a distant second consideration to the reason people want to live in Woodbury: large swaths of untouched natural environment.</td>
</tr>
<tr>
<td>4-22, (Corridor Landscape Design) Bielenberg Drive Wetland Area</td>
<td>Jackson McGough</td>
<td>Why couldn't this shoulder be a bus lane? It may not be necessary on this portion of the route, but transit advantages are important everywhere. Woodbury's portion of Gold has too much shared lanes, IMO. This segment of Bielenberg should convert current lanes or shoulders to bus lanes to deliver transit advantages and prevent impacts to the Tamarack Nature Preserve.</td>
</tr>
<tr>
<td>Density</td>
<td>Roger Green</td>
<td>Important to assure that Affordable Housing is located at the appropriate transit stops. Left entirely to the market, such stops can attract high end development. We need as a community to assure that affordable options exist.</td>
</tr>
</tbody>
</table>

Staff worked with Falcon Ridge in separate stakeholder meetings. The discussion of setback was in regard to guiding the property as all High Density Residential (larger setback) or keeping it as shown in the plan (medium and high density). Feedback received stated the preference was for the land use to remain Places to Work on the east side of Bielenberg. However, if it went housing the preference was a smaller high density project and mixed townhomes, even if that means a reduced setback. See staff report for additional information on Falcon Ridge.
I understand that Woodbury is planning on putting in the light rail or should I say brt. I think that is the most blatant waste of taxpayers money on the face of the earth. When most of the people are working from home and choose to do that why would you spend almost a billion dollars for a wasteful project. There is no really big business in the Woodbury area as it is mostly retail. We have enough crime right now in our one safe community why add more by including a light rail that will connect us to other neighborhoods. There are so many empty buildings right now in downtown St Paul because people are working from home and choose that. I know you won't listen as I've gone to one council meeting and I basically have been told it's a done deal so why even expound upon this. I am because it's my right as a citizen and very disgusted with our city council and mayor. Please stop the Gold line we don't need it nor do we want it.

Sent from Yahoo Mail on Android
Hello,

My name is Annika and I’ve lived in Woodbury the past 12 years. I am in full support of this metro line attachment and I believe that this will do a lot of work to support the lower wage residents, disabled residents, and various ages of Woodbury residents. Metro lines like the ones in the Twin Cities will be one of the biggest things that these areas can do to decrease greenhouse gas emissions and to help people who are at a disadvantage.

Thank you for your work,
Annika
--
Annika Frazer
Hi Gina,

I am writing to commend the City of Woodbury for safeguarding the Woodbury 10 Theater (and other existing businesses) when considering the development of the Metro Gold Line. The Woodbury 10 is an absolute gem and an affordable entertainment option for families in the neighborhood. It would be so upsetting to lose it, especially after the theater persevered through the pandemic to not only survive but thrive. My family went to the Woodbury 10 when I was growing up in Royal Oaks, and now that my brother and I are both grown with families of our own, we bring them to the Woodbury 10 as well. Thanks to the City of Woodbury for protecting this wonderful theater and our family traditions!

Best,

Kristin and Mike Westbrook (and Dan, Kelli, Tristan, Alayna, Maggie, and Tom Lesher)
Thanks Gina,

I added a couple comments on the document. It does seem odd to not include the images we have seen in the past of actual design plans (obviously my neighborhood being more interested in documented confirmation the fence doesn't get dropped off without us knowing). Even just how the intersection at our street and at Guider will look once complete would be good to show. I didn't mention it in my comment for page 3-2 directly, but even showing some of the "resolution" to survey concerns, pointing out the fence for the only neighborhood directly in contact with gold line route in Woodbury pairing with the stats on the previous slide of 22% biking and 12% walking the paths in the area, etc. Could help show how much work you and the team did to take the publics concerns into account for the final design.

Thanks,
Katherine Highland

Gina McCormack (515) 995-4193
Woodbury, MN 55125
Gina.McCormack@woodburymn.gov

----- Original Message ----- 
From: McCoomack, Gina <gina.mccormack@woodburymn.gov>
Sent: Monday, February 7, 2022 11:12 AM
To: Katherine Highland
Subject: Re: Gold Line Station Area Master Plan Draft Report

No problems, I had to play it when I first received the link.
As an FYI- the fence is not mentioned in the document. It is still being installed by the project and funded by the City but because it is already in the 100K plans it was not included here. It sounds like once the contractor is lined up for the construction, we will have a more detailed timeline for construction. I can share that when it is available.

Thanks,
Gina McCormack (515) 995-4193
Woodbury, MN 55125
Gina.McCormack@woodburymn.gov

----- Original Message ----- 
From: Katherine Highland
Sent: Monday, February 7, 2022 11:32 AM
To: McCoomack, Gina <gina.mccormack@woodburymn.gov>
Subject: Re: Gold Line Station Area Master Plan Draft Report

CAUTION: External Message

Totally missed that! OK, thanks!

----- Original Message ----- 
From: McCoomack, Gina <gina.mccormack@woodburymn.gov>
Sent: Monday, February 7, 2022 10:55 AM
To: Katherine Highland
Subject: Re: Gold Line Station Area Master Plan Draft Report

That's strange, try to toggle at the top or bottom or the report page. See a screenshot below:
https://blue.konverto.com/gold-line-station-area-master-plan
Hi Gina,

Clarifying question. When I pull up the document it's an Appendix only. Just wondering if there's supposed to be a general document report that then references the Appendix? (Example, there's no images/examples of the actual stations in the Appendix.)

Thanks,
Katherine Highland

---

Good Afternoon,

You are receiving this email because you have previously provided your information or been identified as a stakeholder for the Gold Line Station Area Master Plan. Attached you will find a letter that is being mailed today to all businesses and residents within the station area for the Master Plan.

On Monday, February 7, 2022 the draft report will be available for public comment. The link to our Master Plan website is below:
https://www.woodburymn.gov/gp7/Gold-Line-Master-Plan

The link to the report will be found under a section called "Public Engagement" that will be added on Monday. If you have any questions on the report, please feel free to contact me.

Thank you in advance for your input.
I am extremely concerned for the safety of Woodbury residents with the gold line. I work in Saint Paul and see all the crimes that are committed on the trains and buses there. The Gold Line is going to be transportation for criminals to come into Woodbury and carjack vehicles and other violent crimes to hard-working Woodbury citizens. It's an extremely bad decision. Please look at police reports for the City of St Paul Police and Metro Transit Police. This project should not go through. If citizens feel the need to take mass transportation, they should look at ridesharing.

It's time the city starts taking care of its citizens and not knowingly inviting crime into our city. Our crime rates have gone up dramatically. Thank you for your time.

Regards,

Tammy Stobbie
From: Karen Bauman
To: McCormack, Gina
Subject: Green Line
Date: Saturday, February 12, 2022 4:57:44 PM

CAUTION: External Message.

I think this project needs to be redone. I can tell you as a past bus rider of one of biggest empowers using the bus, we will not be returning to work. Offices have declared it is better to work at home.

This much bus service will not be needed.

You will be entering Woodbury into mire crime.

You had said express bus would not be changed but you already took away the park and ride at Woodbury Lutheran Church and changed the express bus.

All you need is the express bus and commuter 323 you have right now.

In years to come you will see how wrong this was, but it will be to late fir the tax payers. You good community people will move and you will have changed Woodbury to additional crime.

