



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL WORKSHOP
City Hall - Council Chambers
March 3, 2014
4:30 p.m.

***** Please note: There will be no public comment taken at the workshop. *****

CALL TO ORDER

BUSINESS

- Update on code enforcement process and review potential ordinance revisions
- Discuss next phase of improvements for Perro Park

ADJOURN



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: February 26, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator / Planner
Re: **Update on code enforcement process and review potential ordinance revisions**

BACKGROUND

In response to direction received at the December 2 City Council workshop, staff has been working toward an updated code enforcement process, which includes identifying some potential ordinance enhancements. The goal is to create a fair and consistent process to enforce ordinances via efficient monitoring and recording, so we can achieve compliance. A clear and consistent process will also allow residents the ability to understand exactly where the situation stands in the enforcement process. Further, by selecting a few key code sections in need of improvement or enhancement, City staff will be equipped with the language needed to achieve consistent compliance.

Exhibit #1 – Draft Code Enforcement Process

After receiving direction from the City Attorney regarding processes that have been successful in other communities, a two-pronged approach is suggested to improve the City's process. As shown in the attached diagram, staff will select an appropriate route in which to proceed with enforcement, based on the type of complaint received. The processes are similar throughout the investigation and monitoring stages, but take different routes in the final enforcement stages, due to the alternative enforcement outcomes in each scenario (ticketing vs. civil penalties). Staff will provide a brief overview of the process at the workshop.

Exhibit #2 – Potential Ordinance Revisions

Based on the City's ongoing complaints and frequent code violations over the years, staff has compiled a list of ordinances that may benefit from revisions or updates. Attached, please find a list of topics for discussion, which include a summary of the existing City ordinance(s), along with some potential revisions for consideration. Based on discussion and consensus of the City Council at the workshop, staff will research and draft applicable ordinance revisions for consideration at a future meeting.

RECOMMENDATION

Staff recommends the City Council provide feedback on the proposed code enforcement process and potential ordinance revisions.

ATTACHMENTS

Exhibit #1 – Draft Code Enforcement Process
Exhibit #2 – Potential Ordinance Revisions

Exhibit #1

Draft Code Enforcement Process

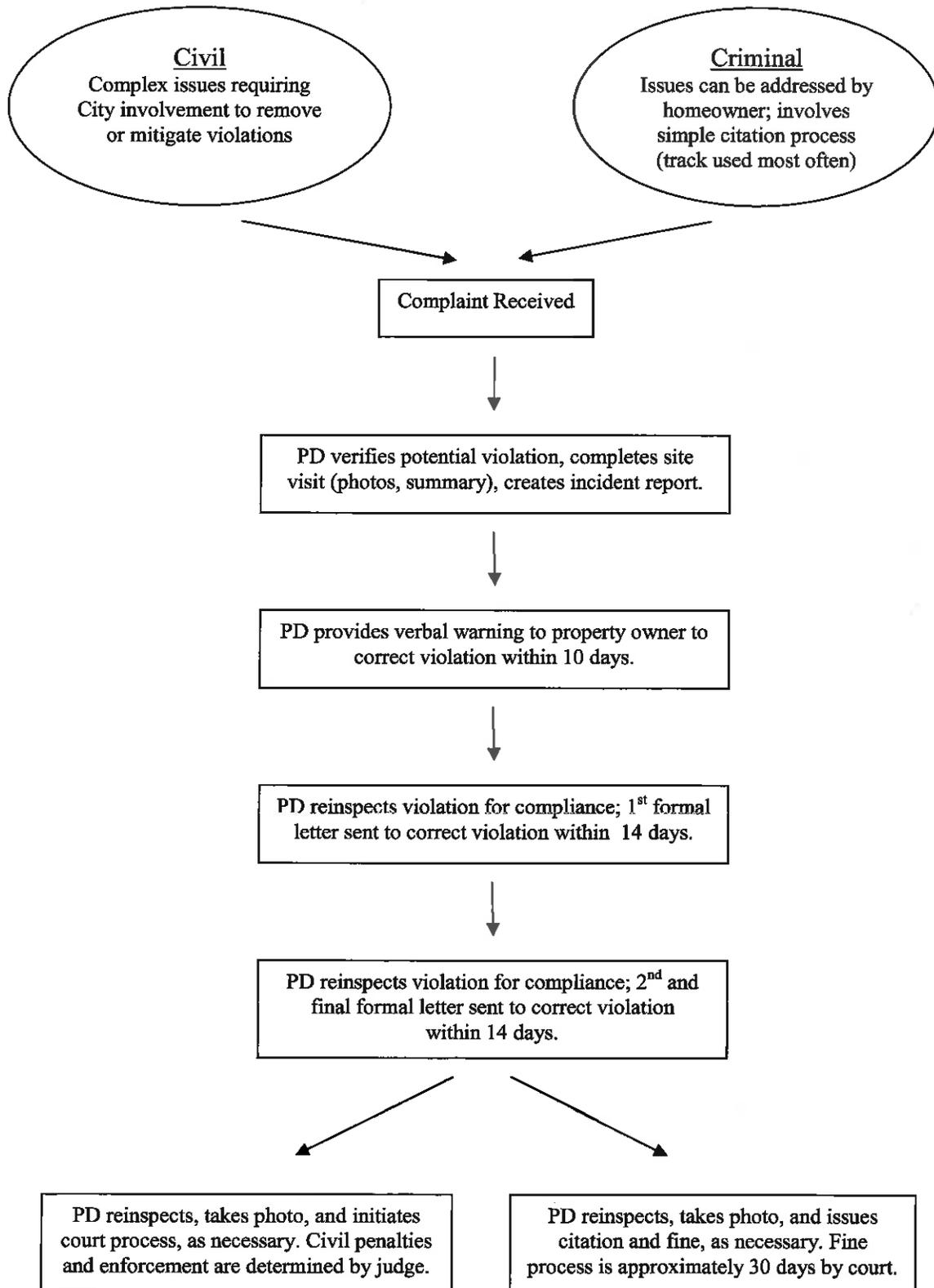


Exhibit #2

Potential Ordinance Revisions

Temporary storage structures, dumpsters, bagsters, PODS

Current ordinance:

