



## **Variance Board Agenda**

**Wednesday, May 6, 2026**

**5:30 PM**

**City Council Chambers**

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

*(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 of April 1, 2026 Minutes
- 5. Public Hearing**
  - a. Request to allow a proposed front entry addition within the required minimum setback from the front property line and to increase the nonconforming impervious coverage at 1211 Josephine Road (PF26-006)
- 6. Adjourn**

  
**REQUEST FOR BOARD ACTION**

Date: **5/6/2026**  
Item No.: **4.a.**

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Department Approval

Agenda Section  
Review of Minutes

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**Item Description:** Review of April 1, 2026 Minutes

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**Application Information**

n/a

**Background**

n/a

**Staff Recommendation**

n/a

**Requested Planning Commission Action**

Review the April 1, 2026 minutes and make a motion to approve subject to requested corrections.

**Alternative Actions**

n/a

**Prepared by:**

**Attachments:**    1.    April 1, 2026 Minutes



**Variance Board Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes – Wednesday, April 1, 2026 – 6:00 p.m.**

- 1 **1. Call to Order**  
2 Chair Aspnes called to order the regular meeting of the Variance Board meeting at  
3 approximately 6:00 p.m. and reviewed the role and purpose of the Variance Board.  
4
- 5 **2. Roll Call & Introductions**  
6 At the request of Chair Aspnes, City Planner Thomas Paschke called the Roll.  
7  
8 **Members Present:** Chair Aspnes, Members Cyra and Campbell Jensen  
9  
10 **Members Absent:** None  
11  
12 **Staff Present:** City Planner Thomas Paschke, Community Development Director  
13 Janice Gundlach, and Senior Planner Bryan Lloyd  
14
- 15 **3. Approval of Agenda**  
16  
17 **MOTION**  
18 **Member Cyra moved, seconded by Member Campbell Jensen, to approve the**  
19 **agenda as presented.**  
20  
21 **Ayes: 3**  
22 **Nays: 0**  
23 **Motion carried.**  
24
- 25 **4. Review of Minutes: March 4, 2026**  
26 **MOTION**  
27 **Member Campbell Jensen moved, seconded by Member Cyra, to approve the**  
28 **March 4, 2026, meeting minutes.**  
29  
30 **Ayes: 3**  
31 **Nays: 0**  
32 **Motion carried.**  
33
- 34 **5. Annual Organizational Business**  
35 City Planner Paschke explained that in accordance with City Code Section 201.03.A,  
36 each advisory commission shall elect a chair and a vice-chair from among its appointed  
37 members for a term of one year.  
38  
39 **MOTION**  
40 **Member Cyra moved, seconded by Member Campbell Jensen, to appoint**  
41 **Pamela Aspnes as Chair of the Variance Board.**

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**Ayes: 3**  
**Nays: 0**  
**Motion carried.**

**MOTION**  
**Member Aspnes moved, seconded by Member Cyra, to appoint Allison Campbell Jensen as Vice-Chair of the Variance Board.**

**Ayes: 3**  
**Nays: 0**  
**Motion carried.**

**6. Public Hearing**

**a. PLANNING FILE 26-003**  
**Request to Allow Nonconforming Conditions in the Surface Parking Area for an Apartment Facility.**

Senior Planner Lloyd reviewed the variance request for this property, as detailed in the staff report dated April 1, 2026.

Senior Planner Lloyd explained that the application involves a parking area at 2610 Snelling Curve, where an apartment building currently has fewer parking spaces than required under the zoning code. The proposal is tied to adding an 18th unit, which increases the required number of parking stalls. The applicant plans to reconfigure the existing parking layout and add new spaces, with limited new paving, to increase overall parking capacity. While the site will remain nonconforming, the changes would make it less nonconforming than it is today.

Mr. Lloyd noted that the revised layout removes parking across the property boundary, reorganizes stalls within the site, and includes designated clear areas to meet fire department access requirements. He stated that staff supports the variance request, provided those clear access areas are maintained, and referenced a draft resolution recommending approval with that condition.

Chair Aspnes asked one question regarding off-street parking. She inquired whether any feedback had been received from neighbors regarding existing parking, particularly given that on-street parking would be used to help meet residents' additional parking needs.

Mr. Lloyd stated that no feedback had been received from nearby residents or homeowners regarding parking concerns. He explained that on-street parking is already available and currently used by some residents, and the proposal would not change the number of those spaces.

87 Mr. Lloyd noted that he received a phone call from an individual who misunderstood  
88 the public hearing notice and applied it to their own property. Still, no specific  
89 concerns were expressed about the site or the adjacent on-street parking.  
90

91 Chair Aspnes noted that the site is an unusually shaped lot and referenced information  
92 in the packet indicating the fire department had no concerns about access. She asked  
93 for confirmation that the 20-foot-wide access area would be sufficient for fire  
94 vehicles to reach the building, even when parking spaces are occupied.  
95

96 Mr. Lloyd explained that the drive aisle is narrower than what the zoning code  
97 typically requires for perpendicular parking stalls. He noted that, based on  
98 measurements from Ramsey County's online map, the width may approach the 24-  
99 foot standard, but regardless, the plan maintains at least 20 feet, which meets the fire  
100 department's access requirements and is addressed through the variance request.  
101

102 Mr. Lloyd added that the fire department's primary requirements include designated  
103 five-foot clear access areas, specifically aligned with the sidewalk and along the north  
104 side of the building.  
105

106 Chair Aspnes asked whether the applicant had any comments.  
107

108 Mr. Thomas Brama introduced himself as the property owner and explained that he  
109 purchased the building approximately three years ago. He stated that the site currently  
110 has limited parking due to the building's age, the garage's placement, and the lot's  
111 irregular shape. He noted that there are currently 16 off-street parking spaces, while  
112 the City code requires 33, leaving many vehicles to rely on on-street parking.  
113

114 Mr. Brama explained that the proposal would increase the number of off-street spaces  
115 to 23, while the updated requirement with an additional unit would be 34 spaces. As a  
116 result, the shortfall would be reduced from 17 to 11 spaces, meaning fewer vehicles  
117 would need to park on the street. He added that the plan was developed in  
118 coordination with City staff over the past year as a practical solution given the site's  
119 constraints and expressed willingness to answer questions.  
120

121 Member Campbell Jensen commented that the proposed increase in off-street parking  
122 could provide added relief during winter conditions. She noted that when snowfall  
123 requires vehicles to be removed from the street, having additional on-site parking  
124 would help reduce the burden on residents.  
125

126 Mr. Brama agreed that increasing off-street parking would help alleviate pressure on  
127 surrounding streets. He added that the benefit would extend beyond current residents,  
128 noting that the area includes nearby homes and may see additional single-family  
129 development. Mr. Brama indicated that reducing on-street parking demand now could  
130 help minimize impacts on future homeowners as the area continues to develop.  
131

132 Chair Aspnes reviewed the protocol for Public Hearings and public comment and  
133 opened the Public Hearing at approximately 6:18 p.m.

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**Mr. Jeff Johnson**

Mr. Johnson identified himself as a neighboring property owner to the south and asked whether a site plan showing existing conditions was available for comparison with the proposed layout. He expressed confusion about the location of current parking spaces, noting that vehicles also park along the adjacent area.

