

DRAFT

ANALYSIS OF BUILDING SPACE NEEDS

Roseville License Center

March 31, 2017

Submitted to:
CITY OF ROSEVILLE
2660 Civic Center Drive
Roseville, MN 55113

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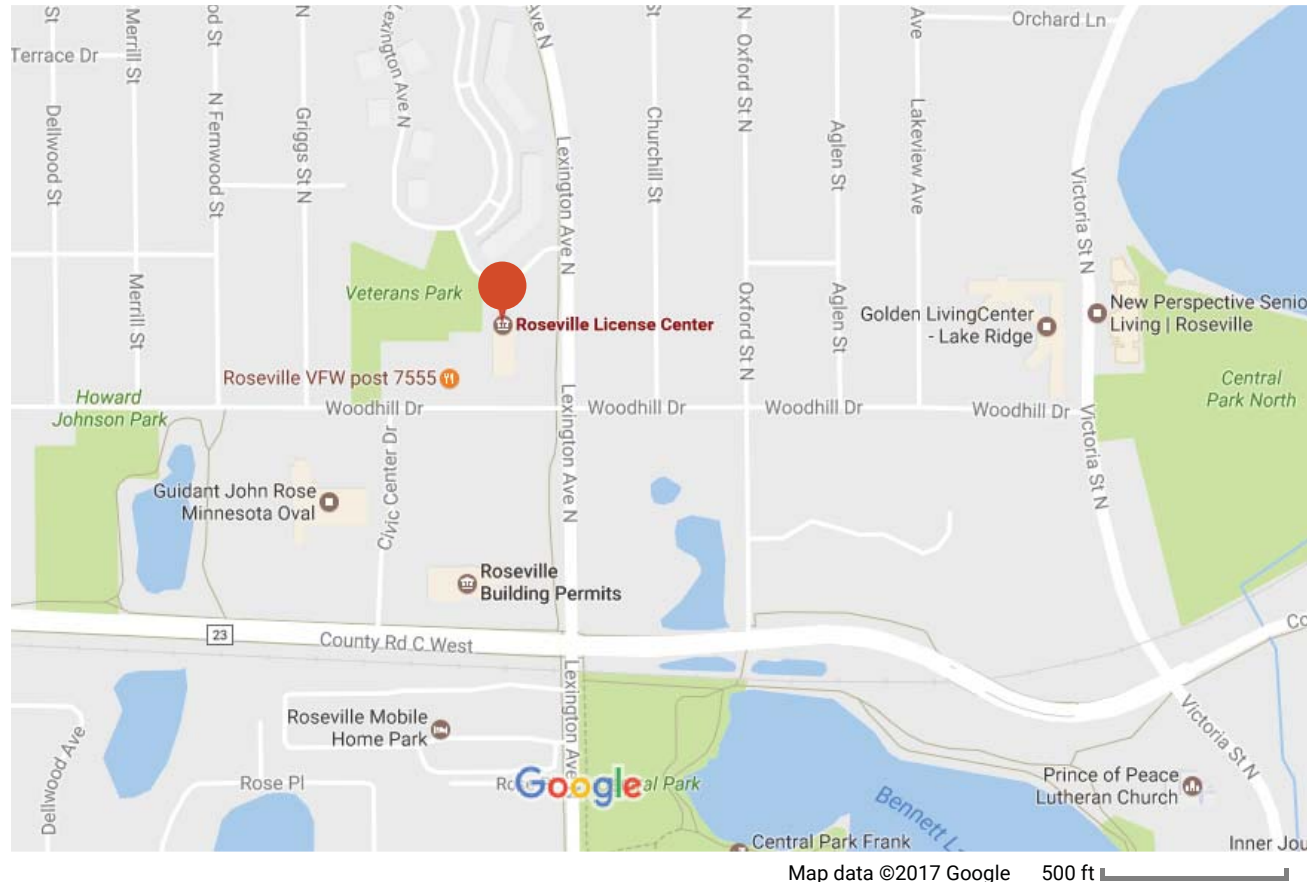
Project Overview

PROJECT LOCATION + CITY CONTEXT

Roseville License Center

2727 Lexington Ave. N.

Roseville, MN 55113



The Roseville License Center is currently housed in a leased space within a strip mall located on Lexington Ave. N. and Woodhill Drive in Roseville, MN. The space is about 3,300 square feet. The License Center provides driver's licenses, vehicle tabs, hunting and fishing licenses, passports, and other services.

The City of Roseville is interested in replacing the existing facility with a larger one to meet current demand and increase their services in the future. Situating the new License Center within a city-owned facility to reduce long-term costs is a priority. The city building would ideally be located in close proximity to the Roseville City Hall and would function as a part of the Civic Campus. The public would easily identify the building as city-owned and operated. Other departments that could be located within the facility include IT and the Roseville Historical Society.

Project Overview

CURRENT SITE CONTEXT

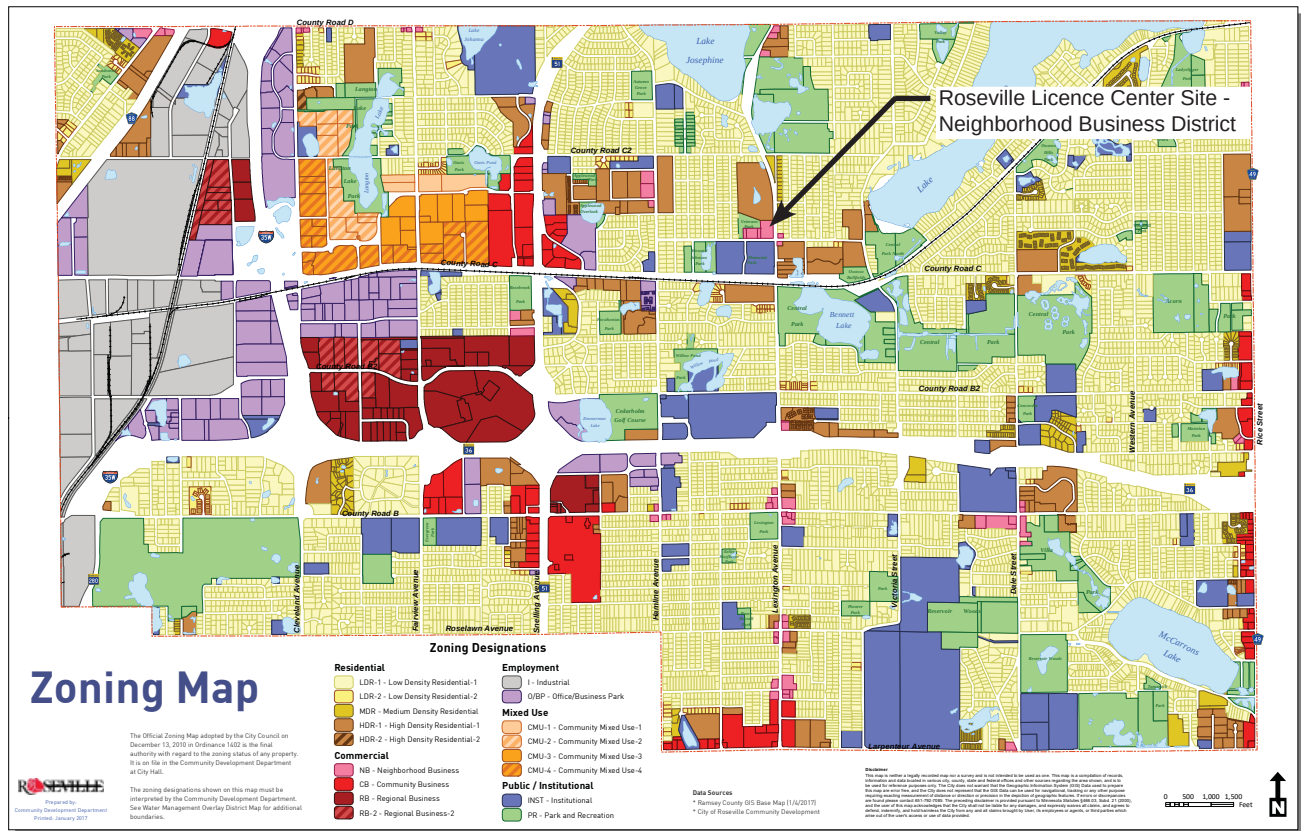


The current Roseville License Center is located in the Northwest corner of intersection of Lexington Avenue and Woodhill Drive, in the northern end of the strip mall building. The existing site is bordered by multi-family residential development (Lexington Apartments) to the North; Single-family residential to the East, Roseville Fire Department to the South; Local bar and grill restaurant (Roseville VFW) and Veterans Park to the West. The current facility is located in the city block directly north of other Roseville City Buildings including the Fire Department, City Hall & Offices, and Public Works, making the existing site an ideal location for a new City building for the License and Passport Center. It is the intention that the current license and passport center be open and functional while the new building is being constructed on the current site until the new facility is ready to be occupied.

Locating the proposed building in the Southeast corner of the site would comply with the City design standards for the site, allow the City to continue the concept of the civic campus, and keep the current facility open while the construction of the proposed building is in progress. This is the most logical and feasible option based on the current known information.

Project Overview

CURRENT SITE ZONING & REQUIREMENTS



Site Zoning and Requirements

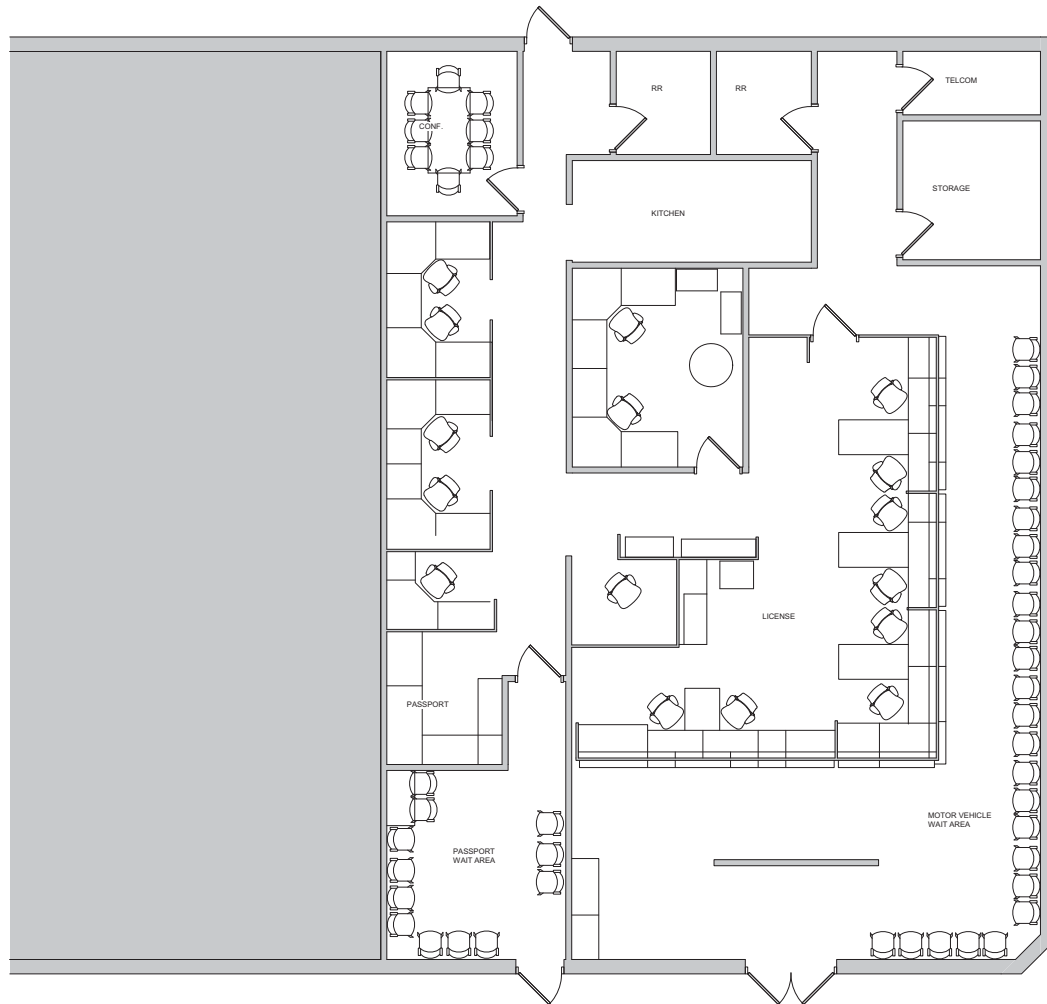
The existing site is zoned as part of the Neighborhood Business District (NB). Per the Summary City Zoning District, the NB District is “designed to provide a limited range of neighborhood scale retail, service, and office uses in proximity to the residential neighborhoods or integrated with residential uses.” The NB district is also intended for:

1. Encourage mixed use at underutilized retail and commercial intersections;
2. Encourage development that creates attractive gateways to City neighborhoods;
3. Encourage pedestrian connections between Neighborhood Business areas and adjacent residential neighborhoods;
4. Ensure that buildings and land uses are scaled appropriately to the surrounding neighborhood; and
5. Provide adequate buffering of surrounding neighborhoods.

