

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 3/20/2017

Agenda Item: 7.d

Department Approval



City Manager Approval



Item Description: Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different, and provide input to guide the drafting of an updated ordinance (**PROJ-0042**)

BACKGROUND

The consultants from Kimley-Horn engaged to lead the update of Roseville's Subdivision Code have begun the process performing an in-depth review of our existing code, and by conducting research into how several other communities' subdivision codes are structured and what their strengths and shortcomings might be. With this information, the consultants, Mike Lamb and Leila Bunge, have developed an annotated outline of Roseville's existing code to identify what needs attention and make some initial suggestions regarding how an updated code might change. This annotated outline is included with this staff report as Exhibit A, and a memo detailing the consultants' background research is included as Exhibit B. A copy of the existing Subdivision Code is also included as a reference and identified as, Exhibit C.

PUBLIC COMMENT

The Planning Commission discussed the annotated outline at its March 1, 2017, meeting; draft minutes are included with this report as Exhibit D. In general, the Planning Commission was supportive of the bulk of the suggested changes identified in the annotated outline, which were geared toward modernizing language, cleaning up definitions, and removing infrastructure design details (which are essential to making such improvements but not necessarily at the subdivision phase of development) to another regulatory document. The Commission was also generally supportive of exploring how the park dedication process could contribute to Roseville's plans pertaining to bicycle and pedestrian infrastructure. Planning Commissioners were interested to know more about how easement requirements might address more than just drainage/utility easements (e.g., solar access easements, conservation easements, pathway easements, or others), despite the uncertainty about how other easements could be required if they were determined to be desirable. And Commissioners were generally uncomfortable with the idea of administrative subdivisions, as introduced in the annotated outline, although the Planning Commission remained open to considering a process for administrative approval of simple residential lot split applications that met a thorough list of qualifying criteria.

PLANNING DIVISION COMMENTS

Councilmembers will note that the annotated outline is somewhat sparse in comparison to other code amendment proposals that have come before them, and that is intentional. The consultants have recommended this approach to allow the Planning Commission and City Council to provide feedback about the general direction of the updated ordinance before significant time is invested in drafting new code language. The annotated outline has been updated by the consultants, based on feedback from the Planning Commission. The most notable among these updates pertain to adding greater detail about how administratively approved lot splits could work in conjunction with a broader system of subdivision processes, and to adding suggestions of how park dedication requirements could be used to advance the City's connectivity goals.

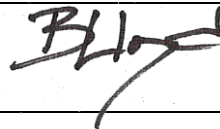
REQUESTED DISCUSSION

Mike Lamb will be facilitating this discussion about the annotated outline with the goal of solidifying a clear consensus of the desired nature of the updated subdivision code, which will guide the subsequent step of drafting new code language. The intent has been to develop a draft Subdivision Code to be presented to the Planning Commission at its April 5, 2017, meeting. Members of the Planning Commission noted, however, that the April 5 meeting will be the first meeting of two new Commissioners appointed by the City Council on March 13, and opined that the new Commissioners could be overwhelmed by the prospect of taking action on a major subdivision code update at their first meeting. If the public hearing were delayed until May 3, 2017, the City Council could still take action to adopt a new ordinance by May 22, which is in advance of the May 31, 2017, expiration of the interim ordinance prohibiting residential minor subdivisions.

Exhibits: A: Annotated Outline
 B: Case Studies Memo

C: Existing Subdivision Code
D: Draft 3/1/17 Planning Commission minutes
 & other public comment

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Title 11 - Subdivisions

CHAPTER 1101: GENERAL PROVISIONS

- 1101.01: Purpose and Jurisdiction
- 1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

- A. Purpose:
- B. Jurisdiction:

1101.02: DEFINITIONS:

1101.01 –

Outdated language in purpose statement, e.g. “disastrous disconnected patchwork of pattern”; “unified scheme of community interests”, etc.

SUGGESTION

Rewrite/edit purpose statement with updated language, remove outdated or poorly worded references and phrases.

1101.02 –

Definitions are outdated, somewhat inconsistent, and need updating, e.g. there are 12 definitions related to streets and roads but 51 references of various street facilities in the body of the code.

SUGGESTION

Decide which definitions should be used and which to be added/removed/edited (e.g. building setback/build to line, marginal access street, pedestrian way, protective covenants, roadway).

SUGGESTION

Reference to the Comp Plan in definitions. What about references to other plans and policies? E.g. 2008 Pathway Master Plan (see definitions section).

CHAPTER 1102: PLAT PROCEDURES

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

SUGGESTION

1102.01: PROCEDURE:

- A. Sketch Plan:
 - 1. Contents of Plans:
 - 2. Informal Consideration:
 - 3. Modifications:
- B. Developer Open House Meeting
 - 1. Purpose:
 - 2. Timing:
 - 3. Location:
 - 4. Invitations:
 - 5. Summary:
- C. Submission; Filing:
- D. Action by Planning Staff:
- E. Hearing by Planning Commission
 - 1. Hearing on the Preliminary Plat:
 - 2. Report of The Planning Commission:

1102.01 –

Might be helpful to include a flow chart to help the public and applicants understand the approval process.

Provide an administrative review process for minor subdivisions, which are defined as lot line adjustments, residential lot splits, minor plats. This could benefit the public by saving time and money on applications that do not need to go through the full public review process. The review process could include 4 categories:

1. Lot Line Adjustment
 - a. *Administrative review and approval. Submission requirements should be sketch-plan level of detail, as with existing code requirements.*
2. Residential Lot Split (1 lot divided into 2 parcels)
 - a. *Can be administratively approved if applicant satisfies checklist of information, e.g. preliminary assessment of storm water issues, no public improvements required, etc.*
3. Minor Plat
 - a. *Public hearing by Planning Commission, action by City Council. Limited to plats creating less than n lots (n might practically equal 4), cannot involve new public infrastructure, might involve rezoning and/or variance, does not require open house, allows combined prelim/final action by council).*
4. Plat
 - a. *Same as current code requirements.*

Option to include a checklist of conditions that must be met to apply for a minor subdivision (PC and Council can review and approve checklist).

RCA Exhibit A

F. Action By The City Council: (on preliminary plats)

G. Final Plat:

1. Final Plat Submission:

2. Required Changes Incorporated:

H. Approval and Recording:

1102.01 B – Open house seems overly detailed.

Refer to open house meeting requirements but reference application for details about specific meeting and reporting requirements.

1102.02 – Data requirements under review; maybe details are listed in application form instead of in the code.

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

A. Identification and Description:

SUGGESTION

B. Existing Conditions:

C. Subdivision Design Features:

Platting Not Required: Platting shall not be required when the subdivision constitutes a minor subdivision as defined in section 1102.01, provided the following conditions are met:

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

A. Recommendations by Planning Commission:

B. Tentative Approval:

C. Subsequent Approval:

D. Flooding:

(1) The lot or lots have frontage on an existing improved street and access to municipal services.

(2) The lot or lots to be divided are previously platted land.

(3) The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.

(4) The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.

(5) The division does not result in a split zoning classification on a single lot.

(6) The division does not result in the creation of a nonconforming structure or use.

1102.04: NECESSARY DATA FOR FINAL PLAT:

A. General:

B. Additional Delineation:

1102.05: ACCEPTANCE OF STREETS:

A. Approval of Plat or Annexation into City not Considered Acceptance:

B. Acceptance by Resolution of City Council:

1102.06: REQUIRED LAND IMPROVEMENTS:

A. Sewers:

B. Water Supply:

RCA Exhibit A

- C. Street Grading:
- D. Street Improvements:
- E. Off-Street Improvements:
- F. Pedestrian Ways:
- G. Public Utilities:

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

- A. Contract for Development:
- B. Improvements:
- C. Bond:
- D. Street Access to Improved Lots Required:

(7) No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, planning staff may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.

1102.06 (F) – Public Works Design Standards manual refers to sidewalks/trail ways but not pedestrian ways. Check for consistency in terms.

1102.07 – Reference Public Works Design Standards manual.

CHAPTER 1103: DESIGN STANDARDS

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrian Ways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

1103.02: STREETS:

- A. Right of Way:
- B. Horizontal Street Lines:
- C. Tangents:
- D. Center Line Gradients:
- E. Connecting Street Gradients:
- F. Minor Streets:
- G. Street Jogs:
- H. Intersections:
- I. Alleys:
- J. Half Streets:
- K. Reserved Strips:

1103.021: MINIMUM ROADWAY STANDARDS:

- A. Signage Requirements:
- B. Right-Of-Way Width:
- C. Cul-De-Sacs:

1103.02 Street Plan

Street plan and streets section needs better consistency of terms, standards, definitions, etc.

SUGGESTION

E.g. Street shall mean any highway, sidewalk, alley, avenue or other public way or grounds or public easements in the City.

(Source: City of Chaska)

1103.02 B - 1103.04 – Reference to street design and construction to be addressed by the Public Works Design Standards manual. Data requirements under review.

