


<p>Commissioners: Julie Kimble Michelle Kruzal Tammy McGehee Michelle Pribyl Karen Schaffhausen Erik Bjorum Emily Leutgeb</p>	 <p>Planning Commission Agenda Wednesday, May 4, 2022 6:30pm</p> <p>Members of the public who wish to speak during public comment or on an agenda item may do so in person during this meeting or virtually by registering at www.cityofroseville.com/attendmeeting.</p>	<p>Address: 2660 Civic Center Dr. Roseville, MN 55113</p> <p>Phone: 651- 792- 7080</p> <p>Website: www.cityofroseville.com/pc</p>
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1. Call To Order

2. Roll Call

3. Approval Of Agenda

4. Review Of Minutes

Documents:

[MARCH 2, 2022 MINUTES.PDF](#)

5. Communications And Recognitions

5.A. From The Public:

Public comment pertaining to general land use issues not on this agenda.

5.B. From The Commission Or Staff:

Information about assorted business not already on this agenda.

6. Public Hearing

6.A. Consideration Of An Interim Use Renewal Pursuant To §1009.03 Of The City Code To Permit Seasonal Household Hazardous Waste Collection At Ramsey County Property At 1725 Kent Street (PF22-003)

Documents:

[6A REPORT AND ATTACHMENTS.PDF](#)

7. Adjourn



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, March 2, 2022 – 6:30 p.m.**

- 1 **1. Call to Order**
2 Chair Kimble called to order the regular meeting of the Planning Commission meeting at
3 approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.
4
- 5 **2. Roll Call**
6 At the request of Chair Kimble, City Planner Thomas Paschke called the Roll.
7
8 **Members Present:** Chair Julie Kimble, and Commissioners Michelle Pribyl, Michelle
9 Kruzel, Tammy McGehee, Karen Schaffhausen, and Emily
10 Leutgeb
11
12 **Members Absent:** Erik Bjorum
13
14 **Staff Present:** City Planner Thomas Paschke and Bryan Lloyd
15
- 16 **3. Approve Agenda**
17
18 **MOTION**
19 **Member Pribyl moved, seconded by Member Kruzel, to approve the agenda as**
20 **presented.**
21
22 **Ayes: 6**
23 **Nays: 0**
24 **Motion carried.**
25
- 26 **4. Review of Minutes**
27
28 **a. February 2, 2022 Planning Commission Regular Meeting**
29 Commissioner McGehee noted she submitted a change to the minutes to City Staff.
30
31 **MOTION**
32 **Member McGehee moved, seconded by Member Leutgeb, to approve the**
33 **February 2, 2022 meeting minutes.**
34
35 **Ayes: 6**
36 **Nays: 0**
37 **Motion carried.**
38
- 39 **5. Communications and Recognitions:**
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41 a. **From the Public:** *Public comment pertaining to general land use issues not on this*
42 *agenda, including the 2040 Comprehensive Plan Update.*

43
44 None.

45
46 b. **From the Commission or Staff:** *Information about assorted business not already on*
47 *this agenda, including a brief update on the 2040 Comprehensive Plan Update*
48 *process.*

49
50 None.

51
52 **6. Public Hearing**

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54 a. **Consider a Request by Drive Brands, LLS (Take 5 Car Wash) for a Conditional**
55 **Use to Allow a Drive-Through at 1701 County Road C (PF21-020)**

56 Chair Kimble opened the public hearing for PF21-020 at approximately 6:39 p.m. and
57 reported on the purpose and process of a public hearing. She advised this item will be
58 before the City Council on March 21, 2022.

59
60 City Planner Paschke summarized the request as detailed in the staff report dated
61 March 2, 2022.

62
63 Member McGehee thanked staff and the developer for putting the pathway through.
64 She appreciated that and wondered if there will be any landscaping along the parking
65 area.

66
67 Mr. Paschke explained currently the plans do not show landscaping in that area. He
68 thought the goal would be to put something along there. It is possible the landscaping
69 will come with the adjacent development to the west, when that development occurs
70 that there will be landscaping between the two. He noted he will speak with the
71 engineer to see if there is the ability within that to be able to put at least some planting
72 and staff will work with the next development to augment that on the property line
73 between the two.

74
75 The applicant was not at the meeting.

76
77 **Public Comment**

78
79 No one came forward to speak for or against this request.

80
81 Chair Kimble closed the public hearing at 7:00 p.m.

82
83 **MOTION**

84 **Member Pribyl moved, seconded by Member Kruzel, to recommend to the City**
85 **Council approval of a Conditional Use to Allow a Drive-Through for Take 5 Car**
86 **Wash at 1701 County Road C, Based on the Submitted Site and Development**
87 **Plans, Subject to the Two Conditions listed in the Staff Report. (PF22-020).**

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Ayes: 6
Nays: 0
Motion carried.

7. Adjourn

MOTION
Member McGehee, seconded by Member Leutgeb, to adjourn the meeting at 7:03 p.m.

Ayes: 6
Nays: 0
Motion carried.



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 05/04/22

Agenda Item: 6a

Prepared By:

Department Approval

Agenda Section
Public Hearings

Item Description: Consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit seasonal household hazardous waste collection at Ramsey County property, 1725 Kent Street (PF22-003).

