

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, May 22, 2023  
7:00 p.m. City Hall**

**1. Call to Order/Pledge Allegiance**

**2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood

**3. Public Comment**

**4. Approval of Agenda**

**5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*

- a. Regular Minutes of May 8, 2023
- b. Resolution 2023 – 10 Transferring Funds from Account 426 to Account 410
- c. Disbursements - \$108,869.15

**6. Regular Agenda**

- a. Consider Approving Ordinance 2023 – 03 An Ordinance Amending Chapter 154 for Consistency with the Comprehensive Plan
- b. Consider Receiving Quotes and Awarding Contract for 2023 Sanitary Sewer Cleaning and Televising
- c. Consider Receiving Quotes and Awarding Contract for Dog Park Fence

**d. Reports of Officers, Boards and Committees**

- a. City Engineer
- b. City Administrator/Clerk
- c. Mayor, Councilors and Committees

**e. Announcements**

- a. City Council Meeting – Monday, June 12 and 26 at 7:00 pm. City Hall
- b. Park & Recreation Advisory Board – Tuesday, June 13 at 7:00 p.m. City Hall
- c. Planning Commission Meeting– Thursday, June 15 at 7:00 p.m. at City Hall

**f. Work Session**

- a. Public Works Cold Storage Building – Review Proposed Building Scope

**g. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, May 8, 2023  
7:00 p.m. City Hall**

Present: Mayor Glenn Switzer Councilors Ashley Gallagher, Luke La Croix, Grant Modory, Luke Swartwood

Staff: City Engineer Dustin Tipp, Finance Director, Jessi Sturtz, City Administrator/Clerk Jenelle Teppen

**CALL TO ORDER**

Mayor Switzer called the meeting to order at 7:00 p.m. A quorum was present.

**PUBLIC FORUM** – No public presentation to the Council

**APPROVAL OF AGENDA**

**Motion by LaCroix, second by Swartwood, to approve the agenda. Motion Carried Unanimously (MCU)**

**CONSENT AGENDA**

**Motion by Modory, second by LaCroix, to approve the consent agenda as follows:  
Regular Minutes of April 24, 2023;  
Disbursements - \$87,584.44. MCU**

**REGULAR AGENDA**

a. First Quarter Report

Finance Director Jessi Sturtz (Abdo FS) provided the City Council with a verbal review of the first quarter financial report.

Motion by Swartwood, second by LaCroix to accept the First Quarter Financial Report. MCU

b. Consider Accepting Report from City Council Goal Setting Session

City Administrator Teppen briefly summarized the report from the April 6, 2023 Goal Setting Session attended by the City Council and facilitated by Barbara Strandell. The Council established five-year goal areas and two-year priorities. Staff will return to a future meeting with action steps identified in order to achieve those goal and priority areas.

Motion by LaCroix, second by Gallagher to accept Goal Setting Report. MCU

c. Review Draft Letter Regarding County Road 1 / Trunk Highway 3 Improvements

Teppen reviewed the draft of a letter to Rice County officials, MN DOT District 6 staff, State Senator Lieske and State Representative Pursell regarding the completion of sidewalks/trails and pedestrian crossings at Hwy 3 and CR 1.

There was no motion, the Council provided comments.

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

City Engineer – Dustin Tipp

Tipp reported that quote packages for the dog park fencing and sewer televising will be on the May 22 agenda. He also said that project information and the proposed quote package for the Public Works Cold Storage Building will be reviewed by the Council at the May 22 meeting.

City Administrator/Clerk - Jenelle Teppen

Teppen reported that the Waterford Town Hall move is postponed until a yet to be determined date.

#### WORK SESSION

a. 2024 General Fund Budget Kickoff

Sturtz provided an overview of the 2024 General Fund Budget process and sought feedback from the City Council.

b. 2024 2029 Draft CIP

Teppen reviewed a draft of the Capital Improvement Plan which identifies future capital expenses.

The City Council asked that the 2023 items that have not yet been completed are still included in the draft 2024-2029 plan.

#### ADJOURN

**Motion by Gallagher, second by La Croix, to adjourn the meeting at 8:09 p.m.**

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

**CITY OF DUNDAS  
COUNTY OF RICE  
STATE OF MINNESOTA**

**RESOLUTION NUMBER 2023 - 10**

*A Resolution Transferring Capital Funds*

**WHEREAS**, the City has a Public Works Capital Outlay (410) and a Parks & Rec Capital Outlay (426) fund;

**WHEREAS**, The City's Long-Term Plan identifies a transfer in 2023 of \$108,999 from the Parks & Rec Capital Outlay (426) to the Public Works Capital Outlay (410) fund for capital improvement purchases;

**NOW THEREFORE BE IT RESOLVED** that the City of Dundas does hereby approve the transfer of \$108,999 from the Parks & Rec Capital Outlay (426) to the Public Works Capital Outlay (410) fund.

**Adopted by the City Council of the City of Dundas, Rice County, Minnesota, this 22<sup>nd</sup> day of May 2023.**

**CITY OF DUNDAS BY:**

**ATTEST:**

\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, Administrator/Clerk

Resolution 2023-10

**CITY OF DUNDAS DISBURSEMENT REPORT**  
**Council Meeting May 22, 2023**

| <b>DATE</b>  | <b>PAYABLE</b>                                       | <b>AMOUNT</b>                     |
|--------------|--|-----------------------------------|
| 5/18/2023    | PERA   | \$4,105.75                        |
| 5/18/2023    | State of MN Empower Retirement                       | \$600.00                          |
| 5/18/2023    | MN Dept of Revenue                                   | \$1,136.50                        |
| 5/18/2023    | IRS  | \$5,450.81                        |
| 5/18/2023    | Payroll PP# 10 Employees                             | <u>\$18,195.30</u>                |
|              | <b>Sub Total Paid Payroll and Sales Liabilities</b>  | <b><u>\$29,488.36</u></b>         |
|              |  |                                   |
| 5/15/2023    | MN Dept of Revenue                                   | \$1,400.00                        |
| 5/9/2023     | PSN Payment Collection (chargeback rejected payment) | \$69.42                           |
| 5/8/2023     | MN Dept of Revenue                                   | \$1,739.50                        |
| 5/22/2023    | Invoices - Payment May 22, 2023                      | <u>\$76,171.87</u>                |
|              | <b>Sub Total Paid Claims and Service Liabilities</b> | <b><u>\$79,380.79</u></b>         |
|              |  |                                   |
| <b>TOTAL</b> | <b>Disbursement for May 22, 2023</b>                 | <b><u><u>\$108,869.15</u></u></b> |

CITY OF DUNDAS

05/18/23 11:36 AM

Page 1

Payments

Current Period: May 2023

| Payments Batch 052223AP |  |  |       | Total                   |
|-------------------------|--|--|-------|-------------------------|
| Refer                   | 0 <u>GUTHRIE, ABIGAIL</u>              | -  |       |                         |
| Cash Payment            | E 101-41000-208 Training and Licensing | MMCI Training - St Cloud roundtrip 234 miles |       | \$153.27                |
| Invoice                 | 23-May 5/16/2023                       |  |       |                         |
| Cash Payment            | E 101-41000-208 Training and Licensing | MMCI Training - Meal Reimbursement           |       | \$20.84                 |
| Invoice                 | 23-May 5/16/2023                       |  |       |                         |
| Cash Payment            | E 101-41000-208 Training and Licensing | MMCI Training - Meal Reimbursement           |       | \$14.99                 |
| Invoice                 | 23-May 5/16/2023                       |  |       |                         |
| Cash Payment            | E 101-41000-208 Training and Licensing | MMCI Training - Meal Reimbursement           |       | \$19.54                 |
| Invoice                 | 23-May 5/16/2023                       |  |       |                         |
| Transaction Date        | 5/16/2023                              | Frandsen Bank                                | 10100 | <b>Total</b> \$208.64   |
| Refer                   | 0 <u>AFLAC</u>                         | -  |       |                         |
| Cash Payment            | G 101-21710 Other Deductions           | Employee Reimbursed HB065- May 23            |       | \$257.16                |
| Invoice                 | 743124 5/15/2023                       |  |       |                         |
| Transaction Date        | 5/15/2023                              | Frandsen Bank                                | 10100 | <b>Total</b> \$257.16   |
| Refer                   | 0 <u>AMAZON CAPITAL SERVICES</u>       | -  |       |                         |
| Cash Payment            | E 101-41000-200 Supplies               | Staples, pencil cup organizer                |       | \$24.62                 |
| Invoice                 | 1F74CJRF1HQL 5/8/2023                  |  |       |                         |
| Cash Payment            | E 101-42100-200 Supplies               | Dummy Rounds Ammo                            |       | \$39.47                 |
| Invoice                 | 1F74CJRF1HQL 5/8/2023                  |  |       |                         |
| Transaction Date        | 5/8/2023                               | Frandsen Bank                                | 10100 | <b>Total</b> \$64.09    |
| Refer                   | 0 <u>CAMPBELL KNUTSON</u>              | -  |       |                         |
| Cash Payment            | E 101-41000-304 Legal Fees             | GENERAL MATTERS April 23                     |       | \$77.50                 |
| Invoice                 | 23-Apr 4/30/2023                       |  |       |                         |
| Transaction Date        | 4/30/2023                              | Frandsen Bank                                | 10100 | <b>Total</b> \$77.50    |
| Refer                   | 0 <u>DICK-S/LAKEVILLE SANITATION</u>   | -  |       |                         |
| Cash Payment            | E 603-49500-384 Refuse/Garbage Dispos  | Trash service April 23                       |       | \$8,642.49              |
| Invoice                 | 9160948T460 5/1/2023                   |  |       |                         |
| Transaction Date        | 5/1/2023                               | Frandsen Bank                                | 10100 | <b>Total</b> \$8,642.49 |
| Refer                   | 0 <u>ENDRES WINDOW CLEANING</u>        | -  |       |                         |
| Cash Payment            | E 101-41000-400 Repairs and Maintenanc | Window cleaning May 23                       |       | \$147.15                |
| Invoice                 | 143237 5/1/2023                        |  |       |                         |
| Transaction Date        | 5/1/2023                               | Frandsen Bank                                | 10100 | <b>Total</b> \$147.15   |
| Refer                   | 0 <u>EPIC ENTERPRISES, INC</u>         | -  |       |                         |
| Cash Payment            | E 101-42100-440 Cleaning Service       | Cleaning PD/PW                               |       | \$23.78                 |
| Invoice                 | 16047 4/28/2023                        |  |       |                         |
| Cash Payment            | E 101-43100-440 Cleaning Service       | Cleaning PD/PW                               |       | \$23.77                 |
| Invoice                 | 16047 4/28/2023                        |  |       |                         |
| Transaction Date        | 4/28/2023                              | Frandsen Bank                                | 10100 | <b>Total</b> \$47.55    |
| Refer                   | 0 <u>HAWKINS INC.</u>                  | -  |       |                         |
| Cash Payment            | E 601-49400-200 Supplies               | 150 LB Chlorine Cylinders                    |       | \$20.00                 |
| Invoice                 | 6470886 5/15/2023                      |  |       |                         |
| Transaction Date        | 5/15/2023                              | Frandsen Bank                                | 10100 | <b>Total</b> \$20.00    |
| Refer                   | 0 <u>iWorQ</u>                         | -  |       |                         |

CITY OF DUNDAS

Payments

Current Period: May 2023

|                  |                 |                              |  |              |             |
|------------------|-----------------|------------------------------|--|--------------|-------------|
| Cash Payment     | E 101-42400-309 | EDP, Software and Desi       | Permit Management, Code Enforcement, and Support May 2023- A |              | \$5,000.00  |
| Invoice          | 200371          | 5/9/2023                     |  |              |             |
| Transaction Date | 5/9/2023        | Frandsen Bank                | 10100  | <b>Total</b> | \$5,000.00  |
| Refer            | 0               | KWIK TRIP INC                | -  |              |             |
| Cash Payment     | E 101-42100-418 | Vehicle Fuels                | PD Fuel  |              | \$799.68    |
| Invoice          | 23-Apr          | 5/2/2023                     |  |              |             |
| Cash Payment     | E 101-43100-418 | Vehicle Fuels                | PW Fuel  |              | \$313.39    |
| Invoice          | 23-Apr          | 5/2/2023                     |  |              |             |
| Transaction Date | 5/2/2023        | Frandsen Bank                | 10100  | <b>Total</b> | \$1,113.07  |
| Refer            | 0               | LMCIT                        | -  |              |             |
| Cash Payment     | E 101-41000-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$371.66    |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-41110-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$70.55     |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-42400-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$2,900.71  |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-43100-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$3,871.09  |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-41910-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$102.82    |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-42100-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$27,910.00 |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 101-45200-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$792.44    |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 225-41400-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$39.69     |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 601-41400-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$94.30     |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 602-41400-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$73.55     |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 601-49400-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$1,205.68  |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Cash Payment     | E 602-49450-151 | Worker s Comp Insuran        | Workers Comp Coverage Premium                                |              | \$962.51    |
| Invoice          | 10026585        | 5/4/2023                     |  |              |             |
| Transaction Date | 5/4/2023        | Frandsen Bank                | 10100  | <b>Total</b> | \$38,395.00 |
| Refer            | 0               | MENARDS, INC                 | -  |              |             |
| Cash Payment     | E 101-43100-400 | Repairs and Maintenanc       | POTHOLE PATCH, UTILITY BLADES, RETR UTILITY KNIFE            |              | \$774.58    |
| Invoice          | 45965           | 4/27/2023                    |  |              |             |
| Cash Payment     | E 101-43100-200 | Supplies                     | Paper towels, batteries, cable ties                          |              | \$62.45     |
| Invoice          | 45799           | 4/25/2023                    |  |              |             |
| Transaction Date | 4/27/2023       | Frandsen Bank                | 10100  | <b>Total</b> | \$837.03    |
| Refer            | 0               | MIDWEST WATER SPECIALTY, INC | -  |              |             |
| Cash Payment     | E 101-41000-200 | Supplies                     | Water, water softener salt                                   |              | \$28.99     |
| Invoice          | 118071          | 5/15/2023                    |  |              |             |
| Cash Payment     | E 101-42100-200 | Supplies                     | Water, water softener salt                                   |              | \$14.50     |
| Invoice          | 118071          | 5/15/2023                    |  |              |             |

