

Community Engagement Commission Agenda
Thursday, February 11, 2016
6:30 p.m.
City Council Chambers

- 6:30 p.m. **1. Roll Call**
- 2. Approve Agenda**
- 3. Public Comment on Items Not on Agenda**
- 4. Approval of January 14 meeting minutes**
- 5. New Business**
- 6:40 p.m. a. Overview of the comprehensive planning process
- 6. Old Business**
- a. Continue discussion on neighborhood associations
- 7:00 p.m. i. Presentation from St. Louis Park
- 7:30 p.m. ii. Discussion of next steps
- 7:50 p.m. b. Update on community listening and learning events
- 8:00 p.m. c. Update on Joint Task Force on Zoning Notification
- 8:20 p.m. **7. Chair, Committee, and Staff Reports**
- a. Chair's Report
- b. Staff Report
- i. Upcoming items on future council agendas
- ii. Other Items
- 8:40 p.m. **8. Commission Communications, Reports, and Announcements**
- 9. Commissioner-Initiated Items for Future Meetings**
- 10. Recap of Commission Actions This Meeting**
- 8:50 p.m. **11. Adjournment**

Public Comment is encouraged during Commission meetings. You may comment on items not on the agenda at the beginning of each meeting; you may also comment on agenda items during the meeting by indicating to the Chair your wish to speak.

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Minutes

Roseville Community Engagement Commission (CEC)

Thursday, January 14, 2016 - 6:30 p.m.

1. Roll Call

Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and Communications Manager Garry Bowman called the roll.

Commissioners Present: Chair Scot Becker; and Commissioners Sherry Sanders, Michelle Manke, Theresa Gardella, with Commissioners Gary Grefenberg and Jonathan Miller arriving at approximately 6:44 p.m.

Staff Present: Staff Liaison/Communications Manager Garry Bowman; City Manager Patrick Trudgeon

2. Approve Agenda

Chair Becker moved, Commissioner Manke seconded, approval of the agenda as amended to reverse agenda items 5.a and 5.b to hear from City Manager Patrick Trudgeon before he left for another commitment.

Ayes: 4

Nays: 0

Motion carried.

3. Public Comment – Non Agenda Items

None.

4. Approval of November 12, 2015 Meeting Minutes

Comments and corrections to draft minutes had been submitted by various CEC Commissioners prior to tonight's meeting and those revisions were incorporated into the draft presented in the tonight's agenda packet.

Commissioner Manke moved, Commissioner Gardella seconded, approval of the December 10, 2015 meeting minutes as presented.

Ayes: 4

Nays: 0

Motion carried.

5. Old Business

b. Update on Community Listening and Learning Events

As part of this discussion, Commissioner Gardella distributed four bench handouts, *attached hereto and made a part hereof*, providing background information on the development of the partnership between the CEC and

45 Advocates for Human Rights. The attachments were respectively entitled,
46 “Development of Partnership between the Community Engagement
47 Commission and the Advocates for Human Rights (Timeline);” “The
48 Linking Communities (TLC) Project 2016 Funding Cycle Grant
49 Application;” “TLC Project Budget from January – June 2016;” and
50 Request for Council Action (RCA) dated December 7, 2015 entitled,
51 “Discuss 2016 Policy Priority Planning Document,” incorporating SE
52 Roseville Redevelopment initiatives.

53
54 Commissioner Gardella reviewed the timeline and recognized that future
55 grant application processes required more due diligence and
56 communication with the City Manager and administrative staff to inform
57 the city as well as receiving authorization from the City Council for
58 applying for grants. Given the timing for the grant opportunity and how it
59 fit into initiatives for this area, Commissioner Gardella provided the
60 rationale as she and Commissioner Sanders pursued the grant in
61 partnership with the Lake McCarrons Neighborhood Association as the
62 lead applicant given its 501.C.3 status, the Advocates for Human Rights,
63 the City of Roseville’s CEC, and the Karen Organization of Minnesota.

64
65 Commissioner Gardella reported that the grant application had been
66 successful and designed in the \$4,000 to support three conversations,
67 including providing translation equipment or translators, food and to
68 enhance more robust conversations.

69
70 Commissioner Gardella reviewed grant detail as provided in the bench
71 handout; and Chair Becker clarified that the grant had been submitted
72 under the Lake McCarrons Neighborhood Association, not under that of
73 the CEC, and based on their location serving SE Roseville.

74
75 Commissioner Sanders clarified that the Lake McCarrons Neighborhood
76 Association was a 501.C.7 corporation, not under 501.C.3 status.

77
78 **City Manager Patrick Trudgeon**

79 City Manager Trudgeon thanked the Chair Becker and the CEC for
80 rearranging their agenda to accommodate his meeting schedule. With
81 receipt of the grant and in context of other work and initiatives underway
82 and next steps. City Manager Trudgeon noted, as reflected in the City
83 Council’s RCA, had been identified by the City Council as a priority; and
84 assured the CEC that they were very aware of issues ongoing for many
85 years in that area of the community.

86
87 In conjunction with that and in more recent history (2014), City Manager
88 Trudgeon noted that the City had created the rental inspection and
89 licensing program for multi-family apartments with some of the
90 deficiencies found during inspections able to be addressed. City Manager

91 Trudgeon noted some of these corrections affected the Karen population in
92 those buildings, and communications were instigated to make sure their
93 rights were upheld and any scare tactics used by landlords that worried
94 tenants not knowing their rights and responsibilities. Once staff became
95 aware of the situation, City Manager Trudgeon noted they were able to
96 correct some of those misperceptions, like concerns with being evicted or
97 needing more money, and advocacy steps taken to stabilize those
98 situations to some extent.
99

100 As a result of those initial efforts, City Manager Trudgeon advised that the
101 conversation had continued among various city departments, other
102 agencies, school districts, and municipal jurisdictions as a meeting as a
103 continuing working group to expand and address other issues, needs,
104 education, and awareness of rental rights and responsibilities. City
105 Manager Trudgeon noted this addressed the situation of these newer
106 immigrants being taken advantage of, while also addressing their
107 responsibilities and the expectations of their landlords as well as their
108 community. City Manager Trudgeon noted that the ECHO program and
109 creation of an informative DVD in five different language was another
110 result of these efforts, soon to be premiering and broadcast on public
111 television as well as available via DVD.
112

113 City Manager Trudgeon noted another opportunity was the school district
114 utilizing land in Little Canada for urban farming to provide community
115 gardens, and for funding available through Community Development
116 Block Grant (CDBG) for connecting pathways (e.g. along Larpenteur
117 Avenue to Dale Street). While not solving all the problems, City Manager
118 Trudgeon noted that positive steps were being taken.
119

120 Commissioners Miller and Grefenberg arrived at this time, approximately 6:44 p.m.
121

122 City Manager Trudgeon reported the most recent opportunity involved
123 vacant land in the area of the apartments (1716 Marion Street) allowing
124 for a long-time and strong desire to serve the recreational needs of youth
125 in that area, with 200 children currently residing in the immediate area,
126 many in those apartment complexes. City Manager Trudgeon advised that
127 the City was made aware of a grant by U. S. Bank to pay for playground
128 equipment, and given the short application deadline, staff was currently
129 scrambling to get City Council approval to meet the timeline; as well as
130 trying to obtain more CDBG funds to acquire the property. While
131 recognizing additional city cost in the future for maintenance and
132 replacement of equipment, City Manager Trudgeon noted that interest is
133 currently being processed through the Parks & Recreation Commission
134 and subsequent request of the City Council for their approval at the
135 upcoming January 25, 2016 meeting, with a February grant application
136 deadline.

137 Specific to this grant application in partnership with those agencies listed
138 by Commissioner Gardella, City Manager Trudgeon stated that while he
139 was glad to see the application be successful and congratulated the CEC,
140 he wanted to make sure groups were not working at cross purposes. City
141 Manager Trudgeon admitted the City also struggled internally in its
142 communication efforts across the board, but asked that the CEC make
143 every effort to keep him aware to disseminate that information to the City
144 Council on behalf of the CEC and seek City Council approval in moving
145 efforts forward. However, City Manager Trudgeon recognized the time
146 constraints for the grant application process, and while admitting it could
147 have and should have been done differently, he understood that it was
148 intended toward a good purpose, and anticipated future processes would
149 be in order. City Manager Trudgeon advised that his main purpose in
150 attending tonight was to provide that background explanation, and assure
151 the CEC was aware that SE Roseville was undergoing a more
152 comprehensive look in alignment with City Council priorities and
153 strategies.

154
155 City Manager Trudgeon suggested getting together off line with the grant
156 authors, advocates and staff to talk about coordinating next steps to ensure
157 everyone was working in the same direction. City Manager Trudgeon also
158 suggested that the CEC include this as part of their report to the City
159 Council at the February 8, 2016 joint meeting and the partnership of these
160 groups, with Chair Becker and perhaps several representatives of the CEC
161 appearing before the City Council, clearly noting that there is not a
162 financial commitment for the City with this grant, only staff time and
163 resources. However, City Manager Trudgeon noted that the City Council
164 would want to monitor the grant, steps in the process and its final
165 outcome.

166
167 In conclusion, City Manager Trudgeon noted the intent was to facilitate
168 better lines of communication and ensure efforts were not working at cross
169 purposes; and offered that as his advice to the CEC as next steps and in
170 context of tonight's conversation. City Manager Trudgeon noted that the
171 City Council and staff were excited about the work beginning in SE
172 Roseville, and personally anticipated having a tremendous impact by
173 working together, and offered his interest in working with the CEC.

174
175 Commissioner Gardella advised City Manager Trudgeon that she would
176 contact his office tomorrow to start the process on next steps.

177
178 Chair Becker expressed his appreciation that the CEC would be able to
179 meet jointly with the City Council in the near future, noting that was
180 always their intention, but recognized the confluence of timing as
181 addressed by Commissioner Gardella's timeline with the January 25, 2016
182 deadline. Chair Becker noted his confidence that no one on the CEC

183 intended to march on with efforts without staff and City Council buy-in to
184 make them successful and hearing the City's commitment and expected
185 reactions.

186
187 Specific to the previously referenced December 2015 RCA, Chair Becker
188 noted other areas where this technique would dovetail nicely and current
189 projects as applicable.

190
191 City Manager Trudgeon noted that the initial conversation about SE
192 Roseville Redevelopment listed in the City Council strategic priorities was
193 prompted by the St. Paul Area Chamber of Commerce and new urbanism
194 look and redevelopment. City Manager Trudgeon noted Commissioner
195 Sanders had attended that meeting about revitalization efforts, and
196 bringing in Ramsey County as well, creating a great opportunity, and
197 including lots of stakeholders and important ideas for that corridor and
198 what needs to be revitalized. City Manager Trudgeon reviewed the vacant
199 I.C.O. station site and recent developments and changes in plans; interest
200 of the City in community space and a possible Police Department
201 Substation or satellite office for city services and gathering site for
202 residents in that area – all still conceptual at this point.

203
204 City Manager Trudgeon noted one of the challenges for SE Roseville was
205 the confluence of various cities involved – Maplewood, Little Canada,
206 Roseville and St. Paul, and the interest of some in discussing common
207 interests, prompted by Mayor Roe as well as various city staffs.

208
209 In his review of the grant application before the CEC, City Manager
210 Trudgeon noted that it provided a missing link that was obvious but not
211 yet well thought-out in directly engaging residents to determine what they
212 thought was important, but grounded in reality, and serving as another
213 check-in with them and complimenting the other efforts. City Manager
214 Trudgeon noted that made it even more evident that there were a lot of
215 ideas out there and the need to check in and work with each other and the
216 Karen Organization.

217
218 Based on the comments made by City Manager Trudgeon, Commissioner
219 Gardella noted her addition of a number of questions to the listening
220 sessions (e.g. what kind of equipment did those residents want or need in
221 the park), allowing for that direct input from the community and helping
222 them feel part of the process through those conversations.

223
224 Chair Becker referenced the December 2015 RCA and its goals and focus
225 areas that involved the CEC and other advisory commissions listed in the
226 responsibility column. Chair Becker asked if City Manager Trudgeon had
227 any ideas of how the City Council anticipated the CEC working or
228 interacting with that process.

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City Manager Trudgeon suggested that was a good question for the CEC to ask the City Council at their joint meeting; and noted that Commissioners Sanders and Grefenberg were actively representing the CEC on the SE Roseville Working Group that met during the day and could report back to the full CEC. While that may serve as a minimum involvement at this stage, City Manager Trudgeon stated that he envisioned a broader context for the CEC to bring forward and as the working group evolved over the next few months and things were adjusted accordingly.

Commissioner Sanders provided a bench handout related to an upcoming meeting about community gardens that was underway as part of the efforts of the interagency working group.

Commissioner Grefenberg hoped there would be time at the February 8th joint meeting to get exposure for the proposed listening sessions and make sure the CEC was working in cooperation with the City rather than in addition to.

City Manager Trudgeon expressed confidence that as those details were worked out on the staff level and with Commissioner Gardella as previously noted, a better understanding would be in place moving forward, at which time a report back to the City Council could be provided at that point.

Commissioner Grefenberg questioned if the joint meeting would allow sufficient time for the CEC to review its 2016 priorities.

City Manager Trudgeon noted the February 8th meeting had been selected versus the January 25th City Council agenda to allow for a lengthier discussion, with the grant application discussion and a broader discussion with the CEC, HRC and Ethics Commissions about their future roles. City Manager Trudgeon suggested this would be the opportunity for the Chair and Vice Chair to talk about their specific mission and weave their 2016 priorities into that discussion. City Manager Trudgeon suggested a somewhat truncated joint meeting for this round given the other agenda items and commission discussions for that night, and that the CEC not see this as a full joint meeting, but simply address the grant application and their 2016 priorities as part of the grant award.

Chair Becker concurred to limit the discussion beyond the grant to the 2016 CEC Work Plan, and if warranted ask the City Council for an additional joint meeting as appropriate.

274 Commissioner Grefenberg noted that when consideration of the listening
275 sessions were originally initiated it was the intent for staff to listen in
276 sessions for under-represented groups; and without that staff support, and
277 City Council buy-in, opined that the process wasn't going to go anywhere.
278 Commissioner Grefenberg asked that the City Council be clear that the
279 CEC didn't sign off on the grant application either.

280
281 City Manager Trudgeon duly noted that understanding.

282
283 **Chair Becker noted that the action step for this agenda item would be**
284 **to meet with staff before the February 8th joint meeting and**
285 **coordinate learning/listening sessions with staff to a united front**
286 **would be presented at the City Council meeting and solve any**
287 **problems before then.**

288
289 Commissioner Gardella confirmed she would contact City Manager
290 Trudgeon tomorrow; and City Manager Trudgeon thanked the CEC for
291 their time.

292
293 **a. Discuss Potential City Requirements for Neighborhood Associations**
294 **(in Exchange for Material Support)**

295 Chair Becker referenced Attachment 5.A of agenda materials outlining the
296 task force's recommendations and differentiations between material
297 support and recognition of neighborhood associations without support of
298 the City. Chair Becker suggested not focusing this discussion on the word
299 "recognition" but to concentrate on the broader concept of the City's
300 expectations in exchange for materials support.

301
302 Commissioner Sanders brought a sample of a past city-supported 2003
303 post card mailing for the Lake McCarrons Neighborhood Association,
304 basically a meeting notice for the association and study done on how best
305 to improve life in the area.

306
307 At the request of Commissioner Grefenberg, Chair Becker confirmed that
308 this was the initial CEC discussion of task force recommendations and
309 efforts, and draft of bullet points that the CEC wanted to propose for its
310 next recommendation to the City Council. However, Chair Becker assured
311 his colleagues that at some point, as a list is compiled of those
312 recommendations, it would be open for further discussion once formatted.

313
314 Commissioner Grefenberg expressed concern that this was premature until
315 meeting with the St. Louis Park CEC Coordinator about their experience
316 with neighborhood associations. Commissioner Grefenberg noted there
317 had been a lot of discussion on the task force about this issue, without
318 consensus at that time. Commissioner Grefenberg suggested there may be
319 other criteria considered yet not agreed upon.

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Chair Becker clarified that the Cities of Edina and St. Louis Park had been invited to talk about their experiences in fostering neighborhood associations, and while the City of St. Louis Park was tentatively scheduled for the February 2016 CEC meeting in Roseville, there was no reason task force ideas as well as additional input from this group couldn't be considered at this point and start a list. Chair Becker noted that if other ideas from the City of St. Louis Park were found valuable from their presentation, there was nothing preventing those ideas from being added to this draft list and tonight's initial discussion.

At the further request of Commissioner Grefenberg, Chair Becker assured that this initial list was not intended as a draft proposal but take those items from the task force list and any additional ideas presented tonight, and similar to last month's discussion, when consensus was found, they would be included on this draft list. Chair Becker noted that for those areas of contention, this body would put them to a vote. However, Chair Becker advised that he envisioned the CEC having a compiled list ready for reaction at a future meeting, hopefully by March, for either more discussion at length or vote at a subsequent meeting.

If that was the case, Commissioner Grefenberg noted at least three major issues in this task force document that the task force had not agreed upon, as shown in the footnote on page 5 of the document.

With consensus of the body, Chair Becker noted that those items without agreement would be addressed separately starting with task force consideration and then how they might apply to this revised set of criteria.

“City Recognition of Neighborhood Associations”

Association Name and Contact Information (Registration with the City)

This bullet point from the task force was approved by consensus as written.

Association Geographic Boundaries

Commissioner Grefenberg noted that, unlike the Cities of St. Louis Park and Edina where they did a prior study to determine and define a neighborhood, the City of Roseville didn't have that step. Commissioner Grefenberg opined that the City Council as representatives of the whole city, needed to confirm neighborhood boundaries, with any existing neighborhood associations grandfathered in. Based on his existing research, Commissioner Grefenberg opined that existing neighborhood associations were much too large, while the ideal size seemed to be under 1,000 households. While recognizing the sensitivities involved and willing to grandfather those existing associations in, Commissioner Grefenberg opined that it needed to be made clearer that the City Council

366 needed to approve boundaries for neighborhoods or at least play a role in
367 establishing those boundaries.

368
369 Without having knowledge of prior neighborhood associations,
370 Commissioner Miller opined that it made sense to have boundaries pre-
371 determined; but asked if Commissioner Grefenberg's intent was every
372 time an association was formed, they decide their own boundaries with
373 subsequent approval of the City Council.

374
375 Commissioner Grefenberg responded that it was not his intent, but
376 anytime a group received material support from the City, their boundaries
377 needed confirmed by the City Council.

378
379 Chair Becker stated he had no strong opinion either way, and his only
380 concern was in avoiding a situation where competing neighborhood
381 associations with the same geographical footprint, with their own websites
382 and mailings lists, were causing confusion for residents within those
383 geographical boundaries. Chair Becker opined that lines on the map
384 needed to be drawn one way or the other so neighborhood associations
385 weren't overlapping. Therefore, Chair Becker questioned if lines should
386 be drawn first of let things form and draw those lines as associations crop
387 up, with the stipulation that boundaries can't overlap or encompass the
388 entire city. Chair Becker further questioned if there was any other
389 situations that he was not aware of or to what extent this boundary concern
390 was part of a neighborhood establishing itself and what was part of the
391 preliminary work of the City in establishing a neighborhood.

392
393 At the request of Commissioner Miller, he sought clarification if
394 Commissioner Grefenberg alluded that the Cities of St. Louis Park and
395 Edina predetermined neighborhood boundaries through their respective
396 cities.

397
398 Commissioner Grefenberg clarified that a task force had met in Edina
399 before their neighborhood association policy had been adopted, with the
400 task force proposing a name and area for each neighborhood association.
401 Commissioner Grefenberg stated that he wasn't suggesting that but
402 something much easier, by giving the City Council more responsibility
403 under this bullet point.

404
405 Commissioner Gardella noted this was outside the parameters suggested
406 by Chair Becker, and provided rationale for boundaries not being drawn.

407
408 Commissioner Sanders noted the Lake McCarrons Association had been
409 started with its boundaries distinctly outlined from a map of 15 boundaries
410 that fit on the city's map. While unable to speak to how the neighborhood
411 association was started twenty years ago, Commissioner Sanders opined

412 that was her recollection of their beginnings based on a predetermined
413 basis; but she was unsure if other existing neighborhood associations
414 followed that same plot.

415
416 Commissioner Grefenberg reiterated that, without reflecting on existing
417 associations, but as a recommendation of this overall body, the City
418 Council needed to approve boundaries; and expressed concern that this
419 was not clear enough on this bullet point. Commissioner Grefenberg
420 noted that the current SWARN association bounded by Roselawn Avenue
421 on the south, Highway 36 on the north, 1 block east of Snelling and all the
422 way to Highway 280 consisted of 3,600 households.

423
424 Commissioner Sanders reported the McCarron's association had 1,000
425 households; to which Commissioner Grefenberg reported that according to
426 city data, their association had 3,700 households within its boundaries
427 based on the information provided to him by the City's Police Department.

428
429 Commissioner Sanders asked that Commissioner Grefenberg bring
430 forward that information for her review.

431
432 Chair Becker suggested language for this section specific to the
433 appropriate size of neighborhood associations when determining
434 boundaries that they not overlap with another existing association, and
435 conform to the existing boundaries set by the City Council or boundaries
436 subsequently approved by the City Council.

437
438 Commissioner Sanders reported on another group within their association
439 – a block club – that continued to expand and within the seventeen years
440 of its operation, continued to work well together.

441
442 Commissioner Gardella noted that, if one association got material support
443 and another didn't, since there were lots of opportunities or reasons for
444 groups to form, the existence of one association shouldn't preclude those
445 additional associations from happening. Commissioner Gardella noted
446 this provided her rationale for the importance of block groups as a
447 building block for communities. At a bare minimum, Commissioner
448 Gardella opined and sought consensus for the need that the city had to
449 know the boundary locations, and someone needed to say "yes" or "no"
450 and have a contact for existing neighborhood associations, with that
451 information readily available.

452
453 Commissioner Grefenberg opined that it was only relevant to this
454 discussion and boundaries for new associations needing to be approved.
455 For example if a block club was drawing its own boundaries, the City
456 Council should be able to say if it was too big. From his perspective,
457 Commissioner Grefenberg stated that this city-wide proposal needed to

458 recognize that the City Council had a role in confirming the boundaries,
459 and had nothing to do with the City Council controlling a neighborhood
460 association, but just to ensure their size was manageable. Commissioner
461 Grefenberg noted that at one point, the Parks & Recreation Department
462 defined neighborhoods by neighborhood park constellations, while the
463 City's Planning Department identified fifteen different districts or
464 neighborhoods. Commissioner Grefenberg opined that this bullet point
465 still needed some revision in recognizing the role of the City Council in
466 defining boundaries, but suggested grandfathering in existing associations.
467 However, Commissioner Grefenberg opined that the City Council didn't
468 need to divide areas up, but could wait until neighborhoods come forward
469 on their own.

470
471 Chair Becker noted that was one of his suggestions, as neighborhoods
472 come in, it would be the responsibility of the City Council and staff to
473 determine if their size was reasonable or not. Chair Becker stated that his
474 main concern was in avoiding overlapping; and suggested moving forward
475 without predetermining boundaries. Chair Becker stated his interest in
476 limiting the size of boundaries was to manage financial and time burdens
477 on staff support, thus avoiding any overlapping.

478
479 Commissioner Grefenberg suggested adding that language to address
480 neighborhood associations not being able to overlap. Commissioner
481 Grefenberg suggested adding the word "affiliated" versus "recognized."

482
483 Discussion ensued regarding city involvement in determining boundaries
484 and logistics to do so, and examples of pre-determined boundaries to avoid
485 conflict; and specific language to insert specific to that concern.

486
487 Commissioners Grefenberg and Gardella offered versions of proposed
488 language and criteria.

489
490 After considerable wordsmithing, Chair Becker offered the following
491 language incorporating input from various commissioners:

492 "In order to ensure neighborhood associations are of reasonable
493 size and not overlapping, the City of Roseville approves their
494 boundaries as part of the process of them receiving items of
495 material support."

