

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/10/2012
Item No.: 12.c

Department Approval



City Manager Approval



Item Description: Approve Resolution Adopting City Assessment Policy

BACKGROUND

One of the items on the City Council's 2012 workplan was to review the City's Assessment Policy. Since the beginning of the year, Staff has been working with the Public Works, Environment and Transportation Commission (PWETC) to review the existing policy and make recommendations for updates. The policy was discussed at their February, March, April and June meetings. As part of the discussion, the PWETC reviewed the assessment policies from other cities and how they relate to Roseville. During the four meetings there was considerable discussion regarding the pros and cons of the different approaches to assessments.

At the September 17, 2012 City Council meeting, staff discussed the revised City assessment policy with the City Council. Information regarding this assessment policy Council discussion was included in the News Update November 7.

A summary of the proposed changes in the policy:

Special Benefit Test: One of the major changes in the policy is the Special Benefit Test. It is recommended that appraisals be completed to determine the influence of an improvement project on the value of the properties proposing to be assessed. This is done in order to ensure that the proposed assessment is equivalent or less than the anticipated increase in market value for properties being assessed. Many cities have included this extra step in their assessment process as a check and balance to protect the City and the property owners.

As a result, the assessment policy includes the language "up to" in front of the assessment rate for the different property zoning. This allows the City to take into account the property value increase when setting the rates and adjust if necessary.

Zoning: The PWETC took a look at Residential vs. Commercial vs. Institutional land uses. In this context they discussed property value, traffic generation, and assessment rates, looking at both the previous city policy and how other cities treat different land uses. Higher intensity land uses have a higher property value and consequently receive a higher property value increase from public improvements. Also, they generate higher volumes of traffic on our street system. As a result, the commission is recommending that we have a higher assessment rate for land uses that are not zoned LDR-1 or LDR-2. The proposed assessment rate of up to 50% of the project costs would apply to all commercial, industrial and institutional land uses. This includes churches and school district properties.

Street Construction project type: The PWETC recommends that we assess for street reconstruction and the required storm water improvements associated with the street reconstruction project. They do not recommend that we assess mill and overlay or sealcoat

34 mainly because of the Special Benefit Test.

35 Utilities: The PWETC recommends that the City continue to fund major maintenance for City
36 utilities using existing utility infrastructure funds. However, in the case where additional utility
37 capacity is needed as a result of redevelopment or rezoning, then 100% of these costs would be
38 assessed to property owners

39 Pathway Construction: The PWETC believes that pathways included as priority segments in the
40 Pathway Master Plan serve a regional benefit. As a result, they do not recommend that the costs
41 to build these pathways be assessed to the property owners abutting the project. However, they
42 do recognize that pathways along other stretches of road may benefit the property owners along
43 those streets. As a result, they recommend that projects requested by property owners be
44 considered for assessments, based on the Special Benefit Test.

45 Streetlights: No changes were recommended for the streetlight assessment policy.

46 In putting together the final draft policy for this meeting, staff took a look at format, content and took
47 another look at the policy to ensure that all of the different types of public improvement projects that the
48 City may undertake were included. The purpose of this was to ensure that the policy was
49 comprehensive and to eliminate conflicts. As a result of this review, some modifications have been
50 made since the September 17, 2012 worksession. A summary of the major changes made in this draft:

51 City Property: Added section 2. g. Consistent with existing practice, when calculating the total
52 assessable frontage, we include the assessable frontage from all properties, including City owned
53 property.

54 County Open Space Property: County Open Space was addressed in Resolution 9703, we have
55 added the language from that resolution to the policy in section 2. h.

56 Regional Improvement Projects: Projects such as noise walls and interchange reconstruction can
57 benefit all property owners in the area surrounding the project, not just the property owners
58 directly adjacent to the improvement. Staff felt that additional flexibility should be added to our
59 assessment policy for these types of projects. To accomplish this, we have added section 6-
60 Regional Improvement Projects and some associated definitions. The purpose of this section is
61 to provide for an alternative to the front foot assessment methodology in cases of public
62 improvements that create an area-wide benefit. When a project benefits an area, the properties
63 expected to receive positive impacts from the proposed public improvement would be assessed
64 for the cost of construction. The Benefited Area would be determined on a project- by- project
65 basis as a part of the Feasibility Report. Assessment amounts would be subject to the Benefit
66 Test.

