

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: **8/12/2013**
ITEM NO: 9.a

Department Approval



City Manager Approval

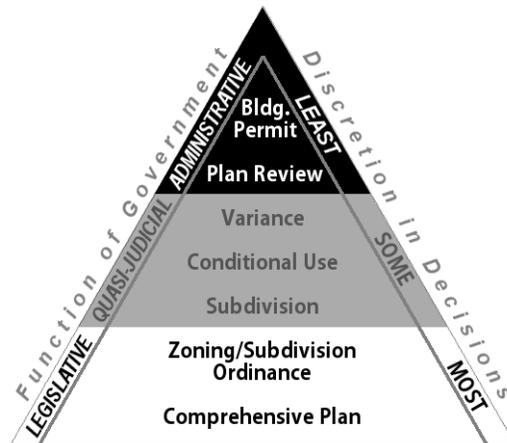


Item Description: Adopt an Ordinance Amending Section 1102.01, Procedure, of the Subdivisions Chapter of the Roseville City Code to Create an Open House Requirement for Land Divisions of 4 or More Lots or Parcels

Application Review Details

- RPCA prepared: June 27, 2013
- Public hearing: July 10, 2013
- City Council action: August 12, 2013
- Statutory action deadline: n/a

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



1 1.0

REQUESTED ACTION

Planning Division seeks a Text Amendment to Section 1102.01, Procedure, of the Subdivision chapter of the City Code, to create language requiring a Developer Open House prior to submittal of land divisions of 4 or more lots or parcels.

5 2.0

SUMMARY OF RECOMMENDATION

At the duly noticed public hearing on July 10, 2013, the Roseville Planning Commission discussed with staff and amended the proposed text amendment to Section 1102.01 and voted 6-0 to approve as amended. The Planning Division concurs with the recommendation; see Section 5 of this report for the detailed amendment.

10 3.0

SUMMARY OF SUGGESTED ACTION

Adopt an Ordinance approving a Text Amendment to Section 1102.01, Procedure, of the City Code to create a requirement for a Developer Open House for land divisions of 4 or more lots or parcels; see Section 8 of this report for the detailed action.

14 **4.0 BACKGROUND**

15 During the recent preliminary plat process regarding the proposed Josephine Heights
16 subdivision, the City Council indicated a concern over the lack of a Developer Open
17 House for the proposed development. The City Council further directed Planning Staff to
18 prepare a proposal that could address this concern.

19 At their June 10, 2013, meeting, the Planning Division discussed with the City Council
20 amending Section 1009.07, Developer Open House Meetings, to include language to
21 support/direct such a pre-application process. The City Council had a few questions of
22 the Planning Staff and suggested a few text modifications be incorporated into the final
23 version.

24 Upon review of the proposed text modification, however, the Planning Division
25 concluded that the Zoning Ordinance was not the appropriate location for a subdivision
26 requirement and instead has determined that Section 1102.01, Procedure, of the
27 Subdivision code is the appropriate location for such a requirement.

28 **5.0 PUBLIC COMMENT**

29 On July 10, 2013, the Roseville Planning Commission held the public hearing regarding
30 the proposed zoning text amendment to Section 1102.01 Procedures to create an open
31 house process for preliminary plat or divisions of land of 4 or more lots or parcels. No
32 citizens were present to address this matter, however, Commissioners did have questions
33 of staff.

34 Specifically Commissioners were interested in clarifying the language that specified the
35 number of days the Developer Open House should be held prior to the Planning
36 Commission hearing.

37 Since the Commission meeting, planning staff has modified the proposal to eliminate
38 language pertaining to zoning text amendments and to insert language germane to the
39 preliminary plat and/or division of land into 4 or more lots or parcels process.

