

Draft - City Council Agenda

Monday, May 16, 2016 6:00 p.m.

City Council Chambers

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(Times are	Approx	ximate – please note that items may be earlier or later than listed on the agen
6:00 p.m.	1.	Roll Call
		Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe
6:02 p.m.	2.	Pledge of Allegiance
6:05 p.m.	3.	Approve Agenda
6:07 p.m.	4.	Public Comment
6:12 p.m.	5.	Council and City Manager Communications, Reports and Announcements
•	6.	Recognitions, Donations and Communications
6:17 p.m.	7.	Approve Minutes
		a. Approve May 9 City Council Meeting Minutes
	8.	Approve Consent Agenda
	9.	Consider Items Removed from Consent
	10.	General Ordinances for Adoption
6:20 p.m.	11.	Presentations
		a. 2015 Audit Presentation
	12.	Public Hearing and Action Consideration
	13 .	Budget Items
6:40 p.m.	14.	Business Items (Action Items)
		a. Organizational Budget Priorities
8:00 p.m.	15.	Business Items – Presentations/Discussions
		a. Zoning Notification Policy
8:20 p.m.	16.	City Manager Future Agenda Review
8:25 p.m.	17.	Councilmember Initiated Items for Future Meetings
		Closed Session

Council Agenda - Page 2

1. Closed Session to Develop Potential Offer for Acquisition of 0 Cleveland Ave. (SE Corner of County Road B and Cleveland Ave.)

9:00 p.m. **Reconvene Open Session**

Summary of Discussion

9:10 p.m. **18. Adjourn**

Some Upcoming Public Meetings......

Wednesday	May 18	6:00 p.m.	Human Rights Commission
Monday	May 23	6:00 p.m.	City Council Meeting
Tuesday	May 24	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	May 25	6:00 p.m.	Economic Development Authority
Monday	May 30	-	City Offices Closed - Observation of Memorial Day
June			
Wednesday	Jun 1	6:30 p.m.	Planning Commission
Tuesday	Jun 7	6:30 p.m.	Parks & Recreation Commission
Thursday	Jun 9	6:30 p.m.	Community Engagement Commission
Monday	Jun 13	6:00 p.m.	City Council Meeting
Tuesday	Jun 14	6:30 p.m.	Finance Commission
Wednesday	Jun 15	6:00 p.m.	Human Rights Commission

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

REQUEST FOR COUNCIL ACTION

Date: 05/16/16 Item No.: 11.a

Department Approval

City Manager Approval

Item Description:

Receive the 2015 Audit Report and Financial Statements

BACKGROUND

- State Statute requires an annual presentation of the City's year-end financial report by an independent auditor. The purpose is to provide a forum for which an independent report can be made directly to 4
 - elected officials with regard to the City's financial operations.
- Matt Mayer, from the firm of BerganKDV, Ltd. will be present to provide an overview of the Annual Report, as well as the audit process and any required disclosures or findings.
- Staff will be available for any follow-up questions if necessary. 9

POLICY OBJECTIVE 10

The presentation of the annual report is required by State Statute. 11

FINANCIAL IMPACTS 12

Not applicable. 13

14 STAFF RECOMMENDATION

Staff recommends the Council formally accept the 2015 Audit Report and Financial Statements. 15

REQUESTED COUNCIL ACTION 16

Motion to accept the 2015 Annual Financial Report. 17

Prepared by: Jason Schirmacher, Assistant Finance Director

Attachments: A: 2015 Annual Financial Report & Auditor Reports.

