# CITY OF SHOREVIEW
# AGENDA
# CITY COUNCIL
# Tuesday September 08, 2026
# 7:00 PM

Under MN Statutes 13D.02 and city policy, council members may participate remotely.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **PROCLAMATIONS AND RECOGNITIONS**
   5.a Constitution week proclamation

6. **PUBLIC COMMENTS**
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   *Individuals may address the city council about any item under the consent agenda or an item that is not on the agenda. Specific rules used for public comments are available near the council chambers entrance. Speakers are asked to come to the podium, state their name and address for the record, and keep their remarks to three minutes or less. Generally, the city council will not take official action on items discussed at this time. They may refer the matter to staff for a future report or ask for it to be put on an upcoming agenda.*

7. **COUNCIL COMMENTS**

8. **CONSENT AGENDA**
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   *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember or citizen so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.*

8.a August 6, 2026 city council special workshop minutes
8.b August 17, 2026 city council workshop minutes
8.c August 17, 2026 city council meeting minutes
8.d Receipt of committee/commission minutes
8.e Claims and purchases
8.f Accept quotes for fleet and public vehicle EV charging stations
8.g Receive bids and award contract for the Target Pond Improvement, city project 26-10A, to Winberg Companies, LLC in the amount of $164,613.81.
8.h Establish parking restrictions on Lepak Court
8.i Accept Solar on Public Buildings grant and authorize the mayor and city manager to execute the agreement for solar installation at Bobby Theisen Park
8.j 1090 Gramsie Road - Final Plat and Final Stage PUD (Christian Brothers Automotive)

9. **PUBLIC HEARINGS**

10. **GENERAL BUSINESS**
10.a Rental License Revocations - 1064 / 1062 Glenhill Road
10.b Tall Grass and Weed Abatement: 225 North Owasso Boulevard
10.c Nuisance Abatement - 1649 Hillview Road
10.d Resolution amending open appointment policy for committees and commissions
10.e Appointment to the environmental quality committee

11. **SPECIAL ORDER OF BUSINESS**

12. **ADJOURNMENT**

# Memorandum

**TO:** City Council

**FROM:** Renee Eisenbeisz , Assistant City Manager

**DATE:** September 8, 2026

**SUBJECT:** Constitution week proclamation

**ITEM NUMBER:** 5.a

**SECTION:** PROCLAMATIONS AND RECOGNITIONS

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## REQUESTED MOTION

## INTRODUCTION

In 1956, President Eisenhower and the Congress declared the week where September 17 falls as Constitution Week to celebrate the signing of the Constitution on September 17, 1787. The H.G. Walker Chapter of the National Society of the Daughters of the American Revolution (DAR) requested the city council to issue the attached proclamation declaring September 17 - 23, 2026 as Constitution Week in Shoreview.

## DISCUSSION

## RECOMMENDATION

## ATTACHMENTS

Constitution week

# City of Shoreview

# Proclamation

# Recognizing Constitution Week

# September 17 - 23, 2026

**WHEREAS,** September 17, 2026 marks the 239th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** in 1956, President Eisenhower and the Congress passed a resolution declaring September 17 – 23 as Constitution Week; and

**WHEREAS,** it is fitting and proper to give official recognition to this magnificent document and its memorable anniversary.

**NOW, THEREFORE, BE IT RESOLVED** that the Shoreview City Council designates September 17 – 23 to be Constitution Week in the City of Shoreview and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

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Sue Denkinger, Mayor

# Memorandum

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| **TO:** | City Council |
| **FROM:** | Cinde Morris , Deputy clerk |
| **DATE:** | September 8, 2026 |
| **SUBJECT:** | August 6, 2026 city council special workshop minutes |
| **ITEM NUMBER:** | 8.a |
| **SECTION:** | CONSENT AGENDA |

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**REQUESTED MOTION**
Approve August 6, 2026 city council special workshop minutes.

**INTRODUCTION**
City council is being asked to approve the August 6, 2026 city council special workshop minutes.

**DISCUSSION**

**RECOMMENDATION**
It is recommended that the city council approve the minutes of the August 6, 2026 city council special workshop as presented.

**ATTACHMENTS**
August 6, 2026 special workshop minutes

**CITY OF SHOREVIEW**
**MINUTES**
**SPECIAL CITY COUNCIL WORKSHOP MEETING**
**AUGUST 6, 2026**

## CALL TO ORDER

Mayor Denkinger called the special workshop meeting of the Shoreview City Council to order at 5 pm on August 6, 2026.

## ROLL CALL

The following attending the meeting:

City Council: Mayor Denkinger; Councilmembers Doan, Gardner, Myrland, and Springhorn

Staff: City Manager Brad Martens
Community Development Director Tom Simonson
Assistant Community Development Director Niki Hill

Economic development authority:
Rachel Japuntich

## GENERAL BUSINESS

### CLOSED SESSION - PRESENTATIONS OF PURCHASE OFFER PROPOSALS FOR CITY-OWNED FORMER FIRE STATION PROPERTY

Mayor Denkinger noted that this is a special workshop meeting of the city council with the economic development authority. The city council will move into a closed session for the purpose of hearing presentations from potential buyers of a city-owned fire station property. The meeting is closed under the legal authority granted pursuant to the provision of Minnesota Statutes Section 13D.05, Subdivision 3, item c (1), relating to the discussion and consideration of formal purchase offers for real property owned by the City of Shoreview, commonly known as the former fire station 140, located at 3615 Victoria Street North. The subject real property was publicly listed for sale and the process has been coordinated by IAG Commercial on behalf of the city.

No formal action of the city council or economic development authority will be taken during the closed session of the special meeting. Prior to any execution of a formal purchase agreement to sell the city-owned property will require official city council approval at an open public meeting.

The city council will re-open the public meeting to adjourn at the end of the closed session.

The city council went into a closed session at 5:07 pm.

Mayor Denkinger reopened the meeting at 7:28 pm. During the closed session the city council provided staff direction on the future sale of Station 140.

**ADJOURNMENT**
Mayor Denkinger declared the meeting adjourned at 7:29 pm.

# Memorandum

**TO:** City Council

**FROM:** Cinde Morris , Deputy clerk

**DATE:** September 8, 2026

**SUBJECT:** August 17, 2026 city council workshop minutes

**ITEM NUMBER:** 8.b

**SECTION:** CONSENT AGENDA

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**REQUESTED MOTION**
Approve August 17, 2026 city council workshop minutes.

**INTRODUCTION**
City council is being asked to approve the August 17, 2026 city council workshop minutes.

**DISCUSSION**

**RECOMMENDATION**
It is recommended that the city council approve the minutes of the August 17, 2026 city council workshop as presented.

**ATTACHMENTS**
August 17, 2026 workshop minutes

**CITY OF SHOREVIEW**
**MINUTES**
**CITY COUNCIL WORKSHOP MEETING**
**AUGUST 17, 2026**

## CALL TO ORDER

Mayor Denkinger called the workshop meeting of the Shoreview City Council to order at 5 pm on August 17, 2026.

## ROLL CALL

The following attended the meeting:

City Council: Mayor Denkinger; Councilmembers Doan, Gardener, Myrland, and Springhorn

Staff: City Manager Brad Martens
Assistant City Manager Renee Eisenbeisz
Finance Director Kevin Knopik
Finance Systems Manager Jill Davis
Assistant. City Manager/Community Development Director Tom Simonson
Assistant Community Development Director Niki Hill, AICP
Senior Planner Izaak Peterson

## GENERAL BUSINESS

### REVIEW DRAFT PRELIMINARY TAX LEVY

Martens said that although a 2027 budget has been adopted, the preliminary levy must be formalized. It is lower than projected last year, but this is a challenging budget cycle. Feedback is needed from the council on items not supported or a preferred levy increase. Staff will then bring back options to consider. Public safety cost is the significant driver. Maintaining the status quo of services is the goal and not adding any additional service. The proposed levy is what staff believes is needed to continue providing the current great city services and accommodate the needs for public safety.

Presentation by Finance Director Kevin Knopik
The preliminary tax levy for 2027 must be adopted by September 30, 2026, and submitted to Ramsey County.

Overview

- The 2027 preliminary levy is a 10.71% ($2,022,638) increase from 2026
  - The approved 2027 biennial budget was 11.34% ($2,141,217)
- The median home value in Shoreview decreased from $438,800 to $433,400. Ramsey County has indicated this is based on overall trends.
- The city's preliminary tax rate is 37.777, which is an increase from 34.036 in 2026

- The city's preliminary tax amount of $1,608.92 on the median home value is an increase of $140.95 from 2026. Although a substantial increase, this is an exceptional value for the services provided by the city.

**General fund summary**
The majority of the change is coming from the general fund:

- The 2027 general fund is proposed to increase by 14.28% ($1,191,638) increase from 2026, due to increases in expenditures. This results in a 10.62% increase on the levy.
- Expenditures are proposed to increase $1,949,516 from 2026
- Revenues besides the tax levy are proposed to decrease $22,122.

**Police**
Police costs are increasing by $428,012 or 10.15%

- This accounts for 21.95% of the total general fund expenditure increase
- Included in this amount is revenue sharing from Ramsey County of $187,539. This means costs are increasing over $600,000, but revenue sharing is offsetting some of that increase.

Martens added that the revenue is police state aid that comes from the legislature and then allocated to the Sheriff's Office. The increase is primarily related to the union contract agreements that were approved late in the budget cycle last year. Because Shoreview had already adopted its levy, a couple of positions were kept vacant. The increase reflects filling those positions. Filling those two positions and the costs associated with the union contract agreements amount to a significant increase. The two vacant position are not new positions but ones that had been vacant for some time and the city requested they be kept vacant another year to make the budget work.

Councilmember Myrland asked if the $428,000 increase is for the two positions. Martens said two positions account for a little over $200,000, which is everything that goes with the salary, benefits and insurance. Of that, only 30% would be applied to Shoreview. The remainder is for the increases for everyone else. Data shows they were among the lowest paid officers in the metro area. This is a catchup cycle for them. Communication from the cities has been to get away from low wages. Wages need to be steady and not build up to massive increases over time.

Myrland asked if the two vacant positions need to be filled for Shoreview. Martens said he advocated for them to be filled as did most of the other communities. There is a deputy and investigator position. We hear from the community thatthere aren't enough deputies driving around, and traffic is a problem. The sheriff's office just completed a staffing study that shows they could use additional positions. They held the line with filling just the two that had been vacant for a year.

Councilmember Doan asked if the two positions are dedicated to Shoreview or to all contract cities. Martens said they are for all contract cities. Councilmember Doan asked if there is data showing the number of law enforcement hours dedicated to Shoreview over the last 10 or 20 years, however long Shoreview has been a contract city, and how it relates to crime rate. Martens said there is not data to answer that question. The Sheriff's Office operates in two zones—an east zone and a west zone. Three deputies patrol the east side zone and three patrol the west side. The budget allocation includes a variety of categories that drive the percentage: calls for service, investigations assigned, population, traffic deputy, and animal control.

**Fire department**
Increases related to fire services include:

- Fire service costs excluding the state fire aid are increasing by $835.617 or 31.19%. This accounts for 42.89% of the total general fund expenditure increase.
- These costs are a result of the SAFER Grant having expired and the need to fund those positions
- A $160,000 increase debt service tax levy is required in 2027 for the new fire station related debt service payments. This cannot be changed. The debt levy is spread over a number of years instead of having one big increase the first year.

**Staff wages and benefits**

- 3% cost of living adjustment and step increases per the compensation and class study.
  - This accounts for 18.30% of the total general fund expenditure increase.

- 15% increase in city health insurance contribution
- 5% increase in city dental insurance contribution
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  Paid leave rates stay the same.

**Revenue**

- General fund revenue other than tax levy:
  - Proposed to decrease $22,122 to be offset by property tax levy
  - A big part of this decrease is building, heating, electrical and plumbing permits proposed to decrease by $110,000 based on what is known for development in 2027

**Preliminary tax levy summary**
The total levy increase is 10.71%, including the HRA levy. The majority of the increase is being driven by the general fund of over $1.9 million. The debt service increased $186,000 due to the new fire station. Consistent with what was adopted last year for 2027, the street and capital asset replacement funds did have a decrease in the tax

levy, which has not changed. There is a slight increase in information technology capital fund of $10,000 just to keep up with rising rates.

**Preliminary tax rate and impacts**
The city's tax value, tax rate, median home value, and proposed preliminary increase for the median home value for Shoreview are all estimates at this time. These numbers will change later in the year.

Doan said the taxable value increased and the median home value decreased by $600. He asked if the number for taxable value represents the value of all taxable property in the city which seems low. Knopik said that number represents the local taxable value that can be taxed. There will be adjustments as tax increment capacity is taken off the total taxable market value, and fiscal disparities distribution is also taken out of that number. To calculate the city's tax rate, those values are taken out of the total market value to come up with the $15 million shown. This is tax capacity value. Martens added that the value on a single-family home is not perfect but is essentially 1%. A value of $500,000 is a tax capacity of $5,000. It is higher for commercial and industrial which is 1.5% for the first $150,000 of value and 2% above $150,000. Commercial and industrial value are double residential which is why it is important to have diversity in the community. Building commercial and industrial capacity helps offset taxes for residents.

Mayor Denkinger said the levy will still be relatively high next year and the year after. Then it has the potential to drop significantly after that. It is not just public perception. People are really struggling economically, which is her biggest concern more than the message. She asked what cutting services would look like without impacting cuts to staff. Would that mean cutting back on park and recreation classes? She would not want to cut childcare or summer programs for children. Martens said that recreation programs are a separate operating fund as is the community center. Both have a property tax allocation of $300,000 per fund. If those funds were cut, that would result in increased prices at the community center. Stopping tree planting is a contracted cost. Staff would need to look into program details to bring some options forward. His direction to staff at this time is to look at their budgets, tighten them, and continue with current services. The internal team has done a fantastic job of controlling the number. Public safety is driving the levy amount. Martens said he and Councilmember Springhorn will be advocating to find some decreases in the fire budget through a possible decreased allocation to the fire relief association. It is not required and would be a $60,000 decrease that will need the votes of the fire board members. To bring the levy to under double digits would mean a cut of $135,000 for a levy of 9.99%. To bring the levy to 7% would mean a cut of $1 million which would be drastic cuts. Contracts would have to be reconsidered. There is no fluff from the staffing perspective.

Knopik said that police and fire account for 60% to 65% of the total increase to the levy. Martens said the city services is 35% of the levy increase.

Councilmember Gardner recognized that staff has worked hard to bring the projected levy increase of 11.7% identified last year for the 2027 budget down to 10.71%. However, a double-digit number is daunting because it means the city will be more likely to be okay with a double digit increase next time. Even if there could be cuts of $135,000 to bring the levy down to a single digit, it could still be over 10% with insurance estimates. It would be helpful to try to stay away from double digits. The city has paid for the flock cameras that have not been installed. He would like to see exploration of options to recoup that money. There are a lot of layers to that issue, but that is a contract cost the city paid. If the flock cameras are installed, he expects the city will spend a lot of money addressing how residents feel about them. Martens said that until the cameras are installed, there is no cost to the city. Councilmember Gardner said the 10% threshold has a meaning to a lot of people. He does not have a magic solution and maybe if the decision is to just live with it this year, he can defend it.

Gardner asked if peer cities are experiencing the same trend in levy increases. Martens said Shoreview is a little on the higher side but not the highest. What people will not remember is that Shoreview is one of the very few cities in the metro that hasn't had an 18% or 20% increase. Nearly every city around Shoreview has had substantial increases, when Shoreview has really tried to keep a cap on the levy. One of the impacts is this four-year period where the city's bubble is pushed down with these significant generational investments in public safety. The street renewal fund and the capital asset replacement fund are going down $145,000. That is to keep the levy down as much as possible. The reason for a high levy in 2028 is to get the numbers back up for the street renewal and capital asset funds for city needs. Knopik said if the goal is to get the levy down to a single digit, it means a cut of $135,000. That reduces the estimated increase by $10 for the whole year. Staff did not review 2028 because it is an off-cycle budget year, and that year is bumping at 10%. This year the levy is at 10%. If it were 12%, the need for the higher levy for public safety would be done faster, and 2028 would possibly be at 9% or lower. Knopik said 9% would be the starting point for 2028, assuming there are no changes.

Doan said if the difference for this year to get the levy under 10% or double digits is approximately $135,000, he would be favor reducing the subsidy for parks and recreation of $300,000 by a number to get the levy under 10%. He would like to see the city begin to wean away from that subsidy and have community center rates increase in order to capture that amount because that is a user cost. The city needs to find ways to reduce costs and not let them continue to go up. As for fire costs, the city has benefitted from the SAFER grant but must recognize those funds will not be available for the foreseeable future. State funds are also unpredictable. The city has to squeeze where possible. He agrees with Martens to be real with each other and residents and not try to inflate anything or go in high to come out lower and look better. That approach is not appropriate for a fiscally prudent city government.

Gardner noted that if there is a $60,000 decrease from the fire department relief fund, the amount of reduction to reach $135,000 would be $75,000. Martens said that at the June 1, 2026 council meeting, the community center rates for the following year were adopted. The subsidy is used for a number of free programs or policies that benefit the community such as offering free meeting spaces for community organizations, scout troops, etc. The subsidy has been the same since he arrived, if not longer. By keeping the subsidy the same every year, it essentially reduces what we can do by 5% every year because the $300,000 does not go as far. The fire board will meet ahead of the September 21 council meeting when the preliminary levy has to be adopted. He and Councilmember Springhorn are two votes to reduce the allocation to the fire department relief fund. Two other votes are needed. Three members are firefighters and not likely to reduce the allocation to their pension. That requires North Oaks and Arden Hills to also agree.

Denkinger asked if the three additional firefighters discussed would be an addition in the 2027 levy. Martens said three firefighters were included in the 2026 budget. There has been discussion about adding three more in 2027, but those were eliminated. Denkinger said that the city's explanation for two years is that the increases are a result of public safety costs. At a certain point people will question that rationale and the question becomes at what point is there a change of some kind of alternative if these costs continue to rise. It is a tough sell year after year because what happens at the Sheriff's Office is unknown. She would like to see the levy down to 10%.

Myrland suggested looking at community center rates at the same time as the budget. Martens agreed but said the community center is a separate fund. The team may ultimately just run in the red and dip into the operating balance which would have to be made up in the future to meet minimum fund balance expectations. It is the same with recreation programs.

Doan verified the camera costs are in the current budget. Knopik said the allocation in 2025 for Shoreview would be $17,709; in 2026 it would be $18,300. It is approximately $20,000 all the way through to 2030. Martens noted those costs would not be incurred unless the cameras are installed.

Springhorn asked if the 15% increase for health insurance is more than most years. Knopik said that 15% is what the city is capped at based on its contract. There is no data to suggest it will be 12% or 10%. Martens said the city received very favorable rates last year, which led to negotiating that cap. Councilmember Springhorn said he would like to see the levy at 10% or below, but he would not want to cut anything that cannot be cut in future years. He is not a fan of trying so hard to get under 10% this year, so that next year it is at 12%.

Gardner said that being under 10% would be desirable. That might get the council to think about what long-term measures might be cut later. Federal money to local

governments is not going to get better for at least three years. Ripping the band aid off might be the better choice, but he would prefer the levy to be under 10%.

Doan said that the city needs to find new long-term revenue sources, whether franchise fees or local option sales tax or increasing user fees at the community center. Otherwise, it is an auto pilot scenario of not what can we do but what can we cut.

Martens said that he hears consensus to bring the levy down and appreciates the focus on things that are a continuation so there can be savings the following year and not make the balloon bigger.

## CONTINUED DISCUSSION ON OPEN APPOINTMENT POLICY FOR ADVISORY BOARDS

Presentation by Assistant City Manager Renee Eisenbeisz

**Engaged community**

The city is fortunate to have such an engaged community, whether that is through a community organization or one of our advisory boards. At the April workshop, the city council reviewed the current structure and directed staff to bring recommendations and a communication plan.

- City strategic goals or priorities have included cultivation of future leaders from advisory boards for a number of years.
- This includes balancing the experience and institutional knowledge of long-term members and providing opportunities for new voices.
- In 2021, the city sent a letter to all advisory board members asking them to keep this goal in mind when considering reappointment.

Current advisory boards
There are nine advisory boards:

Bikeways and trails committee
Economic development authority
Economic development commission
Environmental quality committee
Snail Lake improvement district
Parks and recreation commission
Planning commission
Public safety committee
Human rights commission

Commissions are created by ordinance to provide ongoing input in major policy areas. Committees are created by resolution to provide input in specific areas.

These recommendations do not include the economic development authority (EDA), planning commission or Snail Lake improvement district board.

**Current open appointment policy**

- Approved in 2015

- Allows most board members to be reappointed an indefinite number of times
- EDA and planning commission members need to reapply after serving six years.
  - The city council then considers their applications with any new applicants.
- Policy outlines where and how long vacancies are advertised
  - Members who want to be reappointed are identified in early September
  - Openings are advertised in October and November
  - Advisory boards review and interview applicants to bring forward recommendations to the city council in January or February
  - City council consider reappointments in January.

**Presented options**

In April, staff presented five options:

1. Implement a term limit of three terms
2. Implement a term limit of three terms with an option to reapply after a few years
3. Require all members to reapply after two terms
4. Implement option 2 for committee members and option 3 for commission members
5. Continue current practice

Staff recommended the second option but it would not apply it to the EDA or planning commission.

**Revised open appointment policy**

- Majority of changes reflect plain language practices
- Term limits are being added to former reappointment section
- City will follow two process for them limits and reappointment
  - EDA and planning commission will continue current practice and reapply
  - All other boards will have a term limit of three full terms with an option to reapply after a two-year absence
    - Would impact bikeways and trails committee, economic development commission, environmental quality committee, human rights commission, parks and recreation commission, and public safety committee
    - Some members may serve longer than nine years if they are appointed to fill a seat mid-term.

**Current membership**

- 59 volunteers serve on the six advisory boards that would be impacted
  - 39 have served two terms or less

  - 12 have served three to four terms
  - 1 has served five to six terms
  - 7 have served seven terms or more.
- 20 of the 59 members would be impacted over the next three years
  - 8 members in 2027
  - 3 members in 2028
  - 9 members in 2029.

**Phased communication plan**
A phased communication plan is recommended that would be personal outreach to 14 members who have served 10 years or more that would be completed by the mayor, city council, city manager, and assistant city manager.

Bikeways and trails:
Bob Johnson
Mark Stange

Environmental quality:
Kathy Radosevich
Susan Ringstar
Tim Pratt

Human rights:
Gene Nichols
Mary Johnson
Richard Bokovoy
Julie B. Williams

Parks and recreation:
Jean Kiehnbaum
Tom Lemke
Carol Jauch
Charlie Ottman

Public Safety:
Colleen Novel

Three different letters would be sent to all members in September

- One to 14 long-term members following the phone call
- One to six members who are impacted in the next three years but weren't called
- One to all remaining members

Advertising would begin in October.

The city would start recognizing outgoing members at the November volunteer appreciation dinner

If the city council agrees with the recommendations, a resolution to update the open appointment policy would be on the September 8, 2026 meeting agenda.

Mayor Denkinger asked if the policy only applies to residents. One member on the EDC is a business owner who has been on the EDC a long time. Eisenbeisz said the policy would apply to all members, except school district members.

Councilmember Doan said that Roseville has a finance advisory committee to advise on budget and taxes. A conversation that relates to this that has not been had is whether the city has the right mix of commissions and committees and at what point would that be reconsidered? He appreciates those who are engaged, but maybe there should be 20 advisory boards because it is a great way to get people engaged. If that conversation were to take place, it should be at the same time as discussing term limits. He requested the council hold off and revisit the proposed policy with an expanded discussion on whether the city has the right commissions and committees.

Councilmember Gardner said the reason for this policy is because people are waiting to be appointed. The number of applicants is higher than the number of vacancies. Does there need to be a provision for a position no one else wants that would allow someone to be continually reappointed. Eisenbeisz said because demand is high, she does not anticipate that will be a problem. Gardner said that because the time is approaching for people to apply, he would proceed with the recommendation.

Councilmember Springhorn agreed with looking at the current groups and thinking about others that should be added or if some have served their purpose and should be removed. However, he does not see that there is time for such a discussion until next year. There will be a leadership academy next year and more people looking for opportunities to serve. It would be better to adopt the policy now rather than wait another year.

Councilmember Myrland asked if there is a reason for the number of members on a committee or commission. When she served on the EDC, the number was expanded a couple of times because not everyone could attend every meeting. Should the number be expanded so that those who have served a long time, almost founding or charter members, can be grandfathered in as members to honor them appreciate their service and not make them feel unwanted. Martens said the challenge is at what point is there a break. In looking at other cities, Shoreview is one of the few that does not have term limits. Most boards are nine-member groups. Through council policy, members are encouraged to be actively

engaged. If attendance is irregular, they should not be reappointed. He would rather have nine engaged members than 13, which would be seven for a quorum. Eisenbeisz added that there are student representatives on several boards, such as the human rights commission.

Springhorn suggested that long-term members who go off the board could attend as advisors. New members will be looking for guidance.

Doan said this is a good problem to have—people who want to be involved in the community and long-terms members who want to continue to serve. If this policy moves forward, recognition at the volunteer appreciation dinner and special honor to those who have served a long time is needed.

Myrland said that when such a letter went out, in 2021, there was an immediate resignation from the EDC. She wants to be sure it is understood or that the reason is to open seats for other opportunities. She suggested not implementing this policy immediately but make it effective for terms ending in 2028 to give people a chance to understand the changes. Eisenbeisz said that the personal outreach will have a big impact on being able to say why this policy is being implemented and express the city's appreciation for such long-term service.

It was the consensus of the council to move forward to adopt the policy making it effective for terms ending in 2028.

**PLANNING DISCUSSION ITEMS**

Assistant Community Development Director Hill asked for council direction on three specific items:

**Tree replacement requirements**

Over the years, staff have noticed that tree replacement requirements are higher in some areas. One couple was looking to develop properties that included a right-of-way where the tree replacement requirement is a six to one ratio.

Peterson said it is important to keep the whole code in context. The city has a number of different requirements for tree replacement ranging from one to one to up to six times that number. A cursory review was done of other city codes on tree replacement and found that these codes are specific and very complicated based on the city's history and past development pattern. There is no one size fits all approach. Most cities pick a standard requirement of one tree to one tree or a caliper inch obligation. The goal is to be proportional to the development impact on a specific site. The six to one replacement ratio requirement is high for single family development

The question is whether it is time to revisit this part of the code? Should it be part of the development update that is in process, or should it take more time for an update that would not likely happen until next year?

Councilmember Gardner said he would support waiting so as not to delay the zoning update that can help other things fast. He attended an open house where a developer wanted to develop a wooded lot and put in houses valued between $1.3 and $1.7 million, but said the cost of the tree replacement of six to one is high. He does not find the argument to be persuasive. If the developer were to build 10 starter homes and said that the six to one ratio would add $20,000 to the cost of the house, that would be a conversation worth having. He does not like reducing the tree replacement ratio to see a wooded lot on Turtle Lake developed with $1.5 million house.

Peterson said these are complicated codes and there would be a fair amount of evaluation and research by staff. Regardless of cost, it is staff's intention to have a simplified code that is easy to administer and interpret. Martens said there is a lot of nuance regarding tree replacement. He agreed it probably should not be incorporated into the development code update.

**Shore regulations**
There have been discussions with the DNR on cleaning up the city's shoreline regulations, cleaning up definitions or matching the model ordinance language in certain parts as well as adopting section 10 which would be the Shoreline PUD. That is different from the general PUD. They are two separate processes, which is confusing. Section 10 from the model ordinance is the shoreline PUD which Shoreview has not adopted. If adopted, the city would have approval authority. Now the DNR has approval authority and has been asking the city to adopt Section 10. This is the same standard that almost every city applies.

It was the consensus of the council for staff to move forward to adopt shoreline regulations that match DNR ordinances and adopt Section 10 that would give the city authority to approve a shoreline PUD.

**Data centers**
The question is whether staff should develop regulations regarding data centers. This would not be part of the development code update but a separate initiative. The city does not have a green field site for a data center so this is not an imminent problem.

Mayor Denkinger said not all data centers are created equal. Some are called edge sites. Some are mini data centers in bunkers to protect networks. She likes the idea of regulations to make distinctions rather than have a public outcry. She has received comments and people are looking for this.

Councilmember Gardner said there may be model ordinances that make sense and could be incorporated quickly.

It was the consensus of the council for staff to go forward with developing relevant regulations regarding data centers in Shoreview.

**PROPOSAL FOR REDUCING FIRE RISK FROM SINGLE-USE VAPING PENS**
Presentation by Councilmember Gardner

Councilmember Gardner said that an emerging issue has been developing over the past few years about single use disposable vapes and vape pens getting into the hands of minors. Shoreview has been good about avoiding this issue because of its progressive policy.

There is also the problem of increased fire risk when vapes are recycled in garbage trucks and at waste facilities because of the amount of flammable material that has caused fires.

He requested the council direct staff to draft an ordinance for adoption by the end of the year to prohibit the sale of single use vapes at retail stores that have a non-removable battery.

Support letters have been submitted for such an ordinance.

It was the consensus of the council for staff to proceed with researching the two issues and bringing back information to the council for possible drafting of an ordinance.

**OTHER ISSUES & LIAISON UPDATES**
Councilmember Doan presented a ladybug piece of artwork for the mural in the tunnel. He requested each city councilmember to add a dot and then sign it. The piece will then be incorporated into the mural.

**ADJOURNMENT**
Mayor Denkinger declared the meeting adjourned at 6:41 pm.

# Memorandum

| | |
|---|---|
| **TO:** | City Council |
| **FROM:** | Cinde Morris , Deputy clerk |
| **DATE:** | September 8, 2026 |
| **SUBJECT:** | August 17, 2026 city council meeting minutes |
| **ITEM NUMBER:** | 8.c |
| **SECTION:** | CONSENT AGENDA |

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**REQUESTED MOTION**
Approve August 17, 2026 city council meeting minutes.

**INTRODUCTION**
City council is being asked to approve the August 17, 2026 city council meeting minutes.

**DISCUSSION**

**RECOMMENDATION**
It is recommended that the city council approve the minutes of the August 17, 2026 city council meeting as presented.

**ATTACHMENTS**
August 17, 2026 council minutes

**CITY OF SHOREVIEW**
**MINUTES**
**REGULAR CITY COUNCIL MEETING**
**AUGUST 17, 2026**

## CALL TO ORDER

Mayor Denkinger called the regular meeting of the Shoreview City Council to order at 7 pm on August 17, 2026.

## PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

## ROLL CALL

The following members were present: Mayor Denkinger; Councilmembers Doan, Gardner, Myrland, and Springhorn.

Staff: City Manager Brad Martens
Assistant City Manager Renee Eisenbeisz
City Attorney Rebecca Duren

## APPROVAL OF AGENDA

**MOTION:** by Councilmember Myrland, seconded by Councilmember Springhorn to approve the August 17, 2026 meeting agenda as presented.

**VOTE: AYES - 5 NAYS - 0**

## PROCLAMATIONS AND RECOGNITIONS

There were none.

## PUBLIC COMMENTS

**Alyssa Kruzel, 5554 Arona Street**, said she would like to speak to the proposed Hillview Business Park in Arden Hills. She is actively organizing her neighborhood of 565 plus homes. She thanked Assistant Community Development Director Niki Hill and staff who drafted the city's response to the Environmental Assessment Worksheet (EAW) and draft scoping decision document. Comments in the document reflect many of the neighborhood's concerns. Thank you to Councilmembers Doan and Gardner for the many hours they have spent in the last couple of weeks to speak with her about her neighborhood concerns. For months, residents in the neighborhood have been speaking with agency staff and elected officials across multiple agencies to get more information about what is happening with this proposed development. Arden Hills Community Development Director Jake Riley, has been very responsive to her concerns. While communication is getting better, the level of communication and coordination is not at the level of what it should be for a development of this magnitude. This development will not only impact her neighborhood, but it is going to impact county roads, parks, and state highways. This development is going to have regional impacts across multiple neighboring cities. It has also been discovered that key stakeholders, agency staff, and

even some elected officials have not been properly briefed. Many do not know the sheer size and scope of this proposed development or key details, which is very alarming. Last week, 60 of our neighbors signed a petition calling on our county commissioner to convene a multi-agency neighborhood meeting for this proposed development so that residents can get answers to questions and share their concerns. Commissioner Tara Jebens-Singh said she is not the right person to convene this meeting but is willing to share the neighborhood concerns with the right departments at the county. While it is appreciated what Commissioner Jebens-Singh is willing to do to pass along the neighborhood's comments, that is not enough. Direct and transparent answers are needed to questions and concerns. Because the site sits in Arden Hills, their officials hold all the decision-making power. Shoreview residents have no vote or representation on their council. Yet the neighborhood will bear the daily consequences. The Shoreview council has been elected to work on behalf of the neighborhood's values, interests, and concerns. Now the council's help is needed. The city council and city staff are requested to organize an interagency neighborhood meeting with Ramsey County, Rice Creek Watershed District, environmental, transportation, city and elected officials so residents can get direct transparent answers.

Alyssa submitted the petition to the council.

**Melissa Long, 5014 Lexington North**, commended Assistant Community Development Director Niki Hill on the city 's response. She serves on the board of the St. Paul Bird Alliance, and Audubon Chapter. Lights have a pretty serious impact on birds particularly during migration which lasts far longer than people think. The lights are not good for birds at any time of the year. Birds tend to go toward lights, and it sounds like there will be a lot of lights involved in this development.

**Ann Maslansky-Takahashi, 1570 Hillview Road**, said she is a District 1 Charter Commissioner. In 2022, she heard about the potential land sale that was facilitated by the area's federal representative. She requested reassurance that the corridor under the Ramsey County Charter would remain park and open space. When she received the notice about the Hillview development, she was stonewalled with the attorneys on the charter commission to not have this issue on their agenda. An easement was given in 2024. The only reason the easement was given by Ramsey County was that the Hillview development would not be without road access. County Road I is not a county road. It is where children walk and ride their bikes. There is wildlife. There have already been accidents. Residents have been threatened by cars and harassed by people not wanting to go the speed limit. There have been electrical issues confirmed by a member of the Arden Hills city council. She reached out to TCAAP because there seems to be some question as to who owns the property. It was again confirmed it is part of Ramsey County Parks and Recreation Department. It could be a park and open field. The property is on the open plan of the Metropolitan Council. As open space, retroactively they got an easement. She does not know how or why because there were no open meetings to her knowledge. She expressed gratitude to the Ramsey County Sheriff's Office because every year for the last 30 years, they have provided traffic enforcement at her request every August when traffic is so bad. The traffic is so bad residents have had their cars totaled waiting for people to cross County Road I. Thankfully no one has died. Two weeks

ago, a study was done on Rice Creek Boulevard, not County Road I where most of these people go. They made 300 traffic action stops in a week and issued 90 citations. This is a residential and a recreational area. There is a clear violation of the charter restrictions of no net loss and no change of usage. When she called Public Affairs, she reported electrical issues because of the AI burn testing facility that uses so much energy setting off alerts and power surges. The response was the trouble with surges on meters and remote sensing devices.

**Tom Lemke 5577 Schutta Road**, said that residents know this is not a Shoreview development, but residents are asking for the council's help. The city council should be there to work with citizens to make the community a better community and keep it a strong community. He has lived in Shoreview 40 years. Part of what the city council needs to do is to keep up home values. He is looking at the next living accommodations in his life after retirement and has a lot of concern as to what is going to happen to the value of his house. He has worked hard, kept his house up with improvements with the hope that he would be able to sell it at a decent value in order to move to his next living accommodation. Right now, he does not feel he will get that value because of what is occurring in the neighborhood. If all of a sudden someone said they were going to build a million square foot building with 100 trucks and 1,200 cars a day, would that help property value? He requested the council to work with the neighborhood. A multi-agency meeting is needed including surrounding cities. Other surrounding cities do not know what is going on, and they will be impacted. There has been no success with Arden Hills or the county commissioner to convene a meeting. The council is asked to convene a meeting to hear concerns, opinions and maybe even come up with a better solution to make the proposal more palatable to the community and his neighborhood.

**Shaina Kristen, 5793 Fairview Avenue**, thanked the council for listening to resident concerns about the proposed Hillview Business Park. Over the last several weeks she has spent a lot of time talking to neighbors, attending meetings, making signs and trying to understand what is being proposed. The more she has learned, the more concerned she has become. Living next to a business park makes her think about trucks and traffic with children walking and riding a bike. There is also noise, pollution, and lights at night. She thinks about Rice Creek, wetlands, the wildlife and current open spaces. She wonders what this neighborhood will look and feel like in 10 to 20 years. What is especially frustrating is feeling like something this significant could be happening right next to people who will live with the consequences and are struggling to figure out whether their voices actually matter. The property is in Arden Hills, but the impacts will not stop at the city boundary. She requested the council take three specific actions:

1. Bring everyone to the table and formally request a joint public meeting with Shoreview, Arden Hills, Ramsey County, Rice Creek Watershed District, and other relevant agencies and most importantly residents who will be affected.
2. Keep residents informed by creating a transparent process for Shoreview residents to learn easily about updated plans, traffic studies, environmental information, meeting dates, and upcoming decisions. Communicate important information directly to the neighborhood. Residents should not have to become investigators to understand what is happening next door to their homes.

3. Advocate for the neighborhood by formally communicating Shoreview concerns to Arden Hills and push for the impacts on Shoreview to be fully considered, including roads, children, neighborhoods, Rice Creek and Rice Creek wetlands, wildlife, and natural areas. If the scale and intensity of this proposal cannot adequately protect the surrounding residential community, then please advocate for changes, reductions, or a better alternative. Once a million square foot industrial development is built, it cannot be undone. There are 565 homes. Residents are not trying to be difficult but are requesting to be included, informed and protected. She asked the council to be their voice when they are not able to be heard.

**Katie Christensen, 1739 Hillview Road**, said residents in the Shamrock Park neighborhood deserve a guarantee of accountability regarding the Hillview Business Park proposal. Climate change is being experienced through extreme drought, extended wildfire seasons and record-breaking heat waves. At times it feels like there is nothing an individual can do. Yet right down the street, Rice Creek Commons development has earned pre-certification for the highest global standard for eco-friendly design. That is something to be excited about. Residents want to ensure that this side of the border receives that same proactive care. A high emission diesel truck hub proposed directly adjacent to this sustainable community creates a major contradiction. Residents are fully aware that under Minnesota law, the state Environmental Quality Board holds the final authority over review. The state relies entirely on the integrity of local data and Arden Hills is failing to provide it. As Shoreview city staff pointed out in their response to the scoping document, Arden Hills is explicitly refusing to evaluate any scaled down design alternatives. They decided before a single study that maximizing a massive industrial footprint was the only option. In doing so, Arden Hills is violating its own 2030 and 2040 comprehensive plan, which legally designates this area as park preserve. By their laws, this land was drawn up to be a permanent protective natural buffer for our single-family homes. Instead, on August 10, 2026, they voted unanimously to grant a special variance to allow a developer to begin heavy demolition on the site before the Environmental Impact Statement (EIS) is even finished. Working families in the neighborhood have put in an extensive amount of work to protect their community by organizing the neighborhood, speaking with officials, contacting the involved agencies directly and now look to city leaders to handle the complex technical coordination. Because this development impacts Shoreview directly, residents are counting on the city's guidance and institutional support to carry this effort forward. Tonight, residents ask that this council continue to advocate strongly for its constituents. Residents are not anti-development but are asking their elected officials to stand firmly to protect health, safety and peace of mind. Please take the strong technical points that city staff has already documented and formally petition the Environmental Quality Board asking for a comprehensive cross-border review that preserves the neighborhood and quality of life.

**Edith Bajema, 5541 Fairview Avenue North**, said her understanding is that County Road I was a dirt road for a long time until asphalt was laid over it. It was not built to withstand heavy traffic. Having possibly 100 semi-trucks a day coming into that beautiful area makes residents feel like they have been shafted. She and her husband would consider moving if this project goes through because it is such an invasion of their home. She expressed her appreciation for the council who are able to communicate with Arden

Hills because residents do not have the official authority that the council has to communicate with them. She uses the fields every day to walk and run. There are environmental concerns with many wild animals including several protected species. She would like the council to push for a property evaluation from Schutta Road to Knoll Drive and from County Road I to Sherwood Road to analyze what would happen to property values. They have made significant improvements to their home and would hate to see that lost. She thanked the council for listening.

**Ron Markham, 5628 Aldine Street**, thanked councilmembers who attended the last Arden Hills meeting. The developer told him he worked with Ramsey County building that road to access their park. When he asked the developer if he worked with the county to make County Road I safer or to make it easier for residents to access it, his response was, why would I want to do that? He has no concerns about what residents go through trying to get out of our neighborhood. It is his hope the council will have leverage with Ramsey County and find out if there are plans to redevelop County Road I or do something to make it safer. In the spring when the frost comes out, it is really rough. He is not sure Ramsey County understands the maintenance that road will need once the project begins.

**Mary Rempfer, 1599 County Road I West**, said since she moved in 23 years ago, the traffic has become worse and worse. Imagine her surprise to find out five or more warehouses would be built across the street from her. What will that do to her property value and quality of life in dealing with the traffic noise? The increase of trucks in and out will make a lot of noise not to mention the impact of lighting for 1,200 parking spaces. The neighborhood has a lot of concerns. This is only the beginning because everyone is standing together and feels the need to stand up for ourselves because nobody else is. The council is being asked to help advocate for residents in this process, to provide education and to be there to ask the tough questions of the city of Arden Hills on their behalf.

**Roger Schmatz, 1718 Oakwood Drive**, said this issue has been before the neighborhood for a long time. It is Arden Hills' responsibility. If the option to exit onto County Road I could be eliminated, drivers could use County Road H2 where there is a roundabout and access to I-35W. The traffic does not need to be on County Road I.

**Heather, Schutta Road**, said that her and her husband's concern is they never heard about the project until they learned about a meeting from the neighborhood. She asked who complaints would go to for the cost of having to resurface the road due to traffic. Heather said that the county will have to get taxes to repair the road and she wants to know how her taxes would be impacted. Whoever buys that land could easily cover the expenses for the road maintenance. It is reasonable to ask the developer to show how that road will be maintained and not impact their neighborhood with higher taxes. Questions are needed to ask the developer and Arden Hills how they will help Shoreview with the upkeep of the road.

**Jessica Fernandez, 1705 Terrace Drive**, said her specific concern is the children going to Pinewood, Edgewood, and Irondale. Their children use County Road I to access those

schools. She personally has had her vehicle totaled at that crosswalk. An increase in traffic will increase the chances of children being hit riding their bikes to school activities. She asked the council to advocate specifically for children's safety with the developer and Arden Hills. If this development goes through, put pressure on Ramsey County to make sure County Road I is safer for the community and children.

**Karen Langenfeld, 1615 County Road I**, said the Shamrock Park neighborhood relies entirely on County Road I to get in and out, to work, to school. When her children first took the bus to school, it stopped across the street on County Road I. She called the school district and was able to get the bus to turn onto Snelling Avenue to pick up the kids. A neighbor plowed behind houses so children would have a safe way to get to the school bus stop. A cease and desist letter was sent to her neighbor because he was plowing on park land. The only way for her children to get to the bus is to go through her neighbor's yard. Families living within three miles of the school are considered walkers and have to pay a fee for their children to ride the bus. There has never been a safe way for the children to get to school. Now it will be deadly and a nightmare.

**Alex**, a resident of Shoreview said he is against this development. Another issue is that Ramsey County Sheriff Bob Fletcher has implemented Flock cameras throughout Shoreview and the county. He is asking Shoreview to get them removed. These cameras create searchable records of movements of people who have done nothing wrong—where they work, worship, seek health care, family visits, shop and attend public meetings. That is a serious violation of the constitution. The sheriff's job is to uphold the United States and Minnesota Constitution, not to normalize warrantless mass surveillance of county residents. These risks are not theoretical. Georgia public records raised concerns about Flock employees' accessing private cameras over 1,000 times, the feeds for community centers including use of fitness areas, swimming, and children gymnastics. There are investigations involving police officers accused of this misuse of Flock research systems for personal use. In Minnesota with the murders of George Floyd and the ICE murders, officers cannot be fully trusted at all times. Minnesota communities are already acting. Columbia Heights and Brooklyn Park have ended Flock surveillance. Shorewood and Champlain are under investigation; and Fridley is in a big uproar about surveillance no one has asked for. The biggest backer of Flock is Peter Thiel who has over 22,500 emails with Jeffrey Epstein, so I doubt he is a very good person. He asked the council to work to remove Flock cameras from Shoreview.

**Jan Simantz, 5558 Arona Street**, said that in their 41 years in Shoreview, the neighborhood has been fantastic and that is why they stay. People help each other. There are only two ways out of the community. It saddens her to see things going on that they did not know about and cannot do anything about. She asked the council to help this neighborhood in Shoreview. She does not want to leave Shoreview because she loves it. She understands the school situation because they went through those issues, too. If the council can hear us, we appreciate it.

**James Gabrielson, 1704 Oakwood**, said he is very grateful for the time he and his wife have lived in Shoreview, the peacefulness and joy of having the trails to run on. and Shamrock Park. It has been a wonderful experience. He only learned about this

development through the work of his neighbors who took the time to make calls, compile information, and hang an information sheet on his door. He is very grateful for their work. He understands there is only so much citizens can legitimately do. Whether that is through the process of analyzing and understanding how our infrastructure can or cannot support something like this or whether it is calling for a meeting of affected parties to hear the actual plan and designs for this project that will impact the neighborhood to a significant degree. If the council can stand up and represent the neighborhood in that way, residents will be forever grateful.

**John Jackson, 5600 Aldine Street**, congratulated the council on the new fire station. Shamrock Park is behind his house and they enjoy opening the fence and letting the children run. There has also been points of contention working with Arden Hills and the Lake Johanna Fire Department. Arden Hills projects become everyone else's problem. Please help smooth this issue and find a way to communicate with transparency. He understands it is tough, but please support this neighborhood. It is a tight knit community. He has lived there seven years and has amazing neighbors. We are asking for your help.

**Amber Brookman, 5790 Fairview Avenue**, agreed with all her neighbors' comments at this meeting. All her neighbors helped her find a lost cat last year. The cat died from a coyote so she also has concerns about the coyote population in the area. The neighborhood was built in the early 1950s. In the 1960s, neighbor Barb Iverson was kidnapped and murdered. This neighborhood put together the search party when she went missing. The case led to street lights. In the early 2000s, a golf course was going to be built behind the neighborhood. Residents came together again and where the golf course was going to be is now a beautiful park. This is all to say everyone in the neighborhood is hardworking and do not have the same hours in a day. Yet they are coming together for crowd funding information, setting up a website, lobbying the neighborhood. Everyone is doing this on time they do not have. They would like council representatives who can ease some of that work and help meet neighborhood needs. She is also concerned about traffic and how that will affect children. There is still the rule that living within two miles of the school means a fee for busing. Youth are pressured to walk to school which means using County Road I.

**Phil Herzog, 5595 Schutta Road**, shared that he previously served in the Peace Corps, where he met his wife, who is Guinean. They bought their home in Shoreview in 2000 and have raised children together. Given recent history regarding the tracking and profiling of certain communities, he expressed concern that Flock cameras will capture and track his children's vehicles because they are African American. He thanked everyone for being such good neighbors all these years. He has enjoyed Shoreview very much.

**Lindsay, 1531 Oakwood Terrace**, said they have been in Shoreview for three months. When they moved in, they looked at the sales data of surrounding houses and found there is no sales date for many houses because the people have lived there so long. It is a place where people move in and stay. The neighborhood has been immediately welcoming to them. It reminds her of the neighborhood she grew up in in the 90s. The peace and quiet is wonderful after living on County Road C in Roseville. The neighbors

have been wonderfully kind. She does not want to move again. She expressed her appreciation for the opportunity to speak and asked the council to listen and help them.

Mayor Denkinger thanked everyone for coming and sharing their thoughts. The council will support the neighborhood in any way it can. Shoreview has provided a statement to Arden Hills and will continue to talk with residents.

**COUNCIL COMMENTS**

**Councilmember Doan:**

Thanks to all the neighbors in the Shamrock Park neighborhood. Ramsey County has announced an in person open house on Wednesday, August 19, 2026, from 5 to 7 pm for Rice Creek Boulevard as part of the Rice Creek Commons development at the Ramsey County Public Works facility in Arden Hills. There will be a virtual open house from noon to 1 pm on the same issue Wednesday, August 26. He highly encouraged anyone interested to attend and ask questions about the spine road network being proposed by Ramsey County for the Rice Creek Commons development and how it could relate to the residents' concerns for the Hillview development. There is discussion of potentially connecting the spine road to County Road H instead of to the north to County Road I. Information on the meetings is available at www.Ramseycountymn.Gov/yourgovernment/project. He will pass the link to staff to share with residents.

Delighted to be part of the tunnel mural project hosted by Gallery 96 and the bikeways and trails committee and funded by the Shoreview Community Foundation and Rice Creek Watershed District. The mural will be nine feet tall and run 50 feet, the length of the tunnel.

The Shoreview Community Foundation is hosting an inaugural pickleball tournament and family fun day on September 19, 2026. The event is free from 9 am to 4 pm at Bobby Theisen Park. Registration for the pickleball tournament is $35. There will be a tournament for beginners and advanced players.

**Councilmember Gardner:**

Thanked all election judges for expertly managing the primary election. A record 1.1 million ballots were cast for primaries.

**Councilmember Myrland:**

Thanked the Shamrock Park neighbors for coming to voice their concerns. She attended the Arden Hills development meeting in July, and the council shares those concerns.

Every year the pool shuts down for annual routine cleaning. This year the pool will be closed August 31 through September 18.

Fall swimming lessons start September 22 and run through December 20.

**Councilmember Springhorn:**
This is the final council meeting before school begins. A reminder to watch out for children on bikes, scooters and sidewalks, and to be attentive and keep them safe.

It is his understanding that at this time the Sheriff's Office does not have any Flock cameras in Shoreview. This will be an ongoing conversation.

**Mayor Denkinger:**
There is a lot of reporting on cyber-attacks on water treatment plants. A follow-up was done with the public works department and our IT division to make sure Shoreview's system is secure.

Attendance at the Concerts in the Commons this year was down due to smoke and heat, but there were 1,200 people at the final concert.

Night to Unite was Tuesday, August 4 with 67 parties across the city. Councilmembers and staff went out in teams to 8 parties.

The lower level parking at the community center is being expanded. Work will be ongoing through mid-September. This will include new EV chargers.

The city is offering a tree sale of $50 per tree. Each household is allowed one tree. There is a bigger tree sale in the spring. Anyone interested can find the information on the city website. Orders will be taken through September 25.

**CONSENT AGENDA**
**MOTION:** by Councilmember Gardner, seconded by Councilmember Springhorn to approve items 8.a through 8.n listed below on the Consent Agenda for August 17, 2026:

8.a August 3, 2026 city council meeting minutes
8.b Monthly reports:
- Administration
- Community development
- Finance
- Human resources
- Parks and recreation
- Public safety
- Public works

8.c Receipt of committee/commission minutes:
- Parks and recreation commission - 6-22-2026

8.d Claims and purchases
8.e 3333 Rice St. - Comprehensive Sign Plan - Kris Hrenandez/Install This Sign and Awning Co on behalf of Chipotle
8.f Local Affordable Housing Aid (LAHA) allocation - use of 2024 and partial 2025 funds

8.g Approve Yale Mechanicals quote to replace the Bamboo Bay Waterpark heater
8.h Approve Yale Mechanicals quote to replace Tropics Waterpark pool heater
8.i Approve Central Roofing, Inc. quote to repair Tropics Waterpark roof
8.j Accept quote from Quality Flow Systems for replacement of Suzanne stormwater lift station control panel
8.k Accept quote from Quality Flow Systems for control panel interior piping and controls and pumps required for community center lift station
8.l Accept quotes for electrical improvements required for fleet vehicle EV charging stations
8.m BR&E strategy plan implementation - approval of consulting services agreement and purchase of Bludot CRM Software
8.n Accept quote for electrical improvements required for lower level common city center

**VOTE: AYES - 5 NAYS - 0**

**PUBLIC HEARINGS**
There were none.

**GENERAL BUSINESS**
There was none.

**SPECIAL ORDER OF BUSINESS**
There was none.

**ADJOURNMENT**

**MOTION:** by Councilmember Doan, seconded by Councilmember Myrland at 8:20 pm.

**VOTE: AYES - 5 NAYS – 0**

Mayor Denkinger declared the meeting adjourned at 8:20 pm.

These minutes approved by council on the 8th day of September, 2026.

_____

Brad Martens
City Manager

# Memorandum

**TO:** City Council

**FROM:** Cinde Morris , Deputy clerk

**DATE:** September 8, 2026

**SUBJECT:** Receipt of committee/commission minutes

**ITEM NUMBER:** 8.d

**SECTION:** CONSENT AGENDA

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**REQUESTED MOTION**

To accept the following committee/commission minutes:

- Economic development authority - June 1, 2026
- Bikeways and trails committee - June 4, 2026
- Economic development commission - June 16, 2026
- Planning commission - June 23, 2026
- Bikeways and trails committee - July 2, 2026
- Human rights commission - July 15, 2026
- Economic development commission - July 21, 2026
- Environmental quality committee - July 27, 2026
- Planning commission - July 28, 2026
- Economic development authority - August 3, 2026

**INTRODUCTION**

The city council is being asked to accept the above committee/commission minutes.

**DISCUSSION**

**RECOMMENDATION**

It is recommended that the city council accept the attached committee/commission minutes.

**ATTACHMENTS**

Economic development authority - 06/01/26
Bikeways and trails - 06/04/26
Economic development commission - 06/16/26
Planning commission - 06/23/26
Bikeways and trails - 07/02/26
Human rights commission - 07/15/26
Economic development commission - 07/21/26
Environmental quality committee - 07/27/26
Planning commission - 07/28/26
Economic development authority - 08/03/26

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**JUNE 1, 2026**

## CALL TO ORDER

President Cory Springhorn called the meeting to order on June 1, 2026, at 5:00 p.m.

## ROLL CALL

The following members were present: EDA President, and Councilmember Cory Springhorn; Board Members: Mayor Sue Denkinger, Councilmember John Doan, Rachel Japuntich and Josh Wing.

Also in attendance: Councilmembers Paul Gardner and Shelly Myrland

Staff attending:
Tom Simonson, Asst. City Manager/Community Development Director
Niki Hill, AICP, Asst. Community Development Director
Will Harris, Associate Planner
Brad Martens, City Manager
Renee Eisenbeisz, Asst. City Manager

Guest: Tom Leighton, Stantec

## APPROVAL OF AGENDA

**MOTION:** by Japuntich, seconded by Doan, to approve the June 1, 2026 agenda, as presented.

**VOTE: AYES - 5 NAYS - 0**

## APPROVAL OF MINUTES - MAY 4, 2026

**MOTION:** by Denkinger, seconded by Japuntich, to approve the May 4, 2026 meeting minutes, as presented.

**VOTE: AYES - 5 NAYS - 0**

## FINANCES AND BUDGET

**Payment of Claims and Purchases; and Acceptance of April 2026 Financial Reports**

Hill said the interest refund is part of the city's Home Energy Improvement Loan program. A resident who has been the home for 10 years has a certificate that can be turned into the city to get a refund on interest paid. Once the loan is fulfilled, all interest is refunded.

Japuntich asked if the person's name should be on the certificate. All other loan papers use the just the street name. Hill said the address is not given. It just states who received the payment.

**MOTION:** by Denkinger, seconded by Japuntich, to accept the monthly financial reports for EDA Fund 240, HRA Fund 241, and Loan Funds 305 and 307 and approve the following payment for claims and purchases:

1. Varichak, Joel & Bobb - Interest Refund - $1,611.52
   Fund 305 Date Paid: 4-16-2026

**VOTE: AYES - 5 NAYS**

**UPDATE ON HOUSING STUDY - TOM LEIGHTON, STANTEC**

Simonson introduced Tom Leighton from Stantec who is here to present the next phase of the housing study. The final report is anticipated in August.

Leighton described three categories of housing needs covered in the research. The research on these topics was tailored for needs and strategies that meet the requirements of the Metropolitan Council for the comprehensive plan: 1) demographic update; 2) housing market, gaps and needs; and 3) housing inventory and development trends.

Three categories of housing needs are described in the database:

Affordable Housing

The research presented today is the gap analysis and developer interviews. The gap analysis shows a detailed map of housing stock with number of bedrooms, the estimate rent, assessed value and sales prices as actually sold in recent years. Rents from websites like apartments.com and CoStar were

applied to all the different housing related parcels. The layering of information using different kinds of algorithms results in a database of housing stock that estimates values, rent levels for every property, and rent levels for properties being rented. There are more owned properties than rented properties. The database establishes a baseline for 2026—price levels of acquiring or renting housing across the board by housing type and by parcel and the size units available. Two bedroom units are the most common.

President Springhorn asked if this information is based on multifamily development. Leighton said it is not but includes single family rentals. The information shows affordability level and that the majority of apartments rent at a level affordable for households at between 30% of the area median income (AMI) and 80% AMI.

Owned properties are not just single family homes but town homes and condominiums. There is a lot of owned housing stock that is affordable between 30% and 100% AMI. The lower valued homes are older or manufactured homes.

Habitat has commented that it is difficult for them to look for a home to buy down the value, invest time to find the right home without a solid commitment beforehand. Where it has worked well is in cities like Roseville and Edina where money is budgeted, for example, for two homes to be done. That is a suggested best practice.

Mayor Denkinger asked if significant financial support is needed from local government as shown by the $300,000 and is that for one house? Leighton said he is not sure that the $300,000 is the amount of subsidy but would expect that other resources are brought to the table. The $300,000 would be for one house.

Mayor Denkinger said the city has asked how more affordable homes can be built, but there is no way with the cost of materials, unless substandard materials are used. Leighton said land acquisition is also a part of it. The cheapest parcel in Shoreview may still be $100,000 to $150,000.

Wing said when he talks to friends and neighbors, the things they want do not show up in this data. It is important to be careful that the data does not overshadow what people are asking for such as single family detached town homes, villas, senior condos. He is also hearing about single family homes for sale that turn into rentals which brings problems. None of this is reflected in the database. Leighton said this is just the affordable housing category of the research to show needs.

Housing Diversity

Another category is to diversify the housing supply and provide options that do not exist to meet the needs of more households. This includes creative partnerships, senior housing. Single family detached town homes, villas, senior condos would fit well in this category.

Support for Existing Households

The last category is support for existing households. Shoreview has programs to help homeowners address deferred maintenance. Another strategy is emergency rent payments. If rent is not paid because of some emergency and there is eviction or a loss of a house, there is a snowball effect. Roseville does a nice job of covering rent while connecting the family to service providers who can help them stay in the home.

Wing said the research leans toward attracting people to Shoreview, not helping those who are here. Simonson said that beyond land use controls, it is a matter of how aggressive the city wants to be. It is difficult to get a developer to do affordable housing because of the expense. Is the city willing to help with acquisition of property to get developers to build mid-level priced villas when the push is for higher density because they need to make a profit? There are a lot of layers that need to be part of the discussion.

Leighton said national literature on creating affordable housing prioritizes regulatory changes and prioritizes that there has to be resources. It actually takes less resources for a city to make acquisitions and position itself for change than resources to attract a developer.

Doan said he sees areas of opportunity in ownership of multifamily housing. One example is Applewood where there is a long wait list. The demand for that product is strong. The question for the EDA and the council is how do

we feel about density? Density is part of the formula and conversation for housing diversity, affordability, and support for the existing tax base and residents. But there is always the concern about traffic and other things density triggers in people's minds.

Leighton said the Shoreview Village Mall is a complicated site. He is interested in developers' views on how likely a developer would take on that 10-acre site and develop it phase by phase or have the city take on the site, allow the leases to run out and find developers to develop different pieces. Both approaches are possible, but it is more likely to happen if the city is the intermediary who decides on the development mix and finds a developer to build that mix rather than a developer coming in with a proposal and asking, "What do you think?" The city would not lose in the long run because the acquisition dollars would be reimbursed as pieces are sold back to the developer, but the city does take on more risk.

Councilmember Doan said that so much is theoretical it is hard to say what resources the city needs to set aside and what role the city wants to play in seeing that development occur to reach the vision of affordable housing goals and diversity goals. That is the heart of what he would like to see as part of this work. Otherwise the city stays at the 20,000-foot theoretical level and does not put any action in place that leads to the goal. One action would be to look at citywide zoning through the comprehensive plan process. The vision and goals inform how zoning is addressed and asks the question: Do we. want this level of density in these policy development areas (PDAs)? It sends a strong signal to developers and residents that there is an opportunity for conversation about where the city wants to go in the next 20 or 30 years.

Wing said affordable housing should be based on the community and people who live and work here. What should that ratio be? The other piece at risk is the aging housing stock problem. Creativity is needed on how to redevelop targeted redevelopment areas. Otherwise, they will flip to rentals.

Leighton said a menu of strategy will not just be needs identified. There are other things equally important to consider. One is local strengths. Shoreview

is a community that is attractive for market housing. That is a strength and can be leveraged. The community development team is very competent and can do complicated things. Partnerships already include Habitat and Rondo Trust There are things being done by Roseville and St. Paul to build a small developer pool to assess housing fragility at the school systems. It may be possible to use the infrastructure they have developed and partner with them to identify resources aside from taxes.

Simonson said that beyond the core study, Stantec has been asked to provide a comparison to other communities. The city has also heard the request to do more in the $500,000 to $600,000 range, which is easier said than done for all the reasons cited. Specific properties have been identified, such as Shoreview Hills, where there may be that opportunity. Any action has to be strategic.

Doan said that Ramsey County will be looking at excess property to divest from as part of its overall strategy for tax base and revenue. There may be opportunities with county property in the city. There was a proposal several years ago on the south side of Shoreview on Lexington by the dental property, a proposal for a 12- or 16-unit boutique on a .62-acre site. He saw something similar in southern California and would like to see the city explore these ideas.

Simonson said that staff has discussed updating policy development areas (PDAs) and new ones may be incorporated such as older church properties that may be in transition.

**DISCUSSION: DRAFT BR&E STRATEGY PLAN**
**Presented by community development director Simonson**
The current business retention and expansion (BR&E) program was started in 2008. It has had some success and the city is at the point now of wanting to build on that success to broaden our outreach and have more established relationships with businesses of all kinds and sizes, especially with the smaller businesses in the community.