1 APPLICATION INFORMATION

2 Applicant: Ramsey County Public Health

3 Location: 1725 Kent Street

4 Property Owner: Ramsey County

5 Application Submission: 03/25/22; deemed complete 04/01/22

6 City Action Deadline: 05/31/22

7 Planning File History: PF2985, 3302, 3663, and 3663-2011

8 Renewal, and PF17-003 Renewal

9 LEVEL OF DISCRETION IN DECISION MAKING: Actions taken on an Interim Use request are
10 legislative; the City has broad discretion in making land use decisions based on advancing the
11 health, safety, and general welfare of the community.

12 BACKGROUND

13 Ramsey County Department of Public Health has requested a 5-year extension of their INTERIM
14 USE approval to allow continuation of the operation of a satellite household hazardous waste
15 (HHW) collection facility at the County’s site along Kent Street just north of Larpentour Avenue
16 pursuant to §1009.03 (Interim Uses) of the City Code (see Attachment C).

17 Minnesota Law requires metropolitan communities to provide for the collection of HHW and
18 Ramsey County has operated a satellite collection site in this location along the 1700 block of
19 Kent Street since 1992. In July 1992, the City of Roseville granted Ramsey County a two-year
20 interim use permit (IUPs, as such approvals were formerly known) that allowed HHW collection
21 to occur during September and October of 1992 and 1993. In July 1994, the City granted
22 another two-year IUP for HHW collection during September and October of 1994 and 1995.

23 Beginning in 1996, the City began granting longer approvals. Since 2000, Ramsey County has
24 been contracting with Bay West, Inc. to facilitate the HHW collections services (see Attachment
25 D). Approvals in May 1996, May 2001, February 2006, April 18, 2011, and April 24, 2017 were
26 granted IUPs that were valid for 5 years (the maximum term for such approvals) with monitoring
27 by City staff and, if necessary, preparing reports of issues requiring the attention of the Planning
28 Commission and City Council.

29 **STAFF REVIEW OF RAMSEY COUNTY HHW IU**

30 An applicant seeking approval of an IU, or its renewal, is required to hold an open house meeting
31 to inform the surrounding property owners, renters, and other interested attendees of the
32 proposal, to answer questions and to solicit feedback. Ramsey County Public Health held the
33 open house for the HHW site on March 22, 2022, and no citizens were in attendance, either
34 virtual or in-person. Ramsey County Public Health did receive two emails, which conversations
35 are included on the Open House Summary (Attachment E).

36 **REVIEW OF IU CRITERIA**

37 §1009.03 D of the City Code specifies that three specific findings must be made in order to
38 approve a proposed INTERIM USE:

- 39 **a.** *The proposed use will not impose additional costs on the public if it is necessary for the*
40 *public to take the property in the future.* This is generally intended to ensure the particular
41 interim use will not make the site costly to clean up if the City were to acquire the property
42 for some purpose in the future. Although the use specifically involves hazardous waste, the
43 types and quantities are of a household nature and scale and the facility is built and operated
44 to protect against spillage of these materials. A public entity already owns the property and
45 Planning Division staff believes the operation of the HHW collection site is done in a manner
46 that adequately protects it from contamination.
- 47 **b.** *The proposed use will not create an excessive burden on parks, streets, and other public*
48 *facilities.* With an average of 150 vehicles visiting the HHW collection site on its operational
49 days, this traffic is well within the capacity of Larpenteur Avenue, the roadway intersecting
50 with Kent Street. Planning Division staff finds the waste collection use is conducted and
51 located in a way that has no effect on other public facilities.
- 52 **c.** *The proposed use will not be injurious to the surrounding neighborhood or otherwise harm*
53 *the public health, safety, and general welfare.* The HHW collection use has operated
54 periodically for nearly 25 years and Community Development staff are unaware of any
55 complaints having been made about the use during that time. Planning Division staff finds
56 the continuation of the use in the same conscientious manner will ensure that it does not
57 injure the public health, safety, and general welfare.

58 **PUBLIC COMMENT**

59 Aside from the information provided as a component of the open house, the Planning Division
60 has not received any comments as of the writing of this report.

61 **STAFF REVIEW AND RECOMMENDATION**

62 In review of the existing IU for the HHW collection facility operated by Ramsey County,
63 Planning Division staff find the existing condition of approval, noted below, demands additional
64 discussion:

65 *The HHW collection use shall be administratively reviewed on an annual basis on the*
66 *anniversary date of the resolution granting the renewed INTERIM USE approval, with a*
67 *staff report submitted to the Planning Commission and City Council as needed to address*
68 *operational or maintenance issues that may arise.*

69 Since this condition was left in the 2017 renewal, Planning Division staff cannot recall one call
70 or compliant regarding the maintenance or site operations of the HHW facility. The Division
71 would also note the annual renewal date has never coincided with actual collections of HHW at
72 the facility, meaning a meaningful “administrative review” is not possible because staff is unable
73 to witness facility operations, upkeep, and/or site maintenance. With that said, the Planning
74 Division believes the Community Development Department has the necessary individuals and
75 tools at its disposal to address any concerns, issues, or complaints, in real time as they arise, and
76 would recommend this condition be eliminated with the renewal.

77 The Planning Division recommends renewed approval of the continuation of the seasonal
78 household hazardous waste collection facility as an INTERIM USE for an additional 5 years,
79 including elimination of the condition of approval noted in previous IU approvals/renewals.
80 Elimination of this condition is with recognition the Community Development Department
81 already has the tools and authority to address any conditions that may arise in the future related
82 to the HHW facility use.