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REQUEST FOR COUNCIL ACTION

	Date: 05/16/16 Item No.: 14.a
Department Approval	City Manager Approval
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Item Description: Discussion on the 2017 Budget	t Priorities
BACKGROUND Earlier this year, City Staff initiated the 2017 Budge priorities on an <u>organizational-wide</u> level. The purpos between our <i>citywide</i> priorities and the allocation of previous budget cycles where <i>departmental</i> prioritie followed by a process where some departmental prioritie were not.	se of this exercise was to strengthen the relationship financial resources. This approach is in contrast to es were identified independent of others. This was
The latter process was somewhat flawed in that it could departmental needs at the expense of citywide prioriti	-
After reviewing the City's mission statement, commute the 2016 policy priority planning document, the consideration as part of the 2017 Budget. The ideas w (in no particular order):	Department Head group generated 35 ideas for
 Crime Reduction / Safety Items Infrastructure Sustainability Human Capital Strategic Technology Initiative Addressing Demographic Change 	
Although somewhat entwined into the five priorities was added to ensure that it remains prominently featur overview of these items at the meeting.	

As part of the presentation, City staff will also discuss other factors that will impact the 2017 budget. Staff would also like to discuss the desire to do another budget response card in the July/August City

The City Council will be asked to review these organizational priorities and provide feedback and

guidance on whether they're consistent with the Council's aspirations and budgetary goals. This feedback

in turn, will be used to develop a City Manager Recommended Budget in July.

newsletter. A similar budget response card using 2016 budget numbers is included as Attachment A for your consideration.

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The following tentative budget calendar is also submitted for Council consideration.

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2016 Budget Calendar

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41	Discussion on Organizational Priorities	May 16, 2016
42	Present the City Manager Recommended Budget	July 18, 2016
43	Present the City Manager Recommended Budget to the Finance Co	ommission August 10, 2016
44	Joint Meeting with the Finance Commission	August 15, 2016
45	Preliminary Budget Hearing	August 22, 2016
46	Adopt the Preliminary Budget	September 12, 2016
47	Continue Discussions on the Budget	October 17, 2016
48	Review Water & Sewer Rates	November 14, 2016
49	Final Budget Hearing	November 28, 2016
50	Adopt the 2017 Water & Sewer Rates	November 28, 2016
51	Adopt the 2017 Final Budget	December 5, 2016

52 POLICY OBJECTIVE

Establishing a link between organizational-wide priorities and the budget process is consistent with industry-recommended practices, and demonstrates a commitment to transparency and accountability.

55 FINANCIAL IMPACTS

Not applicable.

57 STAFF RECOMMENDATION

Not applicable.

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9 REQUESTED COUNCIL ACTION

60 General comment and guidance on the proposed organizational priorities and budgetary goals.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Chris Miller, Finance Director (651) 792-7031

Attachments: A: Draft Budget Response Card

2017 Roseville Resident Budget Priorities Card

Attac	hm	ont	Λ

MPORTANT	: If you p
Ices	to Residents
Serv	Monthly Cost
	016 Budget

Name (print)

Property Address

Contact Phone Number					Email						
Please share you							f Roseville Bu				
Signature							Date				
Jighatare							oroviding your				
IMPORTANT: If you pro				•			le.com/buc	•	edba	ck	
City Services 2016 Budget Monthly Cost to Residents	Police Protection \$15.85 · \$7.16	\$13.81	Priblic Works (streets and initiastructure) \$8.18 Capital Replacement \$7.92	\$12.59	Administrative Services \$6.14 Total	Note: Based on the projected cost of a median-value home. Estimated market value of \$216,000.	bove is the median cost to taxpayers to receive City services based on the 2016 Budget. As the City begins planning for 2017, the City Council and Staff would like to hear what your priorities are for the 2017 budget.	There are several ways to contact the City to share your budget priorities:	 Detach, complete and return this postage-paid postcard by putting it in the mail or dropping it by City Hall 	 Complete the online Budget Feedback form located at www.cityofroseville.com/budgetfeedback 	 Email the City Council at city.council@cityofroseville.com (this email goes to all City Councilmembers)

We want to hear from you!