- None
- State building code for temporary structures could be used to enforce this, which limits use to 180 days, but limit is not specific per calendar year or location



Potential revisions:

- Implement additional restriction in zoning code
- Define setback and permitted yard location
- Define maximum floor area and height (for temporary structures)
- Define maximum period of use
- Define number
- Allow temporary structures or PODS only if property does not have an existing accessory building or garage?
- Require a separate permit?
- Prohibit use of certain structures/units altogether?



Long grass

Current ordinance:

- Appendix B - Zoning Section 709-710: Requires landscaping or soil retention cover of sod, mulch, plantings on front and side yards and “reasonable” maintenance to avoid health/safety hazards and prevent degradation of property value
- Chapter 26 – Environment Section 26-27: Declares noxious weeds and rank growths of vegetation to be a public nuisance affecting health



Potential revisions:

- Define maximum height of grass (6 inches is recommended)
- Require landscaping or soil retention in rear yards also?

Off-street parking

Current ordinance:

- Appendix B – Zoning Section 712.03: Requires off-street accessory parking stalls to be improved with a “durable, dustless surface” in residential districts with up to 4 units; all other uses require asphalt or concrete



Potential revisions:

- Define acceptable parking surface (prohibit grass)
- Define setback and permitted yard area for parking passenger automobiles/trucks

Deer feeding/control

Current ordinance:

- None

Potential revisions or mitigation:

- Prohibit use of artificial food sources that encourage feeding (this could also be expanded to cover geese too)
- Consider deer hunting options?





CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: February 20, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator / Planner
Re: Discuss next phase of potential improvements for Perro Park

BACKGROUND

The purpose of this memo is to equip the City Council with information needed to consider potential park improvement options for Perro Park in 2014. Installation of new hockey boards, including updated lighting and a new vehicle crossing over the creek was completed last fall. The master plan developed in 2013 lays the groundwork for additional improvements throughout the entire park, which are anticipated to be accomplished in phases over a number of years, based on funding availability and staff capacity.

The Bayport American Legion has committed to a \$15,000 donation toward improvements to the ball field area. Further, the 2014 Capital Improvement Plan included up to \$100,000 in funding for Perro Park improvements. In light of these two funding sources, staff has provided the three options below for discussion and consideration at the March 3 workshop.

Option 1 – Full Ball Field

Ball field grading, topsoil seeding	\$41,000
Two player benches	\$2,200 (Legion funds)
Backstop	\$6,000 (Legion funds)
Fencing at 1 st and 3 rd baselines	\$3,500
New aggregate for infield	\$5,000
Bleacher seating in side hill	\$18,000
Commemorative benches	\$5,500 (Legion funds)
Subtotal	\$81,200
Water and sewer service	\$20,000
Irrigation system	\$18,000

Option 1 provides for a complete overhaul of the ball field area, fully utilizing the donation from the American Legion. This option could also include the extension of utility service from 2nd Street South to support the irrigation system for the fields as well as the future construction of a park shelter and warming house with bathrooms.

Any upgrades to the grass outfield / multi-use area hinges on the impact of the Farmers Market on the turf. If a significant investment is made in the field by way of grading, seeding, and an irrigation system, the relocation of the Farmers Market should be considered. As long as the Farmers Market is held once per week on the field throughout the summer, growing quality turf will be extremely difficult regardless of the use of an irrigation system.

Option 2 – Partial Ball Field

Two player benches	\$2,200 (Legion funds)
Backstop	\$6,000 (Legion funds)
Fencing at 1 st and 3 rd baselines	\$3,500
New aggregate for infield	\$5,000
Commemorative benches	\$5,500 (Legion funds)
Total	\$22,200

Option 2 removes the irrigation system, grass outfield improvements, and utility extension, opting to utilize the donation to improve the ball field and add additional City funds to renovate the aggregate infield surface. This is a less thorough overhaul of the field, however it removes the need to relocate the Farmers Market and is less cost-prohibitive.

Option 3 – Tennis Courts and Playground

Remove 1 court and repair remaining	\$18,000
Add practice wall & upgrade fence	\$7,000
Remove existing lighting	\$5,000
Basketball hoops (two)	\$2,000
Relocate playground	\$3,000
Subtotal	\$35,000
Playground upgrades	\$35,000

Option 3 would most likely be paired with Option 1 or 2, since it involves work that does not utilize the Legion donation. This option includes removing the remaining outdated lighting fixtures, which would create a significant visual improvement for the park, repairing the tennis courts, and relocating the playground equipment away from the creek. Playground upgrades may also be considered, which are more costly but would be well utilized.

QUESTION FOR CITY COUNCIL DIRECTION

1. Which option(s) would you direct staff to continue investigating and pursuing?

ATTACHMENT
Perro Park Master Plan

