


ROSEVILLE
PLANNING COMMISSION
Regular Meeting Agenda

Wednesday, March 1, 2017 at 6:30 p.m.
Roseville City Hall Council Chambers, 2660 Civic Center Drive

1. **Call to Order**
2. **Roll Call**
3. **Review of Minutes**
 - a. February 1, 2017, regular meeting minutes
4. **Communications and Recognitions**
 - a. **From the public:** Public comment pertaining to land use issues **not** on this agenda, including the 2040 Comprehensive Plan Update
 - b. **From the Commission or staff:** Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process
5. **Public Hearing**
 - a. **Planning File 17-002:** Request by Grace Church, Roseville Area High School, St. Christopher's Episcopal Church, Church of Corpus Christi, St. Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial United Methodist Church, and Roseville Covenant Church in cooperation with the MN State Fair for renewed approval of 8 park-and-ride facilities and approval of one new park-and-ride facility as an **interim use**.

Addresses of the facilities are as follows: 1310 Co Rd B2, 1240 Co Rd B2, 2300 Hamline Ave., 2131 Fairview Ave., 2048 Hamline Ave., 2120 Lexington Ave., 965 Larpenteur Ave., 1524 Co Rd C2, and 2865 Hamline Ave.
6. **Other Business**
 - a. **Project File 0042: Subdivision Code Rewrite**
Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different, and provide input to guide the drafting of an updated ordinance
7. **Adjourn**

Upcoming Planning Commission Comprehensive Plan Update Meetings: March 22 & April 28

For up to date information on the comprehensive planning process, go to www.cityofroseville.com/CompPlan

Future Meetings: **Planning Commission & Variance Board (tentative):** April 5 & May 3

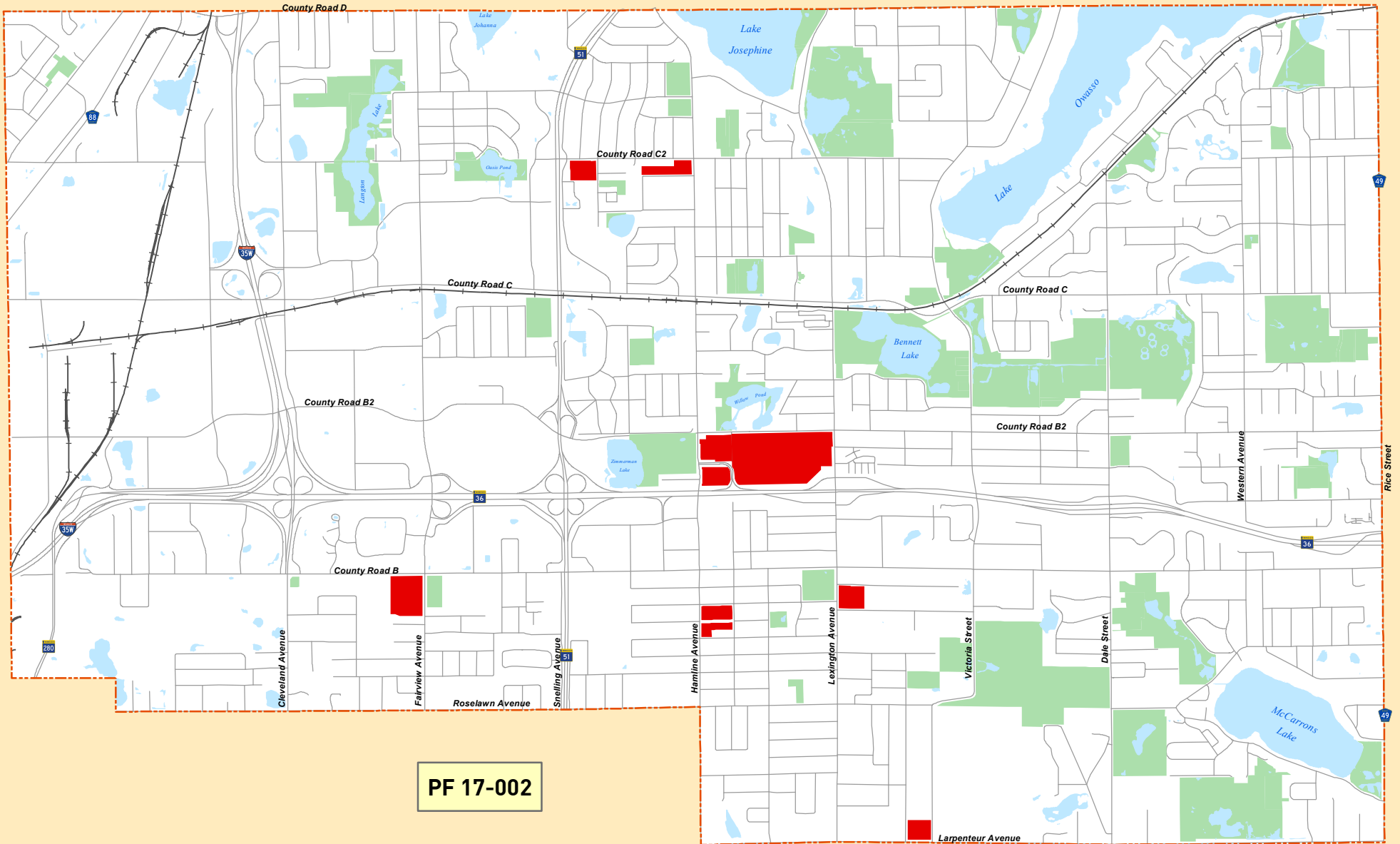
City Council (tentative): March 13, 20, 27 & April 13, 20, 27

Be a part of the picture....get involved with your City....Volunteer.

For more information, contact Kelly at kelly.obrien@cityofroseville.com or 651-792-7028.

Volunteering, a Great Way to Get Involved.

City of Roseville Planning Commission Meeting March 1, 2017



PF 17-002



Prepared by:
Community Development Department
Printed: February 24, 2017



Location of
Planning Case

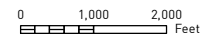
Data Sources

- Ramsey County GIS Base Map (1/4/2017)
- City of Roseville Community Development

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, February 1, 2017 – 6:30 p.m.**

- 1 **1. Call to Order**
- 2 Chair Boguszewski called to order the regular meeting of the Planning Commission
- 3 meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning
- 4 Commission.
- 5 **2. Roll Call**
- 6 At the request of Chair Boguszewski, City Planner Thomas Paschke called the Roll.
- 7 **Members Present:** Chair Michael Boguszewski; Vice Chair Shannon Cunningham;
- 8 and Commissioners Chuck Gitzen, Robert Murphy, James Daire,
- 9 Julie Kimble, and James Bull
- 10 **Staff Present:** Community Development Director Kari Collins, City Planner
- 11 Thomas Paschke, and Senior Planner Bryan Lloyd
- 12 **3. Review of Minutes**
- 13 **a. January 4, 2017, Regular Meeting Minutes**
- 14 **MOTION**
- 15 **Member Cunningham moved, seconded by Member Murphy to approve the**
- 16 **January 4, 2017 meeting minutes as presented.**
- 17 **Ayes: 7**
- 18 **Nays: 0**
- 19 **Motion carried.**
- 20 **4. Communications and Recognitions:**
- 21 **a. From the Public: Public Comment to land use on issues not on the agenda**
- 22 **this agenda, including the 2040 Comprehensive Plan Update**
- 23 None.
- 24 **b. From the Commission or Staff: Information about assorted business not**
- 25 **already on this agenda, including a brief update on the 2040 Comprehensive**
- 26 **Plan Update process.**
- 27 Resignation of Vice Chair Cunningham
- 28 Chair Boguszewski thanked Vice Chair Cunningham for her service to the City
- 29 and Planning Commission; and for having the courage to vote her conscience on
- 30 what she saw as being in the best interest of the community.
- 31 Vice Chair Cunningham thanked her colleagues for their well wishes; stating that
- 32 she viewed her service on the commission as a good opportunity and a great
- 33 learning experience. Vice Chair Cunningham stated that she had been fortunate to
- 34 have worked with many great commissioners during her tenure, and city staff who
- 35 had provided excellent information to assist in the decision-making process and in
- 36 analyzing that data for the good of the city. Vice Chair Cunningham thanked the
- 37 City of Roseville for this opportunity; noting the advantage of each commissioner

38 coming from different perspectives with differing, but all well-respected opinions,
39 which in politics was a great thing.

40 “Future City” Report

41 Member Daire reported on his attendance, as a Planning Commission
42 representative, of a supplemental meeting with the comprehensive plan
43 consultant, Ms. Perdu, and Roseville Area Middle School students having
44 participated in that essay program. Member Daire reported that the exercise
45 consisted of Ms. Perdu leading a listening session consisting of four questions of
46 the twenty-seven 7th grade students and their technical advisor; with those
47 questions specific to their interpretation of life in Roseville now and in the future,
48 and their participation in the community now and then. From the perspective of
49 his planning career, Member Daire noted how impressed he was with the insight
50 and mature comments of the students, commending their staff/teacher for his
51 guidance.

52 Among the comments provided by the students, Member Daire noted their
53 recommendation for green space in the community, especially large, canopy trees
54 in neighborhoods; improvement of the appearance of commercial areas, especially
55 clustering of smaller commercial areas. Member Daire noted how the students’
56 comments and identified themes mirrored those of the recent Urban Land Institute
57 (ULI) workshop for complete streets and walking paths connecting parks. Other
58 student comments included avoiding residential clusters around non-residential
59 uses; creating neighborhood meeting spaces, such as “hang out” spots and
60 restaurants; and their recognition that since most large commercial development
61 opportunities in Roseville have been taken, with only small commercial spaces
62 remaining, there needed to be more diverse redevelopment in smaller commercial
63 spaces still remaining, including ethnic food stores and restaurants; and putting
64 parking out of sight (e.g. underground). Member Daire noted that the students
65 were not tasked with dealing with any economic implications of their comments
66 and observations. Among those areas recognized by students as needing
67 redevelopment, Member Daire reported that Har Mar Mall came up, with the need
68 for an anchor business and mini mega-towers in their words; along with smaller
69 stores, and more cultural and art opportunities in the community.

70 Member Daire reported that he was uncomfortable with only one of the comments
71 of the students, that being that they perceived that “nothing’s happening.”
72 Member Daire reported that students appeared to hold a negative feeling toward
73 chain businesses and franchise operations, suggesting smaller, local business
74 options.

75 Member Daire advised that he had inquired of the students their feelings about
76 aging-in-place and auxiliary dwelling units; with their responses being that they
77 considered their current homes as starting points, but didn’t necessarily see
78 themselves living in Roseville, especially with their parents.

79 As an aside, Member Daire reported on his discussion with the student’s technical
80 advisor, who emigrated from India before 2000 via TX and then to MN for a job;
81 currently living in Roseville with his family (two children). Asking him what
82 informed his decision to relocate in Roseville and remain, Member Daire advised

83 that the instructor had subsequently sent him a three-page response to that
84 question, which had proven very wrenching in some aspects as it was
85 extraordinarily personal and revealed a lot of his family life, with the instructor
86 giving him permission to share with the Commission and city staff as another
87 perspective on life in Roseville.

88 In conclusion, Member Daire stated that he was so glad he had attended and been
89 involved in the process; opining that this meeting with students had been one of
90 the highlights of his service on the Roseville Planning Commission.

91 Thanking Member Daire for attending the meeting on behalf of the Planning
92 Commission, and given the intelligent and mature responses of the students, Chair
93 Boguszewski questioned the minimum age for commissioners.

94 Member Daire noted that it would certainly support the city's diversity efforts.

95 Community Development Director Collins advised that, with the Planning
96 Commission serving in a statutory role, the commission could ask the City
97 Council to consider appointment in the future several youth commissioners
98 serving as non-voting members, similar to that done on several other city advisory
99 commissions at this time.

100 Member Bull thanked Member Daire for attending this meeting, given the short
101 notice provided; reiterating his concern that any interactive events and activities
102 related to the 2040 comprehensive plan update process be brought to the Planning
103 Commission's attention at staff and the consultant's earliest convenience to allow
104 one of the three representatives to attend.

105 2040 Comprehensive Plan Update

106 For the benefit of the Commission and public, Senior Planner Bryan Lloyd
107 displayed an updated timeline of the process to-date since the last iteration in
108 January.

109 Mr. Lloyd reported that the public kick-off meeting for the 2040 process was
110 scheduled for March 7, 2017 at 6:00 p.m. at the Roseville Skating Center-Rose
111 Room. Mr. Lloyd advised that this would allow the public to provide input on
112 their visioning goals since the last update ten years ago; and to hear their feedback
113 on whether those goals, as well as those of the Imagine Roseville 2025
114 community visioning process remained relevant. Subsequent to that public
115 feedback, Mr. Lloyd advised that the Planning Commission would then review
116 the community visioning goals, including feedback from the kick-off event; along
117 with staff's assessment in more detail of what goals/policies from the existing
118 comprehensive plan had been achieved to-date, or those yet needing to be
119 addressed, or already in process.

120 Mr. Lloyd encouraged commissioners, as well as the public, to visit the
121 comprehensive plan web page on the city's website, as displayed and showing
122 main page links, and downloads of presentation slides guiding discussions
123 throughout the process; with several online surveys forthcoming. Mr. Lloyd noted
124 that the web page would be updated periodically throughout the process as it
125 developed. Mr. Lloyd noted that a related page would also be available, consisting
126 of a repository of what had been accomplished to-date and review of meeting

127 packets, minutes and materials would be available as foundational documents for
128 benefit of the public.

