

AGENDA

CITIZEN PARTICIPATION

The City Council is meeting as a legislative body to conduct the business of the City according to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

- A) PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the RULES OF PROCEDURE AND DECORUM OF THE CITY COUNCIL.
- B) OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Other Business at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer.

Your participation, as prescribed by the Council's RULES, is welcomed and your cooperation is greatly appreciated.

1. CITY COUNCIL MEETING CALLED TO ORDER
2. ROLL CALL: Murphy, Webb, Parisian, Wagner, Mayor Blonigan
3. **MICROPHONE CHECK:** Murphy, Webb, Parisian, Wagner, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE AUGUST 15, 2023 MEETING AGENDA

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6. CONSENT AGENDA: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
- A. Motion to approve and order placed on file minutes of the City Council Meeting:
 - City Council meeting minutes of July 31, 2023. **4-8**
 - Special Work Session meeting minutes of July 31, 2023. **9-10**
 - B. Motion to receive advisory commission minutes:
 - Human Rights Commission meeting minutes of June 22, 2023. **11-13**
 - Planning Commission meeting minutes of June 15, 2023. **14-15**
 - Planning Commission meeting minutes of May 18, 2023. **16-17**
 - Planning Commission meeting minutes of April 20, 2023. **18-21**
 - C. Motion to approve issuance of licenses dated August 15, 2023. **22-23**
 - D. Consider application for a 5k walk to raise funds for UNCF (United Negro College Fund) on Saturday, September 23, 2023, from 7:30 a.m. to noon. **24-26**
 - E. Motion to approve the Robbinsdale Energy Action Plan. **27-31**
 - F. Motion to acknowledge the financial reports for the quarter ended June 2023. **32-37**
 - G. Motion to waive the reading and hold the second reading of Ordinance No. 23-10 “AN ORDINANCE AMENDING CITY CODE ZONING SECTIONS 505.09 DEFINITIONS, 510.11 ACCESSORY STRUCTURES, 510.17 OFF-STREET PARKING AND 515.01 R-1 SINGLE FAMILY RESIDENTIAL ACCESSORY USES.” **38-42**
Ord. 39-42
 - H. Motion to waive the reading and adopt Resolution No. _____ “A RESOLUTION AFFIRMING THE INTERPRETATION OF THE ROBBINSDALE CITY CODE THAT CHECK CASHING IS NOT A PERMITTED, ACCESSORY OR CONDITIONAL USE IN THE B-4 COMMUNITY BUSINESS DISTRICT BASED UPON FINDINGS OF FACT.” **43-45**
Res. 44-45
7. PRESENTATIONS
- A. Introductions of the 2023 Robbinsdale Ambassadors. **46**
8. PUBLIC HEARINGS
- A. None.

9. OLD BUSINESS

A. None.

10. NEW BUSINESS

- A. Discuss submitted block party/event application for an event “Wheels of Italy,” requesting permission to block West Broadway from Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna’s on Sunday, September 24, 2023, from 9:00 a.m. to 1:00 p.m., and direct staff accordingly. **47-48**

11. OTHER BUSINESS

- A. Motion to approve disbursement requests for period ending August 15, 2023. **49**
- B. Motion to set a Special Work Session for September 5, 2023, at 5:00 p.m. to continue discussing the 2024 budget. **50**

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

**City of Robbinsdale
CITY COUNCIL MINUTES
July 31, 2023
Meeting No. 15**

CALLED TO ORDER

1. Mayor Blonigan called the meeting to order at 7:00 p.m.

ROLL CALL

2. Present: Wagner, Murphy, Webb, Parisian, Mayor Blonigan
Absent: None
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Kayla Kirtz, Assistant to City Manager – Communications; Abby Drehmel, Mn GreenCorps Member; Richard McCoy, Public Works Director/City Engineer; Rick Pearson, Community Development Coordinator

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA

3. Mayor Blonigan opened the floor to members of the public. No members of the public spoke.

APPROVAL OF THE JULY 31, 2023 MEETING AGENDA

4. Peterson-Etem noted the Council received the disbursement Voucher Report for Other Business Item A via email earlier today, and a printed copy was also available for them. He also noted there was an updated Resolution for Consent item No. I.
5. **Member Murphy MOVED, second by member Parisian to approve the City Council agenda for July 31, 2023. The vote was unanimous and the motion carried.**

CONSENT AGENDA

6. **Member Parisian MOVED, second by member Wagner to approve the consent agenda. This vote was unanimous and the motion carried.**
 - A. Motion to approve and order placed on file minutes of the City Council Meeting:
 - Work Session meeting minutes of July 11, 2023.
 - Special City Council Meeting minutes of July 11, 2023.
 - City Council meeting minutes of July 18, 2023.
 - Special Work Session meeting minutes of July 18, 2023.
 - B. Motion to approve issuance of licenses dated July 31, 2023.
 - C. Motion to acknowledge the Deputy Registrar's financial reports for the month of June 2023.
 - D. Motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of June 2023.
 - E. Motion to approve the requested block parties listed on Attachment 1 subject to the conditions, if any, listed.

- F. Motion to approve the request for the Robbinsdale Chamber of Commerce to hold their annual event on Monday, September 11, 2023, from 5:30 p.m. to 7:30 p.m. (road closure 5:00 p.m. to 8:30 p.m.) on West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41½ Avenue from West Broadway to Hubbard, and direct staff accordingly.
- G. Motion to approve the Sacred Heart Church Fun Fest:
- Approve the request for the Sacred Heart Church Annual Fun Fest, Saturday, September 23, 2023, 4:00-10:30 p.m., with music ending at 10:30 p.m.
 - Find that the Fun Fest qualifies as a community event and is eligible for extended outdoor music until 10:30 p.m. per City Code (2005.15, Subd. 1).
 - Approve the Police Chief's recommendation that Police Reserves will be on site.
 - Approve the temporary liquor license.
- H. Motion to authorize the City Manager and Finance Director to issue a Purchase Order to Evoqua Water Technologies of Holland, Michigan, for the purchase of replacement sludge press cloths at the new Water Treatment Plant – Project 53217, with finer weave in accordance with the quotation provided on July 17, 2023, for a price of \$39,123.04.
- I. Motion to waive the reading and order the adoption of Resolution No. 8047 “RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AMENDMENT NO. 1 TO THE SITE LEASE AGREEMENT WITH AMERICAN TOWER AT 3110 OAKDALE AVE.”
- J. Motion to waive the reading and concur with the Planning Commission by holding the first reding of Ordinance No. 23-11 “AN ORDINANCE REZONING 3836 HUBBARD AVENUE NORTH FROM R-2, SINGLE AND TWO FAMILY RESIDENTIAL TO R-1, SINGLE FAMILY RESIDENTIAL.”

PRESENTATION A: GREENSTEP CITIES STEP 3 AWARD.

7. Kristin Mroz, GreenStep Cities & Tribal Nations Co-Director, gave a presentation on Robbinsdale's work with GreenStep Cities and presented the award for Robbinsdale reaching Step 3 of the program.

PUBLIC HEARING A: PUBLIC HEARING TO CONSIDER ZONING INTERPRETATION FOR AN INTENDED US AT 4050 LAKELAND AVE. N., ROBIN CENTER.

8. Pearson provided an overview and explained the Minnesota Department of Commerce sent the City an application on behalf of Scott Bennett of SBJ Enterprises dba Your Exchange, to operate a currency exchange business in Robbinsdale. He stated that the City must hold a public hearing and provide the Minnesota Department of Commerce with a decision from the governing authority. He explained the application states the business is for check cashing and noted his interpretation of the City Code does not allow this type of business at this specific

location. Pearson also noted the applicant could appeal the City Code interpretation or apply for a zoning text amendment.

9. Mayor Blonigan opened the public hearing.
10. Scott Bennet, Your Exchange, provided Council an overview of the business that he is proposing to potentially occupy the space. He stated the business isn't only for check cashing and noted several other services that would be provided.
11. Member Webb asked if languages, other than Spanish, would be offered as part of the services. Mr. Bennett stated since other languages aren't as common they do not advertise for them.
12. Member Webb asked about the fees for paying utility bills such as Xcel and Center Point. Bennet provided the fees that would be charged.
13. Member Webb asked who the target population is. Bennett answered the unbanked, underbanked, people that don't use bank accounts, and people who are in situations where they can't get a bank account.
14. Member Wagner asked how many people would be employed at this location and what kind of wages would employees make. Bennett stated there would be 4 to 6 employees and the starting wage is \$18 to \$20 with potential for an increase upon good performance.
15. Member Wagner asked how they keep employees safe. Bennet explained reducing hours, including further reduction in hours during the winter, security officers that show up during close, having multiple employees open and close together, and by having surveillance.
16. **Member Wager MOVED, seconded by member Murphy to close the public hearing. This vote was unanimous and the motion carried.**
17. Member Murphy asked if the B-3 district is where the old Payday America used to be. Pearson stated that is correct. Murphy asked if they had a conditional use permit. Pearson noted he was unsure.
18. Pearson noted staff had limited information in bringing this to Council and that the applicant had not contacted staff to inquire about zoning requirements before applying through the Minnesota Department of Commerce. He also stated the City Code doesn't explicitly mention "check cashing" so it is up to interpretation.
19. Member Murphy stated he does think there is a need for this business and questioned what the timeline would be for determining zoning and how that would fit into the statute guidelines. Pearson stated his preference would be to go through a text amendment process to figure out what the use is, which takes 90 to 120 days. Member Murphy said he would prefer that method too.
20. Member Webb agreed with Member Murphy and wants to make sure we are doing

the right thing for the people in the community and understands people do need a service like this.