67 Traffic Management Program: Added section 7 for consistency with the new policy.

68 Finally, during the Council discussion a question came up regarding Sanitary Sewer and Watermain,
69 sections 8 (d) and 10 (d), of the policy. These sections state:

70 “New development property, or property which has altered its land use within the past three years, shall
71 be assessed at 100% of the city’s expense for the improvement”.

72 The question was- Why does it use 3 years for consideration of land use changes? Staff did not find a
73 rationale for this timing. The City Attorney looked into state statute and determined that this timing is
74 not set by statute. It is likely that it was set as a “reasonable amount of time”.

75 **POLICY OBJECTIVE**

76 This policy is to be used as a guide by the City of Roseville when preparing assessment rolls, to assure
77 uniform and consistent treatment of affected properties. It is the general policy of the City of Roseville
78 to assess all affected properties according to policy without regard to funding source.

79 Special assessments are a charge imposed on properties for a particular improvement that benefits the
80 owners of those selected properties. The authority to use special assessments originates in the state
81 constitution which allows the state legislature to give cities and other governmental units the authority
82 “to levy and collect assessments for local improvements upon property benefited thereby.” The
83 legislature confers that authority to cities in Minnesota Statutes Chapter 429.

84 The assessment policy will be adopted through resolution. This new resolution will supersede the
85 following existing City Assessment Policy resolutions:

- 86 • RESOLUTION 7506: Resolution Authorizing Amendment And Consolidation Of All Previously
87 Adopted Special Assessment Policies Into One Resolution (5/9/83)
- 88 • RESOLUTION 8012: Resolution Authorizing Amending Section 2 (B) Of Previously Adopted
89 Assessment Policies Identified In Resolution No. 7506 By Eliminating This Section On
90 Assessment Rates (9/22/86)
- 91 • RESOLUTION 8995: Resolution Amending Assessment Policy (9/27/93)
- 92 • RESOLUTION 9703: Approval Of Revision To The Existing Assessment Policy To Defer
93 Assessments To Open Space Properties (10/25/99)

94 **STAFF RECOMMENDATION**

95 Approve Resolution Adopting City Assessment Policy.

96 **REQUESTED COUNCIL ACTION**

97 Approve Resolution Adopting City Assessment Policy

Prepared by: Debra Bloom, City Engineer
Attachments: Attachment A: Draft Special Assessment Policy
Attachment B: Previous Assessment Resolutions
Attachment C: Resolution

City of Roseville
SPECIAL ASSESSMENT POLICY

11/19/12

1 The purpose of this policy is to be used as a guide by the City of Roseville when preparing
2 assessment rolls, so as to assure uniform and consistent treatment of affected properties. It is the
3 general policy of the City of Roseville to assess all affected properties according to this policy
4 without regard to funding source.

5 Special assessments are a charge imposed on properties for a particular improvement that
6 benefits the owners of those selected properties. The authority to use special assessments
7 originates in the state constitution which allows the state legislature to give cities and other
8 governmental units the authority “to levy and collect assessments for local improvements upon
9 property benefited thereby.” The legislature confers that authority to cities in Minnesota Statutes
10 Chapter 429.

- 11 1. Special Benefit Test: The proposed assessment shall be equivalent or less than the
12 anticipated increase in market value for properties being assessed. Appraisals shall be
13 completed to determine the influence of an improvement project on the value of the
14 properties proposing to be assessed.
- 15 2. Determining Assessable Frontage: Unless otherwise noted in this document, all
16 assessments shall be calculated using property front footage on the segment of the
17 infrastructure included in the improvement project. The assessment rate shall be
18 determined by dividing the total project cost by the total assessable frontage. The
19 following formulas shall apply for calculating the total assessable frontage for the
20 improvement project.
- 21 (a) The assessable frontage shall be 100% of the short side of the lot.
- 22 (b) Corner and Multiple Frontage LDR1 and LDR2 lots: All corner and multiple
23 frontage LDR1 and LDR2 parcels shall be considered as having 10% of the long
24 side as being assessable footage unless such parcels could be split or subdivided.
25 This is in addition to the short side frontage.
- 26 (c) Corner and Multiple Frontage Lots (other zoning): All corner and multiple
27 frontage lots for other property zoning shall be calculated at 10% for the first 150
28 feet of the long side and then 100% for any additional footage. This is in addition
29 to the short side frontage.
- 30 (d) Odd Lot Formula (all zoning): The odd lot formula shall apply for odd and
31 irregularly shaped lots, which have rear widths that vary by more than 25% in
32 comparison with the front width. The lot will be assumed to have a depth equal to
33 one-half the sum of the two sides and said depth will be divided into the area of
34 the lot to determine the assessable frontage.
- 35 (e) Lots with more than 4 sides: All lots of more than four sides will be geometrically
36 converted to a four-sided lot of equal area, then the odd-lot formula as described
37 in (d) will be used to determine the assessable frontage. Where this is not
38 practical, the assessable frontage will be determined by assuming the lot to have
39 an assessable frontage equal to those of the typical rectangular lots near it which
40 are comparable in overall area and nature.
- 41 (f) Private Driveway: If a public improvement takes place along a public
42 street/roadway with a private driveway that serves more than one property owner,
43 all properties with access to the road-public street via the private driveway will be

