



Planning Commission Agenda

Wednesday, June 7, 2023

6:30 PM

City Council Chambers

Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at www.cityofroseville.com/attendmeeting

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Review of Minutes**
 - a. Review April 5, 2023 Minutes.
- 5. Communications and Recognitions**
- 6. Public Hearing**
 - a. Request by LHB and Ramsey County Property Management to consider a Zoning Code Text Amendment to §1001.10, Definitions, and the Table of Allowed Uses (1007-2) of the Institutional District, and to consider a Conditional Use, all in support of an Environmental Service Center at 1725 Kent Street **(PF23-005)**
 - b. Request for approval of a preliminary plat of two parcels as six lots with an existing home remaining on one of the lots **(PF23-001)**
 - c. Request for approval of a preliminary plat of an existing parcel as ten lots for single-family attached homes (twinhomes) **(PF23-002)**
- 7. Business**
 - a. City Council Request for Commissions
- 8. Adjourn**

REQUEST FOR COMMISSION ACTION

Date: **6/7/2023**
Item No.: **4.a.**

Department Approval

Agenda Section

Review of Minutes

Item Description: Review April 5, 2023 Minutes.

Application Information

N/A

Background

N/A

Staff Recommendation

N/A

Requested Planning Commission Action

Review April 5, 2023 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

N/A

Prepared by:

Attachments: 1. April 5, 2023 Minutes



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, April 5, 2023 – 6:30 p.m.**

1. Call to Order

Vice-Chair Pribyl called to order the regular meeting of the Planning Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

2. Roll Call

At the request of Vice-Chair Pribyl, City Planner Thomas Paschke called the Roll.

Members Present: Vice Chair Michelle Pribyl, and Commissioners Michelle Kruzel, Tammy McGehee, Karen Schaffhausen, Pamela Aspnes, and Matthew Bauer.

Members Absent: Erik Bjorum

Staff Present: City Planner Thomas Paschke, Community Development Director Janice Gundlach and Senior Planner Bryan Lloyd.

3. Approve Agenda

MOTION

Member McGehee moved, seconded by Member Kruzel, to approve the agenda as presented.

Ayes: 6

Nays: 0

Motion carried.

4. Review of Minutes

a. February 1, 2023 Planning Commission Regular Meeting

Ms. Gundlach indicated Commissioners McGehee and Bjorum sent revisions to the minutes to staff.

Member Aspnes noted whoever does the minutes does an awesome job but she had a question regarding line 218. She did not understand the sentence. She asked if anyone recalled what this sentence refers to.

Vice Chair Pribyl indicated this is a statement made by Commissioner Bjorum and she wondered if this was something that he clarified to staff in his revisions.

Member McGehee thought if the word “meeting” were changed to “meets” it would make the statement clearer.

Ms. Gundlach indicated Member Bjorum asked that some of the wording in the paragraph above that, lines 212 to 213 be reworded.

MOTION

Member McGehee moved, seconded by Member Aspnes, to approve the February 1, 2023 meeting minutes as amended.

Ayes: 6

Nays: 0

Motion carried.

5. Communications and Recognitions:

- a. Update on City Council Action on Phase Two Zoning Code Updates:** *Staff update to the Commission on City Council action on Phase Two Zoning Code updates.*

Vice-Chair Pribyl publicly thanked previous Chair Kimble for her many years of service on the Commission.

Ms. Gundlach updated the Commission on the City Council’s action on Phase Two Zoning Code updates.

Member Schaffhausen indicated she watched the City Council meeting and was curious because of the opportunity to try some of those development incentives, she wondered if there will there be an opportunity to revisit that or if it was done for now and also wondered if there would be an opportunity to try it in a pilot program in some way.

Ms. Gundlach explained staff is still working that out. There was not a lengthy conversation at the City Council about this. Staff does not have a lot of direction. There was some conversation about doing a pilot program. She did not know how a pilot program would work for something like this and is not clear at this time. She knew that the PWTEC has been very interested in sustainability and did receive some updates on some of this work. The City does have a sustainability specialist on staff and so she imagined this is going to come up again, maybe through that forum and maybe there could be some collaboration. Staff can certainly revisit the incentives. The density incentive was the one of concern so that one could be excluded but there was not an opportunity to have those conversations.

Vice-Chair Pribyl asked if there was still discussion on where the City has TIF or some other financial mechanism outside of the work the Commission is doing that would potentially use some of that work.

Ms. Gundlach explained in some of the materials staff brought forward to the Commission, this goes back to the research staff did with all of the cities in terms of what those cities were doing for sustainability, what staff discovered very quickly was nobody is requiring it. It is only required when the City is putting public money into the project. Staff will be revisiting the City's public finance assistance policy to make sure the policy includes sustainability. She indicated honestly there is not a lot of opportunity for public finance assistance projects. The City has done a lot in the last few years and there is one major site left and she did not think that one is going to develop for residential but there could still be some opportunity with that site.

6. Public Hearing: *None.*

7. Business:

a. Annual Organizational Business

Vice-Chair Pribyl swore in the new Commissioner, Matthew Bauer.

Member McGehee nominated Vice-Chair Pribyl for Chair of the Planning Commission.

MOTION

Member McGehee, seconded by Member Kruzel, to appoint Pribyl as Chair of the Planning Commission.

Ayes: 6

Nays: 0

Motion carried.

Chair Pribyl nominated Commissioner Schaffhausen for Vice-Chair of the Planning Commission.

MOTION

Member Pribyl, seconded by Member McGehee, to appoint Schaffhausen as Vice-Chair of the Planning Commission.

Ayes: 6

Nays: 0

Motion carried.

Chair Pribyl indicated one member is needed to serve on the Ethics Commission and three members with an alternate to serve on the Variance Board.

Member Aspnes volunteered to serve on the Ethics Commission.

It was indicated that members Aspnes, Bjorum and Schaffhausen with Member McGehee as an alternate would serve on the Variance Board after confirmation from Member Bjorum is made via email.

Member McGehee asked for an update on projects that might be coming to the Commission in the coming year.

Ms. Gundlach indicated it looked like things are slowing down. She indicated there are a couple of land use projects that people are thinking about and contemplating and may come forward. She thought there will also be some minor Zoning Code Amendments that will come forward before the Commission.

Member Aspnes noted she appreciated the notification for the open houses of proposed projects and was able to attend one of them and found it really helpful and was well attended.

8. Adjourn

MOTION

Member Schaffhausen, seconded by Member Aspnes, to adjourn the meeting at 6:50 p.m.

Ayes: 6

Nays: 0

Motion carried.

REQUEST FOR COMMISSION ACTION

Date: **6/7/2023**
Item No.: **6.a.**

Department Approval

Agenda Section

Public Hearing

Item Description: Request by LHB and Ramsey County Property Management to consider a Zoning Code Text Amendment to §1001.10, Definitions, and the Table of Allowed Uses (1007-2) of the Institutional District, and to consider a Conditional Use, all in support of an Environmental Service Center at 1725 Kent Street (**PF23-005**)

Application Information

Applicant: LHB and Ramsey County Property Management

Location: 1725 Kent Street

Application Submission: May 5, 2023

City Action Deadline: July 4, 2023; extended to September 2, 2023

Zoning: Institutional District

Background

Level of Discretion in Decision Making: Action taken on a Zoning Code Text Amendment is **legislative**; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community. Action on a conditional use proposal is **quasi-judicial**; the City's role is to determine the facts associated with the request, and apply those facts to the legal standards contained in State Statutes and City Code.

Background

Stemming from two strategies in the Ramsey County Solid Waste Management Plan, the County evaluated how it provides Household Hazardous Waste services. The evaluation resulted in recommendations to redesign services to address equity considerations and ensure better service for County residents. The recommendations, under the umbrella of enhancing the environmental health services initiative, include a county-owned Environmental Service Center.

In June 2022, City staff across multiple departments met with Ramsey County representatives regarding the proposed Environmental Services Center (ESC) to discuss the project and the steps necessary for its consideration and approval. It was at this meeting that the Planning Division indicated the Zoning Code, specifically the Institutional district table of uses, did not support the types of uses the ESC included and that a zoning text amendment would be required for the ESC to move forward for consideration. At this meeting, City staff also indicated it was working towards seeking additional amendments to the Institutional district and would be soliciting the Planning Commission for comments and direction on this topic at a future meeting.

Since that date, Planning Division staff introduced this topic to the Planning Commission during the Commission's regular meeting of November 2, 2022. During that discussion, Planning Division staff received feedback on a number of items pertaining to the Institutional district table of uses,

including the Commission's desire to retain the conditional use requirement for these types of uses. Based on that feedback, staff determined it was in Ramsey County's best interest to seek the text amendment and a conditional use, apart from a City-initiated process, so as to ensure the text amendment would serve their needs. The Commission may recall the November 2, 2022 discussion also included a need to address other uses that exist in the institutional district (most notably the Civic Campus), however these issues will have to be resolved at a later date.

Review of Project

In support of their application, Ramsey County submitted a narrative and preliminary development plans (see Attachment 3), on which the analysis outlined within this report is based.

The Environmental Service Center (ESC) will utilize the front half of the roughly 18-acre parcel the County owns addressed as 1725 Kent Street. Currently, Ramsey County Public Health runs a household hazard waste collection site on the premises each June. This use has been permitted by Interim Use for many years. Ramsey County Public Works and Roseville Public Works currently use the rear portion of the site. Specifically, Ramsey County stores RAP, sweepings, soils, mulch, and snow, while Roseville stores watermain break material. The County has also used the site to store tree debris in the past when wind storms produced significant debris. An adjacent parcel (northwest), also owned by Ramsey County, is currently managed and operated by Volunteers of America (VOA) and addressed as 1771 Kent Street. That property is not impacted by this proposal.

The proposed ESC and the VOA properties obtain access from Larpenteur Avenue via Kent Street, which is a private roadway. This private road will be reconstructed as a component of the development to improve access and circulation. Access will also be provided to the rear of the parcel from the reconstructed private roadway for continued use by Ramsey County and Roseville Public Works departments. The site consists of a steep grade generally from the southeast corner, rising approximately 34 feet to the flatter portion of the site and the general proximity of the ESC, approximately 160 feet north of the property line adjacent to Larpenteur Avenue. There are also two rows of trees near the top of the elevation, some of which will be preserved, while others will be removed and replaced due to their aging condition.

The ESC will include three access points from Kent Street. The first access is at the north of the ESC and is for County residents to drop off organics and recyclables at a separate dumpster area. This access also serves as employees' access to the parking lot and building entry, which lies on the southeast side of the building. A second access supports the household hazard waste (HHW) drop-off area and the organics/recycling area. The third access serves as the County residents' access to the visitor parking lot and entry to the ESC building. The ESC lies generally in the middle of the development site and includes a walking trail on the east that is connected to the pedestrian walkway along Larpenteur Avenue, which will act as a handicapped access. There is also a pedestrian connection that is proposed from the southeast corner into the site and building that will include stairs as it rises to the ESC.

Operationally, organics and general recycling dumpsters are located along the north of the development area. Vehicles can enter from the north or middle accesses and make their way to the organics and recycling areas in a counter-clockwise manner. This is an outdoor self-serve collections area that will be screened from public view by the building, trees, and/or site topography. Also planned in this area is a small staff enclosure where employees will assist the public with proper/accurate disposal of items. Vehicles utilizing the middle access can enter the organics/recycling area or the HHW drop-off. HHW acceptance occurs within an enclosed drop-off

lane entering the facility from the north. The drop-off area has stacking for multiple vehicles to efficiently unload and transition materials to staff. Materials are sorted by staff into appropriate storage containers and stored within predesignated areas throughout the building. Hazardous materials are stored in appropriately designed storage rooms for safe housing in accordance with the applicable code requirements. Materials remain within the building storage areas until shipment off-site. Outdoor storage of propane tanks will occur within a secure container and a small remote storage enclosure will be provided for storage of lithium-ion batteries outside of the building; both to be screened from public view. Munitions will not be accepted by the ESC.

The ESC building is also designed for public interaction, learning, and material reuse. There is a specific Reuse Room for the distribution of products that are brought to the HHW that still have useful life and will be available for public purchase. The building entry/lobby is a place for the public to gather and learn about the sustainability strategies and performance of the building through a “building dashboard”. The education spaces of the ESC are smaller and to be used for public presentations, hands-on learning, and possibly small community events. There is also a larger Public Programming room where the public can be more interactive, such as “Fix-It Clinics” where people bring in household items and learn how to do general repairs. General administration and public restrooms are located adjacent to the public spaces.

As a component of the ESC proposal, the Roseville Public Works Director has requested a traffic study to review existing operations, evaluate potential traffic impacts of the proposed development, review site access considerations, and recommend improvements to ensure safe and efficient operations (Attachment 4). It is important to note the surrounding roadways of Larpenteur Avenue, Rice Street, and Dale Street are all County jurisdictional roadways, as is Kent Street due to its “private” status.

Review of Request

The Zoning Code Text Amendment requested by Ramsey County Environment Health (a division of Ramsey County Public Health) is necessary because the proposed ESC at 1725 Kent Street is not a use recognized within the Table of Uses (1007-2) of the Institutional District. Given the proposed ESC will host a number of unique and distinct uses within the facility and on the grounds, a Conditional Use is proposed so as to properly address and mitigate any potential impacts of the proposed facility. As outlined in the Background section of this report, the conditional use method was the method most desired by Commission members based on the feedback received from the November 2, 2022 meeting.

Zoning Code Amendment Considerations

The zoning code text amendment requested by Ramsey County is two-fold: 1) consideration of an amendment to §1001.10, Definitions, for inclusion of an ESC definition and 2) amend Table 1007-2, Institutional Districts Table of Uses, to include ESC as a conditional use.

Regarding a definition for the proposed ESC, Planning Division staff have relied upon Ramsey County and their consultant, LHB, to submit a definition that encapsulates the general purpose and intent of an ESC as they intend to program the building/site. The definition they provided is as follows:

A multi-purpose government-owned facility where the principal use involves the collection of household hazardous waste, recycling, and organics.

Although not primary uses, Planning Division staff would recommend inclusion of offices and public learning/outreach room(s) in the definition to provide greater clarity of the ESC's use and operation.

Similarly, Table 1007-2 does not include an applicable use that is suitable enough to qualify as an ESC. And, while governmental offices are a use within the ESC, it is not the primary use(s) of the ESC as identified in the above definition. As such, the ESC use should be added to the table. Below is a portion of Table 1007-2, while the full Chapter is provided as Attachment 5.

Table 1007-2	INST	Standards
Civic/Institutional		
Emergency Services (police, fire, ambulance)P		
Governmental Offices	P	
<u>Environmental Services Center</u>	<u>C</u>	-

As indicated above, the proposed text amendment would include amending Table 1007-2 to include Environmental Services Center as a conditional use "C". No specific standards are being noted and/or required given the uniqueness of the use, beyond the general standards and criteria applicable to all conditional uses.

Review of Conditional Use Request

Zoning Code §1009.02.C sets the criteria for reviewing general conditional use requests. The Planning Division's review of these criteria was completed from the attached project development plans and, to some degree, the narrative. Please note that while this is a new use to be analyzed against the general CU criteria below, it is not unlike any other development the Planning Division staff reviews on a daily basis. Therefore, required Code items or standards are not specifically discussed herein as these are required regardless of the ESC being a new use or a conditional use. Said another way, no building permits will be issued until all applicable code requirements are met.

Review of General Conditional Use Criteria: §1009.02.C of the Zoning Code establishes general standards and criteria for all conditional uses and the Planning Commission and City Council must determine compliance with those stated findings.

As indicated above, Table 1007-2 would be amended to include Environmental Services Center as a conditional use "C" and no specific standards required.

Review of General Conditional Use Criteria: §1009.02.C of the Zoning Code establishes general standards and criteria for all conditional uses and the Planning Commission and City Council must determine compliance with those stated findings.

The general code standards of §1009.02.C are as follows:

1. The proposed use is not in conflict with the Comprehensive Plan. While an environmental services center doesn't appreciably advance land use goals of the Comprehensive Plan, aside from facilitating continued investment in a property, Planning Division staff believe the proposed use does not conflict with land use goals outlined within the Comprehensive Plan either. More specifically, the General and Commercial Area Goals and Policies sections of the Comprehensive Plan include a number of policies related to reinvestment, redevelopment, quality development, and

scale. Additionally, the Comprehensive Plan outlines several goals and strategies related to Resilience and Environmental Protection and the services offered by the ESC aid in supporting many of those stated goals, including reduction in greenhouse gas emissions through leading by example, reducing climate-related risks, and increasing community awareness of resilience and environmental protection issues. Therefore, the Planning Division has determined the proposed environmental service center would align with the related goals and policies of the Comprehensive Plan.

2. The proposed use is not in conflict with a Regulating Map or other adopted plan. The proposed use is not in conflict with such plans because none apply to the property.

3. The proposed use is not in conflict with any City Code requirements. Planning Division staff finds the proposed environmental services center can and will meet all applicable City Code requirements; moreover, a conditional use approval can be rescinded if the approved use fails to comply with all applicable Code requirements or any conditions of the approval.

4. The proposed use will not create an excessive burden on parks, streets, and other public facilities. The Planning Division does not anticipate the proposal will intensify any practical impacts on parks, streets, or public infrastructure. Specifically, sanitary sewer and water in the area have acceptable capacity for the ESC project and the uses contemplated are not of the type that would generate impacts on parks and/or the trail system in the area. Specific to traffic and impacts on adjacent streets, the traffic study completed (Attachment 4) for the proposed ESC indicates the additional vehicle trips maintain acceptable operations with minimal vehicle delay and back-ups. Ramsey County staff will also review the traffic study and provide comments as Larpenteur Avenue is a county road.

5. The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare. While the proposed ESC is designed to handle household hazardous waste and certain recyclables, these items are processed with care when unloaded, sorted, and stored for further processing and removal. Similarly, materials deemed hazardous are removed and stored in appropriately designed storage rooms for safe housing in accordance with the applicable code requirements either within or outside the facility. Likewise, the proposed ESC does not lie adjacent to any residential neighborhoods, but instead is situated adjacent to County open space (wetland), Reservoir Woods, and Temple of Aaron Cemetery. The nearest residential area lies to the north, approximately 1,000 feet from the residential homes along Wagner Street. Correspondingly, there will be an increase in traffic on Larpenteur Avenue, Dale Street, and Rice Street. However, these roadways and intersections are adequately designed to handle the increase in daily trips to this site. Consequently, the Planning Division has determined the proposed ESC will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm public health, safety, and general welfare.

Public Comments

As a component of their process, Ramsey County held community open houses (in-person and virtually) in the Fall of 2022 and Spring of 2023. The Fall 2022 open house included discussion regarding services, facility use, features of the facility, and reuse and repair. The Spring 2023 open house discussed hours of operation, indoor and outdoor space uses, and additional facility suggestions. Both of these open house engagements are summarized in Attachment 6.

The Planning Division received one call after the public hearing notice was mailed and the resident indicated support for the proposed ESC.

226
227 **Staff Recommendation**

228 The Planning Division recommends the following pertaining to the request by LHB and Ramsey
229 County Property Management concerning an Environmental Services Center at 1725 Kent Street:

230
231 Approval of the Zoning Code Text Amendment to §1001.10, Definitions, in support of adding an
232 Environmental Services Center, to be defined as "A multi-purpose government-owned facility where
233 the principal use involves the collection of household hazardous waste, recycling, and organics,
234 including associated offices and public outreach rooms."

235
236 Approval of a Zoning Code Text Amendment to Table 1007-2 (Table of Uses - Institutional District)
237 allowing an Environmental Services Center as a conditional use "C".

238
239 Approval of a Conditional Use in support of an Environmental Service Center at 1725 Kent Street,
240 all based on the comments and findings of this report and development plans, subject to the
241 following condition:

- 242 1. The Environmental Service Center should be constructed similarly to the plans submitted dated
243 May, 5, 2023 and provided as a component of this report packet and in accordance with the
244 Roseville City Code.

245
246
247
248 **Requested Planning Commission Action**

249 **By motion, make the following recommendations:**

250 It is recommended the Planning Commission take the following actions regarding the request by LHB
251 and Ramsey County Property Management concerning an Environmental Services Center at 1725 Kent
252 Street:

253
254 By motion, recommend approval of the following Environmental Service Center definition
255 amending §1001.10 (Definitions) of the Roseville City Code:

256
257 "Environmental Service Center: A multi-purpose government-owned facility where the principal
258 use involves the collection of household hazardous waste, recycling, and organics, including
259 associated offices and public outreach rooms."

260
261 By motion, recommend approval of an amendment to Table 1007-2 (Institutional District Table of
262 Uses) to include Environmental Service Center as a conditional use.

263
264 By motion, recommend approval of a Conditional Use pursuant to §1009.02.C of the Roseville City
265 Code for an Environmental Service Center at 1725 Kent Street based on the comments and findings
266 of this report, and the following condition:

- 267 1. The Environmental Service Center should be constructed similarly to the plans submitted dated
268 May, 5, 2023 and provided as a component of this report packet and in accordance with the
269 Roseville City Code.

270
271
272 **Alternative Actions**

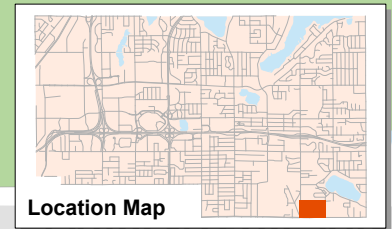
273 **Alternative Actions**

- 274 1. Pass a motion to table the item for future action. An action to table must be tied to the need
275 for clarity, analysis, and/or information necessary to make a recommendation on the request.
276 2. Pass a motion recommending denial of the proposal. A motion to deny must include findings
277 of fact germane to the request.

