



**CITY OF NEWPORT
CITY COUNCIL WORKSHOP
NEWPORT CITY HALL**

**January 21, 2020 – IMMEDIATELY FOLLOW THE REGULAR CITY COUNCIL MEETING
May Be Held Electronically From Remote Locations**

Zoom Meeting Link <https://us02web.zoom.us/j/83056687457> Meeting ID: 830 5668 7457

MAYOR: Laurie Elliott
COUNCIL: Kevin Chapdelaine
Tom Ingemann
Marvin Taylor
Vacant

City Administrator: Deb Hill
Supt. of Public Works: Bruce Hanson
Fire Chief: Steven Wiley
Asst. to the City Admin: Travis Brierley
Law Enforcement (WCSO): Bill Harrell

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ZONING FOR CATERING/RESTAURANT TYPE BUSINESS
4. CITY LOGO
5. DIVERSITY ENGAGEMENT TASK FORCE
6. FUTURE AGENDA ITEMS
7. ADJOURNMENT

Memorandum

To: Newport City Council

Reference: Proposed Catering use in MX-4 District—Council Workshop Discussion on January 21

Copies To: Deb Hill, City Administrator

Travis Brierley, Assistant to the Administrator

Anthony Mahmood

Project No.: N2020-0008

From: Sherri Buss, RLA, City Planner

Routing:

Date: January 12, 2021

The City staff have received a request from Tony Mahmood, 822 High Street, to operate a catering business from his home—operating either from the house or the garage. Staff are requesting a Council discussion and direction on this issue.

Zoning and Permit Issues

The property at 822 High Street is .73 acres in size. It is currently a residential parcel and is bounded by other residential parcels. Newport Center is located 2 parcels to the west.

822 High Street is in the MX-3 (General Mixed Use) district, which also includes the parcels that surround this parcel.

The City's zoning ordinance does not include "catering" as a use in any zoning district. In order to allow this use, the zoning process would include:

- The property owner would need to apply to the City to add "catering" as a use that is allowed in the MX-3 district.
- The City would need to determine if the use will be allowed in that district. This would include a public hearing and discussion at a Planning Commission meeting and later approval by the City Council.
- The City would need to determine if the use would be allowed as a "permitted" use (no zoning permit) or would require a CUP or IUP. The City would also determine any performance standards for the use.
- Similar food service uses in the zoning ordinance include restaurants, which are a permitted use if no alcohol is served and require a CUP if alcohol is served and bakeries, which require a CUP. Restaurants and bakeries are allowed in mixed used districts.

Mr. Mahmood first considered purchasing and bringing a trailer to the site to operate the business. He has since learned that the County Health Department will not permit a trailer to be used for a catering business.

He has suggested to City staff that he would like to operate the catering business out of his garage or out of the basement of the existing home on his property.

Staff note that the Minnesota Department of Health states that catering businesses must obtain a state license, must comply with zoning requirements, and if operated in a home, the catering business must be completely separate from the living quarters.

Is this a Home Occupation?

The proposed use does not fit well with the definition and standards for a home occupation in the Newport code:

- Home occupations must be conducted within the house itself and can take up no more than 20% of the livable area of the home. A business located in the garage does not meet the definition of a Home Occupation.
- The business may only employ family members living in the residence plus one additional employee.
- Any interior or exterior alterations are prohibited except those customarily found in a dwelling.
- Vehicles for the use are limited to one car, pickup, or truck that must be parked in the garage if it has the name of the business on the vehicle.
- The traffic patterns from the property with the home occupation must be similar to that of a typical single-family home.

Other Cities

The Planner completed a brief survey of other cities and how their zoning codes address catering. The findings are the following:

- Cottage Grove permits catering in its Business districts as a permitted use but does not permit this use in its Mixed-Use district.
- Woodbury requires a CUP for catering businesses. The use is allowed with a CUP in Business districts.
- St. Paul permits catering as a use in some of its higher-density mixed-use districts (called Traditional Neighborhood districts), such as the areas around transit stations. The use requires a city license and may require a separate liquor license.