Please reconsider this
Hi Bob,

Our contact regarding roadway design and planning is Joe Gustafson- here is his contact:
Joe Gustafson
Traffic Engineer
651-430-4351
joe.gustafson@co.washington.mn.us

We also have a contact of Sara Allen who is the planner working on the gold line project that might be better suited to answer your questions- here is her contact:
Sara Allen | Senior Planner
Office: 651-430-4363
Sara.allen@co.washington.mn.us

Within the master plan we do discuss existing transit systems on page 18, here is the link to the master plan:
https://hkgi.konveio.com/gold-line-station-area-master-plan

The Gold Line Project Office would be better to contact regarding ridership as they actively run those counts and have been monitoring throughout the project. Liz Jones would be the best contact for more information:
Liz Jones
Gold Line Outreach & Engagement Lead | Gold Line Project Office
P. 651-602-1977
Elizabeth.jones@metrotransit.org

The master plan document that was sent out for public comment is specific to Woodbury and improvements or land use designations that could benefit the community once the Gold Line is in. The master plan is not the decision document for the line itself as that is a Metro Transit, Ramsey County and Washington County project.

Hope this helps,

Gina McCormack
Associate Planner
8301 Valley Creek Road | Woodbury, MN 55125
(651) 714-3531 | www.woodburymn.gov

From: Bob Burrell
Sent: Sunday, February 13, 2022 8:50 AM
To: McCormack, Gina <gina.mccormack@woodburymn.gov>
Subject: Re: Gold line infrastructure
Thank you for the information. Who would be the best contact at Washington County regarding proposed and future plan road and street improvements of their infrastructure?

Another question, has the COVID epidemic changed the ridership projections and planning/design criteria of the Gold Line? With more people working at home and businesses experiencing less need of office space in St. Paul and Minneapolis will this affect ridership?

Best regards,

Bob Burrell
7688 Steepleview Road

On Thu, Feb 10, 2022 at 3:44 PM McCormack, Gina <gina.mccormack@woodburymn.gov> wrote:

Hi Bob,

Right now there are no recommendations within the plan to add grade separated crossings at any of the major intersections. We do plan to continue studying traffic and safe pedestrian movements as the line is implemented to determine solutions which could include lead signal times for pedestrians, median treatments for safe stopping in the road, and the like.

Additionally, Valley Creek Road is a Washington County roadway and it could be worth inquiring with them on any of their future plans for pedestrian safety on the roadway.

I have added your question/comment to the official record to be provided to Council with their review.

Sincerely,

Gina McCormack
Associate Planner
8301 Valley Creek Road | Woodbury, MN 55125
(651) 714-3531 | www.woodburymn.gov

-----Original Message-----
From: Bob Burrell <[redacted]>
Sent: Monday, February 7, 2022 11:24 AM
To: McCormack, Gina <gina.mccormack@woodburymn.gov>
Subject: Gold line infrastructure

CAUTION: External Message.
Ms. McCormack,

I am just outside of the half-mile radius of the proposed Woodbury Theater station and likely would use the transit service by either walking or biking to the station. However, my concern is crossing at Valley Creek Road. Would this development include an above or below ground bike / pedestrian crossing at VCR?

Regards,

Bob Burrell
7688 Steepleview Road

Sent from my iPad
Loss of nature settings and increased traffic in the area as well as more housing will not make the area better. I’m against the gold line and all the noise pollution it will bring.

Sent from my iPhone
Council Letter 22-115

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Adoption of the 2022 Economic Development Strategic Plan

Summary

Over the course of the last nine months, the City’s Economic Development Commission (EDC) has been discussing updates to the community’s Economic Development Strategic Plan (EDSP) which typically has a three-to-five year lifespan and was last updated in 2018.

In the last three EDSPs, the City focused on positioning itself as a premier business location (2010), securing its status as a premier business destination (2014), and building off of the positive momentum of the previous plans to leverage a strong economy to optimize Woodbury’s development and redevelopment potential (2018). This EDSP will focus on the nine economic development guiding principles of the 2040 Comprehensive Plan’s economic development chapter with the following three goals:

1. Woodbury will be seen as a community of choice and be known as strong collaborators, innovators, and problem solvers to the business and development community.
2. Woodbury will have sufficient and desirable development and redevelopment opportunities.
3. Woodbury will be a resilient community where business thrives.

Recommendation

Staff recommends Council adopt the attached resolution adopting the 2022 Economic Development Strategic Plan.

Fiscal Implications

The professional services expenditures of the EDSP update were borne by the Economic Development Authority Fund, a special revenue fund of the City. Additionally, the Washington County Community Development Agency provided a $20,000 grant from its Predevelopment Finance Fund to assist with these planning costs.
Policy

Section 2-370 of the City Code identifies the functions of the EDC and includes the direction to “propose an economic development plan for the city to include long-term strategies for economic development”.

Public Process

The EDC reviewed the EDSP topic over the course of six meetings and two workshop sessions in 2021 and 2022.

Background

Similar to the 2021 Housing Action Plan, the 2022 EDSP was worked on through the lens of implementing the 2040 Comprehensive Plan, and the Economic Development Chapter in particular. The 2022 EDSP highlights the eleven guiding principles and the nine implementation strategies of the Economic Development Chapter which form the basis of the EDSP. From a structural perspective, the 2022 EDSP provides goals, objectives, strategies, and tactics to implement the economic development vision of the community.

Finally, the EDC will continue to work with City staff to ensure that the community’s approach to economic development remains relevant, focused and results-driven.

Written By: Karl A. Batalden, Housing and Economic Development Manager
Approved Through: Janelle K. Schmitz, Community Development Director
Attachment: 1. Resolution
2. 2022 Economic Development Strategic Plan
Resolution 22-

Resolution of the City of Woodbury,
Washington County, Minnesota

Adopting the 2022 Economic Development Strategic Plan

WHEREAS, the Woodbury Economic Development Commission (EDC) is tasked with proposing an economic development plan for the City; and

WHEREAS, the previous 2018 Economic Development Strategic Plan (EDSP) was adopted on March 14, 2018; and

WHEREAS, the EDC initiated a strategic planning process in June 2021 to analyze economic trends and respond to changing needs of the business community; and

WHEREAS, the EDC has prepared the 2022 EDSP for the City Council’s consideration, which identifies three goals building upon Woodbury’s unique strengths and distinct character:

1. Woodbury will be seen as a community of choice and be known as strong collaborators, innovators, and problem solvers to the business and development community;
2. Woodbury will have sufficient and desirable development and redevelopment opportunities;
3. Woodbury will be a resilient community where business thrives; and

WHEREAS, the 2022 EDSP implements the economic development chapter of the City’s 2040 Comprehensive Plan, bringing together the City’s long-term and short-term economic development goals; and

WHEREAS, the 2022 EDSP builds off of the positive momentum of the previous plans and seeks to leverage the strong economy in order to optimize Woodbury’s development and redevelopment potential; and

WHEREAS, the EDC reviewed the 2022 EDSP at its March 29, 2022 meeting and recommended its adoption.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury that the 2022 EDSP is hereby adopted; and

NOW THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that previous versions of the EDSP are hereby null and void.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
WOODBURY
ECONOMIC DEVELOPMENT
STRATEGIC PLAN
Adopted on April 13, 2022

CITY OF Woodbury
Purpose of the Economic Development Strategic Plan (EDSP)

A model of carefully managed growth, Woodbury will be known for its vibrant residential neighborhoods, thriving business community, diverse employment opportunities, and exceptional municipal services. Expanding employment opportunities while growing and diversifying the community’s tax base creates more choices for residents to both live and work in Woodbury. A key strategic tool to aid in the economic development planning needed to fulfill the vision of the community is an economic development strategic plan that should be updated every three-to-five years.

This Economic Development Strategic Plan (the “EDSP”) also in part fulfills the function of the Economic Development Commission as required by Section 2-370 of the City Code. Specifically, this EDSP identifies economic development goals that guide long-term strategies emphasizing the importance of promoting the city both to attract new economic growth and development and retain existing businesses.