278
279 **Prepared by:** Thomas Paschke, City Planner - thomas.paschke@cityofroseville.com or
651-792-7074

Attachments: 1. PF23_005_Attachment1
2. PF23_005_Attachment2
3. PF23-005_Attachment3
4. PF23-005_Attachment4
5. PF23-005_Attachment5
6. PF23-005_Attachment6

Attachment 1: Planning File 23-005



Prepared by:
Community Development Department
Printed: May 30, 2023



Data Sources
* Ramsey County GIS Base Map [5/4/2023]
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

0 50 100 150 Feet



Attachment 2: Planning File 23-005



Prepared by:
Community Development Department
Printed: May 30, 2023

Data Sources

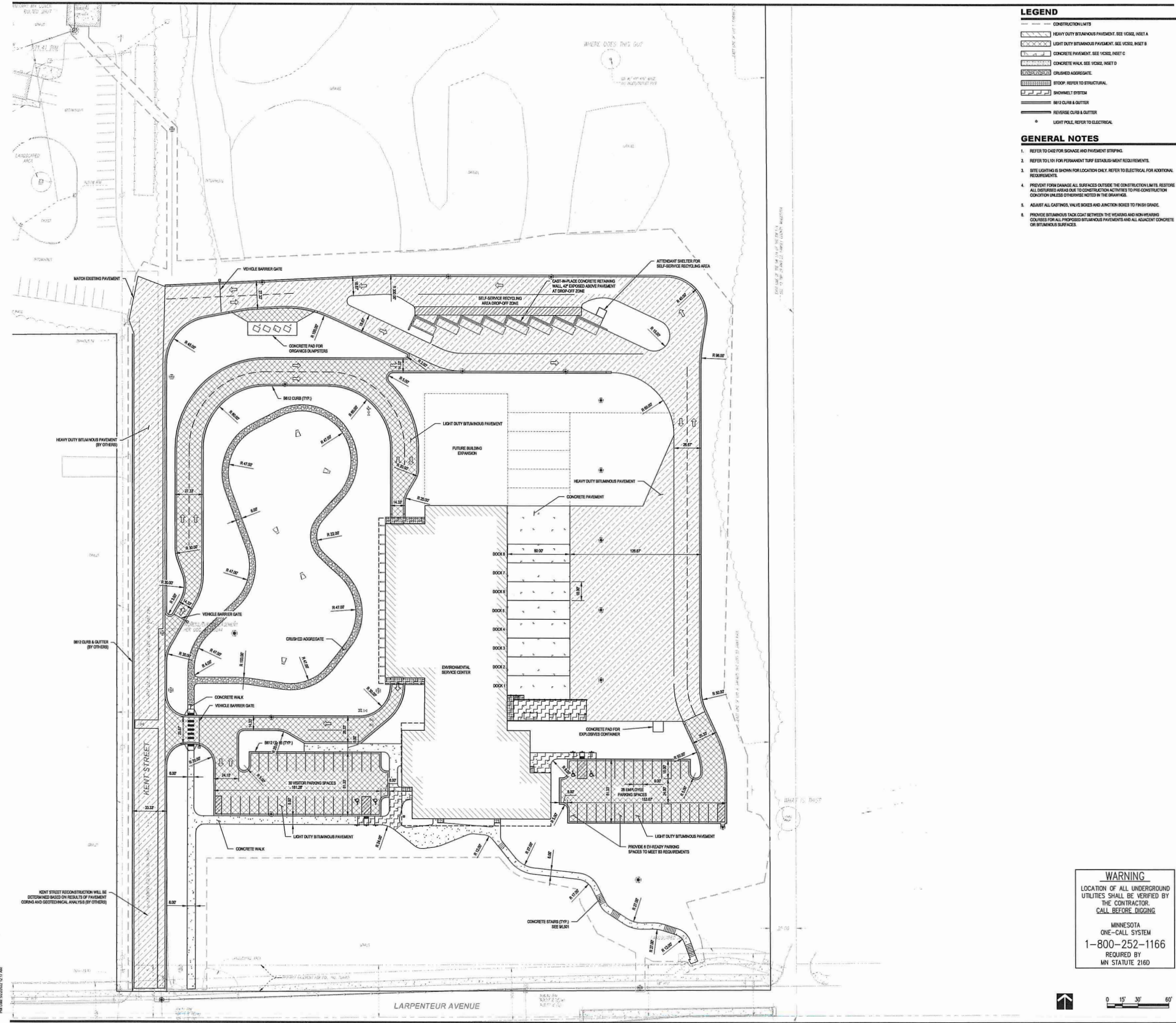
* Ramsey County GIS Base Map (5/4/2023)
* Aerial Data: EagleView (4/2022)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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0 100 200 Feet





701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | (612) 338-2020



CLIENT:



THIS SQUARE REPRESENTS 10' x 10' ON FULL SIZE SHEETS

01 03/31/2023 SCHEMATIC DESIGN

NO DATE ISSUED FOR

NO DATE REVISION

PRELIMINARY
NOT FOR CONSTRUCTION
03/31/2023

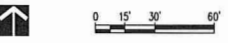
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PROJECT NAME
RAMSEY COUNTY ENVIRONMENTAL SERVICE CENTER

CORNER OF LARPENTER AVE & KENT ST
ROSEVILLE MN 55113

DRAWING TITLE
SURFACING & LAYOUT PLAN

WARNING
LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.
CALL BEFORE DIGGING
MINNESOTA
ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY
MN STATUTE 216D



DRAWN BY
CHECKED BY
PROJ. NO.
DRAWING NO.

C401



701 Washington Ave. N. Ste 200 | Minneapolis, MN 55401 | (612) 338-2020



CLIENT:



LEGEND

CONSTRUCTION LIMITS

PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT
	CT	39	Canopy Tree	3" BAB
	OT	73	Ornamental Tree	2" BAB
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT
	DB	29,242 sf	Detention Basin Seed Mix Plugs 18" OC	Seed Mix with Plugs
	NM	12,728 sf	No Mow Turf Lawn	Seed Mix
	ME	1,146 sf	Rock Mulch Maintenance Edger	Mulch
	SP	95,959 sf	Shortgrass Prairie Seed Mix	Seed Mix
	SB	2,087 sf	Shrub & Perennial Bed	with 4" Mulch
	WE	32,104 sf	Woodland Edge Seed Mix	Seed Mix

SHEET NOTES

- GENERAL LANDSCAPE NOTES**
- THIS DRAWING DOES NOT CONSTITUTE AN OFFICIAL SURVEY OF THE SITE. CONFIRM ALL LOCATIONS OF SURFACE AND SUB-SURFACE FEATURES BEFORE BEGINNING INSTALLATION. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
 - CONFIRM ALL QUANTITIES, SHAPES AND LOCATIONS OF LANDSCAPE AREAS, AND ADJUST AS REQUIRED TO CONFORM TO THE SITE CONDITIONS. CONFIRM ANY ADJUSTMENTS WITH THE LANDSCAPE ARCHITECT.
 - LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH PLANT INSTALLATION.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
 - THE CONTRACTOR SHALL REMOVE FROM THE SITE ALL SCOTURF WHICH HAS BEEN REMOVED FOR NEW PLANT BEDS. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
 - THE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF DISCREPANCIES EXIST. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
- PROTECTIONS**
- THE CONTRACTOR SHALL AVOID DAMAGING EXISTING TREES. DO NOT STORE OR DRIVE HEAVY MATERIALS OVER TREE ROOTS. DO NOT DAMAGE TREE BARK OR BRANCHES. REFER TO DETAILS FOR TREE PROTECTION.
 - THE CONTRACTOR SHALL KEEP FRAGMENTED, FENCES AND BUILDINGS CLEAN AND UNDISTURBED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. THE PROJECT SITE SHALL BE KEPT CLEAR OF CONSTRUCTION WASTES AND DEBRIS.
 - PROVIDE SILT FENCE IF NECESSARY TO PROTECT STREET FROM EROSION.
- PLANT MATERIALS**
- TREE ROOT BALLS SHALL BE PLANTED PLUSH WITH FINAL GRADE AND THE TOPMOST ROOT PLANE EXPOSED. PER PLANTING DETAILS. LANDSCAPE ARCHITECT MUST BE PRESENT ON-SITE PRIOR TO TREE PLANTING TO ENSURE PROPER INSTALLATION TECHNIQUES ARE EMPLOYED BY ALL LANDSCAPE CONTRACTOR CREW MEMBERS.
 - NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY.
 - ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANS-36, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. ALL PLANTS SHALL BE GUARANTEED FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
 - FOR ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATION, THE CONTRACTOR SHALL FILL TO FINISHED SUBGRADE ELEVATION AND PROVIDE 4" TOPSOIL AND PROVIDE SEEDING OR SOO REPLACEMENT OF OWNER'S CHOICE.
 - REFER TO 28.0001 FOR PLANTING SOIL, PLANTING SOIL, AND MULCH REQUIREMENTS.

- MAINTENANCE AND CARE**
- MAINTENANCE SHALL BE PROVIDED IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE.
 - MAINTENANCE SHALL INCLUDE WATERING, WEEDING, MULCHING, REMOVAL OF DEAD MATERIAL PRIOR TO GROWING SEASON, RE-SETTING PLANTS AT THE PROPER GRADE, AND KEEPING PLANTS IN A PLUMB POSITION.
 - WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK MINIMUM. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF LEAF STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
 - REFER TO SPECIFICATIONS FOR FULL INSPECTION, MAINTENANCE, AND WARRANTY REQUIREMENTS.
- IRRIGATION NOTES**
- CONTRACTOR TO PROVIDE DESIGN-BUILD IRRIGATION SERVICES TO IRRIGATE ALL LANDSCAPE BEDS. FOR SEEDER AREAS, PROVIDE TEMPORARY IRRIGATION UNTIL ESTABLISHMENT OF SEED HAS BEEN ACCEPTED BY THE LANDSCAPE ARCHITECT.
 - DESIGN FOR IRRIGATED AREAS MUST BE SUBMITTED AND APPROVED BY OWNER AND LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. COORDINATE WITH OWNER ON FINAL PRODUCT SELECTION. AS-BUILT DOCUMENTATION WILL BE REQUIRED.

THIS SQUARE APPEARS 1/2" x 1/2" ON FULL SIZE SHEETS

01 03/10/23 SCHEMATIC DESIGN
NO DATE ISSUED FOR

NO DATE REVISION

**PRELIMINARY
NOT FOR CONSTRUCTION
03/31/2023**

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PROJECT NAME:
**RAMSEY COUNTY
ENVIRONMENTAL
SERVICE CENTER**

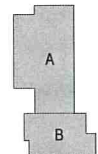
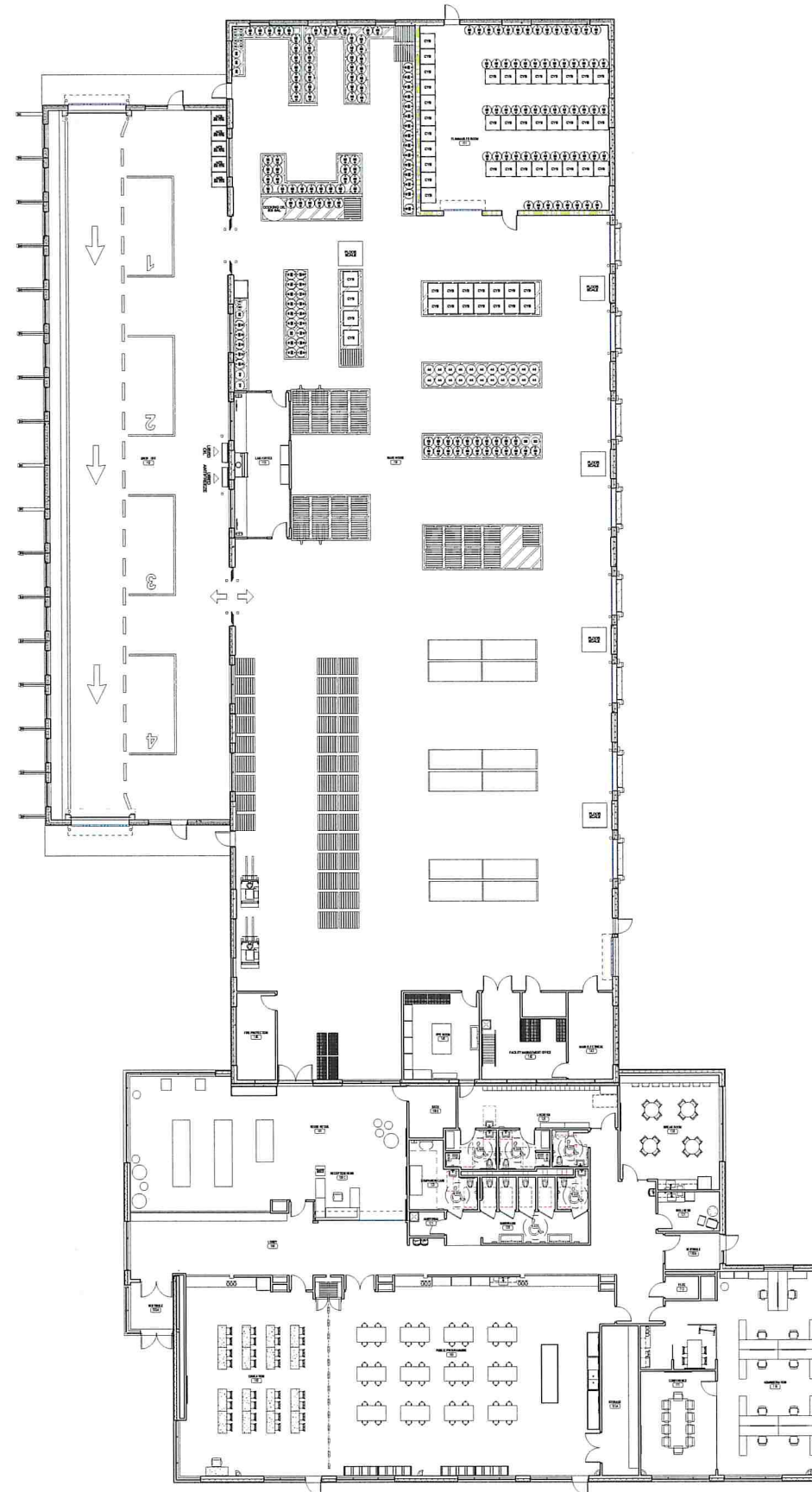
CORNER OF LARPENTER AVE &
KENT ST
ROSEVILLE MN 55113

DRAWING TITLE:
LANDSCAPE PLAN

DRAWN BY: JH
CHECKED BY: LAM
PROJ NO: 2262
DRAWING NO: **L101**

WARNING
LOCATION OF ALL UNDERGROUND
UTILITIES SHALL BE VERIFIED BY
THE CONTRACTOR
CALL BEFORE DIGGING
MINNESOTA
ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY
MN STATUTE 216D

FILE PATH: C:\Users\jhamilton\Documents\2262\23\101 Landscape Plan.dwg
PLOT DATE: 5/22/2023 10:17 AM



KEYPLAN

THIS SQUARE APPEARS 1/2"x1/2"
ON FULL SIZE SHEETS

01	03/31/2023	SCHEMATIC DESIGN
NO	DATE	ISSUED FOR

NO	DATE	REVISION
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PRELIMINARY
NOT FOR CONSTRUCTION
04/10/2023

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PROJECT NAME:
RAMSEY COUNTY
ENVIRONMENTAL
SERVICE CENTER

CORNER OF LARPEN TEUR
AVE. AND KENT ST.
ROSEVILLE, MN 55113

DRAWING TITLE:
LEVEL 1 OVERALL
FLOOR PLAN

DRAWN BY: Author
CHECKED BY: Checker
PROJ. NO: 225932
DRAWING NO:

A101

MEMORANDUM

Ramsey County Environmental Service Center

May 5, 2023

To: City of Roseville Community Development
 From: Ramsey County and LHB
 Re: Narrative for Zoning Text Amendment and Conditional Use Application

PROPERTY INFORMATION

Property Address: 0 Larpenteur Ave W, Roseville, MN 55113

Parcel ID: 132923330001

Full Legal Description: Lots 1, 2, 7 and 8, Sarah's Out Lots to St. Paul

ZONING AMENDMENT NARRATIVE

What is the nature of the intended use?

Stemming from two strategies in the Ramsey County Solid Waste Management Plan, the county evaluated how it provides Household Hazardous Waste services. The evaluation resulted in recommendations to redesign services to address equity considerations and ensure better service to county residents. The recommendations, under the umbrella of the enhancing environmental health services initiative includes a county-owned Environmental Service Center.

The basic function of the Ramsey County Environmental Service Center ("ESC") is to provide a safe and effective way for the public to dispose of Household Hazardous Waste ("HHW"). The HHW acceptance occurs within an enclosed drop off lane where multiple vehicles may efficiently transition materials to staff. These materials are then sorted by staff into appropriate storage containers and stored within predesignated areas throughout the building. Any hazardous materials have appropriately designed storage rooms for safe housing in accordance with the applicable code requirements. Materials collected within the HHW area are to remain enclosed until shipment off-site. Outdoor storage of propane tanks will be within a secure container and screened from public view. A small remote storage enclosure will be provided for storage of lithium-ion batteries outside of the building and screened from public view. In addition to acceptance of HHW the center also accepts recycling and organics for transfer off-site, no processing of these materials will occur on site. These items will be collected in outdoor self-service hubs that are screened by the building, trees, and/or topography. A small staff enclosure will be provided at the remote recycling location to assist the public in accurate disposal of their items when necessary. Munitions will not be accepted by the Ramsey County ESC.

Along with providing efficient and safe opportunities to dispose of HHW, the building will have spaces for public interaction, learning, and material reuse. The Reuse Room is a welcoming place for the distribution of products that are brought to the HHW portion of the ESC that still have useful life. The Lobby provides a space for the public to gather and learn about the sustainability strategies and performance of the building through the "building dashboard". The education spaces include a smaller presentation space that could be used for community events

with limited hands-on learning. Directly adjacent is the much larger Public Programming room. This room provides a venue for events where the public can be more interactive such as “Fix-It Clinics” where people bring in household items and learn how to do general repair. The general administrative requirements for operation of the building and the public amenities such as toilets are located adjacent to the public spaces. These public/administrative spaces are placed on the south end of the building towards Larpenteur Avenue. This provides an appropriate buffer between the public way and the taller warehouse space, along with a generally more aesthetic appearance from Larpenteur Avenue.

In-keeping with the site’s current function, outdoor storage of loose materials as needed by the County’s Public Works department will occur on the northern portion of the parcel, but will be blocked from public view by significant vegetative buffering and by the Environmental Service Center itself. Other proposed accessory uses throughout the Environmental Service Center site include outdoor gathering space to be used for educational programming; educational signage associated with sustainable building, site, and stormwater functions; recreational trails; and an accessible sidewalk connection to Larpenteur Avenue.

As part of this project, improvements are planned for Kent Street, the private roadway that will be used to access the site from Larpenteur Avenue.

Why is the intended use not currently permitted by existing use?

According to the language within table 1007.2 of Title 10 of the Roseville City Code, a “Government office” is a permitted use within parcels zoned as institutional. This language is too specific to apply to Government uses in general, and as the proposed Government Environmental Service Center use provides more than just office space it does not conform to the existing code as written.

How would the intended use be permitted under the proposed zoning text amendment?

The addition of “Government Environmental Service Center” as a conditional use within table 1007.2, and an associated definition for this term within section 1001.10, would allow this use to be permitted per approval of a conditional use application.

Will any additional land use applications (e.g. conditional use permit or variance) be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change?

Yes, a Conditional Use Permit will be required per this zoning text amendment, and an application for which has been submitted in conjunction with the Zoning Text Amendment Application.

CONDITIONAL USE PERMIT NARRATIVE

Describe how the proposed use is not in conflict with the Comprehensive Plan

Roseville’s 2040 Comprehensive Plan identifies the existing land use of this site as institutional and has planned for the site to remain classified as institutional in the future. With the proposed facility’s civic use, medium scale and intensity, incorporation of pedestrian and bicycle infrastructure, and connections to nearby transit stops, it is appropriately suited for this location as defined by the comprehensive plan.

Describe how the proposed use is not in conflict with any regulating maps or other adopted plans

The site in question is not within a Shoreland Overlay District and does not contain any National Wetland Inventory wetlands. The City's Parks and Recreation System plan does not identify this site as a future park or recreational amenity. This site is adjacent to but not within the Rice-Larpenteur Vision Plan project area.

Describe how the proposed use is not in conflict with any City Code requirements

Title 10 of Roseville's City Code describes the purpose of the Institutional District as a district designed to "permit and regulate a variety of governmental, educational, religious, and cultural uses that provide important service to the community." The proposed use of a Government Environmental Service Center is in-keeping with this purpose.

Describe how the proposed use will not create an excessive burden on parks, streets and other public facilities

A traffic study is currently underway to understand any impacts this site would have on surrounding transportation networks, as well as a geotechnical report to understand soil and drainage implications of the site. The planned trails and sidewalks throughout this site will connect to the City's larger recreation system, offering additional recreational amenities for the public.

Describe how the proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare

The primary function of the ESC is to remove HHW from households, which reduces the potential for harm to public health, safety, and general welfare of surrounding neighborhoods.

The ESC is being designed with significant community input and engagement and is part of Enhancing Environmental Health Services, a county initiative to redesign and add recycling and waste disposal services at one location to better meet community needs. The surrounding neighborhood has been engaged through a series of in person and virtual meetings when the county learned of the community's concerns and recommendations for the facility's design, construction activity and operations. The design team is working to address feedback in the plans to ensure this use is not injurious to the surrounding neighborhood. The center will incorporate sustainable design elements that can serve as a model facility.

The unique siting of this ESC allows significant buffering of site amenities from all surrounding parcels through both vegetation and elevation differences. The driveway connections to the site will connect to the private Kent Street, distancing traffic impacts from Larpenteur Avenue. The use of this facility will benefit public health, safety, and welfare, by allowing for the safe disposal of Household Hazardous Waste, recycling, and organics.

Attachments: 220932 Ramsey County ESC Topographic Survey, 220932 Ramsey County ESC C401 Site Plan, 220932 Ramsey County ESC L101 Landscape Plan, 220932 Ramsey County ESC A101 Overall Floor Plan

c: LHB Project No. 220932

q:\22proj\220932\300 design\regulatory\city of roseville\zoning amendment change\220932 zoning and conditional use narrative.docx



May 25, 2023

To: James Homolka, Ramsey County Property Management

From: Vernon Swing, PE

Re: Traffic Analysis – PO PRMG38457 - Ramsey County Environmental Service Center, Roseville, MN

Per your request, SSTS LLC has conducted a traffic analysis for the proposed Ramsey County Environmental Service Center development (referred to as the Proposed Project). The Proposed Project will add hazardous household waste disposal/recycling facilities to the existing organic waste/compost recycling uses on the approximate 15-acre site in Roseville, Ramsey Co, MN. The Proposed Project site is located to the north of Larpenteur Ave W and to the east of Kent Street and will be accessed via three proposed driveways to Kent Street. **Figure 1**, Vicinity Map depicts the location and **Figure 2**, Site Plan, illustrates the site layout and access locations.

This memorandum documents the existing AM, PM, and Saturday Midday peak hour traffic conditions, forecasts the 2025 traffic conditions without the development, forecasts the trip generation potential for the proposed land use and distributes those trips based on existing traffic patterns in the area. Further, results from the traffic operational analysis with and without the Proposed Project are summarized. Also, a review of on-site circulation and vehicle stacking is included. The focus of the traffic study is the traffic operations at the following intersections which provide access to the regional roadway network and access to the site:

- Larpenteur Ave W & Kent St
- Kent St & South Site Access
- Kent St & Middle Site Access
- Kent St & North Site Access

Existing Conditions

As mentioned, the study area focuses on the intersections listed above. The existing conditions of the roadways and intersection providing direct and indirect access to the Proposed Project were documented and are noted in **Table 1**. Additionally, **Figure 3** shows the existing lane geometry and traffic control at the study intersections.

