

Worksession Materials
January 14, 2014
5:00 PM

- Discussion regarding Assistant Director of Parks and Recreation.
- Discussion regarding Shoreline District Ordinance, Belair Excavating-Rezone, Comp Plan, Environmental Overlay



Worksession Item

Memo

To: Dean Lotter, City Manager

From: Sandy Breuer, Director of Parks and Recreation

Subject: Organizational Chart

Date: January 9, 2014

The following information is for the Council work session on January 14, 2014.

Council has expressed a desire to review the organization chart as it relates to the Assistant Director's position within the Parks and Recreation Department.

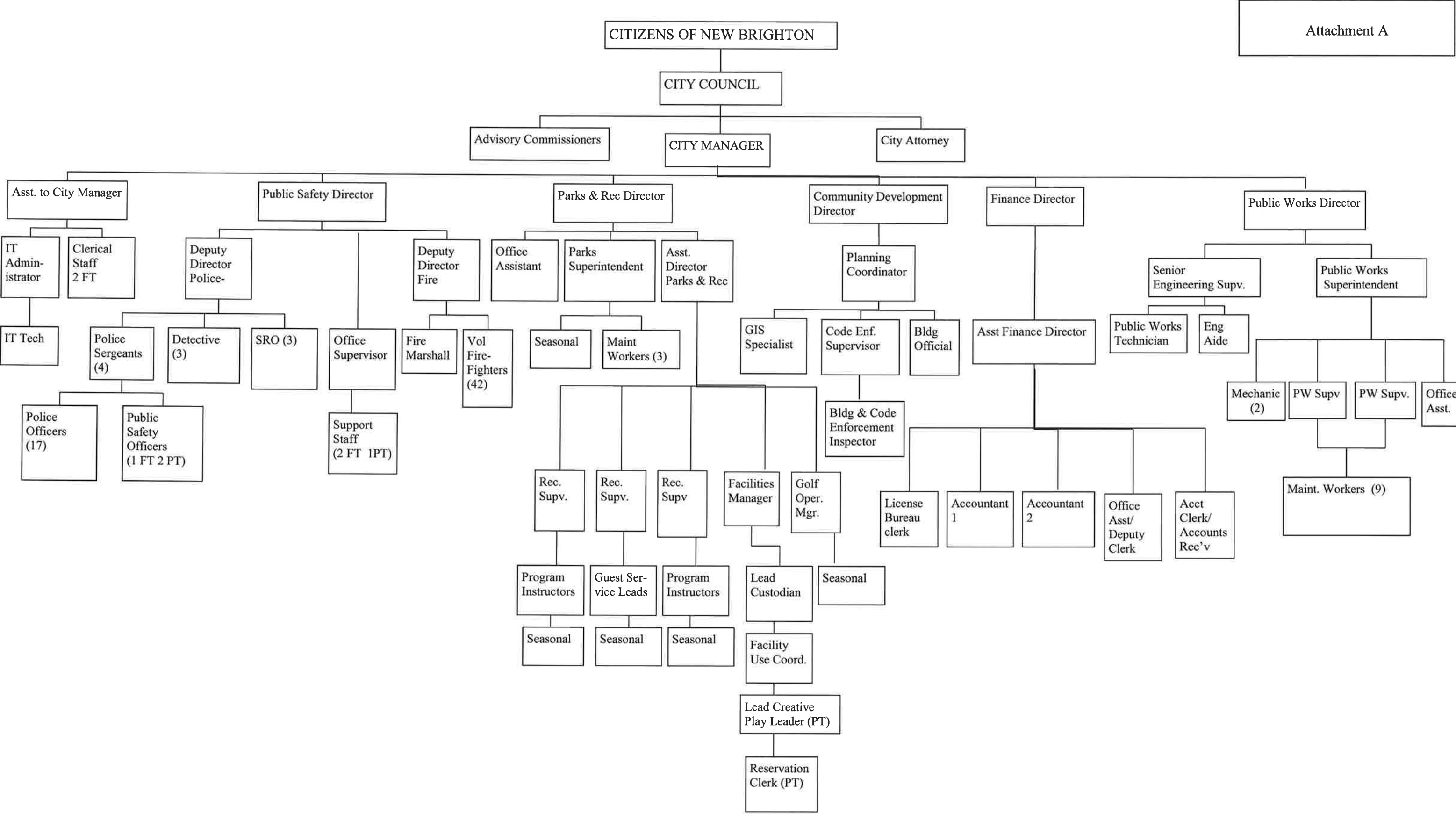
Attached are three items:

- Parks and Recreation organizational chart
- Job description for the Assistant Director of Parks and Recreation
- Essential accountabilities, taken from the job description of the Assistant Director of Parks and Recreation, with listed achieved accomplishments.

