

# Community Engagement Commission Agenda

Thursday, June 9, 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 May 12 meeting minutes**
- 5. Old Business**
  - 6:40 p.m.      a. Update on Rosefest Parade and Party in the Park Planning
  - 7:00 p.m.      b. Priority project update: Recommend ways to expand city learning and engagement opportunities
  - 7:05 p.m.      c. Priority project update: Form strategies for outreach to under-represented groups
  - 7:15 p.m.      d. Priority project update: Assist in the formulation of the 2017 Comprehensive Plan update process
  - 7:25 p.m.      e. Priority project update: Advocate for select items from 2014 CEC Recommended Policies and Strategies
- 6. New Business**
- 7. Chair, Committee, and Staff Reports**
  - 7:30 p.m.      a. Chair's Report
  - b. Staff Report
    - i. Upcoming items on future council agendas
    - ii. Other items
- 7:40 p.m.      **8. Commission Communications, Reports, and Announcements**
- 9. Commissioner-Initiated Items for Future Meetings**
- 10. Recap of Commission Actions This Meeting**
- 7:50 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, May 12, 2016 - 6:30 p.m.

#### 1. Roll Call

Chair Scot Becker called the meeting to order at approximately 6:30 p.m. and City Manager Trudgeon called the roll.

**Commissioners Present:** Chair Scot Becker; Vice Chair Theresa Gardella; and Commissioners Michelle Manke, Erik Tomlinson, Amber Sattler and Chelsea Holub

**Staff Present:** Staff Liaison/City Manager Patrick Trudgeon and Volunteer Coordinator Kelly O'Brien

#### 2. Approve Agenda

Commissioner Tomlinson moved, Commissioner Manke seconded, approval of the agenda as presented

**Ayes: 6**

**Nays: 0**

**Motion carried.**

#### 3. Public Comment on Items Not on Agenda

##### **Former CEC Commissioner Gary Grefenberg, 91 Mid Oaks Lane**

Mr. Grefenberg stated the reason for his attendance tonight was to make sure his colleagues knew of his resignation from the Community Engagement Commission (CEC), and his reasons for doing so. Mr. Grefenberg provided a history of his involvement in local government over the last decade; and his concern that neither the City Council or CEC should have to spend any more time answering accusations rather than simply learning lessons from this situation. Mr. Grefenberg spoke of his understanding of achieving diversity through diverse opinions and differences when a making collegial decisions, without any intention for as any sign of public disrespect through those diverse opinions.

Mr. Grefenberg stated his perspective in that each commissioner retained their individual and personal rights to respond to issues, as well as the right to disagree and speak up on other issues that may not relate to the CEC or not necessarily representative of all residents of the City of Roseville.

Mr. Grefenberg noted his interpretation of some recent accusations related to "bullying" and/or "hating women" but reiterated that these accusations shouldn't be an issue before the City Council or CEC. Mr. Grefenberg expressed his interest in moving forward, and also his interest in working with the CEC through individual commissioners and corporate involvement, or as a public commentator,

45 on some of the issues before the CEC. Mr. Grefenberg encouraged his former  
46 colleagues to take advantage of some of his background on various issues. Mr.  
47 Grefenberg also stated his intent to be at the City Council meeting for their  
48 discussion of the neighborhood association recommendations from the CEC, a  
49 topic he had worked on for over ten years, and expressed his personal regret over  
50 what had happened with that task force.

51  
52 Mr. Grefenberg clarified that it had been his own decision to resign, and any  
53 hurtful rumors that he had been asked by the City Council or CEC to resign were  
54 not true. Mr. Grefenberg listed some of his ongoing interests with the City of  
55 Roseville, including as previously mentioned the neighborhood association  
56 recommendations; making Speak Up! Roseville more usable; and noted his  
57 interest in being invited to the upcoming Party in the Park this summer, as well as  
58 hoping to march with the CEC in the Rosefest Parade.

59  
60 Mr. Grefenberg stated that he thought the CEC was a valuable commission and  
61 played an important role in civic engagement. With continuing CEC dialogue and  
62 his voice as an independent resident during public comment opportunities, Mr.  
63 Grefenberg opined that things could begin to move forward.

64  
65 Mr. Grefenberg thanked city staff, especially City Manager Trudgeon,  
66 Communications Manager Bowman, and former Community Development  
67 Director Paul Bilotta for recognizing the value of involving residents in decision-  
68 making in a meaningful way, part of which paved the way for creation of the  
69 CEC, which he also considered himself partly responsible in forming.

70  
71 Mr. Grefenberg stated that he would be sharing his thoughts with Commissioner  
72 Tomlinson regarding upcoming work on the upcoming comprehensive plan  
73 update process. Mr. Grefenberg wished his former colleagues good luck; and  
74 advised Chair Becker that he had numerous computer files on various issues or  
75 interest to the CEC he would get transferred for CEC use.

76  
77 While current health issues prevented him from continuing to serve on the CEC,  
78 Mr. Grefenberg expressed his appreciation for the opportunity to serve; and  
79 promised to continue sharing as he was able to do so, especially in those areas he  
80 previously mentioned.

81  
82 Chair Becker thanked former Commissioner Grefenberg for his past service,  
83 noting Mr. Grefenberg's history of service on the CEC as past Chair; and opined  
84 that without that leadership on the CEC as it was initiated, the CEC would not be  
85 the same. Chair Becker noted Mr. Grefenberg's hard lobbying over the years for  
86 more community engagement as well and his advocacy for other issues.