Table 1. Study Roadway Characteristics

Roadway	Functional Class	Typical Section	Posted Speed	AADT (Year)
Larpenteur Ave W	A-minor Augmentor	3-Lane Undivided Urban	40 mph	13,300 (2018) (MnDOT)
Kent Street	Local Street	2-Lane Undivided Urban	30 mph	N/A

Note, additional counts for Larpenteur Ave W are available, however, they were counted during COVID-19 and are likely less than current conditions.

Existing Traffic Volumes

AM, PM, and Saturday Midday peak hour turning movement counts were conducted at the study area intersections. The following notes the peak hour timeframes:

- AM: 7:00 AM to 8:00 AM
- PM: 3:00 PM to 4:00 PM
- Saturday MIDDAY: 12:30-1:30PM

Figure 4 illustrates the existing peak hour traffic volumes.

Future Conditions

To quantify the impacts of a development on the surrounding roadway system, it is necessary to first forecast and analyze traffic conditions that would be present on the roadway system without the inclusion of the proposed project. For the purposes of this analysis an anticipated construction completion date for the entire Proposed Project is 2025, thus year 2025 was selected for analysis to compare traffic conditions without and with the Proposed Project. To determine the future traffic conditions a review of historical traffic counts based on MnDOT data and a review of the City of St Paul, City of Rosedale, and Ramsey County 2040 Comprehensive Plans have been conducted. The MnDOT data shows that traffic in the area has declined by approximately fifteen percent over the past two decades, while the City of St Paul and Ramsey County Comprehensive Plans forecast traffic will remain approximately the same over the next twenty years. The City of Roseville Comprehensive Plan meanwhile indicates traffic will increase by approximately 0.4 percent over the next twenty years. To provide a conservative estimate of future conditions the Roseville 0.4 percent growth rate has been adopted for this study. In other words, the existing traffic volumes have been grown by this rate to represent the 2025 No-Build peak hour traffic conditions. **Figure 5** illustrates the No-Build traffic volumes with the growth applied to existing traffic volumes for year 2025.

Trip Generation and Distribution

The Proposed Project will include a new household hazardous waste disposal/recycling facility and will reorganize the existing organic/compost recycling to the northern portion of the site. In addition, the site will include a public and employee space for visitors and workers. To estimate the site-generated traffic, forecasts from Ramsey County have been used which indicate the site will generate approximately 85,000 trips per year or 327 trips a day for a typical day (using a 5-day operations week). That said during the peak times associated with Spring and Fall clean up, the Proposed Project is expected to generate 2,500 trips per week or 500 trips per day. Discussions with staff from similar sites in Hennepin County indicate the Saturdays during the Spring and Fall times have slightly higher traffic, and the peaking tends to extend over three or four hours rather than one hour. To provide a conservative estimate this analysis assumes the peak hour will generate twice as much traffic when compared to an average hour. This peak trip generation has been adopted for each traffic peak of the surrounding roadways namely the weekday commuter AM Peak, weekday PM Peak, and the Saturday Midday Peak. Table 2 summarizes the trip generation estimate for the Proposed Project.

Table 2 - Trip Generation

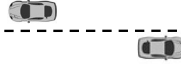
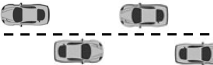
Land Use	Daily	AM Peak Hour		PM Peak Hour		Saturday Pk Hr	
		Enter	Exit	Enter	Exit	Enter	Exit
Environmental Service Cntr	500 Trips	63 Trips	63 Trips	63 Trips	63 Trips	63 Trips	63 Trips
TOTAL	500 Trips	126 Trips		126 Trips		126 Trips	

As shown in Table 2, the Proposed Project will generate 126 trips (63 entering and 63 exiting) during the morning traffic peak hour, 126 trips (63 entering and 63 exiting) during the evening traffic peak hour, 126 trips (63 entering and 63 exiting) during the Saturday Midday Peak and 500 daily trips.

The new trips have been assigned to the surrounding roadways according to the existing traffic patterns. In general, 65 percent will originate from and return to the east during the AM Peak, 60 percent will originate from and return to the west during the PM Peak, and 50 percent to and from the west during the Saturday Midday Peak. **Figure 6** illustrates the trip assignment. **Figure 7** illustrates the 2025 Build conditions by combining No-Build traffic with the trip assignment volumes.

Traffic Operations

The operating conditions of transportation facilities, such as roadways, traffic signals, roundabouts, and stop-controlled intersections, are evaluated based on the relationship of the theoretical capacity of a facility to the actual traffic volume on that facility. Various factors affect capacity including travel speed, roadway geometry, grade, number of travel lanes, and intersection control. The current standards for evaluating capacity and operating conditions are contained in *Highway Capacity Manual*¹. The procedures describe operating conditions in terms of driver delay represented as a Level of Service (LOS). Operations are given letter designations with "A" representing the best operating conditions and "F" representing the worst. Generally, level of service "D" represents the threshold for acceptable overall intersection operating conditions during a peak hour. The Chart on the below summarizes the level of service and delay criteria for signalized and unsignalized intersections.

Level of Service	Description	Delay (sec)	
		Signalized	Unsignalized/ Roundabout
A	 Primarily free-flow operation.	0-10	0-10
B	 Reasonably unimpeded operation.	>10-20	>10-15
C	 Stable operation. The ability to maneuver is more restricted than LOS B.	>20-35	>15-25
D	 Less stable operation. Small increases in flow may cause large increases in delay and reduced speeds.	>35-55	>25-35
E	 Unstable operation. Low speeds and considerable delay.	>55-80	>35-50
F	 Congested operation. High delay and extensive queuing.	>80	>50

For side street stop-controlled intersections special emphasis is given to providing an estimate for the level of service of the minor approaches. Traffic operations at an unsignalized intersection with side street stop-control can be described two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes. Second, it is important to consider the delay on the minor

¹ **Highway Capacity Manual (HCM)**, Transportation Research Board, 6th Edition

approaches, since the mainline does not have to stop. It is common for intersections with higher mainline traffic volumes to experience increased levels of delay and poor level of service on the side streets.

A final fundamental component of operational analyses is a study of vehicular queuing, or the line of vehicles waiting to pass through an intersection. An intersection can operate with an acceptable Level of Service, but if queues from the intersection extend back to block entrances to turn lanes or accesses to adjacent land uses, unsafe operating conditions could result. In this report, the Industry Design Standard 95th percentile queue length is used. The 95th Percentile Queue Length refers to that length of vehicle queue that has only a five-percent probability of occurring during an analysis hour.

This study has utilized the industry current Synchro/SimTraffic software package (11th Edition) to analyze the 2025 No-Build and Build conditions for the AM, PM, and Saturday Midday Peak hours. It is noted, the reported results are from the aggregate of 10 SimTraffic simulations which use a random number generator to seed the network with vehicles. These results reflect dynamic conditions and are more accurate than the results of the static analysis reported by Synchro. Due to the random number generator results can sometimes show slightly better operations on minor movements under higher traffic conditions when the intersections are operating well. This can be seen when delays and queues noted in the Build Scenario are slightly less than the No-Build or Existing Scenarios.

Analysis Results

Tables 3 summarizes the results of the operational analysis. Note the 2025 No-Build and Build operations reflect the additional traffic associated with the annual growth rate applied to existing traffic volumes. Additionally, the Build operations include the net new traffic forecast for the Proposed Project.

Table 3. Operational Analysis

2025 No-Build and Build								
Intersection	Measure of Effectiveness (Delay in Sec and Queue in Ft)							
	Criteria	2025 No-Build			2025 Build			
		AM Pk Hr	PM Pk Hr	Sat Pk Hr	AM Pk Hr	PM Pk Hr	Sat Pk Hr	
Larpenteur Ave W & Kent St (Side Stop Controlled)	Overall LOS & Delay	A 1.1	A 1.6	A 1.0	A 2.0	A 2.2	A 1.7	
	Worst Mvmt. LOS & Delay	B 13.4 (SBL)	C 17.6 (SBL)	A 5.6 (SBL)	B 12.7 (SBL)	B 11.9 (SBL)	A 8.5 (SBL)	
	95th Percentile Queue	SB - 22'	SB - 37'	SB - 22'	SB - 52'	SB - 60'	SB - 62'	
Kent Street & South Site Access (Side Stop Controlled)	Overall LOS & Delay	A 0.1	A 1.7	A 0.1	A 1.9	A 1.7	A 1.7	
	Worst Mvmt. LOS & Delay	A 0.2 (NB)	A 3.9 (WBL)	A 0.1 (NB)	A 4.3 (WBL)	A 4.4 (WBL)	A 4.6 (WBL)	
	95th Percentile Queue	NONE	WB - 32'	NONE	WB - 44'	WB - 48'	WB - 48'	
Kent St & Middle Site Access (Side Stop Controlled)	Overall LOS & Delay	A 0.1	A 0.1	A 0.1	A 0.1	A 0.1	A 0.1	
	Worst Mvmt. LOS & Delay	A 0.1 (SBT)	A 0.1 (SBT)	A 0.1 (SBT)	A 0.6 (NBT)	A 0.4 (SBT)	A 0.3 (NBT)	
	95th Percentile Queue	NONE	NONE	NONE	NONE	NONE	NONE	
Kent Street & North Site Access (Side Stop Controlled)	Overall LOS & Delay	A 1.1	A 0.5	A 0.1	A 1.1	A 1.0	A 0.6	
	Worst Mvmt. LOS & Delay	A 3.9 (WBL)	A 3.8 (WBL)	A 0.1 (WB)	A 3.8 (WBL)	A 3.4 (WBL)	A 3.7 (WBL)	
	95th Percentile Queue	WB - 10'	WB - 14'	NONE	WB - 14'	WB - 17'	WB - 14'	

The results shown in Table 3 indicate the 2025 No-Build operations of the study area intersections are acceptable with LOS A for overall operations and LOS C or better for individual travel lane operations, with manageable vehicle queuing. Further, the results in Table 3 indicate the 2025 Build overall operations and travel lane operations of the study area intersections and site access are the same with acceptable LOS A for overall operations and LOS B or better for travel lane operations, with manageable vehicle queuing. The addition of site-generated traffic slightly increases delay and queuing but not above unacceptable levels as the existing roadway network has available capacity.

On-Site Circulation

The Proposed Project is adding household hazardous waste disposal/recycling to the existing site that provides for organic/compost disposal. As part of the project, the organic/compost use is being moved to the north end of the site. Traffic for the organic/compost use will travel on Kent Street to the north end of the site and circulate to the east along a one-way loop and dispose of their waste.

The new household hazardous waste disposal facility will be located in the center of the site. Traffic for this new service provided with the project will enter the site at the middle access from Kent Street and circulate along a way one-way loop exiting the site at the southern site access to Kent Street. There will be five locations for vehicles to dispose of their material, such as used motor oil, discarded computer products, florescent light bulbs, etc. and there are 42 planned spaces for vehicles to queue as they wait their turn. Drivers will be assisted by Ramsey County staff in their disposal of their waste and discussions with Hennepin County staff indicates that vehicles complete their disposal efforts in under a minute. The layout of the site with vehicle stacking should be able to accommodate over 200 vehicles per hour.

The employees and visitors will be able to enter the parking area at the southern access from Kent Street. The site is planned to include 30 parking spaces for the visitor and 27 spaces for employees.

Summary and Conclusions

The following provides a summary of the study, traffic operations and recommendations:

- AM and PM peak hour traffic operations were analyzed for year 2025 conditions without and with the Proposed Project.
- The Proposed Project will generate 126 trips (63 entering and 63 exiting) during the morning traffic Peak hour, evening traffic Peak hour, and Saturday Midday Peak hour and 500 daily trips.
- Results of the traffic analysis for year 2025 without the Proposed Project indicate acceptable operations with minimal vehicle delay and back-ups at adjacent intersections.
- Results of the traffic analysis for year 2025 with the Proposed Project indicate acceptable operations with minimal vehicle delay and back-ups. No mitigation measures at adjacent intersections and access intersection are recommended.
- The Proposed Project has developed a circulation plan for the independent operation associated with organic material disposal, and household hazardous waste disposal which segregates these two use to different areas of the site. Users of these two separate operations will enter one-way circulation patterns that will have sufficient capacity for the anticipated demand.

Attachments: Figures 1-7

(Appendices with Traffic Counts and Synchro/Simtraffic Worksheets are available upon request.)



Figure 1 - Vicinity Map



Figure 2 - Conceptual Site Plan (From Others)

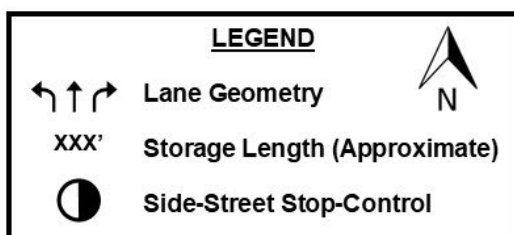
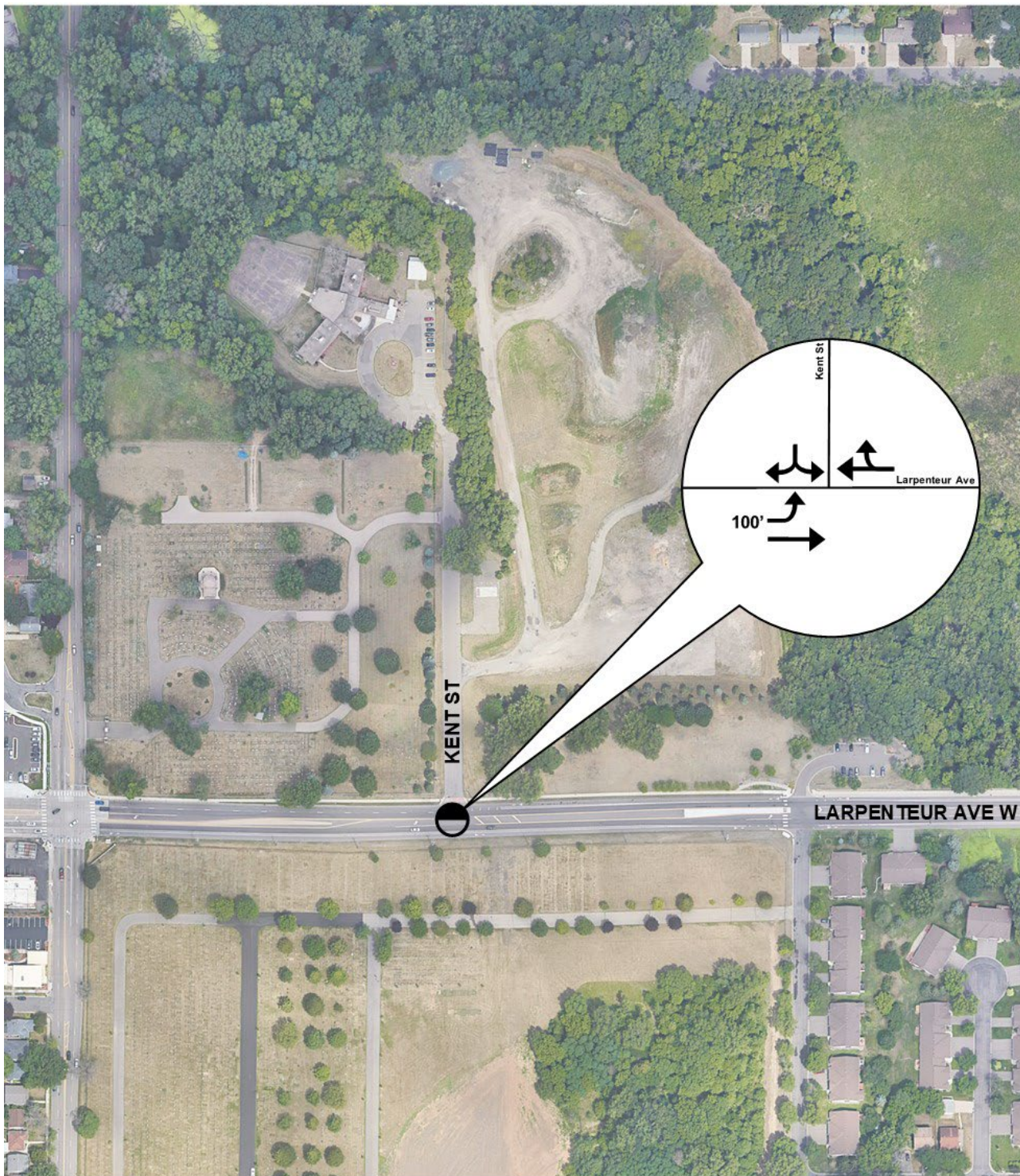


Figure 3 - Existing Geometrics

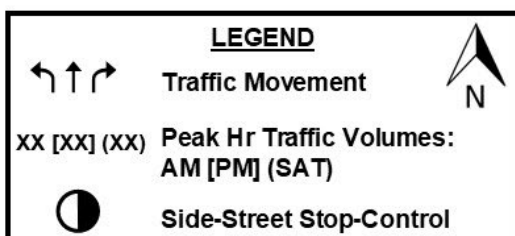
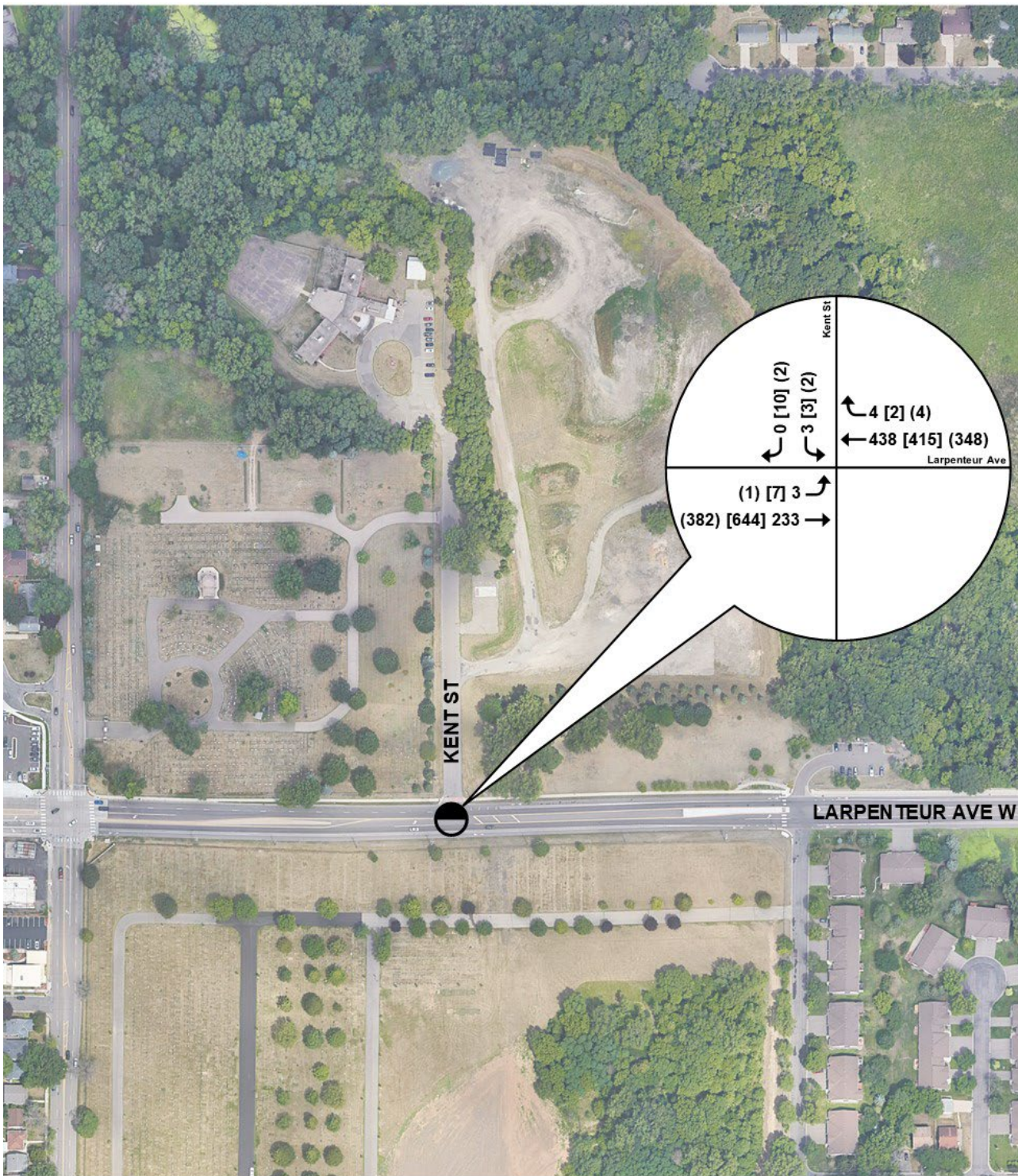