Mr. Johnson stated that his primary concern is that some of the proposed changes appear to encroach closer to his property and may create tight conditions, particularly for maneuvering vehicles such as garbage trucks accessing the dumpster. He added that despite these concerns, on-street parking is already very congested, and he supports adding more off-street parking. He also questioned how the proposal results in a net gain of spaces if some existing spots appear to be removed.

Mr. Lloyd explained that a trash enclosure is planned around the dumpster, if it has not already been constructed, and would be incorporated as the site improvements move forward. He noted that the existing site conditions did not include two parking stalls that extend beyond the property boundary, so they were not counted in the official parking total.

Mr. Lloyd clarified that the proposal includes a mix of reconfigured and newly striped spaces within the existing paved area, along with a few additional stalls. He stated that the net increase in parking results in part from the fact that previously uncounted, off-property stalls are not included in either the existing or proposed totals, so they are not considered lost under the revised plan.

Member Cyra asked whether parking in that area would be prohibited under the proposed plan, or if people would still attempt to park there despite the changes.

Mr. Lloyd explained that the paved area in question would be removed as part of the parking reconfiguration, eliminating its use for parking. He noted that while there is no formal parking plan for direct comparison, the current stall layout can be identified on Ramsey County’s online mapping, which helps illustrate how the proposed arrangement differs from existing conditions.

Chair Aspnes asked for clarification on whether the parking spaces located on the adjacent property, which are not part of the subject site, were excluded from both the existing and proposed parking stall counts. She sought confirmation that those spaces were not included in either total.

Mr. Lloyd explained that a portion of the paved area extends beyond the property boundary, creating spaces that overrun onto the adjacent site. He clarified that those spaces are not included in the existing count of parking stalls.

Chair Aspnes confirmed that the parking spaces located off the property are not subject to an easement agreement and therefore cannot be counted toward the site’s

180 parking totals. She clarified that those spaces were not included in the existing count  
181 and are not being considered in the proposed plan.

182  
183 Chair Aspnes then asked if there were any additional questions or if any members of  
184 the public wished to come forward to speak.

185  
186 **Ms. Linda Fearing, 2578 Pascal Street**

187 Ms. Fearing stated that she lives nearby on Pascal Street and, while not directly  
188 adjacent to the property, wanted to comment on the parking situation. She described  
189 on-street parking in the area as a significant issue and expressed support for efforts to  
190 move more vehicles off the street and onto the property.

191  
192 Ms. Fearing suggested that, if feasible, removing one or two garage stalls to create  
193 additional parking behind the building could be considered, particularly with the  
194 addition of another unit. She also raised concerns about nearby properties across the  
195 street that appear to be in disrepair and accumulating items, as well as a landscaping  
196 truck that has been parked in the cul-de-sac for an extended period. She expressed  
197 hope that the city will proactively enforce applicable ordinances to help maintain  
198 neighborhood conditions and concluded by encouraging continued efforts to improve  
199 the situation.

200  
201 Ms. Gundlach addressed the concerns raised about outdoor debris and a potentially  
202 improperly parked commercial vehicle. She explained that the City does not conduct  
203 proactive nuisance code enforcement but does respond to complaints.

204  
205 Ms. Gundlach stated that residents should contact the Community Development  
206 Department if they observe such issues, and staff will investigate and follow up on  
207 any violations. She added that she would treat the comment as a complaint and  
208 arrange for an inspection of the area the following day.

209  
210 Chair Aspnes closed the public hearing at 6:26 p.m.

211  
212 **MOTION**

213 **Member Campbell Jensen moved, seconded by Member Cyra, for the adoption**  
214 **of Variance Board Resolution No. 178 (Attachment 4), entitled “A Resolution**  
215 **Approving a Variance to Surface Parking Standards About an Apartment at**  
216 **2610 Snelling Curve (PF26-003).”**

217  
218 **Ayes: 3**

219 **Nays: 0**

220 **Motion carried.**

221  
222 **b. PLANNING FILE 26-005**

223 **Request by Hempel Real Estate, in Cooperation with 2700 Snelling Avenue LLC,**  
224 **for a Variance from Table 1013.04-2, Minimum Number of Required Electric**  
225 **Vehicle Charging Stations (EVCS) and §1013.01.D.2.1 Regarding the Required**  
226 **Number of Electric Vehicle Service Equipment (EVSE) (PF26-005).**

227 City Planner Paschke reviewed the variance request for this property, as detailed in  
228 the staff report dated April 1, 2026.

229  
230 Mr. Paschke explained that the request relates to redevelopment at 2700 Snelling  
231 Avenue, where an office building and parking structure have been removed, and the  
232 site is being prepared for new construction. He noted that the City adopted standards  
233 in March 2023 requiring a minimum number of electric vehicle charging stations and  
234 supporting infrastructure based on parking capacity, which apply to this project.

235  
236 Mr. Paschke stated that the site is planned to include approximately 528 parking  
237 stalls, which would require 26 charging stations and 53 pieces of supporting electrical  
238 infrastructure under the ordinance. However, the applicant has proposed a reduced  
239 number of charging stations and service equipment installations based on operational  
240 needs, including 8 charging stations and 22 service equipment installations. He  
241 explained that staff reviewed the request against variance criteria and determined the  
242 proposal meets the standards, noting that the requirement may be excessive given the  
243 nature of the site, its private use, and infrastructure considerations. He added that staff  
244 supports the variance, concluding it remains consistent with the intent of the  
245 ordinance while allowing reasonable use of the property.

246  
247 Member Cyra asked for clarification on how the city envisioned evaluating and  
248 potentially adjusting the electric vehicle charging ordinance adopted in 2023. He  
249 referenced language indicating a “wait and see” approach. He inquired whether  
250 adjustments were expected to occur through the variance process or through future  
251 review and revisions by the City Council.

252  
253 Mr. Paschke explained that the “wait and see” approach relies on real projects coming  
254 forward, as the City cannot fully understand how the ordinance functions until it is  
255 applied to actual developments. He noted that project size and context vary, and while  
256 smaller projects have generally met the requirements without issue, larger  
257 developments can present challenges.

258  
259 Mr. Paschke stated that the variance process serves as a key tool for evaluating how  
260 the ordinance performs in practice. He indicated that, after reviewing several variance  
261 requests, the City can better assess whether adjustments are needed, particularly for  
262 larger sites with extensive parking. He added that recent cases, including the Rosedale  
263 project and the current proposal, provide useful benchmarks for considering future  
264 modifications to the ordinance.

265  
266 Ms. Gundlach added that evaluating the ordinance requires real-world application  
267 through projects, especially since few cities had comparable EV charging  
268 requirements in place when the ordinance was adopted. She explained that the City  
269 implemented the standards proactively, with few external examples to guide it.

270  
271 Ms. Gundlach noted that while the City could revise the ordinance rather than grant  
272 variances, doing so could delay projects as staff studies potential changes. She stated

273 that relying on the variance process allows projects to move forward in the short term  
274 while the City gathers information to inform future adjustments.

