



PLANNING COMMISSION

Regular Meeting Agenda

Wednesday, April 5, 2017 at 6:30 p.m.

Roseville City Hall Council Chambers, 2660 Civic Center Drive

1. **Call to Order**
2. **Roll Call**
3. **Organizational Business**
 - a. Swear-in new Commissioners, Pete Sparby and Tammi Etheridge
 - b. Elect Planning Commission Chair and Vice-Chair
 - c. Appoint Variance Board Members
 - d. Appoint Commissioner to Ethics Commission
 - e. Appoint Commissioner to the Rice/Larpenteur Community Advisory Group
4. **Review of Minutes**
 - a. March 1, 2017, regular meeting minutes
5. **Communications and Recognitions**
 - a. **From the public:** Public comment pertaining to land use issues **not** on this agenda, including the 2040 Comprehensive Plan Update
 - b. **From the Commission or staff:** Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process
6. **Public Hearing - continued**
 - a. **Planning File 17-002:** Request by Grace Church, Roseville Area High School, St. Christopher's Episcopal Church, Church of Corpus Christi, St. Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial United Methodist Church, and Roseville Covenant Church in cooperation with the MN State Fair for renewed approval of 8 park-and-ride facilities and approval of one new park-and-ride facility as an **interim use**.
7. **Public Hearing - new**
 - a. **Planning File 17-003:** Request by Ramsey County Public Health to renew its Interim Use approval for a seasonal household hazardous waste (HHW) collection site at Kent Street and Larpenteur Avenue. The site lies just north of Larpenteur Avenue and approximately one block east of Dale Street, on property owned by Ramsey County. This site has served as the community's HHW site since 1992.
 - b. **PROJ0041:** Request by the City of Roseville to change the Comprehensive Plan (Land Use) and Zoning classification (Rezoning) of the former Roseville Armory, 211 North McCarrons Boulevard. Existing Comprehensive Plan designation would change from Institutional (IN) to Low Density Residential (LR) and the Zoning classification would change from Institutional District (INST) to Low Density Residential district (LDR-1).
 - c. **PROJ0042:** Request by the City of Roseville to approve a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision).
8. **Adjourn**

Upcoming Planning Commission Comprehensive Plan Update Meetings: April 26 & May 24

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

Future Meetings: **Planning Commission & Variance Board (tentative):** May 3 & June 7

City Council (tentative): April 10, 17, 24 & May 8, 15, 22

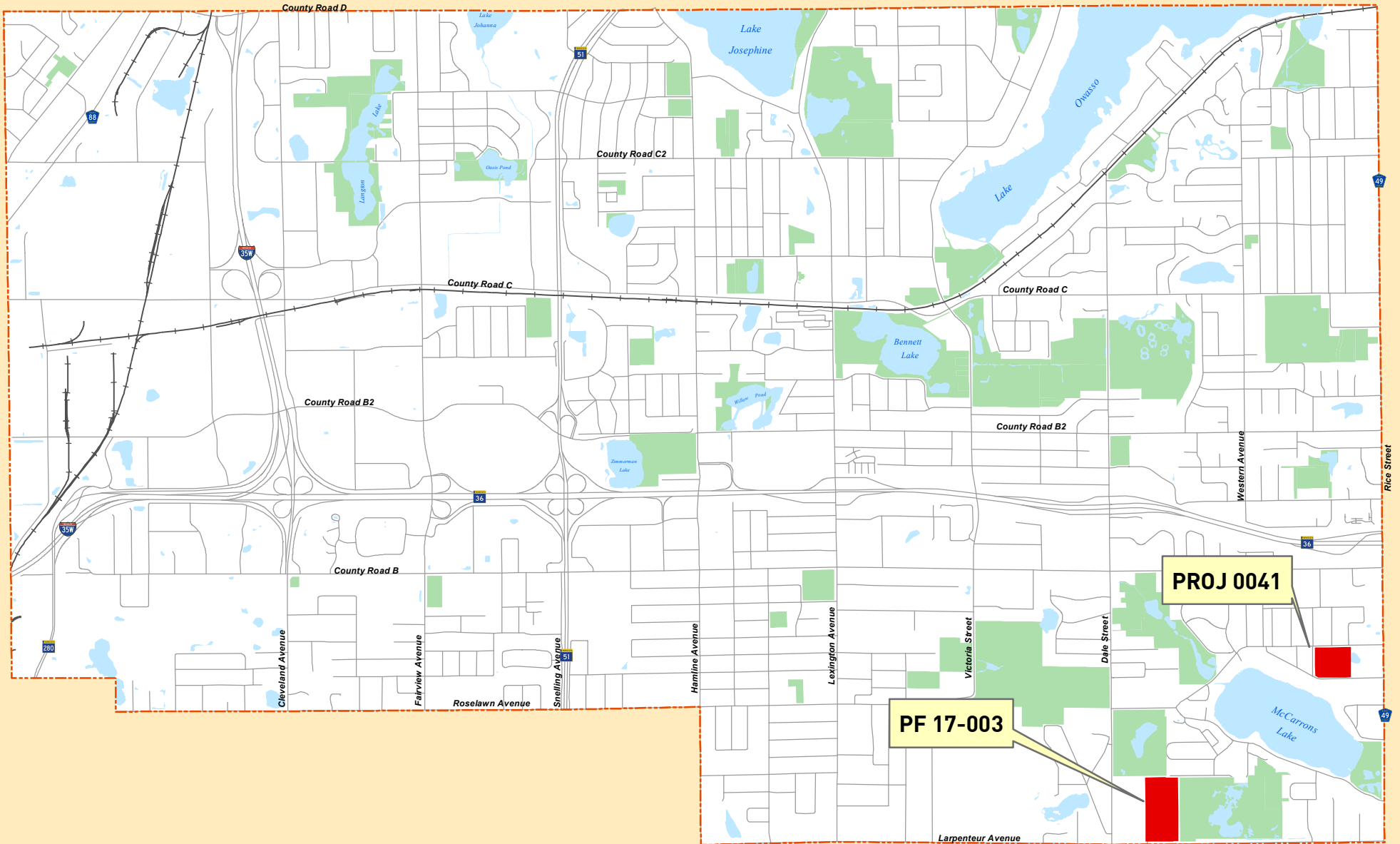
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City of Roseville Planning Commission Meeting

April 5, 2017





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

- 1 **1. Call to Order**
2 Interim Vice Chair Murphy called to order the regular meeting of the Planning
3 Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of
4 the Planning Commission.
- 5 **2. Roll Call**
6 At the request of Vice Chair Murphy, City Planner Thomas Paschke called the Roll.
- 7 **Members Present:** Interim Vice Chair Robert Murphy; and Commissioners Chuck
8 Gitzen, James Daire, Julie Kimble, and James Bull
- 9 **Members Absent:** Chair Michael Boguszewski
- 10 **Staff Present:** Community Development Director Kari Collins, City Planner
11 Thomas Paschke, and Senior Planner Bryan Lloyd
- 12 **3. Review of Minutes**
- 13 **a. February 1, 2017, Regular Meeting Minutes**
- 14 **MOTION**
15 **Member Gitzen moved, seconded by Member Daire to approve the February 1,**
16 **2017 meeting minutes as presented**
- 17 **Ayes: 5**
18 **Nays: 0**
19 **Motion carried.**
- 20 **4. Communications and Recognitions:**
- 21 **a. From the Public: Public Comment to land use on issues not on this agenda,**
22 **including the 2040 Comprehensive Plan Update**
23 None.
- 24 **b. From the Commission or Staff: Information about assorted business not**
25 **already on this agenda, including a brief update on the 2040 Comprehensive**
26 **Plan Update process.**
- 27 For the benefit of the public and Commission, Senior Planner Bryan Lloyd
28 provided a brief update and current plan schedule/timeline as displayed. Mr.
29 Lloyd announced the public kick-off meeting scheduled for March 7, 2017 at 6:00
30 p.m. at the Roseville Skating Center – Rose Room; with mailed and published
31 notice provided citywide and available online on the city’s website. Mr. Lloyd
32 reported that periodic updates would continue to be posted on the website.
- 33 At the request of Member Kimble, Mr. Lloyd clarified that the longer-term
34 timeline was intended to provide a more generalized look as updated; with more
35 detailed views of each month provided at monthly Planning Commission
36 meetings, but as always still available on line as updated.

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5. Public Hearing

- a. **PLANNING FILE 17-002: Request by Grace Church, Roseville Area High School, St. Christopher’s Episcopal Church, Church of Corpus Christi, St. Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial United Methodist Church, and Roseville Covenant Church in cooperation with the MN State Fair for renewed approval of eight park and ride facilities and approval of one new (St. Christopher’s Episcopal Church) park and ride facilities and approval of one new park and ride facility as an INTERIM USE.** *Addresses of the facilities are as follows: 1310 County Road B-2, 1240 County Road B-2, 2300 Hamline Avenue, 2131 Fairview Avenue, 2048 Hamline Avenue, 2120 Lexington Avenue, 965 Larpenteur Avenue, 1524 County Road C-2 and 2865 Hamline Avenue*

Interim Vice Chair opened the public hearing at approximately 6:38 p.m.

City Planner Thomas Paschke summarized this request for renewal of the Interim Use (IU) for eight facilities, and the addition of one new facility as detailed in the staff report of today’s date. Mr. Paschke noted the expiration of the current IU as of September 2016; and five subsequent and separate open houses held by applicant representatives of the State Fair, with 2,200 notices sent to residents and renters in the surrounding areas of these nine facilities. Mr. Paschke reported that only eighteen individuals had collectively shown up at those open houses, along with three Planning Commissioners. Mr. Paschke reported that a summary of the open houses was included in packet materials; and advised that similar notices had been mailed out in advance of tonight’s formal public hearing before the Commission.

As part of staff’s review, Mr. Paschke reported that three additional conditions (Conditions J, K, and L) as detailed in the staff report were being recommended since expiration of the last IU in response to higher usage of the facilities by the general public creating some additional concerns, specifically related to overflow parking on public streets nearby those facilities and related issues, with all previous conditions recommended for continuation with any renewals and for the newest location.

Since creation and distribution of tonight’s staff report, Mr. Paschke advised that internal conversations between city staff and State Fair staff had led to both parties revising tonight’s requested action, no amended to ask the Commission to receive public comment on this item, then close and TABLE their deliberation and consideration of the request by the body until a future meeting. Mr. Paschke advised that this would allow both parties to work out additional specific details for the three newest conditions from both the city’s and State Fair’s perspectives and to consider their impacts as conditions for approval.

Commission Questions/Discussion

Given the set hours of operation for the Fair, Member Bull asked why staff felt a condition different from those set hours should apply to the park and ride facilities.

80 Mr. Paschke responded that the condition had been put in place when an Interim
81 Use had initially been sought by the fair as an attempt to control and monitor
82 those sites adjacent to single-family residents, specifically no earlier than 7:00
83 a.m. and no later than midnight regardless of State Fair hours. Mr. Paschke
84 advised that the city had instituted those hours to better address community issues
85 and concerns that had been brought forward by residents in 2002 related to noise
86 and activities in the vicinities of those sites.

87 Member Bull further questioned the purpose of condition d for walking and
88 monitoring of each site by volunteer staff.

89 Mr. Paschke responded that this condition had been in place since the inception to
90 provide monitoring of sites for certain activities that should not be occurring, as
91 well as ensuring garbage and litter are contained in appropriate containers and not
92 ending up in adjacent residential yards or streets. While he frequently monitors
93 each site during the duration of the Fair to observe any obvious issues, Mr.
94 Paschke advised that by having the conditions in place under the IU, their
95 implementation had addressed and reduced many of the concerns over the years
96 as expressed by residential neighbors and within the neighborhoods of the sites.
97 Given the recent increase in customers using these facilities, Mr. Paschke advised
98 that it may result in other issues related to public street parking that had not yet
99 been addressed.

100 Member Bull asked why the IU was to expire at the end of September 2019
101 (condition M - 3 years) and why not for a longer period.

102 Mr. Paschke advised that staff had put included that new condition as a
103 mechanism for review with State Fair personnel to allow periodic check-ins to
104 ensure conditions were working as intended. While the IU could be for a one-year
105 duration, or up to five years, Mr. Paschke stated that staff considered a three-year
106 duration appropriate in this instance given the number of sites involved; but
107 recognizing staff's interest in discussing this further with State Fair personnel, as
108 they would obviously prefer a longer term (e.g. five years) duration.

109 Since the Fair hours of operation are from 7:00 a.m. to midnight, Member Gitzen
110 asked if the City's IU conditions should run accordingly.

111 Mr. Paschke questioned the need to change them, but suggested the Commission
112 ask that question of State Fair personnel present at tonight's meeting. Mr. Paschke
113 opined that he wasn't sure how later fair hours related to the City of Roseville,
114 advising that staff was not aware of any concerns with hours of operation of the
115 sites expressed by adjacent residents.

116 Applicant: Steve Grans, Transportation Manager for the Minnesota State Fair

117 In response to previous Commissioner questions, Mr. Grans advised that the last
118 bus left the State Fairgrounds at 12:00 midnight (Member Gitzen); that Roseville
119 was not the only city or suburb with park and ride facilities used by the State Fair
120 (e.g. St. Paul, Minneapolis, Roseville, Shoreview and Arden Hills) with none
121 located south of the metro area at this time (Member Daire) with outer circle
122 transportation provided by Metro Transit Express buses at \$5 for a roundtrip ride;

123 and those further out handled accordingly depending on the transportation vendor
124 used.

125 At the request of Member Daire, Mr. Grans confirmed that the City of Roseville
126 was the only community requiring the IU process; and further confirmed that
127 State Fair staff had initially reviewed Conditions A through M as listed, inclusive
128 of the three new conditions.

129 With Member Daire noting the State Fair had previously held five-year IU's, Mr.
130 Grans concurred, noting that the only exception had been when a new facility was
131 added mid-term and an IU issued for a shorter term to allow it to catch up with the
132 IU for other facilities and considered for renewal for the same cycle at that point.

133 Interim Vice Chair Murphy asked Mr. Grans to respond to the bus accessibility
134 concerns raised by the email from Ms. Docken; and to advise how the mi of buses
135 is determined to serve the park and ride facilities.

136 Mr. Grans responded that the State Fair had a handicapped accessible site and
137 buses located at the Oscar Johnson Arena on Energy Park Drive exclusively for
138 customers with special accessibility issues; and they encouraged using that facility
139 accordingly. However, Mr. Grans reported that attempts were made to provide
140 one handicapped accessible bus was available for each route, but unfortunately
141 didn't always work out depending on the time of ridership. When someone calls
142 the State Fair, Mr. Grans advised that directions and route information/times were
143 provided. However, if a customer didn't want to go to that site, Mr. Grans advised
144 that State Fair staff would notify the park and ride Superintendent to notify
145 Lorenz Bus Company of the need and approximate timing for the next available
146 accessible but on that route; or if necessary the Bus Company will attempt to send
147 an accessible mini-bus to that facility for that person and their guest to provide
148 transportation to the Fair. Mr. Grans advised that each year, Lorenz was trying to
149 get more accessible buses on their routes.

150 At the request of Interim Vice Chair Murphy, Mr. Grans advised that the Oscar
151 Johnson facility, even though close in proximity to the Fairgrounds, had yet to run
152 out of available parking spaces for its customers.

153 Specific to the State Fair's open houses and transparency for Roseville residents,
154 Member Bull reported that the open houses he had attended were very well run
155 and expressed his appreciation to State Fair personnel for their outreach to the
156 community and operation of their facilities, whether receiving positive or negative
157 comments.

158 Mr. Grans thanked Member Bull for his comments, noting that the State Fair had
159 been providing services for over fifty years, with more than 50% of its customers
160 arriving by bus, whether or not via a park and ride facility.

161 At the request of Member Daire, Mr. Grans confirmed that the State Fair was
162 basically autonomous from the City of St. Paul and/or any other municipality,
163 with its own year-round Police Chief and Security force direction and authority,
164 even though it was augmented by other departments for the duration of the annual
165 State Fair.

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Public Comment

Since preparation of tonight’s meeting materials, and additional emails included in the public record, Mr. Paschke advised that staff had fielded one additional phone call from a neighbor to the Centennial United Methodist Church site, expressing their support for the facility.

Randy Neprash, 1276 Eldridge Avenue

As a resident living behind St. Rose of Lima Church longer than the park and ride had been in operation, Mr. Neprash clarified that he would be speaking to that facility and was generally in support of the site. Mr. Neprash opined that operators of the site and the State Fair organization itself, as well as the city had been very responsive and helpful over the years; and stated his appreciation for the idea of open houses as the IU process came along periodically for review in a more comprehensive and formal way.

With that said, Mr. Neprash stated that he agreed that the overflow parking had become a problem as facilities had grown in popularity, all located in residential neighborhoods, and filling up fast, at which time customers park in the neighborhood.

Mr. Neprash provided several examples he’d experienced in his neighborhood; but recognized the responsibility provided for the St. Lima site by the church’s volunteers in running it. However, Mr. Neprash noted that those volunteers could not be responsible for those overflow customers choosing to park around the neighborhood; or for trash blowing through and ending up in every direction up to 3-4 blocks from the site by those inconsiderate users of the bus transportation by scattering trash on private property. Mr. Neprash admitted he was at a loss as to how to resolve the issue, but noted it would prove to be a huge help to the adjacent neighborhood to have that trash controlled, whether blowing from the site or from overflow parking customers in the neighborhood, especially when the trash ended up on private property and given trespassing concerns by volunteers who may be positively policing the trash. In his personal situation, Mr. Neprash noted this became an ongoing problem during the two-week operation of the State Fair.

Specific to geography and parking access, Mr. Neprash noted safety concerns with traffic and bus loading areas with the entrance located on the back (east) side on Dellwood Street, with Hamline on the west side, and only arterial streets available being Hamline and Fernwood. By having the traffic come in the back way, Mr. Neprash noted it continued to be a safety concern for children, pedestrians and bikers, even though the State Fair had responded favorably in the past by relocating the bus loading to the back, even though it created a safety concern on those residential streets. Mr. Neprash admitted that an access point on Hamline was a result of the city previously recognizing those visual and safety concerns, but even though signed by the city that seemed to work for a short time, bus drivers still didn’t get the message.

In attempting to report the issue to State Fair personnel, Mr. Neprash advised that this was a challenge; and asked that they provide better contact information to the

Regular Planning Commission Meeting

Minutes – Wednesday, March 1, 2017

Page 6

210 residential neighbors of each of the facilities: how to reach a State Fair
211 representative to resolve any bus issues, as well as a contact for the organization
212 running each park and ride facility, which had never been available, as well as a
213 dedicated city staff person to contact during the State Fair as well. Mr. Neprash
214 suggested contact information based on mailings, no matter what format it took,
215 and also available through a web-based page on the city's website to log in
216 messages for all of the neighborhood to see and respond to. While he realized that
217 may be asking a lot, Mr. Neprash asked that at a minimum email addresses and
218 phone numbers for those three contacts as requested above be provided for each
219 facility.

220 Specific to the trash pick-up, Mr. Neprash recognized that it was a challenge, and
221 admitted that he didn't know how best to deal with the private property nuisance
222 issue it created.

223 Specific to parking, Mr. Neprash summarized his two issues, one rare and one
224 more common: people blocking driveways or a portion thereof that may result in
225 being blocked out of your driveway for the entire day and part of the night.

226 Interim Vice Chair Murphy suggested that residents contact the city's Police
227 Department if and when that occurs.

228 In response, Mr. Neprash state that when that had been done, he was not aware of
229 any resolution or observed any action being taken.

230 Mr. Neprash noted that the more common issue was people parking in front of
231 mailboxes (e.g. Belmont immediately east of the middle of the St. Rose of Lima
232 property); even though residents made their own signs annually asking people not
233 to park in front of their mailboxes with no result. If possible, Mr. Neprash asked
234 that the State Fair provide similar weatherized signage, rather than being at the
235 expense of residents, such as political campaign signs; or asked that city staff
236 make that an additional condition of IU approval.

237 In response to comments made by Member Daire, Mr. Neprash stated that he
238 found the park and ride facilities hugely valuable and served as fundraisers for
239 those organizations manning the sites, which he was totally supportive of. While
240 supporting any signage to avoid people blocking driveways or mailboxes, Mr.
241 Neprash stated that the last thing he'd want to do was to have someone return
242 from a day at the fair to find that their car had been towed because of illegal
243 parking.

244 Member Bull suggested neighborhood volunteers consider putting out trash cant
245 to incent people to use them versus throwing things in yards, even though he
246 recognized that it wasn't their responsibility to do so.

247 Mr. Neprash stated that if public trash cans were made available, he was confident
248 residents would be happy to put them out and monitor them.

249 At the request of Member Gitzen, Mr. Neprash clarified that, other than the city-
250 installed "No Parking" signs for two blocks on Dellwood during the State Fair,
251 there are no other "No Parking" signs in the neighborhood now. Mr. Neprash
252 further noted that there were no sidewalks in the neighborhood, so the street was

253 even narrower with parking and people walking on the street. Mr. Neprash stated
254 that the neighbors wanted to be reasonable, but also wanted to be heard about
255 these ongoing inconveniences during the Fair.

256 At the request of Interim Vice Chair Murphy, Mr. Neprash provided his
257 experiences and those of his neighbors in approaching bus drivers on site and
258 radio dispatch feedback immediately to the bus drivers. Mr. Neprash advised that
259 this was the reason for his suggestion for a direct contact with the State Fair to
260 minimize response times and to achieve a firm response.

261 For the benefit of this discussion, Mr. Paschke advised that the city’s Public
262 Works staff installed “No Parking” signs in five specific areas – having grown
263 from one area - during the Fair due to past calls and issues with narrow roads
264 creating safety concerns.

265 Peggy Verkuilen, 1123 Sextant Avenue W (Near RAHS)

266 Ms. Verkuilen spoke in support of the park and ride endeavor, but noted her
267 safety concerns, specifically at County Road B-2 at Dunlap when cars are parked
268 right up to the corner. Specific to Dunlap to Sextant, Ms. Verkuilen opined that
269 there was no way emergency vehicles could get through if needed, especially on
270 the lower part of Dunlap where it curved. Ms. Verkuilen stated that she had
271 repeatedly begged the Police Department to sign those corners, whether for the
272 annual State Fair or during sporting or other events at RAHS when parking was at
273 t premium, to no avail. While community service officers put out “No Parking to
274 Corner” signs as appropriate, Ms. Verkuilen suggested standard operating
275 procedure would be sign it rather than having to take the time for an officer to
276 enforce parking near the intersections.

277 Specific to parking in front of mailboxes during the State Fair, Ms. Verkuilen
278 stated that they had to go without mail for two days in a row and asked that “No
279 Parking” on a certain side be enforced to at least allow for mail delivery; and to
280 address access for emergency vehicles at the corners.

281 At the request of Member Daire, Ms. Verkuilen opined that simply restricting
282 parking on one side of Dunlap would not alleviate access for emergency vehicles
283 going east/west along County Road B-2 and turning onto Dunlap. Ms. Verkuilen
284 stated that she wanted people to attend games and activities at RAHS, but
285 reiterated her concern that it was a safety issue. Ms. Verkuilen also stated that she
286 didn’t want to discourage people from attending the fair, but also asked for
287 consideration if it was their loved one needing an emergency vehicle’s services
288 and unable to access their home.

289 At the further request of Member Daire, Mr. Paschke confirmed that there was a
290 State law and city code requiring that vehicles park no closer than 10’ from an
291 intersection; advising that it was simply a matter of enforcement, and offered to
292 look into the Police Department’s policy on what that enforcement would entail
293 (e.g. tag and tow or citation).

294 Janice Walsh, 1356 Colonial Drive (across from St. Christopher’s Episcopal)

295 Since this is the first year of operation for this site and as a resident of the
296 Williamsburg Townhomes across the street, Ms. Walsh asked if there was any

297 possibility of posting “No Parking” signs for public street parking and access to
298 the townhomes, or if residents would need to make their own.

299 Mr. Paschke stated that staff would take that into consideration during its further
300 review after tonight’s meeting and prior to Planning Commission action.

301 Interim Vice Chair Murphy, in response to how the townhomes could request “No
302 Parking” signage, advised that staff had made a note and these meeting minutes
303 would also reflect her concerns for the record. Member Murphy apologized that
304 the city’s Police Chief was currently out-of-town and unable to respond to citizen
305 concerns before or during tonight’s meeting.

306 Catherine Dorr, 2392 Hamline Avenue (corner of County Road B-2 and Hamline
307 Avenue – directly across from Grace Church)

308 Ms. Dorr spoke in support of the three additional conditions recommended by
309 staff. Ms. Dorr noted that she had used the park and ride facilities to attend the
310 fair for a number of years, and found them not only convenient, but a way to
311 alleviate traffic congestion at the fairgrounds and lower the carbon footprint. In
312 general, Ms. Dorr spoke in support of the facilities that could help allow people to
313 have a good experience at the fair.

314 Among the problems she wished the Commission and staff to address, in addition
315 to the three additional conditions, Ms. Dorr addressed overflow parking on
316 County Road B-2 in the Masonic Lodge parking lot that occurred during certain
317 days of the fair, but not typically on weekends and Labor Day, but when RAHS
318 also closed part of their lot for student use, with the smaller RAHS and Grace
319 Church lots filling up fast, causing vehicles to park near the Willow Pond area
320 and then overflow into the Masonic Lodge lot, with between 10 to 30 vehicles
321 using that lot. Ms. Dorr noted that she hadn’t observed any signage by the
322 Masonic Lodge, and admitted that this was only an occasional problem depending
323 on what was occurring at the RAHS lot. Ms. Dorr asked if the State Fair thought
324 that by adding additional parking at St. Christopher’s Church this would relieve
325 some of that overflow parking along County Road B-2. Ms. Dorr stated that she
326 had yet to have people block her mailbox or driveway, but noted that she had
327 noticed overflow parking along the Masonic Lodge area.

328 Also, Ms. Dorr asked if there was any way the traffic light timing at County Road
329 B-2 and Hamline Avenue, already heavily used during rush hours when school
330 lets out, could be adjusted to avoid additional back-up of vehicles on County
331 Road B-2.

332 Given the pedestrian and vehicular traffic, and typical rush hour traffic volume,
333 Interim Vice Chair Murphy spoke in support of the three new conditions
334 recommended by staff.

335 In response to Ms. Dorr and for the record, Mr. Grans advised that the State Fair
336 did not have any agreement in place with the Masonic Lodge for parking, and
337 therefore did not encourage or authorize parking in that lot by State Fair
338 customers. Also, Mr. Grans advised that State Fair did not support any of its lot
339 volunteers and their organizations to encourage public street parking when lots
340 are full. Mr. Grans noted that when a lot was full, it was full, and volunteers

341 advised customers of other lots with available room and their location. Mr. Grans
342 clarified that any public street parking choices were undertaken by customers of
343 their own volition. Specific to potential issues addressed about parking on County
344 Road B-2 and when the RAHS/Grace Church lots were full, Mr. Grans advised
345 that neither lot was available to the State Fair for the full twelve days of the State
346 Fair; and given that restrictions seem to continue to increase on an annual basis,
347 advised that this was their rationale in adding the St. Christopher's facility to
348 offset restrictions found at RAHS.

349 Ms. Door responded that those are the days she observed problems with on-street
350 parking.

351 At the request of Interim Vice Chair Murphy, Mr. Grans advised that he had no
352 suggestions on the mailbox and/or overflow street parking in residential
353 neighborhoods other than as suggested by residents themselves during tonight's
354 discussion.

355 At approximately 7:36 p.m., and prior to Interim Vice Chair Murphy closing the
356 public hearing, Member Bull made the following motion.

357 **MOTION**

358 **Member Bull moved, seconded by Member Gitzen to TABLE recommended**
359 **action on this item, as requested by staff, to the April 5, 2017 regular**
360 **Planning Commission meeting and allowing staff to work through additional**
361 **issues with State Fair representatives at their earliest convenience.**

362 **Ayes: 4**

363 **Nays: 1 (Daire)**

364 **Motion carried.**

365 **6. Other Business**

366 **a. PROJECT FILE 0042: Subdivision Code Rewrite**
367 **Discuss the annotated outline illustrating how the Subdivision Code is**
368 **presently structured and how a rewritten code might be different and**
369 **provide input to guide the drafting of an updated ordinance.**

370 Mr. Lloyd introduced this first look by the Planning Commission of the intended
371 rewrite of the subdivision ordinance, seeking their initial feedback for staff and
372 the consultant, Kimley-Horn, to guide the updated ordinance. As detailed in the
373 staff report and attachments, Mr. Lloyd reported that the City Council had
374 approved hiring of the consulting firm Kimley-Horn to facilitate this process.

375 Mr. Lloyd noted that tonight's discussion should focus on the broader focus using
376 the annotated outline provided by the consultant with the initial questions they
377 and staff had formulated based on past practice and their recommended
378 amendments for discussion issues (Attachment A); a case studies memorandum
379 prepared by Kimley-Horn based on their research of other subdivision codes
380 (Attachment B); and the city's existing subdivision code (Attachment C). Mr.
381 Lloyd clarified that the minor amendments made to the subdivision ordinance in

382 2016 had not been incorporated at this point into this copy as found on the city's
383 website, but were minor in nature.

384 Mr. Lloyd advised that staff was seeking the Commission's input tonight, and
385 would be holding a similar session with the City Council in a few weeks. Mr.
386 Lloyd advised that subsequent to these opportunities, staff would bring that
387 feedback to the consultants for their response and to inform a revised draft
388 subdivision code to initiate feedback from both bodies again.

389 Member Bull noted that, approximately one year ago, discussion was held on the
390 subdivision ordinance at which time he provided a document with twenty or more
391 questions, but had received no response to-date. Therefore, Member Bull stated
392 that he was at a loss as to where the city was at and where it desired to go as it
393 related to the subdivision ordinance. While he offered to resubmit that document,
394 Member Bull asked that staff provide their feedback to his questions.

395 Mr. Lloyd stated his recollection of that document and while not having reviewed
396 it recently due to the subdivision ordinance having been put on hold due to other
397 workload issues and staff pulled off the project completely for the duration, he
398 noted that typical approaches for code rewrites involved working from current
399 code to amend from within. However, Mr. Lloyd advised that this subdivision
400 code process was instead intended to forget about the current code details with the
401 consultant approaching it from how best to position a new subdivision code. Mr.
402 Lloyd stated that he could reference the list of questions submitted by Member
403 Bull to see how they might interact with those things being suggested or needing
404 addressed in the rewrite.

405 Member Bull stated that he would appreciate that.

406 Member Gitzen suggested that it would be helpful for the full Commission to see
407 the questions submitted by Member Bull; with Mr. Lloyd recognizing that request
408 and advising that staff would in turn provide a response to each in light of this
409 current process.

410 Interim Vice Chair Murphy refocused tonight's discussion on Attachment A to
411 address each of the consultant's suggestions and any additional feedback from the
412 Commission.

413 Member Gitzen agreed that he would like to go through Attachment A in the
414 organized way the consultant had laid out this initial draft while referencing the
415 current Title 11 – Subdivisions of Roseville City Code. Member Gitzen stated that
416 he was not in favor of throwing out the entire document even though it may
417 require a major rewrite to update some of the sections; noting that other
418 communities as noted in the consultant's case studies had similar formats but
419 provided a more modern and up-to-date subdivision code. Member Gitzen noted
420 since Attachment A was still in outline form, he may be reading things into it that
421 were not intended by the consultant; and therefore found it difficult to comment
422 beyond a high overview.

423 Mr. Lloyd advised that the overall structure would remain the same similar to
424 other city code sections (e.g. zoning code), but components within the code would
425 need updating, thus the need for a consultant to guide the process. Mr. Lloyd

426 advised that when the original subdivision code was adopted in 1956, large
427 portions of the city were still farms and large tracts of land able to be subdivided.
428 However, Mr. Lloyd noted that the city faced a much different situation today
429 with few remaining locations for development or large plots, necessitating a
430 subdivision code that would take in to consideration replatting of smaller
431 subdivisions as being of more use today and more appropriate.

432 Member Daire referenced Attachment C and asked if it reflected the current
433 ordinance or if there were recent changes made that do not yet appear.

434 Mr. Lloyd reiterated that the current ordinance (Attachment C) was what was
435 currently posted on the city's website as the subdivision code, but it didn't reflect
436 the most recent changes made in the late summer of 2016 when lot size
437 parameters were revised to eliminate redundancies of other provisions now in the
438 city's zoning code.