129 At the request of Member Kimble, Mr. Lloyd reviewed how the public could
130 access contact information on the website to provide their comments; including
131 the current track for directing specific questions to the Community Development
132 Department and future access options.

133 At the request of Chair Boguszewski, Mr. Lloyd reviewed the intended content,
134 including new posts, ongoing information, alerts to distribution groups noting
135 changes during the process; and parallel information provided on the City’s
136 Facebook and other social media platforms. Mr. Lloyd advised that the intent
137 would be to drive interested people to this site to avoid duplicating the process.

138 At the request of Chair Boguszewski, Mr. Lloyd reported on the efforts currently
139 being undertaken by the city’s Communication Department in coordinating and
140 broadly promoting the kick-off event as outlined in the community engagement
141 plan as previously approved by the Planning Commission and City Council.

142 **5. Public Hearing**

143 **a. Project File 0017, Amendment 31: Request by City of Roseville to amend**
144 **City Code, Chapters 1009.07 and 1102.01 pertaining to developer open house**
145 **meetings**

146 Chair Boguszewski opened the public hearing at approximately 6:47 p.m.

147 Two bench handouts were provided, consisting of an updated “Open House
148 Application” and a revised draft ordinance for future City Council consideration
149 entitled, “An Ordinance Amending Chapter 1009.07, Title 10 of the City of
150 Roseville Zoning Ordinance and Chapter 1102.01, Title 11, Subdivision
151 Ordinance”

152 As detailed in the staff report of today’s date, City Planner Paschke reviewed the
153 proposed continuation of this pilot expanded open house notification program as
154 recently updated with the City Council, and related fee and code changes. At that
155 January 30, 2017 meeting, Mr. Paschke advised that staff was directed to move
156 forward with code amendments to address any conflicts between current code and
157 expanded notification procedures.

158 At the request of Member Murphy, Mr. Paschke reviewed the process by staff
159 rather than the developer or applicant in mailing the notices, with the developer
160 providing funding to do so via fees. Mr. Paschke advised that staff prepared a
161 welcoming invitation with maps of the project site providing as much detail as
162 possible for the public. Mr. Paschke noted that, when the applicant had done the
163 mailings in the past, often there was insufficient detail, maps or information for
164 the public to understand the actual purpose of the open house. With the city’s
165 Planning Division staff now having undertaken the process, Mr. Paschke reported
166 improved implementation. As an example, Mr. Paschke reviewed the recent
167 Minnesota State Fair application for renewal of their Interim Use for park and ride
168 locations throughout the community; with staff providing detailed information

169 with the invitation to the open house, showing drop off sites and routing
170 information for Fair buses.

171 Member Cunningham asked if staff had received any pushback by the business
172 community or developers with concerns that they had no control over the open
173 house process.

174 Mr. Paschke clarified that the applicant/developer retained ownership and control
175 of the open house themselves as far as presentation, information provided and the
176 question/answer time with attendees. Therefore, Mr. Paschke noted there had
177 been no concerns expressed about staff undertaking the other components of the
178 process. In the past, Mr. Paschke noted that staff had provided examples of the
179 invitation to the applicant, even though staff retained final editing rights of the
180 invitations when completed before mailing. However, Mr. Paschke advised that,
181 as per City Council findings a few years ago when staff had been asked to
182 intervene with the notice process, the ordinance stayed in place but staff
183 determined what triggered expanded notification depending on the complexities
184 and/or location of a project, with staff also then taking over the mailing of open
185 house notices to make sure they were done and provided sufficient information.

186 Using the State Fair mailing as an example, Member Daire questioned the fee,
187 and if it was dependent on the number of open houses held.

188 Mr. Paschke clarified that applicants were required to provide one fee and escrow
189 to cover administration time, material costs, and postage in processing the open
190 house notices, using the Fair as an example without knowing the actual cost at
191 that time; it was used as a test case. Mr. Paschke reported that staff had ended up
192 sending notices to 2,200 addressed in Roseville, with costs exceeding the initial
193 fee paid by the Fair, and subsequent additional funds submitted to cover the costs.
194 With funds held in escrow, depending on the actual cost realized in processing the
195 mailed notices, Mr. Paschke advised that if not all funds were used, they would be
196 returned, and if additional funds required, the applicant would submit those
197 monies to the city. Mr. Paschke noted that the city was not interested in making
198 money on the process, only in ensuring city costs were covered by the developer
199 through fees for administrative costs. Once the State Fair mailings were
200 completed, Mr. Paschke advised that staff was then aware of general costs for this
201 type of mailing for future reference; and would be proposing to the City Council
202 fee changes that would be based on that information and reviewed annually as
203 part of the City Council's review and approval of all city fees. At this point, Mr.
204 Paschke clarified that the annual fee amount for this process remains silent in city
205 code, and is addressed in the fee schedule.

206 As noted by Member Gitzen, Mr. Paschke reviewed the intended striking of
207 Chapter 1102.01 in code to remove that more detailed open house information,
208 which would now be covered on the application form and checklist provided to
209 the applicant/developer; and tied to the fee schedule and open house meeting
210 process itself. With code only providing a general statement, Mr. Paschke noted
211 that the process could be revised periodically as needed and based on actual usage
212 and experiences.

213 Member Kimble noted staff’s intent to provide the details as embedded in the
214 open house meeting policy, as provided in the draft provided tonight (Attachment
215 B); with Mr. Paschke concurring, noting that the City Council had yet to approve
216 the policy, clarifying that this was only a draft at this point, provided in resolution
217 format.

218 Chair Boguszewski recognized the intent with outlining the process via policy
219 versus needing to change those details via ordinance and requiring a longer
220 process to do so.

221 Member Bull noted that today’s code stipulated the start/stop times for an open
222 house; and as discussed during the comprehensive plan process, it was noted that
223 more residents worked outside Roseville and with the proposed language change
224 for start time from 6:00 to 5:30 p.m., how that would not preclude those residents
225 from attending and participating in an open house.

226 Mr. Paschke clarified that the intent was simply to provide a broader time range
227 for conducting the two-hour open house, whether it started earlier or not. As an
228 example, Mr. Paschke noted the recent McCarron’s neighborhood open house
229 with one open house held in the afternoon and another later in the evening. Mr.
230 Paschke opined that no matter the start time, the intent was to work with
231 individuals throughout the process, and depending on which one of the five
232 different applications were being processes, as to how flexible and open that
233 broader timing range could be.

234 Community Development Director Collins concurred; and noted the variables
235 available in the open house format; with the developer available for dialogue and
236 to respond to questions; while the actual time for the formal presentation could be
237 adjusted according to the project and timing. Ms. Collins reminded all that the
238 meeting format itself was “open house” that typically provided for coming and
239 going and not an actual sit-down meeting format. Ms. Collins noted that the intent
240 was for the developer and staff to be available to answer questions of those
241 attending.

242 Member Bull opined that the Planning Commission might understand that intent;
243 however, he stated that he got a lot of comments from the public regarding timing
244 and a general lack of understanding that they could come at any time, apparently
245 creating some confusion on the presentation time.

246 Mr. Paschke noted that most open houses involve a presentation or information
247 provided on a proposal; with the developer/applicant available over a two-hour
248 time span and available for questions. However, Mr. Paschke advised that staff
249 would clarify what the open house was, and that it was not simply a presentation.

250 If staff was responsible for the text of the invitations, Chair Boguszewski
251 suggested that they provide a statement clarifying the meeting format, followed
252 by a Q and A period; and if applicable, the presentation could be started later in
253 the meeting for those unable to attend when it immediately started.

254 Ms. Collins duly noted that suggestion, advising that staff would work with each
255 developer and build that language into their notice accordingly.

256 Member Bull noted the needed clarification of the codification process, as
257 detailed in the staff report, line 68 and following.

258 Mr. Paschke noted that, while staff undertaking the process, and not delineated
259 directly in city code, it allows more flexibility for the open house depending on
260 the location of and actual project itself. Similarly with the timing of the open
261 house not before 15 days or after 45 days, Mr. Paschke noted the difficulty with
262 some applications (e.g. Planned Unit Developments – PUD’s) relative to when
263 staff accepts applications (deadline the first Friday of each month) to facilitate
264 staff review and processing, published Public Hearing Notices, and Planning
265 Commission meeting schedules and subsequent approvals by the City Council
266 when applicable, all part of the rationale for timing of open houses in the process
267 as well. Mr. Paschke stated that, it was staff’s findings that, it was difficult to
268 work with that timing and variables, while meeting the 60-day statutory approval
269 and land-use provisions when determined by code that may preclude sufficient
270 timing for open houses and public hearings as required. Therefore, Mr. Paschke
271 clarified that need to anticipate and adjust timing by staff as needed (e.g. PUD
272 application process).

273 Member Bull questioned how a policy versus city code enforcement would
274 prevail.

275 Ms. Collins advised that she viewed the administrative portion more effective via
276 a policy versus via ordinance, since it consisted of an administrative task, as with
277 this open house process no longer addressed in city code but via policy to allow
278 some flexibility to ensure it works for a particular project, depending on the scale
279 of that project. Ms. Collins opined that this flexibility allowed for staff to
280 determine if more than one open house was indicated and provided a case by case
281 review of the process.

282 As noted by Chair Boguszewski, in Attachment B, the City Council would
283 support the “general guidelines” that could be amended on a case by case basis
284 and via policy versus having the process hardwired in city code.

285 Mr. Paschke concurred, advising that he saw the process as similar to the
286 application processes in place for Interim uses (IU) or Conditional Uses (CU)
287 where everything may not be by city code upfront, due to the variables with each
288 application and therefore not articulated in code but called out specifically in the
289 applications for general requirements, with supplemental information perhaps
290 required after staff’s initial review. While that initial information required or
291 supplemental is not codified, Mr. Paschke noted the way the process was handled
292 as guided in general by city code proved less cumbersome for all involved.

293 With the language currently addressed in code, Member Bull opined if something
294 fell outside the range of specifications, there was an easy determination to make,
295 allowing for fair treatment of all if something didn’t meet city code. If a flexible
296 policy was instead in its place, Member Bull opined that it would be hard for the
297 Planning Commission to see if an application fell within that or if it may open the
298 city up to risk or reprisal if all land use applications were not handled the same.

299 Mr. Paschke clarified that the open house process was not something coming
300 before the Planning Commission initially anyway, and was no different than the
301 IU or CU processes of today.

302 However, Member Bull noted that the open house was a prerequisite.

303 Ms. Collins responded that the intended policy was to serve as a baseline for the
304 open house process; and at no point would staff make a determination that there
305 was no need for an open house. Ms. Collins advised that the policy remained what
306 it is, and assured the Commission that the City Council took all of its approved
307 policies very seriously; and this simply allowed them to expand or adjust
308 parameters to capture more participation, not to give a developer an “out.” Ms.
309 Collins noted that the applicant still needed to abide by the policy; and also
310 assured the Commission that the city and Community Development staff, as an
311 organization, also took city policies very seriously, similar to the many contracts
312 and professional services agreements in place; all adopted by the City Council and
313 holding all parties accountable.

314 Member Daire suggested that the intent was to reduce the surprise factor or any
315 proposed development and to inform the public through the open house before the
316 project entered the formal approval process. Member Daire further suggested that
317 this allowed the developer to respond to community concerns and subsequently
318 tailor their formal proposal to not only suit the developer’s needs but also those of
319 the community; or in other words an informal process to plumb those immediately
320 affected by a proposed project within the notification area. Then when the formal
321 public hearing and process comes forward, Member Daire noted that the
322 community could then see if their concerns had been addressed or the proposal
323 changed accordingly, or to hear rationale accordingly. Member Daire stated that
324 he had been surprised by the \$1,100 application fee; but was agreeable if it
325 sufficiently covered administrative costs and had been approved by the City
326 Council. Member Daire advised that he had attended three of the five open houses
327 held for the State Fair’s IU renewal of their park and ride facilities, and opined
328 that he found the community exceptionally grateful for having an opportunity to
329 review the proposal before it came to the city for review and approval. With the
330 idea being to avoid surprises and have the community review proposals and the
331 developer able to address their concerns before submitting their formal proposal,
332 Member Daire opined that this process was on the right track.

333 Member Cunningham clarified that the Planning Commission didn’t deal with
334 city policy at this level; and on a separate track, the City Council would approve
335 the policy or revise the draft prepared by staff. Therefore, Member Cunningham
336 asked what influence the Commission would or could have on the policy, or what
337 their recourse would be to pressure staff to make any changes they deemed
338 necessary at some point in the future.

339 Ms. Collins advised that to amend a policy, it would only take a recommendation
340 by the Commission to the City Council. At any time the Commission found a
341 policy was not working for any reason, Ms. Collins asked that staff be alerted, and
342 that input would be directed to the City Council accordingly for their
343 consideration of necessary revisions. Ms. Collins noted that this was part of the

344 intent in making amendments through a resolution to policy versus the lengthy
345 process required to make tweaks, whether minor or major, to city code
346 (ordinance).

