



City Council Agenda

Monday, July 26, 2010

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|---|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for July: Roe, Pust, Johnson, Ihlan, Klausing |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report |
| 6:15 p.m. | 5. Recognitions, Donations, Communications
a. Emergency Foodshelf Network in Roseville |
| 6:25 p.m. | 6. Approve Minutes
a. Approve Minutes of July 19, 2010 Meeting |
| 6:30 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve Business Licenses
c. Approve One Day Gambling Permit for Central Park Foundation
d. Accept Target Donation for National Night Out/Night to Unite
e. Adopt a Resolution affirming the July 19, 2010 Reappointment of Susan Elkins to the Housing and Redevelopment Authority
f. Approve Bid for Repaving South Skating Center Parking Lot
g. Approve Right of Entry and Waiver of Trespass for 1885 – 1915 County Road C West (Phase 2 Twin Lakes Infrastructure Project) |
| 6:40 p.m. | 8. Consider Items Removed from Consent |

9. General Ordinances for Adoption

10. Presentations

- 6:50 p.m. a. Joint Meeting with the Housing and Redevelopment Authority

11. Public Hearings

12. Business Items (Action Items)

- 7:30 p.m. a. Consider Request for City Abatement for Unresolved Violation of City Code at 959 Brenner
- 7:40 p.m. b. Consider Request for City Abatement for Unresolved Violation of City Code at 1890 Hamline Avenue
- 7:50 p.m. c. Discuss Public Purpose of Creating an Economic Development Tax Increment Financing (TIF) District to Assist with the Development of Applewood Pointe at Langton Lake and Consider a Resolution to Set a Public Hearing for Proposed TIF District No. 19

13. Business Items – Presentations/Discussions

- 8:10 p.m. a. Discuss Zoning Map and Zoning Code
- o Land Use Designation for Industrial Area at Terminal Road and Walnut Street
 - o Residential Lot Size
- 8:40 p.m. b. Discuss Adoption of a new Zoning Text Amendment and Adoption of New Regulations for Title 10, Zoning Regulations, pertaining to the Residential Districts
- 9:20 p.m. c. Continue Discussion on the 2011 Priority-Based Budgeting

9:50 p.m. **14. City Manager Future Agenda Review**

9:55 p.m. **15. Councilmember Initiated Items for Future Meetings**

16. Adjourn

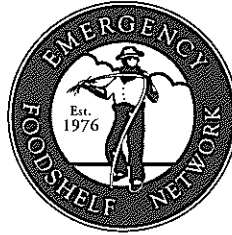
Some Upcoming Public Meetings.....on the next page

Council Agenda - Page 3

Tuesday	Jul 27	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	Aug 3	6:30 p.m. 8:00 p.m.	Parks & Recreation Commission (Natl Night Out until 8:00 p.m.)
Wednesday	Aug 4	6:30 p.m.	Planning Commission
Monday	Aug 9	6:00 p.m.	City Council Meeting
Tuesday	Aug 10	6:30 p.m.	Human Rights Commission
Wednesday	Aug 11	6:30 p.m.	Ethics Commission
Monday	Aug 16	6:00 p.m.	City Council Meeting
Tuesday	Aug 17	6:00 p.m.	Housing & Redevelopment Authority
Monday	Aug 23	6:00 p.m.	City Council Meeting

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

Item: 5.a
Date: 7/26/10



Craig Klausing
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Emergency Foodshelf Network
8501 54th Avenue North
New Hope, MN 55428

June 30, 2010

Dear Mayor Klausing,

As you are aware, the number of families in need of hunger assistance is on the rise. According to the 2009 report *Hunger and Homelessness in US Cities*, in Minneapolis alone, the need for hunger assistance has increased 49 percent from 2008. Roseville has been no exception. We at Emergency Foodshelf Network want to partner with you to serve this growing demand.

The mission of Emergency Foodshelf Network (EFN) is to provide high quality food and essential support services for hunger relief programs in the community. With each donation EFN receives, we are able to support over 230 hunger relief programs. In the last few years EFN has broadened our reach to include middle-class families experiencing financial hardship. Fare For All Express is one of our newest and most successful programs to date.

The program's purpose is to provide families with the highest quality groceries at the lowest possible price. The program is open to anyone looking to stretch their budget. With our partners' help, we are able to offer groceries at 30-50 percent off local supermarket prices. We provide these discounts so our customers reap the greatest benefits without compromising nutritious value. The following are a few things that will help us expand our program in Roseville:

- Invite an EFN representative to speak at a City Council meeting.
- Include Fare For All information in your website, newsletters, and updates.
- Distribute a Fare For All flyer to various city locations.

I have taken the time to visit with many citizens of Roseville, and I am amazed by their ingenuity, charity, and perseverance. As Mayor of this special city, I ask that you consider methods by which EFN and Fare For All can better reach your constituents. Because we are a non-profit organization, we are limited in our marketing efforts, and we welcome any assistance available. I am asking your help in these tasks—help us to help Roseville.

Thank you for attention to this important issue.

Sincerely,

Sophia Lenarz-Coy
Outreach Coordinator

Anthony Hunt
Outreach Intern

HOW CAN I PARTICIPATE?

1. Visit Fare For All Express on the web at www.fareforall.org or talk with the staff at Love INC of Northwest Ramsey County to learn more.
2. Spend time volunteering in your community! Find something you enjoy doing—pitch in at a local school, church or other community organization, help your neighbors, friends and relatives. Report your estimated time spent when you pick up your packages each month.
3. Visit Real Life Church on distribution day to purchase Fare For All Express packages and take them home that same day! Purchase packages with cash, EBT, credit or debit cards.

4. Return the following month for more great food at a great price!



FARE FOR ALL EXPRESS!

Real Life Church
2353 Chatsworth St. N
Roseville, MN 55113

Tuesdays
3:00-5:00 pm

2010 Dates
February 16
March 16
April 13
May 18
June 15
July 20
August 17
September 14
October 12
November 9
December 7

*Fare For All is a program of the
Emergency Foodshelf Network*

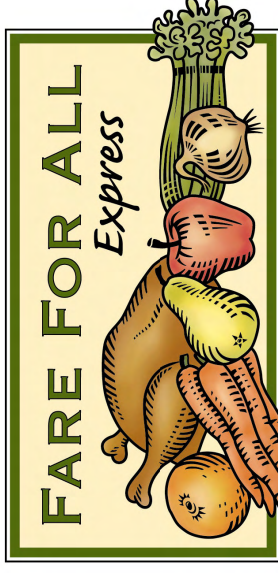
The Emergency Foodshelf Network is a nonprofit organization that collects, warehouses and distributes high quality food and essential support services to Minnesota hunger relief organizations.



Love INC
Love In the Name of Christ



Emergency Foodshelf Network
8501 54th Avenue North
New Hope, MN 55428



**SAVE UP TO 50% ON YOUR
MONTHLY GROCERIES!**



763-450-3880
1-800-582-4291

www.fareforall.org

**A Proud Partner with
Real Life Church and
Love INC of Northwest
Ramsey County**



Love INC
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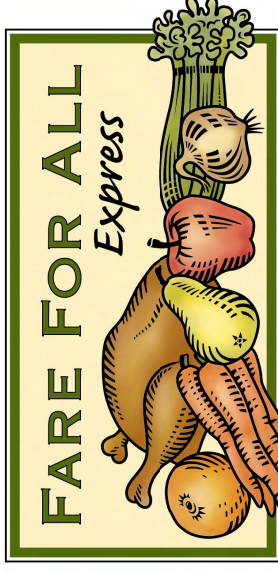
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Real Life Church and
Love INC of Northwest
Ramsey County**



Love INC
Love In the Name of Christ

Date: 7/26/10

Item: 6.a

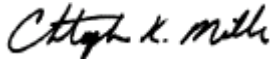
Minutes of 7/19/10

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 7/26/2010
Item No.: 7 . a

Department Approval



City Manager Approval



Item Description: Approval of Payments

BACKGROUND

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$59,230.31
59145-59271	\$446,398.66
Total	\$505,628.97

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

POLICY OBJECTIVE

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

FINANCIAL IMPACTS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: n/a

Accounts Payable

Checks for Approval

User: mjenson

Printed: 07/21/2010 - 8:05 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/15/2010	Telephone	Telephone	FSH Communications-LLC	Payphone Advantage	128.26
0	07/15/2010	General Fund	Professional Services	Erickson, Bell, Beckman & Quin	Professional Services Thru May 31, 2010	13,227.30
0	07/15/2010	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections June 2010	4,779.24
0	07/15/2010	Recreation Fund	Professional Services	Erin Ohland	Dance Instruction	160.00
0	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	691.36
0	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	463.99
0	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	525.97
0	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	1,300.00
0	07/15/2010	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-3002	Payroll Deduction for 7/13 Payroll	5,542.18
0	07/15/2010	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 7/13 Union Dues	578.24
0	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	566.53
0	07/15/2010	Housing & Redevelopment A	Transportation	Jeanne Kelsey	Mileage Reimbursement	18.00
0	07/15/2010	Housing & Redevelopment A	Conferences	Jeanne Kelsey	Supplies Reimbursement	50.00
0	07/15/2010	Housing & Redevelopment A	Transportation	Jeanne Kelsey	Supplies Reimbursement	17.00
0	07/15/2010	Housing & Redevelopment A	Transportation	Jeanne Kelsey	Supplies Reimbursement	12.00
0	07/15/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	14.62
0	07/15/2010	General Fund	Vehicle Supplies	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	73.01
0	07/15/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	2010 Blanket PO For Vehicle Repairs	34.56
0	07/15/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	2010 Blanket PO For Vehicle Repairs	1,155.74
0	07/15/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Amber Lens	21.59
0	07/15/2010	P & R Contract Maintenance	Operating Supplies	Linder's Greenhouse, Inc.	Flowers	810.36
0	07/15/2010	General Fund	Contract Maintenance Vehicles	Midway Ford Co	2010 Blanket PO For Vehicle Repairs	388.12
0	07/15/2010	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Police/Fire Vehicle Washes	156.80
0	07/15/2010	General Fund	Contract Maintenance	Mister Car Wash	Police/Fire Vehicle Washes	5.60
0	07/15/2010	General Fund	Clothing	Metro Fire	Boots	674.03
0	07/15/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	243.31
0	07/15/2010	General Fund	Professional Services	Erickson, Bell, Beckman & Quin	Legal Service	11,240.00
0	07/15/2010	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	07/15/2010	License Center	Rental	Gaughan Properties	License Center Rent-Aug 2010	4,452.00
0	07/15/2010	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Sensor	104.95
0	07/15/2010	P & R Contract Maintenance	Operating Supplies	Sherwin Williams	Field Paint	316.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/15/2010	General Fund	Contract Maintenance Vehicles	Midway Ford Co	2010 Blanket PO For Vehicle Repairs	12.12
0	07/15/2010	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.	Golf Supplies for Sale	63.66
0	07/15/2010	Golf Course	Operating Supplies	Hornungs Pro Golf Sales, Inc.	Golf Supplies	64.13
0	07/15/2010	Golf Course	Use Tax Payable	Hornungs Pro Golf Sales, Inc.	Sales/Use Tax	-4.13
0	07/15/2010	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.	Golf Supplies for Sale	60.00
0	07/15/2010	Golf Course	Operating Supplies	Hornungs Pro Golf Sales, Inc.	Golf Supplies	146.51
0	07/15/2010	Golf Course	Use Tax Payable	Hornungs Pro Golf Sales, Inc.	Sales/Use Tax	-9.42
0	07/15/2010	General Fund	Vehicle Supplies	Grainger Inc	2010 Blanket PO For Vehicle Repairs	22.19
0	07/15/2010	General Fund	Vehicle Supplies	Grainger Inc	2010 Blanket PO For Vehicle Repairs	210.42
0	07/15/2010	General Fund	Motor Fuel	Yocum Oil Company, Inc.	2010 Blanket PO for fuel	9,243.20
0	07/15/2010	General Fund	Op Supplies - City Hall	Eagle Clan Enterprises, Inc	Toilet Tissue, Roll Towels	280.81
0	07/15/2010	General Fund	Vehicle Supplies	Fastenal Company Inc.	.	407.13
0	07/15/2010	General Fund	Clothing	North Image Apparel, Inc.	Industrial Shirts, Sweatshirts	729.00
0	07/15/2010	General Fund	Vehicle Supplies	Turfwerks	Belt, Fan Belt	101.53
Check Total:						59,230.31
59145	07/15/2010	General Fund	Contract Maintenance	Ace Blacktop, Inc.	Mill With Operator	1,662.50
Check Total:						1,662.50
59146	07/15/2010	License Center	Office Supplies	Advanced Label, LLC	T80 Tickets	67.01
59146	07/15/2010	License Center	Use Tax Payable	Advanced Label, LLC	Sales/Use Tax	-4.31
Check Total:						62.70
59147	07/15/2010	Water Fund	Accounts Payable	LYNN ANDERSON	Refund check	43.80
Check Total:						43.80
59148	07/15/2010	Water Fund	Accounts Payable	PAUL ANDERSON	Refund check	9.00
Check Total:						9.00
59149	07/15/2010	Recreation Fund	Temporary Employees	Angela Benes	Tap for Adults Instruction	240.00
Check Total:						240.00
59150	07/15/2010	Golf Course	Operating Supplies	Big Print Inc	Golf Tournament Signs	315.28
Check Total:						315.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59151	07/15/2010	General Fund	Vehicle Supplies	Borgen Radiator	2010 Blanket PO For Vehicle Repairs	402.92
					Check Total:	402.92
59152	07/15/2010	Storm Drainage	Accounts Payable	PATRICK BRADLEY	Refund check	3.25
					Check Total:	3.25
59153	07/15/2010	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	Window Cleaning-License Center	29.00
					Check Total:	29.00
59154	07/15/2010	Information Technology	Other Improvements	CDW Government, Inc.	Cisco Direct	2,703.95
59154	07/15/2010	Information Technology	Computer Equipment	CDW Government, Inc.	Cisco WS-C3750X-24T-S Ethernet Switch	14,950.00
59154	07/15/2010	Information Technology	Computer Equipment	CDW Government, Inc.	Cisco C3KX-PWR-350WAC/2 Secondary Power	1,150.00
59154	07/15/2010	Information Technology	Computer Equipment	CDW Government, Inc.	Cisco CCKX-NM-1G Network Module	1,150.00
59154	07/15/2010	Information Technology	Computer Equipment	CDW Government, Inc.	Sales Tax	1,185.93
59154	07/15/2010	Info Tech/Contract Cities	Roseville School Joint Fiber	CDW Government, Inc.	Sisco WS-C3560E-12SD-S Ethernet Switch	9,197.13
59154	07/15/2010	Info Tech/Contract Cities	Roseville School Joint Fiber	CDW Government, Inc.	Sales Tax	632.30
59154	07/15/2010	Information Technology	Contract Maintenance	CDW Government, Inc.	McAfee Endpoint Protection Advanced Suit	19,950.00
59154	07/15/2010	Information Technology	Contract Maintenance	CDW Government, Inc.	McAfee Endpoint Protection Advanced Suit	5,250.00
59154	07/15/2010	Information Technology	Contract Maintenance	CDW Government, Inc.	Sales Tax	1,732.51
					Check Total:	57,901.82
59155	07/15/2010	Storm Drainage	Accounts Payable	CALVARY BAPTIST CH	Refund check	2.50
					Check Total:	2.50
59156	07/15/2010	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	39.36
59156	07/15/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
59156	07/15/2010	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	39.36
59156	07/15/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
59156	07/15/2010	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	39.36
59156	07/15/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						126.06
59157	07/15/2010	Golf Course	Merchandise For Sale	Coca Cola Bottling Company	Beverages for Resale	274.25
Check Total:						274.25
59158	07/15/2010	Information Technology	Telephone	Comcast Cable	High Speed Internet	55.54
59158	07/15/2010	General Fund	Contract Maintenance	Comcast Cable	Cable TV	4.69
Check Total:						60.23
59159	07/15/2010	P & R Contract Maintenance	Operating Supplies	Commercial Pool & Spa, Inc.	Liquid Chlorine	203.16
59159	07/15/2010	P & R Contract Maintenance	Operating Supplies	Commercial Pool & Spa, Inc.	Liquid Chlorine	262.11
Check Total:						465.27
59160	07/15/2010	Water Fund	Accounts Payable	WILLIAM COTTEN	Refund check	8.44
Check Total:						8.44
59161	07/15/2010	Recreation Fund	Professional Services	Tom Critchley	High School Boys Basketball Camp Paymt	3,910.72
Check Total:						3,910.72
59162	07/15/2010	Recreation Fund	Professional Services	Jeff Crosby	High School Basketball Camp Payment	4,347.00
Check Total:						4,347.00
59163	07/15/2010	Community Development	Professional Services	Cunningham Group Architecture,	Professional Services	7,000.00
Check Total:						7,000.00
59164	07/15/2010	Water Fund	Accounts Payable	CHARLES DAWS	Refund check	2.47
Check Total:						2.47
59165	07/15/2010	Water Fund	Accounts Payable	DEFINITIVE PROPERTIES	Refund check	44.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						44.32
59166	07/15/2010	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	40.50
59166	07/15/2010	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	40.50
Check Total:						81.00
59167	07/15/2010	General Fund	211200 - Financial Support	Discover Bank	Case # 62CV-09-11758	350.06
Check Total:						350.06
59168	07/15/2010	General Fund	211200 - Financial Support	Diversified Collection Service		210.24
Check Total:						210.24
59169	07/15/2010	Community Development	Rental Registrations	Jonathan Dyrud	Rental Reg. Fee Refund	25.00
Check Total:						25.00
59170	07/15/2010	T.I.F. District # 13	Payment to Owners	Eagle Crest Senior Housing LLC	1st Half TIF Payment 2010	99,718.38
Check Total:						99,718.38
59171	07/15/2010	Sanitary Sewer	Accounts Payable	BRIAN EDQUIST	Refund check	5.45
59171	07/15/2010	Storm Drainage	Accounts Payable	BRIAN EDQUIST	Refund check	1.43
59171	07/15/2010	Solid Waste Recycle	Accounts Payable	BRIAN EDQUIST	Refund check	1.69
59171	07/15/2010	Water Fund	Accounts Payable	BRIAN EDQUIST	Refund check	1.30
59171	07/15/2010	Water Fund	Accounts Payable	BRIAN EDQUIST	Refund check	54.99
Check Total:						64.86
59172	07/15/2010	Golf Course	Advertising	Entertainment Publications, In	Advertising	280.00
Check Total:						280.00
59173	07/15/2010	Water Fund	Accounts Payable	First American Title	Refund check	127.89
Check Total:						127.89
59174	07/15/2010	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	2010 Blanket PO for black dirt	22.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	22.44
59175	07/15/2010	Water Fund	Accounts Payable	MARIA FRESSIA	Refund check	22.77
					Check Total:	22.77
59176	07/15/2010	Information Technology	Contract Maintenance	FWR Communication Networks	Service Agreement	200.00
					Check Total:	200.00
59177	07/15/2010	Recreation Fund	Professional Services	Joseph Garrison	Lacrosse Officiating Payment	60.00
					Check Total:	60.00
59178	07/15/2010	Water Fund	Accounts Payable	SCOTT GAST	Refund check	123.32
					Check Total:	123.32
59179	07/15/2010	Water Fund	Accounts Payable	PHILIP GERBER	Refund check	45.58
					Check Total:	45.58
59180	07/15/2010	P & R Contract Maintenance	Operating Supplies	Gertens Greenhouses	Trees	165.66
					Check Total:	165.66
59181	07/15/2010	Housing & Redevelopment A	Professional Services	Greater Metropolitan Housing C	2010 Housing Resource Center Services	30,000.00
					Check Total:	30,000.00
59182	07/15/2010	Water Fund	Accounts Payable	PAULA GROHS	Refund check	30.41
					Check Total:	30.41
59183	07/15/2010	Recreation Fund	Fee Program Revenue	Anne Gross	Near Ball Refund	46.00
59183	07/15/2010	Recreation Fund	Collected Insurance Fee	Anne Gross	Near Ball Refund	3.00
59183	07/15/2010	Recreation Fund	Fee Program Revenue	Anne Gross	Near Ball Refund	8.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	57.00
59184	07/15/2010	Water Fund	Accounts Payable	KATHYRN HANSON	Refund check	17.05
					Check Total:	17.05
59185	07/15/2010	Storm Drainage	Accounts Payable	HANSON BUILDERS	Refund check	3.75
					Check Total:	3.75
59186	07/15/2010	General Fund	Other Improvements	Harmon Auto Glass	Windshield Tint	203.25
					Check Total:	203.25
59187	07/15/2010	General Fund	Contract Maintenance Vehicles	HealthEast Vehicle Services	Antenna Replacement	131.46
					Check Total:	131.46
59188	07/15/2010	P & R Contract Maintenance	Operating Supplies	Hedberg Aggregates, Inc.	Clear Granite Chips	398.38
					Check Total:	398.38
59189	07/15/2010	Golf Course	Rental	Hejny Rentals, Inc.	Jack Hammer	92.69
					Check Total:	92.69
59190	07/15/2010	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Equipment	2,946.99
59190	07/15/2010	General Fund	Computer Equipment	Hewlett-Packard Company	Computer Equipment	1,573.96
					Check Total:	4,520.95
59191	07/15/2010	Storm Drainage	Accounts Payable	LARRY HICKLE	Refund check	3.25
					Check Total:	3.25
59192	07/15/2010	Pathway Maintenance Fund	Operating Supplies	Highway Technologies, Inc.	Verticle Panel	442.46
					Check Total:	442.46
59193	07/15/2010	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-1099	Payroll Deduction for 7/13 Payroll	350.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						350.28
59194	07/15/2010	General Fund	211202 - HRA Employer	ING ReliaStar	High Dedutable Savings Acct. July 2010	10,044.00
Check Total:						10,044.00
59195	07/15/2010	General Fund	Contract Maint. - City Garage	ISS Facility Services-Minneapo	Janitorial Services Public Works-June	1,095.47
Check Total:						1,095.47
59196	07/15/2010	Recreation Fund	Operating Supplies	Nate Jorgenson	Community Band Supplies Reimbursement	196.58
Check Total:						196.58
59197	07/15/2010	P & R Contract Maintenance	Operating Supplies	Kath Auto Parts	Gloves	30.12
Check Total:						30.12
59198	07/15/2010	Water Fund	Accounts Payable	JOHN KELLOGG	Refund check	16.13
Check Total:						16.13
59199	07/15/2010	Water Fund	Accounts Payable	KG REO MANAGEMENT	Refund check	71.85
Check Total:						71.85
59200	07/15/2010	Water Fund	Accounts Payable	KNOCK-OUT PROPERTIES II	Refund check	76.87
Check Total:						76.87
59201	07/15/2010	Storm Drainage	Accounts Payable	EDWIN KNUTSON	Refund check	4.14
Check Total:						4.14
59202	07/15/2010	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	3,213.12
59202	07/15/2010	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	149.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						3,362.12
59203	07/15/2010	Recreation Fund	Professional Services	Joseph LaBonne	Lacrosse Officiating Payment	50.50
Check Total:						50.50
59204	07/15/2010	Water Fund	Accounts Payable	RICHARD LARSON	Refund check	53.75
Check Total:						53.75
59205	07/15/2010	Water Fund	Accounts Payable	KENNETH LEB SOCK	Refund check	59.59
Check Total:						59.59
59206	07/15/2010	General Fund	210600 - Union Dues Deduction	LELS	Payroll Deduction for 7/13 Payroll	1,596.00
Check Total:						1,596.00
59207	07/15/2010	General Fund	Medical Services	LexisNexis OCC. Health Solutio	Annual Enrollment	32.00
Check Total:						32.00
59208	07/15/2010	General Fund	210600 - Union Dues Deduction	Local Union 49	Payroll Deduction for 7/13 Payroll	837.00
59208	07/15/2010	General Fund	210600 - Union Dues Deduction	Local Union 49	Jay Tschida Paid Short in April	62.00
59208	07/15/2010	General Fund	210600 - Union Dues Deduction	Local Union 49	.50 Increase for July	13.00
Check Total:						912.00
59209	07/15/2010	Water Fund	Accounts Payable	LPS	Refund check	403.14
Check Total:						403.14
59210	07/15/2010	Recreation Fund	Professional Services	Connor Lyngdal	Lacrosse Officiating Payment	60.00
Check Total:						60.00
59211	07/15/2010	General Fund	Operating Supplies	Martin Marietta Materials Inc	FA-2 Class A Aggregate per 2010 Material	7,168.46
59211	07/15/2010	General Fund	209001 - Use Tax Payable	Martin Marietta Materials Inc	Sales/Use Tax	-461.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59211	07/15/2010	General Fund	Operating Supplies	Martin Marietta Materials Inc	FA-2 Class A Aggregate per 2010 Material	3,856.38
59211	07/15/2010	General Fund	209001 - Use Tax Payable	Martin Marietta Materials Inc	Sales/Use Tax	-248.07
Check Total:						10,315.64
59212	07/15/2010	Water Fund	Accounts Payable	BRIAN MCCANN	Refund check	20.40
Check Total:						20.40
59213	07/15/2010	General Fund	Operating Supplies	Meigs Paving Asphalts & Emulsi	CRS-2 Sealcoat Asphalt Oil per 2010 Mate	57,035.67
59213	07/15/2010	General Fund	Operating Supplies	Meigs Paving Asphalts & Emulsi	CRS-2 Sealcoat Asphalt Oil per 2010 Mate	69,180.35
59213	07/15/2010	General Fund	Operating Supplies	Meigs Paving Asphalts & Emulsi	CRS-2 Sealcoat Asphalt Oil per 2010 Mate	6,856.09
59213	07/15/2010	General Fund	Operating Supplies	Meigs Paving Asphalts & Emulsi	CRS-2 Sealcoat Asphalt Oil per 2010 Mate	697.50
59213	07/15/2010	General Fund	Operating Supplies	Meigs Paving Asphalts & Emulsi	CRS-2 Sealcoat Asphalt Oil per 2010 Mate	1,046.25
Check Total:						134,815.86
59214	07/15/2010	P & R Contract Maintenance	Operating Supplies	Metro Athletic Supply, Inc.	40 FT X 50 FT Net	1,416.09
59214	07/15/2010	P & R Contract Maintenance	Operating Supplies	Metro Athletic Supply, Inc.	Volleyball Nets	414.14
59214	07/15/2010	P & R Contract Maintenance	Operating Supplies	Metro Athletic Supply, Inc.	Lacrosse Goals	753.47
Check Total:						2,583.70
59215	07/15/2010	General Fund	Op Supplies - City Hall	MIDC Enterprises	Rotator	177.37
Check Total:						177.37
59216	07/15/2010	Recreation Fund	Professional Services	Michael Miller	Adult Softball Umpires	4,900.00
59216	07/15/2010	Recreation Fund	Professional Services	Michael Miller	Adult Softball Umpires	75.00
59216	07/15/2010	Recreation Fund	Professional Services	Michael Miller	Adult Softball Umpires	4,850.00
Check Total:						9,825.00
59217	07/15/2010	Water Fund	Hydrant Meter Deposits	Minn Com Utility Construction	Meter Deposit	1,100.00
59217	07/15/2010	Water Fund	Water - Roseville	Minn Com Utility Construction	Less Water Deposit	-59.40
59217	07/15/2010	Water Fund	State Sales Tax Payable	Minn Com Utility Construction	Less Tax	-3.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59217	07/15/2010	Water Fund	Miscellaneous Revenue	Minn Com Utility Construction	Less Meter Rental	-40.00
Check Total:						996.74
59218	07/15/2010	General Fund	211200 - Financial Support	MN Child Support Payment Cntr	Case #: 001023511002	279.64
Check Total:						279.64
59219	07/15/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	16.03
59219	07/15/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	1,450.37
59219	07/15/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	3.28
59219	07/15/2010	Telecommunications	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	244.02
59219	07/15/2010	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	743.46
59219	07/15/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	50.08
Check Total:						2,507.24
59220	07/15/2010	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	1,603.01
59220	07/15/2010	Golf Course	Advertising	MN Dept of Labor and Industry	Retenston	-32.04
Check Total:						1,570.97
59221	07/15/2010	General Fund	Training	Mn Fire Service Certification	State Certification Fire Instructor 1	25.00
Check Total:						25.00
59222	07/15/2010	Water Fund	Accounts Payable	JAMES MOON	Refund check	114.09
Check Total:						114.09
59223	07/15/2010	Water Fund	Accounts Payable	MORTGAGE CONTRACTING SERV	Refund check	44.99
Check Total:						44.99
59224	07/15/2010	Storm Drainage	Accounts Payable	DANIEL OREN	Refund check	3.25
Check Total:						3.25
59225	07/15/2010	Water Fund	Accounts Payable	JOHN OWEN	Refund check	82.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	82.07
59226	07/15/2010	Municipal Community Band	Miscellaneous Expense	Park Charter Service	Community Band Bus Rental	990.00
					Check Total:	990.00
59227	07/15/2010	Water Fund	Accounts Payable	PARKER	Refund check	40.45
					Check Total:	40.45
59228	07/15/2010	Recreation Fund	Professional Services	Garry Passon	Lacrosse Officiating Payment	131.00
					Check Total:	131.00
59229	07/15/2010	Boulevard Landscaping	Operating Supplies	Plant Disease Clinic	County Road C Plant Test	180.00
					Check Total:	180.00
59230	07/15/2010	Golf Course	Operating Supplies	Precision Turf & Chemical, Inc	Merit 2F	983.78
					Check Total:	983.78
59231	07/15/2010	General Fund	211401- HSA Employee	Premier Bank	HSA	1,786.15
59231	07/15/2010	General Fund	211405 - HSA Employer	Premier Bank	HSA	3,678.46
					Check Total:	5,464.61
59232	07/15/2010	General Fund	Rental	Q3 Contracting, Inc.	Barrels, Barricades, Signs Rental	648.00
					Check Total:	648.00
59233	07/15/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	90.56
59233	07/15/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	135.50
59233	07/15/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	55.97
59233	07/15/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	188.15
59233	07/15/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	300.48
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	172.11
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	641.26
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	641.26
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	641.26
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	86.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	641.26
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	61.01
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	359.70
59233	07/15/2010	Telephone	Telephone	Qwest	Telephone	377.52
59233	07/15/2010	Telephone	NSCC Telephone	Qwest	Telephone	210.23
Check Total:						4,602.33
59234	07/15/2010	Recreation Fund	Operating Supplies	Michael Radovich	Supplies Reimbursement	183.33
Check Total:						183.33
59235	07/15/2010	Water Fund	Accounts Payable	RAMSEY CO PARKS & REC	Refund check	51.25
Check Total:						51.25
59236	07/15/2010	General Fund	Contractual Maintenance	Ramsey Cty-Property Rec & Rev-	Voting System Fees	4,750.00
Check Total:						4,750.00
59237	07/15/2010	Water Fund	Accounts Payable	JAMES RANALLA	Refund check	14.42
Check Total:						14.42
59238	07/15/2010	General Fund	211200 - Financial Support	Rausch Sturm Israel & Hornik	Case # CV074555	368.03
Check Total:						368.03
59239	07/15/2010	Sanitary Sewer	Accounts Payable	REAL LIFE CHURCH	Refund check	821.09
Check Total:						821.09
59240	07/15/2010	Water Fund	Accounts Payable	REMAX RESULTS	Refund check	32.41
Check Total:						32.41
59241	07/15/2010	General Fund	Vehicle Supplies	Rosedale Chevrolet	2010 Blanket PO For Vehicle Repairs	51.77
Check Total:						51.77
59242	07/15/2010	Water Fund	Accounts Payable	GRACE CH ROSEVILLE	Refund check	5.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						5.73
59243	07/15/2010	Water Fund	Accounts Payable	GRACE CH OF RSVL	Refund check	5.73
Check Total:						5.73
59244	07/15/2010	Recreation Fund	Non Fee Program Revenue	John Sagstetter	Finny Fun Mini Camp Refund	34.00
59244	07/15/2010	Recreation Fund	Collected Insurance Fee	John Sagstetter	Finny Fun Mini Camp Refund	2.00
Check Total:						36.00
59245	07/15/2010	General Fund	Operating Supplies	Sam's Club	Supplies	861.41
Check Total:						861.41
59246	07/15/2010	P & R Contract Maintenance	Use Tax Payable	Scharber & Sons	Sales/Use Tax	-217.92
59246	07/15/2010	P & R Contract Maintenance	Vehicles/Equipment	Scharber & Sons	Felling FT 16' trailer (State Contract#	3,387.65
Check Total:						3,169.73
59247	07/15/2010	Water Fund	Accounts Payable	BETTY SCHMIDT	Refund check	24.61
Check Total:						24.61
59248	07/15/2010	Water Fund	Accounts Payable	PAUL SHAPIRO	Refund check	9.95
Check Total:						9.95
59249	07/15/2010	Recreation Fund	Professional Services	Chris Simdorn	High School Football Camp Payment	3,575.00
Check Total:						3,575.00
59250	07/15/2010	Recreation Fund	Professional Services	John Simso	High School Tennis Camp Payment	4,400.00
Check Total:						4,400.00
59251	07/15/2010	Boulevard Landscaping	Operating Supplies	Specialized Environmental Tech	Hardwood Mulch	128.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						128.25
59252	07/15/2010	General Fund	Operating Supplies	Staples Business Advantage, In	Toner	256.94
Check Total:						256.94
59253	07/15/2010	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	281.75
59253	07/15/2010	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.35
59253	07/15/2010	Sanitary Sewer	Professional Services	Sheila Stowell	Public Works Meeting Minutes	189.75
59253	07/15/2010	Sanitary Sewer	Professional Services	Sheila Stowell	Mileage Reimbursement	4.35
Check Total:						480.20
59254	07/15/2010	General Fund	Contract Maintenance Vehicles	Suburban Tire Wholesale, Inc.	2010 Blanket PO For Vehicle Repairs	140.00
59254	07/15/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2010 Blanket PO For Vehicle Repairs	762.53
Check Total:						902.53
59255	07/15/2010	General Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Track Oil, Modified Asphalt	2,722.97
Check Total:						2,722.97
59256	07/15/2010	Sanitary Sewer	Accounts Payable	TANGLETOWN	Refund check	19.21
Check Total:						19.21
59257	07/15/2010	Storm Drainage	Operating Supplies	Tri State Bobcat	Saw	427.50
59257	07/15/2010	Boulevard Landscaping	Operating Supplies	Tri State Bobcat	Saw	427.50
Check Total:						855.00
59258	07/15/2010	Water Fund	Accounts Payable	ANTHONY TROWBRIDGE	Refund check	8.06
Check Total:						8.06
59259	07/15/2010	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	256.95
Check Total:						256.95
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	583.83

