## WORTHINGTON CITY COUNCIL SPECIAL MEETING

## 4:00 P.M., Wednesday, June 21, 2017 City Hall Council Chambers

#### A. CALL TO ORDER

#### **B.** CITY COUNCIL BUSINESS

- 1. Position Guidelines Revisions Director of Community Development, Planning, Zoning, and Building Services
- 2. Conditional Use Permit Lot 1, Block 2, Fareway First Addition
- 3. Additional On-Sale Liquor, Sunday On-Sale Liquor License Renewals
- 4. Prairie View/Boy Scouts
- 5. Community Growth Initiative
- 6. Consideration of Purchase Guidelines for non-EDAU, city-owned property

#### C. ADJOURNMENT

#### ADMINISTRATIVE MEMO

**DATE:** JUNE 16, 2017

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEM REQUIRING CITY COUNCIL ACTION OR REVIEW

#### **CASE ITEM**

# 1. POSITION GUIDELINES REVISION - DIRECTOR OF COMMUNITY DEVELOPMENT, PLANNING, ZONING, AND BUILDING SERVICES

With the recent resignation of the Brad Chapulis as the City's Community/Economic Development Director, staff has reviewed the Position Guidelines for that office. Changes to the position are being proposed. While some of them are minor housekeeping to accommodate changes that occurred over time, there are also changes to the Minimum Qualifications for experience. The changes will result in an adjustment to factors used to establish the salary grade range for the position and will move it to a lower salary grade if approved. Staff is recommending adjusting the position from an Exempt Salary Grade 8 (E-8) to Exempt Salary Grade 7 (E-7). The starting wage for an E-8 is \$36.35/hour while the starting wage for an E-7 is \$34.44/hour.

A copy of the proposed Guidelines and the current Guidelines are included as *Exhibit 1*.

Council action is requested.

# 2. <u>RECONSIDERATION OF CONDITIONAL USE PERMIT - LOT 1, BLOCK 2, FAREWAY FIRST ADDITION</u>

City Council postponed reconsideration of approval of a conditional use permit (CUP) to operate a child care facility on the subject property. Child care facilities are permitted through the issuance of a CUP in the "B-3" - General Business zoning district. The request was considered by the Planning Commission at their May 2, 2017 meeting, and after holding a public hearing, the Commission voted to recommend to Council approval of the conditional use permit subject to several conditions.

The City Council considered the request at their May 8, 2017 meeting. A motion to approve the conditional use permit was made and seconded. The motion failed on a three to two vote against approving the conditional use permit. Conditional use permits require approval by 2/3 of the members, four of the five City Council members. Council reconsidered the CUP request at the June 12, 2017 meeting and laid it over to the June 21, 2017 meeting pending gathering of additional information from the business community regarding their support of

Administrative Services Memo June 16, 2017 Page 2

a child care facility at the proposed location.

Council action is requested.

#### 3. ADDITIONAL LIQUOR LICENSE RENEWALS

The following additional 2017/2018 Liquor License renewal applications have been received:

### On-Sale Liquor / Sunday Liquor

El Mexicano #3, 310 Tenth Street

#### Club On-Sale Liquor / Sunday Liquor

Eagles Aerie 3282, 205 Oxford Street

The applications are included as *Exhibit 2*. All of the required paperwork, fees and insurance certificates naming the City as additional insured have been received.

Council action is requested to approve the additional Liquor License renewal applications.

### 4. PRAIRIE VIEW/BOY SCOUTS

Information received in memo from staff.

### 5. COMMUNITY GROWTH INITITATIVE

Mayor Kuhle has asked to have a discussion regarding short-term amenities (i.e. Campbell soup parking lot / seating Memorial Auditorium / Beach Nook / park bathrooms / splash pads.)

# 6. CONSIDERATION OF PURCHASE GUIDELINES FOR NON-EDAU, CITY OWNED PROPERTY

Information received in memo from staff.