496
497 Chair Becker noted that may be included as part of the application form
498 included on the City's website, with perhaps the City Council delegating
499 that determination to the City Manager or Community Development
500 Director, or ending up on the City Council's Consent Agenda. However,
501 Chair Becker suggested that level of detail can be addressed by the City
502 Council as they determined the process if accepting the recommendation
of the CEC from this document. Chair Becker focused the CEC's

503 responsibility to ensure neighborhoods don't overlap and are not too large
504 or too small.

505
506 Commissioner Sanders disagreed, opining that the City should not have
507 that say, but that it should be up to each individual neighborhood
508 association.

509
510 Chair Becker questioned what would happen if the association said they
511 were going to include the entire boundaries of the City of Roseville.

512
513 Commissioner Grefenberg moved, Commissioner Miller seconded,
514 including language as follows: "In order to ensure neighborhood
515 associations are of reasonable size and not overlapping, the City of
516 Roseville approves their boundaries as part of the process of them
517 receiving items of material support."

518
519

Ayes: 5

520 **Nays: 1 (Sanders)**

521 **Motion carried.**

522

523 Commissioner Manke noted that the CEC needed to remain cognizant that
524 the City Council may not take this recommendation.

525

526 Communication to Members

527 This bullet point from the task force was approved by consensus as
528 written.

529

530 Commissioner Sanders opined that this was a valid point if you claimed to
531 be an association, you needed to verify how you were attempting to
532 communicate that and the tools being used to reach your constituency.

533

534 Inclusiveness

535 Commissioner Grefenberg noted this area had been of some controversy to
536 the task force, and the language as shown was a valid representation of the
537 compromise reach; and offered his support of this language as written.

538

539 Commissioner Sanders agreed that she supported as well, and reported
540 that the controversy had resulted from whether or not to include
541 businesses in neighborhood associations based on their locale.

542

543 This bullet point from the task force was approved by consensus as
544 written.

545

546 Anti-Discrimination

547 Commissioner Sanders noted this language doesn't exclude the option
548 that if someone doesn't feel the association represents them well or if an

549 individual is making it miserable for others to be in the association, it may
550 be productive to disassociate with them.

551
552 Commissioner Gardella noted that individual association by-law policy
553 should provide that option as applicable.

554
555 During discussion, distinctions were clarified that this was not
556 discriminating from those wishing to join, but to provide an opportunity to
557 remove someone if warranted; with each association determining their
558 respective processes.

559
560 This bullet point from the task force was approved by consensus as
561 written.

562
563 **Remaining Three Criteria Considered by the Task Force**
564 **Without Agreement**

565 Communication about City

566 While generally supportive of the statement, Commissioner Grefenberg
567 asked that “activism” be removed from the draft language, and instead
568 encourage commitment of members to become involved in community
569 and civic engagement.

570
571 Commissioner Gardella stated her preference for leaving the entire
572 paragraph out of the draft recommendation.

573
574 Chair Becker noted that the fact that the neighborhood association exists
575 and is talking about their issues is causing that communication, and as
576 issues come up they could determine their process at the cit level, whether
577 through city staff or at the City Council level.

578
579 Commissioner Grefenberg pointed out that any neighborhood association
580 affiliated with the city had to reach out to its members. However,
581 Commissioner Grefenberg opined that the whole purpose of this statement
582 seemed to indicate that the neighborhood associations had the
583 responsibility and expectations to reach their members.

584
585 Chair Becker opined that this item was sufficiently covered by the section
586 “Communication to Members,” and didn’t think the cit needed to be any
587 more prescriptive on how the association engaged or the topics they
588 discussed.

589
590 Commissioner Gardella concurred with Chair Becker.

591
592 Further discussion ensued, with the final consensus of the body to remove
593 this item in its entirety.

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Association Organization

Chair Becker suggested that the application process provide at a minimum contact information and as added here, a copy of their bylaws or statement of purposes to provide some organizational governance model.

At the request of Chair Becker as to why the task force could not agree on this criteria, Commissioners Grefenberg and Sanders each shared their individual and diverse recollection of those discussions.

Commissioner Sanders opined that the rationale was that not every association would have bylaws.

Commissioner Grefenberg opined that the rationale was that not every association was structured or required bylaws, but at a minimum there should be some process for their formation and membership requirements established.

Based on her recollection, Commissioner Sanders further opined that the issue went to defining what an association could be, with some recognized as more organized with bylaws and some more casual.

Commissioner Grefenberg admitted he had heard that, but from his recollection, it had not received the support of the majority; and while the process should be simplified, for those wanting to affiliate with the city, there needed to be procedures in place for at least annual elections rather than just an executive committee or officers.

Chair Becker suggested considering the language in the context of the neighborhood association receiving some type of material support from the city. Chair Becker suggested the City Manager could decide upon receipt of an application and make a decision at that point of what is or is not acceptable.

In that context, this bullet point was approved by consensus as written.

Annual Meeting

Again, in the context of the association receiving material support from the city, Chair Becker supported this bullet point as written and with examples of existing neighborhood associations.

Discussion included those items (e.g. officer terms) that would be addressed in respective association bylaws and not part of criteria recommendations; and lack of city interest in specifying how each association organizes itself.

This bullet point was approved by consensus as written.

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Commissioner Grefenberg suggested additional language that the annual meeting was open to the public, with only members of the association able to vote.

Commissioner Miller opined that was too prescriptive and would be addressed by each association's bylaws.

Chair Becker agreed that association bylaws would address that. However, Chair Becker questioned if there was a preference to add the requirement that meetings be open to the general public or any resident of Roseville or only residents of that geographical area.

At the request of Commissioner Sanders as to why to require that the annual meeting be open to the public, Commissioner Grefenberg responded that it would ensure transparency.

Discussion ensued regarding what was intended by the general public: non-member households within the association boundaries, other associations, or the public at large; whether the public needed to be notified; or if attending who was able to speak.

Chair Becker noted that speaking and voting rights should remain up to the discretion of individual associations, but agreed for a certain amount of transparency, it made sense that, at a minimum, their annual meetings be open to those represented in the geographical boundaries of the organization.

Commissioner Sanders opined that it would be beneficial of a neighborhood association to open their meetings to increase their membership.

By consensus, and as suggested by Commissioner Gardella, the consensus was to add language to this bullet point indicating that the annual meeting was open to the general public.

Final Paragraph(s) of this Task Force Document

Commissioner Grefenberg opined that the last paragraph was important to include and wanted to specifically emphasize it for the CEC.

Chair Becker clarified that neighborhood associations were not determined by the CEC, nor how they explicitly interact with the city. Chair Becker also noted that, when the CEC produces their final recommendations and this product to the City Council, it was not in any way supporting any ideas that neighborhood associations are the only voice for all residents.

687 Commissioner Grefenberg noted that this last paragraph had been
688 approved by the task force., but agreed it may need to be simplified.
689

690 Chair Becker opined that the preamble and individual bullet points
691 addressed the intent of the CEC recommendations to the City Council, but
692 stated that he wasn't convinced the closing paragraphs were necessary at
693 this point, but had served their purpose as a template to drive this new
694 document.
695

696 Commissioner Gardella concurred, noting that a sentence could be pulled
697 from these final paragraphs that could be added near the preamble and
698 before the bullet points, and serve to address the same intended purpose.
699

700 Commissioner Grefenberg agreed with that formatting as long as the
701 information was noted and not excluded.
702

703 Chair Becker advised that he would put a sentence in the final draft
704 allowing discussion by the CC in more detail at that time.
705

706 Commissioner Grefenberg requested further discussion of the second to
707 last paragraph; with Chair Becker responding that the CEC had already
708 covered that information earlier tonight, and there was nothing further
709 actionable on that language. Commissioner Grefenberg asked that in the
710 next draft of this document he would like see it again or a simplified
711 version of it.
712

713 Commissioner Gardella noted it was important that it was an important
714 paragraph that provided context and clarity; and suggested when arriving
715 at the final drafting stage there may be room for pieces of it in the
716 document, but in this format it was too big and unruly. Commissioner
717 Gardella suggested keeping this document as simple and generic as
718 possible, and only addresses what is relevant with repetitious language
719 identified and fine tuned at the final document.
720

721 Chair Becker agreed, noting that a 2-4 paragraph preamble was sufficient
722 for this short report, or executive summary, and should remain at a more
723 general or higher level addressing important issues to serve the City
724 Council as a set of recommendations from the CEC to address those areas
725 for their consideration, or suggestions for things the City Council needed
726 to decide (e.g. boundaries, identity, etc.). Chair Becker noted that at that
727 point the CEC handed the document off to the City Council for further
728 vetting at their discretion; but clarified that the entire document should not
729 exceed 3-4 pages.
730

731 Commissioner Grefenberg conceded that Chair Becker may be right, but
732 opined he found it better to begin with a comprehensive report and then

733 refine it; and reiterated his opinion that it was important to include those
734 last two paragraphs from the task force somewhere in the document.

735
736 Chair Becker agreed that there were different approaches; however, he
737 noted that the majority of the CEC was ready to wrap up this particular
738 charge by the City Council as soon as possible and move on to its other
739 work plan items, while drafting a long report took time but yet
740 accomplished the same goal.

741
742 Commissioner Grefenberg noted that the task force had provided a draft,
743 and stated that it should be recognized and include their suggestions in
744 some way by context.

745
746 Chair Becker noted that it also opened up other issues that may not be
747 pertinent and therefore, the CEC's draft and composite recommendations
748 could move the process forward faster.

749
750 Commissioner Grefenberg noted that the final CEC document could be too
751 restrictive or may end the recommendation accordingly. Commissioner
752 Grefenberg clarified that the second to last paragraph was intended by the
753 CEC to be very short or not included at all, but serve to recommend
754 further consideration for recognition by the City Council or to charge the
755 CEC with looking further at that particular recommendation. Based on his
756 understanding of that intent, Commissioner Grefenberg agreed that
757 perhaps not all of that paragraph was needed any longer provided the CEC
758 already accepted and recommended that only one neighborhood
759 association per area was possible.

760
761 Chair Becker duly noted Commissioner Grefenberg's comments.

762 **Recess**

763 Chair Becker recessed the meeting at approximately 8:02 p.m. and reconvened at 8:07
764 p.m.

765 **c. Update on Joint Task Force on Zoning Notification**

766 Commissioner Manke reported that the task force had yet to meet again as
767 a group but were scheduled to do so next week. In the meantime,
768 Commissioner Manke reported that task force members Grefenberg and
769 Daire were scheduled to meet to review meeting minutes to-date and pull
770 things together. Commissioner Manke advised that there was nothing
771 further to report at this time until next week's meeting, which should
772 hopefully prove to be their last meeting.

773
774 Chair Becker asked if the task force was close to having a set of
775 recommendations available for presentation by the CEC to the City
776 Council.

777
778 Commissioner Manke advised that the information should be forthcoming.

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Chair Becker suggested that, given the full agenda for this upcoming meeting with the City Council, it may be necessary to schedule an additional joint meeting once that set of recommendations is available and vetted by the CEC.

Commissioner Grefenberg noted that he had not volunteered to draft that set of recommendations, but task force member Boguszewski had delegated that task to him and member Daire.

6. Chair, Committee and Staff Reports

a. Chair's Report

Commissioner Grefenberg alerted the CEC that he had been asked by the St. Louis Park representative for a list of questions to be submitted to her prior to her attendance at the CEC meeting. Commissioner Grefenberg advised that he would send a copy of that draft list of questions to the CEC before sending them to her in case he missed anything.

CEC Vacancies

Chair Becker announced two vacancies on the CEC and reviewed the application, interview and appointment process. Chair Becker encouraged individual CEC commissioners to recruit potential candidates to apply in addition to the heavy promotion the City was using to advertise those vacancies citywide.

Commissioner Grefenberg opined that the reason candidates applied was due to the outreach of sitting commissioners; and also encouraged seeking individual interest of candidates. Commissioner Grefenberg opined that City staff needed to emphasize and make very clear the expectations regarding time commitment in serving on commissions, beyond that of monthly meetings, in order to avoid any misconceptions.

Commissioner Sanders noted that Chair Becker had made an announcement about the vacancies on NextDoor.com that had prompted questions from several residents, specifically about his involvement and time commitment when serving on the HRC and CEC, and expressing his willingness to talk to anyone interested in serving.

Chair Becker noted inclusion in the packet (Attachment A) the most recently-adopted City Council Rules of Procedure, annually reviewed at their first organizational meeting of the year. As it corresponds to the Uniform Commission Code, and more applicable to the CEC, Chair Becker noted Rule 5 related to Public Comment and the section related to Future Agenda Items requested by a Councilmember (or Commissioner). Chair Becker suggested that was a valuable practice for the CEC to follow

825 in introducing new information and providing background information
826 prior to open discussion and thoughtful action if required. Chair Becker
827 suggested future discussion and subsequent adoption of similar rules for
828 the CEC for agenda topics presented and for public comment protocol.
829 Chair Becker noted that the CEC was basically operating under those rules
830 informally anyway, but asked for a more detailed discussion at a later
831 meeting and after individual CEC commissioners had a chance to think
832 about and review those options.

833
834 Commissioner Grefenberg suggested that individual CEC commissioners
835 look at what was released in March of 2015 as CEC rules, even though
836 incomplete. If new rules area adopted, Commissioner Grefenberg
837 suggested that be used as a background document and revised accordingly.
838

839 Commissioner Gardella spoke in support of public comment, but noted the
840 limited meeting time available. Commissioner Gardella suggested it
841 would be helpful and more timely if the public wrote down their questions
842 and the CEC could then respond to those questions more quickly and
843 recognize their effort to attend. Commissioner Gardella noted that the
844 CEC didn't have a current process for addressing those items brought
845 before them.
846

847 Chair Becker opined that was a reasonable consideration and suggested
848 more thought before discussing it at a later meeting, including how to
849 resolve issues brought to the CEC's attention.
850

851 Commissioner Sanders also noted the need for a process in how to
852 recognize and respond to correspondence sent to the CEC.
853

854 Chair Becker duly noted that including general rules on correspondence
855 could be added to that future discussion as well.
856

857 **b. Staff Report**

858
859 **i. Upcoming Items on Future Council Agendas**

860 Mr. Bowman reported on recent City Council meeting topics of
861 interest to the CEC, and noted the Marion Street Park proposal as
862 touched upon by City Manager Trudgeon earlier in tonight's
863 meeting. Mr. Bowman noted that at the February 8th meeting that
864 representatives of the CEC would be attending, the City Council
865 would also be discussing the community survey.
866

867 As also mentioned earlier by the City Manager, since the February
868 8th joint meeting would not be a typical format and only have
869 limited time available, Mr. Bowman noted it wouldn't be
870 necessary for the entire CEC to attend. Mr. Bowman suggested

871 that the Chair and Vice Chair attend, and limit other
872 representatives of the CEC at the table, even though he encouraged
873 all commissioners to attend in the audience, but reiterated that this
874 joint meeting would be limited in format.

875
876 Chair Gardella advised that she would extend an invitation to The
877 Advocates for Human Rights representative to attend the joint
878 meeting to talk specifically on the grant and partnership proposal.

879
880 Chair Becker noted that the joint meeting would be of interest to
881 the CEC as it included a joint meeting with the HRC, CEC and
882 City Council specific to commission roles; as well as topics on the
883 Marion Street Park, community survey, and the listening/learning
884 sessions.

885
886 **ii. Other Items**

887 None.

888 **7. New Business**

889
890 **a. Discuss Commission Ordinance Scope/Duties**

891 As part of reviewing the scope, duties and functions of commissions at
892 that upcoming joint meeting with the City Council, Chair Becker provided
893 a copy of Chapter 209 (Attachment 7a) to inform tonight's discussion,
894 seeking any other adjustments identified by his colleagues.

895
896 Discussion included past City Council discussions and a comment from a
897 Councilmember related to "reining in" the CEC; how much programming
898 versus advising was involved in the CEC's scope; and how any
899 misconceptions can be alleviated.

900
901 Commissioner Gardella noted it was hard to sometimes differentiate when
902 to facilitate things and demonstrate process, how to model those processes,
903 and where they should start and stop. Commissioner Gardella suggested
904 that be part of the joint meeting discussion, and noted her past comments
905 based on an understanding that the CEC had no intention of being a
906 programmatic body from a time or interest basis, while also recognizing
907 that could come into play with the partnership proposal for the
908 listening/learning sessions.

909
910 Commissioner Sanders suggested more clarity was needed in determining
911 what was the role of the CEC and what information from residents was
912 produced, if the CEC was to remain advisory in nature.

913
914 Commissioner Grefenberg commented on Commissioner Gardella's
915 statement, opining that listening sessions were not programs, and in that
916 manner he agreed with the thinking of some council members.

917 Commissioner Grefenberg stated that he saw the listening sessions as an
918 opportunity for staff and the City Council to hear back on those issues, but
919 not to program them. However, Commissioner Grefenberg clarified that
920 he didn't fault Commissioner Gardella in pursuing the grant, and noted the
921 process should provide that desired public input.
922

923 Specific to Chapter 209, Section 209.02, Item F, Commissioner
924 Grefenberg sought clarification on what the City Council intended by the
925 "community visioning process." Similar to the distinctions provided by
926 Commissioner Gardella on civic and community engagement,
927 Commissioner Grefenberg suggested that the mayor means more than this
928 states, and noted his personal interpretation of this is broader than the
929 *Imagine Roseville 2025* community visioning document and extended to
930 the comprehensive plan updates. Commissioner Grefenberg asked that
931 this be clarified when meeting jointly with the City Council as to that
932 terminology issue, with that request duly noted by Chair Becker.
933

934 **b. Discuss Outline for Joint Meeting with the City Council**

935 Chair Becker noted that, since hearing tonight from City Manager
936 Trudgeon, he needed to change this initial draft of the 2016 Joint Meeting
937 Outline (attachment 7b dated December 23, 2015).
938

939 Mr. Bowman concurred, recommending that the City Council would be
940 interested in seeing the 2016 CEC priority outline for projects. However,
941 Mr. Bowman noted that with the time constraints, there may not be
942 sufficient time for a full and detailed hearing of each project. After
943 meeting with City Manager Trudgeon later this week, Mr. Bowman stated
944 he would have more clarity on that.
945

946 Chair Becker noted he would be submitting something to include with the
947 RCA for the City Council, and suggested limiting that attachment to the
948 2016 priority projects as outlined and as developed from previous CEC
949 discussions. However, Chair Becker asked for a final vetting of that draft
950 at this time and commissioners provided input on each bullet point.
951

952 Overview of Adopted 2016 Priority Projects

953 Commissioner Grefenberg expressed concerns with the language of the
954 first bullet point in the 2015 priority project status report specific to
955 neighborhood associations and potential misinformation it promoted.
956

957 Chair Becker assured Commissioner Grefenberg that if it came up he
958 would clarify it at that time.
959

960 Commissioner Grefenberg reiterated his concern with the language of
961 "assisting in alignment with community vision" in the second bullet point
962 as previously stated. Commissioner Grefenberg suggested broadening it

963 to recommend strategies for re-involvement of Roseville residents in
964 community vision AND the comprehensive plan.
965
966 Chair Becker opined that was a lot of meat under that particular bullet
967 point; with Commissioner Grefenberg reiterating that it remained unclear
968 in his mind as to the intent of “community visioning.”
969
970 Chair Becker advised that his intent was to be vague, such as in updating
971 the comprehensive plan, with engagement with the community done
972 appropriately as indicated. Chair Becker advised that he pulled this
973 specific language from the City Council’s report and their joint meeting.
974
975 Commissioner Gardella suggested this was a good point of conversation
976 for the joint meeting.
977
978 Chair Becker suggested it may also be an ongoing discussion with staff
979 and further suggested keeping it vague at this point was prudent.
980
981 Commissioner Grefenberg opined that no one knew the “vision,” beyond
982 the *Imagine Roseville 2025* document; and suggested it was not being
983 intended to rework that process or final document.
984
985 Chair Becker concurred, and reiterated that he didn’t anticipate the CEC
986 doing considerable work on visioning, opining that there would be
987 adequate opportunities for community input on the comprehensive plan
988 process and other priority items of the City Council.
989
990 Chair Becker asked if this document was representative of past discussions
991 of the CEC; with Commissioner Gardella agreeing to its content as
992 presented.
993
994 Specific to the 4th bullet point (page 2), and plugging into ongoing SE
995 Roseville work, Commissioner Grefenberg asked for clarification from the
996 City Council on how they saw that happening in the CEC’s role.
997
998 As referenced earlier tonight, Chair Becker noted that the City Council
999 added the CEC into their strategic priority planning document as indicated
1000 in the December 7, 2015 RCA and its attachments.
1001
1002 Commissioner Grefenberg insisted that he wanted reaffirmation on the
1003 City Council’s intent, opining that may require another joint meeting of
1004 the full CEC and City Council.
1005
1006 Chair Becker advised that he would submit this 2016 priority project
1007 overview as part of the RCA for the February 8th joint meeting; and if

1008 there was any serious objection voiced by the City Council it may prompt
1009 another joint meeting in the immediate future.

1010

1011

c. **Preliminary Discussion on City-Wide Survey Questions**

1012

Chair Becker referenced the last community survey (Attachment 7c) and sought CEC feedback on any additions or deletions to recommend to the City Council as part of their review process.

1013

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1016

Commissioner Grefenberg suggested questions be added to the survey as follows:

1017

1018

“What do you know about city advisory commission structure?”

1019

“Have you ever considered volunteering for a commission position?”

1020

1021

Commissioner Grefenberg opined that the City Council would have numerous suggestions; but he thought the issue of community engagement and commissions should be raised as part of the survey, since he doubted many people knew about that system.

1022

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1026

Mr. Bowman noted that the last survey was taken prior to the staff addition of Volunteer Coordinator Kelly O'Brien. While the City Council may want to explore some of those options as suggested by Commissioner Grefenberg, Mr. Bowman reported that part of the discussion would be what to retain and what to exclude from the next survey. For instance, Mr. Bowman noted that the items specific to the Parks Renewal Program are no longer applicable, and other questions needed some massaging from a variety of angles.

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Commissioner Grefenberg further suggested adding a question to inform what media source residents to obtain most of their information; or asking them if they were aware of or had used Speak Up! Roseville if that wasn't too premature to ask.

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1040

Mr. Bowman noted it may be worth considering even if somewhat premature, but suggested it may be more appropriate to seek input on Speak Up! Roseville on the community survey two years from now. Mr. Bowman noted that the goal of the City Council was to measure where the city was at on a biennial basis, and therefore to keep the bulk of the questions consistent to establish a base line.

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In taking the survey, Commissioner Grefenberg expressed concern in representation with many households no longer having land lines, and only using cell phones.

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Mr. Bowman clarified that this was taken into consideration by the firm chosen to perform the survey.

1052

1053

1054 Commissioner Gardella suggested a more generic question such as:
1055 “How do you participate in community life in Roseville?”
1056 and a follow-up question such as:
1057 “What barriers or other issues do you find in pursuing that
1058 participation?”
1059 Commissioner Gardella noted her preference for keeping the question
1060 broader about general participation versus a more specific question, while
1061 determining participation interest and barriers to that participation.
1062 Commissioner Gardella suggested this would speak to the process for a
1063 response versus open-ended questions.

