

Minutes
Woodbury City Council
Wednesday, October 12, 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 12th day of October 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 to 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, Steve Morris, and Jennifer Santini. Absent: None

Others Present: Kimberlee K. Blaeser, City Clerk; Kevin Sandstrom, City Attorney; Clinton Gridley, City Administrator; Janelle Schmitz, Community Development Director; and Chris Hartzell, Engineering Director.

There were approximately fifty (50) members of the public in attendance and three (3) members of the public attending virtually.

Special Order of Business

A. Washington County Community Development Agency Update; Local Government Role in Affordable Housing

Community Development Director Janelle Schmitz stated a few months back the Council requested to invite the Washington County Community Development Agency (WCCDA) to attend a City Council meeting to discuss the role in affordable housing at the various levels of local government. Ms. Schmitz introduced the Executive Director of the WCCDA, Melissa Taphorn. Ms. Schmitz stated Ms. Taphorn prepared a memo and matrix regarding the role of local government in affordable housing.

Ms. Taphorn stated she has been Executive Director since February, 2020. She expressed her gratitude to the City of Woodbury and the Woodbury HRA for their partnership and the active role leadership has taken in housing.

Ms. Taphorn shared the updated mission and vision statements. She stated Ms. Schmitz provided an updated strategic plan for the next 5 years but she would not be covering it during the presentation.

Ms. Taphorn reviewed the housing spectrum. She stated affordable housing in the public realm refers to rent that is affordable to households earning 60% of the area median income, and 80% of household earnings for homeowners. She stated local government gets involved with special needs or assisted housing for incomes that are 30% or less of the area median income.

Mayor Burt asked what the "area" refers to. Ms. Taphorn stated area median income is calculated through the U.S. Department of Housing and Urban Development by looking at the metropolitan statistical area which includes all 11 counties.

Ms. Taphorn referred to her memo stating there are four general areas of work where the local government gets involved. The first is multifamily finance. She stated the Minnesota Management and Budget allocates federally tax exempt bonds. The City and CDA are eligible to issue the bonds, to which a private developer would sell the bonds to fund their construction loan. She stated when the bonds are used, 4% tax credits are automatically allocated, which equates to roughly 30% of development costs. She stated when this occurs, they sell to a private investor, they get equity along the way and investors get tax credit for the next 10 years. She stated in this case, the Community Development Agency places a land use restriction for 20-30 years. In addition, 9% tax credits fund roughly 70% of development costs and go with a first mortgage instead of bonds, and have 40 years on the land use restriction. She stated the goal is to incentivize longer term affordability to give additional selection points when allocating the 9% tax credit percentages. She stated despite

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the funding percentages, there is still a gap, depending on rent charges. She stated there are larger gaps at the 30% than 60% because of the lower rents.

Ms. Taphorn stated when developments are looking to reach lower rents the WCCDA or the City may seek to subsidize with gap loan or subordinate loan which is funded with the Community Development Block Grant (CDBG), the Home Investment Partnerships Program, the GROW Fund through the CDA levy funded program. She stated the CDA has no Tax Increment Financing (TIF) districts for housing.

Ms. Taphorn stated she does not recommend the City to implement the Tenant Assistance Program due to it being a long-term commitment and can put families in a worse situation if the program is terminated. She stated there are a number of programs through HUD, the largest being the Housing Choice Voucher Program. She reviewed the history of Housing Vouchers, stating most vouchers were distributed in the early 1980's and Washington County was not competitive enough to receive many at the time. She stated new vouchers have not been available since the late 1980's. She stated the WCCDA has been successful in getting new allocations for targeted populations which include homelessness, family unification, veteran's assistance and people with disabilities. She stated the CDA also runs a family self-sufficient program which includes a counselor who works with a family to help further education or improve job income. A savings account is also included as an incentive.

Ms. Taphorn stated policy and strategy can lead to the most impact on a City level since the County or CDA does not have the rights to give density bonuses, change land use or approve PUDs, tenant protection ordinances and rental licensure programs. She stated the CDA prioritizes their policies for financing, incentives on longer term affordability and lower rents. She explained the success of having a competitive development environment. She stated the CDA owns Cobblehill Apartments and the Glen at Valley Creek Apartments.

Ms. Taphorn stated there has been one apartment developed approximately every five years for the past 20 years with Glen at Valley Creek being the newest addition. She stated the CDA is typically invited by a City and that the site is typically in an area that is in need of clean up, or there is an interest in lower rents.

Ms. Taphorn reviewed the Homeowner Finance Program stating the CDA participates in the Minnesota Cities Participation Program which is Minnesota Housings First Mortgage Bond Program. She stated in 2022 there have been 65 mortgages and \$17 million in the mortgages made in the program. She stated in 2021 there were 41 mortgages in Woodbury. In addition to the program, 95% of mortgages borrowers are receiving down payment assistance. She stated Washington County has some of the highest rents and home prices in the metro area. She stated CDA can provide incentive grants and loans depending on the need. In addition the City and the CDA have funded home improvement loans and have helped fund affordable home ownership through Habitat for Humanity and Two Rivers Community Land Trust.