RCA Exhibit A

1103.03: ALLEYS AND PEDESTRIANWAYS:

A. Alleys:

B. Pedestrian Ways:

1103.04 – Only for drainage and utilities?

1103.04: EASEMENTS:

1103.05: BLOCK STANDARDS:

1103.05 – 1,800 ft. maximum block length seems excessive. Revise so design requirements fit into the existing street network and not specific dimensions.

1103.06: LOT STANDARDS:

1103.07: PARK DEDICATION:

A. Condition to Approval:

1103.06 – Should this be defined in zoning code only?

1103.07 – Park Dedication:

Park Dedication should function to support the broad goals, policies, and plans of the City - the Parks and Rec Master Plan, Pathways Master Plan, and other official plans/policies.

“....when a new building site is created in excess of one acre...”

SUGGESTION

In addition to land and/or cash dedication, consider how the code may support park, trail, and sidewalk connectivity by having an option for the applicant to provide a new trail or sidewalk improvement that connects to existing features and resources.

Park Dedication Fees: Park Dedication fees are set annually by resolution of the City Council as part of the fee schedule.

(Source: Parks and Rec Dept. Staff)

SUGGESTION

Procedure: To initiate the process, a full and complete packet of materials must be submitted to the Parks and Recreation Department a minimum of 25 calendar days prior to a scheduled Parks and Recreation Commission meeting. Packet to include a:

- Written description of the project
- Site location map
- Site plan of the project
- Proposed plan for a park if land was recommended as an option
- Proposed trail or sidewalk connection
- Proposed private space for public use

Parks and Recreation Commission will review the proposal and either request more information or make a recommendation to accept cash, land, or other improvements.

CHAPTER 1104: ADMINISTRATION AND ENFORCEMENT

- 1104.01: Inspection at Subdivider's Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

***1104.01** – Update language.
E.g. remove reference to city
staff salaries and reference a
fee schedule.*

1104.02: BUILDING PERMIT:

1104.03: OCCUPANCY PERMIT:

1104.04: PLATTING ALTERNATIVES:

- A. Common Wall Duplex Subdivision:
- B. Recombination:
- C. Consolidations:
- D. Corrections:
- E. Three Parcel Minor Subdivision:

***1104.05** – Review subdivision
variance process – applications
can have conflicting approvals
E.g. sometimes can be City
Council and Variance Board.*

SUGGESTION

***1104.06** – The owner, or agent
of the owner, of any parcel of
land located in a proposed
subdivision shall not transfer
ownership of such parcel before
a plat of said subdivision has
been approved by the city
council and has been filed with
the county recorder or registrar
of titles of Ramsey County.*

(Source: City of St. Paul)

1104.05: VARIANCES:

- A. Hardship:
- B. Procedure for Variances:

OTHER:

SUGGESTION

- *Tree preservation?*
- *Green infrastructure
dedication? (for trails,
open space, wetland
habitat, watershed
protection, etc.)*
- *Solar orientation?*

MEMORANDUM

To: Bryan Lloyd, City of Roseville
From: Mike Lamb and Leila Bunge
Kimley-Horn and Associates, Inc.
Date: February 23, 2017
Subject: Roseville Subdivision Code Update – Case Studies Memo

General Observations:

- **Cities that have similar subdivision process to Roseville:**
 - St. Louis Park
 - Shoreview
 - Maplewood
 - Richfield
 - Chaska
 - South St. Paul
 - Elk River
 - Victoria
 - Sun Prairie, WI
- **Cities that have a minor subdivision process:**
 - Minnetonka – Planning staff can approve for lot line adjustments only.
 - St. Paul - Planning staff can approve for lot splits and adjustments of common boundaries only.
 - Plano, TX – For minor subdivisions, which are subdivisions of four or fewer lots requiring no public improvements, may be approved by staff in a one step process. Minor plats can also be processed by staff for either residential or nonresidential subdivisions.
- **Cities that have a hybrid administrative/public review:**
 - Eden Prairie - Planning staff can review minor subdivisions but final approval/denial is with the City Council.
 - Minneapolis – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.
 - Middleton, WI – Planning staff can review minor subdivisions but final approval/denial is with the Plan Commission.

Case Studies - Interviewed

- **City of Elk River**
 - Most of their new subdivisions are in Planned Unit Developments so staff can adjust what each proposed subdivision does for setbacks, sidewalks, etc.
 - Staff reviews lot line adjustments, however; they don't do anything besides pull the document together for the County.

RCA Exhibit B

- Prior to approval of all plats, each application goes to the Parks Board for review. That is where staff requires trail connections and easements. If the trails are planned in the Park Master Plan, staff requires the developer to put in the trail then the City usually takes it over. Staff have difficulty requiring trails to be put in if it is not in the Trail Master Plan.
- The City also provides credits to businesses for preserving the trees on site through a tree preservation ordinance. If they choose to cut all trees down, then they are required to plant more trees.
- Subdivision code can be found here:
https://www.municode.com/library/mn/elk_river/codes/code_of_ordinances?nodeId=COOR_CH30LADERE_ARTVIZO_DIV5SURE_SDIINGE
- **City of Victoria**
 - The City does not have language directly related to sustainability but through the PUD chapter and park dedication, staff can guide development that is thoughtful. The City just rewrote the park dedication chapter found [here](#). It hasn't been codified yet.
 - Staff are in the middle of revising the PUD chapter but what they currently use can be found [here](#). 99% of recent development in the past 10 years has been using a PUD, which has allowed us to have a bit of control over conservation elements.
 - Subdivision code can be found here:
https://www.municode.com/library/mn/victoria/codes/code_of_ordinances?nodeId=PTIILADEOR_CH107SU
- **City of Minnetonka**
 - As far as subdivision requirements, Minnetonka does not have much for sustainability or sidewalk requirements. The only subdivision requirement of this type is the city does require a park dedication fee (\$5,000 per new unit) or land dedication (which is rarely used).
 - Other than that, the City obtains easements on properties to connect planned trail systems (based on the trail system in our comprehensive plan).
 - There is not much in the city code on sustainability. Personally, not speaking for the city of Minnetonka, I think it would be beneficial for communities to investigate incentives for builders or developers to use sustainable or green building techniques.
 - Subdivision code can be found here:
<https://eminnetonka.com/city-code>

Case Studies – Code Excerpts

- **Middleton, WI - Code Excerpts Related to Minor Subdivision Process**
 - Pre-application procedure - this includes an environmental assessment checklist
 - Plan Commission shall within ninety (90) days from the date submitted, approve, approve conditionally or reject the preliminary plat and when included, the development plan, based on its determination of conformance with the intent and provisions of this Ordinance, and all related plans and ordinances, and recommendations of appropriate City committees and commissions
 - Minor Subdivision Requirement: No person, firm or corporation shall divide any land located within the corporate limits of the City of Middleton or within the three (3) mile extraterritorial plat approval jurisdiction thereof which shall result in a minor

subdivision as defined by this Ordinance without first filing an application and a certified survey map for approval by the Plan Commission (and the Common Council when dedication of land is involved), and subsequently recording said map with the Dane County Register of Deeds. The certified survey map shall comply fully with Wis. Stat. s. 236.34 and with all applicable requirements of this Ordinance.

- Subdivision code can be found here:
- <http://www.ci.middleton.wi.us/DocumentCenter/View/29>

- **Sun Prairie, WI – Code Excerpts Related to Plan Commission Role, RLS procedure, Conceptual Plats**

- **Conceptual Plat** - Before submitting a preliminary plat for approval, the subdivider may prepare, at their option, a conceptual plat and submit it to the city for nonbinding review and comments
- **Plan Commission grants variances for subdivisions.** The plan commission shall recommend approval or conditional approval of the plat to the city council or shall reject the plat.
- **Recording a Plat or Certified Survey.** Certified surveys, approved by the common council of the city, must be recorded together with the adopting resolution, with the Dane County register of deeds within six months after the date of the last approval and within twenty-four (24) months after the date of the first approval.
- General Requirements.
 1. All design files shall be on the coordinate system and vertical datum currently specified by the city of Sun Prairie.
 2. All surveys shall be prepared by or under the direct supervision of a Wisconsin Registered Land Surveyor (RLS) and a letter certifying such, which is signed by the RLS, shall accompany all survey data transmittals.
 3. Surveyed locations on at least two section corners, to which the plat is tied, must be provided. Include both record and measured distances and bearings through two monumented points on the plat boundary.
- Roadway naming, lot setbacks, landscaping/buffers, wetlands, floodplains requirements are all referenced in other places in the code.
- Subdivision code can be found here:
https://www.municode.com/library/wi/sun_prairie/codes/code_of_ordinances?nodeId=COOR_TIT16SU

- **Plano, TX – Code Excerpts Related to Minor Subdivision Process**

- Minor Subdivision Approval Process - The ordinance provides a one step process for minor plats. A minor plat is defined as a subdivision of four or fewer lots not requiring any public improvements. Minor plats can be processed for either residential or nonresidential subdivisions. Minor plats can be approved by staff without any action by the Planning & Zoning Commission.
- Subdivision code can be found here:
<http://www.plano.gov/DocumentCenter/View/1319>

- **St. Paul, MN - Code Excerpts Related to When Platting is Not Required**

- Platting shall not be required when the subdivision constitutes a lot split or adjustment of common boundaries as defined in section 69.200
- Sec. 69.304. - Approval of lot splits and adjustments of common boundaries.

