

City of Roseville
SPECIAL ASSESSMENT POLICY
ADOPTED DECEMBER 12, 2012

1 The purpose of this policy is to be used as a guide by the City of Roseville when preparing
2 assessment rolls, so as to assure uniform and consistent treatment of affected properties. It is the
3 general policy of the City of Roseville to assess all affected properties according to this policy
4 without regard to funding source.

5 Special assessments are a charge imposed on properties for a particular improvement that
6 benefits the owners of those selected properties. The authority to use special assessments
7 originates in the state constitution which allows the state legislature to give cities and other
8 governmental units the authority “to levy and collect assessments for local improvements upon
9 property benefited thereby.” The legislature confers that authority to cities in Minnesota Statutes
10 Chapter 429.

- 11 1. Special Benefit Test: The proposed assessment shall be equivalent or less than the
12 anticipated increase in market value for properties being assessed. Appraisals shall be
13 completed to determine the influence of an improvement project on the value of the
14 properties proposing to be assessed.
- 15 2. Determining Assessable Frontage: Unless otherwise noted in this document, all
16 assessments shall be calculated using property front footage on the segment of the
17 infrastructure included in the improvement project. The assessment rate shall be
18 determined by dividing the total project cost by the total assessable frontage. The
19 following formulas shall apply for calculating the total assessable frontage for the
20 improvement project.
 - 21 (a) The assessable frontage shall be 100% of the short side of the lot.
 - 22 (b) Corner and Multiple Frontage LDR1 and LDR2 lots: All corner and multiple
23 frontage LDR1 and LDR2 parcels shall be considered as having 10% of the long
24 side as being assessable footage unless such parcels could be split or subdivided.
25 This is in addition to the short side frontage.
 - 26 (c) Corner and Multiple Frontage Lots (other zoning): All corner and multiple
27 frontage lots for other property zoning shall be calculated at 10% for the first 150
28 feet of the long side and then 100% for any additional footage. This is in addition
29 to the short side frontage.
 - 30 (d) Odd Lot Formula (all zoning): The odd lot formula shall apply for odd and
31 irregularly shaped lots, which have rear widths that vary by more than 25% in
32 comparison with the front width. The lot will be assumed to have a depth equal to
33 one-half the sum of the two sides and said depth will be divided into the area of
34 the lot to determine the assessable frontage.
 - 35 (e) Lots with more than 4 sides: All lots of more than four sides will be geometrically
36 converted to a four-sided lot of equal area, then the odd-lot formula as described
37 in (d) will be used to determine the assessable frontage. Where this is not
38 practical, the assessable frontage will be determined by assuming the lot to have
39 an assessable frontage equal to those of the typical rectangular lots near it which
40 are comparable in overall area and nature.
 - 41 (f) Private Driveway: If a public improvement takes place along a public street with
42 a private driveway that serves more than one property owner, all properties with
43 access to the public street via the private driveway will be assessed. The frontage

1 of the private property (or properties) directly adjacent to the roadway will be
2 used to determine the assessable frontage. This assessable frontage will be
3 proportionately shared among all properties with direct access to the private
4 driveway.

5 (g) City Property: If there is a City owned property adjacent to the public
6 improvement, the frontage of the City property will be added to the assessable
7 frontage and used to calculate the assessment rate. The City assessment will
8 become a city project cost.

9 (h) County Open Space Property: If there is Ramsey County Open Space adjacent to
10 the public improvement, the frontage will be added to the assessable frontage and
11 used to calculate the assessment rate. Assessments for public improvements
12 benefiting the Ramsey County open space properties shall be deferred as long as
13 the property remains as public open space. Recreational developments within the
14 property may include public access areas, trails, and other support facilities for
15 passive recreation, nature appreciation and outdoor recreation without affecting
16 the deferral. Such deferral will be made with the following conditions:

- 17 • Interest will accrue on the deferred assessment.
- 18 • In recognition of this deferral, Ramsey County will cooperate with the City of
19 Roseville by granting easements to the City for storm water drainage, utilities,
20 and local trails, and undertake, at its expense, improvements to the open space
21 that are mutually beneficial and agreed upon by the City and County at the time
22 of deferral.
- 23 • The extent of such improvements shall take into consideration the amount of the
24 deferred assessment.

25 3. Pathway Construction Projects:

26 (a) There shall be no assessments for the construction of off road pathways that are
27 included as priority segments in the City’s Pathway Master Plan. Except in the
28 case of petition or development projects.

29 4. Roadway New Construction Projects: For all new public roadway construction, where no
30 roadway exists, the properties abutting the new road shall be assessed for 100% of the
31 cost.

32 5. Roadway Reconstruction Projects: The following is the assessment policy for all
33 roadway reconstruction projects in the City of Roseville.

34 (a) Property zoned LDR1 and LDR2 shall be assessed up to 25% of the project cost
35 for a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
36 drainage.

37 (b) All other property zoning shall be assessed up to 50% of the project cost.

38 (c) Municipal State Aid Roadways:

- 39 • Property zoned LDR1 and LDR2 shall be assessed up to 25% of the cost of
40 a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
41 drainage, even if the width or strength is greater.

- 42 • All other property zoning shall be assessed up to 50% of the project costs.