40 **6.0 RECOMMENDATION**

41 The Planning Commission, at their meeting of July 10, 2013, voted 6-0 to recommend
42 approval of the text amendment to Section 1102.01 of the Subdivision Ordinance to
43 create a Developer Open House process. The Planning Commission offered a few slight
44 amendments (see attachment "A" – PC minutes), which have been incorporated into the
45 draft resolution for approval. The Planning Division concurs with the Planning
46 Commission's, recommendation.

47 **7.0 AMENDMENT PROPOSAL**

48 The following proposal incorporates City Council Member comments from June 10,
49 2013, Planning Commissioner comments of July 10, 2013, and other modifications
50 (mostly unnecessary text removal) made by the City Planner:

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1102.01: PROCEDURE:

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

A. Sketch Plan:

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

B. Developer Open House Meeting

- 1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.**
- 2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.**
- 3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville’s boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.**
- 4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open**

95 house. The invitations shall also include a sentence that is substantially the same as the
96 following:

97 This open house meeting is an important source of feedback from nearby property
98 owners and is a required step in the process of seeking City approval for the proposed
99 preliminary plat. A summary of the comments and questions raised at the open house
100 meeting will be submitted to the City as part of the formal application.

101 5. Summary: A written summary of the open house shall be submitted as a necessary
102 component of a preliminary plat. The summary shall include a list of potential
103 issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or
104 concern(s). Citizens are also encouraged to submit their own summary of the meeting
105 highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a
106 volunteer list (name and address) of attendees be kept and submitted with open house
107 summary.

108 **B**C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community
109 Development Director prior to the regular Planning Commission meeting at which the plat is to
110 be considered, together with the filing fee and an abstractor's certified property certificate
111 showing the property owners within 500 feet of the outer boundary of proposed subdivision.
112 (Ord. 1357, 1-14-2008)

113 **C**D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the
114 preliminary plat is to be considered, the Community Development Director and Public Works
115 Director shall examine the plat for compliance with this and other ordinances of the City, and
116 submit a written report to the Commission. (1990 Code; 1995 Code)

117 **D**E. Hearing by Planning Commission:

118 1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the
119 preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.

120 2. Report of The Planning Commission: Within ten days after the completion of the hearing, the
121 Planning Commission shall make a report concerning the preliminary plat unless the Planning
122 Commission requests additional time as set forth in Chapter 108 of this Code.

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

124 1. The recommendation of the Planning Commission on the preliminary plat shall be considered
125 by the City Council, and the City Council shall approve or disapprove the plan within 60 days
126 after the application was accepted as complete or such date as extended by the applicant or City
127 Council. If the City Council shall disapprove said preliminary plat, the grounds for any such
128 refusal shall be set forth in the proceedings of the City Council and reported to the person or
129 persons applying for such approval. (Ord. 1176, 11-25-1996)

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

132 **F**G. Final Plat:

133 1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed
134 subdivision not later than six months after the date of approval of the preliminary plat; otherwise,
135 the preliminary plat will be considered void unless an extension is requested in writing by the
136 subdivider and granted by the City Council. The owner or subdivider shall also submit with the
137 final plat an up to date certified abstract of title or registered property report and such other

138 evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176,
139 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)

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

145 **G.H.** Approval and Recording: The City Council shall act upon a final plat application within
146 120 days of the submission of a completed application. The refusal to approve the plat shall be
147 set forth in the proceedings of the City Council and reported to the person or persons applying
148 for such approval. If the final plat is approved, the subdivider shall record said plat with the
149 County Recorder within one year after the date of approval and prior to the issuance of any
150 building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code;
151 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

152 **8.0 SUGGESTED ACTION**

153 **Adopt a Resolution**, approving **Text Amendments** to Section 1011.02, Procedures, of
154 the Subdivisions chapter of the City Code to create a Developer Open House process for
155 divisions of land of 4 lots or parcels or more, as provided in Section 5 of this staff report.