347 Mr. Paschke concurred that it was much easier to work through policy than
348 language codified in city code.

349 Member Kimble noted a typographical error in Attachment B, line 47, duly noted
350 by staff (Change “determined” to “determine”). Member Kimble asked if
351 developers were aware that part of their submittal requirement was to include the
352 names of those attending and on the sign-in sheet or if staff needed to specify that
353 requirement.

354 Mr. Paschke advised that as staff reviews the process and required submittals of
355 materials as part of a developer’s application, that included the sign-in sheet,
356 retention of the names of those attending, and a summary of the meeting itself
357 along with providing a copy of that summary to those requesting one as part of
358 their sign-in. Mr. Paschke advised that this documentation would be provided to
359 staff, and that staff would provide those interested parties with a summary of the
360 meeting. Mr. Paschke noted that considerable information through and about the
361 process would be retained, including emails and phone calls received that were
362 related to the project as well; all summarized and sent out to those attending the
363 meeting.

364 Chair Boguszewski noted the four specific things included as part of the written
365 summary, now revised to include requiring names and addresses; asking how
366 applicants or developers were made aware of those expectations.

367 Ms. Collins responded that staff could develop a template.

368 Mr. Paschke responded that staff would see that those expectations were made a
369 part of their application so they clearly understood them. Mr. Paschke noted that
370 many things required by staff in the application process were not necessarily
371 included on the application itself; suggesting that a timeline would probably be
372 added for the open house process and time needed for staff to prepare and process
373 mailed notices, once their form(s) and fees are received, typically three weeks
374 before the scheduled open house. Mr. Paschke assured the commission that staff
375 would include sufficient information with the application to ensure it was clear to
376 the applicant/developer, similar to the checklists of documents or information
377 needed and when they needed to be submitted.

378 In Attachment B, lines 41 -42, Member Murphy sought clarification as to the
379 public location intended versus a private residence, citing several examples of
380 past open house locations, asking if more specificity was needed.

381 Mr. Paschke responded that that statement had been created by the City Council,
382 with the goal to get out of the potential of holding an open house in someone’s
383 home, but somewhere in the general vicinity (e.g. community room at a nearby
384 apartment complex; area church; or park building. Mr. Paschke opined that he
385 liked the idea of holding the open house on site if possible, even if in a tent or
386 building on site. However since this may not have been the City Council’s intent,

387 Mr. Paschke suggested broadening those suggested locations; as suggested by
388 Member Murphy to broaden or clarify that statement.

389 Member Murphy advised that if the statement had been crafted by the City
390 Attorney, he wouldn't question it.

391 Ms. Collins suggested using language such as "publicly accessible site."

392 On line 42 of Attachment B, Member questioned if an escape clause that the open
393 house be held on the City Hall campus if no other public space is available.
394 Member Murphy cited an example of the trailer storage in the triangle without a
395 suitable meeting spot.

396 Mr. Paschke advised that there was a statement elsewhere that if no other suitable
397 location is available, the developer/applicant should use City Hall; but duly noted
398 that request for reiteration of that point as noted by Member Murphy.

399 Referencing the fairness and fee mentioned by Member Bull, Chair Boguszewski
400 encouraged staff to make that clear in the application that the fee is intended to
401 cover actual expenses and would be charged or reimbursed accordingly at actual
402 cost. If the policy is flexible enough to change, Chair Boguszewski suggested the
403 methodology of the final costs allowed people to know it was an estimate rather
404 than the solid fee.

405 Ms. Collins advised that an open house application fee would eventually be
406 codified as a secure amount. Ms. Collins noted that the Interim Use renewal for
407 the State Fair had been a unique situation; opining she wasn't aware of any other
408 situations that might require five open houses, with most requiring only one such
409 meeting. Ms. Collins noted that the State Fair IU renewal resulted in 2,200
410 mailings, again a unique situation, with the \$1,100 fee typically covering staff
411 time for custom-designing notices, including graphics, GIS maps and other
412 information, and processing the mailing itself, all taking time, as well as securing
413 the date of the open house, meaning significant back and forth with the developer.

414 As noted by Member Gitzen, Mr. Paschke confirmed that the State Fair open
415 house process had proven a good experiment to define the time required of staff;
416 noting it was still an evolving process. Since it is to be implemented as a policy,
417 Mr. Paschke noted that as it continues to evolve, practical experience would
418 indicate changes as needed with the policy revised accordingly.

419 Member Bull asked why Conditional Use permits are not required to hold an open
420 house.

421 Mr. Paschke responded that, while a Conditional Uses cover a broad range of
422 residential and commercial options, the City Council had determined as with a
423 variance, no open house would be required for either a Variance or CU
424 application given either could cover a residential and/or commercial application.
425 Mr. Paschke noted the policy for open houses covered comprehensive plan
426 amendments, zoning changes, PUD's and IU's.

427 Member Murphy advised that was one of the considerations that made the \$1,100
428 fee palatable for him, that it only applied to commercial and not residential
429 applications.

430 Member Bull stated that he understood the flexibility of time for an open house;
431 however, he asked staff how they were going to ensure it didn't impede the
432 flexibility of involvement by residents versus accommodating the time for a
433 developer. As a general statement, Member Bull asked how that made things better
434 for citizens.

435 Mr. Paschke assured the commission that staff would take that into consideration
436 on a case by case basis and whether or not a given situation required longer hours
437 for the open house.

438 Ms. Collins responded that, if each developer is required to hold an open house,
439 staff retained flexibility with the policy; and could demand more than one open
440 house (e.g. Minnesota State Fair required to hold five open houses for their IU
441 renewal application) versus how the current ordinance read. As far as timing, Ms.
442 Collins stated that she wasn't too concerned, and if a developer had some reason
443 or expectation to start earlier, the open house could then run longer. Ms. Collins
444 noted that the idea was to capture those coming home from work and those able to
445 come later, at their preference, and to gather a broader audience. Ms. Collins
446 advised that staff was putting considerable time into this process, and crafting
447 invitation notices well to encourage as many as possible to show up. If open
448 houses were held at such times where no one showed up, Ms. Collins noted that it
449 was just a waste of time for all involved.

450 Mr. Paschke opined that the policy in no way took away from the goal to get
451 people engaged in the process; but instead enhanced it and allowed it to be
452 implemented better.

453 Chair Boguszewski opined that the times served as a general guideline or as a
454 default; but if the applicant wanted to change the times in some way, they would
455 be required to work with staff for their judgment for rationale in starting any
456 earlier.

457 Ms. Collins concurred, noting that any deviation from the policy would need
458 resolution and the planning file would show the reason for that deviation and
459 rationale for changing the timing.

460 Chair Boguszewski suggested that, when a summary of the open house was
461 received by the Planning Commission, it would be aware of the time of the open
462 house; and if desired, could open up and examine the record at that time. Chair
463 Boguszewski noted that the process relied inherently on any variances from
464 policy to allow for staff judgment that may be perceived by some as subjective,
465 thus the hesitancy of Member Bull.

466 Member Bull questioned why the process was codified originally and not
467 considered as a policy at that point.

468 Mr. Paschke responded that, as per City Council direction, staff was tasked with
469 establishing a process via city zoning ordinance for certain developments,
470 basically at that time the number of PUD's and Subdivisions of more than four
471 lots coming before in considerable number. Mr. Paschke noted the concern was
472 that residents were only finding out about a project at the formal public hearing at
473 the Planning Commission and/or City Council, at which time an internal policy by

474 staff required developers to conduct open house proceedings depending on a
475 project's size, location and the project itself. While the City Council supported
476 that process, they asked that it be formally codified, and was now evolving into
477 this proposed amendment.

478 Chair Boguszewski closed the public hearing at 7:52 p.m.; none spoke for or
479 against.

480 **MOTION**

481 **Member Gitzen moved, seconded by Member Cunningham to recommend to**
482 **the City Council amendment of Chapters 1009.02 and 1002.01 of Roseville**
483 **City Code, as per Attachment A (as amended via a bench handout and**
484 **attached to the staff report dated today's date) to be replaced with a policy**
485 **statement by resolution (Attachment B), entitled, "A Resolution Creating an**
486 **Open House and Public Hearing Notification Policy for the City of**
487 **Roseville;" as detailed in the staff report of today's date; and further**
488 **amended to correct the typographical error on Attachment B, line 124**
489 **(change "determined" to "determine"); with further modification to the**
490 **policy as discussed tonight taken into consideration prior to presentation to**
491 **the City Council.**

492 Member Bull stated his preference for the previously City Council codified
493 process via ordinance and having that process very specific with rules to follow
494 for these types of applications. Essentially, Member Bull opined that the city was
495 now doing away with that, creating a flexible policy that would be administered
496 by staff and put more of a burden on staff ad their time. Therefore, Member Bull
497 questioned how this benefited citizens in any way.

498 In response, Chair Boguszewski stated that while he agreed there was more of a
499 burden on staff beyond just the mechanics, he was unsure that the flexibility could
500 be used by the applicant to abuse that flexibility, but instead he found that it
501 would provide yet more transparency to benefit citizens by providing a tool to do
502 so, with it being up to staff to make sure it was used accordingly for the city's
503 benefit versus restricting it. Chair Boguszewski opined that this revision was in
504 keeping with the recommendations of the Zoning Code Task Force consisting of
505 Planning and Community Engagement commissioners, with the goal of improving
506 transparency. Chair Boguszewski opined that by improving transparency and
507 putting that burden on staff, it achieved standardization that was desired and did
508 so in an informative way to reach more people. While at some point down the
509 road it may become clear based on experience that more staff was needed, Chair
510 Boguszewski noted that would then be up to the City Council. Chair Boguszewski
511 stated his support for the motion as it moved toward the Task Force's goal; and he
512 expressed confidence that staff would be diligent not to abuse the process versus
513 improving access for citizens.

514 Member Bull thanked Chair Boguszewski for his comments, opining that helped
515 him.

516 **Ayes: 7**
517 **Nays: 0**
518 **Motion carried.**

519 **6. Adjourn**

520 **MOTION**
521 **Member Cunningham moved, seconded by Member Gitzen adjournment of the**
522 **meeting at approximately 7:58 p.m.**

523 **Ayes: 7**
524 **Nays: 0**
525 **Motion carried.**



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **03/01/17**

Agenda Item:

Prepared By

Department Approval

Agenda Section
Public Hearings

Item Description: Consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit park-and-ride facilities at nine locations during the 12 day Minnesota State Fair (**PF17-002**).

APPLICATION INFORMATION

- 1 Applicant: Minnesota State Fair
- 2 Location: 1310 County Road B2
- 3 Property Owner: Grace Church
- 4 Location: Roseville Area High School
- 5 Property Owner: 1240 County Road B2
- 6 Location: 2300 Hamline Avenue
- 7 Property Owner: St. Christopher Episcopal
- 8 Location: 2131 Fairview Avenue
- 9 Property Owner: Church of Corpus Christi
- 10 Location: 2048 Hamline
- 11 Property Owner: St. Rose of Lima
- 12 Location: 2120 Lexington Avenue
- 13 Property Owner: Calvary Church
- 14 Location: 965 Larpenteur
- 15 Property Owner: New Life Presbyterian
- 16 Location: 1524 County Road C2
- 17 Property Owner: Centennial United Methodist
- 18 Location: 2865 Hamline
- 19 Property Owner: Roseville Covenant
- 20 Application Submission: 02/03/17; deemed complete 02/09/17
- 21 City Action Deadline: 04/04/17
- 22 Planning File History: PF3370, PF3473, PF3768, 2011
- 23 Renewal, PF07-017
- 24

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

28 **BACKGROUND**

29 The Minnesota State Fair (MSF) in cooperation with Grace Church, Roseville Area High
30 School, St. Christopher's, Church of Corpus Christi, St. Rose of Lima, Calvary Church,
31 New Life Presbyterian, Centennial United Methodist, and Roseville Covenant, seek an
32 Interim Use (IU) renewal of eight park-and-ride facilities and the addition of one new
33 park-and-ride facility (St. Christopher's) for the 12-day Minnesota State Fair.

34 Prior to issuance of the first IU permit in 2002, the MSF had operated park and ride
35 facilities at certain sites in Roseville for many years. In 2001, after receiving a few
36 isolated complaints (mainly one site) the City determined that the park and facilities
37 should be regulated as interim use. The approvals have been valid for 5-year periods,
38 with a couple of intermediate approvals of additional sites along the way. The most
39 recent interim use expired at the end of September 2016.

40 All nine of the park-and-ride facilities are on church or school property that is zoned
41 Institutional (INST) District. Park and ride lots are allowed as *conditional* uses in the
42 INST District if it is to be the main, principal use of a property. Since MSF only operates
43 the identified lots during the 12 days of the annual state fair, these facilities are
44 temporary in nature, and the INTERIM USE (IU) process is the appropriate tool for
45 regulating them.

46 Park and ride facilities are operated by MSF in other locations in Roseville, in addition
47 to the nine institutionally-zoned sites but, because those locations are at places like
48 shopping centers—where park and ride lots are permitted uses—they don't require any
49 special approval.

