



City Council Agenda

Monday, December 13, 2010

6:00 p.m.

City Council Chambers

(Times are Approximate)

5:15 p.m.

Public Reception

(Coffee & Cake in the Lobby)

Farewell for Mayor Klausing and Council Member Ihlan

- | | |
|-----------|---|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for December: Ihlan, Johnson, Pust, Roe, 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 <ul style="list-style-type: none">a. Recognize Retiring Planning Commissioner Jim Dohertyb. Recognize Mayor Klausing and Council Members Ihlan and Roe |
| | 6. Approve Minutes |
| 6:30 p.m. | <ul style="list-style-type: none">a. Approve Minutes of November 29, 2010b. Approve Minutes of December 6, 2010 |
| 6:35 p.m. | 7. Approve Consent Agenda <ul style="list-style-type: none">a. Approve General Purchases and Sale of Surplus Items in excess of \$5,000b. Adopt a Resolution to Receive Feasibility Report and Order Public Hearing for 2010 Pavement Management Programc. Approve an Agreement between the City of Roseville and Capitol Region Watershed District for the William Street Pond Retrofit Project |

- d. Approve DEED Contamination Investigation and RAP Development Program Grant Contract for the Twin Lakes Corporate Center Project (Former PIK Terminal Property)
- e. Accept Donations for K9 Major's Care
- 6:45 p.m. **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 6:55 p.m. a. Adopt an Ordinance Amending Title One, Chapter 104, Personnel Policy
- 10. Presentations**
- 11. Public Hearings**
- 12. Business Items (Action Items)**
- 7:05 p.m. a. Report on City Manager Evaluation
- 7:15 p.m. b. Adopt an Ordinance Approving new Official Zoning Map and Adopt an Ordinance Approving new Title Ten Chapters 1001-1009, 1011 and 1019
- 13. Business Items – Presentations/Discussions**
- 14. City Manager Future Agenda Review**
- 15. Councilmember Initiated Items for Future Meetings**
- 16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Dec 14	6:30 p.m.	Human Rights Commission
Monday	Jan 3	5:15 p.m.	Public Reception for Newly-Elected Mayor and Council Members
Monday	Jan 3	6:00 p.m.	City Council Meeting
Tuesday	Jan 4	6:30 p.m.	Parks and Recreation Commission
Wednesday	Jan 5	6:00 p.m.	Planning Commission

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

Date: 12/13/10

Item: 5.a

Recognize Planning Commission

Chair Jim Doherty

No Attachment

Date: 12/13/10

Item: 5.b

Recognize Mayor Klausing,
Council Member Ihlan and
Council Member Roe

No Attachment

Date: 12/13/10

Item: 6.a

November 29, 2010 Minutes

No Attachment

Date: 12/13/10

Item: 6.b

Minutes of 12/06/10

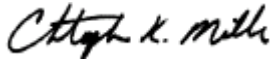
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REQUEST FOR COUNCIL ACTION

Date: 12/13/2010

Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Request for Approval of General Purchases or Sale of Surplus Items
Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

General Purchases or Contracts

City Staff have submitted the following items for Council review and approval:

Department	Vendor	Description	Amount
Utilities	General Repair Service	Replace pumps at Long Lake lift station	\$15,240.89
Utilities	Elk River Ford	2011 Pickup Truck Replacement	21,184.66

Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced and/or are no longer needed to deliver City programs and services. These surplus items will either be traded in on replacement items or will be sold in a public auction or bid process. The items include the following:

Department	Item / Description
Fire	1987 International Fire Engine

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current operating or capital budget.

19 **STAFF RECOMMENDATION**

20 Staff recommends the City Council approve the submitted purchases or contracts for service and, if
21 applicable, authorize the trade-in/sale of surplus items.

22 **REQUESTED COUNCIL ACTION**

23 Motion to approve the submitted list of general purchases, contracts for services, and if applicable the
24 trade-in/sale of surplus equipment.

25

26

Prepared by: Chris Miller, Finance Director

Attachments: A: None

27

REQUEST FOR COUNCIL ACTION

Date: 12/13/10
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Receive Feasibility Report and Order Public Hearing for 2010 Pavement Management Program- Dale Street Reconstruction Project

BACKGROUND

At the August 9, 2010, the City Council authorized the preparation of a feasibility study for the proposed reconstruction of Dale Street between County Road C and S. Owasso Boulevard.

Over the last 6 months, city staff has held four public information meetings with residents living along Dale Street. The first meeting was on June 30, where we presented the proposed reconstruction project and received input regarding neighborhood concerns along the corridor. Among these were: Street design/ parking, pedestrian safety, drainage, traffic, street lights, and undergrounding power lines.

The second meeting was on September 9, where we presented the residents a proposed street design. This design included an 8 foot wide detached bituminous pathway along the east side of the street, along with a parking lane along the west side of the street for the entire corridor.

On October 9, we had a “walk thru” meeting on site. This meeting started at County Road C and continued north toward S. Owasso Blvd. It was a meeting in motion. The City surveyor marked the location of the new curb and pathway, allowing staff to be able to meet with residents individually to discuss the project and show them how it would impact the road in front of their property.

Our final information meeting was on November 18. At that meeting, we presented the preliminary staff recommendations including design, project cost and proposed assessments for the project.

In accordance with City Council direction, a feasibility report has been prepared that details the proposed design, neighborhood impact, and estimated cost of the proposed Dale Street Reconstruction project. The recommendations in the feasibility report were shared with the neighborhood at our November 18 information meeting. The next step in the process is for the Council to accept the feasibility report and to schedule a public hearing.

POLICY OBJECTIVE

The feasibility report details the proposed design, neighborhood impact, estimated cost and proposed funding for the construction of these public improvements. It is the City’s policy to assess adjacent property owners for 25% of the cost to construct a 32 foot wide 7-ton road for all property zoning.

FINANCIAL IMPACTS

This project has major financial implications for the city including the following:

1. Assessments levied in accordance with the City’s assessment policy.
2. Use of Municipal State Aid (MSA) dollars to fund the majority of the Dale Street reconstruction project.

- 32 3. Expenditure of utility fund dollars to pay for the repairs needed to the existing utility system.
33 4. Expenditure of storm water utility funds to construct storm sewer and water quality
34 improvements throughout the project.
35

36 It is proposed that the cost of the project be financed with MSA funds and special assessments. The
37 following is a summary of the preliminary estimated costs and financing for the reconstruction of Dale
38 Street
39

	Estimated cost	MSA	Assessments	Utility Funds
Street Construction*	\$987,978.33	\$799,056.04	\$188,922.29	\$0
Sidewalk/ Trail Construction	\$225,965.56	\$225,965.56	\$0	\$0
Storm Sewer Construction	\$125,000.00	\$175,000.00	\$0	\$0
Sanitary Sewer Reconstruction	\$30,000.00	\$0	\$0	\$30,000.00
Watermain Reconstruction	\$450,000.00	\$0	\$0	\$450,000.00
Total	\$1,818,943.89	\$1,150,021.60	\$188,922.29	\$480,000.00

40 *Cost includes 15% engineering
41

42 **STAFF RECOMMENDATION**

43 Staff recommends that the City Council receive the feasibility report and order a public improvement
44 hearing for the Dale Street Reconstruction Project for January 10, 2011, at 6:00 p.m.

45 **REQUESTED COUNCIL ACTION**

46 Adoption of a resolution receiving the feasibility report and ordering public improvement hearings for
47 the Dale Street Reconstruction Project for January 10, 2011, at 6:00 p.m.

Prepared by: Debra Bloom

Attachments: A: Resolution
B: Feasibility Report

**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 13th day of December, 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.
**RECEIVING THE FEASIBILITY REPORT FOR 2011 PAVEMENT
MANAGEMENT PROGRAM AND ORDERING PUBLIC HEARING FOR
IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted August 9, 2010, a report has been prepared by the City Engineer with reference to the improvement of Dale Street, between County Road C and S. Owasso Boulevard, and;

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, as follows:

1. The City Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,818,943.89.
2. A public hearing shall be held on such proposed improvement on the 10th day of January, 2011, in the council chambers of the city hall at 6:00 p.m. and the City Engineer shall give mailed and published notice of such hearing and improvement as required by law.

44 The motion for the adoption of the foregoing resolution was duly seconded by Member
45 , and upon a vote being taken thereon, the following voted in favor thereof: and the
46 following voted against the same: .

47

48 WHEREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 13th day of December, 2010.

(Seal)



Public Works
Engineering Department

Feasibility Report

Project P-ST-SW-W-11-02

**Dale Street Reconstruction
(County Road C to S. Owasso Boulevard)**

Prepared by: Debra Bloom
City Engineer
City of Roseville

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in black ink that reads "Debra M. Bloom".

_____, P.E.

Registration No. 26469

**DALE STREET RECONSTRUCTION
FEASIBILITY REPORT
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December 13, 2010

City Council
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: PROJECT P-ST-SW-11-02, Dale Street Reconstruction

Dear Council Members:

At the council meeting of August 9, 2010, the City Council adopted Resolution No. 10831 ordering the preparation of a Feasibility Report for the reconstruction of Dale Street between County Road C and S. Owasso Blvd.

As a part of the report preparation, Public Works staff inspected the various City utilities within the project limits and the recommended improvements are presented. The total estimated project cost is \$1,888,878.09 which includes contingencies and overhead costs.

During the process of studying the existing conditions within the project areas, four public Information meetings were held and input was received from area residents, Police, Fire, and Public Works staff. The comments from these meetings are incorporated into the report.

If you have questions regarding the findings and recommendations in this report, please let me know.

Sincerely,

Debra M. Bloom, P. E.
City Engineer
651-792-7042
deb.bloom@ci.roseville.mn.us

INTRODUCTION

On August 9, 2010, the Roseville City Council adopted Resolution No. 10831 ordering the preparation of a Feasibility Report for the reconstruction of Dale Street between County Road C and S. Owasso Blvd. This report details that investigation.

In 1991, following direction from the Minnesota Legislature, Ramsey County completed a study that reviewed the jurisdiction of all roadways within Ramsey County. Upon completion of this study, Ramsey County began a program whereby a number of roadways switched jurisdiction between State, County and local municipalities. In 1996, Dale Street changed jurisdiction from Ramsey County to the City of Roseville.

As with other County turnback roads, Dale Street has been added to the City's Municipal State Aid system (MSA) and is eligible for funding through the City's portion of state gas tax revenues. If MSA dollars are to be used, the roadway must be constructed in accordance with MSA roadway standards.

When the roadway was under the jurisdiction of Ramsey County, it consistently ranked low among their priorities since the traffic volume is very small when compared to other County roads. For many years, this roadway only received minor maintenance. As a result, the current pavement condition is marginal when compared to other roadways in the city.

The proposed project involves; complete reconstruction of the street, the construction of non-motorized transportation infrastructure consistent with the City's Comprehensive Plan, and public utility improvements. Recommended public utility improvements for the project include; the repair of selected sanitary manholes, and construction of storm sewer infrastructure to address both water capacity and quality concerns. Due to the excessive watermain break history, City staff is recommending that all watermain pipes, valves, and hydrants within the corridor be removed and replaced.

It is expected that if this improvement is approved, the work will start in the spring of 2011, with completion in fall 2011. The project was initiated by council/staff as part of our Pavement Management Program. As outlined by state law, projects initiated by council/staff require a 4/5 vote by each individual City Council for approval.

PUBLIC INVOLVEMENT

The public involvement process for this proposed project consisted of a series of four neighborhood meetings in 2010. Meeting notices were sent out at least two weeks in advance to all property owners abutting the street to be reconstructed.

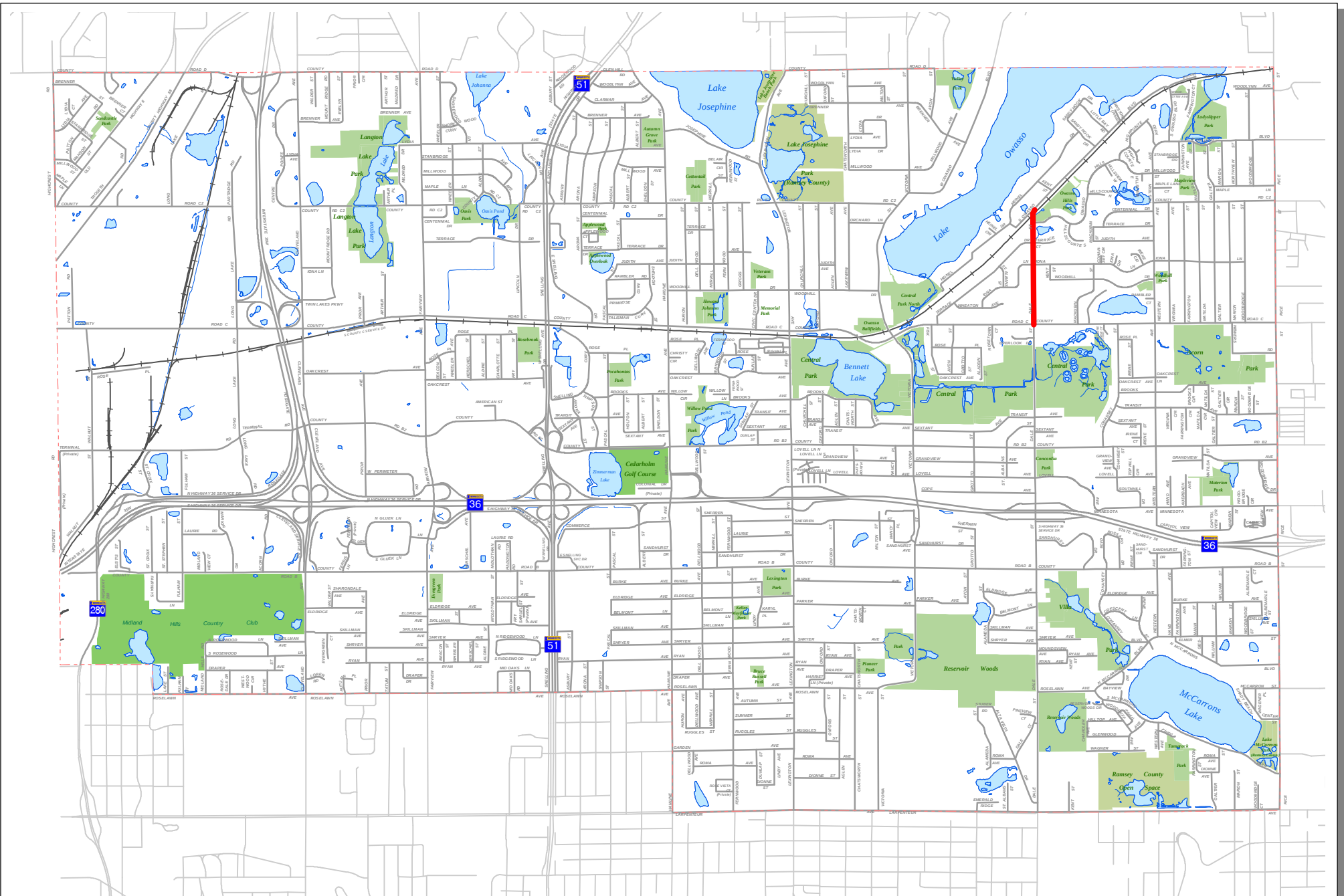
The first meeting was held at 6:00 p. m. on June 30, where staff presented information regarding the proposed reconstruction project, construction process and assessment policy. Residents provided input regarding neighborhood concerns along the corridor. Among these were: street design/ parking, pedestrian safety, drainage, traffic, street lights, and undergrounding power lines.

The second meeting was on Thursday, September 9, at 6:00 p. m., where staff showed the residents a proposed street design. This design included an 8 foot wide detached bituminous trail along the east side of the street, along with a parking lane along the west side of the street for the entire corridor.

On Saturday, October 9, at 10:00 a.m. there was a “walk thru” meeting on site. This meeting started at County Road C and continued north toward S. Owasso Blvd. It was a meeting in motion. The City surveyor marked the location of the new curb and pathway, allowing staff to be able to meet with residents individually to discuss the project and show them how it would impact the road in front of their property.

Our final information meeting was 6:00 p.m. on Thursday, November 18. At that meeting, staff presented the preliminary staff recommendations including project cost and proposed assessments for the project. Preliminary plans were also presented.

This report summarizes the design items that were discussed during the public involvement process.



Dale Street Project Location, P-11-02



Prepared by:
Engineering Department
September 15, 2010



Project Location

Data Sources and Contacts:

- Ramsey County GIS Base Map (8/2010)
 - City of Roseville Engineering Department
- For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Chic Center Drive, Roseville MN

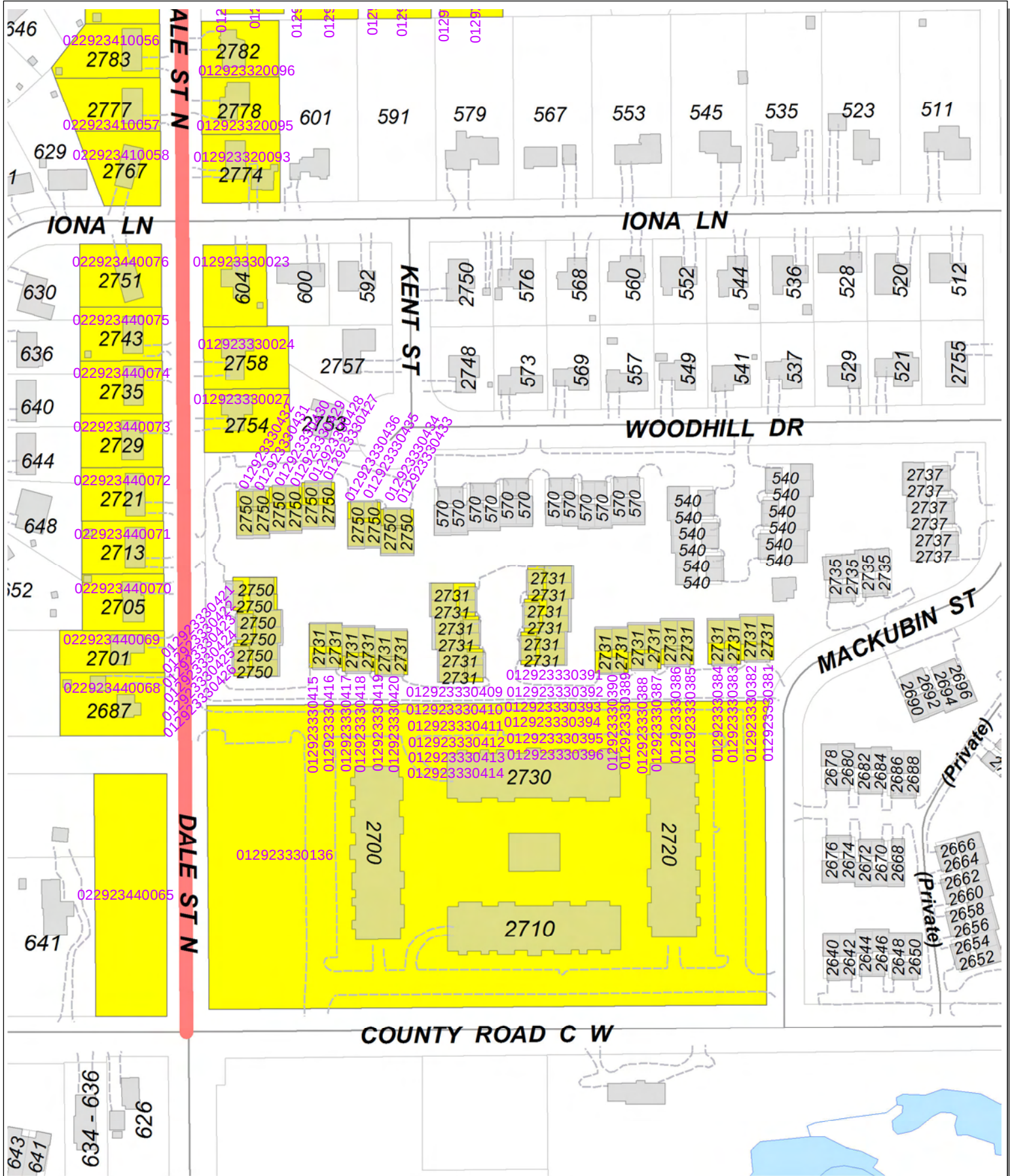
DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various public and private sources. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are error free, and the City does not warrant that the GIS data are suitable for use in any other project requiring the measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-782-7575. The geographic information is provided pursuant to Minnesota Statutes, Section 163.01, Subd. 2 (2005), and the use 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 third parties, its employees or agents, or third parties who alter the use of the map or use of data provided.

0 500 1000 1500 2000 Feet



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map: DaleStreetLocationMap.pdf





Dale Street Project Location, P-11-02 South Half

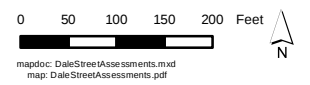


Prepared by:
Engineering Department
November 17, 2010



Project Location

Data Sources and Contacts:
 * Ramsey County GIS Data Map (05/01/02)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department
 800 Civic Center Drive, Roseville, MN



mapdoc: DaleStreetAssessments.mxd
 map: DaleStreetAssessments.pdf

CONCLUSIONS

- A. All portions of the project proposed are feasible.
- B. Estimated project cost:

	Project Cost
Street Reconstruction*	\$1,125,172.53
Sidewalk/ Pathway Construction	\$108,705.56
Storm Sewer Reconstruction	\$175,000.00
Sanitary Sewer Reconstruction	\$30,000.00
Watermain Reconstruction	\$450,000.00
Total	\$1,888,878.09

*cost includes 15% engineering

RECOMMENDATIONS

The following is a summary of the recommendations discussed in this report.

- A. Reconstruct the trunk watermain in the corridor.
- B. Repair deteriorated Sanitary Sewer manholes in the corridor.
- C. Construct a 6 foot wide concrete sidewalk with a 7 foot wide grass boulevard along the east side of Dale Street.
- D. Allow parking on the west side of Dale Street. Prohibit parking on the east side of Dale Street.
- E. Construct a 35 foot wide, bituminous street with B-618 concrete curb and gutter.
- F. Construct a right turn lane at County Road C.
- G. Provide a 5 foot shoulder on the east side of Dale Street for bicycles.
- H. Provide a 9 foot shoulder on the west side of Dale Street for bicycles and parking.
- I. Reconstruct the railroad crossing at the north end of Dale Street.
- J. Construct traffic management along Dale Street including; two speed tables, one north of Iona, one south of Iona Lane and install street trees along both sides of the street.
- K. Construct storm sewer improvements to address water quality and quantity problems in the corridor.
- L. Construct storm sewer facilities to address water quality and quantity deficiencies.
- M. Fund the street reconstruction with Municipal State Aid funds, utility funds, and assessments as detailed this report.
- N. Discuss the potential to underground the overhead utilities within the corridor. Provide staff with policy direction.
- O. Schedule a public hearing for the Dale Street project on Monday, January 10, 2011.

EXISTING CONDITIONS

General Comments

Dale Street is under the jurisdiction of the City of Roseville. The properties that abut the road are a part of a mature neighborhood with a majority of the houses over 30 years old. Area residents use the shoulder of the road for parking, walking, biking, and jogging. Land uses in this corridor are as follows

Segment	Single Family	Townhomes	Condominiums	Institutional
County Rd C to Iona Ln	13	78	192	0
Iona Ln to S. Owasso Blvd	17	0	0	Owasso Hills Park Storm pond Railroad
Total	30	78	192	3

Special considerations

A. Street Design

Dale Street currently is a 38 foot wide road with bituminous curbing. The road is divided into two 12 foot wide traffic lanes along with 6 foot shoulders on both sides of the street.

1. *Pathway*

Currently there is not a pathway along this segment of Dale Street. This represents a nearly mile long gap in the City's pathway system.

The S. Owasso Blvd pathway, between Dale Street and Western, was constructed in 2006. It is an 8 foot wide attached concrete sidewalk that runs along the south side of the road, paralleling the railroad tracks.

The Dale Street pathway, between County Road C and Roselawn Avenue, is located on the west side of the road. This is an 8 foot wide trail with a 5 foot wide grass boulevard between the pathway and the road.

2. *Parking*

Parking is currently allowed on both sides of Dale Street and on the majority of the side streets.

3. *Road Alignment*

The entire length of Dale Street runs straight north/ south between County Road C and S. Owasso Blvd. The existing street right-of-way is 66 feet wide, the existing street was constructed roughly in the center of the right-of-way.

The street segment has four street intersections. The County Road C intersection is an all- way stop intersection at County Road C.

Both the Iona Lane and Terrace Drive/ Terrace Courte intersections align in four way intersections, with stop conditions on these minor streets entering onto Dale Street. The remaining intersection, Dale Street at Owasso Hills Drive is a three way intersection, with a stop condition for Owasso Hills Drive entering onto Dale Street.

There are also two private drives/ parking lot entrances on the east side of the street. These serve the Ramsey Square Condominiums and Westwood Village 2 townhomes.

All of the intersecting streets have a relatively low traffic volume when compared to Dale Street; they range between 200-400 ADT. None of these intersections have a high accident history.

4. *Traffic Management*

Traffic counts were collected in 2009, the traffic volume between S. Owasso Blvd and Iona Lane is 1,800 vehicles per day with an 85th percentile speed of 38 mph. The segment between Iona Lane and County Road C carries 2,700 vehicles per day; its 85th percentile speed is 38 mph. The 85th percentile speed is the speed at which 85% of the traffic is travelling. Both segments are signed 30 mph.

Generally this roadway serves as a collector street. The traffic volume, while high for typical residential streets, is low for a collector road.

B. Storm water

Dale Street has an existing storm sewer system. The pipes in the street serve as trunk lines for the neighborhood to the east and west. The runoff is split in two directions. The storm sewer system south of 2754 Dale Street drains the Westwood Village 2 townhomes, Ramsey Square Condominiums and Dale Street via pipes southward into the large wetland located southeast of the County Road C and Dale Street intersection. The storm sewer north of Iona Lane drains the Terrace Drive neighborhood and Dale Street to the storm pond between Owasso Hills Drive and Terrace Courte. Two areas with frequent flooding during intense rain events have been identified.

1. *2815 & 2823 Dale Street*

Currently about 6 acres of land drain from the backyards behind these two homes along the property line and into a culvert under Dale Street into the City storm pond north of Terrace Courte. During high intensity rain events, the culvert is not large enough to convey the water into the pond. The runoff backs up into the backyard and lowest floor at 2823 Dale Street as well at the backyard of 629 Terrace Drive.

2. *2751 Dale Street*

5 acres of land drain from the backyards behind this home and into the boulevard adjacent to Dale Street. During high intensity events, flooding occurs at the Terrace Dr/ Terrace Courte intersection and in the backyard of 2751 Dale Street.

C. Private Utilities

This is a mature neighborhood that has the majority of the utilities located on overhead power poles. A summary of the existing private utilities:

- Xcel Gas: The gas main along Dale Street is in the east boulevard of the street. The properties on the west side of the street are served by long side services.

- Xcel Power: There are 18 power poles along the Dale Street corridor. These poles serve the distribution lines for electric. The majority of the property owners on the west side of the road have their power service fed from power lines that run along their back property line. The property owners along the east side of the street have their power service either buried or are served from power lines that run along their back property lines. There are three overhead power services.
- Comcast: Has both underground and overhead lines in this corridor.
- Qwest: Has both underground and overhead lines in this corridor.

D. Other Considerations

The following properties, structures or landscape features are unique to this project and deserve special consideration:

1. *Ramsey Square Condominiums*

This property is located at the northeast corner of Dale Street and County Road C. It is a 192 unit Condominium that was constructed in 1969. The private driveway onto Dale Street accesses the entire parking lot.

2. *Westwood Village 2 Townhomes*

This property was developed in 1973, and is located to the north of Ramsey Square. There are 78 units in this townhome development. 44 of those units are connected to the private drive that accesses Dale Street.

3. *Owasso Hollow Townhomes*

This 20 unit townhome development has common lot frontage on Dale Street. The homes were constructed in 1996.

4. *Vacant land*

At the northwest corner of Dale Street and County Road C there is a 1 acre parcel that is currently vacant. This property is zoned single family residential.

5. *City Storm pond*

At the north end of the project, east of Dale Street between Terrace Courte and Owasso Hills Drive, there is a city owned parcel with a storm pond. This basin has been a part of the City's storm system for over 50 years.

6. *Vacant parcel north of 2823 Dale Street*

At the north end of the project, west side of Dale Street just to the north of 2823 Dale Street, there is a vacant parcel. The parcel is almost completely covered by a 100 foot wide Xcel Energy Easement.

E. Driveways

As a part of plan preparation, staff reviewed the size, location and material of all existing driveways in an effort to bring them into conformance with City Code at the time of reconstruction. All of the driveways on this project meet Roseville City Code.

PROPOSED CONSTRUCTION

General Comments

City staff has worked closely with the neighborhood to develop preliminary plans that meet the needs of both the neighborhood and the City at large. Because this is a Municipal State Aid (MSA) roadway and state aid funds will be used to pay for a portion of the costs, the roadway must be constructed to meet minimum MSA standards. The preliminary design, as presented in this report, meets all applicable standards.

The proposed street width and parking is discussed below. The roadway will be constructed with a 9-ton structural design, bituminous pavement, and concrete curb and gutter. The concrete curb and gutter will be B618 straight-back design and will be constructed on both sides of the roadway. The B618 curb style provides an edge guide for snowplow equipment, minimizing sod damage while performing winter maintenance. The new curb and gutter will be matched into existing curb and gutter on intersecting streets.

Existing street grades will be altered where appropriate to improve drainage. Such changes in street grade will be designed to keep driveway approaches at a reasonable grade. In many cases, grade changes on the roadway will result in more reasonable driveway grades and better drainage.

The existing manholes, fire hydrants, gate valves, and other similar structures will be adjusted as necessary as part of this project. The sanitary sewer mains have been televised and staff has included the repair of manholes during construction. It has been determined that much of the disrepair in the mainline can be repaired using trenchless technology. In addition, property owners with roots in their sanitary sewer services will be given an opportunity to replace their services at their expense. The cost of any watermain or sanitary sewer main replacement will be financed by the appropriate utility fund.

If unsuitable material is encountered beneath the existing pavement during construction, it will be removed and replaced with suitable backfill material. Any sod that is damaged as a result of the project will be replaced. In order to match the new street, driveway approaches will be removed approximately between the existing pavement and the property line. The removed driveway will be replaced with similar material- asphalt or concrete.

During construction, City staff will work with those property owners who wish to make driveway improvements, outside of the areas necessary for the road project. The cost of any private driveway improvements is the property owner's responsibility.

Efforts will be made to protect and retain the trees that currently exist in the right-of-way. When necessary, however, trees will be removed to allow for the proposed improvements.

Staff will work with other public and quasi-public utilities to coordinate other utility improvements with the street reconstruction project. Minor changes to the existing electric, telephone, and cable TV are necessary for this project.

Special Considerations

All items in this section of the report have been presented and discussed with the residents during the public involvement process.

A. Street Design

When considering the new street cross section it is important to take into account the existing street alignment, right-of-way, traffic volume and parking needs. The existing conditions for all of these items were discussed in the previous section.

1. *Pathway*

The 2008 Pathway Master Plan identified Dale Street as priority corridor. Suggested improvements include constructing both an on road and off road pathway for the corridor. The traffic on this road segment is close to and greater than 2,000 ADT, as a result, the pathway master plan recommends either a 5 foot wide striped shoulder for bicycle use or an 8 foot wide trail. Staff is recommending that this striped shoulder be included in the road design.

The City received a petition on October 7, 2008 signed by a number of residents adjacent to Dale Street and in the surrounding neighborhood encouraging the city to install a detached sidewalk or pathway adjacent to this segment of Dale Street. This petition is included at the end of this report. To make a recommendation regarding an off road pathway, we need to complete some additional analysis for pathway location and design.

a. *Location*

To determine a recommended location of the proposed off street pathway the following information was considered:

- **Driveways:** There are fewer driveway crossings on the east side of Dale Street. The west side of the road has 12 driveways. The east side of the road has 6 driveways.
- **Location of existing pathways:** The Dale Street pathway south of County Road C is located on the west side of the road. The trail along S. Owasso Blvd is on the southeast side of the road. There is a sidewalk along Owasso Hills Drive, and within Owasso Hills Park. Finally, there is a sidewalk along the south side of County Road C.
- **Population:** There are 152 residential units in the neighborhood west of Dale Street and south of the railroad tracks. There are over 500 residential units east of Dale Street and south of the railroad tracks.
- **Amenities:** Owasso Hills Park is located on the east side of the road.
- **Street crossings:** The pathway changing from the west side to the east side of the road at the County Road C all-way stop provides a safer pedestrian crossing for this pathway connection.

b. Design

There are a number of items to take into account when considering the design on the off- road pathway. These are material, width, and setback from the street. Some background:

1. Material

- Bituminous: In-line skaters and bicyclists prefer the smooth ride of bituminous. The black surface also absorbs more light and heats up assisting in melting accumulated snow and ice. The narrowest a pathway can be constructed out of bituminous is 8 feet wide, this is a function of the paving equipment used by the construction industry.
- Concrete: Feedback from property owners is that concrete provides a more residential feel for a pathway, and as such is more aesthetically appealing. Concrete also has a longer life cycle than bituminous. However, the transverse joints create a rougher ride for snow removal equipment and wheeled users.

2. Width

- 6 foot: The City of Roseville is responsible for snow removal and other maintenance for off road pathways constructed in primarily residential areas. Six feet is the narrowest width to accommodate city snow removal equipment. A 6 foot facility is considered a sidewalk and is usually constructed of concrete.
- 8 foot: Due to the dimensions of bicycles, strollers and wheelchairs, this is the narrowest width recommended for two way multi-use pathways. An 8 foot facility is considered a trail.

3. Setback from street: There are a number of reasons for an off road pathway to be setback from the street. The primary reason for the buffer is to ensure that there is room for mailboxes, signs, power poles, and snow storage without encroaching on the travelled way of the pathway. Other reasons include safety and aesthetics. A buffer can improve the user's experience while using the pathway.

- Detached Pathway: Past experience has demonstrated that sod has a difficult time establishing when the space between the street and pathway is less than 5 feet. As a result, the narrowest grass boulevard recommended for off road pathways is 5 feet wide.
- Attached Pathway: In past construction projects the City has attached the pathway to the curb to narrow the impact of the construction of an off- road pathway. The narrowest recommended buffer is 2 feet wide. This paved strip is usually the same material as the pathway.

All three of these design factors are interdependent. However, material selection has the most impact on the cost of the pathway. There are three main factors to consider with material costs: initial cost, time to first rehabilitation, and cost of total

reconstruction or major rehabilitation. Staff has considered the life-cycle cost information for the two pathway materials.

Pathway Design	Construction cost	Rehabilitation at 20 years	Rehabilitation cost
Concrete (6 ft)	\$225,965.56	10% replacement	\$5000
Bituminous (8 ft)	\$232,071.31	Total reclaim & pave	\$27,000

In estimating the cost of the off road pathway for this project it has been determined that the cost to construct a 6 foot wide concrete sidewalk is roughly the same as the cost to construct an 8 foot wide bituminous trail. However, factoring the long term maintenance of the two design options concrete is the more cost effective material.

c. Recommendation

Staff recommends that the sidewalk be constructed on the east side of the road. This will mean that fewer pathway users will need to cross Dale Street to get to other public pathways and amenities within the corridor.

The pathway changing from the west side to the east side of the road at the County Road C all-way stop provides a safer pedestrian crossing for this pathway connection.

Staff has discussed the two options for the design of the off- road pathway for this project with the property owners. There is support for both the 6 foot concrete sidewalk and the 8 foot bituminous trail. In light of the on- road bicycle shoulder being incorporated into the street design and the life cycle cost information, staff is recommending that the off road pathway be a detached 6 foot wide concrete sidewalk.

2. Parking

The residents wanted to maintain their ability to have on street parking, but do not feel that parking on both sides of the street is necessary. To accommodate this, Dale Street will be constructed with a wide (9 foot) shared parking/ bike lane on the west side of the street.

3. Road Alignment

Currently the road is aligned straight north-south. The proposed street and sidewalk will widen the paved area within the right- of- way. No additional right- of- way will be needed for this project as proposed.

Staff is proposing to have parking on the west side and the pathway on the east side. This will provide a buffer for homes on both sides of the street from the cars traveling on the road.

The traffic volumes on this segment of the project are approaching 3,000 ADT. As a result staff is proposing to construct a 35 foot wide street with a detached pathway. This will widen the overall traveled way from 38 feet to 48 feet. In order to spread the

impact of the widening to residents on both sides of the street, the travelled way will be 5 feet closer to the right of way line on both sides of the street.

The 35 foot wide street segment will include the following:

- A right turn lane at County Road C.
- A 5 foot shoulder on the east side
- Two 11 foot lanes
- A 9 foot shoulder on the west side for bicycles and parking.
- Reconstruction of the railroad crossing just to the south of S. Owasso Blvd.

4. *Traffic Management*

Generally Dale Street serves as a collector road. Traffic from the neighborhoods to the east and west use it to get to County Road system. The traffic volume, while high for typical residential streets, is low for a collector road. Traffic speed is a major source of concern for the residents that live on Dale Street. The road is signed 30 mph. As indicated by the traffic counts, the 85th percentile speed is 38 mph.

The police are aware of the neighborhood's concerns and have provided enforcement as well as put out the dynamic speed display sign. Staff has observed little change in driver behavior.

To address this issue, staff is considering installing permanent Traffic Management on the street. Since this is a MSA street, any device installed must allow traffic to safely travel at the posted 30 mph. Possible practices being considered for installation:

a. *Speed table*

Speed tables are flat topped raised areas placed across the roadway. They are generally 22 feet long (in the direction of travel), making them distinct from the shorter "speed bumps" found in many parking lots, and are 3 to 4 inches high. The ends of the tables are tapered as they reach the curb on each end to allow unimpeded drainage. The profile of a speed hump allows a vehicle to go over it at the posted speed limit.

1. Advantages:

- They are effective in reducing speeds. Average of 18% decrease in the 85 percentile travel speed.
- Bicycle friendly.
- Provide a relatively smooth ride for larger emergency vehicles (i.e. fire trucks)
- Inexpensive, roughly \$3500 each to install.

2. Disadvantages:

- They cause an uncomfortable ride above posted speed limit for all drivers.
- Questionable aesthetics
- May increase noise and air pollution.
- May push traffic to cut through on other streets to avoid the humps.

b. *Chokers*

A choker is a curb extension at intersections that reduce the roadway width from curb to curb. They "pedestrianize" intersections by shortening crossing distances for

pedestrians and drawing attention to pedestrian via raised peninsulas. They also tighten the curb radii at the corners, reducing the speeds of turning vehicles. They are good for intersection with substantial pedestrian activity and areas where vertical traffic calming measures would be unacceptable because of noise.

1. Advantages:

- Shortens the distance a pedestrian has to cross the street
- Can reduce speeds. Average of 7% decrease in the 85 percentile travel speed.
- Inexpensive when constructed as a part of a reconstruction project.

2. Disadvantages:

- They require bicyclists to merge with vehicular traffic.
- Effectiveness is limited by the absence of vertical or horizontal deflection.
- May slow turning emergency vehicles.
- Reduce on street parking.
- Snow removal is challenging. May require additional time with the plow to clear the narrowed area.

c. *Street Trees*

Studies indicate that straight, wide open street corridors invite drivers to speed. The installation of street trees can assist in the reduction of speeds on a street. The perception of narrowing, which can be as effective as actual narrowing, is gained with street trees along the curb, overhead tree canopy, buildings brought close to the street and "gateways" along the street.

1. Advantages:

- Provides a horizontal deflection that has been shown to reduce speeds. Average of 7% decrease in the 85 percentile travel speed.
- Provides shade for cars parked on the street and people using the new pathway.
- Neighborhood aesthetics.
- Street trees can have storm water benefits for this corridor as well.

2. Disadvantages:

- Mature trees take time to grow.
- Long term maintenance costs for establishment, trimming and replacement.

d. *Recommendation*

At the November meeting, Staff recommended that this project include the installation of two speed tables in the corridor one to the north of Iona, the second to the south of Iona. There was considerable discussion regarding this proposal, and the feedback from the property owners at the meeting was mixed. The primary concern was that traffic from Dale Street would cut through to County Road C using other streets, such as Terrace Drive.

Since that meeting, staff has done additional investigation.

The City of St. Paul, Richfield, and Blaine have installed similar traffic management measures and found that they are effective in reducing the speed of vehicles on the street.

Police and Fire have reviewed the proposed practices and have indicated that they are supportive of these measures.

Work with property owners on the installation of street trees in the boulevard.
Maintain a 7 foot boulevard on the east side of Dale Street between the pathway and the curb for street trees.

B. Storm water

Concrete curb and gutter will be installed as a part of the street reconstruction project; existing catch basins will be adjusted to work with the new street alignment. Additional catch basins will be installed where needed. The majority of existing rural ditch and culvert system will be removed. The boulevards and yards will be graded to drain to the street, where possible. Where this is not possible, catch basins will be extended into yards.

This road is located within the Grass Lake Watershed District (GLWMO). GLWMO requires that this project provide volume control for the storm water runoff. This can be accomplished through the construction of infiltration trenches and rain gardens within the Dale Street right-of-way. These basins may require reconstruction every 10-20 years. Monitoring wells would be constructed in the infiltration trenches to determine when they need to be reconstructed.

In an effort to provide a level of pretreatment for the storm water prior to discharging into the infiltration areas, catch basins will be constructed with extra depth. These “sumps” will capture some of the sand and leaves that are inherent to storm water runoff. By removing this material at the catch basin, it will not make it to the City’s storm ponds, and improve water quality. These sumps will require annual cleaning, and will be added to our annual maintenance.

1. *2815 & 2823 Dale Street*

The project will reduce the amount of surface water competing for the capacity of the culvert under Dale Street. An infiltration basin is proposed for the boulevard adjacent to 629 Terrace Drive and 2815 Dale Street. This infiltration basin will be connected to an additional culvert under Dale Street doubling the outlet capacity for the drainage area. Dale Street will also be lowered in this area to provide positive drainage from the yard at 2823 Dale Street.

2. *2751 Dale Street*

An infiltration basin is proposed for the boulevard adjacent to Dale Street. Additional catch basins will be installed to drain the water that floods the intersection.

C. Private Utilities

Private utility Companies have been notified that this project is being considered for construction in 2011. It is their responsibility to relocate facilities within the right-of-way that interfere with the City’s proposed project.

During the course of our public information process, residents have requested that staff look into the option of burying the overhead power lines that currently run along the west and east sides of Dale Street. Xcel Energy’s preliminary estimate for this work is \$170,000. This is the amount Xcel is expecting to incur above the cost of relocating the existing overhead facilities to accommodate portions of the new road design. There will also likely be some additional costs for easements necessary for ground mounted transfer switches and other equipment. Final costs will not be known unless the City requests preliminary design and a new scoping estimate, the cost for this is an upfront non-refundable charge of \$2,500 Burying the power lines would mean

the overhead telephone and Comcast lines would be buried as well. Those costs would be the responsibility of the individual utility companies.

1. *Financing*

A summary of the financing options for this work:

- a. *CRFS (Community Requested Facility Surcharge)*
One option is to use the surcharge process allowed by the Minnesota Public Utilities Commission (MPUC) for the costs. Xcel has a surcharge option available for undergrounding projects where each rate payer of the city would have a surcharge added to their electric bill based on a formula to finance the cost of the work over a three-year period.
- b. *Assessments*
According to state statute, the only way to assess for the costs to underground the utilities would be if the City received a 100% petition from the property owners to be assessed.
- c. *Other City Funds*
Currently there are not any City funds available.

2. *Other Costs*

In addition to the costs to underground the lines there are other costs associated with this proposed work.

- a. *Property owner services*
With underground lines, any property owner that currently has an overhead service to their home would have to pay a \$340 fee and \$6.50/ foot to have their house service buried. Additional costs may be incurred modifying the electrical service connection at the structure. This cost cannot be added to the CRFS. There would also be an additional \$2/ month charge for an underground service. There are 2 homes on Dale Street with overhead services from the lines proposed to be undergrounded.
- b. *Streetlights*
Currently all of the streetlights on Dale Street are served by the overhead power. These streetlights would need to be replaced, City Streetlight policy is to assess 100% of the cost of installing streetlights in underground service areas. The cost is estimated at \$25,000 to install new streetlights at the 4 intersections on Dale Street.

3. *Recommendation*

Staff recommends that the discussion regarding the undergrounding of utilities be separated from the reconstruction project discussion. Property owners have expressed strong support and strong opposition to the undergrounding of utilities. There is no clear consensus.

D. *Other Considerations*

The following properties, structures or landscape features are unique to this project and deserve special consideration:

1. *Ramsey Square Condominiums*

This property is located at the northeast corner of Dale Street and County Road C. It is a 192 unit Condominium. There a driveway that accesses their entire parking lot onto Dale Street. The common lot for this development has the frontage on Dale Street. Consistent with the City's assessment policy, all properties that access this private drive are proposed to be assessed for this project. To determine the assessment rate, the total frontage along Dale Street has been divided equally among the 192 units.

2. *Westwood Village 2 Townhomes*

This property is located to the north of Ramsey Square. There are 78 units in this townhome development. 44 of those units access the driveway onto Dale Street. The common lot for this development has the frontage on Dale Street. Consistent with the City's assessment policy, all properties that access this private drive are proposed to be assessed for this project. To determine the assessment rate, the total frontage along Dale Street has been divided equally among the 44 parcels that access the street.

3. *Owasso Hollow Townhomes*

This 20 unit townhome development has frontage on Dale Street. The common lot for this development has the frontage on Dale Street. C Consistent with the City's assessment policy, all properties that access this private drive are proposed to be assessed for this project. To determine the assessment rate, the total frontage along Dale Street has been divided equally among the 20 parcels that make up the homeowners association.

4. *Vacant land*

At the northwest corner of Dale Street and County Road C there is a 1 acre parcel that is currently vacant. This property is zoned single family residential. This property can be subdivided into 7 individual parcels. As a result the entire Dale Street frontage has been included in the assessment frontage calculations.

5. *City Storm Pond*

At the north end of the project, between Terrace Courte and Owasso Hills Drive, there is a City parcel with a storm pond. There is a steep incline from the edge of the road to the pond, about 10 feet of elevation change. The plans propose to eliminate the 5 foot grass strip between the pathway and the curb, and attach the pathway to the curb in this location. This will reduce retaining wall construction costs as well as long term City maintenance costs for cutting the grass between the curb and pathway.

This project also includes maintenance on this pond. Over the years, sediment has built up at the inlet to the pond. This will be removed. It will also be necessary to remove some of the existing voluntary trees at the inlet to perform this work.

6. *Vacant parcel north of 2823 Dale Street*

At the north end of the project, west side of Dale Street just to the north of 2823 Dale Street, there is a vacant parcel. The parcel is almost completely covered by utility easement. It is owned by the property owner to the south. It is recommended that the frontage from this lot not be included in the assessable frontage for this project.