21. Member Wagner asked if there was a change to staff's recommendation. Pearson stated staff would need to look into this further, based on Council's input.
22. Mayor Blonigan noted the 60-day timeframe given by the Minnesota Department of Commerce and stated he didn't want this to automatically be approved if the Council didn't come to a conclusion.
23. Mr. Bennett noted he could potentially withdraw the application from the state and allow the time for a text amendment.
24. Sandvik recommended the Council table this item and come back to it at the next Council meeting.
25. **Member Murphy MOVED, seconded by member Webb to table this item and revisit it at the August 15, 2023 Council meeting. The vote was unanimous and the motion carried.**

OTHER BUSINESS A: MOTION TO APPROVE DISBURSEMENT REQUESTS FOR PERIOD ENDING JULY 31, 2023

26. **Member Murphy MOVED, seconded by member Webb to approve disbursement requests for the period ending July 31, 2023. This vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

27. Sandvik noted requested information related to the School Resource Officer will be provided to the Council in the next week or two. He also thanked folks for coming to the Sohacki Park open house as well as Lee Park for the Minnesota Twins clinic. Lastly, he mentioned National Night Out is happening tomorrow, August 1, 2023, and is looking forward to seeing people out.

COUNCIL GENERAL COMMUNICATIONS

28. Member Murphy asked for follow up on traffic enforcement within neighborhoods. Sandvik stated the city continues to use multiple mechanisms to enforce this, including cameras and speed trailers. Member Murphy also asked specifically about additional information on road improvements.
29. Member Webb mentioned GreenStep Cities and congratulated the City on making it to Step 3. She noted National Night Out and hopes people can come together as a community.
30. Member Parisian thanked GreenStep Cities and staff for their sustainability efforts. She also mentioned the trash pick-up at Lakeview Terrace Park on Saturday, August 5, and noted the public safety open house happening on August 12.

31. Mayor Blonigan mentioned the Robbinsdale Farmers Market and again encouraged people to attend. He noted that he attended a reunion for two high schools from Liberia that held their event in Robbinsdale and that he provided a Mayoral proclamation. He also mentioned Robbinsdale's work with Partners in Energy (PIE) and that Council will be discussing Robbinsdale's Energy Action Plan at an upcoming Work Session.

ADJOURNMENT

Member Parisian MOVED, seconded by member Webb to adjourn the meeting at 8:42 p.m. The vote was unanimous and the motion carried.

Chase Peterson-Etem, City Clerk

Aaron Wagner, Mayor Pro Tem

**ROBBINSDALE CITY COUNCIL
SPECIAL WORK SESSION
July 31, 2023
5:00 p.m.
Robbinsdale City Hall
4100 Lakeview Avenue North**

MINUTES

1. The work session was called to order by Mayor Pro Tem Wagner at 5:00 p.m.
2. Council Members present: Webb, Parisian, Blonigan, Mayor Pro Tem Wagner
3. Council Members absent: Murphy
4. Staff present: Tim Sandvik, City Manager; Kayla Kirtz, Assistant to City Manager – Communications; Chase Peterson-Etem, City Clerk/Assistant to City Manager; Ryan Parks, Recreation Services Manager; Diaa Tahoun, Finance Director; Richard McCoy, Public Works Director/City Engineer; Rick Pearson, Community Development Director; Patrick Foley, Police Chief; John Elder, Police Captain

Discussion: 2024 Budget

5. Sandvik introduced the attachment.
6. Pearson explained requested budget items from the Community Development Department.
7. Member Blonigan and Pearson discussed wages and benefits.
8. Parks explained requested budget items from the Recreation Department.
9. Member Parisian asked if the requested position would work within the Public Works Department, Parks responded that the position would work entirely within the Recreation Department.
10. Foley explained requested budget items from the Public Safety Department.
11. Elder explained additional requested budget items from the Public Safety Department.
12. Member Webb, Foley, and Elder discussed the total dollar amount requested from the department.
13. Mayor Pro Tem Wagner and Foley discussed time dedicated to the proposed Police Department wellness program.

14. Member Blonigan and staff discussed projected budget amounts for the Public Safety Department.
15. Council and Foley discussed incentives for the proposed wellness program.
16. McCoy explained requested budget items from the Public Works and Engineering Departments, and the Capital Improvement Plan.
17. Sandvik explained requested budget items from the Administration Department.
18. Sandvik discussed special considerations for the Council.
19. Mayor Pro Tem Wagner and Pearson discussed anti-displacement efforts.
20. Mayor Pro Tem Wagner and McCoy discussed plans for addressing potholes.
21. Member Blonigan requested a comparison of the number of full-time equivalent employees from 2023 versus requested 2024.
22. Member Parisian stated interest in pursuing additional sustainability staffing. Member Webb expressed agreement.
23. Member Webb expressed appreciation for staff.
24. Council and staff clarified support for a full-time sustainability staff person.
25. Staff and Council discussed next steps.
26. Member Parisian expressed support for increasing staff resources to secure external funding and Member Webb agreed.
27. Elder discussed the idea of a citizen task force to assist with a facilities study.
28. Staff and Council scheduled a Special Work Session to continue 2024 budget discussions at 5:00 p.m. on September 5th.

ADJOURNMENT

29. Mayor Pro Tem Wagner adjourned the meeting at 6:56 p.m.

Kayla Kirtz, Recorder

Aaron Wagner, Mayor Pro Tem

**ROBBINSDALE HUMAN RIGHTS COMMISSION
MEETING MINUTES
June 22, 2023**

The meeting was called to order at 7:05 p.m.

Members present:	Nailon, Fox, Hansen, Sedqi, Beahen
Member absent:	Vanausdall-Smith
Members excused:	Lee, Ralston Aoki
Staff present:	Dengnoue

APPROVAL OF AGENDA AND MINUTES:

MOVED by Sedqi to approve agenda, seconded by Nailon. **MOTION CARRIED.**

MOVED by Nailon to approve minutes of May 25, 2023, seconded by Fox. **MOTION CARRIED.**

CHAIR REPORT:

1. Vice Chair Hansen read the email message from Chair Lee which included below:
“I have been talking to Valerie Castile and she is very excited about the prospect of Sanborn being renamed after her son. I am willing to write a proposal for the Council, if the other HRC members feel that is a good next step. I'm wondering if it is a good idea to include the parks and rec commission in creating the proposal?”

The commission felt it was great to have Chair Lee write the proposal to be presented to Council in September.

MOVED by Sedqi to have Chair Lee write a proposal for Council to change Sanborn Park to Philando Castile Park to bring to next meeting for commissioner approval before presentation to Council in September, seconded by Beahen. **MOTION CARRIED.**

Chair Lee, Vice Chair Hansen and Nailon will attend the Parks and Recreation Commission meeting of July 20th, 2023 to inform and discuss the proposal.

2. Vice Chair Hansen and Chair Lee are interested in having a racially restrictive covenant event on May 3, 2024 on the anniversary of Shelley Vs. Kramer (1948 - A case in which the court ruled that enforcement of racially restrictive covenants were a violation of the Equal Protection Clause of the Fourteenth Amendment).

MOVED by Fox that Chair Lee will continue to research possible events for May 3, 2024, about supreme court decision on Shelley vs. Kramer case, seconded by Beahen. **MOTION CARRIED.**

OLD BUSINESS:

A. Honoring Philando Castile- Chair report #1 covered this item.

B. Commission Outreach efforts – Vice Chair Hansen and Commissioner Nailon will attend the Parks and Recreation Commission meeting on July 20, 2023.

- C. Racism is a Health Crisis – Racism is a Health Crisis task force request will be brought back to Council at the work session. The HRC is requesting that the City Manager releases to the commission the answers provided to the family of Khalil Azad.
- D. Crime Free Housing – Chair Lee did more edits on the Excel spread sheet data to protect personal information (addresses). Chair Lee will also study data and current code nuisance violations.
- E. Report from Vice Chair Hansen about resources for filing a police complaint – Vice Chair Hansen will send his notes to be forwarded to the commissioners.
- F. Report from Vice Chair Hansen on Robbinsdale’s energy future – beginning in July the group will be getting a proposal from Xcel Energy to review before it goes to Council for approval.
- G. Public Initiated Topics – none.
- H. DEI in the City of Robbinsdale – Staff Dengnoue shared that the Council will have their DEI goal session with the consultant on July 18, 2023. This meeting is open to the public.
- I. Khalil Azad – Commissioner Sedqi mentioned that there is a “Go Fund Me” to help raise \$5,000 for an attorney. Michelle Gross is working with the family. She also offered to come and speak at an HRC meeting. Sedqi will try to schedule a meeting with Michelle Gross.