439 Member Daire stated that Attachment C then didn't represent what the city's
440 current subdivision ordinance actually said.

441 Mr. Lloyd clarified that it is essentially the same other than as previously
442 mentioned, opining that the substance of the code was current, advising that the
443 new subdivision code would not address lot size parameters that were now
444 handled in the city's zoning code.

445 Member Daire opined that it struck him that the direction reflected in those more
446 recent changes made to reduce redundancies were causing him some concern
447 related to four or fewer lots part of an administrative approval process as well as
448 approving design standards administratively. Member Daire asked if that
449 represented a general trend for staff to increasingly handle more minor
450 considerations that typically came before the Commission.

451 For clarity, Mr. Lloyd responded that four or fewer lots as reflected in Attachment
452 A as a potential suggestion was simply that – a suggestion that minor subdivisions
453 could be approached in that way. Mr. Lloyd reminded the Commission that city
454 code provided a distinction between minor and not minor subdivisions (3 and
455 fewer or 4 or more lots) and stated that he didn't expect that to change. Mr. Lloyd
456 clarified that the case study suggestion provided by the consultant from Plano, TX
457 was simply one possible route beyond Roseville's version included for example
458 and consideration.

459 With Kimley-Horn chosen as consultants, Member Daire stated one thin that had
460 struck him when reviewing the materials, was that those cities cited as having
461 similar subdivision processes to that of Roseville didn't involve first-ring suburbs.
462 Member Daire stated that raised questions in his mind as to where the
463 development status of those cities may be.

464 Having once worked in Plano, TX, Member Bull reported that it was a northern
465 suburb of Dallas, opining it would be comparable to Richfield, MN as a first-ring
466 suburb on an expressway with heavy access through the community.

467 Member Daire noted, therefore, that they may have a feature of interest to
468 incorporate into the Roseville process.

469 Mr. Lloyd cautioned that there may be differing state requirements for Texas and
470 Minnesota.

471 Specific to concerns raised by Member Daire related to trends, Mr. Lloyd advised
472 that when he was reviewing the most recent revisions to the city’s subdivision
473 code, another change made last summer involved not only lot size parameters
474 now addressed in zoning code, but also defining lot shapes acceptable for new
475 lots. Mr. Lloyd reported that those new provisions were less rigid and in his
476 review of neighboring community subdivision codes, he had found an exception
477 in Falcon Heights, but in almost all other communities, he had found verbatim the
478 same provisions now included in Roseville’s subdivision code. Whether or not
479 that meant Roseville was moving in the right direction, Mr. Lloyd noted there
480 weren’t many examples from its immediate neighbors that provided any good
481 new ideas.

482 Interim Vice Chair Murphy noted that those surrounding communities were
483 experiencing similar development trends as that of Rose Township, now the City
484 of Roseville.

485 Members Kimble and Daire both spoke in support of a Commission work session
486 if the intent was to review the subdivision code on a line by line basis; or that the
487 Commission does homework on the process and brings that feedback to the
488 meeting to inform the discussion.

489 Mr. Lloyd reiterated that the purpose of tonight’s discussion was simply for
490 general feedback without much detail at this point to help the consultants
491 understand the concerns of the Commission and those areas needing the most
492 thought going forward in shaping that substance. Mr. Lloyd assured the
493 Commission that the next iterations of the draft document would involve greater
494 detailed scrutiny of areas needing the most work.

495 Commission Discussion – Attachment A

496 For the record, Interim Vice Chair Murphy recognized a written comment via
497 email and dated February 27, 2017 from Carl & Charity Willis, 1885 Gluek Lane,
498 provided as a bench handout, attached hereto and made a part hereof.

499 Page 1

500 With this first page dealing with definitions and purpose statements and the
501 regulatory authority for Roseville as a jurisdiction, Mr. Lloyd referenced the
502 suggestions made by the consultant and references to other documents (e.g.
503 comprehensive and enabling plans)

504 Member Bull stated that he shared the questions of Member Daire in his review
505 and that while consultants were to help with the process, there was no clear
506 concept of the goal from the consultants: where to rewrite it, modernize it or to
507 bring it up to the language of other communities’ subdivision codes. Member Bull
508 asked if there was a stated purpose for what the consultants had been engaged to
509 do.

510 Mr. Lloyd advised that indeed there was a stated purpose as detailed in the City
511 Council-approved Request for Proposals (RFP) issued for engaging a consultant

512 in the first place. Mr. Lloyd clarified that the purpose was geared toward updating
513 the current subdivision code to better reflect that Roseville is fully developed now
514 versus when the current code was essentially written in 1956 and involving large
515 plats. Mr. Lloyd noted that the other part of the rewrite involved minor
516 subdivisions and the City Council's enactment of a moratorium on minor
517 subdivisions for residential parcels and required application information and
518 perceived level needed in certain situations to make decisions on their approval or
519 denial. While this involves some stated focus, Mr. Lloyd noted that generally
520 speaking there isn't any intent to dramatically change Roseville's subdivisions
521 based on findings of the Single-Family Lot Split Study performed approximately
522 seven years ago.

523 Generally speaking, Mr. Lloyd advised that the intent was to continue subdivision
524 processes in the manner allowed historically, but recognizing that a major portion
525 of the current ordinance was outdated and no longer worked well in reality as it
526 had in the past, or had become problematic not only due to code language but due
527 to changes in the institutional culture and what something meant and how the city
528 anticipated facilitating subdivisions within the community. As an example, Mr.
529 Lloyd noted that the existing subdivision code had a list of details required for
530 Preliminary Plat applications, some that were no longer relevant or needed.

531 Member Daire stated that helped his understanding of the process. However,
532 Member Daire asked if requirements for a subdivision application were removed
533 from the ordinance and made part of the application procedure, wouldn't that
534 allow administrative modifications that would no longer inform or involve the
535 Commission or review agency that may not know about those changes. Member
536 Daire stated that, by having those requirements addressed in ordinance, it
537 provided a guideline for those reviewing applications coming forward (e.g. the
538 subdivision of a large lot on the west side of Roseville, originally proposed for
539 seven lots and then reduced to four lots) that could be handled administratively.
540 Member Daire asked how staff intended to be aware of objections from
541 surrounding neighbors and other ramifications that may result by removing those
542 guidelines from ordinance.

543 Mr. Lloyd responded that a balance was needed to ensure that requirements not be
544 overlooked, but also for the applicant to understand and know that requirements
545 will need to be met. Mr. Lloyd advised that, throughout this rewrite process, staff
546 and the consultant would be working in conjunction with the City Attorney to
547 ensure that submission requirements as amended with new technologies and
548 situations are taken into consideration without compromising the process.

549 City Planner Paschke advised that the process being considered is similar to
550 current processes and applications for Interim Uses and Conditional Uses that
551 come before the Planning Commission. While code doesn't spell out all
552 requirements, as part of the application submitted for staff review and creation of
553 their report to the Commission and City Council, Mr. Paschke advised that each
554 may have a unique site and may require as few as five or as many as forty-five
555 requirements as part of that application. However, to be consistent and not have
556 things listed in code, Mr. Paschke noted that during the review process, staff has

557 the flexibility to request additional information for review by staff, the
558 Commission and City Council, while other requirements listed on application
559 forms even for permitted uses may or may not be necessary depending on the site
560 and situation (e.g. traffic studies)

561 Interim Vice Chair Murphy noted that in the definition section, consistency was
562 needed with other chapters of city code (e.g. “streets” and “emergency vehicles”)
563 and to determine where those definitions were needed to avoid confusion but
564 allow use-friendly formatting without excessive cross-referencing.

565 Community Development Director Kari Collins noted that the consultant had
566 found twelve definitions and fifty-one references in current city code related to
567 “streets.” Ms. Collins suggested the rewrite process would involve initial
568 observations needing addressed and then consistency among plans. However, as
569 noted by Mr. Lloyd, Ms. Collins reiterated that the purpose for tonight’s initial
570 review was for the Commission to comment on the direction of the consultant and
571 staff and whether or not that was appropriate from the Commission’s perspective,
572 and without getting into the finer details at this point, which would come at a later
573 time. Ms. Collins asked that the Commission provide their general observations
574 on the staff’s and the consultant’s notes and advise if they were appropriate or
575 not. For example and specific to a suggested administrative review for
576 determining lot lines, Ms. Collins noted that this was simply the consultant
577 exploring options based on other communities from taking each application for a
578 lot split through the entire platting process as the most aggressive option to
579 consider, some level of administrative review as an option, or a combination of
580 those options. Ms. Collins clarified that the consultant had included those notes to
581 obtain a reaction from the Commission during their review tonight and before
582 moving further into the process.

583 Member Daire stated that if definitions were moved to a unique location and only
584 referenced in other sections of code, for tracking purposes, if only a paper copy
585 was available, it would be difficult to track; and cumbersome for online tracking
586 of links for definitions.

587 Ms. Collins noted that staff would explore a variety of options but the intent
588 would be to have definitions included for context and integral in applicable
589 sections of code so someone didn’t need to choose their own adventure path in
590 finding the definitions. Ms. Collins reiterated that the goal of staff and the
591 consultant was to make definitions more consistent across the board.

592 The consensus of the Commission was to have definitions clearly stated if
593 differing in any way from common understandings, and legally and clearly
594 defined as appropriate.

595 While not seeking to railroad this process, Member Bull opined that it seemed out
596 of place in the midst of the comprehensive plan update to shape the community
597 and that being a one-year process. Member Bull opined that it may be
598 inappropriate to look at subdivision code details now that may not fir with that
599 comprehensive plan update in a year, causing him some discomfort.

600 On the contrary, Interim Vice Chair Murphy opined that he saw the
601 comprehensive plan at one level with this subdivision ordinance as a blueprint as
602 part of it. Member Murphy stated that how the city did business would not change
603 its goal; and therefore a review of the subdivision could be done regardless of the
604 end target. Member Murphy stated that he wasn't feeling that same disconnect,
605 but opined that this was simply dealing with another set of issues.

606 Member Kimble agreed with Member Murphy, opining she saw it all as part of
607 the process.

608 Ms. Collins agreed that, especially related to the residential subdivision process,
609 the City Council had expressed their eagerness to get clarity in that area to address
610 procedural language and due to the current moratorium, necessitating the need to
611 move forward with it despite the comprehensive plan process.

612 At the request of the Commission, Mr. Lloyd advised that the original moratorium
613 was for six months ending mid-March 2017, but could be extended for a more
614 realistic finalization in late spring or early summer of 2017. Mr. Lloyd advised
615 that staff would be seeking that extension from the City Council in the near
616 future.

617 Page 2

618 Mr. Lloyd provided a general overview involving a flow chart of existing
619 procedures that was quite cumbersome. Mr. Lloyd advised that, while not yet
620 formulated, the intent would be for staff to develop an extensive list of criteria or
621 conditions applicable for minor subdivision applications in order to qualify for
622 administrative approval. Then, for those applications not able to initially address
623 that list of criteria or being of a more complicated nature, Mr. Lloyd noted those
624 would move beyond administrative approval and applicable to any and all
625 subdivision application.

626 While not yet approved by the City Council after recent recommended approval
627 by the Commission, Mr. Lloyd noted that the open house provision would be
628 replicated in this chapter to follow the same process as in other chapters of code.

629 From her perspective for business and/or residential applicants, and from general
630 feedback from the recent Urban Land Institute (ULI) workshop, Member Kimble
631 noted the need for Roseville to be seen as development and project friendly to
632 attract what was wanted in the community. When considering that perspective and
633 the checklist mentioned by Mr. Paschke, Member Kimble agreed that staff needed
634 to have the ability to ask for some things, but using her current process in seeing a
635 lot-split development project through the City of St. Paul's planning process as an
636 example, she noted her frustrations with a lack of clarity in what is or is not
637 required. Member Kimble opined that her initial reaction was that she was less
638 comfortable having approvals done on an administrative basis even though she
639 had the utmost confidence in staff; but instead based her discomfort on the lack of
640 land available for development in Roseville leading to the need for a more
641 formalized process. Member Kimble stated her continued support for the
642 administrative approval process for four or less lots; but also noted that as a
643 resident in a neighborhood where that subdivision was occurring next door to you,

644 the size and configuration was a big deal and therefore, she felt that needed
645 Planning Commission and City Council consideration and approval.

646 Member Daire concurred with those comments of Member Kimble.

647 While agreeing with administrative approval for smaller lot splits, Member
648 Kimble sought clarification as to whether or not there would be an appeal process
649 available for an applicant if they were in disagreement with staff's findings.

650 Interim Vice Chair Murphy concurred that he would support such a process,
651 similar to that for variances.

652 Mr. Lloyd opined that he was inclined to think the administrative approval
653 process would be implemented for two to three lots, not four.

654 Member Gitzen suggested a maximum of three lots; and at the request of Member
655 Bull, Mr. Lloyd clarified that the intent was for a total of net lots.

656 In her reading of existing subdivision language, Member Kimble asked if the city
657 had considered a one-stop site plan review process to avoid extended delays from
658 one department or commission to another (e.g. Public Works/Engineering and/or
659 Parks & Recreation).

660 Mr. Lloyd noted that at the staff level, the city had a Development Review
661 Committee (DRC) that reviewed all land use applications; and while there was
662 that staff coordination in Roseville, there wasn't a unified development ordinance
663 as some communities had with building code and all other requirements in a
664 single document for an applicant to understand all that would be required. Mr.
665 Lloyd advised that it had been mentioned as an option on the staff level, but given
666 the mammoth review required of city code all at once, there had been no further
667 consideration given to it.

668 Member Gitzen stated his agreement in large with Member Kimble, including not
669 supporting administrative review of four lots. However, Member Gitzen opined
670 that the flow charts or checklist could be made easier and better; and advised that
671 the minimum he'd be comfortable with was a review by planning staff like that
672 used by the City of Eden Prairie, with City Council approval after that initial staff
673 review.

674 Mr. Lloyd recognized the apprehensive expressed by the Commission about
675 Minor Subdivision administrative review, and if constrained to a simple lot split
676 (one lot into two) that would be their comfort level. At the request of Member
677 Gitzen, Mr. Lloyd clarified that the current process was for staff review then to
678 the City Council for their approval for up to three lots; but noted the proposed
679 option would be for total administrative review and approval different form that
680 current process.

681 For minor lot splits from one to two lots, Member Kimble asked if the checklist
682 involved notifying neighbors.

683 Mr. Lloyd advised that at this point the checklist had yet to be developed, with
684 tonight's discussion seeking Commission feedback. Mr. Lloyd suggested a similar
685 comparison might be the current process for accessory dwellings or extra

686 dwelling units and code parameters for occupancy permits through staff review.
687 Mr. Lloyd noted that this was a public process with staff reviewing the application
688 and working through issues, and if all requirements are met, staff then sends a
689 letter to surrounding property owners explaining the application and staff's
690 findings, with their intent to approve the application on a date specific, and
691 seeking comment or questions before that approval. Mr. Lloyd advised that with
692 the few applications processed by staff to-date, he had only heard from one
693 person, even though the process intended to provide neighbors with a heads up to
694 appeal any administrative decision upon receipt of the information. Mr. Lloyd
695 sought feedback on the Commission's interest in pursuing this idea further or
696 other ideas.

697 Member Gitzen stated his interest in seeing what the checklist and public
698 notification process may look like before making a decision.

699 To put things in context and as part of staff's work with the consultant, Ms.
700 Collins advised that the goal was to balance as much public engagement as
701 possible and City Council review with the city being seen as business- and
702 development-friendly. Thus, Ms. Collins noted the direction to the consultant to
703 provide options as outlined in their case studies. Ms. Collins reviewed the
704 checklist for submittal requirements and approval approvals that she was familiar
705 with from her tenure with the City of Milwaukee, WI.

706 Member Bull stated that he was open to reviewing administrative procedures,
707 reserving his concerns with public openness if an appropriate balance could be
708 found.

709 Member Daire stated that he felt strongly that the Planning Commission served as
710 citizen-volunteer representatives to consider what should or should not be done by
711 city staff. Member Daire opined that the more done administratively, the less
712 public involvement, causing him considerable concern.

713 Mr. Lloyd duly noted that concern. Mr. Lloyd recalled previous conversations
714 about the Commission's keen observations about records kept of open houses
715 and/or meetings, and advised that specific to the example of the accessory
716 dwelling process, the process has worked well-to-date.

717 For further consideration, Mr. Lloyd advised that state statute allowed that Minor
718 Subdivisions could be administratively approved and did not need a public
719 hearing. However, whether or not Roseville wants to follow that procedure was
720 another matter, but Mr. Lloyd wanted to bring that to the attention of the
721 Commission that it was allowed in Minnesota that provided pertinent
722 requirements were met, administrative approval was allowed. However, Mr.
723 Lloyd also noted there was still some risk involved with politically or emotionally
724 charged situations or atmospheres of public review even if an application met all
725 requirements, with that part of the consideration as well.

726 Interim Vice Chair Murphy stated his interest in seeing a draft checklist as a
727 starting point, and to possibly serve to allay some concerns.

728 Member Kimble thanked Ms. Collins for her comments about staff's interest in
729 being developer-friendly, noting that there were a lot of ways to do so without

730 circumventing review of something by adjoining property owners. With a one-
731 stop review or other process oriented toward that goal, Member Kimble opined
732 that would allow interested parties to review and comment on developments in
733 their immediate neighborhoods.

734 Recess

735 Interim Vice Chair Murphy recessed the meeting at approximately 8:39 p.m. and
736 reconvened at approximately 8:46 p.m.

737 Page 3

738 Member Kimble sought clarification, confirmed by Mr. Lloyd that current design
739 standards required developers to provide streets.

740 Member Gitzen noted that “public works design standards manual” and similar
741 references were inconsistent; duly noted by Mr. Lloyd. Member Gitzen further
742 stated his preference for keeping things in code for the application form that could
743 change periodically (e.g. comment on 1103.04), suggesting that at that point, the
744 Public Works Design Standards Manual, actually a survey document, created a
745 disconnect. If referencing anything, Member Gitzen suggested it should be the
746 Ramsey County Guidelines for Subdivided Plats,” especially since Ramsey
747 County would actually be doing the review and establishing requirements, with
748 only required city signatures their only involvement.

749 Mr. Lloyd thanked Member Gitzen for that timely mention, noting that the city’s
750 attorney was also the attorney for several other communities in the metropolitan
751 area, and was currently working with the Ramsey County surveyor and had put on
752 an informational program just yesterday that was attended by several of the
753 Community Development Department’s staff, at which he had first encountered
754 the survey standards manual. Mr. Lloyd opined that he anticipated a considerable
755 bit of information gleaned from that meeting would work its way into this rewrite.

756 Member Gitzen suggested that document would be an appropriate one to
757 reference in this code chapter; duly noted by Mr. Lloyd.

758 At the request of Member Bull, Mr. Lloyd advised that the Metropolitan Council
759 did not have a requirement for subdivisions.

760 Member Daire asked staff to summarize the current process for plat approval;
761 advising that based on his personal research on review and approval of final plats,
762 he wasn’t satisfied with the results of that search.

763 Mr. Lloyd reviewed the current process, clarifying that staff was no suggesting
764 considerable changes beyond simple refinement with the main revision being
765 subdivisions of land that triggered park dedication requirements being first
766 determined by the Parks & Recreation Commission for land or cash in lieu of land
767 and their recommendations as part of the approval process when applying for
768 Preliminary Plat approval for staff review. At that point, Mr. Lloyd advised that
769 the approval process then would move to the Commission and City Council for
770 their approval; and applicants then circling back to prepare a final plat application
771 that would essentially meet all the conditions applied to the preliminary plat with
772 that application then reviewed by staff for requirements/conditions and then to the

773 City Council for approval. Mr. Lloyd noted that the key component for final plat
774 approval was to ensure that it was essentially the same as the preliminary plat
775 requirements and not something else entirely or another iteration. Mr. Lloyd
776 advised that this broader review by the City Council verified that what they had
777 approved in the preliminary plat remained intact, at which point the applicant
778 recorded the final plat with Ramsey County.

779 Page 4

780 No comment.

781 Page 5

782 Mr. Lloyd advised that there remained more work to be done with design
783 standards as they related to the subdivision code (e.g. rights-of-way and lot layout
784 and their relationship to each other) as part of center line gradients and curve
785 specifications that were important with respect to rights-of-ways. While some can
786 go in a different section of city code, Mr. Lloyd advised that current 1800'
787 maximum block length standards were extremely long for Roseville; and
788 suggested focusing more on the existing street network rather than simply
789 guessing at how long the longest block may or should be.

790 Interim Vice Chair Murphy noted this page provided one of his examples for
791 “streets” and their definition; duly noted by Mr. Lloyd.

792 In Section 1103.02, Interim Vice Chair Murphy noted Item J referencing “half
793 streets” and their prohibition, asking what they were and whether or not a
794 definition would appear in this document. Member Murphy noted this involved
795 the concept of definitions again, and whether or not they were worthy to appear in
796 the definition section and if so to provide for a concise definition.

797 Page 6

798 While understanding the first suggestion under section 1103.04, Interim Vice
799 Chair Murphy questioned how code would embody that for future change, noting
800 that from his understanding the city was really constrained as to how it could
801 spend park dedication fees.

802 Mr. Lloyd responded that code could require this similar to dedication of park
803 land or strips of land for trails as part dedication land. While the current
804 subdivision code language is very general about cash or land, Mr. Lloyd advised
805 that code could be much more specific requiring dedications of some nature to
806 begin piecing together the city’s pathway plans for example even though it wasn’t
807 specified in any way at this point, but allowing the city to potentially use park
808 dedication fees to acquire that necessary land. Mr. Lloyd agreed that use of those
809 funds were restricted, but could be used for acquisition and some improvements,
810 and may possibly include sidewalks as part of rights-of-way dedication ideas for
811 related plans.

812 Referencing consultant comments for the park dedication section and broader
813 goals of the city, Member Kimble suggested staff push the consultant to provide
814 examples of new and innovative ideas for privately owned public spaces that
815 would comply with restrictions for park dedication fees while providing ideas of

816 benefit to the community. Member Kimble asked that this opportunity be opened
817 up and reviewed, opining that there were some examples available within the
818 Roseville community.

819 Specific to drainage and utility easements, Member Gitzen stated that he had
820 never understood how Roseville required 12' on a side but nothing on the front,
821 while most communities allotted 10' on the front and center on side and rear lot
822 lines. From his perspective, Member Gitzen spoke in support of 5' on each side
823 versus the current 6' and requiring 10' on front similar to most other metropolitan
824 urban communities.

825 Mr. Lloyd responded that both the City's current Public Works Director/Engineer
826 and City Engineer had been surprised to find no front yard easement requirement
827 in Roseville; and opined that would be included in this rewrite.

828 On the plat, Member Gitzen noted that some counties only allowed public utilities
829 on a dedicated plat, while unsure of Ramsey County's requirements, but
830 suggesting the City be consistent with Ramsey County.

831 Mr. Lloyd noted the current limitations of plat detail, including other easements
832 (e.g. solar access) that could be required and may require a separate document.

833 Member Gitzen noted other communities (e.g. City of Afton, MN) that required a
834 conservation easement on steep slopes, an option that can be done outside the
835 platting process; and duly noted by Mr. Lloyd.

836 At the request of Mr. Lloyd, Members Gitzen, Kimble and Murphy asked for
837 more information before making a decision on whether to only require drainage
838 and utility easements, or to include conservation or solar access easements as
839 well.

840 Page 7

841 Mr. Lloyd provided the current process for park dedications, including the written
842 version and unwritten policy of how they were handled now; with the intent for
843 including them as part of the annual fee schedule reviewed by staff and
844 recommendations brought to the City Council.

845 Mr. Lloyd advised that the procedure section was taken from the Parks &
846 Recreation Department staff's unwritten policy to present to the Parks &
847 Recreation Commission for recommendation to the City Council, done as one of
848 the first steps added to the beginning of the process before receipt of the
849 subdivision application itself. While the current unwritten process seemed to work
850 well, Mr. Lloyd advised that the intent to include it in code was so applicants
851 were not caught off guard or be unaware of this standard city process; and by
852 including it in code it would be more obvious to all parties moving forward.

853 Page 8

854 Regarding the "Other" suggestion, Member Kimble noted her issues with new
855 developments and signage and the impact that signage had on a community.

856 Mr. Lloyd reviewed several administrative items needing revision or restructuring
857 to be in line with current practices and processes (e.g. 1104.05). Compared to

858 current language in a subdivision application and lot shape not supported by
859 subdivision code and variance applications required, Mr. Lloyd advised that the
860 process proceeded directly to the Variance Board for their review for practical
861 difficulties. Mr. Lloyd clarified that the Variance Board strictly addressed the
862 variance issue and not the overall subdivision itself; with the City Council then
863 addressing the subdivision portion of the application, but not determining whether
864 or not the variance is acceptable. Mr. Lloyd opined that it made more sense to
865 have one body ultimately responsible for both decisions, such as City Council
866 review of the subdivision application and variance portion as a package; or as
867 done in the past in Roseville, a subdivision application may just proceed to the
868 City Council, or otherwise to the Planning Commission and ultimately the City
869 Council. Mr. Lloyd opined that the process needed to be tightened up to avoid
870 opening up the process for conflict, thus the reference on page 8.

871 Mr. Lloyd reported that he had only recently learned that the property owner's
872 signature was required on the plat document, including a line for another party's
873 signature if the parcel was sold to another party before being recorded at Ramsey
874 County. Mr. Lloyd noted that currently, there was no place for that second
875 signature, invalidating the plat; opining that the suggestion in section 1104.06 was
876 intended to avoid that situation.

877 Regarding the "other" noted, Mr. Lloyd advised that their references were
878 included as part of consideration of the subdivision ordinance but not necessarily
879 fitting in elsewhere in the current outline.

880 In response to Member Bull, Mr. Lloyd clarified that the current process is
881 working according to code at this time; with the Variance Board responsible for
882 variance applications and the City Council responsible for subdivision
883 applications. Mr. Lloyd recalled the process and long-standing interpretation of
884 code provisions and related variances from approximately 8 – 10 years ago that
885 provided for an alternate process for the Planning Commission to provide a
886 recommendation to the City Council for the entire application. However, Mr.
887 Lloyd noted that at some point, an observation was made that this was not what
888 the code said and the process was changed accordingly.

889 General Comments

890 Mr. Lloyd thanked the Commission for their participation in this difficult starting
891 discussion, and for providing good insight about things still needing to be
892 addressed to move forward and identifying the less-favored directions as well as
893 those having more support from the Commission at this point.

894 Interim Vice Chair Murphy offered an opportunity for public comment,
895 recognizing that this wasn't a formal public hearing, but no one appeared to
896 speak.

897 Member Gitzen noted in the staff report the intent to bring a revised draft back for
898 the April 5, 2017 Planning Commission meeting. However, Member Gitzen
899 suggested it be presented that night without discussion, in light of the two new
900 commissioners coming on and to allow them time to review the document and get
901 up to speed, suggesting discussion ensue in May.

902 Mr. Lloyd suggested staff could mention that to the City Council as an option;
903 and while not having any objections in theory, reiterated the moratorium and need
904 to extend it at their discretion. Mr. Lloyd noted that further delay in this process
905 may represent a further extension of something people may be anxiously
906 awaiting, even though it was a fair observation being made by Member Gitzen
907 about the new commissioners.

908 **7. Adjourn**

909 **MOTION**

910 **Member Daire moved, seconded by Member Murphy adjournment of the meeting**
911 **at approximately 9:17 p.m.**

912 **Ayes: 5**

913 **Nays: 0**

914 **Motion carried.**



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **04/05/17**

Agenda Item: **6a**

Agenda Section
Public Hearings

Prepared By

Department Approval

Item Description: Continuation of the consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit park-and-ride facilities at nine locations during the 12 day Minnesota State Fair - Tabled at the March 1, 2007 meeting (**PF17-002**).

1 APPLICATION INFORMATION

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

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

28 **BACKGROUND**

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

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

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

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

51 **STAFF REVIEW OF STATE FAIR IU**

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

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

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

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

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

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

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

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

110 REVIEW OF IU CRITERIA

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

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

139 **PUBLIC COMMENTS 03/01/17**

140 During the duly noticed public hearing portion of the meeting, three residents addressed
141 the Commission with comments and questions. All of the residents commented that
142 they support for the park-and-ride facilities that each lived near or adjacent to, but that
143 the popularity they have increased concerns on overflow public street parking, which
144 can block driveways and mailboxes (Attachment D).

145 **STAFF RECOMMENDATION**

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

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

158 **Existing Conditions**

- 159 **a.** The hours of operation at each of the sites shall be limited from 7 a.m. to midnight;
- 160 **b.** Each site shall have a minimum of one portable restroom that is cleaned on a regular
161 basis (every four days, at a minimum);
- 162 **c.** Each site shall have trash containers appropriately placed throughout the site to
163 encourage use, and each trash container shall be emptied daily;
- 164 **d.** Each site shall be monitored (walked by volunteer staff) hourly between the hours of
165 7 a.m. and 7 p.m., and every half hour between the hours of 7 p.m. and midnight;
- 166 **e.** Each site is allowed directional signage and a “lot full” sign not exceeding 28 inches
167 by 36 inches, additional signage shall be placed on-site to direct users away from
168 local residential streets, and all signage and other pertinent information shall be
169 taken down daily;
- 170 **f.** Bus traffic and loading/unloading locations shall substantially adhere to the
171 preferred route reviewed as part of the application and which is on file in the
172 Community Development Department;
- 173 **g.** The City has the ability, should certain altercations, events, or issues arise, to
174 discontinue the use of a lot if deemed necessary by the City Manager or his/her
175 assignee;
- 176 **h.** Community Development staff will administratively review park and ride locations,
177 based on citizen complaints, to determine whether operational modifications are
178 necessary and will work with site volunteers and Minnesota State Fair staff to resolve
179 the issue;
- 180 **i.** Each site shall have a certificate of insurance with the Minnesota Risk Management
181 Division for liability;

182 **New Conditions**

- 183 **j.** The State Fair shall enter into a contract with the Roseville Public Works
184 Department for an annual payment to cover the Departments posting and
185 maintenance of temporary no parking areas. This contract would be reviewed
186 annually as well to determine whether the fee should increase or to discuss what
187 should be done with unexpended funds. A contract between both parties shall be in
188 place and executed prior to the beginning of the 2017 Minnesota State Fair;
- 189 **k.** The State Fair shall enter into a contract with the Roseville Police Department/City
190 for the annual 12-day services of an off-duty officer. A contract between both parties
191 shall be in place and executed prior to the beginning of the 2017 Minnesota State
192 Fair. This contract shall not affect any other agreements the State Fair has with the
193 Roseville Police Department relative to the State Fair.
- 194 **l.** The INTERIM USE approval shall expire at the end of September 2021.

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

199 **PLANNING COMMISSION ACTION**
200 **By motion, recommend renewed 5-year approval of the INTERIM USE** for
201 Minnesota State Fair to continue operating park and ride facilities at 9 church and
202 school locations based on the comments, findings, and the conditions stated above of
203 this report.