E. Driveways

As a part of our plan preparation, staff reviewed the size, location and material of all existing driveways in an effort to bring them into conformance with City Code at the time of reconstruction. On this project all of the driveways meet Roseville City Code.

PROPOSED FUNDING

A. CITY STREET ASSESSMENTS

State Statute 429 has two major points to consider when justifying assessments, first, the assessment has to treat similar properties equally, and second, the amount of the assessment has to be equal to or less than the resulting increase in property value. Assuming this project is completed by fall 2011, the final assessment amount would be determined following an assessment hearing in the fall of 2012 and a thorough review of the proposed assessments by the Council. The following City of Roseville assessment policies are being followed:

- The assessments shall not be for more than 25% of the cost to construct a 32 foot wide 7-ton road for all property zoning.
- To meet MSA standards, this road will be constructed to a 9-ton design. For the purposes of assessment calculation, the estimated quantities are reduced to reflect the cost to build a 7-ton road. Also, since the proposed road is 35 feet wide, the costs for the additional 3 feet of pavement are subtracted as well.
- Costs associated with sidewalk/ trail construction are not assessed to property owners.
- Costs associated with new storm sewer construction are not assessed to property owners.
- Any utility replacement/repair will be funded by the appropriate utility fund and not become part of the assessable portion of the project.
- New storm sewer facilities will be funded by MSA funds and storm utility funds.

Assessment Summary

Estimated total street construction cost (35 ft wide, 9-ton road)	\$1,125,172.53
Estimated 7-ton, 32 ft wide, street construction cost	\$755,689.17
Total Assessable Frontage	3882.73
Engineer's recommended street assessment	
100% of project cost/foot	\$194.63
25% of project cost/ foot	\$48.66

B. PRIVATE IMPROVEMENT COSTS

In addition to the public work proposed, this project may include the construction of a number of private improvements. The cost of these private facilities is the responsibility of the benefiting property owner. The engineer's estimate does not include estimates for private work

- The benefiting property owner shall pay for private sanitary sewer repair. This cost may be added to the property's assessment.
- The benefiting property owner shall pay for private driveway work. This cost must be paid in full prior to such work and may not be added to the property's assessment.

C. PUBLIC UTILITY CONSTRUCTION COSTS

This work will be funded by the appropriate utility fund and not become part of the assessable portion of the project.

D. PROPOSED FUNDING SUMMARY

	Estimated cost	MSA	Assessments	Utility Funds
Street Construction*	\$987,978.33	\$799,056.04	\$188,922.29	\$0
Sidewalk/ Trail Construction	\$225,965.56	\$225,965.56	\$0	\$0
Storm Sewer Construction	\$125,000.00	\$175,000.00	\$0	\$0
Sanitary Sewer Reconstruction	\$30,000.00	\$0	\$0	\$30,000.00
Watermain Reconstruction	\$450,000.00	\$0	\$0	\$450,000.00
Total	\$1,818,943.89	\$1,150,021.60	\$188,922.29	\$480,000.00

*Cost includes 15% engineering

Preliminary Assessment Roll

PID	Address	Frontage (ft)	Assessment	Notes
012923320062	591 OWASSO HILLS DR W	105.78	\$5,049.74	Owasso Hills Park- City of Roseville
012923320072	585 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320073	581 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320074	577 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320075	573 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320077	593 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320078	589 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320079	568 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320080	572 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320081	576 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320082	580 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320083	600 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320084	601 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320085	597 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320086	569 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320087	592 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320088	584 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320089	604 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320090	608 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320091	588 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320092	596 TERRACE CT W	6.46	\$308.39	Owasso Hollow Townhomes- Ftg= 129.11/20
012923320093	2774 DALE ST N	110.00	\$5,251.20	
012923320095	2778 DALE ST N	89.82	\$4,287.84	
012923320096	2782 DALE ST N	88.50	\$4,224.83	
012923330023	604 IONA LN W	13.00	\$620.60	Corner Lot- 10% Long side
012923330024	2758 DALE ST N	100.00	\$4,773.81	
012923330027	2754 DALE ST N	100.00	\$4,773.81	
012923330136	2700 DALE ST N #A101	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330137	2700 DALE ST N #A103	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330138	2700 DALE ST N #A104	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330139	2700 DALE ST N #A105	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330140	2700 DALE ST N #A106	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330141	2700 DALE ST N #A107	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330142	2700 DALE ST N #A108	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330143	2700 DALE ST N #A109	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330144	2700 DALE ST N #A110	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330145	2700 DALE ST N #A11	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330146	2700 DALE ST N #A112	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330147	2700 DALE ST N #A113	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330148	2700 DALE ST N #A114	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330149	2700 DALE ST N #A115	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330150	2700 DALE ST N #A116	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192

PID	Address	Frontage (ft)	Assessment	Notes
012923330151	2700 DALE ST N #A201	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330152	2700 DALE ST N #A202	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330153	2700 DALE ST N #A203	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330154	2700 DALE ST N #A204	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330155	2700 DALE ST N #A205	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330156	2700 DALE ST N #A206	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330157	2700 DALE ST N #A207	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330158	2700 DALE ST N #A208	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330159	2700 DALE ST N #A209	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330160	2700 DALE ST N #A210	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330161	2700 DALE ST N #A211	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330162	2700 DALE ST N #A212	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330163	2700 DALE ST N #A213	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330164	2700 DALE ST N #A214	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330165	2700 DALE ST N #A215	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330166	2700 DALE ST N #A216	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330167	2700 DALE ST N #A301	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330168	2700 DALE ST N #A302	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330169	2700 DALE ST N #A303	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330170	2700 DALE ST N #A304	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330171	2700 DALE ST N #A305	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330172	2700 DALE ST N #A306	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330173	2700 DALE ST N #A307	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330174	2700 DALE ST N #A308	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330175	2700 DALE ST N #A309	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330176	2700 DALE ST N #A310	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330177	2700 DALE ST N #A311	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330178	2700 DALE ST N #A312	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330179	2700 DALE ST N #A313	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330180	2700 DALE ST N #A314	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330181	2700 DALE ST N #A315	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330182	2700 DALE ST N #A316	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330183	2710 DALE ST N #B101	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330184	2710 DALE ST N #B102	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330185	2710 DALE ST N #B103	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330186	2710 DALE ST N #B104	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330187	2710 DALE ST N #B105	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330188	2710 DALE ST N #B106	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330189	2710 DALE ST N #B107	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330190	2710 DALE ST N #B108	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330191	2710 DALE ST N #B109	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330192	2710 DALE ST N #B110	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330193	2710 DALE ST N #B111	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330194	2710 DALE ST N #B112	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192

PID	Address	Frontage (ft)	Assessment	Notes
012923330195	2710 DALE ST N #B113	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330196	2710 DALE ST N #B114	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330197	2710 DALE ST N #B115	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330198	2710 DALE ST N #B116	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330199	2710 DALE ST N #B201	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330200	2710 DALE ST N #B202	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330201	2710 DALE ST N #B203	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330202	2710 DALE ST N #B204	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330203	2710 DALE ST N #B205	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330204	2710 DALE ST N #B206	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330205	2710 DALE ST N #B207	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330206	2710 DALE ST N #B208	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330207	2710 DALE ST N #B209	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330208	2710 DALE ST N #B210	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330209	2710 DALE ST N #B211	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330210	2710 DALE ST N #B212	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330211	2710 DALE ST N #B213	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330212	2710 DALE ST N #B214	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330213	2710 DALE ST N #B215	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330214	2710 DALE ST N #B216	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330215	2710 DALE ST N #B301	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330216	2710 DALE ST N #B302	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330217	2710 DALE ST N #B303	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330218	2710 DALE ST N #B304	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330219	2710 DALE ST N #B305	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330220	2710 DALE ST N #B306	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330221	2710 DALE ST N #B307	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330222	2710 DALE ST N #B308	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330223	2710 DALE ST N #B309	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330224	2710 DALE ST N #B310	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330225	2710 DALE ST N #B311	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330226	2710 DALE ST N #B312	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330227	2710 DALE ST N #B313	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330228	2710 DALE ST N #B314	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330229	2710 DALE ST N #B315	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330230	2710 DALE ST N #B316	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330231	2720 DALE ST N #C101	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330232	2720 DALE ST N #C102	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330233	2720 DALE ST N #C103	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330234	2720 DALE ST N #C104	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330235	2720 DALE ST N #C105	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330236	2720 DALE ST N #C106	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330237	2720 DALE ST N #C107	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330238	2720 DALE ST N #C108	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192

PID	Address	Frontage (ft)	Assessment	Notes
012923330239	2720 DALE ST N #C109	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330240	2720 DALE ST N #C110	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330241	2720 DALE ST N #C111	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330242	2720 DALE ST N #C112	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330243	2720 DALE ST N #C113	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330244	2720 DALE ST N #C114	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330245	2720 DALE ST N #C115	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330246	2720 DALE ST N #C116	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330247	2720 DALE ST N #C201	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330248	2720 DALE ST N #C202	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330249	2720 DALE ST N #C203	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330250	2720 DALE ST N #C204	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330251	2720 DALE ST N #C205	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330252	2720 DALE ST N #C206	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330253	2720 DALE ST N #C207	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330254	2720 DALE ST N #C208	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330255	2720 DALE ST N #C209	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330256	2720 DALE ST N #C210	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330257	2720 DALE ST N #C211	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330258	2720 DALE ST N #C212	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330259	2720 DALE ST N #C213	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330260	2720 DALE ST N #C214	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330261	2720 DALE ST N #C215	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330262	2720 DALE ST N #C216	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330263	2720 DALE ST N #C301	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330264	2720 DALE ST N #C302	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330265	2720 DALE ST N #C303	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330266	2720 DALE ST N #C304	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330267	2720 DALE ST N #C305	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330268	2720 DALE ST N #C306	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330269	2720 DALE ST N #C307	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330270	2720 DALE ST N #C308	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330271	2720 DALE ST N #C309	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330272	2720 DALE ST N #C310	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330273	2720 DALE ST N #C311	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330274	2720 DALE ST N #C312	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330275	2720 DALE ST N #C313	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330276	2720 DALE ST N #C314	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330277	2720 DALE ST N #C315	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330278	2720 DALE ST N #C316	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330279	2730 DALE ST N #D101	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330280	2730 DALE ST N #D102	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330281	2730 DALE ST N #D103	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330282	2730 DALE ST N #D104	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192

PID	Address	Frontage (ft)	Assessment	Notes
012923330283	2730 DALE ST N #D105	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330284	2730 DALE ST N #D106	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330285	2730 DALE ST N #D107	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330286	2730 DALE ST N #D108	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330287	2730 DALE ST N #D109	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330288	2730 DALE ST N #D110	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330289	2730 DALE ST N #D111	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330290	2730 DALE ST N #D112	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330291	2730 DALE ST N #D113	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330292	2730 DALE ST N #D114	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330293	2730 DALE ST N #D115	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330294	2730 DALE ST N #D116	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330295	2730 DALE ST N #D201	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330296	2730 DALE ST N #D202	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330297	2730 DALE ST N #D203	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330298	2730 DALE ST N #D204	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330299	2730 DALE ST N #D205	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330300	2730 DALE ST N #D206	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330301	2730 DALE ST N #D207	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330302	2730 DALE ST N #D208	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330303	2730 DALE ST N #D209	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330304	2730 DALE ST N #D210	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330305	2730 DALE ST N #D211	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330306	2730 DALE ST N #D212	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330307	2730 DALE ST N #D213	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330308	2730 DALE ST N #D214	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330309	2730 DALE ST N #D215	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330310	2730 DALE ST N #D216	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330311	2730 DALE ST N #D301	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330312	2730 DALE ST N #D302	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330313	2730 DALE ST N #D303	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330314	2730 DALE ST N #D304	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330315	2730 DALE ST N #D305	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330316	2730 DALE ST N #D306	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330317	2730 DALE ST N #D307	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330318	2730 DALE ST N #D308	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330319	2730 DALE ST N #D309	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330320	2730 DALE ST N #D310	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330321	2730 DALE ST N #D311	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330322	2730 DALE ST N #D312	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330323	2730 DALE ST N #D313	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330324	2730 DALE ST N #D314	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330325	2730 DALE ST N #D315	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330326	2730 DALE ST N #D316	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192

PID	Address	Frontage (ft)	Assessment	Notes
012923330327	2700 DALE ST N #A102	2.52	\$120.30	Ramsey Square Condos- Ftg= 483.6/192
012923330381	2731 MACKUBIN ST N #11	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330382	2731 MACKUBIN ST N #12	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330383	2731 MACKUBIN ST N #14	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330384	2731 MACKUBIN ST N #15	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330385	2731 MACKUBIN ST N #16	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330386	2731 MACKUBIN ST N #17	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330387	2731 MACKUBIN ST N #18	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330388	2731 MACKUBIN ST N #19	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330389	2731 MACKUBIN ST N #20	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330390	2731 MACKUBIN ST N #21	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330391	2731 MACKUBIN ST N #27	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330392	2731 MACKUBIN ST N #26	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330393	2731 MACKUBIN ST N #25	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330394	2731 MACKUBIN ST N #24	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330395	2731 MACKUBIN ST N #23	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330396	2731 MACKUBIN ST N #22	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330409	2731 MACKUBIN ST N #28	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330410	2731 MACKUBIN ST N #29	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330411	2731 MACKUBIN ST N #30	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330412	2731 MACKUBIN ST N #31	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330413	2731 MACKUBIN ST N #32	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330414	2731 MACKUBIN ST N #33	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330415	2731 MACKUBIN ST N #34	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330416	2731 MACKUBIN ST N #35	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330417	2731 MACKUBIN ST N #36	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330418	2731 MACKUBIN ST N #37	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330419	2731 MACKUBIN ST N #38	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330420	2731 MACKUBIN ST N #39	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330421	2750 DALE ST N #45	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330422	2750 DALE ST N #44	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330423	2750 DALE ST N #43	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330424	2750 DALE ST N #42	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330425	2750 DALE ST N #41	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330426	2750 DALE ST N #40	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330427	2750 DALE ST N #51	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330428	2750 DALE ST N #50	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330429	2750 DALE ST N #49	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330430	2750 DALE ST N #48	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330431	2750 DALE ST N #47	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330432	2750 DALE ST N #46	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330433	2750 DALE ST N #55	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330434	2750 DALE ST N #54	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
012923330435	2750 DALE ST N #53	9.14	\$436.33	Westwood Village: Ftg= 402.05/44

PID	Address	Frontage (ft)	Assessment	Notes
012923330436	2750 DALE ST N #52	9.14	\$436.33	Westwood Village: Ftg= 402.05/44
022923410034	0 DALE ST N	0	\$0	OL=16259/((180.06+255.02)/2 = 74.74 covered in Ute easement not included in proposed assessment frontages
022923410035	2823 DALE ST N	110.00	\$5,251.20	
022923410036	2815 DALE ST N	85.00	\$4,057.74	
022923410037	629 TERRACE DR W	100.00	\$4,773.81	Corner Lot- Short side
022923410055	628 TERRACE DR W	12.28	\$586.22	Corner Lot- 10% Long side
022923410056	2783 DALE ST N	85.00	\$4,057.74	
022923410057	2777 DALE ST N	85.00	\$4,057.74	
022923410058	2767 DALE ST N	12.00	\$572.86	Corner Lot- 10% Long side
022923440065	0 WHEATON AVE W	612.56	\$29,242.48	1.02 acre lot can be divided into at least 7 SF lots (Under 2011 zoning code min 9500 sf)
022923440068	2687 DALE ST N	100.00	\$4,773.81	
022923440069	2701 DALE ST N	67.00	\$3,198.46	
022923440070	2705 DALE ST N	90.43	\$4,316.96	
022923440071	2713 DALE ST N	85.00	\$4,057.74	
022923440072	2721 DALE ST N	85.00	\$4,057.74	
022923440073	2729 DALE ST N	85.00	\$4,057.74	
022923440074	2735 DALE ST N	85.00	\$4,057.74	
022923440075	2743 DALE ST N	85.00	\$4,057.74	
022923440076	2751 DALE ST N	125.00	\$5,967.27	Corner Lot- Short side
012923320071	592 OWASSO HILLS DR W	351.16	\$16,763.73	Storm Pond
	Totals	3882.73	\$188,922.29	

October 7, 2008

Mr. Bill Malinen
Roseville City Manager
2660 Civic Center Drive
Roseville, MN 55113

Dear Mr. Malinen,

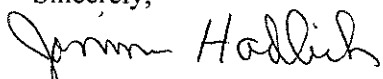
Attached is a completed Roseville Sidewalk Petition that I conducted in my neighborhood in regards to completing a sidewalk or pathway on the East side of Dale Street between County Rd C and Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the petition signatures of residents who live on this stretch of Dale Street as well as Dale Street pedestrians walking, running or biking along the street.

This stretch of road is very dangerous due to the high volume of pedestrians as well as the high traffic speeds. It is widely known that vehicles do not keep to the 30 mph speed limits along this part of Dale Street so a sidewalk is greatly needed. My husband, Tom, and I live at 2782 Dale Street North and we have two boys, ages 5 & 9. There has been an influx of new families with young children on Dale Street within the last couple years. Two of our Dale Street next door neighbors just had new babies this year. There is also another new family with three young children, all under the age of 8 who live on the corner of Dale & Iona. One can't help but notice the large number of families with children and strollers walking along this stretch. With the lack of control of vehicles' high speeds along this hill, it is imperative that a sidewalk is put in before someone gets seriously insured or killed! Neighborhood residents have noticed that there was a new sidewalk recently put in on the northern part of Dale street near Owasso Hills Drive and Owasso Hills lake but, for whatever reason, the four block stretch between County Road C & Owasso Hills Drive was not completed during this time. Roseville spends a lot of money on Central Park but more attention and money should be spent on the Roseville sidewalk situation.

I spoke to Deb Bloom, City Engineer, a few months ago about the possibility of moving the date up to put in this much needed sidewalk along Dale Street. I learned that Dale Street is supposed to be redone in five years and this stretch of sidewalk is supposed to be put in at that time. Our road and this sidewalk need to be done now, not five years from now! Ms. Bloom said that if I conducted a petition for this sidewalk and collected at least 50% of the resident's signatures who live on this stretch of Dale Street, that there is a good possibility the date could be moved up to get this sidewalk put in. She admitted that the need for a sidewalk along Dale Street has been moved up on the priority list but the Dale Street residents feel that five years is not fast enough for those of us who live on this dangerous stretch of road.

The citizens of Dale Street are trying to be patient waiting for both our road to be redone and a sidewalk to be completed, but our patience is growing thin. **This petition clearly shows the desire for a sidewalk or pathway as soon as possible. I have obtained petition signatures from approximately 80% of the residents I talked to who live on Dale Street between County Rd C and Owasso Hills Drive, as well as other nearby pedestrians who walk/run/bike along this stretch of road.** The completion of this sidewalk would connect the neighborhood to the pathway systems in Central Park and Owasso Hills creating a safer and more appealing environment for the community. A sidewalk would make it feel like an inviting community rather than a drive-by neighborhood and it would help to slow the turnover rate of homes for sale along this stretch. The Roseville fire chief and his family used to live across the street from us but moved off of Dale Street a few years ago because of the traffic speeds and sidewalk issues along this stretch of road. I learned that there have been other families that have sold their homes along this stretch of road for similar reasons as well. This doesn't have to be so, if the City of Roseville reprioritizes its to do list. You know what you have to do. The Dale Street residents are speaking. Please listen to us. I will be following up with a phone call regarding this matter shortly so I can report back to my Dale Street residents. Thank you for your cooperation. I can be reached at 651-484-6076.

Sincerely,


Janine Hadlich

**Roseville
Dale Street Sidewalk/Path Petition**

Statement/Purpose: This is a petition by nearby neighborhood residents of Dale Street to encourage/convince Roseville to put in a sidewalk or paved path on the East side of Dale Street between County Rd C & Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the nearby residents who are listed on the petition below. The completion of this sidewalk/path would thereby connect the neighborhood to the Central Park pathway system, creating a safer and more appealing environment for nearby residents.

Petition lead by Janine and Tom Hadlich at 2782 Dale Street North, Roseville, 55113, 651-484-6076

Resident's Name*	Resident's Home Address
David & Christine Beggs*	2783 Dale St N
Elaine Palmer*	2750 Dale #41
John K. Rutford*	2750 N. Dale St. #43
Donna Rutford*	2750 N. Dale #43
Ed. Gruening*	2687 N. Dale
Katherine Gruening*	2687 N. Dale
B. Peterson*	2705 Dale St
Bladeau*	2713 Dale St.
Richard J. Lunn*	2721 N. DALE ST.
Colin B. Horn*	2751 Dale St N.

*A star after the resident's name designates that the resident lives directly on the east or west side of Dale Street where the sidewalk/path would go.

Roseville
Dale Street Sidewalk/Path Petition

Statement/Purpose: This is a petition by nearby neighborhood residents of Dale Street to encourage/convince Roseville to put in a sidewalk or paved path on the East side of Dale Street between County Rd C & Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the nearby residents who are listed on the petition below. The completion of this sidewalk/path would thereby connect the neighborhood to the Central Park pathway system, creating a safer and more appealing environment for nearby residents.

Petition lead by Janine and Tom Hadlich at 2782 Dale Street North, Roseville, 55113, 651-484-6076

Resident's Name*	Resident's Home Address
Dolores A. Murphy*	2767 N. Dale St. (Please do not contact her)
Katie + Justin Vaccari*	2778 Dale Street N. Roseville, MN 55113
Marilyn + Roger Toogood*	601 Terrace Court Roseville, MN, 55113
Benny + Susan Fall*	429 Terrace Drive Roseville, MN 55113
Judd + Deb White*	1128 Terrace Dr. East side only!
Brenner + Joyce C. Richman	608 Terrace Court Roseville, MN 55113
Beraine Anderson*	2750 Dale #44
Carl G. Toerjans*	2750 N. Dale #45
L. H. + G. H. *	2701 DALE ST. NORTH
Ginger Ryan*	2777 Dale St. North

*A star after the resident's name designates that the resident lives directly on the east or west side of Dale Street where the sidewalk/path would go.

City of Roseville
Dale Street Sidewalk/Path Petition

Statement/Purpose: This is a petition by nearby neighborhood residents of Dale Street to encourage/convince Roseville to put in a sidewalk or paved path on the East side of Dale Street between County Rd C & Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the nearby residents who are listed on the petition below. The completion of this sidewalk/path would thereby connect the neighborhood to the Central Park pathway system, creating a safer and more appealing environment for nearby residents.

Petition lead by Janine and Tom Hadlich at 2782 Dale Street North, Roseville, 55113, 651-484-6076

Resident's Name*	Resident's Home Address
Ruben Acosta	584 Owasso Hills Drive
Low Shell	567 Owasso Hills DR.
Arnie Shell	567 Owasso Hills Dr
Heather Horn*	2751 Dale St N
Jenny Jernhof*	2815 Dale St.
Susan Elvick	2750 Kent St
Jay Cluth	2750 Kent St.
Chris Mayn	2781 Irene Circle Roseville, MN
Don Carress	604 Terrace Ct.
Louaine Swanson	592 Terrace Court

*A star after the resident's name designates that the resident lives directly on the east or west side of Dale Street where the sidewalk/path would go.

City of Roseville
Dale Street Sidewalk/Path Petition

Statement/Purpose: This is a petition by nearby neighborhood residents of Dale Street to encourage/convince Roseville to put in a sidewalk or paved path on the East side of Dale Street between County Rd C & Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the nearby residents who are listed on the petition below. The completion of this sidewalk/path would thereby connect the neighborhood to the Central Park pathway system, creating a safer and more appealing environment for nearby residents.

Petition lead by Janine and Tom Hadlich at 2782 Dale Street North, Roseville, 55113, 651-484-6076

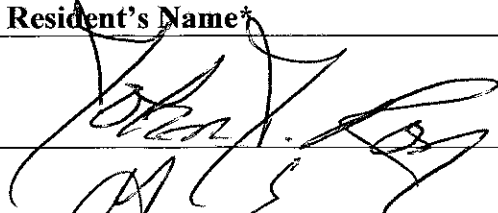
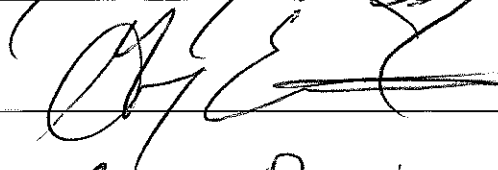
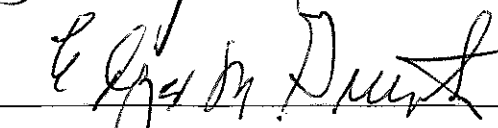
Resident's Name*	Resident's Home Address
ROBERT EHLERT	2727 VIRGINIA AVE
Donald W. Barcroft	548 Heinel Dr.
Bryan Milbent Jody Mathiowetz	2950 Farrington St.
Jeanette Schreck	2865 Matilda St. Roseville
Dick & Mary Lou Olsen	576 Jerrane Ct.
CS Mc	3032 Sandy Hook Dr.
Jack Reif	479 Owasso Hills Drive
Susan Briggs*	2750 N Dale St #40 Roseville, MN 55113
Janine Hadlich*	2782 Dale St. N. Roseville, MN 55113
Tom Hadlich*	2782 Dale St N

*A star after the resident's name designates that the resident lives directly on the east or west side of Dale Street where the sidewalk/path would go.

City of Roseville
Dale Street Sidewalk/Path Petition

Statement/Purpose: This is a petition by nearby neighborhood residents of Dale Street to encourage/convince Roseville to put in a sidewalk or paved path on the East side of Dale Street between County Rd C & Owasso Hills Drive within the next three years. The need and desire to facilitate this request is clearly evident by the nearby residents who are listed on the petition below. The completion of this sidewalk/path would thereby connect the neighborhood to the Central Park pathway system, creating a safer and more appealing environment for nearby residents.

Petition lead by Janine and Tom Hadlich at 2782 Dale Street North, Roseville, 55113, 651-484-6076

Resident's Name*	Resident's Home Address
	2753 KENT ST.
	638 Terrate Cr.
Kary Decker	569 TERRACE CRT
Bob Klein	573 " "
Barbara Kline	573 " "
Bob Schmidt	568 " "
David G. Mandel	629 Iona Ln
	528 Terrace Ct.
Amy Skane & Kelly Klecker	557 Woodhill Drive
Jen + Vic Brodt	444 Rose Place

*A star after the resident's name designates that the resident lives directly on the east or west side of Dale Street where the sidewalk/path would go.

REQUEST FOR COUNCIL ACTION

Date: 12/13/10
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Approve an Agreement between the City of Roseville and Capitol Region Watershed District for the William Street Pond Retrofit Project

BACKGROUND

In 2004, the Capitol Region Watershed District (CRWD) completed the McCarrons Subwatershed 4 Study. This study identified retrofit/ maintenance opportunities within the drainage area to the Northeast of Lake McCarrons that would reduce the phosphorus loading and improve water quality for Lake McCarrons.

William Street Pond was one of the locations identified in the study as a potential retrofit project. This pond is a City of Roseville facility that was constructed by enlarging an existing basin in 1991. The pond is located at the southeast corner of William and Elmer Street within a drainage and utility easement. The underlying property ownership is the Armory. CRWD was approached by Ramsey Conservation District (RCD) regarding grant funds available in 2010 for construction projects in Ramsey County. To take advantage of these funds, this project is currently scheduled for construction this winter.

This project was initiated to restore water holding capacity and increase the water quality treatment efficiency of the basin. This will be accomplished by:

- restoring the pond to its original constructed depth,
- repairing the erosion at the inlet,
- installing a pretreatment manhole along Elmer Ave to remove sediment,
- retrofitting the pond outlet with a filter bench, to increase the pond storage, and treatment efficiency.

The filter bench proposed for the outlet of this pond will infiltrate the pond water through a soil mixture made up of iron filings and sand where any phosphorus in the storm water runoff will be removed by the iron filings. This is new technology that has been proven by the University of Minnesota's researchers to be 60 to 80% effective in reducing the phosphorus present in storm water runoff.

A public information meeting was held on November 23rd to present the proposed project to the surrounding neighborhood.

POLICY OBJECTIVE

City policy is to cooperate with other agencies for mutual benefit whenever possible. The attached JPA detail the terms and responsibilities of this cooperative project. This agreement has been reviewed by the City Attorney.

FINANCIAL IMPACTS

CRWD has received bids for this project. The low bid is \$91,646.00, which is higher than the Engineer's Estimate of \$65, 875. This cost is proposed to be shared by CRWD, RCD. and the City of Roseville. CRWD has a contract for project engineering with Wenck and Associates.

34 The requested City cost share for this project is capped at \$30,000. The pond is a City of Roseville
35 facility. The City cost share for this project is based on the cost of the routine maintenance required to
36 restore the basin to the original design. The City of Roseville will continue to be responsible for the
37 maintenance of the pond and the pipes and manholes that convey water into and out of the basin.

38 The long term maintenance and replacement of filter bench material will become the responsibility of
39 CRWD. It is estimated that the filter media will need to be replaced in 10 to 15 years. CRWD will
40 monitor the efficiencies of the phosphorus removal to determine the optimum timing for replacement.

41 **STAFF RECOMMENDATION**

42 Staff recommends that the City Council approve the Joint Powers Agreement for the William Street
43 Pond Retrofit Project.

44 **REQUESTED COUNCIL ACTION**

45 Approve Joint Powers Agreement for the William Street Pond Retrofit Project.

Prepared by: Debra Bloom

Attachments: A: Agreement
B: Location Map

JOINT POWERS AGREEMENT

THIS AGREEMENT is entered into between the Capitol Region Watershed District a Minnesota watershed district established under the authority of Minnesota Statutes Chapter 103D (the CRWD), and the city of Roseville, a municipal corporation under the laws of the State of Minnesota (the City), pursuant to the provisions of Minn. Stat. §103D.335, subd. 2, and §471.59.

Recitals

WITNESSETH:

WHEREAS, the CRWD and the City have been planning to bring about stormwater improvements to the William Street Stormwater Pond (the Project); and

WHEREAS, the Project contemplates and includes pipe installation, pond dredging, and filtration bench installation; and

WHEREAS, the Project has been identified in the "Lake McCarrons Subwatershed #4 Analysis" report dated April 1, 2009, and prepared by Emmons & Oliver Resources; and

WHEREAS, these stormwater improvements are proposed at the Williams Street Stormwater Pond adjacent to the Williams St. and Elmer St. intersection in the city of Roseville, See Exhibit "A"; and

WHEREAS, the City, the CRWD and other Project Partners have agreed to participate in financing the total cost of the Project, and such participation for the City as is defined herein.

NOW, THEREFORE, in consideration of the mutual promises and benefits that each party shall derive herefrom, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the funding shares, direction, management and control, contracting, supervision, and liability of the parties in connection with the Project.

2. Funding. Pursuant to estimates prepared by Wenck Associates dated October 12, 2010 (See Exhibit "B") the preliminary estimate of the cost of the Project is \$65,879.00. The CRWD shall be responsible for payment of the sum of \$17,136.00. The City shall pay \$26,472.60, subject to the provisions of paragraph 3. The remainder shall be paid by other project partners with funding secured through separate agreement between the CRWD and such other Project Partners.

3. Cost Overrun. In the event actual construction costs exceed \$66,479.00, the City shall pay an additional maximum contribution of \$3,527.40. Regardless of actual cost, the City's maximum contribution shall be \$30,000.00. The CRWD shall be responsible for additional costs not paid by the City.

46 4. Project Management. The CRWD shall manage and direct the Project on its own behalf and
47 on behalf of the City. The CRWD shall cause to be prepared all construction plans and specifications;
48 shall prepare bid specifications and let the Project for public bidding; shall award the construction and
49 related contracts; shall enter into construction and other contracts on its behalf; and shall direct and
50 manage completion of the Project. The CRWD reserves the right to reject all bids should no acceptable
51 bids be received.

52
53 5. Extra Work. All extra work orders or changes to the Project made during construction of the
54 Project shall be subject to approval by change order in writing signed by the City and the CRWD prior
55 to such construction.

56
57 6. Construction Permits. Any construction permits or other permits required for construction of
58 the Project by either party hereto having jurisdiction on the Project are hereby approved.

59
60 7. Records and Reports/Payment by City. All parties agree to maintain records and costs
61 pertaining to the Project in accordance with Minnesota Statutes and relevant internal record keeping and
62 accounting procedures. Upon completion of the Project, the CRWD will submit a payment request to the
63 City, payable in full within sixty (60) days of the billing date.

64
65 8. Maintenance and Safety During Construction. Work site maintenance and safety will be the
66 responsibility of CRWD during the construction project.

67
68 9. Employees. It is further agreed that any and all employees of CRWD and all other persons
69 engaged by CRWD in the performance of any work or services required, volunteered, or provided for
70 herein to be performed by CRWD, shall not be considered employees of City, and that any and all
71 claims that may arise under the Worker's Compensation Act of the State of Minnesota on behalf of said
72 employees while so engaged, and any and all claims made by any third parties as a consequence of any
73 act or omission on the part of said employees while so engaged on any of the work or services provided
74 to be rendered herein, shall in no way be the obligation or responsibility of City.

75
76 10. Non-Discrimination. The provisions of Minn. Stat. §181.59, and of any applicable local
77 ordinance relating to Civil Rights and Discrimination, shall be considered a part of this Agreement as if
78 fully set forth herein

79
80 11. Indemnification. The City and CRWD agree that liability under this Agreement is
81 controlled by Minn. Stat. §471.59, subd. 1a and that the total liability for the participating cities shall not
82 exceed the limits on governmental liability for a single use of government as specified in §466.04, subd.
83 1. CRWD agrees to defend, indemnify, and hold harmless City against any and all claims, liability, loss,
84 damage, or expense arising under the provisions of this Agreement and caused by or resulting from
85 negligent acts or omissions of CRWD or those of CRWD's employees or agents. City agrees to defend,
86 indemnify, and hold harmless CRWD against any and all claims liability, loss, damage, or expense
87 arising under the provisions of this Agreement for which City is responsible and caused by or resulting
88 from negligent acts or omissions of City and or those of City's employees or agents. Under no
89 circumstances, however, shall a party be required to pay on behalf of itself and the other party any
90 amount in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to
91 any one party. The limits of liability for both parties may not be added together to determine the

maximum amount of liability for either party. The intent of this paragraph is to impose on each party a limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

12. Project Property Ownership. Upon completion of the Project, all pipes, and other property utilized in connection with the Project shall be the property of the City, and the CRWD shall have no interest in or claim thereto.

13. Term. This Agreement shall be effective when approved by the CRWD, the City. This Agreement shall expire and be of no further force or effect upon completion of the Project, except that the provisions of paragraphs 7 and 12 shall survive expiration of the Agreement.

CAPITOL REGION WATERSHED DISTRICT

By: _____
President Date

Recommended for Approval:

By: _____
Administrator Date

Approved as to Form:

By: _____ Date _____

[illegible]

The foregoing instrument was acknowledge before me this ____ day of _____, 2010,
by _____ and by _____, respectively the President and
Administrator of the Capitol Region Watershed District, a watershed district established under the
authority of Minnesota Statutes Chapter 103D, on behalf of the District and pursuant to the authority
granted by its Board.

Notary Public

137 CITY OF ROSEVILLE
138 BY: _____
139 Craig Klausing, Mayor
140 AND: _____
141 William J. Malinen, City Manager
142
143
144
145

146 STATE OF MINNESOTA)
147) SS
148 COUNTY OF RAMSEY)

149 The foregoing instrument was acknowledge before me this __ day of _____, 2010,
150 by Craig Klausing and by William J Malinen, respectively the Mayor and City Manager of the City of
151 Roseville, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority
152 granted by its City Council.
153

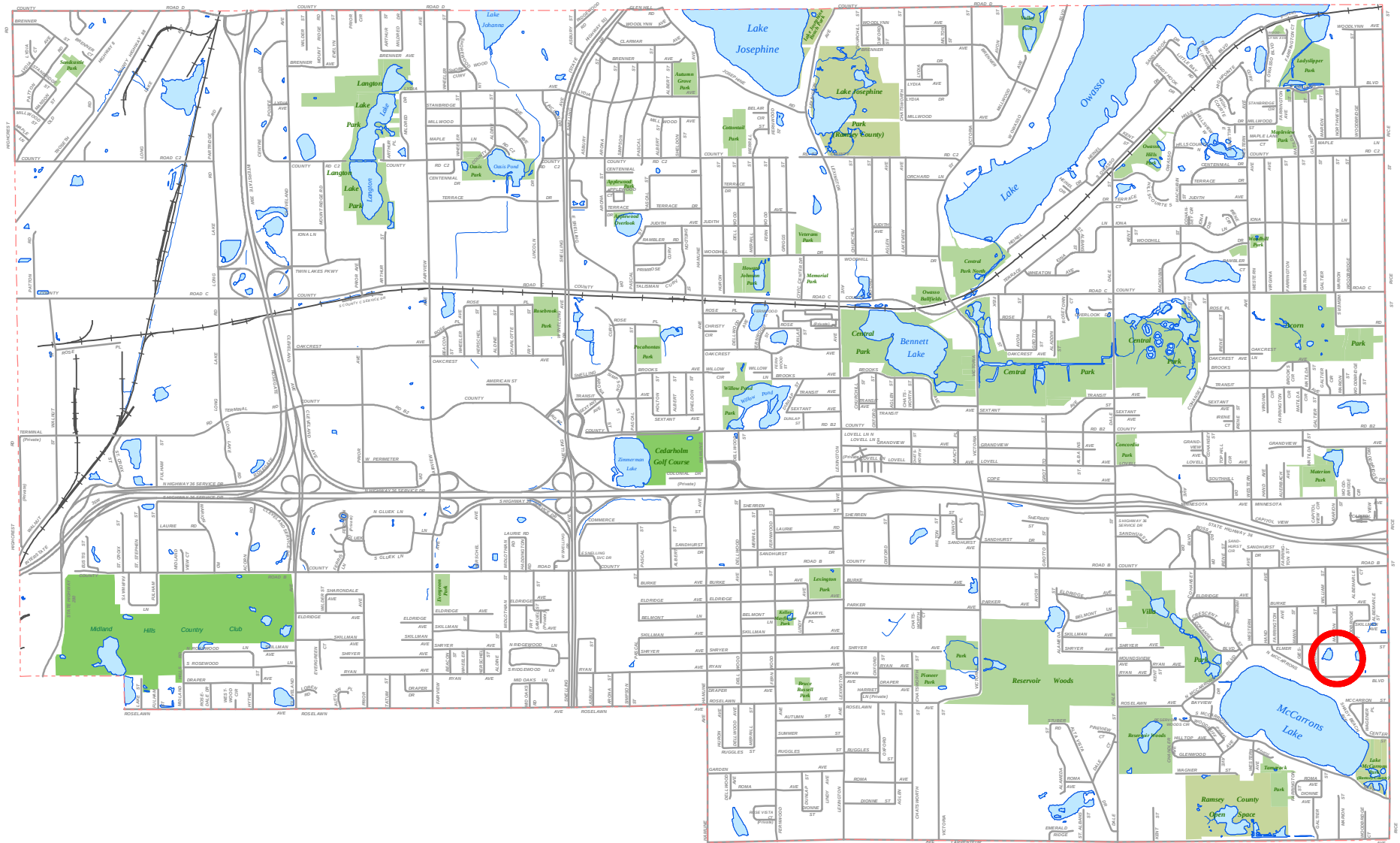
154 _____
155 Notary Public

EXHIBIT A
Project Plans for Williams Street Pond Retrofit Project

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EXHIBIT B
Estimated Costs for Construction of Williams Street Pond Retrofit Project

				ENGINEER'S ESTIMATE	
				William Street Pond	
				Roseville, MN	
BASE BID					
Line No.	Base Bid Item	Units	Quantity	ENGINEER'S ESTIMATE	
				Unit Price	Sub Total
1	Mobilization/Demobilization	LS	1	\$2,000.00	\$2,000.00
2	Dewatering	LS	1	\$1,500.00	\$1,500.00
3	Traffic Control	LS	1	\$500.00	\$500.00
4	Clearing and Grubbing	Each	25	\$250.00	\$6,250.00
5	Silt Fence	LF	400	\$5.00	\$2,000.00
6	Erosion Control Blanket	SY	968	\$3.00	\$2,904.00
7	Inlet Protection	Each	4	\$150.00	\$600.00
8	Silt Curtain	LF	50	\$15.00	\$750.00
9	Excavation and Haul of Level 3 Sediment	CY	422	\$40.00	\$16,880.00
10	Common Excavation (IEFB) and Reuse on Site	CY	60	\$15.00	\$900.00
11	Remove & salvage 24" FES	Each	1	\$200.00	\$200.00
12	Remove & salvage 30" FES	Each	1	\$200.00	\$200.00
13	Remove & dispose 30" RCP	LF	40	\$20.00	\$800.00
14	MnDOT Class III Riprap	CY	11	\$83.00	\$913.00
15	Topsoil Borrow	CY	107	\$30.00	\$3,210.00
16	Seed (MN State Mix 36-211)	Pounds	7	\$30.00	\$210.00
17	Netpave 50	SF	936	\$3.00	\$2,808.00
18	Fine Filter Aggregate	CY	22	\$20.00	\$440.00
19	Iron Filings	TON	3	\$810.00	\$2,430.00
20	Coarse Filter Aggregate	CY	6	\$30.00	\$180.00
21	Rolanka Coir Block	LF	40	\$20.00	\$800.00
22	Nonwoven Geotextile	SY	85	\$3.00	\$254.00
23	Class V Aggregate (Netpave 50 subgrade)	CY	20	\$20.00	\$400.00
24	SAFL Baffle Manhole/Catchbasin	Each	1	\$4,000.00	\$4,000.00
25	Concrete Riser w Grate & Dewatering Mechanism	Each	1	\$6,900.00	\$6,900.00
26	24" Class 3 Reinforced Concrete Pipe	LF	10	\$40.00	\$400.00
27	30" Class 3 Reinforced Concrete Pipe	LF	110	\$45.00	\$4,950.00
28	4" Perforated Pipe	LF	200	\$12.00	\$2,400.00
29	4" Drantile Cleanout	Each	2	\$50.00	\$100.00
TOTAL BASE BID					\$65,879.00



William Street Retrofit Project Location



Prepared by:
Engineering Department
December 03, 2010



Project Location

Data Sources and Contacts:

* Ramsey County GIS Base Map (8/30/10)

* City of Roseville Engineering Department

For further information regarding the co-
City of Decatur, Engineering Department

City of Roseville, Engineering Department
2660 Civic Center Drive, Roseville MN

DISCLAIMER

The map is neither a legally verified map nor a survey and it 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 navigation, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies exist between these computer-generated maps and actual conditions on the ground, users must rely on their own field observations and measurements. The City disclaims all liability for damages, claims, injuries and expenses of whatever kind resulting from the use of this map. No person shall be liable for any damages, and expressly waives all claims, and agrees not to sue, defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

10 of 11

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mapdoc: WilliamStRetrofitProjectLocationMap.mxd
map: WilliamStRetrofitProjectLocationMap.pdf



REQUEST FOR COUNCIL ACTION

Date: 12/13/2010
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Approve DEED Contamination Investigation and RAP Development Program Grant Contract for the Twin Lakes Corporate Center Project (Former PIK Terminal Property)

1 BACKGROUND

2 In May 2010, the City applied for \$50,000 in funding from the Department of Employment and
3 Economic Development to assist with the environmental assessment and planning of the former PIK
4 Terminal property.

5 On June 30, 2011, DEED awarded the City \$50,000 will help with Phase II investigation and report
6 preparation, environmental monitoring, and the development of a Response Action Plan (RAP).
7 According to the grant application the total cost of this work will be \$100,000.

8 DEED requires a 25 percent match as part of this grant. The City is working with the property owner to
9 enter into a memorandum of understanding that requires the property owner to guarantee the matching
10 funds. If the property owner does not agree to that term, the City will return the grant to DEED.

11 If the grant is accepted by the Council, the grant will expire on June 30, 2012; however, if the project is
12 not started prior to June 30, 2011, the grant will be terminated unless the City requests and receives an
13 extension.

14 POLICY OBJECTIVE

15 By accepting the DEED Redevelopment Grant Funds, the City is taking a proactive step to leverage
16 external funds to assist with the environmental assessment of contaminated land.

17 FINANCIAL IMPACTS

18 The City will use none of its own funds for this project. As described above, DEED requires a 25
19 percent match for this project. Prior to the use of the grant funds, the City will require that the property
20 owner enter into a memorandum of understanding guaranteeing the matching funds for this project.

21 STAFF RECOMMENDATION

22 Staff recommends that the City Council accept the \$50,000 DEED Investigation Grant award to assist
23 with environmental assessment work at the former PIK Terminal.

24 **REQUESTED COUNCIL ACTION**

25 By motion, accept the agreement with DEED to accept the \$50,000 DEED Contamination Investigation
26 and RAP Development Program Grant for the Twin Lakes Corporate Center Project.

27

28

Prepared by: Jamie Radel, Economic Development Associate

Attachments: A. DEED Contamination Investigation and RAP Development Program Grant Agreement

29

STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
BUSINESS AND COMMUNITY DEVELOPMENT DIVISION

Contamination Investigation and RAP Development Program Grant Agreement
CCGP-10-0005-Z-FY10
Twin Lakes Corporate Center Project

This Agreement is effective on the date of last signature and is between the State of Minnesota, acting through the Department of Employment and Economic Development (hereinafter the Grantor), and the city of Roseville (hereinafter the Grantee).

The Grantor has been allocated funds by the Minnesota Legislature to make grants pursuant to Minn. Stat. § 116J.554. The Grantee has made application to the Grantor for a Contamination Investigation and Response Action Plan Development Grant for the Twin Lakes Corporate Center Project (hereinafter the Project). That application is hereby incorporated into this agreement. Where provisions of the Grantee's application are inconsistent with provisions of this agreement, the provisions of this agreement shall take precedence.

In consideration of mutual promises set forth below, the parties agree as follows:

The Grantor shall grant to the Grantee the total sum of THOUSAND DOLLARS (\$50,000). This grant is made pursuant to Minn. Stat. § 116J.554. Funds made available pursuant to this agreement shall be used to perform contamination investigations and for the development of a Response Action Plan as specified in Minn. Stat. § 116J.554, subd. 1(b), for purposes specified therein and incorporated into this Agreement as "PROJECT" and specified under "SPECIAL CONDITIONS".

The breakdown of the total grant amount is as follows:

\$50,000, Petro Fund, Fund 150, Org 1404, App 100.

Grantee agrees to complete the Project in accordance with the approved budget and within the time frames specified in this Agreement. Any material change in the scope of the Project, the budget or the completion date must be approved in writing by the Grantor. Notwithstanding all other provisions of this agreement, it is understood that any reduction or termination of state funds provided to the Grantor may result in a like reduction to the Grantee.