Ms. Taphorn reviewed contact information for any questions.

Mayor Burt thanked Ms. Taphorn for providing clarity and opened an opportunity for questions from the Council.

Councilmember Morris stated the Council has a better understanding of the various roles the City, State and County have and he encouraged the City to gain more momentum on the Housing Action Plan that the Council has been working on.

Ms. Taphorn stated the CDA board of commissioners is made of volunteer citizens, with one of them being a Woodbury resident, Roger Green who serves as the chair, and Temmy Olasimbo.

B. Code Compliance Month Proclamation

Mayor Burt read the proclamation to declare October 2022 as Code Compliance Month within the City of Woodbury.

C. Swearing in of New Police Officers

1. Meaning of the Badge - Public Safety Director Jason Posel

Public Safety Director Jason Posel shared the meaning of the badge and called Jared Bosak, Kyle Gonyer, Michael Hartlye, Samuel LeMay, Anna Meyers, and Chase Robinson forward.

2. Oath - Mayor Burt and New Officers Jared Bosak, Kyle Gonyer, Michael Hartley, Samuel LeMay, Anna Meyers, Chase Robinson

Mayor Burt presided over the swearing in of the Police Officers, Jared Bosak, Kyler Gonyer, Michael Hartlye, Samuel LeMay, Anna Meyers, and Chase Robinson, after which they each had their badges pinned on by a family member or other important person in their life.

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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.

Cap O'Rourke, from Minneapolis, stated he works with businesses in Minnesota who primarily sell CBD and THC products. He stated he would like to give some clarifying points for the Council to consider. He stated CBD and THC products have been sold in Woodbury for the past two years. He added that the new law would now include THC beverages, but most all products were already being sold. He expressed his gratitude for the Council's licensing efforts. He stated his concern on the 500 foot zoning requirement in the license could create legal ramifications since other cities do not have the same requirement or jurisdiction. He brought an example of a CBD product that has trace amounts of THC in it, and stated due to the license requirements, many health and wellness products would have to pay the \$10,000 licensing fee or be in violation of the ordinance in place. He stated treating everything CBD and THC is not same. He asked the Council to consider how on-sale liquor stores and CBD and THC retail stores would interact. On-sale liquor has use on the site and typically has more public police activity working alongside, while CBD or THC retails stores do not. He asked the Council to look at the fee and completely understand it as they move forward. He suspected many businesses that are selling products have not applied for the licenses. He asked the Council to have a work session with local businesses to listen and get answers. He stated his desire to pass licensing ordinances that are clear for the businesses.

Mayor Burt stated they would continue to do more community engagement and further refinement.

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 that Item A be removed from Consent Agenda and added to Discussion.

Item A Approval of Council Minutes – September 28, 2022. This Item was pulled from the Consent Agenda and added to Discussion.

Item B To adopt the following resolution **Resolution 22-186**

Resolution of the City of Woodbury, Washington County, Minnesota approving the 2022 HOME Subrecipient Agreement with the Dakota County Community Development Agency.

Item C To adopt the following resolution **Resolution 22-187**

Resolution of the City of Woodbury, Washington County, Minnesota approving the Cooperative Agreement with Ramsey Washington Metro Watershed District for Implementation of an Enhanced Street Sweeping Program and amending the 2022 budget.

Item D To adopt the following resolution **Resolution 22-188**

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute a letter of engagement with Advanced Engineering and Environmental Services, LLC (AE2S) as the City's consultant and engineering firm for field survey unification services associated with the Woodbury Water Treatment Plant.

Item E To adopt the following resolution **Resolution 22-189**

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute a letter of engagement with Short Elliot Hendrickson, Inc. for preliminary design field survey services for the Woodbury Water Treatment Plant.

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Item F To approve a motion to adopt the three Strategic Initiatives for 2022 - 2024.

Item G 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 is hereby approved. Staff recommends approval of the abstract of bills for September 23, 2022 in the amount of \$1,128,865.35 and September 30, 2022 in the amount of \$1,083,652.47.

Councilmember Date moved, seconded by Councilmember Santini, to approve the Consent Agenda items with the exception of Item 6A.

Voting via voice:

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

Public Hearings

A. Continued from September 28, 2022 City Council Meeting: Woodlane Park & Ride; Planned Unit Development; Conditional Use Permit; Site and Building Plan; Project No. 08-2022-00483

Mayor Burt declared the public hearing open.

