

Wednesday, August 6, 2025 6:00 PM City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Agenda
- 4. Public Comment
- 5. Approval of Meeting Minutes
 - a. Approve May 7, 2025 Minutes
- 6. Communications and Recognitions
- 7. Public Hearing
 - a. PF25-011: A request by Frostbite Cannabis, Inc. to allow a Cannabis Combination Business, to include a cannabis retailer with on-site consumption, as a CONDITIONAL USE at 2218 County Road D West, Suite 200
- 8. Business
 - a. Receive Update on Civic Campus Project
- 9. Commission Direction on Commission Member Initiated Agenda Items
- 10. Adjourn

REQUEST FOR COMMISSION ACTION

Date: 8/6/2025 Item No.: 5.a.

Department Approval Agenda Section Approval of Meeting Minutes

Item Description: Approve May 7, 2025 Minutes

Application Information

n/a

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Background

n/a

Staff Recommendation

n/a

Requested Planning Commission Action

Review the May 7, 2025 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

n/a

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Prepared by:

1. May 7, 2025 Minutes Attachments:



Planning Commission Regular Meeting City Council Chambers, 2660 Civic Center Drive Draft Minutes – Wednesday, May 7, 2025 – 6:30 p.m.

1	1.	Call to Order			
2		Chair Bjorum called the regular meeting of the Planning Commission to order at			
3		•	o.m. and reviewed the role and purpose of the Planning Commission.		
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5	2.	Roll Call			
6			air Bjorum, City Planner Thomas Paschke called the Roll.		
7		At the request of Cha	an Bjordin, City I familer Thomas I asenke cance the Ron.		
		Members Present:	Chair Erik Bjorum, Vice-Chair Pamela Aspnes, and		
8		Michibers 1 resent.			
9			Commissioners Tammy McGehee, Allison Campbell Jensen, Jon		
10			Barstad, Steve Cyra, and Erin Lynch.		
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12		Members Absent:	None		
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14		Staff Present:	City Planner Thomas Paschke, Community Development Director		
15			Janice Gundlach, and Senior Planner Bryan Lloyd		
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17	3.	Approve Agenda			
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19		MOTION			
20		Member Aspnes moved, seconded by Member McGehee, to approve the agenda as			
21		presented.	oven, seconded by Member Medence, to approve the agenda as		
		presenteu.			
22		A 7			
23		Ayes: 7			
24		Nays: 0			
25		Motion carried.			
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27	4.	Organizational Business			
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29		a. Swear in New Commissioner			
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31		Chair Bjorum administered the Oath of Office to Member Erin Lynch.			
32		Chair Björdin administered till Gutir Gr Griffe to Tyremoer Erm Eynen.			
33	5.	Review of Minutes			
34	J.	Review of Millines			
		a April 2 2025 D	lanning Commission Dagular Masting		
35		a. April 2, 2025, Planning Commission Regular Meeting			
36		MOTION			
37		MOTION			
38		Member McGehee moved, seconded by Member Barstad, to approve the April 2,			
39		2025, meeting m	ninutes.		

Regular Planning Commission Meeting Minutes - Wednesday, May 7, 2025 Page 2

Aves: 7 41 Navs: 0 42 Motion carried. 43

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6. **Communications and Recognitions:**

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

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None.

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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.

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Community Development Director Gundlach provided an update on the Civic Campus Master Plan. She indicated that the city council would be discussing the plan on June 2, 2025, with a focus on findings regarding the use and reutilization of existing facilities.

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Member McGehee inquired about accessing the old campus master plan.

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Ms. Gundlach offered to send the relevant city council packets to the commissioners. She recalled that the original plan was developed around 2021, during the COVID pandemic.

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Member McGehee recalled a previous discussion about community engagement for the next Comprehensive Plan update and thought it was tabled until the full commission was in place.

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Ms. Gundlach confirmed that the issue was tabled until the timing of the next update was clearer.

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Member McGehee acknowledged the need to refresh her memory on the specifics of the discussion.

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Ms. Gundlach reiterated that the community engagement issue would be revisited when the timing for the Comprehensive Plan update was more definite.

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7. **Commission Direction on Commission Member-Initiated Agenda Items**

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8. Adjourn

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MOTION

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Member McGehee, seconded by Member Campbell Jensen, to adjourn the meeting at 6:44 p.m.

Regular Planning Commission Meeting Minutes – Wednesday, May 7, 2025 Page 3

88	Ayes: 7
89	Nays: 0
90	Motion carried

REQUEST FOR COMMISSION ACTION

Date: **8/6/2025** Item No.: **7.a.**

Department Approval

Janue Gundiaen

Agenda Section

Public Hearing

Item Description: PF25-011: A request by Frostbite Cannabis, Inc. to allow a Cannabis Combination Business, to include a cannabis retailer with on-site consumption, as a CONDITIONAL USE at 2218 County Road D West, Suite 200

Application Information

Applicant: Frostbite Cannabis Location: 2218 County Road D

Application Submission: July 14, 2025 City Action Deadline: September 12, 2025 Zoning: Corridor Mixed-Use (MU-3) District

Background

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Legislative Authority: When considering Conditional Use (CU) requests, the role of the City is quasi-judicial; to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to CU approvals to ensure that potential impacts on parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed.

Proposal Summary:

The State legislature established Chapter 342 of Minnesota state law, known as the "adult-use cannabis" law, during the 2023 legislative session. These regulations were revised during the 2024 legislative session. Since that time, Minnesota's Office of Cannabis Management (OCM) has been established to oversee the implementation and regulation of adult-use cannabis.

Planning Division staff brought forth a preliminary and final ordinance concerning zoning regulations on adult-use cannabis at the October and November 2024 Planning Commission meetings. Based on a Planning Commission recommendation, the Roseville City Council adopted an ordinance on November 25, 2024 creating zoning regulations on adult-use cannabis and hemp. While outside the Planning Commission's scope, the City Council also adopted ordinances relating to business registration and temporary event regulations for adult-use cannabis and hemp at the same meeting (**Attachment 3**).

The applicant, Frostbite Cannabis, has received their preliminary Micro-Business license from OCM. Based on Roseville's zoning code regulations for adult-use cannabis, a micro-business

requires a CU as the Roseville zoning ordinance defines a "cannabis combination business" as a "business with a cannabis mezzo-business license with a retail operations endorsement or a cannabis micro-business license with a retail operations endorsement from the State Office of Cannabis Management". The property located at 2218 County Road D has a zoning classification of Corridor Mixed-Use (MU-3), which requires a CU approval for a Cannabis Combination (mezzo or micro) Business. An OCM mezzo or micro cannabis business license is allowed to include a number of endorsements such as: retail sales, cultivation, processor, consumption, and product manufacturing. While Frostbite's preliminary OCM license seeks retail and on-site consumption uses at the subject property, the CU request is required given the license the applicant seeks from OCM is for a micro business rather than a retailer, when, under the MU-3 zoning regulations, both retail and on-site consumption (as an accessory use) are permitted. It is staff's understanding that OCM does not limit micro-business licenses like retailer licenses, which is resulting in many requests for micro-business licenses for retail and on-site consumption uses. Per Roseville's zoning regulations, a "Cannabis or Hemp Retailer" is a permitted principal use, which is defined as "a business with a cannabis retailer license, medical cannabis retailer license, lower-potency hemp edible retailer license, or retail endorsement from the State of Minnesota Office of Cannabis Management". To further clarify, the on-site consumption component of the proposed business is a permitted accessory use in the MU-3 zoning district, with on-site consumption being identified as a "cannabis lounge", which is defined as "a portion of the premises of a cannabis business or hemp business licensed or endorsed by the State of Minnesota Office of Cannabis Management for on-site consumption of edible cannabis products and lower-potency hemp edibles". And while the business license the applicant seeks from OCM is for a micro-business and not a retailer, because the applicant is proposing to engage in a retailer use, it will count towards the City's limit for retailer business licenses.

Conditional Use Analysis

The Zoning Code does not establish any specific conditional use approval criteria to review when considering a cannabis combination business, likely because such a license from OCM could entail many different uses and, depending on the characteristics of the subject project and/property, it would be difficult to determine the realm of concern. Nonetheless, the conditional use process provides an opportunity to analyze the potential for negative impacts of the proposal on the area surrounding the subject property and to provide for conditions aimed at mitigating those impacts.