87  
88 Volunteers

89 Since he needed to leave the meeting before Volunteer Coordinator Kelly O'Brien  
90 spoke to that item on the agenda, Mr. Grefenberg asked the Chair to allow him to  
91 publically comment on the subject of volunteers.  
92

93 Beyond volunteers at the city department level, Mr. Grefenberg opined that the  
94 Volunteer Coordinator and City should offer services to volunteers interested in  
95 doing so on an individual basis to encourage their participation. Mr. Grefenberg  
96 stated that he had a fair number of ideas about that individual volunteerism within  
97 neighborhoods and offered to share them with the CEC if interested.  
98

99 Mr. Grefenberg stated his belief that each commissioner was a volunteer as well  
100 and didn't necessarily represent the City by giving of their time, energy and ideas.  
101 Mr. Grefenberg stated that he would like to see a more forceful way for the  
102 Volunteer Coordinator's office to find volunteers for commissions, and assist  
103 those commissions accordingly.  
104

105 **4. Approval of April 14, 2016 Meeting Minutes**

106 *Comments and corrections to draft minutes had been submitted by various CEC*  
107 *Commissioners prior to tonight's meeting and those revisions were incorporated*  
108 *into the draft presented in the tonight's agenda packet.*  
109

110 Commissioner Manke moved, Commissioner Sattler seconded, approval of April  
111 14, 2016 meeting minutes as amended.  
112

113 **Corrections:**

- 114 • **Page 6, Line 265 (Sattler)**
- 115 Typographical Correction: "became"
- 116

117 **Ayes: 6**

118 **Nays: 0**

119 **Motion carried.**  
120

121 **5. Receive Update from Volunteer Coordinator Kelly O'Brien**

122 Chair welcomed and introduced the City's Volunteer Coordinator Kelly O'Brien  
123 Kelly, and asked that she provide a brief biography before coming onto the City  
124 two years ago.  
125

126 Ms. O'Brien reviewed her credentials in volunteer management over the years in  
127 a variety of settings; and the honor she felt in her new role given the rich history  
128 of volunteerism in Roseville. Ms. O'Brien stated her excitement in working with  
129 city staff and the community to bring volunteerism to the next level.  
130

131 Ms. O'Brien's presentation included a synopsis of who volunteers and why; the  
132 differentials in ages, abilities, skills, education and talent levels; and noted 73% of  
133 Roseville's volunteers were actually Roseville residents, with the remainder from  
134 a broader area, and representing 8 additional cities across the metro area and

135 beyond. Ms. O'Brien noted that these volunteers were from area colleges and  
136 businesses, or those volunteering through their work place for special days or  
137 events from around the state or even out-of-state, but often focusing on Roseville  
138 for a specific project. Ms. O'Brien further noted that could include individuals,  
139 families, corporate groups, faith communities, classes, scout troops or others.  
140

141 Ms. O'Brien opined that the benefit of working with volunteers were innumerable  
142 and allowed for expanding and enhancing the work of paid staff; more skill  
143 levels; and project implementation possibilities through community building and  
144 engagement, while also allowing volunteers some flexibility in their schedules. In  
145 addition, Mr. O'Brien noted the fresh ideas, energy perspectives and creativity  
146 provided by those volunteers.  
147

148 Ms. O'Brien reviewed some of the misconceptions about volunteers: they do not  
149 replace staff and never will; they don't "save" money, even though volunteers can  
150 expand and enhance resources but not replace staff; nor do volunteers offer any  
151 "magic" solutions. Overall, Ms. O'Brien stated volunteer management was  
152 critical and required a team effort, not simply one person, to effectively utilize  
153 volunteers.  
154

155 Ms. O'Brien reported on the City's involvement in Service Enterprise, a term  
156 originally coined to identify organizations that excel at leveraging skills and  
157 resources, recognizing the various talents of volunteers. Ms. O'Brien reviewed  
158 the research in identifying ten key elements and/or best practices for Roseville's  
159 volunteer engagement to bring it to the next level throughout the city, with the  
160 ultimate goal for the City to complete its certification process in this program.  
161 Ms. O'Brien noted that this involved engaging all city department heads around  
162 the table to allow all a voice to clearly identify what would work in their specific  
163 settings; and to then change the management process to identify key next steps to  
164 build a higher level of volunteer engagement throughout the city organization.  
165

166 Ms. O'Brien noted those ten key elements identified were: Planning &  
167 Development; Leadership Support; Resource Allocation; Tracking & Evaluation;  
168 Outreach; Funding; Effective Training; On-boarding & Supervision; Technology  
169 & Communications; and Partnering to Extend Reach. Ms. O'Brien noted this  
170 included developing "to do" lists to determine how best to evolve efforts for  
171 available skill sets; and would continue with an annual meeting beyond the  
172 smaller task groups to look at deeper issues. Ms. O'Brien noted the result would  
173 be an increased quality of life for community residents and volunteers, creation of  
174 civic pride, and an engaged community.  
175

176 Ms. O'Brien noted it was easy to collate numbers, but that didn't paint the real or  
177 full picture and impacts. With the database only one year old, Ms. O'Brien  
178 admitted this comprehensive tracking system used by other organizations in the  
179 Enterprise system, would only be as great as its input, but did provide a  
180 centralized tracking system for the city's cultural changes as they related to

181 volunteer needs and resources. With the new system, Ms. O'Brien noted the first  
182 year built a baseline to identify known groups, but impact versus actual numbers  
183 would be a much more informative way to track those needs and resources going  
184 forward.

185  
186 Ms. O'Brien shared some exciting stories of partnership examples and ongoing  
187 successes; opining it was rewarding to help volunteers make connections.

188  
189 City Manager Trudgeon noted that the Service Enterprise database was often  
190 geared toward non-profits, but Roseville would be the first city nationwide to  
191 become certified.

192  
193 Commissioner Holub asked about volunteer opportunities with the CEC or other  
194 advisory commissions.

195  
196 Ms. O'Brien noted that was an area yet to be developed, and invited ideas from  
197 individual commissioners on ways that made sense to engage those volunteers.

198  
199 With the constant events occurring throughout the city, City Manager Trudgeon  
200 noted that Kelly's time during these first few years was to get things in place, with  
201 the Service Enterprise improving the culture at City Hall moving forward. Once  
202 those systems are in place, Mr. Trudgeon noted there would be an opportunity to  
203 look at next steps and project volunteer needs.

204  
205 Commissioner Manke noted that she had already been discussing with  
206 Commissioner Holub some of those volunteer opportunities.

207  
208 Chair Becker thanked Ms. O'Brien for her presentation and the CEC's interest in  
209 working with her on volunteer options.

210

## 211 6. Old Business

212

### 213 a. Priority Project Update: Assist in the Formulation of the 2017 214 Comprehensive Plan Update Process

215 At the request of Chair Becker, Commissioner Tomlinson advised he had  
216 no update at this time, and intended to discuss roles moving forward from  
217 this point on. Chair Becker asked that City Manager Trudgeon assist  
218 Commissioner Tomlinson on where it may be appropriate to plug other  
219 advisory commissions into this process.