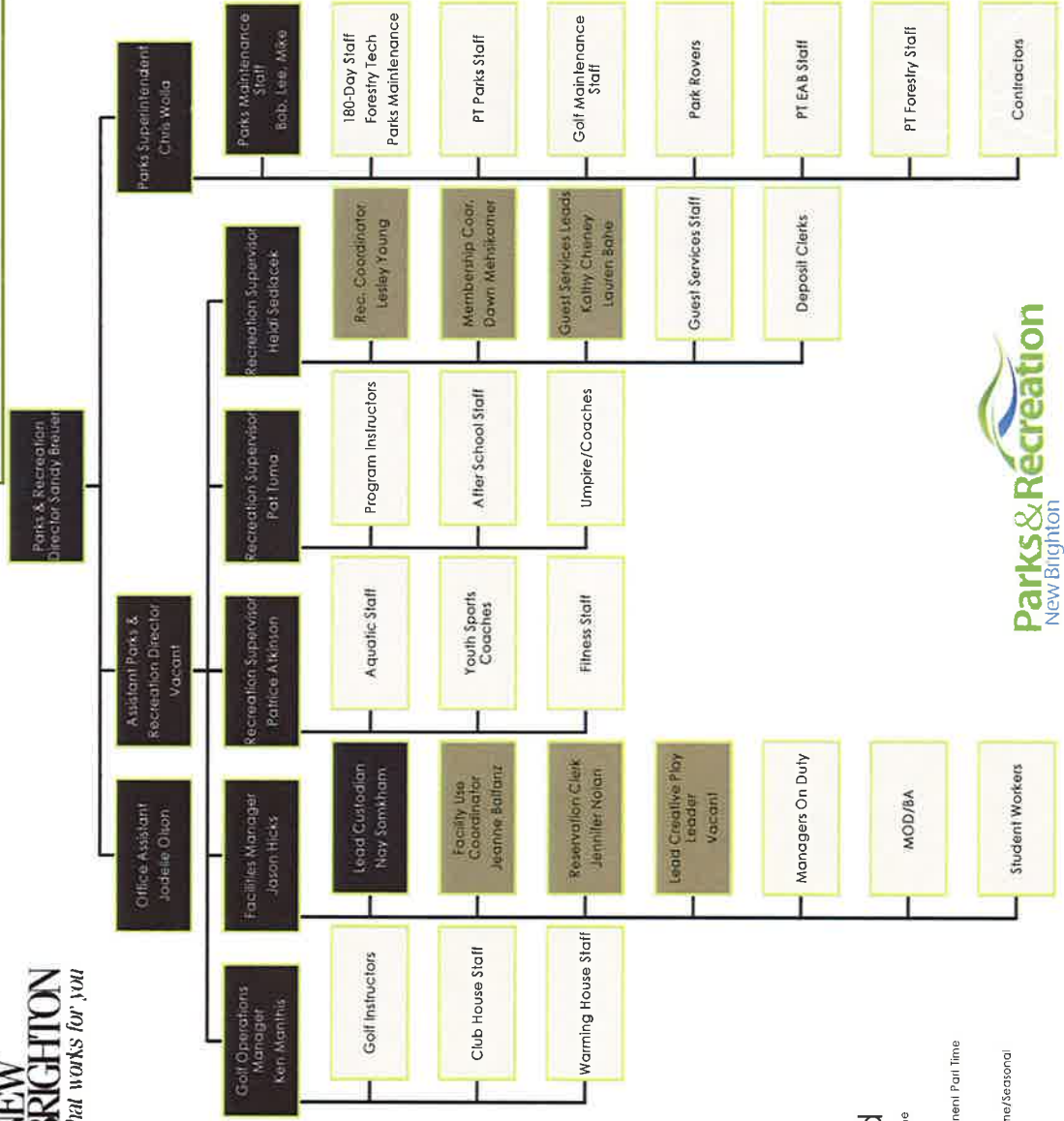
Staff will be present at the January 14 work session to answer any questions the Council may have.

2013 City of New Brighton Organizational Chart

Attachment A



Organizational Chart



Legend

- Full Time
- Permanent Part Time
- Part Time/Seasonal



City of New Brighton, Minnesota *Position Job Description*

Position Title: *Assistant Director of Parks and Recreation*

Department / Location: *Parks & Recreation / New Brighton Community Center*

Immediate Supervisor: *Director of Parks and Recreation*

Grade Level: *11*

Position & FLSA Status: *Full Time-Exempt*

Date of Latest Revision: *March 2011*

Position Summary:

To plan, direct, manage and regularly evaluate all operational aspects of the New Brighton Community Center, Brightwood Hills Golf Course and the City's four neighborhood centers in a manner that consistently meets the member(s) and general community needs through the allocation of available resources in an efficient and effective manner.

To plan, implement and manage a comprehensive recreation program for participants of all ages and ability levels.

To manage the development and implementation of the department's marketing plan.