- Lot splits and adjustments of common boundaries are permitted without platting, provided the following conditions are met:
 - The lot or lots have frontage on an existing improved street and access to municipal services.
 - The lot or lots to be divided are previously platted land.
 - The lot or lots meet the minimum standards for lot width and area for the zoning district in which they are located.
 - The division of the lots shall not cause a remaining part of a lot to become a separately described tract which does not meet the minimum standards of the zoning district in which it is located or which does not have street frontage and access to municipal services.
 - The division does not result in a split zoning classification on a single lot.
 - The division does not result in the creation of a nonconforming structure or use.
 - No lot shall be created where the building pad area for the principal structure has an existing slope steeper than eighteen (18) percent or where a driveway steeper than twenty (20) percent is required to reach the building site. However, the planning administrator may approve the creation of a steeper lot, as an exception to this regulation, where the steeper lot is specifically consistent with a city-approved neighborhood plan or redevelopment project.
- Subdivision code can be found here:
https://www.municode.com/library/mn/st._paul/codes/code_of_ordinances?nodeId=PTIILECO_TITVIIIIZOCO_CH69ZOCOUBRE
- **Minneapolis, MN - Code Excerpts Related to Minor Subdivisions**
 - In applications for minor subdivision, the application procedure for plats and registered land surveys is waived and the requirements of this section shall apply.
 - (1) *Submission of application.* City staff shall review the complete application for conformance to Minnesota Statutes, the Minneapolis City Charter, the Minneapolis Code of Ordinances and these land subdivision regulations. Staff will advise the subdivider of changes, if any, required to bring the subdivision into conformance.
 - (2) *Public hearing.* The planning commission shall hold a public hearing on the application, as revised by the subdivider, if at all, in response to staff review. Following the hearing, the planning commission shall make its findings and decision to approve or disapprove the minor subdivision.
 - Subdivision code can be found here:
https://www.municode.com/library/mn/minneapolis/codes/code_of_ordinances?nodeId=MICOOR_TIT22LASU
- **Ankeny, IA – Code Excerpts Related to Lot Standards and Sidewalks**
 - **Design Standards for Lots:** Size, width, depth, shape and orientation of lots may be appropriate for the use of passive and active solar applications and for the locations, type and use of the development; consideration should be given to locating lots to allow buildable sites on each lot which will not encroach into the 100-year flood line.
 - **Park Dedication Fees:** Special Fund. All payments in lieu of park land collected by the City shall be deposited in a special fund to be known and designated as Special Fund for the Acquisition and Development of Park and Recreational Facilities and such funds shall

be used for such purposes and at such places and in such manner as shall be determined and directed by the City following recommendations by the Park Board, after consultation with the subdivider or developer, and which shall be consistent with the intent of paragraph C of this subsection; and authorization for creation of said fund is granted. Any and all interest accumulated upon such funds shall be added to the special fund and be used only for acquisition and development of parks and recreational areas.

- **Sidewalks:** Sidewalks shall be constructed on both sides of all streets being dedicated for public use. The sidewalks shall be a minimum of four feet in width and have a minimum thickness of four inches and shall be constructed of Portland cement in accordance with designs and specifications approved by the Council.
- Subdivision code can be found here:
http://www.amlegal.com/codes/client/ankeny_ia/

- **W. Des Moines, IA – Code Excerpts Related to Park Dedication for Trails/ Sidewalks**

- **Dedicate Land for Park And Recreational Purposes:** All persons making a development application shall dedicate to the city, within the land covered by the development application, land for park and recreational purposes sufficient to meet the requirements of this section.
- In each tract of land covered by a development application, there shall be reserved and dedicated to public use two and thirty-nine hundredths (2.39) acres of land for park purposes and three and seventy six hundredths (3.76) acres of land for greenway use for each one thousand (1,000) people, based upon the projected population of the completed development application as calculated in accord with this section. For purposes of this chapter, property subject to a horizontal property condominium regime under Iowa Code chapter 499B shall be treated as single-family detached. Such dedication shall be prorated to the amount indicated by the projected population to the nearest one thousand (1,000) square feet of land to be dedicated, but in any event, no dedication of either park or greenway space shall contain a total for combined park and greenway usage less than ten thousand (10,000) square feet of land to be dedicated.
- For purposes of this section, population in the completed area covered by the development application will be determined by multiplying the number of housing units projected in the area covered by the development application for each use category times the anticipated average per unit as given below. The quantity calculated for each residential type shall be added together and the sum shall be the projected population for purposes of the development application. For the purposes of this chapter the following population estimates per residential type will be used:
 - Single-family detached: 2.90 people.
 - Single-family attached: 1.63 people.
 - Multi-family unit: 1.73 people.
- **Sidewalks**
 - The intent and purpose of this section is to establish the regulations regarding the installation of public sidewalks and pathways in the city to ensure the orderly and harmonious development of a citywide sidewalk system in existing and new developments in such a manner as to provide a comprehensive sidewalk system that will safeguard the public's health, safety and general welfare.
 - Notwithstanding any other provisions of this code, all dwellings, nonresidential buildings and uses, whether occupied or unoccupied, shall have, after adoption

RCA Exhibit B

of this ordinance, a permanent sidewalk built for the entire width and/or length of the lot or lots upon which the dwelling, nonresidential building or use is located, and the sidewalk(s) shall be built for the entire width and/or length of all sides of any lot or lots which abut a public street.

- Subdivision code can be found here:
http://www.sterlingcodifiers.com/codebook/index.php?book_id=568

**TITLE 11
SUBDIVISIONS**

CHAPTER 1101 GENERAL PROVISIONS

SECTION:

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: PURPOSE AND JURISDICTION:

- A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.
- B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)

1101.02: DEFINITIONS:

For the purpose of this Title, certain words and terms are defined as follows:

ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)

BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)

BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.

COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.

COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.

CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.

DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.

EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)

EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)

FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.

LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.

MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.

MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.

OWNER: Includes the plural as well as the singular, and includes any person.

PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be used by pedestrians and for the installment of utility lines.

PLANNING COMMISSION: The Planning Commission of the City.

PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.

PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)

ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)

STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)

STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)

STREET WIDTH: The shortest distance between curb lines or edge of pavement.

SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.

THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)

CHAPTER 1102

PLAT PROCEDURES

SECTION:

- 1102.01: Procedure
- 1102.02: Necessary Data for Preliminary Plat
- 1102.03: Requirements Governing Approval of Preliminary Plat
- 1102.04: Necessary Data for Final Plat
- 1102.05: Acceptance of Streets
- 1102.06: Required Land Improvements
- 1102.07: Arrangements for Improvements

1102.01: PROCEDURE:

Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:

A. Sketch Plan:

1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.
2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.
3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)

B. Developer Open House Meeting

1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a

meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.

4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:

This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.

5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.
- C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be considered, together with the filing fee and an abstractor's certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)
 - D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)
 - E. Hearing by Planning Commission:
 1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.
 2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
 - F. Action By The City Council: (on preliminary plats)
 1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.

1176, 11-25-1996)
RCA Exhibit C 2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

G. Final Plat:

1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)

2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)

H. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:

In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:

A. Identification and Description:

1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.
2. Location by township, section, town or range or by other legal description.
3. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.
4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.
5. North point (designated as true north).
6. Date of preparation.

B. Existing Conditions:

1. Boundary line of proposed subdivision clearly indicated.
2. Existing zoning classification.
3. Total approximate acreage in said plan.
4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.
5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and

hydrants shall also be shown.

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6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)
 7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.
 - C. Subdivision Design Features:
 1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.
 2. Location and widths of alleys, pedestrian ways and utility easements.
 3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.
 4. Approximate center line gradients of streets and alleys, if any.
 5. Location, size and approximate gradient of sewer lines.
 6. Layout, numbers and typical dimensions of lots to the nearest foot.
 7. Minimum front and side street building setback lines indicating dimensions of same.
 8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres. (Ord. 216, 7-5-1956)

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

- A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.
- B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.
- C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.
- D. Flooding; Poor Drainage: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)

1102.04: NECESSARY DATA FOR FINAL PLAT:

- A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.
- B. Additional Delineation:
 1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.

- RCA Exhibit C**
2. An identification system for all lots and blocks.
 3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.
 4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
 5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
 6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.
 7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.
 8. Certification by a registered land surveyor to the effect that the plat represents a survey made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
 9. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
 10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.
 11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)
 13. Form for approval by County authorities as required. (Ord. 245, 5-10-58)

1102.05: ACCEPTANCE OF STREETS:

- A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
- B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)

1102.06: REQUIRED LAND IMPROVEMENTS:
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No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)

A. Sewers:

1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.
2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.
3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.
4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.