CITY OF DUNDAS

05/18/23 11:36 AM

Page 3

Payments

Current Period: May 2023

|                  |                 |                             |  |       |                         |
|------------------|-----------------|-----------------------------|--|-------|-------------------------|
| Cash Payment     | E 101-43100-200 | Supplies                    | Water, water softener salt                       |       | \$14.49                 |
| Invoice          | 118071          | 5/15/2023                   |  |       |                         |
| Transaction Date | 5/15/2023       |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$57.98    |
| Refer            | 0               | MINNESOTA UNEMPLOYMENT INS  |  |       |                         |
| Cash Payment     | E 101-41000-141 | Unemploy Comp Insura        | Unemployment Insurance Missed Payment Correction |       | \$463.89                |
| Invoice          | 133001          | 5/9/2023                    |  |       |                         |
| Transaction Date | 5/9/2023        |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$463.89   |
| Refer            | 0               | MN PEIP                     |  |       |                         |
| Cash Payment     | G 101-21706     | Hospitalization/Medical Ins | Health   |       | \$4,623.36              |
| Invoice          | 1280398         | 5/10/2023                   |  |       |                         |
| Cash Payment     | G 101-21711     | Dental Insurance            | Dental   |       | \$149.76                |
| Invoice          | 1280398         | 5/10/2023                   |  |       |                         |
| Cash Payment     | G 101-21712     | Life Insurance              | Life   |       | \$16.65                 |
| Invoice          | 1280398         | 5/10/2023                   |  |       |                         |
| Transaction Date | 5/10/2023       |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$4,789.77 |
| Refer            | 0               | MUNICIPAL INSPECTIONS INC.  |  |       |                         |
| Cash Payment     | E 101-42400-311 | Bldg Permit Expense         | Permit 4762 - 1437 BWP                           |       | \$13.59                 |
| Invoice          | 4762            | 5/7/2023                    |  |       |                         |
| Cash Payment     | E 101-42400-312 | Plan Review Expense         | Permit 4762 - 1437 BWP                           |       | \$58.91                 |
| Invoice          | 4762            | 5/7/2023                    |  |       |                         |
| Transaction Date | 5/7/2023        |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$72.50    |
| Refer            | 0               | NAC                         |  |       |                         |
| Cash Payment     | E 101-41000-313 | Planning Fee s              | April 2023 Technical Assistance - City Projects  |       | \$4,712.50              |
| Invoice          | 26273           | 5/5/2023                    |  |       |                         |
| Cash Payment     | E 101-41000-313 | Planning Fee s              | April 2023 Technical Assistance - Meetings       |       | \$250.00                |
| Invoice          | 26273           | 5/5/2023                    |  |       |                         |
| Transaction Date | 5/5/2023        |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$4,962.50 |
| Refer            | 0               | NCPERS GROUP LIFE INS       |  |       |                         |
| Cash Payment     | G 101-21712     | Life Insurance              | Life Insurance June 23                           |       | \$32.00                 |
| Invoice          | 433600062023    | 5/1/2023                    |  |       |                         |
| Transaction Date | 5/1/2023        |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$32.00    |
| Refer            | 0               | OFFICE DEPOT                |  |       |                         |
| Cash Payment     | E 101-42100-200 | Supplies                    | Desk calendar                                    |       | \$12.99                 |
| Invoice          | 309594025005    | 5/3/2023                    |  |       |                         |
| Transaction Date | 5/3/2023        |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$12.99    |
| Refer            | 0               | OLYMPIC FIRE PROTECTION COR |  |       |                         |
| Cash Payment     | E 101-41000-400 | Repairs and Maintenanc      | Annual Service Charge                            |       | \$295.00                |
| Invoice          | 10000208        | 5/16/2023                   |  |       |                         |
| Transaction Date | 5/16/2023       |                             | Frandsen Bank                                    | 10100 | <b>Total</b> \$295.00   |
| Refer            | 0               | PORTILLO, NICOLE            |  |       |                         |
| Cash Payment     | E 101-41000-208 | Training and Licensing      | MMCI Training - St Cloud roundtrip 220 miles     |       | \$144.10                |
| Invoice          | 23-May          | 5/16/2023                   |  |       |                         |
| Cash Payment     | E 101-41000-208 | Training and Licensing      | MMCI Training - Meal Reimbursement               |       | \$16.68                 |
| Invoice          | 23-May          | 5/16/2023                   |  |       |                         |



CITY OF DUNDAS

05/18/23 11:36 AM

Page 4

Payments

Current Period: May 2023

|                  |                 |                        |                                    |                         |
|------------------|-----------------|------------------------|------------------------------------|-------------------------|
| Cash Payment     | E 101-41000-208 | Training and Licensing | MMCI Training - Meal Reimbursement | \$21.54                 |
| Invoice          | 23-May          | 5/16/2023              |                                    |                         |
| Cash Payment     | E 101-41000-208 | Training and Licensing | MMCI Training - Meal Reimbursement | \$27.39                 |
| Invoice          | 23-May          | 5/16/2023              |                                    |                         |
| Transaction Date | 5/16/2023       | Frandsen Bank          | 10100                              | <b>Total</b> \$209.71   |
| Refer            | 0               | SANFORD SERVICES LLC   | -                                  |                         |
| Cash Payment     | E 225-43150-409 | St. Sweeping           | 2023 Spring Street Sweeping        | \$2,806.50              |
| Invoice          | 4422            | 5/3/2023               |                                    |                         |
| Transaction Date | 5/3/2023        | Frandsen Bank          | 10100                              | <b>Total</b> \$2,806.50 |
| Refer            | 0               | VALLEY AUTOHAUS        | -                                  |                         |
| Cash Payment     | E 101-43100-400 | Repairs and Maintenanc | Oil change                         | \$25.73                 |
| Invoice          | 10240           | 5/1/2023               |                                    |                         |
| Transaction Date | 5/1/2023        | Frandsen Bank          | 10100                              | <b>Total</b> \$25.73    |
| Refer            | 0               | XCEL ENERGY            | -                                  |                         |
| Cash Payment     | E 101-43124-381 | Electricity            | Other Recurring Charges            | \$2,185.57              |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-43124-381 | Electricity            | 403 STAFFORD RDN UNIT SIGNAL       | \$34.90                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-45200-381 | Electricity            | 101 RAILWAY STS                    | \$13.80                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-45200-381 | Electricity            | 214 1ST STS                        | \$195.87                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | 108 HAGERTYST                      | \$215.48                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 602-49450-381 | Electricity            | 1000 RAILWAY ST N UNIT LIFT/PMP    | \$297.87                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | 1000 CANNON RD                     | \$103.34                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 602-49450-381 | Electricity            | 1000 CANNON RD                     | \$103.35                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | UNIT PUMP/PRB                      | \$543.42                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 602-49450-381 | Electricity            | 1618 PINNACLE ST UNIT LIFT/PMP     | \$340.55                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | 694 RAILWAY STS UNIT TOWER         | \$81.08                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | 1189 BRIDGEWATER PKWY              | \$13.23                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-45200-381 | Electricity            | 215 RAILWAY ST N                   | \$52.66                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 601-49400-381 | Electricity            | 1185 BRIDGEWATER PKWY UNIT WELLHSE | \$2,250.32              |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-45200-381 | Electricity            | 1205 BRIDGEWATER PKWY              | \$75.25                 |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-42100-381 | Electricity            | 108 DEMANN CT                      | \$144.95                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |
| Cash Payment     | E 101-43100-381 | Electricity            | 108 DEMANN CT                      | \$144.96                |
| Invoice          | 826926537       | 5/4/2023               |                                    |                         |

**CITY OF DUNDAS**

**Payments**

**Current Period: May 2023**

|                     |                         |                     |                                 |       |                         |
|---------------------|-------------------------|---------------------|---------------------------------|-------|-------------------------|
| <b>Cash Payment</b> | E 101-43124-381         | Electricity         | 6156 110TH ST E UNIT RAB LGHTS  |       | <b>\$79.93</b>          |
| Invoice             | 826926537               | 5/4/2023            |                                 |       |                         |
| <b>Cash Payment</b> | E 101-41000-381         | Electricity         | 100 RAILWAY ST N UNIT CITY HALL |       | <b>\$410.52</b>         |
| Invoice             | 826926537               | 5/4/2023            |                                 |       |                         |
| <b>Cash Payment</b> | E 101-41000-381         | Electricity         | 100 RAILWAY ST N                |       | <b>\$276.57</b>         |
| Invoice             | 826926537               | 5/4/2023            |                                 |       |                         |
| Transaction Date    | 5/4/2023                |                     | Frandsen Bank                   | 10100 | <b>Total \$7,563.62</b> |
| Refer               | 0 FRANDSEN BANK & TRUST |                     | -                               |       |                         |
| <b>Cash Payment</b> | G 101-21708             | H.S.A. Withholdings | HSA- PP #10 - M Summer          |       | <b>\$70.00</b>          |
| Invoice             |                         |                     |                                 |       |                         |
| Transaction Date    |                         |                     | Frandsen Bank                   | 10100 | <b>Total \$70.00</b>    |

**Fund Summary**

|                  |                     |                    |
|------------------|---------------------|--------------------|
|                  | 10100 Frandsen Bank |                    |
| 101 GENERAL FUND |                     | \$58,378.51        |
| 225 STORM SEWER  |                     | \$2,846.19         |
| 601 WATER        |                     | \$4,526.85         |
| 602 SEWER        |                     | \$1,777.83         |
| 603 REFUSE       |                     | \$8,642.49         |
|                  |                     | <u>\$76,171.87</u> |

|  |                    |
|--|--------------------|
| Pre-Written Checks                     | \$0.00             |
| Checks to be Generated by the Computer | \$76,171.87        |
| <b>Total</b>                           | <b>\$76,171.87</b> |



**PLANNING REPORT**

TO: Dundas City Council  
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: May 19, 2023

RE: Comprehensive Plan – Zoning Updates

**BACKGROUND**

Recently, the City adopted a new Comprehensive Plan. With that plan adoption there are a few needed changes to the Zoning Ordinance.

**PROPOSED AMENDMENTS**

Focusing on the zoning districts section itself, the following changes are proposed:

*Non-conforming Uses*

There are a significant number of non-conforming single family houses in the expansion area of the Downtown and the Hester Street District. This code section states that they can expand if they meet the standards of the R-1 District.

*Frontage Required*

This states that no building permit can be issued for a property that does not have frontage on a public road.

*Downtown and Hester Street District Parking*

The ordinance is clarifying that parking lots are not required for Downtown commercial uses or the Hester Street District but are required for residential uses in these areas.

*Residential Housing Standards*

There’s no section in code with minimum house and apartment sizes. The requirement for a garage was also added for new residential uses.

*Deletion of the LDSF District*

This was a district with 1 acre lot minimum that had no defined place on the zoning map and was omitted from the Comp Plan. Expectations for the NRSF District may be discussed.

*Housing Standards Moved*

The standards related to house sizes and basements was moved to a performance standard section.

### *Impervious Surface Standards*

Impervious surface standards are added to all districts.

### *New R-2 District*

There is a new R-2 District which is the “old plat” areas of the City with 65 foot wide lots.

### *Bed & Breakfasts*

Bed & Breakfasts were removed from all districts but the new R-2, Traditional Residential District and the Hester Street District.

### *Corner Setbacks*

In some of the Districts that allow smaller lot single family residences, there is a new standard or “corner lot setback” which would be the street side yard. These have slightly less setbacks than the traditional front.

### *Hester Street Additional Uses*

The Hester Street District now allows for certain traditional commercial uses as a CUP. The City has already allowed such a use (brewery with taproom).

### *Downtown Split*

The Downtown District (B-1) was split into two. The area along Railway is now B-1A and the rest is B-1B. In B-1B housing is allowed on the ground floor but it is not in the B-1A. Setbacks were altered to bring buildings closer to the street.

### *Zoning Map*

A new zoning map is provided in draft form.

## **RECOMMENDATION**

The Planning Commission recommended approval of the amendments.

**ORDINANCE 2023 – 03**

**CITY OF DUNDAS  
COUNTY OF RICE  
STATE OF MINNESOTA**

*An Ordinance Amending Chapter 154 for Consistency with the Comprehensive Plan*

**THE CITY COUNCIL OF THE CITY OF DUNDAS DOES ORDAIN:**

**SECTION 1.** Section 154.008 is hereby amended to add or modify the following definitions:

AUTO REPAIR, MAJOR. General repair, rebuilding or reconditioning of engines, motor vehicles or trailers, including body work, framework, welding, painting, transmission and radiator work, upholstery services, large vehicle (buses, semi-trucks and trailers, commercial vehicles, commercial equipment, tractors, and the like) repair, marine services, and similar.

AUTO REPAIR, MINOR. Repair work for passenger vehicles and motorcycles that includes replacement of any part or repair of any part which does not require removal of the engine head or pan, engine transmission or differential; including lubrication, tire, muffler, brake, and electrical services.

PROPERTY. When used in § 154.100 of this chapter, all land included within a PUD.

**SECTION 2.** Section 154.025 (B) (5) is hereby added to read as follows:

(5). Legally non-conforming single-family residential dwelling units in the HSD and B-1 Districts may be expanded or add accessory uses provided such expansions and additions are consistent with the standards of the R-1 Zoning District.

**SECTION 3.** Section 154.062 (D) is hereby added to read as follows:

(D) Frontage Required: No building permit shall be issued for a structure on a lot that does not have frontage on a publicly dedicated and opened right-of-way.

**SECTION 4.** Section 154.067 (A) is hereby amended to read as follows:

(A) All applications for a building permit in all zoning districts shall be accompanied by a site plan drawn to scale indicating the location of off-street parking and loading spaces in compliance with the requirements in this section.

**SECTION 5.** Section 154.067 (C) (1) is hereby amended to read as follows:

(1) Parking requirements in Residential Districts:

(a) Single and two-family dwelling units: two spaces per unit within a garage that is a minimum of 440 square feet in area;

(b) Elderly housing: 0.75 spaces per efficiency or one bedroom unit; 1.5 spaces per two bedroom unit; two spaces per three-bedroom unit;;

(c) Townhouse units: two spaces per unit within a garage that is a minimum of 440 square feet in area. Where there are more than 6 townhouse units there shall be a minimum of 0.25 spaces per unit for guest parking; and

(d) Multi-family dwellings: 2.25 spaces per unit.

**SECTION 6.** Section 154.067 (F) is hereby added to read as follows:

(F) Parking requirements in the B-1 and HSD Districts:

(1) Minimum required parking stalls are waived for commercial uses in the B-1 and HSD Districts.

(2) Residential parking is required at 1 stall per bedroom in the B-1A District.

(3) Residential parking is required at 1.75 stalls per unit in the B-1B District but cannot be less than 1 stall per bedroom.

(4) Residential uses in the HSD District shall provide parking in the manner required by Section 154.067 (C) (1).

(5) Garages are not required in the B-1 District.

**SECTION 7.** Section 154.071 (A) (5) is hereby added to read as follows:

(5) Residential Housing Standards.

(a) Full basements are required on all residential structures.

(b) Single family houses shall be a minimum of 22 feet in width.

(c) All single family houses shall have a minimum foundation footprint of 800 square feet (not including garages).

(d) All single family houses shall have a front street facing entrance. At least 8 feet or 20% of the width of the front facing structure, whichever is greater, shall be livable space and not garage.

(e) All residential dwellings, including manufactured homes, shall have a foundation that conforms to the Building Code, as adopted by the City. With the exception of manufactured homes in an approved manufactured housing park, all residential dwelling units shall have a continuous permanent perimeter foundation.

(f) Multiple Dwelling Units Minimum Sizes: Multiple family dwelling units shall have the following minimum floor areas per unit:

1. Efficiency units: 500 square feet

2. 1 bedroom units: 700 square feet

3. 2 bedroom units: 800 square feet

4. 3+ bedroom: 880 square feet plus an additional 80 feet for each bedroom over 3.

(g) Two-Family and Townhouse Minimum Sizes: Two-family and townhouse dwelling units shall have a minimum floor area of 600 square feet first floor above grade plus 100 additional square feet for each bedroom.

**SECTION 8.** Section 154.087 is hereby amended to read as follows:

§ 154.087 NRSF, NATURAL RESOURCE SINGLE-FAMILY RESIDENTIAL DISTRICT.

(A) Purpose. The purpose of this district is to protect natural resources and environmentally sensitive areas of the City by limiting development to low density-large acreage lots.

(B) Permitted uses. Permitted uses in the NRSF District include:

- (1) Single-family detached dwellings;
- (3) Playgrounds and parks;
- (4) Essential services; and
- (5) Agriculture.

(C) Accessory uses. Permitted accessory uses include: private garages; parking spaces and carports; fences; decorative landscape features; recreational equipment (including swimming pools and tennis courts); in-home family day care facility, and tool houses or sheds for storage of domestic supplies.

(D) Conditional uses. The following are conditional uses in a NRSF District and require a conditional use permit based upon procedures set forth in and regulated by § 154.022 of this chapter:

- (1) Planned unit developments (PUDs).

(E) Performance standards. The following minimum requirements shall be observed in an NRSF District:

- (1) Lot area: two and one-half acres;
- (2) Lot width: 200 feet;
- (3) Setbacks:
  - (a) Front yards: not less than 50 feet. In the case of corner lots, two front yards will be required;
  - (b) Side yards: not less than 20 feet on each side;
  - (c) Rear yards: not less than 35 feet; and
  - (d) Wetlands: not less than 30 feet from the ordinary high watermark.
- (4) Impervious surface coverage shall not exceed 10% of the lot area; and
- (5) Street address, visible from street, on front of structure.

(F) Interim uses. The following are interim uses in a NRSF District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter: home occupations, as regulated by § 154.064 of this chapter.