#### CITY OF WORTHINGTON

### POSITION GUIDELINES

JOB TITLE: Director of Community Development, Planning, Zoning, and Building Services

CLASSIFICATION: Exempt DIVISION: Administration

DATE APPROVED:

#### **SUMMARY**

The Director of Community Development Planning, Zoning and Building Services administers the planning and zoning functions of the city which protects the natural and social environment of the city. This involves gathering and evaluating social, economic, engineering, financial and related data upon which to premise planning and zoning recommendations, acting as staff advisory to the city Planning Commission, and supervising related day to day operations. The Director of Community Development Planning, Zoning and Building Services is also an active member in the team promoting economic development for the city. Responsibilities include administration of City sponsored economic development programs, economic development grants, and tax increment financing. The position requires a strong ability to communicate well, and prepare effective public presentations.

Provides overall supervision and coordination of the work of the Building Official and the Rental Housing Inspector to promote compliance with the City zoning ordinances, State building and State fire codes through City inspection functions.

#### **ACCOUNTABILITIES**

Reports to:

City Administrator

Coordinates with:

City Administrator

Director of Department of Engineering

Finance Director

Executive Director of the Housing and Redevelopment Authority Worthington Regional Economic Development Corporation

Chamber of Commerce

Southwest Regional Development Commission

Supervises:

**Building Official** 

Rental Housing Inspector

Administrative Secretary (co-supervise)

Planning Technicians/Interns (summer/temporary)

Directly Advises:

City Council

Planning Commission

Economic Development Authority

POSITION GUIDELINES - Director of Community Development, Planning, Zoning and Building Services
Page 2

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Plans, organizes, and directs the activities of the Planning Department which is responsible for establishment, enforcement, periodic evaluation, and amendments to the City's Comprehensive Plan, ordinance revisions, maps and other documents for implementation of the city land use policy as represented by the city zoning ordinance.
- 2. Responsible for land use application review with the requirements and needs of other City departments and relevant outside agencies, and assures that staff recommendations on land use proposals are consistent with State and Federal law.
- Serves as an ex-officio member of the Planning Commission and represents the City at related meetings or official development review processes among governmental offices as required.
- 4. Coordinates the information exchange between prospective developers, builders and property owners, appropriate City departments, and government agencies regarding available services, applicable regulations and the City's development goals.
- 5. Maintains routine contacts with government, and private officials, attends pertinent seminars and informational programs, and performs other research activities for potential funding of projects or programs consistent with the City's development goals. Disseminates this information to the City Council, Economic Development Authority, Planning Commission, and other organizations interested in development.
- 6. Prepares plans and applications for and administers grants and programs to achieve the economic development and planning goals of the City.
- 7. Maintains communication with other departments, responsible for team building and professional development of department employees. This includes performance review.
- 8. Completed budget information is submitted to the City Administrator for incorporation into the overall annual City budget.
- 9. Maintains an interface with the Chamber of Commerce, Worthington Regional Economic Development Corporation and similar organizations interested in economic development.
- 10. Provides professional services, as approved by the City Council, to the Housing and Redevelopment Authority in the areas of planning and redevelopment. This includes administration of related urban redevelopment grants.
- 11. Coordinates development activities with various community and neighborhood improvement groups.

POSITION GUIDELINES - Director of Community Development, Planning, Zoning and Building Services
Page 3

- 12. Effective communication of City programs and goals through various media and public and private contacts.
- 13. The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

#### PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

#### **EQUIPMENT**

Motorized vehicle, computers, office equipment including copy machine, blue-print machine, fax machine, calculator, two-way radio and telephone.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to sit for long periods of time; and at times is required to walk (often on an irregular surface), stand, talk and hear.

The employee may be required to lift/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works an 8 hour day in an office setting, occasionally outdoors performing site inspections.

The noise level of the work environment is moderately quiet.

POSITION GUIDELINES - Director of Community Development, Planning, Zoning and Building Services
Page 4

#### JOB REQUIREMENTS

1. Minimum Qualifications:

Education:

B.S. Degree in Urban or Regional Planning or related field

Experience:

One to three years in Municipal Planning and City sponsored

Economic Development Program Administration

2. Desirable Education and Experience:

Education:

Master's Degree in Urban or Regional Planning or related field

Experience:

Five years of Municipal Planning and City sponsored Economic

Development Program Administration.

3. Certification Required:

Certification by the American Institute of Certified Planners (AICP), or the ability

to obtain in 1-2 years.

Must have and maintain a valid Driver's License.