1064
1065 Commissioner Grefenberg concurred with Commissioner Gardella’s
1066 suggestion to keep the question more general in nature.
1067

1068 **8. Commission Communications, Reports, and Announcements**

1069 For the benefit of the viewing public, Chair Becker read the announcement related
1070 to citizen advisory commission vacancies, the application process, with contact
1071 information from City Hall.
1072

1073 Commissioner Sanders provided a copy of the flyer announcing an upcoming
1074 meeting for community gardening opportunities, and contact information for the
1075 steering committee and location of meetings.
1076

1077 Mr. Bowman advised that he would include that flyer along with other bench
1078 handouts from tonight’s meeting as provided.
1079

1080 At the request of Commissioner Grefenberg related to past meeting minutes and
1081 bench handouts, Mr. Bowman advised he would review those past meeting
1082 minutes, and once those minutes were approved by the CEC, he would include
1083 attachments on the city’s website as part of the meeting minute records.
1084

1085 **9. Commissioner-Initiated Items for Future Meetings**

1086 Commissioner Grefenberg noted the anticipated availability of a representative of
1087 the St. Louis Park CEC at the February Roseville CEC meeting.
1088

1089 Commissioner Grefenberg reported that, earlier today, he had also asked
1090 Community Development Director Paul Bilotta to attend the February CEC
1091 meeting and make a presentation about the upcoming comprehensive plan update
1092 and rewrite, anticipated to start up in March or April of 2016. Commissioner
1093 Grefenberg opined it would be important to learn how the CEC will be involved
1094 in that process, whether through community visioning or in other ways; and
1095 suggested Chair Becker include that presentation on the March 2016 CEC agenda
1096 as a discussion on how much CEC input is included in the process so it can be
1097 decided at the very beginning.
1098

1099 Chair Becker asked Mr. Bowman to coordinate that information and presentation
1100 with Mr. Bilotta.

1101
1102 Commissioner Grefenberg reported that he had also asked Mr. Bilotta, at that
1103 February CEC meeting, to provide his insights on community engagement.

1104
1105 Commissioner Gardella asked if this was specific to neighborhood association
1106 discussions; with Commissioner Grefenberg responding affirmatively.

1107
1108 Whether at the February CEC meeting or on a later agenda, Commissioner
1109 Grefenberg suggested a discussion to plan orientation for new CEC members.

1110
1111 Mr. Bowman reported that there would be training offered by the city staff for all
1112 newly-appointed commissioners in April of 2016 and suggested that orientation
1113 could be incorporated with that training.

1114
1115 Chair Becker also reported that, in the past, he had personally contacted newly-
1116 appointed commissioners as part of the orientation process.

1117
1118 Commissioner Grefenberg opined that as the new members come on board in
1119 April, by holding an orientation session, it would also prove useful to update
1120 newer members of the CEC already serving.

1121
1122 Outside the parameters of what is already being done by city staff and by Chair
1123 Becker, Commissioner Gardella asked Commissioner Grefenberg what the intent
1124 of additional orientation or training would be.

1125
1126 Commissioner Grefenberg responded that while the city staff providing general
1127 training for all newly-appointed commissioners, an orientation would provide
1128 CEC-specific information. Commissioner Grefenberg mentioned his previous
1129 concern that new commissioners understand their time commitment beyond just
1130 2-3 hours per month of meeting time.

1131
1132 Chair Becker advised that he would add this to his list of suggestion to discuss
1133 outside meeting time.

1134
1135 Commissioner Grefenberg asked that at the February CEC meeting, Chair Becker
1136 and/or Vice Chair Gardella provide a recap of the discussion held at the joint
1137 meeting with the City Council that was specific to the CEC.

1138
1139 **10. Recap of Commission Actions This Meeting**
1140 Vice Chair Gardella provided a recap of action items from tonight's meeting:
1141 • Schedule a meeting with City Manager Trudgeon, Commissioners Sanders
1142 and Gardella, city staff, and The Advocates for Human Rights representative
1143 to align strategies and to present a united front at the joint meeting with the
1144 City Council to report on application for and award of the grant

- 1145 • All CEC commissioners are encouraged to solicit candidates interested in
1146 serving on advisory commission having vacancies, including the CEC
1147 • CEC commissioners are asked to review and come prepared in February to
1148 discuss adopting Rules and Procedures for the CEC, specifically including
1149 public comment and bringing agenda topics forward prior to discussion by the
1150 body

1151

1152 Mr. Bowman advised that he would consult with Mr. Bilotta as to his availability
1153 to attend the February CEC meeting.

1154

1155 Commissioner Grefenberg reiterated that he had already spoken to Mr. Bilotta
1156 about attending the meeting.

1157

1158 Commissioner Grefenberg reiterated his request to make clear during commission
1159 interviews the time commitment for serving, noting when he sat in on interviews
1160 as a commission chair he had done so.

1161

1162 Mr. Bowman advised that he would bring that to the attention of staff and City
1163 Manager Trudgeon to include that information as part of the application process.

1164

1165 **11. Adjournment**

1166 Commissioner Gardella moved, Commissioner Sanders seconded, adjournment of
1167 the meeting at approximately 8:53 p.m.

1168

1169 **Ayes: 6**

1170 **Nays: 0**

1171 **Motion carried.**

1172

1173

Next Meeting – Thursday, February 11, 2016 at 6:30 p.m.

1174

1175

2015 SYSTEM STATEMENT

System Statement Issue Date:

2015 SYSTEM STATEMENT FOR CITY OF ROSEVILLE

System Statement Issue Date: September 17, 2015

Regional Development Plan Adoption

In May 2014, the Metropolitan Council adopted *Thrive MSP 2040*. Following adoption of *Thrive*, the Council adopted the *2040 Transportation Policy Plan*, the *2040 Regional Parks Policy Plan*, the *2040 Water Resources Policy Plan*, and the *2040 Housing Policy Plan*. The Metropolitan Council is now issuing system statements pursuant to [State statute](#).

Receipt of this system statement and the metropolitan system plans triggers a community's obligation to review and, as necessary, amend its comprehensive plan within the next three years, by the end of 2018. The complete text of *Thrive MSP 2040* as well as complete copies of the recently adopted metropolitan system and policy plans are available for viewing and downloading at <http://www.metrocouncil.org/Communities/Planning.aspx>. Paper copies are available by calling the Council's Data Center at 651-602-1140.

System Statement Definition

Metropolitan system plans are long-range comprehensive plans for the regional systems – transit, highways, and airports; wastewater services; and parks and open space – along with the capital budgets for metropolitan wastewater services, transportation, and regional recreation open space. System statements explain the implications of metropolitan system plans for each individual community in the metropolitan area. They are intended to help communities prepare or update their comprehensive plan, as required by the Metropolitan Land Planning Act:

Within nine months after receiving a system statement for an amendment to a metropolitan system plan, and within three years after receiving a system statement issued in conjunction with the decennial review required under section [473.864, subdivision 2](#), each affected local governmental unit shall review its comprehensive plan to determine if an amendment is necessary to ensure continued conformity with metropolitan system plans. If an amendment is necessary, the governmental unit shall prepare the amendment and submit it to the council for review.

Local comprehensive plans, and amendments thereto, will be reviewed by the Council for conformance to metropolitan system plans, consistency with Council policies, and compatibility with adjacent and affected governmental units. Updated local comprehensive plans are due to the Council for review by December 31, 2018.

What is in this System Statement

The system statement includes information specific to your community, including:

- your community designation or designation(s);
- forecasted population, households, and employment through the year 2040;
- guidance on appropriate densities to ensure that regional services and costly regional infrastructure can be provided as efficiently as possible.
- affordable housing need allocation;

In the following sections, this system statement contains an overview of each of the system plan updates and specific system changes that affect your community. The sections are:

- Transportation, including metropolitan highways, aviation, and transit
- Water Resources, including wastewater, surface water, and water supply planning
- Regional parks and trails

Dispute Process

If your community disagrees with elements of this system statement, or has any questions about this system statement, please contact your Sector Representative, Eric Wojchik, at 651-602-1330, to review and discuss potential issues or concerns.

The Council and local government units and districts have usually resolved issues relating to the system statement through discussion.

Request for Hearing

If a local governmental unit and the Council are unable to resolve disagreements over the content of a system statement, the unit or district may, by resolution, request that a hearing be conducted by the Council's Land Use Advisory Committee or by the State Office of Administrative Hearings for the purpose of considering amendments to the system statement. According to Minnesota Statutes section 473.857, the request shall be made by the local governmental unit or school district within 60 days after receipt of the system statement. If no request for a hearing is received by the Council within 60 days, the statement becomes final.

Regional Development Guide

The Council adopted [Thrive MSP 2040](#) as the new regional development guide on May 28, 2014. *Thrive* identifies five outcomes that set the policy direction for the region's system and policy plans. Building on our region's history of effective **stewardship** of our resources, *Thrive* envisions a **prosperous, equitable, and livable** region that is **sustainable** for today and generations to come. The Council is directing its operations, plans, policies, programs, and resources toward achieving this shared long-term vision.



Three principles define the Council's approach to implementing regional policy: **integration, collaboration, and accountability**. These principles reflect the Council's roles in integrating policy areas, supporting local governments and regional partners, and promoting and implementing the regional vision. The principles define the Council's approach to policy implementation and set expectations for how the Council interacts with local governments.

Thrive also outlines seven land use policies and community designations important for local comprehensive planning updates. The land use policies establish a series of commitments from the Council for local governments and uses community designations to shape development policies for communities. Community designations group jurisdictions with similar characteristics based on Urban or Rural character for the application of regional policies. Together, the land use policies and community designations help to implement the region's vision by setting expectations for development density and the character of development throughout the region.

Community Designation

Community designations group jurisdictions with similar characteristics for the application of regional policies. The Council uses community designations to guide regional growth and development; establish land use expectations including overall development densities and patterns; and outline the respective roles of the Council and individual communities, along with strategies for planning for forecasted growth. If there are discrepancies between the *Thrive MSP 2040* Community Designations Map and the Community Designation map contained herein because of adjustments and refinements that occurred subsequent to the adoption of *Thrive*, communities should follow the specific guidance contained in this System Statement.

Thrive identifies Roseville with the community designation of Urban (Figure 1). Urban communities experienced rapid development during the post-World War II era, and exhibit the transition toward the development stage dominated by the influence of the automobile. Urban communities are expected to plan for forecasted population and household growth at average densities of at least 10 units per acre for new development and redevelopment. In addition, Urban communities are expected to target opportunities for more intensive development near regional transit investments at densities and in a manner articulated in the *2040 Transportation Policy Plan*.

Specific strategies for Urban communities can be found on Roseville's [Community Page](#) in the [Local Planning Handbook](#).

Forecasts

The Council uses the forecasts developed as part of *Thrive* to plan for regional systems. Communities should base their planning work on these forecasts. Given the nature of long-range forecasts and the planning timeline undertaken by most communities, the Council will maintain on-going dialogue with

communities to consider any changes in growth trends or community expectations about growth that may have an impact on regional systems.

The *Thrive* forecasts for population, households, and employment for your community are:

	2010 (actual)	2014 (est.)	2020	2030	2040
Population	33,660	34,719	33,800	34,000	34,500
Households	14,623	15,006	15,300	15,700	16,100
Employment	35,104	36,892	37,300	38,300	39,300

Housing Policy

The Council adopted the [Housing Policy Plan](#) on December 10, 2014, and amended the plan on July 8, 2015. The purpose of the plan is to provide leadership and guidance on regional housing needs and challenges and to support *Thrive MSP 2040*. The *Housing Policy Plan* provides an integrated policy framework to address housing challenges greater than any one city or county can tackle alone.

Consistent with state statute (Minn. Stat. 473.859, subd. 2(c) and subd. 4), communities must include a housing element and implementation program in their local comprehensive plans that address existing and projected housing needs.

The Council has also determined the regional need for low and moderate income housing for the decade of 2021-2030 (see Part III and Appendix B in the Housing Policy Plan).

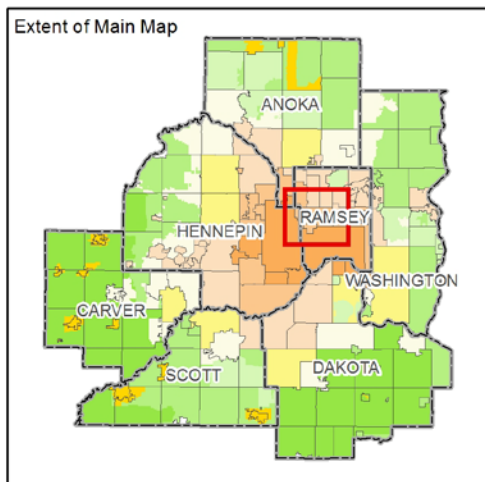
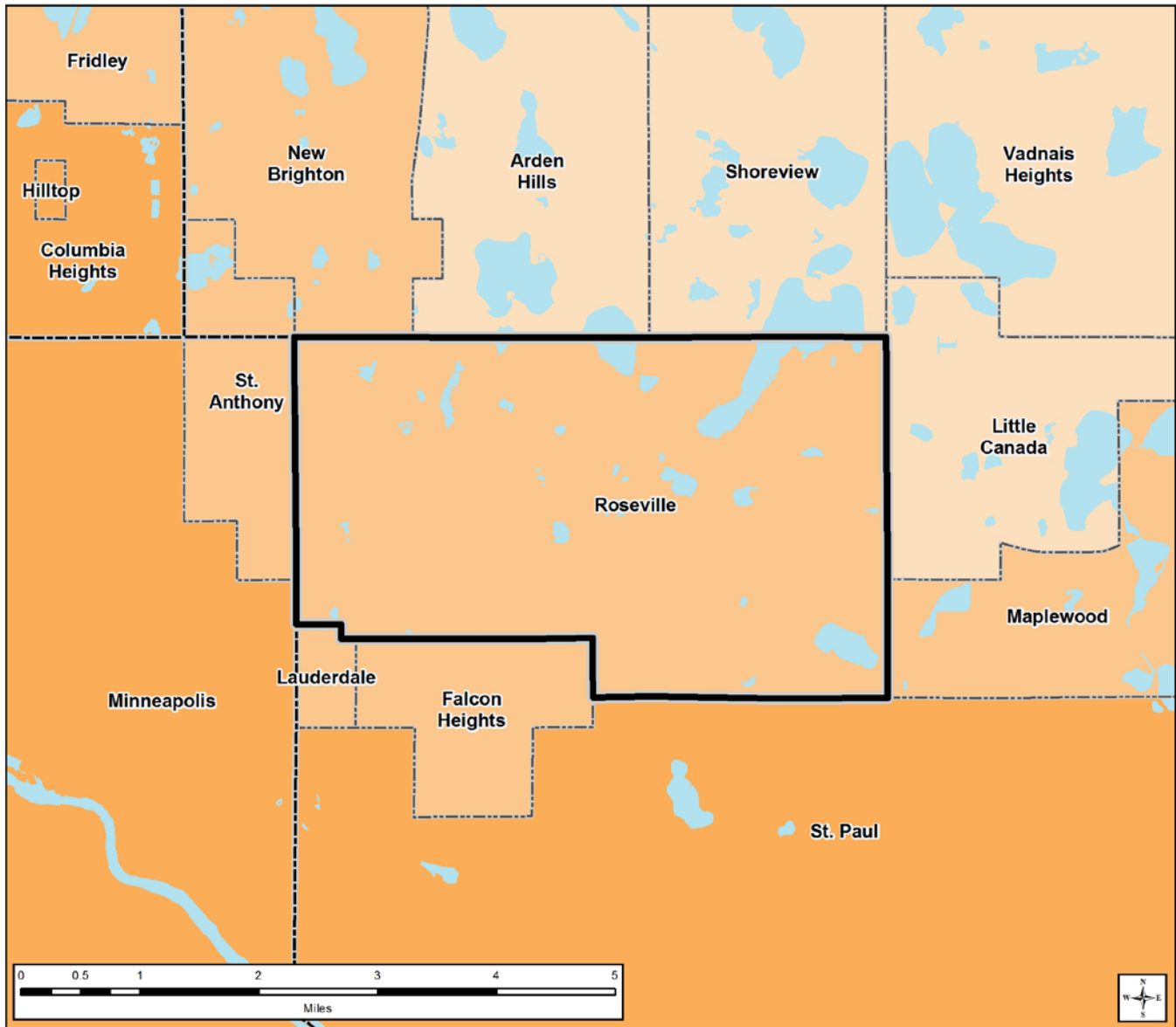
Roseville's share of the region's need for low and moderate income housing is 142 new units affordable to households earning 80% of area median income (AMI) or below. Of these new units, the need is for 72 affordable to households earning at or below 30% of AMI, 50 affordable to households earning 31% to 50% of AMI, and 20 affordable to households earning 51% to 80% of AMI.

Affordable Housing Need Allocation for Roseville

At or below 30% AMI	72
31 to 50% AMI	50
51 to 80% AMI	20
Total Units	142

Specific requirements for the housing element and housing implementation programs of local comprehensive plans can be found in the [Local Planning Handbook](#).

Figure 1. Roseville Community Designation



Community Designations

- Outside Council planning authority
- Agricultural
- Rural Residential
- Diversified Rural
- Rural Center
- Emerging Suburban Edge
- Suburban Edge
- Suburban
- Urban
- Urban Center

- County Boundaries
- City and Township Boundaries
- Lakes and Major Rivers

TRANSPORTATION SYSTEM STATEMENT

City of Roseville

The *2040 Transportation Policy Plan (TPP)* is the metropolitan system plan for highways, transit, and aviation to which local comprehensive plans must conform. This system statement summarizes significant changes to these three systems, as well as other changes made to the *Transportation Policy Plan* since the last *2030 TPP* was adopted in 2010, and highlights those elements of the system plan that apply specifically to your community. The *TPP* incorporates the policy direction and the new 2040 socio economic forecasts adopted by the Metropolitan Council in the *Thrive MSP 2040*, and extends the planning horizon from 2030 to 2040.

Federal Requirements

The *TPP* must respond to requirements outlined in state statute, as well as federal law, such as some new requirements included in the federal law known as the Moving Ahead for Progress in the 21st Century Act (MAP-21). For instance, metropolitan transportation plans must now be performance based, so the *TPP* now includes goals, objectives, and strategies outlined in chapter 2. In previous versions of the *TPP* the strategies were known as policies; while some are new, the wording of many strategies are similar to the wording of policies in previous plans. Performance measurements for this plan are also discussed in Chapter 12, Federal Requirements.

Federal law requires the long range plan to identify regionally significant transportation investments expected to be made over the next two decades, and to demonstrate that these planned investments can be afforded under the plan's financial assumptions. Both costs and available revenues have changed since the last plan was adopted in 2010, resulting in many changes in the plan. Federal law does allow the plan to provide a vision for how an increased level of transportation revenue might be spent if more resources become available, but the programs or projects identified in this scenario are not considered part of the approved plan.

The *TPP* includes two funding scenarios for the metropolitan highway and transit systems: the "Current Revenue Scenario" and the "Increased Revenue Scenario."

- The **Current Revenue Scenario** represents the fiscally constrained regional transportation plan, which assumes revenues that the region can reasonably expect to be available based on past experience and current laws and allocation formulas.
- The **Increased Revenue Scenario** represents an illustration of what be achieved with a reasonable increase in revenues for transportation.

Under the Metropolitan Land Planning Act, local comprehensive plans are expected to conform to the Current Revenue Scenario, which is the official metropolitan system plan. Potential improvements in the Increased Revenue Scenario can be identified separately in local plans as unfunded proposals. A more detailed description of how to handle the various improvements in this category is included under Other Plan Considerations.

In addition to reviewing this system statement, your community should consult the entire *2040 Transportation Policy Plan* to ensure that your community's local comprehensive plan and plan amendments conform to the metropolitan transportation system plan. Chapter 3, Land Use and Local Planning, has been expanded and all communities should carefully review this chapter. A PDF file of

the entire *2040 Transportation Policy Plan* can be found at the Metropolitan Council's website: [http://www.metrocouncil.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan-\(1\)/The-Adopted-2040-TPP-\(1\).aspx](http://www.metrocouncil.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan-(1)/The-Adopted-2040-TPP-(1).aspx). The format of the plan is slightly different than past *Transportation Policy Plans*. An introductory Overview, Chapter 1: Existing System and Chapter 10: Equity and Environmental Justice have been added to this version of the *TPP*, in addition to the changes noted in the first paragraph. Please note some modifications have been made to the appendices as well.

Key Changes in the 2040 Transportation Policy Plan

Adopted by the Metropolitan Council in January 2015, the revised *2040 Transportation Policy Plan* incorporates the following changes:

Metropolitan Highway System - Chapter 5

The Metropolitan Highway System is made up of principal arterials, shown in Fig 1-1 of the *TPP* and also attached to this system statement. Although no new highways have been added to this system in the *2040 TPP*, the last incomplete segment of this system, TH 610, is now under construction in Maple Grove.

- The *TPP* acknowledges that congestion cannot be eliminated or greatly reduced. The region's mobility efforts will need to focus on managing congestion and working to provide alternatives. The majority of resources available between now and 2040 will be needed for preservation, management and operation of the existing highway system.
- Due to increased costs and decreased revenue expectations, many long-planned major projects to add general purpose highway lanes are not in this fiscally constrained plan. While the preservation, safety, and mobility needs of these corridors are recognized, investments in these corridors will be focused on implementing traffic management strategies, lower cost-high benefit spot mobility improvements, and implementing MnPASS lanes. Some specific projects have been identified in this plan, but funding has primarily been allocated into various investment categories rather than specific projects. The highway projects specifically identified in the Current Revenue Scenario are shown in Figure 5-8 of the *TPP* which is also attached to this system statement.
- Modifications were made to *Appendix D - Functional Classification Criteria*, and *Appendix F – Highway Interchange Requests*. *Appendix C – Project List* is new and contains all of the transit and highway projects that have been identified between 2014 and 2023.

Transit System - Chapter 6

The transit system plan provides an overview of the basic components of transit planning, including demographic factors, transit route and network design factors and urban design factors that support transit usage. Local governments have the primary responsibility for planning transit-supportive land use, through their comprehensive planning, and subdivision and zoning ordinances.

- The *TPP* includes updated Transit Market Areas (shown in *TPP* Figure 6-3, also attached) which reflect 2010 Census information and an updated methodology that better aligns types and levels of transit service to expected demand. These market areas identify the types of transit services that are provided within each area.
- The *TPP* includes limited capital funding for transit expansion and modernization. Opportunities primarily exist through competitive grant programs such as the regional solicitation for US DOT

funding. These opportunities are guided by the strategies in the *TPP* and the various elements of the Transit Investment Plan.

- The *TPP* includes an updated transitway system plan that more clearly articulates which projects can be funded within reasonable revenue expectations through year 2040 (Current Revenue Scenario as shown in *TPP* Figure 6-8, which is also attached). The plan includes five new or expanded METRO lines, three new arterial bus rapid transit lines, and three corridors under study for mode and alignment but identified in the Counties Transit Improvement Board's (CTIB) Phase I Program of Projects. This system was developed in collaboration with CTIB, a major partner in regional transitway expansion.
- The *TPP* does not include operating funding for transit service expansion beyond the existing network of regular route bus, general public dial-a-ride, and Metro Vanpool.
- The Increased Revenue Scenario (shown *TPP* Figure 6-9, which is also attached) illustrates the level of expansion for the bus and support system and transitway system that might be reasonable if additional revenues were made available to accelerate construction of the transitway vision for the region.
- The plan includes updated requirements and considerations for land use planning around the region's transit system. This includes new residential density standards for areas near major regional transit investments and an increased emphasis on proactive land use planning in coordination with the planning of the transit system.

Aviation System - Chapter 9

The Metropolitan Aviation System is comprised of nine airports (shown in Figure 1-9 of the *TPP* and also attached to this system statement) and off-airport navigational aids. There are no new airports or navigational aids that have been added to the system in the *2040 TPP*.

- The *TPP* discusses the regional airport classification system as well as providing an overview of roles and responsibilities in aviation for our regional and national partners. The investment plan includes an overview of funding sources for projects, and an overview of projects proposed for the local airports that will maintain and enhance the regional airport system.
- Modifications were made to *Appendix I – Regional Airspace*, *Appendix J – Metropolitan Airports Commission Capital Investment Review Process*, *Appendix K – Airport Long Term Comprehensive Plans* and *Appendix L – Aviation Land Use Compatibility*.

