

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: Parisian, Wagner, Murphy, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE APRIL 2, 2024 MEETING AGENDA
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. Approve City Council meeting minutes of March 6, 2024
- B. Approve City Council Work Session minutes from March 12, 2024
- C. Recieve Planning Commission meeting minutes from December 21, 2023
- D. Approval of Licenses
- E. Deputy Registrar's Monthly Financial Statements
- F. Robbinsdale Wine & Spirits' Monthly Financial Statements
- G. Adopt Resolution Amending the 2023 General Fund Budget
- H. Establishment of the 2025-2026 Budget Calendar
- I. Approval of 2024 Fiber Route
- J. Vapor Bunker THC Sales License

7. PRESENTATIONS

- A. Hennepin County Commissioner Lunde - Updates from the County
- B. Robbinsdale Forestry/Natural Resources Annual Report
- C. National Pollutant Discharge Elimination System (NPDES) Phase II Annual Report

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. First Reading of an Ordinance adopting the Crystal Airport Zoning Ordinance
- B. 2024 Street Improvement Program Feasibility Report – 41st Avenue

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT



City of Robbinsdale

City Council Meeting
Wednesday, March 6, 2024
Meeting No. 5

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Murphy, Parisian, Wagner, Mayor Blonigan

Absent: None

Staff: Tim Sandvik, City Manager; Richard McCoy, Public Works Director/City Engineer

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

Yanna Demkiewicz – Ward 4. Shared concerns that the Robbinsdale City Council doesn't offer findings/opinions on international affairs. She shared that the City of Columbia Heights, and other cities, have offered resolutions for a ceasefire in recent history.

Council Member Wagner shared his thanks to the resident for presenting to the Council and appreciates the efforts that goes into presenting. Council Member Wagner shared his support for a ceasefire resolution.

Jamie Schuler – 3831 Hubbard Ave, Ward 3. Shared support for a ceasefire resolution.

Johnathan Hansen, 3927 Noble Ave. N. – shared support for a ceasefire resolution. Hansen also asked about the municipal waste collection, sharing support that municipally run organized collection be considered with the upcoming contract.

Mike Kelly, 2744 Zenith Ave N – Ward 4 – Shared concerns related to a nuisance property. Shared that it is concerning that issues have been occurring for two years. Includes concerns related to trash, un-permitted structures, etc... Shared that at 3:30 in the morning, family was intimidated by neighbor resulting in a 911 call recently – the party was disbursed and returned.

Mayor Blonigan shared the process that the Council uses to address problem properties. The Council has elevated their concern related to this property.

Mr. Sandvik highlighted the approach city staff takes, including through Code Enforcement and the Robbinsdale Police Department for criminal matters.

Council Member Murphy shared his thanks to Mr. Kelly for attending. He further reiterated that through Code Enforcement and Robbinsdale Police Department, the City continues to address the property.

Council Member Wagner thanked Mr. Kelly for attending and shared his interest in connecting with neighbors.

Mr. McCoy presented an award from the Minnesota Society of Professional Engineers – Project of Year related to Public Health. Mr. McCoy shared the process of recognition has also included APWA and City Engineers Association projects of the year.

APPROVAL OF THE MARCH 6, 2024, MEETING AGENDA

Sandvik noted the addition of Consent Item J related to the purchase of soda ash, New Business Item C scheduling a special work session, and the disbursement report is also being added to Other Business Item A.

Member Parisian MOVED, seconded by Wagner to approve the March 6, 2024, meeting agenda. The vote was unanimous and the motion passed.

CONSENT AGENDA

Mayor Blonigan asked for Consent Item A to be removed for further consideration.

Member Wagner MOVED, seconded by Parisian to approve the Consent Agenda. The vote was unanimous and the motion passed.

- A. Removed for further consideration.
- B. City Council Meeting Minutes of February 20, 2024
- C. Receive Parks, Recreation, & Forestry Commission minutes from November 28, 2023
- D. Receive Senior Commission meeting minutes from June 5, 2023
- E. Deputy Registrar's Monthly Financial Statements
- F. Robbinsdale Wine & Spirits' Monthly Financial Statements
- G. Second Reading of Ordinance No. 24-01 "AN ORDINANCE AMENDING SECTIONS 520.03, SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY; 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES AND SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS."
- H. Second Reading of Ordinance No. 24-02 "AN ORDINANCE REPEALING SECTION 435 OF THE CITY CODE POINT OF SALE HOUSING DISCLOSURE."
- I. Approval of Licenses
- J. Purchasing of Soda Ash for Water Treatment

REMOVED CONSENT ITEM

- A. City Council Meeting Minutes of February 6, 2024

Mayor Blonigan asked that more detail be added to the minutes for the discussion related to the presentation from the city's prosecuting attorney's office.

Member Wagner MOVED, seconded by Parisian to table the City Council Meeting Minutes of February 6, 2024, and bring the item back at the March 19 City Council Meeting. This vote was unanimous and the motion passed.

- G. Second Reading of Ordinance 24-01 “AN ORDINANCE AMENDING SECTIONS 520.03, SUBD. 4(a) B-2 CONDITIONAL USES FOR CONSISTENCY; 520.05, SUBD. 4 B-3 CONDITIONAL USES TO PROMOTE MIXED USE REDEVELOPMENT BY REQUIRING A MINIMUM AMOUNT OF COMMERCIAL USES AND SECTION 530.09, SUBD. 3 TOD OVERLAY DISTRICT TO REALIGN THE DISTRICT BOUNDARIES WITH THE REVISED STATION AREA AND CLARIFY REAR YARD SETBACKS.”

Mayor Blonigan asked for a brief overview of this ordinance. Sandvik provided details related to the ordinance and noted the biggest change is for multi-unit housing and the requirement to have a percentage of commercial use component. He stated this ordinance will help to reach the goals set forth in the comprehensive plan and this has been reviewed by the planning commission and the Council.

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Council Review of Body Worn Camera System Audit

Sandvik introduced the item and noted the Council is being asked to acknowledge receipt of the Robbinsdale Police Department 2023 Body Worn Camera (BWC) Audit prepared by the Minnesota Security Consortium and confirm that the City Council has reviewed and is satisfied with the information provided. He noted that the Council recently underwent this process, but because a new system for BWC's and dash cams is being used, this is coming back to the Council sooner than it would statutorily be required to. He further indicated that this allows for more transparency in the audits.

Member Wagner asked what the difference is between this audit and the previous one they reviewed. Sandvik stated the audit process is the same, but the dates of this audit are from March 1, 2023 - December 31, 2023. He continued that the next audit would cover everything in the new system, which was effective January 1, 2024.

Member Murphy stated he is glad the city invested in this program, and he is proud and impressed with the department for how they have run the program. He also noted this helps the city to be transparent.

Mayor Blonigan stated they did a sampling of whether our police department did what they were supposed to do in certain situations, and noted they were compliant every time. He thanked the department for their service and mentioned the Council had a larger conversation about this at a prior work session.

Member Parisian echoed previous sentiments and liked that the city is participating in this audit to ensure our police department is using these tools under the guidelines in state statute. She thanked the department and noted these audits promote safety and truth for the officers and the public.

Member Parisian MOVED, seconded by Murphy to Approve Council Review of Body Worn Camera System Audit. The vote was unanimous and the motion passed.

B. 2024 City Council Goals

Sandvik provided a brief recap and noted that last year the Council set top goals and priorities for the city. He stated the Council and staff met again in February 2024, with a facilitator to discuss those goals and priorities to see what their status was and if there was anything to remove, add, or adjust. The four main areas of focus were, what's different today than one year ago, upcoming challenges, what's going well, and trends and influences. He noted this year's goals and asked the Council to adopt the 2024 goals and provide edits, if any.

Member Murphy stated he appreciates the updates and the format of the goals.

Member Parisian stated that she appreciates the monthly goals report card that is shared with the Council and that it helps keep the goals top of mind when thinking about the work we do. She also highlighted staff's efforts toward sustainability and noted how valuable the goal-setting session was.

Member Wagner noted accessibility and walkability as one of the goals when thinking about street reconstruction and ensuring we do sidewalk feasibility during the design process.

Mayor Blonigan appreciated the staff's input during the goal-setting session and noted better outcomes happen when the Council and staff are a part of these discussions.

Member Murphy MOVED, seconded by Parisian to adopt the 2024 City Council Goals. The vote was unanimous and the motion passed.

C. Schedule Special Work Session for March 19, 2024, at 6 p.m.

Sandvik stated that staff is recommending the Council schedule a Special Work Session to discuss updates to the Light Rail Transit, as staff has received 30% engineered plans, and wants to provide a formal response to the project office.

Mayor Blonigan MOVED, seconded by Wagner, to schedule a Special Work Session for March 19, 2024, at 6 p.m. The motion was unanimous and the motion passed.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Member Wagner MOVED, seconded by Parisian to Approve Voucher Requests Pending Approval for Disbursement. The vote was unanimous and the motion passed.

ADMINISTRATIVE REPORTS

Sandvik noted several items, including:

- The Robbinsdale Economic Development Authority meets next Tuesday at 7 p.m., followed by a Work Session.
- Commissioner Lunde and Head Judge Meyer of the Fourth District will be attending upcoming Council meetings.
- The City Forestry and Water Resources Specialist will be presenting updates to the Council in April.
- He will be attending the Day on the Hill hosted by the League of Minnesota Cities on March 7.
- Several proposals have been submitted for the Park Master Plan, the space needs analysis for the Public Works Building, and the Classification and Compensation study.
- The annual Employee Recognition Lunch is taking place on Thursday, March 14.

COUNCIL GENERAL COMMUNICATIONS

Member Parisian thanked staff and election judges for their work on the Presidential Nomination Primary Election.

Member Wagner also thanked the election workers as well as everyone who got out and voted and encouraged people to vote when they can.

Mayor Blonigan asked about the upcoming Ward 2 Special Election. Sandvik provided candidate filing dates, open voting dates, and future election dates.

Mayor Blonigan also thanked the election staff and the election judges for their work. He noted that he and Member Wagner attended the Birdtown Bash and encouraged people to donate towards the Seven Dreams Foundation.

ADJOURNMENT

Member Murphy MOVED, seconded by Wagner to adjourn the meeting at 8:15 p.m. The vote was unanimous and the motion passed.

Chase Peterson-Etem, City Clerk

William A. Blonigan, Mayor



City of Robbinsdale

MINUTES

CITY COUNCIL WORK SESSION CALLED TO ORDER

Mayor Pro Tem Wagner called the meeting to order at 7:13 p.m.

ROLL CALL

Present: Murphy, Parisian, Mayor Blonigan, Mayor Pro Tem Wagner

Absent: None

Staff: Tim Sandvik, City Manager; Richard McCoy, Public Works Director/City Engineer; Kayla Kirtz, Sustainability Coordinator

Human Rights Commissioners: Krystyn Lee, Jonathan Hansen, Julie Ralston-Aoki, Rita Fox, Molly Beahen, Patrick Nailon

DISCUSSION

A. Human Rights Commission Updates - Parks Naming Policy, Committee to Review Nuisance Code

The Human Rights Commission (HRC) introduced the discussion of the draft Parks Naming Policy. Mayor Pro Tem Wagner thanked the Commission for putting the draft together. The Commission explained the process of drafting the policy, which included the subcommittee reviewing policies of other cities similar in size to Robbinsdale, identifying objectives and criteria, and discussing findings with the rest of the HRC. The Commission stated they can share an example application to rename parks from another city.

Member Parisian asked about the process after an application is submitted. The Commission explained that the application would go to the City Manager or the City Council for review and then the community would provide input by way of a City Council meeting or special event. Following community input, the application would return to the City Council for final approval. Mayor Pro Tem Wagner asked about the one-year specification. The Commission clarified that the time frame is to ensure that vetting is done on the person prior to naming. Member Parisian noted it helps to account for the grieving process. Mayor Pro Tem Wagner clarified the stipulation about naming a park after a current elected official or employee. Member Murphy suggested removing all elected officials from renaming eligibility. Member Murphy clarified the donation stipulation. Commissioners emphasized they want the policy to be community-based.

Mayor Blonigan stated that he thinks the city should rename Sanborn Park by the end of the year. Mayor Blonigan voiced concerns about the application process, precluding city employees from having parks named after them, and thanked the commission for putting the policy together. Mayor Blonigan voiced support for naming a park after financial donors.

Member Murphy asked about the process for the Council to adopt a policy. Sandvik suggested holding a public hearing, and adopting either by resolution or ordinance.

Sandvik reviewed his recommended edits to the draft Parks Naming Policy with the Council. Member Parisian

voiced support for including elected and appointed officials in renaming eligibility because the policy involves community input. Sandvik suggested reviewing the proposed edits, sharing a draft of the policy with the Parks, Recreation, & Forestry (PRF) Commission, reviewing the policy at a work session, and holding a public hearing at an upcoming City Council meeting.

The Council and staff continued reviewing Sandvik's recommendations. Mayor Blonigan suggested adding to the policy a requirement to review park names every 50 years or so. Mayor Pro Tem Wagner suggested having the PRF Commission review park names every 20 years. The Commission noted that when meeting with other cities with parks naming policies, they did not frequently get an influx in renaming applications from residents. Parisian thanked the HRC for putting the draft policy together and discussing it with the Council.

The Commission shared an update on the proposed Shelley Day event on Friday, May 3rd. A summary of the proposed event was shared with meeting attendees and has been attached to the minutes. Member Murphy expressed support. Commissioners explained that the event will ideally have lawyers present to renounce covenants, public art displays, and an art project for kids. Mayor Blonigan expressed support. Staff, Council, and the Commission discussed logistics of the event.

Mayor Pro Tem Wagner transitioned the discussion to nuisance code. The Commission provided background information on the nuisance ordinance and the proposed committee. Member Murphy voiced support for residents that are dealing with nuisance neighbors to be involved in the committee. Mayor Blonigan encouraged diverse points of views to be represented on the committee. Sandvik encouraged having staff involved in the committee. Mayor Pro Tem Wagner clarified that the goal of the committee is to provide recommendations to the City Council. Mayor Pro Tem Wagner clarified that the City Council supports the HRC giving official recommendations to Council for a nuisance code review committee.

Mayor Pro Tem Wagner noted the next HRC meeting is March 28th.

STAFF UPDATES

A. Metropolitan Council Water Efficiency Grant Program

McCoy explained the Metropolitan Council Water Efficiency Grant Program and reminded the Council that the city has been involved now for two grant cycles. McCoy notified the Council that staff are planning to apply for another round of funding, and explained the city's required grant match. McCoy stated that it is a popular program among residents, and he recommends that we apply for another round of grant funding. The Council voiced support for staff to apply for the Metropolitan Council Water Efficiency Grant Program.

B. 2024 Legislative Updates

Sandvik discussed the Missing Middle Housing bill currently being proposed in State legislation and highlighted staff concerns. Mayor Pro Tem Wagner voiced support for the bill. Sandvik noted that if the bill gains traction, it is worthy of the Council to put together an opinion. Member Murphy voiced support for local control. McCoy voiced concerns about wastewater treatment, drinking water availability, and other infrastructure that will be impacted by an increase in high density housing. Mayor Blonigan voiced concerns about the bill and also expressed interest in the bill, voicing his support for diverse and dense housing. Member Parisian noted affordability, climate refugees, and an interest in more density in Robbinsdale.

Sandvik provided an update on legislation potentially affecting North Memorial Health Hospital.

Sandvik updated the City Council that there may be some changes made to language or licensing components regarding cannabis.

Sandvik gave general updates about legislation regarding local government aid and fiscal disparities, public safety, PFAS, school resource officers, and employment.

C. Hollingsworth Park Donation Update

Sandvik gave an update on Hollingsworth Park and the Donato family's plans, seeking Council direction. Murphy suggested planting low maintenance plants in the park. Sandvik suggested plantings in alignment with work that staff are already doing at Hollingsworth. Council voiced support for staff to renegotiate with the Donato family.

D. Other items

McCoy updated the Council that eight of the 14 remaining water meters have been replaced. Five of the six remaining properties are unoccupied.

McCoy updated the Council that the new water tower was being filled and staff were anticipating that there would be water main breaks due to increased water pressure. At the time of the meeting there were a total of eight water main breaks. The water main breaks were budgeted for in the 2024 budget.

McCoy notified the Council that Sochacki Park will be receiving \$1.6 million dollars to support water quality efforts and the proposed classroom.

COUNCIL UPDATES

A. City Hall Drapery

Mayor Blonigan suggested replacing the drapery in the City Hall lobby. Sandvik explained that the quilts absorb sound, and also explained that the quilts were treated with a fire suppressant when they were originally installed, but the fire retardation has diminished. McCoy suggested replacing the quilts with acoustic paneling.

Sandvik notified the Council that yard waste pick up will resume on April 15th. Sandvik reminded the Council that the RFP process for organized waste collection will start this summer.

ADJOURNMENT

Mayor Pro Tem Wagner adjourned the meeting at 9:43 p.m.

Kayla Kirtz, Sustainability Coordinator

William A. Blonigan, Mayor

Shelley Day, seeking final approval from City Council

Despite the serious topic, we want this to be a celebration of the anniversary of the Shelley decision. Let's celebrate the progress that has been made, and continue to make progress!

We'd like to have booths/tents set up for different activities/learnings such as:

- 1) Realtor panel** discussing racism in home buying and code enforcement.
 - We could discuss Crime Free Housing ordinances as part of this.
- 2) Lawyer(s) to discuss racially restrictive deeds** with people and how to discharge them, and a notary.
 - Maria Cisneros
 - Get Rep. Mike Freiberg involved too? He's a lawyer and has discharged racially restricted deeds.
 - Potentially could draft up the discharges for the racially restrictive deeds around Sanborn Park beforehand and have them ready at the event. Homeowners would just need to sign and the notary could notarize. Best to send out flyers to those households ahead of time, in case they don't see the marketing for the event otherwise.
- 3) Art and poetry** from the organization Free the Deeds (www.freethedeeds.org) about racial covenants - ask for donations to the black land trust
- 4) Community art project(s) for the kiddos** like the ones we've done the past two years at Meet & Greet with prompts like:
 - What is home to you?
 - Who deserves to have a home?
 - Why people shouldn't be excluded from living in Robbinsdale based on race/ethnicity/nationality
- 5) Play Jim Crow of the North** episodes 2 and 3 (<https://www.pbs.org/show/jim-crow-north-stories/episodes/>) in the Sanborn warming house
- 6) Elicit community input on what Sanborn Park should be renamed to.** Want CC to formally pass that Sanborn Park will be renamed, with the new name to be determined by end of year. Castille Park (HRC preference), Justice Park, etc.
- 7) Large map of racially restricted deeded properties** around Sanborn Park.
- 8) Display about the landmark Shelley v. Kraemer SCOTUS decision** and why it's so important.
- 9) How do we bring narrative change?**
 - Racial justice dialogue training (I know I'd like to have some training)

- Restorative circle training - why do you react the way you do when racism is brought up?
- Maria suggested that Professor Raj Setharaju (<https://www.metrostate.edu/about/directory/raj-sethuraju>) might be willing to lead this. Also, she said he would be a great guest to have at a HRC meeting.

10) Music

- Rita has mentioned the song referencing systemic racism/Philando Castille would be great to play during this.

We will also want some other activity options for kiddos in the park, ask that the Parks and Rec dept handle that.

We will need the materials, booths/tents, light refreshments, staff/volunteers for the booths/setup/breakdown, Wifi hotspot, marketing, and to have Sanborn Park reserved for Friday May 3 for the event.

Should try to partner with theNewMpls (Robbinsdale farmer's market) for tents, especially since they're local and owned by a black person (Chaz Sandifer).

Should partner or at least reach out to BLM Minnesota (<https://blacklivesmattersmn.com>)

Should reach out to the North Mpls neighborhoods, especially the ones that border Robbinsdale (Victory, Cleveland, Jordan, Willard-Hay) and emphasize that we all belong here and we're neighbors. No one is better because they live in Robbinsdale than someone who lives in North.

Nice to have: Could reach out to some black-owned food trucks like Soul Roll/Wendy's House of Soul

Would be great to have yard signs for people who have discharged a racially restrictive deed.

**ROBBINSDALE
PLANNING COMMISSION
MEETING MINUTES
THURSDAY, DECEMBER 21, 2023
7:00 P.M.
Council Chambers**

1. **MEETING CALL TO ORDER:**

Meeting called to order at 7:01 p.m.

ROLL CALL:

Commissioners Present: Allen, Montemayor, Harris, Weinberg

Commissioners Absent: Ralston Aoki

Staff Present: Rick Pearson, Community Development Coordinator

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

MOTION by Commissioner Harris, seconded by Commissioner Allen to approve Planning Commission Meeting Minutes of November 16, 2023

The vote was 4-0 and the motion carried.

Commissioner Ralston Aoki arrived at 7:03

3. **#3A: PUBLIC HEARING:**

Consideration of Zoning Text Amendment Z23-9 for the following amendments:

- B2 Limited Community business district Section 520.03, Subd. 4(a) to reduce the required useable open space requirement;
- B3 Highway Commercial Section 520.05, Subd. 4 to add a requirement for a minimum amount of commercial use mixed with multiple family residential uses
- TOD Overlay district Section 530.09 Subd. 3 the change the boundary line between the Station area and West Broadway Corridor to reflect the anticipated station location along County Road 81 and amend building setbacks to further promote pedestrian orientation and provide additional clarity and specificity

4. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to **OPEN** the public hearing.

The vote was 5-0 and the motion carried.

5. Pearson presented the draft zoning text amendments which are prompted by:

- The new LRT station location near 40th Ave. N. suggests the boundary separating the station area from the West Broadway Corridor should shift south to 39th Ave N. accordingly;
 - The Transit Oriented Design overlay district standards need to be amended after a concept was presented with no green space for snow storage or stormwater management;
 - The Commercial zoning districts allow multiple family housing with a conditional use permit with the exclusion of commercial uses. In light of the comprehensive plan designation of much of the downtown area as mixed use, There should be some way to preserve some commercial uses.
6. Commissioner Weinberg requested an explanation about required parking, The Commissioners wanted to ensure that sufficient parking would be provided for both residential and commercial uses. Pearson explained that the parking requirement is based upon the number dwelling units, bedrooms and commercial has its own parking requirement.
 7. Pearson further explained that developers have to prove how parking can be shared, but the Commissioners observed that more people are working from home and parking demands may not overlap the way they used to before COVID.
 8. The Commissioners observed that Minneapolis does not require parking anymore. Pearson explained how Robbinsdale has anticipated transit for many years and has more progressive parking requirements than most suburbs, but parking is still required.
 9. **MOTION** by Commissioner Allen, seconded by Commissioner Ralston Aoki to **CLOSE** the public hearing.
The vote was 5-0 and the motion carried.
 10. **MOTION** by Commissioner Allen, seconded by Commissioner Harris to recommend that the City Council adopt Zoning Text Amendment Z23-9 for the following amendments:
 - B2 Limited Community business district Section 520.03, Subd. 4(a) to reduce the required useable open space requirement;
 - B3 Highway Commercial Section 520.05, Subd. 4 to add a requirement for a minimum amount of commercial use mixed with multiple family residential uses
 - TOD Overlay district Section 530.09 Subd. 3 the change the boundary line between the Station area and West Broadway Corridor to reflect the anticipated station location along County Road 81 and amend building setbacks to further promote pedestrian orientation and provide additional clarity and specificity.

The vote was 5-0 and the motion carried.

#7: INFORMATION ONLY: Project Updates

14. No action required.

#8: Commission Elections

As the Planning Commissioners were all present, they decided to elect officers. Commissioner Weinberg nominated Commissioner Harris for Chairperson. Second by Commissioner Montemayor. **The vote was 4-0** (Commissioner Harris abstained). Commissioner Weinberg nominated Commissioner Ralston Aoki for vice char. Second by Commissioner Allen. **The vote was 4-0.**

#8: ADJOURNMENT:

15. **MOTION** by Commissioner Weinberg seconded by Commissioner Montemayor to adjourn the meeting at 7:53 p.m.
The vote was 5-0 and the motion carried.



Rick Pearson, AICP
Community Development Coordinator



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
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.

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 4/2/2024.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ANDERSON'S RESIDENTIAL HEATING & A/C, INC	Mechanical Contractor	\$50.00
BARTYLLA PLUMBING & HEATING INC	Plumbing Contractor	\$50.00
CITY VIEW PLUMBING & HEATING CO. INC.	Mechanical Contractor	\$50.00
CITY VIEW PLUMBING & HEATING CO. INC.	Plumbing Contractor	\$50.00
ERICKSON PLUMBING HEATING & COOLING	Plumbing Contractor	\$50.00
FINE LINE MECHANICAL DBA TSCHIDA BROS PLUMBING	Plumbing Contractor	\$50.00
FINE LINE MECHANICAL DBA TSCHIDA BROS PLUMBING	Mechanical Contractor	\$50.00
JDI SIGNS & GRAPHICS, LLC	Sign Contractor	\$50.00
SIGNMINDS INC	Sign Contractor	\$50.00
TRAVIS GLANZER HVAC	Mechanical Contractor	\$50.00

Number of Licenses Requesting Council Approval:

10

BUSINESS LICENSES FOR COUNCIL APPROVAL

04/02/2024

License Type	Applicant	License Fee
THC PRODUCT SALES	SMOKE SHOP	500.00



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Deputy Registrar's Monthly Financial Statements

Background:

Attached are the Deputy Registrar's financial reports for the month of February 2024 prepared by the Finance department. The reports include monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date revenues amount to \$112,624, showing an increase of \$38,457 (51.9%) compared to the previous year. Expenditures have risen by \$18,719 (29.0%). The net gain before transfers for the year is \$29,250, which is \$19,738 (207.5%) more than last year.

Passport revenue year to date increased \$5,212, (25.5%) and motor vehicle fees have increased \$32,506, (61.3%).

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of February 2024.

Attachments:

1. DEPS Feb 2024 P&L

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending February 29 2024

	Feb-2024	Feb-2023	Year to Date		% Inc (Dec) from Previous Year
			2024	2023	
Notary Fees	5	10	10	20	(50.0%)
Motor Vehicle Fees	44,680	26,312	85,528	53,022	61.3%
Motor Vehicle Fees - Kiosk	643		762	-	
Boat/Snow/ATV/ORV Fees	248	185	645	494	30.6%
Fish & Game Fees	5		9	2	350.0%
Passport Fees	13,319	8,542	25,681	20,469	25.5%
Other Revenue	(11)	74	(11)	160	(106.9%)
Revenues	<u>58,889</u>	<u>35,123</u>	<u>112,624</u>	<u>74,167</u>	<u>51.9%</u>
Operating Expenses:					
Personal Services	36,948	26,813	66,327	48,501	36.8%
Supplies & Repairs	79	338	421	591	(28.8%)
Internal Serv Charges	7,367	7,274	14,734	14,549	1.3%
Other Charges & Services	918	153	1,942	1,114	74.3%
Other (Income) Expense		(18)	(50.00)	(100.00)	0.0%
Total	<u>45,312</u>	<u>34,560</u>	<u>83,374</u>	<u>64,655</u>	<u>29.0%</u>
Operating Income / (Loss)	<u>13,577</u>	<u>563</u>	<u>29,250</u>	<u>9,512</u>	
Percent to Revenues	23%	2%	26%	13%	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of February 2024 prepared by the Finance department. The report includes monthly and year to date amounts for 2024 with comparable amounts to 2023.

Analysis:

Year-to-date sales amount to \$602,056, reflecting a \$5,465 increase (0.9%) from the previous year. Gross profit from sales stands at \$167,716, compared to \$156,502 in 2023 (7.2% increase). Our year-to-date gross profit is currently at 28%, meeting our target. The net income for this year totals \$6,441, showing an increase of 438.1% from the net loss of -\$1,905 in 2023.

The rent expense associated with the Hy-Vee location, amounting to \$12,075 per month, is accounted for within the depreciation expense because of GASB 87.

Recommendation:

Approve a motion to acknowledge the Robbinsdale Wine & Spirits' financial reports for the month of February 2024.