The central challenge is that the BR&E program is not being built because businesses are unhappy, in fact it’s the opposite. It is being expanded because the businesses that love Shoreview most are the ones least likely to

ask for help. These businesses could be at most risk for quietly being forced out by physical and structural constraints they didn't create and cannot solve alone.

There are a series of strategic recommendations:

1. What Shoreview can Control, Influence and Monitor: A foundational principle for the EDA Board: businesses do not expect the city to solve every problem. They expect the city to be present, engaged and honest about what it can and cannot do.
2. City-Controlled: BR&E visit cadence: CRM and data management business directory; communication and newsletter; event programming; storytelling and PR; zoning flexibility conversations; incentive deployment; resource navigation
3. City-Influenced: Workforce pipeline partnerships; redevelopment and property owner conversations; financing connections; state/federal advocacy; housing discussions
4. External but Monitorable: Tariffs; interest rates; state legislative changes; cannabis policy; federal defense spending; commercial real estate market conditions
5. EDA Board Role: To govern the controllable, advocate into the influenceable, and monitor the external. The staff's role is to execute the controllable. Confusion between these roles is one of the most common reasons BR&E programs stall.

Although the EDA has an oversight role of the EDC and is the funding source, the EDC will be the primary group for receiving updates, providing feedback, and undertaking BRE visits and special events. The EDA will be provided update reports on the progress both during the first year implementation and then when the program is fully up and running.

There are a lot of space issues in terms of allowing businesses to expand, not only manufacturing businesses but smaller retail businesses as well. Doug McCulloch from the Winkin' Rooster has been looking a long time for a larger retail space. He does not want to leave Shoreview, but he has had no luck in

finding a space. A theme throughout this plan is to identify and support at risk businesses, making sure the city is aware up front by establishing relationships. Whether businesses lack certain resources, don't have proper training or whatever the issue, it is important to find out early in the process and work with them to feel comfortable talking with the city. The city cannot solve every issue, but through the emergency fund given during COVID, it was clear there is a need and there is a relationship the city can provide support for smaller businesses, such as seed money, capital investment or just basic facade frontage improvements. The EDA has discussed a small business loan program, improved communications and navigation. There are some businesses who are very well informed who receive city emails and the *Business Matters* newsletter, but there are also a lot of gaps that relate directly to marketing and promotions to make sure businesses are aware of what is available to them or how the city might help. Advocating for small businesses, especially in the regulatory areas gets into financing and small business assistance.

At the recent business social event, the city had QR codes to make people aware of Shoreview's website and subscription to the *Business Matters* newsletter. Golden Shovel will be working with the city to develop marketing and promotional materials, both digital and printed handouts that can be provided during business visits or events.

The priority is to strengthen connectivity and visibility. Survey responses and interviews with businesses talked about not having a connection to other businesses as much as they should. MSS, formerly Midwest Special Services, on Tomlyn Avenue attended the business social. Carly Gatzlaff, a neighboring business owner of Churchill St restaurant had never met MSS. That is an example of the need for more networking, and businesses have expressed an interest in more time for networking.

The next Arden Hills-Shoreview Business Connect will be hosted by Arden Hills at Flaherty's Bowling.  Based on feedback, there will be no formal program in order to provide a networking opportunity. Staff from each city will provide development updates.

Another strategy or priority area is supporting workforce attraction through storytelling and partnerships. The city has been doing regular features on businesses that might interest the bigger community. Information is now being included in *ShoreViews* because residents should know about city businesses, especially ones that provide services.

The draft BR&E strategy plan prepared by Golden Shovel is to introduce you report and key recommended strategies, but to also showcase the hard work of the EDC task force. EDC members will be reviewing it at their June meeting and make a formal recommendation to the EDA and council to accept the report and adopt the strategies.

For the purpose of discussion at this meeting is about resource investment and staff capacity. The intern position was originally thought could use some of their time to coordinate the program, but the complexity of the recommendations has made staff question whether an intern could handle it. Interns are either in school and part-time or they are looking for full-time work. An intern could be gone quickly and the program would lose any progress gained or overall continuity.

During the budget process other alternatives will be discussed, such as contracting for services, whether a firm or individual with relative experience. Funding will have to be factored, but will most likely be covered through the existing EDA fund balance. A number of options will be presented at your next meeting that hopefully will not impact the levy. Applications are being reviewed to replace the current intern position due to Dylan Martinez being named temporary housing program specialist.

Finally, the EDC would like general support for a CRM software program. This is a database that would centralize, help track and consolidate all information regarding businesses and economic development and BRE efforts.

Hill said Blue Dot is a specific economic development CRM system that the city would not have to build. It would be usable at the time of delivery. There will be some cost to the EDA. Hill estimated that with a business directory and a supplemental business database the cost would be about $9,000 a

year, which is for 1,000 businesses or less. Information would be updated, whether businesses are active or inactive. The system would integrate with staff's email so all interactions can be seen. EDC members can log in their connections and information gained from interactions with businesses without getting into heavy reporting.

Simonson added that anything noteworthy from talking to a business would be plugged into the database that would notify staff for any needed follow-up. Not all parts of the database will be used, just certain key functions for the core areas the city wants. There is a two- or three-year implementation period to see what the system does and what the city and EDC can handle. The EDC is energized with this project, and are excited to move forward with a more clearly defined mission.

Councilmember Myrland asked if the funding for the program would come from the EDA. Simonson said the funding would probably come through the EDA contractual budget, which has been healthy overall because developers have been paying the city back for a lot of legal and consulting costs. Hill noted that Golden Shovel will be taking over ADA accessibility for *Think Shoreview* which will be a savings to the EDA fund as well. Simonson said the biggest issue to finalize is addressing needed resources and who will manage everything.

**MONTHLY STAFF REPORT: PROJECT UPDATES AND INFORMATION**

– Enclave/The Krew. The city has closed on the Enclave property, and Enclave is scheduled to close on the financing for the project tomorrow. As soon as that happens equipment will be mobilized to the site to begin work next week. Traffic plans still need to be submitted to the city for loading and unloading. A groundbreaking event is being planned.

  This means the city is free of its loan obligation with the Metropolitan Council. There is a note in the amount of $142,000 to Enclave once they close on their financing for discounts on some of the environmental work and for the drop in number of units for the property. The city received $60,000 more from the closing than was owed to Metropolitan Council. That $60,000 will be put in the EDA fund.

- Fire Station Station 140 will soon be listed for sale. Communications will go out in advance of the public release of the listing to let people know fire service in the community is not being cut. City maintenance crews will possibly use the fire station in the interim. Security cameras and alarm system will be added to the site as a precaution and protect the city's asset. Much of the security equipment added can be utilized at other city facilities once the station is sold unless the purchaser is interested in purchasing and retaining.
- YMCA property. There have been a number of inquiries to staff about the back 4.5 acres of the YMCA property near Target, which is being marketed for development. President Springhorn said that a previous discussion identified the site as a good potential location for a senior cooperative. Hill said the hard part of that is it is in a PDA that is guided for medium density that was a result of neighborhood feedback. Senior housing would mean a comprehensive plan amendment based on the PDA.

**ADJOURNMENT**

**MOTION:** by Japuntich, seconded by Mayor Denkinger, to adjourn the meeting.

**VOTE: AYES - 5 NAYS - 0**

President Springhorn declared the meeting adjourned.

**CITY OF SHOREVIEW**
**BIKEWAYS & TRAILS COMMITTEE**
**MEETING MINUTES**

**June 4, 2026**

## 1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

## 2. ROLL CALL

| | |
|---|---|
| Members Present: | Rodolfo Batres, Neil Cavanaugh (chair), Kelli Damlo, Emma Garcia, Ben Handelsman (student rep), Bob Johnson, Nick Lardinois, Gina Lloyd, Mark Stange, Amar Subramanian |
| Members Absent: | Briana Murphy |
| Guests: | None |
| City Staff: | David Yang |

## 3. APPROVAL OF AGENDA

The agenda was reviewed and approved by all committee members present with the following proposed revisions: added “Highway 96 Tunnel Mural Update” and Trailhead Sign Replacement Update” per Member Mark Stange to the discussion items.

## 4. APPROVAL OF MEETING MINUTES

The May 7 meeting minutes was reviewed and approved by all committee members present.

## 5. COMMITTEE DISCUSSION ITEM

A. City Council Workshop

a. In order to make the best use of their limited time at the upcoming workshop, members prepared a short list of topics that they wanted to discuss with the city council. A proposal to reduce the speed limit on city streets to 20 MPH and a request to give precedence to bicycle and pedestrian safety on the development of future city infrastructures projects were two topics of priority for members.

b. Member Bob Johnson noted that considerable focus has been given to reducing speed limits at the state level over the last several years, with a lot of push back received early on but less now that more cities have implemented 20 MPH speed limits. Member Mark Stange shared his concern that discussions on speed limit reductions could consume too much time at the workshop. Member Rodolfo Batres stated that it would be okay if it takes up the entire meeting because it's an important issue with significant safety impacts. Staff shared that the city's Safety Committee had looked into speed limit reductions in the past but determined it wasn't the right time yet to take action given the existing data and the limited amount of metro cities having followed through with it. Members thought it would be good to reach out to the Safety Committee on this topic to get their support. Chair Neil Cavanaugh noted that the Safety Committee could be viewing this topic from a different perspective. Member Amar Subramanian noted that the traffic accident data collected by the Safety Committee indicates a reduction in vehicle deaths over the years but an increase for cyclists.

c. Member Gina Lloyd noted that the committee could consider focusing on quick wins instead, such as banning right-turns on red and using modal filters to prevent unnecessary thru traffic.

d. Members also conducted a final review of the committee's proposed safety improvement memo to the city council and voted to finalize the draft and formally support it.

**Motion (Passed):**
Member Bob Johnson motioned to approve the committee's safety improvement memo with some minor revisions. The motion was second by Member Kelli Damlo and passed by all members present.

B. Slice of Shoreview (July 24 – 26) Planning
   a. Staff shared that the committee is registered to participate in the parade, and more information will be sent to members as the event draws near. Members also reviewed the Slice booth staffing schedule.

C. Tour de Trails (July 26) Planning
   a. Members reviewed the Tour de Trails staffing schedule. Member Batres noted that his role as the bike ambassador for last year's event was made difficult and effective due to the delay with installing the route signs. Member Batres would recommend figuring out a way to install the signs prior to the day of the event and having two bike ambassadors, one for each route. Members noted that a major factor to the delay was due to the incorrect turn-by-turn directions generated from the map application. Members discussed drafting the turn-by-turn manually and having a few volunteers ride the routes before the event to verify directions and maps our correct and that there are no obstructions along the way.

   b. Member Lloyd suggested having bike tools available at the check-in for anyone who needs a tune up. Members noted that an alternative or supplement to the tools could be relocating the check-in by the Shoreview County Library to utilize the bike repair station there that the committee had helped install in 2022. Staff stated that they will look into the feasibility of relocating the check-in from Wilson Park to City Hall.

D. May 2026 Public Works Monthly Report
    a. Staff gave a brief update on upcoming roadway projects.

E. Highway 96 Tunnel Mural Update
    a. Staff shared that Gallery 96 is in the process of interviewing artists and are expecting a final selection on June 19.

F. Trailhead Sign Replacement Update
    a. Staff shared that the city's communication team is working on designing the new map and obtaining a quote for the framing.

The meeting was adjourned at 8:13 p.m.

# SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION
## June 16, 2026
## Meeting Minutes

**ROLL CALL**

The June 16, 2026 meeting of the economic development commission at city hall was called to order by Chair Megan Larson at 7:35 a.m., with the following members present:

Megan Larson, Rachel Japuntich, Doug McCulloch, Mike Schoonover, Denise Firkus, Liz Lovin, Carly Gatzlaff, Mindy Handberg, Ritesh Patel, Tony Rammer and Exhilda Siame.

Members absent: Jessica Daniels, Jim Diffley, Dean Howard, and Rachel Resnick.

Staff attending: Community Development Director Tom Simonson, Assistant Community Development Director Niki Hill, and Housing Program Specialist Dylan Martinez.

Special guests: Farrell's Extreme Bodyshaping
Cindi Nikituk, owner
Tina McNamara, general manager

**ACCEPTANCE OF AGENDA**

Commissioner Lovin, seconded by Commissioner McCulloch, moved to accept the agenda.

**Vote: 11 AYES 0 NAYS**

**APPROVAL OF MINUTES**

Chair Larson noted that there was a comment on page three of the draft minutes regarding PAR Systems supporting area robotics teams by providing practice space at their facility. Simonson said that a statement suggesting it would make for a great story was attributed to Commissioner Handberg, when it was a comment from Commissioner Lovin. That will be corrected.

Commissioner Handberg, seconded by Commissioner McCulloch, moved to approve the minutes from May 19, 2026, as amended.

**Vote: 11 AYES 0 NAYS**

**INFORMATION EXCHANGE**

**Recognizing Mindy Handberg**

Simonson noted that this is Mindy Handberg's last official meeting as a member of the economic development commission. He thanked her for all of her great

contributions, not only in serving on the EDC, but also her community work through the Mounds View School District.

Commissioner Handberg said it has been a pleasure to serve on the commission and has always valued her connections with the city and community. While she is leaving the commission, she noted that her work for the district and community partnerships will continue. She will still be involved and will make appearances at EDC meetings when there are issues to discuss with workforce and jobs training for students.

Chair Larson extended appreciation on behalf of the commission for her service. Commissioners in attendance all thanked Commissioner Handberg for her contributions. Commissioner Gatzlaff said how impressed and helpful she has been to her business.

Discussion also included the following topic areas:

- Distribution of Partner Interest Forms: Commissioner Handberg announced that she will be distributing the formal Community Partner Interest Forms over the summer months. This year's distribution is aimed at capturing highly actionable, structured data from local partners rather than just organizing standard career fairs. The compiled feedback and results from these forms will be shared directly with the committee to help guide future collaborative community outreach efforts.
- Career Fairs and Trade Union Engagement: In response to a question from Vice Chair Patel regarding involvement of unions in the school jobs partnerships. Based on a question from Vice Chair Patel, discussion took place regarding community outreach, the committee reviewed the challenges and structural limitations surrounding trade union representation at local student career fairs.

  Although regional trade unions frequently state an urgent need for younger workers, the structural requirements to enter an official trade apprenticeship often create a steep "opportunity gap" for local students. To successfully enter a union pipeline, an applicant typically must secure a direct personal sponsor within the trade—a requirement that many students do not have the network to fulfill.
- Capacity Constraints at Local Institutions: Highlighting the local demand for specialized trades training, it was noted that Century College runs an excellent and highly competitive HVAC program. In a recent enrollment cycle, the program drew interest from 38 qualified student applicants; however, strict program capacity limits capped the intake at just 20 students. The top 20

students were successfully placed into the program, allowing them to join the union and secure immediate employment pipelines, while the remaining 18 applicants were left without a clear alternative path.

- Broader Industry Labor Shortages: Members noted that the current labor shortage is systemic across the entire HVAC and building repair sector, with local businesses reporting that every major repair vendor is severely short-staffed and working maximum hours to keep pace with demand.

**Business guest: Farrell's Extreme Bodyshaping**
**Cindi Nikituk, owner**
**Tina McNamara, general manager**

The commission welcomed guests from Farrell's Extreme Bodyshaping, a long-standing local health and fitness business located in the Shoreview Village Mall.

- Business History and Facility Status: Owner Cindy Nikituk, alongside General Manager Tina McNamara, shared the history of the Shoreview location, which originally opened in 2013 by converting the former Snyder Drug store space into a customized, 10,000-square-foot fitness facility. Cindy noted that the facility has consistently operated as a high-performing location within the national franchise network.
- The owner raised serious long-term concerns regarding severe property management neglect at the current mall site. The building features aging infrastructure, non-responsive ownership, and chronic maintenance delays. Recent issues include persistent plumbing leaks, improper "patched-over" drywall repairs, and a critical HVAC system failure during the winter that forced the business to personally cover a $10,000 emergency repair bill simply to keep the heat on for clients.
- Despite these facility challenges, the business continues to thrive due to a deeply loyal member base and robust local event marketing. Cindy highlighted that major annual civic events—specifically the Shoreview Parade and the Slice of Shoreview festival—serve as their highest-performing local marketing channels, drawing significant community interest and driving new member acquisition.
- Tina shared a personal testimonial on how joining Farrell's fundamentally improved her physical health, nutrition education, and professional confidence.
- Local business tenants (including Farrell's, Lee's Taekwondo studio, Metro Dance studio, two restaurants, a barber shop, Hallmark, a sewing shop, and an art

place) are suffering from a systemic lack of building maintenance by the landlord.

- Tenants have reported severe climate control problems, with studio spaces reaching dangerously high temperatures. The automated AC units are non-functional, causing excessive heat and sweating for children and adults during classes.

The commission raised concerns regarding potential mold growth from poor ventilation and moisture buildup, noting that hundreds of children cycle through these active businesses daily.

A suggestion was made to engage local officials, building safety people, and economic development personnel discussing the ongoing structural decline of the Shoreview Mall and determine what actions can be taken.

Simonson gave a brief summary of the city's long history with efforts to facilitate the redevelopment of the mall property.

The commissioners expressed frustration over the property owner's resistance to local redevelopment and recognized that the building's current state represents an escalating health, fire, and community safety hazard.

Staff will coordinate with the local fire department and city building inspectors to investigate the current HVAC violations, structural safety issues, and potential mold hazards.

Staff was also asked to connect with other mall tenants to gather a comprehensive list of complaints and invite them to future commission meeting to unify tenant advocacy.

The consensus is to continue discussions with potential developers on a multi-phase, 10-acre revitalization plan. The proposed vision involves transitioning the site into mixed-use housing with underground parking while structuring retail development in phases so legacy tenants (like Farrell's) can seamlessly transition into new commercial spaces without closing down.

**Information Sharing**

- The next Business Connect event will be held tomorrow (Wednesday) from 8:00 AM to 9:00 AM at Flaherty's Arden Bowl in Arden Hills. In response to feedback from local businesses seeking more direct interaction, the event will feature no formal speakers, allowing the entire hour for networking and casual discussions

with city representatives. A brief update on Shoreview-specific projects will be shared.

- A for sale sign will be posted on the fire station property soon to officially market the available building. The fire department has moved out ahead of schedule, and the exterior lettering has already been removed from the building.
- Commissioner Gatzlaff noted that North Metro Dermatology is currently building out a larger space to relocate to the 4000 Lexington office building (located south of The Lex office building).
- Two new office suites are being developed on the north side of the 4100 Lex building, with a nursing school slated to occupy the majority of the second floor.
- The Flick Barber Shop has officially opened its new location in Gramsie Square.
- Demolition has been completed on the former Burger King for a Chipotle and equipment has been mobilized on the Krew apartments site.
- Commissioner Rammer gave an update on the tear down of the Amoco station for the new Circle K/Holiday.
- Churchill St. has successfully replaced its HVAC system following recent equipment failures and is fully operational.

**GENERAL BUSINESS**

**a. BR&E Strategy Plan**

Simonson said that staff is presenting two formal approval actions for the EDC to consider relating to the Business Retention and Expansion (BR&E) Strategy Plan.

1. Acceptance of the BR&E Strategy Plan: Economic Development Commission (EDC) recommending approval to the Economic Development Authority (EDA) and City Council, formally accepting the strategic plan to initiate the transition from the planning phase to active implementation.
2. Purchase of Bluedot CRM: We formally recommend the acquisition of Bluedot as the CRM program for this initiative. While alternative software options like *Zoho* present highly capable tools, they require significantly more complex systems setup. Bluedot is recommended as it is better aligned with our specific business retention and economic development needs. This will require EDA board approval for funding.

<u>Implementation Next Steps with Golden Shovel</u>

Staff met yesterday with Golden Shovel to review the immediate steps required for the implementation phase. Moving forward, the city will collaborate closely with their team on the following deliverables:

- Collateral & Materials: Development of all printed marketing assets.
- Social Media Campaigning: Establishing a consistent schedule of social media posts.
- Program Branding: Aligning these assets under the unified *Think Shoreview* umbrella, using a distinct consumer-facing identity, as the technical term "BR&E" is generally unfamiliar to the public.

Program Management & Capacity Solutions

The primary operational challenge remains determining who will manage and execute this program implementation on a daily basis. To address this capacity deficit without overextending current staff resources, we have explored several options including hiring a part-time person, going with an intern as originally planned, or contracting for services with Golden Shovel or someone with experience. This is the most critical decision as we move forward. There are budget implications so we will need to gain EDA approval for funding.

Commissioner Lovin said that she is very supportive of going with Bludot. She participated in reviewing the demos of both Bludot and Zoho. The strategy plan gives us an exciting roadmap, which will require prioritization, but will certainly be a game changer for the work of this commission and the city's interaction with the business community. She is in full support of both recommended actions.

Commissioner Patel mentioned a potential opportunity from individual who may be interested in a part-time role.

Staff will present these refined administrative and funding options at the next formal EDA and City Council meeting in August.

**MOTION**

Commissioner Firkus, seconded by Commissioner McCulloch, moved to fully support the acceptance of the BR&E Strategy Plan and purchase of Bludot CRM program, and recommend to the Economic Development Authority and City Council their approval.

**Vote: 11 AYES 0 NAYS**

**ADJOURNMENT**

Commissioner Japuntich, seconded by Commissioner McCulloch, moved to adjourn the meeting at 8:52 a.m.

**Vote: 11 AYES 0 NAYS**

**SHOREVIEW PLANNING COMMISSION**
**MEETING MINUTES**
**JUNE 23, 2026**

## CALL TO ORDER

Chair John called the June 23, 2026 Shoreview Planning Commission meeting to order at 7:00 pm.

## ROLL CALL

The following Commissioners were present: Chair John; Commissioners Ahmadvand, Anderson, Cordes, Helgen, Solomonson and Westadt.

Staff Present: Asst. Community Development Director Niki Hill, AICP
Senior Planner Izaak Peterson
City Attorney Chad Lemmons

## APPROVAL OF AGENDA

MOTION: by Solomonson, seconded by Westadt to approve the June 23, 2026 Planning Commission meeting agenda as presented.

VOTE: AYES - 7 NAYS - 0

## APPROVAL OF MINUTES - MAY 26, 2026

Page 10: The fourth bullet under Commissioner Solomonson should read: Will manure be processed onsite? Two horses will be 100 pounds a day. There will not be 100 pounds a day of manure; it will be approximately a wheelbarrow full.

MOTION: by Westadt, seconded by Cordes to approve the meeting minutes of May 26, 2026, as corrected.

VOTE: AYES - 7 NAYS - 0

## REPORT ON CITY COUNCIL ACTIONS

- Approved the conditional use permits for 855 Tanglewood Drive for the accessory structures and keeping of non-domestic animals.
- Affirmed planning commission decisions for 5423 Carlson Road: variance setback, conditional use permit for keeping detached garage; conditional use permit to retain nonconforming boathouse.

Helgen said he appreciated how thoughtful the city council reviewed the 5423 Carlson Road application.

## NEW BUSINESS

## 844 COUNTY ROAD I W - RESIDENTIAL DESIGN REVIEW AND VARIANCES - ZAWADSKI HOMES

*Presentation by Senior Planner Izaak Peterson*

Property Characteristics:

- Located on the south side of County Road I West and on the north side of Turtle Lake
- Substandard riparian lot due to lot area less than 15,000 square feet (11,325.6) and lot depth of 100 feet
- Zoned R1, Detached Residential
- House constructed in 1941, nonconforming due to location within Turtle Lake 50-foot OHW setback
- Residential design reviews in 2001 and 2006:
  - 2001 - Second story addition
  - 2016 - Lakeside variance setback for rear door and deck addition
    - Impervious lot coverage at 28.2 which is nonconforming from the 25% allowed
    - Variance setback of 24 feet from lake
    - Deck is 18.5 feet from the lake
- Currently impervious surface at 31.3% because of unapproved added patio space; a fourth step was added during construction of the deck in 2016.

Proposal

- Addition of 640 square feet towards County Road I, including an attached garage with second story dwelling place and front stoop

Land Use Requests:
The proposal meets development code standards with the exception of lot coverage and the OHW setback. The following are requested:

- Variance to expand nonconforming structure within the required 50-foot setback of Turtle Lake - the house is located almost totally within the 50-foot setback constructed 21 feet from the OHW.
- Variance to permit impervious surface of 28.9% with removal of unapproved patio additions. This is in excess of 25% allowed on a substandard riparian lot.

- Residential Design Review for addition greater than 150 square feet on a substandard lot.

In 2016, the city granted approval for lot coverage of 28.2% (3,206 square feet of a lot area of 11,345 square feet). Since then, the location of the Turtle Lake OHW has eroded further into the property. The setback from the OHW will be 18.5 feet, not 21 feet as in 2016. The erosion reduces the total lot area to 11,072 square feet which increases the request for impervious surface to 28.9%, even with removal of impervious surface on the property. The removal of impervious surface will make the square footage commensurate with what has been historically present on the property.

Staff Review
The proposed attached garage with dwelling space is permitted in the R1 residential zoning district. Staff finds the following unique circumstances to justify the variances:

- Lot area reduced due to natural changes to the location of Turtle Lake
- With removal, the proposed lot coverage is equal to or less than the nonconforming impervious condition
- Proposed variance to increase percentage of lot coverage is a result of natural changes to the OHW location on the property; erosion has reduced the lot area used to calculate the impervious surface coverage.
- Any modification with a home expansion requires a variance because it expands the nonconforming structure.
- The addition of an attached garage cannot occur without being located in part within the OHW of Turtle Lake necessitating a variance.
- The deck approved construction plans are inconsistent with approved survey. Deck landing and incorporation of fourth step toward the lake is necessary to maintain compliance with the building code.

The proposed removal of impervious surface is in tandem with the addition, the impervious surface coverage will be commensurate with the square footage that has historically been present on the property. The addition will be located away from the lake, not closer. This portion of County Road I, including neighboring properties, largely encroach the OHW setback due to the reduced lot depth and age of the houses in the area. The proposal will not impact the character of the neighborhood.

Public Notice
Public notice of the variance request and residential design review was sent to property owners within 350 feet. One comment of support was received.

Staff Recommendation
Staff recommends approval of the variance to increase the maximum impervious coverage from 28.2% to 28.9% and approve the variance for encroachment into the 50-foot OHW setback, subject to the conditions listed in the staff report. An as-built survey is required upon completion of construction to verify lot coverage and setbacks. The applicant will be required to submit an escrow for the city to hold based on the estimate of impervious surface removal cost until an as-built survey is submitted to verify the project is in compliance.

Commission Questions
Cordes asked for further clarification on requiring an escrow. Peterson said that code allows the city to hold an escrow amount with removal of impervious surface. The escrow is based on the removal cost so that if the removal did not occur, the city would use the money for the removal.

Anderson asked how the OHW is documented over time. Peterson said documentation is based on survey records. The two surveys were provided by E.G. Rud in 2016 and today.

Solomonson said there are existing substantial erosion control measures and asked what is happening to the lakeshore. Peterson said the property is relatively flat. With a bit of a drop, then the rip rap, then the lakeshore. The OHW is an elevation. With a steep drop, a bit of cut due to erosion over time and replacement of rip rap to prevent erosion all have a compounding effect where the OHW 892 elevation is measured from.

John asked how that would impact future applicants with this proposal being on the cusp of the impervious surface percentage. Peterson said if approved, the commission would be acknowledging 28.9% impervious surface coverage. If a future building addition is proposed that does not comply with the 28.9%, the applicant would have to ask for a variance.

Applicant Statement
Nick Zawadsky, Zawadsky Homes, 474 West Shore Court, said he has been working with the staff and applicants to create a design within code parameters for impervious surface at 32.06%. The applicants' goals are to add a 3-car garage and create a front entrance. The design is under the 32.06%.

John said his biggest concern is moving the entrance. The difference between grade and house elevation finished floor is approximately 10 feet. This means a lot of dirt will be moved and he does not know how the dirt will

be laid out or impact the property to the west. Will retaining walls be needed to make the plan work? Zawadsky agreed said the infill drainage will be confined to the property. Retaining walls will be addressed with the building permit.

Chair John opened the discussion to public comment. There were no comments or questions.

Commission Discussion
Anderson said this is a straight forward request. This project is a good effort to align with the change in lot size due to erosion. All the improvements are on the north side where there is ample room to mitigate any water runoff. It meets the spirit of city code. The only concern is the expectation there will be more similar requests, but Mother Nature cannot be controlled.

Ahmadvand echoed Anderson's remarks and further stated the builder and applicant have done their best to stay within the needed parameters. It is encouraging to receive support from one neighbor.

Solomonson expressed his support. He would like to make sure the best erosion control practices are being used so the erosion does not become worse.

MOTION: by Westadt, seconded by to Anderson adopt Resolution 26-49 granting a variance to increase the maximum impervious lot coverage from 28.2 percent to 28.9 percent, Resolution 26-50 granting a variance to permit encroachment within the required 50-foot OHW setback, and approve the Residential Design Review request for an addition to the existing home at 844 County Road I W subject to the following conditions:

Impervious Coverage Variance:
1. The project must be completed in accordance with the plans submitted with the variance and residential design review applications. Any significant change to these plans, as determined by the community development department, will require review and approval by the planning commission.
2. The variance approval is subject to a five day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.

3. A permit from the Rice Creek Watershed District shall be obtained, if required, prior to commencing any construction activity on site, including grading.
4. Shoreland Mitigation is required. The Shoreland Mitigation Affidavit must be executed before the building permit is issued.
5. An escrow equal to the amount of the estimated fair market cost to remove the proposed impervious surface reduction shall be submitted prior to a building permits release for the project.
6. The applicant shall submit an as-built survey upon completion of the building addition and proposed impervious surface reduction that demonstrate compliance with the approved residential design an variance approval prior to release of the submitted escrow.
7. This approvals will expire after one year if a building permit has not been issued and work has not begun on the project.

OHW Variance:

1. The project must be completed in accordance with the plans submitted with the variance and residential design review applications. Any significant change to these plans, as determined by the community development department, will require review and approval by the planning commission. Any subsequent expansion of the existing house shall necessitate residential design review and variance consideration.
2. This variance and residential design review approval is subject to a five day appeal period. Once the appeal period expires, a building permit may be issued for the proposed project. A building permit must be obtained before any construction activity begins.
3. A permit from the Rice Creek Watershed District shall be obtained, if required, prior to commencing any construction activity on site, including grading.
4. Shoreland Mitigation is required. The Shoreland Mitigation Affidavit must be executed before the building permit is issued.
5. This approvals will expire after one year if a building permit has not been issued and work has not begun on the project.

These actions are based on the following findings of fact:

1. The applicant proposes to use the property in a reasonable manner that is allowed in the R1, Detached Residential District.
2. Unique circumstances are present as stated in Resolution No. 26-49 and 26-50.
3. The character of the neighborhood will not be altered by the addition to the principal structure.

Discussion:

Solomonson said the proposed improvements are in line with other properties in the neighborhood.

VOTE: AYES - 7 NAYS - 0

MISCELLANEOUS

City Council Meeting Assignments
Hill said there is no July 6 meeting, and no planning commission items area expected at the July 20th meeting.

The Development Code Open House will be July 16th, from 5:00 to 7:00 pm. A link to the text will be sent to commissioners when it is posted on the city website.

ADJOURNMENT

MOTION: by Cordes, seconded by Westadt to adjourn the meeting on June 23, 2026, at 7:45 pm.

[not sure if time correct - used time shown on video]

VOTE: AYES - 7 NAYS - 0

ATTEST:

_____

Tom Simonson
Asst. City Manager/Community Development Director

**CITY OF SHOREVIEW**
**BIKEWAYS & TRAILS COMMITTEE**
**MEETING MINUTES**

**July 2, 2026**

## 1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

## 2. ROLL CALL

| | |
|---|---|
| Members Present: | Rodolfo Batres, Neil Cavanaugh (chair), Kelli Damlo, Emma Garcia, Ben Handelsman (student rep), Gina Lloyd, Amar Subramanian |
| Members Absent: | Bob Johnson, Nick Lardinois, Briana Murphy, Mark Stange |
| Guests: | Benjamin Srzano, Estaban Srzano |
| City Staff: | David Yang |

## 3. APPROVAL OF AGENDA

The agenda was reviewed and approved by all committee members present.

## 4. APPROVAL OF MEETING MINUTES

The June 4 meeting minutes was reviewed and approved by all committee members present with the following proposed revision: replace effective with ineffective in Section 3.C. per Member Amar Subramanian.

## 5. COMMITTEE DISCUSSION ITEM

Prior to discussing items on the agenda, members answered questions regarding public service from guest Benjamin Srzano as part of his Scout Troop 9200 project.

A. City Council Workshop Recap
   a. Committee members were in general agreement that the joint workshop went well and the city council were receptive of the committee's proposed safety improvements for pedestrians and bicyclists. Members commented that it would be good to keep on the topic of safety improvements and that it be included on future meeting agendas so members can discuss the next steps.

B. Highway 96 Tunnel Mural Project Updates
   a. Staff shared that Gallery 96 has selected an artist and will begin working with them to develop a project schedule and a concept of the mural artwork. Members asked if the artwork will include trails and bikes and if staff has sent the artist any requirements from the committee. Staff stated that they have not provided any requirements for the mural but did request that the city council and Bikeways and Trails Committee be given an opportunity to review the preliminary artwork prior to finalization.

C. Slice of Shoreview (July 24 – 26) Planning
   a. Staff shared that the committee is signed up for the Slice parade and that they will send members the parade guidelines. Members briefly discussed logistics for riding the parade together.

   b. Members also went over the Slice booth staffing schedule. Staff shared that they will setup the booth on Friday morning and bring candy and handout materials. Members discussed the possibility of having information at the booth discussing e-bike laws.

D. Tour de Trails (July 26) Planning
   a. Members reviewed the Tour de Trails staffing schedule. The committee also went over the list of bike tools that Member Rodolfo Batres came up with for the event. Members agreed that the list looks good and will be nice to have on hand at the event. Staff stated that they will purchase the bike tools the week of the Slice.

   b. In regards to future Tour de Trails events, members and staff discussed the possibility of relocating the check-in site from Wilson Park to the city hall and county library parking lots to utilize the bike repair station at the library.

E. June 2026 Public Works Monthly Report
   a. Staff shared information about the upcoming reclamite project that the city is undertaking with the county.

   b. Members and staff also had a discussion regarding future plans for a comprehensive study to improve vehicle and pedestrian circulation and safety around the community center, city hall, and Shoreview Commons Park.

The meeting was adjourned at 8:27 p.m.

**Human Rights Commission**
**Agenda**
**Wednesday, July 15, 2026, 7 pm**
**Meeting room 4**

## Call to order

Co-chair Batres called the meeting to order at 7 pm. The following members were present:

| Present: | Excused: |
|---|---|
| Matthew Arries | Gene Nichols |
| Emily Salava Batres | |
| Richard Bokovoy | |
| Ericka Cermak | |
| Alicia Dietsche | |
| Mary Johnson | |
| Pranav Puligundla | |
| Julie B. Williams | |

Renee Eisenbeisz, assistant city manager, was also present.

## Approval of minutes

The commission asked to add to the end of the first paragraph on page 3 after “anything.” The sentence will be amended to read "Commissioner Williams also noted that she will reach out to the Shoreview Historical Society to see if they have anything to help implement the land acknowledgement action plan.”

Commissioner Dietsche MOVED that the minutes of June 24, 2026, be approved as amended. Commissioner Johnson seconded the motion. The motion was approved unanimously.

## Many Faces of the White Bear Lake Area

Sara Nephew and Rick Storey from Many Faces were present to share more information about the group and work they are doing.

This group was formed in 2018 by six community organizations. They now have 28 partner organizations, including the cities of Mahtomedi, Vadnais Heights, and White Bear Lake. Nephew noted that it’s incredibly beneficial to have such a large number of organizations as we all benefit from each other’s perspectives.

They work together to help neighbors better understand each other and the community we share. They do this by:

- Listening – they create space for people to share their stories and experiences.

- Learning – they explore new perspectives and deepen understanding of one another.
- Connecting – they build relationships that strengthen the community and help people feel like they belong.

Some of the ways they've done this are through art exhibits, discussion series, book clubs, and events. One of their series was a three-part discussion on understanding immigration. They will also be at Market Fest this summer to collect stories about how Operation Metro Surge impacted our communities.

Finally, they will be doing a book discussion series this year for *Dear America: Notes of an Undocumented Citizen*.

There is a $200 annual membership if the city wants to become a partner organization. The membership helps support:

- Community conversations
- Educational programs
- Community reads and book discussions
- Resources for community members

Through a partnership, member organizations benefit from:

- Connecting with other community partners
- Helping shape future programs and initiatives
- Collaborating on events and community conversations
- Participating in annual planning and shared learning

All partner organizations have one representative attend bi-monthly meetings. Each organization's representative has a vote but other members are invited to attend as well.

Many Faces will also promote each organization's events if they fall within their mission and vision. They are promoted as associated events.

The commission discussed the benefits of joining this group and feels that the group aligns with their mission and goals around building awareness through educational opportunities.

Commissioner Dietsche MOVED to recommend that the city join Many Faces of the White Bear Lake Area. Commissioner Johnson seconded the motion. The motion was approved unanimously.

**Other business**

Commissioner Dietsche asked if the city has made any statements regarding the recent individuals who were killed by ICE agents. Eisenbeisz shared that the city hasn't updated its statement from earlier this year. The supporting our immigrant neighbors subcommittee will meet to review the city's existing statement and see if there are any recommended updates to it. Commissioner Cermak noted that she

would like to focus on the land acknowledgement subcommittee and will step down from this one. Additionally, Commissioner Arries would like to join the subcommittee if there isn't a quorum issue.

Commissioner Batres asked if the commission would be interested in reading the land acknowledgement statement at the beginning of each meeting. The commission agreed to begin doing that with the next meeting. It will take place after "Call to order." The commission agrees and will add it to the agenda after call to order.

The commission also asked Eisenbeisz to add a discussion on the Just Deeds Coalition at a future meeting.

**Adjournment**

Commissioner Arries MOVED that the meeting be adjourned. Commissioner Cermak seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:03 pm.

Respectfully submitted,

Renee Eisenbeisz

Staff Liaison

**SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION**
**July 21, 2026**
**Meeting Minutes**

## ROLL CALL

The July 21, 2026 meeting of the economic development commission at the community center was called to order by Vice Chair Ritesh Patel at 7:36 a.m., with the following members present:

Chair Megan Larson (virtual), Rachel Japuntich, Carly Gatzlaff (virtual), Doug McCulloch, Jim Diffley, Dean Howard, Elizabeth Lovin, Jessica Daniels, Rachel Resnick, and Ritesh Patel.

Members absent: Tony Rammer, Mike Schoonover, Exhilda Siame, and Denise Firkus.

Staff attending: Community Development Director Tom Simonson, Assistant Community Development Director Niki Hill, and Community Development Intern Branch Johnson-Roets.

Special guest: Yong Hyeok Lee (Master Lee)
Founder/President
Lee's Champion Taekwondo Academy

## ACCEPTANCE OF AGENDA

Commissioner Japuntich, seconded by Commissioner Lovin, moved to accept the agenda.

**Vote: 10 AYES 0 NAYS**

## APPROVAL OF MINUTES

Commissioner Diffley, seconded by Commissioner Howard, moved to approve the minutes from June 16, 2026, as written.

**Vote: 10 AYES 0 NAYS**

## INFORMATION SHARING

**Welcome intern:** Simonson introduced Branch Johnson-Roets to the commission as the new community development intern. He said Branch will be doing a wide-range of duties and projects including working on planning and zoning matters, and economic development project.

Johnson-Roets gave a brief summary of his background including that he is currently in the master's program at the Humphrey School.

**Arden Hills development:** Simonson and Hill provided the commission with background on the proposed Hillview Business Park industrial project in Arden Hills. The proposal calls for the development of nearly 1 million square feet of industrial buildings on 62-acres of land that was acquired from the federal government by an area developer. Staff presented slides showing the project and discussed some of the potential impacts and concerns that have been identified by the City of Shoreview. What makes this proposal unique is that the development has potential negative impacts on primarily Shoreview residents. Hill noted that a letter had been sent to Arden Hills outlining issues and concerns that Shoreview has identified as part of their environmental scoping process. The development requires an environmental impact statement, which needs to be completed prior to the entitlement approval process. The Shoreview mayor and city council are engaged in the process having attended a public informational meeting, and have heard from a number of our residents.

**Business guest:** **Yong Hyeok Lee (Master Lee)**
**Founder/President**
**Lee's Champion Taekwondo Academy**

The commission welcomed Master Lee to the meeting. By introduction, a summary was provided of Master Lee's background.

- Founder and President of Lee's Champion Taekwondo Academy (LCTA) at the Shoreview Village Mall
- Grand Master Lee is an elite martial artist, author, actor, and community leader who holds a prestigious 9th Dan Black Belt in Taekwondo
- He is a former three-time Korean National Taekwondo Champion and previously served as a US National Taekwondo Team Coach and Manager
- He has trained thousands of students, including U.S. National Team members, world-class competitors, and champions — including his own son, Brandon H. Lee, actor and national champion best known as "Kwon" from Netflix's Cobra Kai

- Earned a Master's Degree in Sports Psychology from Minnesota State University, Mankato, after graduating from Seoul Physical Education High School and Sung Kyun Kwan University
- Started the LCTA in 1993 in Mankato in 1993 before relocating the main headquarters to Shoreview in 2003
- Has been at the Shoreview Mall for well over 20 years except for a couple of years during COVID
- He also serves as the President of the Korean Association of Minnesota (KAAM)
- Author of several published books

Master Lee shared some of the issues he has experienced as a long-time tenant at the Shoreview Village Mall:

- Tenant since 1997 with ongoing property management challenges

- Rent increase disputes and difficult contract negotiations

Simonson provided additional information of tenant issues that have been brought to the city's recent attention: safety concerns such as water leaks, possible mold, issues with the HVAC system, gas odors, and inadequate security cameras. Tenants he has spoken with say that the ownership has been unresponsive to tenant concerns and they have done minimal maintenance.

Vice chair Patel asked about what actions can the city take to intervene. Simonson said there has been a long history of the city trying to facilitate improvements or redevelopment of the property. In fact, the city a few years ago sent a number of prominent developers to engage with the ownership about a possible sale and/or redevelopment partnership, but they were all essentially turned away. From this standpoint, the city is not in a position to force a redevelopment. It is a privately owned property and they have the right to decide whether to maintain the current mall, invest, or sell the property. The city has and will continue to stand ready to assist and support a major upgrade to the property as it has long been identified as a key redevelopment priority.

Simonson said issues that relate to health and safety can and will be investigated. The city staff is working with the fire department and county

health department to review the complaints and determine if there are violations of the building and fire codes.

Vice chair Patel suggested that Master Lee engage with an attorney to protect his rights as a tenant.

Commissioners thanked Master Lee for coming to the meeting and sharing his remarkable background and business challenges.

**Member sharing:**

- Commissioner McCulloch gave a brief summary relating to the "Best of Shoreview" campaign that is done every year by Press Publications. He noted that the publisher of the newspaper is aware of some problems with the system ever since they went with a vendor to oversee the voting. There have been all sorts of irregularities in voting and naming of "best of" in various categories. The Shoreview Press is exploring a new approach that would improve the criteria and process.
- Vice chair Patel said he was contacted by a Mounds View student about an LED lighting initiative for small businesses, with a student team seeking $5,000 to provide LED light bulbs to the business community. He asked commissioners to let him know if they are aware of any businesses that might be interested in supporting their initiative. Commissioner Gatzlaff said that she would be happy to connect with the student.
- Commissioner McCulloch noted that a Pokemon store has opened in the same building as the Winkin' Rooster.
- Commissioner Gatzlaff noted that there has been regularly parking of semi-trucks overnight along Tomlyn Avenue behind the Shoreview Mall. Simonson said that there is a no overnight parking rule and the Sheriff's should be notified.

**Staff information update:**

Simonson share information to the commission on the following:

– Fire station offers (3 purchase proposals have been submitted for Council and EDA review in August)

- Development code open house – public engagement with website information
- Comprehensive Plan update underway
- Chipotle construction has started
- City has received a concept plan for a small café at Rice Street and Jerrold Avenue on a very small .34-acre parcel
- The Krew Apartments project by Enclave has begun with major site work and foundation work/ a groundbreaking ceremony was held last week
- The video featuring MSS (formerly Midwest Special Services) was just posted on the city's social media
- Staff was recently contacted by local business Transform Chiropractic Wellness Center requesting to be featured

**GENERAL BUSINESS**

**a. BR&E Strategy Plan**

Due to time constraints, Simonson gave a brief update on the Business Retention and Expansion (BR&E) Strategy Plan. He presented slides outlining the critical first-year implementation action plan. The plan lays out specific actions and steps to follow each month in the first year. Before the implementation phase can begin, staff will be seeking approval from the EDA and City Council on the purchase of the recommended Bludot CRM software and funding for administrative support to coordinate the one-year implementation.

**ADJOURNMENT**

Commissioner McCulloch, seconded by Commissioner Diffley, moved to adjourn the meeting at 8:49 a.m.

**Vote: 10 AYES 0 NAYS**

**Meeting Minutes**
**SHOREVIEW ENVIRONMENTAL QUALITY COMMITTEE**
**Monday, July 27th, 6:30 PM**

1. **CALL TO ORDER**
   The meeting was called to order at 6:33pm

2. **ROLL CALL**
   Members present: Tim Pratt, Sue Rengstorf, Hong Wang, Jennifer Olson, Jeff Bartlett, Kathy Radosevich, Mike Vant, Shivam Vashishtha
   Members absent: Elliott Stefanik, Whitney Olsen
   Staff present: Krista Billerbeck

3. **APPROVAL OF AGENDA**
   Jennifer opened the meeting; Tim moved to approve the agenda, Jeff seconded, and all voted to approve.

4. **APPROVAL OF MEETING MINUTES** – May 26, 2026
   No edits were made to the May minutes. Kathy moved to approve the minutes and Jennifer seconded the motion. All voted to approve the minutes.

5. **NEW BUSINESS**

6. **BUSINESS**
   A. Green Community Awards – Members reviewed applications. Jennifer will coordinate site visits.
   B. New member applications – The group reviewed applications that were submitted last fall. Tim made a motion to recommend Colton Borg for appointment, Sue seconded the motion, and all voted in favor of recommending the council appoint Colton Borg to the committee to fill the open position. The term of the open position goes through January 31, 2028.
   C. Subcommittee updates –
      1. Waste – Kathy shared about her meeting with Roseville on their green to go ordinance.
      2. Energy – Jeff shared information on plug in solar.
      3. Education – The next deadline for the Shoreviews will be the end of September. The write up of the GCA will be needed by then.
   D. Public works update – Krista shared about current projects including the recent plantings, mattress collection, Food Scraps Pickup Program outreach, and the sustainability spotlight.

7. **Adjournment** – Tim moved to adjourn the meeting, Kathy seconded, and all voted to adjourn the meeting at 8:03 pm.

**SHOREVIEW PLANNING COMMISSION**
**MEETING MINUTES**
**JULY 28, 2026**

## CALL TO ORDER

Chair John called the July 28, 2026 Shoreview Planning Commission meeting to order at 7:00 pm.

## ROLL CALL

The following Commissioners were present: Chair John; Commissioners Ahmadvand, Anderson, Cordes, Helgen, Solomonson and Westadt.

Staff Present: Asst. Community Development Director Niki Hill, AICP
Senior Planner Izaak Peterson
Associate Planner Will Harris
City Attorney Rebecca Duren

## APPROVAL OF AGENDA

MOTION: by Solomonson, seconded by Westadt to approve the July 28, 2026 Planning Commission meeting agenda as presented.

VOTE: AYES - 7 NAYS - 0

## APPROVAL OF MINUTES - JUNE 23, 2026

Solomonson again corrected his questions on page 10 of the May 26, 2026. The question about the subdivision impacting the conditional use permit should be removed from his comments and should be reflected as such in the June 23, 2026 planning commission minutes.

MOTION: by Westadt, seconded by Cordes to approve the meeting minutes of June 23, 2026, as corrected.

VOTE: AYES - 7 NAYS - 0

## REPORT ON CITY COUNCIL ACTIONS

No actions to report.

## OLD BUSINESS

There was none.

**NEW BUSINESS**

**3215 PARK OVERLOOK DR. - VARIANCE - KRISTEN THORESON AND SARAH COOK**

*Presentation by Associate Planner Will Harris*

The property is zoned R1, Detached Residential and has 211 feet of combined frontage on the street. The lot contains an existing single family home with an attached 3-car garage. The north side of the property has a steeper grade than the south side which is flatter.

The applicants seek to expand the existing concrete driveway for additional vehicle parking and sport court usage. The expansion is 22' x 23.5'. Alignment of the expansion would follow the existing driveway configuration on the south side of the lot. The following variances are requested:

- Section 109-92(b)(2) - to enrich into the 20-foot required front setback for all parking lots, including driveways.
- Section 109-93(1)(e)(2) - to construct a parking pad within the front yard.

Applicant Statement
The applicant states that the variances maintain the goals of the development code by the following:

- Remaining low profile and residential
- Preserves a cohesive site by maintaining the driveway layout
- Avoids excessive grading by utilizing a flat area
- Preserves the existing trees and vegetation that screen the improvement from the roadway

The plan consistent with the comprehensive plan because:

- Provides off-street parking
- Preserves natural features
- Remains compatible with the neighborhood.

This is the only location that combines level grade direct continuation of the existing driveway, visual screening from the street and minimal disruption to the existing landscaping.

Staff and Agency Comment
The City Engineer notes that no grading plan was submitted for review. The applicant shall not alter the historic drainage pattern. A land disturbance permit would likely be required for construction of the pad.

Public Comment
Notice was mailed to property owners within 150 feet of the subject property. One comment was received in support of the proposal.

Staff Review
Staff finds that a unique circumstance is not present due to the proposed size of the parking pad/sport court. The site has the capacity to handle a 15' x 28' driveway addition along the side of the home that would be in compliance with the front and side yard setbacks. A standard parking space is 9' x 18'. There is capacity for 1 to 1.5 parking spaces that would be in compliance with code.

Staff Recommendation
The planning commission should consider public testimony and the written comment to make a determination of the variance criteria. If practical difficulty is not found, the variance should be denied. If the commission grants the variance, practical difficulty must be stated in the findings of fact for the motion.

Commission Questions

Helgen: Asked for an explanation of the reference to a pseudo corner lot which implies a unique geometry to the lot. A regular lot has four points. This one has one point in the rear yard with a large curved continuation of the front lot line. It does meet the criteria for a corner lot in code.

Cordes: Where would the expanded driveway be located if it were in compliance? There is a 20-foot setback required from the front property line and a 5-foot setback from a utility easement along the south property line. The pad would have to be located in the side yard and meet both setback requirements.
How would the driveway access that area around the trees and corner of the house? Code allows a driveway expansion within the front setback area as long as it is a continuation to a parking pad or garage. Survey measurements show the side of the house to be approximately 20 feet. The distance from the corner of the house to the front property line is approximately 34 feet. There would be 14 feet of space for the current pad to connect with the

new pad. The proposal is for a 500 square foot pad; the city would allow approximately 420 square feet.

Solomonson: Could the expansion extend straight out without a variance, even though there is landscaping? It would depend on the measurement of the driveway. Code requires a driveway leading to a home be 24 feet wide at the curb cut.
Is there a safety issue for sight lines and a landscaping restriction for this lot? If this were a standard lot, a safety measurement would be taken from the actual corner. He does not believe that is an issue with this lot.

*Kristen Thoreson, 3215 Park Overlook Dr., Applicant*, thanked Harris and the commission for their time. The lot is unusual with a wedge shape that reduces the usable area within the required setbacks. The fact that there are constraints with the shape demonstrates difficulty. Staff's focus is on a driveway that will be in compliance. The constraints are a condition created by the site. Staff's recommendation for a smaller parking pad would move it to the side of the garage rather than being an extension of the existing driveway. This would not be an issue for additional parking. The driveway slopes and only the top part is flat. An extension to the existing driveway would allow recreational use in one continuous area. Keeping a normal area of activity for a family with children closest to the home is a practical consideration. The practical difficulty is not where the pavement can fit but that the geometry of the property limits a functional extension of the driveway.

Solomonson asked if the used more for a sports court or for parking. Thoreson said the existing driveway provides very limited space for sports activities. With younger children, the focus is on a sports court. As they get older, it will be used for additional parking.

Chair John opened the discussion to public comment. There was none.

Commission Discussion
Helgen said he believes practical difficulty exists and the variance should be approved.

Cordes asked if parking would be allowed if the sports court were paved for a tennis court as opposed to a basketball court. Hill said paving would have to be in compliance with regulations for any patio or driveway. Cordes said the curve of the lot does not affect the proposal because the house is located closer to the corner of the property like many other properties. His house is just as close to the lot lines as the one in this application. He would not be

able to add a similar driveway extension because of the setbacks, even though his back yard is unusual. He does not agree there is practical difficulty.

Ahmadvand said there is practical difficulty. It would be too hard to put the extension on the other side of the driveway. One neighbor is in support of the proposal. He would lean toward supporting the variance.

Solomonson asked if there is off street parking. Harris said only during the day. Solomonson said he does not believe a sport space is a right that warrants a variance. There is a way to get additional parking that would be in compliance. He agrees with staff's recommendation.

Anderson said he does not believe there is practical difficulty. While this is the best place for an extended driveway, there is an alternative. Needing more driveway is not a practical difficulty when there is a workable driveway for a 3-car garage that exists.

Westadt agreed there is no unique circumstance. If parking is the purpose, there is plenty of space to provide it. There is nothing unique about this site being on a corner and the house placed closer to one property line than another. That happens all the time. She would deny this request.

John agreed the property is no different than a typical corner lot. He would support staff's recommendation

MOTION: by Westadt, seconded by Solomonson to deny the variance application submitted by Kristen Thoreson and Sarah Cook regarding the property at 3215 Park Overlook Dr., to construct a driveway extension for the use of recreation and off-street parking. This action is based on the finding that a practical difficulty is not present, as the encroachment into the front setback is caused by the size of the pad the owners wish to construct rather than reducing the size slightly and meeting the minimum setbacks.

ROLL CALL VOTE
AYES: Anderson, Cordes, Solomonson, Westadt, John
NAYS: Ahmadvand, Helgen

**0 RICE STREET - CONCEPT STAGE APPLICATION - PRABURAMAKRISHNA AND SRI MANIVANNAN**

Presentation by Senior Planner Izaak Peterson. This is a triangle-shaped property located south of the roundabout on Rice Street and I-694, south of

Jerrold Avenue. The parcel has listed for sale for a number of years, which has generated interest for storage facilities, contractor yards and used car dealerships.

The property consists of 0.34 acre with frontage on Rice Street to the east and Jerrold Avenue to the north. It is currently zoned for Office (O) in the comprehensive plan. The property is in PDA 19 guided for professional offices, daycare centers, medical and dental clinics and similar uses. Utility extensions are required to develop the property. A restaurant is allowed with restrictions—no drive-up facility, food sales are at least 60% of gross sales, food orders not accepted after 11:00 pm.

The site abuts the Soo Line railroad and residential properties to the west. The property slopes to the southeast and has trees and vegetation. There is approximately 1200 square feet of building area located towards Rice Street and Jerrold Avenue.

The proposal is for a cafe/restaurant with a 36-seat capacity and 12 surface parking spaces. It would be physically impossible for almost any development to comply compliance with required building setbacks. The lot orientation and constrained width create a practical difficulty for any application to pursue development in alignment with the comprehensive plan. As a corner lot with two frontages, the front (east) setback is required to be 50 feet; 20 feet is proposed. The front setback to the north is required to be 30 feet; 10 feet are proposed. The side setback to the west along the railroad is required to be 50 feet; 19 feet are proposed.

Site access would be either from Jerrold Avenue or Rice Street. Access from Jerrold would be restricted by a median to serve a railroad quiet zone. The. most viable access would be from Rice Street which is regulated by Ramsey County. The county has indicated access would be permissible, but a traffic study would be required. Access is shown 100 feet south from the intersection of Jerrold and Rice Street.

Parking is required at a rate of one parking space per 3 seats of seating capacity. The proposed parking layout shows conflicting turning movements, and staff is concerned about peak restaurant parking demand. A parking demand study is required with an evaluation of snow storage locations. There are very limited parking alternatives and no street parking.

High quality facade materials would be used that would meet development code design standards. The building height is single story and size of 1200 square feet is reasonable given the site constraints. Evaluation of traffic sight lines is necessary.

Water is available along Rice Street and Jerrold Avenue. A significant challenge to the site is sewer. A sewer extension would have to come from the railroad property to the north, Little Canada to the east or from between the 100 block of Edgewater and Jerrold. Connection to any location would require an easement agreement to extend sewer across private property including the railroad. Little Canada would require an intergovernmental city agreement. The cost of providing utilities and negotiation of any required easements would be the responsibility and obligation of the applicant. A feasibility analysis of connection would require the submittal of plans by a licensed engineer subject to review by the City Engineer.

Stormwater management plans are required and subject to the city's surface water management requirements.

Public and Agency Comment
Notice was given to property owners within 350 feet. Staff received several comments regarding concern over increased traffic, access safety and visual impacts to residential properties to the west.

Ramsey-Washington Metro Watershed District does not anticipate separate permitting due to site disturbance.

Ramsey County has provided initial comments regarding the need for a traffic and queuing studies. No drive through is requested or proposed.

Feedback from the planning commission is requested to include:

- Compatibility of the proposed restaurant land use
- Building mass, parking and orientation
- Appropriateness of proposed setback deviations
- Challenge of utility connection and feasibility

Commission Questions

John: Is there is standing water on the site?
There is no knowledge of standing water. There is a higher grade from the railroad.
Verified that trash would be in an enclosed area.

Anderson: Ramsey County plans for a sidewalk along Rice Street and the two properties to the north for pedestrian safety access. Peterson said he is not aware of any plans on the part of the county to put in sidewalks along this portion of Rice Street. Sidewalks are

generally put in with redevelopment or initiation by the county. Parking requirements for a restaurant are not calculated by square footage but by number of seats. Would that include outdoor seating? Also, employee parking is not factored in. Code states one parking space for every three seats of maximum seating capacity.
Would the trash enclosure would be on Rice Street? With the other challenges to the site, trash location has not been fully addressed.

Ahmadvand: Has the applicant purchased the property? It is understood that there is a purchase agreement.
How will the sewer extension be addressed for this property if this development does not go forward? Would the city put in the sewer extension? Generally, a connection for sewer would be paid by private development. The city has no plans for an extension to this area.

Solomonson: Is parking allowed on Rice Street and what is the city's parking requirement? There is no signage prohibiting parking on Rice Street. There is room on the shoulder for parking. Code requires one parking space per three seats.
Is outside seating included in the parking calculation? The 36 seats are inside.

Applicant Statement

*Praburamakrishna and Sri Manivannan* thanked the commission for their time. This plan has been in the works for a long time. Their primary goal is to serve hot Indian food with Indian coffee and provide the best service.

Anderson asked if food delivery service will be used, such as DoorDash. Manivannan said, yes.

Public Comment
John opened the discussion to public comment.

*Jerry Peterson, 180 Jerrold Avenue*, said there is a 15-foot elevation change between the railroad and Rice Street. The property will have to be leveled to Rice Street which will mean retaining walls. The neighborhood streets are narrow with parking on only one side. Jerrold is pervious concrete. Traffic will be an issue. There will be push back from the neighborhood. The setback from Jerrold is only 10 feet which will have to be leveled with a retaining wall will be close. There is also a railroad signal building at that location.

*Joan Link, 3241 Woodbridge Street*, said that a right turn into the neighborhood from Rice Street means using the shoulder because there is no turn lane. A restaurant will bring a lot of in and out traffic, and there are businesses on the other side of Rice Street. The site is difficult to navigate. The building setback is close to the corner and she is concerned about sight lines for traffic. The only access to the neighborhood is a right turn off Rice Street on Jerrold or the other side of the railroad trestle. There is no way to exit the neighborhood through back roads.

Commission Discussion
Ahmadvand said he is glad there are people trying to find a way to use this empty parcel by bringing good food to the area. However, there are real challenges with the site, and there will be up hill struggles for this project to progress. The concerns of neighbors are valid.

Anderson said Shoreview would benefit from this type of restaurant. There are a lot of people in the area in apartment buildings and senior living that would want to use this restaurant, but the pedestrian infrastructure is not there. There are already safety issues with the roundabouts. Parking will be tight. DoorDash in and out will impact onsite parking. Restaurant staff will not be able to park on the street. There may be concerns by the Fire Department regarding access with such tight parking. There are many tax-forfeited properties similar to this that have been for sale for a long time for little money. There is usually a reason. The big hurdle will be the expense to hook up sewer and water.

Cordes said he likes the concept. He noted concerns about removal of trees as a buffer, but the best possible development would be a nice Indian cafe/restaurant. There are challenges with setbacks. He believes there is practical difficulty to justify approvals that what would be asked of the planning commission.

Solomonson said this is a viable commercial opportunity, but the site is too small and too challenging for this proposal. He questions whether the site can be developed with all the challenges. He shares the concerns about parking, traffic, access and overflow into the neighborhood. It would be difficult to make this proposal work.

John agreed with all the concerns expressed. Just because there is land available does not mean it necessarily has to be developed. He likes the concept of this restaurant in Shoreview but in a different location. The only viable utility connection would be from the north which would mean crossing Jerrold that has limited access to an already limited neighborhood.

Helgen said he also likes the idea of an Indian restaurant, but would like economic development to work with the applicant to find a better location. He suggested the city consider acquiring the site and maintaining it as a natural area.

Westadt said that a restaurant is the best option for the site. She would prefer to see the building wedged in with access off Jerrold, not Rice Street. Pedestrian safety access is a concern. People will park across the street at the office building and cross to reach the restaurant which is not a good place to cross. People will not go to the crosswalk closer to the roundabouts.

**3333 RICE STREET - COMPREHENSIVE SIGN PLAN - KRIS HERNANDEZ/INSTALL THIS SIGN AND AWNING CO. ON BEHALF OF CHIPOTLE**

*Presentation by Associate Planner Will Harris*

The property has three frontages on North Owasso Court, North Owasso Boulevard and Rice Street. As part of Chipotle's approval installation of two wall signs, one directional sign, one monument sign and one pylon sign were proposed. Chipotle is now submitting a sign permit application for the signage proposed.