When the Minnesota State Legislature enacted legislation legalizing adult-use cannabis in Minnesota, it also required all municipalities to adopt rules and standards to permit various cannabis businesses. While Roseville's adult-use cannabis regulations provide for specific standards aimed at addressing odor and truck traffic of certain cannabis-related uses (such as cultivation or transportation uses), no specific standards were adopted concerning a retail and/or on-site consumption endorsement for a cannabis combination business in the Mixed Use (MU) zoning district. As such, the Planning Division has determined the general health, safety and welfare standards applying to all conditional uses are to be applied to the proposed cannabis combination business (or micro business) no differently than other commercial and/or light industrial businesses. When evaluating these standards/findings, it's important to remember that both retail and on-site consumption uses occurring outside the mezzo or micro business license issued by OCM would be permitted uses in the MU-3 zoning district.

Section 1009.02.C of the City Code establishes a mandate that the City make five general findings pertaining to all proposed conditional uses. Planning Division staff have reviewed the application

and offer the following draft findings:

1. The proposed use is not in conflict with the Comprehensive Plan. While adult-use cannabis retail sales (cannabis dispensary) or on-site consumption does not appreciably advance the goals of the Comprehensive Plan aside from facilitating continued investment in a property, Planning Division staff believe it also does not conflict with the Comprehensive Plan. More specifically, the General and Commercial Area Goals and Policies sections of the Comprehensive Plan include several policies related to reinvestment and reuse of existing facilities. Further, the applicant's proposal only seeks to conduct retail and on-site consumption uses, which are permitted in the MU-3 zoning district.

2. The proposed use is not in conflict with any Regulating Maps or other adopted plans. The subject property and the proposed use of the vacant tenant space for a Cannabis Combination Business, to include retail and on-site consumption uses, is not subject to a regulating plan map or other adopted plan.

3. The proposed use is not in conflict with any City Code requirements. In November 2024, the City Council adopted business and zoning code regulations specific to adult-use cannabis and various types of cannabis-related businesses. Under the City's business regulations, a cannabis retail establishment must not be located within 100 feet of a school or daycare, or within 500 feet of a residential treatment facility. Based on information readily available to Planning Division staff, there is not a school or daycare within 100 feet, nor a residential treatment facility within 500 feet of the subject property. Additionally, there are no specific zoning code standards that need to be achieved for the use of an existing commercial tenant space for the proposed use other than a CU approval. Under the City's business and/or zoning regulations there are no additional considerations for the proposed accessory use for on-site consumption. Therefore, the Planning Division has determined the proposed cannabis dispensary is not in conflict with any City Code requirement.

4. The proposed use will not create an excessive burden on parks, streets, and other public facilities. The Planning Division does not anticipate the proposal to intensify any practical impacts on parks, streets, or public infrastructure. Specifically, the cannabis retailer is a small retail store that will utilize an existing leasable space, with existing parking and utilities. Although Sandcastle Park is approximately one-half mile from the proposed cannabis retailer, smoking in parks is prohibited. Similarly, the cannabis retailer is not anticipated to generate additional vehicle trips above what is customarily expected of a retail area. The subject property is an existing retail center at the convergence of three heavily traveled roadways with adequate capacity (Long Lake Road, County Road D, and I-35W), which includes industrial, retail/commercial, and office uses within general proximity. Therefore, the Planning Division has determined the proposed cannabis retailer will not create an excessive burden on parks, streets, and other public facilities.

5. The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare. Frostbite Cannabis must adhere to specific State licensing requirements including, but not limited to: hours of operation, security, age verification, and on-site postings (see Attachment 4 for further details). Additionally, all cannabis establishments are required, per City business license regulations, to not be located within 100 feet of a school or day care or within 500 feet of a residential treatment facility.

The Planning Division staff do not believe a cannabis retailer, including on-site consumption as an accessory use, will negatively impact traffic in the neighborhood or at the subject property, given its location at the intersection of three heavily traveled County and State roadways. The Planning Division has determined the use of the vacant tenant space at 2218 County Road D, Suite 200 as a cannabis retailer will not be injurious to the surrounding neighborhood, which consists mostly of commercial and industrial uses, where the nearest residence is over 1,300 feet away and the nearest City park is over 2,000 feet away. At the time the City enacted adult-use cannabis regulations, especially as they pertained to retail and consumption uses, an effort was made to consider these uses in a manner similar to tobacco or alcohol, uses that exist or have existed in this same retail/commercial area.

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Staff has also concluded the proposed cannabis retailer will not impact property values. As has been previously stated, it was the intent during adoption of cannabis-related regulations that a cannabis retailer should not be analyzed any differently than alcohol or tobacco uses in terms of retail or consumption activities. This proposed cannabis retailer is nominal in size at approximately 1,500 square feet and should have no impact on the other tenants in the center. In terms of the on-site consumption use as an accessory use to the retail operation, it's worth noting State law does not permit "adult-use cannabis flower, adult-use cannabis products, hemp-derived consumer products, or tobacco to be consumed through smoking or a vaporized delivery method on the premises". Consumers wishing to consume product on-site must purchase the product in its retail packaging, then consume. The applicant has indicated on-site consumption will consist of edibles and drink products only.

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Lastly, concerning the public health, safety, and general welfare specific to this subject site and surrounding neighborhood, Planning staff finds the cannabis retailer at the subject property will not harm or impact the public health, safety, and general welfare of the area given the State regulations that govern their license, which include hours of operation, 24/7 monitored alarm and surveillance, exterior and interior lighting, locking mechanisms and access control, employee identification and area authorization, theft and diversion prevention, customer and age verification, onsite posting and public notices, and prohibited activities and compliance measures.

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At the time this report was drafted, Planning Division staff had not received any comments/concerns from the public hearing notice that was provided to property owners within 500' of the subject property.

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For these reasons, Planning Division staff find the proposed cannabis retailer meets the general CU findings outlined in 1009.02.C of the City Code.

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Staff Recommendation

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The Planning Division recommends approval of the Conditional Use to allow a Cannabis Combination Business at 2218 County Road D, Suite 200 consistent with the comments, findings, and attachments of this RPCA dated August 6, 2025, and subject to the following condition:

173 174 • The proposed Cannabis Combination Business shall consist only of retail, with on-site consumption as a permitted accessory use.

Requested Planning Commission Action

By motion, recommend approval of a Conditional use at 2218 County Road D, Suite 200, allowing a Cannabis Combination Business, consistent with the comments, findings, and attachments of this RPCA dated August 6, 2025, and subject to the following condition:

• The proposed Cannabis Combination Business shall consist only of retail, with on-site consumption as a permitted accessory use.

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Alternative Actions

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

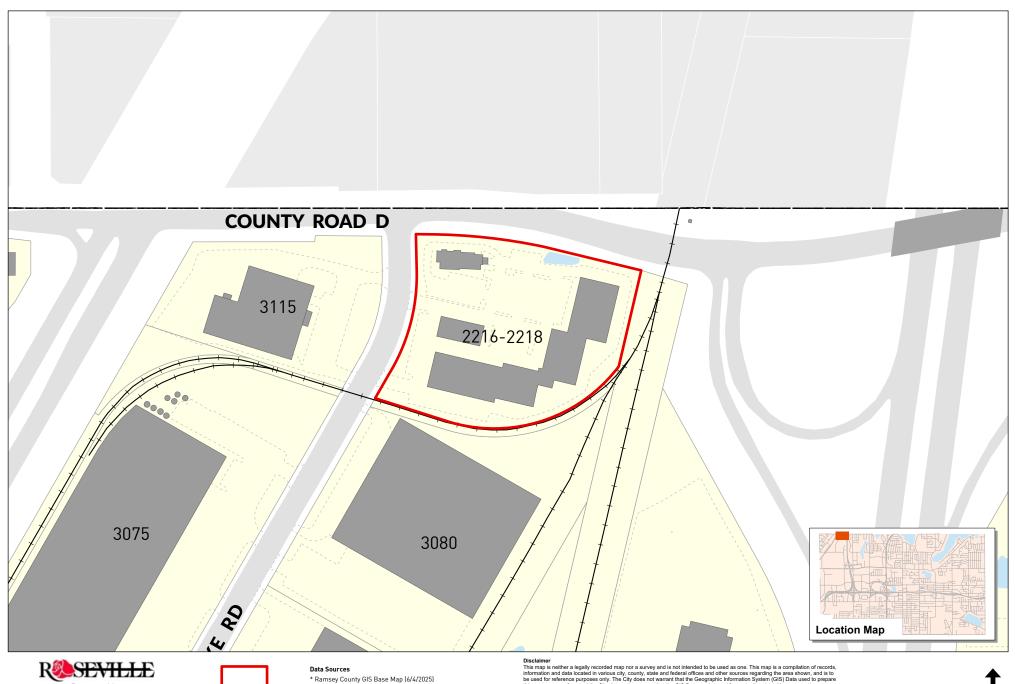
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Prepared by: Thomas Paschke, City Planner