Attachments:

1. Liquor Feb 2024 P&L

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 29, 2024

			Year to Date		Amount	% Inc (Dec)
	Feb-2024	Feb-2023	2024	2023	Difference	from Previous Year
Sales	316,580	309,262	602,056	596,591	5,465	0.9%
Less Customer Discounts	3,368	4,104	6,663	7,945	(1,282)	(16.1%)
Net Sales	313,212	305,158	595,393	588,646	6,747	1.1%
Cost of Sales	223,739	220,029	427,677	432,144	(4,467)	(1.0%)
Gross Profit	89,473	85,129	167,716	156,502	11,214	7.2%
Percent to Net Sales	29%	28%	28%	27%		
Operating Expenses:						
Personal Services	54,231	48,514	99,035	89,828	9,207	10.2%
Supplies & Repairs	952	1,305	2,992	3,608	(616)	(17.1%)
Other Charges & Services	17,898	21,721	37,138	42,600	(5,462)	(12.8%)
Rent		0	0	0	0	#DIV/0!
Depreciation	11,250	11,178	22,500	22,356	144	0.6%
Other (Income) Expense	(140)	138	(390)	15	(405)	(2700.0%)
Total	84,191	82,856	161,275	158,407	2,868	1.8%
Operating Income / (Loss)	5,282	2,273	6,441	(1,905)	8,346	(438.1%)
Percent to Net Sales	2%	1%	1%	0%		

Nonoperating Revenues (Expenses)

GASB 87 Adjustment					
Lease Interest Expense	(5,300)	(5,300)	(10,600)	(10,600)	0
	(5,300)	(5,300)	(10,600)	(10,600)	0
Income/(Loss) Before Transfers	(18)	(3,027)	(4,159)	(12,505)	8,346

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	133,115	53,934	112,555	7,602	6,006	313,212
Inventory of February 1	310,725	170,217	91,567	9,565	4,770	586,844
Purchases	106,808	41,242	80,928	5,852	5,239	240,069
Less Inventory of February 28	324,828	175,480	86,742	10,142	5,982	603,174
Cost of Sales	92,705	35,979	85,753	5,275	4,027	223,739
Gross Profit	40,410	17,955	26,802	2,327	1,979	89,473
Gross Profit % to Net Sales	30%	33%	24%	31%	33%	
Product % to Total Sales	42%	17%	36%	2%	2%	

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending February 29, 2024

Sales / Cost of Sales Analysis

	Feb-2024	Feb-2023	Year to Date		% Inc (Dec) from Previous Year
			2024	2023	
Liquor Sales	133,115	129,535	254,476	250,532	1.6%
Liquor Cost of Sales	92,705	91,740	177,661	178,621	(0.5%)
Gross Profit	40,410	37,795	76,815	71,911	6.8%
Percent to Net Sales	30%	29%	30%	29%	
Wine Sales	53,934	58,399	103,953	110,301	(5.8%)
Wine Cost of Sales	35,979	38,764	69,372	77,819	(10.9%)
Gross Profit	17,955	19,635	34,581	32,482	6.5%
Percent to Net Sales	33%	34%	33%	29%	
Beer Sales	112,555	111,560	210,211	217,002	(3.1%)
Beer Cost of Sales	85,753	85,838	162,017	168,527	(3.9%)
Gross Profit	26,802	25,722	48,194	48,475	(0.6%)
Percent to Net Sales	24%	23%	23%	22%	
Misc Sales	7,602	5,664	14,853	10,811	37.4%
Misc Cost of Sales	5,275	3,687	11,303	7,177	57.5%
Gross Profit	2,327	1,977	3,550	3,634	(2.3%)
Percent to Net Sales	31%	35%	24%	34%	
THC Sales	6,006	0	11,900	0	
THC Cost of Sales	4,027	0	7,324	0	
Gross Profit	1,979	0	4,576	0	
Percent to Net Sales	33%		38%		
Total Sales	313,212	305,158	595,393	588,646	1.1%
Total Cost of Sales	223,739	220,029	427,677	432,144	(1.0%)
Gross Profit	89,473	85,129	167,716	156,502	7.2%
Percent to Net Sales	29%	28%	28%	27%	

Liquor Store Sales - 2023 and 2024

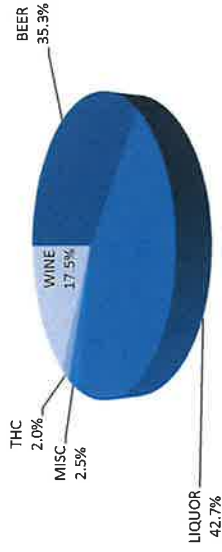
	<u>Jan 23</u>	<u>Jan 24</u>	<u>Feb 23</u>	<u>Feb 24</u>	<u>Mar 23</u>	<u>Mar 24</u>
Liquor	120,997.00	121,361.00	129,535.00	133,115.00	140,562.00	-
Wine	51,902.00	50,019.00	58,399.00	53,934.00	58,217.00	-
Beer	105,442.00	97,656.00	111,560.00	112,555.00	119,259.00	-
THC	-	5,894.00	-	6,006.00	-	-
Misc	5,147.00	7,251.00	5,664.00	7,602.00	5,807.00	-
	<u>283,488.00</u>	<u>282,181.00</u>	<u>305,158.00</u>	<u>313,212.00</u>	<u>323,845.00</u>	<u>-</u>
	<u>Apr 23</u>	<u>Apr 24</u>	<u>May 23</u>	<u>May 24</u>	<u>Jun 23</u>	<u>Jun 24</u>
Liquor	142,789.00	-	156,806.00	-	159,354.00	-
Wine	59,356.00	-	62,001.00	-	60,566.00	-
Beer	126,409.00	-	157,829.00	-	161,572.00	-
THC	-	-	-	-	-	-
Misc	6,733.00	-	10,038.00	-	11,036.00	-
	<u>335,287.00</u>	<u>-</u>	<u>386,674.00</u>	<u>-</u>	<u>392,528.00</u>	<u>-</u>
	<u>Jul 23</u>	<u>Jul 24</u>	<u>Aug 23</u>	<u>Aug 24</u>	<u>Sept 23</u>	<u>Sept 24</u>
Liquor	161,858.00	-	155,405.00	-	149,962.00	-
Wine	60,501.00	-	59,637.00	-	60,972.00	-
Beer	165,483.00	-	147,970.00	-	141,762.00	-
THC	955.00	-	3,705.00	-	4,670.00	-
Misc	11,355.00	-	10,414.00	-	10,108.00	-
	<u>400,152.00</u>	<u>-</u>	<u>377,131.00</u>	<u>-</u>	<u>367,474.00</u>	<u>-</u>
	<u>Oct 23</u>	<u>Oct 24</u>	<u>Nov 23</u>	<u>Nov 24</u>	<u>Dec 23</u>	<u>Dec 24</u>
Liquor	145,378.00	-	146,852.00	-	180,184.00	-
Wine	61,263.00	-	67,984.00	-	82,557.00	-
Beer	132,853.00	-	126,339.00	-	133,731.00	-
THC	4,940.00	-	4,990.00	-	6,602.00	-
Misc	8,031.00	-	7,790.00	-	9,640.00	-
	<u>352,465.00</u>	<u>-</u>	<u>353,955.00</u>	<u>-</u>	<u>412,714.00</u>	<u>-</u>

February 2024 Liquor Store - Net Sales



February 2024	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	35.9%
LIQUOR	6401.4761	42.5%
MISC	6401.4764	2.4%
THC	6401.4766	1.9%
WINE	6401.4762	17.2%
	313,212	

Yearly 2024 Liquor Store - Net Sales



Total 2024	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	35.3%
LIQUOR	6401.4761	42.7%
MISC	6401.4764	2.5%
THC	6401.4766	2.0%
WINE	6401.4762	17.5%
	595,393	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Adopt Resolution Amending the 2023 General Fund Budget

Background:

The City Council adopted the 2023 Budget at the meeting on December 20, 2022. The General Fund revenue budget was approved in the amount of \$12,985,292 and the expenditure budget was approved in the amount of \$13,267,392.

During 2023, events occurred that impacted actual revenues and expenditures. In finalizing 2023 for the audit, additional revenues were received, and some personnel expense savings were identified which will result in an operating surplus after transfers of \$2,810,051 for 2023. The annual audit report for the year includes a comparison of actual revenues and expenditures to the original and amended budget.

Analysis:

The revenue budget includes no changes. The expenditure budget amendment includes an increase in Transfers to other funds.

On November 15, 2011, the City Council adopted a fund balance policy to reflect a new generally accepted accounting standard. One element of the policy was the adoption of a minimum unassigned General Fund balance. It is the goal of the City to achieve and maintain an unassigned fund balance to the General Fund, on December 31st of any year, to a range equal to 40 - 50% of the subsequent year's budgeted expenditures. Council was reminded of this policy in the fall of 2023, and supported staff's recommendations to proceed as outlined here.

At the end of 2023, it is projected that the fund balance in the General Fund will exceed the minimum unassigned fund balance at 57.44%. Staff recommends that a portion of the fund balance of the General Fund more than the minimum unassigned amount be transferred to other funds and assigned for specific purposes. This will provide for the other fund balances to be replenished after several years of reduced funding because of state cutbacks over the past several years and provide for funding future reserves. After the transfers, the General Fund minimum unassigned fund balance will be at 47.15%.

General Fund Transfers to other funds in 2023 are proposed:

Water Fund - replenish fund balance and establish future reserves	\$1,500,000
Total	\$1,500,000

Also, Transfer from COVID fund to General Fund to reimburse the expenditure incurred.	\$31,836.90
--	-------------

In addition, various other transfers were used during the year in preparation for the financial audit. Those transfers were for the reimbursement of engineering staff time for project work.

Recommendation:

Make a motion to adopt the Resolution (Attachment 1) amending the 2023 General Fund Budget for transfer to other funds and authorize remaining 2023 transfers to the other funds.

Attachments:

1. Resolution amending the 2023 GF budget

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 2nd day of April 2024.

RESOLUTION NO. _____

A RESOLUTION AMENDING THE 2023 GENERAL FUND BUDGET

WHEREAS, The City Charter provides that the City Manager shall prepare a budget document setting forth all proposed expenditures for the administration, operations, and maintenance of all city departments; and

WHEREAS, The City Manager has prepared such documents, and the City Council has met in regular and special sessions for the purpose of determining an adequate budget for the administration, operations, and maintenance of all city departments during the fiscal year 2023; and the City Council adopted the 2023 budgets on December 20, 2022; and

WHEREAS, the City Council believes that the 2023 General Fund expenditure budget should be amended to authorize 2023 transfers to other funds;

NOW, THEREFORE BE IT RESOLVED, that the following General Fund budget be amended and approved this 2nd day of April 2024, in a regular scheduled Council meeting.

Revenue	Category	Amount
Original 2023 General Fund Revenue Budget		\$ 11,935,918
COVID Fund –	Transfer in	31,836.90
Amended General Fund Revenue Budget		<u>\$ 11,967,754.90</u>
Expenditures		
Original 2023 General Fund Expenditure Budget		\$ 13,267,392
Water Fund –		
	Transfer Out	1,500,000
Amended 2023 General Fund Expenditure Budget		<u>\$ 14,767,392</u>

Be it further resolved that the City Council authorizes all 2023 transfer to other fund where no budget amendment is required.

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

and the following voted against same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 2ND DAY OF APRIL 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(seal)



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Establishment of the 2025-2026 Budget Calendar

Background:

The City Council needs to establish the time frame for the preparation of the City's annual operating budget.

Analysis:

The Budget Calendar is used by the City Manager to establish a preparation and review process to help ensure the budget is prepared in a timely and effective manner.

Recommendation:

By motion adopt the Budget Calendar establishing the preparation and review process for the 2025-2026 Budget process

Attachments:

1. Budget Calendar 2025-2026

CITY OF ROBBINSDALE
BUDGET CALENDER
FOR 2025-2026 BUDGET

February

12 City Council Goals Review Session

April

2 City Council adopts Budget Calendar outlining budget process.

May

May 1 BS&A Budget module available for departments to enter in “2025 Dept Requested” and “2026 Dept Requested”

May 1 - May 31 Finance to set budgets and establish charges for Internal Service Funds.

May 1 - May 31 Departments submit requests to Finance for Capital Equipment for the 2025 - 2034 CIP.

May 13 - July 5 Departments submit requests for Capital Improvement Projects to Finance or Engineering for the 2025 – 2034 CIP.

June

17 BS&A “2025 Dept Requested” and “2026 Dept Requested” amounts finalized for Finance to review

July

June 17 - July 5 Finance to prepare preliminary budget (requested).

12 BS&A “2025 Finance” and “2026 Finance” amounts finalized and available for departments to review

15 Departments submit changes or errors from BS&A “2025 Finance” and “2026 Finance” amounts

17 Preliminary budget delivered to City Manager for review.

August

1-5 Department of Revenue certifies LGA amounts to all cities.

1-5 Department Heads meet with City Manager and Budget Committee.

8 Finance Department makes adjustments and prepares City Manager’s Preliminary Budget.

- 12 City Manager's Preliminary budget document distributed to City Council for review.
- 12 Engineering and Finance deliver preliminary ranking of CIP requests to Capital Works Group Members.

August

- 19 Capital Works Group to finalize preliminary CIP Project list for 2025-2034
- 15-30 Council meets in recessed budget work session to review the Proposed City Manager's Budget for 2025-2026 (General Fund and Internal Service Funds) and to establish the Council's proposed General Fund and Debt Service fund property tax levies.

September

- 3 or 17 City Council meeting to certify the proposed property tax levies to County Auditor (by 9/30/2024). The adopted property tax levy cannot exceed the preliminary property tax levy. *(continue discussion at special meeting if needed).*
- 10 Preliminary CIP Document distributed to Capital Works Group for review and comment.
- 10 Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the CIP Document distributed to City Manager for review.
- 17 Finance Department certifies City Council approved preliminary property tax levy to Hennepin County.
- 23 Discussion with Capital Works Group to finalize preliminary CIP

October

- 1 Preliminary budgets for Special Revenue, Enterprise, and Capital Projects Funds, including the ten-year CIP are distributed to City Council.
- 7 - 25 Council to meet in recessed budget meetings to review and discuss the 2025 and 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2025-2034). (As Needed)

November

- 1 - 5 County Auditor begins required mailing of property tax notices to each owner of record with prior year's comparison.
- 4-15 Council to meet in recessed budget meetings to review and discuss the 2025 and 2026 proposed budgets for Special Revenue, Enterprise, and Capital Projects funds, including the ten-year CIP (2025-2034). (As Needed)

December

- 3 Cities are required to hold public hearings on their budget and property tax levy.
- 3 City Council Adopts final 2025 Budget and 2025-2034 CIP.



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Approval of 2024 Fiber Route

Background:

Part of the 2024 Capital Improvement Program is the next phase of fiber route installation through the City. The purpose of this infrastructure is to replace existing phone or radio communications at our utility asset sites and to expand our capabilities at our Parks and other asset sites to allow for added features such as security cameras, electronic door access and overall faster computer connectivity.

The City utilizes its partnership with LOGIS who design, specify, contract out and administer the work in consultation with and on behalf of the City.

Proposed Route for 2024:

The proposed route for 2024 expands on work performed in 2023 and will connect with additional City infrastructure before looping back into existing fiber to provide redundancy.

The estimates provided to staff for the route consists of three portions described as follows –

The first section of the route involves installing fiber and conduit from where things were left off last year on France Avenue (adjacent to Robbinsdale Wine and Spirits) and will connect Well #5 at the intersection of Lowry Avenue and Chowen Avenue.

The estimated cost of this portion of the route is \$ 70,413.50.

The second section of the route is a short spur line that involves installing conduit and fiber from France Avenue along Van Demark Road to connect sanitary sewer Lift Station #6 (Wards).

The estimated cost of this portion of the route is \$ 31,458.25.

The third section of the route requires installation of conduit and fiber from Well #5 to the building at Manor Park, thence northward to County Road 81 to connect to existing fiber lines. This part of the route will also run past two of the sites being evaluated for the second new Water Tower.

The estimated cost of this portion of the route is \$ 71,732.00.

Plans showing the three routes will be made available at the City Council meeting should Council Members be interested in further detail.

Review of Estimated Costs and Funding Sources:

The report identifies expenditure for the installation of conduit and fiber for three portions of the proposed route at a total estimated cost of \$ 173,603.75.

Funding has been allocated as part of the 2024 Capital Improvement Program as Project #55024. A total of \$ 200,000.00 has been allocated.

Summary:

Continuing the conversion of critical infrastructure communications links from existing phone lines and radios to fiber is a crucial element in maintaining connectivity and allowing timely response to issues that arise. Expanding the network to reach other City assets and including redundancy will allow improved security at these assets, improve services we can provide residents and build in reliability and resiliency of the system.

Staff seek City Council approval to proceed with the proposal as presented in this report.

Analysis:

None

Recommendation:

By motion, authorize the City Manager and Finance Director to proceed with the sections of fiber installation identified in the report through LOGIS at an estimated cost of \$ 173,603.75.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Vapor Bunker THC Sales License

Background:

Jeffrey John Godfrey, owner of Vapor Bunker, 4066 Lakeland Avenue North, submitted an application for the selling of THC products.

Analysis:

The Police Department is conducting a background investigation.

Zoning is also reviewing the application and will likely approve with the condition that all signs require a permit except window signs.

Recommendation:

Consider approval of the THC Sales license submitted by Vapor Bunker, 4066 Lakeland Avenue North, subject to a successful background investigation.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Hennepin County Commissioner Lunde - Updates from the County

Background:

County Commissioner Lunde will present annual updates.

Analysis:

NA

Recommendation:

NA

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Stephan Papiz, Forester/Natural Resources Specialist
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Robbinsdale Forestry/Natural Resources Annual Report

Background:

The City actively administers and implements policies and programs to manage, preserve, and enhance the city's urban forest along with protection, preservation, and restoration of natural resources located within the City of Robbinsdale. Each year, a report is given regarding the city's forest and natural resources.

Analysis:

None

Recommendation:

Motion to receive the Robbinsdale Forestry/Natural Resources Annual Report.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Jenna Wolf, Water Resources Specialist

APPROVED BY: Tim Sandvik, City Manager

DATE: April 2, 2024

RE: National Pollutant Discharge Elimination System (NPDES) Phase II Annual Report

Background:

In response to the National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) permit requirements for municipalities to reduce the amount of sediment and other pollutants entering state waters, the City Council adopted its first Stormwater Pollution Prevention Plan (SWPPP) in April 2003.

The SWPPP contains actions that the City adopts as part of its normal course of business in order to prevent pollution and the degradation of water bodies within our municipal and watershed boundaries.

One of the items contained in the SWPPP involves the holding of a public meeting to hear comments and input on the adopted plan. Another item requires the completion of an annual report for the previous calendar year for submission to the Minnesota Pollution Control Agency (MPCA). Staff were notified on 1/11/2023 that MPCA is in the process of redesigning their online annual reporting platform this year and will not, at this time, be requiring an annual MS4 report to be submitted to them by its usual deadline of June 30th. Instead, the 2023 annual report will be due to the MPCA at a later date when they have finalized updating their online reporting platform. That said, staff will still present the results of last year's SWPPP to Council at the April 2nd meeting this year. The presentation slides are included with this memo as Attachment A.

Annual Report to City Council on Permit Compliance:

Comments addressing each of the current Minimum Control Measures (MCMs) are as follows –

MCM 1: Public Education and Outreach

The MS4 permit requires the City to review its current program of education to focus on local water quality and stormwater-related issues. The City focuses public education efforts on illicit discharge detection and elimination, construction activities, proper disposal of yard waste and pet waste, and deicing material storage and use.

The City complied with the identified actions during 2023. Council Members may be aware that the City partners with two watershed management commissions, Shingle Creek and Bassett Creek, to provide educational materials for residents and local elementary school classrooms. In addition, articles relating to water quality are written for inclusion in each City newsletter and

posts are occasionally made on social media.

The most recent iteration of the City's MS4 permit, which was issued in October 2021, requires that the City provide educational information to the public related to pet waste and de-icing salt. Staff achieved this new requirement by including information in newsletters and public presentations. Additionally, informational flyers about pet waste and de-icing salt were hung on a bulletin board in the lobby of City Hall at times when their information was seasonally-relevant.

MCM 2: Public Participation and Involvement

The MS4 permit requires the City to have programs and actions in place to allow solicitation of comments and involve the public in activities associated with water quality. Typical components of this element include the holding of this Annual Public Hearing with appropriate public notice and staff involvement at the Lower Twin Lake Association Annual Meeting, public schools, and community events.

The City complied with the identified actions during 2023. The Annual Public Hearing was held as part of the City Council meeting on April 4th, 2023. A public notice was sent out at least 30 days before the public meeting soliciting comments and testimony from the public regarding the City's SWPPP. No written comments were received. Staff gave water quality-themed presentations to the Lower Twin Lake Association on 9/20/2023 and a replanting of the Robbinsdale Middle School raingarden with 8th grade students in June 2023. Additionally, staff hosted a garbage clean up event in Lakeview Terrace Park on 8/5/2023.

MCM 3: Illicit Discharge Detection and Elimination

The MS4 permit requires the review of existing procedures, policies and controls to specifically include prioritized areas and written procedures for inspections and actions to detect and eliminate illicit discharges.

The required inspections and enforcement as well as a staff refresher training were all completed during 2023.

MCM 4: Construction Site Runoff Controls

The MS4 permit requires the development of written procedures and checklists to handle site plan reviews and inspections, including the retention of the information.

Site inspections and enforcement were completed during 2023.

MCM 5: Post Construction Stormwater Management

The MS4 permit requires the development of written procedures for post construction site inspections of both public and privately-owned structural Best Management Practices (BMPs) as well as the development of maintenance agreements and Enforcement Response Procedures (ERPs).

City staff have a Post-Construction Stormwater Management plan complete with maintenance agreements templates and an ERP flow-chart. The document was reviewed over the winter to

ensure compliance with the MS4 General Permit requirements.

MCM 6: Pollution Prevention / Good Housekeeping for Municipal Operations

The MS4 permit requires the City to implement operations and maintenance plans that reduce or prevent pollutants from entering receiving waters. Newer elements included in this measure are the creation of a facilities inventory and development of procedures for determining the effectiveness of ponds in removing total suspended solids (TSS) and total phosphorus (TP).

The required BMP inspection and maintenance, materials handling, facilities inventory, and staff training were all completed during 2023.

Compliance with TMDL Waste Load Allocation

In addition to compliance with the 6 Minimum Control Measures identified above, the MS4 permit requires an annual report to track progress against the load reductions associated with the various Total Maximum Daily Load (TMDL) plans the City is involved in.

The current TMDL schedules applicable to Robbinsdale are –

- Shingle Creek Chloride TMDL: Review completed in 2014. No updates since then.
- Crystal Lake TMDL: Monitoring and plant surveys completed in 2022 and reoccurred in 2023.
- Middle Twin Lake TMDL: Was intensively monitored by watershed commission in 2023.
- Lower Twin Lake TMDL: Monitored by volunteer in 2023.
- Ryan Lake TMDL: Monitored by volunteer in 2023.

Council members may be aware of the many projects that have been implemented over the years since the introduction of the TMDLs and staff continues to explore opportunities for improvements that address these plans.

The MPCA has adopted the Upper Mississippi Bacteria TMDL. Overall reductions of approximately 70% are required. Typical actions that are being sought to reduce bacteria in waterways include –

- Identification of bacteria sources – BMPs include monitoring outfalls to pinpoint localized hotspots of sanitary pipe or septic systems that could have failed and be contributing.
- Reduction of input from pet waste – BMPs include adoption, enforcement and education of pet waste pick up and providing infiltration and/or filtration downstream of animal congregation areas.

- Reduction of input from wildlife – BMPs include promoting animal feeding bans, the control of nuisance populations of waterfowl and providing infiltration and/or filtration downstream of waterfowl congregation areas.
- Reduction of input from humans – BMPs include eliminating illicit connections and sanitary sewer overflows.
- Reduction of conditions that promote bacteria growth and survival – BMPs include reducing dry weather flows (to allow pipes to dry out) and investigating ways to reduce biofilm buildup in pipes.

Annual Report Summary:

Overall, the City has complied with the operational aspects of the MS4 permit during 2023.

Public Notification and Consultation:

As part of the continuous improvement philosophy of the SWPPP, an annual public meeting is required to be held. Notification of this meeting (to be held as part of tonight's City Council meeting) appeared in the SunPost. This notification complied with the statutory requirement for a minimum 30-day notice.

In addition to the verbal submissions to be received tonight, staff is prepared to accept written feedback at any time. However, nothing has been received up to the time of writing this report.

All comments received, whether electronic, written or verbal, will be dealt with through a Record of Decision (ROD) process whereby the issues raised will be investigated and a formal decision made and kept regarding each issue.

The MPCA has stated that Public Meetings should be held, and any reports of comments submitted to the agency.

Analysis:

Staff respectfully submit the annual report for receipt by City Council, recommend holding the annual public input meeting, allow staff to process all comments received from the public, authorize the City Manager to sign and submit the annual report to the MPCA when it is eventually due.

Recommendation:

- Receive and note the annual report on the adopted SWPPP compliance for the 2023 calendar year.
- Hold the public input meeting to receive any comments and input regarding the adopted SWPPP.

- Grant delegated authority to the Public Works Director / City Engineer and City Manager to process all comments received, create and keep a record of decision of each comment, and advise the City Council of those decisions.
- Authorize the City Manager to sign the standard annual report upon the conclusion of comment investigation and submit the report to the MPCA by the designated date.

Attachments:

1. Annual SWPPP Report to City Council 2024



Stormwater Pollution Prevention Plan (SWPPP)

Annual Report

Jenna Wolf – Water Resources Specialist

Q: Where does the water go when it rains?





A: Our ponds, lakes, and streams



Stormwater Pollution Threatens Lake Health

- Litter/garbage
- Invasive species
- Deicing salt
- Fertilizer
- Organic material (grass clippings, leaves, etc.)



“Every property is lakefront property”



MS4 Permit

Municipal Separate Storm Sewer System Permit

- Generally applies to cities with populations 10,000 or more that own and operate storm sewer systems
- Designed to reduce the amount of sediment and other pollutants entering state waters from stormwater systems
- Involves extensive inspections, record keeping, and reporting





SWPPP

Stormwater Pollution Prevention Plan

1. Public Education and Outreach
2. Public Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post Construction Stormwater Management
6. Pollution Prevention and Good Housekeeping





1. Public Education and Outreach

- Relevant activities:
 - Spring and fall City newsletters
 - Posts on City social media pages
 - Articles in utility bill news inserts
 - Posters at City Hall

PET WASTE & WATER POLLUTION

Dog waste left on the ground washes into storm drains, lakes and streams, exposing people, pets and wildlife to harmful bacteria.

Good Neighbors Care About Clean Water

There are an estimated **310,000 dogs** in Hennepin County, and they create over **40,000 tons of waste** per year — that's a lot of poop!

This poop causes bacteria, excessive algae growth, and other water quality issues in our communities, so city ordinances require owners to clean up dog waste. This is also the neighborly thing to do to make sure we can all enjoy our local wetlands, lakes, and streams.

How does pet waste in my yard pollute water?

Dog waste contains harmful bacteria and parasites. When waste is left on lawns or not picked up, it is washed by the next rainstorm into the nearest lake or stream. Wading, swimming, or playing in bacteria-laden waters can be harmful to humans and pets alike. Pet waste also contains nutrients that promote weed and algae growth in lakes and rivers. Picking up pet waste keeps recreation areas clean, safe, and enjoyable.



What about all the other animals?

It is true that squirrels, birds and other wildlife can also contribute to water pollution. However, these animals tend to spread out waste across the landscape, whereas dog waste is concentrated in yards and along sidewalks or paths.

How can I be a good neighbor?

Pick up dog waste from your yard and throw it in the garbage — it is not a fertilizer. Carry disposable bags while walking your dog. Do the same at the dog park — don't make it somebody else's problem.

NEED MORE INFORMATION?

For more information regarding the information in this flier, visit:
westmetrowateralliance.org/pet-waste



SNOW AND ICE CARE

Help Keep Our Water Clean!

Salt use has been on the rise since the 1950s, leading to waters becoming increasingly salty. Chloride levels have become so high, many creeks and lakes are now considered unhealthly.

Chlorides harm plants and animals, contaminate drinking water, damage buildings, corrode vehicles, roads and bridges. Too much salt can lead to costly damages and environmental consequences!