(1) Home occupations, as regulated by § 154.064 of this chapter

**SECTION 9.** Section 154.088 is hereby deleted and Section 154.089 is hereby renumbered as 154.088.

**SECTION 10.** Section 154.089 is hereby amended to read as follows:

§ 154.089 R-1, LOW DENSITY RESIDENTIAL DISTRICT.

(A) Purpose. The purpose of this district is for low density residential dwelling units in areas identified for such in the Comprehensive Plan.

(B) Permitted uses. Permitted uses in the R-1 District include:

- (1) Single-family detached dwellings;
- (2) Playgrounds and parks; and
- (3) Essential services.

(C) Accessory uses. Permitted accessory uses include: private garages, parking spaces and carports, fences, decorative landscape features, recreational equipment (including swimming pools and tennis courts), in-home family day care, and tool houses or sheds for storage of domestic supplies.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(c) Religious institutions, conditioned on access being provided only off of a collector road; and

(E) Performance standards. The following minimum requirements shall be observed in an R-1 District:

- (1) Lot area: 10,000 square feet for single-family dwellings;
- (2) Lot width: 75 feet;



(3) Setbacks:

(a) Front yards: not less than 30 feet. In the case of corner lots, two front yards will be required;

(b) Side yards: not less than ten feet on each side:

1. Principal building: ten feet; and
2. Detached accessory structures: five feet if located in the rear yard.

(c) Rear yards: not less than 25 feet:

1. Principal building: 25 feet; and
2. Detached accessory structures: five feet.

(4) Street address, visible from street, on front of structure; and

(5) Signs:

(a) One nameplate sign for each dwelling not to exceed two square feet in area per surface, and no sign shall be so constructed as to have more than two surfaces; and

(b) One nameplate sign for each permitted non-residential use or use by conditional use permit. The signs shall not exceed 12 square feet in area per surface and no sign shall be so constructed as to have more than two surfaces.

(6) Impervious surfaces: Not more than 40%

(F) Interim uses. The following are interim uses in a R-1 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

(1) Home occupations, as regulated by § 154.064 of this chapter; and

**SECTION 11.** Section 154.090 is hereby amended to read as follows:

§ 154.090 R-2, TRADITIONAL RESIDENTIAL DISTRICT.

(A) Purpose. The purpose of this district is to allow the continuation of existing residential development and infilling of existing lots in the historic residential areas of the City.

(B) Permitted uses. Permitted uses in the R-2 District include:

- (1) Single-family detached dwellings;
- (2) Playgrounds and parks; and
- (3) Essential services.

(C) Accessory uses. Permitted accessory uses include: private garages, parking spaces and carports, fences, decorative landscape features, recreational equipment (including swimming pools and tennis courts), in-home family day care, and tool houses or sheds for storage of domestic supplies.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(a) Religious institutions, conditioned on access being provided only off of a collector road; and

(b) Bed and breakfast facilities.

(E) Performance standards. The following minimum requirements shall be observed in an R-2 District:

(1) Lot area: 7,500 square feet for single-family dwellings;

(2) Lot width: 65 feet;

(3) Setbacks:

(a) Front yard: not less than 30 feet.

(b) Corner: not less than 15 feet, provided no corner side facing garage shall be closer than 20 feet

(c) Side yards: not less than 7.5 feet on each side:

1. Principal building: 7.5 feet; and

2. Detached accessory structures: five feet if located in the rear yard.

(c) Rear yards: not less than 25 feet:

1. Principal building: 25 feet; and

2. Detached accessory structures: five feet.

(4) Street address, visible from street, on front of structure; and

(5) Signs:

(a) One nameplate sign for each dwelling not to exceed two square feet in area per surface, and no sign shall be so constructed as to have more than two surfaces; and

(b) One nameplate sign for each permitted non-residential use or use by conditional use permit. The signs shall not exceed 12 square feet in area per surface and no sign shall be so constructed as to have more than two surfaces.

(6) Impervious surfaces: Not more than 60%

(F) Interim uses. The following are interim uses in a R-2 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

(1) Home occupations, as regulated by § 154.064 of this chapter; and

**SECTION 12. § 154.091 R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT.**

(A) Purpose. The purpose of this district is to allow the construction of single-family homes, duplexes, twin homes, and townhouses in a medium density setting, as defined by the Comprehensive Plan.

(B) Permitted uses. Permitted uses in the R-2 District include:

- (1) Single-family detached dwellings;
- (2) Duplexes, twin homes and townhouses;
- (3) Playgrounds and parks; and
- (4) Essential services.

(C) Accessory uses. Permitted accessory uses include: private garages; parking spaces and carports; fences; decorative landscape features; recreational equipment (including swimming pools and tennis courts); in-home family day care facilities, and tool houses or sheds for storage of domestic supplies.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(c) Religious institutions, conditioned on access being provided only off of a collector road;

(d) Manufactured home parks subject to the performance standards below.

(E) Performance standards. The following minimum requirements shall be observed in a R-3 District:

(1) Lot area:

(a) Ten thousand square feet minimum lot size for two-family dwellings, duplexes and townhouses or manufactured home park; and

(b) Five thousand square feet per unit for single-family homes, each townhome, duplex, twinhome unit and manufactured home.

(2) Lot width: 55 feet for single family, 50 for two-family unit lots, and 75 for all other uses;

(3) Setbacks:

(a) Front yards: not less than 30 feet.

(b) Corner: not less than 15 feet, provided no corner side facing garage shall be closer than 20 feet; and

(c) Side yards: not less than 5 feet on each side:

(c) Rear yards: not less than 25 feet:

1. Principal building: 25 feet; and

2. Detached accessory structures: five feet.

(4) Street address, visible from street, on front of structure; and

(5) Signs:

(a) One nameplate sign for each dwelling not to exceed two square feet in area per surface, and no sign shall be so constructed as to have more than two surfaces; and

(b) One nameplate sign for each permitted non-residential use or use by conditional use permit. The signs shall not exceed 12 square feet in area per surface and no sign shall be so constructed as to have more than two surfaces.

(6) Impervious surfaces. Not more than 65%

(F) Interim uses. The following are interim uses in a R-3 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

(1) Home occupations, as regulated by § 154.064 of this chapter; and

**SECTION 13.** Section 154.092 is hereby amended to read as follows:

§ 154.092 R-4, HIGH DENSITY RESIDENTIAL DISTRICT.

(A) Purpose. The purpose of this district is to allow the construction of multiple-family buildings.

(B) Permitted uses. Permitted uses in the R-4 District include:

(1) Multiple-family dwellings (apartments) with four or more units;

(2) townhouses;

(4) Playgrounds and parks; and

(5) Essential services.

(C) Accessory uses. Permitted accessory uses include: private garages; parking spaces and carports; fences; decorative landscape features; recreational equipment (including swimming pools and tennis courts); in-home family day care facilities, and tool houses or sheds for storage of domestic supplies.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(a) Public or semi-public recreational or community buildings;

(b) Religious institutions, conditioned on access being provided only off of a collector road;

(a) Manufactured home parks subject to the performance standards below.

(b) Nursing homes/assisted living facilities

(c) Chemical dependency treatment centers

(E) Performance standards. The following minimum requirements shall be observed in a R-4 District:

(1) Minimum lot area: 12,000 square feet

(2) Minimum lot area per unit: 2,500 square feet for each apartment dwelling unit or 3,000 square feet for each townhome unit/manufactured home in a manufactured home park;

(3) Lot width: 100 feet;

(4) Setbacks:

(a) Front yards: not less than 30 feet. In the case of corner lots, two front yards will be required;

(b) Side yards: not less than ten feet on each side or 25 feet from a public right-of-way; and

(c) Rear yards: not less than 25 feet.

(5) Street address, visible from street, on front of structure; and

(6) Signs:

(a) One nameplate sign for each dwelling not to exceed two square feet in area per surface, and no sign shall be so constructed as to have more than two surfaces; and

(b) One nameplate sign for each permitted non-residential use or use by conditional use permit. The signs shall not exceed 12 square feet in area per surface and no sign shall be so constructed as to have more than two surfaces.

(7) Impervious surface maximum: 50%

(F) Interim uses. The following are interim uses in a R-3 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

(1) Home occupations, as regulated by § 154.064 of this chapter; and

**SECTION 14.** Section 154.093 is hereby amended to read as follows:

§ 154.093 HSD, HESTER STREET DISTRICT.

(A) Purpose. This neighborhood commercial corridor district connects the Highway 3 commercial area to the downtown area and serves as a welcoming gateway to draw activity downtown. The district is also a transition between residential neighborhoods, traffic on Hester Street and higher intensity commercial areas where new development and redevelopment is anticipated. The HSD District includes uses that will not disrupt nearby, low density land uses through high traffic generation, noise, appearance or other nuisances.

(B) Permitted uses. Permitted uses in the HSD District include:

(1) Essential services;

(2) Out-patient health or mental health providers limited to physical therapy, therapeutic massage, chiropractors, dentists, orthodontia, oral surgeons and opticians;

(3) Personal services limited to barber/beauty shops and nail and tanning salons;

(4) Professional, administrative or clerical service operations including, but not limited to, attorneys, accounts, financial advisors, consulting, insurance, travel and real estate;

(5) Production of art and craft products and on-premises retail sales of those products and related products including, but not limited to, painting, decorating and photography studios;

(6) Repair services limited to jewelry and small electronic appliance/computer repair shops, but not auto repair; and

(7) Tailoring services.

(C) Accessory uses. The following are permitted accessory uses in the HSD District:

(1) Accessory buildings and uses incidental and customary to uses allowed as permitted, conditional, interim and administratively permitted in this chapter;

(2) Fences as regulated by § 154.073 of this chapter;

(3) Signs as regulated by §§ 154.160 through 154.170 of this chapter; and

(4) Off-street parking and loading as regulated by § 154.067 of this chapter.

(D) Conditional uses. The following are conditional uses in the HSD District and require a conditional use permit based upon the procedures and criteria of § 154.026 of this chapter:

(1) Retail commercial activities

(2) Mixing of residential and business uses within one principal building; provided that:

(a) The residential and non-residential uses shall not conflict in any manner;

(b) There shall be separate entrances for residential and business uses; and

(c) Residential uses shall comply with the off-street parking requirements of § 154.067 of this chapter.

(3) Bed and breakfast facilities;

(4) Coffee, tea and small cafés; provided that:

(a) No roasting is conducted on site;

(b) Business hours shall be limited to 7:00 a.m. to 10:00 p.m.;

(c) No exhaust or ventilation may be directed to adjacent residential uses; and

(d) The facility contains no drive-through service.

(5) Production of art and craft products with the potential for negative impacts including noise, vibration and odor such as, but not limited to, sculpture, ceramic/pottery works, furniture and candle making, and the on-premises retail sales of those products and related products; provided that:

(a) No exhaust or ventilation may be directed to adjacent residential uses; and

(b) Adequate measures are installed to mitigate sound.

(6) Two non-residential uses on the same property; provided that, there is very little or no parking demand or traffic associated with one of the non-residential uses.

(7) On- and off-sale liquor establishments;

(9) Convenience food establishments;

(10) On- and off-sale liquor establishments;

(11) Restaurants; and

(12) Breweries with taprooms / distilleries with cocktail rooms

(E) Prohibited uses. The following uses are not allowed in the HSD District:

(1) Outdoor storage;

(2) Outdoor sales;

- (3) Auto-oriented uses;
- (4) Fuel sales;
- (5) More than one detached single-family home; and
- (6) Warehousing and storage uses, except as an accessory use as permitted in this district.

(7) Drive through lanes

(F) Performance standards. The following minimum requirements shall be observed in the HSD District:

- (1) Lot area: 8,700 square feet;
  - (2) Lot width: 65 feet;
  - (3) Setbacks:
    - (a) Front yards: ten feet. In the case of corner lots, two front yards will be required;
    - (b) Interior side yards: ten feet if the adjacent property is zoned for residential use, otherwise no side yard is required; and
    - (c) Rear yards: ten feet.
  - (4) All trash and recycling containers shall comply with screening requirements of § 154.071 of this chapter;
  - (5) Landscaping: parcels with non-residential uses shall be landscaped with at least two deciduous shade trees per 50 lineal feet of public right-of-way frontage. Ornamental trees and/or shrubs may be substituted for shade trees at the rate of three to one (3:1). Landscaping shall be placed within the required ten-foot setback adjacent to public right-of-way;
  - (6) Maximum building/impervious surface coverage: 75%;
  - (7) New construction:
    - (a) Exterior building materials: the exterior walls of all new structures shall be surfaced with any of the following materials: brick; stone; rock faced block; stucco; EIFS; wood; fiber cement and glass; or other materials as approved through the site plan approval process and shall be reasonably compatible with adjacent properties;
    - (b) Off-street parking spaces for businesses shall not be located between the principal structure and Hester Street; and
    - (c) Buildings shall be oriented, including front doors, to Hester Street.
  - (8) All business use must be conducted in the principal structure; and
- (G) Site plan review. All plans for development shall require processing of a formal site and building plan review according to §§ 154.040 through 154.047 of this chapter.

**SECTION 15.** Section 154.094 (F) (2) (e) is hereby added to read as follows:



(e) Impervious surface maximum: 35%

**SECTION 16.** Section 154.095 is hereby amended to read as follows:

§ 154.095 B-1A, DOWNTOWN BUSINESS DISTRICT.

(A) Purpose. The purpose of the Downtown Business District is to provide for medium intensity retail and service outlets which provide goods and services in the downtown area of the City along and adjacent to Railway Street. When a reference is made to the B-1 District it applies to both the B-1A and B-1B Districts.

(B) Permitted uses. Permitted uses in this district include:

- (1) Bakeries;
- (2) Financial institutions;
- (3) Barber shops and beauty parlors;
- (4) Commercial and professional offices;
- (5) Commercial recreational uses;
- (6) Convenience food establishments;
- (7) Dry cleaning (pick up and drop off locations) and self-service laundry establishments;
- (8) Drug stores;
- (9) Essential services;
- (10) Grocery stores;
- (11) Hardware, paint and building material sales (in enclosed buildings only);
- (12) Medical and dental offices and clinics;
- (13) On- and off-sale liquor establishments;
- (14) Repair services such as, but not limited to, jewelry, radio and television repair shops,
- (15) Public and semi-public buildings;
- (16) Restaurants;
- (17) Retail merchandising establishments similar, but not limited, to those above;
- (18) Hotels; and
- (19) Brewery with taproom / Distillery with cocktail room.

(C) Accessory uses. Permitted accessory uses in a B-1A District are those commercial or business buildings and structures accessory to the principal use. The accessory uses shall not exceed 30% of the gross floor space of the principal use.

(D) Conditional uses.

- (1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening from abutting residential uses and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(a) Commercial developments undertaken by two or more property owners in which the extension of an existing structure is proposed or a structure spans more than one lot. Side yards shall not be required in these cases unless the side yard abuts residentially zoned property or a public road. Side yard requirements specified below shall apply in these areas;

(b) Governmental and public regulated utility buildings and structures necessary for the health, safety and general welfare of the community;

(c) Apartments as an integral part of commercial structures and which are located on the upper floors of the structure;

(d) Production of art and craft products and on-premises retail sales of those products and related products.

(E) Performance standards. The following minimum requirements shall be observed in a B-1 District:

(1) Lot width: 50 feet;

(2) Setbacks for all yards: 25 feet where abutting a residential district, otherwise there is no minimum setback, a permissible zero-lot-line setback, and a ten-foot maximum setback to a public right-of-way;

(3) Maximum size: 25,000 square feet for any retail building in this district; and

(4) Signs: (See also § 154.071 of this chapter.) the aggregate square footage of sign space per lot shall not exceed the greater of one and one-half square feet per lineal foot of effective building frontage; or 10% of the gross area of the effective front face of the building to the height of the eave line or top of parapet, not to exceed 20 feet. This limitation shall include pylon or freestanding signs; except that, the sign areas shall be computed on the basis of the area of one side, if both sides are the same. EFFECTIVE BUILDING FRONTAGE is the length of the face of the building parallel to the lot frontage, or as projected to a line parallel to the lot frontage. The lot frontage is that side of the building which includes the main entry of the building.