1 assessed. The frontage of the private property (or properties) directly adjacent to
2 the roadway will be used to determine the assessable frontage. This assessable
3 frontage will be proportionately shared among for all other properties with direct
4 access to accessing the private driveway.

5 (g) City Property: If there is a City owned property adjacent to the public
6 improvement, the frontage of the City property will be added to the assessable
7 frontage and used to calculate the assessment rate. The City assessment will
8 become a city project cost.

9 (h) County Open Space Property: If there is Ramsey County Open Space adjacent to
10 the public improvement, the frontage will be added to the assessable frontage and
11 used to calculate the assessment rate. Assessments for public improvements
12 benefiting the Ramsey County open space properties shall be deferred as long as
13 the property remains as public open space. Recreational developments within the
14 property may include public access areas, trails, and other support facilities for
15 passive recreation, nature appreciation and outdoor recreation without affecting
16 the deferral. Such deferral will be made with the following conditions:

- 17 • Interest will accrue on the deferred assessment.
- 18 • In recognition of this deferral, Ramsey County will cooperate with the City of
19 Roseville by granting easements to the City for storm water drainage, utilities,
20 and local trails, and undertake, at its expense, improvements to the open space that
21 are mutually beneficial and agreed upon by the City and County at the time of
22 deferral.
- 23 • The extent of such improvements shall take into consideration the amount of
24 the deferred assessment.

25 3. Pathway Construction Projects:

26 (a) There shall be no assessments for the construction of off road pathways that are
27 included as priority segments in the City's Pathway Master Plan. Except in the
28 case of petition or development projects.

29 3.4. Roadway New Construction Projects: For all new public roadway construction, where no
30 roadway exists, the properties abutting the new road shall be assessed for 100% of the
31 cost.

32 4.5. Roadway Reconstruction Projects: The following is the assessment policy for all
33 roadway reconstruction projects in the City of Roseville.

- 34 (a) Property zoned LDR1 and LDR2 shall be assessed up to 25% of the project cost
35 for a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
36 drainage.
- 37 (b) All other property zoning shall be assessed up to 50% of the project cost.
- 38 (c) Municipal State Aid Roadways:
 - 39 • Property zoned LDR1 and LDR2 shall be assessed up to 25% of the cost of
40 a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
41 drainage, even if the width or strength is greater.
 - 42 • All other property zoning shall be assessed up to 50% of the project costs.
- 43 (d) Ramsey County or Minnesota Department of Transportation Roadways:

1 The amount of special assessments collected on a Ramsey County or MnDOT
2 roadway projects will be equal to or less than the total City cost share of the
3 improvement.

- 4 (e) All property accessing a private driveway that serves as a leg of an intersection
5 signal system shall be assessed 100% of the proportionate share of the signal
6 system cost.

7 6. Regional Improvement Projects: Projects that benefit more than just the properties
8 abutting the project may be assessed to all properties within the Benefited Area.
9 Regional Improvement Projects can include arterial roads, bridges, collector roads,
10 highway interchanges, intersections, or noise walls.

11 7. Traffic Management Program Projects: Assessments for Traffic Management Program
12 projects shall be assessed to all properties within the Benefited Area. The Benefited Area
13 would be determined on a project- by- project basis as a part of the Feasibility Report.
14 See TMP for details.

15 ~~5.8.~~ Sanitary Sewer Projects:

- 16 (a) Properties currently connected to public sanitary sewer will not be assessed for
17 reconstruction or major maintenance projects. Except in the case of subd. d.
18 below.
- 19 (b) New construction shall be assessed 100% of the project cost based on a front
20 footage basis for all zoning.
- 21 (c) Any sanitary sewer main in excess of 8 inches in diameter will normally be
22 considered oversized. When oversized is done to increase the capacity of the
23 City's system, the added cost for oversized shall be subtracted from the total cost
24 of the improvement. The result of said subtraction will be the cost to be assessed.
- 25 (d) New development property, or property which has altered its land use within the
26 past three years, shall be assessed at 100% of the city's expense for the
27 improvement.
- 28 (e) Sewer services shall be assessed on a per service basis at 100% of the city's
29 expense for such services.