The site and building design intends to follow Roseville City Design Standards Chapter 1005 Commercial and Mixed-Use Districts, Chapter 1011 Property Performance Standards where applicable and possible.

Project Overview

CURRENT BUILDING PROGRAM



B3 EXIST. PASSPORT & LICENSE CENTER
A1.1 1/4" = 1'-0"

0' 2' 4' 8'



The current License Center includes separate areas for motor vehicle licensing and passports. These two areas need to continue to be separated in the new building due to federal regulations. The current motor vehicle area includes an entry, a waiting area with room for 30 seats, 8 work stations, and 2 private offices. The passport area includes a waiting area with room for about 12 seats, a passport service counter, a passport photo area, 2 work stations, and 1 private office. The shared areas include a conference room, kitchen, a storage area, computer room, and 2 restrooms.

The existing layout does not include enough room for waiting areas and circulation, resulting in congestion and cramped spaces. Both the passport and motor vehicle areas need additional work stations to support increased demand for services. The City is interested in providing additional staff support areas such as a locker room, conference room, lunch/break room, and employee restrooms. Incorporating large windows in the building to allow for natural light is a priority.

Project Overview

PROJECT SCOPE

This project includes the program, initial design concepts, and vision for a new Roseville License and Passport Center. The primary concepts include providing professional, and inviting public service center that is able to accommodate the current and future volume of business. Locating the proposed building on the Southeast corner of the existing License Center site will not only meet the frontage requirement for the site, but also allow the City to expand on the city campus concept and have the current License Center remain in operation while the proposed building is under construction. The proposed building will have the following major programs:

- License Center - First Floor (4,000 SF - 6,000 SF)
- Passport Center - First Floor (2,000 SF - 4000 SF)
- City IT Department - Second Floor (~2,000 SF)
- Roseville Historical Society - Second Floor (~3,000 SF)

The plan for the License Center is to provide meeting spaces, efficient work areas, and workstations for all staff. The organization of the entry, work stations and the improved waiting area will allow for more efficient service to customers and a more spacious, pleasant waiting area, improving the overall customer experience.

The plan for the passport center is to improve the functions of the current Passport Center in both capacity and efficiency to allow for services to meet peak demands.

For both departments, the circulation will be improved, security upgraded by having clear visuals to the public entry points to the building, and have a more pleasant overall customer experience through upgraded efficiency and waiting area.

The City IT staff currently consists of 17 employees and are spread out in various locations. The staff could be relocated to the new license center building and would require an estimated 2,000 SF for 12 of the staff.

The Roseville Historical Society could also be located in the new building and would require an estimated 1,000 SF for offices and possibly 2,000 SF for public display.

Project Process

DESIGN GOALS

Design goals that guided the design process include:

EXTERIOR

- Expanding the existing Civic campus.
- Building to be easily recognized as a City building.
- Current License Center to remain in operation while proposed City building is under construction.

INTERIOR

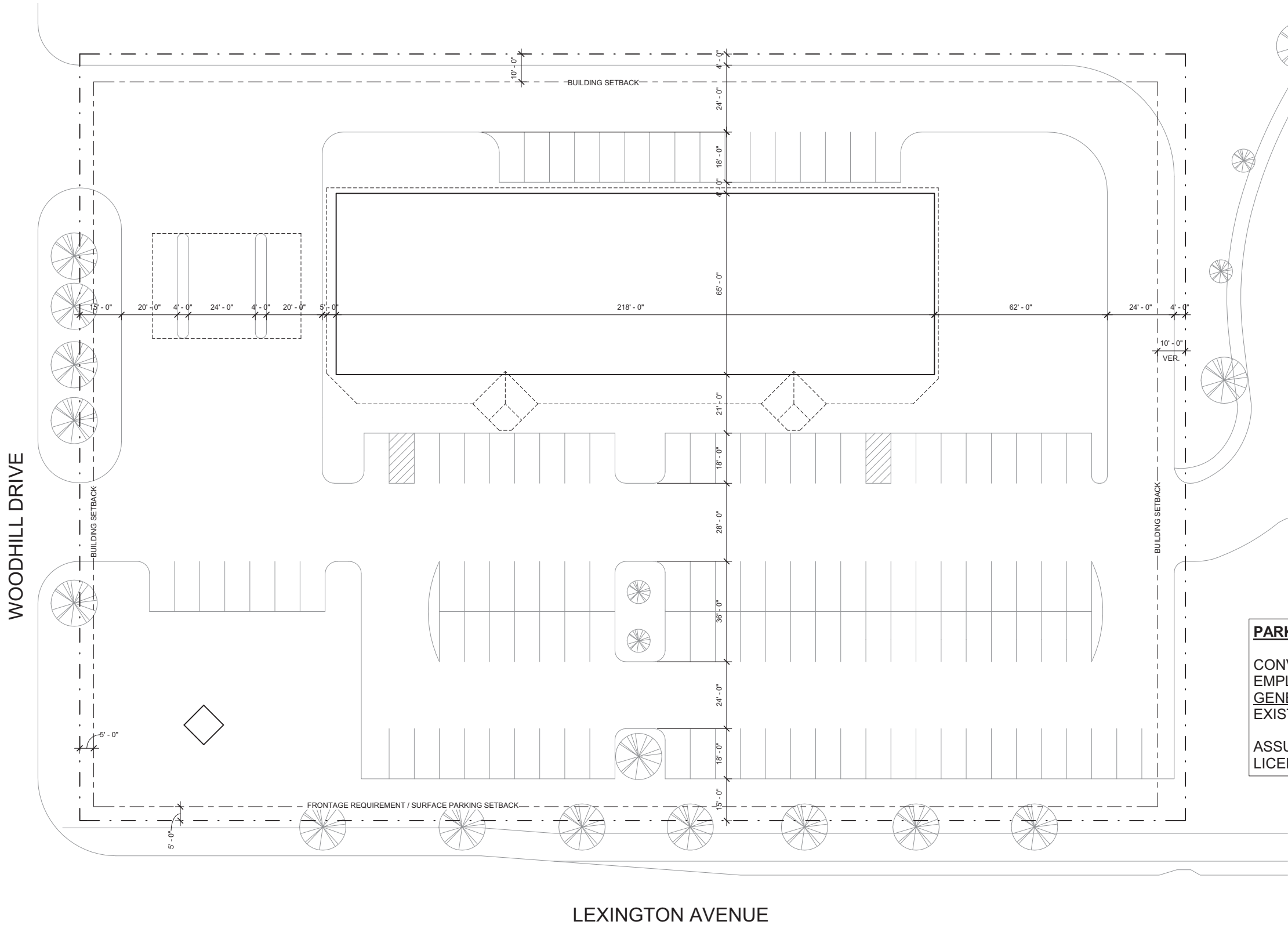
- **Organization & efficient circulation:** The new facility includes a common entry which branches into two areas for the passports and motor vehicles. There is ample room for waiting, standing room for filling out forms, and space for circulation to decrease congestion. There is an express lane for motor vehicle customers renewing vehicle tabs to alleviate congestion in the main waiting area.
- **Light & air:** Natural light is a priority for the employee work stations, waiting areas, conference room, and lunch/break room.
- **Employee benefits:** In addition to natural light, the facility includes a locker room, lunch/break room, and separate employee restrooms to provide an improved work environment for License Center employees.
- **Security & privacy:** The passport and motor vehicle work stations have partial privacy between stations for handling sensitive personal documents. The facility also has secure storage areas that are not accessible to the public.

C. Design Solution

PROGRAM SUMMARY

License Center Program	Existing Units	Existing Area (SF)	Proposed Units	Proposed Area (SF)-Low	Proposed Area (SF)-High
Offices					
Passport Work Stations	5	300	4-6	400	600
Passport Private Offices	1	50	2	240	240
Motor Vehicle Work Stations	7	525	10-12	1000	1200
Motor Vehicle Private Offices	2	170	3	360	360
Motor Vehicle Express Lane Station	1	75	1	75	100
Public Support Spaces					
Passport Photo Booths	1	24	2	50	50
Passport Service Counter	1	80	1	200	250
Passport Wait Area	1	186	1	600	800
Motor Vehicle Entry	1	200	1	200	250
Motor Vehicle General Wait Area	1	420	1	800	900
Motor Vehicle Express Lane Wait Area	1	130	1	200	250
Men's Restroom	0	0	1	150	200
Women's Restroom	0	0	1	150	200
Family Assist Restroom	0	0	1	100	100
Staff Support Spaces					
Print Room	0	0	1	150	150
Data/Server Room	1	50	1	75	75
Conference Room	1	111	1	200	300
Kitchen/Break Room	1	125	1	300	300
Locker Room	0	0	1	250	300
Janitor's Closet	0	0	1	50	50
Storage	1	100	3	150	150
Unisex Restrooms	2	100	2	150	200
SUBTOTAL		2,646		5,850	7,025
CIRCULATION		482		1,463	1,756
TOTAL		3,128		7,313	8,781

EXISTING SITE PLAN



Legend

- PROPERTY LINE
- BUILDING/PARKING SETBACK LINE

Roseville Neighborhood Business (BD) District Zoning Code - Dimensional Standards:

Table 1005-2	
Minimum lot area	No requirement
Maximum building height	35 feet
Minimum front yard building setback	No requirement
Minimum side yard building setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 20 feet or 50% of building height, whichever is greater, from residential lot boundary Otherwise not required
Minimum rear yard building setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Minimum surface parking setback	5 feet