Call the City Council and City Manager (phone numbers are

listed on page 2 of this newsletter)



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Roseville Resident 8 Budget Priorities Card



Agenda Date: 05/16/2016

Para / Trusque

Agenda Item: 15.a

Department Approval

City Manager Approval

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Item Description:

Discuss Zoning Notification Task Force Policy

1 BACKGROUND

- 2 On Monday, April 25, 2016, the City Council directed the Community Development Department
- 3 to review the recommendations of the Zoning Notification Task Force (ZNTF) and return with a
- 4 framework for policy consideration.

5 STAFF REVIEW/COMMENT ON TASK FORCE RECOMMENDATIONS

- 6 After reviewing the findings in the report, Community Development staff suggests that the City
- 7 Council consider implementing a "Greater Notification" pilot project for five of the applications
- 8 that require public hearings.
- 9 The Community Development Department currently processes nine applications that require
- 10 public hearings before the Planning Commission/Variance Board: Comprehensive Plan Map
- 11 Change, Zoning Map Change, Comprehensive Plan Text Amendment, Zoning Code Text
- 12 Amendment, Interim Use, Conditional Use, Variance, Subdivision Plat, and Planned Unit
- Development. The Three Parcel Minor Subdivision also requires a public hearing, which is
- conducted before the City Council. Of these applications, staff suggests that the Greater
- Notification effort apply specifically to the five land use applications that require a developer
- open house: Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision
- 17 Plat, and Planned Unit Development. These applications require a developer open house due to
- 18 potential impact to the surrounding area.
- 19 Based on the findings of the Zoning Notification Task Force Report, Community Development
- 20 Staff recommend the following Greater Notification efforts as outlined below:

22 Open House Notices

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- As the City Council is aware, open house letters mailed by a developer/applicant vary greatly
- 24 and may not provide sufficient information to interested parties. Maps and illustrations that can
- assist citizens in understanding a proposal are not required, although the Planning Division has
- 26 attempted to include such map with the notification spreadsheet with limited success. The
- 27 Division has begun reviewing each notice to ensure additional project details are included and
- shared with property owners. In response to the ZNTF recommendations, the Planning Division
- 29 suggests staff assumes the responsibility of crafting and sending these notices. Such a process
- 30 would require a text amendment to the notification procedures in both the Zoning and
- 31 Subdivision Codes to give control of process to the Planning Staff. In so doing, the Planning

- 32 Division could better educate citizens about a project, the required approval process, the zoning
- or subdivision code requirements, and how citizens can obtain additional information.
- 34 Amending the Code to give the Planning Division full responsibility for creating the invitation,
- maps, and illustrations, and for mailing the open house notice, meeting notes, and public hearing
- 36 notice will produce a consistent process. The Planning Division is also anticipating moving
- away from postcard notices for the public hearing notification and going with letters, maps, and
- 38 illustrations. Attachment A includes the Planning Division's cost in crafting the developer open
- 39 house notice and other pertinent information it would mail.

40 Renter Notification

- 41 The Zoning Notification Task Force has recommended that the Planning Division increase its
- 42 notification mailing to include residential renters and those who lease commercial, office, and
- 43 industrial property. Community Development staff has information for purposes of notifying
- renters, but notification may significantly increase cost depending on the density of the
- 45 surrounding area. Attachment A includes an estimate of what this would cost.

46 Large Development Signs

- In the early 2000's the Planning Division adopted a policy that required the posting of small
- 48 signs in front/side yards for certain projects requiring formal recommendations by the Planning
- 49 Commission, Variance Board, or City Council. The sign policy included the installation of small
- 50 yard signs that included information of case number, type of action, and contact information.
- Due to advancements in technology, notification processes changed and staff eliminated the
- 52 policy.

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- Over the past year, the Planning Division has discussed the creation of a new larger sign that
- would be placed in the front yard of the five processes requiring an open house (Comprehensive
- Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and PUD). Attachment
- B is an illustration of the "proposed development" sign that the Planning Division would
- 57 recommend be used for such projects. This sign includes the Community Development
- 58 Department main number as the contact for additional information and details about the
- 59 proposed project.