Other Plan Changes

Regional Bicycle Transportation Network - Chapter 7

The *2040 TPP* encourages the use of bicycles as a mode of transportation. To that end, the *TPP* establishes for the first time a Regional Bicycle Transportation Network (RBTN). The goal of the RBTN is to establish an integrated seamless network of on-street bikeways and off-road trails that complement each other to most effectively improve conditions for bicycle transportation at the regional level. Cities, counties, and parks agencies are encouraged to plan for and implement future bikeways within and along these designated corridors and alignments to support the RBTN vision.

Freight - Chapter 8

Most aspects of freight movement are controlled by the private sector, so unlike other sections of the *TPP*, there is not a specific plan adopted for future public sector investment in freight facilities. However, the discussion of the need for a safe and efficient multimodal freight system has been updated and expanded in the *TPP* to recognize challenges and opportunities for freight movement as well as the future direction of freight by mode. It acknowledges the closure of the Minneapolis Upper Harbor in 2015, leaving St Paul and Shakopee as the region's major barge terminal areas in the future. The plan also acknowledges the increase of trains since 2010 carrying oil from North Dakota on BNSF and CP rail tracks, which is expected to continue into the future. Although railroad trackage in the region was significantly decreased over the last 20 years to "right size" the system after federal deregulation, communities should not expect much additional rail abandonment. Many tracks that appear to be seldom used are owned by the smaller Class III railroads that serve local businesses by providing direct rail connections from manufacturing and warehousing/distribution facilities to the major national railroads. The major Class I railroads are approaching capacity and actually adding tracks in some locations.

System Plan Considerations Affecting Your Community

Roseville should consult the complete *2040 Transportation Policy Plan* in preparing its local comprehensive plan. In addition, Roseville should consult *Thrive MSP 2040* and the current version of the Metropolitan Council's *Local Planning Handbook* for specific information needed in its comprehensive plan. Specific system plan considerations affecting Roseville are detailed below.

Metropolitan Highways

There are three principal arterials located within Roseville: I-35W, TH 36, and TH 280. The *TPP* shows a managed lane system vision for the metro area, although current funding is unlikely to allow construction of all these corridors by 2040. This vision includes the addition of a MnPASS lane along I-35W in your community as a funded project, and along TH 36 as an unfunded project.

Transit System

Roseville includes the following Transit Market Areas:

Transit Market Area	Market Area Description and Typical Transit Services
Market Area II	Transit Market Area II has high to moderately high population and employment densities and typically has a traditional street grid comparable to Market Area I. Much of Market Area II is also categorized as an Urban Center and it can support many of the same types of fixed-route transit as Market Area I, although usually at lower frequencies or shorter service spans.
Market Area III	Transit Market Area III has moderate density but tends to have a less traditional street grid that can limit the effectiveness of transit. It is typically Urban with large portions of Suburban and Suburban Edge communities. Transit service in this area is primarily commuter express bus service with some fixed-route local service providing basic coverage. General public dial-a-ride services are available where fixed-route service is not viable.

Roseville should identify and map existing transit services and facilities in the local comprehensive plan. Roseville should also work with transit providers serving their community to identify potential future transit service options and facilities that are consistent with the *TPP* and the applicable Transit

Market Areas. Communities can find further maps and guidance for transit planning in the Transportation section of the [Local Planning Handbook](#).

Transitways

Current Revenue Scenario Transitways

Roseville should acknowledge in your local comprehensive plan the transitway investments planned for your community in the Current Revenue Scenario (*TPP* Figure 6-8). Roseville includes Snelling Avenue Arterial BRT, which is currently under construction.

Roseville should also identify potential stations along planned transitways (once identified) and adopt guiding land use policies, station-area plans, and associated zoning, infrastructure, and implementation tools that support future growth around transit stations consistent with Chapter 3 - Land Use and Local Planning from the *TPP* and consistent with the project phase of development. Communities can find further guidance for station-area planning in the Transportation section of the [Local Planning Handbook](#) and the *Transit Oriented Development Guide*. The Transportation section of the [Local Planning Handbook](#) also includes a map of existing, planned, and proposed transitway stations throughout the region and the planning status of these stations that should be reflected in Comprehensive Plans.

Increased Revenue Scenario Transitways

The *TPP* Increased Revenue Scenario shows additional transitway corridors beyond the scope of the plan's adopted and fiscally constrained Transit Investment Plan (the Current Revenue Scenario). These corridors are listed on page 6.63 of the *TPP*, and *TPP* Figure 6-9, which is attached, shows the complete transitway vision for the region.

If Roseville believes it might be directly impacted by transitways in the Increased Revenue Scenario (for example, because they are participating in transitway corridor studies or feasibility analyses), the transitways may be acknowledged in the Comprehensive Plan. These additional corridors are or will be under study for mode and alignment recommendations, but they are not included in fiscally constrained plan. However, they should be clearly identified as not funded within the currently expected resources for transitways. The Council recognizes the important planning work that goes into a corridor prior to it becoming part of the region's Transit Investment Plan, especially if increased revenues were to become available.

Similar to Current Revenue Scenario Transitways, communities should identify known potential stations along planned transitways and consider guiding land use policies, station area plans, and associated zoning, infrastructure, and implementation tools that support future growth around transit stations. These policies can also influence station siting in initial planning phases of transitway corridors and influence the competitiveness of a transitway for funding. Communities can find further guidance for station area planning in the Transportation section of the [Local Planning Handbook](#) and the *Transit Oriented Development Guide*.

Aviation

All communities must include an aviation element in the transportation sections of their comprehensive plans. The degree of aviation planning and development considerations that need to be included in the comprehensive plan varies by community. Even those communities not impacted directly by an airport have a responsibility to include airspace protection in their comprehensive plan. The protection element should include potential hazards to air navigation including electronic interference.

Roseville is not in an influence area of a regional airport. Airspace protection should be included in local codes/ordinances to control height of structures.

Other Plan Considerations

Regional Bicycle Transportation Network

TPP Figure 7-1 shows the RBTN as established for the first time in the *2040 TPP*. The network consists of a series of prioritized Tier 1 and Tier 2 corridors and dedicated alignments (routes). The process used to develop the RBTN, as well as the general principles and analysis factors used in its development, can be found in the Bicycle and Pedestrian Chapter of the *TPP*.

The RBTN corridors and alignments make up the “trunk arterials” of the overall system of bikeways that connect to regional employment and activity centers. These are not intended to be the only bicycle facilities in the region, and local units should also consider planning for any additional bike facilities desired by their communities. RBTN corridors are shown where more specific alignments within those corridors have not yet been designated, so local governments are encouraged to use their comprehensive planning process to identify suitable alignments within the RBTN corridors for future incorporation into the *TPP*.

In addition, agencies should plan their local on and off-road bikeway networks to connect to the designated Tier 1 and Tier 2 alignments, as well as any new network alignments within RBTN corridors to be proposed in local comprehensive plans. Bikeway projects that complete segments of, or connect to, the RBTN are given priority for federal transportation funds through the Transportation Advisory Board’s biannual regional solicitation.

Figure 7-1 shows that your community currently has one or more RBTN corridors and alignments within its jurisdiction. The Council encourages local governments to incorporate the RBTN map within their local bicycle plan maps to show how the local and regional systems are planned to work together. An on-line interactive RBTN map, which allows communities to view the RBTN links in their community at a much more detailed scale than Figure 7-1, can be found in the Transportation section of the [Local Planning Handbook](#). The handbook also includes best practices, references, and guidance for all local bicycle planning.

A Minor System / Functional Classification

The *TPP* has always recognized the A minor arterial system as an important supplement to the regional highway system, and the Transportation Advisory Board (TAB) continues to maintain the official regional map of these roads. The *2040 TPP* does include an updated functional classification map (Fig. 1-2 in Chapter 1) and a modified *Appendix D - Functional Classification Criteria*. Communities should consult the Local Planning Handbook for more information on functional classification, how to reflect the A minor arterial system in their plan, and how to request functional classification changes if necessary.



Freight

The Council encourages all local governments to plan for freight movement in their communities. Trucks are the major mode of freight movement in the region and across the nation to distribute consumer goods as well as move manufactured goods and commodities, and they operate in every community.





Communities with special freight facilities shown on *TPP* Figure 8-1, Metropolitan Freight System, (attached) should also include those additional modes and facilities in their local plan, and plan for compatible adjacent land uses.

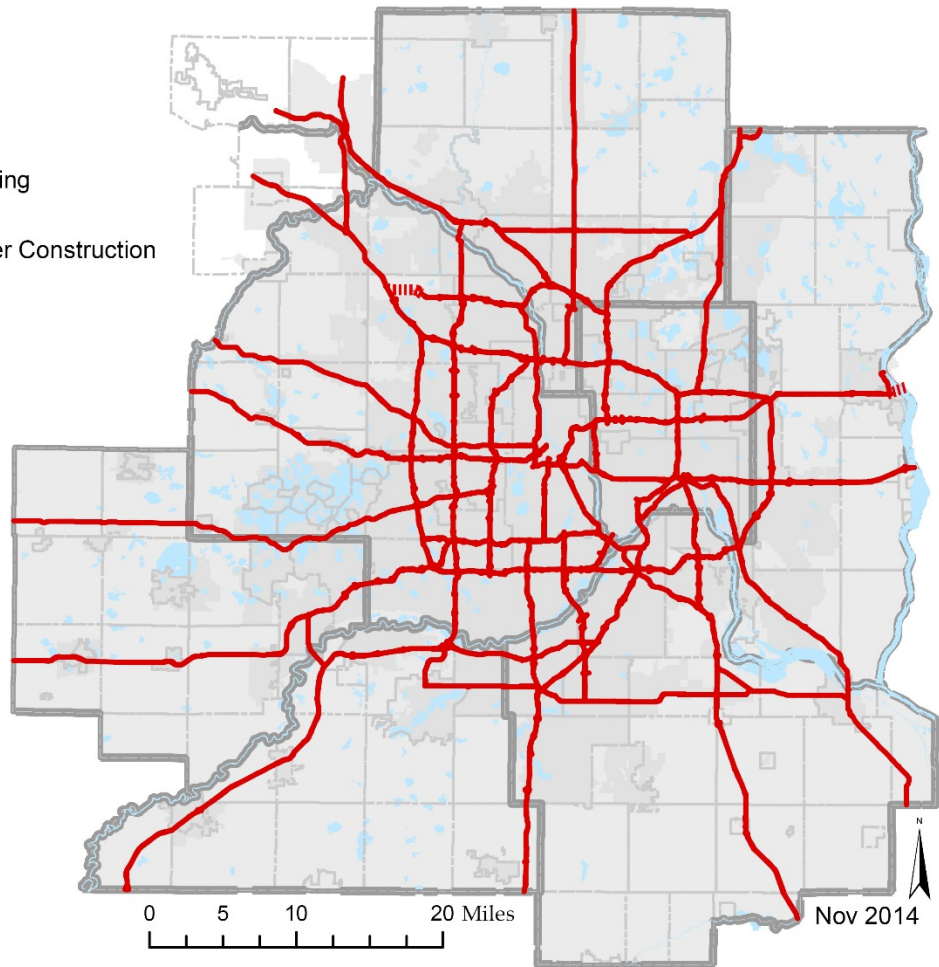
Figure 1-1 of the TPP

Principal Arterials

-  Principal Arterial - Existing
-  Principal Arterial - Under Construction

Reference Items

-  Lakes and Rivers
-  City Boundary
-  County Boundary
-  MUSA 2040 MPO Area



2040 TRANSPORTATION POLICY PLAN | METROPOLITAN COUNCIL

Figure 1-1



Figure 1-2 of the TPP

Functional Class Roads

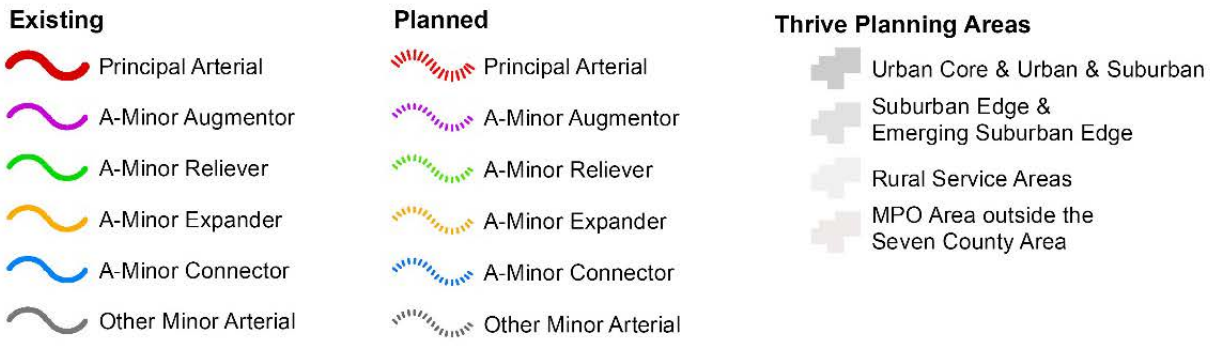
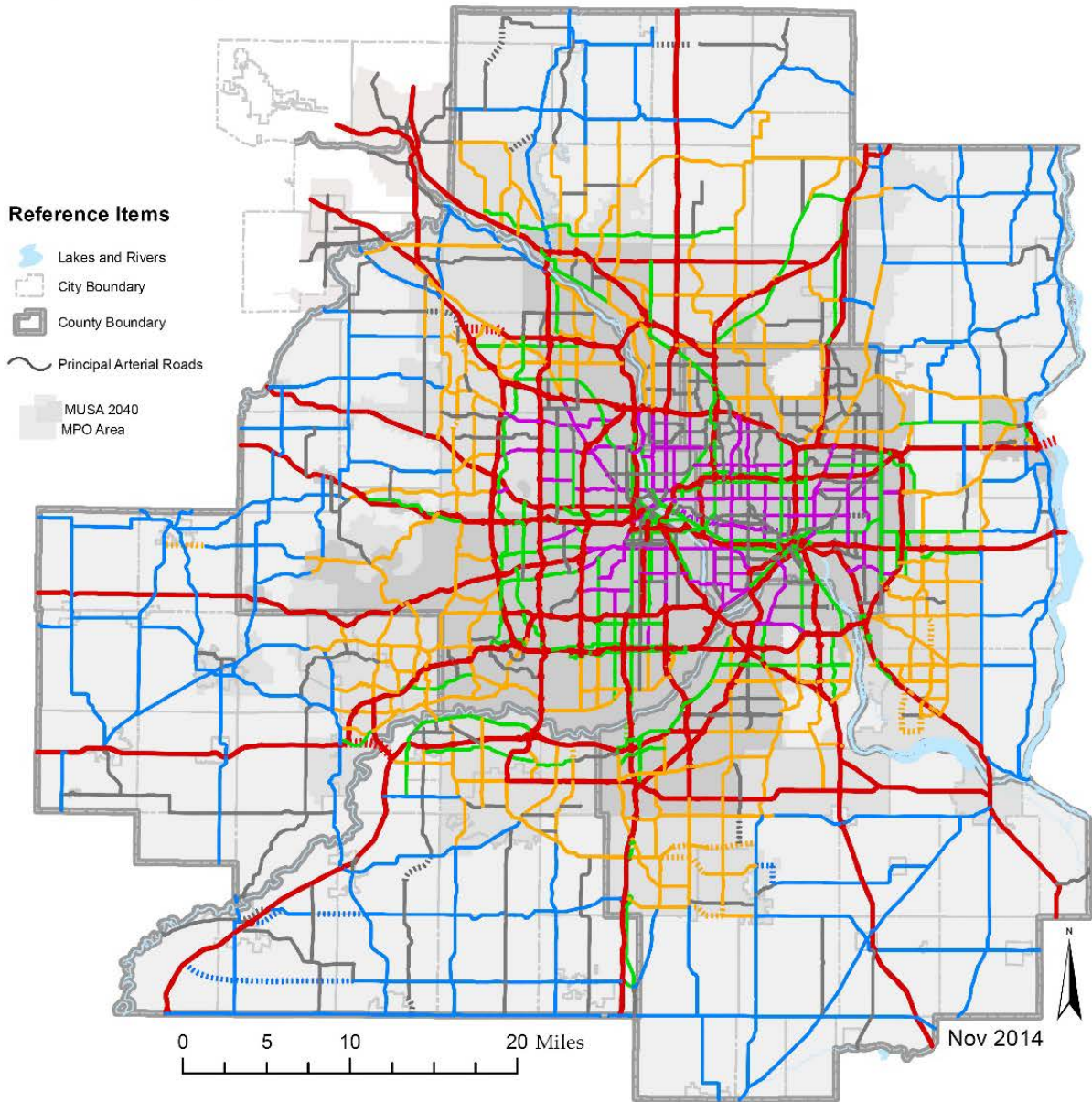
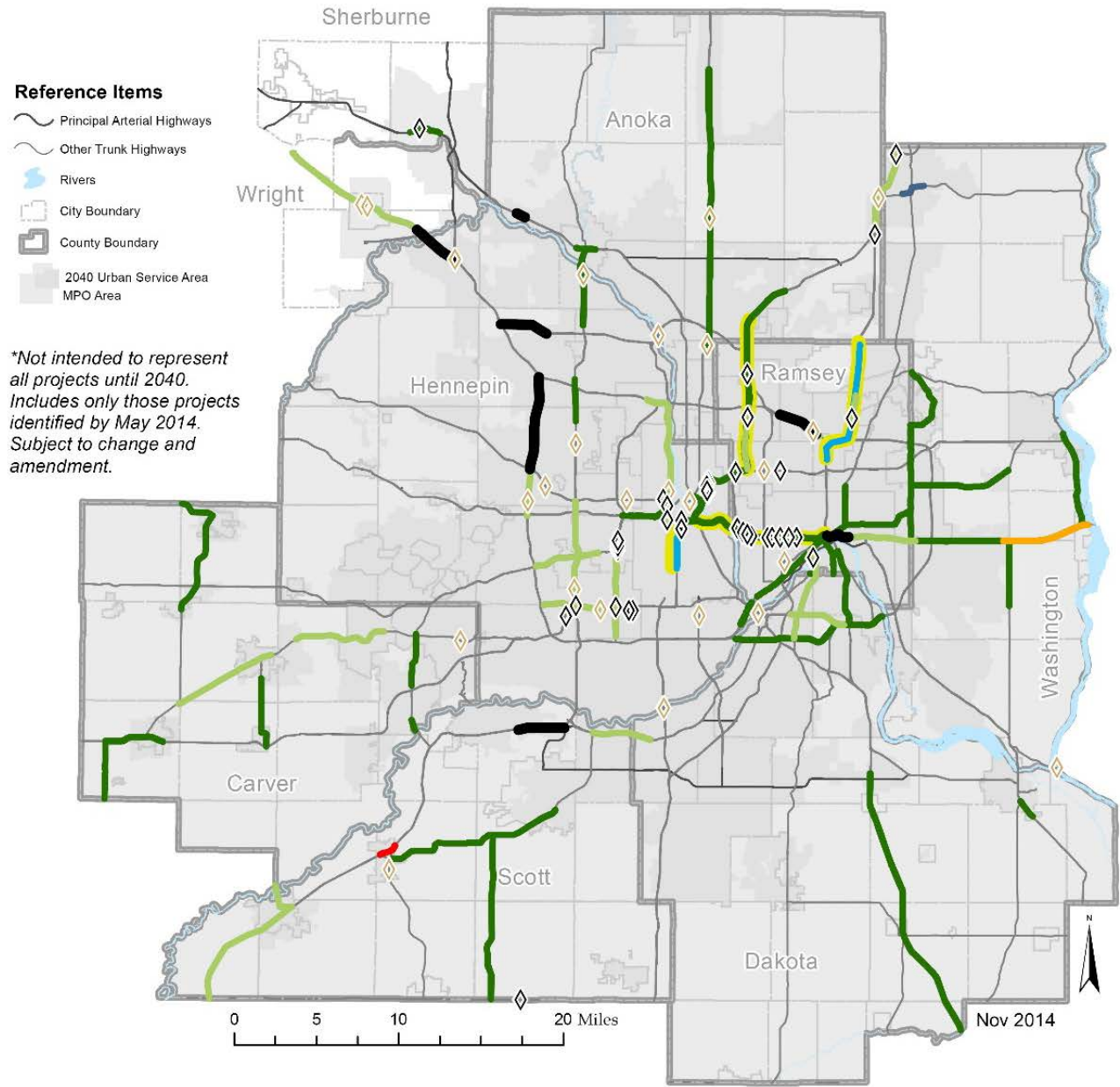


Figure 5-8 of the TPP

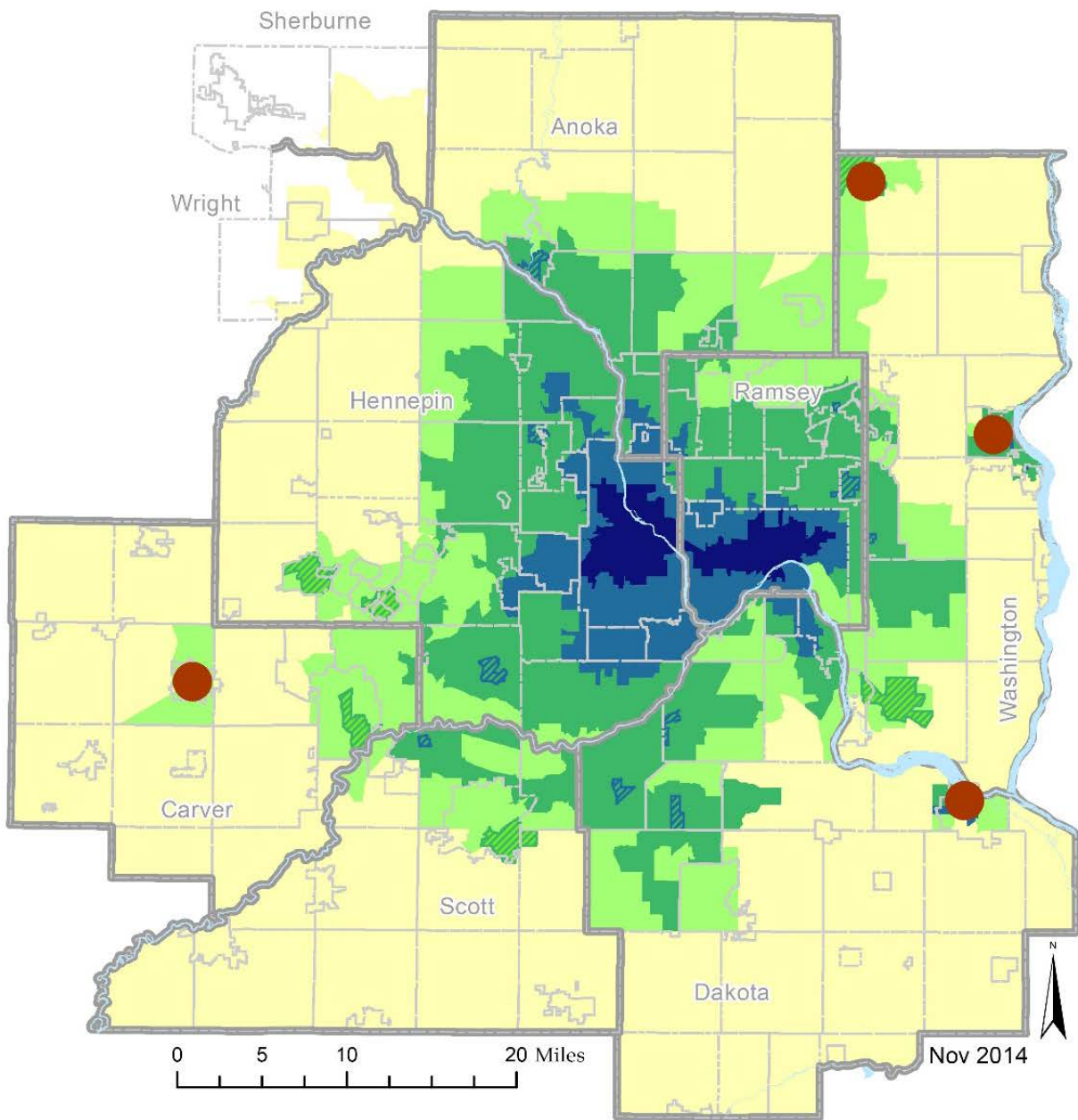
Identified Projects* in Highway Current Revenue Scenario