Essential Accountabilities and Expected Outcomes

- 1) Exercises a leadership style that promotes collaboration, appropriate staff initiative and creates individual growth opportunities. This leadership style also promotes an understanding of the service basics needed to effectively operate the City's recreation facilities and recreational programs.
 - Recruitment, selection, orientation, advancement and evaluation of assigned staff (including volunteers) are effective and successful.
 - Planning, implementation and ongoing operational / service processes are inclusive, directed, and produce workable, thoughtful, well-documented and timely outcomes.
 - Active listening and feedback from staff and program participants strengthen the quality and quantity of results being achieved.
 - Department staff supports each other, learn from each other and are accountable for achieving expected results.
 - The necessary policies, procedures and guidelines are implemented to help staff perform their respective responsibilities in a confident, user-friendly and consistent manner.
 - Programming, promotion and/or participant level expectations are clearly defined for staff.
- 2) Manages, directs and evaluates the daily operations of the community center.
 - Strong partnerships are developed and sustained that enable the efficient use of resources such as time, money, facilities, materials and staff.

- Well-trained staffs (including volunteers) that consistently deliver programs and events in well-maintained, safe facilities that build positive community relations and increase visibility and utilization of the community center.
 - Marketing and promotion programs are successful due to effective leadership and collaborative team efforts were utilized to achieve the expected results.
- 3) Oversees the development and coordination of community center programs, golf course, recreation programs and special events.
- Programs and special events are designed to meet diverse demographics, drawing City residents and others from communities adjacent to New Brighton.
 - The quality and frequency of programs and special events generates the planned balance of revenues and expenses.
- 4) Manage the development, communication, implementation and evaluation of the department's marketing plan.
- The marketing plan effectively promotes all aspects of the department.
 - Marketing and promotion programs are successful due to effective leadership and a collaborative team effort that have achieved the desired results.
 - Coordinates the development, design and distribution of the Parks and Recreation brochures.
 - Responsible for overseeing and directing the work of the layout designer of the Parks and Recreation seasonal brochures.
- 5) Contributes to the development, communication, implementation and evaluation of the department's annual work plan and long term City wide strategic planning which include the compiling and submitting of operational and project information regarding the community center, golf course, neighborhood centers and recreation programs.
- Work plan and strategic plan components for which this position is responsible are successfully achieved and produce observable, measurable and sustainable results.
- 6) Establishes a comprehensive preventative maintenance plan for those facilities for which this position is responsible that protects the City's investments and keeps the facilities in a safe and attractive condition.
- The preventative maintenance plan effectively coordinates the mix of inside, contracted and regular vendor services.
 - Broad understanding of facility systems and controls.
- 7) Participates in preparing and administering the department's operating budget and capital projects (fleet and non-fleet) directly related to the community center, golf course, neighborhood centers and recreation programs.
- The budget revenues and expenses are monitored monthly and adhered to within the allocated budgeted funds for each division.
 - Recommendations for facility improvements and capital projects are sound and well documented.
 - Current and accurate financial and facility management data produces reliable budget projections.
- 8) Regularly monitors multiple program areas to obtain first-hand knowledge of staff performance and customer responses.
- The staff performs with confidence and an ability level that ensures positive community support that is reflected by informal comments and formal survey responses.

- 9) Assumes the role and responsibilities of Director of Parks and Recreation when he/she is absent.
- The department and City are well represented at meetings.
 - Displays the ability to provide information effectively in both verbal and written forms.
 - Department staff relies on the Assistant Director of Parks and Recreation as a resource for information and direction.
 - Attend meetings of Advisory Committees, Commissions and City Council as scheduled or requested.
- 10) Performs other job related responsibilities as apparent or assigned.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

City of New Brighton Core Values Common to All Positions:

Represent and model the following established City of New Brighton Values:

Respect for Residents, Businesses and Visitors

Effective Communication with Residents of New Brighton

Promote a Healthy Business Climate

Understand Our Past as We Invest in the Future

Recognize the Importance of Working with Neighboring Communities

Provide for the Safety and Security of the Community

Accountability & Integrity in Service Delivery.

Typical Working Environment:

Work is typically performed in an inside, temperature controlled environment. Some travel on department business and to monitor Brightwood Hills Golf Course and neighborhood centers is required. Attendance is required at evening / off hours meetings as scheduled or requested.

Typical Physical Requirements for This Position:

The ability to help with set up or clean up of programs and events in the facilities for which responsible.

Selection Criteria to Qualify for This Position:

Minimum Requirements:

- Bachelor's degree in Parks & Recreation or closely related field
- Minimum of four years' increasingly responsible management experience in operating a community center, managing recreation programs or other related parks and recreation areas.
- First Aid and CPR/AED certification within 6 months of hire.

or

Such alternatives to the above qualifications as the City may find appropriate and acceptable.