(F) Interim uses. The following are interim uses in a B-1 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

**SECTION 17.** Section 154.096 is hereby amended to read as follows with the existing Sections 154.096 to 154.103 being renumbered to 154.097 to 154.104:

§ 154.095 B-1B, DOWNTOWN MIXED USE DISTRICT.

(A) Purpose. The purpose of the Downtown Mixed Use District is to provide for retail and service outlets and higher density residential units in the downtown area of the City. When a reference is made to the B-1 District it applies to both the B-1A and B-1B Districts.

(B) Permitted uses. Permitted uses in this district include:

- (1) All uses permitted within the B-1A District;
- (2) Apartments;
- (3) Townhomes;

(C) Accessory uses. Permitted accessory uses in a B-1B District are those commercial or business buildings and structures accessory to the principal use. The accessory uses shall not exceed 30% of the gross floor space of the principal use.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening from abutting residential uses and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Off-street parking is provided in compliance with § 154.067 of this chapter; and

(d) Any other conditions deemed to be necessary to reduce possible adverse impacts by the development, as determined by the Planning Commission or City Council.

(2) Conditional uses in this district include:

(a) Commercial developments undertaken by two or more property owners in which the extension of an existing structure is proposed or a structure spans more than one lot. Side yards shall not be required in these cases unless the side yard abuts residentially zoned property or a public road. Side yard requirements specified below shall apply in these areas;

(b) Governmental and public regulated utility buildings and structures necessary for the health, safety and general welfare of the community;

(c) Production of art and craft products and on-premises retail sales of those products and related products.

(E) Performance standards. The following minimum requirements shall be observed in a B-1B District:

(1) Lot width: 75 feet;

(2) Setbacks for all yards: 25 feet where abutting a residential district, otherwise there is no minimum setback, a permissible zero-lot-line setback, and a ten-foot maximum setback to a public right-of-way;

(3) Maximum size: 25,000 square feet for any retail building in this district; and

(4) Signs: (See also § 154.071 of this chapter.) the aggregate square footage of sign space per lot shall not exceed the greater of one and one-half square feet per lineal foot of effective building frontage; or 10% of the gross area of the effective front face of the building to the height of the eave line or top of parapet, not to exceed 20 feet. This limitation shall include pylon or freestanding signs; except that, the sign areas shall be computed on the basis of the area of one side, if both sides are the same. EFFECTIVE BUILDING FRONTAGE is the length of the face of the building parallel to the lot frontage, or as projected to a line parallel to the lot frontage. The lot frontage is that side of the building which includes the main entry of the building.

(5) Impervious surface maximum: 90%

(F) Interim uses. The following are interim uses in a B-1B District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter:

**SECTION 18.** Section 154.097 is hereby amended to read as follows:

§ 154.097 B-2, HIGHWAY COMMERCIAL DISTRICT.

(A) Purpose. The B-2 Highway Commercial District is intended to provide a district allowing for the development of highway oriented businesses and “big box” retail uses which require concentrations of auto traffic closely related to existing urban areas and/or major transportation routes. The district is also intended to accommodate those commercial uses which may be incompatible with predominantly retail uses permitted in the downtown business district and whose service is not confined to any one neighborhood or community.

(B) Permitted uses. Permitted uses in the B-2 District include:

(1) Auto service stations, repair shops and tire and battery sales;

(2) Retail centers and commercial office buildings. Development of individual and/or groups of buildings that are 80,000 square feet (individually and cumulatively) and larger require zoning as PUD. Expansions of existing buildings over 80,000 square feet or expansions resulting in buildings that are 80,000 square feet (individually and cumulatively) also require zoning as a PUD. The projects will be evaluated based on the design guidelines in §§ 154.115 through 154.128 of this chapter;

(3) All permitted uses allowed in the B-1 District; and

(4) Day Care Center

(C) Accessory uses. Permitted accessory uses in the B-2 District are those commercial or business buildings and structures accessory to the principal use. The accessory uses shall not exceed 30% of the gross floor space of the principal use.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required; and

(c) Off-street parking is provided in compliance with § 154.067 of this chapter.

(2) Conditional uses in this district include:

(a) Commercial developments undertaken by two or more property owners in which the extension of an existing structure is proposed, a new structure is proposed, or a structure spans more than one lot. Side yards shall not be required (a zero lot line setback) in these cases unless the side yard abuts residentially zoned property or a public road. Side yard requirements specified below shall apply in these areas;

(b) Accessory adult uses as defined in Ch. 117 of this code; and

(c) Banquet hall (principal use), club or lodge, or religious institution when part of a multi-tenant structure; provided, the aggregate of all such uses in a single structure does not occupy more than 25% of the structure or 1,000 square feet, whichever is greater.

(d) Motor Fuel Station

(e) Auto Sales

(f) Car Wash

(g) Auto Repair Facility – Minor

(E) Performance standards. The following minimum requirements shall be observed in the B-2 District:

(1) Lot area: the minimum necessary to meet all setbacks and other requirements of this chapter;

(2) Lot width: no minimum;

(3) Setbacks:

(a) Front yards: not less than 25 feet. In the case of corner lots, two front yards will be required.

(b) Side yards: not less than ten feet on each side, except where there is a permissible zero lot line setback pursuant to division (D)(2)(a) above or 25 feet when abutting a public right-of-way or a residential district; and

(c) Rear yards: not less than 25 feet.

(4) Impervious surface maximum: 65%

(F) Interim uses. The following are interim uses in a B-2 District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter: none.

**SECTION 19.** Section 154.098 is hereby amended to read as follows:

§ 154.098 LI, LIMITED INDUSTRIAL DISTRICT.

(A) Purpose. The purpose of the Limited Industrial District is to establish and preserve areas for industrial and related uses of such a nature that they do not create serious problems of compatibility with other land uses.

(B) Permitted uses. Permitted uses in the LI District include:

(1) Light manufacturing uses that are not similar to any of the uses allowed or prohibited in the GI District and that do not cause noise, dust or other pollution that are a nuisance to neighbors;

(2) Wholesaling;

(3) Warehousing;

(4) Bulk storage of under 1,000 gallons accessory to other uses permitted in the district;

(5) Laboratories;

(6) Offices (except contractor's offices), office-showrooms and office-warehouses;

(7) Machine and metal shops;

(8) Essential services;

(9) Government and public utility buildings and structures;

(10) Broadcasting antennas;

(11) Printing and publishing establishments;

(12) Fuel sales and service stations, to include accessory retail and food service uses, that are fully contained within the principal use structure;

(13) Government and public utility buildings and structures;

(14) Outdoor civic events conducted by non-profit organizations, each such outdoor event being limited to 14 days in any calendar year;

(15) Radio and television stations;

(16) Commercial printing establishments;

(17) Trade schools;

(18) Minor Auto Repair

(19) Brewery or Distillery without taproom or cocktail room

(C) Accessory uses. Permitted accessory uses in an LI District are those incidental repair, retail trade, processing or storage facilities necessary to conduct a permitted principal use:

(1) Retail sales of products manufactured on the site shall be allowed as an accessory use. A maximum of 20% of the floor area of the space occupied by the manufacturing company may be used for retail sales purposes;

(2) Off-street loading;

(3) Off-street parking, but not including semi-trailer trucks; and

(4) Semi-truck parking, incidental to the principal use.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required;

(c) Servicing of motor freight vehicles and heavy construction equipment; directly related accessory materials and parts sales for the repair and servicing (not including new or used vehicles sales); and accessory materials and parts warehousing which is related to and dependent upon the uses; provided that:

1. To the extent required by state law and regulations, painting shall be conducted in an approved paint booth, which thoroughly controls the emission of fumes, dust or other particulate matter;

2. Storage and use of all flammable materials, including liquids and rags, shall conform to applicable provisions of the state's Uniform Fire Code; and

3. The storage of damaged vehicles and vehicle parts and accessory equipment must be completely inside a principal or accessory building;

(d) Off-street parking is provided in compliance with § 154.067 of this chapter.

(2) Conditional uses in this district include:

(a) Maintenance garages and shops;

(b) Contractors offices, shops and accessory uses where there is no outside storage;

(c) Bulk storage of more than 1,000 gallons;

(d) Any permitted use under this section, if any proposed building or structure exceeds 35 in height. A conditional use permit under this section may only be approved if a development plan is first approved by the Planning Commission and City Council, and complies in other respects with the performance requirements of the Light Industrial District. It must be found that:

1. The site is capable of accommodating the increased height;

2. The increased height does not cause an increase in traffic volumes beyond the capacity of the surrounding streets;

3. Public utilities and services are adequate;

4. For each additional story over three stories, front and side yard setback requirements shall be increased by 5%; and

5. The increased height shall not, in the judgment of the City Council, be adverse or detrimental to adjacent properties or the general area.

(e) Open or outdoor service, sale and rental as an accessory use; provided that:

1. Outside services, sales and equipment rental is limited to 30% of the gross floor area of the principal use;

2. Outside sales areas are fenced or screened from view of neighboring residential uses or an abutting R District based upon a plan approved by the City Council;

3. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences and shall be based upon a plan approved by the City Council;

4. The use does not take up required parking space;

5. Sales area is grassed or surfaced to control dust; and

6. The proposed use shall not, in the judgment of the City Council, be adverse or detrimental to adjacent properties or the general area.

(f) Commercial recreation facilities; provided that:

1. The architectural appearance and function plan of the building and the site shall be designed with a high standard of architectural and aesthetic compatibility with surrounding properties. Building materials, orientation, colors, height, roof design, lighting, signage and site landscaping shall be designed to complement the surrounding industrial properties and demonstrate potential industrial reuse. All sides of the principal and accessory structures are to have essentially the same or a coordinated, harmonious exterior finish treatment;

2. A commercial recreational use shall not be located within a shared tenancy building containing a use classified as an "H" occupancy, as defined by the state's Building Code, as may be amended;

3. In multiple occupancy buildings, a material safety data sheet (MSDS) shall be required identifying all materials stored or used in the operation of the tenant businesses. Any change in building tenants shall require that the MSDS be updated and provided to all other tenants in the multi-tenant building;

4. A commercial recreational use in a shared tenancy building shall have its own exterior entrance and exit;

5. The site must be accessed via a collector street. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to the approval of the City Engineer;

6. Adequate off-street parking and off-street loading and shall be subject to the approval of the City Engineer; and

7. The proposed use shall not, in the judgment of the City Council, be adverse or detrimental to adjacent properties or the general area.



(g) Animal kennels; provided that:

1. The animal kennel shall be located in a freestanding building;
2. The animal kennel shall be located on a lot at least two acres in size;
3. An exercise area at least 100 square feet in size shall be provided to accommodate the periodic exercising of animals boarded at the kennel;
4. If an outdoor exercise area is provided, it shall be at least 150 square feet in size and shall be restricted to the exercising of one animal, on leash, under the control of a handler, in the pet exercise area, at a time;
5. Outdoor exercise areas shall be fenced, not less than six feet in height with an additional two-foot security arm with an internal orientation set at a 30-degree angle and shall be of sufficient strength to retain kenneled animals. The fence shall be located in a side or rear yard and shall provide a complete visual screen from surrounding properties. The fence shall be set back at least 100 feet from any side or rear property line;
6. Outdoor exercise areas must be cleaned at least once a day to prevent the accumulation of animal wastes and the spread of disease;
7. A ventilation system shall be designed so that no odors or organisms will spread between wards or to the outside air, and will be capable of completely exchanging internal air at a rate of at least twice per hour. Air temperature must be maintained between 60°F and 75°F;
8. A room separate from the kennel area shall be provided of sufficient size to adequately separate animals that are sick or injured from healthy animals;
9. Indoor animal kennel floors and walls shall be made of non-porous materials or sealed concrete to make it non-porous;
10. Animal wastes shall be flushed down an existing sanitary sewer system or enclosed in a container of sufficient construction to eliminate odors and organisms and shall be properly disposed of at least once a day;
11. The appropriate license is obtained from the City Clerk-Treasurer;
12. All State Health Department and State Pollution Control Agency requirements for the facilities are met; and
13. The proposed use shall not, in the judgment of the City Council, be adverse or detrimental to adjacent properties or the general area.

(h) Self-storage facilities.

(i) Day care center.

(j) Major auto manufactured repair such as transmission repair, body work and painting; provided that:

1. All servicing of vehicles and equipment shall occur entirely within the principal structure;
2. To the extent required by state law and regulations, painting shall be conducted

- in an approved paint booth, which thoroughly controls the emission of fumes, dust or other particulate matter;
3. Storage and use of all flammable materials, including liquids and rags, shall conform to applicable provisions of the state's Uniform Fire Code; and
  4. The storage of damaged vehicles and vehicle parts and accessory equipment must be completely inside a principal or accessory building.

(k) Taproom or cocktail room associated with a brewery or distillery

(E) Lot requirements and setbacks. The following minimum requirements shall be observed in an LI District:

- (1) Lot area: 20,000 square feet;
- (2) Lot width: 100 feet;
- (3) Setbacks:

(a) Front yards: not less than 35 feet, except when across the street from residentially-zoned property. In such cases, the setback shall be 100 feet. The setback shall contain a berm with trees and shrubs to provide a buffer between the industrial and residential use. In the case of corner lots, two front yards will be required;

(b) Side yards: not less than ten feet on each side nor less than 35 feet when abutting a public right-of-way. A setback of 100 feet shall be required when an industrial district abuts a residential district. The setback shall contain a berm with trees and shrubs to provide a buffer between the industrial and residential use; and

(c) Rear yards: not less than 30 feet.

(4) Building height: the following building height requirements shall apply:

(a) No structure shall exceed three stories or 35 feet, whichever is less, unless a conditional use is approved for the increased height; and

(b) No excluded roof equipment or structural element extending beyond the limited height of a building may occupy more than 25% of the area of the roof, nor exceed ten feet, unless otherwise noted.

(5) Outside storage: outside storage of materials shall be prohibited in the LI District;

(6) Water usage: no use may consume more than 1,300 gallons of water per acre per day, or as prorated for developments of less than one acre, without specific authorization of the City Council; and

(7) Sewer discharge: if the proposed use requires any sanitary sewer discharge for industrial (non-human) waste, a sewer discharge plan must be submitted to the City for evaluation and approval. Industrial sewer discharge may require pre-treatment, for reduction of BOD, suspended solids or other minerals or materials, at the industrial site, before discharge into the Dundas/Northfield sanitary sewer system.

(8) Impervious surface maximum: 50%

(F) Interim uses. The following are interim uses in a LI District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter: none.

**SECTION 20.** Section 154.099 is hereby amended to read as follows with the existing sections 154.099 through 154.103 being renumbered to 154.100 to 154.104:

§ 154.099 GI, GENERAL INDUSTRIAL DISTRICT.

(A) Purpose. The purpose of this district is to allow industrial uses that have a greater impact on surrounding property than those uses allowed in the limited industrial district and to prohibit certain industrial uses that have impacts that are not compatible with surrounding properties in the City.

(B) Permitted uses. Permitted uses in the GI District include:

- (1) All uses permitted in the LI District;
- (2) Manufacturing, bulk handling and storage, processing, packaging or assembly of products and materials such as stone, brick, glass, lime, gypsum, plaster of paris, glue, size, cloth, batteries (wet cell), ceramic products, plastics, rubber products, grain, agricultural products, feed, food, flour and paint (pigment manufacturing). Industrial activities such as mill working, metal polishing and plating, foundry, vinegar distillation, grain milling, cement production and all other similar uses as determined by the City's Zoning Officer;
- (3) Agricultural uses limited to raising of crops and forestry;
- (4) Adult uses as defined and controlled in Ch. 117 of this code of ordinances;
- (5) Commercial truck storage and parking;
- (6) Bulk storage plants and establishments (see the limitation on storage of liquids under conditional use permits below);
- (7) Cartage and express facilities;
- (8) Building materials sales;
- (9) Transportation terminals; and
- (10) Industrial, compounding, assembly, packaging, treatment or storage of products and materials, except waste.