83 **SUGGESTED PLANNING COMMISSION ACTION**

84 **By motion, recommend renewed 5-year approval of the INTERIM USE** for Ramsey County to
85 continue operating a household hazardous waste collection facility located at 1725 Kent Street,
86 based on the information contained in this report.

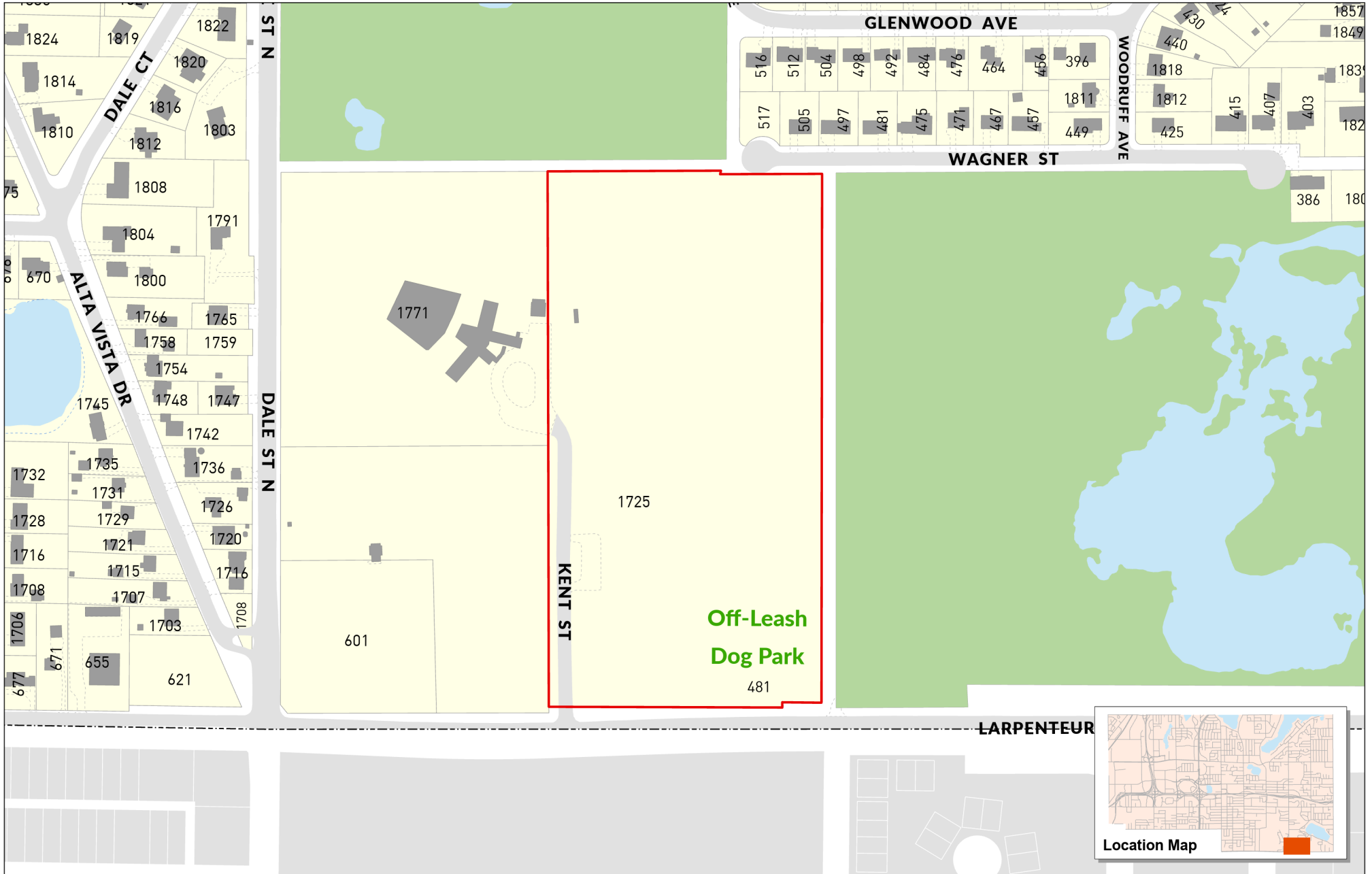
87 **ALTERNATIVE ACTIONS**

- 88 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need
89 for clarity, analysis, and/or information necessary to make a recommendation on the request.
- 90 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings
91 of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

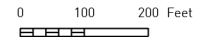
Attachments: A. Site Map B. Aerial Photo
C. Narrative/site plan D. Bay West Information
E. Open house summary

Attachment A: Planning File 22-003



Data Sources
 * Ramsey County GIS Base Map [4/5/2022]
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Attachment B: Planning File 22-003



Prepared by:
Community Development Department
Printed: April 21, 2022

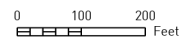
Data Sources

- * Ramsey County GIS Base Map (4/5/2022)
- * Aerial Data: Surdex (4/2020)

For further information regarding the contents of this map contact:
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Roseville Interim Use Permit Application

ATTACHMENT A

NARRATIVE DESCRIBING PROPOSED SITE AND SITE OPERATIONS FOR RAMSEY COUNTY'S SEASONAL HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION SITE IN ROSEVILLE, MN.