220

221 City Manager Trudgeon reported that the City Council had yet to begin  
222 discussions for this lengthy process, anticipating they would begin in June  
223 to have that introductory conversation and define the procedure. As the  
224 City Council determined the process, costs, consultants and other  
225 decision-making, Mr. Trudgeon advised that this would allow the CEC to

226 have more information, based on that definition and past practices for  
227 updates, and focus on the comprehensive plan update process.

228  
229 Chair Becker encouraged commissioners to view those City Council  
230 meetings to be aware of the City Council's expectations.

231  
232 **b. Priority Project Update: Recommend Ways to Expand City Learning**  
233 **and Engagement Opportunities AND**

234 **d. Update on Roseville Parade and Party in the Park Planning**  
235 At the request of Chair Becker, Commissioner Manke reported on the  
236 successful registration and confirmation for the CEC's participation in the  
237 Rosefest Parade and engagement opportunities and ideas for the Party in  
238 the Park.

239  
240 Commissioner Manke reviewed last year's displays and handouts and the  
241 banner for examples; with commissioners walking in the parade and  
242 carrying small signs. For Day in the Park, with Speak Up! Roseville still  
243 in the talking stages, Commissioner Manke stated her interest in  
244 promoting that more this year, even though it was still used as a focus last  
245 year.

246  
247 Regarding what to do this year, and with Speak Up! Roseville still part of  
248 the focus, Commissioner Manke suggested also focusing on volunteering  
249 and being engaged in the community. As part of that, Commissioners  
250 Manke and Holub suggested four separate signs around a central "YOU"  
251 sign, with opportunities around that central sign showing how "YOU" as a  
252 Roseville resident can engage; whether the civic side or other ways.  
253 Commissioner Manke suggested providing a visual way for people to see  
254 themselves in a particular role; and expressed her hope to create a rough  
255 draft showing the intended graphics for expansion from there on.  
256 Commissioner Manke noted that she and Commissioner Holub had some  
257 preliminary discussions, but were still seeking ideas to mix with each  
258 other and fill out a form or checklist of their areas of interest to get to Ms.  
259 O'Brien for dissemination. Commissioner Manke suggested additional  
260 engagement could include learning about the city or promoting learning  
261 aspects of the city (e.g. Roseville University), and sought individual CEC  
262 commissioner comment.

263  
264 Commissioner Tomlinson spoke in support of the "info-graph" idea to  
265 engage and get discussion started. As far as how residents could sign up  
266 to volunteer, Commissioner Tomlinson asked if that was intended with  
267 paper/pencil, or if there was an electronic way to do so that could also  
268 build up Ms. O'Brien's database.

269  
270 Commissioner Manke noted that the parade draws people beyond  
271 Roseville, so it would be hard to distribute forms to Roseville residents

272 exclusively, and suggested the Day in the Park may be a more viable  
273 option for that type of information gathering. However, Commissioner  
274 Manke expressed interest in the idea of having multiple ways for people to  
275 sign up for volunteering whether electronically or through a form and drop  
276 box; or even a way for them to provide their suggestions or ideas (e.g.  
277 What don't we have that you want us to bring up for you?).  
278

279 Chair Becker spoke in support of having multiple sign-up options  
280 available as well. Chair Becker noted the difficulty in getting into  
281 discussions with residents beyond initial icebreaking conversations, and  
282 expressed interest in a graphic to help navigate that conversation.  
283

284 Commissioner Manke noted that people always seem to be attracted to the  
285 visual aspect; and while having small signs last year, she admitted they  
286 were small. This year, Commissioner Manke suggested larger signs that  
287 would allow the CEC to have more fun with the "I AM ROSEVILLE"  
288 buttons, with four separate signs displayed by various commissioners  
289 walking around individually displaying: "I" "AM" "ROSE" "VILLE" and  
290 then occasionally coming together to form the full statement; with the "I"  
291 sign slipped over to display "WE" to indicate that we're all together in  
292 making Roseville complete. Commissioner Manke opined that this would  
293 show that volunteerism was work, but also fun and successful for the  
294 broader community as a team.  
295

296 At the request of Commissioner Sattler, Commissioner Manke reviewed  
297 the two events from last year and involvement or lack thereof by other  
298 advisory commissioners. Commissioner Manke expressed her interest in a  
299 stronger call out to other commissions for their involvement as well.  
300

301 City Manager Trudgeon advised that the Human Rights Commission had a  
302 float, and encouraged other commissioners to march with them; but agreed  
303 that the goal was to spread the word about commissions, and suggested  
304 handouts at Party in the Park might be easier to manage.  
305

306 Commissioner Sattler suggested it would be nice to invite other  
307 commissions to participate in the parade and have a larger group, but to  
308 keep things moving and have handout materials readily available.  
309

310 Commissioner Manke cautioned that paper flyers or handouts were  
311 frequently tossed aside and ended up floating around instead of  
312 considered.  
313

314 Commissioner Holub suggested stickers with "I AM ROSEVILLE" to  
315 further expand this year's theme; with Commissioner Sattler agreeing that  
316 would be a good idea for children and adults.  
317



318 Commissioner Manke suggested throwing down the gauntlet to challenge  
319 other commissioners to attend Day in the Park and man a booth to have  
320 more people represented and available for residents to interact with.

321  
322 Discussion ensued regarding the logistics and timing of both events and  
323 their locations; other vendors on site; and other displays usually available;  
324 as well as an anticipated increase in politicians with this being an election  
325 year.

326  
327 Further discussion included ideas for one or multiple banners for advisory  
328 commissions; potential commitment from those other commissions as the  
329 key; and candy and stickers as definite handouts for the parade.

330  
331 Chair Becker suggested an intriguing question or discussion topic on  
332 Speak Up! Roseville immediately prior to the Party in the Park (e.g. 2017  
333 budget), intended to get community feedback. While the sign ideas are  
334 great ideas, Chair Becker suggested something additional that will prove  
335 eye-catching or able to draw the public to the booth.

336  
337 Commissioner Manke opined that having Ms. O'Brien's involvement in  
338 developing a form would be critical.

339  
340 Commissioner Tomlinson questioned how popular barcodes still were or  
341 something that allowed a resident to scan into the website and suggested  
342 having that on a sign to allow volunteer sign up form access versus only a  
343 paper form.

344  
345 Chair Becker suggested coordinating with Communications Manager  
346 Bowman on links or other electronic ideas for volunteer sign ups, such as  
347 a volunteer app.