Figure 4 - Existing Traffic Volumes

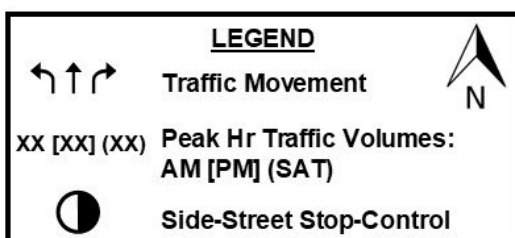
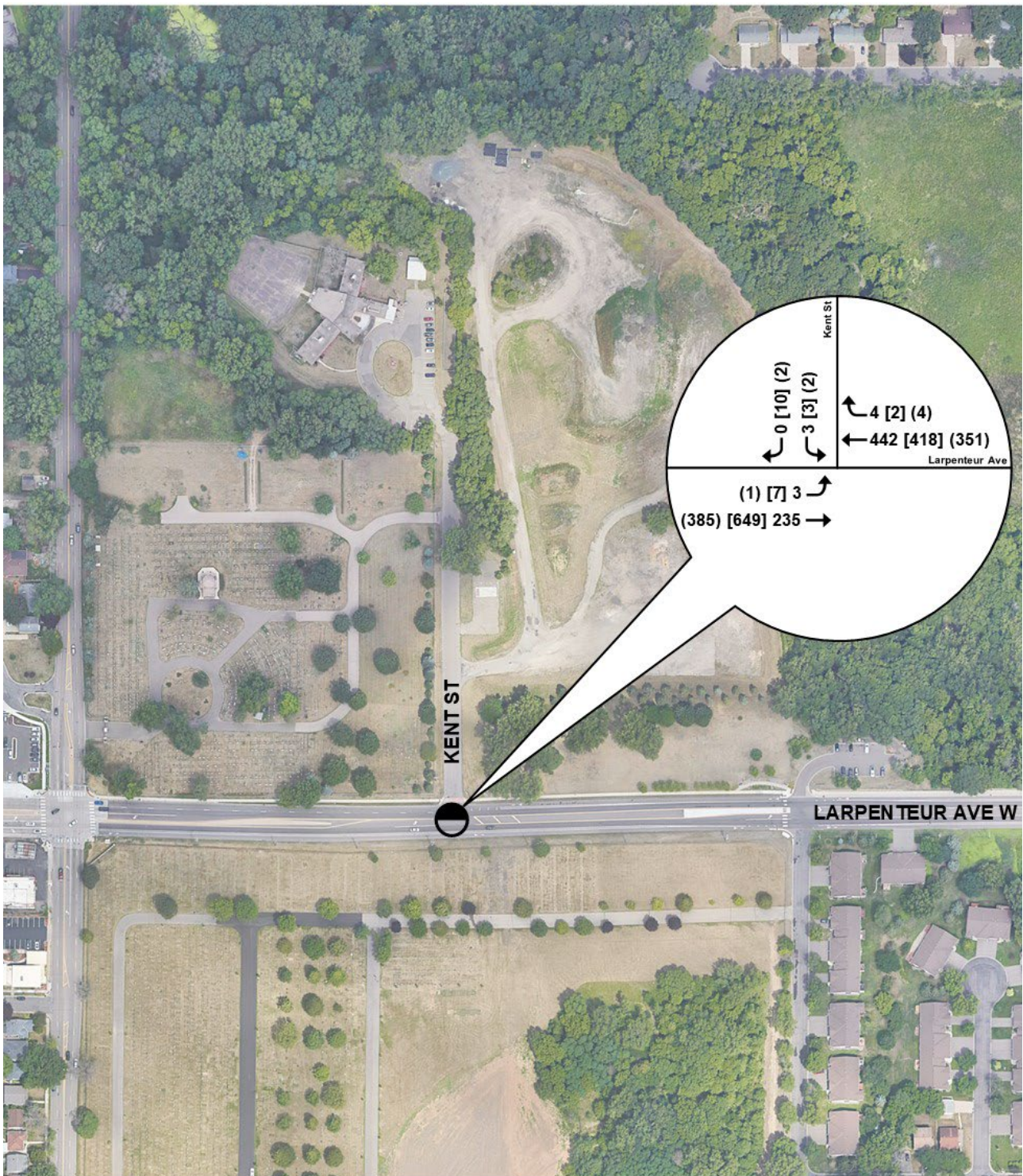
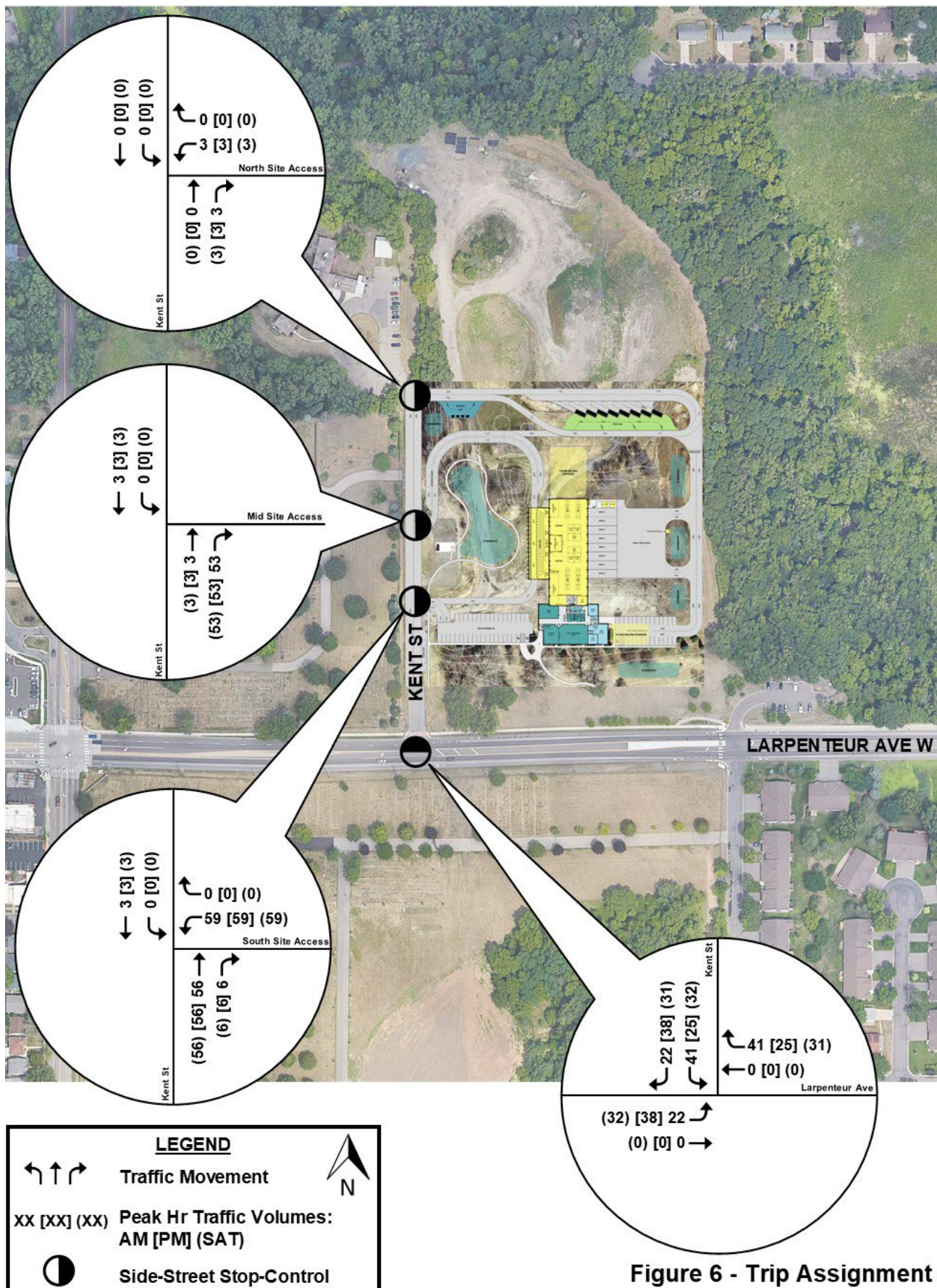
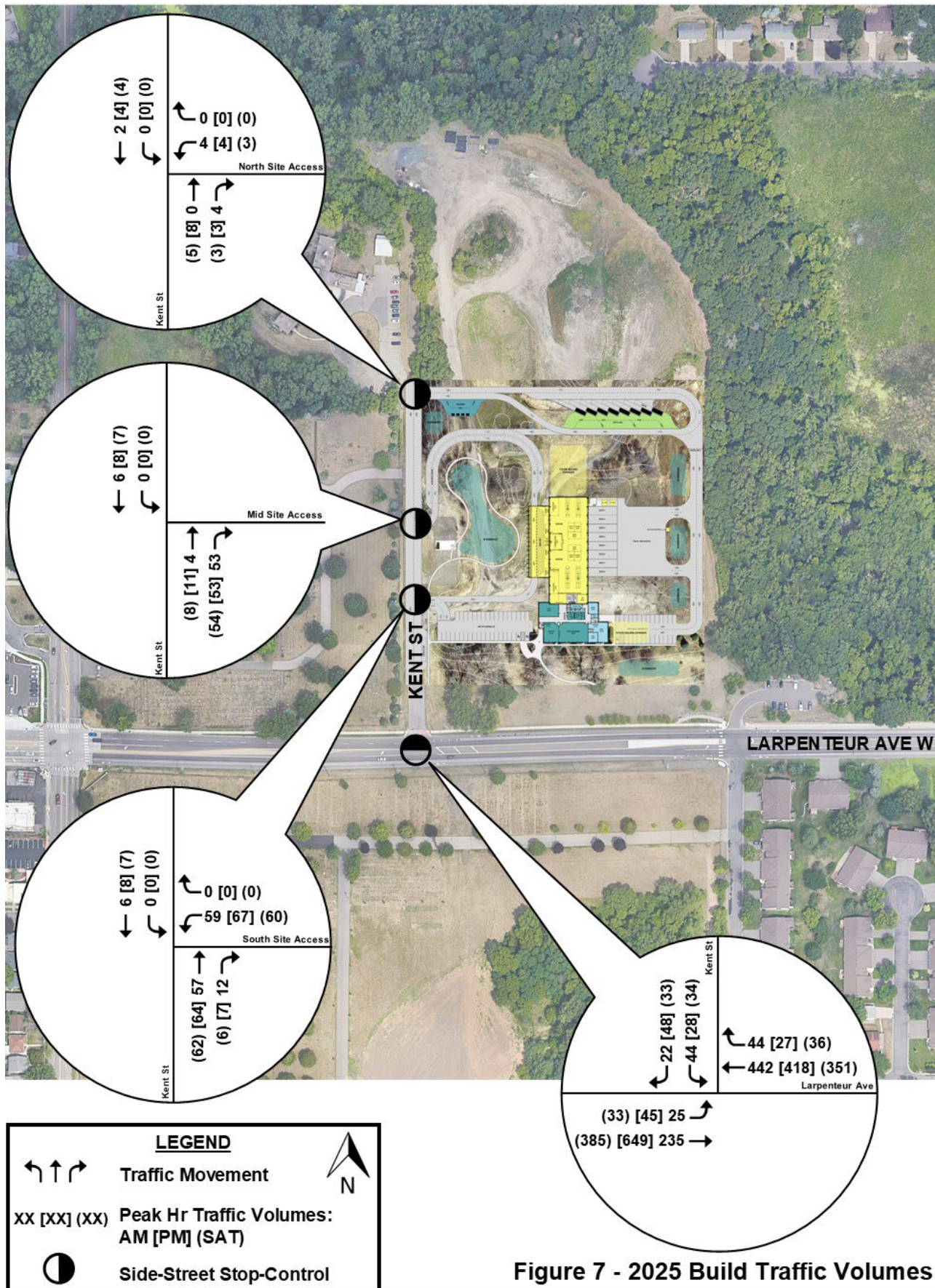


Figure 5 - 2025 No-Build Traffic Volumes





CHAPTER 1007 INSTITUTIONAL DISTRICT

SECTION:

- 1007.01: Statement Of Purpose
- 1007.02: Design Standards
- 1007.03: Table of Allowed Uses

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.
- 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 a combination of the following materials: No less than 60% face brick; natural or cultured stone; pre-colored factory stained or stained on site textured pre-cast concrete panels; textured concrete block; stucco; glass; fiberglass or similar materials and no more than 40% pre-finished metal, cor-ten steel, copper, premium grade wood with mitered outside corners (e.g., cedar, redwood, and fir), or fiber cement board. Under no circumstances shall sheet metal aluminum, corrugated aluminum, asbestos, iron plain or painted, or plain concrete block be acceptable as an exterior wall material on buildings within the city. Other 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.

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. Garage 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
Minimum 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
Minimum rear yard building setback	25 Feet from residential lot boundary 10 Feet from nonresidential boundary
Minimum 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%.

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.

(Ord. 1435, 4-8-2013) (Ord. 1494A, 2/22/2016)

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, or post-secondary school, campus	C	Y
Community center	P	
Emergency services (police, fire, ambulance)	P	
Table 1007-2	INST	Standards
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	
Theater, performing arts center	P	
Transportation		
Maintenance facility	C	
Park and ride facility	C	
Accessory Uses, Buildings, and Structures		

Table 1007-2	INST	Standards
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	

2092 (Ord. 1403, 12-13-2010) (Ord. 1427, 7-9-2012)

From: [McKenna, Andrea](#)
To: [Lydia Major](#); [Thomas Paschke](#)
Cc: [Homolka, James](#); [Martin Thompson](#); [Jess Vetrano](#)
Subject: RE: ESC Submittal
Date: Thursday, May 11, 2023 9:58:22 AM
Attachments: [image002.png](#)
[Environmental Service Center PowerPoint \(small file size\).pdf](#)
[Fall 22 Engagement Summary.pdf](#)
[Spring 23 Engagement Summary \(draft\).docx](#)

You don't often get email from andrea.mckennan@co.ramsey.mn.us. [Learn why this is important](#)

Caution: This email originated outside our organization; please use caution.

Hi Thomas,

As Lydia promised, I'm writing to share a summary of the engagement work we've conducted related to the Environmental Service Center. Below and attached is some information related to our most recent engagement work. We've conducted two rounds of engagement since last fall, and we plan to do one more round this summer.

- Fall 2022 engagement – Community feedback on proposed site location. Held four community listening sessions (two in person, two virtual) and offered an online survey. All residents within a mile radius of the proposed site were mailed an invite. 73 people attended the listening sessions, and 25 people responded to the survey. The summary of this engagement work is attached (Fall 22 Engagement Summary).
- Spring 2023 engagement – Community feedback on proposed site and building plan. Held four community listening sessions (two in person, two virtual) and offered an online survey. 32 people attended the listening sessions, and 189 people responded to the survey. We don't yet have the final summary of this engagement work, but I'm attaching a rough summary (Spring 23 Engagement Summary Draft), as well as the PowerPoint that we shared at the listening sessions (Environmental Service Center PowerPoint). When we have the final summary document complete, I'll share that.
- Summer 2023 engagement – We intend to conduct another round of community engagement this summer, when we'll be sharing proposed building designs with the public for feedback. We'd be happy to incorporate any questions that you'd like us to bring to those conversations – please let us know if you have thoughts on that.

We also conducted additional engagement in 2020 and 2021 that helped define the vision for this facility. This engagement work was broader in nature and addressed the county's waste system more generally. Would that information be helpful to see as well? If so, I'll send info on that.

Let me know if it would be helpful to have a conversation about any of this work.

Thank you!
Andrea

FALL 2022 COMMUNITY
ENGAGEMENT SUMMARY

Environmental Service Center

Ramsey County is building a new facility to provide more opportunities for residents to reduce, reuse, repair and recycle. Here's what may be included:

- Free drop-off site for recyclables, food scraps, electronic waste and household hazardous waste.
- Space for community education and resources.
- Permanent location for Fix-It Clinics where the community can get household items fixed for free and learn valuable repair skills.
- Free product reuse room where the community can find products like paints, automotive fluids and household cleaners.

Community Open Houses October 2022

Community open house engagements were conducted virtually and in person during October of 2022. Residents were invited to learn about and share their ideas about the Environmental Service Center, inquire about the new facility and programs, receive answers to their questions and concerns and see example design ideas.

Here's how residents were invited:

- Letter sent to households within one mile of proposed facility location.
- Social media and newsletters shared by the county, as well as by cities and district councils within the county.
- Focus was on residents living closest to the proposed site, but all Ramsey County residents were encouraged to attend.

Feedback received and summarized in this document is helping to inform the development of the Environmental Service Center.



Will having an Environmental Service Center encourage you to recycle more?

68% YES



54%

of residents are **very interested** in recycling and waste disposal services.

Survey Method



Online
Survey



Mentimeter
Survey



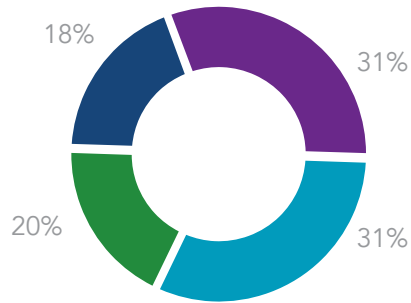
Question and Answer
at Open Houses

Residents attending were from

Saint Paul
Roseville
Arden Hills
New Brighton
North Saint Paul

Interest in Services

Which recycling and waste disposal services are you most interested in participating in?

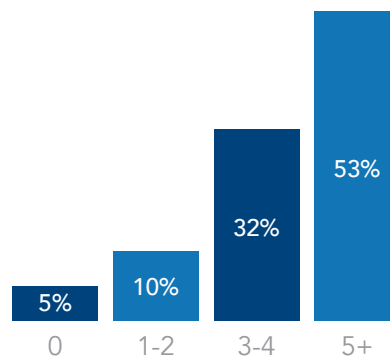


- Household hazardous waste collection
- Food scraps drop-off
- Electronic waste collection
- General recycling drop-off

Facility Use

How often do you think you will use the Environmental Service Center?

Results in times per year.



What is most exciting about the new facility?

Featured in order of how often each topic was mentioned.

- One stop shop
- Community space
- Location/accessibility
- Fix-It Clinics
- Free electronics recycling
- Recycling and waste education

Reuse and Repair

How interested are you in having reuse and repair programming?



Remaining residents are hardly or not at all interested.

How interested are you in using the free product reuse room?



Remaining residents are hardly or not at all interested.

94% of residents

are looking forward to using the Environmental Service Center.



What does Ramsey County need to consider when building the Environmental Service Center?

Featured in order of how often each topic was mentioned.

Impact on surroundings (including safety)

Accessibility (bikers, pedestrian, public transit)

Educational programming/ community space

Use of sustainable and environmentally friendly materials (in construction of facility and maintenance)

Collaboration with community



ENHANCING ENVIRONMENTAL HEALTH SERVICES

Environmental Service Center

Welcome

Presenters

- Sara Hollie, Director, Public Health
- Rae Eden Frank, Interim Division Manager, Environmental Health
- Jennifer McMaster, Director of Planning and Project Management

Objectives

- Introduce the Enhancing Environmental Health Services initiative
- Discuss plans for an Environmental Service Center
- Hear from you!

Group Agreements

- Share your thoughts and be open-minded.
- Listen actively/respectfully when others are speaking.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," and "you").
- If you have a question, please ask it respectfully and refrain from personal attacks.
- Do not dominate the conversation and allow others to be heard.

Land Acknowledgement

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land since time immemorial. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference.

We are standing on the ancestral lands of the Dakota People. We want to acknowledge the Ojibwe, the Ho Chunk and the other nations of people who also called this place home. We pay respects to their elders past and present. Please take a moment to consider the treaties made by the tribal nations that entitle non-Native people to live and work on traditional Native lands. Consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events.

The acknowledgment given in the USDAC Honor Native Land Guide - edited to reflect Minnesota tribes. In review with SIA and endorsed by Shannon Geshick, Executive Director Minnesota Indian Affairs Council.

Ramsey County Goals and Priorities



County Goal

- Strengthen individual, family and community well-being through innovative programming, prevention and environmental stewardship.

County Strategic Priority

- Residents first: effective, efficient and accessible operations.

Enhancing Environmental Health Services

- System-wide redesign of services provided to residents.
- Motivated by resident feedback, which identified opportunities for improvement in accessibility, efficiency and scope of services.



What is an Environmental Service Center?

- Facility for the collection of recyclables, food scraps and household hazardous waste.
 - Household hazardous waste includes items such as cleaning supplies, paint, fuel, batteries, used oil, fluorescent bulbs, electronic waste and more.
- Permanent location for Fix-It Clinics.
- Free product reuse room where the community can find items like paint, automotive fluids and household cleaners.
- Space for community education programs.





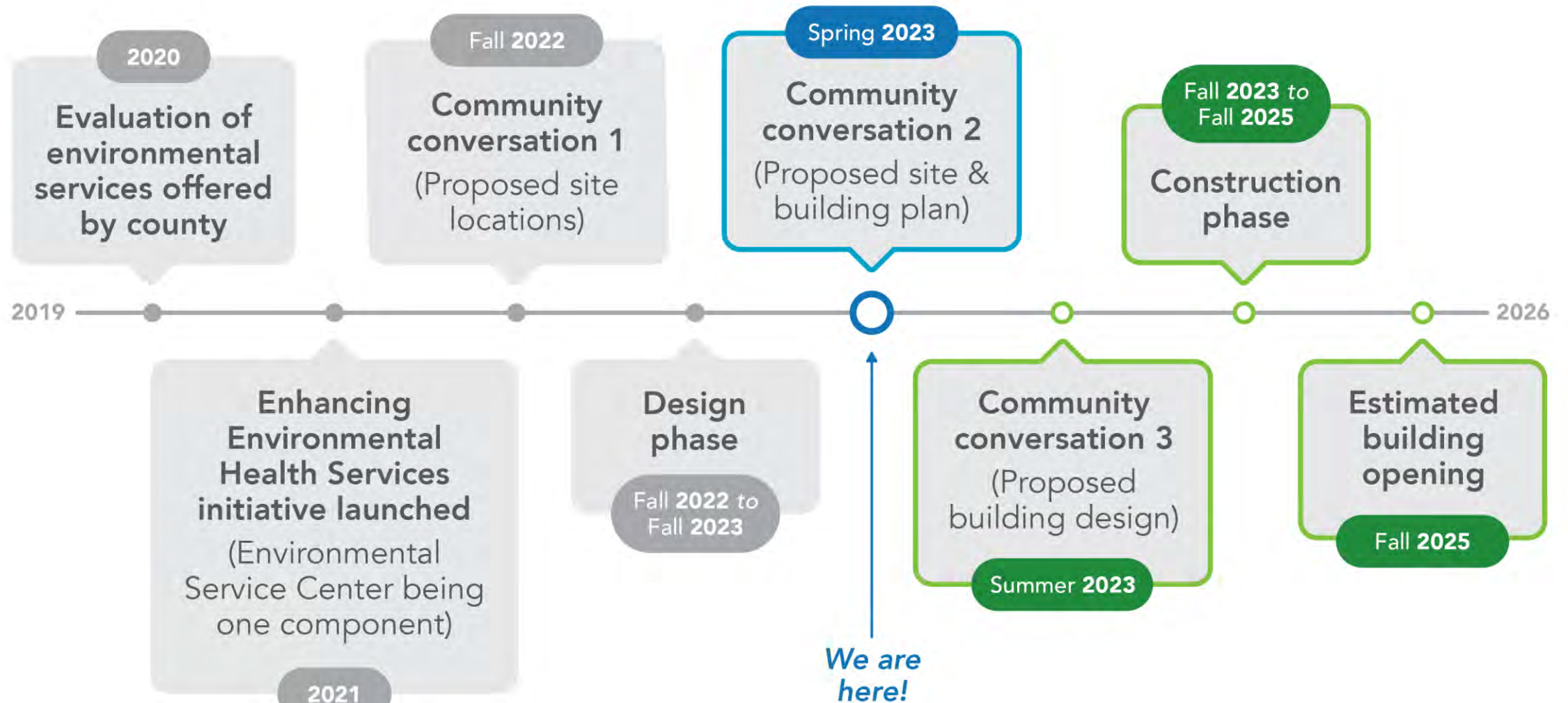
Existing facility, Washington County
Environmental Center, MN



Conceptual rendering of facility in
Pope Douglas, MN







Timeline is subject to change.