(C) Accessory uses. Permitted accessory uses in an GI District are those incidental repair, retail trade, processing or storage facilities necessary to conduct a permitted principal use:

- (1) Buildings and structures for a use accessory to the principal use;
- (2) Off-street loading;
- (3) Off-street parking, but not including semi-trailer trucks;
- (4) Semi-truck parking; and

(5) Retail sales of products manufactured on the site shall be allowed as an accessory use. A maximum of 20% of the floor area of the space occupied by the manufacturing company may be used for retail sales purposes.

(D) Conditional uses.

(1) Conditional uses in this district are subject to the following requirements:

(a) A conditional use permit is applied for based on procedures set forth in § 154.022 of this chapter;

(b) Screening and landscaping in compliance with § 154.071 of this chapter shall be required; and

(c) Off-street parking is provided in compliance with § 154.067 of this chapter.

(2) Conditional uses in this district include:

(a) All permitted industries listed above which have outside or open storage of parts, products or fuels;

(b) Buildings or structures exceeding 35 feet in height;

(c) Advertising signs (subject to §§ 154.160 through 154.170 of this chapter);

(d) Bulk storage of more than 1,000 gallons of fuel, fertilizer, agricultural chemicals or agricultural products;

(e) Refuse transfer stations; and

(f) Creameries.

(g) Accessory exterior storage, provided such storage is screened from all rights-of-way and adjacent non-industrial uses.

(E) Prohibited uses. The following uses (or essentially similar uses as determined by the City Council) shall be prohibited in the GI District:

(1) Junkyards;

(2) Manufacture of explosives;

(3) Petroleum or ethanol refineries;

(4) Asphalt plants;

(5) Landfills of products other than filling or grading of land with totally buildable materials to prepare land for development;

(6) Sludge disposal;

(7) Permanent or temporary storage of hazardous waste as a principal use;

(8) Acid manufacturing;

(9) Creosote treatment or manufacture;

- (10) Rendering plants;
- (11) Meat packing; and
- (12) Incinerators of toxic or medical waste.

(F) Performance standards. The following minimum requirements shall be observed in a GI District:

- (1) Lot area: one acre;
- (2) Lot width: 200 feet;
- (3) Setbacks:

(a) Front yards: not less than 35 feet, except when across the street from residentially zoned property. In such cases, the setback shall be 100 feet. The setback shall contain a berm with trees and shrubs to provide a buffer between the industrial and residential use. In the case of corner lots, two front yards will be required;

(b) Side yards: not less than ten feet on each side, nor less than 35 feet when abutting a public right-of-way. A setback of 100 feet shall be required when an industrial district abuts a residential district. The setback shall contain a berm with trees and shrubs to provide a buffer between the industrial and residential use. In the case of corner lots, two front yards will be required; and

(c) Rear yards: not less than 30 feet.

(4) Height: 35 feet, unless a greater height is authorized by conditional use permit;

(5) Water usage: no use may consume more than 1,300 gallons of water per acre per day, or as prorated for developments of less than one acre, without specific authorization of the City Council;

(6) Sewer discharge: if the proposed use requires any sanitary sewer discharge for industrial (non-human) waste, a sewer discharge plan must be submitted to the City for evaluation and approval. Industrial sewer discharge may require pre-treatment, for reduction of BOD, suspended solids or other minerals or materials, at the industrial site, before discharge into the Dundas/Northfield sanitary sewer system; and

(7) Outside storage of materials: outside storage areas are permitted in:

- (a) Side yards not adjacent to or across the street from residential districts;
- (b) Rear yard, except within 50 feet of residential property;

(c) Open storage areas shall be screened by walls of buildings or a screening fence compatible with the principle building and surrounding land uses. The fence will be at least six feet high and 100% opaque. Gates will be of the same height and opaqueness as the fence. The height of the fence will be increased to a height approved by the Planning Commission, to screen materials of greater height from non-industrial land uses and adjoining public streets. Fire lanes shall be maintained as determined by the Fire Department; and

(d) Outside storage is not permitted between building and street right-of-way.

(8) Impervious surface maximum: 40%

(G) Interim uses. The following are interim uses in a GI District and require an interim use permit based upon procedures set forth in and regulated by § 154.026 of this chapter: mining and extraction.

**SECTION 21.** Section 154.100 (D) is hereby amended to delete the references to the LDSF District.

**SECTION 22.** Section 154.086 is hereby amended to incorporate the amended zoning map as attached hereto.

**BE IT FURTHER ORDAINED BY THE CITY COUNCIL FOR THE CITY OF DUNDAS:**

1. This Ordinance shall become effective immediately upon its passage and publication in accordance with law.

**APPROVED** by the City Council, of Dundas, Minnesota, on this 22<sup>nd</sup> day of May 2023.

CITY OF DUNDAS BY:

ATTESTED:

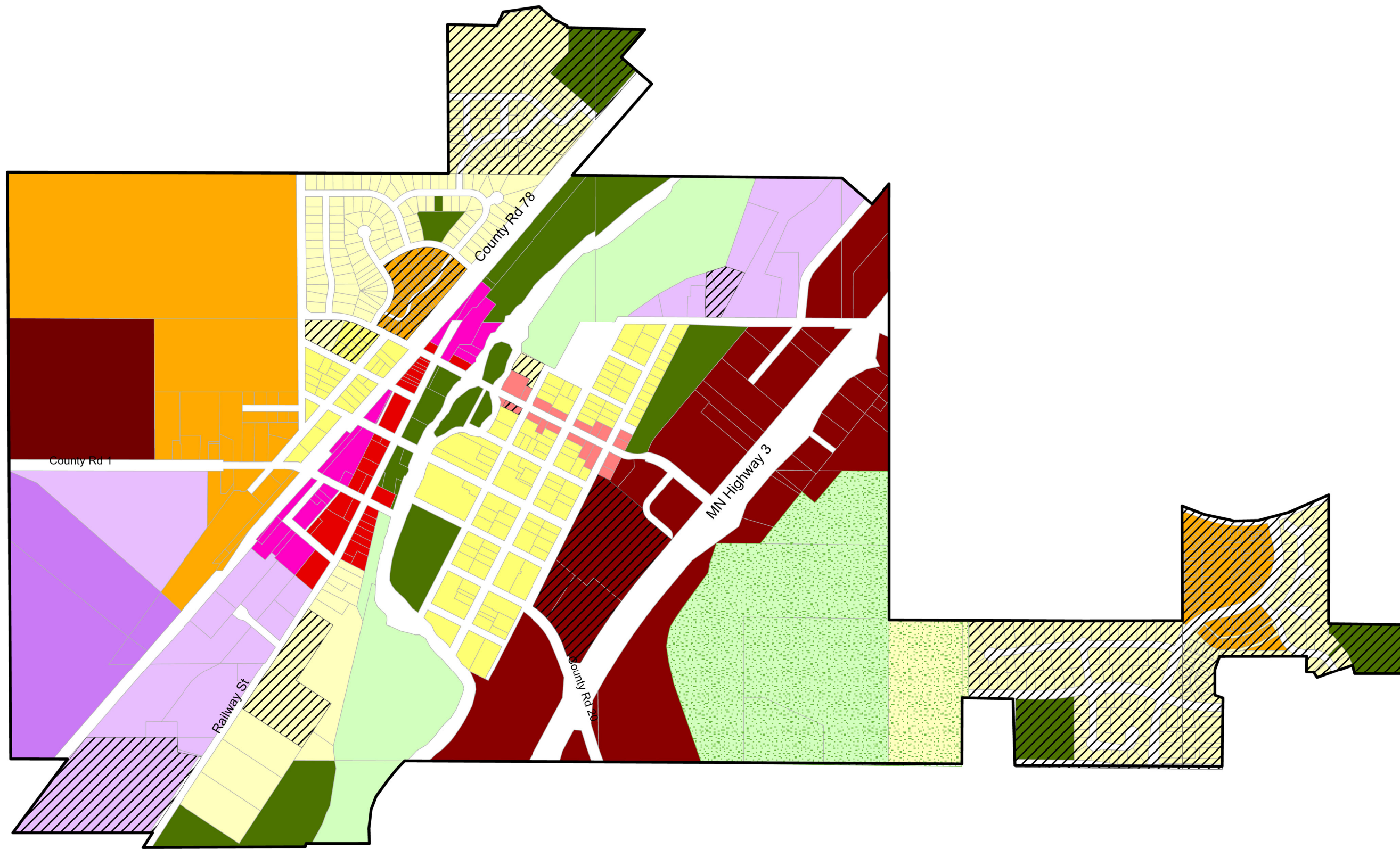
\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, City Administrator/Clerk

Ordinance 2023-\_\_

\_\_\_\_\_ Switzer \_\_\_\_\_ Modory \_\_\_\_\_ La Croix \_\_\_\_\_ Swartwood \_\_\_\_\_ Gallagher

Publication in *Faribault Daily News* on: May \_\_, 2023



CITY OF  
**DUNDAS**  
**Zoning Map**

|                                      |                                 |                           |
|--------------------------------------|---------------------------------|---------------------------|
| R-1 Single Family Residential        | B-1A Downtown Core Buisness     | G-I General Industrial    |
| R-2 Traditional Residential          | B-1B Downtown Mixed Use         | P-OS Public-Open Space    |
| R-3 Multifamily Residential          | HSD Hester Street District      | Bluff Protection District |
| R-4 High Density Residential         | B-2 Highway Commercial District | PUD                       |
| NRSF Natural Resource SF Residential | L-I Limited Industrial          | Boundary                  |

0 0.13 0.25 0.5 Miles

Source: Rice County, MNDOT,  
 Northwest Associated Consultants

Map Updated: 04/14/23



**SUMMARY OF  
ORDINANCE 2023-03**

CITY OF DUNDAS  
STATE OF MINNESOTA

*An Ordinance Amending Chapter 154 for Consistency with the Comprehensive Plan*

**The following is the official summary of Ordinance 2023-03, which was approved and adopted by the Dundas City Council on May 22, 2023:**

Chapter 154, the City of Dundas Zoning Ordinance, is hereby amended to include standards that are reflected from the City's updated Comprehensive Plan. The amendments include residential parking standards, parking standards for the Downtown and the Hester Street Districts, residential housing performance standards, updating the zoning districts, including the new R-2, Traditional Residential District, splitting the B-1 District into two subdistricts, and updating the zoning map.

A copy of the entire Ordinance 2023-03 is available for inspection by any person during regular office hours at the Dundas City Hall, 100 Railway Street North, Dundas, Minnesota 55019; and is posted at the Dundas City website: [www.cityofdundas.org](http://www.cityofdundas.org).

ADOPTED BY THE DUNDAS CITY COUNCIL on the 22nd day of May 2023.

Published by order:  
Jenelle Teppen, City Administrator/Clerk  
in the *Faribault News* on May 27, 2023





## MEMORANDUM

To: Honorable Mayor and City Council  
Dundas, Minnesota

From: Dustin M Tipp, P.E.  
City Engineer

Date: May 22, 2023

Re: Receive the Quotes and Award a Contract for the 2023 Sanitary Sewer Cleaning and  
Televising

---

### Introduction

City Staff has obtained quotes for the 2023 Sanitary Sewer Cleaning and Televising. Attached is a map of the project area.

### Background

Based on the estimated cost of this contract, the City was not required to publish an advertisement for bids. Instead, on April 28, 2023, a request for quotes was forwarded to four (4) contractors that have completed similar work in the past.

Quotes were due via e-mail by 3:00 p.m. on May 16, 2023. A total of four (4) contractors submitted quotes as shown on the attached summary and summarized below:

| <b>Contractor</b> | <b>Quote Amount</b> |
|-------------------|---------------------|
| Hydro-Vac, Inc.   | \$ 22,085.80        |
| Hydro-Klean, LLC  | \$ 34,950.40        |
| Pipe Services     | \$ 39,205.68        |
| Visu-Sewer Inc.   | \$ 58,584.00        |

### Fiscal Impact

Sanitary sewer cleaning and televising is included as a repairs and maintenance line item in the Sanitary Sewer Enterprise Fund budget.

**Alternatives**

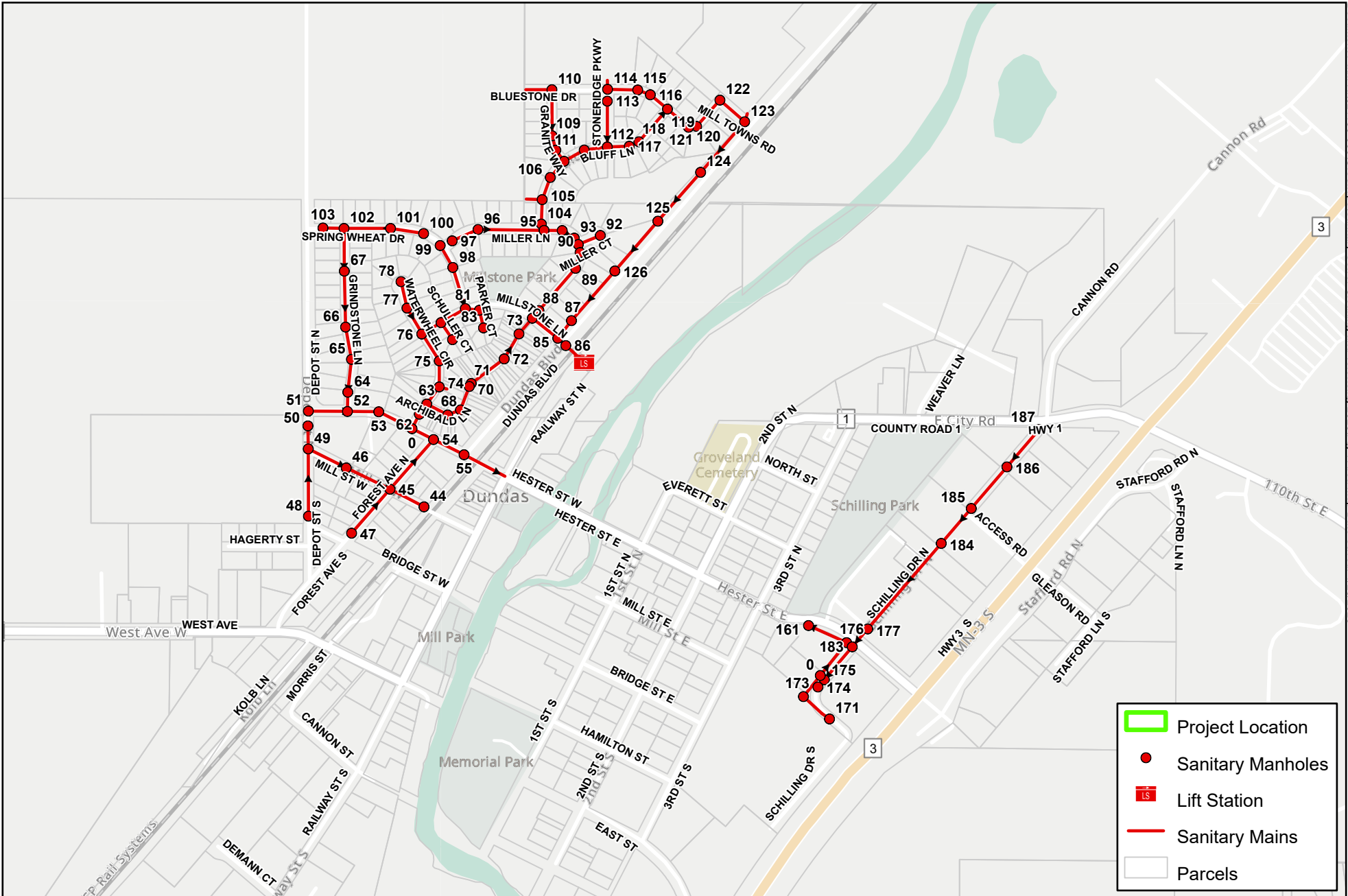
1. Motion to Receive the Quotes and Award a Contract for the 2023 Sanitary Sewer Cleaning and Televising to Hydro-Vac, Inc. for the quoted amount of \$22,085.80.
2. Deny the request.

**Staff Recommendation**

Alternative No. 1: Motion to Receive the Quotes and Award a Contract for the 2023 Sanitary Sewer Cleaning and Televising to Hydro-Vac, Inc. for the quoted amount of \$22,085.80.