50 **STAFF REVIEW OF STATE FAIR IU**

51 An applicant seeking approval of an IU or its renewal is required to hold an open house
52 meeting to inform the surrounding property owners, renters, and other interested
53 attendees of the proposal, to answer questions, and to solicit feedback. The MSF held
54 five grouped open houses on the following dates at the noted sites: 12/15/16 Grace
55 Church, Roseville Area High School, and St. Christopher's Episcopal; 12/19/16 Church
56 of Corpus Christi and St. Michaels; 12/21/16 St. Rose of Lima and Calvary Church;
57 01/09/19 New Life Presbyterian; and 01/10/17 Centennial United Methodist and
58 Roseville Covenant. The expanded notification process the Planning Division has
59 implemented included a total of 2,142 invitations being mailed out to residents and
60 renters concerning the nine park-and-ride-facilities. Attendance at the open houses
61 included a total of 18 residents/renters who asked various questions or provided the
62 State Fair with comments concerning a park-and-ride facility. In addition to the 18
63 resident/renter, four Planning Commissioners were in attendance at various open
64 houses. The MSF also received telephone calls and email concerning specific park-and-
65 ride facilities. The open house summary is included as Attachment B.

66 Upon the approval of the initial IU in 2002, the Planning Division was directed by the
67 City Council to review each site throughout the 12 day State Fair and provide a report
68 regarding the inspections and whether any complaints were received. The report found
69 all sites to be in compliance with the stated conditions and the Planning Division only
70 received calls regarding overflow parking and parking in front of mail boxes.

71 Every year since the initial IU the City has received calls and emails regarding vehicles
72 partially blocking driveways and mail boxes, or occasional noise-related issues. Up until
73 a few years ago, the Planning Division received most of the calls and the City Planner
74 was responsible for monitoring the park a-and-ride facilities and worked with the State
75 Fair to resolve any issues that arose.

76 Overflow parking on public streets not signed “no parking,” however, has
77 continued/increased. In 2011, the City Planner and Police Chief indicated this situation
78 needed to be monitored more closely in the coming years and if infractions (e.g., parking
79 in front of driveways or mail boxes or too close to intersections and fire hydrants)
80 continued to occur, additional measures such as no parking signs may be required at
81 specific locations.

82 In recent years the park-and-ride facilities in Roseville have been very popular and as a
83 result the City has experienced increased resident complaints in select areas. To address
84 these concerns the Public Works Department has installed “no parking” signs along
85 certain sections of roadways, which has reduced the number of calls in those areas.
86 Nevertheless, calls have and will continue (and potentially increase) as it is difficult to
87 enforce vehicle proximity to driveways and vehicle blocking mailboxes. It is also worth
88 noting that these calls, mobilizing staff to install no parking signs, and having police
89 patrol park-and-ride areas is burdensome given our limited resources.

90 One option to consider is granting the Public Works Department the ability to post and
91 maintain temporary no parking areas be covered by the State Fair. Such an endeavor
92 would be addressed on a case-by-case basis and require the State Fair to submit an
93 annual escrow. The Public Works Department currently signs five streets in response to
94 citizen complaints near St. Rose of Lime, Calvary Church, Grace Church, and Roseville
95 Area High School. The Public Works Department would operate this escrow account as
96 it does for other projects and if the City spends 75% or more of the escrow before the
97 end of the Fair, the City will request an additional 25%. Any unspent monies from the
98 escrow account could be retained for the following year or be returned to the State Fair
99 within 30 days of conclusion of the Fair.

100 Another option to consider is requiring the State Fair to contract with the Roseville
101 Police Department for an officer to inspect the neighborhoods in and around the nine
102 park and ride facilities and issue tickets for all City Code and State Statute parking
103 violations. This officer would carry out the inspections during the peak hours of the fair
104 when on-street parking has been the highest; typically from 7 am to 5 pm.

105 While City staff has no issues with the nine park-and-ride facilities throughout the City
106 (and annually receive very few calls concerning their operation), our concern is the
107 overflow parking and how to address the growing problem of vehicles parking too close
108 to driveways and mailboxes creating an inconvenience to our residents.

109 **REVIEW OF IU CRITERIA**

110 §1009.03 D of the City Code specifies that three specific findings must be made in order
111 to approve a proposed INTERIM USE:

- 112 a. *The proposed use will not impose additional costs on the public if it is necessary for*
 113 *the public to take the property in the future.* This is generally intended to ensure
 114 that particular interim use will not make the site costly to clean up if the City were to
 115 acquire the property for some purpose in the future. In this case, the park and ride
 116 facilities are a temporary intensification of the use of existing parking lots and
- 117 b. *The proposed use will not create an excessive burden on parks, streets, and other*
 118 *public facilities.* Traffic on City streets has seen an increase in recent years as the
 119 popularity of the State Fair and the park-and-ride facilities continues to rise.
 120 Similarly, overflow on-street parking certainly affects the streets surrounding the
 121 park and ride facilities. Several people have commented on the additional traffic and
 122 the inconvenience of people parking on the street and on occasion parking in front of
 123 their mailboxes and slightly blocking driveways. The City has also received
 124 comments of recognition that the short-term inconvenience is easy to tolerate
 125 because of the great value of the park and ride facilities. However, the past two years
 126 have required City intervention to address select concern areas, which, long-term,
 127 will require a satisfactory solution that addresses the hours/costs of City staff
 128 resources.
- 129 c. *The proposed use will not be injurious to the surrounding neighborhood or*
 130 *otherwise harm the public health, safety, and general welfare.* In the many years
 131 that the park and ride facilities have operated, Planning Division staff has received
 132 no reports of health or safety issues, but limiting buses from staging in the right-of-
 133 way seems like a good way to ensure traffic safety as the sites grow more popular
 134 over time. Noise and trash are concerns, but seem to have been problematic at a
 135 particular location that is no longer included. Nevertheless, the conditions of
 136 approval have been refined over the years to help to ensure that the other sites
 137 continue to operate in a way that the neighboring property owners find acceptable.

138 **STAFF RECOMMENDATION**

139 Given our concerns pertaining to overflow on-street parking and issues concerning
 140 vehicles parking too close to driveways and mailboxes, City staff would suggest a
 141 condition granting the Public Works Department the ability to post and maintain
 142 temporary no parking areas be covered by the State Fair. Should parking issues be
 143 deemed too numerous or too difficult to combat, City staff would suggest the State Fair
 144 contract with the Roseville Police Department for an off-duty officer paid for by the
 145 State Fair to inspect the neighborhoods in and around the nine park and ride facilities
 146 and issue tickets for all City Code and State Statute parking violations.

147 Based on comments and findings outlined above, the Planning Division recommends
 148 renewed approval of the annual state fair park and ride facilities as INTERIM USES for an
 149 additional 3 years, subject to the following conditions:

- 150 a. The hours of operation at each of the sites shall be limited from 7 a.m. to midnight;
- 151 b. Each site shall have a minimum of one portable restroom that is cleaned on a regular
 152 basis (every four days, at a minimum);
- 153 c. Each site shall have trash containers appropriately placed throughout the site to
 154 encourage use, and each trash container shall be emptied daily;

- 155 **d.** Each site shall be monitored (walked by volunteer staff) hourly between the hours of
156 7 a.m. and 7 p.m., and every half hour between the hours of 7 p.m. and midnight;
- 157 **e.** Each site is allowed directional signage and a “lot full” sign not exceeding 28 inches
158 by 36 inches, additional signage shall be placed on-site to direct users away from
159 local residential streets, and all signage and other pertinent information shall be
160 taken down daily;
- 161 **f.** Bus traffic and loading/unloading locations shall substantially adhere to the
162 preferred route reviewed as part of the application and which is on file in the
163 Community Development Department;
- 164 **g.** The City has the ability, should certain altercations, events, or issues arise, to
165 discontinue the use of a lot if deemed necessary by the City Manager or his/her
166 assignee;
- 167 **h.** Community Development staff will administratively review park and ride locations,
168 based on citizen complaints, to determine whether operational modifications are
169 necessary and will work with site volunteers and Minnesota State Fair staff to resolve
170 the issue;
- 171 **i.** Each site shall have a certificate of insurance with the Minnesota Risk Management
172 Division for liability;
- 173 **j.** The Public Works Department is granted the ability to post and maintain temporary
174 no parking areas be covered by the State Fair. This case-by-case review and
175 implementation process shall be paid for by the State Fair annually via an escrow
176 deposit. The Public Works Department would operate this escrow account as it does
177 for other projects and if the City spends 75% or more of the escrow before the end of
178 the Fair, the City will request an additional 25%. Any unspent monies from the
179 escrow account could be retained for the following year or be returned to the State
180 Fair within 30 days of conclusion of the Fair;
- 181 **k.** Should the no parking sign installation not benefit the City and/or its residents by
182 reducing the number of complaints received and the actual instances of vehicles
183 obstructing driveways and blocking mailboxes, the State Fair shall contract with the
184 Roseville Police Department for an off-duty officer paid for by the State Fair to
185 inspect the neighborhoods in and around the nine park and ride facilities and issue
186 tickets for all City Code parking violations;
- 187 **l.** The State Fair shall enter into a contract with the Roseville Police Department/City
188 for the annual 12-day services of an off-duty officer. A contract between both parties
189 shall be in place and executed prior to the beginning of the 2017 Minnesota State
190 Fair. This contract shall not affect any other agreements the State Fair has with the
191 Roseville Police Department relative to the State Fair.
- 192 **m.** The INTERIM USE approval shall expire at the end of September 2019.

193 **PUBLIC COMMENT**

194 Since the open house and the publication/ mailing of the public hearing notice, the
195 Planning Division has received three email regarding various park-and ride facilities in
196 Roseville, which are provided as Attachment C.

197 **PLANNING COMMISSION ACTION**
198 **By motion, recommend renewed 3-year approval of the INTERIM USE for**
199 **Minnesota State Fair to continue operating park and ride facilities at 9 church and**
200 **school locations based on the comments, findings, and the conditions stated above of**
201 **this report.**