30 ~~6.9.~~ Storm Sewer Projects:

- 31 (a) There shall be no assessments for storm sewer projects not associated with
32 roadway projects. Except in the case of petition or development projects.

33 ~~7.10.~~ Watermain Projects:

- 34 (a) Properties currently connected to public watermain will not be assessed for
35 reconstruction or major maintenance projects. Except in the case of subd. d.
36 below.
- 37 (b) New construction shall be assessed 100% of the project cost based on a front
38 footage basis for all zoning.
- 39 (c) Any watermains in excess of 8 inches in diameter will normally be considered
40 oversized. When oversized is done to increase the capacity of the City's system,
41 the added cost for oversized shall be subtracted from the total cost of the
42 improvement.

1 (d) New development property, or property which has altered its land use within the
2 past three years, shall be assessed at 100% of the city's expense for the
3 improvement.

4 (e) Water services shall be assessed on a per service basis at 100% of the city's
5 expense for such services.

6 ~~8. Pathway Construction Projects:~~

7 ~~(a) There shall be no assessments for the construction of off road pathways that are~~
8 ~~included as priority segments in the City's Pathway Master Plan. Except in the~~
9 ~~case of petition or development projects.~~

10 ~~9.11.~~ Streetlight Installation Projects:

11 (a) Shall be assessed on a front footage basis and as follows:

12 (b) All properties within 150 feet (street frontage) of each light shall be considered
13 for assessment.

14 (c) City staff shall determine the number and locations of lights that could have been
15 installed under the "standard street light" section of the City's Street light policy.
16 The maintenance cost for these lights will be deducted from the overall project
17 cost.

18 (d) 100% of the additional costs for an "enhanced street light" project shall be
19 specially assessed. The additional costs for an "enhanced street light" project
20 shall include; cost of installation of enhanced streetlights, cost of operation &
21 maintenance (pro-rated for 25 years), administrative costs, minus "standard street
22 light" maintenance cost (if applicable)

23 (e) At the end of 25 years, the City will evaluate the maintenance needs for the
24 "enhanced street light" areas. A reconstruction project will be considered where
25 the new operation and maintenance costs for the next 25 years will be proposed to
26 be assessed to the benefiting properties.

27 (f) In new development and redevelopments, the operation and maintenance costs for
28 an "enhanced street light" installation shall be paid for by the property owners in
29 the new development in perpetuity. These costs shall either be paid for up front
30 by the developer or assessed to the property owners. The total cost shall be the
31 "enhanced street light" operation and maintenance cost minus the City's "standard
32 street light" contribution. The City's basic contribution shall be determined based
33 on the procedure outlined in section IV. B. of the City Street Light policy.

34 ~~10.12.~~ Definitions

35 (a) Assessable frontage: Property frontage on a segment of infrastructure scheduled
36 for improvement. If a parcel is a corner lot or has multiple street frontages, the
37 parcel frontage shall only be calculated for the side abutting the infrastructure
38 scheduled for improvements.

39 ~~(b)~~ Benefited Area: The properties expected to receive positive impacts from the
40 proposed public improvement and which are subject to assessment for the cost of
41 construction. The Benefited Area is determined on a project- by- project basis.

42 ~~(b)(c)~~ Enhanced Street Light: When the location, design, or spacing for requested lights
43 does not meet the "Standard Street Light" qualifying conditions, property owners
44 may request that the City undertake an "Enhanced Street Lighting" project.

- 1 | ~~(e)~~(d) Long side: On a corner lot or multiple frontage lot, the frontage of a property that
2 | is longest.
- 3 | ~~(d)~~(e) Private Driveway: A driveway or road that serves as a primary access for one or
4 | more property owners that is not maintained by the City of Roseville, MnDOT or
5 | Ramsey County.
- 6 | ~~(e)~~(f) Required Drainage: Drainage improvements necessary because of an
7 | improvement project. This can be the result of meeting City, watershed or
8 | wetland requirements. Includes rate control, water quality treatment, infiltration,
9 | and wetland mitigation.
- 10 | ~~(f)~~(g) Roadway Reconstruction Project: This type of project involves removing and
11 | replacing the existing roadway bituminous, more than 50% of the concrete curb,
12 | the base materials, and oftentimes performing utility work (water, sewer, etc.) at
13 | the same time.
- 14 | ~~(g)~~(h) Roadway Maintenance Project: Performing a Reclaim and Overlay, Mill and
15 | Overlay, or sealcoating of city streets.
- 16 | ~~(h)~~(i) Short side: On a corner lot or multiple frontage lot, the frontage of a property that
17 | is shortest.
- 18 | ~~(i)~~(j) Standard Street Light: street light installation that meets the location, design and
19 | spacing of the City street light policy qualifying conditions described in section
20 | IV. B. of the City Street Light policy.
- 21 | ~~(j)~~(k) Total Project Cost: Project costs include actual construction cost plus all
22 | associated overhead costs. The total cost of the associated overhead for a public
23 | improvement project would typically include city administration, engineering,
24 | fiscal, legal, capital interest, right of way acquisition and contingencies.