BACKGROUND

Minnesota law requires metropolitan counties to provide for collection of household hazardous waste (HHW). Ramsey County has provided HHW collection services to County residents since 1991. The County's current vendor for providing HHW collection services is Bay West, Inc. Bay West operates a year-round HHW collection site at its headquarters in Saint Paul, as well as seasonal (satellite) sites in Arden Hills, Maplewood, Roseville, and two satellite locations in Saint Paul. These satellite sites typically operate for two days per week, with locations changing each month between April and October. The Roseville HHW site is located along the 1700 block of N. Kent Street, just north of Larpenteur Avenue and approximately two blocks east of Dale Street, on property owned by Ramsey County. This site has served the community for 29 consecutive years, since 1992.

Permit History. In July of 1992, the City of Roseville granted Ramsey County a two-year Interim Use Permit that allowed HHW collection in 1992 and 1993. The City granted another two-year Interim Use Permit for the site in July of 1994. The City granted successive five-year Interim Use Permits in May of 1996, in June of 2001, in June of 2006, in April of 2011 and in May of 2017.

DESCRIPTION OF SITE AND SITE OPERATIONS

Site History. Prior to applying for the original Interim Use permit in 1992, Ramsey County contracted with Braun Intertec to perform a Phase I environmental evaluation of the proposed site. The report concluded that:

"...research and on-site observations did not produce documented or observable environmental hazards associated with past or present land use activities at the site. In addition, our research did not produce documented evidence indicating that environmental hazards from off-site sources have affected the site. No issues have been raised which would warrant further investigation."

Based on this report, the County determined that soil sampling was not warranted. This information was submitted as part of the 1992 Interim Use permit application to the City of Roseville.

HHW Site Description. The seasonal HHW site in Roseville is located on County-owned property east of and adjacent to Kent Street, just north of Larpenteur Avenue. The HHW collection site consists of a waste collection area and a vehicle queuing and exit area. The HHW collection area includes a reinforced concrete slab measuring 18 feet long by 38 feet wide that is surrounded by an asphalt apron. The slab is sealed with an epoxy coating and designed for spill containment. The vehicle queuing and exit areas are paved bituminous asphalt surfaces that provide access to the collection area from Kent Street, and include security gates located at the site entrance and exit drives along Kent St. An earthen berm borders the site to the south and east. A portable sign displaying the site operating schedule and a telephone number for the HHW program is posted on site during each collection period.

HHW Site Operations. The site has been operated in accordance with the Roseville permit, the Ramsey County Solid and Hazardous Waste Ordinance, Minnesota Pollution Control Agency's HHW program operations manual and within contractual agreements with the County's HHW collection vendor. Waste containers brought to the site by residents are placed directly by the contractor into plastic tubs, and then into drums or other containers inside Bay West's waste hauling vehicle. Gasoline and similar solvents are poured into a 55-gallon drum on site. This receiving drum is grounded and rests within an 85-gallon overpack drum, which sits atop heavy-duty plastic sheeting surrounded by spill containment booms. At the end of each operating day, all waste is hauled to Bay West's facility in Saint Paul for further processing. No waste or equipment remains on site during non-operating hours.

Site Monitoring. Saint Paul – Ramsey County Public Health, Environmental Health Section, will continue to conduct routine site operation inspections during each operating period, as has been the practice since the site opened in 1992. These inspections include assessments of waste handling practices, materials and procedures for spill control and cleanup, traffic control, and review of the site safety plan and emergency response procedures. The Environmental Health Section would also continue to implement a year-round site observation program that utilizes personnel from the County Public Works Department, Public Health Department, and the Volunteers of America Regional Corrections Center (just north of the HHW site on Kent St.). Staff from Public Works and Woodview routinely drive by the site as part of their regular duties, and have been asked to immediately notify the Environmental Health Section if site maintenance is needed. Staff from the Environmental Health Section also periodically drive by the site.