GENERAL CONDITIONS

Accounting

For all expenditures of funds made pursuant to this agreement, the Grantee shall keep financial records including properly executed contracts, invoices, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures. Accounting methods shall be in accordance with generally accepted accounting principles.

Term

The Grantee shall perform and accomplish such purposes and activities specified herein during the period of **June 11, 2010 to June 30, 2012**. In order to ensure that all funds are drawn prior to the grant term end date, all payment requests must be received at least 30 days prior to the grant term end date.

Payment/Disbursement Schedule

Grantor shall disburse funds to the Grantee pursuant to this agreement, based upon payment requests submitted by the Grantee and reviewed and approved by the Grantor. Payment requests must be accompanied by supporting invoices that relate to activities in the approved budget. The amount of grant funds requested by the Grantee cannot exceed 75% of the total approved cleanup costs incurred by the Grantee as supported by invoices. Payment request forms will be provided by the Grantor.

Reporting

Grantee shall submit to the Grantor annual reports on the use of funds and the progress of the Project covering July 1st through June 30th of each year. The reports must be received by DEED no later than July 25th of each year. The reports shall identify specific Project goals listed in the application and quantitatively and qualitatively measure the progress of such goals. Reporting forms will be provided by the Grantor.

Provisions for Contracts and Sub-grants

The Grantee shall include in any contract or sub-grant, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws.

Along with such provisions, the Grantee shall require that contractors performing work covered by this grant be in compliance with all applicable OSHA regulations, especially the federal Hazardous Waste Operations and Emergency Response Standards (29CFR 1910.120 and 29CFR 1926.65).

Program Income

Program income is income generated from grant-funded activities, including interest earned on grant funds. All program income on hand at the end of the grant period must be returned to the state unless a use of the income has been approved by the Grantor.

Termination and Cancellation

Termination by the State. The Grantor or the Commissioner of Administration may cancel this agreement at any time, with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

If the Grantor finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled, the Grantor may take action to protect the interests of the State of Minnesota, including refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

If the Project is not started on or before June 30, 2011, or such a later date, requested by the Grantee and approved by the Grantor, in writing, then the Grantor's obligation to fund the Program Grant shall terminate.

Termination for Insufficient Funding. The Grantor may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The Grantor is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The Grantor will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The Grantor must provide the Grantee notice of the lack of funding within a reasonable time of the Grantor receiving that notice.

Affirmative Action

A Public Entity that receives State money for any reason is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the disabled and submit the plan to the Commissioner of Human Rights.

Audit and Inspection

The Grantee shall maintain adequate financial records consistent with generally accepted accounting principles. The Grantee shall furnish the Grantor with an independent audit covering each grant year in which grant disbursements or expenditures were made; and prepared in compliance with generally recognized audit standards. The audit shall include a schedule of revenue and expenditures for the Project. The audit must be submitted within 30 days after the completion of the audit, but not later than one year after the end of the audit period. Alternatively, the Grantee shall submit accounting system records that track the use of grant proceeds and all matching funds by eligible Project Costs for each year in which grant disbursement and expenditures were made. The records shall reflect both expenditures and revenues and shall be submitted after all grant proceeds and matching funds have been expended or at the Grantor's request.

Accounts and records, including, but not limited to all financial and environmental documents related to the funds provided under this agreement shall be accessible to authorized representatives of the Grantor for purposes of examination and audit. In addition, the Grantee will give the State of Minnesota, Department of Employment and Economic Development, the Legislative Auditor, and the State Auditor's Office, through any authorized representatives, access to and the right to examine all records, books, papers, and documents related to the grant, for a minimum of six years from the end of the term of this Grant Contract.

Liability

Subject to the provisions and limitations of Minnesota Statutes Chapter 466, Grantee agrees to indemnify and hold Grantor, its agents and employees harmless from any and all claims or causes of action arising from the performance of the Grant by Grantee or Grantee's agents or employee. This clause shall not be construed to bar any legal remedies Grantee may have for the Grantor's failure to fulfill its obligations pursuant to this agreement. Nothing herein constitutes a waiver by the Grantee of any statutory or common law defenses, immunities or limits on liability.

Amendments

Any amendment to this grant contract, with the exception of Grant Adjustment Notices (GANs), must be in writing and will not be effective until it has been executed and approved by those parties authorized by resolution to enter into this contract, their successors and assigns, or other party authorized by the Grantee through a formal resolution of its governing body. GANS must be approved by the Grantor in writing, and require a written change request by the Grantee.

A GAN may be used for the purposes of transferring budget amounts between line items which do not change the contract value, or other grant status activity. All other changes require a formal amendment as stated above.

Debarment and Suspension Certification

(If applicable) The Grantee agrees to follow the President's Executive Order 12549 and the implementing regulation "Nonprocurement Debarment and Suspension; Notice and Final Rule and Interim Final Rule," found at 53 FR 19189, May 26, 1988, as amended at 60 FR 33041, June 26, 1995, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions"; unless excluded by law or regulation.

Antitrust

The Grantee and Sub-grantees hereby assign to the State of Minnesota any and all claims for overcharges for goods and/or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

Required Resolution and Certification

The Grantee shall attach hereto, prior to submission, a resolution by the appropriate governing body that legally authorizes the execution of this agreement on behalf of the Grantee.

Successors and Assignees

This agreement shall be binding upon any successors or assignees of the parties.

Other Provisions

The Grantee shall comply with the Data Practices Act codified at Minn. Stat. § 13, the Conflict of Interest provisions of Minn. Stat. §§ 471.87 - 471.88 and the Business Subsidy Act codified at Minn. Stat. §§ 116J.993 - 116J.995.

SPECIAL CONDITIONS

The following activities and costs are based on a budget submitted by the Grantee. Modifications must be approved in writing by the Grantor.

Approved Budget for the Twin Lakes Corporate Center Project:

<u>Approved Project Costs</u>	<u>Amount</u>
Phase II Testing	\$65,000
Environmental Monitoring	\$8,000
Phase II Report	\$12,000
RAP Development	\$15,000
TOTAL	\$100,000
DEED Grant: \$50,000	
Local Match: \$50,000	

The Grantor and Grantee acknowledge their assent to this agreement and agree to be bound by its terms through their signatures entered below.

GRANTEE:

By_____

Title_____

Date_____

By_____

Title_____

Date_____

Grantee: City of Roseville
Grant Agreement #: CCGP-10-0005-Z-FY10

STATE OF MINNESOTA:

Department of Employment and
Economic Development

By_____

Title: _____

Date_____

ENCUMBERED:

Department of Employment and Economic
Development

By_____

Date Encumbered

(Individual signing certified that funds have
been encumbered as required by Minn. Stat.
§ 16A.)

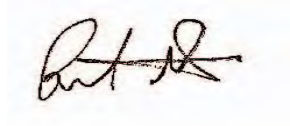
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/13/2010

Item No.: 7.e

Department Approval

City Manager Approval



Item Description:

Accept Donations for K9 Major's Care

BACKGROUND

Early in the morning of November 12, 2010, the Roseville Police Department's K9 Major was stabbed four times while assisting the Maplewood Police Department in the apprehension of theft suspects. Major's partner, Officer John Jorgensen, rushed Major to the University of Minnesota Veterinary Center where veterinarians were able to stabilize Major; however, Major was unable to move his hindquarters and appeared to be paralyzed.

As of December 2, 2010, Major was still under the care of the University of Minnesota Veterinary Center where he has received the best of compassion, treatment and therapy. Staff at the Center is optimistic Major will regain at least partial hindquarter function.

Given the cost of Major's care and recuperation, the police department posted regular updates on its website and offered the community the opportunity to help defray the cost of Major's hospitalization and ongoing therapy.

The community's outpouring of concern for Major has been amazing. The Department has not only received an unbelievable amount of monetary donations but offerings of equipment and time as well.

OBJECTIVE

Allow the police department to accept the \$10,726.11 in donations received as of December 2, 2010. The funds will be used to help the City defray the cost of K9 Major's hospital bills.

FINANCIAL IMPACTS

There is no cost to the city.

STAFF RECOMMENDATION

Allow the police department to accept the \$10,726.11 in donations received as of December 2, 2010.

REQUESTED COUNCIL ACTION

Request Council approval to accept the \$10,726.11 in donations received as of December 2, 2010.

Prepared by: Karen Rubey
Attachments:

REQUEST FOR COUNCIL ACTION

Date: 12/13/10
Item No.: 9.a

Department Approval

City Manager Approval



Item Description: Consider an Ordinance Amending Title One,
Chapter 104, Personnel Policy of the Roseville City Code

BACKGROUND:

The last update to the Employee Handbook was done in 1999. As you know various levels of staff including union and non-union employees have been working on a total rewrite to the handbook for quite some time. Since 1999 there have been changes to law, best practices, and administration styles. This rewrite incorporates updates both legally required and expectations provided from leadership. The City Attorney has reviewed and approved the employee handbook with regard to legal form.

The goal is to lay out policies in a uniform location and format to equip staff with guidelines for their employment with the City of Roseville. It is important to point out that the handbook is not an employment contract.

The attachment is the personnel policy (chapter 104) under city ordinance with the recommended changes due to the employee handbook rewrite shown in red.

POLICY OBJECTIVE

To provide staff with a guide that provides information about working conditions and expectations, employee pay and benefits as well as general guidelines and policy affecting employment at the City of Roseville.

BUDGET IMPLICATIONS

There are no budgetary implications.

STAFF RECOMMENDATION:

Adopt an ordinance amending Title One, Chapter 104, Personnel Policy.

REQUESTED COUNCIL ACTION

Adopt an ordinance amending Title One, Chapter 104, Personnel Policy.
Approve the ordinance summary.

Prepared by: Eldona Bacon, Human Resources Manager
Attachments: A. Chapter 104, Personnel Policy
B. Ordinance
C. Ordinance Summary

CHAPTER 104

PERSONNEL POLICY

SECTION:

- 104.01: Purpose and Scope; Personnel Appointments
- 104.02: Promotions and Separations (Rep. by Ord. 1230, 8-23-1999)
- 104.03: Benefits
- 104.04: Compensation
- 104.05: Miscellaneous Regulations

104.01: PURPOSE AND SCOPE; PERSONNEL APPOINTMENTS:

- A. Purpose: It shall be the purpose of this chapter to establish a uniform and equitable system of personnel administration for employees of the city. This chapter may be referred to as the *PERSONNEL ORDINANCE*. The City Council has the sole authority to change any of the provisions of this chapter. The city manager has the sole authority to interpret and implement the provisions of this chapter. The city reserves the right to amend, modify or repeal any provision of this chapter without prior notice to any employee who might be covered by it. (Ord. 1135, 2-14-1994)
- B. Employees Covered: This chapter shall establish the employment relationship of all city employees except the following:
 - 1. All elected officials and members of boards and commissions;
 - 2. City manager and city attorney; and
 - 3. Persons hired to provide services for the city on a contractual basis. (Ord. 1231, 11-8-1999)
- C. Provisions Superseded in Certain Cases: The provisions of this chapter shall be superseded in the following cases:
 - 1. Any employee included in a collective bargaining agreement, entered into in accordance with the Public Employment Labor Relations Act (MSA sections 1798.01 to 1798.25), shall be exempt from any sections of this chapter which are governed by a collective bargaining agreement.
 - 2. Nothing in this chapter shall be effective to the extent that it is inconsistent with the "Veterans Preference Law", chapter 197, Minnesota Statutes.
 - 3. Nothing in this chapter shall be effective to the extent that it is inconsistent with the rules of the Roseville police civil service commission or with chapter 419, Minnesota Statutes, "Police Civil Service Commissions". (Ord. 1135, 2-14-1994)
- D. Definitions: As used in this chapter, the following words and terms shall have the meanings ascribed to them in this subsection:
 - CITY MANAGER: The city manager appointed by the City Council or the person designated by the manager to act in that capacity in a given situation.
 - PAID TIME OFF: Compensated leave which combines traditional vacation and sick leave into one bank of available time off. (Ord. 1339, 6-20-2006)

~~PART-TIME FIREFIGHTERS: Positions in this category typically work less than twenty (20) hours per week for the Roseville fire department. Part-time firefighters are not eligible for benefits except where specifically noted.~~

~~PAID-ON-CALL FIREFIGHTERS - Employees whose schedules are flexible and vary based on the employee's availability and management's need. Employees who respond to calls for work on an on-call basis and are paid by the call. Paid-on-call fire staff members are not eligible for benefits except where specified.~~

REGULAR FULL-TIME: A position that is regularly scheduled for a forty (40) hour week. Regular full-time positions are approved by the City Council and generally are expected to continue for more than one year. Employees that hold regular full-time positions are eligible for benefits and paid leave.

~~REGULAR PART-TIME: A position that is regularly scheduled twenty (20) or more hours per week but is not normally scheduled forty (40) hours per week. Regular part-time positions are approved by the City Council and generally continue for more than one year. Regular part-time staff is eligible for partial benefits.~~

REGULAR PART-TIME: A position that is regularly scheduled for less than forty (40) hours per week. Regular part-time positions are approved by the City Council and generally continue for more than one year. Regular part-time staff regularly schedule for twenty (20) or more hours per week but less than forty (40) are eligible for partial benefits and paid leave where specified.

SERVICE CREDIT: The unit used to measure the period of time required for an employee to be eligible for benefits.

SICK BANK: An employee's accrued and unused sick leave, in excess of 96 hours, as of June 30, 2006, to a maximum of 640 hours. (Ord. 1339, 6-20-2006)

TEMPORARY/~~INTERMITTENT~~ SEASONAL: Positions in this category meet one of the following definitions:

~~1. A full-time or part-time position that is anticipated to last less than one year or that has a definite termination date.~~

~~2. A part-time position that is scheduled, on average, less than twenty (20) hours per week. Employees hired in a position limited by duration of a specific project or task. Temporary employees normally do not exceed six months with a period of at least a month off between seasonal or temporary projects with the City. Temporary employees are not eligible for benefits. Temporary positions include positions created to handle periodic increases in work load, seasonal work and special projects. Temporary and seasonal employees may work full or part-time and are not subject to all City policies, only those provided to them in their new employee orientation or during ongoing training.~~

~~3. A position that has been established as an internship, or as part of another specialized program is also included in this category.~~ (Ord. 1230, 8-23-1999; amd. Ord. 1231, 11-8-1999)

- E. City Manager Authority: The city manager makes all employment-related decisions within the city, including personnel appointments. The city manager is also responsible for providing work direction to staff. The city manager may dismiss, demote, or suspend any employee. (Ord. 1230, 8-23-1999)
- F. Physical Examination: All candidates for municipal service may be required to undergo a physical examination as a condition of employment in conjunction with an offer of employment. The examination shall be conducted by a physician selected by the city

manager. All costs of the examination shall be paid by the city.

G. Background Investigations: The city will conduct a background investigation of an applicant for a position where justified by the job requirements or where allowed or required by state or federal law. This may include investigation of past criminal convictions by the police department or by the bureau of criminal apprehension. (Ord. 1135, 2-14-1994)

H. Probationary Period: (Rep. by Ord. 1230, 8-23-1999)

I. Completion of Probationary Period: (Rep. by Ord. 1230, 8-23-1999)

J. Employment of Relatives: ~~Job applicants who are relatives to current city employees or officials will be considered for employment unless the applicant is related to an elected official or department head.~~ For purposes of this policy, a "relative" is defined as mother, father, son, daughter, brother, sister, grandchild, grandparent, stepchild, stepparent, or legal guardian.

However, relatives of employees will not be employed when a conflict of interest exists. In order to ensure the lack of bias, prejudice and/or favoritism, or its appearance, relatives or those living in the same household as current employees and City Council members are not eligible for employment in a job classification in which a conflict of interest may occur or is not in the best interest of the City as determined by the City Manager. City Manager approval is required for all fulltime and part-time regular positions. Spouses of employees or elected officials are also excluded from employment, as a bona fide occupational requirement, when a conflict of interest exists. The following list highlights situations that would constitute a conflict of interest:

- o Where one employee would supervise or have authority to appoint, remove, or discipline a spouse or a relative.
- o Where one spouse or relative would be responsible for auditing the work of another.
- o Where a policy level employee of an organization or company is related to a policy level employee or official of the city and there is a contract or agreement between the entities, such that there is a potential appearance of inappropriate influence.
- o Where confidentiality of the city would be jeopardized.

Promotions or transfers of a spouse or relative, which would result in a conflict of interest, will not be acted upon until the conflict is satisfactorily resolved.

K. Equal Employment Opportunity:

1. State and Federal Regulations: The city provides equal opportunity to all employees and applicants for employment in accordance with all applicable state and federal laws, directives and regulations.

2. Discrimination: Discrimination based on race, creed, color, national origin, place of residence, disability, marital status, status with regard to public assistance, sex, sexual orientation, veteran status, pregnancy, age or any other class protected by state or federal law is prohibited in all personnel policies, programs and practices.

3. Responsibility of City Manager: The city manager is responsible for implementing this policy. Failure of any city employee to act in a manner consistent with this policy may result in disciplinary action against that employee. (Ord. 1230, 8-23-1999)

104.02: PROMOTIONS AND SEPARATIONS: (Rep. by Ord. 1230, 8-23-1999)

104.03: BENEFITS:

A. Employee Benefits: Employees hired in regular full-time positions are eligible to receive

Paid Time Off, paid holidays and any other benefits which are approved by council resolution. Regular part-time employees who work at least 20 hours per week are eligible for paid holidays on a pro rata basis and any other benefits which are approved by council resolution.

- B. Service Credit: Service credit for a regular or probationary full-time employee begins on the date of employment and is calculated as follows:
 - 1. Full-Time Employee, Twelve or More Days: A regular or probationary full-time employee who works 12 or more days in a calendar month will receive full service credit for that month.
 - 2. Full-Time Employee, Twelve Or Less Days: A regular or probationary full-time employee who works less than 12 days in any calendar months will not receive service credit for that month unless the time off is covered by approved sick leave, vacation, military leave or family/medical leave.
 - 3. Temporary Employee Transferred to Full-Time: A temporary employee transferred to a regular position will not receive any service credit for service prior to such transfer.
 - 4. Regular Part-Time Employee Transferred to Full-Time: A regular, part-time employee who transfers to a regular full-time position will receive credit for prior service. The prior service will be calculated by multiplying the number of months of prior service by the budgeted full-time equivalent status of the part-time position.
- C. Paid Time Off: Paid Time Off is provided to allow employees equitable leave time for both illness and rest and relaxation. Paid Time Off will be granted to eligible employees according to earned service credit.
- D. Legal Holidays Occurring during Paid Leave Period: When a recognized holiday falls on a working day during an employee's Paid Time Off, the day of the holiday will not be counted as a day of Paid Time Off.
- E. Rate of Accumulation of Paid Time Off: Regular full-time employees shall earn Paid Time Off at the following rates:
 - 1. First through Fourth Year: Beginning with the initial date of employment through the end of the fourth year of service credit, the employee shall earn 5.538 hours bi-weekly.
 - 2. Fifth through Fourteenth Year: Beginning with the fifth year of service credit through the end of the fourteenth year of service credit, the employee shall earn 7.077 hours bi-weekly.
 - 3. Fifteenth Year On: Beginning with the fifteenth year of service credit, the employee shall earn 8.615 hours bi-weekly.
- F. Paid Time Off on Termination of Employment: An employee who terminates his/her employment shall receive, upon termination, unused Paid Time Off.
- G. Carryover and Disposition of Paid Time Off: Each employee shall be permitted to carry over up to a maximum of 500 hours from one year to the next. Allowable disposition of hours in excess of the maximum may be contributed to deferred compensation accounts or pre-dedicated for use within the first quarter of the following year.
- H. Sick Bank: Eligible employees may utilize the sick leave bank, until the bank is used up or the bank sunsets in 2025, for the following:
 - 1. Personal illness or injury.
 - 2. Personal medical or dental appointments.
 - 3. Illness or injury of a spouse, child, parent or other member of an employee's household which requires the employee's care and attention.
 - 4. Medical or dental appointments of a spouse, child, parent or any other member of an

employee's immediate household which require the employee's care and attention.

- I. Application of Workers' Compensation Benefits to Paid Time Off or Sick Bank Program: In cases of absence where an employee receives compensation benefits under workers' compensation, the total compensation received from both workers' compensation and Sick Bank, and Paid Time Off shall not exceed the amount of pay normally received. Paid Time Off and/or Sick Bank benefits may be paid in an amount such that the benefits plus the workers' compensation benefits equal the normal pay received.
 - J. ~~Funeral Leave~~ Bereavement Leave: In cases of a death in an employee's immediate family, a regular employee's department head may authorize leave benefits for such absences up to a maximum of three days for each occasion. For purposes of this section, "immediate family" includes ~~wife, husband~~ spouse, child, ~~brother, sister~~ siblings, parents, parents-in-law, grandchildren and grandchildren of the employee's spouse, grandparents, grandparents-in-law, brothers-in-law, sisters-in-law and any other member of an employee's immediate household. (Ord. 1135, 2-14-1994)
 - K. Mandated Leaves: The city will comply with the provisions of any federal or state laws that grant employees leave time, such as the Family and Medical Leave Act. (Ord. 1230, 8-23-1999)
 - L. Special Leave: The manager may allow an employee special leave at full pay for attendance at conferences benefiting the municipality. (Ord. 1135, 2-14-1994)
 - M. Military Leave of Absence: (Rep. by Ord. 1230, 8-23-1999)
 - N. Leave of Absence Without Pay: Upon request of an employee, leave of absence without pay may be granted by the city manager. Such leave of absence shall not exceed a period of 12 weeks and, if applicable, shall be taken simultaneously with any leaves mandated by law, such as the Family and Medical Leave Act. Prior to requesting leave under this section, an employee must first exhaust all accrued Paid Time Off and Sick Bank if leave is due to injury or illness. The leave may be extended beyond 12 weeks to a maximum of one year by the city manager. No Paid Time Off benefits shall accrue during a period of leave of absence without pay. A leave of absence without pay will be considered a break in service for purposes of computing service credit if it exceeds 12 weeks. (Ord. 1230, 8-23-1999)
 - O. Official Holiday: The following shall be the official holidays for all employees subject to this chapter:
 - New Year's Day, January 1.
 - Martin Luther King, Jr., Birthday, the third Monday in January.
 - Presidents' Day, the third Monday in February.
 - Memorial Day, the last Monday in May.
 - Independence Day, July 4.
 - Labor Day, the first Monday in September.
 - Veterans' Day, November 11.
 - Thanksgiving Day, the fourth Thursday in November.
 - Post-Thanksgiving Day, the day following Thanksgiving Day.
 - One-half day (afternoon) Christmas Eve Day, December 24.
 - Christmas Day, December 25.
 - One floating holiday annually, to be designated by the City Manager.
- When New Year's Day, Independence Day, Veterans' Day or Christmas Day fall on a Sunday, the following day shall be a holiday.
- When New Year's Day, Independence Day, Veterans' Day, or Christmas Day fall on a

Saturday, the preceding day shall be a holiday.

When Christmas Eve Day falls on a Saturday or a Sunday, the 1/2 day will be taken on the preceding Friday afternoon. (Ord. 1135, 2-14-1994)

P. Severance Pay: Severance pay shall be paid to the following city employees who terminate their employment:

1. Retirement: Regular, full-time employees who meet the eligibility requirements for receipt of a pension pursuant to the Public Employees Retirement Association Statute, Minnesota Statutes Chapter 353, with ten or more years of service with the city who terminate their employment because of retirement.

2. Reduction of City Employment or Change in Municipal Operations: Regular, full-time employees with ten or more years of service with the city who terminate their employment because of reduction of city employment or changes in city operations.

3. Death of Employee: Regular, full-time employees, with ten or more years of service with the city, who die before they terminate their employment shall have severance pay as calculated in this section paid to their named beneficiary or their estate if they fail to name a living beneficiary.

The severance pay shall be in an amount Paid Time Off plus 50% of accumulated Sick Bank hours, but in no event shall such payment of Sick Bank hours exceed the equivalent of 320 hours at the employee's wage rate at the time of such separation. (Ord. 1230, 8-23-1999)

Q. Part-Time Firefighters: The members of the fire department shall organize themselves into a firefighter's relief association. The City Council shall establish by resolution pension and funeral benefits for part-time firefighters. (Ord. 1231, 11-8-1999)

(Ord. 1339, 6-20-2006)

104.04: COMPENSATION:

A. Rates of Pay: The City Council shall, by resolution, establish and, from time to time, revise a position classification and pay plan.

B. Payday: All regular employees shall be paid on the day set by resolution of the council.

C. Payroll Deductions: Automatic payroll deductions shall be made as required for federal and state government taxes and the various pension plans. Employees may elect to have payroll deductions made for a city employee group insurance or flexible benefit plan, a deferred compensation account, United States savings bonds, charity drive contributions, bank and credit union accounts and union dues. (Ord. 1135, 2-14-1994)

D. Overtime Pay: Employees who are eligible for overtime under the guidelines of the Fair Labor Standards Act (FLSA) will be compensated at the rate of time and one-half for all hours worked in excess of 40 hours per week. This compensation will take the form of either time and one-half pay or, where permitted by the Fair Labor Standards Act, compensatory time. Compensatory time is paid time off at the rate of 1 and one-half hours off for each hour of overtime worked. (Ord. 1230, 8-23-1999)

E. Resignation: When an employee resigns, he/she shall receive pay for any accrued unused Paid Time Off. No payment shall be made for unused sick bank leave benefits. (Ord. 1339, 6-20-2006)

F. Indebtedness to the City: If any employee owes any money or leave time to the city at the time of his/her termination, his/her final pay will be applied against this amount in whatever amount necessary to pay it off. A receipt shall be given to the employee for the amount applied against the debt. (Ord. 1135, 2-14-1994)

269 **104.05: MISCELLANEOUS REGULATIONS:**

- 270 A. Travel Expenses: When traveling on city business, an employee will be reimbursed for
271 his/her travel expenses. In order to receive such reimbursement, the employee shall,
272 immediately upon return to work, fill out and submit the appropriate claims form.
- 273 B. Car Expenses: An employee required to use his/her personal automobile on city business
274 shall be reimbursed at the rate currently permitted by the Internal Revenue Service for
275 allowable travel expense purposes.
276 Claims for mileage shall designate date of travel, purpose of travel and miles traveled.
277 Certain employees designated by the city manager may receive a vehicle allowance in lieu
278 of reimbursement for expenses.
- 279 C. City Tools and Equipment: City tools and equipment shall not be used for anything other
280 than city purposes unless approved by the council.
- 281 D. Outside Employment: An employee's activities outside working hours must not interfere
282 with the performance of the employee's job with the city. An employee must have the
283 approval of his/her department head before obtaining outside employment. An employee
284 must notify his/her department head of the outside employer's name and address, the hours
285 of his/her work and a description of duties.
- 286 E. Political Activity: No city employee shall directly or indirectly:
287 1. During his/her hours of employment, solicit or receive political funds.
288 2. At any time use his/her authority or official influence to compel any employee:
289 a. to apply for membership in or to become a member of a political organization.
290 b. to pay or promise to pay any assessment, subscription or political contribution.
291 c. to take part in any political activity. (Ord. 1153, 9-26-1994)
- 292 F. Layoffs: When necessary due to reorganization or budgetary constraints, layoffs of regular
293 full-time and part-time employees may occur. The City Manager will decide which job
294 classes within a department are subject to layoff. Within a department and job class, the City
295 Manager will consider job performance, qualifications and length of service to determine
296 which employee(s) will be affected by the layoff. (Ord. 1230, 8-23-1999)
- 297 G. Conflict of Interest: It is expected that every employee shall exercise good judgment in
298 avoiding becoming involved with conflicting outside business interests. These include, but
299 are not limited to, the following:
300 1. Those in which an employee has financial interest in, or receives benefits from, a business
301 in which he/she occupies a position which may enable him/her to influence the placing of
302 city business either inside or outside the city government.
303 2. Those in which an employee accepts full-time or part-time work elsewhere, where such
304 activity interferes with their duties and job performance at the city.
305 3. Those in which an employee may gain access to information not generally available to the
306 public which may allow him/her to directly or indirectly gain anything of value.
- 307 H. Endorsement of Products or Services: No employees of the City will endorse any product or
308 service offered by a private business, which will ultimately be used in sale or advertising
309 promotions. This includes statements of interpretation about the product or service or the
310 providing of information in such a manner which implies endorsement.
- 311 I. Acceptance of Gratuities: Minnesota Statutes section 471.895, prohibiting the giving of gifts
312 by interested persons and the receipt of such gifts by public officials is hereby adopted by
313 reference. (Ord. 1153, 9-26-1994)
- 314 J. Smoking Policy: Smoking is not permitted in any city building or city vehicle. Smoking

includes carrying a lighted cigarette, cigar or pipe. This policy is in compliance with requirements of the Minnesota Clean Indoor Air Act.

In an effort to provide and promote a healthy, comfortable and productive working environment, use of tobacco products (e.g. chewing tobacco, smoking, etc.) is prohibited in all city buildings, vehicles, and equipment.

- K. Harassment: The harassment of any employee of the city by any other employee or nonemployee is prohibited. The city will not tolerate the harassment of any of its employees and will take immediate, positive steps to stop it when it occurs. The city manager shall establish and administer a detailed policy prohibiting harassment, including specific measures which will be taken when harassment occurs. (Ord. 1339, 6-20-2006)

- L. Alcohol and Other Drug Use: ~~City employees are prohibited from manufacturing, distributing, dispensing, using or possessing alcoholic beverages and controlled substances while on city-owned or operated facilities, or in city vehicles or while working in their official capacities.~~ All employees are strictly prohibited from using, possessing, selling, transferring or being under the influence of drugs or alcohol while working or performing job duties or while on the City's premises or while operating the City's vehicles, machinery or equipment. "Drugs" are defined as any controlled substance.

~~Employees who violate~~ Any employee found to be in violation of this policy ~~are~~ is subject to disciplinary ~~action, up to and including suspension or dismissal termination of employment~~ and, in certain circumstances, to legal prosecution. (Ord. 1135, 2-14-1994)

- M. Criminal History and Driving Record Background Checks.

1. The City of Roseville Police Department is authorized to conduct a criminal history and driving record background investigation on any applicant who is a finalist for a paid or volunteer position with the City of Roseville. All finalist applicants must provide the City of Roseville with written authorization to investigate the applicant's criminal history and driving record, and provide the results to the City Manager or designee. Any finalist applicant who does not grant the City written authorization to investigate the applicant's criminal history and driving record will not be considered for the position

2. Pursuant to Minn. Stat. § 364.05, if the applicant is denied employment based on the findings of the criminal history and driving record background investigation, the City shall inform the applicant in writing of the following:

- a. The grounds and reasons for the denial or disqualification;
- b. The opportunity to request reconsideration of the City's decision and to provide the City with competent evidence of rehabilitation and present fitness for the position within five days of the notice of denial;
- c. The applicable complaint and grievance procedure as set forth in section Minn. Stat. § 364.06;
- d. The earliest date the person may reapply for a position with the City; and
- e. That all competent evidence of rehabilitation will be considered upon reapplication.

3. This section shall apply to all positions of the City, including those represented by a bargaining unit, full-time, part-time and seasonal, and volunteer (as determined appropriate by the City). Paragraph two of this section does not apply to those positions listed as exceptions under Minn. Stat. § 364.09.

4. The City of Roseville Police Department is authorized to contract with other entities, individuals

361 or corporations to conduct criminal history and driving record background checks. The City's
362 authority to conduct such background checks is subject to any requirements in state law relating to
363 background checks for specific types of applicants.

364 5. The City of Roseville Police Department is authorized to conduct criminal history background
365 checks on license applicants as required by City Code and/or State law.
366 (Ord. 1295, 9-15-2003)
367

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING
TITLE I, CHAPTER 104 PERSONNEL POLICY
104.01D DEFINITIONS; 104.01J EMPLOYMENT OF RELATIVES;
104.03J BEREAVEMENT LEAVE;
104.05J SMOKING POLICY; AND 104.05L ALCOHOL AND DRUG USE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title I, Section 104 of the Roseville City Code is amended to read as follows:

104.01: PURPOSE AND SCOPE; PERSONNEL APPOINTMENTS

D. Definitions: As used in this chapter, the following words and terms shall have the meanings ascribed to them in this subsection:

~~PART-TIME FIREFIGHTERS: Positions in this category typically work less than twenty (20) hours per week for the Roseville fire department. Part-time firefighters are not eligible for benefits except where specifically noted.~~

PAID-ON-CALL FIREFIGHTERS - Employees whose schedules are flexible and vary based on the employee's availability and management's need. Employees who respond to calls for work on an on-call basis and are paid by the call. Paid-on-call fire staff members are not eligible for benefits except where specified.

~~REGULAR PART-TIME: A position that is regularly scheduled twenty (20) or more hours per week but is not normally scheduled forty (40) hours per week. Regular part-time positions are approved by the City Council and generally continue for more than one year. Regular part-time staff is eligible for partial benefits.~~

REGULAR PART-TIME: A position that is regularly scheduled for less than forty (40) hours per week. Regular part-time positions are approved by the City Council and generally continue for more than one year. Regular part-time staff regularly schedule for twenty (20) or more hours per week but less than forty (40) are eligible for partial benefits and paid leave where specified.

~~TEMPORARY/INTERMITTENT SEASONAL:~~ Positions in this category meet one of the following definitions:

~~1. A full-time or part-time position that is anticipated to last less than one year or that has a definite termination date.~~

~~2. A part-time position that is scheduled, on average, less than twenty (20) hours per week.~~

Employees hired in a position limited by duration of a specific project or task. Temporary employees normally do not exceed six months with a period of at least a month off between seasonal or temporary projects with the City. Temporary employees are not eligible for benefits. Temporary positions include positions created to handle periodic increases in work load, seasonal work and special projects. Temporary and seasonal employees may work full or part-time and are not subject to all City policies, only those provided to them in their new employee orientation or during ongoing training.

~~3.-~~ A position that has been established as an internship, or as part of another specialized program is also included in this category. (Ord. 1230, 8-23-1999; amd. Ord. 1231, 11-8-1999)

- J. Employment of Relatives: ~~Job applicants who are relatives to current city employees or officials will be considered for employment unless the applicant is related to an elected official or department head.~~ For purposes of this policy, a "relative" is defined as mother, father, son, daughter, brother, sister, grandchild, grandparent, stepchild, stepparent, or legal guardian.
- However, relatives of employees will not be employed when a conflict of interest exists. In order to ensure the lack of bias, prejudice and/or favoritism, or its appearance, relatives or those living in the same household as current employees and City Council members are not eligible for employment in a job classification in which a conflict of interest may occur or is not in the best interest of the City as determined by the City Manager. City Manager approval is required for all fulltime and part-time regular positions. Spouses of employees or elected officials are also excluded from employment, as a bona fide occupational requirement, when a conflict of interest exists. The following list highlights situations that would constitute a conflict of interest:
- o Where one employee would supervise or have authority to appoint, remove, or discipline a spouse or a relative.
 - o Where one spouse or relative would be responsible for auditing the work of another.
 - o Where a policy level employee of an organization or company is related to a policy level employee or official of the city and there is a contract or agreement between the entities, such that there is a potential appearance of inappropriate influence.
 - o Where confidentiality of the city would be jeopardized.
- Promotions or transfers of a spouse or relative, which would result in a conflict of interest, will not be acted upon until the conflict is satisfactorily resolved.

104.03: BENEFITS:

- J. ~~Funeral Leave~~ Bereavement Leave: In cases of a death in an employee's immediate family, a regular employee's department head may authorize leave benefits for such absences up to a maximum of three days for each occasion. For purposes of this section, "immediate family" includes ~~wife, husband~~ spouse, child, ~~brother, sister~~ siblings, parents, parents-in-law, grandchildren and grandchildren of the employee's spouse, grandparents, grandparents-in-

104.05: MISCELLANEOUS REGULATIONS:

- J. Smoking Policy: Smoking is not permitted in any city building or city vehicle. Smoking includes carrying a lighted cigarette, cigar or pipe. This policy is in compliance with requirements of the Minnesota Clean Indoor Air Act.

In an effort to provide and promote a healthy, comfortable and productive working environment, use of tobacco products (e.g. chewing tobacco, smoking, etc.) is prohibited in all city buildings, vehicles, and equipment.

- L. Alcohol and Other Drug Use: ~~City employees are prohibited from manufacturing, distributing, dispensing, using or possessing alcoholic beverages and controlled substances while on city owned or operated facilities, or in city vehicles or while working in their official capacities.~~ All eEmployees are strictly prohibited from using, possessing, selling, transferring or being under the influence of drugs or alcohol while working or performing job duties or while on the City's premises or while operating the City's vehicles, machinery or equipment. "Drugs" are defined as any controlled substance.

~~Employees who violate~~ Any employee found to be in violation of this policy ~~are~~ is subject to disciplinary ~~action, up to and including suspension or dismissal termination of employment~~ and, in certain circumstances, to legal prosecution. (Ord. 1135, 2-14-1994)

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 2010.

106

107

108 *Ordinance – Ordinance Amending Chapter 104 Personnel Policy*

109

110

111 (SEAL)

112

113

114 CITY OF ROSEVILLE

115

116

117 BY: _____

118 Craig D. Klausing, Mayor

119 ATTEST:

120

121 _____

122 William J. Malinen, City Manager

123

124

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING
TITLE I, CHAPTER 104 PERSONNEL POLICY
104.01D DEFINITIONS; 104.01J EMPLOYMENT OF RELATIVES;
104.03J BEREAVEMENT LEAVE;
104.05J SMOKING POLICY; AND 104.05L ALCOHOL AND DRUG USE**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on _____, 20__:

An ordinance amending Chapter 104, Personnel Policy, incorporating legally required and other updates relating to definitions, employment of relatives, bereavement leave, the smoking policy and alcohol and drug use.

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

Attest: _____
William J. Malinen, City Manager

Date: 12/13/10

Item: 12.a

City Manager Evaluation

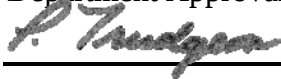
No Attachment

REQUEST FOR CITY COUNCIL ACTION

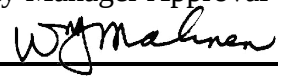
DATE: 12/13/2010

ITEM NO: 12 . b

Department Approval



City Manager Approval



Item Description: **ZONING MAP AND TEXT AMENDMENTS;** Request by the Planning Division of the City of Roseville to approve a new new OFFICIAL ZONING MAP, effectively rezoning all properties within the City to be consistent with the Roseville 2030 Comprehensive Plan - Land Use Map and adoption of new regulations for Title 10, Zoning Ordinance, pertaining to INTRODUCTION (1001), ADMINISTRATION AND ENFORCEMENT (1002), ESTABLISHMENT OF DISTRICTS, BOUNDARIES, AND DISTRICT REGULATIONS (1003), RESIDENTIAL DISTRICTS (1004), COMMERCIAL AND MIXED USE DISTRICTS (1005), EMPLOYMENT DISTRICTS (1006), INSTITUTIONAL DISTRICTS (1007), PARK AND RECREATION DISTRICTS (1008), PROCEDURES (1009), PROPERTY PERFORMANCE STANDARDS (1011), AND PARKING AND LOADING AREAS (1019) **PROJ0017.**

1.0 PROGRESS REVIEW

1.1 Since the City Council meeting on December 6, 2010, the Planning Division has made the following corrections/modifications to the 11 chapters of the new Zoning Ordinance.

a. Chapter 1001, Introduction

Eliminated definitions deemed unnecessary and completed modifications to other definitions for appropriate clarity.

b. Chapter 1002, Administration and Enforcement

Eliminated Section **1002.02, Validity**

Eliminated reference to Membership and Organization under **1002.07E, Planning Commission** and refer readers to Chapter 201 (Planning Commission) of the City Code

c. Chapter 1003, Establishment of Districts, Boundaries, and District Regulations

No modifications necessary

d. Chapter 1004, Residential Districts

Staff has changed the title of LDR-1 District to Low Density Residential-1(One Family) District.

Eliminated the “Y” under standards for detached garages and off-street parking, and gazebo, arbor, patio, play equipment, tree house, chicken coop, ect., because

- 20 these are accessory structures or buildings and covered under Section 1004.02
21 Accessory Buildings.
- 22 Revised the setbacks for the HDR-1 and HDR-2 Districts
- 23 **e. Chapter 1005, Commercial and Mixed Use Districts**
- 24 No modifications necessary
- 25 **f. Chapter 1006, Employment Districts**
- 26 Added a clause supporting additional building height through an approved
27 Conditional Use.
- 28 **g. Chapter 1007, Institutional District**
- 29 No modifications necessary
- 30 **h. Chapter 1008, Park and Recreation District**
- 31 Added in an exception for seasonal Waste and Recycling areas that allows them
32 to be screened by a solid board-on-board fence or approved landscaping.
- 33 Added in an exclusion for trails and pathways under the **Section 1008.03, Design**
34 **Standards**, subsection J, **Buffer Strip**.
- 35 **i. Chapter 1009, Procedures**
- 36 No modifications necessary
- 37 **j. Chapter 1011, Property Performance Standards**
- 38 Reformatted and redesigned with some items being removed or replaced for
39 greater clarity.
- 40 **k. Chapter 1019, Parking and Loading Areas**
- 41 **l. No modifications necessary**

42 **2.0 STAFF COMMENTS/RECOMMENDATIONS**

- 43 2.1 Staff has received a petition from residents adjacent to 3253 and 3261 Old Highway 8
44 requesting that the Comprehensive Plan for those properties be changed from High
45 Density Residential to Medium Density Residential and the zoning be changed
46 accordingly. (The Council will recall that this matter came up at the October 25, 2010
47 City Council meeting and the Council decided to not take any action to change the land
48 use designation from High Density Residential). The proposed zoning map for adoption
49 on December 13th shows both parcels as HDR-1, High Density Residential.
- 50 2.2 Staff recommends the City Council adopt an ordinance approving the new Official
51 Zoning Map for the City of Roseville.
- 52 2.3 Staff also recommends that the City Council adopts an ordinance amending Title 10,
53 Zoning Regulations, to be Title 10 Zoning Ordinance and approving the following new
54 chapters: 1001 (Introduction), 1002 (Administration and Enforcement), 1003
55 (Establishment of Districts, Boundaries, and District Regulations), 1004 (Residential
56 Districts), 1005 (Commercial and Mixed Use Districts), 1006 (Employment Districts),

57 1007 (Institutional District), 1008 (Park and Recreation District), 1009 (Procedures),
58 1011 (Property Performance Standards), and 1019 (Parking and Loading Areas).

59 2.4 Finally, staff recommends that the City Council adopt a Summary Ordinance.

60 **3.0 SUGGESTED CITY COUNCIL ACTION**

61 Adopt an ordinance approving a new Official Zoning Map; Adopt a new Title 10- Zoning
62 ordinance and 11 new Chapters of regulations; and Motion to approve of the summary of
63 the new Title 10 Zoning Ordinance.

64 **Prepared by: Thomas Paschke, City Planner (651) 792-7074**

Attachments:

- A. Petition from property owners surrounding 3253 and 3261 Old Highway 8
- B. Official Zoning Map
- C. Chapters 1001 – 1009, 1011 and 1019
- D. Official Zoning Map Ordinance
- E. New Title 10 Chapter Regulations Ordinance
- F. Summary Ordinance

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

1. The Roseville Comprehensive Plan recommends high density development for parcels 3253 and 3261 Old Highway 8, and
2. The current zoning of said parcels is R-1, and
3. The zoning is now required to be consistent with the Comprehensive Plan, and
4. The City previously restricted planned high density development of 3201 Old Highway 8 to R-6 Townhouse District (no greater than 11 units per acre), and
5. All immediately surrounding properties are of no greater density than R-6

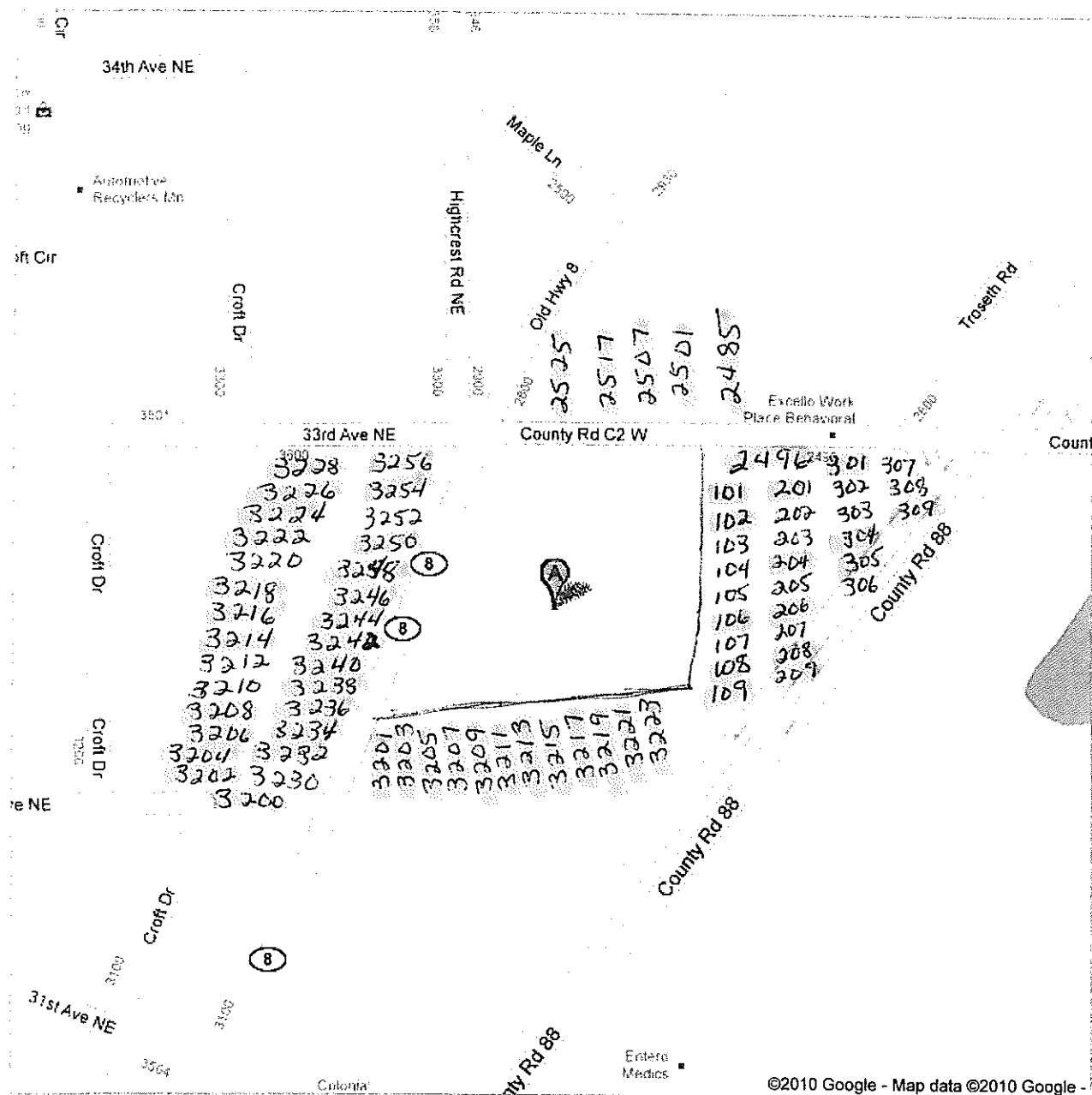
We, the undersigned property owners, call on the Roseville City Council to amend the Roseville Comprehensive Plan to recommend "medium density development" with future Zoning to be of density no greater than R-6 for 3253 and 3261 Old Highway 8.