The proposed length of the sign along Rice Streets is just over 13 feet and is in excess the 20 percent maximum stated in code which would be 6.25 feet. Therefore, a comprehensive sign plan is required for approval. All other signs are in compliance with code.

Approval of a deviation from code is based on the following findings:

- Sign is consistent in color, size and materials throughout the site. Each type of sign proposed maintains consistent colors, sizes and materials associated with Chipotle's branding.
- Deviation is necessary to relieve a practical difficulty that exists on the property. The property is located on three right-of-ways and two arterial roadways with the smallest frontage on the busiest roadway. This creates some difficulty to identify the business. The proposed sign relieves this difficulty by placing consistent wall signage along both arterial roadways.
- The deviation results in a more unified sign package and greater aesthetic appeal between the signs on the site. Having identical wall signs on both arterial roadways creates a more unified sign package and gives greater appeal to the site.

- Approval will not confer a special privilege on the applicant that would be normally be denied. The site received approval for a similar comprehensive sign plan for a previous fast food restaurant in 1998, for a longer sign. Therefore, the request is not unusual nor does it confer any special privilege to Chipotle.
- The resulting sign plan ineffective, functional, attractive and compatible with community standards. The plan proposes signs that improve the appearance of the site and are compatible with community standards applied to similar uses.

Notice was given to property owners within 350 feet No public comments were received, nor did staff receive any comments from an internal request for comment.

The comprehensive sign plan is consistent with the Development Code and review criteria. Staff recommends the planning commission forward the application to the city council for approval subject to the conditions listed in the staff report.

Commission Questions

Solomonson: Verified that the signs have no the functionality other than signage. He also clarified that the reason for the deviation of the east wall sign which is the same size as the south wall sign is that it exceeds the 20 percent of length allowed on a wall.

Cordes: The basis stated for practical difficulty is the fact that the business fronts on three roadways, but the commission just turned down a variance for a house on an unusual size lot. A practical difficulty needs to be a finding of fact. Cordes disagreed. Hill said that Section 113-33 Comprehensive Sign Plan in the first line states that, an approved plan may vary from the design and standards set forth in this chapter without the approval of a formal variance provided it meets the criteria set forth in Section 103-97. It is explicit that a variance is not required for a deviation from the code. The criteria in the code says that approval shall be based on the finding that approving a deviation is necessary to relieve a practical difficulty existing on the property. There has to be a practical difficulty. Staff says the practical difficulty is the property fronts on three roads. He is trying to understand the practical difficulty in this application versus the practical difficulty from the previous application.

Helgen said Rice Street is a main arterial through street corridor. The orientation of this site is perpendicular to Rice Street. In order to have clear visibility equally positioned around all three sides, the sign would have to be increased in length on the short side which is Rice Street. It would be impractical to orient the main entrance off Rice Street. There is a practical difficulty with the site when looking at the layout with a driver not being on the main arterial but being on a secondary arterial.

Solomonson said code also covers readability so a driver is able to read without taking attention off the road. The main reason for this deviation is to maintain an equal portion sign along the main arterial and maintain consistency with Chipotle's national branding.

Cordes said he does not have a problem with the sign but finds it hard to understand how a property with a curved boundary does not have practical difficulty, but this property with a normal rectangle shape has a practical difficulty. Hill said that criteria for a variance talks about practical difficulty in terms of the three criteria. In a comprehensive sign plan it is a general practical difficulty and the three criteria in Section 103-63 do not have to be proven. A variance is not required for the statutory requirements in a comprehensive sign plan. Peterson added that in considering past comprehensive plan applications the city has not used a strict application of the 3-part variance test.

Applicant Statement
Paul Miller, Install Design and Awning Company, said he is representing Chipotle. The main issue is visibility. Burger King had the same signage on their old building.

John verified that the height of the sign correlates with the speed of. traffic. Miller said it would look visually wrong without the same size sign on Rice Street.

Anderson asked if all Chipotle facilities have the same size sign. Miller said the Chipotle signs are all the same a sign company out of Colorado.
The main issue is visibility from the road. Anderson asked if there are other instances where there are different sized signs on a Chipotle facility. Miller said Chipotle will respond to city requirements.

Chair John opened the discussion to public comment.

Doug Wilson, Chipotle, Kansas City, said the primary reason for this request is visibility from Rice Street. The business was built on the same footprint that Burger King used which is considerably far from Rice Street. The purpose is to make sure customers see the sign safely when driving by.

Commission Discussion
Cordes said practical difficulty is a legal term even if it is not being defined within the statute. He will not vote against this application because the city has not been consistent in applying this to the sign code. He would like to see the city council review the sign code and not require companies to have to come to the planning commission for these kinds of issues.

MOTION: by Westadt, seconded by Anderson to recommend city council approval of the comprehensive sign plan amendment, subject to the following conditions:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application, and conditions set forth in this approval. Any significant change will require review by the planning commission and city council.
2. The applicant shall obtain approval of their sign permit prior to the installation of any signs on the property.

This approval is based upon the findings of fact outlined in Sec. 103-97 (c) (2) (c):

1. *The plan proposes signs consistent in color, size, and materials throughout the site - Each type of sign proposed maintains consistent colors, sizes, and materials associated with Chipotle and their branding.*
2. *Approving the deviation is necessary to relieve a practical difficulty existing on the property - The property is located on three right-of-ways and two arterial roadways, with the smallest frontage along the busiest roadway. Thus, it provides some difficulty in the* identification of the business. The proposed sign plan relieves this difficulty by placing consistent wall signage along both arterial roadways to help identify the site to customers.
3. *The proposed deviations from the standards of Chapter 113 result in a more unified sign package and greater aesthetic appeal between signs on the site* - Having identical wall *signs on both arterial roadways will create a more unified sign package and greater* appeal to the site.
4. *Approving the deviation will not confer a special privilege on the applicant that would normally be denied under Chapter 113 - The site has already received approval for a similar comprehensive sign plans for the previous fast food restaurant in 1998, for a longer sign. Therefore*

*the request is not unusual nor would confer special privileges to Chipotle.*

5. *The resulting sign plan is effective, functional, attractive, and compatible with community standards - The plan proposes signs that improve the appearance of the site and are compatible with community standards applied to similar uses, such as the Burger King previously and the existing Chipotle on Red Fox Rd.*

Discussion:
Anderson noted that there are already Chipotle signs in Shoreview at least as big as the one presented in this application. This part of the building needs something similar.

John said the signs are proportional to the building, and it is not unusual for Chipotle to use various sign sizes.

Cordes said his disagreement is not with the application but with the way the code is written and applied.

VOTE: AYES - 6 NAYS - 1 (John)

**MISCELLANEOUS**

City Council Meeting Assignments

Commissioners Cordes and Westadt are assigned to August 3rd and 17th council meetings. No items will be on the August 3rd meeting. It is not necessary for a commissioner to attend August 17th, as a concept plan only invites comments, and the comprehensive sign plan will likely be on the consent agenda. If there is a variance appeal, she will let commissioners know.

The comprehensive plan process kicked off last week. Good feedback has already been received. Hill will work with communications to make the feedback public information.

**ADJOURNMENT**

MOTION: by Westadt, seconded by Cordes to adjourn the meeting on July 28, 2026, at 9:06 pm.

VOTE: AYES - 7 NAYS - 0

ATTEST:

_____

Tom Simonson
Asst. City Manager/Community Development Director

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY**
**MEETING MINUTES**
**AUGUST 3, 2026**

## CALL TO ORDER

President Cory Springhorn called the meeting of the Economic Development Authority to order on August 3, 2026, at 5:30 p.m.

## ROLL CALL

The following members were present: President Cory Springhorn; Board Members: Mayor Sue Denkinger, Councilmember Doan, and Rachel Japuntich.

Board Member Josh Wing was absent.

Also attending:
Councilmember Paul Gardner

Staff attending:
Brad Martens, City Manager
Renee Eisenbeisz, Asst. City Manager
Tom Simonson, Community Development Director
Niki Hill, AICP, Asst. Community Development Director

## APPROVAL OF AGENDA

**MOTION:** by Japuntich, seconded by Doan to approve the August 3, 2026 agenda, as presented.

**VOTE: AYES - 4 NAYS - 0**

## APPROVAL OF MINUTES

**MOTION:** by Japuntich, seconded by Doan, to approve the June 1, 2026 meeting minutes, as presented.

**VOTE: AYES - 4 NAYS - 0**

## FINANCES AND BUDGET

### Payment of Claims/Purchases and Acceptance of April 2026 Financial Reports

Hill said although claim number one listed shows a loan application being withdrawn, Neighborworks does do a minimal charge to process and review the application.

Hill also noted the RALF loan repayment of $4,808,360.00 to the Met Council is shown. As soon as the property closed for Enclave, repayment of the loan was made from the agreed upon settlement amount on the loan used to acquire the land twenty years ago. Payments to consultant Stantec are listed for their work on the housing study update, which will be presented at the next meeting.

Simonson said due to the recent increase in home loans, the funds are running low as payments take time to return to the respective funds. As such, staff will be recommending a transfer of additional LAHA money towards the loan program funds for eligible projects.

**MOTION:** by Doan, seconded by Japuntich, to accept the monthly financial reports for EDA Fund 240, HRA Fund 241, and Home Loan Funds 305 and 307; and approve the following payments of claims and purchases:

1. Neighborworks - Withdrawn Application Fee - $75.00 (Fund 307)
   Date Paid: 5/7/2026
2. Neighborworks - Crystal Ave DPA - $20,000.00 (Fund 307)
   Date Paid: 5/7/2026
3. Neighborworks - Crystal Ave DPA Admin - $1,700.00 (Fund 307)
   Date Paid: 5/7/2026
4. Neighborworks - Richmond Ave DPA - $20,000.00 (Fund 307)
   Date Paid: 5/7/2026
5. Neighborworks - Richmond Ave DPA Admin - $1,700 (Fund 307)
   Date Paid: 5/7/2026
6. Enclave Development - Closing/Gap - $142,485.00 (Fund 307)
   Date Paid: 5/15/2026
7. Neighborworks - Withdrawn Application Fees (4) - $300.00 (Fund 307)
   Date Paid: 5/28/2026
8. Neighborworks - Co Rd F DPA - $20,000.00 (Fund 307) Date Paid: 5/28/2026
9. Neighborworks - Co Rd F DPA Admin - $1,700 (Fund 307) Date Paid: 5/28/2026
10. Taft Stettinius & Hollister - TIF 13 - $4,000 (Fund 240) Date Paid: 4/2/2026

11. Amazon Capital Services - Leadership Book (Hill) - $21.91 (Fund 240)
Date Paid: 4/2/2026

12. Craguns - EDAM Conference Hill - $170.73 (Fund 240) Date Paid: 4/8/2026

13. EDAM Summer Conference Registration Hill - $295.00 (Fund 240)
Date Paid: 4/9/2026

14. Red Robin - EDA Meeting Supplies - $305.08 (Fund 240) Date Paid: 4/9/2026

15. Churchill Street - Business Networking Event - $957.36 (Fund 240)
Date Paid:4/28/2026

16. Allen, Deanne - EDA Minutes - $200 (Fund 24) - Date Paid: 4/30/2026

17. Pizza Luce - EDA Meeting Supplies - $175.27 (Fund 240) Date Paid: 5/19/2026

18. IAG Commercial - Advisory Services - $3,045 (Fund 240) Date Paid: 5/19/2026

19. Met Council - RALF Loan Repayment - 4,808,360.00 (Fund 240)
Date Paid: 5/19/2026

20. Finance and Commerce - Annual Subscription - $369.00 (Fund 240)
Date Paid: 5/21/2026

21. Allen, Deanne - EDA Minutes - $200 (Fund 24) - Date Paid: 5/28/2026

22. Leann Chin - EDA Meeting Supplies - $257.07 (Fund 240) Date Paid: 6/2/2026

23. Northland Services - Annual TIF Reporting - $5,140.00 (Fund 240)
Date Paid:6/18/2026

24. TIF Admin - $13,664.00 (Fund 240) - Date Paid: 6/22/2026

25. IAG Commercial - Drone Video of Fire Station - $850 (Fund 240)
Date Paid: 6/25/2026

26. Kirsten Chatfield - June 1-15 TIF Consulting - $331.25 (Fund 240)
Date Paid: 6/25/2026

27. Stantec Consulting - Housing Study 2.0 - $6,334.50 (Fund 241)
Date Paid: 4/8/2026

28. Verizon Wireless - Cell Phone Service - $58.40 (Fund 241) Date Paid: 4/10/2026

29. Stantec Consulting - Housing Study 2.0 - $11,595.00 (Fund 241)
Date Paid: 5/15/2026

30. Nystrom Publishing - SHINE Flyer - $482.85 - (Fund 241) Date Paid: 5/15/2026

31. Stantec Consulting - Housing Study 2.0 - $10,494.50 (Fund 241)
Date Paid: 6/5/2026

**VOTE: AYES - 4 NAYS - 0**

**GENERAL BUSINESS**

**BR&E STRATEGY PLAN - APPROVAL OF CONTRACT SUPPORT AND PURCHASE OF BLUDOT CRM SOFTWARE**

Simonson said the BR&E Strategy Plan has been finalized and endorsed by the Economic Development Commission with a recommendation of approval by the EDA on funding a contract for service and software as part of the implementation. The EDA would be the funding source for these two key actions to ensure the success of implementing this plan. The EDC and staff have identified what is to be accomplished, especially the implementation first year and then over the course of the next few years. The plan lays out a specific month by month action plan for implementation much of which is based on building up the CRM software as a database for businesses, a tracking system for communications with businesses and follow-up communications, and reporting to the Council, EDC and EDA. It also provides a business directory/inventory that links to the city's email and Think Shoreview website.

Bludot is the recommended software that is specifically designed for businesses and economic development. The city will be working with Golden Shovel and Bludot to develop an accurate business inventory. That will take a number of months after which visits to businesses will begin. Golden Shovel is developing core digital and paper materials that will talk about why Shoreview is good for business, quality of life in Shoreview, and business resources available. The cost for the Bludot software is $9,000 annually, which includes: 1) economic development CRM at about $5,000; 2) business database up to 1,000 businesses at $3,500; and 3) public facing business directory which is a directory for the public. Some money will be saved beginning next year because Golden Shovel will be providing oversight of ADA compliance as part of their service contract. About a $12,000 share of the cost

for ADA compliance by AudioEye for the Think Shoreview website will no longer be paid by the EDA.

The second part of the plan is how this first year of implementation will be managed. Originally, it was thought to have a part-time intern through the EDA do the majority of the work in setting up the CRM, and implementing the BR&E Strategy Plan. However, as the strategy planning work progressed over the past year, staff reached the conclusion that a more dedicated and experienced administrative support is required to meet the goals. The intern would not have sufficient time in their schedule to take on the project. Additionally, there would be no guaranteed continuity if the intern were to leave during the critical implementation stage.

The option of a second intern was considered, but even if dedicated to this project, it would depend on the person's skill set. When Roseville did a similar program, they contracted with Golden Shovel and had a person with Golden Shovel do most of the of the work on the business retention program, but that would be very expensive.

Through discussions with the EDC and Golden Shoreview about the coordination and administrative support needed for the project, EDC member Liz Lovin, came forward and said she would be interested. She has a wealth of corporate experience including working with CRM programs and is now retired. Discussions have been ongoing about her managing at least this first year of implementation. It was concluded that a contract relationship would work best because specific duties can be spelled out. She will invoice her hours based on an hourly cost. She has proposed $60 an hour, which is much less than with an outside consulting firm. A contract has been drafted for consideration. The estimated cost for one year of implementation based on the estimated number of hours needed is about $63,000. The amount is not to exceed $63,000 and would be paid through the existing funds of the EDA.

After paying the Metropolitan Council back for the RALF loan settlement and the sale of the land to Enclave, there was about $60,000 net gain to the city as a result of those transactions. That money has been transferred into the EDA Fund 240, essentially covering most of the estimated cost of the services contract.

Staff is recommending that the EDA board approve the Bludot subscription at the annual cost of $9,000 and moving forward with a services contract with Liz Lovin

for work associated with the first year implementation of the BR&E Strategy Plan at a cost not to exceed $63,000, both to be paid through the EDA.

Mayor Denkinger said the contract implementation work would not be data entry but developing system processes for the software to work. She asked after Liz has completed her work, if there will be someone to handle upgrades to the software.

Simonson said there will be some data entry based on data received from Bludot and Golden Shovel, but the position will also be setting up the Bludot system and overseeing the implementation actions identified in the plan. Part of the scope of service will be to work with Golden Shovel and present status reports so the EDA and EDC are informed on the progress. After the implementation work is completed after the first year, the plan would be to transition to second intern position dedicated to the day-to-day work of communications, business outreach, and working with Golden Shoreview – with involvement of both Niki Hill and myself. The cost for the second intern is estimated at around $25,000. He noted that the EDC is really energized with this project as it lays out a road map to connect with Shoreview businesses with supporting resources and clear objectives.

Councilmember Doan asked if there are other uses for a CRM beyond the EDC and this initiative, such as tracking resident complaints. Hill said the Bludot CRM is specific to economic development and the city's needs for contact with businesses. The city's BS&A software is used for permitting and has a complaint module. It is used by code enforcement and all tied to the individual parcel and another version of the CRM in some ways.

Councilmember Doan asked if there is any conflict for Liz Lovin continuing to serve on the EDC and also have a contract with the city. Simonson said the contract lays out the specific duties and requirements in the scope of services. While the work will be reviewed by the EDC and EDA, the arrangement is with the city to assist the staff. City manager Martens added that the EDC serves as an advisory board of volunteers and does not make any final decisions on monetary or policy matters.

**MOTION:** by Denkinger, seconded by Doan, to accept the Business Retention and Expansion (BR&E) Strategy Plan, as supported by the economic development commission, and approve the following actions:

1. Purchase of a business and economic development CRM software program subscription from Bludot at an annual cost of approximately $9,000 to be paid through EDA Fund 240.

2. Enter into a 12-month administrative support services agreement to coordinate the Year-One Implementation actions the BR&E Strategy Plan at an estimated not to exceed cost of $63,000 paid from EDA Fund 240. Said contract shall be approved by the City Council prior to execution.

**VOTE: AYES - 4 NAYS - 0**

**MONTHLY STAFF REPORT: PROJECT UPDATES AND INFORMATION**

Comprehensive Plan – Simonson said there was a booth at the *Slice of Shoreview*. Many people stopped and shared what they like about Shoreview and what they would like to see. That information is being compiled.

Development Code – The Development Code update is at the informational stage. Good comments were received at a recent public meeting. Additional direction will be requested at the city council's workshop meeting on August 17th concerning tree replacement, potential DNR language to add to the code and data centers to try to incorporate changes into the Development Code update.

Cafe Concept Plan – The planning commission held a concept review for a small cafe concept Plan off Jerrold and Rice Street. It is a triangle parcel of 0.34 acre. Those who spoke liked the applicant and liked the concept, but the site does not work well for the intended use.

Shoreview Mall – A number of businesses have been attending EDC meetings and sharing their stories. A theme that has arisen from these meetings is the condition of the Shoreview Mall from gas leaks to water damage to mold. The HVAC system was out for a period of time last winter. The city is talking with the fire marshal and code enforcement team to find out what can be done. Staff will be working with the mall ownership to make sure these issues are addressed.

Enclave – Enclave has provided a project manager contact for the city to refer Soo Street residents on complaints about traffic and vibrations. Enclave has requested contractors to reroute trucks.

Hillview Business Park – Councilmember Doan asked if there are next steps the city can take to address the issues raised by residents at the last council meeting. Martens said the city will continue to stay engaged. Simonson said the environmental study will take some time and no application will be submitted

before that is complete. There have been conversations between Shoreview and Arden Hills community development staff to learn more about the issues.

Councilmember Doan said he has had conversation with the environmental consultant for the project who indicated that the environmental work is 12 months along and could be completed within the next six months. He asked staff to follow up on that schedule.

Mayor Denkinger said it is critical to keep residents up to date on information. One major issue is the safety for children on County Road I. She would like follow-up information from Arden Hills on that issue. Martens said he has spoken to Ramsey Count officials who would not allow just a connection to County Road I but would require a full intersection. Arden Hills has a dedicated development site with the latest information. That is where residents are directed. He does not see the city as a lead for development information for another city. Arden Hills is going above and beyond and responding to residents who call.

**ADJOURNMENT**

**MOTION:** by Japuntich, seconded by Doan, to adjourn the meeting at 6:36 PM.

**VOTE:** **AYES - 5** **NAYS - 0**

President Springhorn declared the meeting adjourned.

# Memorandum

**TO:** City Council

**FROM:** Janice Miller

**DATE:** September 8, 2026

**SUBJECT:** Claims and purchases

**ITEM NUMBER:** 8.e

**SECTION:** CONSENT AGENDA

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**REQUESTED MOTION**
To approve the payment of bills as presented by the finance department in the attached table.

**INTRODUCTION**
Attached payment of bills presented to the Council for review and approval.

**DISCUSSION**

**RECOMMENDATION**
It is recommended that the city council approve the attached payment of bills.

**ATTACHMENTS**
Payment of bills.pdf
10074-10114.pdf
584625-584832.pdf
Ancom Communications Inc.pdf
Appdirect CSP Inc.pdf
Crysteel Truck Equipment.pdf
KJ Branding.pdf
Lake Johanna Fire Department.pdf
Medica.pdf
Minesota Department of Revenue Tax.pdf
Neighborworks Home Partners (1).pdf
Neighborworks Home Partners (2).pdf
Ramsey County (1).pdf
Ramsey County (2).pdf
Ramsey County (3).pdf
Xcel Energy.pdf

| Date | Description | Check range | EFT range | | Amount |
|---|---|---|---|---|---|
| 7.24.2026 | Accounts payable | | 10074, 10076-10079 | $ | 84,810.46 |
| 8.04.2026 | Accounts payable | | 10084 | $ | 146.05 |
| 8.06.2026 | Accounts payable | | 10087 | $ | 10,026.86 |
| 8.07.2026 | Accounts payable | | 10080-10083, 10086, 10088 | $ | 227,754.11 |
| 8.10.2026 | Accounts payable | | 10075 | $ | 212.74 |
| 8.12.2026 | Accounts payable | | 10085 | $ | 111,462.28 |
| 8.13.2026 | Accounts payable | | 10089 | $ | 566.75 |
| 8.14.2026 | Accounts payable | 584625-584688 | | $ | 205,086.96 |
| 8.17.2026 | Accounts payable | | 10090-10101 | $ | 43,832.36 |
| 8.18.2026 | Accounts payable | | 10102, 10107 | $ | 35,526.00 |
| 8.21.2026 | Accounts payable | | 10103-10112 | $ | 217,376.59 |
| 8.21.2026 | Accounts payable | 584689-584761 | | $ | 373,994.01 |
| 8.28.2026 | Accounts payable | | 10113-10114 | $ | 6,476.27 |
| 8.28.2026 | Accounts payable | 587462-584832 | | $ | 1,233,332.92 |
| | **Sub-total Accounts Payable** | | | **$** | **2,550,604.36** |
| 08/21/26 | Payroll | 135749-135759 | | $ | 373,797.18 |
| | **Sub-total Payroll** | | | **$** | **373,797.18** |
| | **Total** | | | **$** | **2,924,401.54** |

# CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 10074 - 10114

| Check Date | Check | Vendor Name | Amount |
|---|---|---|---|
| **Bank USBNK US BANK CHECKING\4M** | | | |
| 07/24/2026 | 10074(A) | TASC | 7,565.00 |
| 07/24/2026 | 10076(E) | MINNESOTA CHILD SUPPORT PAYME | 647.50 |
| 07/24/2026 | 10077(E) | COMMISSIONER OF REVENUE- WH T | 20,302.58 |
| 07/24/2026 | 10078(E) | PERA COUNCIL | 355.60 |
| 07/24/2026 | 10079(E) | PERA COORDINATED | 55,939.78 |
| Total 07/24/2026: | | | 84,810.46 |
| 08/04/2026 | 10084(E) | MINNESOTA DEPARTMENT OF REVEN | 146.05 |
| Total 08/04/2026: | | | 146.05 |
| 08/06/2026 | 10087(E) | DELTA DENTAL | 10,026.86 |
| Total 08/06/2026: | | | 10,026.86 |
| 08/07/2026 | 10080(E) | MINNESOTA CHILD SUPPORT PAYME | 647.50 |
| 08/07/2026 | 10081(E) | COMMISSIONER OF REVENUE- WH T | 22,581.02 |
| 08/07/2026 | 10082(E) | TREASURY, DEPARTMENT OF | 132,330.28 |
| 08/07/2026 | 10083(E) | PERA COORDINATED | 58,442.43 |
| 08/07/2026 | 10086(E) | ICMA/VANTAGEPOINT TRANSFER-30 | 12,474.60 |
| 08/07/2026 | 10088(E) | ICMA/VANTAGEPOINT TRANSFER-70 | 1,278.28 |
| Total 08/07/2026: | | | 227,754.11 |
| 08/10/2026 | 10075(A) | MN UI PAID LEAVE | 212.74 |
| Total 08/10/2026: | | | 212.74 |
| 08/12/2026 | 10085(E) | MEDICA | 111,462.28 |
| Total 08/12/2026: | | | 111,462.28 |
| 08/13/2026 | 10089(E) | MINNESOTA UC FUND | 566.75 |
| Total 08/13/2026: | | | 566.75 |
| 08/17/2026 | 10090(E) | XCEL ENERGY | 395.16 |
| 08/17/2026 | 10091(E) | XCEL ENERGY | 765.74 |
| 08/17/2026 | 10092(E) | XCEL ENERGY | 286.81 |
| 08/17/2026 | 10093(E) | XCEL ENERGY | 162.78 |
| 08/17/2026 | 10094(E) | XCEL ENERGY | 13.70 |
| 08/17/2026 | 10095(E) | XCEL ENERGY | 185.11 |
| 08/17/2026 | 10096(E) | XCEL ENERGY | 98.30 |
| 08/17/2026 | 10097(E) | XCEL ENERGY | 15.52 |
| 08/17/2026 | 10098(E) | XCEL ENERGY | 22.39 |
| 08/17/2026 | 10099(E) | XCEL ENERGY | 62.16 |
| 08/17/2026 | 10100(E) | XCEL ENERGY | 48.37 |
| 08/17/2026 | 10101(E) | XCEL ENERGY | 41,776.32 |
| Total 08/17/2026: | | | 43,832.36 |
| 08/18/2026 | 10102(E) | MINNESOTA DEPARTMENT OF REVEN | 35,146.00 |
| 08/18/2026 | 10107(E) | TASC | 380.00 |
| Total 08/18/2026: | | | 35,526.00 |
| 08/21/2026 | 10103(A) | TASC | 7,565.00 |
| 08/21/2026 | 10104(E) | PERA COORDINATED | 55,644.36 |
| 08/21/2026 | 10105(E) | PERA COUNCIL | 355.60 |
| 08/21/2026 | 10106(E) | ICMA/VANTAGEPOINT TRANSFER-70 | 1,274.25 |
| 08/21/2026 | 10108(E) | ICMA/VANTAGEPOINT TRANSFER-30 | 12,727.81 |
| 08/21/2026 | 10109(E) | MINNESOTA CHILD SUPPORT PAYME | 647.50 |
| 08/21/2026 | 10110(E) | COMMISSIONER OF REVENUE- WH T | 19,950.15 |
| 08/21/2026 | 10111(A) | NCPERS GROUP LIFE INS | 96.00 |
| 08/21/2026 | 10112(E) | TREASURY, DEPARTMENT OF | 119,115.92 |
| Total 08/21/2026: | | | 217,376.59 |
| 08/28/2026 | 10113(A) | MADISON NATIONAL LIFE | 1,431.73 |
| 08/28/2026 | 10114(A) | RELIANCE STANDARD LIFE INSURA | 5,044.54 |
| Total 08/28/2026: | | | 6,476.27 |
| USBNK TOTALS: | | | |
| Total of 41 Checks: | | | 738,190.47 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 41 Disbursements: | | | 738,190.47 |

# CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 584625 - 584832

| Check Date | Check | Vendor Name | Amount | |
|---|---|---|---|---|
| **Bank USBNK US BANK CHECKING\4M** | | | | |
| 08/14/2026 | 584625 | 10 ELECTRIC LLC | 3,750.00 | |
| 08/14/2026 | 584626 | ALZHEIMER'S SPEAKS LLC | 300.00 | |
| 08/14/2026 | 584627 | AMAZON CAPITAL SERVICES | 2,090.64 | |
| 08/14/2026 | 584628 | ANCOM COMMUNICATIONS INC | 73,145.41 | |
| 08/14/2026 | 584629 | AVR, LLC | 1,020.97 | |
| 08/14/2026 | 584630 | BEISSWENGER'S HOMETOWN HARDWA | 22.99 | |
| 08/14/2026 | 584631 | BUELL CONSULTING INC | 2,500.00 | |
| 08/14/2026 | 584632 | CABLE CLOUD | 3,109.00 | |
| 08/14/2026 | 584633 | CANADIAN PACIFIC RAILWAY COMP | 1,045.39 | |
| 08/14/2026 | 584634 | CARLSON BUILDING MAINTENANCE | 5,435.00 | |
| 08/14/2026 | 584635 | CENTRAL MN TREE SERVICE | 10,000.00 | V |
| 08/14/2026 | 584636 | CERTIFIED LABORATORIES | 1,554.95 | |
| 08/14/2026 | 584637 | CHARGEPOINT | 454.64 | |
| 08/14/2026 | 584638 | CHESS | 1,950.00 | |
| 08/14/2026 | 584639 | CINTAS CORPORATION #470 | 395.49 | |
| 08/14/2026 | 584640 | CKC GOOD FOOD | 2,302.10 | |
| 08/14/2026 | 584641 | COMMERCIAL FURNITURE SERVICES | 53.85 | |
| 08/14/2026 | 584642 | COMPUTER EXPLORERS/TECH ACADE | 3,136.00 | |
| 08/14/2026 | 584643 | CORE & MAIN | 1,517.73 | |
| 08/14/2026 | 584644 | EULL'S MANUFACTURING CO INC | 651.60 | |
| 08/14/2026 | 584645 | FACTORY MOTOR PARTS COMPANY | 102.07 | |
| 08/14/2026 | 584646 | FERGUSON WATERWORKS 472426 | 921.88 | |
| 08/14/2026 | 584647 | Flaherty, Sarah | 12.00 | |
| 08/14/2026 | 584648 | GERTENS WHOLESALE | 2,123.00 | |
| 08/14/2026 | 584649 | GLOBAL INDUSTRIAL | 5,068.98 | |
| 08/14/2026 | 584650 | GOODPOINTE TECHNOLOGY INC | 8,928.00 | |
| 08/14/2026 | 584651 | GOPHER STATE ONE-CALL | 615.60 | |
| 08/14/2026 | 584652 | GRAINGER, INC. | 2,232.81 | |
| 08/14/2026 | 584653 | HAWKINS, INC. | 772.38 | |
| 08/14/2026 | 584654 | HD SUPPLY | 2,118.29 | |
| 08/14/2026 | 584655 | Herman, Emily | 296.00 | |
| 08/14/2026 | 584656 | IDENTITY STORES, LLC | 1,725.95 | |
| 08/14/2026 | 584657 | INNOVATIVE OFFICE SOLUTIONS L | 1,932.72 | |
| 08/14/2026 | 584658 | Johnson, Sarah | 108.00 | |
| 08/14/2026 | 584659 | KELLY & LEMMONS, P.A. | 7,771.27 | |
| 08/14/2026 | 584660 | KIMLEY-HORN ASSOCIATES | 925.71 | |
| 08/14/2026 | 584661 | Latus, Alissa | 70.00 | |
| 08/14/2026 | 584662 | MANY FACES | 200.00 | |
| 08/14/2026 | 584663 | MCCAREN DESIGNS INC | 1,066.82 | |
| 08/14/2026 | 584664 | MENARDS - FRIDLEY | 480.65 | |
| 08/14/2026 | 584665 | METERING & TECHNOLOGY SOLUTIO | 3,208.18 | |
| 08/14/2026 | 584666 | METROPOLITAN COURIER CORPORAT | 460.00 | |
| 08/14/2026 | 584667 | MINNESOTA DEPT LABOR AND INDU | 4,532.58 | |
| 08/14/2026 | 584668 | MINNESOTA NATIVE LANDSCAPES | 1,180.00 | |
| 08/14/2026 | 584669 | Mullany, Lucy | 262.00 | |
| 08/14/2026 | 584670 | NIPPON SANSO MATHESON | 1,137.24 | |
| 08/14/2026 | 584671 | NR Properties, Inc | 500.00 | |
| 08/14/2026 | 584672 | ON SITE SANITATION INC | 2,999.65 | |
| 08/14/2026 | 584673 | PARLIN,NATHANIEL | 97.00 | |
| 08/14/2026 | 584674 | POSTMASTER | 1,500.00 | |
| 08/14/2026 | 584675 | PRAIRIE HOMES LLC | 750.00 | |
| 08/14/2026 | 584676 | RACO MANUFACTURING & ENGINEER | 1,006.25 | |
| 08/14/2026 | 584677 | REPUBLIC SERVICES INC #899 | 2,009.12 | |
| 08/14/2026 | 584678 | Shahlari, Mahin | 1,141.20 | |
| 08/14/2026 | 584679 | SRF CONSULTING GROUP INC | 5,837.68 | |
| 08/14/2026 | 584680 | ST. PAUL, CITY OF | 5,959.32 | |
| 08/14/2026 | 584681 | Steed, Sarah | 119.00 | |
| 08/14/2026 | 584682 | TERMINAL SUPPLY CO | 212.88 | |
| 08/14/2026 | 584683 | TFORCE FINAL MILE | 72.34 | |
| 08/14/2026 | 584684 | TWIN CITY HARDWARE | 913.30 | |
| 08/14/2026 | 584685 | Wald, Diane | 156.68 | |
| 08/14/2026 | 584686 | WSB & ASSOCIATES, INC. | 6,858.00 | |
| 08/14/2026 | 584687 | YALE MECHANICAL INC | 12,118.65 | |
| 08/14/2026 | 584688 | Ye, Lujie | 148.00 | |
| Total 08/14/2026: | | | 205,086.96 | |
| 08/21/2026 | 584689 | 10 ELECTRIC LLC | 6,992.00 | |
| 08/21/2026 | 584690 | ACE SOLID WASTE | 2,861.10 | |
| 08/21/2026 | 584691 | AE2S, LLC | 4,068.00 | |
| 08/21/2026 | 584692 | AFFORDABLE PLUMBING SOLUTIONS | 5,118.95 | |
| 08/21/2026 | 584693 | ALLSTATE PETERBILT OF SOUTH S | 40.26 | |

| Check Date | Check | Vendor Name | Amount |
|---|---|---|---|
| **Bank USBNK US BANK CHECKING\4M** | | | |
| 08/21/2026 | 584694 | AMAZON CAPITAL SERVICES | 1,932.14 |
| 08/21/2026 | 584695 | AMERICAN STUDENT TRANSPORTATI | 1,880.00 |
| 08/21/2026 | 584696 | ATHLETIC OUTFITTERS | 430.46 |
| 08/21/2026 | 584697 | BEISSWENGER'S HOMETOWN HARDWA | 19.12 |
| 08/21/2026 | 584698 | CABLE CLOUD | 15,885.00 |
| 08/21/2026 | 584699 | CENTENNIAL FLOORING, INC | 1,538.00 |
| 08/21/2026 | 584700 | CINTAS CORPORATION #470 | 487.05 |
| 08/21/2026 | 584701 | COMPUTER EXPLORERS/TECH ACADE | 5,016.00 |
| 08/21/2026 | 584702 | CONTINUA INTERIORS OF MINNESO | 10,434.86 |
| 08/21/2026 | 584703 | CRYSTEEL TRUCK EQUIPMENT | 36,290.50 |
| 08/21/2026 | 584704 | DAVEY RESOURCE GROUP, INC | 16,210.00 |
| 08/21/2026 | 584705 | ECOELSA | 2,880.00 |
| 08/21/2026 | 584706 | EVOLVE SYSTEMS | 975.00 |
| 08/21/2026 | 584707 | GOLDEN SHOVEL AGENCY, LLC | 500.00 |
| 08/21/2026 | 584708 | GRAINGER, INC. | 2,270.67 |
| 08/21/2026 | 584709 | HAWKINS, INC. | 908.60 |
| 08/21/2026 | 584710 | HD SUPPLY | 1,558.36 |
| 08/21/2026 | 584711 | HILLYARD, INC - MINNEAPOLIS | 571.88 |
| 08/21/2026 | 584712 | HKGI | 28,831.23 |
| 08/21/2026 | 584713 | HOOTS CLICKS | 2,600.00 |
| 08/21/2026 | 584714 | HORIZON COMMERCIAL POOL SUPPL | 228.06 |
| 08/21/2026 | 584715 | HUGO EQUIPMENT COMPANY | 440.94 |
| 08/21/2026 | 584716 | I&S | 4,598.82 |
| 08/21/2026 | 584717 | INSTRUMENTAL RESEARCH INC | 405.00 |
| 08/21/2026 | 584718 | KIMBALL MIDWEST | 5,724.24 |
| 08/21/2026 | 584719 | KIRSTIN CHATFIELD LLC | 463.75 |
| 08/21/2026 | 584720 | KIRSTIN CHATFIELD LLC | 331.25 |
| 08/21/2026 | 584721 | KJ BRANDING | 29,795.00 |
| 08/21/2026 | 584722 | KRAFT CONTRACTING  MECHANICAL | 3,881.00 |
| 08/21/2026 | 584723 | LAKE JOHANNA FIRE DEPT | 27,709.86 |
| 08/21/2026 | 584724 | LEE HOMES | 1,000.00 |
| 08/21/2026 | 584725 | LOSOS, HANNAH | 52.94 |
| 08/21/2026 | 584726 | MC TOOL & SAFETY SALES | 21.84 |
| 08/21/2026 | 584727 | MENARDS - BLAINE | 600.50 |
| 08/21/2026 | 584728 | MIDWAY DRAIN SERVICES | 245.00 |
| 08/21/2026 | 584729 | MIDWEST LOCK & SAFE INC | 2,326.35 |
| 08/21/2026 | 584730 | MIDWEST MACHINERY COMPANY | 6,569.36 |
| 08/21/2026 | 584731 | MINTERWEISMAN CO DBA CORE-MAR | 1,478.18 |
| 08/21/2026 | 584732 | MRPA | 4,710.00 |
| 08/21/2026 | 584733 | MTI DISTRIBUTING, INC | 960.80 |
| 08/21/2026 | 584734 | NEIGHBORWORKS HOME PARTNERS | 59,472.50 |
| 08/21/2026 | 584735 | NIPPON SANSO MATHESON | 321.77 |
| 08/21/2026 | 584736 | ORKIN, LLC | 135.54 |
| 08/21/2026 | 584737 | PRESS PUBLICATIONS | 249.31 |
| 08/21/2026 | 584738 | Q3 CONTRACTING | 1,085.00 |
| 08/21/2026 | 584739 | QUALITY FLOW SYSTEMS INC | 325.00 |
| 08/21/2026 | 584740 | RAMSEY COUNTY | 8,512.91 |
| 08/21/2026 | 584741 | RICOH USA, INC. | 128.65 |
| 08/21/2026 | 584742 | ROCK HARD LANDSCAPE SUPPLY | 3,960.00 |
| 08/21/2026 | 584743 | SHI INTERNATIONAL GROUP | 13,127.40 |
| 08/21/2026 | 584744 | SHORT ELLIOTT HENDRICKSON, IN | 976.01 |
| 08/21/2026 | 584745 | SIGNATURE LIGHTING INC | 5,789.33 |
| 08/21/2026 | 584746 | SPEEDPRO IMAGING - NORTH METR | 5,053.36 |
| 08/21/2026 | 584747 | STORMS WELDING AND MANUFACTUR | 1,509.01 |
| 08/21/2026 | 584748 | TAFT STETTINIUS & HOLLISTER | 1,725.00 |
| 08/21/2026 | 584749 | TASC | 764.00 |
| 08/21/2026 | 584750 | TITAN MACHINERY-SHAKOPEE | 148.22 |
| 08/21/2026 | 584751 | TREVIPAY | 2,700.83 |
| 08/21/2026 | 584752 | TRI STATE BOBCAT, INC. | 2,063.26 |
| 08/21/2026 | 584753 | TWIN CITIES FOUNTAIN SERVICES | 840.00 |
| 08/21/2026 | 584754 | UPPER CUT TREE SERVICES INC | 4,625.00 |
| 08/21/2026 | 584755 | UTILITY LOGIC | 107.08 |
| 08/21/2026 | 584756 | VESTIS | 289.77 |
| 08/21/2026 | 584757 | VIKING ELECTRIC SUPPLY INC | 250.00 |
| 08/21/2026 | 584758 | VISIONSCAPE LANDSCAING & DESI | 14,500.00 |
| 08/21/2026 | 584759 | WALKER, EMMA | 12.62 |
| 08/21/2026 | 584760 | WATSON COMPANY | 690.87 |
| 08/21/2026 | 584761 | WSB & ASSOCIATES, INC. | 2,789.50 |
| Total 08/21/2026: | | | 373,994.01 |
| 08/28/2026 | 584762 | AARP C/O JAMES PEDGINSKI | 340.00 |

| Check Date | Check | Vendor Name | Amount |
|---|---|---|---|
| **Bank USBNK US BANK CHECKING\4M** | | | |
| 08/28/2026 | 584763 | ABBOTT PAINT & CARPET | 1,247.57 |
| 08/28/2026 | 584764 | AMAZON CAPITAL SERVICES | 1,046.93 |
| 08/28/2026 | 584765 | AMERICAN ENGINEERING TESTING, | 7,904.50 |
| 08/28/2026 | 584766 | AMERICAN SOLUTIONS FOR BUSINE | 1,242.32 |
| 08/28/2026 | 584767 | AMERICAN STUDENT TRANSPORTATI | 4,000.00 |
| 08/28/2026 | 584768 | ANCHOR SOLAR INVESTMENTS | 1,307.69 |
| 08/28/2026 | 584769 | APPDIRECT CSP INC | 39,000.00 |
| 08/28/2026 | 584770 | ARAMARK REFRESHMENT SERVICES | 299.62 |
| 08/28/2026 | 584771 | ASCENTEK, INC | 682.61 |
| 08/28/2026 | 584772 | AVR, LLC | 812.58 |
| 08/28/2026 | 584773 | BEISSWENGER'S HOMETOWN HARDWA | 84.50 |
| 08/28/2026 | 584774 | BHUNIA,SOURAV K | 400.00 |
| 08/28/2026 | 584775 | Carlson, Lacey | 42.50 |
| 08/28/2026 | 584776 | CENTRAL MN TREE SERVICE | 10,000.00 |
| 08/28/2026 | 584777 | CENTRAL PRO SUPPLY 660 | 122.15 |
| 08/28/2026 | 584778 | CINTAS CORPORATION #470 | 361.94 |
| 08/28/2026 | 584779 | DAVEY RESOURCE GROUP, INC | 6,693.00 |
| 08/28/2026 | 584780 | DIETZ, CAROL | 17.85 |
| 08/28/2026 | 584781 | ELECTRO-WORKS, INC | 10,748.00 |
| 08/28/2026 | 584782 | Eshleman, Douglas | 85.00 |
| 08/28/2026 | 584783 | GARELICK STEEL COMPANY | 837.00 |
| 08/28/2026 | 584784 | Gatzlaff, Carly | 42.50 |
| 08/28/2026 | 584785 | GOODPOINTE TECHNOLOGY INC | 5,952.00 |
| 08/28/2026 | 584786 | GREAT LAKES COCA-COLA DISTRIB | 1,145.69 |
| 08/28/2026 | 584787 | GREENSPRING MEDIA | 800.00 |
| 08/28/2026 | 584788 | HAWKINS, INC. | 820.70 |
| 08/28/2026 | 584789 | HD SUPPLY | 2,415.48 |
| 08/28/2026 | 584790 | Holmquist, Austin | 75.00 |
| 08/28/2026 | 584791 | Holsen, Karin | 85.00 |
| 08/28/2026 | 584792 | HUELIFE, LLC | 820.00 |
| 08/28/2026 | 584793 | HUGO EQUIPMENT COMPANY | 4,091.83 |
| 08/28/2026 | 584794 | JEFF ELLIS & ASSOCIATES, INC | 1,980.00 |
| 08/28/2026 | 584795 | JOHNSON CONTROLS | 173.39 |
| 08/28/2026 | 584796 | KJ BRANDING | 8,990.00 |
| 08/28/2026 | 584797 | Lucarelli, Michelle | 42.50 |
| 08/28/2026 | 584798 | MARTIN MARIETTA MATERIALS | 4,287.37 |
| 08/28/2026 | 584799 | Mcgraw, Shayla | 37.50 |
| 08/28/2026 | 584800 | McGurran, Renee | 37.50 |
| 08/28/2026 | 584801 | McVenes, Sean | 37.50 |
| 08/28/2026 | 584802 | MENARDS - BLAINE | 296.72 |
| 08/28/2026 | 584803 | MENARDS - FRIDLEY | 617.11 |
| 08/28/2026 | 584804 | MINNESOTA DEPARTMENT OF CORRE | 850.00 |
| 08/28/2026 | 584805 | MINTERWEISMAN CO DBA CORE-MAR | 1,608.64 |
| 08/28/2026 | 584806 | Morrissey, Tom | 52.50 |
| 08/28/2026 | 584807 | NEW BRIGHTON PARKS & RECREATI | 1,339.09 |
| 08/28/2026 | 584808 | Nielsen, Megan | 37.50 |
| 08/28/2026 | 584809 | NIPPON SANSO MATHESON | 272.22 |
| 08/28/2026 | 584810 | NORTHWESTERN POWER EQUIPMENT | 555.29 |
| 08/28/2026 | 584811 | Oase, Courtney | 85.00 |
| 08/28/2026 | 584812 | Peterson, Erin | 42.50 |
| 08/28/2026 | 584813 | POSTMASTER | 2,770.80 |
| 08/28/2026 | 584814 | RAMSEY COUNTY | 1,076,047.47 |
| 08/28/2026 | 584815 | RAMSEY COUNTY | 3,276.16 |
| 08/28/2026 | 584816 | RDO EQUIPMENT CO | 503.70 |
| 08/28/2026 | 584817 | REINDERS, INC. | 1,395.00 |
| 08/28/2026 | 584818 | REVOLUTIONARY SPORTS, LLC | 1,582.70 |
| 08/28/2026 | 584819 | SAFE-FAST INC | 29.62 |
| 08/28/2026 | 584820 | Sands, Chelsea | 85.00 |
| 08/28/2026 | 584821 | SIGNATURE LIGHTING INC | 4,457.24 |
| 08/28/2026 | 584822 | SKYHAWKS MINNESOTA | 1,070.10 |
| 08/28/2026 | 584823 | SPORTS UNLIMITED INC.COM | 510.00 |
| 08/28/2026 | 584824 | Sullivan, Marsha | 40.00 |
| 08/28/2026 | 584825 | Thon, Eric & Liz | 42.50 |
| 08/28/2026 | 584826 | TLT ENTERPRISES | 31.00 |
| 08/28/2026 | 584827 | TOTAL COMFORT | 16.00 |
| 08/28/2026 | 584828 | TREVIPAY | 59.82 |
| 08/28/2026 | 584829 | WATSON COMPANY | 931.84 |
| 08/28/2026 | 584830 | WINDOW NATION LLC | 393.66 |
| 08/28/2026 | 584831 | YALE MECHANICAL INC | 15,056.62 |
| 08/28/2026 | 584832 | Zimny, Francis | 167.40 |
| Total 08/28/2026: | | | 1,233,332.92 |

| Check Date | Check | Vendor Name | Amount |
|---|---|---|---|
| **Bank USBNK US BANK CHECKING\4M** | | | |
| USBNK TOTALS: | | | |
| Total of 208 Checks: | | | 1,812,413.89 |
| Less 1 Void Checks: | | | 10,000.00 |
| Total of 207 Disbursements: | | | 1,802,413.89 |

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 07 2026 (Mo. Day Yr.) IN THE SUM OF $ 73145.41

**CITY OF SHOREVIEW**

| V # | W # |
|---|---|
| | |

Payee ANCOM COMMU

VENDOR # 02570
ANCOM COMMUNICATIONS INC
1800 E CLIFF RD
SUITE 17
BURNSVILLE, MN 55337

Purchase Order No.

Terms

Due Date 08/07/2026

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/08/2026 | 134030 | 434-4700-45800.200 | | OTHER EQUIPMENT - SHOREIVEW | 44,984.43 |
| 07/08/2026 | 134030 | 434-4700-45800.201 | | OTHER EQUIPMENT - ARDEN HILLS | 17,701.19 |
| 07/08/2026 | 134030 | 434-4700-45800.202 | | OTHER EQUIPMENT - NORTH OAKS | 10,459.79 |

CITY OF SHOREVIEW

Favor Of

ANCOM COMMUNICATIONS INC

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 09 16 2026 (Mo. Day Yr.) IN THE SUM OF $ 39000.00

**CITY OF SHOREVIEW**

| V # | W # |
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Payee APPDIRECT CSP

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|---|---|
| VENDOR # 100012<br>APPDIRECT CSP INC<br>PO BOX 532202<br><br>ATL, GA 30353-2202 | Purchase Order No.<br>Terms<br>Due Date 09/16/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 08/17/2026 | 194158634 | 101-4055-43860.003 | | ANNUAL EMAIL/APPS/VAULT LICENSES & | 39,000.00 |

CITY OF SHOREVIEW

Favor Of

APPDIRECT CSP INC

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| Total Amount of Voucher | $ | |
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| Total Amount of Warrant | $ | |

Month of _____ , _____

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 09 12 2026 (Mo. Day Yr.) IN THE SUM OF $ 36290.50

**CITY OF SHOREVIEW**

| V # | W # |
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Payee CRYSTEEL TRUC

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|---|---|
| VENDOR # 01271<br>CRYSTEEL TRUCK EQUIPMENT<br>PO BOX 733<br><br>LAKE CRYSTAL, MN 56055 | Purchase Order No.<br>Terms<br>Due Date 09/12/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 08/12/2026 | F54330 | 701-4650-45400.000 | | HEAVY MACHINERY | 36,290.50 |

CITY OF SHOREVIEW

Favor Of

CRYSTEEL TRUCK EQUIPMENT

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| Total Amount of Voucher | $ | |
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| Total Amount of Warrant | $ | |

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 09 14 2026 (Mo. Day Yr.) IN THE SUM OF $ 29795.00

**CITY OF SHOREVIEW**

| V # | W # |
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Payee KJ BRANDING

VENDOR # 101752
KJ BRANDING
215 ATLAS AVE NE
BUFFALO, MN 55313-2170

Purchase Order No.
Terms
Due Date 09/14/2026

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 08/14/2026 | 8754 | 434-4700-45910.200 | | ARCHITECT/ENGINEER - SHOREVIEW | 18,323.92 |
| 08/14/2026 | 8754 | 434-4700-45910.201 | | ARCHITECT/ENGINEER - ARDEN HILLS | 7,210.39 |
| 08/14/2026 | 8754 | 434-4700-45910.202 | | ARCHITECT/ENGINEER - NORTH OAKS | 4,260.69 |

CITY OF SHOREVIEW

Favor Of

KJ BRANDING

Total Amount of Voucher $
Deductions

Total Amount of Warrant $

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 09 17 2026 (Mo. Day Yr.) IN THE SUM OF $ 27709.86

**CITY OF SHOREVIEW**

| V # | W # |
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Payee LAKE JOHANNA

VENDOR # 00374
LAKE JOHANNA FIRE DEPT
3535 PINE TREE DR

ARDEN HILLS, MN 55112

Purchase Order No.

Terms

Due Date 09/17/2026

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 08/17/2026 | 2606200541 | 434-4700-45910.200 | | ARCHITECT/ENGINEER - SHOREVIEW | 17,041.56 |
| 08/17/2026 | 2606200541 | 434-4700-45910.201 | | ARCHITECT/ENGINEER - ARDEN HILLS | 6,705.79 |
| 08/17/2026 | 2606200541 | 434-4700-45910.202 | | ARCHITECT/ENGINEER - NORTH OAKS | 3,962.51 |

CITY OF SHOREVIEW

Favor Of

LAKE JOHANNA FIRE DEPT

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| Total Amount of Voucher | $ | |
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| Total Amount of Warrant | $ | |

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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 111462.28

**CITY OF SHOREVIEW**

| V # | W # |
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Payee MEDICA

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| VENDOR # 20228<br>MEDICA<br>NW 7958<br>PO BOX 1450<br>MINNEAPOLIS, MN 55485-7958 | Purchase Order No.<br>Terms<br>Due Date 08/01/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/14/2026 | 497696716054 | 101-0000-20411.000 | | HEALTH INSURANCE AUGUST 2026 | 6,503.19 |
| 07/14/2026 | 497696716054 | 101-0000-20410.000 | | HEALTH INSURANCE AUGUST 2026 | 104,959.09 |

CITY OF SHOREVIEW

Favor Of

MEDICA

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| Total Amount of Voucher | $ | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 20 2026 (Mo. Day Yr.) IN THE SUM OF $ 35146.00

**CITY OF SHOREVIEW**

| V # | W # |
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Payee MINNESOTA DEP

VENDOR # 00151
MINNESOTA DEPARTMENT OF REVENUE-T
MN. SALES & USE TAX
MAIL STATION 1110
SAINT PAUL, MN 55146

Purchase Order No.

Terms

Due Date 08/20/2026

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/01/2026 | JULY 2026 | 220-0000-21810.000 | | SALES USE TAX: JULY 2026 | 30,581.58 |
| 07/01/2026 | JULY 2026 | 701-4650-42120.003 | | SALES USE TAX: JULY 2026 | 93.68 |
| 07/01/2026 | JULY 2026 | 601-0000-21810.000 | | SALES USE TAX: JULY 2026 | 4,443.70 |
| 07/01/2026 | JULY 2026 | 220-4380-43610.000 | | SALES USE TAX: JULY 2026 | 24.93 |
| 07/01/2026 | JULY 2026 | 220-4380-42140.000 | | SALES USE TAX: JULY 2026 | 2.11 |

CITY OF SHOREVIEW

Favor Of

MINNESOTA DEPARTMENT OF REVENUE-TAX

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 15 2026 (Mo. Day Yr.) IN THE SUM OF $ 32550.00

**CITY OF SHOREVIEW**

| V # | W # |
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Payee NEIGHBORWOR

VENDOR # 100342
NEIGHBORWORKS HOME PARTNERS
533 DALE STREET NORTH

SAINT PAUL, MN 55103

Purchase Order No.

Terms

Due Date 08/15/2026

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/29/2026 | AMBLE DRIVE LOAN | 307-4410-44890.000 | | 2026 LOAN CAPITAL AMBLE DRIVE | 30,000.00 |
| 07/29/2026 | AMBLE DRIVE LOAN | 307-4410-44890.000 | | 2026 LOAN CAPITAL AMBLE DRIVE | 2,550.00 |

CITY OF SHOREVIEW

Favor Of

NEIGHBORWORKS HOME PARTNERS

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 15 2026 (Mo. Day Yr.) IN THE SUM OF $ 26922.50

**CITY OF SHOREVIEW**

| V # | W # |
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Payee NEIGHBORWOR

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|---|---|
| VENDOR # 100342<br>NEIGHBORWORKS HOME PARTNERS<br>533 DALE STREET NORTH<br><br>SAINT PAUL, MN 55103 | Purchase Order No.<br>Terms<br>Due Date 08/15/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/29/2026 | LOAN CAPITAL MERC | 307-4410-44890.000 | | 2026 LOAN CAPITAL MERCURY DRIVE | 24,475.00 |
| 07/29/2026 | LOAN CAPITAL MERC | 307-4410-44890.000 | | 2026 LOAN CAPITAL MERCURY DRIVE | 2,447.50 |

CITY OF SHOREVIEW

Favor Of

NEIGHBORWORKS HOME PARTNERS

Total Amount of Voucher $

Deductions

Total Amount of Warrant $

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 02 20 2026 (Mo. Day Yr.) IN THE SUM OF $ 349328.60

**CITY OF SHOREVIEW**

| V # | W # |
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| | |

Payee RAMSEY COUNT

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|---|---|
| VENDOR # 00569<br>RAMSEY COUNTY<br>121 7TH PL E STE 5100<br><br>SAINT PAUL, MN 55101-2419 | Purchase Order No.<br>Terms<br>Due Date 02/20/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 01/21/2026 | SHRFL-002374 | 101-4110-43190.000 | | LAW ENFORCEMENT SERVICES JAN 2026 | 349,328.60 |

CITY OF SHOREVIEW

Favor Of

RAMSEY COUNTY

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| Total Amount of Voucher | $ | |
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Mo. Day Yr. Signature Officer/Title

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Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 05 01 2026 (Mo. Day Yr.) IN THE SUM OF $ 349328.60

**CITY OF SHOREVIEW**

| V # | W # |
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Payee RAMSEY COUNT

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|---|---|
| VENDOR # 00569<br>RAMSEY COUNTY<br>121 7TH PL E STE 5100<br><br>SAINT PAUL, MN 55101-2419 | Purchase Order No.<br>Terms<br>Due Date 05/01/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 04/01/2026 | SHRFL-002398 | 101-4110-43190.000 | | RAMSEY COUNTY SERVICES APRIL 2026 | 349,328.60 |

CITY OF SHOREVIEW

Favor Of

RAMSEY COUNTY

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| Total Amount of Voucher | $ | |
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I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 07 31 2026 (Mo. Day Yr.) IN THE SUM OF $ 349328.60

**CITY OF SHOREVIEW**

| V # | W # |
|---|---|
| | |

Payee RAMSEY COUNT

| | |
|---|---|
| VENDOR # 00569<br>RAMSEY COUNTY<br>121 7TH PL E STE 5100<br><br>SAINT PAUL, MN 55101-2419 | Purchase Order No.<br>Terms<br>Due Date 07/31/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 07/01/2026 | SHRFL-002416 | 101-4110-43190.000 | | RAMSEY COUNTY SERVICES JULY 2026 | 349,328.60 |

CITY OF SHOREVIEW

Favor Of

RAMSEY COUNTY

| | | |
|---|---|---|
| Total Amount of Voucher | $ | |
| Deductions | | |
| | | |
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| | | |
| | | |
| Total Amount of Warrant | $ | |

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

# ACCOUNTS PAYABLE VOUCHER



VOUCHER NO. WARRANT NO. DATE ALLOWED 08 26 2026 (Mo. Day Yr.) IN THE SUM OF $ 41776.32

**CITY OF SHOREVIEW**

| V # | W # |
|---|---|
| | |

Payee XCEL ENERGY

| | |
|---|---|
| VENDOR # 10206<br>XCEL ENERGY<br>PO BOX 4176<br><br>CAROL STREAM, IL 60197-4176 | Purchase Order No.<br>Terms<br>Due Date 08/26/2026 |

| INVOICE DATE | INVOICE NUMBER | APPROP NUMBER | PROJECT | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| 08/11/2026 | 990212587 | 220-4380-43610.000 | | GAS & ELECTRIC UTILITY BILL | 38,715.97 |
| 08/11/2026 | 990212587 | 220-4380-42140.000 | | GAS & ELECTRIC UTILITY BILL | 3,060.35 |

CITY OF SHOREVIEW

Favor Of

XCEL ENERGY

| | | |
|---|---|---|
| Total Amount of Voucher | $ | |
| Deductions | | |
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| | | |
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| Total Amount of Warrant | $ | |

Month of _____ , _____

| VOUCHER RECORD | ACCT # | |
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| Total | | |

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized theron for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members

# Memorandum

**TO:** City Council

**FROM:** Tom Wesolowski , Public Works Director

**DATE:** September 8, 2026

**SUBJECT:** Accept quotes for fleet and public vehicle EV charging stations

**ITEM NUMBER:** 8.f

**SECTION:** CONSENT AGENDA

---

**REQUESTED MOTION**

To accept the quotes from Carbon Day in the total amount of $42,612.00 to purchase fleet and public vehicle EV charging stations.

**INTRODUCTION**

Staff solicited quotes to purchase two fleet and two public vehicle EV charging stations which will be installed at the community center. City council authorization is required to accept the quotes and purchase the charging stations.

**DISCUSSION**

At the August 17 meeting, the council accepted quotes for electrical improvements at the community center required for the installation of fleet and public EV charging stations. The electrical improvements will be completed this fall as part of the community center parking lot improvements and the installation of the chargers are part of the improvements.

Two, dual port, 80-amp public charging stations would be installed in the lower level community center parking lot with the ability to charge up to four vehicles at one time. One, dual port, 50-amp fleet vehicle charging station would be installed in the lower service alley where the community development and engineering/natural resources vehicles park and one, dual port, 50-amp fleet vehicle charging station would be installed in in the upper community center parking lot where the administration vehicles park. A map showing the approximately locations of the proposed chargers is attached at the end of this report. The location of the two existing public EV charging stations located in the upper community center parking lot are also shown for reference.

Staff requested and received quotes from Carbon Day, for charging stations by Chargepoint. Chargepoint maintains one of the largest EV charging networks in the world as well as suppling chargers and associated software to entities like Shoreview for public and fleet vehicles. The cities existing chargers at the community center and Bobby Theisen Park were supplied by Chargepoint. A Chargepoint application allows users to access the public chargers and they are charged a fee for the electricity that is used. The city then receives a payment from Chargepoint. Fees for the city's charging station are set as part of the administrative fee schedule and can be adjusted annually. The fleet chargers will be set up to only allow charging of the cities EV fleet vehicles and will not be available for the public to use.

One quote was received for the two public charging stations for a total cost of $28,666.00 and one quote for the two fleet charging stations for a total cost of $13,946.00. Copies of the quotes are attached at the end of this report. Both quotes include a five year cloud plan and parts and labor warranty. The purchase of the public charging stations would be funded from the community invest fund and the purchase of the fleet chargers from the central garage fund.

**RECOMMENDATION**

It is recommended the city council accept the quotes from Carbon Day in the total amount of $42,612.00 for fleet and public vehicle EV charging stations.