What We've Heard from You

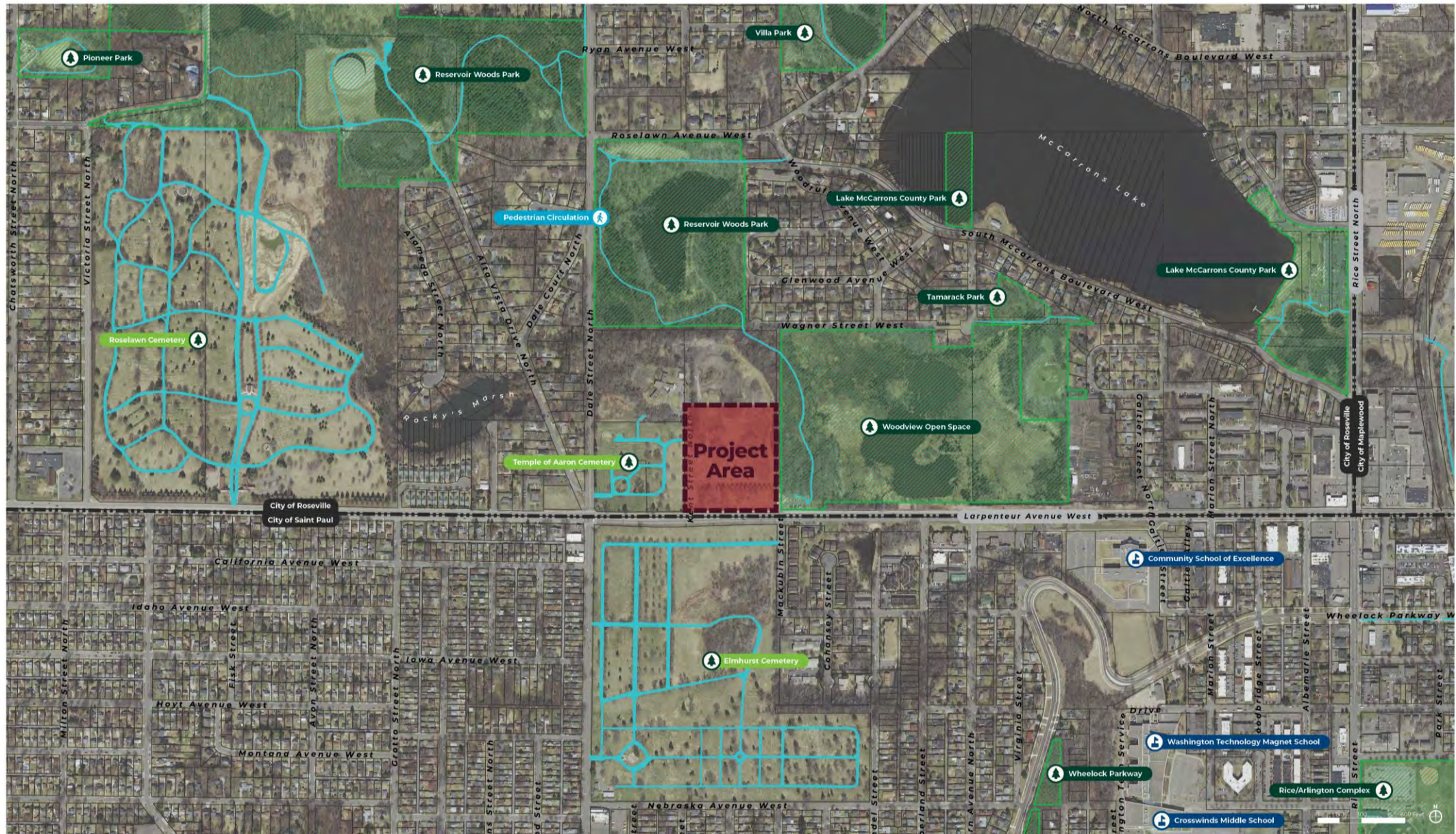
Through surveys and listening sessions conducted in fall of 2022 we heard:

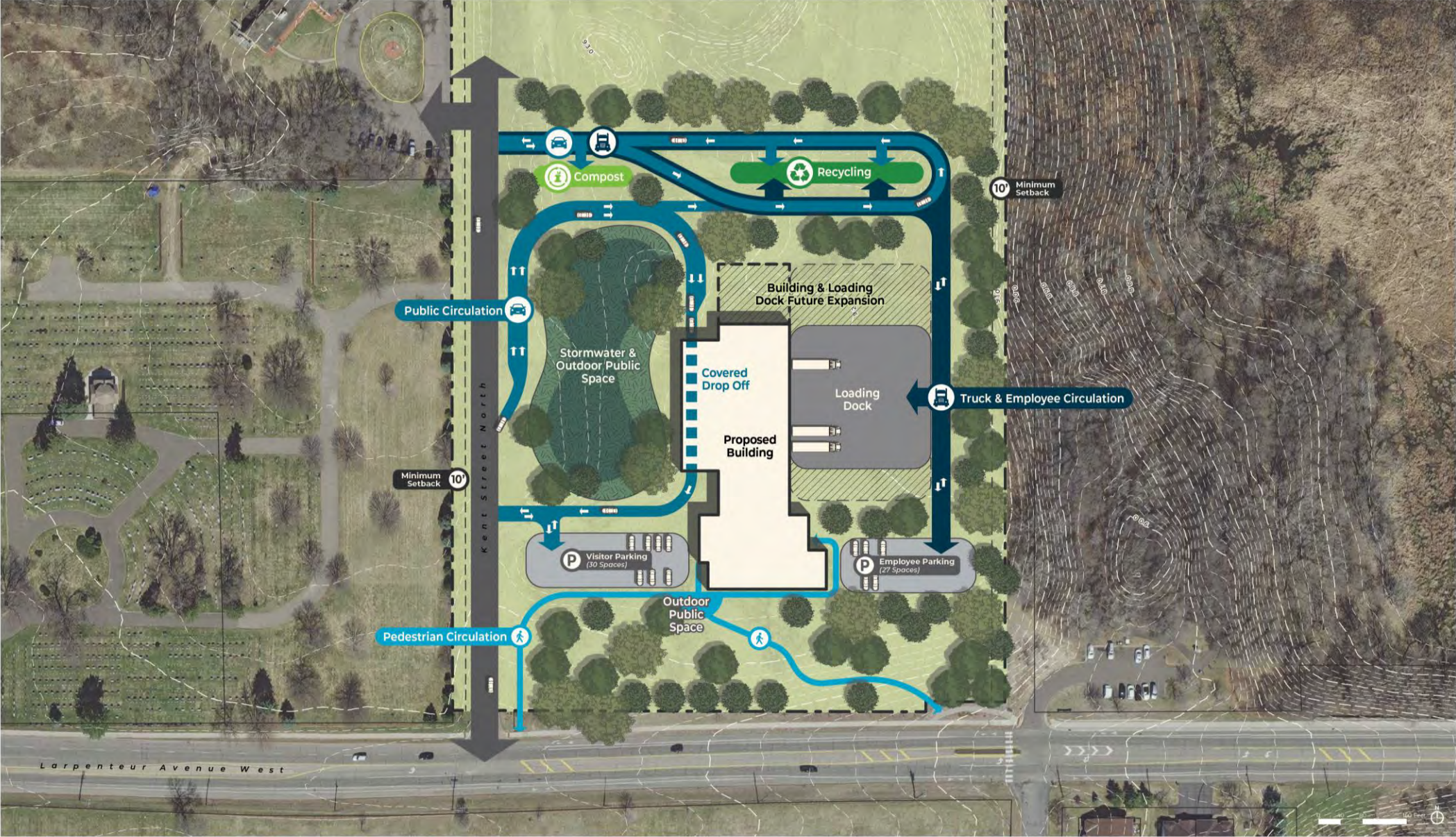
- 94% of residents are looking forward to using the new Environmental Service Center.
- Residents are excited about:
 - One-stop shop for recycling and disposal services
 - Community space
 - Convenient, accessible location
- Residents are concerned about:
 - Impact to surrounding area – traffic, safety, and noise
 - Ensuring accessibility

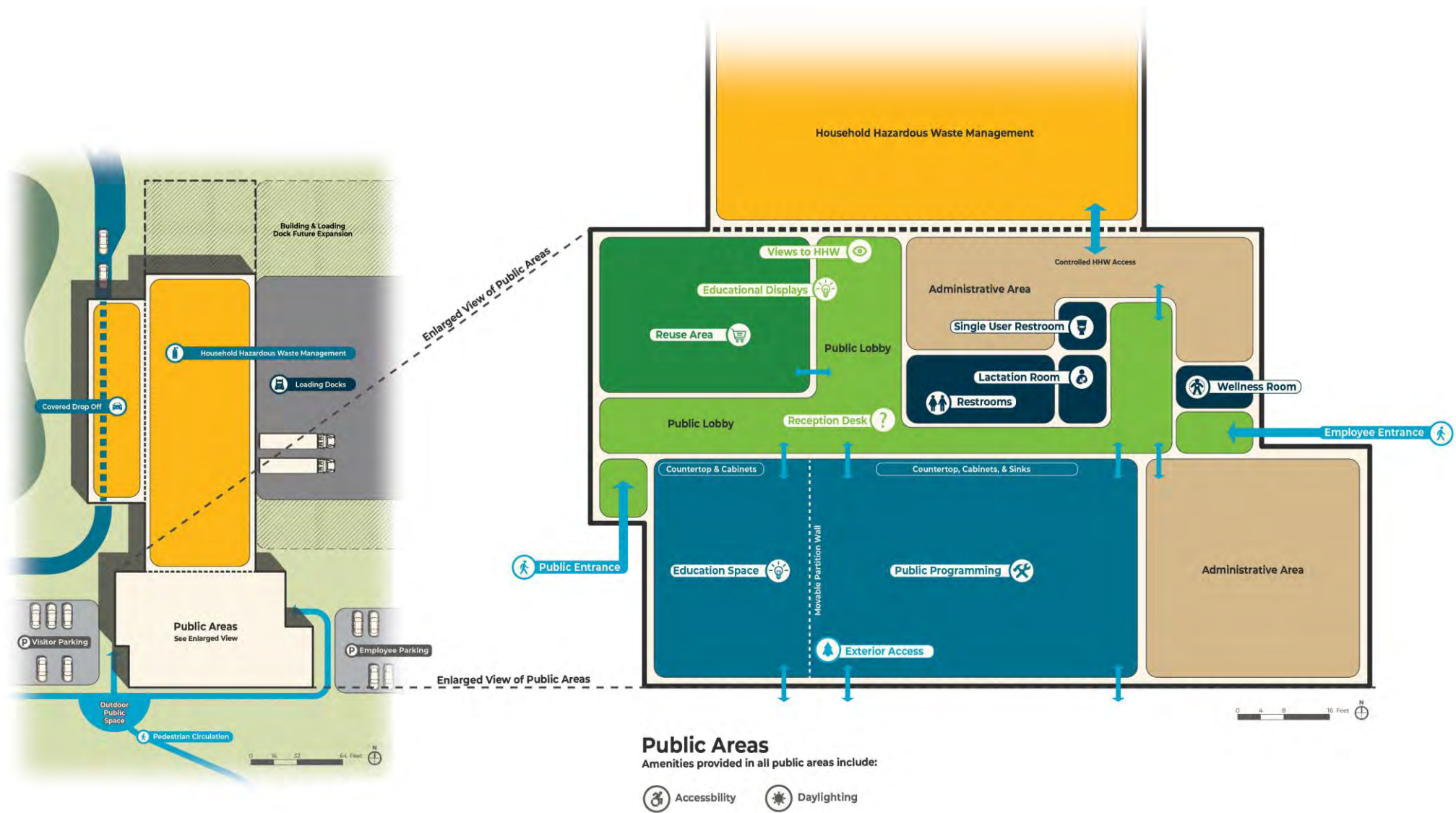
Addressing Your Concerns

- Impact to surrounding area:
 - New plantings will provide buffer between site and nearby neighbors and park
 - Hill between site and park space will help with buffering as well
 - Conducting traffic assessment to help ensure minimal traffic disruption to surrounding area
- Ensuring accessibility:
 - Site is centrally-located in county
 - Site is located along public transit lines and public walkways









Funding Source

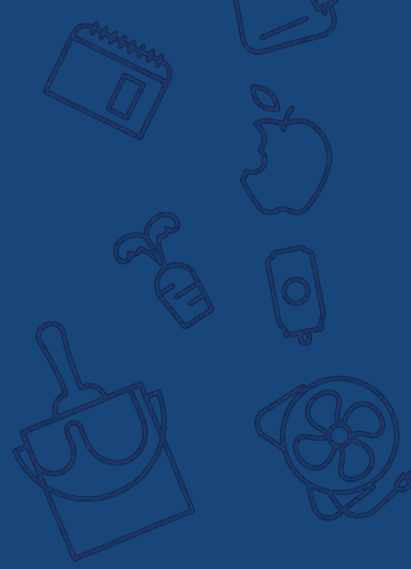


- The Solid Waste Fund, generated from the Ramsey County Environmental Charge, will be used to build the Environmental Service Center.
 - The County Environmental Charge is a fee on trash collection services – it's part of your trash bill
 - Projected cost range: \$27 - \$29 million
- There will be **no increase** to the existing County Environmental Charge as a result of constructing this facility.

Next Steps

- Resident survey: www.ramseycounty.us/ESC
- Community listening sessions through early April.
- Feedback gathered through this process will inform site and facility plan.
- Will have preliminary facility designs to share with community in early summer.





Questions?

www.ramseycounty.us/ESC
AskEH@ramseycounty.us

REQUEST FOR COMMISSION ACTION

Date: **6/7/2023**
Item No.: **6.b.**

Department Approval

Agenda Section

Public Hearing

Item Description: Request for approval of a preliminary plat of two parcels as six lots with an existing home remaining on one of the lots (**PF23-001**)

Application Information

Applicant: Cara Builders, LLC

Location: 691 & 711 Shryer Avenue

Property Owner: Integritas Properties, LLC & Cara Builders, LLC

Application Submission: Submitted April 7, 2023; Considered complete May 22, 2023

City Action Deadline: September 19, 2023, per Minn. Stat. 462.358 subd. 3b

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	One-family, detached residential	LR	LDR
North	One-family, detached residential	LR	LDR
West	One-family, detached residential	LR	LDR
East	One-family, detached residential	LR	LDR
South	One-family, detached residential	LR	LDR

Background

The applicant began this project by conducting the pre-application community engagement (i.e., “open house”) in February 2023, proposing to remove the existing home and replat the three lots comprising 711 Shryer Avenue into four lots for development of detached homes. During the community engagement process, the owner of 691 Shryer Avenue approached the applicant about including that parcel in the subdivision proposal, resulting in a plat of six lots with the house at 691 Shryer Avenue remaining in place within one of the new lots.

Although the current proposal is not identical to what was proposed and discussed during the open house process, it remains a development of single-family homes that is effectively the same as the original proposal for the purposes of reviewing an application for preliminary plat approval. However, because the revised proposal is somewhat different from what the open house participants understood it would be, the applicant has communicated with the participants to briefly explain the change before City staff mailed the public hearing notices. Plans and other information detailing the

proposed preliminary plat are included with this RPCA as Attachment 3.

When exercising the “quasi-judicial” authority on subdivision requests, the role of the City is to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to subdivision approvals to ensure that potential impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

Plat Analysis

Roseville’s Development Review Committee (DRC) met on several occasions to review the proposed subdivision plans. Some of the comments and feedback based on the DRC’s review of the application are included in the analysis below, and the full comments offered by DRC members are included with this RPCA as Attachment 4.

Proposed Lots

The required minimum lot width and area for detached dwellings such as those in the proposed preliminary plat are 85 feet and 9,350 square feet. The smallest of the proposed lots is 88 feet wide and 9,359 square feet. Although impervious coverage and building setbacks are not specifically reviewed and approved as part of a plat application, the buildings represented in the development plans do appear to conform to the pertinent requirements of the LDR district.

Park Dedication

The Parks and Recreation Commission PRC reviewed the proposal at its May 2 meeting and recommended a dedication of cash in lieu of park land. An excerpt of the May 2 PRC meeting minutes is included with this RPCA as part of Attachment 4. Because the land subject to the preliminary plat comprises Lots 10-13, Block 1 of the 1948 *Hoffman’s Garden Tracts* plat, however, the proposed six-lot plat represents a net increase of two lots. At the current rate of \$4,250 per dwelling unit, the two additional lots will require \$8,500 (instead of the higher figure specified in Attachment 4) to be paid before the City will release the signed plat to be recorded at Ramsey County.

Tree Preservation

The tree preservation and replacement plan requirements in City Code §1011.04 provide a way to quantify the amount of tree material being removed for a given project and to calculate the potential tree replacement obligation. The current removals plan and the preliminary calculation of the obligation to plant about 20 replacement trees are included in Attachment 3.

Storm Water Management

The grading and storm water management plan illustrated in Attachment 3 addresses the proposed development on the lots as required. Like the tree preservation plan, the storm water management plan reviewed with a plat proposal is not intended to be approved with the plat as the final storm water management plan. Instead, the tree preservation and storm water management plans reviewed with a plat proposal are intended to demonstrate that the standard City Code requirements can be met as the proposed project is implemented, which the City Engineer has confirmed by her comments in

Attachment 4.

Public Comment

Plat applications creating four or more lots require the developer to hold an “open house meeting” to engage nearby community members, answer their questions, and address their concerns. A summary of this engagement is included with this RPCA as Attachment 5. Additional feedback elicited by the applicant’s follow-up with the participants about the proposed revision, and these responses are included as well. At the time this RPCA was drafted, Planning Division staff has spoken with one nearby homeowner who opposed the idea of building houses along that portion of Skillman Avenue and another who expressed ambivalence about new homes being built in that location.

Staff Recommendation

By motion, recommend approval of the proposed preliminary plat, based on the content of this RPCA, public input, and Planning Commission deliberation with the condition that, pursuant to the memo from Parks and Recreation Department staff in Attachment 4 of this RPCA, the applicant shall submit payment of the \$8,500 park dedication fee before the City will release the signed mylars for recording at Ramsey County.

Requested Planning Commission Action

By motion, recommend approval of the proposed preliminary plat, based on the content of this RPCA, public input, and Planning Commission deliberation with the condition that, pursuant to the memo from Parks and Recreation Department staff in Attachment 4 of this RPCA, the applicant shall submit payment of the \$8,500 park dedication fee before the City will release the signed mylars for recording at Ramsey County.

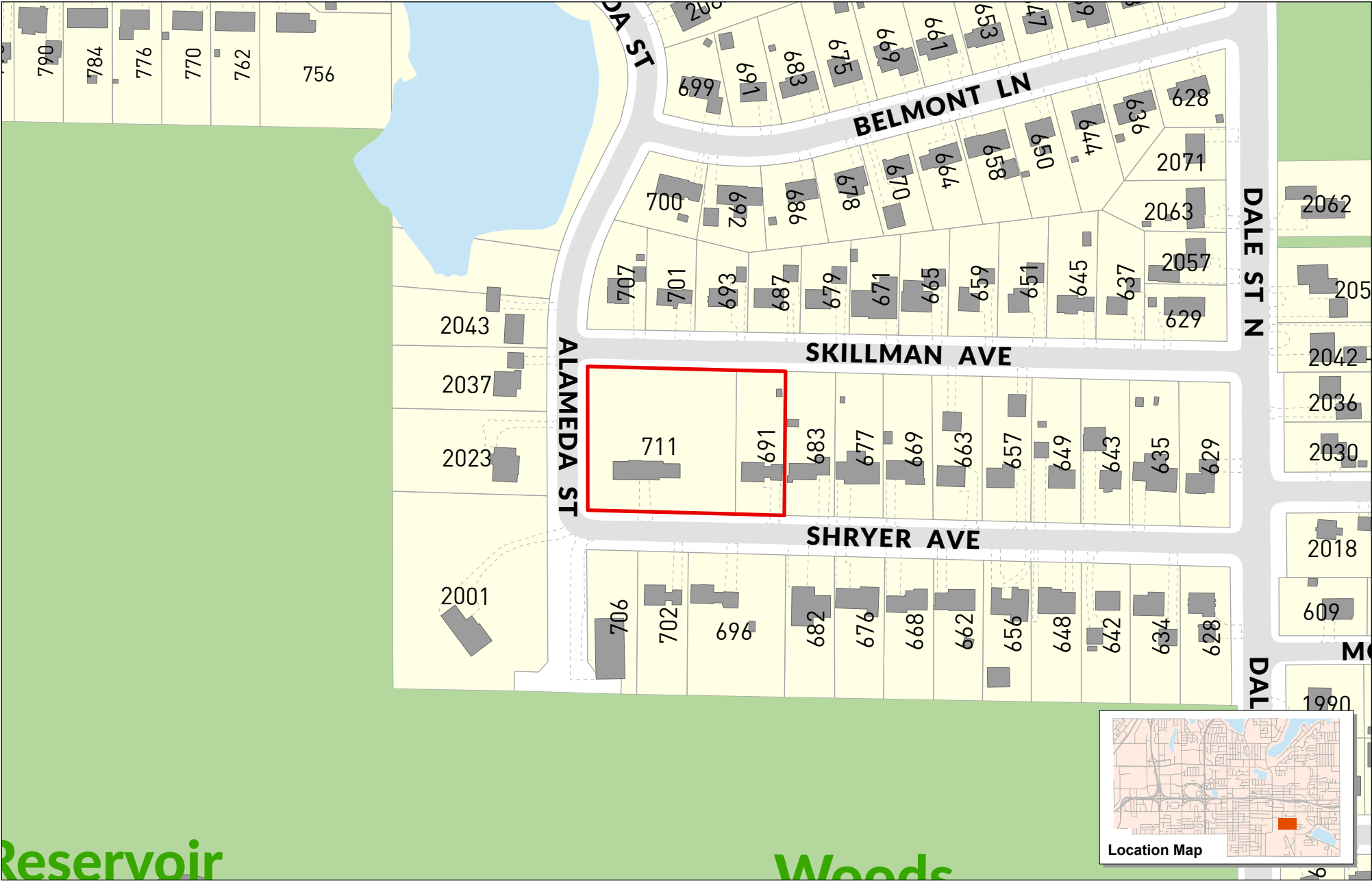
Alternative Actions

- A. **Pass a motion to table the item for future action.** An action to table consideration of the request must be based on the need for additional information or further analysis to make a recommendation on one or both requests. Tabling beyond September 6, 2023, may require further extension of the action deadline established in Minn. Stat. 462.358 subd. 3b to avoid statutory approval.
- B. **Pass a motion to recommend denial of the request.** A recommendation of denial should be supported by specific findings of fact based on the Planning Commission’s review of the application, applicable zoning or subdivision regulations, and the public record.