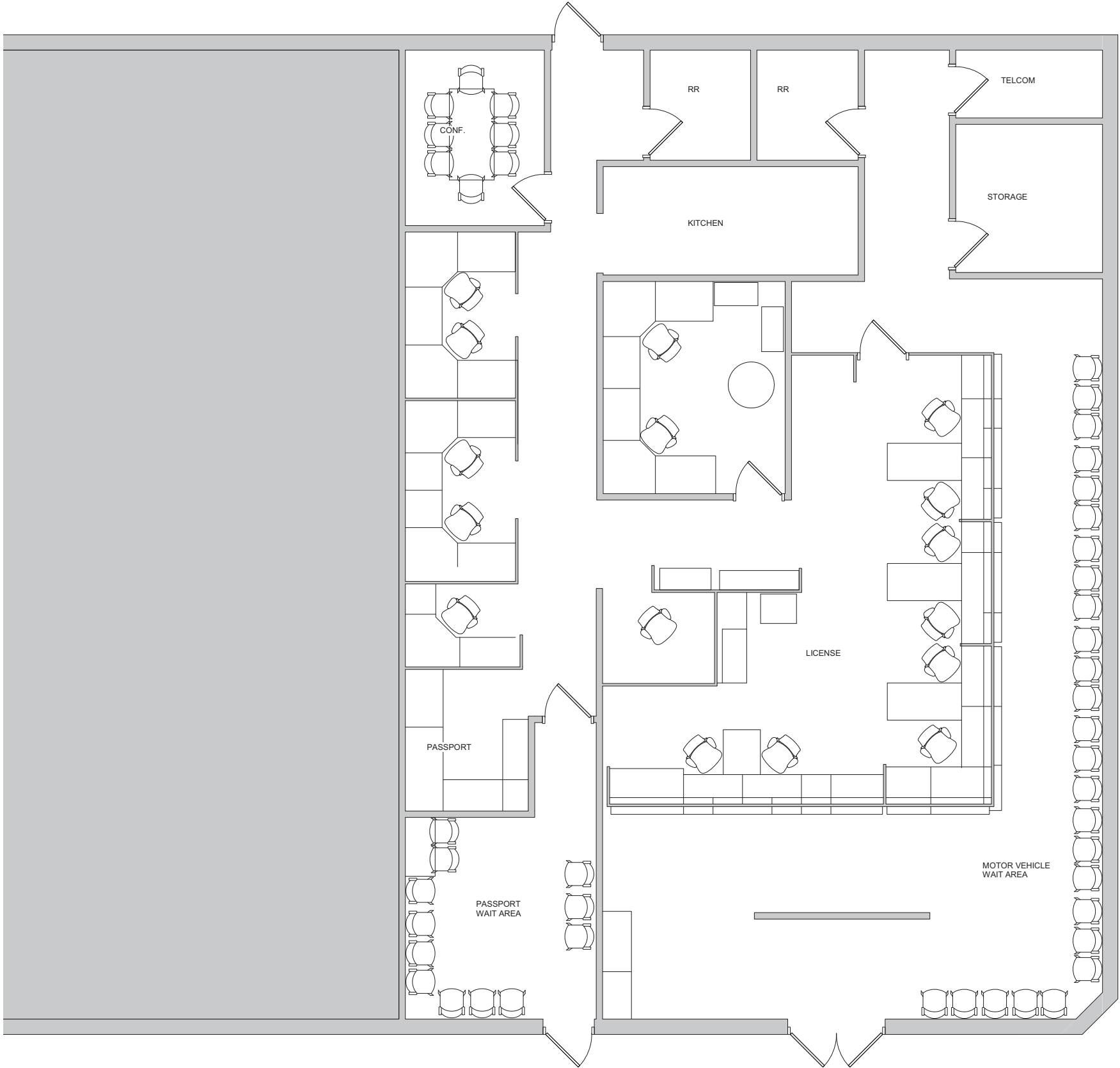
FRONTAGE REQUIREMENT PER CH.1005 NEIGHBORHOOD BUSINESS (NB) DISTRICT:

ITEM F. FRONTAGE REQUIREMENT: BUILDINGS AT CORNER LOCATIONS SHALL BE PLACED WITHIN FIVE FEET OF THE LOT LINE ON EITHER STREET FOR A DISTANCE OF AT LEAST 20 FEET FROM THE CORNER.

PARKING ANALYSIS:	
CONVENIENCE STORE PARKING:	7
EMPLOYEE PARKING:	16
GENERAL CUSTOMER PARKING:	103
EXISTING TOTAL:	126
ASSUME 50% OF GENERAL PARKING FOR LICENSE CENTER:	51

Existing Site Plan

EXISTING FIRST FLOOR PLAN



EXIST. PASSPORT & LICENSE CENTER

B3
A1.1

1/4" = 1'-0"



C. Design Solution

DESIGN PROGRAM SUMMARY

Based on the City of Roseville's comments on the preliminary design Schemes A, B, and C, we have modified Scheme B to meet the City's needs. The overall footprint of the building has been reduced, and the layout of certain program elements have been revised in the following "Scheme B Revised".

In the Revised Scheme B Site Plan, the proposed building is located in the Southeast corner of the site, allowing the existing License and Passport Center and majority of the existing parking to remain operational and accessible. In this scheme, the existing gas station will be demolished to provide for employee parking for the License and Passport Center. At the completion of the construction, the new building will share 127 parking spaces with the strip mall building until the strip mall building is demolished and further development occurs.

In the future, when or if the strip mall building is demolished, it will provide an opportunity to increase the number of parking spaces, allow expansion of the new building, and to increase of landscape buffer from the residential property to the North, and the VFW / Veterans Park to the West.

Scheme B Revised Program

License Center Program	Existing Units	Existing Area (SF)	Proposed Units	Proposed Area (SF)
Offices				
Passport Work Stations	5	300	5	550
Passport Private Offices	1	50	2	240
Motor Vehicle Work Stations	7	525	11	680
Motor Vehicle Private Offices	2	170	3	360
Motor Vehicle Express Lane Station	1	75	1	INCLUDED
Public Support Spaces				
Passport Photo Booths	1	25	2	50
Passport Service Counter	1	80	1	INCLUDED
Passport Wait Area	1	186	1	700
Lobby	1	200	1	490
Motor Vehicle General Wait Area	1	420	1	1270
Motor Vehicle Express Lane Wait Area	1	130	1	INCLUDED
Motor Vehicle Photo Booths	1	25	1	25
Unisex Restroom	0	0	1	125
Staff Support Spaces				
Data/Server Room	1	50	1	45
Conference Room	1	111	1	245
Kitchen/Break Room	1	125	1	235
Locker Room	0	0	1	165
Janitor's Closet	0	0	1	40
Storage	1	100	2	240
Unisex Restrooms	2	100	1	80
SUBTOTAL		2,672		5,540
CIRCULATION		482		1,570
TOTAL		3,154		7,110

C. Design Solution

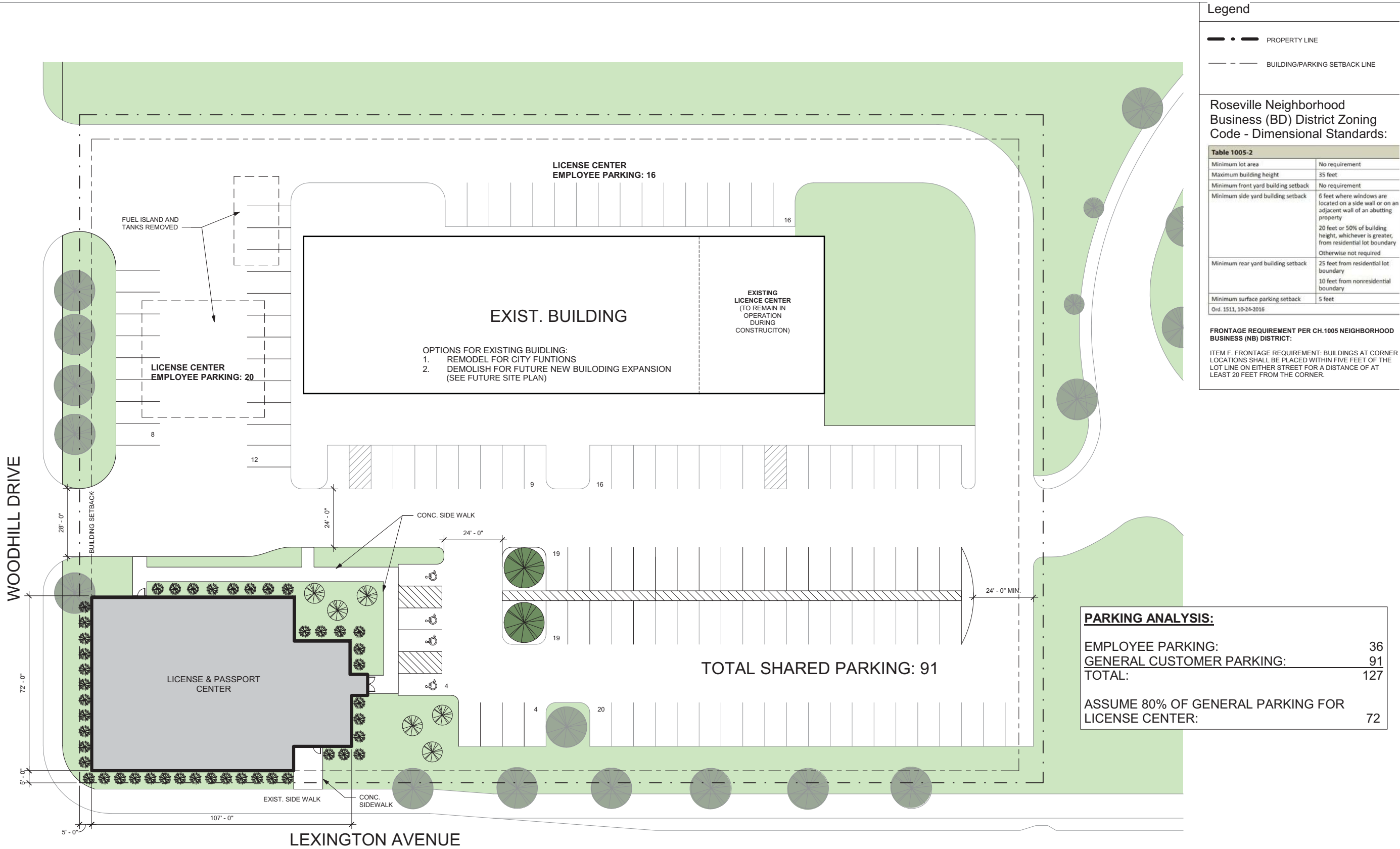
PROBABLE COSTS

Analysis of Building Space Needs

Project Budget

Scheme B Revised				Medium Low		Medium
Probable Costs		Unit	Cost / SF	Subtotals		
Construction Cost	14,220	SF	\$220.00	\$3,128,400		\$3,441,240
Site Work	1	EA		\$350,000		\$400,000
Total Construction Costs				\$3,478,400	to	\$3,841,240
Soft Cost & Contingency 20%				\$695,680	to	\$768,248
TOTAL				\$4,174,080	to	\$4,609,488

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.

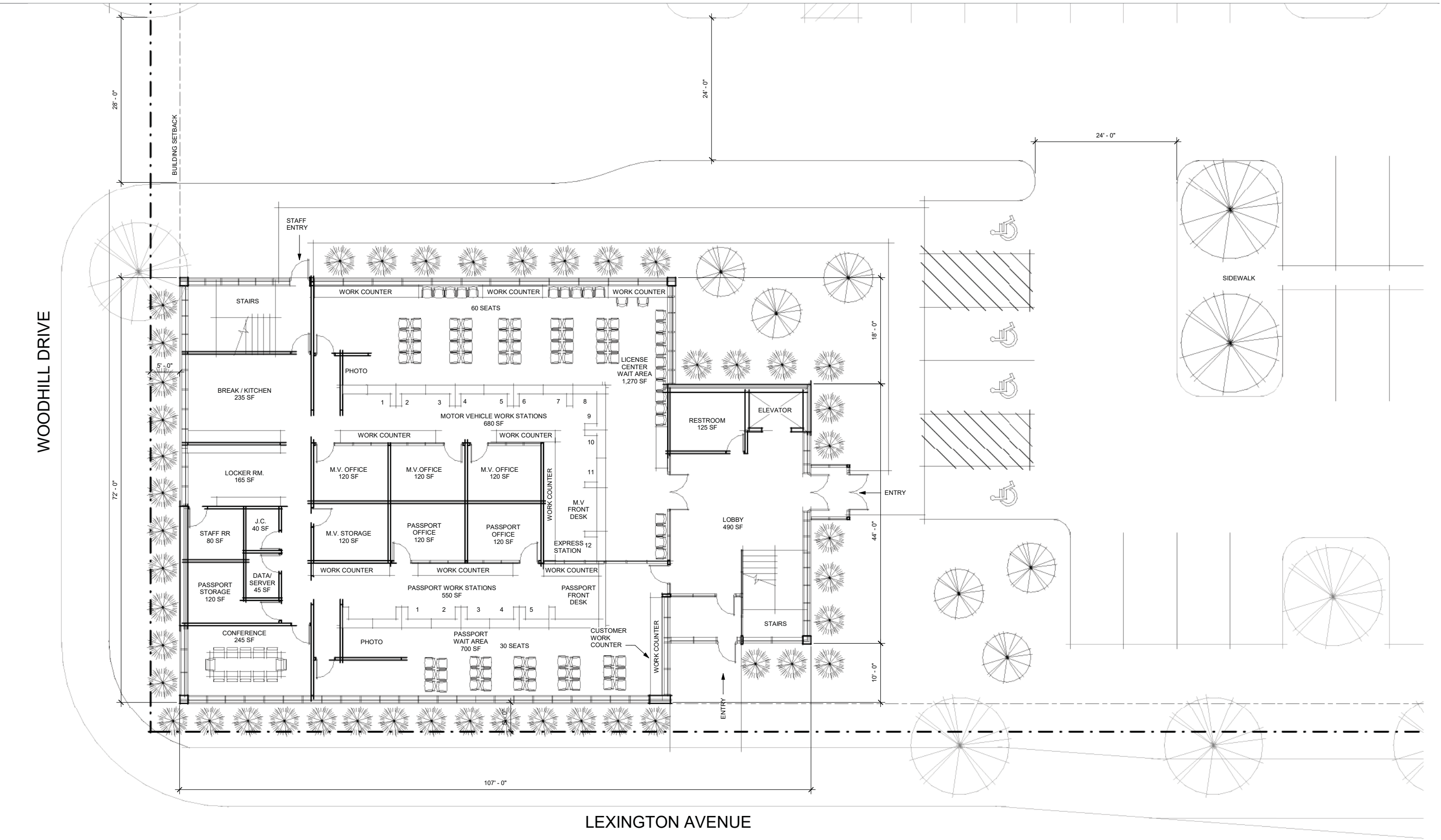


SCHEME B REVISED SITE PLAN

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D1
A0.1.b1
1" = 20'-0"