Council Discussion

The Council should discuss Mr. Mahmood's proposal to add a catering business on his property in the MX-3 district. The Council should indicate if this use seems appropriate to this situation and zoning district, discuss potential concerns about neighboring properties, and its thoughts on permit requirements and performance standards.

From: tony@aesopstable.com
To: [Travis Brierley](#); [Deb Hill](#)
Subject: Tony Mahmood"s business plan
Date: Monday, January 4, 2021 6:39:00 PM
Attachments: [business plan.docx](#)
[food trailer floor plan.docx](#)

Hi Deb and Travis

Here is some information on the trailer I'm looking at in Florida.

I've included my business plan, floor plan, what kind of equipment, and some pictures.

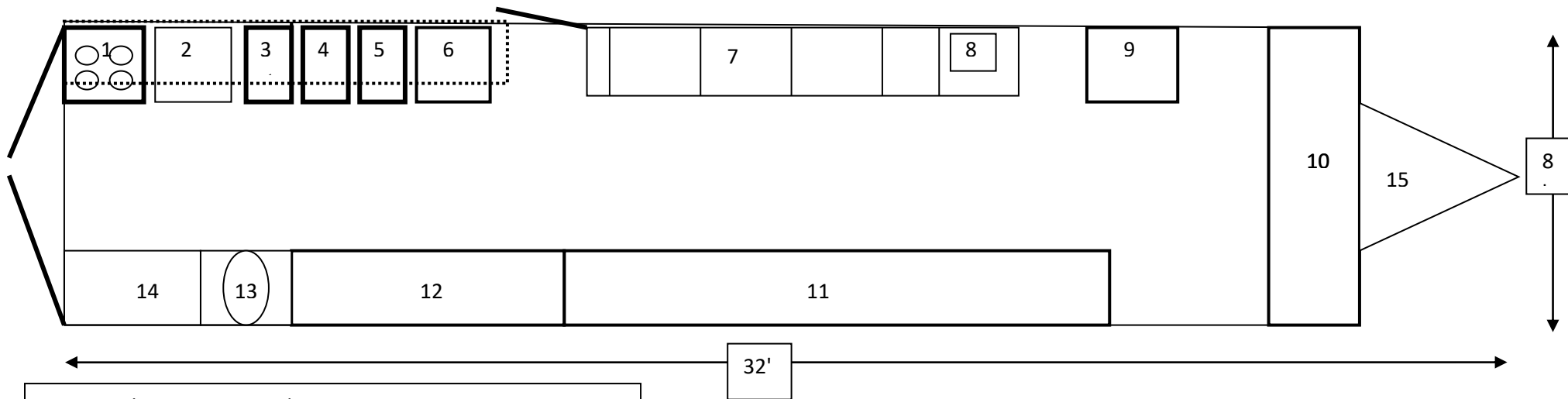
I would like to have the trailer along side of my garage, which would screen it from the east, and my neighbors garage would screen it from the west, I would built a gate that would screen it from the north(street view), the south has natural vegetation screening it.

From the side of my garage to my fence is 13' my fence is 1' on my side of the property line which gives me a set back of 5'.

Please let me know what the next step is to make this happen.