Attachments: 1. Base Map

- Aerial Photo
- 3. City Ordinances4. Applicant Narrative

Attachment 1: Planning File 25-011

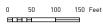


Prepared by: Community Development Department Printed: July 28, 2025



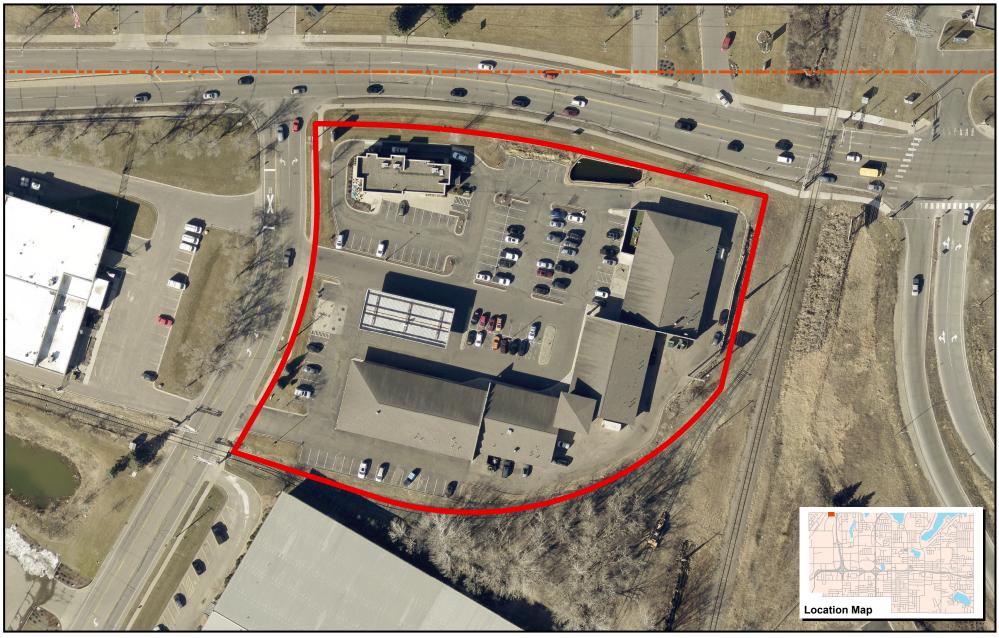
 Ramsey County GIS Base Map (6/4/2025)
 For further information regarding the contents of this map contact: City of Roseville, Community Development Department, 2660 Civic Center Drive, Roseville MN Disclaimer

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 9460. 30.24 (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 hammelss 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 2: Planning File 25-011





Prepared by: Community Development Department Printed: July 28, 2025

Data Sources

- * Ramsey County GIS Base Map (6/4/2025)
- * Aerial Data: EagleView (4/2024)

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

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City of Roseville ORDINANCE NO. 1682

AN ORDINANCE AMENDING TITLE 10 CHAPTERS 1001, 1005, 1006, 1009, AND 1011 OF THE ROSEVILLE CITY CODE TO INCORPORATE CANNABIS AND HEMP USES

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 10, Section 1001.10 (i.e. definitions) of the Roseville City Code is amended to add the following definitions in alphabetical order to read as follows:

1001.10: DEFINITIONS.

<u>CANNABIS CULTIVATION BUSINESS means a business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the State of Minnesota Office of Cannabis Management.</u>

CANNABIS DELIVERY/TRANSPORTATION BUSINESS means a business with a cannabis delivery service license or delivery service endorsement, or cannabis transporter license or transportation endorsement from the State of Minnesota Office of Cannabis Management.

CANNABIS COMBINATION BUSINESS means a business with a cannabis mezzobusiness license with a retail operations endorsement or a cannabis microbusiness license with a retail operations endorsement from the Stat of Minnesota Office of Cannabis Management.

CANNABIS LOUNGE means a portion of the premises of a cannabis business or hemp business licensed or endorsed by the State of Minnesota Office of Cannabis Management for on-site consumption of edible cannabis products and lower-potency hemp edibles.

CANNABIS OR HEMP INDUSTRIAL BUSINESS means a business with a cannabis manufacturer license, cannabis wholesaler license, cannabis testing facility license, medical cannabis manufacturer, medical cannabis combination business license, lower-potency hemp edible manufacturing license, or manufacturing or testing endorsement from the State of Minnesota Office of Cannabis Management.

<u>CANNABIS OR HEMP RETAILER means a business with a cannabis retailer license, medical cannabis retailer license, lower-potency hemp edible retailer license, or retail endorsement from the State of Minnesota Office of Cannabis Management.</u>

SECTION 2: Title 10, Section 1005.03 (i.e. table of allowed uses) of the Roseville City Code is amended to add the following uses and footnotes to read as follows:

1005.03 TABLE OF ALLOWED USES.

Table 1005-1	MU-	MU-2A	MU-2B	MU-3	MU-4	Standards
	1					
Commercial Uses					_1_	
Cannabis or Hemp	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Retailer</u>					-	
<u>Cannabis</u>	NP	NP	NP	Pa	Pa	
Delivery/Transportation						
Business						
Cannabis or Hemp	<u>NP</u>	C^{b}	Pc	Pc	Pc	Y
<u>Industrial Business</u>						-
Cannabis Combination	<u>NP</u>	C^b	Cb	<u>C</u> b	Pd	Y
Business						
Accessory Uses						
Cannabis Lounge	<u>P</u>	<u>P</u>	<u>P</u>	P	P	

- a. See Section 1011.12.E.13 for standards pertaining to limited warehousing and distribution.
- b. See Section 1009.02.D.40 for specific criteria pertaining to conditional uses.
- c. See Section 1011.12.E.14 for standards pertaining to limited production and processing.
- d. See Section 1011.12.E.15 for standards pertaining to limited production and processing.

SECTION 3: Title 10, Section 1006.03 (i.e. table of allowed uses) of the Roseville City Code is amended to add the following uses and footnotes to read as follows:

1006.03 TABLE OF ALLOWED USES.

ZOOOIOO TIIDDD OI 1	TIBLE OF REEO WED COED.						
Table 1006-1	E-1	E-2	I	Standards			
Manufacturing, Research, ar	Manufacturing, Research, and Wholesale uses						
Cannabis or Hemp Retailer	Pa	Pa	NP	Y			
<u>Cannabis</u>	P ^b /C ^c	P ^b /C ^c	P	Y			
Delivery/Transportation							
Business							
Cannabis or Hemp Industrial	Pd	P^d	P	Y			
<u>Business</u>			_	1			
Cannabis Combination	Pe	Pe	Pf	Y			
Business				1			
Cannabis Cultivator Business	NP	NP	Cg				
Accessory Uses							
""							

Cannal	ois Lounge	<u>P</u>	<u>P</u>	NP	
a.	yment Districts.				
b. See Section 1011.12.F.12 for standards pertaining to limited warehousing and distribution					oution.
c. See Section 1009.02.D.41 for specific criteria pertaining to conditional uses.					
d.					
e.	e. See Section 1011.12.F.14 for standards pertaining to limited production and processing and retail in Employment Districts.				
f.	The retail component of a cannabis combination business is not permitted in the I zoning district.				
g. See Section 1009.02.D.40 for specific criteria pertaining to conditional uses.					8

SECTION 4: Title 10, Section 1009.02.D (i.e., additional specific standards and criteria for reviewing conditional uses) of the Roseville City Code is amended to add paragraphs #40 and #41 to read as follows:

- 40. Cannabis Cultivation Business, Cannabis or Hemp Industrial Business, Cannabis Combination Business: An Odor Mitigation Plan shall be submitted that outlines all odor emitting aspects of the business and mitigations to be implemented to ensure compliance with Section 1011.02.C.4 of this Title, ensuring odor is not readily detectable beyond the boundaries of the immediate site upon establishment of the business and for the full duration of the business.
- 41. Cannabis Delivery/Transportation Business: These shall be regulated consistent with Limited Warehousing and Distribution uses, such that uses utilizing 9 or greater pick-up, cargo, and/or cube variety fleet delivery/distribution trucks require approval as a conditional use. There are no specific standards for this use.