348  
349 Commissioner Sattler suggested a "hash tag" as a fun way for residents to  
350 connect on social media to share photos of the events.

351  
352 Chair Becker thanked individual commissioners for their interesting ideas,  
353 and thanked Commissioner Manke for leading the charge.

354  
355 Commissioner Manke advised that she would come prepared at the June  
356 meeting with a rough draft of ideas for further discussion and CEC  
357 decision-making.

358  
359 **c. Priority Project Update: Form Strategies for Outreach to Under-**  
360 **Represented Groups**

361 At the request of Chair Becker, Commissioner Gardella advised that she  
362 had yet been unable to meet with her subgroup; and briefly touched on

363 some preliminary ideas, anticipating a more detailed update for the June  
364 CEC meeting.

365

366 **7. New Business**

367

368 **a. Discuss and Elect/Appoint Ethics Commission Representative**

369 Chair Becker sought input from his colleagues on how to handle this  
370 appointment and sought volunteers to serve.

371

372 Commissioner Manke expressed interest in leading this first  
373 representation, noting she didn't see it as too much of a time commitment,  
374 and would serve to document what was involved for other commissioners  
375 going forward.

376

377 **With no other commissioners expressing interest in serving, Chair**  
378 **Becker moved, Commissioner Sattler seconded, appointment of**  
379 **Commissioner Michelle Manke to serve as the CEC representative to**  
380 **the Ethics Commission for a term to expire approximately April 1,**  
381 **2017.**

382

383 Chair Becker opined that this would also serve as another benefit to the  
384 CEC to build bench strength.

385

386 **Ayes: 6**

387 **Nays: 0**

388 **Motion carried.**

389

390 City Manager Trudgeon reported that members of the newly-formatted  
391 Ethics Commission were still being collected, and therefore no specific  
392 date for an annual meeting had been scheduled. However, Mr. Trudgeon  
393 advised that he anticipated completion of appointments and that annual  
394 meeting scheduled for August of 2016; and prior to the planning for the  
395 annual Ethics Training scheduled for October.

396

397 **8. Chair, Committee and Staff Reports**

398

399 **a. Chair's Report**

400 Chair Becker reported on recent City Council meetings, including  
401 presentation of recommendations from the Joint Zoning Notification Task  
402 Force and Neighborhood Association Task Force. Chair Becker noted that  
403 the City Council had simply received the reports, and discussions were  
404 slated over the next few months respectively for each set of  
405 recommendations as applicable.

406

407 Chair Becker reiterated the CEC vacancy and encouraged individual  
408 commissioners to network with their Roseville colleagues and neighbors

409 and encourage them to apply to get quality candidates to serve. Chair  
410 Becker reviewed the application process and timing for the process.

411  
412 Commissioner Sattler asked if there were any rules about family members  
413 serving simultaneously and as long as it was made known.

414  
415 City Manager Trudgeon advised that he would need to review the Uniform  
416 Commission Code to see if that was documented; but could recall no  
417 specific policy.

418  
419 Chair Becker agreed that he could recall no action on that either, and  
420 suggested it may vary from commission to commission as well (e.g.  
421 money involved in decision-making), but otherwise didn't see it should  
422 matter. Chair Becker suggested applying to see the outcome, and  
423 encouraged all qualified applicants to apply.

424  
425

**b. Staff Report**

426  
427

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

428 City Manager Trudgeon noted Chair Becker had covered most of  
429 the updates; but advised he would send an email to CEC  
430 commissioners tomorrow of the City Council's context related to  
431 the Zoning Notification Task Force recommendations and any staff  
432 suggested code changes and/or policy adoption recommendations  
433 as indicated.

434  
435

City Manager Trudgeon reported that interviews for the CEC  
436 vacancy were currently scheduled for June 13, 2016.

437  
438

**ii. SE Roseville Strategic Priority Update**

439 Regarding Priority Planning Projects (PPP), City Manager  
440 Trudgeon provided an update on the anticipated all-encompassing  
441 discussion of the City Council at their May 23, 2016 meeting  
442 specific to the SE Roseville initiatives. Mr. Trudgeon reported that  
443 the City did not receive the U. S. Bank grant for playground  
444 equipment, but had been awarded the Community Development  
445 Block Grant funds. Mr. Trudgeon noted that future City Council  
446 discussions would involve next steps and other funding  
447 opportunities, including property purchases and future playground  
448 funding.

449  
450

City Manager Trudgeon further reported that earlier this afternoon,  
451 Mayor Roe, Interim Community Development Director Kari  
452 Collins and he had met with City Council members and staff from  
453 the Cities of Maplewood and St. Paul to discuss strategies and  
454 common interests along the Rice Street/Larpenteur Avenue area in

455 SE Roseville and involving their jurisdictions as well. Mr.  
456 Trudgeon reported that this initial and preliminary discussion  
457 involved numerous issues and options, including transportation,  
458 public safety, aesthetics, etc. Mr. Trudgeon noted that the City of  
459 Roseville could work on their side, but the entire area was  
460 challenging and would require considerable cross-collaboration.  
461

462 As a kick-off meeting today, Mr. Trudgeon advised that there  
463 appeared to be a lot of interest in cooperating, and he was  
464 encouraged by the conversation. Mr. Trudgeon advised that he  
465 would be reporting on this in more detail to the City Council as  
466 part of the PPP update, and how to schedule future visioning  
467 sessions to get community input on what is important to them and  
468 their ideas for solutions. Mr. Trudgeon noted that the Roseville  
469 City Council was committed, and as the process evolved, he would  
470 keep the CEC informed and updated.  
471

472 Commissioner Gardella asked how large the SE Roseville area was  
473 envisioned to be.  
474

475 City Manager Trudgeon advised that how to define the term “SE  
476 Roseville” was part of the discussion, but a very good question,  
477 and still unknown. Mr. Trudgeon noted it could involve only the  
478 Rice Street and Larpenteur Avenue intersection; the SE corner of  
479 the SE corner; or a broader area that had yet to be vetted; and  
480 driven by those interested in talking about it before borders or  
481 boundaries are actually determined, and how far away that interest  
482 lies.  
483

484 At the request of Commissioner Gardella, City Manager Trudgeon  
485 assured the CEC that today’s meeting was intended as capacity-  
486 building, beyond staff discussions to-date, and included those on  
487 the policy-maker level, with the next step being residents of each  
488 community involved.  
489