**ATTACHMENTS**

Carbon Day Fleet EV charger quote
Carbon Day Public EV charger quote
EV charging station location map

**QUOTE**
August 13, 2026

Mr. Tom Wesolowski
City of Shoreview, MN Parks and Rec
4600 Victoria Street North
Shoreview, MN 55126
651-490-4652
twesolowski@shoreviewmn.gov

CPF50 Dual Bollard Fleet Station with 5 years Labor and Parts Warranty
18' Cable with Cable Management Kit

**REFERENCE: Shoreview MN Sourcewell Contract # 021825-CPI CPF50 Series 50 Amp Dual Bollard Station With Omni Port, 5 Years Prepaid Core Cloud and Assure Parts and Labor X 2**

| Model Number | Description | QTY | Price Per Station | Total Price |
|---|---|---|---|---|
| CPF50-L18-PEDMNT-CMK6-Dual-GW-USA | Dual Bollard Cable with Cable Management Kit Built-in Gateway. Includes Concrete Mounting Kit | 2 | List $3.570 $3,213 | $6,426 |
| CP-SW-STE-CORE-AC-1P-60M | CPF50 Series 5 Year Core Cloud Plan | 4 | $1,080 | $4,320 |
| CP-ASSURE-CPF50-1S-60M | CPF50 Series 5 Year Parts and Labor Warranty | 4 | $600 | $2,400 |
| CPF-ACTIVE | CPF50 Series Initial Station Activation | 4 | $100 | $400 |
| Shipping | Shipping | 2 | $200 | $400 |
| Amount Due | **Total cost before installation** | | | $13,946.00 |



**Signature** **Date**

**Ship to:**

Rob Spatz - 518-645-6733 - rob.spatz@carbondayevcharging.com - 163 S. Wheeling Rd. - Wheeling, IL 60090
Visit Our Website: https://carbondayevcharging.com/

**Initial Station Activation and Configuration Service includes activation of cloud services and configuration of radio groups,**
connections, access control, visibility control, pricing, reports and alerts. One time initial service per port $100

**Core Cloud Plan available in prepay options:**
Annual fee includes: Dashboard & Reporting, Station Operations, Data Assist AI, Power Share.
Station Diagnostics, Rights & Object Grant

5 years $1,080 ($216 per year) per port

**Optional Programs:**

Assure Warranty optional extended Labor and Parts Warranty:

5 years $600 ($120 per year) per port

**** Other Standard Terms and Conditions**

20% restocking fee for any product returned to ChargePoint
Invoice Terms: 50% due upon placement of order and balance due 30 days after shipment of product.
Issue payment to CD LLC
ChargePoint 2 year parts warranty applies for all products. Warranty will be between purchaser and ChargePoint.
Cloud and Assure plans start upon station activation or 90 days after ship date, whichever is first.
Prices are confidential and expire: September 12, 2026

**Rob Spatz - 518-645-6733 - rob.spatz@carbondayevcharging.com - 163 S. Wheeling Rd. - Wheeling, IL 60090**
Visit Our Website: https://carbondayevcharging.com/

**QUOTE**
July 31, 2026

Mr. Tom Wesolowski
City of Shoreview, MN Parks and Rec
4600 Victoria Street North
Shoreview, MN 55126
651-490-4652
twesolowski@shoreviewmn.gov

CP6621 (Dual Bollard 80 Amp, 18' Self-Retracting Cables **WITH OMNI PORT**)
With Power Share Jumper And 5 Year Labor and Parts Warranty

**REFERENCE: Shoreview MN Sourcewell Contract # 021825-CPI CP6600 Series 80 Amp Dual Bollard Station With Omni Port, 5 Years Prepaid Professional Cloud and Assure Parts and Labor X 2**




| Model Number | Description | QTY | Price Per Station | Total Price |
|---|---|---|---|---|
| ChargePoint CP6621B-80A-L5.5 | 80 Amp Dual Bollard with 18' Cable and Omni port Locking Holster and Card Reader | 2 | List $11,082 $8,879 | $17,758 |
| CP-SW-STE-PROFESSIONAL-AC-1P-60M | CP6000 Series 5 Year Professional Cloud Plan | 4 | $1,640 | $6,560 |
| CP-ASSURE-CP6000-1S-60M | CP6000 Series 5 Year Parts and Labor Warranty | 2 | $1,700 | $3,400 |
| CP6000-CMT-NA-ENT | CP6000 Series Bollard Concrete Mounting Kit | 2 | $125 | $250 |
| CPSUPPORT-ACTIVE | Initial Activation and Configuration | 2 | $349 | $698 |
| Shipping | Shipping | 2 | $320 | $640 |
| Amount Due | Total cost before installation | | $14,333.00 | $28,666.00 |

**Signature** **Date**

**Ship to:**

Rob Spatz - 518-645-6733 - rob.spatz@carbondayevcharging.com - 163 S. Wheeling Rd. - Wheeling, IL 60090
Visit Our Website: https://carbondayevcharging.com/

**Initial Station Activation and Configuration Service includes activation of cloud services and configuration of radio groups,** connections, access control, visibility control, pricing, reports and alerts. $349

**Commercial Cloud Plan available in prepay options:**

Annual fee includes: Public Sharing, Pricing Control, Tap to Pay, Custom Scren, Session Limits

1 year $365
2 years $715 ($357.50 per year) per plug
3 years $1,040 ($346.66 per year) per plug
4 years $1,360 ($340 per year) per plug
5 years $1,640 ($328 per year) per plug

**Optional Programs:**

Assure Warranty optional extended Labor and Partds Warranty:

1 year $430
2 years $800 ($400 per year)
3 years $1,140 ($380 per year)
4 years $1,440 ($360 per year)
5 years $1,700 ($340 per year)

**** Other Standard Terms and Conditions**

20% restocking fee for any product returned to ChargePoint
Terms: 50% due upon placement of order and balance due 30 days after shipment of product.
Issue payment to CD LLC.
All ChargePoint Station Activations must be completed by a ChargePoint Certified Installer.
ChargePoint 2 year part warranty applies for all products. Warranty will be between purchaser and ChargePoint.
Cloud and Assure plans start upon station activation or 60 day's after ship date, whichever is first.☐
Prices are confidential and expire: August 30, 2026

**Rob Spatz - 518-645-6733 - rob.spatz@carbondayevcharging.com - 163 S. Wheeling Rd. - Wheeling, IL 60090**
Visit Our Website: https://carbondayevcharging.com/

# Map Ramsey




8/25/2026, 11:25:01 AM

Personal Property

Tax Parcels

Cities

County Offices

1:600

0 0.01 0.01 0.03 mi

0 0.01 0.02 0.04 km

# Memorandum

**TO:** City Council

**FROM:** Stephanie Smith , City engineer

**DATE:** September 8, 2026

**SUBJECT:** Receive bids and award contract for the Target Pond Improvement, city project 26-10A, to Winberg Companies, LLC in the amount of $164,613.81.

**ITEM NUMBER:** 8.g

**SECTION:** CONSENT AGENDA

---

**REQUESTED MOTION**

To adopt resolution no. 26-70 accepting the bid from Winberg Companies, LLC for the Target Pond Improvement, city project 26-10A, and authorizing the mayor and city manager to execute a construction contract in the amount of $164,613.81.

**INTRODUCTION**

Electronic bids were received and viewed on August 27, 2026 for the Target Pond Improvement, city project 26-10A. Council action is required to award the construction contract.

**DISCUSSION**

Target Pond is a city-owned pond that is east of Lexington Avenue, near Target. A project map is attached to this report. The existing sand filtration system in the pond receives runoff from the nearby paved surfaces and flows into Valentine Lake, which has been on the MPCA's impaired water list since 2002. The Target Pond Improvement, city project 26-10A, will construct an iron-enhanced filtration system in the pond. The goal of this project is to provide additional water quality treatment before the stormwater gets to Valentine Lake, improving the lake's water quality and working toward removing it from the impaired waters list.

On July 20, 2026, the city council approved plans and specifications and ordered the taking of bids for the Target Pond Improvement, city project 26-10A. The bid was publicly advertised and, on August 27, 2026, ten bids were received and opened. All bids were submitted with proper bid security in the amount of five (5) percent of the total amount bid as required by the project manual. The bid amounts are listed below:

| Bidder | Bid Amount |
|---|---|
| Winberg Companies LLC Veteran Owned | $164,316.81 |
| Veit & Company, Inc. | $197,750.00 |
| Urban Companies LLC | $236,942.00 |
| New Look Contracting, Inc. | $274,337.00 |

| | |
|---|---|
| Park Construction Company | $283,187.00 |
| Valley Paving Inc | $284,676.00 |
| Forest Lake Contracting | $292,890.00 |
| Boulder Creek, Inc. | $297,500.00 |
| JL Theis, Inc | $307,508.00 |

Winberg Companies, LLC is the lowest responsible bidder at $164,316.81. The low base bid results in an estimated total cost for the project of $250,000.00, including allowances for contingency, engineering and administrative costs.

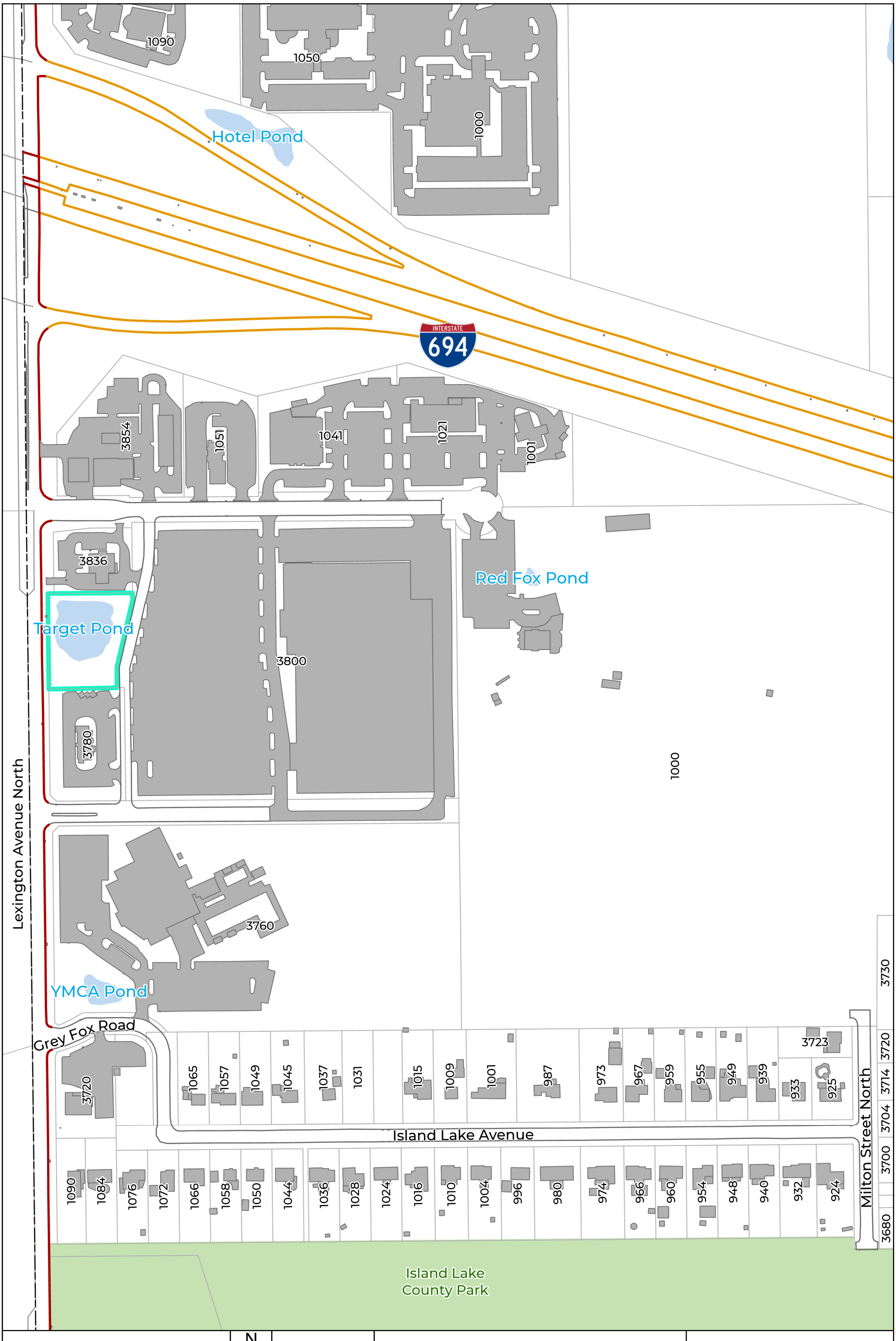
This project was budgeted for in the capital improvement plan for 2026 construction. The Rice Creek Watershed District awarded the city a stormwater management grant of $75,000 for this project. The remaining $175,000 in funding will come from the city's surface water fund. The project will not include special assessments.

**RECOMMENDATION**

It is recommended the city council adopt the attached resolution 26-70 accepting the bid from Winberg Companies, LLC for the Target Pond Improvement, city project 26-10A, and authorizing the mayor and city manager to execute a construction contract in the amount of $164,316.81.

**ATTACHMENTS**

Target Pond Improvement Map
Resolution 26-70




SHOREVIEW

N

1" = 200'

# Target Pond Improvements (2026)

City of Shoreview Public Works
3/26/2

**EXTRACT OF MINUTES OF MEETING OF THE**

**CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

Pursuant to due call and notice thereof, a meeting of the city council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on September 8, 2026 at 7 pm. The following members were present:

LIST THE COUNCILMEMBERS THAT WERE PRESENT

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

* * * * * * * * * * * * * *

**RESOLUTION NO. 26-70**

**A RESOLUTION ACCEPTING BIDS AND AWARDING THE CONTRACT FOR THE TARGET POND IMPROVEMENTS, CITY PROJECT 26-10A**

**WHEREAS,** the Target Pond Improvements, city project 26-10A, was included in the capital improvement plan; and

**WHEREAS,** pursuant to an advertisement for bids, bids were received, reviewed and tabulated according to MN Statute, and the following bids were received:

| **Bidder** | **Bid Amount** |
|---|---|
| Winberg Companies LLC | $164,316.81 |
| Veit & Company, Inc. | $197,750.00 |
| Urban Companies LLC | $236,942.00 |
| New Look Contracting, Inc. | $274,337.00 |
| Park Construction Company | $283,187.00 |
| Valley Paving Inc | $284,676.00 |
| Forest Lake Contracting | $292,890.00 |
| Boulder Creek, Inc. | $297,500.00 |
| JL Theis, Inc | $307,508.00 |
| North Pine Aggregate | $318,260.00 |

**WHEREAS,** city staff recommend awarding the contract to the lowest responsible bidder, Winberg Companies, LLC.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW THAT**:

1. All bids were received as submitted August 27, 2026.

2. The bid from Winberg Companies, LLC in the amount of $164,613.81 is hereby accepted.

3. The mayor and city manager are hereby authorized and directed to enter into construction contract for the Target Pond Improvements, city project 26-10A with Winberg

* * * * * * * * * * * * * *

The motion of the foregoing resolution was duly seconded by Councilmember _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed and adopted the 8th day of September, 2026.

_____

Sue Denkinger, Mayor

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8th day of September, 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to accepting bids and awarding contract for Target Pond Improvement, city project 26-10A.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9th day of September, 2026.

_____

Brad Martens, City Manager

SEAL

# Memorandum

**TO:** City Council

**FROM:** Stephanie Smith , City engineer

**DATE:** September 8, 2026

**SUBJECT:** Establish parking restrictions on Lepak Court

**ITEM NUMBER:** 8.h

**SECTION:** CONSENT AGENDA

---

**REQUESTED MOTION**

To adopt Resolution No. 26-71 establishing parking restrictions on Lepak Court.

**INTRODUCTION**

The Moundsview School District has requested the city restrict on-street parking on Lepak Court. Staff reviewed Lepak Court near Turtle Lake Elementary School and recommends changes to the on-street parking regulations near the crosswalk to the school. State law requires that any changes to regulatory type signs (stop, parking, speed limit, etc.) be ordered by the city council.

**DISCUSSION**

The City has heard from Mounds View School District regarding issues created by on-street parking. The congestion makes it difficult for drivers to see children in the crosswalk on their way to school. On review, Lepak Court can have parking restricting on both sides of the road, near the crosswalk, to improve visibility. Please refer to the map exhibit on the resolution for the location of the recommended "No Parking" area.

If authorized by the city council, public works will prepare and install appropriate signage.

**RECOMMENDATION**

Staff recommends the city council adopt resolution 26-71 establishing parking restrictions on Lepak Court.

**ATTACHMENTS**

Resolution 26-71.pdf

**EXTRACT OF MINUTES OF MEETING OF THE**

**CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

Pursuant to due call and notice thereof, a meeting of the city council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on September 8, 2026 at 7 pm. The following members were present:

LIST THE COUNCILMEMBERS THAT WERE PRESENT

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

* * * * * * * * * * * * * *

**RESOLUTION NO. 26-71**

**A RESOLUTION PARKING RESTRICTIONS ON**

**A PORTION OF LEPAK COURT**

**WHEREAS,** the City of Shoreview, as a road authority, is responsible for traffic control on local streets; and

**WHEREAS,** the City received a request for revisions to on-street parking regulations on Lepak Court, a public street under City jurisdiction; and

**WHEREAS,** City staff reviewed the request, reported findings and recommended parking restrictions for a portion of Lepak Court, as show in Exhibit A, to the city council.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREVIEW THAT**:

1. Parking restrictions are hereby established on that portion of Lepak court as depicted in Exhibit A.

2. The public works director is hereby directed to place “No Parking” signage along said portion of Lepak Court.

* * * * * * * * * * * * * *

The motion of the foregoing resolution was duly seconded by Councilmember _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed and adopted the 8th day of September, 2026.

_____

Sue Denkinger, Mayor

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8th day of September, 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to restricting on-street parking on a portion of Lepak Court.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9th day of September, 2026.

_____

Brad Martens, City Manager

SEAL




SHOREVIEW | N | 1" = 50' | No Parking Zones | No Parking - Lepak Court | City of Shoreview Public Works

# Memorandum

**TO:** City Council

**FROM:** Krista Billerbeck , Natural resources manager

**DATE:** September 8, 2026

**SUBJECT:** Accept Solar on Public Buildings grant and authorize the mayor and city manager to execute the agreement for solar installation at Bobby Theisen Park

**ITEM NUMBER:** 8.i

**SECTION:** CONSENT AGENDA

---

**REQUESTED MOTION**

To accept the grant awarded to the city through the Solar on Public Buildings program and to approve the agreement with All Energy Solar for the installation of solar on the Bobby Theisen Park building.

**INTRODUCTION**

The city council is being asked to accept grant funding and approve the agreement for a solar installation on the new park building at Bobby Theisen Park.

**DISCUSSION**

City staff applied for and was awarded a grant through the recent round of the Solar on Public Buildings program through the Minnesota Department of Commerce. The program awards grants for up to 70% of project costs for a solar array that is built on or adjacent to a public building and is the lesser of a 40 kW system capacity of 120% of the building's annual electricity consumption. The grant is able to be combined with the Federal Direct Pay tax credit which may cover the whole cost of the system.

As part of the application process, staff requested proposals from solar contractors for a rooftop solar installation at the new park building at Bobby Theisen Park. Proposals were received from All Energy Solar and Cedar Creek Energy. All Energy Solar provided the low quote with a total system cost of $94,800. The Solar on Public Buildings grant will fund $66,360 of that amount and the city will plan to apply for the Federal Direct Pay tax credit for the remainder, $28,440. The project plans to install 82 panels on the east, south, and west facing portions of the roof.

If approved by the council and once the grant agreement is complete, All Energy Solar will begin the interconnection process with Xcel and complete the final design work with the installation to take place next year.

**RECOMMENDATION**

It is recommended that the city council accept accept Solar on Public Buildings grant and authorize the mayor and city manager to execute the agreement for solar installation at Bobby

Theisen Park.

**ATTACHMENTS**

Draft grant agreement Shoreview_(SPB26-007).pdf

Draft copy

**STATE OF MINNESOTA**
**GRANT CONTRACT AGREEMENT**
**Swift Contract Number:**

*Draft contract agreement, please do not sign*

This Grant Contract Agreement is between the State of Minnesota, acting through its Department of Commerce ("State") and City of Shoreview, 4600 Victoria St N, Shoreview, MN 55126 ("Grantee").

## Recitals

Under Minn. Stat. § 216C.02, subd. 1, the State is empowered to enter into this Grant Contract Agreement. The State seeks to stimulate the installation of solar energy systems on public buildings pursuant to MN Statutes § 216C.377. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

## Grant Contract Agreement

### 1 Term of Grant Contract Agreement

**1.1 Effective Date.** September ##, 2026, or the date the State obtains all required signatures, whichever is later.

Per Minnesota Statutes § 16B.98, Subd. 5, the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per Minnesota Statutes § 16B.98 Subd. 7, no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

**1.2 Expiration Date.**

A. March ##, 2028, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**1.3 Survival of Terms.** The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

### 2 Specifications, Duties, and Scope of Work

The parties will perform the services outlined in Exhibit A: Specifications, Duties, and Scope of Work.

## 3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

## 4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

**4.1 Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **Sixty-Six Thousand Three Hundred Sixty dollars ($66,360.00)**, which shall be paid in accordance with the terms outlined in Exhibit B: Payment Schedule, which is attached and incorporated into this Grant Contract Agreement.

**4.2 Invoices.** Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: Please refer to Exhibit B.

**4.3** ***Retainage***. No more than 95 percent of the amount due under this grant contract may be paid until the final product of this grant contract has been reviewed by the State's Authorized Representative. The balance due will be paid when the State's Authorized Representative determines that the Grantee has satisfactorily fulfilled all the terms of this grant contract.

**4.4 Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

## 5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 Contracting and Bidding Requirements

The Grantee is required to comply with Minnesota Statutes § 471.345, Uniform Municipal Contracting Law.

**6.1** The Grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§ 177.41 through 177.50, as applicable.

**6.2** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement.

**6.3** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

## 7 Authorized Representatives

**7.1** The State's Authorized Representative is **John-Michael Cross, Solar Coordinator, john-michael.cross@state.mn.us, 651-539-1020,** or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

**7.2** The Grantee's Authorized Representative is **Brad Martens, City Manager, bmartens@shoreviewmn.gov, 651-490-4611**, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.

The Grantee's Project Manager is **Krista Billerbeck, Natural Resources Manager, kbillerbeck@shoreviewmn.gov, 651-490-4665,** or their successor. If the Grantee's Project Manager changes at any time during this grant contract, the Grantee must notify the State.

**7.3** The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

## 8 Assignment, Amendments, Waiver, and Contract Complete

**8.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.

**8.2 Amendments.** Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement or their successors.

**8.3 Waiver.** If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

**8.4 Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

## 9 Subcontracting and Subcontract Payment

**9.1** A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

**9.2** The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, Minnesota Statutes § 16B.97, Subd.4 (a) (1) and other relevant statutes and regulations; and that subaward performance goals are achieved.

**9.3** During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.

**9.4** No sub agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.

**9.5** The Grantee must pay any subrecipient in accordance with Minnesota Statutes § 16A.1245.

**9.6** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

## 10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

## 11 State Audits

Under Minnesota Statutes § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

## 12 Government Data Practices and Intellectual Property Rights

**12.1 Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

**12.2 Intellectual Property Rights.** The Grantee shall own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant contract. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes,

disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant contract.

**12.3 License to the State**. Subject to the terms and conditions of this grant contract, the Grantee hereby grants to the State a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify distribute, perform and otherwise use the works and documents for any and all purposes, in all forms and manners that the State, in its sole discretion, deems appropriate. The Grantee shall upon the request of the State, execute all papers and perform all other acts necessary, to document and secure said right and license to the works and documents by the State. At the request of the State, the Grantee shall permit the State to inspect the original documents and provide a copy of any of the document to the State, without cost, for use by the State in any manner the State, in its sole discretion, deems appropriate.

**12.4 Obligations**. Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

## 13 Workers Compensation

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## 14 Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 15 Termination

### 15.1 Termination by the State.

**A. Without Cause.**

The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**B. With Cause.**

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**15.2 Termination by the Commissioner of Administration.**

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

**15.3 Termination for Insufficient Funding.**

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

## 16 Publicity and Endorsement

**16.1 Publicity.** Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee's website, when practicable.

**16.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

## 17 Data Disclosure

Under Minnesota Statutes § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## Exhibits

The following Exhibits are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

**Exhibit A: Specifications, Duties, and Scope of Work**

**Exhibit B: Payment Schedule**

## Grant Contract Agreement Signature Page

**State Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15*

Print Name: _____

Signature: _____

Title: _____ Date: _____

SWIFT Contract No. _____

**Grantee**

*With delegated authority*

Print Name: _____

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

**State Agency**

*With delegated authority*

Print Name: _____

Signature: _____

Title: _____ Date: _____

## Exhibit A: Specifications, Duties, and Scope of Work

The Grantee shall comply with all applicable grants management policies and procedures, set forth through Minnesota Statutes § 16B.97, subd. 4 (a).

**A. Project**: SPB26-007; City of Shoreview – Bobby Theisen Park Building

**B. Project Goal**: In 2023 the Minnesota Legislature established the Solar on Public Buildings (SPB) Grant Program (Minn. Stat. § 216C.377). The purpose of this program is to provide grants to stimulate the installation of solar energy systems on or adjacent to public buildings.

**C. The Grantee shall do all things necessary, including partnering with subcontractors, to complete the following tasks according to the following schedule:**

| Task Description | Deadline |
|---|---|
| **1 System Components** | End of month 4 |
| 1.1 All PV modules necessary for the System are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer or Grantee.<br>1.2 All other System components, including inverters, are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer/Grantee.<br><br>**Deliverable(s):**<br>• Submit any invoice(s) or receipt of payment(s) for reimbursement.<br>  ○ Upload supporting documentation including, but not limited to, receipts, shipping label/packing slip, proof of delivery.<br>• If equipment has not been received yet, upload proof of order and/or possession of modules and BOS components and anticipated delivery date.<br>• Enter Task 1 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. | |
| **Project Updates:** | |
| • Provide a thorough update on project progress including:<br>  ○ Setbacks<br>  ○ Timeline updates<br>  ○ Anticipated completion<br>  ○ System promotion planning<br>  ○ Any other relevant updates | |
| **2 Interconnection** | End of month 8 |
| 2.1 All necessary interconnection documentation/applications have been filed and submitted to Grantee electric utility.<br>2.2 All necessary interconnection fees have been paid to Grantee electric utility.<br><br>**Deliverable(s):**<br>• Submit any invoice(s) or receipt of payment(s), for reimbursement.<br>  ○ Upload supporting documentation as proof of interconnection paperwork submission | |

| Task Description | Deadline |
|---|---|
| and related fee payments.<br>• Enter Task 2 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. | |
| **Project Updates:** | |
| • Provide a thorough update on project progress including:<br>○ Setbacks<br>○ Timeline updates<br>○ Anticipated completion<br>○ System promotion planning<br>○ Any other relevant updates | |
| **3 System Installation** | End of month 18 |
| 3.1 All components of the System have been fully installed.<br>3.2 System has been inspected and approved by Grantee Local Authority Having Jurisdiction.<br>3.3 A proof of witness test for the System has been completed by the Grantee electric utility.<br>3.4 At the time of any System level work order execution, Grantee's Developer returned any damaged and/or defective panels through the distribution chain for recycling and inverters to the manufacturer under warranty.<br><br>**Deliverable(s):** *(all documentation will be furnished)*<br>• Submit any invoice(s) or receipt of payment(s) for reimbursement.<br>○ Upload supporting documentation of proof of interconnection.<br>• Upload a *Statement of Compliance* form.<br>• Upload a signed inspection form and proof of witness test.<br>• Collect and maintain prevailing wage reports, as required, Minn Stat. 177.27, 177.30.<br>• Enter Task 3 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. | |
| **Project Updates:** | |
| • Provide a thorough update on project progress including:<br>○ Press releases<br>○ Stories/case studies<br>○ Webpage development<br>○ Social media<br>○ Other in-person promotional events | |
| **4 Promotion** | End of month 18 |
| Media Kit Acknowledgement<br>When a local government building goes solar, it's an opportunity for the entire community to learn about the benefits and partnership with the Department. To help Grantees with promoting the work under this grant, the Department will provide an online Media Kit, and will be available on the Solar on Public Buildings webpage. It will include:<br>• Press release template<br>• Article template (for website or newsletter)<br>• Social media handles, example language, and graphics | |

| Task Description | Deadline |
|---|---|
| • Customizable poster<br>• Customizable event flyer<br>4.1 For any public communications about the solar project, on websites, newsletters, news media, social media, etc., the Grantee will recognize funding from the Minnesota Department of Commerce Solar on Public Buildings Program. Upload an example of such public communication.<br>4.2 For any public events about the solar project, Grantee will extend an invitation to the Minnesota Department of Commerce by sending event details and an invitation to the State's Authorized Representative.<br>4.3 Once the System is installed and operational, the Grantee will provide 1+ photo to the State of the System. Grantee is responsible for photo consent forms.<br>4.4 Grantee is encouraged to use the media kit and promotional templates provided by the Minnesota Department of Commerce. Upload a sample of public publicity such as a poster or event flyer.<br><br>**Deliverable(s):**<br>• Acknowledge review of Media Kit materials.<br>• Any final invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement.<br>• Enter Task 4 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. | |
| **Promotion Plan Updates:** | |
| • The local unit of government is required to publicly acknowledge the Solar on Public Buildings grant award from the Minnesota Department of Commerce. Provide an update on project promotional plan, including the timeline. This may include, but is not limited to:<br>○ Public presentation(s) at Council or Board meetings, at conferences, community events<br>○ Press releases<br>○ Stories/case studies<br>○ Webpage development<br>○ Ribbon cutting<br>○ Other in-person promotional events | |
| **5 Reporting and Invoicing** | Ongoing |
| 5.1 The Grantee must inform the State's Authorized Representative, as often as necessary, to discuss issues requiring immediate attention, such as schedule deviations, scope of work modifications, concerns related to the project's progress, budget issues or questions, and any other topic that might require a dialogue regarding the best way to proceed.<br>5.2 The Grantee will provide the State's Authorized Representative with any additional information requested throughout the project pertaining to project status upon request.<br>5.3 The Grantee will submit invoices for reimbursement at least as often as requested in Tasks 1-4 above and as often as monthly.<br>5.4 The Grantee will submit documentation of federal tax credits (including any bonus credits) received for the project. | |
| **6. System Component Reporting and End of Life Recycling** | Ongoing |
| 6.1 System Level Work Order Execution: At the time of any System level work order execution, Grantee's Developer shall be responsible for returning damaged and/or defective panels | |

| Task Description | Deadline |
|---|---|
| through the distribution chain for recycling and inverters to the manufacturer under warranty.<br>6.2 Operations and Maintenance (O&M): While engaged in an O&M contract, Grantee's Developer shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.<br>6.3 System Components Under Warranty: Grantee's Developer shall be responsible for tracking System equipment under warranty that cease to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.<br>6.4 Third Party Ownership: While engaged in a power purchase agreement (or third-party ownership model) contract, the Grantee's contractor shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.<br>6.5 End of Life Decommissioning and Recycling: At the time of decommissioning or System removal, the Grantee shall be responsible for the recycling any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6 below.<br>6.6 Tracking and Reporting: All tracking and recycling of System Equipment that ceases to function as intended (for any reason) shall include counts of modules and inverter types and be reported on an annual basis, by March 31 for the previous calendar year, to the Minnesota Pollution Control Agency (MPCA). A recycling and reporting form will be available on the Department's webpage and provided upon contract execution.<br><br>**Deliverable(s):**<br>• Throughout the System's lifetime, a copy of the previous year's recycling and reporting form (which must be submitted to MPCA annually by March 31st for the previous year) is also submitted to the Department by uploading an *Annual Check-In* form.<br>• Throughout the System's lifetime, the Grantee will upload an *Annual Check-In* form is uploaded annually beginning 12 months after System commissioning. | |

## Exhibit B: Payment Schedule

**Project**: SPB26-007; City of Shoreview – Bobby Theisen Park Building

**Budget:** List the detailed budget, broken down in the below tables by Grantee System installation expenses and Grantee System installation funding sources. Categories have been pre-populated via budget values provided via the Grant Application. Review, add additional details, and edit the budget as necessary. Eligible expenses include only those costs incurred by Grantee towards purchase and installation of the System.

Note: The payment schedule must match the schedule between the Grantee and Developer per the contract with the Developer.

| PAYMENT SCHEDULE | Item (Expense) | Details | Total Cost |
|---|---|---|---|
| Payment to Developer | Deposit | 10% | $9,480.00 |
| Payment to Developer | Interconnection approved | 40% | $37,920.00 |
| Payment to Developer | Installation begins | 30% | $28,440.00 |
| Payment to Developer | Passed electrical inspection | 15% | $14,220.00 |
| Payment to Developer | Final Payment | 5% | $4,740.00 |
| | | | |
| | | **TOTAL GRANTEE SYSTEM INSTALLATION EXPENSES** | $94,800.00 |

| FUNDING SOURCES: | Item | Details | Total Cost |
|---|---|---|---|
| MN Commerce | Solar on Public Buildings | Grant – 70%* | $66,360.00 |
| U.S. Internal Revenue Services | ITC | 30% | $28,440.00 |
| | | | |
| | | **TOTAL GRANTEE SYSTEM INSTALLATION FUNDING SOURCES** | $94,800.00 |

*Grant award may decrease if total project costs are less or if project size decreases to another system size category in this round's RFP: *Minnesota Solar on Public Buildings Program*, Reference Number: *COMM-SPB05-20260427*, under Section II. Funding Availability (p. 3-6).

In accordance with Minnesota Management and Budget Statewide Operating Policy 0801-01, payment shall be made within 30 days following the State's Authorized Representative approval of an invoice. Payments will not be made if reports or other deliverables are outstanding.

# Memorandum

**TO:** City Council

**FROM:** Izaak Peterson , Senior Planner

**DATE:** September 8, 2026

**SUBJECT:** 1090 Gramsie Road - Final Plat and Final Stage PUD (Christian Brothers Automotive)

**ITEM NUMBER:** 8.j

**SECTION:** CONSENT AGENDA

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**REQUESTED MOTION**

To approve the Final Plat, Final PUD applications submitted by Christian Brothers Automotive, for the property at 1090 Gramsie Road, subject to the following conditions:

**Final Plat**

1. The applicant is required to enter into a Subdivision Agreement and submit the required financial sureties and fees. Said agreements shall be executed and the financial sureties and fees paid prior to the release of the Final Plat. The agreement shall address:
    1. Construction management and nuisances that may occur during the construction process, including on-site parking for contractors.
    2. Landscape installation and maintenance.
    3. Tree removal and replacement
    4. Maintenance of stormwater management facilities.
2. The Declaration of Easements, Restrictions, Covenants and Conditions shall be amended to reflect the changes in land use, parking and impervious surface coverage for the Plat. This Declaration shall be submitted to the City Attorney for review and approval prior to the release of the Final Plat. Executed and recorded copies of the Declaration shall be submitted to the City.
3. Drainage and Utility Easements shall be dedicated over stormwater facilities, as required by the City Engineer.

**Planned Unit Development – Final Stage**

1. This approval permits the redevelopment of this site with Automotive Service Facility within the Reiling Planned Unit Development. The site shall be redeveloped in accordance with the plans submitted.
2. The Automotive Service and Repair Facility shall maintain compliance with the noise standards specified in Article III of the Municipal code at all times. All storage of vehicles, materials, supplies, shall be stored wholly within the proposed Automotive Service and Repair Facility building. Long term outdoor parking or storage of customer vehicles for a period of time greater than 48 hours is prohibited.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Engineer is required prior to submittal and issuance of a building permit. Final plans shall identify site construction limits and the treatment of work (i.e. driveways, parking areas, grading,

etc.) at the periphery of these construction limits. The applicant shall submit an estimate for the cost of site grading for consideration of the required grading certificate and erosion control escrow agreement.

4. A Tree Removal and Replacement identifying the size and species of trees to be removed is required prior to release of a building permit for the submitted project. For any trees that cannot be accommodated on the development site, a financial contribution to the City's Forestry fund is required.
5. The applicant shall include in their construction a pedestrian connection from their building to the future public walk planned along the south side of Gramsie Road.
6. The development shall secure any and all permits regarding stormwater, grading, and erosion control plans from the Rice Creek Watershed District prior to commencing any grading work on this site.
7. The development shall secure any and all permits required by Ramsey County and MnDOT prior to commencing construction work on this site.
8. A cross-access and maintenance agreement is required for Lot 1 and Lot 2, Block 1 to have a shared access. The agreement shall be subject to City Attorney review, and must be executed and recorded against the properties prior to the release of any permits for the project.
9. A shared parking agreement is required for Lot 1 and Lot 2, Block 1 to address shared parking. The agreement shall be subject to City Attorney review, and must be executed and recorded against the properties prior to the release of any permits for the project.
10. The applicant is required to enter into an PUD Amendment Agreement related to the subdivision and development of the site as proposed. The PUD Amendment Agreement shall be executed prior to release of the final plat for recording and the release of any permits for the project.

## INTRODUCTION

Christian Brothers Automotive have submitted Final Plat, and Final PUD applications for the proposed infill development of a Christian Brothers auto repair services facility at the property located at 1090 Gramsie Road. The development applications seek to plat a .97 acre portion of the existing property to facilitate the development of a 6,557 sf, 10 bay auto repair facility. The underlying property which currently contains a Red Robin Restaurant is located within a Planned Unit Development (PUD). Proposed development and subdivision of a PUD necessitates approval of a PUD Amendment to allow for the proposed use, and create the proposed property parcel. The redevelopment was reviewed and Comprehensive Plan Amendment, Preliminary Plat, and Development Stage PUD applications approved by City Council on April 6, 2026.

In order to proceed with the proposed development plans, the applicant has submitted the following applications for consideration:

1. Final Stage - PUD Application: To allow for the proposed Auto Service and Repair land use within the underlying Planned Unit Development District.
2. Final Plat: To subdivide a .97 acre portion of the the existing 2.28 acre site to serve the proposed development.

## DISCUSSION

### Background & Site Description

The subject property is 2.28 acres in size, containing frontage along Lexington Ave N to the west, Gramsie Road to the north, and I-694 to the south. The site is zoned within a Planned Unit Development (PUD) and immediately abutted by PUD properties to the north and east,

which include the 4000 Office Building, Loden SV apartment building, and Hilton Garden Inn hotel. The property currently contains the Red Robin restaurant and associated parking facilities on the western portion of the property. Access to the site is served from a single curb cut on Gramsie Road.

The Red Robin site was initially approved by way of a PUD zoning approval "The Reiling PUD", from the UND district in 2004. At that time, subsequent future subdivision of the eastern portion of the site was anticipated. Permitted and prohibited land uses allowed through the were outlined within the Reiling PUD approval in 2004. The associated PUD Agreement specified that automotive sales accessories and parts are prohibited. A PUD amendment is necessary in order to develop the remaining undeveloped portion of the site as proposed.

**Final Stage- Planned Unit Development**
The Planned Unit Development process is used to encourage or provide flexibility, creativity, and innovation in the planning and design to achieve a variety of objectives related to the Development Code and the city's land use goals. The Final Stage of the PUD is reviewed only by the city council and provides the city with the opportunity to review the plans for consistency with the Development Stage approval. Development Agreements are also drafted and approved during the Final Stage.

Based on the plans submitted, deviation from the City's previously approved PUD for the site would be needed to address and permit the proposed auto repair and service facility land use. An automobile service facility was not identified as a permitted land use within the approved Reiling PUD, and generally prohibited for future development under the automobile sales, accessories and parts land use contemplated with the 2004 PUD approval. In addition, the application proposed deviation to the city's minimum parking requirement for an automobile service station. The Final Stage application seeks to recognize the proposed use and development plans through a PUD amendment agreement.

**Comprehensive Plan Amendment**
The city council previously considered a comprehensive plan amendment request for the future land use designation of the site. The amendment request proposed amendment from the Office future land use designation to a Commercial designation for the proposed development. The approved comprehensive plan amendment was submitted to the Metropolitan Council for review, and ultimately approved on July 28, 2026 which allows the city to place the approved amendment into effect.

**Development Analysis**
The project has been reviewed in accordance with the intent of C-2 General Commercial zoning district standards which most closely reflect the proposed commercial land use, and is the zoning district in which Automobile repair stations are permitted.

*Subdivision & Lot Orientation*
The application proposes to subdivide a .97 acre portion of the existing 2.28 acre site to serve the automobile service facility. Although the proposal contemplates the creation of less than three properties, consideration of Preliminary and Final Plat applications is required, as specified by Sec. 105-36. - Minor subdivision exemptions and exceptions.

The final plat proposes a lot which contains 140 feet of frontage along Gramsie Road (north),

and 184 feet of frontage adjacent I-694 (south). The proposed lot is compliant with the dimensional standards set forth within Sec 107-60, as it applies to the C2 district.

*Building Setbacks*
The proposal appears generally to meet or exceed of typical commercial zoning standards. The following table compares the proposed building setbacks with the Development Code Requirements for the C2 District:

| | C2 District | Proposed Auto Service Building |
|---|---|---|
| Front (Gramsie Road) | 50 feet | 51.9 feet |
| Side (West) | 10 feet | 78.9 feet |
| Side (East) | 10 feet | 11 feet |
| Rear (I-694) | 30 feet | 66.7 feet |

*Parking & Access*
Access to the site is proposed as a consolidated shared access at the location of the existing Red Robin curb cut. Shared access with zero setbacks may be permitted, with the submittal of a shared access agreement between the affected parties. Draft agreements between the properties have been submitted to address this item.

Development code Sec 109-93(2)(i) specifies minimum parking requirements for auto service station facilities. Auto service stations require one parking space per employee plus five per service stall. Ten service bays are proposed within the facility, a requirement of 50 parking spaces. The applicant has indicated that the facility will employ 8-11 individuals. The Development Code requires 61 parking spaces to achieve parking code compliance. The plan proposes a total of 41 parking spaces on the site, with parking utilization of the 10 proposed service bays to serve as parking on the site.

The city may provide deviation to base parking standards through the PUD amendment process. The applicant has provided an analysis of shared parking capacity among the Red Robin and Christian Brothers site that demonstrates parking availability, as required by the Development Stage PUD conditions of approval.

*Grading, Drainage and Stormwater Management*
The developer has applied for a MNDOT drainage permit and Rice Creek Watershed District to allow the runoff to stormwater management as proposed. Satisfaction of MnDOT, Rice Creek Watershed District, and review of final stormwater and

Due to the nature of the proposed automotive land use, and the sites proximity to the I-694 corridor, the development plans incorporate the installation of conduit to accommodate two future Level 2 EV Charging Spaces. The incorporation of future EV charging spaces on the site provides an element of a higher standard of site design, as outlined within the PUD District standards noted in Sec 107-73, and is consistent with the Development Stage PUD conditions of approval.

*Landscaping*
The landscaping plan shows the planting of 9 overstory trees, 3 coniferous trees and three ornamental trees, dozens of shrubs as well as several areas of ornamental grasses. The

proposed landscaping plan meets and exceeds city landscaping standards. The proposed landscaping is a component of sustainable and high quality site design, above and beyond typical development code requirements, which addresses PUD amendment approval criteria.

**RECOMMENDATION**

The submitted plans are consistent with the previous City approvals. Staff is recommending that the city council approve the Final Plat, Final PUD applications submitted by Christian Brothers Automotive, to subdivide the existing parcel site into two individual property parcels for the proposed Automotive Repair and Service Facility. These recommended approvals are subject to the following conditions:

**Final Plat**

1. The applicant is required to enter into a Subdivision Agreement and submit the required financial sureties and fees. Said agreements shall be executed and the financial sureties and fees paid prior to the release of the Final Plat. The agreement shall address:
    1. Construction management and nuisances that may occur during the construction process, including on-site parking for contractors.
    2. Landscape installation and maintenance.
    3. Tree removal and replacement
    4. Maintenance of stormwater management facilities.
2. The Declaration of Easements, Restrictions, Covenants and Conditions shall be amended to reflect the changes in land use, parking and impervious surface coverage for the Plat. This Declaration shall be submitted to the City Attorney for review and approval prior to the release of the Final Plat. Executed and recorded copies of the Declaration shall be submitted to the City.
3. Drainage and Utility Easements shall be dedicated over stormwater facilities, as required by the City Engineer.

**Planned Unit Development – Final Stage**

1. This approval permits the redevelopment of this site with Automotive Service Facility within the Reiling Planned Unit Development. The site shall be redeveloped in accordance with the plans submitted.
2. The Automotive Service and Repair Facility shall maintain compliance with the noise standards specified in Article III of the Municipal code at all times. All storage of vehicles, materials, supplies, shall be stored wholly within the proposed Automotive Service and Repair Facility building. Long term outdoor parking or storage of customer vehicles for a period of time greater than 48 hours is prohibited.
3. Approval of the final grading, drainage, utility, and erosion control plans by the City Engineer is required prior to submittal and issuance of a building permit. Final plans shall identify site construction limits and the treatment of work (i.e. driveways, parking areas, grading, etc.) at the periphery of these construction limits. The applicant shall submit an estimate for the cost of site grading for consideration of the required grading certificate and erosion control escrow agreement.
4. A Tree Removal and Replacement identifying the size and species of trees to be removed is required prior to release of a building permit for the submitted project. For any trees that cannot be accommodated on the development site, a financial contribution to the City's Forestry fund is required.
5. The applicant shall include in their construction a pedestrian connection from their building to the future public walk planned along the south side of Gramsie Road.
6. The development shall secure any and all permits regarding stormwater, grading, and

erosion control plans from the Rice Creek Watershed District prior to commencing any grading work on this site.

7. The development shall secure any and all permits required by Ramsey County and MnDOT prior to commencing construction work on this site.
8. A cross-access and maintenance agreement is required for Lot 1 and Lot 2, Block 1 to have a shared access. The agreement shall be subject to the City Attorneys review, and must be executed and recorded against the properties prior to the release of any permits for the project.
9. A shared parking agreement is required for Lot 1 and Lot 2, Block 1 to address shared parking. The agreement shall be subject to the City Attorneys review, and must be executed and recorded against the properties prior to the release of any permits for the project.
10. The applicant is required to enter into an PUD Amendment Agreement related to the subdivision and development of the site as proposed. The PUD Amendment Agreement shall be executed prior to release of the final plat for recording and the release of any permits for the project.

**ATTACHMENTS**

Location Map
Final Plat
Proposed Civil & Landscaping Plans
Parking Study Memo
Comprehensive Plan Amendment Approval- Met Council
Draft PUD Amendment Agreement
Draft Site and Subdivision Agreement_Christian_Brothers_09.03.2026

# 1090 Gramsie Road




9/19/2025, 1:05:20 PM

1:2,400

0 112.5 225 450 ft

0 30 60 120 m

Override 1

Personal Property

Tax Parcels

Cities

County Offices

# GEORGE REILING THIRD ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That **ENTITY NAME**, LLC, a **STATE** limited liability company, owner of the following described property situated in the City of Shoreview, County of Ramsey, State of Minnesota:

That part of Lot 2, Block 1, GEORGE REILING SECOND ADDITION, lying north of the south line of the Northwest quarter of the Northwest quarter of Section 26, Township 30, Range 23, Ramsey County, Minnesota.

(Torrens Property)

Lot 2, Block 1, GEORGE REILING SECOND ADDITION, EXCEPT that part lying north of the south line of the Northwest quarter of the Northwest quarter of Section 26, Township 30, Range 23, Ramsey County, Minnesota.

(Abstract Property)

Has caused the same to be surveyed and platted as **GEORGE REILING THIRD ADDITION**, and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said **ENTITY NAME**, a **STATE** limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: **ENTITY NAME**, LLC, a **STATE** limited liability company,

_____

Name: _____

Title: _____

**STATE OF** _____
**COUNTY OF** _____

The foregoing instrument was acknowledged before me on this _____ day of _____ , 20___, by **SIGNER**, **TITLE** of **ENTITY**, LLC, a **STATE** limited liability company, on behalf of the company.

_____ Notary Public _____ County, _____
(Notary Signature)

_____ My commission expires _____
(Notary Printed Name)

I, Christopher A. Terwedo, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all monuments indicated on this plat will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____, day of _____, 20___.

_____
Christopher A. Terwedo, Licensed Land Surveyor
Minnesota License No. 53536

**STATE OF** _____
**COUNTY OF** _____

The foregoing instrument was acknowledged before me on this _____ day of _____ , 20___, by Christopher A. Terwedo, a Licensed Land Surveyor, Minnesota License No. 53536.

_____ Notary Public _____ County, _____
(Notary Signature)

_____ My commission expires _____
(Notary Printed Name)

**CITY OF SHOREVIEW, MINNESOTA**

We do hereby certify that on the ___ day of _____, 202__, the City Council of the City of Shoreview, Minnesota, approved this plat.

_____, Clerk

_____, Mayor

**PROPERTY TAX, RECORDS AND ELECTION SERVICES DEPARTMENT**

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year _____ on the land hereinbefore described have been paid. Also pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20___.

Heather L. Bestler, Ramsey County Auditor/Treasurer

BY _____, Deputy

**COUNTY SURVEYOR**

Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this _____ day of _____, 20___.

_____
Daniel D. Baar, L.S.
Ramsey County Surveyor

**COUNTY RECORDER, COUNTY OF RAMSEY, STATE OF MINNESOTA**

I hereby certify that this plat of **GEORGE REILING THIRD ADDITION** was filed in the office of the County Recorder for public record on this _____ day of _____, 20___, at _____ o'clock ___M. and was duly filed in Book _____ of Plats, Page _____ as Document Number _____.

_____
Deputy County Recorder

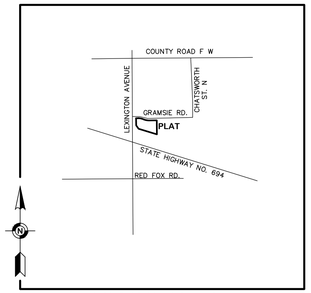
**REGISTRAR OF TITLES, COUNTY OF RAMSEY, STATE OF MINNESOTA**

I hereby certify that this plat of **GEORGE REILING THIRD ADDITION** was filed in the office of the Registrar of Titles for public record on this _____ day of _____, 20___, at _____ o'clock ___M. and was duly filed in Book _____ of Plats, Page _____ as Document Number _____.

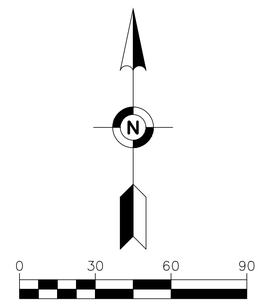
_____
Deputy Registrar of Titles

Egan, Field & Nowak, Inc.
land surveyors since 1872

# GEORGE REILING THIRD ADDITION




**VICINITY MAP**
NO SCALE

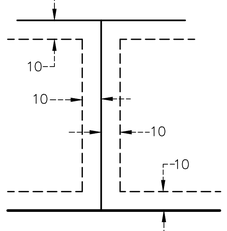



SCALE IN FEET
1 INCH = 30 FEET

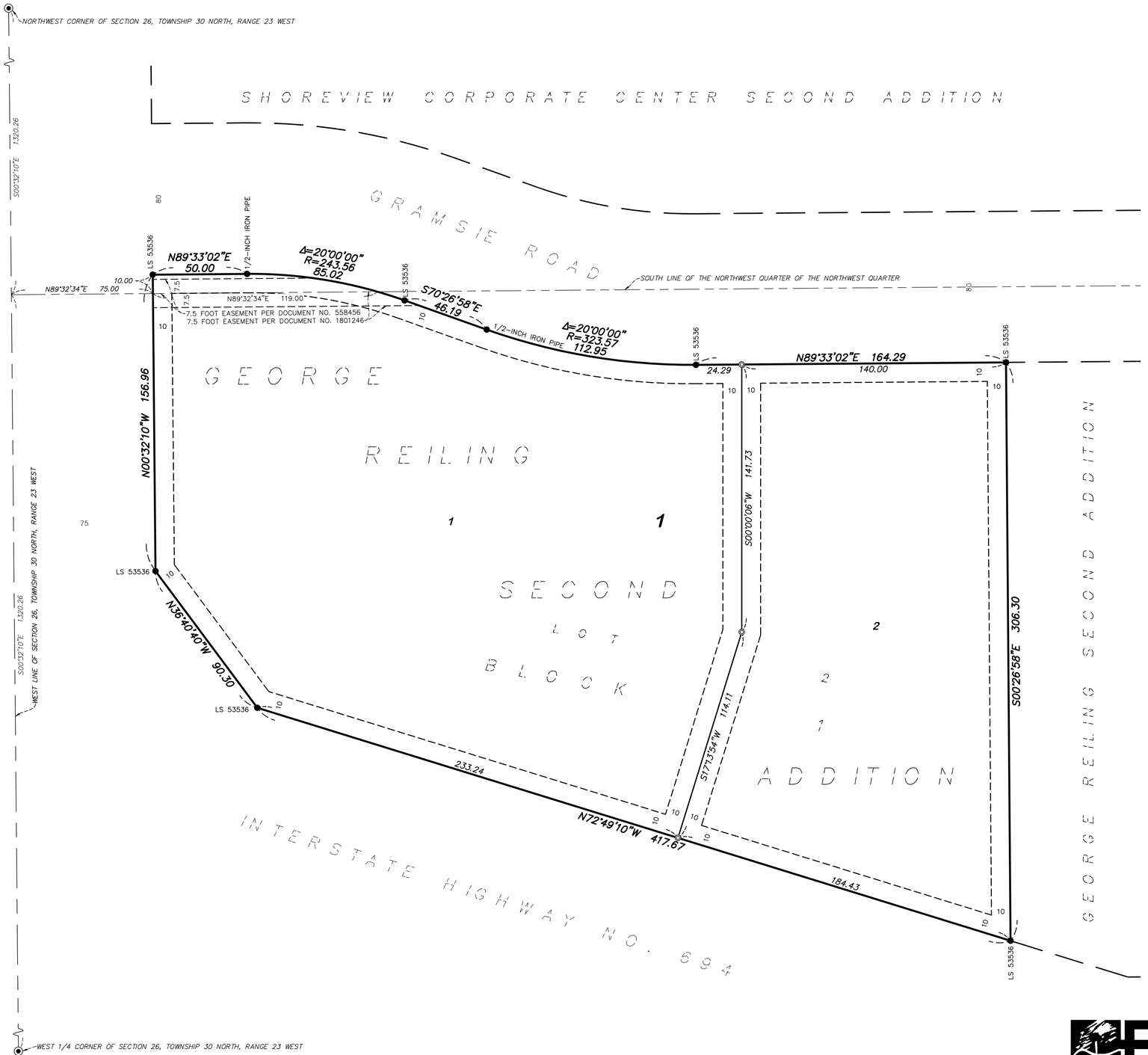
THE WEST LINE OF SECTION 26, TOWNSHIP 30 NORTH, RANGE 23 WEST, RAMSEY COUNTY, MINNESOTA IS ASSUMED TO BEAR S00°32'10"E

- ◉ *DENOTES FOUND RAMSEY COUNTY CAST IRON MONUMENT*
- ● *DENOTES FOUND MONUMENT AS NOTED*
- ◎ *DENOTES SET 5/8-INCH BY 14-INCH REBAR MARKED WITH LICENSE NUMBER 53536*

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
(NOT TO SCALE)




BEING 10 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, BEING 10 FEET IN WIDTH AND ADJOINING REAR LOT LINES, AND BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AS SHOWN ON THE PLAT, UNLESS OTHERWISE INDICATED.




Egan, Field & Nowak, Inc.
land surveyors since 1872

# SITE DEVELOPMENT PLANS
# FOR
# CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN
## 1090 GRAMSIE RD
## S 26, T30 NORTH, R23 WEST
## SHOREVIEW, RAMSEY COUNTY, MN

**PROJECT TEAM:**


ENGINEER
KIMLEY-HORN AND ASSOCIATES, INC.

PREPARED BY: CHRISTIAN J. JONES P.E.
& RYAN A. HYLLESTED, P.L.A.
767 EUSTIS STREET, SUITE 100
ST. PAUL, MN 55114
TELEPHONE (651) 645-4197

GEOTECHNICAL ENGINEER
CHOSEN VALLEY TESTING, INC.
245 E. ROSELAWN AVE, SUITE 29
ST. PAUL, MN 55117
TELEPHONE: (651) 756-7384
CONTACT: COLBY T. VERDEGAN, P.E.

OWNER / DEVELOPER
CHRISTIAN BROTHERS AUTOMOTIVE

17725 KATY FREEWAY, SUITE 200
HOUSTON, TX 77094
CONTACT: BILLY GREEN, (281) 675-6192

SURVEYOR
EGAN, FIELD & NOWAKM INC.
475 OLD HIGHWAY 8 NW, SUITE 200
NEW BRIGHTON, MN 55112
TELEPHONE: (612) 466-3300
CONTACT: CHRISTOPHER A. TERWEDO, L.S.





**VICINITY**
**N.T.S.**

**NOTES:**

1. CONTRACTOR SHALL CONFIRM THAT THE EXISTING CONDITIONS FOR THE SITE MATCH WHAT IS SHOWN ON THE DRAWINGS INCLUDED PRIOR TO CONSTRUCTION.
2. IF REPRODUCED, THE SCALES SHOWN ON THESE PLANS ARE BASED ON A 22x34 SHEET.
3. ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICES COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.
4. ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS.

**Sheet List Table**


| Sheet Number | Sheet Title |
|---|---|
| C000 | COVER SHEET |
| C100 | GENERAL NOTES |
| C101 | ALTA SURVEY |
| C200 | DEMO AND EROSION AND SEDIMENT CONTROL PLAN |
| C300 | EROSION AND SEDIMENT CONTROL PLAN - PHASE 2 |
| C301 | EROSION AND SEDIMENT CONTROL DETAILS |
| C400 | SITE DIMENSION PLAN |
| C401 | SITE DETAILS |
| C402 | SITE DETAILS |
| C500 | GRADING AND DRAINAGE PLAN |
| C501 | GRADING DETAILS |
| C600 | UTILITY PLAN |
| C601 | UTILITY DETAILS |
| L100 | LANDSCAPE PLAN |
| L101 | LANDSCAPE DETAILS |


Know what's **below.**
**Call** before you dig.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |


Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
11995 SINGLETREE LN, SUITE 225, EDEN PRAIRIE, MN 55344
PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM


I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRISTIAN J. JONES P.E.
DATE: 04/20/2026 LIC. NO. 58868 MN

KHA PROJECT 160684013
DATE 04/20/2026
SCALE AS SHOWN
DESIGNED BY BSK
DRAWN BY ARF
CHECKED BY MTL

**COVER SHEET**

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN
PREPARED FOR
CHRISTIAN BROTHERS AUTOMOTIVE
SHOREVIEW MN

SHEET NUMBER
**C000**


K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C0-COVER SHEET.dwg June 11, 2026 - 9:43am

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

## GENERAL CONSTRUCTION NOTES

1. THE CONTRACTOR AND SUBCONTRACTORS SHALL OBTAIN A COPY OF THE LATEST EDITION OF THE STANDARD SPECIFICATIONS OF THE LOCAL JURISDICTION AND STATE DEPARTMENT OF TRANSPORTATION AND BECOME FAMILIAR WITH THE CONTENTS PRIOR TO COMMENCING WORK. UNLESS OTHERWISE NOTED, ALL WORK SHALL CONFORM AS APPLICABLE TO THESE STANDARDS AND SPECIFICATIONS.

3. PERFORM ALL WORK IN COMPLIANCE WITH APPLICABLE CITY REGULATIONS, STATE CODES, AND O.S.H.A. STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING THE NECESSARY MATERIALS & LABOR TO CONSTRUCT THE FACILITY AS SHOWN AND DESCRIBED IN THE CONSTRUCTION DOCUMENTS, AND IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE APPROPRIATE APPROVING AUTHORITIES.

4. CONTRACTOR SHALL CLEAR AND GRUB ALL AREAS UNLESS OTHERWISE INDICATED, REMOVING TREES, STUMPS, ROOTS, MUCK, EXISTING PAVEMENT AND ALL OTHER DELETERIOUS MATERIAL.

5. THE EXISTING SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL "D" UNLESS OTHERWISE NOTED. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ACSE 38/02, ENTITLED STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF SUBSURFACE QUALITY DATA BY THE FHA. EXISTING UTILITIES SHOWN ARE LOCATED ACCORDING TO THE INFORMATION AVAILABLE TO THE ENGINEER AT THE TIME OF THE TOPOGRAPHIC SURVEY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR THE ENGINEER. GUARANTEE IS NOT MADE THAT ALL EXISTING UNDERGROUND UTILITIES ARE SHOWN OR THAT THE LOCATION OF THOSE SHOWN ARE ENTIRELY ACCURATE. FINDING THE ACTUAL LOCATION OF ANY EXISTING UTILITIES IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE DONE BEFORE COMMENCING ANY WORK IN THE VICINITY. FURTHERMORE, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES DUE TO THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE OWNER OR ENGINEER WILL ASSUME NO LIABILITY FOR ANY DAMAGES SUSTAINED OR COST INCURRED BECAUSE OF THE OPERATIONS IN THE VICINITY OF EXISTING UTILITIES OR STRUCTURES, NOR FOR TEMPORARY BRACING AND SHORING OF SAME. IF IT IS NECESSARY TO SHORE, BRACE, SWING OR RELOCATE A UTILITY, THE UTILITY COMPANY OR DEPARTMENT AFFECTED SHALL BE CONTACTED AND THEIR PERMISSION OBTAINED REGARDING THE METHOD TO USE FOR SUCH WORK.

6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES WHICH MAY HAVE BURIED OR AERIAL UTILITIES WITHIN OR NEAR THE CONSTRUCTION AREA BEFORE COMMENCING WORK. THE CONTRACTOR SHALL PROVIDE 48 HOURS MINIMUM NOTICE TO ALL UTILITY COMPANIES PRIOR TO BEGINNING CONSTRUCTION.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED CONSTRUCTION PERMITS AND BONDS IF REQUIRED PRIOR TO CONSTRUCTION.

8. THE CONTRACTOR SHALL HAVE AVAILABLE AT THE JOB SITE AT ALL TIMES ONE COPY OF THE CONSTRUCTION DOCUMENTS INCLUDING PLANS, SPECIFICATIONS, GEOTECHNICAL REPORT AND SPECIAL CONDITIONS AND COPIES OF ANY REQUIRED CONSTRUCTION PERMITS.