EXTRACT OF MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF ROSEVILLE, MINNESOTA,
HELD MAY 9, 1983

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was duly called and held at the City Hall in said City on the 9th day of May, 1983, at 7:30 o'clock p.m.

The following members were present:

Kehr, Curley, Franke, Johnson & Demos.

and, the following members were absent:

Member ^{None.} Franke introduced the following resolution and moved its adoption:

RESOLUTION NO. 7506

RESOLUTION AUTHORIZING AMENDMENT AND
CONSOLIDATION OF ALL PREVIOUSLY ADOPTED
SPECIAL ASSESSMENT POLICIES INTO ONE RESOLUTION

WHEREAS, the City Council recognizes that it is in the best interests of the City to amend and consolidate all previously adopted special assessment policies into one resolution for ease of use and understanding, and

WHEREAS, it is desirable to include nonmotorized pathways in the policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, as follows:

1. The following assessment policies will be followed in the upgrading of temporary public roadways (not meeting standards set forth in City Code), under the City's jurisdiction, to permanent asphaltic concrete roadways with concrete curb and gutters.
2. The following assessment formulas shall apply to any such upgrading of public roadways under the City's jurisdiction.
 - (a) On street paving projects, it is desirable that at least 25% of the cost for the project to be obtained from sources other than ad valorem taxes.
 - (b) R-1 and R-2 property that is ^{SEE Res. No. 8012} not tax-exempt shall be assessed a minimum of 22% of the actual cost for a 7-ton, 32-foot wide pavement with concrete curb and gutter and routine drainage.
 - (c) R-1 and R-2 property which is not tax-exempt shall be assessed at a rate of a 7-ton, 32-foot wide

pavement with concrete curb and gutter and routine drainage, even if the width or strength is greater.

- (d) All tax exempt property regardless of zoning classification, such as, but not necessarily limited to schools, churches, parks and governmental land, to be assessed on an assessable footage basis at 100% of the cost of a 7-ton roadway (even when heavier roadways are constructed) based upon the costs for that segment of the entire project including the roadway abutting the non-taxable property.
- (e) All other property not covered in (a), (b), (c) or (d) above, to be assessed on an assessable footage basis at 100% of the cost for the specific type of roadway on which they abut, based on the costs for that segment of the entire project including the roadway abutting the property.
- (f) In addition to the costs set forth in (a) through (e) above, all property may be assessed a proportionate share on a footage basis for expenses encountered for right of way and easement acquisition necessary for that segment of the entire project including the roadway abutting the property.
- (g) All corner and multiple frontage parcels in non-tax exempt R-1 and R-2 status shall be considered as having 10% of the second side as being assessable footage unless such parcels could be split or subdivided.

For all other corner and multiple frontage parcels the side or second frontage shall be considered as having 10% of the second side as being assessable for the first 150 feet per side, and any additional assessable footage will be assessed a full 100% basis as set forth elsewhere in this resolution.
- (h) R-1 and R-2 property that is not tax exempt which abuts Minnesota State Aid Streets for City roadways shall not be specifically assessed for the upgrading of such roadways. All properties zoned R-3A, R-3, R-4, R-5, R-6 or R-7 will be assessed at a rate equal to 35% of the cost per front foot. All properties abutting Minnesota State Aid Roseville roadways other than non-tax exempt R-1, R-2, R-3, R-3A, R-4, R-5, R-6 or R-7 shall be assessed pursuant to the other provisions of this paragraph.
- (i) All odd and irregularly shaped lots, which have rear widths that vary by more than 25% in comparison with the front width, the lot will be assumed to have a depth equal to one-half the sum of the

two sides and said depth will be divided into the area of the lot to determine the assessable frontage. All lots of more than four sides will be geometrically converted to a four-sided lot of equal area, then the odd-lot formula as stated above will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.