SECTION 5: Title 10, Section 1011.12.E (i.e., additional standards for specific business and commercial uses in all districts) of the Roseville City Code is amended to add paragraphs #13, #14, and #15 to read as follows:

- 13. Cannabis Delivery/Transportation Business: Where a licensed cannabis delivery/transportation business is located in a Mixed Use zoning district, the scale of such business shall conform to the definition of a Limited Warehousing/Distribution use in Section 1001.10 of this Title.
- 14. Cannabis or Hemp Industrial Business: Where a licensed cannabis or hemp industrial business is located in a Mixed Use zoning district, the scale of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title.
- 15. Cannabis Combination Business: Where a licensed cannabis combination business is located in a Mixed Use zoning district, the scale of cultivation and

manufacturing elements of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title.

SECTION 6: Title 10, Section 1011.12.F (i.e., additional standards for specific employment uses in all districts) of the Roseville City Code is amended to add paragraphs #11, #12, #13, and #14 to read as follows:

- 11. Cannabis or Hemp Retailer: Where a licensed cannabis or hemp retailer is located in an E-1 or E-2 zoning district, such business shall be subject to the limitation established in Section 1011.12.F.2 of this Title.
- 12. Cannabis Delivery/Transportation Business: Where a licensed cannabis delivery/transportation business is located in an E-1 or E-2 zoning district, the scale of such business shall conform to the definition of a Limited Warehousing/Distribution use in Section 1001.10 of this Title.
- 13. Cannabis or Hemp Industrial Business: Where a licensed cannabis or hemp industrial business is located in an E-1 or E-2 zoning district, the scale of manufacturing elements of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title. Further, a wholesale element of such business shall be subject to the limitation established in Section 1011.12.F.5 of this Title.
- 14. Cannabis Combination Business: Where a licensed cannabis combination business is located in an E-1 or E-2 zoning district, the scale of cultivation and manufacturing elements of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title. Further, the retail element of such business shall be subject to the limitation established in Section 1011.12.F.2 of this Title.

SECTION 7: Effective date. This ordinance shall take effect on January 1, 2025, following its passage and publication.

Passed by the City Council of the City of Roseville this 25th day of November 2024.

Attachment 3

Ordinance – Amending Title 10 Chapters 1001, 1005, 1006, 1009, and 1011 of the Roseville City Code to incorporate cannabis and hemp uses

(SEAL)

CITY OF ROSEVILLE

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville ORDINANCE NO. 1684

AN ORDINANCE AMENDING

TITLE 3, CHAPTER 318

AN ORDINANCE ESTABLISHING TITLE 3, CHAPTER 318 TO PROVIDE FOR REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 318 of the Roseville City Code is established to read as follows:

CHAPTER 318

CANNABIS AND HEMP BUSINESS REGULATIONS

SECTION:

318.01	Purpose and Findings
318.02	Definitions
318.03	Pre-License Certification of Cannabis Businesses
318.04	Registration of Retailers
318.05	Cannabis Retailer Registration Limits
318.06	Processing Registration
318.07	Application for Registration
318.08	Preliminary Compliance Check
318.09	Basis for Denial
318.10	Issuance of Registration or Renewal
318.11	Registration Nontransferable
318.12	Enforcement
318.13	Penalties
318.14	Cannabis Business Operating Regulations
318.15	Lower-Potency Hemp Retailer Operating Regulations
318.01	PURPOSE AND FINDINGS.

The City of Roseville makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, Chapter 342 related to cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now

and in the future, and that the regulations are in the public interest and for the public good.

318.02 **DEFINITIONS.**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this chapter, except where the context clearly indicates a different meaning:

APPLICANT means an entity with a license issued by the OCM that is applying for an initial registration or for registration renewal.

THE ACT means Minnesota Statutes, Chapter 342, as is may be amended from time to time.

CANNABIS BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

CANNABIS RETAILER means every retail cannabis business that is licensed under the Act and required to register with the City under Minnesota Statutes, Section 342.22.

HEMP BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

LOWER-POTENCY HEMP RETAILER means every lower-potency hemp edible retail business that is licensed under the Act and required to register with the City under Minnesota Statutes, Section 342.22.

MEDICAL CANNABIS COMBINATION BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

OCM means the Office of Cannabis Management.

POTENTIAL LICENSEE means an applicant that has not received a license from the OCM.

RESIDENTIAL TREATMENT FACILITY means any facility licensed or regulated by the Minnesota Department of Human Services that provides 24-hour-a-day care, lodging, or supervision outside a person's home and which also provides chemical dependency or mental health services.

SCHOOL means any kindergarten, elementary school, middle school, or secondary school, as defined by Minnesota Statute Section 120A.05.

318.03 PRE-LICENSE CERTIFICATION OF CANNABIS BUSINESSES.

A. The City Manager, or their designee, is authorized to certify whether a proposed Cannabis Business complies with the City's zoning ordinances, this section

318.03, and, if applicable, with state fire code and building code. Pre-license certification does not indicate whether the limit on the number of retail registrations has been reached guarantee approval of a future application for registration under this chapter.

- B. Potential licensees are responsible for making all necessary zoning applications prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior the City's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.
- C. No Cannabis Business may be located within 100 feet of a school or daycare, or within 500 feet of a residential treatment facility.

318.04 REGISTRATION OF RETAILERS.

Retail Registration Required. Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

318.05 CANNABIS RETAILER REGISTRATION LIMITS.

- A. Limit on number of Cannabis Retailer registrations:
 - 1. The City will issue one registration per 12,500 residents in the City.
 - 2. The number of registrations available will be calculated by dividing the state demographer's estimate of the City's population by 12,500 and rounding up to the nearest whole number.
 - 3. The City will update the number of registrations available based on the most recent data available from the state demographer on January 1 and June 1 each year.
 - 4. If the number of registrations available in the City decreases for any reason, businesses with current registrations will be allowed to maintain and renew their registrations, but no new registration will be issued.
 - 5. Registrations issued to businesses with a license preapproval will count toward the City's registration limit.

- B. The following businesses are not subject to the cap on registration under Paragraph A above:
 - 1. Lower-Potency Hemp Retailer; and
 - 2. Medical cannabis combination businesses.

318.06 PROCESSING REGISTRATION.

Applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees. Applications will be considered complete when all materials in Section 318.07, including all required information, are received by the City. An application for, or approval of, a pre-license certification under this chapter is not considered to be an application for registration.

318.07 APPLICATION FOR REGISTRATION.

All applicants for initial registration or renewal registration must submit a registration application or renewal form provided by the City. The form may be amended from time to time by the City Manager, but must include or be accompanied by:

- A. Name of the property owner;
- B. Name and date of birth of the applicant;
- C. Address and parcel ID for the property for which the registration is sought;
- D. Certification that the applicant complies with the requirements of this chapter;
- E. Fee Required. At the time of initial application, and prior to the City's consideration of any renewal application, each Cannabis Retailer must pay, as established in the City's fee schedule, the following fees:
 - 1. At the time of initial registration:
 - a. An initial registration fee. The initial registration fee will pay for the costs of registration and the cost of the first year of operation.
 - b. The renewal fee for the second year of operation.
 - 2. At the time of the first annual renewal (prior to the second year of operation), no fee will be due.
 - 3. At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the City issuing any renewal registration.