NEW BUSINESS:

None.

COMMISSIONER REPORTS/UPDATES:

Sedqi shared that Minneapolis Council meeting will be streamed live on Wednesday (City website and YouTube) introducing a new honorary resolution, ‘Honoring Drag Performance and Drag Culture as a Form of Free Speech’. She is still working on renter project. August is Black Business month.

Nailon mentioned that there is a health care software related to Racism as a Health Crisis to help those who never had health insurance.

Beahen thanked Commissioners Fox and Hansen for sharing their experience on pride events. She will follow up with Keith.

Hansen – Birdtown pride last weekend. He will help at the Hennepin County booth. There was discussion about organizing a larger Robbinsdale Pride outside of Pride Month to not compete with surrounding community events.

Commissioners Sedqi, Beahen, Fox, Hansen, and Nailon will attend the Whiz Bang Days parade.

OTHER BUSINESS:

None.

ADJOURNMENT

The meeting adjourned at 8:53 p.m.

Recorded by, Charnelle Dengnoue

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JUNE 15, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:02 p.m.

ROLL CALL:

Commissioners Present: Allen, Harris, Weinberg,

Commissioners Absent: Montemayor, Ralston Aoki

Staff Present: Rick Pearson, Community Development Coordinator

2. **#2A: CONSIDERATION OF MINUTES:**

MOTION by Commissioner Allen, seconded by Commissioner Harris to approve Planning Commission Meeting Minutes of May 18, 2023 with a correction in paragraph 5 changing June 7 to June 15.

The vote was 3-0 and the motion carried. (Montemayor, Ralston Aoki absent)

3. **ELECTION OF OFFICERS:**

The Commissioners agreed that they wanted full attendance for the election of officers. We will try again next month when all commissioners are present.

4. **#4A: CONTINUED PUBLIC HEARING:**

Consideration of Conditional Use Permit C23-2 to allow multiple family housing; And Variance Request V23-1 for: Reduction of required parking; reduction of required minimum floor space for multiple family units; reduction of required lot area for the combined number of hotel and multiple family units, and conditional use permit for off-site parking at 4628 41st Ave N as requested by the Minnesota Assistance Council for Veterans

5. **MOTION** by Commissioner Harris, seconded by Commissioner Ralston Aoki to re-open the public hearing. **The vote was 3-0 and the motion carried. (Montemayor, Ralston Aoki absent)**

Commissioner Ralston Aoki arrived at 7:05

6. Pearson presented the staff report with aerial views of the property. Presented latest, revised site plan received from MACV. Removed 2 parking spaces, moved dumpster to new area, lengthened handicapped access ramp, and grilling area. Feedback suggested other corrections to parking area. Provided elevations, can provide at least 10 parking spaces. We can put expectations in the resolution but it's not recorded against the property.

Planning Commission
Meeting Minutes
June 15, 2023

The EDA seems to be receptive to working out something with Broadway Court for additional parking spaces with as minimal impact as possible. The EDA would like to issue a license for the parking. EDA wants to maintain control of the property. Off-site parking requires a conditional use permit.

Staff is recommending continuing the public hearing to July 20, 2023.

7. **MOTION** by Commissioner Weinberg, seconded by Commissioner Ralston Aoki to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until July 20, 2023 at 7:00 pm.
The vote was 4-0 and the motion carried. (Montemayor absent)

#6A PUBLIC HEARING: Zoning Text Amendments

8. Pearson gave a brief overview of the zoning text amendments and edits previously recommended by the Commissioners.
9. **MOTION** by Commissioner Ralston Aoki, seconded by Commissioner Harris to recommend that the City Council amend the following sections:
- Section 515.01, Subd 3 Home Occupations to eliminate a prohibition of home occupations to occur in accessory structures
 - Section 510.11, Subd 1, Accessory Structures to create standards to allowing home occupations.
 - Section 505.09, Subd 103 adding "Boats" to the definition of recreational vehicle or "RV".
 - Section 510.17 and 515.01, Subd 4 Conditional uses to create standards for allowing commercial vehicles exceeding 9,000 lbs gross weight in the R-1, Single Family Residential district.

The vote was 4-0 and the motion carried (Montemayor absent)

#7A: INFORMATION ONLY: Project Updates

10. Reviewed various projects that will come before the Planning Commission in the months ahead.

#8: ADJOURNMENT:

11. **MOTION** by Commissioner Harris, seconded by Commissioner Ralston Aoki to adjourn the meeting at 7:36 p.m.
The vote was 4-0 and the motion carried. (Montemayor absent)



Rick Pearson, AICP
Community Development Coordinator

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, MAY 18, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:00 p.m.

ROLL CALL:

Commissioners Present: Montemayor, Harris, Weinberg, Allen

Commissioners Absent: Ralston Aoki

Staff Present: Rick Pearson, Community Development Coordinator

2. **#2A: CONSIDERATION OF MINUTES:**

MOTION by Commissioner Montemayor, seconded by Commissioner Allen to approve Planning Commission Meeting Minutes of April 11, 2023.

The vote was 4-0 and the motion carried. (Ralston Aoki absent)

3. **ELECTION OF OFFICERS AND MEETING DATES:**

The Commissioners agreed that they wanted full attendance for the election of officers. We will try again next month when all commissioners are present.

4. **#4A: CONTINUED PUBLIC HEARING:**

Consideration of Conditional Use Permit C23-2 to allow multiple family housing;

And

Variance Request V23-1 for:

Reduction of required parking; reduction of required minimum floor space for multiple family units; reduction of required lot area for the combined number of hotel and multiple family units at 4628 41st Ave N as requested by the Minnesota Assistance Council for Veterans

4. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to re-open the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**

5. Pearson presented the staff report. Last month tabled these 2 requests. MACV provided lease from the Hennepin County Regional Railroad Authority providing at least 6 parking spaces. Provided overhead picture of area. New site plan presented showed 4 vehicles on Broadway Court property and 2 parallel spaces right behind the building. Need to revise the plan to solve conflicts with parking spaces underneath the fire escape, and the handicapped parking access space and the garbage enclosure. Remote off-site parking requires a conditional use permit. Recommending continuing the public hearing to June 15, 2023 at 7:00 p.m.

6. Commissioner Weinberg inquired as to the number of spaces, would staff be recommending approval of the conditional use permit with 13 spaces instead of 15 spaces. Pearson replied that the 13. Is close to the 15 required based upon the number of units. No additional spaces for staff or visitors are required.
7. Commission Harris asked if we are still waiting on info from MACV on how many residents need parking. Pearson replied that the only data from MACV was anecdotal at the January meeting.
8. Commissioner Weinberg inquired about variances for open spaces. Pearson replied that we did have a number of variances planned unit developments (PUD) so we could be flexible. Reduced open space has been offset by an increase in amenities. The site plan should show the amenities to the project.
9. **MOTION** by Commissioner Montemayor, seconded by Commissioner Harris to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until June 15, 2023 at 7:00 pm.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)

#6A NEW BUSINESS: Zoning Text Amendments

10. Pearson presented the staff report for these various amendments. Interest in trying to open up things for home occupations for small crafters. Reviewed neighboring cities language on permissible home occupations. Impact of parking is very limited; all visitor parking needs to be in the driveway.
11. Discussion continued on what is home occupations, handicapped parking, and parking requirements in residential neighborhoods, front yard setbacks.
12. The Planning Commission agreed to move forward to public hearings for zoning text amendments to be on the June 15th Planning Commission meeting agenda.
13. **MOTION** by Commissioner Allen, seconded by Commissioner Montemayor to change the October Planning Commission meeting date to Thursday, October 26, 2023 at 7:00 p.m.

#8A: INFORMATION ONLY: Project Updates

14. Tour of The Reeve apartment building on May 9. Beautiful building.

#9: ADJOURNMENT:

15. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to adjourn the meeting at 7:46 p.m.
The vote was 4-0 and the motion carried. (Ralston Aoki absent)



Rick Pearson, AICP
Community Development Coordinator

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, APRIL 20, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:00 p.m.

New Planning Commissioner Harris took the oath of office for Ward 1

ROLL CALL:

Commissioners Present: Montemayor, Weinberg, Harris, Ralston Aoki

Commissioners Absent: Allen

Staff Present: Rick Pearson, Community Development Coordinator

2. **#2A: CONSIDERATION OF MINUTES:**

MOTION by Commissioner Weinberg, seconded by Commissioner Montemayor to approve Planning Commission Meeting Minutes of March 16, 2023.

The vote was 4-0 and the motion carried.

#3A: CONTINUED PUBLIC HEARING:

Consideration of Conditional Use Permit C23-2 to allow multiple family housing;

And

Variance Request V23-1 for:

Reduction of required parking; reduction of required minimum floor space for multiple family units; reduction of required lot area for the combined number of hotel and multiple family units at 4628 41st Ave N as requested by the Minnesota Assistance Council for Veterans

4. **Motion** by Commissioner Ralston Aoki, seconded by Commissioner Weinberg to open the public hearing. **The vote was 4-0 and the motion carried. (Allen absent)**

5. Pearson presented a recap of the conditional use permit and the variance requests. Reviewed existing parking spaces and proposed parking spaces to determine how many spaces will be needed. The EDA wants MACV to make a formal request for parking spaces at Broadway Court. Discussion continued on public parking available, income requirements of tenants, sleeping rooms versus one-bedroom apartments, feasibility of parking at Hubbard Marketplace.