275  
276 Member Campbell Jensen commented on the growth of electric vehicle adoption,  
277 noting that Minnesota has seen an increase from approximately 2.3% to 8% in recent  
278 years, with national figures around 10%. She stated that, given these trends, she found  
279 the proposed reduction in ordinance requirements significant and expressed concern  
280 that the reduced number of charging spaces may not adequately meet future demand.

281  
282 Member Campbell Jensen indicated that, in her view, a percentage closer to 10% of  
283 parking capacity would be more appropriate, particularly for a site with multiple  
284 shifts, where employees may need to charge vehicles during the workday. She  
285 acknowledged the importance of supporting business development but emphasized  
286 the need to balance that with long-term infrastructure needs.

287  
288 Member Campbell Jensen also noted limitations in alternative transportation options  
289 in the area, stating that public transit access is limited and that walking or biking may  
290 not be practical for many people, particularly during winter months.

291  
292 Chair Aspnes stated that she has some reservations about the proposal, noting that the  
293 ordinance imposes a higher requirement than the applicant is requesting. She  
294 referenced a discussion in the presentation about potential future expansion and asked  
295 whether it referred to adding more active charging stations over time.

296  
297 Chair Aspnes indicated her understanding that the proposal includes a smaller number  
298 of installed charging stations, with additional infrastructure in place to allow more  
299 units to be brought online later, and sought confirmation that this interpretation was  
300 correct.

301  
302 Mr. Paschke clarified that the proposal does not include plans to add additional  
303 electrical service equipment beyond what has been proposed for the site.

304  
305 Chair Aspnes asked whether the total number of electric vehicle charging-related  
306 spaces would be capped at 30 under the proposal. She also asked who would  
307 determine when the additional 22 pre-wired spaces would be activated, given the  
308 ordinance's current structure.

309  
310 Mr. Paschke explained that the property owner or operator would decide whether to  
311 activate additional charging stations. He noted that as demand increases, they would  
312 install additional charging stations using the pre-wired infrastructure.

313  
314 Chair Aspnes sought confirmation that the decision to install additional charging  
315 stations would be within the applicant's control.

316  
317 Mr. Paschke confirmed that, as a private business, the applicant would control when  
318 additional charging stations are installed. He explained that if employee demand

319 increases, the applicant could add more chargers using the pre-installed infrastructure  
320 to bring additional stations online.

321  
322 Chair Aspnes stated that the proposal includes eight active charging stations with the  
323 potential for 22 additional units. Still, they noted that those additional stations may  
324 never be installed, and asked for confirmation of that understanding.

325  
326 Member Cyra asked for clarification on the appeals process, specifically whether the  
327 applicant could appeal a denied variance to the City Council within 10 days. He also  
328 inquired about the timeline for when the City Council would consider such an appeal  
329 and make a decision.

330  
331 Mr. Paschke stated that while he was not certain of the exact language of the  
332 ordinance, his understanding is that the City Council would need to consider the  
333 appeal within approximately 30 days. He added that the intent would be to bring the  
334 matter before the Council as quickly as possible.

335  
336 Chair Aspnes asked whether the applicant had any comments.

337  
338 Mr. Josh McKinney, representing the applicant as a consultant, stated that he  
339 understood concerns about the significant reduction from ordinance requirements to  
340 the proposed number of charging stations. He explained that there are technical and  
341 infrastructure limitations that impact the project, particularly for a site of this size.

342  
343 Mr. McKinney noted that each charging station requires substantial electrical  
344 capacity, and meeting the full ordinance requirement would necessitate a transformer  
345 comparable to powering the entire facility. He indicated that the site does not  
346 currently have sufficient electrical capacity to support that level of demand and that  
347 coordination with the utility provider has been limited. He added that, working with  
348 engineering consultants, the team developed a plan to initially install eight charging  
349 stations, with infrastructure in place for an additional 22, while still maintaining  
350 adequate power for the building overall.

351  
352 Member Campbell Jensen acknowledged the applicant's explanation regarding  
353 electrical capacity constraints but emphasized the broader importance of expanding  
354 energy infrastructure. She cited examples of solar installations, such as those at the  
355 University of Minnesota and a local church, noting that alternative energy solutions  
356 can help meet electrical demand, even though they may pose challenges for grid  
357 integration.

358  
359 Member Campbell Jensen expressed her longstanding concern about climate issues  
360 and stated that increasing support for electric vehicles is an important step toward a  
361 more sustainable future. She indicated that, while she understands the project's  
362 limitations, she is inclined to support stronger encouragement of EV infrastructure in  
363 line with the City's ordinance.

364

365 Chair Aspnes asked about the placement of the electric vehicle charging stalls, noting  
366 that they are located near the front of the building. She confirmed that the green stalls  
367 represent those to be installed initially and the orange stalls represent future  
368 installations.

369  
370 Chair Aspnes then asked for clarification on the reasoning behind this location and  
371 who is primarily expected to use those charging spaces.

372  
373 Mr. McKinney explained that the charging stations are intended for use by employees  
374 of the facility, which is a private medical research lab. He noted that the site is not  
375 designed to function as a public charging location.

376  
377 Chair Aspnes clarified that she was asking whether the facility would have frequent  
378 foot traffic, rather than about public access to the charging stations.

379  
380 Mr. McKinney stated that the facility is expected to operate primarily on employee  
381 shifts rather than with frequent visitor traffic. He indicated that it would not function  
382 as a high-turnover or transient-use site.

383  
384 Mr. McKinney also explained that the charging stations are located near the front of  
385 the building because they are positioned as close as possible to the electrical room.  
386 He noted that minimizing the distance for electrical runs helps reduce costs associated  
387 with installing the charging infrastructure.

388  
389 Chair Aspnes acknowledged that practical considerations drive the placement of the  
390 charging stations. She contrasted the project with a previous variance request for  
391 Dick's Sporting Goods, noting that retail locations experience more transient traffic  
392 with customers coming and going who may use charging stations during visits. She  
393 clarified that, unlike a retail setting, this facility is not expected to have regular visitor  
394 traffic and instead primarily serves employees.

395  
396 Mr. McKinney clarified that the facility is not expected to have a significant number  
397 of visitors. He explained that there is no operational need for large numbers of people  
398 coming and going, and that activity at the site will primarily involve employees.

399  
400 Chair Aspnes confirmed that the charging stations are intended for employee use and  
401 asked whether eight initial stations would be sufficient. She also requested  
402 clarification on the total number of parking spaces used in the project calculations.

403  
404 Mr. McKinney stated that the parking study identified approximately 528 parking  
405 spaces for the site, including some overlap due to shift changes. He explained that the  
406 proposed number of eight initial charging stations is based on data from the tenant's  
407 existing facilities, reflecting current usage patterns with an added allowance for future  
408 growth.

409

410 Chair Aspnes asked what process would be used to determine when, or if, the  
411 additional 22 charging stations would be brought online.

412  
413 Mr. McKinney explained that the decision to bring additional charging stations online  
414 would be driven by employee demand. He noted that if the existing stations are  
415 consistently full and employees express the need for more, the additional pre-wired  
416 stations could be activated.

417  
418 Chair Aspnes asked whether the employer has a formal process in place to monitor  
419 demand and determine when additional charging stations should be installed.