Other Possibilities for Greater Notification:

- 1. Use the distribution lists that we have for Planning Commission agendas to send out the information about Public Hearings and Developer Open Houses
- 64 2. Publicize the public hearings through Nextdoor.com.
- 65 3. Place a display ad in the Roseville Review for the <u>Developer Open House</u> and place a display ad in the Roseville Review in addition to the Public Hearing Notice that appears in the <u>Legals</u> section.
- 68 4. Increase the radius of the mailing area.

69 EXTRAORDINARY NOTIFICATION

- 70 Regarding expanding the notification distance for those projects deemed "extraordinary," the
- 71 Planning Division agrees that in those cases where a project is required to complete an
- 72 Environmental Assessment Worksheet (EAW) or an Environmental Impact Statement (EIS),
- open house and/or the public hearing distance notice should be increased. Minnesota State

- Statutes 4410.4300 includes a wide variety of uses that that trigger a mandatory EAW. Of these,
- 75 the following are applications that Roseville most likely would encounter:
- 76 Industrial, commercial, and institutional facilities 300,000 square feet
- 77 Residential development 250 unattached units or 375 attached units
- 78 The ZNTF Report (included as Attachment C) identified extraordinary notification on a case-by-
- 79 case basis including:
- 80 1. Large draw projects and/or projects resulting in community wide impact;
- Significant traffic impact beyond the project's zoning notice area within 500 feet;
- 82 3. Nuisance level projects such as loud or persistent noise;
- 83 4. Negative image on the community caused by project
- 84 The Planning Division has concerns with language subjectivity when determining notification
- 85 distancing. Planning Division would suggest the Planning Commission and City Council
- 86 establish specific determinants such as the type of use, square footage of the building, number of
- 87 rental/owner units, or project location to trigger expanded notification and amend the zoning
- 88 code accordingly.

89 **BUDGET IMPLICATIONS**

- 90 Attachment A provides a cost comparison for "Greater Notification" to renters based on a recent
- 91 rezoning application.
- Prior to the creation of an official policy, Community Development Staff would like the City
- 93 Council to discuss and provide direction as to the degree of "Greater Notification" desired. Staff
- 94 recommends that whatever direction the Council decides to go that it be a pilot program through
- 95 the remainder of 2016 prior to amending notification language in City Code.

96 REQUESTED COUNCIL ACTION

- 97 Discuss and provide direction as to the degree of Greater Notification and Extraordinary
- 98 Notification for applications that require public hearings.

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Prepared by: Kari Collins, Interim Community Development Director/Thomas Paschke, City

Planner

Attachments: A: Notification Options and Cost

B: Proposed Development Sign

C: ZNTF Report

Notification Options and Costs

Greater Notification & Other Possibilities

- Open House Notices: Prepare and send, on a developer's behalf, the required Open House notification so correspondences have the necessary information. Staff will also use a letter rather than a postcard so more information can be included. Staff will also prepare and send the Open House Summary to Open House attendees.
- Renter Notification: Mail to residential and commercial renters.
- Large Development Sign: Erect a 4' x 8' sign on each property for which a public hearing will be held.
- Send information electronically to PC agenda list
- Publicize through Nextdoor.com
- Increase the mailing radius
- Use display ads in the Roseville Review in addition to "Legals" notice*

Land Use Applications	Developer Open House Invite & Summary	Mailed Notice to Property Owner
Comp Plan Map Change	Yes	Yes
Zoning Map Change	Yes	Yes
Interim Use	Yes	Yes
Subdivision/Plat (4 or more)	Yes	Yes
PUD	Yes	Yes
Conditional Use	No	Yes
Minor Subdivision	No	Yes
Variance	No	Yes
Comp Plan Text Amendment	No	No
Zoning Text Amendment	No	No

Cost Implications

To estimate the Greater Notification costs, staff used PF16-006, the rezoning application for 1415 County Road B. The mail list for this project using the current standard of a 500' radius included 71 property owners; 16 people attended the Developer Open House.

