

**Commissioners:**

James Bull  
James Daire  
Chuck Gitzen  
Wayne Groff  
Julie Kimble  
Robert Murphy  
Peter Sparby



**Planning Commission  
Agenda**

Wednesday, December 5,  
2018  
6:30pm

**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Phone:**  
651-792-7080

**Website:**  
[www.cityofroseville.com/pc](http://www.cityofroseville.com/pc)

1. Call To Order
2. Roll Call
3. Approval Of Agenda
4. Review Of Minutes

Documents:

[NOVEMBER 7, 2018 MINUTES.PDF](#)

5. Communications And Recognitions
  - 5.A. From The Public:  
Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update
  - 5.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
6. Public Hearing
  - 6.A. Request For Approval Of A Preliminary Plat To Subdivide The Property At 2600 Hamline Avenue Into Two Lots And A Subdivision Variance To City Code Section 1004.08(B) "Dimnesional Standards" To Allow For The Creation Of A Lot With A Depth Of Less Than 110 Feet (PF18-022)

Documents:

[6A REPORT AND ATTACHMENTS.PDF](#)

- 6.B. Consider A Request By Roseville Lutheran Church For An Interim Use To Operate As Emergency Overnight Shelter For Month Of February Each Year (PF18-025)

Documents:

[6B REPORT AND ATTACHMENTS.PDF](#)

- 6.C. Consider A Request By New Life Presbyterian Church For An Interim Use To Operate As Emergency Overnight Shelter For Month Of April Each Year (PF18-026)

Documents:

[6C REPORT AND ATTACHMENTS \(UPDATED\).PDF](#)

7. Adjourn



**Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes – Wednesday, November 7, 2018 – 6:30 p.m.**

- 1 **1. Call to Order**  
2 Chair Murphy called to order the regular meeting of the Planning Commission meeting at  
3 approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.  
4
- 5 **2. Roll Call**  
6 At the request of Chair Murphy, City Planner Thomas Paschke called the Roll.  
7
- 8 **Members Present:** Chair Robert Murphy; Vice Chair James Bull; and Commissioners,  
9 Chuck Gitzen, Julie Kimble, and Wayne Groff.  
10
- 11 **Members Absent:** Commissioners James Daire and Peter Sparby  
12
- 13 **Staff Present:** City Planner Thomas Paschke, and Senior Planner Brian Lloyd  
14
- 15 **3. Approve Agenda**  
16
- 17 **MOTION**  
18 **Member Bull moved, seconded by Member Groff, to approve the agenda as**  
19 **presented.**  
20
- 21 **Ayes: 5**  
22 **Nays: 0**  
23 **Motion carried.**  
24
- 25 **4. Review of Minutes**  
26
- 27 **a. October 3, 2018 Planning Commission Regular Meeting**  
28
- 29 Member Groff stated on line 32 the word Statue should be Statute and on line 40 jest  
30 should be gist.  
31
- 32 Member Bull stated Member Groff’s name is referred to as Member Goff in many  
33 instances. Line 556 remove “not” after would to read “would want all of these  
34 various uses to be not permitted...”.  
35
- 36 **MOTION**  
37 **Member Kimble moved, seconded by Member Bull to approve the October 3,**  
38 **2018 meeting minutes as amended.**  
39
- 40 **Ayes: 5**  
41 **Nays: 0**  
42 **Motion carried.**

43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89

**5. Communications and Recognitions:**

- a. **From the Public:** *Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update.*

None.

- 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.*

Senior Planner Brian Lloyd reviewed the 2019 Planning Commission meetings. He noted January 2, 2019 might be a potential date change along with July 3, 2019.

Chair Murphy asked what the City policy was on holidays.

Mr. Lloyd indicated the City will be closed July 4<sup>th</sup>, there may be staff out of town on the 5<sup>th</sup> as well.

Member Groff asked what day the meetings would be moved to if the dates were changed.

Mr. Lloyd stated typically the meetings would be moved to the following week. He stated the second Wednesday of the month are usually open if the Commission needs to move the meetings.

Chair Murphy suggested moving the July meeting to the 10<sup>th</sup>. Commissioner Kimble thought both meetings should be moved. The rest of the Commission agreed.

Mr. Lloyd noted the 2019 meetings would be held on the first Wednesday of each month except for the January and July meetings, which will be moved to January 9, 2019 and July 10, 2019.

The Commission concurred.

**6. Public Hearing**

- a. **Consideration of a Comprehensive Land Use Plan Map Change, Zoning Map Change and Planned Unit Development Cancellation at 1700 Hamline Avenue (PF18-018)**

Chair Murphy opened the public hearing for PF17-019 at approximately 6:42 p.m. and reported on the purpose and process of a public hearing. He advised this item will be before the City Council at the November 26, 2018 meeting.

City Planner Paschke summarized the request as detailed in the staff report dated November 7, 2018.

90  
91 Chair Murphy asked for clarification of the motions.  
92

93 Mr. Paschke stated the Commission could do three motions for this item.  
94

95 Member Gitzen asked in regard to the PUD, at the time was that the only way the  
96 owner could get this building in there.  
97

98 Mr. Paschke stated this item predates his employment with the City, so he did not  
99 know a lot about the background. He thought it was determined to be the best course  
100 of action at the time or it was a development site that best fit a PUD versus any other  
101 possibility. He indicated the minutes were not as detailed as today.  
102

103 Member Gitzen thought the land use should be designated as LR  
104

105 Mr. Paschke indicated that was correct.  
106

107 Member Kimble asked how this relates to the 2040 Comprehensive Plan. She  
108 wondered if there needed to be changes in the 2040 Comprehensive Plan.  
109

110 Mr. Paschke stated this would be a 2030 Comprehensive Plan Amendment and would  
111 show up on the City maps and would not be a part of the 2040 update.  
112

113 • **Sandra Vittori, Owner of Sandy and Friends**  
114

115 Ms. Vittori stated twenty-three years ago she found a vacant piece of property which  
116 she believed was zoned residential duplex. She stated it was a perfect place for what  
117 she wanted to do, and she went through the process. She stated she has established a  
118 great business at the location. She noted she would like to retire and is a great  
119 building that could be other businesses.  
120

121 Member Groff asked the applicant what other types of businesses she could envision  
122 on the property.  
123

124 Ms. Vittori thought almost anything. She stated people that have looked at the  
125 building have been a daycare, financial company, there is a buyer but was not sure  
126 what she wants to do with the building. She thought the buyer was in the same  
127 industry but did not want to put a salon in there. This would broaden the scope of  
128 what could be in the building because it is a nice building with a great parking lot and  
129 not offensive to the neighborhood.  
130

131 **Public Comment**  
132

133 Chair Murphy closed the public hearing at 6:53 p.m.; none spoke for or against.  
134

135 **Commission Deliberation**  
136

137 Member Groff thought it made sense to approve this and did not think it would  
138 change the neighborhood. He thought the building works with what is there, and he  
139 thought the owners reasoning was sound in his opinion.

140  
141 Member Bull expected the Zoning Laws have changed over time where the  
142 neighborhood business is now applicable there and provides flexibility for different  
143 types of businesses to come in. He thought the PUD cancellation was appropriate.

144  
145 Chair Murphy thought the packet was pretty straight forward and appears to be the  
146 easiest and right path moving forward.

147  
148 **MOTION**  
149 **Member Bull moved, seconded by Member Kimble to recommend the property**  
150 **be re-guided from a Comprehensive Land Use Map designation of Low Density**  
151 **Residential (LDR) to Neighborhood Business (NB)**

152  
153 **Ayes: 5**  
154 **Nays: 0**  
155 **Motion carried.**

156  
157 Chair Murphy noted the Commission had a quorum for the 5/7 vote needed to pass  
158 this motion for a Comprehensive Plan recommendation change.

159  
160 **MOTION**  
161 **Member Gitzen moved, seconded by Member Groff to recommend the property**  
162 **be rezoned from an Official Map classification of Low Density Residential-1**  
163 **(LDR-1) District to Neighborhood Business (NB) District.**

164  
165 **Ayes: 5**  
166 **Nays: 0**  
167 **Motion carried.**

168  
169 **MOTION**  
170 **Member Kimble moved, seconded by Member Bull to approve the Planned Unit**  
171 **Development that regulates use of the property as just a hair salon be**  
172 **recommended for cancellation of the PUD.**

173  
174 **Ayes: 5**  
175 **Nays: 0**  
176 **Motion carried.**

- 177  
178 **7. Project File 0037: 2040 Comprehensive Plan Update**  
179  
180 **a. Review Suggested Edits to 2040 Comprehensive Plan**  
181 Senior Planner Lloyd and Consultant Erin Purdue reviewed the 2040 Comprehensive  
182 Plan edits with the Commission.  
183

184 Chair Murphy stated in Chapter 5, Housing, his understanding is there will be continued  
185 edits from what the Commission currently has.

186

187 Ms. Purdue indicated that was correct. Some of the information has been incorporated  
188 but the policy suggestions need to be integrated into the Comprehensive Plan.

189

190 Ms. Purdue continued to review the Housing changing edits with the Commission. She  
191 noted staff has added a “when we would use this” narrative to each tool and the Maxfield  
192 study strategies would be added to the Comprehensive Plan as well.

193

194 Member Kimball asked on the fifty percent in both sections is it only at fifty percent AMI  
195 or at fifty percent AMI or less.

196

197 Ms. Purdue stated that was correct and could make the change to make that clearer. It  
198 was assumed it would go down.

199

200 Ms. Purdue reviewed edits to the Transportation chapter with the Commission. She  
201 indicated there were recommendations for the addition of Ramsey Countywide Bicycle  
202 and Pedestrian Plan, recommendation to change reference to street names from CSAH  
203 numbers, references to future A-Line BRT extensions and the addition of Metro Transit  
204 coordination strategies.

205

206 Ms. Purdue reviewed changes to the Surface Water Changes Chapter and the  
207 Implementation Chapter with the Commission.

208

209 Ms. Purdue stated the City Council reviewed the changes to the Comprehensive Plan on  
210 November 5, 2018 and provided some feedback. Staff will take any of the Planning  
211 Commissioners comments and incorporate those into the Comprehensive Plan as well  
212 and then staff will go before the City Council for approval and then submit the plan to the  
213 Met Council on December 3, 2018. She stated after the Comprehensive Plan is submitted  
214 the Met Council has up to 120 days (6 months) to review the plan and give the City a  
215 final approval or comments the City needs to address. After the Met Council review the  
216 plan will come back to the City for final adoption.

217

218 Chair Murphy asked if the copy that the City Council sees be on the website in final  
219 form.

220

221 Mr. Lloyd stated it would be. Whatever edits made will be published on the website as  
222 well as the current draft and will remain to be seen online.

223

224 Chair Murphy stated it looked like the Housing Chapter (Chapter 5) was going to have  
225 some wording changes to it to get the most recent studies recommendations included in  
226 the list of eight items enumerated.