B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.

C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)

Street Improvements¹:

1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.
3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the City.
4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.
5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.
6. All curb corners shall have a radii of not less than 15 feet, except at collector and

¹ See also Chapters 703 and 704 of this Code.

marginal access streets where they shall be not less than 25 feet.

RCA Exhibit C. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)

E. Off-Street Improvements:

1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.

2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.

3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.

4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)

F. Pedestrianways¹: Pedestrianways installed or required by the City Council, shall be constructed according to specifications approved by the Public Works Director. (1995 Code)

G. Public Utilities:

1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.

2. The City Council may waive the requirements of underground services as set forth in subsections 1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26-69)

1102.07: ARRANGEMENTS FOR IMPROVEMENTS:

- A. Contract for Development: Prior to the acceptance of the final plat, the owner or subdivider shall enter into a contract for development of new subdivisions with the City. In conjunction with this contract, the owner or subdivider shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements or one and one-fourth (1 1/4) times the actual bid. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.

¹ See also Chapter 704 of this Code.

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- B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a registered professional engineer and approved by the Public Works Director and in accordance with applicable City standards and requirements.
 - C. Bond: The owner or subdivider shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees and other incidental expenses in connection with the making of said improvements listed in Section 1102.06. In the event of a cash deposit, any balance remaining shall be refunded to the owner or subdivider after payment of all costs and expenses to the City have been paid.
 - D. Street Access to Improved Lots Required: It is not the intent of this Section to require the owner or subdivider to develop the entire plat at the same time making all the required improvements, but building permits will not be granted except as to lots having access to streets on which the required improvements have been made or arranged for by cash deposit or bond as herein provided. (1990 Code)

CHAPTER 1103 DESIGN STANDARDS

SECTION:

- 1103.01: Street Plan
- 1103.02: Streets
- 1103.021: Minimum Roadway Standards
- 1103.03: Alleys and Pedestrianways
- 1103.04: Easements
- 1103.05: Block Standards
- 1103.06: Lot Standards
- 1103.07: Park Dedication

1103.01: STREET PLAN:

The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan, the approved standard street sections, and plates of applicable chapters, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to runoff of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served. (Ord. 216, 7-5-1956)

1103.02: STREETS:

- A. Right of Way: All rights of way shall conform to the following minimum dimensions:
 - Collector streets 66 feet
 - Local streets 60 feet
 - Marginal access streets 50 feet(1995 Code)
- B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:
 - Collector streets 300 feet
 - Minor streets 150 feet
- C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.
- D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:
 - Collector streets 4 %
 - Minor streets 6 %
- E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.
- F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.
- G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.

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- H. Intersections: It must be evidenced that all street intersections and confluences encourage safe and efficient traffic flow.
 - I. Alleys: Alleys are not permitted in residential areas unless deemed necessary by the City Council.
 - J. Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. In cases where the entire right of way has been dedicated to the public but the property of the owner and subdivider is located on one side of such street, the owner and subdivider shall be required to grade the entire street in accordance with the plans to be approved by the Public Works Director under the provisions of Section 1102.07, but the owner and subdivider shall only be required to deposit payment for one-half of the Public Works Director's estimated costs of the improvements required under this Title. Building permits shall be denied for lots on the side of the street where the property is owned by persons who have not entered into an agreement with the City for the installation of the improvements required under this Chapter.
 - K. Reserved Strips: Reserved strips controlling access to streets are prohibited. (Ord. 216, 7-5-1956; amd. 1995 Code) (Ord. 1358, 1-28-2008)

1103.021: MINIMUM ROADWAY STANDARDS:

The following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential streets must be constructed to a width of 32 feet from the face of curb to face of curb. In cases where this width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no street shall be constructed to a width less than 24 feet. In order to preserve the minimum clear width, parking must be restricted according to subsection A of this Section.

- A. Signage Requirements: "No parking" signs shall be installed in accordance to the following:
 - 32 feet Parking permitted on both sides of the street (no signs needed).
 - 26-32 feet No parking on one side of the street (signs on one side).
 - 24-26 feet No parking on both sides of the street (signs on both sides).
- B. Right-Of-Way Width: For City streets, the right of way shall be in accordance with Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County right-of-way plan.
State highways must comply with the Minnesota State Highway Department right-of-way plans.
- C. Cul-De-Sacs: If there is not a looped road system provided and the street is greater than 200 feet in length, an approved turnaround shall be constructed.
 - 1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.
 - 2. Right-Of-Way: Cul-de-sac right-of-way shall extend at least 10 feet outside of the proposed back of curb.
 - 3. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 100 feet.
 - 4. Alternatives to the Standard Design: An alternative to the standard design, to accommodate unusual conditions, may be considered by the Public Works Director and shall be brought to the City Council for approval based on the Public Works Director's recommendation.
 - 5. Islands: As an option, a landscaped island may be constructed in a cul-de-sac terminus. A minimum clear distance of 24 feet shall be required between the island and the outer curb. No physical barriers which would impede the movement of emergency

RCA Exhibit C vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-sac terminus with a landscaped island unless reviewed and recommended for approval by the Fire Marshal. (Ord. 1358, 1-28-2008)

1103.03: ALLEYS AND PEDESTRIANWAYS:

- A. Alleys: Where permitted by the City Council, alley rights of way shall be at least twenty (20) feet wide in residential areas and at least twenty four (24) feet wide in commercial areas. The City Council may require alleys in commercial areas where adequate off-street loading space is not available.
- B. Pedestrianways: Pedestrian rights of way shall be at least twenty (20) feet wide. (Ord. 216, 7-5-1956; amd. 1995 Code)

1103.04: EASEMENTS:

- A. Easements at least a total of twelve (12) feet wide, centered on rear and side yard lot lines, shall be provided for drainage and utilities where necessary. They shall have continuity of alignment from block to block, and at deflection points easements for pole line anchors shall be provided.
- B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right of way conforming substantially with the lines of such water courses, together with such further width or construction or both as will be adequate for the storm water drainage of the area. (Ord. 216, 7-5-1956)
- C. All drainage easements shall be so identified on the plat and shall be graded and sodded in accordance with Section 1102.06. (1990 Code)

1103.05: BLOCK STANDARDS:

- A. The maximum length of blocks shall be one thousand eight hundred (1,800) feet. Blocks over nine hundred (900) feet long may require pedestrianways at their approximate centers. The use of additional access ways to schools, parks or other destinations may be required by the City Council.
- B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public open space areas.
- C. Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.
- D. Where a subdivision borders upon a railroad or limited access highway right of way, a street may be required approximately parallel to, and at a distance suitable for, the appropriate use of the intervening land as for park purposes in residential districts or for parking, commercial or industrial purposes in appropriate districts. Such distances shall be determined with due regard for the requirements of approach grades and possible features grade separations. (Ord. 216, 7-5-1956)

1103.06: LOT STANDARDS:

- A. The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments shall be:
 - 1. Eighty five (85) feet wide at the established building setback line and on outside street curvatures.
 - 2. Not less than one hundred ten (110) feet in minimum depth.

- RCA Exhibit C**
3. Not less than eleven thousand (11,000) square feet in area.
- The minimum corner lot dimensions for single-family detached dwelling developments where permitted under the Zoning Code shall be:
1. One hundred (100) feet wide at the established building setback line.
 2. Not less than one hundred (100) feet in depth.
 3. Not less than twelve thousand five hundred (12,500) square feet.
- C. The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.
- D. Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.
- E. Streets.
1. Public Streets: See Section 1103.021.
 2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:
 - a. Are not gated or otherwise restrict the flow of traffic;
 - b. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and
 - c. Meet the minimum design standards for private roadways as set forward in Section 1103.021.
- (Ord. 1359, 1-282-2008)
- F. Side lines of lots shall be at right angles or radial to the street line. (Ord. 1359, 1-28-2008)
- G. Double frontage lots shall not be permitted, except:
1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
 2. Where topographic or other conditions render subdividing otherwise unreasonable.
- Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)
- H. Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.
- I. In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)
- J. Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)
- K. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)

1103.07: PARK DEDICATION:

- A. Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The

RCA Exhibit C Commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.

- B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas.
- C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including drainage, does not qualify as park dedication.
- D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)
- E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville.
(Ord. 1278, 02/24/03)

CHAPTER 1104

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 1104.01: Inspection at Subdivider's Expense
- 1104.02: Building Permit
- 1104.03: Occupancy Permit
- 1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)
- 1104.05: Variances
- 1104.06: Record of Plats

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or subdivider in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)

1104.02: BUILDING PERMIT:

No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)

1104.03: OCCUPANCY PERMIT:

No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)

1104.04: PLATTING ALTERNATIVES:

The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):

- A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify

- the approval of the subdivision.
- RCA Exhibit C** Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.
- C. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.
- D. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.
- E. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008)

1104.05: VARIANCES:

- A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.
- B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

1104.06: RECORD OF PLATS:

All such plats of subdivisions after the same have been submitted and approved as provided in this Title shall be filed and kept by the City Manager among the records of the City. (Ord. 216, 7-5-1956)

ORDINANCE NO. 1501

AN ORDINANCE AMENDING TITLE 11 OF THE CITY CODE CLARIFYING THE INTENT AND APPLICABILITY OF CERTAIN SUBDIVISION REGULATIONS

The City Council of the City of Roseville does ordain:

Section 1. The Roseville City Code is hereby amended as follows.