- 4. Initial registration fees and renewal registration fees are nonrefundable.
- F. A copy of a valid state license or written notice of OCM license preapproval;

318.08 PRELIMINARY COMPLIANCE CHECK.

Initial Cannabis Retailer or Lower-Potency Hemp Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this chapter and any other regulations established pursuant to Minnesota Statutes, Section 342.13.

318.09 BASIS FOR DENIAL.

The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Retailer if any of the following conditions are true:

- A. The applicant has not submitted a complete application.
- B. The applicant does not comply with the requirements of this chapter.
- C. The applicant does not comply with applicable zoning and land use regulations.
- D. If applicable, the applicant is found to not comply with the requirements of the Act, this chapter, the building code, or the fire code at the preliminary compliance check.
- E. The applicant is not current on all property taxes and assessments at the location where the retail establishment is located.
- F. If applicable, the maximum number of registrations, pursuant to Section 318.05 have been issued by the City.
- G. The applicant does not have a valid license from the OCM.

318.10 ISSUANCE OF REGISTRATION OR RENEWAL.

The City shall issue the registration or renewal if the applicant meets the requirements of this chapter, including that none of the reasons for denial in this chapter are true.

318.11 REGISTRATION NONTRANSFERABLE.

A registration is not transferable to another person, entity, or location.

318.12 ENFORCEMENT

- A. Generally. The City may impose a fine or suspend a registration under this chapter on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this chapter.
- B. Notice and Right to Hearing. Prior to imposing a fine or suspending any registration under this chapter, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.
 - 1. Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.
 - 2. After receipt of a request for a hearing, the registered business will be given an opportunity for a hearing before the City's Hearing Officer, as defined in Roseville City Code Section 102.01, before final action to fine or suspend a registration. The Hearing Officer shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings. Within 10 days of the Hearing Officer's order, the decision may be appealed to the City Council.
 - 3. If no request for a hearing is received within ten (10) days following the service of the notice, the matter shall be submitted to the City Council for imposition of the fine or suspension.
- C. Emergency. If, in the discretion of the City, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in Paragraph B above.
- D. Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate the registration if the OCM determines the violations have been resolved.
- E. Automatic Revocation. Any revocation of a license issued by the OCM related to a registration under this chapter, shall result in automatic revocation of that registration under this chapter.
- F. All enforcement actions under this chapter will be reported to the OCM.

318.13 PENALTIES.

- A. Misdemeanor: Any person who violates this chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.
- B. Administrative fine: Any person who violates this chapter is subject to administrative fines in an amount set in the City's fee schedule. Each day any violation continues or exists constitutes a separate offense.
- C. Violation of this chapter shall be grounds for enforcement against any business license issued by the City of Roseville.

318.14 CANNABIS RETAILER OPERATING REGULATIONS

- A. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under Minnesota Statute Section 342.22 Subd. 4(b) and this ordinance. Any failures under this section are a basis for enforcement action and must be reported to the OCM.
- B. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday, and 10:00 a.m. and 9:00 p.m. on Sunday.
- C. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.
- D. Advertising. Signage is subject to the City's sign code, Roseville City Code Chapter 1010, with the addition of the following: cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

318.15 LOWER-POTENCY HEMP RETAILER OPERATING REGULATIONS

- A. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under Minnesota Statute Section 342.22 Subd. 4(b) and this ordinance. Any failures under this section are a basis for enforcement action and must be reported to the OCM.
- B. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.
- C. Advertising. Signage is subject to the City's sign code, Roseville City Code Chapter 1010.

Attachment 3

SECTION 2: Effective date. This ordinance shall take effect on January 1, 2025, following its passage and publication.

Passed by the City Council of the City of Roseville this 25th day of November, 2024.

Signatures as follows on separate page:

Ordinance – ESTABLISHING TITLE 3, CHAPTER 318 TO PROVIDE FOR REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS

(SEAL)

CITY OF ROSEVILLE

BA: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville ORDINANCE NO. 1683

AN ORDINANCE AMENDING

TITLE 3, CHAPTER 319

AN ORDINANCE ESTABLISHING TITLE 3 CHAPTER 319 TO REGULATE TEMPORARY CANNABIS EVENTS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 319 of the Roseville City Code is established to read as follows:

CHAPTER 319

TEMPORARY CANNABIS EVENT REGULATIONS

SECTION:

319.01

319.01	Purpose and Findings
319.02	Definitions
319.03	Temporary Cannabis Event, Permit Required
319.04	Permit Application
319.05	Permit Application Review
319.06	Fees for Special Services
319.07	Indemnification and Insurance
319.08	Temporary Cannabis Event Regulations
319.09	Enforcement

PURPOSE AND FINDINGS.

The City of Roseville makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, Chapter 342 related to temporary cannabis events within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

319.02 **DEFINITIONS.**

CANNABINOID PRODUCT. A cannabis product, a hemp derived consumer product, or a lower-potency hemp edible as defined in Minnesota Statute Section 342.01.

RESIDENTIAL TREATMENT FACILITY. Any facility licensed or regulated by the Minnesota Department of Human Services that provides 24-hour-a-day care, lodging, or supervision outside a person's home and which also provides chemical dependency or mental health services.

SCHOOL. Any kindergarten, elementary school, middle school, or secondary school, as defined by Minnesota Statute Section 120A.05.

SPECIAL SERVICES. The exclusive allocation of city resources, including, but not limited to, city personnel, equipment, rights-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by city staff in order to maintain public safety. Special Services shall include, but not be limited to, any of the following: street closures; requiring police officers to stop or reroute traffic; special police protection; stationing emergency vehicles at or in the immediate vicinity of the event; exclusive use of city streets or property as a staging area or for event parking; additional street cleaning and garbage removal services; special signage, such as temporary no parking signs; the use of any city building, equipment or other property for any purpose other than the normal operations of the facilities; or the City otherwise providing exclusive services.

TEMPORARY CANNABIS EVENT. A special event, held on public or private property, hosted by an individual or an organization holding a Temporary Cannabis Event Organizer license issued under Minnesota Statute Section 342.39.

TEMPORARY CANNABIS EVENT ORGANIZER. An individual or an organization licensed by the State of Minnesota to hold a Temporary Cannabis Event, as described in Minnesota Statute Sections 342.39 and 342.40.

319.03 TEMPORARY CANNABIS EVENT, PERMIT REQUIRED.

Any person or organization desiring to hold a Temporary Cannabis Event in the City must first obtain a Temporary Cannabis Event Permit.

319.04 PERMIT APPLICATION.

- A. Form. Any person or organization desiring to hold a Temporary Cannabis Event must apply for a permit using the application provided. Incomplete applications will be returned to the applicant with details on how to make the application complete. In addition to other relevant information, the application must contain the following:
 - 1. Applicant name, address, phone number;
 - 2. Address of proposed Temporary Cannabis Event;

- 3. Name of property owner, if different from applicant, and signature of property owner authorizing use of property for the Temporary Cannabis Event;
- 4. A copy of the application for a Temporary Cannabis Event Organizer license submitted to the Office of Cannabis Management under, and meeting the requirements of, Minnesota Statute Section 342.39, subd. 2;
- 5. A diagram of the Temporary Cannabis Event showing:
 - a. Location and description of sanitary facilities meeting federal and state requirements;
 - b. Location and description of solid waste disposal facilities meeting state and local regulations;
 - c. Location and description of mobile food vending to be offered at the Temporary Cannabis Event; proof of license and permit for vending must be submitted at least seven days prior the event and kept on site for immediate inspection.
- 6. Security: In addition to meeting the requirements of Minnesota Statute Section 342.40, subd. 3, the City may require the applicant employ, at their own expense, additional security personnel necessary to protect maximum number of persons permitted to attend the event and to preserve order in and around event site as determined by the City. No permit shall be issued unless the City police and fire departments have approved the security plan.
- 7. Emergency Plan: Applicant shall provide the City with an emergency plan that details procedures for managing or responding to emergencies as required by the Minnesota State Fire Code. In addition, for events where there is a possibility for more than 1,000 people to congregate, the applicant shall provide trained crowd managers. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be permitted to be reduced only where the facility is fully equipped with an approved automatic sprinkler system or based upon the nature of the event. The emergency plan and amount of crowd managers must be approved by the fire department.
- 8. Parking and Traffic Plan: The City may require the applicant to submit a parking and traffic plan, and provide, install, and remove all traffic control equipment if necessary. Applicant is required to pay all costs for traffic control measures and traffic control personnel.
- 9. A description of any Special Services, city personnel, city equipment and city property which the applicant requests the City to provide, including the applicant's estimate of the number and type needed, and the basis on which the

estimate is made. Notwithstanding the foregoing, the City retains sole discretion to determine the number and type of Special Services required for the event.