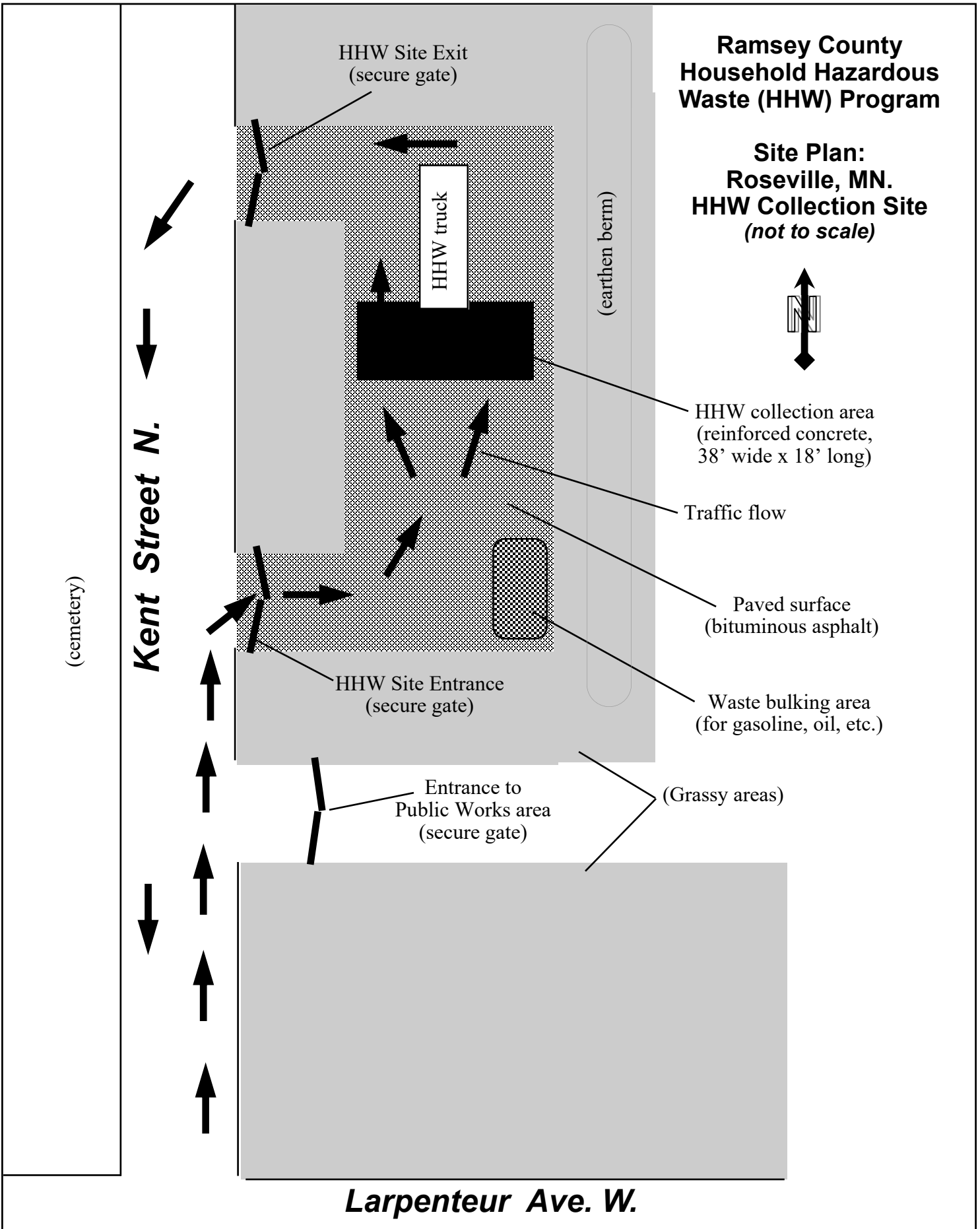
Site Usage. Since 2000 the site has operated on Fridays and Saturdays, typically during the month of June of each year. The following table shows site usage through 2022:

	1992-2022
Number of Participants	49,025
Number of Operating Dates	313
Average Number of Participants per Day	157

Site Promotion. Ramsey County will continue to actively promote the HHW collection program and individual site locations using a variety of outreach tools including direct mail, ads, inserts in community papers, utility bill inserts, press releases, the County's web site and other media. Local promotional efforts will be coordinated with Roseville City staff.

Address: 1725 Kent St.

Legal Description: Sarah's outlots to St. Paul. Subject to easement in Doc. 1411943 and subject to Larpenteur Avenue and Wagner Street a tract composed of lots 1, 2, 7, and lot 8.





Emergency Contingency Plan

**Roseville Satellite Facility
June 2021**

RAMSEY COUNTY
HOUSEHOLD HAZARDOUS
WASTE PROGRAM

Rev. May 21, 2021



GENERAL PROGRAM

This contingency plan has been developed to aid Emergency Coordinators and Project Managers in the event of an emergency at any one of the Ramsey County Household Hazardous Waste (HHW) facilities. This plan, implemented by Bay West LLC, will address emergency topics by defining what constitutes an emergency situation and the subsequent action for properly handling such emergencies. Emergency topics to be addressed include fire, explosion, medical emergencies, toxic vapor release, severe weather and an evacuation plan. In addition, a listing of emergency contacts and response coordinators, along with an Incident Reporting Form may be found in this plan. Site specific information for each Ramsey County HHW facility can be reviewed in the appendices starting on page 9.

EMERGENCY NOTIFICATION PROCEDURES

In the event of an imminent or actual emergency, 911 will be notified first. The secondary contact is the primary Emergency Coordinator from Bay West, who may be reached during normal business hours at 651-291-0456 and at 651-248-7794 after hours. In the event of fire or injury 911 shall be notified immediately of the situation. If there is a fire, explosion, or other release of hazardous waste that would threaten human health or the environment or if the generator has knowledge that a spill has reached surface water or groundwater, then the Emergency Coordinator shall immediately notify the MPCA. Contact the Minnesota Duty Officer at 651-649-5451 or 800-422-0798. For releases that could threaten human health outside the individual site of generation and spills that have reached surface waters, the Emergency Coordinator shall also immediately notify the national response center at 800-424-8802. Paul Gelbmann from Ramsey County Environmental Health needs to be notified shortly after an emergency is under control at 651-266-1183.

The notification shall include the following information.

1. The name and telephone number of the person who is reporting the incident.
2. The name, address, telephone number, and EPA identification number of the specific Ramsey County HHW site location.
3. The date, time, and type of incident.
4. The name and quantity of the materials or materials involved and released.
5. The extent of injuries, if any.
6. The estimated quantity and disposition of recovered materials that resulted from the incident, if any.
7. An assessment of actual or potential hazards to human health or the environment.
8. The immediate response action taken.