1103.06: LOT STANDARDS:

A: The minimum lot dimensions in subdivisions designed for single-family detached dwelling developments ~~shall be:~~ shall be those of the underlying zoning district as defined in Title 10 of this Code, or of the intended zoning district if the subdivision is in conjunction with a zoning change, in addition to any requirements herein defined.

1. ~~Eighty five (85) feet wide at the established building setback line and on outside street curvatures.~~

2. ~~Not less than one hundred ten (110) feet in minimum depth.~~

3. ~~Not less than eleven thousand (11,000) square feet in area.~~

B: ~~The minimum corner lot dimensions for single family detached dwelling developments where permitted under the Zoning Code shall be:~~

1. ~~One hundred (100) feet wide at the established building setback line.~~

2. ~~Not less than one hundred (100) feet in depth.~~

3. ~~Not less than twelve thousand five hundred (12,500) square feet.~~

~~C:~~B: The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.

~~D:~~C: Butt lots shall be platted at least five (5) feet wider than the average interior lots in the block.

~~E:~~D: Streets.

1. Public Streets: See Section 1103.021.

2. Private Streets: Private streets may be allowed by the Council in its discretion provided they meet the following conditions:

a. Are not gated or otherwise restrict the flow of traffic;

b. Demonstrate a legal mechanism will be in place to fund seasonal and ongoing maintenance; and

c. Meet the minimum design standards for private roadways as set forward in Section 1103.021. (Ord. 1359, 1-282-2008)

~~F:~~E: ~~Side lines of lots shall be at right angles or radial to the street line. (Ord. 1359, 1-28-2008)~~The shapes of new lots shall be appropriate for their location and suitable for residential development. Lots with simple, regular shapes are considered most appropriate and suitable for residential development because the locations of the boundaries of such lots are easier to understand than the boundaries of lots with complex, irregular shapes, and because they ensure greater flexibility in situating and designing homes for the new lots.

1. Lots which are appropriate for their location and suitable for residential development often have:
 - a. side lot lines that are approximately perpendicular or radial to front the lot line(s) of the parcel(s) being subdivided, or
 - b. side lot lines that are approximately parallel to the side lot line(s) of the parcel(s) being subdivided, or
 - c. side lot lines that are both approximately perpendicular or radial to the front lot line(s) and approximately parallel to the side lot line(s) of the parcel(s) being subdivided.
2. It is acknowledged, however, that property boundaries represent the limits of property ownership, and subdivision applicants often cannot change those boundaries to make them more regular if the boundaries have complex or unusual alignments. Subdivisions of such irregularly-shaped parcels may be considered, but the shapes of proposed new lots might be found to be too irregular, and consequently, applications can be denied for failing to conform adequately to the purposes for which simple, regular parcel shapes are considered most appropriate and suitable for residential development.
3. Flag lots, which abut a street with a relatively narrow strip of land (i.e., the “flag pole”) that passes beside a neighboring parcel and have the bulk of land area (i.e., the “flag”) located behind that neighboring parcel, are not permitted, because the flag pole does not meet the required minimum lot width according to the standard measurement procedure.

G:F: Double frontage lots shall not be permitted, except:

1. Where lots back upon a thoroughfare, in which case vehicular and pedestrian access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-1956)
2. Where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet greater than the minimum in order to allow space for a protective screen planting along the back lot line and also in such instances vehicular and pedestrian access between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-101958)

H:G: Lots abutting upon a water course, drainage way, channel or stream shall have an additional depth or width as required to assure house sites that meet shoreland ordinance requirements and that are not subject to flooding.

I:H: In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956; amd. 1995 Code)

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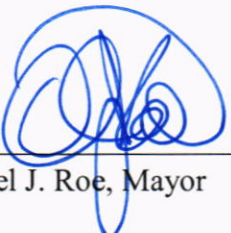
J:I: Where new principal structures are constructed on lots contiguous to roadways designed as major thoroughfares in the City's Comprehensive Plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot. (Ord. 993, 2-10-1986)

K:J: Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 23rd day of May 2016.

BY:



Daniel J. Roe, Mayor

ATTEST:



Patrick Trudgeon, City Manager

Patrick Trudgeon, City Manager



6. Other Business

a. PROJECT FILE 0042: Subdivision Code Rewrite

Discuss the annotated outline illustrating how the Subdivision Code is presently structured and how a rewritten code might be different and provide input to guide the drafting of an updated ordinance.

Mr. Lloyd introduced this first look by the Planning Commission of the intended rewrite of the subdivision ordinance, seeking their initial feedback for staff and the consultant, Kimley-Horn, to guide the updated ordinance. As detailed in the staff report and attachments, Mr. Lloyd reported that the City Council had approved hiring of the consulting firm Kimley-Horn to facilitate this process.

Mr. Lloyd noted that tonight's discussion should focus on the broader focus using the annotated outline provided by the consultant with the initial questions they and staff had formulated based on past practice and their recommended amendments for discussion issues (Attachment A); a case studies memorandum prepared by Kimley-Horn based on their research of other subdivision codes (Attachment B); and the city's existing subdivision code (Attachment C). Mr. Lloyd clarified that the minor amendments made to the subdivision ordinance in 2016 had not been incorporated at this point into this copy as found on the city's website, but were minor in nature.

Mr. Lloyd advised that staff was seeking the Commission's input tonight, and would be holding a similar session with the City Council in a few weeks. Mr. Lloyd advised that subsequent to these opportunities, staff would bring that feedback to the consultants for their response and to inform a revised draft subdivision code to initiate feedback from both bodies again.

Member Bull noted that, approximately one year ago, discussion was held on the subdivision ordinance at which time he provided a document with twenty or more questions, but had received no response to-date. Therefore, Member Bull stated that he was at a loss as to where the city was at and where it desired to go as it related to the subdivision ordinance. While he offered to resubmit that document, Member Bull asked that staff provide their feedback to his questions.

Mr. Lloyd stated his recollection of that document and while not having reviewed it recently due to the subdivision ordinance having been put on hold due to other workload issues and staff pulled off the project completely for the duration, he noted that typical approaches for code rewrites involved working from current code to amend from within. However, Mr. Lloyd advised that this subdivision code process was instead intended to forget about the current code details with the consultant approaching it from how best to position a new subdivision code. Mr. Lloyd stated that he could reference the list of questions submitted by Member Bull to see how they might interact with those things being suggested or needing addressed in the rewrite.

Member Bull stated that he would appreciate that.

Member Gitzen suggested that it would be helpful for the full Commission to see the questions submitted by Member Bull; with Mr. Lloyd recognizing that request

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and advising that staff would in turn provide a response to each in light of this current process.

Interim Vice Chair Murphy refocused tonight's discussion on Attachment A to address each of the consultant's suggestions and any additional feedback from the Commission.

Member Gitzen agreed that he would like to go through Attachment A in the organized way the consultant had laid out this initial draft while referencing the current Title 11 – Subdivisions of Roseville City Code. Member Gitzen stated that he was not in favor of throwing out the entire document even though it may require a major rewrite to update some of the sections; noting that other communities as noted in the consultant's case studies had similar formats but provided a more modern and up-to-date subdivision code. Member Gitzen noted since Attachment A was still in outline form, he may be reading things into it that were not intended by the consultant; and therefore found it difficult to comment beyond a high overview.

Mr. Lloyd advised that the overall structure would remain the same similar to other city code sections (e.g. zoning code), but components within the code would need updating, thus the need for a consultant to guide the process. Mr. Lloyd advised that when the original subdivision code was adopted in 1956, large portions of the city were still farms and large tracts of land able to be subdivided. However, Mr. Lloyd noted that the city faced a much different situation today with few remaining locations for development or large plots, necessitating a subdivision code that would take in to consideration replatting of smaller subdivisions as being of more use today and more appropriate.

Member Daire referenced Attachment C and asked if it reflected the current ordinance or if there were recent changes made that do not yet appear.

Mr. Lloyd reiterated that the current ordinance (Attachment C) was what was currently posted on the city's website as the subdivision code, but it didn't reflect the most recent changes made in the late summer of 2016 when lot size parameters were revised to eliminate redundancies of other provisions now in the city's zoning code.

Member Daire stated that Attachment C then didn't represent what the city's current subdivision ordinance actually said.

Mr. Lloyd clarified that it is essentially the same other than as previously mentioned, opining that the substance of the code was current, advising that the new subdivision code would not address lot size parameters that were now handled in the city's zoning code.