- 10. Whether the Temporary Cannabis Event intends to permit on-site consumption.
- 11. If the applicant proposes to use sound amplification or a public address system or if there will be any playing of any music or musical instruments, the identity of the designated individual responsible for monitoring sound levels and the name and contact information for a person on-site during the event that will be able to respond to noise complaints.
- B. Time for filing. A Temporary Cannabis Event permit application must be filed with the City at least 30 days in advance of the date in which the Temporary Cannabis Event is to occur.
- C. Permit fee. An applicant for a Temporary Cannabis Event permit must pay a nonrefundable permit fee in the amount established by the City's fee ordinance.

319.05 PERMIT APPLICATION REVIEW.

- A. Special Services. The City shall determine whether Special Services may be necessary, and the cost for such Special Services.
- B. Review. When a Temporary Cannabis Event will not require any Special Services, the City Manager, or their designee, may review and approve the permit application administratively. In cases where a Temporary Cannabis Event requires Special Services, the application will be presented to the City Council for review.
- C. Imposition of Conditions. The City Manager, or their designee, may impose reasonable restrictions on the issuance of a Temporary Cannabis Event permit.
- D. Permit Denial. The City may deny an application for a Temporary Cannabis Event permit if it determines from a consideration of the application or other pertinent information, that:
 - 1. The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail;
 - 2. The applicant fails to supplement the application after having been notified by the City of additional information or documents needed;
 - 3. The applicant fails to agree to abide or comply with all of the conditions and terms of the Temporary Cannabis Event permit, including payment of all costs and expenses;

- 4. The Temporary Cannabis Event would substantially or unnecessarily interfere with traffic in the City, would interfere with access to the fire station or fire hydrants, or would interfere with access to businesses or residences in the immediate vicinity of the event and there are not sufficient city resources available at the time of the event to mitigate the disruption;
- 5. The Temporary Cannabis Event is of the size or nature that requires the diversion of so many law enforcement officers to properly police the event, site and contiguous areas that allowing the Temporary Cannabis Event would unreasonably deny law enforcement protection to the remainder of the City and its residents;
- 6. The proposed date and time of the Temporary Cannabis Event conflicts with a previously scheduled event and there are not available at the time of the proposed Temporary Cannabis Event sufficient city resources to provide services for both events without substantially or unnecessarily interfering with police, fire, water, public works, or other services to the City as a whole;
- 7. The location of the Temporary Cannabis Event will substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way;
- 8. The Temporary Cannabis Event would likely endanger the public safety or health;
- 9. The Temporary Cannabis Event would substantially or unnecessarily interfere with police, fire, water, public works, or other services to the City as a whole and there are not available at the time of the proposed event sufficient city resources to mitigate the disruption;
- 10. The applicant fails to comply with the liability insurance requirements or the applicant's insurance lapses or is canceled; and
- 11. The applicant has on prior occasions made material misrepresentations regarding the nature and extent of Special Services required for a Temporary Cannabis Event in the City or has violated the terms of a prior Temporary Cannabis Event permit.
- E. Right of Appeal. If the Temporary Cannabis Event permit application has been denied, the applicant may appeal the decision to the City Council. The applicant must provide the City Manager with written notice of appeal within five business days of the date of denial.

319.06 FEES FOR SPECIAL SERVICES.

A. Special Services Fee. The applicant must pay the costs of all Special Services used during the Temporary Cannabis Event. Such costs will be established in the City's fee

schedule. At the discretion of the City Manager, the applicant may be required to pay a Special Services fee deposit based on the estimated costs of the Special Services to be provided at the Temporary Cannabis Event. Such deposit must be paid at least ten business days before the Temporary Cannabis Event. If no deposit has been made, or in the event that the costs exceed the deposit, the balance owed must be paid within thirty (30) days.

319.07 INDEMNIFICATION AND INSURANCE.

- A. If the Temporary Cannabis Event requires Special Services, or is to be held on city property, prior to the issuance of a Temporary Cannabis Event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, must sign an agreement to indemnify, defend and hold the City, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the Temporary Cannabis Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.
- B. Liability Insurance Required. The applicant must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the Temporary Cannabis Event. A certificate of insurance must be filed with the City prior to issuance of the Temporary Cannabis Event permit. The certificate of insurance must name the City, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the Temporary Cannabis Event. Any company hired or working on behalf of the applicant or sponsor must also present the City with a certificate of insurance naming the City, its officials, its employees, and agents as additional insureds.
- C. Minimum Limits. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$2,000,000 for any single occurrence. If on-site consumption is permitted at the Temporary Cannabis Event, the policy must also include an endorsement for such consumption. The City may require additional endorsements depending upon the type of Temporary Cannabis Event and the proposed activities. The liability policy must include the City as an additional insured.
- D. Waiver or Reduction of Required Limits. The City may waive or reduce insurance requirements of this section under the following circumstances:
 - 1. The applicant or officer of the sponsoring organization signs a verified statement that the insurance coverage required by this section is impossible to obtain; or
 - 2. The City determines that the insurance requirements are in excess of the reasonable risk presented by the proposed Temporary Cannabis Event.

319.08 TEMPORARY CANNABIS EVENT REGULATIONS.

A. Location Restrictions.

- 1. May not be held on City-owned property or school property;
- 2. If held outdoors, may not be held on property within 500 feet of a residential property or a residential treatment facility;
- 3. May be held at any single location more than four (4) times in a calendar year.
- B. A Temporary Cannabis Event may not be held for longer than three (3) consecutive days;
- C. Hours Restrictions: Temporary cannabis events shall only be held between the hours of 7:00 a.m. and 10:00 p.m.
- D. On-site consumption of edible cannabinoid products and lower-potency hemp products is permitted.
- E. No person holding a permit for a Temporary Cannabis Event shall allow and no participant in a Temporary Cannabis Event shall camp overnight at the location of a Temporary Cannabis Event, except for a reasonable number of persons required to maintain security.
- F. No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort, repose, health, peace, safety or welfare of any person, or precludes their enjoyment of property or affects their property's value. This general prohibition is not limited by the specific restrictions contained in City Code, Section 405.02. If amplified music and/or speaking is utilized, the following requirements must be met:
 - 1. The applicant must have designated a person affiliated with the Temporary Cannabis Event that is responsible for monitoring sound levels and has authority to ensure that sound does not exceed 80 decibels as measured 50 feet from the property line, or 50 feet from the source, whichever is more restrictive.
 - 2. The amplified music and/or speaking can only be for a period of four hours or less between the hours of 7:00 a.m. 9:00 p.m. Monday-Friday, and 9:00 a.m. 9:00 p.m. on weekends and legal holidays. Amplified speakers are required to be positioned in a way to limit noise to the surrounding residential areas.
 - 3. The applicant must have provided a name and contact information for a person on-site of the event that will be able to respond to noise complaints and ensure that noise generated at the site complies with this chapter.
- G. Smoking and vaping prohibited. No person shall smoke or vape any product, including cannabis flower, cannabis products, and lower-potency hemp products, or

- use any cannabis or lower-potency hemp related or electronic delivery devices at a temporary cannabis event.
- H. Cleanup: Applicant shall, at no cost to the City, immediately clean up, remove, and dispose of all litter or materials of any kind that is placed or left on the premise because of the event, or be charged the hourly rate of the employee for cleanup.
- I. Notice to Residents: Applicant must provide a 10-day notice to residents within 500 feet of the event. For events that occur over a course or a route, the applicant shall attempt to notify the public. The City will provide the applicant the mailing list. If amplified music and/or speaking will be utilized, such notification must include the name and contact information of the person on-site during the event that will be able to respond to noise complaints.
- J. All Temporary Cannabis Events must follow all requirements of Minn. Stat. § 342.01, et seq., and all city policies related to special events.