Prepared by: Bryan Lloyd

Attachments: 1. PF23-001_RPCA_20230607_Attachment1
2. PF23-001_RPCA_20230607_Attachment2
3. PF23-001_RPCA_20230607_Attachment3
4. PF23-001_RPCA_20230607_Attachment4
5. PF23-001_RPCA_20230607_Attachment5

Attachment 1: Planning File 23-001



Attachment 2: Planning File 23-001



Prepared by:
Community Development Department
Printed: May 30, 2023

Data Sources

* Ramsey County GIS Base Map (5/4/2023)
* Aerial Data: EagleView (4/2022)

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

Disclaimer

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

0 50 100 Feet



PRELIMINARY PLAT

~for~ CARA BUILDERS, LLC
~of~ 711 SHRYER AVENUE
ROSEVILLE, MN

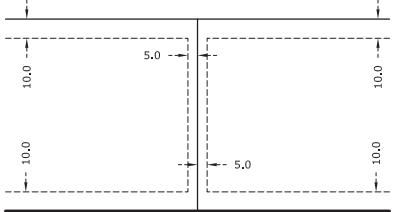
RPCA Attachment 3

EXISTING OWNERSHIP

Lots 11, 12, and 13, Block 1, HOFFMAN'S GARDEN TRACTS, Ramsey County, Minnesota.
PID: 14-29-23-14-0011
OWNER: CARA BUILDERS, LLC.
ADDRESS: 711 Shryer Avenue

Lot 10, Block 1, HOFFMAN'S GARDEN TRACTS, Ramsey County, Minnesota.
PID: 14-29-23-14-0010
OWNER: ANDREW RYDLUND
ADDRESS: 691 Shryer Avenue

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING FRONT AND REAR LOT LINES, AND BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES UNLESS OTHERWISE SHOWN

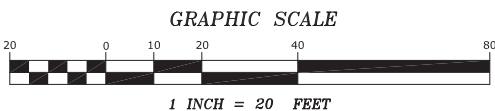
LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES EXISTING SPOT ELEVATION
- DENOTES HYDRANT
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES GUY WIRE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES TREE
- DENOTES PROPOSED BUILDING SETBACK LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 02/06/23, and 03/13/23.
- Bearings shown are on Ramsey County datum.
- Parcel ID Numbers: 14-29-23-14-0011 (711 Shryer Ave)
14-29-23-14-0010 (691 Shryer Ave)
- Curb shots are taken at the top and back of curb.
- Due to field work being completed during the winter season there may be Improvements In addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters.
- Contours are shown using a combination of field gathered topography and LIDAR data as provided by mnDNR.
- This survey is based upon information found in the commitment for title insurance prepared by Stewart Title Guaranty Company, File No. L22120169, dated effective December 26, 2022 at 12:00 A.M.
- Location of utilities existing on or serving the surveyed property determined by:
 - Observed evidence collected pursuant to Section 5.E.I.v..
 - Record drawings provided by the City of Roseville's engineering department.

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701



NORTH

BENCHMARK

RAMSEY COUNTY BENCHMARK NO. 9169
ELEVATION = 889.845 (NAVD 88)

EXISTING ZONING / LOT STANDARDS

EXISTING ZONING IS LOW DENSITY RESIDENTIAL (LDR)

MINIMUM FRONT YARD SETBACK: 30 FEET
MINIMUM REAR YARD SETBACK: 30 FEET
MINIMUM SIDE YARD SETBACK: 5 FEET
MINIMUM SIDE YARD/CORNER SETBACK: 10 FEET
MINIMUM LOT WIDTH: 85 FEET
MINIMUM LOT AREA: 9,350 SQ. FT.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

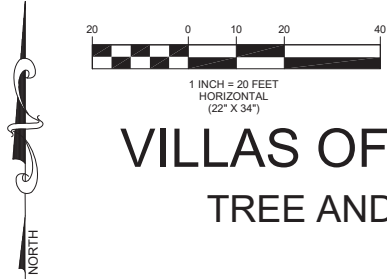
JASON E. RUD

Date: 3/30/2023 License No. 41578

DRAWN BY:	CMB	JOB NO:	230025PP	DATE:	01/25/23
CHECK BY:	JER	FIELD CREW:	DT / CT / MR		
1	3-20-23	REVISE PROPOSED LAYOUT		CMB	
2	3-24-23	ADD PARCEL		CMB	
3	3-27-23	REVISE LAYOUT		CMB	
NO.	DATE	DESCRIPTION		BY	

Page 1 of 2

Page 6 of 6



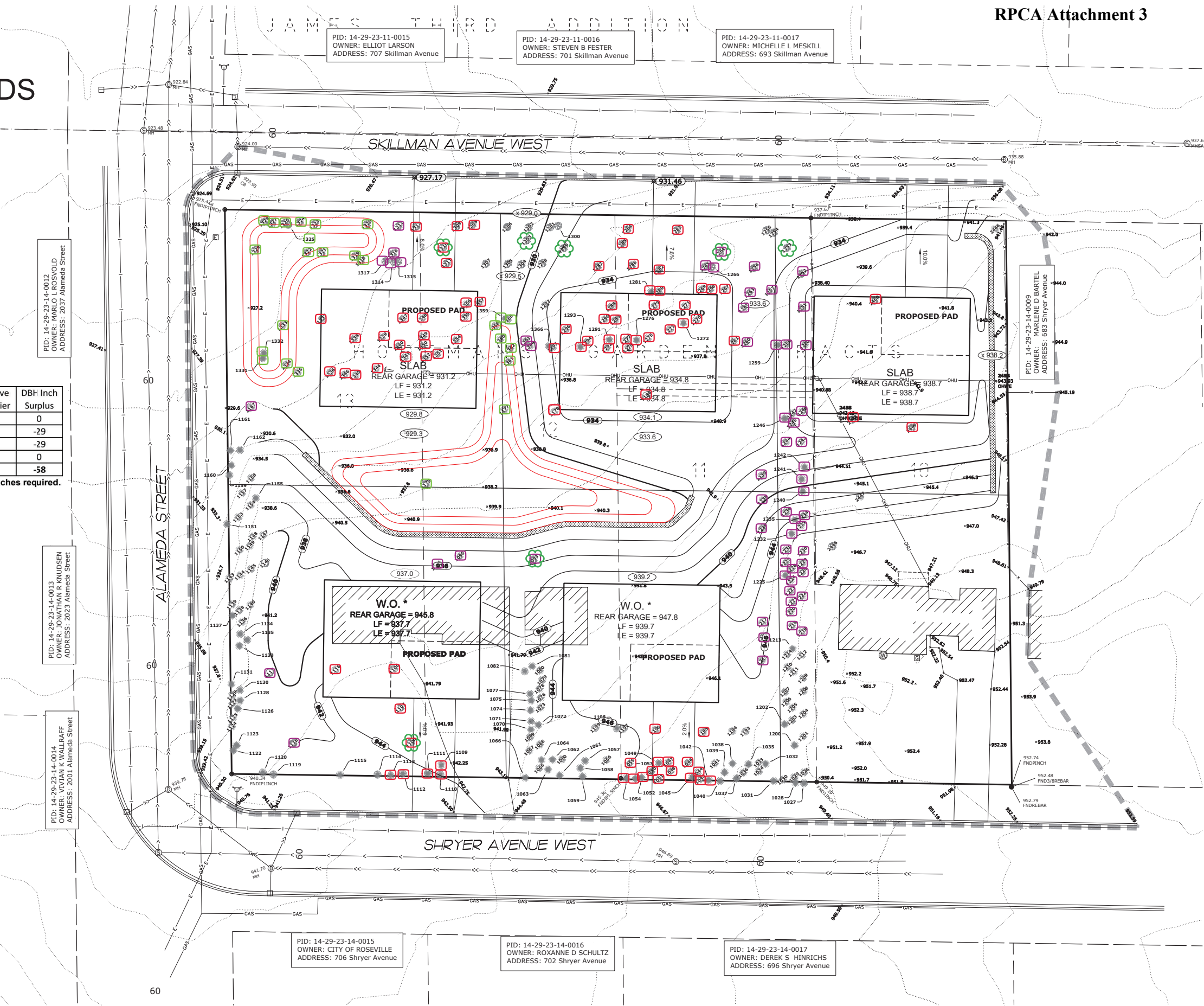
VILLAS OF RESERVOIR WOODS
TREE AND LANDSCAPING PLAN

NOTES

- TREES TO BE REMOVED FOR FUTURE BUILDS
- TREES TO BE REMOVED FOR STORM WATER MANAGEMENT PLAN
- TREES POTENTIALLY REMOVED OR HARMED BY GRADING FOR IMPLEMENTATION OF STORM WATER MANAGEMENT PLAN

Class	Trees/Class		Total Mod DBH	Allowed Removal		Remove/Class		DBH Remove	Net Preserve	Incentive Multiplier	DBH Inch Surplus
	Conif.	Decid.		Percent	DBH Inches	Conif.	Decid.				
Heritage	0	0	0	15%	0	0	0	0	0	2	0
Significant	0	50	711	35%	249	0	19	278	-29	1	-29
Common	0	177	1429	35%	500	0	71	558	-58	0.5	-29
Exempt	0	63	618	100%	618	0	63	618	0	0	0
Total		290	2758	n/a	1367		153	1454	-87	n/a	-58

Calculation by Planning Division staff. Replacement of 58 caliper inches required.



? PROJECT NAME?
ROSEVILLE, MN
GRADING, DRAINAGE & ESC PLAN
PREPARED FOR: CARA BUILDERS, LLC

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
PRELIMINARY
ADAM GINKEL
Date: 04.14.2023 License No. 43963

1		
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8		
NO.	DATE	DESCRIPTION

DRAWN BY:
AG
JOB NO:
23-2083
CHECK BY:
CWP
DATE:
XXX/XX/XX



PLOWE
ENGINEERING, INC.
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8700
FAX: (651) 361-8701

SHEET
C1.1
Page 2 of 2



INTEROFFICE MEMORANDUM

Date: May 20, 2023

To: Bryan Lloyd, Senior Planner

From: Matthew Johnson, Parks and Recreation Director

RE: The Villas at Reservoir Woods (691-711 Shryer Avenue)

The Parks and Recreation Commission (PRC) reviewed this proposed project regarding park dedication on May 2, 2023 (DRAFT minutes attached). They recommended cash at the 2023 fee of \$4,250 per unit. Based on the proposal, the developer would pay \$21,250 (five units at \$4,250 per unit).

The Parks and Recreation System Master Plan does not specifically identify a need for additional land in this constellation.

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
MAY 2, 2023 6:30 p.m.**

PRESENT: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor
ABSENT: Matts-Benson, Ybarra
STAFF: Johnson

1) INTRODUCTIONS

2) ROLL CALL/PUBLIC COMMENT

Roll Call Commissioners: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor.

Chair Dahlstrom called for public comment by members of the audience. No audience members indicated that they wish to speak.

3) APPROVAL OF MINUTES – APRIL 4, 2023 MEETING

Commissioner Boulton moved to approve the minutes. Commissioner Raygor seconded.

Roll Call

Ayes: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor.

Nays: None.

Abstain: None.

4) BUSINESS ITEMS

a) **Park Dedication Recommendation - 691-711 Shryer Avenue**

Staff reviewed the purpose, process and options to satisfying Park Dedication. Maps were provided to show the location of the 691-711 Shryer Avenue parcel. The proposed development is located in Constellation M of the Parks and Recreation system. There are no specific plans identified for parkland in this area

The proposal includes five new units on a 1.5-acre development. The project qualifies for Park Dedication. The cash amount for the five additional units would be \$21,250 (\$4,250 per unit). The required land amount would be 10% of 1.5 acres or 0.15 acres.

Staff reiterated that the role of the Parks and Recreation Commission is to review the proposed development and relevant parks and recreation system plans and goals; and to make a

recommendation as to whether the City should accept land, cash, or a combination, to satisfy the Park Dedication requirement.

The developer was present at the meeting to answer any questions. The developer provided the history of the purchase of the parcel.

Commissioner Arneson relayed that he would support recommending cash in lieu of land as the parcel is not connected to Reservoir Woods.

The Commission discussed the small size of the potential 0.15 acres park and if that land could be useful as a pocket park. They agreed that the size and location would not be a beneficial addition to the park system.

Commissioner Brown moved to recommend cash in lieu of land to satisfy Park Dedication at 691-711 Shryer Avenue to the City Council. Commissioner Arneson seconded.

Roll Call

Ayes: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor.

Nays: None.

Abstain: None.

b) Park Dedication Recommendation - 2560 Fry Street

Maps were provided to show the location of the 2560 Fry Street parcel. The proposed development is located in Constellation I of the Parks and Recreation system. Staff noted that Constellation I is largely commercial and Rosebrook Park effectively serves the residential homes in that constellation.

The developer had relayed to staff that they don't have land available to allocate towards a park in the current proposal and that a recommendation of land could inhibit their ability to move forward with the project.

The proposal includes ten units on a 1.17-acre development. The project qualifies for Park Dedication. The cash amount for the nine additional units would be \$38,250 (\$4,250 per unit). The required land amount would be 10% of 1.17 acres or 0.117 acres.

Staff noted that the Master Plan does not specifically call out additional park land in this area. The Comprehensive Plan does state a goal of procuring land adjacent to existing park parcels. Upcoming Capital Improvements at Rosebrook over the coming years include the pool and playground.

**INTEROFFICE MEMORANDUM**

Date: May 31, 2023

To: Bryan Lloyd, Senior Planner

From: Jennifer Lowry, Roseville Public Works

RE: 691-711 Shryer Avenue Preliminary Plat

The Public Works Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Site Plan
 - Due to the minimal amount of lots created, the development did not meet the threshold per City policy to conduct a traffic study. A traffic study was not conducted but any increase to traffic on adjacent streets is expected will not create any significant issues.
2. Utilities
 - Water
 - Watermain is available for connections
 - Sanitary
 - Sanitary sewer main is available for connections.
 - Storm Sewer
 - The development has to meet city stormwater standards. These standards include water quality, rate, and volume requirements that will ensure the property will protect downstream surface waters and not add to any local drainage and flooding issues. Submittals from the developers consulting engineer can meet the requirements of the city. Engineering staff are confident the developer will be able to meet the stormwater requirements with minor plan revisions.
 - The storm sewer improvements within the site would be private.
 - Capitol Region Watershed District Permit required.
 - NPDES Permit required.
 - City Erosion Control, Grading and Storm Water Permit required.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.



DEVELOPER OPEN HOUSE MEETING SUMMARY

A Developer open house was held February 28th at the Villa Park Building located at 2055 Cohansey Blvd, from 6:00-8:00pm.

Approximately 15 neighbors showed up for a PowerPoint demonstration, followed by a Q & A session.

I had received a few emails and voicemails prior to the meeting. Summary is as follows:

- Spoke with one neighbor who lives on Alameda St. who called and asked questions about the types of houses that will be built, the sizes, commencement dates, etc. He is opposed to any development of the property but was happy with the answers he got.
- Spoke with a neighbor who lives a few doors down from my property, who was out of town the night of the meeting. Simply put, he wished me good luck with the project.
- Received a voicemail from a neighbor who lives on Alameda St. stating their desire for the lot to remain wooded, with no changes.
- Received four emails. See Appendix A, Appendix B, Appendix C and Appendix D.

At the open house, I summarized my desire to build mid-sized ramblers with architectural appeal that will fit into the neighborhood. I also shared my desire to keep as many trees as possible. We had a good open forum that I feel was productive for all involved.

At the end of the meeting, I spoke with a few neighbors who wanted to further discuss the types of houses I would build. I stressed my intent to build ramblers, not two-story houses or overly large houses that would dwarf the neighboring houses. All seemed content with my answers.

On the eve of the Developer Open House Meeting, I received a phone call from the neighbor at 691 Shryer Ave., Mr. Andrew Rydlund, with a proposal to include his lot in with my current plat, thus proposing an overall split of six total lots. After multiple discussions, we struck an arrangement to do this, which is reflected on the updated Preliminary Plat that includes his lot.

In summary, the Developer Open House went well. Many of the questions and comments I received were expected and welcomed. I truly understand the concerns of all the neighbors, and respect what they had to say.

Thank you,

Sean C. Keatts

APPENDIX A

Feb 22,
2023,
12:49 PM

Hello Sean Keatts & Team,

This letter is in regards to the proposal to subdivide the three existing plats of 711 Shryer Ave as four lots for new residential development. Thank you kindly for your time and connecting with our community for feedback - we live across the street from 711 Shryer.

Reservoir Woods is a beautiful area and I'm sure folks are excited to live as close to nature as we are - we look forward to sharing the nature with new neighbors! :)

I saw on your website (<https://www.carabuilders.com/rosevilleddevelopment>) that you already are advertising "coming this summer - 4 brand new rambler homes in the heart of Roseville!" Has the subdivision of the plot already been approved or the letter asking for feedback we received just a formality?

- Is the intent of subdividing into smaller lots so that you can build more homes to address the lack of affordable or low-income housing in Roseville?
- Are there stormwater impacts or water and sewer infrastructure available to meet the demand of four homes?
- With the increase of folks asking for green homes and spaces - what are the plans for tearing down the existing mature trees or the adverse impact on wildlife? Will there be any plans to replant trees to provide much needed shade and carbon offsetting or landscaping for windbreaks/water drainage?
- What is your goal timeline for the project start to end?
- Will the neighborhood be notified if/when the number of subplots are confirmed and the dates/times/hours of construction so we can plan accordingly? Can we expect notifications about the completion or delay in the project?

Change can be difficult, with a toddler I can't say I look forward to an unknown number of months or years of construction outside our home during naptime or playing in the yard or woods - but I hope that the transition will go smoothly and the lot, when it is divided, fits the character and appeal of the neighborhood and can provide more affordable conditions for families.

As you have received other questions and concerns about this development, I sincerely appreciate your time and consideration.

Hope you and your team stay safe and warm this weekend with all the snow! :)

Thank you and best regards,
Kiah

Feb 23,
2023,
8:21 AM

Hi Kiah,

Thank you for your email and questions. Let me answer in order ...

- No, 4 lots have not been approved. My apologies. I should have put on my website the same disclaimer as the Little Canada Development: "pending City Council approval."

The format for lot splits in a small development such as this is as follows: preliminary plat proposed to the city planning commission, then on to the city council. If approved, this process is repeated with the final plat proposal process.

Technically, the letter you received is a city requirement. With that said, though, I always reach out to neighbors at the initial stages of a project and discuss things with them - and listen and heed their comments, concerns & suggestions.

- My intent is to subdivide into four lots so four more families can enjoy living in the City of Roseville. These lots will be over 12,000+ square feet, far exceeding the minimum city limits of 9,500 square feet per lot.

I will not be building 2-story houses or larger houses that will dwarf neighboring houses. My intention is to build modest ramblers that will fit the community and neighborhood. With material and construction costs nowadays, the end sales prices is still TBD, but honestly will not be geared towards low income housing prices.

- Every process like this is reviewed by the watershed district and I cannot proceed until they approve and pass the proposal, just like the application process with the city. Currently, they are reviewing documents from my engineer and we continue to work with them to meet all of their requirements.

- With all of my projects, I am very cognizant of trees. Obviously there will be trees removed for the builds. I always aim to keep this to a minimum. I never remove trees unnecessarily. The city has a tree replacement program as well. So, for every tree that is removed, 1 or more are planted.

- Once the builds commence, each house generally takes 4-5 months from start to finish. Given the varying stages of development, we usually overlap the builds versus doing just one at a time. This process will not linger for years.

- Yes, neighbors will be notified of final decisions. This is public information as well. Regarding dates/times/hours of construction, I am more than willing to provide that; as well as ongoing information as things progress.

I am an open book. I am always accessible, so feel free to reach out with any questions at any time. Once we start a build, I will have a better idea as to timeframes and such, and will share accordingly.

Lastly, I can tell you that at the beginning of every job I have a discussion with my subcontractors. (It's kind of like raising children ... repeated conversations over and over again!) I stress the importance of on-site professionalism and respect for neighbors.

These guys have worked with me for years. I know their work. I know their personalities. I know that they are professional. We adhere to neighbor's requests as best as possible regarding noise, parking, etc., and listen to neighbors when they have something to say.

I hope this helps you. I look forward to meeting you at the builder open house on Tuesday if you plan on attending.

Please reach out at any time with questions/comments or concerns.

Thank you,
Sean

Feb 23,
2023,
11:49 AM

Hello Sean,

Thank you for getting back to me so quickly. I appreciate your thoughtful and thorough responses.

You've addressed my concerns and questions at this time. Thank you again for taking the time to respond.

Pending how naptime and bedtime goes, I or my partner hope to be there on Tuesday to say hello.

My kiddo is just getting into trucks and diggers, so hopefully the noise and new folks working on the project aren't too much a big scary change. :)

Thank you again and have a lovely weekend.

All the best,
Kiah

APPENDIX B

Mon, Feb
27, 6:06 PM

Sean,

I live in the neighborhood of 711 Shryer Avenue Roseville and will be late to the open house tomorrow night 2-28-23.

I would like to give my input as I have lived here for 36 years and this has come up before the dividing of the lots on Shryer Avenue.

I am oposed to dividing 711 being dividied into 4 lots. I have no problem with 2 being buildt on Shryer in line with the other on the street.

1. I am concerned about the extra traffic as that corner/ curve can be a little dangerous with drivers coming South on Alamenda and heading East on Shryer. There are a number of walkers alone that route going in to the woods.

2. Also, the houses in this neighborhood for the most part are ramblers and 1 ½ story homes, I do not know the plans for the style of homes you are planning on. Will they blend into the neighborhood.

3. With the addtional homes would the power stucture need to be changed to accommodate all the street?

4.How many trees will be destroyed in building the new homes?

5. Another concern is if you are allowed to proceed with dividing the lot into 4 separate lots what does that mean for the future of those of us with lots extending from Shryer to Skillman? In the futrue when people sell their lots will they

too be able to sell their lots as 2? I have lived in this neigghood for 36+ years, I enjoy have the large backyard and not having a house behind me nor in my neighbors yard.

Thank you for your time.

Jan Brudvig
677 Shryer.

***Given the timing of Jan's email, I discussed her concerns at the Developer Open House.**

APPENDIX C

Hi Sean -

I was at the open house Feb. 28 for the 711 Shryer Ave W project in Roseville. I was able to stay until the end of the meeting so I just wanted to reach out and thank you for taking the time to share information about your plans with the neighborhood. I also appreciate that you are taking into account the look and feel of the neighborhood with the design and size of the homes.

Best of luck with the project.

Sarah Berg
668 Shryer Ave W

APPENDIX D

Tue, Feb
28,
5:23 PM

Dear Mr. Keatts,

Thank you for reaching out to neighbors and making yourself available for discussion on this topic. My partner and I moved into our first house on Skillman Ave in 2018. Finding an affordable house in good condition and on a large lot near the cities was (and continues to be) a huge blessing. We are saddened that the Shryer Ave property will be redeveloped to maximize density in our low density neighborhood. We walk by with our dogs everyday, and see woodpeckers, red squirrels and deer, and hoards of fireflies in the summer. Intellectually, we fully understand that this is a zoned residential lot/private property, and it really doesn't matter how we feel about it! We just want you to acknowledge the joy and added value this large parcel brings to the neighborhood.

All of that being said, we are also happy and excited that more people will be able to live, grow up, and grow old in this little Roseville nook. Given the lot structure along Shryer Ave W and Skillman Ave W, it is our opinion that the three lots (instead of four) would be a better fit for the neighborhood. Development in this manner would feel more natural, would reduce the disturbance of directly adjacent neighbors, and limit the potential for increased traffic on our streets that currently do not have sidewalks. It would also reduce impacts on the Reservoir Woods ecosystem.

Thank you for taking the time to listen to our views on your proposed plan. We have a few questions below:

Do you live in Roseville?