IMPLEMENTATION OF THE CONTINGENCY PLAN

The contingency plan will be implemented when there is a release of hazardous material, hazardous substance, hazardous waste, fire, explosion, or other emergency that presents a possible hazard to human health or the environment. The Emergency Coordinator who will direct and address all necessary equipment and personnel will manage the emergency operations. The Emergency Coordinator is responsible for identifying HHW emergencies and properly responding to situations that may arise. The following are examples of situations for which the Emergency Coordinator would implement the contingency plan:

- Fire
- Medical
- Toxic Vapor Release
- Chemical Spill
- Explosion Threat
- Severe Weather

To aid in defining when the contingency plan should be implemented and what response actions are to be taken, the following outline delineates the definitions and actions for each of the above listed emergencies.

FIRE AND/OR EXPLOSION EMERGENCY may be defined as:

- a) A fire causes the release of toxic fumes.
- b) A fire spreads and could possibly ignite materials at other locations on-site or could cause heat-induced explosions.
- c) A fire could possibly spread to off-site areas.
- d) Use of water or water and chemical fire suppressant could result in contaminated runoff.
- e) An imminent danger exists that an explosion could occur, causing a safety hazard because of flying fragments or shock waves.
- f) An imminent danger exists that an explosion could ignite other hazardous wastes at the facility or result in a release of toxic material.
- g) An explosion has occurred.

If a fire or explosion should occur, the following steps will help manage the emergency quickly and efficiently.

- 1) If a fire is discovered or reported, alert all personnel in the vicinity of the fire.
- 2) Notify the local fire department by calling 911.
- 3) If the fire is small use a fire extinguisher to put the fire out, only if you are able to do so without endangering yourself.
- 4) If you elect not to use the fire extinguisher or if you have discharged one already and the fire is not totally out, evacuate via the nearest exit immediately. Go directly to the designated area described in the evacuation procedures and wait for emergency personnel.
- 5) Do not let anyone back into the fire area until the local authorities have declared the scene safe to reenter.



MEDICAL EMERGENCIES may be defined as:

- a) Shock, severe bleeding, unconsciousness, apparent heart problems, seizures, trouble breathing, severe burns, etc.

If a medical emergency should occur, the following steps will help manage the emergency quickly and efficiently.

- 1) Immediately call 911.
- 2) Using the first aid or burn kit, give whatever assistance you can and keep the victim calm.
- 3) Maintain crowd control.
- 4) Allow arriving emergency personnel to take command of the scene.

TOXIC VAPOR RELEASE

The Site Supervisor must determine if there is an actual release of toxic vapors. All personnel will be instructed to evacuate the area in accordance to the evacuation plan. Keep all personnel out of the area. Meet and direct emergency vehicles to the situation. Do not enter the area until local authorities give the all clear.

SPILL OR MATERIAL RELEASE may be defined as:

- a) A spill that could result in release of flammable liquid or vapors, thus causing a fire or gas explosion hazard.
- b) A spill that could cause the release of toxic liquids or fumes.
- c) A spill that can be contained on-site, but the potential exists for groundwater contamination.
- d) A spill that may not be contained on-site, resulting in off-site soil contamination and/or groundwater or surface water pollution.

If a spill should occur, the following steps should be utilized to manage the emergency quickly and efficiently.

- 1) If a chemical is spilled, determine what the chemical is. If it can be safely cleaned up, do so immediately.
- 2) If the material is a liquid, it must be contained first. This can be done with an inert material such as clay absorbent.
- 3) Once the spilled material is contained, it should be absorbed.
- 4) Pick up spilled material, absorbents and place them in proper containers.
- 5) If there is a potential for fire or other immediate hazard, evacuate all nonessential personnel. Remaining personnel must wear the appropriate level of protective clothing and must be properly trained to use the protective clothing, or they must leave the contaminated area.
- 6) If at any time the spilled material presents an immediate danger to life or health the area must be fully evacuated.



EXPLOSION THREAT may be encountered:

- a) **When fire has developed in an area close to stored compressed gases, or waste drums.**
- b) **If a Household Hazardous Waste customer delivers an explosive or chemically unstable material.**

If this condition exists:

- 1) Leave item in vehicle
- 2) Immediately evacuate the customer and the building
- 3) Notify local authorities by calling 911.

SEVERE WEATHER may be defined as:

- a) Severe weather includes blizzards, tornadoes, flash floods, and high velocity winds.

If a severe weather should occur, the following steps should be utilized to manage the emergency quickly and efficiently.

- 1) In the event of approaching severe weather the site supervisor must monitor the weather via the radio, television, or the weather alert monitor. A predetermined site shall be used for evacuation. The site supervisor will be responsible for the evacuation of all personnel.
- 2) If it appears that inclement weather is threatening the area, all outside activities shall cease, the site supervisor will determine if time permits to remove temporary structures.
- 3) The site supervisor will determine if inside operations should cease. If inside operations are shut down due to the weather conditions, all personnel will report to a designated area for proper protection and a head count.

EVACUATION PLAN

If an evacuation at the collection site is necessary, the Emergency Coordinator will take the following steps:

1. Notify all personnel on the premises of the evacuation.
2. Coordinate evacuation of area in an orderly fashion.
3. If personnel are missing, appropriate measures will be taken to identify their whereabouts.
4. The Emergency Coordinator will assist emergency personnel as required

The Emergency Coordinator will determine when the scene is safe and when personnel will be allowed to re-enter the area.