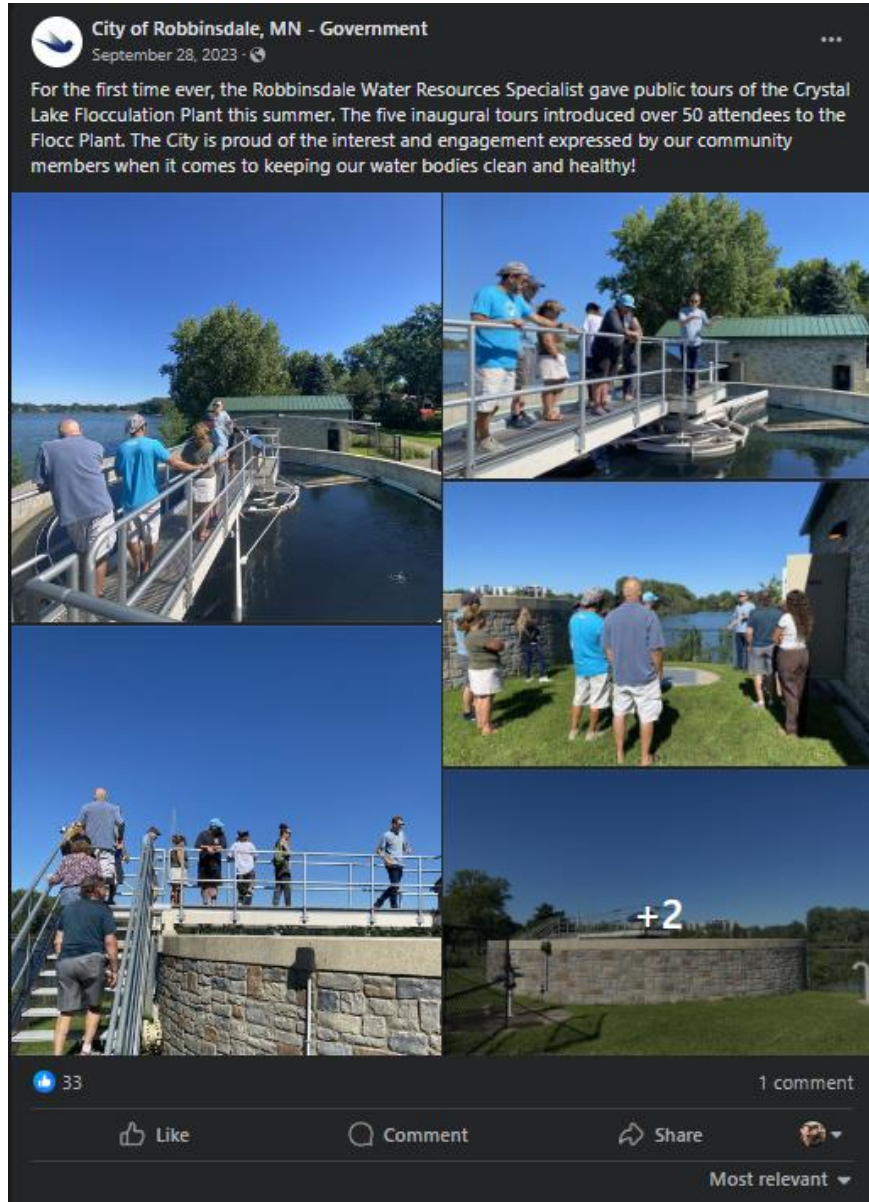


Help keep our waters clean with these simple steps:

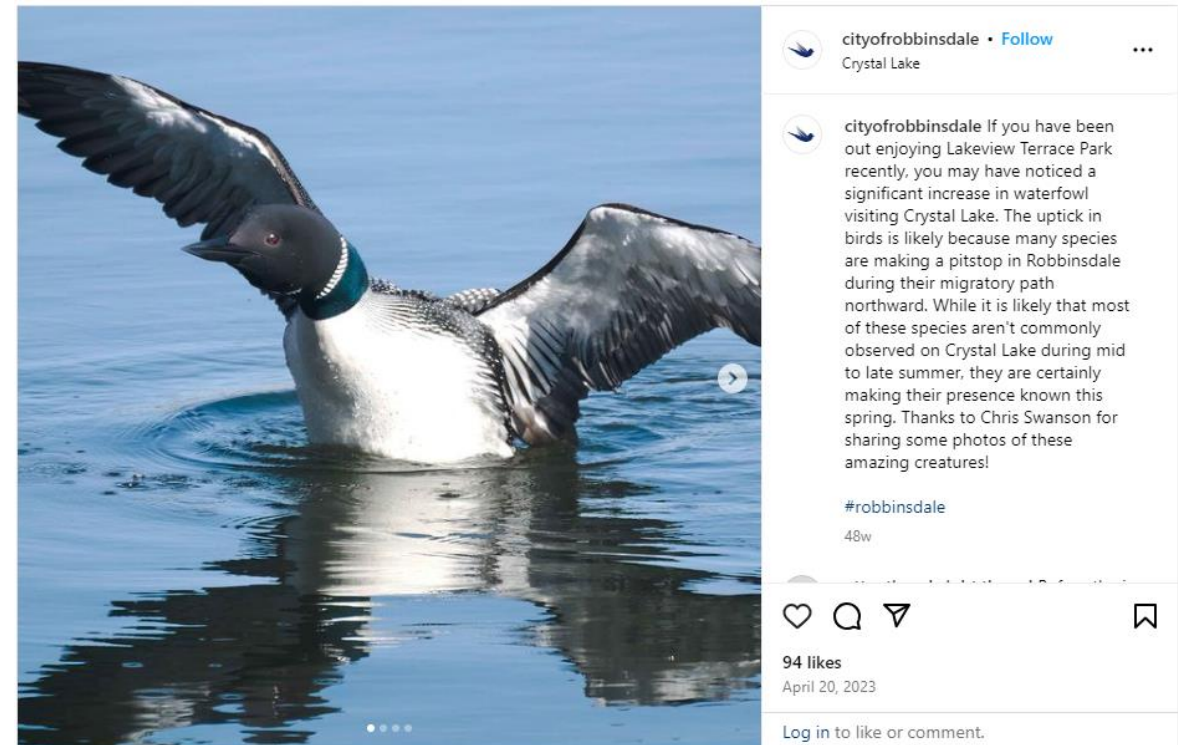
1. Clear walkways of snow to minimize ice build-up.
2. Temperature matters. If the temperature is below 15 degrees, salt doesn't work effectively. Consider using sand for traction.
3. Scatter salt where it's critical. Leave about 3 inches between grains of salt. A 12-ounce coffee cup of salt is enough to cover 10 sidewalk squares or a 20-foot driveway.
4. Sweep up leftover salt, sand and deicer to reuse as needed.

Created in collaboration with MN Water Let's Keep it Clean, the West Metro Water Alliance and the Nine Mile Creek Watershed District.





Water-themed posts on the City Facebook page tend to generate a lot of interest from residents





2. Public Participation

- Relevant activities:
 - Community events
 - Classroom visits
 - Lake association meeting presentations
 - Flocculation Plant Tours



Public Participation



Robbinsdale Middle School Rain Garden Planting



Public Participation



Flocculation Treatment Plant Tours



Public Participation



Lakeview Terrace Park Garbage Pick Up event on 8/5/2023

12 attendees picked up 36.2 pounds of trash



3. Illicit Discharge Detection and Elimination

- Sediment (soil/dirt)
- Excess nutrients (nitrogen and phosphorus)
 - Fertilizer, leaves, grass clippings
- Petroleum products
- Animal waste (bacteria)
- Toxic chemicals
- Debris, trash, litter

Illicit Discharge:
“Any material
entering into the
storm sewer other
than stormwater”





3. Illicit Discharge Detection and Elimination

- Relevant activities:
 - Locate, investigate, and eliminate local sources of illicit discharges
 - Conduct illicit discharge training for City staff



Example Illicit Discharge

6-23-2023



Example Illicit Discharge

6-23-2023





4. Construction Site Stormwater Runoff Control

- Relevant activities:
 - Review building plans for sites >1 acre
 - Zero site reviews in 2023
- Inspect all construction sites >1 acre
 - Weekly
 - Whenever we receive 0.5” of rain within 24 hours
 - This amounted to **169 total inspections** in 2023

Construction Site Inspection Criteria



Silt Fences

Construction Site Inspection Criteria



Rock Entrances

Construction Site Inspection Criteria



Street Sweeping



5. Post Construction Stormwater Management

- Relevant activities:
 - Ensure that building plans incorporate practices to protect water
 - Ponds, raingardens, underground storage tanks, etc.
- Ensure that infrastructure continues to function into the future
 - Create agreements for landowner and ensure compliance



Rain Garden – Public Works



6. Pollution Prevention and Good Housekeeping

- Relevant activities:
 - Track City activity and ensure we are using best practices
 - Stockpiled material
 - Snow and ice management activities
 - Inspect City-owned stormwater infrastructure and perform maintenance as needed

Additional Requirements Due to Local Impaired Waters



- Relevant activities:
 - Create map of potential bacteria sources
 - Have a bacteria reduction plan
 - Track amount of City deicing salt usage



Summary

- Overall, the City has complied with the operational aspects of the MS4 permit during 2023.
- Staff continue seeking ways to improve operations and better-protect our local water resources.



Crystal Lake Flocculation Plant 2023

Ran for 156 days

9.3 pounds of total phosphorus removed

4,882 pounds of total suspended solids removed

117 million gallons of lake water treated

6,899 gallons of aluminum sulfate chemical used





Plan for 2024

- Run Flocculation Treatment Plant from Memorial Day to Labor Day
- More carp removal scheduled on Crystal Lake
- Carp population assessment on Twin Lakes
- Sohacki Park Water Quality Improvement Project
- Bassett Creek Watershed Joint Powers Agreement (JPA) update
- Work with Hennepin County Conservation Specialist on chloride reduction in fall

Questions?

Jenna Wolf – Water Resources Specialist

jwolf@ci.robbinsdale.mn.us

763-531-1248



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: April 2, 2024

RE: First Reading of an Ordinance adopting the Crystal Airport Zoning Ordinance

Background:

The Legislature adopted amendments to the model airport zoning which, along with Crystal Airport runway modifications, is prompting a required update to airport related zoning.

On March 21, 2024, the Planning Commission conducted a public hearing regarding the Crystal Airport Zoning Ordinance. The minutes to the public hearing are provided as **Attachment 1**.

Analysis:

The report prepared for the Planning Commission is included as **Attachment 2**. The report detailed the amendments recommendations including:

- Height restrictions for buildings, structures, trees, antennas within controlled airspace related to the Crystal Airport.
- The height restrictions are not as restrictive as existing building height maximums in-place in the Robbinsdale zoning ordinance.
- Other potential hazards to pilots' visibility such as flashing lights, glare or electronic interference.

At the public hearing, no one attended for comment. The Commissioners asked about building heights, existing height restrictions and the new water tower. Staff showed maps with the height restrictions tailored for each property in Robbinsdale affected by the ordinance. Satisfied, the Commissioners unanimously adopted a motion recommending adoption of the Ordinance amendment.

Recommendation:

Hold the **FIRST READING** of the Ordinance amending Section 530 by addition of the Crystal Airport Zoning Ordinance Section 530.11

Attachments:

1. Planning Commission Minutes
2. Planning Commission Staff Report
3. Ordinance

**PLANNING COMMISSION
MEETING MINUTES EXCERPT
THURSDAY, MARCH 21, 2024**

4. #4A: PUBLIC HEARING:

Consideration of Zoning Text Amendment Z24-1 to amend Section 530

Zoning: Special

Districts to include: Section 530.11 The Crystal Airport Zoning Ordinance that will:

- Limit the height of structures and vegetation within an area approximately 1.5 miles from the outer boundaries of the Crystal Airport; and
- Prohibit land uses that create or cause interference with the operations of radio or electronic facilities on the Airport or with radio or electronic communications of radio or electronic communications between the Airport and aircraft, or:
 - Make it difficult for pilots to distinguish between Airport lights and other lights;
 - Result in glare in the eyes of pilots using the airport;
 - Impair visibility in the vicinity of the airport;
 - Are deemed a “hazard” to air navigation by the Federal Aviation Administration or Minnesota Department of Transportation; or
 - Otherwise endanger the landing, taking off, or maneuvering of aircraft.

5. **MOTION** by Commissioner Montemayor, seconded by Commissioner Allen to **OPEN** the public hearing.

The vote was 5-0 and the motion carried.

6. Pearson presented the Crystal Airport Zoning Ordinance. He explained the Joint Airport Zoning Board and explained the height restrictions in Robbinsdale radiating out from the airport and the need to review possible visual hazards to pilots making approaches.

7. The Commissioners asked about reflections from solar panels, height restrictions already in place and the height of several buildings including the water tower. Pearson compared the known or estimated heights of buildings and explained the current height restrictions in zoning and explained exceptions allowed for antennas and other structures such as elevator penthouses. The lot on West Broadway nearest to the airport would have a height restriction of 199 feet. The Public Works Garage at 4601 Toledo would have a height restriction of 203 feet. The water tower is 180 feet high.

- 8.. **MOTION** by Commissioner Rolston Aoki, seconded by Commissioner Montemayor to **CLOSE** the public hearing.

Planning Commission
Meeting Minutes
March 21, 2024

The vote was 5-0 and the motion carried.

9. **MOTION** by Commissioner Rolston Aoki, seconded by Commissioner Weinberg to recommend that the City Council approve the amendment to Section 530 of the zoning ordinance to include the Crystal Airport Zoning Ordinance.

The vote was 5-0 and the motion carried.

ADMINISTRATIVE STAFF REPORT

APPLICANT: Joint Airport Zoning Board / Metropolitan Airports
Commission
CASE NO: Z24-2
ADDRESS: City Wide.
PC DATE: March 21, 2024
APPLICATION DATE: N/A
PROCESSING DEADLINE: N/A

ACTION/REQUEST:

Changes to Minnesota Statutes and modifications to the runways at the Crystal Airport have caused a need to update the Crystal airport zoning. The basic intent of the ordinance is to identify height restrictions within the cities affected by the airport zoning. The process required a group consisting of representatives from Crystal, Brooklyn Park, Brooklyn Center, New Hope, Minneapolis and Robbinsdale. Each city was represented by at least one elected official, a staff member and several residents. The Metropolitan Airport Commission was represented by their staff and an appointed citizen chair who previously served in an airport zoning update for Lake Elmo. The collective group was called the "Joint Airport Zoning Board" or JAZB.

BACKGROUND/ANALYSIS:

The current ordinance dates back to the 1980s. A model ordinance was the basis of the ordinance update process. The good news is that the height restrictions are no more restrictive than existing building height maximum standards allowed by the R-1, single family residential district.

The controlled airspace is like a funnel extending out and up from the ends of the runways with the height restrictions increasing in altitude proportionately further from the airport. There are other restrictions that include anything that would interfere with navigation and a pilot's visual approach to the airport. Robbinsdale is far enough away from the airport that the lowest height restriction is about 200 feet above grade. For comparison, the maximum building height is 30 feet with exceptions allowed for antennas, elevator penthouses and similar structures (to a maximum additional height of about 25 feet).

The draft ordinance shown in **Attachment A** which is attached has been vetted through the Minnesota Department of Transportation and in effect approved. Staff will recommend that the ordinance be approved in its entirety similar to the Flood Plain ordinance and it will become a special zoning district shown as an overlay on the zoning district map.

In addition, Robbinsdale affected properties are shown in **Attachment B** “MIC Maximum Construction Height Without a Permit.” Each lot is shown with a number representing the maximum height a building or tree would be allowed to have without a permit, variance or other approval.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to recommend that the City Council approve the amendment to Section 530 of the zoning ordinance to include the Crystal Airport Zoning Ordinance.

Crystal Airport Zoning Ordinance

Adopted November 8, 2023

Adopted by the
Crystal Airport Joint Airport Zoning Board

Contact Person:
Crystal Joint Airport Zoning Board
c/o Rebecca Townsend, JAZB Secretary
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, Minnesota 55450

Table of Contents

1		
2	SECTION I.	PURPOSE AND AUTHORITY 1
3	SECTION II.	TITLE AND SHORT TITLE 2
4	SECTION III.	DEFINITIONS AND RULES OF CONSTRUCTION 2
5	SECTION IV.	AIRSPACE OBSTRUCTION ZONING 6
6	SECTION V.	LAND USE ZONING 9
7	SECTION VI.	AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP10
8	SECTION VII.	NONCONFORMING USES.....10
9	SECTION VIII.	AIRPORT ZONING PERMITS11
10	SECTION IX.	VARIANCES.....13
11	SECTION X.	HAZARD MARKING AND LIGHTING14
12	SECTION XI.	ZONING ADMINISTRATOR.....14
13	SECTION XII.	BOARD OF ADJUSTMENT15
14	SECTION XIII.	APPEALS.....16
15	SECTION XIV.	JUDICIAL REVIEW17
16	SECTION XV.	PENALTIES AND OTHER REMEDIES.....18
17	SECTION XVI.	RELATION TO OTHER LAWS, REGULATIONS, AND RULES18
18	SECTION XVII.	SEVERABILITY19
19	SECTION XVIII.	EFFECTIVE DATE.....19
20	EXHIBIT A – AIRPORT BOUNDARY	21
21	EXHIBIT B – JAZB LAND USE ZONE 1.....	22
22	EXHIBIT C – JAZB LAND USE ZONE 2	23
23	EXHIBIT D – AIRPORT BOUNDARY AND AIRSPACE ZONING LIMITS.....	24
24	EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS.....	25
25	EXHIBIT F – AIRPORT BOUNDARY AND LAND USE ZONING LIMITS	26
26		
27	AIRSPACE ZONES, INDEX SHEET AND PLATES A - A2 TO A - F6.....	27
28	MAXIMUM CONSTRUCTION HEIGHTS WITHOUT PERMIT, INDEX SHEET AND PLATES MCH - A2	
29	TO MCH - F6	62
30	SAFETY ZONES, INDEX SHEET AND PLATES SZ - A2 TO SZ - F6.....	97

**CRYSTAL AIRPORT
ZONING ORDINANCE
ADOPTED BY THE
CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD**

AN ORDINANCE REGULATING AND RESTRICTING THE HEIGHT OF STRUCTURES AND OBJECTS OF NATURAL GROWTH, AND OTHERWISE REGULATING THE USE OF PROPERTY, IN THE VICINITY OF THE CRYSTAL AIRPORT BY CREATING THE APPROPRIATE ZONES AND ESTABLISHING THE BOUNDARIES THEREOF; PROVIDING FOR CHANGES IN THE RESTRICTIONS AND BOUNDARIES OF SUCH ZONES; DEFINING CERTAIN TERMS; REFERRING TO THE CRYSTAL AIRPORT ZONING MAP; PROVIDING FOR ENFORCEMENT; ESTABLISHING A BOARD OF ADJUSTMENT; IMPOSING PENALTIES; AND SUPERSEDING ALL PRIOR CRYSTAL AIRPORT ZONING ORDINANCES.

THEREFORE, IT IS HEREBY ORDAINED BY THE CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD PURSUANT TO THE AUTHORITY CONFERRED BY MINNESOTA STATUTES §§ 360.061 – 360.074, THAT THE CRYSTAL AIRPORT ZONING ORDINANCE BE EFFECTIVE AS FOLLOWS:

SECTION I. PURPOSE AND AUTHORITY

The CRYSTAL Airport Joint Airport Zoning Board, created and established by joint action of the Metropolitan Airports Commission and the Cities of Crystal, Brooklyn Park, Brooklyn Center, Minneapolis, New Hope, and Robbinsdale, pursuant to the provisions and authority of Minnesota Statutes § 360.063, hereby finds and declares that:

- A. An Airport Hazard endangers the lives and property of users of the Airport and property or occupants of land in its vicinity, and also may reduce the size of the area available for the landing, takeoff, and maneuvering of aircraft, thus tending to destroy or impair the utility of the Airport and the public investment therein.
- B. The creation or establishment of an Airport Hazard is a public nuisance and an injury to the region served by the Airport.
- C. For the protection of the public health, safety, order, convenience, prosperity, and general welfare, and for the promotion of the most appropriate use of land, it is necessary to prevent the creation or establishment of Airport Hazards.

- D. The prevention of these Airport Hazards should be accomplished, to the extent legally possible, by the exercise of police power without compensation.
- E. The elimination or removal of existing land uses or their designation as nonconforming uses is not in the public interest and should be avoided whenever possible, consistent with reasonable standards of safety.
- F. In addition, the social and economic costs of disrupting land uses around the Airport often outweigh the benefits of a reduction in Airport Hazards, requiring a balance between the social and economic costs to surrounding communities and the benefits of regulation.
- G. Preventing the creation or establishment of Airport Hazards and eliminating, removing, altering, mitigating, or marking and lighting of existing Airport Hazards are public purposes for which political subdivisions may raise and expend public funds, levy assessments against land, and acquire land and property interests therein.

SECTION II. TITLE AND SHORT TITLE

This ordinance shall be known as the "Crystal Airport Zoning Ordinance."

SECTION III. DEFINITIONS AND RULES OF CONSTRUCTION

- A. **Definitions.** As used in this Crystal Airport Zoning Ordinance, unless otherwise expressly stated, or unless the context clearly indicates a different meaning, the words and phrases in the following list of definitions shall have the meanings indicated. All words and phrases not defined shall have their common meaning.
 - 1. ***Airport.*** "Airport" means Crystal Airport located in Hennepin County, Minnesota.
 - 2. ***Airport Boundary.*** "Airport Boundary" means the boundary shown on Exhibit A – Airport Boundary, attached hereto and made a part hereof.
 - 3. ***Airport Hazard.*** "Airport Hazard" means any Structure, Tree, or use of land that obstructs the airspace required for, or is otherwise hazardous to, the flight of aircraft in landing or taking off at the Airport; and, any use of land that is hazardous to Persons or property because of its proximity to the Airport.
 - 4. ***Airport Zoning Permit.*** "Airport Zoning Permit" means zoning permits as required under Section VIII.

5. ***Airspace Surfaces.*** "Airspace Surfaces" means the surfaces established in Section IV.A.
6. ***Airspace Zones.*** "Airspace Zones" means the land use zones established in Section IV.A.
7. ***Board of Adjustment.*** "Board of Adjustment" means the body established in Section XII.
8. ***Commissioner.*** "Commissioner" means the Commissioner of the Minnesota Department of Transportation or, if either the position of Commissioner or the Minnesota Department of Transportation shall no longer exist or serve its present functions, such successor state official or officials or entity or entities as shall either singularly or collectively perform or serve such functions.
9. ***Crystal Airport Zoning Map.*** "Crystal Airport Zoning Map" means the Crystal Airport Zoning Map as defined in Section VI.C.
10. ***Effective Date.*** "Effective Date" means the effective date set forth in Section XVIII.
11. ***Existing.*** "Existing" means the current layout of the airport environment, including alignment, location, and length of each runway at Crystal Airport at the time this Crystal Airport Zoning Ordinance on the Effective Date.
12. ***FAA.*** "FAA" means the Federal Aviation Administration or, if the Federal Aviation Administration shall no longer exist or serve its present functions, such successor federal entity or entities as shall either singularly or collectively perform or serve such functions.
13. ***FAA 7460 Obstruction Evaluation.*** Established FAA process for conducting aeronautical studies conducted under the provisions of Title 14 CFR, Part 77 (for proposed construction or alteration) or Federal Aviation Act of 1958 (for existing structures), or any successor to this process.
14. ***Lot.*** "Lot" means a designated parcel, tract, or area of land established by plat or subdivision, or otherwise permitted by law.
15. ***Nonconforming Structure.*** "Nonconforming Structure" means any Structure in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.

16. **Nonconforming Use.** "Nonconforming Use" means any use of land in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.
17. **Person.** "Person" means any individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.
18. **Runway.** "Runway" means any existing surface of the Airport which is specifically designated and used to be used for the landing and/or taking off of aircraft. The individual Runways at the Airport are defined in this Crystal Airport Zoning Ordinance based on the compass heading of landing and departing aircraft.
19. **Runway 14-32.** "Runway 14-32" means the existing 3,750-foot non-precision primary runway. The Runway 14 end is within the City of Brooklyn Park, and the Runway 32 end is within the City of Crystal.
20. **Runway 6L-24R.** "Runway 6L-24L" means the existing 2,500-foot visual crosswind runway. Both the Runway 6L and 24R ends are within the City of Crystal.
21. **Runway 6R-24L.** "Runway 6R-24L" means the existing 1,669-foot visual crosswind runway. Both the Runway 6R and 24L ends are within the City of Crystal.
22. **Runway Protection Zone.** "Runway Protection Zone" means a zone mandated by FAA regulations that is longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R and 6R-24L, whose inner edge is at the same width and elevation as, and coincides with, the end of the Primary Surfaces for Runway 14-32 (500 feet), Runway 6L-24R (250 feet), and Runway 6R-24L (250 feet). The Runway 14-32 protection zone extends outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 700 feet. Runways 6L-24R and 6R-24L have protection zones extending outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 450 feet.
23. **Land Use Zones.** "Land Use Zones" means the land use zones established in Section V.A.

24. **School.** "School" means any private or public educational institution for people in kindergarten through grade 12 and any private or public day care or pre-school facility that enrolls more than 50 children.
25. **Slope.** "Slope" means an incline from the horizontal expressed in an arithmetic ratio of horizontal magnitude to vertical magnitude.



26. **Structure.** "Structure" means anything anchored, attached, built, constructed, erected, gathered, located, placed, or piled on the ground or in or over a water body, whether temporary or permanent, moveable or immovable, including antennae, buildings, canopies, cranes, decks, derricks, docks, edifices, equipment, fences, overhead transmission lines, patios, piers, piles, ponds, posts, roadways, signs, smokestacks, towers, utility poles, wires, and anything attached to any of the foregoing either temporarily or permanently.
27. **Tree.** "Tree" means any object of natural growth.
28. **Zoning Administrator.** "Zoning Administrator" means the public official in each affected municipality as set forth in Section XI.B.
- B. **Rules Of Construction.** In the construction of this Crystal Airport Zoning Ordinance, the following rules shall be observed and applied, except where the context clearly indicates otherwise.
1. **Computing Time.** In computing the period of time within which an act may or must be done, the first calendar day from which the designated period of time begins to run shall not be included. The last day of the period shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period shall run until the end of the next day which is not a Saturday, Sunday, or legal holiday.
 2. **Conflicts Between Ordinance Provisions.** If a provision of this Crystal Airport Zoning Ordinance conflicts with any other provision of this Crystal Airport Zoning Ordinance, the more restrictive provision shall prevail.
 3. **Height.** "Height" shall be expressed as elevation in feet above Mean Sea Level, North American Vertical Datum, 1988 Adjustment, except in reference

to maximum construction height without an Airport Zoning Permit when it shall be expressed as distance in feet above ground shown on the Maximum Construction Heights Without Permit Plates in the Crystal Airport Zoning Map.

4. ***Including, Not Limited To.*** The word "including" means including but not limited to.
5. ***Land To Include Water Surfaces And Bodies.*** The word "land" shall include water bodies and surfaces for the purpose of establishing Airspace Zones and Land Use Zones.
6. ***May, Permissive.*** The word "may" is permissive.
7. ***Shall, Mandatory.*** The word "shall" is mandatory and not discretionary.
8. ***Singular And Plural.*** The singular shall include the plural, and the plural the singular.
9. ***Tense.*** The present tense shall include the future.

SECTION IV. AIRSPACE OBSTRUCTION ZONING

A. **Airspace Surfaces And Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance as set forth in Section I., the following Airspace Surfaces and Airspace Zones are hereby established, subject to the airspace zoning limits in Section VI.A.

1. ***Primary Surface.*** An imaginary surface longitudinally centered on each Runway extending 200 feet beyond each end of Runways 14-32, 6L-24R, and 6R-24L. Runway 14-32 has uniform width of 500 feet, while Runways 6L-24R and 6R-24L have a uniform width of 250 feet. The elevation of any point on the Primary Surface is the same as the elevation of the nearest point on the Runway centerline.
2. ***Primary Zone.*** All that land which lies directly under a Primary Surface.
3. ***Horizontal Surface.*** An imaginary surface that is 1,019.3 feet above mean sea level, the perimeter of which is constructed by swinging arcs of specified radii from the center of each end of the Primary Surface of each Runway and connecting the adjacent arcs by lines tangent to those arcs. The radius of each arc is 5,000 feet for Runways 14-32, 6L-24R, and 6R-24L.
4. ***Horizontal Zone.*** All that land which lies directly under the Horizontal Surface.

5. **Conical Surface.** An imaginary surface extending upward and outward from the periphery of the Horizontal Surface at a Slope of 20 to 1 for a horizontal distance of 4,000 feet as measured radially outward from the periphery of the Horizontal Surface.
 6. **Conical Zone.** All that land which lies directly under the Conical Surface.
 7. **Approach Surface.** An imaginary surface longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R, and 6R-24L. The inner edge of this surface is at the same width and elevation as, and coincides with, the end of the Primary Surface. For Runways 14-32, 6L-24R, and 6R-24L, this surface inclines upward and outward at a Slope of 20 to 1 for a horizontal distance of 5,000. For Runway 14-32, the outer width of this surface is 2,000 feet. For both Runways 6L-24R and 6R-24L, the outer width of this surface is 1,250 feet.
 8. **Approach Zone.** All that land which lies directly under an Approach Surface.
 9. **Transitional Surface.** An imaginary surface extending upward and outward at right angles to the centerline and extended centerline of Runways 14-32, 6L-24R, and 6R-24L at a Slope of 7 to 1 from both sides of each Primary Surface and from both sides of each Approach Surface of Runway 14-32, 6L-24R, and 6R-24L until it intersects the Horizontal Surface or the Conical Surface.
 10. **Transitional Zone.** All that land which lies directly under a Transitional Surface.
- B. **Height Restrictions.** Except as otherwise provided in this Crystal Airport Zoning Ordinance, and except as necessary and incidental to Airport operations, the following height restrictions shall apply. Where a Lot is beneath more than one Airspace Surface, the height of the more restrictive (lower) Airspace Surface shall control.
1. **Structures.** No new Structure shall be constructed or established; and no existing Structure shall be altered, changed, rebuilt, repaired, or replaced in any Airspace Zone so as to project above any Airspace Surface. Nor shall any equipment used to accomplish any of the foregoing activities be allowed to project above any Airspace Surface.
 2. **Trees.** No Tree shall be allowed to grow or be altered, repaired, replaced, or replanted in any Airspace Zone so as to project above any Airspace Surface.

Nor shall any equipment used to accomplish any of the foregoing activities be allowed to project above any Airspace Surface.

- a. Public Nuisance; Order. If the whole or any part of any Tree shall be determined to be an Airport Hazard by the FAA, or any successor entity, after proper investigation, the Zoning Administrator may issue an order in writing for the owner or owners, agent or occupant of the property upon which such hazardous tree is located, to forthwith cause such hazardous tree, or portion thereof if the removal of a portion will remove the hazard, to be taken down and removed.
- b. Notice. Said order is to be mailed to the last known address of the owner, agent or occupant and shall be accompanied by a notice setting forth the authority to remove such hazardous Tree at such owner's, agent's or occupant's expense in the event such owner, agent or occupant fails to comply with or file a notice of appeal from said order within 10 days of mailing. The notice shall include instructions for filing a notice of appeal from said order.
- c. Removal. If within 10 days after said order has been mailed, as above provided for, the owner or owners, agent or occupant of the property upon which such hazardous Tree is located neglects or refuses to comply with said order, or has failed to file a notice of appeal from said order with the Zoning Administrator, then the Administrator or its designee(s) may enter upon said premises and take down or remove said tree or portion thereof declared to be hazardous, and to do any and all things which in his opinion may be necessary for the protection of life, limb or property.
- d. Assessment of Expense. If, after the notice hereinbefore provided for has been given, the owner, agent or occupant has failed to remove such hazardous tree or portion thereof, and it becomes necessary for the Zoning Administrator to remove same, the Zoning Administrator or its designee shall mail a statement of the expense of such removal to the owner, agent or occupant of the property from which such tree or portion thereof has been removed, and if within 30 days therefrom the owner, agent or occupant has not remitted to the Zoning

Administrator for the expense incurred by the Zoning Administrator in said removal, the Zoning Administrator or its designee may forthwith recover the amount of such expense from the owner or owners of said property in any civil court of competent jurisdiction, in the manner provided by law.