490 **iii. Other Items**

491 City Manager Trudgeon reported that the city had paid for another  
492 year’s membership in the North Suburban Gavel Club; and advised  
493 that, at the request of Chair Becker, besides Commissioner  
494 Tomlinson, the entire CEC would receive a group email with  
495 meeting schedules to provide transparency of all agendas and  
496 minutes.  
497

498 **9. Commission Communications, Reports, and Announcements**

499 Commissioner Gardella announced the fourth and final community conversation  
500 sponsored by the Lake McCarrons Neighborhood [Association](#) and Advocates for

\$01 Human Rights ~~hosts~~. Commissioner Gardella advised that a final report will be  
\$02 compiled by Advocates for Human Rights of themes from these ~~Karen~~  
503 Community discussions and be provided to the CEC and City Council.  
\$04 Commissioner Gardella reported that the events had proven to be successful  
\$05 events - a great efforts, well-managed and well-attended.

506  
507 Commissioner Holub advised that she had previously discussed with City  
508 Manager Trudgeon the formality of CEC meeting minutes, wondering if there was  
509 a way to reduce that formality and make them less intimidating to the everyday  
510 citizen. Commissioner Holub noted this had become evident to her in reviewing  
511 minutes as she considered whether or not to apply to the CEC. As examples,  
512 Commissioner Holub referenced how commissioners were referred to during  
513 discussions and in meeting minutes; and suggested more consistency and  
514 individuality was preferable to her.

515  
516 Commissioner Manke tied this discussion into her personal observations related  
517 for former CEC Commissioner Grefenberg and distinctions between an individual  
518 resident and roles of commissioners, especially in light of some of the bumps  
519 along the way as the CEC was initiated. Commissioner Manke opined that, from  
520 her perspective, once you became a commissioner, you also became a public  
521 figure and had walked into the realm of politics at its core level or first step. As  
522 such, Commissioner Manke opined that there were certain things to follow:  
523 procedures, protocol, ethics, etc. Commissioner Manke noted that was part of the  
524 learning process, and while still being community volunteers, there was now a  
525 difference. Commissioner Manke further opined that a local government role was  
526 different than many regular or general civic organization meetings, and did  
527 represent a certain level of politics.

528  
529 Commissioner Tomlinson asked Commissioner Holub for a better understanding  
530 of her concerns; whether how commissioners are addressed or how the CEC  
531 meeting is recorded and put out to the public, formality of motions, or other  
532 concerns.

533  
534 Commissioner Holub clarified that the former concerns were uppermost in her  
535 mind; noting that she worked for county government and therefore understood  
536 and respected the difference in that role, including respecting earned titles.  
537 However, to her, by simplifying or making things less formal, Commissioner  
538 Holub stated that was her personal philosophy, and opined it would go a long way  
539 in deciding individually how a commissioner wanted to serve in this role, while  
540 still allowing for respect for and among individual commissioners.

541  
542 Commissioner Gardella stated her appreciation for Commissioner Holub's input,  
543 and from her personal work at her office and with the Board and Commission  
544 Leadership Institute, she agreed that the process and learning culture could be off-  
545 putting for people and making things more accessible may be prudent.  
546 Commissioner Gardella noted, as volunteers meeting in a public space and

547 serving the city, there may be ways to make things less intimidating and help  
548 people learn more. Commissioner Gardella noted she had been referred to in a  
549 variety of ways around the CEC table, and had no strong preference for one or the  
550 other; and agreed that may be one way to make the process and conversation more  
551 accessible for the listening audience.

552  
553 Within this setting and with an audience in attendance or viewing at home,  
554 Commissioner Sattler opined that to her it indicated that some level of formality  
555 was appropriate. Commissioner Sattler agreed it would be nice to make things  
556 more inviting and welcoming for new CEC commissioners, expressing how  
557 intimidating she had found it last month when being expected to jump right in.  
558 However, Commissioner Sattler noted that this was also part of what she found  
559 intriguing about serving in this different setting, and could prove as a positive as  
560 well, opining there were pros and cons on either side, and she considered it a big  
561 part of the positive experience of volunteering.

562  
563 Commissioner Manke suggested this could be part of the way to expand city  
564 learning and engagement, and suggested having a mock advisory commission  
565 learning opportunity to understand various roles and processes to create more of a  
566 comfort-level for residents.

567  
568 Commissioner Sattler spoke in support of that idea versus lowering the standards  
569 for advisory commissions, opining that would help increase understanding levels.

570  
571 Commissioner Holub noted that a goal of the CEC was to be more resident-  
572 friendly versus teaching; and therefore, opined it should meet people where  
573 they're at rather than them having to figure it out.

574  
575 Commissioner Manke noted that the CEC, as well as the City Council, had talked  
576 about having meetings outside City Hall to reduce that formality and intimidation  
577 at City Hall. However, Commissioner Manke also noted the logistical challenges  
578 in that in noticing, announcing and taping those meetings for a broader audience.

579  
580 Chair Becker agreed that the CEC was a group of volunteers; but also agreed that  
581 the role is a political position having been appointed by elected officials. Chair  
582 Becker noted that his role of Chairperson of the CEC served to shield the broader  
583 CEC from some of those politics; but also found it helpful to remember he was  
584 serving in a volunteer capacity in addition to the role or an officious position.  
585 Chair Becker noted that allowed him to keep an appropriate frame.

586  
587 Chair Becker suggested meeting in the middle, by being less formal during the  
588 meeting in addressing each other, and offered to adjust accordingly as emcee of  
589 the meeting, inviting correction from individual commissioners as applicable, and  
590 to help residents see the commission as more inviting to spark their interest in  
591 serving.