REQUIRED REPORTS

The Emergency Coordinator will record the time, date, and details of any incident that requires implementing the contingency plan. Within two days after the incident, that person will submit a written report of the incident to Bay West LLC Health and Safety Manager. The Health and Safety Team Manager will review and submit to the proper regulatory offices. This report will include:

1. Name, address, and telephone number of the H& S Manager/Team Leader.
2. Date, time, and type of incident (e.g., fire, explosion)
3. Name and quantity of material involved.
4. The extent of injuries, if any.
5. An assessment of actual or potential hazards to human health or the environment, where this is applicable.
6. Estimated quantity and disposition of recovered material that resulted from the incident.

(A sample incident report is located in the attachments)



EMERGENCY CONTACTS

Emergency	Organization/Agency	Emergency Number
FIRE/EXPLOSION	FIRE DEPARTMENT	911
	ROSEVILLE POLICE DEPARTMENT	911 OR 651-767-0640
MEDICAL EMERGENCY	AMBULANCE SERVICES	911
	REGIONS HOSPITAL	651-221-3456
	ST. JOHNS NE HOSPITAL	651-779-4171
	POISON CONTROL	1-888-673-7466
HAZARDOUS WASTE- SPILL OR RELEASE	FIRE DEPARTMENT	911
	BAY WEST LLC EMERGENCY RESPONSE	651-291-0456 OR 1-800-279-0456
	CHEMTREC	1-800-424-9300
	U.S. COAST GUARD	1-800-424-8802 1-202-267-2675
	MPCA HHW DIVISION	651-296-6300
	ENVIRONMENTAL PROTECTION AGENCY (EPA)	1-202-382-3000
	EPA EMERGENCY RESPONSE REGION #5	1-312-352-2102
	MN STATE DUTY OFFICER	1-800-422-0798 or 651-649-5451
	ST. PAUL BOMB SQUAD	911 or 651-775-7429

BAY WEST EMERGENCY CONTACTS

EMERGENCY RESPONSE	LEAD ON-CALL COMMANDER	651-248-7794
KELLY GIGLIO	HHW MANAGER	651-331-6969

RAMSEY COUNTY CONTACTS

PETE MILLER	HHW PROGRAM MANAGER	CELL 612-819-1733 OFFICE 651-266-1151
JOHN SPRINGMAN	HHW PROGRAM SUPERVISOR	CELL 651-239-9573 OFFICE 651-266-1150



Ramsey County Household Hazardous Waste Incident Reporting Form

Type of Incident:

Date and Time of Incident

- Accident, Fire, Explosion, Release of Hazardous Material, Suspicious Container or Unstable Material (Non-Release)

Location of incident:

Does the incident threaten the environment? No. If yes, explain:

Areas evacuated:

Extent of damage:

Is outside assistance required? No Yes

If yes, please mark: Fire, MPCA, Police, EPA, Hospital, Chemtrec, Other

Personnel injured: No. If yes, explain:

Response plan adequate? Yes. If no, explain:

Name and title of person reporting:

Name

Title



Maplewood Aldrich Arena Parking Lot Household Hazardous Waste Collection Site

OVERVIEW

The operations at the Kent Street Roseville satellite collection site (north of Larpentuer Ave., east of Dale St) are to operate Fridays and Saturdays during the month of June 2021. Hours of operation are Fridays 10am to 6pm and Saturdays 9am to 4pm. Accepted waste is carefully removed from customers vehicles, characterized, and non-compatibles separated according to building and fire codes. Flammable materials (usually paint or paint related materials), are stored in a flammable materials storage area. No smoking is allowed at the facility.

SPILL PREVENTION MEASURES

Periodic refresher training sessions will be conducted for all personnel who handle hazardous wastes at the Ramsey County HHW sites. These sessions will go over the following: loading and unloading procedures, waste material handling procedures, and emergency response procedures.

EMERGENCY EQUIPMENT

Emergency equipment provided by Bay West LLC for the Ramsey County HHW sites consists of chemical fire extinguishers, PPE, first aid kits, eye wash stations, and spill control materials (adsorbents, pads, pillows etc.). The eyewash stations shall be either gravity feed or pressurized systems. These systems will be inspected weekly and able to provide at least 15 minutes of continuous flow. The pressurized system must be pressurized to 80-100 psi prior to use.