- C. **FAA 7460 Obstruction Evaluation.** All construction of new Structures or alteration of existing Structures in an Airspace Zone shall comply with the requirements for filing notice to the FAA under the FAA 7460 Obstruction Evaluation process.

SECTION V. LAND USE ZONING

- A. **Land Use Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance, as set forth in Section I., the following Land Use Zones are hereby established, subject to the land use zoning limits in Section VI.B.

1. **Land Use Zone 1.** Designated land, the extents of which are shown in Exhibit B. Land Use Zone 1 overlies the Runway Protection Zones.
2. **Land Use Zone 2.** All land enclosed within the perimeter of the Horizontal Zone, as shown in Exhibit C, except that land within Land Use Zone 1.

- B. **Land Use Restrictions.**

1. **General Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and the FAA 7460 Obstruction Evaluation process, no use shall be made of any land in any of the Land Use Zones that creates or causes interference with the operations of radio or electronic facilities at the Airport or with radio or electronic communications between Airport and aircraft, makes it difficult for pilots to distinguish between Airport lights and other lights, results in glare in the eyes of pilots using the Airport, impairs visibility in the vicinity of the Airport, is deemed a "hazard" to air navigation by FAA or MNDOT as part of an FAA 7460 Obstruction Evaluation, or otherwise endangers the landing, taking off, or maneuvering of aircraft.
2. **Land Use Zone 1 Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and to the general restrictions contained in Section V.B.1., areas designated as Land Use Zone 1 for each end of Runways 14-32, 6L-24R, and 6R-24L shall contain no buildings, exposed high-voltage transmission lines, or other similar land use structural hazards, and

shall be restricted to those uses which will not create, attract, or bring together a dense, confined assembly of persons thereon. Permitted uses may include, but are not limited to, such uses as agriculture (seasonal crops), horticulture, animal husbandry, wildlife habitat, light outdoor recreation, cemeteries, roadways and vehicle parking, railroads, and other approved aeronautical uses. Where Land Use Zone 1 overlies the Runway Protection Zone, land uses and Structures within the Runway Protection Zone will be governed by Federal laws and regulations or by FAA advisory circulars, orders, or guidance.

3. ***Land Use Zone 2 Restrictions.*** No land use in Land Use Zone 2 shall violate the height restrictions set forth in Section IV.B. or the general restrictions contained in Section V.B.1.

SECTION VI. AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP

- A. **Airspace Zoning Limits.** Exhibit D – Airport Boundary and Airspace Zoning Limits and Exhibit E – Airport Boundary and Airspace Contours, attached hereto and made a part hereof, show these limits.
- B. **Land Use Zoning Limits.** Exhibit F – Airport Boundary and Land Use Zoning Limits, attached hereto and made a part hereof, shows these limits.
- C. **Crystal Airport Zoning Map.** The locations and boundaries of the Airspace Surfaces, Airspace Zones, Land Use Zones, and the Maximum Construction Heights without an Airport Zoning Permit established by this Crystal Airport Zoning Ordinance are set forth on the Crystal Airport Zoning Map consisting of 102 plates – Airspace Zones, Plates A-A2 to A-F6; Maximum Construction Heights Without Permit, Plates MCH-A2 to MCH-F6; and Land Use Zones, Plates SZ-A2 to SZ-F6 prepared by the Metropolitan Airports Commission, attached hereto and made a part hereof. These plates, together with such amendments thereto as may from time to time be made, and all notations, references, elevations, heights, data, surface and zone boundaries, and other information thereon, shall be and the same are hereby adopted as part of this Crystal Airport Zoning Ordinance.

SECTION VII. NONCONFORMING USES

- A. **Crystal Airport Zoning Ordinance.** The provisions of this Crystal Airport Zoning Ordinance shall not be construed to require the removal, lowering, other change, or

alteration of any Nonconforming Structure or Tree, or otherwise interfere with the continuance of any Nonconforming Use. Nonconforming Structures and Nonconforming Uses are permitted under this Crystal Airport Zoning Ordinance, subject to the provisions in Section VIII. (Airport Zoning Permits) and Section IX. (Variances). Nothing herein contained shall require any change in the construction, alteration, or intended use of any Structure, the construction or alteration of which was begun prior to the Effective Date, and was diligently prosecuted and completed within 2 years of the Effective Date.

SECTION VIII. AIRPORT ZONING PERMITS

A. **Permit Required.** The following activities shall not take place on a Lot in any Airspace Zone or Land Use Zone unless an Airport Zoning Permit shall have been granted therefore by the Zoning Administrator for the jurisdiction in which the Lot is located.

1. ***Existing Structures.*** Except as specifically provided in Section VIII.B., no existing Structure shall be altered, changed, rebuilt, repaired, or replaced.
2. ***New Structures.*** Except as specifically provided in Section VIII.B., no Structure shall be newly constructed or otherwise established.
3. ***Nonconforming Structures.*** No Nonconforming Structure shall be replaced, substantially altered or repaired, or rebuilt.

B. **Exception To Permit Requirement.**

1. ***Maximum Construction Height Without A Permit.*** No Airport Zoning Permit shall be required for an existing Structure to be altered, changed, rebuilt, repaired, or replaced on a Lot, or for a new Structure to be constructed or otherwise established on a Lot, if the highest point on the Structure or on any equipment used to accomplish any of the foregoing activities, whichever is higher (measured in feet from curb level or from natural grade at a point 10 feet away from the front center of the Structure, whichever is lower) does not exceed the "maximum construction height above ground without an Airport Zoning Permit" shown for the Lot on the applicable Maximum Construction Heights Without Permit Plate in the Crystal Airport Zoning Map.
2. ***No Violation Of Height Or Land Use Restriction Permitted.*** Nothing in this Section VIII.B. shall be construed as permitting or intending to permit a

violation or a greater violation of any provision of this Crystal Airport Zoning Ordinance.

- C. **Permit Application.** An Airport Zoning Permit application for activities on a Lot shall be made in the manner and on the form established by the Zoning Administrator of the jurisdiction in which the Lot is located as designated in Section XI.B.
- D. **Permit Standard.** An Airport Zoning Permit shall be granted unless the Zoning Administrator determines that granting the permit (1) would allow a conforming Structure or use to violate any provision of this Crystal Airport Zoning Ordinance or (2) would permit a Nonconforming Structure or a Nonconforming Use to become a greater violation of any provision of this Crystal Airport Zoning Ordinance. Any Airport Zoning Permit may be granted subject to any reasonable conditions that the Zoning Administrator may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance. In making any determination, the Zoning Administrator need not give public notice of, or hold a public hearing on, the Airport Zoning Permit application or the determination.
- E. **Abandoned Or Deteriorated Nonconforming Uses.** Whenever a Zoning Administrator determines that a Nonconforming Structure, Nonconforming Use, or Tree has been abandoned or more than 80% torn down, deteriorated, or decayed, no Airport Zoning Permit shall be granted that would allow such Nonconforming Structure, Nonconforming Use, or Tree to exceed the height restrictions of Section IV.B. or otherwise violate any provision of this Crystal Airport Zoning Ordinance. Whether application is made for an Airport Zoning Permit or not, a Zoning Administrator may order the owner of the abandoned, torn down, deteriorated, or decayed Nonconforming Structure, Nonconforming Use, or Tree at the owner's expense, to lower, remove, reconstruct, or equip the same in the manner necessary to conform to the provisions of this Crystal Airport Zoning Ordinance. In the event the owner shall neglect or refuse to comply with such order for 10 days after receipt of written notice of such order, the Zoning Administrator may, by appropriate legal action, proceed to have the Nonconforming Structure, Nonconforming Use, or Tree lowered, removed, reconstructed, or equipped and assess the cost and expense thereof against the land on which the Nonconforming Structure, Nonconforming Use, or Tree is, or was, located. Unless such an assessment is paid within 90 days from the service of notice thereof on the owner of the land, the sum shall bear interest at the rate of 8% per

annum from the date the cost and expense is incurred until paid, and shall be collected in the same manner as are general taxes, all as authorized by Minnesota Statutes § 360.067.

SECTION IX. VARIANCES

- A. **Variance Application.** Any Person desiring to use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, whether to construct or establish a new Structure; to alter, change, rebuild, repair, or replace an existing Structure; to allow a Tree to grow higher; to alter, repair, replace, or replant a Tree; or to otherwise use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, may apply to the Board of Adjustment for a variance from such provision. A variance application shall be made by sending the application on the form provided by the Board of Adjustment by certified United States Mail to (1) the members of the Board of Adjustment and (2) the Board of Adjustment at the mailing address specified in Section XII.C. The applicant shall also mail a copy of the application by regular United States Mail to the Zoning Administrator of the jurisdiction in which the Structure or property is located, as designated in Section XI.B. The Board of Adjustment may charge a fee for processing the application.
- B. **Failure Of Board To Act.** If the Board of Adjustment fails to grant or deny the variance within 4 months after the last Board member receives the variance application, the variance shall be deemed to be granted by the Board of Adjustment, but not yet effective. When the variance is granted by reason of the failure of the Board of Adjustment to act on the variance, the Person receiving the variance shall send notice that the variance has been granted by certified United States Mail to (1) the Board of Adjustment at the mailing address specified in Section XII.C. and (2) the Commissioner. The applicant shall include a copy of the original application for the variance with the notice to the Commissioner. The variance shall be effective 60 days after this notice is received by the Commissioner, subject to any action taken by the Commissioner pursuant to Minnesota Statutes § 360.063, subd. 6.a.
- C. **Variance Standard.** A variance shall be granted where it is found that a literal application or enforcement of the provisions of this Crystal Airport Zoning Ordinance would result in practical difficulty or unnecessary hardship and relief granted would not be contrary to the public interest but do substantial justice and be in accordance

with the spirit of this Crystal Airport Zoning Ordinance and Minnesota Statutes Chapter 360. Any variance granted may be granted subject to any reasonable conditions that the Board of Adjustment, or the Commissioner acting under Section IX.B., may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance or Minnesota Statutes Chapter 360.

SECTION X. HAZARD MARKING AND LIGHTING

- A. **Nonconforming Structure.** The Metropolitan Airports Commission may require the owner of any Nonconforming Structure to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Metropolitan Airports Commission to indicate the presence of the Structure to the operators of aircraft in the vicinity of the Airport. Such markers and lights shall be installed, operated, and maintained at the expense of the Metropolitan Airports Commission.
- B. **Permits And Variances.** Any Airport Zoning Permit or variance granted by a Zoning Administrator or the Board of Adjustment may, if such action is deemed advisable to effectuate the purpose of this Crystal Airport Zoning Ordinance and be reasonable in the circumstances, be granted subject to a condition that the owner of the Structure in question permit the Metropolitan Airports Commission, at its expense, to install, operate, and maintain thereon such markers and lights as may be necessary to indicate to pilots the presence of an Airport Hazard.

SECTION XI. ZONING ADMINISTRATOR

- A. **Duties.** It shall be the duty of each Zoning Administrator to administer and enforce the provisions of this Crystal Airport Zoning Ordinance. Applications for Airport Zoning Permits shall be made to a Zoning Administrator as provided herein. A Zoning Administrator may charge a fee for processing the application. Airport Zoning Permit applications shall be considered and acted upon by the Zoning Administrator in accordance with the provisions of this Crystal Airport Zoning Ordinance and within the timelines established by Minnesota Statutes § 15.99, as it may be amended. The Zoning Administrator shall remind each applicant that it is the responsibility of the applicant to record any conditions of an Airport Zoning Permit, if required by law.

- B. **Designated Zoning Administrators.** For the purpose of this Crystal Airport Zoning Ordinance, the Zoning Administrator shall be the official entitled as follows: the Crystal Zoning Administrator for lands located in the City of Crystal; the Brooklyn Park Zoning Administrator for lands located in the City of Brooklyn Park; the Brooklyn Center Zoning Administrator for lands located in Brooklyn Center; the Minneapolis Zoning Administrator for lands located in Minneapolis; the New Hope Zoning Administrator for lands located in New Hope; and the Robbinsdale Zoning Administrator for lands located in Robbinsdale. In the event that 1 or more of the above-described Zoning Administrators fails to administer or enforce this Crystal Airport Zoning Ordinance as provided by law, the Crystal Airport Joint Airport Zoning Board hereby appoints the Metropolitan Airports Commission to administer or enforce this Crystal Airport Zoning Ordinance in the municipality or municipalities. If any official position designated above as a Zoning Administrator ceases to exist or to perform or serve its present function, the successor position as designated by the applicable entity shall become the Zoning Administrator for that entity and shall perform or serve such functions.

SECTION XII. BOARD OF ADJUSTMENT

- A. **Establishment Of Board And Selection Of Chair.** There is hereby established a Board of Adjustment that shall consist of 5 members appointed by the Metropolitan Airports Commission, and each shall serve for a term of 3 years and until a successor is duly appointed and qualified. Of the members first appointed, 1 shall be appointed for a term of 1) year, 2 for a term of 2 years, and 2 for a term of 3 years. Upon their appointment, the members shall select a chair to act at the pleasure of the Board of Adjustment. Members shall be removable by the Metropolitan Airports Commission for cause, upon written charges, after a public hearing.
- B. **Board Powers.** The Board of Adjustment shall have the power to hear and decide appeals from any order, requirement, decision, or determination made by any Zoning Administrator or the Metropolitan Airports Commission in the enforcement of this Crystal Airport Zoning Ordinance and to hear and grant or deny variances.
- C. **Board Procedures.**
1. ***Rules, Meetings, And Records.*** The Board of Adjustment shall adopt rules for its governance and procedure in harmony with the provisions of this Crystal Airport Zoning Ordinance. Meetings of the Board of Adjustment shall be held

at the call of the chair and at such other times as the Board of Adjustment may determine. The chair, or in his or her absence the acting chair, may administer oaths and compel the attendance of witnesses. All hearings of the Board of Adjustment shall be public. The Board of Adjustment shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall immediately be filed in the offices of the Metropolitan Airports Commission and the Zoning Administrator of the jurisdiction in which the affected Structure or Lot is located, and shall be a public record.

2. ***Written Findings And Conclusions.*** The Board of Adjustment shall make written findings of fact and conclusions of law giving the facts upon which it acted and its legal conclusions from such facts in affirming, modifying, or reversing an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission and in granting or denying a variance.
3. ***Majority Vote Required.*** The concurring vote of a majority of the members of the Board of Adjustment shall be sufficient to affirm, modify, or reverse an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission, to decide to grant or deny a variance, or to act on any other matter upon which the Board of Adjustment is required to pass under this Crystal Airport Zoning Ordinance.
4. ***Mailing Address.*** The mailing address for the Board of Adjustment is:
Crystal Airport Zoning Ordinance Board of Adjustment
c/o Executive Director
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, MN 55450

SECTION XIII. APPEALS

- A. ***Who May Appeal.*** Any Person aggrieved, or any taxpayer affected by any order, requirement, decision, or determination of a Zoning Administrator made in administration of this Crystal Airport Zoning Ordinance may appeal to the Board of

Adjustment. Such appeals may also be made by any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an order, requirement, decision, or determination of a Zoning Administrator is an improper application of this Crystal Airport Zoning Ordinance as it concerns such governing body or board.

- B. **Commencement Of Appeals.** All appeals hereunder must be commenced within 30 days of a Zoning Administrator's decision by filing with the Zoning Administrator a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board of Adjustment the notice of appeal and all papers constituting the record upon which the order, requirement, decision, or determination appealed from was taken.
- C. **Stay Of Proceedings.** An appeal shall stay all proceedings in furtherance of the order, requirement, decision, or determination appealed from, unless the Zoning Administrator certifies to the Board of Adjustment, after the notice of appeal has been filed with it, that by reason of the facts stated in the certificate a stay would, in the Zoning Administrator's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by order of the Board of Adjustment on notice to the Zoning Administrator and on due cause shown.
- D. **Appeal Procedures.** The Board of Adjustment shall fix a reasonable time for hearing an appeal, give public notice and due notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in Person, by agent, or by attorney.
- E. **Decision.** The Board of Adjustment may, in conformity with the provisions of Minnesota Statutes Chapter 360 and this Crystal Airport Zoning Ordinance, affirm or reverse, in whole or in part, or modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination, as may be appropriate under the circumstances and, to that end, shall have all the powers of a Zoning Administrator.

SECTION XIV. JUDICIAL REVIEW

Any Person aggrieved, or any taxpayer affected, by any decision of the Board of Adjustment or any action of the Commissioner taken under Minnesota Statutes 360.063, subd. 6 or 6a, or any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an

order, requirement, decision, or determination of the Board of Adjustment or action of the Commissioner is illegal, may seek judicial review as provided in Minnesota Statutes § 360.072. The petitioner must exhaust the remedies provided in this Crystal Airport Zoning Ordinance before availing himself or herself of the right to seek judicial review as provided by this Section XIV.

SECTION XV. PENALTIES AND OTHER REMEDIES

Every Person who violates any provision of this Crystal Airport Zoning Ordinance, any zoning approval granted hereunder, any condition of any zoning approval granted hereunder, or any order, requirement, decision, or determination of a Zoning Administrator or the Board of Adjustment shall be guilty of a misdemeanor and shall be punished by a fine, imprisonment, or both of not more than the fine and imprisonment established for misdemeanors by state law. Each day a violation continues to exist shall constitute a separate offense for the purpose of the penalties and remedies specified in this section. This Crystal Airport Zoning Ordinance may also be enforced through such proceedings for injunctive relief and other relief as may be proper under Minnesota Statutes § 360.073, as it may be amended, and other applicable law.

SECTION XVI. RELATION TO OTHER LAWS, REGULATIONS, AND RULES

- A. **Compliance Required.** In addition to the requirements of this Crystal Airport Zoning Ordinance, all Structures, Trees, and uses shall comply with all other applicable city, local, regional, state, or federal laws, regulations, and rules, including Minnesota Statutes §§ 360.81-360.91 – Regulation Of Structure Heights, Minnesota Rules 8800.1100 – Regulation Of Structure Heights, and 14 Code of Federal Regulations Part 77 – Objects Affecting Navigable Airspace.
- B. **Conflicts With Other Regulations.** Where a conflict exists between any provision of this Crystal Airport Zoning Ordinance and any city, local, regional, state, or federal law, regulation, or rule applicable to the same area, whether the conflict be with respect to the height of Structures or Trees, the use of land, or any other matter, the more stringent law, regulation, or rule shall govern and prevail.
- C. **Current Versions And Citations.** All references to city, local, regional, state, and federal laws, regulations, and rules in this Crystal Airport Zoning Ordinance are intended to refer to the most current version and citation. If such references are no longer valid due to repeal or renumbering, the new laws, regulations, or rules intended to replace those cited, regardless of the citation, shall govern.

SECTION XVII. SEVERABILITY

- A. **Effect Of Taking.** In any case in which the provisions of this Crystal Airport Zoning Ordinance, although generally reasonable, are held by a court to interfere with the use or enjoyment of a particular Structure, Lot, or Tree to such an extent, or to be so onerous in their application to such a Structure, Lot, or Tree, as to constitute a taking or deprivation of that property in violation of the constitution of this state or the constitution of the United States, such holding shall not affect the application of this Crystal Airport Zoning Ordinance as to other Structures, Lots, and Trees, and, to this end, the provisions of this Crystal Airport Zoning Ordinance are declared to be severable.
- B. **Validity Of Remaining Provisions.** Should any section or provision of this Crystal Airport Zoning Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of this Crystal Airport Zoning Ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

SECTION XVIII. EFFECTIVE DATE

This Crystal Airport Zoning Ordinance shall take effect on the 1st day of January, 2024. Copies thereof shall be filed with the Commissioner and the Registers of Deeds for Hennepin County, Minnesota.

Passed and adopted after public hearings by the Crystal Airport Joint Airport Zoning Board this 8th day of November, 2024.

I hereby certify that this is a complete, true, and correct copy of the *Crystal Airport Zoning Ordinance* as adopted by the Crystal Airport Joint Airport Zoning Board on _____, 2024.

Richard Weyrauch, Chair
Crystal Airport Joint Airport Zoning Board

Date: _____

Rebecca Townsend, Secretary
Crystal Airport Joint Airport Zoning Board

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2024 by Richard Weyrauch and Rebecca Townsend, Chair and Secretary respectively, of the Crystal Airport Joint Airport Zoning Board.

Notary Public

EXHIBIT A – AIRPORT BOUNDARY

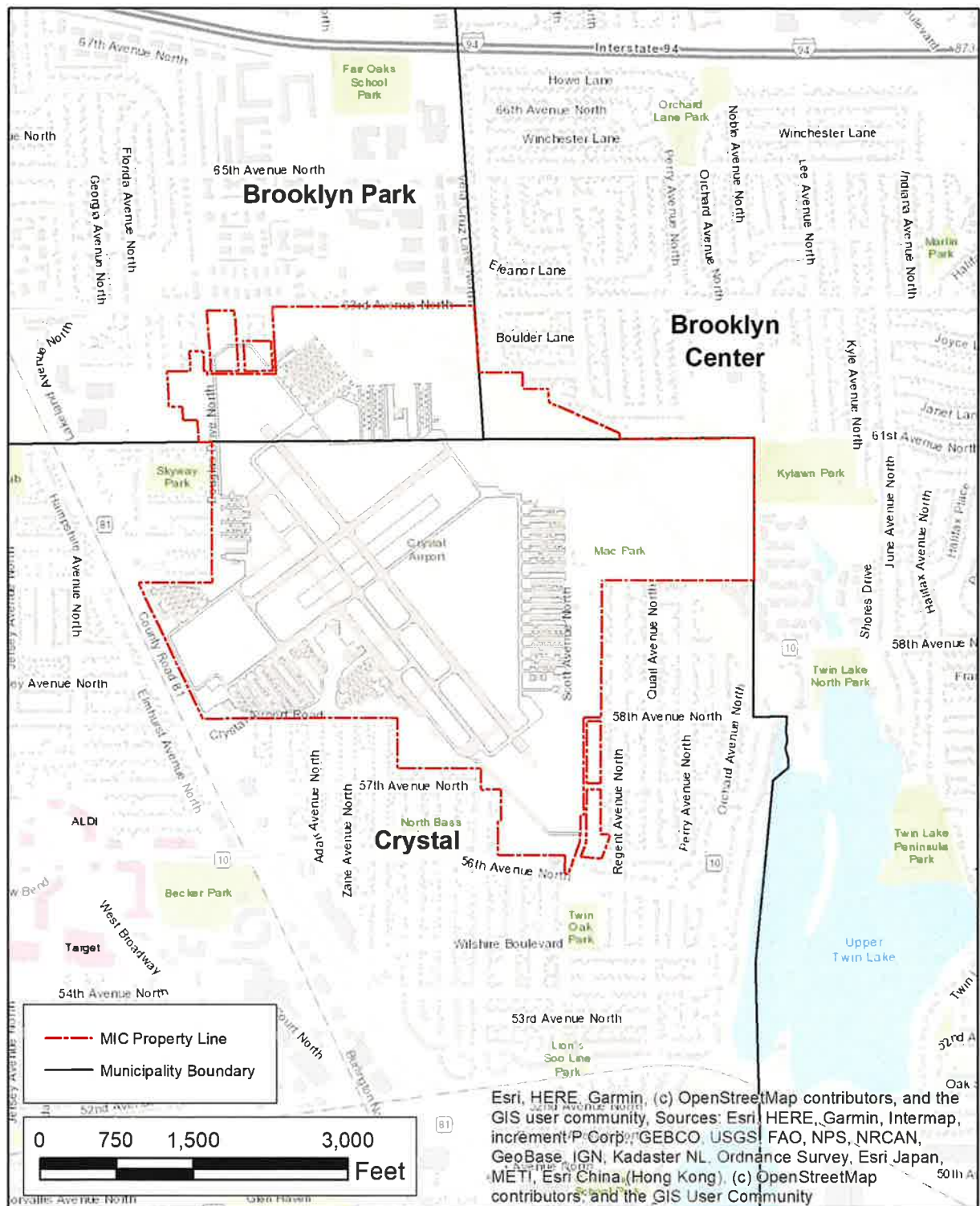
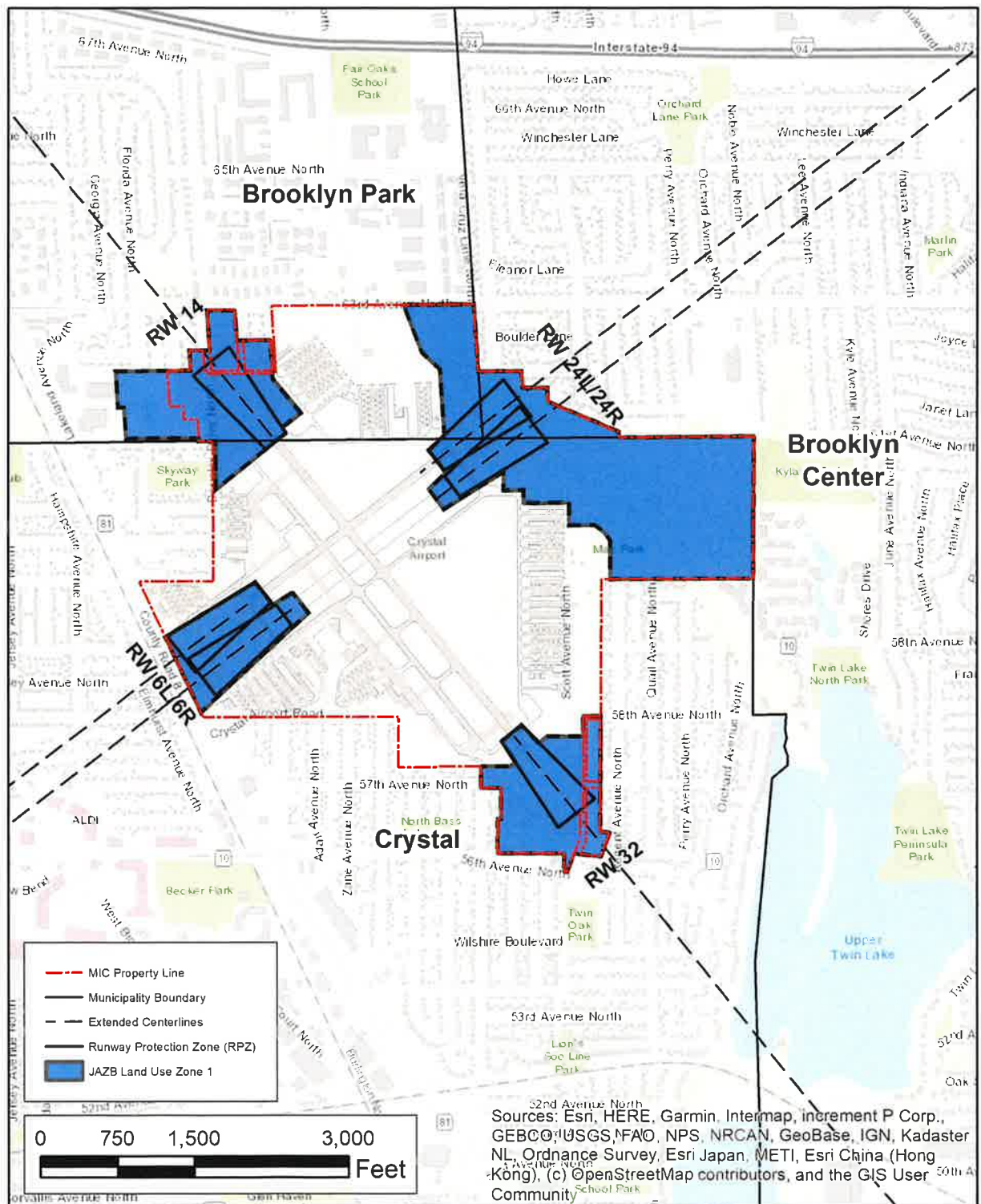