227

228 Mr. Lloyd indicated that was correct and is possible the policy recommendations might  
229 immediately follow some of the data from the report. There also might be later in the

230 chapter where the goals would be aggregated and would be updated with the more current  
231 priorities.

232

233 Member Gitzen asked if the Commission could get an update on what the Council  
234 recommended.

235

236 Ms. Purdue reviewed the Council comments from their November 5, 2018 meeting with  
237 the Commission.

238

239 Member Gitzen asked if the draft comprehensive housing was going to be finalized  
240 before submission.

241

242 Mr. Lloyd stated the draft has already been finalized and will be changed in the  
243 documentation.

244

245 Ms. Purdue continued to review Council comments.

246

247 Chair Murphy stated the Maxfield Study that was in the Commission handout, some of  
248 the parenthetical comments are sixty percent AMI on there and some of the text seen  
249 show fifty percent AMI and he wondered which number will be in the final.

250

251 Ms. Purdue thought the final would need to use the Met Council's breakdown, which is  
252 30/50/80 percent, so the City strategies will have to reflect that. In those instances, staff  
253 will need to figure out how to integrate that information and explain it. She thought  
254 when staff includes some of the information from the Maxfield Study in the section  
255 around page six of the Housing Chapter it can be quoted out of the Maxfield Study but  
256 then the staff recommendations will have to tailor the Met Council.

257

258 Ms. Purdue continued reviewing the City Council comments.

259

260 Member Gitzen stated the E with the circle around it indicates the new equity symbol and  
261 he wondered if there was anywhere in the documents that explains what that symbol  
262 means.

263

264 Ms. Purdue stated the symbol was explained in Chapter One, bottom of page 5, the last  
265 paragraph explains what the symbol is used for and why it is in the Comprehensive Plan.

266

267 Member Gitzen wondered if it would be worth repeating the explanation when the  
268 symbol is actually first used in the document.

269

270 Ms. Purdue thought the sections that have the goals and strategies labeled with it a  
271 footnote could be placed for reference.

272

273 Member Gitzen stated in regard to the Maxfield Study in Chapter five, page 7, it talks  
274 about between 2018-2030 "demand exists for...", and he came up with 1,606 units all  
275 together and he did not know if those were adaptive and how that reflects on the other  
276 tables where needs are discussed going forward.



277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322

Ms. Purdue stated the housing needs analysis that is referenced elsewhere in the Chapter comes from the Met Council and staff concluded the City needed to stick with the Met Council numbers as far as their affordability assessment, but the Maxfield Study information is being included because it is another piece of information that should be considered. She stated staff is not going to try to reconcile the numbers with the Met Council information but will stick with the Met Council information because that is what the Met Council requires. She indicated this is information that should be noted when thinking about if the City approves a project with a certain number of affordable rental units, is there demand for it, etc.

Member Kimball thought it was another third-party assessment.

Member Gitzen asked if staff will acknowledge there is a difference.

Mr. Lloyd stated in the text of the plan the City can acknowledge the differentiation.

Member Gitzen asked if the Parks and Transportation Commission reviewed the changes to their chapter and updated it with their comments.

Mr. Lloyd was not sure. He stated the City Parks and Recreation staff was a part of the group that reviewed the feedback received to help identify what should go in to the Comprehensive Plan. As it pertains to the Parks and Recreation Chapter, what was added is a recognition that the City has been working with Ramsey Active Living, Ramsey Communities for several years and will continue to do that. He noted there was not a policy change made that staff felt the Commission should see.

Chair Murphy asked the Commission if there were any other comments or suggestions for changes before the Comprehensive Plan goes to the Met Council.

Member Gitzen thought the document looked really good after he reviewed it. He thought it would be nice to receive the changed pages to the document for a complete document.

Member Bull asked where the priorities from the independent study would be incorporated in the document.

Ms. Purdue stated staff needs to think about that a little more. The easiest place to incorporate them would be right after the information from the study on page seven of the Housing Chapter. If there is something that specifically dovetails with another goal or strategy the City already has it would want to be integrated there as well.

Mr. Lloyd thought the priorities could appear in the Goals and Strategies part of the chapter. He thought it was important to mention the housing needs analysis from Maxfield looks out to 2030 which is not the end of the Comprehensive Plan horizon and he thought the City Council intends to have that kind of analysis updated every five

323 years. This is something staff anticipates updating in the Comprehensive Plan as a  
324 normal Comp. Plan Amendment at the appropriate time.

325  
326 Member Bull asked if the City Council has already seen the recommendations.

327  
328 Mr. Lloyd indicated the City Council has seen the Maxfield Study.

329  
330 Member Bull stated he was a little concerned about going out to the public and stating the  
331 top concern for Roseville is more fluent housing.

332  
333 Mr. Lloyd stated that also was a concern of staff and Mary Bujold at Maxfield  
334 acknowledged that one of the driving factors of high prices in the housing market is all of  
335 the competition for the same homes that some people can easily afford and are affordable  
336 to people in the higher ends of the AMI scale and by providing high end market housing  
337 choices for the more affluent people to choose that takes pressure off of the rest of the  
338 housing market as well. He stated it is not presented in the document as this is the best  
339 strategy to take care of the entire housing market problem but certainly one of the  
340 strategies to relieve housing prices and the upward pressure of it and start to fill in a part  
341 of Roseville's market that hasn't been touched in thirty off years. He thought that was  
342 why it was a higher priority in the report.

343  
344 Member Bull thought it was much easier to add amenities to get to an affluent type  
345 property versus take away or cut down amenities to get to an affordable unit. He stated  
346 the challenge is how to get to affordable units and still make it economically feasible to  
347 be developed.

348  
349 Ms. Purdue thought the intent in how staff incorporates the recommendations is to add  
350 them where the goals and strategies are supplemented that the Planning Commission and  
351 City Council has agreed on and then if there is something completely new, those that are  
352 new and don't easily match with something the City already has, would be listed  
353 separately so it is clear those items were a specific recommendation from the Maxfield  
354 Study but was not one of the goals and strategies that has not been vetted for in quite a  
355 long time through this process.

356  
357 Member Bull liked the explanation because he wanted to hear a desire that this is  
358 segmented off and is another view from a third party.

359  
360 Ms. Purdue stated staff is not intending to change any of the goals or strategies that has  
361 already been decided on.

362  
363 Chair Murphy thanked Ms. Purdue and Mr. Lloyd for the update.

364  
365 Mr. Lloyd explained that the Comprehensive Plan will be posted on the website for  
366 review and if there are any questions or comments there will be a link for communication  
367 with staff.

368

369 Member Bull wondered if the Council meeting could be a joint meeting for  
370 representation so if there were any questions, the Commission could help address them.

371

372 Mr. Lloyd stated Planning Commission members can attend the City Council meeting,  
373 but he was not sure it could be scheduled as a joint discussion but is something staff can  
374 inquire about.

375

376 Mr. Paschke did not think it would be necessary because it was clear the effort the  
377 Commission has put into the plan over the past two years. He thought if the Chair was at  
378 the meeting and makes a comment as it relates to this review that might be helpful.

379

380 Chair Murphy agreed and encouraged individual attendance at the City Council meeting.

381

382 **8. Adjourn**

383

384 **MOTION**

385

386 **Member Gitzen, seconded by Member Bull to adjourn the meeting at 7:30 p.m.**

387

388 **Ayes: 5**

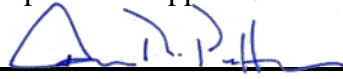
389

390 **Nays: 0**

391

**Motion carried.**

Department Approval



**Agenda Section**

Public Hearings

**Item Description:** Request for approval of a preliminary plat to subdivide the subject property into two lots for development of single-family homes, and a subdivision variance to City Code Section 1004.08(B) "Dimensional Standards" to allow for the creation of a lot with a depth of less than 110 feet. (PF18-022)

1

**APPLICATION INFORMATION**

**Applicant:** Kevin Arndt  
**Location:** 2600 Hamline Avenue  
**Property Owner:** Maria Simonsen  
**Open House Meeting:** N/A  
**Application Submittal:** Received October 5, 2018  
 Considered complete November 15, 2018  
**City Action Deadline:** March 15, 2019, per Minn. Stat. 462.358 subd. 3b

**GENERAL SITE INFORMATION**

Land Use Context

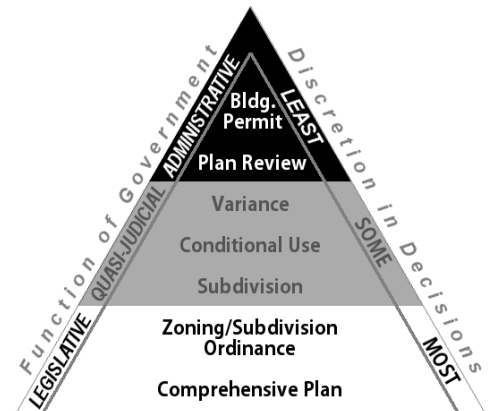
	<b>Existing Land Use</b>	<b>Guiding</b>	<b>Zoning</b>
<b>Site</b>	One-family residential, detached	LR	LDR-1
<b>North</b>	One-family residential, detached	LR	LDR-1
<b>West</b>	Office/commercial uses	O	O/BP
<b>East</b>	One-family residential, detached	LR	LDR-1
<b>South</b>	One-family residential, detached	LR	LDR-1

Notable Natural Features: none

Planning File History: none

**LEVEL OF CITY DISCRETION IN DECISION-MAKING**

Action taken on subdivision and variance requests is **quasi-judicial**; the City's role is to determine the facts associated with the request, and weigh those facts against the legal standards contained in State Statute and City Code



1 **BACKGROUND**

2 On behalf of the property owner, the applicant proposes to remove the existing house at 2600  
3 Hamline Avenue and subdivide the residential property resulting in two residential properties for  
4 development of two new single-family detached homes on Lots 1 and 2 of the proposed  
5 Simonsen Estates plat. The proposed preliminary plat is illustrated in Attachment C, along with  
6 other development information.

7 When exercising the “quasi-judicial” authority on subdivision and subdivision variance requests,  
8 the role of the City is to determine the facts associated with a particular proposal and apply those  
9 facts to the legal standards contained in the ordinance and relevant state law. In general, if the  
10 facts indicate the application meets the relevant legal standards and will not compromise the  
11 public health, safety, and general welfare, then the applicant is likely entitled to the approval.  
12 The City is, however, able to add conditions to a subdivision and subdivision variance approval  
13 to ensure that potential impacts to parks, schools, roads, storm sewers, and other public  
14 infrastructure on and around the subject property are adequately addressed. Subdivisions may  
15 also be modified to promote the public health, safety, and general welfare, and to provide for the  
16 orderly, economic, and safe development of land, and to promote housing affordability for all  
17 levels.