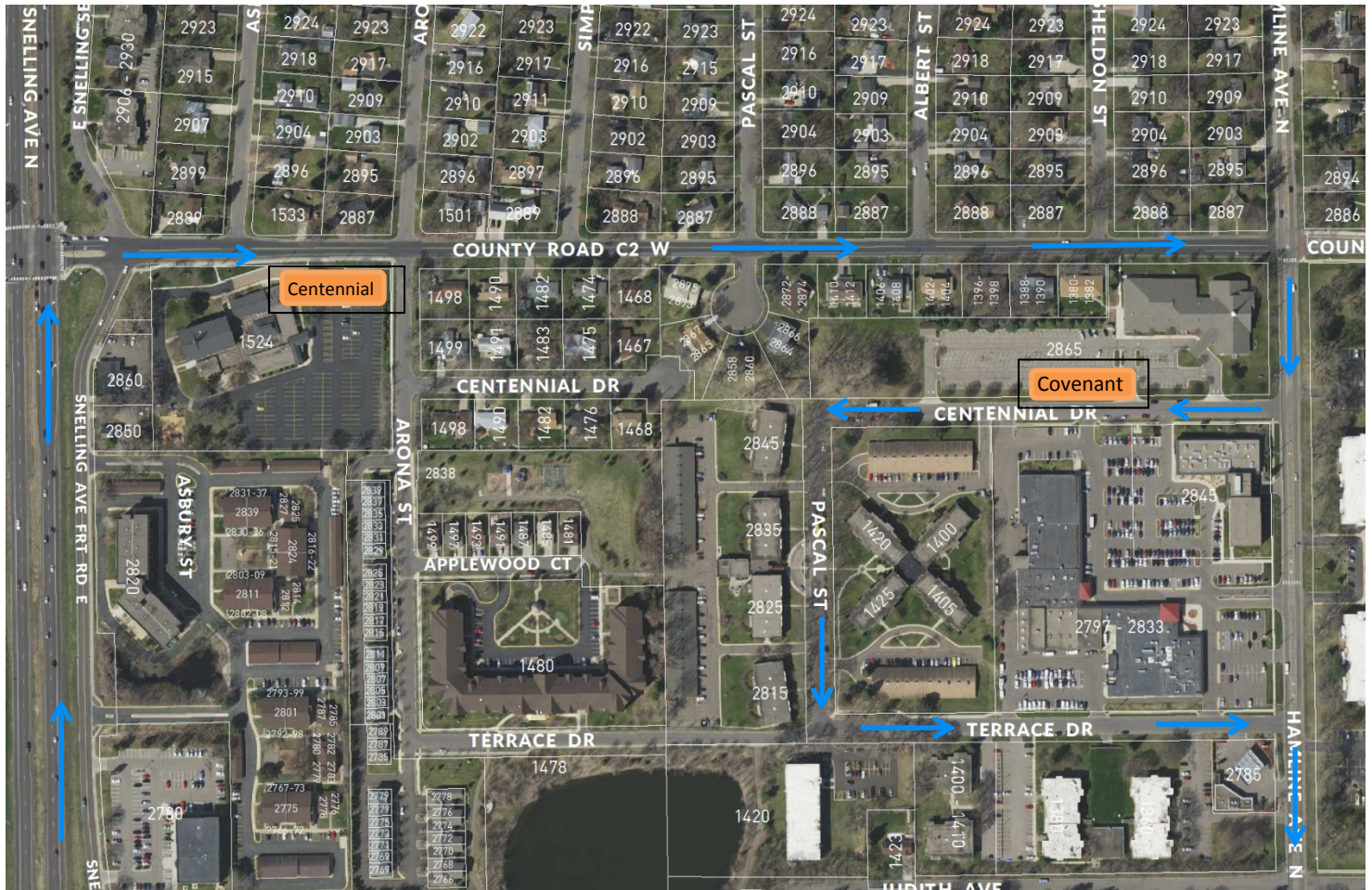
202 **ALTERNATIVE ACTIONS**

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

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

Attachments: A. P&R site/flow maps B. Open house summary
 C. resident email

CENTENNIAL UNITED METHODIST & ROSEVILLE COVENANT




ROUTE INFORMATION

CENTENNIAL UNITED METHODIST ROUTE 

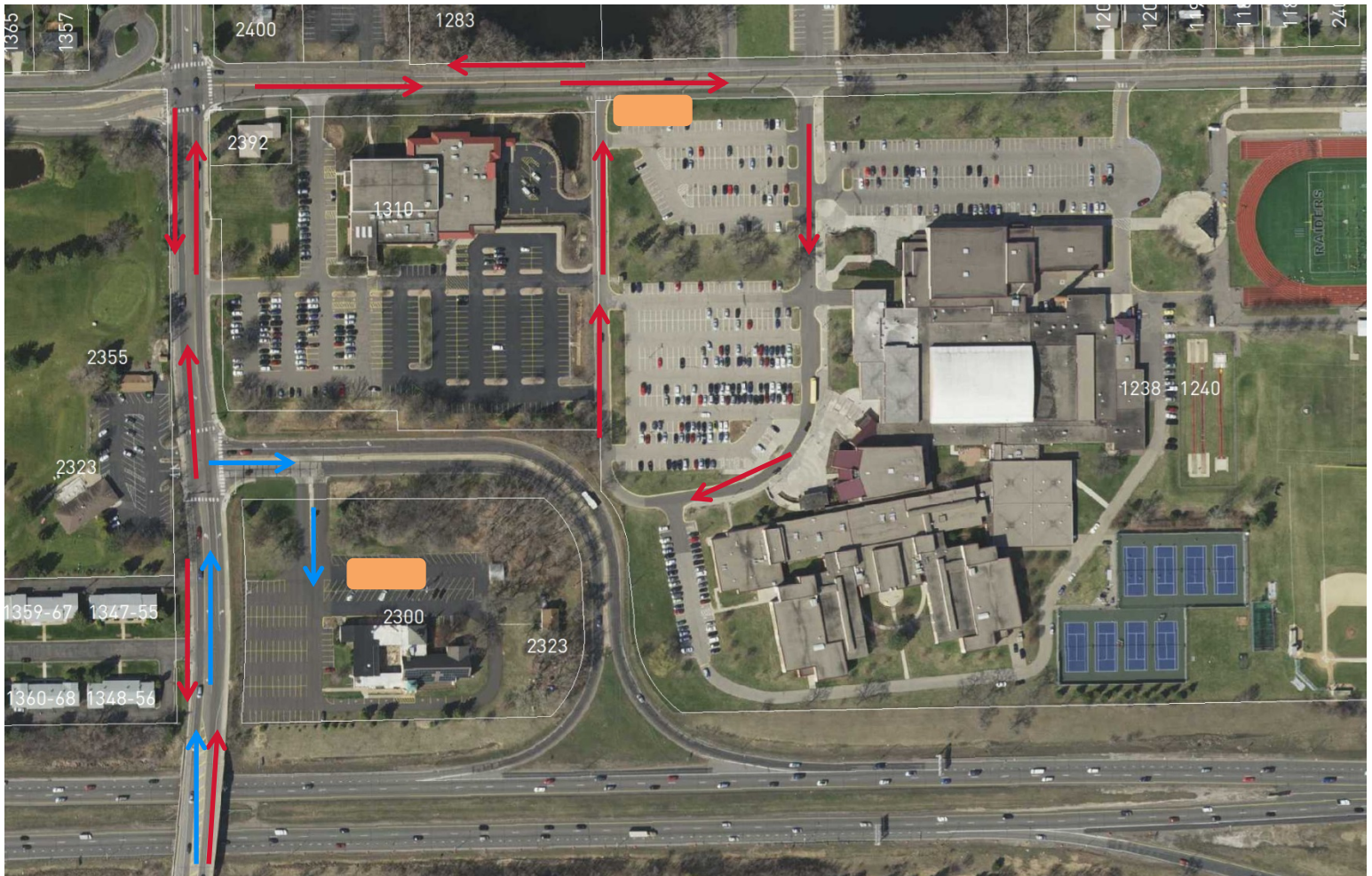
FROM STATE FAIR TRANSIT CENTER
 SNELLING AVENUE TO COUNTY ROAD C2 TO CENTENNIAL UNITED METHODIST CURB SIDE PICK-UP LOCATION 

ROSEVILLE COVENANT ROUTE 

COUNTY ROAD C2 TO HAMLIN AVENUE
 HAMLIN TO CENTENNIAL AND ROSEVILLE COVENANT CURB SIDE PICK-UP LOCATION 

FROM ROSEVILLE COVENANT, THE BUS HEADS BACK TO STATE FAIR TRANSIT CENTER DROP-OFF LOCATION.

GRACE CHURCH, ROSEVILLE AREA HIGH SCHOOL (RAHS), AND ST. CHRISTOPHER EPISCOPAL (NEW)



DEPARTS MIDWAY PARKWAY →

RIGHT TURN ONTO SNELLING AVENUE TO LARPENTEUR
 RIGHT TURN ONTO LARPENTEUR TO HAMLINE
 LEFT TURN ON TO HAMLINE TO ST. ROSE OF LIMA
 PROCEED ON HAMLINE TO COUNTY ROAD B2
 RIGHT ONTO COUNTY ROAD B2 TO DELLWOOD ON RIGHT
 TURN RIGHT INTO RAHS LOT AND LOOP AROUND TO GRACE/RAHS PICK-UP LOCATION



TO MIDWAY PARKWAY →

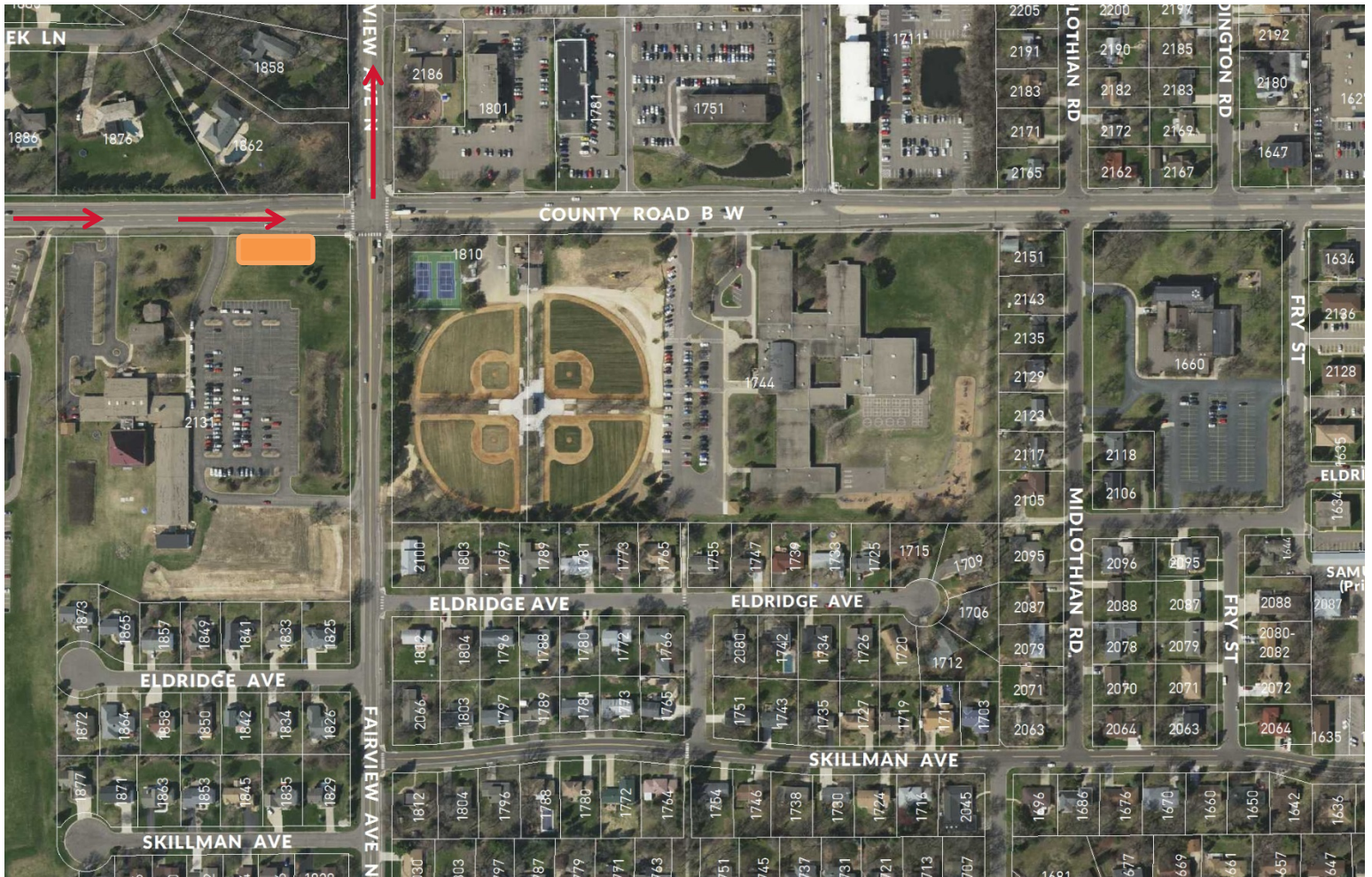
LEFT ON TO COUNTY ROAD B2 TO HAMLINE
 LEFT ON HAMLINE; PROCEED TO MIDWAY PARKWAY
 RIGHT TURN ONTO MIDWAY PARKWAY AND PROCEED STATE FAIR DROP-OFF AREA

NEW - ST. CHRISTOPHER →

BUS MAY BE SEPARATE OR PICK-UP/DROP-OFF BEFORE OR AFTER GRACE/RAHS
 ACCESS TO ST. CHRISTOPHER PICK-UP/DROP-OFF AREA VIA HIGHWAY 36 RAMP



CHURCH OF CORPUS CHRISTI



CORPUS CHRISTI ROUTE →

CLEVELAND AVENUE TO COUNTY ROAD B

LEFT TURN ONTO COUNTY ROAD B

COUNTY ROAD B TO CORPUS CHRISTI PICK-UP LOCATION

BUS THEN HEADS TO DEPARTMENT OF EDUCATION LOTS



NEW LIFE PRESBYTERIAN CHURCH




NEW LIFE PRESBYTERIAN →

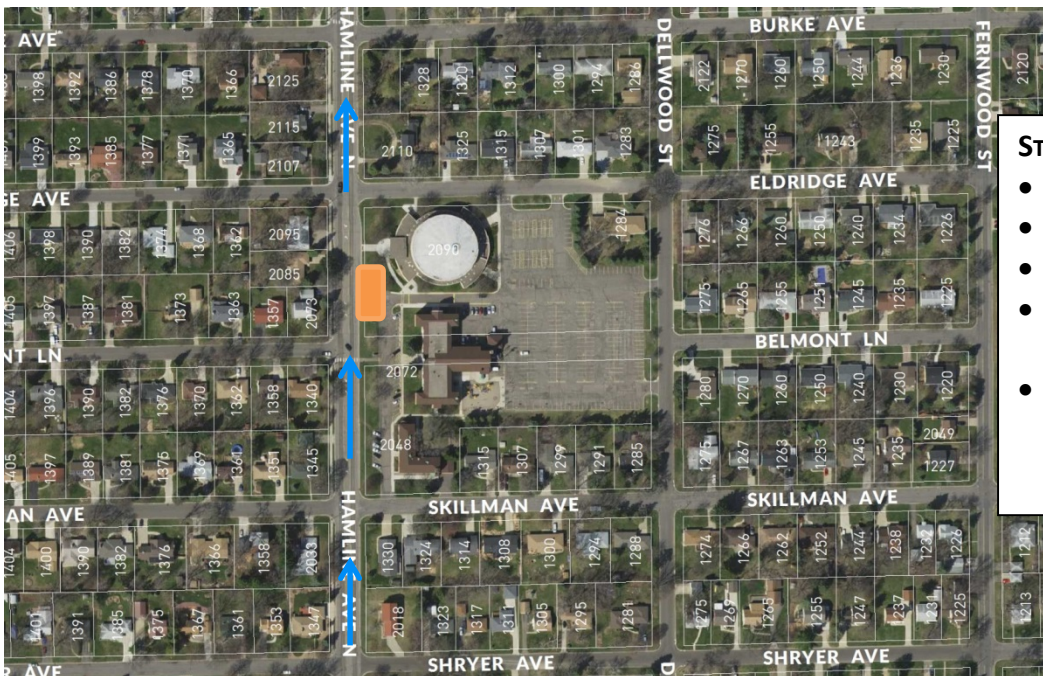
- DEPARTS MIDWAY DROP-OFF/PICK-UP LOCATION
- HEADS NORTH ON SNELLING AVE TO LARPEUR AVE
- TAKES LARPEUR AVE TO VICTORIA ST
- LEFT ON VICTORIA AVE AND INTO NEW LIFE PARKING LOT TO PICK-UP/DROP-OFF LOCATION
- LEAVES PARKING LOT HEADING NORTH ON VICTORIA
- TURNS LEFT ONTO ROSELAWN AVE AND HEADS WEST TO LEXINGTON AVE
- TAKES LEXINGTON AVE NORTH TO CALVARY BAPTIST


CALVARY BAPTIST



- CALVARY BAPTIST ROUTE** →
- FROM NEW LIFE VIA VICTORIA ST TO ROSELAWN AVE TO LEXINGTON AVE
 - NORTH ON LEXINGTON AVE TO BURKE ST
 - LEFT ON BURKE STREET TO CALVARY PARKING LOT
 - LEFT INTO LOT TO PICK-UP LOCATION 
 - LEAVES CALVARY PARKING LOT AND TAKES LEFT FROM PARKER ON TO LEXINGTON AVE
 - TAKES LEXINGTON AVE AND OTHER ROADWAYS BACK TO MIDWAY PARKWAY

ST. ROSE OF LIMA



- ST. ROSE OF LIMA ROUTE** →
- FROM STATE FAIR – MIDWAY PARKWAY
 - SNELLING AVE TO LARPEN TEUR AVE
 - LARPEN TEUR AVE TO HAMLIN E
 - HAMLIN E TO ST. ROSE CURB SIDE PICK-UP LOCATION 
 - FROM ST. ROSE OF LIMA, THE BUS HEADS TO RAHS/GRACE, THEN BACK TO MIDWAY DROP-OFF LOCATION



Twelve Days of **FUN** Ending Labor Day

January 11, 2017

To: Thomas Paschke, City Planner, City of Roseville

From: Steve Grans, Transportation Manager, MN State Fair

Re: Interim Use Permit Open Houses Review:

#1 12/15/16 Grace Church of Roseville/RAHS/St. Christophers Episcopal Church - No residents attended the meeting. Three Planning Commission members were in attendance. I received three emails regarding this meeting and one phone call.