The City has been committed to economic growth since its first comprehensive planning efforts in the late 1970s. The 2040 Comprehensive Plan continues that tradition with one of its guiding principles stating that:

“Woodbury will be stronger if its residents have ample opportunities to both live and work in the community. As such, the City shall continue its efforts to attract, retain, and expand a diversified business sector which will provide a variety of jobs and strengthen the community’s tax base. Woodbury must have the infrastructure and supporting services to support these efforts.”

This EDSP—and its implementation—is a primary economic development implementation step of Woodbury’s 2040 Comprehensive Plan.

Furthermore, this EDSP recognizes the important link between the City’s diverse housing stock and the varied employment base in the community. (For more information about affordable housing policy in the community, please refer to Woodbury’s 2021 Housing Action Plan). This EDSP provides economic development policy guidance to Woodbury City Council as well as the community at large. The EDSP was adopted by the City Council on April 13, 2022. Previous EDSPs may continue to be used as a reference regarding specific programs, definitions and benchmarks for achieving goals, but this EDSP builds off of and replaces all previous EDSPs.
Background and Historical Context

Woodbury’s approach to economic development has long been a facilitative one that centered around a “three-pronged approach.” Specifically, Woodbury attempted to complement its high quality and diverse places to live by adding places to shop and places to work. Early economic development efforts focused on infrastructure. The 1980 Comprehensive Plan noted that “I-94 will provide prime locations for a range of business developments within the City... which will help to provide for a healthy economic outlook.” In addition to the construction of I-94, the City later championed the construction of I-494 and invested local resources to secure the development of both the Lake Road and the Tamarack Road interchanges.

In addition to a focus on infrastructure, early economic development efforts led to the creation of the Woodbury Economic Development Authority (the “EDA”) in 1989. One of the first actions of the EDA was to develop the Carver Lake Business Park. The EDA’s focus on land development and infrastructure set the stage for the construction of Woodwinds Hospital. Following this large medical investment, Woodbury began marketing to the healthcare industry and Woodbury is now home to more than 300 healthcare businesses.

The Woodbury Economic Development Commission (EDC) was created in 1996 by the City Council, replacing the former Economic Development Board. The general purpose of the EDC is to act as a coordinating body and resource agency for economic development activities and to study, review and make recommendations to the City Council regarding economic development policy.

While the 1990s and 2000s saw the City use a wide range of economic development financial tools such as tax increment financing and the former Woodbury Growth Fund I and Woodbury Growth Fund II, Woodbury’s economic development approach today focuses on facilitating development through strategic delivery of infrastructure, marketing, and relationship-building.

In the last three EDSPs, the City of Woodbury focused on positioning itself as a premier business location (2010), securing its status as a premier business destination (2014), and building off of the positive momentum of the previous plans to leverage a strong economy to optimize Woodbury’s development and redevelopment potential (2018). This EDSP will focus on the nine economic development guiding principles of the 2040 Comprehensive Plan’s economic development chapter as identified on the following page.
Basis for the Plan

This EDSP provides goals, objectives, strategies, and tactics to implement the economic development vision of the community. Later in this EDSP, individual goals will be specifically tied to the guiding principles of the 2040 Comprehensive Plan’s economic development chapter. Finally, the EDC will work with City staff to ensure that the community’s approach to economic development remains relevant, focused and results-driven.

Vision

A model of carefully managed growth, Woodbury will be known for its vibrant residential neighborhoods, thriving business community, diverse employment opportunities and exceptional municipal services. Woodbury will demonstrate sustainability through preservation of its resources and responsible environmental stewardship.

Guiding Principles from the 2040 Comprehensive Plan relate directly to economic development.

2040 Comprehensive Plan Guiding Principles related to Economic Development:

• Provide for Planned and Orderly Growth
• Encourage Business Growth and Retention
• Manage Financial Resources
• Plan for Investment and Reinvestment

This EDSP recognizes the importance of and need to use data and performance measurement to gauge success which will be both quantitative and qualitative. Additionally, this EDSP also recognizes that there are external factors (political, climate, market shifts, and economic) that will prevent the City from reaching all goals and will require the community to reevaluate and/or update this EDSP from time-to-time. As the economic development chapter’s guiding principle number 6 (illustrated to the right) notes, housing opportunities are critical to support the laborshed needed for economic development. Policy guidance directly connected to affordable housing may be viewed in the City’s 2021 Housing Action Plan.
ECONOMIC DEVELOPMENT CHAPTER IMPLEMENTATION STRATEGIES

1. Encourage landowners in areas guided Places to Work to consolidate land and develop a master plan for business park-type development rather than piecemeal industrial/office developments.

2. Optimize the capacity and flexibility of public infrastructure to serve business needs.

3. Encourage and facilitate infill commercial, industrial and retail development on remaining vacant parcels to optimize redevelopment opportunities.

4. Monitor status of vacant commercial buildings in order to encourage and facilitate redevelopment of underutilized or distressed properties into viable commercial, industrial and retail developments by working with property owners and interested developers.

5. Identify any barriers to redevelopment due to City code, development, review requirements or market conditions.

6. Work with local businesses and industry leaders to ensure needs for expansion and development are adequately met, and maintain an open line of communication with the business sector through participation in the local Chamber of Commerce.

7. Partner with MnDOT, Washington County, Gold Line Partners, Metro Transit, and other stakeholders to improve transportation and transit systems.

8. Facilitate the consideration of environmentally sensitive development that includes resource and energy conservation, waste reduction and recycling.

9. Evaluate the fiscal implications of facilitating development through investment in site readiness.

10. Facilitate entrepreneurial opportunities within the community to spur growth of small businesses.

11. Promote county, regional and state financing programs for local energy efficiency and solar energy projects on commercial and industrial buildings.
Process for Creation of the EDSP

The EDC initiated the strategic planning process in June of 2021. The planning process began with the review and analysis of the City’s existing strategic plan, which was approved in 2018. Through four meetings and two workshop sessions in 2021 as well as two meetings in 2022, the EDC members:

» reviewed perceptions of Woodbury’s economic strengths and weaknesses;
» received an update on market trends in the community;
» explored three case studies of historical development projects and how they were guided by previous EDSPs; and
» developed EDSP goals, objectives, strategies and tactics.

With this information in hand, the EDC drafted the strategic goals and action strategies for this EDSP, which were presented to the City Council on April 13, 2022.

Approach and Organization

Goals

The EDSP is structured around three key goals. These goals are intended to be more aspirational in nature. They define the desired end state or what successful economic development might look or feel like. The goals respond to one or more of the nine guiding principles in the 2040 Comprehensive Plan’s Economic Development Chapter, as illustrated on page 3.

Objectives

Each goal is then supported by a set of objectives. Objectives provide a more specific achievable or measurable goal where appropriate.

Strategies and Tactics

Strategies and tactics are then used to provide a more specific game plan describing what the City will do to carry out the goal. Strategies are more action-oriented statements and qualitative in nature, while tactics are more specific task-oriented statements and more quantitative in nature. Strategies and tactics will respond to the 11 Implementation strategies identified in the 2040 Comprehensive Plan’s Economic Development Chapter, as illustrated on page 4.
Strategic Plan

This section includes EDSP goals and supporting narratives. Each goal is tied to one or more of the nine guiding principles from the 2040 Comprehensive Plan’s economic development chapter. Each goal includes supporting objectives, strategies and tactics. While the EDC reviewed the strategies and tactics and evaluated priorities for implementation, this EDSP acknowledges that the implementation of these strategies and tactics will be worked on and accomplished according to different timelines and not all at once or immediately.

Goal 1

Woodbury will be seen as a community of choice and be known as strong collaborators, innovators, and problem solvers to the business and development community.

Woodbury will be seen as a community of choice by employers due to its strong and diverse labor pool supported by robust residential growth, a desirable and enduring built environment, and a coherent and navigable regulatory system. Woodbury has a strong reputation as a community that finds ways to take innovative ideas from initial concepts to proven business models. The city, staff, and policy makers are able to align the necessary resources to make great projects happen.