18 **PLAT ANALYSIS**

19 Roseville’s Development Review Committee (DRC) met on September 13 and November 29,  
20 2018, to review the proposed subdivision plans. Below are the comments based on the DRC’s  
21 review of the application.

22 Proposed Lots

23 The dimensions and parcel areas of the proposed lots are as follows.

	<b>Corner Lot</b>		<b>Interior Lot</b>	
	<i>Minimum Standard</i>	Proposed Lot 1	<i>Minimum Standard</i>	Proposed Lot 2
<b>Width</b>	<i>100 ft.</i>	132.5 ft.	<i>85 ft.</i>	108.4 ft.
<b>Depth</b>	<i>100 ft.</i>	108.9 ft.	<i>110 ft.</i>	108.9 ft.
<b>Area</b>	<i>12,500 sq. ft.</i>	14,429 sq.ft.	<i>11,000 sq. ft.</i>	11,805 sq. ft.

24 The proposed lots exceed the minimum requirements in all respects except for the depth of the  
25 proposed Lot 2. Interior lots like this are required to be at least 110 feet in depth, but the parcel  
26 being subdivided is slightly less than that. In order to approve the proposed 108.9-foot depth, a  
27 subdivision variance is required; an analysis of this subdivision variance follows later in this  
28 report.

29 Easements

30 The drainage and utility easements shown at the margins of the proposed parcels meet the 10-foot  
31 width requirement established in §1103.03 of the Subdivision Code.

32 Park Dedication

33 This subdivision proposal does not elicit the park dedication requirement because the subject  
34 property is less than one acre in size.

35 Tree Preservation

36 The tree preservation and replacement plan requirements §1011.04 provide a way to quantify the  
37 amount of tree material being removed for a given project and to calculate the potential tree  
38 replacement obligation. The applicant has provided these calculations, and they are included in  
39 Attachment C. This is a preliminary calculation at this point, however, based on the presumed  
40 development of the proposed lots, and formal tree preservation and replacement plans will be  
41 required at the time building permit applications are submitted for the new parcels if the  
42 proposed subdivision is approved. The submitted tree preservation plan was prepared by S & S  
43 Tree Service, the firm that provides Roseville’s consulting forestry services, and it shows that the  
44 assumed development of the proposed lots would not elicit a requirement to plant replacement  
45 trees.

46 Storm Water Management

47 The grading and storm water management plan illustrated in Attachment C addresses the  
48 assumed level of development on the proposed lots as required. Like the tree preservation plan,  
49 the storm water management plan reviewed with a plat proposal is not intended to be approved  
50 with the plat as the final storm water management plan. Instead, the tree preservation and storm  
51 water management plans reviewed with a plat proposal are intended to demonstrate that the  
52 standard City Code requirements pertaining to tree preservation and storm water management  
53 can be met as the proposed project is implemented.

54 **SUBDIVISION VARIANCE ANALYSIS**

55 Section 1102.02.C of the City Code establishes a mandate that the City make four specific  
56 findings about a subdivision variance request as a prerequisite for approving the variance.  
57 Planning Division staff has reviewed the application and offers the following draft findings.

- 58 *1. The proposal is consistent with the Comprehensive Plan.* Planning Division staff believes that  
59 the proposal is generally consistent with the Comprehensive Plan because it represents the  
60 Comprehensive Plan’s goals of residential reinvestment.
- 61 *2. The proposal is in harmony with the purposes and intent of the zoning and subdivision*  
62 *ordinances.* Planning Division staff finds that the proposal is in harmony with the purposes and  
63 intent of the zoning and subdivision ordinances as they apply to such lot splits because the goals  
64 of these ordinances are to ensure that new lots have simple, regular shapes with enough area to  
65 be appropriate and suitable for residential development, and the proposed rectangular lots are  
66 larger than most of their neighbors despite the substandard depth of Lot 2.
- 67 *3. An unusual hardship on the land exists.* The subject property far exceeds the minimum size  
68 requirements for a corner parcel, and but for a deviation of 1% from the minimum required depth  
69 for an interior parcel, the subject property would be large enough to subdivide into two lots that  
70 meet or exceed all of the pertinent size standards. Planning Division staff believes that the  
71 inability to subdivide the subject property into two lots that would be wider and have greater area  
72 than most of the surrounding lots constitutes an unusual hardship which the subdivision variance  
73 process is intended to relieve.
- 74 *4. The variance, if granted, will not alter the essential character of the locality.* If the requested  
75 subdivision variance is approved, Planning Division staff finds that the approval will not alter the  
76 essential character of the locality because the subject property is currently the largest among the  
77 lots along this portion of Rose Place and the lots created in the resulting plat will continue to be  
78 among the largest lots in the area.

79 **PUBLIC COMMENT**

80 At the time this RPCA was prepared, Planning Division staff has not received any comments or  
81 questions about the proposed plat.

82 **RECOMMENDED ACTION**

83 **By motion, recommend approval of the proposed subdivision variance and preliminary**  
84 **Simonsen Estates plat of the residential property at 2600 Hamline**, based on the content of  
85 this RPCA, public input, and Planning Commission deliberation, with the condition that 16.5 feet  
86 of additional Hamline Avenue right-of-way be dedicated pursuant to Ramsey County's Major  
87 Street Plan.

88 **ALTERNATIVE ACTIONS**

89 **A) Pass a motion to table the item for future action.** An action to table must be based on  
90 the need for additional information or further analysis to make a recommendation on the  
91 request. Tabling beyond February 7, 2019, may require extension of the 120-day action  
92 deadline established in Minn. Stat. 462.358 subd. 3b to avoid statutory approval.

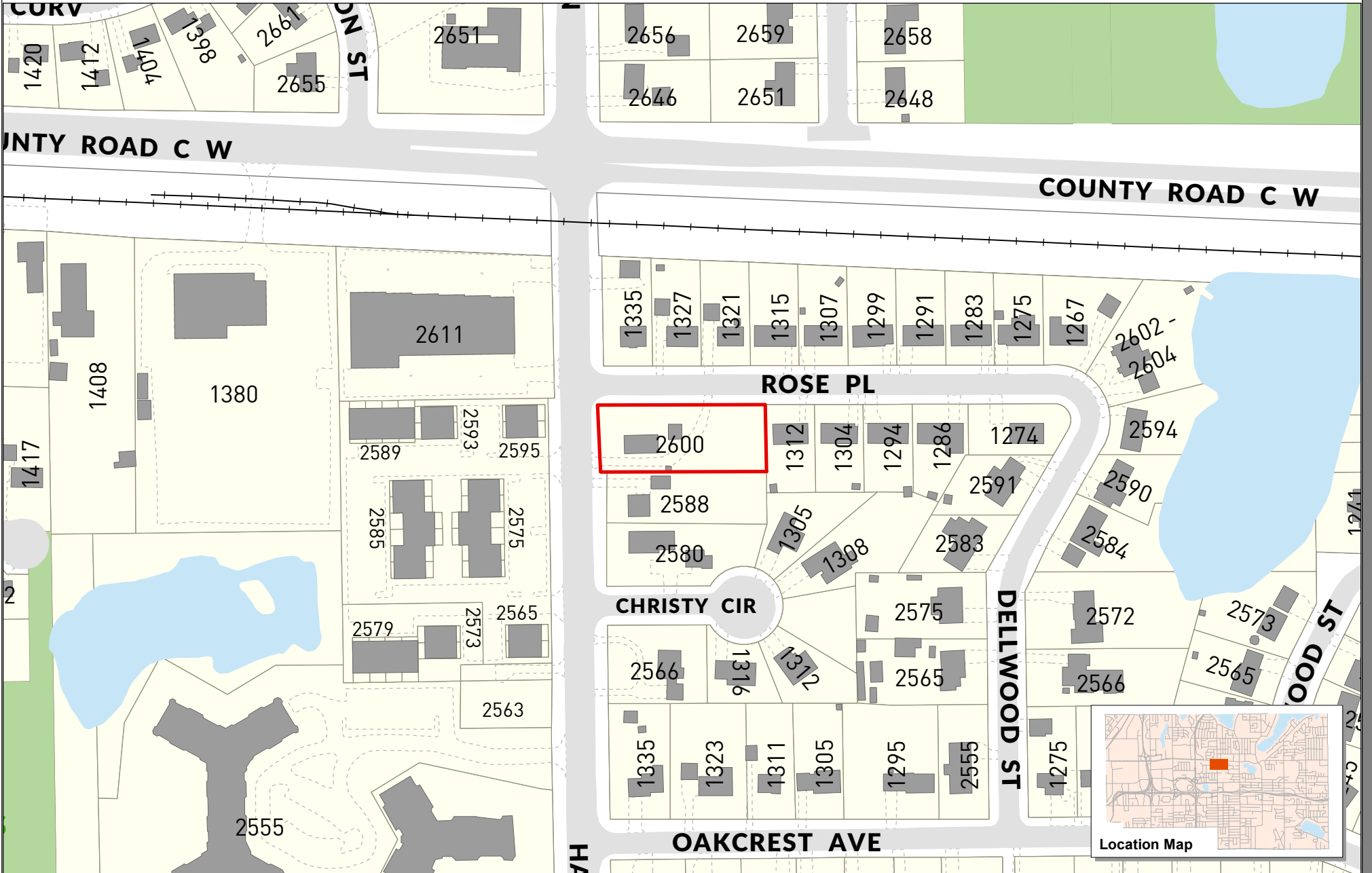
93 **B) Pass a motion to recommend denial of the request.** A recommendation of denial  
94 should be supported by specific findings of fact based on the Planning Commission's  
95 review of the application, applicable zoning or subdivision regulations, and the public  
96 record.