**Attachments**

1. Map of project area.
2. Quote Tabulation.



### Figure 1 - Area Map

2023 Sanitary Sewer Cleaning and Telescoping  
Dundas, Minnesota



0 800  
Feet  
1 inch = 800 feet



## BID TABULATION SUMMARY

**PROJECT:**  
**2023 SANITARY SEWER CLEANING AND TELEVISIONING**

**OWNER:**  
**City of Dundas, MN**

**WSB PROJECT NO.:**  
**021180-000**

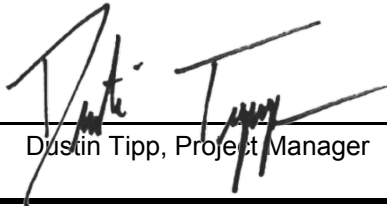
**Quotes Due: May 16, 2023 by 3:00 pm**

---

| <b>Contractor</b>  | <b>Total Bid</b> |
|--------------------|------------------|
| 1 Hydro-Vac, Inc.  | \$22,085.80      |
| 2 Hydor-Klean, LLC | \$34,950.40      |
| 3 Pipe Services    | \$39,205.68      |
| 4 Visu-Sewer, Inc. | \$58,584.00      |

---

I hereby certify that this is a true and correct tabulation of the quotes received on May 16, 2023.



---

Dustin Tipp, Project Manager

---

 Denotes corrected figure

---



**MEMORANDUM**

To: Honorable Mayor and City Council  
Dundas, Minnesota

From: Dustin M Tipp, P.E.  
City Engineer

Date: May 22, 2023

Re: Approve the Quotes and Award a Contract for the Dog Park Fence

---

**Introduction**

City Staff has obtained quotes for the Dog Park Fence. Attached is the plan of the project area.

**Background**

This project is the first phase of relocating the dog park from Schilling Park to the open space adjacent to the East Cannon River Trail. The improvements consist of the installation of 4-foot black vinyl coated fencing and gates for the new the dog park.

The remaining work to relocate the dog park includes a paved asphalt parking lot, portable restrooms, and a water source, which will be done in 2024.

Based on the estimated cost of the construction, the City was not required to publish an advertisement for bids. Instead, on May 2, 2023, a Request for Quotes was sent to ten (10) contractors that perform this type of work. Quotes were due at 3:00 p.m. on May 16, 2023. A total of six (6) contractors submitted quotes as summarized below:

| <b>Contractor</b>                         | <b>Quote Amount</b> |
|---|---------------------|
| Capstick Companies, LLC DBA Caron Fence   | \$ 34,030.00        |
| Action Fence, Inc                         | \$ 46,590.00        |
| Midwest Fence & Mfg.                      | \$ 46,664.00        |
| American Fence Company of Minnesota, LLC  | \$ 48,266.00        |
| Dakota Fence Company DBA Dakota Unlimited | \$ 48,288.00        |
| Prairie Creek Fence LLC                   | \$ 48,986.00        |

**Fiscal Impact**

To fund the project, \$50,000 is identified in the Capital Improvement Plan for the improvements. This is a unit price contract, so the final contract amount may vary based on the final quantities. The quote tabulation summary is attached.

**Alternatives**

1. Motion to Approve the Quotes and Award a Contract for the Dog Park Fence to Caron Fence in the amount of their bid.
2. Deny the request.

**Staff Recommendation**

Alternative No. 1: Motion to Approve the Quotes and Award a Contract for the Dog Park Fence to Caron Fence in the amount of their bid.

**Attachments**

1. Quote Tabulation Summary
2. Project Plan

## BID TABULATION SUMMARY

**PROJECT:**  
Dog Park Fence

**OWNER:**  
City of Dundas, MN

**WSB PROJECT NO.:**  
019661-000

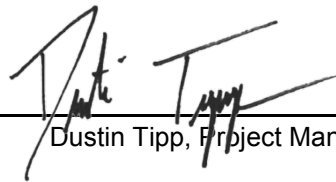
**Quotes Due: May 16, 2023 by 3:00 pm**

---

|   | <b>Contractor</b>                          | <b>Total Bid</b> |
|---|--|------------------|
| 1 | Capstick Companies, LLC; dba Caron Fence   | \$34,030.00      |
| 2 | Action Fence, Inc.                         | \$46,590.00      |
| 3 | Midwest Fence & Mfg                        | \$46,664.00      |
| 4 | American Fence Company of MN, LLC          | \$48,266.00      |
| 5 | Dakota Fence Company; dba Dakota Unlimited | \$48,288.00      |
| 6 | Prairie Creek Fence, LLC                   | \$48,986.00      |

---

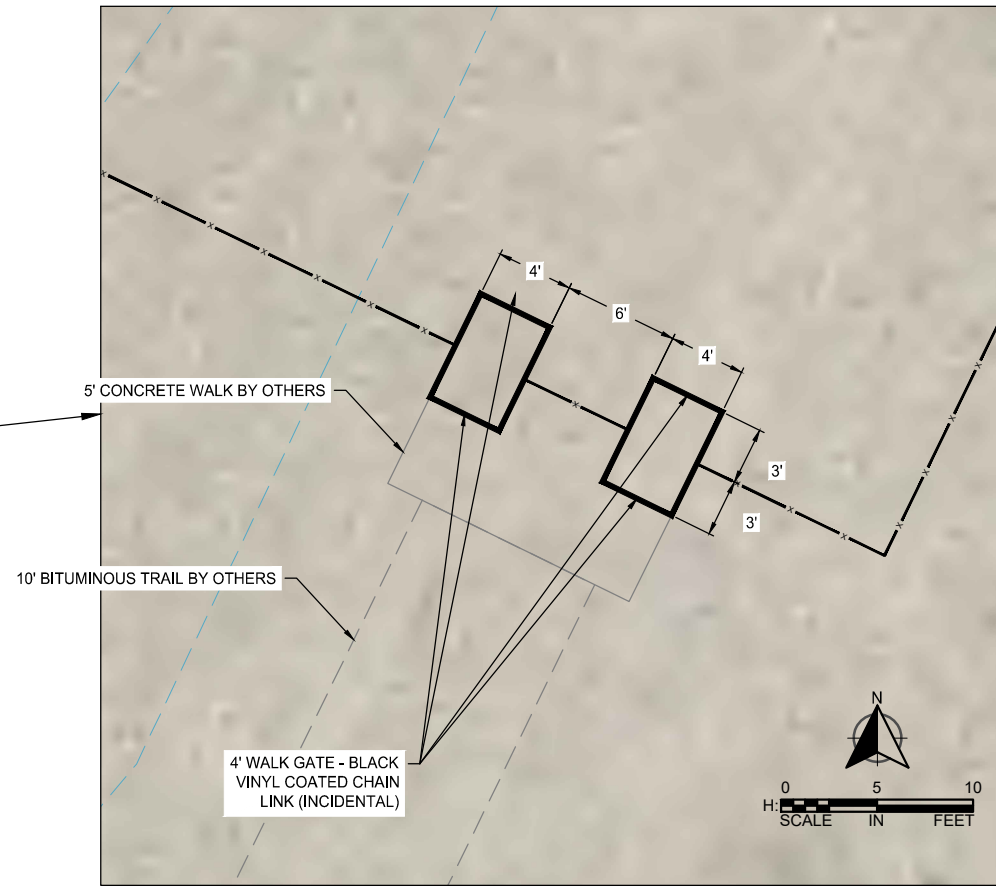
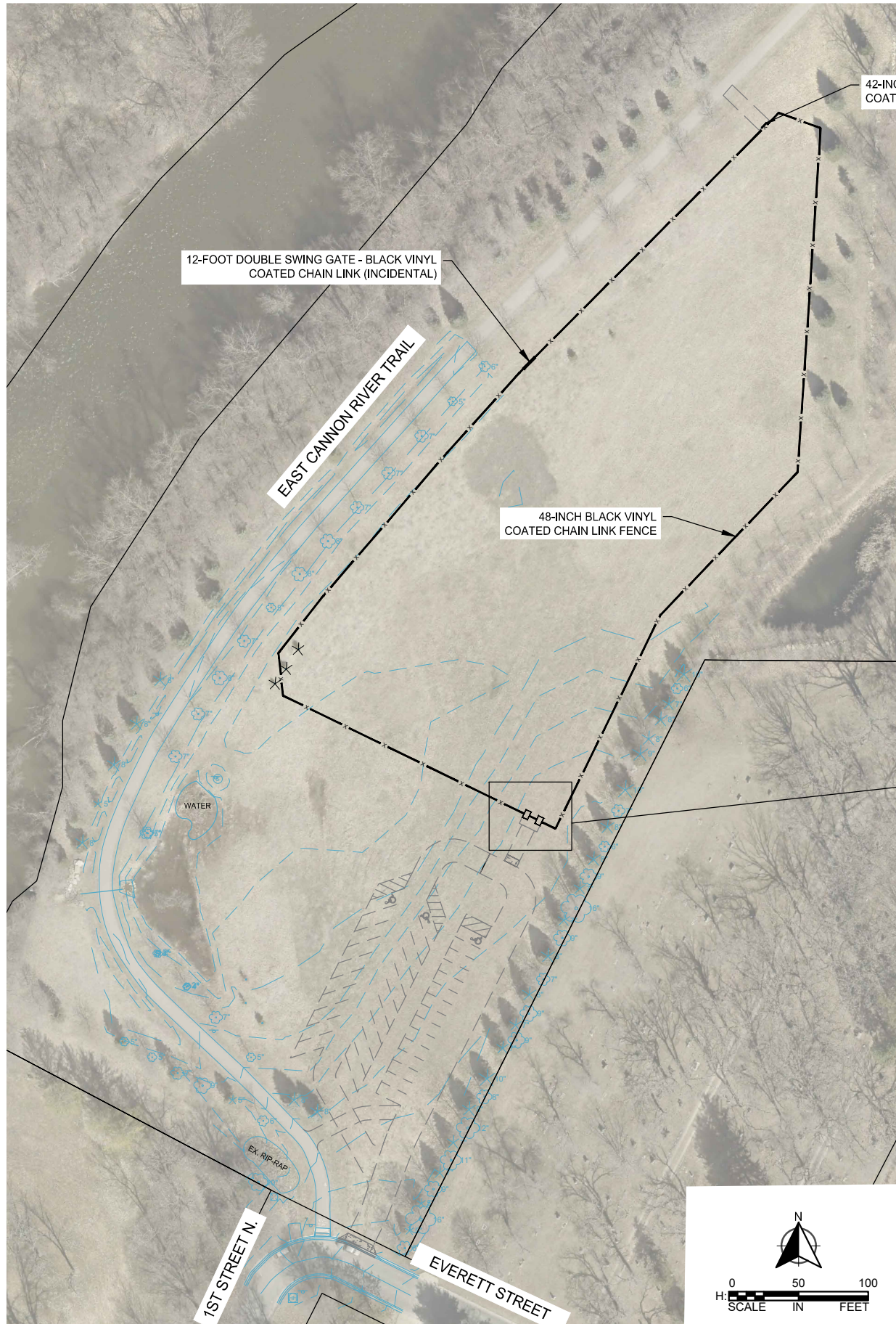
I hereby certify that this is a true and correct tabulation of the quotes received on May 16, 2023.



Dustin Tipp, Project Manager

 Denotes corrected figure

NOTES:  
 1. COMPENSATION FOR GATES INCLUDED IN LINEAR FOOT COST OF FENCING.



| REVISIONS |             |
|-----------|-------------|
| NO.       | DESCRIPTION |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |

DOG PARK AND PARKING LOT  
 CITY OF DUNDAS

WSB PROJECT NO.  
 010169-000

SHEET  
 OF

K:\010169-0001 - Projects\2023\0169-000 - Dog Park and Parking Lot\Cad\Plan\Fence\010169-000-FENCE-SITE-PLAN.dwg 5/2/2023 8:45:03 AM



**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 05/17/23**

**May 18, 2023**  
**Agenda**

*The City Administrator, Public Works Director, and City Engineer meet at least monthly to plan and review projects and tasks, and to discuss public works matters of all types. The agenda used for the most recent Public Works staff meeting forms the basis for the updates that are provided to the City Council. Following is the most recent Public Works staff meeting agenda with notes added.*

1. 2021 Street Maintenance
  - 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment.
2. 2022 Sidewalk/Trail Improvements
  - ECRT North-south connection along 1st Street North.
    - Private utility conflicts exist in the boulevards and further investigation is required to determine sign locations. Staff plans to place the pedestrian crossing signs in April.
3. 2023 Storm Sewer Maintenance
  - Hester Street
    - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
  - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
4. 2023 Street Lighting
  - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
  - The poles and fixtures have been delivered. Staff plans to schedule install within the next few weeks, weather permitting.
5. Comprehensive Transportation Planning
  - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP.
  - Staff is preparing a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Costs are being prepared for state aid design option vs paving the existing gravel. Initial project

funding has been identified in the draft CIP. 11-3-21 Staff met with Rice County. County plans to reconstruct CSAH 20 in 2025 and plans look at options to realign the intersection of CSAH 20, 115<sup>th</sup> Street and TH 3. Coordination between City, BWT, State and County will be required.

- 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1.

#### 6. CSAH 1/TH 3 Pedestrian Crossing

- The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- 12-21-22 Staff submitted the AT Grant Application to MnDOT.
- 3-21-22 The project was not selected for the AT Grand Funding. Staff will resume discussions with Rice County about executing the project with County participation.
- ***Staff prepared a memo to Rice County, MNDOT and local representatives to request support and participation for project. The letter was sent out on 5-17-23.***

#### 7. ECRT Parking Lot and Dog Park Relocation

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street as part of the dog park relocation
- Staff has completed excavation of the parking lot area and placement of gravel base. The gravel was installed to design elevations that will allow it to be paved with a future project.
- A preliminary plan and dog park layout was presented to the Parks and Recreation Advisory Board on 7-12-22. The concept plan was reviewed at the Parks and Recreation Advisory Board meeting on 9-13-22 by a representative from Canines at Play, who approved of the plan. The concept plan was presented at the February 27<sup>th</sup> Council Meeting. The concept plan was approved by Council March 13<sup>th</sup> Council Meeting.
- The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024
- Staff met with Canines at Play to discuss participation in the project.
- ***Staff sent out a request for quotes for the fencing portion of the dog park relocation with quotes due back May 16, 2023. A total of 6 contractors submitted quotes for the work with Caron Fence being the apparent low quote.***

#### 8. Forest Avenue and Depot Street

- Based on the soil borings for Forest Avenue, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay. The project will be moved from 2023 to 2024 in the CIP due to future roadway funding discussions.
- Based on pavement cores in the roadway on Depot Street from Hester Street to Forest Avenue, the recommendation for rehabilitation of the roadway is full pavement removal and replacement or full depth reclamation. Funding for the project will be moved from 2024 to 2025 in the CIP due to future roadway funding discussions.
- Roadway patching will be done as necessary in problem areas on the two roadways until they are reconstructed with future projects.

#### 9. Mill Towns Trail Head Improvement Project

- All work is complete on the project except for the benches. The contractor has received the benches and plans to install them when the snow melts.

#### 10. Northfield Wastewater Treatment

- Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.

#### 11. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements. Staff met with Andrew Albers to discuss his concerns regarding the amount of City fees he pays and research he has done on fee options. WSB started work on this.
- Staff identified areas for pothole repair to be completed by a contractor. Miller Lane near Miller Court will be the main area of focus.
- 5-4-23 Street sweeping is complete.
- ***Staff sent out a request for quotes for the 2023 Sanitary Sewer Cleaning and Televising with quotes due back May 16, 2023. A total of 4 contractors submitted quotes for the work with Hydrovac, Inc being the apparent low quote.***

#### 12. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project for the pond located south of County Road 1, adjacent to the dog park and north of County Road 1, east of Weaver Road; the focus for work at the regional pond will be clearing trees/brush and removing sediment.
- Quotes were received from 3 contractors for the work, with Sunram Construction, Inc. being the apparent low quote. Based on the prices received and the timing of the dog park relocation, staff has decided to only perform the work on the pond north of County Road 1 in 2023. The work in the pond south of County Road 1 will be completed in 2024/2025.
- 1-23-23 Council accepted the quotes and awarded the contract to Sunram Construction, Inc.
- The Contractor has completed the tree removals and pond excavation. Cleanup and stabilization work remains.
- Project is identified in the CIP for 2023.