Objectives

O1-1. Maintain and continue to grow a strong and diverse labor pool as supported by robust residential growth.

O1-2. Offer a desirable and enduring built environment which promotes business investment, architectural standards, and quality of life.

O1-3. Provide a clear, transparent and navigable regulatory framework. The City should complement rather than duplicate other layers of government.

O1-4. Identify and respond to the needs of the business community through the continuance and enhancement of engagement strategies. This includes working with all types of businesses ranging from start-up to fully established businesses, across all industry sectors.

O1-5. Align economic development resources with infrastructure and finance needs of the business community.

O1-6. Enhance awareness of development opportunities in Woodbury through comprehensive and coordinated communications and marketing strategies.

Strategies and Tactics

ST1-1. Develop key messages regarding the economic potential of Woodbury, and promote through social media, website, video and other tools targeting real estate and business development audiences.

ST1-2. Connect with the business community at the time of LLC establishment or incorporation, in order to serve as a resource for startups and other new businesses.

ST1-3. Determine what resources, financial and non-financial, may be available to facilitate development and analyze the fiscal implications of doing so.

ST1-4. Re-energize the Mayor’s Business Outreach Program.
ST1-5. Explore a new economic development event targeting bankers and groups that finance small business investments.

ST1-6. Acknowledge and celebrate the achievements of local businesses.

ST1-7. Continue to facilitate residential development as identified in the 2040 Comprehensive Plan.

ST1-8. Ensure a Planning project manager is provided for all new development to assist in navigating the regulatory process.

Goal 2

**Woodbury will have sufficient and desirable development and redevelopment opportunities.**

As land resources on the edge diminish, new growth turns to areas of the community that are revitalizing and redeveloping. Availability of development or redevelopment opportunities depends on many factors including proper land use guidance and zoning, available infrastructure capacity, market demand and forces, property owner willingness to sell or develop, community context, and the right economies of scale. By aligning the factors that the City has control over, Woodbury will continue to have desirable future opportunities for growth.


**Objectives**

O2-1. Enhance development readiness of vacant and/or underutilized parcels.

O2-2. Encourage economic reinvestment in underutilized or under-performing parcels.

O2-3. Evaluate policies, regulations and tools to understand early indicators of property maintenance decline to identify opportunities for and encourage timely reinvestment.

O2-4. Identify and remove unintended barriers to real estate investment within the City while ensuring that community standards are maintained.

**Strategies and Tactics**

ST2-1. Review ordinance requirements, plans, policies and processes to identify and remove unintended barriers to private redevelopment efforts while ensuring that community standards are maintained.

ST2-2. Explore the public policy topic surrounding teardowns vs. reuse of buildings to deeply understand the amount of space re-used within the community versus rebuilt.

ST2-3. Collect and analyze data regarding lease rates, occupancy rates, and other data points to recognize potential signs of decline or economic fatigue.

ST2-4. Actively work with site selectors to identify and promote development and redevelopment opportunities.

ST2-5. Monitor empty commercial real estate spaces to ensure properties are maintained and to track absorption back into the commercial marketplace.
Goal 3

**Woodbury will be a resilient community where business thrives.**

Diversity of and versatility of services and businesses has been and will continue to be a strength for Woodbury’s economy. A strong infrastructure system, diverse commercial base, variety of housing stock and livable neighborhoods, and a robust park and natural resource system will enable the City to proactively protect businesses from various disruptions (market, climate, technology, etc.)


**Objectives**

O3-1. Identify and manage long-term data sources to monitor the health of market sectors and to recognize industry trends, identify sectors with growth opportunity, and leverage or realign resources as appropriate to adapt to economic changes.

O3-2. Encourage a diverse commercial property tax base with a wide range of business types.

O3-3. Ensure that an economic development lens is included in the City’s forthcoming resilience action plan.

O3-4. Connect businesses to local programs to support energy efficiency, water conservation, renewable energy, waste reduction and recycling which can improve economic competitiveness for businesses.

O3-5. Support transit and other multi-modal improvements to improve transit and transportation systems within the community.

**Strategies and Tactics**

ST3-1. Utilize the comprehensive plan process to diversify the tax base.

ST3-2. Create a dashboard tool to review and track economic development metrics such as vacancy rates.

ST3-3. Connect with the business community at the time of LLC establishment or incorporation, in order to serve as a resource.

ST3-4. Promote energy efficiency-related rebates and tools from Xcel Energy and other providers.

ST3-5. Review ordinance requirements, plans, policies and processes to identify and remove unintended barriers to private redevelopment efforts while ensuring that community standards are maintained.

ST3-6. Promote WasteWise and other commercial recycling opportunities.

ST3-7. Partner with MnDOT, Washington County, and Metro Transit and other stakeholders to improve transportation and transit systems.
EDSP Metrics and Implementation

This EDSP identifies twenty strategies and tactics for the City to implement over the course of the coming years. These strategies and tactics are both qualitative and quantitative and are supplementary in nature of the City-wide annual performance measures that overlap with economic development.

Following the adoption of this EDSP, City staff and the Economic Development Commission will use the attached project management charter template to identify the unique set of metrics and implementation steps for the prioritized strategies and tactics identified within the annual work plan. As the template identifies, each implementation step will have its own identified project sponsor, project manager, list of stakeholders, identification of project deliverables, and key performance indicators. Rather than attempt to identify specific metrics and timelines in advance of implementation steps as part of this plan, this EDSP identifies that a more effective project management strategy is to identify the project-specific metrics and timelines at the time of implementation.

This EDSP identifies that economic conditions will vary into the future, and while some strategies and tactics will be implemented immediately upon adoption of the EDSP, others may be implemented in future years or perhaps redefined. A hallmark of Woodbury’s economic development strategy has been to combine facilitation with patience and the ability to act opportunistically. As such, this EDSP continues to promote Woodbury’s economic development strategy as one that is flexible and adaptable into the future.

Implementation of the EDSP comes in many forms. Staff undertake a wide range of day-to-day functions and operational duties with regard to economic development. This includes managing budgets, exploring financial tools, implementing regulations or policy, and networking to build relationships and promote the City of Woodbury. Implementation also requires continued collaboration with key partners who have common missions at the local, regional, and state levels.
Purpose:
To describe the project and establish a living “contract” between the project sponsor and the team.

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Project Management Team</th>
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<tbody>
<tr>
<td>Project Name:</td>
<td>Project Sponsor:</td>
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<tr>
<td>Author &amp; Rev. Date:</td>
<td>Project Manager:</td>
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**Project Definition:** Describes the project in enough definition to establish metrics and begin planning