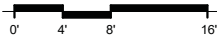




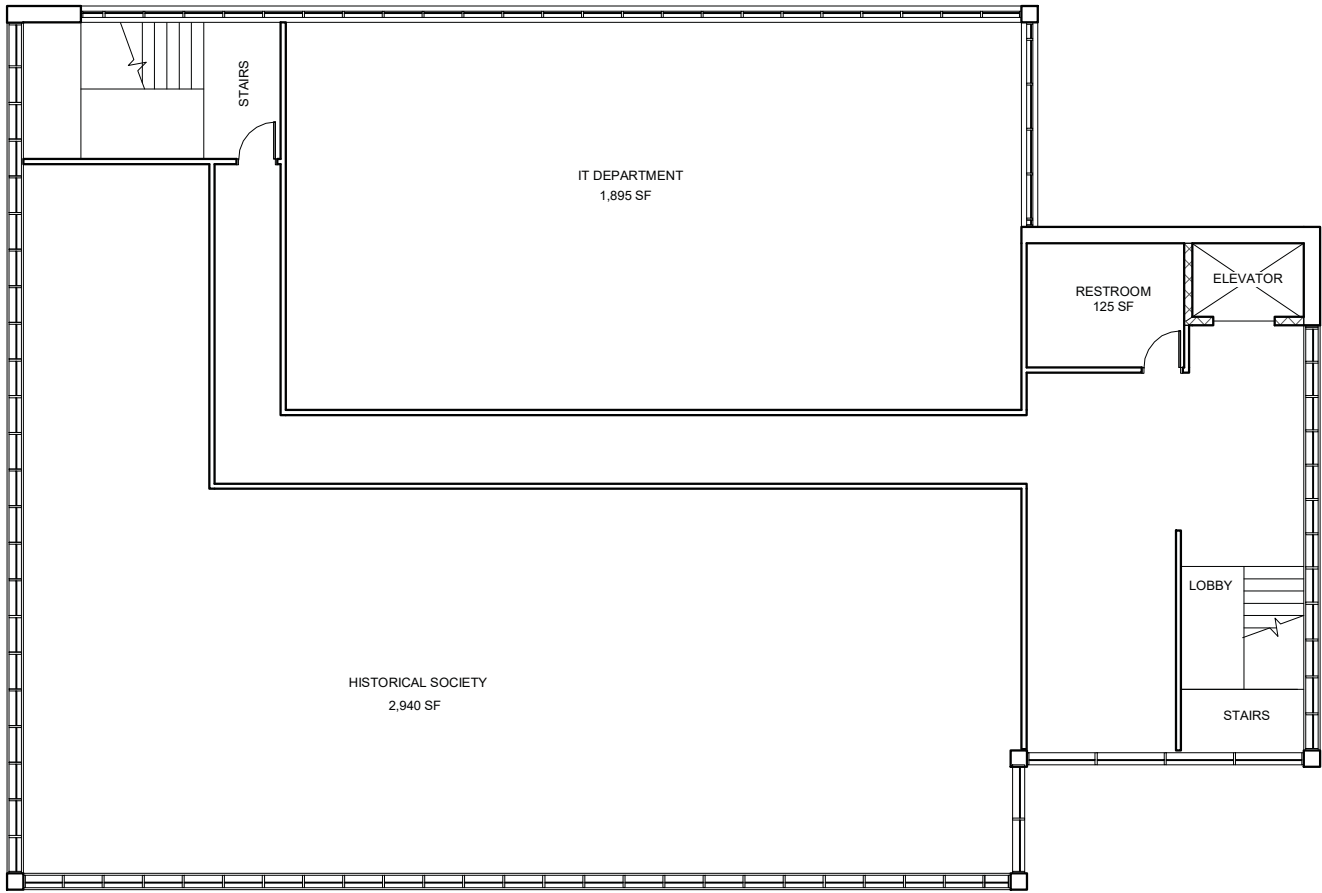
First Floor Plan - SCHEME B REVISED - 7,110 SF

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D1
A1.1b
1/8" = 1'-0"

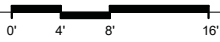


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Second Floor Plan - SCHEME B REVISED **DRAFT**

D1
A1.2b 1/8" = 1'-0"



Legend

PROPERTY LINE

BUILDING/PARKING SETBACK LINE

Roseville Neighborhood
Business (BD) District Zoning
Code - Dimensional Standards:

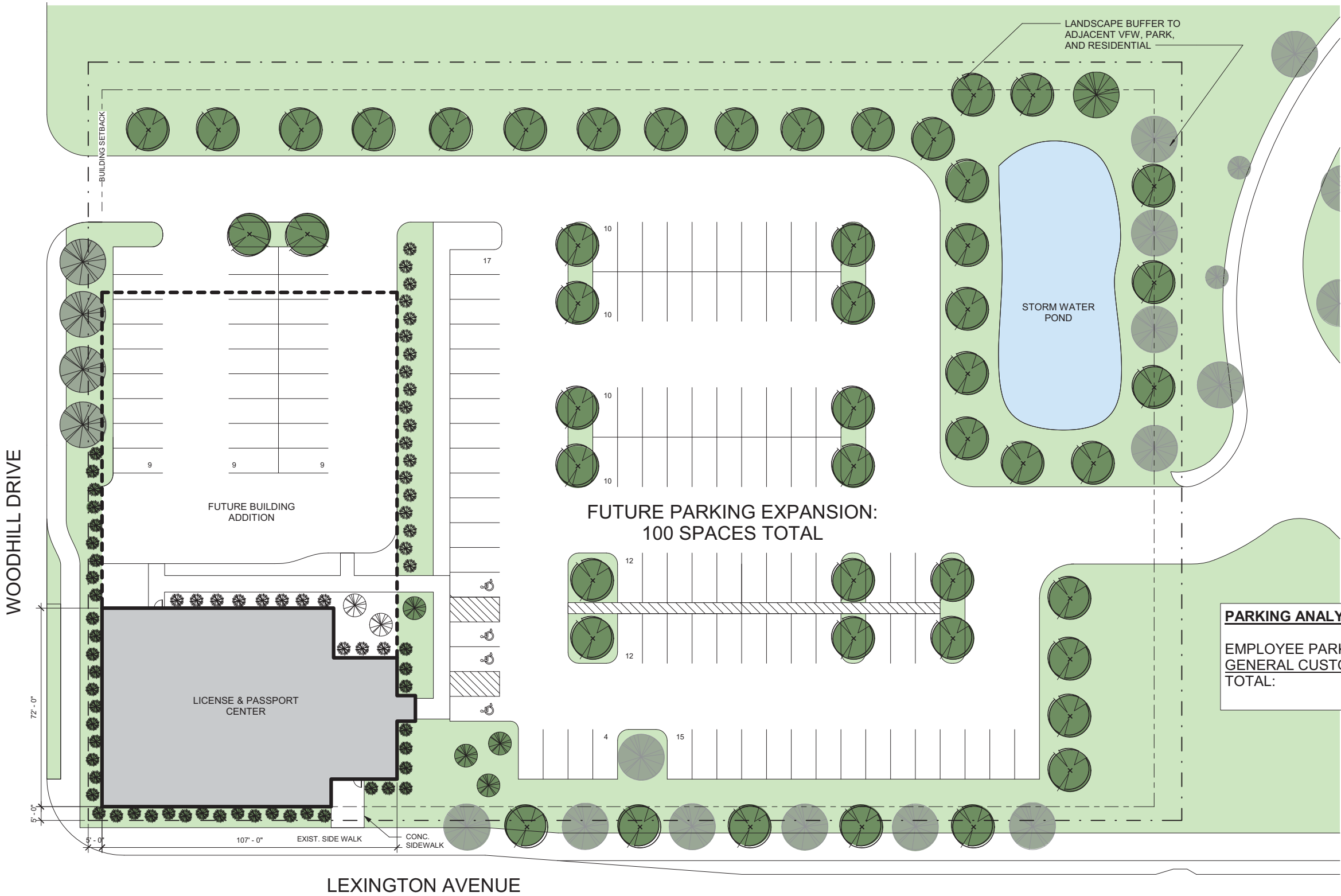
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Minimum rear yard building setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Minimum surface parking setback	5 feet

Ord. 1511, 10-24-2016

FRONTAGE REQUIREMENT PER CH.1005 NEIGHBORHOOD
BUSINESS (NB) DISTRICT:

ITEM F. FRONTAGE REQUIREMENT: BUILDINGS AT CORNER
LOCATIONS SHALL BE PLACED WITHIN FIVE FEET OF THE
LOT LINE ON EITHER STREET FOR A DISTANCE OF AT
LEAST 20 FEET FROM THE CORNER.



PARKING ANALYSIS:

EMPLOYEE PARKING:	27
GENERAL CUSTOMER PARKING:	100
TOTAL:	127

SCHEME B FUTURE SITE PLAN

DRAFT

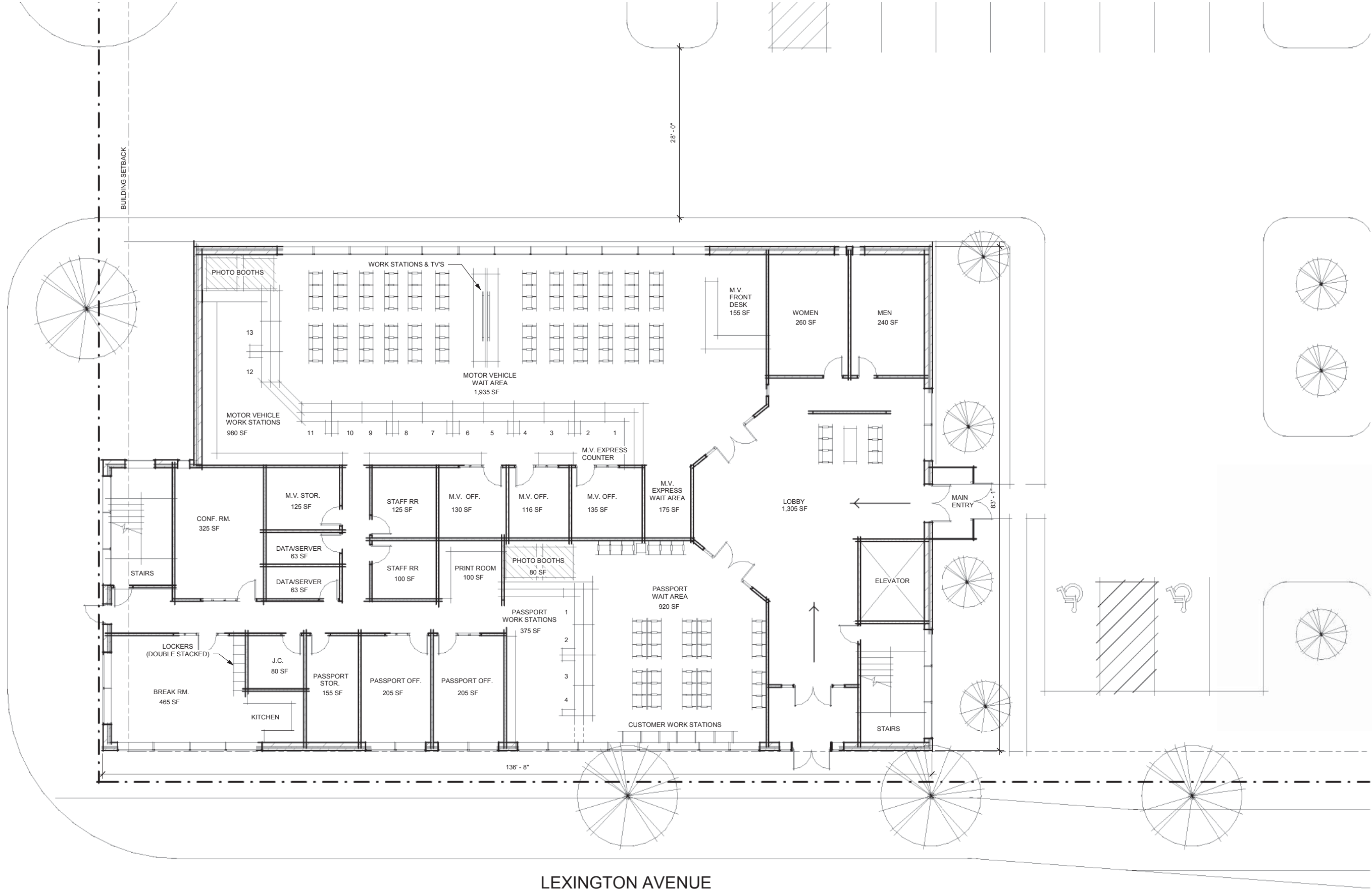


D. Resources

APPENDIX - FLOOR PLAN SCHEMES A, B, C

Based on information available on the current site, existing building program, and design requirements gathered from the research, we have generated three (3) schemes for the City's review and comments. All three schematic design solutions proposed are under the assumption that the City will be able to purchase the property of the existing License Center strip mall building. The proposed building in all three schematics are located in the Southeast corner of the property to meet the frontage requirement for the property and allow for the existing License Center to remain in operation during the construction of the new facility.

WOODHILL DRIVE

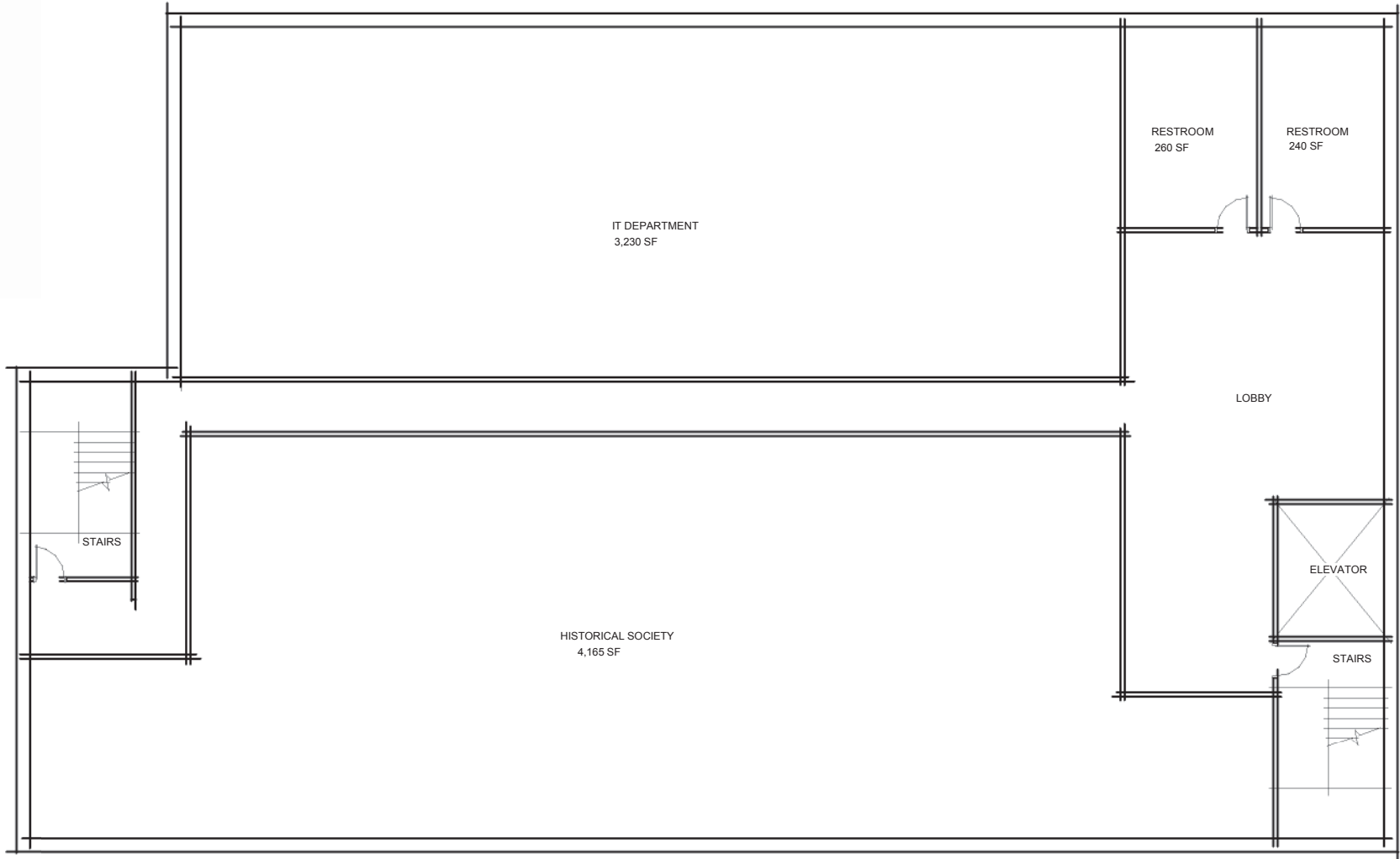


LEXINGTON AVENUE

First Floor Plan - SCHEME A - 10,900 SF

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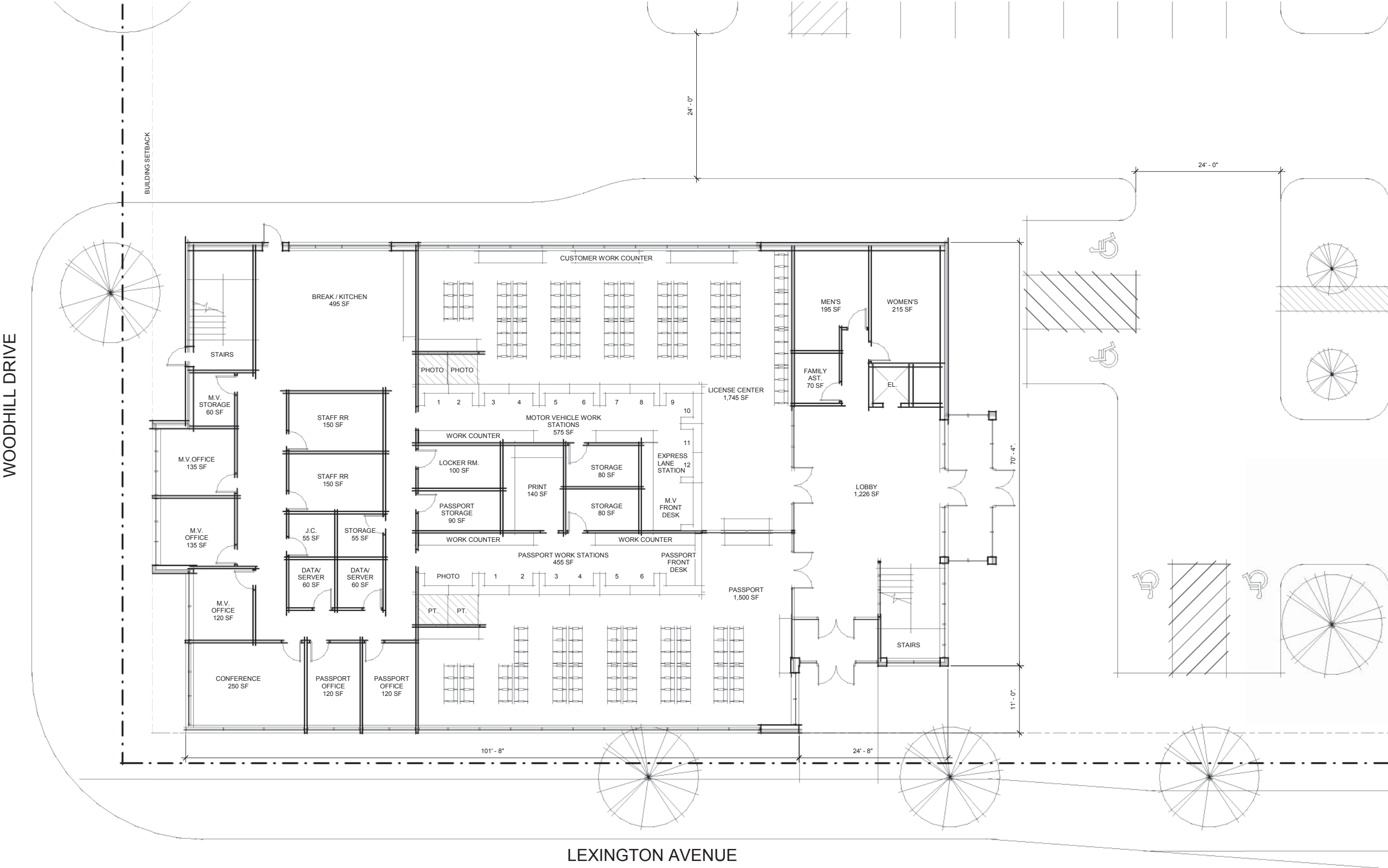


Second Floor Plan - SCHEME A

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First Floor Plan - SCHEME B - 10,330 SF