Can you provide examples where you took the opinions and concerns of a community into consideration when planning a new development? What was the nature of the concerns and how did you address them?

Can you please describe the nature of sale of the property? The original purchaser turned around sold the property in less than a month. Did your colleagues, friends, or family members benefit in any way from this transaction?

Can you please describe your rationale for splitting the three zoned parcels into four? What are your perceived benefits and drawbacks of this plan?

We understand that increased density is a part of Roseville's 2040 plan, which seeks to develop a strategy to understand and meet the housing needs of the community. Can you describe how your proposed plan meets the priorities of the housing study?

Will the proposed development provide homes that are affordable to first time homeowners? Or are they intended for a specific and wealthy demographic?

What is the property type you intend to build? We see from your website that you build custom homes. What will this process look like for the proposed Shryer Ave development? Will you be building homes and then selling them, or building custom homes? How will you ensure these homes "fit in" to the neighborhood? Will they

tasteful new constructions that add to the value of our neighborhood, or will they be modern monstrosities that stand out and detract from the overall feel of the neighborhood?

If this proposal is passed and you build four new properties, what is your projected profit?

As you are aware, this property and neighborhood is nestled right up to the Reservoir Woods. This is not only an invaluable resource to the community, but is home to a multitude of wildlife, including the endangered rusty patch bumble bee. Have you considered the environmental impact that will occur through the process of building? ie the noise, light pollution, increased carbon emissions, and sediment runoff that will have direct and negative impacts on the reservoir woods ecosystem? How will you mitigate these impacts?

How will you address the Roseville Tree Preservation and Restoration Ordinance (1011.04)?

Thank you in advance for providing honest answers to the questions above. We look forward to hearing more about this project.

Sincerely,
Amanda and Brian
University of Minnesota



***Given the timing of Amanda's email, I spoke with her at the Developer Open House. She was one of the neighbors who I had a lengthy discussion with at the end of the night and seemed to part with a greater understanding of things after I had shown her samples of rambler houses that I would like to build in her neighborhood.**

REQUEST FOR COMMISSION ACTION

Date: **6/7/2023**
Item No.: **6.c.**

Department Approval

Agenda Section

Public Hearing

Item Description: Request for approval of a preliminary plat of an existing parcel as ten lots for single-family attached homes (twinhomes) (PF23-002)

Application Information

Applicant: Sophies, LLC

Location: 2560 Fry Street

Open House Meeting: February 28, 2023

Application Submission: Submitted and considered complete April 7, 2023

City Action Deadline: August 5, 2023, per Minn. Stat. 462.358 subd. 3b

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	Vacant/former Press Gym	MR	MDR
North	Rosebrook Park	PR	POS
West	One-family, detached residential	LR	LDR
East	Assisted living	HR	HDR
South	Assisted living	HR	HDR

Background

The proposed subdivision creates lots to facilitate individual ownership of ten twin home dwellings. Plans and other information detailing the proposed preliminary plat are included with this RPCA as Attachment 3.

When exercising the “quasi-judicial” authority on subdivision requests, the role of the City is to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to subdivision approvals to ensure that potential impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

Plat Analysis

Roseville's Development Review Committee (DRC) met on several occasions to review the proposed subdivision plans. Some of the comments and feedback based on the DRC's review of the application are included in the analysis below, and the full comments offered by DRC members are included with this RPCA as Attachment 4.

Proposed Lots

A site developed with twin home dwellings, such as those in the proposed *Danny Boy Estates* plat, is required to comprise at least 3,600 square feet of lot area per dwelling unit. The individual areas of the smallest of the proposed lots is 3,773 square feet, which exceeds the minimum required area. Although building setbacks are not specifically reviewed and approved as part of a plat application, the buildings represented in the development plans do appear to conform to the minimum setbacks of the MDR district.

Right-of-Way and Easements

Roseville's City Engineer has indicated the proposed drainage and utility easements as shown on the proposed plat meet the requirements of the City.

Proposed Shared Driveway

While the specific details of the shared driveway are not the subject of the review and approval of the proposed plat, the DRC has the following feedback on the details presented in the preliminary plans.

- The City Engineer has indicated that the width of the shared driveway will not allow 'on-street' parking.
- Roseville's Fire Marshal has noted the dwellings will likely need to be sprinkled since the shared driveway does not include a turn-around suitable for fire apparatus.

Park Dedication

The Parks and Recreation Commission (PRC) reviewed the proposal at its May 2 meeting and recommended a dedication of cash in lieu of park land. At the current rate of \$4,250 per dwelling unit, the net increase of nine residential lots in the proposed ten-unit development will require \$38,250 to be paid before the City will release the signed plat to be recorded at Ramsey County. The full comments from Parks and Recreation Department staff, along with an excerpt of the May 2 PRC meeting minutes, is included with this RPCA as part of Attachment 4.

Storm Water Management

The grading and storm water management plan illustrated in Attachment 3 addresses the proposed development on the lots as required. The City Engineer has noted the plans can be made to meet the City's requirements and, since the storm water BMPs are to be private, a public improvement contract will be necessary to ensure their proper ongoing maintenance.

Tree Preservation

The tree preservation and replacement plan requirements in City Code §1011.04 provide a way to quantify the amount of tree material being removed for a given project and to calculate the potential tree replacement obligation. A few trees were removed as part of grading done last fall (to fill the hole left from demolition of the previous structure several years ago), and the preliminary

calculation of a replacement obligation based on these removals and the proposed development illustrated in Attachment 3 would not elicit replacement trees.

Public Comment

Plat applications creating four or more lots require the developer to hold an “open house meeting” to engage nearby community members, answer their questions, and address their concerns. While the applicant’s scheduled in-person meeting was delayed because of a snow storm, they did still hold a meeting and made themselves available for people to engage with them by email and by phone over several days. People’s concerns appear to be largely centered on issues of traffic and on-street parking. In response to these concerns, City policy does not require a traffic study for the proposed plat and minimum parking requirements established under the Zoning Code do not trigger designated off-street parking spaces beyond what an attached garage and driveway provide. A summary of the engagement is a required component of this plat application, and it is included with this RPCA as Attachment 5.

Staff Recommendation

By motion, recommend approval of the proposed Danny Boy Estates preliminary plat, based on the content of this RPCA, public input, and Planning Commission deliberation, with the following conditions:

- A. Pursuant to the memo from Public Works Department staff in Attachment 4 of this RPCA, the applicant shall create a homeowners association for maintenance of the shared driveway and storm water BMPs, and shall enter into an agreement pertaining to the public water and sanitary sewer improvements in the site.
- B. Pursuant to the comments from Parks and Recreation Department staff in Attachment 4 of this RPCA, the applicant shall submit payment of the \$38,250 park dedication fee before the City will release the signed mylars for recording at Ramsey County.

Requested Planning Commission Action

By motion, recommend approval of the proposed Danny Boy Estates preliminary plat, based on the content of this RPCA, public input, and Planning Commission deliberation, with the following conditions:

- A. Pursuant to the memo from Public Works Department staff in Attachment 4 of this RPCA, the applicant shall create a homeowners association for maintenance of the shared driveway and storm water BMPs, and shall enter into an agreement pertaining to the public water and sanitary sewer improvements in the site.
- B. Pursuant to the comments from Parks and Recreation Department staff in Attachment 4 of this RPCA, the applicant shall submit payment of the \$38,250 park dedication fee before the City will release the signed mylars for recording at Ramsey County.

Alternative Actions

- 114 A. Pass a motion to table the item for future action. An action to table consideration of the
115 request must be based on the need for additional information or further analysis to make a
116 recommendation on one or both requests. Tabling beyond July 5, 2023, may require
117 extension of the action deadline established in Minn. Stat. 462.358 subd. 3b to avoid
118 statutory approval.
- 119 B. Pass a motion to recommend denial of the request. A recommendation of denial should be
120 supported by specific findings of fact based on the Planning Commission's review of the
121 application, applicable zoning or subdivision regulations, and the public record.

122
123 **Prepared by:** Bryan Lloyd, Senior Planner

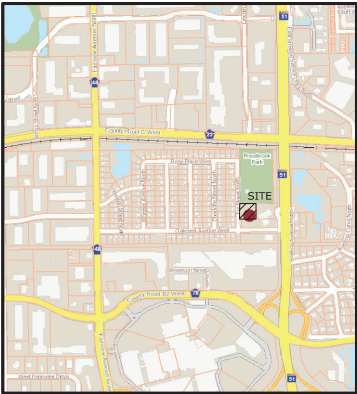
Attachments: 1. PF23-002_RPCA_20230607_Attachment3
2. PF23-002_RPCA_20230607_Attachment4
3. PF23-002_RPCA_20230607_Attachment5
4. PF23-002_RPCA_20230607_Attachment1
5. PF23-002_RPCA_20230607_Attachment2

PRELIMINARY PLAT

~for~ O'MEARA CUSTOM HOMES
~of~ DANNY BOY ESTATES
2560 FRY STREET
ROSEVILLE, MN

VICINITY MAP

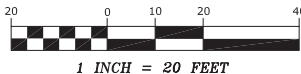
PART OF SEC. 9, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA
(NO SCALE)

NORTH

GRAPHIC SCALE



DEVELOPMENT DATA

TOTAL AREA: = 1.33 ± ACRES
PROPOSED NUMBER OF LOTS = 10 LOTS
PROPOSED NUMBER OF OUTLOTS = 1 OUTLOT
RIGHT-OF-WAY DEDICATION = 0.16 ± ACRES
DENISTY = 7.52 LOTS/ACRE

EXISTING ZONING

MDR - MEDIUM DENSITY RESIDENTIAL

PROPOSED SETBACKS

INTERIOR FRONT = 15 FEET
SIDE STREET = 10 FEET
SIDE YARD = 5 FEET
REAR YARD = 30 FEET

EXISTING PROPERTY DESCRIPTION

[DESCRIPTION PER RAMSEY COUNTY CERTIFICATE OF TITLE NO. 643450.]

That part of the West 260.5 feet of the East 655.5 feet of the Northeast Quarter of the Northeast Quarter of Section 9, Township 29, Range 23, lying South of the North 767 feet thereof and North of the South 335 feet thereof.

NOTES

- Field survey for the boundary was completed by E.G. Rud and Sons, Inc. on 09/16/2022.
- The topography shown was provided by the client and was prepared by Cornerstone Land Surveying, Inc. dated 04/20/2021.
- Project grading has commenced since the boundary and topo survey were performed. Said topography has not been updated to reflect the changes.
- Bearings shown are on Ramsey County Coordinate System.
- Parcel ID Number: 09-29-23-11-0004.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- No recording information was provided for the drainage and utility easement shown per the Sketch and Description prepared by E.G. Rud & Sons, Inc. dated 9/21/2022. If the easement has not been recorded, a drainage and utility easement will be dedicated on the plat covering that area depicted.
- Site plan information per Plowe Engineering.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES CABLE TV PEDESTAL
- DENOTES CATCH BASIN
- DENOTES ELECTRIC TRANSFORMER
- DENOTES FLARED END SECTION
- DENOTES TELEPHONE PEDESTAL
- DENOTES EXISTING SPOT ELEVATION PER OTHERS
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES BITUMINOUS SURFACE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JAMES E. NAPIER
JAMES E. NAPIER
Date: 04-06-2023 License No. 25343

DRAWN BY: JEN	JOB NO: 221019MS	DATE: 04/06/23
CHECK BY: JEN	FIELD CREW: DT-CT	
1		
2		
3		
NO.	DATE	DESCRIPTION
BY		



E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

DANNY BOY ESTATES

TITLE SHEET, LEGEND, EXISTING CONDITIONS & REMOVAL PLAN

ROSEVILLE, MINNESOTA

LEGEND *

Legend symbols for utilities, structures, and terrain. Includes categories like Overhead Electric, Underground Telephone, Cable, Telephone Pedestal, Electrical Pedestal, Cable Pedestal, Utility Pole, Light Pole, Storm Sewer, Water Main, Sanitary Sewer, Force Main, Storm Manhole, Catch Basin, Flared-End Section, Gate Valve, Hydrant, Well, Sanitary Sewer Manhole, Contour, Spot Elevation, Bitum, Bituminous, Trees, Tree Removal, Surface Drainage, Fence, Retaining Wall, Wetland, Proposed Water Pipe, Sanitary Sewer Pipe, Storm Sewer Pipe, Drain Tile, Electric Service, Gas Service, Telephone Service, Storm Manhole, Catch Basin, Flared-End Section, Gate Valve, Hydrant, Sanitary Sewer Manhole, Contour, Spot Elevation, Bitum, Bituminous, Trees, Tree Removal, Surface Drainage, Fence, Retaining Wall, Wetland.

GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

ALL UTILITIES THAT WILL BE OWNED AND MAINTAINED BY THE CITY AFTER CONSTRUCTION SHALL BE BUILT TO CITY STANDARDS.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

THE CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY PRIOR TO ANY WORK.

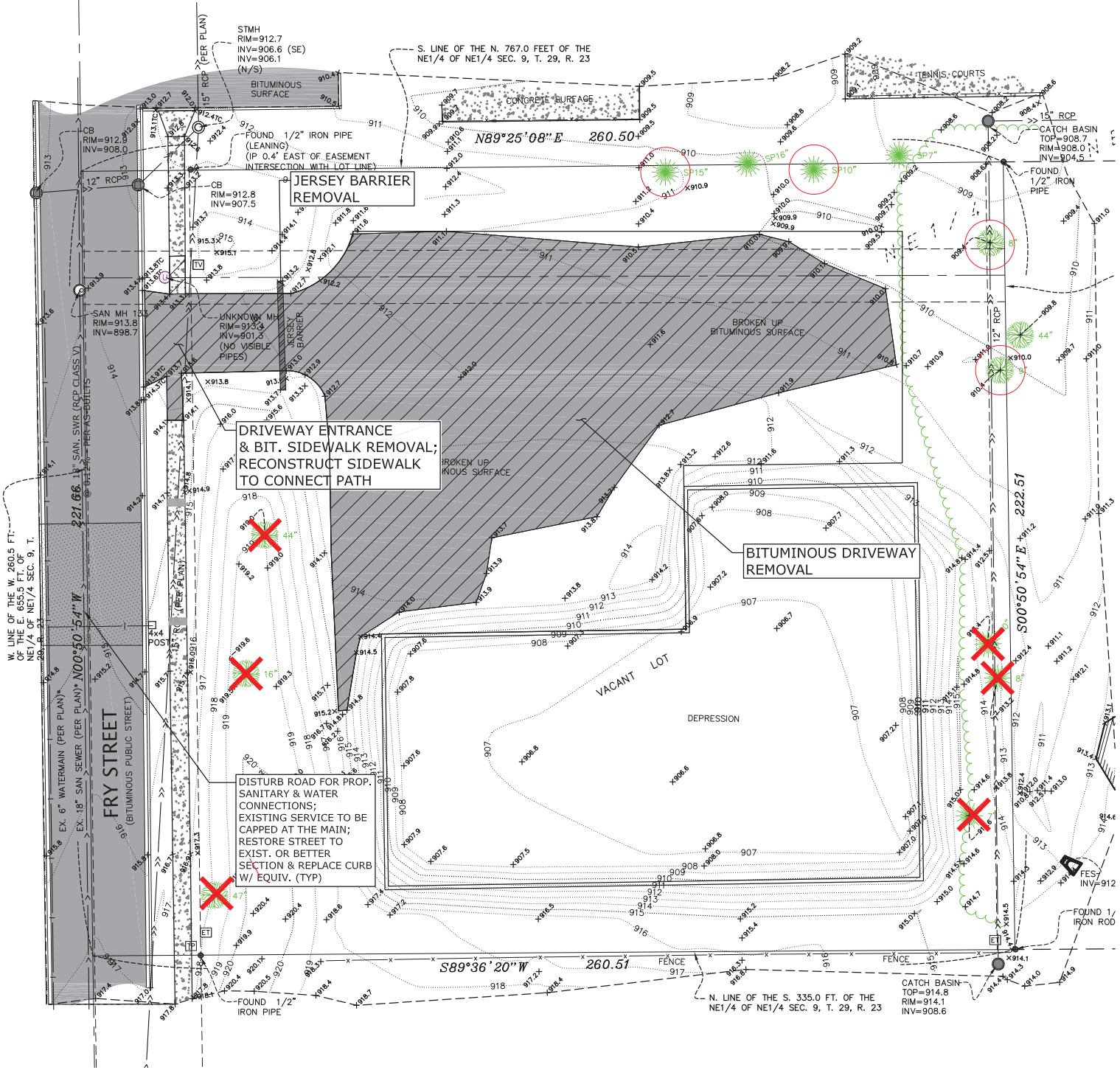
STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.



below.
Call before you dig.



Class	Trees/Class		Total Mod DBH	Allowed Removal		Remove/Class		DBH Remove	Net Preserve	Incentive Multiplier	DBH Inch Surplus
	Conif.	Decid.		Percent	DBH Inches	Conif.	Decid.				
Heritage	0	0	0	15%	0	0	0	0	0	2	0
Significant	0	1	15	35%	5	0	0	0	5	1	5
Common	0	6	52	35%	18	0	3	25	-7	0.5	-3.5
Exempt	0	3	107	100%	107	0	3	107	0	0	0
Total	10		174	n/a	130	6		132	-2	n/a	2

Calculation by Planning Division staff.

No replacement required.

DESIGNED BY:	M.Q.A.	DESIGN BY:	C.W.P.
CHECKED BY:	PROJ. NO.		21-1997
ORIGINAL DATE:			
			MAY 16, 2022
REVISION DESCRIPTION			
DATE	REVISION	REMOVED	ADDED
08/16/22	REVISED REMOVAL LIMITS		
04/06/23	ADDED TREE REMOVAL		

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

CHARLES W. PLOWE
DATE: 04.06.2023 LIC. NO. 18227

DANNY BOY ESTATES
ROSEVILLE, MINNESOTA

TITLE SHEET, LEGEND, EXISTING CONDITIONS & REMOVAL PLAN

PREPARED FOR:
O'MEARA

Site Planning & Engineering

PLOWE
ENGINEERING, INC.

6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014

PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH

0 10 20
1 INCH = 20 FEET

CO

TITLE SHEET, LEGEND, EXISTING CONDITIONS & REMOVAL PLAN
2560 FRY STREET

DATE	REVISION DESCRIPTION
08/16/22	ADDRESS CITY COMMENTS
02/13/23	ADDED FILTRATION MEDIA HATCH
04/06/23	REVISED GRADES FOR NEW SITE LAYOUT

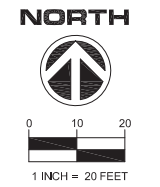
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Charles W. Plowe
CHARLES W. PLOWE
DATE: 04.06.2023 LIC. NO. 18227

DANNY BOY ESTATES
ROSEVILLE, MINNESOTA
GRADING, DRAINAGE, AND EROSION CONTROL PLAN

PREPARED FOR:
O'MEARA

SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701



C2

SITE SEQUENCING

- PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL INSTALL ROCK CONSTRUCTION ENTRANCE (LOCATIONS TO BE DETERMINED - COORDINATE WITH OWNER) AND PERIMETER SILT FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY.) ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.
- THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED BELOW.

ITEM	MNDOT SPECIFICATION/NOTES
SOD	3878
SEED **	3876
* FOR TURF ESTABLISHMENT RESIDENTIAL TURF	MNDOT MIX 25-131 (120 LBS/ACRE)
TEMPORARY FALL COVER SPRING/SUMMER SOIL-BUILDING COVER 1-2 YEARS COVER 2-5 YEARS COVER	MNDOT MIX 21-112 (100 LBS/ACRE) MNDOT MIX 21-111 (100 LBS/ACRE) MNDOT MIX 21-113 (110 LBS/ACRE) MNDOT MIX 22-111 (30.5 LBS/ACRE) MNDOT MIX 22-112 (40 LBS/ACRE)
MULCH	3882 (TYPE 1 - DISC ANCHORED)
FERTILIZER	3881

- * MOW A MINIMUM OF ONCE PER 2 WEEKS
- ** SEEDED AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

- ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN FOURTEEN (14) DAYS.
- THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.
- THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.
- PROTECT ALL STORM WATER MANAGEMENT FACILITIES FROM CONSTRUCTION RUN-OFF. CONTRACTOR TO INSTALL AND CONSTRUCT SAID FACILITIES ONCE SITE HAS BEEN STABILIZED.
- IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.
- THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.
- THE CONTRACTOR SHALL SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES & OVERFLOWS.
- UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL WITH SOD OR SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.
- EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES.
- IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED. DUMP TRUCKS HAULING LOOSE MATERIALS (SAND, TOPSOIL, ETC.) TO AND/OR FROM THE SITE SHALL BE COVERED WITH A TARPULIN.

OTHER POLLUTION CONTROL MEASURES

CONSTRUCTION WASTE MATERIALS - ALL WASTE MATERIALS GENERATED AS A RESULT OF SITE CONSTRUCTION SHALL BE COLLECTED AND REMOVED ACCORDING TO ALL LOCAL AND/OR STATE WASTE MANAGEMENT REGULATIONS BY A LICENSED SOLID WASTE MANAGEMENT COMPANY. THE CONTRACTOR WILL ENSURE THAT ALL SITE PERSONNEL ARE INSTRUCTED IN THESE PRACTICES.

HAZARDOUS WASTES - ALL HAZARDOUS WASTE MATERIALS SHALL BE STORED PROPERLY TO PREVENT SPILLS AND VANDALISM. WHEN NECESSARY, HAZARDOUS WASTES WILL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL AND/OR STATE REGULATION OR BY THE MANUFACTURER.

SANITARY WASTE - ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS BY A LOCAL, LICENSED WATER MANAGEMENT COMPANY, AS REQUIRED BY LOCAL REGULATION.

OFFSITE VEHICLE TRACKING - A ROCK CONSTRUCTION ENTRANCE HAS BEEN PROVIDED TO HELP REDUCE VEHICLE TRACKING OF SEDIMENTS. IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED. DUMP TRUCKS HAULING LOOSE MATERIALS (SAND, TOPSOIL, ETC.) TO AND/OR FROM THE SITE SHALL BE COVERED WITH A TARPULIN.

VEHICLE CLEANING - NO ENGINE DEGREASING IS ALLOWED ON-SITE. EXTERNAL WASHING OF VEHICLES TO BE CONFINED TO A DEFINED AREA ("BONE YARD") ON-SITE. CONTRACTOR TO PROVIDE DESIGNATED TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. WASHOUT AREA IS TO BE A MINIMUM OF 50' FROM DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE) AND DISPOSED OF PROPERLY.