- ◇ 2015-2018 TIP Bridges
- ◇ 2019 - 2024 Bridges
- ◇ Strategic Capacity
- ◇ Roadside Infrastructure
- ◇ Roadside Infrastructure / Safety
- ◇ 2015-2018 TIP Pavement
- ◇ 2019 - 2024 Pavement Projects
- ◇ 2015 - 2018 Pavement / MnPass
- ◇ 2015 - 2018 Pavement / Safety
- ◇ Tier 1 MnPASS Expansion

Figure 6-3 of the TPP

Transit Market Areas



- Market Area I
- Market Area II
- Emerging Market Area II
- Market Area III
- Emerging Market Area III
- Market Area IV
- Market Area V
- Freestanding Town Center

Figure 6-8 of the TPP

Current Revenue Scenario Transitways and CTIB Phase I Program of Projects

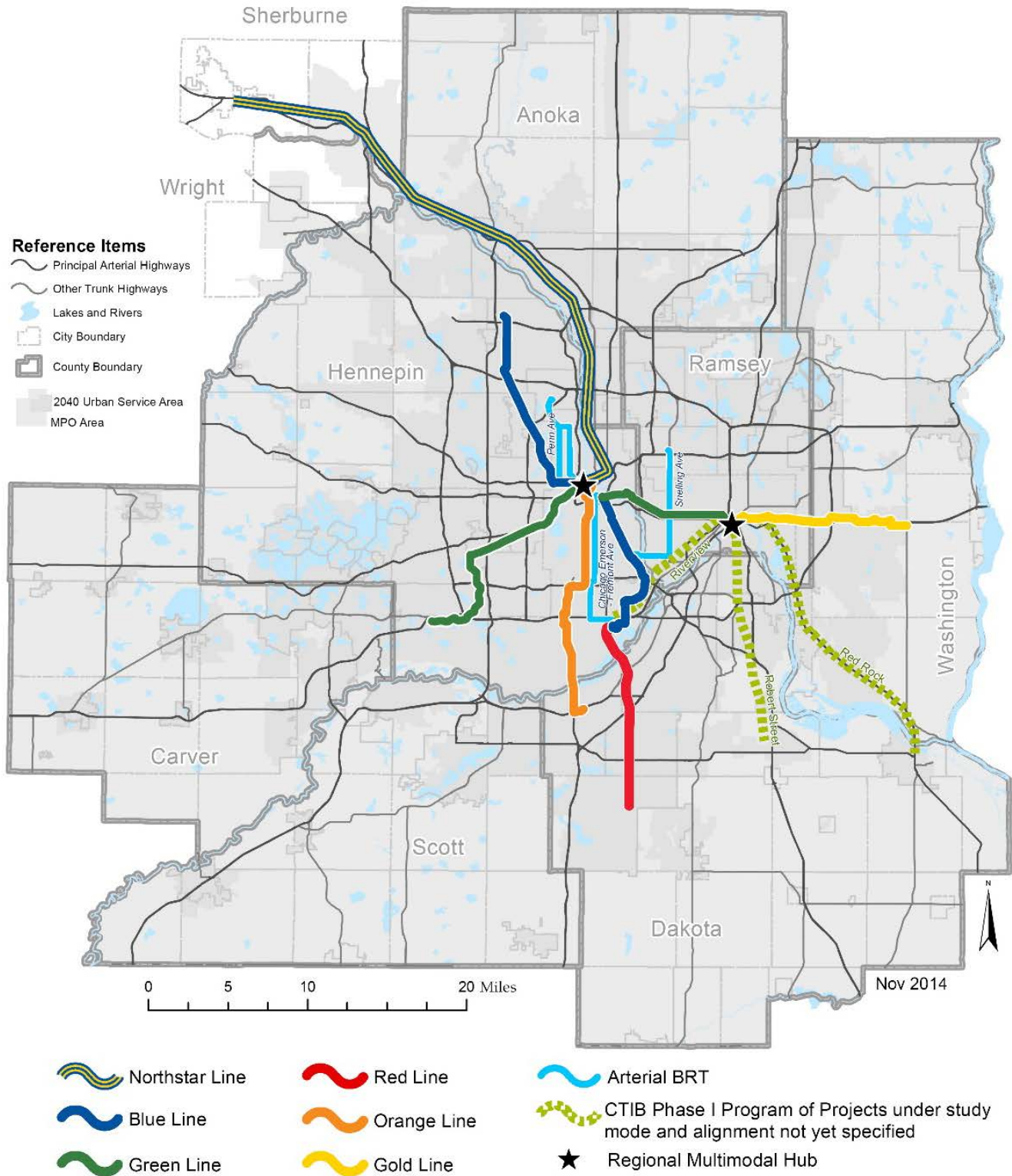
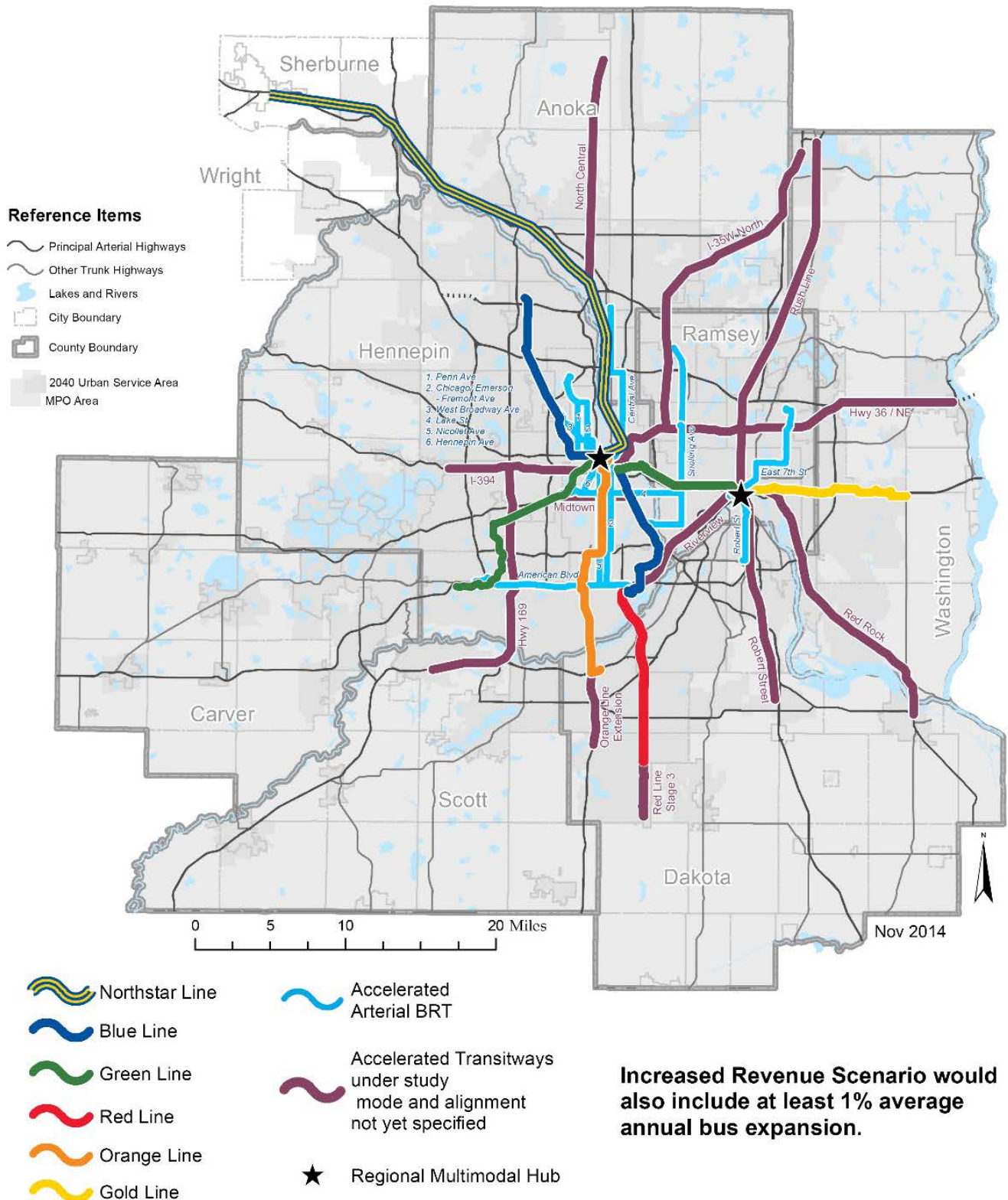


Figure 6-9 of the TPP

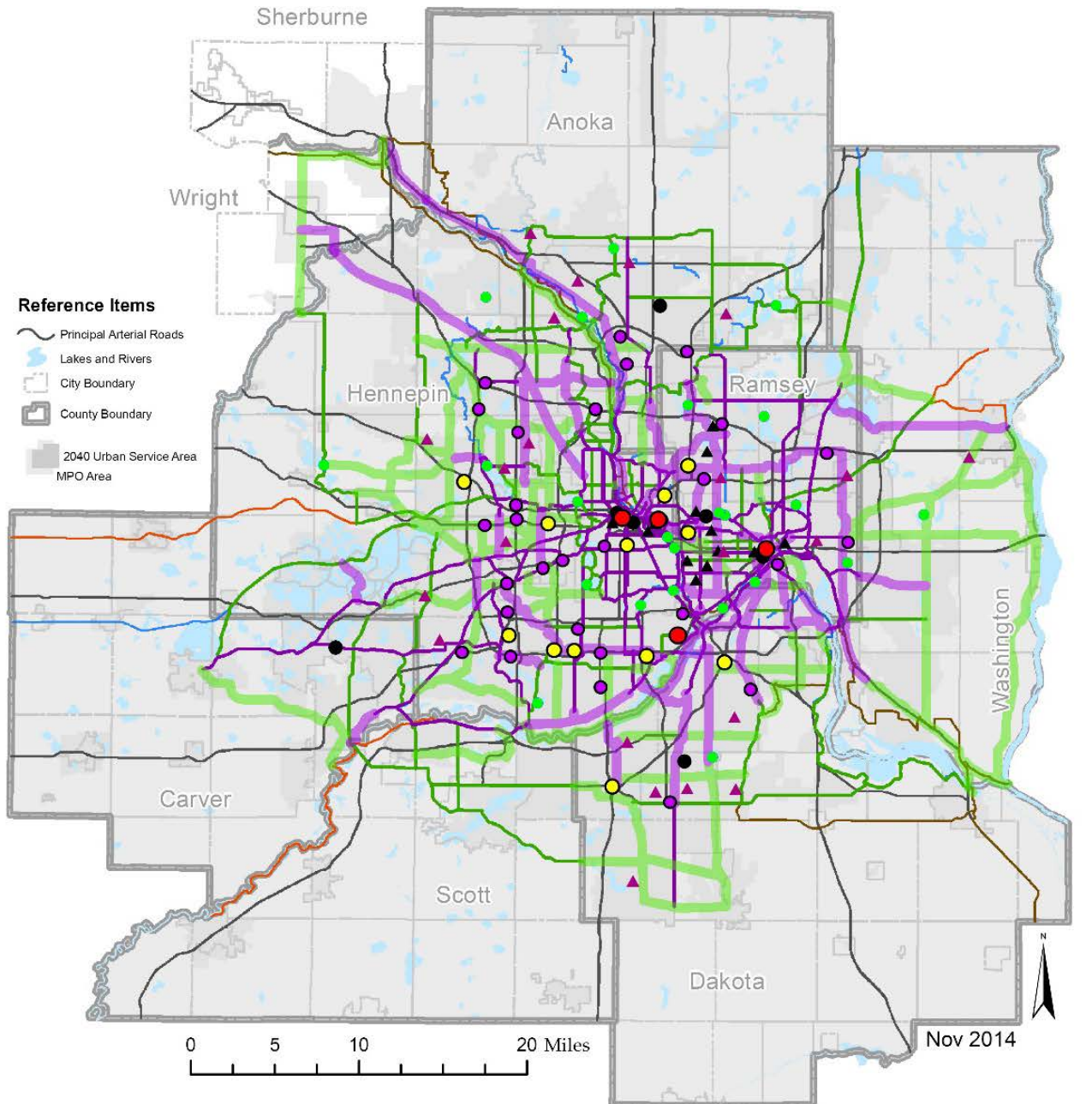
Increased Revenue Scenario Transitways Building an Accelerated Transitway Vision



Increased Revenue Scenario would also include at least 1% average annual bus expansion.

Figure 7-1 of the TPP

Regional Bicycle Transportation Network Vision



RBTN Alignments

- Tier 1 Alignments
- Tier 2 Alignments

RBTN Corridors (Alignments Undefined)

- Tier 1 Priority Regional Bicycle Transportation Corridor
- Tier 2 Regional Bicycle Transportation Corridors

Regional Destinations

- Metropolitan Job Centers
- Regional Job Centers
- Subregional Job Centers
- Large High Schools
- Colleges & Universities
- Highly Visited Regional Parks
- Major Sport & Entertainment Centers

Other Trail Systems

- Regional Trails (Regional Parks Policy Plan)
- Mississippi River Trail (US Route 45)
- State Trails (DNR)

Figure 8-1 of the TPP

Metropolitan Freight System

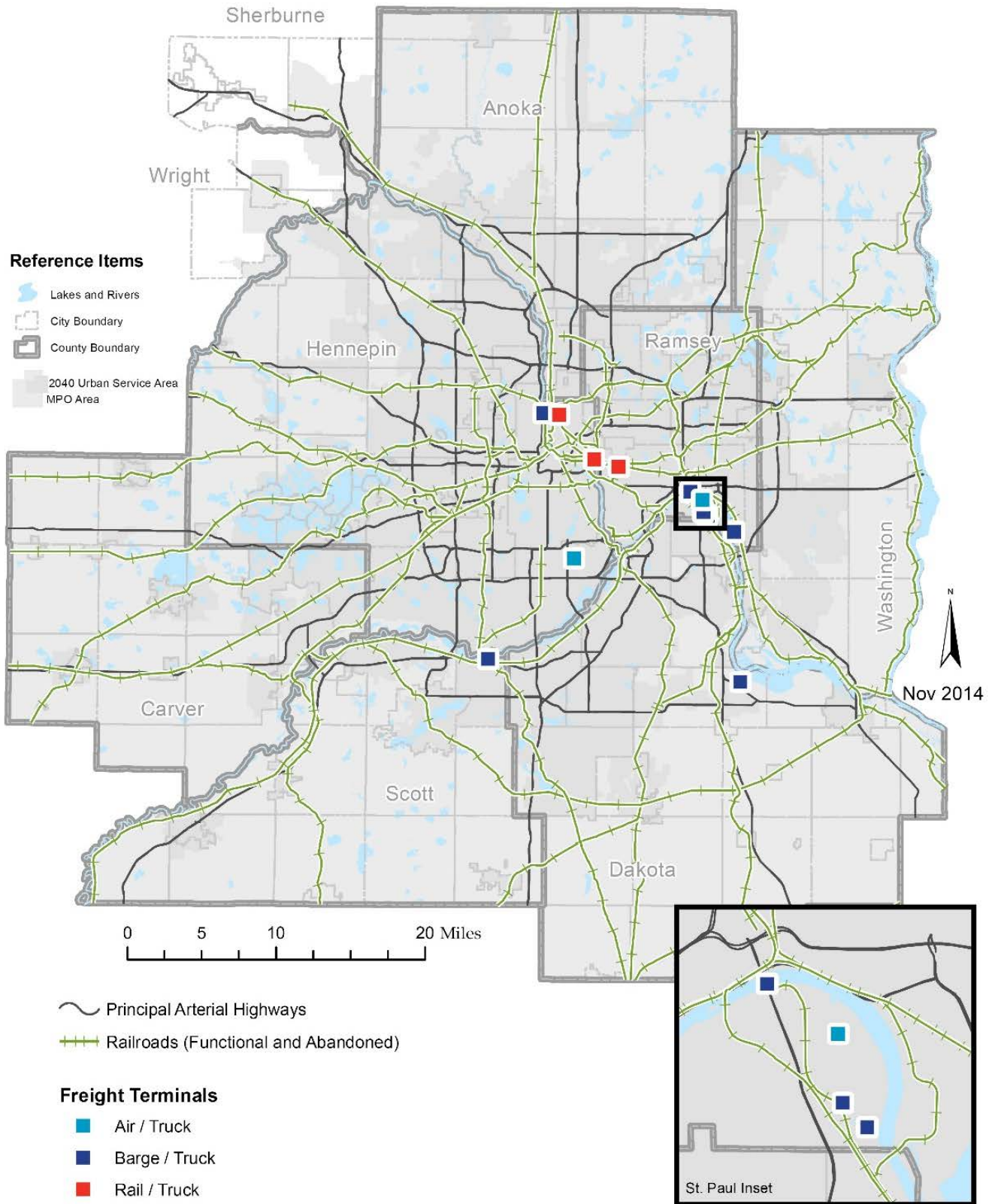
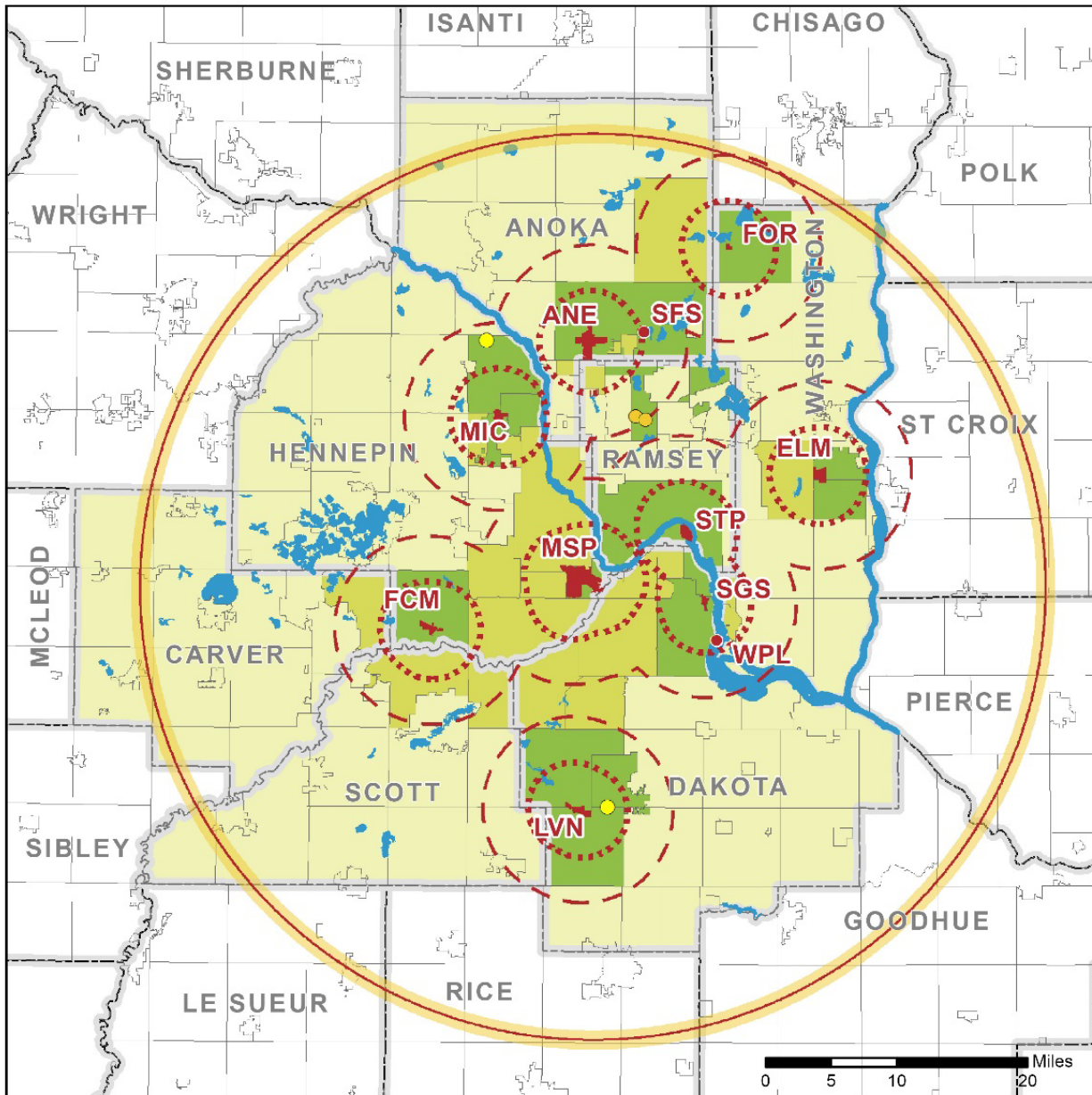
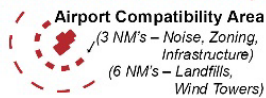


Figure 9-1 of the TPP

Airport Service Areas



Public Owned Public Use Airport



- MSP** Minneapolis – St. Paul International Airport (Wold-Chamberlain Field)
- STP** St. Paul Downtown Airport (Holman Field)
- ANE** Anoka County – Blaine Airport (Janes Field)
- FCM** Flying Cloud Airport

- MIC** Crystal Airport
- SGS** South St. Paul Airport (Fleming Field)
- ELM** Lake Elmo Airport
- LVN** Airlake Airport
- FOR** Forest Lake Airport

Privately Owned Public Use Airport

- SFS** Surf-Side Seaplane Base (Rice Lake)
- WPL** Wipline Seaplane Base (Miss. River)

- Minneapolis Class-B Airspace Boundary
- Permitted Seaplane Surface Waters (within 7 County Area only)
- VOR Protection Zone
- Tall Tower Areas
- Aviation Facility Located in Community
- Community Directly Affected by Facility(s)
- General Airspace Notification/Protection

WATER RESOURCE REQUIREMENTS/ WASTEWATER SYSTEM STATEMENT

City of Roseville

The *2040 Water Resources Policy Plan* includes policies and strategies to achieve the following goal:

To protect, conserve, and utilize the region's groundwater and surface water in ways that protect public health, support economical growth and development, maintain habitat and ecosystem health, and provide for recreational opportunities, which are essential to our region's quality of life.

The Policy Plan takes an integrated approach to water supply, water quality, and wastewater issues. This approach moves beyond managing wastewater and stormwater only to meet regulatory requirements by viewing wastewater and stormwater as resources, with the goal of protecting the quantity and quality of water our region needs now and for future generations.

The Policy Plan includes policies and strategies to:

- Maximize regional benefits from regional investments in the areas of wastewater, water supply and surface water.
- Pursue reuse of wastewater and stormwater to offset demands on groundwater supplies.
- Promote greater collaboration, financial support, and technical support in working with partners to address wastewater, water quality, water quantity and water supply issues.
- Implement environmental stewardship in operating the regional wastewater system by reusing wastewater, reducing energy use and air pollutant emissions, and reducing, reusing, and recycling solid waste.

Key Concepts in the 2040 Water Resources Policy Plan

Adopted by the Metropolitan Council in May 2015, the *2040 Water Resources Policy Plan* is the metropolitan system plan for metropolitan wastewater services with which local comprehensive plans must conform. The Policy Plan incorporates the following changes:

- Centers on and around an integrated approach to water supply, wastewater, and surface water planning.
- Promotes the investigation of the issues and challenges in furthering our work in water conservation, wastewater and stormwater reuse, and low impact development practices in order to promote a more sustainable region.
- Promotes the concept of sustainable water resources where, through collaboration and cooperation, the region will take steps to manage its water resources in a sustainable way aimed at:
 - Providing an adequate water supply for the region
 - Promoting and implementing best management practices that protect the quality and quantity of our resources
 - Providing efficient and cost effective wastewater services to the region
 - Efficiently addressing nonpoint and point sources pollution issues and solutions, and,
 - Assessing and monitoring lakes, rivers, and streams so that we can adequately manage, protect, and restore our valued resources.
- Continues the Council's position that communities that permit the construction and operation of subsurface sewage treatment systems and other private wastewater treatment systems are

responsible for ensuring that these systems are installed, maintained, managed and regulated consistent with Minnesota Rules Chapter 7080-7083.