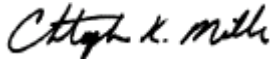
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	940.54
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	614.56
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	256.51
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	614.56
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	333.47
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	368.74
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	333.47
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	368.74
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	245.82
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	368.74
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	213.76
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	171.01
59260	07/15/2010	P & R Contract Maintenance	Contract Maintenance	Trugreen L.P.	Fertilizer for Roseville Parks	123.98
Check Total:						5,537.73
59261	07/15/2010	General Fund	Training	Twin Cities Transport & Recove	Towing	106.88
Check Total:						106.88
59262	07/15/2010	Recreation Fund	Professional Services	Greg Ueland	High School Volleyball Camp Payment	4,660.43
Check Total:						4,660.43
59263	07/15/2010	Boulevard Landscaping	Operating Supplies	University of Minnesota-Soil T	Soil Tests	60.00
59263	07/15/2010	Boulevard Landscaping	Operating Supplies	University of Minnesota-Soil T	Soil Tests	60.00
Check Total:						120.00
59264	07/15/2010	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	130.10
Check Total:						130.10
59265	07/15/2010	General Fund	Contract Maint. - City Garage	Village Plumbing, Inc.	Mens Locker Room Service	231.00
59265	07/15/2010	General Fund	Contract Maint. - City Hall	Village Plumbing, Inc.	Sink Service-City Hall	626.70
Check Total:						857.70
59266	07/15/2010	Water Fund	Accounts Payable	WACOVIA MORTGAGE	Refund check	157.08
Check Total:						157.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
59267	07/15/2010	Recreation Fund	Professional Services	Brian Wolf	Lacrosse Officiating Payment	50.50
					Check Total:	50.50
59268	07/15/2010	Water Fund	Accounts Payable	SYLVIA WOLF	Refund check	18.11
					Check Total:	18.11
59269	07/15/2010	Water Fund	Accounts Payable	JAMES WUNG	Refund check	156.57
					Check Total:	156.57
59270	07/15/2010	Information Technology	Telephone	XO Communications Inc.	Telephone	1,397.60
					Check Total:	1,397.60
59271	07/15/2010	Water Fund	Accounts Payable	BRYCE & BEN YOKOM & KOCH	Refund check	89.34
					Check Total:	89.34
					Report Total:	505,628.97

REQUEST FOR COUNCIL ACTION

Date: 07/26/10
Item No.: 7 . b

Department Approval



City Manager Approval



Item Description: Approval of 2010/2011 Business Licenses

BACKGROUND

Chapter 301 of the City Code requires all applications for business licenses to be submitted to the City Council for approval. The following application(s) is (are) submitted for consideration

Cigarette/Tobacco Products License

Roseville Tobacco
2401 Fairview North
Roseville, MN 55113

Massage Therapist License

Mary Devitt
AT Mind, Body & Soul Wellness Center
2201 Lexington Ave N Ste 103
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

The correct fees were paid to the City at the time the application(s) were made.

STAFF RECOMMENDATION

Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

REQUESTED COUNCIL ACTION

Motion to approve the business license application(s) as submitted.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications



City of Roseville
 Finance Department, License Division
 2660 Civic Center Drive, Roseville, MN 55113
 (651) 792-7036

Cigarette/Tobacco Products License Application

Business Name Roseville Tobacco
 Business Address 2401 Fairview North Roseville MN 55113
 Business Phone 612-501 6312
 Email Address Hirsi35@gmail.com

Person to Contact in Regard to Business License:

Name AHMED HIRSI
 Address _____
 Phone 2

I hereby apply for the following license(s) for the term of one year, beginning July 1, _____, and ending June 30, _____, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Ahmed Hirsi
 Date 07/15/2010

If completed license should be mailed somewhere other than the business address, please advise.



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

New License _____ Renewal ☒

For License year ending June 30 _____

1. Legal Name Mary Devitt

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes _____ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Mind, Body, & Soul Wellness Center

9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments.

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes _____ No ☒ If yes explain in detail.

License fee is 100.00

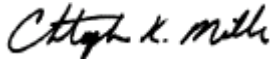
Make checks payable to City of Roseville

2 copies

REQUEST FOR COUNCIL ACTION

Date: 07/26/10
Item No.: 7 . C

Department Approval



City Manager Approval



Item Description: **Central Park Foundation One Day Gambling License**

BACKGROUND

The Roseville Central Park Foundation has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on October 01, 2010 at the Roseville Skating Center Community Room located at 2661 Civic Center Drive.

The Minnesota Charitable Gambling Regulations allow any nonprofit organization, which conducts lawful gambling for less than five (5) days per year, and total prizes do not exceed \$50,000.00 in value, to be exempt from the licensing requirements if the city approves.

COUNCIL ACTION REQUESTED

Motion approving the Roseville Central Park Foundations request to conduct a raffle on October 01, 2010 at the Roseville Skating Center located at 2261 Civic Center Drive.

Minnesota Lawful Gambling**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Application fee for each event

If application postmarked or received:

less than 30 days
before the event**\$100**more than 30 days
before the event**\$50****ORGANIZATION INFORMATION**Check # 1708 \$ 50.00

Organization name

Roseville Central Park Foundation

Previous gambling permit number

X-62038

Type of nonprofit organization. Check one.

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other nonprofit organization

Mailing address

1660 Civic Center Drive

City

Roseville

State

MN

Zip Code

55113

County

Ramsey

Name of chief executive officer (CEO)

Monte Johnson

Daytime phone number

651-490-9411

Email address

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

☐**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☐**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

☒**IRS - proof previously submitted to Gambling Control Board**

If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Roseville Skating Center - Olympic Room

Address (do not use PO box)

2661 Civic Center Drive

City

Roseville

Zip Code

55113

County

Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing)

October 1, 2010

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

☐

Bingo*

☒

Raffles

☐

Paddlewheels*

☐

Pull-Tabs*

☐

Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Also complete
Page 2 of this form.

Print Form

Reset Form

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/26/2010

Item No.: 7 . d

Department Approval

City Manager Approval



Item Description:

Accept \$1300 Donation from Target Corporation for Family Night out and Night to Unite

1

2 **BACKGROUND**

3 In July of 2010 Target Corporation graciously donated \$1,300 for the police department to purchase supplies
4 needed for the City's 2010 Family Night Out and Night to Unite Program.

5 **POLICY OBJECTIVE**

6 Allow the police department to accept the funds donated by Target Corporation. The funds will be used to
7 supplement the cost of inflatable rides and a petting zoo at Family Night Out (August 2) and purchase handouts
8 for distribution at neighborhood block parties during Night to Unite (August 3).

9 **FINANCIAL IMPACTS**

10 Not applicable.

11 **STAFF RECOMMENDATION**

12 Allow the police department to accept the funds donated by Target Corporation.
13

14 **REQUESTED COUNCIL ACTION**

15 Request Council approval to accept the donation from the Target Corporation.
16
17
18

Prepared by: Karen Rubey
Attachments: A: Grant Approval Notice from Target Corporation

19

1

Karen Rubey

From: application.notification@target.com

Sent: Monday, July 12, 2010 3:28 PM

To: Karen Rubey

Subject: Your Target grant request

City of Roseville Police Department

2010-2011 Program: Night to Unite and Family Kick-Off Celebration

Amount: \$1,300.00

Dear Ms. Rubey:

Target is pleased to inform your organization that a grant has been approved specifically for the program and amount referenced above. Your grant check should arrive in the next few weeks. Please note that your grant check is void if it's not cashed within five months.

If you choose to produce any announcements or articles in recognition of this grant, we ask that you identify us as "Target". Resources to help you promote your partnership with Target are available at <<http://www.target.com/marketingresources>>.

As always, Target grants are one-time gifts. By making annual commitments, we ensure we can remain flexible and respond to changing community and business needs.

Since 1946, we have given 5% of our income to the communities we serve, equaling more than \$3 million every week. Our more than 1,700 Target stores carry on this tradition by making local grants and providing volunteer hours. We are proud to partner with organizations like yours to meet the needs of our communities. Whether it's inspiring young minds, offering unique cultural experiences or meeting your community's most basic needs; we thank you for your continued commitment to making a difference.

Part of our effort to promote safe communities for our guests and team members is Target & BLUE, which supports the company's commitment to law enforcement and public safety organizations across the country. By sharing our ideas and resources, together we help build safer communities.

If you have any questions about National Night Out or other opportunities to partner with Target, contact AP.Community@Target.com.

You will receive a second email directing you to your account and requesting you fill out and submit a "Charitable Contribution Receipt" as required by Internal Revenue Services guidelines. After you receive your grant check, please follow the directions from that email, and submit your "Charitable Contribution Receipt" electronically. If you have any questions, please email Community.Relations@Target.com.

Sincerely,

Target Assets Protection

The Mailbox which generated this email does not receive messages. It is a box for grant notifications only.

2

REQUEST FOR COUNCIL ACTION

Date: July 26, 2010
Item No.: 7.e

Department Approval

City Manager Approval



Item Description: Adopt Resolution Affirming Reappointment of Susan Elkins to RHRA

BACKGROUND

On July 19, the City Council approved the Mayor's recommendation to reappoint Susan Elkins to the Roseville Housing and Redevelopment Authority.

POLICY OBJECTIVE

State statute requires that appointments and reappointments be done by resolution rather than motion. By adopting this resolution, the City will meet state requirements

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Adopt a resolution affirming reappointment of Susan Elkins to the Roseville Housing and Redevelopment Authority.

REQUESTED COUNCIL ACTION

Adopt a resolution affirming reappointment of Susan Elkins to the Roseville Housing and Redevelopment Authority.

Attachments: A: Resolution
B: City Manager's Certificate of Filing Resolution
C: Mayor's Certificate of Reappointment

**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 held on the 26th day of July, 2010, at 6:00 p.m.

The following members were present:
and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION # _____

**RESOLUTION APPROVING MAYOR'S APPOINTMENT OF
SUSAN ELKINS
TO THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ROSEVILLE FOR A TERM TO EXPIRE IN 2015**

WHEREAS, on December 5, 2005, Ms. Susan Elkins was appointed to a term as a Board Member for the Housing & Redevelopment Authority in and for the City of Roseville ("HRA"), that expires on September 23, 2010, and

WHEREAS, the Mayor has submitted for this Council's consideration the re-appointment to the HRA board of Susan Elkins, with a term expiring on September 23, 2015;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor's re-appointment of Susan Elkins to the Roseville HRA Board.

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

Whereupon said resolution was declared duly passed and adopted.

Resolution – HRA Appointment

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 26th day of July, 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26th day of July, 2010.

William J. Malinen, City Manager

(Seal)

**City Manager's Certificate of
Filing Resolution on Appointment of
Roseville HRA Board Member**

I, the undersigned, being the duly appointed and acting City Manager of the City of Roseville, Minnesota, hereby certify that on the 26th day of July, 2010, I caused a certified copy of Resolution No. _____ having been duly adopted by the Roseville City Council on July 26, 2010, to be filed in the office of the Commissioner of the Department of Employment and Economic Development of the State of Minnesota by mailing such resolution, postage prepaid, to said Commissioner in care of Mr. Dan McElroy, Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, St. Paul, Minnesota 55101-1351.

Witness my hand as the Roseville City Manager and the official seal of the City this 26th day of July, 2009.

(SEAL)

William J. Malinen
City Manager
City of Roseville, Minnesota



CITY OF ROSEVILLE
STATE OF MINNESOTA

MAYOR'S CERTIFICATE
of
REAPPOINTMENT OF BOARD MEMBER
to the
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby reappoint Susan Elkins as a Member of the Roseville Housing and Redevelopment Authority. As provided by law, this reappointment is subject to Council Approval. Susan Elkins will fill a term expiring September 23, 2015.

Witness my hand as the Mayor of the City of Roseville, Minnesota this 26th day of July, 2010.

Mayor Craig D. Klausing

REQUEST FOR COUNCIL ACTION

Date: July 26, 2010
Item No.: 7.†

Department Approval



City Manager Approval



Item Description: Award Bid for Repaving Skating Center South Parking Lot

BACKGROUND

The Skating Center south parking lot, 2661 Civic Center Drive is over 20 years old and has deteriorated to the point where it is no longer cost effective to keep patching the old pavement. Many areas are cracked into small pieces rendering spot repair ineffective and a waste of resources. The south parking lot has also had utility cuts and revisions from previous projects, resulting in varied condition over the lot. Staff has evaluated the pavement and recommends replacement of majority of the pavement at this time.