9. ANY DISCREPANCIES ON THE DRAWINGS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND ENGINEER BEFORE COMMENCING WORK. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN ARE TO BE MADE WITHOUT PRIOR APPROVAL OF THE OWNER AND NOTIFICATION TO THE ENGINEER.

10. ALL COPIES OF COMPACTION, CONCRETE AND OTHER REQUIRED TEST RESULTS ARE TO BE SENT TO THE OWNER DIRECTLY FROM THE TESTING AGENCY.

11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DOCUMENTING AND MAINTAINING AS-BUILT INFORMATION WHICH SHALL BE RECORDED AS CONSTRUCTION PROGRESSES OR AT THE COMPLETION OF APPROPRIATE CONSTRUCTION INTERVALS AND SHALL BE RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS TO THE OWNER FOR THE PURPOSE OF CERTIFICATION TO JURISDICTIONAL AGENCIES AS REQUIRED. ALL AS-BUILT DATA SHALL BE COLLECTED BY A STATE PROFESSIONAL LAND SURVEYOR WHOSE SERVICES ARE ENGAGED BY THE CONTRACTOR.

12. ANY WELLS DISCOVERED ON SITE THAT WILL HAVE NO USE MUST BE PLUGGED BY A LICENSED WELL DRILLING CONTRACTOR IN A MANNER APPROVED BY ALL JURISDICTIONAL AGENCIES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY WELL ABANDONMENT PERMITS REQUIRED.

13. ANY WELL DISCOVERED DURING EARTH MOVING OR EXCAVATION SHALL BE REPORTED TO THE APPROPRIATE JURISDICTIONAL AGENCIES WITHIN 24 HOURS AFTER DISCOVERY IS MADE.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS DO NOT CONFLICT WITH ANY KNOWN EXISTING OR OTHER PROPOSED IMPROVEMENTS. IF ANY CONFLICTS ARE DISCOVERED, THE CONTRACTOR SHALL NOTIFY THE OWNER PRIOR TO INSTALLATION OF ANY PORTION OF THE SITE WORK THAT WOULD BE AFFECTED. FAILURE TO NOTIFY OWNER OF AN IDENTIFIABLE CONFLICT PRIOR TO PROCEEDING WITH INSTALLATION RELIEVES OWNER OF ANY OBLIGATION TO PAY FOR A RELATED CHANGE ORDER.

15. SHOULD CONTRACTOR ENCOUNTER ANY DEBRIS LADEN SOIL, STRUCTURES NOT IDENTIFIED IN THE DOCUMENTS, OR OTHER SOURCE OF POTENTIAL CONTAMINATION, THEY SHALL IMMEDIATELY CONTACT THE ENGINEER AND OWNER.

16. CONTRACTOR SHALL NOTIFY OWNER AND/OR ENGINEER 48 HOURS IN ADVANCE OF THE FOLLOWING ACTIVITIES: PRE-CONSTRUCTION MEETING, SUBGRADE PREPARATION, BASE INSTALLATION, ASPHALT INSTALLATION, UNDERGROUND PIPING AND UTILITIES INSTALLATION, INSTALLATION OF STRUCTURES, CHECK VALVES, HYDRANTS, METERS, ETC., SIDEWALK INSTALLATION, CONNECTIONS TO WATER AND SEWER MAINS, TESTS OF UTILITIES.

## THIRD PARTY SUPPLEMENTAL INFORMATION

KIMLEY-HORN ASSUMES NO LIABILITY FOR ANY ERRORS, INACCURACIES, OR OMISSIONS CONTAINED WITHIN SUPPLEMENTAL INFORMATION PROVIDED BY THIRD PARTY CONSULTANTS.

1. **BOUNDARY & TOPOGRAPHIC SURVEY**
   PERFORMED BY: EGAN, FIELD & NOWAK INC.
   ADDRESS: 475 OLD HIGHWAY 8 NW SUITE 200, NEW BRIGHTON, MN 55112
   PHONE: (612) 466-3300
   DATED: 11/12/2025

2. **GEOTECHNICAL EVALUATION REPORT**
   PREFORMED BY: CHOSEN VALLEY TESTING, INC.
   ADDRESS: 245 E. ROSELAWN AVE, SUITE 29 ST. PAUL, MN 55117
   TELEPHONE: (651) 756-7384
   DATED: DECEMBER 11, 2025

3. **CONSTRUCTION TESTING**
   TEST REPORTS REQUIRED FOR CLOSE OUT INCLUDE, BUT ARE NOT LIMITED TO:
   - DENSITY TEST REPORTS
   - BACTERIOLOGICAL TESTS OF WATER SYSTEM
   - PRESSURE TEST OF WATER/SEWER
   - LEAK TESTS ON SEWER SYSTEM AND GREASE TRAPS
   - ANY OTHER TESTING REQUIRED BY THE AGENCY/MUNICIPALITY

## EROSION CONTROL NOTES

1. THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.

2. ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH STORM WATER POLLUTION PREVENTION SHALL OBTAIN A COPY OF THE STORM WATER POLLUTION PREVENTION PLAN AND THE STATE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT (NPDES PERMIT) AND BECOME FAMILIAR WITH THEIR CONTENTS.

3. BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE, OR LOCAL REQUIREMENTS OR MANUAL OF PRACTICE, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY OR OWNER.

4. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.

5. THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

6. BMPS SHOWN ON THE EROSION AND SEDIMENT CONTROL PLAN, AND IN THE STORM WATER POLLUTION PREVENTION PLAN, SHALL BE MAINTAINED IN FULLY FUNCTIONAL CONDITION AS REQUIRED BY ALL JURISDICTIONS UNTIL NO LONGER REQUIRED FOR A COMPLETED PHASE OF WORK OR FINAL STABILIZATION OF THE SITE. ALL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE CHECKED BY A CERTIFIED PERSON AT LEAST ONCE EVERY 7 CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A 0.5-INCH OR GREATER RAINFALL EVENT.

7. EROSION & SEDIMENT CONTROL BMPS SHALL BE MAINTAINED IN ACCORDANCE WITH THE FOLLOWING:

7.1. INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF UNDERMINING OR DETERIORATION.

7.2. ALL SEEDED AREAS SHALL BE CHECKED REGULARLY TO VERIFY THAT A HEALTHY STAND OF VEGETATION IS MAINTAINED. SEEDED AREAS SHOULD BE FERTILIZED, WATERED AND RE-SEEDED AS NEEDED. REFER TO THE LANDSCAPE PLAN AND PROJECT SPECIFICATIONS.

7.3. SILT FENCES SHALL BE REPAIRED TO THEIR ORIGINAL CONDITIONS IF DAMAGED. SEDIMENT SHALL BE REMOVED FROM THE SILT FENCES WHEN IT REACHES ONE-THIRD THE HEIGHT OF THE SILT FENCE.

7.4. THE ROCK CONSTRUCTION ENTRANCE(S) SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC ADDITIONS OF ROCK TOP DRESSING AS CONDITIONS DEMAND.

7.5. THE TEMPORARY PARKING AND STORAGE AREA SHALL BE KEPT IN GOOD CONDITION (SUITABLE FOR PARKING AND STORAGE). THIS MAY REQUIRE PERIODIC ADDITIONS OF TOP DRESSING IF THE TEMPORARY PARKING CONDITIONS DEMAND.

7.6. PERFORM ALL MAINTENANCE OPERATIONS IN A TIMELY MANNER BUT IN NO CASE LATER THAN 2 CALENDAR DAYS FOLLOWING THE INSPECTION.

## PAVING AND STRIPING NOTES

1. ALL PAVING, CONSTRUCTION, MATERIALS, AND WORKMANSHIP WITHIN JURISDICTION'S RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE LOCAL CITY OR COUNTY SPECIFICATIONS AND STANDARDS, OR THE STATE DOT SPECIFICATIONS AND STANDARDS IF NOT COVERED BY LOCAL CITY OR COUNTY REGULATIONS.

2. ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D) AND CITY STANDARDS.

3. CONTRACTOR SHALL FURNISH ALL PAVEMENT MARKINGS FOR FIRE LANES, ROADWAY LANES, PARKING STALLS, ACCESSIBLE PARKING SYMBOLS, ACCESS AISLES, STOP BARS AND SIGNS, AND MISCELLANEOUS STRIPING WITHIN THE PARKING LOT AS SHOWN ON THE PLANS.

4. ALL EXPANSION JOINTS SHALL EXTEND THROUGH THE CURB.

5. THE MINIMUM LENGTH OF OFFSET JOINTS AT RADIUS POINTS SHALL BE 2 FEET.

6. ALL JOINTS, INCLUDING EXPANSION JOINTS WITH REMOVABLE TACK STRIPS, SHALL BE SEALED WITH JOINT SEALANT.

7. THE MATERIALS AND PROPERTIES OF ALL CONCRETE SHALL MEET THE APPLICABLE REQUIREMENTS IN THE A.C.I. (AMERICAN CONCRETE INSTITUTE) MANUAL OF CONCRETE PRACTICE.

8. CONTRACTOR SHALL APPLY A SECOND COATING OVER ALL PAVEMENT MARKINGS PRIOR TO ACCEPTANCE BY OWNER FOLLOWED BY A COAT OF GLASS BEADS AS APPLICABLE PER THE PROJECT DOCUMENTS.

9. ANY EXISTING PAVEMENT, CURBS AND/OR SIDEWALKS DAMAGED OR REMOVED WILL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE TO THE SATISFACTION OF THE ENGINEER AND OWNER.

10. BEFORE PLACING PAVEMENT, CONTRACTOR SHALL VERIFY SUITABLE ACCESSIBLE ROUTES (PER A.D.A). GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/NATIONAL STANDARDS. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2% . IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5%. IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1.5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVING. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR A.D.A COMPLIANCE ISSUES.

11. MAXIMUM JOINT SPACING IS TWICE THE DEPTH OF THE CONCRETE PAVEMENT IN FEET.

## GRADING AND DRAINAGE NOTES

1. GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY THE SUITABILITY OF ALL EXISTING AND PROPOSED SITE CONDITIONS INCLUDING GRADES AND DIMENSIONS BEFORE START OF CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.

2. THE CONTRACTOR SHALL GRADE THE SITE TO THE ELEVATIONS INDICATED AND SHALL ADJUST BMP'S AS NECESSARY AND REGRADE WASHOUTS WHERE THEY OCCUR AFTER EVERY RAINFALL UNTIL A GRASS STAND IS WELL ESTABLISHED OR ADEQUATE STABILIZATION OCCURS.

3. CONTRACTOR SHALL ENSURE THERE IS POSITIVE DRAINAGE FROM THE PROPOSED BUILDINGS SO THAT SURFACE RUNOFF WILL DRAIN BY GRAVITY TO NEW OR EXISTING DRAINAGE OUTLETS. CONTRACTOR SHALL ENSURE NO PONDING OCCURS IN PAVED AREAS AND SHALL NOTIFY ENGINEER IF ANY GRADING DISCREPANCIES ARE FOUND IN THE EXISTING AND PROPOSED GRADES PRIOR TO PLACEMENT OF PAVEMENT OR UTILITIES.

4. CONTRACTOR SHALL PROTECT ALL MANHOLE COVERS, VALVE COVERS, VAULT LIDS, FIRE HYDRANTS, POWER POLES, GUY WIRES, AND TELEPHONE BOXES THAT ARE TO REMAIN IN PLACE AND UNDISTURBED DURING CONSTRUCTION. EXISTING CASTINGS AND STRUCTURES TO REMAIN SHALL BE ADJUSTED TO MATCH THE PROPOSED FINISHED GRADES.

5. BACKFILL FOR UTILITY LINES SHALL BE PLACED PER DETAILS, STANDARDS, AND SPECIFICATIONS SO THAT THE UTILITY WILL BE STABLE. WHERE UTILITY LINES CROSS THE PARKING LOT, THE TOP 6 INCHES SHALL BE COMPACTED SIMILARLY TO THE REMAINDER OF THE LOT. UTILITY DITCHES SHALL BE VISUALLY INSPECTED DURING THE EXCAVATION PROCESS TO ENSURE THAT UNDESIRABLE FILL IS NOT USED.

6. CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF 4" OF TOPSOIL AT COMPLETION OF WORK. ALL UNPAVED AREAS IN EXISTING RIGHTS-OF-WAY DISTURBED BY CONSTRUCTION SHALL BE REGRADED AND SODDED.

7. AFTER PLACEMENT OF SUBGRADE AND PRIOR TO PLACEMENT OF PAVEMENT, CONTRACTOR SHALL TEST AND OBSERVE PAVEMENT AREAS FOR EVIDENCE OF PONDING. ALL AREAS SHALL ADEQUATELY DRAIN TOWARDS THE INTENDED STRUCTURE TO CONVEY STORM RUNOFF. CONTRACTOR SHALL IMMEDIATELY NOTIFY OWNER AND ENGINEER IF ANY DISCREPANCIES ARE DISCOVERED.

8. WHERE EXISTING PAVEMENT IS INDICATED TO BE REMOVED AND REPLACED, THE CONTRACTOR SHALL SAW CUT FULL DEPTH FOR A SMOOTH AND STRAIGHT JOINT AND REPLACE THE PAVEMENT WITH THE SAME TYPE AND DEPTH OF MATERIAL AS EXISTING OR AS INDICATED.

9. THE CONTRACTOR SHALL INSTALL PROTECTION OVER ALL DRAINAGE STRUCTURES FOR THE DURATION OF CONSTRUCTION AND UNTIL ACCEPTANCE OF THE PROJECT BY THE OWNER. ALL DRAINAGE STRUCTURES SHALL BE CLEANED OF DEBRIS AS REQUIRED DURING AND AT THE END OF CONSTRUCTION TO PROVIDE POSITIVE DRAINAGE FLOWS.

10. IF DEWATERING IS REQUIRED, THE CONTRACTOR SHALL OBTAIN ANY APPLICABLE REQUIRED PERMITS. THE CONTRACTOR IS TO COORDINATE WITH THE OWNER AND THE DESIGN ENGINEER PRIOR TO ANY EXCAVATION.

11. FIELD DENSITY TESTS SHALL BE TAKEN AT INTERVALS IN ACCORDANCE WITH THE LOCAL JURISDICTIONAL AGENCY OR TO MNDOT STANDARDS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.

12. ALL SLOPES AND AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED AS PER PLANS. THE AREAS SHALL THEN BE SODDED OR SEEDED AS SPECIFIED IN THE PLANS, FERTILIZED, MULCHED, WATERED AND MAINTAINED UNTIL GROWTH IS ESTABLISHED TO MINIMUM COVERAGE OF 70% IN ALL AREAS. ANY AREAS DISTURBED FOR ANY REASON PRIOR TO FINAL ACCEPTANCE OF THE JOB SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER. ALL EARTHEN AREAS WILL BE SODDED OR SEEDED AND MULCHED AS SHOWN ON THE LANDSCAPING PLAN.

13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTROL OF DUST AND DIRT RISING AND SCATTERING IN THE AIR DURING CONSTRUCTION AND SHALL PROVIDE WATER SPRINKLING OR OTHER SUITABLE METHODS OF CONTROL. THE CONTRACTOR SHALL COMPLY WITH ALL GOVERNING REGULATIONS PERTAINING TO ENVIRONMENTAL PROTECTION.

14. SOD, WHERE CALLED FOR, MUST BE INSTALLED AND MAINTAINED ON EXPOSED SLOPES WITHIN 48 HOURS OF COMPLETING FINAL GRADING, AND AT ANY OTHER TIME AS NECESSARY, TO PREVENT EROSION, SEDIMENTATION OR TURBID DISCHARGES.

15. THE CONTRACTOR SHALL ENSURE THAT LANDSCAPE ISLAND PLANTING AREAS AND OTHER PLANTING AREAS ARE NOT COMPACTED AND DO NOT CONTAIN ROAD BASE MATERIALS. THE CONTRACTOR SHALL ALSO EXCAVATE AND REMOVE ALL UNDESIRABLE MATERIAL FROM ALL AREAS ON THE SITE TO BE PLANTED AND PROPERLY DISPOSED OF IN A LEGAL MANNER.

16. THE CONTRACTOR SHALL INSTALL ALL UNDERGROUND STORM WATER PIPING PER MANUFACTURER'S RECOMMENDATIONS AND MNDOT SPECIFICATIONS.

17. PAVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE RECOMMENDATION OF THE SITE SPECIFIC GEOTECHNICAL EVALUATION REPORT AND CITY & MNDOT SPECIFICATIONS.

18. SPOT ELEVATIONS REPRESENT THE FINISHED SURFACE GRADE OR FLOWLINE OF CURB UNLESS OTHERWISE NOTED.

19. LIMITS OF CONSTRUCTION ARE TO THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED ON THE PLAN.

20. IMMEDIATELY REPORT TO THE OWNER ANY DISCREPANCIES FOUND BETWEEN ACTUAL FIELD CONDITIONS AND CONSTRUCTION DOCUMENTS.

21. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING EXISTING UTILITIES, AND SHALL REPAIR ALL DAMAGE TO EXISTING UTILITIES THAT OCCUR DURING CONSTRUCTION WITHOUT COMPENSATION.

22. BLEND NEW EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.

23. ALL PROPOSED GRADES ONSITE SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE INDICATED ON THE PLANS. ANY SLOPES STEEPER THAN 4:1 REQUIRE EROSION AND SEDIMENT CONTROL BLANKET.

24. ADHERE TO ALL TERMS AND CONDITIONS AS NECESSARY IN THE GENERAL N.P.D.E.S. PERMIT AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES.

25. ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.

## WATER STORM SEWER & SANITARY SEWER NOTES

1. THE CONTRACTOR SHALL CONSTRUCT GRAVITY SEWER LATERALS, MANHOLES, GRAVITY SEWER LINES, AND DOMESTIC WATER AND FIRE PROTECTION SYSTEM AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL FURNISH ALL NECESSARY MATERIALS, EQUIPMENT, MACHINERY, TOOLS, MEANS OF TRANSPORTATION AND LABOR NECESSARY TO COMPLETE THE WORK IN FULL AND COMPLETE ACCORDANCE WITH THE SHOWN, DESCRIBED AND REASONABLY INTENDED REQUIREMENTS OF THE CONTRACT DOCUMENTS AND JURISDICTIONAL AGENCY REQUIREMENTS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.

2. ALL EXISTING UNDERGROUND UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS FOR UTILITY LOCATION AND COORDINATION IN ACCORDANCE WITH THE NOTES CONTAINED IN THE GENERAL CONSTRUCTION SECTION OF THIS SHEET.

3. THE CONTRACTOR SHALL RESTORE ALL DISTURBED VEGETATION IN KIND, UNLESS SHOWN OTHERWISE.

4. DEFLECTION OF PIPE JOINTS AND CURVATURE OF PIPE SHALL NOT EXCEED THE MANUFACTURER'S SPECIFICATIONS. SECURELY CLOSE ALL OPEN ENDS OF PIPE AND FITTINGS WITH A WATERTIGHT PLUG WHEN WORK IS NOT IN PROGRESS. THE INTERIOR OF ALL PIPES SHALL BE CLEAN AND JOINT SURFACES WIPED CLEAN AND DRY AFTER THE PIPE HAS BEEN LOWERED INTO THE TRENCH. VALVES SHALL BE PLUMB AND LOCATED ACCORDING TO THE PLANS.

5. ALL PIPE AND FITTINGS SHALL BE CAREFULLY STORED FOLLOWING MANUFACTURER'S RECOMMENDATIONS. CARE SHALL BE TAKEN TO AVOID DAMAGE TO THE COATING OR LINING IN ANY D.I. PIPE FITTINGS. ANY PIPE OR FITTING WHICH IS DAMAGED OR WHICH HAS FLAWS OR IMPERFECTIONS WHICH, IN THE OPINION OF THE ENGINEER OR OWNER, RENDERS IT UNFIT FOR USE, SHALL NOT BE USED. ANY PIPE NOT SATISFACTORY FOR USE SHALL BE CLEARLY MARKED AND IMMEDIATELY REMOVED FROM THE JOB SITE, AND SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

6. WATER FOR FIRE FIGHTING SHALL BE MADE AVAILABLE FOR USE BY THE CONTRACTOR PRIOR TO COMBUSTIBLES BEING BROUGHT ON SITE.

7. ALL UTILITY AND STORM DRAIN TRENCHES LOCATED UNDER AREAS TO RECEIVE PAVING SHALL BE COMPLETELY BACK FILLED IN ACCORDANCE WITH THE GOVERNING JURISDICTIONAL AGENCY'S SPECIFICATIONS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.

8. UNDERGROUND UTILITY LINES SHALL BE SURVEYED BY A STATE LICENSED PROFESSIONAL LAND SURVEYOR PRIOR TO BACK FILLING.

9. CONTRACTOR SHALL PERFORM, AT THEIR OWN EXPENSE, ANY AND ALL TESTS REQUIRED BY THE SPECIFICATIONS AND/OR ANY AGENCY HAVING JURISDICTION. THESE TESTS MAY INCLUDE, BUT MAY NOT BE LIMITED TO, INFILTRATION AND EXFILTRATION, TELEVISION INSPECTION AND A MANDREL TEST ON GRAVITY SEWER. A COPY OF THE TEST RESULTS SHALL BE PROVIDED TO THE UTILITY PROVIDER, OWNER AND JURISDICTIONAL AGENCY AS REQUIRED.

10. BETWEEN WATER AND SEWER MANHOLES AND PIPES, CONTRACTOR SHALL PROVIDE FOR A MINIMUM HORIZONTAL CLEARANCE OF 10-FEET AND A MINIMUM VERTICAL SEPARATION OF 18-INCHES.

11. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.

12. ALL STORM PIPE ENTERING STRUCTURES SHALL BE GASKETED AND/OR GROUTED TO ASSURE CONNECTION AT STRUCTURE IS WATERTIGHT UNLESS OTHERWISE STATED BY CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS.

13. UNLESS OTHERWISE STATED IN CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS, ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT, AND SHALL HAVE TRAFFIC BEARING RING & COVERS. MANHOLES IN UNPAVED AREAS SHALL BE 6" ABOVE FINISH GRADE. LIDS SHALL BE LABELED "STORM SEWER". EXISTING CASTINGS AND STRUCTURES WITHIN PROJECT LIMITS SHALL BE ADJUSTED TO MEET THESE CONDITIONS AND THE PROPOSED FINISHED GRADE.

14. TOPOGRAPHIC INFORMATION IS TAKEN FROM A TOPOGRAPHIC SURVEY BY LAND SURVEYORS. IF THE CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, THEN THE CONTRACTOR SHALL SUPPLY, AT THEIR EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR TO THE OWNER FOR REVIEW.

15. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.

16. ALL STORM STRUCTURES SHALL HAVE A SMOOTH UNIFORM POURED MORTAR FROM INVERT IN TO INVERT OUT.

17. ROOF DRAINS SHALL BE CONNECTED TO STORM SEWER BY PREFABRICATED WYES OR AT STORM STRUCTURES. ROOF DRAINS AND TRUCK WELL DRAIN SHALL RUN AT A MINIMUM 2.0% SLOPE, UNLESS NOTED OTHERWISE, AND TIE IN AT THE CENTERLINE OF THE STORM MAIN.

18. PROVIDE INSULATION OF UNDERGROUND ROOF DRAINS AND SANITARY SEWER SERVICES IF ADEQUATE FROST DEPTH CANNOT BE PROVIDED.

19. THE CONTRACTOR SHALL PROTECT EXISTING UNDERGROUND UTILITIES AND APPURTENANCES THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION OPERATIONS.

20. THE LOCATION OF EXISTING UTILITIES, STORM DRAINAGE STRUCTURES AND OTHER ABOVE AND BELOW-GRADE IMPROVEMENTS ARE APPROXIMATE AS SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION, SIZE AND INVERT ELEVATIONS OF EACH PRIOR TO THE START OF CONSTRUCTION.

21. A MINIMUM SEPARATION OF 5-FEET IS REQUIRED BETWEEN UNDERGROUND UTILITIES AND TREES UNLESS A ROOT BARRIER IS UTILIZED.

22. GAS, PHONE AND ELECTRIC SERVICES SHOWN FOR INFORMATIONAL PURPOSES ONLY. DRY UTILITY COMPANIES MAY ALTER THE DESIGN LAYOUT DURING THEIR REVIEW. CONTRACTOR TO COORDINATE FINAL DESIGN AND INSTALLATION WITH UTILITY COMPANIES.

23. COORDINATE UTILITY INSTALLATION WITH IRRIGATION DESIGN AND INSTALLATION.

24. ALL DIMENSIONS ARE TO FLOW LINE OF CURB UNLESS OTHERWISE NOTED. PERIMETER WALL DIMENSIONS ARE TO INSIDE WALL FACE. REFERENCE ARCHITECTURAL PLANS FOR EXACT WALL WIDTH AND SPECIFICATIONS.

25. REFERENCE ARCHITECTURAL PLANS (BY OTHERS) FOR EXACT BUILDING DIMENSIONS, MATERIALS SPECIFICATIONS.

26. REFERENCE M.E.P. PLANS (BY OTHERS) FOR MECHANICAL EQUIPMENT DIMENSIONS AND SPECIFICATIONS.

27. CONTRACTOR SHALL REFERENCE STRUCTURAL PLANS (BY OTHERS) FOR FOOTING AND FOUNDATION PAD PREPARATION SPECIFICATIONS.

28. CONTRACTOR SHALL REFERENCE M.E.P PLANS (BY OTHERS) FOR ROUTING OF PROPOSED ELECTRICAL & COMMUNICATIONS SERVICES AND SITE LIGHTING LAYOUT.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 2 | CITY & WATERSHED COMMENTS | 06/10/2026 | BSK |
| 1 | CITY COMMENTS | 04/23/2026 | ARF |

Kimley»Horn

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11995 SINGLETREE LN, SUITE 225, EDEN PRAIRIE, MN 55344
PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRISTIAN J. JONES P.E.
DATE: 04/20/2026 MN LIC. NO. 58958

KHA PROJECT 160684013
DATE 04/20/2026
SCALE AS SHOWN
DESIGNED BY BSK
DRAWN BY ARF
CHECKED BY MTL

**GENERAL NOTES**

**CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN**

**PREPARED FOR**

**CHRISTIAN BROTHERS AUTOMOTIVE**

**SHOREVIEW MN**

SHEET NUMBER
**C100**

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C1-GENERAL NOTES.dwg June 11, 2026 - 9:44am

# ALTA/NSPS LAND TITLE SURVEY FOR:
# Kimley Horn & Associates, Inc.

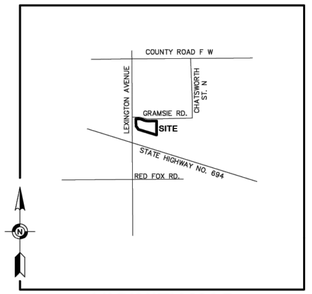
## GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 252934171.

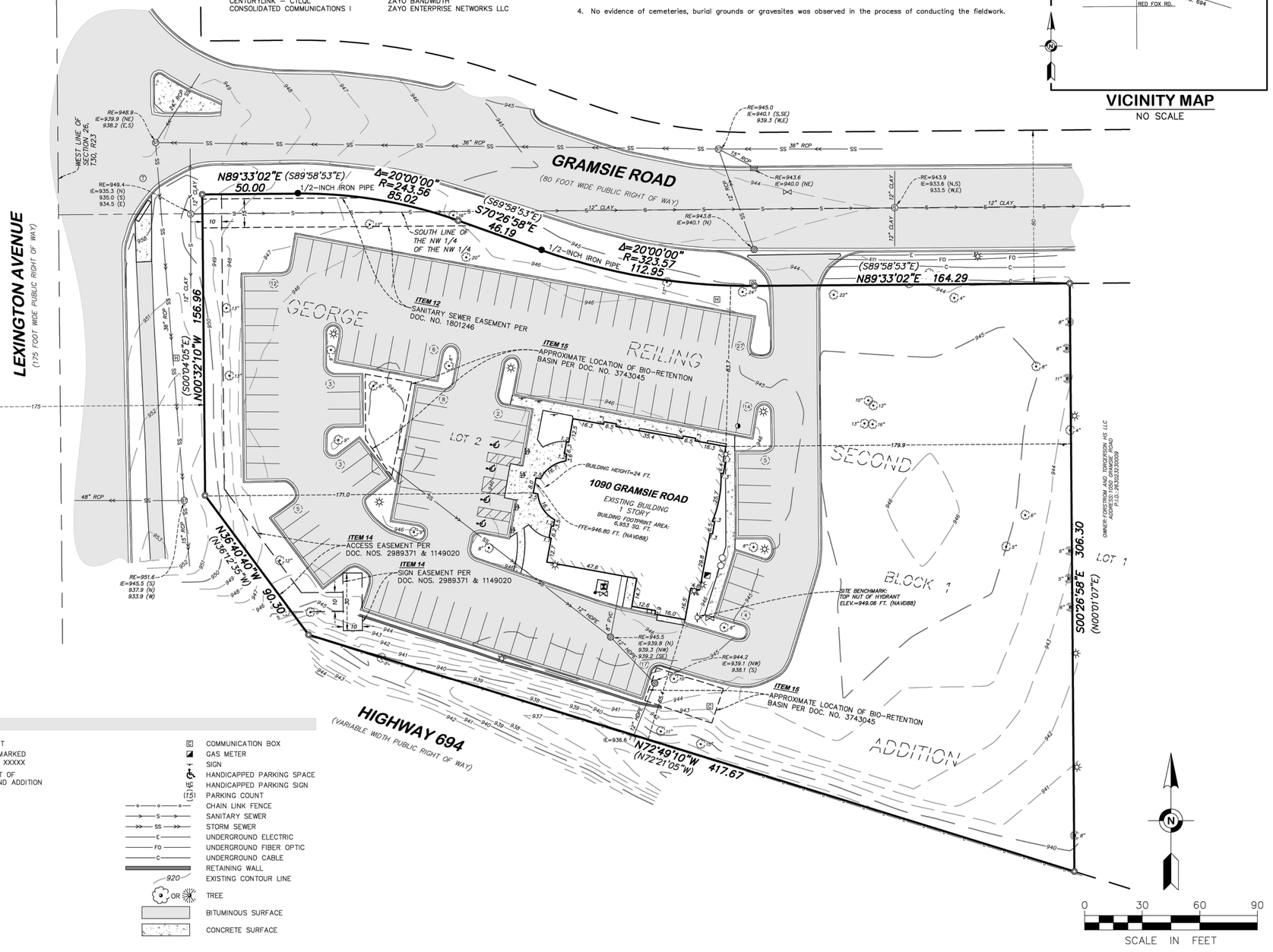
ARVIG
AT&T TRANSMISSION
CITY OF ARDEN HILLS
COMCAST
CITY OF SHOREVIEW
CENTURYLINK – CTLQL
CONSOLIDATED COMMUNICATIONS I
MCI
MNDOT
RAMSET COUNTY PUBLIC WORKS
LEVEL 3 NOW LUMEN
XCEL ENERGY
ZAYO BANDWIDTH
ZAYO ENTERPRISE NETWORKS LLC

## GENERAL SURVEY NOTES:

1. The orientation of this bearing system is based on the Ramsey County coordinate grid (NAD 83–2011 Adj.).
2. The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by First American Title Insurance Company National Commercial Services, Commitment No. NCS–1270955–HOU1 dated July 14, 2025 at 7:30 AM.
3. The surveyed property has direct access to Gramsie, a public right of way.
4. No evidence of cemeteries, burial grounds or gravesites was observed in the process of conducting the fieldwork.




## VICINITY MAP
NO SCALE




## LEGEND:

- FOUND IRON MONUMENT
- SET IRON MONUMENT MARKED WITH LICENSE NUMBER XXXXX
- (NXX°XX'XX"E) RECORD PER THE PLAT OF GEORGE REILING SECOND ADDITION
- SANITARY MANHOLE
- MANHOLE
- STORM MANHOLE
- CATCH BASIN
- CULVERT
- AUTO SPRINKLER
- GATE VALVE
- HYDRANT
- STOP BOX
- ELECTRIC BOX
- HANDHOLE
- LIGHT
- TELEPHONE MANHOLE
- COMMUNICATION BOX
- GAS METER
- SIGN
- HANDICAPPED PARKING SPACE
- HANDICAPPED PARKING SIGN
- (15) PARKING COUNT
- CHAIN LINK FENCE
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELECTRIC
- UNDERGROUND FIBER OPTIC
- UNDERGROUND CABLE
- RETAINING WALL
- 920 EXISTING CONTOUR LINE
- TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE

## OPTIONAL TABLE A ITEMS:

1. Monuments have been placed at all major corners of the surveyed property described hereon, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. The address of the property described hereon is 1090 Gramsie Road, Shoreview, Minnesota 55126.
3. The property described hereon lies within Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain) per Federal Insurance Rate Map No. 27123 0020 , dated June 4, 2020.

3. The total area of the property described hereon is 112,570 square feet or 2.58425 acres.

4. The contours depicted hereon are per elevation data collected while conducting the fieldwork. The contour interval is 1 foot.

   PROJECT BENCHMARK: Top of Minnesota Department of Transportation Geodetic Monument "OLAKES" Elevation = 946.48 feet. (NAVD88)

   SITE BENCHMARK: Top nut of hydrant located near the southeast corner of the building on the surveyed site Elevation = 949.06 feet. (NAVD88)

6a. No zoning report or letter was received from the insurer pursuant to Optional Table A Item 6(a), as set forth in the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys.

7a. Exterior building dimensions are depicted hereon.

7b1. The exterior building footprint area at ground level is depicted hereon.

7c. The measured building height is depicted hereon.

8. Substantial features observed in the process of conducting the fieldwork are depicted hereon.

9. As of the date of this survey the property described hereon contains a total of 110 parking spaces of which 106 are standard parking spaces and 4 are handicapped parking spaces.

11a. Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 252934171. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification and location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.

13. The names of adjoining owners according to current tax records are depicted hereon.

14. The intersection of Lexington Avenue North & Gramsie Road is located at the Northwest corner of the surveyed property.

16. As of the date of this survey there is no observable evidence of current earth moving work, building construction or building additions on the property described hereon.

18. No plottable offsite easements or servitudes were disclosed in documents provided to the surveyor.

## SURVEY ITEMS PER SCHEDULE B:

ITEM 12: Easement for sanitary sewer purposes in favor of the Village of Shoreview as contained in Final Certificate dated June 17, 1971, recorded June 18, 1971, as Document No. 1801246 in the office of the County Recorder, and as Document No. 558456 in the office of the Registrar of Titles.

Said easement affects the surveyed property and is depicted hereon.

ITEM 13: Terms of Restrictive Use Covenants dated July 28, 1994, recorded December 29, 1994, as Document No. 2847318 in the office of the County Recorder, and recorded December 27, 1994, as Document No. 1078740 in the office of the Registrar of Titles.

Said covenants affect the surveyed property. No plottable items to depict.

ITEM 14: Terms, conditions and easements for sign purposes and incidental rights as contained in the following:

(a) Easement for Maintenance of Sign dated July 28, 1994, recorded December 29, 1994, as Document No. 2847319 in the office of the County Recorder, and recorded December 27, 1994, as Document No. 1078741 in the office of the Registrar of Titles.

(b) Easement for Construction and Maintenance of Freestanding Sign dated February 6, 1997, recorded April 25, 1997, as Document No. 2989371 in the office of the County Recorder, and recorded March 11, 1997, as Document No. 1149020 in the office of the Registrar of Titles.

Said item a easement affects the surveyed property and is not mathematically defined and not depicted hereon.

Said item b easement affects the surveyed property and is depicted hereon.

ITEM 15: Declaration for Maintenance of Stormwater Facilities in favor of the Rice Creek Watershed District dated April 2, 2004, recorded April 5, 2004, as Document No. 3743045 in the office of the County Recorder, and as Document No. 1811871 in the office of the Registrar of Titles.

Said declaration affects the surveyed property. Said storm water facilities are not mathematically defined and are depicted hereon for reference.

## CERTIFICATION:

To Christian Brothers Automotive Corporation; Bear Cobblestone LLC, a Minnesota limited liability company; and First American Title Insurance Company National Commercial Services:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 5, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 11(a), 13, 14, 16 and 18 of Table A thereof. The fieldwork was completed on November 7, 2025.

Date of Plat or Map: November 12, 2025.


Christopher A. Terwedo
Minnesota License No. 53536
cterwedo@efnsurvey.com


| FIELD BOOK | PAGE |
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| | |

DRAWING NAME: 43022.dwg
JOB NO. 43022
FILE NO.

FIELDWORK CHIEF: AV
DRAWN BY: DAV
CHECKED BY: CAT

REVISIONS

| NO. | DATE | DESCRIPTION |
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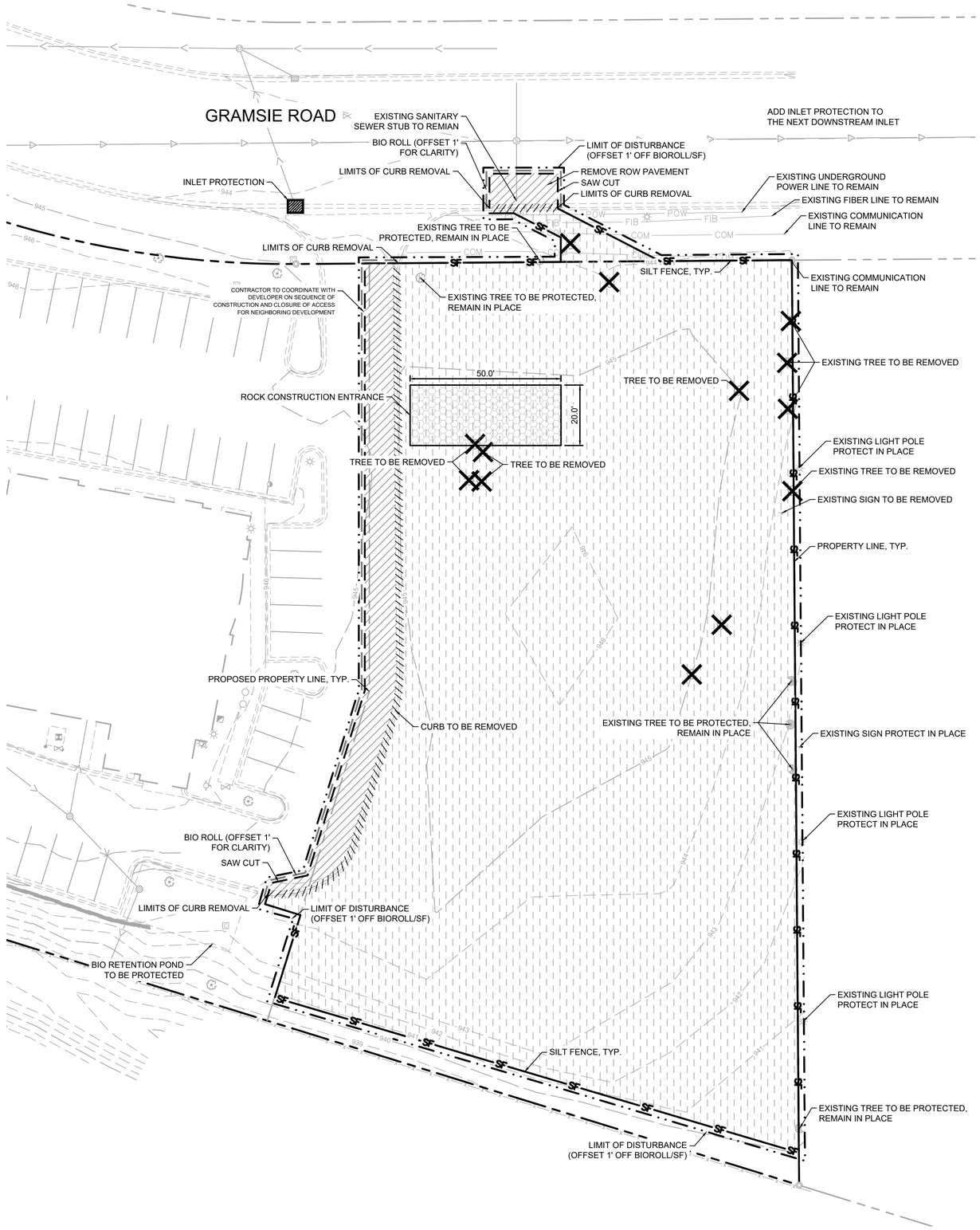
# ALTA/NSPS LAND TITLE SURVEY

SURVEY FOR:
Kimley Horn & Associates, Inc.

PROPERTY ADDRESS:
1090 Gramsie Road
Shoreview, Minnesota 55126
Ramsey County Tax PID 263023230014


Egan, Field & Nowak, Inc.
land surveyors since 1872
475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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| AREA SUMMARY | |
|---|---|
| TOTAL PROPERTY AREA | 0.97 AC |
| EXISTING IMPERVIOUS AREA | 0.05 AC / 5.0% |
| EXISTING PERVIOUS AREA | 0.91 AC / 95.0% |
| PROPOSED IMPERVIOUS AREA | 0.61 AC / 62.9% |
| PROPOSED PERVIOUS AREA | 0.36 AC / 37.1% |
| TOTAL DISTURBED AREA | 0.95 AC |

| PHASE I BMP QUANTITIES | |
|---|---|
| SILT FENCE | ±752 LF |
| BIO ROLL | ±266 LF |
| INLET PROTECTION | 2 EA |
| ROCK CONSTRUCTION ENTRANCE | 1 EA |

## EROSION CONTROL PLAN NOTES

1. THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
2. ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH LAND DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT, AND BECOME FAMILIAR WITH THEIR CONTENTS.
3. BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE AND LOCAL REQUIREMENTS, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
4. SITE ENTRY AND EXIT LOCATIONS SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT THE TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAYS. SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO A PUBLIC ROADWAY FROM THE CONSTRUCTION SITE MUST BE REMOVED AS SOON AS PRACTICABLE. WHEN WASHING IS REQUIRED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY, IT SHALL BE DONE IN AN AREA STABILIZED WITH CRUSHED STONE WHICH DRAINS INTO AN APPROVED SEDIMENT BASIN. ANY FINES IMPOSED FOR DISCHARGING SEDIMENT ONTO A PUBLIC RIGHT OF WAY SHALL BE PAID BY THE CONTRACTOR.
5. TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INITIATED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
6. THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT PRACTICAL OR AS REQUIRED BY THE GENERAL PERMIT.
7. CONTRACTOR SHALL DENOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
8. ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE CLEANING, EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED BEFORE DISPOSAL.
9. SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLOTATION BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
11. RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
12. STAGING AREAS, STOCKPILES, SPOILS, ETC. SHALL BE LOCATED OUTSIDE OF DRAINAGE WAYS SUCH THAT STORM WATER RUNOFF WILL NOT BE ADVERSELY AFFECTED. PROVIDE STABILIZATION MEASURES SUCH AS PERIMETER EROSION CONTROL BMP'S, SEEDING, OR OTHER COVERING AS NECESSARY TO PREVENT EROSION.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR RE-ESTABLISHING ANY EROSION CONTROL BMP DISTURBED DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DEFICIENCIES IN THE ESTABLISHED EROSION CONTROL MEASURES THAT MAY LEAD TO UNAUTHORIZED DISCHARGE OF STORM WATER POLLUTANTS. UNAUTHORIZED POLLUTANTS INCLUDE (BUT ARE NOT LIMITED TO) EXCESS CONCRETE DUMPING, CONCRETE RESIDUE, PAINTS, SOLVENTS, GREASES, FUELS, LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS.
14. EROSION CONTROL BMP'S SHOWN ON THESE PLANS SHALL BE INSTALLED PRIOR TO THE START OF LAND-DISTURBING ACTIVITIES ON THE PROJECT, AND INITIATED AS SOON AS PRACTICABLE.
15. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
16. THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

## LEGEND

- ROCK ENTRANCE
- INLET PROTECTION
- SF — SILT FENCE
- PROPERTY LINE
- REMOVE AND REPLACE PAVEMENT
- CLEARING & GRUBBING
- FULL DEPTH SAWCUT
- REMOVE TREE
- REMOVE CONCRETE CURB & GUTTER
- LIMITS OF CONSTRUCTION (OFFSET FOR CLARITY)
- O—ELC — EXISTING OVERHEAD POWER LINE
- EXISTING CHAINLINK FENCE
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING WATERMAIN
- GAS — EXISTING GAS MAIN
- TEL — EXISTING UNDERGROUND TELEPHONE
- CTV — EXISTING UNDERGROUND CABLE
- 928 — EXISTING CONTOUR
- EXISTING CURB & GUTTER
- EXISTING SIGN
- EXISTING STORM MANHOLE
- EXISTING STORM CATCHBASIN
- EXISTING HYDRANT
- EXISTING GUY WIRE
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- EXISTING TREE

## SWPPP UPDATES & AMENDMENTS

THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

## PHASE 1 SEQUENCE OF CONSTRUCTION

1. INSTALL PERIMETER EROSION CONTROL (I.E. SILT FENCE) AND INLET PROTECTION AT EXISTING STORMWATER INLETS.
2. CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE AND CONCRETE WASHOUT
3. PREPARE TEMPORARY PARKING AND STORAGE AREA.
4. CONSTRUCT AND STABILIZE DIVERSIONS AND TEMPORARY SEDIMENT BASINS.
5. CLEAR AND GRUB THE SITE.
6. BEGIN MASS SITE GRADING AND ROUGH GRADE SITE SUFFICIENTLY TO ESTABLISH PROPOSED DRAINAGE PATTERNS.
7. START CONSTRUCTION OF THE BUILDING PAD AND STRUCTURES.
8. TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DISTURBED AREAS THAT WILL BE INACTIVE FOR 14 DAYS OR MORE OR AS REQUIRED BY THE NPDES AND/OR CITY GRADING PERMIT(S).

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY, PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.

NORTH

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| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 1 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |
| 2 | CITY COMMMENTS | 04/23/2026 | ARF |

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11995 SINGLETREE LN, SUITE 225, EDEN PRAIRIE, MN 55344
PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRISTIAN J. JONES P.E.
DATE: 04/20/2026 LIC. NO. 58868 MN

KHA PROJECT 160684013
DATE 04/20/2026
SCALE AS SHOWN
DESIGNED BY BSK
DRAWN BY ARF
CHECKED BY MTL

# DEMO AND EROSION AND SEDIMENT CONTROL PLAN

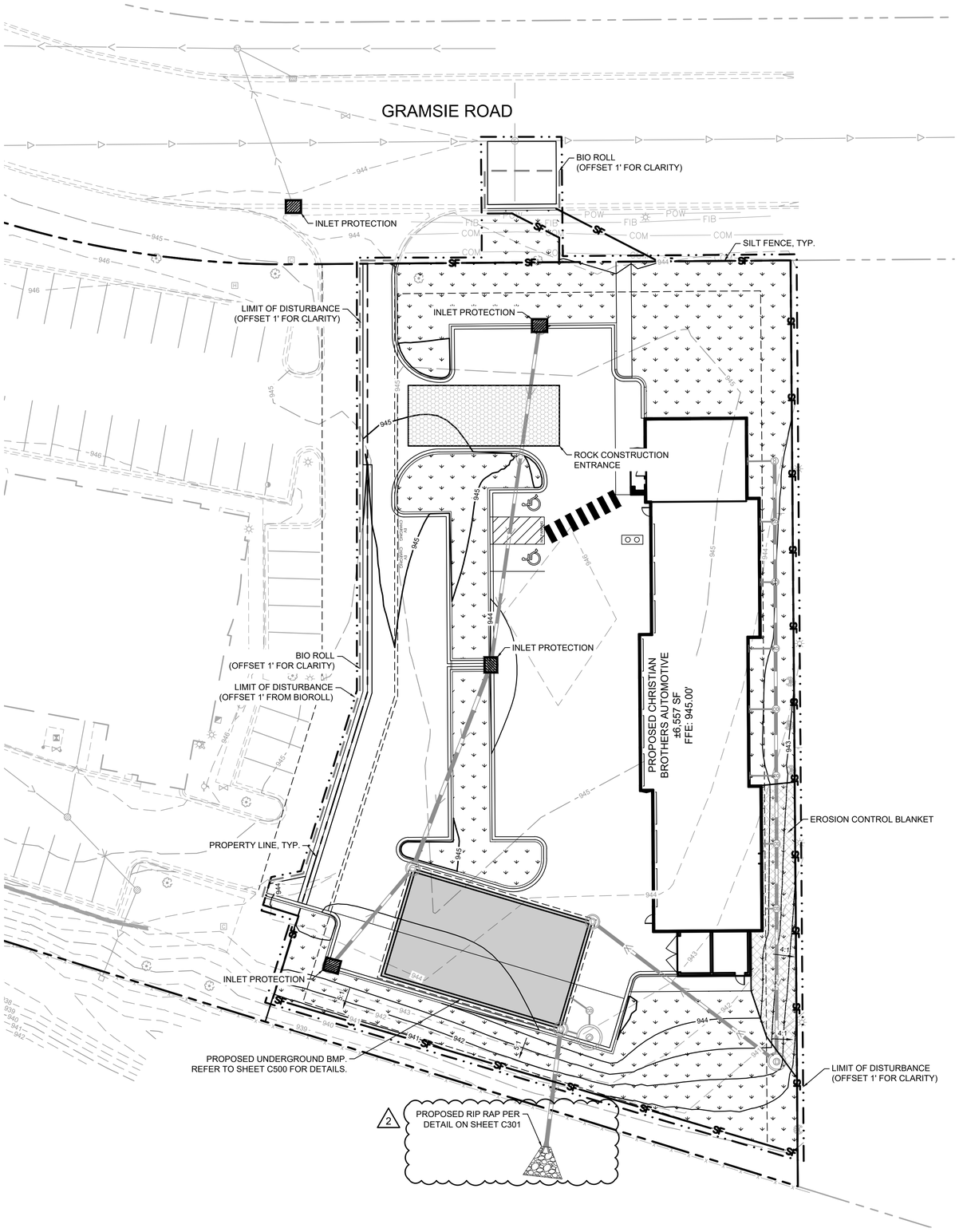
CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE SHOREVIEW MN

SHEET NUMBER
C200

K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C3-EROS PH1 PLAN.dwg June 11, 2026 - 9:47am
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| AREA SUMMARY | |
|---|---|
| TOTAL PROPERTY AREA | 0.97 AC |
| EXISTING IMPERVIOUS AREA | 0.05 AC / 5.0% |
| EXISTING PERVIOUS AREA | 0.91 AC / 95.0% |
| PROPOSED IMPERVIOUS AREA | 0.61 AC / 62.9% |
| PROPOSED PERVIOUS AREA | 0.36 AC / 37.1% |
| TOTAL DISTURBED AREA | 0.95 AC |

| PHASE 2 BMP QUANTITIES | |
|---|---|
| SILT FENCE | ±750 LF |
| BIO ROLL | ±265 LF |
| INLET PROTECTION | 3 EA |
| ROCK CONSTRUCTION ENTRANCE | 1 EA |
| EROSION CONTROL BLANKET | ±1,100 SF |

## SWPPP UPDATES & AMENDMENTS

THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

## LEGEND

- ROCK ENTRANCE
- EROSION CONTROL BLANKET
- INLET PROTECTION
- SF — SILT FENCE
- LIMITS OF DISTURBANCE
- BIOROLL

## EROSION CONTROL PLAN NOTES

1. THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
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11. RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
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16. THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

## PHASE 2 SEQUENCE OF CONSTRUCTION

1. TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DENUDED AREAS THAT WILL BE INACTIVE FOR 14 DAYS OR MORE.
2. CONSTRUCT UNDERGROUND SITE UTILITIES AND STORM SEWER, INCLUDING UNDERGROUND STORMWATER MANAGEMENT SYSTEM.
3. INSTALL APPROPRIATE INLET PROTECTION AT ANY NEW STORM SEWER STRUCTURES AS EACH STRUCTURE IS CONSTRUCTED.
4. COMPLETE SITE GRADING AND PERMANENTLY STABILIZE AREAS TO BE VEGETATED AS THEY ARE BROUGHT TO FINAL GRADE.
5. PLACE PAVEMENT BASE MATERIAL AND INSTALL SUBDRAINAGE SYSTEM.
6. CONSTRUCT PAVEMENTS, CURB & GUTTER, AND SIDEWALKS.
7. AS APPROPRIATE, REPLACE & MAINTAIN INLET PROTECTION DEVICES WITHIN PAVED AREAS AS WORK PROGRESSES.
8. COMPLETE FINAL GRADING AND INSTALL OF PERMANENT STABILIZATION (SEEDING, SODDING, ETC.) WITHIN LANDSCAPED AREAS.
9. WHEN THE SITE HAS ACHIEVED FINAL STABILIZATION AS DEFINED BY THE APPLICABLE EROSION CONTROL PERMITS, REMOVE ALL REMAINING TEMPORARY EROSION & SEDIMENT CONTROL BMP'S AND RE-STABILIZE ANY AREAS DISTURBED BY THE REMOVAL.

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY, PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.

NORTH

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811 Know what's below. Call before you dig.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |

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PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRISTIAN J. JONES P.E.
DATE: 04/20/2026 LIC. NO. 58868 MN

| KHA PROJECT | |
|---|---|
| 160684013 | |
| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | BSK |
| DRAWN BY | ARF |
| CHECKED BY | MTL |

# EROSION AND SEDIMENT CONTROL PLAN - PHASE 2

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE

SHOREVIEW MN

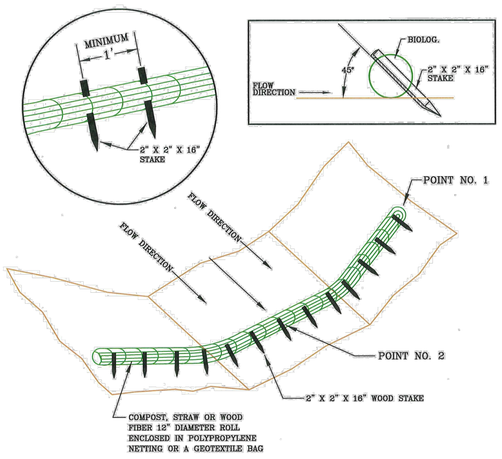
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K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C3-EROS PH2 PLAN.dwg June 11, 2026 - 9:48am
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FOR REFERENCE ONLY

## EROSION CONTROL BIOLOG DITCH CHECK

NOTES:
1. POINT NO. 1 MUST BE A MINIMUM OF 6" HIGHER THAN POINT NO. 2 TO ENSURE THAT WATER FLOWS OVER THE DIKE AND NOT AROUND THE ENDS OF THE BIOLOG.
2. EACH 2" X 2" X 16" LONG WOODEN STAKE WITH A MINIMUM OF 1.0' SPACING BETWEEN STAKES SHALL BE DRIVEN THROUGH THE BACK HALF OF THE COMPOST LOG AT AN ANGLE OF 45° WITH THE TOP OF THE STAKE POINTING UP STREAM.
3. CONTRACTOR IS RESPONSIBLE FOR THE MAINTANCE OF EROSION CONTROL PER THE REQUIREMENTS OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP).



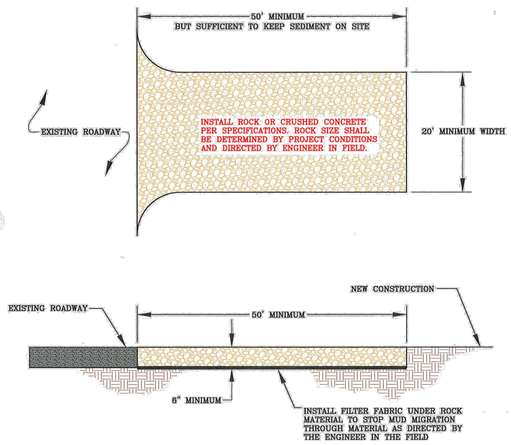

SHOREVIEW PUBLIC WORKS

TYPICAL EROSION BIOLOG DITCH CHECK INSTALLATION

STANDARD PLATE NO. ERO-1 | REVISED JANUARY 2020

FOR REFERENCE ONLY

## CONSTRUCTION ENTRANCE




SHOREVIEW PUBLIC WORKS

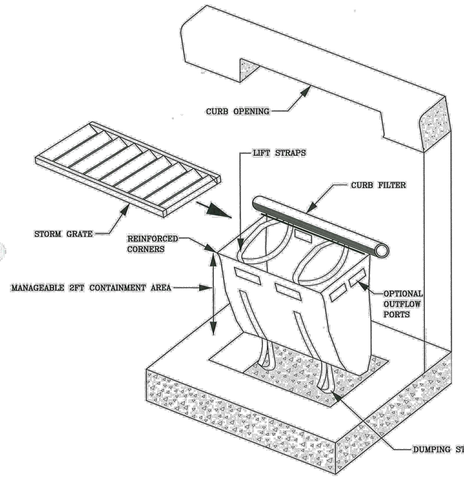
TYPICAL CONSTRUCTION ENTRANCE INSTALLATION

STANDARD PLATE NO. STR-4 | REVISED JANUARY 2024

FOR REFERENCE ONLY

## STORM SEWER STRUCTURE INLET PROTECTION

NOTES:
1. ALL EXISTING AND NEWLY INSTALLED STORM SEWER STRUCTURES SHALL HAVE A DANDY CURB SACK INSTALLED (OR APPROVED EQUAL) FOR EROSION CONTROL PROTECTION.




SHOREVIEW PUBLIC WORKS

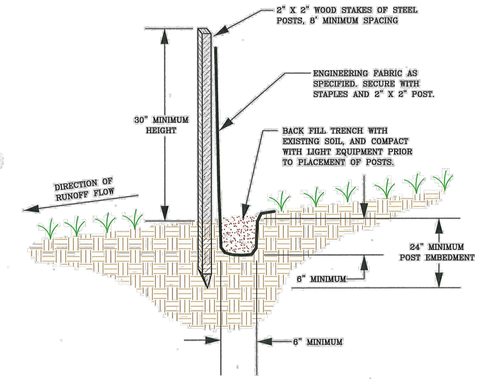
TYPICAL STORM SEWER INLET PROTECTION INSTALLATION

STANDARD PLATE NO. STO-6 | REVISED JANUARY 2020

FOR REFERENCE ONLY

## SILT FENCE

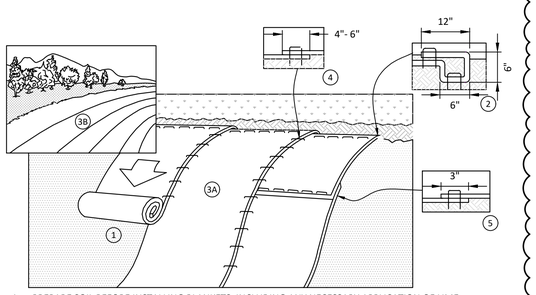
NOTES:
1. CONTRACTOR IS RESPONSIBLE FOR THE MAINTANCE OF EROSION CONTROL PER REQUIREMENTS OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP).




SHOREVIEW PUBLIC WORKS

TYPICAL SLIT FENCE INSTALLATION

STANDARD PLATE NO. ERO-2 | REVISED JANUARY 2020




1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS PER MANUFACTURES RECOMMENDATION.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 4"-6" OVERLAP DEPENDING ON BLANKET TYPE. TO ENSURE PROPER SEAM ALIGNMENT, PLACE THE EDGE OF THE OVERLAPPING BLANKET (BLANKET BEING INSTALLED ON TOP) EVEN WITH THE SEAM STITCH ON THE PREVIOUSLY INSTALLED BLANKET.
5. CONSECUTIVE BLANKETS SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3"OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12"APART ACROSS ENTIRE BLANKET WIDTH.
6. PLACE STAPLES/STAKES PER MANUFACTURE RECOMMENDATION FOR THE APPROPRIATE SLOPE BEING APPLIED.