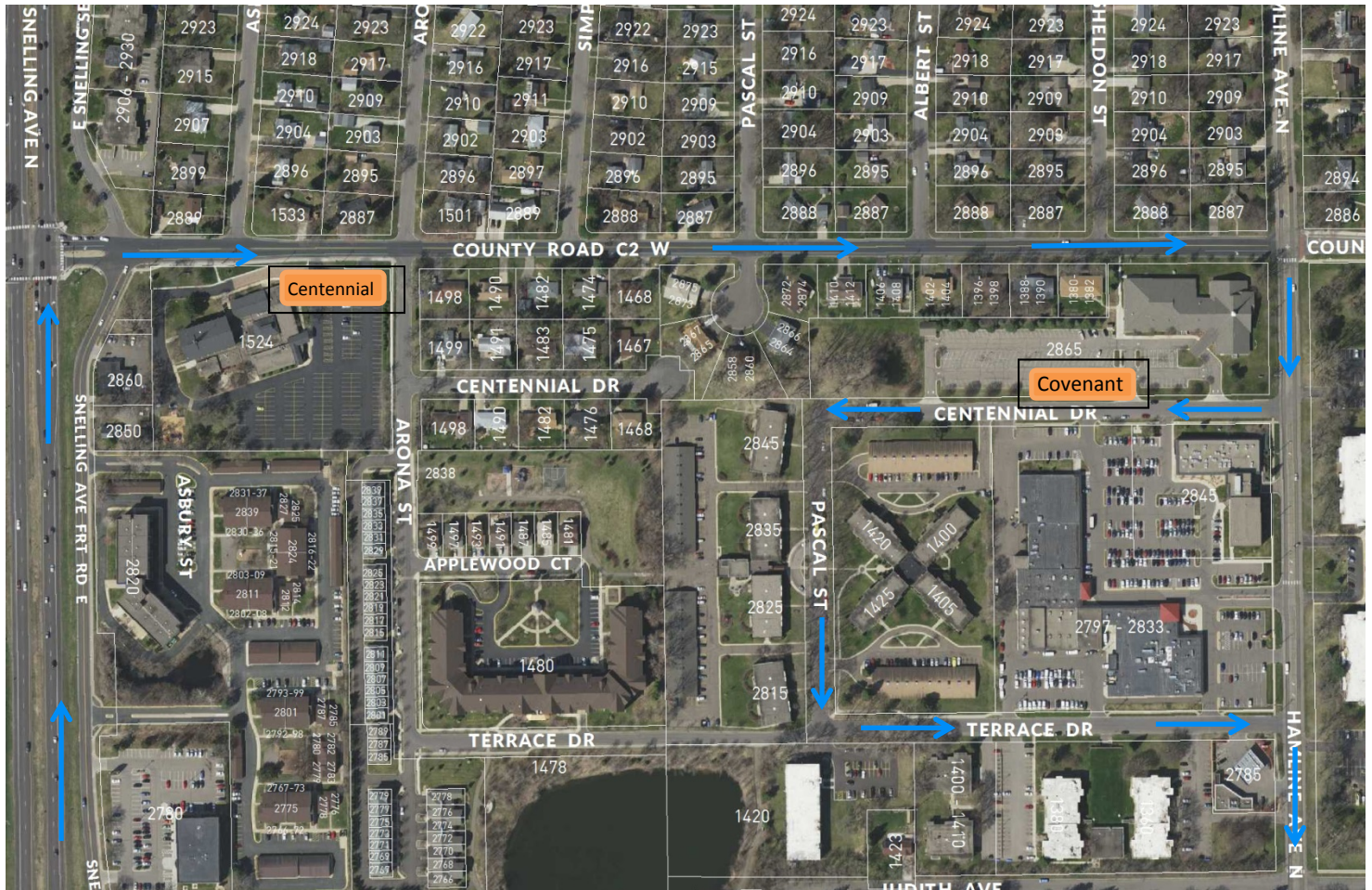
204 **ALTERNATIVE ACTIONS**

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

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

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

CENTENNIAL UNITED METHODIST & ROSEVILLE COVENANT



ROUTE INFORMATION

CENTENNIAL UNITED METHODIST ROUTE →

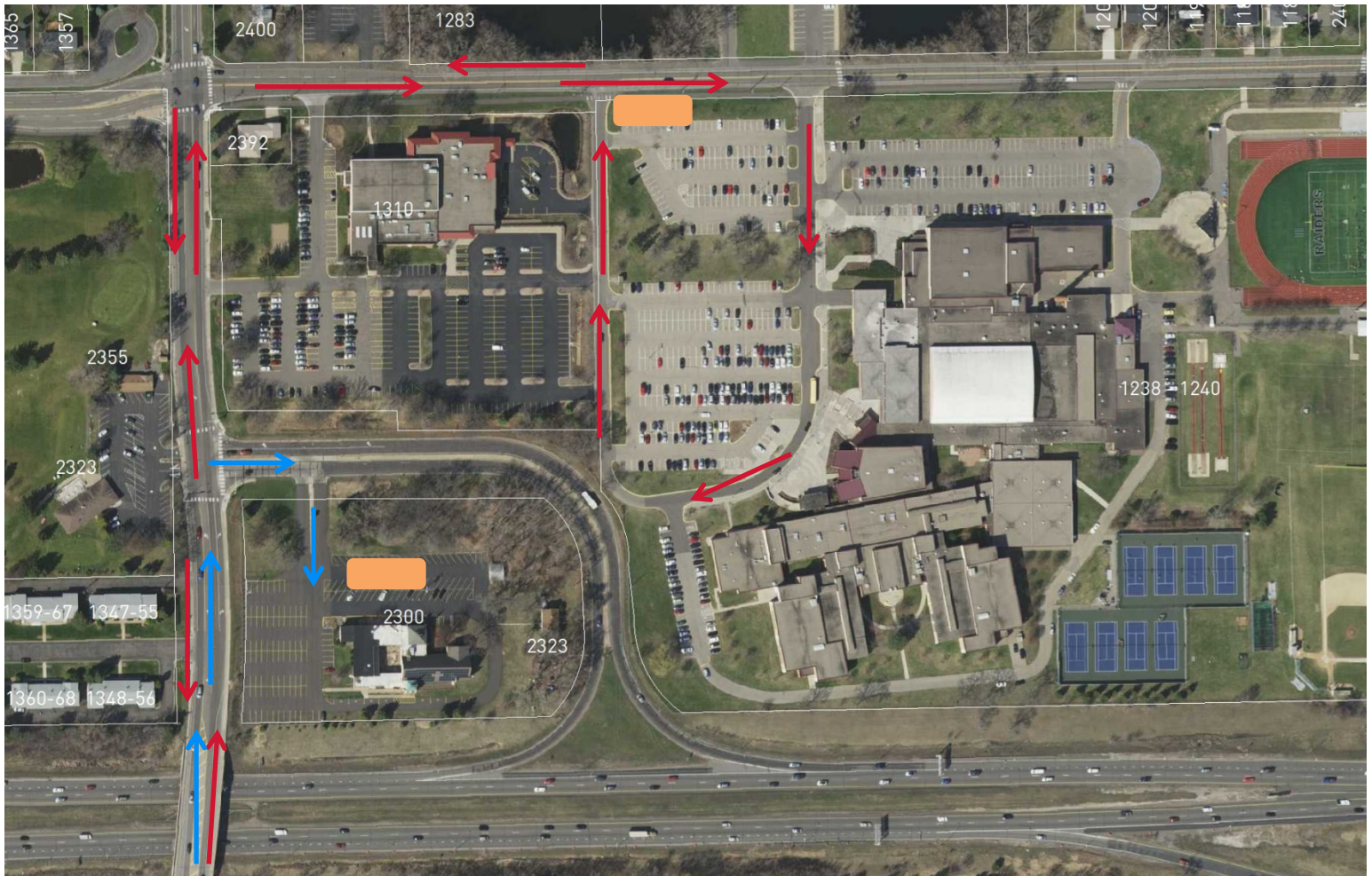
FROM STATE FAIR TRANSIT CENTER
SNELLING AVENUE TO COUNTY ROAD C2 TO CENTENNIAL UNITED METHODIST CURB SIDE PICK-UP LOCATION

ROSEVILLE COVENANT ROUTE →

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

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

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



DEPARTS MIDWAY PARKWAY →

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



To MIDWAY PARKWAY →

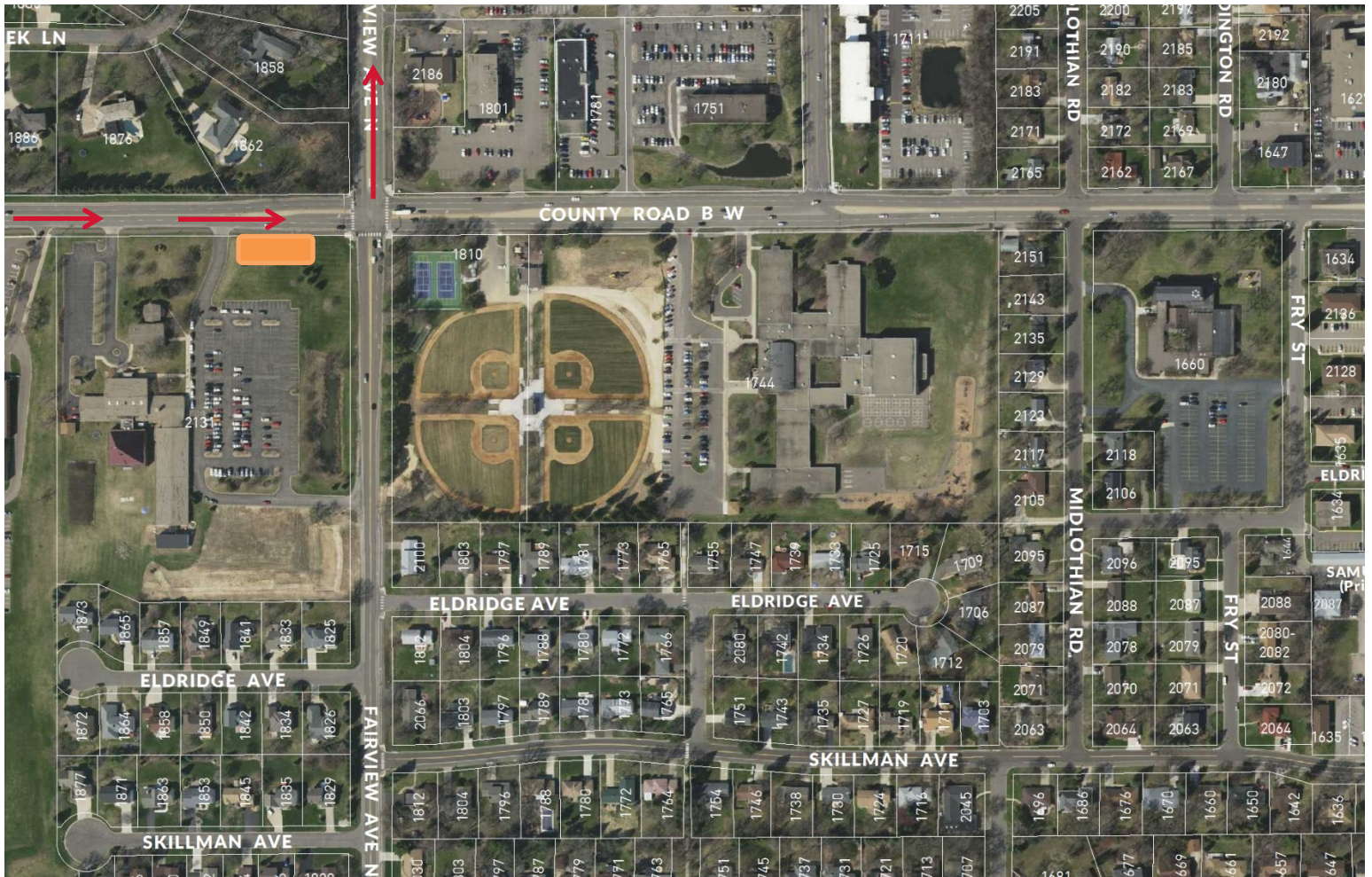
LEFT ON TO COUNTY ROAD B2 TO HAMLINE
 LEFT ON HAMLINE; PROCEED TO MIDWAY PARKWAY
 RIGHT TURN ONTO MIDWAY PARKWAY AND PROCEED STATE FAIR DROP-OFF AREA

NEW - St. CHRISTOPHER →

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



CHURCH OF CORPUS CHRISTI



CORPUS CHRISTI ROUTE →

CLEVELAND AVENUE TO COUNTY ROAD B

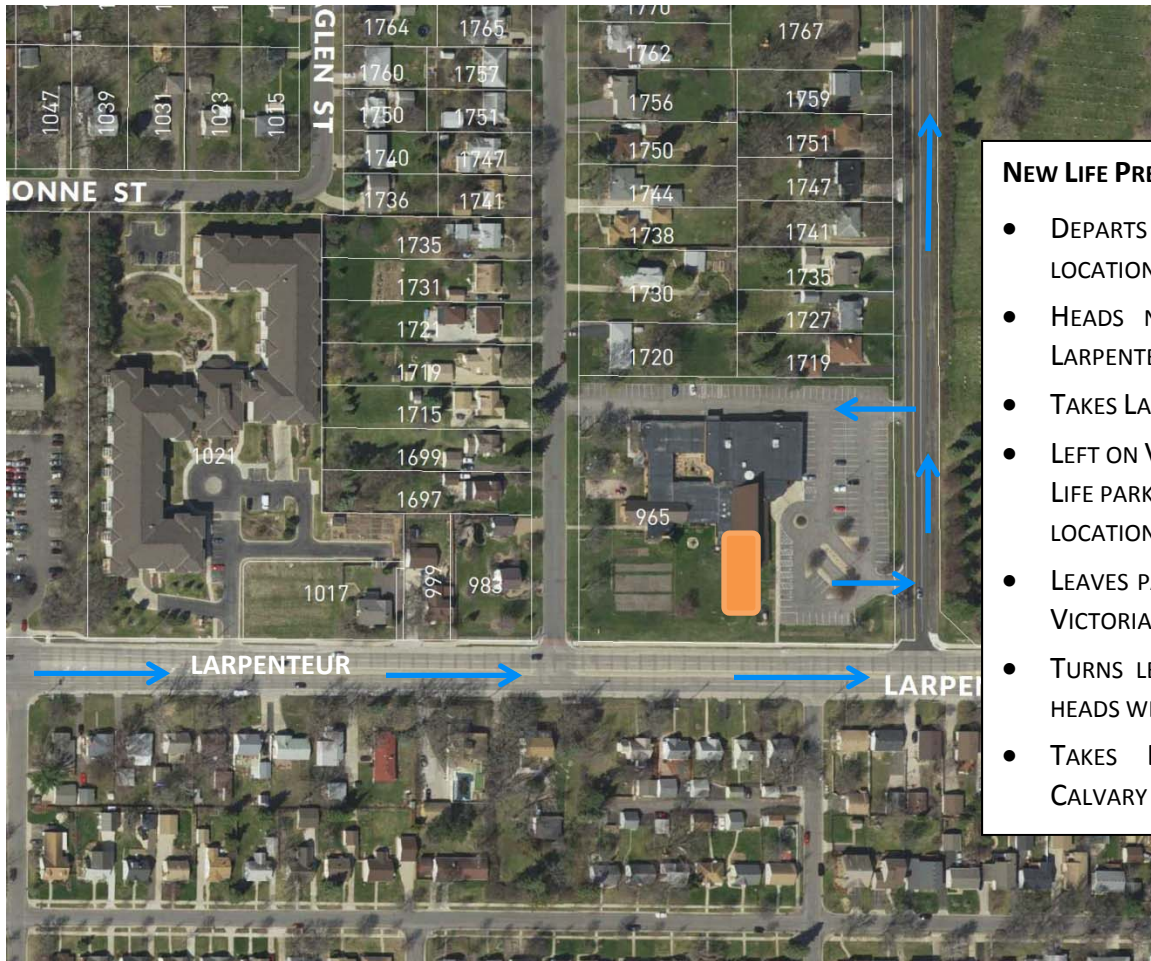
LEFT TURN ONTO COUNTY ROAD B

COUNTY ROAD B TO CORPUS CHRISTI PICK-UP LOCATION

BUS THEN HEADS TO DEPARTMENT OF EDUCATION LOTS




NEW LIFE PRESBYTERIAN CHURCH



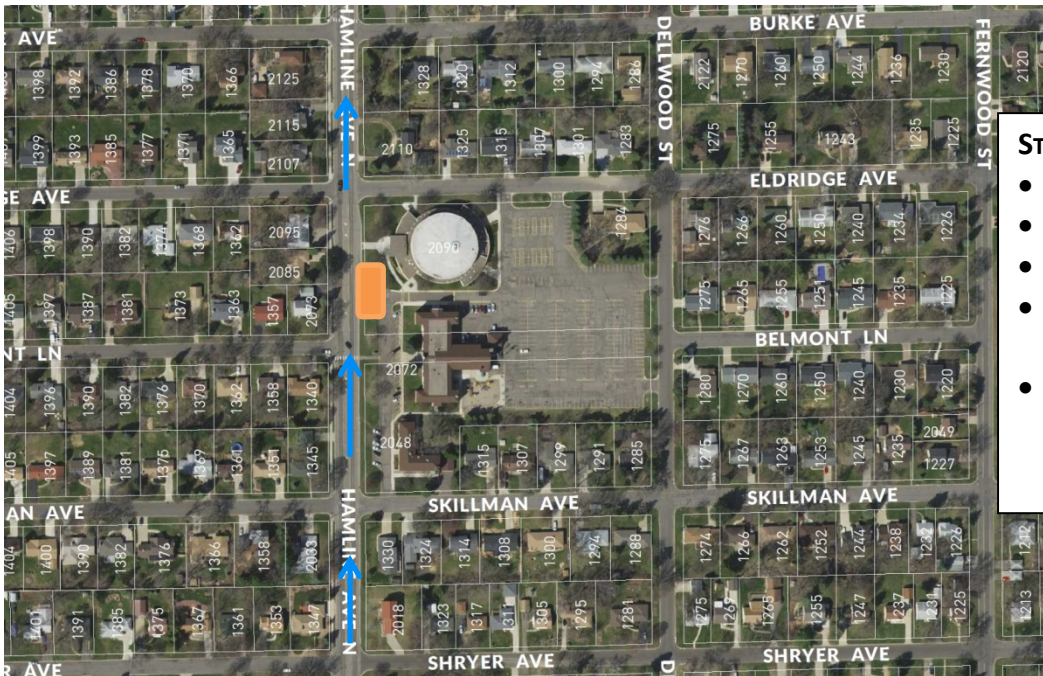
- NEW LIFE PRESBYTERIAN** →
- DEPARTS MIDWAY DROP-OFF/PICK-UP LOCATION
 - HEADS NORTH ON SNELLING AVE TO LARPENTEUR AVE
 - TAKES LARPENTEUR AVE TO VICTORIA ST
 - LEFT ON VICTORIA AVE AND INTO NEW LIFE PARKING LOT TO PICK-UP/DROP-OFF LOCATION
 - LEAVES PARKING LOT HEADING NORTH ON VICTORIA
 - TURNS LEFT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


CALVARY BAPTIST



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

ST. ROSE OF LIMA



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



Twelve Days of **FUN** Ending Labor Day

January 11, 2017

To: Thomas Paschke, City Planner, City of Roseville

From: Steve Grans, Transportation Manager, MN State Fair

Re: Interim Use Permit Open Houses Review:

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

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

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

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

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

Thomas Paschke

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

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

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

Thanks,

Keturah Pestel
1080 Parker Ave homeowner

Thomas Paschke

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

Dear Mr. Thomas Paschke,

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

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

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

SCENARIO:

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

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

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

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

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

Regards,

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

Thomas Paschke

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

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

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

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

Thomas Paschke

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

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

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

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

Glen Meints
962 W California
St Paul

[REDACTED]

Thomas Paschke

From: Jesse Docken [REDACTED]
Sent: Tuesday, February 28, 2017 5:43 PM
To: RV Planning
Subject: Comment regarding plan 17-002

To whom it may concern, -

My apologies that my schedule does not permit me to attend the public hearing on March 1st, 2017 regarding the proposed interim use for the parking lots at Roseville Covenant and Centennial United Methodist as designated Park & Rides for the Minnesota State Fair. However, I do wish to voice my unequivocated support for the plan.

I have personally used the Park & Ride at Roseville Covenant before and found it extremely convenient, and am all for making the State Fair more accessible to Roseville residents, their families, and their friends. That both locations are also available with a high population density (relative to Roseville itself) is also important, as it means that they can both service a large range of local residents without having to drive at all.

I do wish to raise one question, however: does the Roseville Planning Commission have any role in the determination of the buses used for the Park & Rides or influence on the matter? There are quite a few residents who could benefit from more accessible buses (or ones that accommodate wheelchairs).

Many thanks,
Jesse Docken

Thomas Paschke

From: DEBRA GOGINS [REDACTED]
Sent: Tuesday, February 28, 2017 10:49 PM
To: RV Planning
Cc: Greg Gogins
Subject: Church of Corpus Christi/MN State Fair Interim Use Park and Ride

To Mr. Thomas Paschke and the Roseville Planning Commission,

We have resided at 1812 Eldridge Ave W since the fall of 1993. We never had any traffic or parking related problems until the Church of Corpus Christi began using their parking lot as a Park & Ride during the MN State Fair. Since that time, the MN State Fair has been anything but fun for us. We live on the corner of Fairview and Eldridge and during the 10 days of the MN State Fair, we experience the following problems year after year:

*Increased vehicle and bus traffic making getting on or off our street difficult. Because Fairview Ave is a major Street, it causes large traffic backups for both North and South bound traffic. We have witnessed vehicle accidents as well as near misses. Vehicles southbound often try passing on the shoulder to avoid stopped vehicles and we have witnessed many near misses of bicycles and pedestrians by these passing vehicles.

*Increased pedestrian traffic, with no marked crosswalks, with many people, adults and children, jaywalking and darting out into traffic to try to catch a bus. We have witnessed many close calls in which drivers and pedestrians end up exchanging not so nice language and hand gestures with each other.

*The late hours that the buses go until makes it extremely difficult for neighbors to have their windows open and get any sleep. Not everyone has or chooses to use air conditioning all the time. This is bad enough on the weekends, but the majority of our area is occupied by people who work and must get up early each day.

*Unfortunately people now days have little or no regard for time of day and noise. People leaving the Park & Ride and going to their cars parked in the area are most often very loud, yelling, hollering, laughing and cursing.

*Parking on our street during the fair is, to put it mildly, a mess! Vehicles park on both sides of the street which makes it difficult for neighbors to get their vehicles backed out of their driveways. We have witnessed many near misses of parked cars as vehicles try to turn around in driveways. This is especially true with larger vehicles.

*Our area is a motorized mail route. The neighborhood posts signs on their mailboxes asking people to not block mailboxes. Unfortunately, we and many of our neighbors often go without mail multiple days of the fair because our mailboxes are blocked by parked vehicles and the mail truck doesn't have access to the box. While there is no law or city ordinance against blocking a mailbox, the Post Office does not have to go out of its way to deliver your mail. In other words, the mail carrier does not have to get out of the truck to get to your box to deliver your mail. The no law information came from a Roseville police officer and the mail delivery information came from the Post Office.

*Vehicles often park right up to, and sometimes partially across, driveways. Again, this makes it difficult for people to get their vehicles in or out of their driveways. I checked with a Roseville police officer last year who informed me that there was no law or city ordinance stating how far away from a driveway a vehicle must be. It

is only against the law if the vehicle is blocking the driveway.

*Finally, garbage from fair goers is also a problem. Garbage is found in the street, people's yards and has even been found shoved in mailboxes. Last year our block captain contacted fair people and discussed the problem. We appreciate that the fair placed a garbage barrel at the end of our street. It made a dent in the problem but, didn't stop it.

While you only had to notify property owners within 500' of the Church of Corpus Christi, these problems are experienced by everyone on our street and surrounding streets. We think more consideration should be given to the people who live in the area of this, and all, Park & Rides. Suggestions for the city, that should be supported by the State Fair, to help its residents could include:

*Make parking legal on only one side of the street during the fair.

*Make a city ordinance for parking 10' from a driveway. This is done in the city of St. Paul and helps the residents greatly.

*Assist with some kind of temporary signage to request people park back from mailboxes. The ordinance mentioned above would also solve this problem.

We understand that these Park & Rides are a benefit financially to the State Fair by bringing in more people. It is also a benefit financially to the Church of Corpus Christi as they are compensated for the use of their property. We are not against this. We and our neighbors would just like some consideration and help to make the 10 days of the State Fair more neighbor friendly for our area.

Thank you.

Sincerely,

Greg and Debra Gogins

Thomas Paschke

From: Cora Lueben [REDACTED]
Sent: Monday, February 27, 2017 5:02 PM
To: RV Planning
Subject: Public hearing, March 1

I am unable to be at the meeting, but would like to give my wholehearted approval to the Park and Ride at Centennial Methodist. I live 5 houses up Asbury Street and people park on the street around my house, but I don't mind.

Cora Lueben
2924 Asbury Street
[REDACTED]

**Extract of the March 1, 2017 Meeting Minutes of the Roseville
Planning Commission**

1 a. **PLANNING FILE 17-002: Request by Grace Church, Roseville Area High**
2 **School, St. Christopher’s Episcopal Church, Church of Corpus Christi, St.**
3 **Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial**
4 **United Methodist Church, and Roseville Covenant Church in cooperation**
5 **with the MN State Fair for renewed approval of eight park and ride**
6 **facilities and approval of one new (St. Christopher’s Episcopal Church)**
7 **park and ride facilities and approval of one new park and ride facility as an**
8 **INTERIM USE.** *Addresses of the facilities are as follows: 1310 County Road B-2,*
9 *1240 County Road B-2, 2300 Hamline Avenue, 2131 Fairview Avenue, 2048 Hamline*
10 *Avenue, 2120 Lexington Avenue, 965 Larpenteur Avenue, 1524 County Road C-2 and*
11 *2865 Hamline Avenue*

12 Interim Vice Chair opened the public hearing at approximately 6:38 p.m.

13 City Planner Thomas Paschke summarized this request for renewal of the Interim Use
14 (IU) for eight facilities, and the addition of one new facility as detailed in the staff
15 report of today’s date. Mr. Paschke noted the expiration of the current IU as of
16 September 2016; and five subsequent and separate open houses held by applicant
17 representatives of the State Fair, with 2,200 notices sent to residents and renters in the
18 surrounding areas of these nine facilities. Mr. Paschke reported that only eighteen
19 individuals had collectively shown up at those open houses, along with three Planning
20 Commissioners. Mr. Paschke reported that a summary of the open houses was included
21 in packet materials; and advised that similar notices had been mailed out in advance of
22 tonight’s formal public hearing before the Commission.

23 As part of staff’s review, Mr. Paschke reported that three additional conditions
24 (Conditions J, K, and L) as detailed in the staff report were being recommended since
25 expiration of the last IU in response to higher usage of the facilities by the general
26 public creating some additional concerns, specifically related to overflow parking on
27 public streets nearby those facilities and related issues, with all previous conditions
28 recommended for continuation with any renewals and for the newest location.

29 Since creation and distribution of tonight’s staff report, Mr. Paschke advised that
30 internal conversations between city staff and State Fair staff had led to both parties
31 revising tonight’s requested action, no amended to ask the Commission to receive
32 public comment on this item, then close and TABLE their deliberation and
33 consideration of the request by the body until a future meeting. Mr. Paschke advised
34 that this would allow both parties to work out additional specific details for the three
35 newest conditions from both the city’s and State Fair’s perspectives and to consider
36 their impacts as conditions for approval.

37 Commission Questions/Discussion

38 Given the set hours of operation for the Fair, Member Bull asked why staff felt a
39 condition different from those set hours should apply to the park and ride facilities.

40 Mr. Paschke responded that the condition had been put in place when an Interim Use
41 had initially been sought by the fair as an attempt to control and monitor those sites
42 adjacent to single-family residents, specifically no earlier than 7:00 a.m. and no later
43 than midnight regardless of State Fair hours. Mr. Paschke advised that the city had
44 instituted those hours to better address community issues and concerns that had been
45 brought forward by residents in 2002 related to noise and activities in the vicinities of
46 those sites.

47 Member Bull further questioned the purpose of condition d for walking and monitoring
48 of each site by volunteer staff.

49 Mr. Paschke responded that this condition had been in place since the inception to
50 provide monitoring of sites for certain activities that should not be occurring, as well as
51 ensuring garbage and litter are contained in appropriate containers and not ending up
52 in adjacent residential yards or streets. While he frequently monitors each site during
53 the duration of the Fair to observe any obvious issues, Mr. Paschke advised that by
54 having the conditions in place under the IU, their implementation had addressed and
55 reduced many of the concerns over the years as expressed by residential neighbors and
56 within the neighborhoods of the sites. Given the recent increase in customers using
57 these facilities, Mr. Paschke advised that it may result in other issues related to public
58 street parking that had not yet been addressed.

59 Member Bull asked why the IU was to expire at the end of September 2019 (condition M
60 - 3 years) and why not for a longer period.

61 Mr. Paschke advised that staff had put included that new condition as a mechanism for
62 review with State Fair personnel to allow periodic check-ins to ensure conditions were
63 working as intended. While the IU could be for a one-year duration, or up to five years,
64 Mr. Paschke stated that staff considered a three-year duration appropriate in this
65 instance given the number of sites involved; but recognizing staff's interest in discussing
66 this further with State Fair personnel, as they would obviously prefer a longer term (e.g.
67 five years) duration.

68 Since the Fair hours of operation are from 7:00 a.m. to midnight, Member Gitzen asked
69 if the City's IU conditions should run accordingly.

70 Mr. Paschke questioned the need to change them, but suggested the Commission ask
71 that question of State Fair personnel present at tonight's meeting. Mr. Paschke opined
72 that he wasn't sure how later fair hours related to the City of Roseville, advising that
73 staff was not aware of any concerns with hours of operation of the sites expressed by
74 adjacent residents.

75 Applicant: Steve Grans, Transportation Manager for the Minnesota State Fair
76 In response to previous Commissioner questions, Mr. Grans advised that the last bus
77 left the State Fairgrounds at 12:00 midnight (Member Gitzen); that Roseville was not
78 the only city or suburb with park and ride facilities used by the State Fair (e.g. St. Paul,
79 Minneapolis, Roseville, Shoreview and Arden Hills) with none located south of the
80 metro area at this time (Member Daire) with outer circle transportation provided by
81 Metro Transit Express buses at \$5 for a roundtrip ride; and those further out handled
82 accordingly depending on the transportation vendor used.

83 At the request of Member Daire, Mr. Grans confirmed that the City of Roseville was the
84 only community requiring the IU process; and further confirmed that State Fair staff
85 had initially reviewed Conditions A through M as listed, inclusive of the three new
86 conditions.

87 With Member Daire noting the State Fair had previously held five-year IU's, Mr. Grans
88 concurred, noting that the only exception had been when a new facility was added mid-
89 term and an IU issued for a shorter term to allow it to catch up with the IU for other
90 facilities and considered for renewal for the same cycle at that point.

91 Interim Vice Chair Murphy asked Mr. Grans to respond to the bus accessibility concerns
92 raised by the email from Ms. Docken; and to advise how the mi of buses is determined
93 to serve the park and ride facilities.

94 Mr. Grans responded that the State Fair had a handicapped accessible site and buses
95 located at the Oscar Johnson Arena on Energy Park Drive exclusively for customers with
96 special accessibility issues; and they encouraged using that facility accordingly.
97 However, Mr. Grans reported that attempts were made to provide one handicapped
98 accessible bus was available for each route, but unfortunately didn't always work out
99 depending on the time of ridership. When someone calls the State Fair, Mr. Grans
100 advised that directions and route information/times were provided. However, if a
101 customer didn't want to go to that site, Mr. Grans advised that State Fair staff would
102 notify the park and ride Superintendent to notify Lorenz Bus Company of the need and
103 approximate timing for the next available accessible bus on that route; or if necessary
104 the Bus Company will attempt to send an accessible mini-bus to that facility for that
105 person and their guest to provide transportation to the Fair. Mr. Grans advised that each
106 year, Lorenz was trying to get more accessible buses on their routes.

107 At the request of Interim Vice Chair Murphy, Mr. Grans advised that the Oscar Johnson
108 facility, even though close in proximity to the Fairgrounds, had yet to run out of
109 available parking spaces for its customers.

110 Specific to the State Fair's open houses and transparency for Roseville residents,
111 Member Bull reported that the open houses he had attended were very well run and
112 expressed his appreciation to State Fair personnel for their outreach to the community
113 and operation of their facilities, whether receiving positive or negative comments.

114 Mr. Grans thanked Member Bull for his comments, noting that the State Fair had been
115 providing services for over fifty years, with more than 50% of its customers arriving by
116 bus, whether or not via a park and ride facility.

117 At the request of Member Daire, Mr. Grans confirmed that the State Fair was basically
118 autonomous from the City of St. Paul and/or any other municipality, with its own year-
119 round Police Chief and Security force direction and authority, even though it was
120 augmented by other departments for the duration of the annual State Fair.

121 Public Comment

122 Since preparation of tonight's meeting materials, and additional emails included in the
123 public record, Mr. Paschke advised that staff had fielded one additional phone call from
124 a neighbor to the Centennial United Methodist Church site, expressing their support for
125 the facility.