#### 13. Stoneridge Hills 2nd

- 6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.
- Because the plat was not recorded within the required 100 days of approval, the Developer will need to reapply for final plat approval.
- The City will require a signed Developer's Agreement with securities, signed mylars and the final revised construction and landscape plans to move forward with the development.

#### 14. West Avenue Apartments

- Weekly and rainfall inspections will be done on behalf of the City through the duration of construction ensure erosion control issues do not arise.
- Grading and excavation began on the site on 5/2.
- Council approved an amendment to the Developer's agreement to extend the completion date to September 1, 2023.

#### 15. Pavement Management Plan

- 1-23-23 Plan was presented to Council.
- At the February 27<sup>th</sup> Council Meeting, a work session was held to discuss costs associated with recommended maintenance activities.
- A work session was held at the March 27<sup>th</sup> Council meeting to discuss funding options.

#### 16. Public Works Cold Storage

- 1-18-23 City Staff that utilizes the existing public works building met to discuss the future cold storage building layout and dimensions. The preliminary figure will be revised based on the discussions. Staff will present the figure and building details at a future meeting.
- The preliminary site plan and building details were presented to Council at the February 27<sup>th</sup> Council Meeting.
- Staff has identified contractors who perform this type of work in the area.
- Staff is preparing a site grading plan for the proposed building pad and a preliminary floor plan to accompany the building details that will be included in the request for quotes. The preliminary floor plan would include information such as garage door, service door and window placement. Final design would be the responsibility of the contractor.
- Based on conversations with local contractors, architectural drawings are not required for this type of structure. The contractor would have a professional licensed, engineer provide stamped, engineered drawings for the building and foundations.
- Grading plan for the building plan is complete.
- ***Project information and proposed quote package will be brought to Council for review at the May 22<sup>nd</sup> Council meeting. Request for quotes will be sent out following Council review.***

#### 17. Preliminary Effluent Review

- 7-25-22 Council approved a proposal to complete the preliminary effluent review.
- 1-5-23 Staff has started work on the review.

#### 18. Sanitary Sewer and Water Comprehensive Plan

- 1-5-23 Staff has started on the comprehensive plan. The work is budgeted for 2023 in the enterprise fund budget.

#### 19. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget.

#### 20. Franchise Fees

- 4-24-23 Staff met with the Public Works Committee to discuss the franchise fee process and details.



XXXX, 2023

Re: Request for Quotes – 2023 Public Works Cold Storage Building  
Dundas, Minnesota

To Whom It May Concern:

The City of Dundas is requesting quotes for a Public Works Cold Storage Building.

### **General Building Scope**

- Engineered Post-Frame Construction
- Building dimensions – 60-feet by 104-feet
- Building to have a minimum interior clearance of 18-feet from finished floor to ceiling
- Insulated roof
- Provide two options for building roof to be mono truss construction with roof pitch to north or standard 4/12 pitch roof truss construction
- Steel panel walls and roof (color to be determined by Owner)
- (3) 3-foot white steel frame service doors. Locksets and deadbolts done by Owner.
- (1) 16-foot-high by 16-foot-wide insulated overhead door with opener. Opener to be sized according to overhead door size
- (3) 16-foot-high by 14-foot-wide insulated overhead doors with opener. Openers to be sized according to overhead door size
- Contractor is responsible for the design of the building and foundations and must provide (3) engineered, stamped drawings by a Professional Engineer licensed in the state of Minnesota

### **Alternate**

- 60-foot by 104-foot, 6-inch reinforced concrete slab with floor drains
- (2) 5-foot by 60-foot, 7-inch concrete aprons (includes excavation and 6-inches of class 5 aggregate base)

### **Work By Others**

- Aggregate base
- Bituminous paving
- Site survey, grading plan and site grading
- Electrical

### **General Conditions**

- This project is not prevailing wage
- All applicable state and local taxes to be included in the quote amount
- Contractor to provide itemized cost breakdown
- Contractor to provide performance and payment bonds in the amount of 100% of contract amount.
- Contractor to procure all required permits
- Third party inspections and special inspections? Duane cover this?
  - Contractor to coordinate schedule
- The County reserves the right to reject any or all proposals or any part thereof, and to waive any minor technicalities.

### **Attachments**

Preliminary Building Floor Plan  
Site grading plan

The above-mentioned work and punch list items must be completed by **September 30, 2023**.

If you are interested in completing the work for the City, please **Email** a quotation using the attached form, attention to Dustin Tipp at [dtipp@wsbeng.com](mailto:dtipp@wsbeng.com), by **XXXX, 2023**.

If you have any questions or need additional information, please contact me at 612.240.3225.

Sincerely,

A handwritten signature in black ink, appearing to read "Dustin Tipp". The signature is stylized with a large initial "D" and a long horizontal stroke at the end.

Dustin Tipp  
Senior Project Manager

QUOTE FOR

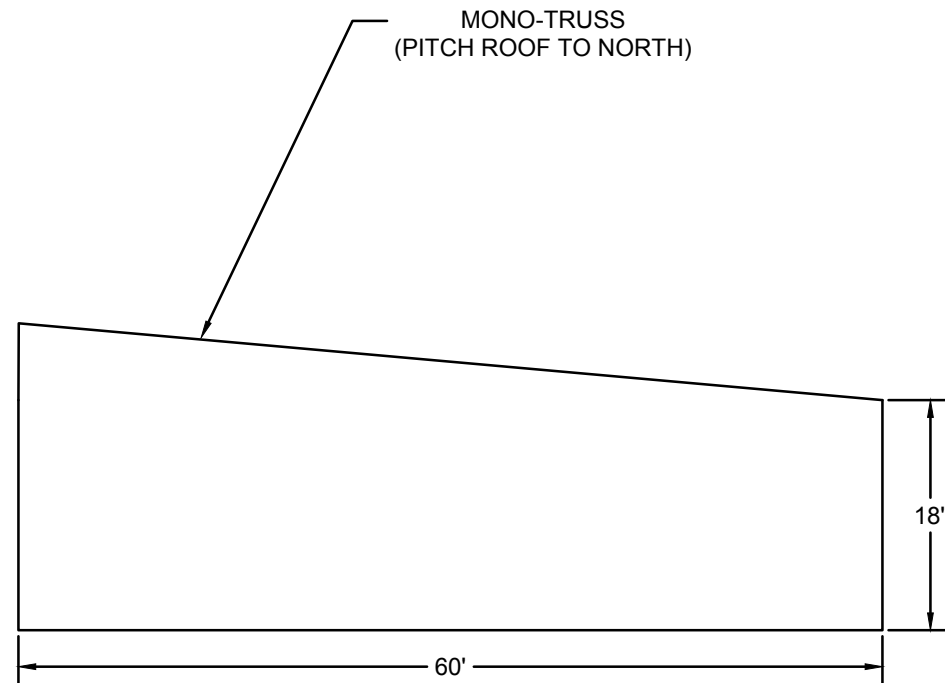
2023 PUBLIC WORKS COLD STORAGE BUILDING  
CITY OF DUNDAS, MN

Submittal XXXX, 2023  
Deadline:  
Submit To: Mr. Dustin Tipp at Email: [dtipp@wsbeng.com](mailto:dtipp@wsbeng.com)  
Senior Project Manager  
WSB  
178 9<sup>th</sup> St E, Unit 200  
St. Paul, MN 55101  
Phone: 612.240.3225

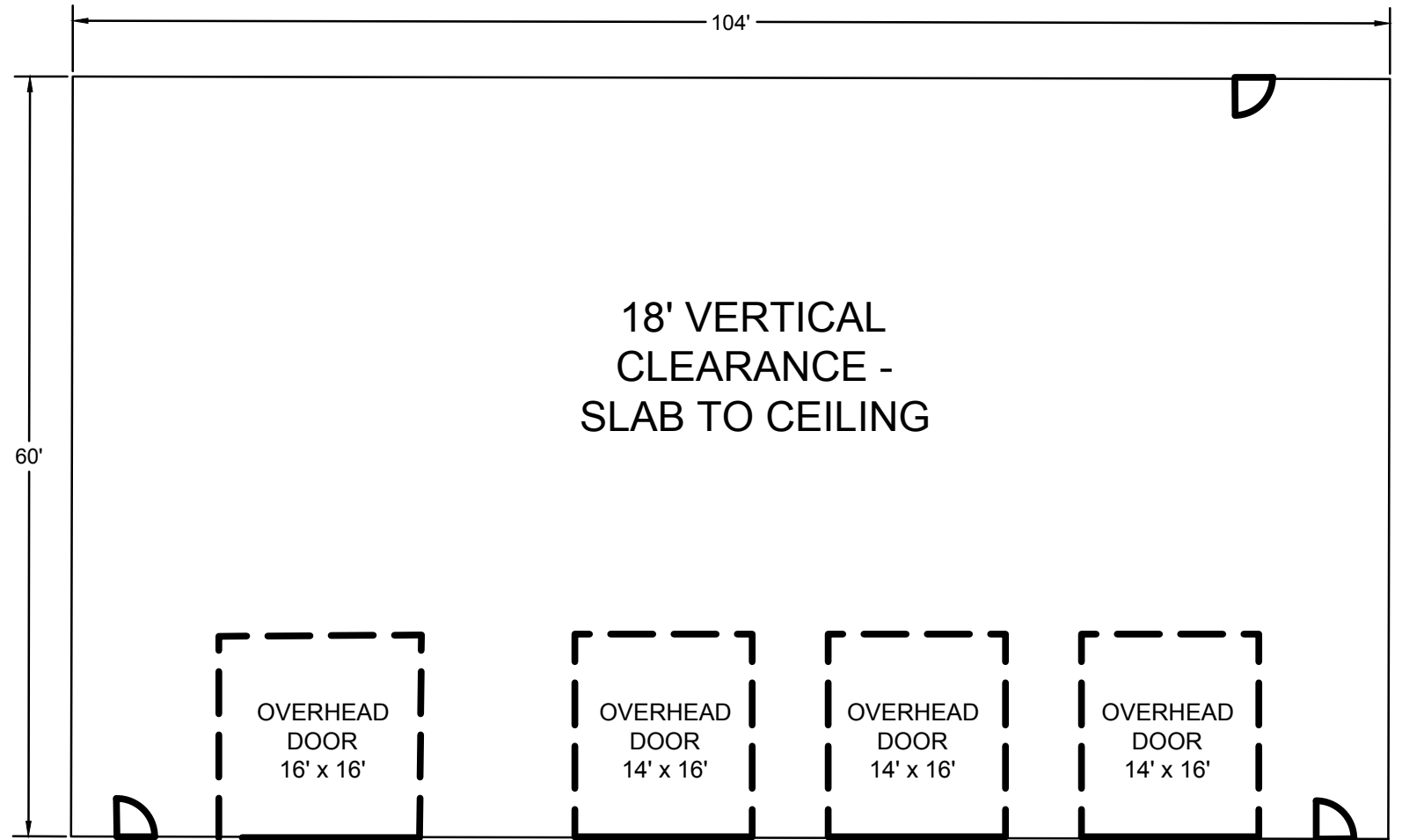
| Item No.     | Description  | Unit | Quantity | Unit Cost       | Total Cost   |
|--------------|--|------|----------|-----------------|--------------|
| 1            | Cold Storage Building  | LS   | 1        | \$ _____        | \$ _____     |
|              | Alternate:   |      |          |                 |              |
| 2            | 7-Inch Concrete Apron (includes excavation, 6-inches class 5 aggregate base) | SF   | 600      | \$ _____        | \$ _____     |
| <b>Total</b> |  |      |          | <b>\$ _____</b> | <b>_____</b> |
|              |  |      |          |                 |              |
|              |  |      |          |                 |              |

Submitted by: Firm Name: \_\_\_\_\_  
By: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**With this submittal we understand that the work and punch list items must be completed by September 30, 2023.**



SIDE VIEW



TOP VIEW



SERVICE DOOR (TYPICAL)



SCALE:  
PLAN BY:  
DESIGN BY:  
CHECK BY:

DUNDAS PUBLIC WORKS COLD STORAGE

DUNDAS, MINNESOTA



# PUBLIC WORKS COLD STORAGE SHED

Dundas, Minnesota

WSB Project No. ....021180-000  
 Issue Date.....XX/XX/XXXX

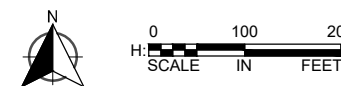


### GENERAL NOTES

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE PLANS AND DETAILS HEREON AND REQUIREMENTS OF MNDOT SPECIFICATIONS.
2. OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL PAY ALL PERMIT AND OTHER ASSOCIATED FEES REQUIRED BY LOCAL, STATE AND FEDERAL AGENCIES.
3. EXISTING SITE INFORMATION WAS TAKEN FROM A BOUNDARY AND TOPOGRAPHIC SURVEY COMPLETED BY WSB & ASSOCIATES. ACTUAL FIELD CONDITIONS MAY VARY. VERIFY ALL FIELD CONDITIONS INCLUDING LOCATION OF UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. EXISTING UTILITY QUALITY IS LEVEL D IN ACCORDANCE WITH CI/ASCE 38-02. NOTIFY THE OWNER AND ARCHITECT OF ANY DISCREPANCIES AFFECTING THE SCOPE OF THIS CONTRACT. SEE SURVEY FOR BENCHMARK INFORMATION. PROTECT ALL PROPERTY CORNERS. RELOCATE BENCHMARKS AS NECESSARY WITH NEW BENCHMARK LOCATIONS WITHIN A TOLERANCE OF 0.010 VERTICAL FEET.
4. REFER TO GEOTECHNICAL REPORT PREPARED BY WSB & ASSOCIATES, MN, DATED JUNE 23, 2020 FOR SOIL BORING LOCATIONS AND RECOMMENDATIONS.
5. THE CONTRACTOR SHALL CONTACT THE LOCAL UTILITY MARKING AUTHORITY PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR SHALL OBTAIN ALL AVAILABLE PRIVATE UTILITY INFORMATION FROM OWNER AND COORDINATE WITH TOWNSHIP STAFF AS REQUIRED TO LOCATE ALL PRIVATE UTILITIES ON SITE PRIOR TO CONSTRUCTION.

ENGINEER OF RECORD:  
 DUSTIN TIPP, PE  
 WSB & ASSOCIATES, INC. dba WSB  
 Email: dtipp@wsbeng.com  
 Phone: (612) 240-3225

1 PROJECT LOCATION MAP  
 SCALE: AS SHOWN



THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE UTILITIES HAS BEEN DESIGNATED UTILITY QUALITY LEVEL D. THESE QUALITY LEVELS WERE DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE DATA". THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERETO.

SCALE: AS SHOWN  
 DESIGN BY: XXX  
 PLAN BY: XXX  
 CHECK BY: XXX  
 XXX

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

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.