Contacts: Rita Mix 651-746-0311, Wayne Johnson 612-232-3360, Mike McCloskey 651-639-0281, Ken Carlson 651-639-0281

Google maps

Address 3253 Old Highway 8
Minneapolis, MN 55113

Notes

[Print](#)

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

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5. All immediately surrounding properties are of no greater density than R-6

We, the undersigned property owners, call on the Roseville City Council to amend the Roseville Comprehensive Plan to recommend "medium density development" with future Zoning to be of density no greater than R-6 for 3253 and 3261 Old Highway 8.

Name

Address

Janet Olson

3200 Old Highway 8

Carol M. J. J.

3202 Old Hwy 8

Paul H. M.

3234 Old Hwy 8

Matt Brunell 3232 Old Hwy 8

Frank [signature] 3218 Old Hwy 8, 55418

Dwight [signature] 3206 Old Hwy 8, 55418

Marie A. BORGES 3214 Old Hwy 8 55418

Jim O'Hara 3216 Old Hwy 8 55418

Nancy Tennell 3226 Old Hwy 8 55418

Nancy Loman 3256 Old Hwy 8 55418

Wayne H. Westwood 3208 Old Hwy 8, St. Anthony 55418

Debra Schmitz 3228 Old Hwy 8 St. Anthony MN 55418

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

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We, the undersigned property owners, call on the Roseville City Council to amend the Roseville Comprehensive Plan to recommend "medium density development" with future Zoning to be of density no greater than R-6 for 3253 and 3261 Old Highway 8.

Name

Address

John Lynch 3246 Old Highway 8

Karen Klemmer 3248 Old Hwy 8

1000 - 1000 Road 3246 Old Hwy 8

Beryl Craig 3250 Old Hwy. 8 Village St. Anthony 55418

~~John C. Kelly~~ 3204 Old Highway 8 St. Anthony 55418

~~John C. Kelly~~ 3238 Old Hwy 8 St. Anthony, MN 55418

James Pearson 3254 Old Hwy 8

Lynn Blood 3240 Old Hwy 8

Jeffrey M. 3236 Old Highway 8

W. J. 3224 Old Hwy 8

Stephanie Johnson 3224 Old Hwy 8

Saraon Nick 3222 Old Hwy 8

Charles B. Friday 3242 Old Hwy 8, St. Anthony, MN 55418

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

1. The Roseville Comprehensive Plan recommends high density development for parcels 3253 and 3261 Old Highway 8, and
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We, the undersigned property owners, call on the Roseville City Council to amend the Roseville Comprehensive Plan to recommend "medium density development" with future Zoning to be of density no greater than R-6 for 3253 and 3261 Old Highway 8.

Name

Address

Rebecca Johnson 2517 County Rd C-2

Karen Hagen 2485 County Road C2 West

Michael Maloney 2525 County Rd C2 West Roseville

Diechong Yang 2507 County Rd. C2 W.

Henry A McKeze 2501 County Rd C2

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

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Name

Address

Rita Mux

3207 Old Highway 8

Aime Juma

3213 Old Hwy 8

Mary Juma

3215 Old Hwy 8

BRYAN SCHEIBLE Bryn Mawr 30 OCT 2010

Julie Allen Julie Allen 3219 Old Highway 8
30 OCT 2010

James D. Dwyer 3203 Old Hwy 8 55418

Joseph Giannetti
Moran C. M. 3209 Old Hwy 8 55418

John Bell 3205 Old Hwy 8 55418

Dale Kawczynski 3223 Old Hwy 8, 55418

Billy Sosa 3281 Old Hwy 8 55418

Bonnie Reveries 3211 Old Hwy 8, 55418

Lawrence T. Ward 3221 - Old Hwy #8

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

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Name

Address

<u>Theng Lee</u>	<u>2496 RD C2 W Roseville MN 55113</u>
<u>Jeannie Pearson</u>	<u>2496 W. Cty Rd C2</u>
<u>Shirley Shunda</u>	<u>" " "</u>
<u>Shirley Schneider</u>	<u>2496 Cty Rd C2 W # 304</u> <u>Roseville, MN</u>

Gladys Gallagher 2496 W. Cty Rd C-2 Roseville

John Ketchum 2496 Cty. Rd. C-2 W. Roseville #101

Kenneth ~~2496~~ " " #106

Pete & Xia. 2496 Cty Rd C-2 W. Roseville 55113 #204

Kristen W. ~~2496~~ 2496 Cty Rd C-2 W #301, Roseville, MN 55113

Darlene Moen 2496 Cty Rd C-2 West #301 Roseville
MN 55113

Henry W. Mallanda 2496 C. Rd C-2 W. Roseville

Mary M. O'Shea 2496 W. Cty Rd C-2 #209 55113

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

1. The Roseville Comprehensive Plan recommends high density development for parcels 3253 and 3261 Old Highway 8, and
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Name

Heidi Sarker

Address

*Heidi Sarker
3244 Old Hwy 8
St Anthony MN 55418*

Petition

To: City of Roseville, Minnesota

From: Property owners surrounding 3253 and 3261 Old Highway 8

Subject: Land use and zoning

Whereas:

1. The Roseville Comprehensive Plan recommends high density development for parcels 3253 and 3261 Old Highway 8, and
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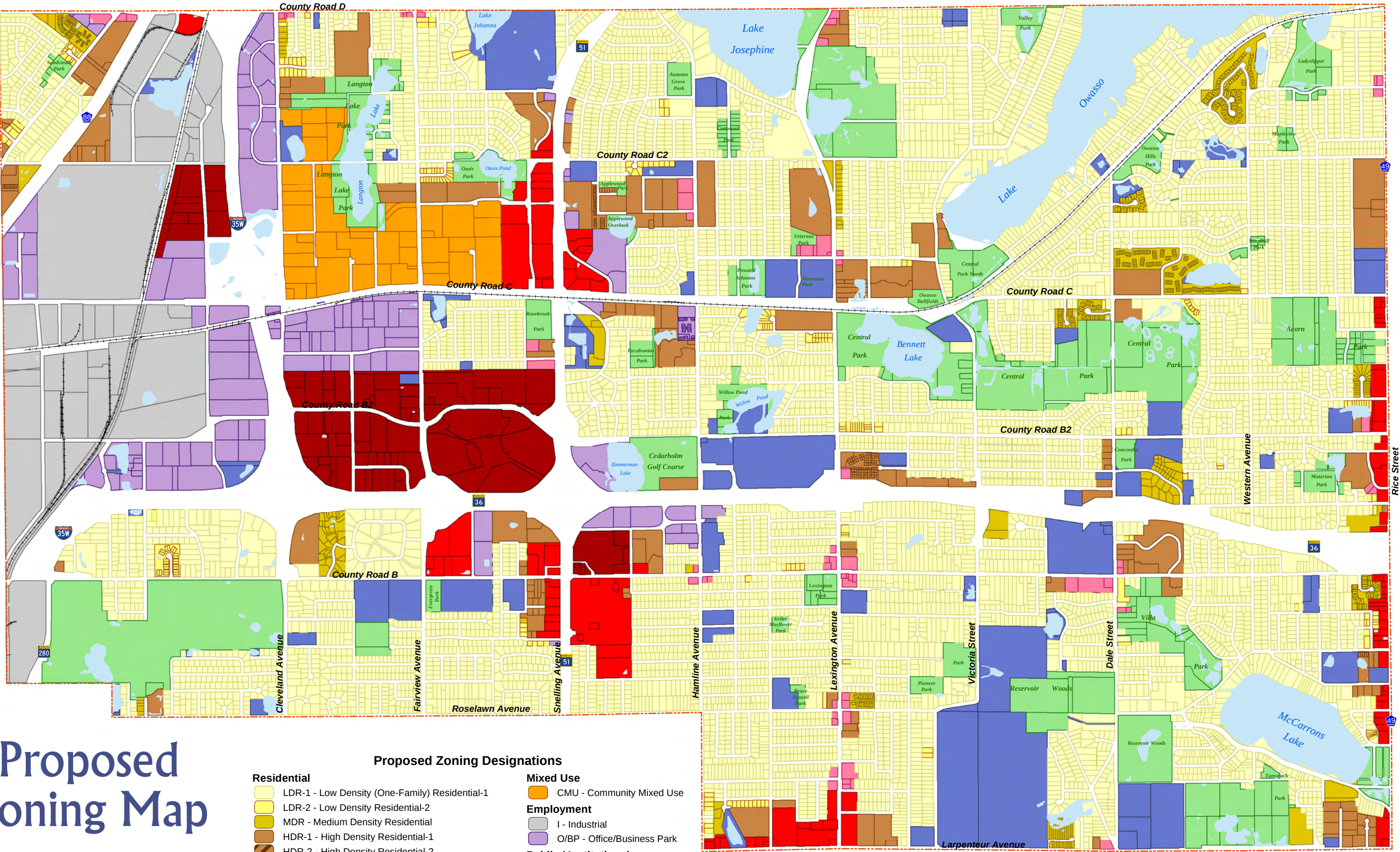
We, the undersigned property owners, call on the Roseville City Council to amend the Roseville Comprehensive Plan to recommend "medium density development" with future Zoning to be of density no greater than R-6 for 3253 and 3261 Old Highway 8.

Name

Address

Ken Carlson 3496 W. COUNTY RD C-2 #102

James Singh 2496 ct yrd C2 W #208



Proposed Zoning Map

Proposed Zoning Designations

- | | |
|--|-------------------------------|
| Residential | Mixed Use |
| LDR-1 - Low Density (One-Family) Residential-1 | CMU - Community Mixed Use |
| LDR-2 - Low Density Residential-2 | Employment |
| MDR - Medium Density Residential | I - Industrial |
| HDR-1 - High Density Residential-1 | O/BP - Office/Business Park |
| HDR-2 - High Density Residential-2 | Public / Institutional |
| Commercial | INST - Institutional |
| NB - Neighborhood Business | PR - Park and Recreation |
| CB - Community Business | |
| RB - Regional Business | |

1001. Introduction

1001.01 Short Title

This Title shall be known, cited, and referred to as the ROSEVILLE ZONING CODE/ORDINANCE except as referred to herein, where it shall be known as “this Title.”

1001.02 Authority

This Title is enacted pursuant to the authority granted by the Municipal Planning Act, MN Stat 462.351 to 462.365, inclusive.

1001.03 Intent and Purpose

This Title shall divide the City into districts and establish regulations in regard to land and the buildings thereon. These regulations are established to:

- A. Protect and to promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare of the community and its people through the establishment of minimum regulations governing land development and use;
- B. Promote orderly development and redevelopment;
- C. Assist in the implementation of the Comprehensive Plan;
- D. Foster a harmonious, workable relationship among land uses;
- E. Promote the stability of existing land uses that conform with the Comprehensive Plan and to protect them from inharmonious influences and harmful intrusions;
- F. Insure that public and private lands ultimately are used for the purposes which are most appropriate and most beneficial for the City as a whole;
- G. Prevent excessive population densities and over-crowding of structures on the land;
- H. Promote healthful movement of people, goods, and services;
- I. Foster the provision of adequate off-street parking and off-street truck loading facilities;
- J. Facilitate the appropriate location of community facilities and institutions;
- K. Provide human and physical resources of sufficient quantity and quality to sustain needed public services and facilities;
- L. Protect and enhance real property values;

- M. Safeguard and enhance the appearance of the City, including natural amenities of open spaces, hills, woods, lakes, and ponds;
- N. Prescribe penalties for violation of such regulations; and
- O. Define powers and duties of the City staff, the City Council, the Planning Commission, the Board of Adjustment and Appeals, the Variance Board, the Development Review Committee, the Administrative Deviation Committee, and the Master Sign Plan Committee in relation to the Zoning Code.

1001.04 Relationship to the Comprehensive Plan

It is the policy of this City that the enforcement, amendment, and administration of this Code be accomplished with due consideration of the recommendations and policies contained in the Comprehensive Plan as developed and amended from time to time by the Planning Commission and City Council. The City Council recognizes the Comprehensive Plan as the policy for regulation of land use and development in accordance with the policies and purpose herein set forth.

1001.05 Uses Not Provided For Within Zoning Districts

Whenever a use is not specifically permitted in any zoning district and is determined by the Community Development Department to not be consistent with a permitted and/or conditional use chart, the use shall be considered prohibited. In such case, the City Council or the Planning Commission, on its own initiative or upon request, may direct the Community Development Department to conduct a study to determine if the use is acceptable and, if so, what zoning district would be most appropriate as well as what conditions and standards should be imposed relating to development of the use. The City Council, Planning Commission, or property owner, upon receipt of the Community Development Department's study, may, if appropriate, initiate an amendment to the Zoning Code/Ordinance to provide for the particular use under consideration or shall find that the use is not compatible for development within the City.

1001.06 Jurisdiction and Authority

- A. This chapter is enacted under the authority granted to the City in State statutes.
- B. This chapter governs the use of all land and structures in the city unless such regulation is specifically preempted by State or Federal statutes or regulations.

1001.07 Application and Implementation

The provisions of this Title shall be the minimum requirements for the promotion of the public health, safety, morals, and general welfare. It is not the intention of this Title to interfere with, abrogate, or annul any covenant or agreement between parties. Where this Title imposes greater restrictions than any other applicable statute, ordinance, rule, or regulation, this Title shall control when and to the extent allowed by State or Federal law. Where any other applicable statute, ordinance, rule, or regulation imposes greater restrictions than this Title, such other statute, ordinance, rule, or regulation shall control. The section, subsection, and paragraph headings are for reference only, and shall not be used to interpret, enlarge, or detract from the provisions of this Title.

- A. **Minimum Requirements:** The provisions of this chapter are the minimum requirements for the promotion of the public health, safety, morals and general welfare.
- B. **Essential Services:** Essential services shall be permitted as authorized and regulated by State and/or Federal law and ordinances of the City. Such essential services are exempt from the application of this chapter, except as regulated by the City's Floodplain Ordinance.
- C. **Measurement:** All measured distance expressed in feet shall be to the nearest tenth of a foot. The measurement of distances when required by this chapter shall be done in a straight line in the plane located at a point one foot above the highest point in the surface of the ground along the path of measurement, from the closest exterior wall (extended vertically if a cantilever) of a building containing the use to the property line of the adjacent street, district, or lot, or other boundary line. If the use is not within a building, the measurement shall be the shortest distance from the location of the use to the property line of the adjacent street, district, or lot, or other boundary line.

1001.08 Rules of Construction

In construing this Title, the following rules of construction shall govern:

- A. The use of the phrase "used for" shall include the phrases "designed for," "intended for," "improved for," "maintained for," "offered for," and "occupied for."
- B. Words and phrases shall be construed according to rules of grammar and according to their common and accepted usage; but technical words and phrases and such others as have acquired a special meaning, or are defined in this Chapter, shall be construed according to such special meaning or their definition.
- C. References in this Chapter to this Title or to another Code provision, whether or not be a specific number, shall mean this Section, and the referred to Code provision, as then amended.

- D. The words “shall,” “must,” and “will” are mandatory and not discretionary.
- E. The word “may” is permissive.
- F. The word “or” may be read “and,” and the word “and” may be read “or” as the sentence requires.
- G. If there is any ambiguity between the text of this ordinance and any caption or illustration, the text shall control.

1001.09 Sidebars

This Title uses sidebars such as diagrams, charts, pictures, graphs, and commentary. The sidebar is for illustrative purposes to aide in interpreting the Code. It is provided for the convenience of the user of the Code and shall have no legal effect. Should there be a conflict between the Code language and the sidebar, the Code shall control.

1001.10 Severability of Parts of City Code

It is hereby declared to be the intention of the Council that the sections, paragraphs, sentences, clauses, and phrases of the City Code are severable, and if any phrase, clause, sentence, paragraph, or section of the Code shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of the Code, since the same would have been enacted by the Council without the incorporation in the Code of any such unconstitutional phrases, clauses, sentences, paragraphs, or sections.

1001.11 Definitions

The definitions in the Section shall be observed, unless it shall be otherwise expressly provided, or unless such definition should be inconsistent with the manifest of the provision, or unless the context clearly requires otherwise.

A

Abutting: Having a common border or boundary. This term is used interchangeably with adjacent and adjoining.

Accessory: Designates a use or structure which is located on the same lot as a principal use or structure and which is clearly incidental and subordinate to the principal use or structure.

Aisle: The traveled way by which vehicles enter and depart parking spaces.

Addition: Any walled and/or roofed expansion to the perimeter and/or height of a building in which the addition is connected by a common load-bearing wall or foundation.

Adjacent: See abutting.

Adjoining: See abutting.

Alley: A public or private right of way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

Alteration: Any change, addition, or modification in construction or occupancy of an existing structure, or modification to the surface of the ground.

Animal boarding facility: Any lot or premises on which dogs, cats, and/or other household pets are kept, boarded, or raised for sale or adoption.

Animal day care: See animal boarding facility.

Animal hospital: An establishment for the routine examination, medical, or surgical treatment and care of domestic animals, generally with overnight boarding facilities for animals in care.

Antenna: Any exterior transmitting or receiving device mounted on a tower, building, or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.

Assembly hall: See theater.

Artisan workshop: A use primarily involving the limited on-site production of goods by hand manufacturing which involves only the use of hand tools or domestic mechanical equipment that does not exceed 2 horsepower each or a single kiln not exceeding 8 cubic feet in volume and the incidental direct sale to consumers. Typical production includes: custom furniture, ceramic studios, glass blowing, candle making, custom jewelry, stained and leaded glass, woodworking, custom textile manufacturing and crafts production.

Assisted living: Housing complexes primarily for the elderly or chronically ill in which assistance with daily activities, congregate dining, and limited health care may be provided.

Athletic field: An outdoor facility developed as a baseball diamond, softball diamond, soccer field, football field, lacrosse field, or other surface for conducting outdoor recreational activities.

Awning: See canopy.

B

Basement: That portion of a building which is wholly or partly below ground level.

Bed and breakfast establishment: A private residence that rents rooms as temporary lodging and which is the principal residence of the operator.

Berm: A land alteration where fill is added to the surface of the ground in order to create a earthen mound or hill generally used in conjunction with walls, fences, or plant material to screen one parcel of land from another or from a street.

Block: A tract of land bounded by streets, or by a combination of streets

and public parks, cemeteries, railroad rights-of-way, or shorelines of waterways. A block may be located in part beyond the boundary lines of the corporate limits of the City.

Bingo hall: A principal or accessory use of a structure or property to operate a bingo hall licensed under Chapter 304 of this Code and MN Stat 349.164.

Boarder: See roomer.

Body shop: See motor vehicle repair.

Boulevard: That portion of a street right-of-way between the curblin and property line.

Boutique sale (residential): The sale of handcrafted items conducted on residential premises, where the items sold are made by the occupant of the premises at which the sale takes place, or by friends of such occupant, and where the sale is conducted by said occupant or friends of such occupant and not by an agent or any other person to whom a commission, fee, or salary is paid. Items for sale shall be made in the home and not purchased for resale from any retail or wholesale business source nor received on consignment for the purpose of resale.

Building: A structure with a permanent location on the land, enclosed by walls and having a roof that may provide shelter, support, protection or enclosure of persons, animals, or property of any kind.

Building, attached: A building joined to another building or structure by a shared wall.

Building, detached: A building surrounded on all sides by open space on the same lot

Building, mixed-use: A building that houses multiple uses, which may include residential and nonresidential uses.

Building, nonresidential: A building that houses no residential uses, with the possible exception of a caretaker's dwelling.

Building, principal: A building in which is conducted the principal use of the lot on which it is located.

Building, residential: A building which is arranged, designed, used or intended to be used for residential occupancy by one or more families or lodgers, and which includes, but is not limited to, the following types multiple-family dwelling, single-family attached dwellings, single-family detached dwellings, and two-family detached dwellings

Building complex: A group of two or more buildings, planned or developed in a joint manner with shared parking facilities, regardless of whether such buildings or uses are located on the same lot or parcel.

Building height: The vertical dimension measured from the average elevation of the approved grade at the front of the building to the highest point of the roof in the case of a flat roof, to the deck line of a mansard roof, and to the midpoint of the ridge of a gable, hip, or gambrel roof. (For purposes of this definition, the average height shall be calculated by using the highest ridge and its attendant eave. The eave point used shall be where the roof line crosses the side wall.) In the case of alterations, additions or replacement of existing buildings, height shall be measured

from the natural grade prior to construction.

Building materials sales: An establishment that sells or rents building supplies, construction equipment, or home decorating fixtures and accessories. This term does not include a lumberyard or home improvement center.

C

Caliper inch: A unit of measurement describing the diameter of a tree measured one foot above the finished grade.

Canopy: A roof-like structure projecting from the building over an entrance or window that provides weather protection for the entry or window and, perhaps, the immediately adjacent area. Canopies shall be considered part of the wall area for the purpose of allocation of signage.

Canopy, auxiliary: A roof-like structure projecting over, including but not limited to, fuel pump islands, drive-through banking, or any canopy with a drive-through lane. An auxiliary canopy provides weather protection for more than the building entrance or windows. Auxiliary canopies may be attached or detached from the principal building. For sign purposes auxiliary canopies shall be considered a separate structure.

Car wash: An establishment where washing, drying, polishing, or vacuuming of an automobile or other motor vehicle is done by service personnel, the driver, or by automated machinery.

Catering establishment: A business that prepares food and beverages to be delivered off premises for consumption at a social, business, or civic function and may also provide service at the function.

Cemetery: An area used for the burial or entombment of one or more deceased persons, including graveyards, mausoleums, and columbaria.

City: The word “City” shall mean the City of Roseville, Minnesota

Clinic, medical, dental, or optical: A building in which a group of physicians, dentists, or other health care professionals are associated for the purpose of carrying on their professions. The clinic may include an accessory laboratory, but not inpatient care or operating rooms for major surgery.

Club, private: See lodge, private.

Code: The words “The City Code” or “Code,” unless it shall be otherwise expressly provided, shall mean the City Code of Roseville, Minnesota, as amended.

Coffee shop: An establishment engaged principally in the sale of coffee, tea, and other nonalcoholic beverages for consumption on the premises or for carry out, which may also include the sale of a limited number of food items.

College or post secondary school: An institution for post-secondary education, public or private, offering courses in general, technical, or religious education, which operates in buildings owned or leased by the institution for administrative and faculty offices, classrooms, laboratories, chapels, auditoriums, lecture halls, libraries, student and faculty centers, athletic facilities, dormitories, fraternities, and sororities.

Co-location: The provision of multiple antennas of more than one commercial wireless communication service provider or government entity on a single tower or structure.

Columbarium (plural: columbaria or columbariums): A place such as a vault for the respectful and usually public storage of cremated human remains within cinerary urns. Columbaria are accessory to places of assembly for worship, cemeteries, or mausoleums.

Commercial laundry: See dry cleaning establishment.

Community garden: An area of land managed and maintained by a group of individuals to grow and harvest food crops and/or non-food, ornamental crops, such as flowers, for personal or group use, consumption or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

Comprehensive Plan: The words “The Comprehensive Plan,” “The Land Use Plan,” or “Comp Plan,” unless it shall be otherwise expressly provided, shall mean the City’s 2030 Comprehensive Plan.

Condominium: An estate of real property consisting of an undivided interest in common with other purchasers in a portion of parcel of real property, together with separate interest in space in a building. As condominium may include, in addition, a separate interest in other portions of such real property, such as garage space or in the case of a cluster development, a townhome, or cluster development lot.

Conforming: Designates a lot, use, or structure which satisfies all applicable requirements of this Title as amended.

Congregate care: See assisted living.

Contractor’s yard: An establishment providing general contracting or building construction services, including outdoor storage of machinery or equipment.

Convent: See monastery.

Council: The word “Council” or the words “City Council” shall mean the City Council of the City of Roseville, Minnesota.

Courtyard development: A form of a cluster development that designs the residential units around a common courtyard.

Currency exchange business: Any entity, except a bank, trust company, savings bank, savings and loan association, credit union, or industrial loan and thrift company, engaged in the business of cashing checks, drafts, money orders, or travelers’ checks for a fee.

D

Day care: As defined in Minnesota rules, day care means the care of a child in a residence outside the child’s own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Day care, family: As defined in Minnesota rules, means: Day care for no more than 10 children at one time or which nor more than 6 are under school age. The licensed capacity must include all children of any

caregiver when the children are present in the residence.

Day care, group family: As defined in Minnesota Rules, group family day care care for no more than 14 children at any one time. The total number of children includes all children of any caregiver when the children are present in the residence.

Day care center: A facility in which a child care program is operated when the facility is not excluded by Minnesota Statutes and is not required to be licensed under said Minnesota Statutes as a family or group family day care home.

Density: The number of dwelling units permitted per net acre of land

Development: Any man-made change to improved or unimproved real estate, including, but not limited to, the placement, construction, or modification of structures, ditching, lagooning, dredging, filling, grading, paving, excavation, or drilling operations, and the deposition or extraction of earthen materials.

Drip line: A vertical line extending from the outermost branches of a tree to the ground.

Dormer: A window set vertically in a structure that projects through a sloping roof or a structure that contains such a window.

Dormitory: A building designed for or used as group living quarters for students of a high school, college, university, or seminary, organized and owned by a high school, college, university, or seminary.

Drive-through: Consisting of a driveway and window, opening, canopy, or other facilities used for serving patrons seated in an automobile including the stacking spaces in which vehicles wait. Drive-throughs may be associated with principal uses such as restaurants, banks, or drugstores, or may be free-standing, such as coffee kiosks, ATMs, etc.

Dry cleaning establishment: An establishment that launders or dry cleans fabric, textiles, wearing apparel, or similar articles, including drop-off of articles by customers or cleaning of articles dropped off at other locations.

Dwelling: A building or portion thereof designed or used primarily as living quarters for one or more families, but not including hotels or other accommodations for the transient public, lodging houses, housing cooperative or other group living arrangements.

Dwelling, multi-family: A building, or portion of a building, designed exclusively for occupancy by 3 or more families living independently of each other in individual dwelling units. (See also "Multi-family Complex).

Dwelling, one-family attached: A one-family dwelling unit, with a private entrance, which is part of a structure whose dwelling units are attached horizontally in a linear arrangement, and having totally exposed front and rear walls to be used for access, light and ventilation.

Dwelling, one-family detached: A building designed exclusively for and occupied exclusively by one family in one dwelling unit, with yards on all sides.

Dwelling, two-family, twin: A one-family dwelling which is attached on

one side to another one-family dwelling with a common side wall, each of which is located on an individual lot

Dwelling, two-family, two-flat: A building containing two dwelling units that are vertically stacked one above the other, with a separate entrance to each unit and with yards on all sides.

Dwelling, two-family, split: See dwelling, two-family, twin.

Dwelling unit: One or more rooms which are arranged, designed or used as living quarters for one family only. Individual bathrooms and a complete kitchen facility, permanently installed, shall always be included with each dwelling unit. No dwelling unit may have more than one kitchen facility except that a single-family detached dwelling may have more than one kitchen facility provided the dwelling is designed, arranged or used as living quarters for one family only. For purposes of this exception, the family shall not include roomers.

Dwelling unit, accessory: A second dwelling unit contained within a single-family dwelling or within a detached building located on the same lot as a single-family dwelling. This definition includes accessory buildings constructed in connection with a private garage or a private garage converted into a dwelling unit.

E

Easement: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity.

Elderly housing: See senior housing.

Electrical substation: An assemblage of equipment through which electric energy in bulk is passed for the purposes of switching or modifying its characteristics to meet the needs of consumers.

Entrance, primary: The building entrance which faces the front lot line or is closest to the front lot line and which entrance provides direct access to the principal use.

Equipment building, shelter, or cabinet: A building or cabinet used to house equipment used by telecommunication providers.

F

Facade, front: The wall of building closest to the street that separates interior spaces from exterior. An open porch without living space above it shall not be considered a front facade. For buildings on corner or through lots, the front facade is usually that facade that fronts the street of higher classification.

Family: Family shall mean one of the following: (a) Any group of people living together as a single housekeeping unit, all of whom are related by blood, marriage, or adoption plus children who are under foster care; (b) up to four people not so related, living together as a single housekeeping unit; (c) any group of people living together as a single housekeeping unit, if no more than two adult members function as the heads of the household group and the remaining members are dependent upon them for care and direction due to age, physical disability, a mental

incompetency, or for other reasons; or (d) any individual, who is the owner, living, and maintaining a common household and using a common cooking and kitchen facility.

Fence: A structure providing enclosure or serving as a barrier, such as wooden posts, wire, iron, or other manufactured material or combination of materials erected to enclose, screen, or separate areas.

Fitness center: See health club.

Floor area (for determining off-street parking requirements): Floor area, when prescribed as the basis of measurement for off-street parking spaces and loading berths for any use, shall mean the sum of the gross horizontal areas of the several floors of the buildings devoted to such use, measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings, with the common areas divided proportionately according to the usage of said buildings.

Frontage: The relationship between the front facade of a building and the abutting street, encompassing the placement of the building and its entrances, and the treatment of front setback areas.

Funeral homes: See mortuary.

G

Garage, private: A detached accessory building or portion of the principal building, including a carport, which is used for storing passenger vehicles, trailer of the occupant, or trucks of a rated capacity not in excess of $\frac{3}{4}$ ton.

Garage sale: Also known as a yard sale, attic sale, rummage sale, or moving sale, the sale of used household and personal items conducted on residential premises, where the property sold consists of items owned by the occupant of the premises at which the sale takes place, or by friends of such occupant and where the sale is conducted by such occupant or friends, and not by an agent or any other person to whom a commission, fee or salary is paid. Items for sale shall not have been purchased for resale or received on consignment for the purpose of resale. Except during the sales day(s) and one day before and after for setup, items for sale shall be stored within the garage or residence.

Gazebo: A detached accessory building which is used for the social or recreational shelter of persons and is not used as living quarters.

Greenhouse: An establishment whose principal activity is the sale of plants grown on the site, which may include outdoor storage, growing or display, and may include sales of lawn furniture and garden supplies.

Grocery store: A retail establishment that offers for sale food products, beverages, household items and may include pharmacy, and prepared food items.

Group home: See community residential facility.

H

Health club : An establishment for the conduct of indoor sports and exercise activities, which may include related locker and shower rooms,

offices, and classrooms, and where use is offered on a membership basis.

Home occupation: An office or studio, service business, or limited production of goods within a dwelling unit by a resident of the dwelling, provided that the use is limited in extent and incidental and secondary to the use of the dwelling unit for residential purposes.

Hospital: An institution, licensed by the state department of health, providing primary health services and medical or surgical care to persons, primarily in-patients, suffering from illness, disease, injury, deformity and other abnormal physical or mental conditions, and including as an integral part of the institution, related facilities such as laboratories, outpatient facilities, or training facilities.

Hotel: See lodging.

I

Impervious surface: A surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes surfaces such as compacted sand, limerock, or clay, as well as conventionally surfaced streets, roofs, sidewalks, parking lots, and other similar structures.

Inn: See lodging.

J

Junkyard: An open area where waste or scrap materials are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including, but not limited to, scrap iron and other metals, paper, rags, rubber tires, bottles and unlicensed or inoperable motor vehicles and parts thereof. A junkyard includes an automobile wrecking or dismantling yard.

K

Kennel: See animal boarding facility.

Kitchen facility: A kitchen facility is one which includes kitchen fixtures such as cabinets, sinks, refrigerators and stoves, or articles used or intended to be used for cooking.

L

Laboratory for research, development, and/or testing: Establishments which conduct research, development, or controlled production of high-technology electronic, industrial, or scientific products or commodities for sale; or establishments conducting educational or medical research or testing. May include limited accommodations for researchers or research subjects.

Lattice tower: A self-supporting structure, erected on the ground, which consists of metal crossed strips or bars to support antennas and related equipment.

Landscape plan: An integrated set of documents that may consist of both drawn and written materials whose purpose is to identify, for a proposed development, the means of compliance with the landscaping,

screening and site stabilization standards of the City Code.

Limited production/processing: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar uses which are predominately conducted indoors and which would not be disruptive of, or incompatible with, other office, retail, or service uses that may be in the same building or complex. Limited production/processing generally does not include industrial processing from raw materials.

Live-work unit: A dwelling unit in combination with a shop, office, studio, or other work space within the same unit, where the resident occupant both lives and works.

Loading area: A space accessible from a street, alley or way in a building or on a lot for the use of trucks while loading and unloading merchandise or materials.

Lodge, private: An association of persons who are bona fide members paying annual dues, which owns, hires or leases a building, or space within a building, which is restricted to members and their guests. The affairs and management of such private club or lodge are conducted by a board of directors, executive committee or similar body chosen by the members at their annual meeting.

Lodging: A building containing rooming units providing temporary sleeping accommodations (less than 30 days duration) to the general public, which may include additional facilities for food service, meeting space, and/or recreation.

Lot: A tract of land, designated by metes and bounds, land survey, minor land division or plat, and recorded in the office of the county register of deeds.

Lot, corner: A lot of which at least 2 adjacent sides abut for their full lengths upon a street, provided that the interior angle at the intersection of such 2 sides is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its point of beginning within the lot or at the points of intersection of the side lot lines with the street line intersect at an interior angle of less than 135 degrees.

Lot, non-conforming pre-existing: Any lot which does not comply with existing code requirements, but which complied with existing regulations at the time the lot was established.

Lot, reverse corner: A corner lot the street side lot line of which is substantially a continuation of the front lot line of the first lot to its rear.

Lot, through: A lot having a pair of opposite lot lines along, and access to, 2 more or less parallel public streets, and which is not a corner lot. On a through lot, both street lines shall be deemed front lot lines.

Lot area: The area of a horizontal plane bounded by the front, side and rear lot lines.

Lot depth: The mean horizontal distance between the front lot line and the rear lot line of a lot measured within the lot boundaries

Lot line, front: The boundary of a lot which abuts an existing, dedicated or officially mapped street. In the case of lot abutting more than one

street, the owner may choose any street lot line as the front lot line, with the consent of Community Development Department, based on the effects of such choice on development of the lot itself or on adjacent properties.

Lot line, rear: That lot line which is opposite and most distant from the front lot line.

Lot line, side: Any lot line that is not a front lot line or a rear lot line.

Lot width: The horizontal distance between the side lines of a lot measured at right angles to its depth along a straight line parallel to the front lot line at the minimum required structure setback line.

M

Manufactured home: A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term “manufactured home” includes a mobile home but does not include a “recreational vehicle.”

Manufacturing, production and processing: Manufacturing, assembly, processing, research, development, or similar uses which may involve raw materials and have the potential to produce objectionable influences on surrounding properties or adverse effects on the environment. Manufacturing, production and processing uses require special measures and careful site selection to ensure compatibility with the surrounding area.

Massage therapy: A profession in which the practitioner applies massage techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Massage therapy does not include diagnosis, except to the extent of determining whether massage therapy is indicated. Further, “massage” is manual manipulation of the human body, including holding, positioning, causing movement, and applying touch and pressure to the body; “therapy” is action aimed at achieving or increasing health and wellness; “adjunctive therapies” may include (1) application of heat, cold, water, mild abrasives, topical preparations not classified as prescription drugs, (2) the use of mechanical devices and tools which mimic or enhance manual actions and (3) instructed self care and stress management.

Mini-storage facility: A building or group of buildings having the following characteristics: control access and secured areas which contain varying sizes of individually compartmentalized and controlled access stalls or lockers for the dead storage of the customer’s goods or possessions. Access to all storage units shall be oriented into interior courtyards fully enclosed by buildings or walls, except for ingress and egress openings. Exterior finish shall be face brick or equal.

Mobile home: See manufactured home.

Monastery: A place of residence for members of a religious order who carry on religious, medical, educational or charitable work within related or unrelated institutions..

Monopole: A monopolar structure, erected on the ground to support

wireless communication antennas and connecting appurtenances.

Mortuary: A facility where funeral arrangements are made and/or funeral services for the dead are held and where dead bodies are embalmed or otherwise prepared for final disposition.

Motel: See lodging.

Motor freight terminal: A building or area in which freight brought by motor truck is assembled and/or stored for routing in intrastate or interstate shipment by motor truck.

Motor fuel sales: A place where gasoline, kerosene, or any other motor fuel, lubricating oil or grease for operating motor vehicles is offered for sale to the public and deliveries are made directly into motor vehicles.

Motor vehicle dealer: Any person licensed by the State and engaging in the business of selling, purchasing, and generally dealing in new and used motor vehicles having an established place of business for the sale, trade, and display of new and used motor vehicles and having in such motor vehicle dealer's possession new and used vehicles for the purposes of sale or trade.

Motor vehicle rental/leasing facility: A facility primarily engaged in the rental or leasing of automobiles or light trucks and vans that may include incidental parking and servicing.

Motor vehicle repair: The repair and/or replacement of any part or repair of any part including such items as the engine head or pan, engine transmission or differential, rebuilding or reconditioning of engines, bodywork, framework, welding, painting, upholstering service to passenger vehicles and trucks not exceeding 3/4 ton capacity.

Mulch: A protective covering of materials placed around plants to control weeds and moderate evaporation of moisture or freezing. Examples of mulch include organic mulch such as wood chips, shredded hardwood, and cocoa beans and inorganic mulch such as stones or rocks. Materials creating an impermeable cover shall not be considered mulch.

N

Natural grade: The grade of a site before it is modified by moving earth, adding or removing fill, or installing a berm, retaining wall or other earthwork feature. Natural grade is determined by reference to a survey, or other information as determined by the zoning administrator.

Nonconforming, illegal: Designates a lot, use, or structure which failed to satisfy all applicable zoning requirements and was, therefore, illegally established when it was created, initiated, or constructed and which currently fails to satisfy all applicable requirements of this Title as amended.

Nonconforming, legal: Designates a lot, use, or structure which satisfied all applicable zoning requirements when it was created, initiated, or constructed but which currently fails to satisfy all applicable requirements of this Title as amended.

Non-motorized pathways: On-road and off-road pathways which are used for pedestrian, bicycle, and other non-motorized means of

transportation, the specifications of which shall be established by the Public Works Director.

Nursery school: A public or private facility, licensed by the state, the principal function of which is to provide an educational experience outside of the family home for children of preschool age.

Nursing home: A state-licensed establishment having accommodations for the continuous care of two or more invalid, infirm, aged convalescent patients, or disabled persons that are not related.

O

Office: Unless otherwise specified, office means the general use of a building for administrative, executive, professional, research, or similar organizations having only limited contact with the public. Office is characterized by a low proportion of vehicle trips attributable to visitors or clients in relationship to employees. Examples include, but are not limited to, firms providing architectural, computer software consulting, data management, academic instruction, engineering, interior design, graphic design, or legal services.

Office, medical or dental: An establishment principally engaged in providing therapeutic, preventative, corrective, healing and health-building treatment services on an outpatient basis by physicians, dentists and other practitioners. Typical uses include medical, chiropractic and dental offices and clinics.

Office showroom: A facility in which up to 50% of the total floor area is utilized for the conduct of a business that involves the display and sale of goods or merchandise on the premises.

Overlay district: A zoning district that encompasses one or more primary zoning districts or portions thereof and that imposes additional requirements or relaxes one or more standards required by the primary zoning district.

Ordinary high water level: The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

Outdoor display: The display of goods for sale or rental outside of an enclosed building on a permanent or recurring basis.

Outdoor sales events: A seasonal or occasional sale held on the sidewalk or other location outside a building.

Outdoor storage: Permanent storage of goods, materials, equipment, or fleet or service vehicles outside of an enclosed building. Off-street parking of customer or employee vehicles is not considered "outdoor storage."

Owner (of building or land): Any sole owner, part owner, joint owner, tenant in common, joint tenant, or tenant by the entirety.

P

Parking facility: An area used for parking of customer or employee vehicles; includes parking lots and parking structures.

Parking lot: A one-level, surfaced, open-to-the-air area used for parking vehicles.

Parking space: A paved surface located in a permanently maintained area, either within or outside of a building, of sufficient size to store one automobile.

Parking structure: A multi-level parking area, wherein one or more levels are supported above the lowest level, and is commonly called a parking garage or parking ramp.

Pawn shop: Any business establishment operated by a Pawnbroker as defined in Chapter 311 of the Roseville City Code, in which pawn transactions take place.

Permitted: Designates a use or structure which may be lawfully established in a particular district, provided it conforms with all requirements and regulations of the district in which it is located.

Person: The word “person” shall include a corporation, firm, partnership, association, organization, and any other group acting as a unit as well as individuals. It shall also include an executor, administrator, trustee, receiver or other representative appointed according to law. Whenever a violation of any section of the City Code is punishable by a penalty or fine, and whenever the word “person” is used in such section for which a penalty is imposed for such violation, “person” shall include partners or members of partnerships or associations, and as to corporations, shall include the officers, agents, or members thereof who are responsible for any violation of said section.

Pervious pavement or pavers: Pavement or pavers that are designed and maintained to allow precipitation to infiltrate into the ground, in order to reduce the volume and velocity of stormwater runoff . Pervious pavement materials include pervious interlocking concrete paving blocks, concrete grid pavers, perforated brick pavers, and similar materials determined by the City Engineer to qualify.

Photovoltaic system: An active solar energy system that converts solar energy directly into electricity.

Place of assembly: A facility providing for the assembly of persons for interaction as a primary use, including community centers, and religious institutions. Place(s) of assembly do not include community education or art centers, schools, instructional centers, day care facilities, family day shelters, conservatories, convention centers, libraries, museums, residential dwellings, recreational and entertainment facilities, theaters, or social service distribution facilities which fall under separate definitions in this Code.

Plant nursery: See greenhouse.

Play equipment: Equipment used by residents of a principal building for on-premises games and sports, including but not limited to swings, slides, climbers, teeter-totters, basketball baskets and backboards, badminton nets, and similar equipment, but not including recreational devices normally utilized off the premises, including but not limited to boats,

boat trailers, campers, travel trailers, and snowmobiles.

Portable storage units: A portable structure used for temporary storage of household goods in residential areas.

Principal: Designates the main use(s) or structure(s) to which the premises are devoted or the primary purpose(s) for which the premises exist.

Property: The word “property” shall include tangible or intangible, real, personal, or mixed property.

Public way: Any sidewalk, street, alley, highway, or other public thoroughfare.

R

Recreational vehicle: Any properly and currently licensed vehicular, portable structure which is (a) built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses; (b) any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation; (c) any portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle; and (d) any folding structure, mounted on wheels and designed for travel, recreation and vacation use.

Recycling center: A facility for the deposit, sorting, or batching, including limited compacting or crushing of recyclable materials, but no further processing of post-consumer recyclable materials.

Renewable energy easement: An easement that limits the height or location, or both, of permissible development on the burdened land in terms of a structure or vegetation, or both, for the purpose of providing access for the benefited land to wind or sunlight passing over the burdened land.

Renewable energy system: A solar energy or wind energy system. Passive systems that serve dual functions, such as greenhouses or windows, are not considered renewable energy systems.

Restaurant, fast food: An establishment where customers are served their food from a counter or in a motor vehicle, mostly in disposable packages prepared to leave the premises or to be taken to a table or booth for consumption on the premises. Fast food can be a café, coffee shop, ice cream shop, and/or deli. Fast food restaurants may or may not serve intoxicating alcoholic beverages to be consumed upon the premises. Food sales shall account for over 50% of the gross receipts at any restaurant serving intoxicating alcoholic beverages. Fast food restaurants may include drive-through facilities, which are regulated separately.

Restaurant, traditional: An establishment in which customers are served their food in or on non-disposable dishes to be consumed primarily while seated at tables or booths within a building, and which may or may not serve intoxicating alcoholic beverages to be consumed upon the premises. Food sales shall account for over 50% of the gross receipts at any restaurant serving intoxicating alcoholic beverages. Traditional restaurants may also be a café, cafeteria or buffet, coffee shop, and/or deli. Customers

may take away food, but drive-through facilities are not allowed.

Retail, general and personal services: Includes the retail sale of products and/or consumer services to the general public and produces minimal off-site impacts.

Reverse corner: See lot, reverse corner.

Right-of-way: The words “right-of-way” shall include any street, alley, boulevard, parkway, highway, or other public thoroughfare.

Roof pitch: The final exterior slope of a building roof typically but not exclusively expressed as a ratio of the distance, in inches, of vertical “rise” to the distance, in inches, of horizontal “run,” such as 3:12, 9:12, 12:12.

Room: A partitioned part of the inside of a building. For the purpose of this definition, partition shall mean something that divides interior space, especially an interior dividing wall. A wall is one of the sides of a room or building connecting floor and ceiling and may also include anything which encloses or separates space. A partition or wall which intrudes into the space by more than one-third of the least dimension of an existing room may be regarded as creating an additional separate room. The partitioned space shall be considered as a room if privacy is implied; light and ventilation are affected; or a bedroom through a bedroom, bathroom through a bedroom, or bedroom through a bathroom situation is created.

Roomer: A person living in a dwelling unit who is other than part of the family because of blood, marriage, or legal adoption, and is other than a foster child.

Rowhouse: See townhouse.

S

Salvage yard: See junkyard.

Schools, elementary or secondary: Public or private schools which provide an educational program for one or more grades between kindergarten and grade 12 and which are commonly known as elementary schools, grade schools, middle schools, junior high schools, or high schools.

Screening: A hedge, wall, or fence to provide a visual separator and physical barrier not less than 4 feet nor more than 6 feet in height, unless otherwise provided for in this ordinance.

Seasonal sales, outdoor: Outdoor seasonal retail sales, where permitted, including but not limited to the seasonal sale of Christmas trees, plants, flowers, vegetables and related products available on a seasonal basis.

Secondhand store: See consignment store.

Self-storage facility: See mini-storage facility.

Senior housing: A residential complex containing multifamily dwellings designed for and principally occupied by senior citizens. Such facilities may include a congregate meals program in a common dining area, but exclude institutional care such as medical or nursing care and are distinguished from assisted living or nursing homes.

Services, personal: See retail, general.

Setback: The minimum distance by which any building or structure must be separated from a street right-of-way, lot line, or ordinary high water level. Also known as “required yard.”

Setback, front: The minimum distance by which any building or structure must be separated from the front lot line.

Setback, rear: The minimum distance by which any building or structure must be separated from the rear lot line. In the case of an irregular, triangular or gore-shaped lot, a line 10 feet in length entirely within the lot, parallel to and most distant from the front lot line shall be considered to be the rear lot line for the purpose of determining the rear yard setback.