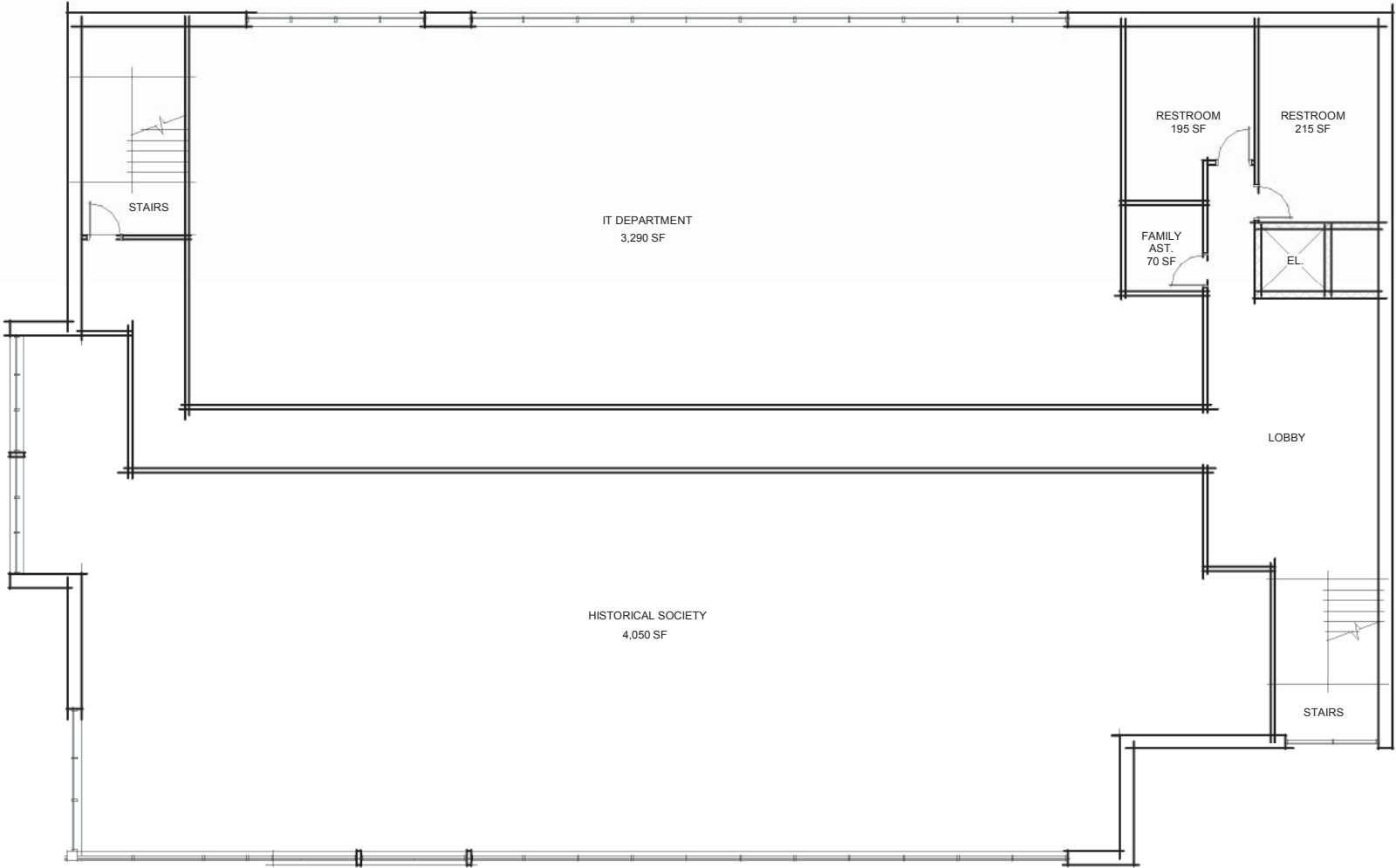
DRAFT



D1
A1.1b
1/8" = 1'-0"



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ROSEVILLE LICENSE CENTER



Second Floor Plan - SCHEME B **DRAFT**

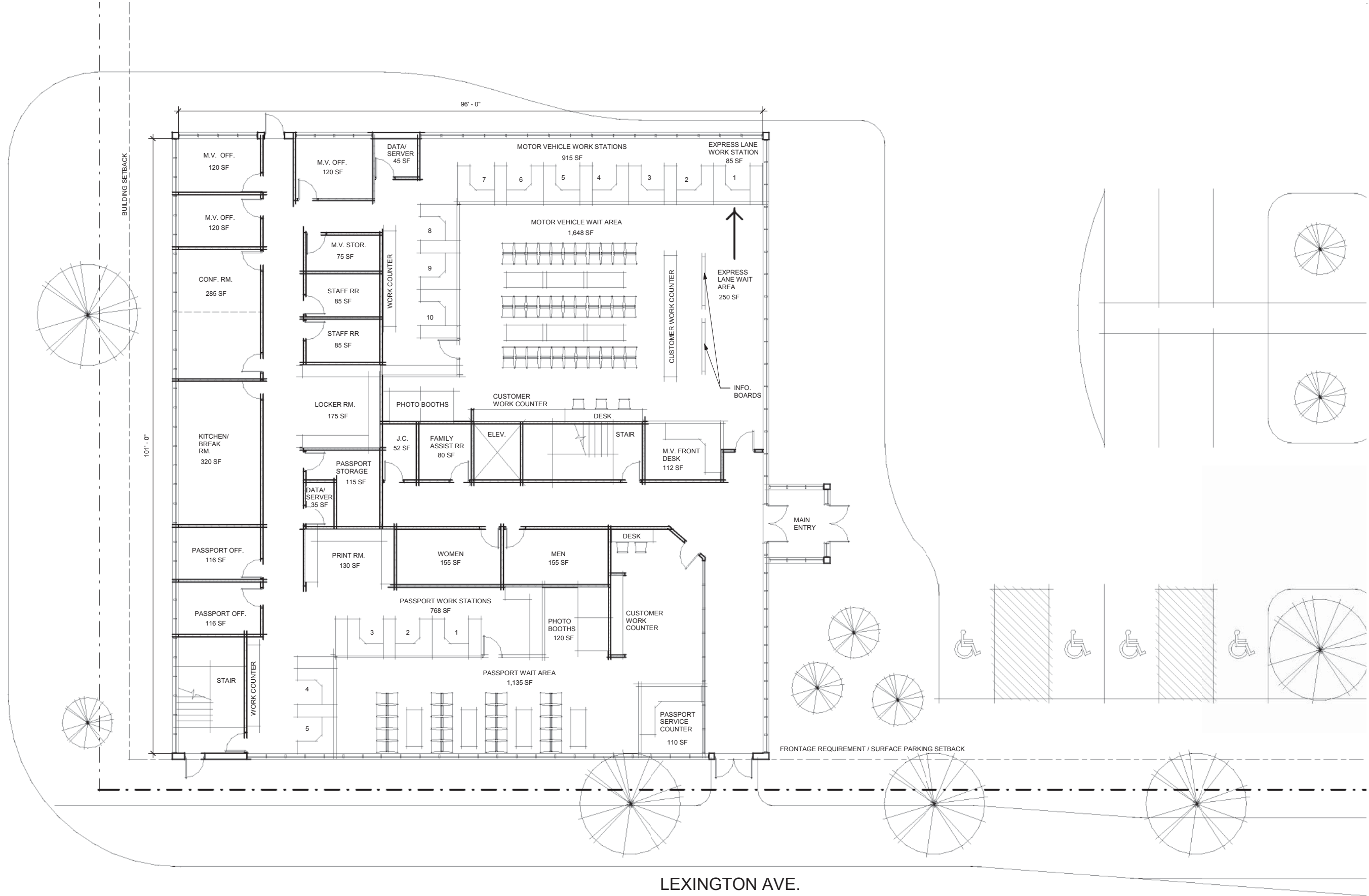
D1
A1.2b 1/8" = 1'-0"

0' 4' 8' 16'

N

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WOODHILL DRIVE

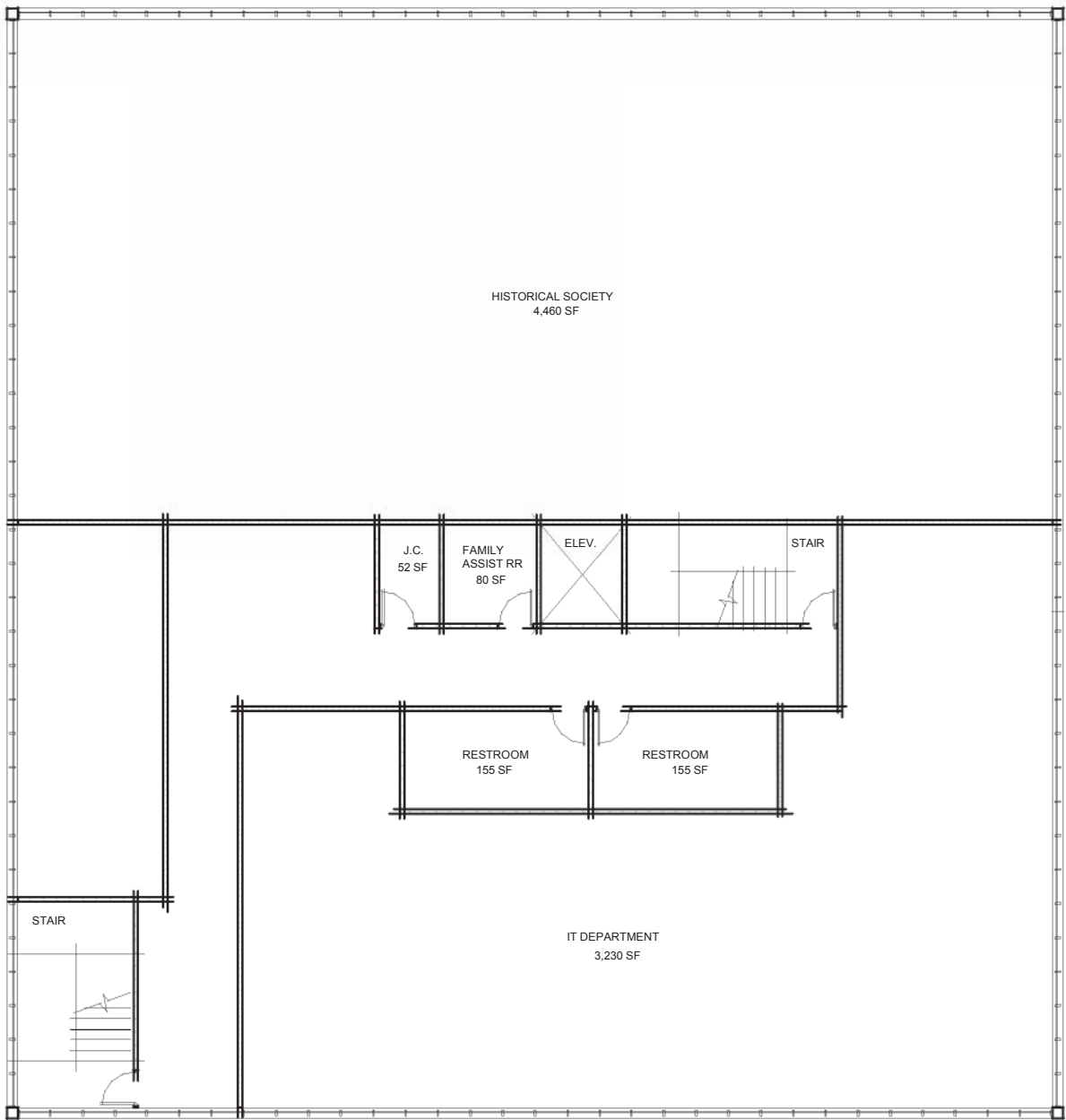


First Floor Plan - SCHEME C - 10,220 SF

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ROSEVILLE LICENSE CENTER



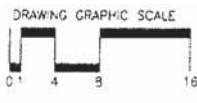
Second Floor Plan- SCHEME C **DRAFT** 

D1
A1.2c 1/8" = 1'-0"

0' 4' 8' 16'

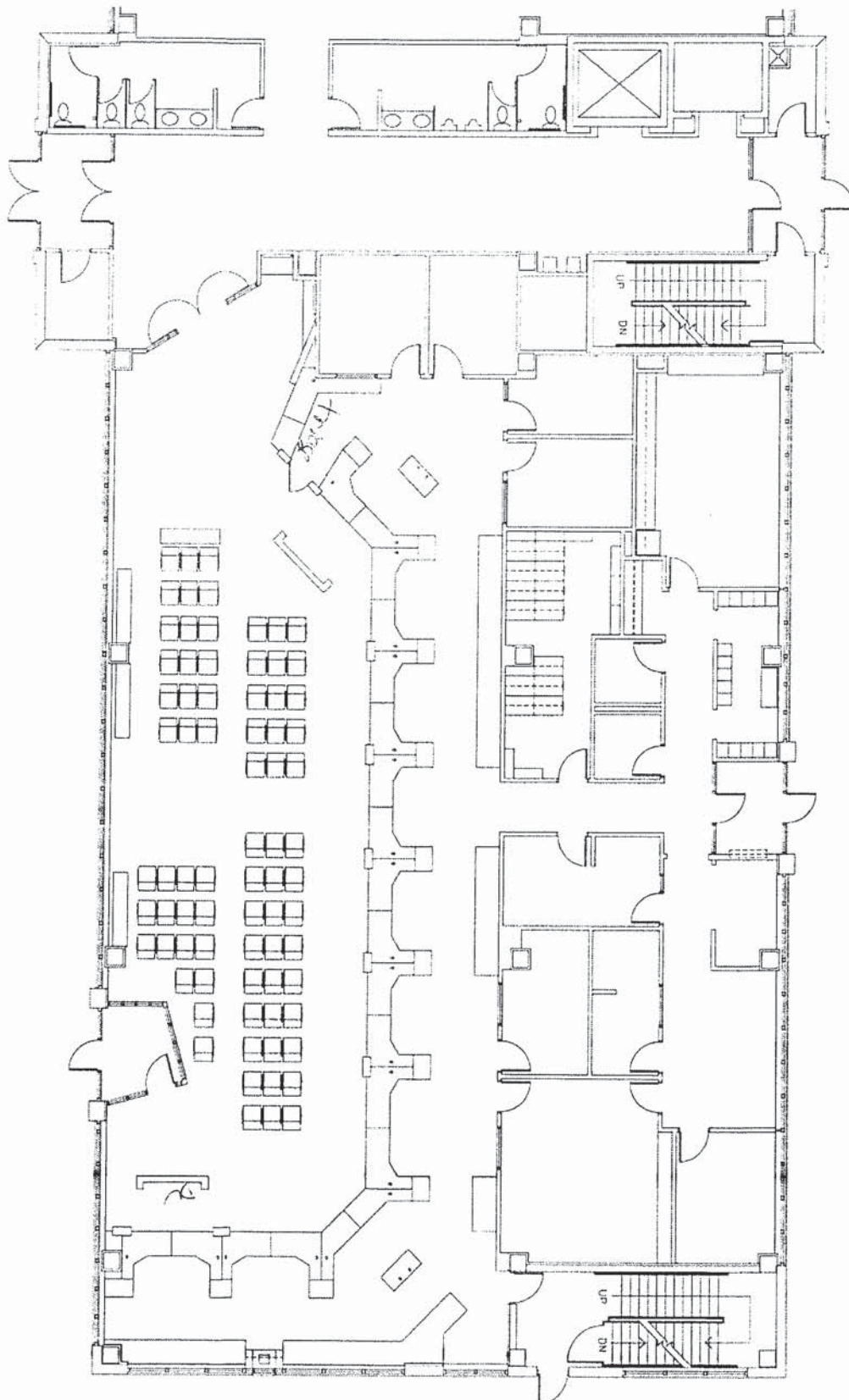
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DESIGN PRECEDENT- MAPLE GROVE LICENSING CENTER