Attachments: A: Area map  
B: Aerial photo

C: Proposed subdivision, grading and  
drainage plan, and tree replacement  
calculation

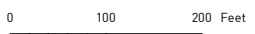
Prepared by: City Planner Thomas Paschke 651-792-7074 <a href="mailto:thomas.paschke@cityofroseville.com">thomas.paschke@cityofroseville.com</a>
--

# Attachment A for Planning File 18-022



**Data Sources**  
 \* Ramsey County GIS Base Map (11/1/2018)  
 For further information regarding the contents of this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

**Disclaimer**  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





# Attachment B for Planning File 18-022



Location Map



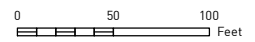
Prepared by:  
Community Development Department  
Printed: November 27, 2018

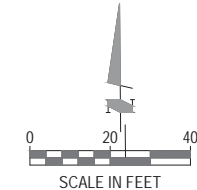
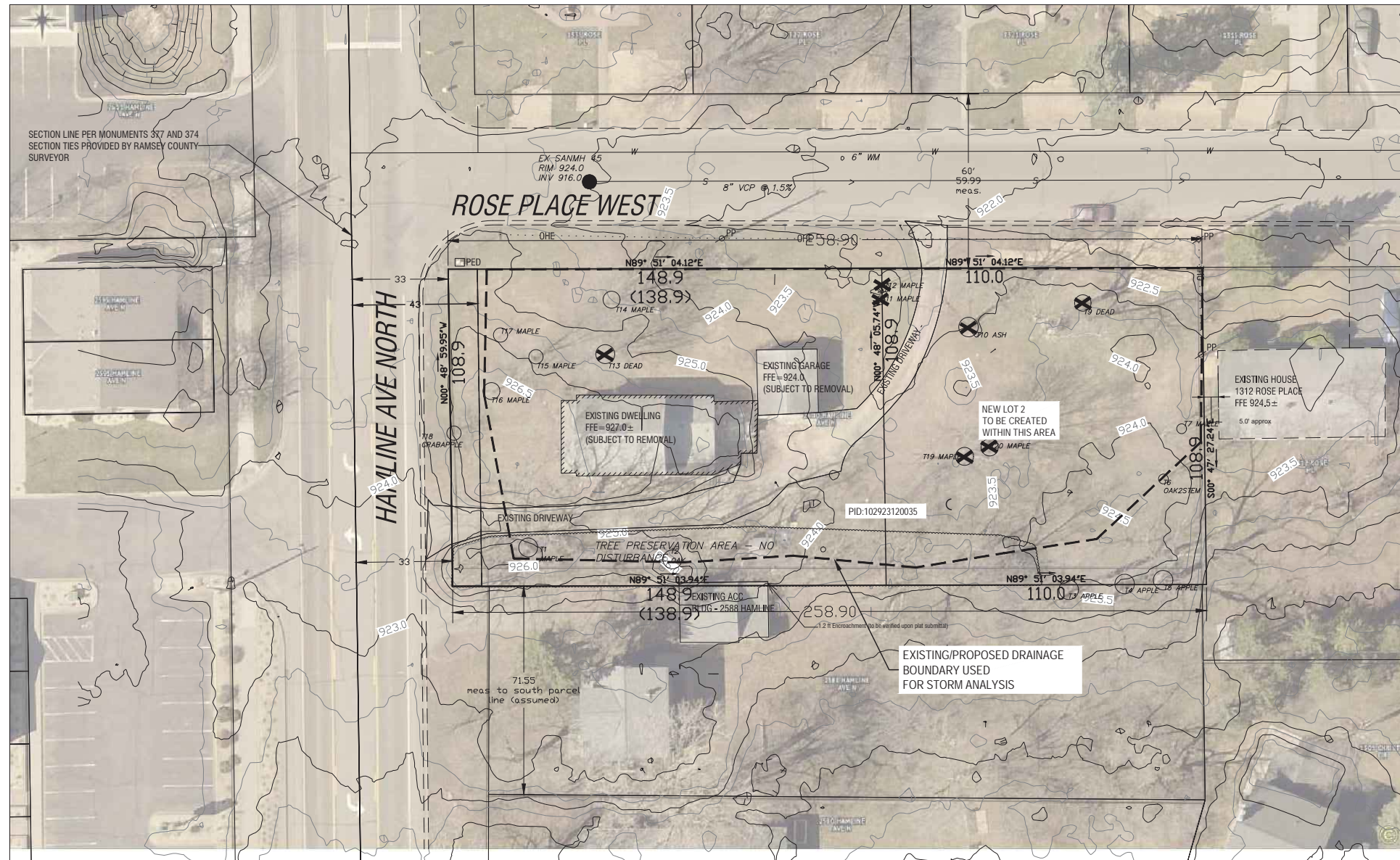


Site Location

**Data Sources**  
\* Ramsey County GIS Base Map (11/1/2018)  
\* Aerial Data: Sanborn (4/2017)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

**Disclaimer**  
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.02, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





**SUPPLEMENTAL NOTES:**  
 1. EXISTING AERIAL SHOWN IS ORTHORECTED FROM 2017.

NOTE REGARDING USE OF THIS DOCUMENT: Unless MPS has a signed agreement to provide Construction Management Services which include directive inspection and Verification services related to this document, and initiated "Work Inspected" and "Work Verified" information appears in document title block, the Project Owner, Construction Contractors and installers agree to indemnify, defend, and hold harmless MPS and its officers, agents, and employees including other design professionals responsible for preparation of the document against any and all claims, suits, losses, damages, or costs, including reasonable attorney's fees, arising from the use of design or construction documents, signed or unsigned, in electronic or paper form.



**Mariner Professional Services**  
 Engineering Planning and Design Land and Environment  
 2355 Fairview Avenue S P 612.216.2573  
 Roseville, MN 55113 F 651.216.7275  
 info@mariner-ps.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Adam T. Parker*  
 TYPED OR PRINTED NAME:  
 ADAM T. PARKER  
 DATE 10/5/18  
 REG. NO. 42733

No.	Description	Date

REVISIONS-DRAWING ISSUE

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT BEFORE PROCEEDING. ALL DRAWINGS AND SPECIFICATIONS ARE THE EXCLUSIVE PROPERTY OF THE OWNER AND MUST BE RETURNED AT THE COMPLETION OF THE WORK.

PROJECT:  
**2600 Hamline Av N Preliminary Plans**  
 Roseville, MN  
 CLIENT/OWNER:  
 Mr. Kevin Arndt 2600 Hamline Avenue North  
 651248892

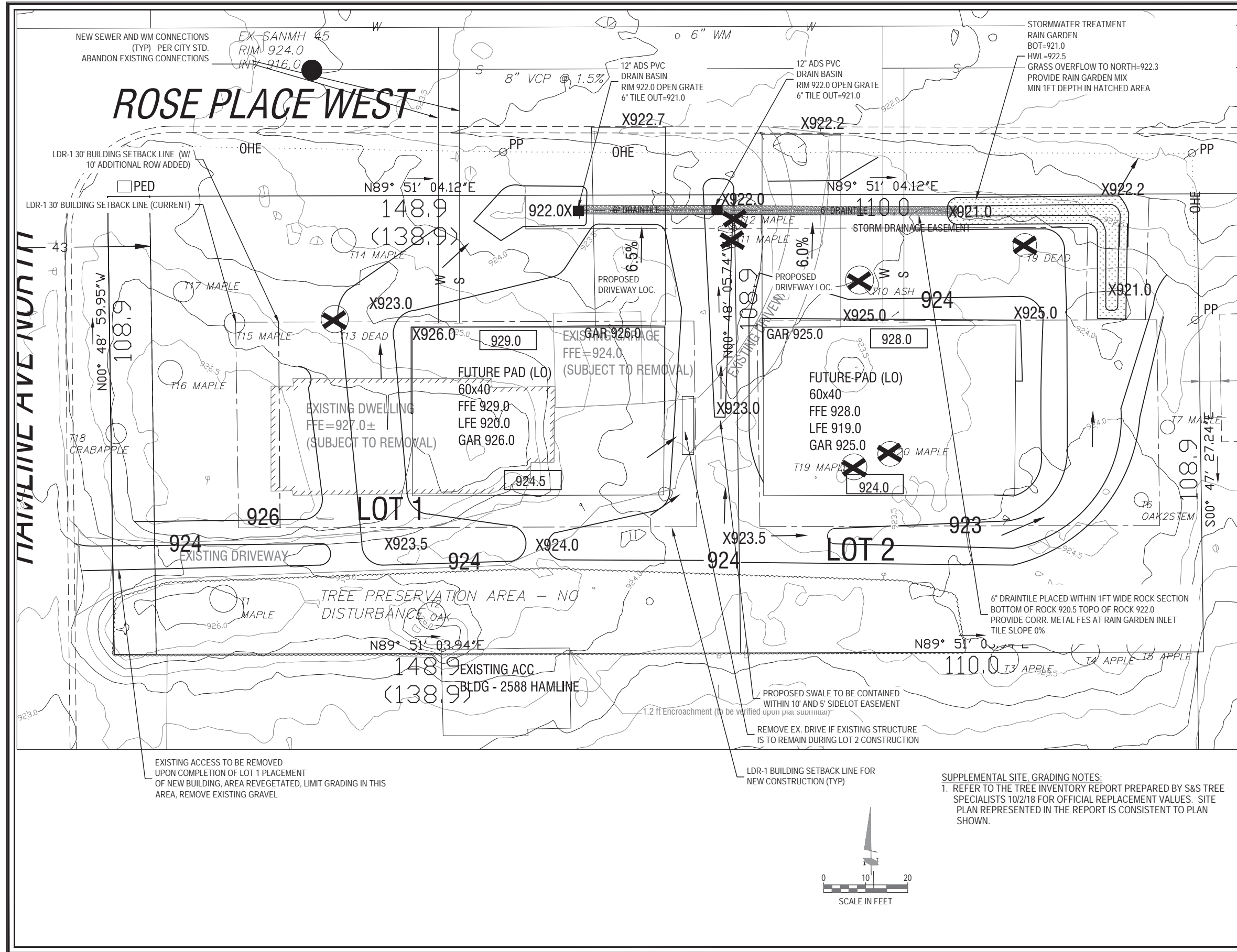
DRAWN ATP	CHECKED
PLAN APPROVED -	WORK INSPECTED
WORK VERIFIED	CAD FILE
IF BAR < 1 INCH PLAN IS REDUCED SCALE	INITIAL PLAN DATE 10/5/18 CHECK REVISION FOR UPDATE

**BOUNDARY SURVEY AND TOPO PLAN**

DRAWING TITLE

PROJECT NO.  
**18-ARNDT-01**

DRAWING NO.  
**2/3**



NOTE REGARDING USE OF THIS DOCUMENT: Unless MPS has a signed agreement to provide Construction Management Services which include directive inspection and Verification services related to this document, and initiated "Work Inspected" and "Work Verified" information appears in document title block, the Project Owner, Construction Contractors and installers agree to indemnify, defend, and hold harmless MPS and its officers, agents, and employees including other design professionals responsible for preparation of the document against any and all claims, suits, losses, damages, or costs, including reasonable attorney's fees, arising from the use of design or construction documents, signed or unsigned, in electronic or paper form.

**Mariner Professional Services**  
 Engineering Planning and Design Land and Environment  
 2255 Fairview Avenue S  
 Roseville, MN 55113  
 P: 612.216.2573  
 F: 651.216.7275  
 info@mariner-ps.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Adam T. Parker*  
 TYPED OR PRINTED NAME:  
 ADAM T. PARKER  
 DATE 10/5/18  
 REG. NO. 42733

No.	Description	Date

REVISIONS-DRAWING ISSUE

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT BEFORE PROCEEDING. ALL DRAWINGS AND SPECIFICATIONS ARE THE EXCLUSIVE PROPERTY OF THE OWNER AND MUST BE RETURNED AT THE COMPLETION OF THE WORK.