POLICY OBJECTIVE

It is our policy to maintain City parking lots to an acceptable standard. It is our policy to recommend to the City Council to award contracts to the lowest responsible bidder. In this case the lowest bidder is Bituminous Roadways, Inc. of Mendota Heights, MN.

FINANCIAL IMPACTS

Staff has received 3 bids for the Skating Center south parking lot rehabilitation project. The low bid submitted by Bituminous Roadways, Inc. in the amount of \$66,762 is within the budgeted amount for this project. Asphalt pavement pricing is at a 2010 seasonal low at this time and resulted in excellent bids for this project. This work will be funded with Parking Lot/Pathway maintenance funds. Staff recommends award to the lowest bidder. The following is a list of bids received:

BIDDER	AMOUNT
Bituminous Roadways, Inc.	\$66,762.00
T A Schifsky & Sons, Inc.	\$71,448.40
FPI Paving Contractors, Inc.	\$74,884.86

REQUESTED COUNCIL ACTION

Motion awarding bid for the Skating Center South Parking Lot Rehabilitation Project in the amount of \$66,762.00 to Bituminous Roadways, Inc.

Prepared by: Steve Zweber, Public Works Street Maintenance Supervisor

REQUEST FOR COUNCIL ACTION

Date: 07/26/2010
Item No.: 7.9

Department Approval



City Manager Approval



Item Description: Approve Right of Entry and Waiver of Trespass for 1885 – 1915 County Road C W (Phase 2 Twin Lakes Infrastructure Project)

BACKGROUND

The City’s attorney has been negotiating a Right of Entry and Waiver of Trespass agreement with Cobalt Industrial REIT II, the owner of 1885 – 1915 County Road C W for the Phase 2 Twin Lakes infrastructure project. The owner’s attorney has requested that the City include two terms that it agrees to as part of this agreement. First, they have asked the City to “defend and indemnify the Owner from and against any and all claims arising from or in any way relating to the Work performed hereunder.” The second term requested is that the City alerts the owner when prior to work commencing and shall make a reasonable effort to maintain access to the property. City staff is already communicating with the property owner and its representatives related to construction project. This property has access from Arthur Street and will continue to have a street access that not affected by the construction project.

POLICY OBJECTIVE

None.

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends the City Council approve the Right of Entry and Waiver of Trespass for 1885 – 1915 County Road C West.

REQUESTED COUNCIL ACTION

By motion, approve the Right of Entry and Waiver of Trespass for 1885 – 1915 County Road C West.

Prepared by: Jamie Radel

Attachments: A: Right of Entry and Waiver of Trespass Agreement

RIGHT OF ENTRY AND WAIVER OF TRESPASS

The undersigned owner of the Permanent Right-of-Way and Temporary Construction Easement Areas ("Property Areas") shown and described in Exhibit A attached hereto, hereby grants permission to the City of Roseville, and its authorized contractors, to enter the Property Areas for the purpose of constructing roadway and sidewalk improvements, installing utilities and performing associated work ("Work"). It is agreed that the City of Roseville will acquire the Property Areas through direct negotiation or by condemnation, and pay the undersigned owner just compensation for damages incurred by reason of the taking. The City will continue to negotiate with the undersigned owner to determine a mutually agreeable amount of damages. If the parties cannot agree on an amount, the City of Roseville will continue with condemnation proceedings in accordance with law. It is understood that this Right of Entry and Waiver of Trespass does not constitute a waiver by the undersigned owner to any claim for damages for the acquisition of the Property Areas pursuant to condemnation proceedings. The City agrees to defend and indemnify the Owner from and against any and all claims arising from or in any way relating to the Work performed hereunder.

The City or its contractors shall provide reasonable notice to the Owner prior to commencing the Work and shall make reasonable efforts not to interfere with the access to and from the Owner's property and the operations of the tenants at the Owner's property.

Dated: _____, 2010

OWNER:
COBALT INDUSTRIAL REIT II

By: _____
Trustee

By: _____
Trustee

34 Dated: _____, 2010

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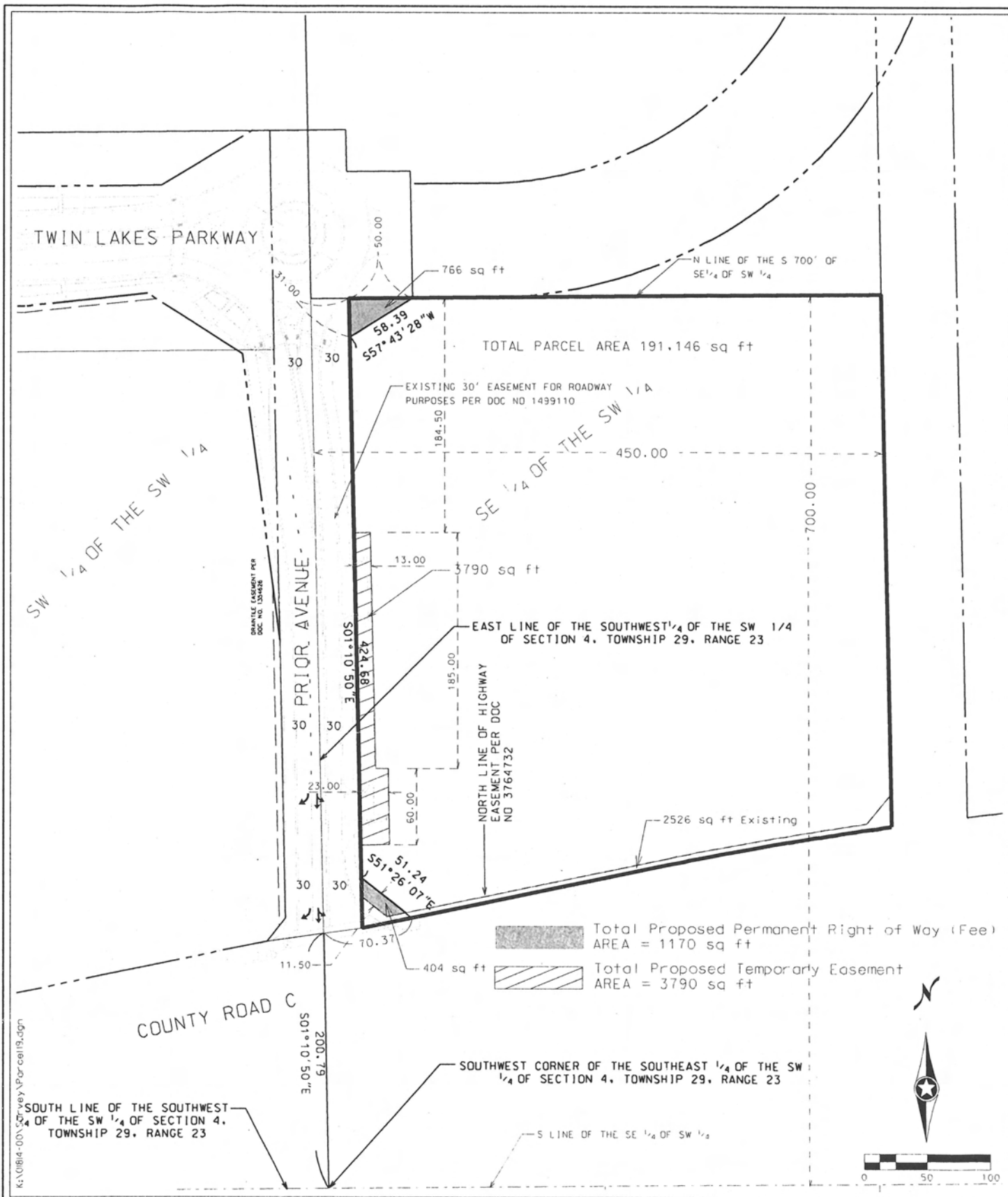
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46

CITY OF ROSEVILLE

By: _____
Its Mayor

By: _____
Its Administrator



701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
www.wsbeng.com

763-541-4600 - Fax 763-541-1700
INFRASTRUCTURE ENGINEERING PLANNING CONSTRUCTION

Twin Lakes West

Roadway Improvements
Parcel Sketch
Roseville, Minnesota

WSB Project No. 1814-00

Date: 1/14/10

Parcel No. 19

Date: 7/26/10

Item: 10.a

Meeting with RHRA

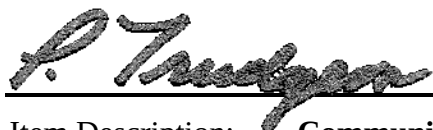
No Attachment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7-26-10
Item No.: 12 . a

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for an Unresolved Violation of City Code at 959 Brenner**

BACKGROUND

- The subject property is a single-family detached home.
- The current owner is Bernard Robichaud.
- Current violation includes:
 - Badly deteriorated roof (violation of City Code Section 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Repair roof:
 - o Approximately - \$6,000.00

Total: Approximately - \$6,000.00

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated \$100,000 for abatement activities. The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be reported to Council following the abatement.

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 public nuisance violation at 959 Brenner .

34 **REQUESTED COUNCIL ACTION**

35 Direct Community Development staff to abate the public nuisance violation at 959 Brenner by hiring a
36 general contractor to repair the roof.

37 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
38 is to recover costs as specified in Section 407.07B.

39

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 959 Brenner

959 Brenner Ave W

COUNTY ROAD D W

COUNTY ROAD D W

VICTORIA ST N

CHATSWORTH ST

MILION \$

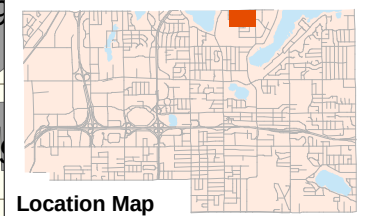
BRENNER AVE

BRENNER AVE

BRENNER AVE

LYDIA DR

Location Map



Prepared by:
Community Development Department
Printed: July 12, 2010



Site Location

LR / R1 Comp Plan / Zoning Designations

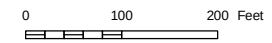
Data Sources

* Ramsey County GIS Base Map (7/1/2010)

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

Disclaimer

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (651) 792-7085. A recording disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and this disclaimer shall not be construed to limit or 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.



mapdoc: planning_commission_location.mxd

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7-26-10
Item No.: 12 . b

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for an Unresolved Violation of City Code at 1890 Hamline Avenue**

BACKGROUND

- The subject property is a single-family detached home.
- The current owner is John P. Ridley.
- Current violation includes:
 - Rear of house and garage deteriorated and in need of maintenance (violation of City Code Section 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Exterior maintenance work on the rear of house and garage:
 - o Approximately - \$8,000.00

Total: Approximately - \$8,000.00

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated \$100,000 for abatement activities. The property owner will then be billed for actual and administrative

30 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
31 reported to Council following the abatement.

32 **STAFF RECOMMENDATION**

33 Staff recommends that the Council direct Community Development staff to abate the above referenced
34 public nuisance violation at 1890 Hamline Avenue.

35 **REQUESTED COUNCIL ACTION**

36 Direct Community Development staff to abate the public nuisance violation at 1890 Hamline Avenue
37 by hiring a general contractor to perform exterior maintenance work on rear of house and garage.

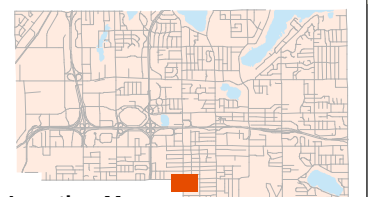
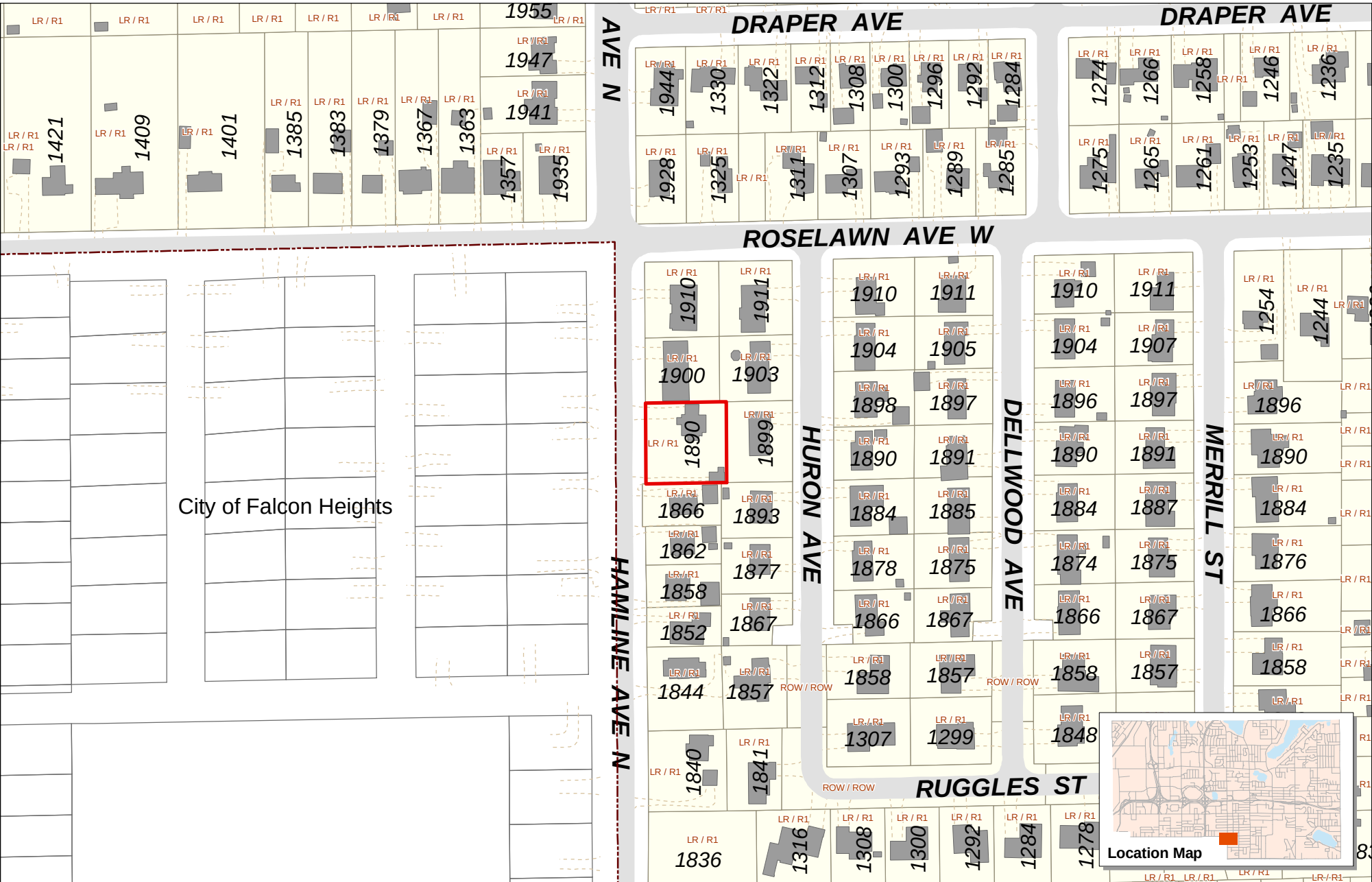
38 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
39 is to recover costs as specified in Section 407.07B.

40

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1890 Hamline

1890 Hamline Ave N



Location Map

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 26, 2010
Item No.: 12 . C

Department Approval



City Manager Approval



Item Description: Discuss United Properties' Request for the Creation of an Economic Development Tax Increment Financing District for Applewood Pointe at Langton Lake and Set Public Hearing Date

BACKGROUND

On June 10, 2010, United Properties, the developers of the Applewood Pointe senior cooperative project at 3008 and 3010 Cleveland Avenue, submitted a formal application to the City requesting the creation of an economic development tax increment financing (TIF) district to catalyze the development of the cooperative project. The purpose of this request is to create a funding source to fill the projected financial gap of this project. As proposed, United Properties would construct a new 94-unit cooperative building constructed over two phases with 50 units built in Phase 1 and 44 units built in Phase 2. The developer would like to begin construction of Phase 1 in fall 2010 with construction of Phase 2 commencing approximately two years later. Attachment B is the cover letter from United Properties' application, which summarizes its financial assistance request. Please note that this report focuses only on the applicant's request regarding the creation of a TIF district and does not discuss the developer's request for reduced park dedication fees.

This project is located within the Twin Lakes redevelopment area, and thus, eligibility for financial assistance is predicated on the project's ability to meet the requirements identified in the Twin Lakes Financial Participation Framework. Adopted by the City Council on March 3, 2008, this framework sets forward eight objectives and twenty-two scoring criteria. To be eligible for assistance, the project must be able to demonstrate that it meets one-third (eight criteria) of the scoring criteria within at least four objective categories. The developer has provided the City with a narrative as to how they believe their project meets these requirements, which is provided in this report at Attachment C. Staff has reviewed this document and concurs with the developer's analysis—this project meets eleven criteria in five categories.

In spring 2010, the state legislature approved temporary modifications to the laws governing economic development tax increment financing districts. Between now and June 30, 2011, cities are allowed to create economic development districts for any type of project with a demonstrated gap that "creates or retains jobs in this state, including construction jobs, and that construction of the project would not have commenced before July 1, 2011, without the authority providing assistance." Based on the developer's application package, Phase 1 of this project has a significant final gap and without TIF assistance this project would not commence until after July

1, 2011. By state statute, cities are allowed to collect increment from economic development TIF districts for up to nine years.

In order to create a TIF district, the City must follow the process that is prescribed in Minnesota Statute 469.175. For an economic development TIF district, cities must provide the county and school district a copy of the proposed tax increment financing plan 30 days prior to the public hearing. See Attachment D: Process Timeline to review the required tasks and milestones.

The setting of the public hearing date is the first step in this process and does not obligate the City Council to approve the creation of a TIF district. Upon setting the public hearing date, significant staff and consultant time will be needed to meet all of the requirements to create a TIF district.

POLICY OBJECTIVE

The City's 2030 Comprehensive Plan advocates for redevelopment that helps to achieve the City's goals. Goal 1 in the Economic Development and Redevelopment Chapter of this plan states: "Foster economic development and redevelopment in order to achieve Roseville's vision, create sustainable development, and anticipate long-term economic and social changes." Further, Policy 1.5 suggests creating public-private partnerships to achieve the City's goals, when appropriate. Roseville is an aging community and as the population ages the need for additional senior living opportunities will increase. The City's Housing and Redevelopment Authority completed a multi-family housing market study in 2009, which identified a need for additional senior units in Roseville. With this project, United Properties is working to fill this market need. By supporting the creation of a TIF district to assist this project, the City and United Properties would be forming a public-private financial project to bring this project to fruition.

BUDGET IMPLICATIONS

The City has received the required TIF application fee from United Properties to pay for staff and consulting costs associated with the analysis and planning required to create a TIF district. If costs exceed the initial fee, staff will request an additional deposit to complete the work. Please note that there will be costs incurred in staff time and consultant and attorney fees in moving forward with the public hearing process and development of the TIF plan.

By setting a public hearing date for the establishment of TIF District 19, the City Council is not obligating itself to either create a TIF district for this project or agree to any future financing for United Properties' project. As required by statute, the TIF plan will provide a discussion on the economic and fiscal impacts of the proposed TIF district.

STAFF RECOMMENDATION

Although setting a public hearing date for the creation of this proposed TIF district does not obligate the City to create the district, staff recommends that the Council discuss the public purpose and merits of this proposal prior to setting the public hearing date. Staff has identified the following public purposes that, if constructed, the Applewood Pointe project helps to fulfill within the City.

Implementation of the Twin Lakes Master Plan: Over the last two decades, the City has been working to facilitate redevelopment in the Twin Lakes redevelopment area. The Twin Lakes Master Plan calls for multi-family housing to be developed in those parcels adjacent to existing residential areas. Construction of this senior cooperative project will

72 advance the recommendations made in that plan.

73 Connection to Langton Lake Park: As part of the land use approvals for this project, the
74 City required that United Properties construct a road through its property connecting
75 Cleveland Avenue to Langton Lake Park. Currently this park's only direct access point is
76 from Athur Street off of County Road D.

77 If there is Council support for the creation of a TIF district in concept, staff recommends that the
78 City Council set a public hearing date of September 13, 2010. However, if the Council does not
79 support the TIF in concept, staff recommends that the Council does not set a public hearing date.
80 Setting the public hearing date triggers a significant undertaking by staff and the City's
81 consultant in order to follow the State-required process and draft a TIF plan, and will require the
82 developer to incur additional costs.

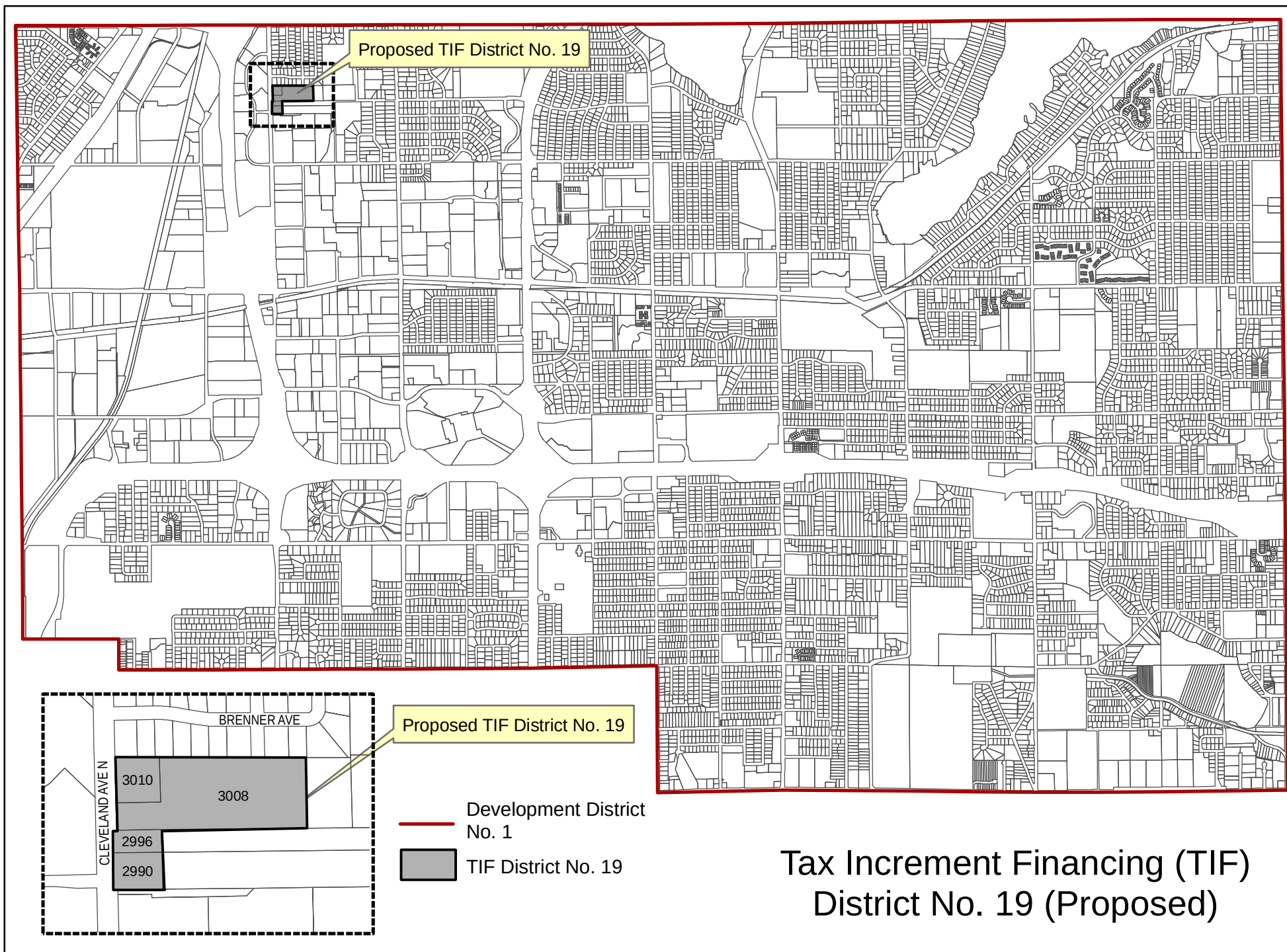
83 **REQUESTED COUNCIL ACTION**

84 Discuss the public purpose of creating an economic development TIF district to assist with the
85 development of Applewood Pointe at Langton Lake.