- Includes requirements in Appendix C for comprehensive sewer plans, local water plans, and local water supply plans.
- Establishes inflow and infiltration goals for all communities served by the regional wastewater system and requires all communities to include their inflow and infiltration mitigation programs in their comprehensive sewer plan.
- Works with the State to attempt to (1) make funds available for inflow and infiltration mitigation, and (2) promote statutes, rules, and regulations to encourage I/I mitigation.

Roseville should consult the complete Policy Plan in preparing its local comprehensive plan. In addition, Roseville should consult *Thrive MSP 2040* and the *Local Planning Handbook* for specific information needed in its comprehensive plan.

System Plan Considerations Affecting Your Community

Metropolitan Sewer Service

Under state law (Minn. Stat. 473.513) local governments are required to submit both a wastewater plan element to their comprehensive plan as well as a comprehensive sewer plan describing service needs from the Council. Specific requirements for the sewer element of your comprehensive plan can be found in the Water Resources section of the *Local Planning Handbook*.

Forecasts

The forecasts of population, households, employment, and wastewater flows for Roseville as contained in the adopted *2040 Water Resources Policy Plan* can be found at: <http://www.metrocouncil.org/Wastewater-Water/Planning/2040-Water-Resources-Policy-Plan.aspx> and on your Community Page in the *Local Planning Handbook*. These forecasts are for sewered development. The sewered housing forecasts were estimated using SAC data, annual city reports, current trends, existing and future local wastewater service areas and other information relating to your community. The wastewater flows are based on historical wastewater flow data, future projected wastewater generation rates, and the projected sewered population and employment data.

The Council will use these growth and wastewater flow forecasts to plan future interceptor and treatment works improvements needed to serve your community. The Council will not design future interceptor improvements or treatment facilities to handle peak hourly flows in excess of the allowable rate for your community. Roseville, through its comprehensive planning process, must decide the location and staging of development, and then plan and design its local wastewater collection system to serve this development. The Council will use its judgment as to where to assign growth within your community to determine regional system capacity adequacy. If Roseville wishes to identify specific areas within the community to concentrate its growth, it should do so within its Comprehensive Sewer Plan.

You should also note that urban development at overall densities that are substantially lower than those identified for your community in the Community Designation Section of this Systems Statement will also be analyzed by the Council for their potential adverse effects on the cost of providing metropolitan sewer service.

Description of the Metropolitan Disposal System Serving Your Community

Figure 1 shows the location of the Metropolitan Disposal System (MDS) serving your community. Wastewater flow from Roseville is treated at the Metropolitan WWTP.

Description of the Regional Inflow/Infiltration (I/I) Program

The *2040 Water Resources Policy Plan* states that the Council will establish I/I goals for all communities discharging wastewater to the MDS. Communities that have excessive I/I in their sanitary sewer systems will be required to eliminate excessive I/I. The Council will continue the implementation of its on-going I/I reduction program. Communities identified through the program as needing to eliminate excessive I/I will be required to submit a work plan that details work activities to identify and eliminate sources of I/I. The Council can limit increases in service within those communities having excess I/I that do not demonstrate progress in reducing their excess I/I. The Council will meet with the community and discuss this alternative before it is implemented.

It is required that those communities that have been identified as contributors of excessive I/I, and that have not already addressed private property sources, do so as part of their I/I program. Significant work has been accomplished on the public infrastructure portion of the wastewater system. The Council will pursue making funds available through the State for I/I mitigation, and promote statutes, rules and regulations to encourage I/I mitigation.

Management of Subsurface Sewage Treatment Systems (SSTS) and Private Systems

The Metropolitan Land Planning Act requires the sewer element of the local comprehensive plan to describe the standards and conditions under which the installation of subsurface sewage treatment systems and other private wastewater treatment systems will be permitted and to the extent practicable, the areas not suitable for public or private systems.

The appropriate density for development with subsurface sewage treatment systems depends on the suitability of the soils to treat wastewater and whether space is available for a primary and back up drainfield. It is the Council's position that all municipalities and counties allowing subsurface sewage treatment systems should incorporate current MPCA regulations (Minn. Rules Chapter 7080-7083) as part of a program for managing subsurface sewage treatment systems in the sewer element of their local comprehensive plan and implement the standards in issuing permits.

Roseville should adopt a management program consistent with state rules. An overview of Roseville's management program must be included in the community's local comprehensive plan update. If adequate information on the management program is not included; the comprehensive plan will be found incomplete for review until the required information is provided to the Council. Specific requirements for the local comprehensive plan can be found in the [Local Planning Handbook](#).

Small private treatment plants are located throughout the Metropolitan Area serving such developments as individual industries, mobile home parks, and other urban type uses. The Council's position is that such private wastewater treatment plants should be permitted only if they are in areas not programmed for metropolitan sewer service in the future and they are provided for in a community's comprehensive plan that the Council has approved. Furthermore, the community is responsible for permitting all community or cluster wastewater treatment systems consistent with Minnesota Rules Chapter 7080-7083 and MPCA standards. The Council will not provide financial support to assist communities if these systems fail.

Roseville should include in the sewer element of its local comprehensive plan the conditions under which private treatment plants or municipal treatments would be allowed, and include appropriate management techniques sufficiently detailed to ensure that the facilities conform to permit conditions. Roseville is responsible for ensuring that permit conditions for private treatment plants are met and financial resources to manage these facilities are available.

Surface Water Management

In 1995, Minnesota Statutes Section 473.859, subd. 2 was amended to make the local water plan (often referred to as local surface water management plans) required by section 103B.235 a part of the land use plan of the local comprehensive plan. Minnesota Rules Chapter 8410, updated in July of 2015, includes the requirements for local water management plans. The main change that you need to be aware of is that all communities in the metropolitan area must update their local water plan between January 1, 2017 and December 31, 2018. This means that Roseville must update its local water plan as part of the comprehensive plan update. The community's updated local water plan should be submitted to the Council for its review concurrent with the review by the Watershed Management Organization(s) within whose watershed(s) the community is located. **Failure to have an updated local water plan will result in the comprehensive plan being found incomplete for review until the required plan is provided to the Council.**

Local water plans must meet the requirements for local water plans in Minnesota Statutes, section 103B.235 and Minnesota Rules Chapter 8410. In general, local surface water plans need to include a summary of the priorities and problems in the community; structural, nonstructural and programmatic actions to take to address the priorities and problems; and clearly identified funding mechanisms to fix the problems.

More detailed guidance for the local water plans can be found in Appendix C of the Council's *2040 Water Resources Policy Plan* and in the Council's current *Local Planning Handbook*.

In addition, the Council has also updated its priority lake list that was first developed in the 1980s as part of the *Water Resources Policy Plan* update. Figure 2 shows the priority lakes for Roseville. The Council uses the priority lake list to focus its limited resources. The list is also used in the environmental review process. Where a proposed development may impact a priority lake, the project proposer must complete a nutrient budget analysis for the lake as part of the environmental review process.

Also included on Figure 2 is the watershed organization(s) that Roseville is part of and a list of impaired waters in the community for use in development of your local water plans.

Other Plan Considerations

Water Supply

Local comprehensive plans also address water supply (Minn. Stat., Sec. 473.859). For communities in the metropolitan area with municipal water supply systems, this local comprehensive plan requirement is met by completing the local water supply plan template, which was jointly developed by the Metropolitan Council and the Minnesota Department of Natural Resource (DNR).

FOR COMMUNITIES WHO OWN/OPERATE A PUBLIC WATER SUPPLY SYSTEM:

Because your community owns/operates a municipal community public water supply system (PWS), the local water supply plan must be updated as part of the local comprehensive plan (Minn. Stat., Sec. 103G.291).

The updated local water supply plan should include information about your community along with information about any neighboring communities served by your system.

You should update your local water supply plan upon notification by DNR. Local water supply plan due dates will be staggered between January 1, 2017 and December 31, 2018. Your updated local water supply plan should be submitted to the DNR. DNR will share the plan with the Council, and it will be

reviewed concurrently by both agencies. This schedule allows the local water supply plans to be completed and included in the local comprehensive plan.

Failure to have an updated local water plan will result in the comprehensive plan being found incomplete for review until the required plan is provided to the Council.

The water supply plan template fulfills multiple statutory obligations including:

- Minn. Stat., Sec. 103G.291 to complete a water supply plan including demand reduction
- Minn. Stat., Sec. 473.859 to address water supply in local comprehensive plans
- Minn. Administrative Rules 4720.5280 to address contingency planning for water supply interruption

The plan must be officially adopted by your community, and if applicable the utility board, as part of the local comprehensive plan.

At a minimum, the updated local water supply plan must use the joint DNR and Metropolitan Council template and include water demand projections that are consistent with the community's population forecast provided in the introductory section of this system statement. Potential water supply issues should be acknowledged, monitoring and conservation programs should be developed, and approaches to resolve any issues should be identified.

Guidance and information for water supply planning can be found in the Appendix C of the *2040 Water Resources Policy Plan*, the *Local Planning Handbook*, and the Council's *Master Water Supply Plan*.

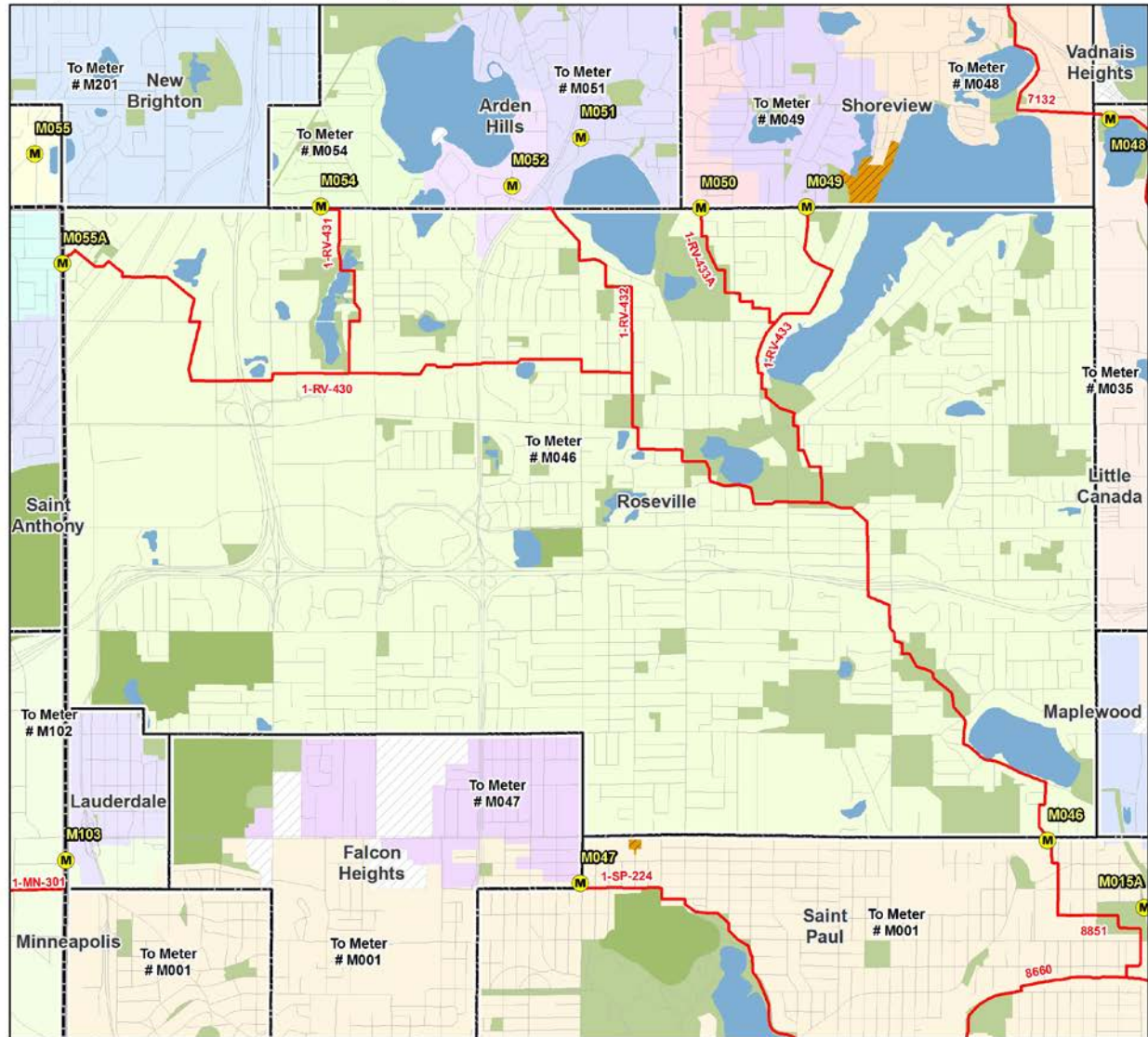
The Council's *Master Water Supply Plan* provides communities in the region with planning assistance for water supply in a way that:

- Recognizes local control and responsibility for owning, maintaining and operating water systems
- Is developed in cooperation and consultation with municipal water suppliers, regional stakeholders and state agencies
- Protects critical habitat and water resources over the long term
- Meets regional needs for a reliable, secure water supply
- Highlights the benefits of integrated planning for stormwater, wastewater and water supply
- Emphasizes and supports conservation and inter-jurisdictional cooperation
- Provides clear guidance by identifying key challenges/issues/considerations in the region and available approaches without dictating solutions

Figures 3-5 illustrate some water supply considerations that the community may consider as they develop their local water supply plans, such as: aquifer water levels, groundwater and surface water interactions, areas where aquifer tests or monitoring may be needed to reduce uncertainty, regulatory and management areas, and emergency interconnections.

Figure 1. MCES Sanitary Sewer Meter Service Areas

City of Roseville, Ramsey County

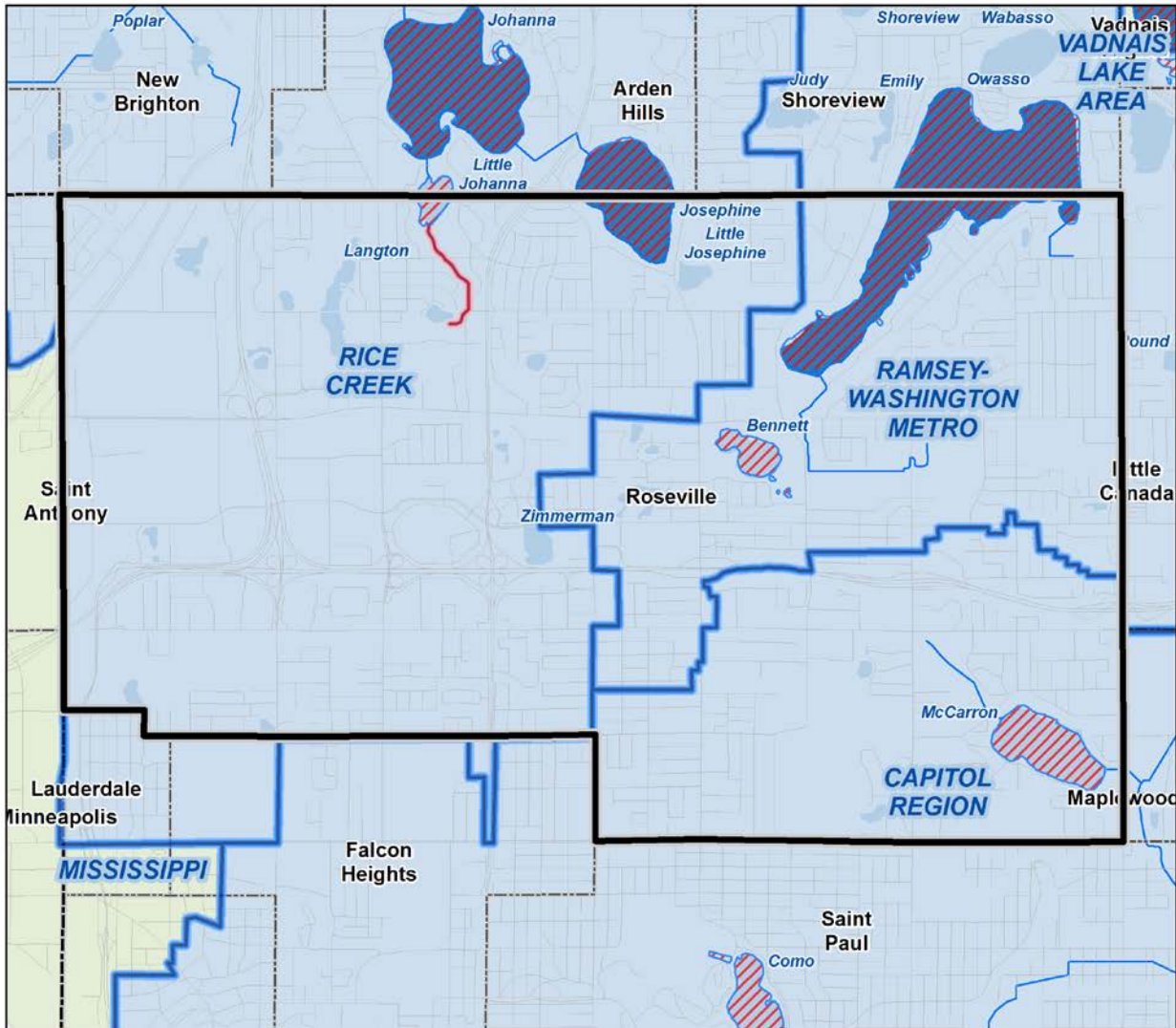


1/7/2015

- | | | |
|-----------------------------|---------------------|----------------------------------|
| Interceptors by Type | — Outfall | Meters |
| — Gravity | — Low Head Crossing | Lift Stations |
| — Forcemain | — Bypass | MCES Wastewater Treatment Plants |
| — Siphon | | |
-
- | | |
|--|------------------|
| Interceptor Meter Service Areas | |
| To Meter # 100 | Areas Not Served |
-
- | | | |
|--|------------------------------|--------------------------------|
| Areas of Unmetered Flow into the Community | County Boundaries | Park, Recreational or Preserve |
| Rural Center WWTP Service Areas | City and Township Boundaries | Golf Course |
| 2040 MUSA | Lakes and Rivers | NCompass Street Centerlines |

Figure 2. Surface Water Resources

Roseville, Ramsey County



- Watershed Management Organization Boundaries
- Watershed Management Organization Type**
- County
- Watershed District
- Watershed Management Organization
- Impaired Lakes (2014 Draft MPCA 303(d) List)
- Impaired Rivers & Streams (2014 Draft MPCA 303(d) List)
- 2014 Priority Lakes
- County Boundaries
- City and Township Boundaries
- Other Lakes and Major Rivers
- Other Streams
- NCompass Street Centerlines

Figure 3. Surface water features and interaction with the regional groundwater system, and state-protected surface water features

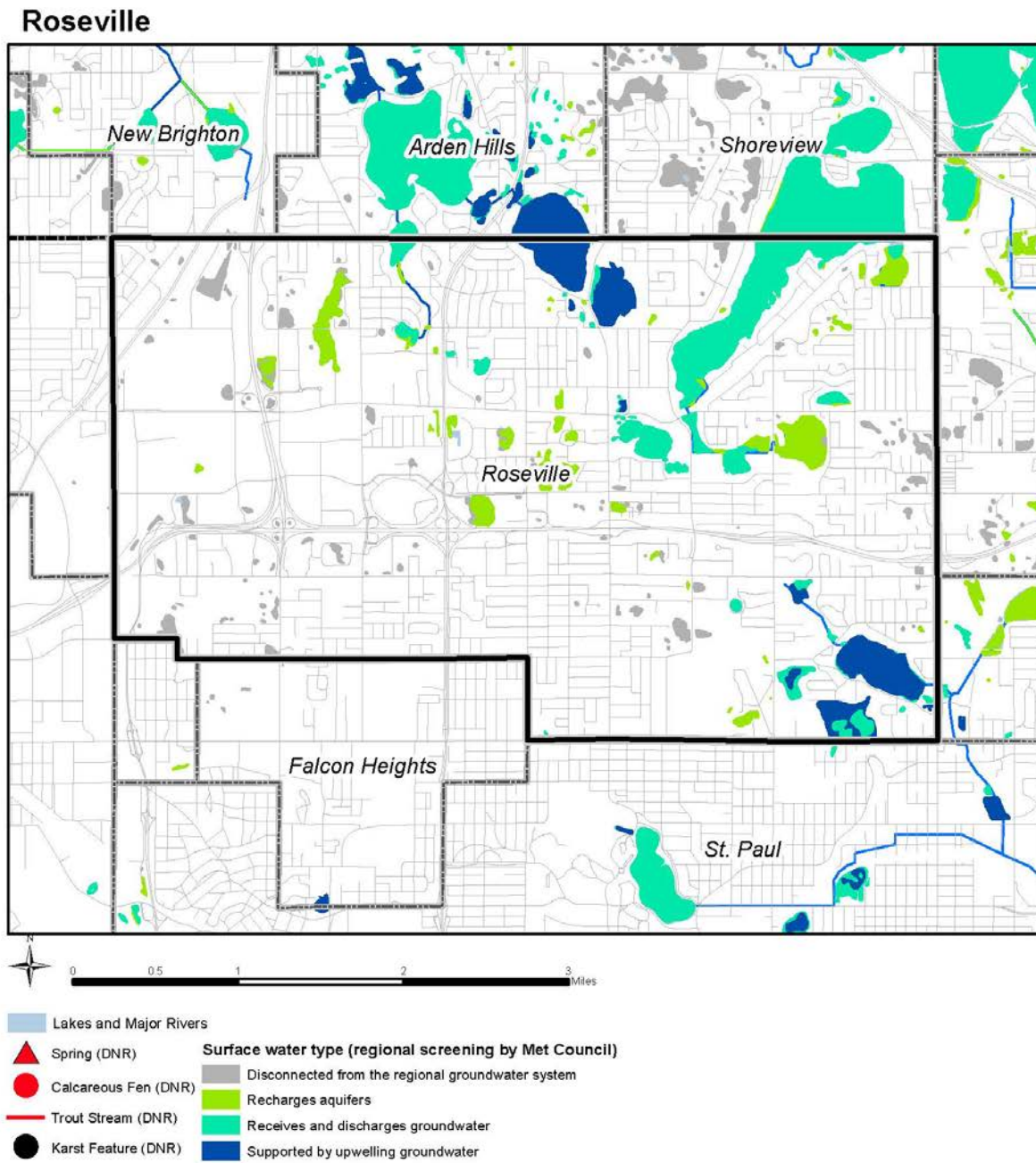


Figure 4. Availability of MN Department of Natural Resources groundwater level and MN Department of Health aquifer test data