6. **Motion** by Commissioner Montemayor, seconded by Commissioner Weinberg to re-open the public hearing. **The vote was 4-0 and the motion carried. (Allen absent)**

Planning Commission
Meeting Minutes
April 20, 2023

7. **John Lovald, Minnesota Assistance Council for Veterans**

Thanked Mr. Pearson for all of his help with sketches.

Presented a memo from Hennepin Council Regional Railroad Authority authorizing the Metropolitan Council to enter into a sublease with MACV stating the conditions of the sublease. Presented a photograph of six parking spaces to be leased at Hubbard Marketplace for 5 years with two renewable options every 5 years totaling 15 years. Will provide insurance coverage and signage for parking spaces.

8. Pearson reviewed the proposed spaces on the site plan for maneuvering, dimensions of spaces, aisle space. Variances and CUPs run with the land, if the property is ever sold. Low income levels of projected tenants means some can't afford cars, but things could change in the future.
9. Discussion continued on the number of parking spaces needed, how the EDA will respond to a formal request for parking, looked at various ideas for the property.
10. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until May 18, 2023 at 7:00 pm.
The vote was 4-0 and the motion carried. (Allen absent)

#4A: PUBLIC HEARING:

Zoning Text Amendment Z23-1 to amend the R-1 District, Section 515.01, subd 3(l) to include solar panels on accessory structures as an accessory use in addition to principal structures and remove the conditional use permit requirement

11. **Motion** by Commissioner Montemayor, seconded by Commissioner Weinberg to OPEN the public hearing. **The vote was 4-0 and the motion carried. (Allen absent)**
12. Pearson presented the staff report for this zoning text amendment to amend the R-1 District, Section 515.01. Subd 3(l) to include solar panels on accessory structures as an accessory use in addition to principal structures and remove the conditional use permit requirement. He reviewed existing zoning ordinances for solar energy devices. Solar panels will not be allowed in front or side yards. Because detached garages have height limitations of 16 feet, an exception to height limitations is also proposed for solar panels.
13. Commissioner Ralston Aoki asked how high the solar panels could potentially be with the height exemption? Pearson said that solar panels would have wind issues if they are too high and a building permit would be required to make sure they could withstand the wind pressure. Otherwise, without the exemption, variances could be expected because many garages are at or near the maximum allowed height.

Planning Commission
Meeting Minutes
April 20, 2023

14. The floor was opened to the public for comment. No one spoke to this item.
15. **Motion** by Commissioner Weinberg, seconded by Commissioner Harris to CLOSE the public hearing. **The vote was 4-0 and the motion carried. (Allen absent)**
16. **Motion** by Commissioner Ralston Aoki, seconded by Commissioner Weinberg to recommend that the City Council adopt the zoning code amendments making solar energy devices an accessory use on principal and accessory structures, in rear yards and creating a building height exemption for solar energy devices.
The vote was 4-0 and the motion carried. (Allen absent)
17. Pearson explained that the first reading of the ordinance by the City Council would probably occur on May 2. During this initial review, the council can make changes, additions to the ordinance. The ordinance takes effect after the second reading occurs approximately 30 days later.

#6A: NEW BUSINESS: Future Zoning Text Amendments:

18. Pearson presented the staff report for various zoning text amendments that have been discussed previously by the Planning Commission. Provided an overview of what other cities have ordinances for home occupations. Came up with 240 square feet for the cities accessory structures.
19. The Commission discussed some language that can be more specific regarding what manufacturing, warehousing, and distribution is allowed as a home occupation. Also adding a restriction to automobile repair.
20. Pearson provided examples of resident home occupations discovered by complaints received from neighbors.
21. Commissioner Ralston Aoki recommended establishing time limits that home occupations can do business. Pearson replied that the city does have time limits on work that are about noise.
22. Pearson related his efforts to secure additional resources for code enforcement efforts.
23. Pearson stated that they have added boats to RV regulations, a CUP for large commercial vehicle parking in residential districts, and discussed street parking restrictions, banning parking for snow removal.
24. Pearson related information from the City Council Work Session goals session for 2024. Top priority goals were staff security, trying to get a more diverse staff, a study of city-owned facilities. A housing plan supporting LRT will be a Planning Commission issue. Comprehensive Plan will be amended as part of the light rail process. Currently working on

developing a program to create home improvement incentives for property owners.
Reviewed Crystal Airport zoning issues regarding height restrictions on land use.

#8A: INFORMATION ONLY: Project Updates

No action required.

#9: ADJOURNMENT:

MOTION by Commissioner Weinberg, seconded by Commissioner Montemayor
to adjourn the meeting at 9:00 p.m..

The vote was 4-0 and the motion carried. (Allen absent)



Rick Pearson, AICP
Community Development Coordinator



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: Approval of Licenses

Background:

As required by City Code, contractor and business licenses issued in the City of Robbinsdale must be approved by the City Council. Attached is a list of applicants requesting a license or license renewal to operate within the City. All appropriate fees have been paid and certificates of insurance and bonds, if required, have been filed with the City Clerk.

Recommendation:

By motion, approve issuance of licenses dated 8/15/23.

Tim Sandvik, City Manager

CONCURRENCE:

Chase Peterson-Etem, City Clerk

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ALL AMERICAN HEATING & AIR INC	Mechanical Contractor	\$50.00
C & M HEATING & AIR CONDITIONING INC	Mechanical Contractor	\$50.00
DUCTWORK PRO INC. aka HOME ENERGY INC	Mechanical Contractor	\$50.00
FASTSIGNS PLYMOUTH	Sign Contractor	\$50.00
GILBERT MECHANICAL CONTRACTORS INC	Mechanical Contractor	\$50.00
KULLA HEATING & AIR , INC	Mechanical Contractor	\$50.00
MIDLAND HVAC LLC	Mechanical Contractor	\$50.00
SPRING PLUMBING LLC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

8



To: Mayor and City Council
 From: Tim Sandvik, City Manager
 Date: August 15, 2023
 Subject: UNCF Walk for Education

Background

Laverne McCartney Knighton and Chaz Sandifer submitted an application to host a 5k walk to raise funds for UNCF (United Negro College Fund) on Saturday, September 23, 2023, 9:00 a.m. Lakeview Terrace Park would be the beginning and the end of the route. The proposed route is shown on the attached map. The use of the park is being requested beginning at 7:30 a.m. until noon. Anticipated attendance is 200 people. Note that this is the last day of the Farmer's Market.

Analysis/Conclusion

From the application:

5K route

The 5k will start near the southeast parking lot of Lakeview Terrace Park, near the playground and walking path. Participants will follow the walking path on the west and north side of Crystal Lake, until the path ends at Shoreline Drive. The race will continue through the cross walk across shoreline and will stay on the sidewalk. The route will go left on 40th Ave N, staying on the sidewalk, until reaching the Victory Memorial Drive walking path. The route will go right near York Ave and continue on the Victory Memorial walking path. Participants will stay on this until 34th where they will turn right and cross York Ave N on to the sidewalk, towards Lakeland Dr Ave N. The route will stay on Lakeland Dr Ave N until reaching 35th Ave. Participants will go through the cross walk and take a left on to the walking path/sidewalk that enters into Lakeview Terrace Park. The route will stay on this path and follow it to the Lakeview Terrace Park pavilion, where the race ends.

Will utilize volunteers and private security company as last year at the cross walk, the walking path and Shoreline Drive, at 40th Ave and York before getting on Victory Memorial walking path, at 34th and York, at Lakeland Dr Ave N and 35th Ave N, and at the entrance of the Lakeview Terrace Park southeast parking lot.

The Police Chief and Public Works Director/City Engineer have reviewed the application and proposed route. Per the Police Chief, as in 2022, the City will not have the staffing nor police vehicles to handle this event.

The Public Works Director/City Engineer approved the application subject to the group having proper route management as they did in 2022. They should also clean up the pavilion area at the conclusion of the event.

There will be no alcohol present. Food and entertainment provided as usual at the weekly Farmer's Market. Banners and signs require a permit. The Lakeview Terrace Pavilion is tentatively reserved. The City Council can consider the park rental fee be waived, since the group is non-profit.

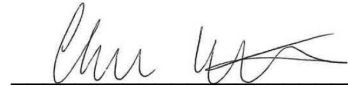
Recommendation

Consider the application for a 5k walk that was submitted by Laverne McCartney Knighton and Chaz Sandifer to be held on Saturday, September 23, 2023, 7:30 am to noon, beginning and ending at Lakeview Terrace Park with conditions noted by staff, in addition to waiving the park rental fee.