3. R-1 and R-2 property that is not tax-exempt which abuts existing, usable temporary roadways under the jurisdiction of Ramsey County to be upgraded to permanent roadways with curb and gutter shall not be assessed for such upgrading. All properties other than R-1 and R-2 non tax-exempt properties abutting existing usable temporary roadways under the jurisdiction of Ramsey County to be upgraded to permanent roadways with curb and gutter, shall be specially assessed pursuant to the provisions of Paragraph 2 above. In the event that said special assessments should result in more funds being due the City from special assessments than the total cost to the City of the improvements to such road under the jurisdiction of Ramsey County, special assessments for such properties shall be reduced proportionately until the total special assessments equal the total City costs of the improvement.

4. On all new public roadways constructed where no usable temporary roadway existed, the special assessment procedure of Paragraphs 1, 2 and 3 need not be utilized. Such properties will normally be assessed at 100% of the cost.

5. Storm drainage system assessments shall be determined on a unit system:

- a. The engineer or other person designated by the council shall determine the entire cost of the improvement including but not limited to consultant fees and a reasonable value of services provided by city employees.
- b. The engineer or other person so designated shall determine the number of potential units to be assessed. A unit for this purpose shall be determined as follows:

- (1) Each parcel, not tax exempt, zoned R-1 or R-2 suitable for building one single family home or one double home, - one unit.

- (2) Each parcel, not tax exempt, zoned R-1 or R-2 with the potential for subdivision into two or more building lots, the number of units shall be determined as equal to the number of potential building lots. Each parcel of one acre or more in area shall be assigned 3.33 units per acre.

- (3) All tax exempt land and all other zoning classifications, the assessment units will be determined the same as above, except each parcel will be

assigned twice the units.

(4) Each parcel or portion thereof, which is buildable only with the improvement, the assessment units will be determined the same as above, except each parcel or portion thereof, shall be assigned twice the units.

- c. The engineer shall divide 25% of the cost of the improvement by the number of units and the resulting dividend will be the assessment for each unit.
- d. New development property or property which has altered its land use within the past 3 years shall be assessed at 100% of the city's expense for the improvement.

6. Sanitary sewer mains shall be assessed on a front footage basis with all types land use and zoning being identically assessed.

- a. For each presently utilized parcel there will be subtracted from the total cost of the improvement added costs for oversized sanitary sewer mains. Any sanitary sewer main in excess of 8" in diameter will normally be considered oversized. The result of said subtraction will be the cost to be assessed. This will be divided by the total number of assessable feet to establish the assessment rate for said presently utilized parcel.
- b. New development property or property which has altered its land use within the past 3 years shall be assessed at 100% of the city's expense for the improvement.
- c. All side lots or double frontage parcels shall be determined to have 25 assessable feet for the first 150 feet of said side or second frontage of the parcel and shall conform to Paragraphs a) and b) above.
- d. Sewer services shall be assessed on a per service basis at 100% of the city's expense for such services.
- e. All odd and irregularly shaped lots of four sides or less, which have rear widths that vary by more than 25% in comparison with the front width, the lot will be assumed to have a depth equal to one-half the sum of the two sides and said depth will be divided into the area of the lot to determine the assessable frontage. All lots of more than four sides will be geometrically converted to a four sided lot of equal area, than the odd lot formula as stated above will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.

7. Watermains shall be assessed on a front footage basis with all types of land use and zoning being identically assessed.

- a. For each presently utilized parcel, there will be subtracted from the total cost of the improvement, added costs for oversized watermains. Any watermains in excess of 6" in diameter will normally be considered oversized. The result of said subtraction will be the cost to be assessed. This will be divided by the total number of assessable feet to establish the assessment rate for said presently utilized parcel.
- b. New development property or property which has altered its land use within the past 3 years shall be assessed at 100% of the City's expense for the improvement.
- c. All side lot and double frontage parcels shall be determined to have 25 assessable feet for the first 200 feet of said side or second frontage of the parcel and shall conform to Paragraphs a. and b., above.
- d. Water services shall be assessed on a per service basis at 100% of the City's expense for such services.
- e. All odd and irregularly-shaped lots of four sides or less, which have rear widths that vary by more than 25% in comparison with the front width, the lot will be assumed to have a depth equal to one-half the sum of the two sides and said depth will be divided into the area of the lot to determine the assessable frontage. All lots of more than four sides will be geometrically converted to a four-sided lot of equal area, then the odd-lot formula as stated above, will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.