Notification Cost for PF16-006							
	Current	Greater Notification w/o renters	Greater Notification with renters**	Greater Notification with expanded radius and renters**			
Cost	\$260.92	\$618.28	\$1,195.96	\$1,414.04			
Mail list size	71	71	320	414			

Notes:

- -- The staff time is calculated using \$50/hour as an hourly rate, which is significantly lower than the 2016 Schedule rate of \$68.50/hour.
- -- Paper, printing, and postage is estimated to be \$.66 per piece for a letter and the estimated time to mail is calculated at 100 pieces per hour.
- -- The cost to install and remove a sign is estimated by Public Works to be \$200 per time. The cost to make the sign would come from the Planning Division budget and is not part of the Greater Notification cost.
- * The cost for a 3" x 3" ad in the *Roseville Review* is not included in the Greater Notification costs. It would be ~\$133 per time; with a monthly commitment the cost is ~\$88 per time.
- ** The estimate of commercial tenants will likely be higher because we haven't completed the database yet to verify the number of tenant spaces in all commercial properties. For example, the tenant spaces in the Roseville Professional Center at 2233 Hamline haven't yet been identified.



PROPOSED DEVELOPMENT

Contact the Community Development Department for more information at

651-792-7005

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASKFORCE REPORT

1 2	Date:	February 4, 2016	
3	To:	Community Engagement Commiss	sion
4 5	From:	Gary Grefenberg & Michelle Manl Commission Representatives on the	ke Joint Task Force on Zoning Notification
6	Re:	Final Joint Task Force Report to t	he Community Engagement & Planning Commissions
7 8 9		next Commission meeting on February	ng Notification is our recommendation for your review and approval \prime 11 $^{ ext{th}}$. Please feel free to call either of us if you have any question or
10 11		ould encourage you to review this doc e need to move through it expeditious	ument ahead of the meeting since our agenda is especially crowded y.
12	The att	tached report was approved unanimou	usly at its last Task Force meeting this past month.
13 14		February 11 th meeting Paul Bilotta, E se, City Planner, will be present to ansv	Director of the Community Development Department, and Thomas wer any of your questions.
15 16			or the Commission to adopt this report as presented. If we can do so on will consider adopting the same report at its March 2^{nd} meeting.
17 18 19 20 21	the Cor with th a prag	mmission's objectives and strategies and Planning Commission and Communimatic and comprehensive approach	t if adopted this report this report will go a long way towards fulfilling dopted in November 2014. Through a collaborative process working by Development staff over the past eight months, we have developed cowards making it easier for Roseville residents and businesses to sions as is their prerogative as Roseville citizens.
22 23 24 25 26 27	Novem That Do Zoning we ma	nber of 2014., as well as the commitme ecember we presented to the Council s Notification. If adopted by our Comm	y in fulfilling the Policies and Strategies the Commission approved in nts we made to the Council in our joint meeting the following month. our priorities for 2015, one of which included the Joint Task Force on ission and the City, we will have fulfilled some of the commitments cil, and have assisted in achieving the City's goals of being transparent
28 29 30	indicat	, c	s and strategies we approved in November 2014. (The check marks we now been met, in large part through this joint effort with the
31 32	The se		orce Report the approval of which we are recommending to the
33	Respec	ctfully submitted,	
34	Commi	issioner Gary Grefenberg	Commissioner Michelle Manke

612/418-4565

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615/645-6161

Attachment #1

Section 9 of the Commission's Adopted and Recommended Policies & Strategies

Adopted by the Community Engagement Commission unanimously on November 13, 2014

9) Improve the Notification Process

<u>9.1Policy:</u> The city should expand the notification area and methods for informing residents and businesses, including leased businesses, of developments that have greater impact and/or involve issues of probable concern to the broader community.

We recommend the City:

√ 9.1.a: The Council should form a joint task force of Community Engagement and Planning Commissioners, plus at-large members, to assess these notification recommendations and prepare a joint plan for both Commissions and for Council approval. Staff assistance shall be provided by the Planning Department.