Member Daire opined that it struck him that the direction reflected in those more recent changes made to reduce redundancies were causing him some concern related to four or fewer lots part of an administrative approval process as well as approving design standards administratively. Member Daire asked if that represented a general trend for staff to increasingly handle more minor considerations that typically came before the Commission.

For clarity, Mr. Lloyd responded that four or fewer lots as reflected in Attachment A as a potential suggestion was simply that – a suggestion that minor subdivisions

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could be approached in that way. Mr. Lloyd reminded the Commission that city code provided a distinction between minor and not minor subdivisions (3 and fewer or 4 or more lots) and stated that he didn't expect that to change. Mr. Lloyd clarified that the case study suggestion provided by the consultant from Plano, TX was simply one possible route beyond Roseville's version included for example and consideration.

With Kimley-Horn chosen as consultants, Member Daire stated one thing that had struck him when reviewing the materials, was that those cities cited as having similar subdivision processes to that of Roseville didn't involve first-ring suburbs. Member Daire stated that raised questions in his mind as to where the development status of those cities may be.

Having once worked in Plano, TX, Member Bull reported that it was a northern suburb of Dallas, opining it would be comparable to Richfield, MN as a first-ring suburb on an expressway with heavy access through the community.

Member Daire noted, therefore, that they may have a feature of interest to incorporate into the Roseville process.

Mr. Lloyd cautioned that there may be differing state requirements for Texas and Minnesota.

Specific to concerns raised by Member Daire related to trends, Mr. Lloyd advised that when he was reviewing the most recent revisions to the city's subdivision code, another change made last summer involved not only lot size parameters now addressed in zoning code, but also defining lot shapes acceptable for new lots. Mr. Lloyd reported that those new provisions were less rigid and in his review of neighboring community subdivision codes, he had found an exception in Falcon Heights, but in almost all other communities, he had found verbatim the same provisions now included in Roseville's subdivision code. Whether or not that meant Roseville was moving in the right direction, Mr. Lloyd noted there weren't many examples from its immediate neighbors that provided any good new ideas.

Interim Vice Chair Murphy noted that those surrounding communities were experiencing similar development trends as that of Rose Township, now the City of Roseville.

Members Kimble and Daire both spoke in support of a Commission work session if the intent was to review the subdivision code on a line by line basis; or that the Commission does homework on the process and brings that feedback to the meeting to inform the discussion.

Mr. Lloyd reiterated that the purpose of tonight's discussion was simply for general feedback without much detail at this point to help the consultants understand the concerns of the Commission and those areas needing the most thought going forward in shaping that substance. Mr. Lloyd assured the Commission that the next iterations of the draft document would involve greater detailed scrutiny of areas needing the most work.

Commission Discussion – Attachment A

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For the record, Interim Vice Chair Murphy recognized a written comment via email and dated February 27, 2017 from Carl & Charity Willis, 1885 Gluek Lane, provided as a bench handout, attached hereto and made a part hereof.

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With this first page dealing with definitions and purpose statements and the regulatory authority for Roseville as a jurisdiction, Mr. Lloyd referenced the suggestions made by the consultant and references to other documents (e.g. comprehensive and enabling plans)

Member Bull stated that he shared the questions of Member Daire in his review and that while consultants were to help with the process, there was no clear concept of the goal from the consultants: where to rewrite it, modernize it or to bring it up to the language of other communities' subdivision codes. Member Bull asked if there was a stated purpose for what the consultants had been engaged to do.

Mr. Lloyd advised that indeed there was a stated purpose as detailed in the City Council-approved Request for Proposals (RFP) issued for engaging a consultant in the first place. Mr. Lloyd clarified that the purpose was geared toward updating the current subdivision code to better reflect that Roseville is fully developed now versus when the current code was essentially written in 1956 and involving large plats. Mr. Lloyd noted that the other part of the rewrite involved minor subdivisions and the City Council's enactment of a moratorium on minor subdivisions for residential parcels and required application information and perceived level needed in certain situations to make decisions on their approval or denial. While this involves some stated focus, Mr. Lloyd noted that generally speaking there isn't any intent to dramatically change Roseville's subdivisions based on findings of the Single-Family Lot Split Study performed approximately seven years ago.

Generally speaking, Mr. Lloyd advised that the intent was to continue subdivision processes in the manner allowed historically, but recognizing that a major portion of the current ordinance was outdated and no longer worked well in reality as it had in the past, or had become problematic not only due to code language but due to changes in the institutional culture and what something meant and how the city anticipated facilitating subdivisions within the community. As an example, Mr. Lloyd noted that the existing subdivision code had a list of details required for Preliminary Plat applications, some that were no longer relevant or needed.

Member Daire stated that helped his understanding of the process. However, Member Daire asked if requirements for a subdivision application were removed from the ordinance and made part of the application procedure, wouldn't that allow administrative modifications that would no longer inform or involve the Commission or review agency that may not know about those changes. Member Daire stated that, by having those requirements addressed in ordinance, it provided a guideline for those reviewing applications coming forward (e.g. the subdivision of a large lot on the west side of Roseville, originally proposed for seven lots and then reduced to four lots) that could be handled administratively. Member Daire asked how staff intended to be aware of objections from

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177 surrounding neighbors and other ramifications that may result by removing those
178 guidelines from ordinance.

179 Mr. Lloyd responded that a balance was needed to ensure that requirements not be
180 overlooked, but also for the applicant to understand and know that requirements
181 will need to be met. Mr. Lloyd advised that, throughout this rewrite process, staff
182 and the consultant would be working in conjunction with the City Attorney to
183 ensure that submission requirements as amended with new technologies and
184 situations are taken into consideration without compromising the process.

185 City Planner Paschke advised that the process being considered is similar to
186 current processes and applications for Interim Uses and Conditional Uses that
187 come before the Planning Commission. While code doesn't spell out all
188 requirements, as part of the application submitted for staff review and creation of
189 their report to the Commission and City Council, Mr. Paschke advised that each
190 may have a unique site and may require as few as five or as many as forty-five
191 requirements as part of that application. However, to be consistent and not have
192 things listed in code, Mr. Paschke noted that during the review process, staff has
193 the flexibility to request additional information for review by staff, the
194 Commission and City Council, while other requirements listed on application
195 forms even for permitted uses may or may not be necessary depending on the site
196 and situation (e.g. traffic studies)

197 Interim Vice Chair Murphy noted that in the definition section, consistency was
198 needed with other chapters of city code (e.g. "streets" and "emergency vehicles")
199 and to determine where those definitions were needed to avoid confusion but
200 allow use-friendly formatting without excessive cross-referencing.

201 Community Development Director Kari Collins noted that the consultant had
202 found twelve definitions and fifty-one references in current city code related to
203 "streets." Ms. Collins suggested the rewrite process would involve initial
204 observations needing addressed and then consistency among plans. However, as
205 noted by Mr. Lloyd, Ms. Collins reiterated that the purpose for tonight's initial
206 review was for the Commission to comment on the direction of the consultant and
207 staff and whether or not that was appropriate from the Commission's perspective,
208 and without getting into the finer details at this point, which would come at a later
209 time. Ms. Collins asked that the Commission provide their general observations
210 on the staff's and the consultant's notes and advise if they were appropriate or
211 not. For example and specific to a suggested administrative review for
212 determining lot lines, Ms. Collins noted that this was simply the consultant
213 exploring options based on other communities from taking each application for a
214 lot split through the entire platting process as the most aggressive option to
215 consider, some level of administrative review as an option, or a combination of
216 those options. Ms. Collins clarified that the consultant had included those notes to
217 obtain a reaction from the Commission during their review tonight and before
218 moving further into the process.

219 Member Daire stated that if definitions were moved to a unique location and only
220 referenced in other sections of code, for tracking purposes, if only a paper copy
221 was available, it would be difficult to track; and cumbersome for online tracking
222 of links for definitions.

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Ms. Collins noted that staff would explore a variety of options but the intent would be to have definitions included for context and integral in applicable sections of code so someone didn't need to choose their own adventure path in finding the definitions. Ms. Collins reiterated that the goal of staff and the consultant was to make definitions more consistent across the board.

The consensus of the Commission was to have definitions clearly stated if differing in any way from common understandings, and legally and clearly defined as appropriate.

While not seeking to railroad this process, Member Bull opined that it seemed out of place in the midst of the comprehensive plan update to shape the community and that being a one-year process. Member Bull opined that it may be inappropriate to look at subdivision code details now that may not fit with that comprehensive plan update in a year, causing him some discomfort.

On the contrary, Interim Vice Chair Murphy opined that he saw the comprehensive plan at one level with this subdivision ordinance as a blueprint as part of it. Member Murphy stated that how the city did business would not change its goal; and therefore a review of the subdivision could be done regardless of the end target. Member Murphy stated that he wasn't feeling that same disconnect, but opined that this was simply dealing with another set of issues.

Member Kimble agreed with Member Murphy, opining she saw it all as part of the process.