Setback, side: The minimum distance by which any building or structure must be separated from the side lot line.

Shrub: A low, usually several stemmed, woody plant.

Sidewalk: The portion of the street between the curb line and the adjacent property line intended for the use of pedestrians.

Sign: A name, identification, description, display, illustration, or device which is affixed, painted, or represented directly or indirectly upon the outside of a building, structure, or piece of land and which directs attention to an object, product, place, activity, person, institution, organization, or business. A sign shall be considered as a structure or a part of a structure for the purpose of applying yard and height regulations. Official court or public notices, or any flag, emblem, or insignia of a nation, political unit, school, or religious group, shall not be considered a sign under this ordinance. See Section 1010.02 for additional sign definitions.

Site: A lot or group of adjacent lots intended, designated, or approved to function as an integrated unit, that is proposed for development in accord with the provisions of this Code and is in a single ownership or has multiple owners, all of whom execute a joint application for development.

Sports club: See health club.

Solar access: A view of the sun, from any point on the collector surface, that is not obscured by any vegetation, building, or object located on parcels of land other than the parcel upon which the solar collector is located, between the hours of 9:00 AM and 3:00 PM Standard time on any day of the year.

Solar collector: A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

Solar collector surface: Any part of a solar collector that absorbs solar energy for use in the collector’s energy transformation process. Collector surface does not include frames, supports and mounting hardware.

Solar daylighting: A device specifically designed to capture and redirect the visible portion of the solar spectrum, while controlling the infrared portion, for use in illuminating interior building spaces in lieu of artificial lighting.

Solar energy: Radiant energy received from the sun that can be collected

in the form of heat or light by a solar collector.

Solar energy device: A system or series of mechanisms designed primarily to provide heating, to provide cooling, to produce electrical power, to produce mechanical power, to provide solar daylighting or to provide any combination of the foregoing by means of collecting and transferring solar generated energy into such uses either by active or passive means. Such systems may also have the capability of storing such energy for future utilization. Passive solar systems shall clearly be designed as a solar energy device such as a trombe wall and not merely a part of a normal structure such as a window.

Solar energy easement: See renewable energy easement.

Solar energy system: A device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generating, or water heating.

Solar heat exchanger: A component of a solar energy device that is used to transfer heat from one substance to another, either liquid or gas.

Solar hot water system: A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

Solar mounting devices: Devices that allow the mounting of a solar collector onto a roof surface or the ground.

Solar storage unit: A component of a solar energy device that is used to store solar generated electricity or heat for later use.

Solar system, active: A solar energy system that transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar system, building-integrated: An active solar system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include but are not limited to photovoltaic or hot water solar systems that are contained within roofing materials, windows, skylights, and awnings.

Solar system, grid-intertie: A photovoltaic solar system that is connected to an electric circuit served by an electric utility company.

Solar system, off-grid: A photovoltaic solar system in which the circuits energized by the solar system are not electrically connected in any way to electric circuits that are served by an electric utility company.

Solar system, passive: A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Start of construction: For the purpose of floodplain regulation only, the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on

a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

State: The word “State” shall mean the State of Minnesota.

Storage, outdoor: See outdoor storage.

Story: A story is that portion of a building, other than a basement or mezzanine, included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between the floor and the ceiling next above it. For the purposes of this ordinance, there shall be only one basement which shall be counted as a story when the front exterior wall of the basement level is exposed more than 50%.

Street: A public right-of-way which affords a primary means of access to abutting property.

Structure: A structure is anything constructed or erected, including paved surfaces, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground, and in the case of floodplain areas, in the stream bed or lake bed.

Swimming pool: Any structure intended for swimming or recreational bathing that contains water over 24 inches.

T

Telecommunication facilities: Any plant or equipment used to carry wireless commercial telecommunications services by radio signal or other electromagnetic waves, including towers, antennas, equipment buildings, parking area, and other accessory development.

Telecommunications tower: A mast, pole, monopole, guyed tower, lattice tower, free-standing tower, or other structure designed and primarily used to support antennas. A ground or building mounted mast greater than 15 feet tall and 6 inches in diameter supporting one or more antennas, dishes, or arrays shall be considered a telecommunications tower.

Tenant: Any person who occupies the whole or any part of a building or land, either alone or with others.

Theater: A facility for presenting motion pictures or live performances for patrons. This term includes an outdoor stage, band shell, or amphitheater but does not include an adult entertainment establishment.

Townhouse: A form of one-family attached dwelling.

Trailer: Any structure which is or may be mounted upon wheels for moving about, is drawn by an external motive power, and which is used as a dwelling or as an accessory building or structure in the conduct of a business, trade or occupation, or is used for hauling purposes.

Transportation demand management (TDM): Measures, including but not limited to carpooling, vanpooling, public transit bicycling, walking, telecommuting, and compressed or deviated work schedules, that reduce individual vehicle trips and promote alternatives to single occupant vehicle use especially at peak commuting times.

Tree: A self-supporting woody perennial having one or several self-supporting stems or trunks and numerous branches which normally attains an overall height of 15 feet at maturity. Trees may be classified as deciduous or evergreen.

Tree, canopy: A deciduous tree planted primarily for its high crown of foliage or overhead canopy.

Tree, deciduous: A plant with foliage that is shed annually.

Tree, evergreen. A plant with foliage that persists and remains green year round.

Tree, ornamental: Any tree planted primarily for its ornamental value of for screening purposes and tends to be smaller at maturity than canopy trees.

Tree, overstory: A self-supporting woody plant or species normally growing to a mature height over 25 feet and a mature spread of at least 25 feet. Many overstory trees are considered deciduous trees.

Tree, understory: A self-supporting woody plant or species normally growing to a mature height between 15 and 30 feet and a mature spread of at least 15 feet. Many understory trees are considered ornamental trees.

U

University: See college.

Usable open space: That portion of a site, outside of a required front or corner side yard, as extended to the rear lot line, that is available to all occupants for outdoor use. Usable open space shall not include areas occupied by buildings, driveways, drive aisles, off-street parking, paving and sidewalks, except that paved paths no wider than 5 feet, and pervious pavement may be included in usable open space. Usable open space may include balconies and roof decks where specified in this ordinance.

Use: The use of property is the purpose or activity for which the land or building thereon is occupied or maintained.

Use, conditional: A conditional use is a use or structure which, because of its unique or varying characteristics, cannot be properly classified as a permitted use in a particular district. A special exception to the height standards of this ordinance may also be allowed as a conditional use, where specified. After due consideration, as provided for in this ordinance, of the impact of such use or exception upon neighboring land

and of the public need for the particular use at a particular location, the conditional use may or may not be granted.

V

Vehicle: See motor vehicle.

Veterinary clinic: See animal hospital.

W

Warehouse: An establishment providing storage and distribution of merchandise and bulk goods, typically involving heavy truck and/or freight rail traffic.

Wetland: An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that, under normal circumstances, does not support a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.

Wholesale establishment: An establishment providing storage, distribution, and sale of merchandise and bulk goods, including mail order and catalog sales, importing, wholesale, or retail sales of goods received by the establishment but generally not sale of goods for individual consumption.

X, Y, Z

Yard: Open space on a lot between the principal building and the adjoining lot lines.

Yard, front: A yard extending along the full length of the front lot line between the side lot lines.

Yard, rear: A yard extending along the full length of the rear lot line between the side lot lines.

Yard, required: See “Setback.”

Yard, side: A yard extending along a side lot line from the front yard to the rear yard.

Yard sale: See garage sale.

1002. Administration and Enforcement

1002.01 Introduction

- A. Title 10, Zoning Ordinance, shall be administered and enforced by the Community Development and Police Departments. No building permit shall be issued until the Community Development Department has certified that the proposed building or alteration complies with all the provisions of the Zoning Ordinance.
- B. The Community Development and Police Departments shall have all the powers, duties, and responsibilities necessary to enforce the provisions of the Zoning Ordinance.

1002.02 Enforcement

- A. Any person, firm, or corporation shall be guilty of a misdemeanor who:
 - 1. Violates, disobeys, admits, neglects, or refuses to comply with any provision of the Zoning Ordinance; or
 - 2. Resists the enforcement of any of the provisions of the Zoning Ordinance.
- B. **Separate Offences:** Each day that a violation continues to exist shall constitute a separate offense punishable under the City Code.

1002.03 Revocation

If an approved conditional use or interim use is in violation of this Title or the conditions of approval, the City may initiate a process to revoke the conditional use or interim use. The City shall then conduct a public hearing to consider the revocation of a conditional use permit. Notifications shall be distributed and published according Chapter 108 of the City Code. In considering revocation, the Commission and the City Council shall consider compliance with the approved conditions of the conditional use or interim use and the standards listed identified in Chapter 1009, Procedures. Following a vote by the City Council to revoke the conditional use or interim use, the City shall file a certified copy thereof including a legal description of the property with the County Recorder and/or Registrar of Title.

1002.04 Nonconforming Use

- A. Any legal nonconformity, including the lawful use or occupation of land or premises existing at the time of the

adoption of an additional control under this Title, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

1. The nonconformity or occupancy is discontinued for a period of more than 1 year; or
 2. Any nonconforming structure is destroyed by fire or other peril to the extent of greater than 50% of its market value and no building permit has been applied for within 180 days of when the property is damaged. In this case, the City may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.
 3. Exceptions: Notwithstanding the preceding requirements, pre-existing nonconforming structures or uses on LDR-zoned properties, including those within Shoreland or Wetland Management Districts, may be expanded when:
 - a. Nonconforming setbacks are not further reduced;
 - b. Nonconforming building separations are not further reduced;
 - c. Nonconforming height is not further increased;
 - d. Nonconforming improvement area is not further increased; and
 - e. No new nonconforming conditions are created.
- B. Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.
- C. Notwithstanding subparagraph A, above, the City shall regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in floodplain areas consistent with the City's Floodplain Ordinance.
- D. **Unimproved Lots:** Any platted lot existing on January 1, 2011, and then held in separate ownership different from the ownership of adjoining lots may be used for the erection of a lawful structure, even though its area and width are less than the current minimum requirements so long as the remaining zoning requirements are met (or as a variance may permit).
- E. **All Districts Exception:** Where a pre-existing principal or accessory structure, including expansion thereof, for which a property line setback dimension has been made substandard by eminent domain or other formal public agency action, such structure shall be considered a legally conforming structure. All future additions to the structure or use shall meet the current required setback from the revised property

or easement line.

1002.05 Official Zoning Map Changes and Chapter Amendments

- A. No change shall be made in the boundary line of any zoning district, in the permitted and/or conditional uses, or in the regulation for any zoning district except through the procedure established in Section 1009.06 of this Title.
- B. The adoption or amendment of any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from a residential district to a commercial, community mixed-use, employment, or institutional district requires a two-thirds majority of all members of the City Council.

1002.06 Authority and Duties for Administration

The City officials and bodies identified in this section, without limitation upon such authority as each may possess by law, have responsibility for implementing and administering this Title.

- A. Community Development Department
- B. Development Review Committee
- C. Administrative Deviation Committee
- D. Master Sign Plan Committee
- E. Planning Commission
- F. Variance Board
- G. City Council
- H. Board of Adjustment and Appeals

A. Community Development Department

- 1. Membership: The Community Development Department shall be comprised of positions created by the City Council which are primarily responsible for matters related to land use, zoning, building permits, code enforcement, and development.
- 2. Duties: The Community Development Department shall have the following responsibilities:
 - a. Conduct inspections of buildings and uses of land to determine compliance with the provisions of this Title;
 - b. Maintain permanent and current records of this Title, including, but not limited to, all associated maps, amendments, conditional uses, variances, and appeals;

- c. Receive, file, and forward all applications for building permits, appeals, variances, conditional use, interim use, zoning ordinance amendments, or other matters to the appropriate decision-making body;
- d. Hold pre-application meetings, as necessary;
- e. Make a determination of compliance with this Title on all applications for building permits, land use applications, and certificates of occupancy;
- f. Provide zoning information to residents and others upon request; and
- g. Interpret the provisions of this Title.

B. Development Review Committee

- 1. Membership: The Development Review Committee (DRC) shall be composed of City staff members representative of departments and/or divisions of the City dealing with various aspects of development and land use.
- 2. Duties: The DRC shall have the following responsibilities:
 - a. Reviewing land use applications for conformance with the technical requirements of this Code, maintaining a schedule for processing the application within the time frames of this Code and of State law, and as necessary, meeting with applicants and soliciting comments of other public agencies; and
 - b. To determine land use application completeness and to develop appropriate information and recommendations in order to adequately and appropriately advise City Commissions and the City Council on land use applications.
- 3. Meetings: The DRC shall meet when necessary as land use applications are received and/or other proposed developments require review and comment of the full committee.

C. Administrative Deviation Committee:

- 1. Membership: The Administrative Deviation Committee (ADC) shall comprise members of the Development Review Committee from the Public Works and Community Development Departments.
- 2. Duties: The ADC shall review applications for administrative deviation made pursuant to Section 1009.01 of this Title, and provide recommendations pertaining to the approval or denial of the request to the Community Development Director.
- 3. Meetings: The ADC shall meet as necessary to review and process Administrative Deviation applications.

D. Master Sign Plan Committee:

1. Membership: The Master Sign Plan Committee shall be composed of members of the Community Development Department and, when deemed necessary, other members of the City staff may be invited to attend and provide comments and a recommendation regarding a proposed Master Sign Plan (MSP).
2. Duties: The Master Sign Plan Committee shall have the following responsibilities:
 - a. To establish fair and equitable criteria for complex signage situations that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
 - b. To review proposed MSP's and their specifications for conformance with the technical requirements of Chapter 1010 of this Title.
 - c. To provide applicants with necessary and/or applicable modifications in accordance with MSP criteria.
 - d. To approve all Master Sign Plans.
3. Meetings: The Master Sign Plan Committee shall meet as necessary to take action on submitted MSP applications.

E. Planning Commission

1. Membership and organization of the Planning Commission is established in Chapter 201 of the City Code.
2. Duties: The Planning Commission shall have the following responsibilities:
 - a. Hear and make recommendations to the City Council regarding all applications for a conditional uses;
 - b. Hear and make recommendations to the City Council regarding applications for interim uses;
 - c. Hear and make recommendations to the City Council regarding all applications for an amendment to this Title, both text amendments and amendments to the district boundaries on the Official Zoning Map;
 - d. Review this Title from time to time and make recommendations to the City Council that changes be initiated;
 - e. Hear and make recommendations on any other matter referred to it by the City Council; and
 - f. Adopt rules for the transaction of business and shall

keep a record of its resolutions, transactions, and findings, which record shall be a public record.

3. Meetings: The Commission shall hold at least one regular meeting on the first Wednesday of each month, as necessary

F. Variance Board

1. Membership: In accordance with MN Stat. 462.354, as may be amended, the Variance Board shall be comprised of 3 members and 1 alternate appointed by the City Council from among the members of the Planning Commission.
2. Duties: The Variance Board shall hear and make decisions on all applications for a variance from the literal provisions of this Title.
3. Meetings: The Variance Board shall meet on the first Wednesday of each month, as necessary.

G. City Council

1. Authority: The City Council shall have the authority given to it by state statutes.
2. Duties: The City Council shall hear and make the final decision on all matters identified as requiring City Council action in this Title.

H. Board of Zoning Adjustments and Appeals

1. Membership: In accordance with MN Stat. 462.354, as amended, the City Council will act as the Board of Zoning Adjustments and Appeals.
2. Duties: The Board of Zoning Adjustments and Appeals hears and makes decisions on all applications for an appeal of any administrative order, requirement, determination, final decision made by the Community Development Department, or an appeal of a variance decision by the Variance Board, pursuant to the appeal procedure established in Section 1009.08 of this Title.

1003. Establishment of Districts, Boundaries, and District Regulations

1003.01 Districts

For the purpose of the Zoning Ordinance, the City is divided into the districts specified in this Section.

A. Residential Districts

LDR-1, Low Density Residential (One-Family) District - 1

LDR-2, Low Density Residential District - 2

MDR, Medium Density Residential District

HDR-1, High Density Residential District - 1

HDR-2, High Density Residential District - 2

B. Commercial and Mixed Use Districts

NB, Neighborhood Business District

CB, Community Business District

RB, Regional Business District

CMU, Community Mixed Use District

C. Employment Districts

O/BP, Office/Business Park District

I, Industrial District

D. Other Districts

INST, Institutional District

PR, Park and Recreation District

1003.02 Official Zoning Map

- A. The location and boundaries of the districts established by the Zoning Code are hereby set forth on the zoning map, which shall consist of 13 districts, entitled "Official Zoning Map" dated _____. This map is hereby adopted as the official zoning map of the City. The Official Zoning Map shall become part of the Zoning Code as set forth and described herein.
- B. The Official Zoning Map shall be identified by the signature of Mayor and City Manager under the following words:
"This is to certify that this is the Official Zoning Map referred to in Ordinance ____ of the City of Roseville, Minnesota".
- C. Regardless of the existence of the printed copies of the zoning map which may from time to time be made or

published, the Official Zoning Map located at City Hall shall be the final authority as to the current zoning status of land, platted areas, buildings, and other structures in the City.

- D. All of the lands in the City shown within the district lines on the zoning map and designated as provided in Title 10 are hereby zoned as indicated in their respective districts.
- E. **Boundary Lines:** District boundary lines recorded on the zoning map are generally intended to follow lot lines, the center lines of streets or alleys, the center lines of streets or alleys projected, railroad right-of-way lines, the center of watercourses, or the corporate limit lines as they exist at the time of the enactment of the Zoning Ordinance. Where uncertainty exists with respect to the boundaries of any of the established districts as shown on the zoning map, the rules of this Section shall apply.
1. **Boundaries of Public Right-of-Way:** Boundaries indicated as approximately following the center lines or street lines of streets, the center lines or alley lines of alleys, or the center lines or right-of-way lines of highways shall be construed to be such district boundaries.
 2. **Boundaries Parallel to the Right-of-Way:** Where district boundaries are so indicated that they are approximately parallel to the center lines or right-of-way lines of streets, alleys, highways, railroads, etc., the district boundaries shall be construed as being parallel thereto and distant therefrom as indicated on the zoning map.
 3. **Boundaries on Shorelines:** District boundaries following a lake, wetland, or other body of water shall be construed to be at the limit of the jurisdiction of the City unless otherwise indicated.
 4. **Areas Under Water:** All areas within the corporate limits under water shall be subject to all of the regulations of the district which immediately adjoins the water area.
 5. **Public or Semi-Public Property:** Any areas shown on the zoning map as parks, playgrounds, schools, cemeteries, water, etc., shall be subject to the zoning regulations of the district in which they are located. In case of doubt, the zoning regulations of the most restricted adjoining district shall govern.
 6. **Vacated Property:** Whenever any street, alley, or other public way is vacated, the zoning district adjoining the vacated property shall be automatically extended to the center of the vacated area. Further, all area included therein shall be subject to all regulations of the extended district.
 7. **Boundaries on Lot Lines:** Boundaries indicated as approximately platted lot lines shall be construed as

- following such lot lines.
8. **Boundaries on City Limit Lines:** Boundaries indicated as approximately following City limits shall be construed as following City limits.
- F. **Maintenance of Map and Amendments:** It shall be the responsibility of the Community Development Department to maintain the Official Zoning Map. Amendments shall be recorded on such zoning map within a reasonable time after official publication of amendments. The Official Zoning Map shall be kept on file in the City offices and shall be open to public inspection at all times during which the City offices are customarily open.

Chapter 1004. Residential Districts

1004.01 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.

1004.02 Accessory Buildings

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

1. Number Allowed: Each principal dwelling unit is allowed up to two detached accessory buildings for storage meeting the standards in Table 1004-1.
2. Accessory Building Performance Standards: Accessory buildings for storage totaling 1,008 square feet may be permitted if the Community Development Department 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); or
 - e. Installing landscaping to mask or soften the larger building.



Accessory building with pitched roof and architectural detailing

Table 1004-1	Accessory building
Maximum combined storage size/area	864 square feet; up to 1,008 square feet by meeting performance standards in Section 1004.02A.2. In any case, combined area of accessory buildings shall not exceed 85% of the footprint of the principal structure.
Maximum height	15 feet; 9 feet wall height
Setbacks	
Front yard	30 feet ^a
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 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 Community Development Department may permit a detached garage to be erected within any required yard to enable a reduction of the slope of the driveway to as little as 10%, provided that at least one-half of the wall height is below grade level.
- B. Attached and Multi-family Buildings:** Attached and multi-family buildings are allowed one storage or maintenance structure and one garden shed per complex, plus detached garage structures as needed. Accessory buildings and sheds shall be located in front or side yards behind the rear building line of the principal structure. Accessory buildings and sheds shall be set back a minimum of 10 feet from rear or side lot lines and from principal buildings.
- C. Color, Design, and Materials:** The exterior design and materials of an accessory building shall 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 shall 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 shall 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.

1004.03 Residence Relocations

In order to protect the character of residential neighborhoods, relocated dwellings shall meet all standards of the zoning district

where they will be located. Relocations of dwellings require a relocation permit.

1004.04 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.

1004.05 One- and Two-Family Design Standards

A. **One- and Two-Family Design Standards:** The standards in this section are applicable to all one- and two-family buildings, with the exception of accessory dwelling units. The intent of these standards is to create streets that are pleasant and inviting, and to promote building faces which emphasize living area as the primary function of the building or function of the residential use.

1. Garage doors shall not occupy more than 40% of the building facade (total building front); and
2. Garage doors shall be set back at least 5 feet from the primary building face predominant portion of the principal use.

B. **Requirements Apply to All New Construction:** On lots with physical constraints, such as lakefront lots, where the Community Development Department determines that compliance with these requirements is impactful, the Community Development Department may waive the requirements and instead require design enhancements to the garage doors to ensure that the purpose of the requirements is achieved. Design enhancements required for garage doors where the preceding requirements cannot be met may include such things as paint, raised panels, decorative windows, and other similar treatments to complement the residential portion of the facade.

1004.06 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 (i.e., expansions 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 Facade Design:** No blank walls are permitted to face public streets, walkways, or public open space. Street-facing facades shall incorporate offsets in the form of projections and/or recesses in the facade plane at least every 40 feet of facade 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 8 feet into the required setbacks.
In addition, at least one of the following design features shall be applied on a street-facing facade to create visual interest:
 - Dormer windows or cupolas;
 - Recessed entrances;
 - Covered porches or stoops;
 - Bay windows with a minimum 12-inch projection from the facade plane;
 - Eaves with a minimum 6 inch projection from the facade plane; or
 - 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 on street-facing facades. All facades 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 Chapter 1011, Property Performance Standards.
- F. **Detached Garages:** The exterior materials, design features, and roof forms of garages shall be compatible with the principal building served.
- G. **Attached Garages:** Garage design shall be set back and defer to the primary building face (predominant portion of the principal use – does not include garage door). Front loaded garages (toward the front street), if provided shall be set back a minimum of 5 feet from the primary building face.



Building entrances oriented to the street; facades are articulated



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



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



Tuck-under garages take access from rear of building

- 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 Chapter 1019, Parking and Loading Areas.



Attached garage doors occupy less than 50% of building front

1004.07 Table of Residential Uses

Table 1004-2 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 as “NP” are not permitted in the districts where designated.
- D. 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 for permitted uses are included in Chapter 1011, Performance Standards; standards for conditional uses are included in Chapter 1009, Procedures.

Table 1004-2	LDR-1	LDR-2	MDR	HDR-1/ HDR-2	Standards
Residential - Family Living					
Dwelling, one-family detached	P	P	P	NP	
Dwelling, two-family detached (duplex)	NP	P	P	NP	
Dwelling, two-family attached dwelling (twinhome)	NP	P	P	NP	
Dwelling, one-family attached (townhome, rowhouse)	NP	C	P	P	
Dwelling, multi-family (3-8 units per building)	NP	NP	P	P	
Dwelling, multi-family (8 or more units per building)	NP	NP	C	P	
Manufactured home park	NP	NP	NP	C	Y
Dwelling unit, accessory	C	C	P	NP	Y
Live-work unit	NP	NP	NP	C	Y
Residential - Group Living					
Community residential facility, state licensed, serving 1-6 persons	P	P	NP	NP	Y
Community residential facility, state licensed, serving 7-16 persons	NP	NP	C	C	Y
Nursing home	NP	NP	C	C	Y
Assisted living facility	NP	NP	P	P	Y

Table 1004-2	LDR-1	LDR-2	MDR	HDR-1/ HDR-2	Standards
Accessory Uses					
Bed and breakfast establishment	C	C	NP	NP	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	NP	NP	C	C	Y
Roomer, boarder	P	P	P	P	Y
Accessory Buildings and Structures					
Accessibility ramp and other accommodations	P	P	P	P	
Detached garages and off-street parking space	P	P	P	P	
Gazebo, arbor, patio, play equipment, treehouse, chicken coop, etc.	P	P	P	P	
Renewable energy system	P	P	P	P	Y
Swimming pool, hot tub, spa	P	P	P	P	Y
Tennis and other recreational courts	P	P	P	P	Y
Garden shed 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 structure, construction sites	P	P	P	P	Y
Garage and boutique sales	P	P	P	P	Y
Personal storage container	P	P	P	P	Y
Seasonal garden structure	P	P	P	P	Y
Private garden, community garden	P	P	P	P	Y

1004.08 Low Density Residential (One-Family) - 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 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 1004-3	LDR-1
Minimum Lot Area	9,500 square feet
Interior Lot Width	75 feet
Maximum Building Height	30 feet
Minimum Front Yard Building Setback	30 feet ^a
Minimum Side Yard Building Setbacks	
Interior	5 feet
Corner	10 feet ^b
Reverse Corner	Equal to existing front yard of adj. lot but not greater than 30 feet
Minimum Rear Yard Building Setback	30 feet

a See Section 1004.04, Existing Setbacks.

b The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the Public Works Director that the right-of-way is likely to remain undeveloped.

C. **Improvement Area:** Improvement area, including paved surfaces and the footprints of principal and accessory buildings and structures, shall be limited to 50% of the parcel area. Notwithstanding this limit, storm water runoff shall be limited to the amount of runoff generated during a 1-inch rain event over a 24-hour period by impervious surfaces covering 30% of a parcel; for parcels within a Shoreland or Wetland Management District, storm water runoff shall be further limited to the amount of runoff generated under the same circumstances by impervious surfaces covering 25% of the parcel area.

1. For the purposes of this section, "improvements" does not include fences, retaining walls, planting beds, or other landscaping.

Storm water runoff mitigation may be achieved through the installation and maintenance of such features as "green" roofs, rain barrels, pervious paving, rain water gardens, cisterns, etc., as approved. For parcels with less than 30% or 25% (where applicable) impervious surface coverage, however, no runoff mitigation measures are required.

2. Effectively mitigating storm water runoff relies on technical analysis of building materials, soils, slopes, and other site conditions. In order to ensure adequate and ongoing mitigation of storm water runoff, improvements which would cause pavement or building footprints to exceed 30% (25% in a Shoreland or Wetland Management District) of a parcel's area shall require the property owner to:
 - a. Receive a Residential Storm Water Permit from the City Engineer;
 - b. Submit annual maintenance letters, documenting the ongoing, required maintenance of the storm water mitigation system; and
 - c. Receive a Residential Storm Water Permit recertification inspections by Engineering Division staff every 5 years.

1004.09 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 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 1004-4	One-Family	Two-Family	Attached
Maximum Density	8 units/net acre - averaged across development site		
Minimum Lot Area	6,000 sq. ft.	4,800 sq. ft./unit	3,000 sq. ft./unit
Minimum Lot Width	60 feet	30 feet/unit	24 feet/unit
Maximum Building Height	30 feet	30 feet	35 feet
Minimum Front Yard Building Setback			
Street	30 feet ^a	30 feet ^a	30 feet ^a
Interior Courtyard	10 feet	10 feet	10 feet
Minimum Side Yard Building Setback			
Interior	5 feet	5 feet	8 feet (end unit)
Corner	10 feet	10 feet	15 feet
Reverse Corner	Equal to existing front yard of adjacent lot, but not greater than 30 feet		
Minimum Rear Yard Setback	30 feet	30 feet	30 feet

a See Section 1004.04, Existing Setbacks.

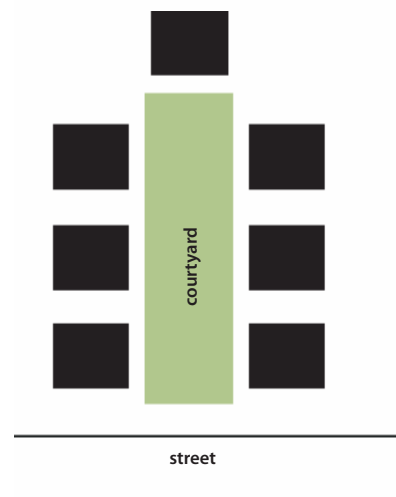
C. Improvement Area: Improvement area, including paved surfaces and the footprints of principal and accessory

buildings and structures, shall be limited to 70% of the parcel area. Notwithstanding this limit, storm water runoff shall be limited to the amount of runoff generated during a 1-inch rain event over a 24-hour period by impervious surfaces covering 30% of a parcel; for parcels within a Shoreland or Wetland Management District, storm water runoff shall be further limited to the amount of runoff generated under the same circumstances by impervious surfaces covering 25% of the parcel area.

1. For the purposes of this section, “improvements” does not include fences, retaining walls, planting beds, or other landscaping.
2. Effectively mitigating storm water runoff relies on technical analysis of building materials, soils, slopes, and other site conditions. In order to ensure adequate and ongoing mitigation of storm water runoff, improvements which would cause pavement or building footprints to exceed 30% (25% in a Shoreland or Wetland Management District) of a parcel’s area shall require the property owner to:
 - a. Receive a Residential Storm Water Permit from the City Engineer;
 - b. Submit annual maintenance letters, documenting the ongoing, required maintenance of the storm water mitigation system; and
 - c. Receive a Residential Storm Water Permit recertification inspections by Engineering Division staff every 5 years.

D. Building Arrangement: Buildings may be organized in several ways, including the examples in this section.

1. Arranged along the street without a common open space, as is typical for most residential lots. Open space is 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 is 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 multi-family developments. The open space area(s) for resident use is counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.



1004.10 Medium Density Residential (MDR) District

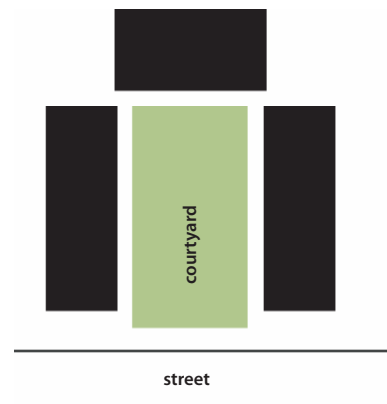
A. **Statement of Purpose:** The MDR District is designed to provide an environment of varied housing types at an overall density of 5 to 12 units an acre, including single-family attached dwellings, small multi-family buildings, two-family and small-lot, one-family dwellings, along with related uses such as 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 1004-5	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.	3,600 sq. ft.	3,600 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
Maximum Improvement Area	65%	65%	65%	65%
Minimum Front Yard Building Setbacks				
Street	30 feet	30 feet	30 feet	30 feet
Interior Courtyard	15 feet	15 feet	15 feet	15 feet
Minimum Side Yard Building Setbacks				
Interior	5 feet	5 feet	8 feet (end unit)	10 feet
Corner	10 feet	10 feet	15 feet	20 feet
Reverse Corner	Equal to existing front yard of adjacent lot, but not greater than 30 feet			
Minimum Periphery Setback	30 feet	30 feet	30 feet	30 feet

C. **Building Arrangement:** Buildings may be organized in several ways, including the examples in this section:

1. Arranged along the street without a common open space, as is typical for most residential lots. Open space is 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 is 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 multi-family developments. The open space area(s) for resident use is counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.



1004.11 High Density Residential Districts (HDR-1 and HDR-2)

A. **Statement of Purpose:** The HDR districts are designed to provide an environment of predominantly high-density housing types, including manufactured-home communities, large and small multi-family buildings, and single-family attached dwellings, at an overall density exceeding 12 units per acre, along with along with related uses such as 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 1004-6	HDR-1		HDR-2
	Attached	Multifamily	Multifamily
Maximum Density	24 units/net acre		None
Minimum Density	12 units/net acre		24 units/net acre
Maximum Building Height	35 feet	65 feet	95 feet
Maximum Improvement Area	75%	75%	85%
Minimum Front Yard Building Setback			
Street	30 feet	30 feet	10 feet
Interior Courtyard	10 feet	10 feet	15 feet
Minimum Side Yard Building Setback			
Interior	8 feet (end unit)	20 feet, when adjacent to LDR-1 or LDR-2 10 feet, all other land uses	20% height of the building ^a
Corner	15 feet	20 feet	20% height of the building ^a
Minimum Rear Yard Building Setback	30 feet	30 feet	50% height of the building

a The City may require a greater or lesser setback based on surrounding land uses.

C. **Building Arrangement:** Buildings may be organized in several ways, including the examples in this section:

1. Arranged along the street without a common open space. Open space is 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 is 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 multi-family developments. The open space area(s) for resident use is counted towards the overall density, toward lot coverage calculations, and as part of the lot area per unit.

Chapter 1005. Commercial and Mixed-Use Districts

1005.01 Statement of Purpose

The commercial and mixed-use districts are designed to:

- A. Promote an appropriate mix of commercial development types within the community;
- B. Provide attractive, inviting, high-quality retail shopping and service areas that are conveniently and safely accessible by multiple travel modes including transit, walking, and bicycling;
- C. Improve the community's mix of land uses by encouraging mixed medium- and high-density residential uses with high-quality commercial and employment uses in designated areas;
- D. Encourage appropriate transitions between higher-intensity uses within commercial and mixed use centers and adjacent lower-density residential districts; and
- E. Encourage sustainable design practices that apply to buildings, private development sites, and the public realm in order to enhance the natural environment.

1005.02 Design Standards

The following standards apply to new buildings and major expansions of existing buildings (i.e., expansions that constitute 50% or more of building floor area) in all commercial and mixed-use districts. Design standards apply only to the portion of the building or site that is undergoing alteration.

- A. **Corner Building Placement:** At intersections, buildings shall have front and side facades aligned at or near the front property line.
- B. **Entrance Orientation:** Primary building entrances shall be oriented to the primary abutting public street. The entrance must have a functional door. Additional entrances may be oriented to a secondary street or parking area. Entrances shall be clearly visible and identifiable from the street and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features.
- C. **Vertical Facade Articulation:** Buildings shall be designed with a base, a middle, and a top, created by variations in detailing, color, and materials. A single-story building need not included a middle.
 - 1. The base of the building should include elements that relate to the human scale, including doors and windows, texture, projections, awnings, and canopies.



Corner building placement, entrance orientation, base, middle, and top

2. Articulated building tops may include varied rooflines, cornice detailing, dormers, gable ends, stepbacks of upper stories, and similar methods.

D. Horizontal Facade Articulation: Facades greater than 40 feet in length shall be visually articulated into smaller intervals of 20 to 40 feet by one or a combination of the following techniques:

1. Stepping back or extending forward a portion of the facade;
2. Variations in texture, materials or details;
3. Division into storefronts;
4. Stepbacks of upper stories; or
5. Placement of doors, windows and balconies.



Horizontal facade articulation

E. Window and Door Openings:

1. For nonresidential uses, windows, doors, or other openings shall comprise at least 60% of the length and at least 40% of the area of any ground floor facade fronting a public street. At least 50% of the windows shall have the lower sill within three feet of grade.
2. For nonresidential uses, windows, doors, or other openings shall comprise at least 20% of side and rear ground floor facades not fronting a public street. On upper stories, windows or balconies shall comprise at least 20% of the facade area.
3. On residential facades, windows, doors, balconies, or other openings shall comprise at least 20% of the facade area.
4. Glass on windows and doors shall be clear or slightly tinted to allow views in and out of the interior. Spandrel (translucent) glass may be used on service areas.
5. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building facade.
6. Displays may be placed within windows. Equipment within buildings shall be placed at least 5 feet behind windows.



Window and door openings

F. Materials: All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.

G. **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 on street-facing facades. All facades shall contain window openings. This standard may be waived by the Community Development Department for uses that include elements such as service bays on one or more facades.



Four-sided building design

H. **Maximum Building Length:** Building length parallel to the primary abutting street shall not exceed 200 feet without a visual break such as a courtyard or recessed entry, except where a more restrictive standard is specified for a specific district.

I. **Garages Doors and Loading Docks:** Loading docks shall be located on rear or side facades and, to the extent feasible, garage doors should be similarly located. Garage doors of attached garages on a building front shall not exceed 50% of the total length of the building front.



Garage door placement

J. **Rooftop Equipment:** Rooftop equipment, including rooftop structures related to elevators, shall be completely screened from eye level view from contiguous properties and adjacent streets. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.

1005.03 Table of Allowed Uses

Table 1005-1 lists all permitted and conditional uses in the commercial and mixed use 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 as “NP” are not permitted in the districts where designated.
- D. A “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011, Property Performance Standards; standards for conditional uses are included in Chapter 1009. Procedures.

E. Combined Uses: Allowed uses may be combined within a single building, meeting the following standards:

1. Residential units in mixed-use buildings shall be located above the ground floor or on the ground floor to the rear of nonresidential uses;
2. Retail and service uses in mixed-use buildings shall be located at ground floor or lower levels of the building; and
3. Nonresidential uses are not permitted above residential uses.

*General retail, such as:

Antiques and collectibles store
 Art gallery
 Auto parts store
 Bicycle sales and repair
 Book store, music store
 Clothing and accessories sales
 Convenience store
 Drugstore, pharmacy
 Electronics sales and repair
 Florist
 Jewelry store
 Hardware store
 News stand, magazine sales
 Office supplies
 Pet store
 Photographic equipment, studio, printing
 Picture framing
 Second-hand goods store
 Tobacco store
 Video store
 Uses determined by the Community Development Department to be of a similar scale and character

Personal services, such as:

Barber and beauty shops
 Dry-cleaning pick-up station
 Interior decorating/upholstery
 Locksmith
 Mailing and packaging services
 Photocopying, document reproduction services
 Consumer electronics repair
 Shoe repair
 Tailor shop
 Tutoring
 Watch repair, other small goods repair
 Uses determined by the Community Development Department to be of a similar scale and character

Table 1005-1	NB	CB	RB	CMU	Standards
Office Uses					
Office	P	P	P	P	
Clinic, medical, dental or optical	P	P	P	P	
Office showroom	NP	P	P	P	
Commercial Uses					
Retail, general and personal service*	P	P	P	P	
Animal boarding, kennel/day care (indoor)	P	P	P	P	Y
Animal boarding, kennel/day care (outdoor)	NP	C	C	NP	Y
Animal hospital, veterinary clinic	P	P	P	P	Y
Bank, financial institution	P	P	P	P	
Club or lodge, private	P	P	P	P	
Day care center	P	P	P	P	Y
Grocery store	C	P	P	P	
Health club, fitness center	C	P	P	P	
Learning studio (martial arts, visual/performing arts)	C	P	P	P	
Liquor store	C	P	P	P	
Lodging: hotel, motel	NP	P	P	P	
Mortuary, funeral home	P	P	P	P	
Motor fuel sales (gas station)	C	P	P	C	Y
Motor vehicle repair, auto body shop	NP	C	P	C	Y
Motor vehicle rental/leasing	NP	P	P	NP	Y
Motor vehicle dealer (new vehicles)	NP	NP	P	NP	
Movie theater, cinema	NP	P	P	P	
Pawn shop	NP	C	C	NP	
Parking	C	C	C	C	
Restaurant, Fast Food	NP	P	P	P	
Restaurant, Limited	P	P	P	P	

Table 1005-1	NB	CB	RB	CMU	Standards
Restaurant, Tavern	NP	P	P	P	
Restaurant, Traditional	P	P	P	P	
Storage, indoor, personal	NP	P	P	NP	
Residential - Family Living					
Dwelling, one-family attached (townhome, rowhouse)	NP	NP	NP	P	
Dwelling, multi-family (3-8 units per building)	NP	NP	NP	P	
Dwelling, multi-family (upper stories in mixed-use building)	P	P	NP	P	
Dwelling, multi-family (8 or more units per building)	C	NP	NP	P	
Dwelling unit, accessory	NP	NP	NP	C	Y
Live-work unit	C	NP	NP	P	Y
Residential - Group Living					
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	C	Y
Dormitory	NP	NP	NP	C	
Nursing home, assisted living facility	NP	NP	NP	C	Y
Civic and Institutional Uses					
College, post-secondary school	NP	NP	P	P	Y
Community center, library, municipal building	NP	NP	P	P	
Place of assembly	P	P	P	P	Y
School, elementary or secondary	NP	NP	P	P	Y
Theater, performing arts center	NP	NP	P	P	Y
Utilities and Transportation					
Essential services	P	P	P	P	
Park-and-ride facility	NP	P	P	P	
Transit center	NP	P	P	P	
Accessory Uses, Buildings, and Structures					
Accessory buildings for storage of domestic or business supplies and equipment	P	P	P	P	Y
Accessibility ramp and other accommodations	P	P	P	P	
Detached garage and off-street parking spaces	P	P	P	P	Y
Drive-through facility	NP	C	C	NP	Y
Gazebo, arbor, patio, play equipment	P	P	P	P	Y
Home occupation	P	NP	NP	P	Y
Renewable energy system	P	P	P	P	Y
Swimming pool, hot tub, spa	P	P	P	P	Y

Table 1005-1	NB	CB	RB	CMU	Standards
Telecommunications tower	C	C	C	C	Y
Tennis and other recreational courts	C	C	P	P	Y
Temporary Uses					
Temporary building for construction purposes	P	P	P	P	Y
Sidewalk sales, boutique sales	P	P	P	P	Y
Personal storage container	P	P	P	P	Y

1005.04 Neighborhood Business (NB) District

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

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

B. **Design Standards:** The standards in Section 1005.02 shall apply except building length parallel to the primary abutting street shall not exceed 160 feet without a visual break such as

a courtyard or recessed entry.

C. Dimensional Standards:

Table 1005-2	
Minimum Lot Area	No requirement
Maximum Building Height	35 feet
Front Yard Building Setback	No requirement
Side Yard Building Setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 feet from residential lot boundary Otherwise not required
Rear Yard Building Setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Surface Parking Setback	5 feet

D. Residential Density: Residential densities shall not exceed 12 units per acre.

E. Improvement Area: The total improved area, including paved surfaces and the footprints of principal and accessory buildings and structures, shall not exceed 85% of the total parcel area.

F. Frontage Requirement: Buildings at corner locations shall be placed within five feet of the lot line on either street for a distance of at least 20 feet from the corner.

G. Parking Placement: Surface parking shall not be located between the front facade of a building and the abutting street. Parking shall be located to the rear or side of the principal building. Parking abutting the primary street frontage is limited to 50% of that lot frontage.

H. Screening from Residential Property: Screening along side and rear lot lines abutting residential properties is required, consistent with Chapter 1011, Property Performance Standards.

Primary street: The street where the highest level of pedestrian activity is anticipated. This is generally, but not exclusively, the street of higher classification. The Community Development Department shall determine the primary street.

1005.05 Community Business (CB) District

A. Statement of Purpose: The Community Business District is designed for shopping areas with moderately scaled retail and service uses, including shopping centers, freestanding businesses, and mixed-use buildings with upper-story

residential uses. CB Districts are intended to be located in areas with visibility and access to the arterial street system. The district is also intended to:

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

B. Dimensional Standards:

Table 1005-3	
Minimum Lot Area	No requirement
Maximum Building Height	40 feet
Front Yard Building Setback (min. - max.)	0 to 25 feet*
Side Yard Building Setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 feet from residential lot boundary Otherwise not required
Rear Yard Building Setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Surface Parking Setback	5 feet

- a Unless it is determined by the Community Development Department that a certain setback minimum distance is necessary for the building or to accommodate public infrastructure.

C. Residential Density: Residential densities shall not exceed 24 units per acre.

D. Improvement Area: The total improved area, including paved surfaces and footprints of principal and accessory buildings and structures, shall not exceed 85% of the total parcel area.

E. Frontage Requirement: A minimum of 30% of building facades abutting a primary street shall be placed within 25 feet of the front lot line along that street.

F. Surface Parking: Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.

G. Parking Placement: When parking is placed between a building and the abutting street, the building shall not exceed a maximum setback of 85 feet, sufficient to provide a single

Primary street: The street where the highest level of pedestrian activity is anticipated. This is generally, but not exclusively, the street of higher classification. The Community Development Department shall determine the primary street.

drive aisle and two rows of perpendicular parking along with building entrance access and required landscaping. This setback may be extended to a maximum of 100 feet if traffic circulation, drainage, and/or other site design issues are shown to require additional space. Screening along side and rear lot lines abutting residential properties is required, consistent with Chapter 1011, Property Performance Standards.

1005.06 Regional Business (RB) District

- A. **Statement of Purpose:** The RB District is designed for businesses that provide goods and services to a regional market area, including regional-scale malls, shopping centers, large-format stores, multi-story office buildings and automobile dealerships. RB Districts are intended for locations with visibility and access from the regional highway system. The district is also intended to:
1. Encourage a “park once” environment within districts by enhancing pedestrian movement and a pedestrian-friendly environment;
 2. Encourage high quality building and site design to increase the visual appeal and continuing viability of development in the RB District; and
 3. Provide adequate buffering of surrounding neighborhoods.
- B. **Design Standards:** The standards in Section 1005.02 shall apply except that ground floor facades that face or abut public streets shall incorporate one or more of the following features along at least 60% of their horizontal length:
- a. Windows and doors with clear or slightly tinted glass to allow views in and out of the interior. Spandrel (translucent) glass may be used on service areas;
 - b. Customer entrances;

- c. Awnings, canopies, or porticoes; and
- d. Outdoor patios or eating areas.

C. Dimensional Standards:

Table 1005-4	
Minimum Lot Area	No requirement
Maximum Building Height	65 feet; taller buildings may be allowed as conditional use
Front Yard Building Setback	No requirement (see Frontage Requirement below)
Side Yard Building Setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 feet from residential lot boundary Otherwise not required
Rear Yard Building Setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Surface Parking Setback	5 feet

- D. Improvement Area:** The total improved area, including paved surfaces and footprints of principal and accessory buildings or structures, shall not exceed 85% of the total parcel area.
- E. Frontage Requirement:** A development must utilize one or more of the three options below for placement of buildings and parking relative to the primary street:
1. At least 50% of the street frontage shall be occupied by building facades placed within 20 feet of the front lot line. No off-street parking shall be located between the facades meeting this requirement and the street.
 2. At least 60% of the street frontage shall be occupied by building facades placed within 65 feet of the front lot line. Only 1 row of parking and a drive aisle may be placed within this setback area.
 3. At least 70% of the street frontage shall be occupied by building facades placed within 85 feet of the front lot line. Only 2 rows of parking and a drive aisle may be placed within this setback area.
- F. Access and Circulation:** Within shopping centers or other large development sites, vehicular circulation shall be designed to minimize conflicts with pedestrians.
- G. Surface Parking:** Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.