NOTES:

1. IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY SECURE THE BLANKETS.

2. FOLLOW EROSION CONTROL TECHNOLOGY COUNCIL SPECIFICATION FOR PRODUCT SELECTION

**1 EROSION CONTROL BLANKET**

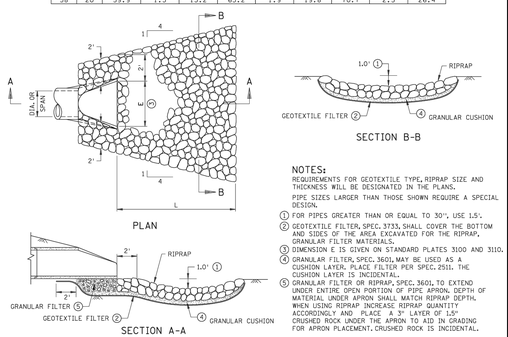
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### TABLE OF QUANTITIES
### RIPRAP AT RCP OUTLETS

| DIA. OF ROUND PIPE (IN.) | L (FT.) | CLASS II $d_{50}$ = 6" GEO-TEXTILE FILTER (SQ.YD.) | CLASS II $d_{50}$ = 6" GRANULAR FILTER UNDER APRON (CU.YD.) | CLASS II $d_{50}$ = 6" 12" DEPTH RIPRAP (CU.YD.) | CLASS III $d_{50}$ = 9" GEO-TEXTILE FILTER (SQ.YD.) | CLASS III $d_{50}$ = 9" GRANULAR FILTER UNDER APRON (CU.YD.) | CLASS III $d_{50}$ = 9" 18" DEPTH RIPRAP (CU.YD.) | CLASS IV $d_{50}$ = 12" GEO-TEXTILE FILTER (SQ.YD.) | CLASS IV $d_{50}$ = 12" GRANULAR FILTER UNDER APRON (CU.YD.) | CLASS IV $d_{50}$ = 12" 24" DEPTH RIPRAP (CU.YD.) |
|---|---|---|---|---|---|---|---|---|---|---|
| 12 | 8 | 16.9 | 0.2 | 3.0 | 19.6 | 0.3 | 4.4 | 22.6 | 0.3 | 5.9 |
| 15 | 8 | 18.0 | 0.2 | 3.2 | 20.8 | 0.3 | 4.8 | 23.9 | 0.4 | 6.4 |
| 18 | 10 | 22.4 | 0.3 | 4.3 | 25.6 | 0.4 | 6.4 | 29.0 | 0.5 | 8.5 |
| 21 | 10 | 24.1 | 0.4 | 4.7 | 27.4 | 0.6 | 7.1 | 30.9 | 0.7 | 9.4 |
| 24 | 12 | 29.7 | 0.5 | 6.2 | 33.4 | 0.8 | 9.2 | 37.3 | 1.0 | 12.3 |
| 27 | 12 | 31.4 | 0.6 | 6.6 | 35.2 | 0.9 | 9.9 | 39.2 | 1.2 | 13.2 |
| 30 | 14 | 37.4 | 0.8 | 8.2 | 41.6 | 1.1 | 12.3 | 46.0 | 1.5 | 16.4 |
| 36 | 16 | 45.9 | 1.1 | 10.6 | 50.5 | 1.6 | 15.8 | 55.4 | 2.1 | 21.1 |
| 42 | 18 | 52.8 | 1.2 | 12.5 | 57.8 | 1.7 | 18.7 | 63.0 | 2.3 | 24.9 |
| 48 | 20 | 61.1 | 1.5 | 14.8 | 66.5 | 2.2 | 22.2 | 72.0 | 2.9 | 29.6 |

### TABLE OF QUANTITIES
### RIPRAP AT RCP-A OUTLETS

| SPAN OF PIPE ARCH (IN.) | L (FT.) | CLASS II $d_{50}$ = 6" GEO-TEXTILE FILTER (SQ.YD.) | CLASS II $d_{50}$ = 6" GRANUL FILTER UNDER APRON (CU.YD.) | CLASS II $d_{50}$ = 6" 12" DEPTH RIPRAP (CU.YD.) | CLASS III $d_{50}$ = 9" GEO-TEXTILE FILTER (SQ.YD.) | CLASS III $d_{50}$ = 9" GRANUL FILTER UNDER APRON (CU.YD.) | CLASS III $d_{50}$ = 9" 18" DEPTH RIPRAP (CU.YD.) | CLASS IV $d_{50}$ = 12" GEO-TEXTILE FILTER (SQ.YD.) | CLASS IV $d_{50}$ = 12" GRANUL FILTER UNDER APRON (CU.YD.) | CLASS IV $d_{50}$ = 12" 24" DEPTH RIPRAP (CU.YD.) |
|---|---|---|---|---|---|---|---|---|---|---|
| 22 | 10 | 22.4 | 0.3 | 4.1 | 25.6 | 0.4 | 6.1 | 29.0 | 0.5 | 8.1 |
| 28 | 12 | 29.5 | 0.5 | 5.7 | 33.2 | 0.7 | 8.5 | 37.1 | 0.9 | 11.3 |
| 36 | 14 | 37.3 | 0.8 | 7.5 | 41.5 | 1.1 | 11.2 | 45.8 | 1.5 | 14.9 |
| 43 | 16 | 45.9 | 1.1 | 9.5 | 50.5 | 1.6 | 14.3 | 55.3 | 2.1 | 19.0 |
| 51 | 18 | 52.5 | 1.2 | 11.3 | 57.5 | 1.7 | 16.9 | 62.7 | 2.3 | 22.5 |
| 58 | 20 | 59.9 | 1.3 | 13.2 | 65.2 | 1.9 | 19.8 | 70.7 | 2.5 | 26.4 |




NOTES:
REQUIREMENTS FOR GEOTEXTILE TYPE, RIPRAP SIZE AND THICKNESS WILL BE DESIGNATED IN THE PLANS.

PIPE SIZES LARGER THAN THOSE SHOWN REQUIRE A SPECIAL DESIGN.

(1) FOR PIPES GREATER THAN OR EQUAL TO 30", USE 1.5'.
(2) GEOTEXTILE FILTER, SPEC. 3733, SHALL COVER THE BOTTOM AND SIDES OF THE AREA EXCAVATED FOR THE RIPRAP, GRANULAR FILTER MATERIALS.
(3) DIMENSION E IS GIVEN ON STANDARD PLATES 3100 AND 3110.
(4) GRANULAR FILTER, SPEC. 3601, MAY BE USED AS A CUSHION LAYER. PLACE FILTER PER SPEC. 2511. THE CUSHION LAYER IS INCIDENTAL.
(5) GRANULAR FILTER OR RIPRAP, SPEC. 3601, TO EXTEND UNDER ENTIRE OPEN PORTION OF PIPE APRON. DEPTH OF MATERIAL UNDER APRON SHALL MATCH RIPRAP DEPTH. WHEN USING RIPRAP INCREASE RIPRAP QUANTITY ACCORDINGLY AND PLACE A 3" LAYER OF 1.5" CRUSHED ROCK UNDER THE APRON TO AID IN GRADING FOR APRON PLACEMENT. CRUSHED ROCK IS INCIDENTAL.

| APPROVED DECEMBER 9, 2013 STATE DESIGN ENGINEER | STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION | SPECIFICATION REFERENCE | STANDARD PLATE NO. |
|---|---|---|---|
| | RIPRAP AT RCP OUTLETS | 3100 3110 3601 3733 2511 | 3133D |

2

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CHRISTIAN J. JONES P.E. | DATE: 04/20/2026 | MN LIC. NO. 58868

KHA PROJECT 160684013
DATE 04/20/2026
SCALE AS SHOWN
DESIGNED BY BSK
DRAWN BY ARF
CHECKED BY MTL

# EROSION AND SEDIMENT CONTROL DETAILS

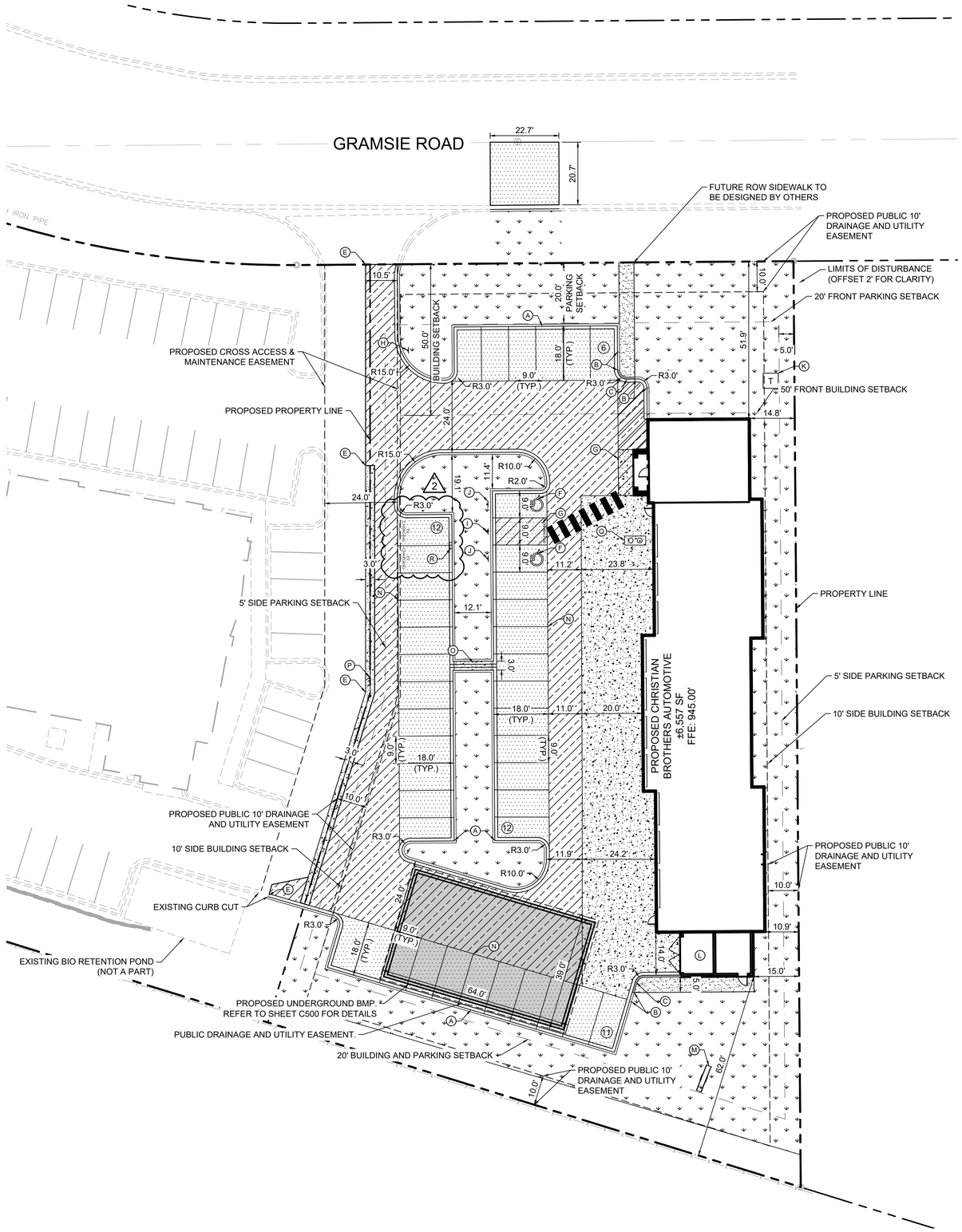
CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE SHOREVIEW MN

SHEET NUMBER
C301

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## KEYNOTE LEGEND

| | |
|---|---|
| A | B612 CURB & GUTTER (TYP.) |
| B | TRANSITION CURB (FLAT CURB TO 6" CURB) |
| C | FLAT CURB (SEE DETAIL) |
| D | 6" CONCRETE FILLED PIPE BOLLARD, SEE DETAIL |
| E | MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER |
| F | ACCESSIBLE PARKING AREA, SEE DETAIL |
| G | AREA STRIPED WITH 4" SYSL @ 45°, 2' O.C. |
| H | 30" x 30" STOP SIGN |
| I | NO PARKING SIGN |
| J | ACCESSIBLE PARKING SIGNAGE, SEE DETAIL |
| K | PROPOSED TRANSFORMER PAD PER UTILITY COMPANY STANDARDS AND SPECIFICATIONS |
| L | TRASH ENCLOSURE CONTAINER (SEE ARCH PLANS FOR DETAILS) |
| M | PROPOSED PYLON SIGN, SEE SIGNAGE PLAN BY OTHERS |
| N | 4" THERMOPLASTIC WHITE PAINT STRIPE |
| O | 3' CONCRETE FLUME - SEE DETAIL |
| P | CONCRETE VALLEY GUTTER - SEE DETAIL |
| Q | SAND-OIL INTERCEPTOR - REFER TO MEP PLANS |
| R | (2) LEVEL 2 EV CHARGER- REFER TO MEP PLANS |

## LEGEND

- PROPERTY LINE
- SETBACK LINE
- PROPOSED CURB AND GUTTER
- STANDARD DUTY ASPHALT PAVMENT SEE DETAILS FOR SECTION
- HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
- HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
- CONCRETE SIDEWALK SEE DETAILS FOR SECTION
- PROPOSED LANDSCAPING AREA

## PROPERTY SUMMARY

| | |
|---|---|
| TOTAL PROPERTY AREA | 0.97 AC |
| DISTURBED AREA | 0.95 AC |
| EXISTING IMPERVIOUS AREA | 0.05 AC / 5.0% |
| EXISTING PERVIOUS AREA | 0.91 AC / 95.0% |
| PROPOSED IMPERVIOUS AREA | 0.61 AC / 62.9% |
| PROPOSED PERVIOUS AREA | 0.36 AC / 37.1% |
| NET INCREASE IN IMPERVIOUS AREA | 0.56 AC |

## SITE DATA

| | |
|---|---|
| EXISTING ZONING | PUD - PLANNED UNIT DEVELOPMENT (OFFICE USE) |
| PROPOSED LAND USE | AUTO SERVICE STATION (NOT PERMITTED) |
| PARKING SETBACKS | SIDE = 5'<br>RIGHT OF WAY = 20' |
| BUILDING SETBACKS | FRONT = 50'<br>SIDE = 10'<br>REAR = 20' |

## BUILDING DATA

| | |
|---|---|
| TOTAL BUILDING AREA | 6,557 SF |
| PERCENT OF TOTAL PROPERTY AREA | 15.60% |

## PARKING SUMMARY

| | |
|---|---|
| REQUIRED PARKING | ONE PARKING SPACE PER EMPLOYEE PLUS FIVE PER SERVICE STALL<br>5*10 BAYS + 10 EMPLOYEES= 60 SPACES |
| TOTAL PROPOSED PARKING | 41 SPACES |
| REQUIRED ACCESSIBLE PARKING | 2 VAN ACCESSIBLE |
| PROPOSED ACCESSIBLE PARKING | 2 VAN ACCESSIBLE |

## SITE PLAN NOTES

1. REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
2. REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
3. DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
4. UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
5. TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 18-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
6. MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

Know what's **below.** **Call** before you dig.

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KHA PROJECT 160684013 | DATE 04/20/2026 | SCALE AS SHOWN | DESIGNED BY BSK | DRAWN BY ARF | CHECKED BY MTL

# SITE DIMENSION PLAN

**CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN**

**PREPARED FOR**

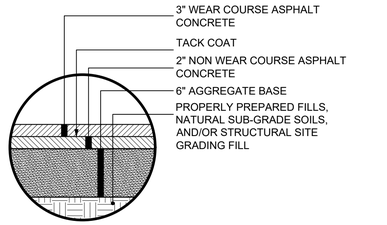
**CHRISTIAN BROTHERS AUTOMOTIVE**

SHOREVIEW MN

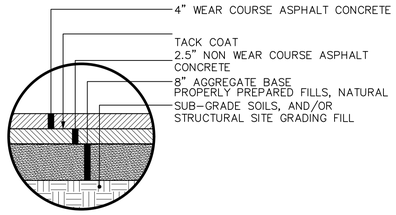
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PAVEMENT SECTIONS SHOWN ARE PROVIDED AS A REFERENCE ONLY. REFER TO GEOTECHNICAL REPORT FOR ALL PAVEMENT, SUBGRADE PREPARATION AND COMPACTION REQUIREMENTS.



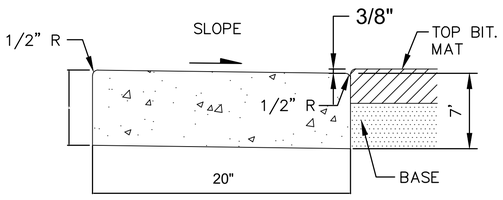

**1 STANDARD DUTY ASPHALT PAVMENT SECTION**
NO SCALE




**2 HEAVY DUTY ASPHALT PAVMENT SECTION**
NO SCALE

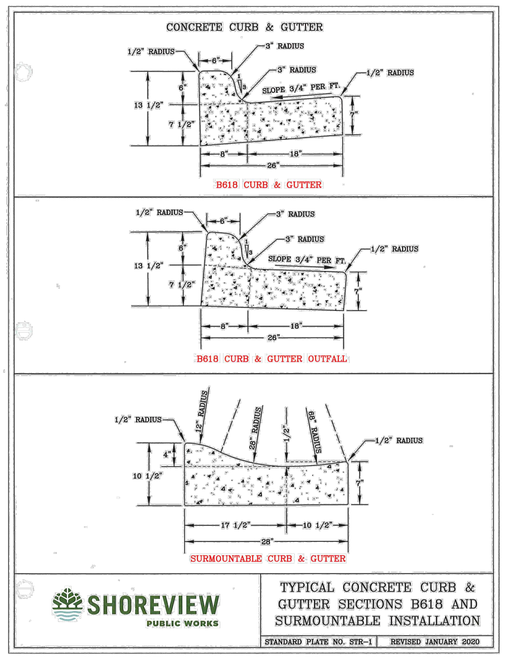



**3 HEAVY DUTY CONCRETE PAVMENT SECTION**
NO SCALE

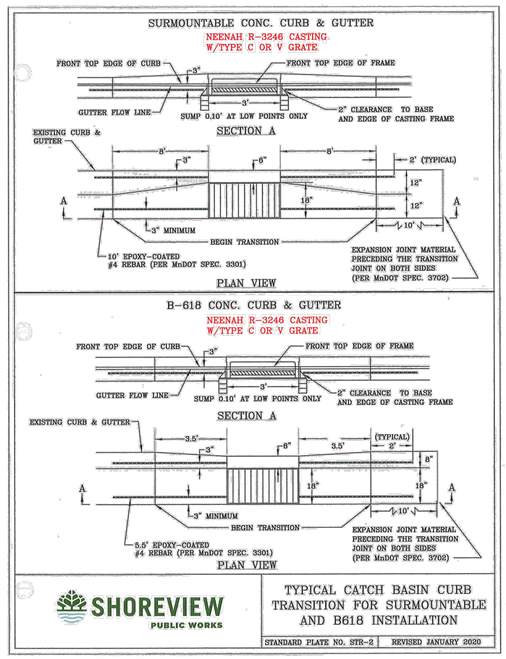



**4 FLUSH CURB**
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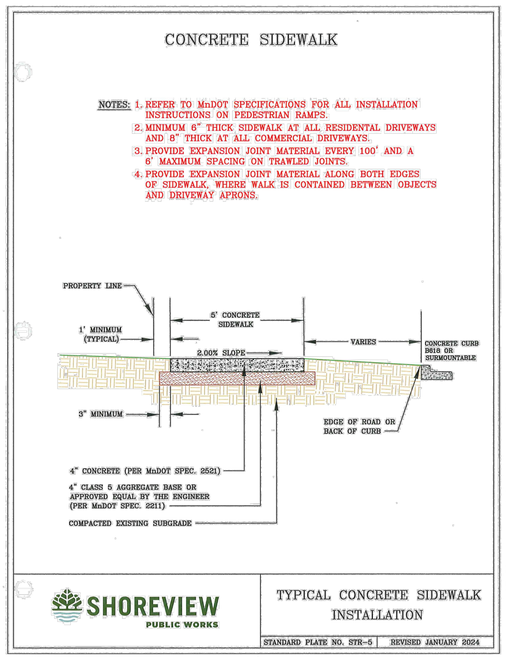
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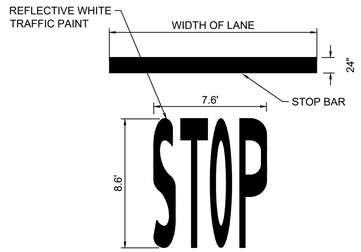



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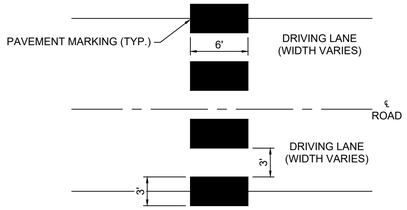




WHITE LEGEND RED BACKGROUND

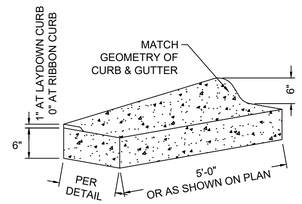
R1-1
30"X30"
"STOP" SIGN
N.T.S.

**5 STOP SIGNAGE & MARKING**
SCALE: NTS




NOTE:
1. TAPED AREAS TO BE CENTERED AND ALIGNED ON CENTER LINE AND LANE LINES. MAKE ADJUSTMENTS IN CENTER MEDIAN AREA.
2. ZEBRA CROSSWALKS SHALL BE WHITE POLYMER-PREFORMED TAPE OR AN ACCEPTABLE EQUALIVANT APPROVED BY THE ENGINEER.
3. A MINIMUM OF 1.5 FT. CLEAR DISTANCE MUST BE LEFT ADJACENT TO CURB. IF LAST STRIPED AREA FALLS INTO THIS DISTANCE, IT MUST BE OMITTED.
4. REMOVE ALL CONFLICTING PAVEMENT MARKINGS AS DIRECTED BY THE ENGINEER.
5. AT SKEWED CROSSWALKS, THE TAPED AREAS ARE TO REMAIN PARALLEL TO THE LANE LINES.
6. WHERE PAVEMENT MARKINGS CAN NOT BE INLAYED INTO THE HOT MAT, PAVEMENT SHALL BE GROOVED FOR THE INSTALLATION OF THE POLYMER-PREFORMED MARKINGS. SEE Mn/DOT STANDARD SPECIFICATION 2564.

**6 CROSSWALK STRIPING**
NO SCALE




**NOTES:**
1. REFER TO CONCRETE CURB & GUTTER DETAIL FOR SPECIFICATIONS AND AGGREGATE BASE COURSE DIMENSIONS

**7 CONCRETE CURB TAPER**
NO SCALE

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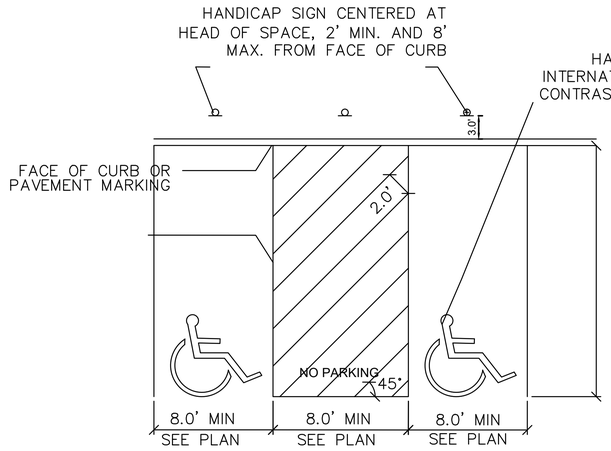
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# SITE DETAILS

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN
PREPARED FOR
CHRISTIAN BROTHERS AUTOMOTIVE
SHOREVIEW MN

SHEET NUMBER
C401

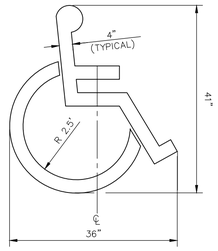
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## ACCESSIBLE PARKING STALL LAYOUT

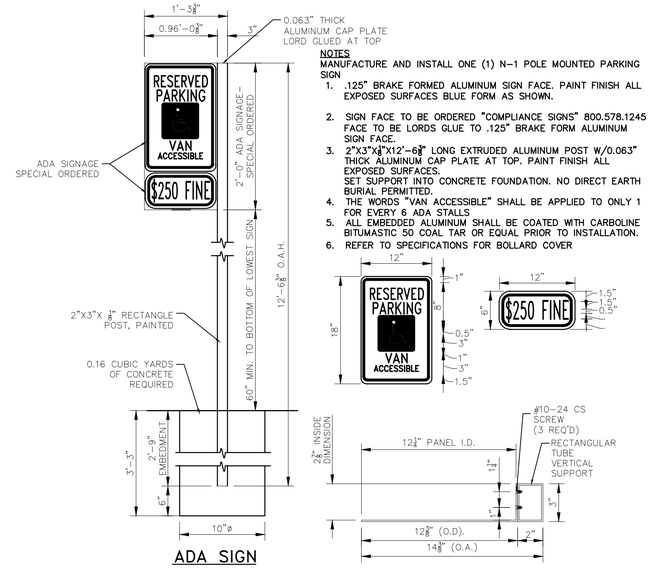
NOT TO SCALE

**1** **ADA PARKING STALL LAYOUT**
SCALE: NTS




**ACCESSIBLE PARKING SYMBOL**
N.T.S.

**2** **ADA PARKING SYMBOL**
SCALE: NTS




NOTES
MANUFACTURE AND INSTALL ONE (1) N-1 POLE MOUNTED PARKING SIGN

1. .125" BRAKE FORMED ALUMINUM SIGN FACE. PAINT FINISH ALL EXPOSED SURFACES BLUE FORM AS SHOWN.
2. SIGN FACE TO BE ORDERED "COMPLIANCE SIGNS" 800.578.1245 FACE TO BE LORDS GLUE TO .125" BRAKE FORM ALUMINUM SIGN FACE.
3. 2"X3"X⅛"X12'-6⅜" LONG EXTRUDED ALUMINUM POST W/0.063" THICK ALUMINUM CAP PLATE AT TOP. PAINT FINISH ALL EXPOSED SURFACES.
   SET SUPPORT INTO CONCRETE FOUNDATION. NO DIRECT EARTH BURIAL PERMITTED.
4. THE WORDS "VAN ACCESSIBLE" SHALL BE APPLIED TO ONLY 1 FOR EVERY 6 ADA STALLS
5. ALL EMBEDDED ALUMINUM SHALL BE COATED WITH CARBOLINE BITUMASTIC 50 COAL TAR OR EQUAL PRIOR TO INSTALLATION.
6. REFER TO SPECIFICATIONS FOR BOLLARD COVER

ALL FASTENERS SHALL BE STAINLESS STEEL OR OTHERWISE COATED TO PREVENT CORROSION.

ADA SIGN
NOT TO SCALE

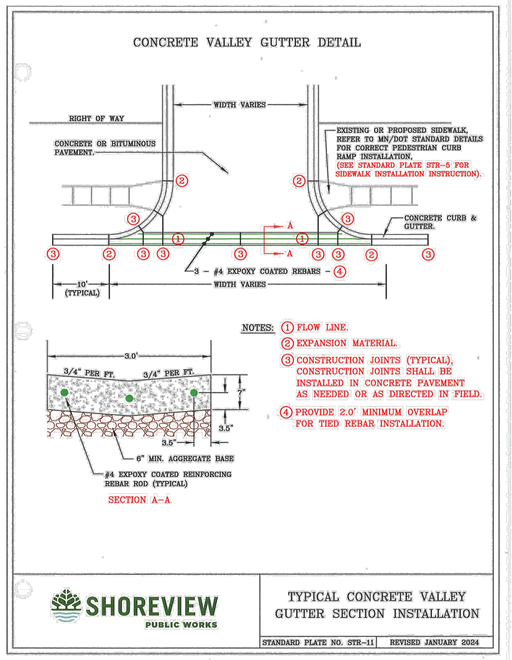
SIGN MOUNTING DETAIL
NOT TO SCALE

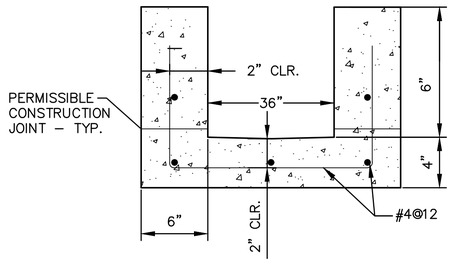
*NOTE: ACCESSIBLE PARKING SIGN SHALL BE SOURCED FROM AND PROVIDED BY GENERAL CONTRACTOR. CONTRACTOR TO PROVIDE BOLLARD AND BLUE IDEAL SHIELD BOLLARD COVER

## ACCESSIBLE PARKING SIGN

**3** **ADA SIGNAGE**
SCALE: NTS

FOR REFERENCE ONLY




## CONCRETE FLUME

**4** **CONCRETE FLUME**
SCALE: NTS

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CHRISTIAN J. JONES, P.E.
DATE: 04/20/2026 LIC. NO. 58868 MN

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| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | BSK |
| DRAWN BY | ARF |
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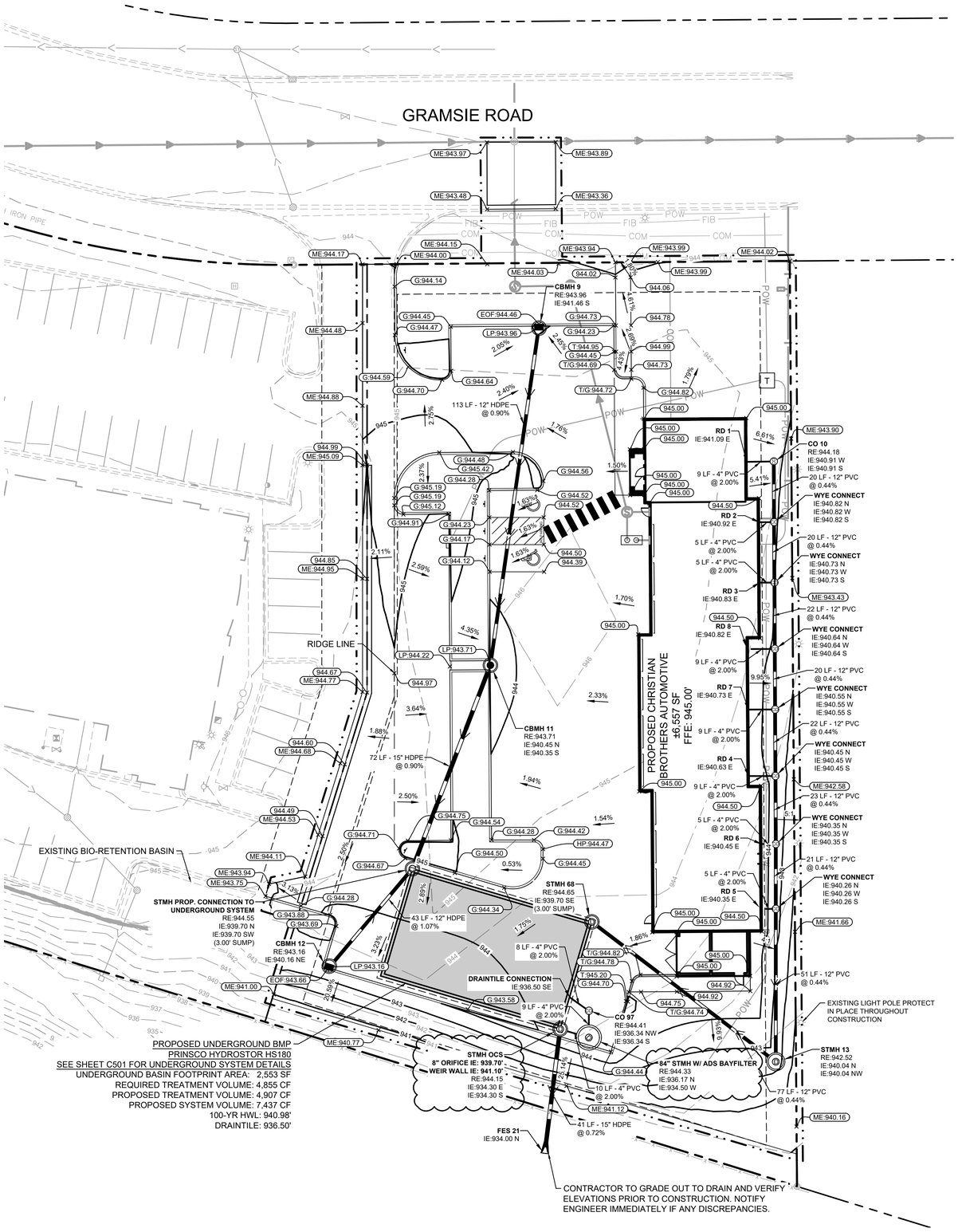
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SHOREVIEW MN

SHEET NUMBER
C402

K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C4-SITE DETAILS.dwg June 11, 2026 - 9:51am
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## INFILTRATION BMP NOTES

1. TO THE EXTENT PRACTICABLE, LIMIT USE OF HEAVY CONSTRUCTION EQUIPMENT WITHIN THE BOUNDARIES OF THE PROPOSED INFILTRATION BMP. UTILIZE AN EXCAVATOR WITH A TOOTHED BUCKET TO AVOID COMPACTING OR SMEARING OF SOILS.
2. AFTER INITIAL EXCAVATION AND ROUGH GRADING, PROVIDE A MINIMUM OF TWO (2) DOUBLE RING INFILTROMETER TESTS WITHIN THE INFILTRATION AREA AT THE ELEVATION OF THE BASIN BOTTOM. PROVIDE THE RESULTS TO THE ENGINEER OF RECORD FOR REVIEW AND APPROVAL PRIOR TO COMPLETING INSTALLATION OF THE BASIN OR UNDERGROUND SYSTEM.
3. IF CLAY SOILS ARE ENCOUNTERED, OVER-EXCAVATE AS NECESSARY TO REACH NATIVE SANDY/SILTY SOIL. BACKFILL THE ADDITIONAL EXCAVATION WITH SUITABLE ENGINEERED FILL MATERIAL.
4. IF NATIVE SUBGRADE SOILS AT THE BOTTOM OF THE PROPOSED INFILTRATION AREA ARE DETERMINED TO NOT BE CONDUCIVE TO THE DESIGN INFILTRATION REQUIREMENTS, REMOVE AND REPLACE THE POORLY INFILTRATION SOILS TO A DEPTH WHERE THE EXISTING NATIVE SUBGRADE SOILS MEET OR EXCEED THE DESIGN INFILTRATION REQUIREMENTS AS REVIEWED BY THE ENGINEER.
5. FINAL EXCAVATION OF THE INFILTRATION AREA AND INSTALLATION OF ANY ENGINEERED SOIL MUST OCCUR IN DRY CONDITIONS TO PREVENT SMEARING AND COMPACTION.
6. REMOVE ANY EXCESS SOILS THAT ENTER THE INFILTRATION BASIN PRIOR TO FINAL STABILIZATION.
7. UPON COMPLETION OF THE INFILTRATION/FILTRATION SYSTEM INSTALLATION AND FINAL STABILIZATION OF THE TRIBUTARY AREA, PROVIDE DOCUMENTATION THAT THE BMP DRAINS DOWN WITHIN 48 HOURS.

## STORM SEWER NOTES

1. INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE AS FOLLOWS:
   RCP: ASTM C-76
   HDPE: ASTM F-714, F-894
   PVC: ASTM D-2729
   PVC SCH40: ASTM D-1785, D-2665, F-794
   DRAIN TILE SHALL BE AS FOLLOWS:
   PE: ASTM F-6667
   PVC: ASTM D-2729
   FITTINGS SHALL BE AS FOLLOWS:
   RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443
   HDPE: ASTM D-3212
   PVC: ASTM D-2729, JOINTS PER ASTM D-3212
   PVC SCH40: ASTM D-2665, F-794, F-1866
4. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
6. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
7. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
8. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
9. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
10. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
11. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
12. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

## LEGEND

- PROPERTY LINE
- EXISTING CONTOUR (928)
- PROPOSED CONTOUR (925)
- PROPOSED RIDGE LINE
- PROPOSED SWALE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- PROPOSED STORM SEWER CLENOUT
- PROPOSED FLARED END SECTION
- PROPOSED RIPRAP
- PROPOSED STORM SEWER
- 100.00 PROPOSED SPOT ELEVATION
- HP:0.0 PROPOSED HIGH POINT ELEVATION
- LP:0.0 PROPOSED LOW POINT ELEVATION
- G:0.00 PROPOSED GUTTER ELEVATION
- T:0.00 PROPOSED TOP OF CURB ELEVATION
- T/G:0.0 PROPOSED FLUSH PAVEMENT ELEVATION
- ME:0.0 MATCH EXISTING ELEVATION
- EOF:0.0 PROPOSED EMERGENCY OVERFLOW ELEVATION
- TW:0.0 BW:0.0 PROPOSED TOP/BOTTOM OF WALL ELEVATION
- 0.0% PROPOSED DRAINAGE DIRECTION
- 0.00% PROPOSED GRADE BETWEEN POINTS

## GRADING PLAN NOTES

1. PERFORM GRADING WORK IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
4. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
5. IN PAVED AREAS, ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE THE SITE READY FOR SUB-BASE.
6. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
7. ELEVATIONS SHOWN REPRESENT FINISHED SURFACE GRADES. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT THE FLOW LINE UNLESS OTHERWISE NOTED
8. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
9. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES THAT PROVIDE POSITIVE DRAINAGE TO COLLECTION POINTS. MAINTAIN A MINIMUM SLOPE OF 1.25% IN ASPHALT PAVEMENT AREAS AND A MINIMUM SLOPE OF 0.50% IN CONCRETE PAVEMENT AREAS.
10. MAINTAIN A MINIMUM SLOPE OF 0.50% ALONG CURB & GUTTER. REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL" CURB WHERE PAVEMENT DRAINS TOWARD THE GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM THE GUTTER.
11. INSTALL A MINIMUM OF 4-INCHES OF AGGREGATE BASE MATERIAL UNDER PROPOSED CONCRETE CURB & GUTTER, SIDEWALKS, AND TRAILS UNLESS OTHERWISE DETAILED.
12. GRADING FOR SIDEWALKS AND ACCESSIBLE ROUTES, INCLUDING CROSSING DRIVEWAYS, SHALL CONFORM TO CURRENT STATE & NATIONAL ADA STANDARDS:

    ACCESSIBLE RAMP SLOPES SHALL NOT EXCEED 8.3% (1:12).
    SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0%.
    LONGITUDINAL SIDEWALK SLOPES SHALL NOT EXCEED 5.0%.
    ACCESSIBLE PARKING STALLS AND ACCESS AISLES SHALL NOT EXCEED 2.0% IN ANY DIRECTION. A MAXIMUM SLOPE OF 1.50% IS PREFERRED.

    SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVEMENT INSTALLATION. CHANGE ORDERS WILL NOT BE ACCEPTED FOR ADA COMPLIANCE ISSUES.
13. UPON COMPLETION OF LAND DISTURBING ACTIVITIES, RESTORE ADJACENT OFFSITE AREAS DISTURBED BY CONSTRUCTION TO MATCH OR EXCEED THE ORIGINAL CONDITION. LANDSCAPE AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4-INCHES OF TOPSOIL.
14. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS.

2

CONTRACTOR TO CONTACT RICE CREEK WATERSHED DISTRICT PRIOR TO UNDERGROUND BMP INSTALLATION

### EARTHWORK TABLE

| CUT | FILL | NET (FILL) |
|---|---|---|
| 457 CY | 475 CY | 18 CY |

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

Know what's below. Call before you dig.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |

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11995 SINGLETREE LN, SUITE 225, EDEN PRAIRIE, MN 55344
PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHRISTIAN J. JONES P.E.
MN LIC. NO. 56868
DATE: 04/20/2026

KHA PROJECT 160684013
DATE 04/20/2026
SCALE AS SHOWN
DESIGNED BY BSK
DRAWN BY ARF
CHECKED BY MTL

# GRADING AND DRAINAGE PLAN

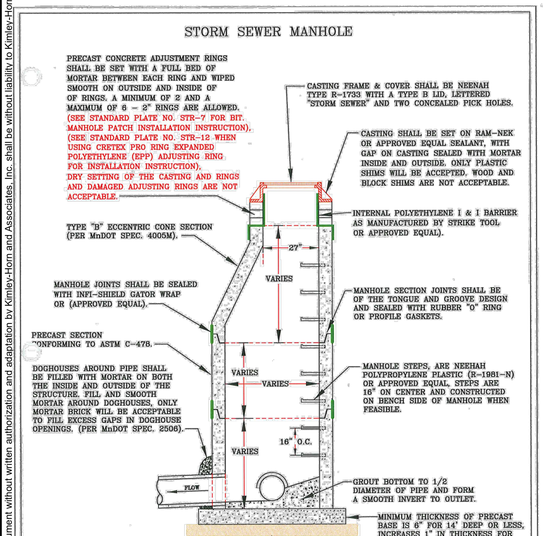
CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN
PREPARED FOR
CHRISTIAN BROTHERS AUTOMOTIVE
SHOREVIEW MN

SHEET NUMBER
C500

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## STORM SEWER MANHOLE

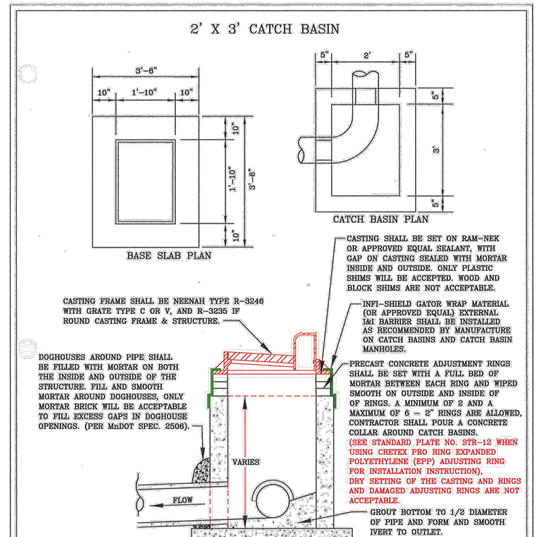



SHOREVIEW PUBLIC WORKS

TYPICAL STORM SEWER MANHOLE INSTALLATION

STANDARD PLATE NO. STO–4 | REVISED MARCH 2023

## 2' X 3' CATCH BASIN

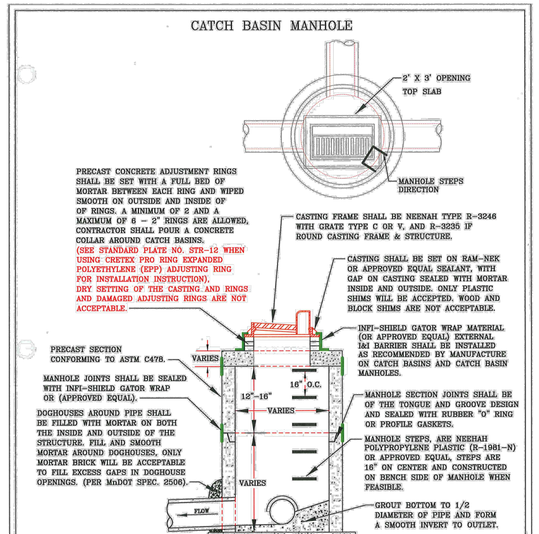



SHOREVIEW PUBLIC WORKS

TYPICAL 2' X 3' CATCH BASIN INSTALLATION

STANDARD PLATE NO. STO–1 | REVISED JANUARY 2024

## CATCH BASIN MANHOLE

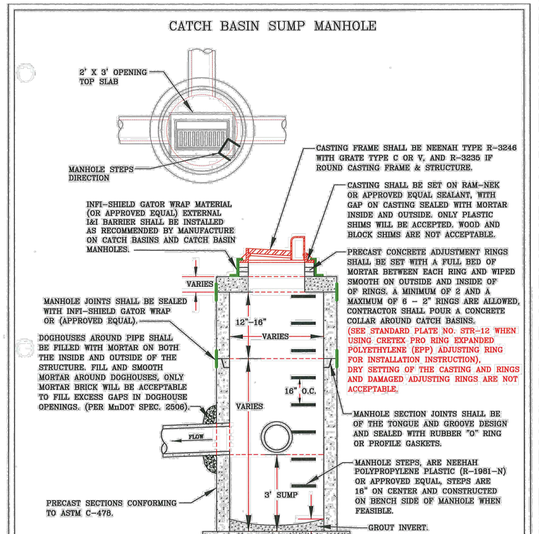



SHOREVIEW PUBLIC WORKS

TYPICAL CATCH BASIN MANHOLE INSTALLATION

STANDARD PLATE NO. STO–2 | REVISED JANUARY 2024

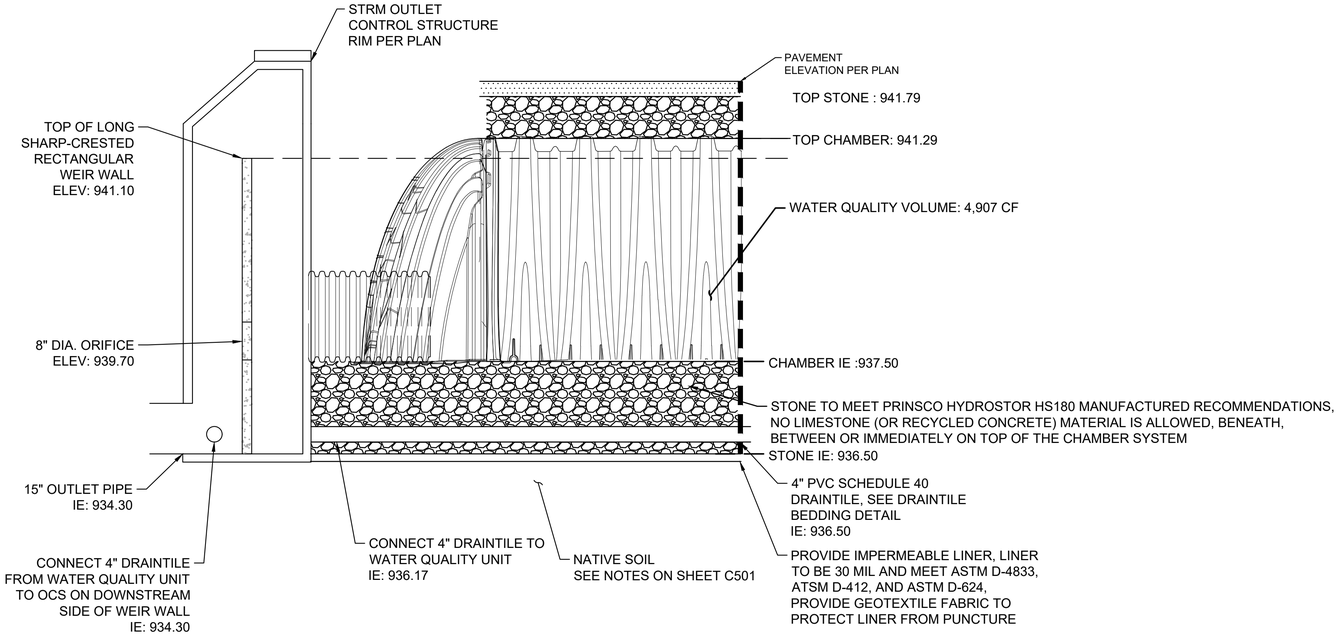
## CATCH BASIN SUMP MANHOLE




SHOREVIEW PUBLIC WORKS

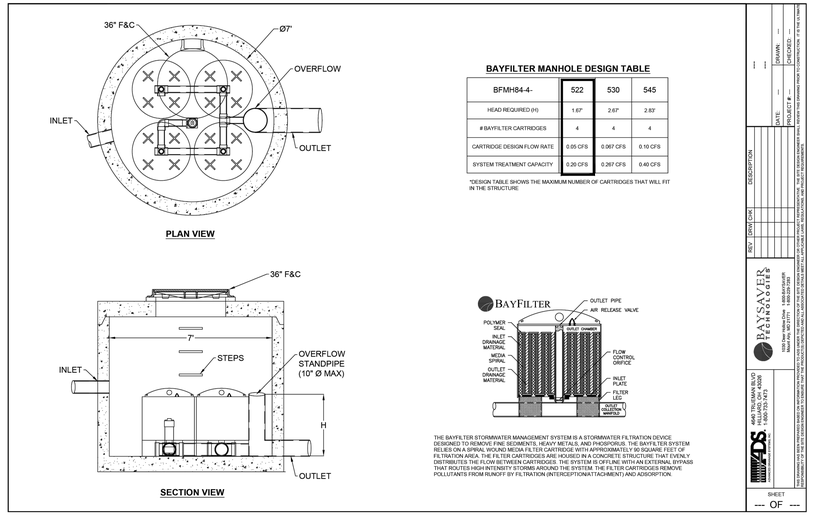
TYPICAL CATCH BASIN SUMP MANHOLE INSTALLATION

STANDARD PLATE NO. STO–3 | REVISED JANUARY 2024




## TYPICAL SECTION - PRINSCO HYDROSTOR HS180

2




| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |

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CHRISTIAN J. JONES P.E.

DATE: 04/20/2026 | LIC. NO. 58958 | MN

| | |
|---|---|
| KHA PROJECT | 160684013 |
| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | BSK |
| DRAWN BY | ARF |
| CHECKED BY | MTL |

# GRADING DETAILS

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

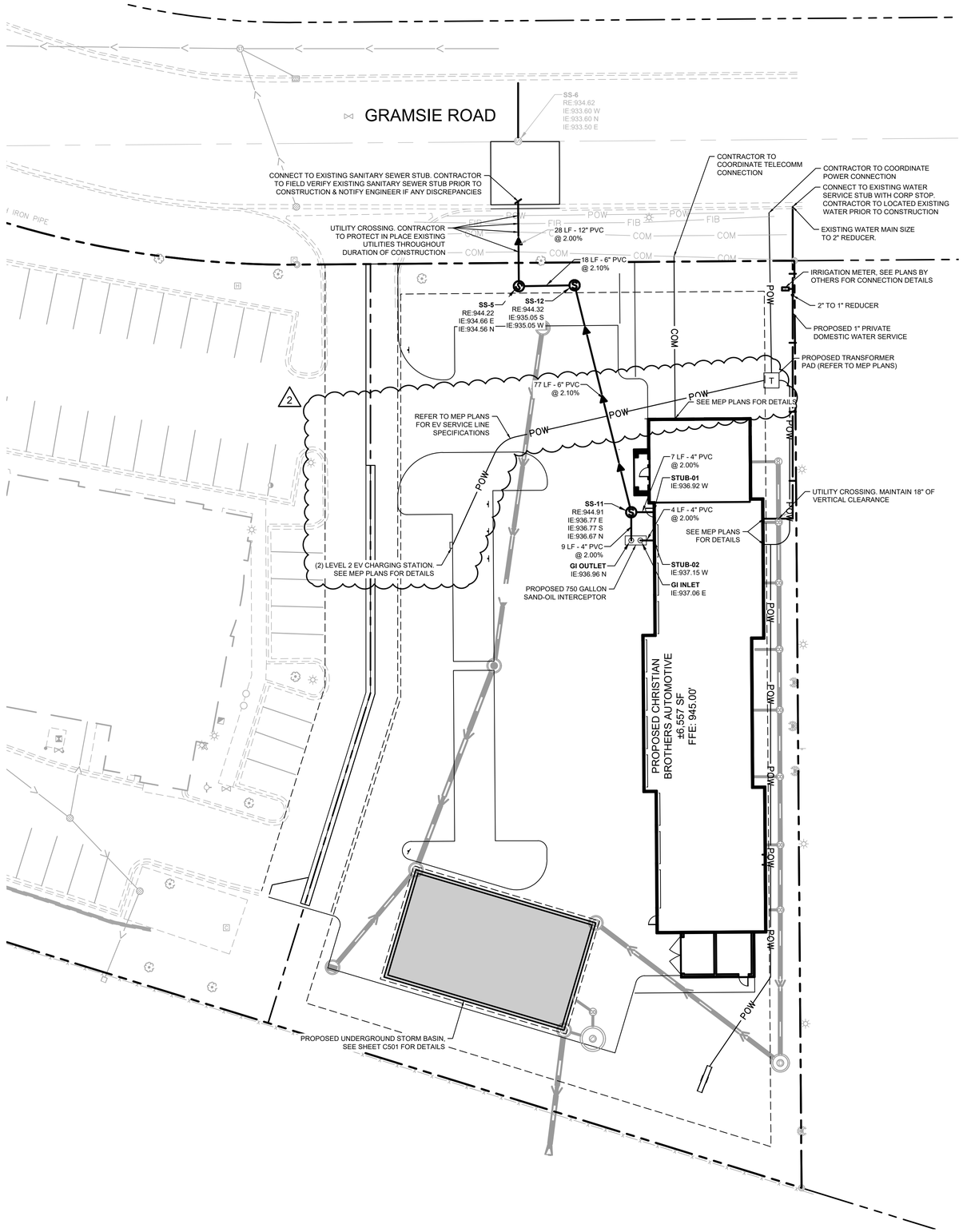
PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE SHOREVIEW MN

SHEET NUMBER

C501

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## UTILITY PLAN NOTES

1. INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
4. SANITARY SEWER PIPE SHALL BE:
   PVC: ASTM D-2729, D-3034
   PVC SCH 40: ASTM D-1785, F-714, F-894
   SANITARY SEWER FITTINGS SHALL BE:
   PVC: ASTM D-2729, D-3034
   PVC SCH40: ASTM D-2665, F-2794, F-1866
5. WATER MAIN PIPE SHALL BE:
   PVC: ASTM D-1785, D-2241, AWWA C-900
   DUCTILE IRON: AWWA C115
   WATER MAIN FITTINGS SHALL BE:
   PVC: ASTM D-2464, D-2466, D-2467, F-1970, AWWA C-907
   DUCTILE IRON: AWWA C-153, C-110, ASME 316.4
5. STORM SEWER PIPE SHALL BE:
   RCP: ASTM C-76
   HDPE: ASTM F-714, F-894
   PVC: ASTM D-2729
   PVC SCH40: ASTM D-1785, D-2665, F-794
   DRAIN TILE SHALL BE:
   PE: ASTM F-6667
   PVC: ASTM D-2729
   STORM SEWER FITTINGS SHALL BE:
   RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443
   HDPE: ASTM D-3212
   PVC: ASTM D-2729, JOINTS PER ASTM D-3212
   PVC SCH40: ASTM D-2665, F-794, F-1866
6. WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPE(S) PRIOR TO INSTALLATION OF THE NEW LINES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
7. PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
8. MAINTAIN A MINIMUM OF 7'-6" COVER ON ALL WATER LINES.
9. FOR WATER LINES AND STUB-OUTS UTILIZE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
10. MAINTAIN 18-INCH MINIMUM VERTICAL SEPARATION WHERE SEWER PIPE CROSSES WATER LINES (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). PROVIDE 10-FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.
11. IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES (OR ANY OBSTRUCTION EXISTING AND PROPOSED), THE SANITARY PIPE MATERIAL SHALL BE PVC SCHEDULE 40 OR PVC C900 AND HAVE MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18-INCH VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
12. ALL PVC & HDPE SEWER AND WATER PIPE SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.
13. UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO PLACING BACKFILL.
14. IN PAVEMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE. IN GREEN AREAS, RAISE MANHOLE CASTINGS TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATION & INSTALL A WATERTIGHT LID.
15. REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY SERVICE CONNECTIONS AND ROOF DRAINS TO THE INTERIOR BUILDING SYSTEMS. BACKFLOW DEVICES (DDCV AND PRZ ASSEMBLIES) & METERS ARE LOCATED INSIDE THE BUILDING.
16. CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
17. CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
18. REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE LIGHTING AND ELECTRICAL EQUIPMENT.
19. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
20. EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNUSABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
21. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
22. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
23. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
24. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
25. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

## LEGEND

| EXISTING | PROPOSED | |
|---|---|---|
| ⋈ | ⋈ | GATE VALVE, SIZE PER PLAN |
| ○ | ● | HYDRANT |
| ◁ | ◀ | REDUCER, SIZE PER PLAN |
| ⊥ | ⊥ | TEE, SIZE PER PLAN |
| Ⓢ | Ⓢ | SANITARY SEWER MANHOLE |
| Ⓒ | Ⓒ | SANITARY CLEANOUT |
| W | W | WATERMAIN |
| S | S | SANITARY SEWER |
| STM | STM | STORM SEWER |
| POW | POW | UNDERGROUND ELECTRIC SEE MEP PLANS FOR SIZE |
| COM | COM | TELEPHONE |
| GAS | GAS | GAS MAIN |

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

Know what's **below.** **Call** before you dig.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |

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CHRISTIAN J. JONES P.E.
DATE: 04/20/2026
LIC. NO. 58868
MN

| | |
|---|---|
| KHA PROJECT | 160684013 |
| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | BSK |
| DRAWN BY | ARF |
| CHECKED BY | MTL |

# UTILITY PLAN

**CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN**

**PREPARED FOR**

**CHRISTIAN BROTHERS AUTOMOTIVE**

**SHOREVIEW MN**

SHEET NUMBER
**C600**

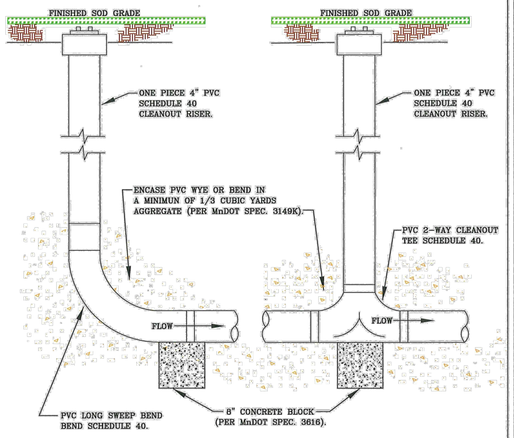
K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\C6-UTILITY PLAN.dwg June 11, 2026 - 9:55am
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FOR REFERENCE ONLY

# SANITARY SEWER 4" SERVICE CLEANOUT

NOTES: 1. 4" HUB WITH THREADED METAL CAP (BAR STYLE CAP FROM MALLEABLE FITTINGS OR APPROVED EQUAL). (BAR STYLE CAP)

2. ENCLOSE LONG SWEEP BEND OR COMBINATION WYE IN AGGREGATE AS SHOWN.
3. CLEANOUT CAPS TO BE BELOW FINISHED SOD GRADE.




SHOREVIEW PUBLIC WORKS

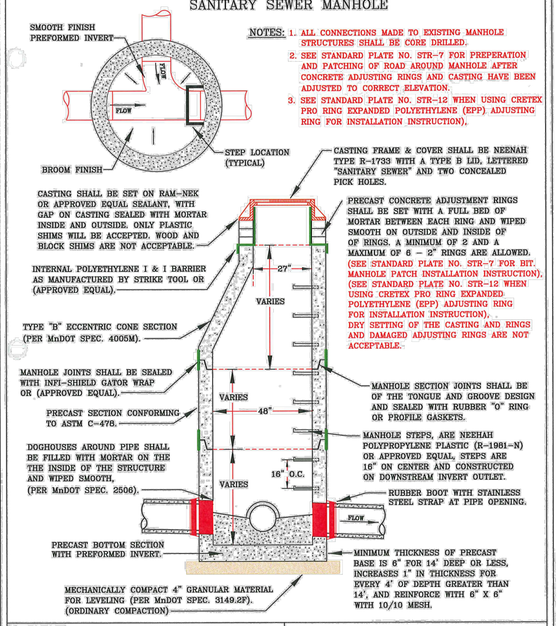
TYPICAL SANITARY SEWER SERVICE CLEANOUT INSTALLATION

STANDARD PLATE NO. SAN-1 | REVISED JANUARY 2024

FOR REFERENCE ONLY

# SANITARY SEWER MANHOLE

NOTES: 1. ALL CONNECTIONS MADE TO EXISTING MANHOLE STRUCTURES SHALL BE CORE DRILLED.
2. SEE STANDARD PLATE NO. STR-7 FOR PREPERATION AND PATCHING OF ROAD AROUND MANHOLE AFTER CONCRETE ADJUSTING RINGS AND CASTING HAVE BEEN ADJUSTED TO CORRECT ELEVATION.
3. SEE STANDARD PLATE NO. STR-12 WHEN USING CRETEX PRO RING EXPANDED POLYETHYLENE (EPP) ADJUSTING RING FOR INSTALLATION INSTRUCTION).




SHOREVIEW PUBLIC WORKS

TYPICAL SANITARY SEWER MANHOLE INSTALLATION

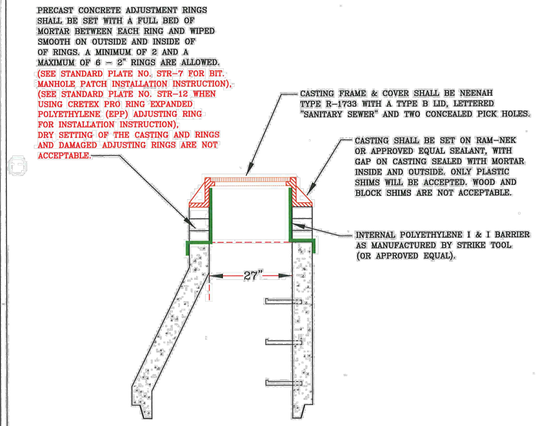
STANDARD PLATE NO. SAN-3 | REVISED MARCH 2023

FOR REFERENCE ONLY

# SANITARY SEWER MANHOLE CASTING INSTALLATION

NOTES: 1. SEE STANDARD PLATE NO. STR-7 FOR PREPERATION AND PATCHING OF ROAD AROUND MANHOLE AFTER CONCRETE ADJUSTING RINGS AND CASTING HAVE BEEN ADJUSTED TO CORRECT ELEVATION.

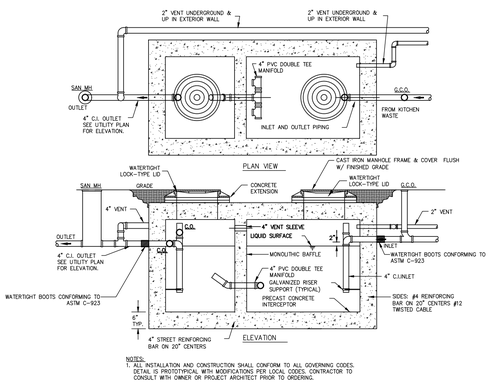
2. SEE STANDARD PLATE NO. STR-12 WHEN USING CRETEX PRO RING EXPANDED POLYETHYLENE (EPP) ADJUSTING RING FOR INSTALLATION INSTRUCTION).




