



**City Council - Worksession**  
**Monday, April 27, 2015 - 5:00 p.m.**  
**Green Haven Golf Course & Event Center**  
**2800 Greenhaven Rd, Anoka**  
*(meeting will not be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL BUSINESS and/or DISCUSSION ITEMS**
  - 3.1 Discussion; Temporary Accessory Structures.
  - 3.2 Discussion; Sewer Connection Policy.
  - 3.3 Discussion; Property Maintenance Ordinance & Other related Ordinances Amendments.
4. **ADJOURNMENT**

# COUNCIL WORKSESSION MEMO

3.1

Meeting Date	April 27, 2015
Agenda Section	Council Business/Discussion Items
Item Description	Discussion; Temporary Accessory Structures
Submitted By	Carolyn Braun, Planning Director

## **BACKGROUND INFORMATION**

For the past few months, the Planning Commission has been reviewing potential regulations for temporary structures and buildings. I recently took over this project and haven't had time to thoroughly review notes and minutes from those discussions – in order to draft ordinance language.

The following lists generally indicates what the Planning Commission is proposing:

- Temporary structures and buildings are not permitted in the city.
- Exceptions will be made for family events, such as weddings, graduations, etc.
- Exceptions will be made to allow a temporary structure/building for storage while construction is occurring on the site; such structures can remain on the site for the life of the permit.
- Covered recreational vehicles are not regulated by the temporary structure/building prohibition.
- Additional discussion needs to occur regarding standards for carports. Carports are not considered temporary structures or buildings. Current suggested standards for carports include that carports must be attached to the garage or house and must be constructed of similar materials to the principal structure or garage.

Planning Commission members will be in attendance to provide additional detail on their discussions.

After the worksession meeting, the Planning Commission and staff will develop an ordinance amendment for consideration.

## **FINANCIAL IMPACT**

## **COUNCIL DIRECTION REQUESTED**

Direction to staff on how to proceed.

# COUNCIL WORKSESSION MEMO

3.2

Meeting Date	April 27, 2015
Agenda Section	Council Business/Discussion Items
Item Description	Discussion; Sewer Connection Policy
Submitted By	Carolyn Braun, Planning Director

## **BACKGROUND INFORMATION**

Staff has been gathering information showing that there are currently 40 properties in the city that do not have city sewer. Many of those properties also do not have city water. Based on the number of properties, it was suggested that staff develop a policy that can guide the determination as to whether a property must connect to city sewer or whether they can replace/update their current subsurface sewage treatment system (SSTS). As you may recall, the city recently updated the city code related to on- site sewage treatment systems as required by state regulations.

The attached draft policy describes two situations:

- Instances where a private lift station is required. This is where the property owners do not have sewer stubbed into their property and a private lift station is required. For example, staff estimated the cost of city connection in this situation to be \$23,550 based on a typical service length of 80 feet. The draft policy requires connection to the city system if the cost of a proposed SSTS replacement is more than \$15,700.
- Instances where a service hook-up is required. This is where there is a sewer stub provided to the parcel. For example, staff estimated the cost of the city connection in this situation to be \$7,000 for a typical service length of 80 feet. The draft policy requires connection to the city system if the cost of a proposed SSTS replacement is more than \$4,667.

## **FINANCIAL IMPACT**

## **COUNCIL DIRECTION REQUESTED**

Direction to staff on how to proceed.



# **SEWER CONNECTION POLICY**

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## **Purpose**

This policy sets forth the guidelines for properties that are replacing or repairing existing subsurface sewage treatment systems (SSTS).

## **Connection to City Sewer Required**

Connection to the city sanitary service is required in the following circumstances when the cost of connection to the city sanitary service does not exceed 150% of the cost of installation of a new SSTS:

- When a residence is expanded to include new kitchen facilities, bathroom(s), and/or bedroom(s).
- When an SSTS is being replaced.
- When an SSTS is failing.
- When there is an immediate threat to health, safety and welfare from a failing SSTS.

## **Determination of Connection**

The City Public Services Department in consultation with the person authorized by the City to administer and enforce SSTS regulations shall determine the feasibility and need for connection to the city sanitary system. The discussion shall be made in writing and shall be mailed to the property owner.

## **Appeal of Decision**

The decision of staff can be appealed to the City Council.

## **Financial Assistance**

Financial Assistance for connecting to the city sewer system is available in accordance with the Utility Service Repair Assessment Policy.

# COUNCIL WORKSESSION MEMO

3.3

Meeting Date	April 27, 2015
Agenda Section	Council Business/Discussion Items
Item Description	Discussion; Property Maintenance Ordinance & Other Related Ordinance Amendments
Submitted By	Carolyn Braun, Planning Director

## **BACKGROUND INFORMATION**

Staff has begun the work to update and clarify many Chapters of the City Code. It is proposed that the work be done according to the following process:

- First, revise chapters of the city code to support enforcement. This would include updating statutory and other references, updating the list designating which staff members can enforce various sections of the code, and updating code provisions for the process of enforcement. Many of the sections in various chapters refer to a process for code enforcement that is no longer in use. The changes would reflect the current use of the administrative citation process. The code amendments related to the suggested revisions are tentatively scheduled for the May 18<sup>th</sup> City Council meeting.
- Revise the (zoning) code related to temporary structures and buildings. This item is tentatively scheduled for a public hearing at the June Planning Commission meeting.
- Review and potentially revise the code related to property maintenance and miscellaneous zoning ordinance provisions.

## **FINANCIAL IMPACT**

## **COUNCIL DIRECTION REQUESTED**

Direction to staff on how to proceed.