INSITE@TSD
Your on demand workplace

1st Floor
April 2, 2010



ROSEVILLE CITY REVIEW COMMENTS

From: Pam Ryan [<mailto:Pam.Ryan@cityofroseville.com>]
Sent: Friday, March 24, 2017 9:17 AM
To: Mike Schellin
Cc: Chris Miller; Mary Dracy; Dorothy Wrzos; Ken Stone
Subject: Roseville License Center

Hi Mike,

Thank you for the Schematic Design Report and the Plan Options for the License Center. We had a chance to review and had an initial discuss in regards to the three different options.

Here are a few of the ideas and comments that came out of that discussion:

The square footage might be too large. The initial idea for the space was about 6000 S.F., that would house both the License and Passport Offices. So with the three options presented we will need to scale back a bit! Here are a few ideas to scale that down.

- Could go down to one staff restroom
- Make breakroom and kitchen smaller but comfortable
- Could decrease passport waiting area to 25-30 seats
- Only need one Data/Server room
- Don't need dedicated print room, just space behind staff counters for copiers. One on the motor vehicle side and one on passport side
- Not sure how large the common lobby needs to be, do we need two restrooms, do we need customer access to second floor?

We also discussed the layouts and things we liked and disliked about the options.

Here are a few of those ideas and thoughts:

- Liked the "horseshoe" feel in scheme B, the customers on the outer side and the staff in the middle
- Would like offices in the middle of that horseshoe
- Need an exit for staff to get out into customer area if someone needs assistance
- Move customer entrance door more toward restroom in lobby (or eliminate door all together?)
- MV front desk could be moved to use wall between passports and motor vehicle sides
- Only one driver's license camera on MV side
- Could move one passport camera area near front desk

I think this is a good place for us to start and move forward with the design for a new office.

Thank you again for all the time you have put into these designs. I look forward to hearing from you.

Feel free to contact me by phone if you want me to clarify any of the ideas or thoughts.

Pam

ROSEVILLE PROGRAM NOTES

License and Passport Center vision will be to create a building that is professional and inviting. The building needs to accommodate the current volume of business and future increases in business as well.

Exterior:

- Separate entrances for customers and staff, designated staff parking
- Common entrance for all customers, then separate entrances for passports and motor vehicle
- Common area with seating, public information, restrooms, kids area?
- Easy access into building, handicap doors ramps etc.

Motor Vehicle Area:

- Central triage area when customers walk in, queue system
- Separate line for tabs only? (go to opposite side for only tabs)
- A warm and inviting waiting area for customers (comfortable chairs, tables and chairs for filling out documents, also stand up tables)
- TV's in center of sitting area
- Seating for 60?
- Partial privacy between work stations, need to be diligent with data privacy laws and working with sensitive personal documents
- Ample space at each work station (computer, calculator, cc machine, printers, cash drawers, etc.) minimum 5 feet per station.
- Ample power to each work station, outlets and network
- Motor vehicle side should have 8-10? work stations, with at least one for ADA compliant
- Two-three standing counters behind the front counter for lead and managers to work
- Area for the driver's license camera

Passport Area:

- Two areas to take passport photos.
- Passport side should have four-six customer work station, counter height or sit down station. Same privacy issues as motor vehicle
- Seating for 40? ADA counter

ROSEVILLE PROGRAM NOTES CONTINUEDCommon Shared Area:

- Two employees only restrooms
- Private offices (three supervisor, one or two dealer, one data entry?/safe room)
- Conference room?
- Three separate and secure storage spaces
- Kitchen and breakroom areas (comfortable seating, microwave, dishwasher, coffee machine, refrigerator, computer, phone)
- Employee lockers for 12-16? Coat racks for staff

MEETING MINUTES

DESIGN MEETING

Roseville License Center and Maintenance Facility

DATE: Friday February 24, 2017

LOCATION: Roseville City Hall

ATTENDEES: Roseville – Pat Trudgeon, Chris Miller, Marc Culver
Kodet Architectural – Ken Stone, Mike Schellin, Daniel Kodet

The following items were discussed:

1. Kodet requested drawings and a tour of the license center and Maintenance facility.
 - a. License center staff interviews will be coordinated.
2. The license center has been operating at the current location for 17 years.
3. The City of Roseville intends on moving the license center into a city owned building, or purchase and develop the strip mall property where the center is currently located.
4. The City estimates that the license center requires 6,000 SF on one level; a second level has been considered for other city offices/functions.
 - a. The City has done initial programming exercises in Visio.
5. The license center provides two services: Passports and Licenses.
 - a. Passports are Federal and the staff work areas require separation from the License Center.
 - b. Customer seating and lobby can be shared between the two.
 - c. Backroom staff areas can be shared.
 - d. Separate service counters are required for the two.
6. Pam Ryan is the License Center Supervisor and will be the point person.
7. Kodet suggested staff questionnaires for the license center Staff if the schedule allows.
8. Using part of the Maintenance building as a possible location for the license center was discussed. However, the Council has indicated that the strip mall site is to be the focus of the study.
9. It is not the intent to keep the other strip mall tenants on the site after developing the new license center.
10. One consideration of the study would be to look at how the current license center can stay operational throughout the construction.
 - a. Customers can go to other locations so it's important to keep the center open for customers.
11. The City's IT staff, currently 17 employees, are currently spread out and could be relocated to the new license center building; would require an estimated 2,000 SF for 12 of the staff.
12. The Roseville Historical Society could also be located in the new building; would require an estimated 1,000 SF for offices and possibly 2,000 SF for public display space.
13. A number of offices and separate meeting spaces in the License center would be required.
14. The current license center occupies 3,300 SF in the strip mall.
15. The total site is 2.5 acres.
16. A survey and permit drawing of the strip mall were provided by the City.
17. The strip mall is a 23 year old building.
 - a. There have been parking lot and drainage problems.
 - b. The condition of the roof is being reviewed.
18. If the strip mall property cannot be purchased options to stay in the strip mall and expand or take over other tenant space would have to be pursued.
19. The VFW site was considered by the Council however it is not available for sale.
20. The overall intent is to develop and capitalize on the connection with the main city campus, so it's clear where to go for all city services.
21. The City indicated that they have on average 500 cars a day with peak over 600 at the License Center.
22. The City has estimated that 40 parking spaces would be required.
23. The license center has 20 employees, for both Passport and License staff, with 15-16 working at a time.

MEETING MINUTES

24. The current license center is ADA accessible.
25. Access to public restrooms is required. However, they are seldom used.
26. Passport processing time can be up to an hour.
27. There are currently two lines for passports and that is not sufficient.
28. The upcoming requirement for enhanced license may trigger more customer traffic; January 2018 is the cutoff date.
29. The City does their own IT; full support, security, computers, etc.
30. Security will be a big consideration with the new license center.
 - a. They have a safe and secure storage room; secure storage is required for all tabs and license plates.
31. The license center provides TV for the customers.
32. The maintenance facility is the secondary part of the project.
33. Plans, staff list and vehicle lists of the maintenance facility were requested by Kodet.
34. Visits to other Kodet designed maintenance facilities could be coordinated if desired.
35. There is currently a need for seasonal, maintenance, parks, and recreation storage.
36. There is a deficiency in maintenance facility yard space.
37. The City is looking for recommendations on how they can better use their current maintenance facilities recognizing that they will not be building a new maintenance facility in the short term.
38. The City is currently leasing a 6,000 SF storage facility that is mostly filled with impound vehicles. This leased space may not be available in the future.
39. The 2003/2004 remodel of the current maintenance facility increased the vehicle maintenance bay area. However, the facility still has operational issues.
40. The current wash bay isn't wide enough and is not a drive through, making it difficult to use.
41. Sand/salt is stored on the site. However, they don't have covered storage for any other materials.
42. Seasonal storage includes street maintenance equipment, patching equipment, sweepers, etc.
43. A tour of both the license center and maintenance facility will be coordinated for next week.
44. The City will look into existing drawings, soils information, gas tank locations, environmental, etc.

Next Meeting: Facilities Tours to be coordinated for next week, 10:00am suggested.

End of meeting minutes.

The above is a summary of the items discussed indicating decisions regarding the project. It is not meant to be totally inclusive. Normal interpretations and coordination, as part of professional services, can and will change the design. Such interpretations and coordination will be consistent with the overall direction and history of the project. Please review and respond with any changes, additions or clarifications within five working days.

MEETING MINUTES

MEETING MINUTES

DATE: Thursday March 2, 2017 @ 10:00 AM

LOCATION: Roseville License Center

RE: Roseville License Center

ATTENDEES: Roseville License Center – Pam Ryan Senden, Dorothy Wrzos
Kodet Architectural- Ed Kodet, Ken Stone, Mike Schellin

The following items were discussed:

1. Kodet met with Ms. Senden and Ms. Wrzos at the Roseville License Center, Located at 2737 Lexington Ave. N. Roseville MN.
 - a. The Center includes two distinct operations; the Licensing Center and the Passport Center. With Federal regulations controlling the Passport operations, several functions require separation between the two agencies.
 - b. There is the ability to share only some of the building functions. This was a change from the ‘visio’ layout, which had more of a shared option that the City had been considering.
 - i. Possible Shared Functions
 1. Breakroom/Lunchroom
 2. Storage, including a safe (for secure sticker storage).
 3. Conference Room/Meeting Space
 4. Locker Area
 5. Bathrooms
2. The Current leased space within the ‘mall’ building is roughly 3,300 S.F.
3. The Current layout utilizes an express lane for vehicle license tabs that is utilized to reduce the wait times for the overall facility
4. The Center has a total of 19 Staff.
 - a. Passports: 4 staff plus one supervisor (5 total)
 - b. Licensing: 14 staff
5. The Center has 8 service/work stations. The Passport side has 2 service/work stations
 - a. Each workstation is not large enough to accommodate all of the required pieces of technology that the employees use.
 - b. It was discussed that a 5’-0” wide work surface would be required.
 - c. Two workstations share a printer.
6. Security/Technology infrastructure is handled by the City IT department.
7. The Center currently has room for 30 seated or waiting customers.
8. Center Staff had recently visited the Hennepin County – Maple Grove Licensing Center.
 - a. This location had several features that the staff liked.
 - i. Comfortable seating for 60, with amenities such as TV screens to better the customer experience.
 - ii. Separate employee functions; Lunchroom, Restrooms, Storage, Locker area, ect.
 - iii. The Maple Grove Building is Roughly 4,100 S.F.
 - iv. Another similar facility is in Brooklyn Center (Shingle Creek).
9. Other wishes for an improved facility:
 - a. A front welcome desk to greet customers and direct them to the correct location.
 - i. Needs plenty of waiting space so not to cause a backup
 - ii. Keep the Express Lane
 - b. Large windows with lots of natural light
 - c. 10 service/work stations, or as many as 12, in lieu of 8 as existing.
 - d. Efficient site circulation and parking

MEETING MINUTES

- e. Meeting Room/Training Room
 - f. Two restrooms for employees, one for the public.
 - g. Flexible height photo station.
 - h. Initial discussions have indicated that roughly 6,000 S.F is required for the Licensing Center to function efficiently.
10. Ideally the current licensing center would remain operational while a new facility is being constructed on-site.