SHOREVIEW PUBLIC WORKS

TYPICAL SANITARY SEWER MANHOLE CASTING INSTALLATION

STANDARD PLATE NO. SAN-4 | REVISED MARCH 2023




NOTES:
1. ALL INSTALLATION AND CONSTRUCTION SHALL CONFORM TO ALL GOVERNING CODES. DETAIL IS PROTOTYPICAL WITH MODIFICATIONS PER LOCAL CODES. CONTRACTOR TO CONSULT WITH OWNER OR PROJECT ARCHITECT PRIOR TO ORDERING.
2. FLOW FROM THE DISHWASHER SHALL PASS THE GREASE BASIN

## GREASE BASIN (GENERIC) DETAIL

N.T.S.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |


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| | |
|---|---|
| KHA PROJECT | 160684013 |
| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | BSK |
| DRAWN BY | ARF |
| CHECKED BY | MTL |

# UTILITY DETAILS

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE

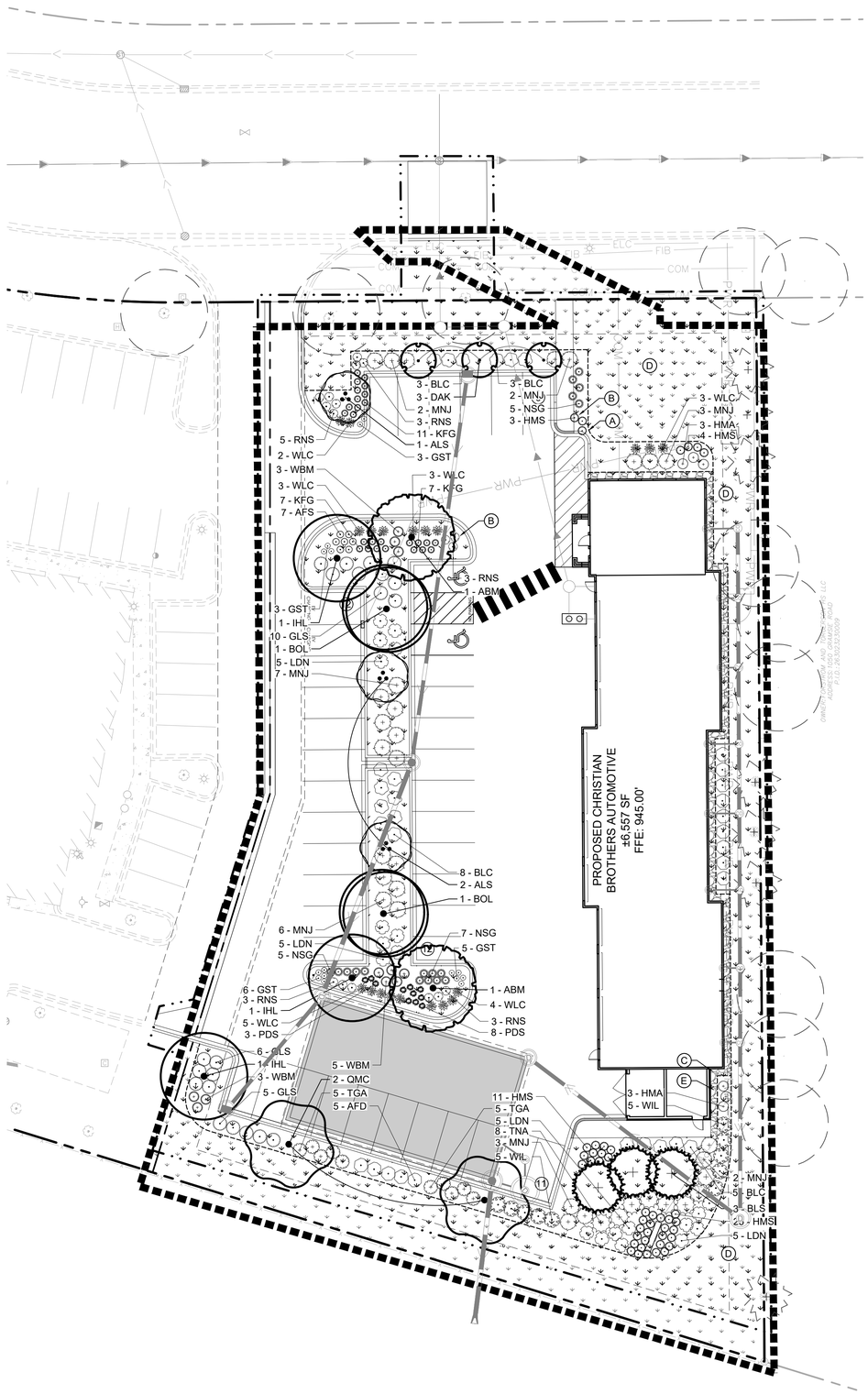
SHOREVIEW MN

SHEET NUMBER

C601


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## PLANT SCHEDULE

| SYMBOL | CODE | QTY | COMMON NAME | BOTANICAL NAME | CONT | CAL |
|---|---|---|---|---|---|---|
| **CONIFEROUS TREE** | | | | | | |
| | BLS | 3 | BALSAM FIR | ABIES BALSAMEA | B & B | |
| **ORNAMENTAL TREE** | | | | | | |
| | ALS | 3 | AUTUMN BRILLANCE SERVICEBERRY CLUMP | AMELANCHIER X GRANDIFLORA `AUTUMN BRILLANCE` | B & B | |
| | DAK | 3 | DAKOTA PINNACLE BIRCH | BETULA PLATYPHYLLA `FARGO` | B & B | 1.5" CAL |
| **OVERSTORY TREE** | | | | | | |
| | ABM | 2 | AUTUMN BLAZE MAPLE | ACER X FREEMANII `AUTUMN BLAZE` | B & B | 2.5" CAL. |
| | BOL | 2 | BOULEVARD LINDEN | TILIA AMERICANA `BOULEVARD` | B & B | 2.5" CAL. |
| | IHL | 3 | IMPERIAL HONEYLOCUST | GLEDITSIA TRIACANTHOS VAR. INERMIS `IMPERIAL` | B & B | 2.5" CAL. |
| | QMC | 2 | HERITAGE® OAK | QUERCUS X MACDANIELII 'CLEMONS' | B & B | 2.5" CAL. |

| SYMBOL | CODE | QTY | COMMON NAME | BOTANICAL NAME | CONT | SPACING |
|---|---|---|---|---|---|---|
| **CONIFEROUS SHRUBS** | | | | | | |
| | HMA | 6 | HOLMSTRUP ARBORVITAE | THUJA OCCIDENTALIS `HOLMSTRUP` | #5 CONT. | 3` O.C. |
| | MNJ | 26 | MANEY JUNIPER | JUNIPERUS CHINENSIS 'MANEYI' | #5 CONT. | 5` O.C. |
| | TGA | 10 | TECHNY GLOBE ARBORVITAE | THUJA OCCIDENTALIS 'TECHNY GLOBE' | #5 CONT. | 4` O.C. |
| | TNA | 8 | TECHNY ARBORVITAE | THUJA OCCIDENTALIS 'TECHNY" | #5 CONT. | 6` O.C. |
| | WBM | 11 | MUGO WHITE BUD PINE | PINUS MUGO `WHITE BUD` | #5 CONT. | 3` O.C. |
| **DECIDUOUS SHRUBS** | | | | | | |
| | AFD | 14 | ARTIC FIRE DOGWOOD | CORNUS SERICEA `ARTIC FIRE` | #5 CONT. | 4.5' O.C. |
| | BLC | 19 | IROQUOIS BEAUTY BLACK CHOKEBERRY | ARONIA MELANOCARPA `IROQUOIS BEAUTY` TM | #5 CONT. | 4.5' O.C. |
| | GLS | 21 | GRO-LOW FRAGRANT SUMAC | RHUS AROMATICA `GRO-LOW` | #5 CONT. | 4` O.C. |
| | LDN | 20 | LITTLE DEVIL NINEBARK | PHYSOCARPUS OPULIFOLIUS `DONNA MAY` TM | #5 CONT. | 4` O.C. |
| | WIL | 10 | ARTIC BLUE LEAF WILLOW | SALIX PURPUREA 'NANA' | #3 CONT. | 4.5' O.C. |
| **ORNAMENTAL GRASSES** | | | | | | |
| | HMS | 43 | HEAVY METAL SWITCH GRASS | PANICUM VIRGATUM 'HEAVY METAL' | #1 CONT | 30" O.C. |
| | KFG | 26 | KARL FOERSTER FEATHER REED GRASS | CALAMAGROSTIS X ACUTIFLORA `KARL FOERSTER` | #1 CONT | 18" O.C. |
| | NSG | 17 | NORTHWIND SWITCH GRASS | PANICUM VIRGATUM 'NORTHWIND' | #1 CONT. | 3` O.C. |
| | PDS | 11 | PRAIRIE DROPSEED | SPOROBOLUS HETEROLEPIS | #1 CONT. | 18" O.C. |
| **PERENNIALS** | | | | | | |
| | AFS | 7 | AUTUMN FIRE SEDUM | SEDUM X 'AUTUMN FIRE' | #1 CONT. | 24" O.C. |
| | GST | 17 | SOLANNA™ GOLDEN SPHERE TICKSEED | COREOPSIS GRANDIFLORA 'DCOREO16' | #1 CONT | 2` O.C. |
| | RNS | 17 | RUSSIAN SAGE | SALVIA YANGII | #1 CONT | 3` O.C. |
| | WLC | 20 | WALKER'S LOW CATMINT | NEPETA X FAASSENII 'WALKER'S LOW' | #1 CONT | 30" O.C. |

**NOTE:**
QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

**ABBREVIATIONS:**
B&B = BALLED AND BURLAPPED CAL. = CALIPER HT. = HEIGHT MIN. = MINIMUM O.C. = ON CENTER
SP. = SPECIES QTY. = QUANTITY

## LANDSCAPE SUMMARY

SCREENING REQUIREMENTS

REQUIRED: LOADING DOCKS, PARKING AREAS, AND OUTDOOR STORAGE SHALL BE SCREENED TO A HEIGHT AND DEPTH CONSISTENT WITH THE SIZE AND EXTENT OF THE VISUAL DEGRADATION.
PROVIDED: SEE PLAN

MINIMUM REQUIREMENTS

REQUIREMENT: SITE SHALL PROVIDE NOT LESS THAN 15% OF THE LOT AS OPEN SPACE.

OPEN SPACE REQUIRED: 6,303 S.F. = 42,021 S.F. * .15
OPEN SPACE PROVIDED: 15,868 S.F. / 38%

REQUIREMENT: SHRUBBERY SHALL BE AT LEAST 2.5' TALL WHEN PLANTED, UNLESS NUMEROUS SHRUBS ARE PROPOSED IN PLANTING BED, IN WHICH CASE, THE AVERAGE PLANT HEIGHT SHALL BE AT LEAST 1.5' TALL.

PARKING LOT REQUIREMENTS

REQUIREMENT: A MINIMUM AREA EQUAL TO 20% OF THE PARKING AND DRIVEWAY SURFACE AREA SHALL BE DESIGNED WITH LANDSCAPE ISLANDS. ISLANDS SHALL NOT BE LESS THAN 324 S.F. IN AREA.

ISLAND AREA REQUIRED: 3,607 S.F. = 18,037 S.F. * .2
ISLAND AREA PROVIDED: 3,620 S.F. / 20%

REQUIREMENT: SHADE TREES SHALL BE USED FOR THE PERIMETER OF THE PARKING AREA AND ISLAND LANDSCAPING AT A MINIMUM RATE OF 1 SHADE TREE PER TEN PARKING SPACES. SHADE TREES SHALL BE SETBACK A MINIMUM OF EIGHT FEET FROM CURBS AND/OR PAVEMENT.

SHADE TREES REQUIRED: 5 TREES = 41 PARKING SPACES / 10
SHADE TREES PROVIDED: 9 TREES

## LANDSCAPE LEGEND

- EXISTING DECIDUOUS TREE (TYP.)
- EXISTING CONIFEROUS TREE (TYP.)
- EDGER (TYP.)
- APPROXIMATE LIMITS OF SOD / IRRIGATION, SOD ALL DISTURBED AREAS (TYP.)
- ROCK MULCH (TYP.)
- SOD (TYP.)

## LANDSCAPE KEYNOTES

(A) EDGER (TYP.)
(B) DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
(C) ROCK MULCH (TYP.)
(D) SOD (TYP.)
(E) MAINTENANCE STRIP (TYP.)

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

Know what's **below.** **Call** before you dig.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

RYAN A. HYLLESTED, PLA
DATE: 04/20/2026 LIC. NO. 53828 MN

| KHA PROJECT | 160684013 |
|---|---|
| DATE | 04/20/2026 |
| SCALE | AS SHOWN |
| DESIGNED BY | CFK |
| DRAWN BY | CFK |
| CHECKED BY | RAH |

# LANDSCAPE PLAN

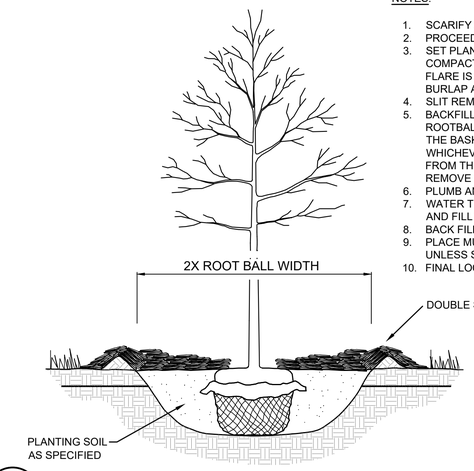
CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE
SHOREVIEW MN

SHEET NUMBER
L100

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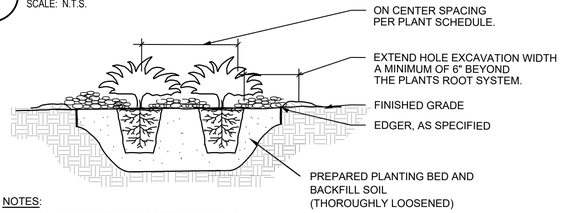



NOTES:

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT.
4. SLIT REMAINING TREATED BURLAP AT 6" INTERVALS.
5. BACKFILL TO WITHIN APPROXIMATELY 12" OF THE TOP OF THE ROOTBALL, THEN WATER PLANT. REMOVE THE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM THE TOP 1/3 OF THE BALL. REMOVE ALL TWINE. REMOVE OR CORRECT STEM GIRDLING ROOTS.
6. PLUMB AND BACKFILL WITH PLANTING SOIL.
7. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
8. BACK FILL VOIDS AND WATER SECOND TIME.
9. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
10. FINAL LOCATION OF TREE TO BE APPROVED BY OWNER.

## 1 TREE PLANTING DETAIL

SCALE: N.T.S. L101

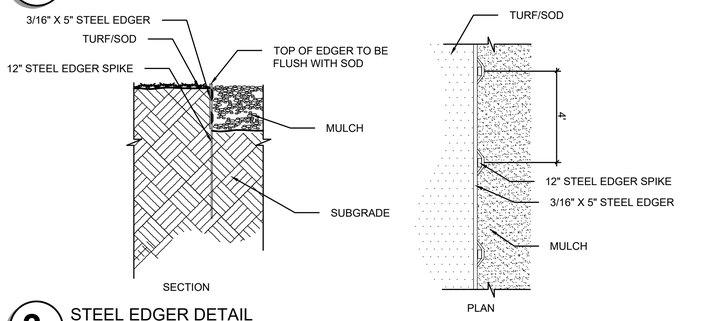



NOTES:

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING OF TOP AND ROOT.
3. REMOVE CONTAINER AND SCORE OUTSIDE OF SOIL MASS TO REDIRECT AND PREVENT CIRCLING FIBROUS ROOTS. REMOVE OR CORRECT STEM GIRDLING ROOTS.
4. PLUMB AND BACKFILL WITH PLANTING SOIL.
5. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
6. BACK FILL VOIDS AND WATER SECOND TIME.
7. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
8. MIX IN 3-4" OF ORGANIC COMPOST.

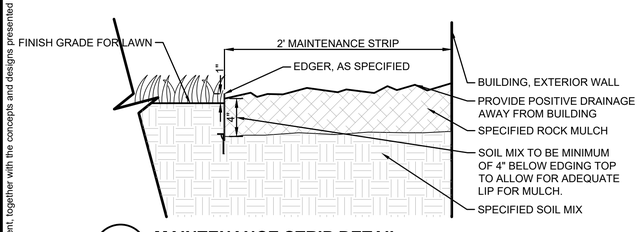
## 2 SHRUB / PERENNIAL PLANTING DETAIL

SCALE: N.T.S. L101




## 3 STEEL EDGER DETAIL

SCALE: N.T.S. L101




## 4 MAINTENANCE STRIP DETAIL

SCALE: 1-1/2"=1' L101

# LANDSCAPE NOTES

PLANTING

1. CONTACT COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
2. ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
4. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
5. PROVIDE TWO YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
6. ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:
   ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.
   ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.
   ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.
   ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAFING.
   CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
7. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
8. PLANTS TO BE INSTALLED AS PER MNLA & ANSI STANDARD PLANTING PRACTICES.
9. INSTALL PLANTS BY PLANT INSTALLATION PERIOD INFORMATION IN THE LATEST STANDARD PLANTING DETAILS FROM MNDOT. PLANTINGS BEFORE OR AFTER THESE DATES ARE DONE AT RISK.
10. PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
11. PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLARE IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLARE. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLARE SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
12. OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
13. PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
14. WRAP ALL SMOOTH-BARKED TREES - FASTEN TOP AND BOTTOM. REMOVE BY APRIL 1ST.
15. STAKING OF TREES AS REQUIRED; REPOSITION, PLUMB AND STAKE IF NOT PLUMB AFTER ONE YEAR.

SOIL

16. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
17. BACKFILL SOIL AND TOPSOIL TO ADHERE TO MNDOT STANDARD SPECIFICATION 3877 (LOAM TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SUBSOIL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.

MULCH

18. MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH. DOUBLE SHREDDED HARDWOOD MULCH TO BE USED AROUND ALL PLANTS WITHIN TURF AREAS. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH DOUBLE SHREDDED HARDWOOD MULCH. MULCH TO BE FREE OF DELETERIOUS MATERIAL AND NATURAL IN COLOR (DYE-FREE), OR APPROVED EQUAL. ROCK MULCH TO BE RIVER ROCK, 1 1/2" DIAMETER, AT MINIMUM 3" DEPTH, OR APPROVED EQUAL. APPLY PREMENEGRENT HERBICIDE PRIOR TO MULCH PLACEMENT PER MANUFACTURER RECOMMENDATIONS, USE PREEN OR PRE-APPROVED EQUAL. ROCK MULCH TO BE ON COMMERCIAL GRADE FILTER FABRIC, BY TYPAR, OR APPROVED EQUAL WITH NO EXPOSURE. MULCH AND FABRIC TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).

EDGER

19. EDGING TO BE COMMERCIAL GRADE COL-MET (OR EQUAL) STEEL EDGING; 3/16" THICK x 5" TALL, COLOR BLACK, OR SPADED EDGE, AS INDICATED. STEEL EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH TOP OF EDGER AT GRADE, FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. WHERE EDGING TERMINATES AT A SIDEWALK, BEVEL OR RECESS ENDS TO PREVENT TRIP HAZARD. SPADED EDGE TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).

SEED/SOD

20. ALL DISTURBED AREAS TO BE SODDED OR SEEDED, UNLESS OTHERWISE NOTED. SOD TO BE STANDARD MINNESOTA GROWN AND HARDY BLUEGRASS MIX, FREE OF LAWN WEEDS. ALL TOPSOIL AREAS TO BE RAKED TO REMOVE DEBRIS AND ENSURE DRAINAGE. SLOPES OF 3:1 OR GREATER SHALL BE STAKED. SEED AS SPECIFIED, PER MNDOT SPECIFICATIONS AND SUPPLIER/MANUFACTURER RECOMMENDATIONS. IF NOT INDICATED ON LANDSCAPE PLAN, SEE EROSION CONTROL PLAN.

IRRIGATION

23. PROVIDE IRRIGATION / PROVIDE NEW SYSTEM, OR MODIFY EXISTING IRRIGATION PER OWNERS DIRECTION TO ALL PLANTED AREAS ON SITE. IRRIGATION SYSTEM TO BE DESIGN/BUILD BY LANDSCAPE CONTRACTOR. LANDSCAPE CONTRACTOR TO PROVIDE SHOP DRAWINGS TO LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION OF IRRIGATION SYSTEM. CONTRACTOR TO PROVIDE OPERATION MANUALS, AS-BUILT PLANS, AND NORMAL PROGRAMMING. SYSTEM SHALL BE WINTERIZED AND HAVE SPRING STARTUP DURING FIRST YEAR OF OPERATION. SYSTEM SHALL HAVE ONE-YEAR WARRANTY ON ALL PARTS AND LABOR. ALL INFORMATION ABOUT INSTALLATION AND SCHEDULING CAN BE OBTAINED FROM THE GENERAL CONTRACTOR. SYSTEM SHALL INCLUDE A RAIN SENSOR AND APPROPRIATE TECHNOLOGY. CONTROLLER TO BE COMMERCIAL GRADE, EPA WATERSENSE APPROVED, CAPABLE OF FLOW SENSING AND OPERATING A MASTER VALVE ON / OFF BY STATION. IRRIGATION SYSTEM TO INCLUDE FLOW SENSOR AND WIRED RAIN / FREEZE SENSOR. PROVIDE MASTER VALVE. THE IRRIGATION SYSTEM SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. ZONE PARAMETERS: HEAD-TO-HEAD COVERAGE AND NO SPRAYING OVER WALKS. SEPARATE LAWN ZONES BY MICROCLIMATE- LAWN ON NORTH SIDE OF BUILDING VS LAWN ON SOUTH SIDE OF BUILDING, LAWN ON SLOPE VS LAWN ON LEVEL GRADE. LAWN AREAS TO HAVE MULTI-STREAM ROTARY SPRINKLERS/ SPRAYS/ ROTORS. SHRUB AND PERENNIAL BED AREAS TO HAVE DRIP. TREES IN LAWN AREA TO BE COVERED BY MULTI-STREAM ROTARY SPRINKLERS/ SPRAYS/ ROTORS. TREES IN SHRUBS / PERENNIAL BED AREA TO BE WATERED WITH DRIP IRRIGATION. ALL IRRIGATION HEADS TO BE PRESSURE REGULATED.

ESTABLISHMENT

24. PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
25. REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.

WARRANTY

26. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
27. MAINTAIN TREES, SHRUBS, SEED AND OTHER PLANTS UNTIL PROJECT COMPLETION, BUT IN NO CASE, LESS THAN FOLLOWING PERIOD; 1 YEAR AFTER PROJECT COMPLETION. MAINTAIN TREES, SHRUBS, SEED AND OTHER PLANTS BY PRUNING, CULTIVATING, AND WEEDING AS REQUIRED FOR HEALTHY GROWTH. RESTORE PLANTING SAUCERS. TIGHTEN AND REPAIR STAKE AND GUY SUPPORTS AND RESET TREES AND SHRUBS TO PROPER GRADES OR VERTICAL POSITION AS REQUIRED. RESTORE OR REPLACE DAMAGED WRAPPINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE. REPLENISH MULCH TO THE REQUIRED DEPTH. MAINTAIN LAWNS FOR 60 DAYS AFTER INSTALLING SOD INCLUDING MOWING WHEN SOD RECITES 4" IN HEIGHT. WEED PLANTING BEDS AND MULCH SAUCERS AT MINIMUM ONCE A MONTH DURING THE GROWING SEASON. PROVIDE A MONTHLY REPORT TO THE OWNER ON WEEDING AND OTHER MAINTENANCE RESPONSIBILITIES.

| No. | REVISIONS | DATE | BY |
|---|---|---|---|
| 2 | CITY & WATERSHED COMMMENTS | 06/10/2026 | BSK |
| 1 | CITY COMMMENTS | 04/23/2026 | ARF |

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
11995 SINGLETREE LN, SUITE 225, EDEN PRAIRIE, MN 55344
PHONE: 612-315-1272
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

RYAN A. HYLLESTED, PLA
DATE: 04/20/2026 LIC. NO. 53828 MN

| KHA PROJECT | SCALE | DESIGNED BY | DRAWN BY | CHECKED BY |
|---|---|---|---|---|
| 160684013 | AS SHOWN | KHA | CFK | RAH |
| DATE 04/20/2026 | | | | |

# LANDSCAPE DETAILS

CHRISTIAN BROTHERS AUTOMOTIVE - SHOREVIEW, MN

PREPARED FOR

CHRISTIAN BROTHERS AUTOMOTIVE SHOREVIEW MN

SHEET NUMBER
L101

K:\TCW_LDEV\CBA\shoreview, mn\3 Design\CAD\plansheets\L1-LANDSCAPE DETAILS.DWG June 11, 2026 - 9:58am
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Kimley»Horn

# MEMORANDUM

To: City of Shoreview

From: Jacob Rojer, P.E., PTOE, Kimley-Horn

Date: March 27, 2026

Subject: Christian Brothers Automotive (Shoreview, MN) – Parking Memorandum

## INTRODUCTION

Christian Brothers Automotive is proposing a service center along the south side of Gramsie Road between the Red Robin restaurant and the Hilton Garden Inn in Shoreview, MN. The proposed service center would be ±6,600 square feet and include 10 service stalls. The development would share an access point along Gramsie Road with the neighboring Red Robin restaurant and the parking areas would be connected.

The surrounding area is parking constrained during peak periods, with on-street parking common during the PM peak. Therefore, parking is a sensitive issue and an important aspect of the proposed development. The number of parking spaces proposed for the development is 41. Per the City of Shoreview Code of Ordinances, auto service stations requires one parking space per employee (10) plus five per service stall (50), for a total of 60 spaces. This memorandum will compare the anticipated parking generation of the proposed development to the number of parking spaces proposed to determine if the proposed parking is sufficient for the site's needs.

## PARKING GENERATION

Parking generation rates from the Institute of Transportation Engineer's *Parking Generation Manual* were reviewed to determine the parking demand generated by the proposed service center. Land Use Code (LUC) 943 – Automobile Parts and Service Center was determined to be the most appropriate Land Use Code for the proposed development. The independent variable used to estimate the parking generation was the number of employees (10).

The parking generation manual provides the average rate for each land use as well as the 85$^{th}$ percentile parking demand for a more conservative means of estimating the parking generation. It also gives the time-of-day distribution of parking demand for a given land use. The parking generation of the proposed Christian Brothers Automotive is shown below in **Table 1**.

**Table 1 – Weekday Parking Generation**

| Land Use Description | Intensity / Units | Weighted Average (Peak Demand) | 85$^{th}$ Percentile (Peak Demand) | Proposed Parking |
|---|---|---|---|---|
| LUC 943 – Automobile Parts and Service Center | 10 Employees | 13 | 35 | 41 |

Data from the *Parking Generation Manual* indicates that the service center expected to produce a peak parking demand of 13 spaces. The 85th percentile demand is significantly higher, at 35 spaces. According to ITE data, the peak parking demand is anticipated to occur at 11:00 AM, with the demand decreasing to 87% of the peak at 12:00 PM and further decreasing to 71% of the peak by 5:00 PM. The service center would close at 6:00 PM. The peak periods for the parking demand of the site are do not coincide with the typical peaks of restaurants.

The proposed 41 parking spaces is greater than the 85th percentile parking demand for the proposed development by 6 spaces and the peak period of parking for the proposed development is not expected to coincide with the peak periods of the surrounding area. Therefore, the proposed number of parking spaces is anticipated to be sufficient for the proposed development. With the parking area being shared between the existing restaurant and the proposed service center, the parking area is likely to see some overflow usage by restaurant customers, but the overall parking conditions are anticipated to improve with the addition of the proposed development and 41 new parking spaces.

July 28, 2026

Izaak Peterson, Senior Planner
City of Shoreview
4600 Victoria Street North
Shoreview, MN, 55126

**RE: City of Shoreview – 1090 Gramsie Road Comprehensive Plan Amendment – Administrative Review**
Metropolitan Council Review File No. 22168-5
Metropolitan Council District 10

Dear Izaak Peterson:

We received the City's comprehensive plan amendment for 1090 Gramsie Road on July 7, 2026. The amendment reguides 2.28 acres of land from Office to Commercial to accommodate the construction of an automotive repair facility.

Council staff finds the amendment meets the Comprehensive Plan Amendment Administrative Review Guidelines revised by the Council on November 30, 2022. The proposed amendment does not affect official forecasts or the City's ability to accommodate its share of the region's affordable housing need. Therefore, the Council will waive further review and action; and the City may place this amendment into effect.

The amendment, explanatory materials, and the information submission form will be appended to the City's Plan in the Council's files. If you have any questions regarding the review please contact Abigail Phillips, Sector Representative and Principal Reviewer, at 651-602-1085 or via email at Abigail.Phillips@metc.state.mn.us.

Sincerely,

Angela R. Torres

Angela R. Torres, AICP, Senior Manager
Local Planning Assistance

CC: Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division
Peter Lindstrom, Metropolitan Council District 10
Abigail Phillips, Sector Representative and Principal Reviewer
Reviews Coordinator

*N:\CommDev\LPA\Communities\Shoreview\Letters\Shoreview 2026 1090 Gramsie Road CPA Admin Review 22168-5.docx*

**AMENDMENT TO DEVELOPMENT AGREEMENT PLANNED UNIT DEVELOPMENT**
**REILING PLANNED UNIT DEVELOPMENT**

This Agreement is made and entered into this _____ day of _____, 2026, by and between the City of Shoreview, a Minnesota Municipal Corporation (herein "City"); and Christian Brothers Automotive, a Texas Corporation (herein the "Developer") and Bear Cobblestone LLC, a Minnesota Limited Liability Company (herein "Bear Cobblestone") their successors and assigns.

**WHEREAS**, Bear Cobblestone is the fee owner of the following real property situated in County of Ramsey, State of Minnesota, legally described as follows:

THAT PART OF LOT 2, BLOCK 1, GEORGE REILING SECOND ADDITION, LYING NORTH OF THE

SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 30, RANGE 23,

RAMSEY COUNTY, MINNESOTA.

(TORRENS PROPERTY - CERTIFICATE OF TITLE NO. 637903)

THAT PART OF LOT 2, BLOCK 1, GEORGE REILING SECOND ADDITION, EXCEPT THAT PART

LYING NORTH OF THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP

30, RANGE 23, RAMSEY COUNTY, MINNESOTA.

(ABSTRACT PROPERTY)

(This property is commonly known as 1090 Gramsie Road)

**WHEREAS**, the Developer has filed with the City an application to subdivide the Existing Property into two Lots to be identified as Lots 1 and 2, Block 1 Reiling Third Addition and;

**WHEREAS**, the existing property is subject to the terms and conditions of the Development Agreement dated March 1, 2004 between the City and Hennepin County Robins Inc, a Wisconsin Corporation, and George J. and Mary J Reiling, their successors and assigns, and;

**WHEREAS**, Exhibit D of the Development Agreement sets out the procedure to determine what uses may be made of property subject to the terms of the Development Agreement, and;

**WHEREAS**, Section C.1 and C.3 of the Development Agreement sets forth procedure for review and amend of the Development Agreement. According to the terms of C.3 application to amend the Development Agreement shall be processed in the same manner as amendments to Planned Unit Developments in the City (City of Shoreview). That the public hearing which occurred on March 24, 2026 before the Planning Commission of the City of Shoreview, pursuant to the procedures adopted by the City to amend Planned Unit Developments, and;

**WHEREAS**, On April 6, 2026, the City Council of the City of Shoreview did adopt a motion approving the Preliminary Plat subdivision application and Development Stage PUD application subject to certain conditions. One of those conditions is an amendment to the existing Development Agreement, and;

**WHEREAS**, On September 8, 2026 the City Council of the City of Shoreview did adopt a motion approving the Final Plat subdivision application and Final Stage PUD application subject to certain conditions. One of those conditions is an amendment to the existing Development Agreement, and;

**NOW, THEREFORE**, in consideration of the premises and mutual obligations the parties hereto, each of them does hereby covenant and agree with the other as follows:

A. Applicability. This Agreement is only applicable to the Subject Property.
B. Zoning and Land Use Designation. The Subject Property is zoned Planned Unit Development (PUD) with an underlying zoning classification of C2. The Comprehensive Plan future land use designation for this property is Commercial.
C. Planned Unit Development (PUD). The approved PUD redevelops the eastern vacant portion of property as described in the approved final plat as Lot 2, Block 1 George Reiling Third Addition, Ramsey County, Minnesota. The site will consist of a one story 6,557 square foot automotive repair facility.
D. Planned Unit Development Amendments. Minor changes in location, siting, and the height of the building, or minor changes to access drive and easement locations may be authorized by the City Manager without additional public hearings if the amendments are required by engineering or other circumstances not foreseen at the time the PUD was approved.

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All substantial changes shall require amendments to this Agreement and will require a public hearing. All such amendments shall be processed according to the PUD applications, including development and final stage applications and approvals. Substantial changes shall be defined as, but not limited to:

i. A material change in the use or character of the development.
ii. An increase in the overall lot coverage of structures and other improvements that have a substantial effect on the development plan.
iii. A major change in traffic circulation that has substantial effects on the development plan.
iv. A reduction of open space or green areas that has a substantial effect on the development plan.
v. A reduction of off-street parking or loading areas that has a substantial effect on the development plan.
vi. A reduction in the effectiveness or extent of the surface water management plan as reasonable determined by the City Engineer.

E. Permitted Uses. Uses that are permitted on the Reiling PUD site are listed below:
   i. Office and Professional Services
      a. Adult and continuing education centers
      b. Financial Institutions
      c. Public or quasi-public facilities
      d. Medical and dental offices and clinics
      e. Licensed day care facilities
      f. Restaurants which: qualify for an on-sale liquor license; do not have drive-through facilities.
      g. facilities; food sales constitute 60% of gross sales; accommodate gatherings of 20 or more people; and do not accept food orders after 11 pm.
   ii. Limited Retail and Service
      a. Salon and/or Spas
      b. Photocopying service
      c. Restaurants that are fast-serve, provide a sit down eating experience and do not have drive-through facilities.
      d. Automotive Repair Facilities
         i. Provided the storage of vehicles, materials, supplies, shall be stored wholly within the proposed Automotive Service and Repair Facility building.

Long term outdoor parking or storage of customer vehicles for a period of time greater than 48 hours is prohibited.

iii. Prohibited Uses
   a. Bars
   b. All uses not permitted within the underlying C2 district.

Except as expressly made by this Amendment, the terms and conditions set forth in the Development Agreement remain unmodified and in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed as the Amendment date.

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**PUD AMENDMENT AGREEMENT**
(Developer Signature and Acknowledgment)

**CHRISTIAN BROTHERS AUTOMOTIVE CORPORATION,**
**a Texas corporation**

**By:**_____
**Name:**_____
**Title:** _____
**Date:** _____

STATE OF _____ )
)
COUNTY OF _____ )

**ACKNOWLEDGMENT**

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by _____, the _____ of BEAR COBBLESTONE LLC, on behalf of said company.

_____
Notary Public

My Commission expires:

_____

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**PUD AMENDMENT AGREEMENT**
(Bear Cobblestone Signature and Acknowledgment Page)

**BEAR COBBLESTONE LLC**,
a Minnesota limited liability company

By: _____
Name: _____
Its: _____

STATE OF _____ )
) **ACKNOWLEDGMENT**
COUNTY OF _____ )

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by _____, the _____ of BEAR COBBLESTONE LLC, on behalf of said company.

_____
Notary Public

My Commission expires:

_____

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**PUD AMENDMENT AGREEMENT**
(City Signature and Acknowledgment Page)

**CITY OF SHOREVIEW**

**By:_____**
**Name: Brad Martens**
**Its: City Manager**

**By:_____**
**Name: Sue Denkinger**
**Its: Mayor**

STATE OF MINNESOTA )
)
COUNTY OF RAMSEY )

**ACKNOWLEDGMENT**

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by Brad Martens, the City Manager of and for the City of Shoreview, Minnesota, a public body corporate and politic organized under the laws of the State of Minnesota, for and on behalf of said public body.

_____
Notary Public

My Commission expires:

_____

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by Sue Denkinger, the Mayor of the City of Shoreview, Minnesota, a public body corporate and politic organized under the laws of the State of Minnesota, for and on behalf of said public body.

_____
Notary Public

My Commission expires:

_____

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**SUBDIVISION & SITE DEVELOPMENT AGREEMENT**
**1090 GRAMSIE ROAD, CHRISTIAN BROTHERS AUTOMOTIVE CORP.**

(I) THIS AGREEMENT (the "Agreement") is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and, between Christian Brothers Automotive Corporation, a Texas corporation, its successors and assigns (hereinafter the "Developer").

(II) On September 8, 2026 the City Council gave approval to develop certain property within the City and legally described in Exhibit A (hereinafter the "Subject Property"):

See Exhibit A

*(this property commonly known as 1090 Gramsie Road)*

(III) Pursuant to City Ordinances, the Developer is required:

A. To make certain improvements to the Subject Property.

B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements, which remain incomplete at the time of the Developer's request for final site and building approval.

C. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

(IV) In consideration of the City's grant of permission allowing the Developer to develop the Subject Property, and in consideration of the mutual agreements contained herein, the City and the Developer agree as follows:

A. **Applicability.** This agreement is applicable to the Subject Property.

B. **Zoning.** The Subject Property is zoned Planned Unit Development (PUD) with the underlying zoning designations of C2, General Commercial.

C. **PUD.** The approved PUD permits the redevelopment of this property with for an Auto Repair Facility.

D. **City Permits Required.** The Developer shall not commence any tree removal, grading or erosion control activity until a land disturbance permit is issued. Water and sewer permit is required prior to connection to city utilities. Right-

of-way permit is required prior to construction or staging within the city right-of-way.

E. **Improvements.** All improvements shall be constructed in accordance with the action of the City Council, the City's ordinances and regulations and the approved plans and specifications submitted for the Final Plat and Final Planned Unit Development. All requirements attached to said project by the City's Council on September 8, 2026, as conditions of the Final Plat and Final Planned Unit Development approval, are to be satisfied whether or not identified in this Agreement.

F. **Tree Replacement and Protection.** The Developer agrees to protect and preserve trees in accordance with the tree preservation and replacement requirements as specified by the City. Tree protection measures are required to minimize the impact development activities have on trees that are to be retained on the development site as identified on the plans previously submitted and approved.

G. Protective tree fencing shall be inspected by the City Staff prior to the issuance of a grading permit and commencement of any grading or site development activities. All fencing shall be installed in substantial accordance with the approved plans. Additionally, a berm of wood chips shall be placed adjacent to the protective fence.

H. The approved plans indicate that a total of 11 trees will be removed from the property. The developer shall submit plans specifying the size, condition and species of tree's to be removed. The replacement ratio for Standard Trees is 1:1 for any tree with a diameter, as measured 4.5 feet above the ground, greater than 4 inches and for Box Elder, Cottonwood and Willows it is 8 inches or greater. The replacement ratio for Landmark Tree's is 6:1 for any tree with a diameter, as measured 4.5 feet above the ground, greater than 15-inches and for Box Elder, Cottonwood and Willows it is 30-inches or greater. A tree replacement escrow will be required prior to the issuance of a building permit. The City requires an amount equal to $250.00 per replacement tree. This amount must be paid in a cash deposit or surety bond.

I. **Landscape Installation/Required Screening.** The developer shall install and maintain landscaping per the approved the landscaping plan dated April 20, 2026. The Developer agrees to install all plant materials as shown on the approved landscape plan and to be consistent with the standards established in the Development Regulations of the City of Shoreview. All landscape materials planted as part of this landscape plan shall be replaced with like material if they should die.

The proposed landscaping improvements cost of landscape improvements to be completed, calculating one hundred and twenty-five percent (125%) of the

estimated cost of the plant materials to be installed. Per the developer submitted opinion of probable cost dated August 20, 2026, the estimated cost of plant material and sod installation is $51,457. A surety of **$64,321.25** is required prior to the issuance of any permits for this project.

J. **Public Recreation Use Dedication Fee.** The Developer agrees to pay a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of the property. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the plat is recorded with Ramsey County. The Cash Equivalency Payment required for this project shall be an amount equal to 10% of the fair market value. According to the 2026 Ramsey County estimated land value, the .97-acre portion of development property is valued at $608,446.08. As calculated within Exhibit B, a public use dedication fee of **$60,844.60** shall be paid prior to any building permits being issued.

K. Additional Development Fees. Prior to the issuance of a building permit, the developer shall pay the following fees municipal utility and MET Council fees as shown on Exhibit B.

   i. Water Connection Charge. A water connection charge.

   ii. Sewer Connection Charge. A sewer connection charge.

   iii. Sewer Availability Charge (SAC). The new dwelling units and commercial space are subject to the SAC from the MET Council. The Developer is responsible for obtaining a charge calculation from the MET Council. Shoreview is responsible for collecting the fee on behalf of the MET Council.

L. **Erosion Control.** An Erosion Control Plan/Storm Water Pollution Prevention Plan (SWPPP) shall be prepared under the seal of a Registered Professional Engineer on behalf of the Developer and shall be submitted to the Public Works Director. The Developer agrees to comply with the recommendations of the Public Works Director for the Subject Property and shall incorporate these recommendations into the plans and specifications. ***No site grading shall occur prior to the installation of approved erosion control measures and execution of required agreements and submission of sureties.***

   The development is subject to the Erosion Control Agreement (Exhibit C) for both Phases in the Planned Unit Development, and the Developer agrees to the terms and conditions of that Agreement.

M. **Site Restoration.** All disturbed areas shall be restored in accordance with the best management practices identified in the SWPPP and shall be consistent with the City's Surface Water Management Plan and Surface Water Pollution

Prevention Plan. All disturbed areas shall be seeded and disk anchored mulched or sodded within 7 days of final grade unless development is completed between November 15th to April 15th, then said disturbed areas shall be seeded and disk anchored mulched or sodded by May 15th. All common drainage swales shall be sodded or seeded and protected with wood fiber blanket.

All slopes 4:1 or greater must be seeded and fiber blanketed immediately after final grading. After installation of the wood fiber blanket is completed the City requires inspection for proper installation. The Developer shall contact the City staff to arrange the site inspection.

N. **Other Permits**. The applicant is subject to the permitting requirements of other agencies for this development and shall demonstrate compliance before any City permits are issued for this site. This includes all necessary permit(s) from the Rice Creek Watershed District for the stormwater management plan and MNDOT to permit stormwater discharge or outfall within MnDOT right-of-way.

O. **All Costs Responsibility of Developer.** The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the Subject Property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the Subject Property or the acts of the Developer, its agents or contractors in relationship thereto.

P. **Maintenance of Utilities.** The Developer agrees that on-site utilities are private and are the sole responsibility of the Developer to maintain. The Developer or any future property owner is responsible for locating any and all private utilities on this site. The City will not locate private utilities at any time. The private utilities include storm sewer, watermain service, sanitary sewer manholes, pipes, oil interceptor and sanitary sewer service.

    i. The Developer is responsible for all repair and maintenance of the private water system or other utility system. A portion of the private water system is not metered, and all un-metered water is the property of the City. In the event of a leak in an un-metered portion of the private water system, after two-days' notice, the City has the right to shut-off the water until repairs to the private system have been completed, inspected, and approved by the City.

Q. **Stormwater Management: Private Stormwater BMP and Infrastructure**. All stormwater management infrastructure identified in the submitted plans on

record in Planning File 2963-26-11, are private and shall utilize stormwater best management practices as described in the Minnesota Stormwater Manual, Version 3.0. This infrastructure shall be designed and constructed to minimize the need for maintenance and to reduce the chance of failure.

i. The Developer shall provide, prior to issuance of any permits for the Subject Property, a Storm Water Management Plan for the maintenance of the stormwater infrastructure within the development site. The Management Plan shall include all items required in this Agreement and must be approved by the Public Works Director.

ii. Maintenance
   a. All stormwater infrastructure shall be maintained according to the measures outlined in the City's Surface Water Management Plan and Storm Water Prevention Plan (SWPPP).
   b. Unless otherwise indicated in this Agreement, the Developer shall be responsible for the maintenance of stormwater management facilities, including all related financial responsibilities.

iii. Non-Routine Maintenance
   a. Maintenance includes those infrequent activities needed to maintain ponding and infiltration areas and/or stormwater BMP infrastructure so that these improvements continue to function in accordance with the approved plans and specifications. Examples of such activities include sediment and vegetation removal or major repairs to stormwater structures.
   b. Non-routine maintenance shall be performed on an as-needed basis based on information gathered during regular inspections.

iv. If maintenance activities are not completed in a timely manner or as specified in the approved plan, then the City may hire a contractor or complete the necessary maintenance at the property owner's expense unless otherwise indicated in this Agreement.

R. **Inspection of Utilities.** The City has an interest in the private infrastructure proposed for this development because of its connection to public infrastructure.

i. The Developer is solely responsible for the construction management and all construction activities.
ii. City staff may be on-site during the construction and installation of any private utility infrastructure, in order to verify that the construction and installation is completed in accordance with City standards and approved plans.

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S. **As-Builts and Grading Certification.** An as-built survey, prepared by a surveyor licensed and registered by the State of Minnesota, shall be submitted upon completion of the permitted work for each Phase. The as-built survey shall include details of:

i. The final site grading and all improvements;
ii. All public or private infrastructure, including the storm sewer system, the water main system and the sanitary sewer system.

The as-builts shall conform to the standards specified in Exhibit D. The Developer shall deposit an escrow in the amount of **$5,000** as surety for the as-built survey. The Developer shall provide the City with as-builts of the private infrastructure, including water, sanitary sewer, storm sewer and services.

T. **Surety Calculation.** If the Developer chooses to construct all or a portion of the improvements required by the City regulations after the time of final plat approval, the Public Works Director, prior to final plat approval, shall prepare a Statement of Required Improvements and Security identifying the improvements to be completed, estimating the cost of the improvements to be completed, calculating one hundred and twenty five percent (125%) of the estimated cost of the improvements to be completed, specifying a completion date for said improvements, indicating the preparer of the document, and specifying the date of preparation. The Statement of Required Improvements and Security shall be signed and dated by the Developer and shall be attached to the Development Contract as Exhibit E**.**

U. **Administrative Fee.** In addition to filing and application fees, the Developer agrees to pay to the City an Engineering Overhead Fee, which shall be 2% of the estimated cost of required improvements as set forth in the Statement of Required Improvements and Security identified in Exhibit E. The administrative fee shall be paid before the commencing construction activity on-site by the City.

V. **Provision of Surety.** The Developer agrees to provide the City with a self-renewing Letter of Credit insuring completion of those improvements identified in Exhibit E**.** The form of Letter of Credit shall be approved by the City Attorney and shall reference the Development Agreement shall describe the procedures to be followed by the City for obtaining funds to construct improvements where necessary, and shall contain other provisions necessary to protect the City's interests. **THE DEVELOPER UNDERSTANDS THAT NO PERMITS OF ANY KIND WILL BE ISSUED UNTIL THE CITY ACCEPTS THIS LETTER OF CREDIT.**

If the Developer conveys its interest in the subject property or any part thereof, or if the Developer assigns its right to construct improvements or otherwise develop the subject property, it shall first notify the City. In the event of a

conveyance or assignment prior to completion of the improvements and the development of the subject property, the Letter of Credit shall not be released unless it is replaced by a new Letter of Credit agreement satisfactory to the City.

W. **Release of Surety.** The City will consider the release of sureties upon the written request of the Developer. Sureties will not be released until the Developer has demonstrated that the development complies with the approved plans and applicable City Ordinances and standards. Prior to the completion of a project, the Developer may request a partial release of said surety; the City will upon inspection and approval of the improvements will partially release the surety. The City will retain a minimum of 10% of the surety until the development is completed and the Developer demonstrates that the development complies with the approved plans and applicable City Ordinances and standards, including the submission of the required as-built plans of the public infrastructure.

X. **Construction Management**. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:

i. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director and property owner.
ii. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking of construction vehicles shall occur on Gramsie Road. No fill, excavated material or construction materials shall be stored in the public right-of-way.
iii. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 9:00 p.m. on weekdays and 8:00 a.m. and 7:00 p.m. on Saturdays. No work is permitted on Sundays or holidays without the prior approval of the City.
iv. Site Maintenance. The developer shall ensure the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City. Developer shall sweep on an as needed basis, and at least once weekly Gramsie Road while the Subject Property is being graded. More frequent sweepings may be required, as directed by the City Engineer. The City has the right to direct the developer to sweep other streets where sediment is accumulating on said streets from construction and other site traffic, if

necessary. The City does not sweep streets for private development projects. Developer must have a contract for sweeping and use a water-discharge broom apparatus for street sweeping.

Y. **Default** The occurrence of any of the following after written notice from the City and thirty (30) days to cure (or such longer period as may be reasonable) shall be considered an "Event of Default" in the terms and conditions contained in this Agreement:

i. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
ii. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the Subject Property.

Z. **Remedies** Upon the occurrence of an Event of Default, the City, in addition to any other remedy, which may be available to it, shall be permitted to do the following:

i. City may make advances or take other steps to cure the default, and where necessary, enter the Subject Property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
ii. The Developer shall save, indemnify, and hold harmless, including reasonable attorney's fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
iii. Obtain an order from a court of competent jurisdiction requiring the developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
iv. Exercise any other remedies, which may be available to it, including an action for damages.
v. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorney's fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

DRAFT

I. **IN WITNESS WHEREOF,** the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, the **_____ day of _____ 2026.**

DRAFT

**CHRISTIAN BROTHERS AUTOMOTIVE CORPORATION,**
**a Texas corporation**

**By:_____**
**Name:_____**
**Title: _____**
**Date: _____**

**STATE OF TEXAS )**
**)**
**COUNTY OF _____ )**

The foregoing instrument was acknowledged before me this _____ day of _____, 2026 by _____, _____ of Christian Brothers Automotive Corporation, a Texas corporation, on behalf of the corporation.

_____
Notary Public

My Commission expires:

_____

**CITY OF SHOREVIEW**

**By:_____**
**Name: Brad Martens**
**Its: City Manager**

**By:_____**
**Name: Sue Denkinger**
**Its: Mayor**

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by Brad Martens, the City Manager of and for the City of Shoreview, Minnesota, a

DRAFT

public body corporate and politic organized under the laws of the State of Minnesota, for and on behalf of said public body.

_____
Notary Public

My Commission expires:

_____

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

The foregoing instrument was acknowledged before me this ____ day of May, 2026, by Sue Denkinger, the Mayor of the City of Shoreview, Minnesota, a public body corporate and politic organized under the laws of the State of Minnesota, for and on behalf of said public body.

_____
Notary Public

My Commission expires:

_____

Drafted by: Izaak Peterson
Senior Planner
4600 Victoria St N
Shoreview, MN 55126

DRAFT

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**Exhibit 'A'**

**Legal Description**

THAT PART OF LOT 2, BLOCK 1, GEORGE REILING SECOND ADDITION, LYING NORTH OF THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 30, RANGE 23, RAMSEY COUNTY, MINNESOTA.

(TORRENS PROPERTY - CERTIFICATE OF TITLE NO. 637903)

THAT PART OF LOT 2, BLOCK 1, GEORGE REILING SECOND ADDITION, EXCEPT THAT PART LYING NORTH OF THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 30, RANGE 23, RAMSEY COUNTY, MINNESOTA.

(ABSTRACT PROPERTY)

**Exhibit 'B'**

**Fee Calculations**

Public Recreation Use Dedication Fee: Per Sec 105-63(b) the maximum cash equivalency payment required on commercial, industrial, office or a mixture of such uses shall be an amount determined by the city council and shall not exceed ten percent of the fair market value of the land proposed for development or subdivision.

Existing Property Area= 2.28 acres (99,316.80 sq. ft.)
Ramsey County Land Estimated Market Value (2026) = $1,430,200.00
Per Square Foot Value = $14.40 per sq. ft.

Development Property Area = 42,253.20 sq. ft. (.97 acres) x $14.40 = $608,446.08

$608,446.08 x .10 (10 percent) = $60,844.60

**Total Amount Due = $60,844.60**

Commercial Water Connection Charge: $275.00 per unit + $825.00 per acre

$275.00 x SAC Council Determination of units
$825.00 x 0.97-acres
$800.25+ $TBD

**Total Amount Due = $*To be Determined Based on Met Council Determination***

Municipal Sewer System Charges: This charge covers the cost to connect to the municipal sewer infrastructure.

Commercial Sewer Connection Charge: $275.00 per unit + $825.00 per acre

$275.00 x SAC Council Determination of units
$825.00 x 0.97-acres
$800.25 + $TBD

**Total Amount Due = $ *To be Determined Based on Met Council Determination***

**EXHIBIT 'C'**

**EROSION CONTROL ESCROW AGREEMENT**
**CHRISTIAN BROTHERS AUTOMOTIVE CORP.**

(A) THIS EROSION CONTROL AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation of the State of Minnesota (hereinafter the "City"), Christian Brothers Automotive its successors and assigns (hereinafter the "Developer").

(B) The City and the Developer have executed a Site Development Agreement that obligates the Developer to control soil erosion during the development of the Subject Property. **To secure erosion control during the development of this site, the Developer has submitted a cash surety to the City of Shoreview in the amount of $2,910.00** This amount will be refunded to the Developer as the conditions of this agreement are met. The Developer has submitted this financial surety to the City on the following conditions:

1. The Developer shall not receive interest on the amount of the surety.

2. The Developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Contract regarding erosion control and/or to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, until the Engineering Department has determined that erosion control has been satisfied. The surety may also be utilized for problems created off the site directly or indirectly as result of on-site conditions.

3. The Developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.

4. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied, or the funds have been replaced by a successor in interest.

5. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.

6. Erosion Control inspection fee per Code of $200 per month. Shoreview estimates this project will require 12 months of erosion control inspections.

7. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

(C) The Developer agrees to reimburse the City at a rate of $70.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of the Escrow Agreement by the Developer.

_____

Jeremiah Walters, City of Shoreview
Natural Resources Specialist
On behalf of Brad Martens, City Manager

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**EXHIBIT 'D'**
**As-Built Record Plan Requirements**

As-built plans are required for all public and private improvements. The Developer shall deposit an escrow in the amount of **$(To be determined based on developers submitted site grading cost estimate)**as surety for the as-built survey.

After the completion of Developer-installed public improvements, the City Engineer shall be provided with electronic record drawing plans of the project in PDF format.

After completion of construction, all manholes, catch basins, hydrants and other elements of the project shall be re-measured with an as-built field survey. The plans shall be corrected and modified to show the correct distances, elevations, dimensions, alignments, and any other change in the specific details of the plans. All changes and modifications on the record plan shall be drawn to scale to accurately represent the work as constructed. Incorrect elevations, distances, etc. shall be crossed out from the original plan sheets and corrected as necessary to complete the record plan.

At a minimum, record plans shall include:

*General*

1. All construction contractor names should be noted on each page.
2. Record Plan stamp with date should be shown on each page.
3. All utilities in Ramsey County coordinates system.
4. All ties should be less than 100'.
5. Grading limits and elevations.
6. Bench marks used and TNH elevations.

*Grading Plan As-Builts*

1. Existing ground elevations at all lot corners
2. Spot elevations at all house pads (hold down elevations)
3. Spot elevations of pond bottom (50' maximum grid)
4. Drainage and utility easement and outlot spot elevations
5. Pond water elevations and date taken.
6. Prior to close out, as-builts of ponding areas must be done to verify depths after house construction is complete.

*Sanitary Sewer, Water Main*

1. As-built elevations (invert & rims), pipe lengths, and grades for all lines
2. Note describing pipe type and size for each run and for services

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3. Wye stationing and location from TV reports
4. Elevation of riser
5. Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plan.
6. All curb boxes and sanitary sewer services shall be tied with at least two ties, using the following priorities:
   - The building or structure being served, with address
   - Fire hydrants
   - Manholes, catch basins
   - Neighboring structures, with the address noted
   - Other permanent structures (bridges, telephone boxes, pedestals, transformers)
   - Power poles, streetlights, etc.

7. All gate valves shall be tied with at least two ties, using the following priorities:
   - Fire hydrants
   - Manholes
   - Catch basins
   - Neighboring structures, with the address noted
   - Buildings or other permanent structures (bridges, telephone boxes, pedestals, transformers)
   - Power poles, streetlights, etc.

8. As-built elevations of each hydrant at top nut
9. Any deviations of fittings from those shown on the plan
10. Note describing pipe type and size for mainline and for services
11. Stationing of corporation stop on water main

*Storm Sewer*

1. As-built elevations (invert & rim), pipe lengths, and grades for all lines
2. Note describing pipe type and size for each run.
3. Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plans.
4. As-built plans on all ponding areas are required. Plans shall indicate finished contours at two-foot intervals, normal water elevation, high water elevation, and the acre-feet of storage for each ponding area, along with the final storm sewer plans. Upon completion of pond construction, ponds shall be cross-sectioned to confirm that they have been constructed to the proper volume and shape. As-built record plans shall be prepared for all ponding areas just prior to closing project out.
5. As-built locations, invert and outflow elevations, cross-sections, and civil details for underground infiltration system.

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**EXHIBIT 'E'**

***To be Determined Based on Developers submitted cost of Improvements***

DRAFT

# Memorandum

**TO:** City Council

**FROM:** Niki Hill, AICP , Assistant Community Development Director

**DATE:** September 8, 2026

**SUBJECT:** Rental License Revocations - 1064 / 1062 Glenhill Road

**ITEM NUMBER:** 10.a

**SECTION:** GENERAL BUSINESS

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**REQUESTED MOTION**

To adopt Resolution No. 26-75, approving the revocation of the rental licenses for the property located at 1064 / 1062 Glenhill Road pursuant to section 30-91 of the municipal code.

**INTRODUCTION**

The city council is being asked to revoke the rental licenses for the property located at 1064 / 1062 Glenhill Road. The council has the authority to suspend, revoke, deny, or not renew a license for any of the reasons listed in Section 30-91. The property owner at 1064 / 1062 is renting out the duplex as each side having two separate units - making it a four-plex. The owner was told that was not an allowable use and that it does not meet code. Staff is recommending revocation and posting the property.

**DISCUSSION**

**City regulation(s)**

Section 30.91 - License Suspension or Revocation. A dwelling unit rental license is subject to suspension or revocation by the City Council for the reasons specified herein. Prior to suspension or revocation, the Owner or its Agent shall be notified in writing at least five (5) days prior to the City Council's consideration of such action.

**Timeline of events:**

The owner of the home called staff and was provided information in 2025 that the duplex did not have the minimum needed requirements to have a quadplex on the property. There are not covered stalls available for all units and accessory apartments are not an allowable use in the R2 District.

- Rental licenses were pulled for each side individually at the renewal period for the 2026 license.
- April 21, 2026 - Staff was asked to verify if the property was allowed to operate as a four-plex as part of an appraisal and the appraiser's understanding of the property having separate ADU/Mother In Law units in the basement.
- June of 2026, a Zillow listing was found listing the property as "non-conforming" quadplex - including separate mailboxes.
- June 26, 2026 - The owner of 1064 and 1062 Glenhill Road received a letter from the city informing them that the City was aware of the operation and marketing of the property as an illegal quadplex and that the City will be enforcing the terms of the license and all

applicable regulations.

- On August 6, 2026 a rental inspection was conducted of 1064 and 1062 Glenhill revealing numerous code violations, including the operation of the property as an illegal quadplex with locked doors separating the units.
- On August 18, 2026, the notice of rental license revocation letter was emailed and mailed to the owner of the property, informing them of the pending city council hearing.
- Staff requested lease documents and tenant rosters from the owner by 8/25/2026.
    - Staff was provided with two separate lease documents for each side that were created on 8/22/2026. The creation date of 8/22/2026 is after the dates of the lease terms for both units. The digital signatures had dates before the creation date of the leases and they were not verifiable digital signatures - including a blurry image with the wrong year.
    - Staff was provided with tenant rosters that were both created on 8/25/2026 within minutes of each other - not something that was created and submitted to the office as the form directed the tenants to do after filling out.
- On August 31st, the Zillow listing still lists the complex as a side by side duplex with "a mother in law suite in the basement".
- On September 1st, staff confirmed that there are four mailboxes for the duplex, two with the unit numbers and two with a "1/2" designation after the address.

**RECOMMENDATION**

Staff is recommending that the city council adopt resolution 26-75 and move forward with the revocation. The approval gives authorization for city personnel take necessary actions to post the property with a placard that they are operating without a rental license. This will allow any tenant to withhold rent, if they choose, until they relocate or the property comes into compliance.

**ATTACHMENTS**

Location Map
Notice of Rental Violation - 1064 Glenhill - June 2026
08-19-2026 1064 Glenhill Rd Revocation Letter
1062 Lease 2026 Signed
1064 Lease 2026 August Signed
06-26-2026 Listing 1064 Glenhill Rd Illegal Quadplex
8-31-26 - Listing Advertising the Mother In Law Suites in the Basement
1062 and 1064 Glenhill Mailboxes
20-75 Rental License Revocation Resolution 1062-64 Glenhill Rd

# 1062 / 1064 Glenhill




8/31/2026, 10:04:28 PM

1:3,600

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Personal Property

Cities

Tax Parcels

County Offices

4600 Victoria Street North
Shoreview, Minnesota 55126
651.490.4600 | shoreviewmn.gov

June 26, 2026

LM PROPERTIES OF SAINT PAUL LLC
785 N Oak Dr
Vadnais Heights, MN 55127

RE: Illegal quadplex at 1064 Glenhill Rd

Dear LM Properties of Saint Paul LLC,

The 1064 Genhill Rd property is being illegally operated and advertised as a four-unit property.

Under the terms and conditions set forth under Chapter 30 of the Shoreview City Code, no dwelling unit rental license shall be issued or renewed unless the rental dwelling and its premises conform to all applicable regulations of the city, including, but not limited to, Chapter 107, Chapter 109, and Chapter 30. Staff has become aware of the following items that violate the Shoreview City code on your property:

| **City Code Violations** | |
|---|---|
| **Ordinance** | **Violation** |
| Minimum Parking Requirements<br><br>Sec. 109.93. | Two off-street parking spaces are required per unit, with one being enclosed.<br><br>The illegal quadplex does not meet parking minimum standards. |
| Attached Residential District (R2)<br><br>Sec. 107-68. | Units located within R2-zoned properties must have a minimum of 1,000 square feet.<br><br>The illegal quadplex does not meet minimum unit square footage requirements. |

| Rental Code Violations | |
|---|---|
| **Ordinance** | **Violation** |
| Rental License Enforcement<br><br>Sec. 30-91. | The operation of this property as an illegal quadplex has violated the terms of the rental license.<br><br>There are only two permitted units for rent as stated in the rental license. |

**Corrective Actions:** To achieve compliance, this property must be operated in accordance with city standards and the terms set forth in the rental license. Only two rentable units are permitted on the property. The existing non-conforming units must be vacated and returned to the intended purpose of the building. This correction must be made by 07/26/2026.

The city reserves the right to pursue further action, which may include citations or fines. If left unresolved, the city also reserves the right to hire a 3rd party to address the violations via abatement procedures. Any fees will be billed to the property owner.

The city also reserves the right to revoke or suspend rental licenses upon finding that an owner is in violation of the rental licensing regulations within 365 days of the same initial offense. *This letter serves as your formal notice of violation, and the request of remediation of the listed violations.*

If you need additional time to achieve compliance with any of the above violations, please notify the City and we will accommodate a reasonable extension.

Sincerely,

Dylan Martinez
Housing Program Specialist
dmartinez@shoreviewmn.gov
651-490-4686

## What's special

THIS PROPERTY HAS MORE THAN WHAT CAN BE PUT ON MLS.

6000/mo in rents

This is a side by side Duplex in Shoreview. Addresses 1064 and 1062 Glenhill Rd.
Each duplex has a mother-in-law suite in the basement and its own garage. Making it a non-conforming 4-plex. Each unit has it's own mailbox.
The 2 units upstairs are 2 beds and 1 bath. The 2 units downstairs are more studio style with 1 full bath.
There are a total of 3 garages on the property. 2 Garages are on the 1064 Side.

If you wanted to house hack or an investment this is it. A block away from Lake Josephine. Near Northwestern and Bethel. Near all the shops on Lexington and 694.