<table>
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<tr>
<th>Problem / Opportunity</th>
<th>Project Management Team</th>
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<tr>
<td>Statement:</td>
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<td>Paragraph(s) describing current state: when, what, where and how much.</td>
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<th>Supporting Facts</th>
<th>Project Management Team</th>
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<td>Bullet facts that quantify and further explain the problem/opportunity.</td>
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<th>Objectives:</th>
<th>Project Management Team</th>
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<tr>
<td>Levels of performance or achievement the project must obtain.</td>
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<th>Deliverables:</th>
<th>Project Management Team</th>
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<td>Outcomes the project will produce (tangible or intangible)</td>
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<th>Describe Link to Organization Strategy:</th>
<th>Project Management Team</th>
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<tr>
<th>Project Scope:</th>
<th>Project Management Team</th>
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<tr>
<td>What are the boundaries?</td>
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<tr>
<th>Key Performance Indicators (KPIs)</th>
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<td>Should tie to Objectives</td>
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<th>KPI</th>
<th>Project Management Team</th>
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<td>Leading indicators of progress toward project objectives</td>
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<th>Operational Definition:</th>
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<td>Defines the KPI in order to ensure common clarity around what is being counted or measured.</td>
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<th>Funding &amp; Dependencies</th>
<th>Project Management Team</th>
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<td>Budget Requirements</td>
<td>Anticipated Capital: $ 0</td>
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<td>Budget Assumptions</td>
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<tr>
<td>Project Dependencies</td>
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<th>Project Planning</th>
<th>Project Management Team</th>
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<tr>
<td>What functions should be communicated with regularly?</td>
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<tr>
<th>Team Member &amp; Work Area</th>
<th>Project Management Team</th>
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<td>(Id-ed by Sponsor &amp; Project Manager)</td>
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<th>Stakeholder Group</th>
<th>Project Management Team</th>
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<tr>
<td>% of Time</td>
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<th>Milestones</th>
<th>Project Management Team</th>
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<td>Project Start</td>
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<td>Planned Date</td>
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<th>Risks and Contingencies:</th>
<th>Project Management Team</th>
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<tr>
<td>What must go right, and what can’t go wrong if we are to achieve the project objectives?</td>
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</table>
2022 Economic Development Strategic Plan Key Participants

**Economic Development Commission**
- Craig Johnson, Chair
- Kimberly Moore, Vice-Chair
- Kwadwo Adutwum*
- Jenny DeMaria
- Emanuel Ekstrom
- Ruth Godfrey
- David Hoelzel*
- Pamela Morke
- Bill Routt
- Eric Schurr
- Katie Westfall
- Joseph Ward
- Michael Zoladkiewicz

*Former EDC members’ terms expired before adoption of EDSP

**City Council**
- Anne Burt, Mayor
- Andrea Date
- Steve Morris
- Jennifer Santini
- Kim Wilson

**Staff & Consultants**
- Karl Batalden, Housing & Economic Development Manager
- Clint Gridley, City Administrator
- Janelle Schmitz, Community Development Director
- Eric Searles, Assistant Community Development Director/City Planner
- Jamie Thoen, Administrative Assistant
- Brad Scheib, HKGi
- Grant Martin, LOCi
Council Letter 22-116

April 13, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Amendment to CD-COUNCIL-2.9 City Council Compensation; City Code Amendment Chapter 2 Administration, Article II, Section 2.21 – Mayor and City Council Compensation

Summary

In 2016, the City Council changed the City Code to provide that the City of Woodbury Audit and Investment Commission would accomplish the review and recommendations on Mayor and City Council wages by following the provisions set forth CD-COUNCIL-2.9.

This Directive establishes guidelines for ongoing review and adjustments to the salaries and benefits of the Mayor and City Council. As such, the Audit and Investment Commission and City of Woodbury staff reviewed the salaries of the Mayor and City Council and have several recommendations.

Recommendation

The Audit and Investment Commission recommends Council:

1. Adopt the attached resolution approving amendments to Council Directive CD-COUNCIL-2.9 City Council Compensation; and
2. Adopt the attached ordinance amending Chapter 2 Administration, Article II City Council Section 2-21 Compensation.

Fiscal Implications

The total cost of the recommendation is $3,326.

Policy

Minnesota Statute 415.11
City Code Chapter 2 Article II Section 2-21. Compensation
CD-COUNCIL-2.9 City Council Compensation
Public Process
The Audit and Investment Commission considered this item at their February 24, 2022 meeting.

Background
Staff accomplished research on this item for the Audit and Investment Commission. The findings were as follows:

(1) The Mayor and City Council wages were last increased on January 1, 2017.

CD-COUNCIL-2.9 City Council Compensation policy states (bold emphasis added):

“To ensure that the Mayor and City Council salaries stay within the targeted range, to provide regular adjustments to the salaries and to avoid one-time large increases to these salaries, the positions will receive odd-year, biennial increases equal to the current and previous year cost-of-living adjustments approved for city staff in the year that adjustment is made, with the below exceptions:

1. If either the Mayor’s or Council salaries exceed the specified range of this policy, salary adjustments will not be considered for adoption.

2. If either the Mayor’s or Council salaries are beneath the specified range of this policy, the Commission shall convene and review the salaries and benefits.

(2) The City of Woodbury will reach 80,000 residents in 2023 – the upper end of the survey range of 60,000 to 85,000.

(3) The City of Brooklyn Park has now exceeded the top population of the study cities at 86,478. Staff believes that Brooklyn Park continues to be comparable to Woodbury and recommends that the study information remain included in the research.

(4) Current Market Information

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<tr>
<th>Mayor</th>
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<tr>
<td>City of Woodbury</td>
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<tr>
<td>Average</td>
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<td>Percentage of Market</td>
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<th>City Council</th>
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<tr>
<td>City of Woodbury</td>
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<tr>
<td>Average</td>
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<tr>
<td>Percentage of Market</td>
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(5) The wage information and policy language would indicate that the 2020 and 2021 COLAs should be applied to the wages, but it is not mandatory.

Staff advocated to the Audit and Investment Commission that it is important that the City continue to keep wages competitive with the comparable market and to avoid one time increases as directed. The City of Woodbury continues to grow in population and complexity and with it the Mayor and City Council’s time and expertise for meeting
preparation and meetings, resident communications, strategic issues and direction and all other aspects associated with directing the 8th largest City in Minnesota.

Therefore, staff recommended, and the Audit and Investment Commission agreed, that the Commission would recommend to the City Council to provide the current and previous year cost-of-living adjustment increases (5.5%) to the Mayor and City Council wages on January 1, 2023.

A 5.5% increase to the Mayor and City Council wages will result in the following:

<table>
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<tr>
<th>Role</th>
<th>Salary</th>
<th>Percentage of Market</th>
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<tbody>
<tr>
<td>Mayor</td>
<td>$15,768</td>
<td>104%</td>
</tr>
<tr>
<td>City Council</td>
<td>$12,006</td>
<td>105%</td>
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</table>

Woodbury Mayor and City Council continue to be able to purchase medical insurance from the City of Woodbury at 100% of their own cost.

Furthermore, the Audit and Investment Commission would also recommend that the City Council revise CD-COUNCIL-2.9 as follows:

1. In order to provide additional room for wage increase consideration, CD-COUNCIL-2.9 is recommended to be revised from not less than 95% and not more than 105% to not less than 95% and not more than 110%.

2. Since the City of Woodbury will reach 80,000 residents in 2023 (the upper end of the survey range of 60,000 to 85,000) the policy is recommended be revised from 85,000 to 95,000.

CD-COUNCIL-2.9 red-line changes would be as follows:

“are to be not less than 95% and not more than 105% of comparable cities in the seven county metropolitan area with a population of 60,000 to 85,000 excluding Cities of the First Class.”

Finally, Staff recommends that ordinance amending Chapter 2 Administration, Article II City Council Section 2-21 Compensation with the newly identified wages be approved.

Written By: Jody Brown, Human Resources Manager
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: 1. Resolution
4. Ordinance No. 2019 – Strikethrough
5. Ordinance No. 2019 – Final
6. Mayor and Council Compensation Analysis
7. Mayor and Council Wage Data
Resolution 22-

Resolution of the City of Woodbury,
Washington County, Minnesota

CD-COUNCIL-2.9 City Council Compensation

WHEREAS, in 2016, the City Council approved CD-COUNCIL-2.9 which creates the framework for decisions on the Mayor and City Council compensation; and

WHEREAS, there is a proposed amendment to the Directive that would increase the comparable City wage comparison upper parameter and upper population threshold.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, that CD-COUNCIL-2.9 is hereby approved.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 13th day of April, 2022.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Purpose

The Audit & Investment Commission (Commission) has been charged with reviewing the Mayor and Council salaries and benefits. The purpose of this policy is to guide the work of the Commission and establish guidelines for adjustments to the salaries and benefits of the Mayor and City Council.