EXHIBIT B – JAZB LAND USE ZONE 1



Crystal Airport Zoning Ordinance

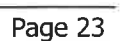


EXHIBIT D – AIRPORT BOUNDARY AND AIRSPACE ZONING LIMITS

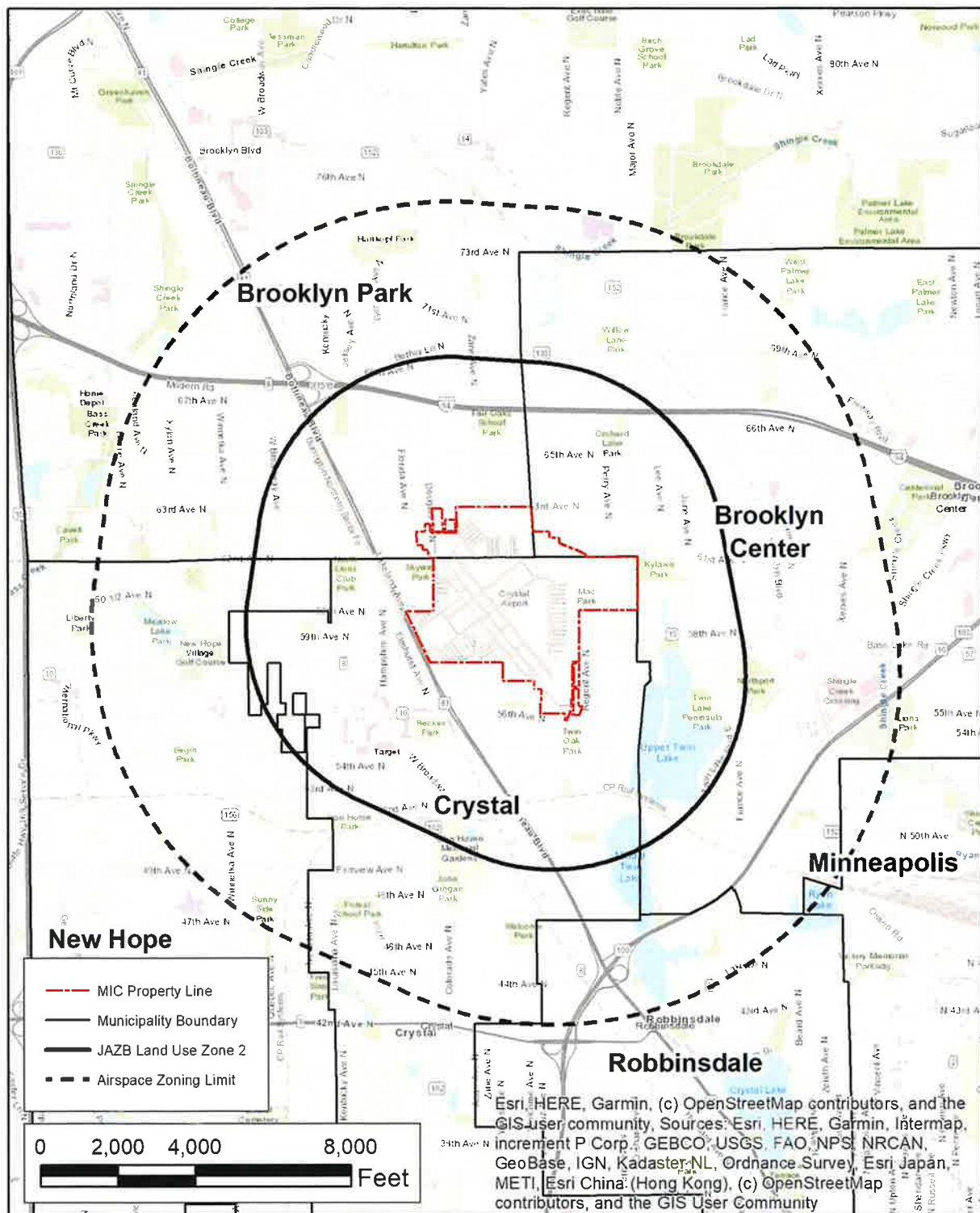


EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS

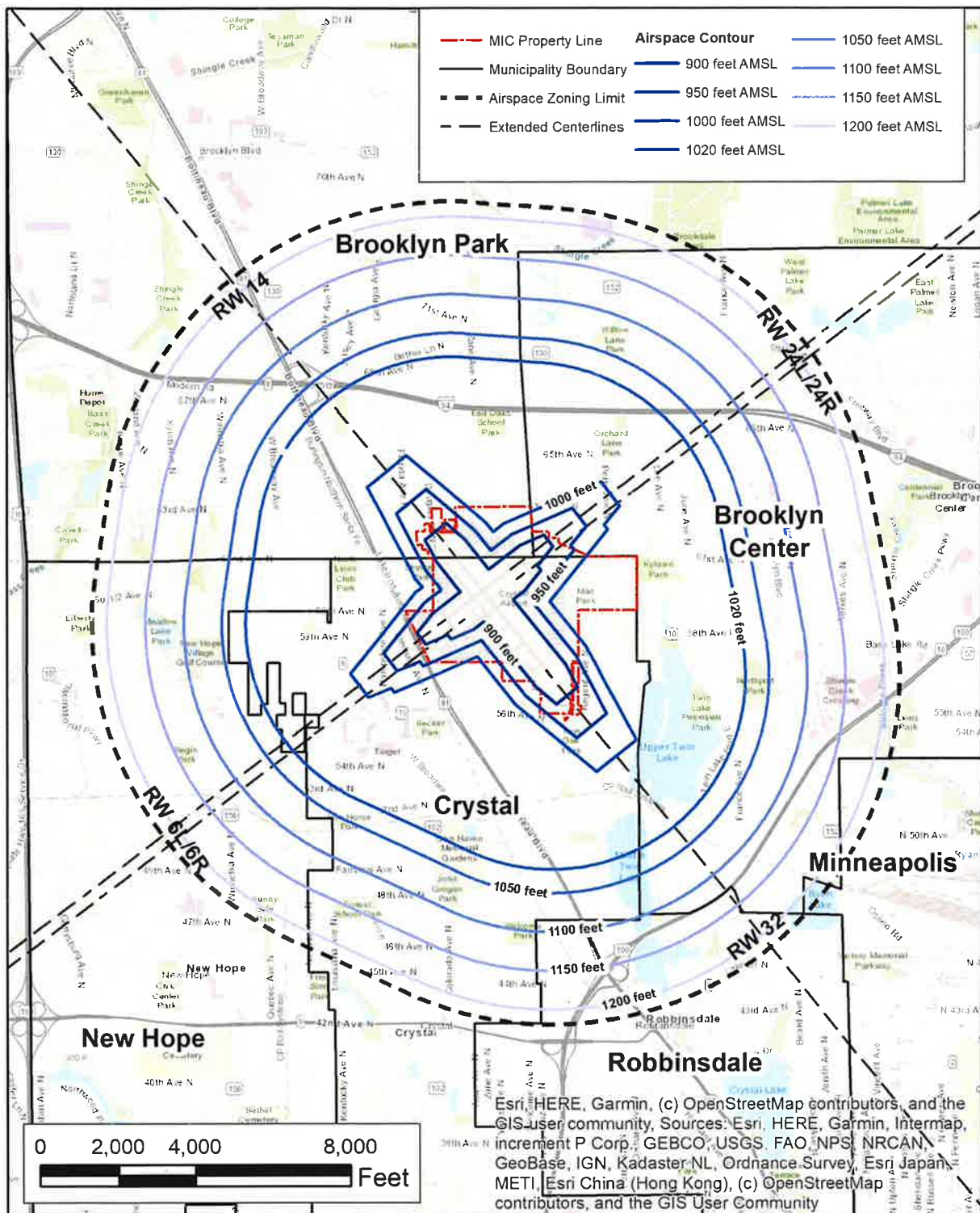
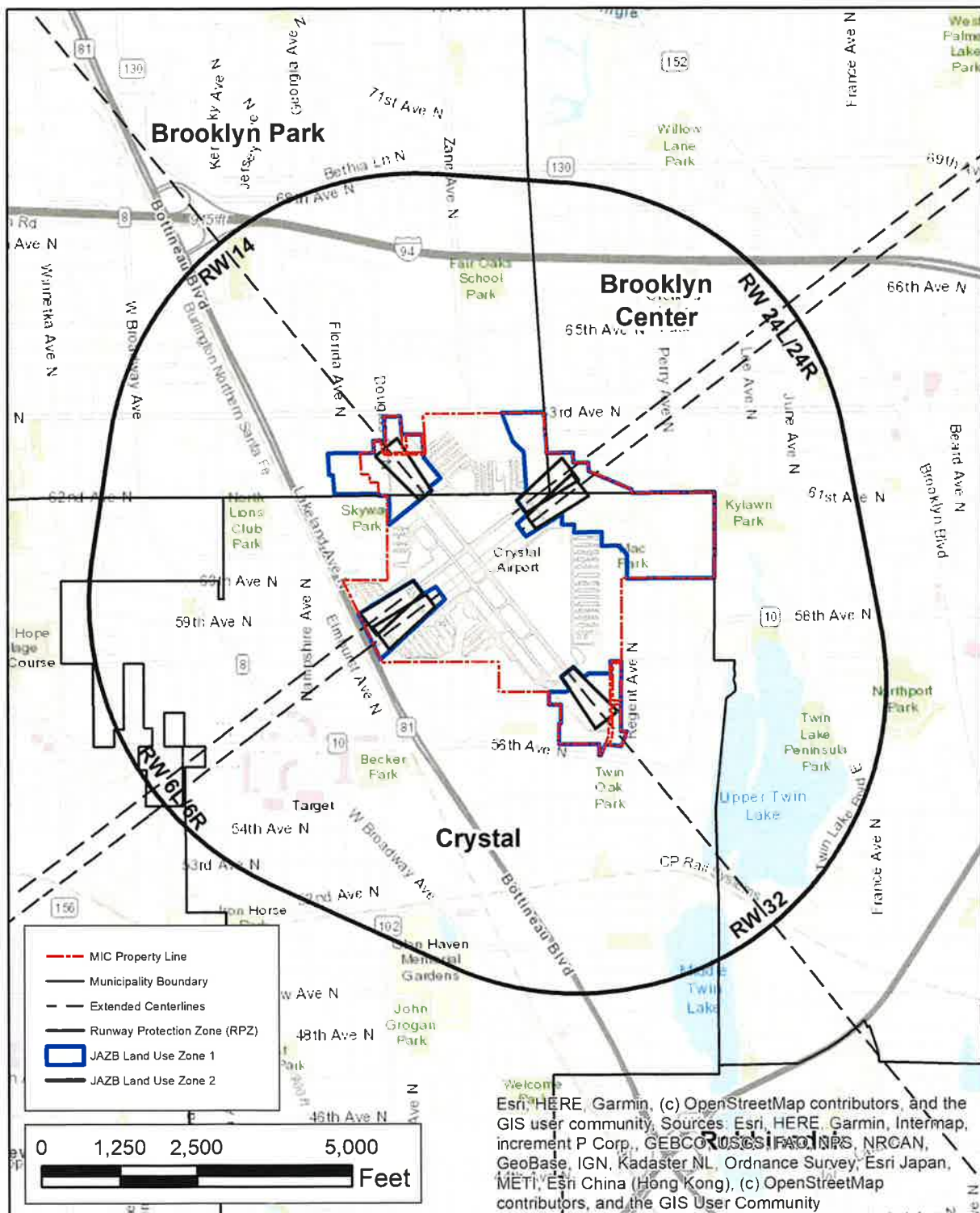
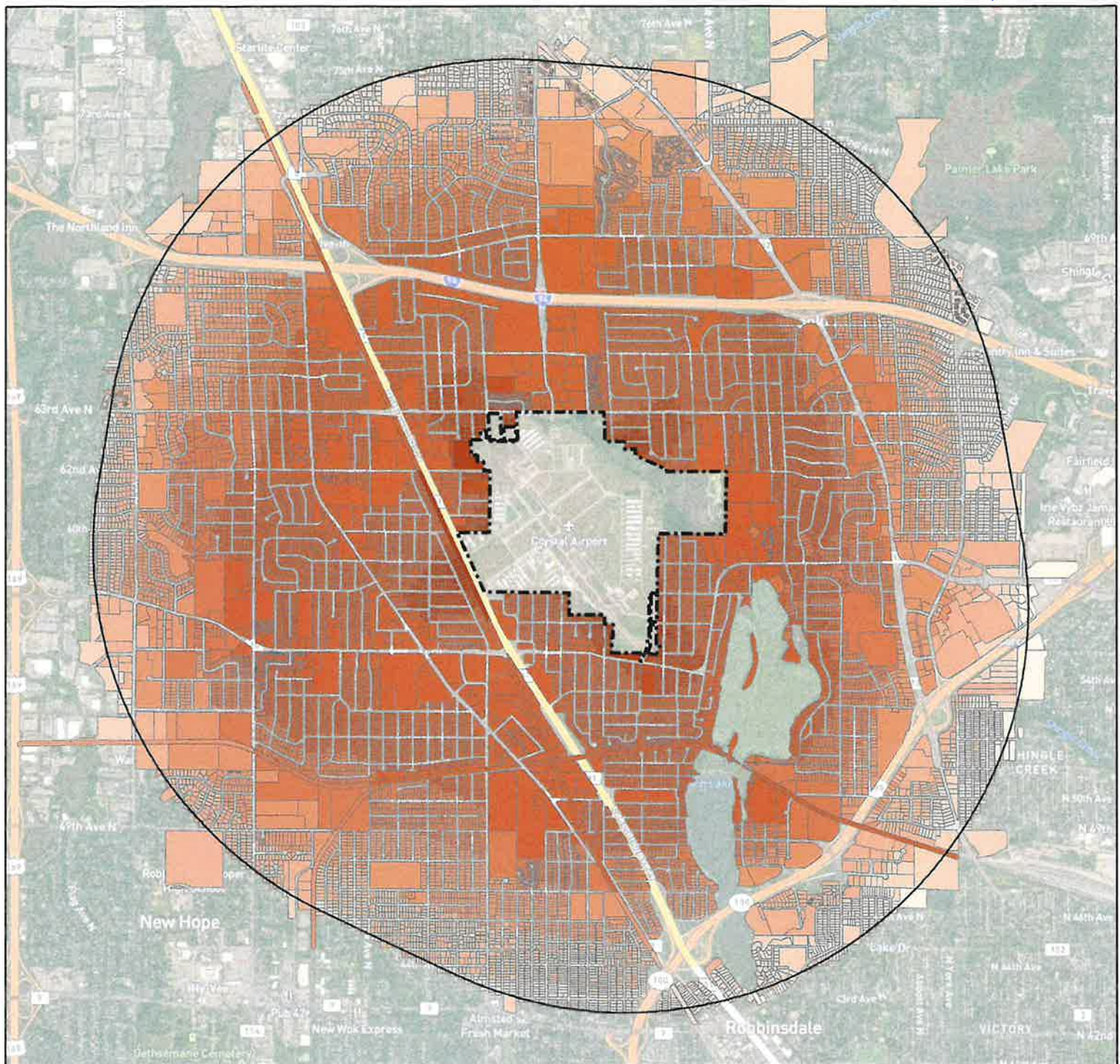


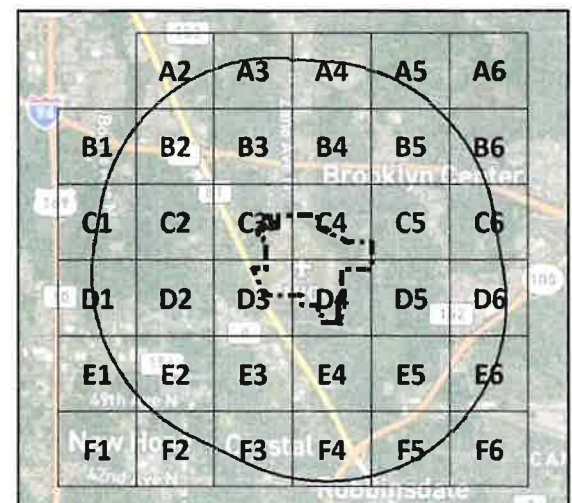
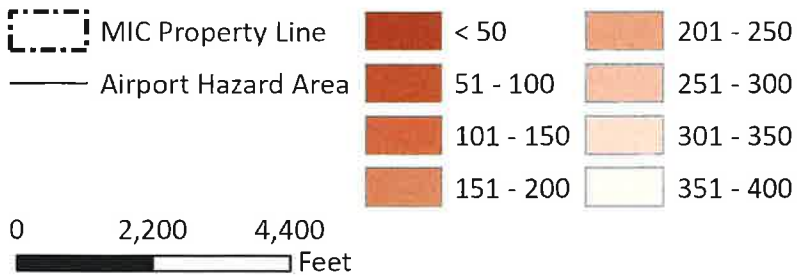
EXHIBIT F – AIRPORT BOUNDARY AND LAND USE ZONING LIMITS

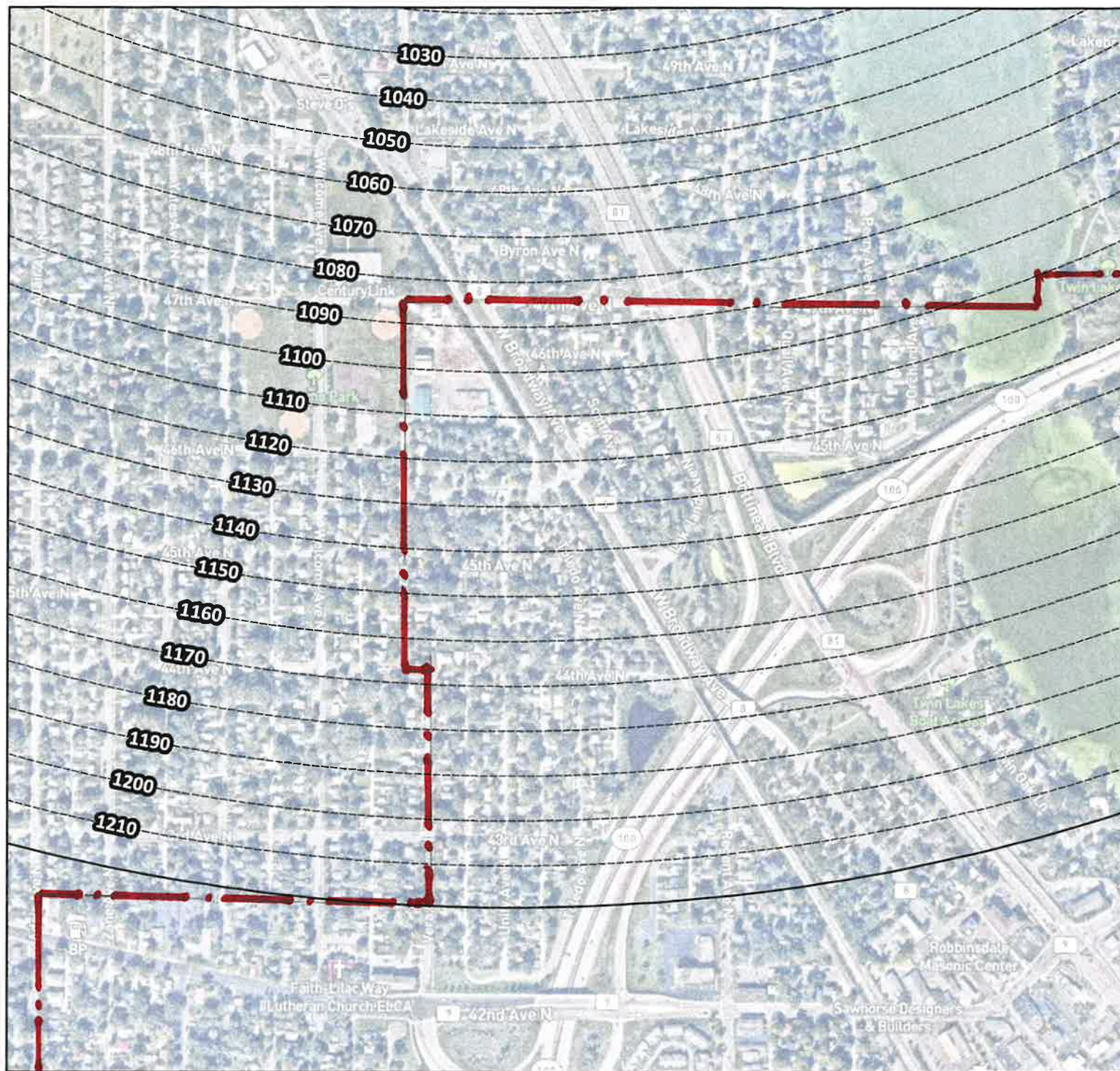




MIC Maximum Construction Height Without a Permit

MCH - Index Sheet



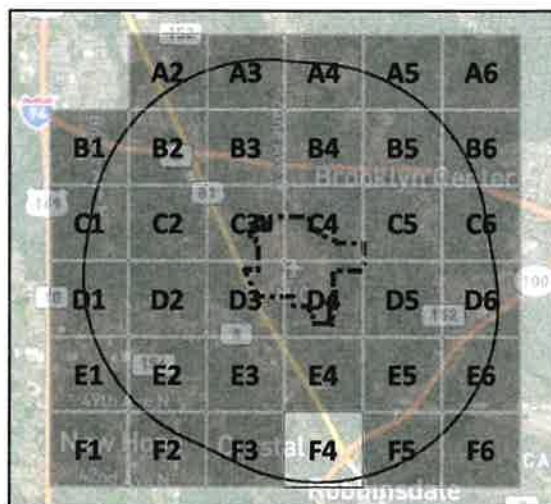


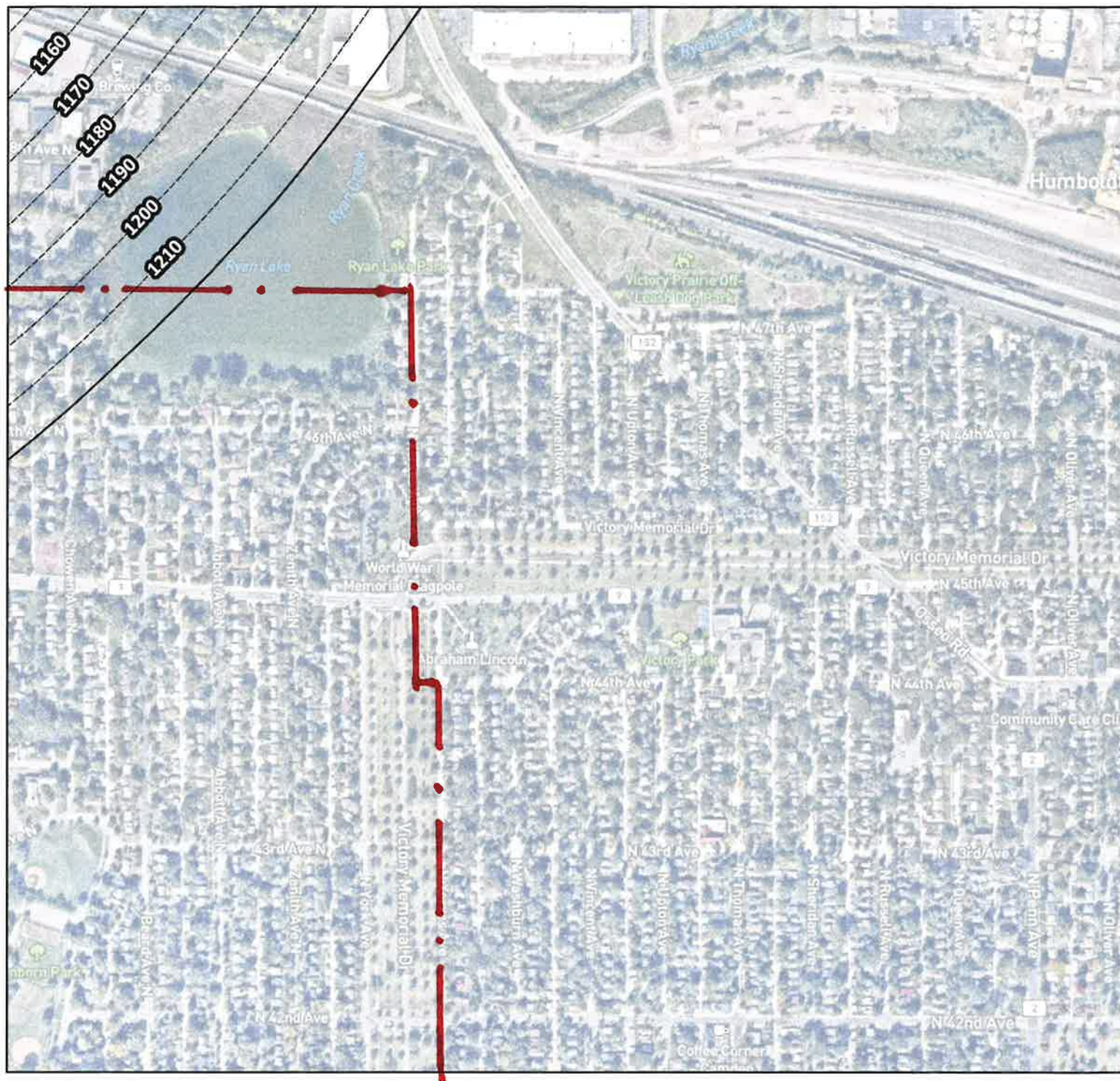
MIC Airspace Zones

A - F4

- MIC Property Line
- Airport Hazard Area
- Part 77 Contours

0 450 900
Feet



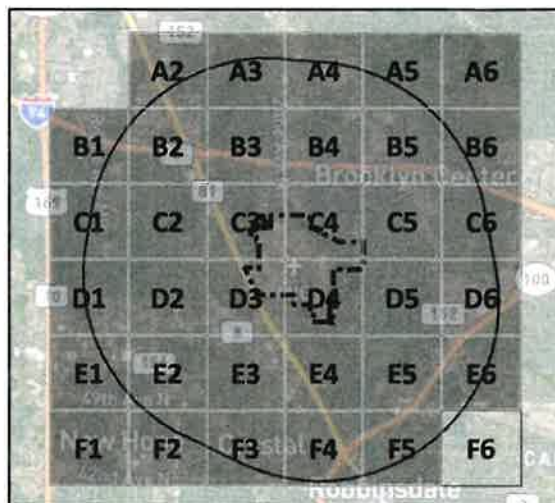


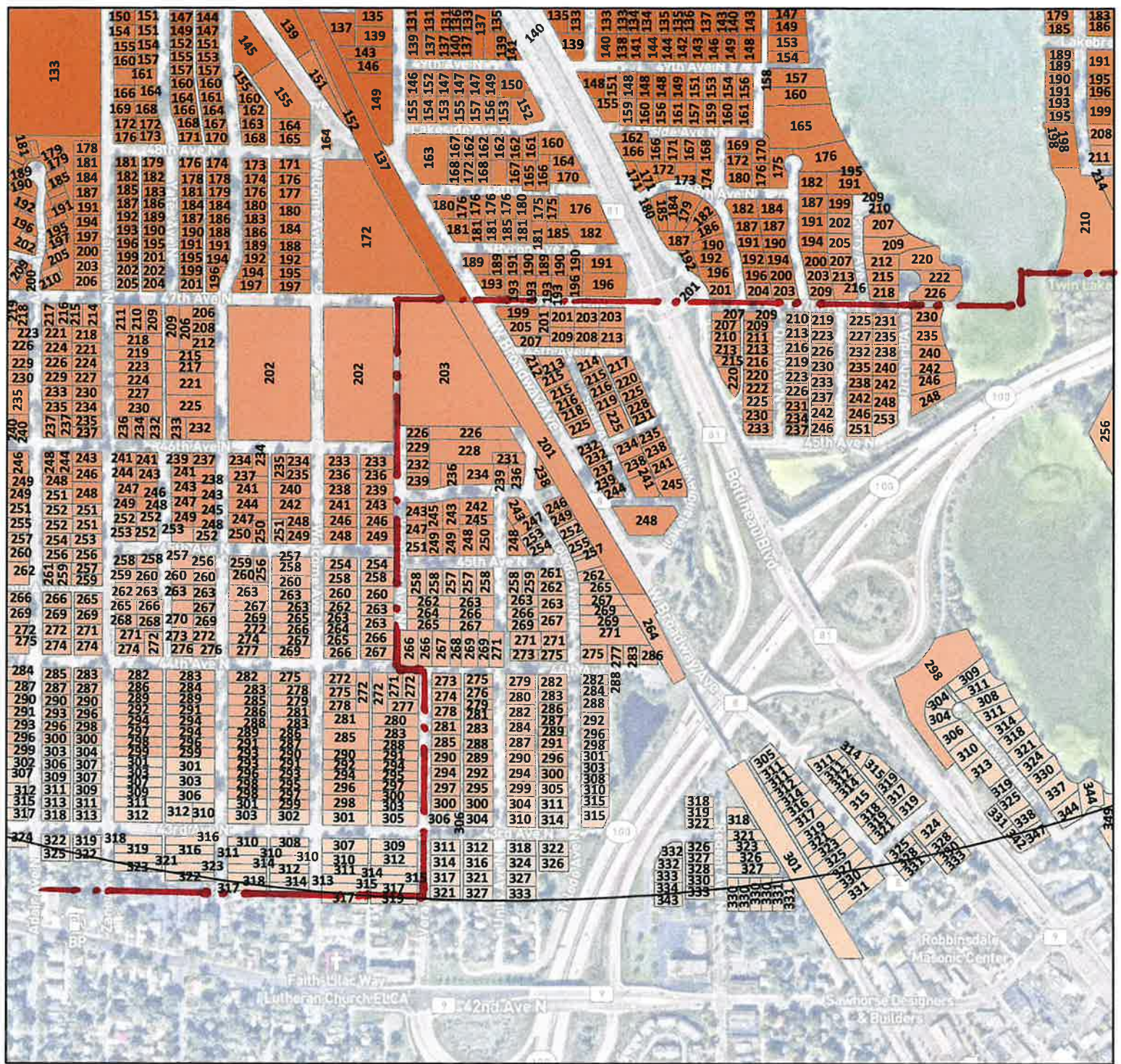
MIC Airspace Zones

A - F6

- MIC Property Line
- Airport Hazard Area
- Part 77 Contours

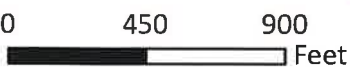
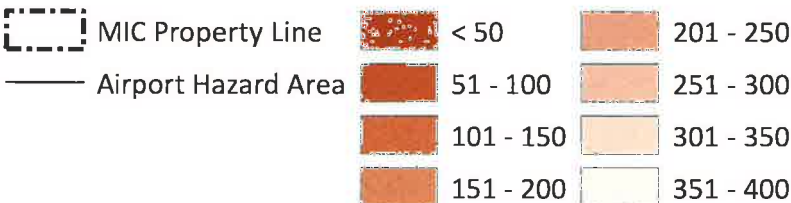
0 450 900 Feet