86 By resolution, set September 13, 2010, as the public hearing date for proposed Tax Increment
87 Financing District No. 19.

Prepared by: Jamie Radel, Economic Development Associate

Attachments: A: Proposed TIF district
B: Letter from United Properties dated June 10, 2010
C: United Properties' narrative related to Twin Lakes Financial Participation Framework
D: Proposed process timeline
E: Draft resolution



June 10, 2010

Jamie Radel
City of Roseville
Economic Development Associate
2660 Civic Center Drive
Roseville, MN 55113-1899

RE: Applewood Pointe of Roseville at Langton Lake TIF Application

Dear Jamie:

I have attached a completed Tax Increment Financing Application form as well as the completed Community Objectives and Criteria Scoring Summary which is part of the Twin Lakes Master Plan and Public Financial Participation Framework.

As demonstrated in the attached material, we feel very strongly that this project will greatly benefit the City of Roseville and its citizens. In addition, it will provide a crucial connection to Langton Lake Park which is currently only accessible through an industrial property with very little visibility. In addition to the many benefits highlighted, it will also be clearly evident that without Tax Increment Financing, the project cannot proceed as currently planned. Even after factoring in potential TIF and a \$1,000 per unit reduction in Park Dedication Fees, the remaining negative gap assuming both Phases I and II are completed and sold out is \$731,374. It would be our intent to address this gap through a variety of means including reducing construction costs and ultimately reducing our development revenue. It should be further noted that we are only able to achieve this gap once Phase II is completed. As indicated on the Phase I analysis, there will basically be no return on this initial Phase of the project even after assuming Tax Increment Financing. I am confident that the analysis will demonstrate the necessity of not only TIF, but also any other assistance the City can provide including a Park Dedication Fee compromise.

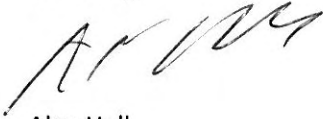
This project clearly is consistent and contributes to the overall use mix outlined in the Twin Lakes Master Plan. In addition, it provides value to the City of Roseville in excess of \$600,000 after considering the land dedicated to the City for the Park connection road, the cost of constructing this road, and the potential Park Dedication Fees associated with the 94 unit community. This does not even include increased tax revenue once the TIF payments end, or other fees associated with the construction of the project.

In addition to the Tax Increment Financing Application form, we have completed the Objectives and Scoring Criteria used in evaluating requests for financial assistance. This was developed as part of the

Twin Lakes Master Plan. In order for the City to consider financial assistance, the project must achieve one-third, or eight criteria within at least four of the objective categories. We feel that our Applewood Pointe Cooperative achieves eleven scoring criteria within five of the objective categories, exceeding this target.

Finally, it should be noted that this project, including the phased approach, has been approved by the City Council. We are very close to achieving the presale level set by HUD of 60%, and are optimistic that with several additional sales and obtaining financial assistance from the City of Roseville, we would be able to break ground on Phase I later this year. Should you have any questions regarding any of this material or need additional information, please feel free to contact me directly at 952-820-8725.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Hall', is positioned above the typed name.

Alex Hall
Vice President
Development

Attachments

C: Mikaela Huot, Springsted Incorporated
AH/bls

Objectives and Scoring Criteria**1. Mix of Uses**

- ☒ Overall Use Mix: Contributes toward the desired mix of uses within the project area described in the Twin Lakes Master Plan
- ☒ Needed Services: Provides a needed service in Roseville.
- ☐ Community Spaces: Incorporates community spaces, such as plazas and greenspaces, into the project that are open for use by the general public

2. Enhanced Aesthetics

- ☐ Blight Elimination: Removes, prevents, or reduces blight or other adverse conditions of the property
- ☒ Urban Design: Achieves a walkable, pedestrian friendly environment, creates a strong “public realm,” and internalizes parking to the project as indicated in the Twin Lakes Design Principles
- ☒ Building Quality: Uses high quality, long-lasting building and construction materials
- ☒ Structured Parking: Replaces large, surface-parking lots with parking structures integrated into the overall project design

3. Environmental Quality and Sustainability

- ☒ Environmental Remediation: Cleans up existing soil and groundwater contamination
- ☐ Green Building: Is designed to a LEED-Silver rating or higher
- ☒ Green Infrastructure: Uses innovative stormwater management techniques, such as rain gardens/bioretenion, porous pavement, or underground holding chambers
- ☒ Environmental Preservation: Preserves or improves quality of wetlands, wildlife habitats, or other natural areas inside or outside of parks.

4. Relationship to Parks

- ☒ Park Connections: Provides connectivity to the neighboring parks
- ☐ Buffers: Offers a buffer between the adjacent park and the new land uses
- ☐ Mitigates Environmental Impacts: Addresses environmental impacts related to park resources

5. Transit and Transportation Options

- ☐ Multimodal Transportation: Integrates bus, bicycle, and pedestrian connections into the project
- ☐ Transportation Demand Management: Works to reduce the number of trips to the project area by implementing various transportation demand options

6. Diverse Employment Opportunities

- ☐ Job Creation: Creates or retains a wide-range of professional-level, family-sustaining jobs
- ☐ Businesses Attraction/Retention: Attracts or retains competitive and financially strong businesses to Roseville

7. Diverse Tax Base

- ☒ Tax Base: Diversifies the overall tax base of the City
- ☒ Enhanced Tax Base: Maximizes tax-base potential within the redevelopment area

8. Diverse Housing Choices

- ☐ Unmet Housing Markets: Provides housing options not currently realized in the Roseville market (e.g. market-rate apartments, mid-sized single-family homes)
- ☒ Affordable Housing: Provides affordable housing opportunities.

Twin Lakes Community Objectives and Criteria for the Proposed Applewood Pointe of Roseville at Langton Lake Senior Cooperative

1. Mix of Uses

Overall Use Mix: The Applewood Pointe site is located in the northern most quadrant of the 275 acre Twin Lakes Redevelopment Area. The Master Plan calls for a variety of office, retail and residential uses. Looking specifically at the Twin Lakes Master Plan, the Plan includes several options all of which call for ownership or rental housing in this quadrant. The Applewood Pointe Cooperative therefore clearly contributes toward the desired mix of uses within the Twin Lakes Master Plan.

Needed Services: Although senior housing for independent seniors exists in the City of Roseville, we hired Maxfield Research Inc. to conduct a market feasibility study for senior housing in the City of Roseville. The report, completed in May 2008, indicated excess demand for an additional 189 owner occupied units increasing to about 241 units of demand in 2012. "This substantial base of demand will support the proposed cooperative, and would support additional owner occupied housing beyond the proposed cooperative without having a significant impact on the existing housing supply". In addition, we currently have a waiting list of over 30 people at our existing Applewood Pointe of Roseville community.

2. Enhance Aesthetics

Urban Design: Referencing the site plan, we have incorporated a sidewalk along Cleveland Avenue as well as interior trails on both the south and north side of the senior cooperative building. In addition, we are providing a trail connection from the Mt. Ridge Road Easement off Brenner Avenue. This path connection will connect to Langton Lake Park. In addition, we are continuing to have discussions with the Parks and Recreation Department about bringing trails south into the City owned land east of the current wetland area. In addition, surface parking will be minimized as a result of providing parking underneath the building. We are providing one parking space per home allowing us to provide limited surface parking on the north side of the building. This parking area will be buffered by the Park road and landscaping along the northern property line to the homes along Brenner Avenue. The parking will also be screened from Langton Lake Park to the east and Cleveland Avenue to the west.

Building Quality: Consistent with our existing five Applewood Pointe Senior Cooperative communities, we will continue to provide a high quality, low maintenance building. High quality construction materials will include maintenance free siding, exterior decks trimmed with cement board, use of stone and/or brick at key areas of the building including the ends of the building

and at the building entrance. In addition, the architecture includes a mix of exterior materials including lap siding, stucco and stone.

3. Environmental Quality and Sustainability

Environmental Remediation: A Phase I was conducted by Braun Intertec in October 2007. The report identified a 250 gallon above ground storage tank (AST), rusted metal drums and other debris. In addition, it was assumed that buildings that may have been on the site including the two homes along Cleveland Avenue may have used fuel oil as a heating source, and as a result, the site may contain underground storage tanks (UST). As a result, Braun conducted a Phase II Environmental Site Assessment in December 2007. The Phase II Study confirmed fill and debris identified in the Phase I Report, including concrete, metal, wood, metal drums, etc. at several locations. In addition, laboratory analysis of soil samples identified limited amounts of diesel – range organics (DRO) and volatile organic compounds (VOC). In response to the Phase II, Braun prepared a Development Response Action Plan for the site dated May 2008. This Development Response Action Plan (DRAP) was sent to and approved by the Minnesota Pollution Control Agency. These reports have also been sent to HUD, and they have found the reports acceptable. To summarize, we will be cleaning up contaminated soil per the Development Response Action Plan.

Green Infrastructure: The site utilizes traditional stormwater ponds to first treat the stormwater prior to leaving the site. After water is discharged from the ponds it is run through vegetated swales and filtration/ infiltration swales to further filter and remove TSS and Phosphorus from the stormwater prior to discharging into the existing wetlands onsite.

Environmental Preservation: The site preserves over 50% of the native features of the site. The existing wetlands on site are not disturbed and the hydrology they receive is increased improving their overall quality. All runoff from the stormwater system is routed through the wetlands prior to leaving the site through the existing public infrastructure. Previous development to the north and west had diverted runoff away from these wetlands. A buffer around the wetlands is also provided to maintain a healthy wetland complex. The wooded area south of the development has been preserved and the only disturbance is for a walking trail through it.

4. Relationship to Parks

Park Connections: The development clearly plays a significant role in improving access to Langton Lake Park. Currently, the parking lot located southeast of our site can only be accessed through the industrial property south of our project and the existing wetland area. Basically, visitors need to drive through the industrial property's parking lot in order to access the City parking lot. The lot is located south of an existing soccer field and two baseball fields, as well as a trailhead leading to Langton Lake. Both signage and visibility off of Cleveland Avenue is very poor. Our plan includes an access road which will link directly to the City parking lot. Signage

along Cleveland will identify both the Langton Lake Park access as well as our Applewood Pointe Cooperative community. Specifically, we are dedicating approximately 2.5 of our 6.5 acres to the City of Roseville, and we will pay for this Park connection road. The value of both the land dedication and Park road is approximately \$450,000. It should be noted that these contributions are in addition to the City's request for Park Dedication Fees.

7. Diverse Tax Base

Tax Base: The property is currently vacant and produces minimal taxes. Construction of a 94 unit senior cooperative will increase the tax base approximately 10 fold and as noted earlier, the project is consistent with the Twin Lakes Master Plan.

Enhanced Tax Base: The original Park Master Plan showed a road connecting north/south from Mt. Ridge Road cutting off or isolating the eastern most third of the site. Following this plan and required setbacks would have greatly reduced the density on this site to approximately 40 homes. We were able to work with the architect and Parks and Recreation Department to rework the location and access point of the Park connection road thereby significantly increasing the density on the site. We feel the increased density has maximized the tax base potential for this site within the Twin Lakes Redevelopment Area. Again, it should be noted that this parcel was designated as housing.

City of Roseville, Minnesota
 Timeline for
 Creation of Proposed Tax Increment
 Financing (Economic Development) District No. 19
 Proposed Time Schedule

June-July 2010	Review of project components	City/Atty/Springsted
Monday, July 26, 2010 @ 6:00 pm	Council calls for public hearing to be held September 13 (resolution provided by Briggs & Morgan)	City/Atty
On/Before Wednesday, August 11, 2010	County and School District <u>receive</u> impact letters & draft TIF plan 30 days prior to public hearing (arrangements made by Springsted)	Atty/Springsted
Monday, August 30 Deadline: Fri., Aug. 20	Publication of Notice of Public Hearing in Roseville Review (arrangements made by Springsted) 10-30 days prior to public hearing	Springsted
Monday, September 13, 2010 @ 6:00 pm	City Council holds public hearing, and adopts resolution establishing TIF District and approving Development Agreement (TIF documents provided by Springsted) (Resolution and Development Agreement provided by Briggs & Morgan)	City/Atty/Springsted
After September 13	Request for District Certification and State Filing	Springsted

**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 on the 26th day of July, 2010, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No. XXXXX

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE PROPOSED
ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 19
WITHIN DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ADOPTION
OF A TAX INCREMENT FINANCING PLAN RELATING THERETO**

BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on September 13, 2010, at approximately 6:00 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Tax Increment Financing District No. 19 within Development District No. 1, and (b) the proposed adoption of a Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.134, both inclusive, as amended and Minnesota Statutes, Sections 469.124 through 469.1799, both inclusive, as amended (collectively, the "Act").

2. Notice of Hearing; Filing of Program and Plan. The City Manager is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Tax Increment Financing Plan on file in the Manager's Office at City Hall and to make such copies available for inspection by the public.

The motion for the adoption of the foregoing resolution was duly seconded by Member

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

REQUEST FOR COUNCIL ACTION

Date: 07/26/2010
Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Land Use Designation and Lot Size Discussion (Councilmember Ihlan)

BACKGROUND

At the July 12, 2010 City Council meeting, Councilmember Ihlan requested that two items related to the zoning map and zoning code be discussed by the City Council.

The first item is in regard to possibly changing the future land use guidance and subsequent zoning for property that is currently guided and zoned for industrial uses. The area discussed is along the western border of Roseville, adjacent to the Francis Gross golf course in St. Anthony and bounded by Terminal Road and Walnut Street. Staff has included a map of this area. (Attachment A).

The second item is in regards to the discussion of alternatives to lot sizes other than what is currently being proposed in the current draft residential zoning codes (lot size minimum being lowered to 9,500 sq. ft.). Staff has included the lot split study (minus the appendices) completed in 2007 for reference purposes. (Attachment B).

POLICY OBJECTIVE

The Zoning Code and Zoning Map need to be consistent with the Comprehensive Plan. Therefore, changes to the zoning code and map will need to be reviewed to make sure that they are consistent with the Comprehensive Plan. If they are not consistent, a Comprehensive Plan Amendment must be processed and approved.

BUDGET IMPLICATIONS

Not applicable

STAFF RECOMMENDATION

Staff has no recommendation on these items at this time.

REQUESTED COUNCIL ACTION

The City Council should discuss the matters brought up by Councilmember Ihlan and direct staff as needed.

Prepared by: Patrick Trudgeon, Community Development Director

Attachments: A: Map showing industrial areas in southwest Roseville
B: Lot Split Study Executive Summary

Attachment A

Comprehensive Plan

Residential

- LR - Low Density Residential
- MR - Medium Density Residential
- HR - High Density Residential

Mixed Use

- CMU - Community Mixed Use

Commercial

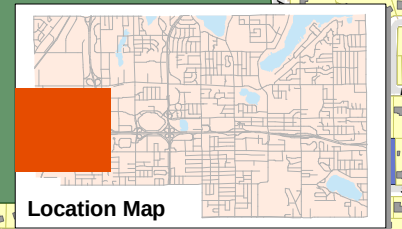
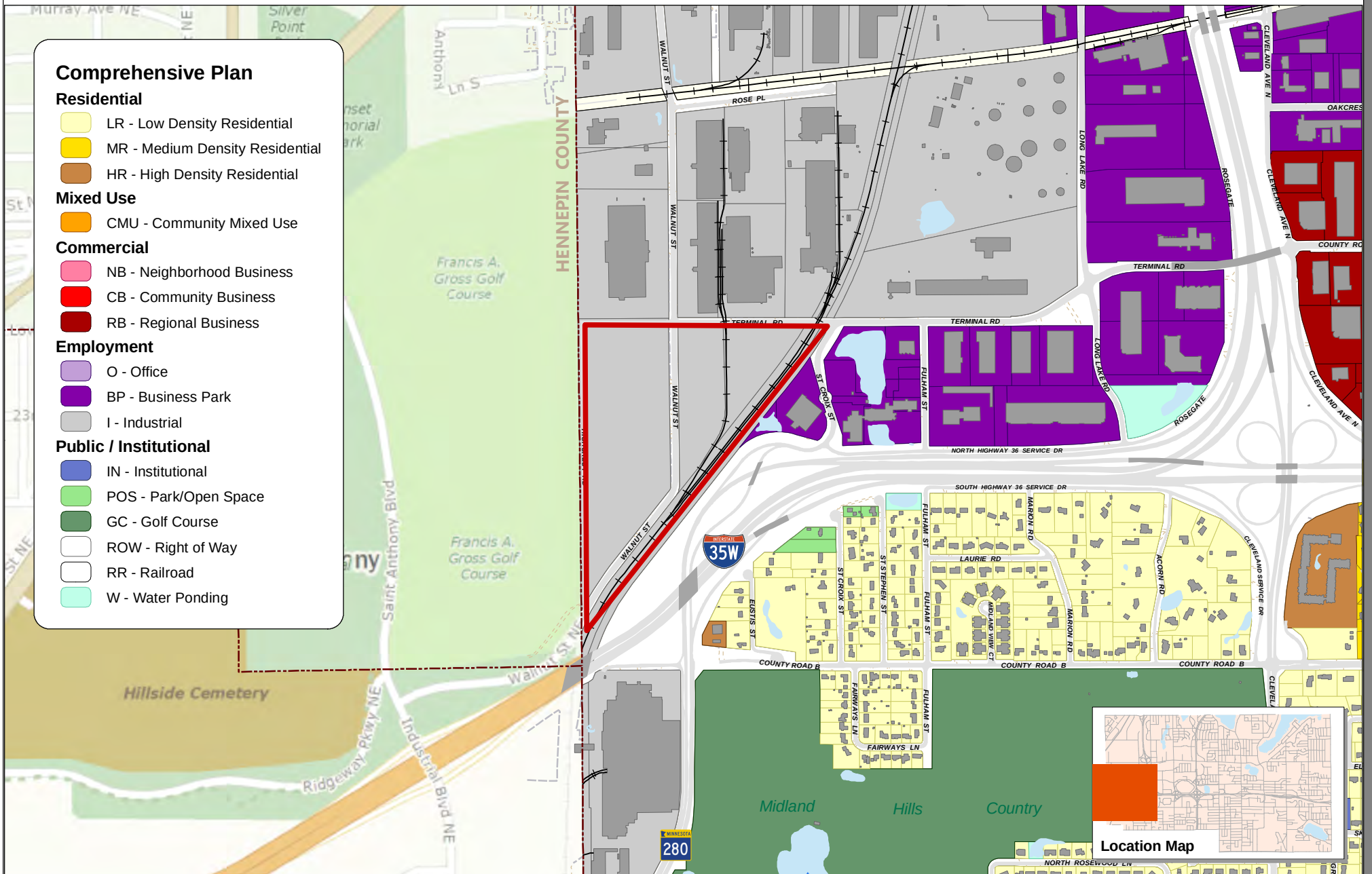
- NB - Neighborhood Business
- CB - Community Business
- RB - Regional Business

Employment

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

Public / Institutional

- IN - Institutional
- POS - Park/Open Space
- GC - Golf Course
- ROW - Right of Way
- RR - Railroad
- W - Water Ponding

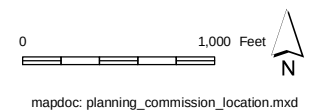


Prepared by:
Community Development Department
Printed: July 21, 2010



Data Sources
* Ramsey County GIS Base Map (7/1/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



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Roseville City Council

Craig Klausing, Mayor
Amy Ihlan, Councilperson
Tom Kough, Councilperson
Tammy Pust, Councilperson
Dan Roe, Councilperson

Citizens Advisory Group

Mary Bakeman, Planning Commissioner
Dan Boerigter, Planning Commissioner
Jim Doherty, Planning Commissioner
Gary Grefenberg, Citizen-at-Large
Jeanne Kelsey, Citizen-at-Large
Darrel LeBarron, Citizen-at-Large
Barbara Martinson, Planning Commissioner
Vivian Ramalingam, Citizen-at-Large
Joe Wozniak, Planning Commissioner

Consultant Staff

Aimee Gourlay, Meeting Facilitator, Hamline
University's Meditation Center for Dispute Resolution

City Staff

John Stark, Community Development Director
Jamie Radel, Economic Development Associate
Joel Koepp, GIS Technician

TABLE OF CONTENTS

INTRODUCTION.....	2
STUDY SCOPE	2
PROCESS AND TIMELINE.....	3
CONTEXT OF THE SINGLE-FAMILY LOT SPLIT STUDY.....	6
ANALYSIS AND FINDINGS.....	6
SUMMARY OF RECOMMENDATIONS	15
APPENDIX 1: INTERIM ORDINANCE	A-1
APPENDIX 2: ADVISORY GROUP MEETING SUMMARIES	A-2
APPENDIX 3: NEIGHBORHOOD SURVEY RESULTS	A-3
APPENDIX 4: OPEN HOUSE RESULTS.....	A-4
APPENDIX 5: MAPS	A-5
APPENDIX 6: ANALYSIS OF LOT ALTERNATIVES.....	A-6

INTRODUCTION

In 2006, the City of Roseville was asked to consider several minor subdivision applications, including those for the Foreman, Stafne, and Mueller properties, to split existing single-family residential parcels into two or more buildable lots. These proposals generated concern from neighboring property owners as well as Planning Commission and City Council members. Due to this concern, the City Council enacted an interim ordinance prohibiting the subdivision or replatting of single-family residential lots in early January 2007, which became effective on January 30, 2007. This short-term, 90-day moratorium on single-family lot subdivisions was put into place to provide the City Council time to conduct a study on the impact of these activities on the community and to develop an appropriate course of action. The City Council convened the Single-Family Residential Lot Split Advisory Group to develop and lead a study of single-family lot split issues. The following report details the study scope, process and timeline, analytical framework, analysis and findings, and recommendations made by this group.