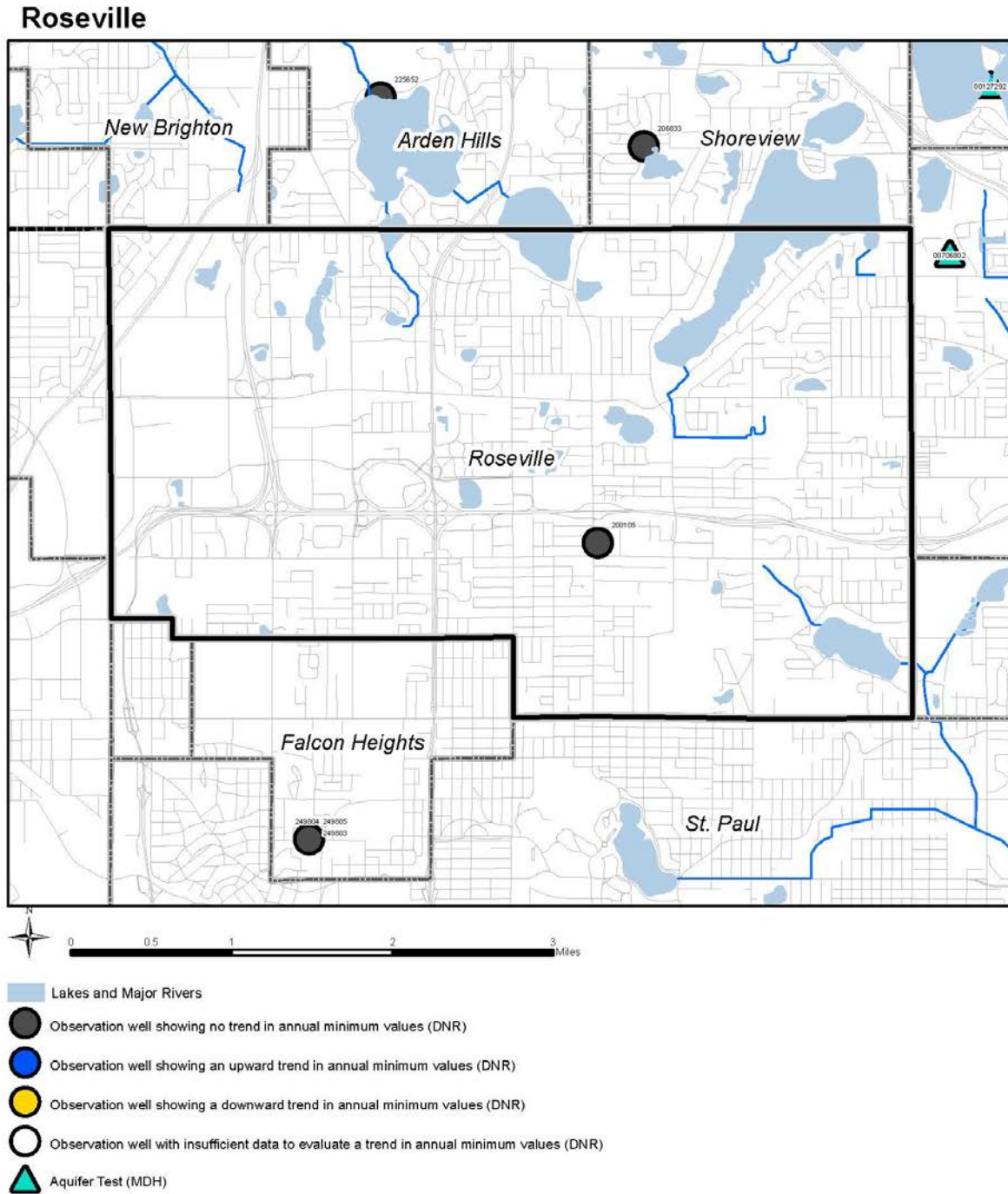
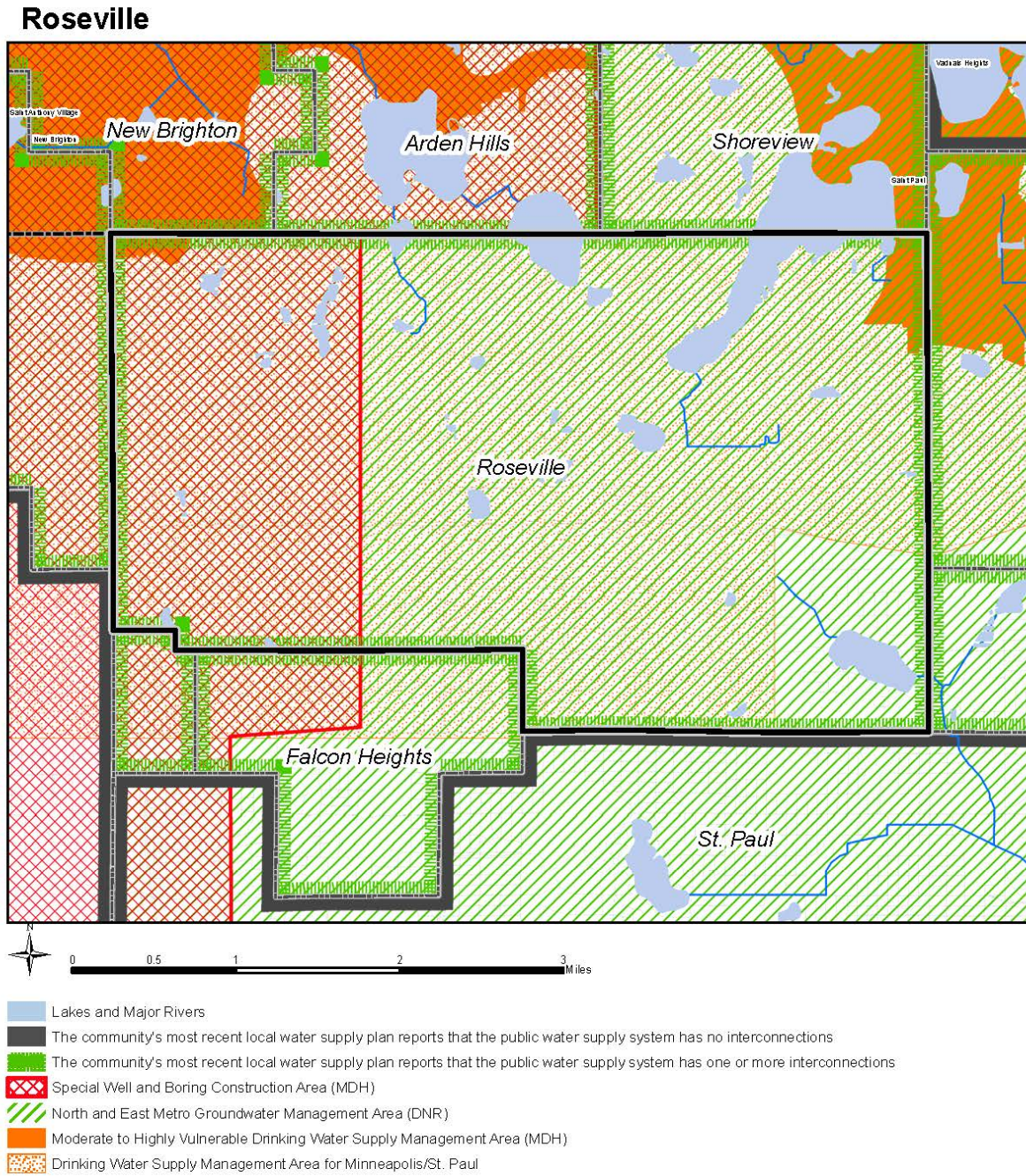


Figure 5. Municipal public water supply system interconnections and regulatory management areas



REGIONAL PARKS SYSTEM STATEMENT

City of Roseville

The Regional Parks System includes 62 regional parks, park reserves, and special recreation features, plus more than 340 miles of regional trails that showcase the unique landscapes of the region and provide year-round recreation. The Regional Parks System is well-loved by our region's residents and attracted over 48 million annual visits in 2014.

The organizational structure of the Regional Parks System is unique, built upon a strong partnership between the Council and the ten regional park implementing agencies that own and operate Regional Parks System units. The regional park implementing agencies are:

Anoka County	Ramsey County
City of Bloomington	City of Saint Paul
Carver County	Scott County
Dakota County	Three Rivers Park District
Minneapolis Park and Recreation Board	Washington County

The *2040 Regional Parks Policy Plan* was developed based on furthering the *Thrive MSP 2040* outcomes of Stewardship, Prosperity, Equity, Livability, and Sustainability. *Thrive MSP 2040* states that the Council will collaborate with the Metropolitan Parks and Open Space Commission, the regional park agencies, and state partners to:

- Expand the Regional Parks System to conserve, maintain, and connect natural resources identified as being of high quality or having regional importance, as identified in the *2040 Regional Parks Policy Plan*.
- Provide a comprehensive regional park and trail system that preserves high-quality natural resources, increases climate resiliency, fosters healthy outcomes, connects communities, and enhances quality of life in the region.
- Promote expanded multimodal access to regional parks, regional trails, and the transit network, where appropriate.
- Strengthen equitable usage of regional parks and trails by all our region's residents, such as across age, race, ethnicity, income, national origin, and ability.

Key Concepts in the 2040 Regional Parks Policy Plan

The *2040 Regional Parks Policy Plan* includes the following policies, each with specific associated strategies:

- **Recreation Activities and Facilities Policy:** Provide a regional system of recreation opportunities for all residents, while maintaining the integrity of the natural resource base within the Regional Parks System.

- **Siting and Acquisition Policy:** Identify lands with high-quality natural resources that are desirable for Regional Parks System activities and put these lands in a protected status so they will be available for recreational uses and conservation purposes in perpetuity.
- **Planning Policy:** Promote master planning and help provide integrated resource planning across jurisdictions.
- **Finance Policy:** Provide adequate and equitable funding for the Regional Parks System units and facilities in a manner that provides the greatest possible benefits to the people of the region.
- **System Protection Policy:** Protect public investment in acquisition and development by assuring that every component in the system is able to fully carry out its designated role as long as a need for it can be demonstrated.

The *2040 Regional Parks Policy Plan* is the metropolitan system plan for regional recreation open space with which local comprehensive plans must conform. This system statement highlights the elements of the system plan which apply specifically to your community. Find the complete text of the *2040 Regional Parks Policy Plan* on [the Council's website](#).

2040 Regional Parks System Facilities

The Regional Parks System is comprised of four main types of facilities: regional parks, park reserves, special recreation features and regional trails.

Regional Parks

Regional parks most notably contain a diversity of nature-based resources, either naturally occurring or human-built, and are typically 200-500 acres in size. Regional parks accommodate a variety of passive recreation activities.

Park Reserves

Park reserves, like regional parks, provide for a diversity of outdoor recreation activities. One major feature that distinguishes a park reserve from a regional park is its size. The minimum size for a park reserve is 1,000 acres. An additional characteristic of park reserves is that up to 20 percent of the park reserve can be developed for recreational use, with at least 80 percent of the park reserve to be managed as natural lands that protect the ecological functions of the native landscape.

Special Recreation Features

Special recreation features are defined as Regional Parks System opportunities not generally found in the regional parks, park reserves or trail corridors. Special recreation features often require a unique managing or programming effort.

Regional Trails

Regional trails are classified as 1) destination or greenway trails and 2) linking trails. Destination or greenway trails typically follow along routes with high-quality natural resources that make the trail itself a destination. Linking trails are predominately intended to provide connections between various Regional Parks System facilities, most notably regional parks or park reserves.

2040 Regional Parks System Components

The *2040 Regional Parks Policy Plan* identifies six components which together comprise the vision for the Regional Parks System in 2040, as described below.

Existing Regional Parks System Facilities: include Regional Parks System Facilities that are open for public use. These facilities include land that is owned by regional park implementing agencies, and may include inholding parcels within the boundaries of these parks and trail corridors that have not yet been acquired. Existing regional trails may include planned segments that will be developed in the future.

Planned Regional Parks System Facilities (not yet open to the public): include Regional Parks System Facilities that have a Council-approved master plan and may be in stages of acquisition and development, but are not yet open for public use.

Regional Parks System Boundary Adjustments: include general areas identified as potential additions to existing Regional Parks System Facilities to add recreational opportunities or protect natural resources. Specific adjustments to park or trail corridor boundaries have not yet been planned.

Regional Park Search Areas: include general areas for future regional parks to meet the recreational needs of the region by 2040 where the regional park boundary has not yet been planned.

Regional Trail Search Corridors: include proposed regional trails to provide connections between Regional Parks System facilities where the trail alignment has not yet been planned.

2040 Regional Trail Search Corridor System Additions: include regional trail search corridors that were added to the Regional Parks System as part of the *2040 Regional Parks Policy Plan*.

Key Changes in the 2040 Regional Parks Policy Plan

Adopted by the Metropolitan Council in February 2015, the *2040 Regional Parks Policy Plan* incorporates the following changes:

Identify all proposed regional trails as regional trail search corridors

All proposed regional trails that are not yet open to the public and do not have a Metropolitan Council approved master plan are represented as a general regional trail search corridor. The *2030 Regional Parks Policy Plan* depicted these trails with a proposed alignment. The alignment of these regional trails will be determined in the future through a planning process led by the regional park implementing agency. The alignment of these trails is subject to Metropolitan Council approval of a regional trail master plan.

Acquire and develop ten new regional trails or trail extensions to meet the needs of the region in 2040. The 2040 Regional Trail Search Corridor Additions include:

Carver County:

- County Road 61
- Highway 41

Three Rivers Park District:

- CP Rail Extension
- Dakota Rail Extension
- Lake Independence Extension
- Lake Sarah Extension
- Minnetrista Extension
- North-South 1
- North-South 2
- West Mississippi River

The *2040 Regional Parks System Plan Map* is depicted in Figure 1. Roseville should consult the complete [2040 Regional Parks Policy Plan](#) in preparing its local comprehensive plan. In addition, Roseville should consult *Thrive MSP 2040* and the current version of the Metropolitan Council's [Local Planning Handbook](#) for specific information needed in its comprehensive plan.

System Plan Considerations Affecting Your Community

Regional Parks System Components in your community

The following Regional Parks System Components within Roseville as identified in the *2040 Regional Parks Policy Plan* are listed below.

Regional Trails

Trout Brook Extension Regional Trail Search Corridor: The regional trail search corridor extends the Trout Brook Regional Trail north through Roseville, Little Canada, Shoreview, and Vadnais Heights as it connects to Vadnais-Snail Lake Regional Park. Ramsey County will lead a planning process in the future to determine the alignment of the regional trail. When preparing its comprehensive plan, Roseville should verify whether a master plan has been approved by the Metropolitan Council. If a master plan has been approved, the planned regional trail alignment should be acknowledged in the comprehensive plan. Otherwise, the general search corridor as shown in Figure 2 should be acknowledged in the comprehensive plan.

Lexington Avenue/Parkway Regional Trail Search Corridor: The regional trail search corridor travels through Saint Paul, Roseville, Arden Hills, and Shoreview as it connects Hidden Falls-Crosby Farm Regional Park, Sam Morgan Regional Trail, Summit Regional Trail Search Corridor, Como Regional Park, Zoo, and Conservatory, Northeast Diagonal Regional Trail Search Corridor, Highway 96 Regional Trail and Rice Creek North Regional Trail. Ramsey County will lead a planning process in the future to determine the alignment of the regional trail. When preparing its comprehensive plan, Roseville should verify whether a master plan has been approved by the Metropolitan Council. If a master plan has been approved, the planned regional trail alignment should be acknowledged in the comprehensive plan. Otherwise, the general search corridor as shown in Figure 2 should be acknowledged in the comprehensive plan.

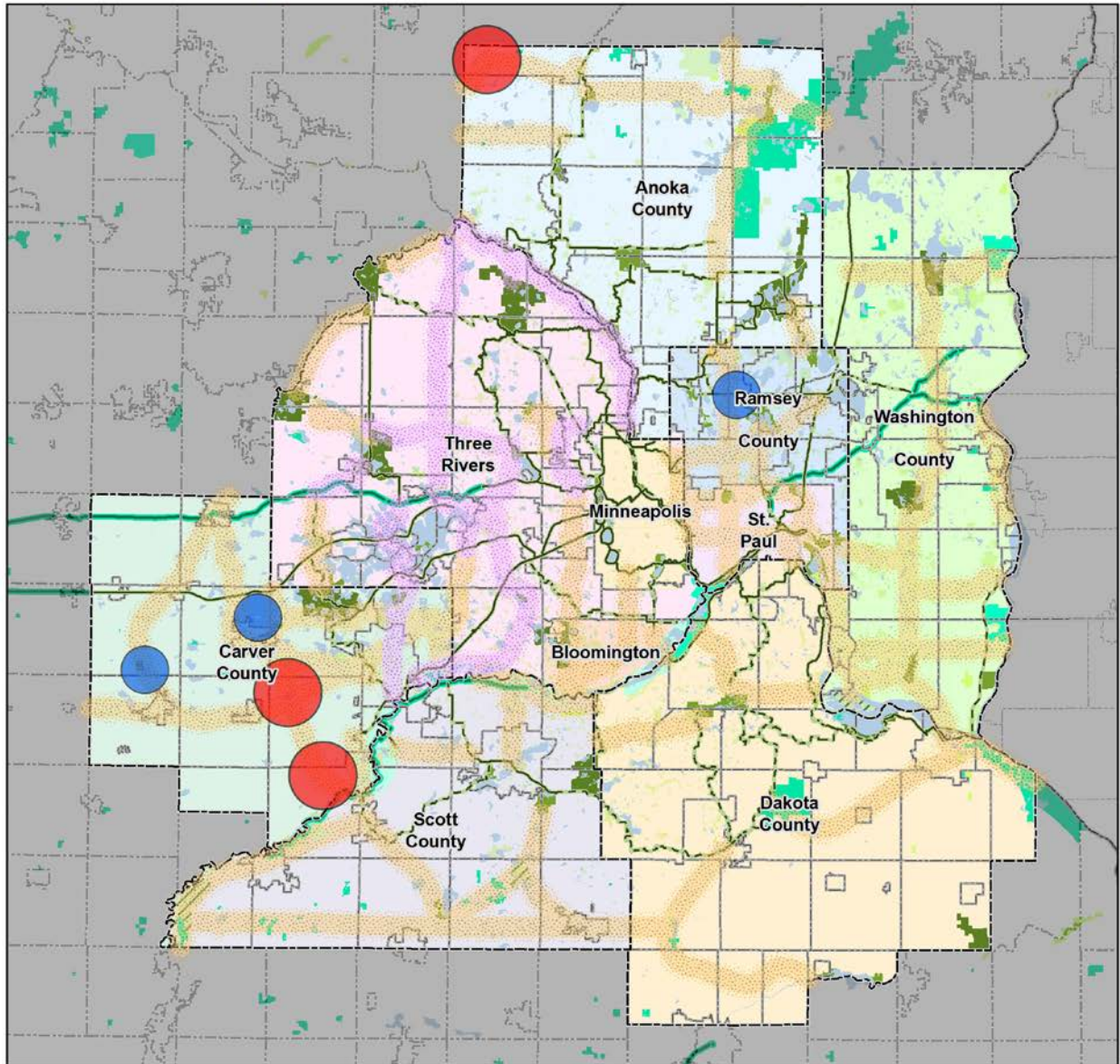
St. Anthony Railroad Spur Regional Trail Search Corridor: The regional trail search corridor travels through Roseville, Little Canada, Vadnais Heights, Gem Lake and White Bear Township as it connects the Northeast Diagonal Regional Trail in St. Anthony to the Bruce Vento Regional Trail in White Bear Township. The regional trail search corridor follows the existing railroad corridor. Since there is an active railroad operating on the tracks, trail planning would not take place until there is a change in the status of the active railroad operations. Ramsey County will lead a planning process in the future to

determine the alignment of the regional trail. When preparing its comprehensive plan, Roseville should verify whether a master plan has been approved by the Metropolitan Council. If a master plan has been approved, the planned regional trail alignment should be acknowledged in the comprehensive plan. Otherwise, the general search corridor as shown in Figure 2 should be acknowledged in the comprehensive plan.

Please contact Ramsey County for more information regarding Regional Parks System Components in Roseville.

Figure 1. 2040 Regional Parks System Plan Map

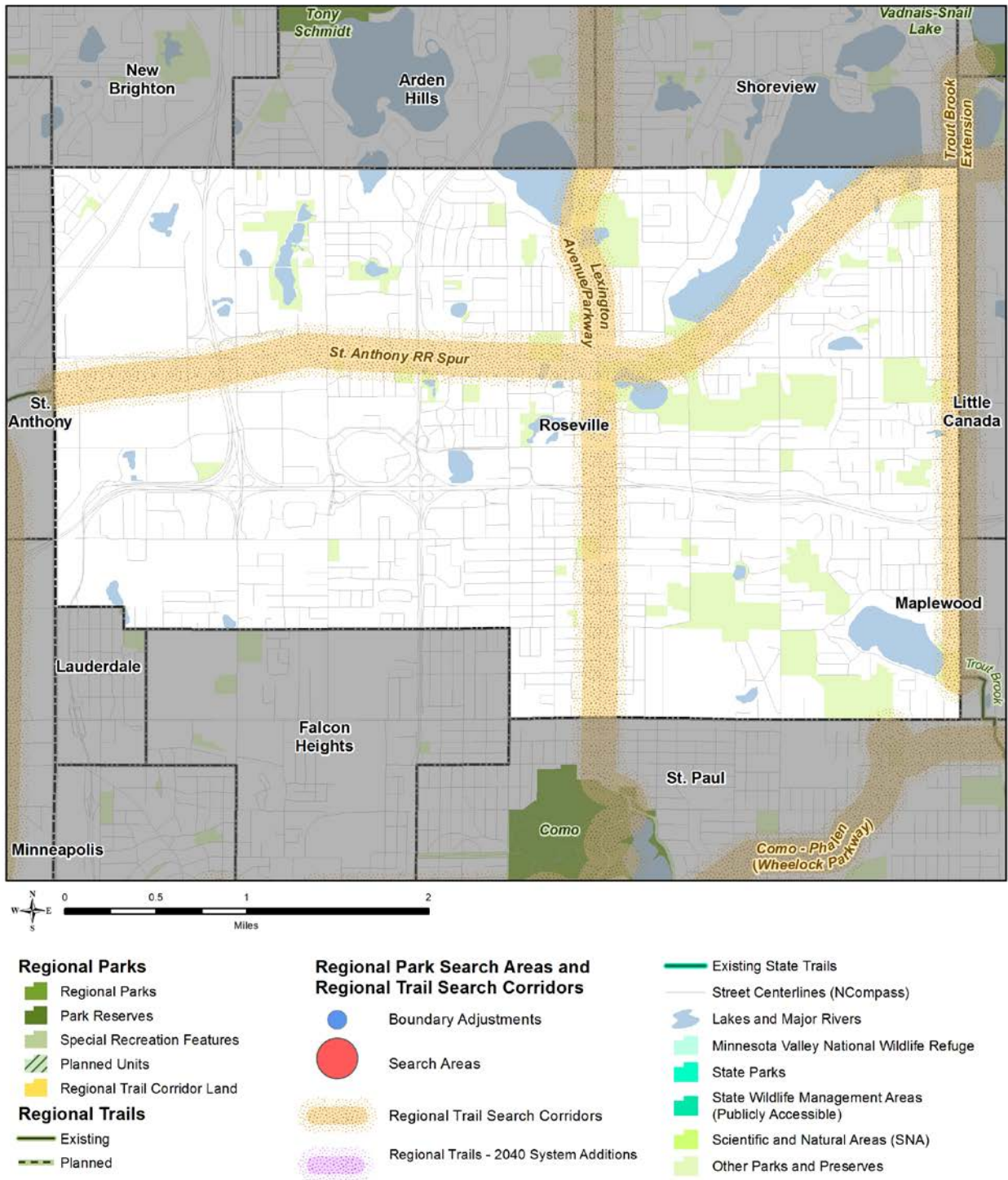
Regional Parks System Twin Cities Metropolitan Area



- | | | |
|---|---|--|
| <p>Regional Parks</p> <ul style="list-style-type: none"> Regional Parks Park Reserves Special Recreation Features Planned Units Regional Trail Corridor Land <p>Regional Trails</p> <ul style="list-style-type: none"> Existing Planned | <p>Regional Park Search Areas and Regional Trail Search Corridors</p> <ul style="list-style-type: none"> Boundary Adjustments Search Areas Regional Trail Search Corridors Regional Trails - 2040 System Additions | <ul style="list-style-type: none"> Existing State Trails Lakes and Major Rivers Minnesota Valley National Wildlife Refuge State Parks State Wildlife Management Areas (Publicly Accessible) Scientific and Natural Areas (SNA) Other Parks and Preserves |
|---|---|--|

Figure 2. Regional Parks System Facilities in and adjacent to Roseville

Regional Parks System City of Roseville, Ramsey County



Overview of the comprehensive planning process – additional resources

1. Metropolitan Council - local planning handbook (online resource)
<http://www.metrocouncil.org/Handbook/Planning-Overview.aspx>
2. Metropolitan Council - Comprehensive Plan updates (online resource)
<http://www.metrocouncil.org/Handbook/Review-Process/Comprehensive-Plan-Updates.aspx>

St Louis Park

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- [2016 Neighborhood Forum](#)
- [Posting Signs](#)
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sort: [title](#) | [date](#)

[Neighborhood Events](#)

*See neighborhood webpage for complete details on each event. [Click here for a neighborhood map](#)

Neighborhood	Activity	Date	Time	Location
Brookside	Let's Give Back to Our Community	Wednesday, February 3	6:30-8 p.m.	STEP (6812 W. Lake St.)
Brookside	Neighborhood Progressive Party	Saturday, February 6	6:30-9:30 p.m.	
Browndale	Winter Fest & Annual Meeting	Saturday, February 6	3-6 p.m.	Browndale Park



[What neighborhood am I in?](#)
[What are the closest parks to my home?](#)
[Who are my elected officials?](#)
[Visit myNeighborhood](#)

2016 Neighborhood Forum

updated: *Tuesday, January 19, 2016*

One of the Vision Strategic Directions identified by the City Council is: St. Louis Park is committed to being a connected and engaged community. The Neighborhood Associations in St. Louis Park are just one example of ways that residents stay connected and engaged. Each year the Neighborhood Forum brings together neighborhood leaders who are committed...