COORDINATION AGREEMENTS

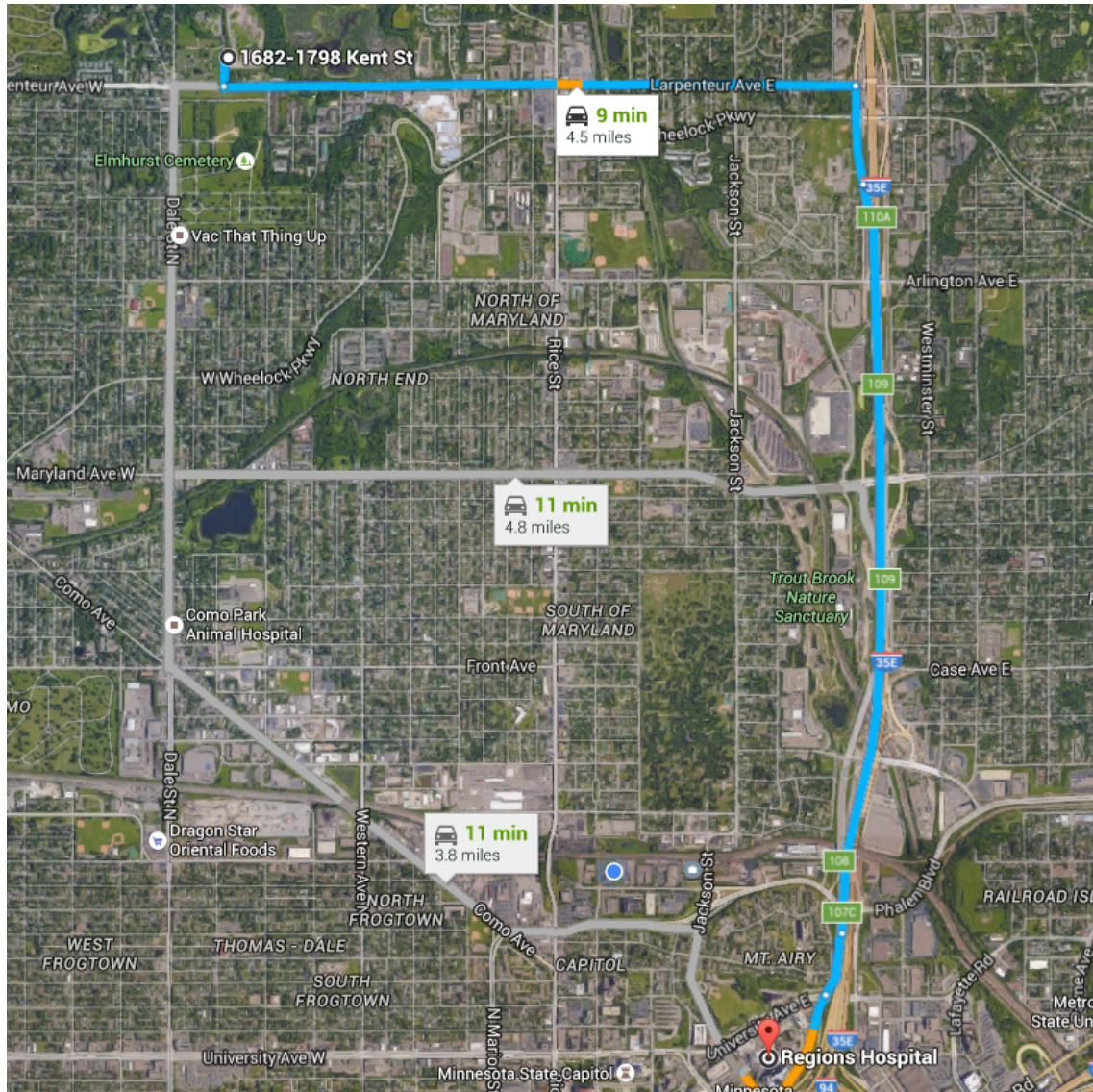
A copy of the contingency plan has been filed with local authorities. Any amendments to the plan will be forwarded to these same groups. The local fire department has also been appraised of all activities being performed at this Bay West LLC operated HHW site.

LOCATION OF NEAREST HOSPITAL:

Starting From:	Arriving At:	Distance:	Approximate Travel Time:
Kent St. Roseville, MN 55113	Regions Hospital 640 Jackson St St Paul, MN 55103 Phone: 651-221-2121	4.43 miles	9 mins

Route to Hospital

1. South on Kent Street toward Larpenteur Ave W
2. Turn Left on Larpentuer Ave.
3. Turn right (signs for I-35E S)
4. Take the ramp on the left onto I-35E S
5. Take exit 107C for University Ave toward State Capitol Hospital
6. Continue onto E 12th Street
7. Turn right toward Jackson Street
8. Slight right onto Jackson Street



March 24, 2022

Thomas Paschke
City Planner
City of Roseville
2660 Civic Center Dr.
Roseville, MN 55113

Re: Community open house summary

Dear Mr. Paschke,

On March 22, 2022, Saint Paul - Ramsey County Public Health held an open house for seasonal household hazardous waste (HHW) collection, in accordance with the City's IUP application and review process. The open house was held in the Aspen Room at Roseville City Hall from 6:00 p.m. – 8:00 p.m. and was structured to provide information on the HHW collection site at 1725 Kent St. A virtual Zoom meeting was also made available during the entirety of the open house as an added measure to receive feedback on the narrative for the proposed HHW operation. There were no visits from the public at the open house and no attendees on the Zoom meeting.

In addition to the open house, I received an email from John (Jack) Tschida, who resides at 512 Glenwood Ave. I followed up by calling him at the number he left in his email. Mr. Tschida said he just wanted to confirm that the narrative was describing the seasonal (June) HHW service at the 1725 Kent St. location. I affirmed this and Mr. Tschida said he is "fully supportive" of HHW collection continuing at that location, having used it in the past.

I received only one other email from Jeff Beech-Garwood, who resides at 1657 Cohansey St. N., St. Paul. Mr. Beech-Garwood said he was unable to make it to the open house and just wanted to know the outcome and if any decisions were made. I replied to his email today, informing him of the above information and that decisions are not made during the open house but will follow during the public hearing process (review by Maplewood Planning Commission and City Council).

I received no phone calls from the public concerning the IUP narrative for HHW services.

In summary, there were comments/questions from two residents within the open house notification area surrounding the 1725 Kent St. location. One of the two residents was supportive of HHW collection at the Kent St. location, the other not specifying whether or not he approved or disapproved of the operation.

Please let me know if you have any further comments or questions regarding the above information.

Sincerely,



John Springman
Environmental Health Supervisor

Encl.

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