319.09 ENFORCEMENT.

- A. Misdemeanor: Any person who violates this chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.
- B. Administrative fine: any person who violates this chapter is subject to administrative fines in an amount set in the City fee schedule. Each day each violation continues or exists, constitutes a separate offense.
- C. Violation of any provision of this Chapter shall also be grounds for revocation of the Temporary Cannabis Event Permit, denial of any future application for a Temporary Cannabis Event permit, and action against any City-issued business license held by the Temporary Cannabis Event Organizer.

SECTION 2: Effective date. This ordinance shall take effect on January 1, 2025, following its passage and publication.

Passed by the City Council of the City of Roseville this 25^{th} day of November, 2024.

Attachment 3

Signatures	as	follows	on	separate	nage:
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Ordinance – ESTABLISHING TITLE 3 CHAPTER 319 TO REGULATE TEMPORARY CANNABIS EVENTS

(SEAL)

CITY OF ROSEVILLE

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

We respectfully submit this narrative in support of our conditional use application for the proposed retail cannabis dispensary, which includes an onsite consumption endorsement. Our business will not engage in cultivation, production, or manufacturing activities. The proposed use is fully compliant with all applicable local and state regulations and is designed to operate as a responsible, community-oriented retail business. In accordance with Section 1009.02 of the City Code, we offer the following responses to the required evaluation criteria:

1. The proposed use is not in conflict with the Comprehensive Plan:

The proposed dispensary aligns with the City's Comprehensive Plan goals by encouraging economic diversity, revitalizing underutilized commercial properties, and supporting emerging industries. Our retail use will serve adults in a regulated environment while providing education and access to high-quality products in compliance with Minnesota law. The use is appropriate for the district and supports broader community objectives around economic opportunity, health, and transparency.

2. The proposed use is not in conflict with any Regulating Maps or other adopted plans: The site is located in a district where retail use, including cannabis retail, is permitted. There are no conflicts with regulating maps, overlay zones, or adopted small area plans. Our proposed use falls outside any school, daycare, or residential treatment facility buffers required by state or local law.

3. The proposed use is not in conflict with any City Code requirements:

The proposed dispensary will meet or exceed all relevant City Code standards, including zoning, signage, lighting, security, and accessibility requirements. Our plans have been developed with code compliance in mind, and we will continue working with city departments to ensure alignment with all safety and design standards.

4. The proposed use will not create an excessive burden on parks, streets, or other public facilities:

Our hours of operation are intentionally limited to help avoid contributing to peak traffic volumes. In addition, our location benefits from a large, shared parking lot that serves the surrounding businesses, ensuring sufficient customer and employee parking without burdening adjacent streets or nearby properties. The site is designed to handle moderate retail traffic consistent with neighboring commercial uses. We do not anticipate any demand on parks, utilities, or public services.

5. The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, or general welfare:

Our dispensary will be professionally managed with a strong emphasis on security, education, and community engagement. All activity will take place within a well-secured, clean, and discreet facility. Our team will enforce age restrictions, prevent loitering, and maintain a positive presence in the area. With a shared parking lot, limited hours, and low-impact operations, we do not anticipate significant effects on traffic patterns or property values. Studies from comparable markets indicate that licensed cannabis retailers operating under strict regulations do not harm neighborhood vitality or safety. We are committed to being a respectful, compliant, and contributing member of the local business community.

Proposed Signage to be placed in areas outlined in RED





Parking Areas: Ample parking in front of and adjacent to the business location.



Dedicated Loading Zone for deliveries outlined in RED



Dedicated parking spaces to reduce congestion outlined in RED



Attachment 4

1. Hours of Operation

(Compliant with Minn. Stat. § 342.27, Subd. 7 and Roseville City Code § 318.14, Subp. B)

Frostbite Cannabis Inc. will adhere to both state and local regulations regarding hours of operation for retail cannabis sales.

• State Hours of Sale (Minn. Stat. § 342.27, Subd. 7):

Cannabis retailers may not sell cannabis flower, cannabis products, or hempderived consumer products:

- Between 2:00 a.m. and 8:00 a.m., Monday through Saturday
- Between 2:00 a.m. and 10:00 a.m., on Sundays

Cities may further restrict these hours by ordinance.

• City of Roseville Hours (Code § 318.14, Subp. B):

Retail cannabis sales are permitted only: – Monday through Saturday: 8:00 a.m. to 10:00 p.m.

- Sunday: 10:00 a.m. to 9:00 p.m.

Frostbite Cannabis Inc. will operate well within these limits, with proposed retail hours of 11:00 a.m. to 7:00 p.m., seven days a week. These hours provide ample customer access while minimizing community impact, aligning with our commitment to responsible operations.

As we grow and learn from our customers, we may consider modestly expanding our operating hours in the future—but we will never exceed the maximums allowed by city ordinance or state law.

Outside of business hours, the premises will be fully secured. All security systems—including alarms, video surveillance, and access controls—remain active 24/7, regardless of operating hours.

2. 24/7 Monitored Alarm System

(Compliant with Rule 9810.1500, Subp. 8)

- Installed commercial-grade, tamperresistant system by Cure8, an experienced security integrator with years of cannabis industry expertise across multiple markets.
- Monitoring and alarm services provided by Solink, a trusted cannabis security provider known for advanced surveillance integration and support.
- Immediate alerts to law enforcement and authorized personnel upon breach or hazard detection.
- Backup system triggers upon power loss and alerts appropriate staff.
- Audible alarm audible within a 100-foot radius of entry points.
- Remote disable capability for authorized staff.

Repairs will be made within 72 hours of any system failure, or operations will cease until restored. A third-party licensed security company will be engaged to conduct all required inspections and maintenance testing in accordance with state regulations.

3. Continuous Video Surveillance

(Compliant with Rule 9810.1500, Subp. 9)

- System designed and installed by Cure8 with video capture and management provided by Solink, a leading surveillance partner in the cannabis sector.
- 24/7 digital surveillance with 720p resolution, minimum 15 fps.
- Cameras at all entrances, exits, point-ofsale areas, secure storage rooms, and any location where product is displayed, sold, stored, or destroyed.
- Footage stored for a minimum of 90 days, time-stamped, and backed up in an industry-standard format.

 Video system includes power-outage protection ensuring 8 hours of additional recording.

4. Perimeter & Interior Lighting

(Compliant with Rule 9810.1500, Subp. 10 and Minn. Stat. § 342.27, Subd. 10)

- Bright, motion-activated exterior lighting illuminates all entry points and parking areas (within 20-foot radius) to deter activity and support camera visibility.
- Internal lighting ensures visibility in all monitored zones.
- Defective lighting will be repaired within 48 hours.

5. Locking Mechanisms & Access Control

(Compliant with Rule 9810.1500, Subp. 12)

- All perimeter doors equipped with electronic locks and keypad access
- Windows and non-customer doors secured with commercial-grade locks.
- Restricted areas clearly signed ("Do Not Enter – Access Limited to Authorized Employees Only") with staff access strictly limited to approved zones.

6. Employee Identification & Area Authorization

(Compliant with Rule 9810.1500, Subp. 6)

- Every employee will be issued a visualcoded ID badge, indicating which activities and spaces they are authorized to access.
- Badges must be worn and visible at all times while on duty.

7. Theft & Diversion Prevention

(Compliant with Rule 9810.1500, Subp. 5 and Minn. Stat. § 342.27, Subd. 12)

- Frostbite will leverage Blaze for inventory management and purchase limit controls, ensuring strict adherence to legal possession and sales limits.
- Strict inventory control, product reconciliation, and limited-access storage systems.
- Samples stored in sealed, tamperevident containers and not sold to customers.
- All inventory received and transferred through secure, limited-access areas (per § 342.27, Subd. 11).
- Retail display area is separated from storage, as required by § 342.27, Subd.
 5.

8. Customer & Age Verification

(Compliant with § 342.27, Subd. 4)

- Frostbite will utilize Blaze for secure and accurate customer check-in and age verification using government-issued ID.
- Sales are only permitted to individuals 21 years or older.
- Valid forms of government-issued ID are required and scanned at point of entry and purchase.
- Any suspected fraudulent ID will be confiscated and turned over to local law enforcement within 24 hours.