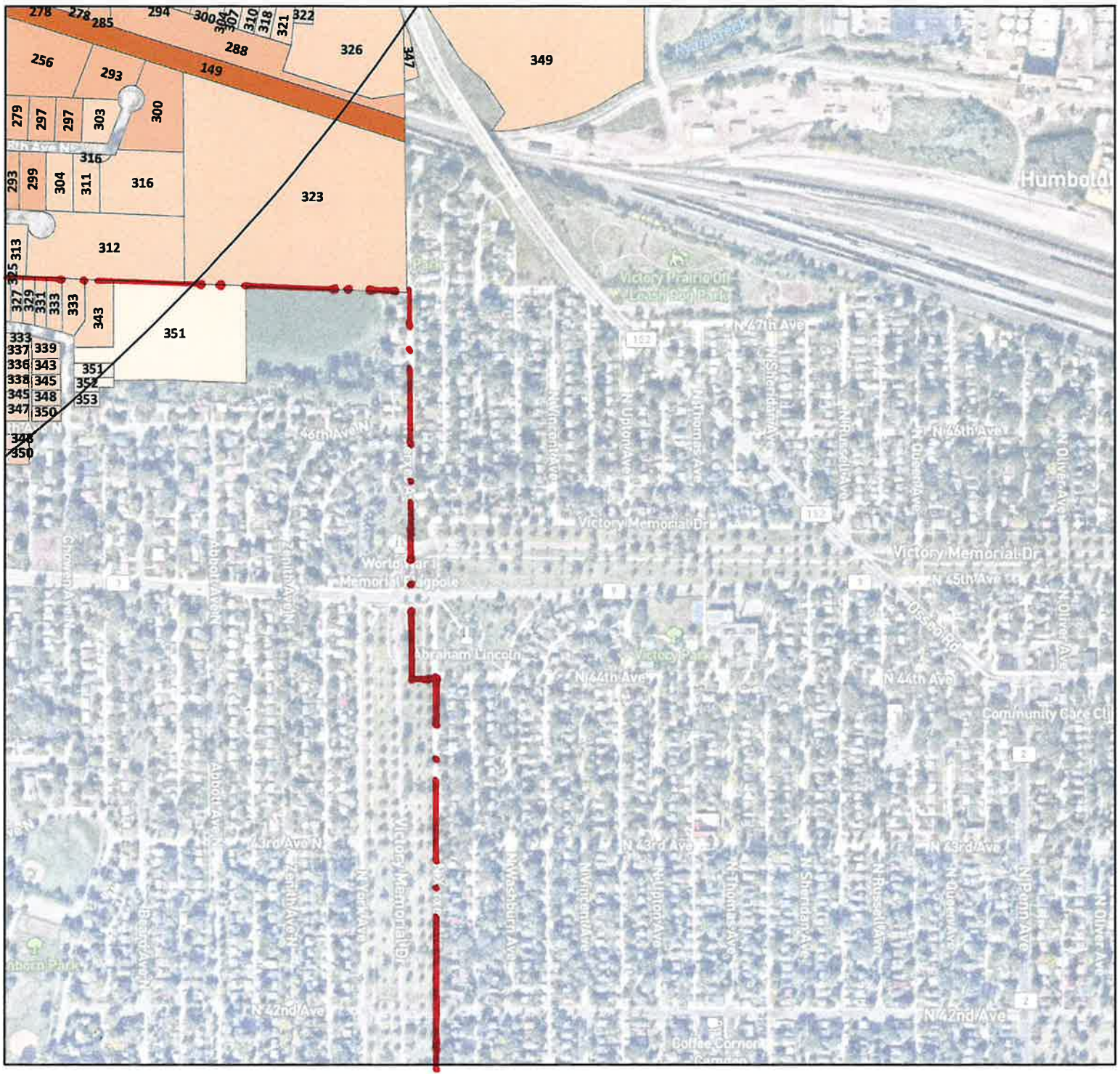




MIC Maximum Construction Height Without a Permit

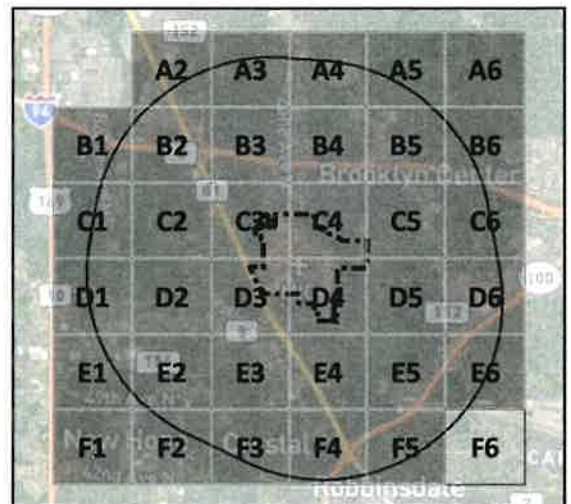
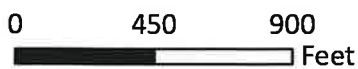
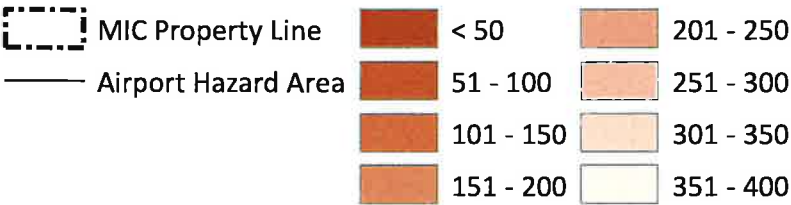
MCH - F4





MIC Maximum Construction Height Without a Permit

MCH - F6



Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on February 6, 2024 be given its second reading this _____ day of _____ 2024 and that it be adopted.

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 530 – ZONING: SPECIAL DISTRICTS AND REGULATED USES ADDING THE CRYSTAL AIRPORT ZONING ORDINANCE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

Section 1: That the following section of the Robbinsdale zoning ordinance be amended with the new ordinance language shown in its entirety:

Crystal Airport

Zoning Ordinance

Adopted November 8, 2023

Adopted by the
Crystal Airport Joint Airport Zoning Board

Contact Person: Rebecca Townsend, JAZB Secretary

Crystal Joint Airport Zoning Board

Metropolitan Airports Commission

6040 28th Avenue South

Minneapolis, Minnesota 55450

Table of Contents

1		
2	SECTION I.	PURPOSE AND AUTHORITY 2
3	SECTION II.	TITLE AND SHORT TITLE 3
4	SECTION III.	DEFINITIONS AND RULES OF CONSTRUCTION 3
5	SECTION IV.	AIRSPACE OBSTRUCTION ZONING 6
6	SECTION V.	LAND USE ZONING 7
7	SECTION VI.	AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP 8
8	SECTION VII.	NONCONFORMING USES..... 9
9	SECTION VIII.	AIRPORT ZONING PERMITS 9
10	SECTION IX.	VARIANCES.....10
11	SECTION X.	HAZARD MARKING AND LIGHTING11
12	SECTION XI.	ZONING ADMINISTRATOR.....12
13	SECTION XII.	BOARD OF ADJUSTMENT12
14	SECTION XIII.	APPEALS.....13
15	SECTION XIV.	JUDICIAL REVIEW14
16	SECTION XV.	PENALTIES AND OTHER REMEDIES.....14
17	SECTION XVI.	RELATION TO OTHER LAWS, REGULATIONS, AND RULES14
18	SECTION XVII.	SEVERABILITY15
19	SECTION XVIII.	EFFECTIVE DATE.....15
20	EXHIBIT A - AIRPORT BOUNDARY.....	17
21	EXHIBIT B - JAZB LAND USE ZONE 1.....	18
22	EXHIBIT C - JAZB LAND USE ZONE 2.....	19
23	EXHIBIT D – AIRPORT BOUNDARY AND AIRSPACE ZONING LIMITS	20
24	EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS	21
25	EXHIBIT F – AIRPORT BOUNDARY AND LAND USE ZONING LIMITS.....	22
26		

**CRYSTAL AIRPORT
ZONING ORDINANCE
ADOPTED BY THE
CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD**

AN ORDINANCE REGULATING AND RESTRICTING THE HEIGHT OF STRUCTURES AND OBJECTS OF NATURAL GROWTH, AND OTHERWISE REGULATING THE USE OF PROPERTY, IN THE VICINITY OF THE CRYSTAL AIRPORT BY CREATING THE APPROPRIATE ZONES AND ESTABLISHING THE BOUNDARIES THEREOF; PROVIDING FOR CHANGES IN THE RESTRICTIONS AND BOUNDARIES OF SUCH ZONES; DEFINING CERTAIN TERMS; REFERRING TO THE CRYSTAL AIRPORT ZONING MAP; PROVIDING FOR ENFORCEMENT; ESTABLISHING A BOARD OF ADJUSTMENT; IMPOSING PENALTIES; AND SUPERSEDING ALL PRIOR CRYSTAL AIRPORT ZONING ORDINANCES.

THEREFORE, IT IS HEREBY ORDAINED BY THE CRYSTAL AIRPORT JOINT AIRPORT ZONING BOARD PURSUANT TO THE AUTHORITY CONFERRED BY MINNESOTA STATUTES §§ 360.061 – 360.074, THAT THE CRYSTAL AIRPORT ZONING ORDINANCE BE EFFECTIVE AS FOLLOWS:

SECTION I. PURPOSE AND AUTHORITY

The CRYSTAL Airport Joint Airport Zoning Board, created and established by joint action of the Metropolitan Airports Commission and the Cities of Crystal, Brooklyn Park, Brooklyn Center, Minneapolis, New Hope, and Robbinsdale, pursuant to the provisions and authority of Minnesota Statutes § 360.063, hereby finds and declares that:

- A. An Airport Hazard endangers the lives and property of users of the Airport and property or occupants of land in its vicinity, and also may reduce the size of the area available for the landing, takeoff, and maneuvering of aircraft, thus tending to destroy or impair the utility of the Airport and the public investment therein.
- B. The creation or establishment of an Airport Hazard is a public nuisance and an injury to the region served by the Airport.
- C. For the protection of the public health, safety, order, convenience, prosperity, and general welfare, and for the promotion of the most appropriate use of land, it is necessary to prevent the creation or establishment of Airport Hazards.
- D. The prevention of these Airport Hazards should be accomplished, to the extent legally possible, by the exercise of police power without compensation.
- E. The elimination or removal of existing land uses or their designation as nonconforming uses is not in the public interest and should be avoided whenever possible, consistent with reasonable standards of safety.

- F. In addition, the social and economic costs of disrupting land uses around the Airport often outweigh the benefits of a reduction in Airport Hazards, requiring a balance between the social and economic costs to surrounding communities and the benefits of regulation.
- G. Preventing the creation or establishment of Airport Hazards and eliminating, removing, altering, mitigating, or marking and lighting of existing Airport Hazards are public purposes for which political subdivisions may raise and expend public funds, levy assessments against land, and acquire land and property interests therein.

SECTION II. TITLE AND SHORT TITLE

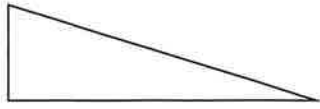
This ordinance shall be known as the "Crystal Airport Zoning Ordinance."

SECTION III. DEFINITIONS AND RULES OF CONSTRUCTION

- A. **Definitions.** As used in this Crystal Airport Zoning Ordinance, unless otherwise expressly stated, or unless the context clearly indicates a different meaning, the words and phrases in the following list of definitions shall have the meanings indicated. All words and phrases not defined shall have their common meaning.
 - 1. **Airport.** "Airport" means Crystal Airport located in Hennepin County, Minnesota.
 - 2. **Airport Boundary.** "Airport Boundary" means the boundary shown on Exhibit A – Airport Boundary, attached hereto and made a part hereof.
 - 3. **Airport Hazard.** "Airport Hazard" means any Structure, Tree, or use of land that obstructs the airspace required for, or is otherwise hazardous to, the flight of aircraft in landing or taking off at the Airport; and, any use of land that is hazardous to Persons or property because of its proximity to the Airport.
 - 4. **Airport Zoning Permit.** "Airport Zoning Permit" means zoning permits as required under Section VIII.
 - 5. **Airspace Surfaces.** "Airspace Surfaces" means the surfaces established in Section IV.A.
 - 6. **Airspace Zones.** "Airspace Zones" means the land use zones established in Section IV.A.
 - 7. **Board of Adjustment.** "Board of Adjustment" means the body established in Section XII.
 - 8. **Commissioner.** "Commissioner" means the Commissioner of the Minnesota Department of Transportation or, if either the position of Commissioner or the Minnesota Department of Transportation shall no longer exist or serve its present functions, such successor state official or officials or entity or entities as shall either singularly or collectively perform or serve such functions.
 - 9. **Crystal Airport Zoning Map.** "Crystal Airport Zoning Map" means the Crystal Airport Zoning Map as defined in Section VI.C.
 - 10. **Effective Date.** "Effective Date" means the effective date set forth in Section XVIII.
 - 11. **Existing.** "Existing" means the current layout of the airport environment, including alignment, location, and length of each runway at Crystal Airport at the time this Crystal Airport Zoning Ordinance on the Effective Date.

12. **FAA.** "FAA" means the Federal Aviation Administration or, if the Federal Aviation Administration shall no longer exist or serve its present functions, such successor federal entity or entities as shall either singularly or collectively perform or serve such functions.
13. **FAA 7460 Obstruction Evaluation.** Established FAA process for conducting aeronautical studies conducted under the provisions of Title 14 CFR, Part 77 (for proposed construction or alteration) or Federal Aviation Act of 1958 (for existing structures), or any successor to this process.
14. **Lot.** "Lot" means a designated parcel, tract, or area of land established by plat or subdivision, or otherwise permitted by law.
15. **Nonconforming Structure.** "Nonconforming Structure" means any Structure in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.
16. **Nonconforming Use.** "Nonconforming Use" means any use of land in existence in any Airspace Zone or Land Use Zone but not conforming to the provisions of this Crystal Airport Zoning Ordinance on the Effective Date.
17. **Person.** "Person" means any individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.
18. **Runway.** "Runway" means any existing surface of the Airport which is specifically designated and used to be used for the landing and/or taking off of aircraft. The individual Runways at the Airport are defined in this Crystal Airport Zoning Ordinance based on the compass heading of landing and departing aircraft.
19. **Runway 14-32.** "Runway 14-32" means the existing 3,750-foot non-precision primary runway. The Runway 14 end is within the City of Brooklyn Park, and the Runway 32 end is within the City of Crystal.
20. **Runway 6L-24R.** "Runway 6L-24R" means the existing 2,500-foot visual crosswind runway. Both the Runway 6L and 24R ends are within the City of Crystal.
21. **Runway 6R-24L.** "Runway 6R-24L" means the existing 1,669-foot visual crosswind runway. Both the Runway 6R and 24L ends are within the City of Crystal.
22. **Runway Protection Zone.** "Runway Protection Zone" means a zone mandated by FAA regulations that is longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R and 6R-24L, whose inner edge is at the same width and elevation as, and coincides with, the end of the Primary Surfaces for Runway 14-32 (500 feet), Runway 6L-24R (250 feet), and Runway 6R-24L (250 feet). The Runway 14-32 protection zone extends outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 700 feet. Runways 6L-24R and 6R-24L have protection zones extending outward a horizontal distance of 1,000 feet, expanding uniformly to a width of 450 feet.
23. **Land Use Zones.** "Land Use Zones" means the land use zones established in Section V.A.
24. **School.** "School" means any private or public educational institution for people in kindergarten through grade 12 and any private or public day care or pre-school facility that enrolls more than 50 children.

25. Slope. "Slope" means an incline from the horizontal expressed in an arithmetic ratio of horizontal magnitude to vertical magnitude.



Slope = 3:1 = 3 ft. horizontal to 1 ft. vertical

26. Structure. "Structure" means anything anchored, attached, built, constructed, erected, gathered, located, placed, or piled on the ground or in or over a water body, whether temporary or permanent, moveable or immovable, including antennae, buildings, canopies, cranes, decks, derricks, docks, edifices, equipment, fences, overhead transmission lines, patios, piers, piles, ponds, posts, roadways, signs, smokestacks, towers, utility poles, wires, and anything attached to any of the foregoing either temporarily or permanently.

27. Tree. "Tree" means any object of natural growth.

28. Zoning Administrator. "Zoning Administrator" means the public official in each affected municipality as set forth in Section XI.B.

B. Rules Of Construction. In the construction of this Crystal Airport Zoning Ordinance, the following rules shall be observed and applied, except where the context clearly indicates otherwise.

1. **Computing Time.** In computing the period of time within which an act may or must be done, the first calendar day from which the designated period of time begins to run shall not be included. The last day of the period shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period shall run until the end of the next day which is not a Saturday, Sunday, or legal holiday.
2. **Conflicts Between Ordinance Provisions.** If a provision of this Crystal Airport Zoning Ordinance conflicts with any other provision of this Crystal Airport Zoning Ordinance, the more restrictive provision shall prevail.
3. **Height.** "Height" shall be expressed as elevation in feet above Mean Sea Level, North American Vertical Datum, 1988 Adjustment, except in reference to maximum construction height without an Airport Zoning Permit when it shall be expressed as distance in feet above ground shown on the Maximum Construction Heights Without Permit Plates in the Crystal Airport Zoning Map.
4. **Including, Not Limited To.** The word "including" means including but not limited to.
5. **Land To Include Water Surfaces And Bodies.** The word "land" shall include water bodies and surfaces for the purpose of establishing Airspace Zones and Land Use Zones.
6. **May, Permissive.** The word "may" is permissive.
7. **Shall, Mandatory.** The word "shall" is mandatory and not discretionary.
8. **Singular And Plural.** The singular shall include the plural, and the plural the singular.
9. **Tense.** The present tense shall include the future.

SECTION IV. AIRSPACE OBSTRUCTION ZONING

- A. Airspace Surfaces And Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance as set forth in Section I., the following Airspace Surfaces and Airspace Zones are hereby established, subject to the airspace zoning limits in Section VI.A.
1. **Primary Surface.** An imaginary surface longitudinally centered on each Runway extending 200 feet beyond each end of Runways 14-32, 6L-24R, and 6R-24L. Runway 14-32 has uniform width of 500 feet, while Runways 6L-24R and 6R-24L have a uniform width of 250 feet. The elevation of any point on the Primary Surface is the same as the elevation of the nearest point on the Runway centerline.
 2. **Primary Zone.** All that land which lies directly under a Primary Surface.
 3. **Horizontal Surface.** An imaginary surface that is 1,019.3 feet above mean sea level, the perimeter of which is constructed by swinging arcs of specified radii from the center of each end of the Primary Surface of each Runway and connecting the adjacent arcs by lines tangent to those arcs. The radius of each arc is 5,000 feet for Runways 14-32, 6L-24R, and 6R-24L.
 4. **Horizontal Zone.** All that land which lies directly under the Horizontal Surface.
 5. **Conical Surface.** An imaginary surface extending upward and outward from the periphery of the Horizontal Surface at a Slope of 20 to 1 for a horizontal distance of 4,000 feet as measured radially outward from the periphery of the Horizontal Surface.
 6. **Conical Zone.** All that land which lies directly under the Conical Surface.
 7. **Approach Surface.** An imaginary surface longitudinally centered on the extended centerline at each end of Runways 14-32, 6L-24R, and 6R-24L. The inner edge of this surface is at the same width and elevation as, and coincides with, the end of the Primary Surface. For Runways 14-32, 6L-24R, and 6R-24L, this surface inclines upward and outward at a Slope of 20 to 1 for a horizontal distance of 5,000. For Runway 14-32, the outer width of this surface is 2,000 feet. For both Runways 6L-24R and 6R-24L, the outer width of this surface is 1,250 feet.
 8. **Approach Zone.** All that land which lies directly under an Approach Surface.
 9. **Transitional Surface.** An imaginary surface extending upward and outward at right angles to the centerline and extended centerline of Runways 14-32, 6L-24R, and 6R-24L at a Slope of 7 to 1 from both sides of each Primary Surface and from both sides of each Approach Surface of Runway 14-32, 6L-24R, and 6R-24L until it intersects the Horizontal Surface or the Conical Surface.
 10. **Transitional Zone.** All that land which lies directly under a Transitional Surface.
- B. Height Restrictions.** Except as otherwise provided in this Crystal Airport Zoning Ordinance, and except as necessary and incidental to Airport operations, the following height restrictions shall apply. Where a Lot is beneath more than one Airspace Surface, the height of the more restrictive (lower) Airspace Surface shall control.
1. **Structures.** No new Structure shall be constructed or established; and no existing Structure shall be altered, changed, rebuilt, repaired, or replaced in any Airspace Zone so as to project above any Airspace Surface. Nor shall any equipment used to

accomplish any of the foregoing activities be allowed to project above any Airspace Surface.

2. **Trees.** No Tree shall be allowed to grow or be altered, repaired, replaced, or replanted in any Airspace Zone so as to project above any Airspace Surface. Nor shall any equipment used to accomplish any of the foregoing activities be allowed to project above any Airspace Surface.
 - a. **Public Nuisance; Order.** If the whole or any part of any Tree shall be determined to be an Airport Hazard by the FAA, or any successor entity, after proper investigation, the Zoning Administrator may issue an order in writing for the owner or owners, agent or occupant of the property upon which such hazardous tree is located, to forthwith cause such hazardous tree, or portion thereof if the removal of a portion will remove the hazard, to be taken down and removed.
 - b. **Notice.** Said order is to be mailed to the last known address of the owner, agent or occupant and shall be accompanied by a notice setting forth the authority to remove such hazardous Tree at such owner's, agent's or occupant's expense in the event such owner, agent or occupant fails to comply with or file a notice of appeal from said order within 10 days of mailing. The notice shall include instructions for filing a notice of appeal from said order.
 - c. **Removal.** If within 10 days after said order has been mailed, as above provided for, the owner or owners, agent or occupant of the property upon which such hazardous Tree is located neglects or refuses to comply with said order, or has failed to file a notice of appeal from said order with the Zoning Administrator, then the Administrator or its designee(s) may enter upon said premises and take down or remove said tree or portion thereof declared to be hazardous, and to do any and all things which in his opinion may be necessary for the protection of life, limb or property.
 - d. **Assessment of Expense.** If, after the notice hereinbefore provided for has been given, the owner, agent or occupant has failed to remove such hazardous tree or portion thereof, and it becomes necessary for the Zoning Administrator to remove same, the Zoning Administrator or its designee shall mail a statement of the expense of such removal to the owner, agent or occupant of the property from which such tree or portion thereof has been removed, and if within 30 days therefrom the owner, agent or occupant has not remitted to the Zoning Administrator for the expense incurred by the Zoning Administrator in said removal, the Zoning Administrator or its designee may forthwith recover the amount of such expense from the owner or owners of said property in any civil court of competent jurisdiction, in the manner provided by law.

- C. **FAA 7460 Obstruction Evaluation.** All construction of new Structures or alteration of existing Structures in an Airspace Zone shall comply with the requirements for filing notice to the FAA under the FAA 7460 Obstruction Evaluation process.

SECTION V. LAND USE ZONING

- A. Land Use Zones.** In order to carry out the purpose of this Crystal Airport Zoning Ordinance, as set forth in Section I., the following Land Use Zones are hereby established, subject to the land use zoning limits in Section VI.B.
1. **Land Use Zone 1.** Designated land, the extents of which are shown in Exhibit B. Land Use Zone 1 overlies the Runway Protection Zones.
 2. **Land Use Zone 2.** All land enclosed within the perimeter of the Horizontal Zone, as shown in Exhibit C, except that land within Land Use Zone 1.

B. Land Use Restrictions.

1. **General Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and the FAA 7460 Obstruction Evaluation process, no use shall be made of any land in any of the Land Use Zones that creates or causes interference with the operations of radio or electronic facilities at the Airport or with radio or electronic communications between Airport and aircraft, makes it difficult for pilots to distinguish between Airport lights and other lights, results in glare in the eyes of pilots using the Airport, impairs visibility in the vicinity of the Airport, is deemed a "hazard" to air navigation by FAA or MNDOT as part of an FAA 7460 Obstruction Evaluation, or otherwise endangers the landing, taking off, or maneuvering of aircraft.
2. **Land Use Zone 1 Restrictions.** Subject at all times to the height restrictions set forth in Section IV.B. and to the general restrictions contained in Section V.B.1., areas designated as Land Use Zone 1 for each end of Runways 14-32, 6L-24R, and 6R-24L shall contain no buildings, exposed high-voltage transmission lines, or other similar land use structural hazards, and shall be restricted to those uses which will not create, attract, or bring together a dense, confined assembly of persons thereon. Permitted uses may include, but are not limited to, such uses as agriculture (seasonal crops), horticulture, animal husbandry, wildlife habitat, light outdoor recreation, cemeteries, roadways and vehicle parking, railroads, and other approved aeronautical uses. Where Land Use Zone 1 overlies the Runway Protection Zone, land uses and Structures within the Runway Protection Zone will be governed by Federal laws and regulations or by FAA advisory circulars, orders, or guidance.
3. **Land Use Zone 2 Restrictions.** No land use in Land Use Zone 2 shall violate the height restrictions set forth in Section IV.B. or the general restrictions contained in Section V.B.1.

SECTION VI. AIRPORT ZONING LIMITS AND CRYSTAL AIRPORT ZONING MAP

- A. Airspace Zoning Limits.** Exhibit D – Airport Boundary and Airspace Zoning Limits and Exhibit E – Airport Boundary and Airspace Contours, attached hereto and made a part hereof, show these limits.
- B. Land Use Zoning Limits.** Exhibit F – Airport Boundary and Land Use Zoning Limits, attached hereto and made a part hereof, shows these limits.
- C. Crystal Airport Zoning Map.** The locations and boundaries of the Airspace Surfaces, Airspace Zones, Land Use Zones, and the Maximum Construction Heights without an Airport Zoning Permit established by this Crystal Airport Zoning Ordinance are set forth

on the Crystal Airport Zoning Map consisting of 102 plates – Airspace Zones, Plates A-A2 to A-F6; Maximum Construction Heights Without Permit, Plates MCH-A2 to MCH-F6; and Land Use Zones, Plates SZ-A2 to SZ-F6 prepared by the Metropolitan Airports Commission, attached hereto and made a part hereof. These plates, together with such amendments thereto as may from time to time be made, and all notations, references, elevations, heights, data, surface and zone boundaries, and other information thereon, shall be and the same are hereby adopted as part of this Crystal Airport Zoning Ordinance.

SECTION VII. NONCONFORMING USES

- A. Crystal Airport Zoning Ordinance.** The provisions of this Crystal Airport Zoning Ordinance shall not be construed to require the removal, lowering, other change, or alteration of any Nonconforming Structure or Tree, or otherwise interfere with the continuance of any Nonconforming Use. Nonconforming Structures and Nonconforming Uses are permitted under this Crystal Airport Zoning Ordinance, subject to the provisions in Section VIII. (Airport Zoning Permits) and Section IX. (Variances). Nothing herein contained shall require any change in the construction, alteration, or intended use of any Structure, the construction or alteration of which was begun prior to the Effective Date, and was diligently prosecuted and completed within 2 years of the Effective Date.

SECTION VIII. AIRPORT ZONING PERMITS

- A. Permit Required.** The following activities shall not take place on a Lot in any Airspace Zone or Land Use Zone unless an Airport Zoning Permit shall have been granted therefore by the Zoning Administrator for the jurisdiction in which the Lot is located.

- 1. Existing Structures.** Except as specifically provided in Section VIII.B., no existing Structure shall be altered, changed, rebuilt, repaired, or replaced.
- 2. New Structures.** Except as specifically provided in Section VIII.B., no Structure shall be newly constructed or otherwise established.
- 3. Nonconforming Structures.** No Nonconforming Structure shall be replaced, substantially altered or repaired, or rebuilt.

B. Exception To Permit Requirement.

- 1. Maximum Construction Height Without A Permit.** No Airport Zoning Permit shall be required for an existing Structure to be altered, changed, rebuilt, repaired, or replaced on a Lot, or for a new Structure to be constructed or otherwise established on a Lot, if the highest point on the Structure or on any equipment used to accomplish any of the foregoing activities, whichever is higher (measured in feet from curb level or from natural grade at a point 10 feet away from the front center of the Structure, whichever is lower) does not exceed the “maximum construction height above ground without an Airport Zoning Permit” shown for the Lot on the applicable Maximum Construction Heights Without Permit Plate in the Crystal Airport Zoning Map.

2. **No Violation Of Height Or Land Use Restriction Permitted.** Nothing in this Section VIII.B. shall be construed as permitting or intending to permit a violation or a greater violation of any provision of this Crystal Airport Zoning Ordinance.
- C. **Permit Application.** An Airport Zoning Permit application for activities on a Lot shall be made in the manner and on the form established by the Zoning Administrator of the jurisdiction in which the Lot is located as designated in Section XI.B.
- D. **Permit Standard.** An Airport Zoning Permit shall be granted unless the Zoning Administrator determines that granting the permit (1) would allow a conforming Structure or use to violate any provision of this Crystal Airport Zoning Ordinance or (2) would permit a Nonconforming Structure or a Nonconforming Use to become a greater violation of any provision of this Crystal Airport Zoning Ordinance. Any Airport Zoning Permit may be granted subject to any reasonable conditions that the Zoning Administrator may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance. In making any determination, the Zoning Administrator need not give public notice of, or hold a public hearing on, the Airport Zoning Permit application or the determination.
- E. **Abandoned Or Deteriorated Nonconforming Uses.** Whenever a Zoning Administrator determines that a Nonconforming Structure, Nonconforming Use, or Tree has been abandoned or more than 80% torn down, deteriorated, or decayed, no Airport Zoning Permit shall be granted that would allow such Nonconforming Structure, Nonconforming Use, or Tree to exceed the height restrictions of Section IV.B. or otherwise violate any provision of this Crystal Airport Zoning Ordinance. Whether application is made for an Airport Zoning Permit or not, a Zoning Administrator may order the owner of the abandoned, torn down, deteriorated, or decayed Nonconforming Structure, Nonconforming Use, or Tree at the owner's expense, to lower, remove, reconstruct, or equip the same in the manner necessary to conform to the provisions of this Crystal Airport Zoning Ordinance. In the event the owner shall neglect or refuse to comply with such order for 10 days after receipt of written notice of such order, the Zoning Administrator may, by appropriate legal action, proceed to have the Nonconforming Structure, Nonconforming Use, or Tree lowered, removed, reconstructed, or equipped and assess the cost and expense thereof against the land on which the Nonconforming Structure, Nonconforming Use, or Tree is, or was, located. Unless such an assessment is paid within 90 days from the service of notice thereof on the owner of the land, the sum shall bear interest at the rate of 8% per annum from the date the cost and expense is incurred until paid, and shall be collected in the same manner as are general taxes, all as authorized by Minnesota Statutes § 360.067.