Ms. Schmitz stated the Metro Transit-Gold Line Project Office has submitted an application for Planned Unit Development, Conditional Use Permit, and Site and Building Plan for a future Gold Line Station parking ramp. The applicant is requesting to construct a three-story, 478 stall parking structure with a 42 stall surface parking area, transit station and associated bus facilities to support the development of the Gold Line BRT project as the end of the line station. The property is located at Guider Drive and Woodlane Drive. The property is zoned B-3, Planned Shopping Center District and is identified as Places to Shop on the Land Use Plan. She stated the Metro Gold Line is a 10 mile bus rapid transit route that will ride all day with directional services between the cities of St. Paul, Maplewood, Landfall, Oakdale and Woodbury. She stated it would run east-west along the north side of I-94 and turn south into Woodbury on a new bridge that would connect Bielenberg Drive in Woodbury with Helmo Avenue in Oakdale. She added there would be 3 stations in Woodbury with the end of the line being the I-94 Park & Ride facility. There are 3 other Park & Ride facilities along the Gold Line corridor, located at the Woodbury Theater, Helmo Avenue and Sun Ray.

Ms. Schmitz stated on April 13, 2022 the City Council approved the Gold Line Station Area Master Plan. The Comprehensive Plan identified the City should use the master planning process to determine land usage, and design guidelines along the corridor. The property was studied in the Master Plan as the Gold Line office had identified it as a Park & Ride location and determined it to be an appropriate transit supportive use for the site.

Ms. Schmitz reviewed the Master Plan specific guidelines. The first guideline was to locate the structure on the north site with a future direct access to I-494. The Gold Line Project is acquiring the property through friendly condemnation which will result in 2 parcels. The 5.7 acre parcel located to the north will be for the Park & Ride facility while the 3.1 acre parcel located to the south is in consideration with Washington County for the possibility of a future Service Center site. Other specific guidelines include developing a multi-use trail along the west side of Woodlane Drive from the station area to Valley Creek Road and providing pedestrian crossings on Woodlane Drive to the Woodbury Village commercial area. She stated the applicant is proposing to construct a new trail section. There will be sidewalk access from Woodlane Drive to the station. The applicant will partner with Washington County to provide future trail connectivity to the south and crosswalk locations for pedestrian access to Woodbury Village.

Ms. Schmitz stated the Planning Commission recommended updated language for condition 13 to say a developer would provide pedestrian plans that show the feasibility of the pedestrian connection to the south. Ms. Schmitz reviewed the trail network and stated the project ties into the rest of the trail network.

Ms. Schmitz stated another specific design guideline in the Master Plan is to adhere to City ordinances regarding performance standard for parking structures, architecture, height and site design. The building is proposed to be constructed of two different types of brick, glass, concrete and metal. The intent of the first floor design is to resemble a commercial store front with the second floor design to look like an office building with brick columns. The focal point is the glass staircase.

Ms. Schmitz stated the last specific guidelines in the Master Plan are to provide secure bike parking and to provide thoughtfully planned areas for ride share and drop off areas throughout the site and within the parking structure. The plan includes eight parking spaces for ride share and standard drop offs and bike racks in the building to avoid any conflicts between drivers and bicyclists.

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Ms. Schmitz stated the applicant has asked for setback flexibility through the planned unit development process reducing the setback to the structure from I-494 from 50 feet to five feet at its nearest point. She stated the users of the site will be minimally impacted by the noise due to limited duration at the site. The proposed set back of five feet will be used to maintain drainage adjacent to the freeway. She noted that while the required building setback is 50 feet, the parking setback is only 20 feet.

Ms. Schmitz stated the layout of the site is oriented towards Woodlane Drive which adapts better to the desired aesthetics the City is looking for. The five foot setback would minimize visibility of the longer walls of the structure from any roadway. She stated it would also preserve the future slip ramp to the north.

Ms. Schmitz stated PUD's are implemented through a Conditional Use Permit and noted the findings are included in the Council's report. She noted the supplemental Council letter and resolution and Conditional Use Permit include updated conditions of approval.

Ms. Schmitz stated the proposed parking ramp is designed to accommodate 520 vehicles with 478 of them being within the ramp structure, and 42 of them a surface parking to the north. She reviewed the two access points with the main access point being at Guider Drive and Woodlane Drive and the second being off Woodlane Drive. She stated the proposed landscaping plan is in accordance to the landscaping ordinance of providing 25% tree canopy coverage for all commercial projects. She added the Gold Line Station Area Master Plan requires all developments in the area to provide a similar landscape palette to the one that is approved in the corridor design. The landscape plan shows at least 75% of the plantings follow the palette.

Ms. Schmitz stated City ordinance requires stormwater management be provided to meet quantity, quality and infiltration requirements. The plan identifies two infiltration ponds and a wet pond to meet the requirement.

Ms. Schmitz stated there was a neighborhood meeting held on May 23, 2022 with 7 residents in attendance. The questions and concerns were around construction schedule, access along Guider Drive, future consolidation of express and BRT services schedule, the future of the Woodbury Theater and trail connections along Guider Drive and Woodlane Drive. The Planning Commission reviewed the application at their September 19, 2022 meeting and had similar questions as the residents had. She stated the questions raised at the Planning Commission meeting were regarding the size of the parking ramp, the number of stalls and how they were determined, the ridership projections, pedestrian connection along Woodlane Drive to Valley Creek and Woodbury Village, maintenance and traffic congestion.