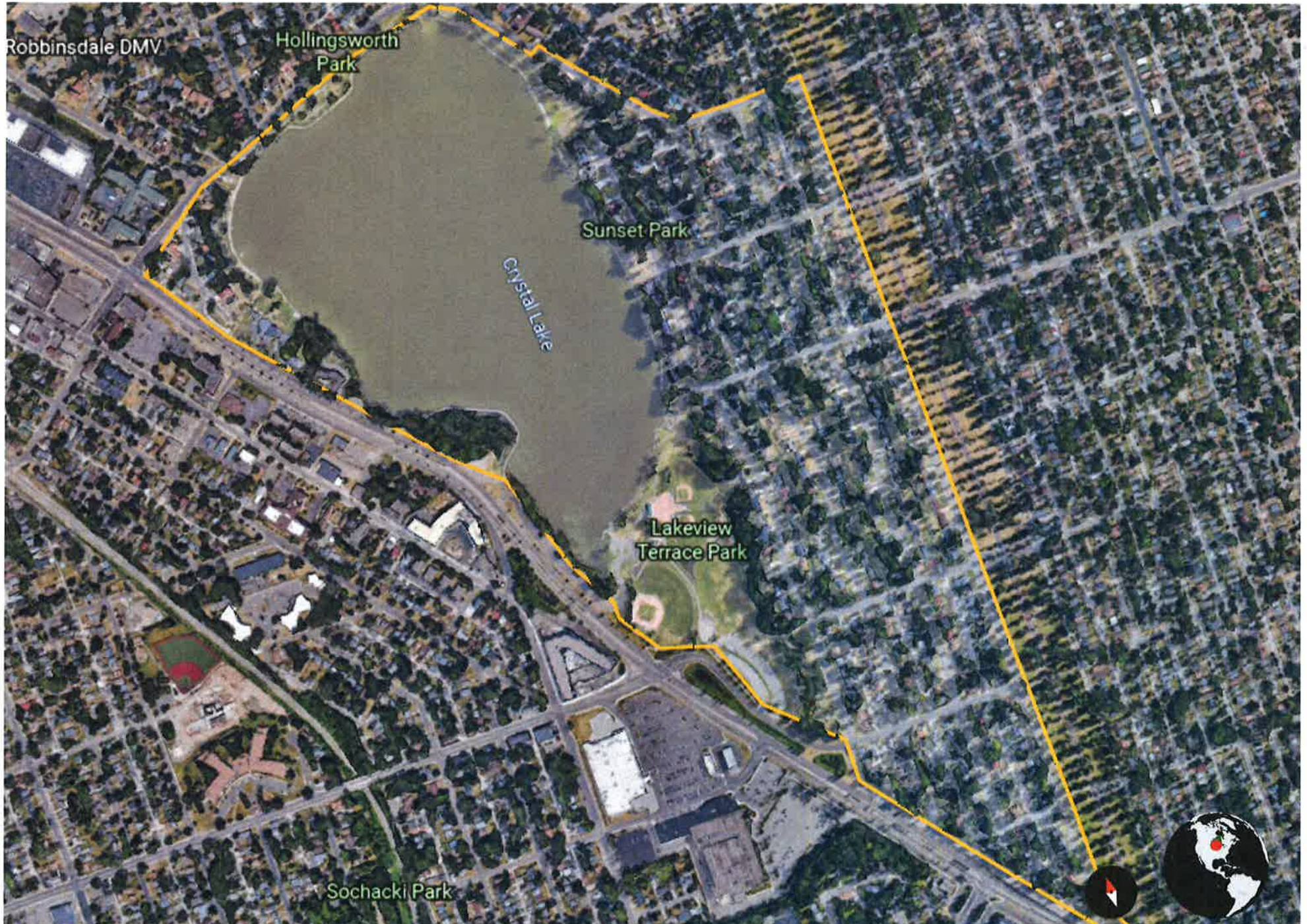


Tim Sandvik, City Manager

CONCURRENCE:



Chase Peterson-Etem, City Clerk



Google Earth

Imagery date: 6/13/21

400 m

Camera: 3,471 m

45°01'22"N 93°19'31"W

258 m



City of Robbinsdale

TO: Mayor and City Council
FROM: Kayla Kirtz, Assistant to City Manager - Communications
DATE: August 15, 2023
RE: Approval of Energy Action Plan

Background:

City staff, 16 Energy Action Team members, and 7 utility representatives and facilitators have contributed many hours of service over the last year to produce Robbinsdale's Energy Action Plan. The content of this plan is derived from a series of planning workshops hosted by Xcel Energy's Partners in Energy. The plan identifies four focus areas and a number of strategies to provide immediate opportunities to improve energy efficiency, save on energy costs, and decrease carbon emissions in the City of Robbinsdale. Ultimately, the Energy Action Team has constructed a goal of avoiding an additional 30% of energy-related greenhouse gas emissions by 2030 compared to business as usual.

At the August 8, 2023 City Council Work Session, City staff and Partners in Energy facilitators presented the plan to the City Council. Edits of the plan discussed at the time of the meeting have been incorporated into the final document. The Council has been provided with an electronic copy of the final draft of the Robbinsdale Energy Action Plan. The Executive Summary is attached to this agenda packet. The final draft will be posted on the City website after approval of the plan.

Recommendation:

By motion, approve the Robbinsdale Energy Action Plan.

Tim Sandvik, City Manager

CONCURRENCE

Kayla Kirtz, Assistant to City Manager - Communications



ROBBINSDALE ENERGY ACTION PLAN

Our Energy Action Plan, designed by Robbinsdale community members in collaboration with Xcel Energy's Partners in Energy program, provides immediate opportunities to improve energy efficiency, save on energy costs, and decrease carbon emissions.

Our Energy Vision

Robbinsdale strives to be a leader in sustainable energy action. Through continued partnerships, the City and its community members set to improve upon existing efforts, including energy efficiency, energy affordability, and renewable energy. This plan aims to remove structural barriers to equitably serve all community members, improve quality of life for present and future generations, and make Robbinsdale resilient and adaptable to the changing climate.

Our Goals

Robbinsdale will avoid an additional 30% of energy-related greenhouse gas emissions by 2030 compared to business as usual.

This will save 119,000 MMBtu community-wide in energy savings and will save the community an estimated \$1.3 million through energy efficiency projects by 2030.

Energy Action Plan Impact



8,500 MTCO₂e of avoided greenhouse gas emissions by 2030, which is equivalent to removing 1,800 passenger vehicles from the road for a year.



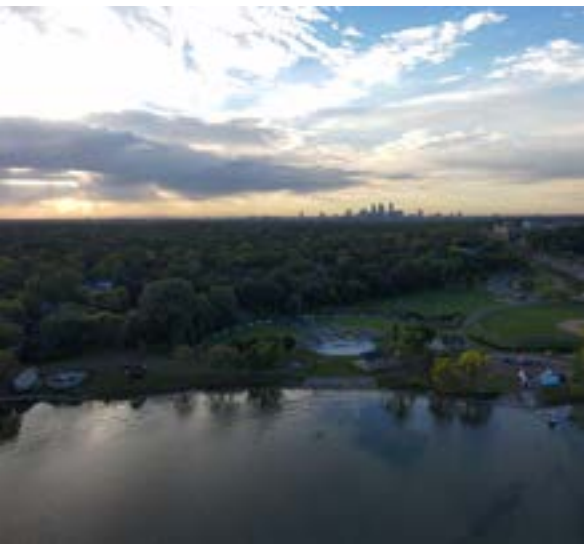
Estimated savings of \$1.3 million community-wide through participation in utility programs by 2030.



Equitably serving all residents, businesses, and institutions in sustainable energy action.



Making Robbinsdale resilient and adaptable to the changing climate.



How We Are Going to Get There

The City of Robbinsdale and its partners, community members, and volunteers will take actions identified in this plan that will help us achieve our goal. We developed actionable strategies to reach all residents and businesses within four focus areas:

- **Reducing Energy Burden**
- **Residential Energy Efficiency**
- **Business Energy Efficiency**
- **Renewable Energy**



Actions

- Foster an environment for energy savings, renewable energy, and economic growth to coexist and thrive.
- Collaborate with community groups, social service organizations, and businesses to encourage participation in energy programs and opportunities.
- Conduct outreach and education campaigns to make energy efficiency the easy choice and remove barriers to accessing renewable energy.
- Organize funding resources and incentives for the community to participate in energy programs that result in more comfortable and valuable homes and buildings.
- Engage property owners, building managers, and renters to increase energy efficiency and save money.



Get Involved

Visit robbinsdalemn.com to read more about the Energy Action Plan and find ways you can support the plan.

To learn how you can help Robbinsdale achieve our energy goals, please contact Assistant to City Manager Kayla Kirtz at kkirtz@ci.robbinsdale.mn.us.