Employee Signature and Date: _____

Supervisor and / or Department Head Signature and Date: _____

Assistant to the City Manager Signature and Date: _____

Essential Accountabilities – Assistant Director of Parks and Recreation

- 1. Exercises a leadership style that promotes collaboration, appropriate staff initiative and creates individual growth opportunities. This leadership style also promotes an understanding of the service basics needed to effectively operate the City's recreation facilities and recreational programs.**
 - Supervised five FT employees: Recreation Supervisors (3), Facilities Manager and Golf Operations Manager. Conducted yearly performance reviews.
 - Met with employees in a weekly meeting where marketing and program activities are discussed. This has led to group cohesiveness, shared resources and better knowledge of each person's programs, facilities, and events.
 - Organized a tenant/landlord potluck; this was done to continue to build relationships with tenants.
 - In the absence of a Recreation Supervisor, supervised the Lead Guest Services staff and Guest Services operation (for over 12 months).
 - In the absence of a Facilities Manager, supervised the Lead Custodian, Facility Use Coordinator and Reservation Clerk.
 - Organized the interview questions for the Facilities Manager position. Assisted with interviews and the selection of the candidate.
 - Assisted with interviews and the candidate selection for the Creative Play Leader, Recreation Supervisor, Recreation Coordinator, Lead Guest Services (2) and Reservation Clerk positions.
- 2. Manages, directs and evaluates the daily operations of the community center.**
 - Completed the salary survey of seasonal/part-time employees.
 - Assembled the list of all agreements/contracts the department has in place.
 - Staff liaison to Ramsey County Library during the remainder of the construction (late May through October) due to the departure of the Facilities Manager.
 - Oversaw the contract established to bring in the new Silversneakers program.
 - Worked with IT on the fiber upgrade running from the main hub to the NBCC.
 - Worked with IT and the City Attorney on the CLASS software contract.
 - Spearheaded and worked with IT on the CLASS software upgrade.
 - Researched TV monitors and a building audio visual/technology plan was developed.
 - Worked on Subway project; lease agreement, partnership, space and equipment needs.
 - Oversaw lease agreements, amendments and terms of the agreements with building tenants: Charter Schools (2), WIC, NIHCA, Knotworks, Library and Subway.
- 3. Oversees the development and coordination of community center programs, golf course, recreation programs and special events.**
 - Oversaw the carpet replacement project at the NBCC. This included obtaining quotes from vendors.
 - Stepped in to save the annual Corral Open. With only eight days to the event and

the Stockyard Days committee planning to cancel the event, worked with the Golf Operations Manager on forming a new partnership for running this event and the event was successfully held.

- Obtained a grant to purchase pickleball nets.
- Obtained a grant for Safe Routes to School.
- Met with Shoreview Parks and Recreation staff to investigate joint programming. The partnership was not realized, as Shoreview felt they did not have space. However, as a result Shoreview turned over their contact information on contractual programs that resulted in New Brighton offering the successful Music and Me program.
- Works with athletic associations to collect yearly fees for storage at Brightwood Hills.
- Participated in the emergency preparedness exercise at the Emergency Operations Center.

4. Manage the development, communication, implementation and evaluation of the department's marketing plan.

- Created, edited and distributed three Parks and Recreation Brochures each year; absorbing the duties of a departing Recreation Supervisor.
- Created the CTV Marketing/staff presentation calendar. This designated a staff member for each month to tape at CTV and outlined the topics of discussion. This guaranteed us free face time on CTV.
- Listed NBP&R on the Twin Cities North Chamber's "Hot Deals".
- Created a new fitness center logo.
- Created a new aquatic logo.
- Researched selling ad space in the Parks and Recreation brochure so that it could become a full color brochure.
- Worked with the Assistant to the City Manager on a combined publication of the Parks and Recreation Brochure/In the Neighborhood Newsletter.
- Placed annual coupons in the Happenings Books.
- Worked with the City Attorney on a Living Socials deal. On the advice of the attorney, this marketing avenue was not used.
- Partnered with St. John's school so that parks and recreation would have information at their annual "Meet the Teacher Night"; this was a huge breakthrough for the department.
- Partnered with our massage tenant and a joint coupon was distributed at the Stockyard Days Parade.
- Created new Parks & Recreation logo; over two dozen renditions.
- Created a new Community Center logo.
- Constant Contact obtained and training held for staff.
- Quick Response (QR) Codes were added to the brochure and web pages.
- NB Now scheduling of staff to promote Parks and Recreation.
- Researched & purchased van wrap.
- Created adopt-a-park flyer.

5. Contributes to the development, communication, implementation and evaluation of the department's annual work plan and long term City wide strategic planning which include the compiling and submitting of operational and project information regarding the community center, golf course, neighborhood centers and recreation programs.