Ms. Schmitz stated the Planning Commission recommended to modify condition 13 in order to address the future pedestrian connection to Valley Creek Road question. She stated they added condition 19 which required Public Safety to review and approve the plan to identify emergency communication devices, and condition 20 regarding signage.

Ms. Schmitz stated there were two dissenting votes which were due to concerns from what they felt was an incomplete plan for the pedestrian connectivity and the setback being reduced too much.

Ms. Schmitz introduced Alicia Vap and Morgan Abbott from the Gold Line Project Office.

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

Voting in Favor: Wilson, Date, Morris, Santini, Burt
Absent: None

Mayor Burt opened opportunity for discussion and questions from the Council.

Mayor Burt asked what the snow removal plan is for the top level of the parking ramp.

Morgan Abbott, Deputy Project Manager of the Gold Line, stated they have submitted a snow removal plan. She explained Metro Transit is planning on closing parking on the third floor in the winter until the parking demand requires for it to be opened. She added there will be an installation of a parking counting system on site to monitor the use of the site. When it reaches a level where the third level is required for parking in the winter, there is an extensive plan on snow removal. The height of the floors allow for a truck with a bucket to remove snow, and a dumping site will be provided. She stated Metro Transit is anticipating the site will be maintained by a contracted snow removal company.

Councilmember Date asked why the bus loop on site is a two-way instead of a one-way. Ms. Abbott stated they are anticipating a station on the south side in the future. She stated the Planning Commission asked to stripe the street as a one-way until then, and will be submitted updated plans to reflect the change.

Councilmember Date asked if the slip ramp would be for buses only or opened to all vehicles. Ms. Schmitz stated it would be for buses only.

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Mayor Burt stated it would be a future plan and asked what would trigger the construction of a slip ramp. Ms. Schmitz stated it would be for an express bus instead of the Gold Line, noting the consolidation of Express and BRT would need to be at the site. She added the Council had expressed a priority on the consolidation of the Express and BRT. She stated the plan which shows the future slip ramp preserves the opportunity.

Mayor Burt asked if the one-way would go from right to left. Ms. Abbott agreed. Mayor Burt asked if the BRT buses would have right of way over vehicles. Ms. Abbott stated the bus exit would have a stop sign in order to wait as vehicles pass on Woodlane Drive.

Councilmember Date asked if the parking spaces include the use of the express bus. Ms. Abbott stated future service of the bus was taken into consideration for the projected number of parking spots. Councilmember Date stated it is critical that there are safe routes for pedestrians to get to the bus route. She emphasized the importance.

Councilmember Morris asked what the trigger is to study the area for trail connectivity in the future. He added the emphasis on providing safe pedestrian routes to the bus route. Ms. Schmitz stated the first step is to understand the feasibility of constructing this trail connection to determine its location. She stated the Council can prioritize and order such a project or do it with a future street reconstruction or redevelopment. Councilmember Morris asked Engineering Director Chris Hartzell if Woodlane is due for a trail area study since the area is newly redone. Mr. Hartzell stated the study is programmed in the CIP for 2023 and has the opportunity to work with Washington County which would be funded out of the I-94 tax abatement fund program. Councilmember Morris asked if there is an opportunity between now and 2023 to provide a plan for trails. Mr. Hartzell agreed and stated it would be looked at the beginning of the program.

Councilmember Santini asked if the north pond is a protected or stormwater pond. Ms. Schmitz stated the City owns the pond and is a part of the Tamarack Preserve but does not know if it is a wetland or a pond. Councilmember Santini stated if there was a grade included for a stormwater or if the Council should be cognizant of it from a protection standpoint. Mr. Hartzell stated it's a combination of both but stormwater drainage currently goes there. Ms. Schmitz asked if it was developed around 1991. Mr. Hartzell agreed.

Councilmember Morris asked if the pond would be retention or infiltration. Mr. Hartzell stated it would be a combination of both, with two different infiltration points. He stated the stormwater ordinances require any site greater than two acres to have both a wet retention pond and infiltration basins.

Councilmember Morris stated there was discussion regarding the height of the station platform during a CMC meeting and asked how pedestrians would get to the station without taking a 12 inch step. Ms. Abbott stated ramps will be included and they all meet ADA standards. Councilmember Morris asked where the access points to the ramp would start. Ms. Abbott stated it would be gradual and begin in the parking lot and north and south entrances. Mr. Hartzell stated the crosswalk would depress. Ms. Abbott stated this project will have 9 inch curbs. Ms. Abbott stated there will be a physical features for the site impaired so they know a curb is coming up.

Councilmember Wilson stated there have been a number of community engagement meetings in order to receive feedback on what residents would like to see at the stations and parking ramps in Woodbury. She asked if any ideas from those meetings such as art work, or unique designs have been incorporated in the parking ramp to separate Woodbury parking ramp from any other parking structure that Metro Transit has control over. Ms. Abbott stated the Green Line LRT project had a significant art initiative and that they had a specific grant for public art. She stated this project does not have such a grant so there is no specific artwork on the current project.