43 (d) Ramsey County or Minnesota Department of Transportation Roadways:

- 1 The amount of special assessments collected on a Ramsey County or MnDOT
2 roadway projects will be equal to or less than the total City cost share of the
3 improvement.
- 4 (e) All property accessing a private driveway that serves as a leg of an intersection
5 signal system shall be assessed 100% of the proportionate share of the signal
6 system cost.
- 7 6. Regional Improvement Projects: Projects that benefit more than just the properties
8 abutting the project may be assessed to all properties within the Benefited Area.
9 Regional Improvement Projects can include arterial roads, bridges, collector roads,
10 highway interchanges, intersections, or noise walls.
- 11 7. Traffic Management Program Projects: Assessments for Traffic Management Program
12 projects shall be assessed to all properties within the Benefited Area. The Benefited Area
13 would be determined on a project- by- project basis as a part of the Feasibility Report.
14 See TMP for details.
- 15 8. Sanitary Sewer Projects:
- 16 (a) Properties currently connected to public sanitary sewer will not be assessed for
17 reconstruction or major maintenance projects. Except in the case of subd. (d)
18 below.
- 19 (b) New construction shall be assessed 100% of the project cost based on a front
20 footage basis for all zoning.
- 21 (c) Any sanitary sewer main in excess of 8 inches in diameter will normally be
22 considered oversized. When oversizing is done to increase the capacity of the
23 City's system, the added cost for oversizing shall be subtracted from the total cost
24 of the improvement. The result of said subtraction will be the cost to be assessed.
- 25 (d) New development property, or property which has altered its land use within the
26 past three years, shall be assessed at 100% of the city's expense for the
27 improvement.
- 28 (e) Sewer services shall be assessed on a per service basis at 100% of the city's
29 expense for such services.
- 30 9. Storm Sewer Projects:
- 31 (a) There shall be no assessments for storm sewer projects not associated with
32 roadway projects. Except in the case of petition or development projects.
- 33 10. Watermain Projects:
- 34 (a) Properties currently connected to public watermain will not be assessed for
35 reconstruction or major maintenance projects. Except in the case of subd. (d)
36 below.
- 37 (b) New construction shall be assessed 100% of the project cost based on a front
38 footage basis for all zoning.
- 39 (c) Any water mains in excess of 8 inches in diameter will normally be considered
40 oversized. When oversizing is done to increase the capacity of the City's system,
41 the added cost for oversizing shall be subtracted from the total cost of the
42 improvement.

1 (d) New development property, or property which has altered its land use within the
2 past three years, shall be assessed at 100% of the city's expense for the
3 improvement.

4 (e) Water services shall be assessed on a per service basis at 100% of the city's
5 expense for such services.

6 11. Streetlight Installation Projects:

7 (a) Shall be assessed on a front footage basis and as follows:

8 (b) All properties within 150 feet (street frontage) of each light shall be considered
9 for assessment.

10 (c) City staff shall determine the number and locations of lights that could have been
11 installed under the "standard street light" section of the City's Street light policy.
12 The maintenance cost for these lights will be deducted from the overall project
13 cost.

14 (d) 100% of the additional costs for an "enhanced street light" project shall be
15 specially assessed. The additional costs for an "enhanced street light" project
16 shall include; cost of installation of enhanced streetlights, cost of operation &
17 maintenance (pro-rated for 25 years), administrative costs, minus "standard street
18 light" maintenance cost (if applicable)

19 (e) At the end of 25 years, the City will evaluate the maintenance needs for the
20 "enhanced street light" areas. A reconstruction project will be considered where
21 the new operation and maintenance costs for the next 25 years will be proposed to
22 be assessed to the benefiting properties.

23 (f) In new development and redevelopments, the operation and maintenance costs for
24 an "enhanced street light" installation shall be paid for by the property owners in
25 the new development in perpetuity. These costs shall either be paid for up front
26 by the developer or assessed to the property owners. The total cost shall be the
27 "enhanced street light" operation and maintenance cost minus the City's "standard
28 street light" contribution. The City's basic contribution shall be determined based
29 on the procedure outlined in section IV. B. of the City Street Light policy.

30 12. Definitions

31 (a) Assessable frontage: Property frontage on a segment of infrastructure scheduled
32 for improvement. If a parcel is a corner lot or has multiple street frontages, the
33 parcel frontage shall only be calculated for the side abutting the infrastructure
34 scheduled for improvements.

35 (b) Benefited Area: The properties expected to receive positive impacts from the
36 proposed public improvement and which are subject to assessment for the cost of
37 construction. The Benefited Area is determined on a project- by- project basis.

38 (c) Enhanced Street Light: When the location, design, or spacing for requested lights
39 does not meet the "Standard Street Light" qualifying conditions, property owners
40 may request that the City undertake an "Enhanced Street Lighting" project.

41 (d) Long side: On a corner lot or multiple frontage lot, the frontage of a property that
42 is longest.

43 (e) Private Driveway: A driveway or road that serves as a primary access for one or
44 more property owners that is not maintained by the City of Roseville, MnDOT or
45 Ramsey County.

- 1 (f) Required Drainage: Drainage improvements necessary because of an
2 improvement project. This can be the result of meeting City, watershed or
3 wetland requirements. Includes rate control, water quality treatment, infiltration,
4 and wetland mitigation.
- 5 (g) Roadway Reconstruction Project: This type of project involves removing and
6 replacing the existing roadway bituminous, more than 50% of the concrete curb,
7 the base materials, and oftentimes performing utility work (water, sewer, etc.) at
8 the same time.
- 9 (h) Roadway Maintenance Project: Performing a Reclaim and Overlay, Mill and
10 Overlay, or sealcoating of city streets.
- 11 (i) Short side: On a corner lot or multiple frontage lot, the frontage of a property that
12 is shortest.
- 13 (j) Standard Street Light: street light installation that meets the location, design and
14 spacing of the City street light policy qualifying conditions described in section
15 IV. B. of the City Street Light policy.
- 16 (k) Total Project Cost: Project costs include actual construction cost plus all
17 associated overhead costs. The total cost of the associated overhead for a public
18 improvement project would typically include city administration, engineering,
19 fiscal, legal, capital interest, right of way acquisition and contingencies.