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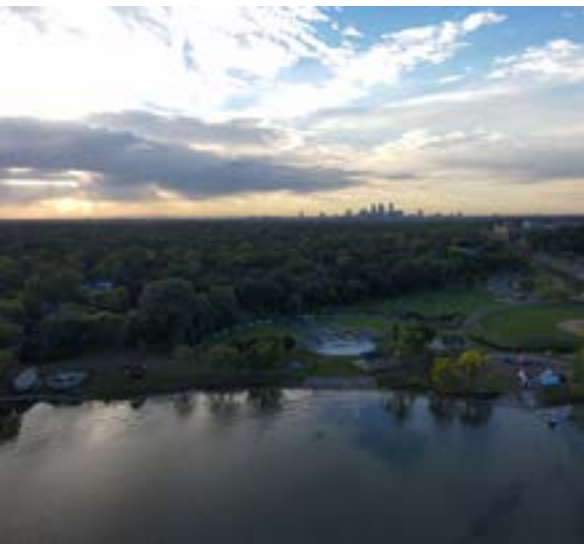
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City of Robbinsdale

MEMORANDUM

TO: City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: Quarterly Financial Information for General, Water, Sanitary Sewer, Storm Sewer and Solid Waste

Attached is quarterly financial information for the General, Water, Sanitary Sewer, Storm Sewer and Solid Waste Funds for the quarter ending June 2023 prepared by the finance department. The report includes budget and quarterly amounts for 2023.

This is summarized information and reflects transactions that have occurred to date through the quarter. Many of the General Fund revenues are received in lump payments at various times during the years and many expenses are seasonal.

Recommendation

Approve a motion to acknowledge the financial reports for the quarter ended June 2023.



Tim Sandvik, City Manager

CONCURRENCE:



Daa Tahoun, Finance Director

City of Robbinsdale
General Fund
For Period Ending June 30, 2023

	2nd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Revenues/Other Cash Inflow					
Taxes	\$ 3,600,000	\$ 3,600,000	\$ 8,120,254	\$ 4,520,254	44.3%
Business Licenses	1,619	83,782	114,250	30,468	73.3%
Non-Business Licenses & Permits	80,590	128,428	480,274	351,846	26.7%
Intergovernmental	5,730	34,097	2,525,119	2,491,022	1.4%
General Government Fees	64,657	163,190	436,421	273,231	37.4%
Public Safety Fees	4,416	7,044	80,435	73,391	8.8%
Recreation Fees	29,433	61,337	134,684	73,347	45.5%
Fines & Forfeitures	46,416	105,289	232,563	127,274	45.3%
Franchise Fees	179,819	179,819	437,950	258,131	41.1%
Interest and dividends			91,400	91,400	
Miscellaneous Revenue	21,365	23,527	6,942	(16,585)	338.9%
Contributions From Other Funds			325,000	325,000	
Fund Balance Reserves					
Total Revenues/Other Cash Inflows	\$ 4,034,045	\$ 4,386,513	\$ 12,985,292	\$ 8,598,779	33.8%

Expenses/Other Cash Outflow					
City Council	\$ 33,411	\$ 43,900	\$ 128,555	\$ 84,655	34.1%
Legal Services	15,411	35,287	58,714	23,427	60.1%
Administrative Services	104,019	203,313	470,861	267,548	43.2%
Assessing	72,020	116,904	144,209	27,305	81.1%
Financial Services	105,084	189,307	453,581	264,274	41.7%
Community Development	135,186	251,136	554,400	303,264	45.3%
Police Services	1,332,382	2,660,432	6,519,887	3,859,455	40.8%
Fire Services	235,717	420,074	952,316	532,242	44.1%
Recreation & Parks	153,147	285,504	656,358	370,854	43.5%
Engineering Services	184,851	332,826	812,498	479,672	41.0%
Public Works	555,655	1,013,983	2,516,012	1,502,029	40.3%
Transfer to Other Funds					
Total Expenses/Other Cash Outflow	\$ 2,926,883	\$ 5,552,666	\$ 13,267,391	\$ 7,714,725	41.9%

City of Robbinsdale
Water Utility Fund
For Period Ending June 30, 2023

	2nd Quarter 2023	Year to Date Actual	Annual Budget	Under (Over) Budget	Percent Received / Expended
Water Utility Operations					
Revenues/Other Cash Inflow					
Water Charges	\$ 1,404,180	\$ 2,045,099	\$ 3,856,233	\$ 1,811,134	53.0%
Intergovernmental - Grant	669,137	1,177,963	2,320,450	1,142,487	50.8%
Interest Income			112,000	112,000	
Bond Proceeds			2,140,000	2,140,000	
Other Revenue	-	4,389	4,500	111	97.5%
Total Revenues/Other Cash Inflows	\$ 2,073,317	\$ 3,227,451	\$ 8,433,183	\$ 5,205,732	38.3%
Expenses/Other Cash Outflow					
Personal Service	\$ 124,949	\$ 237,591	\$ 359,320	\$ 121,729	66.1%
Supplies	135,519	221,994	140,230	(81,764)	158.3%
Other Services & Charges	206,356	457,332	766,956	309,624	59.6%
Depreciation	250,000	500,000	1,000,000	500,000	50.0%
Capital Improvements	949,834	1,317,245	5,219,241	3,901,996	25.2%
Bond Principal		480,000	2,613,300	2,133,300	18.4%
Bond Interest		107,171	469,463	362,292	22.8%
Fiscal Agent Fees			925	925	
Debt Issuance Cost					
Operating Transfers Out			65,000	65,000	
Total Expenses/Other Cash Outflow	\$ 1,666,658	\$ 3,321,333	\$ 10,634,435	\$ 7,313,102	31.2%
		<u>Increase (Decrease)</u>			
Year-to-date Revenue less Expenses		<u>\$ (93,882)</u>			

City of Robbinsdale
Sanitary Sewer Fund
For Period Ending June 30, 2023

	<u>2nd Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Sanitary Sewer Operations					
Revenues/Other Cash Inflow					
Sanitary Sewer Charges	\$ 1,071,273	\$ 1,525,833	\$ 2,886,321	\$ 1,360,488	52.9%
Interest Income			22,000	22,000	
Bond Proceeds			1,103,000	1,103,000	
Other Revenue		4,389	5,000	611	
Total Revenues/Other Cash Inflows	\$ 1,071,273	\$ 1,530,222	\$ 4,016,321	\$ 2,486,099	38.1%
Expenses/Other Cash Outflow					
Personal Service	\$ 38,380	\$ 59,689	\$ 196,501	\$ 136,812	30.4%
Supplies	3,947	10,877	50,669	39,792	21.5%
Other Charges & Services	341,364	689,953	1,491,240	801,287	46.3%
Depreciation	62,500	125,000	250,000	125,000	50.0%
Capital Improvements	324,226	324,226	1,628,100	1,303,874	19.9%
Bond Principal Pymts		530,000	530,000		100.0%
Bond Interest		29,425	51,638	22,213	57.0%
Fiscal Agent Fees		69	630	561	11.0%
Debt Issuance Cost			8,000		
Operating Transfers Out			16,000	16,000	
Total Expenses/Other Cash Outflow	\$ 770,417	\$ 1,769,239	\$ 4,222,778	\$ 2,445,539	41.9%
Year-to-date Revenue less Expenses					
		<u>Increase (Decrease)</u>			
		<u>\$ (239,017)</u>			

City of Robbinsdale
Storm Sewer Fund
For Period Ending June 30, 2023

	<u>2nd Quarter</u> <u>2023</u>	<u>Year to Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Under (Over)</u> <u>Budget</u>	<u>Percent</u> <u>Received /</u> <u>Expended</u>
Storm Sewer Operations					
Revenues/Other Cash Inflow					
Storm Sewer Charges	\$ 665,626	\$ 1,031,170	\$ 1,823,469	\$ 792,299	56.5%
Interest Income			10,500	10,500	
Bond Proceeds			1,255,000	1,255,000	
Other Revenue					
Total Revenues/Other Cash Inflows	\$ 665,626	\$ 1,031,170	\$ 3,088,969	\$ 2,057,799	33.4%
Expenses/Other Cash Outflow					
Personal Service	\$ 41,330	\$ 67,621	\$ 183,972	\$ 116,351	36.8%
Supplies	53,558	53,576	127,700	74,124	42.0%
Other Charges & Services	87,811	197,811	462,332	264,521	42.8%
Depreciation	100,000	200,000	400,000	200,000	50.0%
Capital Improvements	19,972	19,972	1,568,500	1,548,528	1.3%
Bond Principal Pymts		430,000	430,000		100.0%
Bond Interest		51,600	95,644	44,044	54.0%
Fiscal Agent Fees			400	400	
Debt Issuance Cost					
Operating Transfers out			25,000	25,000	
Total Expenses/Other Cash Outflow	\$ 302,671	\$ 1,020,580	\$ 3,293,548	\$ 2,272,968	31.0%
		<u>Increase (Decrease)</u>			
Year-to-date Revenue less Expenses		<u>\$ 10,590</u>			