Alicia Vap, Project Director for the Gold Line BRT project, stated during the time of the Green Line project the Federal Transit Administration (FTA) allowed project funds to be used for public art. Since then, public art has not been allowed to be expensed under the grant that is funding this particular project.

Councilmember Wilson asked if there was anything that made the ramp special. Ms. Abbott stated they are working closely with City staff to make sure they are meeting the design ordinances.

Councilmember Wilson expressed her gratitude for including the sidewalks after the Planning Commission meeting. She agreed with Councilmember Morris and Councilmember Date by stating sidewalks and trails should be placed right away. She also agreed with Councilmember Date stating it does not make sense for the planning to go on for years without a proper plan on implementing pedestrian connections to the bus station. She stated once people leave the bus station property they have no connectivity to get them safely to the shopping center and she emphasized the importance of it getting completed.

Councilmember Wilson asked if the station was the end of the line for the route. Ms. Abbott stated it was and that the station will have accommodations for breaks for the drivers and it will be a transfer station for drivers. She stated projections are showing the line will be approximately 40 minutes end to end which will allow drivers a few routes before taking a break at the station.

Councilmember Wilson asked if there would be accommodations for riders while bus drivers are taking a break. Ms. Abbott stated it is a frequent all day service and riders will need to wait approximately 10-20 minutes in-between buses.

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Councilmember Wilson asked if there would be electric vehicle (EV) charging stations at the site. Ms. Abbott stated there would not be. She added they were going through the B-3 process which is the State sustainability qualifications and review which would make the site EV ready and have stalls identified for future EV charging. She stated the site requires solar power on the roof which will be included when it is built. Councilmember Wilson asked where the solar panels will go and how much space it would take on the roof. Ms. Abbott stated it is unknown at the time and a vendor will install them after the structure is built.

Councilmember Date asked if the solar panels will be elevated so they do not take up parking spots and provide shade. Ms. Abbott confirmed this was true.

Councilmember Wilson asked if they were expecting the ramp to be full for a while. Ms. Abbott stated they did not. Councilmember Wilson asked which side of the structure the snow removal would be dumped. Ms. Abbott stated it would be on the top left side of the building on a pad. Councilmember Wilson asked if there would be cart returns at the site. Ms. Abbott stated there will not be.

Councilmember Wilson asked for clarification around a friendly condemnation. Mr. Hartzell stated the buyer and seller have purpose and need for the property but do not agree with the price. When this occurs they go through a condemnation process where the process itself helps to settle the price of the property. Ms. Abbott said in this case, they settled on the price and that it is more due to time constraints for building.

Councilmember Wilson stated she believes this project has gotten worse because the feedback from the community engagement has not been taken into account. She does not know why there needs to be a five foot setback. She reviewed some of the ordinances and policies the Council has passed and felt there is a disconnect between them and this project, such as the newly adopted environmental stewardship initiative and not having EV charging stations at the Transit Station. She believes for as long as the project has been under consideration there are many things that could be done differently or better. She stated she does not see anything special about the Woodbury Park and Ride Station.

Mayor Burt asked what the timeline was for the infrastructure to be able to put in a future EV charging stations and how that would be paid for. Ms. Abbott stated Metro Transit's initiative is to electrify the buses and is unsure when they will adopt a plan but are planning ahead for when a plan is adopted. Mayor Burt asked how the Council could emphasize the need to get charging stations installed. Ms. Vap stated there are a number of charging stations at other transit stations that have not been well utilized. She stated the Metropolitan Council has been looking into a policy that addresses this issue but does not have a timeline on when that policy would be instituted. She stated the current solution is to put the infrastructure in so when there is a new policy EV charging stations could be easily put in.

Mayor Burt asked what the timeline was for the building of the structure. Ms. Abbott stated they are anticipating going out for bid in the winter of 2022 with construction beginning late spring or early summer of 2023. They are projecting an 18 month build of the site. She stated the construction needs to be completed by October 2024.

Mayor Burt asked if there would be restrooms associated with the end of the line. Ms. Abbott stated there will be restrooms but they are only opened to staff and not the general public. Councilmember Morris stated community engagement showed a desire to not have restrooms publically accessible. Councilmember Wilson asked if it was known that it would be the end of the line. Councilmember Morris confirmed they knew.

Mayor Burt asked if there would be turn lanes out of the two access points. Ms. Abbott stated access point A will have turn lanes since it is a three-way stop condition, while access B would be one exit lane. Councilmember Morris asked if an expansion to a two out, one in could be considered for access B. Mayor Burt agreed. Ms. Abbott stated it is a tight site and adding an impervious may have negative impacts on the stormwater treatment and they would need to work with City staff to look into it. Mayor Burt encouraged them to look into it.