STUDY SCOPE

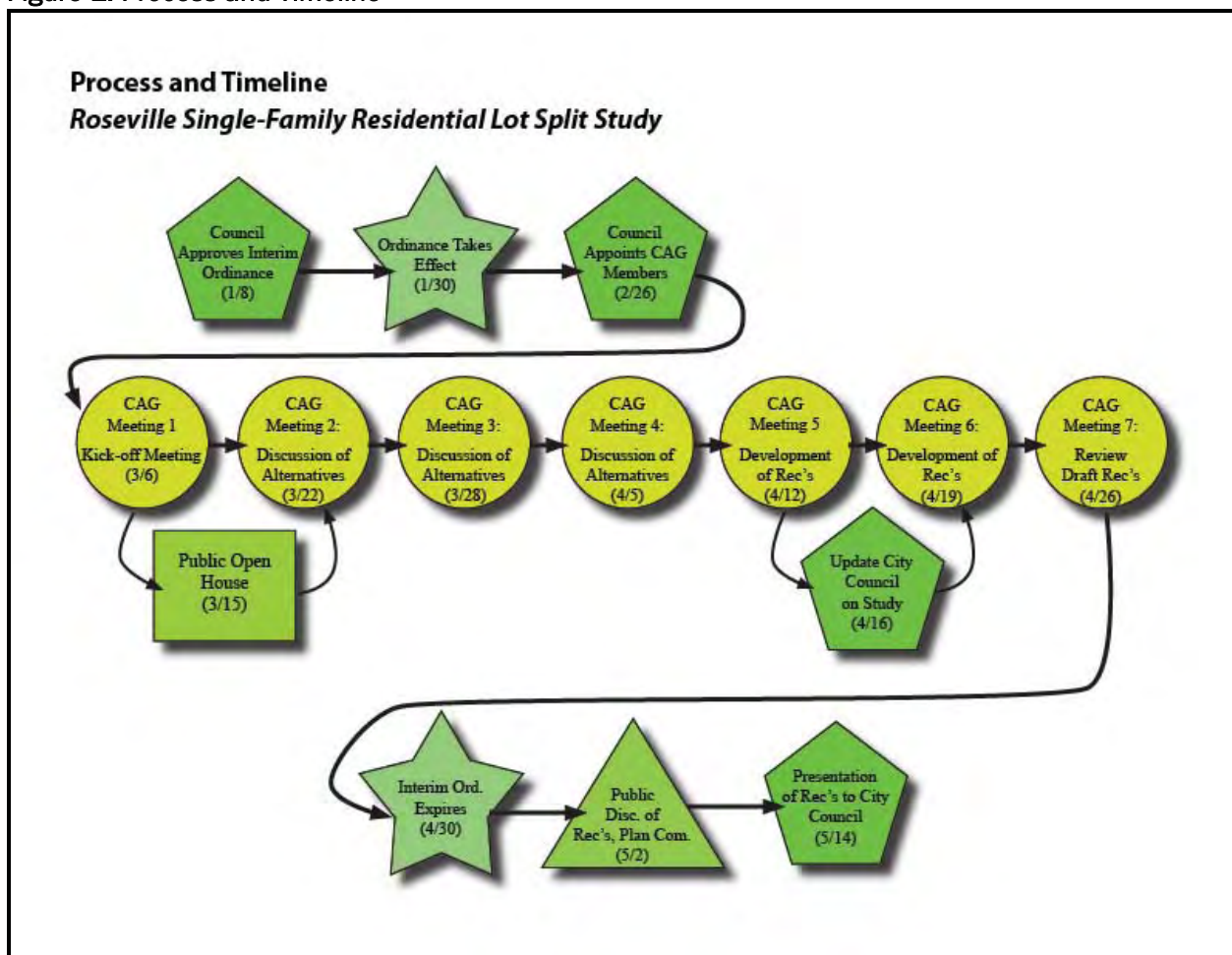
The scope of study the Citizens Advisory Group (CAG) developed included eight general areas of interest:

- The appropriate dimensions (width, depth and area) of a single-family lot;
- Whether the appropriate dimensions of a single-family lot should be a uniform standard throughout the community or should vary to reflect other single-family lots in its proximity – and any equity issues that would result from varying lot standards;
- The appropriate shape of single-family lots (particularly the characteristics of front yard lot lines);
- Whether to revise or create other single-family lot standards (including, but not limited to tree preservation and replacement, open space preservation, designating steep slopes as unbuildable, etc.);
- Whether each single-family lot created through a public action should be served by a public street or whether a private street would suffice;
- Whether any actions resulting in an increased lot size (and decreased housing density) in some instances or areas should be balanced by subsequent actions resulting in decreased lot size (and increased housing densities) in other areas;
- The impacts, if any, on the affordability of housing and the diversity of housing stock relative to required lot standards; and
- How any changes to the standards or dimensions of single-family lots may relate to the Metropolitan Council's System Statement for the City of Roseville or the Roseville Imagine 2025 vision document.

PROCESS AND TIMELINE

The adoption and enactment of a 90-day moratorium on the splitting of single-family lots by the City Council set the basic timeline for the study. With the moratorium becoming effective on January 30 and set to expire on April 30, the CAG attempted to develop a process that allowed for public participation in the process while still meeting the timeline set forward by the City Council. The process of the Single-Family Lot Split Study was divided into two general categories: the Citizens Advisory Group and Public Input. This division is somewhat artificial in that the public was invited and welcomed to attend and participate in all of the CAG meetings, and the results of the public input was designed to feed back into the CAG Process. The following discussion will describe the activities undertaken by the CAG and provide a summary of the public involvement and participation activities organized by the group.

Figure 1: Process and Timeline



Citizens Advisory Group

To undertake the Single-Family Residential Lot Split Study, the City Council formed the CAG to be composed of the City's Planning Commission members and four additional community members. During the month of February, the Council solicited applications from community members wishing to serve as part of the CAG, and on February 26, the Council named the four at-large

community members, including Gary Grefenberg, Jeanne Kelsey, Darrel LeBarron, and Vivian Ramalingam.

The composition of the CAG resulted in lively, candid discussions, from both specific neighborhood and broad City-wide perspectives. Unanimity was not apparent at the early meetings of the group, but what had been seemingly divisive issues became clarified as data were analyzed. It is important to note that the CAG achieved consensus on all recommendations with one exception.

Over the course of eight weeks, the group met seven times to discuss issues associated with single-family residential lot splits. (See Appendix 2—Advisory Group Meeting Summaries for more detailed information on each meeting.) The CAG undertook the following:

- Developed the study process;
- Discussed and debated issues related to the City's Subdivision and Zoning Codes;
- Reviewed city data and maps related to existing subdivision standards;
- Implemented a neighborhood survey in four areas affected by lot splits;
- Hosted a Community Open House to garner community input on lot split issues; and
- Formulated recommendations for the City Council.

Throughout the study, the CAG continued to request specific data as a result of the public input to help focus and inform its recommendations. Staff prepared summaries, maps, and charts, providing information on single-family zoning ordinances from other first-ring suburbs, statistics on current Roseville single-family lots, review of the Subdivision and Zoning Codes, and DNR and Watershed District requirements. These data are discussed in more detail in the Findings and Analysis section of the report.

Public Input to the Single-Family Residential Lot Split Study

To gain a better understanding of community sentiment, the CAG felt that community participation and involvement was a critical element of the study process. To encourage community input, the CAG implemented a project web page, sent a survey to residents neighboring recent lot split projects, held a Community Open House, and received public comment on the draft recommendations.

1. Lot Split Web Page

The CAG asked staff to post a web page pertaining to the study on the City's website. The web page displayed the scope of the study, its process and timeline, and announced upcoming meeting dates. In addition, an email address was established for the study, which directed email regarding the project to staff, who then forwarded all messages received to the CAG.

2. Neighborhood Survey

A survey was sent to neighbors within 350 feet of four recent lot split projects, including those that took place at 331 and 333 Burke Avenue; County Road B and Fulham Street; 952, 960, and 978 Parker Avenue (now Chatsworth Court); Hamline Avenue and Oakcrest Avenue. Questions included whether the survey recipient was supportive of the plan before the lot split, whether positive or negative impacts were observed, whether the resident would purchase a home in the area

again, and solicited specific comments. One-hundred ninety-seven surveys were sent and 64 were returned, for a response rate of 32 percent.

Recurrent themes in the survey results included the following:

- Concern over open space, trees, and wildlife;
- Ability to bring new families to Roseville;
- Favoring new single-family homes over new multifamily homes; and
- Property values.

(The cumulative and individual survey results are included in Appendix 3—Neighborhood Survey Results.)

3. Community Open House

On March 15, the CAG hosted a Community Open House at City Hall. The group publicized the event by placing an advertisement in the *Roseville Review*, placing posters in community public spaces and businesses, posting an announcement on the City's webpage and community access television station, and hand delivering flyers to some residents. Approximately 35 people attended the event over the course of the evening. Information presented at the Open House included the history of residential development in Roseville, current code standards for single-family residential development, four lot split case studies (those projects that were subjects of the survey described above), and physical impacts of development. The event offered a number of methods for participants to provide their input—interactive questions, a lot design activity, and a comment sheet as well as conversing with CAG members as well as Community Development and Public Works staff. (Materials from the Open House are included in Appendix 4.)

Outcomes of the questions that were asked indicated that stormwater management and decreased open space were the physical impacts that attendees were most concerned with as a result of lot splits; there was a preference for the community to continue creating both new multi-family and single-family housing; and that new public streets should only be built when serving a large number (11-15) of new homes.

Information gleaned from the design activity included the following:

- Context is important;
- Density should not be assumed to be bad;
- Private roads can be acceptable; and
- Current grid zoning does not address the preferences indicated in the exercise.

4. Public Presentation and Discussion of Recommendations

The CAG made a public presentation of its draft recommendations on May 2. Approximately twenty people attended the presentation and four people provided input into the recommendations. Of those who made comments, one resident commented on being disappointed that the CAG did not make a recommendation to “protect” existing large residential lots; one resident voiced a position against lot splits generally; one resident spoke generally on lot recombination and subsequent re-divisions; and one resident brought forward the inevitability of neighborhood change.

CONTEXT OF THE SINGLE-FAMILY LOT SPLIT STUDY

As part of the Single-Family Lot Split Study, the CAG dedicated considerable time to discussing several contextual issues that are fundamental to the lot split issue. These broader issues, including property-owner rights versus neighborhood expectations, neighborhood character, and the nature of change, are pervasive throughout community discussion generally, but particularly relevant to the lot split issue.

Property-owner Rights versus Neighborhood Expectations

The desire of an owner to control his/her property and the neighborhood expectation to enjoy that neighbor's property in perpetuity can become a divisive issue within a neighborhood. Neighbors can perceive a loss of open space with the construction of a new house or the installation of a fence, even if all work is done according to code and a lot split is not involved. The taking of development rights from property owners can prove to be expensive. Balancing these two sets of rights is a significant challenge faced by policymakers when dealing with the single-family lot split issue.

Neighborhood Character

The definition of neighborhood character is a complex issue, and one that transcends lot splits. A sense of character is a site-specific interaction of the natural environment, the designed environment, and the social environment. Beyond the size and shape of a lot, many other factors, such as topography, natural features, house age, architectural style, density, and setbacks, and also the current residents contribute to the character of a neighborhood. Without specific, objective and measurable standards that can be applied equally across the entire city, the potential exists for subjective or arbitrary decisions.

The Challenge of Change

Roseville is fortunate to have a diversity of housing types and styles as well as a strong tax base due to the care and planning done by elected officials over its half century of history. The process of change is hard, but a reality. Even city water, sewer, pathway construction and other projects that contribute to the livability of our city have had their proponents for preserving the status quo. Societal trends, such as the desire for multi-car garages and growing appreciation for protection of the environment, require change. Long-held Council policies to preserve existing residential neighborhoods, deny spot-zoning, and to encourage re-investment in our current housing stock have provided a flexible framework for accommodating change and lend support to the expectation that the City will remain attractive and vital for its residents in the future, while supporting the tax base.

ANALYSIS AND FINDINGS

The following section will provide an overview of the analytical framework developed by the CAG and then move into analysis and finding of specific issues associated with the Subdivision and Zoning Codes as well as other items related to the lot split issue.

Analytical Framework

The CAG developed a list of desired outcomes of any new single-family lot split regulations. Overall, members gave high ranks to criteria involving quantitative and measurable standards and

processes, which included a “fair” application process, ease of understanding, standards by which the City Council can make decisions, and unambiguous outcomes, and conversely they gave criteria with qualitative standards low marks, including criteria regarding a non-mechanical application process and Council flexibility.

Figure 2: CAG Ranking of Desired Outcomes

Desired Outcome	Mean	Median
Council has standards to apply	4.2	4.0
Minimize environmental impacts	4.1	5.0
Character of Neighborhood	3.7	4.0
"Fair" application	3.7	4.0
Allow for diverse lot sizes	3.6	4.0
Ease of understanding	3.5	4.0
"Burden" shared in the community	3.4	3.5
Property tax impact	3.4	3.0
Outcome be unambiguous	3.3	4.0
Density transition not jarring	3.2	3.0
Consider expectations of all homeowners	3.2	3.0
Cover city costs	3.0	3.0
Affordable housing	2.9	3.0
Political feasibility (neighborhood reaction)	2.5	2.0
Not mechanical application	2.1	2.0
Council has flexibility	1.9	2.0
Traffic	1.8	2.0

General Subdivision Policy

The initial point of agreement for the CAG was general subdivision policy. The group reached consensus that the City Council should continue to allow single-family residential lots to be subdivided or split if they meet the standards set forward by the Subdivision and Zoning Codes.

Subdivision and Zoning Code Issues

The subdivision and creation of single-family residential lots is generally governed by two separate set of ordinances within the City Code—the Subdivision Code (Title 11) and the Zoning Code (Title 10). Each of these sets of ordinances deal with a specific set of regulations; the Subdivision Code determines the lot’s “envelope”—its size, shape, and relationship to city infrastructure—while the Zoning Code sets a series of requirements as to what can take place within the “envelope,” such as the type of permitted uses, amount of buildable area, and location and height of the building(s). Therefore to discuss subdivision policy, it becomes necessary to not only understand and analyze the Subdivision Code but Zoning Code as well.

When the City adopted its Zoning Code on May 21, 1959, it created one R-1 Single-Family Residential Zoning District, which sets a series of standards for uses and buildings for all new lots created after that date. The City of Roseville Subdivision Code allows the creation of single-family residential lots as long as the newly created lots meet the following requirements (standard lot/corner lot):

- A minimum of an 85-foot front yard width/100-foot front yard width
- A minimum of 110 feet in depth/100 feet in depth

- 11,000 square feet in area/12,500 square feet in area
- Served by a public street
- Side property lot lines must be “substantially perpendicular”

The City’s basic zoning framework has not substantively changed since its initial adoption in 1959. Yet today, the City actually uses three sets of zoning standards—those prescribed for the R-1 district, a regulatory exception made for lots platted prior to the inception of the May 21, 1959 Zoning Ordinance, and those regulated under the City’s Shoreland Ordinance. In 1962, the City Council adopted an additional ordinance into the Zoning Code regarding substandard lots platted or recorded prior to May 21, 1959. The ordinance allows for those parcels that are within 70 percent of the requirements set forward by the Zoning Code to be “utilized for single-family detached dwelling purposes” (1012.01(B)). Without this ordinance, home buyers/owners would not be able to obtain mortgages or insurance for their properties. Within the Shoreland, Wetland, and Storm Water Management Code, development standards are set for lots within the Shoreland Overlay District, which include those lots within the 300-foot “shoreland areas” as designated in the Code. These requirements increase the minimum lot area and front yard width to 15,000 square feet and 100 feet respectively (1016.14(B)1).

Figure 3: Existing and De Facto Single-Family Residential Zoning Districts

District	Name	Min. Area (sq. ft.)	Min. Width (ft.)	Min. Depth (ft.)	Front Yard Setback (ft.)	Back Yard Setback (ft.)	Side Yard Setback (ft.)	Other
R-1	Single-Family Residence	11,000	85	110	30	30	10	
not specified (overlay)	Single-Family Residence Corner Lot	12,500	100	100	30	30	30 (streetside) 10 (interior)	
not specified (overlay)	Single-Family Residence Shoreland Overlay	15,000	100	not specified	not specified	not specified	not specified	Add'l 75 ft. setback from water body
not specified (overlay)	Single-Family Residence Platted/Subdivided prior to 1959	7,700	59.5	77	21	21	5	
Note: Additional "overlay" zones exist for lots on, or adjacent to, wetlands and storm ponds; these only alter building placement and not lot dimensions								

Based on current Subdivision and Zoning Code requirements, approximately seventy-four single-family residential lots within the City meet the lot area, width, and depth minimums that would allow for the subdivision of the lot into two or more single-family residential parcels. In addition, ten lakefront properties, which are further guided by the Shoreland Ordinance, meet the minimum area and width requirements to allow for lot division. These subdividable parcels are scattered throughout the City; however, a greater concentration of large lots occur within four general areas of the community: Acorn Road, Gluek Lane, Lake Josephine, and Lake Owasso. The number of subdividable lots range from three in the Lake Josephine area to sixteen in the Gluek Lane area. (See Appendix 5, Map 1.)

Today, fewer than half of the standard (i.e., non-shoreland) single-family residential lots meet the minimum standards set forward in the Subdivision Code. Based on an analysis of city geographic data, only 45 percent (3,595 of 7,950 lots) conform to both the minimum front yard width and area requirements. Of those that do not conform to the current code (4,396 lots), 50 percent of lots do not meet minimum width and area requirements, 40 percent do not meet the area requirement, and 10 percent do not conform to width requirement. (See Appendix 5, Map 3) Additionally, over 70 percent of the single-family residential lots that fall within the shoreland overlay district do not conform to the minimum standards set forward by this code. However, this is not unexpected as the ordinances regulating these standards were not put into place until the mid-1990s. (See Appendix 5, Map 4)

In addition to examining the current single-family residential standards in Roseville, lot standards for Minneapolis and St. Paul as well as thirteen inner-ring suburbs were tabulated and compared to those of Roseville. Of the fifteen communities researched, Roseville has the largest minimum standards with the exception of Mendota Heights. Only six of these communities have one or more zoning districts that exceed Roseville's minimum requirements, including St. Paul, Hopkins, Richfield, West St. Paul, Maplewood, and Mendota Heights. Fewer than one-third of the communities have a "large-lot" district—a district requiring 20,000 square feet or more minimum area. (The following table summarizes the data.)

Figure 4: Central Cities and First-Ring Suburbs: Lot Size Requirements for Single-Family Residential Zoning Districts

Greatest Density <-----> Least Density															
City	Dist.	Lot Area (SF)	Width (ft.)	Dist.	Lot Area (SF)	Width (ft.)	Dist.	Lot Area (SF)	Width (ft.)	Dist.	Lot Area (SF)	Width (ft.)	Dist.	Lot Area (SF)	Width (ft.)
St. Paul	R-4	5,000	40	R-3	6,000	50	R-2	7,200	60	R-1	9,600	80	RL	21,780	80
Lauderdale	R-2	5,000	40	R-1	7,500	60									
Minneapolis	R-1A	5,000	40	R-1	6,000	50									
Hopkins	R-1-A	6,000	50	R-1-B	8,000	60	R-1-C	12,000	80	R-1-D	20,000	100	R-1-E	40,000	100
Richfield	R	6,700	50	R-1	15,000	75									
West St. Paul	R-1A	7,000	50	R-1B	10,000	75	R-1C	15,000	100						
St. Louis Park	R-2	7,200	60	R-1	9,000	75									
Maplewood	R-1S	7,500	60	R-1	10,000	75	R-E	20K-40K	100-140						
South St. Paul	R-1	9,000	75												
Edina*	R-1	9,000	75												
St. Anthony	R-1	9,000	75												
Newport	R-1	9,100	70	R-1A	15,000	100	RE	435,600	200						
Falcon Heights	R-1	10,000	75												
Golden Valley	R-1	10,000	80												
Roseville	R-1	11,000	85												
Mendota Heights	R-1	15,000	100	R-1C	20,000	100	R-1B	30,000	125	R-1A	40,000	150			

*Edina utilizes a neighborhood-context type subdivision ordinance that determines minimum standards for each lot based on the median area, width, and depth of lots within 500 feet of a subject parcel.

Community-Wide Code Uniformity and Lot Dimensions, Size, and Shape

One key issue that the CAG grappled with in its analysis was that of lot standard uniformity versus neighborhood context and relational lot standards. The CAG examined two primary methods for regulating minimum lot standards within single-family residential zoning districts—1) neighborhood context or the “sliding-scale” regulation and 2) “prescriptive” subdivision and zoning regulation. In addition, they discussed creating a new “hybrid” regulation that combined elements of both methods.

Neighborhood Context or “Sliding-Scale” Regulation: Both the Cities of Edina and Bloomington have implemented a neighborhood-context type of subdivision ordinance, and the interim ordinance specifically requested that the CAG investigate this type of regulation for Roseville. The basic premise of this type of ordinance is that the size and shape of a new lot is determined by the area and width of the lots within a specified “neighborhood” area. In Edina, for example, the size of a new lot is determined by the median area, median lot frontage, and median depth of the single-family residential lots within 500 feet of the boundary of the subject property.

The CAG spent significant time discussing the neighborhood context or “sliding scale” approach to single-family residential subdivisions. Members requested that staff apply the regulations set forward in the Edina-style ordinance to Roseville. In a preliminary analysis, staff determined the mean and median lot size, front width, and depth of properties within 500 feet of the subject properties, which included 2201 Acorn Road as well as the four subdivisions that were examined as case studies. Considering the area of the original parcel(s), all of these properties could be subdivided under this type of regulation. Using 2201 Acorn Road and the median neighboring property sizes as an example, the minimum lot sizes for newly created lots on this property would need to have an area of 34,533 square feet, a width of 126 feet, and a depth of 281 feet.

Figure 5: Application of Neighborhood-Context Regulation in Roseville

Site	Pre-Split Size (sq. ft.)	Mean Lot Size (sq ft)	Median Lot Size (sq ft)	Mean Lot Width	Median Lot Width	Mean Lot Depth	Median Lot Depth
2201 Acorn Rd	82,7649	41,219	34,533	163.0	126.0	271.0	281.0
County Rd. B/Fulham St	37,462	17,667	17,325	107.5	99.0	171.3	138.0
Burke Ave	50,094	15,374	11,713	89.4	85.0	161.2	129.0
Hamline & Oakcrest	62,726	14,503	12,665	86.5	75.0	160.4	150.0
Chatsworth Ct	162.043	25,330	19,960	97.0	87.0	255.0	228.0

After much debate on the merits of the neighborhood-context subdivision methodology, the CAG achieved a unanimous agreement that this was not the preferred regulatory tool from which to base future lot split decisions. While CAG members appreciated the neighborhood contextuality afforded through this type of regulation, general sentiment within the group was that the benefits created through this type of ordinance was outweighed by some of its negative attributes, which included decreased understandability for residents, which would result in the need for technical expertise to determine if a lot could be divided, and difficult administration. Some CAG members also felt the application sliding scale, such as Edina's, would result in unrealistically large minimum lot sizes in some neighborhoods. Another concern around this practice arose around the concept of an ever-

changing set of minimum lot standards this method creates depending on the order of subdivisions within any one general area.

Single-Family Residential Zoning Districts: The CAG generally supported maintaining one zoning district or creating two or more districts. They felt that this type of regulation was easier to understand for the public, and therefore preferable. Some group members felt that while continuing with one zoning district is very understandable and relatively easily administered, it is ultimately too inflexible and not reflective of the actual development patterns in Roseville. Two or more zoning districts could promote greater housing choice/diversity, but also could strain the community's social structures by creating areas of "haves" and "have nots."

Upon deciding that standard subdivision and zoning regulations were preferable, the CAG commenced discussion of zoning districts. The group spent considerable time investigating the historical development patterns of the community, analyzing existing conditions within Roseville, and reviewing lot standards for other inner-ring suburbs. The general conclusion made by the CAG in regards to zoning districts was that the Zoning Code should reflect the existing development patterns of the community. As a majority of lots in Roseville do not meet the standards set forward by the R-1 zoning district, a zoning district should be created that reflects this reality. Therefore, the CAG recommends that the City Council should designate a new small-lot zoning district that has requirements less than those for the standard R-1 Zoning District.

Generally, this new zoning district would apply to areas that historically developed with lots smaller than existing standards (e.g. those platted prior to May 21, 1959); however some homes that were platted after 1959 and meet current standards could fall into the small-lot zoning district if they are located within an area that is dominated by smaller parcels. It was noted that 95 percent of the existing parcels in the City exceed 9,285 square feet in area. (See Appendix 5, Map 5.)

Time did not permit the exploration of specific standards to apply to this new zoning district. As such, the CAG recommends that when the small-lot zoning district is created, the City Council should review the standards in the Zoning Code for the district to ensure appropriate building height and setback requirements.