126 Randy Neprash, 1276 Eldridge Avenue

127 As a resident living behind St. Rose of Lima Church longer than the park and ride had
128 been in operation, Mr. Neprash clarified that he would be speaking to that facility and
129 was generally in support of the site. Mr. Neprash opined that operators of the site and
130 the State Fair organization itself, as well as the city had been very responsive and helpful
131 over the years; and stated his appreciation for the idea of open houses as the IU process
132 came along periodically for review in a more comprehensive and formal way.

133 With that said, Mr. Neprash stated that he agreed that the overflow parking had become
134 a problem as facilities had grown in popularity, all located in residential neighborhoods,
135 and filling up fast, at which time customers park in the neighborhood.

136 Mr. Neprash provided several examples he'd experienced in his neighborhood; but
137 recognized the responsibility provided for the St. Lima site by the church's volunteers in
138 running it. However, Mr. Neprash noted that those volunteers could not be responsible
139 for those overflow customers choosing to park around the neighborhood; or for trash
140 blowing through and ending up in every direction up to 3-4 blocks from the site by those
141 inconsiderate users of the bus transportation by scattering trash on private property.
142 Mr. Neprash admitted he was at a loss as to how to resolve the issue, but noted it would
143 prove to be a huge help to the adjacent neighborhood to have that trash controlled,
144 whether blowing from the site or from overflow parking customers in the neighborhood,
145 especially when the trash ended up on private property and given trespassing concerns
146 by volunteers who may be positively policing the trash. In his personal situation, Mr.
147 Neprash noted this became an ongoing problem during the two-week operation of the
148 State Fair.

149 Specific to geography and parking access, Mr. Neprash noted safety concerns with traffic
150 and bus loading areas with the entrance located on the back (east) side on Dellwood
151 Street, with Hamline on the west side, and only arterial streets available being Hamline
152 and Fernwood. By having the traffic come in the back way, Mr. Neprash noted it
153 continued to be a safety concern for children, pedestrians and bikers, even though the
154 State Fair had responded favorably in the past by relocating the bus loading to the back,
155 even though it created a safety concern on those residential streets. Mr. Neprash
156 admitted that an access point on Hamline was a result of the city previously recognizing
157 those visual and safety concerns, but even though signed by the city that seemed to work
158 for a short time, bus drivers still didn't get the message.

159 In attempting to report the issue to State Fair personnel, Mr. Neprash advised that this
160 was a challenge; and asked that they provide better contact information to the
161 residential neighbors of each of the facilities: how to reach a State Fair representative to
162 resolve any bus issues, as well as a contact for the organization running each park and
163 ride facility, which had never been available, as well as a dedicated city staff person to
164 contact during the State Fair as well. Mr. Neprash suggested contact information based
165 on mailings, no matter what format it took, and also available through a web-based page
166 on the city's website to log in messages for all of the neighborhood to see and respond
167 to. While he realized that may be asking a lot, Mr. Neprash asked that at a minimum
168 email addresses and phone numbers for those three contacts as requested above be
169 provided for each facility.

170 Specific to the trash pick-up, Mr. Neprash recognized that it was a challenge, and
171 admitted that he didn't know how best to deal with the private property nuisance issue it
172 created.

173 Specific to parking, Mr. Neprash summarized his two issues, one rare and one more
174 common: people blocking driveways or a portion thereof that may result in being
175 blocked out of your driveway for the entire day and part of the night.

176 Interim Vice Chair Murphy suggested that residents contact the city's Police
177 Department if and when that occurs.

178 In response, Mr. Neprash state that when that had been done, he was not aware of any
179 resolution or observed any action being taken.

180 Mr. Neprash noted that the more common issue was people parking in front of
181 mailboxes (e.g. Belmont immediately east of the middle of the St. Rose of Lima
182 property); even though residents made their own signs annually asking people not to
183 park in front of their mailboxes with no result. If possible, Mr. Neprash asked that the
184 State Fair provide similar weatherized signage, rather than being at the expense of
185 residents, such as political campaign signs; or asked that city staff make that an
186 additional condition of IU approval.

187 In response to comments made by Member Daire, Mr. Neprash stated that he found the
188 park and ride facilities hugely valuable and served as fundraisers for those organizations
189 manning the sites, which he was totally supportive of. While supporting any signage to
190 avoid people blocking driveways or mailboxes, Mr. Neprash stated that the last thing
191 he'd want to do was to have someone return from a day at the fair to find that their car
192 had been towed because of illegal parking.

193 Member Bull suggested neighborhood volunteers consider putting out trash cant to
194 incent people to use them versus throwing things in yards, even though he recognized
195 that it wasn't their responsibility to do so.

196 Mr. Neprash stated that if public trash cans were made available, he was confident
197 residents would be happy to put them out and monitor them.

198 At the request of Member Gitzen, Mr. Neprash clarified that, other than the city-
199 installed "No Parking" signs for two blocks on Dellwood during the State Fair, there are
200 no other "No Parking" signs in the neighborhood now. Mr. Neprash further noted that
201 there were no sidewalks in the neighborhood, so the street was even narrower with
202 parking and people walking on the street. Mr. Neprash stated that the neighbors wanted
203 to be reasonable, but also wanted to be heard about these ongoing inconveniences
204 during the Fair.

205 At the request of Interim Vice Chair Murphy, Mr. Neprash provided his experiences and
206 those of his neighbors in approaching bus drivers on site and radio dispatch feedback
207 immediately to the bus drivers. Mr. Neprash advised that this was the reason for his
208 suggestion for a direct contact with the State Fair to minimize response times and to
209 achieve a firm response.

210 For the benefit of this discussion, Mr. Paschke advised that the city's Public Works staff
211 installed "No Parking" signs in five specific areas – having grown from one area - during
212 the Fair due to past calls and issues with narrow roads creating safety concerns.

Peggy Verkuilen, 1123 Sextant Avenue W (Near RAHS)

Ms. Verkuilen spoke in support of the park and ride endeavor, but noted her safety concerns, specifically at County Road B-2 at Dunlap when cars are parked right up to the corner. Specific to Dunlap to Sextant, Ms. Verkuilen opined that there was no way emergency vehicles could get through if needed, especially on the lower part of Dunlap where it curved. Ms. Verkuilen stated that she had repeatedly begged the Police Department to sign those corners, whether for the annual State Fair or during sporting or other events at RAHS when parking was at t premium, to no avail. While community service officers put out “No Parking to Corner” signs as appropriate, Ms. Verkuilen suggested standard operating procedure would be sign it rather than having to take the time for an officer to enforce parking near the intersections.

Specific to parking in front of mailboxes during the State Fair, Ms. Verkuilen stated that they had to go without mail for two days in a row and asked that “No Parking” on a certain side be enforced to at least allow for mail delivery; and to address access for emergency vehicles at the corners.

At the request of Member Daire, Ms. Verkuilen opined that simply restricting parking on one side of Dunlap would not alleviate access for emergency vehicles going east/west along County Road B-2 and turning onto Dunlap. Ms. Verkuilen stated that she wanted people to attend games and activities at RAHS, but reiterated her concern that it was a safety issue. Ms. Verkuilen also stated that she didn’t want to discourage people from attending the fair, but also asked for consideration if it was their loved one needing an emergency vehicle’s services and unable to access their home.

At the further request of Member Daire, Mr. Paschke confirmed that there was a State law and city code requiring that vehicles park no closer than 10’ from an intersection; advising that it was simply a matter of enforcement, and offered to look into the Police Department’s policy on what that enforcement would entail (e.g. tag and tow or citation).

Janice Walsh, 1356 Colonial Drive (across from St. Christopher’s Episcopal)

Since this is the first year of operation for this site and as a resident of the Williamsburg Townhomes across the street, Ms. Walsh asked if there was any possibility of posting “No Parking” signs for public street parking and access to the townhomes, or if residents would need to make their own.

Mr. Paschke stated that staff would take that into consideration during its further review after tonight’s meeting and prior to Planning Commission action.

Interim Vice Chair Murphy, in response to how the townhomes could request “No Parking” signage, advised that staff had made a note and these meeting minutes would also reflect her concerns for the record. Member Murphy apologized that the city’s Police Chief was currently out-of-town and unable to respond to citizen concerns before or during tonight’s meeting.

252 Catherine Dorr, 2392 Hamline Avenue (corner of County Road B-2 and Hamline
253 Avenue – directly across from Grace Church)

254 Ms. Dorr spoke in support of the three additional conditions recommended by staff. Ms.
255 Dorr noted that she had used the park and ride facilities to attend the fair for a number
256 of years, and found them not only convenient, but a way to alleviate traffic congestion at
257 the fairgrounds and lower the carbon footprint. In general, Ms. Dorr spoke in support of
258 the facilities that could help allow people to have a good experience at the fair.

259 Among the problems she wished the Commission and staff to address, in addition to the
260 three additional conditions, Ms. Dorr addressed overflow parking on County Road B-2
261 in the Masonic Lodge parking lot that occurred during certain days of the fair, but not
262 typically on weekends and Labor Day, but when RAHS also closed part of their lot for
263 student use, with the smaller RAHS and Grace Church lots filling up fast, causing
264 vehicles to park near the Willow Pond area and then overflow into the Masonic Lodge
265 lot, with between 10 to 30 vehicles using that lot. Ms. Dorr noted that she hadn't
266 observed any signage by the Masonic Lodge, and admitted that this was only an
267 occasional problem depending on what was occurring at the RAHS lot. Ms. Dorr asked if
268 the State Fair thought that by adding additional parking at St. Christopher's Church this
269 would relieve some of that overflow parking along County Road B-2. Ms. Dorr stated
270 that she had yet to have people block her mailbox or driveway, but noted that she had
271 noticed overflow parking along the Masonic Lodge area.

272 Also, Ms. Dorr asked if there was any way the traffic light timing at County Road B-2
273 and Hamline Avenue, already heavily used during rush hours when school lets out,
274 could be adjusted to avoid additional back-up of vehicles on County Road B-2.

275 Given the pedestrian and vehicular traffic, and typical rush hour traffic volume, Interim
276 Vice Chair Murphy spoke in support of the three new conditions recommended by staff.

277 In response to Ms. Dorr and for the record, Mr. Grans advised that the State Fair did not
278 have any agreement in place with the Masonic Lodge for parking, and therefore did not
279 encourage or authorize parking in that lot by State Fair customers. Also, Mr. Grans
280 advised that State Fair did not support any of its lot volunteers and their organizations
281 to encourage public street parking when lots are full. Mr. Grans noted that when a lot
282 was full, it was full, and volunteers advised customers of other lots with available room
283 and their location. Mr. Grans clarified that any public street parking choices were
284 undertaken by customers of their own volition. Specific to potential issues addressed
285 about parking on County Road B-2 and when the RAHS/Grace Church lots were full,
286 Mr. Grans advised that neither lot was available to the State Fair for the full twelve days
287 of the State Fair; and given that restrictions seem to continue to increase on an annual
288 basis, advised that this was their rationale in adding the St. Christopher's facility to
289 offset restrictions found at RAHS.

290 Ms. Dorr responded that those are the days she observed problems with on-street
291 parking.

292 At the request of Interim Vice Chair Murphy, Mr. Grans advised that he had no
293 suggestions on the mailbox and/or overflow street parking in residential neighborhoods
294 other than as suggested by residents themselves during tonight's discussion.

295 At approximately 7:36 p.m., and prior to Interim Vice Chair Murphy closing the public
296 hearing, Member Bull made the following motion.

297 **MOTION**

298 **Member Bull moved, seconded by Member Gitzen to TABLE recommended**
299 **action on this item, as requested by staff, to the April 5, 2017 regular**
300 **Planning Commission meeting and allowing staff to work through**
301 **additional issues with State Fair representatives at their earliest**
302 **convenience.**

303 **Ayes: 4**

304 **Nays: 1 (Daire)**

305 **Motion carried.**



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **04/05/17**

Agenda Item: **7A**

Agenda Section
Public Hearings

Prepared By

Department Approval

Item Description: Consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit seasonal household hazardous waste collection at Ramsey County Kent Street property (**PF17-003**).

1 **APPLICATION INFORMATION**

2 Applicant:	Ramsey County Public Health
3 Location:	1310 County Road B2
4 Property Owner:	Ramsey County
5 Application Submission:	03/08/17; deemed complete 03/10/17
6 City Action Deadline:	05/06/17
7 Planning File History:	PF2985, 3302, 3663, and 3663-2011
8	Renewal

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

12 **BACKGROUND**

13 Ramsey County Department of Public Health has requested a 5 year extension of their
14 INTERIM USE approval to allow continuation of the operation of a satellite household
15 hazardous waste (HHW) collection facility at the County's site along Kent Street just
16 north of Larpenteur Avenue pursuant to §1009.03 (Interim Uses) of the City Code.

17 Minnesota Law requires metropolitan communities to provide for the collection of
18 HHW and Ramsey County has operated a satellite collection site in this location along
19 the 1700 block of Kent Street since 1992. In July 1992 the City of Roseville granted
20 Ramsey County a two-year interim use permit (IUPs, as such approvals were formerly
21 known) that allowed HHW collection to occur during September and October of 1992
22 and 1993. In July 1994 the City granted another two-year IUP for HHW collection
23 during September and October of 1994 and 1995.

24 Beginning in 1996, the City began granting longer approvals. Since 2000, Ramsey
25 County has been contracting with Bay West, Inc. to facilitate the HHW collections
26 services. Approvals in May 1996, May 2001, February 2006, and April 18, 2011, were
27 granted IUPs that were valid for 5 years (the maximum term for such approvals) with

28 monitoring by City staff and, if necessary, preparing reports of issues requiring the
29 attention of the Planning Commission and City Council.

30 **STAFF REVIEW OF RAMSEY COUNTY HHW IU**

31 An applicant seeking approval of an IU or its renewal is required to hold an open house
32 meeting to inform the surrounding property owners, renters, and other interested
33 attendees of the proposal, to answer questions, and to solicit feedback. The summary of
34 the open house meeting can be found in Attachment C.

35 **REVIEW OF IU CRITERIA**

36 §1009.03 D of the City Code specifies that three specific findings must be made in
37 order to approve a proposed INTERIM USE:

- 38 a. *The proposed use will not impose additional costs on the public if it is necessary*
39 *for the public to take the property in the future.* This is generally intended to
40 ensure that the particular interim use will not make the site costly to clean up if
41 the City were to acquire the property for some purpose in the future. Although
42 the use specifically involves hazardous waste, the types and quantities are of a
43 household nature and scale and the facility is built and operated to protect
44 against spillage of these materials. Although a public entity already owns the
45 property, Planning Division staff nonetheless believes that the operation of the
46 HHW collection site will adequately protect the site from contamination.
- 47 b. *The proposed use will not create an excessive burden on parks, streets, and*
48 *other public facilities.* With an average of 150 vehicles visiting the HHW
49 collection site on its operational days, the traffic generated by the facility is well
50 within the capacity of Larpenteur Avenue, and Planning Division staff believes
51 that the waste collection use itself is conducted and located in a way that has no
52 effect of other public facilities.
- 53 c. *The proposed use will not be injurious to the surrounding neighborhood or*
54 *otherwise harm the public health, safety, and general welfare.* The HHW
55 collection use has operated periodically for nearly 20 years and Community
56 Development staff is unaware of any complaints having been made about the use
57 during that time. Planning Division staff believes that the continuation of the use
58 in the same conscientious manner will ensure that it does not injure the public
59 health, safety, and general welfare.

60 **PUBLIC COMMENT**

61 Aside from the information provided as a component of the open house, the Planning
62 Division has not received any comments as of the printing of this report. Please note the
63 report was printed on March 22 in preparation of the City Planners vacation the week of
64 April 3-7.

65 **STAFF REVIEW AND RECOMMENDATION**

66 In review of the existing IU for the HHW, the Planning Division would draw attention to
67 the existing condition of approval below:

68 *The HHW collection use shall be administratively reviewed on an annual basis*
69 *on the anniversary date of the resolution granting the renewed INTERIM USE*
70 *approval, with a staff report submitted to the Planning Commission and City*
71 *Council as needed to address operational or maintenance issues that may arise.*

72 The Planning Division has reviewed the condition and cannot remember the last time it
73 annually reviewed the HHW IU, its operation and/or maintenance, nor does it ever
74 recall reporting any issues of the same to the Planning Commission or City Council.
75 Therefore, the Division recommends renewed approval of the continuation of the
76 seasonal household hazardous waste collection facility as an INTERIM USE for an
77 additional 5 years and the removal of the condition as reviewing issues/concerns can
78 occur through the Planning Division, should issues arise in the future.

79 **SUGGESTED PLANNING COMMISSION ACTION**

80 **By motion, recommend renewed 5-year approval of the INTERIM USE for**
81 **Ramsey County to continue operating a household hazardous waste collection facility at**
82 **the Kent Street location, based on the information contained in this.**

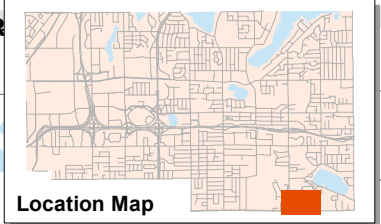
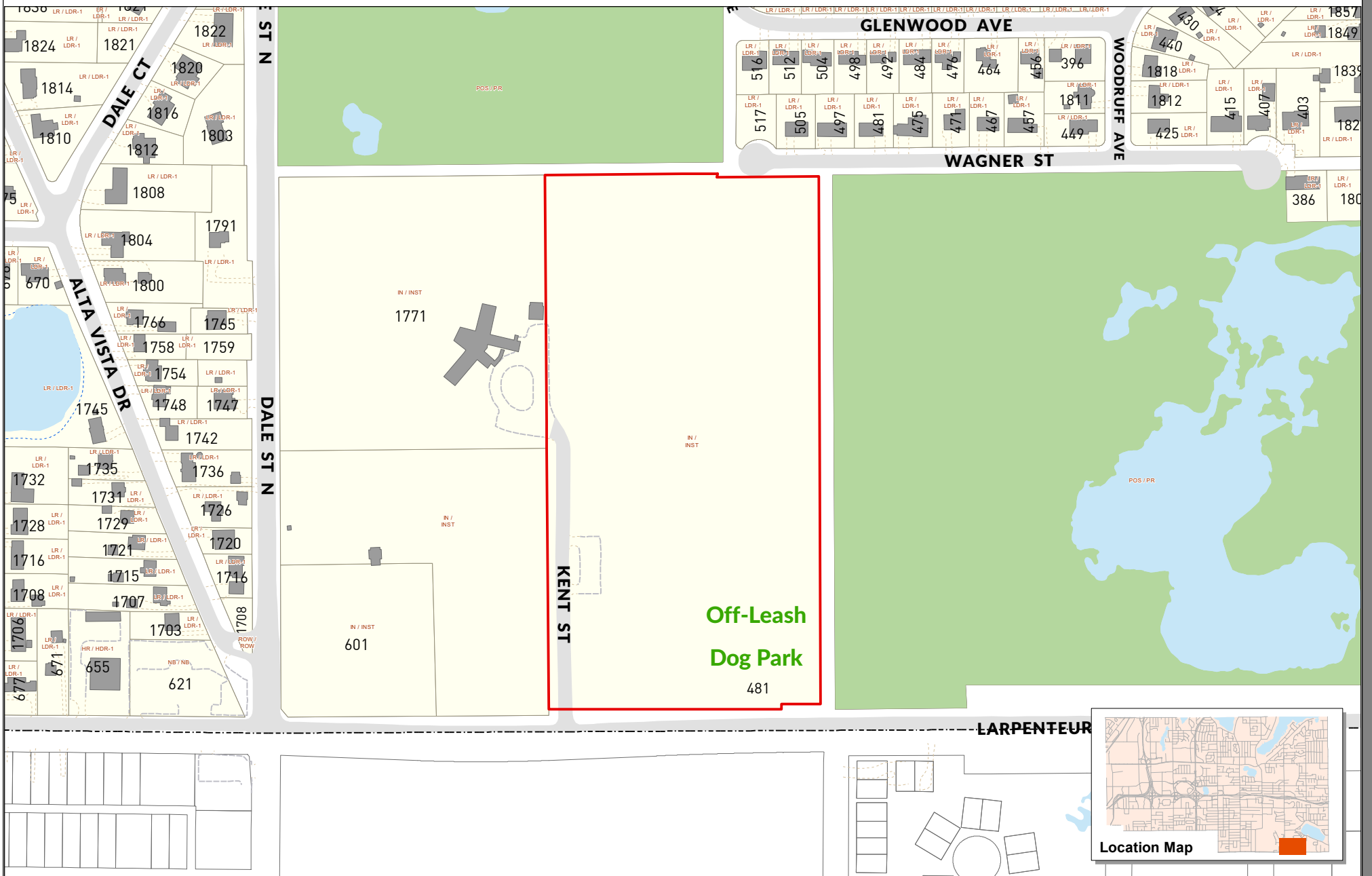
83 **ALTERNATIVE ACTIONS**

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

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

Attachments: A. Site Map B. Aerial Photo
 C. Open house summary

Attachment A for Planning File 17-003

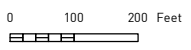


Off-Leash
Dog Park



Data Sources
 * Ramsey County GIS Base Map (3/10/2017)
 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 §466.03, 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 17-003



Prepared by:
Community Development Department
Printed: March 21, 2017



Site Location

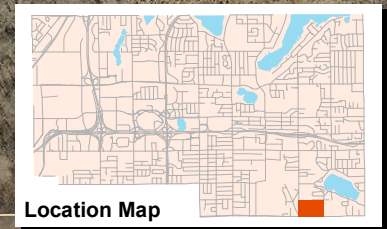
Data Sources

- * Ramsey County GIS Base Map (3/10/2017)
- * Aerial Data: Surdex (4/2015)

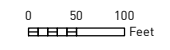
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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Location Map



Thomas Paschke

From: Springman, John [REDACTED]
Sent: Thursday, February 23, 2017 9:38 AM
To: Thomas Paschke
Subject: FW: Interim Use Permit for Kent Street and Larpenteur Avenue
Attachments: 2017 open house1.JPG; 2017 open house2.jpg; 2017 sign in sheet.pdf

Hi Thomas,

Besides the email below, I received only one other comment via phone call: John Tschida at 512 Glenwood Ave. called and said he couldn't make it to the open house but wanted to let us know he is fully supportive of HHW collection at the Kent St. location.

Regarding the open house, we had only one person show up (see attached). He doesn't live near the HHW location and just dropped by out of curiosity. He said he was at City Hall for another open house regarding a road construction project and noticed the sign outside the door for HHW. He asked about what to do with sharps (we now accept those at the mobile HHW sites in addition to the permanent site at Bay West) and whether we operated over a concrete surface. I gave him a rack card on sharps collection and described the concrete pad used for HHW collection. I will include this information in the report I send with the application. I have requested our Finance Dept. cut a check for the IUP renewal and will hopefully be able to include that with the application before the first Friday in March. If not, I will include the requisition and, like the open house fee, will submit payment later.

Thanks,

John

John Springman | Environmental Health Supervisor
Saint Paul – Ramsey County Public Health
Environmental Health
2785 White Bear Ave. N., Ste. 350
Maplewood, MN 55109
[REDACTED]
www.co.ramsey.mn.us

From: JOANN BECKER [REDACTED]
Sent: Tuesday, February 21, 2017 11:47 AM
To: Springman, John [REDACTED]
Subject: Re: Interim Use Permit for Kent Street and Larpenteur Avenue

Thank you very much for your immediate and thorough response. We'll look over all the material and contact you if we have any questions or concerns.

Much appreciated.
Joann and Mark Becker

From: Springman, John [REDACTED]
Sent: Tuesday, February 21, 2017 5:41 PM
To: JOANN BECKER
Cc: Thomas Paschke
Subject: RE: Interim Use Permit for Kent Street and Larpenteur Avenue

Hi Joann and Mark,

It is unfortunate that you cannot make it to the open house this evening. I appreciate your concern regarding the environment surrounding the Household Hazardous Waste (HHW) collection location. Ramsey County recognizes this and applies the following safeguards to each of the mobile HHW collection locations:

- Material drop-off and collection occurs over a concrete pad that is sealed with an epoxy coating. The pad is designed with a swale (low area) on one or both ends (depending on site location) that is engineered to contain at least a 55 gallon spill.
- Oil and flammables are bulked (placed from smaller containers into drums) over polyethylene and surrounded by berms/socks that provide an absorbent barrier.
- Metal drums are grounded to an 8 ft. copper rod installed permanently in the ground near the bulking area.
- As materials are collected, they are placed in the appropriate container based on their hazard characteristics. Wastes that are "spillable" are immediately placed in leak-proof containers, such as large plastic bins in the case of paint or plastic drums in the case of pesticides. Waste is not stored on the ground except for the larger propane cylinders, which don't present a risk of leaking.
- None of the materials collected during the course of a collection day remain on site at the end of the day. All materials collected are trucked to the Bay West facility in Saint Paul for further sorting, categorization, and shipping. Bay West is the county's HHW collection vendor and provides collection at all mobile sites and at their main facility in Saint Paul. Please see the attached Appendix C of the counties contract with Bay West that further details containment of wastes on site and removal of waste at the end of the day.
- All collection locations receive a Hazardous Waste Generator License, annually. The license provides for proper management of wastes pursuant to the Ramsey County Hazardous Waste Ordinance. All mobile locations and the main collection facility are inspected by a Ramsey County Environmental Health Specialist to assure the sites remain compliant with the requirements of the ordinance.
- Each year, prior to opening the mobile site for operation, Ramsey County Environmental Health Section staff work with local emergency response departments to create an Emergency Contingency Plan. The plan gives notification to local police and fire departments of the upcoming HHW collection and details procedures for Bay West to follow in the event of a spill or other emergency. Please see the attached plan for the 2016 collection period at the Roseville location. This plan will be updated prior to the 2017 operational period and for each successive year, pending approval of the Interim Use Permit.
- Bay West also holds the contract with the State of Minnesota for emergency response to spills. Therefore, they are able and equipped to respond to a spill at a county HHW collection location. The same staff that collect HHW at the county locations are also trained to respond to incidents such as burst oil pipelines, fuel or other hazardous waste spills from overturned trucks, etc. For example, Bay West responded to the fuel cleanup in the Mississippi river following the I-35W bridge collapse. <https://www.baywest.com/>

Bay West

www.baywest.com

Welcome! We are committed to protecting and enhancing our environment. Water. Oil Spill Removal Organization (OSRO): On-Water Response Services

I hope the above safeguards address your concerns. Ramsey County strives to operate convenient and safe locations for collecting HHW. Please, feel free to email or call me if you would like to discuss this in more detail.

Thank you,

John Springman

John Springman | Environmental Health Supervisor

Saint Paul – Ramsey County Public Health

Environmental Health

2785 White Bear Ave. N., Ste. 350

Maplewood, MN 55109

[REDACTED]

www.co.ramsey.mn.us

From: JOANN BECKER [REDACTED]

[REDACTED] February 17, 2017 5:47 PM

To: Springman, John [REDACTED]

Subject: Interim Use Permit for Kent Street and Larpenteur Avenue

We reside at 467 Wagner Street but are unable to attend the open house on February 21st. We would like follow-up regarding the county's plan to assure safe use of the land and the prevention of any run-off or harm to the wild life, open space, wet land and Lake McCarrons.

Thank you.

Joann and Mark Becker



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **04/05/17**
Agenda Item: **7b**

Prepared By

Department Approval

Agenda Section
Public Hearings

Item Description: Consideration of a **Comprehensive Land Use Plan map change and Zoning map change** at 211 North McCarrons Boulevard (**PROJ0041**).

1 APPLICATION INFORMATION

2 Applicant:	City of Roseville – Community Development Department
3	
4 Location:	211 North McCarrons Boulevard
5 Property Owner:	Department of Military Affairs
6 Application Submission:	NA
7 City Action Deadline:	NA
8 Planning File History:	None

9 **LEVEL OF DISCRETION IN DECISION MAKING:** Actions taken on a Comprehensive Plan
10 Land Use change and Rezoning request are legislative; the City has broad discretion in
11 making land use decisions based on advancing the health, safety, and general welfare of
12 the community.

13 BACKGROUND

14 The subject properties, located in Planning District 16, have Comprehensive Plan Land
15 Use Designations of Institutional (I), and the respective zoning classification of
16 Institutional (I) Districts.

17 On January 21, 2016, the City of Roseville was notified by the Department of Military
18 Affairs that they were selling the property at 211 N. McCarrons and that the City held the
19 Right of First Refusal. At its August 29, 2016, meeting, the Roseville City Council voted
20 not to acquire the site and directed staff to engage the community in a rezoning process.
21 Before initiating a rezoning process staff checked in with Ramsey County to see if they
22 were interested in redeveloping the site, since they had the next Right of Refusal. In
23 November the County declined to purchase the property.

24 On November 15, 2016, Community Development Staff held two Community Input
25 Meetings (one at 3:30 pm and the other at 6:30 pm) to inform the community that a
26 rezoning process was about to occur and to gather any feedback about preferred uses on

27 the site. The input sessions were well attended – more than 80 people attended the two
28 sessions – and there was a high level of interest in the future development of the site.
29 After receiving a brief presentation, attendees were invited to complete a survey that
30 asked which uses they would find most suitable for the site. The survey was made
31 available (in paper form and electronically) following the presentations (see Attachment
32 B for an example of the survey).

33 Community Development Staff received 87 total survey responses, 56 were submitted
34 electronically and 31 were completed on paper. See Attachment C for a summary of the
35 results. Following are some of the key takeaways from the results:

- 36 • The land use that received the greatest number of votes was Single-Family
37 Residential (Detached) with 69 of 87 respondents selecting that as an acceptable
38 use. With regard to other housing uses, the next highest vote-getter was
39 Townhome/Row Home (1-family attached) with 29 votes, followed by Twinhome
40 (2-family-attached) and Duplex (2-family attached) each receiving 26 votes.
 - 41 ○ When considering housing options, respondents were also asked what
42 density they preferred. Of the density options available, 51 respondents
43 selected up to 4 units/acre, 20 selected 5-8 units per acre, 4 selected 12+
44 units, and 3 selected 9-12 units/acre.
 - 45 ○ Five respondents selected, “No Housing is Suitable.”
- 46 • The use, or actually “non-use,” with the next highest number of votes was “No
47 Commercial Use is Suitable,” with 53 respondents selecting that choice. When
48 looking at the 34 respondents who found a commercial use acceptable, the
49 highest vote-getter was Daycare Center with 19 votes, followed by Office with 14
50 votes, and Sit-down Restaurant and Health Club/Fitness Center each receiving 13
51 votes.
- 52 • The next highest use selected was Community Center, which received 44 votes.
53 Interestingly, the next highest Institutional use was, “No Institutional Use is
54 Suitable” with 29 respondents selecting that option.

55 Gardens were the 4th highest use selected with 38 respondents identifying that use as
56 acceptable. Of the other Parks & Recreation options available, the next highest vote
57 getter was “No Park & Rec Uses are Suitable” with 29 votes, followed by Athletic Fields,
58 which was selected by 24 respondents.

59 Survey respondents were also invited to provide comments, which are included as
60 Attachment C.

61 On January 18, 2017, the Community Development Department brought forth to the
62 City Council the neighborhood input session information and sought direction regarding
63 the next step in the process. At the meeting the City Council directed the Planning
64 Division to begin the process of amending the Comprehensive Plan Land Use
65 designation from Institutional (IN) to Low Density Residential (LDR) and to rezone the
66 property from a classification of Institutional (INST) District to Low Density
67 Residential-1 (LDR-1) District.

68 On February 16, 2017, the Planning Division held the open house meeting to seek out
69 questions and/or concerns regarding the proposed changes in land use and zoning for
70 the former armory property. Approximately 40 citizens were in attendance at the
71 meeting, in which staff provided a brief presentation and some general information
72 regarding what could be developed in the Low Density Residential-1 District.

73 As a component of the presentation, members of the audience commented on the
74 proposal and asked the following questions concerning redevelopment of the property:

75 Interested in knowing what is going on with the site

76 Is the wooded lot in southwest portion of property restricted?

77 Can the wooded area in southwest portion of lot be protected/

78 Zone the property as is of as park land

79 Keep west portion of woods and wetland green space

80 How many potential single family lots can the property support?

81 Who pay for the infrastructure (streets and utilities)?

82 What is the type of development on the five lots along Elmer?

83 Will citizens be notified regarding the sale of the property and development proposals?

84 Asking price seems high

85 Can single family lots of \$100,000 or more sell in Roseville?

86 Does the building contain asbestos?

87 What type of road design could be supported by the property?

88 Has the State been through the building with an engineer?

89 Has a City inspector been through the building?

90 After the presentation, question and answer period, staff visited with members in
91 attendance at the two illustration board areas answering very similar questions to those
92 contained above.