420  
421 Mr. McKinney stated that, based on his discussions, the employer has established  
422 processes for gathering employee feedback and making decisions about facilities.  
423 While he is not directly involved in those internal operations, he indicated that the  
424 organization appears to have a structured approach to assessing demand and  
425 determining when additional charging stations would be needed.

426  
427 Chair Aspnes expressed concern that, while the proposal includes infrastructure for  
428 additional charging stations, only eight would be installed initially, and the remaining  
429 22 may never be activated. She noted that although the electrical infrastructure would  
430 be in place, there is no requirement to ensure that those additional stations would be  
431 brought online, meaning the approval could effectively result in only eight active  
432 charging spaces.

433  
434 Mr. McKinney confirmed that the electrical infrastructure and capacity for the  
435 additional 22 charging stations would be installed upfront. He explained that the  
436 actual installation of those stations would occur later and would be driven by on-site  
437 demand.

438  
439 Chair Aspnes asked for confirmation that the necessary electrical capacity would be  
440 installed upfront, so that additional charging stations could be added later without  
441 requiring further upgrades or approvals.

442  
443 Mr. McKinney confirmed that the project would include the required electrical  
444 capacity up front, allowing additional charging stations to be added in the future  
445 without further major upgrades. He noted that meeting the full ordinance requirement  
446 would present significant technical and cost challenges, particularly related to  
447 electrical capacity and infrastructure, which could involve substantial expenses.

448  
449 Chair Aspnes asked whether it would be possible to install an additional transformer  
450 to support more charging capacity.

451

452 Mr. McKinney explained that installing an additional transformer would be extremely  
453 costly, likely in the hundreds of thousands of dollars. He noted that this level of  
454 expense raises significant concerns about the project's overall financial feasibility.

455  
456 Mr. Dan Gleason, representing the prospective tenant, explained that the facility will  
457 be an employee-focused operation and not open to the public. He noted that most  
458 employees who drive electric vehicles are expected to have home charging, meaning  
459 on-site charging would be a supplemental convenience rather than a primary need.

460  
461 Mr. Gleason stated that the tenant typically does not provide charging stations at its  
462 other facilities and initially did not believe they were necessary for this site. He  
463 emphasized that the facility's primary focus is supporting its medical operations,  
464 including managing electrical capacity for core functions. He added that while the  
465 parking supply is strong, actual usage may vary due to shift changes, and the  
466 proposed number of charging stations reflects anticipated employee demand rather  
467 than broader public use.

468  
469 Chair Aspnes asked Mr. Paschke whether the ordinance considered differences  
470 between retail uses, which tend to have more transient users, and private commercial  
471 or employee-based uses. She specifically inquired whether that distinction was  
472 discussed during the development of the ordinance.

473  
474 Mr. Paschke stated that the ordinance did not specifically distinguish between retail  
475 or transient uses and private, employee-based operations. He noted that, at the time  
476 the ordinance was developed between 2022 and 2023, there was limited data and few  
477 comparable examples available to guide the development of those distinctions.

478  
479 Mr. Paschke added that more information and case studies may now be available to  
480 help refine the ordinance, but researching and implementing those changes would  
481 take time.

482  
483 Chair Aspnes stated that when considering variance requests, she evaluates whether  
484 the outcome will improve, worsen, or have no impact. She noted that, in this case, the  
485 proposal would result in eight new charging stations where none currently exist,  
486 which she viewed as a positive outcome.

487  
488 Chair Aspnes added that there is also potential for 22 additional stations in the future  
489 if demand increases, further supporting the proposal's benefits compared to having no  
490 charging infrastructure at all.

491  
492 Chair Aspnes opened and closed public comment at approximately 7:09 p.m.

493  
494 Member Cyra reviewed the variance criteria and stated that he agreed the proposal is  
495 consistent with the comprehensive plan, represents a reasonable use of the property,

496 and would not alter the essential character of the locality. However, he expressed  
497 concern about the criteria related to alignment with the zoning ordinance's intent and  
498 the presence of unique circumstances.

499  
500 Member Cyra indicated that the ordinance is relatively recent and clearly established,  
501 and questioned whether it is appropriate for the variance board to apply it effectively.  
502 He suggested that revisiting or modifying the ordinance would be more appropriately  
503 handled by the Planning Commission and City Council. He also noted that, while  
504 denying the variance could delay the project, the City has the option to reevaluate or  
505 revise the ordinance through its formal legislative process.

506  
507 Member Campbell Jensen added that, based on information she reviewed on the City  
508 of Roseville website, the ordinance aligns with broader state-level actions. She noted  
509 that in March 2023, the Minnesota State Legislature approved adding EV charging  
510 requirements to the State Building Code for commercial and multifamily properties  
511 with on-site parking. She indicated that, at the time, additional guidance from the  
512 Minnesota Department of Labor and Industry was expected and suggested that more  
513 up-to-date information or research may now be available to help inform future  
514 decisions regarding EV charging requirements.

515  
516 Ms. Gundlach provided additional background, explaining that the City has been  
517 waiting for the Minnesota Department of Labor and Industry to release guidance on  
518 how EV charging requirements may be incorporated into the State Building Code.  
519 She noted that a Technical Advisory Committee has been convened to study the issue,  
520 but no final determinations have been made.

521  
522 Ms. Gundlach stated that any future recommendations from the state could be  
523 considered when the city revisits its ordinance, with the Planning Commission  
524 leading that review and staff providing technical support.

525  
526 **MOTION**  
527 **Member Aspnes moved, adoption of Variance Board Resolution No. 179**  
528 **(Attachment 5), entitled “A Table 1013.04-2. Minimum Number of Required**  
529 **Electric Vehicle Charging Stations (EVCS) and §1013.04D2D1 Regarding the**  
530 **Required Number of Electrical Vehicle Service Equipment (EVSE) Required for**  
531 **the 528-Stall Parking Lot Associated with the Proposed 125,400 Square Foot**  
532 **Medical Office, Research, and Laboratory Facility at 2700 Snelling Avenue**  
533 **(PF26-005).”**

534  
535 Chair Aspnes stated that both the applicant and staff presented a reasonable case for  
536 approving the variance, particularly given the unusually large size of the parking lot  
537 and the employee-based nature of the site. She indicated that requiring the full  
538 number of charging stations under the ordinance did not seem reasonable in this  
539 context and viewed the proposal for eight initial stations, with the potential for 22  
540 more, as a practical compromise and an improvement over having none.

541

542 Chair Aspnes noted that broader concerns about the ordinance should be addressed  
543 through future discussions with the Planning Commission and City Council, which  
544 would take time. She encouraged the applicant to remain responsive to employee  
545 demand and consider activating additional stations if needed.

546  
547 Chair Aspnes asked if there was a second to the motion. There was not a second.

548  
549 Ms. Gundlach stated that the motion failed for lack of a second. She noted that staff  
550 had recommended approval of the variance and that, if the Commission intends to  
551 deny the request, a motion should be made with clearly stated findings to support the  
552 denial for the record.