8. Nonmotorized pathways, including sidewalks, shall be assessed on a front footage basis as follows:

- a. All City expenses involved, including, but not limited to, such items as right-of-way acquisition, legal, engineering and administrative costs, shall be included in the costs to be assessed. Such costs shall be spread uniformly on a front foot basis, except which that the City may assume the share of the costs which are attributable to any property that is R-1 or R-2, that is not tax-exempt.

- b. All corner and multiple frontage parcels in non-tax-exempt R-1 and R-2 status shall be considered as having 10% of the second side as being assessable footage, unless such parcels could be split or subdivided.

For all other corner and multiple frontage parcels, the side or second frontage shall be considered as having 10% of the second side as being assessable for the first 150 feet per side, and any additional assessable footage will be assessed a full 100% basis as set forth elsewhere in this resolution.

- c. All odd and irregularly-shaped lots, which have rear widths that vary by more than 25% in comparison with the front width, the lot will be assumed to have a depth equal to one-half the sum of the two sides, and said depth will be divided into the area of the lot to determine the assessable frontage. All lots of more than four sides will be geometrically converted to a four-sided lot of equal area, then the odd-lot formula as stated above will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.

The motion for the adoption of the foregoing resolution was duly seconded by Member Demos , and upon a vote being taken, the following voted in favor of the resolution: All present. and, the following voted against the same:

None.

WHEREUPON, said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
 COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City of Roseville, held on the 9th day of May, 1983, with the original on file in my office, and the same is a full, true, and complete transcript therefrom insofar as the same relates to the resolutions authorizing amendments to the Special Assessment Policies as contained in Resolution No. 5197,

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Thursday, the eighteenth day of September, 1986, at 7:30 o'clock p.m.

The following members were present:

Matson, Kehr, Cushman, Johnson, and Demos.

and the following were absent:

None.

Member Kehr introduced the following resolution and moved its adoption:

RESOLUTION NO. 8012

RESOLUTION AUTHORIZING AMENDING SECTION 2 (b)
OF PREVIOUSLY ADOPTED ASSESSMENT POLICIES
IDENTIFIED IN RESOLUTION No. 7506 BY ELIMINATING
THIS SECTION ON ASSESSMENT RATES

WHEREAS, the city has on this date adopted a Pavement Management Program; and

WHEREAS, said program contains several new policies relating to street maintenance and reconstruction; and

WHEREAS, these new policies make the continuation of a 22% assessment rate possibility impractical;

THEREFORE BE IT RESOLVED by the City Council of the City of Roseville as follows: That Section 2(b) concerning potential 22% assessment rates for reconstruction of streets is hereby amended to eliminate this section of the policies that was adopted as part of Resolution No. 7506 on May 9, 1983.

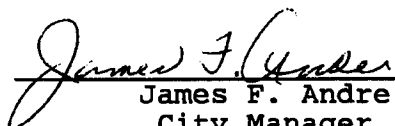
The motion for the adoption of the foregoing resolution was duly seconded by Member Johnson . Upon a vote being taken thereon, the following voted in favor thereof: All present, and the following voted against the same: None.

WHEREUPON said resolution was declared duly passed and adopted by the City Council, of the City of Roseville, Minnesota, this 18th day of September, 1986.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 18th day of September, 1986, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 22nd day of September, 1986.



James F. Andre
City Manager

SEAL

**EXTRACT OF MINUTES OF MEETING
OF CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was duly held at the City Hall in said City on Monday, the twenty-seventh day of September, 1993, at 7:30 p.m.

The following members were present: P. Johnson, Cushman, Maschka, Goedeke, and V. Johnson and the following were absent: None.

Councilperson Cushman introduced and moved the adoption of the following resolution:

RESOLUTION NO. 8995

RESOLUTION AMENDING ASSESSMENT POLICY

WHEREAS, the current assessment policy was adopted on May 9, 1983, to provide a means of uniformly apportioning assessments for all properties in the City; and

WHEREAS, the policy provides a method for calculating assessable frontage for odd and irregularly shaped lots; and

WHEREAS, the odd shaped lot formula does not provide an upper limit on the maximum assessable frontage for any parcels; and

WHEREAS, to provide for equitable assessments for R-1 and R-2 parcels not further sub-dividable, a maximum assessment amount should be considered;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, that the assessment policy be amended for R-1 and R-2 parcels which are not further sub-dividable, so maximum assessable frontage charged to the parcel shall be 1.5 times the standard lot width required under the current zoning ordinance.