Prepared by: City Planner Thomas Paschke | 651-792-7073 | thomas.paschke@ci.roseville.mn.us

Attachments A. PC minutes
 B. Draft ordinance
 C. Summary ordinance

**EXTRACT FROM THE REGULAR MEETING OF THE ROSEVILLE PLANNING COMMISSION,
JULY 10, 2013**

a. PROJECT FILE 0017

Request by Roseville Planning Division for consideration of ZONING TEXT AMENDMENT to Title 11, Subdivision Ordinance, to create requirements for an open house for land divisions of four (4) or greater lots or parcels

Chair Gisselquist opened the Public Hearing for Project File 13-0017 at 6:42 p.m.

City Planner Paschke reviewed the request of the Planning Division seeking a text amendment to Section 1102.01 (Procedure) of the Subdivision Chapter of Roseville City Code, creating language requiring a Developer Open House prior to submittal of land divisions of four (4) or greater lots or parcels. Mr. Paschke advised that this issue had come forward at the direction of the City Council as a result of discussions and resident concerns for a recent redevelopment and lot split proposal for Josephine Heights Preliminary Plat approval.

Member Boguszewski questioned the intent for requiring that the open house be held at a public location versus a private residence; with Mr. Paschke responding that this was also at the direction of the City Council for holding the meetings in public locations; with staff's support of that direction, since open houses at the specific development site were not always feasible.

Chair Gisselquist spoke in support of holding the meetings at a public location to ensure neutral territory; with Member Murphy concurring, and adding that this also addressed any ADA or environmental issues for those members of the public wishing to attend, with the majority of public facilities meeting those requirements.

Discussion ensued regarding Sections B.4 and 5 regarding the developer's submittal of an open house summary; if there should be more specificity to determine the notice area rather than just addressing property owners in the "vicinity" of a development project, even though notice areas are established elsewhere in code (Section 1008) to avoid any confusion and/or ambiguities and to provide everyone in the notice area to have a deciding voice.

Further discussion included Section 5.E.2 and the mechanism for the Planning Commission's report (e.g. meeting minutes and/or staff report and attachments); future additional pending revisions to the Subdivision Ordinance beyond this addition, hopefully coming before the Commission before year-end; City Council directive for this open house to be triggered with four (4) or more parcels; and clarification of new or revised section existing code, erroneously provided in this iteration of the staff report.

Member Boguszewski asked staff to consider how best to edit Section 5.E.2 to ensure that the Commission's decision will be documented prior to City Council action (e.g. 10 days from the public hearing).

Member Daire requested staff's rationale for language in Section B.2 (Timing) of "... not more than 15-45 days..."

Mr. Paschke advised the intent was to ensure the open house was held not too far in advance of the Planning Commission's Public Hearing, but not immediately before it as well to allow the public and developer to respond to or mitigate any concerns raised at the open house.

Member Daire suggested revising proposed language to read: "not less than fifteen (15) days or more than forty-five (45) days..." with staff and Commissioner consensus.

Member Daire suggested that Section B.5. (Summary Submission) be revised to include a requirement that a list of names and associated addresses be part of that submission, provided via a sign-up sheet at the open house to ensure comments from those with specific concerns within the notification area would be heard.

Chair Gisselquist closed the Public Hearing at 7:02 p.m.; no one spoke for or against.

MOTION

Member Boguszewski moved, seconded by Member Murphy to recommend to the City Council APPROVAL of the TEXT AMENDMENT to Section 1011.02, Procedures, of the Subdivisions Chapter of Roseville City Code, as provided in Section 5 of the staff report dated July 10, 2013; amended as follows:

- **Section B.2 (Timing) to read “...not less than fifteen (15) or more than forty-five (45) days...”**

Member Boguszewski spoke in support of a list and associated addresses as recommended by Member Daire; however, he recognized that those attending could not be forced to sign-up. If the Commission chose to include that recommendation as an amendment to the motion, Member Boguszewski suggested that the submittal summary include a “voluntary list of names and associated addresses.”