553  
554 **MOTION**  
555 **Member Cyra moved, seconded by Member Campbell Jensen, denying the**  
556 **variance (PF26-005).”**

557  
558 Member Cyra stated that his reason for moving to deny the variance was that he does  
559 not believe the request meets the five required criteria for approval.

560  
561 Chair Aspnes asked whether the motion for denial should include more specific  
562 findings, particularly identifying which criteria the request fails to meet.

563  
564 Mr. Paschke indicated that it would be appropriate to specify which criteria are not  
565 being met, so that the record clearly reflects the basis for denying the variance.

566  
567 Member Cyra elaborated that, in his view, the proposal does not meet specific  
568 variance criteria. He stated that, for the criterion related to unique circumstances, he  
569 does not believe the property qualifies, as it is a new development and is not  
570 constrained in a way that would prevent compliance with the code.

571  
572 Member Cyra also stated that the proposal does not align with the zoning ordinance's  
573 intent, noting that the ordinance clearly establishes requirements for electric vehicle  
574 charging infrastructure that the request does not meet.

575  
576 **Ayes: 2**  
577 **Nays: 1 (Aspnes)**  
578 **Motion carried.**

579  
580 Chair Aspnes stated that the variance board's decision is final unless an appeal is filed  
581 within 10 days. She explained that the applicant may submit an appeal, or any  
582 Roseville property owner may, and that it must be filed in writing with the City  
583 Manager by noon on April 13, 2026, to be heard by the City Council.

584  
585 **7. Adjourn**

586  
587 **MOTION**

588                    **Member Campbell Jensen, seconded by Member Cyra, to adjourn the meeting**  
589                    **at 7:20 p.m.**  
590  
591                    **Ayes: 3**  
592                    **Nays: 0**  
593                    **Motion carried.**

  
**REQUEST FOR BOARD ACTION**

Date: **5/6/2026**  
Item No.: **5.a.**

---

Department Approval

*Janice Gundlach*

Agenda Section

Public Hearing

---

**Item Description:** Request to allow a proposed front entry addition within the required minimum setback from the front property line and to increase the nonconforming impervious coverage at 1211 Josephine Road (PF26-006)

---

1  
2 **Application Information**

3 Applicant: Custom by Kuntz, LLC  
4 Property Owner: Chelsea Tupy  
5 Location: 1211 Josephine Road  
6 Application Submission: March 24, 2026  
7 City Action Deadline: May 23, 2026  
8 Zoning: Low Density Residential (LDR)  
9

10 **Background**

11 According to Ramsey County property data, the existing house was built in 1964 on a lot created in  
12 the Tilton Addition plat that same year, essentially splitting off the yard space belonging to the house  
13 immediately to the east of this new lot. The creation of these two lots in the Tilton Addition plat and the  
14 construction of both of these homes clearly predated any lot size, building setback, or impervious  
15 coverage regulations pertaining to shoreland properties that were established in 1975, so the lot area,  
16 the setback of the existing improvements from the ordinary high water level, and the impervious  
17 coverage are all legally nonconforming conditions on the property. As illustrated in the site plan included  
18 with this RVBA as Attachment 3, a small front entry addition is proposed which would encroach into the  
19 minimum required front yard setback and further add to the excess impervious coverage.  
20

21 Variance Analysis

- 22
- 23 • §1004.09(b) establishes a minimum front yard setback of 30 feet for structures in the Low  
24 Density Residential district. The purpose of this requirement is primarily aesthetic--to preserve a  
25 uniform arrangement of houses along the streets that serve them.
  - 26 • §1004.09(c)(2) limits impervious coverage to 25% of a residential parcel in the Shoreland  
27 Overlay District. The primary purpose of this provision is to minimize the impacts of storm water  
28 runoff on designated lakes.
  - 29 • §1012.03(f)(5) requires a minimum 50-foot ordinary high water level (OHWL) setback for  
30 structures on parcels abutting a General Development lake like Lake Owasso. Despite the  
31 proposed addition being on the front (or non-lake side) of the building, it is only slightly more  
32 than 50 feet from OHWL. This fact isn't strictly relevant to the case, but it serves to help illustrate  
the extent of the existing nonconformities on such a small shoreland lot.

33  
34 The enclosed portion of the proposed addition, extending to about 24.5 feet from the front property line,  
35 is small enough that it alone could be accommodated without a variance through Roseville's  
36 Administrative Deviation process, which is designed to allow small encroachments like this. Additionally,  
37 if the proposed roof extending farther toward the street were about four feet shorter than proposed, it

38 could also be allowed without a variance by virtue of the fact that the zoning code encourages open front  
39 porches by permitting them with a front yard setback of only 22 feet. But the requested variance is  
40 necessary because even the small area of the enclosed addition adds to the already  
41 nonconforming impervious coverage, increasing the coverage from 36.7% of the lot area to 37.2%, and  
42 such an increase can only be considered and approved through the variance process.

43  
44 Roseville's Shoreland Overlay District mandates a certain amount of shoreline restoration as a standard  
45 condition of a variance approval that "...allow[s] a structure to be located within the ordinary high water  
46 level setback or that allow[s] more impervious surface coverage than the standard..." In anticipation of  
47 this requirement, the applicant worked with City staff for several weeks prior to submitting the variance  
48 application, and a proposed shoreland restoration plan is included with this RVBA as part of  
49 Attachment 3. Because this is the first time the City will need to interpret and apply this shoreline  
50 restoration requirement, Planning Division staff shared the proposal with water quality professionals,  
51 both internally and at other public agencies, for their review and input. The feedback was broadly  
52 supportive of the plan as representing a meaningful step toward mitigating impacts on Lake  
53 Josephine. Most of these professionals further recognized that, while removal of the rip rap and  
54 inclusion of aquatic plants below OHWL would align more closely with a strict interpretation of  
55 "restoration," such measures could also cause further harm by compromising the integrity of the  
56 remainder of the rip rap that is contributing to shoreline stabilization.

57  
58 The Shoreland Overlay District also includes the requirement that the Minnesota DNR be notified and  
59 allowed to comment on variance applications. Accordingly, Planning Division staff notified the DNR's  
60 Area Hydrologist responsible for lakes in Roseville, who also indicated their support for the proposed  
61 restoration plan.

#### 62 Review of Variance Approval Requirements

63 Section 1009.04.C (Variances) of the City Code explains the purpose of a variance is "to permit  
64 adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or  
65 building that prevent the property from being used to the extent intended by the zoning." Given the  
66 existing conditions on the subject property, there is no location for even a modest home addition that  
67 would conform to all applicable setback requirements and not increase the impervious coverage on the  
68 property. The Planning Division finds that this collection of spatial constraints on the property represents  
69 a practical difficulty that the variance process is intended to relieve.