PROJECT:  
**2600 Hamline Av N Preliminary Plans**

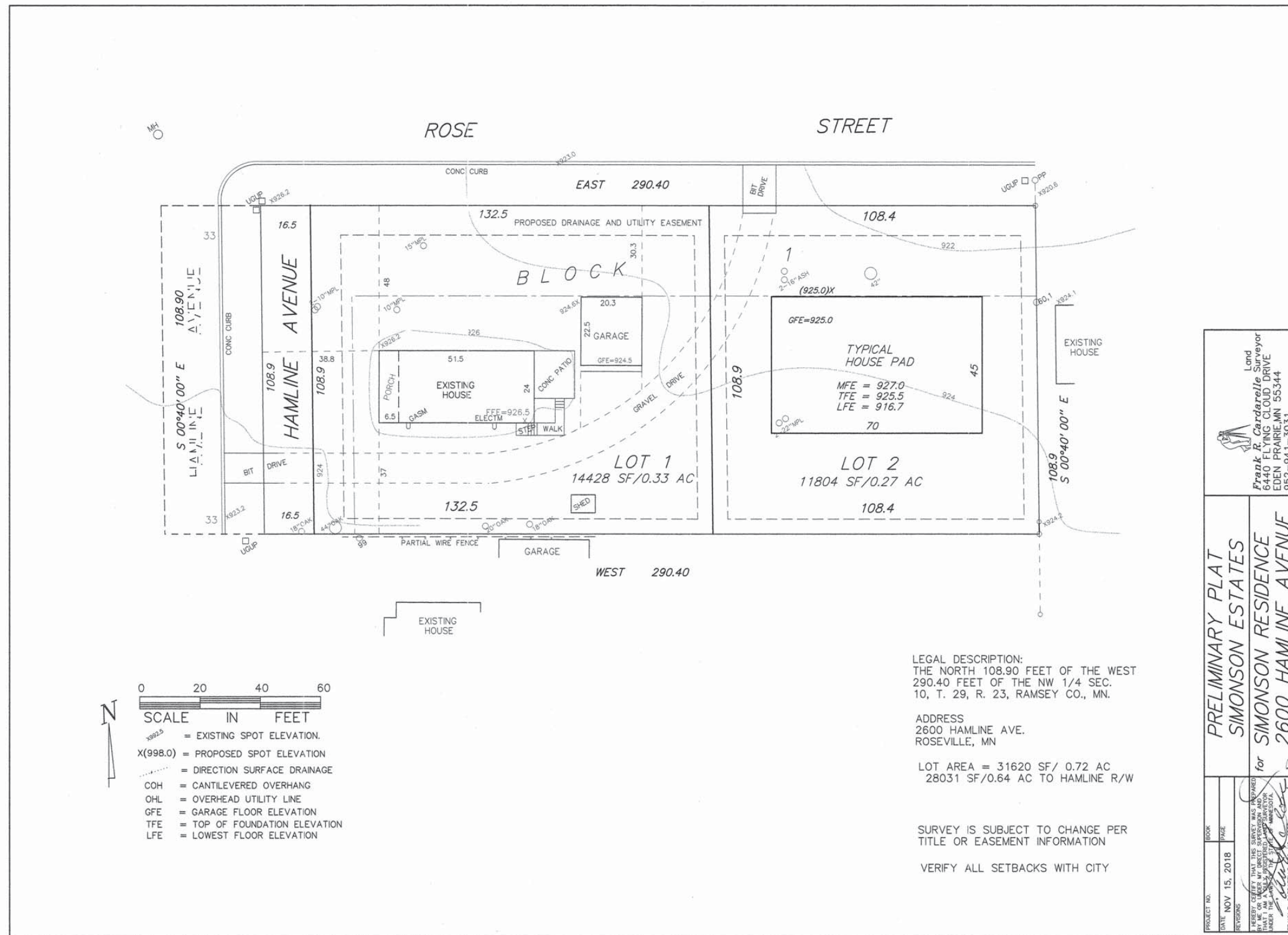
Roseville, MN  
 CLIENT/OWNER:  
 Mr. Kevin Arndt 2600 Hamline Avenue North  
 651248992

DRAWN ATP	CHECKED
PLAN APPROVED -	WORK INSPECTED
WORK VERIFIED	CAD FILE
IF BAR < 1 INCH PLAN IS REDUCED SCALE	INITIAL PLAN DATE 10/5/18 CHECK REVISION FOR UPDATE

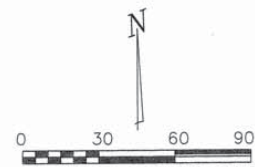
DRAWING TITLE  
**PROPOSED SITE PLAN**

PROJECT NO.  
**18-ARNDT-01**

DRAWING NO.  
**3/3**

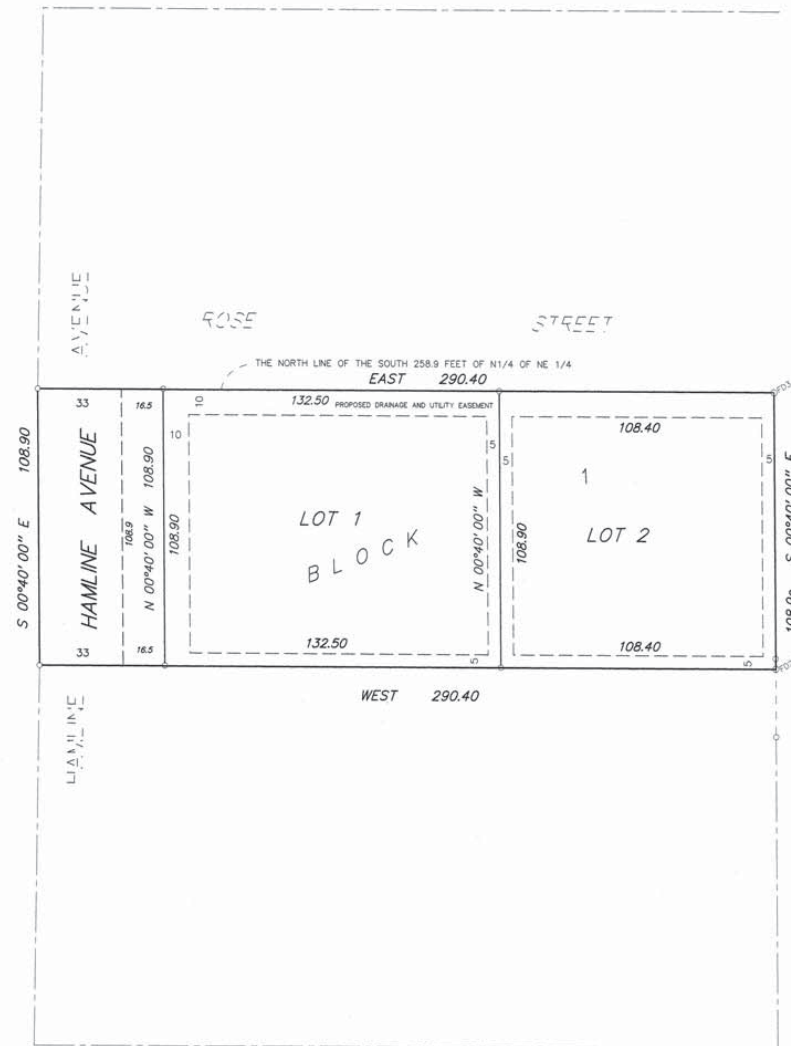
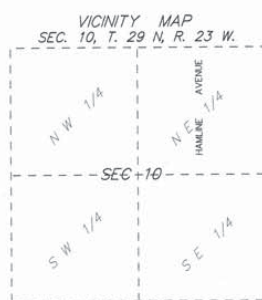


# SIMONSON ESTATES



- - DENOTES 1/2 INCH X 14 INCH IRON PIPE MONUMENT FOUND WITH CAP STAMPED LICENSE NO. 14374 UNLESS OTHERWISE SHOWN
- - DENOTES 1/2 INCH X 14 INCH IRON PIPE MONUMENT SET WITH CAP STAMPED LICENSE NO. 6508

FOR PURPOSES OF THIS PLAT THE EAST LINE OF HAMLINE AVENUE IS ASSUMED TO HAVE A BEARING OF S 00°40' 00" E



KNOW ALL MEN BY THESE PRESENTS: That Herman F. Simonsen, and Marie M. Simonsen, husband and wife, of the following described property situated in the City of Roseville, County of Ramsey, State of Minnesota:

The West 291 feet of the North 108.9 feet of the South 258.9 feet of the North Quarter of the Northeast Quarter Southwest of Section 10, Township 29, Range 23.

Have caused the same to be surveyed, and platted as SIMONSON ESTATES and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Herman F. Simonsen and Marie M. Simonsen have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Herman F. Simonsen,

Marie M. Simonsen

State of Minnesota  
County of Ramsey

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Herman F. Simonsen, and Marie M. Simonsen

Notary Public, \_\_\_\_\_ County, Mn.  
My Commission Expires \_\_\_\_\_

I, Frank R. Cardarelle, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and that all public ways are shown and labeled on this plat. Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Frank R. Cardarelle, a Licensed Professional Land Surveyor.  
Minnesota License No. 6508

State of Minnesota  
County of Hennepin

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Frank R. Cardarelle, a Licensed Professional Land Surveyor.

Notary Public, Hennepin County, Mn.  
My Commission Expires \_\_\_\_\_

City Council of Roseville, Minnesota  
We do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Roseville, Minnesota, approved this plat. Also the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

Mayor

Manager

Department of Property Records and Revenue  
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year \_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Director  
Department of Property Records and Revenue  
By \_\_\_\_\_, Deputy

County Surveyor, Ramsey County, Minnesota  
I hereby certify that this plat complies with the requirements of Minnesota Statutes, Section 505.021, and is approved pursuant to Minnesota Statutes Section 383A.42, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Ramsey County Surveyor

County Recorder, Ramsey County, Minnesota  
I hereby certify that this plat of SIMONSON ESTATES was filed in the office of the County Recorder for public record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_ M., and was duly filed in Book \_\_\_\_\_ of Plats, Page \_\_\_\_\_, as Document Number \_\_\_\_\_.

\_\_\_\_\_  
Deputy County Recorder

FRANK R. CARDARELLE

LAND SURVEYORS



**REQUEST FOR PLANNING COMMISSION ACTION**

Agenda Date: **12/05/18**

Agenda Item: **6B**

Prepared By

**Agenda Section**

Public Hearing

Item Description: Consider a request by Roseville Lutheran Church Interim Use in support of “Project Home” to allow the hosting of 20 emergency shelter beds for homeless families during the month of February (PF18-025).

**1 APPLICATION INFORMATION**

2 Applicant:	Roseville Lutheran Church
3 Location:	1215 Roselawn Avenue
4 Property Owner:	Same
5 Application Submission:	October 23, 2018
6 City Action Deadline:	December 22, 2018
7 Planning File History:	None

**8 Level of Discretion in Decision Making:**

9 Action taken on an Interim Use is **legislative** in nature; the City has broad discretion in making  
10 land use decisions based on advancing the health, safety, and general welfare of the community.