Member Murphy stated that he initially thought that sounded like a good idea; however, in his review of the last sentence in that section, citizens were welcome to submit their own summary of the meeting highlighting concerns/issues and any mitigations/resolutions. Member Murphy advised that his concern was whether the open house summary report was an accurate portrayal of the comments versus the perception of the host of the open house; and opined that the last sentence encouraging citizen submittal would accomplish the same goal as recommended by Member Daire, while allowing them to remain unedited by the host.

Member Daire opined that a citizen would be able under any circumstances to reflect his views and understanding of a particular situation; however, by requiring the developer to hold the open house and be responsible to report the results and to document responses should remain a responsibility of the developer or open house host. Member Daire questioned how the City could guarantee that a citizen could submit a dissenting view of the meeting summary if they hadn't seen the summary; and opined that his understanding of the City Council's intent was to expose the neighborhood to the nature of the development prior to any Public Hearing in advance and prior to their notice by staff of the Public Hearing for initial review of the preliminary plat at the Planning Commission level. Member Daire further opined that this would ensure citizens weren't caught broadsided by a development proposal without sufficient research and reaction time for a response with their particular concerns; and thereby adding another layer of public information to field reactions prior to the formal Public Hearing; and allowing the developer and neighborhood to hash out any differences that may exist. Member Daire referenced the recent Dale Street Project informational meetings hosted by the City's Housing & Redevelopment Authority (HRA) as an wonderful example that demonstrated how much can be gained by sharing information transparently prior to formal action and allowing a developer to adjust his proposal to provide more confidence to the neighborhood that their concerns are being listed to and/or mitigated. When suggesting that names and addresses of those attending should be included as part of the submittal, Member Daire advised that his intent was provide proof that the developer had notified the appropriate stakeholders, but also to alert the Planning Commission of any potential difficulties that may arise before or as part of the Public Hearing.

Mr. Paschke advised that the City Council was directing the developer to provide staff with the summary report of any issues/concerns, not necessarily specific persons, also allowing staff and ultimately the Commission and City Council to be cognizant of any issues that may have been inadvertently missed or not addressed previously. Mr. Paschke noted that this didn't necessitate having names or addresses; even though the City Council would still be interested in and encourage citizens to provide their recollection of any discussion and/or mitigation. Mr. Paschke cautioned that any meeting summary submitted to staff by the developer and testimony given at the Public Hearing may not always be consistent; however, he noted that any opportunity for a citizen to feel their voice was being heard should be encouraged; as well as those residents

feeling that there were lingering concerns or issues bringing them to the attention of staff at any time during the process for a response or resolution. Mr. Paschke noted that, of course, staff was required to make recommendations to the Commission and City Council based on the current Zoning Ordinance, and could not always resolve citizen concerns, the ultimate goal would be for staff and the designer or developer to tweak a proposal to address citizen concerns.

Mr. Paschke suggested, regarding the list of names and addresses, would be to make a statement at the end of Section 5.B (Submission) to the effect that a sign-in sheet be kept by the host of the open house and submitted to City staff to show who attended; since staff was not always aware of who or how many attended open houses; and sometimes the summary report was vague and only provided a general discussion or topics covered.

In taking a cue from the Dale Street Project's open houses and their sign-up sheet that included a category for addresses and phone numbers, Member Daire suggested something similar; recognizing that there was no mandate to sign in.

Chair Gisselquist concurred that a sign-up sheet would be a good addition, as long as it remained voluntary. At the request of Chair Gisselquist, Mr. Paschke reviewed the process for staff providing the developer with the same list of property for notification of a developer as that used by staff for the formal Public Hearing notice. At the request of Chair Gisselquist, Associate Planner Bryan Lloyd advised that any monitoring of that list is somewhat informal, but noted that the CDD and Commission were included on those notice lists.