Ms. Collins agreed that, especially related to the residential subdivision process, the City Council had expressed their eagerness to get clarity in that area to address procedural language and due to the current moratorium, necessitating the need to move forward with it despite the comprehensive plan process.

At the request of the Commission, Mr. Lloyd advised that the original moratorium was for six months ending mid-March 2017, but could be extended for a more realistic finalization in late spring or early summer of 2017. Mr. Lloyd advised that staff would be seeking that extension from the City Council in the near future.

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Mr. Lloyd provided a general overview involving a flow chart of existing procedures that was quite cumbersome. Mr. Lloyd advised that, while not yet formulated, the intent would be for staff to develop an extensive list of criteria or conditions applicable for minor subdivision applications in order to qualify for administrative approval. Then, for those applications not able to initially address that list of criteria or being of a more complicated nature, Mr. Lloyd noted those would move beyond administrative approval and applicable to any and all subdivision application.

While not yet approved by the City Council after recent recommended approval by the Commission, Mr. Lloyd noted that the open house provision would be replicated in this chapter to follow the same process as in other chapters of code.

From her perspective for business and/or residential applicants, and from general feedback from the recent Urban Land Institute (ULI) workshop, Member Kimble noted the need for Roseville to be seen as development and project friendly to

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268 attract what was wanted in the community. When considering that perspective and
269 the checklist mentioned by Mr. Paschke, Member Kimble agreed that staff needed
270 to have the ability to ask for some things, but using her current process in seeing a
271 lot-split development project through the City of St. Paul's planning process as an
272 example, she noted her frustrations with a lack of clarity in what is or is not
273 required. Member Kimble opined that her initial reaction was that she was less
274 comfortable having approvals done on an administrative basis even though she
275 had the utmost confidence in staff; but instead based her discomfort on the lack of
276 land available for development in Roseville leading to the need for a more
277 formalized process. Member Kimble stated her continued support for the
278 administrative approval process for four or less lots; but also noted that as a
279 resident in a neighborhood where that subdivision was occurring next door to you,
280 the size and configuration was a big deal and therefore, she felt that needed
281 Planning Commission and City Council consideration and approval.

282 Member Daire concurred with those comments of Member Kimble.

283 While agreeing with administrative approval for smaller lot splits, Member
284 Kimble sought clarification as to whether or not there would be an appeal process
285 available for an applicant if they were in disagreement with staff's findings.

286 Interim Vice Chair Murphy concurred that he would support such a process,
287 similar to that for variances.

288 Mr. Lloyd opined that he was inclined to think the administrative approval
289 process would be implemented for two to three lots, not four.

290 Member Gitzen suggested a maximum of three lots; and at the request of Member
291 Bull, Mr. Lloyd clarified that the intent was for a total of net lots.

292 In her reading of existing subdivision language, Member Kimble asked if the city
293 had considered a one-stop site plan review process to avoid extended delays from
294 one department or commission to another (e.g. Public Works/Engineering and/or
295 Parks & Recreation).

296 Mr. Lloyd noted that at the staff level, the city had a Development Review
297 Committee (DRC) that reviewed all land use applications; and while there was
298 that staff coordination in Roseville, there wasn't a unified development ordinance
299 as some communities had with building code and all other requirements in a
300 single document for an applicant to understand all that would be required. Mr.
301 Lloyd advised that it had been mentioned as an option on the staff level, but given
302 the mammoth review required of city code all at once, there had been no further
303 consideration given to it.

304 Member Gitzen stated his agreement in large with Member Kimble, including not
305 supporting administrative review of four lots. However, Member Gitzen opined
306 that the flow charts or checklist could be made easier and better; and advised that
307 the minimum he'd be comfortable with was a review by planning staff like that
308 used by the City of Eden Prairie, with City Council approval after that initial staff
309 review.

310 Mr. Lloyd recognized the apprehensive expressed by the Commission about
311 Minor Subdivision administrative review, and if constrained to a simple lot split
312 (one lot into two) that would be their comfort level. At the request of Member

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Gitzen, Mr. Lloyd clarified that the current process was for staff review then to the City Council for their approval for up to three lots; but noted the proposed option would be for total administrative review and approval different from that current process.

For minor lot splits from one to two lots, Member Kimble asked if the checklist involved notifying neighbors.

Mr. Lloyd advised that at this point the checklist had yet to be developed, with tonight's discussion seeking Commission feedback. Mr. Lloyd suggested a similar comparison might be the current process for accessory dwellings or extra dwelling units and code parameters for occupancy permits through staff review. Mr. Lloyd noted that this was a public process with staff reviewing the application and working through issues, and if all requirements are met, staff then sends a letter to surrounding property owners explaining the application and staff's findings, with their intent to approve the application on a date specific, and seeking comment or questions before that approval. Mr. Lloyd advised that with the few applications processed by staff to-date, he had only heard from one person, even though the process intended to provide neighbors with a heads up to appeal any administrative decision upon receipt of the information. Mr. Lloyd sought feedback on the Commission's interest in pursuing this idea further or other ideas.

Member Gitzen stated his interest in seeing what the checklist and public notification process may look like before making a decision.

To put things in context and as part of staff's work with the consultant, Ms. Collins advised that the goal was to balance as much public engagement as possible and City Council review with the city being seen as business- and development-friendly. Thus, Ms. Collins noted the direction to the consultant to provide options as outlined in their case studies. Ms. Collins reviewed the checklist for submittal requirements and approval approvals that she was familiar with from her tenure with the City of Milwaukee, WI.

Member Bull stated that he was open to reviewing administrative procedures, reserving his concerns with public openness if an appropriate balance could be found.

Member Daire stated that he felt strongly that the Planning Commission served as citizen-volunteer representatives to consider what should or should not be done by city staff. Member Daire opined that the more done administratively, the less public involvement, causing him considerable concern.

Mr. Lloyd duly noted that concern. Mr. Lloyd recalled previous conversations about the Commission's keen observations about records kept of open houses and/or meetings, and advised that specific to the example of the accessory dwelling process, the process has worked well-to-date.

For further consideration, Mr. Lloyd advised that state statute allowed that Minor Subdivisions could be administratively approved and did not need a public hearing. However, whether or not Roseville wants to follow that procedure was another matter, but Mr. Lloyd wanted to bring that to the attention of the Commission that it was allowed in Minnesota that provided pertinent requirements were met, administrative approval was allowed. However, Mr.

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Lloyd also noted there was still some risk involved with politically or emotionally charged situations or atmospheres of public review even if an application met all requirements, with that part of the consideration as well.

Interim Vice Chair Murphy stated his interest in seeing a draft checklist as a starting point, and to possibly serve to allay some concerns.

Member Kimble thanked Ms. Collins for her comments about staff's interest in being developer-friendly, noting that there were a lot of ways to do so without circumventing review of something by adjoining property owners. With a one-stop review or other process oriented toward that goal, Member Kimble opined that would allow interested parties to review and comment on developments in their immediate neighborhoods.

Recess

Interim Vice Chair Murphy recessed the meeting at approximately 8:39 p.m. and reconvened at approximately 8:46 p.m.

Page 3

Member Kimble sought clarification, confirmed by Mr. Lloyd that current design standards required developers to provide streets.

Member Gitzen noted that "public works design standards manual" and similar references were inconsistent; duly noted by Mr. Lloyd. Member Gitzen further stated his preference for keeping things in code for the application form that could change periodically (e.g. comment on 1103.04), suggesting that at that point, the Public Works Design Standards Manual, actually a survey document, created a disconnect. If referencing anything, Member Gitzen suggested it should be the Ramsey County Guidelines for Subdivided Plats," especially since Ramsey County would actually be doing the review and establishing requirements, with only required city signatures their only involvement.

Mr. Lloyd thanked Member Gitzen for that timely mention, noting that the city's attorney was also the attorney for several other communities in the metropolitan area, and was currently working with the Ramsey County surveyor and had put on an informational program just yesterday that was attended by several of the Community Development Department's staff, at which he had first encountered the survey standards manual. Mr. Lloyd opined that he anticipated a considerable bit of information gleaned from that meeting would work its way into this rewrite.

Member Gitzen suggested that document would be an appropriate one to reference in this code chapter; duly noted by Mr. Lloyd.

At the request of Member Bull, Mr. Lloyd advised that the Metropolitan Council did not have a requirement for subdivisions.

Member Daire asked staff to summarize the current process for plat approval; advising that based on his personal research on review and approval of final plats, he wasn't satisfied with the results of that search.

Mr. Lloyd reviewed the current process, clarifying that staff was not suggesting considerable changes beyond simple refinement with the main revision being subdivisions of land that triggered park dedication requirements being first determined by the Parks & Recreation Commission for land or cash in lieu of land

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and their recommendations as part of the approval process when applying for Preliminary Plat approval for staff review. At that point, Mr. Lloyd advised that the approval process then would move to the Commission and City Council for their approval; and applicants then circling back to prepare a final plat application that would essentially meet all the conditions applied to the preliminary plat with that application then reviewed by staff for requirements/conditions and then to the City Council for approval. Mr. Lloyd noted that the key component for final plat approval was to ensure that it was essentially the same as the preliminary plat requirements and not something else entirely or another iteration. Mr. Lloyd advised that this broader review by the City Council verified that what they had approved in the preliminary plat remained intact, at which point the applicant recorded the final plat with Ramsey County.