93 **COMPREHENSIVE LAND USE PLAN MAP CHANGE:**

94 City Code §202.07 (Comprehensive Plan Amendments) allows the City Council to seek,
95 and the Planning Commission to recommend, changes to the Comprehensive Plan; a
96 recommendation by the Planning Commission to approve a change to the
97 Comprehensive Plan must have the affirmative votes of at least 5/7ths of the Planning
98 Commission's total membership.

99 Based upon the listening session the Planning Division held, City Council direction, and
100 input received from the open house, it is clear that the majority of the community
101 desires to see the armory property redevelop into a low density use that fits well into the
102 surrounding neighborhood.

103 At 4 units per acre, a low density residential community is the lowest intensification of
104 uses allowed other than park/open space. The change from a current land use
105 designations to the proposed Low Density Residential, further promotes the following
106 Residential Area Goals and Policies:

107 **Goal 1: Maintain and improve Roseville as an attractive place to live, work,**
108 **and play by promoting sustainable land-use patterns, land-use changes, and**
109 **new developments that contribute to the preservation and enhancement of**
110 **the community's vitality and sense of identity.**

111 Policy 1.1: Promote and provide for informed and meaningful citizen participation in
112 planning and review processes.

113 Policy 1.4: Maintain orderly transitions between different land uses in accord with
114 the general land-use guidance of the Comprehensive Plan by establishing or
115 strengthening development design standards.

116 **Goal 4: Protect, improve, and expand the community's natural amenities**
117 **and environmental quality.**

118 Policy 4.2: Seek to use environmental best practices for further protection,
119 maintenance, and enhancement of natural ecological systems including lakes,
120 lakeshore, wetlands, natural and man-made storm water ponding areas, aquifers,
121 and drainage areas.

122 Policy 4.3: Promote preservation, replacement, and addition of trees within the
123 community.

124 **Goal 5: Create meaningful opportunities for community and neighborhood**
125 **engagement in land-use decisions.**

126 Policy 5.1: Utilize traditional and innovative ways to notify the public, the
127 community, and neighborhoods about upcoming land-use decisions as early as
128 possible in the review process.

129 Policy 5.2: Require meetings between the land-use applicant and affected persons
130 and/or neighborhoods for changes in land-use designations and projects that have
131 significant impacts, prior to submittal of the request to the City.

132 Policy 5.3: Provide for and promote opportunities for informed citizen participation
133 at all levels in the planning and review processes at both the neighborhood and
134 community level.

135 **Goal 6: Preserve and enhance the residential character and livability of**
136 **existing neighborhoods and ensure that adjacent uses are compatible with**
137 **existing neighborhoods.**

138 *Policy 6.1: Promote maintenance and reinvestment in existing residential buildings*
139 *and properties, residential amenities, and infrastructure to enhance the long-term*
140 *desirability of existing neighborhoods and to maintain and improve property*
141 *values.*

142 **Goal 7: Achieve a broad and flexible range of housing choices within the**
143 **community to provide sufficient alternatives to meet the changing housing**
144 **needs of current and future residents throughout all stages of life.**

145 *Policy 7.1: Promote flexible development standards for new residential*
146 *developments to allow innovative development patterns and more efficient*

147 *densities that protect and enhance the character, stability, and vitality of*
148 *residential neighborhoods.*

149 *Policy 7.4: Promote increased housing options within the community that enable*
150 *more people to live closer to community services and amenities such as commercial*
151 *areas, parks, and trails.*

152 **Goal 8: Promote a sense of community by encouraging neighborhood**
153 **identity efforts within the community.**

154 *Policy 8.2: Where feasible, provide or improve connections between residential*
155 *areas and neighborhood amenities such as parks, trails, and neighborhood*
156 *business areas*

157 **ZONING MAP CHANGE:**

158 Assuming that the Comprehensive Plan change is supported and approved, the
159 requested ZONING MAP CHANGE becomes a clerical step to ensure that the zoning map
160 continues to be “consistent with the guidance and intent of the Comprehensive Plan” as
161 required in City Code §1009.04 (Zoning Changes).

162 **STAFF RECOMMENDATION**

163 Based upon community and neighborhood input, the Planning Division recommends
164 the following for 211 North McCarrons Boulevard:

- 165 **a.** The property be re-guided from a Comprehensive Land Use Map designation of
166 Institutional (INS) to Low Density Residential (LDR); and
- 167 **b.** The property be rezoned from an Official Map classification of Institutional (INST)
168 District to Low Density Residential-1 (LDR-1) District

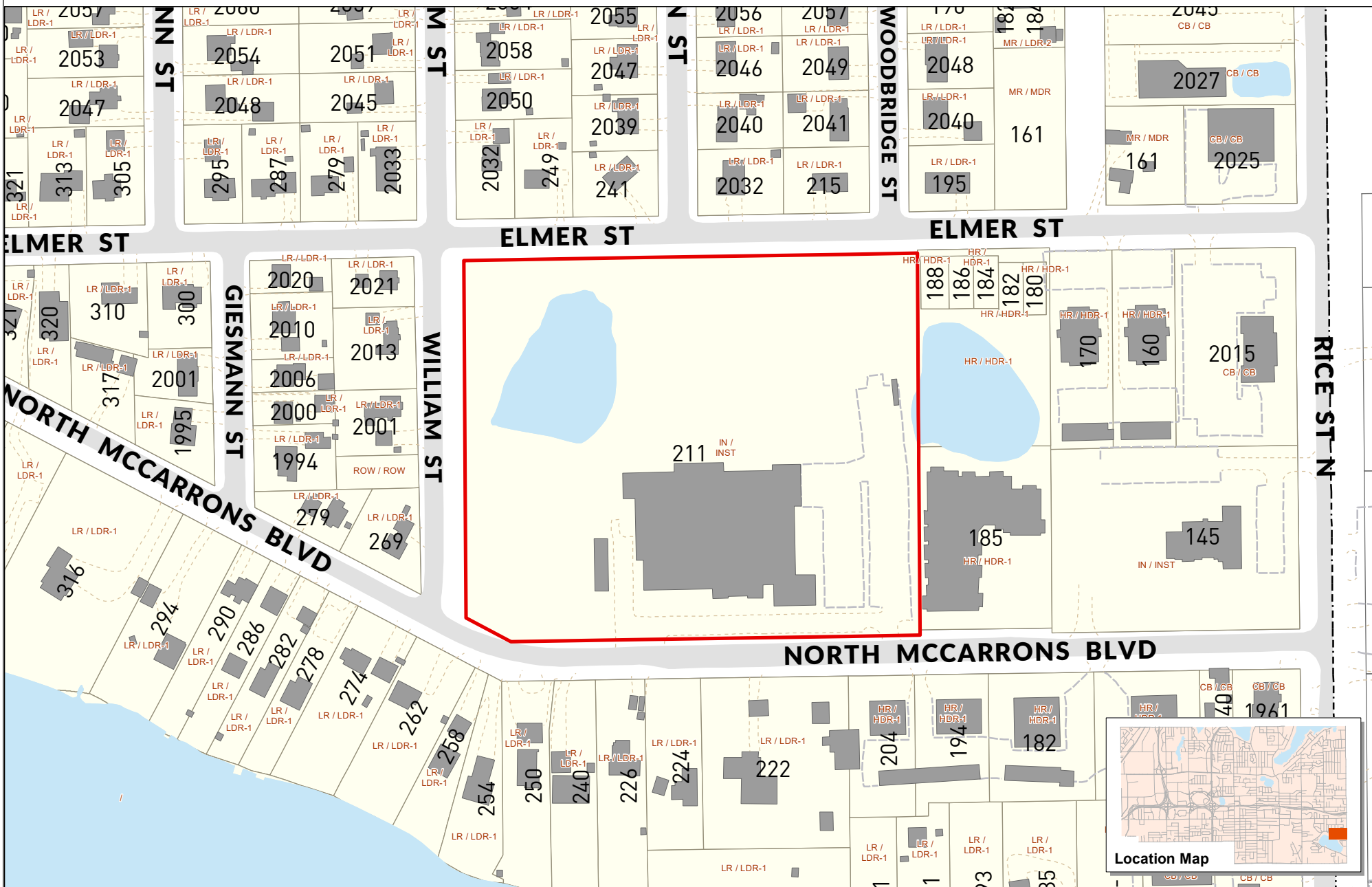
169
170 **SEGUESTED PLANNING COMMISSION ACTION**

171 By motion recommend approval of a COMPREHENSIVE LAND USE PLAN MAP AND
172 ZONING MAP CHANGES, based on the information contained within this report dated April,
173 5, 2017.

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

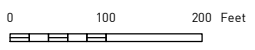
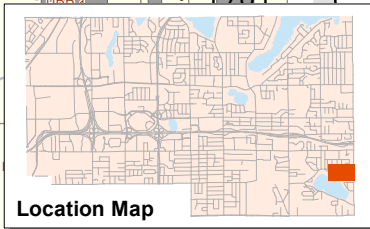
Attachments: A. Site map B. Aerial photo
C. Open house summary

Attachment A for Project File 0041



Data Sources
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Attachment B for Project File 0041



Site Location

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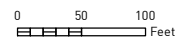
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Location Map



Prepared by:
Community Development Department
Printed: March 21, 2017



March 23, 2017

Resident
294 North McCarrons Boulevard
Roseville, MN 55113

Re: 211 McCarrons Boulevard Open House Summary

Dear Roseville Citizen:

Per the requirements of 1009.07, Open House Meetings, the Community Development Department, as applicant on behalf of the City, is required to provide a summary of the open house meeting to all who signed the attendance sheet. Below, please find the summary of the open house held regarding 211 North McCarrons Boulevard:

On February 16, 2017, the Roseville Planning Division held the required open house meeting concerning the re-guiding and rezoning of the former Roseville Armory property from its current Comprehensive Plan Land Use designation of Institutional (INS) to Low Density Residential (LDR) and from an Official Zoning Map classification of Institutional (INST) Low Density Residential-1 (LDR-1) District.

This required meeting was held to seek out questions and/or concerns regarding the proposed changes in land use and zoning for the former armory property. Approximately 40 citizens were in attendance at the meeting, in which staff provided a brief presentation and some general information regarding what could be developed in the Low Density Residential-1 District.

As a component of the presentation, members of the audience commented on the proposal and asked the following questions concerning redevelopment of the property:

- Interested in knowing what is going on with the site
- Is the wooded lot in southwest portion of property restricted?
- Can the wooded area in southwest portion of lot be protected/
- Zone the property as is of as park land
- Keep west portion of woods and wetland green space
- How many potential single family lots can the property support?
- Who pay for the infrastructure (streets and utilities)?
- What is the type of development on the five lots along Elmer?
- Will citizens be notified regarding the sale of the property and development proposals?
- Asking price seems high
- Can single family lots of \$100,000 or more sell in Roseville?
- Does the building contain asbestos?
- What type of road design could be supported by the property?
- Has the State been through the building with an engineer?
- Has a City inspector been through the building?

The Planning staff then met with citizens at the two illustration board areas answering very similar questions to those identified above.

The next step in the process will occur on Wednesday, April 5, 2017, when the Planning Commission conducts the public hearing to consider the two requested changes, which required notice of the meeting will be forthcoming.

Should you have any specific, please feel free to contact me at 651-792-7074 or thomas.paschke@cityofroseville.com.

Respectfully,

CITY of ROSEVILLE



*Thomas Paschke
City Planner*

Item Description: Request by the City of Roseville to approve a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision). **(PROJ-0042)**

1 **INTRODUCTION**

2 The consultants engaged to lead the update of Roseville’s Subdivision Code, Mike Lamb and
3 Leila Bunge, have drafted updated code text based on the feedback received from the Planning
4 Commission and City Council regarding the annotated outline of Roseville’s existing code. The
5 draft minutes of the Planning Commission’s March 1, 2017, discussion are included with this
6 RPCA as Attachment A, and the draft minutes of the City Council’s subsequent March 20
7 discussion are included as Attachment B.

8 The draft of the subdivision code update is included with this report as Attachment C. Because
9 presenting a comprehensive update like this in the typical *track changes* format would be
10 difficult to read, the proposed update is presented side-by-side with the existing code text. In
11 this way, each provision of the proposed draft can be compared to the existing text, although
12 specific proposed insertions and deletions are not typographically emphasized.

13 **PLANNING DIVISION COMMENTS**

14 Many of the proposed amendments to the subdivision code involve modernizing outdated
15 language, auditing definitions to include what is necessary and delete what is not, and
16 removing technical requirements that are better regulated elsewhere. As a result of such
17 proposed changes, the draft includes many references to meeting the requirements of the Public
18 Works Department, and many requirements of the Public Works Department that are relevant
19 to subdivisions will be contained in a new design standards manual. A draft of that design
20 standards manual is included with this report, for reference, as Attachment D.

21 Another result of the proposed changes is that much of what the existing code establishes for
22 application submission requirements and review processes would be updated and relocated to
23 the application forms themselves, rather than leaving them as codified regulations. Based on
24 the feedback received during the April 5 public hearing regarding the proposed process
25 amendments, Planning Division staff will draft updated application forms, which would
26 become exhibits for City Council review of the proposed subdivision code update.

27 The most significant proposed application-review-process change pertains to the minor
28 subdivision. Feedback offered by the Planning Commission and City Council in March
29 coalesced around two positions on simple subdivisions: applications should provide full
30 surveys, grading plans, storm water plans, and the like, in contrast to the sketch-level plans
31 required by the current code; and they should have generally the same review process as they
32 currently have, as opposed to a narrowly defined administrative approval process. This
33 combination of rich application data and a direct path to City Council action is essentially an
34 abridged plat application and review process; the only distinction from a plat would be in the
35 final documentation that is filed at Ramsey County. Correspondingly, this is reflected in the
36 proposed draft as the replacement of the minor subdivision process with a “minor plat” process.
37 The minor plat would be for all applications that:

- 38 • Create three or fewer parcels for new development,
- 39 • Don't need any new streets, sewers, or other new public infrastructure,
- 40 • Don't require any variances to zoning or subdivision requirements, and
- 41 • Don't involve any changes to comprehensive plan or zoning designations.

42 To make room for the proposed minor plat process, the draft subdivision code renames the
43 familiar process for plats as the "major plat," which remains the standard process for all
44 proposals that:

- 45 • Create four or more parcels for new development,
- 46 • Require an open house meeting prior to application for approval,
- 47 • Might need new streets, sewers, or other new public infrastructure,
- 48 • Might require variances to zoning or subdivision requirements, and
- 49 • Might involve changes to comprehensive plan or zoning designations.

50 More significant subdivision proposals would require the same process of public review,
51 Planning Commission recommendation, and City Council approval as Roseville is used to, and
52 simpler applications would still have a relatively direct path to final action, but would include
53 more robust information for review at the outset.

54 Prior to City Council action on the proposed subdivision code update, the City Attorney will be
55 reviewing the entire proposal, as well as drafting the language pertaining to Development
56 Agreements, which will likely largely replace Sections 1102.07 – .08.

57 Roseville's Public Works Department staff is reviewing the entire proposal to ensure that the
58 revised subdivision code and their forthcoming design standards manual combine to provide all
59 of the necessary regulations without unintended gaps and unnecessary redundancies. The draft
60 subdivision code update has been developed with the design standards manual as a reference;
61 therefore any changes to the draft are expected to be technical in nature.

62 The Parks and Recreation Commission will review the proposed revision to the park dedication
63 regulations at its meeting of May 2, 2017. While the Planning Commission may wish to defer
64 to their parks and recreation counterparts to influence the final construction of the code
65 language regarding park dedication, it is still appropriate for the Planning Commission to
66 review and comment on the current draft of the proposed update. Generally, amendments to the
67 park dedication regulations pertain to adding a preamble linking park dedication to the City's
68 goals as expressed in places like the Comprehensive Plan, Parks and Recreation System Master
69 Plan, and the pathway plans, clarifying the thresholds where park dedication is required, and
70 cleaning up outdated information. One significant addition to note is that the proposal would
71 expand the set of occasions when the City would seek dedications of land to include locations
72 that could increase the connectivity of pathways open spaces identified in the community's
73 plans, as authorized by State Statute.

74 **PUBLIC COMMENT**

75 At the time this report was prepared, Planning Division staff has not received any
76 communications from the public beyond an email received prior to the March 1 review of the
77 annotated outline. That email has not been reproduced for inclusion with this report, but it
78 remains part of the public record.

79 **RECOMMENDED ACTION**

80 **By motion, recommend approval of the proposed subdivision code update**, based on the
81 comments and findings of this report and the input offered at the public hearing.

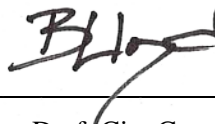
82 **ALTERNATIVE ACTIONS**

83 **Pass a motion to table the item for action on May 3, 2017.**

84 **By motion, recommend denial of the proposal.**

85

86 Prepared by: Senior Planner Bryan Lloyd
87 651-792-7073
88 bryan.lloyd@cityofroseville.com



Attachments: A: Draft Planning Commission
minutes–discussion of subdivision
code annotated outline

B: Draft City Council minutes—discussion of
subdivision code annotated outline
C: Draft subdivision code update
D: Draft Public Works Design Standards
document

1 **a. PROJECT FILE 0042: Subdivision Code Rewrite**

2 **Discuss the annotated outline illustrating how the Subdivision Code is**
 3 **presently structured and how a rewritten code might be different and**
 4 **provide input to guide the drafting of an updated ordinance.**

5 Mr. Lloyd introduced this first look by the Planning Commission of the intended
 6 rewrite of the subdivision ordinance, seeking their initial feedback for staff and
 7 the consultant, Kimley-Horn, to guide the updated ordinance. As detailed in the
 8 staff report and attachments, Mr. Lloyd reported that the City Council had
 9 approved hiring of the consulting firm Kimley-Horn to facilitate this process.

10 Mr. Lloyd noted that tonight’s discussion should focus on the broader focus using
 11 the annotated outline provided by the consultant with the initial questions they
 12 and staff had formulated based on past practice and their recommended
 13 amendments for discussion issues (Attachment A); a case studies memorandum
 14 prepared by Kimley-Horn based on their research of other subdivision codes
 15 (Attachment B); and the city’s existing subdivision code (Attachment C). Mr.
 16 Lloyd clarified that the minor amendments made to the subdivision ordinance in
 17 2016 had not been incorporated at this point into this copy as found on the city’s
 18 website, but were minor in nature.

19 Mr. Lloyd advised that staff was seeking the Commission’s input tonight, and
 20 would be holding a similar session with the City Council in a few weeks. Mr.
 21 Lloyd advised that subsequent to these opportunities, staff would bring that
 22 feedback to the consultants for their response and to inform a revised draft
 23 subdivision code to initiate feedback from both bodies again.

24 Member Bull noted that, approximately one year ago, discussion was held on the
 25 subdivision ordinance at which time he provided a document with twenty or more
 26 questions, but had received no response to-date. Therefore, Member Bull stated
 27 that he was at a loss as to where the city was at and where it desired to go as it
 28 related to the subdivision ordinance. While he offered to resubmit that document,
 29 Member Bull asked that staff provide their feedback to his questions.

30 Mr. Lloyd stated his recollection of that document and while not having reviewed
 31 it recently due to the subdivision ordinance having been put on hold due to other
 32 workload issues and staff pulled off the project completely for the duration, he
 33 noted that typical approaches for code rewrites involved working from current
 34 code to amend from within. However, Mr. Lloyd advised that this subdivision
 35 code process was instead intended to forget about the current code details with the
 36 consultant approaching it from how best to position a new subdivision code. Mr.
 37 Lloyd stated that he could reference the list of questions submitted by Member
 38 Bull to see how they might interact with those things being suggested or needing
 39 addressed in the rewrite.

40 Member Bull stated that he would appreciate that.

41 Member Gitzen suggested that it would be helpful for the full Commission to see
 42 the questions submitted by Member Bull; with Mr. Lloyd recognizing that request
 43 and advising that staff would in turn provide a response to each in light of this
 44 current process.

45 Interim Vice Chair Murphy refocused tonight’s discussion on Attachment A to
46 address each of the consultant’s suggestions and any additional feedback from the
47 Commission.

48 Member Gitzen agreed that he would like to go through Attachment A in the
49 organized way the consultant had laid out this initial draft while referencing the
50 current Title 11 – Subdivisions of Roseville City Code. Member Gitzen stated that
51 he was not in favor of throwing out the entire document even though it may
52 require a major rewrite to update some of the sections; noting that other
53 communities as noted in the consultant’s case studies had similar formats but
54 provided a more modern and up-to-date subdivision code. Member Gitzen noted
55 since Attachment A was still in outline form, he may be reading things into it that
56 were not intended by the consultant; and therefore found it difficult to comment
57 beyond a high overview.

58 Mr. Lloyd advised that the overall structure would remain the same similar to
59 other city code sections (e.g. zoning code), but components within the code would
60 need updating, thus the need for a consultant to guide the process. Mr. Lloyd
61 advised that when the original subdivision code was adopted in 1956, large
62 portions of the city were still farms and large tracts of land able to be subdivided.
63 However, Mr. Lloyd noted that the city faced a much different situation today
64 with few remaining locations for development or large plots, necessitating a
65 subdivision code that would take in to consideration replatting of smaller
66 subdivisions as being of more use today and more appropriate.

67 Member Daire referenced Attachment C and asked if it reflected the current
68 ordinance or if there were recent changes made that do not yet appear.

69 Mr. Lloyd reiterated that the current ordinance (Attachment C) was what was
70 currently posted on the city’s website as the subdivision code, but it didn’t reflect
71 the most recent changes made in the late summer of 2016 when lot size
72 parameters were revised to eliminate redundancies of other provisions now in the
73 city’s zoning code.

74 Member Daire stated that Attachment C then didn’t represent what the city’s
75 current subdivision ordinance actually said.

76 Mr. Lloyd clarified that it is essentially the same other than as previously
77 mentioned, opining that the substance of the code was current, advising that the
78 new subdivision code would not address lot size parameters that were now
79 handled in the city’s zoning code.

80 Member Daire opined that it struck him that the direction reflected in those more
81 recent changes made to reduce redundancies were causing him some concern
82 related to four or fewer lots part of an administrative approval process as well as
83 approving design standards administratively. Member Daire asked if that
84 represented a general trend for staff to increasingly handle more minor
85 considerations that typically came before the Commission.

86 For clarity, Mr. Lloyd responded that four or fewer lots as reflected in Attachment
87 A as a potential suggestion was simply that – a suggestion that minor subdivisions
88 could be approached in that way. Mr. Lloyd reminded the Commission that city
89 code provided a distinction between minor and not minor subdivisions (3 and
90 fewer or 4 or more lots) and stated that he didn’t expect that to change. Mr. Lloyd

91 clarified that the case study suggestion provided by the consultant from Plano, TX
92 was simply one possible route beyond Roseville’s version included for example
93 and consideration.

94 With Kimley-Horn chosen as consultants, Member Daire stated one thin that had
95 struck him when reviewing the materials, was that those cities cited as having
96 similar subdivision processes to that of Roseville didn’t involve first-ring suburbs.
97 Member Daire stated that raised questions in his mind as to where the
98 development status of those cities may be.

99 Having once worked in Plano, TX, Member Bull reported that it was a northern
100 suburb of Dallas, opining it would be comparable to Richfield, MN as a first-ring
101 suburb on an expressway with heavy access through the community.

102 Member Daire noted, therefore, that they may have a feature of interest to
103 incorporate into the Roseville process.

104 Mr. Lloyd cautioned that there may be differing state requirements for Texas and
105 Minnesota.

106 Specific to concerns raised by Member Daire related to trends, Mr. Lloyd advised
107 that when he was reviewing the most recent revisions to the city’s subdivision
108 code, another change made last summer involved not only lot size parameters
109 now addressed in zoning code, but also defining lot shapes acceptable for new
110 lots. Mr. Lloyd reported that those new provisions were less rigid and in his
111 review of neighboring community subdivision codes, he had found an exception
112 in Falcon Heights, but in almost all other communities, he had found verbatim the
113 same provisions now included in Roseville’s subdivision code. Whether or not
114 that meant Roseville was moving in the right direction, Mr. Lloyd noted there
115 weren’t many examples from its immediate neighbors that provided any good
116 new ideas.

117 Interim Vice Chair Murphy noted that those surrounding communities were
118 experiencing similar development trends as that of Rose Township, now the City
119 of Roseville.

120 Members Kimble and Daire both spoke in support of a Commission work session
121 if the intent was to review the subdivision code on a line by line basis; or that the
122 Commission does homework on the process and brings that feedback to the
123 meeting to inform the discussion.

124 Mr. Lloyd reiterated that the purpose of tonight’s discussion was simply for
125 general feedback without much detail at this point to help the consultants
126 understand the concerns of the Commission and those areas needing the most
127 thought going forward in shaping that substance. Mr. Lloyd assured the
128 Commission that the next iterations of the draft document would involve greater
129 detailed scrutiny of areas needing the most work.

130 Commission Discussion – Attachment A

131 For the record, Interim Vice Chair Murphy recognized a written comment via
132 email and dated February 27, 2017 from Carl & Charity Willis, 1885 Gluek Lane,
133 provided as a bench handout, attached hereto and made a part hereof.

135 With this first page dealing with definitions and purpose statements and the
136 regulatory authority for Roseville as a jurisdiction, Mr. Lloyd referenced the
137 suggestions made by the consultant and references to other documents (e.g.
138 comprehensive and enabling plans)

139 Member Bull stated that he shared the questions of Member Daire in his review
140 and that while consultants were to help with the process, there was no clear
141 concept of the goal from the consultants: where to rewrite it, modernize it or to
142 bring it up to the language of other communities' subdivision codes. Member Bull
143 asked if there was a stated purpose for what the consultants had been engaged to
144 do.

145 Mr. Lloyd advised that indeed there was a stated purpose as detailed in the City
146 Council-approved Request for Proposals (RFP) issued for engaging a consultant
147 in the first place. Mr. Lloyd clarified that the purpose was geared toward updating
148 the current subdivision code to better reflect that Roseville is fully developed now
149 versus when the current code was essentially written in 1956 and involving large
150 plats. Mr. Lloyd noted that the other part of the rewrite involved minor
151 subdivisions and the City Council's enactment of a moratorium on minor
152 subdivisions for residential parcels and required application information and
153 perceived level needed in certain situations to make decisions on their approval or
154 denial. While this involves some stated focus, Mr. Lloyd noted that generally
155 speaking there isn't any intent to dramatically change Roseville's subdivisions
156 based on findings of the Single-Family Lot Split Study performed approximately
157 seven years ago.

158 Generally speaking, Mr. Lloyd advised that the intent was to continue subdivision
159 processes in the manner allowed historically, but recognizing that a major portion
160 of the current ordinance was outdated and no longer worked well in reality as it
161 had in the past, or had become problematic not only due to code language but due
162 to changes in the institutional culture and what something meant and how the city
163 anticipated facilitating subdivisions within the community. As an example, Mr.
164 Lloyd noted that the existing subdivision code had a list of details required for
165 Preliminary Plat applications, some that were no longer relevant or needed.

166 Member Daire stated that helped his understanding of the process. However,
167 Member Daire asked if requirements for a subdivision application were removed
168 from the ordinance and made part of the application procedure, wouldn't that
169 allow administrative modifications that would no longer inform or involve the
170 Commission or review agency that may not know about those changes. Member
171 Daire stated that, by having those requirements addressed in ordinance, it
172 provided a guideline for those reviewing applications coming forward (e.g. the
173 subdivision of a large lot on the west side of Roseville, originally proposed for
174 seven lots and then reduced to four lots) that could be handled administratively.
175 Member Daire asked how staff intended to be aware of objections from
176 surrounding neighbors and other ramifications that may result by removing those
177 guidelines from ordinance.

178 Mr. Lloyd responded that a balance was needed to ensure that requirements not be
179 overlooked, but also for the applicant to understand and know that requirements
180 will need to be met. Mr. Lloyd advised that, throughout this rewrite process, staff
181 and the consultant would be working in conjunction with the City Attorney to

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ensure that submission requirements as amended with new technologies and situations are taken into consideration without compromising the process.

City Planner Paschke advised that the process being considered is similar to current processes and applications for Interim Uses and Conditional Uses that come before the Planning Commission. While code doesn't spell out all requirements, as part of the application submitted for staff review and creation of their report to the Commission and City Council, Mr. Paschke advised that each may have a unique site and may require as few as five or as many as forty-five requirements as part of that application. However, to be consistent and not have things listed in code, Mr. Paschke noted that during the review process, staff has the flexibility to request additional information for review by staff, the Commission and City Council, while other requirements listed on application forms even for permitted uses may or may not be necessary depending on the site and situation (e.g. traffic studies)

Interim Vice Chair Murphy noted that in the definition section, consistency was needed with other chapters of city code (e.g. "streets" and "emergency vehicles") and to determine where those definitions were needed to avoid confusion but allow use-friendly formatting without excessive cross-referencing.

Community Development Director Kari Collins noted that the consultant had found twelve definitions and fifty-one references in current city code related to "streets." Ms. Collins suggested the rewrite process would involve initial observations needing addressed and then consistency among plans. However, as noted by Mr. Lloyd, Ms. Collins reiterated that the purpose for tonight's initial review was for the Commission to comment on the direction of the consultant and staff and whether or not that was appropriate from the Commission's perspective, and without getting into the finer details at this point, which would come at a later time. Ms. Collins asked that the Commission provide their general observations on the staff's and the consultant's notes and advise if they were appropriate or not. For example and specific to a suggested administrative review for determining lot lines, Ms. Collins noted that this was simply the consultant exploring options based on other communities from taking each application for a lot split through the entire platting process as the most aggressive option to consider, some level of administrative review as an option, or a combination of those options. Ms. Collins clarified that the consultant had included those notes to obtain a reaction from the Commission during their review tonight and before moving further into the process.

Member Daire stated that if definitions were moved to a unique location and only referenced in other sections of code, for tracking purposes, if only a paper copy was available, it would be difficult to track; and cumbersome for online tracking of links for definitions.

Ms. Collins noted that staff would explore a variety of options but the intent would be to have definitions included for context and integral in applicable sections of code so someone didn't need to choose their own adventure path in finding the definitions. Ms. Collins reiterated that the goal of staff and the consultant was to make definitions more consistent across the board.

227 The consensus of the Commission was to have definitions clearly stated if
228 differing in any way from common understandings, and legally and clearly
229 defined as appropriate.

230 While not seeking to railroad this process, Member Bull opined that it seemed out
231 of place in the midst of the comprehensive plan update to shape the community
232 and that being a one-year process. Member Bull opined that it may be
233 inappropriate to look at subdivision code details now that may not fir with that
234 comprehensive plan update in a year, causing him some discomfort.

235 On the contrary, Interim Vice Chair Murphy opined that he saw the
236 comprehensive plan at one level with this subdivision ordinance as a blueprint as
237 part of it. Member Murphy stated that how the city did business would not change
238 its goal; and therefore a review of the subdivision could be done regardless of the
239 end target. Member Murphy stated that he wasn't feeling that same disconnect,
240 but opined that this was simply dealing with another set of issues.

241 Member Kimble agreed with Member Murphy, opining she saw it all as part of
242 the process.

243 Ms. Collins agreed that, especially related to the residential subdivision process,
244 the City Council had expressed their eagerness to get clarity in that area to address
245 procedural language and due to the current moratorium, necessitating the need to
246 move forward with it despite the comprehensive plan process.

247 At the request of the Commission, Mr. Lloyd advised that the original moratorium
248 was for six months ending mid-March 2017, but could be extended for a more
249 realistic finalization in late spring or early summer of 2017. Mr. Lloyd advised
250 that staff would be seeking that extension from the City Council in the near
251 future.

252 Page 2

253 Mr. Lloyd provided a general overview involving a flow chart of existing
254 procedures that was quite cumbersome. Mr. Lloyd advised that, while not yet
255 formulated, the intent would be for staff to develop an extensive list of criteria or
256 conditions applicable for minor subdivision applications in order to qualify for
257 administrative approval. Then, for those applications not able to initially address
258 that list of criteria or being of a more complicated nature, Mr. Lloyd noted those
259 would move beyond administrative approval and applicable to any and all
260 subdivision application.