#2 12/19/16 Church of Corpus Christi/St. Michaels Lutheran Church (St. Michaels dropped out of our Park & Ride program via email to me on December 14, 2016)
Three residents and two Planning Commission members attended this meeting. One resident left after being informed that St. Michaels was no longer in the Park & Ride program. The other two residents were there on behalf of St. Michaels and stayed to voice their concerns. I received two phone calls regarding this meeting. One was directly regarding St. Michaels and the other was from a resident on Glick Lane supporting of our Park & Ride program.

#3 12/21/16 St. Rose of Lima Catholic Church/Calvary Church
Two residents and one Planning Commission member attended this meeting. Both residents lived west of St. Rose on Eldridge Ave. Both residents' concerns are street parking. Eldridge has parking on one side of the street, and the residents would feel better if that parking would be only available for "Residents Only" during the fair. No residents were at the meeting from Calvary Church. I received 3 emails regarding Park & Ride services at St. Rose of Lima and two emails and one phone call regarding Park & Ride services at Calvary Church

#4 1/9/17 New Life Presbyterian Church
Four residents attended. One resident on Chatsworth St. had concerns regarding street parking and trash. If no parking signs were on one side of the street that would be OK with him. Another resident who lives on Chatsworth St. said he has no concerns regarding street parking and that trash is not a problem. The other resident and couple were in complete support of having a Park Ride operation at New Life Presbyterian Church. I received one phone call, two letters and one email in support of having the Park & Ride continue at New Life Presbyterian Church.

#5 1/10/17 Centennial United Methodist Church/Roseville Covenant Church
One couple attended. They live on Applewood Ct W. and are in complete support of continuing having Park & Ride service at Centennial United Methodist Church. I received one email in support of having Park & Ride service continue at Centennial United Methodist Church. One email from Presbyterian Homes Corp regarding Hamline Shopping Center and Roseville Covenant Church.

Thomas Paschke

From: Keturah Pestel [REDACTED]
Sent: Saturday, February 18, 2017 8:22 AM
To: RV Planning
Subject: Public Hearing- Calvary Baptist Park and Ride

Hi, we live right across the street from Calvary Baptist (1080 Parker Ave) and I just wanted to write in support of them continuing to be a State Fair Park & Ride. We've lived here for 13 years this summer and we appreciate everything Calvary does to support the community. We think that Park & Ride sites help lower congestion for the State Fair. And while we do have some downside (people leaving garbage on our lawn, for example, as the dump it after coming back from the fair) we think the positives outweigh the negatives.

We support renewing the request to be an interim use park and ride facility for the term of the State Fair.

Thanks,

Keturah Pestel
1080 Parker Ave homeowner

Thomas Paschke

From: Margo and Tim [REDACTED]
Sent: Friday, February 17, 2017 6:34 PM
To: RV Planning
Subject: Comments re: 3/1 mtg New Life Presbyterian Church state fair parking

Dear Mr. Thomas Paschke,

We are unable to attend the Roseville Planning Commission mtg on March 3/1 mtg re: New Life Presbyterian Church's state fair Park and Ride, but want to provide input.

We live in Como Park and are in **strong** support of the Park and Ride at New Life Presbyterian Church.

However, we are asking for your consideration of **restricting** parking between Milton and Idaho Ave. (two blocks). For safety reasons parking should only be allowed one ONE side of Milton.

SCENARIO:

What happens when the church lot is full is that people park along Victoria Ave (North of Larpenteur) to Roselawn - this is restricted to one side and seems to work as well as can be expected with high volumes of Park and Ride usage. In addition they park along (both sides) of Milton (South of Larpenetur) and walk over to the church to catch the bus.

As cars drive eastbound on Larpenteur and turn South on Milton without any warning they are tightly locked onto a street packed with cars parked on both sides and cannot meet another car. This is dangerous - particularly in the event that an emergency vehicle needs access (particularly a fire truck).

Limiting parking to ONE side of Milton during the state fair could easily be accomplished by installing temp signs along 2 blocks. It would be a significant improvement to accessibility and safety during this busy time.

During the 2016 State Fair we snapped a photo of Milton - I will send that to you in a separate email.

We've lived on California Ave 20+ years and greatly appreciate the ability to provide this input.

Regards,

Timothy Nelson and Margo Melting - Nelson
1007 California Ave W
St. Paul MN 55117
[REDACTED]

Thomas Paschke

From: Margo and Tim [REDACTED]
Sent: Friday, February 17, 2017 6:42 PM
To: RV Planning
Subject: Photo of Milton during state fair 2016
Attachments: 9C084033-143F-4FD2-A4FF-B65DDDF75B10.JPG; ATT00001.txt

This is photo of Milton taken during state fair 2016 showing parking on both sides of the street between Milton and California Ave (scenario explained in other email sent separately).

This view was looking South after turning onto Milton from Larpenteur.

It shows the impassability for vehicles meeting each other. This relates to New Life Presbyterian Church park & ride.

Thomas Paschke

From: Glen A Meints [REDACTED]
Sent: Tuesday, February 21, 2017 11:01 PM
To: RV Planning
Subject: State Fair Park & Ride @ New Life Presbyterian

I support the state fair park & ride at New Life Presbyterian, but I would like the city of Roseville to recommend to the city of St Paul to limit parking to one side of the street on the weekends during the state fair for the following blocks:

Milton St from Larpenteur to Idaho
California Ave from Victoria to Chatsworth

When both sides of these streets are completely parked up, as they tend to be on the weekends of the state fair, it can be problematic and even dangerous.

Glen Meints
962 W California
St Paul

[REDACTED]

**REQUEST FOR PLANNING COMMISSION DISCUSSION
SUBDIVISION CODE REWRITE**

Agenda Date: 3/1/2017
Agenda Item: 6a

Item Description: Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different, and provide input to guide the drafting of an updated ordinance (**PROJ-0042**)

1 **BACKGROUND**

2 The consultants from Kimley-Horn engaged to lead the update of Roseville’s Subdivision Code
3 have begun the process performing an in-depth review of our existing code, and by conducting
4 research into how several other communities’ subdivision codes are structured and what their
5 strengths and shortcomings might be. With this information, the consultants, Mike Lamb and
6 Leila Bunge, have developed an annotated outline of Roseville’s existing code to identify what
7 needs attention and make some initial suggestions regarding how an updated code might change.
8 This annotated outline is included with this staff report as Attachment A, and a memo detailing
9 the background research is included as Attachment B. A copy of the existing Subdivision Code is
10 also included, as Attachment C; this is provided more as a reference, should Commissioners be
11 interested to peruse its contents in certain places, than to infer that Commissioners ought to make
12 themselves intimately familiar with the current code.

13 **REQUESTED DISCUSSION**

14 Commissioners will note that the annotated outline is somewhat sparse in comparison to other
15 code amendments that have come before them, and that is intentional. The consultants have
16 recommended this approach to allow the Planning Commission and, later, the City Council to
17 provide feedback about the general direction of the updated ordinance before significant time is
18 invested in drafting new code language. The goal of this discussion will be to review the
19 suggestions in the outline and identify which parts Commissioners are comfortable with, and
20 which parts might cause some concern. Planning Division staff will be facilitating this discussion
21 about the annotated outline. While staff has worked with the consultants to understand how they
22 came to the suggestions within the annotated outline, staff might not be able to answer all of the
23 questions that might come up in the discussion. In these instances, Planning Division staff will
24 seek clarification of the concerns underlying such questions so that they can be appropriately
25 addressed by the consultants as they resume their work incorporating the feedback of the
26 Planning Commission and City Council. After this discussion, the goal is to develop a draft
27 Subdivision Code to be presented to the Planning Commission at its April 5, 2017, meeting.

28 Prepared by: Senior Planner Bryan Lloyd
29 651-792-7073
30 bryan.lloyd@cityofroseville.com



Attachments: A: Annotated Outline C: Existing Subdivision Code
B: Case Studies Memo

Title 11 - Subdivisions

CHAPTER 1101: GENERAL PROVISIONS

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

A. Purpose:

B. Jurisdiction:

1101.02: DEFINITIONS:

1101.01 –

Outdated language in purpose statement, e.g. “disastrous disconnected patchwork of pattern”; “unified scheme of community interests”.

SUGGESTION

Rewrite/edit purpose statement with updated language, remove outdated or poorly worded references and phrases.

1101.02 –

Definitions are outdated, somewhat inconsistent, and need updating, e.g. there are 12 definitions related to streets and roads but 51 references of various street facilities in the body of the code.

SUGGESTION

Decide which definitions should be used and which to be added/removed/edited (e.g. building setback/build to line, marginal access street, pedestrian way, protective covenants, roadway).

SUGGESTION

Reference to the Comp Plan in definitions. What about references to other plans and policies? E.g. 2008 Pathway Master Plan (see definitions section).

CHAPTER 1102: PLAT PROCEDURES

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

SUGGESTION

1102.01 –

Might be helpful to include a flow chart to help the public and applicants understand the approval process.

Provide an administrative review process for minor subdivisions. This could benefit the public by saving time and money on applications that do not need to go through the full public review process.

1102.01: PROCEDURE:

A. Sketch Plan:

- 1. Contents of Plans:
- 2. Informal Consideration:
- 3. Modifications:

SUGGESTION

1102.01 – Procedure for Minor Subdivision Approval Process -
The ordinance provides a one step process for minor plats. A minor plat is defined as a subdivision of four or fewer lots not requiring any public improvements. Minor plats can be processed for either residential or nonresidential subdivisions. Minor plats can be approved by staff without any action by the Planning Commission. (Source: City of Plano, TX)

B. Developer Open House Meeting

- 1. Purpose:
- 2. Timing:
- 3. Location:
- 4. Invitations:
- 5. Summary:

Administrative Review for: *Lot line adjustment, simple conveyance, minor subdivision, and minor land development. (Source: Montgomery County Planning Commission)*

C. Submission; Filing:

Option to include a checklist of conditions that must be met to apply for a minor subdivision (PC and Council can review and approve checklist).

D. Action by Planning Staff:

E. Hearing by Planning Commission

- 1. Hearing on the Preliminary Plat:
- 2. Report of The Planning Commission:

SUGGESTION

1102.01 B – *Open house seems overly detailed.*

Refer to open house meeting requirements but reference application for details about specific meeting and reporting requirements.

F. Action By The City Council: (on preliminary plats)

G. Final Plat:

1. Final Plat Submission:
2. Required Changes Incorporated:

H. Approval and Recording:

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

- A. Identification and Description:
- B. Existing Conditions:
- C. Subdivision Design Features:

1102.02 – Data requirements under review; maybe details are listed in application form instead of in the code.

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

- A. Recommendations by Planning Commission:
- B. Tentative Approval:
- C. Subsequent Approval:
- D. Flooding:

1102.04: NECESSARY DATA FOR FINAL PLAT:

- A. General:
- B. Additional Delineation:

1102.04 – Data requirements under review; perhaps reference the Public Works design standards manual.

1102.05: ACCEPTANCE OF STREETS:

- A. Approval of Plat or Annexation into City not Considered Acceptance:
- B. Acceptance by Resolution of City Council:

1102.06: REQUIRED LAND IMPROVEMENTS:

- A. Sewers:
- B. Water Supply:
- C. Street Grading:
- D. Street Improvements:

1102.06 – General reference to design standards manual rather than “applicable requirements of the City”. Data requirements under review.