The motion for the adoption of the foregoing resolution was duly seconded by Councilperson Goedeke and upon vote being taken thereon, the following voted in favor thereof: P. Johnson, Cushman, Maschka, Goedeke, and V. Johnson and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted.

**EXTRACT OF MINUTES OF MEETING
OF CITY COUNCIL
OF CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was held in the City Hall in said City on Monday, October 25, 1999 at 6:30 o'clock p.m.

The following members were present: Wiski, Maschka, Goedeke, Mastel and Wall and the following were absent: none.

Councilmember Wiski introduced the following resolution and moved its adoption:

RESOLUTION 9703

**APPROVAL OF REVISION TO THE EXISTING ASSESSMENT POLICY
TO DEFER ASSESSMENTS TO OPEN SPACE PROPERTIES**

WHEREAS, Ramsey County owns, maintains, and operates the Little Lake Josephine and Woodview open space sites;

AND WHEREAS, these properties provide a needed public service and enhance the quality of life in Roseville;

AND WHEREAS, the City of Roseville may, from time to time, facilitate the installation of public improvements and assess a portion of the cost of such improvements to benefiting properties in accordance with its assessment policy;

AND WHEREAS, such public improvements may delay or prohibit Ramsey County from making improvements to its open space properties in the City of Roseville;

THEREFORE BE IT RESOLVED it shall be the policy of the City of Roseville to defer all assessments for public improvements benefiting the Ramsey County open space properties as long as the property remains as public open space. Recreational developments within the property may include public access areas, trails, and other support facilities for passive recreation, nature appreciation and outdoor recreation without affecting the deferral. Such deferral will be made with the following conditions:

1. Interest will accrue on the deferred assessment.
2. In recognition of this deferral, Ramsey County will cooperate with the City of Roseville by granting easements to the City for storm water drainage, utilities, and local trails, and undertake, at its expense, improvements to the open space that are mutually beneficial and agreed upon by the City and County at the time of deferral. The extent of such improvements shall take into consideration the amount of the deferred assessment.
3. Open space improvements may include trail development, habitat restoration or public access improvements.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Mastel and upon vote being taken thereon, the following voted in favor thereof: Wiski, Maschka, Goedeke, Mastel and Wall, and the following voted against the same: none.


Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on the 25th day of October 1999, with the original thereof on file in my office, and the same is a full, true and complete transcript.

Adopted by the Council this 25th day of October, 1999.

(SEAL)



City Manager

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2 of Roseville, County of Ramsey, Minnesota, was duly held on the 10th day of December,
3 2012, at 6:00 o'clock p.m.

4
5 The following members were present: and the following were absent: .

6
7 Councilmember introduced the following resolution and moved its adoption:

8
9 **RESOLUTION No.**

10
11 **RESOLUTION ADOPTING SPECIAL ASSESSMENT POLICY**

12
13 WHEREAS, Special assessments are a charge imposed on properties for a particular public
14 improvement that benefits the owners of those selected properties, and;

15 WHEREAS, The authority to use special assessments originates in the state constitution
16 which allows the state legislature to give cities and other governmental units the authority
17 “to levy and collect assessments for local improvements upon property benefited thereby.”
18 The legislature confers that authority to cities in Minnesota Statutes Chapter 429, and;

19 WHEREAS, the City Council recognizes that it is in the best interests of the City to adopt an
20 assessment policy to assure uniform and consistent treatment of affected properties, and;

21 WHEREAS, this resolution adopting supercedes the following previously adopted
22 resolutions:

- 23 • RESOLUTION 7506: Resolution Authorizing Amendment And Consolidation Of
- 24 All Previously Adopted Special Assessment Policies Into One Resolution (5/9/83)
- 25 • RESOLUTION 8012: Resolution Authorizing Amending Section 2 (B) Of
- 26 Previously Adopted Assessment Policies Identified In Resolution No. 7506 By
- 27 Eliminating This Section On Assessment Rates (9/22/86)
- 28 • RESOLUTION 8995: Resolution Amending Assessment Policy (9/27/93)
- 29 • RESOLUTION 9703: Approval Of Revision To The Existing Assessment Policy
- 30 To Defer Assessments To Open Space Properties (10/25/99)

31 THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota
32 to adopt the SPECIAL ASSESSMENT POLICY attached to this resolution as Exhibit A.

33 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
34 and upon vote being taken thereon, the following voted in favor thereof:

35 and the following voted against the same: .

36
37 WHEREUPON said resolution was declared duly passed and adopted.

