

Dear Business Owners and Property Managers:

In Roseville, maintaining the quality of our commercial and industrial districts is a top priority.

A well-maintained, varied and vibrant business district is beneficial to both business owners and residents. A well-maintained property creates a positive first impression and invites customers to do business with you, and it helps keep Roseville a desirable place to visit, work and live.

Over the years, the City of Roseville has written a City Code with guidelines and standards of appearances and upkeep of commercial and industrial properties.

The City Code follows two key principles: doing it right the first time and continuing to maintain property by keeping up with preventative maintenance.

Not many people read the City Code and may not be aware of its guidelines and standards, so we developed this brochure to help familiarize and encourage you to review your property and if needed, make repairs now before they become more costly to repair.

The City Code is available at [www.cityofroseville.com/citycode](http://www.cityofroseville.com/citycode).



# Property Maintenance Guidelines for Commercial and Industrial Properties

City of Roseville  
Code Enforcement Division  
2660 Civic Center Drive  
Roseville, Minnesota 55113

If you have questions, please contact  
Code Enforcement staff

651-792-7014

[complaints@cityofroseville.com](mailto:complaints@cityofroseville.com)

[www.cityofroseville.com/  
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# Property Maintenance Guidelines

## Maintenance

- Property owners are responsible for proper maintenance of the building and surrounding property.
- Property must be kept in good repair - no peeling paint on buildings, lamp posts, signs or other property.
- No fences in disrepair or need of paint.
- No broken windows or damaged trim.
- Bare soil, dead grass or other types of vegetation must be replaced.

## Snow removal

- Snow and ice must be removed from sidewalks, including on any public sidewalks or pathways adjacent to roadways within 12 hours after a snowfall has ended.
- When removing the snow it may not be shoveled onto a public right of way.
- If not removed, property owners will be notified and may be liable for the cost of removing the snow.

## Outside Storage

- Storing equipment and materials is only allowed in special zoning districts and only on certain portions of the property.
- Conditional or interim use permits are required for storage containers.
- Outside storage of inoperable or unlicensed vehicles, inoperable machines, construction materials, pallets is prohibited.

If you have questions about outside storage, contact Code Enforcement at 651-792-7014 or [complaints@cityofroseville.com](mailto:complaints@cityofroseville.com).

## Signs

- Signs are an important tool to promote your business. A sign permit is required before installing or altering a permanent or temporary sign.
- Banners, portable or mobile signs are prohibited.
- Signs must be kept in good repair.

If you have questions about signage, contact Code Enforcement at 651-792-7014 or [complaints@cityofroseville.com](mailto:complaints@cityofroseville.com).

## Trash/Debris/Graffiti

- Graffiti is a public nuisance and must be removed within five days.
- Vacant or unimproved lots must be maintained in a clean and sanitary condition. Litter must be removed.
- Excessive growth of weeds or grass (over eight inches) is prohibited.
- Abandoned shopping carts create a hazard for pedestrians and drivers. Cart owners are expected to retrieve and store carts.
- Maintain dumpster enclosures in good condition.
- Visible storage of trash and recycling containers is prohibited.

## Parking and Paved Areas

- Maintain parking and paved areas in accordance with approved site plan, including striping for parking spaces and pavement markings for accessible parking.
- Maintain access ramps for wheelchair traffic.
- Replace or repair broken pavement.

## Reminder

Please be mindful of the look of your property. We encourage businesses to take a little time each day to walk around the property and view it through a customer's eye. Pick up litter and note items that need repair.

Code enforcement staff are here to work with you to help your business prosper. Your success is our success. Please contact staff if you have questions or concerns.

If you have questions, contact Code Enforcement at 651-792-7014 or [complaints@cityofroseville.com](mailto:complaints@cityofroseville.com).

## Violations

If the City receives a report of a violation, a code enforcement officer will inspect the property. If there is a violation, they leave a notice on the property door and follow up with a letter.

Depending on the seriousness of the violation, the City will follow up in a few days or a few weeks. Code enforcement staff work with property owners to find ways to make repairs.

A business could be fined if repairs are not made or the matter could be brought before City Council for further action.