Mayor Burt stated she has heard public comment on the number of parking stalls and asked for clarity around why there are so many. Ms. Abbott stated it was determined through the Federal Stops Model which the Federal Transit Administration has used during the feasibility process to determine the need for the line. She stated the projection is through the year 2040.

Mayor Burt asked about the funding for the parking ramp. Ms. Abbott stated about 47% is federal dollars while the rest is from the two counties involved in the Gold Line route. She stated funding is tied to the whole corridor not just for this park and ride site which is why they're going through the B-3 process, since there is some State funding for the site which required B-3.

Mayor Burt asked for clarity on the naming convention of being named Woodlane instead of Woodbury park and ride. Ms. Abbott stated the project office staff for all the stations had extensive discussion about how each station would be named and the purpose behind it. She added that many businesses were trying to get their name on the stations which could get complicated in the future so therefore made the decision to name the stations based on the street that they are next to. Since the station will be on Woodlane Drive, the decision is that it be called the Woodlane park and ride. Mayor Burt asked if Woodbury would be mentioned somewhere on the map so riders would know they are ending up in Woodbury. Ms. Abbott stated it would not. She added the map on the bus is simplified to show the stops with station names; however, the overall system map would have more detailed information. Mayor Burt stated her concerns for out of town riders not knowing where they're going if there are no cities listed. Ms. Vap stated Metro Transit has a guideline for

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transitway projects which includes the naming of stations. She agreed with Mayor Burt but added the confusion it causes when a city has multiple stations. Mayor Burt stated she would like to see Woodbury written somewhere.

Councilmember Wilson asked whether Uber and taxi picks up and drop offs would be in the same area as other vehicles. Ms. Abbott stated it would be and the intent is to be short term parking since often times people will wait for an Uber or taxi instead of it waiting for the person. Councilmember Wilson stated her concern is people standing outside in the elements waiting for their Uber to come.

Councilmember Wilson asked if the numbers estimated for the parking stalls were pre-Covid determined. Ms. Abbott stated they were. Councilmember Wilson asked if it included the express buses with the 353 and 355 rides. Ms. Abbott agreed.

Mayor Burt asked if the parking ramp is open for anyone to park or if there is a cost to park. Ms. Abbott stated anyone is able to park in the garage, but there will be no parking overnight, which Metro Transit will enforce. Mayor Burt asked if an Uber driver could pull into the garage, under cover from the elements to pick up a rider. Ms. Abbott agreed.

Councilmember Wilson asked what would happen if someone missed the last bus, or went to a sporting event and could not drive for any particular reason, are not able to get their car and it is left over night. Ms. Abbott stated there would be a fine. Mayor Burt asked for understanding of what the fine would be. Ms. Vap stated Metro Transit police officers would patrol the parking structure but typically do not distribute tickets and will work with the local police department. She added there will be many discussions between the two departments to determine how to handle overnight parking. Councilmember Wilson asked who holds jurisdiction for the parking ramp. Ms. Vap stated it would be under Metro Transit Police but typically there is a partnership with the local city. Councilmember Wilson asked if local police would have jurisdiction to do something if they saw an incident on the site. City Attorney Sandstrom stated local City law enforcement would have jurisdiction to intervene. Ms. Schmitz stated coordination meetings with Metro Transit and Public Safety have begun.

Councilmember Santini stated it is part of the bike and pedestrian plan that there is a trail proposed for the area which the Council has control over instead of Metro Transit. Councilmember Date disagreed stating the Gold Line does have some jurisdiction and authority since there was funding built in to connect other areas and believes the City could have submitted funding requests. She stated due to the timing of the project, there is time to go through the planning and implementation before the opening of the Gold Line and hopes the Council can accelerate and prioritize it. Councilmember Morris asked if Council direction is needed to complete the trail project. City Administrator Clint Gridley suggested to wait until the study was completed to reveal what would be entailed, but that staff understood the Council's desire to complete this trail section.

Ms. Abbott stated the majority of the construction will be complete in 2024 and bus operation will be in 2025.

Mayor Burt stated access B should be reevaluated due to traffic queuing concerns while exiting. Mr. Hartzell stated they will study it and come back to the Council with findings. He stated there are some site constraints since the site is tight, some impervious surface issues and possibly some sight line things. Councilmember Date stated another option would be to make it a right turn only.

Councilmember Morris asked what signage for the turn lanes would look like. Mr. Gridley stated there have been two different stormwater review groups who have calculated and designed to work with the site which could cause complications. Mr. Hartzell stated he does not have the traffic impact study available but typically there is an analysis of the gaps in the traffic and whether it allows that left turning movements to occur, but would need further study.

Councilmember Wilson asked if any surface parking stalls could be removed in order to allow space to add another turn lane. Ms. Abbott stated the parking stalls are included in their federal funding and therefore cannot be removed. Councilmember Santini asked why there were two entrance points and commented that there could be two lanes out at access A. Ms. Vap stated there were many discussions regarding this but the parking ramp is too large for one access point. Councilmember Santini clarified the idea of one entrance instead of two. Ms. Abbott stated they would need to do a study to determine the right direction. Mr. Hartzell stated the concerns the Council discussed were heard and they would work with the Gold Line staff to do what they can.