261 While not yet approved by the City Council after recent recommended approval
262 by the Commission, Mr. Lloyd noted that the open house provision would be
263 replicated in this chapter to follow the same process as in other chapters of code.

264 From her perspective for business and/or residential applicants, and from general
265 feedback from the recent Urban Land Institute (ULI) workshop, Member Kimble
266 noted the need for Roseville to be seen as development and project friendly to
267 attract what was wanted in the community. When considering that perspective and
268 the checklist mentioned by Mr. Paschke, Member Kimble agreed that staff needed
269 to have the ability to ask for some things, but using her current process in seeing a
270 lot-split development project through the City of St. Paul's planning process as an
271 example, she noted her frustrations with a lack of clarity in what is or is not

272 required. Member Kimble opined that her initial reaction was that she was less
273 comfortable having approvals done on an administrative basis even though she
274 had the utmost confidence in staff; but instead based her discomfort on the lack of
275 land available for development in Roseville leading to the need for a more
276 formalized process. Member Kimble stated her continued support for the
277 administrative approval process for four or less lots; but also noted that as a
278 resident in a neighborhood where that subdivision was occurring next door to you,
279 the size and configuration was a big deal and therefore, she felt that needed
280 Planning Commission and City Council consideration and approval.

281 Member Daire concurred with those comments of Member Kimble.

282 While agreeing with administrative approval for smaller lot splits, Member
283 Kimble sought clarification as to whether or not there would be an appeal process
284 available for an applicant if they were in disagreement with staff's findings.

285 Interim Vice Chair Murphy concurred that he would support such a process,
286 similar to that for variances.

287 Mr. Lloyd opined that he was inclined to think the administrative approval
288 process would be implemented for two to three lots, not four.

289 Member Gitzen suggested a maximum of three lots; and at the request of Member
290 Bull, Mr. Lloyd clarified that the intent was for a total of net lots.

291 In her reading of existing subdivision language, Member Kimble asked if the city
292 had considered a one-stop site plan review process to avoid extended delays from
293 one department or commission to another (e.g. Public Works/Engineering and/or
294 Parks & Recreation).

295 Mr. Lloyd noted that at the staff level, the city had a Development Review
296 Committee (DRC) that reviewed all land use applications; and while there was
297 that staff coordination in Roseville, there wasn't a unified development ordinance
298 as some communities had with building code and all other requirements in a
299 single document for an applicant to understand all that would be required. Mr.
300 Lloyd advised that it had been mentioned as an option on the staff level, but given
301 the mammoth review required of city code all at once, there had been no further
302 consideration given to it.

303 Member Gitzen stated his agreement in large with Member Kimble, including not
304 supporting administrative review of four lots. However, Member Gitzen opined
305 that the flow charts or checklist could be made easier and better; and advised that
306 the minimum he'd be comfortable with was a review by planning staff like that
307 used by the City of Eden Prairie, with City Council approval after that initial staff
308 review.

309 Mr. Lloyd recognized the apprehensive expressed by the Commission about
310 Minor Subdivision administrative review, and if constrained to a simple lot split
311 (one lot into two) that would be their comfort level. At the request of Member
312 Gitzen, Mr. Lloyd clarified that the current process was for staff review then to
313 the City Council for their approval for up to three lots; but noted the proposed
314 option would be for total administrative review and approval different from that
315 current process.

316 For minor lot splits from one to two lots, Member Kimble asked if the checklist
 317 involved notifying neighbors.

318 Mr. Lloyd advised that at this point the checklist had yet to be developed, with
 319 tonight's discussion seeking Commission feedback. Mr. Lloyd suggested a similar
 320 comparison might be the current process for accessory dwellings or extra
 321 dwelling units and code parameters for occupancy permits through staff review.
 322 Mr. Lloyd noted that this was a public process with staff reviewing the application
 323 and working through issues, and if all requirements are met, staff then sends a
 324 letter to surrounding property owners explaining the application and staff's
 325 findings, with their intent to approve the application on a date specific, and
 326 seeking comment or questions before that approval. Mr. Lloyd advised that with
 327 the few applications processed by staff to-date, he had only heard from one
 328 person, even though the process intended to provide neighbors with a heads up to
 329 appeal any administrative decision upon receipt of the information. Mr. Lloyd
 330 sought feedback on the Commission's interest in pursuing this idea further or
 331 other ideas.

332 Member Gitzen stated his interest in seeing what the checklist and public
 333 notification process may look like before making a decision.

334 To put things in context and as part of staff's work with the consultant, Ms.
 335 Collins advised that the goal was to balance as much public engagement as
 336 possible and City Council review with the city being seen as business- and
 337 development-friendly. Thus, Ms. Collins noted the direction to the consultant to
 338 provide options as outlined in their case studies. Ms. Collins reviewed the
 339 checklist for submittal requirements and approval approvals that she was familiar
 340 with from her tenure with the City of Milwaukee, WI.

341 Member Bull stated that he was open to reviewing administrative procedures,
 342 reserving his concerns with public openness if an appropriate balance could be
 343 found.

344 Member Daire stated that he felt strongly that the Planning Commission served as
 345 citizen-volunteer representatives to consider what should or should not be done by
 346 city staff. Member Daire opined that the more done administratively, the less
 347 public involvement, causing him considerable concern.

348 Mr. Lloyd duly noted that concern. Mr. Lloyd recalled previous conversations
 349 about the Commission's keen observations about records kept of open houses
 350 and/or meetings, and advised that specific to the example of the accessory
 351 dwelling process, the process has worked well-to-date.

352 For further consideration, Mr. Lloyd advised that state statute allowed that Minor
 353 Subdivisions could be administratively approved and did not need a public
 354 hearing. However, whether or not Roseville wants to follow that procedure was
 355 another matter, but Mr. Lloyd wanted to bring that to the attention of the
 356 Commission that it was allowed in Minnesota that provided pertinent
 357 requirements were met, administrative approval was allowed. However, Mr.
 358 Lloyd also noted there was still some risk involved with politically or emotionally
 359 charged situations or atmospheres of public review even if an application met all
 360 requirements, with that part of the consideration as well.

361 Interim Vice Chair Murphy stated his interest in seeing a draft checklist as a
362 starting point, and to possibly serve to allay some concerns.

363 Member Kimble thanked Ms. Collins for her comments about staff's interest in
364 being developer-friendly, noting that there were a lot of ways to do so without
365 circumventing review of something by adjoining property owners. With a one-
366 stop review or other process oriented toward that goal, Member Kimble opined
367 that would allow interested parties to review and comment on developments in
368 their immediate neighborhoods.

369 Recess

370 Interim Vice Chair Murphy recessed the meeting at approximately 8:39 p.m. and
371 reconvened at approximately 8:46 p.m.

372 Page 3

373 Member Kimble sought clarification, confirmed by Mr. Lloyd that current design
374 standards required developers to provide streets.

375 Member Gitzen noted that "public works design standards manual" and similar
376 references were inconsistent; duly noted by Mr. Lloyd. Member Gitzen further
377 stated his preference for keeping things in code for the application form that could
378 change periodically (e.g. comment on 1103.04), suggesting that at that point, the
379 Public Works Design Standards Manual, actually a survey document, created a
380 disconnect. If referencing anything, Member Gitzen suggested it should be the
381 Ramsey County Guidelines for Subdivided Plats," especially since Ramsey
382 County would actually be doing the review and establishing requirements, with
383 only required city signatures their only involvement.

384 Mr. Lloyd thanked Member Gitzen for that timely mention, noting that the city's
385 attorney was also the attorney for several other communities in the metropolitan
386 area, and was currently working with the Ramsey County surveyor and had put on
387 an informational program just yesterday that was attended by several of the
388 Community Development Department's staff, at which he had first encountered
389 the survey standards manual. Mr. Lloyd opined that he anticipated a considerable
390 bit of information gleaned from that meeting would work its way into this rewrite.

391 Member Gitzen suggested that document would be an appropriate one to
392 reference in this code chapter; duly noted by Mr. Lloyd.

393 At the request of Member Bull, Mr. Lloyd advised that the Metropolitan Council
394 did not have a requirement for subdivisions.

395 Member Daire asked staff to summarize the current process for plat approval;
396 advising that based on his personal research on review and approval of final plats,
397 he wasn't satisfied with the results of that search.

398 Mr. Lloyd reviewed the current process, clarifying that staff was no suggesting
399 considerable changes beyond simple refinement with the main revision being
400 subdivisions of land that triggered park dedication requirements being first
401 determined by the Parks & Recreation Commission for land or cash in lieu of land
402 and their recommendations as part of the approval process when applying for
403 Preliminary Plat approval for staff review. At that point, Mr. Lloyd advised that
404 the approval process then would move to the Commission and City Council for

405 their approval; and applicants then circling back to prepare a final plat application
406 that would essentially meet all the conditions applied to the preliminary plat with
407 that application then reviewed by staff for requirements/conditions and then to the
408 City Council for approval. Mr. Lloyd noted that the key component for final plat
409 approval was to ensure that it was essentially the same as the preliminary plat
410 requirements and not something else entirely or another iteration. Mr. Lloyd
411 advised that this broader review by the City Council verified that what they had
412 approved in the preliminary plat remained intact, at which point the applicant
413 recorded the final plat with Ramsey County.

414 Page 4

415 No comment.

416 Page 5

417 Mr. Lloyd advised that there remained more work to be done with design
418 standards as they related to the subdivision code (e.g. rights-of-way and lot layout
419 and their relationship to each other) as part of center line gradients and curve
420 specifications that were important with respect to rights-of-ways. While some can
421 go in a different section of city code, Mr. Lloyd advised that current 1800'
422 maximum block length standards were extremely long for Roseville; and
423 suggested focusing more on the existing street network rather than simply
424 guessing at how long the longest block may or should be.

425 Interim Vice Chair Murphy noted this page provided one of his examples for
426 “streets” and their definition; duly noted by Mr. Lloyd.

427 In Section 1103.02, Interim Vice Chair Murphy noted Item J referencing “half
428 streets” and their prohibition, asking what they were and whether or not a
429 definition would appear in this document. Member Murphy noted this involved
430 the concept of definitions again, and whether or not they were worthy to appear in
431 the definition section and if so to provide for a concise definition.

432 Page 6

433 While understanding the first suggestion under section 1103.04, Interim Vice
434 Chair Murphy questioned how code would embody that for future change, noting
435 that from his understanding the city was really constrained as to how it could
436 spend park dedication fees.

437 Mr. Lloyd responded that code could require this similar to dedication of park
438 land or strips of land for trails as part dedication land. While the current
439 subdivision code language is very general about cash or land, Mr. Lloyd advised
440 that code could be much more specific requiring dedications of some nature to
441 begin piecing together the city’s pathway plans for example even though it wasn’t
442 specified in any way at this point, but allowing the city to potentially use park
443 dedication fees to acquire that necessary land. Mr. Lloyd agreed that use of those
444 funds were restricted, but could be used for acquisition and some improvements,
445 and may possibly include sidewalks as part of rights-of-way dedication ideas for
446 related plans.

447 Referencing consultant comments for the park dedication section and broader
448 goals of the city, Member Kimble suggested staff push the consultant to provide
449 examples of new and innovative ideas for privately owned public spaces that

450 would comply with restrictions for park dedication fees while providing ideas of
451 benefit to the community. Member Kimble asked that this opportunity be opened
452 up and reviewed, opining that there were some examples available within the
453 Roseville community.

454 Specific to drainage and utility easements, Member Gitzen stated that he had
455 never understood how Roseville required 12' on a side but nothing on the front,
456 while most communities allotted 10' on the front and center on side and rear lot
457 lines. From his perspective, Member Gitzen spoke in support of 5' on each side
458 versus the current 6' and requiring 10' on front similar to most other metropolitan
459 urban communities.

460 Mr. Lloyd responded that both the City's current Public Works Director/Engineer
461 and City Engineer had been surprised to find no front yard easement requirement
462 in Roseville; and opined that would be included in this rewrite.

463 On the plat, Member Gitzen noted that some counties only allowed public utilities
464 on a dedicated plat, while unsure of Ramsey County's requirements, but
465 suggesting the City be consistent with Ramsey County.

466 Mr. Lloyd noted the current limitations of plat detail, including other easements
467 (e.g. solar access) that could be required and may require a separate document.

468 Member Gitzen noted other communities (e.g. City of Afton, MN) that required a
469 conservation easement on steep slopes, an option that can be done outside the
470 platting process; and duly noted by Mr. Lloyd.

471 At the request of Mr. Lloyd, Members Gitzen, Kimble and Murphy asked for
472 more information before making a decision on whether to only require drainage
473 and utility easements, or to include conservation or solar access easements as
474 well.

475 Page 7

476 Mr. Lloyd provided the current process for park dedications, including the written
477 version and unwritten policy of how they were handled now; with the intent for
478 including them as part of the annual fee schedule reviewed by staff and
479 recommendations brought to the City Council.

480 Mr. Lloyd advised that the procedure section was taken from the Parks &
481 Recreation Department staff's unwritten policy to present to the Parks &
482 Recreation Commission for recommendation to the City Council, done as one of
483 the first steps added to the beginning of the process before receipt of the
484 subdivision application itself. While the current unwritten process seemed to work
485 well, Mr. Lloyd advised that the intent to include it in code was so applicants
486 were not caught off guard or be unaware of this standard city process; and by
487 including it in code it would be more obvious to all parties moving forward.

488 Page 8

489 Regarding the "Other" suggestion, Member Kimble noted her issues with new
490 developments and signage and the impact that signage had on a community.

491 Mr. Lloyd reviewed several administrative items needing revision or restructuring
492 to be in line with current practices and processes (e.g. 1104.05). Compared to
493 current language in a subdivision application and lot shape not supported by

494 subdivision code and variance applications required, Mr. Lloyd advised that the
 495 process proceeded directly to the Variance Board for their review for practical
 496 difficulties. Mr. Lloyd clarified that the Variance Board strictly addressed the
 497 variance issue and not the overall subdivision itself; with the City Council then
 498 addressing the subdivision portion of the application, but not determining whether
 499 or not the variance is acceptable. Mr. Lloyd opined that it made more sense to
 500 have one body ultimately responsible for both decisions, such as City Council
 501 review of the subdivision application and variance portion as a package; or as
 502 done in the past in Roseville, a subdivision application may just proceed to the
 503 City Council, or otherwise to the Planning Commission and ultimately the City
 504 Council. Mr. Lloyd opined that the process needed to be tightened up to avoid
 505 opening up the process for conflict, thus the reference on page 8.

506 Mr. Lloyd reported that he had only recently learned that the property owner’s
 507 signature was required on the plat document, including a line for another party’s
 508 signature if the parcel was sold to another party before being recorded at Ramsey
 509 County. Mr. Lloyd noted that currently, there was no place for that second
 510 signature, invalidating the plat; opining that the suggestion in section 1104.06 was
 511 intended to avoid that situation.

512 Regarding the “other” noted, Mr. Lloyd advised that their references were
 513 included as part of consideration of the subdivision ordinance but not necessarily
 514 fitting in elsewhere in the current outline.

515 In response to Member Bull, Mr. Lloyd clarified that the current process is
 516 working according to code at this time; with the Variance Board responsible for
 517 variance applications and the City Council responsible for subdivision
 518 applications. Mr. Lloyd recalled the process and long-standing interpretation of
 519 code provisions and related variances from approximately 8 – 10 years ago that
 520 provided for an alternate process for the Planning Commission to provide a
 521 recommendation to the City Council for the entire application. However, Mr.
 522 Lloyd noted that at some point, an observation was made that this was not what
 523 the code said and the process was changed accordingly.

524 General Comments

525 Mr. Lloyd thanked the Commission for their participation in this difficult starting
 526 discussion, and for providing good insight about thins still needing to be
 527 addressed to move forward and identifying the less-favored directions as well as
 528 those having more support from the Commission at this point.

529 Interim Vice Chair Murphy offered an opportunity for public comment,
 530 recognizing that this wasn’t a formal public hearing, but no one appeared to
 531 speak.

532 Member Gitzen noted in the staff report the intent to bring a revised draft back for
 533 the April 5, 2017 Planning Commission meeting. However, Member Gitzen
 534 suggested it be presented that night without discussion, in light of the two new
 535 commissioners coming on and to allow them time to review the document and get
 536 up to speed, suggesting discussion ensue in May.

537 Mr. Lloyd suggested staff could mention that to the City Council as an option;
 538 and while not having any objections in theory, reiterated the moratorium and need
 539 to extend it at their discretion. Mr. Lloyd noted that further delay in this process

540
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542
543

may represent a further extension of something people may be anxiously awaiting, even though it was a fair observation being made by Member Gitzen about the new commissioners.

d. **Discuss the Annotated Outline Illustrating Present Structure of the Subdivision Code and How a Rewritten Code Might Differ; Provide Input to Guide the Drafted of an Updated Ordinance (PROJ-0042)**

Senior Planner Bryan Lloyd introduced Mike Lamb, consultant with Kimley-Horn, undertaking the rewrite of the city’s subdivision code as detailed in the staff report and related attachments.

Title 11 (Exhibit A), Subdivisions and his Memorandum dated February 23, 2017 (Exhibit B)

Mr. Lamb provided an overview of the five major topics needing review: language in code (definitions) and their consistency with other city code; minor subdivision process as discussed by the Planning Commission and of interest to the City Council; Park Dedication mechanism and how to address that moving forward; Design Standards and any revisions of those standards embedded in code; and those areas for reliance on the Public Works Design Standards Manual currently in process.

In the City Council’s review of Attachment A, Mr. Lamb clarified that the first column represented current code and right hand column provided suggestions from his office and staff. Mr. Lamb further clarified that those are just suggestions, and not recommendations, but simply based on experience and requiring City Council feedback. Mr. Lamb also referenced excerpts provided from the subdivision ordinances in the metropolitan area and language from those that might make sense for Roseville as the basis for edits. Mr. Lamb further referenced some case studies provided from other metropolitan communities and other first-ring suburbs from out-of-state and staff conversations with those cities as well. Mr. Lamb concluded by stating the intent for this to be an outline review only to help staff and his firm determine the proper direction to pursue from the City Council’s perspective.

Exhibit A – Title 11

Page 1

In terms of definitions, Mayor Roe suggested the fewer the better in this portion of code; whether by referencing the Public Works Design Standards Manual or through existing code (e.g. street or design standard components) where those definitions would come out.

Mayor Roe also suggested a general reference to other city documents (e.g. 2008 Pathway Master Plan) rather than specifically referencing them in the subdivision code; with agreement by Councilmember Willmus.

Pages 2 &3

Along with Mayor Roe, Councilmembers McGehee, Willmus and Laliberte were in agreement that they did not want to consider an administrative review process; continuing that approval process through the Planning Commission and City Council or just the City Council as per current practice.

Page 4

1 At the request of Councilmember McGehee, Mr. Lloyd confirmed that any and all
2 application forms and instructions would be revised based on new processes or
3 checklists.
4

5 Specific to minor lot splits and associated checklists for one lot splitting into two,
6 Ms. Collins advised that currently if everything on the checklist was addressed,
7 they were approved administratively.
8

9 Councilmember McGehee stated her intent that everything, including those minor
10 lot splits, be put back on the table, opining that the checklist should be presented
11 to the City Council in agenda packets indicating any or all items checked off, es-
12 pecially related to drainage, sewer and tree preservation.
13

14 Even with minor subdivisions, Councilmember Willmus noted one area of strug-
15 gle was an informal sketch provided (e.g. on the back of a napkin) versus a more
16 detailed and formal application and information process, showing established lo-
17 cations for lot lines, drainage easements, and any other work that would be done
18 on the front end before being brought to the City Council for approval.
19

20 As suggested by City Manager Trudgeon, and confirmed by Councilmember
21 Willmus, this would include a survey.
22

23 As decision makers, Councilmember Willmus noted that the additional infor-
24 mation could have a significant impact on a decision one way or another based on
25 that level of detail provided; and opined that a survey shouldn't create an exces-
26 sive burden for a property owner looking to divide their lot; and he preferred hav-
27 ing that detail available. Councilmember Willmus stated that from his perspec-
28 tive, that detail did not include being advised that the watershed district had yet to
29 sign off, especially if and when those properties may involve part of a larger
30 drainage system or issue within the community. With not receiving that infor-
31 mation upfront, Councilmember Willmus noted that it left out part of the picture,
32 and stated his interest in having that broader picture from materials presented to
33 the City Council , whether or not it created a financial burden on a property own-
34 er.
35

36 Ms. Collins sought clarification on the current process used for minor subdivi-
37 sions and plats, asking if the City Council was okay with that as long as additional
38 information was provided upfront.
39

40 Mayor Roe agreed, referencing recent examples of plats coming before the City
41 Council.
42

43 Without objection, and confirmed by Mr. Lamb, the City Council did not support
44 any administrative process for minor subdivisions; with an up-to-date checklist
45 included at the Planning Commission and/or City Council levels.
46

47 With confirmation by staff, Mayor Roe clarified that open house language would
48 parallel that approved in other sections of code.

1
2 Councilmember Willmus addressed plat requirements for lots on existing streets
3 and requiring municipal services, and whether some accommodation was needed
4 for private drives built to city street specifications but privately maintained.
5

6 Mr. Lloyd advised that there was nothing in the subdivision code; and noted that
7 delved into the area of uncertainty as to whether a subdivision created a flag lot to
8 access properties behind one street or a private street with public streets minus a
9 right-of-way; seeking City Council direction on that point.
10

11 Councilmember Willmus stated that he didn't want to revert to flag lots, but rec-
12 ognized situations where larger lots are subdivided and become smaller, this may
13 be a tool that could help accommodate it and create less expense for surrounding
14 property owners and the broader community as well. Councilmember Willmus
15 opined that the city had it within its purview and public works specifications for
16 those situations.
17

18 Mayor Roe stated that he wasn't against private driveway as a solution.
19

20 Councilmember Willmus noted that there was no language so specific that it
21 would exclude private drives by calling it a street.
22

23 Mayor Roe noted that platting wasn't required for a minor subdivision if other re-
24 quirements were met, with the current process not requiring plats for minor sub-
25 divisions.
26

27 City Manager Trudgeon noted that it involved a process for document and layout
28 approval, but was not a formal plat.
29

30 Regarding item 4, Mayor Roe noted it stated that it seemed obvious from lan-
31 guage providing that a divisional lot didn't require minimum standards.
32

33 Mr. Lamb clarified that the excerpt from the City of St. Paul could be edited ac-
34 cordingly for further consideration by the City Council. Mr. Lamb noted the need
35 for placing the burden on public works when changing slopes to address any wa-
36 ter/sewer issues, or frozen pipes or water being pumped up hill creating low water
37 pressure.
38

39 Mayor Roe noted the need to ensure the close attention of the Public Works staff
40 on those specific issues.
41

42 Page 5

43 Mr. Lamb noted some design standards that would be unique to code.
44

45 At the request of Mayor Roe, Mr. Lamb confirmed the need to address them in
46 the subdivision code versus in general city code (e.g. block sizes).
47

48 Page 6

1 Mayor Roe clarified that lot sizes were addressed in the city’s zoning code, not its
2 subdivision code.

3
4 Page 6 (Park Dedication)

5 Mr. Lamb clarified some of this section, noting that references to more formal
6 plans and policies the city had adopted specifically or as part of comprehensive
7 plan updates superceded the subdivision code language developed in 1980. Mr.
8 Lamb noted that he had found only three occasions since that inception of land
9 dedication for park or open space, with the remainder of the situations resulting in
10 cash in lieu of land.

11
12 Mr. Lamb suggested consideration of a way that the subdivision code could help
13 support larger connectivity of the city itself (e.g. connecting trails or sidewalks) in
14 a broader nature than by simply setting a process and approach for cash applied to
15 a park or requiring additional recreation maintenance. Mr. Lamb noted that the
16 idea was to consider that larger picture and use the subdivision as a tool to
17 achieve that larger connectivity.

18
19 Mayor Roe suggested the intent may be to expand the definition of land contribu-
20 tion that could be beyond a specific plot of land, but involve trail connections.

21
22 Mr. Lamb agreed that was the intent, and used several examples in Roseville (e.g.
23 McCarron’s Lake area or Old National Guard Armory parcel) as examples of
24 larger tracts of land that could be subdivided, and possibly include another street
25 with a possible trail to connect with the existing system.

26
27 Councilmember Willmus questioned if that didn’t lead to situations with addition-
28 al land being donated to areas of the city that already have built-out park and trail
29 infrastructure, limiting the ability to capture dollars to use them in areas of the
30 city without as many amenities available.

31
32 While each would be considered on a case by case basis, Mr. Lamb advised that
33 the focus using existing policies, would be to determine how this code as one of
34 many city tools, could be used to improve connectivity throughout the communi-
35 ty. Mr. Lamb noted that the comprehensive plan now separated the city into six-
36 teen districts, some of which had no park, and others having limited park space
37 (e.g. Twin Lakes Redevelopment Area). Mr. Lamb noted the need for more
38 sidewalks and amenities to provide synergy in connecting around lakes and de-
39 velopment parcels. While agreeing that it differed by location, Mr. Lamb sug-
40 gested a guiding master plan or park/trail document to help the city code reach its
41 purpose.

42
43 Councilmember Willmus spoke against such guiding documents; opining that
44 there were areas in the community without that infrastructure, but could allow
45 them to acquire property on the other side of town.

46
47 Mayor Roe noted that the dollars could still be part of this; with Mr. Lamb con-
48 curring that it was intended as one other option.

1
2 Councilmember Willmus stated that he didn't want to mandate steering each ap-
3 plication to the Parks & Recreation Commission for a recommendation, which he
4 considered being set in place if this was pursued.
5

6 Mayor Roe opined that this simply provided more options on the land side of the
7 equation, and clarified that ultimately land decisions lay with the city, noting that
8 the city didn't need to approve any land donations that it didn't want.
9

10 Councilmember McGehee spoke in support of having more options available, and
11 therefore including that as a tool in the subdivision ordinance.
12

13 Mayor Roe noted that it didn't need to be an either/o situation, but could be a
14 combination. Mayor Roe further clarified that there were limits on how money in
15 the Park Dedication fund could be used that needed to be adhered to in any situa-
16 tion.
17

18 Page 8

19 Mayor Roe agreed with the suggestion to remove any references to city staff sala-
20 ries and refer to the fee schedule.
21

22 Chapter 1104.06

23 At the request of Mayor Roe, Mr. Lloyd advised that this suggestion was as a re-
24 sult of the recent Ramsey County Survey workshop attended by staff related to
25 appropriate signature lines for plats being recorded and the need to allow for
26 property owner signatures sufficient for those being sold between preliminary and
27 final plat recording.
28

29 After further discussion and deliberation, it was determined that the subdivision
30 code reference this requirement, but clarified that it was not responsible for the
31 property owner's recording of documents.
32

33 Under advice by City Attorney Gaughan, while the city has the responsibility to
34 make sure properties transfer legally and not trip up transactions, he noted it was
35 an issue for the property owner. City Attorney Gaughan stated support for refer-
36 ence Ramsey County in code to this affect, but not to specifically address it be-
37 yond protecting the city to make sure plats are recorded properly.
38

39 Page 8 (other)

40 Councilmember McGehee noted her natural interest in tree preservation that she
41 continued to find amazingly unsuccessful to-date.
42

43 At the request of Councilmember McGehee specific to solar orientation, Mr.
44 Lamb referenced some of the ideas provided form other communities, while rec-
45 ognizing that green infrastructure continued to evolve. Mr. Lamb provided some
46 examples from the City of St. Paul toward those efforts (e.g. stormwater park) and
47 how parks and open space continued to change, as well as solar orientation as an
48 owner issue. Mr. Lamb noted the differences for Roseville as a fully-developed

1 community versus a newer community with those things available to be addressed
2 accordingly (e.g. solar orientation and existing tree canopies).
3

4 Councilmember McGehee stated her interest in green infrastructure and use of
5 stormwater ponding to provide for space versus underground tank installation,
6 creating amenities for parks and open space.
7

8 Mr. Lamb recognized that this subdivision code was a revision and intended as an
9 update, and could not do everything for everybody. However, Mr. Lamb suggest-
10 ed that it could be more active in focusing on redevelopment and connectivity, in-
11 cluding rethinking stormwater requirements as a public amenity.
12

13 Mayor Roe suggested their consideration under the “other” park dedication side;
14 while being careful not to mix too many things together.
15

16 Discussion ensued on the triggers for tree preservation at this time under current
17 ordinance and related to preliminary plat, but not triggered by the minor subdivi-
18 sion process as currently written, but through the trigger of new home construc-
19 tion.
20

21 Councilmember McGehee stated her interest in making that tree preservation trig-
22 ger part of the minor subdivision process to avoid clear cutting.
23

24 Councilmember Willmus stated that he wasn’t interested in having that discussion
25 now and was not prepared to make that change tonight, noting that this had been
26 discussed when adopting the tree preservation ordinance at which time it was de-
27 cided by the City Council majority to leave minor subdivisions out of the picture.
28

29 Councilmember Laliberte concurred, advising that she also did not come prepared
30 tonight to consider that issue.
31

32 Mayor Roe suggested additional rationale and a better understanding of that issue
33 when this returns to the City Council in its next draft.
34

35 Mr. Lloyd clarified that with larger plats, street infrastructure and existing house
36 pads often determined tree preservation and placement versus minor subdivisions
37 with one large lot and tree preservation not kicking in until new construction of a
38 new home.
39

40 Ms. Collins noted that while there may be no plans upfront for tree preservation,
41 at the final stage of new home development, the parcel would become subject to
42 it.
43

44 Councilmember Laliberte stated that she still considered that the right way to go,
45 opining that the person initially subdividing the lot may have insufficient infor-
46 mation to make a prudent decision.
47

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As part of that discussion, Councilmember McGehee noted the need to avoid clear-cut situations developing under some subdivisions, creating neighborhood issues at that point and not providing them with any protection.

Mr. Lamb thanked the City Council for their good feedback, advising that he and staff anticipated returning to the April 5, 2017 City Council meeting with the first draft of a new subdivision ordinance.