SECTION IX.VARIANCES

- A. **Variance Application.** Any Person desiring to use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, whether to construct or establish a new Structure; to alter, change, rebuild, repair, or replace an existing Structure; to allow a Tree to grow higher; to alter, repair, replace, or replant a Tree; or to otherwise use his or her property in violation of any provision of this Crystal Airport Zoning Ordinance, may apply to the Board of Adjustment for a variance from such provision. A variance application shall be made by sending the application on

the form provided by the Board of Adjustment by certified United States Mail to (1) the members of the Board of Adjustment and (2) the Board of Adjustment at the mailing address specified in Section XII.C. The applicant shall also mail a copy of the application by regular United States Mail to the Zoning Administrator of the jurisdiction in which the Structure or property is located, as designated in Section XI.B. The Board of Adjustment may charge a fee for processing the application.

- B. Failure Of Board To Act.** If the Board of Adjustment fails to grant or deny the variance within 4 months after the last Board member receives the variance application, the variance shall be deemed to be granted by the Board of Adjustment, but not yet effective. When the variance is granted by reason of the failure of the Board of Adjustment to act on the variance, the Person receiving the variance shall send notice that the variance has been granted by certified United States Mail to (1) the Board of Adjustment at the mailing address specified in Section XII.C. and (2) the Commissioner. The applicant shall include a copy of the original application for the variance with the notice to the Commissioner. The variance shall be effective 60 days after this notice is received by the Commissioner, subject to any action taken by the Commissioner pursuant to Minnesota Statutes § 360.063, subd. 6.a.
- C. Variance Standard.** A variance shall be granted where it is found that a literal application or enforcement of the provisions of this Crystal Airport Zoning Ordinance would result in practical difficulty or unnecessary hardship and relief granted would not be contrary to the public interest but do substantial justice and be in accordance with the spirit of this Crystal Airport Zoning Ordinance and Minnesota Statutes Chapter 360. Any variance granted may be granted subject to any reasonable conditions that the Board of Adjustment, or the Commissioner acting under Section IX.B., may deem necessary to effectuate the purpose of this Crystal Airport Zoning Ordinance or Minnesota Statutes Chapter 360.

SECTION X. HAZARD MARKING AND LIGHTING

- A. Nonconforming Structure.** The Metropolitan Airports Commission may require the owner of any Nonconforming Structure to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Metropolitan Airports Commission to indicate the presence of the Structure to the operators of aircraft in the vicinity of the Airport. Such markers and lights shall be installed, operated, and maintained at the expense of the Metropolitan Airports Commission.
- B. Permits And Variances.** Any Airport Zoning Permit or variance granted by a Zoning Administrator or the Board of Adjustment may, if such action is deemed advisable to effectuate the purpose of this Crystal Airport Zoning Ordinance and be reasonable in the circumstances, be granted subject to a condition that the owner of the Structure in question permit the Metropolitan Airports Commission, at its expense, to install, operate, and maintain thereon such markers and lights as may be necessary to indicate to pilots the presence of an Airport Hazard.

SECTION XI. ZONING ADMINISTRATOR

- A. Duties.** It shall be the duty of each Zoning Administrator to administer and enforce the provisions of this Crystal Airport Zoning Ordinance. Applications for Airport Zoning Permits shall be made to a Zoning Administrator as provided herein. A Zoning Administrator may charge a fee for processing the application. Airport Zoning Permit applications shall be considered and acted upon by the Zoning Administrator in accordance with the provisions of this Crystal Airport Zoning Ordinance and within the timelines established by Minnesota Statutes § 15.99, as it may be amended. The Zoning Administrator shall remind each applicant that it is the responsibility of the applicant to record any conditions of an Airport Zoning Permit, if required by law.
- B. Designated Zoning Administrators.** For the purpose of this Crystal Airport Zoning Ordinance, the Zoning Administrator shall be the official entitled as follows: the Crystal Zoning Administrator for lands located in the City of Crystal; the Brooklyn Park Zoning Administrator for lands located in the City of Brooklyn Park; the Brooklyn Center Zoning Administrator for lands located in Brooklyn Center; the Minneapolis Zoning Administrator for lands located in Minneapolis; the New Hope Zoning Administrator for lands located in New Hope; and the Robbinsdale Zoning Administrator for lands located in Robbinsdale. In the event that 1 or more of the above-described Zoning Administrators fails to administer or enforce this Crystal Airport Zoning Ordinance as provided by law, the Crystal Airport Joint Airport Zoning Board hereby appoints the Metropolitan Airports Commission to administer or enforce this Crystal Airport Zoning Ordinance in the municipality or municipalities. If any official position designated above as a Zoning Administrator ceases to exist or to perform or serve its present function, the successor position as designated by the applicable entity shall become the Zoning Administrator for that entity and shall perform or serve such functions.

SECTION XII. BOARD OF ADJUSTMENT

- A. Establishment Of Board And Selection Of Chair.** There is hereby established a Board of Adjustment that shall consist of 5 members appointed by the Metropolitan Airports Commission, and each shall serve for a term of 3 years and until a successor is duly appointed and qualified. Of the members first appointed, 1 shall be appointed for a term of 1) year, 2 for a term of 2 years, and 2 for a term of 3 years. Upon their appointment, the members shall select a chair to act at the pleasure of the Board of Adjustment. Members shall be removable by the Metropolitan Airports Commission for cause, upon written charges, after a public hearing.
- B. Board Powers.** The Board of Adjustment shall have the power to hear and decide appeals from any order, requirement, decision, or determination made by any Zoning Administrator or the Metropolitan Airports Commission in the enforcement of this Crystal Airport Zoning Ordinance and to hear and grant or deny variances.
- C. Board Procedures.**
- 1. Rules, Meetings, And Records.** The Board of Adjustment shall adopt rules for its governance and procedure in harmony with the provisions of this Crystal Airport Zoning Ordinance. Meetings of the Board of Adjustment shall be held at the call of the chair and at such other times as the Board of Adjustment may determine.

The chair, or in his or her absence the acting chair, may administer oaths and compel the attendance of witnesses. All hearings of the Board of Adjustment shall be public. The Board of Adjustment shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall immediately be filed in the offices of the Metropolitan Airports Commission and the Zoning Administrator of the jurisdiction in which the affected Structure or Lot is located, and shall be a public record.

2. ***Written Findings And Conclusions.*** The Board of Adjustment shall make written findings of fact and conclusions of law giving the facts upon which it acted and its legal conclusions from such facts in affirming, modifying, or reversing an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission and in granting or denying a variance.
3. ***Majority Vote Required.*** The concurring vote of a majority of the members of the Board of Adjustment shall be sufficient to affirm, modify, or reverse an order, requirement, decision, or determination of a Zoning Administrator or the Metropolitan Airports Commission, to decide to grant or deny a variance, or to act on any other matter upon which the Board of Adjustment is required to pass under this Crystal Airport Zoning Ordinance.
4. ***Mailing Address.*** The mailing address for the Board of Adjustment is:
Crystal Airport Zoning Ordinance Board of Adjustment
c/o Executive Director
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, MN 55450

SECTION XIII. APPEALS

- A. Who May Appeal.** Any Person aggrieved, or any taxpayer affected by any order, requirement, decision, or determination of a Zoning Administrator made in administration of this Crystal Airport Zoning Ordinance may appeal to the Board of Adjustment. Such appeals may also be made by any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an order, requirement, decision, or determination of a Zoning Administrator is an improper application of this Crystal Airport Zoning Ordinance as it concerns such governing body or board.
- B. Commencement Of Appeals.** All appeals hereunder must be commenced within 30 days of a Zoning Administrator's decision by filing with the Zoning Administrator a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the Board of Adjustment the notice of appeal and all papers constituting the record upon which the order, requirement, decision, or determination appealed from was taken.
- C. Stay Of Proceedings.** An appeal shall stay all proceedings in furtherance of the order, requirement, decision, or determination appealed from, unless the Zoning

Administrator certifies to the Board of Adjustment, after the notice of appeal has been filed with it, that by reason of the facts stated in the certificate a stay would, in the Zoning Administrator's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed except by order of the Board of Adjustment on notice to the Zoning Administrator and on due cause shown.

- D. Appeal Procedures.** The Board of Adjustment shall fix a reasonable time for hearing an appeal, give public notice and due notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in Person, by agent, or by attorney.
- E. Decision.** The Board of Adjustment may, in conformity with the provisions of Minnesota Statutes Chapter 360 and this Crystal Airport Zoning Ordinance, affirm or reverse, in whole or in part, or modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination, as may be appropriate under the circumstances and, to that end, shall have all the powers of a Zoning Administrator.

SECTION XIV. JUDICIAL REVIEW

Any Person aggrieved, or any taxpayer affected, by any decision of the Board of Adjustment or any action of the Commissioner taken under Minnesota Statutes 360.063, subd. 6 or 6a, or any governing body of a municipality or county, or any joint airport zoning board, which is of the opinion that an order, requirement, decision, or determination of the Board of Adjustment or action of the Commissioner is illegal, may seek judicial review as provided in Minnesota Statutes § 360.072. The petitioner must exhaust the remedies provided in this Crystal Airport Zoning Ordinance before availing himself or herself of the right to seek judicial review as provided by this Section XIV.

SECTION XV. PENALTIES AND OTHER REMEDIES

Every Person who violates any provision of this Crystal Airport Zoning Ordinance, any zoning approval granted hereunder, any condition of any zoning approval granted hereunder, or any order, requirement, decision, or determination of a Zoning Administrator or the Board of Adjustment shall be guilty of a misdemeanor and shall be punished by a fine, imprisonment, or both of not more than the fine and imprisonment established for misdemeanors by state law. Each day a violation continues to exist shall constitute a separate offense for the purpose of the penalties and remedies specified in this section. This Crystal Airport Zoning Ordinance may also be enforced through such proceedings for injunctive relief and other relief as may be proper under Minnesota Statutes § 360.073, as it may be amended, and other applicable law.

SECTION XVI. RELATION TO OTHER LAWS, REGULATIONS, AND RULES

- A. Compliance Required.** In addition to the requirements of this Crystal Airport Zoning Ordinance, all Structures, Trees, and uses shall comply with all other applicable city, local, regional, state, or federal laws, regulations, and rules, including Minnesota Statutes §§ 360.81-360.91 – Regulation Of Structure Heights, Minnesota Rules 8800.1100 – Regulation Of Structure Heights, and 14 Code of Federal Regulations Part 77 – Objects Affecting Navigable Airspace.

- B. Conflicts With Other Regulations.** Where a conflict exists between any provision of this Crystal Airport Zoning Ordinance and any city, local, regional, state, or federal law, regulation, or rule applicable to the same area, whether the conflict be with respect to the height of Structures or Trees, the use of land, or any other matter, the more stringent law, regulation, or rule shall govern and prevail.
- C. Current Versions And Citations.** All references to city, local, regional, state, and federal laws, regulations, and rules in this Crystal Airport Zoning Ordinance are intended to refer to the most current version and citation. If such references are no longer valid due to repeal or renumbering, the new laws, regulations, or rules intended to replace those cited, regardless of the citation, shall govern.

SECTION XVII. SEVERABILITY

- A. Effect Of Taking.** In any case in which the provisions of this Crystal Airport Zoning Ordinance, although generally reasonable, are held by a court to interfere with the use or enjoyment of a particular Structure, Lot, or Tree to such an extent, or to be so onerous in their application to such a Structure, Lot, or Tree, as to constitute a taking or deprivation of that property in violation of the constitution of this state or the constitution of the United States, such holding shall not affect the application of this Crystal Airport Zoning Ordinance as to other Structures, Lots, and Trees, and, to this end, the provisions of this Crystal Airport Zoning Ordinance are declared to be severable.
- B. Validity Of Remaining Provisions.** Should any section or provision of this Crystal Airport Zoning Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of this Crystal Airport Zoning Ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

SECTION XVIII. EFFECTIVE DATE

This Crystal Airport Zoning Ordinance shall take effect on the 1st day of January, 2024. Copies thereof shall be filed with the Commissioner and the Registers of Deeds for Hennepin County, Minnesota.

Passed and adopted after public hearings by the Crystal Airport Joint Airport Zoning Board this 8th day of November, 2024.

I hereby certify that this is a complete, true, and correct copy of the *Crystal Airport Zoning Ordinance* as adopted by the Crystal Airport Joint Airport Zoning Board on _____, 2024.

Richard Weyrauch, Chair
Crystal Airport Joint Airport Zoning Board

Date:

Rebecca Townsend, Secretary
Crystal Airport Joint Airport Zoning Board

Date:

Subscribed and sworn to before me this ____ day of _____, 2024 by Richard Weyrauch and Rebecca Townsend, Chair and Secretary respectively, of the Crystal Airport Joint Airport Zoning Board.

Notary Public

EXHIBIT A – AIRPORT BOUNDARY

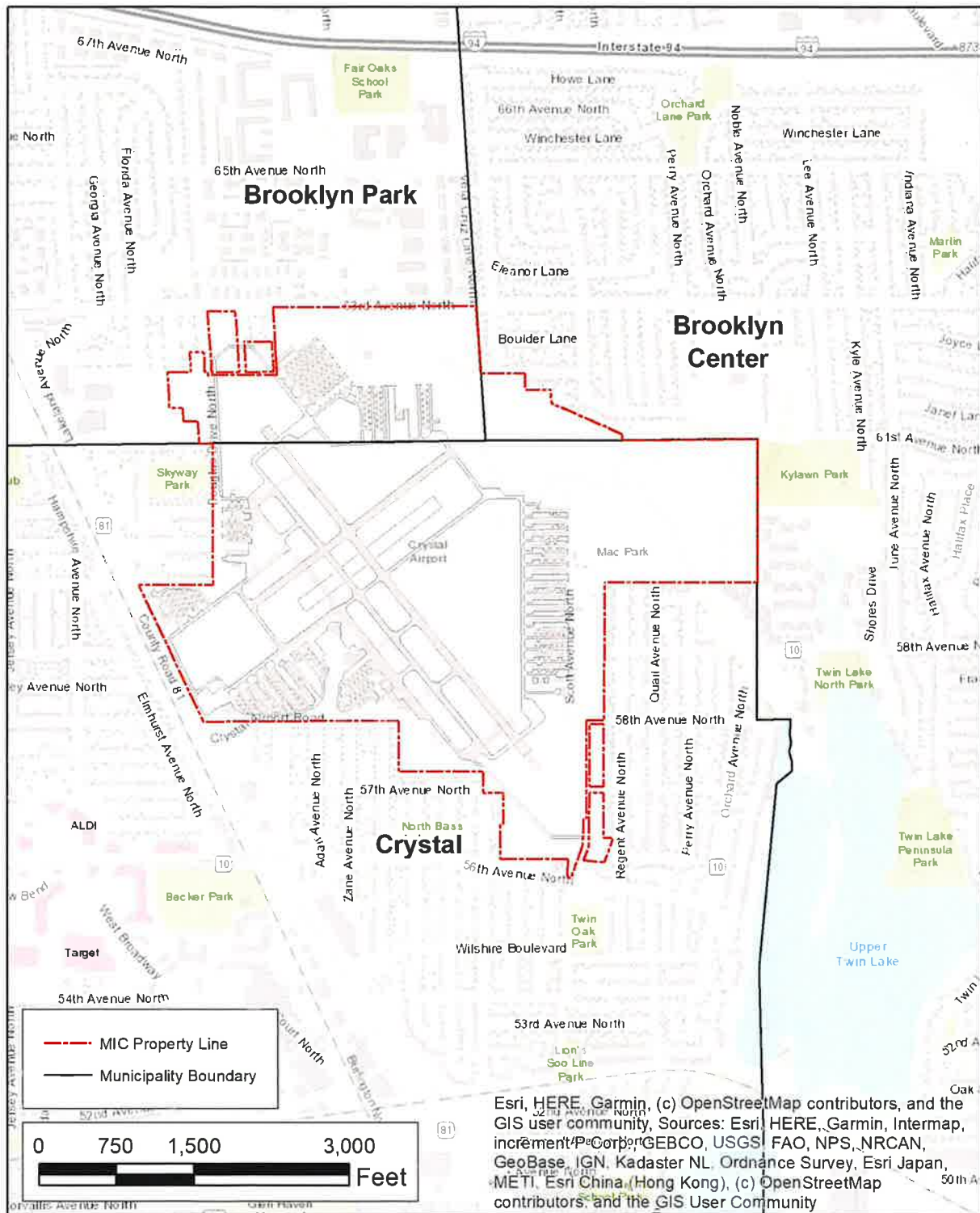


EXHIBIT B – JAZB LAND USE ZONE 1

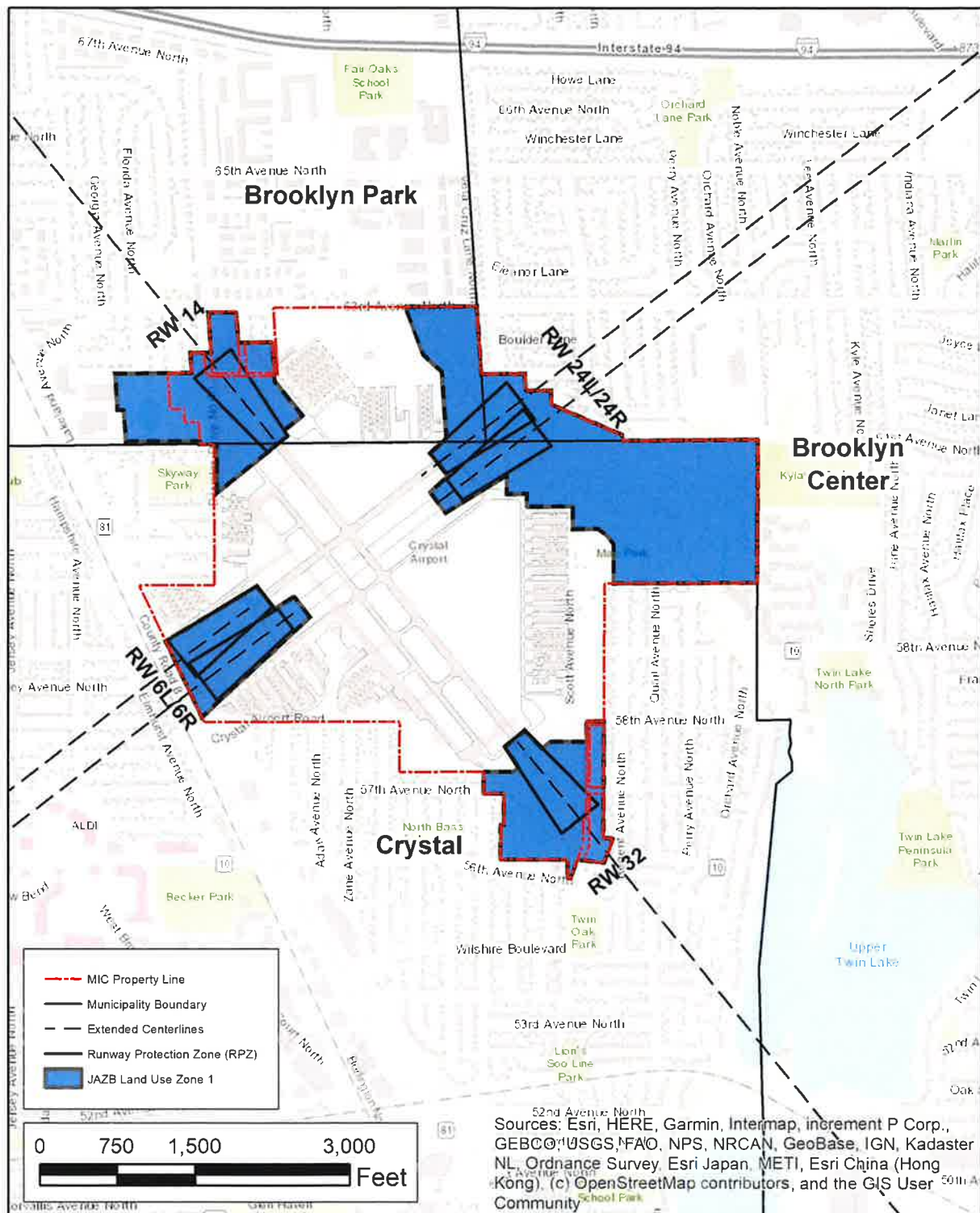
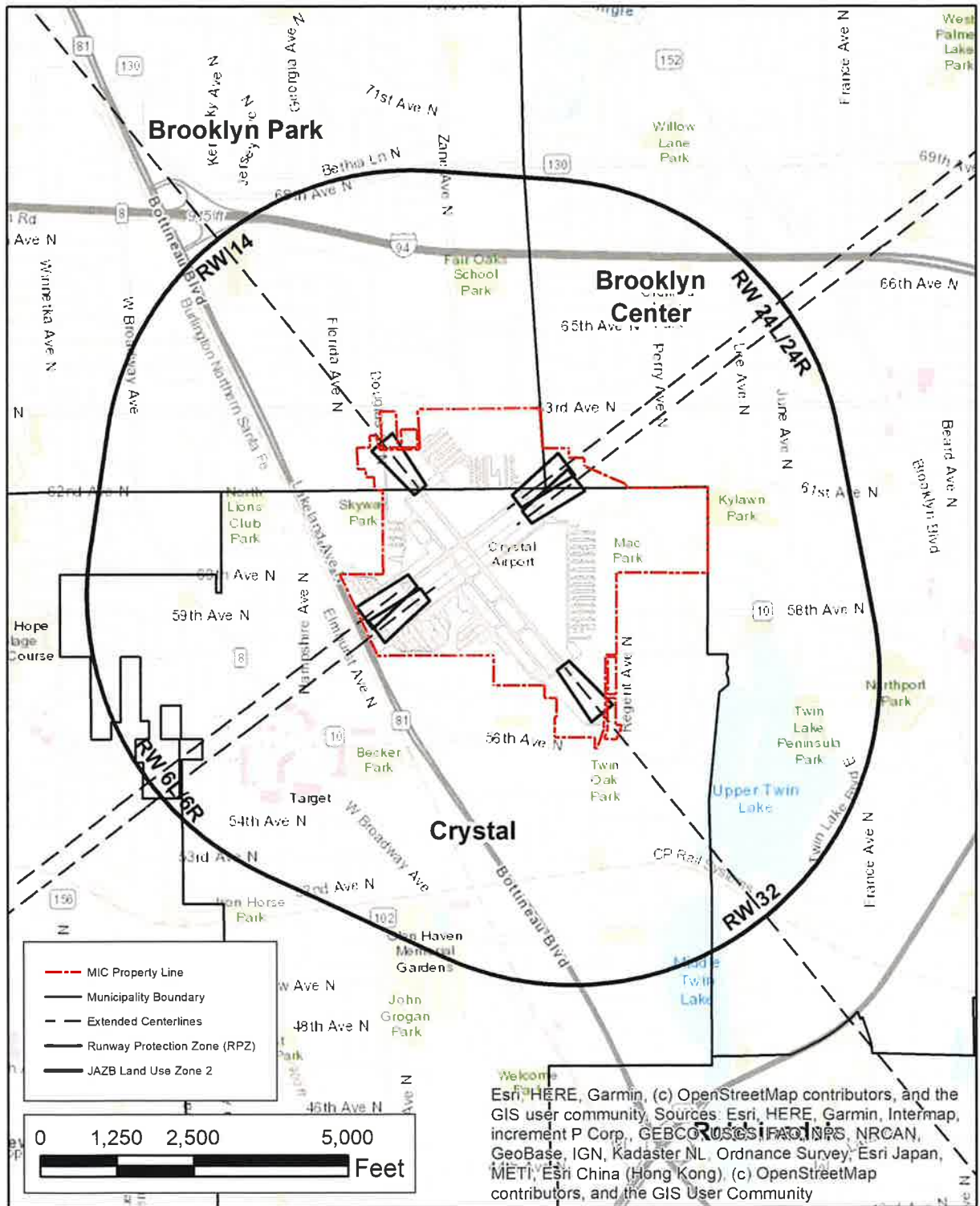