Page 4

No comment.

Page 5

Mr. Lloyd advised that there remained more work to be done with design standards as they related to the subdivision code (e.g. rights-of-way and lot layout and their relationship to each other) as part of center line gradients and curve specifications that were important with respect to rights-of-ways. While some can go in a different section of city code, Mr. Lloyd advised that current 1800' maximum block length standards were extremely long for Roseville; and suggested focusing more on the existing street network rather than simply guessing at how long the longest block may or should be.

Interim Vice Chair Murphy noted this page provided one of his examples for "streets" and their definition; duly noted by Mr. Lloyd.

In Section 1103.02, Interim Vice Chair Murphy noted Item J referencing "half streets" and their prohibition, asking what they were and whether or not a definition would appear in this document. Member Murphy noted this involved the concept of definitions again, and whether or not they were worthy to appear in the definition section and if so to provide for a concise definition.

Page 6

While understanding the first suggestion under section 1103.04, Interim Vice Chair Murphy questioned how code would embody that for future change, noting that from his understanding the city was really constrained as to how it could spend park dedication fees.

Mr. Lloyd responded that code could require this similar to dedication of park land or strips of land for trails as part dedication land. While the current subdivision code language is very general about cash or land, Mr. Lloyd advised that code could be much more specific requiring dedications of some nature to begin piecing together the city's pathway plans for example even though it wasn't specified in any way at this point, but allowing the city to potentially use park dedication fees to acquire that necessary land. Mr. Lloyd agreed that use of those funds were restricted, but could be used for acquisition and some improvements, and may possibly include sidewalks as part of rights-of-way dedication ideas for related plans.

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Referencing consultant comments for the park dedication section and broader goals of the city, Member Kimble suggested staff push the consultant to provide examples of new and innovative ideas for privately owned public spaces that would comply with restrictions for park dedication fees while providing ideas of benefit to the community. Member Kimble asked that this opportunity be opened up and reviewed, opining that there were some examples available within the Roseville community.

Specific to drainage and utility easements, Member Gitzen stated that he had never understood how Roseville required 12' on a side but nothing on the front, while most communities allotted 10' on the front and center on side and rear lot lines. From his perspective, Member Gitzen spoke in support of 5' on each side versus the current 6' and requiring 10' on front similar to most other metropolitan urban communities.

Mr. Lloyd responded that both the City's current Public Works Director/Engineer and City Engineer had been surprised to find no front yard easement requirement in Roseville; and opined that would be included in this rewrite.

On the plat, Member Gitzen noted that some counties only allowed public utilities on a dedicated plat, while unsure of Ramsey County's requirements, but suggesting the City be consistent with Ramsey County.

Mr. Lloyd noted the current limitations of plat detail, including other easements (e.g. solar access) that could be required and may require a separate document.

Member Gitzen noted other communities (e.g. City of Afton, MN) that required a conservation easement on steep slopes, an option that can be done outside the platting process; and duly noted by Mr. Lloyd.

At the request of Mr. Lloyd, Members Gitzen, Kimble and Murphy asked for more information before making a decision on whether to only require drainage and utility easements, or to include conservation or solar access easements as well.

Page 7

Mr. Lloyd provided the current process for park dedications, including the written version and unwritten policy of how they were handled now; with the intent for including them as part of the annual fee schedule reviewed by staff and recommendations brought to the City Council.

Mr. Lloyd advised that the procedure section was taken from the Parks & Recreation Department staff's unwritten policy to present to the Parks & Recreation Commission for recommendation to the City Council, done as one of the first steps added to the beginning of the process before receipt of the subdivision application itself. While the current unwritten process seemed to work well, Mr. Lloyd advised that the intent to include it in code was so applicants were not caught off guard or be unaware of this standard city process; and by including it in code it would be more obvious to all parties moving forward.

Page 8

Regarding the "Other" suggestion, Member Kimble noted her issues with new developments and signage and the impact that signage had on a community.

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Mr. Lloyd reviewed several administrative items needing revision or restructuring to be in line with current practices and processes (e.g. 1104.05). Compared to current language in a subdivision application and lot shape not supported by subdivision code and variance applications required, Mr. Lloyd advised that the process proceeded directly to the Variance Board for their review for practical difficulties. Mr. Lloyd clarified that the Variance Board strictly addressed the variance issue and not the overall subdivision itself; with the City Council then addressing the subdivision portion of the application, but not determining whether or not the variance is acceptable. Mr. Lloyd opined that it made more sense to have one body ultimately responsible for both decisions, such as City Council review of the subdivision application and variance portion as a package; or as done in the past in Roseville, a subdivision application may just proceed to the City Council, or otherwise to the Planning Commission and ultimately the City Council. Mr. Lloyd opined that the process needed to be tightened up to avoid opening up the process for conflict, thus the reference on page 8.

Mr. Lloyd reported that he had only recently learned that the property owner's signature was required on the plat document, including a line for another party's signature if the parcel was sold to another party before being recorded at Ramsey County. Mr. Lloyd noted that currently, there was no place for that second signature, invalidating the plat; opining that the suggestion in section 1104.06 was intended to avoid that situation.

Regarding the "other" noted, Mr. Lloyd advised that their references were included as part of consideration of the subdivision ordinance but not necessarily fitting in elsewhere in the current outline.

In response to Member Bull, Mr. Lloyd clarified that the current process is working according to code at this time; with the Variance Board responsible for variance applications and the City Council responsible for subdivision applications. Mr. Lloyd recalled the process and long-standing interpretation of code provisions and related variances from approximately 8 – 10 years ago that provided for an alternate process for the Planning Commission to provide a recommendation to the City Council for the entire application. However, Mr. Lloyd noted that at some point, an observation was made that this was not what the code said and the process was changed accordingly.

General Comments

Mr. Lloyd thanked the Commission for their participation in this difficult starting discussion, and for providing good insight about things still needing to be addressed to move forward and identifying the less-favored directions as well as those having more support from the Commission at this point.

Interim Vice Chair Murphy offered an opportunity for public comment, recognizing that this wasn't a formal public hearing, but no one appeared to speak.

Member Gitzen noted in the staff report the intent to bring a revised draft back for the April 5, 2017 Planning Commission meeting. However, Member Gitzen suggested it be presented that night without discussion, in light of the two new commissioners coming on and to allow them time to review the document and get up to speed, suggesting discussion ensue in May.

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Mr. Lloyd suggested staff could mention that to the City Council as an option; and while not having any objections in theory, reiterated the moratorium and need to extend it at their discretion. Mr. Lloyd noted that further delay in this process may represent a further extension of something people may be anxiously awaiting, even though it was a fair observation being made by Member Gitzen about the new commissioners.

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From: noreply@civicplus.com
To: [*RVPlanningCommission](#)
Subject: Online Form Submittal: Contact Planning Commission
Date: Monday, February 27, 2017 8:08:18 PM

Contact Planning Commission

Please complete this online form and submit.

Subject:	Input on Minor Subdivision Code
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Contact Information

Name:	Carl Willis
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Address:	1885 Gluek Ln
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City:	Roseville
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State:	Minnesota
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Zip:	55113
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How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
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Phone Number:	
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Email Address:	
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Please Share Your Comment, Question or Concern

To the City of Roseville Planning Commission, As you consider revisions to the City of Roseville code concerning minor subdivision, we do not think commissioners should seek ways to expedite the process, but instead should require applicants to address additional issues as they submit a request for approval. The City of Roseville has few areas remaining where lots can be subdivided. These few lots should be given careful scrutiny prior to approval for subdivision. The current minor subdivision code for the City of Roseville allows applicants where utilities and streets already exist to notify other property owners within 500 feet and then simply submit a sketch plan to City Council for approval. The purpose of subdivision is often for improvements on the newly created lot(s). The problem with this process is that the applicant may assume he will be able to proceed with improvements, while numerous variables can arise affecting this process. It would be preferable to address these variables prior

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to subdivision approval. Examples of issues that should be addressed prior to approval include: • survey - showing adequate property lines and easements • topographical survey – including grading proposal • proximity to wetland, marshes, bodies of water, or floodplain • soil analysis – focusing on infiltration rate for runoff calculation and groundwater table height • rain water runoff impact and storm water mitigation plan • tree preservation proposal The applicant would be responsible for the financial burden of these studies, would be invested in the process, and would have a greater degree of security the lot is a candidate for improvements. We do not agree with the suggestion for staff to have the authority to approve minor subdivision requests. Roseville has some unique neighborhoods that do not lend themselves to standard lot subdivision. City Council should have the final authority for approval of the application. Thank you for considering this request, Carl and Charity Willis 1885 Gluek Ln Roseville, MN 55113

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