70  
71 Section 1009.04.C of the City Code also establishes a mandate that the Variance Board make five  
72 specific affirmative findings, as stated below, about a variance request as a prerequisite for approving  
73 the variance. Planning Division staff have reviewed the application and offer the following draft findings.  
74

- 75 1. *The proposal is consistent with the Comprehensive Plan.* Planning Division staff finds that the  
76 proposed addition is generally consistent with the Comprehensive Plan because it represents a  
77 standard improvement on a residential property and embodies the sort of continued investment  
78 promoted by the Comprehensive Plan's goals and policies for residential neighborhoods.
- 79 2. *The proposal is in harmony with the purposes and intent of the zoning ordinance.* Although the  
80 proposed front entry addition would be closer to the front property line than other homes along  
81 Josephine Road, most of the homes on the north side of the street are on much larger properties  
82 and situated as close to the shoreline as possible, which has resulted in most of the structures  
83 having front yard setbacks that are arbitrarily larger than the 30-foot standard. And while the  
84 proposed front entry addition would further increase the impervious coverage, the resulting  
85 coverage does not appear to be any greater than that of the several homes similarly situated on  
86 small lots. Planning Division staff finds the proposal does not meaningfully deviate from the  
87 purpose of the front yard setback and impervious coverage requirements.
- 88 3. *The proposal puts the subject property to use in a reasonable manner.* Planning Division staff  
89 finds the proposed front entry addition meaningfully improves the functionality of the home with  
90 about as much conformance with zoning standards as possible, and would thereby put the  
91 property to use in a reasonable manner.

- 92 4. *There are unique circumstances to the property which were not created by the landowner.*  
93 Planning Division staff finds the dramatically nonconforming lot area and the lack of alternative  
94 locations for an entry addition to be unique circumstances that were not created by the  
95 landowner.  
96 5. *The variance, if granted, will not alter the essential character of the locality.* Although the  
97 proposed front entry addition would stand significantly closer to the front property line than other  
98 houses in the area, the arrangement of the other homes around the shoreline has already  
99 created an environment of arbitrary front yard setbacks and Planning Division staff finds that the  
100 variance, if approved, would not negatively alter the character of the surrounding residential  
101 neighborhood.

102  
103 **Public Comment**

104 At the time this RVBA was prepared, Planning Division staff have not received any comments or  
105 questions about the proposed addition.

106  
107 **Staff Recommendation**

108 Adopt a resolution approving the requested variances to the minimum front yard setback and maximum  
109 impervious coverage at 1211 Josephine Road, based on the content of this RVBA, public input, and  
110 Variance Board deliberation, with the conditions that the applicant shall

- 111 a. Implement the proposed shoreline restoration plan, and;  
112 b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in  
113 place and functions as intended.

114  
115  
116 **Requested Planning Commission Action**

117 Adopt a resolution approving the requested variances to the minimum front yard setback and maximum  
118 impervious coverage at 1211 Josephine Road, based on the content of this RVBA, public input, and  
119 Variance Board deliberation, with the conditions that the applicant shall

- 120 a. Implement the proposed shoreline restoration plan, and;  
121 b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in  
122 place and functions as intended.

123  
124  
125 **Alternative Actions**

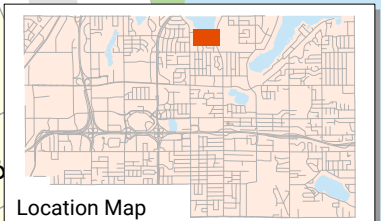
- 126 A. **Pass a motion to table the item for future action.** An action to table consideration of the  
127 variance request must be based on the need for additional information or further analysis to  
128 reach a decision on one or both aspects. Tabling may require extension of the action deadline  
129 established in Minn. Stat. 15.99 to avoid statutory approval.  
130 B. **Adopt a resolution denying the requested variances.** A denial must be supported by specific  
131 findings of fact based on the Variance Board's review of the application, applicable zoning  
132 regulations, and the public record.

133  
134 **Prepared by:** Bryan Lloyd, Senior Planner

- Attachments:**
1. Area Map
  2. Aerial Photo

3. Proposed Plans
4. Draft Resolution

# Attachment 1: Planning File 26-006



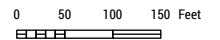
Prepared by:  
 Community Development Department  
 Printed: April 28, 2026



Site Location

**Data Sources**  
 \* Ramsey County GIS Base Map (3/4/2026)  
 For more information regarding the contents of  
 this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

**Disclaimer**  
 The maps provided by the City of Roseville are compilations of records, information and data  
 from various sources, and they are to be used for reference purposes only. The City does not  
 warrant or guarantee that the Geographic Information Systems (GIS) data or maps are complete,  
 current, or accurate. The data is offered "as is" and the City of Roseville does not represent that  
 the GIS data can be used or is accurate for legal, navigational, or any purposes requiring exacting  
 measurement of distance or direction or precision in the depiction of geographic features. Pursuant  
 to Minnesota Statutes, Section 466.03, Subdivision 21, the City of Roseville disclaims any liability  
 for claims based on alleged or actual inaccuracies in the GIS data or maps. For more information,  
 please contact 651-792-7044.



# Attachment 2: Planning File 26-006



# CONCEPTUAL PLAN

Made For:  
 Mr. Matt Kutz  
 1211 Josephine Road  
 Roseville, MN 55113

TOTAL LOT AREA TO ORDINARY HIGH WATER ELEVATION:  
 10,324 SQ. FT. OR 0.24 ACRES

IMPERVIOUS SURFACE:  
 EXISTING HOUSE: 1498 SQ. FT.  
 EXISTING DRIVEWAY: 880 SQ. FT.  
 EXISTING FRONT WALK: 222 SQ. FT.  
 EXISTING SHED: 81 SQ. FT.  
 EXISTING REAR CONC. STEPS: 68 SQ. FT.  
 EXISTING REAR CONC. PATIO: 163 SQ. FT.  
 EXISTING REAR ENCL. PORCH: 200 SQ. FT.  
 EXISTING REAR WOOD DECK: 674 SQ. FT.

TOTAL EXISTING IMPERVIOUS SURFACE:  
 (1498+880+222+81+68+163+200+674)=3786 SQ. FT.