- Coordinated portion of work plan items and reviewed those of direct reports to see that they were being completed.
 - a. Researched selling ad space in the Parks and Recreation brochure so that it could become a full color brochure.
 - b. Completed the salary survey of seasonal/part-time employees.
 - c. Organized layout and timelines for the City publications (P & R brochure and City Newsletter).
 - d. Organized marketing presence at Stockyard Days.
 - e. Replaced carpeting in NBCC (Meeting rooms, office area, fitness center and ramp).
 - f. Worked with Facility Use Coordinator on meeting room improvements (replacement of tables/chairs).
 - g. Worked with Recreation Supervisor on audio visual equipment replacements and improvements.
 - h. Attended Twin Cities North Chamber events.
 - i. Assisted with the flooring replacement at the golf course.
- 6. Establishes a comprehensive preventative maintenance plan for those facilities for which this position is responsible that protects the City's investments and keeps the facilities in a safe and attractive condition.**
- During the vacancy of Recreation Supervisor (over 12 months) oversaw the Guest Services operation and staff.
 - During the vacancy of the Facilities Manager, oversaw all maintenance related issues for the NBCC.
 - Provided work direction to the new Facilities Manager on this item, specifically during the annual shut down.
- 7. Participates in preparing and administering the department's operating budget and capital projects (fleet and non-fleet) directly related to the community center, golf course, neighborhood centers and recreation programs.**
- Created additional revenue codes. Tracking this information has become a very valuable tool, specifically in tracking revenue for memberships, daily passes and personal training.
 - Contributed significantly to the preparation of the fleet/non-fleet/pavement management plan. Developed a document to track the history of all fleet/non-fleet items including delayed/extend purchases.
 - Prepared budgets for areas of responsibility (Recreation, NBCC and Brightwood Hills Golf Course).
 - Accountable for obtaining quotes and purchasing the following non-fleet items this year:
 - a. Meeting room improvements (chairs and new table tops)
 - b. Carpeting for NBCC
 - Oversaw employee's non-fleet purchases. Items such as the audio visual equipment, water softeners and Sunny Square carpeting. Reviewed staff's larger general fund purchases such as the guest services flooring.
 - Reviewed the Parks Superintendent's recommended golf course fleet items.
 - Participated in the annual park tour. This tour reviews the lifespan and conditions of our parks assets.

8. Regularly monitors multiple program areas to obtain first-hand knowledge of staff performance and customer responses.

- Attended programs that Recreation Supervisors offer. Examples include attendance at the annual Health and Fitness Expo, Sr. Lunch and Learn, etc.
- Attended events at Brightwood Hills, such as Junior's year end tournament.
- Attended special events such as the Stockyard Days parade and dance recitals.
- Made building rounds for cleanliness and to gain customer feedback.
- Opened facility and served as back-up when Facilities Manager and Custodian staff is ill or taking a day off.

9. Assumes the role and responsibilities of Director of Parks and Recreation when he/she is absent.

- In the absence of the Director, served as staff liaison to the Parks, Recreation and Environmental Commission; typically one time per year.
- Signed timesheets, purchase orders and purchasing card statements.
- Reviewed and signed all seasonal and part-time hire paperwork (PAN).
- Oversaw department when Director was away on business and taking vacation time.
- Conducted department staff meeting when Director was not in attendance.

10. Performs other job related responsibilities as apparent or assigned.

- Committee representative:
 - a. Go Ramsey (GIS Mapping)
 - b. Healthy Communities (Ramsey County)
 - c. Twin Cities North Chamber
 - d. Twin Cities Gateway
 - e. Development Review Committee
 - f. Employee Recognition Breakfast – Awards Committee Co-Chair



Community Development Department

MEMORANDUM

DATE: January 9, 2014

TO: Dean Lotter, City Manager

FROM: Janice Gundlach, Planning Coordinator *JG*
Grant Fernelius, Community Development Director *GF*

SUBJECT: UPDATES – Belair Excavating & Shoreland Ordinance

Shoreland Ordinance

Back in July of 2013 the Council was advised of a situation where an inquiry was made by a prospective buyer of a lakeshore home regarding shoreland setback requirements (primarily structure setbacks from Long Lake). This particular buyer was inquiring about whether something could be built within 50' of Long Lake. In past years, a 50' lake setback was enforced by the Rice Creek Watershed District's Rule H, Shoreland Development. However, RCWD rescinded those rules in 2008. Because the City has never adopted a Shoreland Ordinance, from a practical standpoint the City could not deny a building permit request to build a structure within 50' of a lake. The particular request mentioned here went away as the buyer proceeded with an addition meeting a 50' lake setback.

Since 1990, all cities having shoreland are legally obligated to adopt DNR approved Shoreland Ordinances. For whatever reasons, New Brighton has not done this. After City staff made inquiries to DNR staff about the effect of not having a Shoreland Ordinance, staff learned that New Brighton (and many other more urban communities) was not a priority community and the DNR simply never has allocated resources to take enforcement action, even though such enforcement action is allowed under Minnesota Statutes, Section 103F.221. The City Attorney drafted a memo dated July 18, 2013 on this topic, which was circulated to the Council via the Friday Memo (see attached).

Also impacting the need for a Shoreland Ordinance is a commitment that was made by the City to Rice Creek Watershed District in 2012 to prepare a draft Shoreland Ordinance by February 28, 2014 and adopt an ordinance by February 28, 2015. This commitment was necessary in order to secure their acceptance of the City's updated and revised Surface Water Management Plan, which was approved by the City Council on August 28, 2012.

Adopting a Shoreland Ordinance does not necessarily result in additional regulation. Rather, City staff is recommending an ordinance be crafted to meet the minimum requirements of the DNR, which have essentially been enforced by RCWD up until 2008.

Next Steps

Unless otherwise directed, staff will prepare an ordinance with the minimum regulations required from the DNR and work with the Planning Commission on the review and public hearing process. Staff suspects the likelihood for controversy will result by possible pushes to enact more restrictive regulations. On the flip side, it's also likely there will be a public perception that new regulations are being proposed, rather than the City simply adopting an ordinance with regulations shoreland owners have already been subject to and the City should have enacted nearly 20 years ago.