Thank you,
Tony Mahmood

Business Plan	<i>Aesop's Table</i>
Vision	<p>Aesop's has been a caterer and deli since 1986. With the shut down from covid we have to readjust our business plan.</p> <p>Aesop's has several long time corporate accounts that we do food for. Anywhere from cold sandwiches to hors d' oeuvres to fully plated prime rib dinners.</p> <p>I would like to continue serving my regular clients and continue to grow the business thru word of mouth and social media.</p> <p>In 10 to 15 years I would like to sell the Aesop's brand and retire.</p> <p>.</p>
Business Overview (or Mission)	<p>Aesop's will continue to provide the best quality food with the best service for a price unmatched from our competition.</p> <p>By targeting new barn and outdoor venues Aesop's has continued to gain wedding business also by contacting and forging new relationships with large building administrators Aesop's has continued to grow its corporate accounts.</p> <p>With our unique BBQ trailers Aesop's fits in perfectly with outdoor and barn venues.</p> <p>I have an opportunity to buy a 30' mobile food kitchen that I would prepare the food in and then deliver and serve on location. By having the ability to bring the kitchen to the venue the quality of our food would be untouchable.</p>
Pricing Strategy	<p>Aesop's outdoor/barn parties averaged a little over \$300,000</p> <p>Traditional weddings averaged a little over \$200,000</p> <p>Corporate catering/box lunches averaged \$250,000</p> <p>All of the averages were the 3 years prior to covid.</p> <p>Our price range is \$10.95 to \$29.95</p> <p>Depending on the market and number of people served Aesop's averages a food cost of 26%</p> <p>Labor cost of 24%</p> <p>Over head cost of 28%</p>
Advertising and Promotion	<p>With 34 years of operating under the name Aesop's Table we have quite a following and repeat business.</p> <p>I think if we update our website and keep our social media going we will continue to gain new and retain old customers just fine</p> <p>At this point in time I'm getting more referrals than I can take.</p>
Objectives	<p>I would like to cut back on the amount of parties I do. I've obtained most everything I wanted to do in my 34 years of food service. I just want to pick and choose the parties I want and enjoy life while I can.</p>
Action Plans	<p>By January 20, I would like to have all paperwork filed and a working plan with the health officials of Washington County and a working plan with the City of Newport.</p> <p>By February 1 I would like to have the food trailer on site and operational.</p>



1. 4 burner range and convection oven
2. grill
3. fryer
4. fryer
5. fryer
6. convection oven
7. 3hole sink
8. hand sink
9. warmer/proofer oven
10. 63 cubic ft refrigerator
11. prep counter
12. 24 cubic ft chest freezer
13. Hobart mixer
14. sandwich maker
15. tongue

- doors
- exhaust hood

16. Has wet fire suppression system
17. Has 2 - 100 gal water tanks 1 for fresh and 1 for gray
18. 50 amp electrical box
19. hooks up to propane











MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: January 1, 2021

SUBJECT: New Logo Discussion

Background: The City of Newport has been in discussion regarding updating our current logo with one that is more simplified.

Staff and Councilor Chapdelaine have been working with Rae Neisen on refining the logo.

Discussion: A couple of renditions of a new logo include focusing on a paddlewheel or simplifying the paddleboat.

Recommendation: Direction from council on moving forward with refining either design or something entirely different.

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Memorandum

Date: January 11, 2021

To: Newport City Council

From: Laurie Elliott, Mayor

Re: Diversity Engagement Task Force

Background

On October 5, 2020 Cottage Grove City Administrator Jennifer Levitt invited the City of Newport to participate in a regional effort on racial equity and diversity engagement. She also invited representatives from St. Paul Park, Woodbury, Afton and ISD 833. The school district has already committed to partnering with this group.

Discussion

Collaborating with surrounding communities and the school district and is a good way to pool our efforts on this important topic. I believe we can be more successful working with this larger group because of our limited staff time and resources. Ms. Levitt references the expertise and resources of the school district in her email.

I would like the Council to discuss the invitation to participate. A copy of Ms. Levitt's email is attached, as well as the email reply from Woodbury's City Administrator Clint Gridley. Woodbury has been working on a similar initiative for several years.



Laurie Elliott <lelliott.newport@gmail.com>

FW: Task Force - Diversity Engagement

1 message

Deb Hill <dhill@newportmn.com>

Mon, Oct 5, 2020 at 4:24 PM

To: "danlund@live.com" <danlund@live.com>, "lelliott.newport@gmail.com" <lelliott.newport@gmail.com>, "chapelaine61@msn.com" <chapelaine61@msn.com>, Bill Sumner <sumner.newport@gmail.com>, "tingemann@comcast.net" <tingemann@comcast.net>

Cc: Travis Brierley <tbrierley@newportmn.com>

Mayor and Council,

Please see the email below from Jennifer Levitt.

Let me know if any of you are interested in this task force.