E. Off-Street Improvements:

F. Pedestrian Ways:

G. Public Utilities:

1102.06 (F) – Public Works manual refers to sidewalks/trail ways but not pedestrian ways. Check for consistency in terms.

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

A. Contract for Development:

B. Improvements:

C. Bond:

1102.07 – Reference design standards manual.

D. Street Access to Improved Lots Required:

CHAPTER 1103: DESIGN STANDARDS

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrian Ways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

1103.02: STREETS:

- A. Right of Way:

- B. Horizontal Street Lines:

- C. Tangents:

- D. Center Line Gradients:

- E. Connecting Street Gradients:

- F. Minor Streets:

- G. Street Jogs:

- H. Intersections:

- I. Alleys:

- J. Half Streets:

- K. Reserved Strips:

1103.021: MINIMUM ROADWAY STANDARDS:

- A. Signage Requirements:

- B. Right-Of-Way Width:

- C. Cul-De-Sacs:

SUGGESTION

1103.02 Street Plan
Street plan and streets section needs better consistency of terms, standards, definitions, etc.

E.g. Street shall mean any street, highway, sidewalk, alley, avenue or other public way or grounds or public easements in the City.
(Source: City of Chaska)

1103.02 B - 1103.04 – Reference to street design and construction to be addressed by the Public Works design standards manual. Data requirements under review.

1103.03: ALLEYS AND PEDESTRIANWAYS:

A. Alleys:

1103.04 – Only for drainage and utilities?

B. Pedestrian Ways:

1103.04: EASEMENTS:

1103.05 – 1,800 ft. maximum block length seems excessive. Revise so design requirements fit into the existing street network and not specific dimensions.

1103.05: BLOCK STANDARDS:

1103.06: LOT STANDARDS:

1103.07: PARK DEDICATION:

A. Condition to Approval:

1103.06 – Should this be defined in zoning code only?

SUGGESTION

Consider how the code may support master plans from Parks, pathways, trails, and other public connections.

1103.07 – Park Dedication:

Park Dedication should function to support the broad goals, policies, and plans of the City - the Parks and Rec Master Plan, Pathways Master Plan, and other official plans/policies.

SUGGESTION

In addition to land and/or cash dedication, consider how the code may support park, trail, and sidewalk connectivity by having an option for the developer to provide a new trail or sidewalk improvement that connects to existing features and resources.

RPCD Attachment A

***Park Dedication Fees:** Park Dedication fees are set annually by resolution of the City Council as part of the fee schedule.*

(Source: Parks and Rec Dept. Staff)

SUGGESTION

***Procedure:** To initiate the process, a full and complete packet of materials must be submitted to the Parks and Recreation Department a minimum of 25 calendar days prior to a scheduled Parks and Recreation Commission meeting. Packet to include a:*

- *Written description of the project*
- *Site location map*
- *Site plan of the project*
- *Proposed plan for a park if land was recommended as an option*
- *Proposed trail or sidewalk connection*

Parks and Recreation Commission will review the proposal and either request more information or make a recommendation to accept cash, land, or other improvements.

CHAPTER 1104: ADMINISTRATION AND ENFORCEMENT

- 1104.01: Inspection at Subdivider’s Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

1104.01 – Update language. E.g. remove reference to city staff salaries and reference a fee schedule.

1104.02: BUILDING PERMIT:

1104.03: OCCUPANCY PERMIT:

1104.04: PLATTING ALTERNATIVES:

- A. Common Wall Duplex Subdivision:
- B. Recombination:
- C. Consolidations:
- D. Corrections:
- E. Three Parcel Minor Subdivision:

1104.05 – Review subdivision variance process – applications can have conflicting approvals E.g. sometimes can be City Council and Variance Board.

SUGGESTION

1104.06 – The owner, or agent of the owner, of any parcel of land located in a proposed subdivision shall not transfer ownership of such parcel before a plat of said subdivision has been approved by the city council and has been filed with the county recorder or registrar of titles of Ramsey County.

(Source: City of St. Paul)

1104.05: VARIANCES:

- A. Hardship:
- B. Procedure for Variances:

OTHER:

SUGGESTION

- *Tree preservation?*
- *Green infrastructure dedication? (for trails, open space, wetland habitat, watershed protection, etc.)*
- *Solar orientation?*

MEMORANDUM

To: Bryan Lloyd, City of Roseville
From: Mike Lamb and Leila Bunge
Kimley-Horn and Associates, Inc.
Date: February 23, 2017
Subject: Roseville Subdivision Code Update – Case Studies Memo

General Observations:

- **Cities that have similar subdivision process to Roseville:**
 - St. Louis Park
 - Shoreview
 - Maplewood
 - Richfield
 - Chaska
 - South St. Paul
 - Elk River
 - Victoria
 - Sun Prairie, WI
- **Cities that have a minor subdivision process:**
 - Minnetonka – Planning staff can approve for lot line adjustments only.
 - St. Paul - Planning staff can approve for lot splits and adjustments of common boundaries only.
 - Plano, TX – For minor subdivisions, which are subdivisions of four or fewer lots requiring no public improvements, may be approved by staff in a one step process. Minor plats can also be processed by staff for either residential or nonresidential subdivisions.
- **Cities that have a hybrid administrative/public review:**
 - Eden Prairie - Planning staff can review minor subdivisions but final approval/denial is with the City Council.
 - Minneapolis – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.
 - Middleton, WI – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.

Case Studies - Interviewed

- **City of Elk River**
 - Most of their new subdivisions are in Planned Unit Developments so staff can adjust what each proposed subdivision does for setbacks, sidewalks, etc.
 - Staff reviews lot line adjustments, however; they don't do anything besides pull the document together for the County.

- Prior to approval of all plats, each application goes to the Parks Board for review. That is where staff requires trail connections and easements. If the trails are planned in the Park Master Plan, staff requires the developer to put in the trail then the City usually takes it over. Staff have difficulty requiring trails to be put in if it is not in the Trail Master Plan.
- The City also provides credits to businesses for preserving the trees on site through a tree preservation ordinance. If they choose to cut all trees down, then they are required to plant more trees.
- Subdivision code can be found here:
https://www.municode.com/library/mn/elk_river/codes/code_of_ordinances?nodeld=COOR_CH30LADERE_ARTVIZO_DIV5SURE_SDIINGE
- **City of Victoria**
 - The City does not have language directly related to sustainability but through the PUD chapter and park dedication, staff can guide development that is thoughtful. The City just rewrote the park dedication chapter found [here](#). It hasn't been codified yet.
 - Staff are in the middle of revising the PUD chapter but what they currently use can be found [here](#). 99% of recent development in the past 10 years has been using a PUD, which has allowed us to have a bit of control over conservation elements.
 - Subdivision code can be found here:
https://www.municode.com/library/mn/victoria/codes/code_of_ordinances?nodeld=PT_IILADEOR_CH107SU
- **City of Minnetonka**
 - As far as subdivision requirements, Minnetonka does not have much for sustainability or sidewalk requirements. The only subdivision requirement of this type is the city does require a park dedication fee (\$5,000 per new unit) or land dedication (which is rarely used).
 - Other than that, the City obtains easements on properties to connect planned trail systems (based on the trail system in our comprehensive plan).
 - There is not much in the city code on sustainability. Personally, not speaking for the city of Minnetonka, I think it would be beneficial for communities to investigate incentives for builders or developers to use sustainable or green building techniques.
 - Subdivision code can be found here:
<https://eminnetonka.com/city-code>

Case Studies – Code Excerpts

- **Middleton, WI - Code Excerpts Related to Minor Subdivision Process**
 - Pre-application procedure - this includes an environmental assessment checklist
 - Plan Commission shall within ninety (90) days from the date submitted, approve, approve conditionally or reject the preliminary plat and when included, the development plan, based on its determination of conformance with the intent and provisions of this Ordinance, and all related plans and ordinances, and recommendations of appropriate City committees and commissions
 - Minor Subdivision Requirement: **No person, firm or corporation shall divide any land** located within the corporate limits of the City of Middleton or within the three (3) mile extraterritorial plat approval jurisdiction thereof which shall result in a minor

subdivision as defined by this Ordinance **without first filing an application and a certified survey map** for approval by the Plan Commission (and the Common Council when dedication of land is involved), and **subsequently recording said map with the Dane County Register of Deeds**. The certified survey map shall comply fully with Wis. Stat. s. 236.34 and with all applicable requirements of this Ordinance.

- Subdivision code can be found here:
- <http://www.ci.middleton.wi.us/DocumentCenter/View/29>

- **Sun Prairie, WI – Code Excerpts Related to Plan Commission Role, RLS procedure, Conceptual Plats**

- **Conceptual Plat** - Before submitting a preliminary plat for approval, the **subdivider may prepare, at their option, a conceptual plat** and submit it to the city for nonbinding review and comments
- **Plan Commission grants variances for subdivisions**. The plan commission shall recommend approval or conditional approval of the plat to the city council or shall reject the plat.
- **Recording a Plat or Certified Survey**. Certified surveys, approved by the common council of the city, must be recorded together with the adopting resolution, with the Dane County register of deeds within six months after the date of the last approval and within twenty-four (24) months after the date of the first approval.
- General Requirements.
 1. All design files shall be on the coordinate system and vertical datum currently specified by the city of Sun Prairie.
 2. All surveys shall be prepared by or under the direct supervision of a Wisconsin Registered Land Surveyor (RLS) and a letter certifying such, which is signed by the RLS, shall accompany all survey data transmittals.
 3. Surveyed locations on at least two section corners, to which the plat is tied, must be provided. Include both record and measured distances and bearings through two monumented points on the plat boundary.
- **Roadway naming, lot setbacks, landscaping/buffers, wetlands, floodplains requirements are all referenced in other places in the code.**
- Subdivision code can be found here:
https://www.municode.com/library/wi/sun_prairie/codes/code_of_ordinances?nodeId=COOR_TIT16SU

- **Plano, TX – Code Excerpts Related to Minor Subdivision Process**

- **Minor Subdivision Approval Process** - The ordinance provides a one step process for minor plats. **A minor plat is defined as a subdivision of four or fewer lots not requiring any public improvements**. Minor plats can be processed for either residential or nonresidential subdivisions. **Minor plats can be approved by staff without any action by the Planning & Zoning Commission.**
- Subdivision code can be found here:
<http://www.plano.gov/DocumentCenter/View/1319>

- **St. Paul, MN - Code Excerpts Related to When Platting is Not Required**

- **Platting shall not be required when the subdivision constitutes a lot split or adjustment of common boundaries** as defined in section 69.200
- Sec. 69.304. - Approval of lot splits and adjustments of common boundaries.

- Lot splits and adjustments of common boundaries are permitted without platting, provided the following conditions are met:
 - The lot or lots have frontage on an existing improved street and access to municipal services.
 - The lot or lots to be divided are previously platted land.
 - The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.
 - The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.
 - The division does not result in a split zoning classification on a single lot.
 - The division does not result in the creation of a nonconforming structure or use.
 - No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, the planning administrator may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.
- Subdivision code can be found here:
 - https://www.municode.com/library/mn/st._paul/codes/code_of_ordinances?nodeId=PTIILECO_TITVIIIIZOCO_CH69ZOCOUBRE
- **Minneapolis, MN - Code Excerpts Related to Minor Subdivisions**
 - In applications for minor subdivision, the application procedure for plats and registered land surveys is waived and the requirements of this section shall apply.
 - (1) *Submission of application.* City staff shall review the complete application for conformance to Minnesota Statutes, the Minneapolis City Charter, the Minneapolis Code of Ordinances and these land subdivision regulations. Staff will advise the subdivider of changes, if any, required to bring the subdivision into conformance.
 - (2) *Public hearing.* The planning commission shall hold a public hearing on the application, as revised by the subdivider, if at all, in response to staff review. Following the hearing, the planning commission shall make its findings and decision to approve or disapprove the minor subdivision.
 - Subdivision code can be found here:
 - https://www.municode.com/library/mn/minneapolis/codes/code_of_ordinance?s?nodeId=MICOOR_TIT22LASU
- **Ankeny, IA – Code Excerpts Related to Lot Standards and Sidewalks**
 - **Design Standards for Lots:** Size, width, depth, shape and orientation of lots may be appropriate for the use of passive and active solar applications and for the locations, type and use of the development; consideration should be given to locating lots to allow buildable sites on each lot which will not encroach into the 100-year flood line.
 - **Park Dedication Fees:** Special Fund. All payments in lieu of park land collected by the City shall be deposited in a special fund to be known and designated as Special Fund for the Acquisition and Development of Park and Recreational Facilities and such funds shall

be used for such purposes and at such places and in such manner as shall be determined and directed by the City following recommendations by the Park Board, after consultation with the subdivider or developer, and which shall be consistent with the intent of paragraph C of this subsection; and authorization for creation of said fund is granted. Any and all interest accumulated upon such funds shall be added to the special fund and be used only for acquisition and development of parks and recreational areas.