Belair Excavating

As the Council is probably already aware, Belair Excavating (2200 Old Highway 8 NW) recently acquired a substantial amount of vacant land from the federal government that was previously part of the former TCAAP site. It is still somewhat unclear which parcels were acquired, but the acquisition involves excess railroad property of at least 22 acres (see attached map). The railroad will continue to operate through an easement, with Belair intending to expand their operations onto the remaining area.

Of primary concern is this land has never been zoned or guided for any type of land use. Rather, all zoning maps depict this land as right-of-way, just like any other public right-of-way in the City (see attached zoning map). This creates a unique situation where Belair is seeking to develop un-zoned land and staff is left to make assumptions about what might be required absent actual zoning. Belair has already cleared vegetation from certain areas and is working with the Rice Creek Watershed District and Minnesota Pollution Control Agency (staff understands there is buried construction debris at depth) on grading the land and preparing it for expansion of their current, adjacent operations at 2200 Old Highway 8 NW.

Due to the lack of any zoning designation, staff has been in contact with the City Attorney about how to handle the requests by Belair Excavating. It would seem, at a minimum, the land would need to be zoned, and then Belair could apply for the appropriate land use approvals (such as Special Use Permits). The City could wait for Belair to submit application for land use approval, however, the City Attorney has suggested a more proactive approach where the City initiates a study to determine how best to zone the land in question to ensure land use compatibility with surrounding land uses. To ensure staff has the appropriate amount of time to complete this work in advance of Belair submitting application, the City Attorney has advised that the City consider a six month moratorium. The moratorium would prevent anyone from making land use application to develop the land until the City has concluded study of how it should be zoned and completed the necessary zoning and guide plan changes. Staff

anticipates this can be completed in six months. A moratorium Resolution will be proposed for Council consideration at the regular meeting on January 28, 2014.

City Attorney Charlie LeFevere will attend the work session to help address any questions or concerns the Council may have with regard to these topics.

Attachments

- Memo dated July 18, 2013 from City Attorney Charlie LeFevere
- Belair Acquisition Map
- Zoning Map Excerpt

Kennedy

&

Graven

CHARTERED

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MEMORANDUM

DATE: July 18, 2013

TO: Manager Lotter, Mayor, Members of the Council

FROM: Charlie LeFevere

SUBJECT: Shoreland Ordinance

Recently, an inquiry was made by a potential buyer of a lakeshore home regarding shoreland setback requirements. The buyer was interested in building an addition to a home, within 50 feet of Long Lake. In past years, inquiries about shoreland setbacks have been directed to the Rice Creek Watershed District (RCWD), which has historically enforced shoreland setbacks (on Long Lake the setback was 50'). However, RCWD rescinded its shoreland rules in 2008 and the City has never had a Shoreland Ordinance. Thus, from a practical standpoint if the City were presented with a building permit request to build within 50 feet of the lake (and potentially as close as the water's edge), the City would be legally obligated to grant the permit, assuming all other requirements were met.

All cities having shoreland within their corporate boundaries have been required since 1990 to adopt DNR approved shoreland ordinances. (See Minnesota Statutes, section 103F.221). However, New Brighton has not yet done so. To date, no state agencies have taken steps to enforce this obligation. There may be several reasons for this. One is that the state agencies have limited money and staff resources and New Brighton and the water bodies within New Brighton may not be a high priority. Another is that, as long as the Rice Creek Watershed District had some shoreline protection in its Rules, it was less important that New Brighton have a shoreland protection ordinance.