Policy

It is the intent of the Woodbury City Council to establish salaries for the Mayor and City Council that are to be not less than 95% and not more than 110% of comparable cities in the seven county metropolitan area with a population of 60,000 to 985,000 excluding Cities of the First Class. The basis of the comparison computation will be on the total of all wages accorded to the Mayor and City Council.

To ensure that the Mayor and City Council salaries stay within the targeted range, to provide regular adjustments to the salaries and to avoid one-time large increases to these salaries, the positions will receive odd-year, biennial increases equal to the current and previous year cost-of-living adjustments approved for city staff in the year that adjustment is made, with the below exceptions:

1. If either the Mayor’s or Council salaries exceed the specified range of this policy, salary adjustments will not be considered for adoption.

2. If either the Mayor’s or Council salaries are beneath the specified range of this policy, the Commission shall convene and review the salaries and benefits.

Wage increases for the Mayor and City Council will become effective the January 1 following a municipal election.

The Mayor will receive $100 per month allowance for travel and parking.

Active Mayor and City Councilmembers shall be eligible to participate in the City of Woodbury group medical insurance. This shall mean the coverage provided under the group insurance policy and does not include participation in any related benefits such as the integrated HRA. Participating Mayor and City Councilmembers shall pay for the entire premium cost and shall receive no City of Woodbury contribution. They shall be deemed full-time employees for health care reform purposes.

The City Council and Mayor may elect to participate in the Public Employees Retirement Association Defined Contribution Plan and the ICMA 457 Deferred Compensation Plan.
EXPENSE REIMBURSEMENTS

It is the intent of the compensation policy and the salary provided herein that no expense reimbursements are covered for activities in connection with their normal duties as Mayor and City Council except those associated with city businesses eligible for reimbursement per:

1. Elected and Appointed Travel, Training and Reimbursement Policy (CD-COUNCIL-2.2)
2. City Travel and Conference Reimbursement Policy (AD-FIN-4.4).
3. Technology Reimbursement Policy (CD-COUNCIL-2.8)

Resolutions Adopting CD-COUNCIL-2.9 City Council Compensation

Resolution No. 16-103
Resolution No. 16-181
Purpose

The Audit & Investment Commission (Commission) has been charged with reviewing the Mayor and Council salaries and benefits. The purpose of this policy is to guide the work of the Commission and establish guidelines for adjustments to the salaries and benefits of the Mayor and City Council.

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It is the intent of the Woodbury City Council to establish salaries for the Mayor and City Council that are to be not less than 95% and not more than 110% of comparable cities in the seven county metropolitan area with a population of 60,000 to 95,000 excluding Cities of the First Class. The basis of the comparison computation will be on the total of all wages accorded to the Mayor and City Council.

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Resolutions Adopting CD-COUNCIL-2.9 City Council Compensation

Resolution No. 16-103
Resolution No. 16-181
City of Woodbury
Washington County, Minnesota

Ordinance No. 2019

An Ordinance of the City of Woodbury, Washington County, Minnesota Providing that the City Code be Amended by Amending Chapter 2, Administration, Article II, City Council; Section 2-21 Compensation and Section 2-21.1. Workers Compensation Coverage

Section One: Chapter Two Amendment: That Chapter 2 Administration, Article II, City Council; Section 2-21 Compensation and Section 2-21.1 Workers Compensation Coverage be amended as follows:

Article II. – City Council

Sec. 2-21. - Compensation.

Mayor compensation
Effective January 1, 2017 the salary of the mayor shall be $1,245.50 per month.

Councilperson compensation
Effective January 1, 2017, the salary of each councilperson shall be $948.33 per month.

Sec. 2-21.1. - Workers compensation coverage.

Pursuant to Minn. Stats. § 176.011, Subd. 9, Clause 6, the elected officials of the city and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Workers Compensation Act.

Section Two. Effective date.

This ordinance shall be in full force and effect following its passage and publication according to law.

Passed and adopted by the City Council of Woodbury, Washington County, Minnesota, this 13th day of April, 2022.

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
An Ordinance of the City of Woodbury, Washington County, Minnesota Providing that the City Code be Amended by Amending Chapter 2, Administration, Article II, City Council; Section 2-21 Compensation and Section 2-21.1. Workers Compensation Coverage

Section One: Chapter Two Amendment: That Chapter 2 Administration, Article II, City Council; Section 2-21 Compensation and Section 2-21.1 Workers Compensation Coverage be amended as follows:

Article II. – City Council

Sec. 2-21. - Compensation.

**Mayor compensation**
Effective January 1, 2023 the salary of the mayor shall be $1,314.00 per month.

**Councilperson compensation**
Effective January 1, 2023, the salary of each councilperson shall be $1,000.50 per month.

Sec. 2-21.1. - Workers compensation coverage.

Pursuant to Minn. Stats. § 176.011, Subd. 9, Clause 6, the elected officials of the city and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Workers Compensation Act.

Section Twp. Effective date.

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Passed and adopted by the City Council of Woodbury, Washington County, Minnesota, this 13th day of April, 2022.

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
MAYOR AND COUNCIL COMPENSATION ANALYSIS
CITIES IN THE SEVEN COUNTY METRO AREA WITH POPULATION of 60,000 TO 85,000 EXCLUDING CITIES OF THE 1ST CLASS

STUDY CITY INFORMATION IN ORDER BY MAYOR WAGE

<table>
<thead>
<tr>
<th>Order</th>
<th>City</th>
<th>Population</th>
<th>Mayor Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brooklyn Park</td>
<td>86,478</td>
<td>$17,796</td>
</tr>
<tr>
<td>2</td>
<td>Plymouth</td>
<td>81,026</td>
<td>$15,828</td>
</tr>
<tr>
<td>3</td>
<td>Maple Grove*</td>
<td>64,317</td>
<td>$15,600</td>
</tr>
<tr>
<td>4</td>
<td>Maple Grove</td>
<td>70,253</td>
<td>$15,500</td>
</tr>
<tr>
<td>5</td>
<td>Eden Prairie</td>
<td>64,198</td>
<td>$15,077</td>
</tr>
<tr>
<td>6</td>
<td>Lakeville</td>
<td>69,490</td>
<td>$15,000</td>
</tr>
<tr>
<td>7</td>
<td>Woodbury***</td>
<td>75,102</td>
<td>$14,946</td>
</tr>
<tr>
<td>8</td>
<td>Blaine</td>
<td>70,222</td>
<td>$14,314</td>
</tr>
<tr>
<td>9</td>
<td>Coon Rapids</td>
<td>63,599</td>
<td>$14,000</td>
</tr>
<tr>
<td>10</td>
<td>Eagan*</td>
<td>68,855</td>
<td>$13,625</td>
</tr>
<tr>
<td></td>
<td><strong>Average</strong></td>
<td></td>
<td>$15,169</td>
</tr>
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</table>

STUDY CITY INFORMATION IN ORDER BY COUNCIL WAGE

<table>
<thead>
<tr>
<th>Order</th>
<th>City</th>
<th>Population</th>
<th>City Council Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maple Grove</td>
<td>70,253</td>
<td>$13,500</td>
</tr>
<tr>
<td>2</td>
<td>Coon Rapids**</td>
<td>63,599</td>
<td>$12,250</td>
</tr>
<tr>
<td>3</td>
<td>Burnsville*</td>
<td>64,317</td>
<td>$12,000</td>
</tr>
<tr>
<td>4</td>
<td>Brooklyn Park</td>
<td>86,478</td>
<td>$11,856</td>
</tr>
<tr>
<td>5</td>
<td>Eden Prairie</td>
<td>64,198</td>
<td>$11,673</td>
</tr>
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<td>$11,468</td>
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<td>7</td>
<td>Woodbury</td>
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<td>$10,000</td>
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<tr>
<td></td>
<td><strong>Average</strong></td>
<td></td>
<td>$11,463</td>
</tr>
</tbody>
</table>