- **Sidewalks:** Sidewalks shall be constructed on both sides of all streets being dedicated for public use. The sidewalks shall be a minimum of four feet in width and have a minimum thickness of four inches and shall be constructed of Portland cement in accordance with designs and specifications approved by the Council.
- Subdivision code can be found here:
http://www.amlegal.com/codes/client/ankeny_ia/

- **W. Des Moines, IA – Code Excerpts Related to Park Dedication for Trails/ Sidewalks**

- **Dedicate Land for Park And Recreational Purposes:** All persons making a development application shall dedicate to the city, within the land covered by the development application, land for park and recreational purposes sufficient to meet the requirements of this section.
- In each tract of land covered by a development application, there shall be reserved and dedicated to public use two and thirty-nine hundredths (2.39) acres of land for park purposes and three and seventy six hundredths (3.76) acres of land for greenway use for each one thousand (1,000) people, based upon the projected population of the completed development application as calculated in accord with this section. For purposes of this chapter, property subject to a horizontal property condominium regime under Iowa Code chapter 499B shall be treated as single-family detached. Such dedication shall be prorated to the amount indicated by the projected population to the nearest one thousand (1,000) square feet of land to be dedicated, but in any event, no dedication of either park or greenway space shall contain a total for combined park and greenway usage less than ten thousand (10,000) square feet of land to be dedicated.
- For purposes of this section, population in the completed area covered by the development application will be determined by multiplying the number of housing units projected in the area covered by the development application for each use category times the anticipated average per unit as given below. The quantity calculated for each residential type shall be added together and the sum shall be the projected population for purposes of the development application. For the purposes of this chapter the following population estimates per residential type will be used:
 - Single-family detached: 2.90 people.
 - Single-family attached: 1.63 people.
 - Multi-family unit: 1.73 people.
- **Sidewalks**
 - The intent and purpose of this section is to establish the regulations regarding the installation of public sidewalks and pathways in the city to ensure the orderly and harmonious development of a citywide sidewalk system in existing and new developments in such a manner as to provide a comprehensive sidewalk system that will safeguard the public's health, safety and general welfare.
 - Notwithstanding any other provisions of this code, all dwellings, nonresidential buildings and uses, whether occupied or unoccupied, shall have, after adoption

of this ordinance, a permanent sidewalk built for the entire width and/or length of the lot or lots upon which the dwelling, nonresidential building or use is located, and the sidewalk(s) shall be built for the entire width and/or length of all sides of any lot or lots which abut a public street.

- Subdivision code can be found here:
http://www.sterlingcodifiers.com/codebook/index.php?book_id=568

**TITLE 11
SUBDIVISIONS**

RPCD Attachment C



SECTION:

- 1101.01: Purpose and Jurisdiction
- 1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

- A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.
- B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)

1101.02: DEFINITIONS:

For the purpose of this Title, certain words and terms are defined as follows:

ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)

BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)

BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.

COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.

COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.

CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.

DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.

EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)

EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)

FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.

LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.

MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.

MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.

OWNER: Includes the plural as well as the singular, and includes any person.

PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be used by pedestrians and for the installment of utility lines.

PLANNING COMMISSION: The Planning Commission of the City.

PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.

PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)

ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)

STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)

STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)

STREET WIDTH: The shortest distance between curb lines or edge of pavement.

SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.

THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)

SECTION:

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

1102.01: PROCEDURE:

Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:

A. Sketch Plan:

1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.
2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.
3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)

B. Developer Open House Meeting

1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners 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.
2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a

meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus. **RPCD Attachment C**

4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:

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 preliminary plat. 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.

5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.
- C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be considered, together with the filing fee and an abstractor's certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)
 - D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)
 - E. Hearing by Planning Commission:
 1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.
 2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
 - F. Action By The City Council: (on preliminary plats)
 1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.

1176, 11-25-1996)

2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

G. Final Plat:

1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)

2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

H. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:

A. Identification and Description:

1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.
2. Location by township, section, town or range or by other legal description.
3. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.
4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.
5. North point (designated as true north).
6. Date of preparation.

B. Existing Conditions:

1. Boundary line of proposed subdivision clearly indicated.
 2. Existing zoning classification.
 3. Total approximate acreage in said plan.
 4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.
 5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract.
- Such data as grades, invert elevations and location of catch basins, manholes and

hydrants shall also be shown.

6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)

7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.

C. Subdivision Design Features:

1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.

2. Location and widths of alleys, pedestrian ways and utility easements.

3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.

4. Approximate center line gradients of streets and alleys, if any.

5. Location, size and approximate gradient of sewer lines.

6. Layout, numbers and typical dimensions of lots to the nearest foot.

7. Minimum front and side street building setback lines indicating dimensions of same.

8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres.

(Ord. 216, 7-5-1956)

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.

B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.

C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.

D. Flooding; Poor Drainage: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)

1102.04: NECESSARY DATA FOR FINAL PLAT:

A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.

B. Additional Delineation:

1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.

2. An identification system for all lots and blocks.
3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.
4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.
7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.
8. Certification by a registered land surveyor to the effect that the plat represents a survey made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
9. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.
11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)
13. Form for approval by County authorities as required. (Ord. 245, 5-10-58)

1102.05: ACCEPTANCE OF STREETS:

- A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
- B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)

1102.06: REQUIRED LAND IMPROVEMENTS:

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No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)

A. Sewers:

1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.
2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.
3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.
4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.

B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.

C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)

Street Improvements¹:

1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.
3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the City.
4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.
5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.
6. All curb corners shall have a radii of not less than 15 feet, except at collector and

¹ See also Chapters 703 and 704 of this Code.

marginal access streets where they shall be not less than 25 feet.

7. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)

E. Off-Street Improvements:

1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.

2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.

3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.

4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)

F. Pedestrianways: Pedestrianways installed or required by the City Council, shall be constructed according to specifications approved by the Public Works Director. (1995 Code)

G. Public Utilities:

1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.

2. The City Council may waive the requirements of underground services as set forth in subsections 1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26-69)

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

A. Contract for Development: Prior to the acceptance of the final plat, the owner or subdivider shall enter into a contract for development of new subdivisions with the City. In conjunction with this contract, the owner or subdivider shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements or one and one-fourth (1 1/4) times the actual bid. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.

¹ See also Chapter 704 of this Code.

- B. **Improvements:** All such improvements shall be made in accordance with the plans and specifications prepared by a registered professional engineer and approved by the Public Works Director and in accordance with applicable City standards and requirements.
- C. **Bond:** The owner or subdivider shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees and other incidental expenses in connection with the making of said improvements listed in Section 1102.06. In the event of a cash deposit, any balance remaining shall be refunded to the owner or subdivider after payment of all costs and expenses to the City have been paid.
- D. **Street Access to Improved Lots Required:** It is not the intent of this Section to require the owner or subdivider to develop the entire plat at the same time making all the required improvements, but building permits will not be granted except as to lots having access to streets on which the required improvements have been made or arranged for by cash deposit or bond as herein provided. (1990 Code)

SECTION:

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrianways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan, the approved standard street sections, and plates of applicable chapters, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to runoff of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served. (Ord. 216, 7-5-1956)

1103.02: STREETS:

- A. Right of Way: All rights of way shall conform to the following minimum dimensions:
 - Collector streets 66 feet
 - Local streets 60 feet
 - Marginal access streets 50 feet(1995 Code)
- B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:
 - Collector streets 300 feet
 - Minor streets 150 feet
- C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.
- D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:
 - Collector streets 4 %
 - Minor streets 6 %
- E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.
- F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.
- G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.

- H. Intersections: It must be evidenced that all street intersections and confluences encourage safe and efficient traffic flow.
- I. Alleys: Alleys are not permitted in residential areas unless deemed necessary by the City Council.
- J. Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. In cases where the entire right of way has been dedicated to the public but the property of the owner and subdivider is located on one side of such street, the owner and subdivider shall be required to grade the entire street in accordance with the plans to be approved by the Public Works Director under the provisions of Section 1102.07, but the owner and subdivider shall only be required to deposit payment for one-half of the Public Works Director's estimated costs of the improvements required under this Title. Building permits shall be denied for lots on the side of the street where the property is owned by persons who have not entered into an agreement with the City for the installation of the improvements required under this Chapter.
- K. Reserved Strips: Reserved strips controlling access to streets are prohibited. (Ord. 216, 7-5-1956; amd. 1995 Code) (Ord. 1358, 1-28-2008)

1103.021: MINIMUM ROADWAY STANDARDS:

The following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential streets must be constructed to a width of 32 feet from the face of curb to face of curb. In cases where this width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no street shall be constructed to a width less than 24 feet. In order to preserve the minimum clear width, parking must be restricted according to subsection A of this Section.

- A. Signage Requirements: "No parking" signs shall be installed in accordance to the following:
 - 32 feet Parking permitted on both sides of the street (no signs needed).
 - 26-32 feet No parking on one side of the street (signs on one side).
 - 24-26 feet No parking on both sides of the street (signs on both sides).
- B. Right-Of-Way Width: For City streets, the right of way shall be in accordance with Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County right-of-way plan.
State highways must comply with the Minnesota State Highway Department right-of-way plans.
- C. Cul-De-Sacs: If there is not a looped road system provided and the street is greater than 200 feet in length, an approved turnaround shall be constructed.
 - 1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.
 - 2. Right-Of-Way: Cul-de-sac right-of-way shall extend at least 10 feet outside of the proposed back of curb.
 - 3. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 100 feet.
 - 4. Alternatives to the Standard Design: An alternative to the standard design, to accommodate unusual conditions, may be considered by the Public Works Director and shall be brought to the City Council for approval based on the Public Works Director's recommendation.
 - 5. Islands: As an option, a landscaped island may be constructed in a cul-de-sac terminus. A minimum clear distance of 24 feet shall be required between the island and the outer curb. No physical barriers which would impede the movement of emergency

vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-sac terminus with a landscaped island unless reviewed and recommended for approval by the Fire Marshal. (Ord. 1358, 1-28-2008)

1103.03: ALLEYS AND PEDESTRIANWAYS:

- A. Alleys: Where permitted by the City Council, alley rights of way shall be at least twenty (20) feet wide in residential areas and at least twenty four (24) feet wide in commercial areas. The City Council may require alleys in commercial areas where adequate off-street loading space is not available.
- B. Pedestrianways: Pedestrian rights of way shall be at least twenty (20) feet wide. (Ord. 216, 7-5-1956; amd. 1995 Code)

1103.04: EASEMENTS:

- A. Easements at least a total of twelve (12) feet wide, centered on rear and side yard lot lines, shall be provided for drainage and utilities where necessary. They shall have continuity of alignment from block to block, and at deflection points easements for pole line anchors shall be provided.
- B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right of way conforming substantially with the lines of such water courses, together with such further width or construction or both as will be adequate for the storm water drainage of the area. (Ord. 216, 7-5-1956)
- C. All drainage easements shall be so identified on the plat and shall be graded and sodded in accordance with Section 1102.06. (1990 Code)

1103.05: BLOCK STANDARDS:

- A. The maximum length of blocks shall be one thousand eight hundred (1,800) feet. Blocks over nine hundred (900) feet long may require pedestrianways at their approximate centers. The use of additional access ways to schools, parks or other destinations may be required by the City Council.
- B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public open space areas.
- C. Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.
- D. Where a subdivision borders upon a railroad or limited access highway right of way, a street may be required approximately parallel to, and at a distance suitable for, the appropriate use of the intervening land as for park purposes in residential districts or for parking, commercial or industrial purposes in appropriate districts. Such distances shall be determined with due regard for the requirements of approach grades and possible features grade separations. (Ord. 216, 7-5-1956)

1103.06: LOT STANDARDS:

- A. The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments shall be:
 - 1. Eighty five (85) feet wide at the established building setback line and on outside street curvatures.
 - 2. Not less than one hundred ten (110) feet in minimum depth.

3. Not less than eleven thousand (11,000) square feet in area.
- B. The minimum corner lot dimensions for single-family detached dwelling developments where permitted under the Zoning Code shall be:
 1. One hundred (100) feet wide at the established building setback line.
 2. Not less than one hundred (100) feet in depth.
 3. Not less than twelve thousand five hundred (12,500) square feet.
- C. The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.
- D. Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.
- E. Streets.
 1. Public Streets: See Section 1103.021.
 2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:
 - a. Are not gated or otherwise restrict the flow of traffic;
 - b. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and
 - c. Meet the minimum design standards for private roadways as set forward in Section 1103.021.

(Ord. 1359, 1-282-2008)
- F. Side lines of lots shall be at right angles or radial to the street line. (Ord. 1359, 1-28-2008)
- G. Double frontage lots shall not be permitted, except:
 1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
 2. Where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)
- H. Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.
- I. In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)
- J. Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)
- K. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)

1103.07: PARK DEDICATION:

- A. Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The

Commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or a combination thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.

- B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas.
- C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including drainage, does not qualify as park dedication.
- D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)
- E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville. (Ord. 1278, 02/24/03)

CHAPTER 1104
ADMINISTRATION AND ENFORCEMENT

SECTION:

- 1104.01: Inspection at Subdivider's Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or subdivider in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)

1104.02: BUILDING PERMIT:

No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)

1104.03: OCCUPANCY PERMIT:

No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)

1104.04: PLATTING ALTERNATIVES:

The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):

- A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify

- the approval of the subdivision.
- B. Recombination: to divide one recorded lot or parcel in order to permit the attaching of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.
 - C. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.
 - D. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.
 - E. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008)

1104.05: VARIANCES:

- A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.
- B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

1104.06: RECORD OF PLATS:

All such plats of subdivisions after the same have been submitted and approved as provided in this Title shall be filed and kept by the City Manager among the records of the City. (Ord. 216, 7-5-1956)