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Block Captains Wanted

updated: *Monday, December 14, 2015*

The St. Louis Park Police Department is recruiting interested citizens to become Block Captains. Are you unsure if your block is organized? Contact Community Outreach Officer Erin Nordrum at (952) 924-2661 or email enordrum@stlouispark.org to see if your block is organized and for further information.

[Block Captain Program information](#)

Get Involved in your Neighborhood Organization

updated: *Monday, October 26, 2015*

Did you know St. Louis Park is divided into 35 neighborhoods and many of these neighborhoods have organized [neighborhood associations](#)? Involved and active neighborhoods are elements of the overall quality of life in St. Louis Park and we want you to be a part of them.

Strong Neighborhoods are important and here are a few reasons why:

- Build investment and pride
- Increase feeling of safety and security
- Connect neighborhoods with each other and with the city
- Create and maintain a sense of community



Neighborhood organizations take on many shapes and forms in St. Louis Park. Most hold neighborhood get-togethers, organize park cleanups, or share services (trading home maintenance for child care, for example). Many neighborhoods publish newsletters and websites listing upcoming events and neighborhood news.

To find out more about your neighborhood, visit the city's website and click on the neighborhoods section. If you don't know what neighborhood you live in, use the [MyNeighborhood](#) application available on the site to determine your neighborhood.

If you are interested in getting involved, contact your neighborhood association leaders.

If your neighborhood isn't organized, contact Breanna Freedman at: bfreedman@stlouispark.org or (952) 924-2184.

[Neighborhood Associations](#)

updated: *Friday, December 04, 2015*

Many of St. Louis Park's 35 neighborhoods are represented by an organized neighborhood association. These groups can rally residents together to solve a problem or voice an opinion on a special issue. They can also hold neighborhood get-togethers, organize park clean-ups, or share services (trading home maintenance for child care, for example). Many neighborhoods publish newsletters listing upcoming events and neighborhood news.

Call Breanna Freedman, Community Liaison, at (952) 924-2184 or email bfreedman@stlouispark.org to find out whether your neighborhood is represented by an association, or if it isn't, how you can organize one. You can also visit your [neighborhoods webpage](#) to see if it is organized. If you don't know your neighborhood, find it by visiting [myNeighborhood](#).

If you are interested in organizing your neighborhood, more information can be found in the [St. Louis Park Neighborhood Organizing Kit](#).

Neighborhood Watch Block Captains

updated: *Monday, November 23, 2015*

In partnership with the St. Louis Park Police Department, block captains help maintain the safety and well being of their neighborhood by coordinating Neighborhood Watch activities for their block. Each participating block has a block captain who serves as a liaison between the block and the Police Department. Block captains organize their block's...

[Continue Reading](#) →

Block Parties

updated: *Friday, December 04, 2015*

If your application is approved, you will be able to pick up orange traffic cones to block off your street. Cones should be reserved at least one week before the street closure by calling (952) 924-2562. Cones are available at the Municipal Service Center, 7305 Oxford St., which is open Monday through Friday from 7 a.m. to 3:30 p.m. When you pick...

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Meeting Rooms

updated: *Monday, November 23, 2015*

St. Louis Park neighborhood groups and civic organizations can reserve meeting rooms in City Hall at no charge. St. Louis Park youth associations, teams and clubs may reserve meeting rooms at The Rec Center and park pavilions at no charge as long as no food is served. If food is served, there is a small fee. Other groups may use The Rec Center meeting...

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Garage Sales

updated: *Monday, November 23, 2015*

After your sale is over, please consider donating unsold household items to a charity rather than throwing them away. You'll reduce the amount of garbage sent to incinerators while helping a

worthy cause. Some charities - The Salvation Army, for example - will pick up items from your home. For more information, call your favorite charitable organization...

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Rules for Posting Signs

updated: *Tuesday, December 29, 2015*

Open house, for sale, for rent and other temporary signs cannot be posted on public property trees or public right-of-way, including

- Curbside areas of lawns
- Utility poles
- Traffic signs

Signs placed on public property will be removed. City ordinance also regulates the size and placement of permanent signs. For more information, contact Zoning Administrator Gary Morrison at:

- (952) 924-2592
 - gmorrison@stlouispark.org
-

Adopt-a-Park or Garden in Your Neighborhood

updated: *Monday, November 23, 2015*

There are 51 parks throughout St. Louis Park, providing recreation, community space and beauty to all residents and visitors in any season. To keep our parks and gardens enjoyable for all, we hope that you'll consider adopting one near you! Whether you would like to monitor one as a family, community group, neighborhood, church or business, it...

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- [Sorensen](#)
- [South Oak Hill](#)
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- [Westwood Hills](#)
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(952) 924-2500



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updated: *Tuesday, September 30, 2014*

Many of St. Louis Park's 35 neighborhoods are represented by an organized neighborhood association. These groups can rally residents together to solve a problem or voice an opinion on a special issue. They can also hold neighborhood get-togethers, organize park clean-ups, or share services (trading home maintenance for child care, for example). Many neighborhoods publish newsletters listing upcoming events and neighborhood news.

Call Breanna Erickson, Community Liaison, at (952) 924-2184 or email berickson@stlouispark.org to find out whether your neighborhood is represented by an association, or if it isn't, how you can organize one. You can also visit your [neighborhoods webpage](#) to see if it is organized. If you don't know your neighborhood, find it by visiting [myNeighborhood](#).

If you are interested in organizing your neighborhood, more information can be found in the [St. Louis Park Neighborhood Organizing Kit](#).

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9 articles in this section

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- [Block Captains Wanted](#)
- [Neighborhood Associations](#)
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Experience LIFE in the Park

Neighborhood Association Qualifications

What Is A Neighborhood Association?

A neighborhood association is simply a group of neighbors who come together to coordinate efforts to maintain or improve a good neighborhood. Most neighborhood associations in our city keep neighbors updated through a newsletter or regular email updates and sponsor community building activities. Unlike a condo association or an historic preservation district, city neighborhood associations have no governing authority and cannot implement ordinances or regulations.

In order to be eligible for the Neighborhood Grants, you **MUST** be recognized as a neighborhood association. To be recognized as a neighborhood association, you must demonstrate and document that your neighborhood association meets the following requirements:

1. Must have at least three elected officers from the neighborhood
2. Method of transferring leadership from one year to the next
3. Written bylaws approved by its membership
4. Must hold an Annual Neighborhood Meeting

The City has several resources available to assist in continuing to support our neighborhood associations. If you have any questions or need assistance with any of these requirements, please feel free to contact:

Community Liaison, Breanna Freedman

952-924-2184

Bfreedman@stlouispark.org

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

Date: February 4, 2016

To: Community Engagement Commission

From: Gary Grefenberg & Michelle Manke

Commission Representatives on the Joint Task Force on Zoning Notification

Re: **Final Joint Task Force Report to the Community Engagement & Planning Commissions**

The attached Joint Task Force Report on Zoning Notification is our recommendation for your review and approval at our next Commission meeting on February 11th. Please feel free to call either of us if you have any question or concerns.

We would encourage you to review this document ahead of the meeting since our agenda is especially crowded and we need to move through it expeditiously.

The attached report was approved unanimously at its last Task Force meeting this past month.

At our February 11th meeting Paul Bilotta, Director of the Community Development Department, and Thomas Paschke, City Planner, will be present to answer any of your questions.

Recommendation: Our recommendation is for the Commission to adopt this report as presented. If we can do so at this next Thursday, the Planning Commission will consider adopting the same report at its March 2nd meeting.

Our rationale for this recommendation is that if adopted this report this report will go a long way towards fulfilling the Commission's objectives and strategies adopted in November 2014. Through a collaborative process working with the Planning Commission and Community Development staff over the past eight months, we have developed a pragmatic and comprehensive approach towards making it easier for Roseville residents and businesses to become involved in land-use and zoning decisions as is their prerogative as Roseville citizens.

If approved this Report will also go a long way in fulfilling the Policies and Strategies the Commission approved in November of 2014., as well as the commitments we made to the Council in our joint meeting the following month. That December we presented to the Council our priorities for 2015, one of which included the Joint Task Force on Zoning Notification. If adopted by our Commission and the City, we will have fulfilled some of the commitments we made to Roseville residents and the Council, and have assisted in achieving the City's goals of being transparent and open to community involvement.

The first attachment is a reprint of the goals and strategies we approved in November 2014. (The **check marks** indicate which objectives and strategies have now been met, in large part through this joint effort with the Planning Commission.)

The second attachment is the Joint Task Force Report the approval of which we are recommending to the Commission.

Respectfully submitted,

Commissioner Gary Grefenberg

615/645-6161

Commissioner Michelle Manke

612/418-4565

Attachment # 1**Section 9 of the Commission's Adopted and Recommended Policies & Strategies****Adopted by the Community Engagement Commission unanimously on November 13, 2014****9) Improve the Notification Process**

9.1Policy: The city should expand the notification area and methods for informing residents and businesses, including leased businesses, of developments that have greater impact and/or involve issues of probable concern to the broader community.

We recommend the City:

✓ 9.1.a: The Council should form a joint task force of Community Engagement and Planning Commissioners, plus at-large members, to assess these notification recommendations and prepare a joint plan for both Commissions and for Council approval. Staff assistance shall be provided by the Planning Department.

The specific Task Force Strategic Recommendations under 9.1 are suggested for consideration by this joint task force as a starting point in their deliberations. For purposes of reference only these Task Force Recommendations are included in Attachment A.

✓ 9.1.b: Require notification for zoning proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses operating within 1500 feet of the proposal and solicit their input. Note that businesses operating includes not only the property owner but the business leasing said property. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.

- a) Co-host (with the proper) informal public communications meetings in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.
- b) Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

9.2 Policy: The City should reassess the notification language and format so as to maximize understandability and convey their importance as official local governmental notices with potential impact upon the recipient's property and neighborhood. **Work Now in Progress**

Rationale: To assure that recipients understand what they are being notified of and the impact of any zoning change, variance, change in the zoning code, or related proposal, terms such as interim use permit, conditional use, variance, should not be relied upon to convey the intent of the notice, and every effort should be made to use language which is easily understood by a high school graduate.

✓ The City should engage renters, businesses both leased and owned, and non-single-family family homeowners as it does homeowners, in its notification procedures.

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

Joint Report on Zoning Notification Procedures & Policies

February 4, 2016

Task Force on Zoning Notification

A joint Task Force of the Roseville Community Engagement and Planning Commissions

Prepared for the Community Engagement Commission's review and approval at its February 11, 2016,
meeting

Intent: The Reason for Formation of the Task Force on Zoning Notification

The City of Roseville staff, City Council and Boards & Commissions continuously seek to ensure that best practices are followed in all aspects of city government and administration. Inclusion, fairness and transparency are important tenets of this philosophy. From time to time, specific components of city procedures and policies may be reviewed to make certain that these tenets are being followed to the best ability of those accountable. Such reviews may result from the normal ongoing practice of self-examination; or they may result from requests, suggestions or other feedback from citizens, businesses, City commissions, or other parties who have an interest in city affairs.

Background: In 2014 the newly-established Community Engagement Commission included in its 2015 priorities a review of the City's zoning notification process, including the effectiveness of its communications with the general public. Later that year It asked the Planning Commission to join in this review, since that Commission plays a critical role in monitoring the City's zoning ordinance and making recommendations to the Council on zoning notification changes. Without presupposing that the existing zoning notification policies and procedures were in any way deficient, both Commissions felt that such a joint review would be reasonable and productive. In order to accomplish this, in October 2014 the Community Engagement Commission and the Planning Commission agreed to form a joint Task Force to review the City's zoning notification process.

In December 2014 the Roseville City Council approved the Community Engagement Commission's work plan which included authorization to form a joint task force with the Planning Commission on zoning notification. The purpose of this task force was to review the City's current zoning notification process and format so as to enable all those who may be affected by zoning and land use decisions, or who have legitimate interest in the effects of zoning and land use decisions, to be alerted that a change was being considered, and furthermore to have the opportunity for input into zoning deliberations and the decision process.

During the Task Force's deliberations staff clarified that the definition of notifications needed to include the Community Development Department's formal notification process for land use changes, Comprehensive Plan Map changes, Zoning Map changes, Interim Use, Conditional Use, Three Parcel Minor Subdivision, Variance, and projects that require specified types of environmental review.

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
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Several aspects of current notification practices, in particular the absence of notification to renters, had come under question as to their fulfillment of the aforementioned goals of inclusion, fairness and transparency. It was intended that a review would address any areas for improvement generally, and in these particular areas specifically:

- Notification recipients – should notification be expanded beyond property owners to include renters or other occupants of properties likely to be affected by zoning changes?
- Notification geography – should there be any project types that justify a notification of a greater radius, or differently determined geography, than in the current process?
- Notification method(s) – are there other means by which notification can occur, either in addition to and/or instead of current practices?

Task Force Charge: The Community Engagement Commission and the Planning Commission in October, 2014, jointly agreed to form a joint task force to review the City's zoning notification process. The task force will make recommendations for improving the effectiveness in communicating with Roseville businesses and residents impacted by zoning decisions. The Task Force recommendations will be transmitted to both Commissions.

Joint Task Force Members: from the Community Engagement Commission: Gary Grefenberg and Michelle Manke; from the Roseville Planning Commission: Michael Boguszewski and James Daire.

City Staff Resources: Paul Bilotta, Community Development Director; and Thomas Paschke, City Planner.

Joint Task Force Process: The Task Force met six times from May of 2015 to January 2016. It worked as an officially-noticed committee, under the authority of the two sponsoring Commissions, open to public attendance and input.

The following is its report on its findings and recommendations for consideration by its respective Commissions.

Policy & Strategic Recommendations:

- 1) **Policy: Renters**, both individual and businesses who lease their premises, **will be included** in the notification process in so far as feasible.

Recommended Strategies:

- A. Now that Code Enforcement staff has created a data base of apartments units in Roseville as part of the rental licensing program, a notification can be mailed via US Post to each tenant's unit.
- B. Staff has now created a database of all registered 1-4 unit rental properties in the City, so the City can address a mailing to the tenant's door for rental houses, duplexes, condominiums, etc.

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
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Rental properties that are not registered will not be able to be notified since they have not made themselves known to the City.

- C. Work in Progress:** Housing and Economic Development staff is in the process of creating a database for all commercial/industrial spaces. An intern has been hired and is compiling a database of this commercial/industrial contact information.

Once staff has a reasonably reliable database upon this as well, it will be able to add in commercial/industrial tenants into the notification process.

- D. Fees:** The Task Force has been informed that Planning staff will analyze the impact of these larger mailings and adjust application fees accordingly so that the increased notification is generally cost neutral to the City.

2) Policy: Zoning Notification

The Task Force discussed the types of zoning issues which could require extraordinary notification, that is, notification beyond Roseville's standard area of within 500 feet of the property proposed for zoning changes, which already exceeds the State requirement of 350 feet. It should be noted, however, that state law requires that cities notify property owners within 350 feet of proposed changes to the Comprehensive Plan or Zoning Notice. Thus currently the City of Roseville exceeds the state-mandated area for notification.

The Task Force concurred that some zoning changes would impact residences and businesses beyond a radius of 500 feet and as such would therefore require a larger radius for notification. The Task Force determined to designate this extended notification as Extraordinary Notification. These zoning changes are listed below

The Task Force reviewed a number of situations that may justify some sort of Extraordinary Notification as listed below:

- 1) significant environmental impact which could be defined as any project or public improvement requiring an Environmental Assessment Worksheet (EAW);
- 2) project's extraordinary size, volume, and mass;
- 3) project's large draw and/or community-wide impact
- 4) project's adjacency to school or park;
- 5) projects adjacency to public places of assembly;
- 6) significant traffic impact beyond the project's zoning notice area of within 500 feet;
- 7) nuisance-level projects such as loud and persistent noise, and
- 8) negative image on the community caused by the project.

After further discussion by Task Force and staff, it was decided that three of the possible zoning changes listed above (# 5, #7, and #8) should be deleted since they were already covered by another

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

proposed change (such as the installation of on-premises notification signage) or they were already covered by another category. In the end, it was decided that Extraordinary Notification should be utilized for proposals that would require an Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS). The Task Force recommended—and Staff agreed-- to also utilize some or all of the Extraordinary Notification processes on a case by case basis for issues that might have significant widespread community interest, such as a large update of the Comprehensive Plan.

Other proposed projects may also require extraordinary notification as determined by the Planning Commission or City Council.

Thus the Task Force unanimously agreed that the following zoning changes would require extraordinary notification beyond the current standard of 500 feet.

Recommended Strategies:

A. The following types of changes would require Extraordinary Notification of properties beyond 500 feet:

- 1) significant environmental impact which could be defined as any project or public improvement requiring an Environmental Assessment Worksheet (EAW);
 - a. project's extraordinary size, volume, and mass; and
 - b. project's large draw and/or wide impact beyond the standard notification area;
- 2) project's adjacency to school or park; and
- 3) significant traffic and parking impact beyond the project's current notification area of within 500 feet.

B. Notification procedures for EAW/EIS projects will be as follows:

- 1) Project would require a developer open house, even if the approval doesn't fall into the typical categories for a developer open house in the zoning/subdivision ordinance.
- 2) Neighborhood Association leaders will be notified for the neighborhood the project is contained in (or multiple neighborhood associations if there is more than one in close proximity).
- 3) If the use is on two or more streets, require a sign be posted on every street frontage
- 4) Post the public hearing notice into the Nextdoor neighborhood the project is located in and any Nextdoor neighborhood that is adjacent to the one it is in
- 5) In addition to the public hearing notice in the paper, take out a small advertisement in the official City newspaper in order to be more noticeable for the casual reader

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

- 6) Create a project web page to make it easier to track for the public
- 7) Leave the notification radius the same, but make sure to use the enhanced databases so that renters and commercial tenants can be notified
- 8) Post on City's social media outlets (Twitter, Facebook, SpeakUp, etc.)

3) Process

- A. It was noted that the cumulative impact of such changes could also be considered, as it is subject to consideration in the EAW process.**
- B. As to which zoning proposal should receive Extraordinary Notification, there was consensus that it could be decided on a project by project basis.**
- C. Staff should continue to use transparent and accessible language in drafting public hearing and Neighborhood Open House notices. Staff should also take on the additional responsibility of ensuring transparent and accessible language is used in drafting the notices for Neighborhood Open Houses which are now produced by the applicant.**
 - If necessary notices should include explanations of terms used, and what these terms mean.
 - For example, a recent Neighborhood Open House Notice stated "A portion of the site is proposed to be rezoned from LDR-1 Low Density Residential to LDR-2 Low Density Residential." In situations such as this an explanation should be offered explaining the significance of the word change in designation. (See attached example of a recent Open House Notice.)
- D. Signage will also be used for the purposes of notifying residents, including renters, of proposed zoning and subdivision changes. Signage will be substantial in size (approximately 4' x 8') and placed so that it will draw attention and can be read from the public right of way.**

Attachment: December 17, 2015 Open House Notice by Golden Valley Land Company

TP:MB/GG: 02-04-2016

Attachment
to Joint Zoning Notification Report

NEIGHBORHOOD OPEN HOUSE

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASK FORCE
REPORT

Thursday; December 17, 2015 6:00 - 8:00 pm
Council Chambers, Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

Golden Valley Land Company is proposing a residential land development project for the 5.82 ac. vacant land site that is located at Wheaton Ave. and Dale St. N. (in the NW quadrant of County Road C and Dale St. N.).

The proposed project would be for 18 single family homes. A portion of the site is proposed to be rezoned from I-DR-1 Low Density Residential to LDR-2 Low Density Residential. The proposed project would extend the existing Wheaton Ave. east to Dale St. N.

This open house meeting is an important source of feedback from nearby property owners, and is a required step in the process of seeking City approval for the proposed zoning map change. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.

If you cannot attend this open house meeting, and have questions about this project, please call or email the developer per the contact information below.

Golden Valley Land Company

6001 Glenwood Ave.
Golden Valley, MN 55422
(763-213-3944; Matt Pavek)
(mattpavek@gmail.com)

Revised January 5, 2015

Roseville City Council Rules of Procedure

Rule 1 Rosenberg's Rules of Order

The Council adopts Rosenberg's Rules of Order for all Council meetings.

Rule 2 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 3 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Council Communications, Reports and Announcements
- 6) Recognitions, Donations and Communications
- 7) Approval of Minutes
- 8) Consent Agenda
- 9) Items Removed from Consent
- 10) General Ordinances
- 11) Presentations
- 12) Public Hearing & Action Consideration
- 13) Budget Items
- 14) Business Items – Action
- 15) Business Items – Presentation/Discussion
- 16) City Manager Future Agenda Review
- 17) Councilmember Initiated Future Agenda Items
- 18) Adjourn

The Council will schedule a 10 minute break after approximately two hours of meeting.

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading “Councilmember Initiated Future Agenda Items” for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 4 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 5 Public Comment

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 6 Issue and Meeting Curfew

The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 7 City Council Task Force or Subcommittee Formation

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Community Engagement Commissioners are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Commissioners have the right to place items on the agenda as follows:

1. A Commissioner may, at a commission meeting, request that an action item be placed on a future commission agenda, or;
2. A Commissioner may make a request for an agenda item outside of a commission meeting by submitting an email request to the Commission Chair no later than noon 9 days prior to the commission meeting, or;
3. A Commissioner may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Commissioners present. That agenda item will be included under the heading “New Business” for discussion purposes only and will not be an action item. If action is requested, the item will become a regular commission agenda item (i.e., for further discussion and action) at the subsequent commission meeting.

The Community Engagement Commission will receive public comment at commission meetings in accordance with the following guidelines:

- A. Public comment on issues relevant to the commission but not pertaining to an agenda item may be made during the beginning of the commission meeting under the heading “Public comment on items not on agenda”. Presentations will be limited to 5 minutes per speaker.
- B. Public comment pertaining to agenda items will generally be received after the staff/commissioner/guest speaker presentation on that agenda item and before commission

- discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- C. Members of the public are always free, and encouraged, to reduce to writing their comments about commission business and to submit written comments to the commission or staff before, during, or after a commission meeting.
 - D. Signs may be held and displayed during commission meetings but only at the back of the room so that the view of the seated audience is not obstructed.
 - E. Public comment, like staff and Commissioner comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
 - F. The Commission Chair or presiding officer may make special time-length arrangements for speakers representing a group.