592

593 As to the meeting minutes, Chair Becker advised that while not having many legal  
594 requirements as to their format, his inclination would be to lean toward  
595 consistency with other advisory commissions and the City Council across the  
596 board. Chair Becker questioned if, when residents engage, they actually read  
597 through meeting minutes; and suggested if the city did a good enough job on the  
598 website, there should be no need for them to do so.  
599

600 Commissioner Manke noted requirements for meeting minutes as addressed in the  
601 Uniform Commission Code.  
602

603 City Manager Trudgeon noted there was no set format for meeting minutes, but  
604 advised that they did become part of the official documents and record of the  
605 City. Mr. Trudgeon noted that today's minute style was more descriptive than  
606 those of the past, but noted the need for some detail in identifying short- and long-  
607 term makers of a motion, names of public speakers, creating some importance as  
608 to how that information will be able to be researched in the future. As to a  
609 speaker, Mr. Trudgeon noted the need from a historical perspective to be able to  
610 identify a speaker, whether a commissioner or resident during public comment, to  
611 draw a distinction between those speakers. As an example, Mr. Trudgeon noted  
612 the even more formal nature of a Planning Commission meeting typically having  
613 lots of public comment; and knowledge of the speaker today, but not in future  
614 archived records of the city.  
615

616 Chair Becker reiterated his commitment to make an effort – and accept correction  
617 when not doing so – to address individual commissioners by their first names.  
618

619 Referencing former CEC Commissioner Grefenberg again, Commissioner Manke  
620 opined that he did an awesome job with what he had accomplished to-date for the  
621 CEC. Commissioner Manke noted her sadness with what had happened over the  
622 last few years based on different personalities probably with different motives.  
623 However, specific to having the role of public officials, Commissioner Manke  
624 noted the need to be careful about what was said and for actions taken as that  
625 compared with the general public's behavior. Commissioner Manke noted how  
626 upset she was when hearing what happened at a recent City Council meeting and  
627 personal attacks that served to hurt individuals unnecessarily, and tainting  
628 everything accomplished by the CEC to-date. Commissioner Manke questioned  
629 how much more effective it could have been to deal with issues on a one-to-one  
630 basis rather than publically at a meeting; and her interpretation of attempts to  
631 sway information. Commissioner Manke opined it was important to be aware of  
632 personal agendas and how a commissioner handled those situations.  
633

634 Commissioner Manke opined that Commissioner Grefenberg did a great job and  
635 was a passionate person for those issues he chose to pursue. As to how he worked  
636 with other people, Commissioner Manke referenced Mr. Grefenberg's previous  
637 comments tonight in noting that everyone didn't agree on everything, but that was  
638 how things worked. Commissioner Manke opined that it was a measure of a

639 person in how they interacted with and respected others; and reiterated the need  
640 for private conversations versus public attacks; and focusing on the work at hand  
641 while listening to each other in a kind and respectful manner.  
642

643 **10. Commissioner-Initiated Items for Future Meetings**

644 None.

645  
646 **11. Recap of Commission Actions This Meeting**

647 Vice Chair Gardella, with input from her colleagues, reviewed action items  
648 developed during tonight's meeting, including:

- 649 • Parade and Party in the Park updates in June for any CEC decision-making  
650 (Manke & Holub)
- 651 • Priority Project Update: Form Strategies for Outreach to Under-Represented  
652 Groups (Gardella)
- 653 • Networking of individual commissioners to seek new CEC applicants (all)
- 654 • City Council meeting discussion on Zoning Notification Task Force  
655 Recommendations (Becker)
- 656 • SE Roseville Visioning Discussion at May 23<sup>rd</sup> City Council meeting  
657

658 **12. Adjournment**

659 Commissioner Gardella moved, Commissioner Manke seconded, adjournment of  
660 the meeting at approximately 8:17 p.m.

661  
662 **Ayes: 6**

663 **Nays: 0**

664 **Motion carried.**

665  
666

**Next Meeting – Thursday, June 9, 2016 at 6:30 p.m.**





## Memo

**To:** Community Engagement Commission  
**From:** Patrick Trudgeon, City Manager and CEC Staff Liaison  
**Date:** June 2, 2016  
**Re:** CEC Priority Project Update for June 9, 2016 Meeting

---

Below is a status update of the Priority Projects for the Community Engagement Commission (CEC). Additional updates will be provided at the meeting.

1. **Assist in the formulation of the 2017 Comprehensive Plan update process**  
 (Erik Tomlinson)
  - a. Catalog types of engagement processes/tools and advise as to which to use in what circumstances
  - b. Define process for how to identify stakeholders
  - c. Evaluate community vision section(s) and suggest areas where it is "out of date" and could be updated
  - d. With an eye towards replicating what has worked in the past (i.e. not "reinventing the wheel"), evaluate Comprehensive Plan/Roseville 2025 organization and processes to recommend any needed changes

<p><u>June 2016 Update:</u></p>   
---

2. **Recommend ways to expand city learning and engagement opportunities**  
 (Michelle Manke/ Chelsea Holub)
  - a. Investigate (and potentially recommend) the implementation of a City "Open House" (e.g. in part a replacement of the Living Smarter Fair), including opportunities for learning about commissions, volunteering, the budget process, and other civic/community engagement topics
  - b. Recommend ways to re-establish some form of a welcome "packet"
  - c. Evaluate format/content of Roseville U, especially with respect to what is adopted via the above and recommend any changes

- d. Drive additional engagement via the Rosefest Party in the Park

June 2016 Update:

**3. Form strategies for outreach to under-represented groups**

(Theresa Gardella/ Amber Sattler)

- a. Recommend ways the city can engage renters
- b. Engage with the City Council's ongoing SE Roseville strategic project(s)

June 2016 Update:

**4. Implement additional Council suggestions (Scot Becker)**

- a. Conduct periodic check-ins with Volunteer Coordinator with respect to engagement, what has worked, and what hasn't
- b. Drive additional engagement "infrastructure" work, as needed

June 2016 Update:

First update with Volunteer Coordinator occurred in May with a second tentatively slotted for fall of 2016. Additional infrastructure work will be conducted on an as needed basis.

**5. Advocate for select items from 2014 Community Engagement Commission Recommended Policies and Strategies [no changes from previously adopted version]**

(Scot Becker)

- (Those that are not otherwise aligned with the above priorities)
- 1.1: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.
  - *b) The City Council should hold one regularly scheduled town-hall style meeting each year, with topics solicited from the eight City commissions.*

June 2016 Update:

Will begin discussions with the council regarding format and timing.

- 2.1: The City should foster public participation at both the council and commission level.
  - *a) Encourage each commission to hold community meetings.*

June 2016 Update:

Pending outcome of discussions with council.