The specific Task Force Strategic Recommendations under 9.1 are suggested for consideration by this joint task force as a starting point in their deliberations. For purposes of reference only these Task Force Recommendations are included in Attachment A.

- ✓ 9.1.b: Require notification for zoning proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses operating within 1500 feet of the proposal and solicit their input. Note that businesses operating includes not only the property owner but the business leasing said property. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.
 - a) Co-host (with the proper) informal public communications meetings in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.
 - b) Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.

COMMUNITY ENGAGEMENT COMMISSION MEETING 02-11-2016: ZONING NOTIFICATION TASKFORCE REPORT

<u>9.2 Policy:</u> The City should reassess the notification language and format so as to maximize understandability and convey their importance as official local governmental notices with potential impact upon the recipient's property and neighborhood. **Work Now in Progress**

Rationale: To assure that recipients understand what they are being notified of and the impact of any zoning change, variance, change in the zoning code, or related proposal, terms such as interim use permit, conditional use, variance, should not be relied upon to convey the intent of the notice, and every effort should be made to use language which is easily understood by a high school graduate.

▼ The City should engage renters, businesses both leased and owned, and non-single-family family homeowners as it does homeowners, in its notification procedures.

Attachment # 2

Joint Report on Zoning Notification Procedures & Policies

February 4, 2016

Task Force on Zoning Notification

A joint Task Force of the Roseville Community Engagement and Planning Commissions

Prepared for the Community Engagement Commission's review and approval at its February 11, 2016, meeting

Intent: The Reason for Formation of the Task Force on Zoning Notification

The City of Roseville staff, City Council and Boards & Commissions continuously seek to ensure that best practices are followed in all aspects of city government and administration. Inclusion, fairness and transparency are important tenets of this philosophy. From time to time, specific components of city procedures and policies may be reviewed to make certain that these tenets are being followed to the best ability of those accountable. Such reviews may result from the normal ongoing practice of self-examination; or they may result from requests, suggestions or other feedback from citizens, businesses, City commissions, or other parties who have an interest in city affairs.

Background: In 2014 the newly-established Community Engagement Commission included in its 2015 priorities a review of the City's zoning notification process, including the effectiveness of its communications with the general public. Later that year It asked the Planning Commission to join in this review, since that Commission plays a critical role in monitoring the City's zoning ordinance and making recommendations to the Council on zoning notification changes. Without presupposing that the existing zoning notification policies and procedures were in any way deficient, both Commissions felt that such a joint review would be reasonable and productive. In order to accomplish this, in October 2014 the Community Engagement Commission and the Planning Commission agreed to form a joint Task Force to review the City's zoning notification process.

In December 2014 the Roseville City Council approved the Community Engagement Commission's work plan which included authorization to form a joint task force with the Planning Commission on zoning notification. The purpose of this task force was to review the City's current zoning notification process and format so as to enable all those who may be affected by zoning and land use decisions, or who have legitimate interest in the effects of zoning and land use decisions, to be alerted that a change was being considered, and furthermore to have the opportunity for input into zoning deliberations and the decision process.

During the Task Force's deliberations staff clarified that the definition of notifications needed to include the Community Development Department's formal notification process for land use changes,