## CITY OF WORTHINGTON

## **POSITION GUIDELINES**

JOB TITLE:

Director of Community/Economic

**CLASSIFICATION:** Exempt

Development

**DIVISION:** Administration

DATE APPROVED: April 21, 2003

#### **SUMMARY**

In addition to Economic Development, the Planning and Economic Development Director administers the planning and zoning functions of the city which protects the natural and social environment of the city. This involves gathering and evaluating social, economic, engineering, financial and related data upon which to premise planning and zoning recommendations, acting as staff advisory to the city Planning Commission, and supervising related day to day operations. The Planning and Economic Development Director is also an active member in the team pursuing economic development for the city. The position requires a strong ability to communicate well, and prepare effective public presentations.

Provides overall supervision and coordination of the work of the Building Official to promote compliance with the City zoning ordinances, State building and State fire codes through City inspection functions.

## **ACCOUNTABILITIES**

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Coordinates with:

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Planning Technicians/Interns (summer/temporary)

Directly Advises:

City Council

Planning Commission

Economic Development Authority

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Plans, organizes, and directs the activities of the Planning Department which is responsible for establishment, enforcement, periodic evaluation, and amendments to the City's Comprehensive Plan, ordinance revisions, maps and other documents for implementation of the city land use policy as represented by the city zoning ordinance.
- 2. Responsible for land use application review with the requirements and needs of other City departments and relevant outside agencies, and assures that staff recommendations on land use proposals are consistent with State and Federal law.
- 3. Serves as an ex-officio member of the Planning Commission and represents the city at related meetings or official development review processes among governmental offices as required.
- 4. Coordinates the information exchange between prospective developers and appropriate city departments, and government agencies regarding available services, applicable regulations and the city's development goals.
- 5. Maintains routine contacts with government, and private officials, attends pertinent seminars and informational programs, and performs other research activities for potential funding of projects or programs consistent with the city's development goals. Disseminates this information to the City Council, Economic Development Authority, Planning Commission, and other organizations interested in development.
- 6. Prepares plans and applications for and administers grants and programs to achieve the economic development and planning goals of the city.
- 7. Maintains communication with other departments, responsible for team building and professional development of other employees. This includes performance review.
- 8. Completed budget information is submitted to the City Administrator for incorporation into the overall annual City budget.
- 9. Maintains an interface with the Chamber of Commerce, Worthington Regional Economic Development Corporation and similar organizations interested in economic development.
- 10. Provides professional services, as approved by the City Council, to the Housing and Redevelopment Authority in the areas of planning and redevelopment. This includes administration of related urban redevelopment grants.
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POSITION GUIDELINES - Director of Community/Economic Development Page 3

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The noise level of the work environment is moderately quiet.

# POSITION GUIDELINES - Director of Community/Economic Development Page 4

### JOB REQUIREMENTS

1. Minimum Qualifications:

Education: B.S. Degree in Urban or Regional Planning or related field

Experience: Three years in Municipal Planning and Economic Development

2. Desirable Education and Experience:

Education: Master's Degree in Urban or Regional Planning or related field

Experience: Five years of Municipal Planning and Economic Development

3. Certification Required:

Certification in Economic Development Financing, or ability to obtain.

Certified by the American Institute of Certified Planners (AICP), or the ability to

obtain in 1-2 years.

Must have and maintain a valid State of Minnesota Driver's License.



Police/Sheriff Signature \_\_\_

violations on back, then sign here.

## Minnesota Department of Public Safety **Alcohol and Gambling Enforcement**

445 Minnesota Street, Suite 222 St. Paul, MN 55101 651-201-7500

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Si

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report

Date



violations on back, then sign here.

## Minnesota Department of Public Safety Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222 St. Paul, MN 55101 651-201-7500

## RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation. License Code ONSS License Period Ending 6/30/2017 42618 **ISSUING AUTHORITY** Worthington Licensee Name El Mexicano 3 Inc. Trade Name El Mexicano Restaurant City, State, Zip Code 310 10th St/PO Box 953 Worthington MN 56187 **Business Phone** 5073722223 License Fees: Off Sale On Sale \$3,000.00 Sunday \$200.00 By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. So back of this application for further information needed to complete this renewal. Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties. 1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application. 2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below. 3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below. 4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below. 5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below. 6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale). Licensee Signature DOB (Signature certifies all above information to be correct and license has been approved by city/county.) City Clerk/County Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.) County Attorney Signature Date County Board issued licenses only (Signature certifies licensee is eligible for license).

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report