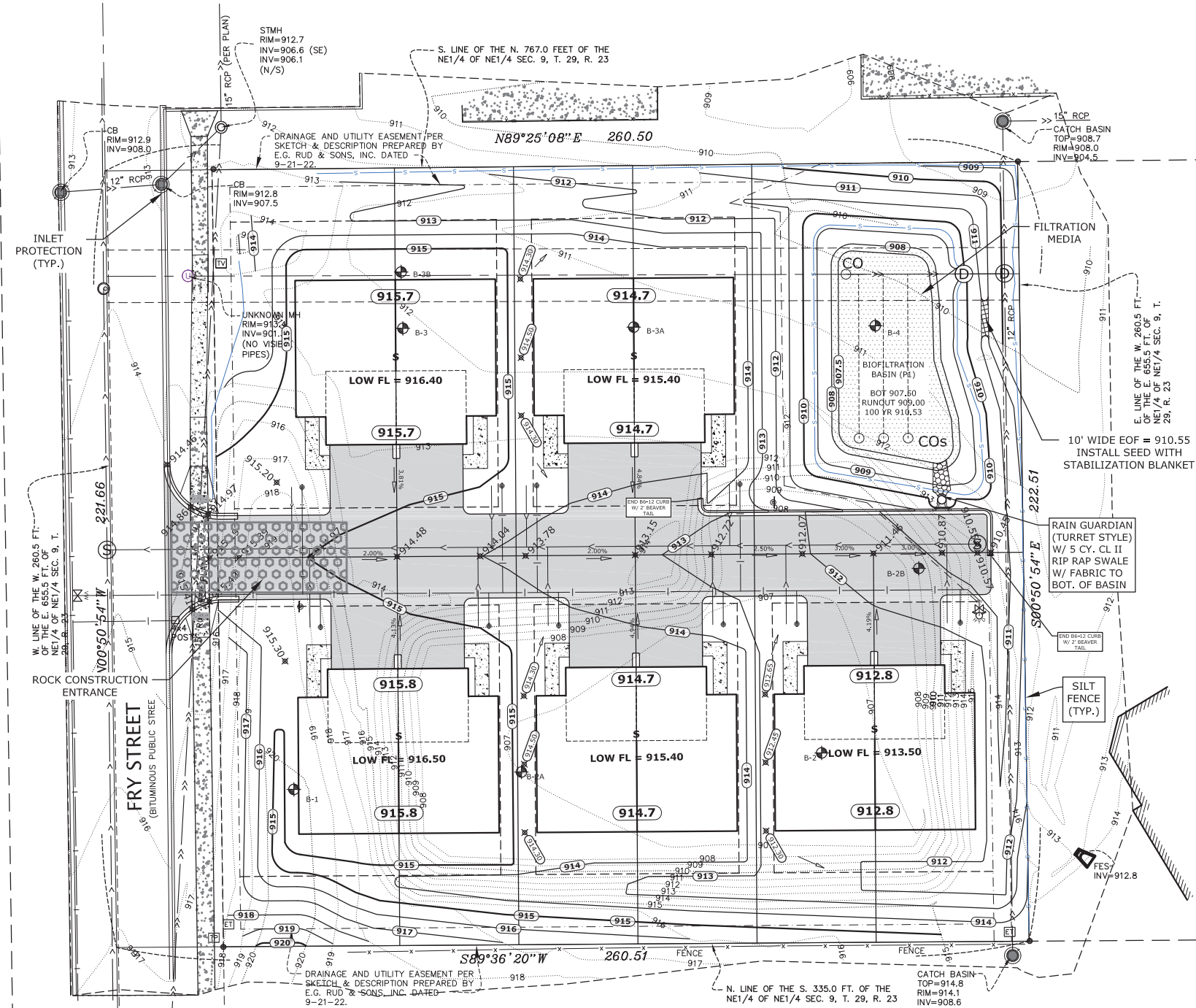
SPILL PREVENTION AND CONTROL - ALL VEHICLES WILL BE CHECKED FOR LEAKING OIL AND FLUIDS. VEHICLES LEAKING FLUIDS WILL NOT BE ALLOWED ON-SITE. SPILL KITS WILL BE STORED ON-SITE AND ALL SPILLS WILL BE CLEANED UP IMMEDIATELY DISCOVERY. SPENT ABSORBENT MATERIALS AND RAGS WILL BE HAULED OFF-SITE IMMEDIATELY AFTER THE SPILL IS CLEANED UP AND PROPERLY DISPOSED OF. SPILL PREVENTION AND CONTROL MEASURES SHALL BE IMPLEMENTED ONCE CONSTRUCTION BEGINS.

SOIL STOCKPILES - INSTALL SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AROUND ALL TEMPORARY SOIL STOCKPILES. LOCATE SOIL OR DIRT STOCKPILES SUCH THAT DOWNSLOPE DRAINAGE LENGTH IS NO LESS THAN 8 M (25 FEET) FROM THE TOE OF THE PILE TO A SURFACE WATER, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER, IF REMAINING FOR MORE THAN 7 DAYS, STABILIZE THE STOCKPILES BY MULCHING, VEGETATIVE COVER, TARPS, OR OTHER MEANS. DURING STREET REPAIR, COVER CONSTRUCTION SOIL OR DIRT STOCKPILES LOCATED CLOSER THAN 8 M (25 FEET) TO A ROADWAY OR DRAINAGE CHANNEL WITH TARPS, AND PROTECT STORM SEWER INLETS WITH SILT SOCKS OR STAKED SILT FENCE.

PROVIDE WIMCO (OR APPROVED EQUAL) FOR INLET PROTECTION AT ALL EXISTING STORM SEWER INLETS THAT WILL RECEIVE RUN-OFF DURING CONSTRUCTION. INLET PROTECTION TO REMAIN IN-PLACE UNTIL AT LEAST 70% OF SITE VEGETATION HAS BEEN ESTABLISHED.

CONTRACTOR TO PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. KEEP WASHOUT AREAS AS FAR AS PRACTICAL FROM STORM DRAINS, DITCHES AND PONDS. DO NOT ALLOW RUN-OFF FROM THIS AREA BY CONSTRUCTING A TEMPORARY PIT OR BERMED AREA LARGE ENOUGH FOR LIQUID AND SOLID WASTE. AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE CONTRACTOR MAY DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASINS TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. L. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMPs, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM PROPERTIES.



**INTEROFFICE MEMORANDUM**

Date: May 20, 2023

To: Bryan Lloyd, Senior Planner

From: Matthew Johnson, Parks and Recreation Director

RE: Danny Boy Estates (2560 Fry St)

The Parks and Recreation Commission (PRC) reviewed this proposed project regarding park dedication on May 2, 2023 (DRAFT minutes attached). They recommended cash at the 2023 fee of \$4,250 per unit. Based on the proposal, the developer would pay \$38,250 (\$4,250 x 9 new units) at the time of final plat.

The Parks and Recreation System Master Plan does not specifically identify a need for additional land in this constellation.

The Parks and Recreation chapter (8) of the Roseville 2024 Comprehensive Plan does recommend prioritization of parkland adjacent to existing parks when possible. However, the small size (0.11 acres) of any parcel that could be acquired via park dedication with this development made that option less desirable. Additionally, the developer stated that if land were to be required for park dedication, they would likely consider an alternate platting option that would not require park dedication.

There are a number of redevelopment items planned for Rosebrook Park in the coming years which these funds could support to ensure the provision of park services for these new residents.

This parcel is identified as an important connection to the park for many of the residents of the neighborhood, and is classified as such in the Parks and Recreation System Master Plan.

recommendation as to whether the City should accept land, cash, or a combination, to satisfy the Park Dedication requirement.

The developer was present at the meeting to answer any questions. The developer provided the history of the purchase of the parcel.

Commissioner Arneson relayed that he would support recommending cash in lieu of land as the parcel is not connected to Reservoir Woods.

The Commission discussed the small size of the potential 0.15 acres park and if that land could be useful as a pocket park. They agreed that the size and location would not be a beneficial addition to the park system.

Commissioner Brown moved to recommend cash in lieu of land to satisfy Park Dedication at 691-711 Shryer Avenue to the City Council. Commissioner Arneson seconded.

Roll Call

Ayes: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor.

Nays: None.

Abstain: None.

b) **Park Dedication Recommendation - 2560 Fry Street**

Maps were provided to show the location of the 2560 Fry Street parcel. The proposed development is located in Constellation I of the Parks and Recreation system. Staff noted that Constellation I is largely commercial and Rosebrook Park effectively serves the residential homes in that constellation.

The developer had relayed to staff that they don't have land available to allocate towards a park in the current proposal and that a recommendation of land could inhibit their ability to move forward with the project.

The proposal includes ten units on a 1.17-acre development. The project qualifies for Park Dedication. The cash amount for the nine additional units would be \$38,250 (\$4,250 per unit). The required land amount would be 10% of 1.17 acres or 0.117 acres.

Staff noted that the Master Plan does not specifically call out additional park land in this area. The Comprehensive Plan does state a goal of procuring land adjacent to existing park parcels. Upcoming Capital Improvements at Rosebrook over the coming years include the pool and playground.

Staff reiterated that the role of the Parks and Recreation Commission is to review the proposed development and relevant parks and recreation system plans and goals; and to make a recommendation as to whether the City should accept land, cash, or a combination, to satisfy the Park Dedication requirement.

The project developer was available at the meeting to answer any questions.

Commissioner Arneson mentioned that the parking lot at Rosebrook Park is very small and potentially expanding the size could be beneficial.

Commissioner Boulton added that a larger parking lot may be useful for the future Capital Improvements at the park.

The Commission questioned the land type and existing utilities on the north side of the parcel. The project developer answered that there is no existing utilities on the north 30 feet of the parcel. There was a previous easement that has been vacated and the land is now a proposed drainage easement to outlot A.

Staff clarified that a recommendation of land would send the project back to city staff to work with the developers to find an equitable land location to satisfy Park Dedication.

The project developer relayed that the financial impact of a land recommendation for Park Dedication would make the project no longer fiscally feasible.

Commissioner Baggenstoss asked staff how the land could be used as it is adjacent to an existing park and questioned why the city did not initially purchase the parcel. Staff relayed that there are trees on the parcel that may survive the construction and removing living trees is always a difficult decision. There is a concept plan for the pool to potentially switch it to a splash pad. However, the neighborhood has not been engaged with on the changes. Staff noted that the additional space could potentially be used during the future evolution of the pool at Rosebrook Park.

Staff relayed that the city utilizes the “willing buyer-willing seller” rule for acquiring new parcels that come up for sale.

Commissioner Arneson suggested potentially moving away from willing buyer-willing seller in the future.

The Commission discussed if recommending land to satisfy Park Dedication would add useable parkland to Rosebrook Park.

Commissioner Baggenstoss questioned if any proposed sidewalks were planned for this parcel. Staff noted that a sidewalk currently exists on the parcel and added that they will confirm with city staff if the sidewalk needs to be updated to satisfy the Pathway Master Plan.

Commissioner Boulton asked if the water feature will stay at Rosebrook Park. Staff answered that over time a discussion regarding an update to the water feature will be had with the neighborhood. During that time land usage for park amenities will be reviewed. However, staff acknowledged that removing a water feature from the park would be difficult.

Commissioner Arneson moved to recommend cash in lieu of land to satisfy Park Dedication at 2560 Fry Street to the City Council. Commissioner Boulton seconded.

Roll Call

Ayes: Arneson, Beckman, Boulton, Brown, Dahlstrom, Raygor.

Nays: Baggenstoss.

Abstain: None.

c) **Review and Verify Parks and Recreation Commission Goals**

Commissioner Arneson recommended adding a goal to work towards ending the “willing buyer-willing seller” way or purchasing additional park land. Chair Dahlstrom noted that he supports the idea but he is not sure that it belongs as a Commission Goal.

Commissioner Baggenstoss questioned if the “willing buyer-willing seller” is a specific city policy or if it is an interpretation of a policy. Staff relayed that it is written in the Comprehensive Plan and the Parks and Recreation Master Plan under the goals of acquisition of park land and is a city policy that could be discussed with the City Council.

Commissioner Brown suggested adding a goal of “Acquire more parkland” with a long-term goal of updating the “willing buyer-willing seller” policy.

The Commission discussed the “willing buyer-willing seller” policy language and how they could potentially move forward with updating it. The Commission agreed on adding the goal of “Explore more ways and opportunities to acquire parkland”.

The Commission discussed potentially purchasing parkland on the south side of Lake Owasso. Staff noted that it may be hard to purchase land that was previously recommended for cash in lieu of land to satisfy Park Dedication.

Commissioner Arneson suggested adding city water access on one of the Roseville lakes with rentable spots to store kayaks.

**INTEROFFICE MEMORANDUM**

Date: May 31, 2023

To: Bryan Lloyd, Senior Planner

From: Jennifer Lowry, Roseville Public Works

RE: Danny Boy Estates / 2560 Fry Street Preliminary Plat

The Public Works Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Site Plan

- Due to the minimal amount of lots created, the development did not meet the threshold per City policy to conduct a traffic study. A traffic study was not conducted but minor increase to traffic on Fry Street and other nearby roads is expected but will not create any significant issues.
- Public pathway improvements on the east side of Fry Street are shown. A Development Agreement will be required for these improvements.
- The private road meets the minimum width of 24-foot-wide. Parking will not be allowed per city ordinance. No parking signs shall be posted and plans should indicate no parking.
- If setbacks, easements, or lot sizes change, the changes will need additional review.

2. Utilities

- Water
 - The watermain is proposed be extended, to be public, and exist within proposed drainage and utility easements. A Development Agreement will be required for these improvements.
 - Hydrant location will need to exist within a drainage and utility easement.
 - Final construction plans will be approved by the City prior to issuing permits.
 - MDH Water Permit is required.
- Sanitary
 - The sanitary sewer is proposed be extended, to be public, and exist within proposed drainage and utility easements. The connection in Fry Street must be made with construction of a new manhole. A Development Agreement will be required for these improvements.

- Final construction plans will be approved by the City prior to issuing permits.
- MPCA Sewer Extension Permit is required.
- Storm Sewer
 - The development has to meet city stormwater standards. Submittals from the developer's consulting engineer demonstrate that the site can meet the requirements of the city.
 - The storm sewer improvements within the site will be private. Provide an executed Operation & Maintenance Agreement in favor of the City of Roseville that has been recorded with Ramsey County. The template agreement can be found at www.cityofroseville.com/privatebmp.
 - Submit contact information for the trained erosion control coordinator responsible for implementing the Stormwater Pollution Prevention Plan (SWPPP) for the site. If that person has not been selected, a SWPPP Amendment is required prior to construction.
 - An asbuilt for site grading and stormwater infrastructure will be required prior to final approval and release of Erosion Control and Grading escrow
 - Provide a copy of the Rice Creek Watershed Permit(s), or documentation that a permit is not required.
 - Provide a copy of the NDPES Permit(s), or documentation that a permit is not required.
 - City Erosion Control, Grading and Storm Water Permit is required. Final construction plans will be approved by the City prior to issuing permits.

3. General

- An Encroachment Agreement will be will be required for the public water and sewer utilities to exist under the private driveway.
- A home owners association will be required to maintain the private road and storm water features.
- City ROW permit is required.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

This document serves to summarize the Fry St. community meeting on 2/28/2023 to discuss the proposed development of the property just south of the park owned by Sophie's LLC. The meeting was attended by 10 members of the surrounding community, who left their names and phone numbers or email addresses on a sign-in sheet. The meeting was led by Barry O'Meara and Brendan O'Meara.

A community member asked if the proposed development had already started. The developers stated that they only had a permit for filling the hole and that platting was not done yet. They described the next step in the process as a planning commission meeting.

Several people at the meeting described current problems with street parking and excess traffic due to activities at the park. People were concerned that a new development will exacerbate the problems. The developers responded that in their tentative proposed development, each unit would include parking for four vehicles—two in the garage and two in the driveway. They don't expect the proposed development to negatively impact the parking and traffic in the neighborhood.

Community members expressed concern about the creation of excess noise and traffic during construction. The developers stated that they would follow city code on these items.

A community member asked whether the land could be used for single-family homes and they expressed the feeling that it would be a better fit for the neighborhood. The developers responded that single-family homes would not be cost effective and that the land is zoned for medium-density, multiple-family housing—up to 12 units per acre. It was noted that this proposal, at 10 units, is much less than what zoning would permit.

A community member asked whether the land could be used to enlarge the park or be left vacant. Both the developers and other community members stated that the city has had opportunities to buy the land, and still could, but has opted not to do that.

There were several questions about the tentatively proposed twin-homes, including the number of floors, the square footage, the anticipated sale prices, and the expected buyers. People expressed concern about how the twin-homes would fit into the neighborhood and how the proposed development would affect their property values. The developers described a tentative plan for two-floor, 2000 square-foot buildings that would sell for higher amounts than the neighboring houses.

A community member asked whether the developers would be selling or renting out the proposed twin-homes. Other members stated that several homes in their neighborhood were rentals and that some had as many as 6-7 cars. Members expressed a preference for owner-occupied units over rental units. The developers responded that they are not at a stage in the development to make that decision. One resident said that Roseville, right now, is dealing with rental restrictions in the city.

New construction

To bjomeara42@comcast.net

Sent from my iPhone

To whom it may concern my name is Stephen Huberty I live at 2599, Charlotte St, Roseville MN 55113 my opinion is this neighborhood is too busy to add more housing between the bingo hall and all the activities at the park I am against the idea of new construction u can't even park on the street in front of ur own house in the spring,summer,fall and I live a blk away from the new proposed building site so my vote is a strong no !

2560 Fry Street

To bjomeara42@comcast.net

Hello,

I am writing to express concerns and request you not move forward with your proposal for developing the plat near our park. There are several reasons this would, most certainly, be a bad thing for our neighborhood.

1. Our park is already massively overcrowded due to its proximity to Snelling as well as the new development on County C.
2. New housing would not blend in at all with our current housing and will affect our resale prices should we decide to sell.
3. Our streets are loaded with cars all summer - more housing will only add to this.
4. The park is where we all go to get away from manmade structures. Housing in the shadow of the park will take this aspect away.
5. We don't want to be hanging out in the pool with peoples' houses overlooking us 24/7.
6. The construction noise and vehicle traffic will be a terribly inconvenience for the many families with young children in this neighborhood.
7. With all the new housing that just got put up on County C I am entirely unconvinced housing is even needed in this area.

Please take these into consideration — this project would not be good for the residents in this area.

--

By His grace and for His glory,

Mike Schumann

Flat Proposal on Fry Street

To bjomeara42@comcast.net

Good morning, Mr. O'Meara,

I am a resident of Roseville living in close proximity to the property you are seeking to develop on Fry Street. I wanted to express some concerns many in this neighborhood have.

1. We fear the noises of construction will interfere with our sleep.
2. Lots of new housing has just been built in Roseville, as I'm sure you know. Already, the park has suddenly felt more crowded with people so that many who have lived here for a long time are already feeling crowded out.
3. Many of us in this neighborhood have been hoping that property would be used to expand park facilities (or park parking) or for the Sunrise Senior Living.
4. Fry Street and Charlotte Street are already very full of cars that park especially during park events. Many of us in the neighborhood are concerned that adding new homes will only create greater parking issues.
5. Many children live in this neighborhood. Already, the roads are growing busier because of the increased park traffic from those living in the new housing in Roseville. People on Fry Street already don't feel safe crossing that road with their kids in the summer because of the increased traffic, especially from soccer games. There is a major shortage for parking during soccer games, so our streets become so full that we can hardly walk or bike on them safely. We do not want to see something added to our neighborhood that will increase neighborhood traffic, especially on the road right near the park where children live and are playing.

Thank you for hearing our concerns,
Amelia Schumann

--

If, then, you have been raised with Christ, set your minds on the things above, where Christ is seated at the right hand of God. ~Colossians 3:1

2/22/23

John Fugate

612-419-5405

Rose Brook
Park

own or rent ?

more parking

40 year lived there
apartment is eyesore ^{to north}
want

King Court
big tree front
Yard

bring pictures of
other developments
done done

would have been
apart Bldg if
previous owner
developed it

he'll come the night

2/24/23
Greg ~~Zeit~~ Zeit
651-558-1855
lives 7558 Charlotte

works
U.S. Postal

Pratt Gym
owner

double car garage

Interested in buying

he'll come this night

Attachment 1: Planning File 23-002



Prepared by:
Community Development Department
Printed: May 30, 2023



Data Sources
* Ramsey County GIS Base Map [5/4/2023]
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

0 50 100 150 Feet



Attachment 2: Planning File 23-002



Prepared by:
Community Development Department
Printed: May 30, 2023

Data Sources

* Ramsey County GIS Base Map (5/4/2023)
* Aerial Data: EagleView (4/2022)
For further information regarding the contents of this map contact:
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0 50 100 Feet



REQUEST FOR COMMISSION ACTION

Date: **6/7/2023**
Item No.: **7.a.**

Department Approval

Agenda Section

Business

Item Description: City Council Request for Commissions

Application Information

N/A

Background

Staff Recommendation

N/A

Requested Planning Commission Action

Review the attached letter from the City Council regarding a review and update of City commissions.

Alternative Actions

N/A

Prepared by:

Attachments: 1. City Council Request for Commissions

Commissioners,

In April the City Council decided to pursue a review and update for our City Commissions. The Council feels any review and update must include the input of the members of the Commissions.

Commissions are an important part of the governance of the City by providing vital information and recommendations to the City Council. In recent years, some commissions have come to the Council asking about changes in name, purpose, scope and duty, and meeting schedule.

The purpose of this review by Commissioners is to flesh out potential changes that can improve the Commission experience for members and ensure Commissioners are making a positive impact on the governance of the City of Roseville and their community in general.

As part of your work:

- Examine sections of Roseville City Code Chapters 201-208 that are relevant to your Commission
- Review your Commission's Purpose, Scope, Duties and Functions
- Consider your number of Commissioners, frequency and spacing of meetings and other aspects of the operation and work of your Commission that you feel would enhance the quality of meetings, engagement of Commissioners and the community, and strengthen information coming to the City Council.

For each of these areas think about these questions:

- What is good
- What needs to be changed
- What might be removed
- What might be added to better serve the community

It is possible some Commissions will have very few recommended changes and that is OK. Some or all of this work may not be relevant for Commissions such as the Planning and the Police Civil Service Commissions that have statutory guidelines that must be followed.

Commissioners should try to align their format with a clear Purpose statement, membership, an outline of the Scope of the Commission's work including enumerated Duties and Functions, and meeting requirements (see city code Chapter 201).

Here is our current timeline:

1. Commission review and recommendations, May 2023 to August or September 2023,
2. Council consideration, September and October, 2023
3. Final Council passage of updates, November/December 2023

CHAPTER 202

PLANNING COMMISSION

SECTION:

- 202.01: Establishment and Membership
- 202.02: Meetings and Reports
- 202.03: Preparation of Comprehensive Plan
- 202.04: Procedure for Adoption of City Comprehensive Plan
- 202.05: Adoption of City Comprehensive Plan by City Council
- 202.06: Means of Executing Plan
- 202.07: Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Requirements for such an open house are as follows:

- A. Purpose: 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 Comprehensive Plan Future Land Use Map Amendment approval 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 proposed amendment, and (in the case of a site 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 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)