Hide

**122 days** on Zillow | **881** views | **31** saves

Zillow last checked: 2 hours ago
Listing updated: June 02, 2026 at 11:54am

Listed by: Steve Koleno 804-656-5007, Beycome Brokerage Realty LLC

Source: NorthstarMLS as distributed by MLS GRID, MLS#: 7025114

4600 Victoria Street North
Shoreview, Minnesota 55126
651.490.4600 | shoreviewmn.gov

August 19, 2026

LM PROPERTIES OF SAINT PAUL LLC
1240 ALAMEDA STREET NORTH
SAINT PAUL, MN 55117

RE: Illegal quadplex at 1064 Glenhill Road

As outlined in Chapter 30 of the Shoreview Municipal Code, rental licenses are subject to suspension or revocation by the City Council for the following:

**Sec. 30-91 Rental License Enforcement**

(a) Failure of the owner or owner's agent to operate or maintain the dwelling unit in compliance with the provisions of the city's regulations, including the failure to correct deficiencies noted in a compliance order within the time specified in the notice.

A letter and email were sent to the property owner by Housing Program Specialist Dylan Martinez on 06/26/2026 requiring correction of all outstanding City of Shoreview municipal code violations by 07/27/2026.

An inspection was conducted on 08/06/2026 by Housing Program Specialist Dylan Martinez. The inspection revealed numerous code violations, including the possible operation of the duplex as an illegal quadplex.

Therefore, the City of Shoreview is proceeding with the revocation of the rental licenses for 1062 Glenhill Road and 1064 Glenhill Road. Please be aware that the City reserves the right to inform tenants that their rent may be withheld and put into escrow if these violations are not corrected (Minnesota State Statute 504B.385).

The City Council will hold a revocation hearing to determine if the licenses shall be revoked. This letter serves as your notice of the hearing. The hearing is scheduled for **Tuesday September 8th, 2026 at 7:00PM** in the City Council Chambers, City Hall, 4600 N Victoria Street.

**This letter also serves as a written request for the tenant register and leases for both halves of the property. The requested materials must be shared by 08/25/2026.**

Below is a summary of all outstanding code violations.

Under the terms and conditions set forth under Chapter 30 of the Shoreview City Code, no dwelling unit rental license shall be issued or renewed unless the rental dwelling and its premises conform to all applicable regulations of the city, including, but not limited to, Chapter 107, Chapter 109, Chapter 30 and the Minnesota State Building Code. Staff has become aware of the following items that violate the Shoreview City and Minnesota State code on your property:

# 1064 & 1062 Glenhill Road Shared Correction Items

These potential violations apply to both halves of the building and require one correction per side.

| **Code Violations** | | |
|---|---|---|
| **Code** | **Violation** | **Correction** |
| Minimum Parking Requirements<br><br>Sec. 109.93.<br><br>Attached Residential District (R2)<br><br>Sec. 107-68. | Two off-street parking spaces are required per unit, with one being enclosed.<br><br>Units located within R2-zoned properties must have a minimum of 1,000 square feet.<br><br>Property does not meet minimum standards. | Provide evidence of one leased general dwelling unit per side of the building **OR** proceed with the eviction process. |
| Emergency Escape and Rescue<br><br>Sec. 1030.1 | All sleeping rooms must have at least one exterior escape opening. This opening must open directly to the outside.<br><br>The rooms with beds in the basements cannot be used as a sleeping room. | Ensure that no one is sleeping in either basement. |
| Work done without a permit<br><br>Sec. 34-84. | The water heaters were installed in 2026 without permits. | Have a licensed contractor pull a permit for the water heater. Follow the permit process until it is finalized by the building department. This includes payment of all fees. |

| | | |
|---|---|---|
| Fire alarm and detection systems<br><br>Sec. 907.2.10.2 | The basement does not meet minimum smoke detector requirements.<br><br>Up-to-date smoke detectors are required on all stories of a building, including the basement. | Ensure there is a smoke detector in the basement with an up-to-date detector. |

| **Rental Code Violations** | | |
|---|---|---|
| **Ordinance** | **Violation** | **Correction** |
| Rental License Enforcement<br><br>Sec. 30-91. | The operation of this property as an illegal quadplex has violated the terms of the rental license.<br><br>There are only two permitted units for rent as stated in the rental license. | Provide evidence of one licensed general dwelling unit per lease per side of the building **OR** proceed with the eviction process.<br><br>Ensure that there are not two separate units on the property. There must be no locked doors within the property that restrict movement of the tenants. |
| License required<br><br>Sec. 30-23. | The lower floor of the property was being rented out as a dwelling unit.<br><br>No person shall rent a dwelling unit to another for occupancy unless they have been issued a license. | Provide evidence of one leased general dwelling unit per side of the building **OR** proceed with the eviction process and pay the renting without a license fee. |

# 1064 Glenhill Road Specific Correction Items

| Code Violations | | |
|---|---|---|
| **Code** | **Violation** | **Correction** |
| Interior of Structures<br><br>Sec. 28-34. | Lighting and ventilation shall be maintained in sound condition and skillful repair. The lower floor bathroom shower ceiling is damaged. | Repair the lower floor bathroom ceiling. |
| Interior of Structures<br><br>Sec. 28-34. | There is a missing outlet cover on the lower floor near the water heater.<br><br>The GFI outlet is loose.<br><br>Electrical outlets shall be maintained in accordance with the building code. | Install an electrical cover for the outlet.<br><br>Ensure the GFI outlet is properly secured. |
| Interior of Structures<br><br>Sec. 28-34. | The glass door on the lower level is difficult to operate.<br><br>Doors and windows shall be immediately accessible and must be operable and able to open freely and completely. | Ensure that the door easily opens and closes with minimal effort. |
| Outside Storage<br><br>Sec. 28-4. | There is extensive outdoor storage in the backyard of the property. Particularly behind the storage shed. | Properly store or remove all non-recreational items from the exterior of the property. |
| Stairway doors<br><br>Sec. 1010.1.9.12 | The doors at the top and bottom of the stairways are locked.<br><br>Interior stairway doors shall be openable from both sides without the use of a key or special knowledge or effort. | Remove all locks from the doors in the stairway. |

# 1062 Glenhill Road Specific Correction Items

| Code Violations | | |
|---|---|---|
| **Code** | **Violation** | **Correction** |
| Interior of Structures<br><br>Sec. 28-34. | Lighting and ventilation shall be maintained in sound condition and skillful repair. The upper floor bathroom exhaust fan is damaged. | Repair the upper floor bathroom exhaust fan. |
| Exterior of Structures<br><br>Sec. 28-33. | The exterior foundation and brickwork of the stairwell has extensive damage, including holes and cracks.<br><br>Exterior surfaces shall be maintained in a state of quality maintenance and repair. | Repair or replace the damaged portions of the stairwell. |

To reach compliance with the City of Shoreview municipal code, Minnesota State Building Code, and the Minnesota State Fire Code, all corrections above must be completed, and all fees must be paid in full. Noncompliance will result in the revocation of all rental licenses, additional fees, and potential citations.

Questions pertaining to the rental license revocation process, code violations or other pertinent concerns should be directed to the Housing Program Specialist, Dylan Martinez. He can be reached via email, phone, or in person using the contact information below.

Sincerely,

Dylan Martinez
Housing Program Specialist
dmartinez@shoreviewmn.gov
Office: 651-490-4686
Cell: 612-248-0107

Docusign Envelope ID: 48D46FEE-FE29-85AF-816C-522B7114044D

# RESIDENTIAL LEASE AGREEMENT

This Residential Lease Agreement ("Lease") is made and entered into on April 22nd, 2026, by and between:

**Landlord:** Blue Lamp LLC, **Owner:** LM Properties of Saint Paul LLC
**Tenants:** April Schwartz, Taylor Schwartz (Minor), Christopher Falck

---

## 1. PROPERTY

Landlord hereby leases to Tenant the residential property located at:
1062 Glenhill Rd, Shoreview MN 55126 ("Premises").

---

## 2. TERM

The Lease shall commence on **May 1, 2026**, and shall continue for a fixed term of **one (1) year**, ending on **April 30, 2027**, unless terminated earlier in accordance with this Lease. If tenant needs to break lease, they must give at least 60 days notice. If tenant would like to renew they must notify Landlord by March 1st, 2027.

---

## 3. RENT

- Base Rent: **$3,000 per month**
- Total Monthly Payment (including utilities): **$3,300 per month**

Rent shall be due on the **1st day of each month**.

- Rent shall increase annually based on the **average rent increase for a 3-bedroom, 2-bathroom unit in the 55126 zip code**.
- Adjustments shall occur **once per year**.
- Landlords shall provide **no less than 30 days written notice** prior to any rent adjustment.

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Docusign Envelope ID: 48D46FEE-FE29-85AF-816C-522B7114044D

# 4. Security Deposit

- Security Deposit will be **$3,000.00 and an additional non-refundable $200 per pet.** This will be due at signing of the lease or within 5 days of move in.

# 5. UTILITIES

The monthly rent of $3300 includes all utilities

Included utilities may include (but are not limited to):

- Electricity
- Gas
- Water
- Sewer
- Trash

If the water bill is to exceed $200/month for the building. Tenants agree to pay the fraction of the number of persons living in their unit divided by the total number of persons living in the building.

Tenants may have to resume responsibility for electric and gas for the unit if usage is above average. A 30 day notice will be given if this is to occur and rent will be reduced to base rent price.

---

# 6. APPLIANCES

- All appliances within the Premises shall be the **responsibility of the Tenant**.
- If any appliance fails or breaks:
    - Tenant shall be responsible for repair or replacement at Tenant's expense.
- Tenant may request Landlord to purchase and install replacement appliances for a fee.
    - Any such appliances purchased by Landlord under this arrangement shall be **owned by the Tenant**.

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Docusign Envelope ID: 48D46FEE-FE29-85AF-816C-522B7114044D

# 7. PARKING

- **No overnight street parking is permitted**.
- Garage on 1062 side will be included in the rent
- If Tenants have multiple vehicles:
    - All vehicles must be **pulled in off the street overnight**.

---

# 8. MAINTENANCE & CARE

Tenant agrees to:

- Keep the Premises clean and in good condition
- Promptly notify Landlord of any issues
- Be responsible for damages beyond normal wear and tear
- Pick up any pet refuse from yard

Any minor repairs, the tenant may repair. If any exterior surface is no longer keeping the elements out, the heat stops working in the winter, the toilet continuously runs or any water leaks occur in the premise, the landlord or manager will need to be notified immediately.

---

# 9. LATE PAYMENTS

Rent not paid within 5 days of the due date may be subject to a late fee of 5%.

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# 10. DEFAULT

Failure to comply with the terms of this Lease may result in:

- Notice to cure
- Termination of tenancy
- Legal action as permitted under Minnesota law

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Docusign Envelope ID: 48D46FEE-FE29-85AF-816C-522B7114044D

# 11. GOVERNING LAW

This Lease shall be governed by the laws of the **State of Minnesota**.

---

# 12. ENTIRE AGREEMENT

This Lease and any addenda constitute the entire agreement between the parties.

---

# 13. SIGNATURES

**Landlord:**
Blue Lamp LLC

By: _____
Name: Matthew Brown
Date: 4/29/2026

**Tenants:**
April Schwartz

Signature: Signed by: April Schwartz A05D1E80550B458...
Date: 4/29/2026

Christopher Falck

Signature: Signed by: Christopher Falck AD1C2F15336B231...
Date: 4/29/2025

Docusign Envelope ID: 5807487F-5A35-81F3-80C4-0C18AA280C59

# RESIDENTIAL LEASE AGREEMENT

This Residential Lease Agreement ("Lease") is made and entered into on August 1st, 2026, by and between:

**Landlord:** Blue Lamp LLC, **Owner:** LM Properties of Saint Paul LLC
**Tenants:** Oreste Ishimwe, Joseanne Ishimwe, Jayden Ishimwe (Minor), Nadia Ishimwe, Dave Reimink

---

## 1. PROPERTY

Landlord hereby leases to Tenant the residential property located at:
1064 Glenhill Rd, Shoreview MN 55126 ("Premises").

---

## 2. TERM

The Lease shall commence on **August 1, 2026**, and shall continue month to month, until terminated earlier in accordance with this Lease. If tenants needs to end the lease, they must give at least 30 days notice.

---

## 3. RENT

- Base Rent: **$2,800 per month**
- Total Monthly Payment (including utilities): **$3,100 per month**

Rent shall be due on the **1st day of each month**.

- Rent shall increase annually based on the **average rent increase for a 3-bedroom, 2-bathroom unit in the 55126 zip code**.
- Adjustments shall occur **once per year**.
- Landlords shall provide **no less than 30 days written notice** prior to any rent adjustment.

---

Docusign Envelope ID: 5807487F-5A35-81F3-80C4-0C18AA280C59

# 4. Security Deposit

- Security Deposit will be **$2,800.00 and an additional non-refundable $200 per pet.** This will be due at signing of the lease or within 5 days of move in.

# 5. UTILITIES

The monthly rent of $3,100 includes all utilities.

Included utilities may include (but are not limited to):

- Electricity
- Gas
- Water
- Sewer
- Trash

If the water bill is to exceed $200/month for the building. Tenants agree to pay the fraction of the number of persons living in their unit divided by the total number of persons living in the building.

Tenants may have to resume responsibility for electric and gas for the unit if usage is above average. A 30 day notice will be given if this is to occur and rent will be reduced to base rent price.

---

# 6. APPLIANCES

- All appliances within the Premises shall be the **responsibility of the Tenant**.
- If any appliance fails or breaks:
    - Tenant shall be responsible for repair or replacement at Tenant's expense.
- Tenant may request Landlord to purchase and install replacement appliances for a fee.
    - Any such appliances purchased by Landlord under this arrangement shall be **owned by the Tenant**.

---

Docusign Envelope ID: 5807487F-5A35-81F3-80C4-0C18AA280C59

# 7. PARKING

- **No overnight street parking is permitted**.
- 1064 shall have one garage stall
- If Tenants have multiple vehicles:
    - All vehicles must be **pulled in off the street overnight**.

---

# 8. MAINTENANCE & CARE

Tenant agrees to:

- Keep the Premises clean and in good condition
- Promptly notify Landlord of any issues
- Be responsible for damages beyond normal wear and tear
- Pick up any pet refuse from yard

Any minor repairs, the tenant may repair. If any exterior surface is no longer keeping the elements out, the heat stops working in the winter, the toilet continuously runs or any water leaks occur in the premise, the landlord or manager will need to be notified immediately.

---

# 9. LATE PAYMENTS

Rent not paid within 5 days of the due date may be subject to a late fee of 5%.

---

# 10. DEFAULT

Failure to comply with the terms of this Lease may result in:

- Notice to cure
- Termination of tenancy
- Legal action as permitted under Minnesota law

---

Docusign Envelope ID: 5807487F-5A35-81F3-80C4-0C18AA280C59

# 11. GOVERNING LAW

This Lease shall be governed by the laws of the **State of Minnesota**.

---

# 12. ENTIRE AGREEMENT

This Lease and any addenda constitute the entire agreement between the parties.

---

# 13. SIGNATURES

**Landlord:**
Blue Lamp LLC

By: _____
Name: Matthew Brown
Date: 7/25/2026

**Tenants:**
Oreste Ishimwe & Ishimwe Family

Signature: Signed by: Oreste Ishimwe BA4D3E47589D432...
Date: 7/25/2026

Dave Reimink

Signature: Signed by: Dave Reimink RE2S6M54353Y123...

Date: 7/25/2025

## What's special

THIS PROPERTY HAS MORE THAN WHAT CAN BE PUT ON MLS.

6000/mo in rents

This is a side by side Duplex in Shoreview. Addresses 1064 and 1062 Glenhill Rd.
Each duplex has a mother-in-law suite in the basement and its own garage. Making it a non-conforming 4-plex. Each unit has it's own mailbox.
The 2 units upstairs are 2 beds and 1 bath. The 2 units downstairs are more studio style with 1 full bath.
There are a total of 3 garages on the property. 2 Garages are on the 1064 Side.

If you wanted to house hack or an investment this is it. A block away from Lake Josephine. Near Northwestern and Bethel. Near all the shops on Lexington and 694.

Hide

**122 days** on Zillow | **881** views | **31** saves

Zillow last checked: 2 hours ago
Listing updated: June 02, 2026 at 11:54am

Listed by: Steve Koleno 804-656-5007, Beycome Brokerage Realty LLC

Source: NorthstarMLS as distributed by MLS GRID, MLS#: 7025114 NorthstarMLS

Lease TO Available!

This is a side by side Duplex in Shoreview. Addresses 1064 and 1062 Glenhill Rd.
Each duplex has a mother-in-law suite in the basement and its own garage. Each unit has it's own mailbox.
Each unit is 3 beds and 2 bath. There are a total of 3 garages on the property. 2 Garages are on the 1064 Side.

If you wanted to house hack or an investment this is it. A block away from Lake Josephine. Near Northwestern and Bethel. Near all the shops on Lexington and 694.

^ Hide

**28 days** on Zillow | **877** views | **38** saves

Zillow last checked: 2 hours ago
Listing updated: August 24, 2026 at 06:36pm


1069
1061
1064½
1064
1062½
1062

**EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

* * * * * * * * * * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on September 8, 2026 at 7:00 p.m.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption.

* * * * * * * * * * * * * *

**RESOLUTION NO. 26-75**
**REVOCATION OF RENTAL LICENSES**

**WHEREAS**, there are non-compliant rental licenses on the following described property:

**Lot 14, Block 3, Edgewater Knoll, Ramsey County, MN**
**(commonly addressed at 1062 and 1064 Glenhill Road)**

**WHEREAS**, notice therefore was posted on said property of rental license violations pursuant to City Code section 30-91 on August 18, 2026; and

**WHEREAS**, the city notified the property owner that a license revocation hearing would be held on September 8, 2026 by the city council if corrective action is not taken; and

**WHEREAS**, the city council held a hearing on September 8, 2026 and all persons present at said meeting were given an opportunity to be heard and present written statements. The council also considered the recommendation of the city staff that this license revocation be approved.

**NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL** hereby adopts Resolution 26-75 to revoke the rental licenses for violation of City Code Section 30-91 at the property located at:

**1062 and 1064 Glenhill Road**

*  *  *  *  *  *  *  *  *  *  *  *  *  *

The motion was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON**, said resolution was declared duly passed and adopted the 8th day of September, 2026.

_____

Sue Denkinger, Mayor

SEAL

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8th day of September 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the rental license revocation.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9th day of September 2026.

_____

Brad Martens, City Manager

SEAL

# Memorandum

| | |
|---|---|
| **TO:** | City Council |
| **FROM:** | Niki Hill, AICP , Assistant Community Development Director |
| **DATE:** | September 8, 2026 |
| **SUBJECT:** | Tall Grass and Weed Abatement: 225 North Owasso Boulevard |
| **ITEM NUMBER:** | 10.b |
| **SECTION:** | GENERAL BUSINESS |

---

**REQUESTED MOTION**

Adopting the following resolution, approving the abatement of vegetative growth pursuant section Section 22-2 (4):

- Resolution No. 26-73, property located at 225 North Owasso Boulevard

**INTRODUCTION**

The city council is being asked to order a weed/vegetative growth abatements for property at 225 North Owasso Boulevard. The council has the authority to declare and abate nuisances, including noxious weeds, grass and plant growth on private property that does not comply with the city's property maintenance standards.

**DISCUSSION**

ORDINANCE REQUIREMENTS

In accordance with section 28-6(c), all exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in height. Non-woody vegetation on vacant properties shall not exceed 18 inches in height. Landscaping shall be maintained so as to prevent unsightliness, health hazards or unsafe conditions.

In addition, section 22-24, abatement procedure, outlines the notification and hearing process. When the city staff determines a public nuisance is being maintained or exists on a property, the staff shall notify in writing the owner of record or occupant of the nuisance and order the nuisance to be terminated and abated. This notice shall specify the timeframe in which the nuisance must be abated.

Weed and vegetative growth abatement notices are posted on the property and also sent via mail to the property owner of record. The notice specifies that the nuisance weeds, vegetation and grass must be mowed or removed within five working days, and if that nuisance remains, the city council will hold a hearing to order the abatement of the nuisance. The notice also identifies the time and date of the hearing scheduled before the city council. The property owner has the right to appear at the hearing.

If the council orders the abatement, the city will abate the nuisance and the cost of the abatement, including administrative costs, will be charged to the property owner and certified against the property for collection with taxes if the bill is not paid.

PROPERTY CONDITIONS

225 North Owasso Boulevard
On August 14th, staff identified tall grasses, nuisance weeds and other vegetative growth in excess of nine inches in height upon inspection of the property. This vegetation is located all over the yard of the subject property. The property was given notice to abate the nuisance growth of tall grasses, weeds and other vegetation. A copy of the notice was posted on the property. The notice specifies the pertinent city regulations, the conditions constituting a violation of those regulations, and identifies that the council will hold a hearing on September 8, 2026 to consider abatement of the nuisance conditions, with costs charged to the property owner. Photographs of the property are attached.

Staff has inspected the property August 20th, August 25th, August 31st and September 2nd. To date, the property owner has not brought the property into compliance. The property will be re-inspected on the day of the scheduled hearing.

**RECOMMENDATION**
Staff recommends adoption of the following resolution, approving the abatement of vegetative growth pursuant section Section 22-2 (4):

- Resolution No. 26-73, property located at 225 North Owasso Boulevard

The cost of the above listed abatement, including administrative costs, will be billed to the property owner. The city manager is authorized to monitor the properties throughout the 2026 and 2027 growing seasons and to abate any vegetative growth on the properties that do not comply with city regulations.
Staff will continue to work with the property owners to achieve compliance. However, if the situation is not remedied, an outside firm will be hired to mow the lawn, remove vegetation and remedy the violation. Costs associated will be billed to the property owners.

**ATTACHMENTS**
225 North Owasso Blvd Abatement Packet
Resolution 26-73 Tall Grass and Weeds Abatement - 225 N Owasso Blvd

City of Shoreview
4600 Victoria Street North
Shoreview, Minnesota 55126
651-490-4680 | shoreviewmn.gov

* 2nd Notice *

## Correction Notice

Re: City of Shoreview Municipal Code Section 211.060 (C), grass or lawn areas over nine (9) inches in height

To:

Name: Freeport Investments

Address: 8445 Center Dr., Fridley

From:

~~Frank Cupery - (651) 490-4669~~ Renee Breedy - 651-490-4683

**Nuisance information:**

Case number: EOC 2026-1077 Property address: 225 N. Owasso

On 9/2/26 and 9/14/26 inspected your property and found it is in violation of Section 211.060 (C) of the city code. This section requires that grass and lawn areas not exceed nine (9) inches in height and be free of nuisance weeds.

Per section 210 of the city code, the city has the authority to abate certain nuisances. This includes tall grasses, nuisance weeds, or other vegetative growth over nine (9) inches in height. This includes all tall grass and weeds within landscaping features around the foundation of the building and along any fence lines.

**Correction and public hearing information:**

This letter serves as notice that a nuisance condition exists on your property. Please remedy this by: 9/16/26 Re-inspection date: 9/16/26

If the nuisance has not been corrected, the city will proceed with abatement. You can also contact me at 651-490-4669 to let me know it's been corrected.

If the city moves forward with abatement, the city council will hold a public hearing on 9/16/26 at 7 pm. The hearing will take place at Shoreview City Hall, 4600 Victoria Street North, Shoreview. The city council will consider ordering the abatement of the nuisance at this time. You have the right to attend the hearing. Staff will notify the council if the property is brought into compliance by the hearing date. This correspondence serves as notice of the hearing.

If the city council orders the abatement, you will be sent an invoice for the abatement costs, including administrative costs. The invoice will be certified against your property taxes if it is not paid.

Thank you in advance for your cooperation.

4600 Victoria Street North
Shoreview, Minnesota 55126
651.490.4600 | shoreviewmn.gov

August 20, 2026

FREEPORT INVESTMENTS INC
8445 CENTER DR
FRIDLEY, MN 55432-1309

**RE: City Code Violation 2nd Notice:**
**Case Number:** ECC2026-1077

Dear FREEPORT INVESTMENTS INC,

Property maintenance codes exist in Shoreview to help maintain a positive residential atmosphere and promote safe and healthy neighborhoods. By following city code rules, you help us keep the city an attractive, clean space for all residents to enjoy.

You were recently sent a letter notifying you of a city code violation(s) found on your property. A re-inspection was performed by city staff 10 or more days after the first notice. The following violation(s) of Shoreview city code remain on your property.

| Violation and Ordinance | Corrective Action |
|---|---|
| Sec. 28-6. - General property maintenance. (c) Exterior property areas shall be kept free from species of weeds or plant growth which are noxious or a detriment to public health. Noxious weeds are those defined as such in Minnesota Rules. Grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine inches in height. Non-woody vegetation on vacant properties shall not exceed 18 inches in height. | **All grass and weeds must be cut under 9 inches.** |

**REINSPECTION:** A reinspection will be conducted on or after 10 days from the last inspection. If you are

experiencing a hardship that prevents you from resolving the violations listed above, please contact me at (651) 490-4689 or at code-enforcement@shoreviewmn.gov and we will work with you to reach a solution or work plan.

If the property is not in compliance by **08/31/2026,** the City of Shoreview will pursue further action, which may include a citation or fine. If left unresolved the city also may hire a 3rd party to address the violations. Any fees will be billed to you, the homeowner, for the services.

Sincerely,

Renee Bredy

Renee Bredy
Property Maintenance Specialist
(651) 490-4689
rbredy@shoreviewmn.gov

**Case Number: ECC2026-1077**


232


225


Shoreview

**EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on September 8, 2026 at 7:00 p.m.

The following members were present

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

* * * * * * * * * * * * *

**RESOLUTION NO. 26-73**
**ABATEMENT OF A NUISANCE-VEGETATIVE GROWTH**

**WHEREAS**, the nuisance vegetative growth is present on the following described property:

West 20 feet of Lot 26 and Lot 25, excluding the west 10 Feet, Block 7, Owasso, Shoreview, Ramsey County, Minnesota
(commonly addressed at 225 North Owasso Boulevard)

**WHEREAS**, notice therefore was posted on said property pursuant to City Regulations, and

**WHEREAS**, this abatement was initiated pursuant to the City of Shoreview Municipal Code, and

**WHEREAS**, the Shoreview City Council held a hearing on September 8, 2026 and all persons present at said meeting were given an opportunity to be heard and present written statements. The Council also considered the recommendation of the city staff that this abatement be approved, and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Shoreview, County of Ramsey, State of Minnesota, hereby adopts Resolution 26-73 to abate vegetative growth at the property located at:

**225 North Owasso**

and to charge the property owner(s) abatement costs, including administrative costs. The City Manager is authorized to monitor the property throughout the

remainder of the 2026 and all of the 2027 growing seasons and to abate any vegetative growth on the property that does not comply with city regulations.

* * * * * * * * * * * * * *

The motion was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed this 8th day of September, 2026.

_____

Sue Denkinger, Mayor

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8th day of September 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the abatement of a nuisance 225 North Owasso Boulevard.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9th day of September, 2026.

_____

Brad Martens, City Manager

SEAL

# Memorandum

**TO:** City Council

**FROM:** Niki Hill, AICP , Assistant Community Development Director

**DATE:** September 8, 2026

**SUBJECT:** Nuisance Abatement - 1649 Hillview Road

**ITEM NUMBER:** 10.c

**SECTION:** GENERAL BUSINESS

---

## REQUESTED MOTION

To adopt Resolution No. 26-74, approving the abatement of a public nuisances for the property located at 1649 Hillview Road.

## INTRODUCTION

The city council is being asked to order an abatement of public nuisances for property located at 1649 Hillview Road. The council has the authority to declare and abate nuisances on private property that do not comply with the city's property maintenance standards.

## DISCUSSION

This past year on July 20th, the city council approved the abatement of the tall grass and weeds on the property at 1649 Hillview. Since that time, city code enforcement staff found violations of parking location, outside storage, and refuse on the subject property. The accumulation has also not allowed the tall grass and weed violations to be addressed due to the amount of refuse on the property.

Listed below is the section of the code and the violations that have been documented:

- City Code Section 28-4 (1)- Outside storage: All materials and equipment must be stored in an approved fully enclosed structure.
- City Code Section 28-6 (a) General Property Maintenance. All structures, buildings, fences, and landscaping must be maintained and kept
  in such a way to prevent unsightliness, health hazards, or unsafe conditions.
- City Code Section 32-2 Refuse Storage. All waste, debris, refuse or garbage must be kept in a closed, sanitary and orderly container intended for the storage of all refuse accumulated on the premises.

## Section 22-24 - Abatement Procedure

The conditions identified above are defined as a public nuisances in the City's Code.

Abatement notices are served to the owner of the property by posting it or sending it to the property owner of record via mail. The notice specifies that the nuisance must be remedied within five (5) working days, and if that nuisance remains, the city council will hold a hearing to order the abatement of the nuisance. The notice also identifies the time and date of the hearing scheduled before the city council. The property owner has the right to appear at the hearing.

If the council orders the abatement, the city will abate the nuisance and the cost of the abatement, including administrative costs, will be charged to the property owner and certified against the property for collection with taxes if the bill is not paid. Staff has prepared Resolution 26-74, ordering the abatement of the public nuisance conditions, for consideration by the city council.

The Abatement Hearing Notice/Correction Notice has been mailed to the property owner, requiring the property be brought into compliance. If the abatement is ordered, the staff will work to correct the conditions. The cost of correcting the public nuisance condition will be recovered by the city either by a lien against the property, by obtaining a judgment against the owner, or by special assessment.

Included with this report is a resolution to order the abatement of the nuisances on the property at 1649 Hillview Road and documentation showing photographs of the property.

**RECOMMENDATION**

The property owner has been notified on numerous occasions regarding the code violations. Staff recommends that the city council conduct the required hearing and adopt Resolution No. 26-74, approving the abatement of the nuisances at 1649 Hillview Road The order specifies the corrections required to bring the property into compliance with the city's Property Maintenance Codes and would permit the city to abate the conditions. If the council approves the motion, staff will move forward with abatement of the nuisance conditions.

**ATTACHMENTS**

Location Map - 1649 Hillview Road
1649 Hillview Road Abatement Packet
Resolution 26-74 - Nuisance Abatement - 1649 Hillview Road

# 1649 Hillview Road




8/31/2026, 5:40:13 PM

1:3,600

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.2 km

Personal Property

Cities

Tax Parcels

County Offices

4600 Victoria Street North
Shoreview, Minnesota 55126
651.490.4600 | shoreviewmn.gov

August 25, 2026

Jennifer Mitchell
1649 Hillview Rd
Shoreview, MN 55126

Dear Property Owner(s):

You were recently notified that a City Code violation existed on your property through multiple letters regarding this violation and instructing you of the proper actions to correct the nuisance. However, because the property remains in noncompliance the city is moving forward with a hearing to abate the nuisance. It is your right as a residence to attend the hearing set for September 8th at 7pm. The hearing will take place at Shoreview city hall located at 4600 Victoria Street North, Shoreview Minnesota. The city council will consider ordering the abatement of the nuisance at this time. Staff will notify the council if the nuisance is brought into compliance by the hearing date. This letter serves as a notice of the hearing.

If the city council orders the abatement, you will be sent an invoice for the abatement costs, including the administrative costs. The invoice, if not paid, will be certified against the property and collected in the same manner as taxes.

Thank you in advance for your cooperation in this matter. Should you have any questions or require additional information please feel free to contact me at (651) 490-4689 or rbredy@shoreviewmn.gov

Sincerely,

Renee Bredy

Renee Bredy

Property Maintenance Specialist





**EXTRACT OF MINUTES OF MEETING OF THE**
**CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

* * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on September 8, 2026 at 7:00 p.m.

The following members were present:

And the following members were absent:

Member _____ introduced the following resolution and moved its adoption:

* * * * * * * * * * * * * *

**RESOLUTION NO. 26-74**
**ABATEMENT OF A NUISANCE**

**WHEREAS**, there is a nuisance present on the following described property:

LOT 24, BLOCK 5, EDGETOWN ACRES, Ramsey County Minnesota
(commonly known AS 1649 Hillview Road)

**WHEREAS**, the city approved a tall grass and weeds abatement on July 20, 2026; and

**WHEREAS**, the city was unable to proceed with the abatement due to property maintenance violations of outside storage and refuse in the yard; and

**WHEREAS**, notice therefore was given on said property of nuisance violations pursuant to City Regulations on August 25, 2026; and

**WHEREAS**, the city mailed a notice of continued violations and notified the property owner that an abatement hearing would be held on September 8, 2026 by the city council if corrective action is not taken; and

**WHEREAS**, property maintenance violations continue to be an issue; and

**WHEREAS**, this abatement was initiated pursuant to the City of Shoreview Municipal Code; and

**WHEREAS**, the city council held a hearing on September 8, 2026 and all persons present at said meeting were given an opportunity to be heard and present written statements. The council also considered the recommendation of the city staff that this abatement be approved.

**NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL** hereby adopts Resolution 26-74 to abate the following nuisances:

City Code Section 28-4 (1)- Outside storage: All materials and equipment must be stored in an approved fully enclosed structure.

City Code Section 28-6 (a) General Property Maintenance. All structures, buildings, fences, and landscaping must be maintained and kept in such a way to prevent unsightliness, health hazards, or unsafe conditions.

City Code Section 32-2 Refuse Storage. All waste, debris, refuse or garbage must be kept in a closed, sanitary and orderly container intended for the storage of all refuse accumulated on the premises.

on the property located at:

**1649 Hillview Road**

and to charge the property owner(s) the abatement costs, including administrative costs.

* * * * * * * * * * * * * *

The motion was duly seconded by Member _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed and adopted the 8TH day of September 2026.

_____
Sue Denkinger, Mayor

SEAL

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8TH day of September 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the abatement of a nuisance at 1649 Hillview Road.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9TH day of September, 2026.

_____

Brad Martens, City Manager

# Memorandum

**TO:** City Council

**FROM:** Renee Eisenbeisz , Assistant City Manager

**DATE:** September 8, 2026

**SUBJECT:** Resolution amending open appointment policy for committees and commissions

**ITEM NUMBER:** 10.d

**SECTION:** GENERAL BUSINESS

---

**REQUESTED MOTION**

To approve resolution 26-69 amending resolution 15-05, open appointment policy for committees and commissions.

**INTRODUCTION**

The city is incredibly fortunate to have residents who are actively engaged in the community, whether that is through a community organization or one of our advisory boards. In fact, over the past several years, the city has seen an increased number of applications for our advisory boards. More and more residents are wanting to engage with the city, but can't due to limited openings.

The city's advisory boards include four commissions (economic development, human rights, parks and recreation, and planning) and three committees (bikeways and trails, environmental quality, and public safety). Commissions are created by ordinance to provide ongoing input in major policy areas. Whereas, committees are created through resolution to provide input in specific areas. We also have the economic development authority and Snail Lake Improvement District Board.

Recognizing the importance of an engaged community, the city's strategic goals or priorities have included an effort to cultivate future leaders from our advisory boards for a number of years. Part of this goal is to ensure our boards have a membership that balances the experience and institutional knowledge of active, long-term members while still providing opportunities for new perspectives. In 2021, the city sent a letter to all advisory board members notifying them of this goal and asking them to keep it in mind when considering reappointment.

The city council reviewed our current structure and open appointment policy at the April 20 and August 17 workshop meetings. Based on those discussions, the city council is now being asked to approve a resolution amending the open appointment policy.

Please note that this information does not include the Snail Lake Improvement District Board since membership requirements for that board are different and require members to live within the Snail Lake improvement district.

## DISCUSSION

In 2015, the city council approved the city's current open appointment policy. Per the attached policy, members may be reappointed to an advisory board an indefinite amount of times. The only exceptions are for the economic development authority and planning commission. Any member who has served one full term (six years) on the EDA or two full terms (six years) on the planning commission needs to reapply in order to be considered for reappointment. Their applications are then considered along with any new applicants and interviewed by the city council. Please note that State Statute 469.095, subdivision 2(b) requires the city to have six year terms on the economic development authority board.

The policy also outlines general guidelines such as where and how long to advertise and the appointment process. The typical schedule is below:

- Early September: staff will reach out to any members whose terms are expiring to see if they are interested in being reappointed.
- October - November: the city will advertise any openings.
- December - January: advisory boards will review the received applications and possibly interview applicants.
- January - February: the city council will consider reappointments, as well as any recommended appointments.

### Membership information

The city currently has 71 volunteers serving on eight advisory boards. Of these members:

- 50 have served two terms or less
- 12 have served three to four terms
- 3 have served five to six terms
- 7 have served seven terms or more

A list of the current members along with their appointment and term expiration dates is attached. Demographic data is also attached for review.

Below is data showing the number of members who didn't seek reappointment or resigned mid-term, as well as the number of applications received. As you can see, many of the members had served two terms or less. Additionally, the number of applications received exceeds the number of openings available.

| | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|
| Two terms or less | 9 | 10 | 7 | 2 |
| Three to four terms | 7 | 2 | 1 | 2 |
| Five to six terms | 2 | 1 | 2 | 0 |
| Seven terms or more | 0 | 1 | 0 | 0 |
| Total openings | 18 | 14 | 10 | 4 |
| Total apps received | 20 | 19 | 20 | 18 |

### Benchmark comparison

Staff surveyed many of our benchmark communities to see how they handle term limits. A spreadsheet showing what cities have term limits is attached. A majority of the cities surveyed

have term limits with the average number of terms being three.

**Options**
Staff presented the following options to the city council during the April workshop.

1. Implement a term limit of three terms
2. Implement a term limit of three terms with an option to reapply after a few years
3. Require all members to reapply after two terms
4. Implement option 2 for committee members and option 3 for commission members
5. Continue our current practice

Based on the discussion with the city council, staff are recommending moving forward with option 2, implementing a term limit of three full terms with an option to reapply after a two-year absence. This would start February 1, 2027. Please note that staff recommend the current practice for EDA and planning commission members remain as is.

Based on this recommended option, staff is proposing the attached updates to the city's open appointment policy for council review. The majority of the changes are to reflect plain language practices to make the policy easier to scan and understand. The language for term limits is being added to the former reappointment section. As noted above, the city will follow two processes for term limits and reappointment. Members on the economic development authority and planning commission will continue their current practice of reapplying after one or two full terms. Members on all other boards will now have a term limit of three full terms with an option to reapply after a two-year absence. By saying members need to serve three full terms, that may mean that some serve longer than nine years if they were appointed to fill a seat mid-term. Of our current 71 members, 59 will be impacted with term limits.

By implementing term limits starting February 1, 2027:

- 8 members will be able to seek reappointment for one final term in 2027, 7 of which have served 10 or more years
- 3 members will not be able to seek reappointment in 2028, 2 of which have served 10 or more years
- 9 members will not be able to seek reappointment in 2028, 5 of which have served 10 or more years

If the city council approves the recommended changes, staff recommend a phased communications plan. It will begin with personal outreach by the mayor, city council, city manager, and assistant city manager to the 14 members who have served 10 or more years. Following those conversations, letters will go out to the 59 members lettering them know about the change.

**RECOMMENDATION**
It is recommended that the city council approve resolution 26-69 amending resolution 15-05, open appointment policy for committees and commissions.

**ATTACHMENTS**
Resolution 26-69
2015 open appointment policy
Current member list
Demographics
Benchmark comparison

Options

**EXTRACT OF MINUTES OF MEETING OF THE**

**CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD SEPTEMBER 8, 2026**

Pursuant to due call and notice thereof, a meeting of the city council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said city on September 8, 2026 at 7 pm. The following members were present:

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

* * * * * * * * * * * * * *

**RESOLUTION NO. 26-69**

**A RESOLUTION AMENDING RESOLUTION 15-05, OPEN APPOINTMENT POLICY FOR CITY COMMITTEES AND COMMISSIONS**

**WHEREAS**, in 2015, the Shoreview City Council approved resolution 15-05, creating an open appointment policy for city committees and commissions; and

**WHEREAS,** the city's committees and commissions play a valuable role in our city; and

**WHEREAS**, the city council reserves the right to appoint, reappoint, or remove any individual from a city committee or commission; and

**WHEREAS,** it is the city council's goal to have our committee and commission membership balance the need for both institutional knowledge and fresh perspectives, while also reflecting the city's demographics; and

**WHEREAS,** it is the city's policy that membership on our committees and commissions are open to all residents of the city.

**NOW, THEREFORE BE IT RESOLVED** by the city council of the City of Shoreview that the following policies be adopted effective February 1, 2027 regarding appointments for city committees and commissions:

<u>General guidelines to committee and commission appointment</u>

1. The city will advertise vacancies on committees and commissions in the fall. However, if a vacancy occurs January – June, the city may advertise it earlier than the fall.
2. The city will accept applications for at least four weeks. Staff will also ensure deadlines are provided. The city council may consider applications after the deadline as long as they are received before their review.
3. Staff will keep all applications according to the records retention schedule.

4. Staff will include all applications that are being considered in their report to the city council. Except in unusual circumstances, appointments will be made only from individuals who have applied to the city.
5. Individuals may only serve on one committee or commission at a time. The exception is the economic development authority, which has three council members and at least one member of the economic development commission.

Appointment process

1. The city council approves all appointments.
2. The city council will review applications and/or interview applicants for the economic development authority and planning commission.
3. All other committees and commissions are responsible for reviewing applications and making a recommendation to the city council. They can also interview applicants before making a recommendation.

Term limits and reappointment

1. Planning commission and economic development authority:
   a. Members who have served two full terms on the planning commission or one full term on the economic development authority must reapply for their seat. They will be considered along with any new applicants.
   b. Members who have not met the term limit may seek reappointment by the city council.
2. Remaining committees and commissions
   a. Remaining committees and commissions have a term limit of three full terms.
   b. Members who have not met the term limit may seek reappointment by the city council.
   c. Members who have met the term limit may reapply for the same committee or commission after a two-year absence.

Resignation

1. Members no longer able to serve on a committee or commission during the middle of their term must submit a resignation letter or email to their staff liaison.
2. Members who have met the term limit, are not seeking reappointment, or have resigned must return any city-owned equipment within 30 days of their term ending.

Removal

1. The city council may remove any member in violation of the code of conduct or attendance requirements at any time.

* * * * * * * * * * * * * *

The motion of the foregoing resolution was duly seconded by Councilmember _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed and adopted the 8th day of September, 2026.

_____

Sue Denkinger, Mayor

**STATE OF MINNESOTA)**

**COUNTY OF RAMSEY)**

**CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 8th day of September, 2026, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to open appointment policy for commission/committee members.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 9th day of September, 2026.

_____

Brad Martens, City Manager

SEAL

**EXTRACT OF MINUTES OF MEETING OF THE**

**CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD JANUARY 20, 2015**

* * * * * * * * * * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 20, 2015, at 7:00 p.m. The following members were present:

Council Members Quigley, Springhorn, Wickstrom and Acting Mayor Johnson,

and the following members were absent: Mayor Martin

Member Quigley introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-05**

**OPEN APPOINTMENT POLICY FOR CITY COMMITTEES AND COMMISSIONS**

**WHEREAS**, the purpose of this policy is to provide an open, accessible and fair appointment process which provides opportunity for interested citizens to become involved in city government through services on various Committees and Commission; and,

**WHEREAS**, it is the City Council's goal to have active citizen participation in the development and implementation of the policies of the City of Shoreview; and,

**WHEREAS**, it is the City's policy that membership on various committees and commission are open to all residents of the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shoreview that the following policies be adopted regarding appointments for City Commissions and Committees:

General Guidelines to Committee/Commission Appointment

1. Announcement of vacancies on Committees and Commissions will be advertised in the city's local newspapers, on the city website and other usual sources at least once per year, typically during the fall, unless a Committee/Commission membership falls below quorum requirements.
2. A minimum application period of four weeks will be provided and a deadline date will be specified. The City Council may consider applications received after the deadline date as long as they are received prior to review by the City Council.

3. The City will maintain a central file of Committee/Commission applicants.
4. Applications from all candidates will be provided to the City Council prior to the consideration of appointments. Except in unusual circumstances, appointments will be made only from individuals who have submitted an application for a specific Committee/Commission.
5. Individuals may only serve on one Committee/Commission at a time. The exception is the Economic Development Authority that has three Council members and at least one member of the Economic Development Commission.

Appointment Process

1. All appointments are made by the City Council. However, applications will be forwarded to the respective Committee/Commission for a review and recommendation following the close of the application period. Prior to making a recommendation to the Council, Committees/Commissions may either interview applicants or review the applications. The exception to this is the Planning Commission and the Economic Development Authority where the City Council will review, interview and appoint applicants directly.
2. Applications will be considered in a timely manner and scheduled for appointment by the City Council after the following:
    a. Scheduled interviews with the applicants, or a review of the applicants by the Committee/Commission; and
    b. Committee/Commission provides a recommendation to the City Council.

Reappointment

Any person who has served two full terms on the Planning Commission or has served at least 1 full term on the Economic Development Authority and reaches the end of their term must reapply and will be considered along with any new applicants. If the member has not yet served the time frame noted above, the staff will check to see if they wish to be reappointed and convey their interest in being reappointed to the City Council.

Resignation

In the event a member is unable to continue serving because of change in residence, health, business requirements or personal reasons, a formal letter or e-mail of resignation shall be submitted to the staff liaison and City Manager. Upon completion of service to the community, members are required to return any City-owned equipment acquired during the term. Examples include: computers, copies of Shoreview's city code and key cards.

Removal

The City Council may consider the attendance records, behaviors and actions of Committee/Commission members and may take action to remove any member in violation

of the code of conduct or attendance requirements at any time. The City Council is responsible for appointment to all City Committees/Commissions and reserves the right to appoint, reappoint or remove any individual from a Committee/Commission at any time.

Adopted by the City of Shoreview this 20th day of January, 2015.

STATE OF MINNESOTA )
COUNTY OF RAMSEY )
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 20th day of January, 2015 with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the Open Appointment Policy.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 20th day of January, 2015.

TJS

Terry Schwerm
City Manager

SEAL

| Bikes and trails committee | Term expires | Appointed | Years on committee | Current full term # |
|---|---|---|---|---|
| Nick Lardinois | 1/31/2027 | 5/20/2024 | 2 | 1 |
| Gina Lloyd | 1/31/2027 | 1/2/2024 | 2 | 1 |
| Kelli Damlo | 1/31/2027 | 1/2/2024 | 2 | 1 |
| Bob Johnson | 1/31/2027 | 1/19/2016 | 10 | 3 |
| Rodolfo Batres | 1/31/2028 | 1/6/2025 | 1 | 1 |
| Emma Garcia | 1/31/2028 | 5/1/2023 | 3 | 1 |
| Amar Subramanian | 1/31/2029 | 1/17/2023 | 3 | 2 |
| Briana Murphy | 1/31/2029 | 1/17/2023 | 3 | 2 |
| Neil Cavanaugh | 1/31/2029 | 1/17/2023 | 3 | 2 |
| Mark Stange | 1/31/2029 | 1/31/1996 | 30 | 11 |
| **Economic development authority** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Rachel Japuntich | 12/31/2026 | 10/21/2024 | 2 | 0 |
| Josh Wing | 12/31/2026 | 10/21/2024 | 2 | 0 |
| John Doan | 12/31/2026 | 1/3/2023 | 3 | 0 |
| Cory Springhorn | 12/31/2030 | 1/18/2022 | 4 | 1 |
| Sue Denkinger | 12/31/2030 | 3/4/2013 | 13 | 2 |
| **Economic development commission** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Tony Rammer | 1/31/2027 | 2/7/2022 | 4 | 1 |
| Exhilda Siame | 1/31/2027 | 11/1/2021 | 5 | 2 |
| Dean Howard | 1/31/2027 | 1/7/2019 | 7 | 2 |
| Mike Schoonover | 1/31/2027 | 11/5/2018 | 8 | 2 |
| Jim Diffley | 1/31/2028 | 3/3/2025 | 1 | 1 |
| Elizabeth Lovin | 1/31/2028 | 3/6/2023 | 3 | 1 |
| Rachel Resnick | 1/31/2028 | 2/7/2022 | 4 | 2 |
| Carly Gatzlaff | 1/31/2028 | 5/20/2019 | 7 | 3 |
| Denise Firkus | 1/31/2029 | 3/3/2025 | 1 | 1 |
| Doug McCulloch | 1/31/2029 | 4/17/2023 | 3 | 2 |
| Megan Larson | 1/31/2029 | 3/6/2023 | 3 | 2 |
| Rachel Japuntich | 1/31/2029 | 11/1/2021 | 5 | 2 |
| Ritesh Patel | 1/31/2029 | 3/2/2020 | 6 | 3 |
| Jessica Daniels | | 3/3/2025 | 1 | 1 |
| **Environmental quality committee** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Mike Vant | 1/31/2027 | 3/17/2025 | 1 | 0 |
| Hong Wang | 1/31/2027 | 2/5/2018 | 8 | 3 |
| Susan Rengstorf | 1/31/2027 | 8/6/2007 | 19 | 6 |
| Tim Pratt | 1/31/2027 | 3/1/2004 | 22 | 7 |
| Elliott Stefanik | 1/31/2028 | 2/1/2021 | 5 | 2 |
| Kathy Radosevich | 1/31/2028 | 1/19/2016 | 10 | 4 |
| Shivam Vashishtha | 1/31/2029 | 2/27/2026 | < 1 year | 1 |
| Jennifer Olson | 1/31/2029 | 2/3/2020 | 6 | 3 |
| Jeff Bartlett | 1/31/2029 | 2/6/2017 | 9 | 4 |

| Human rights commission | Term expires | Appointed | Years on committee | Current full term # |
|---|---|---|---|---|
| Gene Nichols | 1/31/2027 | 3/2/2015 | 11 | 4 |
| Richard Bokovoy | 1/31/2027 | 1/19/1993 | 33 | 11 |
| Matthew Arries | 1/31/2028 | 6/1/2026 | < 1 year | 0 |
| Alicia Dietsche | 1/31/2028 | 7/15/2024 | 2 | 1 |
| Ericka Cermak | 1/31/2029 | 1/5/2026 | < 1 year | 1 |
| Emily Salava Batres | 1/31/2029 | 1/6/2025 | 1 | 1 |
| Mary Johnson | 1/31/2029 | 1/6/2014 | 12 | 5 |
| Julie B. Williams | 1/31/2029 | 1/19/1993 | 33 | 12 |
| **Parks and recreation commission** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Faye Murphy | 1/31/2027 | 3/20/2023 | 3 | 1 |
| Chris Droske | 1/31/2027 | 3/1/2021 | 5 | 2 |
| Carol Jauch | 1/31/2027 | 3/6/2006 | 20 | 7 |
| Brent Swisher | 1/31/2028 | 7/18/2022 | 4 | 2 |
| Jane Ullmann-Bester | 1/31/2028 | 7/18/2022 | 4 | 2 |
| Jean Kiehnbaum | 1/31/2028 | 4/4/2016 | 10 | 4 |
| Kevin Holly | 1/31/2029 | 3/20/2023 | 3 | 2 |
| Tom Lemke | 1/31/2029 | 5/6/2013 | 13 | 5 |
| Charlie Oltman | 1/31/2029 | 5/2/2005 | 21 | 8 |
| **Planning commission** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Evan Cordes | 1/31/2027 | 1/16/2024 | 2 | 1 |
| Craig John | 1/31/2027 | 4/4/2022 | 4 | 1 |
| Nicole Westadt | 1/31/2028 | 1/18/2022 | 4 | 2 |
| Steve Solomonson | 1/31/2028 | 2/2/2004 | 22 | 8 |
| Nic Ahmadvand | 1/31/2029 | 1/20/2026 | < 1 year | 1 |
| Lee Helgen | 1/31/2029 | 2/6/2023 | 3 | 2 |
| **Public safety committee** | **Term expires** | **Appointed** | **Years on committee** | **Current full term #** |
| Cheryl Hiner | 1/31/2027 | 10/7/2024 | 2 | 1 |
| Kiel Walker | 1/31/2027 | 2/5/2024 | 2 | 1 |
| Colleen Norell | 1/31/2027 | 5/18/2015 | 11 | 4 |
| Amy Jo Lentsch | 1/31/2028 | 8/3/2026 | < 1 year | 0 |
| Gracia Elrick Cooper | 1/31/2028 | 5/19/2025 | < 1 year | 1 |
| Curtis Corum | 1/31/2028 | 8/3/2020 | 6 | 2 |
| David Hemming | 1/31/2029 | 2/2/2026 | < 1 year | 1 |
| Ethan Peterson | 1/31/2029 | 10/7/2024 | 2 | 1 |
| Andrew Mills | 1/31/2029 | 3/20/2017 | 9 | 4 |

| | Shoreview demographics | Applications received (09/10/24 - 08/31/26; 50) | Current members |
|---|---|---|---|
| Age | | | |
| Under 18 | 22.2% | 32.0% | 5.0% |
| 18 - 24 | 6.3% | 2.0% | 1.7% |
| 25 - 39 | 17.0% | 20.0% | 11.7% |
| 40 - 54 | 19.9% | 24.0% | 33.3% |
| 55 - 64 | 13.1% | 10.0% | 18.3% |
| 65+ | 21.5% | 12.0% | 30.0% |
| Did not answer | N/A | 0.0% | 0.0% |
| Gender | | | |
| Female | 51.3% | 50.0% | 48.3% |
| Male | 48.7% | 46.0% | 43.3% |
| Transgender | N/A | 0% | 0.0% |
| Non-binary | N/A | 0.0% | 0.0% |
| Other | N/A | 0% | 0.0% |
| Choose not to self-identify | N/A | 4.0% | 1.7% |
| Did not answer | N/A | 0.0% | 6.8% |
| Race/ethnicity (select all that apply) | | | |
| Native American or Alaska Native | 0.5% | 0.0% | 0.0% |
| Asian | 10.8% | 20.0% | 6.7% |
| Black or African American | 3.8% | 10.0% | 5.0% |
| Hispanic or Latinx | 4.2% | 4.0% | 1.7% |
| Native Hawaiian or Pacific Islander | 0.0% | 0.0% | 0.0% |
| White/Caucasian | 75.9% | 60.0% | 83.3% |
| Other race/ethnicity | 4.7% | 8.0% | 5.0% |
| Choose not to self-identify | N/A | 4.0% | 3.3% |
| Did not answer | N/A | 0.0% | 0.0% |

| | Shoreview demographics | Applications received (09/10/24 - 08/31/26; 50) | Current members |
|---|---|---|---|
| Rent or own | | | |
| Rent | 19.4% | 8.0% | 0.0% |
| Own | 78.5% | 88.0% | 96.7% |
| Did not answer | N/A | 4.0% | 1.7% |
| Housing type | | | |
| Single-family detached | 59.0% | 86.0% | 94.9% |
| Townhome | 20.6% | 6.0% | 5.0% |
| Duplex, triplex, quad | 1.7% | 2.0% | 1.7% |
| Apartment | 17.2% | 6.0% | 0.0% |
| Manufactured home | 1.5% | 0.0% | 0.0% |
| Did not answer | N/A | 0.0% | 0.0% |
| Income | | | |
| Less than $25,000 | 5.4% | 4.0% | 0.0% |
| $25,000-49,999 | 13.1% | 4.0% | 3.3% |
| $50,000-74,999 | 13.5% | 4.0% | 8.3% |
| $75,000-124,999 | 26.1% | 22.0% | 15.0% |
| $125,000-199,999 | 22.0% | 22.0% | 26.7% |
| $200,000 or more | 19.9% | 34.0% | 38.3% |
| Did not answer | N/A | 10.0% | 8.3% |
| Employment status | | | |
| Employed full-time | | 42.0% | 53.3% |
| Employed part-time | | 8.0% | 6.7% |
| Full-time student | | 24.0% | 6.7% |
| Retired | | 12.0% | 31.7% |
| Unemployed | | 2.0% | 0.0% |
| Self-employed | | 6.0% | 1.7% |
| Stay at home/homemaker | | 4.0% | 1.7% |
| Other | | 6.0% | |

*Last updated August 31, 2026*

| City | Term limits | Notes |
|---|---|---|
| Bloomington | 2 | Some don't have any |
| Burnsville | 2 | |
| Chanhassen | 2 | |
| Eden Prairie | 2 | |
| Edina | 2 | |
| Falcon Heights | 2 | May reapply for a different board or the same board one year later |
| Roseville | 2 | May reapply for a different board or the same board one year later |
| Woodbury | 2 | |
| Arden Hills | 3 | |
| Little Canada | 3 | |
| Prior Lake | 3 | |
| Savage | 3 | |
| Shakopee | 3 | |
| Vadnais Heights | 3 | |
| Minnetonka | 4 | |
| Eagan | 5 | |
| Apple Valley | None | |
| Golden Valley | None | |
| Inver Grove Heights | None | |
| Lakeville | None | |
| Maple Grove | None | |
| Maplewood | None | |
| Mounds View | None | |
| New Brighton | None | |
| North Oaks | None | |
| Plymouth | None | |
| Rosemount | None | |
| St. Anthony | None | Requires members to reapply and be interviewed at the end of each term |
| White Bear Lake | None | |

# Options on open appointment policy

## Option 1 - implement a term limit of three terms

### Pros

- Allows us to get new voices and perspectives on our advisory boards and expand our demographic makeup to better reflect all of Shoreview.
- Allows us to balance having new voices and institutional knowledge.
- Long-term members could apply to other boards.

### Cons

- Could impact just over 25% of our current members.
- Could lose some institutional knowledge.
- Could risk not having a full board if we don't receive enough applications.

## Option 2 - implement a term limit of three terms with an option to reapply after a few years

### Pros

- Allows us to get new voices and perspectives on our advisory boards and expand our demographic makeup to better reflect all of Shoreview.
- Allows us to balance having new voices and institutional knowledge.
- Long-term members could apply to other boards.
- Long-term members could reapply to the same board after a break.

### Cons

- Could impact just over 25% of our current members.
- Could lose some institutional knowledge.
- City council would need to conduct the interviews so board members aren't placed in an awkward position of interviewing existing members.
- Could risk not having a full board if we don't receive enough applications.

## Option 3 - require all members to reapply after two terms

### Pros

- The EDA and planning commission members are already doing this.
- Everyone has to go through the same process.
- Allows us to possibly get new voices and perspectives on our advisory boards and expand our demographic makeup to better reflect all of Shoreview.
- Could retain institutional knowledge if current members are the best applicant.
- Requires current members to fully evaluate their commitment when reapplying.

### Cons

- Could impact up to 50% of our current members.
- Could lose some institutional knowledge if members decide not to reapply.
- City council would need to conduct the interviews so current board members aren't placed in an awkward position of interviewing existing members.

## Option 4 - implement option 2 for committee members and option 3 for commission members

### Pros

- Allows us to get new voices and perspectives on our advisory boards and expand our demographic makeup to better reflect all of Shoreview.
- Long-term members could apply to other boards.
- Allows us to balance having new voices and institutional knowledge.
- Commission reappointment process
  - The EDA and planning commission members are already doing this.
  - Could retain institutional knowledge if current members are the best applicant.
  - Requires current members to fully evaluate their commitment when reapplying.
- Committee reappointment process
  - Long-term members could reapply to the same board after a break.

### Cons

- Is not the same for everyone and harder for staff to keep track of.
- City council would need to conduct the interviews for commissions so current board members aren't placed in an awkward position of interviewing existing members.
- Could risk not having a full board if we don't receive enough applications.

## Option 5 - continue our current practice

### Pros

- Would not impact current members.
- Would not lose institutional knowledge.
- Less work for staff liaisons if they have active, helpful members.

### Cons

- Lengthens the time it takes to get new, fresh perspectives on our advisory boards and a demographic makeup that better reflects all of Shoreview.
- Could lose out on potentially good applicants if we don't have many open seats.

# Memorandum

**TO:** City Council

**FROM:** Krista Billerbeck , Natural resources manager

**DATE:** September 8, 2026

**SUBJECT:** Appointment to the environmental quality committee

**ITEM NUMBER:** 10.e

**SECTION:** GENERAL BUSINESS

---

**REQUESTED MOTION**

Appoint Colton Borg to the environmental quality committee (EQC) for a term through January 31, 2028.

**INTRODUCTION**

The environmental quality committee has a vacancy due to a member resigning. The committee recommends Colton Borg be appointed to fill the vacancy.

**DISCUSSION**

The committee reviewed two applications on file for a recently vacated position. The committee appreciated Colton Borg's responses and thought he would bring a good perspective to the committee. The group moved to recommend the city council appoint Colton Borg to the environmental quality committee for a term through January 31, 2028.

**RECOMMENDATION**

It is recommended that the city council appoint Colton Borg to the EQC through January 31, 2028.

**ATTACHMENTS**

Colton Borg EQC Application

SHOREVIEW

Cinde Morris <cmorris@shoreviewmn.gov>

# Advisory board application from Colton Borg

1 message

**Laserfiche Notification** <donotreply@laserfiche.com> Fri, Nov 14, 2025 at 10:59 AM
To: cmorris@shoreviewmn.gov, reisenbeisz@shoreviewmn.gov

**Submitted:** 11/14/2025

**Name:** Colton Borg

**Address:** [redacted]

**Phone number:** [redacted]

**Email:** [redacted]

**How long have you lived in Shoreview:** 5 years

**Are you applying to be a student representative:** No

**What is your school and grade:**

**Is there any reason you would not be able to attend regular meetings?** No

**If yes, please explain:**

**What advisory boards are you applying for:**<

1. Environmental quality committee
2. Planning commission
3.

**Why would you like to serve on this advisory board?**

I have been looking for a volunteer activity to give back to the community and Shoreview advisory board seems like an excellent way to help out at a local level. I have 3 young kids and we plan to be in Shoreview long term and I would like to help the community.

**What are your specific areas of interest with this advisory board's scope?**

I went to school for mechanical engineering and now sell ventilation. We look at a variety of carbon friendly approaches when discussing possibilities with customers and I have a genuine interest in protecting the environment. I hope that I can use my knowledge and interest to help the Environmental Quality committee. I also try to live into sustainable living by making home upgrades that are sustainable, composting and making environmental designs with regards to landscaping. I would try to bring those perspectives to the committee.

**Briefly describe work or other experience that would relate to this board. This should include other organizations you have participated in.**

I served on Resurrection Lutheran Church's Mission Leadership Team for almost 2 years. As I mentioned above my work is also related to this work.

**Any additional comments?**

I am also interested in business and the planning commission. I have been in industrial ventilation sales for 12 years, own a rental property in Minneapolis and got my MBA from St Thomas. These would all give me some perspective on long term planning for business in Shoreview.

**Signature**

Colton Borg