Title 11 - Subdivisions

1.	<u>CHAPTER 1101: GENERAL PROVISIONS</u>	<u>CHAPTER 1101: GENERAL PROVISIONS</u>
2.	1101.01: Purpose and Jurisdiction	1101.01: Purpose and Jurisdiction
3.	1101.02: Definitions	1101.02: Definitions
4.	1101.01: PURPOSE AND JURISDICTION:	1101.01: PURPOSE AND JURISDICTION:
5.	<p>A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.</p>	<p>A. Purpose: Each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the community and is one component of the City as a whole arranged by a guiding city plan. All subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.</p>
6.	<p>B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)</p>	<p>B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 462, 505, and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)</p>
7.	1101.02: DEFINITIONS:	1101.02: DEFINITIONS:
8.	For the purpose of this Title, certain words and terms are defined as follows:	For the purpose of this Title, certain words and terms are defined as follows:

9.	ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)	RPCA Attachment C
10.	BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)	BOULEVARD: The portion of the street right-of-way between the curb line and the property line. (1990 Code).
11.	BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.	
12.	COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.	
13.	COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.	
14.	CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.	
15.	DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.	
16.	EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)	EASEMENT: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity. (Source: Title 10, 1001.10)

17.	EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)	RPCA Attachment C
18.	FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.	
19.	LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.	LOT: A tract of land, designated by metes and bounds, land survey, minor land division or plat, and recorded in the office of the county register of deeds. (Source: Title 10, 1001.10)
20.	MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.	
21.	MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.	
22.	OWNER: Includes the plural as well as the singular, and includes any person.	OWNER: Any sole owner, part owner, joint owner, tenant in common, joint tenant, or tenant by the entirety. (Source: Title 10, 1001.10)
23.		PATHWAYS: A public or private right-of-way across a block or providing access within a block to be used by pedestrians. Includes trails, footpaths, pedestrian paths, and striped shoulders as discussed elsewhere in the code. (Source: 2008 Pathways Master Plan)
24.		PEDESTRIAN: A Pedestrian is any person afoot or in a wheelchair (both motorized and non-motorized). It can also mean a young child on a tricycle or small bike. (2017 Code)
25.	PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be	

		RPCA Attachment C
	used by pedestrians and for the installment of utility lines.	
26.		PLAT, FINAL PLAT: The plan or map for the subdivision or addition to be filed for record in the County where such subdivision or addition is located. (2017 Code)
27.	PLANNING COMMISSION: The Planning Commission of the City.	
28.	PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.	PRELIMINARY PLAT: A map or plan of a proposed subdivision as described in Section 1102.02.
29.	PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)	
30.	ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)	
31.		RIGHT-OF-WAY (R.O.W.): The words “right-of-way” shall include any street, alley, boulevard, parkway, highway, or other public thoroughfare. (Source: Title 10, 1001.10)
32.		SIDEWALK: The portion of the street between the curb line and the adjacent property line intended for the use of pedestrian right-of-way. (Source: Title 10, 1001.10)
33.	STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)	STREET: A public or private right-of-way which affords primary access by pedestrians and vehicles to abutting properties; also refers to thoroughfare, avenue, highway, road, roadway, collector street, arterial street, cul-de-sac, marginal access street, private street/road. (Ord. 216, 7-5-1956; and 2017 Code)
34.	STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)	

35.	STREET WIDTH: The shortest distance between curb lines or edge of pavement.	RPCA Attachment C
36.	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the transfer of ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.
37.	THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)	

38.	<u>CHAPTER 1102: PLAT PROCEDURES</u>	<u>CHAPTER 1102: PLAT PROCEDURES</u>
39.	1102.01: Procedure	1102.01: Procedure
40.	1102.02: Necessary Data for Preliminary Plat	1102.02: Variances
41.	1102.03: Requirements Governing Approval of Preliminary Plat	1102.03: Necessary Data for Preliminary Plat
42.	1102.04: Necessary Data for Final Plat	1102.04: Requirements Governing Approval of Preliminary Plat
43.	1102.05: Acceptance of Streets	1102.05: Necessary Data for Final Plat
44.	1102.06: Required Land Improvements	1102.06: Acceptance of Streets
45.	1102.07: Arrangements for Improvements	1102.07: Required Land Improvements
46.		1102:08: Arrangements for Improvements
47.	1102.01: PROCEDURE:	1102.01: PROCEDURE:
48.	Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:	Before dividing any tract of land into two or more lots or parcels, the owner or applicant shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council.
49.	A. Sketch Plan:	A. Platting Alternatives
50.	1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in this Chapter:
51.	1. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.	1. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Department. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows

		<p>duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. See Platting Alternatives Application for details on submittal requirements.</p>
<p>52.</p>	<p>2. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)</p>	<p>2. Recombination: to divide one recorded lot or parcel to permit the adding of a parcel of land to an abutting lot and create two buildable parcels. The proposed subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed recombination shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements.</p>
<p>53.</p>		<p>3. Consolidations: The owner of two or more single-family contiguous parcels or lots of record may consolidate said parcels or lots into one parcel of record. The proposed consolidation may be approved by the City Manager upon recommendation of the Community Development Department. The proposed consolidation shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements.</p>
<p>54.</p>		<p>4. Corrections: Approval of a corrective subdivision may be requested by an applicant with a survey or description of a parcel or lot that has been found to be inadequate to describe the actual boundaries. This type of subdivision creates no new lots or streets. The proposed corrective</p>

		<p>subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. See Platting Alternatives Application for details on submittal requirements.</p>
55.		<p>5. Minor Plat: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street right-of-way that serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor plat approval. The proposed plat shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Applicant shall refer to the Minor Subdivision Application or contact the Community Development Department for additional information regarding the process.</p>
56.	A.	<p>B. All other subdivision proposals, referred to herein as major subdivision or subdivision, that do not fall within the regulations listed previously shall be submitted for the approval of the Planning Commission and the Council in the following manner:</p>
57.	B. Developer Open House Meeting	C. Developer Open House Meeting

<p>58.</p>	<p>1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.</p>	<p>1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.</p>
<p>59.</p>	<p>2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.</p>	<p>2. Applicant Responsibility: The applicant shall be responsible for the following items:</p> <ul style="list-style-type: none"> i. Completed Open House Form (application) ii. Payment of fee and escrow iii. Provision of applicable information regarding the project/request iv. Determined the open house location, date, and time v. Required submittal of open house summary upon conclusion of meeting
<p>60.</p>	<p>3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville’s boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.</p>	<p>3. General: Applicant shall refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.</p>
<p>61.</p>	<p>4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners</p>	

	<p>within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:</p>	<p>RPCA Attachment C</p>
<p>62.</p>	<p>This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.</p>	
<p>63.</p>	<p>4. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.</p>	
<p>64.</p>	<p>D. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be</p>	<p>D. Submission; Filing: Four copies of the preliminary plat and filing fee shall be submitted to the Community Development Department prior to the</p>

	considered, together with the filing fee and an abstractor’s certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)	regular Planning Commission meeting at which the plat is to be considered.
65.	E. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)	E. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Department and Public Works Department shall examine the plat for compliance with this code, recorded platted boundaries, and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)
66.	F. Hearing by Planning Commission	F. Hearing by Planning Commission
67.	1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.	1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.
68.	2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.	2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission staff shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
69.	G. Action By The City Council: (on preliminary plats)	G. Action By The City Council: (on preliminary plats)
70.	1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set	1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council does not approve the preliminary plat, the grounds for any such refusal shall be set

	forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.1176, 11-25-1996)	forth in the proceedings of the City Council and reported to the applicant. (Ord.1176, 11-25-1996)
71.	2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)
72.	H. Final Plat:	H. Final Plat:
73.	1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)	1. Submission: The owner or applicant shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be considered void unless an extension is requested in writing by the applicant and granted by the City Council. The owner or applicant shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)
74.	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects, it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the applicant proposes to record and develop at the time, and per all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

<p>75.</p>	<p>I. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)</p>	<p>I. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the applicant for such approval. If the final plat is approved, the applicant shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)</p>
<p>76.</p>		<p>1102:02: VARIANCES:</p>
<p>77.</p>		<p>A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.</p>
<p>78.</p>		<p>B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee, providing a completed application, and supporting documents as set forth in the Community Development Department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the Planning Commission upon the same published notice, mailing notice and hearing</p>

		procedure as set forth in chapter 108 of this code, (Ord. 1359, 1-28-2008)
79.	1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:	1102.03: NECESSARY DATA FOR PRELIMINARY PLAT:
80.	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plat for minor and major subdivisions shall include all the data listed on the application. Applicant shall refer to the Preliminary Plat Application or contact the Community Development Department for additional information regarding the process.
81.	A. Identification and Description:	
82.	1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.	
83.	1. Location by township, section, town or range or by other legal description.	
84.	2. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.	
85.	4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.	
86.	5. North point (designated as true north).	
87.	6. Date of preparation.	
88.	A. Existing Conditions:	
89.	1. Boundary line of proposed subdivision clearly indicated.	
90.	2. Existing zoning classification.	
91.	3. Total approximate acreage in said plan.	
92.	4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and	

	structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.	RPCA Attachment C
93.	5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and hydrants shall also be shown.	
94.	6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)	
95.	7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.	
96.	B. Subdivision Design Features:	
97.	1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.	
98.	2. Location and widths of alleys, pedestrian ways and utility easements.	
99.	3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.	

100	4. Approximate center line gradients of streets and alleys, if any.	RPCA Attachment C
101	5. Location, size and approximate gradient of sewer lines.	
102	6. Layout, numbers and typical dimensions of lots to the nearest foot.	
103	7. Minimum front and side street building setback lines indicating dimensions of same.	
104	8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres. (Ord. 216, 7-5-1956)	
105	1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:	1102.04: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:
106	A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.	A. Conditions of Approval: For both major and minor plats, the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City to be incorporated into the final plat. For major plats, the Planning Commission may also recommend to the City Council changes or revisions.
107	B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.	B. Flooding: No subdivision will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the applicant agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)

108	C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.	RPCA Attachment C
109	D. Flooding: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)	
110	1102.04: NECESSARY DATA FOR FINAL PLAT:	1102.05: NECESSARY DATA FOR FINAL PLAT:
111	A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.	All information required on the preliminary plat for a minor or major subdivision shall be accurately shown and comply with County plat requirements. Applicant shall refer to the Final Plat Application or contact the Community Development Department for additional information regarding the process.
112	B. Additional Delineation:	
113	1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.	
114	2. An identification system for all lots and blocks.	

115	3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.	RPCA Attachment C
116	4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.	
117	5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.	
118	6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.	
119	7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.	
120	8. Certification by a registered land surveyor to the effect that the plat represents a survey made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.	
121	9. Notarized certification by owner and by any mortgage holder of record of the adoption of	

	the plat and the dedication of streets and other public areas.	RPCA Attachment C
122	10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.	
123	11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)	
124	12. Form for approval by County authorities as required. (Ord. 245, 5-10-58)	
125	1102.05: ACCEPTANCE OF STREETS:	1102.06: ACCEPTANCE OF STREETS:
126	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
127	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully

	<p>completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)</p>	<p>completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for maintenance by the City, and defer the completion of the street or thoroughfare by the applicant until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)</p>
128	1102.06: REQUIRED LAND IMPROVEMENTS:	1102.07: REQUIRED LAND IMPROVEMENTS:
129	<p>No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)</p>	<p>No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the applicant's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: requirements of the Public Works Department; Ord. 373, 5-28-62; amd. 1995 Code</p>
130	A. Sewers:	A. Sewers:
131	<p>1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.</p>	<p>1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available. All improvements shall meet the requirements of the Public Works Department.</p>
132	<p>2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City</p>	<p>2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City</p>

	<p>storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.</p>	<p>storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4. All improvements shall meet the requirements of the Public Works Department.</p>
<p>133</p>	<p>3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.</p>	<p>3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made. All improvements shall meet the requirements of the Public Works Department.</p>
<p>134</p>	<p>4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.</p>	<p>MOVED TO ARRANGEMENTS FOR IMPROVEMENTS SECTION BELOW</p>
<p>135</p>	<p>B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.</p>	<p>B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. All improvements must also meet the requirements of the Public Works Department.</p>

136	C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)	C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56). All improvements shall meet the requirements of the Public Works Department.
137	D. Street Improvements ¹ :	D. Street Improvements ² :
138	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20-year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
139	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the Public Works Department.
140	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the City.	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the Public Works Department.
141	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, pathways or equivalent shall be constructed in accordance with the applicable requirements of the Public Works Department.
142	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.

¹ See also Chapters 703 and 704 of this Code.

² See also Chapters 703 and 704 of this Code.

143	6. All curb corners shall have a radii of not less than 15 feet, except at collector and marginal access streets where they shall be not less than 25 feet.	6. Curb concerns shall meet the requirements of the Public Works Department.
144	7. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)	7. All boulevards within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)
145	E. Off-Street Improvements:	E. Off-Street Improvements:
146	1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.	1. All open areas of a lot that are not used for buildings, parking or circulation areas, patios, or storage must be constructed to conform to the Landscaping requirements of 1011.03 of this Code.
147	2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.	2. Driveways must be constructed to conform to the requirements in the Public Works Department and the grade of the driveway shall conform to the requirements of the State Building Code.
148	3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.	3. The entire boulevard area, except driveways, shall be sodded per specifications of the Public Works Department.
149	4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)	4. All drainage swales shall be graded and sodded per specifications of the Public Works Department. (1990 Code; amd. 1995 Code)
150	F. Pedestrianways: Pedestrianways installed or required by the City Council, shall be constructed	

	according to specifications approved by the Public Works Director. (1995 Code)	RPCA Attachment C
151	F. Public Utilities:	F. Public Utilities:
152	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.
153	2. The City Council may waive the requirements of underground services as set forth in subsections 1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)	2. The City Council may waive the requirements of underground services as set forth in subsections 1 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)
154	1102.07: ARRANGEMENTS FOR IMPROVEMENTS:	1102.08: ARRANGEMENTS FOR IMPROVEMENTS: [CITY ATTORNEY TO REVIEW]
155	A. Contract for Development: Prior to the acceptance of the final plat, the owner or subdivider shall enter into a contract for development of new subdivisions with the City. In conjunction with this contract, the owner or subdivider shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an	A. Contract for Development: Prior to the acceptance of the final plat, the applicant shall enter into a contract for development of new subdivisions with the City. In conjunction with this contract, the applicant shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-

	<p>amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements or one and one-fourth (1 1/4) times the actual bid. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.</p>	<p>half (1 1/2) times the Public Works Director's estimated cost of said improvements or one and one-fourth (1 1/4) times the actual bid. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.</p>
<p>156</p>	<p>B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a registered professional engineer and approved by the Public Works Director and in accordance with applicable City standards and requirements.</p>	<p>B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a Minnesota registered professional engineer and approved by the Public Works Director and in accordance with applicable City standards and requirements.</p>
<p>157</p>	<p>C. Bond: The owner or subdivider shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees and other incidental expenses in connection with the making of said improvements listed in Section 1102.06. In the event of a cash deposit, any balance remaining shall be refunded to the owner or subdivider after payment of all costs and expenses to the City have been paid.</p>	<p>C. Bond: The applicant shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees and other incidental expenses in connection with the making of said improvements listed in Section 1102.06. In the event of a cash deposit, any balance remaining shall be refunded to the owner or applicant after payment of all costs and expenses to the City have been paid.</p>
<p>158</p>	<p>D. Street Access to Improved Lots Required: It is not the intent of this Section to require the owner or subdivider to develop the entire plat at the same time making all the required improvements, but building permits will not be granted except as to lots having access to streets on which the required</p>	<p>D. Street Access to Improved Lots Required: It is not the intent of this Section to require the applicant to develop the entire plat at the same time making all the required improvements, but building permits will not be granted except as to lots having access to streets on which the required</p>

	improvements have been made or arranged for by cash deposit or bond as herein provided. (1990 Code)	improvements have been made or arranged for by cash deposit or bond as herein provided. (1990 Code)
159	E.	E. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer and water mains.
160		F. Building Permit: No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)
161		G. Occupancy Permit: No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction. (Ord. 216, 7-5-1956; 1990 Code)

162.	<u>CHAPTER 1103: DESIGN STANDARDS</u>	<u>CHAPTER 1103: DESIGN STANDARDS</u>
163.	1103.01: Street Plan	1103.01: Street Plan
164.	1103.02: Streets	1103.02: Streets
165.	1103.021: Minimum Roadway Standards	1103.021: Minimum Roadway Standards
166.	1103.03: Alleys and Pedestrianways	1103.03: Pathways
167.	1103.04: Easements	1103.04: Easements
168.	1103.05: Block Standards	1103.05: Block Standards
169.	1103.06: Lot Standards	1103.06: Lot Standards
170.	1103.07: Park Dedication	1103.07: Park Dedication
171.	1103.01: STREET PLAN:	1103.01: STREET PLAN:
172.	The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan, the approved standard street sections, and plates of applicable chapters, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to runoff of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served. (Ord. 216, 7-5-1956)	New streets and related pathways shall comply to a master street plan that is based on the City's Comprehensive Plan and Pathways Master Plan to promote a safe, efficient, sustainable, and connected network for all users and modes.
173.	1103.02: STREETS:	1103.02: STREETS: [PUBLIC WORKS DEPT TO REVIEW]
174.	A. Right of Way: All rights of way shall conform to the following minimum dimensions (1995 Code):	A. Right-of-Way: All rights of way shall conform to the following minimum dimensions (1995 Code):
175.	Collector streets 66 feet	Collector streets 66 feet
176.	Local streets 60 feet	Local streets 60 feet
177.	Marginal access streets 50 feet	Marginal access streets 50 feet
178.	B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:	B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:
179.	Collector streets 300 feet	Collector streets 300 feet
180.	Minor streets 150 feet	Minor streets 150 feet

181.	C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.	C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.
182.	D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:	D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:
183.	Collector streets 4 %	Collector streets 4 %
184.	Minor streets 6 %	Minor streets 6 %
185.	E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.	E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.
186.	F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.	F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.
187.	G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.	G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.
188.	H. Intersections: It must be evidenced that all street intersections and confluences encourage safe and efficient traffic flow.	H. Intersections: It must be evidenced that all street intersections and confluences encourage safe and efficient traffic flow.
189.	I. Alleys: Alleys are not permitted in residential areas unless deemed necessary by the City Council.	
190.	J. Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. In cases where the entire right of way has been dedicated to the public but the property of the owner and applicant is located on one side of such street, the owner and applicant shall be required to grade the entire street in accordance with the	I. Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. In cases where the entire right-of-way has been dedicated to the public but the property of the owner and applicant is located on one side of such street, the owner and applicant shall be required to grade the entire street in accordance with the plans to

	plans to be approved by the Public Works Director under the provisions of Section 1102.07, but the owner and applicant shall only be required to deposit payment for one-half of the Public Works Director's estimated costs of the improvements required under this Title. Building permits shall be denied for lots on the side of the street where the property is owned by persons who have not entered into an agreement with the City for the installation of the improvements required under this Chapter.	be approved by the Public Works Department but the owner and applicant shall only be required to deposit payment for one-half of the Public Works Director's estimated costs of the improvements required under this Title. Building permits shall be denied for lots on the side of the street where the property is owned by persons who have not entered into an agreement with the City for the installation of the improvements required under this Chapter.
191.	K. Reserved Strips: Reserved strips controlling access to streets are prohibited. (Ord. 216, 7-5-1956; amd. 1995 Code) (Ord. 1358, 1-28-2008)	
192.	1103.021: MINIMUM ROADWAY STANDARDS:	1103.021: MINIMUM ROADWAY STANDARDS: [PUBLIC WORKS DEPT TO REVIEW]
193.	The following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential streets must be constructed to a width of 32 feet from the face of curb to face of curb. In cases where this width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no street shall be constructed to a width less than 24 feet. In order to preserve the minimum clear width, parking must be restricted according to subsection A of this Section.	The following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential streets must be constructed per the requirements of the Public Works Department. In cases where this width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no street shall be constructed to a width less than 24 feet.
194.	A. Signage Requirements: "No parking" signs shall be installed in accordance to the following:	A. Signage Requirements: "No parking" signs shall be installed in accordance to the following:
195.	32 feet Parking permitted on both sides of the street (no signs needed).	32 feet Parking permitted on both sides of the street (no signs needed).
196.	26-32 feet No parking on one side of the street (signs on one side).	26-32 feet No parking on one side of the street (signs on one side).
197.	24-26 feet No parking on both sides of the street (signs on both sides).	24-26 feet No parking on both sides of the street (signs on both sides).

<p>198.</p>	<p>B. Right-Of-Way Width: For City streets, the right of way shall be in accordance with Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County right-of-way plan. State highways must comply with the Minnesota State Highway Department right-of- way plans.</p>	<p>B. Right-Of-Way Width: For City streets, the right of-way shall be in accordance with Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County right-of-way standards. State highways must comply with the Minnesota State Highway Department right-of-way standards.</p>
<p>199.</p>	<p>C. Cul-De-Sacs: If there is not a looped road system provided and the street is greater than 200 feet in length, an approved turnaround shall be constructed.</p>	<p>C. Cul-De-Sacs: If there is not a looped road system provided and the street is greater than 200 feet in length, an approved turnaround shall be constructed.</p>
<p>200.</p>	<p>1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.</p>	<p>1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.</p>
<p>201.</p>	<p>2. Right-Of-Way: Cul-de-sac right-of-way shall extend at least 10 feet outside of the proposed back of curb.</p>	<p>2. Right-Of-Way: Cul-de-sac right-of-way shall extend at least 10 feet outside of the proposed back of curb.</p>
<p>202.</p>	<p>3. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 100 feet.</p>	<p>3. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 100 feet.</p>
<p>203.</p>	<p>4. Alternatives to the Standard Design: An alternative to the standard design, to accommodate unusual conditions, may be considered by the Public Works Director and shall be brought to the City Council for approval based on the Public Works Director’s recommendation.</p>	<p>4. Alternatives to the Standard Design: An alternative to the standard design, to accommodate unusual conditions, may be considered by the Public Works Director and shall be brought to the City Council for approval based on the Public Works Director’s recommendation.</p>
<p>204.</p>	<p>5. Islands: As an option, a landscaped island may be constructed in a cul-de-sac terminus. A minimum clear distance of 24 feet shall be required between the island and the outer curb. No physical barriers which would impede the</p>	<p>5. Islands: As an option, a landscaped island may be constructed in a cul-de-sac terminus. A minimum clear distance of 24 feet shall be required between the island and the outer curb. No physical barriers which would impede the movement of</p>

	<p>movement of emergency vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-sac terminus with a landscaped island unless reviewed and recommended for approval by the Fire Marshal. (Ord. 1358, 1-28-2008)</p>	<p>emergency vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-sac terminus with a landscaped island unless reviewed and recommended for approval by the Fire Marshal. (Ord. 1358, 1-28-2008)</p>
205.	1103.03: ALLEYS AND PEDESTRIANWAYS:	1103.03: PATHWAYS:
206.	<p>A. Alleys: Where permitted by the City Council, alley rights of way shall be at least twenty (20) feet wide in residential areas and at least twenty-four (24) feet wide in commercial areas. The City Council may require alleys in commercial areas where adequate off- street loading space is not available.</p>	
207.	<p>A. Pedestrianways: Pedestrian rights of way shall be at least twenty (20) feet wide. (Ord. 216, 7-5-1956; amd. 1995 Code)</p>	<p>B. Pathways: Pathway rights of way shall be at least twenty (20) feet wide. (Ord. 216, 7-5-1956; amd. 1995 Code)</p>
208.	1103.04: EASEMENTS:	1103.04: EASEMENTS:
209.	<p>A. Easements at least a total of twelve (12) feet wide, centered on rear and side yard lot lines, shall be provided for drainage and utilities where necessary. They shall have continuity of alignment from block to block, and at deflection points easements for pole line anchors shall be provided.</p>	<p>A. Easements at least a total of ten (10) feet wide, centered on rear, front, and side yard lot lines, shall be provided for drainage and utilities where necessary. They shall have continuity of alignment from block to block, and at deflection points easements for pole line anchors shall be provided.</p>
210.	<p>B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right of way conforming substantially with the lines of such water courses, together with such further width or construction or both as will be adequate for the storm water drainage of the area. (Ord. 216, 7-5-1956)</p>	<p>B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such water courses, together with such further width or construction or both as will be adequate for the storm water drainage of the area. (Ord. 216, 7-5-1956)</p>

211.	C. All drainage easements shall be so identified on the plat and shall be graded and sodded in accordance with Section 1102.06. (1990 Code)	C. All drainage easements shall be so identified on the plat and shall be graded and sodded in accordance with the Public Works Department.
212.	1103.05: BLOCK STANDARDS:	1103.05: BLOCK STANDARDS:
213.	A. The maximum length of blocks shall be one thousand eight hundred (1,800) feet. Blocks over nine hundred (900) feet long may require pedestrianways at their approximate centers. The use of additional access ways to schools, parks or other destinations may be required by the City Council.	A. Blocks over nine hundred (900) feet long shall require pathways at their approximate centers. The use of additional pathways to schools, parks or other destinations may be required by the City Council.
214.	B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public open space areas.	B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision, the neighborhood, and City, and must consider lot planning, traffic flow and public open space areas.
215.	C. Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.	C. Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.
216.	D. Where a subdivision borders upon a railroad or limited access highway right of way, a street may be required approximately parallel to, and at a distance suitable for, the appropriate use of the intervening land as for park purposes in residential districts or for parking, commercial or industrial purposes in appropriate districts. Such distances shall be determined with due regard for the requirements of approach grades and possible features grade separations. (Ord. 216, 7-5-1956)	D. Where a subdivision borders upon a railroad or limited access highway right-of-way, a street may be required approximately parallel to, and at a distance suitable for, the appropriate landscape treatment/open space in residential districts or for parking, commercial or industrial purposes in appropriate districts.
217.	1103.06: LOT STANDARDS:	1103.06: LOT STANDARDS:

<p>218.</p>	<p>A. The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments shall be those of the underlying zoning district as defined in Title 10 of this Code, or of the intended zoning district if the subdivision is in conjunction with a zoning change, in addition to any requirements herein defined.</p>	<p>A. The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments shall be those of the underlying zoning district as defined in Title 10 of this Code, or of the intended zoning district if the subdivision is in conjunction with a zoning change, in addition to any requirements herein defined.</p>
<p>219.</p>	<p>B. The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.</p>	
<p>220.</p>	<p>C. Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.</p>	
<p>221.</p>	<p>D. Streets.</p>	<p>B. Streets</p>
<p>222.</p>	<p>1. Public Streets: See Section 1103.021.</p>	<p>All streets shall conform to the requirements and standards of the Public Works Department.</p>
<p>223.</p>	<p>2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:</p>	
<p>224.</p>	<p>3. Are not gated or otherwise restrict the flow of traffic;</p>	
<p>225.</p>	<p>4. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and</p>	
<p>226.</p>	<p>5. Meet the minimum design standards for private roadways as set forward in Section 1103.021. (Ord. 1359, 1-282-2008)</p>	
<p>227.</p>	<p>E. The shapes of new lots shall be appropriate for their location and suitable for residential development. Lots with simple, regular shapes are considered most appropriate and suitable for residential development because the locations of the boundaries of such lots are easier to understand than the boundaries of lots with complex, irregular shapes, and because they</p>	<p>C. The shapes of new lots shall be appropriate for their location and suitable for residential development. Lots with simple, regular shapes are considered most appropriate and suitable for residential development.</p>

	ensure greater flexibility in situating and designing homes for the new lots.	RPCA Attachment C
228.	1. Lots which are appropriate for their location and suitable for residential development often have:	1. Lots which are appropriate for their location and suitable for residential development often have:
229.	i. Side lot lines that are approximately perpendicular or radial to front the lot line(s) of the parcel(s) being subdivided, or	i. Side lot lines that are approximately perpendicular or radial to front the lot line(s) of the parcel(s) being subdivided, or
230.	ii. Side lot lines that are approximately parallel to the side lot line(s) of the parcel(s) being subdivided, or	ii. Side lot lines that are approximately parallel to the side lot line(s) of the parcel(s) being subdivided, or
231.	iii. Side lot lines that are both approximately perpendicular or radial to the front lot lines(s) and approximately parallel to the side lot line(s) of the parcel(s) being subdivided.	iii. Side lot lines that are both approximately perpendicular or radial to the front lot lines(s) and approximately parallel to the side lot line(s) of the parcel(s) being subdivided.
232.	2. It is acknowledged, however, that property boundaries represent the limits of property ownership, and subdivision applicants often cannot change those boundaries to make them more regular if the boundaries have complex or unusual alignments. Subdivisions of such irregularly-shaped parcels may be considered, but the shapes of proposed new lots might be found to be too irregular, and consequently, applications can be denied for failing to conform adequately to the purposes for which simple, regular parcel shapes are considered most appropriate and suitable for residential development.	2. It is acknowledged; however, that property boundaries represent the limits of property ownership, and subdivision applicants often cannot change those boundaries to make them more regular if the boundaries have complex or unusual alignments. Subdivisions of such irregularly-shaped parcels may be considered, but the shapes of proposed new lots might be found to be too irregular, and consequently, applications can be denied for failing to conform adequately to the purposes for which simple, regular parcel shapes are considered most appropriate and suitable for residential development.
233.	3. Flag lots, which abut a street with a relatively narrow strip of land (i.e., the	3. Flag lots, which abut a street with a relatively narrow strip of land (i.e., the “flag

	<p>“flag pole”) that passes beside a neighboring parcel and have the bulk of land area (i.e., the “flag”) located behind that neighboring parcel, are not permitted, because the flag pole does not meet the required minimum lot width according to the standard measurement procedure.</p>	<p>pole”) that passes beside a neighboring parcel and have the bulk of land area (i.e., the “flag”) located behind that neighboring parcel, are not permitted.</p>
234.	F. Double frontage lots shall not be permitted, except:	D. Double frontage lots shall not be permitted, except:
235.	1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)	1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
236.	2. Where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)	2. Where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)
237.	G. Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.	E. Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding and must conform to the requirements outlined in Chapter 1017 of this Code.
238.	H. In the subdividing of any land, due regard shall be shown for all natural features such as tree	F. In the subdividing of any land, due regard shall be shown for all natural features such as tree

	<p>growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)</p>	<p>growth, water courses, historic locations or similar conditions and conform to Title 10 of this Code.</p>
239.	<p>I. Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)</p>	<p>G. Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)</p>
240.	<p>J. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)</p>	<p>H. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)</p>
241.	<p>1103.07: PARK DEDICATION:</p>	<p>1103.07: PARK DEDICATION:</p>
242.	<p>Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.</p>	<p>Purpose: Minnesota Statutes 462.358, subdivisions 2b and 2c regarding park dedication offers the opportunity to improve and create connections to a system of open spaces, parks, and pathways as part of the subdivision process. The City, at its discretion, will determine whether park dedication is required in the form of land, cash contribution, or a combination of cash and land. This decision will be based on existing and proposed development and on the goals, plans, and policies of the City including, but not limited to, those embodied by the Parks and Recreation System Master Plan, Pathways Master Plan, and Comprehensive Plan.</p>
243.	<p>Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of</p>	<p>Condition to Approval: Park dedication will be required as a condition to the approval of any subdivision of land where at least one net, additional development</p>

	<p>this Title, , by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.</p>	<p>site is created comprising more than one acre of land. The Parks and Recreation Commission shall recommend, in accordance with Statute and after consulting the approved plans and policies noted herein, either a portion of land to be dedicated to the public, or in lieu thereof, a cash deposit given to the City to be used for park purposes, or a combination of land and cash deposit. If a tract of land to be divided encompasses all or part of a site designated as a planned park, recreational facility, playground, trail, wetland, or open space dedicated for public use in the Comprehensive Plan, Pathways Master Plan, Parks and Recreation System Master Plan, or other relevant City plan, the commission may recommend the applicant to dedicate land in the locations and dimensions indicated on said plan or map to fulfil all or part of the park dedication requirement.</p>
<p>244.</p>	<p>A. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas.</p>	<p>A. Park Dedication Fees: Park dedication fees shall be reviewed and determined annually by City Council resolution and established in the fee schedule in Chapter 314 of this Code.</p>
<p>245.</p>	<p>B. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including drainage, does not qualify as park dedication.</p>	<p>B. Utility Dedications Not Qualified: Land dedicated for required street right-of-way or utilities, including drainage, does not qualify as park dedication.</p>
<p>246.</p>	<p>C. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)</p>	<p>C. Payment in lieu of dedication: In all zones in the city where park dedication of land is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication of land as part of the Development Agreement required in Section 1102.07 of this Title.</p>
<p>247.</p>	<p>D. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable</p>	

	housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville.	RPCA Attachment C
248.	(Ord. 1278, 02/24/03)	(Ord. 1278, 02/24/03)

249.	<u>CHAPTER 1104: ADMINISTRATION AND ENFORCEMENT</u>	<u>CHAPTER 1104: ADMINISTRATION AND ENFORCEMENT</u>
250.	1104.01: Inspection at Applicant's Expense	1104.01: Inspection at Applicant's Expense
251.	1104.02: Building Permit	1104.02: Building Permit
252.	1104.03: Occupancy Permit	1104.03: Occupancy Permit
253.	1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)	1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
254.	1104.05: Variances	1104.05: Variances
255.	1104.06: Record of Plats	1104.06: Record of Plats
256.	1104.01: INSPECTION AT APPLICANT'S EXPENSE:	
257.	All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or applicant in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)	REMOVED
258.	1104.02: BUILDING PERMIT:	1104.02: BUILDING PERMIT:
259.	No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)	MOVED TO 1102 – AS PART OF THE DEVELOPER AGREEMENT
260.	1104.03: OCCUPANCY PERMIT:	1104.03: OCCUPANCY PERMIT:
261.	No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course	MOVED TO 1102 – AS PART OF THE DEVELOPER AGREEMENT