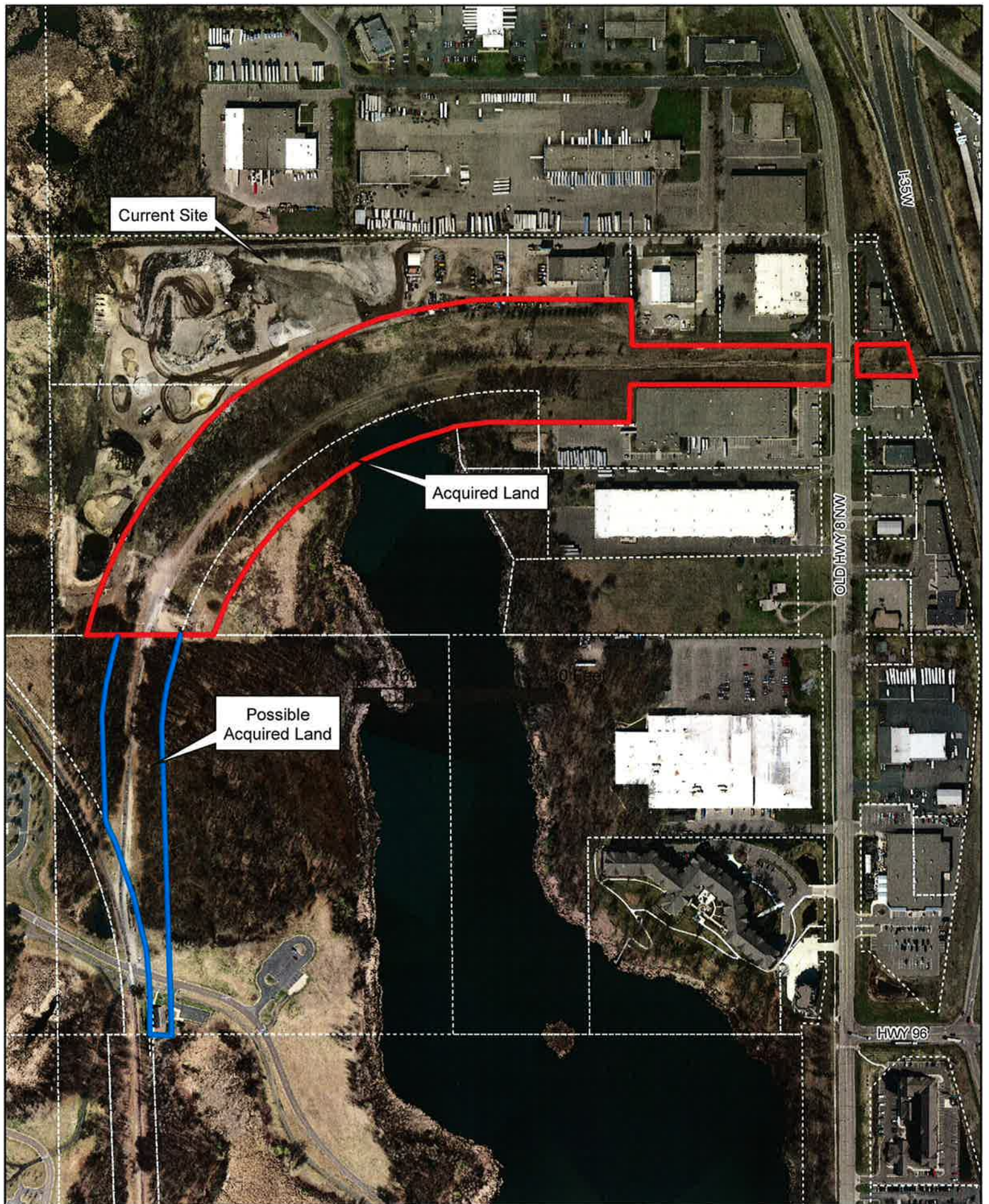
Now that the RCWD has rescinded its shoreland setback rules, it is more important that the City adopt a shoreland ordinance. Failure to do so could have any one of a number of consequences. These include:

1. Without shoreland protection rules such as minimum setbacks from water bodies, a building could be constructed within a few feet of the water's edge in New Brighton. This could result in environmental damage as well as public criticism of the Council. In addition, if this were to happen, it could cause New Brighton's failure to have a shoreland protection ordinance to move up the priority list of state agencies for some sort of enforcement action or imposition of sanctions against the City.
2. Under Minnesota Statutes, Section 103F.221, subd. 2, the Commissioner of the DNR is authorized to adopt ordinances for the City and charge the City the cost of doing so, although it has taken no steps to do so for over 20 years.
3. The Minnesota Board of Water and Soil Resources ("BWSR") requires watershed management organizations such as the RCWD to adopt stormwater management plans. One of BWSR's requirements is that such plans list municipalities within the watershed that have DNR approved shoreland ordinances and, for those that do not, the projected completion dates for such ordinances. Minnesota Rules, Parts 8410.0060 and 8410.0100. The RCWD has adopted its plan and as a result, all state agencies have been advised of the fact that the City does not have a shoreland protection ordinance. Cities are required by Minnesota Statutes, Section 103B.235 to adopt local stormwater management plans and make those plans consistent with the plan of the watershed district. New Brighton adopted its plan after receiving comments from the RCWD. Because of RCWD comments about the lack of a shoreland protection ordinance in the City, the City acknowledged that obligation and stated in its local plan that the "City anticipates having a draft ordinance within 18 months of adoption of the Plan. Adoption of the Ordinance is anticipated within 30 months of the adoption of this Plan." The Plan was adopted on August 28, 2012.
4. Failure to implement a Plan could result in the imposition of a number of sanctions by the state under Minnesota Statutes, Section 103B.231, subd. 3. These include:
 - a) State agencies may withhold from local government units state funding for water programs for projects within the watershed;
 - b) State agencies may withhold from local government units delegation of state water resource regulatory authority within the watershed;
 - c) State agencies may suspend issuance of water related permits within the watershed; and
 - d) The Board of Water and Soil Resources may request state agencies to withhold portions of state aid funding used for the installation of curb and gutter and other drainage facilities of public transportation projects within the watershed.
5. Finally, Minnesota Statutes, Section 103B.101 authorizes the Board of Water and Soil Resources to impose penalties of up to \$10,000 for any violation of Minnesota Statutes, Chapter 103F, which includes the obligation of municipalities to adopt shoreland management ordinances.