Subsequently, the CAG recommends that the City Council should not create a large-lot zoning district. Today, fewer than 100 of the approximately 8,500 single-family lots in Roseville are subdividable based on current minimum lot area and width requirements, and 95% of the existing parcels in the City are .7 acres (30,492 square feet) or less in area. (See Appendix 5, Map 5.) These lots are dispersed throughout the community, but are primarily concentrated north of County Road B in the Acorn Road and Gluek Lane areas. Due to the scattered pattern of many of the larger lots in the community, several group members expressed concern over potential "spot zoning," which could be considered arbitrary and capricious regulation. One member suggested that those areas could create homeowners associations to initiate private regulation at a higher standard than set forward by the R-1 Zoning District. Another option, if desired, is to establish a private land reserve by purchasing development rights from land owners.

In addition to recommendations regarding zoning districts, the CAG discussed clarifying two other issues embedded within the Zoning Ordinance—the Shoreland Overlay District and the pre-May 21, 1959 "de facto" overlay district. A Shoreland Overlay District is designated with Chapter 1016 of the Zoning Code, which creates a set of lot standards for those lots that meet the conditions set forward

in the code (300 feet from water bodies designated in the code). The CAG recommended that this become a zoning district and properties that are within the prescribed area would be, therefore, shown on the City's Zoning Map, and the lot standards would mirror those currently assigned to the overlay district.

The pre-May 21, 1959 "de facto" overlay district is not specifically called out as a zoning overlay district within the City Code, but is buried within the General Requirements Chapter of the Zoning Code. These regulations provide a separate set of regulations for substandard parcels created prior to the enactment of the code. To elucidate the requirements for these pre-1959 lots, the CAG recommends that the City Council should designate an overlay zoning district for single-family lots platted prior to May 21, 1959 to ensure that they remain legally nonconforming lots.

The CAG discussed a variety of other issues associated with zoning district regulation. These topics included establishing lot size maximums as a method to prevent "McMansions;" amending the lot standards for the existing R-1 Single-Family Residential District, and single-family residential design standards. However, time was not available to fully discuss these issues.

Hybrid Regulation: In addition to examining the neighborhood-context and the standard zoning methods, the CAG also considered a regulatory scheme that would combine both systems into one hybrid regulation. This would include designating new zoning districts within the community and then applying the neighborhood-context methodology to determine minimum lot regulations. This concept did receive some initial support from CAG members, but ultimately consensus developed around designating several zoning district without the addition of the neighborhood-context system of regulation.

Lot Shape

The CAG identified three key lot shape issues—gerrymandered lot lines, flag lots, and design flexibility—and discussed them as they related to the Subdivision Ordinance. Existing code speaks to lot shape through three specific requirements: 1) Side lot lines must be "substantially at right angles" or perpendicular to the front lot line or radial in the case of a cul-de-sac; 2) the front yard must be 85 feet wide; and 3) the rear lot must be a minimum of 30 feet wide.

Gerrymandered Lot Lines: The City Council specifically requested this issue be studied in the interim ordinance creating the moratorium. As described above, the Subdivision Code requires that a side lot line be "substantially at right angles," but the word substantially is not defined within the ordinance, which leaves lot shape open to interpretation. The CAG discussed this issue, and instituting a more definitive standard was the consensus. Group members wanted to avoid property owners "zigzagging" lot lines and declaring that they were substantially perpendicular in order to meet minimum lot area and dimension standards. The CAG recommends that the City Council should amend the lot line requirement within the Subdivision Ordinance to require that lot lines are perpendicular to the front property line unless a variance is granted.

Flag Lots: The only recommendation upon which the CAG could not reach consensus was that of flag lots. A flag lot is one in which two residential lots are created end to end versus side by side. Two group members wanted the City Council to expressly prohibit flag lots by ordinance, as they promote haphazard infill development. The majority of the group felt that requirements within the Subdivision and Zoning Codes were sufficient, and if a property owner wanted to create a flag lot,

they would need to seek it through the variance process, which requires a demonstration of hardship. The recommendation section of this document reflects both the majority and minority recommendations.

Design Flexibility: A point of discussion resulted from the site design exercise at the Community Open House was that of nontraditional housing developments, such as cluster housing. Those who attended the event responded very positively to the conceptual lot design for cluster housing. The CAG discussed methods by which the non-traditional housing development could be developed within Roseville. Two regulatory tools used within the City provide the flexibility required for a more nontraditional development. They are a subdivision variance process and the planned unit development process.

Typically, standard zoning does not allow for the creation of nontraditional housing developments without seeking a variance. To obtain a variance the applicant needs to demonstrate “practical difficulties or undue hardships” (1013.02(A)). For example, one possible “hardship” could be a wetland or steep slopes. Clustering the new homes on slightly smaller lots could help convert the physical hardship into neighborhood open space. The current Subdivision Code does not speak to a variance process; however, city staff has applied the variance language that is found within the Zoning Code to the Subdivision Code. In order to clarify the Subdivision Code for those who might meet the hardship test for creating new developments, the CAG recommends that the variance language found in the Zoning Code should be added to the Subdivision Code.

In addition to granting a subdivision variance under conditions of hardship, the City also has a Planned Unit Development (PUD) regulation within the Zoning Code. In its definition within the code, a PUD is described as “...intended to create a more flexible, creative and efficient approach to the use of land...” (1008.01). During its discussion of the PUD process for single-family residential development, the city staff described the fee structure associated with PUDs generally. Today an applicant seeking a PUD for a small project or a large project pays the same application fee for the project. The CAG felt that fees collected as part of the PUD application process should accurately reflect the amount of staff time it takes to administer these requests. Ultimately, the group recommends that the City Council should evaluate the fees associated with the existing planned unit development process.

Lot Recombination and Re-subdivision

The recombination and re-subdivision of single-family residential lots can be a contentious issue within neighborhoods. Several members of the CAG raised this issue as it pertains to “McMansions” and neighborhood character. (The City’s current standards for lot coverage, building setbacks and height restrictions effectively limit the potential for McMansions.) The CAG recommends that the City Council should consider the recombination and re-subdivision of single-family lots no differently than other subdivision requests.

Zoning Ordinance Purpose Statement

Throughout the process of the Single-Family Lot Split Study, the issue of neighborhood character was the most discussed issue by CAG members. As the project concluded, the CAG recognized neighborhood character as an important component of the community’s fabric; however the group did not believe it was appropriate to include neighborhood character as an official City criterion for evaluating specific development proposals as the term is highly subjective and difficult to quantify. The group agreed that objective standards are advantageous as they are easier for City Staff and

residents to understand and apply. Two members suggested that the Council consider the issue of neighborhood character in the broader context of the Zoning Ordinances when the Council next undertakes a review.

Members acknowledged the importance of the neighborhood context issue and supported revising the preamble or purpose statement of the Zoning Code to include language related to neighborhood character. Currently, Section 1001.01 of the Zoning Code identifies the purpose of this code. Subparagraph B states: "Said restrictions and regulations are for the purpose of protecting the character and stability of the residential, business and manufacturing areas and to promote the orderly development of such areas." The CAG recommends the following amendment to the preamble: "Said restrictions and regulations are for the purpose of protecting and enhancing the character, stability, and vitality of residential neighborhoods as well as commercial areas."

Public Streets

As part of the interim ordinance, the City Council stipulated that the Single-Family Residential Lot Split Study should investigate the public street requirement within Subdivision Code. The existing Subdivision Code requires that single-family residential lots must be served by a publicly dedicated street (1103.06(E)). If a developer would like to create a private street, they must go through a variance or planned-unit development process. Those Roseville residents that participated in the lot design activity at the Open House did not indicate a preference for public streets. In fact, when asked the question as to how many houses a new public street should serve the majority of respondents selected eleven to fifteen houses, which was the greatest number of houses offered an answer to the question. Using this information as a basis of discussion, the CAG members agreed that private streets could be acceptable if their approval was conditioned on a requirement that the streets being built to city standards, a funding mechanism being in place to pay for maintenance, and the streets can not have gates or impede the flow of traffic. The CAG recommends that the City Council should amend the Subdivision Ordinance to allow single-family lots to be served by private streets if approval of the private street is conditioned on a legal mechanism (e.g. neighborhood associations) being in place to fund seasonal and ongoing maintenance and that the streets cannot be gated or restrict traffic.

In addition to the public versus private street issue, the CAG also discussed how new houses in new subdivisions that include new streets access the public road network. The CAG recommends that the City Council should amend the Subdivision Code to require that new houses being placed on new streets within a new subdivision should access the new street in that subdivision.

Decreasing Density/Increasing Density

The CAG decided that this was an issue for which time was not available; the CAG, therefore, did not make any recommendations to the City Council.

Housing Affordability and Housing Stock

The CAG did discuss the impact of subdivision regulation on housing affordability as well as housing stock diversity throughout the course of the study. The CAG did not make any specific recommendations to the City Council on this issue, though the creation of the new small-lot zoning district would support the goal of increasing affordable housing within the City.

Other Standards and Ordinances

The CAG discussed a number of other standards and ordinances as they pertain to lot subdivision regulation. Throughout the study, negative environmental externalities associated with single-family residential subdivisions were a concern for CAG members as well as those who participated in the neighborhood survey and Community Open House. Stormwater management and tree removal were recurrent themes. Although these topics were outside the general parameters of the study due to time constraints, the CAG felt that they were significant issues and warranted further study. Generally, the group discussed how the City could minimize environmental impacts created through not only single-family development but all development, and ultimately recommends that the City Council should consider creating incentives for environmentally friendly development practices. A more specific discussion focused on tree preservation and replacement regulation. Currently, neither the Subdivision Code nor Zoning Code has specific language requiring tree inventories or studies. As such, the CAG recommends that the City Council should consider a tree preservation and replacement ordinance.

SUMMARY OF RECOMMENDATIONS

The following provides a list of the Single-Family Residential Lot Split Study CAG's recommendations to the City Council and are organized by the code in which they seek to change or amend. After significant discussion, all but one of these recommendations are consensus-based recommendations.

A. General Single-Family Residential Subdivision Policy

1. The City Council should continue to allow single-family residential lots to be subdivided or split if they meet the standards set forward by the City Code. (Consensus Recommendation)

B. Subdivision Code

1. The City Council should not determine lot size using a formula ("sliding scale") based on the relative sizes of surrounding residential lots. (Consensus Recommendation)
2. The City Council should amend the Subdivision Ordinance to include variance language not currently found in this code by reiterating the variance language found in the Zoning Code. (Consensus Recommendation)
3. The City Council should amend the lot line requirement within the Subdivision Ordinance to require that lot lines are perpendicular to the front property line unless a variance is obtained. (Consensus Recommendation)
4. The City Council should amend the Subdivision Ordinance to allow single-family lots to be served by private streets if approval of the private street is conditioned on a legal mechanism (e.g. neighborhood associations) being in place to fund seasonal and ongoing maintenance and that the street cannot be gated or restrict traffic. (Consensus Recommendations)
5. The City Council should amend the Subdivision Code to require that new houses being placed on new streets within a new development access the new street in that subdivision. (Consensus Recommendation)

6. The City Council should consider recombination and subsequent re-subdivision of single-family residential lots no differently than other subdivision requests. (Consensus Recommendation)
- 7.a. The City Council should allow the creation of flag lots and continue to hear them through the variance process. (Majority Recommendation—6 votes)
- 7.b. The City Council should prohibit the creation of flag lots within the City. (Minority Recommendation—2 votes)

C. Zoning Code

1. The City Council should designate three levels of single-family residential zoning districts, which include the following districts: (Consensus Recommendation)
 - Small lot single-family residential, which would have standards less than the current standards;
 - Standard single-family residential, which would have the same standards as the current R1 district; and
 - Lakeshore single-family residential, which would have standards equal to that set forward in the City's Shoreland Zoning Ordinance.
2. The City Council should not create a large lot zoning district. (Consensus Recommendation)
3. When a small lot single-family residential zoning district is designated, the City Council should review the standards in the Zoning Code for this district to ensure appropriate building height and setbacks requirements. (Consensus Recommendation)
4. In addition to the new zoning districts, the City Council should designate an overlay zoning district for single-family lots platted prior to May 21, 1959 to ensure that they remain legally nonconforming lots. (Consensus Recommendation)
5. The City Council should evaluate the fees associated with the existing planned unit development process. (Consensus Recommendation)
6. The City Council should amend the preamble of the Zoning Code with the following language: "...for the purpose of protecting and enhancing the character, stability, and vitality of residential neighborhoods as well as commercial areas." (Consensus Recommendation)

D. Other City Standards and Ordinances

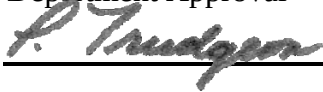
1. The City Council should consider creating incentives for environmentally friendly development practices. (Consensus Recommendation)
2. The City Council should consider a tree preservation and replacement ordinance. (Consensus Recommendation)

REQUEST FOR CITY COUNCIL DISCUSSION

DATE: 7/26/2010

ITEM NO: 13. b

Department Approval



City Manager Approval



Item Description: Discussion regarding the adoption of a new **ZONING TEXT AMENDMENT**; Adopting new regulations for Title 10, Zoning Regulations, pertaining to the **RESIDENTIAL DISTRICTS (PROJ0017)**.

1.0 REQUESTED ACTION

The Roseville Planning Division is seeking the approval of new Residential District standards or the text portion of Title 10, Zoning Regulations of the City Code.

2.0 PROGRESS REVIEW

2.1 The Planning Division and Consultant (The Cuningham Group) began work on necessary modifications to the residential and commercial districts in late January. These changes are based on the goals and policies identified in the Roseville 2030 Comprehensive Plan and on the need to update/clarify specific uses, dimensional requirements, and language within the new code.

2.2 ON February 4, 2010 the City held the first Community Open House which was the introduction into the update process, identifying why the zoning ordinance need to be updated, goals of the update or rewrite process, and provided the tentative schedule.

2.3 On March 25, 2010 the City held the second Community Open House and introduced the residential district draft requirements. The Open House was attended by a dozen interested persons. Staff and the Consultant presented information about the draft residential and commercial codes and answered questions.

2.4 On April 7, 2010, the City Planner discussed further with the Planning Commission any additional questions, comments and/or changes to the draft commercial/mixed use district regulations and indicated that the public hearing would be the next step in the process.

3.0 NEW VERSUS OLD CODE

3.1 Beginning with Imagine Roseville 2025 and continuing through Roseville's 2030 Comprehensive Plan, the City has established a number of vision statements, policies, and goals that will take a new kind of zoning ordinance to achieve. The philosophy has been to create a code that is more focused on the physical form of uses and their relationships with the surrounding area. This emphasis will promote innovative practices, support more flexible standards, and streamline current processes with performance standards (to replace processes such as certain conditional uses, variances, and planned unit developments).

29 3.2 Zoning districts have been created with names that are similar to their counterpart land
30 use categories found in the Comprehensive Plan.

31 3.3 Simple sketches and photos will be used throughout the document to illustrate specific
32 requirements, and the formatting and general organization will be a big improvement
33 over the current document.

34 **4.0 RESIDENTIAL DISTRICT DIFFERENCES**

35 4.1 All of the residential districts take their names directly from their land use designations.
36 However, there are two low density residential zoning districts (LDR-1 and LDR-2) in
37 order to address the density range of 1.5 to 8 units per acre allowed under the Low
38 Density Residential land use category.

39 4.2 Specific residential districts regulation modifications include:

- 40 a. Reduced minimum lot size in order to achieve 93% lot size compliance. Reduced
41 size is equal to a minimum width of 75 feet and a minimum area of 9,500 sq. ft.
- 42 b. Accessory structure number and overall size have been refined. The proposal
43 limits LDR-1 and LDR-2 districts to a maximum of two “accessory structures”
44 and a maximum total allowance of 1,008 sq. ft. The definition of accessory
45 structure will include a garden shed to eliminate confusion over type and number.
- 46 c. Proposed design standards for single-family residences to limit the amount of
47 space garage doors may occupy on the street frontage; this has the effect of
48 reducing the visual prominence of garages on residences and enhancing the
49 pedestrian environment.
- 50 d. The proposal establishes specific design standards for multiple family dwellings
51 that promote architecturally interesting buildings.
- 52 e. Modification of certain dimensional standards such as reduction in certain setback
53 areas; establishing height in feet, not number of stories; clarifying buildable area
54 and impervious coverage.

55 **5.0 PLANNING COMMISSION ACTION**

56 5.1 At the duly noticed public hearing, the City Planner presented the draft Residential
57 Districts requirements and reviewed questions submitted in advance of the meeting by
58 Commissioner Wozniak and those suggested modifications of the City Attorney.

59 5.2 The specific questions of Commissioner Wozniak included: clarifying (making uniform)
60 shed, accessory building, accessory structure, and other similar terms; defining hard
61 surface driveway; suggested adding statement in paragraph of 1004.02 “those that
62 constitute 50% of more of existing/current building areas” in all medium and high
63 density districts; and clarify/modify use chart statement regarding permitted, conditional
64 and those uses requiring specific standards.

65 5.3 The Commission Chair invited any citizens in the audience to come forward and address
66 the Commission. There were seven citizens that had specific questions/comments for the
67 Commission and/or the Planning Staff.

- 68 5.4 Charles Disney stated he was opposed to the pending lot split in his neighborhood,
69 sought to preserve property value, trees, green space, wildlife, and expressed concern
70 over increased density. The comments made by Mr. Disney generally were in opposition
71 to the proposed reduction in single family lot size from 11,000 to 9,500 for his
72 neighborhood and for the creation of a new large lot zoning district to protect his and his
73 neighbor's property.
- 74 5.5 Tam McGehee addressed the Commission to support Mr. Disney and a need to maintain
75 large lots in Roseville. She also questioned the need to amend the current zoning
76 ordinance, disagreed with Planning Staff's response (part of staff report) and provided
77 her perception of the Metropolitan Council's mandate and Roseville's current adherence
78 to affordable housing. Ms. McGehee alleged the postcard was a gross misrepresentation
79 of the facts and that there was nothing in the current residence districts code that was
80 inconsistent with the updated Comprehensive Plan. She added that the current draft was
81 missing consideration and consistency for neighborhood harmony and consistency that
82 was evident in the existing code. Ms. McGehee questioned where the green space and
83 environmental protection would come from and opined that this proposed zoning was
84 totally unnecessary and not required by the Comprehensive Plan, nor did it fulfill
85 Roseville's goal for diverse housing and stated that the City was in good shape with the
86 Code requiring only minor tweaking and only those areas outdated or needing unification
87 needed to be addressed.
- 88 5.6 Joe Dietz reviewed the history of his neighborhood (Marion Road) and indicated that the
89 City was doing a disservice by allowing the minor subdivision at 2218 Highway 36 and
90 removing trees and creating more noise for the neighborhood.
- 91 5.7 Kim Melby questioned whether her neighborhood could be zoned to a single family large
92 lot district. Chair Doherty indicated that the residents could seek such a change from the
93 City Council, but that the Commission was not in a position to create such a district at
94 this time. The City Planner indicated that the same issue came up a few years ago during
95 the Lot Split Study process and that at that time there was not support for such a new
96 residential designation. The City Planner provided clarification on the decision to reduce
97 the current lot size and the potential impact it would have throughout Roseville. Ms
98 Melby added her concern that there appeared to be no protection for homeowner's in her
99 neighborhood (Marion Road).
- 100 5.8 Ruth Blumster addressed the Commission and City Planner regarding the uncertainty
101 regarding the number of lots that could be created in her neighborhood (Marion Road).
102 The City Planner indicated that the change from a minimum standard of 85 feet of lot
103 width and 11,000 sq. ft. to the proposed 75 foot width and 9,500 sq. ft. would effect very
104 few lots in Roseville (70 new lots potentially could be created from current to proposed
105 dimensions). Ms. Blumster stated she desired that her neighborhood's low density,
106 characteristics, and enhances wooded areas/wildlife be protected.
- 107 5.9 Tam McGehee addressed the Commission regarding the Mertex property along Walnut
108 Street and south of Terminal Road (adjacent to Gross Golf Course) stating the City
109 should consider changing the land use designation and zoning of the property to
110 residential or mixed use.

- 111 5.10 Chris Blumster advised the Commission that he and his concerned neighbors had been
112 directed for follow-up to the Planning Commission from their appearance at a previous
113 City Council meeting so seek zoning changes for a Large Lot Neighborhood. While
114 recognizing the of zoning throughout the City, Mr. Blumster opined that he and his
115 neighbors felt trapped in their concerns, with no one listening to attempts to preserve
116 runoff, green space, and the integrity of their neighborhood.
- 117 5.11 The Commission discussed with the Planning Staff the potential confusion over
118 lot/impervious coverage and improved area for residential districts. Associate Planner
119 Lloyd provided a response to clarify the difference and offered to provide a revision to
120 further clarify.
- 121 5.12 Commission Boerigter indicated his opposition to the requirement to have attached
122 garages setback from the principle structure as currently provided in Section 1005.06 fo
123 the proposed draft. Discussion ensued on these requirements amongst Commissioners,
124 Planning Staff and the City's Consultant. The Commission also had a similar concern
125 over the language in Section 1005.05G. The eventual decision was to remove the
126 language in both sections for further review and modification, bringing the proposed text
127 back to the Commission in August for a recommendation.
- 128 5.13 Further discussion included public perception and confusion on the 30% impervious
129 coverage requirements without significant mitigation and how to clarify or communicate
130 those requirements; expectations of property owners for their property and adjacent
131 properties and any impacts of those properties to their own parcel; staff's rationale in
132 recommending the 50% total improved area percentage allowing greater flexibility than
133 current language and fewer administrative deviations or variances coming forward; and
134 attempts to clarify goals in the guiding documents to allow those flexibilities, with some
135 thought to be given to further clarification of that language. Additional discussion included
136 the ability to change the percentage of lot improvements from 50% in the future if deemed
137 appropriate due to recognition of any unintended consequences; understanding, defining, and
138 communicating impervious coverage at 30% versus total lot coverage by other structures or
139 amenities at a total of 50%; structure expansion without expanding its footprint; and cases
140 being heard at the Planning Commission or Variance Board indicating that the lot coverage
141 percentage was too low. After further discussion, members concurred that the 50% threshold
142 for total lot coverage was appropriate.
- 143 5.14 At the request of Member Boerigter, Mr. Paschke advised that newly created or expanded
144 standards would be part of the zoning code rewrite, with supplemental regulations all in
145 one location in the code.
- 146 5.15 Further discussion included current code and proposed code related to calculation and
147 more clarifying terminology for up to three (3) accessory structures, or a maximum of
148 864 square feet for garden shed requirements.
- 149 5.16 Commissioners were in consensus in correcting public comment related to the amount of
150 time spent to-date on this zoning code rewrite, with the Consultant having begun working
151 with staff in November of 2009, and the Planning Commission consistently hearing
152 various iterations and drafts of the code since February of 2010, following preliminary

153 discussions and input provided to staff and the consultant before it became more
154 formalized.

155 5.17 Additional discussion clarified that the code text guided, and the pictures were simply
156 illustrative; the need to provide illustrations based on existing examples within the
157 community; intent of the primary building façade to be prominent visually and
158 functionally, with Mr. Lamb opining that there were a number of examples in the City
159 that didn't overwhelm the front of the house; and staff offering to clarify language to
160 address expressed concerns while promoting that the predominant feature on the property
161 was that of the main structure, or the dwelling itself to be the primary focus.