EXHIBIT C – JAZB LAND USE ZONE 2



Crystal Airport Zoning Ordinance

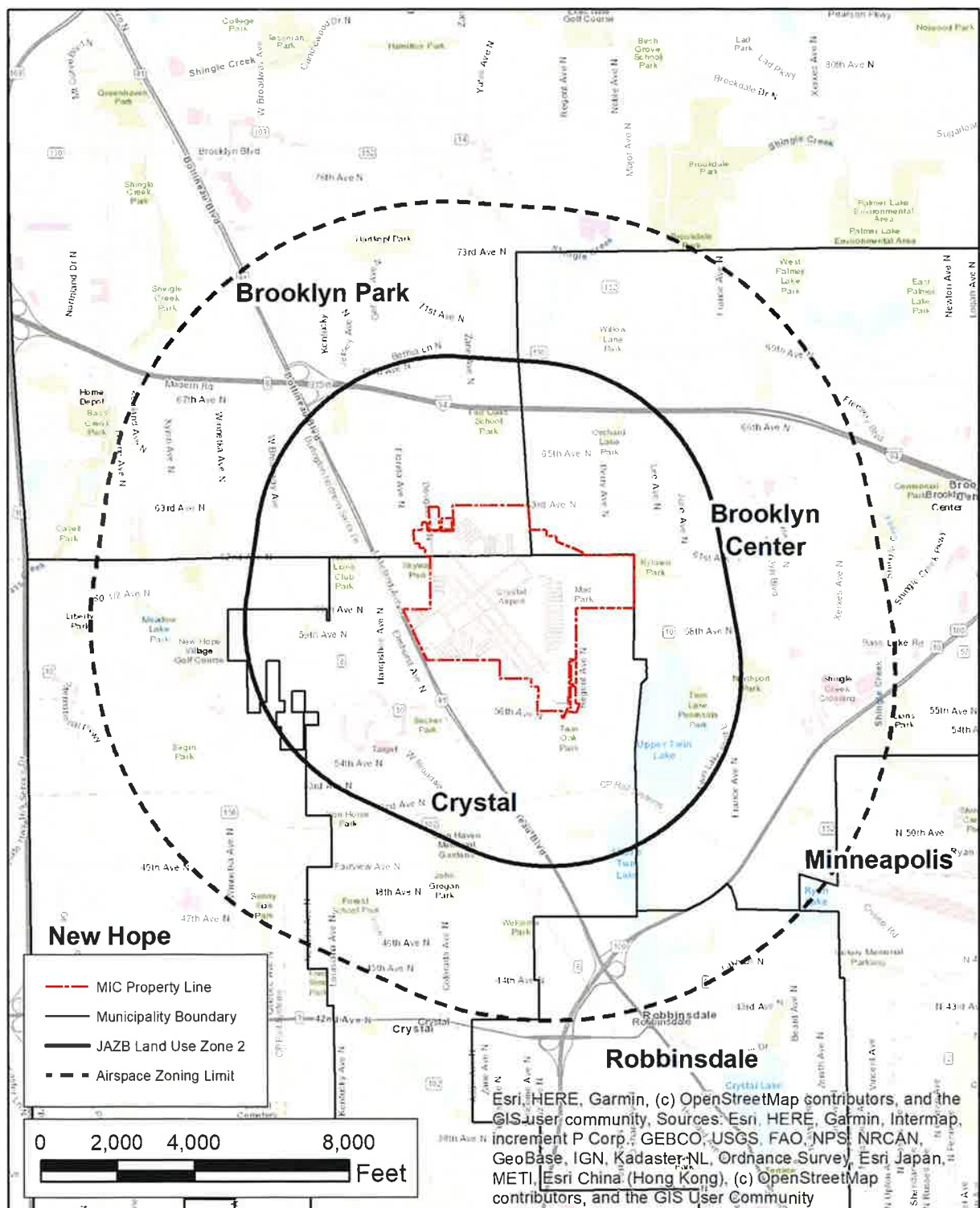


EXHIBIT E – AIRPORT BOUNDARY AND AIRSPACE CONTOURS

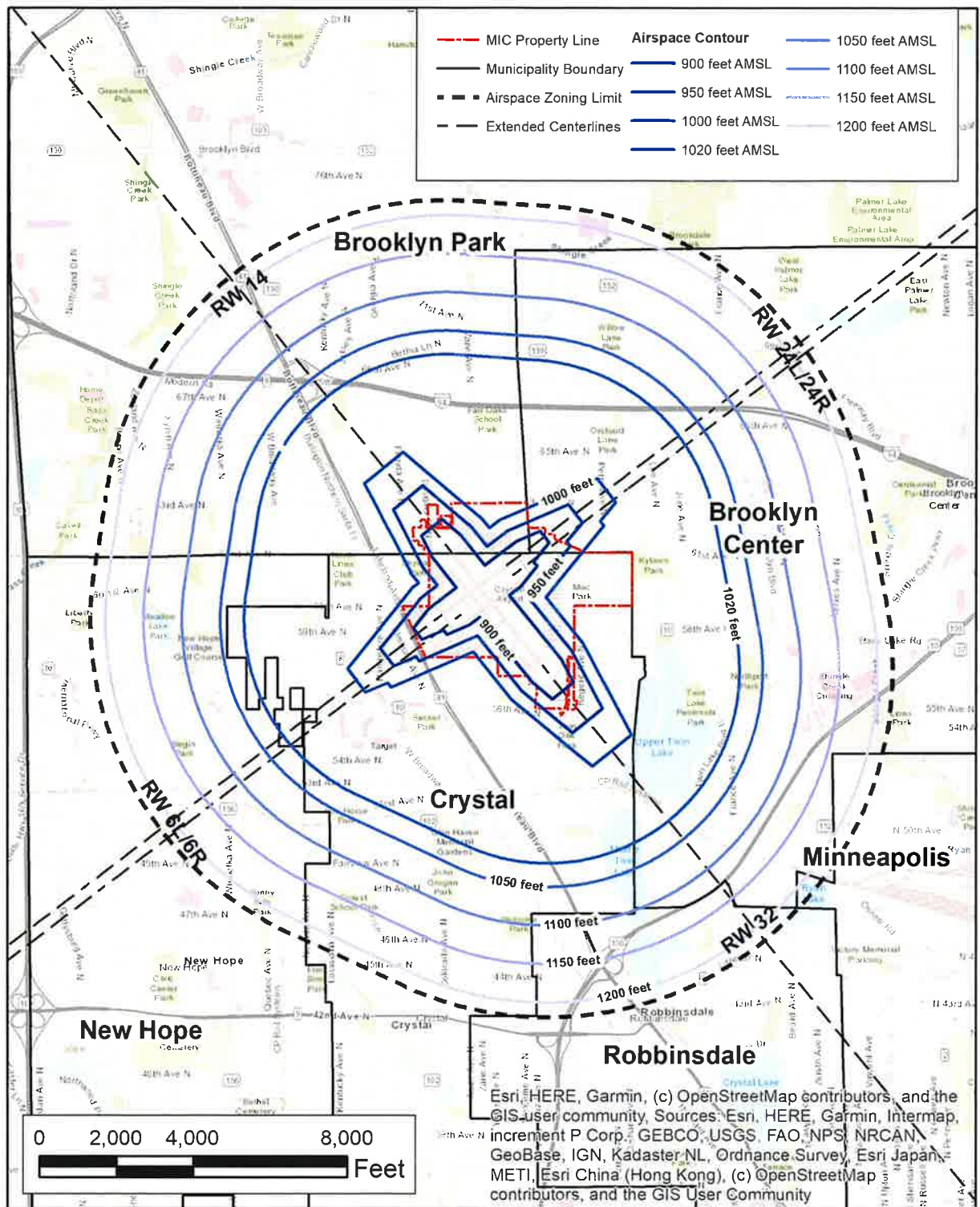
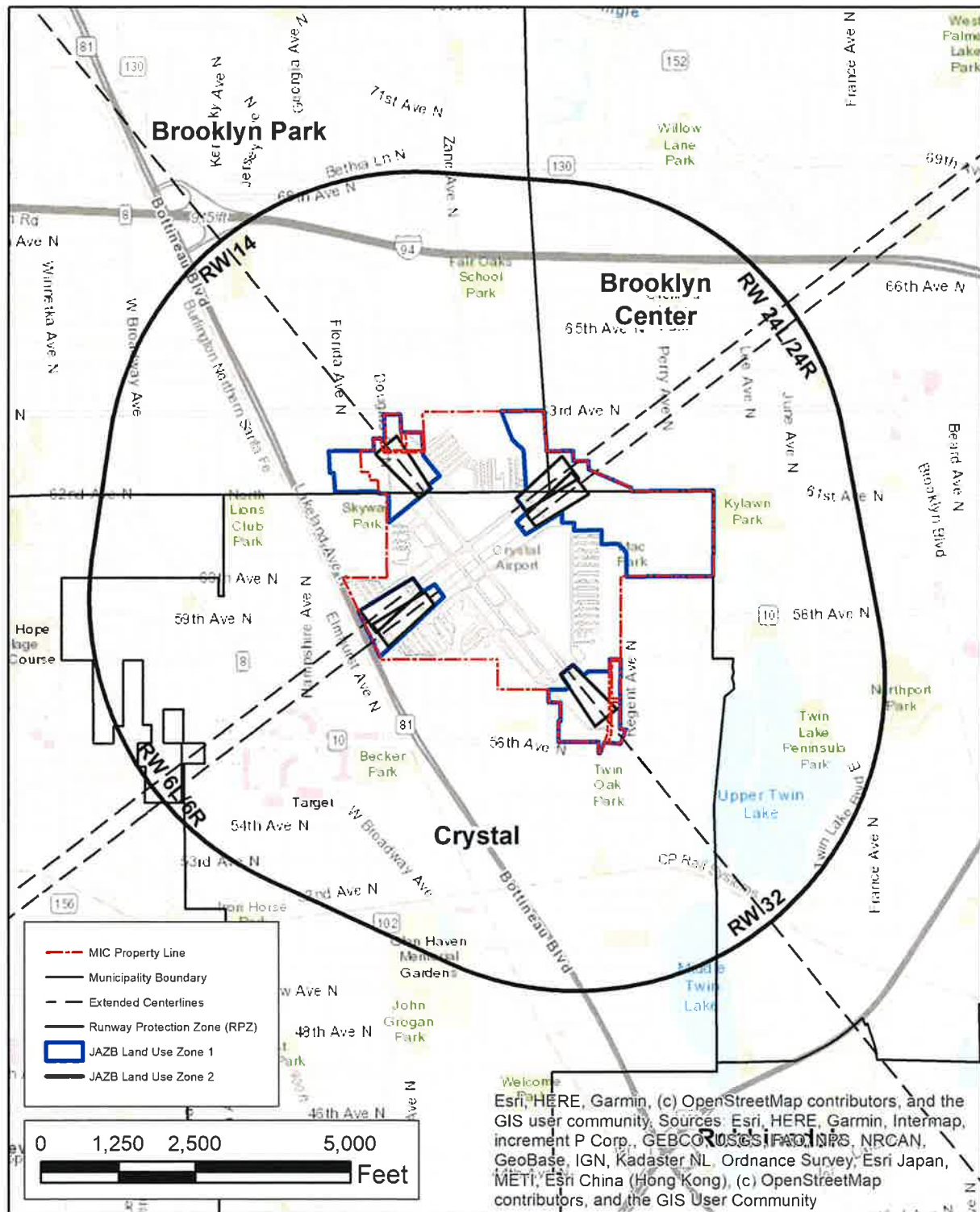


EXHIBIT F – AIRPORT BOUNDARY AND LAND USE ZONING LIMITS



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

The Crystal Airport Zoning Ordinance as adopted by the Joint Airport Zoning Board is being added to the Robbinsdale City Code Section 530 – Zoning Special Districts And Regulated Uses

First Reading: YEAS:
NAYS:

Second Reading: YEAS:
NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____, 2024.

William A Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Richard McCoy, City Engineer/Public Works Director

APPROVED BY: Tim Sandvik, City Manager

DATE: April 2, 2024

RE: 2024 Street Improvement Program Feasibility Report – 41st Avenue

Background:

The 2024 Street Improvement Program represents our current year of the road reconstruction program. This report covers one of the projects scheduled for construction this year. In accordance with City Council Policy, street reconstructions such as this are subject to special assessments of the adjoining property owners. This report relates to the streets as follows-

Project 44123 – 41st Avenue between Railroad Avenue and Regent Avenue.

Performing reconstruction work in this street will allow larger underground water infrastructure to be installed that will improve the connectivity from the new Tower to transmission mains that extend through the City.

In addition to the watermain work, the segments of street included for reconstruction have been found to have aged and/or deficient elements within the categories of surface infrastructure (road pavement / curb / sidewalk) and other underground infrastructure (sanitary sewer system / storm sewer system). Additional opportunity exists to provide underground stormwater infiltration chambers and an extension to sidewalk on the northern side of the street.

To date, the area has been surveyed and detailed base plans have been prepared, allowing design of the new infrastructure to be undertaken. A detailed feasibility report for the projects identified above has been included as *Attachment 1* for Council Members.

Funding for this project will be achieved through a combination of utility funds, special assessments, bonding and the PIR fund. The combined costs including construction and engineering/contingency for the project identified has been estimated at \$ 1,650,000.00.

Overall, it is anticipated that this project will be bid in spring this year. Construction will be completed in one construction season starting late Spring 2024. As always, the actual construction timeline will be dependent upon favorable weather conditions.

An information session for residents within the project area was conducted on Monday, March 25th, 2024. The proposed plans were made available to residents to provide feedback. Plans have also been available on the City website. There were no residents that came to see the plans during the course of the session. At the time of writing this report there have been no submissions from residents.

Discussion of any issues can be included in the report for the future hearings, at which time

residents will have the opportunity to elaborate issues further.

At this stage, it is proposed to schedule the public hearings for this project as part of the City Council meeting on May 7th, 2024. As usual, the improvement and assessment hearings for the project will be held at the same time, rather than holding the assessment hearing at the completion of the project.

Letters advising of the formal public hearings date will be mailed with appropriate notice. Appropriate notification for the formal public hearing will also appear in the Sun Post Newspaper.

Included as *Attachment 2* is a resolution accepting the feasibility of the project, and setting the date for the public hearing for the project.

Analysis:

None

Recommendation:

Motion to adopt the resolution accepting the feasibility of the 41st Avenue project as part of the 2024 Street Improvement Program and set the date for the public hearings.

Attachments:

1. 2024 Feasibility Report - 02Apr24
2. Resolution - 41st Avenue Project Feasibility Report and Set Hearings



City of Robbinsdale

4100 Lakeview Avenue North
Robbinsdale Minnesota • 55422-2280
Phone: (763) 537-4534
Fax: (763) 537-7344
Website www.robbsdalemn.com

April 25, 2024

Robbinsdale City Council
4100 Lakeview Avenue
ROBBINSDALE MN 55422

Honorable Mayor and Members of the Council,

Feasibility Report - 2024 Street Improvement Program – 41st Avenue

Attached hereto is the Feasibility Report detailing the 41st Avenue project as part of the 2024 Street Improvement Program. The report includes estimated construction costs as well as an allowance of 10% for a contingency factor and 10% for engineering, design, field set out, inspection and administration.

After review of the attached report, a public hearing should be scheduled to receive comments from individual property owners who will be assessed for these improvements as well as any other interested taxpayers within the City.

Yours sincerely

Richard McCoy, P.E.
Public Works Director / City Engineer



City of Robbinsdale

**Feasibility Report for the
Reconstruction of 41st Avenue between
Railroad Avenue and Regent Avenue
as part of the
2024 Street Improvement Program**



April 2024

2024 STREET IMPROVEMENT PROGRAM

CITY OF ROBBINSDALE, MINNESOTA

41st AVENUE – RAILROAD AVENUE TO REGENT AVENUE

TABLE OF CONTENTS

Introduction

Location

Proposed Reconstruction Project

General

Project 44123 – 41st Avenue between Railroad and Regent Avenues

Estimated Cost

Recommendations

Financing

Appendices

Extraction of Results from Road Testing and Visual Assessment

Street Data Sheets

Project 44123	41 st Avenue	Railroad Ave to Perry Avenue
	41 st Avenue	Perry Avenue to Quail Avenue
	41 st Avenue	Quail Avenue to Regent Avenue

Introduction

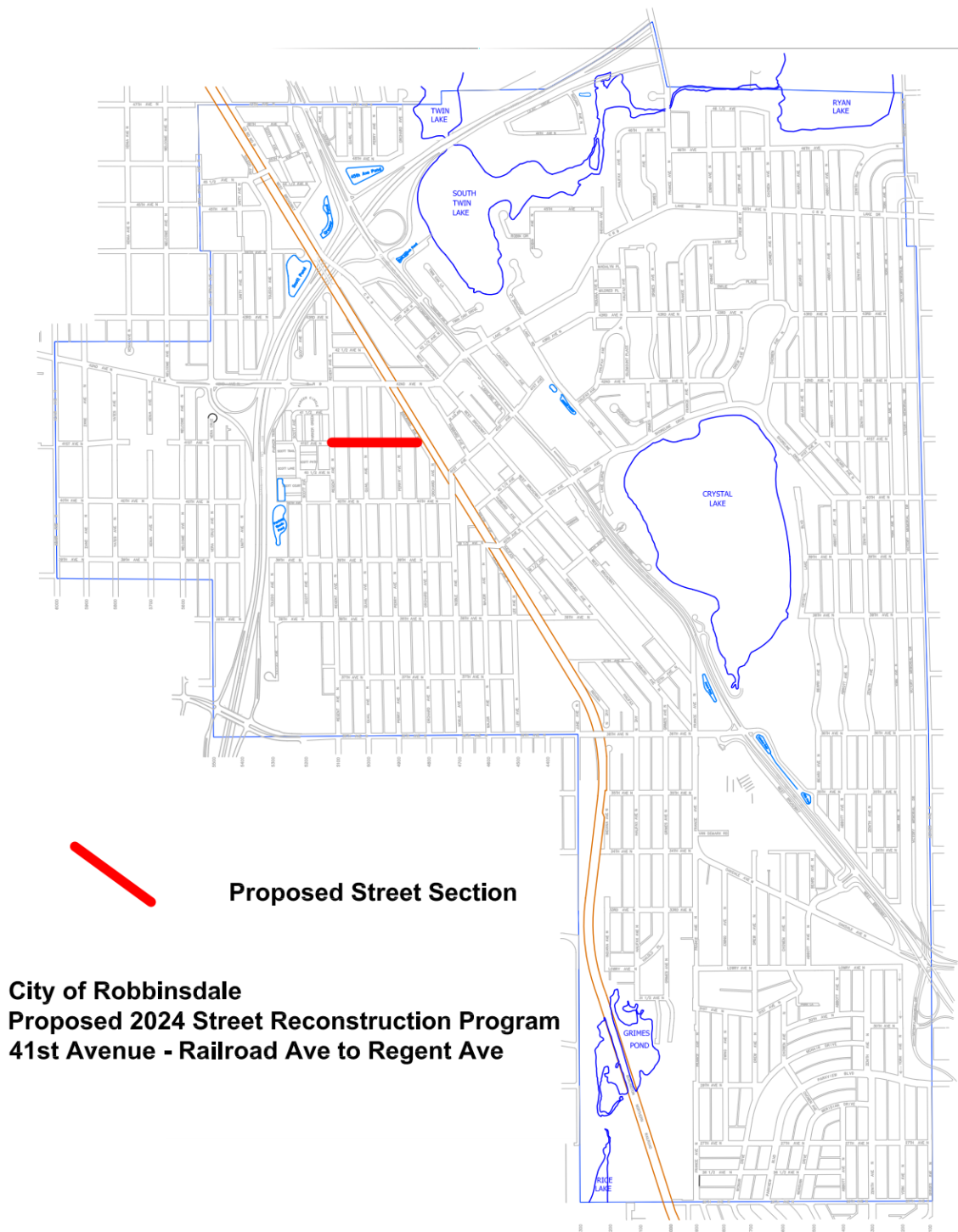
This report has been prepared to determine the feasibility of selected street segments proposed as part of the 2024 Street Improvement Program. The street segments included have a demonstrated deficiency in at least one of the infrastructure areas of road pavement, curb and gutter, water main, sanitary sewer and storm sewer. Selecting streets with more than one infrastructure deficiency or where there is opportunity to make other improvements will help to maximize the benefits of expenditure and achieve compliance with the City Council's desired goals of timely and prudent infrastructure replacement.

The street segments included in this report and recommended for reconstruction have been selected from the extensive list of road projects throughout the City that will be required over forthcoming years.

Road testing data indicates varying structural capability, and the most recent visual pavement condition index (PCI) rating on the proposed segments ranging between 71 and 100. The PCI covers a range from 0 to 100 with 0 being completely failed through to 100 being the best road condition. For the selected project area, the storm sewer system, particularly the ability to capture runoff is deficient and inefficient in layout. It is also proposed to install underground infiltration galleries to reduce downstream pipe sizes and promote water returning to the surficial aquifer in a more gradual manner. A new larger diameter water main is proposed for better linkages with the new Water Tower and the rest of the system.

Location

The proposed street segments included in this report are located in Ward 1. The project area is shown on the following map –



Specifically, the City street segments included for consideration are –

Project 44123	41 st Avenue	Railroad Ave to Perry Avenue
	41 st Avenue	Perry Avenue to Quail Avenue
	41 st Avenue	Quail Avenue to Regent Avenue

Proposed Reconstruction Project

General

The work proposed as part of this reconstruction program provides improvements to the infrastructure to service the residents of the City. The primary purpose of the 41st Avenue project is to provide a new 12" trunk water main, improve storm sewer collection and provide underground infiltration basins to reduce demand on downstream storm sewer mains.

Project 44123 – 41st Avenue between Railroad Avenue and Regent Avenue

This project will act as an extension to a watermain project that was performed in 2019. The work at that time installed a new 12" watermain across the Railroad from the downtown and old Water Tower to replace a failed (and shut off) 12" line on County Road 9. Given the busy nature and number of other underground utilities along the County Road 9 corridor, it was deemed a better alternative to use a less busy road with less utilities for this important trunk pipe.

This project includes road segments that have original above ground construction dates in 1958 to a width of 32 feet.

Data relating to subsequent resurfacing projects has not been found, however it is likely that sealcoating or mill and overlay projects have been undertaken at some time.

Two thirds of the project length have road surfaces that are in average condition with the best section in the segment between Railroad Avenue and Perry Avenue where the 2019 watermain project was undertaken and restored the road surface. Photos do indicate surface defects in the form of cracks. Examples of current conditions can be seen in the following photographs.



Road pavement structural testing data indicates reasonable pavement structure with an area of marginally weaker structure in the Quail to Regent segment. The most recent visual ratings range between 100 (for the segment with recent pavement restoration after the 2019 watermain work) and the mid to lower 70's for the two segments further to the west. The results for the street segments associated with this project have been tabulated and are included in the Appendices of the report.

The proposed width of the street will be the standard 32' and will be bounded by replacement of standard curb and gutter.

A total of 4 mature trees will have to be removed from the Right-of Way to facilitate utility and curb work. Opportunities will be explored for re-vegetating the boulevards at the conclusion of the construction work.

Pavement will be designed to provide appropriate capacity. This project does not involve any State Aid streets. Local streets will be built to accommodate greater than the standard 5 tons per axle. The interim design for the pavement on this project is 6" asphaltic concrete (AC) over a 6" granular base. Geotextiles and geo-grids are not anticipated to be necessary for the improvement to pavement structure. The grades of the road segments are proposed to remain essentially the same as existing and it should be noted that the area is very flat.

Staff is proposing that an additional section of sidewalk will be provided on the north side of the street between Perry Avenue and Railroad Avenue. This will complete the walk from Regent Avenue.

Storm Sewer

The storm sewer generated in this neighborhood ultimately drains into Crystal Lake with this area representing the upper reaches of the broader catchment area. As with many areas through the City, the existing storm sewer is deficient in the ability to collect water and has an excessive number of unnecessary structures. It is proposed to improve collection capability and efficiency of the system layout as part of the reconstruction project. Due to the minimal grades in this area, there are challenges to achieve enough capacity in the pipes and to provide adequate cover over the pipes.

Computer modeling of the storm sewer system has been performed and elements have been sized to handle a 1 in 10 year recurrence interval storm event. In addition, staff is proposing to install underground chambers to promote infiltration and reduce the flow volume being discharged downstream. The chambers would be similar to units placed in other areas of the City as part of previous projects (see photo below). It is estimated that a total storage of approximately 10,000 cubic feet can be achieved in the proposed units.



Sanitary Sewer

This project will involve considerably less than usual replacement of sanitary sewer main as the mains in these streets run in the north-south streets. The intersection portions of sanitary main (approximately 70 feet at each intersection) will be replaced as part of the project from the existing vitreous clay pipe (VCP) to new PVC pipe of equivalent diameter. The newer material is more watertight and will minimize the opportunity for inflow and infiltration from external sources entering the sanitary system.

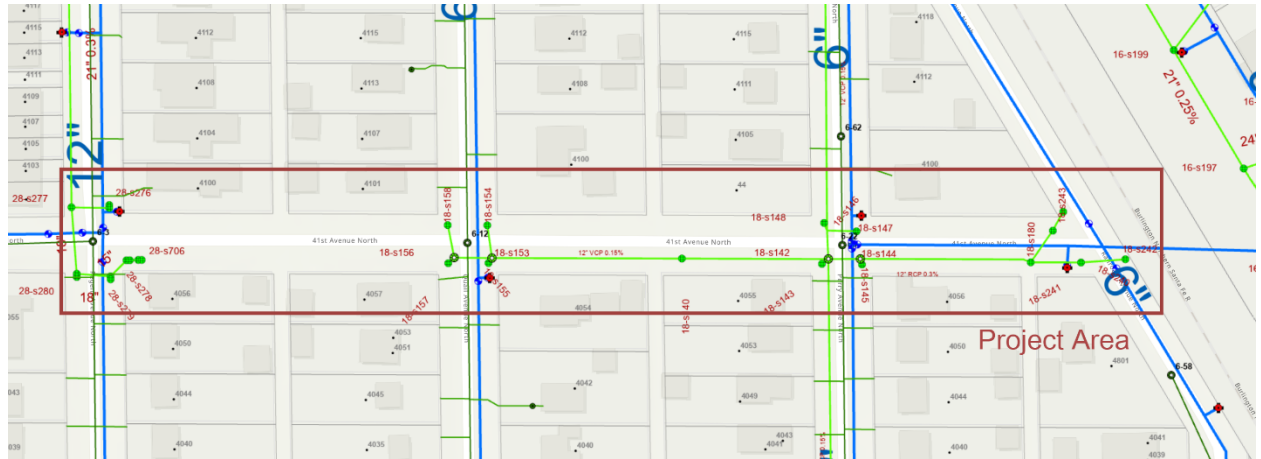
There are 3 sanitary services on the fringe of the project limits that will be replaced within the Right-of-Way as part of the proposed work.

Water Main

The only existing watermain in the selected street segments is a section of 12" Ductile Iron pipe installed in 2019 as part of the project to replace a failed 12" crossing of the Railroad Tracks at County Road 9. The existing pipe currently extends from Railroad Avenue to Perry Avenue. It is proposed to extend this 12" water main to connect to the existing 12" main in Regent Avenue. These larger mains will help to better convey water to and from the new Water Tower.

There will be 1 water service on the fringe of the project limits that will be replaced within the Right-of-Way as part of the proposed work.

A plan showing the layout of existing utilities inn the street is shown below –



Estimated Cost

The cost of the project included in the 2024 Road Reconstruction Program is summarized in the following table. These costs have been calculated using estimating rates based on previous project costs and all available current information.

Project No.	Description	Construction Cost	Engineering & Contingency	Total Estimated Cost
44123	41 st Avenue (Railroad to Regent)	\$ 1,270,000	\$ 380,000	\$ 1,650,000
Opinion of Probable Cost		\$ 1,270,000	\$ 380,000	\$ 1,650,000

Recommendations

After review of the needs and estimated cost of the proposed construction, it is the recommendation of the Engineering staff that the projects proposed for improvement address one or more areas of infrastructure deficiency or opportunity. This in turn will help to maximize the benefits of expenditure and achieve compliance with the City Council's desired goals of timely and prudent infrastructure replacement.

Financing

It is proposed that the projects be funded through a number of sources. Underground utilities will be funded through the relevant utility fund or utility bonding. Individual property owners will be required to contribute toward the cost of the improvements through special assessments in accordance with the Special Assessment Policy established and adopted by the City Council. Based on the most recent Construction Cost Index (February 2024), the special assessment rate is currently \$133.88 per lineal front foot for a 32 feet wide street. The Permanent Improvement Revolving (PIR) Fund or street bonds will also be used for that component of the work. An approximate breakdown of funding sources for the projects is shown in the table as follows.

Funding Source	44123 – 41st Avenue
Water Utility and/or Bonds	\$ 99,500
Sanitary Utility and/or Bonds	\$ 40,000
Storm Utility and/or Bonds	\$ 305,000
Special Assessments	\$ 105,000
State Aid Funds	\$ 0
PIR Funds and/or Street Bonds	\$ 1,100,500
TOTAL	\$ 1,650,000

Appendicies

Extraction of Results from Road Testing and Visual Assessment

Street Data Sheets

Project 44123	41 st Avenue	Railroad Ave to Perry Avenue
	41 st Avenue	Perry Avenue to Quail Avenue
	41 st Avenue	Quail Avenue to Regent Avenue

Appendix - Extraction of Results from Historical Road Testing and Visual Assessment

Project	Asset Number	Roadway	Termini		Length (feet)	Area (ft²)	Daily ESAL	Avg. AC (inches)	Visual Rating (Year)				
			From	To					2002	2007	2013	2018	2023
44123	11911	41ST AVENUE	RAILROAD AVENUE	PERRY AVENUE	252	7,560	3	4.8	70	85	57	100	100
	11912	41ST AVENUE	PERRY AVENUE	QUAIL AVENUE	375	11,250	5	5.7	93	86	79	100	74
	11913	41ST AVENUE	QUAIL AVENUE	REGENT AVENUE	372	11,160	5	3.8	87	83	77	95	71

CITY OF ROBBINSDALE

2024 IMPROVEMENT REPORT

LOCATION: 41st Avenue from Perry Avenue to Railroad Avenue

INITIATION: Staff recommended

PROPERTIES ABUTTING: 3

RIGHT-OF-WAY: 60 feet

EASEMENTS: None

PROPOSED STREET SECTION:

Width: 32' Face to Face

Section: 6" Aggregate Base, 3" Bituminous Base, 3" Bituminous Wear

Sidewalks: 5' Concrete Walk on North Side

Tree Removal: 0

FEASIBILITY: This project is feasible as outlined in this report.

CONSTRUCTION

Project	Description	Year Built	Existing	Proposed
			Structure	Construction
1	Water Main	2019	12" DIP	12" DIP
2	Sanitary Sewer		None	None
3	Storm Sewer	1955	12" VCP	15" RCP
4	Street	1958	6" Bit.	See Above
5	Curb & Gutter	1958	B618	B618

SPECIAL CONDITIONS

This project will install storm water chambers on the south side of the street.

CITY OF ROBBINSDALE

2024 IMPROVEMENT REPORT

LOCATION: 41st Avenue from Quail Avenue to Perry Avenue

INITIATION: Staff recommended

PROPERTIES ABUTTING: 4

RIGHT-OF-WAY: 60 feet

EASEMENTS: None

PROPOSED STREET SECTION:

Width: 32' Face to Face

Section: 6" Aggregate Base, 3" Bituminous Base, 3" Bituminous Wear

Sidewalks: 5' Concrete Walk on North Side

Tree Removal: 4

FEASIBILITY: This project is feasible as outlined in this report.

CONSTRUCTION

Project	Description	Year Built	Existing	Proposed
			Structure	Construction
1	Water Main		None	12" DIP
2	Sanitary Sewer		None	None
3	Storm Sewer	1955	12" VCP	15" RCP
4	Street	1958	6" Bit.	See Above
5	Curb & Gutter	1958	B618	B618

SPECIAL CONDITIONS

This project will install storm water chambers on the south side of the street.

CITY OF ROBBINSDALE

2024 IMPROVEMENT REPORT

LOCATION: 41st Avenue from Regent Avenue to Quail Avenue

INITIATION: Staff recommended

PROPERTIES ABUTTING: 4

RIGHT-OF-WAY: 60 feet

EASEMENTS: None

PROPOSED STREET SECTION:

Width: 32' Face to Face

Section: 6" Aggregate Base, 3" Bituminous Base, 3" Bituminous Wear

Sidewalks: 5' Concrete Walk on North Side

Tree Removal: 0

FEASIBILITY: This project is feasible as outlined in this report.

CONSTRUCTION

Project	Description	Year Built	Existing	Proposed
			Structure	Construction
1	Water Main		None	12" DIP
2	Sanitary Sewer		None	None
3	Storm Sewer		None	None
4	Street	1958	6" Bit.	See Above
5	Curb & Gutter	1958	B618	B618

SPECIAL CONDITIONS

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 2nd day of April, 2024.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE CITY ENGINEER'S FEASIBILITY
REPORT ON THE 41ST AVENUE COMPONENT OF THE 2024 STREET
IMPROVEMENT PROGRAM AND SCHEDULING PUBLIC HEARINGS ON SAME

WHEREAS, a feasibility report has been prepared by the City Engineer with reference to the 41st Avenue component of the proposed 2024 Street Improvement Program, and this report was received by the City Council on April 2nd, 2024;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT:

1. The City Council will consider the 41st Avenue component of the 2024 Street Improvement Program in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes Chapter 429, at an estimated total cost of \$ 1,650,000.00.
2. Public hearings shall be held on the proposed project on the 7th day of May, 2024. The hearings shall be held in the Council Chambers of City Hall as part of the meeting at 7:00pm. The City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

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

and the following voted against the same:

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND
ADOPTED THIS 2ND DAY OF APRIL, 2024.

William A. Blonigan, Mayor

ATTEST:

Chase Etem-Petersen, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: April 2, 2024
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 4/2/24 reflects the voucher requests pending approval for disbursement.

The check register dated 3/20/24 through 4/2/24 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.

Analysis:

None.

Recommendation:

By motion, approve disbursement requests for the period ending 4/2/2024.

Attachments:

None