- 4.1: The City should make available administrative support to foster more effective volunteerism and public participation.
  - *a) Repurpose an existing or create a new City position to support effective community and civic engagement across all departments. This position would coordinate neighborhood and community relations; he/she could develop procedures and methods to improve, track, and provide clear and consistent two-way communication between City government and residents and businesses, and find opportunities for more effective civic engagement. We recommend that this position also work with the Community Engagement Commission.*

June 2016 Update:

In preliminary discussions with Administration Department. Current thinking is that a dedicated staff member is not needed for 2016-2017 when a partial staff allocation can be done instead. The CEC and the Administration Department reconsider this allocation in time for 2018 budget process.

- 6.3: The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.
  - *a) Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one (1) week of approval.*

- i) If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.
- *b) Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.*
- *c) Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda*

June 2016 Update:

Administration department is currently working on implementing these recommendations.

**ROSEVILLE**  
**REQUEST FOR CITY COUNCIL ACTION**

Agenda Date: **05/16/2016**

Agenda Item: 15.a

Department Approval



City Manager Approval



Item Description: Discuss Zoning Notification Task Force Policy

1 **BACKGROUND**

2 On Monday, April 25, 2016, the City Council directed the Community Development Department  
 3 to review the recommendations of the Zoning Notification Task Force (ZNTF) and return with a  
 4 framework for policy consideration.

5 **STAFF REVIEW/COMMENT ON TASK FORCE RECOMMENDATIONS**

6 After reviewing the findings in the report, Community Development staff suggests that the City  
 7 Council consider implementing a “Greater Notification” pilot project for five of the applications  
 8 that require public hearings.

9 The Community Development Department currently processes nine applications that require  
 10 public hearings before the Planning Commission/Variance Board: Comprehensive Plan Map  
 11 Change, Zoning Map Change, Comprehensive Plan Text Amendment, Zoning Code Text  
 12 Amendment, Interim Use, Conditional Use, Variance, Subdivision Plat, and Planned Unit  
 13 Development. The Three Parcel Minor Subdivision also requires a public hearing, which is  
 14 conducted before the City Council. Of these applications, staff suggests that the Greater  
 15 Notification effort apply specifically to the five land use applications that require a developer  
 16 open house: Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision  
 17 Plat, and Planned Unit Development. These applications require a developer open house due to  
 18 potential impact to the surrounding area.

19 Based on the findings of the Zoning Notification Task Force Report, Community Development  
 20 Staff recommend the following Greater Notification efforts as outlined below:

21

22 Open House Notices

23 As the City Council is aware, open house letters mailed by a developer/applicant vary greatly  
 24 and may not provide sufficient information to interested parties. Maps and illustrations that can  
 25 assist citizens in understanding a proposal are not required, although the Planning Division has  
 26 attempted to include such map with the notification spreadsheet with limited success. The  
 27 Division has begun reviewing each notice to ensure additional project details are included and  
 28 shared with property owners. In response to the ZNTF recommendations, the Planning Division  
 29 suggests staff assumes the responsibility of crafting and sending these notices. Such a process  
 30 would require a text amendment to the notification procedures in both the Zoning and  
 31 Subdivision Codes to give control of process to the Planning Staff. In so doing, the Planning

32 Division could better educate citizens about a project, the required approval process, the zoning  
33 or subdivision code requirements, and how citizens can obtain additional information.

34 Amending the Code to give the Planning Division full responsibility for creating the invitation,  
35 maps, and illustrations, and for mailing the open house notice, meeting notes, and public hearing  
36 notice will produce a consistent process. The Planning Division is also anticipating moving  
37 away from postcard notices for the public hearing notification and going with letters, maps, and  
38 illustrations. Attachment A includes the Planning Division's cost in crafting the developer open  
39 house notice and other pertinent information it would mail.

#### 40 Renter Notification

41 The Zoning Notification Task Force has recommended that the Planning Division increase its  
42 notification mailing to include residential renters and those who lease commercial, office, and  
43 industrial property. Community Development staff has information for purposes of notifying  
44 renters, but notification may significantly increase cost depending on the density of the  
45 surrounding area. Attachment A includes an estimate of what this would cost.

#### 46 Large Development Signs

47 In the early 2000's the Planning Division adopted a policy that required the posting of small  
48 signs in front/side yards for certain projects requiring formal recommendations by the Planning  
49 Commission, Variance Board, or City Council. The sign policy included the installation of small  
50 yard signs that included information of case number, type of action, and contact information.  
51 Due to advancements in technology, notification processes changed and staff eliminated the  
52 policy.

53 Over the past year, the Planning Division has discussed the creation of a new larger sign that  
54 would be placed in the front yard of the five processes requiring an open house (Comprehensive  
55 Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and PUD). Attachment  
56 B is an illustration of the "proposed development" sign that the Planning Division would  
57 recommend be used for such projects. This sign includes the Community Development  
58 Department main number as the contact for additional information and details about the  
59 proposed project.

60

#### 61 Other Possibilities for Greater Notification:

- 62 1. Use the distribution lists that we have for Planning Commission agendas to send out the  
63 information about Public Hearings and Developer Open Houses
- 64 2. Publicize the public hearings through Nextdoor.com.
- 65 3. Place a display ad in the Roseville Review for the Developer Open House and place a display  
66 ad in the Roseville Review in addition to the Public Hearing Notice that appears in the Legals  
67 section.
- 68 4. Increase the radius of the mailing area.

#### 69 **EXTRAORDINARY NOTIFICATION**

70 Regarding expanding the notification distance for those projects deemed "extraordinary," the  
71 Planning Division agrees that in those cases where a project is required to complete an  
72 Environmental Assessment Worksheet (EAW) or an Environmental Impact Statement (EIS),  
73 open house and/or the public hearing distance notice should be increased. Minnesota State

74 Statutes 4410.4300 includes a wide variety of uses that that trigger a mandatory EAW. Of these,  
75 the following are applications that Roseville most likely would encounter:

76 Industrial, commercial, and institutional facilities – 300,000 square feet

77 Residential development - 250 unattached units or 375 attached units

78 The ZNTF Report (included as Attachment C) identified extraordinary notification on a case-by-  
79 case basis including:

- 80 1. Large draw projects and/or projects resulting in community wide impact;
- 81 2. Significant traffic impact beyond the project's zoning notice area within 500 feet;
- 82 3. Nuisance level projects such as loud or persistent noise;
- 83 4. Negative image on the community caused by project

84 The Planning Division has concerns with language subjectivity when determining notification  
85 distancing. Planning Division would suggest the Planning Commission and City Council  
86 establish specific determinants such as the type of use, square footage of the building, number of  
87 rental/owner units, or project location to trigger expanded notification and amend the zoning  
88 code accordingly.