162 5.18 Chair Doherty and Commissioners Wozniak, Gottfried, and Gisselquist were supportive
163 in general of including the proposed statement as indicated by Member Wozniak in
164 Section 1004.02 to Section 1005.05 Multi-Family Design Standards; and staff was
165 directed to incorporate the statement. By consensus, staff was directed to change the
166 language from "façade" to "primary building face" for more clarity. Member Gisselquist
167 suggested the same language be used for single and multi-family residential, with the
168 intent of the primary face.

169 5.19 The Planning Commission voted (6-0) to RECOMMEND APPROVAL of the proposed new
170 text for all Residential Districts in the City of Roseville, adopting new regulations for Title
171 10, Zoning Regulations, pertaining to all RESIDENTIAL DISTRICTS, as detailed in the
172 Request for Planning Commission Action dated July 7, 2010.

173 5.20 The Planning Commission voted (6-0) to RECOMMEND a FRIENDLY AMENDMENT to
174 the original motion as follows:

175 a. *Remove language related to attached garages, Sections 1005.05 G and 1005.06*
176 *regarding design standards for one and two-family with staff directed to provide*
177 *further modifications consistent with tonight's discussion, rewrite that section for*
178 *future consideration by the Planning Commission for re-inclusion in the*
179 *document in areas as appropriate.*

180 b. *G would say "Attached Garages" on the draft, but provide no descriptive*
181 *language following the heading for consideration of the remainder of the*
182 *document*

183 **6.0 SUGGESTED CITY COUNCIL ACTION**

184 The City Council should review the proposed text changes for Residential Districts and
185 ask questions of the Planning Staff. It is expected that the Residential Districts code will
186 be back in front of the City Council for adoption sometime this fall.

187 **Prepared by: City Planner Thomas Paschke (651-792-7074)**
188 Attachments: A: Proposed Draft Residential District Requirements

Chapter 1003. Residential Districts

1003.01 Statement of Purpose

The residential districts are designed to protect and enhance the residential character and livability of existing neighborhoods, and to achieve a broad and flexible range of housing choices within the community. Each residential district is designed to be consistent with the equivalent land-use category in the Comprehensive Plan: Low-Density Residential, Medium-Density Residential, and High-Density Residential. The districts are also intended to meet the relevant goals of the Comprehensive Plan regarding residential land use, housing, and neighborhoods.

1003.02 Accessory Buildings

A. **One- and Two-Family Dwellings:** The following standards apply to accessory buildings that serve one- and two-family dwellings.

[See multifamily standard under B.]

1. Number allowed: Each principal dwelling unit is allowed up to two detached accessory buildings meeting the standards in Table 1003-1.
2. Accessory Structure Performance Standards: Accessory buildings totaling 1,008 square feet may be permitted if the Zoning Administrator determines that three of the following performance standards have been met:
 - a. Matching the roof pitch to be similar to that of the principal structure;
 - b. Adding windows or architectural details to improve the appearance of rear and side walls;
 - c. Using raised panels and other architectural detailing on garage doors.
 - d. Increasing side and/or rear yard setback(s).
 - e. Installing landscaping

ADD DIAGRAM

B. **Attached and Multifamily Buildings:** Attached and multifamily buildings are allowed one storage or maintenance structure and one garden shed per complex, plus detached garage structures as needed. Accessory buildings and sheds must be located in rear or side yards behind the rear building line of the principal structure. Accessory buildings and sheds must be set back a minimum of 10 feet from rear or side lot lines and from principal buildings.

Table 1003-1	Accessory building
Maximum combined size/area	864 square feet; up to 1,008 square feet by meeting performance standards (See 1003.02 A.2. above)
Maximum height	15 feet; 9 feet wall height
Maximum floor area per lot	Overall area of detached accessory buildings shall not exceed 85% of the exterior dimensional footprint of the principal structure
Setbacks	
Front yard	Not allowed ^{a b}
Rear yard, side yard	Allowed, meeting setbacks below
From side or rear lot line	5 feet
From corner side lot line	Behind established building line of principal structure
From any other building or structure on the lot	6 feet

- a On lakeshore lots and through lots, accessory buildings may be located forward of the principal structure but must meet the required front yard setback in the district.
- b Where the natural grade of a lot at the building line of a house is 8 feet or more above the established street centerline, the Zoning Administrator may permit a detached garage to be erected within any yard to enable a reduction of the slope of the driveway to as little as 4%, provided that at least one-half of the wall height is below grade level.

C. Color, Design, and Materials: The exterior design and materials of an accessory building must be similar to or compatible with those of the principal structure.

D. Driveway Required: Any accessory building used for storing one or more motorized vehicles and/or trailers must be served by a hard-surfaced driveway to an adjacent public street, if any of these items are removed from the accessory building more than 2 times in a 10-day period.

E. Construction Timing: Accessory buildings must not be constructed prior to the construction of the principal structure on the same site.

F. Permit Required: Permits are required for all detached accessory buildings prior to construction. See Section ____.
[permit requirements to be listed elsewhere]



Accessory building with pitched roof and architectural detailing

1003.03 Residence Relocations

In order to protect the character of residential neighborhoods, relocated dwellings must meet all standards of the zoning district where they will be located. Relocations of dwellings require a relocation permit.

1003.04 Existing Setbacks

If existing houses on 50% or more of the frontage of any block have a predominant front yard setback less than the minimum required in this chapter, any new construction on that block frontage may have a reduced front yard setback equal to the average front yard setback of the two adjacent houses on the same side of the street.

1003.05 Multi-Family Design Standards

The standards in this section are applicable to all structures that contain three or more units. Their intent is to encourage multi-family building design that respects its context, incorporates some of the features of one-family dwellings within the surrounding neighborhood, and imparts a sense of individuality rather than uniformity.

The following standards apply to new buildings and major expansions (those that constitute 50% or more of building floor area). Design standards apply only to the portion of the building or site that is undergoing alteration.

- A. **Orientation of Buildings to Streets:** Buildings shall be oriented so that a primary entrance faces one of the abutting streets. In the case of corner lots, a primary entrance shall face the street from which the building is addressed. Primary entrances shall be defined by scale and design.
- B. **Street-facing Façade Design:** No blank walls are permitted to face public streets, walkways, or public open space. Street-facing façades shall incorporate offsets in the form of projections and/or recesses in the façade plane at least every 40 feet of façade frontage. Wall offsets shall have a minimum depth of 2 feet. Open porches and balconies are encouraged on building fronts and may extend up to the 8 feet into the required setbacks.

In addition, at least one of the following design features shall be applied on a street-facing façade to create visual interest

- One or more dormer windows or cupolas
 - Recessed entrances
 - Covered porches or stoops
 - One or more bay windows with a minimum 12-inch projection from the façade plane
 - Eaves with a minimum six inch projection from the façade plane
 - Changes in materials, textures, or colors
- C. **Four-sided Design:** Building design shall provide consistent architectural treatment on all building walls. All sides of a building must display compatible materials, although decorative elements and materials may be concentrated



Building entrances oriented to the street; façades are articulated



Building with street-facing façade articulated by offsets, changes in materials, and window placement



All sides of building display compatible materials and consistent detailing; all sides have windows

on street-facing façades. All façades shall contain window openings.

- D. **Maximum Length:** Building length parallel to the primary abutting street shall not exceed 160 feet without a visual break such as a courtyard or recessed entry.
- E. **Landscaping of Yards:** Front yards must be landscaped according to Section ____.
- F. **Detached Garages:** The exterior materials, design features, and roof forms of garages shall be compatible with the principal building served.
- G. **Attached Garages:** [Revised text to be considered by the Planning Commission on August 4, 2010.](#)
- H. **Surface Parking:** Surface parking shall not be located between a principal building front and the abutting primary street except for drive/circulation lanes and/or handicapped parking spaces. Surface parking adjacent to the primary street shall occupy a maximum of 40% of the primary street frontage and shall be landscaped according to Section ____.
- I. **Service Areas and Mechanical Equipment:** Service areas, utility meters, and building mechanical equipment shall not be located on the street side of a building or on a side wall closer than 10 feet to the street side of a building.
- J. **Trash and Recycling Areas:** Trash and recycling storage areas shall be enclosed. Enclosure walls shall be of a block or masonry material and designed to match the building where it is located. Trash enclosures within developments of two-story or more shall incorporate a trellis cover or a roof design to screen views from above. The enclosure should be accessible to residents and businesses, yet located away from main entries.



Tuck-under garages take access from rear of building



Attached garage doors occupy less than 50% of building front

ADD DIAGRAM



Trash-storage enclosure with masonry walls

1003.06 One- and Two-Family Design Standards

[Revised text to be considered by the Planning Commission on August 4, 2010.](#)

1003.07 Table of Residential Uses

Table 1003-2 lists all permitted and conditional uses in the residential districts.

- A. Uses marked as “P” are permitted in the districts where designated.
- B. Uses marked with a “C” are allowed as conditional uses in the districts where designated, in compliance with all applicable standards.
- C. Uses marked with a “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards are included in Chapter __, Supplemental Regulations.

Table 1003-2	LDR-1	LDR-2	MDR	HDR	Standards
Residential - Family Living					
One-family detached dwelling	P	P	P		
Two-family detached dwelling (duplex)		P	P		
Two-family attached dwelling (twinhome)		P	P		
One-family attached dwelling (townhome, rowhouse)		C	P	P	Y
Multi-family, 3-8 units per building			P	P	Y
Multi-family, 8 or more units			C	P	Y
Manufactured home park				C	Y
Accessory dwelling unit (ADU)?	C	C	P		Y
Live-work unit				C	Y
Residential - Group Living					
Community residential facility, state licensed, serving 1-6 persons	P	P			Y
Community residential facility, state licensed, serving 7-16 persons			C	C	Y
Nursing home, assisted living facility			C	C	Y
Utilities					
Essential services [<i>“as permitted by state law”</i>]	P	P	P	P	Y
Accessory Uses					
Bed and breakfast establishment	C	C			Y
Home occupation	P	P	P	P	Y
Day care facility, family	P	P	P	P	Y
Day care facility, group family	C	C	C	C	Y
Day care center			C	C	Y
Roomers, boarders	P	P	P	P	Y
Accessory Buildings and Structures [<i>meeting the yard encroachment standards</i>]					
Accessibility ramps and other accommodations	P	P	P	P	
Detached garages and off-street parking spaces	P	P	P	P	Y
Gazebos, arbors, patios, play equipment, treehouses, chicken coop, etc	P	P	P	P	Y
Renewable energy systems	P	P	P	P	Y
Swimming pools, hot tubs and spas	P	P	P	P	Y
Tennis and other recreational courts	P	P	P	P	Y
Garden sheds and similar buildings for storage of domestic supplies and equipment	P	P	P	P	Y
Communications equipment - shortwave radio and TV antennas	P	P	P	P	Y
Temporary Uses					
Temporary buildings for construction purposes	P	P	P	P	Y
Garage sales, boutique sales	P	P	P	P	Y
Personal storage containers	P	P	P	P	Y
Seasonal garden structures	P	P	P	P	Y
Private garden, community garden	P	P	P	P	Y

1003.08 Low Density Residential - 1 (LDR-1) District

A. **Statement of Purpose:** 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.

B. **Dimensional Standards:**

Table 1003-3	
Minimum Lot Area	9,500 square feet
Interior Lot Width	75 feet
Maximum Building Height	30 feet
Improved Area (Lot Coverage) ^{ab}	50% ^c
Front Yard Setback	30 feet ^{ad}
Side Yard Setback	
Interior	5 feet
Corner	10 feet
Reversed Corner	Equal to existing front yard of adj. lot but no greater than 30 feet
Rear Yard Setback	30 feet

reduced lot dimensions to allow for courtyard-type building arrangements

- a Improved area (lot coverage) includes buildings, paved areas, decks, patios, etc.
- b Storm water runoff shall be limited (by use of permeable paving, green roofs, cisterns, rain barrels, rain gardens, etc.) to the amount of runoff that would be generated by 30% impervious lot coverage during a 1-inch rain event over a 24-hour period.
- c Each principal dwelling unit on a duplex property shall be allowed "improved area" equal to 25% of the overall parcel area (i.e., 50% of one-half of the parcel area, corresponding to one of two principal dwelling units on the duplex property.
- d See Section 1003.04, Existing Setbacks.

1003.09 Low Density Residential - 2 (LDR-2) District

A. **Statement of Purpose:** 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.

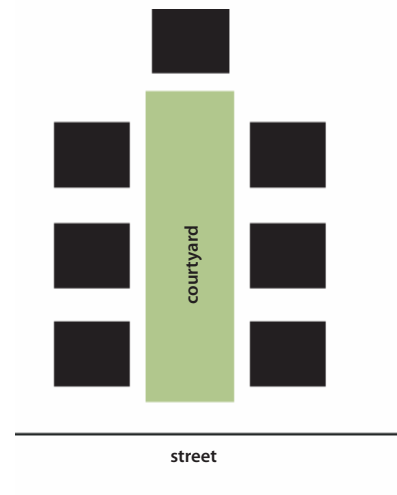
B. Dimensional Standards:

Table 1003-4	One-Family	Two-Family	Attached
Maximum Density	8 units/net acre - averaged across development site		
Minimum Lot Area (sq. feet)	6,000 sq. ft.	4,800/unit	3,000/unit
Minimum Lot Width	60 feet	30 feet/unit	24 feet/unit
Maximum Building Height	30 feet	30 feet	35 feet
Improvement Area (Lot Coverage) ^{ab}	70% ^{ac}	70% ^{ac}	70% ^{ac}
Front Yard Setback			
Street	30 feet ^c	30 feet ^c	30 feet ^c
Interior Courtyard	10 feet	10 feet	10 feet
Side Yard Setback			
Interior	5 feet	5 feet	8 feet (end unit)
Corner	10 feet	10 feet	15 feet
Reversed Corner	Equal to existing front yard of adjacent lot, but no greater than 30 feet		
Rear Yard Setback	30 feet	30 feet	30 feet

- a Improved area (lot coverage) includes buildings, paved areas, decks, patios, etc.
- b Storm water runoff shall be limited (by use of permeable paving, green roofs, cisterns, rain barrels, rain gardens, etc.) to the amount of runoff that would be generated by 30% impervious lot coverage during a 1-inch rain event over a 24-hour period
- c See Section 1003.04, Existing Setbacks.

C. Design Standards: Buildings may be organized in several ways, including:

1. Arranged along the street without a common open space, as is typical for most residential lots. Open space shall be provided on individual lots.
2. Arranged around a common courtyard that faces the street (see diagram), with parking areas taking access off a shared drive to the side and rear of the buildings. The area of the courtyard shall be counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.
3. Arranged along the street with a common open space area to the rear or side of the buildings, as is common in townhouse and multifamily developments. The open space area(s) for resident use shall be counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.



1003.10 Medium Density Residential (MDR) District

A. **Statement of Purpose:** 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.

B. **Dimensional Standards:**

Table 1003-5	One-Family	Two-Family	Attached	Multifamily
Maximum Density	12 units/net acre - averaged across development site			
Minimum Density	5 units/net acre - averaged across development site			
Minimum Lot Area per unit	4,800 sq. ft.	3,600 sq. ft.	2,400 sq. ft.	2,400 sq. ft.
Minimum Lot Width	40 feet	30 feet/unit	n/a	n/a
Maximum Building Height	30 feet	30 feet	35 feet	40 feet
Minimum Green Space/ Landscaped Area ^{a b}	45%	45%	45%	45%
Minimum Green Space/Unit ^{a b}	n/a	n/a	320 sq. ft.	320 sq. ft.
Front Yard Setback				
Street	30 feet	30 feet	30 feet	30 feet
Interior Courtyard	15 feet	15 feet	15 feet	15 feet
Side Yard Setback				
Interior	5 feet	5 feet	8 feet (end unit)	10 feet
Corner	10 feet	10 feet	15 feet	20 feet
Reversed Corner	Equal to existing front yard of adjacent lot, but no greater than 30 feet			
Periphery Setback	30 feet	30 feet	30 feet	30 feet

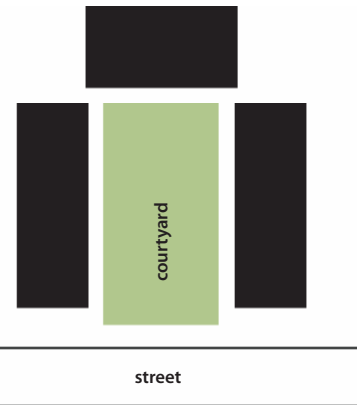
a The minimum requirement is the greater of the two standards.

1003.11 Calculated over the entire development area/ parcel.

A. **Design Standards:** Buildings may be organized in several ways:

1. Arranged along the street without a common open space, as is typical for most residential lots. Open space shall be provided on individual lots.
2. Arranged around a common courtyard that faces the street, with parking areas taking access off a shared drive to the side and rear of the buildings (see diagram). The area of the courtyard shall be counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.

3. Arranged along the street with a common open space area to the rear or side of the buildings, as is common in townhouse and multifamily developments. The open space area(s) for resident use shall be counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.



1003.12 High Density Residential (HDR) District

- A. Statement of Purpose:** The HDR District is 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.

B. Dimensional Standards:

Table 1003.6	Attached	Multifamily
Maximum Density	24 units/net acre	
Minimum Density	12 units/net acre	
Minimum Lot Area per unit	2,000 sq. ft.	1,800 sq. ft.
Maximum Building Height	35 feet	65 feet
Minimum Green/Landscaped Area ^a	45%	45%
Minimum Green Space/Unit ^a	320 sq. ft.	320 sq. ft.
Front Yard Setback		
Street	30 feet	30 feet
Interior Courtyard	10 feet	10 feet
Side Yard Setback		
Interior	8 feet (end unit)	10 feet
Corner	15 feet	20 feet
Reversed Corner	Equal to existing front yard of adjacent lot, but no greater than 30 feet	
Rear Yard Setback	30 feet	30 feet

4. *320 square feet = 16 by 20'*

^a The minimum requirement is the greater of the two standards.

C. Design Standards: Buildings may be organized in several ways:

1. Arranged along the street without a common open space. Open space shall be provided on individual lots or on privately defined spaces to the rear of attached dwellings.
2. Arranged around a common courtyard that faces the street, with parking areas taking access off a shared drive to the side and rear of the buildings. The area of the courtyard shall be counted towards the overall density, toward lot coverage

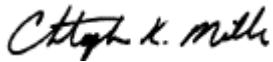
- calculations, and as part of the lot area per unit.
3. Arranged along the street with a common open space area to the rear or side of the buildings, as is common in townhouse and multifamily developments. The open space area(s) for resident use shall be counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.



REQUEST FOR COUNCIL ACTION

Date: 7/26/2010
Item No.: 13 . c

Department Approval



City Manager Approval



Item Description: Continue Discussion on the 2011 Priority-Based Budgeting Process

BACKGROUND

Over the past few weeks, the City Council has held a number of discussions on the 2011 Priority-Based Budgeting Process. This included a June 7, 2010 meeting during which the Council agreed to a budget program ranking methodology. This was followed by a discussion on July 12th and July 19th during which the Council received and discussed narrative descriptions of each program or service.

The Council is now asked to establish their individual program priorities for the purposes of further discussion and eventual submission of a City Manager Recommended Budget. Attachment A to this report contains a summary of each Councilmember's individual ranking along with a composite ranking.

For background purposes, a copy of the previously agreed upon ranking methodology is included in Attachment B, along with program descriptions in Attachment C.

POLICY OBJECTIVE

Establishing a budget process that aligns resources with desired outcomes is consistent with governmental best practices, provides greater transparency of program costs, and ensures that budget dollars are allocated in the manner that creates the greatest value.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends that the Council conduct a preliminary ranking of programs based on the agreed-upon methodology, and review the rankings at the Council meeting.

REQUESTED COUNCIL ACTION

Conduct a preliminary ranking of budget programs and review them at the Council meeting.

Prepared by: Chris Miller, Finance Director
Attachments: A: 2011 City Council Program rankings
B: Ranking methodology
C: Program descriptions