Councilmember Wilson expressed her concern regarding the snow removal. Ms. Abbott stated the ramp is not intended to hold snow long term, it is intended to dump it onto a platform then load it into a truck which then can be removed. Councilmember Wilson asked where the dump truck would be located to remove the snow. Ms. Abbott stated it would occupy one of the lanes short term.

Mayor Burt shared an email from Pamela Morke, 8819 Stonebrook Court, stating her concern about increased crime and security of the park and ride. Ms. Abbott stated one of the conditions the Planning Commission added on was a public safety review of the safety devises of the site.

Councilmember Date stated the project would be a great candidate for the Art and Heritage Fund to include local art to the station in the future. Councilmember Morris asked if it was a State fund. Councilmember Date stated it was. Mayor Burt asked if there would need to be a certain percentage if it was a State fund. Councilmember Date stated she did not know but the fund typically is a part of the sales tax which would be grant funded. She stated it would be the same fund as the Miller Barn project.

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Councilmember Morris stated the plan meets current standards. He stated while he agrees with the environmental concerns, it is difficult to enforce standards that are not part of the current City ordinances. Councilmember Wilson agreed, however, stated they were giving a variance on a setback and have made other things conditions of the granting variances before. She stated the project has been worked on for many years, and the EV charging stations should be included since the project includes electric buses.

Councilmember Morris moved, seconded by Councilmember Date,

To adopt the following resolution

Resolution 22-190

Resolution of the City of Woodbury, Washington County, Minnesota adopting findings of fact.

Voting via voice:

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

Councilmember Morris moved, seconded by Councilmember Date,

To adopt a motion approving the Woodlane Park & Ride Planned Unit Development (PUD), and Site and Building Plan, Project No. 08-2022-00483, subject to the following conditions as outlined in revised Council Letter 22-252:

Planning Conditions:

1. The PUD 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.
2. Prior to the issuance of a building permit, a revised photometric plan shall be submitted. 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.
3. The Applicant shall wholly construct and fund the identified trail improvement. The Applicant shall be required to maintain this trail, including snow and ice removal.
4. The Applicant shall reasonably work with the adjacent property owner to explore opportunities for a cross parking and access easement agreement which would allow use of the parking stalls to be shared with the future development site to the south.
5. 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.
6. 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.
7. All fencing and retaining wall materials shall be complementary to the building materials and shall be approved in writing by the Planning Division prior to issuance of a building permit. Retaining walls greater than four (4) feet in height shall be engineered and detailed calculations should be submitted to the City.
8. 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.
9. Any future trash enclosures shall utilize city approved gates and be constructed on three sides using the same materials and patterns used on the building. Locations shall be approved by the Planning Division.
10. No exterior storage shall be permitted.
11. This approval does not include signage. A separate sign permit shall be required.
12. All drive aisles shall have a minimum width of 25 feet.
13. The Developer shall provide pedestrian plans that connect the facility to Valley Creek Road.
14. All disturbed boulevards shall be restored with turf. The property owner shall mow and maintain to the curb of all public streets.
15. Prior to issuance of a building permit, the Applicant shall submit a plan identifying placement of no less than four (4) inches of an acceptable topsoil mix as determined by Planning staff.
16. A landscape financial security shall be submitted for at least 150 percent of the estimated cost of landscaping including sod. The landscaping plan shall meet all landscaping ordinance requirements including canopy coverage and tree and species diversification.
17. Prior to the issuance of a building permit, the Applicant shall provide specifications for infrastructure installation to support electric vehicle charging stations. The Applicant shall also provide a plan that identifies which stalls will be used for this service in the future.
18. Prior to the issuance of a building permit, the Applicant shall provide the required park dedication.
19. Prior to the issuance of a building permit, Public Safety staff shall review and approve a plan that identifies emergency communication devices.