#### 89 **BUDGET IMPLICATIONS**

90 Attachment A provides a cost comparison for “Greater Notification” to renters based on a recent  
91 rezoning application.

92 Prior to the creation of an official policy, Community Development Staff would like the City  
93 Council to discuss and provide direction as to the degree of “Greater Notification” desired. Staff  
94 recommends that whatever direction the Council decides to go that it be a pilot program through  
95 the remainder of 2016 prior to amending notification language in City Code.

#### 96 **REQUESTED COUNCIL ACTION**

97 Discuss and provide direction as to the degree of Greater Notification and Extraordinary  
98 Notification for applications that require public hearings.

99

**Prepared by: Kari Collins, Interim Community Development Director/Thomas Paschke, City  
Planner**

Attachments: A: Notification Options and Cost  
B: Proposed Development Sign  
C: ZNTF Report

## Notification Options and Costs

### Greater Notification & Other Possibilities

- **Open House Notices:** Prepare and send, on a developer’s behalf, the required Open House notification so correspondences have the necessary information. Staff will also use a letter rather than a postcard so more information can be included. Staff will also prepare and send the Open House Summary to Open House attendees.
- **Renter Notification:** Mail to residential and commercial renters.
- **Large Development Sign:** Erect a 4’ x 8’ sign on each property for which a public hearing will be held.
- Send information electronically to PC agenda list
- Publicize through Nextdoor.com
- Increase the mailing radius
- Use display ads in the Roseville Review in addition to “Legals” notice\*

Land Use Applications	Developer Open House Invite & Summary	Mailed Notice to Property Owner
Comp Plan Map Change	Yes	Yes
Zoning Map Change	Yes	Yes
Interim Use	Yes	Yes
Subdivision/Plat (4 or more)	Yes	Yes
PUD	Yes	Yes
Conditional Use	No	Yes
Minor Subdivision	No	Yes
Variance	No	Yes
Comp Plan Text Amendment	No	No
Zoning Text Amendment	No	No

### Cost Implications

To estimate the Greater Notification costs, staff used PF16-006, the rezoning application for 1415 County Road B. The mail list for this project using the current standard of a 500’ radius included 71 property owners; 16 people attended the Developer Open House.

Notification Cost for PF16-006				
	Current	Greater Notification w/o renters	Greater Notification with renters**	Greater Notification with expanded radius and renters**
Cost	\$260.92	\$618.28	\$1,195.96	\$1,414.04
Mail list size	71	71	320	414

**Notes:**  
 -- The staff time is calculated using \$50/hour as an hourly rate, which is significantly lower than the 2016 Schedule rate of \$68.50/hour.  
 -- Paper, printing, and postage is estimated to be \$.66 per piece for a letter and the estimated time to mail is calculated at 100 pieces per hour.  
 -- The cost to install and remove a sign is estimated by Public Works to be \$200 per time. The cost to make the sign would come from the Planning Division budget and is not part of the Greater Notification cost.

\* The cost for a 3” x 3” ad in the *Roseville Review* is not included in the Greater Notification costs. It would be ~\$133 per time; with a monthly commitment the cost is ~\$88 per time.

\*\* The estimate of commercial tenants will likely be higher because we haven’t completed the database yet to verify the number of tenant spaces in all commercial properties. For example, the tenant spaces in the Roseville Professional Center at 2233 Hamline haven’t yet been identified.





# **PROPOSED DEVELOPMENT**

**Contact the Community Development Department  
for more information at**

**651-792-7005**

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a public hearing was held at the regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, on the 23<sup>rd</sup> day of May, 2016, at 6:00 p.m.

The following members were present: Willmus, Laliberte, Etten, McGehee, Roe and the following members absent: None

Council Member Etten introduced the following resolution and moved its adoption:

**RESOLUTION NO. 11322**

**A RESOLUTION CREATING A PILOT OPEN HOUSE AND PUBLIC HEARING  
NOTIFICATION PROGRAM FOR FIVE LAND USE APPLICATIONS PROCESSED BY  
THE COMMUNITY DEVELOPMENT DEPARTMENT**

WHEREAS, City Code §1009.07 Developer Open House Meetings and §1102.01 Procedure, establish the required open house requirements for applicants to follow when applying for certain land use applications or applying for a subdivision plat greater than 4 lots; and

WHEREAS, the City Council annually approves a fee schedule that includes specific fees for land use applications and escrows that are to cover certain expenses incurred in creating the open house notification list and the public hearing notification; and

WHEREAS, the Zoning Notification Task Force Report included a number of recommendations that would require text amendments to the Subdivision and Zoning Codes, and the need to increase fees to cover open house and public hearing notification processes; and

WHEREAS, the City Council desires to implement a pilot notification program policy for the next six months, June to November, to assess the effectiveness of the broader notification process for land use applications; and

WHEREAS,

- a. The pilot program shall include only the Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and Planned Unit Development applications.
- b. Standard fees shall apply to each application, however, all cost increases associated with the pilot program are covered by the Community Development Department.
- c. A developer open house shall be held by the developer notifying the expanded notification list prior to a Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, or Planned Unit Development application being submitted/accepted by the Community Development Department.

- d. The Planning Division shall be responsible for working with the developer on location and date of the open houses; develop the invitation providing details regarding the proposals, mail out the open house notice to all property owners and renters within the 500 foot radius, and mail a copy of the meeting notes to all citizens on the sign-in sheet.
- e. The City shall install (either via private contract or utilizing in-house employees) at least one proposed development sign on the subject property of the application request.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve a pilot notification program that stays the current process and procedures for a six month period beginning June 1, 2016 and ending November 30, 2016.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon vote being taken thereon, the following voted in favor: Willmus, Laliberte, Etten, McGehee, Roe; and none voted against;

WHEREUPON said resolution was declared duly passed and adopted.

*Resolution - Pilot notification process policy*

STATE OF MINNESOTA    )  
  ) ss  
COUNTY OF RAMSEY    )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said Roseville Variance Board held on the 23<sup>rd</sup> day of May, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23<sup>rd</sup> day of May, 2016.

  
Patrick Trudgeon, City Manager

SEAL