City of Roseville			Attachment A					
Priority-Based Budgeting								
Tax-Supported Programs								
2011								
Department / Division	Program / Function	Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank
City Council	Business Meetings	Current City Code	1.80	3.00	-	3.00	3.00	-
City Council	Community Support / Grants	Current established amount	1.60	4.00	-	1.00	3.00	-
City Council	Intergovernmental Affairs / Memberships	Current established amount	1.20	3.00	-	1.00	2.00	-
City Council	Recording Secretary	Current agreement	1.80	2.00	-	5.00	2.00	-
Advisory Comm.	Human Rights Commission	Current established amount	1.80	3.00	-	3.00	3.00	-
Advisory Comm.	Ethics Commission	Current established amount	1.60	3.00	-	3.00	2.00	-
Administration	Customer Service	Current established standard	1.80	3.00	-	3.00	3.00	-
Administration	Council Support	Current established standard	1.60	3.00	-	2.00	3.00	-
Administration	Records Management/Data Practices	Current established standard	2.00	3.00	-	5.00	2.00	-
Administration	General Communications	Current established standard	1.80	3.00	-	3.00	3.00	-
Administration	Human Resources	Current established standard	1.80	3.00	-	3.00	3.00	-
Administration	Organizational Management	Current established standard	1.40	3.00	-	2.00	2.00	-
Elections	Elections	Required service per Statute	1.60	3.00	-	5.00	-	-
Legal	Civil Attorney	Current contract	1.80	3.00	-	4.00	2.00	-
Legal	Prosecuting Attorney	Current contract	2.40	3.00	-	4.00	5.00	-
Legal	Special Services	Current contract	1.60	3.00	-	3.00	2.00	-
Finance	Banking & Investment Management	'Buy and hold' strategy	2.20	4.00	-	3.00	4.00	-
Finance	Budgeting / Financial Planning	Minimum required level	2.00	3.00	-	3.00	4.00	-
Finance	Business Licenses	Required service per City Code	1.80	3.00	-	3.00	3.00	-
Finance	Cash Receipts	Required service per Statute, GAAP	1.20	3.00	-	3.00	-	-
Finance	Contract Administration	Minimum required level	2.00	4.00	-	3.00	3.00	-
Finance	Contractual Services (RVA, Cable)	Current contact	1.20	3.00	-	1.00	2.00	-
Finance	Debt Management	Required service per Statute	1.20	3.00	-	3.00	-	-
Finance	Economic Development	On an 'as needed' basis	1.80	4.00	-	2.00	3.00	-
Finance	Accounts Payable	Required service per Statute, GAAP	0.60	3.00	-	-	-	-
Finance	Gen. Ledger, fixed assets, financial reporting	Required service per Statute, GAAP	0.60	3.00	-	-	-	-
Finance	Lawful Gambling (partial cost)	Required service per City Code	0.60	3.00	-	-	-	-
Finance	Payroll	Required service per Statute, GAAP	0.60	3.00	-	-	-	-
Finance	Receptionist Desk	Staff Reception Desk M-F, 8-4:30pm	1.40	2.00	-	3.00	2.00	-
Finance	Risk Management	Minimum required level	1.80	4.00	-	-	5.00	-
Finance	Utility Billing (partial cost)	Minimum required level	1.60	4.00	-	-	4.00	-
Finance	Workers Compensation Admin.	Minimum required level	1.60	4.00	-	-	4.00	-
Finance	Organizational Management	Not applicable	1.20	3.00	-	1.00	2.00	-
Central Services	Central Services	Not applicable	1.20	3.00	-	1.00	2.00	-
General Insurance	General Insurance	Minimum required level	0.60	3.00	-	-	-	-
Police Administration	Response to Public Requests	Current established standard	2.20	3.00	-	3.00	5.00	-
Police Administration	Police Records / Reports	Current established standard	2.20	3.00	-	5.00	3.00	-
Police Administration	Community Liaison	Current established standard	2.20	3.00	-	5.00	3.00	-
Police Administration	Organizational Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Police Patrol	24 x 7 x 365 First Responder	Current established standard	3.00	5.00	-	5.00	5.00	-
Police Patrol	Public Safety Promo / Community Interaction	Current established standard	2.00	3.00	-	4.00	3.00	-
Police Patrol	Dispatch	Current established standard	3.00	5.00	-	5.00	5.00	-
Police Patrol	Police Reports (by officer)	Current established standard	2.20	3.00	-	5.00	3.00	-
Police Patrol	Animal Control	Current established standard	2.40	3.00	-	4.00	5.00	-
Police Patrol	Organizational Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Police Investigations	Crime Scene Processing	Current established standard	2.60	3.00	-	5.00	5.00	-
Police Investigations	Public Safety Promo / Community Interaction	Current established standard	2.20	3.00	-	5.00	3.00	-
Police Investigations	Criminal Prosecutions	Current established standard	3.00	5.00	-	5.00	5.00	-
Police Investigations	Response to Public Requests	Current established standard	2.20	3.00	-	5.00	3.00	-
Police Investigations	Organizational Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Community Services	Community Services	2 CSO's (1 FTE)	2.20	3.00	-	5.00	3.00	-
Police Emerg. Mgmt	Police Emergency Management	Current established standard	3.00	5.00	-	5.00	5.00	-
Police Lake Patrol	Police Lake Patrol	Current established standard	2.60	5.00	-	5.00	3.00	-
Fire Administration	Fire Administration & Planning	Current established standard	2.20	4.00	-	5.00	2.00	-
Fire Administration	Emergency Management	Current established standard	3.00	5.00	-	5.00	5.00	-
Fire Administration	Organizational Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Fire Prevention	Fire Administration & Planning	Current established standard	2.20	4.00	-	5.00	2.00	-
Fire Prevention	Fire Prevention	Current established standard	3.00	5.00	-	5.00	5.00	-
Fire Fighting / EMS	Fire Administration & Planning	Current established standard	2.00	3.00	-	5.00	2.00	-
Fire Fighting / EMS	Fire Suppression / Operations	Current established standard	3.00	5.00	-	5.00	5.00	-
Fire Fighting / EMS	Emergency Medical Services	Current established standard	3.00	5.00	-	5.00	5.00	-
Firefighter Training	Firefighter Training	Current established standard	3.00	5.00	-	5.00	5.00	-
Fire Relief	Fire Relief	Actuarial required amount	0.80	3.00	-	-	1.00	-
PW Administration	Project Delivery	Deliver \$2.5-\$3.5 M annually	2.40	4.00	-	5.00	3.00	-
PW Administration	Street Lighting	Maintain system per policy	2.60	3.00	-	5.00	5.00	-
PW Administration	Permitting	Administer current city code	2.00	4.00	-	3.00	3.00	-
PW Administration	General Engineering/Customer Service	Respond to Customer requests	1.80	3.00	-	3.00	3.00	-
PW Administration	Storm Water Management	Meet min. regulatory requirements	2.40	4.00	-	5.00	3.00	-
PW Administration	Organizational Management	Admin and budgetary requirements	2.00	3.00	-	5.00	2.00	-
Streets	Pavement Maintenance	Maintain 75-80 Avg. pavement rating	2.60	4.00	-	5.00	4.00	-
Streets	Winter Road Maintenance	Per current snow policy	2.60	3.00	-	5.00	5.00	-
Streets	Traffic Management & Control	Meet regulatory standards	2.60	3.00	-	5.00	5.00	-
Streets	Streetscape & ROW Maintenance	Maintain to low to medium standard	1.80	3.00	-	3.00	3.00	-
Streets	Pathways & Parking Lots	Maintain 75-80 Avg. pavement rating	2.60	4.00	-	5.00	4.00	-
Streets	Organizational Management	Admin and budgetary requirements	2.00	3.00	-	5.00	2.00	-
Street Lighting	Street Lighting capital items	Replace failed systems	2.20	3.00	-	4.00	4.00	-
Bldg Maintenance	Custodial Services	Maintain medium workplan	1.00	1.00	-	3.00	1.00	-
Bldg Maintenance	General Maintenance	Meet operational need	1.20	1.00	-	3.00	2.00	-
Bldg Maintenance	Organizational Management	Admin and budgetary requirements	1.60	3.00	-	3.00	2.00	-

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2011

Attachment A

<u>Department / Division</u>	<u>Program / Function</u>	<u>Current</u>	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank
Central Garage	Vehicle Repair	Preventative repair/minimize downtime	2.40	4.00	-	4.00	4.00	-
Central Garage	Organizational Management	Admin and budgetary requirements	2.00	3.00	-	5.00	2.00	-
Rec Administration	Personnel Management	Current established standard	1.60	3.00	-	3.00	2.00	-
Rec Administration	Financial Management	Current established standard	2.20	3.00	-	5.00	3.00	-
Rec Administration	Planning & Development	Current established standard	1.80	3.00	-	3.00	3.00	-
Rec Administration	Community Services	Current established standard	1.80	3.00	-	3.00	3.00	-
Rec Administration	City-wide Support	Current established standard	1.60	3.00	-	3.00	2.00	-
Skating Center	OVAL	Current established standard	2.00	3.00	-	4.00	3.00	-
Skating Center	Arena	Current established standard	2.00	3.00	-	4.00	3.00	-
Skating Center	Banquet Area	Current established standard	2.00	3.00	-	4.00	3.00	-
Skating Center	Department-wide Support	Current established standard	1.60	3.00	-	2.00	3.00	-
Recreation Programs	Program Management	Current established standard	1.80	3.00	-	3.00	3.00	-
Recreation Programs	Personnel Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Recreation Programs	Facility Management	Current established standard	2.00	3.00	-	4.00	3.00	-
Recreation Programs	Volunteer Management	Current established standard	2.20	4.00	-	3.00	4.00	-
Recreation Programs	Organizational Management	Current established standard	2.00	3.00	-	5.00	2.00	-
Recreation Maint.	Grounds Maintenance	Current established standard	1.60	2.00	-	3.00	3.00	-
Recreation Maint.	Facility Maintenance	Current established standard	2.60	4.00	-	5.00	4.00	-
Recreation Maint.	Natural Resources	Current established standard	2.20	4.00	-	5.00	2.00	-
Recreation Maint.	Department-wide Support	Current established standard	1.80	3.00	-	3.00	3.00	-
Recreation Maint.	City-wide Support	Current established standard	1.60	3.00	-	3.00	2.00	-
Miscellaneous	Equipment Replacement	Per CIP subject to available funding	1.60	4.00	-	-	4.00	-
Miscellaneous	Building Replacement	Per CIP subject to available funding	1.60	4.00	-	-	4.00	-
Miscellaneous	Park Improvement Program	Per CIP subject to available funding	1.40	3.00	-	-	4.00	-
Miscellaneous	Emerald Ash Borer	Not applicable	2.00	4.00	-	3.00	3.00	-
Miscellaneous	Debt Service - Streets	Legally required debt obligations	0.60	3.00	-	-	-	-
Miscellaneous	Debt Service - City Hall, PW Bldg.	Legally required debt obligations	0.60	3.00	-	-	-	-
Miscellaneous	Debt Service - Arena	Legally required debt obligations	0.60	3.00	-	-	-	-

2011 Budget Ranking Methodology

5 - Items in this category, if not funded, are those that could potentially compromise the physical well-being of individuals or property. Examples are the inability of police or fire to respond to calls.

4 - Items in this category, if not funded, are those that could result in substantial increases in the financial burden on the community in subsequent years. Examples of this would be a failure to repair a street or replace a capital asset.

3 - Items in this category, if not funded, are those that could impede the city's ability to provide the type of services that contribute to the quality of life. Examples of this would be funding for the cultural or social events.

2 - Items in this category, if not funded, are those that wouldn't likely affect individuals in the community, but would impede the ability of the city to fulfill its mission. An example of this would be reduced office maintenance.

1 - Items in this category, if not funded, are those that would have little or no impact either on the community, or the city's ability to fulfill its mission. An example of this would be deferred mowing.

City Council

City Council: Business Meetings - City Council salaries and cost of City audit.

City Council: Community Support/Grants - Annual Grants to NWYFS and Roseville Senior Program.

City Council: Intergovernmental Affairs / Memberships - Annual memberships: League of Minnesota Cities; Ramsey County League of Local Governments, Suburban Rate Authority; and National League of Cities

City Council: Recording Secretary – Contract for recording and preparation of city council meeting minutes.

Advisory Commissions

Human Rights Commission – Expenses related to hosting a forum, member training, essay contest member conference attendance and other misc expenses

Ethics Commission - Expenses related to annual Ethics Training and other misc expenses.

Administration & Legal

Administration: Customer Service - Time spent responding to phone, email and in person inquiries.

Administration: Council Support - Time spent preparing City Council packets; preparing official documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights Commissions.

Administration: Records Management/Data Practices - Administration of city-wide electronic Records Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices procedures to assure privacy of certain data and appropriate dissemination of public information.

Administration: General Communications - Provide public information via *Roseville City News*; website; news releases, and other materials. Educate the public via tapes/dvds and special events.

Administration: Human Resources - Administration of human capital; benefits and wellness; compensation; employee/labor bargaining and relations; employee training and development; communications; and, legal compliance and record keeping.

Administration: Organizational Management - Time spent planning, leading, and organizing the City and department; participating in general training or meetings, conducting performance evaluations, etc.

94 **Elections**

95
96 Elections - Administration and clerical support for the education, recruitment and training of judges and
97 staff; absentee and Election Day voter support; and precinct preparation. Election Day supplies and annual
98 maintenance fees.

99
100 **Legal**

101
102 Civil Attorney – Annual retainer plus out-of-pocket expenses.

103
104 Prosecuting Attorney – Annual retainer plus out-of-pocket expenses.

105
106 Special Services - Contingency amount budgeted for legal suits and/or other actions.

107
108 **Finance, Central Services, Insurance**

109
110 Banking & Investment Management - Manage the City's investment portfolio and banking relationships
111 including buying and selling investments, transferring cash among city accounts.

112
113 Budgeting / Financial Planning – Coordinate the City's Budget and capital planning function including; the
114 preparation of the annual budget and CIP, and regular preparation of materials for the City Council, City
115 Manager, and Department Heads.

116
117 Business Licenses - Process all tasks related to the issuance of business licenses including; application
118 review and submittals to the City Council.

119
120 Cash Receipts - Process all tasks related to the cash receipts function including; entering cash receipts,
121 balancing the cash drawer, etc.

122
123 Contract Administration - Assist in the coordination of IT JPA's, wireless lease agreements and License
124 Center lease.

125
126 Contractual Services (RVA, Cable) - Provide contractual accounting-related services to the Roseville
127 Visitor's Association, and Cable Commission.

128
129 Debt Management - Coordinate the City's debt management function including the issuance of all debt
130 including conduit financing offerings.

131
132 Economic Development - Assist in the City's Economic Development function.

133
134 Accounts Payable - Process all tasks related to the accounts payable function including; processing
135 invoices, issuing 1099's and sales tax filings.

136
137 Gen. Ledger, Fixed Assets, Financial Reporting - Process all tasks related to the general accounting and
138 financial reporting functions including; journal entries, financial statement preparation, bank reconciliation,
139 etc.

Lawful Gambling - Process all tasks related to the issuance of lawful gambling licenses including; application review and submittals to the City Council.

Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit withholdings, general processing, federal and state reporting, etc.

Reception Desk - Process all tasks related to the receptionist function including; answering phones, directing lobby traffic, issuing pet licenses, etc.

Risk Management - Coordinate the City's risk management function including; property/liability, serving as Chair of the Safety Committee, and serving as the City's Agent of Record.

Utility Billing - Process all tasks related to the utility billing function including; entering meter reads, processing invoices, and servicing accounts.

Workers Compensation Administration - Administer the City's workers compensation program including managing First Report of Injury forms, and claims administration.

Organizational Management – Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

Central Services – Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and envelopes, and postage machine lease payments.

General Insurance - The General Fund's share of the City's workers compensation and property/casualty insurance costs.

Police

Admin: Response to Public Requests - The foremost function of the police department is to serve and protect the public. Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA) for new hires, gun purchase permits, clearance letters, investigations, business licensing; performed by front office staff trained by the BCA. Copies of police reports are available to the public upon request. The police counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x 365 entry available to the public.

Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually. Record Technicians review and code all reports and then enter the reports into the records management system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of police reports are available to the public upon request. Police reports are also forwarded to the City/County Attorneys and the Court.

Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

189 Admin: Organizational Management - Personnel supervision, strategic planning, budget
190 planning/management, grant procurement/management, internal investigations, compliance with data
191 practices and state statutes, web site maintenance, policy and procedure development, union deliberation,
192 tactile planning (SWAT) and training.

193
194 Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the
195 scene of all 911 calls.

196
197 Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's
198 Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop
199 with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

200
201 Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by
202 number of calls for service.

203
204 Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually.
205 All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A
206 good percentage of incidents require all officers involved write a report on the incident—the first officer on
207 the scene generates the original report and other officers called to the scene generate a supplemental report
208 under the same case number.

209
210 Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City
211 unless a part-time Community Service Officer is available.

212
213 Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and
214 statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency;
215 define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend
216 several trainings on a regularly scheduled basis—many civil judgments across county (deliberate
217 indifference), constitutional violations.

218
219 Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in
220 police department; submission of evidence to BCA and courts. May include the writing of search warrants,
221 getting judicial approval of warrant and then execution of said warrant (may include SWAT).

222
223 Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens
224 Academy, Shop With A Cop, "lemonade stand," focused Rosedale surveillance, and participation in many
225 community events. Assist with crime alerts to notify community of criminal activity. Investigation of all
226 major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a
227 detective to act as school liaison officer at RAHS during the school year.

228
229 Investigations: Response to Public Requests - To function efficiently the police department needs to see
230 active and continual collaboration with the public, the State, County, other city departments, other law
231 enforcement agencies, the courts, local businesses, the schools, vendors, and unions. Investigation of all
232 major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation
233 continues until case is cleared.

234
235 Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation,
236 Child Protection, and other law enforcement/public safety agencies.

237 Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances
238 and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency;
239 define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require
240 follow-up or review by detectives based on solvability and case load. Coordination and supervision of
241 major investigations and crime scenes.

242
243 Community Services: Community Services – Salary of two part-time temporary CSO's and annual
244 community service officer budget that includes the cost of the City's contract with Brighton Vet Clinic—
245 takes in strays and attempts to find owner, also disposes of dead animals.

246
247 Emergency Management: Emergency Management - City-wide emergency siren maintenance, cost of
248 training for designated emergency manager, and cost to support the Department's volunteer reserve officer
249 program.

250
251 Lake Patrol – Lake Patrol - Ramsey County Sheriff's Office to patrol Lake Owasso (water issues only).

252 253 **Fire**

254
255 Admin: Fire Administration and Planning - Administrative staff time related to department operations,
256 planning, payroll processing, budgets, meeting, state, local, and federal requirements.

257
258 Admin: Emergency Management - Fire Department staff time for planning and operations related to City
259 wide emergency management.

260
261 Admin: Organizational Management - Fire Department staff time related to daily department operations.

262
263 Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for
264 daily operations, personnel management, and planning.

265
266 Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire
267 investigations.

268
269 Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel
270 time for daily operations, personnel management, and planning.

271
272 Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related
273 response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

274
275 Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General
276 supplies, and equipment- Firefighter uniforms- Vehicle replacement.

277
278 Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle
279 operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department
280 training.

281

282

Public Works

Admin: Project Delivery – Planning, designing, organizing & managing engineering resources to ensure successful completion 2.5-4.0 million of projects. Construction staking, administration, and inspection of construction process.

Admin: Street Lighting – Maintain 1300+ street lights & traffic signals, electrical costs for lighting. Manage contract maintenance.

Admin: Permitting – Issue ROW & erosion permits, review plans, inspection, coordinate with applicants. Take corrective action, as needed. Planning & building permit review.

Admin: General Engineering/Customer Service – Assist customers (phone, walk-up, online) with inquiries regarding public utilities, property lines, past & future projects, city services. Design, maintain, and update the City's organized collection of maps using computer hardware, software, geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

Admin: Storm Water Management – Customer service, engineering, review, and management/coordination of stormwater issues and outside agencies involved in Storm Water Management.

Admin: Organizational Management – Supervise PW Staff, develop and manage the budget. General oversight & planning of the department. Prepare for, participate in, and follow up to Council & Commission meetings.

Streets: Pavement Maintenance – Preventative maintenance & repair of all City pavement to achieve an average condition rating of 75-80. Crackseal and sealcoat on a regular schedule to ensure safe & adequate transportation, and to extend life of the pavement in the most cost effective manner.

Streets: Winter Road Maintenance – Keeping roads and streets accessible through the winter is a priority for the City. Full plow after 2 or more inches, ice control as needed to keep roads safe.

Streets: Traffic Management & Control – Design, fabrication, installation and maintenance of City traffic control signs for City streets and parking lots. Street & parking lot striping, including crosswalks, arrows, lane markings, school & parking lots to ensure compliance.

Streets: Streetscape and ROW Maintenance – Regular tree-trimming program to ensure visibility and clearance for safety. Mowing, watering, weeding, picking trash, tree maintenance in all streetscape areas. Mowing & weeding ROW areas.

Streets: Pathways & Parking Lots – Maintain pathways & parking lots to ensure safety to all users and achieve an average pavement condition of 75-80. Sustain an aesthetically pleasing appearance through repairs & various types of sealants. Repair quickly to avoid higher costs or injury.

Streets: Organizational Management – Supervise/oversee street staff, street purchases, manage budget, departmental planning of street division to maintain services.

331 Street Lighting: Street Lighting – Maintain /replace as needed.

332

333 Bldg Maintenance: Custodial services – Provide cleaning of City buildings & contract maintenance to
334 medium level, order supplies, resolve issues to ensure buildings are kept clean and acceptable.

335

336 Bldg Maintenance: General Maintenance – Oversee two-person contract custodial staff, HVAC
337 management & monitoring, maintenance, manage summer seasonals.

338

339 Bldg Maintenance: Organizational Management – Supervision, budgetary control, planning, leading, and
340 organizing.

341

342 Central Garage: Vehicle Repair - Maintenance & repair of City fleet to maintain safe, working condition,
343 minimize downtime, and regular scheduled maintenance and repairs.

344

345 Central Garage: Organizational Management - Budgetary control, supervision, and organizing workplan for
346 fleet maintenance division

347

348 **Parks & Recreation**

349

350 Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track
351 bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is
352 responsible for the training and development of 25 FTE employees. Personnel Management includes
353 promoting employment opportunities, recruiting qualified candidates, processing needed personnel
354 paperwork, training to insure high level of delivery and responsibility, supervising to assure quality
355 experiences and services and policy and procedure adherence and evaluating to manage professional and
356 community expectations.

357

358 Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets
359 including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue.
360 Include: planning and coordinating outside funding, administer financial matters on a continual bases.
361 Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8
362 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to
363 develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs
364 to process, track and report daily cash receipts and credit transactions.

365

366 Admin: Planning & Development – Includes: reporting for information and decision making, research,
367 policy development and execution, short term and long term planning, best practice/accreditation
368 maintenance, and special and routine projects and committees. Develop goals and activities, conduct
369 program research and development, legal and legislative work, analyze and plan for program and facility
370 needs, prepare for capital improvements, etc. Planning and Development expenses are connected to
371 department wide and community based policy relations, research and reporting and project management.
372 Often times these projects are at the request of Council, Commission or Administration or involve
373 improved department operations.

374

375

376 Admin: Community Services – includes department customer service, make presentations to local groups,
377 participate with and support more than 20 affiliated groups, resident communications of offerings, special
378 event support and guidance, incorporating technology into operations including website updates and timely
379 e-mail responses. Community Services covers a range of community wide benefits from staff involvement
380 with community organizations and agencies to providing excellent customer service, to offering a wide
381 range of community events to producing communication materials that promote recreational opportunities
382 and facilities and educate and inform the community to serving the community using current technology
383 based tools for registration and communication.

384
385 Admin: Citywide Support – Includes projects, tasks, time spent not directly related to parks and recreation,
386 i.e. department head meetings, city council meetings, community presentations, commission support,
387 attending meetings and serving on city committees, coordinating with other city departments, etc. City-
388 Wide Support includes personnel costs for staff involved in inter-department meetings and projects and
389 community programs and events that involve multi city operations.

390
391 Skating Center: OVAL – The Skating Center services over 300,000 users annually and has the following
392 three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects
393 the cost of building maintenance, ice and equipment maintenance, personnel management and building and
394 grounds maintenance. Also included in this budget are the costs of personnel, financial management,
395 programs, event and overall facility management of the OVAL for the winter ice season and summer skate
396 park.

397
398 Skating Center: Arena – The Skating Center services over 300,000 users annually and has the following
399 three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion
400 reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also
401 included in this budget are the costs of personnel, financial management, programs, event and overall
402 facility management of the year round operation of the Arena.

403
404 Skating Center: Banquet Area – The Skating Center services over 300,000 users annually and has the
405 following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area
406 portion reflects the cost of personnel management, program/event management and financial management.
407 The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for
408 the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the
409 costs of personnel, equipment and supplies and overall facility management to host weddings, class
410 reunions and hundreds of community group meetings and events.

411 Skating Center: Department wide Support – The amount in this portion of the Skating Center budget
412 reflects the time spent by Skating Center staff working in other areas of the Parks and Recreation
413 Department, i.e. parks and grounds, golf course, recreation, etc.

414
415 Programs: Program Management - Recreation Program Management involves all direct costs necessary to
416 provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management
417 services all sectors of the community from the very young to older adults; provides opportunities in the arts,
418 athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation
419 Program Management includes all development, implementation and evaluation responsibilities including
420 planning, communications and promotions, supervision and post program evaluations and reporting.

423 Programs: Personnel Management - Personnel Management is responsible for the training and development
424 of part-time seasonal staff. Over 300 part-time seasonal employees deliver front line recreation services as
425 activity leaders, customer service representatives and facility managers. Personnel Management includes
426 promoting employment opportunities, recruiting qualified candidates, processing needed personnel
427 paperwork, training to insure high level of delivery and responsibility and supervising to assure quality
428 experiences and recreation services.

429
430 Programs: Facility Management - Includes the costs to facilitate current community programming at the
431 following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview
432 Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin
433 Arboretum. Facility Management provides oversight and direct management for eleven community
434 resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to
435 supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

436
437 Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the
438 current level of volunteers. Volunteer Management is responsible for recruitment, training and development
439 of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000
440 hours of community service as sport coaches, park maintenance, facility support, event support, activity
441 leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer
442 experience from promotion and communication to recruitment and training to supervision and support to
443 recognition and appreciation.

444
445 Programs: Organizational Management - Includes a compilation of program liability insurance and credit
446 card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for
447 recreation programs, facilities, events and services.

448
449 Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and
450 management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape
451 repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas,
452 Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating
453 Center.

454
455 Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and
456 management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard
457 surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does
458 not include the Roseville Skating Center and Cedarholm Golf Course.

459
460 Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and
461 management of the City Diseased and Hazard Tree program and all natural resource implementation and
462 management activities.

463
464 Maintenance: Department wide support Maintenance - Department-wide support is maintenance for
465 recreation and includes all direct activities and management of those activities to support 1850 Roseville
466 Parks and Recreation Programs and activities and numerous affiliated group efforts.

467
468

469 Maintenance: City wide Support - City-Wide Support includes all activities and management for city-wide
470 events the Parks and Recreation Department Planning and Maintenance Division supports such as National
471 Night Out, Election Support, Roseville Home and Garden Fair, etc. This also includes support for various
472 City committees such as The Development Review Committee, Safety Committee, etc.