DUSTIN TIPP, P.E.  
 DATE: XX/XX/XXXX LIC. NO.: 56163

### TITLE SHEET

PUBLIC WORKS COLD STORAGE  
 DUNDAS, MINNESOTA

K:\021180-000\Cad\Plan\021180-000-C-TTL-PLAN.dwg 5/3/2023 8:56:33 AM

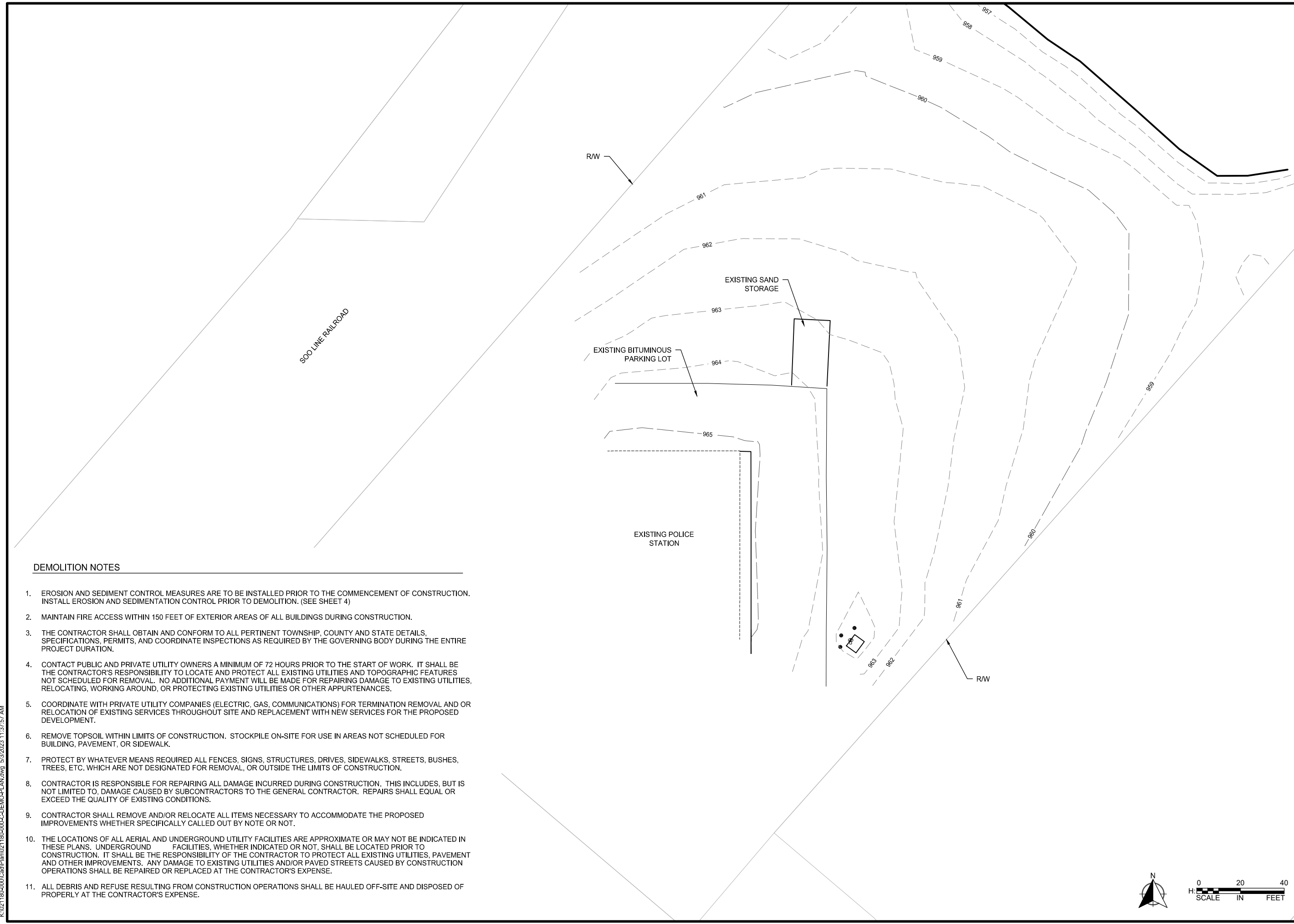
| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

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.

DUSTIN TRIPP, P.E.  
 DATE: XXXXXXXX LIC. NO.: 56163

**EXISTING CONDITIONS & REMOVALS PLAN**

**PUBLIC WORKS COLD STORAGE  
 DUNDAS, MINNESOTA**



**DEMOLITION NOTES**

1. EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE INSTALLED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. INSTALL EROSION AND SEDIMENTATION CONTROL PRIOR TO DEMOLITION. (SEE SHEET 4)
2. MAINTAIN FIRE ACCESS WITHIN 150 FEET OF EXTERIOR AREAS OF ALL BUILDINGS DURING CONSTRUCTION.
3. THE CONTRACTOR SHALL OBTAIN AND CONFORM TO ALL PERTINENT TOWNSHIP, COUNTY AND STATE DETAILS, SPECIFICATIONS, PERMITS, AND COORDINATE INSPECTIONS AS REQUIRED BY THE GOVERNING BODY DURING THE ENTIRE PROJECT DURATION.
4. CONTACT PUBLIC AND PRIVATE UTILITY OWNERS A MINIMUM OF 72 HOURS PRIOR TO THE START OF WORK. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE AND PROTECT ALL EXISTING UTILITIES AND TOPOGRAPHIC FEATURES NOT SCHEDULED FOR REMOVAL. NO ADDITIONAL PAYMENT WILL BE MADE FOR REPAIRING DAMAGE TO EXISTING UTILITIES, RELOCATING, WORKING AROUND, OR PROTECTING EXISTING UTILITIES OR OTHER APPURTENANCES.
5. COORDINATE WITH PRIVATE UTILITY COMPANIES (ELECTRIC, GAS, COMMUNICATIONS) FOR TERMINATION REMOVAL AND OR RELOCATION OF EXISTING SERVICES THROUGHOUT SITE AND REPLACEMENT WITH NEW SERVICES FOR THE PROPOSED DEVELOPMENT.
6. REMOVE TOPSOIL WITHIN LIMITS OF CONSTRUCTION. STOCKPILE ON-SITE FOR USE IN AREAS NOT SCHEDULED FOR BUILDING, PAVEMENT, OR SIDEWALK.
7. PROTECT BY WHATEVER MEANS REQUIRED ALL FENCES, SIGNS, STRUCTURES, DRIVES, SIDEWALKS, STREETS, BUSHES, TREES, ETC. WHICH ARE NOT DESIGNATED FOR REMOVAL, OR OUTSIDE THE LIMITS OF CONSTRUCTION.
8. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ALL DAMAGE INCURRED DURING CONSTRUCTION. THIS INCLUDES, BUT IS NOT LIMITED TO, DAMAGE CAUSED BY SUBCONTRACTORS TO THE GENERAL CONTRACTOR. REPAIRS SHALL EQUAL OR EXCEED THE QUALITY OF EXISTING CONDITIONS.
9. CONTRACTOR SHALL REMOVE AND/OR RELOCATE ALL ITEMS NECESSARY TO ACCOMMODATE THE PROPOSED IMPROVEMENTS WHETHER SPECIFICALLY CALLED OUT BY NOTE OR NOT.
10. THE LOCATIONS OF ALL AERIAL AND UNDERGROUND UTILITY FACILITIES ARE APPROXIMATE OR MAY NOT BE INDICATED IN THESE PLANS. UNDERGROUND FACILITIES, WHETHER INDICATED OR NOT, SHALL BE LOCATED PRIOR TO CONSTRUCTION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL EXISTING UTILITIES, PAVEMENT AND OTHER IMPROVEMENTS. ANY DAMAGE TO EXISTING UTILITIES AND/OR PAVED STREETS CAUSED BY CONSTRUCTION OPERATIONS SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
11. ALL DEBRIS AND REFUSE RESULTING FROM CONSTRUCTION OPERATIONS SHALL BE HAULED OFF-SITE AND DISPOSED OF PROPERLY AT THE CONTRACTOR'S EXPENSE.

K:\021180-000\Cadd\PIB\021180-000-C-DEMOC-PLAN.dwg 5/3/2023 11:37:57 AM

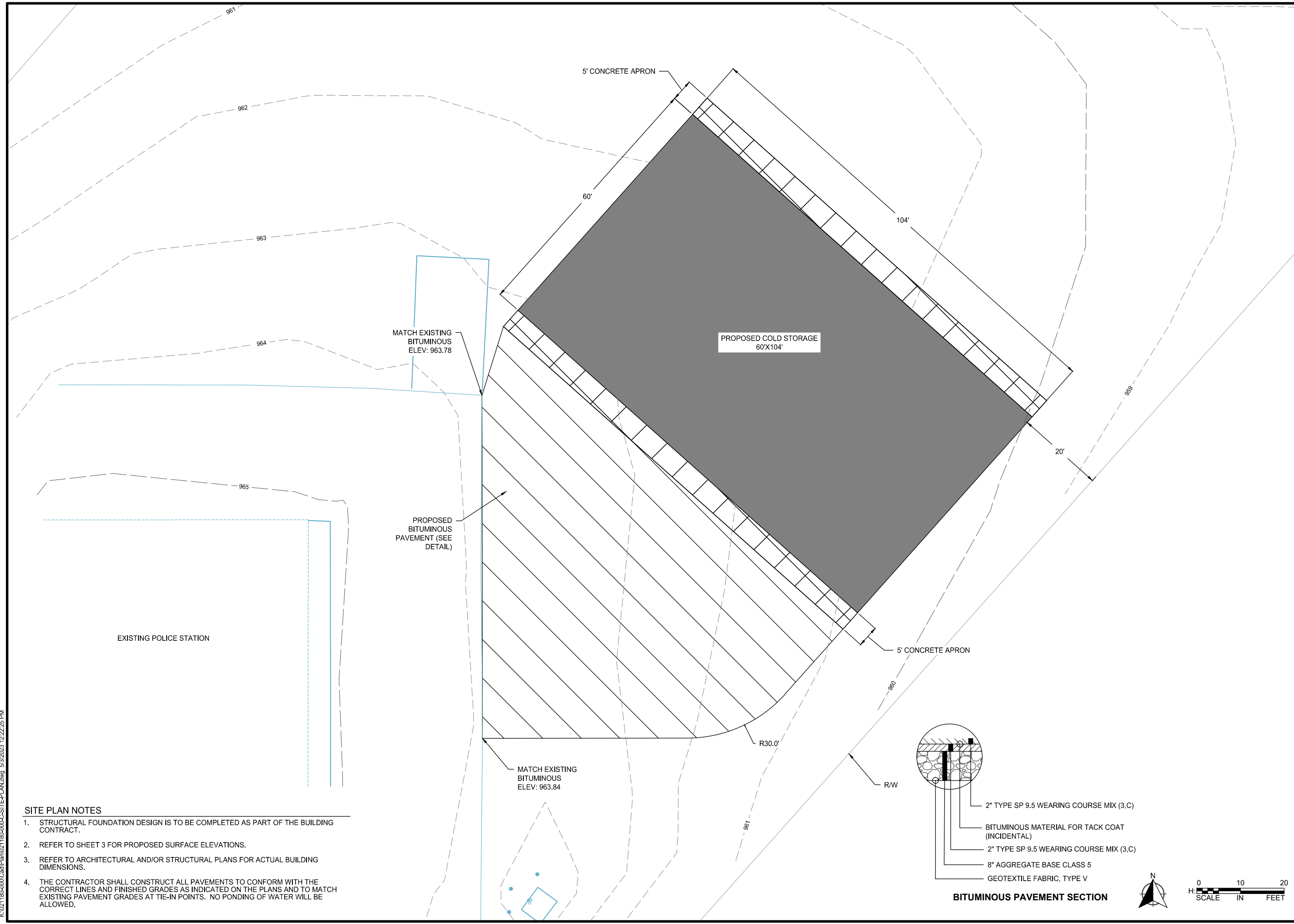
| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

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.

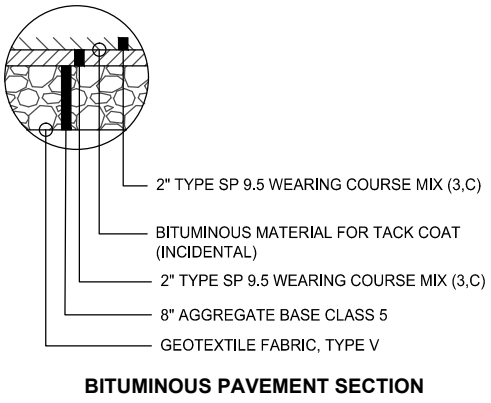
DUSTIN TRIPP, P.E.  
 DATE: XXXXXXXX LIC. NO.: 56163

SITE PLAN

PUBLIC WORKS COLD STORAGE  
 DUNDAS, MINNESOTA



- SITE PLAN NOTES**
1. STRUCTURAL FOUNDATION DESIGN IS TO BE COMPLETED AS PART OF THE BUILDING CONTRACT.
  2. REFER TO SHEET 3 FOR PROPOSED SURFACE ELEVATIONS.
  3. REFER TO ARCHITECTURAL AND/OR STRUCTURAL PLANS FOR ACTUAL BUILDING DIMENSIONS.
  4. THE CONTRACTOR SHALL CONSTRUCT ALL PAVEMENTS TO CONFORM WITH THE CORRECT LINES AND FINISHED GRADES AS INDICATED ON THE PLANS AND TO MATCH EXISTING PAVEMENT GRADES AT TIE-IN POINTS. NO PONDING OF WATER WILL BE ALLOWED.



K:\021180-000\cad\p18a\021180-000-C-SITE-PLAN.dwg 5/3/2023 12:22:25 PM

**LEGEND**

|       |   |    |                            |
|-------|---|----|----------------------------|
| CL    | CONSTRUCTION LIMITS                             | EO | EMERGENCY OVERFLOW         |
| 1019  | PROPOSED CONTOUR                                | TC | TOP OF CURB                |
| 1019  | EXISTING CONTOUR                                | SW | SIDEWALK                   |
| XX.XX | PROPOSED SPOT ELEVATION                         | GL | GUTTERLINE                 |
| XX.XX | EXISTING SPOT ELEVATION (MEET & MATCH EXISTING) | TS | GRADE AT TOP OF STEP(S)    |
|       | HIGH POINT / RIDGE / SWALE                      | BS | GRADE AT BOTTOM OF STEP(S) |
|       | STORM SEWER PIPE (SEE 1/CG102)                  | HP | HIGH POINT                 |
|       | HIGH POINT/RIDGE/BREAKLINE                      |    |                            |

**GRADING & STORM SEWER NOTES**

1. THE BUILDING PAD HAS BEEN ROUGH GRADED. CONTRACTOR TO FIELD VERIFY THE EXISTING GROUND ELEVATIONS.
2. THE PROPOSED GRADES SHOWN ON THE GRADING PLAN ARE FINISHED GRADES.
3. CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY THE ENGINEER AND OWNER IF CONTAMINANTS ARE FOUND IN THE EXISTING SOILS.
4. SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0% AND LONGITUDINAL SLOPES SHALL NOT EXCEED 5.0%.
5. IN AREAS WHERE NEW FILL IS TO BE PLACED ON SLOPING GROUND, BENCHING THE SURFACE SHALL BE COMPLETED PRIOR TO PLACING THE FILL. BENCHING SHALL BE COMPLETED WHERE SLOPES ARE STEEPER THAN 4:1 (HORIZONTAL:VERTICAL).
6. PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREA. DO NOT ALLOW WATER TO POND IN EXCAVATION AREAS, AND MAINTAIN ALL EXISTING DRAINAGE PATTERNS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL OSHA REGULATIONS IN THE EXECUTION OF WORK UNDER THIS CONTRACT.
8. ALL NON-PAVED AREAS SHALL RECEIVE A FOUR-INCH (4") LAYER OF TOPSOIL.
9. ALL GRADES WITHIN THE LANDSCAPED AREA SHALL NOT EXCEED 3 HORIZONTAL TO 1 VERTICAL AND HAVE A MINIMUM GRADE OF 2%, UNLESS OTHERWISE NOTED. GRADED SWALES MUST HAVE A MINIMUM BOTTOM SLOPE OF 2.0%.
10. ALL PAVEMENT GRADES SHALL BE AS FOLLOWS IN THE DIRECTION OF FLOW:  
 ASPHALT PAVEMENT - 1.5% MINIMUM, 5% MAXIMUM  
 CONCRETE PAVEMENT - 1% MINIMUM, 5% MAXIMUM  
 CONCRETE CURB AND GUTTER - 0.50% MINIMUM

**REVISIONS**

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |

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.

DUSTIN TRIPP, P.E.  
 DATE: XXXX/XXX/XX LIC. NO.: 56163

**GRADING PLAN**

**PUBLIC WORKS COLD STORAGE  
 DUNDAS, MINNESOTA**

C:\Temp\Save Files\2023-04-11\021180-000-C-GRAD-PLAN.dwg 5/2/2023 12:22:45 PM