AMENDMENT TO ORIGINAL MOTION

Member Boguszewski moved, seconded by Member Murphy and amendment to the motion as follows:

- ***Section B.5 (Summary) A voluntary sign-in sheet for names/addresses shall be provided at the open house and included as part of the submission to staff with a summary of the open house.***

Ayes: 6

Nays: 0

Motion carried.

ORIGINAL MOTION AS AMENDED

Member Boguszewski moved, seconded by Member Murphy to recommend to the City Council APPROVAL of the TEXT AMENDMENT to Section 1011.02, Procedures, of the Subdivisions Chapter of Roseville City Code, as provided in Section 5 of the staff report dated July 10, 2013; amended as follows:

- ***Section B.2 (Timing) amended to read "...not less than fifteen (15) or more than forty-five (45) days..."***
- ***Section B.5 (Summary/Submission) amended to include the statement: "A voluntary sign-in sheet for names/addresses shall be provided at the open house and included as part of the submission to staff with a summary of the open house."***

Ayes: 6

Nays: 0

Motion carried.

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 11 SUBDIVISION ORDINANCE OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to create regulations pertaining to a Developer Open House for divisions of land of 4 or more lots or parcels, which amends Section 1102.01 Procedure.

SECTION 2. Section 1102.01 Procedure is hereby amended as follows:

B. Developer Open House Meeting

1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.

2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.

3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.

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

This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.

5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a volunteer list (name and address) of attendees be kept and submitted with open house summary.

41 **B.C.** Submission; Filing: Four copies of the preliminary plat shall be filed with the Community
42 Development Director prior to the regular Planning Commission meeting at which the plat is to be
43 considered, together with the filing fee and an abstractor's certified property certificate showing the
44 property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)

45 **C.D.** Action by Planning Staff: Prior to the meeting of the Planning Commission at which the
46 preliminary plat is to be considered, the Community Development Director and Public Works Director
47 shall examine the plat for compliance with this and other ordinances of the City, and submit a written
48 report to the Commission. (1990 Code; 1995 Code)

49 **D.E.** Hearing by Planning Commission:

50 1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the
51 preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.

52 2. Report of The Planning Commission: Within ten days after the completion of the hearing, the
53 Planning Commission shall make a report concerning the preliminary plat unless the Planning
54 Commission requests additional time as set forth in Chapter 108 of this Code.

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

56 1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the
57 City Council, and the City Council shall approve or disapprove the plan within 60 days after the
58 application was accepted as complete or such date as extended by the applicant or City Council. If the
59 City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in
60 the proceedings of the City Council and reported to the person or persons applying for such approval.
61 (Ord. 1176, 11-25-1996)

62 2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code;
63 1995 Code) (Ord. 1296, 10-20-2003)

64 **F.G.** Final Plat:

65 1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision
66 not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary
67 plat will be considered void unless an extension is requested in writing by the subdivider and granted by
68 the City Council. The owner or subdivider shall also submit with the final plat an up to date certified
69 abstract of title or registered property report and such other evidence as the City Attorney may require
70 showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363,
71 3-24-2008)

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

77 **G.H.** Approval and Recording: The City Council shall act upon a final plat application within
78 120 days of the submission of a completed application. The refusal to approve the plat shall be set forth
79 in the proceedings of the City Council and reported to the person or persons applying for such approval.
80 If the final plat is approved, the subdivider shall record said plat with the County Recorder within one
81 year after the date of approval and prior to the issuance of any building permit; otherwise, the approval
82 of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord.
83 1363, 3-24-2008)

84 **SECTION 3. Effective Date.** This ordinance amendment to the Roseville City Code shall take
85 effect upon passage and publication.

86 Passed this 12th day of August, 2013

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING SECTION 1102.01 PROCEDURE OF TITLE 11,
SUBDIVISION ORDINANCE OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on August 12, 2013:

The Roseville City Code, Title 11, Subdivision Ordinance, has been amended to create regulations regarding the establishment of a developer open house for land divisions of 4 or greater lots or parcels.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
Patrick Trudgeon, Interim City Manager