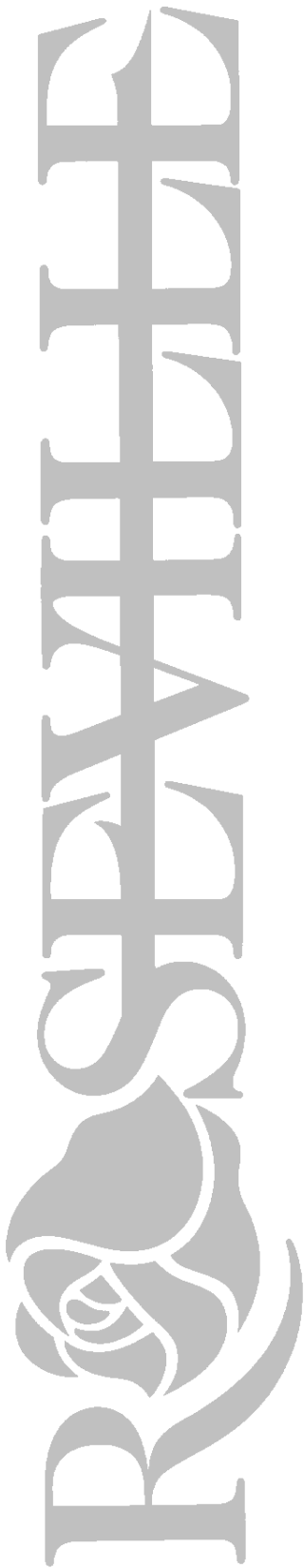
	of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)	RPCA Attachment C
262.	1104.04: PLATTING ALTERNATIVES:	1104.04: PLATTING ALTERNATIVES:
263.	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):	MOVED TO 1102.01: PROCEDURE
264.	<p>A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.</p>	MOVED TO 1102.01: PROCEDURE

<p>265.</p>	<p>B. Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.</p>	<p>MOVED TO 1102.01: PROCEDURE RPCA Attachment C</p>
<p>266.</p>	<p>C. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any</p>	<p>MOVED TO 1102.01: PROCEDURE</p>

	<p>portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.</p>	<p>RPCA Attachment C</p>
<p>267.</p>	<p>D. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.</p>	<p>MOVED TO 1102.01: PROCEDURE</p>
<p>268.</p>	<p>E. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer</p>	<p>MOVED TO 1102.01: PROCEDURE</p>

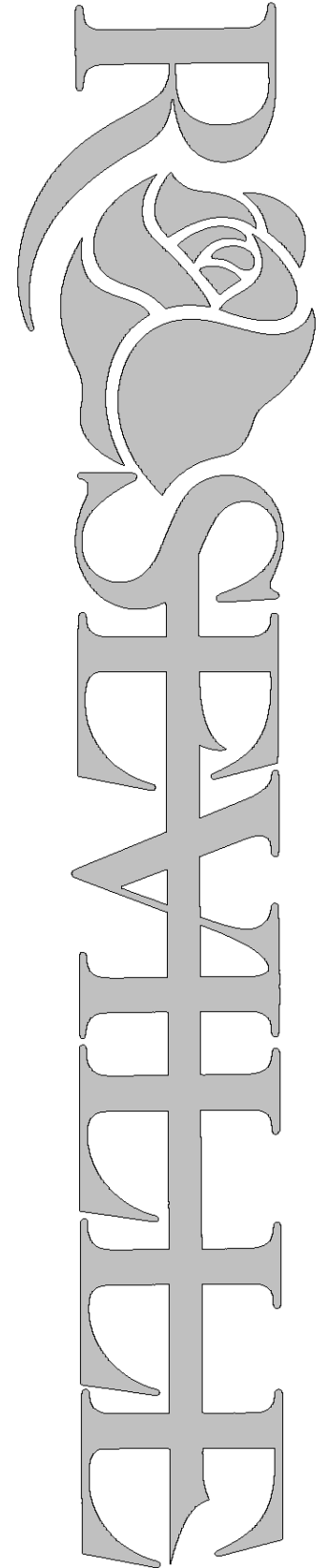
	<p>parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008) (Ord. 1395, 9-13-2010)</p>	
<p>269.</p>	<p>1104.05: VARIANCES:</p>	<p>1104.05: VARIANCES:</p>
<p>270.</p>	<p>A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in</p>	<p>MOVED TO 1102 – AFTER PROCEDURE</p>

	<p>harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.</p>	RPCA Attachment C
271.	<p>B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)</p>	MOVED TO 1102 – AFTER PROCEDURE
272.	1104.06: RECORD OF PLATS:	1104.06: RECORD OF PLATS:
273.	<p>All such plats of subdivisions after the same have been submitted and approved as provided in this Title shall be filed and kept by the City Manager among the records of the City. (Ord. 216, 7-5-1956)</p>	REMOVED



**PUBLIC WORKS
ENGINEERING DEPARTMENT**

DESIGN STANDARDS



2660 Civic Center Drive, Roseville, MN 55113-1899
phone (651) 792-7004 fax (651) 792-7040

**Design Standards
Table of Contents**

Grading/Drainage/Erosion Control/Site Restoration3
Sanitary Sewer4
Watermain.....6
Storm Sewer.....9
Streets.....12
Sanitary Sewer Services.....14
Miscellaneous15

Appendix
City Details16

DESIGN STANDARDS

The design and construction of public infrastructure facilities shall be performed in accordance with the most recent editions of the Minnesota Department of Transportation (MnDOT) "Standard Specifications for Highway Construction" and any amendments thereto, and the "Standard Utilities Specifications for Sanitary Sewer and Storm Sewer Installation" as published by the City Engineers Association of Minnesota, and the City of Roseville's Standard Specifications and Detail Plates or as modified herein. For all watermain related work, the St. Paul Regional Water Services Specifications shall be adhered to. All designs must incorporate the requirements identified in the City's Comprehensive Plans in effect at the time of the infrastructure design and installation.

A. GRADING/DRAINAGE/EROSION CONTROL/SITE RESTORATION

This work shall be done in accordance with the most recent additions of the "MnDOT Standard Specifications for Highway Construction", the "Protecting Water Quality in Urban Areas" (Best Management Practices) prepared by the Minnesota Pollution Control Agency (MPCA), and the most recent edition of the City's Best Management Practice Handbook (BMPH) and the City's Surface Water Management Plan (SWMP). These planning handbooks will guide the developer and their engineer in protecting the land and water resources of the City during land development.

The City requires the following for submittal of grading, drainage, and erosion control plans in accordance with the Roseville Zoning Code.

1. The Developer shall obtain all regulatory agency permits and approvals including those from the MPCA for "General Stormwater Permit for Construction Activity" and applicable Watershed District.
2. Show adjacent plats, parcels, property lines, easements of record, section lines, streets, existing storm drains and appurtenances, etc.
3. Signature of professional engineer registered in the State of Minnesota.
4. Extend existing 2' contour lines a minimum of 100' beyond the property boundary or more as needed to accurately depict the existing drainage patterns.
5. Show the bench mark utilized and the limits of construction.
6. Maximum 3:1 slopes are allowed in "maintained" areas except as approved by the City Engineer.
7. Show the NWL and HWL for ponds, lakes, wetlands, and rivers based upon the most recent City's Surface Water Management Plan criteria.
8. For each house pad, show the type of proposed house to be built such as R or WO for rambler or walkout. Also, show the garage floor, first floor and basement walkout

- elevations. The lowest entry level of affected houses shall be 2' above the HWL of adjacent ponds.
9. If retaining walls are needed, submit detailed plans and specifications that show type and height of retaining wall. Retaining walls will not be allowed within the City's ponding easements or street right-of-way.
 10. Show City of Roseville project number on the plan or title page.
 11. Show emergency overflow routes from all low points and show elevation of high point along emergency overflow route. The lowest entry level or opening of affected houses shall be 1' above the emergency overflow elevation.
 12. Show removal of all trees and brush below the normal water level that will be impacted from existing and newly created ponding areas.
 13. Show or define access routes for maintenance purposes to all inlets or outlets at ponding areas (must be maximum of 8% grade, 2% cross slope and 10' wide).
 14. Show all existing and proposed grades. Required standard is 2' contours with existing contours shown as dashed or screened and proposed contours shown as solid. Standard scale is 1" = 50' or less depending on the amount of detail required.
 15. Upon completion of grading, the developer is required to provide the City with a mylar "as-built" grading plan certifying the actual grades of the site including house pad and lowest exposed structure elevations of existing and proposed.
 16. Provide existing and proposed hydrologic/hydraulic calculations for 10- and 100-year, 24-hour storm events.
 17. Provide pre- and post-detailed hydrologic/hydraulic calculations for stormwater ponds and wetlands verifying location and capacity adequacy of all overland drainage routes. Consult the City's Surface Water Management Plan for further detail on design criteria.
 18. Show the location of silt fence and all other erosion control devices. Note for all silt fence to be installed by the contractor and inspected by the City prior to any site work. Construction areas adjacent to existing water bodies such as wetlands, creeks, ponds, or lakes shall have Type III erosion control (see details).
 19. All drainage plans shall be consistent with the City of Roseville's Comprehensive Surface Water Management Plan (CSWMP).

B. SANITARY SEWER

All sanitary sewer and appurtenances shall be checked for conformance with the design criteria specified in the Recommended Standards for Waste Water Facilities – 1990

edition of the Great Lakes – Upper Mississippi River Board of State Sanitary Engineers (10 State Standards) or latest revision and as modified herein.

1. The Developer shall obtain all regulatory agency permits and approvals including those from the MPCA and Metropolitan Council Environmental Services prior to beginning of construction.
2. The number of capita per dwelling units used in design calculations shall be reviewed and approved by the city engineer.
3. Determination of sanitary sewer services size and design shall be done in accordance with the Department of Health, Minnesota Plumbing Code, and City of Roseville’s Comprehensive Sanitary Sewer Plan.
4. Manholes shall be placed on street centerline to the greatest extend possible. Other locations outside the wheel paths (3' and 9' off centerline) may be allowed with City approval.
5. The maximum spacing between manholes is 400'.
6. Manholes are required on the terminus end of all stubs if the line will be active.
7. Any connections to existing manholes shall be core drilled. If the pipe diameters of the existing and proposed pipes are the same, then the invert elevations shall drop 0.10 feet through the manhole. If the pipe diameters are different, then the 8/10ths line of the two pipes shall match at the manhole.
8. Maintain a minimum of 10' of horizontal separation between sanitary sewer and watermain.
9. The minimum slopes for sanitary sewer shall be as follows:

<u>SIZE OF PIPE</u>	<u>MINIMUM SLOPE</u>
8"	0.40%
10"	0.28%
12"	0.22%
15"	0.15%

10. Show on the plans the existing and proposed sanitary sewer in plan and profile view along with other existing and proposed utilities in the construction zone.
11. Drop manholes are required when the pipe inverts are greater than 2' apart.
12. If the sanitary sewer is to be installed less than 10' deep within private property, the easement shall be a minimum of 20' wide with the pipe centered in the easement. If the sanitary sewer is 10' deep or greater, then the easement shall be at least twice as wide as the depth or as required by the City. Show these utility easements on the construction plans and final plat.

13. Trunk sanitary sewers shall be designed to promote a laminar flow through the sewer system. Junction manholes should be designed to limit the hydraulic head increase by matching hydraulic flow lines and by providing smooth transition angles.
14. No manhole shall be located within a designed ponding/flowage easement without City approval. If such location is unavoidable, then the structure may be required to be built to a higher elevation to avoid flooding, constructed to tolerate frost action, and shall be made of water-tight materials.
15. The following pipe types and class are identified in general with respect to depths with soil type verification and design criteria required to substantiate size and type of pipe used:

SIZE	DEPTH	TYPE & CLASS
8" TO 10"	8' TO 16'	PVC, SDR 35
8" TO 10"	16' TO 26'	PVC, SDR 26
8" TO 10"	26' TO 40'	DIP, CLASS 52
8" TO 10"	Over 40'	DIP, CLASS 53

16. Deflection testing for all non-rigid PVC pipe shall be conducted after the final backfill has been in place for 30 days.

C. WATERMAIN

1. All fittings, valves, and hydrants shall be secured utilizing Cor-Blue bolts.
2. All fittings and Ductile Iron Pipe (DIP) should be encased with a polyethylene film conforming to AWWA C105/A21.5 and ASTM A674, tube form and color black.
3. The film marking is required to conform to AWWA C105/A21.5 and ASTM A674, including AWWA/ASTM standard, corrosion protection warning and applicable range of nominal pipe diameter size(s) every 2 feet along its length.
4. Polyvinyl Chloride Pipe shall conform to AWWA C900 for pipe sizes 4 to 12 inches and AWWA C905 for pipe sizes 14 to 24 inches. All pipes shall have a minimum dimension ratio (DR) of 18 corresponding to a working pressure of 235 psi for PVC type 1120 pipe
5. Ductile Iron Pipe shall be cement lined class 52, ductile iron with mechanical or push-on joints and shall conform to the requirements of ASA A-25.51
6. High Density Polyethylene Pipe shall be extra high molecular weight, high density polyethylene (EHMW-HDPE, PE3408) conforming with the minimum structural standards of ASTM D3350 with cell classification 345434C as manufactured by Chevron Phillips Chemical Company 4000/4100 Series, or equal. All HDPE pipe material shall meet the requirements of ASTM D1248 for a Type III, Class C, Category 5, Grade P34.

The pipe to be used shall be (HDPE) pressure pipe conforming to the requirement of AWWA C-906 of a 160 psi working pressure. The grade used shall be resistant to aggressive soils or corrosive substances present. Unless otherwise specified, the dimensions and tolerances of the pipe barrel should conform to ductile iron pipe equivalent outside diameters.

The dimension ratio (DR) shall be 11.

7. Fittings for all types of pipe shall be ductile iron, have a minimum working pressure rating of 150 psi and shall conform to the requirement of AWWA C153 (ANSI 21.53) Ductile Iron Compact Fittings, unless otherwise approved by the City Engineer.
8. Water service pipe requirements shall conform to the requirements of ASTM B 88 for Seamless Copper Water Tube, Type K, Soft Annealed temper.
9. Valve boxes shall be ductile iron, buffalo-type adjustable. Valve boxes shall be provided for 7.5 feet of cover, except where greater depths are indicated on the profiles of the Drawings.
10. Valve boxes shall be at least 3 pieces with sufficient adjustment to provide at least 6 inches of adjustment above and below grade. Adjustments for depths greater than 6 inches shall be incidental and no payment made therefore. All valve boxes should have a built in connection point for tracer wire. Tracer wire shall:
 - Conform to the applicable requirements of NEMA WC3, WC5, WC7.
 - Shall be Underwriters Laboratories (UL) listed for use in direct burial applications (E.G. USE, UF, or tracer wire).
 - Conductor: Minimum No. 10 AWG – Copper Clad Steel Tracer Wire rated to 30 volts
 - Outside Identification: Volts (V), AWG size, UL and designation (ex. “tracer wire”).
 - Magnetized Tracer Boxes: Snake Pit Magnetized Tracer Box, www.copperheadwire.com, or approved equal.
- Valve box stabilizers manufactured by Adaptor Inc., or approved equal, shall be installed on all gate valves.
11. Curb stop and box shall be for copper service pipe inlet and outlet and boxes shall be approved extension service boxes of a uniform make. Inside diameter of upper section shall be standard for curb stop with which it is to be used.
12. Curb stops shall be Mueller MK 11 H-15150, oriseal curb valves, or equal. All threads shall conform to the requirements of AWWA C800.

13. Curb boxes shall be Mueller M 10300 through 1 inch and H-10386 for 1 1/2 inch and 2 inch or equal, with foot piece and equipped with stationary rod equal to Mueller No. 84274, A.Y. McDonald 5671. All boxes shall be adjustable up and down for 6.5 to 7.5 feet of cover.
14. Hydrants shall be Clow Medallion break-off type with breakable ground line flange and with bronze lower plate or approved equal. The breakoff section shall be 16 inches in height.
15. Each hydrant shall have a 4.5 foot red/white reflective hydrant marker installed on it. Cost of this marker shall be incidental to the cost of a new hydrant with no direct compensation thereof.
16. The centerline of the break-off flange shall be from 1 inch to 4 inches above the ground line.
17. Hydrants shall have 7.5 foot bury depth.
18. Hydrants shall have a Tracer Wire Kit installed and attached consisting of a 1" PVC conduit for protection and shall be bolted to the Hydrant. Kit must be approved by Engineer.
19. In general, water services shall have a 7.5 feet bury with the exception of those locations in which conflict may occur with storm sewer. In these cases the water service shall be constructed below the storm sewer to permit a clearance of three feet between storm sewer invert and water service. The connection will be a wet tap unless authorized by the Engineer or specifically shown on the Drawings.
20. A connection to an existing watermain by methods other than a wet tap can be done only with approval of the City Engineer.
21. Approximately 1% slack shall be maintained in the wire by installing 101 feet of wire for each 100 feet of pipe length.
22. The wire shall be electrically tied to each valve by extending the wire to ground surface outside the valve box. A hole shall be drilled in the taper of the valve box and the wire shall be brought inside the valve box and attached to the valve box with stainless steel screws. The wire shall be electrically tied to each hydrant assembly by extending the wire up the hydrant and securely attaching it to one of the break-off flange bolts. All connections shall receive a coat of an approved bituminous rust preventative material such as Koppers 505, or equal.
23. At junctions of non-conductive pipe materials with conductive pipe materials, the Contractor shall electrically connect the conductive material with the tracer wire adjacent to the non-conductive material.

24. The Contractor shall successfully complete a conductivity test of the installed tracer wire system prior to final acceptance.
25. Directionally drilled pipe shall have 2 tracer wires installed on opposite sides of the pipe with the pipe. Wires shall be securely taped to the pipe barrel every 20 feet.
26. The Contractor shall perform a conductivity test within one week of completion of pressure testing of the main on all iron pipe watermains to establish that electrical thawing may be carried out in the future. A conductivity test shall be completed on the tracer wire system installed with PVC or HDPE pipe watermains. The system (pipeline, valves, fittings and hydrants) shall be tested for electrical continuity and current capacity. The electrical test shall be made after the hydrostatic pressure test and while the line is at normal operating pressure. Backfilling shall have been completed.

Direct current of 350 amperes +/- 10% shall be passed through the pipeline for five minutes. Current flow through the pipe shall be measured continuously on a suitable ammeter and shall remain steady without interruption or excessive fluctuation throughout the five-minute test period.

Insufficient current or intermittent current or arcing, indicated by large fluctuation of the ammeter needle, shall be evidence of defective contact in the pipeline. The cause shall be isolated and corrected. Thereafter, the section in which the defective test occurred shall be retested as a unit and shall meet the requirements.

27. City requires contractor to follow AWWA C651 - Disinfecting Water Mains (Tablet method).

D. STORM SEWER

1. Stormwater plans for the development shall utilize as a guide the Comprehensive Surface Water Management Plan (CSWMP) for the City of Roseville.
2. Stormwater management plans shall use a 10-year frequency storm for pipe design and a 100-year frequency storm for ponding detention basin design.
3. Stormwater management plans shall use design criteria utilizing a hydrograph method based on sound hydrologic theory to analyze the stormwater runoff and proposed development such as the Soil Conservation Service TR-55 Urban Hydrology for Small Watersheds.
4. Drainage calculations shall be submitted to show the sizing of pipe, ponds, and emergency overflow spillways. Pond calculations should analyze a 2-year, 10-year and 100-year frequency, 24-hour storm event using a modeling program such as HydroCAD or approved alternative. Any assumption used in the design should be included with the calculations. Stormwater ponds shall be designed and constructed in accordance with the City's CSWMP using criteria from the National Urban Runoff

Program (NURP).

5. Provide for overflow routes to drain low points along streets or lot lines to ensure a freeboard of 2' from the lowest exposed structure elevation and the calculated 100-year storm HWL elevation. Design criteria verifying the adequacy of the overland drainage route capacity is required. At low points in the street, the catch basin grates shall be assumed to be 50% plugged for design purposes.
6. The storm sewer alignment shall follow the sanitary sewer and watermain alignment where practical with a minimum of 10' of separation. Storm sewer placed along the curb alignment shall be along the curb opposite the watermain to maintain the 10' separation.
7. Catch basins shall be located on the tangent section of the curb at a point 3' from the radius. Mid-radius catch basins will not be allowed. Also, catch basins shall be designed to collect drainage from the upstream side of the intersection.
8. The maximum spacing between manholes is 400'.
9. Manholes steps will be aligned and over the downstream side of the manhole. Steps within manholes will be:
 - 1"± horizontal alignment
 - 1"± vertical alignment with 16" spacing as the standard
10. Any connections to existing manholes or catch basins shall be core drilled or the opening cut out with a concrete saw. No jack hammering or breaking the structures with a maul is permitted. Also, all connections to an existing system will require a manhole for access.
11. To the greatest extent possible, manholes shall be placed in paved surfaces outside of wheel paths (3' and 9' off centerline) or other readily accessible areas.
12. Minimum pipe size shall be 12" in diameter.
13. Type of pipe shall be Reinforced Concrete Pipe (RCP). All storm sewer pipe beneath roadways or pavement shall be Class 5. The table below shows the allowable class of pipe for storm sewer outside of the roadway:

PIPE DIAM.	CLASS 2	CLASS 3	CLASS 4	CLASS 5
12" – 18"				X
21"			X	X
24" – 33"		X	X	X
≥ 36"	X	X	X	X

Show the class of pipe in the profile view only. For areas outside of the roadway, the City may allow the use of HDPE (High Density Polyethylene) pipe.

14. Aprons or flared-end sections shall be placed at all locations where the storm sewer outlets a ponding area. All outlet flared-end sections above the NWL of the pond shall be furnished with hot dipped galvanized trash guards. All trash guard installations will be subject to approval by the City Engineer.
15. Riprap and filter blanket shall be placed at all outlet flared-end sections. The placement of the riprap shall be hand placed. The minimum class of riprap shall be MnDOT 3601.2 Class III. Design criteria justifying the size and amount of riprap are required. Geotextile material is not allowed for filter aggregate where ice action along the shoreline may tear the geotextile (see Detail Plate).
16. The invert elevations of the pond inlet flared-end sections shall match the NWL of the pond. Submerged outlets will only be allowed with the use of an outlet structure (see Detail Plate).
17. Long radius bends may be used for grater than 24" pipe diameter if necessary and approved by the City Engineer in vertical and horizontal alignment. However, only one series of bends will be allowed, either vertical or horizontal, between structures.
18. If the public storm sewer is to be installed less than 10' deep within private property, the easement shall be a minimum of 20' wide with the pipe centered in the easement. If the storm sewer is 10' deep or greater, then the easement shall be twice as wide as the depth or as required by the City.
19. Show or define access routes for maintenance purposes to all manholes outside the public right-of-way and inlets or outlets at ponding areas (8% maximum grade, 2% cross slope, and 10' wide). Access easements shall be dedicated at the time of final platting to provide this access.
20. Junction manholes should be designed to limit the hydraulic head increase by matching hydraulic flow lines and by providing smooth transition angles.
21. In the development of any subdivision or ponding area, the Developer and/or property owner is responsible for the removal of all significant vegetation (trees, stumps, brush, debris, etc.) from any and all areas which would be inundated by the designated controlled NWL of any required ponding easement as well as the removal of all dead trees, vegetation, etc. to the HWL of the pond.
22. The Developer and/or Engineer upon the completion of the construction of a designated ponding area is required to submit an as-built record plan of the ponding area certifying that the pond constructed meets all design parameters as set forth in the City's respective stormwater management plans.
23. Utilization of existing wetlands for stormwater management is subject to review by the appropriate regulatory agency in accordance with the "Wetlands Conservation Act".
24. Outlet control structures from ponding areas are required as directed by the City. Location and appearance of outlet structures shall be subject to City approval and

may require landscape screening.

25. Environmental manholes (three-foot sumps) shall be constructed as the last structure that is road accessible prior to discharge to any water body. Additional protection may be required when outletting to a sensitive water body.
26. For all storm pipes that outlet to a pond or other water body, show the elevation contour of the NWL in the plan view.
27. Provide a storm sewer schedule on the plans using the following format:

STORM SEWER SCHEDULE

STRUCTURE NO.	SIZE	CASTING	BUILD
CBMH 1	48"	R-3290-V	4'

Structures shall be classified as a catch basin (CB), catch basin/manhole (CBMH), or manhole (MH). CB's are inlet structures with a total of one pipe either entering or leaving. CBMH's are inlet structures with more than one pipe either entering or leaving. MH's are all non-inlet structures. Standard inlet castings are: R-3290-V when in the curb line and R-4342 when outside of paved areas. The standard MH casting is R-1642.

28. A four inch solid drain tile shall be stubbed out of structures at street low points and for lots that are not adjacent to a pond/wetland in accordance with the detail plates. Cleanout risers are required every 100' and at the terminus end of the line (see Detail Plate).

E. STREETS

1. Flexible pavement design shall be based on design procedures set forth by the Minnesota Department of Transportation. Residential streets shall be designed for a minimum seven-ton pavement design.
2. Soil borings and/or special design considerations may be required by the City Engineer in areas where unstable soils exist.
3. The roadway subgrade shall be constructed per MnDOT Specification 2105 and test rolling per MnDOT Specification 2111 shall be required. The test roller and amount of allowable deflection shall be as specified in the Special Technical Condition Specifications.
4. Street alignment for local streets, both vertical and horizontal, shall be designed for 30 MPH design speed based on the latest edition of the American Association of State Highway and Transportation Officials Manual unless otherwise approved by the City Engineer.

5. Minimum street grade shall be 0.75%. The design maximum shall not exceed 5.0% for arterials and 7.0% for others. Special situations such as saving environmental features may allow limited areas of 10.00% with City approval.
6. Streets shall be designed to intersect at right angles whenever possible. In no case shall the angle of intersection between two streets be less than sixty (60°) degrees.
7. Unless approved by the City street intersections and commercial driveway intersections shall match at the centerlines. If the streets or driveways cannot be aligned to match, the intersections shall be offset a minimum of 300 feet or as approved by the City Engineer.
8. Barricades in accordance with the Minnesota Manual on Uniform Traffic Control Devices shall be placed at all dead end streets.
9. At intersections, the street grade shall not exceed 3.00% for the first 30 feet approaching said intersection. The 30 feet is measured from the curb line of the intersected street. In cul-de-sacs, the gutter grade shall not be less than 0.80%. A minimum 0.5 foot crown or minimum 3.00% cross slope grade, whichever is greater, is required of all street cross-sections. The minimum curb return radius shall be 20 feet. The minimum grade around curb returns shall be 0.50%.
10. Private streets and or common driveways shall be a minimum of 20' wide and built to a 7-ton design.
11. The City requires concrete valley gutters across street and driveway intersections with overland cross drainage having a grade less than 1%.
12. The design of streets shall accommodate a minimum of a 5-foot clear zone behind the curb where trailways or sidewalks are proposed and a minimum of 12 feet in areas without trailway or sidewalk to provide for adequate sight distances and snow storage. The clear zone area will be the boulevard behind the curb. This area shall not contain any landscaping other than a ground cover and the area shall have a maximum 2% slope unless approved by the City. At intersections, the clear zone is a triangle measured back 60 feet on each side from the curb line of the intersected street.
13. Retaining walls over 4 feet in height must be designed by a Minnesota Registered Professional Structural Engineer. The retaining wall is to be located on private property. The construction of any retaining walls within the public right-of-way will need prior approval of the City Engineer. All walls over 4 feet in height will require an approved fence at the top of the wall. The retaining wall construction will require the submittal of detailed plans and specifications for review by City staff and a permit through the Building Department.
14. The design and construction of sidewalks and trailways shall be in accordance with the City's Standard Plates and City ordinances. Residential sidewalks shall be 5-foot wide concrete and trailways shall be a minimum of 8-foot wide bituminous. In commercial/industrial/retail areas, the sidewalk shall be 6' wide.

15. Horizontal curves on residential streets with concrete curb and gutter shall be designed to ensure a horizontal sight distance of not less than 100 feet. The minimum design speed shall be 30 MPH. The following are other minimum requirements for residential streets:

- a. Horizontal curves shall have a minimum of 180-foot centerline radius. Refer to MnDOT State Aid Manual for more information.
- b. Vertical curves shall be designed as follows:

$$L = K A$$

Where L = Minimum length of vertical curve in feet

$$K = 20$$

A = Algebraic difference in grade in percent

18. Vertical curves and horizontal curves on collector streets with concrete curb and gutter shall be designed to ensure a vertical and horizontal sight distance of not less than 300 feet (arterials = 500 feet minimum). The following are other minimum requirements for collector streets:

- a. Horizontal curves shall have a minimum of 300 feet centerline radius without super elevation on 30 MPH design streets and a minimum of 450 feet centerline radius without super-elevation on a 35 MPH design street. Refer to the MnDOT State Aid Manual for more information.
- b. Horizontal curves shall have a minimum tangent of 300 feet between reverse curves.

F. SANITARY SEWER SERVICES

1. Service lines shall be sized in accordance with the Minnesota Plumbing Code – Chapter 4715.
2. The number of capita per dwelling unit used in design calculations shall be approved by the City.
3. The pipe material for sanitary services shall be a minimum of 6-inch PVC SDR 26.
4. The sewer service shall be included in the pressure and leakage testing requirements for the main lines.
5. Minimum grade for sanitary service stubs shall be $\frac{1}{8}$ inch per foot (1%).
6. Sanitary sewer services shall be constructed with 6-inch DIP Class 52 from main line sewer to the 45° bend when DIP is used for the main line sewer itself. The City requires all services with risers to be televised.

7. Developers are responsible for constructing services from the mainline pipe to the right-of-way line.
8. Cleanouts are required at 90-foot intervals including the riser on sanitary sewer services. All sanitary sewer cleanouts constructed in paved areas require the installation of a meter box and cover for ease of access to the cleanout.
9. Sewer services shall be connected to a wye on the main and shall not be constructed into manholes unless approved by the City. Approved connections to a manhole require a KOR-N-SEAL connection or approved equal and must match the manhole invert.

G. MICELANNEOUS

1. All private utility boxes and poles shall be located within property lot lines.
2. All utility disconnects must be done at the main and be mechanically capped. For utility disconnects on major roads, the City Engineer may require the disconnect to occur at the right of way line and a fee be paid in lieu of capping the service at the road.
3. Refer to City Details in Appendix for pathway and sidewalk design standards.
4. Refer to City Details in Appendix for driveway design standards.

Appendix

<https://www.cityofroseville.com/2933/Standard-Detail-Plates>

Standard Detail Plates

Bedding	City Plate Number
<u>Pipe Bedding</u>	BED-1
Erosion Control	City Plate Number
<u>Erosion Control Fence</u>	EC-1
<u>Sediment Filter Sack</u>	EC-2
<u>Rock Construction Entrance</u>	EC-3
Landscape	City Plate Number
<u>Planting Detail</u>	L-1
Miscellaneous	City Plate Number
<u>Mailbox</u>	M-1
<u>Construction Sign</u>	M-2
<u>Wood Rail Fence</u>	M-3
Paving / Streets	City Plate Number
<u>Driveways and Sidewalks</u>	P-1
<u>Commercial Driveway</u>	P-2
<u>Concrete Sidewalk Joint Pattern</u>	P-3
<u>Transverse Crack Control Joints</u>	P-4
<u>Construction Sign</u>	P-5
<u>Concrete Valley Gutter</u>	P-6
Sanitary Sewer	City Plate Number
<u>Manhole Type B Thru G</u>	S-1
<u>Sanitary Sewer Manhole (27 Inch)</u>	S-2
<u>Sanitary Sewer Service</u>	S-3
<u>Manhole Type B Thru G Sump</u>	S-4

<u>Sanitary Sewer Service with Riser</u>	S-5
<u>Sanitary Sewer Replacement</u>	S-6
<u>Sanitary Sewer Service Replacement</u>	S-7
<u>Sanitary Sewer Service Installation for CIPP</u>	S-8
<u>Sanitary Sewer Wye Replacement</u>	S-9
<u>Sanitary Drop Inlet Manhole</u>	S-10

Storm Sewer	City Plate Number
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<u>Type A Catch Basin</u>	ST-1
<u>Type B Catch Basin</u>	ST-2
<u>Biofiltration Trench</u>	ST-3
<u>Baffle Structure</u>	ST-4
<u>Rain Garden</u>	ST-5
<u>Perforated Structure</u>	ST-6
<u>Perforated Pipe</u>	ST-7
<u>Rain Guardian</u>	ST-8
<u>Type B Sump Catch Basin</u>	ST-9
<u>Perforated Pipe Trench</u>	ST-10
<u>Standard Overflow Structure</u>	ST-11
<u>Flared End Section</u>	ST-12
<u>Riprap</u>	ST-13
<u>Biofiltration Basin</u>	ST-14
<u>Manhole Type B Thru G</u>	ST-15

Water Main	City Plate Number
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<u>Hydrant and Gate Valve Installation</u>	W-1
<u>Water Main Service Connection</u>	W-2
<u>Water Main Service Disconnection</u>	W-3
<u>Pipe Insulation Detail</u>	W-4