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- 122 Comprehensive Plan Map changes, Zoning Map changes, Interim Use, Conditional Use, Three Parcel
 123 Minor Subdivision, Variance, and projects that require specified types of environmental review.
- Several aspects of current notification practices, in particular the absence of notification to renters, had come under question as to their fulfillment of the aforementioned goals of inclusion, fairness and transparency. It was intended that a review would address any areas for improvement generally, and in these particular areas specifically:
 - Notification recipients should notification be expanded beyond property owners to include renters or other occupants of properties likely to be affected by zoning changes?
 - Notification geography should there be any project types that justify a notification of a greater radius, or differently determined geography, than in the current process?
 - Notification method(s) are there other means by which notification can occur, either in addition to and/or instead of current practices?
 - **Task Force Charge:** The Community Engagement Commission and the Planning Commission in October, 2014, jointly agreed to form a joint task force to review the City's zoning notification process. The task force will make recommendations for improving the effectiveness in communicating with Roseville businesses and residents impacted by zoning decisions. The Task Force recommendations will be transmitted to both Commissions.
 - **Joint Task Force Members:** from the Community Engagement Commission: Gary Grefenberg and Michelle Manke; from the Roseville Planning Commission: Michael Boguszewski and James Daire.
 - **City Staff Resources:** Paul Bilotta, Community Development Director; and Thomas Paschke, City Planner.
 - **Joint Task Force Process:** The Task Force met six times from May of 2015 to January 2016. It worked as an officially-noticed committee, under the authority of the two sponsoring Commissions, open to public attendance and input.
 - The following is its report on its findings and recommendations for consideration by its respective Commissions.

Policy & Strategic Recommendations:

1) **Policy: Renters**, both individual and businesses who lease their premises, will be included in the notification process in so far as feasible.

Recommended Strategies:

A. Now that Code Enforcement staff has created a data base of apartments units in Roseville as part of the rental licensing program, a notification can be mailed via US Post to each tenant's unit.

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- B. Staff has now created a database of all registered 1-4 unit rental properties in the City, so the City can address a mailing to the tenant's door for rental houses, duplexes, condominiums, etc. Rental properties that are not registered will not be able to be notified since they have not made themselves known to the City.
- C. Work in Progress: Housing and Economic Development staff is in the process of creating a database for all commercial/industrial spaces. An intern has been hired and is compiling a database of this commercial/industrial contact information.
 - Once staff has a reasonably reliable database upon this as well, it will be able to add in commercial/industrial tenants into the notification process.
- D. Fees: The Task Force has been informed that Planning staff will analyze the impact of these larger mailings and adjust application fees accordingly so that the increased notification is generally cost neutral to the City.

2) Policy: Zoning Notification

The Task Force discussed the types of zoning issues which could require extraordinary notification, that is, notification beyond Roseville's standard area of within 500 feet of the property proposed for zoning changes, which already exceeds the State requirement of 350 feet. It should be noted, however, that state law requires that cities notify property owners within 350 feet of proposed changes to the Comprehensive Plan or Zoning Notice. Thus currently the City of Roseville exceeds the state-mandated area for notification.

The Task Force concurred that some zoning changes would impact residences and businesses beyond a radius of 500 feet and as such would therefore require a larger radius for notification. The Task Force determined to designate this extended notification as Extraordinary Notification. These zoning changes are listed below

The Task Force reviewed a number of situations that may justify some sort of Extraordinary Notification as listed below:

- 1) significant environmental impact which could be defined as any project or public improvement requiring an Environmental Assessment Worksheet (EAW);
- 2) project's extraordinary size, volume, and mass;
- 3) project's large draw and/or community-wide impact
- 4) project's adjacency to school or park;
- 5) projects adjacency to public places of assembly;
- 6) significant traffic impact beyond the project's zoning notice area of within 500 feet;
- 7) nuisance-level projects such as loud and persistent noise, and

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8) negative image on the community caused by the project.

After further discussion by Task Force and staff, it was decided that three of the possible zoning changes listed above (# 5, #7, and #8) should be deleted since they were already covered by another proposed change (such as the installation of on-premises notification signage) or they were already covered by another category. In the end, it was decided that Extraordinary Notification should be utilized for proposals that would require an Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS). The Task Force recommended—and Staff agreed-- to also utilize some or all of the Extraordinary Notification processes on a case by case basis for issues that might have significant widespread community interest, such as a large update of the Comprehensive Plan.

Other proposed projects may also require extraordinary notification as determined by the Planning Commission or City Council.

Thus the Task Force unanimously agreed that the following zoning changes would require extraordinary notification beyond the current standard of 500 feet.