Next Meeting- T.B.D

End of meeting minutes.

The above is a summary of the items discussed indicating decisions regarding the project. It is not meant to be totally inclusive. Normal interpretations and coordination, as part of professional services, can and will change the design. Such interpretations and coordination will be consistent with the overall direction and history of the project. Please review and respond with any changes, additions or clarifications within five working days.

Submitted By
KODET ARCHITECTURAL GROUP, LTD.

Cc. All Attendees
Kodet File

Zoning Map

The Official Zoning Map adopted by the City Council on December 13, 2010 in Ordinance 1402 is the final authority with regard to the zoning status of any property. It is on file in the Community Development Department at City Hall.

The zoning designations shown on this map must be interpreted by the Community Development Department. See Water Management Overlay District Map for additional boundaries.

Zoning Designations

Residential

- LDR-1 - Low Density Residential-1
- LDR-2 - Low Density Residential-2
- MDR - Medium Density Residential
- HDR-1 - High Density Residential-1
- HDR-2 - High Density Residential-2

Commercial

- NB - Neighborhood Business
- CB - Community Business
- RB - Regional Business
- RB-2 - Regional Business-2

Employment

- I - Industrial
- O/BP - Office/Business Park

Mixed Use

- CMU-1 - Community Mixed Use-1
- CMU-2 - Community Mixed Use-2
- CMU-3 - Community Mixed Use-3
- CMU-4 - Community Mixed Use-4

Public / Institutional

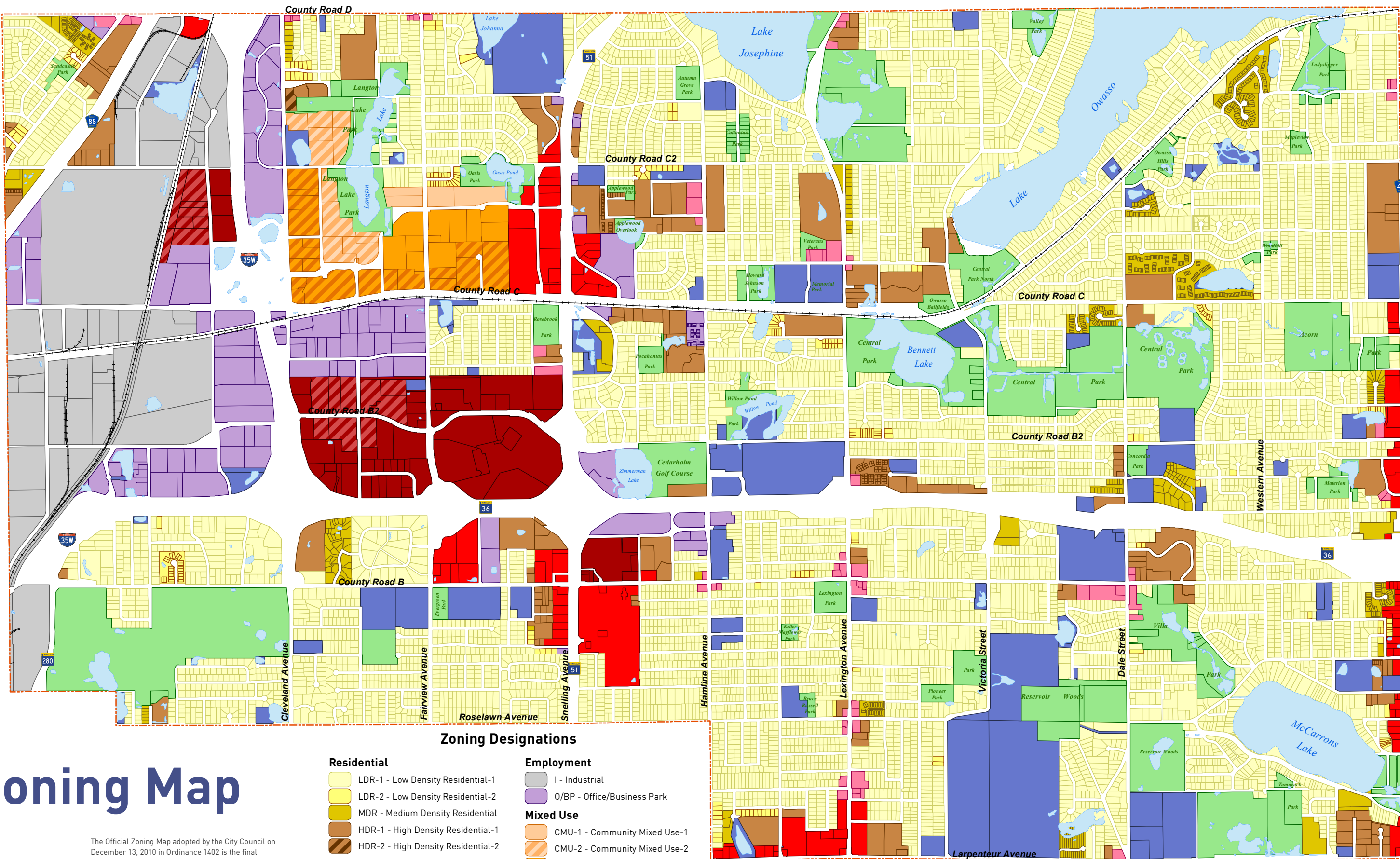
- INST - Institutional
- PR - Park and Recreation

Data Sources

- * Ramsey County GIS Base Map (1/4/2017)
- * City of Roseville Community Development

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 purposes 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.

0 500 1,000 1,500
Feet



Summary of City Zoning Districts

Residence Districts

LDR-1 Low Density Residential - 1 District

The LDR-1 District is designed to be the lowest density residential district. The intent is to provide for a residential environment of predominantly low-density, one-family dwellings, along with related uses such as open space, public services and utilities that serve the residents in the district. The district is established to stabilize and protect the essential characteristics of existing residential areas, and to protect, maintain and enhance wooded areas, wetlands, wildlife and plant resources, and other sensitive natural resources.

LDR-2 Low Density Residential - 2 District

The LDR-2 District is designed to provide an environment of one-family dwellings on small lots, two-family and townhouse dwellings, along with related uses such as open space, public services and utilities that serve the residents in the district. The district is established to recognize existing areas with concentrations of two-family and townhouse dwellings, and for application to areas guided for redevelopment at densities up to 8 units per acre or with a greater diversity of housing types.

MDR Medium Density Residential District

The MDR District is designed to provide an environment of varied housing types at an overall density of 5 to 12 units an acre, including single-family attached housing, small multi-family buildings, two-family and small-lot one-family dwellings, along with related uses such as open space, public services and utilities that serve the residents in the district. The district is intended to promote flexible development standards for new residential developments and to allow innovative development patterns, consistent with the Comprehensive Plan.

HDR-1 High Density Residential – 1 District

HDR-2 High Density Residential – 2 District

The HDR-1 and HDR-2 Districts are designed to provide an environment of predominantly high-density housing types, including manufactured-home communities, large and small multi-family buildings and single-family attached dwellings, at an overall density exceeding 12 units per acre, along with along with related uses such as open space, public services and utilities that serve the residents in the district. The district is intended to promote flexible development standards for new residential developments and to allow innovative development patterns, consistent with the Comprehensive Plan.

Business Districts

NB Neighborhood Business District

The Neighborhood Business District is designed to provide a limited range of neighborhood scale retail, service, and office uses in proximity to residential neighborhoods or integrated with residential uses. The NB district is also intended to:

1. Encourage mixed use at underutilized retail and commercial intersections;
2. Encourage development that creates attractive gateways to City neighborhoods;
3. Encourage pedestrian connections between Neighborhood Business areas and adjacent residential neighborhoods;
4. Ensure that buildings and land uses are scaled appropriately to the surrounding neighborhood; and
5. Provide adequate buffering of surrounding neighborhoods.

CB Community Business District

The Community Business District is designed for shopping areas with moderately scaled retail and service uses, including shopping centers, freestanding businesses, and mixed-use buildings with upper-story residential uses. CB Districts are intended to be located in areas with visibility and access to the arterial street system. The district is also intended to:

1. Encourage and facilitate pedestrian, bicycle and transit access; and
2. Provide adequate buffering of surrounding neighborhoods.

RB Regional Business District

RB-2 Regional Business – 2 District

The RB Districts are designed for businesses that provide goods and services to a regional market area, including regional-scale malls, shopping centers, large-format stores, multi-story office buildings and automobile dealerships. RB Districts are intended for locations with visibility and access from the regional highway system. The districts are also intended to:

1. Encourage a “park once” environment within districts by enhancing pedestrian movement and a pedestrian friendly environment;
2. Encourage high quality building and site design to increase the visual appeal and continuing viability of development in the RB District; and
3. Provide adequate buffering of surrounding neighborhoods.

CMU-1 Community Mixed Use-1 District

CMU-2 Community Mixed Use-2 District

CMU-3 Community Mixed Use-3 District

CMU-4 Community Mixed Use-4 District

The Community Mixed-Use Districts are designed to encourage the development or redevelopment of mixed-use centers that may include housing, office, commercial, park, civic, institutional, and open space uses. Complementary uses should be organized into cohesive districts in which mixed- or single-use buildings are connected by streets, sidewalks and trails, and open space to create a pedestrian-oriented environment. The CMU Districts are intended to be applied to areas of the City guided for redevelopment or intensification.

Employment Districts

O/BP Office/Business Park District

The Office/Business Park District is designed to foster the development of business parks that integrate complementary employment and related uses in an attractive, efficient and functional environment. The district is also intended to:

1. Provide readily accessible services for employees;
2. Provide pedestrian, bicycle, and transit connections to and through the business park;
3. Maintain and improve the quality of the natural landscape within the business park; and
4. Provide appropriate transitions to surrounding neighborhoods and districts.

I Industrial District

The Industrial District is designed to provide suitable sites for manufacturing, assembly, processing, warehousing, laboratory, distribution, related office uses, and truck/transportation terminals. The district is also designed to:

1. Minimize any external physical effects of such operations on surrounding less intensive uses;
2. Encourage and facilitate pedestrian, bicycle, and transit access throughout the industrial areas of the city; and
3. Encourage development of an attractive and well landscaped physical environment within the industrial areas of the city.

Institutional District

INST Institutional District

The Institutional District is designed to:

- A. Permit and regulate a variety of governmental, educational, religious, and cultural uses that provide important services to the community. These uses are not located within a particular geographic area and are often in proximity to lower-density residential districts.
- B. Require appropriate transitions between higher-intensity institutional uses and adjacent lower-density residential districts.
- C. Encourage sustainable design practices that apply to buildings, private development sites, and the public realm in order to enhance the natural environment.

Park and Recreation District

PR Park and Recreation District

Park and Recreation District applies to public and private lands oriented toward active and/or passive recreational opportunities that are predominantly outdoors. The purpose of the Parks and Recreation district is to establish regulations that will support the natural and manufactured amenities identified in the Roseville Parks and Recreation System Master Plan and Ramsey County Parks and Recreation System Plan, to facilitate high quality recreational experiences elsewhere, and to ensure that such recreational structures and activities are located and arranged so as to minimize potential negative and maximize positive impacts to surrounding properties.