**11 BACKGROUND**

12 For four years Roseville Lutheran Church has opened their doors in February for emergency  
13 overnight shelter and without any incidents, issues, or concerns. The partnership is with Project  
14 Home, an Interfaith Action of Greater St. Paul program, for 20-24 people (mostly families).  
15 Project Home provides a snack, cold breakfast, and beds for sleeping overnight. Families are  
16 transported to and from each church daily. Project Home provides on-site staff support for the  
17 entire time the guests are on location. Roseville Lutheran Church provides volunteers and the  
18 emergency overnight shelter during the month of February each year.

19 Earlier this year the Planning Division met with the Roseville Fire Chief and Building Official to  
20 discuss the overnight shelter and how best to address this non-typical church use. It was  
21 determined that, similar to the Minnesota State Fair Park and Ride Lots, an interim use process  
22 and approval would be the best way to support such a use on an annual basis, and at this specific  
23 location.

24 Planning staff met with representatives of Roseville Lutheran Church to confirm the need to have  
25 such a use that is not typical of the standard type of church functions supported by the City and  
26 to further discussed the process and provide the applicable applications.

**27 REVIEW OF INTERIM USE APPLICATION**

28 To arrive at its recommendation, the Planning Division considers the City code regulations, input  
29 gathered at the Open House Meeting, and comments from DRC members. In this case the  
30 relevant code section is 1009.03:

31 The purpose statement for this section indicates the following: *Certain land uses might*  
32 *not be consistent with the land uses designated in the Comprehensive Land Use Plan, and*  
33 *they might also fail to meet all of the zoning standards established for the district within*  
34 *which they are proposed; some such land uses may, however, be acceptable or even*  
35 *beneficial if reviewed and provisionally approved for a limited period of time. The*  
36 *purpose of the interim use review process is to allow the approval of interim uses on a*  
37 *case-by-case basis; approved interim uses shall have a definite end date and may be*  
38 *subject to specific conditions considered reasonable and/or necessary for the protection*  
39 *of the public health, safety, and general welfare.*

40 Additionally, Section 1009.03D.1-3 of the City Code specifies the three specific criteria that  
41 must be satisfied in order to approve a proposed INTERIM USE (IU).

42 **Criteria #1:** *The proposed use will not impose additional costs on the public if it is necessary for*  
43 *the public to take the property in the future.*

44 Criteria #1 Staff Analysis: This is generally intended to ensure that an interim use will not make  
45 the site costly to clean up if the City had to take possession of the property in the future. In this  
46 case, the Planning Division does not anticipate taking possession of Roseville Lutheran Church if  
47 there are unanticipated issues or concerns with the emergency overnight shelters. Instead the  
48 Planning Division envisions working with the Church and City Department to resolve  
49 issues/concerns, or revoke the IU.

50 **Criteria #2:** *The proposed use will not create an excessive burden on parks, streets, and other*  
51 *public facilities.*

52 Criteria #2 Staff Analysis: Planning Division believes that the proposed IU for emergency  
53 overnight shelter would not constitute an excessive burden on streets, parks, or other facilities, as  
54 there would be minimal traffic derived from the families being transported to the Church and  
55 they would not be using other public facilities.

56 **Criteria #3:** *The proposed use will not be injurious to the surrounding neighborhood or*  
57 *otherwise harm the public health, safety, and general welfare.*

58 Criteria #3 Staff Analysis: Planning Division staff believes that the proposed emergency  
59 overnight shelter would not be injurious to the surrounding neighborhood, or otherwise harm the  
60 public health, safety, or general welfare of the area. Our determination regarding this criteria is  
61 grounded in the fact the program is housed within the Church and staffed by Church volunteers  
62 and Project Home staff; occurs for only one month per calendar year; and only supports between  
63 20-24 people, mainly families.

#### 64 **SUGGESTED PLANNING COMMISSION ACTION**

65 By motion, recommend approval of a 5-year INTERIM USE for Roseville Lutheran Church, 1215  
66 Roselawn Avenue, for an emergency overnight shelter during the month of February each year in  
67 conjunction with Project Home, an Interfaith Action of Greater St. Paul, based on the  
68 information contained in this report, community and neighborhood comments, and Planning  
69 Commissioner input.

70 **ALTERNATIVE ACTIONS**

- 71 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need  
72 of clarity, analysis and/or information necessary to make a recommendation on the request.
- 73 **b.** Pass a motion denying the proposal. An action to deny must include findings of fact  
74 germane to the request.

**Report prepared by:**

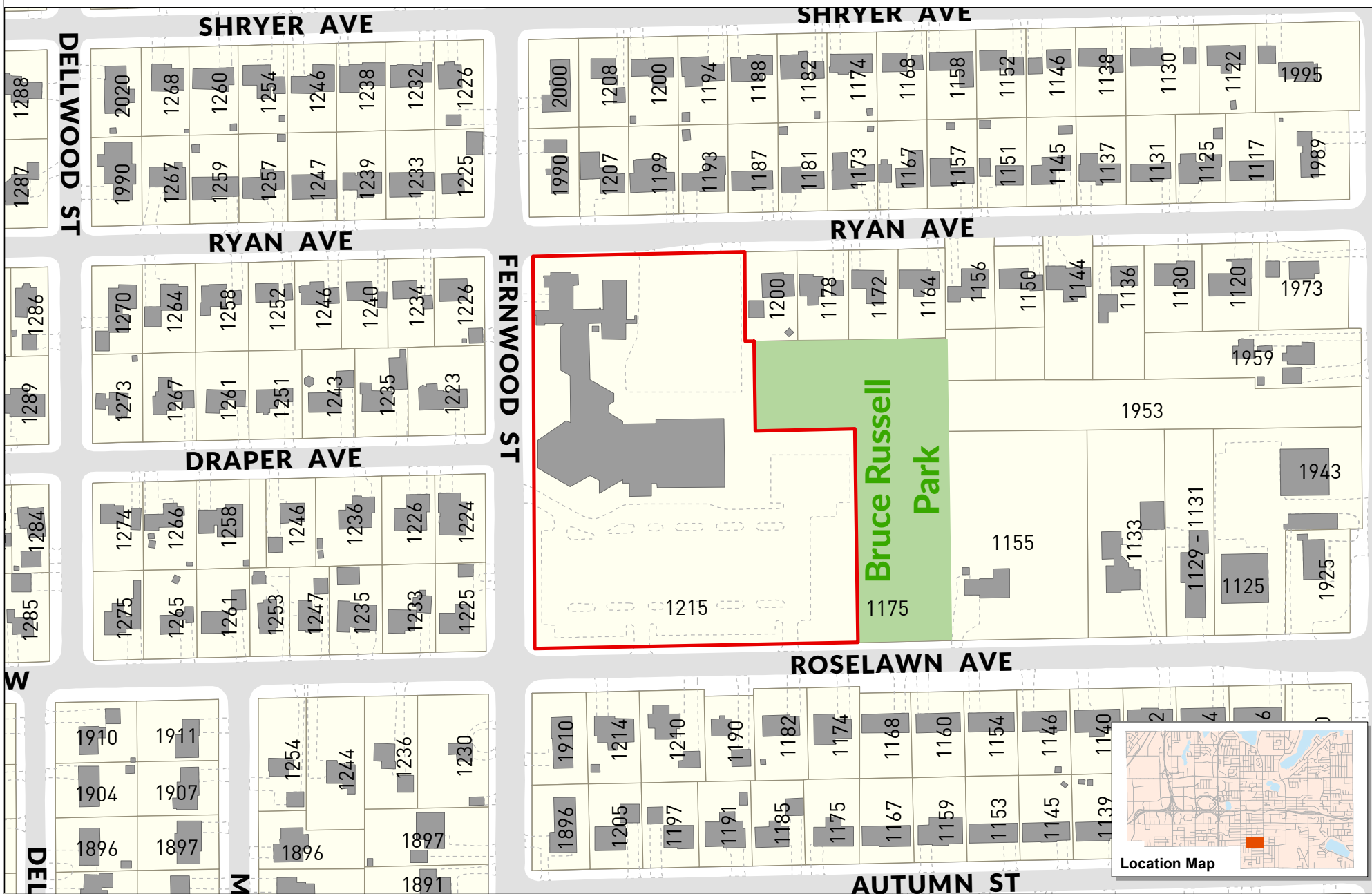
**Thomas Paschke, City Planner |651-792-7074| [thomas.paschke@cityofroseville.com](mailto:thomas.paschke@cityofroseville.com)**

**Attachments:**

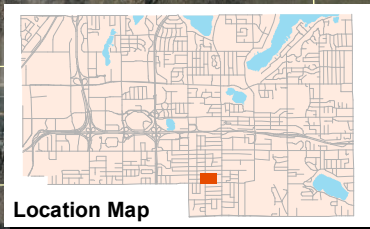
- |                      |               |
|----------------------|---------------|
| A. Base map          | B. Aerial map |
| C. Project narrative |               |



# Attachment A for Planning File 18-025



# Attachment B for Planning File 18-025



Location Map

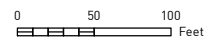
**ROSEVILLE**  
 Prepared by:  
 Community Development Department  
 Printed: November 27, 2018



Site Location

**Data Sources**  
 \* Ramsey County GIS Base Map (11/1/2018)  
 \* Aerial Data: Sanborn (4/2017)  
 For further information regarding the contents of this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

**Disclaimer**  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.02, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