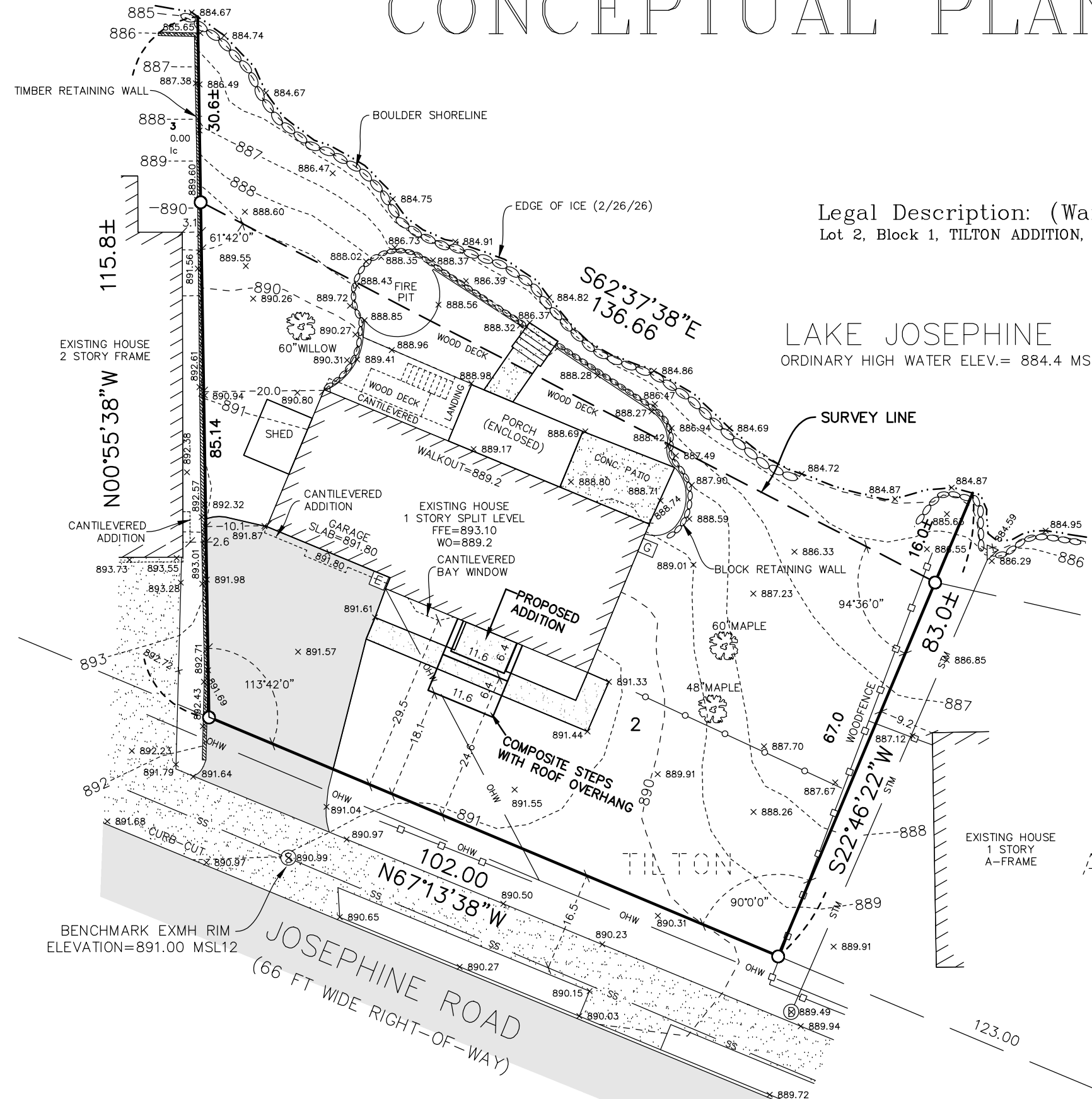
PERCENT EXISTING IMPERVIOUS SURFACE TO OHW:  
 (3786) / (10,324) X 100 = 36.7%

PROPOSED IMPERVIOUS SURFACE:  
 PROPOSED ADDITION + COMPOSITE STEPS:  
 58 ADDITIONAL SQ. FT.

TOTAL PROPOSED IMPERVIOUS SURFACE:  
 (3786+58)=3844  
 PERCENT PROPOSED IMPERVIOUS SURFACE:  
 (3844/10,324) X 100 = 37%

Legal Description: (Warranty Deed)  
 Lot 2, Block 1, TILTON ADDITION, Ramsey County, Minnesota

LAKE JOSEPHINE  
 ORDINARY HIGH WATER ELEV.= 884.4 MSL12



## NOTES

- Denotes 12 Inch Common Spike set with washer stamped RLS 60424 or as noted.
- Denotes Iron Monument found size, type, & R.L.S. as noted.
- ⊕ Denotes Power Pole
- Denotes Existing Spot Elevation
- 937--- Denotes Existing Contour
- Denotes Wood Fence
- ▨ Denotes Timber Retaining Wall
- ⓐ Denotes Gas Meter
- ⓔ Denotes Electric Meter
- Denotes Chain-Link Fence
- OHW— Denotes Overhead Utility wires
- Denotes Bituminous Surface
- ▨ Denotes Concrete Surface

BASIS OF BEARINGS: RAMSEY COUNTY

LOT AREA TO EDGE OF ICE: 10,324 SQ. FT. OR 0.24 ACRES  
 SITE ADDRESS: 1211 JOSEPHINE ROAD, ROSEVILLE MN 55113

SCALE  
 1 inch = 20 ft.