The City has stated in its stormwater management plan that it will adopt shoreland protection ordinances. It still has some time to do that within the schedule set forth in the City's plan. However, at any time before the adoption of such an ordinance, any lakeshore property owner could construct buildings, in some cases within a few feet of the water's edge, and make other shoreland alterations that may not be in the best interests of the neighbors, the neighborhood, or the public. Therefore, City staff recommends that the Council task the Planning Commission with creation of a draft shoreland ordinance for consideration by the City Council.

If the Council is concerned about development that might occur before a shoreland protection ordinance is adopted, it could adopt an interim ordinance (moratorium) prohibiting certain specified development while City is conducting studies. For example, the Council could adopt an ordinance providing that the City will not issue building permits for any structures within 50 feet of the ordinary high water level of specified water bodies for six months while City is conducting studies and holding hearings on a shoreland protection ordinance.

CLL:peb



Current Site

Acquired Land

Possible
Acquired Land

I-35W

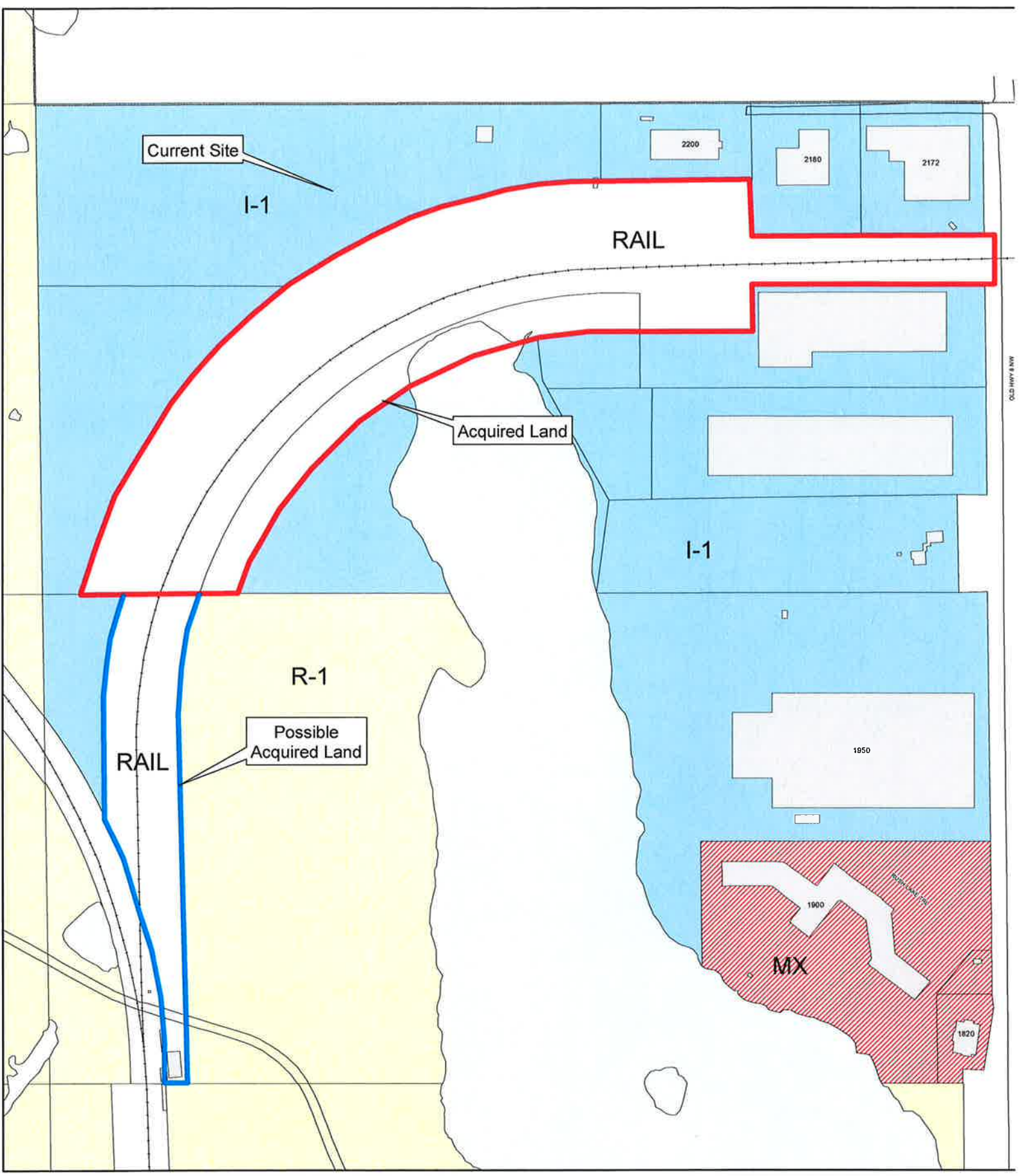
OLD HWY 8 NW

HWY 96



300 150 0 300 Feet

Bel Air Sites



- R-1, Single Family Residential
- MX, Mixed Use
- I-1, Light Industrial
- I-2, Heavy Industrial
- ROW & RAIL



Current Zoning

Bel Air Sites