*Plymouth - council eligible for increase in 2023

STUDY CITY INFORMATION IN ORDER BY POPULATION SERVED

<table>
<thead>
<tr>
<th>Order</th>
<th>City</th>
<th>Population</th>
<th>Mayor Annual Wage</th>
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<tbody>
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<td></td>
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<td></td>
<td>$15,169</td>
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<tr>
<td></td>
<td><strong>Average</strong></td>
<td></td>
<td>$11,463</td>
</tr>
</tbody>
</table>

*Receives benefits similar to full-time employees
**Council Member-Ward earns $10,500
***Woodbury Mayor receives $100 per month allowance for travel and parking
(1) Population Data Source - 2020 Met Council Estimates

<table>
<thead>
<tr>
<th>Mayor</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>95% of Average</td>
<td>$14,410</td>
</tr>
<tr>
<td>105% of Average</td>
<td>$15,927</td>
</tr>
<tr>
<td>Current Compensation</td>
<td>$14,946</td>
</tr>
<tr>
<td>Current Compared to Average</td>
<td>99% 99%</td>
</tr>
</tbody>
</table>

Average Mayor Annual Wage is $15,169
Average City Council Annual Wage is $11,463
# City of Woodbury
## Mayor and City Council Salary Survey

### Benchmark Cities

#### 2021 Survey

<table>
<thead>
<tr>
<th>City</th>
<th>Population (3)</th>
<th>Mayor Annual Wage</th>
<th>City Council Annual Wage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blaine</td>
<td>70,222</td>
<td>$14,314</td>
<td>$10,500</td>
<td></td>
</tr>
<tr>
<td>Brooklyn Park</td>
<td>86,478</td>
<td>$17,796</td>
<td>$11,856</td>
<td>$50 per day supplemental compensation at approved activity</td>
</tr>
<tr>
<td>Burnsville</td>
<td>64,317</td>
<td>$15,600</td>
<td>$12,000</td>
<td>Access to Benefits with City Contribution</td>
</tr>
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<td>$10,000</td>
<td>Access to Benefits No City Contribution</td>
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<tr>
<td>Eden Prairie</td>
<td>64,198</td>
<td>$15,077</td>
<td>$10,000</td>
<td>$25 Per Diem/Committee/Interagency Mtgs.</td>
</tr>
<tr>
<td>Lakeville</td>
<td>69,490</td>
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</tr>
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<td></td>
</tr>
<tr>
<td>Woodbury</td>
<td>75,102</td>
<td>$14,946</td>
<td>$11,380</td>
<td>$100 per month Mayor vehicle allowance</td>
</tr>
</tbody>
</table>

**Average**
- Mayor: $15,169
- City Council: $11,463

Woodbury Compared to Average
- 99% for Mayor
- 99% for City Council

**Recommended COLA Adjustment**
- Mayor: $15,768
- City Council: $12,006

3% in 2020, 2.5% in 2021

**Recommended Woodbury Compared to As**
- 104% for Mayor
- 105% for City Council

FY'23 recommendation compared to FY'21 survey

(3) Population Data Source - 2020 Met Council Estimates except for Duluth, Rochester and St. Cloud

### Top 16 Cities in Minnesota by Population

#### City: Population: Mayor Annual Wage: City Council Annual Wage

4. Bloomington: 89,987: $26,400: $13,800
5. Duluth: 68,697: $97,500: $13,800
7. Plymouth: 81,026: $15,828: $11,468
8. Woodbury: 75,102: $14,946: $11,380
9. Maple Grove: 70,253: $15,500: $13,500
10. Blaine: 70,222: $14,314: $10,500
11. Lakeville: 69,490: $13,625: $10,000
12. Eagan: 68,855: $13,625: $10,000
14. Burnsville: 64,317: $15,000: $12,000
15. Eden Prairie: 64,198: $15,077: $11,673
16. Coon Rapids: 63,599: $14,000: $12,250

**Washington County**
- 267,568: $72,488

Minneapolis - 2023 will be a 2% increase on the above numbers
Plymouth - Council eligible for increase in 2023
Administration and Finance

Community Engagement Strategy Development
Staff has begun working with Twin Cities based consultant firm, HueLife, in partnership with the public relations firm, Tunheim, to create an overall engagement strategy. Led by Community Engagement and Equity Coordinator Shelly Schafer and supported by Senior Management Analyst Sarah Alig and the recently formed interdepartmental community engagement team, this strategy will help to guide and support city staff as they conduct equitable engagement.

HueLife is evaluating current city practices and procedures around engagement. They will then have conversations with staff and community members about what is currently working and what can be improved. A working group will eventually be named to refine the plan and a final document will be created to share with staff and community. The preliminary community engagement strategy is expected to be presented at a City Council workshop on July 20.

Hiring and recruiting updates

Staff is progressing through the hiring process for the positions of Engineering Project Coordinator, Building Maintenance Technician, Environmental Resources Technician, Public Service Worker – Streets (2), Public Safety Director, Police Chief, Police Commander.

Human Resources is preparing to recruit for the full-time positions of Public Service Worker – Parks (2 Positions), Public Service Worker – Parks And Streets, IT Systems Administrator, Community Development Technician and Firefighter.

Applications are available online for the following full-time positions:

- Budget Analyst
- Public Service Worker – Parks (general) (2)
- Public Service Worker – Parks (turf)
- Firefighter

In addition, the several part-time and seasonal positions are open for applications. Visit woodburymn.gov/Employment to review all available positions.

Community Development

Development activity through March
The table below compares the construction activity for the three months of 2022 (in blue text) to the five-year average (2018-2022) for this same period (in green text). While the list highlights only a few
permit types (single family, attached units/townhomes, apartments and new commercial), there are many other permit types that add to the construction activity level in Woodbury (i.e. residential remodeling, commercial leasehold, etc.). The number of total permits issued, as shown in the bottom row of the table, is inclusive of all building permits issued and provides that broader context of overall construction activity.

<table>
<thead>
<tr>
<th></th>
<th>Q1 2018</th>
<th>Q1 2019</th>
<th>Q1 2020</th>
<th>Q1 2021</th>
<th>Q1 2022</th>
<th>2018-2022 Average (through March 31)</th>
<th>Percent Change (March 31, 2022 vs. 5-year average through March 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Units</td>
<td>67</td>
<td>71</td>
<td>56</td>
<td>141</td>
<td>107</td>
<td>88</td>
<td>21%</td>
</tr>
<tr>
<td>Attached Units</td>
<td>22</td>
<td>21</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>12</td>
<td>NA</td>
</tr>
<tr>
<td>Apartments</td>
<td>216</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>235</td>
<td>90</td>
<td>160.5%</td>
</tr>
<tr>
<td>Total Residential Units</td>
<td>305</td>
<td>92</td>
<td>66</td>
<td>149</td>
<td>342</td>
<td>191</td>
<td>79.2%</td>
</tr>
<tr>
<td>New Commercial Square Feet</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,300</td>
<td>1,060</td>
<td>400%</td>
</tr>
<tr>
<td>Total permits issued</td>
<td>1,055</td>
<td>864</td>
<td>936</td>
<td>1,277</td>
<td>1,320</td>
<td>1,090</td>
<td>21.1%</td>
</tr>
</tbody>
</table>

**Construction of Orville Commons begins**
The 235-unit Orville Commons development has commenced construction. The rental community is located at the southwest corner of Radio Drive and Hargis Parkway and consists of a 211-unit apartment building and 24 rental townhome units. The Orville Commons development was approved by the City Council on Nov. 9, 2019. The city facilitated the construction of this affordable housing development through the issuance of tax-exempt conduit bonds and the use of federal pass-through financing from the HOME program. Occupancy of Orville Commons is expected to occur in mid-2023.