Under E, for example, primary drive aisles in parking lots may be located away from building entrances or designed as internal streets with curb and sidewalk.



H. Standards for Nighttime Activities: Uses that involve deliveries or other activities between the hours of 10:00 P.M. and 7:00 A.M. (referred to as “nighttime hours”) shall meet the following standards:

1. Off-street loading and unloading during nighttime hours shall take place within a completely enclosed and roofed structure with the exterior doors shut at all times.
2. Movement of sweeping vehicles, garbage trucks, maintenance trucks, shopping carts, and other service vehicles and equipment is prohibited during nighttime hours within 300 feet of a residential district, except for emergency vehicles and emergency utility or maintenance activities.
3. Snow removal within 300 feet of a residential district shall be minimized during nighttime hours, consistent with the required snow management plan.

1005.07 Community Mixed-Use (CMU) District

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

B. Regulating Map: The CMU District must be guided by a Regulating Map for each location where it is applied. The Regulating Map establishes the following parameters:

1. **Street and Block Layout:** The regulating map defines blocks and streets based on existing and proposed street alignments. New street alignments, where indicated, are intended to identify general locations and required connections but not to constitute preliminary or final engineering.
2. **Parking Locations:** Locations where surface parking may be located are specified by block or block face. Structured parking is treated as a building type.
3. **Building and Frontage Types:** Building and frontage types are designated by block or block face. Some blocks are coded for several potential building types; others for one building type on one or more block faces. Permitted and conditional uses may occur within each building type as specified in Table 1005-1.
4. **Building Lines:** Building lines indicate the placement of

buildings in relation to the street.

5. **Street Types:** The regulating map may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards. Private streets may be utilized within the CMU District where defined as an element of a regulating map.

C. Regulating Map Approval Process: The Regulating Map may be developed by the City as part of a zoning map amendment following the procedures of Section 1009.06, Zoning Changes, and thus approved by City Council.

D. Amendments to Regulating Map: Minor extensions, alterations or modifications of proposed or existing buildings or structures, and changes in street alignment may be authorized pursuant to Section 1009.05, Changes to Approved Plans.

E. Dimensional Standards:

Table 1005-5	
Minimum Lot Area	None
Maximum Building Height	None
Front Yard Setback	See Frontage map
Side Yard Setback	6 feet where windows are planned in a side wall or present in an adjacent wall 10 feet from residential lot boundary Otherwise not required
Rear Yard Setback	25 from residential lot boundary
Maximum Building Height	Within 50 feet of residential district boundary, equal to maximum height in that district

F. Improvement Area: The total improved area, including paved areas and footprints of principal and accessory buildings or structures, shall not exceed 85% of the total parcel area.

G. Shared Parking or District Parking: A district-wide approach to off-street parking for nonresidential or mixed uses is preferred within the CMU district. Off-street surface parking for these uses may be located up to 300 feet away from the use. Off-street structured parking may be located up to 500 feet away from the use.

H. Parking Reduction and Cap: Minimum off-street parking requirements for uses within the CMU district may be reduced to 75% of the parking requirements in Chapter 1019. Maximum off-street parking shall not exceed the minimum requirement in Section 1019.04, Minimum

Parking Requirements, unless the additional parking above the cap is structured parking.

Chapter 1006. Employment Districts

1006.01 Statement of Purpose

The employment districts are designed to foster economic development and redevelopment and to enhance opportunities for business expansion and growth. They are also intended to:

- A. Encourage reinvestment, revitalization, and redevelopment of retail, office, and industrial properties to maintain a stable tax base, provide new living-wage job opportunities, and increase the aesthetic appeal of the city;
- B. Encourage appropriate transitions between higher-intensity uses within employment centers and adjacent lower-density residential districts; and
- C. Encourage sustainable design practices that apply to buildings, private development sites, and the public realm.

1006.02 Design Standards

The following standards apply to all development within the employment districts.

- A. **Landscaping:** All yard space between the building setback line and the street right-of-way line not utilized for driveways, parking of vehicles, or pedestrian elements shall be landscaped with grass, trees, and other landscape features as may be appropriate.
- B. **Entrance Orientation:** At least one building entrance shall be oriented to the primary abutting public street. The entrance must have a functional door. Entrances shall be clearly visible and identifiable from the street.
- C. **Materials:** All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.
- D. **Garages Doors and Loading Docks:** Loading docks shall be located on rear or side facades and, to the extent feasible, garage doors should be similarly located. Garage doors of attached garages on a building front shall not exceed 50% of the total length of the building front.
- E. **Rooftop Equipment:** Rooftop equipment, including rooftop structures related to elevators, shall be completely screened



Materials examples

Primary Street: The street where the highest level of pedestrian activity is anticipated. This is generally, but not exclusively, the street of higher classification. The Community Development Department shall determine the primary street.



from eye level view from contiguous properties and adjacent streets. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.

- F. **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.

1006.03 Table of Allowed Uses

Table 1006-1 lists all permitted and conditional uses in the employment 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 as “NP” are not permitted in the districts where designated.
- D. “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011, Property Performance Standards; standards for conditional uses are included in Chapter 1009, Procedures.

Table 1006-1	O/BP	I	Standards
Office and Health Care Uses			
Office	P	P	
Clinic, medical, dental, or optical	P	NP	
Hospital	C	NP	
Office showroom	P	P	
Manufacturing, Research, and Wholesale Uses			
Artisan workshop	NP	P	Y
Asphalt plant, batch or other	NP	NP	
Catering establishment	NP	P	
Concrete plant, batch or other	NP	NP	
Contractor's yard	NP	P	
Crushing of aggregate as a principal use	NP	NP	
Fertilizer plant	NP	NP	
Laboratory for research, development, and/or testing	P	P	
Leather and fur tanning, curing, finishing, and dyeing	NP	NP	
Limited production and processing	P	P	
Manufacturing and processing, no outdoor activities/storage	NP	P	Y
Manufacturing and processing, outdoor activities/storage	NP	C	Y
Manufacturing and processing of clay products, structural such as brick, fire brick, tile, and pipe	NP	NP	
Manufacturing of insecticides, fungicides, disinfectants, and related industrial and household chemical compounds	NP	NP	
Metal casting or foundry	NP	NP	
Metals, precious and rare, reduction, smelting and refining	NP	NP	
Parking	C	C	Y
Petroleum refinery	NP	NP	
Printing	P	P	
Pulp processing plant (paper mill)	NP	NP	
Recycling center	NP	P	
Salvage or junk yard	NP	NP	
Slaughtering of animals	NP	NP	
Tire plant or tire recapping plant or facility	NP	NP	
Warehousing and distribution	NP	P	
Wholesale establishment	P	P	
Wood treatment plant	NP	NP	
Commercial Uses, Personal			
General retail sales and personal service***	P	NP	Y

Table 1006-1	O/BP	I	Standards
Animal boarding, animal day care, kennel	NP	P	Y
Animal hospital, veterinary clinic	P	NP	Y
Bank, financial institution	P	C	
Building materials sales, lumberyard	NP	P	
Day care center	P	NP	Y
Health club, fitness center	C	NP	
Learning studio (martial arts, visual/performing arts)	P	NP	
Lodging: hotel, motel	P	P	
Motor fuel sales, gas station (includes repair)	C	P	Y
Motor vehicle repair	NP	P	Y
Motor vehicle dealer, rental/leasing	NP	C	Y
Restaurant, fast food	P	NP	Y
Restaurant, limited	P	NP	
Restaurant, tavern	P	NP	
Restaurant, traditional	P	NP	
Storage, personal, indoor	NP	P	
Utilities and Transportation			
Essential services	P	P	
Park-and-ride facility	C	C	
Transit center	C	C	
Accessory Uses, Buildings, and Structures			
Accessory buildings for storage of domestic or business supplies and equipment	P	P	
Accessibility ramp and other accommodations	P	P	
Caretaker's dwelling	C	C	
Drive-through facility	C	NP	Y
Off-street parking spaces	P	P	Y
Telecommunications tower	C	C	Y
Renewable energy system	P	P	Y

1006.04 Office/Business Park (BP) District

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

1. Provide readily accessible services for employees;
2. Provide pedestrian, bicycle, and transit connections to and through the business park;

3. Maintain and improve the quality of the natural landscape within the business park; and
4. Provide appropriate transitions to surrounding neighborhoods and districts.

B. **Design Standards:** The standards in Section 1006.02 shall apply, with the following additions:

1. **Integrated Design:** In the design of any business park, buildings and complementary uses shall be connected in a logical and cohesive manner by streets, sidewalks, trails, open space, and natural areas that combine to create a pedestrian-friendly environment. A pattern of blocks and interconnected streets is preferred.
2. **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 on street-facing facades. All facades shall contain window openings. This standard may be waived by the Community Development Department for uses that include elements such as service bays on one or more facades.
3. **Maximum Building Length:** Building length parallel to the primary abutting street shall not exceed 200 feet without a visual break such as a courtyard or recessed entry.



Sidewalk network and natural area



Four-sided building design

C. **Dimensional Standards:**

Table 1006-2	
Minimum Lot Area	20,000 square feet
Minimum Lot Width	60 feet
Maximum Building Height	60 feet ^a
Front Yard Building Setback	See Frontage Requirement (E)
Side Yard Building Setback	10 feet 40 feet from residential lot boundary
Rear Yard Building Setback	10 feet 40 feet from residential lot boundary
Surface Parking Setback	Equal to building setbacks

a Greater height allowed as a conditional use.

D. **Improvement Area:** The improved areas, including paved surfaces and footprints of principal and accessory buildings and structures, shall not exceed 85% of the total development parcel area.

E. **Frontage Requirement:** A development must utilize one or more of the three options below for placement of buildings and parking relative to the primary street:

1. At least 50% of the street frontage shall be occupied by building facades placed within 20 feet of the front lot line. No off-street parking shall be located between the facades meeting this requirement and the street.
2. At least 60% of the street frontage shall be occupied by building facades placed within 65 feet of the front lot line. Only one row of parking and a drive aisle may be placed within this setback area.
3. At least 70% of the street frontage shall be occupied by building facades placed within 85 feet of the front lot line. Only two rows of parking and a drive aisle may be placed within this setback area.

1006.05 Industrial (I) District

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

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

B. **Design Standards:** In addition to the standards in Section 1006.02, storage of inoperative vehicles and/or inoperative equipment shall be conducted entirely within an enclosed structure.

C. **Dimensional Standards:**

Table 1006-3	
Minimum Lot Area	None
Maximum Building Height	60 feet
Front Yard Building Setback from internal street	30 feet
Interior Side Yard Building Setback	10 feet 40 feet from residential lot boundary
Corner Side Yard Building Setback	30 feet from street right-of-way
Rear Yard Building Setback	20 feet 40 feet from residential lot boundary
Surface Parking Setback	Equal to building setbacks

- D. **Improvement Area:** The improved areas, including paved surfaces and footprints of principal and accessory buildings and structures, shall not exceed 85% of the total development parcel area.
- E. **Parking Placement:** When parking is placed between a building and the abutting street, the building shall not exceed a maximum setback of 85 feet, sufficient to provide a single drive aisle and 2 rows of perpendicular parking along with building entrance access and required landscaping. This setback may be extended to a maximum of 100 feet if traffic circulation, drainage and/or other site design issues are shown to require additional space.
- F. **Surface Parking:** Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.

Chapter 1007. Institutional District

1007.01 Statement of Purpose

The Institutional District is designed to:

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

1007.02 Design Standards

The following standards apply to new buildings and major expansions of existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the Institutional District. Design standards apply only to the portion of the building or site that is undergoing alteration.

- A. **Corner Building Placement:** At intersections, buildings shall have front and side facades aligned at or near the front property line.
- B. **Entrance Orientation:** Primary building entrances shall be oriented to the primary abutting public street. The entrance must have a functional door. Additional entrances may be oriented to a secondary street or parking area. Entrances shall be clearly visible and identifiable from the street and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features.
- C. **Vertical Facade Articulation:** Buildings shall be designed with a base, a middle and a top, created by variations in detailing, color and materials. A single-story building need not include a middle.
 - 1. The base of the building should include elements that relate to the human scale, including doors and windows, texture, projections, awnings, and canopies.
 - 2. Articulated building tops may include varied rooflines, cornice detailing, dormers, gable ends, stepbacks of upper stories, and similar methods.



Entrance orientation

D. Horizontal Facade Articulation: Facades greater than 40 feet in length shall be visually articulated into smaller intervals of 20 to 40 feet by one or a combination of the following techniques:

1. Stepping back or extending forward a portion of the facade;
2. Variations in texture, materials or details;
3. Stepbacks of upper stories; or
4. Placement of doors, windows and balconies.

E. Window and Door Openings:

1. Windows, doors, or other openings shall comprise at least 60% of the length and at least 40% of the area of any ground floor facade fronting a public street. At least 50% of the windows shall have the lower sill within 3 feet of grade.
2. Windows, doors, or other openings shall comprise at least 20% of side and rear ground floor facades not fronting a public street. On upper stories, windows, or balconies shall comprise at least 20% of the facade area.
3. Glass on windows and doors shall be clear or slightly tinted to allow views in and out of the interior. Spandrel (translucent) glass may be used on service areas.
4. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building facade.
5. Displays may be placed within windows. Equipment within buildings shall be placed at least 5 feet behind windows.

F. Materials: All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.

G. Four-sided Building 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 on street-facing facades. All facades shall contain window openings. This standard may be waived by the Community Development Department for uses that include elements such as service bays on one or more facades.



Horizontal facade articulation



Materials

- H. **Special or Object-Oriented Buildings:** In some cases, a uniquely designed building may be proposed that is considered outside of these stated Standards due to its purpose, use, design, and/or orientation (e.g. a memorial, special civic function, etc.). If such a building is proposed, then it may be considered independently of these standards and would be subject to final approval by the City Council.
- I. **Maximum Building Length:** Building length parallel to the primary abutting street shall not exceed 200 feet without a visual break such as a courtyard or recessed entry, except where a more restrictive standard is specified for a specific district.
- J. **Garages Doors and Loading Docks:** Loading docks shall be located on rear or side facades and, to the extent feasible, garage doors should be similarly located. Garage doors of attached garages on a building front shall not exceed 50% of the total length of the building front.
- K. **Rooftop Equipment:** Rooftop equipment, including rooftop structures related to elevators, shall be completely screened from eye level view from contiguous properties and adjacent streets. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.
- L. **Dimensional Standards:**

Table 1007-1	
Minimum Lot Area	No requirement
Maximum Building Height	60 feet
Front Yard Building Setback (min. - max.)	No requirement
Side Yard Building Setback	10 feet where windows are located on a side wall or on an adjacent wall of an abutting property 20 feet from residential lot boundary Otherwise not required
Rear Yard Building Setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Surface Parking Setback	15 feet from the property line 20 feet from the property line abutting a residential property

- M. **Improvement Area:** Improved area, including paved surfaces and footprints of principal and accessory buildings and structures, shall not exceed 75%.



Building Length



Special Use Building Design

- N. **Surface Parking:** Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.
- O. **Parking Placement:** Where parking is placed between a building and the abutting street, the building shall not exceed a maximum setback of 85 feet, sufficient to provide a single drive aisle and two rows of perpendicular parking along with building entrance access and required landscaping. This setback may be extended to a maximum of 100 feet if traffic circulation, drainage and/or other site design issues are shown to require additional space. Screening along side and rear lot lines abutting residential properties is required, consistent with Section 1011.03B.

1007.03 Table of Allowed Uses

Table 1007-2 lists all permitted and conditional uses in the Institutional District.

- A. Uses marked as “P” are permitted.
- B. Uses marked with a “C” are allowed as conditional uses in the district where designated.
- C. A “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011, Property Performance Standards; standards for conditional uses are included in Chapter 1009, Procedures.

Table 1007-2	INST	Standards
Civic/Institutional		
Cemetery	P	
College, post-secondary school	C	Y
Community center	P	
Emergency services (police, fire, and ambulance)	P	
Government office	P	
Library	P	
Museum, cultural center	P	
Multi-purpose recreation facility, public	P	
Place of assembly	P	Y
Parking, off-site	C	Y
School, elementary or secondary	P	

Table 1007-2	INST	Standards
Theater, performing arts center	P	
Transportation		
Maintenance facility	C	
Park and ride facility	C	
Accessory Uses, Buildings, and Structures		
Accessibility ramp and other accommodations	P	
Accessory structure	P	
Athletic fields	P	
Athletic fields with lights	C	
Garden, public or community (flowers or vegetables)	P	Y
Gymnasium	P	
Portable restroom facilities	P	Y
Public announcement system	C	
Renewable energy systems	P	Y
Swimming pool	P	
Telecommunication towers	C	Y
Trash receptacle	P	

1008. Park and Recreation District

1008.01 Statement of Purpose

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

1008.02 Table of Uses

Table 1008-1 lists all permitted and conditional uses in the Park and Recreation District.

- A. Uses marked as “P” are permitted in the Park and Recreation District.
- B. Uses marked with a “C” are allowed as conditional uses in the Park and Recreation District, in compliance with all applicable standards. However, uses that are listed as conditional are permitted if the use is consistent with the Roseville Parks and Recreation System Master Plan or the Ramsey County Parks and Recreation System Plan for a particular park and recreation use.
- C. A “Y” in the “Standards” column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011, Property Performance Standards; standards for conditional uses are included in Chapter 1009, Procedures.

Table 1008-1	REC	Standards
Park and recreation uses	P	
Amphitheater	C	
Athletic fields with lights	C	
Golf course with club house (private or public)	C	
Dog park, off-leash	C	
Gardens, public or community (flower or vegetable)	P	
Sports courts with lights	C	
Waterparks/aquatic facilities	C	
Accessory Use, Buildings, and Structures		
Accessory structures	P	
Portable restroom facilities	P	Y
Public announcement systems	C	
Renewable energy systems	P	Y
Telecommunication tower	C	Y
Trash receptacles	P	

Park and Recreation Uses, such as:

Beaches
 Changing room/rest room
 Gazebos and arbors
 Garden sheds and similar buildings for storage
 Golf courses
 Ice rink/area
 Natural areas/conservation land
 Park shelter
 Playground equipment
 Picnic facilities/shelters
 Seasonal garden structure
 Sports court without lights
 Sports field without lights
 Swimming pools

Other park and recreation uses, as defined in the Roseville Parks and Recreation System Master Plan and the Ramsey County Parks and Recreation System Plan

1008.03 Design Standards

The following standards shall apply to all new roofed and enclosed buildings and major expansions of similar existing buildings (i.e., expansions that constitute 50% or more of building floor area) in the recreation district. Design standards apply only to the portion of the building or site that is undergoing alteration.

- A. **Vertical Facade Articulation:** Buildings shall be designed with a base and a top, created by variations in detailing, color, and materials.
 1. The base of the building should include elements that relate to the human scale, including doors and windows, texture, projections, awnings, and canopies.
 2. Articulated building tops may include varied rooflines, cornice detailing, dormers, gable ends, stepbacks of upper stories, and similar methods.
- B. **Horizontal Facade Articulation:** Facades greater than 40 feet in length shall be visually articulated into smaller intervals of 20 to 40 feet by one or a combination of the following techniques:
 1. Stepping back or extending forward a portion of the facade;
 2. Variations in texture, materials or details; or
 3. Placement of doors, windows, and balconies.
- C. **Materials:** All exterior wall finishes on any building must be one or a combination of the following materials: wood

lapsiding or shakes (preferably cedar), face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.

- D. **Dimensional Standards:** Recreation facilities, excluding trails or pathways, shall be set back 20 feet from property lines abutting residential districts.
- E. **Four-Sided Building 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 on street-facing facades. All facades shall contain window openings. This standard may be waived by the Community Development Department for uses that include elements such as service bays on one or more facades.
- F. **Maximum Building Length:** Building length parallel to the primary abutting street shall not exceed 200 feet without a visual break such as a courtyard or recessed entry.
- G. **Special or Object-Oriented Buildings:** In some cases, a uniquely designed building may be proposed that is considered outside of these stated Standards due to its purpose, use, design, and/or orientation (e.g. a memorial, special civic function, etc.). If such a building is proposed, then it may be considered independently of these standards and would be subject to final approval by the City Council.
- H. **Garages Doors and Loading Docks:** Loading docks shall be located on rear or side facades and, to the extent feasible, garage doors should be similarly located. Garage doors of attached garages on a building front shall not exceed 50% of the total length of the building front.
- I. **Waste and Recycling Areas:** Trash 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. The enclosure should be accessible, yet located away from main entries and residential uses. Seasonal trash storage areas shall be screened by a solid board-on-board fence and/or approved landscaping.
- J. **Buffer Strip:** All new active uses (including dugouts, sports fields, park shelters, play structures, and other active park uses), maintenance structures, and parking lots, but excluding trails or pathways, shall be separated from residential uses by a minimum 20-foot wide landscaped buffer. A buffer strip that lies between parking lots, maintenance structures, and/or access roads and a residential use shall include screening

of headlights to a minimum height of 42 inches, utilizing a combination of native plants, coniferous/deciduous trees, shrubs, solid board-on-board fencing, and/or landscaped berms. A buffer strip that lies adjacent to all other uses shall include sod or a combination of native plants, coniferous/deciduous trees, shrubs, and/or solid board-on-board fencing.

1009. Procedures

1009.01 Administrative Deviation

- A. **Purpose:** Administrative deviations are intended to encourage owners of residential properties in LDR-1 or LDR-2 Districts to modernize and improve their properties while maintaining the overall character of the community. This is accomplished by allowing limited encroachments into certain required building and driveway setbacks and/or limited increases in fence height.
- B. **Exceptions:** If any part of a proposal does not meet the requirements for administrative deviation as established in this section, the entire proposal shall be ineligible for administrative deviation approval; all deviations greater than what is described in this section shall adhere to the variance procedure established in Section 1009.04. If the entrance to a driveway with a nonconforming setback is reconstructed as part of a public improvement project or any other public action but is not closer than 2 feet from an interior side property line, the Community Development Department may approve a driveway setback deviation without adhering to the procedure described in Subsection D below.
- C. **Limitations by Category of Administrative Deviation:**
1. **Building Setback Deviation:** A building setback deviation is a reduction of the required front, rear, interior side, and/or reverse-corner side yard setbacks for principal and/or accessory buildings. A building setback deviation shall not allow the encroachment of a building into public easements or required standard-corner side yard setbacks.
 - a. A building setback deviation shall not be allowed for a principal building less than 20 years old. Age of a principal building is calculated by subtracting the year in which the building was constructed from the year of application for administrative deviation. Notwithstanding this age limitation, building setback deviations may be considered for newer homes which cannot be practically used by an occupant who has developed a disability with respect to mobility.
 - b. A building setback deviation shall not allow principal building setbacks of less than 24 feet from front or rear property lines
 - c. A building setback deviation shall not allow a principal building setback of less than 3 feet from an interior side property line.

A house built at any time in 1991 is considered 20 years old on January 1, 2011.

- d. A building setback deviation may allow principal buildings to extend toward a reverse-corner side property line as far as 70 feet from the opposite, interior side property line, provided that the reverse-corner side setback shall not be less than 15 feet. A building setback deviation from a reverse-corner side property line shall not be allowed on parcels created/subdivided after January 1, 2011.
 - e. A building setback deviation shall not allow an accessory building to be closer than 3 feet to a rear or interior side property line nor closer to a reverse-corner side property line than the principal building.
2. Driveway Setback Deviation: A driveway setback deviation is a reduction of the required interior side yard setback for driveways and parking/turnaround areas.
 - a. A driveway setback deviation shall not allow encroachments into the required setback of a driveway at the property line from corner side property lines established in Chapter 703 of the Code.
 - b. A driveway setback deviation shall not allow a driveway or parking area/ turnaround setback less than 2 feet from an interior side property line.
 - c. A driveway setback deviation shall not allow a driveway or parking area/ turnaround setback less than 10 feet from a corner side property line.
 3. Fence Height Deviation: A fence height deviation is an increase of the required fence height limit to allow for better screening and/or noise reduction adjacent to highway rights-of-way, busy commercial areas, or other unusual properties. A fence height deviation shall not allow fences in excess of 8 feet in height.

Roseville's Zoning Code formerly required corner parcels to be at least 100 feet wide, but many narrower corner parcels were approved during that time. Reductions of reverse corner setbacks are limited to these narrower corner parcels to avoid penalizing them for being approved at a nonconforming width.

D. Administrative Deviation Approval Process: The owner of property on which an administrative deviation is proposed shall file an application for approval of the administrative deviation by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed according to the process established in this section.

1. Hearing and Notification: The Community Development Department shall schedule an administrative hearing with the Administrative Deviation Committee (ADC) to consider the application. The applicant and contiguous property owners shall be notified in writing by the Community Development Department of the time and place of the administrative hearing not less than 5 days prior to such hearing. All property owners receiving notification of the

administrative hearing shall be invited to comment on the proposed project and to attend the hearing.

2. Review of Application: During the administrative hearing described above, the ADC shall review applications for administrative deviation and provide recommendations pertaining to the approval or denial of the request; the Community Development Department may request additional review of applications from other City departments or public agencies.
3. Decision: After considering any public input and the recommendations of the above parties, the Community Development Department shall have the authority to approve or deny administrative deviation applications.
4. Appeal: No permits shall be issued for a project requiring an administrative deviation before the expiration of a mandatory 10-day appeal period beginning on the date of the decision of the Community Development Department; notwithstanding the following provisions, appeals of this decision shall adhere to the process established in Section 1009.08.
 - a. Appeals may be made by the original applicant or those property owners notified of the administrative hearing pursuant to Subsection D1 above.
 - b. If all of those property owners notified of the administrative hearing pursuant to Subsection D1 above indicate to the Community Development Department that they will not appeal the decision, the appeal period may be waived.

E. Considerations for Approval:

1. Building Setback Deviation: In addition to other requirements of this section, the ADC shall consider the following factors prior to recommending approval or denial of a building setback deviation:
 - a. The affect of the proposed project on the functional use of the property;
 - b. The affect of the proposed project on the enclosed storage on the property;
 - c. The propensity of the proposed project to create or exacerbate a drainage problem;
 - d. Whether the proposed building mass would be consistent with that on contiguous properties;
 - e. The proper scaling and integration of a new roof with the existing roof of the principal building on the property;
 - f. The affect of the proposed project on the aesthetic quality of the property;

- g. Whether the existing garage space on the property accommodates more than one vehicle; and
 - h. Whether the proposed project places more vehicles adjacent to first floor bedrooms on contiguous properties.
 - 2. Driveway Setback Deviation: In addition to other requirements of this section, the ADC shall consider the following factors prior to recommending approval or denial of a driveway setback deviation:
 - a. The intended use of the proposed driveway or driveway expansion;
 - b. The proximity of the proposed driveway to bedrooms on adjacent properties;
 - c. The potential for the proposed driveway to cause storm water problems on adjacent properties;
 - d. The aesthetic impact of the proposed driveway; and
 - e. The incorporation of landscaping and/or fencing to screen the proposed driveway from adjacent properties.
 - 3. Fence Height Deviation: In addition to other requirements of this section, the ADC shall consider the unique circumstances surrounding an applicant's property prior to recommending approval or denial of a fence height deviation.
- F. **Additional Conditions of Approval:** The Community Development Department may add conditions to an administrative deviation approval in order to mitigate the impact(s) of a reduced building or driveway setback on adjacent properties. The Administrative Deviation Review Committee may recommend such conditions but such conditions shall be imposed or remitted at the discretion of the Community Development Department.

1009.02 Conditional Uses

- A. **Purpose:** Several land uses and structures have been designated as conditional uses in certain zoning districts; the purpose of the conditional use review process is to ensure that proposed conditional uses will satisfy applicable standards and criteria established for the protection of the public health, safety, and general welfare. Particular conditional uses may be subject to specific requirements in addition to the general standards and criteria pertaining to all conditional uses, and any conditional uses may be approved with conditions considered reasonable and necessary to enhance compatibility with surrounding uses.

B. **Applications:** The owner of property on which a conditional use is proposed shall file an application for approval of the conditional use by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108. If a proposed conditional use is denied, an application for substantially the same conditional use on the same property shall not be accepted within 1 year of the date of the denial.

C. **General Standards and Criteria:** When approving a proposed conditional use, the Planning Commission and City Council shall make the following findings:

1. The proposed use is not in conflict with the Comprehensive Plan;
2. The proposed use is not in conflict with any Regulating Maps or other adopted plans;
3. The proposed use is not in conflict with any City Code requirements;
4. The proposed use will not create an excessive burden on parks, streets, and other public facilities; and
5. The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.

D. **Specific Standards and Criteria:** When approving the conditional uses identified below, all of the additional, specific standards and criteria shall apply.

1. Accessory Dwelling Units (ADU):
 - a. An ADU shall be located on a lot occupied by a one-family dwelling.
 - b. No more than one ADU shall be allowed on a lot.
 - c. The one-family dwelling on the lot shall be owner-occupied.
 - d. A detached ADU may be located above a detached garage of the one-family dwelling or within a separate accessory building meeting the standards for accessory buildings.
 - e. Dimensional Standards:
 - i. Maximum height of a detached ADU, including one built above a garage: 30 feet (as typically measured to mid-point of pitched roof).
 - ii. Maximum unit size: 75% of the principal dwelling's floor area, up to a maximum size of 600 square feet of living area.

- iii. Setback requirements: Attached ADUs shall meet the standards for principal buildings; detached ADUs shall meet the setback requirements for accessory buildings.
- f. The entryway to a detached ADU shall be connected to a street frontage with a paved walkway.
- g. The appearance or character of the principal building shall not be significantly altered so that its appearance is no longer that of a one-family dwelling.
- h. Design Standards for Detached ADUs:
 - i. Material: The exterior finish material shall match in type, size, and placement, the exterior finish material of the principal dwelling unit.
 - ii. Roof pitch: The roof pitch shall match the predominant roof pitch of the principal dwelling unit.
 - iii. Details: Trim shall match the trim used on the principal dwelling unit. Projecting eaves shall match those of the principal dwelling unit.
 - iv. Windows: Windows shall match those in the principal dwelling unit in proportion (relationship of width to height) and orientation (horizontal or vertical).
- 2. Animal Boarding, Animal Day Care, Kennel: If outside exercise runs or other outdoor activities are contemplated, the following standards shall be met:
 - a. Outdoor dog runs or exercise areas shall be located at least 100 feet from a residentially zoned property or property in residential use; and
 - b. Any portion of an outdoor kennel facing an adjacent property shall be screened from view by a solid fence, hedge or similar plant material not to exceed 6 feet in height.
- 3. Bank, Financial Institution: There are no specific standards for this use.
- 4. Bed and Breakfast Establishment:
 - a. The use shall only be conducted in a one-family dwelling and shall be limited to a maximum of 4 sleeping rooms.
 - b. Breakfast is the only meal that may be served, and it shall be limited to registered guests.
 - c. Length of stay shall not exceed 21 consecutive days for each registered guest.

5. Building Height Increase: There are no specific standards for increased building height where allowed by the applicable zoning district requirements
6. Caretakers Dwelling: There are no specific standards for this use.
7. College, Post-secondary School:
 - a. A facility established after the effective date of this ordinance shall have vehicular access to a collector or higher classification street.
 - b. A campus master plan may be required. Such plan shall meet standards for site plan review as detailed in Section __, and shall address the management of pedestrian, bicycle and vehicular circulation, relationship to surrounding land uses, and buffering and screening of adjacent uses to mitigate any impacts of a new or expanded/intensified campus.
8. Communications Equipment - Shortwave Radio and TV Antennas: There are no specific standards for this use.
9. Community Residential Facility, State Licensed, Serving 7-16 Persons: there are no specific standards for this use.
10. Day Care Center: There are no specific standards for this use.
11. Day Care Facility, Group Family: There are no specific standards for this use.
12. Dormitory: There are no specific standards for this use.
13. Drive-through Facilities:
 - a. Drive-through lanes and service windows shall be located to the side or rear of buildings and shall not be located between the principal structure and a public street.
 - b. Points of vehicular ingress and egress shall be located at least 60 feet from the street right-of-way lines of the nearest intersection.
 - c. The applicant shall submit a circulation plan that demonstrates that the use will not interfere with or reduce the safety of pedestrian and bicyclist movements. Site design shall accommodate a logical and safe vehicle and pedestrian circulation pattern. Adequate queuing lane space shall be provided without interfering with on site parking/circulation.
 - d. Speaker box sounds from the drive-through lane shall not be loud enough to constitute a nuisance on an abutting residentially zoned property or property in residential use.
 - e. Drive-through canopies and other structures, where

present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing.

- f. A 10-foot buffer area with screen planting and an opaque wall or fence between 6 and 8 feet in height shall be required between the drive-through lane and any property line adjoining a residentially zoned property or property in residential use.
- 14. Garden, Public or Community (flower or vegetable), greater than 10,000 square feet: There are no specific standards for this use.
- 15. Grocery Store: There are no specific standards for this use.
- 16. Health Club, Fitness Center: There are no specific standards for this use.
- 17. Hospital: There are no specific standards for this use.
- 18. Learning Studio: There are no specific standards for this use.
- 19. Liquor Store: There are no specific standards for this use.
- 20. Live-work Unit:
 - a. The work space component shall be located on the first floor or basement of the building, and shall have an entrance facing the primary abutting public street.
 - b. The dwelling unit component shall be located above or behind the work space, and shall maintain a separate entrance which is located on the front or side facade and accessible from the primary abutting public street.
 - c. The work space component of the unit shall not exceed 50% of the total gross floor area of the unit.
 - d. The size and nature of the work space shall be limited so that the building type may be governed by residential building codes. An increase in size or intensity beyond the specified limit which would require the building to be classified as a mixed-use building shall not be allowed
 - e. The business component of the building may include offices, small service establishments, homecrafts which are typically considered accessory to a dwelling unit, or limited retailing associated with fine arts, crafts, or personal services. The business component shall be limited to those uses otherwise permitted in the district which do not require a separation from residentially zoned or occupied property, or other protected use. It shall not include a wholesale business, a manufacturing business, a commercial food service requiring a license, a

limousine business, or auto service or repair for any vehicles other than those registered to residents of the property.

21. Maintenance Facility: There are no specific standards for this use.

22. Manufactured Home Park:

a. Minimum Dimensional Standards:

Table 1009-1	
Lot area	5,000 square feet
Lot width	50 feet
Lot depth	100 feet
Front yard setback	20 feet
Side yard	10 feet
Rear yard	15 feet
Setback from public right-of-way	50 feet
Setback from exterior boundary	25 feet
Distance between mobile homes	20 feet
Setback from permanent ponding area	75 feet

- b. Sidewalks: A concrete sidewalk at least 3 feet 6 inches wide shall be built and maintained by the owner or operator providing access to all mobile home sites, recreational areas, common use buildings, storage areas, and the primary abutting public street.
- c. Lighting: Artificial lights shall be maintained during all hours of darkness in all buildings provided for common facilities of occupants' use. The manufactured home park grounds, street and pedestrian areas shall be lighted from sunset to sunrise in accordance with a lighting plan approved by the Community Development Department.
- d. Recreation Areas: All manufactured home parks shall have one or more recreational areas which shall be easily accessible to all park residents. Recreational areas shall be so located so as to be free of traffic hazards and should, where the topography permits, be centrally located. The size of such recreational area shall be a minimum of 10% of the land area of the manufactured home park. All equipment installed in such area shall be owned and maintained by the owner or operator of the manufactured home park at the owner or operator's expense.
- e. Landscaping: All areas shall be landscaped in accordance with a landscaping plan approved by the Community Development Department. The following minimum landscaping requirements shall

be maintained in all manufactured home parks:

- i. Each lot shall be properly landscaped with at least one tree and hedge. All yards shall be sodded or planted in grass. There shall be a minimum of 20 trees per gross acre in all areas of a manufactured home park. Trees, grass, and landscape materials shall be properly maintained and replaced, as necessary, to conform to the approved landscape plans and specifications.
 - ii. A visual screen, consisting of a compact hedge, redwood fence, coniferous trees or other landscape or fencing materials approved by the Community Development Department shall be installed and maintained around the periphery of the manufactured home park to substantially inhibit eye level vision from the exterior and shall be kept free of rubbish, debris, and weeds.
- f. Storm Shelter: A storm shelter structure capable of housing all of the occupants of the manufactured home park shall be constructed in a central location. Such structure shall be of an all masonry construction capable of withstanding 75-mile-per-hour winds. Such structure may also house other common facilities such as vending machines, laundry equipment, and ancillary utilities. The design of such structure shall be approved by the Community Development Department.
- g. Manufactured Home Stands: Each lot for a manufactured home shall have an area of reinforced concrete 4 inches in depth, of adequate size to accommodate each manufactured home unit. The stand shall not heave, shift, or settle unevenly under the weight of a manufactured home due to frost action, inadequate drainage, vibration, or other forces acting on the structure. Anchors or tie downs shall be cast in place at a maximum separation of 12 feet on center and be capable of sustaining a minimum pull of 4,800 pounds per anchor.
- h. Skirting: All manufactured home units shall have skirts around the entire manufactured home made of plastic, fiberglass, or other comparable, noncombustible material approved by the Community Development Department and shall be of a permanent color or painted to match the skirted manufactured home so as to enhance the general appearance of the home.
- i. Storage Building: A structure shall be provided

on the premises to accommodate storable items of manufactured home occupants providing at least fifteen square feet of storage area per manufactured home unit in the manufactured home court. Such storage spaces shall be designed and maintained to provide secure storage for each manufactured home unit; the design shall be subject to approval of the Community Development Department.

23. Manufacturing and Processing, Outdoor Activities/Storage:
 - a. Areas of outdoor activity or storage shall not be located between the principal use and the primary public street.
 - b. Areas of outdoor activities or storage shall be screened by a solid opaque wall or fence at least 8 feet in height.
 - c. Aggregates and other granular materials shall be stored in such a way that prevents erosion.
 - d. The Planning Commission and the City Council shall give special consideration to the height of equipment and materials stored outside and its visibility from nearby properties and roadways.
24. Motor Fuel Sales, Motor Vehicle Repair, Body Shop:
 - a. Pump Islands and Canopies: The centerline of pump islands (or the outer edge of a pump island canopy, if present) shall be a minimum of 25 feet from a property line.
 - b. Driveways: Driveways shall be located a minimum of 50 feet from the street right-of-way lines of the nearest intersection.
 - c. Outdoor Display Sales Area: All outdoor display sales areas shall be limited to 250 square feet, shall not be located in pump area, and shall require an Outdoor Display Sales Permit and site plan to be approved by the Community Development Department.
25. Motor Vehicle Rental/Leasing: In commercial and mixed-use districts, motor vehicle rental and leasing businesses may be allowed as tenants in office and office service buildings, meeting the following requirements:
 - a. Storage of vehicles on the premises shall be purely an accessory use, and shall not function as display or advertising, and shall not be allowed alter the appearance and character of the property.
 - b. If located in an office building, rental or leasing shall be limited to small vehicles and the parking spaces, signage, and other visible evidence of the rental or

leasing business shall be compatible with the office setting.

- i. **Small Vehicles:** For rental and leasing businesses, a small vehicle is defined as a motor vehicle intended primarily for passenger use and no taller than 7 feet in height and no longer than 20 feet in length.
 - ii. **Parking Spaces:** One on-site parking space shall be required for each rental vehicle in addition to the number of parking spaces required in Chapter 1019 of this Code for employees of the rental or leasing business and for other uses on the site or in the same building.
 - iii. **Maintenance and Cleaning:** All maintenance and cleaning of vehicles, all equipment for maintenance and cleaning of vehicles, and all trailers or other equipment or devices used for transporting vehicles shall be completely within the principal building or completely screened from eye level of adjacent public streets, residential areas, and from other tenant spaces if the use is in a multi-tenant building.
 - iv. **Storage of Vehicles:** Storage of vehicles shall not interfere with the safe and efficient access and circulation of vehicles and pedestrians on site.
26. **Motor Vehicle Dealer:** The sale of new motor vehicles shall be permitted only by a licensed motor vehicle dealer with a new vehicle franchise. The sale of used motor vehicles by a licensed motor vehicle dealer is permitted, but shall only occur in conjunction with on-site new vehicle franchises and the sales of new motor vehicles.
27. **Multi-family, Dwellings with 8 or more Units per Building:** There are no specific standards for this use.
28. **Nursing Home:**
 - a. The yard requirements for multi-family use in the district apply.
 - b. A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.
 - c. The site shall contain a minimum of 150 square feet of usable open space per resident, consisting of outdoor seating areas, gardens and/or recreational facilities. Public parks or plazas within 300 feet of the site may be used to meet this requirement.

- d. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening, and other site improvements consistent with the character of the neighborhood.
29. Off-site Parking:
- a. Paved pedestrian access shall be provided and maintained between the off-site parking facility and the principle structure.
 - b. The off-site parking facility shall be located no further than 300 feet from a residential structure and no further than 500 feet from a non-residential structure. Shuttle service may be provided as an alternative means of access for non-residential uses.
 - c. Off-site parking facilities shall be protected by a covenant running with the land and recorded with the County in a form approved by the City Attorney. Such a covenant shall not be revoked without consent of the City. A recorded document shall be provided to the Community Development Department prior to the use of the off-site parking area.
30. One-family Attached Dwelling (townhome, rowhouse): There are no specific standards for this use.
31. Park and Ride Facility: There are no specific standards for this use.
32. Pawn Shop: There are no specific standards for this use.
33. Place of Assembly: A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.
34. Renewable Energy Systems: There are no specific standards for this use.
35. Transit Center: There are no specific standards for this use.
- E. **Validation:** A conditional use approval shall be validated by the applicant through the commencement of the authorized use or of any necessary construction (subject to the permit requirements of Title 9 of this Code) in support of the conditional use within 1 year of the date of the approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the conditional use approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the conditional use approval.

- F. **Expiration:** A conditional use approval shall automatically expire if:
1. The approval is not validated pursuant to Subsection E;
or
 2. A validated conditional use which has become nonconforming ceases operation for a continuous period of 1 year or longer.
- G. **Recording:** A certified copy of a City Council resolution approving a conditional use shall be filed with the Ramsey County Recorder upon validation.

1009.03 Interim Uses

- A. **Purpose:** Certain land uses might not be consistent with the land uses designated in the Comprehensive Land Use Plan, and they might also fail to meet all of the zoning standards established for the district within which they are proposed; some such land uses may, however, be acceptable or even beneficial if reviewed and provisionally approved for a limited period of time. The purpose of the interim use review process is to allow the approval of interim uses on a case-by-case basis; approved interim uses shall have a definite end date and may be subject to specific conditions considered reasonable and/or necessary for the protection of the public health, safety, and general welfare.
- B. **Open House Meeting:** Prior to submitting an application for a proposed interim use, an applicant shall hold a community open house meeting as described in Section 1009.07 of this Title.
- C. **Applications:** The owner of property on which an interim use is proposed shall file an application for approval of the interim use by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108. If a proposed interim use is denied, an application for substantially the same interim use on the same property shall not be accepted within 1 year of the date of the denial.
- D. **General Standards and Criteria:** When approving a proposed interim use, the Planning Commission and City Council shall make the following findings:
1. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future;
 2. The proposed use will not create an excessive burden on

3. The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.
- E. **Expiration:** An interim use approval shall expire and an approved interim use shall cease, at the earliest of:
1. 5 years from the date of the approval;
 2. Upon the expiration date established in the approval; or
 3. Upon reaching some other expiration threshold established as a condition of approval.
- F. **Renewals:** If an approved interim use is to be continued beyond the date of its expiration or if an expired interim use is to be reinstated, an applicant shall follow the above process for seeking a new interim use approval. Notwithstanding this requirement, the City Council may approve extensions to the expiration of an approved interim use when:
1. The approved interim use has not yet commenced; and
 2. The duration of the approved interim use is not to exceed 3 months.

To request an extension under these circumstances, applicants shall submit to the Community Development Department a written request including an explanation of the factor(s) which necessitate the extension. Within 30 days of receipt of such a request, the matter shall be brought to the City Council for action.

1009.04 Variances:

- A. **Purpose:** Each zoning classification indicates specific development standards such as setback and height restrictions. There are occasions, however, when the strict application of such standards may be inappropriate because of special characteristics of the property. The variance procedure is designed to permit adjustment to the zoning regulations where there are special or extraordinary circumstances applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning. Special circumstances may include factors such as the size, shape, topography, vegetation, wetlands, or other unique characteristics of the land. Variances should not be granted to residential density standards or type of use.
- B. **Applications:** The owner of property on which a variance is proposed shall file an application for approval of the variance by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete

applications shall be reviewed in a public hearing according to the process set forth in Chapter 1002. If a proposed variance is denied, an application for substantially the same variance on the same property shall not be accepted within 1 year of the date of the denial.

C. **Approval:** In order to approve a variance request, the Variance Board shall find based on the application submitted:

1. Special circumstances or conditions, fully described in the findings, apply to the land or building for which the variance is sought, but do not apply generally to land or buildings in the neighborhood; and
2. Said circumstances or conditions are such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of such land or buildings.

D. **Validation and Expiration:** A variance approval shall be validated by the applicant through the commencement of any necessary construction (subject to the permit requirements of Title 9 of this Code) authorized by the variance within 1 year of the date of the approval. A variance approval shall automatically expire if the approval is not validated pursuant this section. Notwithstanding this time limitation, the Variance Board may approve extensions of the time allowed for validation of the variance approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the variance approval.

1009.05 Changes to Approved Plans:

A. **Purpose:** To provide flexibility in responding to development constraints which were unanticipated during the review of proposals requiring development approval (e.g., conditional use, variance, etc.) by allowing administrative approval of minor changes to the approved location, size, and/or type of site improvements.

B. **Minor Changes:** The Community Development Department may approve such minor changes upon review by the Development Review Committee to ensure that the proposed changes neither cause any aspect of the project to fail to comply with applicable Code requirements nor materially change any important representations made to the City and surrounding residents during the original review and approval process.

Minor changes are generally understood to include deviations of up to about 10% of approved development parameters, bearing in mind that some things (e.g., species of plants in an approved plan) cannot be measured.

- C. **Major Changes:** If the Development Review Committee determines that a proposed change cannot be considered as a minor change, such change may be considered either as an amendment to the original plan or as a new proposal; in either case, the applicant shall follow the process established in this Title for seeking a new approval of the appropriate type.