3/4 INCH  
 IRON PIPE

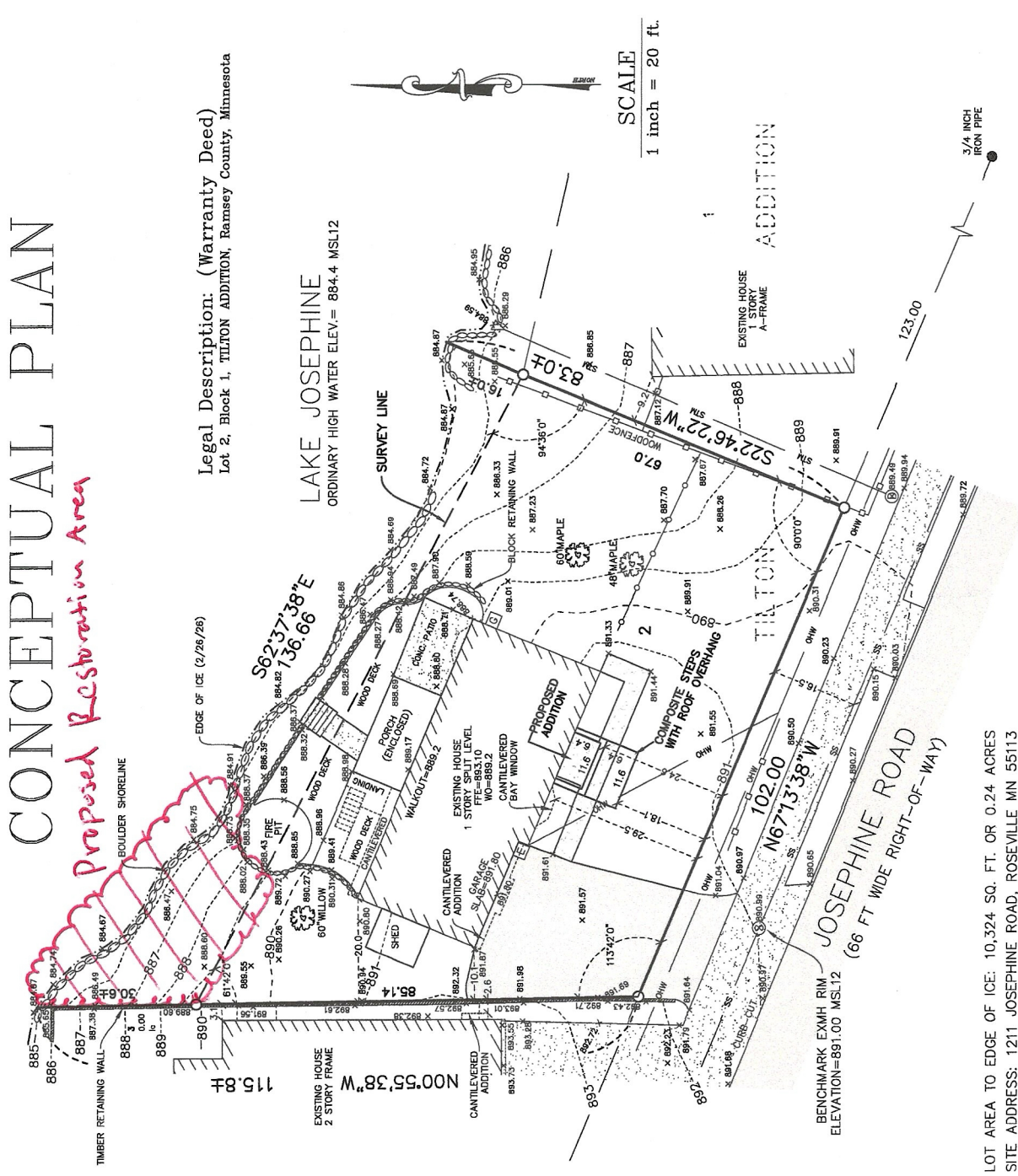
# CONCEPTUAL PLAN

*Proposed Restoration Area*

Made For:  
 Mr. Matt Kutz  
 1211 Josephine Road  
 Roseville, MN 55113

Legal Description: (Warranty Deed)  
 Lot 2, Block 1, TILTON ADDITION, Ramsey County, Minnesota

LAKE JOSEPHINE  
 ORDINARY HIGH WATER ELEV.= 884.4 MSL12



## NOTES

- Denotes 12 Inch Common Spike set with washer stamped RLS 60424 or as noted.
- Denotes Iron Monument found size, type, & R.L.S. as noted.
- ⊕ Denotes Power Pole
- 937--- Denotes Existing Spot Elevation
- Denotes Existing Contour
- Denotes Wood Fence
- Denotes Timber Retaining Wall
- [G] Denotes Gas Meter
- [E] Denotes Electric Meter
- Denotes Chain-Link Fence
- Denotes Overhead Utility wires
- [ ] Denotes Bituminous Surface
- [ ] Denotes Concrete Surface

BASIS OF BEARINGS: RAMSEY COUNTY

LOT AREA TO EDGE OF ICE: 10,324 SQ. FT. OR 0.24 ACRES  
 SITE ADDRESS: 1211 JOSEPHINE ROAD, ROSEVILLE MN 55113

SCALE  
 1 inch = 20 ft.




3/4 INCH IRON PIPE

1211 Josephine Restoration Plan

Plan Details:

Install erosion control blanket for soil retention. Plant 2 clump river birch, 13 red dogwoods, and 200 little bluestem, prairie dropseed, and blue grama native grasses. Spread native low growth seed in the dirt areas around the plants.



Plant Legend			
Symbol	Qty	Common	Botanical
	200	Little Bluestem	And mix in Prairie Dropseed, Blue Grama Plants
	13	Red Twig Dogwood	Cornus sericea 'Kelseyi'
	2	River Birch	Betula Nigra

**EXTRACT OF MINUTES OF MEETING OF THE  
VARIANCE BOARD OF THE CITY OF ROSEVILLE**

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the Variance Board of the City of Roseville, County of Ramsey, Minnesota was duly held on the 5th day of May 2026 at 5:30 p.m.

The following members were present: \_\_\_\_\_ and \_\_\_\_\_ were absent.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**VARIANCE BOARD RESOLUTION No. \_\_\_\_\_**

**RESOLUTION APPROVING VARIANCEs TO DIMENSIONAL AND IMPERVIOUS  
COVERAGE STANDARDS PERTAINING TO A HOME ADDITION AT 1211  
JOSEPHINE ROAD (PF26-006)**

WHEREAS, the subject property is in the Low-Density Residential (LDR) District, is within the Shoreland Overlay District, is assigned Ramsey County Property Identification Number 03-29-23-14-0009, and is legally described as Lot 2, Tilton Addition, Ramsey County, Minnesota;

WHEREAS, City Code §1004.09(b) requires a minimum 30-foot front yard (OHWL) setback for structures on parcels in the LDR district; and

WHEREAS, City Code §1004.09(c)(2) limits impervious coverage to 25% of a residential parcel in the Shoreland Overlay District; and

WHEREAS, Custom by Kuntz, LLC, representing the owner of the property at 1211 Josephine Road, has requested variances to said standard to allow proposed a front entry home addition; and

WHEREAS the proposed addition has an enclosed area, which would extend to as close as 24 feet from the front property line, and an open portion, which would extend to as close as 18 feet from the front property line; and

WHEREAS the proposed addition would increase the impervious coverage from 36.7% of the parcel area to 37.2% of the parcel area; and

WHEREAS, City Code §1009.04 (Variances) establishes the purpose of a variance is "to permit adjustment to the zoning regulations where there are practical difficulties applying to a parcel of land or building that prevent the property from being used to the extent intended by the zoning;" and

WHEREAS, the Variance Board has made the following findings:

- a. Given the existing conditions on the subject property, there is no location for a reasonable home addition that would conform to all applicable setback requirements and not increase the impervious coverage on the property. Therefore the collection of spatial constraints on the property represents a practical difficulty which the variance process is intended to relieve.
- b. The proposed home addition is generally consistent with the Comprehensive Plan because it represents a standard improvement on a residential property and embodies the sort of continued investment promoted by the Comprehensive Plan's goals and policies for residential neighborhoods.
- c. Although the proposed front entry addition would be closer to the front property line than other homes along the north side of the street and, while the proposed front entry addition would further increase the impervious coverage, the proposed addition is in harmony with the purposes and intent of the zoning ordinance because many nearby homes are on much larger properties and situated as close to the shoreline as possible so most of the structures have front yard setbacks that are arbitrarily larger than the 30-foot standard, and the resulting coverage does not appear to be any greater than that of the several homes similarly situated on small lots.
- d. The proposed front entry addition meaningfully improves the functionality of the home with about as much conformance with zoning standards as possible, and would thereby put the property to use in a reasonable manner.
- e. The dramatically nonconforming lot area and the lack of usable lot area between the OHWL setback and the sewer easement on the property are unique circumstances which were not created by the landowner.
- f. Although the proposed front entry addition would stand significantly closer to the front property line than other houses in the area, the arrangement of the other homes around the shoreline has already created an environment of arbitrary front yard setbacks and Planning Division staff finds that the variance, if approved, would not negatively alter the character of the surrounding residential neighborhood.

NOW THEREFORE BE IT RESOLVED by the Roseville Variance Board to approve the requested variances to allow the proposed home entry addition to encroach into the required front yard setback and increase the impervious coverage at 1211 Josephine Road, based on the content the public record, public input, and Variance Board deliberation, with the conditions that the applicant shall:

- a. Implement the proposed shoreline restoration plan: and
- b. Execute an Operations and Maintenance Agreement to ensure the restored area remains in place and functions as intended.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_; and \_\_\_\_ voted against the same.

WHEREUPON, said resolution was declared duly passed and adopted.

*Variance Board Resolution No. \_\_\_\_: 1211 Josephine Road (PF26-006)*

State of Minnesota    )  
                                  ) SS  
County of Ramsey    )

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 5th day of May 2026, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of May 2026.

\_\_\_\_\_  
Patrick Trudgeon, City Manager

SEAL