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20. Prior to the issuance of a building permit, a final signage and bus direction plan shall be reviewed and approved by Planning staff. Engineering Conditions:
21. Prior to the issuance of a building permit, the Applicant shall submit an Operation and Maintenance plan (O & M) and enter into an agreement with the City, for the long term care of all on-site stormwater, storm sewer, sanitary sewer, watermain, and roadway systems and components to the City for review and approval. The O & M plan shall be recorded at the County either at time of Final plat or prior to any security release for the project. All associated costs shall be the responsibility of the developer and/or property owner. The developers/owners shall be responsible to carry out these operation and maintenance activities and to submit the appropriate documentation to the City as specified in the agreement.
22. Prior to the issuance of a land disturbance permit, a revised plan showing EOF's set 1.5 feet lower than finished floor elevation and 1-foot above ordinary high water elevation of basin.
23. The Applicant shall supply and/or record a drainage and utility easement for the storm pipe on the northeast corner of the property.
24. 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 stormwater does not leave the project site.
25. All onsite 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.
26. The Applicant shall be responsible for obtaining a land disturbance permit from the City's Engineering Department prior to the commencement of any site activities as well as any necessary right-of-way permits.
27. Prior to the issuance of a land disturbance permit, staff shall finalize the tree replacement calculations and method of achieving replacement or payment in lieu. Planting within a City park shall be coordinated with Parks Maintenance.
28. The Applicant shall be responsible for obtaining any other permits necessary from other agencies, MPCA, MnDOT, watershed, etc. prior to the start of any site activities.
29. The Applicant 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 Applicant.
30. This project shall require a General Stormwater Permit from the MPCA since more than one acre of land will be disturbed. In addition, 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 area, 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.
31. Prior to the issuance of a land disturbance permit, final drainage, utility, and stormwater plans shall be approved by the Engineering Department.
32. The Developer shall be responsible for installing the sidewalks within the project. Subsequent to installation, the sidewalks within the project and shall be maintained by the property owner. Such maintenance shall include but not be limited to promptly removing ice and snow, other obstructions, and repair and replacement as necessary to ensure the safe passage of pedestrians. This includes sidewalk connections located within the right-of-way that ultimately connect to the City trail system.
33. The Applicant shall be financially responsible for all applicable water, sanitary sewer and storm sewer area and connection charges.
34. 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 and right-of-way necessary to accommodate public street and utility improvements will be determined by the final design and shall be shown on the Final Plat.
35. 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.
36. Street lights shall be required to be installed by the Developer, at their cost, as directed by the City.
37. The location of any landscaping irrigation lines shall be shown on the utility plan for irrigation of medians or at locations where irrigation lines cross public streets.
38. Any irrigation systems shall be designed to meet the following design requirements:
 - System must be designed by a certified irrigation contractor.
 - The system, including pumps, controllers, connections and irrigation line placement must be submitted for review and approval, in writing, 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.
 - EPA WaterSense approved smart controllers shall be used. The controller shall be approved by Engineering Staff in writing.
 - MP rotator heads or equivalent shall be used throughout.

Discussion during the motion: Councilmember Wilson asked if the conditions included a study of the pedestrian connection to Valley Creek Road. Ms. Schmitz stated it was modified in condition 13.

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Voting via voice:

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

Discussion

A. Consent Agenda Item A. Approval of Council Minutes – September 28, 2022.

Councilmember Wilson stated she would vote differently due to a number of omissions and typographical errors and items that were not communicated fully. Mayor Burt referred to page 4 of the Minutes where Councilmember Wilson was quoted to say “economic stewardship” instead of “environmental stewardship” and asked for it to be fixed. Councilmember Wilson referred to page 5 of the Minutes stating there is a typographical error in being quoted to changing the speed limit to “24” instead of “25.”

Mayor Burt moved, seconded by Councilmember Date,

To adopt a motion to Approve of Council Minutes – September 28, 2022 with the following corrections:

1. Page 4, removing “economic stewardship” to include “environmental stewardship.”
2. Page 5, change 24 miles per hour to 25 miles per hour.

Voting via voice:

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

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

No items scheduled

City Administrator's Report

Mr. Gridley stated in September there were \$41.5 million of new commercial permits. He highlighted on September 30 and October 1, 2022 the GSMN Navratri Festival was held at the M Health Fairview Sports Center with more than 2,600 guests attending the fellowship and dancing of the celebration.

Mr. Gridley stated the DNR has approved the request on September 7, 2022 for a groundwater appropriation permit modification for well 20. He stated under the permit there will be no increase in the total appropriation was made nor could be made. He stated the purpose was get the well up and going. He stated due to supply chain disruptions, critical parts of the well operations are still awaiting delivery. The projected timeline is now for the end of 2022.

Mr. Gridley stated there is a transformer that needs replacing and will not be ready until 2023, referred to updates on the manifold submission that was made and continues to move forward, and stated City Staff have completed the Council's request on receiving neighborhood feedback on the Public Works building.

City Administrator Clinton Gridley gave a verbal update of upcoming City meetings.

- October 17, 2022 – Planning Commission Meeting, Black Diamond Mini Storage Conditions Permit Site and building plan
- Council Workshop to discuss 3 items: 2023 Legislative initiatives, a destination marketing organization through the use of lodging tax and health insurance program
- October 25, 2022 – Economic Development Commission, 7:30 a.m., Ash North and South Conference Room
- October 26, 2022 – Public Hearing, Black Diamond Site

Councilmember Wilson asked clarification regarding the Public Works building fence height. She stated City ordinance allows for a 6 foot fence while the Public Works building is scheduled for an 8 foot fence. Ms. Schmitz stated there could be a difference in residential and commercial fencing but she would look into what the requirement is.

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Adjournment

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

Voting in Favor: Wilson, Date, Morris, Santini, Burt
Absent: None

Respectfully submitted,



Kimberlee K. Blaaser, City Clerk

Approved by the Woodbury City Council on October 26, 2022