9. Onsite Posting & Public Notices

(Compliant with § 342.27, Subd. 6)

- Required signage posted at all public entrances, including:
 - o Age restriction (21+)

- o DUI warnings
- Recall notifications (if applicable)

10. Prohibited Activities & Compliance Measures

(Compliant with § 342.27, Subd. 12)

- No drive-through service, vending machines, or giveaways.
- No sales to visibly intoxicated individuals.
- All staff trained on identifying intoxication and legal sales limits.
- Point-of-sale system, Blaze, restricts transactions to maximum legal quantities:
 - Up to 2 oz flower, 8g concentrate, or 800mg THC edibles per visit.

11. Operational Cleanliness & Code Adherence

(Compliant with § 342.27, Subd. 8)

- Facility will be maintained in a clean, secure, pest-free condition.
- Full compliance with local fire, building, and zoning codes.

12. Optional Enhancements for Community Peace of Mind

While not required, Frostbite Cannabis may implement:

- Security guard presence during peak hours.
- Community safety partnerships with Roseville Police and Fire Departments for annual reviews and emergency coordination.

Responsible Retail, Safe Community

Frostbite Cannabis Inc. is committed to going beyond minimum security standards to ensure a safe, welcoming, and legally compliant environment. Our measures are designed not only to protect products and property—but to safeguard our employees, our neighbors, and the public.

We welcome collaboration with city departments and law enforcement to uphold the highest standards of cannabis retail safety and transparency.

Subd. 10.On-site consumption endorsement.

- (a) A cannabis microbusiness may permit on-site consumption of edible cannabis products and lower-potency hemp edibles on a portion of its premises.
- (b) The portion of the premises in which on-site consumption is permitted must be definite and distinct from all other areas of the microbusiness and must be accessed through a distinct entrance.
- (c) Edible cannabis products and lower-potency hemp edibles sold for on-site consumption must comply with this chapter and rules adopted pursuant to this chapter regarding the testing, packaging, and labeling of cannabinoid products.
- (d) Edible cannabinoid products and lower-potency hemp edibles sold for on-site consumption must be served in the required packaging but may be removed from the products' packaging by customers and consumed on site.
- (e) Food and beverages not otherwise prohibited by this subdivision may be prepared and sold on site provided that the cannabis microbusiness complies with all relevant state and local laws, ordinances, licensing requirements, and zoning requirements.
- (f) A cannabis microbusiness shall ensure that the display and consumption of any edible cannabis product or lower-potency hemp edible is not visible from outside of the licensed premises of the business.
- (g) A cannabis microbusiness may offer recorded or live entertainment, provided that the cannabis microbusiness complies with all relevant state and local laws, ordinances, licensing requirements, and zoning requirements.
 - (h) A cannabis microbusiness may not:
- (1) sell an edible cannabis product or a lower-potency hemp edible to an individual who is under 21 years of age;
 - (2) permit an individual who is under 21 years of age to enter the premises;
- (3) sell an edible cannabis product or a lower-potency hemp edible to a person who is visibly intoxicated;
 - (4) sell or allow the sale or consumption of alcohol or tobacco on the premises;
- (5) sell products that are intended to be eaten or consumed as a drink, other than packaged and labeled edible cannabis products and lower-potency hemp edibles, that contain cannabis flower or hemp plant parts or are infused with cannabis concentrate, hemp concentrate, or artificially derived cannabinoids:
- (6) permit edible cannabis products or lower-potency hemp edibles sold in the portion of the area designated for on-site consumption to be removed from that area;
- (7) permit adult-use cannabis flower, adult-use cannabis products, hemp-derived consumer products, or tobacco to be consumed through smoking or a vaporized delivery method on the premises; or
- (8) distribute or allow free samples of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

REQUEST FOR COMMISSION ACTION

Date: 8/6/2025 Item No.: 8.a.

Department Approval

Agenda Section

Business

Janue Gundrach

Item Description: Receive Update on Civic Campus Project

2 Application Information

n/a

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10 11

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Background

n/a

Staff Recommendation

Receive the City Manager's memo dated July 25, 2025, providing an update on the Civic Campus project.

Requested Planning Commission Action

Receive the City Manager's memo dated July 25, 2025, providing an update on the Civic Campus project.

Alternative Actions

17 **n/a**

Prepared by:

Attachments: 1. City Manager Memo dated July 25, 2025



Memo

To: Roseville City Commissions

From: Patrick Trudgeon, City Manager

Date: July 25, 2025

Re: Update on Maintenance Operations Center and License and Passport Center and

Dance Studio

Below is an update on activities related to the Maintenance Operations Center and License and Passport/Dance Studio:

1) Collection of the Roseville Local Sales Tax of 0.5% began on July 1, 2025.

2) On June 16, the City Council reviewed options to construct the Maintenance Operations Center and License and Passport Center/City Dance Studio on the City Campus. At that meeting, the City Council indicated that Option C was the best option for considering further.

Concept C (Attachment 1 which shows two different options for Concept C) splits the maintenance operations into two sites with the bulk of daily maintenance occurring south of Woodhill Drive in a significantly renovated and updated maintenance center, and the yard and additional storage on the north side of Woodhill Drive. The License and Passport Center and Dance Studio (LPCDS) need to be relocated because the space they currently occupy will be used for the construction of the new Maintenance Operations Center (MOC) under Concept C. Concept C also shows a two-story LPCDS on the southwest corner of the Veterans Park parcel with an expanded shared parking lot with the VFW. Alternative C somewhat reduces yard space and operational efficiency (compared to the original full Campus Master Plan), but it maximizes the value of existing structures, allows the VFW to stay in its current location, and preserves a significant portion of Veterans Park.

While the City Council indicated general support for Concept C, the City Council requested that staff bring back a discussion about the LPCDS building, specifically looking at leasing space off-campus for the LPCDS operations.

The City Council reviewed that information at their July 7th meeting and after a lengthy discussion decided on 3-2 vote to construct the LPCDS on the City Campus and not lease space for those operations elsewhere in the city.

On July 21, the City Council approved release of the Request for Proposals (RFP) for architectural services for the final design of the MOC and LPCDS. The Council also approved the release of the Request for Qualifications for construction management at risk services.

Below are the timelines for both processes:

RFP for Architectural Services	Anticipated Date		
Request for Proposal (RFP) Solicitation Release	July 22, 2025 (Tuesday)		
Notice of Intent to Propose Due	August 4, 2025 (Monday)		
Pre-Proposal Site Tour (Existing Facility, New site)	August 6, 2025 (Wednesday)		
Written Questions Due	August 13, 2025 (Wednesday)		
City Response to Questions Issued via RFP	August 18, 2025 (Monday)		
Proposals Due	August 27, 2025 (Wednesday)		
Consultant Interviews (If Necessary)	September 4-5, 2025 (Thursday-Friday)		
Consultant Selection / Notifications	September 16, 2025 (Tuesday)		
Contracts	October 2025		
Design (all phases, including City review periods)	October 2025 – May 2026		
Bidding & Contracts	Summer 2026		
Construction	Fall 2026- Winter 2028		

Construction Manager Services Timeline	Date
RFQ issued	July 22, 2025 (Tuesday)
Pre-Proposal Tour (Optional)	August 5, 2025 (Tuesday)
Written Questions Due	August 14, 2025 (Thursday)
RFQ Response Due	August 25, 2025 (Monday)
RFQ Scoring and RFP issued to short-listed firms	September 5, 2025 (Friday)
RFP Submittal Deadline	September 19, 2025 (Friday)
Respondent Response Scoring and Short-listed	October 1, 2025 (Wednesday)
Finalists Interviews	
Anticipated CMaR Award Date	October 14, 2025 (Tuesday)

3) I anticipate the Civic Campus Final Design Stakeholder group will be convened once the architect is on board and initial work is done. As a reminder, the Civic Campus Final Design Stakeholder is a group comprised of residents surrounding the project area, a representative of the VFW, one representative from five of the

city commissions (Finance, Parks and Recreation, Public Works, Environment & Transportation, Planning, and Equity and Inclusion), and one City Council member. The stakeholder group would provide input and feedback on the final design of the project. Once the group is ready to meet, staff will ask for the identified commissions to appoint one of its members to serve on the stakeholder group.

CONCEPT C.1 | MOC + LPC/DS CONCEPT C.2 | MOC + LPC/DS