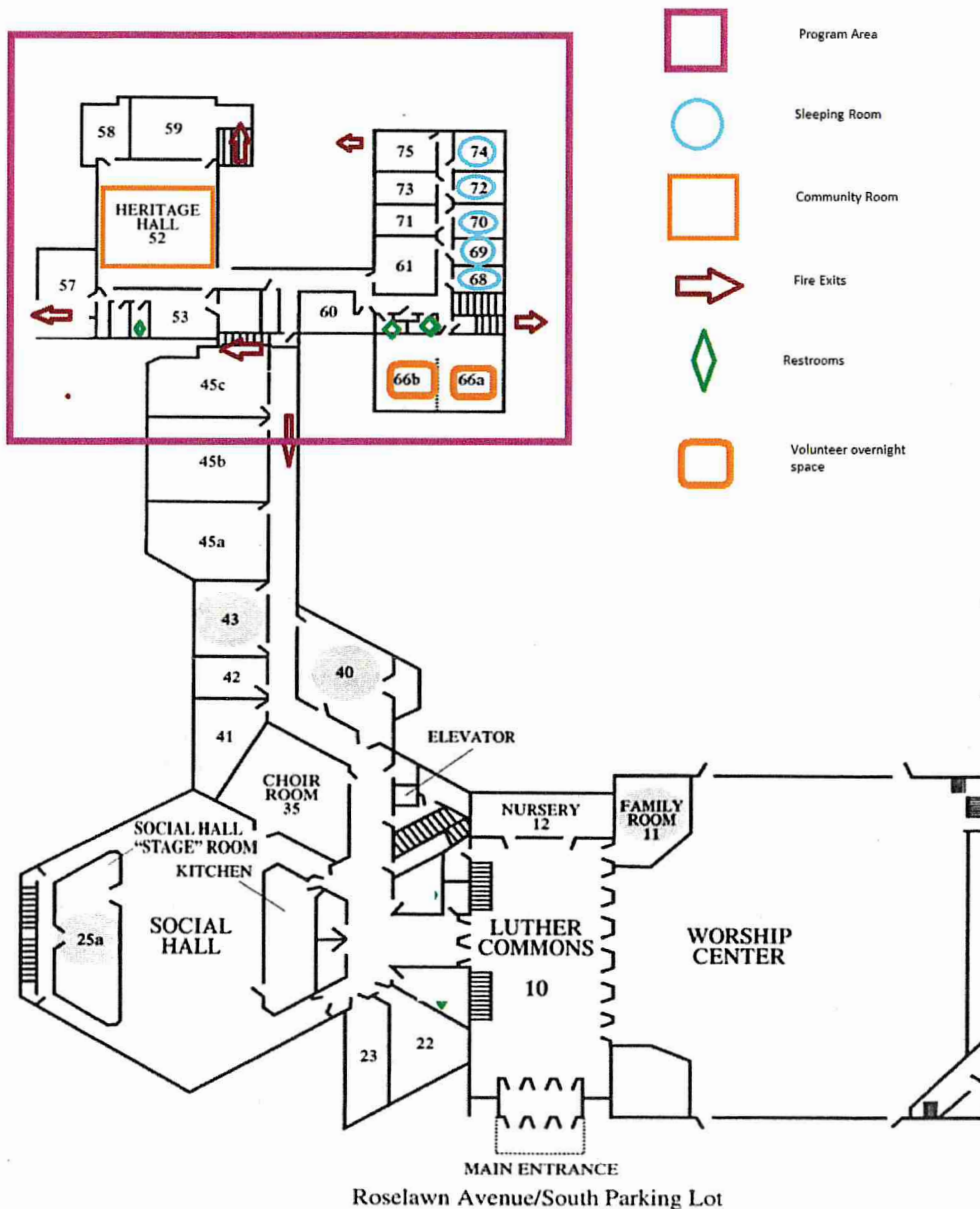


Narrative & Map

Interfaith Action of Greater Saint Paul runs a program called "Project Home" which provides emergency overnight shelter space for Ramsey County families facing homelessness. Each month, two different area faith communities host 20 emergency shelter beds. Roseville Lutheran Church (RLC) and New Life Presbyterian Church (New Life) are two such faith communities in Roseville working with Project Home.

For one month each year, Feb for RLC and April for New Life, we act as an over-night shelter. All of the guests are vetted by Interfaith Action, they are bused to our locations about 5pm and then out to other locations by 7am the next day. Like homelessness in general the vast majority of the guests are children and mothers. Two volunteers act as on-site hosts overnight and a number of other volunteers come in for the evening to play and read with the kids. A snack is served to all in the evening and a breakfast the following morning. RLC has done this for the past four (4) years and New Life for the past thirteen (13) years.

**Lower Level  
Room locator map**





# REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 12/05/18

Agenda Item: 6C

Prepared By

**Agenda Section**

Public Hearing

Item Description: Consider a request by New Life Presbyterian Church Interim Use in support of “Project Home” to allow the hosting of 20 emergency shelter beds for homeless families during the month of February (PF18-026).

1 **APPLICATION INFORMATION**

2 Applicant:	New Life Presbyterian
3 Location:	965 Larpenteur Avenue
4 Property Owner:	Same
5 Application Submission:	October 23, 2018
6 City Action Deadline:	December 22, 2018
7 Planning File History:	None

8 **Level of Discretion in Decision Making:**

9 Action taken on an Interim Use is **legislative** in nature; the City has broad discretion in making  
10 land use decisions based on advancing the health, safety, and general welfare of the community.

11 **BACKGROUND**

12 For 10 years New Life Presbyterian Church has opened their doors in April for emergency  
13 overnight shelter and without any incidents, issues, or concerns. The partnership is with Project  
14 Home, an Interfaith Action of Greater St. Paul program, for 20-24 people, mostly families.  
15 Project Home provides a snack, cold breakfast, and beds for sleeping overnight. Families are  
16 transported to and from each church daily. Project Home provides on-site staff support for the  
17 entire time the guests are on location. New Life Presbyterian Church provides volunteers and the  
18 emergency overnight shelter during the month of April each year.

19 Earlier this year the Planning Division met with the Roseville Fire Chief and Building Official to  
20 discuss the overnight shelters and how best to address this non-typical church use. It was  
21 determined that, similar to the Minnesota State Fair Park and Ride Lots, an interim use process  
22 and approval would be the best way to support such a use on an annual basis, and at specific  
23 locations.

24 Planning staff met with representatives of New Life Presbyterian Church to confirm the need to  
25 have such a use that is not typical of the standard type of church functions supported by the City  
26 and to further discussed the process and provide the applicable applications.

27 **REVIEW OF INTERIM USE APPLICATION**

28 To arrive at its recommendation, the Planning Division considers the City code regulations, input  
29 gathered at the Open House Meeting, and comments from DRC members. In this case the  
30 relevant code section is 1009.03:

31 The purpose statement for this section indicates the following: *Certain land uses might*  
32 *not be consistent with the land uses designated in the Comprehensive Land Use Plan, and*  
33 *they might also fail to meet all of the zoning standards established for the district within*  
34 *which they are proposed; some such land uses may, however, be acceptable or even*  
35 *beneficial if reviewed and provisionally approved for a limited period of time. The*  
36 *purpose of the interim use review process is to allow the approval of interim uses on a*  
37 *case-by-case basis; approved interim uses shall have a definite end date and may be*  
38 *subject to specific conditions considered reasonable and/or necessary for the protection*  
39 *of the public health, safety, and general welfare.*

40 Additionally, Section 1009.03D.1-3 of the City Code specifies the three specific criteria that  
41 must be satisfied in order to approve a proposed INTERIM USE (IU).

42 **Criteria #1:** *The proposed use will not impose additional costs on the public if it is necessary for*  
43 *the public to take the property in the future.*

44 Criteria #1 Staff Analysis: This is generally intended to ensure that an interim use will not make  
45 the site costly to clean up if the City had to take possession of the property in the future. In this  
46 case, the Planning Division does not anticipate taking possession of the Church if there are  
47 unanticipated issues or concerns with the emergency overnight shelters. Instead the Planning  
48 Division envisions working with the Church and City Department to resolve issues/concerns, or  
49 revoke the IU.

50 **Criteria #2:** *The proposed use will not create an excessive burden on parks, streets, and other*  
51 *public facilities.*

52 Criteria #2 Staff Analysis: Planning Division believes that the proposed IU for emergency  
53 overnight shelter would not constitute an excessive burden on streets, parks, or other facilities, as  
54 there would be minimal traffic derived from the families being transported to the Church and  
55 they would not be using other public facilities.

56 **Criteria #3:** *The proposed use will not be injurious to the surrounding neighborhood or*  
57 *otherwise harm the public health, safety, and general welfare.*

58 Criteria #3 Staff Analysis: Planning Division staff believes that the proposed emergency  
59 overnight shelter would not be injurious to the surrounding neighborhood, or otherwise harm the  
60 public health, safety, or general welfare of the area. Our determination regarding this criteria is  
61 grounded in the fact the program is housed within the Church and staffed by Church volunteers  
62 and Project Home staff; occurs for only one month per calendar year; and only supports between  
63 20-24 people, mainly families.

#### 64 **SUGGESTED PLANNING COMMISSION ACTION**

65 By motion, recommend approval of a 5-year INTERIM USE for New Life Presbyterian Church, 965  
66 Larpenteur Avenue, for an emergency overnight shelter during the month of April each year in  
67 conjunction with Project Home, an Interfaith Action of Greater St. Paul, based on the  
68 information contained in this report, community and neighborhood comments, and Planning  
69 Commissioner input.

70 **ALTERNATIVE ACTIONS**

- 71 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need  
72 of clarity, analysis and/or information necessary to make a recommendation on the request.
- 73 **b.** Pass a motion denying the proposal. An action to deny must include findings of fact  
74 germane to the request.

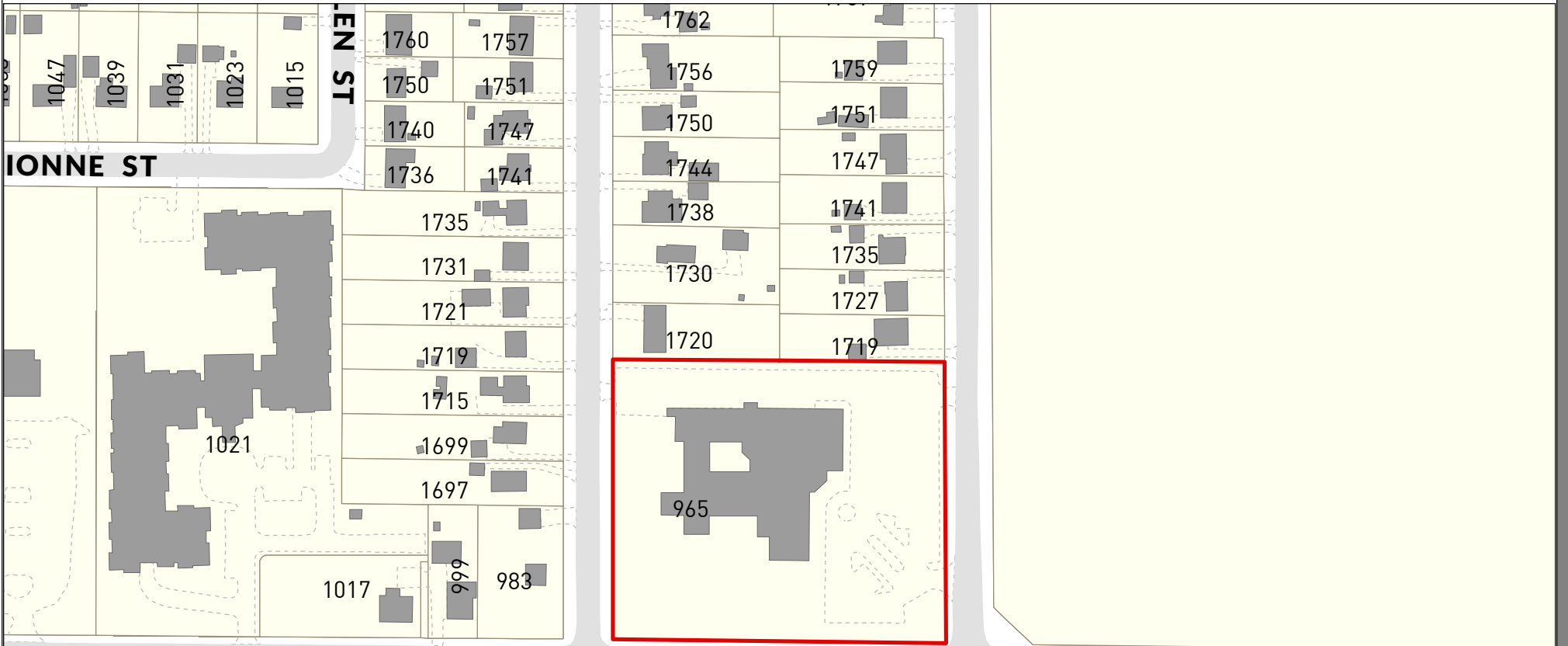
**Report prepared by:**

**Thomas Paschke, City Planner |651-792-7074| [thomas.paschke@cityofroseville.com](mailto:thomas.paschke@cityofroseville.com)**