1009.06 Zoning Changes

- A. **Purpose:** An owner of property within Roseville, including the City Council, may wish to amend the text of the zoning regulations pertaining to his or her property or to amend the pertinent zoning district designation on his or her property as shown on the Official Zoning Map. The purpose of the zoning change review process is to consider such changes for approval where they would be consistent with the guidance and intent of the Comprehensive Plan and would not be injurious to the public health, safety, and general welfare.
- B. **Open House Meeting:** Prior to submitting an application for a proposed zoning map change, an applicant shall hold a community open house meeting as described in Section 1009.07 of this Title.
- C. **Applications:** The owner of property on which a zoning change is proposed shall file an application for approval of the zoning change by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108. If a proposed zoning change is denied, an application for substantially the same zoning change on the same property shall not be accepted within 1 year of the date of the denial.
- D. **Petitions:** A petition containing the signatures of at least 50% of the property owners within the public hearing notification area for a particular piece of property may be submitted as an application for approval of a zoning change when none of the petitioners is the owner of said property. Such an application-by-petition, along with a letter detailing the reasons for the requested zoning change, and the fee set forth in Chapter 314 of this Code, shall be submitted to the Community Development Department and shall be reviewed according to the same process as established in Subsection C above, including a petitioner-sponsored open house meeting for a proposed zoning map change as required in Subsection B above.

1009.07 Developer Open House Meetings

- A. **Purpose:** Certain proposals or applications for development may constitute significant departures from the present or historical use and/or zoning of a property. Prior to submitting an application for approval of an interim use or zoning map change, therefore, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. **Timing:** The open house shall be held not more than 30 days prior to the submission of an application for approval of a proposal requiring a developer open house meeting and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. **Location:** The open house shall be held at a location in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. **Invitations:** The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:

This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed [zoning map change/ interim use], and a summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.
- E. **Summary:** A written summary of the open house shall be submitted as a necessary component of an application for approval of a proposal requiring a developer open house meeting

1009.08 Appeals

- A. An appeal pertaining to a decision of the Variance Board or an administrative ruling of the Community Development Department regarding any interpretation of the intent of this Title, or any administrative action approving or denying an application or request related to any matter addressed in this Title may be filed by any property owner or their agent.
 - 1. The appeal shall be submitted to the City Manager within 10 calendar days after the making of the order or decision being appealed.
 - 2. The appeal shall state the specific grounds upon which the appeal is made.
 - 3. The appeal shall be accompanied by the fee set forth in Chapter 314 of this Code.
- B. When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals, at a regular meeting held within 30 days of the receipt of the appeal. The Board of Adjustments and Appeals will reconsider only the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appeals applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion, if that information serves to clarify information previously considered by the Variance Board and/or staff.
 - 1. Variance Appeals: A mailed notice of the public meeting at which the appeal is to be considered will be sent to the appeals applicant(s), members of the Variance Board, and to all of those property owners within the public hearing notification area established in Chapter 108 of the City Code, as well as the owner of the subject property.
 - 2. Administrative Deviation Appeals: A mailed notice of the public meeting at which the appeal is to be considered will be sent to the appeals applicant(s) and all of those property owners who received notice of the original administrative deviation hearing, as well as the owner of the subject property.
 - 3. Appeals of Administrative Decisions: A mailed notice of the public meeting at which the appeal is to be considered will be sent to the appeals applicant(s) as well as the owner of the subject property.

1011. Property Performance Standards

1011.01 Statement of Purpose and Applicability

- A. This Chapter establishes requirements pertaining to:
1. Environmental regulations in all districts
 2. Landscaping and screening in all districts
 3. Tree preservation and restoration in all districts
 4. Lot controls in all districts
 5. Visibility triangles in all districts
 6. Height exemptions in all districts
 7. Fences in all districts
 8. Essential services in all districts
 9. Solar energy systems in all districts
 10. Additional standards in all non-LDR districts
 11. Additional standards for specific uses in all districts
- B. The purpose of this Chapter is to establish regulations of general applicability to property throughout the City, to establish regulations for certain specific uses that are allowed in multiple districts, to promote the orderly development and use of land, minimize conflicts between uses of land, and protect the public health, safety, and welfare. The regulations set forth in this Chapter shall apply to all structures and uses of land, except as otherwise provided in this Title.

1011.02 Environmental Regulations in All Districts:

- A. **Statement of Purpose:** The purpose of this Section is to establish standards for activities within all zoning districts that have the potential to affect the natural environment or the livability of residential or employment areas.
- B. **Compliance:** All uses must comply with the environmental standards established in this section unless any federal, state, county or local law, ordinance or regulation establishes a more restrictive standard, in which case, the more restrictive standard will apply. All applicants for building permits in non-residential districts and/or non-residential uses shall demonstrate compliance with the performance standard set forth in this Section. An application for building permit shall not be deemed complete until a showing by the applicant that they meet the standards herein.
- C. **In General:** All uses shall be conducted so as to prevent or substantially minimize any nuisance, hazard or commonly

recognized offensive conditions, including creation or emission of noise, vibrations, smoke and particulate matter, odor, glare, toxic or nontoxic matter, hazardous materials or waste, infectious waste and pollutants, radiation, and electromagnetic interference, and the use of explosives.

1. Noise:
 - a. Noises emanating from any use shall not exceed standards set by the Minnesota Pollution Control Agency.
 - b. Exemption: noise caused by trains, temporary construction, or demolition shall be exempt from noise regulations.
2. Vibrations:
 - a. Any use established or remodeled after the effective date of this Chapter shall be so operated as to prevent vibrations discernible at any point beyond the site on which such use is located.
 - b. Exemption: Ground vibrations caused by trains, temporary construction, or demolition shall be exempt from vibration regulations.
3. Smoke and Particulate Matter: Uses shall be so operated as to control the density of smoke or particulate matter emissions to a degree that it shall not be detrimental to or endanger the public health, safety, comfort, or general welfare. For purposes of this regulation, the Ringelmann Chart published and used by the U.S. Bureau of Mines, shall be employed. The emissions of smoke and particulate matter shall not be of a density greater than that represented by Card No. 2 on the Ringelmann Chart.
4. Odor: The following factors are to be considered when determining whether an odor is offensive enough to be a nuisance:
 - a. The frequency of the odor;
 - b. The duration of the odor;
 - c. The strength or intensity of the odor;
 - d. The number of people impacted;
 - e. The suitability of each party's land use to the character of the locality;
 - f. The extent and character of the harm to those complaining; and
 - g. The ability to prevent the harm.
5. Glare: Glare, whether directed or reflected, such as from spotlights or high temperature processes, and as differentiated from general illumination, shall not be visible beyond the site from which it originates.

6. Toxic or Nontoxic Matter: No use or operation shall emit toxic or nontoxic matter across the property line which exceeds applicable regulations established by the Minnesota Pollution Control Agency.
7. Hazardous Materials or Waste, Infectious Waste and Pollutants: Each use involving hazardous materials or waste, infectious waste, or pollutants, shall comply with all applicable laws and regulations of the United States Environmental Protection Agency, the Office of Safety and Health Administration, the Minnesota Pollution Control Agency, the Minnesota Department of Health, and any other applicable federal, state, or local regulatory provisions. Any project for which an Environmental Assessment Worksheet (EAW) is mandatory under Minnesota Rule 4410.4300 shall request an EAW from the responsible governmental unit specified in the Rule. The project shall not be developed until all environmental issues have been resolved to the satisfaction of the responsible governmental unit, including incorporating any mitigation measures into the project.
8. Radiation: No operation shall be conducted which exceeds the standards established by applicable state and federal regulations.
9. Electromagnetic Interference: No use shall produce electromagnetic interference which exceeds applicable standards established by applicable state and federal regulations.
10. Explosives: All uses involving the manufacturing, storage, or use of explosive or flammable material shall comply with all applicable regulations, including, but not limited to, the Minnesota Building Code, and the Uniform Fire Code, and shall meet the following requirements:
 - a. All uses involving the manufacturing, storage, or use of explosive or flammable materials shall employ best management practices and provide adequate safety devices to guard against the hazards of fire and explosion, and shall install adequate fire-fighting and fire-suppression devices which are considered standard in the industry.
 - b. Any activity or operation requiring the use, storage, manufacturing or explosives shall be no closer than 500 feet from any residential district, provided further that the location of said activity or operation is such that damage from explosion, including flying debris, vibration, or smoke, is limited to the site on which the activity or operation is permitted.
 - c. The storage of any flammable liquid shall be subject to the requirements established by the Uniform

Fire Code and shall be reviewed by the State Fire Marshal.

1011.03 Landscaping and Screening in All Districts:

A. Landscaping Generally:

1. Purpose. The City recognizes the aesthetic, ecological, and economic value of landscaping in both the natural and built environments, and has established minimum landscaping and screening requirements applicable throughout the City to serve the following objectives:
 - a. Protect the health, safety, and general welfare of the community;
 - b. Deter crime through the use of good environmental design practices;
 - c. Promote the reestablishment of vegetation in the community for aesthetic, health, and wildlife reasons;
 - d. Improve ground water quality;
 - e. Reduce storm water runoff;
 - f. Promote compatibility between land uses by reducing the visual, noise, dust, and lighting impacts of specific development on users of the site and abutting uses;
 - g. Aid in energy conservation by providing shade from the sun and shelter from the wind;
 - h. Safeguard and enhance property values;
 - i. Encourage a resourceful and prudent approach to urban development and break up expanses of paved areas and provide surface shade;
 - j. Provide incentives for creative land use and good site design which preserves existing trees and maintenance of existing vegetation; and
 - k. Provide an objective method for the replacement of trees.
2. Applicability: The Community Development Department may require additional landscaping or alter the placement of the landscaping as deemed appropriate.
3. Minimum Landscape Requirements:
 - a. All open areas of a lot that are not used for buildings, parking or circulation areas, patios, or storage shall be landscaped with a combination of canopy trees, ornamental trees, evergreen trees, shrubs, flowers, sod, ground cover materials, and other site design features to ensure soil stabilization. This shall not apply to undisturbed areas retained in a natural state.

- b. All landscaping and site improvements shall be completed within 1 year after the certificate of occupancy has been issued.
- c. An underground sprinkler system shall be installed in all landscaped areas except areas to be preserved in a natural state or where all proposed plant materials are drought-tolerant. Where drought-tolerant plant materials are used, irrigation shall be required only for the 2-year period following the installation and may be accomplished using hoses, water trucks, or other nonpermanent means.
- d. Landscape plans shall be developed with an emphasis upon the boundary or perimeter of the subject site, to the immediate perimeter of the structure, parking areas, and along areas to be screened.
- e. The following minimum number of plant materials shall be provided:
 - i. One and two-family dwellings constructed after January 1, 2011 shall plant 1 tree per lot in the boulevard. The boulevard tree shall be of a species identified in the City of Roseville Street Tree Master Plan for streets and boulevards and shall be planted according to City requirements.
 - ii. Multi-family residential dwellings shall require 1 canopy or evergreen tree per dwelling unit.
 - iii. Non-Residential uses shall require the greater of:
 - 1 canopy or evergreen tree per 1,000 square feet of gross building floor area; or
 - 1 canopy or evergreen tree per 50 lineal feet of site perimeter;
 - iv. Up to 25% of the required number of canopy or evergreen trees may be substituted with ornamental trees at a ratio of 2 ornamental trees to 1 canopy or evergreen tree.
 - v. Except for one- and two-family dwellings, shrubs shall be required at the greater of the following:
 - 6 shrubs per 1,000 square feet of gross building floor area; or
 - 6 shrubs per 50 lineal feet of site perimeter.
 - vi. In a mixed-use building or development,

each use shall be calculated separately to determine minimum landscape requirements.

- f. The City encourages the use of native plant materials that provide interest and color in the winter.
4. Plant Material Standards:
 - a. The complement of trees required shall be at least 25% deciduous and at least 25% coniferous. Not more than 30% of the required number of trees shall be composed of a single species.
 - b. Minimum Size of Plantings: Caliper inches to be measured 6 inches off the ground.
 - i. Canopy tree: 3-inch caliper
 - ii. Ornamental tree: 1.5-inch caliper
 - iii. Evergreen tree: 6-foot height
 - iv. Deciduous or evergreen shrub: 5-gallon pot
 5. Method of Installation:
 - a. The spacing of trees shall be appropriate to the type of plant species provided. Evergreen shrubs shall be planted in clusters in order to maximize survival.
 - b. Visibility triangles shall be maintained as required in Section 1011.06 by selecting and locating landscaping and design features that do not exceed the height limitation in visibility triangles.
 - c. All deciduous shrubs and spreading or globe evergreen shrubs shall be moved onto the site in pots. All other plant materials shall be balled and burlapped (B&B) or moved onto the site with a tree spade.
 - d. In calculating the required plant material under the provisions of this section, all areas and distances on which required calculations are based shall be rounded up to the nearest whole number.
 6. Alternative Landscape Options: The City encourages the use of special design features such as xeriscaping, raingardens/bioswales, rooftop gardens, native landscapes, integrated pedestrian facilities, and public art. To encourage the use of these special design features the city acknowledges a degree of flexibility may be necessary to adjust to unique situations. This subsection provides such flexibility and presents alternative ways to meet the standards set for in this section. The alternatives provided below are discretionary and are subject to approval of the Community Development Department, unless the development application requires approval by the City Council, in which case the City Council shall approve the alternative landscape plan. Landscape requirements

may be modified if the proposal meets any of the following:

- a. It is of exceptional design that includes amenities such as public art, public seating, an outdoor plaza, green rooftop, recreational benefit, and/or transit shelter.
 - b. It is deemed equivalent to the minimum requirements of this Section and complies with the purpose and objectives of this Section.
 - c. It will allow a site plan that is more consistent with the character of the area.
 - d. It will result in the retention of more existing significant trees.
 - e. It better accommodates or improves the existing physical conditions of the subject property.
 - f. The topography decreases or eliminates the need for visual screening.
 - g. It does not reduce the effect of required screening.
 - h. Efforts are made to create interest by providing a variety of colors and textures.
7. Required Landscape Plan: With the exception of one- and two-family dwellings, a detailed landscape plan shall be submitted for review and approval by the Community Development Department for all new developments, additions, or modifications to existing developments, or when changes are made to existing landscape plans. Landscape plans shall be prepared by a registered landscape architect or other qualified individual as determined by the Community Development Department. The landscape plan shall be drawn to a scale of not smaller than 1 inch equals 50 feet. The locations and materials which are to be used in landscaping existing and proposed developments shall be clearly drawn and labeled on a landscape plan. The plan shall, at a minimum, show the following:
- a. Boundary lines of the property with accurate dimensions.
 - b. Locations of existing and proposed buildings, parking lots, roads, and other improvements;
 - c. Existing topography and proposed grading with contour intervals no greater than 2 feet;
 - d. Location and diameter of trees and common names of existing trees and shrubs;
 - e. Planting schedule containing symbols, quantities, common and botanical names, size of plant materials, and root condition;

- f. Planting details illustrating proposed locations of all new plant materials;
 - g. Locations and details of other landscape features including berms, retaining walls, fences, walls, sculptures, fountains, street furniture, lights, courtyards, and planters;
 - h. Details of restoration of disturbed areas including areas to be sodded or seeded;
 - i. Location and details of irrigation systems;
 - j. Details and cross sections of all required non-vegetative screening;
 - k. Description of the method to be employed for the protection of all existing landscape materials to be saved; and
 - l. Planting and installation details as necessary to ensure conformance with all required standards.
8. Maintenance: The continued maintenance of all required landscaping materials in a live and healthy state is a requirement of this Section and is the responsibility of the owner and tenant of the property on which the materials are required. This requirement shall run with the land and be binding upon all future property owners. Failure to comply with this requirement shall be a violation of this Section.
- a. All new landscape plans shall be accompanied by a landscape maintenance plan that includes all initial plant warranties, the plan for mulch restoration, and all pertinent contact information.
 - b. Plantings shall be maintained in a neat, healthy condition and comply with the site maintenance plan approved by the Community Development Department. Plantings which have died shall be promptly replaced in accordance with a landscape plan approved by the City for the site.
9. Security:
- a. Landscape Security Required: Prior to the issuance of a building permit for all projects requiring approval of a landscape plan, the developer, contractor, or property owner shall deposit a security with the City to guarantee compliance with and to indemnify the City for any expenses incurred in enforcing the requirements of this Section.
 - i. One- and Two-family Dwellings: Landscape security for detached or attached one- or two-family dwellings shall be a cash escrow in the amount of \$500.00.
 - ii. All Other Uses: Landscape security for all

uses except detached or attached one- or two-family dwellings shall be in a form approved by the Community Development Department and shall be equal to 125% of the estimated cost necessary to furnish and plant the required landscaping and any ancillary screening improvements such as fencing. The estimated cost shall be subject to approval by the City. If the estimated cost submitted by the developer to the City is not approved by the City, the City shall have the exclusive right to determine the estimated cost.

- b. Landscape Inspection: The developer, contractor, or property owner shall request an inspection after the required landscaping has been installed. The Community Development Department will perform the inspection and determine compliance with the approved landscape plan.
- c. Releasing the Security: Upon the determination by the Community Development Department that a landscape installation is consistent with landscape requirements and approved plans, the security shall be released to the developer, contractor, or property owner according to the requirements below.
 - i. One- and Two-family Dwellings: A required security shall be released upon the successful inspection of the landscape installation. Notwithstanding the foregoing, no portion of the security shall be released while there are unsatisfied obligations.
 - ii. All Other Uses: The landscape security for all uses except detached or attached one- or two-family dwellings shall be held by the Community Development Department for a minimum of 2 full years beginning upon the successful inspection of the landscape installation. A reduction can be sought after the first year and after an inspection is requested by the developer, contractor, or property owner. If the Community Development Department determines that the landscape is established appropriately, a portion of the security may be released. That part of the security which has not been released at the end of the first year shall be retained and shall secure the remaining obligation to replant trees which are not alive or are unhealthy at the end of the year and to replant missing trees.

The entire security may be released 1 year after the replanting of such trees has been satisfactorily completed and the City has certified that those replacement trees are alive and healthy. To be certified as alive and healthy, all of the following conditions must exist:

- No tree shall have sustained mechanical injury to the trunk of a tree causing loss of more than 30% of the bark circumference of the tree at any location along the tree's trunk.
- No tree shall have had soil compacted to 6 inches deep over more than 30% of its root zone.
- No tree shall have had more than 30% of its roots cut for the installation of any utility or for any other purpose.
- No more than 25% of the crown of a tree shall consist of dead branches.

- d. None of a security shall be released until the developer's, contractor's, property owner's obligations to indemnify the City for any expenses incurred in enforcing the requirements of this Section are satisfied.

10. Penalties for Violation: Any tree that is visibly damaged, has a root system that has been driven on, or has a root zone in which the soil has been compacted in any way, shall be replaced in accordance to the tree replacement formula found in Section 1011.04G. Also, any person who is not authorized by the City who removes any tree from any public property without first obtaining a permit and any person who fails to replace trees in the manner provided in this subsection shall, in addition to the criminal penalties prescribed by law, be required to pay to the City the estimated cost of tree replacement in the amount determined by the City. Upon determination that this has occurred, the City shall submit a bill for the amount of tree replacement. If that amount is not received by the City within 90 days, such amount shall be assessed as a special assessment on any land located in the City owned by the person violating this Section.

B. **Buffer Area Screening:** The setback requirements established for uses in each district are intended to act as buffers between those districts and uses, but heightened screening is appropriate between low-density residential dwellings and more intensive uses. For all new construction in all districts that lie adjacent to or across the street from LDR Districts, therefore, additional screening shall be implemented as

required herein.

1. Exception: The requirements in this subsection shall be applied in addition to the preceding general landscaping requirements, except that they shall not apply to Low Density Residential or Park and Recreation Districts.
2. Acceptable Screening: Screening requirements of this Title shall be satisfied through the use of buildings, berms, solid board-on-board fences, walls, planting screens, evergreen trees, hedges, or some combination thereof. If the topography, existing vegetation, permanent structure, or other feature creates a barrier which achieves the standards of this section, they may be substituted.
 - a. Screen Fences and Walls: Any screen fence or wall shall be constructed of attractive, permanent finished materials, compatible with those used in the construction of the principal structure. Such screens shall be at least 6 feet in height and shall be 100% opaque.
 - b. Planted Screening: Any planting screens shall consist of healthy plants, shall be at least 6 feet in height, and shall be designed to provide a minimum year round opacity of 80% at the time of installation.
 - c. Notwithstanding these requirements, screening along street rights-of-way shall be maintained at a height not less than 3 feet nor more than 4 feet.
3. Maintenance: Screen fences and walls which are in disrepair shall be promptly repaired. Planted screens shall be maintained according to the normal landscape maintenance requirement of Section 1011.03A8

C. Parking Lot Landscape: Off street parking lots with more than 25 parking stalls shall contain interior landscaped islands. Such islands shall be bounded by a raised concrete curb or approved equivalent and shall contain mulch to retain soil moisture. Turf grass is permitted within landscaped areas located around the periphery of a parking lot.

1. Islands are required at the end of each row of cars, where it abuts vehicle circulation aisles or driveways, or every 15 stalls, whichever is less.
2. Islands shall be provided to separate pedestrian and vehicular traffic.
3. All islands shall contain a minimum of 160 square feet and a minimum dimension shall be 5 feet.
4. At least 1 canopy tree shall be provided in each island, in addition to assorted shrubs, perennials, to assorted ornamental grass.
5. Islands shall be prepared with clean soil to a depth

of 5 feet and amended to ensure adequate drainage and nutrient and moisture-retention levels for the establishment of plantings.

- D. All perimeter and interior landscaped areas in parking lots shall be equipped with a permanent irrigation system, unless drought-tolerant plant materials are used exclusively. Where drought-tolerant plant materials are used, irrigation shall be required only for the two-year period following plant installation and may be accomplished using hoses, water trucks, or other nonpermanent means.

1011.04 Tree Preservation and Restoration in All Districts:

A. **Intent and Purpose:** It is the intent of the City of Roseville to protect, preserve, and enhance the natural environment of the community, and to encourage a resourceful and prudent approach to the development and alteration of wooded areas. This Section has the following specific purposes:

1. To recognize and protect the natural environment consistent with the City's mission statement and goals of the Comprehensive Plan through preservation and protection of significant trees.
2. To promote protection of trees for the benefits provided, including beautification, protection against wind and water erosion, enhancement of property values and air quality, reduction of noise and energy consumption, buffering, and protection of privacy and natural habitats.
3. To establish requirements related to cutting, removal, or destruction of existing trees, especially significant trees.
4. To establish reasonable requirements for replacement of significant trees.
5. To allow the development of wooded areas in a manner that minimizes and mitigates the removal and destruction of trees, and preserves the aesthetics, property values, and character of the surrounding area
6. To provide for the fair and effective enforcement of the regulations contained herein.

B. **Applicability:** This Section applies to all new development.

C. **Tree Preservation Plan Approval Required:** It is unlawful for any person to engage directly or indirectly in land alteration, as defined in Section 1001.11, unless such person has first applied for and obtained approval of a tree preservation plan by the Community Development Department or other authorized City official. No preliminary plat, building permit, grading permit, or other City required permit approval shall be granted unless approval of a tree preservation plan has first been obtained. Application for

approval of a tree preservation plan shall be made in writing to the Community Development Department.

1. This application may be made separately or may be included as part of a development application. Information to be included in the application includes at least the following:
 - a. Survey location of all significant trees;
 - b. A significant tree summary sheet identifying the species of all significant trees located on the map;
 - c. Identification of critical root zones extending from trees located on adjacent tracts, including the location and species of the trees;
 - d. A table of area sizes for the following:
 - i. Existing site area, floodplain area, and forest area;
 - ii. Proposed areas of tree retention;
 - iii. Proposed areas of tree removal; and
 - iv. Proposed areas of reforestation and afforestation.
 - e. A graphic delineation of the following areas:
 - i. Proposed significant tree retention areas;
 - ii. Proposed afforestation and reforestation areas;
 - iii. Proposed limits of disturbance;
 - iv. Steep slopes of 25% or more;
 - v. Wetlands, including any required setbacks; and
 - vi. Topographic contours and intervals.
 - f. Such other information that the Community Development Department determines is necessary to implement this Section.
2. A simplified Tree Preservation Plan may be submitted where trees do not currently exist on the site or where existing trees will not be cut, cleared, or graded for the proposed development, and where adequate tree protection devices and long-term agreements are established for the protection of existing significant trees. This simplified plan may be included on an "Existing Conditions Survey."
3. Exception: The foregoing does not apply to LDR-zoned properties where new construction or subdivision is not proposed.

D. Tree Preservation Species: Significant specimens of the following types and species of trees shall be identified on a

Tree Preservation Plan.

1. **Coniferous Trees:** Coniferous trees are considered to be significant at a height of 12 feet or more. Species of coniferous trees required to be surveyed for tree preservation plan approval are identified in Table 1011-1.

Table 1011-1	
Arborvitae, White Cedar	Pine, Ponderosa
Fir, Douglas	Pine, Red (Norway)
Fir, White	Pine, scotch
Hemlock, Canada Eastern	Red Cedar, Eastern
Junipers	Redwood, Dawn
Larch, Eastern Tamarack	Spruce, Black Hills
Larch, European	Spruce, Colorado Blue
Pine, Austrian	Spruce, Norway
Pine, Eastern White	Spruce, White
Pine, Mugo	Spruce, Japanese

2. **Deciduous Trees:** Deciduous trees are considered to be significant at a diameter at breast height (DBH) of 6 inches or more. Species of deciduous trees required to be surveyed for tree preservation plan approval are identified in Table 1011-2.

Table 1011-2			
Ash, Green	Crabapple, ornamental	Linden, all varieties	Oak, Red
Ash, White	Dogwood, alternate-leafed	Maple, all varieties	Oak, Scarlet
Basswood	Elm, Accolade	Mountain Ash, European	Oak, Swamp White
Beech, Blue	Ginko Male trees	Mountain Ash, Snow	Oak, White
Birch, River	Hackberry	Mulberry, Red	Plum, American
Canada Red Cherry, Shubert	Hawthorns	Nannyberry	Plum, Canadian
Catalpa, Northern	Hickory, Bitternut	Oak, Burr	Redbud, Eastern
Chokecherry, Amur	Honey Locust, Imperial	Oak, Chestnut	Serviceberry
Chokecherry, Shubert's	Honey Locust, Skyline	Oak, Northern Pin	Walnut, Black
Coffee-tree, Kentucky	Ironwood	Oak, Northern Red	
Corktree, Amur	Lilac, Japanese tree	Oak, Pin	

3. **Heritage Trees:** A heritage tree is any tree on Table 1011-1 or Table 1011-2 in fair or better condition which

equals or exceeds the following diameter size:

Table 1011-3	
Tree Type	Minimum DBH in inches
Deciduous	27
Coniferous	24

- a. A tree in fair or better condition must have:
 - i. A life expectancy of greater than 10 years;
 - ii. A relatively sound and solid trunk with no extensive decay or hollow; and
 - iii. No major insect or pathological problem.
 - b. A smaller tree can be considered a heritage tree if:
 - i. Certified forester determines it is a rare or unusual species or of exceptional quality.
 - ii. A smaller tree can be considered a heritage tree if it is specifically used by a developer as a focal point in the project.
4. Other Trees: A tree not included on Table 1011-1 or Table 1011-2 may be included for credit as part of the Tree Inventory subject to City approval if it has:
- a. A life expectancy of greater than 10 years;
 - b. A relatively sound and solid trunk with no extensive decay or hollow; and
 - c. No major insect or pathological problem; and if
 - d. A certified forester determines it is a rare or unusual species or of exceptional quality; or
 - e. It is specifically used by a developer as a focal point in the project.
- E. **Tree Protection:** All trees which are to be retained on any site shall be marked and physically protected from harm or destruction caused by soil compaction, equipment and material storage within the drip line, bark abrasions, changes in soil chemistry, out-of-season pruning, and root damage during construction.
1. Before any construction or grading of any development project occurs, a "safety fence" at least 4 feet in height, and staked with posts no less than every 5 feet shall be placed around the drip line borders of woodlots and/or the drip lines of significant trees to be preserved. Signs shall be placed along this fence line identifying the area as a tree protection area, and prohibiting grading beyond the fence line. This fence must remain in place until all grading and construction activity is terminated.

2. No equipment, construction materials, or soil may be stored within the drip lines of any significant trees to be preserved.
3. Care must be taken to prevent the change in soil chemistry due to concrete washout and leakage or spillage of toxic materials such as fuels or paints.
4. Drainage patterns on the site shall not change considerably causing drastic environmental changes in the soil moisture content where trees are intended to be preserved.
5. Pruning of oak and elm tree branches and roots must not take place from May 1 through July 31. If wounding of oak or elm trees occurs, a nontoxic tree wound dressing must be applied immediately. Excavators must have a nontoxic tree wound dressing with them on the development site.
6. Any tree determined by the Community Development Department to be destroyed or damaged shall be replaced in accordance with the Tree Replacement Formula in Section 1011.04G.

F. Allowable Tree Removal:

1. Pursuant to an approved tree preservation plan, significant trees may be destroyed without any required replacement within the width of required easements for public streets, utilities, and storm water ponding areas.
2. Development of Vacant Lots: On individual lots, up to 35% of the total DBH-inches of all significant trees and up to 15% of the total DBH-inches of all heritage trees may be removed for the installation of utilities, driveways, and the building pad without tree replacement or restitution.
3. Redevelopment of Lots: On lots which have been previously platted and developed, where the structures have been removed or destroyed to more than 50% of the current market value, up to 35% of the total DBH-inches of all significant trees and up to 15% of the total DBH-inches of all heritage trees may be removed for the installation of utilities, driveways, and building pads without tree replacement or resolution.
4. Significant trees in excess of the limitations of this Section may be removed, provided all trees removed in excess of said limitations shall be replaced in accordance with the Tree Replacement Formula.

G. Tree Replacement Formula: Replacement of removed or disturbed trees in excess of the that which is allowed under a tree preservation plan shall be according to the following guidelines:

1. Significant Trees: Significant trees shall be replaced at the ratio of 0.5 caliper inch per 1 DBH-inch removed.
2. Heritage Trees:
 - a. Due to their inherently greater value, heritage trees shall be replaced at a ratio of 2 caliper inches per DBH-inch.
 - b. For each heritage tree saved, the developer may receive credit towards the required replacement trees. This credit will be at a rate of 2 caliper inches for each DBH-inch saved. To receive this credit, the applicant must demonstrate that extraordinary measures have been taken to preserve the heritage trees that otherwise would not be saved.
3. Required replacement trees shall be planted on the site being developed. The applicant may also request approval to plant replacement trees on boulevards, at the discretion of the City.
4. Minimum sizes for replacement trees shall be:
 - a. Deciduous Trees: 3-inch caliper
 - b. Coniferous Trees: 6 feet in height
5. Replacement trees shall be from balled and burlapped, certified nursery stock as defined and controlled by MN Stat. 18.44 through 18.61, the Plant Pest Act, as may be amended from time to time. Replacement trees may also be from bare root stock, provided the trees are planted no later than May 15th in any year, and the planting is inspected by the City.
6. Replacement trees shall be covered by a minimum 2-year guarantee.
7. Replacement trees shall be of a species similar to other trees found on the site where removal has taken place. Selection of replacement tree types for use on public sites shall be at the sole discretion of the City.
8. Where heritage trees have been removed, replacement trees shall consist of the same species as the removed heritage tree, or a tree that has the same potential value as the removed heritage tree. This value shall be certified by a certified forester or arborist. For the purposes of this paragraph, value is defined as a species which has the same growth and life potential as the removed tree.
9. Replacement trees may be utilized to meet landscaping and screening requirements if placement, species, and location are consistent with those requirements.

H. Certification of Compliance with Approved Landscape

Plan: Upon completion of the required landscape installation, the Developer shall notify the City and request an inspection of the work. Following the inspection, the

City shall notify the Developer that all work has been satisfactorily completed, or what work is still required. The required warranty period, shall begin on the date of the letter of satisfactory completion issued by the City.

I. Warranty Requirement:

1. New Development Sites: The Developer shall provide a financial guarantee, in a form satisfactory to the City, prior to the approval or issuance of any permit for land alteration.
 - a. The amount of the guarantee shall be 125% of the estimated cost to furnish and plant replacement trees. The estimated cost shall be provided by the Developer subject to approval by the City. The estimated cost shall be at least as much as the reasonable amount charged by nurseries for the furnishing and planting of replacement trees. The City reserves the right in its sole discretion to determine the estimated cost in the event the Developer's estimated cost is not approved.
 - b. The security shall be maintained for at least 2 years after the date that the last replacement tree has been planted. Upon a showing by the Developer and such inspection as may be made by the City, that portion of the security may be released by the City equal to 125% of the estimated cost of the replacement trees which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the Developer's obligation to remove and replant replacement trees which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of the replanting of such trees the entire security may be released.
2. Development or Redevelopment of Existing Lots: The developer shall provide a cash escrow in the amount of \$500.00 to guarantee compliance with the requirements of this Ordinance. Said security shall be released upon certification of compliance by the developer to the satisfaction of the City. Notwithstanding the foregoing, no portion of the security shall be released while there are unsatisfied Developer's obligations to indemnify the City for any expenses in enforcing this requirement.
3. The City may retain from the security required above as reimbursement an amount expended by the City to enforce the provisions of this Section.

J. Entry on Private Property and Interference with

Inspection: The Community Development Department may enter upon private premises at any reasonable time for the purposes of enforcing the regulations set forth in this

Section. No person shall unreasonably hinder, prevent, delay, or interfere with the Community Development Department while engaged in the enforcement of this Section.

1011.05 Lot Controls in All Districts:

- A. **Purpose:** Lot controls are established to provide for the orderly development and use of land, and to provide for adequate light, air, open space, and separation of uses.
- B. **Use of Lots:** All lots shall be used in a manner consistent with the requirements of this Title and the zoning district in which the property is located. No part of any existing lot shall be used as a separate lot or for the use of another lot, except as may be otherwise provided in the City Code.
- C. **Lots of Record:**
 - 1. A lot of record shall be deemed a buildable lot provided it has frontage on a public right-of-way and meets the setback and size requirements for the district in which it is located.
 - 2. Exception: An LDR-zoned lot of record as of January 1, 2011, which does not meet the requirements of this Title as to area or width, may be utilized for one-family detached dwelling purposes provided the measurements of such lot meets 100% of the front yard, side yard and rear yard setback requirements for the district in which it is located and at least 60% of the minimum lot area and lot width requirements for the district in which it is located.
- D. **Principal Buildings in LDR Districts:** No LDR-zoned lot shall include more than 1 principal building.
- E. **Principal Buildings in Non-LDR Districts:** Lots in non-LDR districts may include more than 1 principal building, provided each building meets all of the requirements, including setbacks, of the district in which it is located.
- F. **Required Yards:** Yard requirements shall be as specified for the zoning district in which the lot is located.
- G. **Yard Encroachments:** The following improvements shall not be considered as encroachments into required yards, provided they conform to the pertinent limitations.
 - 1. Cornices, canopies, awnings, eaves, gutters, bay windows, and other ornamental features which do not extend more than 3 feet into the required yard.
 - 2. Chimneys, air conditioning units, fire escapes, uncovered stairs, ramps, and necessary landings which do not extend more than 3 feet into the required yard.

3. Terraces, steps, uncovered porches and patios, decks, stoops, or similar features which do not extend above the height of the ground floor level of the principal structure or to a distance less than 2 feet from any lot line. Notwithstanding this requirements, patios shall not be less than 10 feet from a street right-of-way.
4. Fences constructed and maintained in accordance with the applicable provisions of this Title.

1011.06 Visibility Triangles in All Districts:

- A. **Purpose:** This section is intended to define and regulate areas around street intersections for the purpose of preserving adequate sight lines for the safety of motorists, cyclists, and pedestrians passing through the intersections. Visibility triangles are described by locating Points A, B, and C as instructed in this Section and connecting these points with straight lines.
- B. **Applicability:** Although the visibility triangles described in this section at least partially overlap land in the public right-of-way, the requirements of this section apply only to the privately owned property (i.e., land which is not in the public right-of-way) that lies within a visibility triangle.
- C. **Definitions:** The following words and phrases, when used in this section, shall have the meanings respectively ascribed to them:
 1. **Street X:** At an intersection, Street X is the street of higher classification or, if intersecting streets are of equal classification, the primary street as determined by the Community Development Department.
 2. **Street Y:** At an intersection, Street Y is the street of lower classification or, if intersecting streets are of equal classification, the street which is not determined by the Community Development Department to be the primary street.
 3. **Width of Street:** The distance in feet measured from back-of-curb to back-of-curb or, in the absence of a curb, the distance measured perpendicularly from the edge of the paving surface to the opposite edge of the paving surface.
- D. **Parcels Zoned Low-Density Residential:** The visibility triangle for a street intersection adjacent to an LDR-zoned parcel shall be described as follows.
 1. **Point A:** Located by extending the curb lines (or pavement edges where there are no curbs) of Streets X and Y toward the intersection until the curb lines meet.
 2. **Point B:** Located on the curb line of Street Y 45 feet

from Point A.

3. Point C: Located on the curb line of Street X 45 feet from Point A.

E. Parcels Not Zoned Low-Density Residential: The regulations in this section shall apply to all private property, except LDR-zoned property, within visibility triangles.

1. Controlled Street Intersections:

- a. Four-way Stop or Traffic Control Signal: The visibility triangle for a four-way stop or traffic signal controlled intersection shall be described as follows.
 - i. Point A: Located at the intersection of the center lines of Streets X and Y.
 - ii. Point B: Located on the center line of Street Y at a distance from Point A equal to $1\frac{1}{2}$ times the average of the widths of Street X and Y.
 - iii.
$$\left(\frac{W_X + W_Y}{2} \right) = \frac{3}{4} \text{ of } W_X$$
 - iv. Point C: Located on the center line of Street X at a distance from Point A equal to $1\frac{1}{2}$ times the average of the widths of Streets X and Y.
 - v.
$$\left(\frac{W_X + W_Y}{2} \right) = \frac{3}{4} \text{ of } W_Y$$
- b. Three-way Stop: The visibility triangle for a three-way stop at a T-intersection shall be described the same as for the four-way stop.
- c. Two-way Stop: The visibility triangle for a two-way stop controlled intersection shall be described as follows (Street Y has stop control):
 - i. Point A: Located at the intersection of the center lines of Streets X and Y.
 - ii. Point B: Located on the center line of Street Y at a distance from Point A equal to half the width of Street X plus 15 feet.
 - iii. Point C: Located on the center line of Street X at a distance in feet from Point A given by Table 1011-4 according to the speed limit and width of Street X.

Table 1011-4					
Width of Street X (in feet)	Speed Limit of Street X				
	30 mph	35 mph	40 mph	45 mph	50 mph
16 - 20	155	190	220	290	350
21 - 25	170	205	245	300	365
26 - 30	185	225	265	330	400
31 - 35	200	245	290	360	435
36 - 40	215	265	310	390	470
41 - 45	230	280	330	420	505
46 - 50	250	300	355	450	540
51 - 55	265	320	375	475	575
56 - 60	280	340	400	505	610

- d. One-way Stop: The visibility triangle for a one-way stop at a T-intersection shall be the same as for the two-way stop.
- e. Two-way Yield: The visibility triangle for a two-way yield controlled intersection shall be described as follows (Street Y has yield control):
 - i. Point A: Located at the intersection of the center line of Streets X and Y.
 - ii. Point B: Located on the center line of Street Y at a distance from Point A equal to half the width of Street X plus 50 feet.
 - iii. Point C: Located on the center line of Street X at a distance in feet from Point A given by Table 1011-5, according to the speed limit of Street X.

Table 1011-5					
Speed Limit of Street X or Y (in miles per hour)	20	25	30	35	40
Distance from Point A (in feet)	60	85	110	140	180

- f. One-way Yield: The visibility triangle for a one-way yield at a T-intersection shall be described the same as for the two-way yield.
 - g. Special: The visibility triangle for all other types of controlled intersections shall be described as combinations of the above visibility triangles.
2. Uncontrolled Street Intersections:
- a. Four-leg and Three-leg Intersections: Other than T-intersections, the visibility triangle for these types of intersections shall be described as follows:

- i. Point A: Located at the intersection of the center lines of Streets X and Y.
 - ii. Point B: Located on the center line of Street Y at a distance from Point A given by Table 1011-5, according to the speed limit of Street Y.
 - iii. Point C: Located on the center line of Street X at a distance from Point A given by Table 1011-5, according to the speed limit of Street X.
 - b. T-Intersections: The visibility triangle shall be determined as for T-intersections with a one-way yield.
 - c. Roundabout Intersections: No visibility triangle is necessary at roundabout intersections because all traffic circulates in the same counterclockwise direction.
3. Intersections of Streets with Driveways (or Alleys): The visibility triangle for the intersection of a street with a driveway shall be described as follows.
- a. Point A: Located by extending the curb lines (or pavement edges where there are no curbs) of the street and driveway toward the intersection until the curb lines meet.
 - b. Point B: Located on the curb line of the driveway 10 feet from Point A.
 - c. Point C: Located on the curb line of the street 10 feet from Point A.
4. Intersections of Driveways (or Alleys) with Sidewalks (or Paths): The visibility triangle for the intersection of a driveway shall be described as follows:
- a. Point A: Located at the intersection of the driveway and sidewalk.
 - b. Point B: Located on the edge of the sidewalk 5 feet from Point A.
 - c. Point C: Located on the curb line (or pavement edge, if no curb is present) of the driveway 5 feet from Point A.
- F. **Prohibitions:** The following restrictions apply to all visibility triangles:
- 1. No structures shall be erected except for fences, walls, or berms not exceeding 30 inches in height as measured from the top of the curb (or pavement edge where there is no curb) immediately adjacent to the triangle area;
 - 2. No motor vehicle, trailer, or other equipment shall be allowed to park, stand, or stop; and

3. No vegetation shall be planted or allowed to grow higher than 30 inches as measured from the top of the curb (or pavement edge where there is no curb) immediately adjacent to the triangle area.

1011.07 Height Exemptions in All Districts:

- A. The building and structure height limitations established for each zoning district shall apply to all buildings and structures, except that the following shall be exempt from said height limitation:
 1. Church spires
 2. Belfries
 3. Cupolas and domes which do not contain usable space
 4. Monuments
 5. Water towers
 6. Fire and hose towers
 7. Observation towers
 8. Flagpoles
 9. Electrical transmission towers
 10. Chimneys
 11. Smokestacks
 12. Parapet walls extending not more than 3 feet above the limiting height of the building
 13. Cooling towers
 14. Grain elevators
 15. Elevator penthouses
- B. **Exception:** If, in the opinion of the Community Development Department, such structure would adversely affect adjacent property, such greater height shall not be authorized except by the City Council pursuant to the appeals procedure established in Section 1009.08.

1011.08 Fences in All Districts:

- A. **General Requirements:** Fences may be constructed, placed, or maintained in any yard or adjacent to a lot line in accordance with these requirements.
 1. The owner of the property upon which a fence is located shall be responsible for locating all property lines prior to constructing said fence.
 2. All fence posts and supporting members shall be placed within the property lines of the property on which the

fence is located.

3. Fences in front yards shall not exceed 4 feet in height. Notwithstanding this limitation, fences in front yards which are adjacent to the side or rear yards of abutting lots may be as tall as 6.5 feet.
4. Fence height shall be measured from the average grade adjacent to the bottom of the fence to the top of the fence material. Fence posts may extend an additional 6 inches.
5. All fences shall be constructed so that the finished side or more attractive side of the fence faces the adjacent property or the public right-of-way.
6. All fences shall be constructed of durable, uniform, weather-resistant, and rust-proofed materials.
7. All fences shall be maintained and kept in good condition.
8. Fences exceeding 4 feet in height shall require a building permit from the City.

B. Residential Fences: The following standards shall apply to all fences constructed in any residential zoning district or directly adjacent to any residential zoning district:

1. No fence used for screening or security shall exceed 6.5 feet in height;
2. Fences shall be comprised of chain-link, wood, plastic, or metal, but shall not be barbed wire, electric, weaved or welded wire; and
3. Temporary snow fencing is allowed seasonally, when snow is present, without a permit;
4. Exception: Weaved or welded wire or mesh fences erected at the periphery of a garden and used to keep unwanted animals out of the garden shall be allowed to a maximum of 8 feet in height.
5. Non-residential Fences: In addition to the requirements of this section, fences in all non-residential districts shall conform to the screening requirements of Section 1011.03B of this Chapter.
6. Fencing of Play Areas: For public or private parks and playgrounds located adjacent to a public right-of-way or railroad right-of-way, a landscaped yard area no less than 30 feet in width or a fence no less than 4 feet in height shall be installed between the facility and the right-of-way.

1011.09 Essential Services in All Districts:

A. Purpose: The purpose of this Section is to provide for the

installation of essential services in a manner that does not adversely affect the public health, safety, or welfare.

B. Essential Services Allowed by Permit: The following essential services, when installed primarily for the use of City residents, shall only require a permit from the City Engineer:

1. All communication lines.
2. Underground electrical transmission lines, overhead utility lines, and electrical transmission lines intended to serve properties within the City.
3. Pipelines for distribution to individual properties within the City.
4. Electrical substations with less than 33 KV.
5. Radio receivers and transmitters accessory to an essential service, when placed on an existing utility pole, tower, or light standard.

1011.10 Solar Energy Systems in All Districts:

- A. Solar energy systems are allowed as accessory uses in all zoning classifications where structures of any sort are allowed.
- B. Active solar energy systems shall be allowed as accessory uses in all zoning classifications where structures of any sort are allowed, subject to certain requirements as set forth below:
 1. Height: Active solar systems must meet the following height requirements:
 - a. Building- or roof- mounted solar energy systems shall not exceed the maximum allowed building height in any zoning district. For purposes for height measurement, solar energy systems other than building-integrated systems shall be considered to be mechanical devices and are restricted consistent with other such mechanical devices.
 - b. Ground- or pole-mounted solar systems shall not exceed 15 feet in height when oriented at maximum tilt.
 2. Setback: Active solar energy systems must meet the accessory structure setback for the zoning district and primary land use associated with the lot on which the system is located.
 - a. Roof-mounted Systems: Consistent with the required building setback, the collector surface and mounting devices for roof-mounted solar systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built. Exterior piping for solar hot water systems shall

- be allowed to extend beyond the perimeter of the building on a side yard exposure.
- b. Ground-mounted Systems: Ground-mounted solar energy systems shall not extend into the required side- or rear-yard setback when oriented at minimum design tilt.
3. Visibility: Active solar energy systems shall be designed to blend into the architecture of the building or be screened from routine view from public rights-of-way other than alleys. The color of the solar collector is not required to be consistent with other roofing materials.
 - a. Building-integrated Photovoltaic Systems: Building-integrated photovoltaic systems shall be allowed regardless of visibility, provided the building component in which the system is integrated meets all required setback, land use, and performance standards for the district in which the building is located.
 - b. Solar Energy Systems with Mounting Devices: Roof- or ground-mount solar energy systems shall not be restricted if the system is not visible from the closest edge of any public right-of-way other than an alley. Roof-mounted systems that are visible from the nearest edge(s) of the street frontage right(s)-of-way shall be reviewed and approved by Community Development staff to ensure the system meets the wind load standards for the roof and there are not major aesthetic impacts with the system to the surrounding properties.
 - c. Coverage: Roof- or building- mounted systems, excluding building-integrated systems, shall not cover more than 80% of the south-facing or flat roof upon which the panels are mounted, and shall be set back from the roof edge by a minimum of 1 foot. The surface area of pole or ground mount systems shall not exceed half the building footprint of the principal structure.
 4. Approved Components: Electric solar energy system components must have a UL listing.
 5. Plan Approval Required: All solar energy systems shall require administrative plan approval by the Community Development Department.
 - a. Applications: Plan application for solar energy systems shall be accompanied by scaled horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building, or on the property for a ground-mount system, including the property lines.