City of Robbinsdale
Solid Waste Fund
For Period Ending June 30, 2023

	<u>2nd Quarter 2023</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>Under (Over) Budget</u>	<u>Percent Received / Expended</u>
Solid Waste Operations					
<u>Revenues/Other Cash Inflow</u>					
Solid Waste Charges	\$ 737,715	\$ 1,104,505	\$ 2,202,246	\$ 1,097,741	50.2%
County Grant Revenue			35,000	35,000	
Interest Income					
Other Revenue	5,440	5,710	1,750	(3,960)	
Total Revenues/Other Cash Inflows	<u>\$ 743,155</u>	<u>\$ 1,110,215</u>	<u>\$ 2,238,996</u>	<u>\$ 1,128,781</u>	<u>49.6%</u>
<u>Expenses/Other Cash Outflow</u>					
Personal Service	\$	\$	\$	\$	
Supplies	18	18		(18)	
Other Charges & Services	495,104	809,980	1,959,173	1,149,193	41.3%
Transfer to Other Funds			200,000	200,000	
Total Expenses/Other Cash Outflow	<u>\$ 495,122</u>	<u>\$ 809,998</u>	<u>\$ 2,159,173</u>	<u>\$ 1,349,175</u>	<u>37.5%</u>
		<u>Increase (Decrease)</u>			
Year-to-date Revenue less Expenses		<u>\$ 300,217</u>			



MEMORANDUM

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: **SECOND READING** of amendments to the Zoning Ordinance for:
Section 505.09, Definitions to add “boats”;
Section 510.11, Accessory structures, uses & equipment to remove the prohibition of Home Occupations;
Section 510.17, Off-street parking to replace the prohibition of vehicles exceeding 9,000 lbs. gross vehicle weight;
Section 515.01 R-1 Single family residential accessory uses to allow home occupations in accessory structures and expand the language for clarity;
Section 515.01 R-1 Single family residential conditional uses creating standards for commercial vehicles exceeding 9,000 lbs. gross vehicle weight.

BACKGROUND:

The attached zoning text amendments will provide additional flexibility and clarity to the Home occupation and accessory structure standards. The first reading of the amendments occurred on July 18. The Council had also previewed the amendments at the work session on July 11.

ANALYSIS/CONCLUSION:

The Ordinance amendments are ready for their second reading. To recap:

- Zoning Text amendment Z23-2 will amend the home occupation standards to remove the prohibition of home occupations occurring in accessory structures.
- Zoning Text Amendment Z23-3 will amend the accessory structure standards to create the limitations by which a home occupation may be conducted. The intent is to not displace required parking and restrict the size of the home occupation.
- Zoning Text Amendment Z23-4 will amend the RV standards for clarity to include boats.
- Zoning Text Amendment Z23-5 will amend the Off-street parking standards to create a conditional use permit allowance for commercial vehicles exceeding 9,000 gross vehicle weight. This came about after a resident contractor received a warning about parking a very large commercial vehicle in his rear yard. The issue did not originate as a complaint.

RECOMMENDATION:

Motion to waive the reading and hold the **SECOND READING** of the Ordinance shown in **Exhibit 1** approving amendments to the ordinance.

CONCURRENCE:

Rick Pearson, Community Development Coordinator

Tim Sandvik, City Manager

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on July 18, 2023 be given its second reading this 15th day of August 2023 and that it be adopted.

ORDINANCE NO. 23-10

**AN ORDINANCE AMENDING CITY CODE ZONING SECTIONS 505.09
DEFINITIONS, 510.11 ACCESSORY STRUCTURES, 510.17 OFF-STREET PARKING
AND 515.01 R-1 SINGLE FAMILY RESIDENTIAL ACCESSORY USES**

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That the following sections shall be amended by adding new language shown in bold and underlined and language to be removed indicated by strikeout and subsequent sections renumbered as necessary:

Zoning Section 505.09, Definitions

Subd. 103. "Recreational vehicle" or "RV" means a vehicle designed for recreational use, including but not limited to the following: **boats**, campers, camper trailers, watercraft, snowmobiles, and all-terrain vehicles. A trailer used to transport recreational vehicles shall itself be considered a recreational vehicle. A slip-in camper shall be considered a recreational vehicle regardless of whether it is mounted on a truck or is free standing. In order for a motor vehicle or trailer to be considered a camper, at least four of the following life support systems must be present, two of which must be (a), (b) or (c):

- (a) cooking with liquid propane gas supply.
- (b) potable water supply including sink and faucet.
- (c) separate 110-125 volt electrical power supply.
- (d) heating or air conditioning separate from vehicle engine.
- (e) refrigerator, electric or propane
- (f) toilet, self-contained or connected to a plumbing system.

Zoning Section 510.11. Accessory structures, uses & equipment.

Subd. 1. Accessory buildings permitted or conditionally permitted. All accessory buildings are subject to the following restrictions:

- (a) No accessory building shall be permitted on any lot prior to the time of the issuance of the building permit for the construction of a principal building.
- (b) Accessory buildings in the rear yard shall not be closer than 1-1/2 feet to any lot line.
- (c) Accessory buildings in a side yard shall not be any closer than five feet to the lot line. If an accessory building is located in a corner side yard, then the required setback shall be the same as what is required for the principal building.

(d) No accessory building shall be built within six feet of the principal building unless it is connected to the principal building by a living space. (e) No detached accessory building shall be placed in the front yard.

(f) Accessory buildings shall be setback from any alley right-of-way a minimum of two feet.

(g) Garages with vehicular access to and from an alley or street right-of-way and with the vehicular entrance fronting the street right-of-way shall be set back a minimum of 20 feet from the property line. Garages with vehicular access to and from an alley with the vehicular entrance fronting the alley shall be set back a minimum of 16 feet from the property line. (Amended, Ord. No. 03-33)

(h) Garages not covered under subsection 510.11, subdivision 1(f) and (g) shall be set back a minimum of two feet for every additional ten degrees of angle from the alley right-of-way.

(i) In no case shall an accessory building exceed the height of the principal building.

(j) Accessory buildings shall not exceed 16 feet in height.

(k) No accessory building shall at any time be used as a dwelling unit (temporarily or permanently).

(l) No accessory building shall be used ~~or~~ for a home occupation **except in the case of the following:-**

(1) The space occupied by the home occupation shall not occupy required parking specified in section 510.17;

(2) The space occupied by the home occupation shall not exceed 240 square feet in area.

~~(m)~~ Attached garages shall be included in the calculation for the total amount of accessory building square foot coverage.

~~(n)~~ Any second accessory building(s) that exceeds 240 square feet in size shall require a conditional use permit.

Zoning Section 510.17. Off-street parking. Subd. 2. General provisions.

(b) Off-street parking facilities accessory to residential uses shall be utilized solely for the parking of licensed and operable passenger vehicles, licensed and operable recreational vehicles as regulated in subsection 515.01, Subdivisions 3 and 4. Off-street parking facilities accessory to residential uses may be utilized for the parking of not more than one licensed and operable truck not exceeding a gross vehicle weight of 9,000 pounds **except as allowed elsewhere in this code.** Under no circumstances shall facilities accessory to residential structures be used for the parking or storage of semi-truck tractors or semi-truck tractor-trailer combinations, for the storage of commercial vehicles, or to provide off-street parking or storage facilities for non-residential uses.

Zoning Section 515.01, (R-1, Single family residential district) Subd. 3 Accessory uses

(c) home occupations provided that:

- (1) all activity related to the home occupation is contained within the principal structure ~~and not in an accessory building or garage whether it be attached or detached from the principal structure~~ **except as allowed elsewhere in this code;**
- (2) only persons residing on the premises shall be employed in the home occupation;
- (3) there are no internal or external alterations or construction features of the structure not customarily found in dwellings;
- (4) no physical products or inventory shall be displayed or sold on the premises except such that are incidental to the permitted home occupation, such as hair products sold as part of a haircutting business;
- (5) there shall be no separate entrance to the space devoted to such occupations on the exterior of the dwelling;
- (6) there shall be no exterior display, or exterior signs except as allowed in the sign regulations for the zoning district in which such home occupation is located;
- (7) there shall be no exterior storage of equipment or rubbish or waste generated by or used in the home occupations;
- (8) all parking associated with the home occupation shall be in conformance with the off-street parking standards of the zoning ordinance, and no more than one commercial vehicle associated with the home occupation is allowed on the site;
- (9) examples of permissible home occupations include, but are not limited to the following: art studio; business by mail; clothing alterations or repair; computer repair; **custom fabrication of unique products that do not create electrical interference or disturbance to adjacent properties;** dressmaking; internet business; professional offices of a clergyman, **consultant,** lawyer, physician, dentist, architect, engineer or accountant, when located in a dwelling unit occupied by the same; and teaching with instruction ~~limited to one pupil at a time;~~ **to no more students, or clients than those whose parking needs can be and are accommodated by the driveway, or off-street parking on the site at any time;**
- (10) ~~prohibited~~ home occupations shall not include distribution, manufacturing, processing or primarily retail or wholesale businesses, warehousing or storage, **or repair of automobiles or other vehicles not registered to the property or owned by family members as defined in Section 505.09, Definitions;**
- (11) ~~home occupations shall not include distribution, manufacturing, processing or primarily retail or wholesale businesses, warehousing or storage;~~
- (11)(12)** any activity that may cause glare, smoke, dust or other particulate matter, odors, noise, waste management needs exceeding accepted common residential quantities or other nuisances that may be detrimental to the health, safety or enjoyment of the public are prohibited.