**Attachments:**

- A. Base map  
B. Aerial map  
C. Project narrative

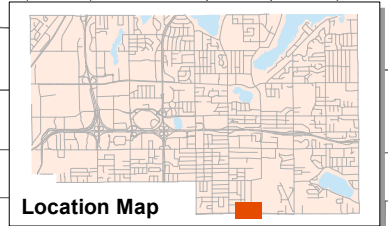
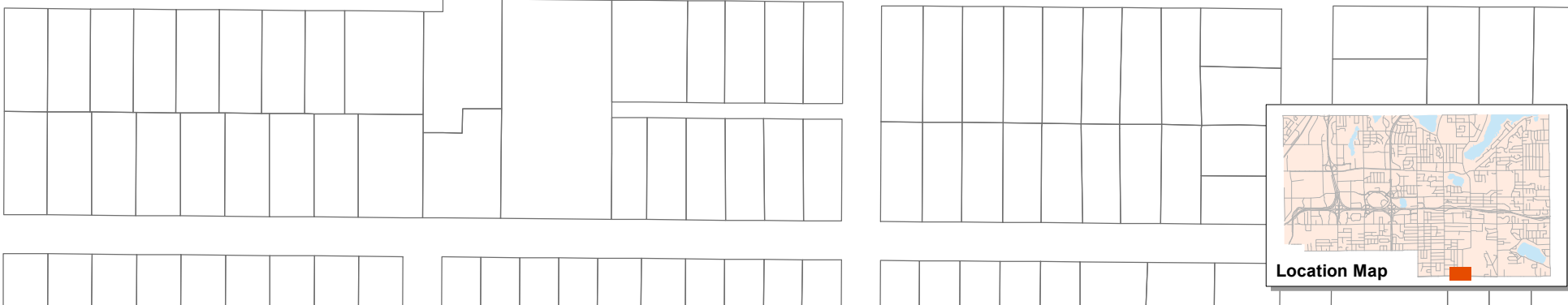
# Attachment A for Planning File 18-026



IONNE ST

EN ST

LARPEN TEUR AVE W



Prepared by:  
Community Development Department  
Printed: November 27, 2018



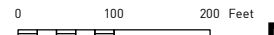
Site Location

**Data Sources**

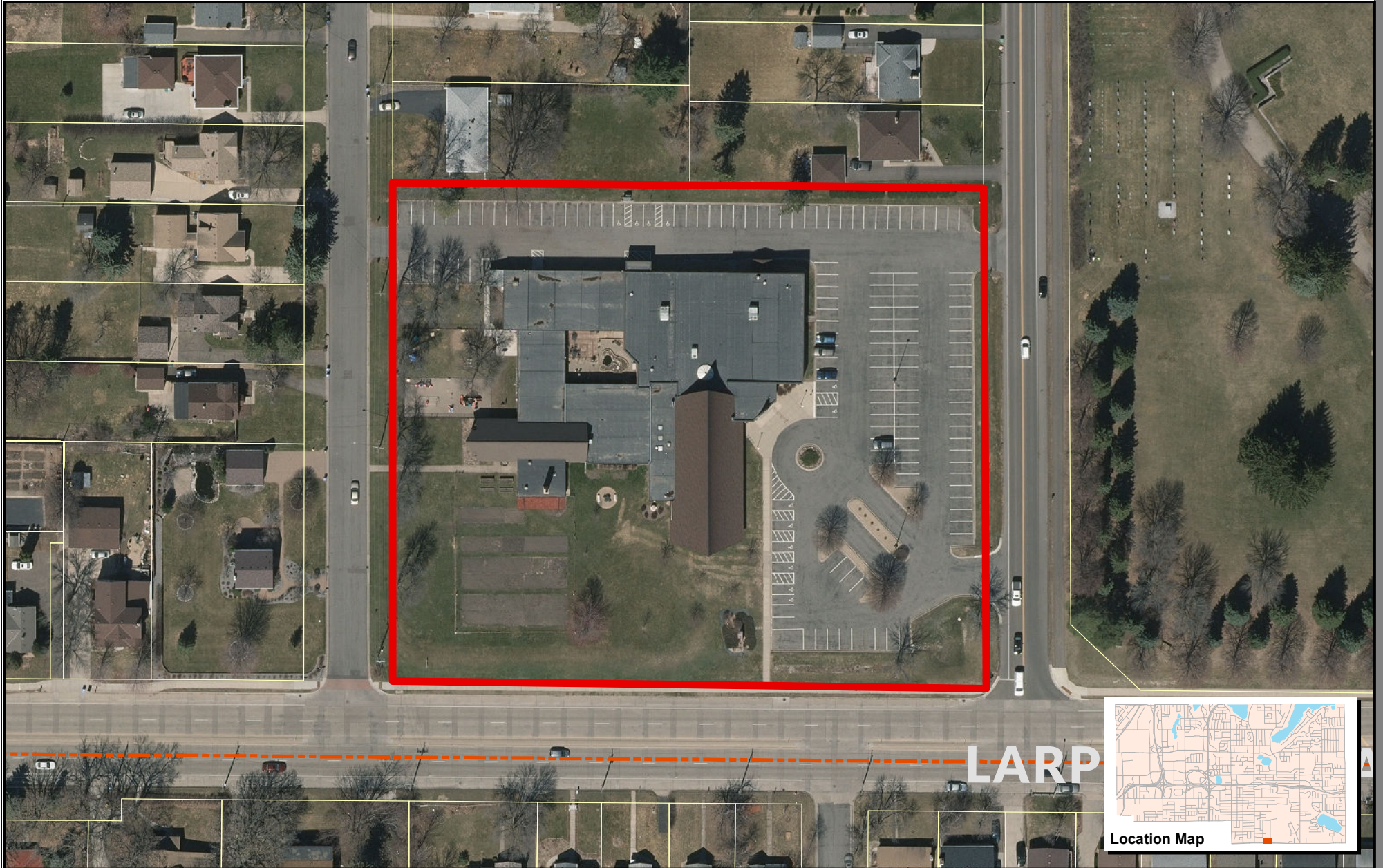
\* Ramsey County GIS Base Map (11/1/2018)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

**Disclaimer**

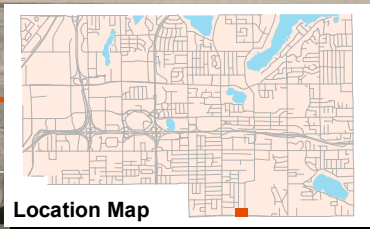
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



# Attachment B for Planning File 18-026



LARP



Location Map



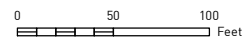
Prepared by:  
Community Development Department  
Printed: November 27, 2018



Site Location

**Data Sources**  
\* Ramsey County GIS Base Map (11/1/2018)  
\* Aerial Data: Sanborn (4/2017)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

**Disclaimer**  
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.02, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

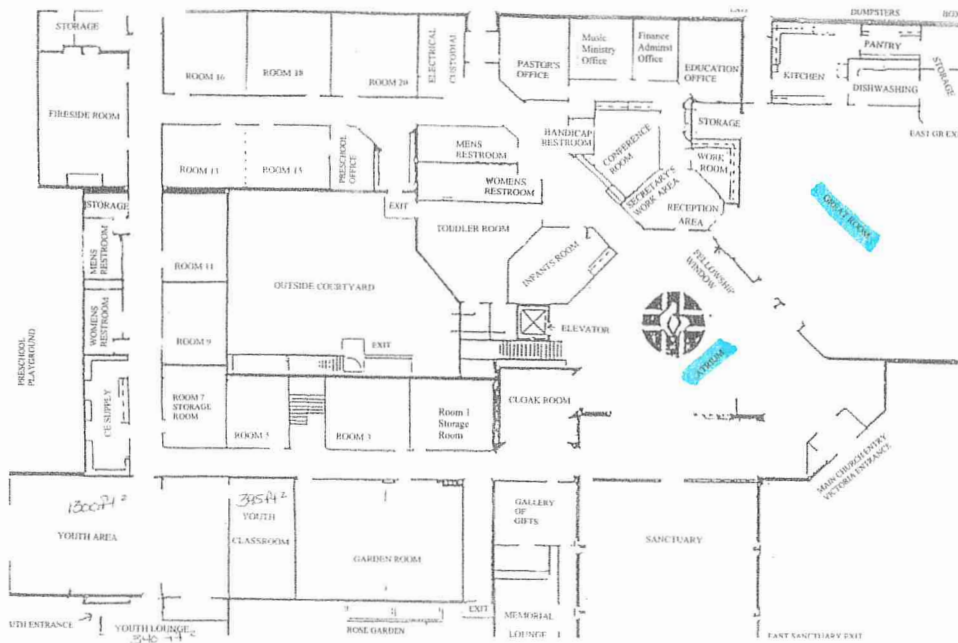




Please include a brief narrative and sketch plan or site plan illustrating the intended uses and their general placement on the property along with any other information that would be useful in the consideration of the proposed project.

Interfaith Action of Greater St. Paul runs a program called Project Home, which provides emergency overnight shelter for families facing homelessness. Each month, two different faith communities host 20 emergency shelter beds for families. New Life Presbyterian and Roseville Lutheran are two such faith communities working with Project Home.

For one month each year, April for New Life and February for RLC, we provide overnight shelter to program families. All of the families are vetted by Interfaith Action and must meet the program requirements. This program is only for families with children. Interfaith Action busses participants to our location around 5 p.m. and then out by 7a.m. the next day. Two volunteers act as on-site hosts overnight, additional volunteers come in for the evening to play and read with the kids. A snack is served to all in the evening and a cold breakfast in the morning. New Life has hosted this program for the last 10 years, RLC for the last four years.



Signature: *Margaret Moon*

Date: 10/1/18