- b. Pitched-roof-mounted Systems; For all roof-mounted systems other than a flat roof the elevation drawings shall show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.
 - c. Flat-roof-mounted Systems: For flat-roof applications a drawing shall be submitted showing the distance to the roof edge and any parapets on the building and shall identify the height of the building on the street frontage side, the shortest distance of the system from the street frontage edge of the building, and the highest finished height of the solar collector above the finished surface of the roof.
- 6. Plan Approvals: Applications that meet the design requirements of this policy shall be granted administrative approval by the Community Development Department and shall not require Planning Commission review. Plan approval does not indicate compliance with Building Code or Electric Code.
 - 7. Compliance with Building Code: All active solar energy systems shall building permits.
 - 8. Compliance with State Electric Code: All photovoltaic systems shall comply with the Minnesota State Electric Code.
 - 9. Utility Notification: No grid-intertie photovoltaic system shall be installed until evidence has been given to the Community Development Department that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

1011.11 Additional Standards in All Non-LDR Districts:

- A. Rooftop Equipment: Rooftop equipment, including structures related to elevators, shall be completely screened from eye level view from contiguous properties and adjacent streets. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood or other material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.
- B. Waste and Recycling Areas: Waste 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. Waste and recycling enclosures within developments of 2-stories 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.

- C. Maintenance Activities: Movement of sweeping vehicles, garbage trucks, maintenance trucks, and other service vehicles and equipment is prohibited within 300 feet of a residential district between the hours of 10:00 P.M. and 7:00 A.M., except for emergency vehicles and emergency utility or maintenance activities. Snow removal shall be undertaken in a manner that minimizes activity between the hours of 10:00 P.M. and 7:00 A.M. Long term snow storage (more than 7 days) shall not occur within 300 feet of a residential district unless approved by the Community Development Department. Long term snow storage may only occur on surplus parking spaces beyond the required spaces within Chapter 1019 of this Title.
- D. 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, unless determined by Community Development Department that there is no reasonable alternative.
- E. Parking Lot Lighting: The following standards for on-site lighting of parking lots shall be required for all uses.
 - 1. Fixtures: Lighting fixtures shall be of a downcast, cutoff type, concealing the light source from view and preventing glare unless decorative and utilized for pedestrian safety.
 - 2. Minimum Lighting Levels: Energy efficient lighting systems shall be employed for all exterior lighting. Minimum lighting levels, measured at a height of 5 feet above the grade, for parking facilities shall be as follows:
 - a. Covered Parking Facilities (Day):
 - i. General parking and pedestrian areas: 5 foot-candles
 - ii. Ramps/corners: 10 foot-candles
 - iii. Entrances/exits: 50 foot-candles
 - iv. Stairwells: 20 foot-candles
 - b. Covered Parking Facilities (Night):
 - i. General parking and pedestrian areas: 5 foot-candles
 - ii. Ramps/corners: 5 foot-candles
 - iii. Entrances/exits: 5 foot-candles

- iv. Stairwells 20 foot-candles
- c. Open Parking Areas:
 - i. General parking and pedestrian areas 0.9 foot-candle
 - ii. Vehicle use areas 1 foot-candle
- 3. All lights not reasonably required for security or business operations must be turned off between the hours of 10:00 P.M. and sunrise, or operated by motion detectors so that they only turn on when there is activity nearby and turn off shortly thereafter.
- 4. Pole Height: The height of light poles shall not exceed 12 feet if located closer than 50 feet to a residential property line, nor a height of 25 feet if located between 50 feet and 100 feet of a residential property line. Light poles or fixtures may be a maximum of 40 feet tall if located greater than 100 feet from a residential property line and if the light source and light source glare is completely screened by building, berm, or landscape material with a minimum opacity of 90% to eye level view of living spaces in homes within 300 feet of light source.
- 5. Decorative Lighting: Decorative poles and luminaires shall be allowed on all new development sites when incorporated as pedestrian safety/security lighting along walkways, paths, and near the principal structure.

1011.12 Additional Standards for Specific Uses in All Districts:

A. Residential Uses, Principal:

- 1. One- and two-family dwellings: See design standards in Section 1004.05.
- 2. Multi-family dwellings: See design standards in Section 1004.06 in addition to the following:
 - a. Recreational facilities must be provided to serve the needs of the anticipated population.
 - b. Minimum distances between buildings shall equal the sum of the required side yards for each building.
 - c. Screening and buffering shall be required per Section 1011.03B of this Chapter.
- 3. Cohousing Community: Cohousing is a permitted use within any housing type that is permitted within the zoning district where the cohousing development is located. Likewise, any housing type that is conditional within the zoning district may be used for cohousing with conditional use approval. Any allowed use within

- the zoning district where the cohousing development is located may be allowed as part of the cohousing development.
- a. A cohousing community shall provide a community building for the shared use of the residents for typical domestic activities such as cooking or child care, and for home occupations as regulated in Section 1011.12B
 - b. Usable open space may be combined and shared among cohousing units.
4. Community residential facility, state licensed:
 - a. On-site services shall be for residents of the facility only, except where part of a regimen of scheduled post-residential treatment.
 - b. To the extent practical, all new construction or additions to existing buildings shall be compatible with the scale and character of the surroundings, and exterior building materials shall be harmonious with other buildings in the neighborhood.
 - c. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening, and other site improvements consistent with the character of the neighborhood.
 5. Nursing Home, Assisted Living, Congregate Care:
 - a. The yard requirements for multi-family dwelling in the district apply.
 - b. A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.
 - c. The site shall contain a minimum of 150 square feet of usable open space per resident, consisting of outdoor seating areas, gardens, and/or recreational facilities. Public parks or plazas within 300 feet of the site may be used to meet this requirement.
 - d. An appropriate transition area between the use and adjacent property shall be provided by landscaping, screening, and other site improvements consistent with the character of the neighborhood.

B. Residential Uses, Accessory:

1. Garden Sheds in LDR Districts: Garden sheds may be built and/sided sided with materials which are different in character from the principal structure, but acceptable materials shall not include galvanized or corrugated metal.
2. Home Occupation: Home occupations are allowed in

residential districts, subject to the standards below.

- a. All new home occupations as of January 1, 2011, shall be subject to an annual registration with the City, on a form as required by the Community Development Department and with a fee as determined by the City Council.
- b. Home occupations shall be clearly incidental and subordinate to the residential use of the property. Exterior alterations or modifications that change the residential character or appearance of any structures or the property itself are not allowed.
- c. Home occupations shall not occupy more than 30% of the floor area of the dwelling, to a maximum of 600 square feet. The home occupation shall be conducted entirely within the dwelling. An accessory building shall not be used in the operation of a home occupation.
- d. Only persons residing on the premises and no more than 1 nonresident employee shall be engaged in the conduct of home occupations on the premises at any given time.
- e. There shall be no outside storage of products, materials, or equipment used in conjunction with home occupations.
- f. The required off-street parking for the residential use shall not be reduced or made unusable by home occupations.
- g. Home occupations shall not generate excessive traffic or parking demand that is detrimental to the character of the neighborhood.
- h. Shipment and delivery of products, merchandise, or supplies shall be by single rear axle straight trucks or similar delivery vehicles normally used to serve residential neighborhoods.
- i. There shall be no indications of offensive noise, odors, smoke, heat, glare, vibration, or electrical interference at or beyond the boundaries of the residential lots occupied by home occupations.
- j. Home occupations shall meet all applicable fire and building codes, as well as any other City, State, or Federal regulations.
- k. Signage for home occupations shall be subject to the requirements of Chapter 1010 of this Title.
- l. The following activities shall be prohibited as home occupations:
 - i. The operation of any wholesale or retail business unless it is conducted entirely

- by mail or Internet. The sale of products incidental to the delivery of a service is allowed.
- ii. Any manufacturing, welding, machine shop, or similar use.
 - iii. Motor vehicle repair.
 - iv. The sale, lease, trade, or transfer of firearms or ammunition.
 - v. Headquarters or dispatch centers where persons come to the site and are dispatched to other locations.
3. Private Swimming Pools: All private swimming pools, hot tubs, and other similar private recreational facilities are subject to the following standards:
- a. The facility shall not be operated as a business or private club.
 - b. The facility shall not be located within any required front or side yard.
 - c. The facility, including any walks, paved areas, or related structures or equipment, shall be set back at least 10 feet from any property line, .
 - d. For swimming pools, the pool itself, the rear yard, or the entire property shall be enclosed by a non-climbable wall, fence, or combination thereof at least 4 feet in height with ventilating slats with openings not exceeding 4 inches, with a self-closing gate with a latch and located on the inside, 3 inches below the top of fence and capable of being secured with a lock so as to prevent uncontrolled access by children. If the only access is through a principal or accessory structure, such point of access shall be lockable. In the case of above-ground pools, pool sides that are vertical may contribute to the required fencing, provided all points of access are controlled to prevent access by children, including the removal of all ladders or stairs whenever the pool is not in use (or compliance with a nationally recognized pool safety standard).
 - e. For in-ground pools, the pool shall be set back at least 6 feet from the principal structure.
 - f. Hot tubs shall not be located within 5 feet of any side yard or rear lot line, or within any required front yard. Such pools may be equipped with a child-resistant, lockable cover in lieu of a 4 foot tall fence. Hot tubs are permitted on attached or detached decks if it can be proven that the deck is engineered to be structurally sound enough to support the bearing load of the hot tub.

- g. Portable pools shall not be located within 5 feet of any side or rear lot line, or within any required front yard. Such pools may be equipped with a child resistant cover in lieu of a 4 foot tall fence. Any ladder or other means of entry into a portable pool shall be detachable and placed so that no child can gain entry into the pool without the owner's consent. Portable pools shall not be in place longer than 6 months in a calendar year.
 - h. Lighting shall be so oriented so as not to cast light on adjacent properties.
 - i. The facility shall not be located within any drainage or utility easement.
 - j. Any accessory mechanical apparatus shall be located at least 30 feet from any residential structure on an adjacent lot.
 - k. All swimming pools containing more than 3,000 gallons or with a depth in excess of 42 inches shall require a building permit from the City.
4. Private Recreational Courts: All private tennis courts, ball courts, and other similar private recreational facilities are subject to these standards.
- a. The facility shall not be operated as a business or private club.
 - b. The facility shall not be located within any required front or side yard.
 - c. The facility, including any walks, paved areas or related structures or equipment, shall be set back at least 10 feet from any property line.
 - d. The facility shall not be located on a public street.
 - e. The facility shall not be located within any drainage or utility easement.
 - f. A chain link or other non-opaque fence not exceeding 10 feet in height may be allowed to enclose a hard-surfaced recreational court. If such a fence is used, it shall be set back at least 5 feet from side property lines and 10 from the rear property line, and shall not be placed in front of the principal structure.
5. Roomers, boarders: A maximum of 3 roomers or boarders shall be permitted per dwelling unit.

C. Civic and Institutional Uses:

- 1. Church, Religious Institution: A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification

street.

2. School, Elementary or Secondary: A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.
3. College, Post-secondary School: A facility established after the effective date of this ordinance shall have vehicular access to a collector or higher classification street. A campus master plan, approved by the City Council, may be required for expansion of existing facilities. The plan shall address the management of pedestrian, bicycle and vehicular circulation, relationship to surrounding land uses, and buffering and screening of adjacent uses to mitigate any impacts of the expansion.
4. Theater (Live Performance) Performing Arts Center: A facility established after the effective date of this ordinance shall have vehicular access to a collector or higher classification street.

D. Institutional and Recreational Uses: Whenever temporary and/or portable restroom facilities are located within Institutional or Park and Recreation Districts for longer than the duration of a single event, the following requirements shall apply unless the Community Development Department determines that the proposed location provides adequate distance and screening from residential property views:

1. Facilities shall be located a minimum of 75 feet from any residentially zoned property; and
2. Facilities shall be screened with a minimum 6 foot tall 100% opaque board-on-board wood fence.

E. Business and Commercial Uses:

1. Extended Hours of Operation adjacent to all Residential Districts: Fence or screening height in the following requirements supersede the limitations established elsewhere in this Title
 - a. Buffer Area: Where a Community Business, Regional Business, or Community Mixed Use District abuts a residential district, any new site improvement shall include an increased buffer area of a minimum of 20 feet. This protective strip shall contain no structures, shall not be used for parking, off-street loading or storage, and shall include screening. The screening treatment shall include the seeding of grass or sodding of the whole of the buffer area, the planting of shrubbery and trees and maintaining of same, a compact screen wall, fence, berm, landscaping, or combination thereof, which shall be not less than 75% opaque

year-round to a minimum height of 6 feet above the parking lot curb. The screening treatment must be approved by the Community Development Department and shall be in harmony with a residential neighborhood and provide sufficient screening of the Community and Regional Business uses. The fence or landscape screening shall be no less than 6 feet at the time of installation. Where a berm, wall, fence, or combination thereof is required for screening purposes for a commercial use adjacent to a residential use, such berm, wall, fence, or combination thereof shall be set back from the residential district boundary at least 3 times its height, and landscaped with trees, shrubs, perennials and sod or seed to screen 50% of the surface of the wall or fence at maturity of the plant materials year-round.

- b. Traffic: The site plan shall provide vehicular circulation routes away from residential areas and avoid commercial vehicle ingress and egress from local residential streets to commercial property sites. In the site plan review and approval process, every reasonable effort must be made to design the site circulation so that service vehicles over 1 ton capacity do not use routes which bring vehicles between a building and a residential district boundary. The site plan shall also provide pedestrian access routes using walks or paths, including where practical, connections to adjacent residential areas. Service vehicles over 1 ton capacity which enter or exit the site between the hours of 10:00 P.M. and 7:00 A.M. shall use a designated route approved by the City. Deliveries and/or delivery truck access, in and on the site during the hours of 10:00 P.M. to 7:00 A.M., shall be limited to single unit, 2 axle vehicles not in excess of 26,000 pounds gross weight. The designated route shall keep vehicles at least 300 feet away from any residential district boundary, or be completely screened by a building, wall, landscaped berm, fence, or combination thereof to a point 14 feet above the ground at the outside edge of the truck route lane and to a point 5 feet above the first floor (main level) of the adjacent residences.
- c. Off-Street Parking: Where a 24 hour use is within 300 feet of a residential district, that portion of the site within 300 feet shall provide screening of parking and driving areas adjacent to residential areas. The screening shall have a minimum opacity of 90% year-round and a minimum height of 6 feet, and shall be comprised of landscaping, walls, fences, berms, or combinations thereof.

- d. Service delivery or non-customer vehicles shall not be parked or staged within 300 feet of a residential district, except when actively loading or unloading.
- e. In no case shall vehicle staging for unloading occur for more than 24 hours on a site within any Community Business, Regional Business, or Community Mixed Use District.
- f. Off-Street Loading: Off-street loading shall be as listed in Chapter 1019 of this Title and servicing space shall be designated for each store unit in the shopping district. Such loading space shall be designed so as not to conflict with movement of vehicular traffic to and from parking areas.
 - i. Any commercial loading dock within 300 feet of a residential district shall be completely screened by a wall, landscaped berm, fence, or combination thereof from an adjacent residential area, to a point 14 feet above the ground at the loading area and to a point 5 feet above the first floor (main level) of adjacent residences.
 - ii. Any commercial loading dock within 300 feet of a residential district which is to be used for any reason by vehicles or equipment between the hours of 10:00 P.M. and 7:00 A.M. shall be within a completely enclosed and roofed structure. All loading and unloading operations shall occur with the exterior doors shut at all times.
- 2. Animal Hospital, Veterinary Clinic: All activities shall take place within completely enclosed buildings with soundproofing and odor control; outdoor kennels are prohibited except in zoning districts where specifically permitted.
- 3. Day Care Center: The center must meet all standards for registration and inspection and not exceed state limits for number of clients.
- 4. Mini-storage Facility: No commercial transactions shall be permitted other than the rental of storage units. Plans for on-site circulation and driveway locations shall be reviewed as part of the site plan review process. Site design shall accommodate a logical and safe vehicle and pedestrian circulation pattern.
- 5. Communication Antennas and Towers: See subsection G below.
- 6. Restaurants:
 - a. In the CMU and Employment districts, all restaurants shall be incorporated within a multi-use

retail center.

- b. Points of vehicular ingress and egress for fast food restaurants shall not be onto a street which is used primarily for access to abutting residential property.
- c. A litter collection plan shall be developed for fast food restaurants and submitted to the Community Development Department. The litter collection plan obligates the restaurant operator to keep the area surrounding the restaurant free of litter for a reasonable, specified distance.

F. Employment Uses:

1. Artisan Workshop: Sale of goods produced shall not exceed 25% of the floor area of the facility.
2. General Retail Sales and Personal Service: In the Employment Districts, retail or service uses must be located within buildings or as part of building complexes that include office or other employment-related uses and shall be limited to 25% of the building or complex.
3. Motor Vehicle Broker/Wholesaler: All activities related to a vehicle broker or vehicle wholesaler shall be conducted within the building. No sale lots shall be allowed. A vehicle being readied for purchase/sales transaction shall be allowed to be parked in the parking lot for no more than 8 hours.
4. Manufacturing and Processing, Outdoor Activities/Storage:
 - a. Outdoor servicing, processing, manufacturing, or storage of the materials used in these operations shall be no closer than 300 feet to a property occupied by a residential use.
 - b. All outdoor servicing, processing, or manufacturing shall be conducted, operated and maintained in accordance with any necessary permits of the Minnesota Pollution Control Agency, Ramsey County, and the City.
 - c. The applicant shall provide a site plan showing the location of buildings, areas of outdoor storage, servicing, processing or manufacturing, and fences and walls. A narrative shall accompany the plan stating the measures the applicant will take to comply with the environmental regulations established in Section 1011.02.
5. Wholesale Uses: Within the Office/Business Park District, a wholesale use shall not exceed 25% of the gross floor area of the building where it is located.

G. Accessory Uses and Structures:

1. Telecommunication Towers and Antennas:
 - a. Private Antennas and Towers: Private (noncommercial) receiving or transmitting antennas and towers more than 20 feet in height above the principal structure height in residential districts or more than 50 feet in height above the principal structure height in business and industrial districts shall be a conditional use in all districts.
 - b. City-Owned Antennas and Towers: City-owned or controlled antennas and tower sites shall be a permitted use in Commercial, Community Mixed Use, and Employment Districts, and a conditional use in all other districts.
 - c. Commercial Antennas and Towers - City Sites: Commercial receiving or transmitting antennas and towers regardless of height or size with the exception of satellite dish antennas shall connect to and use the City tower sites if use of such facilities is technically feasible.
 - d. Commercial Antennas and Towers - Non-City Sites: Commercial receiving or transmitting antennas and towers not located on a City tower site shall be a conditional use. Commercial receiving or transmitting antennas and towers may only be located in Commercial, Community Mixed Use and/or Employment Districts. The City may establish permit review periods, tower termination, time limits or an amortization schedule specifying the year in which the tower shall be taken down by the applicant or assign. A performance bond or other surety may be required by the City in order to assure removal of the tower at a specific date.
 - e. Application: The applicant shall present documentation of the possession of any required license by any Federal, State, or local agency.
 - f. Requirements: All antennas and towers and support structures including guy wires and foundations shall be subject to the appropriate requirements of subsection A8 of this Section and the setback requirements established for accessory structures in the applicable zoning district. Antennas, towers, guy wires and foundations, and support buildings shall be constructed on 1 lot or parcel and shall be set back a minimum of 30 feet from any front property line.
 - g. Design: All antennas and towers shall be designed and screened as visually appropriate, shall utilize a City-approved gray or blue color, and shall contain no signage, including logos, except as may be

- required by any State or Federal regulations.
- h. Existing Facilities: Existing transmitting and receiving facilities at the time of the adoption of this Section may remain in service. However, at such time as any material change is made in the facilities, full compliance with this Section shall be required. No transmitting or receiving antennas or towers may be added to existing nonconforming facilities. Towers and receiving facilities shall be dismantled and removed from the site within 1 year after abandonment of the use of the tower or facility for communication purposes.
 - i. Security Fencing: Security fencing for antennas and towers may include chain link and barbed wire to a total height of 8 feet above grade.
 - j. Support Buildings: Support buildings to house switching and other communication equipment shall have a brick exterior, be a maximum of 200 square feet in size, 24 feet in height and have 2 off-street, paved parking spaces.
 - k. Building Permit: A building permit shall be required for the construction of new antennas and/or towers and shall include wind loading and strength and footing calculations prepared by a Minnesota registered engineer.
 - l. Exception: Antennas attached to, but not above, the exterior walls of buildings as an integral part of the architecture shall be a permitted use in all Commercial, Community Mixed Use and/or Employment Districts. Antennas attached to existing public utility structures or existing public utility towers in any zoning district, including electrical transmission towers or other structures deemed appropriate by the Community Development Department, shall be a permitted use in all zoning districts, provided the antenna(s) do not increase the height or bulk of said structure or tower.
2. Temporary Uses and Structures: The following temporary uses and structures shall be permitted in all zoning districts unless specified otherwise, provided such use or structure complies with the regulations of the zoning district in which it is located and all other applicable provisions of this Title:
 - a. Garage and boutique sales in residential districts: Garage sales and residential boutique sales are permitted accessory uses in residential districts, but shall be limited to 3 sales each calendar year per dwelling unit, and shall not exceed 3 consecutive days per sale or 9 total days in duration per year.

The maximum daily hours of operation shall be 8:00 A.M. to 6:00 P.M. A residential boutique sale shall not occupy more than 400 square feet of a dwelling unit.

- b. Construction Sites: Storage of building materials and equipment or temporary buildings for construction purposes shall be located on the same lot as the project under construction, and shall be removed within 30 days following completion of construction.
- c. Portable Storage Unit: A maximum of 2 portable storage units, not exceeding a cumulative gross floor area of 250 square feet shall be permitted on a lot for no more than 30 days per calendar year, unless otherwise approved in conjunction with a building permit.
- d. Annual Outdoor Storage and Display: An annual permit shall be required from the Community Development Department to allow outdoor storage and display of merchandise in the Commercial and Mixed-Use Districts. The Community Development Department shall review a site plan and specifics of the proposed outdoor storage and display area/use and may issue the permit, subject to (but not limited to) the following requirements:
 - i. The area of outdoor storage and/or display shall be limited to 350 square feet or as determined by the Community Development Department.
 - ii. The outdoor storage and/or display shall not utilize existing on-site parking spaces.
 - iii. The outdoor storage and/or display area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
 - iv. Merchandise shall be stacked and/or arranged neatly and may be up to 8 feet in height or as determined by the Community Development Department.
 - v. The type of merchandise shall be limited to items incidental to the primary or principal use of the premises or as determined by the Community Development Department.
- e. Seasonal Outdoor Sales: A seasonal outdoor sales permit shall be required from the Community Development Department to allow outdoor sales of merchandise such as produce, plants, garden

supplies, and/or a farmer's market. The Community Development Department shall review a site plan and specifics of the proposed seasonal outdoor sales area/use and may issue the permit, subject to (but not limited to) the following requirements:

- i. The outdoor sales area shall be located within the parking lot in a location so as not to disrupt the safety and flow of customer traffic.
 - ii. The outdoor sales area shall not eliminate parking spaces to an amount that is detrimental to primary use or function of the site.
 - iii. The outdoor sales area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
 - iv. Accessory structures (e.g. stands, booths, and/or tents) used in conjunction with the seasonal event shall meet all applicable fire codes and parking lot setback requirements.
 - v. Tents 200 square feet and over in size and/or canopies 400 square feet and over require a review and inspection by the Fire Marshal.
 - vi. Signage shall be regulated by Chapter 1010 of this Title.
- f. Temporary Event: A temporary event permit shall be required from the Community Development Department to allow the temporary sale of merchandise or temporary event/activity. These uses may include the sales of fireworks, rugs, and other similar merchandise and events utilizing search lights or tents for employee/customer appreciation. The Community Development Department shall review a site plan and specifics of the proposed event area/use and may issue the permit, subject to (but not limited to) the following requirements:
- i. Any single or recurring temporary event shall be limited 30 total days per calendar year.
 - ii. The event area shall be located within the parking lot in a location so as not to disrupt the safety and flow of customer traffic.
 - iii. The event area shall not eliminate parking spaces to an amount that is detrimental to primary use or function of the site.
 - iv. The event area shall not obstruct existing

pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.

- v. Accessory structures (e.g. stands, booths, and/or tents) used in conjunction with the seasonal event shall meet all applicable fire codes and parking lot setback requirements.
- vi. Tents 200 square feet and over in size and/or canopies 400 square feet and over require a review and inspection by the Fire Marshal.
- vii. Signage shall be regulated by Chapter 1010 of this Title.

Chapter 1019. Parking and Loading Areas

1019.01 Purpose

The purpose of regulating off-street parking, paved areas, and loading spaces is to prevent congestion on public rights-of-way for the safety and welfare of the public. The regulations are created through analysis of the associated land use intensity, duration, time, and style, and result in design requirements and standards for such facilities.

1019.02 Applicability

No building permit or certificate of occupancy shall be issued for the construction of a new building, the enlargement or increase in the net floor area of an existing building, the development of a use not located in a building, or the change from one type of use to another, unless off-street parking spaces, loading bays, and bicycle parking are provided in accordance with this Code.

1019.03 Exempted Improvements

If undertaking improvements to an existing parking area, the following improvements are exempt from this section:

- A. Seal coating or surface treatment (e.g. mill and overlay) of a parking area; or
- B. Patching or repair to less than 25% of the parking area surface.

1019.04 Minimum Parking Requirements

- A. Parking space requirements are established in Table 1019-1. For uses not listed, the off-street parking requirements shall be established by the Community Development Department based upon the characteristics and functional similarities between uses including, but not limited to: the size of building, type of use, number of employees, expected volume and turnover of customer traffic, and expected frequency and number of delivery or service vehicles. For structures containing multiple uses, parking shall be calculated separately for each use.
- B. Required parking spaces shall be located on the same lot as the principal use, unless shared parking or off-site parking is approved for the use.
- C. The number provided for required parking spaces in Table 1019-1 shall be the minimum requirement. For those uses

that the minimum parking is calculated on a use per square foot, the total gross floor area will be applied.

Table 1019-1: Minimum Parking Standards	
Use	Minimum Standard
Residential, single-family dwelling	2 spaces per dwelling unit, 1 space must be enclosed.
Residential, two-family dwelling	2 spaces per dwelling unit, 1 must be enclosed.
Residential, multi-family dwelling	1 space per bedroom plus .25 spaces per every 1 unit for visitor parking.
Cluster housing	2 spaces per dwelling unit, 1 space must be enclosed
Senior housing	1 enclosed space per dwelling unit plus .25 space per unit for visitor parking
Adult day care	1 space per each employee plus 1 space per each 10 program participants, based on maximum participant capacity of the facility.
Group day care, nursery school	1 space per employee plus 1 space per each 10 program participants, based on maximum participant capacity of the facility.
Medical or dental office	1 space per 250 sq. ft. of gfa, but not fewer than 5 spaces
Assisted living	1 space per employee plus 1 space per 4 beds or dwelling unit, whichever is greater
Nursing home	1 space per 4 beds at designed capacity
Community center	Parking requirement shall be based upon uses within the building
Libraries, museums, art	1 space per 300 sq. ft. gfa of principal structure
Places of public assembly or religious institutions	1 space per each 4 seats at maximum capacity of assembly hall. A single seat on a bench is equal to 28".
Elementary and junior high schools	2 spaces per each classroom or 1 space for each 5 seats in the primary assembly area, whichever is greater
High school and post-secondary schools	1 space per each 4 students based on building capacity, plus one space for each two classrooms.
Animal hospitals and veterinarians	1 space per each 250 sq. ft. gfa, but not fewer than 5 spaces.
Bank	1 space per each 300 sq. ft. gfa
Catering	1 space per each 500 sq. ft. gfa
Coffee shop	1 space per each 200 sq. ft. gfa
Convention or exhibit halls	1 space per each 4 occupants at maximum designed capacity.
Food service or bakeries	1 space per 25 sq. ft. customer floor area.

Table 1019-1: Minimum Parking Standards

Use	Minimum Standard
Lodging (e.g. hotel, motel, or inn)	1 space per each guest room plus 1 space per 20 guest rooms to accommodate staff parking; plus 75% of the normal space required for accessory uses (e.g. restaurant, banquet space, meeting rooms, etc.)
Motor fuel station	3 spaces. Multiple uses shall be calculated separately.
Motor vehicle service	4 spaces per each service bay.
Offices	Less than 50,000 sq. ft. floor area: 1 space per each 250 sq. ft. gfa Between 50,000 sq. ft. floor area and 200,000 sq. ft. floor area: 1 space per each 275 sq. ft. gfa Between 200,000 sq. ft. floor area and 400,000 sq. ft. floor area: 1 space per each 300 sq. ft. gfa Greater than 400,000 sq. ft. floor area: 1 space per each 325 sq. ft. gfa
Open sales or rental lots	1 space per each 2,500 sq. ft. customer service area.
Sport/health club, studio, pool	One space per each 200 sq. ft. non-court area. Two spaces per tennis/racquetball court. One space per each 50 sq. ft. deck area for a swimming pool.
Theater, auditorium, assembly halls	1 space per each 4 seats. A single seat on a bench is equal to 28".
Restaurants - Drive-through/Fast Food	1 space per each 60 sq. ft. floor area.
Restaurants - Sit-down	1 space for every 3 seats under maximum designed capacity
Retail store, grocery, and service establishment where > 25% gross floor area is customer area	1 space per each 325 sq. ft. gfa
Large merchandise retail (e.g. appliance stores, car sales)	1 space per each 500 sq. ft. gfa
Retail where < 25% gross floor area is customer area	One space per each 100 sq. ft. of customer service area.
Shopping Center	1 space per 325 sq. ft. of gla Grocery stores and theaters shall be calculated separately. Restaurants and food service shall be calculated separately unless the shopping center exceeds 20,000 sq. ft. in size and no wait-staff is present, and the use constitutes less than 25% of the shopping center's floor area.
Manufacturing, fabrication, or processing	1 space per employee on the largest shift
Retail showrooms	1 space per each 500 sq. ft. floor area.
Warehouse	1 space per each 2,000 sq. ft. gfa.

1019.05 Reductions to Minimum Requirements

The off-street parking reductions described in this section may be utilized jointly or separately except as indicated otherwise.

- A. **Modification Request:** An applicant may request a modification of the minimum required number of parking spaces by submitting a study of anticipated parking demand. Parking studies shall be prepared by a professional engineer with expertise in traffic and parking analysis, unless an equally qualified individual is authorized by the Community Development Department.
- B. **Transit Service:** Parking may be reduced by 10% for any parcel located within one-quarter of a mile of a transit stop. To qualify, the transit stop must be served by regular transit service on all days of the week and adequate pedestrian access must be available between the transit stop and the parcel. Regular transit service shall operate at least twice hourly between 7:30 a.m. and 6:30 p.m. on weekdays and once hourly after 6:30 p.m. Regular transit service shall operate on Saturdays, Sundays, and holidays.
- C. **On-Street Parking:** Parking may be reduced on a one-for-one basis through the use of on-street parking adjacent to the parcel. To qualify, adequate pedestrian access must be available between the principal structure and all on-street parking spaces. On-street parking reductions may be approved by the Community Development Department, subject to a determination by the City Engineer that adequate off-street parking will be available to accommodate vehicles during snow removal and other periods of parking restrictions.
- D. **Travel Demand Management:** In those instances where no transit or on-street parking reductions are available, parking minimums may be reduced by 5% through the implementation of a travel demand management plan. Such a plan shall be filed with and approved by the Community Development Department and may be subject to an annual review.

1019.06 Parking Area Maximums

The maximum number of parking spaces for any building or use shall not exceed the amount determined in this section.

- A. Minimum parking requirement of 20 or fewer spaces shall not have more than 175% of the number of spaces identified in Table 1019-1.
- B. Minimum parking requirement of more than 20 space and less than 51 spaces shall not have more than 150% of the

number of spaces identified in Table 1019-1.

- C. Minimum parking requirement of 51 spaces or more shall not have than 125% of the number of spaces required as identified in Table 1019-1.
- D. Additional parking may be provided if it does not increase impervious surface area beyond that which would be created by meeting the maximum parking requirement. Examples of additional parking include, but are not limited to, under structure parking, roof top parking, or structured parking above a surface parking lot.
- E. An applicant may request a modification of the maximum allowed number of parking spaces by submitting a study of anticipated parking demand. Parking studies shall be prepared by a professional engineer with expertise in traffic and parking analysis, unless the Community Development Department authorizes an equally qualified individual.

1019.07 Shared Parking

Shared off-street parking facilities are allowed to collectively provide parking in any district for more than 1 structure or use, subject to the conditions established in this section:

- A. The uses must have their highest peak demand for parking at substantially different times of the day or week or an adequate amount of parking shall be available for all uses during shared hours of peak demand. A parking plan shall address the hours, size, and mode of operation of the respective uses.
- B. The minimum spaces required under a shared parking plan shall be based on the following:
 - 1. For those uses parking at substantially different times of the day or week, the number of spaces required for the uses that require the most parking; and
 - 2. For those uses parking at the same hours of peak demand, the minimum shall be 1.5 times the number of spaces required by the use(s) that require the most parking.
- C. Shared parking facilities shall be protected by a covenant running with the land and recorded with the County in a form approved by the City Attorney. Such a covenant shall not be revoked without consent of the City. A certified copy of the recorded document shall be provided to the Community Development Department prior to the use of the shared parking arrangement.

1019.08 Proof of Parking

If it is demonstrated that the required minimum parking is in excess of the actual demand, all of the required parking need not be constructed initially. The City Council may grant a Proof of Parking Agreement to the developer. This agreement shall describe the required parking, demonstrate that space exists to comply with the parking requirement, and set conditions for the future construction of the required parking, if necessary. The agreement shall state that the developer or future successors shall be responsible for completing parking improvements to meet City Code requirements. The area of future parking shall be landscaped, but that landscaping shall not be used to satisfy landscaping requirements.

1019.09 Parking Area Use

Required parking spaces and the driveways providing access to them shall not be utilized for the following:

- A. Storage of unlicensed or inoperable motor vehicles, other goods, or snow;
- B. Display, sales, rental, or repair of motor vehicles;
- C. Permanent display and sales goods; temporary or seasonal display and sale of goods shall be allowed pursuant to Section 1011.12 of the City Code;
- D. Loading and unloading of vehicles; and
- E. Living space, unless required parking spaces are provided elsewhere.

1019.10 Bonuses

If 50% or more of all required off-street parking spaces are provided via above- or under-ground structured parking, the following bonuses shall apply:

- A. For each structured parking space, 300 square feet shall be added as lot area for the purpose of determining allowable density up to a 20% increase.
- B. The height added to the principle structure by any floor that is totally used for parking in or under the principle structure shall not be included to determine the size of the required yards.

1019.11 Design Requirements

- A. **Site Plan:** All applications for a building permit shall include a site plan, drawn to scale, that depicts the location

and arrangement of vehicle parking, curb cuts, driveways, and walkways and to be consistent with the requirements of Chapter 703 of this Code.

- B. **Access and Location:** Parking areas shall have access to a public street. Driveways shall be located to minimize interference with traffic movement, and to be consistent with the requirements of Chapter 703 of this Code.
- C. **Parking Spaces:** Required parking spaces shall be at least 9 feet wide and 18 feet long. Up to 50% of the required spaces may be designated compact spaces. Compact spaces shall be identified through appropriate signage. Unless alternative requirements are designated by the Community Development Department and/or City Engineer, parking spaces shall be served by access drives with minimum dimensions provided as follows:

Table 1019-2: Parking Lot Dimensions				
Stall Angle (degrees)	Curb Length (feet)	Vehicle Projection (feet)	Aisle (feet)	Traffic Flow
45	9	22	14	One way
60	9	21	16	One way
75	9	21	18	One way
90	9	18	24	Two way
90 compact	8	16	24	Two way
Parallel	23	8.5	22	

- D. **Handicapped Parking Spaces:** The size, number, and location of stalls reserved for handicapped parking shall be provided and identified as required by applicable regulations. These spaces are included in the computation for the minimum parking space requirement.
- E. **Turnarounds:**
1. All parking areas except those serving one-family and two-family dwellings on local streets shall be designed so that cars do not have to back into the public street.
 2. Parking areas for one-family and two-family dwellings with driveway access onto County or State roads shall be designed so that cars do not have to back into the street.
- F. **Surfacing:** All off-street parking areas and driveways shall be constructed of bituminous asphalt, concrete, pavers, or other material approved by the City Engineer.
- G. **Walkways:** Required parking areas for 6 or more vehicles shall have walkways separated from the parking area and surfaced with bituminous asphalt, pavers, or concrete to provide access from parking areas to the entrances of

buildings.

- H. **Drainage:** All parking or paved areas shall be adequately served by storm sewer or other approved storm water facilities. Such facilities shall be approved by the City Engineer.
- I. **Lighting:** Required parking areas for six or more vehicles shall provide an average horizontal illumination between 0.4 and 1.0 footcandle. The average horizontal illumination in all parking ramps shall be 1.0 footcandle. Any illumination, whether affixed to a building or otherwise, within a lot in any residential district, shall not be permitted to beam beyond the lot lines wherein it is located.
- J. **Curbs:** A 6-inch-high, poured-in-place concrete curb shall be provided around the periphery of all parking lots and internal access roads, except where the City Engineer determines that a curb would impede the drainage plan.

1019.12 Maintenance

All off-street parking areas shall be maintained in good repair.

1019.13 Bicycle Parking

- A. Bicycle parking is required to provide adequate and safe facilities for the storage of bicycles, to encourage the use of bicycles as an alternative to motor vehicles, and to provide bicycle access to employment, commercial, and other destinations.
- B. **General Requirements:**
 - 1. Bicycle parking may be provided using the following approaches:
 - a. **Bicycle Racks:** Open-air devices to which a bike may be locked, suitable for short-term visitor and customer parking;
 - b. **Bicycle Lockers:** Stand-alone enclosures designed to hold one bicycle per unit, preferred for sites where all-day bicycle parking is common; and/or
 - c. **Bicycle Lock-ups:** Site-built secure enclosures that hold 1 or more bicycles, best for residents' and employees' all-day or long-term bicycle storage.
 - 2. All bicycle racks or lockers must be securely anchored to the ground or building structure; or
 - 3. Bicycle racks or lockers shall be placed on a level,



The City encourages the use of the "inverted U" type bike rack. Bike rack designs should provide for:

- Supporting the bicycle frame at two locations, not including either wheel.
- Allowing both the frame and at least one wheel to be locked to the rack
- Allowing the use of either a cable or U-type lock
- Bicycles which are equipped with water bottle cages
- Bicycles which are not equipped with kickstands
- All types and sizes of bicycles, including various types and sizes of frames, wheel sizes and tire widths.

pavement or concrete surface.

C. Location Criteria for Bicycle Racks:

1. Bicycle racks shall be placed near building entrances, generally within 50 feet.
2. Bicycle rack placement should allow for visual monitoring by people within the building and/or people entering the building.
3. Bicycle racks shall be located to avoid conflicts with pedestrians.
4. Bicycle racks shall be at least 24 inches from a wall to which they are parallel and 30 inches from a wall to which they are perpendicular.

D. Number of Required Bicycle Parking Spaces:

1. Bicycle parking spaces equal to 10% of the automobile parking space requirement, but not less than four bicycle parking spaces.
2. Exceptions:
 - a. Low-density Residential: No bicycle parking spaces are required.
 - b. Schools: Schools shall provide a minimum of 1 bicycle parking space per 10 students.

E. Proof of Bicycle Parking: If it is demonstrated that the required minimum bicycle parking is in excess of the actual demand, all of the required parking need not be constructed initially. The Community Development Department may approve a Proof of Bicycle Parking Plan. This plan shall describe the required bicycle parking, demonstrate that space exists to comply with the bicycle parking requirement, and set conditions for the future construction of the required bicycle parking, if necessary. The Plan shall state that the developer or future successors shall be responsible for completing bicycle parking improvements to meet City Code requirements.

1019.14 Pedestrian Circulation and Access

- A. **Access Points:** Pedestrian access points shall be provided at all pedestrian arrival points to the development including the property edges, adjacent lots, abutting street intersections, crosswalks, and at transit stops. Pedestrian access shall be coordinated with existing development to provide circulation patterns between developments.
- B. **Conflicts:** Pedestrian walkways shall form an on-site circulation system that minimizes the conflict between pedestrians and traffic at all points of pedestrian access

to on-site parking and building entrances, and between buildings.

C. Design Standards: Pedestrian access and walkways shall meet the following minimum design standards:

- a. Access and walkways shall be well-lit and physically separated from driveways and parking spaces by landscaping, berms, barriers, grade separation, or other means to protect pedestrians from vehicular traffic;
- b. Access and walkways shall be a minimum of 6 feet of unobstructed width and meet City standards for surfacing of walkways or sidewalks;
- c. Access shall be usable by mobility-impaired persons and shall be designed and constructed to be easily located by the sight-impaired pedestrian by either grade change, texture, or other equivalent means; and
- d. A crosswalk shall be required when a walkway crosses a driveway or a paved area accessible to vehicles. Raised crosswalks or speed bumps may be required at all points where a walkway crosses the lane of vehicle travel.

1019.15 Off-street Loading Facilities

A. Loading Zones: The off-street loading requirement for nonresidential buildings may be satisfied by the designation of a loading zone area on the site. This loading zone area shall be separate from any required off-street parking area and access to the loading zone area shall be provided such that it does not conflict with automobile circulation to, from, or within the site.

B. Loading Docks, Berths, and Facilities:

1. Loading Facility: A loading facility includes the dock, the berth for the vehicle, maneuvering areas, and the necessary screening walls.
2. Location:
 - a. All loading berth curb cuts shall be located 40 feet or more from the intersection of two street rights-of-way.
 - b. No loading berth shall be located less than 50 feet from any parcel that is zoned residential and used or subdivided for residential use, or has an occupied institutional building, including but not limited to schools, religious institutions, and community centers, unless the loading berth is entirely within a building.

- c. Loading facilities shall not occupy the required front yard. In situations where access to the loading berth is directly from the street and no other practicable means of access exist, this requirement may be waived by the Community Development Department.
 - 3. Access: Each loading berth location shall permit vehicular access to a street in a manner that will least interfere with traffic.
 - 4. Surfacing: All loading facilities and accessways shall be paved with bituminous or concrete paving to control the dust and drainage.
 - 5. Screening: See Section 1011.03 of the City Code.
- C. **Accessory Use:** No loading berth or access drive shall be used for the storage of goods or inoperable vehicles. It may not be included as a part of the space necessary to meet the off-street parking requirements.

ORDINANCE NO.

AN ORDINANCE ADOPTING A NEW OFFICIAL ZONING MAP

The City Council of the City of Roseville does ordain:

Section 1. Zoning Map Amended. Pursuant to Minnesota State Statutes 462.359 and after Planning Commission and City Council consideration of Project File 0017, all property within the legal boundaries of the City of Roseville are hereby rezoned as indicated on the attached Official Zoning Map.

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 13th day of December, 2010.

By Mayor Craig D. Klausing

ORDINANCE NO.

AN ORDINANCE AMENDING TITLE 10, ZONING ORDINANCE, OF THE CITY CODE ELIMINATING AND/OR REPLACING IN THEIR ENTIRETY SECTIONS 1001 (GENERAL PROVISIONS), 1002 RULES AND DEFINITIONS), 1003 ZONING DISTRICTS AND MAPS), 1004 (RESIDENCE DISTRICTS), 1005 (BUSINESS DISTRICTS), 1006 (SHOPPING CENTER DISTRICT), 1007 (INDUSTRIAL DISTRICTS), 1008 (PLANNED UNIT DEVELOPMENTS), 1009 (OVERLAY DISTRICTS), 1011 (DESIGN STANDARDS), 1012 (NON-CONFORMING USES), 1013 (GENERAL REGULATIONS), 1014 (CONDITIONAL USE PERMITS; VARIANCES), 1015 (ADMINISTRATION), 1016 (AMENDMENTS), AND 1019 (PARKING REQUIREMENTS WITHIN THE CITY OF ROSEVILLE) OF THE CITY CODE

The City Council of the City of Roseville does ordain:

Section 1. Zoning Ordinance Amended. The Roseville City Code, Title 10 (Zoning Ordinance), Chapters 1001 (General Provisions), 1002 Rules and Definitions), 1003 Zoning Districts and Maps), 1004 (Residence Districts), 1005 (Business Districts), 1006 (shopping center district), 1007 (Industrial Districts), 1008 (Planned Unit Developments), 1009 (Overlay Districts), 1011 (Design Standards), 1012 (Non-Conforming Uses), 1013 (General Regulations), 1014 (Conditional Use Permits; Variances), 1015 (Administration), 1016 (Amendments), and 1019 (Parking Requirements within the city of Roseville) are hereby amended by eliminating, clarifying, revising and relocating to new Chapters in the Zoning Ordinance. The purpose of these chapter amendments is to eliminate outdated wording and references; to reformat for greater readability; to create greater flexibility and control; and to update and include new language providing the City with greater enforcement, control, flexibility, and clarity. After Planning Commission and City Council consideration of Project File 0017, the following Zoning Ordinance Chapters are established – 1001 (Introduction), 1002 (Administration and Enforcement), 1003 (Establishment of Districts, Boundaries, and District Regulations), 1004 (Residential Districts), 1005 (Commercial and Mixed Use Districts), 1006 (Employment Districts), 1007 (Institutional District), 1008 (Park and Recreation District), 1009 (Procedures), 1011 (Property Performance Standards), and 1019 (Parking and Loading Areas):

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 13th day of December 2010. By Mayor Craig D. Klausing

City of Roseville

ORDINANCE SUMMARY NO. _____

**An Ordinance Summary for Amendments
to Title 10 (Zoning Ordinance) of the Roseville City Code**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on December 13, 2010:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to eliminate outdated wording and references; to reformat for greater readability; to create greater flexibility and control; and to update and include new language providing the City with greater enforcement, control, flexibility, and clarity. The following are the new Chapters within Title 10, Zoning Ordinance of the City Code:

1001 (Introduction), 1002 (Administration and Enforcement), 1003 (Establishment of Districts, Boundaries, and District Regulations), 1004 (Residential Districts), 1005 (Commercial and Mixed Use Districts), 1006 (Employment Districts), 1007 (Institutional District), 1008 (Park and Recreation District), 1009 (Procedures), 1011 (Property Performance Standards), and 1019 (Parking and Loading Areas)

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

Attest: _____
William J. Malinen, City Manager