Recommended Strategies:

A. The following types of changes would require Extraordinary Notification of properties beyond 500 feet:

- 1) significant environmental impact which could be defined as any project or public improvement requiring an Environmental Assessment Worksheet (EAW);
 - a. project's extraordinary size, volume, and mass; and
 - b. project's large draw and/or wide impact beyond the standard notification area;
- 2) project's adjacency to school or park; and
- 3) significant traffic and parking impact beyond the project's current notification area of within 500 feet.

B. Notification procedures for EAW/EIS projects will be as follows:

- 1) Project would require a developer open house, even if the approval doesn't fall into the typical categories for a developer open house in the zoning/subdivision ordinance.
- 2) Neighborhood Association leaders will be notified for the neighborhood the project is contained in (or multiple neighborhood associations if there is more than one in close proximity).
- 3) If the use is on two or more streets, require a sign be posted on every street frontage

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TP:MB/GG: 02-04-2016

- 4) Post the public hearing notice into the Nextdoor neighborhood the project is located in and any Nextdoor neighborhood that is adjacent to the one it is in
- 5) In addition to the public hearing notice in the paper, take out a small advertisement in the official City newspaper in order to be more noticeable for the casual reader
- 6) Create a project web page to make it easier to track for the public
- 7) Leave the notification radius the same, but make sure to use the enhanced databases so that renters and commercial tenants can be notified
- 8) Post on City's social media outlets (Twitter, Facebook, SpeakUp, etc.)

3) Process

- A. It was noted that the cumulative impact of such changes could also be considered, as it is subject to consideration in the EAW process.
- B. As to which zoning proposal should receive Extraordinary Notification, there was consensus that it could be decided on a project by project basis.
- C. Staff should continue to use transparent and accessible language in drafting public hearing and Neighborhood Open House notices. Staff should also take on the additional responsibility of ensuring transparent and accessible language is used in drafting the notices for Neighborhood Open Houses which are now produced by the applicant.
 - If necessary notices should include explanations of terms used, and what these terms mean.
 - For example, a recent Neighborhood Open House Notice stated "A portion of the site is proposed to be rezoned from LDR-1 Low Density Residential to LDR-2 Low Density Residential." In situations such as this an explanation should be offered explaining the significance of the word change in designation. (See attached example of a recent Open House Notice.)
- D. Signage will also be used for the purposes of notifying residents, including renters, of proposed zoning and subdivision changes. Signage will be substantial in size (approximately 4' x 8') and placed so that it will draw attention and can be read from the public right of way.

Attachment: December 17, 2015 Open House Notice by Golden Valley Land Company

280 **Attachment** 281 to Joint Zoning Notification Report 282 283 **NEIGHBORHOOD OPEN HOUSE** 284 Thursday; December 17, 2015 6:00 - 8:00 pm 285 Council Chambers, Roseville City Hall 286 2660 Civic Center Drive 287 Roseville, MN 55113 288 289 290 Golden Valley Land Company is proposing a residential land development project for the 5.82 ac. vacant land 291 292 site that is located at WIIeaton Ave. and Dale St. N. (in the NW quadrant of County Road C and Dale St. N.). 293 The proposed project would be for 18 single family homes. A portion of the site is proposed to be rezoned from 294 I-DR-I Low Density Residential to LDR-2 Low Density Residential. The proposed project would extend the existing 295 Wheaton Ave. east to Dale St. N. 296 297 This open house meeting is an important source of feedback from nearby property owners, and is a required 298 step in the process of seeking City approval for the proposed zoning map change. A summary of the 299 comments and questions raised at the open house meeting will be submitted to the City as part of the formal 300 application. 301 If you cannot attend this open house meeting, and have questions about this project, please call or email the 302 developer per the contact information below. 303 304 Golden Valley Land Company 305 6001 Glenwood Ave. 306 Golden Valley, MN 55422 307 (763-213-3944; Matt Pavek) 308

(mattpavek@gmail.com)

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