**March 2022 significant projects**

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Commercial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orville Commons (235 units)</td>
<td>Radio Drive and Hargis Parkway</td>
<td>$47,746,000</td>
</tr>
<tr>
<td>Multi-Tenant Building</td>
<td>1931 Donegal Drive</td>
<td>$890,000</td>
</tr>
<tr>
<td><strong>Total New Commercial</strong></td>
<td></td>
<td>$48,636,000</td>
</tr>
<tr>
<td><strong>Commercial Additions/Alterations with Permit Value above $100,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazelwood Food and Drink</td>
<td>9240 Hudson Road</td>
<td>$2,149,000</td>
</tr>
<tr>
<td>Haiku</td>
<td>9965 Hudson Place, Suite 680</td>
<td>$241,000</td>
</tr>
<tr>
<td>Associated Healthcare Credit Union</td>
<td>6789 Upper Afton Road</td>
<td>$205,000</td>
</tr>
<tr>
<td><strong>Total Commercial Additions/Alterations</strong></td>
<td></td>
<td>$2,595,000</td>
</tr>
<tr>
<td><strong>New Businesses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afzal Clinic</td>
<td>755 Bielenberg Drive, Suite 104</td>
<td>N/A</td>
</tr>
<tr>
<td>By The Yard</td>
<td>9140 Hudson Road, Suite 515</td>
<td>N/A</td>
</tr>
<tr>
<td>Haiku</td>
<td>9965 Hudson Place, Suite 680</td>
<td>N/A</td>
</tr>
<tr>
<td>Hazelwood Food and Drink</td>
<td>9240 Hudson Road</td>
<td>N/A</td>
</tr>
<tr>
<td>Removery</td>
<td>7455 Currell Boulevard, Suite 110</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Engineering

Environmental Protection Agency WaterSense Program
Every year, city staff submits an annual report as an Environmental Protection Agency (EPA) WaterSense Partner. The WaterSense label is found on plumbing and irrigation products that are independently certified to use at least 20% less water and perform as well as or better than standard model. The EPA also provides marketing material that the city uses to help promote programs like the Residential Smart Irrigation Controller Program, open now to residents at woodburymn.gov/SmartIrrigation. Since 2006, 5.3 trillion gallons of water has been saved through this partnership across the county.

Washington County adding all-way stop signs to three intersections
Three intersections on county highways within Woodbury will be converted to all-way stops after the Washington County Board of Commissioners authorized the installation of appropriate signs April 5. The new all-way stop signs will be installed at the following intersections:

- County Road 13 (Radio Drive) at Dale Road;
- County Road 16 (Valley Creek Road) at Dancing Waters Parkway/Woodcrest Drive; and
- County Road 18 (Bailey Road) at Settlers Ridge Parkway/Cottage Grove Drive.

Installation, planned for spring 2022, will include advance warning signs and pavement messages. These intersections will be evaluated for future changes, such as traffic signals or roundabouts as conditions warrant, and in conjunction with future roadway construction projects. Staff supports these installations.

Information and Communications Technology (ICT)

Communications Division updates
In March, staff posted 85 times on the city’s five Facebook pages (26 posts on the main page). Pages included in this total are Woodbury, Minnesota – Government; Woodbury Parks and Recreation; Woodbury Police, Fire, EMS; M Health Fairview Sports Center; and Eagle Valley Golf Course. During the month, staff sent 27 InTouch email messages and posted on Nextdoor 11 times.

Parks and Recreation

Summer registration off to a great start
Summer program registration opened March 16. The first week of program registration was very successful.

<table>
<thead>
<tr>
<th>Year</th>
<th>Date Range</th>
<th>Overall day total</th>
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<td>2022</td>
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<tr>
<td>2021</td>
<td>3/24/21-3/30/21</td>
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<tr>
<td>2019</td>
<td>3/20/19-3/26/19</td>
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</table>
Finding seasonal staff continues to be a challenge
Finding seasonal workers continues to be difficult. Staff is visiting the local high schools, increasing ads on social media, and reaching out to many connections in hopes of filling the team so we can host planned summer programs. If you know anyone looking interested in instructing tennis, working at the golf course, playing sports with preschoolers, or serving as a lifeguard for Camp Carver, please encourage them to apply.

Eagle Valley Golf Course opens briefly
Eagle Valley Golf Course opened for the season Saturday, April 2 (photo, left). Although opening day was two weeks later than last season, this year’s opening date is consistent with historical averages. Unfortunately, the 3 inches of snow the following day and its effects made it challenging to play golf (photo, right). Staff hopes to be able to reopen soon.

Updated signage at M Health Fairview Sports Center
After the announcement of the name change in March, the new name became official with new signage installation at M Health Fairview Sports Center. New signs include the monument signs, marquee, and signage inside the sports center field house and ice arenas.

Floor replacement underway at M Health Fairview Sports Center
The west rink floor replacement project began April 4.

Public Safety

Officers meet for Community Conversations
South Washington County Community Education, along with police officers from Woodbury, Cottage Grove, and Hastings, meet monthly for Community Conversations. During these meetings, the group meets with seniors and immigrants learning English to discuss local crime trends and prevention tips. Last month’s topic was mental health. Det. Adam Sack and Social Worker Angela Schackleton spoke about our Community Support Team and our progressive approach to community mental health. Otis, our community support dog, joined them. Upcoming conversations include traffic safety, scams, and CPR.

Multicultural Advisory Committee members awarded ‘Outstanding Volunteers’
Community members Shawn Sorrell and Irfan Ali were awarded the 2021 City of Woodbury Outstanding Volunteer Award for their contributions and commitment to the Woodbury Police Multicultural Advisory Committee (MAC). Shawn and Irfan were instrumental in the development of the MAC in February 2019, and both continue to serve in key leadership roles on the committee.
Commander Steve Wills retires
After 30 years of service, Police Commander Steve Wills retired at the end of March. With his vast experience throughout our department, and his many years as the investigations commander, he has filled key roles during a time of tremendous change and growth. He exemplifies our mission of serving all people with compassion and courage. We thank him for his service.

Public Works

Lighting replacement underway at Tamarack Road, Valley Creek Road bridges
Bridge lighting replacement has begun on the Tamarack Road and Valley Creek Road bridges over I-494 and will be completed by the end of May. Lights over freeway lanes will be replaced overnight, as they require lane closures on I-494. Additionally, occasional lane closures will be experienced on Tamarack Road and Valley Creek Road while work is completed. After all lights are replaced, the existing light poles and railings on both bridges will be painted Valley Creek Bronze, the same color as our traffic signals. Painting work will be completed this summer.

Upcoming Meetings

Neighborhood Meetings
1. Copper Ridge 9th, April 19, 6 p.m., Council Chambers

Preliminary Items for April 18 Planning Commission Meeting
1. Crossroads Commerce Center, Conditional Use Permit, Project No. 03-2022-00487
2. Woodbury Resurrection Farmers Market, Interim Conditional Use Permit, Project No. 27-2022-00489
3. Settlers Ridge Industrial (Black Diamond Lot 1), Planned Unit Development, Preliminary Plat, Site and Building Plan, Project No. 01-2021-00482
4. Black Diamond, Planned Unit Development, Conditional Use Permit, Preliminary Plat, Site and Building Plan, Project No. 01-2021-00467

Preliminary Public Hearings for April 27
1. Crossroads Commerce Center, Conditional Use Permit, Project No. 03-2022-00487
2. Woodbury Resurrection Farmers Market, Interim Conditional Use Permit, Project No. 27-2022-00489
3. Adoption of Special Assessments for the Lake Road 4-3 Lane Conversion Project

Respectfully submitted,

Clinton P. Gridley
City Administrator