Zoning Section 515.01, Subd. 4 (conditional uses)

(m) Off-street parking facilities accessory to residential uses for not more than one licensed and operable truck (not including semi-truck tractors or semi-truck tractor trailer

combinations or semi trailers) exceeding a gross vehicle weight of 9,000 pounds provided that:

- (1) the lot is a minimum of 50 feet wide;
- (2) the truck may not be parked within 15 feet of a street curb or surface, nor within a street or alley right-of-way, except for temporary on-street parking in compliance with this code;
- (3) trucks longer than 22 feet may not be parked in a front yard;
- (4) trucks higher than six feet may not be parked within three feet of a side or rear lot line or in a required side yard except corner side yards;
- (5) a truck over 22 feet long that is parked in a corner side yard must be parked perpendicular to the side lot line or screened by a six foot high fence or hedge or other landscaping acceptable to the city;
- (6) the total area devoted to truck storage shall not exceed 300 square feet on any lot;
- (7) trucks cannot occupy or block required off-street parking spaces or impede emergency access to properties, and
- (8) compliance with all other requirements of Sections 510.17 and 510.25.

2) That the following summary clearly informs the public of the intent and effect of the ordinance and is approved for publication:

- a. The RV definition has been expanded to include “boats” for clarity.
- b. The Accessory Structure standards have been expanded to allow for home occupations with stated limitations.
- c. The off-street parking standards have been changed to allow the parking of commercial vehicles weighing over 9,000 lbs gross vehicle weight by a conditional use permit.
- d. The Home occupation standards have been expanded with additional language for clarity and can be conducted in accessory structures with limitations.

First Reading: YEAS: Murphy, Webb, Parisian, Wagner, Mayor Blonigan
NAYS: None

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 15TH DAY OF AUGUST, 2023.

Aaron Wagner, Mayor Pro Tem

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



MEMORANDUM

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: Zoning interpretation for an intended use at 4050 Lakeland Ave. N., Robin Center

BACKGROUND:

On July 31, 2023 the City Council tabled action regarding the proposed check cashing use at Robin Center. Staff has been in discussion with the owner of "Your Exchange," Scott Bennett.

ANALYSIS/CONCLUSION:

Mr. Bennett has provided additional information regarding his proposed business. Staff's interpretation is that check cashing by itself should still not be allowed in the B-4, Community business district. However, Mr. Bennett's detailed description of his business and staff's conversation with Brooklyn Park City Staff provides a comfort level that leads staff to recommend a zoning text amendment for a new permitted use in the B-4 district.

RECOMMENDATION:

Motion to waive the reading and adopt the resolution shown in **Exhibit 1** AFFIRMING THE INTERPRETATION OF THE ROBBINSDALE CITY CODE THAT CHECK CASHING IS NOT A PERMITTED, ACCESSORY OR CONDITIONAL USE IN THE B-4 COMMUNITY BUSINESS DISTRICT BASED UPON FINDINGS OF FACT

A handwritten signature in black ink, appearing to read "T. Sandvik", written over a horizontal line.

Tim Sandvik, City Manager

CONCURRENCE:

A handwritten signature in black ink, appearing to read "Rick Pearson", written over a horizontal line.

Rick Pearson, Community Development Coordinator

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 15th day of August 2023.

RESOLUTION NO.

A RESOLUTION AFFIRMING THE INTERPRETATION OF THE ROBBINSDALE CITY CODE THAT CHECK CASHING IS NOT A PERMITTED, ACCESSORY OR CONDITIONAL USE IN THE B-4 COMMUNITY BUSINESS DISTRICT BASED UPON FINDINGS OF FACT

WHEREAS, the Minnesota Department of Commerce informed the City Clerk that Scott Bennett on behalf of SBJ Enterprises doing business as Your Exchange has applied to operate a check cashing business at 4050 Lakeland Avenue North in Robbinsdale, and

WHEREAS, the Minnesota Department of Commerce has requested concurrence from the governing body of the local unit of government, i.e. the City Council of the City of Robbinsdale; and

WHEREAS, the property located at 4050 Lakeland Avenue North in Robbinsdale is in the B-4, Community Business district; and

WHEREAS, the city planner has reviewed the zoning ordinance and determined that the check cashing business as requested in the application by Scott Bennett is not a permitted or conditional use in the B-4, Community Business District based upon the following findings of fact:

- a. That check cashing is not specifically allowed as a permitted or conditional use in The B-1, Neighborhood Business, B-2, Limited Community Business, B-3 Highway Commercial, nor the B-4, Community Business zoning districts;
- b. That some uses, which by their very nature, are recognized as having serious objectionable operational characteristics, thereby having a deleterious effect upon the use and enjoyment of adjacent areas and that special regulations of these uses is necessary to ensure that these adverse effects will not contribute to the blighting or the downgrading of the surrounding neighborhoods;
- c. That check cashing is such a use which requires special regulations similar to pawnbrokers, second hand goods dealers, auction house dealers which are restricted to the B4p overlay district;
- d. That if check cashing were a permitted use in the City of Robbinsdale that it would be restricted to the B4p Overlay district; and

WHEREAS, the Council accepts these findings:

NOW, THEREFORE, BE IT RESOLVED by the Robbinsdale City Council as follows: That the City Council of the City of Robbinsdale which is the governing body of the local unit of government hereby denies the request to locate a check cashing business at 4050 Lakeland Avenue North as the use is not specifically allowed in the B-4, Community Business zoning district pursuant to Sections 510.05 and 520.07 of the Robbinsdale zoning code.

The question was on adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 15TH DAY OF AUGUST 2023.

ATTEST:

Aaron Wagner, Mayor Pro Tem

Chase Peterson-Etem, City Clerk
(Seal)

Introduction of the 2023-2024 Robbinsdale Ambassadors



Miss Robbinsdale – Favour Ikechukwu
Robbinsdale Princess – Brianna Gallup
Robbinsdale Princess – Ava Olson



City of Robbinsdale

TO: Mayor and City Council
 FROM: Tim Sandvik, City Manager
 DATE: August 15, 2023
 RE: Wheels of Italy Event

Background

Daniel Schaefer and Phill Slavik submitted a block party/event application for an event, “Wheels of Italy.” They have requested permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna’s on Sunday, September 24, 2023 from 9:00 a.m. to 1:00 p.m.

Per the organizer, “Wheels of Italy” is an event to highlight the Italian culture and vehicle designs, and have been holding their event over the past 18 years at Bde Maka Ska and in Downtown St Paul with great success. They would have vintage and new Italian vehicles on display and some pop-ups for some of their sponsors (5-8) to help with the costs. One hundred plus cars and motorcycles will come and go throughout the day at various times. Approximately 65% stay the duration of the event.

It is a family event, and free of charge to the participants and the public. Approximately 2,000 attendees are expected throughout the day and many ride together. The organizer notes that parking in the Bde Maka Ska area is not sufficient, but that didn’t deter attendees, so he doesn’t foresee issues in Robbinsdale with public parking lots and street parking available.

The organizers plan to contact (in person, call and/or email) all affected businesses and their possible interest in participating, and to notify them of the event.

The Police Chief would require the presence of Police Officers or Reserves, depending on availability. The organizers would be required to pay the over-time rate of \$90 per hour per officer for 4 hours per Officer, if Officers are used.

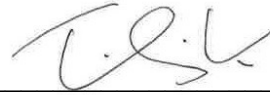
The Public Works Director/City Engineer notes that this is a State Aid street, but the requested closure conforms to City Council adopted policy, if this event qualifies as a community event. Staff would require the group to contact Metro Transit and North Memorial ambulance services.

The Fire Department would also stress emergency vehicle access must be maintained at all times. The organizer said that there would be volunteers at both ends of West Broadway to let show participants in and out, so would be at the posts to assure emergency vehicle access.

A detailed map of closures is included. References were provided also.

Recommendation

Discuss submitted block party/event application for an event, "Wheels of Italy," requesting permission to block West Broadway from the Walgreens Rx pick-up driveway to 42nd Avenue, 41 ½ Avenue from West Broadway to Hubbard, and the driveway between Ace Hardware and Marna's on Sunday, September 24, 2023 from 9:00 a.m. to 1:00 p.m., and direct staff accordingly.



Tim Sandvik, City Manager

CONCURRENCE:



Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 8/15/23 reflects the voucher requests pending approval for disbursement.

The check register date 8/1/23 through 8/15/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Recommendation:

By motion, approve disbursement requests for period ending 8/15/23.

Tim Sandvik, City Manager

CONCURRENCE:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
FROM: Tim Sandvik, City Manager
DATE: August 15, 2023
RE: Schedule a Special Work Session for September 5, 2023

Background:

At the July 31, 2023 Special Work Session, Council began discussing the 2024 preliminary budget. It was the consensus of the Council to direct staff to schedule another Special Works Session for September 5, 2023 and Council is being asked to formally schedule that Session for 5 p.m.

Recommendation:

Motion to schedule a Special Work Session to continue discussing the 2024 budget on Tuesday, August 15, 2023 at 5 p.m.

Tim Sandvik, City Manager

CONCURRENCE:

Chase Peterson-Item, City Clerk