

**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 13<sup>th</sup> day of March, 2017, at 6:00 p.m.

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

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

**RESOLUTION NO. 11399**

**A RESOLUTION CREATING AN OPEN HOUSE AND PUBLIC HEARING  
NOTIFICATION POLICY FOR THE CITY OF ROSEVILLE**

WHEREAS, City Code §1009.07 and §1102.01.B, establish the open house requirements for applicants when ultimately applying for a Comprehensive Plan Map Change, a Zoning Map Change, an Interim Use, a Planned Unit Development or for a subdivision plat greater than 4 lots; and

WHEREAS, the City Council has directed the Planning Division to take control of the developer open house process so that proper inclusion of expanded notification and appropriate invitation information reaches its audience; and

WHEREAS, the codified open house process contained in §1009.07 and §1102.01.B of the City Code is better served as a policy as it is an administrative process that may continue to be improved upon;

WHEREAS, a City Council approved policy provides the Planning Division general direction on a given set of guidelines and supports the flexibility to implement minor deviation on a case by case basis; and

WHEREAS, City Council supports the following general guidelines to replace the codified open house procedures contained in §1009.07 and §1102.01.B of the City Code:

- a. Prior to submitting an application for Comprehensive Plan Map Change, a Zoning Map Change, an Interim Use, a Subdivision Plat, or a Planned Unit Development an applicant shall hold an open house meeting with owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- b. Planning Division staff shall be responsible for all aspects of the open house invitation including, but not limited to, the information contained on the invitation, a map or illustrations, the notice list, and the mailing of all documents regarding the open house.
- c. The open house shall be held on the subject site or at a public venue near the subject site (preferably in Roseville) as approved by the Planning Division. In the

event arrangements cannot be made at or near the subject site, City Hall can be used for the open house meeting.

- d. The open house should occur between the hours of 5:30 p.m. and 8:00 p.m. as approved by the Planning Division and last a minimum of two hours. Earlier start times could warrant either a longer meeting or two meetings on the same evening.
- e. The applicant shall be responsible for the following items as a part of the submittal for an open house meeting:
  - Completed Open House Form (application)
  - Payment of fee and escrow
  - Provision of applicable information regarding the project/request
  - Provision of the open house location, date, and time
  - Submittal of open house summary upon conclusion of meeting to the Planning staff

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the above policy statements as a framework for guiding the Planning Division with the developer open house meeting process.

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

WHEREUPON said resolution was declared duly passed and adopted.