Thanks,

Deb

From: Jennifer Levitt <jlevitt@cottagegrovemn.gov>

Sent: Monday, October 5, 2020 4:13 PM

To: Deb Hill <dhill@newportmn.com>; 'kwalsh@stpaulpark.org' <kwalsh@stpaulpark.org>; 'clint.gridley@woodburymn.gov' <clint.gridley@woodburymn.gov>; 'administrator@ci.afton.mn.us' <administrator@ci.afton.mn.us>

Subject: Task Force - Diversity Engagement

Greetings City Administrators,

I hope this email finds you well as we all start to collectively wind down a busy and challenging year. One of the challenges we all face is how to improve diversity while simultaneously increasing racial equity and understanding within our communities. Through conversations with our residents, we have learned many people hope leaders will include and engage the youth in our community. We have good news; new Independent School District 833 Superintendent Julie Nielsen is committed to partnering with us on this important work.

Superintendent Nielsen would like to show uniformity and equity for all the cities and schools within the district which is why I am writing to you today. If you are interested in participating, please let me know so we can set up a group to work towards engaging and listening to our students and residents and then finding programs and/or initiatives to put into practice. Please pass this opportunity on to your elected officials and public safety administrators to see if they would also like to be part of the conversation. I know the school district has some tremendous expertise and resources we can take advantage of as many of their staff have extensive expertise in diversity education and training.

We are interested in setting up a task force or committee to determine what our next steps should be. What types of events and community conversations can we partner together on? How can we reach our residents who are searching for greater inclusion and understanding and what can we do to make sure we are communities that welcome everyone and celebrate diversity? While this work will not be easy, I think we can all agree on how important and timely it is. I'm excited to hear back from you and get started in the coming weeks. Please don't hesitate to reach out to Superintendent Nielsen, Cottage Grove Mayor Myron Bailey or myself if you have any questions or ideas.

Sincerely,

Jennifer Levitt

City Administrator

City of Cottage Grove

Direct: 651-458-2890 | jlevitt@cottagegrovemn.gov

General: 651-458-2800 | www.cottagegrovemn.gov

12800 Ravine Parkway South, Cottage Grove, MN 55016



Jennifer Levitt

City Administrator

City of Cottage Grove

Direct: 651-458-2890 | jlevitt@cottagegrovemn.gov

General: 651-458-2800 | www.cottagegrovemn.gov

12800 Ravine Parkway South, Cottage Grove, MN 55016



FW: Task Force - Diversity Engagement

Laurie Elliott <lelliott.newport@gmail.com>

Wed, Jan 13, 2021 at 10:59 AM

From: Gridley, Clinton <clint.gridley@woodburymn.gov>

Sent: Sunday, October 11, 2020 8:52 PM

To: Jennifer Levitt <JLevitt@cottagegrovemn.gov>; jnielsen@sowashco.k12.mn.us

Cc: Deb Hill <dhill@newportmn.com>; 'kwalsh@stpaulpark.org' <kwalsh@stpaulpark.org>; 'administrator@ci.afton.mn.us' <administrator@ci.afton.mn.us>; Okada, Michelle <michelle.okada@woodburymn.gov>; Vague, Lee <lee.vague@woodburymn.gov>

Subject: RE: Task Force - Diversity Engagement

Dear Jennifer & Julie:

Thank you for the email to all of us on diversity engagement. This is an area that the City Woodbury has been working on for number of years. In this regard, below is a link and an attachment to a few documents we've created for background your background information.

<https://www.woodburymn.gov/community/diversity.php>

We may have interest, however, I need to make sure this proposal fits with our current DEi activities and ongoing fostering a welcoming and inclusive community initiative, staff capacity, time commitments, and clarity as to the goals and expectations. Therefore, I suggest Julie (or other) develop a plan and vision for how this would work with expected deliverables, outcomes, and commitments.

I look forward to hearing more about this potential initiative.

Clint Gridley

City Administrator

8301 Valley Creek Road I Woodbury, MN 55125

(651) 714-3521 I www.woodburymn.gov

